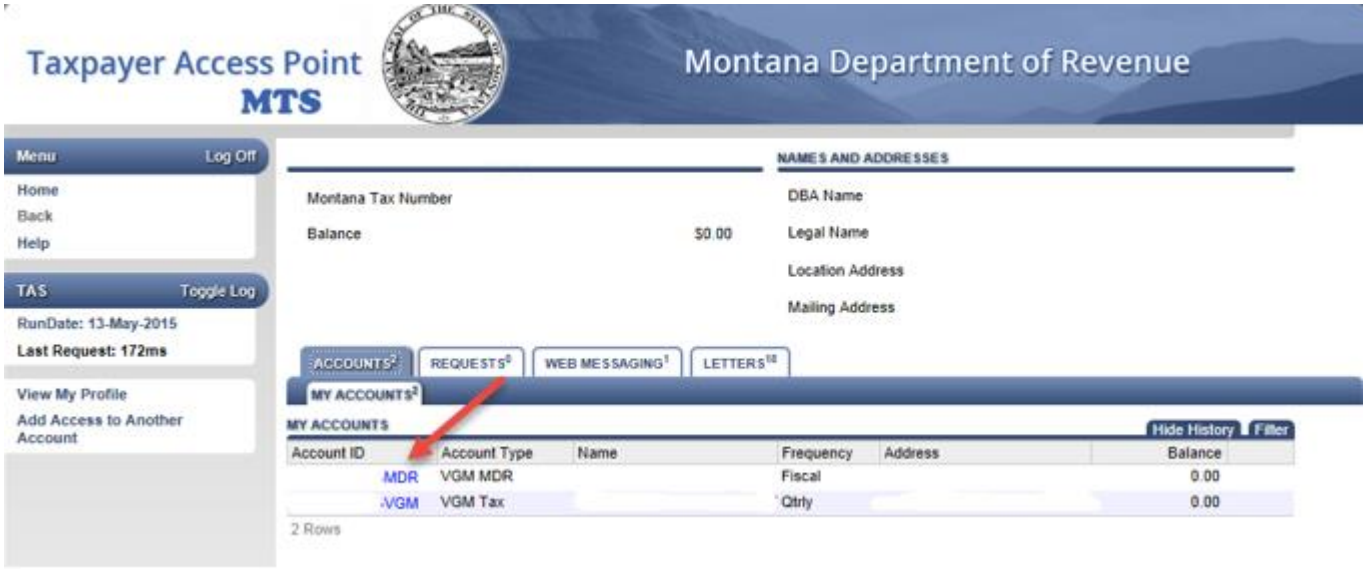
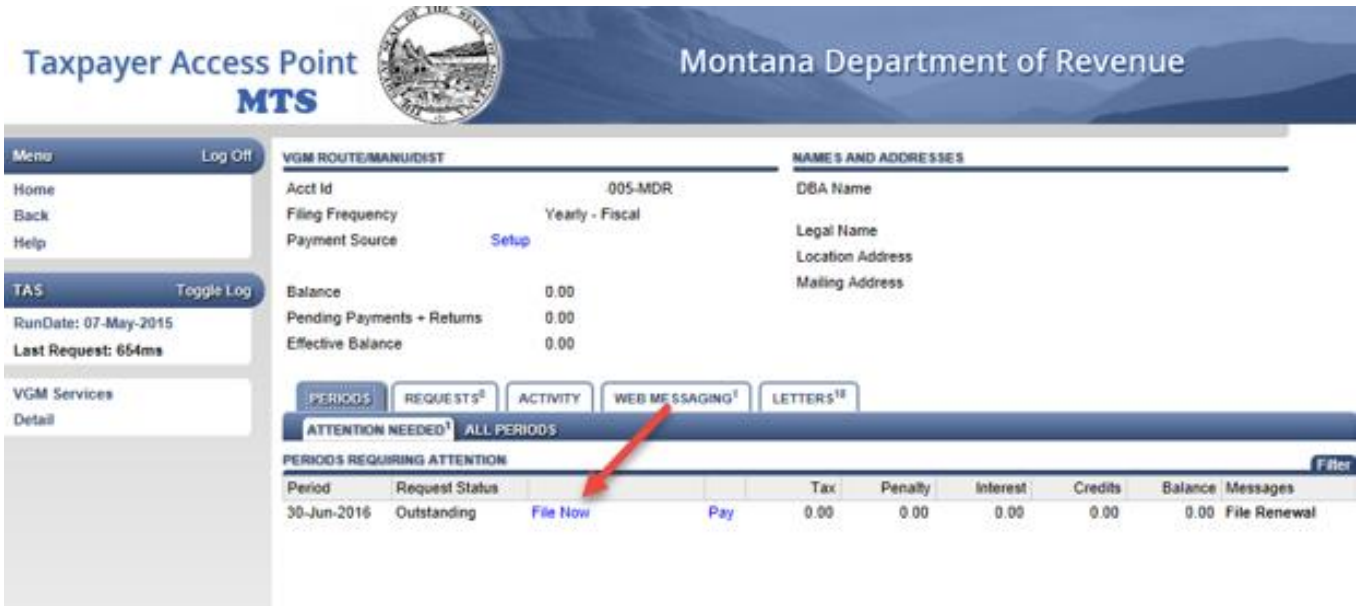
RENEW ONLINE –
Instructions for Manufacturers, Distributors, and Route Operators

For instructions on setting up a TAP Account, view the "TAP Applications and Account Management" User Guide available on our website at https://dojmt.gov/gaming/taxpayer-access-point-tap/ .

