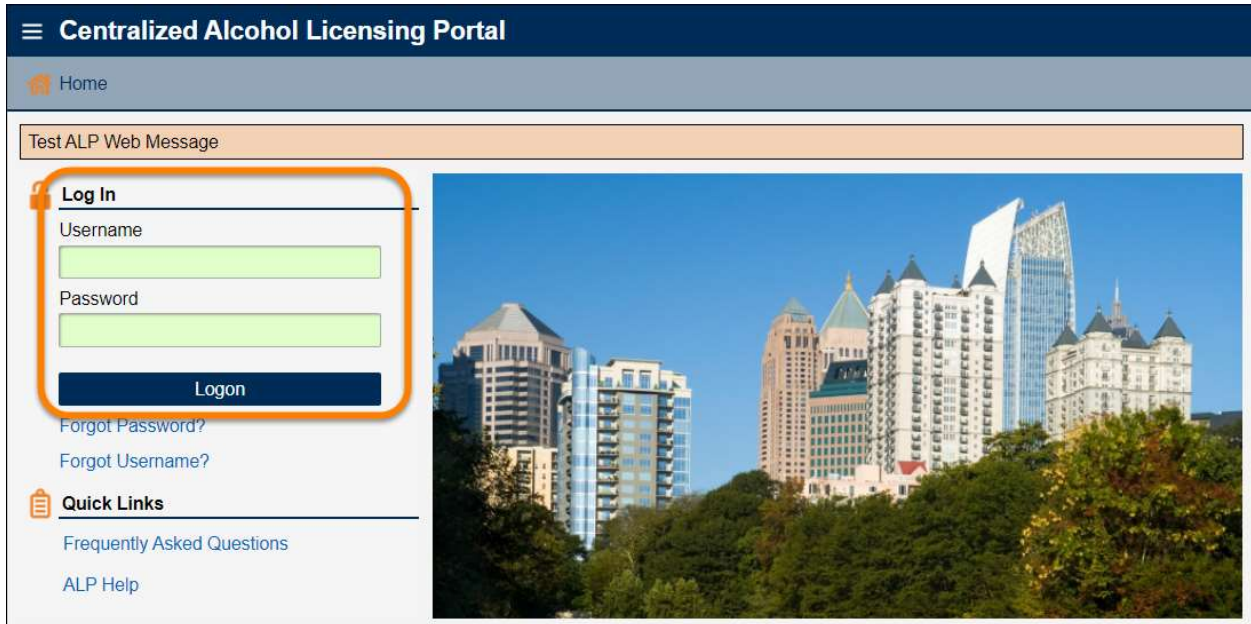The purpose of this documentation is to provide guidance on the use of the Alcohol License Portal (ALP).

Table of Contents
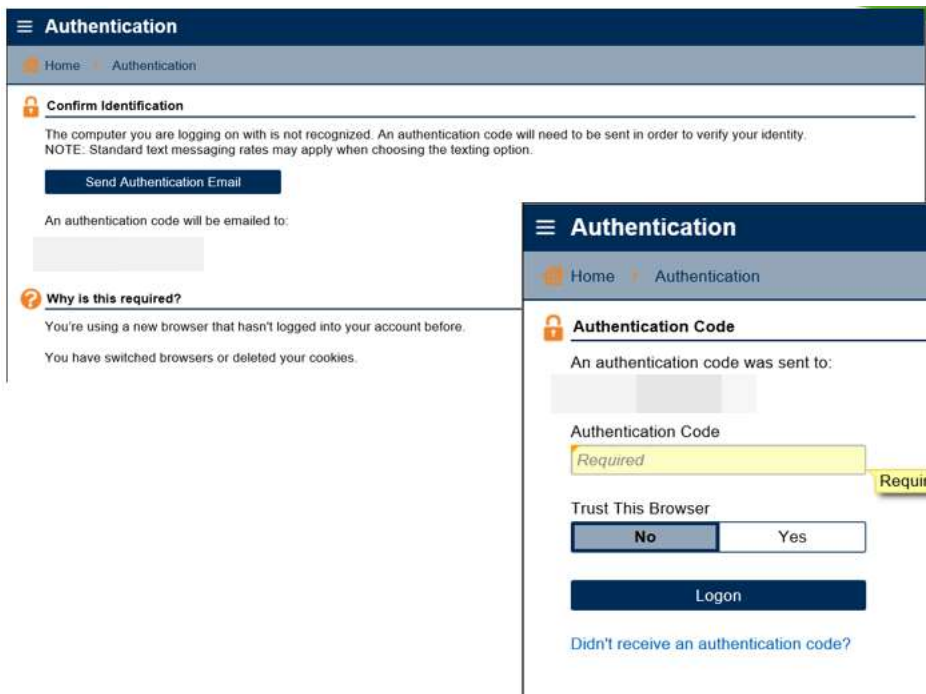
How To Log Into The Alcohol Licensing Portal:

1. Go to the ALP Portal and enter your username and password.
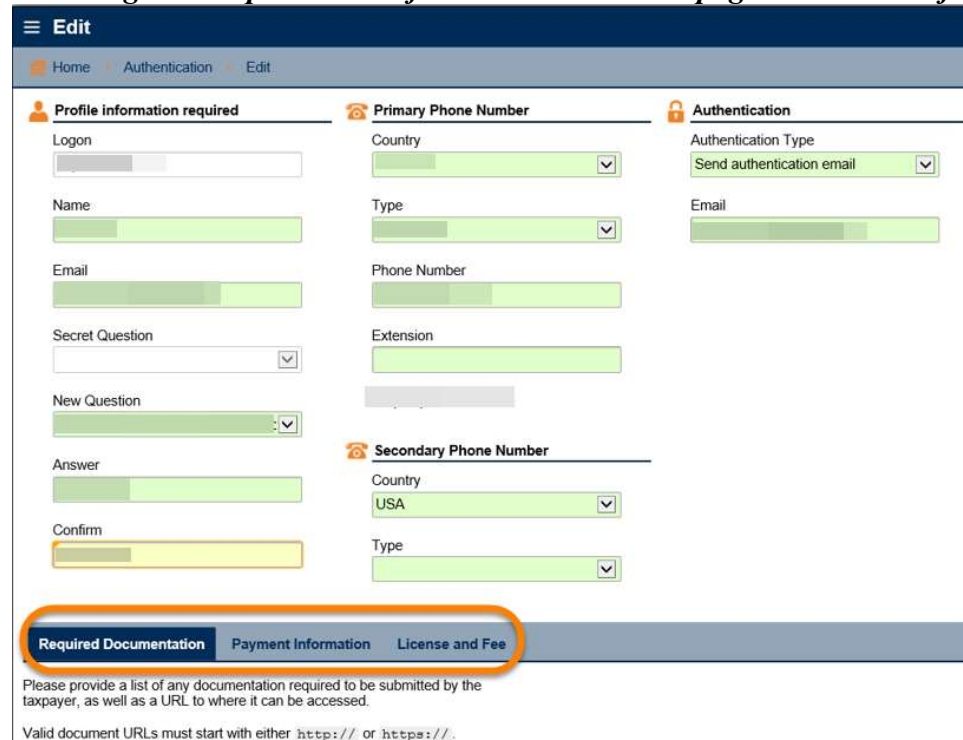

2. Complete the Two Factor Authentication to securely access the system.

3. If this is your first time logging into the system you are required to update your profile. Enter your profile information.

Enter your jurisdiction's details, such as the required documentation necessary to issue a local retail license, detailed information related to submitting a payment to your jurisdiction and the retail license types issued by your jurisdiction with applicable fees. Then select **SAVE**.
NOTE: If you do not complete the tabs within this step you may log into the system and refer to the setting tab to update this information. Please see pages 16 thru 21 of this document.
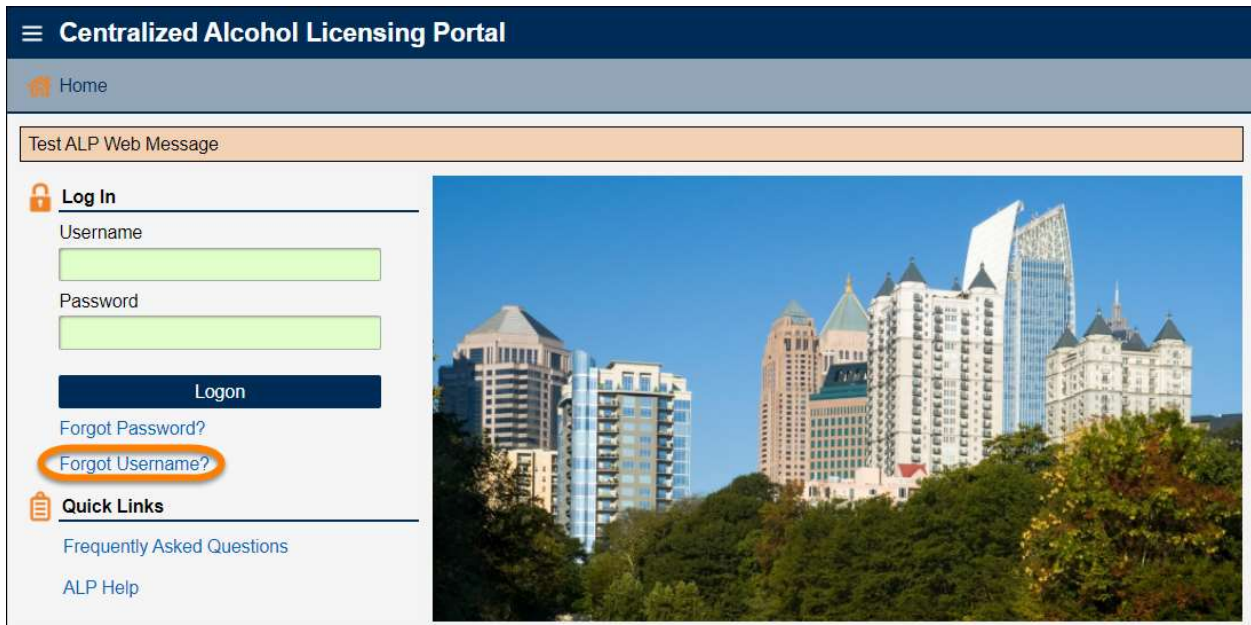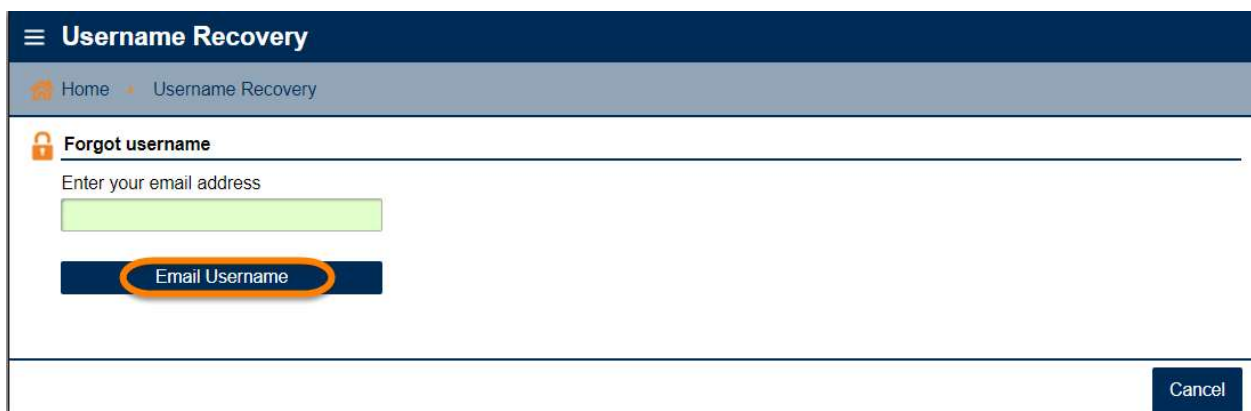
How To Retrieve A Username:

