

Montana Gambling Control On-line User Guide



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FREQUENTLY ASKED QUESTIONS

What is Gambling Control On-line?

Gambling Control On-line was developed in 2006-2007 to provide easy access for Gambling and Route Operators to access permitted gaming machines and allow for transmission of video gambling machine information. This includes the ability to enter electronic meter readings, mechanical meter readings, service reports, letter of withdrawals, on-line permitting, and the ability to receive tax estimates for each quarter of operation.

How do I get access to Gambling Control On-line?

First, you must be an authorized Gambling or Route Operator. Then complete a simple form available through the Department of Justice Gambling Control Division. You will be requested to provide information such as main contact, individual(s) to be notified of data entry problems and who will be notified when tax estimates are ready. Once access approval is granted, you will receive a letter from the Gambling Control Division giving you a User ID and PIN number. Those will allow you to access the system.

After I'm approved, how do I get hooked up?

Simply go to the Gambling Control On-line site using your own Internet Provider, and using the User ID and PIN number from your letter, log on. Then follow the on-screen directions or those provided in this guide.

Will other operators be able to see my machines or data?

No. Access is only for machines owned by you or your Route Operator, if applicable. Transmission of data to Gambling Control is secured through an encryption process that prohibits others from reading it.

Can I pay for my permits on-line?

Yes. You can license and pay for your permits on-line via an eCheck or credit card. A small fee is charged for an eCheck, part of which goes to your bank for processing. If using a credit card, the card fees can be costly, and will be paid by you plus a small service fee will be charged for the convenience of on-line processing by Montana's website hosting contractor. A list of the host fees are on the website.

Can I pay for my taxes on-line?

It is required that you pay your taxes on-line when you receive a tax estimate. You can pay on-line via an e-Check or a credit card. A small fee is charged for an eCheck, part of which goes to your bank for processing. If using a credit card, the card fees can be costly, and will be paid by you plus a small service fee will be charged for the convenience of on-line processing by Montana's website hosting contractor. A list of the host fees are on the website.

Will my Credit Card or Bank information be kept on-line?

No. None of your account information is saved in our system. You will need to re-enter the information for each payment you make. Your payment will be processed only for what you have authorized. Encryption and secure web site technology is used to assure no one has access to the information you provide with each payment.

CREATING USER ePASS MONTANA

ePass Montana is the single sign on authentication solution provided through Montana's office state website [mt.gov] for public-facing eGovernment services. The benefits of ePass Montana will

- allow you access to all authorized eGovernment services with one username and password
- provide customization options for mt.gov so customers can personalize their service page
- show customers other government services that may be useful to them
- eventually may grant them access into federal government services
- improve overall security of eGovernment services by having one entry point
- decreasing human factor security breaches
- developing a single security solution and using it multiple times resulting in cost efficiencies
- focus on one solution for oversight and auditing purposes reducing overall effort; and
- increase adoption rates for the state's eGovernment services

1. In the address bar on your browser, type <https://app.mt.gov/gambling>. You may want to save this as a favorite for further access. The following screen will appear:



2. Select "Create an ePass account". You will be required to create your account prior to logging into any of your accounts.

Montana Department of Justice - Gambling Control Division

Steve Bullock
Attorney General

Video Gambling Machine Services

[Instructions](#) | [How Do I](#) | [Feedback](#)

Welcome to the Gambling Control Division's Video Gambling Machine services.

To use these services, please log in.

ePass Montana

▶ [Login to this service using ePass](#)

▶ [Create an ePass account](#)

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3. Fill in all required fields that are indicated with an asterisk "**".
4. Select "Continue".
 - If you can't remember your password or have lost it you can call the "On-Line Services" at "mt.gov". You will be required to change your pass word every six month.



EPASS MONTANA

- Access Your Government
- Tourism
- Working & Living
- Online Services
- Business
- Government
- Education
- Home

Create an ePass Account

Instructions

How Do I

Feedback

Personal Information

* Required field

*First Name:

*Last Name:

Contact Information

Daytime Phone: (555-555-5555)

*Primary Email:

Alternate Email:

3

Login Information

*Username:

*Password:

*Verify Password:

*Password Hint:

About your username and password:

- username must be at least 6 characters long
- password must be at least 8 characters long
- password use both letters and numbers
- password must be different than your username
- password is case sensitive

Continue

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5. Now that your ePass Montana account has been established you will now click on "DOJ Video Gambling Machine Services" and logon to your account.

mt.gov
Montana's Official State Website

EPASS MONTANA

About Montana | Tourism & Recreation | Working & Living | Online Services | Business | Government | Education

Welcome, **Kathy Baertsch** [Home](#) | [Edit My Account](#) | [Logout](#)

YOUR ACCOUNT NAME WILL APPEAR HERE

[Instructions](#) [How Do I](#) [Feedback](#)

Add service to ePass account

DOJ Video Gambling Machine Services has not been added to your ePass account.
Add [DOJ Video Gambling Machine Services](#) to your ePass account.
After adding this service, use your ePass username and password to access DOJ Video Gambling Machine Services in the future.

[Privacy & Security](#) [Accessibility](#) [Contact Us](#) [Search](#)

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USER INSTRUCTIONS

1. Enter the User ID and PIN as provided in the letter from the Gambling Control Division.

Welcome to the Gambling Control Division's Video Gambling Machine services.

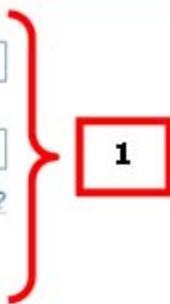
To use these services, please log in.

Login

User ID:

PIN/Password:

[Forget your Password?](#)
[Don't have a PIN?](#)



[▶ TRY THE DEMO](#)

2. Once you have completed the user information you will be prompted with the "ePass Montana" screen to login. After you have entered the "Username" and "Password" the first time you will not need to do this again in the future.
3. Click on "Login".

The screenshot shows the ePass Montana login interface. At the top left is the mt.gov logo with the tagline "Montana's Official State Website". A green navigation bar contains links for "About Montana", "Tourism & Recreation", "Working & Living", "Online Services", "Business", "Government", and "Education". Below this is a "Welcome to ePass Montana" header with buttons for "Instructions", "How Do I", and "Feedback". A central text block explains that ePass Montana is a secure way to use state services and includes a warning not to share passwords. Below this are two main sections: "Existing Customer" and "New Customer". The "Existing Customer" section has fields for "Username:" and "Password:", a "Forgot your password?" link, a link for "Montana State Employees", and a "Login" button. The "New Customer" section has a "Create an Account" button. Red boxes with numbers 2 and 3 are placed over the "Existing Customer" section. Red arrows point from box 2 to the "Username:" and "Password:" labels, and from box 3 to the "Login" button.

mt.gov
Montana's Official State Website

EPASS MONTANA

About Montana | Tourism & Recreation | Working & Living | Online Services | Business | Government | Education

Welcome to ePass Montana

[Instructions](#) | [How Do I](#) | [Feedback](#)

 **ePass Montana** is a convenient and secure way to use your state government services. State agencies may request your username, but will never request your password. Never share your password with anyone.

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Existing Customer

Username: Password:

[Forgot your password?](#)

[Montana State Employees](#)

3

New Customer

Create an ePass Montana account by selecting the button below:

Privacy & Security | Accessibility | Contact Us | Search

mt.gov
Montana's Official State Website

4. After you have completed re-logging in with your set ePass the "Main Menu" will appear. From the "Main Menu" there will be 8 menu items to choose from:

- Meter Readings – Allows entry of electronic meters for the majority of data entry. Mechanical meter readings will need to be provided at the end of each quarter. Service reports are also entered using this option. If you use this option, do not do the Meter Readings with Reconciliation. Either do the “meter readings” OR the “meter readings with reconciliation”, not both.
- Meter Readings with Reconciliation – This is the same as meter readings. However, you will be asked to enter mechanical meter readings and cash with the electronic meter readings. This will show if you are in balance. Note that this option is for your convenience only. Mechanical meter readings will be saved only for a maximum of two weeks by the system for data entry comparisons. Cash entries are not kept. Electronic meter readings are kept the same as in the Meter Reading option. Be aware that if you are only off by a nickel, the system will advise you that you do not balance.
- Quarterly Tax – This option is where you review your estimated tax once you are notified that they are ready. You are required to pay on-line only.
- Permit Applications and LOW Submissions – This option provides you with the ability to generate letters of withdrawal (LOW), make application for a new permit, and pay on-line for the charges. You will receive an email with a printable permit about five (5) minutes after the application is approved.
- Annual Permit Renewal (for July 1) – This option will be used only once a year during the annual VGM renewal process. You will be able to file and pay for VGM renewals online.
- Change Personal Information – Same screen as when you first logged onto the system. This gives you the ability to change personal information such as your password.
- Fee Information – This menu item describes the convenience fees charged by the web provider for use of the on-line system.
- Logout – Logs you out of the system.

