

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		4	Ē
?	Noreply@elicensing.state.ma.us		Jul 27 (4 days ago) 🟠 🤸		*
	It's renewal season, again! Which means for all re Local Licensing Authorities in all municipalities a which electronically updates the ABCC eLicensin Please click on the link below and you will be bro Bulk Renewal Record containing all the eligible to and Permit tab: https://elic-aca-qa.dpl.state.ma.us module=License&CAPType=LLA%20Renewal% isSubAgencyCap=Y	etailer's licensed by the Alcoholic E are required to renew their licensee g System to indicate if the LLA ha ought to the ePlace landing page w o renew Licensees from your muni /CitizenAccess/UrlRouting.ashx?Ty 520Review%20Record&agencyCod	Severages Control Commission (ABCC) is using the LLA Bulk Renewal Record, as Renewed or Not Renewed a license. here you will login as the LLA and find icipalities under under the <u>Manage Lice</u> <u>ype=1002&</u> <u>le=ABCC&IsSkipDisclaimer=Y&</u>), the , d a <u>mses</u>	

- 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.

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	File an Online Application Manage My Licenses, Permits & Certificates													
LLA Renewa	LLA Renewal Review Record													
1 Review	Z Ducument	s 3 Attestation	4 Review 5 F	Record Issuance										
Step 1:LLA R	Renewal Review > A	ctive Licenses												
This record represents the list of Retail licenses, under M.G.L. c.138 §17, for the Local Licensing Authority ("LLA") of this municipality 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 on "coeff" in the all renering suctem and a fate a paried of 46 data will be set to "coeff".														
								once. Subseque	ent submissions will o	only pick up licenses that haven	t been renewed for the ye	ar. The Retail R	enewal Bulk rec	ord is only
								accessible on A(CA by LLA reference	contacts from the start of the re	tail renewal period (as det	ermined by Age	ncy) thru Decer	mber 31st.
								1. The LLA Revi	ewer will be required	d to login to the Public Portal afte	er clicking the deep link wi	thin the email r	otification to ac	cess the LLA
2. The Retail Re	v Record. enewal Record submi	itted by the licensee will be asso	siated to the LLA and view	able via the Ma	nage Licenses &	Permits tab								
within the Publi	c Portal.													
3. Documents a	ttached to the Retai	Renewal Record will be viewabl	e from the LLA's Manage L	icense & Permit	s tab.									
4. The LLA Rene	ewal Review Record	will only list active Retail License	s which contain the Licens	e Status of 'Iss	ued' for the curr	ent year.								
Not Renewed.	ewal Review Record	will use the following values for	ne Status column within t	ne lla active l	censes list; ken	ewed and								
6. For convenie	nce of use the LLA R	enewal Review Record list the 'R	enewed' as the default val	ue for the State	is column within	the LLA								
Active Licenses	List.													
7. Retail License	e will no longer displ	ay within the LLA Active License:	ist once dispositioned to	'Renewed'.										
9. Upon re-acce	ewer win have the a ssing a 'saved' LLA I	Renewal Review Record, the syst	em will reset all active lice	inses to list the	default status o	f 'Renewed'.								
10. The Record	ID of the Retail Ren	ewal Record submitted by the lic	ensee via the Public Portal	will display wit	hin the 'Renewa	Record ID'								
column of the L	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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Renewed Me And Eds Restaurant UNKNOWN 30 Brock Avenue, New 00045-RS-0778 Act Bedford MA 99999	tions 🗸
Renewed Libads Bar And Grille UNKNOWN 999 Brock Avenue, New 00047-RS-0778 Act Lic Bedford, MA 02744	tions 🔻
Renewed Carreiros Pub 126 Bar UNKNOWN 126 Dartmouth Street, New 00048-RS-0778 Act And Grill Inc Bedford, MA 02740	tions 🕶
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	<u>tions</u> 🕶
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	<u>tions</u> ▼
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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."

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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 C	UNKNOWN
Premises Address:	Renewal Record ID:	ABCC License Number:
126 Dartmouth Street, No		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		

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
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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 I	icenses, Permits & Certifi	cates F	ile & Track Com	plaints	Amendments	
	File an Online Applicatio	n Manage M	ly Licenses, Permits	& Certificates		
LLA Renewal Review Re	cord					
1 LLA Renewal 2 Du	cuments 3 Attestation	n 4 I	Review	5 Record Issu	Jance	
Step 2: Ducuments > Docu	iments					
The LLA Kenewal Keview Keo	ord will allow the LLA Review	er to upload d	locuments through	the Documer	nts Management	tab of the Review
Record type, as Other Docun are documents the LLA deter	nents. These documents are r mines to be of value for supp	not required a porting the Lice	nd not necessarily enses which are or	reviewed by t the LLA Ren	the ABCC for any ewal Review Reco * indicate	approval. They ord. es a required field
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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 Amendme	ents
	File an Online Application Mar	nage My Licenses, Permit	ts & Certificates	
LLA Renewal Rev	iew Record			
1 LLA Renewal Review	2 Ducuments 3 Attestation	4 Review	5 Record Issuance	
Step 3: Attestation	> Attest			
As a named represen	tative hereby certify that this Local Board ha	is approved this Renewa	al Review list of licenses, s licenses	for the next calendar
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Showing 1-2 of 2				
The Local Lice	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.