NOTE: Primary Usernames were created for all jurisdictions. Please contact the Department for additional details on the primary username or you may utilize the "Forgot Username" request.

1. If you have forgotten your username, please select **Forgot Username**.

2. Enter your email address associated with the account and select **Email Username**.

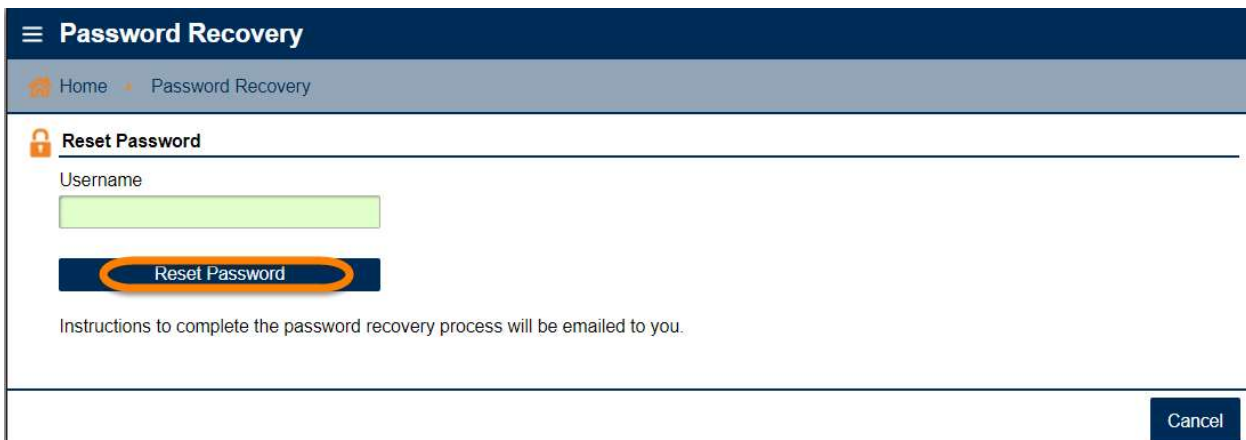3. You will receive a confirmation for your request and an email will be sent to you with details.
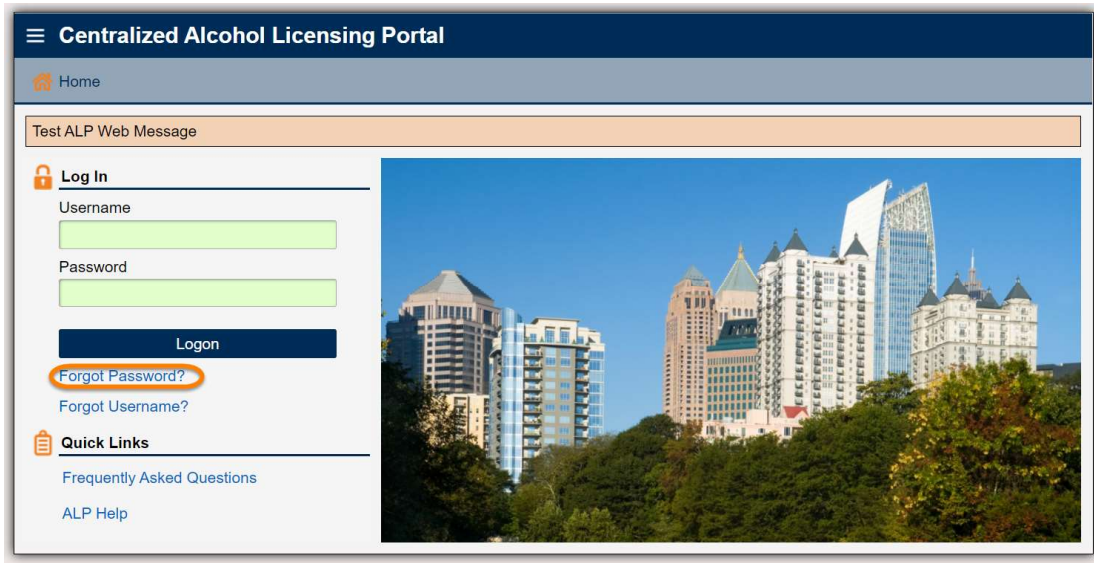
How To Reset Your Password:

1. If you have forgotten your password, please select **Forgot Password.**

2. Enter your username and select **Reset Password**.

3. You will be sent a link to reset your password. Follow the instructions provided in the email to reset your password.
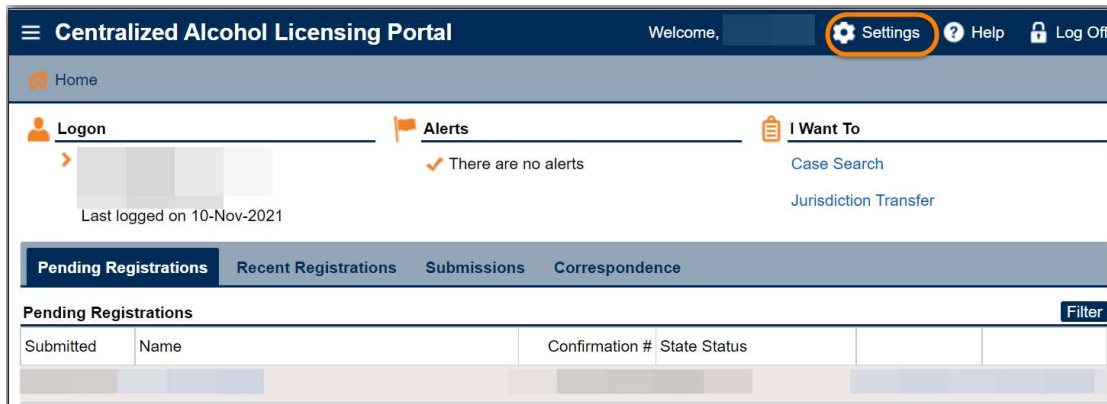
How To Change Your Password:

1. From the Home Screen, select the **Settings** link located in the top right corner.
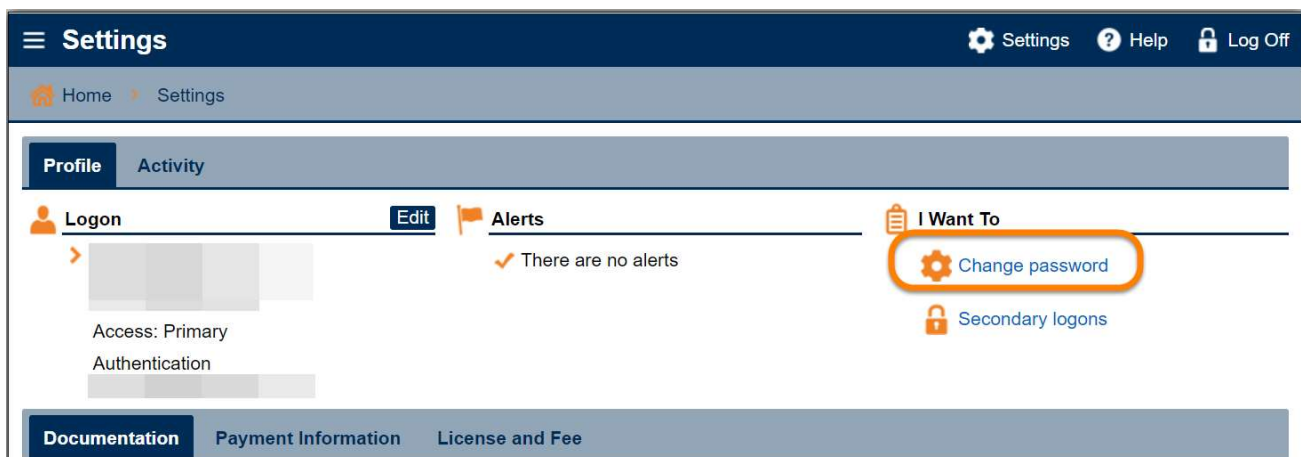
2. Locate the **I Want to Menu** and Select **Change Password**.
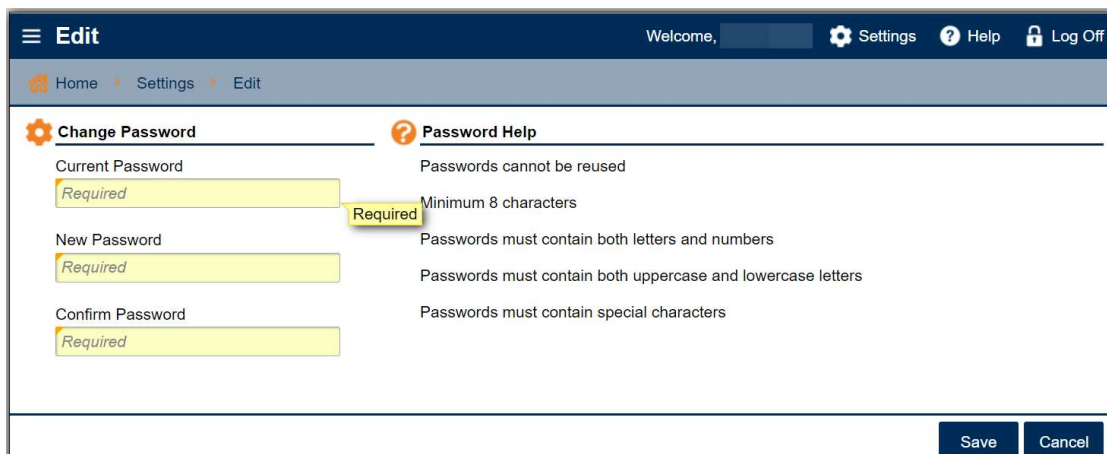
3. Enter details and select **Save**.