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Steve Bullock Attorney General **Video Gambling Machine Services**

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Route Operator Number/Gambling Operator Account: -004-MDR

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- [Meter Readings with reconciliation](#)
- [Quarterly Tax](#)
- [Permit Applications and LOW Submissions](#)
- [Annual Permit Renewal \(For July 1\)](#)
- [Change Personal Information](#)
- [Fee Information](#)
- [Logout](#)

METER READING OPTION

1. From the "Main Menu" select "Meter Readings".

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Video Gambling Machine Services

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Main Menu

Route Operator Number/Gambling Operator Account: -004-MDR

- [Meter Readings](#) ← **1**
- [Meter Readings with reconciliation](#)
- [Quarterly Tax](#)
- [Permit Applications and LOW Submissions](#)
- [Annual Permit Renewal \(For July 1\)](#)
- [Change Personal Information](#)
- [Fee Information](#)
- [Logout](#)

2. From the "Meter Readings" screen you will see your Location ID, Location Name and Number of machines owned by you at your location. If you have more machines at your location they may be owned by a Route Operator. The Route Operator will be able to see all locations but will only be able to process information on machines they own at each location.

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Meter Readings

Permits

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Choose a location from the list below:

Location:	Location Name:	Number of machines:	Number of reports:
12345678-001-GOA	GCD LGN	4	0

[Main Menu](#) [Detailed Summary](#)

2

3. Click on either the "location" or "location name".

[Main Menu](#) > Locations

Choose a location from the list below:

Location:	Location Name:	Number of machines:	Number of reports:
4996892-002-GOA	AL'S GATHERING PLACE	3	0
5056478-002-GOA	THE LOUNGE	6	0

[Main Menu](#)

[Detailed Summary](#)

- Your VG MID number at the location will appear along with the option to enter regular meter readings or a service report.

Main Menu > Locations > 12345678-001-GOA

Please select to file your regular meter reading or a service form for the appropriate machine below.

Machine	Reports	
100004	Regular Reading	Service Form
100005	Regular Reading	Service Form
100006	Regular Reading	Service Form
100010	Regular Reading	Service Form

All meter readings will be collected at noon Mountain time each day.
Any meter readings submitted after noon will be time stamped as next business day.

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REGULAR READINGS

1. Select "Regular Reading".

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Meter Readings Permits

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[Main Menu](#) > [Locations](#) > 12345678-001-GOA

Please select to file your regular meter reading or a service form for the appropriate machine below.

Machine	Reports	
100004	Regular Reading	Service Form
100005	Regular Reading	Service Form
100006	Regular Reading	Service Form
100010	Regular Reading	Service Form

All meter readings will be collected at noon Mountain time each day.
Any meter readings submitted after noon will be time stamped as next business day.

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2. Fill in the required data for each VG MID
 - Select the correct quarter from the drop down box.
 - Correct Report Date. Use the date on the audit ticket. You must use the four digits for the year or the entry will not take [ie. 2008 not 08]. Note: After the initial entry of the "Quarter" and "Report Date" you will not need to re-enter this information, it will hold the initial entry for the remaining machines entries.
 - Correct Time. You cannot use military time. If the audit ticket shows military time, you must convert to regular time.
 - Select the correct time from the drop down box which indicates "AM/PM".
3. Input the correct "Soft Meter Readings". The meter readings are from the lifetime electronic meters. You must use dollars and cents. Do not use "period" meter readings or mechanical meter readings.
4. Click on the "Submit" button when finished.

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Meter Readings Permits

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[Main Menu](#) > [Locations](#) > 12345678-001-GOA > 100004 - Meter Reading

Please enter your Meter Reading for Video Gambling Machine 100004. All fields marked with an * are required.
All meter readings will be collected at noon Mountain time each day. Any meter readings submitted after noon will be time stamped as next business day.

Quarter: *
09-30-2008 Please check if this is an end of Quarter filing.

Report Date: * Time: * AM/PM: *
09 / 30 / 2008 08:00 AM

example: mm/dd/yyyy example: 00:00

* Please note that if you are entering multiple readings for the same machine, each submission must have a different time stamp or you will overwrite your previous entry.

Soft Meter Readings

Total In: * 100.50

Total Played: * 75.25

Total Won: * 30.75

Total Paid: * 40

5. For the end of quarter check the filing box.
6. Enter the end of the quarter mechanical meter readings. If your machine has only 4 mechanicals use the fields that are available.
7. If you have a machine that has 5 mechanical meter readings check the box and enter your bill acceptor reading.
8. Submit when finished.

[Main Menu](#) > [Locations](#) > [12345678-002-GOA](#) > **100004 - Meter Reading**

Please enter your Meter Reading for Video Gambling Machine 204388. All fields marked with an * are required. All meter readings will be collected at noon Mountain time each day. Any meter readings submitted after noon will be time stamped as next business day.

Quarter:*

Please check if this is an end of Quarter filing. 5

Report Date:* / / Time:* AM/PM:*

example: mm/dd/yyyy example: 00:00

* Please note that if you are entering multiple readings for the same machine, each submission must have a different time stamp or you will overwrite your previous entry.

Soft Meter Readings

Total In:*

Total Played:*

Total Won:*

Total Paid:*

Mechanical Meter Readings

Total Bill In: Machine Has 5 Meters 7

Total Coin In:

Total Played: 6

Total Won:

Total Paid:

8

9. The date and time of the meter reading will be shown after submitting your meter readings.
- To change an incorrect entry, click back into the date link, change the necessary information and "submit" again, however, this change must be made prior to noon of that business day. This can be used for everything but the date and time. If you make a mistake on the date and change it, be aware that this will add another row.
10. If you want a hard copy of your report, click on "Local Summary". A copy will be displayed; you can print it out for your records.

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Meter Readings

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Please select to file your regular meter reading or a service form for the appropriate machine below.

VG MID	Reports
100004	Regular Reading 09/30/2008 8:00 AM Service Form
204389	Regular Reading Service Form

All meter readings will be collected at noon Mountain time each day.
Any meter readings submitted after noon will be time stamped as next business day.

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[Main Menu](#) > [Locations](#) > [12345678-001-GOA](#) > **Detailed Summary**

Location: 12345678-001-GOA					
VGM: 100004					
Regular Report		30-SEP-08 08:00		Submitted By: GCD	
Quarter Date: 30-SEP-08					
Soft Meters	Total In		Total Played	Total Won	Total Paid
		100.50	75.25	30.75	40
Mechanical Meters	Coin In	Bill In	Total Played	Total Won	Total Paid
	200		200	200	200

Service Report 30-SEP-08 08:30 Submitted By: GCDLOU_5488 Quarter Date: 30-SEP-08

Before	Service Part: 12 - Logic Board			Service Labor: E - Defective	
After	Service Part: 12 - Logic Board			Service Labor: K - Repair	
Soft Meters	Total In		Total Played	Total Won	Total Paid
Before	110		60	52	40
After	0		0	0	0
Mechanical Meters	Bill In	Coin In	Total Played	Total Won	Total Paid
Before	0	500	400	70	60
After	0	0	0	0	0

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SERVICE REPORTS

1. Select "Service Form".
 - When entering a service report on-line, do not send the original service form to the Division; keep it for your records.

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Meter Readings Permits

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Please select to file your regular meter reading or a service form for the appropriate machine below.

Machine	Reports	
100004	Regular Reading	Service Form
100005	Regular Reading	Service Form
100006	Regular Reading	Service Form
100010	Regular Reading	Service Form

All meter readings will be collected at noon Mountain time each day.
Any meter readings submitted after noon will be time stamped as next business day.

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2. Fill in the required data for each VGMID
 - Select the correct quarter from the drop down box.
 - Correct Report Date. Use the date on the audit ticket. You must use the four digits for the year or the entry will not take [ie. 2008 not 08].
 - Correct Time. You cannot use military time. If the audit ticket shows military time, you must convert to regular time.
 - Select the correct time from the drop down box which indicates "AM/PM".
3. From the drop down box, select "Before Report/Upgrade" Part and Problem and/or After Repair/Upgrade" Service Part and Problem/Labor.
4. If this is a program change, the new program must be selected from the drop down box, click on the correct program.
5. Input the correct "Soft Meter Readings". The meter readings are from the lifetime electronic meters. You must use dollars and cents. Do not use "period" meter readings or mechanical meter readings.
 - If the machine cleared with no prior electronics, you must use the last good lifetime meters off the audit roll prior to clearing. Zeroed before and after meters cannot be accepted.
6. Enter the end of the quarter mechanical meter readings. If your machine has only 4 mechanicals use the fields that are available.
7. If you have a machine that has 5 mechanical meter readings check the box and enter your bill acceptor reading overriding the zero on the form.
8. Click on the "Submit" button when finished.

