

# \*Online Renewals Now Include Liquor!\*



We are excited to announce the introduction of online renewals for **LIQUOR** and **Direct Shippers**, as well as our current Beer and Wine and Certificate of Approval renewals. Below is some additional information to answer some of your questions regarding this process:

- **PLEASE BE PATIENT!!** – This is a brand new process for you and for us too. There will be some hurdles to jump in the beginning, so we appreciate your patience. If you have any questions regarding this process or your license renewal please email us at [abc renewal@isp.idaho.gov](mailto:abc renewal@isp.idaho.gov), as our capacity to answer phones and return voicemails will be limited.
- **How do I update my email address?** – If you need to update the email address associated with your renewals please email us your **license number, premise number** and the **new email address**. This email **MUST** come from an actual licensee associated with the license. Assistants, controllers, accountants, and other personnel cannot make this change for you. Send these requests to [abc renewal@isp.idaho.gov](mailto:abc renewal@isp.idaho.gov).
- **How will I get my new license?** – All licenses renewed on this new system will be emailed to you at the same email the renewal went to. We cannot redirect them to another email. Licensees will be responsible for printing, signing and posting this new license. One of the licensees or a manager officially added to the license must sign this license or it is invalid.
- **How will we pay for this online renewal?** – Renewals are submitted for processing, once approved another email will be sent for payment of the fees. This online payment by credit card has an associated fee of 3% plus \$1. The fee for processing a check through the electronic system is \$1.50.
- **Can I still get a mailed renewal instead?** – The state is working toward 100% compliance with online renewals, so hard copies will only mailed if specifically requested. The exception is for Kootenai and Benewah County liquor and direct shipper licensees. They will receive a hard copy as well as the email link. The option is yours for this year.
- **What if I need to update my officers?** – In order to complete the process to update your officer list please complete the online application. Once received, the ABC staff will process the application and email you your application form to print. You will then have to submit this application by mail with a letter requesting additions and removals of officers, minutes to the meetings showing these changes, fingerprint cards for new officers/owners/members/directors, fingerprint statement forms and \$33.25/person for the background check. You will also have to include a credit card form or a check for the licensing fee.