4. Once complete, you will receive confirmation of the password update.

Your password has been updated. Please use this new password when you log in next.
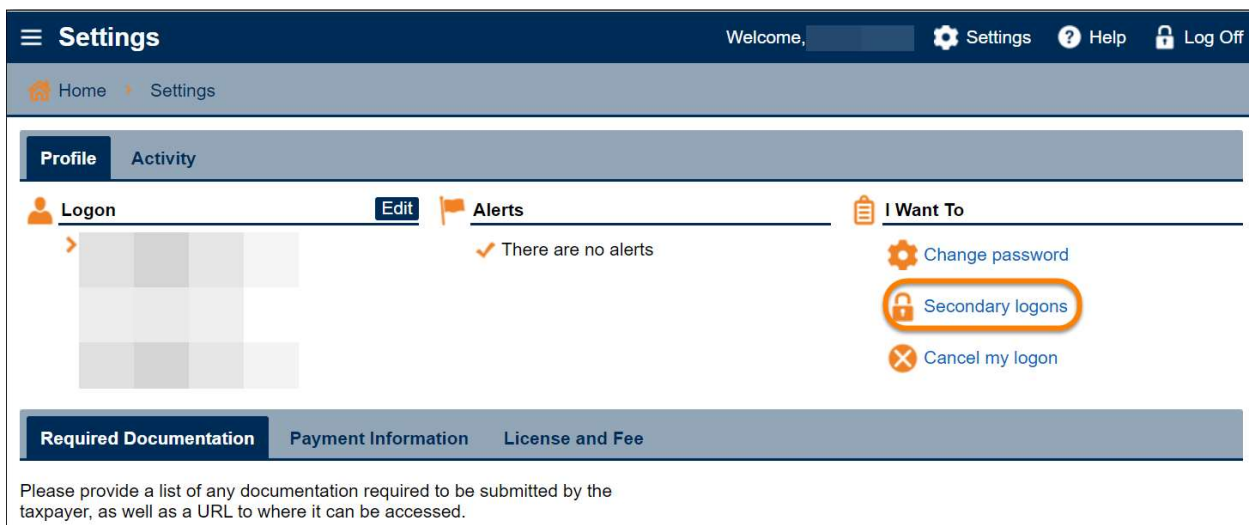
OK
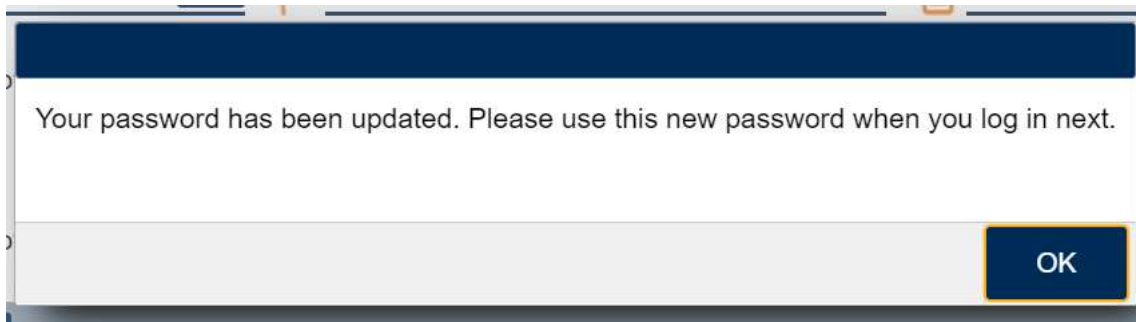
How To Add Secondary Logons:

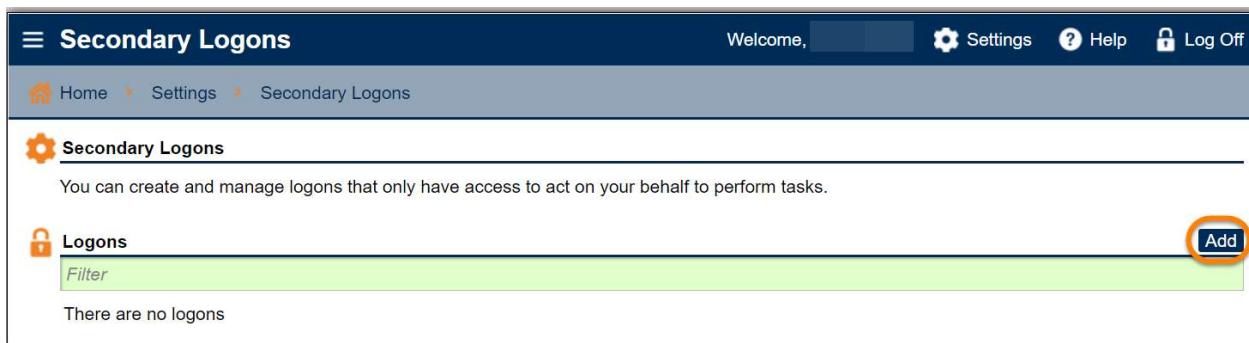**NOTE: Only primary logons can add secondary logons.**

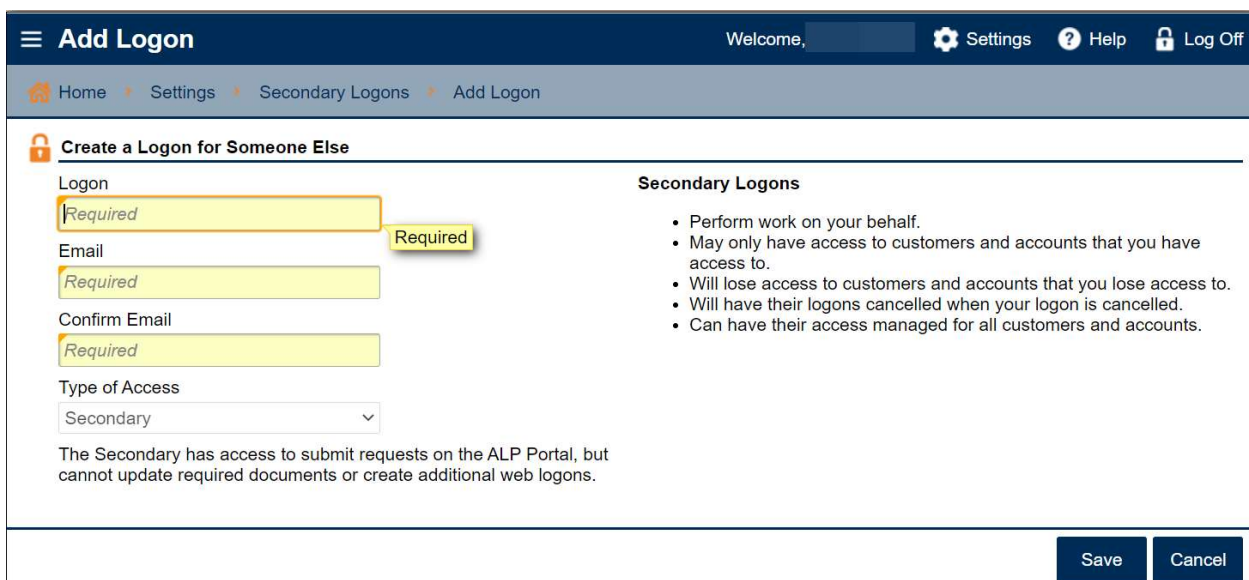1. From the Home Screen, select the **Settings** link located in the top right corner.
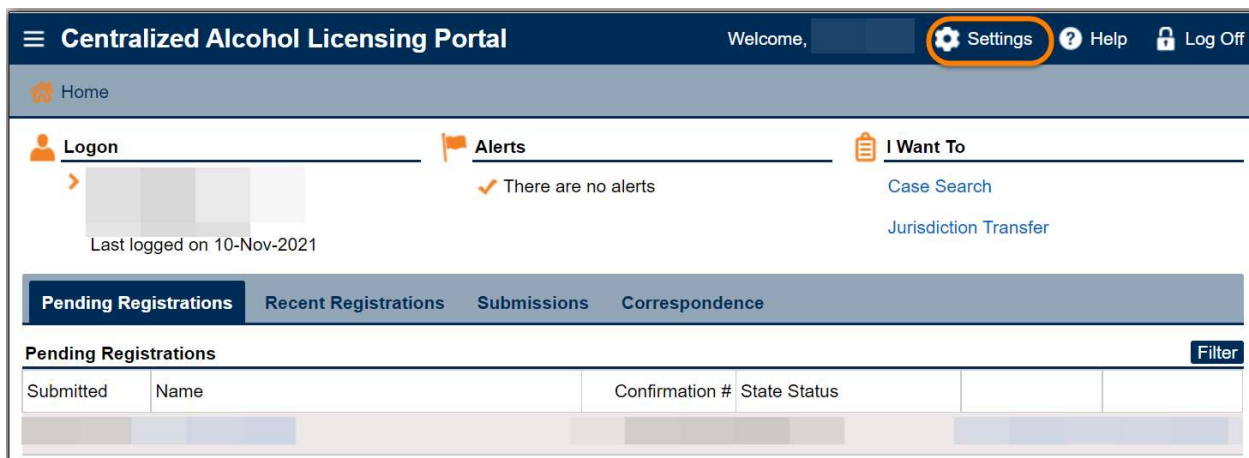
2. Locate the **I Want to Menu** and select the **Secondary Logons** hyperlink.
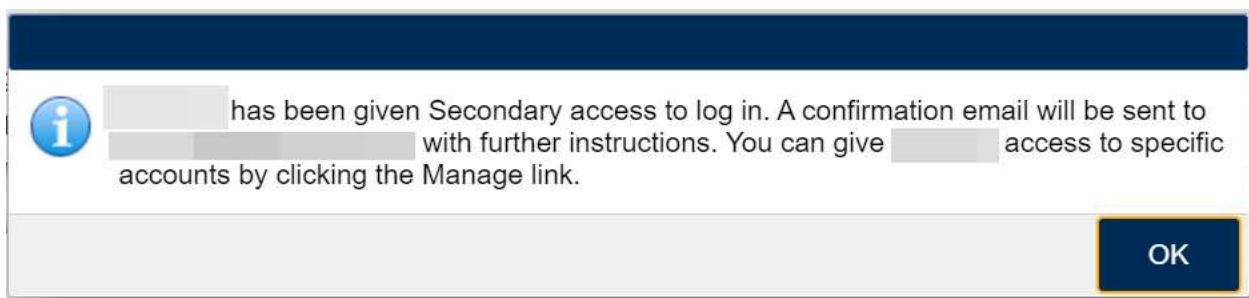
3. Select **Add.**