1. Visit https://tap.dor.mt.gov/ and log into your TAP account. Select your MDR Account ID.

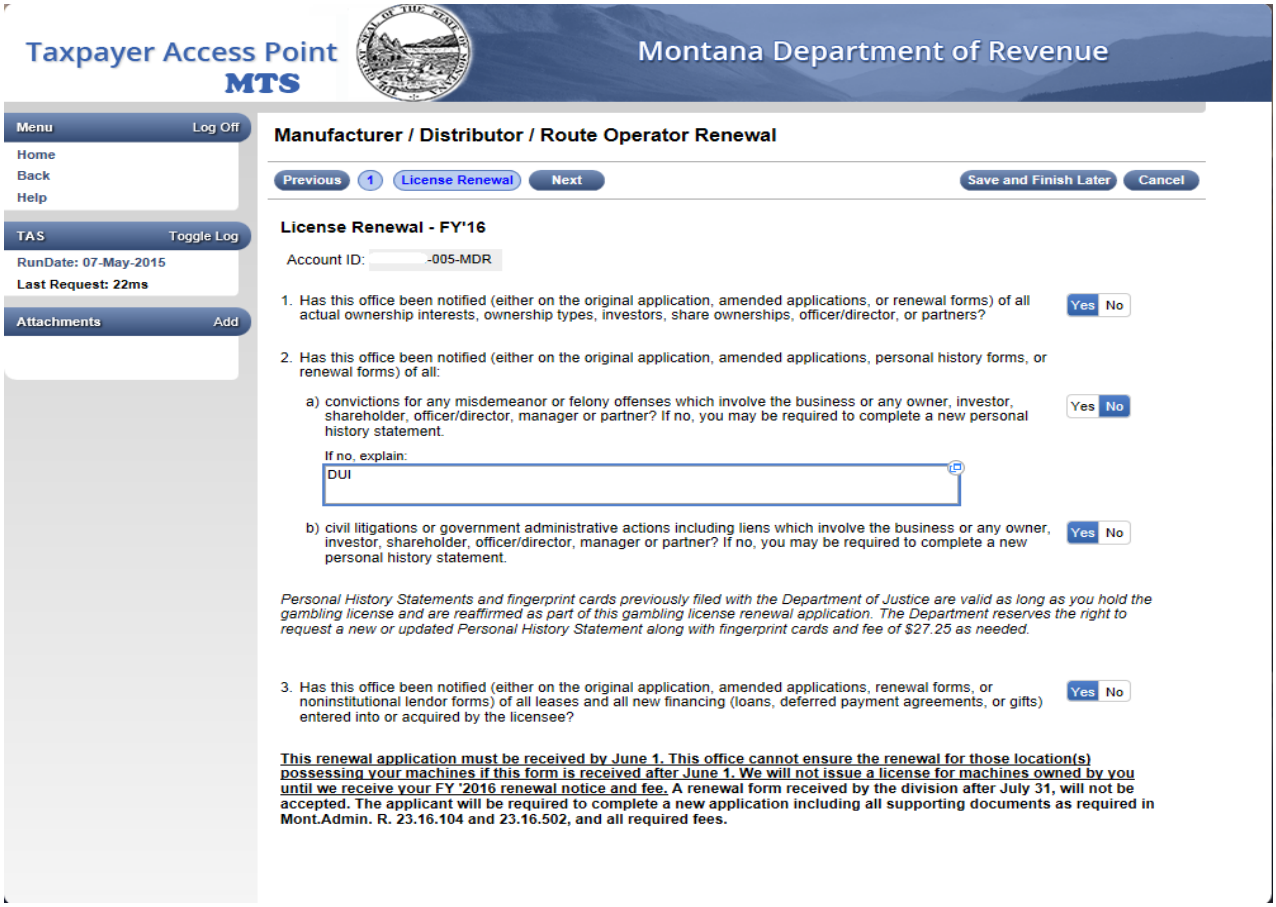


2. Select the "File Now" to renew your gambling license.



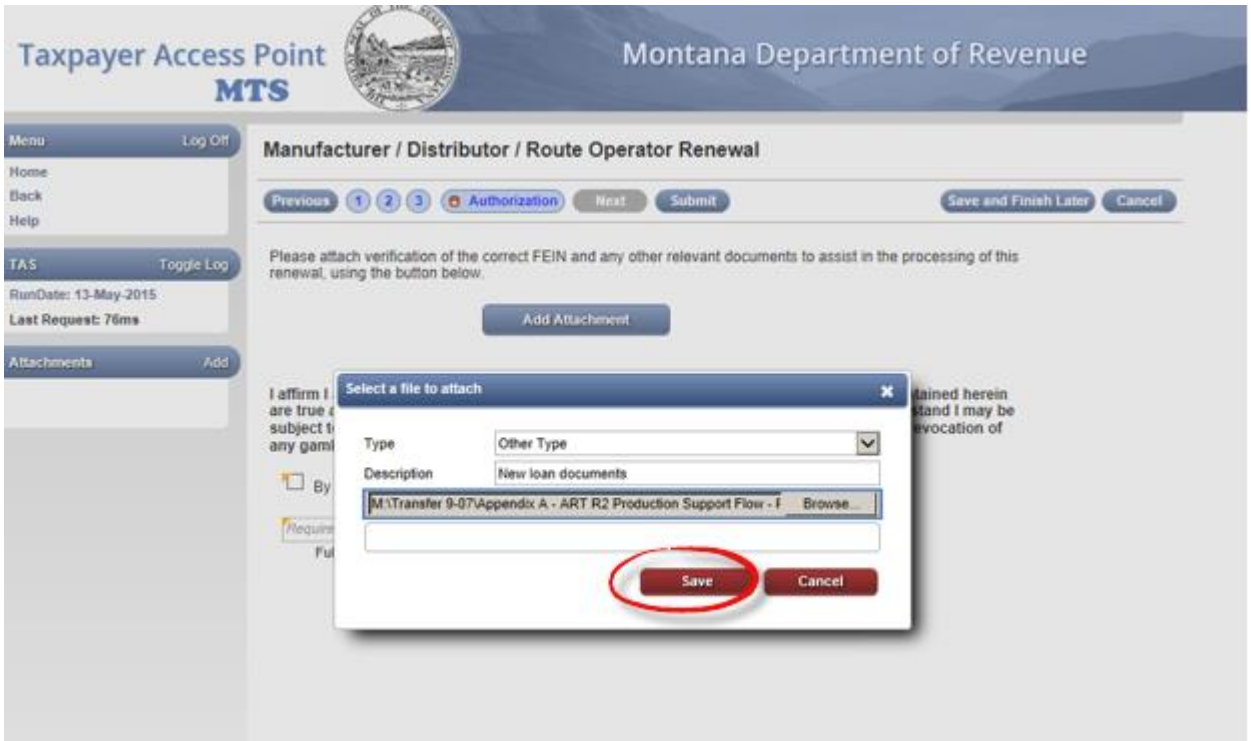
3. Fill in the Federal Employer Identification Number (FEIN) then select “Next.”

4. Answer the questions. Additional information may be required depending on how the questions are answered. Select “Next” when complete.

