

Tips & Tricks for Applicants

Greetings, Iowa ABD eLAPS Applicants!

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.



Hot Tip #1

A Notary Form is no longer required. With eLAPS, the signature and attestation is now done electronically.



Hot Tip #2

New Applications now require all documentation needed for the license/permit be uploaded **prior** to submitting the application.



Hot Tip #3

“In Progress” means the application has been started but has not been fully submitted; and changes can still be made to the application.



Hot Tip #4

If you need to make changes to or update information after the application has been submitted or is “Active” you will need to complete an Amendment application. Amendments can be completed for the following: Ownership Updates, Outdoor Service, Add Privilege, Temporary Premise Transfer, Permanent Premise Transfer, Premise Updates, and Additional Locations.

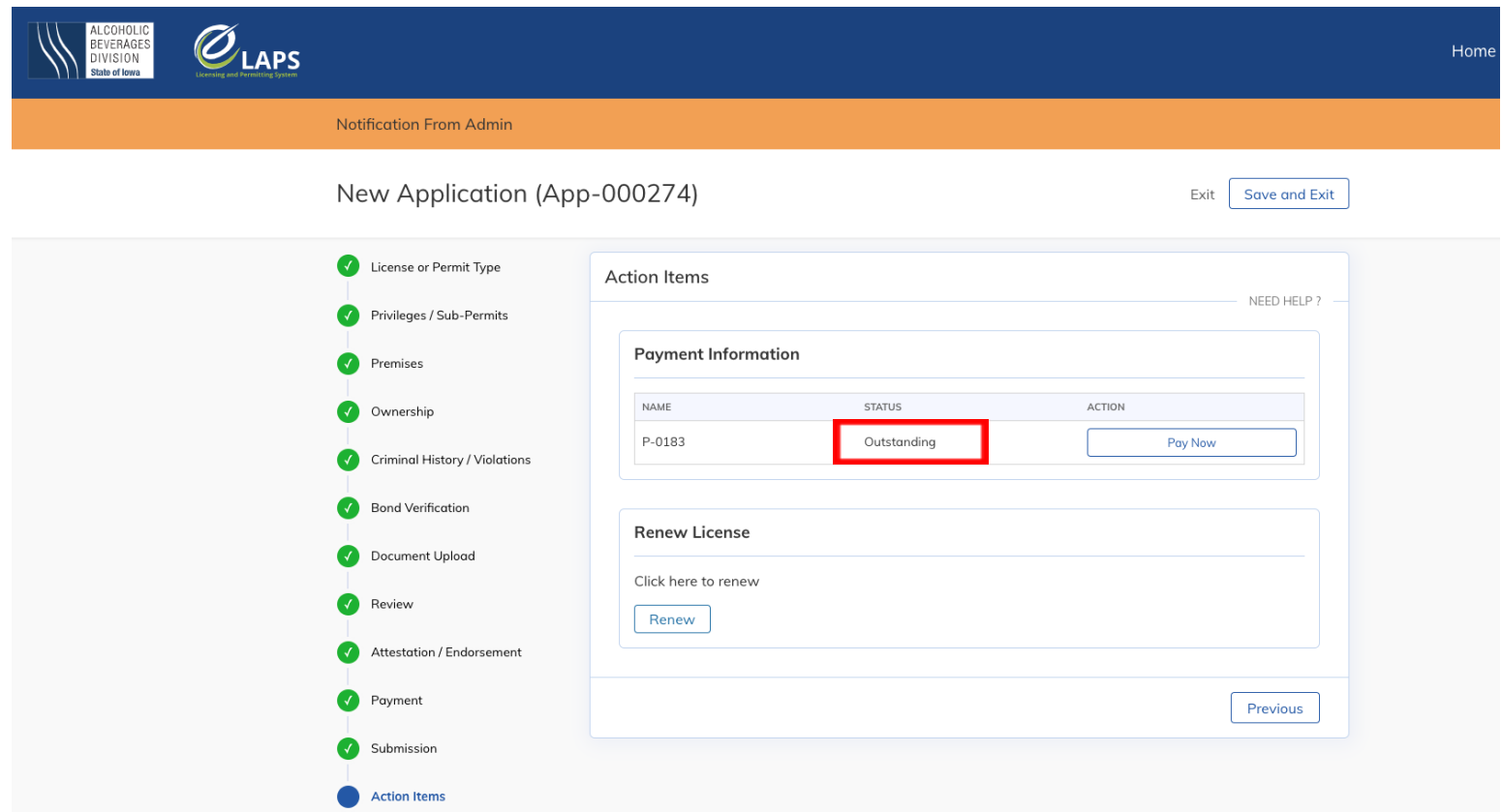
 **Hot Tip #5**

Need to renew your license or permit? It's simple with eLAPS. Just click the Renew button to begin and your information will be prefilled. All you need to do is to verify the information under each step.

 **Hot Tip #6**

If the status of your applications is "Outstanding", this means a balance is due on the account.

To submit a payment, select "Action Items", then click the "Pay Now" button.



The screenshot shows the eLAPS interface. At the top, there is a blue header with the 'ALCOHOLIC BEVERAGES DIVISION State of Iowa' logo and the 'LAPS Licensing and Permitting System' logo. A 'Home' link is visible in the top right. Below the header is an orange notification bar that reads 'Notification From Admin'. The main content area is titled 'New Application (App-000274)' and includes 'Exit' and 'Save and Exit' buttons. On the left, a vertical navigation menu lists various steps, each with a green checkmark, except for 'Action Items' which has a blue circle. The 'Action Items' section is expanded, showing a table with the following data:

NAME	STATUS	ACTION
P-0183	Outstanding	Pay Now

Below the table, there is a 'Renew License' section with a 'Click here to renew' link and a 'Renew' button. A 'Previous' button is located at the bottom right of the 'Action Items' panel.

 **Hot Tip #7**

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 Iowa ABD eLAPS!