Note: Service Form screen shot on next page ~~~

Main Menu > Locations > 6338004-002-GOA > 204388 - Service Form

Please enter your service form for Video Gambling Machine 204388. All fields marked with an * are required.

All meter readings will be collected at noon Mountain time each day. Any meter readings submitted after noon will be time stamped as next business day.

Quarter:*

Report Date:*

 / 2008

example: mm/dd/yyyy

Time:*

example: 00:00

AM/PM:*

2

* Please note that if you are entering multiple service forms, each submission must have a different timestamp or you will overwrite your previous entry.

Service Form Section*

Before Repair/Upgrade:

Part:

AND/OR

After Repair/Upgrade:

Service Part:

Problem/Labor:

3

Failure/Problem:

Enter new Program ID if changed

Program:

KL12134

New Program:

4

If you have selected "Before Repair/Upgrade" from above, you must complete the "Before" fields for both soft and mechanical meter readings and vice-versa for "After Repair/Upgrade". If you selected "Before and After", please complete all fields below.

Soft Meter Readings*

Mechanical Meter Readings*

	Before	After		Before	After
Total In:	<input type="text" value="110"/>	<input type="text"/>	Total Bill In:	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Played:	<input type="text" value="60"/>	<input type="text"/>	Total Coin In:	<input type="text" value="500"/>	<input type="text"/>
Total Won:	<input type="text" value="52"/>	<input type="text"/>	Total Played:	<input type="text" value="400"/>	<input type="text"/>
Total Paid:	<input type="text" value="40"/>	<input type="text"/>	Total Won:	<input type="text" value="70"/>	<input type="text"/>
			Total Paid:	<input type="text" value="60"/>	<input type="text"/>

5

Machine Has 5 Meters

7

6

8

- The date and time of the meter reading will be shown after submitting your meter readings. To change an incorrect entry, click back into the date link, change the necessary information and "submit" again, however, this change must be made prior to noon of that business day. This can be used for everything but the date and time. If you make a mistake on the date and change it, be aware that this will add another row.
- If you want a hard copy of your report, click on "Local Summary". A copy will be displayed; you can print it out for your records.

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Meter Readings

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Please select to file your regular meter reading or a service form for the appropriate machine below.

VG MID	Reports	
100004	Regular Reading 09/30/2008 8:00 AM	Service Form 09/30/2008 8:30 AM
204389	Regular Reading	Service Form

All meter readings will be collected at noon Mountain time each day.
Any meter readings submitted after noon will be time stamped as next business day.

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[Main Menu](#) > [Locations](#) > [12345678-001-GOA](#) > **Detailed Summary**

Location: 12345678-001-GOA					
VGM: 100004					
Regular Report		30-SEP-08 08:00		Submitted By: GCD	
Quarter Date: 30-SEP-08					
Soft Meters	Total In		Total Played	Total Won	Total Paid
		100.50	75.25	30.75	40
Mechanical Meters	Coin In	Bill In	Total Played	Total Won	Total Paid
	200		200	200	200

Service Report 30-SEP-08 08:30 Submitted By: GCDLOU_5488 Quarter Date: 30-SEP-08

Before	Service Part: 12 - Logic Board			Service Labor: E - Defective	
After	Service Part: 12 - Logic Board			Service Labor: K - Repair	
Soft Meters	Total In		Total Played	Total Won	Total Paid
Before	110		60	52	40
After	0		0	0	0
Mechanical Meters	Bill In	Coin In	Total Played	Total Won	Total Paid
Before	0	500	400	70	60
After	0	0	0	0	0

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METER READINGS WITH RECONCILIATION

You may enter meter readings utilizing the 3-way reconciliation procedure. Be aware that only soft meter (lifetime with dollars and cents) entries will be sent to the Gambling Control Division. Mechanical and electronic meter readings are only maintained for a maximum of two (2) weeks for purposes of reconciliation. Cash entry is only used for the current reconciliation and is not saved on the system.

1. From the "Main Menu" select "Meter Readings with reconciliation".

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2. Click on either the "location" or "location name".

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Meter Readings

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[Main Menu](#) > [Locations](#)

Choose a location from the list below:

Location:	Location Name:	Number of machines:	Number of reports:
4996892-002-GOA	AL'S GATHERING PLACE	3	0
5056478-002-GOA	THE LOUNGE	6	0

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3. Select "Regular Reading".

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Meter Readings

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Please select to file your regular meter reading or a service form for the appropriate machine below.

VG MID	Reports	
100004	Regular Reading 09/30/2008 8:00 AM	Service Form 09/30/2008 8:30 AM
204389	Regular Reading	Service Form

All meter readings will be collected at noon Mountain time each day.
Any meter readings submitted after noon will be time stamped as next business day.

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4. Fill in the required data for each VGMID
 - Select the correct quarter from the drop down box.
 - Correct Report Date. Use the date on the audit ticket. You must use the four digits for the year or the entry will not take [ie. 2008 not 08].
 - Correct Time. You cannot use military time. If the audit ticket shows military time, you must convert to regular time.
 - Select the correct time from the drop down box which indicates "AM/PM".
 - For your end of quarter, check the end of quarter filing box.
5. Input the correct "Soft Meter Readings". The meter readings are from the lifetime electronic meters. You must use dollars and cents. Do not use "period" meter readings or mechanical meter readings. For your end of quarter, check the end-of-quarter filing box.
6. Enter the end of the quarter mechanical meter readings. If your machine has only 4 mechanicals use the fields that are available.
7. If you have a machine that has 5 mechanical meter readings check the box and enter your bill acceptor reading.
8. Enter the amount of money the machine had collected since your last report.
9. Click on the "Submit" button when finished.

Note: Reconciliation Form screen shot on next page ~~~

Main Menu > Locations > 12345678-001-GOA > 100004 - Meter Reading 09/30/2008

Please enter your Meter Reading for Video Gambling Machine100004 . All fields marked with an * are required.

All meter readings will be collected at noon Mountain time each day. Any meter readings submitted after noon will be time stamped as next business day.

Quarter:*
 Please check if this is an end of Quarter filing.

Report Date:* / / Time:* AM/PM:*

example: mm/dd/yyyy example: 00:00

4

* Please note that if you are entering multiple readings for the same machine, each submission must have a different time stamp or you will overwrite your previous entry.

Soft Meter Readings

Total In:*

Total Played:*

Total Won:*

Total Paid:*

5

Mechanical Meter Readings

Total Bill In:*

Total Coin In:*

Coin Type:*

Total Played:*

Total Won:*

Total Paid:*

Machine Has 5 Meters

7

6

To perform a 3-way reconciliation you must enter the amount of money this machine has collected since your last report: *

8

9

10. Note: The system will advise you that the readings do not balance if you are off by even one (1) nickel. However, the soft meter reading will still be transmitted to Gambling Control. The error message appearing in the example below appears because there were no prior electronic or mechanical meter readings within the last two weeks to compare to. You will be notified at this point if you are out-of-balance. This is so corrections can be made to the soft meters, if applicable, before submitting to Gambling Control.

11. The date and time of the meter reading will be shown after submitting your meter readings.
 - To change an incorrect entry, click back into the date link, change the necessary information and "submit" again, however, this change must be made prior to noon of that business day. This can be used for everything but the date and time. If you make a mistake on the date and change it, be aware that this will add another row.

12. If you want a hard copy of your report, click on "Local Summary". A copy will be displayed; you can print it out for your records.

Montana Department of Justice - Gambling Control Division

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Attorney General

Meter Readings Permits

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[Main Menu](#) > [Locations](#) > **12345678-001-GOA**

No data was available to reconcile against. ← **10**

Please select to file your regular meter reading or a service form for the appropriate machine below.

VG MID	Reports	
100004	Regular Reading 09/30/2008 8:00 AM	11 Service Form 09/30/2008 8:30 AM
204389	Regular Reading	Service Form

All meter readings will be collected at noon Mountain time each day.
Any meter readings submitted after noon will be time stamped as next business day.