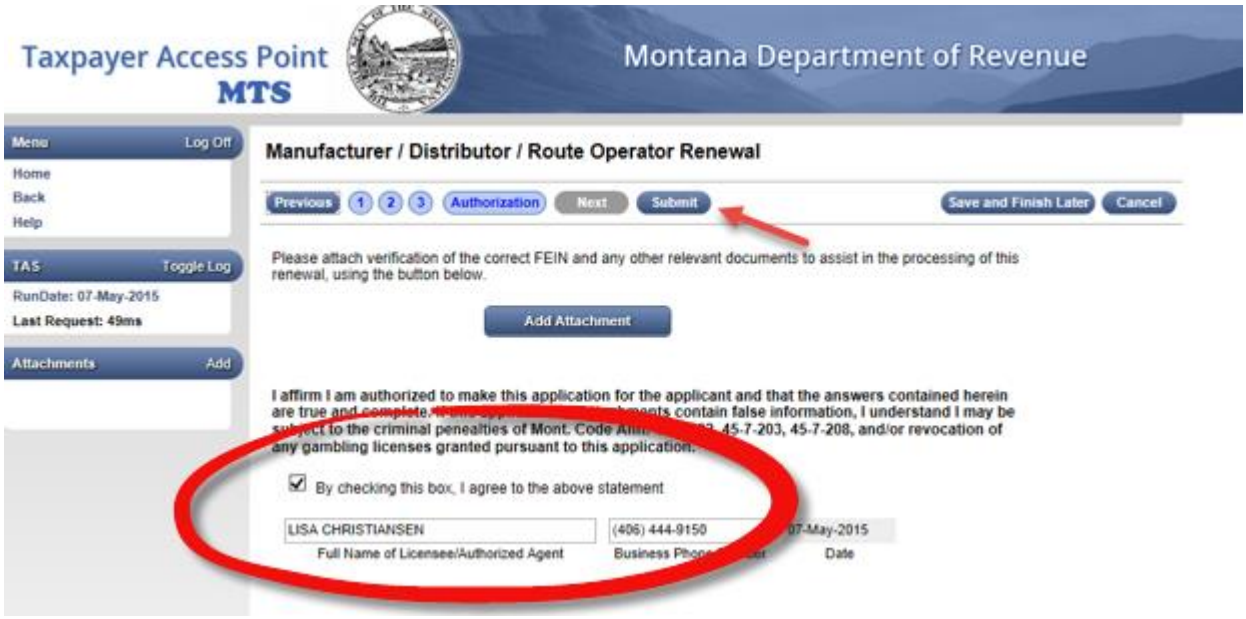


5. The next screen provides a summary of all the fees due for this renewal. If changes need to be made, you can go back to a section by selecting the numbered buttons or selecting “Previous.” If everything is correct, select “Next.”

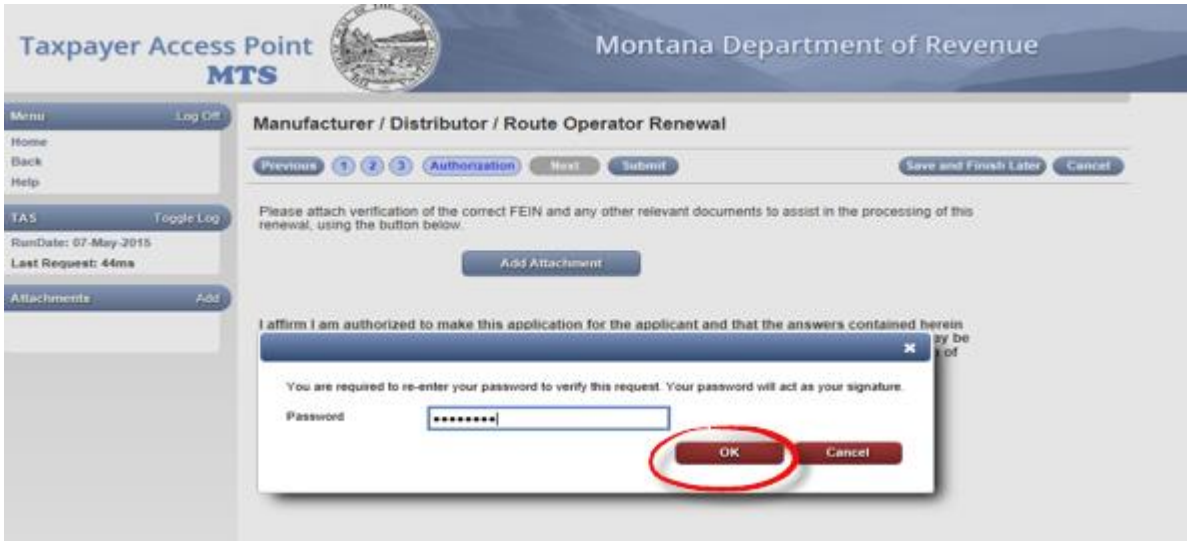
6. If attachments are required or need to be submitted with the renewal, select “Add Attachment.” Select the type, either “FEIN verification” or “Other Type.” Give a brief description of the file to be uploaded. Find the file in your documents and then select “Save.” (If nothing is going to be attached, this step can be skipped.)



