

ELECTRONIC LICENSING



USER GUIDE



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NEED HELP?

CONTACT THE DIVISION:

If you have questions regarding the application process, contact the Division's licensing section toll-free at 866.IowaABD (866.469.2223) (select option 1), locally at 515.281.7400 (select option 1), or by e-mail at Freund@IowaABD.com with questions or concerns. The Division's licensing staff is available Monday through Friday, 8:00 a.m. to 5:00 p.m.

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.



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I. *LICENSES & PERMITS*

The following licenses apply to service for consumption ON premises:

CLASSIFICATION	LICENSE/PERMIT PRIVILEGES
Class A Liquor License	Allows nonprofit clubs to sell liquor, wine, beer and wine coolers for on premises consumption only; no carry-out sales. Sales are restricted to members and guests.
Class B Liquor License	Allows hotels and motels to sell liquor, wine, beer and wine coolers for on premises consumption. Also allows carry-out sales of beer and wine coolers in original unopened containers.
Class C Liquor License	Allows commercial establishments to sell liquor, wine, beer and wine coolers for on premises consumption. Also allows carry-out sales of beer and wine coolers in original unopened containers.
Special Class C Liquor License	Allows commercial establishments to sell wine, beer and wine coolers for on premises consumption. Also allows carry-out sales of beer and wine coolers in original unopened containers.
Class B Beer Permit	Allows commercial establishments to sell beer for on premises consumption. Also allows carry-out sales of beer and wine coolers in original unopened containers.
Class D Liquor License	Allows railroads, air common carriers and passenger-carrying boats or ships operating in inland or boundary waters to sell liquor, wine, beer and wine coolers for on premises consumption only; no carry-out sales.

The following licenses apply to service for consumption OFF premises:

CLASSIFICATION	LICENSE/PERMIT PRIVILEGES
Class B Wine Permit	Allows commercial establishments to sell wine for off premises consumption in original unopened containers. No sales by the drink.
Class B Native Wine Permit	Allows commercial establishments to sell Iowa made wine for off premises consumption in original unopened containers. No sales by the drink. Samples are permitted of 1 ounce or less.
Class C Beer Permit	Allows commercial establishments to sell beer and wine coolers for off premises consumption in original unopened containers. No sales by drink.
Class E Liquor License	Allows commercial establishments to sell liquor for off premises consumption in original unopened containers. No sales by the drink.



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II. ADDITIONAL PRIVILEGES

The following privileges may be added to designated licenses:

PRIVILEGE	ACTIVITY ALLOWED	MAY ADD TO
Brew Pub	Allows brewing of beer on the premises for consumption on the premises.	Class C liquor licenses; Class B beer permits.
Catering	Allows catering of liquor, wine, beer and beer coolers as part of a food catering service.	Classes B, C liquor licenses (only 12-month).
Living Quarters	Separates private living quarters from the licensed premises; protects licensees from warrantless searches in living quarters.	Classes A, B, C, Special C liquor licenses; Classes B, C beer permits; Class B wine permit.
Outdoor Service	Allows selling/serving alcoholic beverages permitted by the license/permit in a designated, adjacent outdoor area.	Classes A, B, C, Special C liquor licenses; Classes B, C beer permits; Class B wine permit.
Ownership Update Application	Allows licensee to update the ownership or interest in their business. Supporting documents shall accompany the application.	Classes A, B, C, Special C liquor licenses; Classes B, C beer permits; Class B wine permit.
Refund Application	Allows a refund of any unused quarters of a 12-month license.	Classes A, B, C, Special C, E liquor licenses; Classes B, C beer permits; Class B wine permit. No refunds on seasonal licenses.
Sunday Sales	Allows selling/serving alcoholic beverages permitted by the license/permit.	Classes A, B, C, Special C, D liquor licenses and Classes B, C beer permits.
Transfer Application	Allows license to be transferred from one location to another, only within the boundaries of the current approving local authority.	Classes A, B, C, Special C liquor licenses; Classes B, C beer permits; Class B wine permit.



