

Treasurer and Receiver General

Commonwealth of Massachusetts Department of the State Treasurer Alcoholic Beverages Control Commission 239 Causeway Street Boston, MA 02114

Dear Local Licensing Authorities:

The retail alcoholic beverages license Bulk Renewal Records are now available. We are excited to move forward with this new method of reporting and hope that you find it simple and straight forward. Please read this entire document, as it provides important information on the new renewal process.

The following instructions will guide you through the process of completing the Bulk Renewal Record.

- Once the Local Licensing Authority receives the signed license renewal application and all additional required documentation that might be required, it will hold a hearing and vote on the renewal applications. Please remember that a licensee is entitled to automatic renewal under M.G.L. c. 138.
- After the Local Licensing Authority has voted to approve the license renewals, the municipality must use the Bulk Renewal Record to notify the ABCC. The Bulk Renewal Record is an electronic document where the municipality indicates the action taken on the license renewal applications. You should only access the Bulk Renewal Record and disposition your renewals after the board has voted on ALL of the license renewals.
- 3. An authorized user can access the Bulk Renewal Record through an email that is generated and sent by the system. The email will be sent to the ePLACE account email or, whatever email your municipality has on file, and will have a link that will take you directly to the ePLACE portal. From there, the municipality can access the Bulk Renewal Record. An example of the e-mail is below:

A	BCC Retail Renewals for Review			Inbox	X												Ŧ		ē
?	Noreply@elicensing.state.ma.us									Jul	27 (4 da	iys a	ago)	$\stackrel{\wedge}{\simeq}$	+		*	
	It's renewal season, again! Which means for all a Local Licensing Authorities in all municipalities which electronically updates the ABCC eLicensis Please click on the link below and you will be be Bulk Renewal Record containing all the eligible and Permit tab: https://elic-aca-qa.dpl.state.ma.u module=License&CAPType=LLA%20Renewal% isSubAgencyCap=Y	are req ng Syste rought t to renew s/Citize	quii tem to t ew l enA	red to r n to indi the ePla License Access/U	enew icate ace la es fr JrlRo	v thei if the andin om y outing	ir lice e LL. ig pag vour n g.ash	nsees A has ge wh nunic <u>x?Ty</u> j	usii Rei ere tipal pe=1	ng the newee you v ities 1 0028	e LL 1 or vill 1 unde 2	A B Not ogin r un	ulk l Ren as t der t	Rene ewec he L he <u>N</u>	wal F I a lic LA a <u>Ianag</u>	Record ense. nd fir ge Lic	d, 1d a		

- 4. When you select the link, you will first be required to log in, then will come to the screen below. Log in with your ePLACE user name and password.
- In order to make the Bulk Renewal Record easier to use, we defaulted all licenses to a renew status.
 This means that you only have to take action on the licenses that the Local Licensing Authority is NOT RENEWING.