[Back](#) [Main Menu](#) [Local Summary](#) ← **12**

[Main Menu](#) > [Locations](#) > [6028001-002-GOA](#) > **Detailed Summary**

Location: 6028001-002-GOA					
VGM: 204345					
Regular Report		07-JUL-08 03:00		Submitted By: GCDLOU_8800	
Quarter Date: 30-SEP-08					
Soft Meters	Total In		Total Played	Total Won	Total Paid
	50.00		45.25	40.75	30.50
Mechanical Meters	Bill In	Coin In	Total Played	Total Won	Total Paid
		50	45	41	31
Cash In	50.00				

Regular Report 14-JUL-08 03:05 Submitted By: GCDLOU_8800 Quarter Date: 30-SEP-08

Soft Meters	Total In		Total Played	Total Won	Total Paid
	100.50		70.25	60.75	40.00
Mechanical Meters	Bill In	Coin In	Total Played	Total Won	Total Paid
		101	70	61	40
NET Meters		Money In	Played	Won	Paid
	Soft	50.50	25.00	20.00	9.50
	Mech	51.00	25.00	20.00	9.00
	Diff	-0.50	0.00	0.00	0.50
Cash	Soft	50.50	CASH COUNT	Cash In	50.50
	Mech	51.00		Soft Paid	9.50
	Cash In	50.50		Net	41.00

[Main Menu](#)

[Locations](#)

QUARTERLY TAX

1. From the "Main Menu" select "Quarterly Tax."

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Attorney General

Video Gambling Machine Services

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Main Menu

Route Operator Number/Gambling Operator Account: **-004-MDR**

- [Meter Readings](#)
- [Meter Readings with reconciliation](#)
- [Quarterly Tax](#) ← 1
- [Permit Applications and LOW Submissions](#)
- [Annual Permit Renewal \(For July 1\)](#)
- [Change Personal Information](#)
- [Fee Information](#)
- [Logout](#)

2. Selecting "Quarterly Tax" will display your current estimated tax due. To review each machine, select "Review Taxes". You do not do your own taxes; an estimate is done for you. If you have submitted your end of the quarter readings and you do not see your estimate, contact the Division. History of prior quarter/yearly taxes will also be displayed as time proceeds.

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Attorney General

Video Gambling Permits

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[Main Menu](#) > **Tax Overview**

Select a tax year: 2007	Quarter 06/30/2007
Taxes Owed: \$1249.00	Review Taxes 2

[Main Menu](#)

- All machines owned by you will be shown with the actual estimated tax per machine plus the total. If you disagree with any tax amount, click on "I Disagree with the Tax Amount". Contact the Division for clarification.
- If tax estimate amounts agree with your calculations, then select "Pay".

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[Main Menu](#) > [Tax Overview](#) > Pay Taxes for Quarter 06/30/2007

12345678-001-GOA	The Lounge	\$1249.00
	VGM 201536	\$300.00
	VGM 201547	\$75.00
	VGM 201739	\$397.00
	VGM 201740	\$477.00
	Total:	\$1249.00

4

Back Pay I Disagree with the Tax Amount 3

- The "Disagreement" screen will appear as shown below:

Montana Department of Justice - Gambling Control Division

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[Main Menu](#) > [Tax Overview](#) > [Pay Taxes for Quarter 06/30/2007](#) > Disagree

If you are in disagreement with the tax amount presented on the previous page, please contact the Gambling Control Division at (406) 444-1234 or email gambling@mt.gov

Please make sure to have the following information available:

- Meter reads for the previous quarter**

Back

5

If "eCheck" is selected, you will have the option to warehouse you payment (schedule check processing date) on or before the 15th of the month following quarter end. The "eCheck" will be processed around 12: 10 AM for the day selected. Warehouse payments are not available for "Credit Card" payments

Select "Submit for Purchase" to continue.

7. After you submitted your payment, a receipt will be generated.
8. To print the receipt, click on your browser's printer icon or select print under the file option on the browser tool bar.
 - If you do not get a receipt, your taxes have not been paid.

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Receipt ← **7**

Your credit card payment has been received. Please print this page for your records.

Payment Amount: \$ 1276.33
Payment Date: APR 20, 2007
Unique ID: VGM071091508332ba200

Main Menu Print ← **8**

PERMIT APPLICATIONS AND LOW SUBMISSIONS

1. From the "Main Menu" select "Permit Application and LOW Submissions".

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Attorney General

Video Gambling Machine Services

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Main Menu

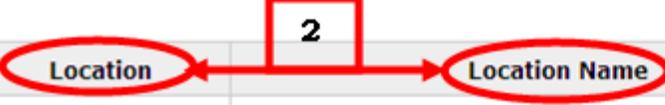
Route Operator Number/Gambling Operator Account: **-004-MDR**

- [Meter Readings](#)
- [Meter Readings with reconciliation](#)
- [Quarterly Tax](#)
- [Permit Applications and LOW Submissions](#) ← **1**
- [Annual Permit Renewal \(For July 1\)](#)
- [Change Personal Information](#)
- [Fee Information](#)
- [Logout](#)

2. Click on either the "location" or "location name". This option will allow you to bring up the base location information first.

Main Menu > Locations

Select the establishment below to complete an application or Letter of Withdrawal. If you have already submitted your application(s), select 'Continue to Pay' at the bottom of this page to complete your transactions. At any time you may view and print a detailed summary of all your applications.



Location	Location Name	VGMs	Permits	Cost
12345678-001-GOA	GCD LOUNGE	4	0	\$ 0.00
Permit Total:			0	\$ 0.00
Processing Fee:				\$ 0.00
Total:				\$ 0.00

3. For Route Operators, selection of this option will display all locations that have authorized the Route Operator to perform LOW's and add permits for the Route-owned machines only. Select the location to be viewed by clicking on the location number or name.

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Attorney General

Meter Readings **Permits**

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[Main Menu](#) > [Locations](#)

Choose a location from the list below:

Location:	Location Name:	Number of machines:	Number of reports:
4996892-002-GOA	AL'S GATHERING PLACE	3	0
5056478-002-GOA	THE LOUNGE	6	0

[Main Menu](#)

[Detailed Summary](#)

- To perform a Letter of Withdrawal [LOW), click on "Apply for Letter of Withdrawal" to get to the next screen.

[Main Menu](#) > [Locations](#) > **12345678-001-GOA**

Select the application type you would like to complete for each video gambling machine or add a new machine by clicking on the 'Add a Video Gambling Machine' link below. Once you have completed your application(s) for this establishment, select 'Continue' to proceed.

 [Add a Video Gambling Machine](#)

Video Gambling Machine	Date	Time	Permit Status
VGM 204388	Current State		Active
Apply for Letter of Withdrawal			
VGM 204389	Current State		Active
Apply for Letter of Withdrawal			
VGM 204390	Current State		Active
Apply for Letter of Withdrawal			
VGM 204391	Current State		Active
Apply for Letter of Withdrawal			

5. You will see that the information on this machine has been prefilled for you.
6. Input the correct "Soft Meter Readings". The meter readings are from the lifetime electronic meters. You must use dollars and cents. Do not use "period" meter readings or mechanical meter readings.
7. Enter the correct "Mechanical Meter Readings". If your machine has only 4 mechanicals use the fields that are available.
8. If you have a machine that has 5 mechanical meter readings check the box and enter your bill acceptor reading.
9. Check the disclaimer box at the bottom of the page.
10. Submit when finished.

Note: Letter of Withdrawal Form screen shot on next page ~~~

[Main Menu](#) > [Locations](#) > [12345678-001-GOA](#) > [100004](#) - Letter of Withdrawal

Please complete the fields below to file your Letter of Withdrawal. All fields marked with an * are required. Letter of Withdrawals can only be accepted for the current day.

*Effective Date:

/ / example: mm/dd/yyyy

Establishment: 12345678-001-GOA Name: GCD LOUNGE

Machine Information

VGM ID: 100004 Manufacturer: KL GAMING
Model Number: KL123456 Serial Number: 100
*Mechanical Meters Track: Dollars Credits

5

Soft Meter Readings

*Total In:
*Total Played:
*Total Won:
*Total Paid:

6

Mechanical Meter Readings

*Total Bill In:
*Total Coin In:
*Total Played:
*Total Won:
*Total Paid:

Machine Has 5 Meters

8

7

If you have no Mechanical Meter Readings to report, enter 0 (zero) in required fields.

Disclaimer

9

I, the licensee of the above establishment, request and authorize the withdrawal of the above referenced video gambling machine from my establishment. I certify that this information is true and correct.

You must agree to the disclaimer above to complete your application.

I agree to the disclaimer above.