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III. CREATE AN ACCOUNT

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

STEP 1

VISIT:

Visit the web at 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. Even though you are a current licensee, you will need to click this link to set up your on-line 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 & Password using the following criteria:

- The User ID & Password are case-sensitive, meaning that capital and lowercase letters must be entered in the correct spots.
- *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.



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 e-licensing 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, even if your mailing address is the same as your business address.** Then click **“Next.”**
6. Indicate how the business will be operated, then click **“Next.”**
7. Fill in the ownership information and click **“Save”** after each person you add; 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 on-line 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.

Your dram shop insurance company will log on to the E-Licensing system and validate your dram shop insurance coverage. Once your dram shop insurance company has verified your insurance coverage and clicked “submit,” your application will be forwarded to your local authority for approval.
 - Once the local authority approves your license application, the local authority will submit the application to ABD for final approval and issuance.
 - License fees will be debited, on average, two business days after the local authority has submitted your license application to the Iowa Alcoholic Beverages Division.



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V.

TEMPORARY/PERMANENT TRANSFER

Follow the steps below to transfer your license to a different location:

STEP 1

VISIT the Web:

1. Visit the web at www.IowaABD.com and click on the “**E-Licensing**” link along the left side of the page.
2. Log on using your User ID and Password and click on “**Log On**”. If you are logging on to E-licensing for the first time, follow the instructions on the Electronic Licensing User Guide for License Applications/Renewals.
3. Click on “**Complete a Transfer Application**”.
4. Select “**Edit**” for the license you wish to transfer. Status must be “**Renewal Sent**” or “**Active**”.

STEP 2

ENTER transfer information:

1. The original application information will display. Click on “**Next**”.
2. Enter the new premise address.
3. Choose “**Temporary Transfer**” or “**Permanent Transfer**”.
4. Temporary Transfer: Enter beginning and ending date.
Permanent Transfer: Enter a beginning date only.
5. Click on “**Next**”.
6. Enter number of bathrooms.
7. Enter number of floors.
8. If you will need outdoor service at the new location, complete the “**Outdoor service area dates**”.
9. Click on “**Next**”.

STEP 3

SIGN application:

1. Sign application. Name entered must match someone listed on the ownership screen of the original application.
2. Date transfer application. Date should be the current date.
3. Click on “**Finish**”.
4. Applicant should contact their insurance company to go on-line to validate their insurance for the new location.



FOLLOW the steps below to add a Sunday Sales privilege:

1. Visit the web at www.IowaABD.com and click on the “E-Licensing” link along the left side of the page.
2. Log on using your User ID and Password and click on “Log On”. If you are logging on to E-licensing for the first time, follow the instructions on the Electronic Licensing User Guide for License Applications/Renewals.
3. Click on “Add a Privilege”.
4. Click on “Add a Sunday Sales”.
5. Select “Edit” for the license you wish to add a Sunday Sales Privilege. Status must be “Renewal Sent” or “Active”.
6. Enter the effective date of Sunday Sales Privilege.
7. Click on “Next”.
8. Sign application. Name entered must match someone listed on the ownership screen of the original application.
9. Date Sunday Sales Application. Date should be the current date.
10. Enter bank information.
11. Click on “Finish”.



FOLLOW the steps below to add an outdoor service privilege:

1. Visit the web at www.IowaABD.com and click on the “E-Licensing” link along the left side of the page.
2. Log on using your User ID and Password and click on “Log On”. If you are logging on to E-licensing for the first time, follow the instructions on the Electronic Licensing User Guide for License Applications/Renewals.
3. Click on “Add an Additional Privilege”.
4. Click on “Add an Outdoor Service”.
5. Select “Edit” for the license you wish to add an Outdoor Service. Status must be “Renewal Sent” or “Active”.
6. Enter the date of the Outdoor Service.
7. Complete the section regarding “boundaries” of the outdoor service area.
8. Click on “Next”.
9. Sign application. Name entered must match someone listed on the ownership screen of the original application.
10. Date the Outdoor Service Application. Date should be the current date.
11. Click on “Finish”.
12. Contact your Dram Shop Company to endorse your application.



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