		es, Permits & Certificates	File & Track Complain	nts Amen	dments									
	E	ile an Online Application Manag	e My Licenses, Permits & C	ertificates										
LLA Renewal Review Record														
1 LLA Renewal Review	2 Ducument	s 3 Attestation	4 Review 5 F	Record Issuance										
Step 1:LLA R	Step 1 : LLA Renewal Review > Active Licenses													
This record repr	ng Authority ("L	.A") of this mun	icipality in											
Massachusetts. Therefore, all licenses listed are open to the LLA Reviewer for a disposition to be renewed or not-renewed, for the next calendar year. The LLA Review Record includes the §12 On-Premises and §15 Off-Premises; Annual and Seasonal; and All Alcohol and Wines and Malt licenses attributed to this municipality. By submitting the LLA Review Record, those dispositioned to not renew will be set to "expire" in the elicensing system and after a period of 45 days will be set to "closed", the bulk renewal can be submitted more than														
										only pick up licenses that havena				
										contacts from the start of the re				
1. The LLA Revie	ewer will be required	d to login to the Public Portal afte	er clicking the deep link wi	thin the email n	otification to acc	cess the LLA								
Renewal Review		Maddan Barness (N.)	data di sa di sa di sa di sa di sa	- Marchaeller et										
2. The Retail Rei within the Public		itted by the licensee will be asso	clated to the LLA and view	aple via the Ma	age Licenses &	Permits tab								
		Renewal Record will be viewabl	e from the LLA's Manage L	icense & Permit	s tab.									
		will only list active Retail License				ent year.								
	wal Review Record	will use the following values for	he Status column within t	he LLA Active Li	censes list: Ren	ewed and								
Not Renewed.		enewal Review Record list the 'R	المريحة والمعالم والمعالم والمراجع	lue fee the Cheb		46-11-0								
Active Licenses I		enewal Review Record list the R	enewed as the default val	iue for the Statt	is column within	the LLA								
7. Retail License	will no longer displ	ay within the LLA Active License	list once dispositioned to	'Renewed'.										
8. The LLA Revie	ewer will have the a	bility to save the LLA Renewal R	eview Record and submit a	at a later time.										
	-	Renewal Review Record, the sys												
		ewal Record submitted by the lic	ensee via the Public Porta	i wili display wit	nin the Renewa	I Record ID								
column of the LLA Active Licenses.														
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6. To indicate that the Local Licensing Authority has voted to NOT RENEW one or more licenses, check the box(es) to the left of the license(s) and click on "Edit Selected" at the bottom of the list.

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Status Entity Name DBA Name Premises Address Renewal ABCC License Record ID Number	
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Renewed Carreiros Pub 126 Bar UNKNOWN 126 Dartmouth Street, New 00048-RS-0778 Act And Grill Inc Bedford, MA 02740	<u>tions</u> ▼
Renewed Madeira Cafe Inc MADEIRA CAFE 999 Church Street, New 00049-RS-0778 Act Bedford, MA 02746	tions.▼
Renewed Barbosa And Raposo BRS BAR AND GRILL TILAS CAFE 999 Acushnet Avenue, New 00050-RS-0778 Act Inc AND RESTAURANT Bedford MA 02746	tions 🕶
Renewed Arbco Corp RED JS COLONIAL LOUNGE 24 Clifford Street, New 00051-RS-0778 Act Bedford MA 02745	tions 🔻
Renewed Martinho And Afonso Inc ANTONIOS RESTAURANT 999 Coggeshall Street, New 00052-RS-0778 Act Bedford, MA 99999	tions 🔻
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Add a Row V Edit Selected Delete Selected	

7. A window will appear giving you the option to edit the status of the license from "Renewed" to "Not Renewed." Change the statuses for all appropriate licenses and click "Submit."

LA INFORMATION		
LLA ACTIVE LICENSES		
Status:	Entity Name:	DBA Name:
Not Renewed	Me And Eds Restaurant Inc	UNKNOWN
Premises Address:	Renewal Record ID:	ABCC License Number:
30 Brock Avenue, New Be		00045-RS-0778
Status:	Entity Name:	DBA Name:
Not Renewed	Carreiros Pub 126 Bar And (UNKNOWN
Premises Address:	Renewal Record ID:	ABCC License Number:
126 Dartmouth Street, N		00048-RS-0778
Status:	Entity Name:	DBA Name:
Not Renewed	Club Recordacoes De Portug	UNKNOWN
Premises Address:	Renewal Record ID:	ABCC License Number:
999 Coggeshall Street, Nev		00054-CL-0778
Submit Cancel		

8. You will be brought back to the main list of licenses, where you will notice the licenses you dispositioned to "Not Renewed" now have that status listed. Once completing this for <u>all</u> licenses who are not renewing, click "Continue."