7. Check the box to agree to the statement, enter the owner's name and the business phone number. Select "Submit."

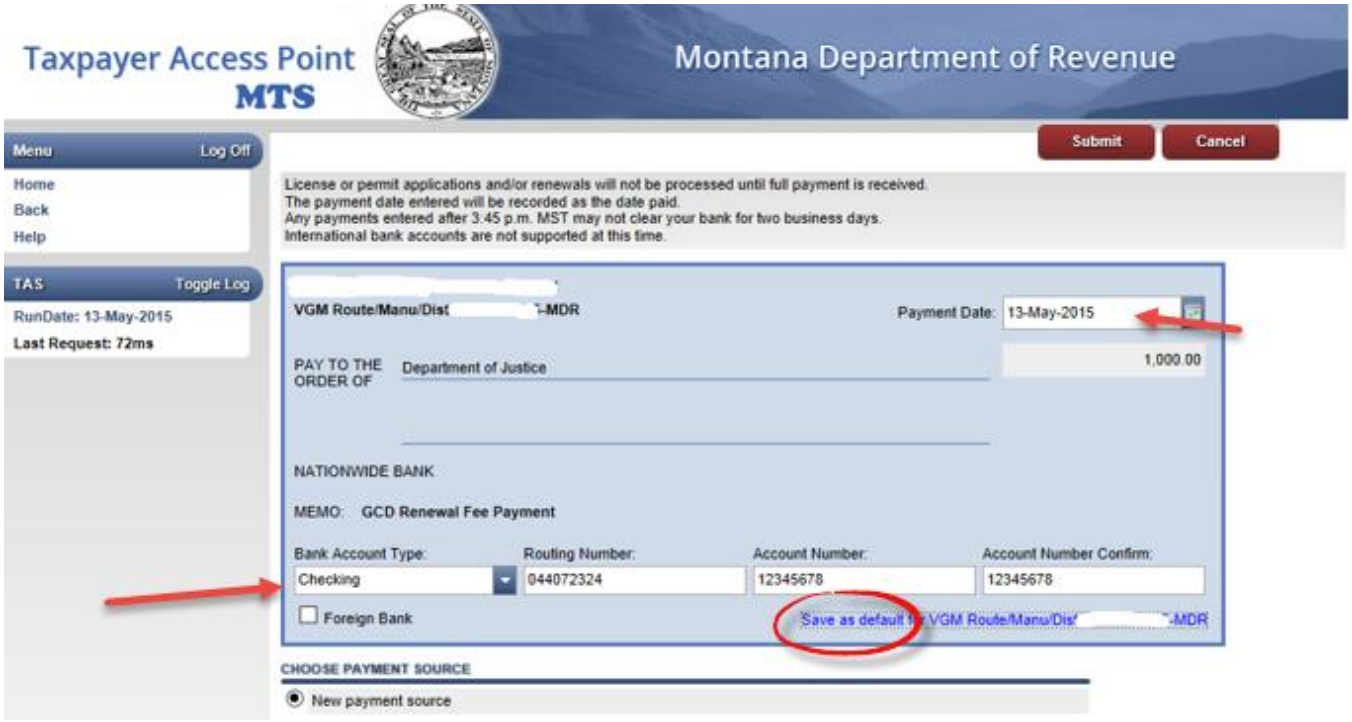


8. Enter your password and then select "OK."



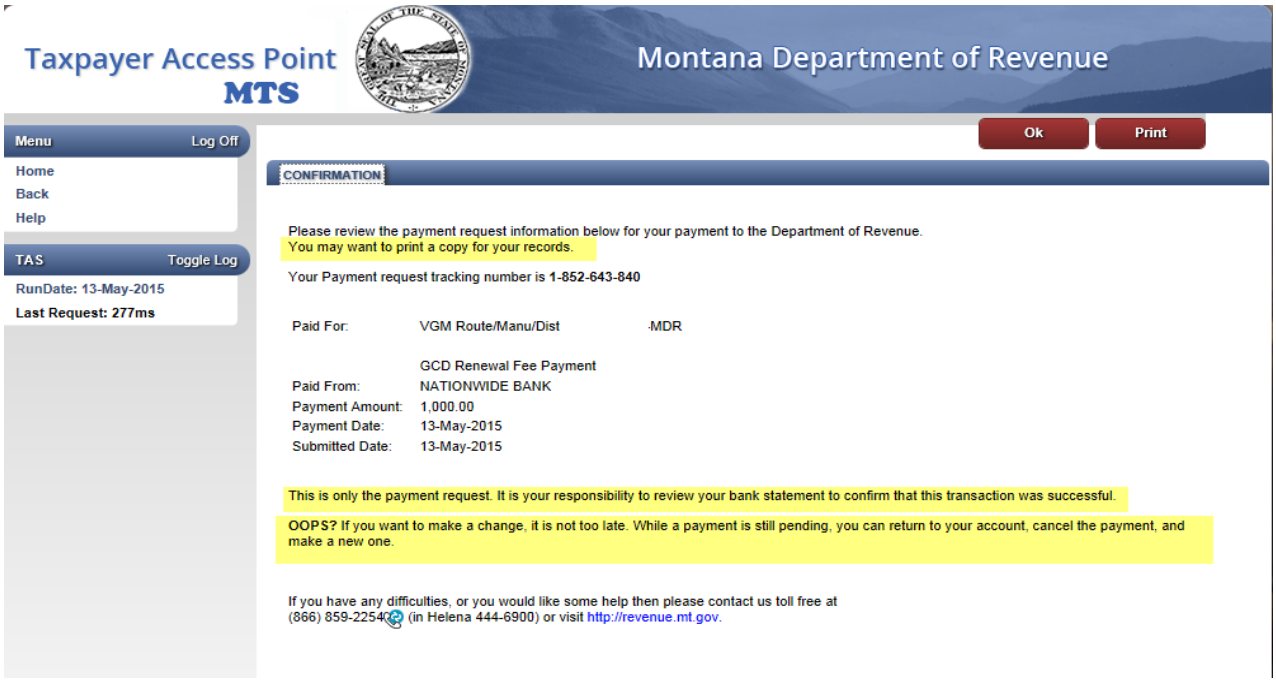
9. A confirmation page will be displayed which includes a tracking number. Select "Proceed to Pay Online."

10. The payment screen will be pre-populated with the relevant information. Payments may be paid immediately or scheduled in advance to be paid no later than June 26th. Select the Bank Account Type and enter the Routing Number and Account Number. The account information can be saved for future use by selecting "Save as default for VGM Route/Manu/Dist…" Once the payment information is filled out, select "Submit."



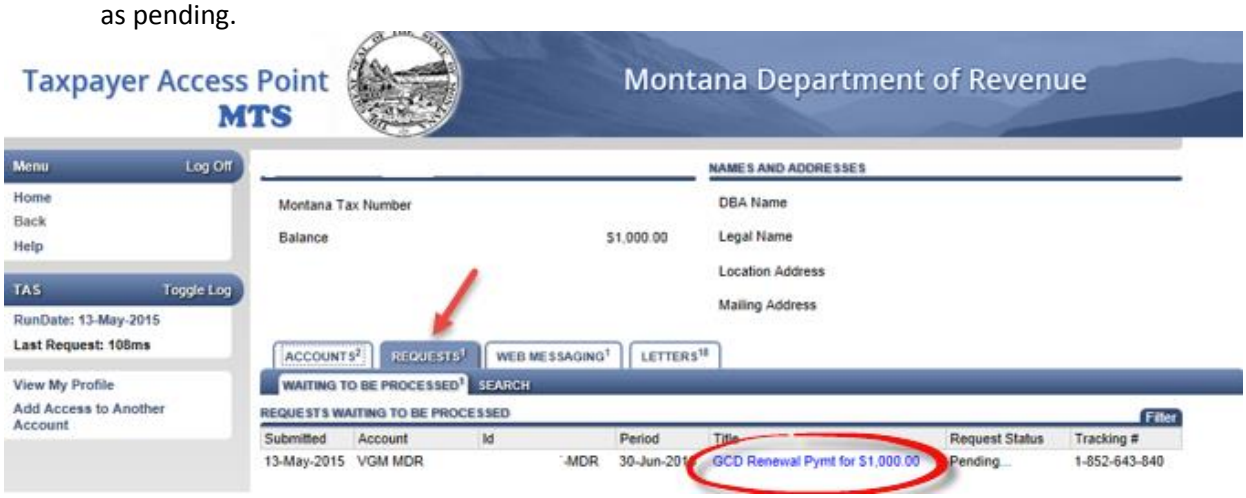
11. Enter your password and select "OK."