10

11. After the submission of the information, the "Permit Status" changes to "Awaiting Submission" for the LOW. This status will not change until you have completed all LOW's and any permits that will be added at this time. This can only occur if you have less than 20 machines.
12. If you have less than 20 machines, you can choose either
 - A. "Add a Video Gambling Machine"; or
 - B. "Add a VGM".
 - If your location has 20 VGM's, a letter of withdrawal must be submitted first and completed prior to relicensing a new machine.

Montana Department of Justice - Gambling Control Division

Steve Bullock
Attorney General

Video Gambling Permits

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[Main Menu](#) > [Locations](#) > 12345678-001-GOA

Select the application type you would like to complete for each video gambling machine or add a new machine by clicking on the 'Add a Video Gambling Machine' link below. Once you have completed your application(s) for this establishment, select 'Continue' to proceed.

 [Add a Video Gambling Machine](#) ← **12A**

Video Gambling Machine	Date	Time	Permit Status
VGM 204388	Current State		Active
EDIT REMOVE Letter of Withdrawal	AUG 30, 2008	12:00 AM	Awaiting Submission
VGM 204389	Current State		Active
Apply for Letter of Withdrawal			
VGM 204390	Current State		Active
Apply for Letter of Withdrawal			
VGM 204391	Current State		Active
Apply for Letter of Withdrawal			

11 →

12B → [Add a VGM](#) [Continue](#)

13. In order to add a machine you will have to insert the "VGM Identification number" [VGMID] to be permitted and click on "Submit".

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Attorney General

Video Gambling Machine Services

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[Main Menu](#) > [Locations](#) > [12345678-001-GOA](#) > [Add Machine](#)

Please enter the VGM identification number:

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14. Fill in the required data for each VGMID
- Input the correct effective date, use the actual date the machine will be placed into service.
 - Correct Time. You cannot use military time. If the audit ticket shows military time, you must convert to regular time.
 - Select the correct time from the drop down box which indicates "AM/PM".
 - If the machine is route owned you will to check the box and know the route operator's ID. If the VGM is owned by a route, the MDR number must be entered.
15. You will need to know the all the correct "Machine Information"
- Serial number
 - Mechanical meters tracking
 - Program ID
 - For Tier ID, select Tier 2
 - Frequency of reporting
 - Select the day you report your electronic (soft) meters.
16. Input the correct "Soft Meter Readings". The meter readings are from the lifetime electronic meters. You must use dollars and cents. Do not use "period" meter readings or mechanical meter readings.
17. Enter the mechanical meter readings. If your machine has only 4 mechanicals use the fields that are available.
18. If you have a machine that has 5 mechanical meter readings check the box and enter your bill acceptor reading overriding the zero on the form.
19. Check "Disclaimer" box.
20. Click the "Submit" button.

Main Menu > Locations > 12345678-001-GOA > 100004 - Activate Machine

Please complete the fields below to add a machine. All fields marked with an * are required.

*Effective Date: / th yr *Time:

Location: 12345678-001-GOA Name: GCD LOUNGE

Is this is a Route Owned VGM? If so, what is the Route Operator's ID:

14

Machine Information

VGM ID: 100004

Manufacturer: GAMING

Model Number: 123

*Serial Number:

*Mechanical Meters Track: Dollars Credits

*Program ID:

*Tier ID:

*Frequency:

*Report Day:

15

Soft Meter Readings 16

*Total In:

*Total Played:

*Total Won:

*Total Paid:

Mechanical Meter Readings

*Total Bill In: Machine Has 5 Meters 18

*Total Coin In:

*Total Played:

*Total Won:

*Total Paid:

17

If you have no Mechanical Meter Readings to report, enter 0 (zero) in required fields.

Disclaimer 19

I certify that this information is true and correct.

You must agree to the disclaimer above to complete your application.

I agree to the disclaimer above.

20

21. The VGM that will be permitted will show "Awaiting Submission under Permit Status" and will remain inactive until the permit payment process is completed.
22. If finished adding VGM's [you may do multiple LOW's and VGM's before starting the payment process], select "Continue".

[Main Menu](#) > [Locations](#) > 12345678-001-GOA

Select the application type you would like to complete for each video gambling machine or add a new machine by clicking on the 'Add a Video Gambling Machine' link below. Once you have completed your application(s) for this establishment, select 'Continue' to proceed.

 [Add a Video Gambling Machine](#)

Video Gambling Machine	Date	Time	Permit Status
VGM 10004	Current State		Inactive
EDIT REMOVE Activation Request	AUG 30, 2008	04:31 PM	Awaiting Submission
VGM 100004	Current State		Active
EDIT REMOVE Letter of Withdrawal	AUG 30, 2008	12:00 AM	Awaiting Submission
VGM _04389	Current State		Active
Apply for Letter of Withdrawal			
VGM ^04390	Current State		Active
Apply for Letter of Withdrawal			
VGM ^04391	Current State		Active
Apply for Letter of Withdrawal			

21

22

- 23. You will be shown how many permits are pending, the permit cost, and the convenience processing fee.
- 24. Select "Continue" to proceed with payment.

[Main Menu](#) > **Locations**

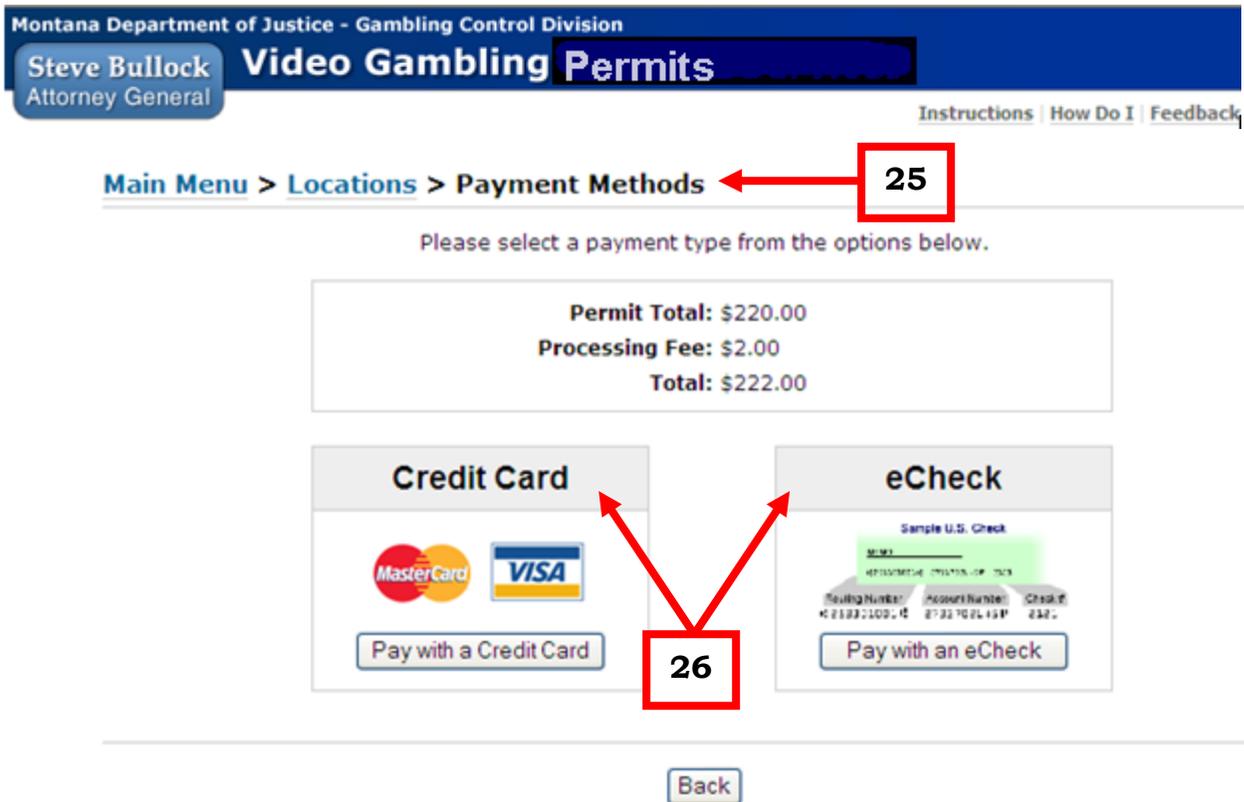
Select the establishment below to complete an application or Letter of Withdrawal. If you have already submitted your application(s), select 'Continue to Pay' at the bottom of this page to complete your transactions. At any time you may view and print a detailed summary of all your applications.