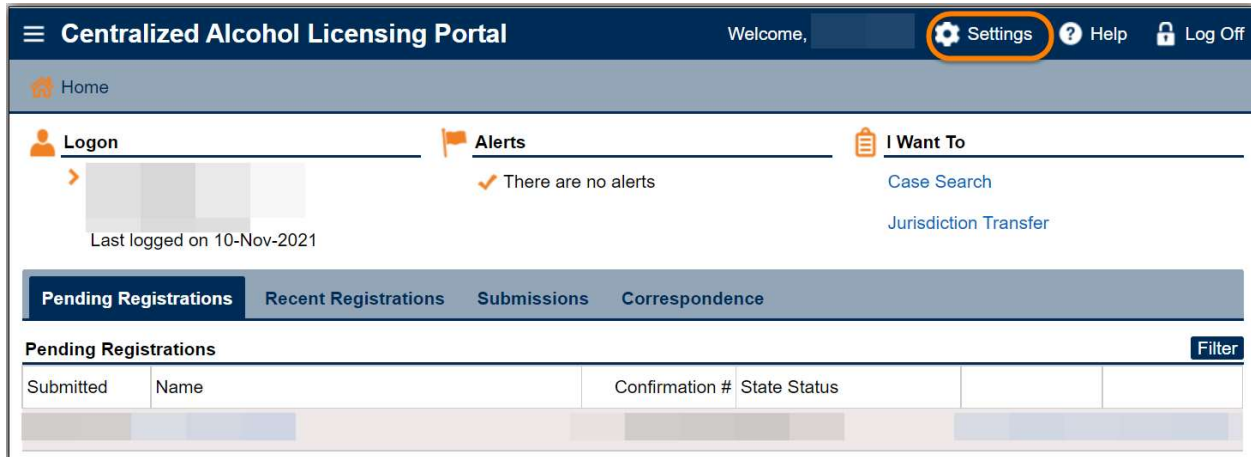4. Enter the details to create a logon for additional staff and select **SAVE**.

5. You will receive confirmation of the secondary user access.

How To Deactivate A Secondary Users:

1. From the Home Screen, select the **Settings** link located in the top right corner.

2. Select **Secondary Logons**.

3. Select the appropriate logon hyperlink to deactivate.
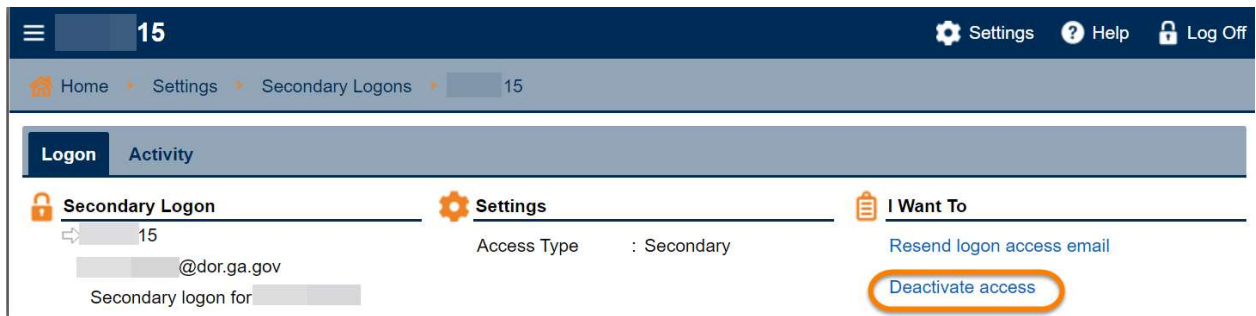
4. Under the **I Want To** menu, select the **Deactivate Access** hyperlink.

5. Confirm your request.

6. You will receive confirmation that the access was deactivated.

How To Reactivate A Secondary Logon:

1. From the Home Screen, select the **Settings** link located in the top right corner.

2. Select **Secondary Logons**.

3. Select the appropriate logon hyperlink you wish to reactivate.
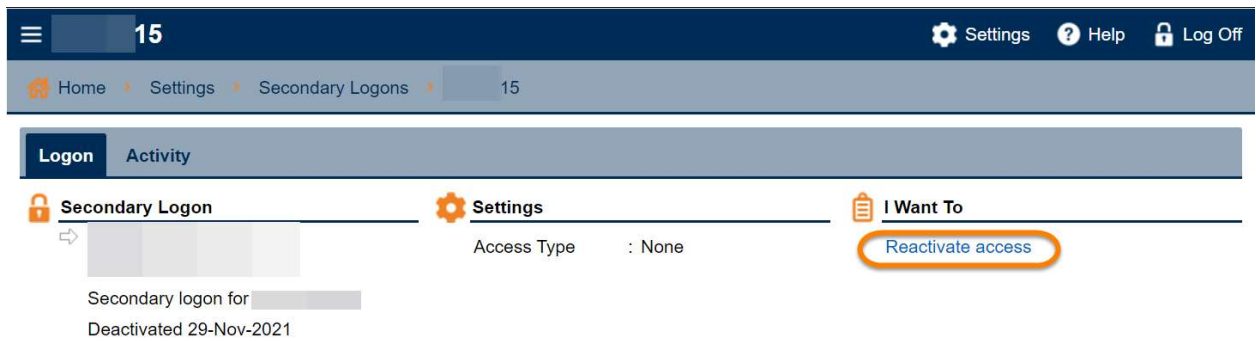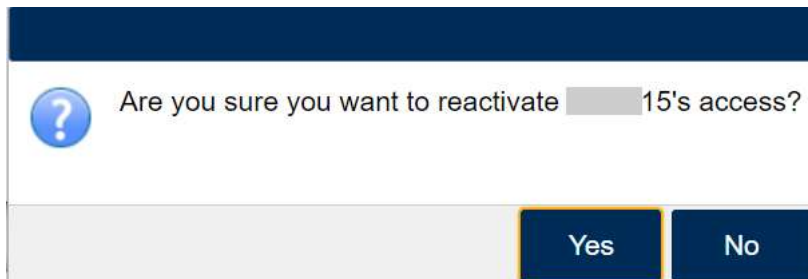
4. Under the **I Want To** menu select the **Reactivate Access** link.
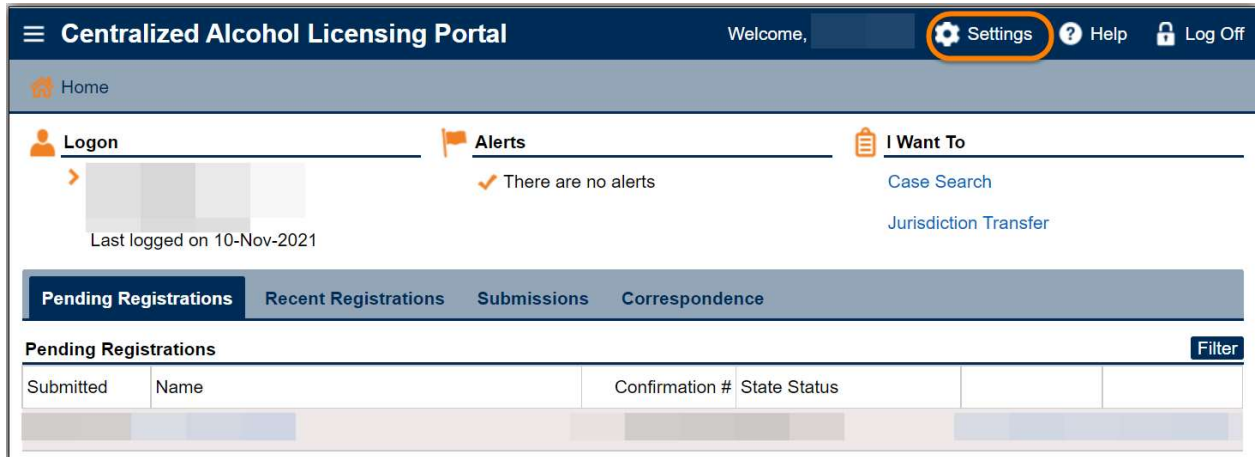
5. Confirm your request.

How To Enter Additional Required Documentation In ALP:

1. From the Home Screen, select the Settings link located in the top right corner.

2. Select Edit.

3. Select the Documentation tab.

4. At the bottom of the screen, enter the document name and URLs/links where the document can be located.

Valid document URLs must start with either `http://` or `https://`.

	Documentation Name	Documentation URL

Save   Cancel

5. Select **SAVE**.

Valid document URLs must start with either `http://` or `https://`.