12. A payment confirmation page will be displayed. Please review. You may want to print a copy for your records. Select "OK" when you are done.

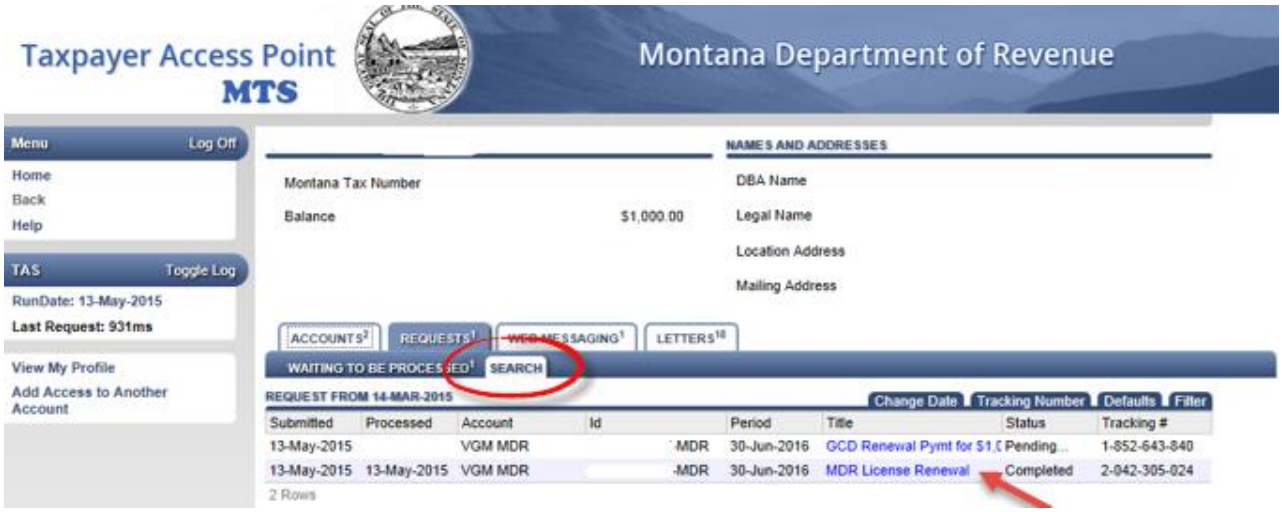


13. Another confirmation page will come up showing your license renewal has been submitted. *Please note: A "Proceed to Pay Online" button will appear. It is not necessary to select this button again.* Select "OK" to bring you to the main account page.

14. To verify the renewal payment has been made, select the "REQUESTS" tab and the payment will be listed as pending.



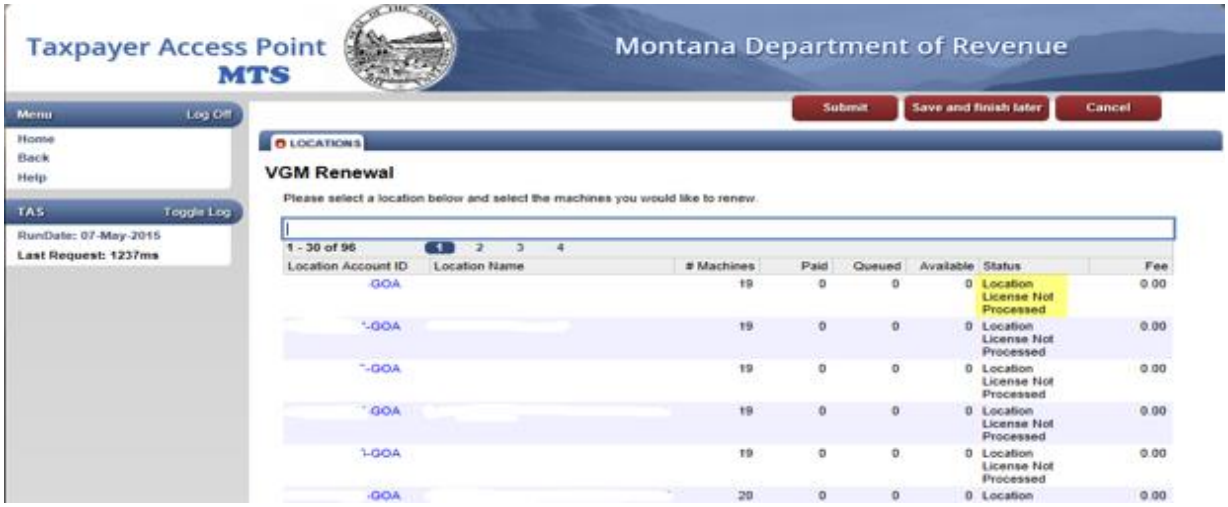
15. Then select the “SEARCH” tab to see the payment is pending and the renewal request is complete.