Location	Location Name	VGMs	Permits	Cost
12345678-001-GOA	GCD LOUNGE	4	2	\$ 220.00
		Permit Total:	2	\$ 220.00
		Processing Fee:		\$ 2.00
		Total:		\$ 222.00

23

24

25. The Payment Options screen will appear with your total to be paid and your choice of payment methods.
26. Choose "Credit Card" or "eCheck".



If you choose the option for "Credit Card" you will need to refer to "[Appendix A](#)" at the end of this guide.

Fill in all required information. Note: that in addition to the processing fee, a credit card fee is also assessed. Both of these fees are convenience fees collected by the credit card company and the web services provider used by the Gambling Control Division. For larger amounts, an eCheck might be a more economical procedure.

If you choose the option for "eCheck" you will need to refer to "[Appendix C](#)" at the end of this guide. Note: that in addition to the processing fee, an eCheck fee is also assessed. Both of these fees are convenience fees collected by financial institution and the web services provider used by the Gambling Control Division.

Fill in all required information. If using your company name, split the name in to two entries for the "first" and "last" name. i.e. First name: Al's Last name: Bar. All fields with an asterisk must be completed or the payment will not process.

Select "Submit for Purchase" to continue.

27. After you submitted your payment, a receipt will be generated. It is very important that you print this receipt for your records and reconciliation.

28. Print the receipt.

- If you do not get a receipt, your permit(s) have not been paid.

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Receipt

27

Thank you. Your permit requests have been received.

Unique ID: GCD08248165434402600

Permit List			
Type	VGM ID	Location	Cost
LOW	204388	GCD LOUNGE	\$0.00
Activation	204393	GCD LOUNGE	\$220.00
Credit Card Fee			\$ 4.68
Fee for 1 Permit Activation			\$2.00
Grand Total			\$226.68
Payment: GCD08248165434402600			\$226.68

During normal business hours you can expect to receive your permit by email within 15 minutes. Permits submitted during evening hours or weekends/holidays may not arrive by email until the next business day.

Main Menu

Print

28

29. A receipt will be displayed. It is very important that you print this receipt for your records and reconciliation.
30. Select Print.
 - a. If you do not get a receipt, your permit(s) have not been paid.

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Attorney General

Video Gambling Permits

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Receipt ← **29**

Thank you. Your permit requests have been received.

Unique ID: GCD08248165434402600

Permit List			
Type	VGM ID	Location	Cost
LOW	204388	GCD LOUNGE	\$0.00
Activation	204393	GCD LOUNGE	\$220.00
Echeck Processing Fee			\$1.00
Fee for 1 Permit Activation			\$2.00
Grand Total			\$223.00
Payment: GCD08248165434402600			\$223.00

During normal business hours you can expect to receive your permit by email within 15 minutes. Permits submitted during evening hours or weekends/holidays may not arrive by email until the next business day.

Main Menu

Print

30

ANNUAL PERMIT RENEWAL

Before a location is able to license or renew VGM's online during the renewal process, the Gambling Control Division will review and process the renewal applications and enter the information needed for location and route operators to renew online. The process outlined below will show you how Licensing enters the information prior to the location or route going online to renew.

1. The renewal application is received and reviewed for completeness. The information is then entered into the system by the "Returns" for the new period.



PERIOD	STATUS	DUE	RECEIVED	RETURN
30-Jun-2009	Outstanding	30-Jun-2008		GOA Renewal
30-Jun-2008	Online-Prod	29-Jun-2007	01-Jun-2007	GOA Renewal

2. The renewal for the location will be updated at this point which then allows the location or route to go online and renew the VGM's.

Change List Adj Letter Period Trans Reverse cj6464
5/13/2008

GOA Renewal

Filing Period : 30-Jun-2009 Ontime-Processed
Due : 30-Jun-2008
Received : 13-May-2008
Batch and media : No batch information. No media identifier.
Id :
Return is clean. Return last changed by cj6464 on 13-May-2008 for the following reason: Data Entry Error

Line Items 2 of 2

GOA Renewal

Form Details

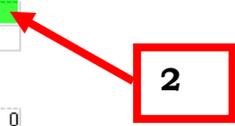
Completed	<input checked="" type="checkbox"/>
Changes	<input type="checkbox"/>

Renewal Details

VGM's Being Renewed..... «	<input type="text" value="0"/>
Live Card Tables Being Renewed	<input type="text" value="0"/>
Live Keno	<input type="checkbox"/>
Live Bingo	<input type="checkbox"/>
Organization Full Exempt	<input type="checkbox"/>
Organization Partial Exempt	<input type="checkbox"/>

Renewal Fees

VGM Renewal Fee	<input type="text" value="0.00"/>
Live Card Table Renewal Fee	<input type="text" value="0.00"/>
Live Keno/Bingo Renewal Fee	<input type="text" value="0.00"/>
Total Renewal Fees	<input type="text" value="0.00"/>



ONLINE RENEWAL PROCESS FOR LOCATIONS AND ROUTES

1. From this "Main Menu" select "Annual Permit Renewal (For July 1)".

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Attorney General

Video Gambling Machine Services

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Main Menu

Route Operator Number/Gambling Operator Account: -004-MDR

- [Meter Readings](#)
- [Meter Readings with reconciliation](#)
- [Quarterly Tax](#)
- [Permit Applications and LOW Submissions](#)
- [Annual Permit Renewal \(For July 1\)](#) ← **1**
- [Change Personal Information](#)
- [Fee Information](#)
- [Logout](#)

- The "Renewal Overview" will tell you if the operator or route licenses have been processed by the Gambling Control Division. Take time to read over the "Machine Renewal Overview". Note the Status column which will tell you that the locations are ready to be renewed or not.
- Click on the "+" in the "View" column to expand one location, or you may select the "Expand All" box.

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Video Gambling Permit Renewal

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Main Menu > Renewal Overview

⚠ Your Operator License has not been processed. You cannot renew VGMs until your Operator License has been processed.

IMPORTANT - Machine Renewal Overview:

- Machines available for renewal have a dark grey background.
- Machines with a light gray background are not available for renewal because
 - A license has not been received or processed to date, or
 - The machine has already been paid for in a previous session.
- Machines marked "Renewed" have been paid for in a previous session.
- Machines marked "Warehoused" will include the date the eCheck will be processed for payment as selected in prior sessions. Warehoused machines are **NOT** renewed until the payment is processed.
- Click on the date link in the Status column to change the warehouse payment date.

Video Gaming Machines listed by physical location:

Expand All

View	Location	Owner ID	VGM ID	Serial #	Machine Model	Status
<input type="checkbox"/>	AL'S FUNLAND & CASINO 6034011- 002-GOA					License Not Processed
<input type="checkbox"/>	GCD LOUNGE 6023001- 002-GOA					License Not Processed
<input type="checkbox"/>	KATHY'S BAR AND GRILL 6038003- 002-GOA					License Not Processed
Total machines owned:						12
Total machines paid:						0
Total machines warehoused:						0
Total machines available for Permit Renewal:						12

2

3

4. If the location is ready to be renewed and you have expanded the screen, the status will show you the VGM is available to renew. It will list all the machines in the dark grey background. Also note that the location names are alphabetical for those that are ready to renew [darken area]. Those that are not ready to renewal are alphabetical as well [lighter area] below those are ready.

Main Menu > Renewal Overview

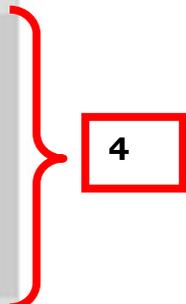
IMPORTANT - Machine Renewal Overview:

- Machines available for renewal have a dark grey background.
- Machines with a light gray background are not available for renewal because
 - A license has not been received or processed to date, or
 - The machine has already been paid for in a previous session.
- Machines marked "Renewed" have been paid for in a previous session.
- Machines marked "Warehoused" will include the date the eCheck will be processed for payment as selected in prior sessions. Warehoused machines are **NOT** renewed until the payment is processed.
- Click on the date link in the Status column to change the warehouse payment date.

Video Gaming Machines listed by physical location:

Expand All

View	Location	Owner ID	VGM ID	Serial #	Machine Model	Status
	AL'S FUNLAND & CASINO 6034011- 002-GOA					
		6101001-002- MDR	203904	1004	SG 3000GT	
		6101001-002- MDR	203905	1005	SG 3000GT	
		6101001-002- MDR	203906	1006	SG 3000GT	
		6101001-002- MDR	203907	1007	SG 3000GT	
	GCD LOUNGE 6023001- 002-GOA					
	KATHY'S BAR AND GRILL 6038003- 002-GOA					



5. You can now see that you have selected all three locations to be renewed. By selecting "Select All" this will select all your locations ready to be renewed.
6. By clicking on "All" it will select only that location. You can remove the other checkmarks if you desire.
7. Select the "Continue to Payment Page".

