

Tips & Tricks for Applicants

Greetings, Iowa ABD eLAPS Applicants!

Each week we will share tips, tricks, and shortcuts so you can master the new Iowa ABD eLAPS that uses a Salesforce environment and replaces eLicensing. We know you are eager to learn, so let's begin.

WHAT IS eLAPS?

The Iowa ABD has partnered with MTX Group to develop the Electronic Licensing and Permitting System (eLAPS) in the Salesforce environment. eLAPS is designed to help local authorities and applicants in Iowa apply for, manage, and track alcohol licenses, permits, and certificates online.

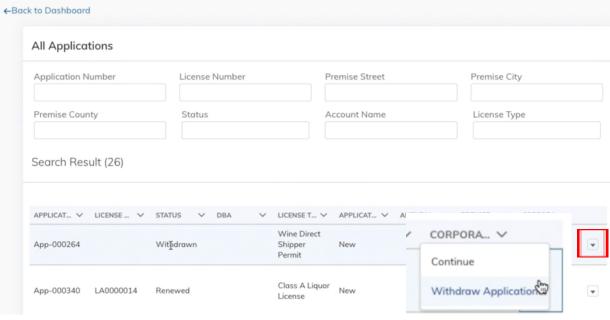


On the dashboard, you'll see different action buttons on the right-hand side of the application depending on the status of the application.





In All Applications, under Search Result, click the disclosure triangle on the right-hand side to view the actions as a dropdown.





A "Request Amendment" action can be made as long as the status of the application is not Withdrawn or Cancelled.

App-000372		In Progress		Ciass A Liquor License	New	Adair	Other Actions
App-000961	DS0000014	Active	sdf	Wine Direct Shipper Permit	New	Coffeyville	dsf





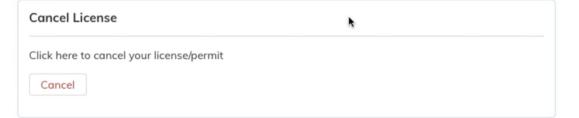
Action Items

NEED HELP ?

Renew License

Click here to renew

Renew



Previous





Hot Tip #4

Applicants are only allowed to create one renewal application per license or permit number at a time, but they can create multiple amendments.



For access to additional learning resources such as User Guides, training videos, Quick Reference Guides and more, visit https://abd.iowa.gov/licensing/elaps.

Visit often to discover new information so you're more confident and effective in the system!

Look for more tips for the lowa ABD eLAPS!