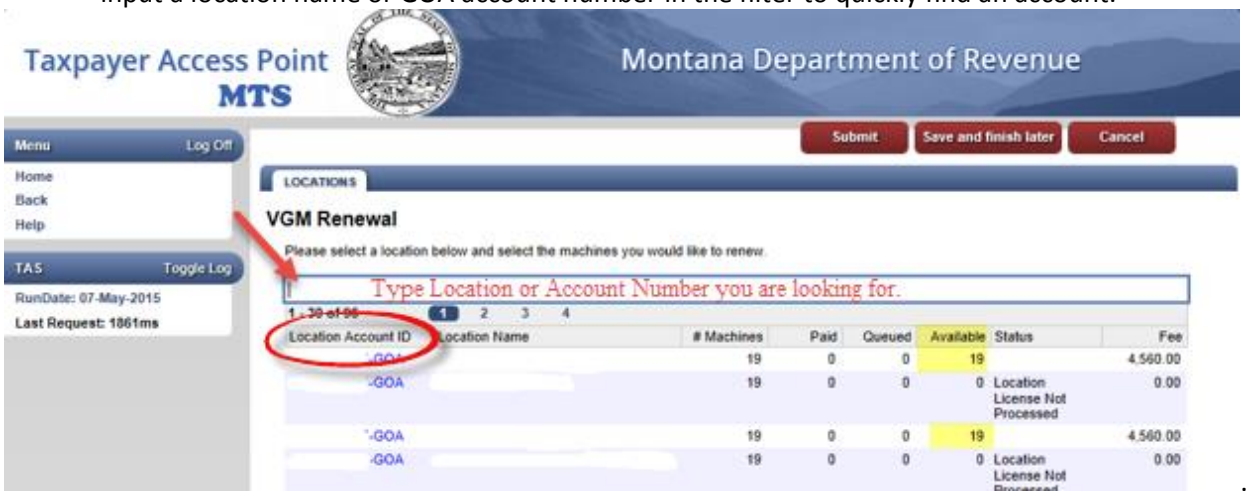
16. After the license renewal has been processed, the video gambling machines can be renewed. While in the MDR Account, select “VGM Services” from the menu on the left-hand side of the screen.

17. Select “Annual Permit Renewal.”

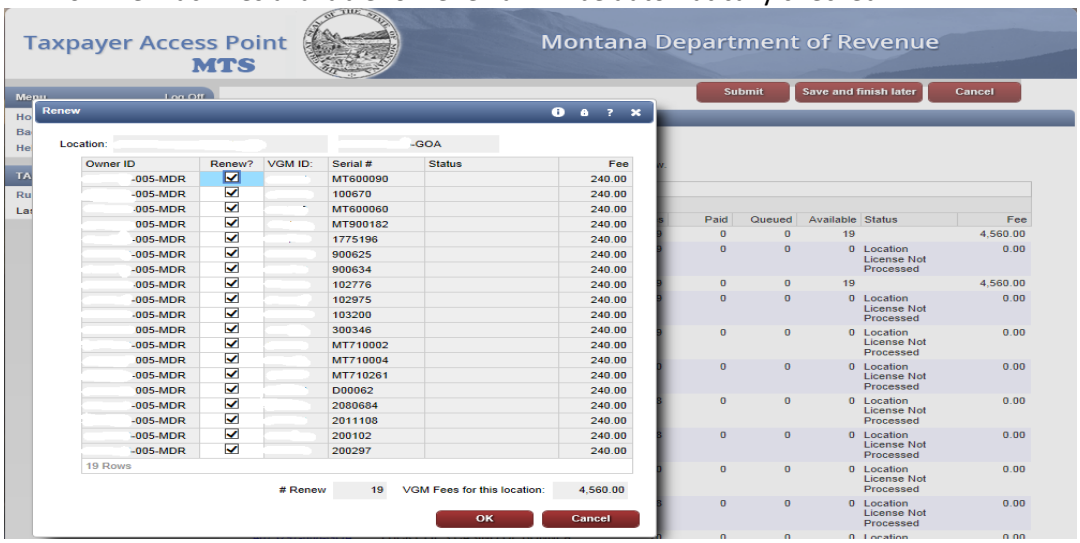
18. If a licensee has not renewed their operator account, you will not be able to renew machines at that location and the status will show as “Location License Not Processed.” A report is available to see which locations have renewed their operator license. For instructions on running that report, see Appendix A.



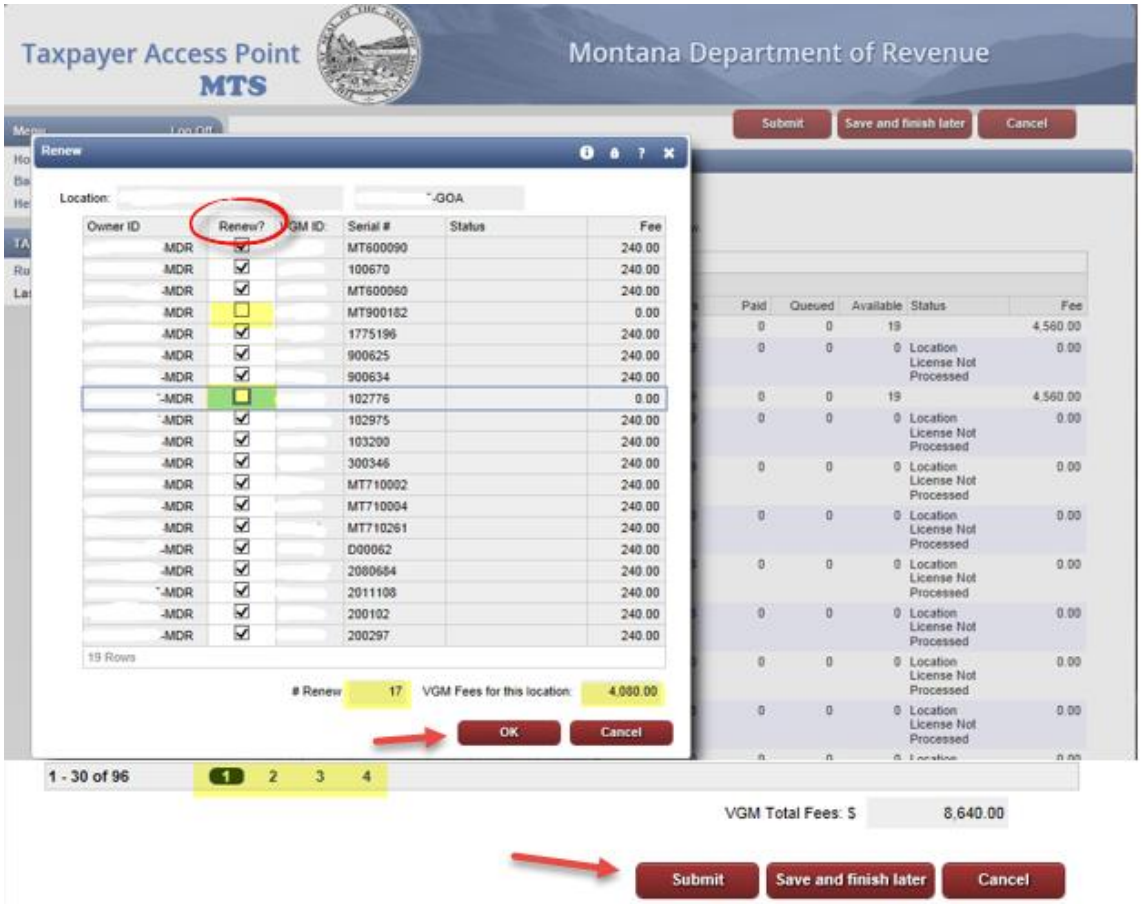
19. When the location has renewed their license, the status will be blank and the number of machines available for renewal will be displayed. Select the appropriate Location Account ID link. You can also input a location name or GOA account number in the filter to quickly find an account.