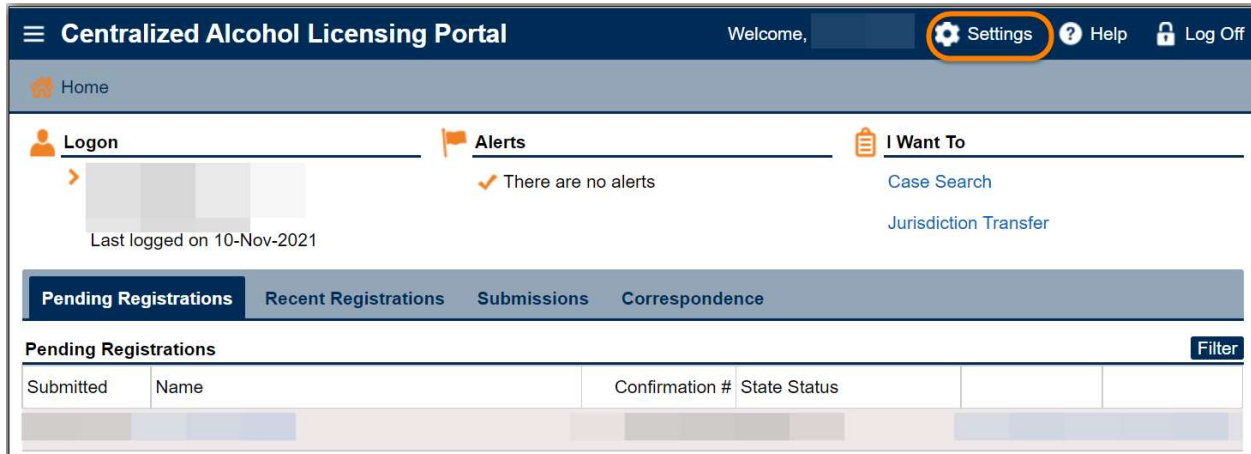|		Documentation Name	Documentation URL
		ATT-17	https://dor.georgia.gov/att-17
		FA	https://dor.georgia.gov/financial-affidavit

2 Rows

Save   Cancel

How To Enter Payment Information In ALP:

1. From the Home Screen, select the Settings link located in the top right corner.

2. Select Edit

3. Select the Payment Information tab at the bottom of the screen.

4. Select the payment options for your jurisdiction: In person, online, and/or mail-in and provide detailed payment information.

NOTE: If the payment method selected is **In Person or Mail-in**, you will be required to enter the address where the applicant can make an in-person or mail a payment. If the payment method is **Online Payment**, please provide the appropriate URL/link to your payment processing site. Also include the URL/link to the payment instructions page, if applicable.

5. Select **Save**.

How To Enter License Types and Fees In ALP:

1. From the Home Screen, select the **Settings** link located in the top right corner.

2. Select **Edit**.

3. Select the **License and Fee Tab**.

4. Enter license types and the associated fees. Please provide detailed information regarding prorated fees, if applicable.

		Required	License / Fee Type	Fee Amount	Comments
			Initial Registration Fees		
			Please provide a list of the retail alcohol license types and fees issued by your jurisdiction. *(Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)*		
	☒	☐	Beer Package		
		☐			

5. Select **Save**.

		Required	License / Fee Type	Fee Amount	Comments
			Initial Registration Fees		
			Please provide a list of the retail alcohol license types and fees issued by your jurisdiction. *(Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)*		
	☒	☐	Beer Package	50.00	
		☐			

Renewal Fees

Please provide a list of the renewal retail alcohol license types and fees issued by your jurisdiction.
(Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)

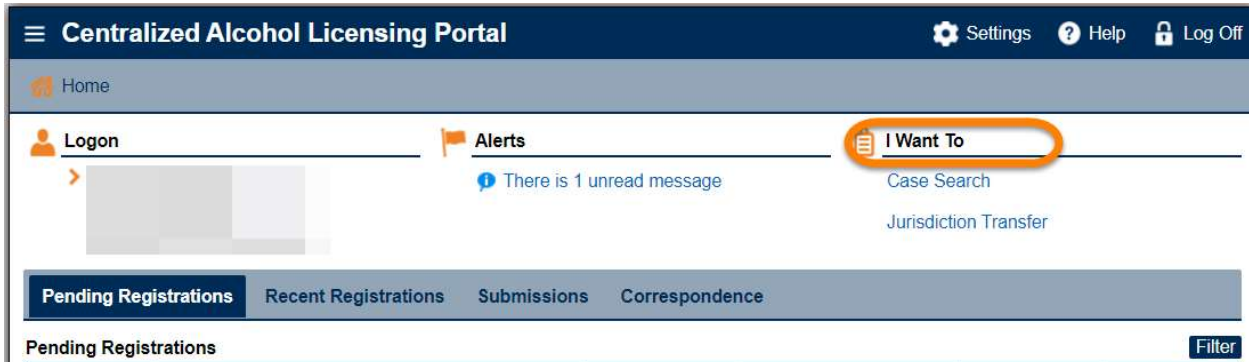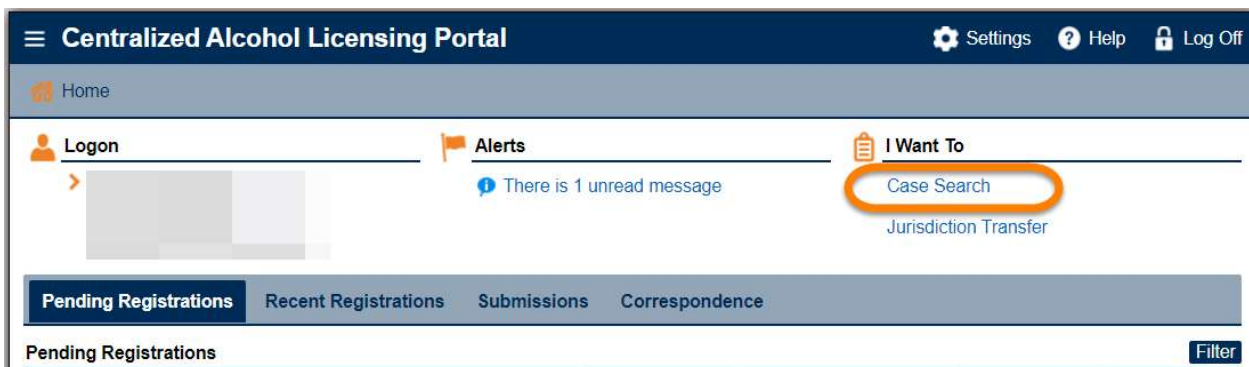|	Required	License / Fee Type	Fee Amout	Comments
	☐			

Save   Cancel

How To Conduct A Case Search:

1. From the Home Screen Locate the **I Want To** menu in the top right corner.
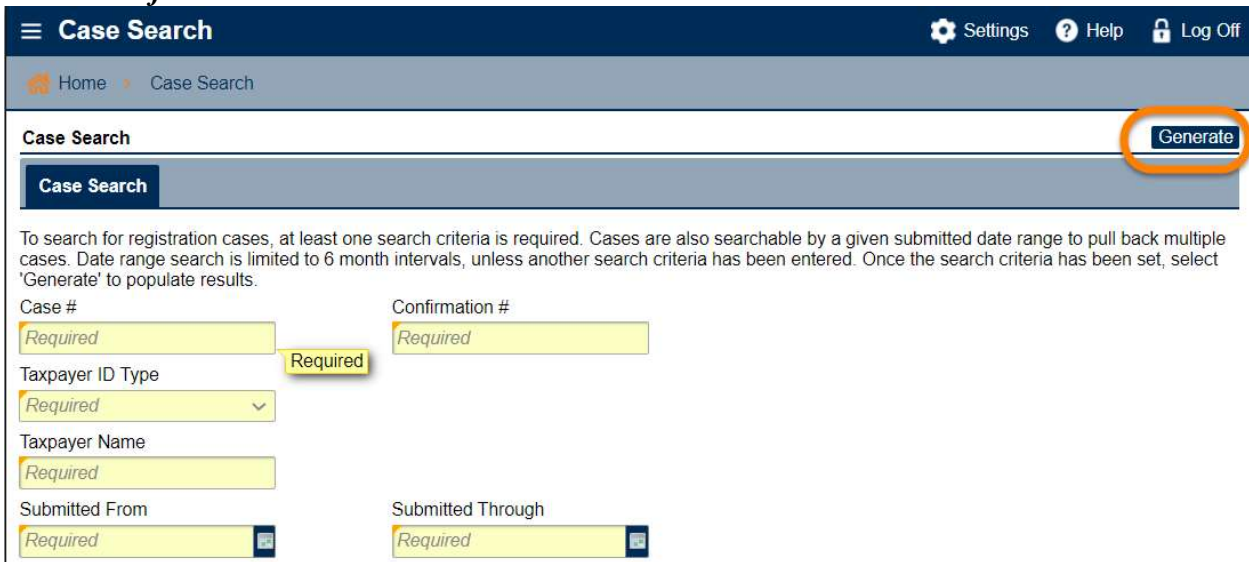
2. Select the **Case Search** Hyperlink.

