

ENTRY OF PORTAL APPLICATION - CHECKLIST & LINK:

Below is a checklist when you are ready to enter your application:

- All required forms are saved on your computer as a JPEG or PDF file (no larger than 30 megabytes).
- Check SDL calendar to make sure date of event is acceptable. (Go to the date of the event on the SDL calendar, the date listed underneath is the last day you would be able to submit the application).
- The account User name and password are available for use.
- Either Internet Explorer, Edge or Google Chrome is the browser you are using. Firefox and Safari will cause errors with the date boxes.
- Using a laptop or pc to enter the application. I pads and macs are not recommended.
- Credit card or bank account information is available for payment (\$40.00 per day of event plus small convenience fee).
- Time available to complete (make sure to enter the application as a continual flow, otherwise issues/errors will occur with processing).
- If you have received the NLCC poster packet information from the Clerk's office or have obtained posters from previous events, please do not request posters on the portal application.
- Information entered must match Form 200.
- No outdated copies of Form 200 or Clerk minutes/letters will be accepted.
- For non-profit applicants without a permanent liquor license, a current Form 201 must be submitted with each application.
- The last portal receipt timer will go off between 11:30 pm - 12:00 am. It is not recommended that you wait until the last acceptable date or time to enter the application.
- The authorized representative should always receive an email within two hours after the application is submitted.
- If you would receive any type of error after payment (404 or 202 error are common), please contact our office before re-entering the application. Clearing your browser cache may be beneficial if errors have occurred.
- It is always the applicant's responsibility to make sure the application was successfully entered and received by our office before the due date on the SDL calendar. Late SDL applications will be rejected, and there are no refunds.