20. The machines available for renewal will be automatically checked.



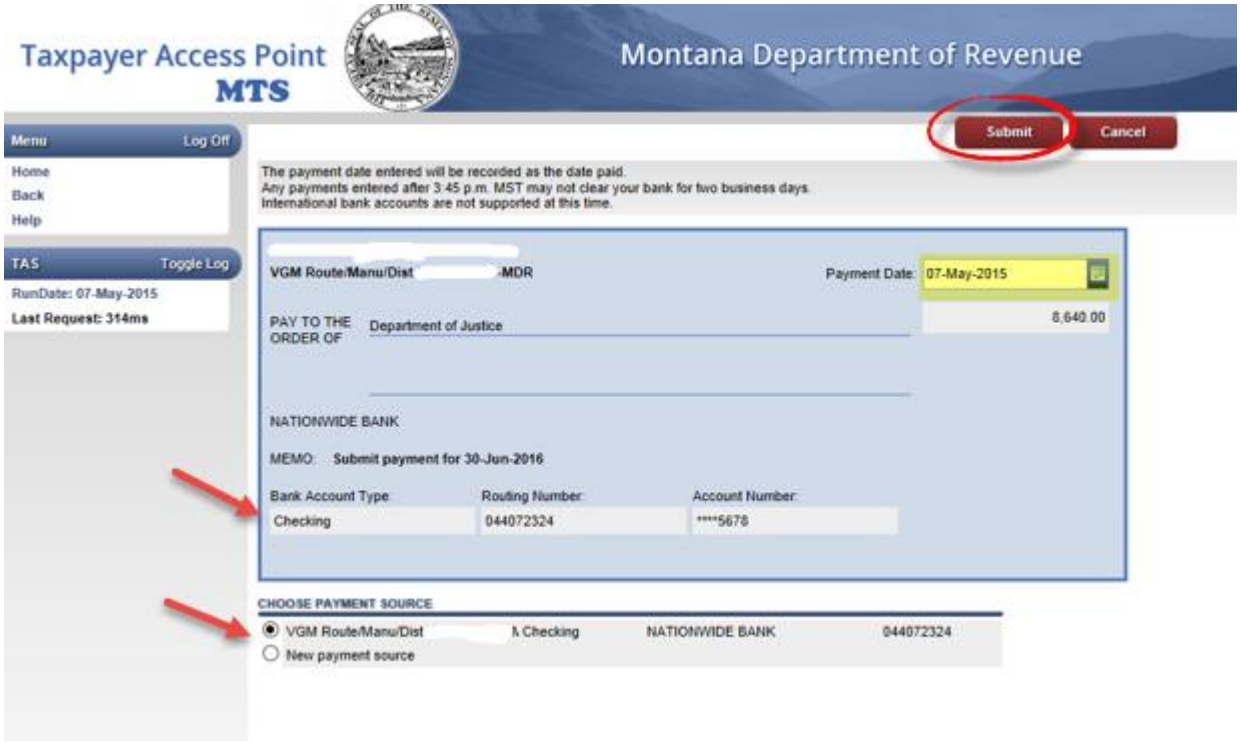
21. Uncheck any machine you do not wish to renew. The total machines and fees will show at the bottom. Select "OK." Once you have reviewed and selected the video gambling machines you want to renew permits for, select "Submit."



22. Enter your password and select "OK."

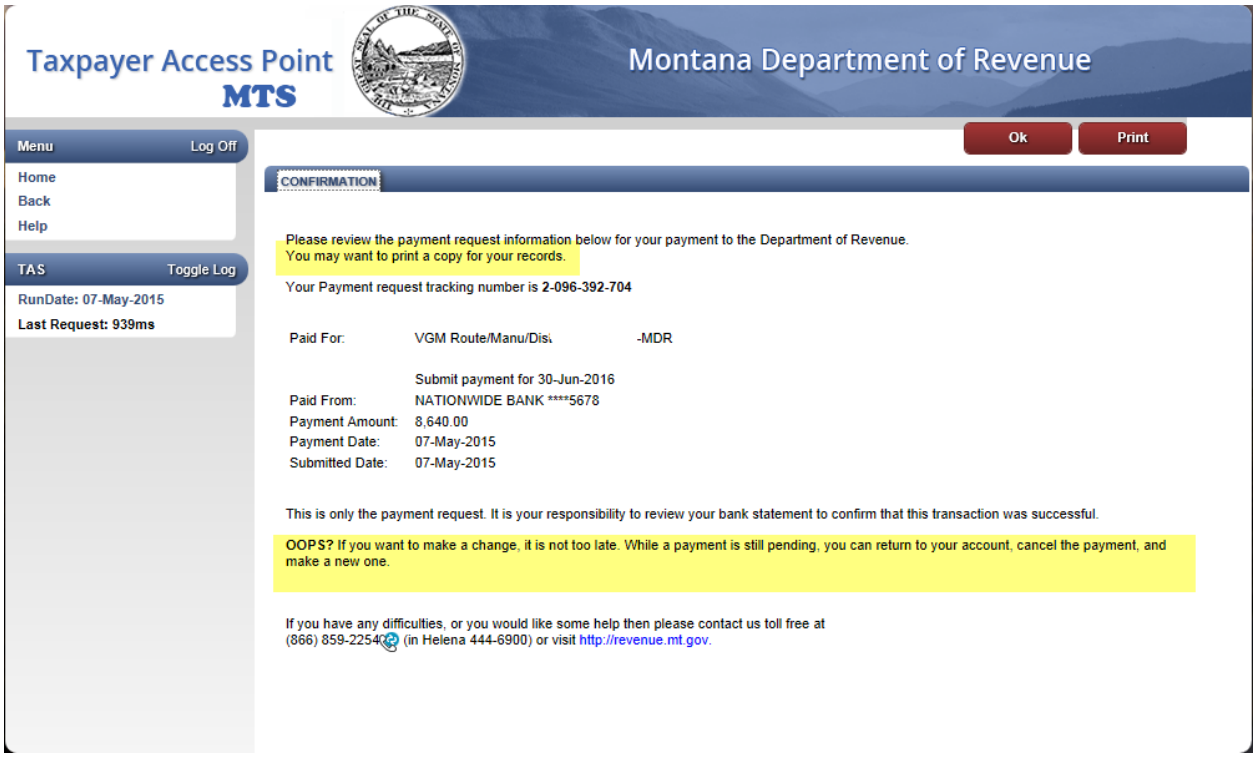
23. A confirmation screen with a tracking number will be displayed. Select "Proceed to Pay Online".