3. Enter your desired criteria (at least one is required to generate the search). Once entered select **Generate**.

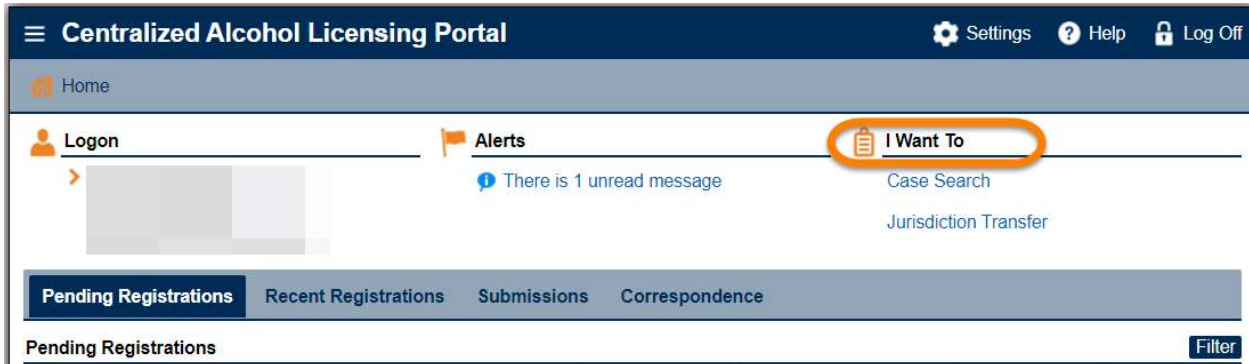*Note: This function is limited to 6-month interval unless other search criteria is entered.*

How To Complete A Jurisdiction Transfer Request:

1. From the Home Screen Locate the **I Want To** menu in the top right corner.

2. Select the **Jurisdiction Transfer** Hyperlink.
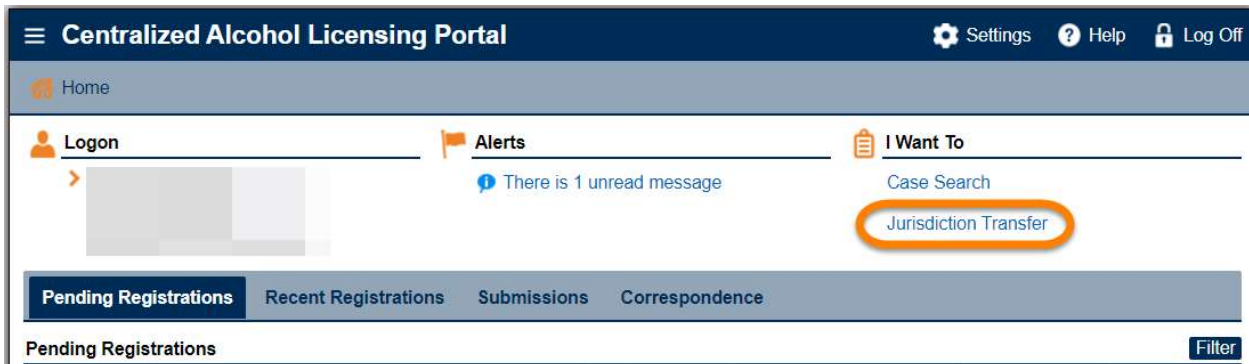
3. Enter the details to transfer a case.

4. Select the case you wish to transfer.
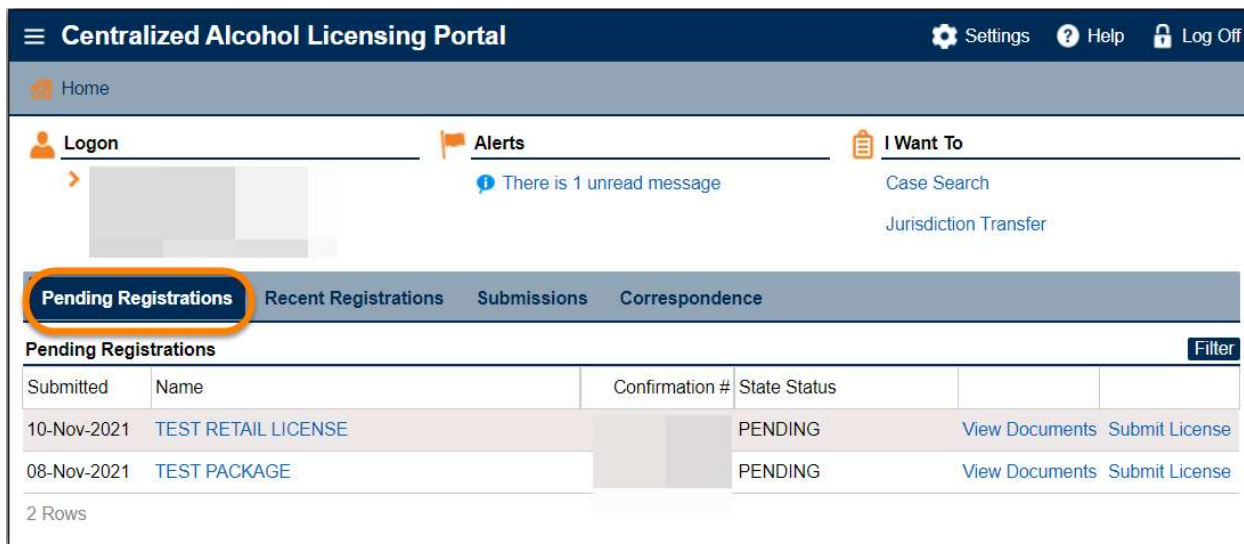
5. Select **Next**.

6. Review your request.

7. Select **Submit**.

How To View Initial Pending Applications:

1. On the home page, select the "Pending Registration," tab located at the bottom of the page to display all registration cases for your review.
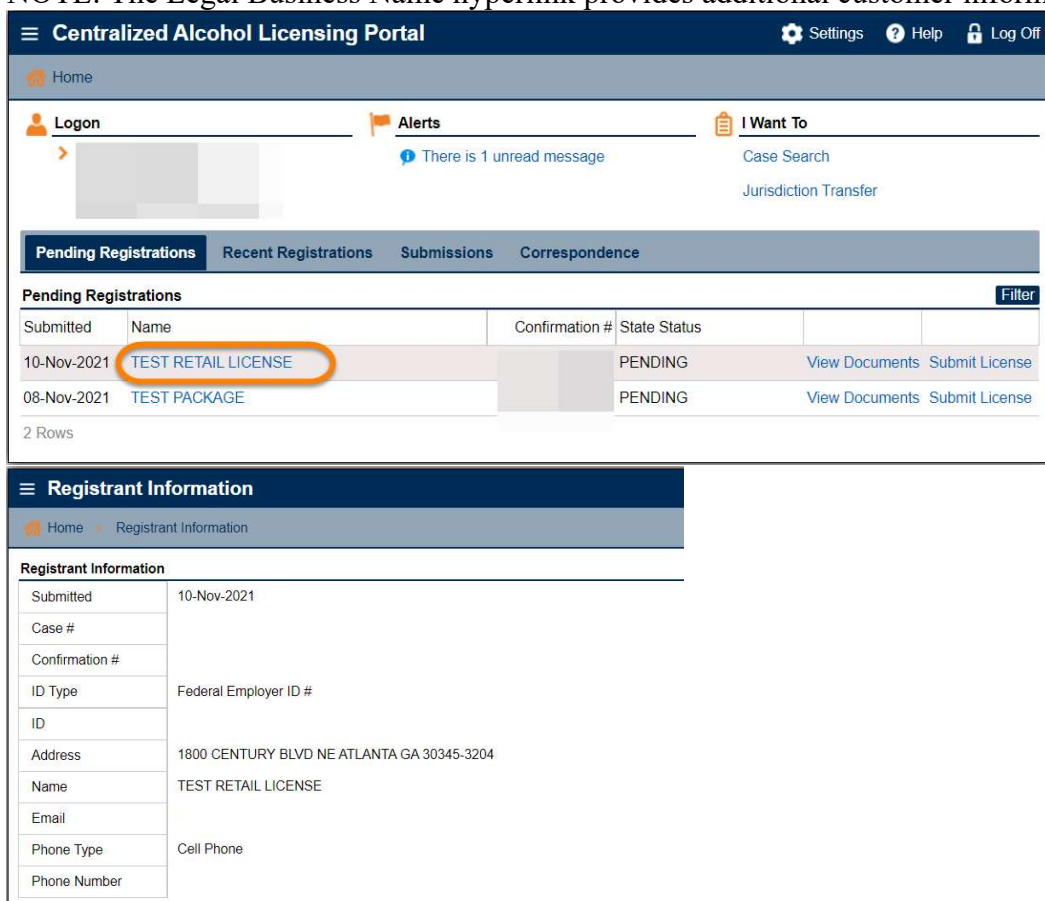
NOTE: The Legal Business Name hyperlink provides additional customer information

2. Select the **View Documents** hyperlink to view the Alcohol Application PDF, Required Documentation, and State Background Information, if applicable.
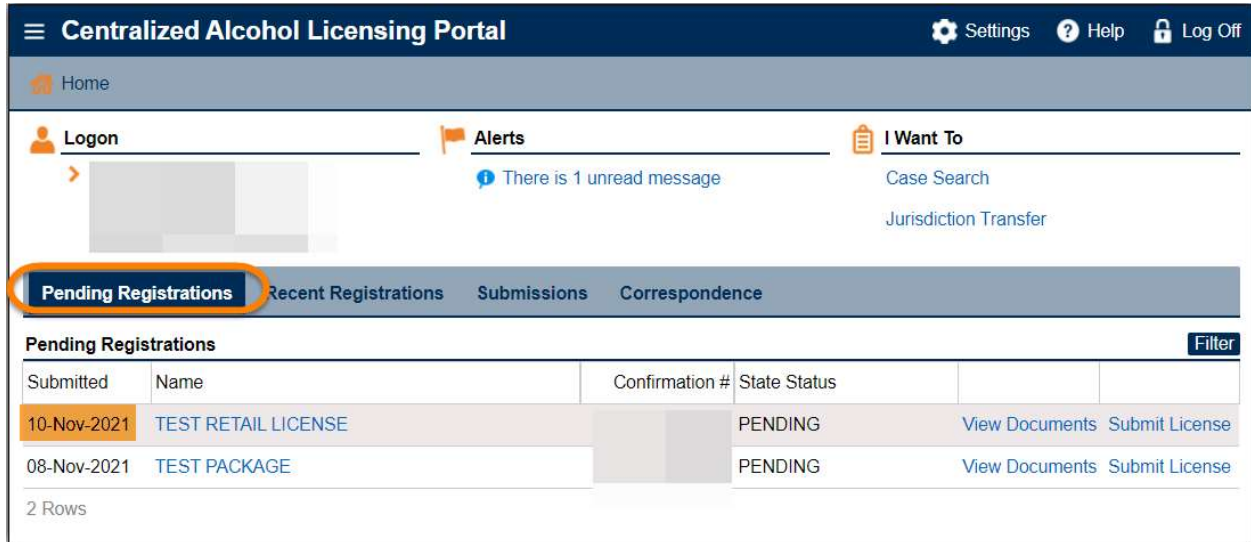
NOTE: You may open the PDFs by selecting the applicable link.

