
ELECTRONIC LICENSING USER GUIDE

Wholesaler Instructions



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa

I. CREATE AN ACCOUNT

Follow the steps below to create an account to access the electronic licensing system:

STEP 1

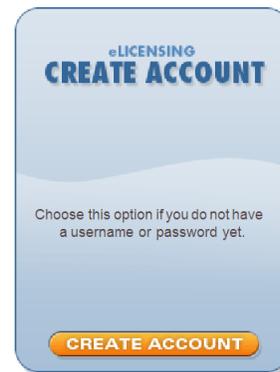
VISIT:

Visit the web at www.iowaABD.com. Click the “Alcohol” tab at the top. Under the “Licensees” section, click the top link, “Licensing Applications”.



CREATE:

Click “Create Account” to set up a User ID and Password. This link will take you to the correct page to set up your online account.



STEP 2

ENTER:

Enter the licensee’s first and last names and social security number in the appropriate fields. When creating a new User ID and Password, the last name and social security number must match someone listed on the ownership section of the application.



CREATE:

Create a User ID and Password using the following criteria:

- User ID must contain 5 characters using either letters or numbers with no special characters. **Example: Karen123.**

- Password must contain 5 characters with a combination of letters and numbers. **Example: Smith456.**

RECORD:

After completing the *New Licensee Information* section, record your User ID and Password in the space provided for future reference.

User ID

Password

When finished, click the “Save” button to move on.

II. LICENSE APPLICATIONS & RENEWALS

Follow the steps below to complete a license application or renewal:

Note that some fields will be unavailable to you if not required for your license application. You may use the “tab” key to navigate on each screen.

1. Log on to elicensing using your User ID and Password.
2. Renew your liquor license by selecting “Complete a Renewal Application”.
3. Select the license you wish to renew from the License List Screen. The license you are renewing must have a status of “*Renewal Sent*”.
4. Check the privileges for which you wish to apply and click “Next”.
5. Fill in your applicant information; you must complete the “*Mailing Address*” section. If your mailing address is the same as your business address, check the corresponding box. Then click “Next”.
6. Indicate how the business will be operated, then click “Next”.
7. Fill in the ownership information and click “Add New” after each person you add. If you wish to change ownership on a renewal, you must complete a separate ownership update application. Click “Next” when finished.
8. Make the appropriate selection regarding Criminal History, then click “Next”.
 - If you responded “Yes” to any questions regarding Criminal History, please complete the violation section. Also, list all arrests, indictments, summonses, convictions and deferred judgments for **ALL** violations of any state, county, city, federal or foreign government for all persons listed in the ownership section of the application.
9. Fill in the premises information, and click “Next”.
10. Fill in the general information asked regarding your premises and click “Next”.
11. Fill in Applicant Signature and bank information and click “Finish”.
12. If the application was submitted successfully, a confirmation screen will appear. Once you have successfully submitted your application, you may log off.
13. After submitting an online application, contact your local authority to notify local officials that your license is ready for local approval.
 - If your application requires dram shop insurance, be sure to inform your insurance agent that you have submitted your application for verification of dram shop insurance.
 - License fees will be debited, on average, two business days after the local authority has submitted your license application to the ABD.

Need Help?

Contact the Division:

If you have questions regarding the application process, contact the Division's licensing section toll-free at 866.lowaABD (866.469.2223) (select option 1), locally at 515.281.7400 (select option 1), or by email at Licensing@IowaABD.com with questions or concerns. The Division's licensing staff is available Monday through Friday, 8:00am to 4:30pm.

Use the Online "HELP" Feature:

The Division's electronic licensing application has a help feature built directly into the system. In order to access the help feature, click on the "Help" button to view the entire Electronic Licensing User Guide.

Alternatively, you can click the "Help" icon in any screen (located in the upper right corner), and go directly to the help for that particular screen.