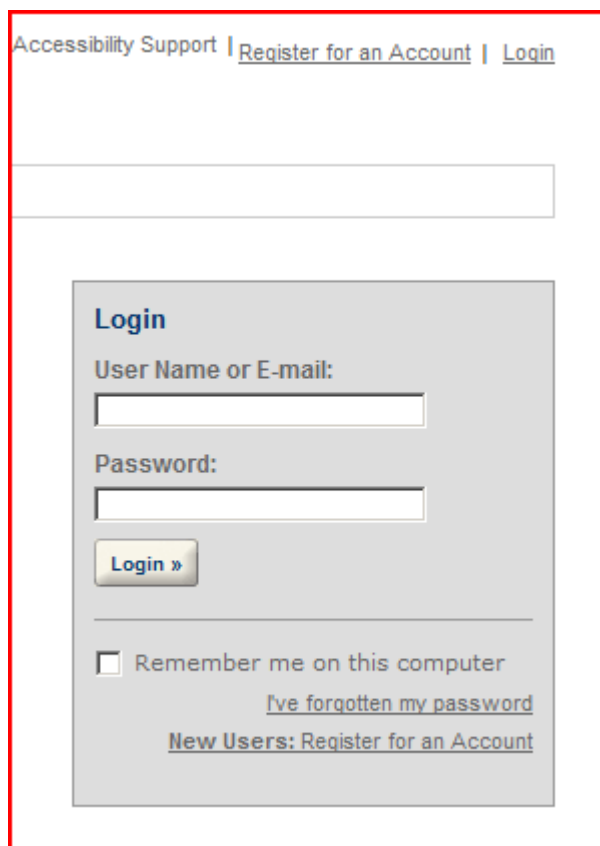


Permits Online

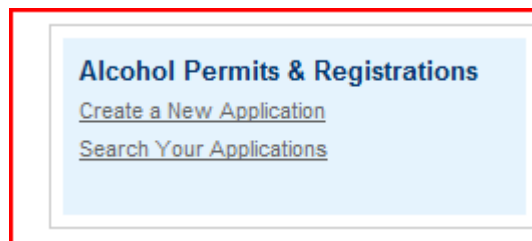
Find out what information is missing when I receive an Incomplete status?

A comment will be sent to the Application Contact that will specify missing required documentation. The application will at that point be in an **Incomplete** Status (Initial Review). To view these additional Comments about your application, use the following steps:

- Login to Permits Online

A screenshot of the Permits Online login page, enclosed in a red rectangular border. At the top, there are links for "Accessibility Support", "Register for an Account", and "Login". Below these is a search bar. The main content area is a grey box titled "Login" containing a "User Name or E-mail:" field, a "Password:" field, and a "Login »" button. Below the login box, there is a checkbox for "Remember me on this computer", a link for "I've forgotten my password", and a link for "New Users: Register for an Account".

- Click the "Search Your Applications" link

A screenshot of the "Alcohol Permits & Registrations" page, enclosed in a red rectangular border. The page has a light blue background and contains the heading "Alcohol Permits & Registrations" in bold. Below the heading are two links: "Create a New Application" and "Search Your Applications".

- Click on your application tracking number

| Records | | | |
|---|-------------|----------------------------------|--|
| Showing 31-40 of 48 Add to collection | | | |
| <input type="checkbox"/> | <u>Date</u> | <u>Tracking Number</u> | <u>Application Type</u> |
| <input type="checkbox"/> | 08/30/2011 | 2011-COB-00059-A | Bond, Superseding/Strengthening/Continuation |
| <input type="checkbox"/> | 08/11/2011 | 2011-TN-00048-A | Add/Remove Brewery Trade Name |
| <input type="checkbox"/> | 08/11/2011 | 2011-BRE-00052-O | Application for Brewery, Micro Brewery, or Brewpub |

- Click on the arrow next to the Status bar



▼ Inspections

No records found.

▶ Status (Click arrow to view details)

▶ Supporting Documents and Attachments (Click arrow to view details)

- Click on the arrow next to “Initial Review”

▼ Inspections

No records found.

▼ Status (Click arrow to view details)

 **▶ Initial Review**

▶ Supporting Documents and Attachments (Click arrow to view details)

Click on the plus sign (+) box next to one of the above categories to reveal the specific comments.