How To Approve An Initial Application:

1. Select the "Pending Registration" tab choose the appropriate case to approve.

2. Select the "**Submit License**" hyperlink.

3. Answer **Yes** to the approval question.

≡ Alcohol License Review   ⚙ Settings   ❓ Help   🔒 Log Off
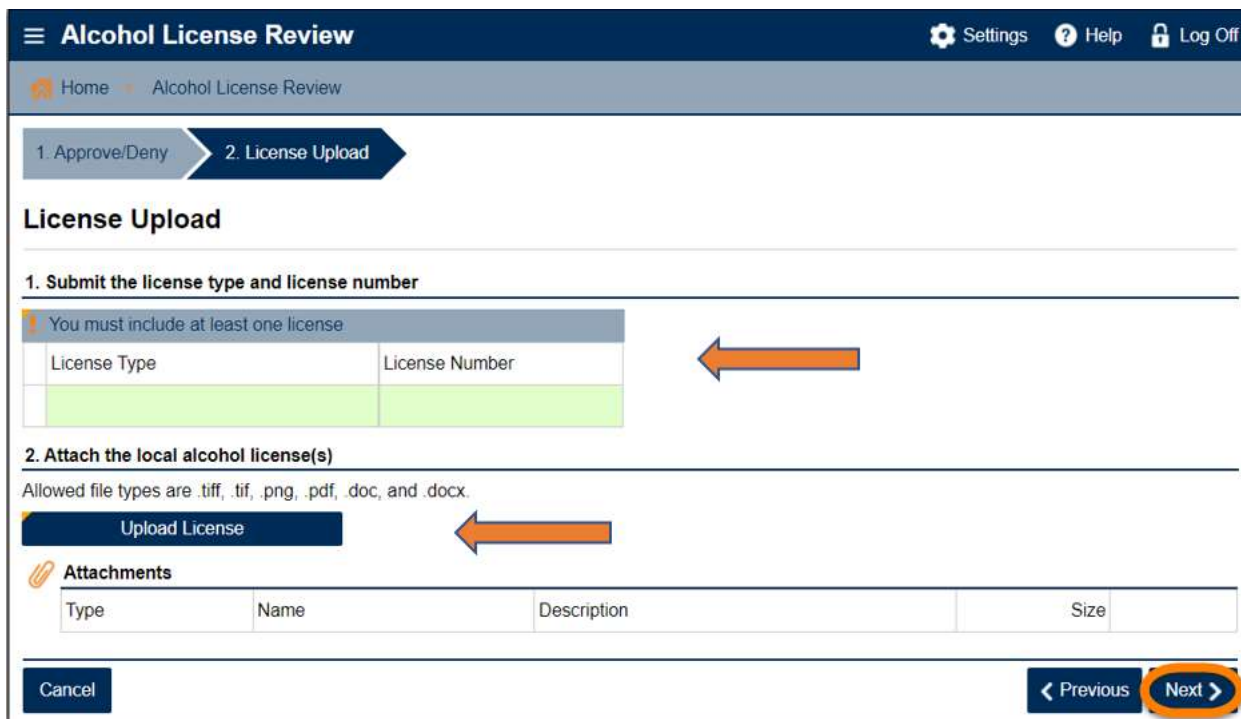
🏠 Home ‹ Alcohol License Review

1. Approve/Deny

Approve/Deny

Would you like to approve this license?

No	Yes

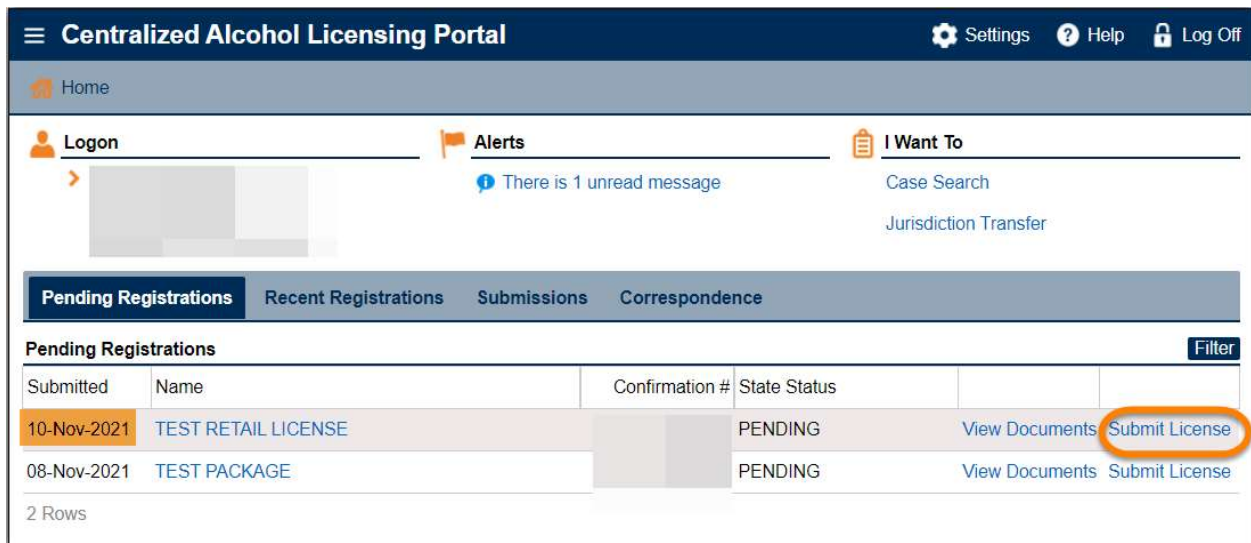Cancel   Next ›

4. Enter the license type, license number, attach a copy of the license, and then select **NEXT**.

≡ Alcohol License Review   ⚙ Settings   ❓ Help   🔒 Log Off

🏠 Home ‹ Alcohol License Review

1. Approve/Deny   **2. License Upload**

License Upload

1. Submit the license type and license number

You must include at least one license

License Type	License Number

2. Attach the local alcohol license(s)

Allowed file types are .tiff, .tif, .png, .pdf, .doc, and .docx.

Upload License

📎 **Attachments**

Type	Name	Description	Size
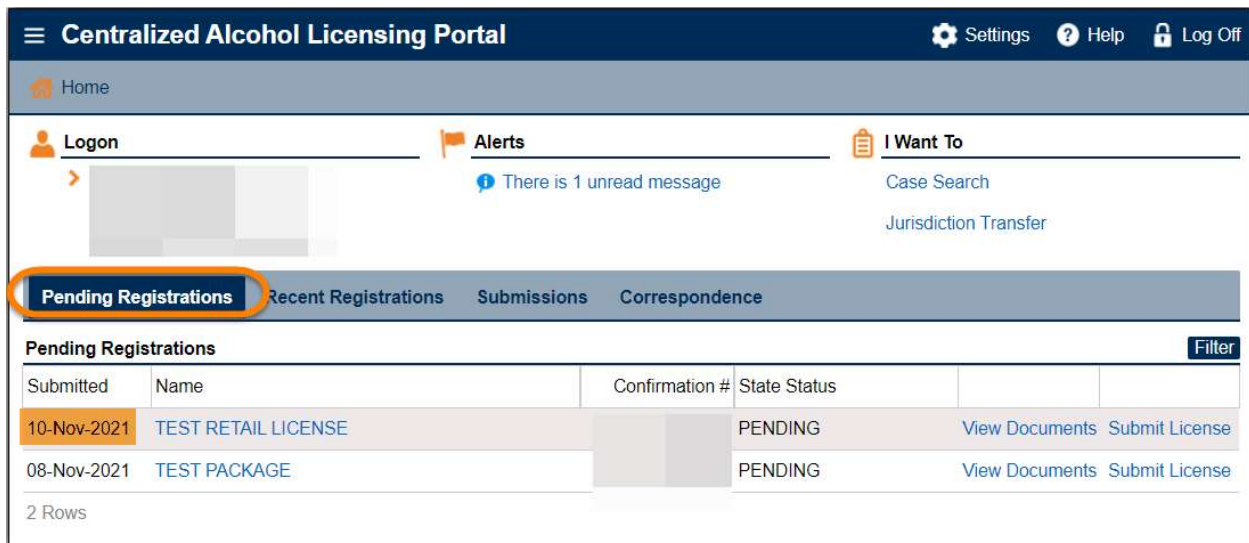
Cancel   ‹ Previous   Next ›

5. Review your request and select **Submit**.

How To Deny An Initial Application:

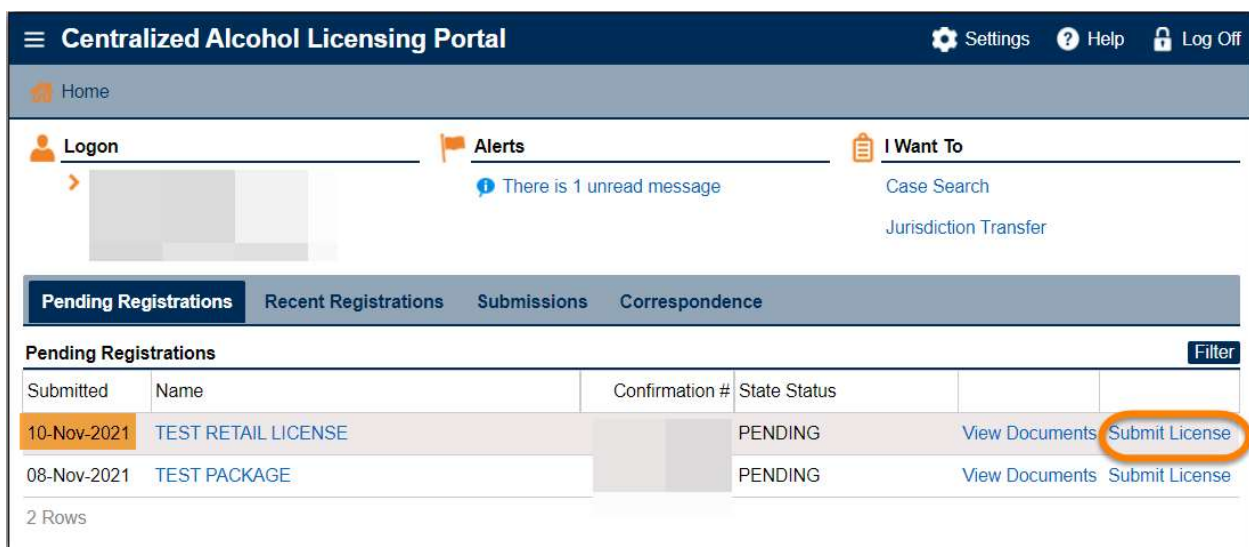1. Select the "Pending Registration" tab to choose the appropriate case to deny.

