



Renewals:

Class C renewal session went really well. Thank you all for your help in making this process work smoothly.

Some areas of concern were the leases. If a lease was needed before they can renew, a note is printed at the bottom of the renewal form. There were quite a few renewals submitted without this lease. Another issue was the corporation or LLC was not active. Before a renewal can be accepted from a corporation or LLC license holder, we check with the Secretary of State's office to be sure that the status of these entities is still active. Several renewals were received and found to be inactive.

Reminder: A liquor license is not effective until it is picked up from your office and the license fee and taxes have been **PAID**.

Any licenses that have not been picked up from your office must be returned to us for cancellation.

The next renewal period will begin soon, see timeline below:

January 10 – January 30	Publicize in local newspaper (53-135.01)
February 1	Renewals will be mailed to your office for distribution to the retailers
February 1 – May 30	Retailers may renew online at the link below: https://www.nebraska.gov/nlcc/renewals/index.cgi
April 1	New licenses print and are mailed to your office for distribution and collection of fees.
April 15	2 nd batch of new licenses mailed. Thereafter mailed daily.

SDL New Process Update:

We are currently working with Clerk's to begin the process of implementing our new-on line portal. We will be contact with your office about this new procedure. You may also contact our office with any questions. Below are the steps that the process goes through:

- Step 1: Register your license. Please use the link below:
<https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx?Return=LCC-SDL>
***Please be sure to print the completed registration page before you hit "Register Account". It is very important to print a copy of the information entered as passwords are not easily reset.
- Step 2: Please email lcc.sdl.licensing@nebraska.gov with your USER name after you have registered. Please also include in the email your license number and a contact name and phone number.
- Step 3: You will receive an email that you are now able to go to the on-line portal and enter your SDL. You must have a copy of the approval from the local governing body and a sketch (outdoor areas only). These must be saved on your computer, so you are able to upload these documents onto the on-line SDL application that you will be entering. If this application would be late, the application will not process.
- Step 4: Go to the link below to enter your application:
<https://ecmp.nebraska.gov/LCC-SDL/Account/Login>
Please be sure to have your local approval and sketch (outdoor areas only) available for download. You will also need your user name and password. Enter all fields and make sure to use accuracy as this will be the information that will print on your license when approved.
- Step 5: An email will be sent from DocuSign. Please make sure to electronically sign the document at your earliest convenience. The application cannot be reviewed until the signature has been completed.
- Step 6: The SDL application will be reviewed by the SDL Licensing Division. After it is approved, the license will be mailed to the Clerk's Office. If there would be any questions on the application, we will contact you. Please make sure that any questions are answered promptly, so the license can be issued.