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Attorney General

Video Gambling Permit Renewal

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[Main Menu](#) > [Renewal Overview](#) > [Payments Due](#)

- Check boxes in VGM ID column: Automatically checked for payment. To de-select, click on box to remove check mark.
- Deselected machines on this page will not be processed for payment.
- Previously paid, warehoused, or non-renewable machines are not displayed.
- To view or change payment date of previously warehoused machines, select the back button on the bottom of the page.

Video Gaming Machines listed by physical location:

Expand All **5** Select All

View	Location	Owner ID	VGM ID	Serial #	Total to Renew	Total Due
	AL'S FUNLAND CASINO 6034011-002-GOA		<input checked="" type="checkbox"/> All 6		5 x \$220.00	\$1100.00
	GCD LOUNGE 6023001-002-GOA		<input checked="" type="checkbox"/> All		6 x \$220.00	\$1320.00
	KATHY'S BAR AND GRILL 6038003-002-GOA		<input checked="" type="checkbox"/> All		3 x \$220.00	\$660.00
Total Machines:						14
TOTAL PAYMENT DUE:						\$3080.00

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8. Once you have selected the "Continue to Payment Page", the screen will expand to show you all the machine information and allow you to deselect the VGMID you wish not to renew at this time.

Note: If you are unsure of the machine you want to renew do not check it, you can come back to renew it at a later date [by 07/31]. The "Total Machines" and the "Total Payment Due" have been automatically changed with the correct totals.

9. Select the "Continue to Payment Page".

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Attorney General
Video Gambling Permit Renewal

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Main Menu > Renewal Overview > Payments Due

- Check boxes in VGM ID column: Automatically checked for payment. To de-select, click on box to remove check mark.
- Deselected machines on this page will not be processed for payment.
- Previously paid, warehoused, or non-renewable machines are not displayed.
- To view or change payment date of previously warehoused machines, select the back button on the bottom of the page.

Video Gaming Machines listed by physical location:

Expand All Select All

View	Location	Owner ID	VGM ID	Serial #	Total to Renew	Total Due
<input type="checkbox"/>	AL'S FUNLAND & CASINO 6034011-002-GOA		<input checked="" type="checkbox"/> All		5 x \$220.00	\$1100.00
		MDR	<input checked="" type="checkbox"/> 116306	1230933		
		MDR	<input checked="" type="checkbox"/> 120235	1266544		
		MDR	<input checked="" type="checkbox"/> 125094	1607527		
		MDR	<input checked="" type="checkbox"/> 125182	MT903685		
	MDR	<input checked="" type="checkbox"/> 125183	MT903695			
<input type="checkbox"/>	GCD LOUNGE 6023001-002-GOA		<input type="checkbox"/> All		0 x \$220.00	\$0.00
<input type="checkbox"/>	KATHY'S BAR AND GRILL 6038003-002-GOA		<input type="checkbox"/> All		0 x \$220.00	\$0.00
Total Machines:						5
TOTAL PAYMENT DUE:						\$1100.00

Back
Continue to Payment Page

10. At this point you must decide to make your payment by using a credit card or eCheck as the payment type. The selection made here is to use the "eCheck" as the payment type. You can select the type of payment by clicking on Select "Pay with a Credit Card" or "Pay with an eCheck".

Main Menu > Renewal Overview > Payments Due > Payment Methods

Please select a payment type from the options below.

Payment Summary	
Gambling Renewal Permit Total:	\$2420.00
Processing Fee:	\$5.00
Total:	\$2425.00

Credit Card



Pay with a Credit Card

eCheck



Pay with an eCheck

Back Main Menu

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If you choose the option for "Credit Card" you will need to refer to "[Appendix A](#)" at the end of this guide.

Fill in all required information. Note: that in addition to the processing fee, a credit card fee is also assessed. Both of these fees are convenience fees collected by the credit card company and the web services provider used by the Gambling Control Division. For larger amounts, an eCheck might be a more economical procedure.

If you choose the option for "eCheck" you will need to refer to "[Appendix B](#)" at the end of this guide. Note: that in addition to the processing fee, an eCheck fee is also assessed. Both of these fees are convenience fees collected by the financial institution and the web services provider used by the Gambling Control Division.

Fill in all required information. If using your company name, split the name in to two entries for the "first" and "last" name. i.e. First name: Al's Last name: Bar. All fields with an asterisk must be completed or the payment will not process.

If "eCheck" is selected, you will have the option to warehouse you payment (schedule check processing date) until June 26th. The "eCheck" will be processed around 12: 10 AM for the day selected. Warehouse payments are not available for "Credit Card" payments

Select "Submit for Purchase" to continue.

11. You will receive a "Payment Confirmation" notice. This document will list the machine numbers that have been renewed and the payment made.

- "Please print this confirmation notice for your records"

12. Select Print.

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Steve Bullock
Attorney General

Video Gambling Permit Renewal

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Payment Confirmation

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State of Montana Video Gambling Machine Permit Renewal Payment

Unique ID: REN08248173717478600

For Filing Period (Fiscal): 06/30/2010

Machine Numbers:

GCD LOUNGE

204389, 204393, 204395

Operation of the machine(s) without renewal of a permit is a violation of state law and **must be completed on or before June 30 each renewal year.**

This receipt indicates that the permit has been paid in accordance with the provisions of Title 23, Chapter 6, Part 6, Montana Code Annotated.

Please print this page for your records.

License with permit information will be mailed separately from the Department of Justice Gambling Control Division directly to the location operator.

Subtotal:\$660.00

Echeck Processing Fee: \$1.00

Processing Fee:\$2.00

TOTAL:\$663.00

[Main Menu](#) [Print](#)

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FRONT OF RENEWAL FORM

1. You will need to indicate on your renewal if you are paying online. Write or stamp this on your renewal form.
2. If you have live games ie. card tables, keno or bingo you will need to submit a separate check for these permits along with your renewal. Your renewal will indicate the number of tables to renew as well the live keno/bingo permits.



Attorney General

**STATE OF MONTANA
DEPARTMENT OF JUSTICE
GAMBLING CONTROL DIVISION**

**VGM ONLINE
PAYMENT**

1

December 31, 9999

KAYBEE'S BAR AND GRILL INC.
125 MAIN ST
DILLON MT 59725

Account ID: 6072001-002-GOA
Letter ID: L0508200800

**Gambling Renewal Notice
License Year: July 1, 2008 Through June 30, 2009
FY'09**

Current Permits Expire At Midnight On June 30th					
VGM ID	Game Serial No.	Game Type	Game Make	Owner Acct. ID	Yes - Renew No - Not Renew
203900	1000	Multi Game	GCD Route	6080002-002-MDR	Yes / No
203901	1001	Multi Game	GCD Route	6080002-002-MDR	Yes / No
203902	1002	Multi Game	GCD Route	6080002-002-MDR	Yes / No
203903	1003	Multi Game	GCD Route	6080002-002-MDR	Yes / No

Number Of Machines Being Renewed _____ x \$220 = \$ _____

B10000111
Is the above Fed. I.D. #
correct?
_____ YES _____ NO

Live Card Tables

FY' 08 Licensed Tables: **4**

Number Of Live Card Tables Being Renewed _____ x \$250 = \$ _____

(\$250 1st / \$500 each additional table) _____ x \$500 = \$ _____

If No, provide verification of
the correct Fed. I.D. #.

Live Keno / Bingo

FY' 08 Licensed For: **Keno / Bingo** (Circle One or Both) _____ x \$250 = \$ _____

Is Your Organization Exempt Under 26 U.S.C. 501(c)(3), (c)(4), (c)(8) or (c)(19)? YES / NO

YOU MUST COMPLETE THE REVERSE SIDE TO RENEW YOUR GAMBLING OPERATOR LICENSE
(IMPORTANT: Retain A Copy Of This Document For Your Records)

2550 Prospect Avenue P.O. Box 201424 Helena, MT 59620-1424 Tel. (406) 444-1971 Fax (406) 444-9157

CHANGE PERSONAL INFORMATION

1. Select from the "Main Menu".

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Attorney General

Video Gambling Machine Services

[Instructions](#) | [How Do I](#) | [Feedback](#)

Main Menu

Route Operator Number/Gambling Operator Account: **-004-MDR**

- [Meter Readings](#)
- [Meter Readings with reconciliation](#)
- [Quarterly Tax](#)
- [Permit Applications and LOW Submissions](#)
- [Annual Permit Renewal \(For July 1\)](#)
- [Change Personal Information](#) ← 
- [Fee Information](#)
- [Logout](#)

2. To "Change Personal Information". **DO NOT change the "PIN" number** that was originally sent to you by this office. You can change your email address, secret question or answer to secret question.
3. Select either "Continue" or "Main Menu".
4. You will receive an e-mail advising you that your personal information has been changed.