2. Select the "Submit License" hyperlink.

3. Select **No** and provide the reason(s) the license was denied, then select **NEXT**.

4. Review your request and select **Submit**.

How To Modify A License:

NOTE: This request can be used to change the status of a license from approved to denied or denied to approved. You may also submit a license that has been updated or corrected (e.g., a suite number has been added to the address)
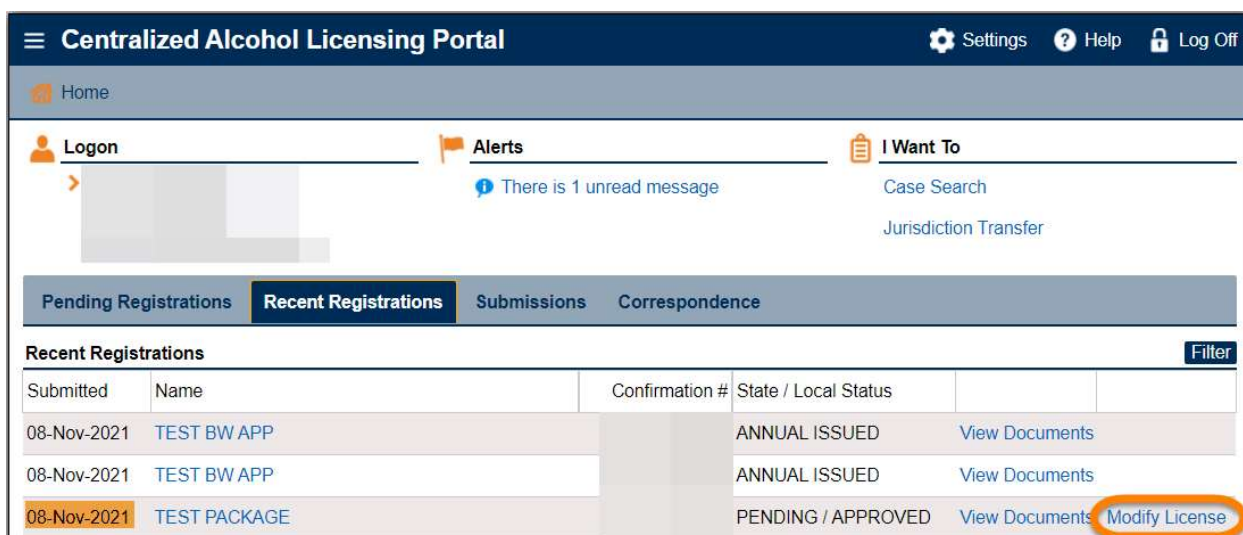
1. Locate and select the **Recent Registration** tab.

2. Locate the case to be modified and select the **Modify License** hyperlink. (Note: You may filter by name, but if the case is more than 30 days old, you will need to utilize the case search feature).

3. Make the appropriate changes and select **NEXT**.

Fig.1 Changing status of the license from denied to approved.

Fig.2 Changing the status of the license from approved to denied. Reason for denial is required.
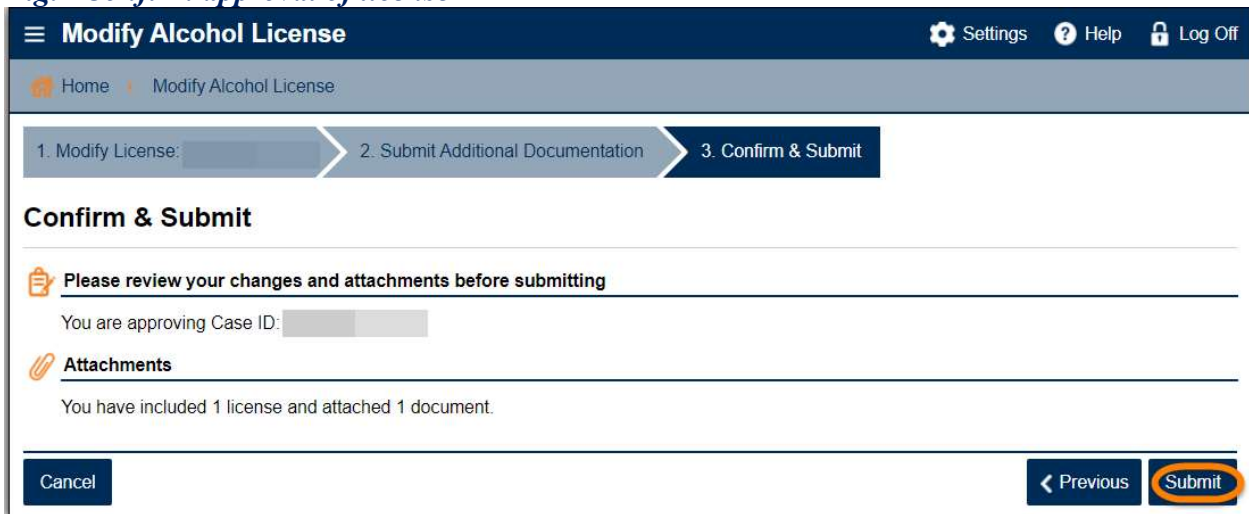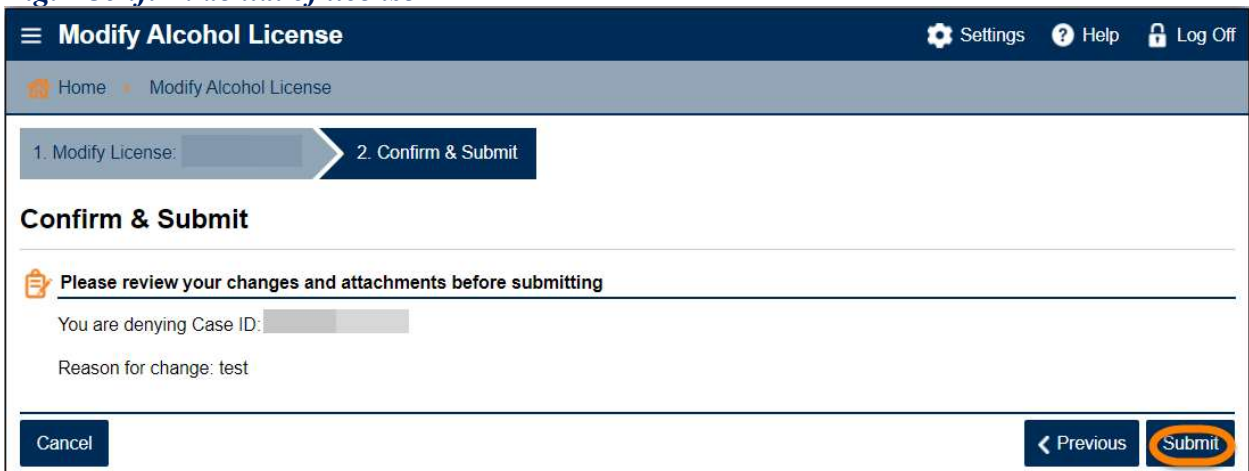
4. Review your request and select **Submit**.

Fig.1 Confirm approval of license


Fig.2 Confirm denial of license

How To View Your Submissions:

On the home page, select the Submissions tab to view:

Draft Submissions (A copy of the local license or a denial of the local license that **has not** been submitted);
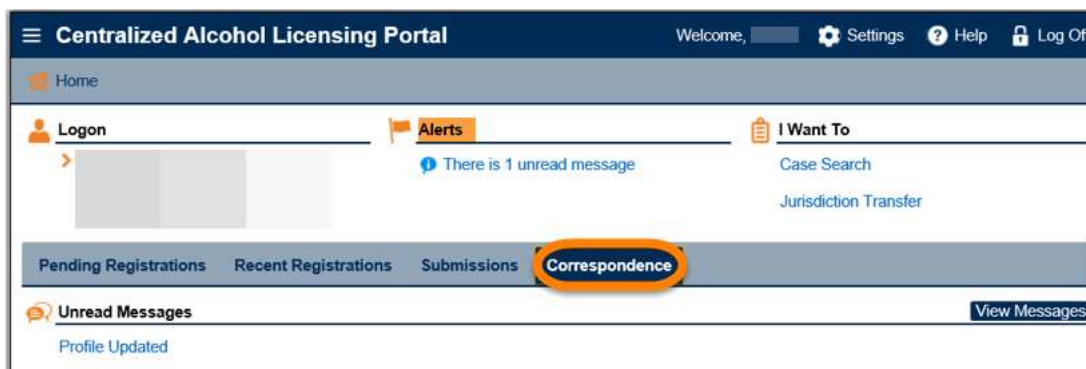
Submitted (A copy of the local license or a denial of the local license that **has** been submitted); and

Processed (An approval or denial of a local license that has been submitted and processed).
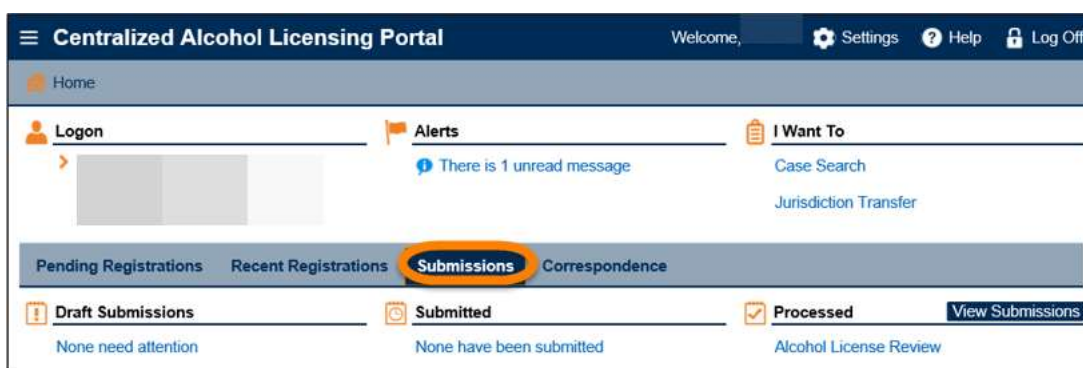
How To View Correspondence:

On the home page, select Correspondence to view all messages. If you have unread messages, an Alert will appear above the Correspondence tab.

You may select the blue hyperlink to open the unread message, or you may select "View Messages" to view all messages.