LLA	INFORM	ATION					
ity	Town:	New Bedford	~				
LL	A Active	Licenses					
LA	ACTIVE	LICENSES					
Sho	vina 1-10 (of 185					
	Status	Entity Name	DBA Name	Premises Address	Renewal Record ID	ABCC License	
	Renewed	Marisqueira Madeira Inc	COTALI MAR RESTAURANTE	1178 Acushnet Avenue, New Bedford.MA 02746		00044-RS-0778	Actions V
	Not Renewed	Me And Eds Restaurant	UNKNOWN	30 Brock Avenue, New Bedford MA 99999		00045-RS-0778	Actions V
	Renewed	Libads Bar And Grille	UNKNOWN	999 Brock Avenue, New Bedford.MA 02744		00047-RS-0778	Actions V
	Not Renewed	Carreiros Pub 126 Bar And Grill Inc	UNKNOWN	126 Dartmouth Street, New Bedford, MA 02740		00048-RS-0778	Actions V
	Renewed	Madeira Cafe Inc	MADEIRA CAFE	999 Church Street, New Bedford, MA 02746		00049-RS-0778	Actions V
	Renewed	Barbosa And Raposo Inc	BRS BAR AND GRILL TILAS CAFE AND RESTAURANT	999 Acushnet Avenue, New Bedford.MA 02746		00050-RS-0778	Actions V
	Renewed	Arbco Corp	RED JS COLONIAL LOUNGE	24 Clifford Street, New Bedford MA 02745		00051-RS-0778	Actions V
	Renewed	Martinho And Afonso	ANTONIOS RESTAURANT	999 Coggeshall Street, New Bedford MA 99999		00052-RS-0778	Actions V
	Renewed	End Zone Sports Pub	UNKNOWN	218 Coggeshall Street, New Bedford MA 02746		00053-RS-0778	Actions V
	Not Renewed	Club Recordacoes De Portugal Inc	UNKNOWN	999 Coggeshall Street, New Bedford MA 02746		00054-CL-0778	Actions V
			< Prev 1 2 3 4 5 6 7	8 9 10 <u>Next></u>			
Add	a Row 💌	Edit Selected	Delete Selected				
d	a Row 🔻	Edit Selected	Delete Selected				

9. You will be brought to the Document section of the Bulk Renewal Record. Although this functionality allows municipalities to upload documents that they believe are pertinent to the annual license renewals, please know that <u>the ABCC doesn't require any documents on retail license renewals</u>. Once complete, please click "Continue."

Home Manage L	icenses, Permits & Certifi	cates Fi	ile & Track Com	plaints	Amendments	
	File an Online Application	on Manage M	y Licenses, Permits	& Certificates		
LLA Renewal Review Re	cord					
1 LLA Renewal 2 Du	cuments 3 Attestation	n 4 F	Review	5 Record Issu	ance	
Step 2 : Ducuments > Docu	iments					
	ord will allow the LLA Review	er to upload d	ocuments through		ts Management	tab of the Review
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10. You will then be prompted to complete the Attestation page by providing an electronic signature. The attestation must be completed by someone authorized by the Local Licensing Authority to indicate the action that the Local Licensing Authority has taken on the annual license renewals. You will need to "add a row" for each Board Member that voted on the license renewals, regardless of who electronically signs the renewal record.

Home Ma	nage Licenses, Permits & Certificates	File & Track Com	plaints Amendm	ents
	File an Online Application Man	nage My Licenses, Permit	ts & Certificates	
LLA Renewal Rev	ew Record			
1 LLA Renewal Review	2 Ducuments 3 Attestation	4 Review	5 Record Issuance	
Step 3: Attestation				
	tative hereby certify that this Local Board ha 138 §17, in Massachusetts which allows to is			for the next calendar
year, under moler e.	100 g17, in Massachusetts which allows to it	sue aconolic beverage:		
			*1	ndicates a required field
Electronic Signa	ture			
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LLA Renewal Approval Date: *	12/16/2016			
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Showing 1-2 of 2	ensing Authorities By			
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- 11. Once the authorized user has completed the attestation, they will have the opportunity to review the entire record before submitting it to the ABCC. If the authorized user is satisfied with the Bulk Renewal Record, they should click the submit button.
- 12. Once submitted, the ABCC will receive a copy, and all licenses will be automatically set to renew for the following year.