

John Bel Edwards
Governor



Ernest P. Legier Jr.
Commissioner

Louisiana Office of Alcohol and Tobacco Control

January 1, 2022

NOTICE: New ATC's Online Permitting System and Paperless Renewals

Last May, ATC upgraded to a new permitting system to allow registered users to submit new and renewal applications as well as manage many of their permitting needs. Existing permit holders must register an account within ATC's new online system and obtain a new access code from ATC to have access to their existing permits. Note: Previously provided pin numbers are no longer valid. Registered users are not automatically linked to their existing permits. To link the online account to the existing permit(s), please contact ATC to obtain the access codes. The online account will have the capability of submitting new applications, amendments or changes, renewal applications as well as receiving notifications and reminders prior to renewal.

Effective December 31, 2021, ATC implemented a new paperless policy and will no longer mail paper renewals and/or notifications. ATC will continue to accept paper submissions. We believe that this upgraded and extremely friendly online system will allow the agency to efficiently and effectively service everyone's permit needs. Registered users will be able to submit all renewals online and monitor its status by logging into their account without the need of relying on the mailing system. Registered users will receive email updates and, if the permit is approved, will be emailed a copy of their permit.

NOTE: The requirement remains to ensure a conspicuously printed and posted permit on the licensed premises.

In an effort to provide additional assistance, detailed instructions to set up your registered account and submit your renewals online are provided below. Current permit holders must contact ATC to obtain their access code to link their registered account to their existing permit. You may request your access code by contacting ATC at (225) 925-4041. Note: Access codes will only be provided to a listed and authorized person listed with the business. We thank you for your patience and hope that you find the new system as beneficial to this process as we do.

For general information as well as training videos, please visit <https://atc.louisiana.gov/trainingvideos.php>.

REGISTERING AN ACCOUNT

Step 1: Visit <https://laatcab.atc.la.gov/laatcprod/pub/Login.aspx>

Step 2: Under Register, click on link to register an account

Register

If you have not yet created an account, click [here](#) to register.

Step 3: During registration, under online access code, select "YES" and enter the access code provided to you by ATC. Note: If you do not have an access code, you may continue registration and add an access code later under "My Profile."

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ONLINE ACCESS CODE

If you have existing Licenses/Permits with the state, please enter your Online Access Code below. If you have not received an Online Access Code in the mail, please contact us at 225-925-4041.

* Do you have an Online Access Code? Yes No

In order to ensure you can access all of your active licenses, please enter your Online Access Code below.

* Online Access Code:

Step 4: After completing registration, you will receive an email. Please ensure you click on the link in your email to **ACTIVATE** your account. Once activated, you may re-log into your account.

Your registration email is: {EmailAddress}

CLICK HERE TO [\[\[Activate your account\]\]](#)

Step 5: After logging into your account and if you have correctly linked your accounts, you will observed on the main page a list of your approved permits. On the far right of your approved permits, please click on “RENEW” to begin your renewal application.

MY APPROVED LICENSES

See below for a list of your approved licenses.

License Number	License Type	Licensee	Agent	Premises	Effective	Inactive	Expires	Status	
					Jan 1, 2021		Dec 31, 2021	Expired	Renew

Note: Renewal applications may not be submitted any earlier than 45-60 days prior to your expiration date.

Note: Access codes are linked to the legal entity that holds the permit(s). If the registered users holds more than one permit associated with different legal entities, then a separate access code is required to link each account to your registered account. Please contact ATC to obtain those access code.

Other Helpful Tips

You may also access the new system by visiting www.atc.louisiana.gov and click on “**NEW/RENEW LICENSES.**”

- After registering and activating your account, log in and ensure you are on the main page by selecting the “LICENSING” tab located at the top of the page. See below an example of how the main page should appear.

Main Menu

NEW LICENSE APPLICATIONS

- [Apply for a new License](#)
- [Apply for a Special Event License](#)

EXISTING LICENSES

- [Add a Secondary License](#)
- [Other License Changes / Amendments](#)

OTHER

- [Search for issued Licenses](#)
- [Search for Issued Responsible Vendor Licenses](#)
- [Submit a complaint](#)
- [Public Information Request](#)

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- If you do not see the “RENEW” button, please ensure you stroll to the far right or selecting your browser settings to zoom out until you see the button.

ADDING ACCESS CODE AFTER REGISTRATION

If the account was already created without an Online Access Code, please re-log in, select “MY PROFILE” option at the top right hand corner, and enter your online access code as seen in the picture below. Click “SUBMIT CODE” and allow it to process for a minute. Then select “SAVE.”



MY LICENSEE / AGENT INFORMATION

Below are the Licensees / Agents that have been verified by internal staff for your use on any future applications. Click the row to view more information.

You have no Licensees linked to your account.

To add Licensees / Agents to your profile, enter an Online Access Code below.

Online Access Code:

- Return to the main page by clicking “Licensing” located at the top of the page. If the correct access code was entered, you will see any existing permits under approved licenses. If you continue to have issues, please contact ATC at (225) 925-4041.