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Attorney General

Video Gambling Machine Services

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Main Menu > Change Personal Information

Please change any of the following information. If you are changing your password, it should contain at least eight characters and contain at least one numeric and one alphabetic character.

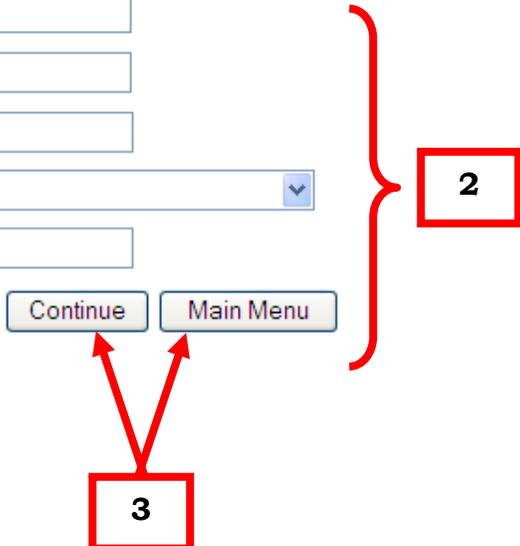
Enter your new password:

Verify your new password:

Email address:

Choose a secret question: 

Answer to secret question:



-----Original Message-----
From: GCD TECH SUPPORT TEAM [mailto:GCDTECHSUPPORTTEAM@doaisd01008.mt.gov]
Sent: Monday, September 08, 2008 3:05 PM
To: Arvish, Al
Subject: Your personal information has been changed

This is to inform you that your password, email address, and secret information for the Department of Justice, Gambling Control Division's Video Gambling Machine service's webpage has been changed. If you did not request this change please contact us at 406-444-1971.



FEE INFORMATION

Selection of this option will show the current convenience fee structure.

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Attorney General

Video Gambling Machine Services

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Fees

Currently, there are no user fees for:

- Meter Readings
- Letter of Withdrawals

Fees and payment are required for the following items.

- Quarterly Taxes
- Permit Applications
- Permit Renewals

You will be able to pay this amount with a credit card, debit card or echeck and is collected online. Applicable credit card charges or a \$1 echeck charge will be added to the payment as well as an online convenience fee:

1-9 Machines:	\$2 Flat fee
10-99 Machines:	\$5 Flat fee
100+ Machines:	\$10 Flat fee

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APPENDIX A

Montana Department of Justice - Gambling Control Division

Steve Bullock
Attorney General

Video Gambling Permits

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[Main Menu](#) > [Tax Overview](#) > [Payment Methods](#) > **Pay with a Credit Card**

Payment Summary

Gambling Permit Cost:	\$ 12396.00
Processing Fee:	\$ 5.00
Credit Card Fee:	\$ 247.65
Total:	\$ 12648.65

Please enter your payment information in the fields below.

We Accept:



This is a secure transaction.

*First Name

*Last Name:

*Billing Address:

*City:

*State/Province:

*Zip Code:

*Country:

*Contact Phone:

E-mail Address:

*Name

(As appears on card)

*Credit Card Number:

(No hyphens or spaces)

*Expiration Date:

*required fields

Click **ONCE ONLY** on the 'Submit for Purchase' button to avoid accidental multiple payments.

APPENDIX B

Montana Department of Justice - Gambling Control Division

Steve Bullock
Attorney General

Video Gambling Permits

[Home](#) | [Help](#) | [Instructions](#) | [How Do I](#) | [Feedback](#) | [Logout](#)

[Main Menu](#) > [Locations](#) > [Payment Methods](#) > **Pay with an eCheck**

Payment Summary

Gambling Permit Cost:	\$ 220.00
Processing Fee:	\$ 2.00
eCheck Fee:	\$ 1.00
Total:	\$ 223.00

Please enter your payment information in the fields below.

IMPORTANT:

We can only process eChecks from your personal or savings accounts.

Entering information from other accounts, such as mortgage checks or credit card vouchers, may be returned by the bank and result in a return check fee.

If you have a block on your account, you may need to contact your bank and provide the originator ID number (9775071990).

Contact Information

First Name: (required)	<input type="text"/>
Last Name: (required)	<input type="text"/>
Address: (required)	<input type="text"/>
City: (required)	<input type="text"/>
State or Province: (required)	MT <input type="button" value="v"/>
Zip Code: (required)	<input type="text"/>
Country: (required)	United States <input type="button" value="v"/>
Contact Phone: (required)	<input type="text"/> Example: 406-456-7890
Email Address:	<input type="text"/> Example: user@domain.com

eCheck Information

Account Type: (required)	<input type="radio"/> Checking <input type="radio"/> Savings
Bank Routing Number: (required)	<input type="text"/> Where can I find this?
Bank Account Number: (required)	<input type="text"/> Where can I find this?
Verify Bank Account Number: (required)	<input type="text"/>

Please remember to enter this transaction in your checkbook ledger.
This transaction will appear on your bank statement as an electronic transaction with the words:

Mt.gov online trans.

Warehouse If you wish to 'warehouse' your payment to be made at a later date, enter the date below.

Payment Date:

Warehoused payments will be processed no later than June 26, 2009. All warehoused payments are processed at 2:00 AM Mountain Time on the date selected.

*required field

Important Information about this Transaction

When you provide an account's routing and account number as payment, you authorize us to use information from your account to process a one-time electronic funds transfer (EFT) or draft drawn from your account, or process the payment as a check transaction. You also authorize us to process credit adjustments, if applicable. If your check is dishonored or returned for any reason, you authorize us to collect your payment and the return fee amount below by EFT(s) or draft(s) from your account.

Return fee amount: \$10.00

The use of a check for payment and agreement to these terms by selecting the "Submit for Purchase" button below is your acknowledgement and acceptance of this policy and its terms.

Click **ONCE ONLY** on the 'Submit for Purchase' button to avoid accidental multiple payments.

APPENDIX C

Montana Department of Justice - Gambling Control Division

Steve Bullock
Attorney General

Video Gambling Permits

[Auctions](#) | [How Do I](#) | [Feedback](#) | [Logout](#)

[Main Menu](#) > [Locations](#) > [Payment Methods](#) > **Pay with an eCheck**

Payment Summary

Gambling Permit Cost:	\$ 220.00
Processing Fee:	\$ 2.00
eCheck Fee:	\$ 1.00
Total:	\$ 223.00

Please enter your payment information in the fields below.

IMPORTANT:

We can only process eChecks from your personal or savings accounts.

Entering information from other accounts, such as mortgage checks or credit card vouchers, may be returned by the bank and result in a return check fee.

If you have a block on your account, you may need to contact your bank and provide the originator ID number (9775071990).

Contact Information

First Name: (required)

Last Name: (required)

Address: (required)

City: (required)

State or Province: (required)

Zip Code: (required)

Country: (required)

Contact Phone: (required)

Example: 406-456-7890

Email Address:

Example: user@domain.com

eCheck Information

Account Type: (required) Checking Savings

Bank Routing Number: (required)

[Where can I find this?](#)

Bank Account Number: (required)

[Where can I find this?](#)

Verify Bank Account Number: (required)

Please remember to enter this transaction in your checkbook ledger.
This transaction will appear on your bank statement as an electronic transaction with the words:

Mt.gov online trans.

Important Information about this Transaction

When you provide an account's routing and account number as payment, you authorize us to use information from your account to process a one-time electronic funds transfer (EFT) or draft drawn from your account, or process the payment as a check transaction. You also authorize us to process credit adjustments, if applicable. If your check is dishonored or returned for any reason, you authorize us to collect your payment and the return fee amount below by EFT(s) or draft(s) from your account.

Return fee amount: \$10.00

The use of a check for payment and agreement to these terms by selecting the "Submit for Purchase" button below is your acknowledgement and acceptance of this policy and its terms.

Click **ONCE ONLY** on the 'Submit for Purchase' button to avoid accidental multiple payments.

Training/User Guide For GCD On-line 09-2008

Rev. 09/2009

Rev. 07/2009

Rev. 01/2009

09/2008

09/15/2009