24. The payment screen will be pre-populated with the relevant information. Payments may be paid immediately or scheduled in advance to be paid no later than June 26th. Choose a previous saved payment source or enter a new payment source. If new, select the Bank Account Type and enter the Routing Number and Account Number. The account information can be saved for future use by selecting "Save as default for VGM Route/Manu/Dist…" Once the payment information is filled out, select "Submit."



25. Enter your password and select "OK."

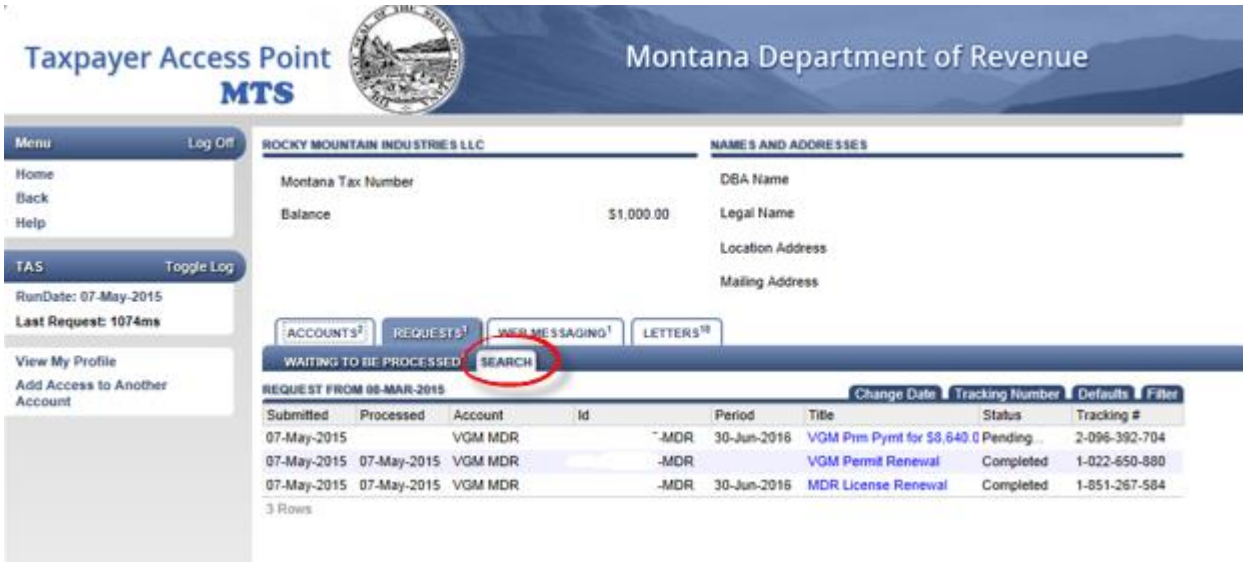
26. A payment confirmation page will be displayed. Please review. You may want to print a copy for your records. Select "OK" when you are done.



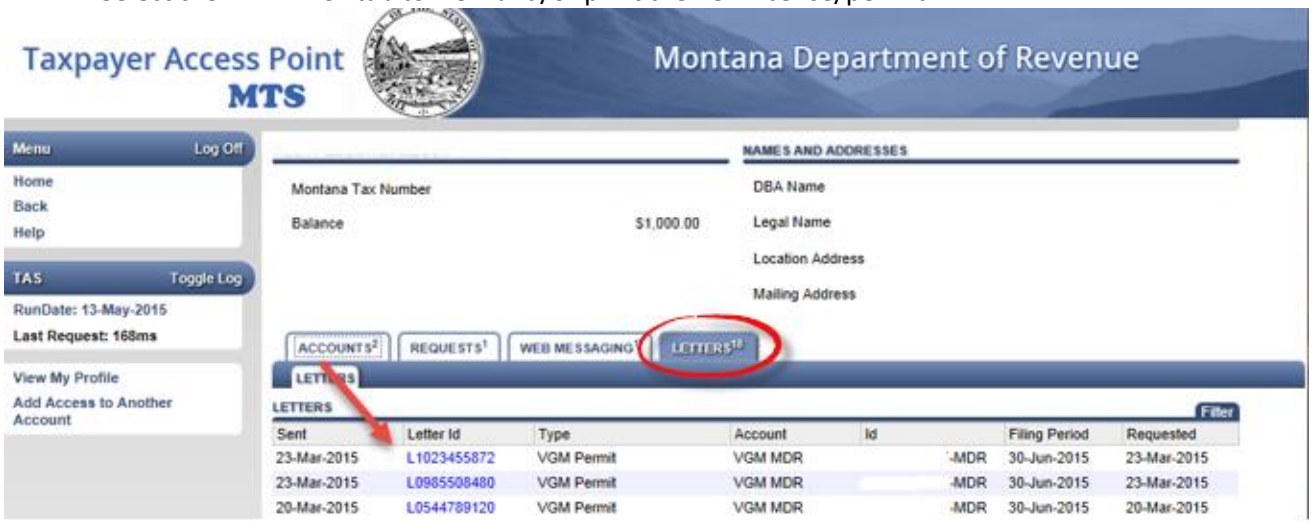
27. Another confirmation page will come up showing your VGM renewal has been submitted. *Please note: A "Proceed to Pay Online" button will appear. It is not necessary to select this button again.* Select "OK" to bring you to the main account page.

28. To verify the payment was made, select the “REQUESTS” tab to see the payment is pending.

29. Then select the “SEARCH” tab to see the payment is pending and the VGM permit renewal request is completed.

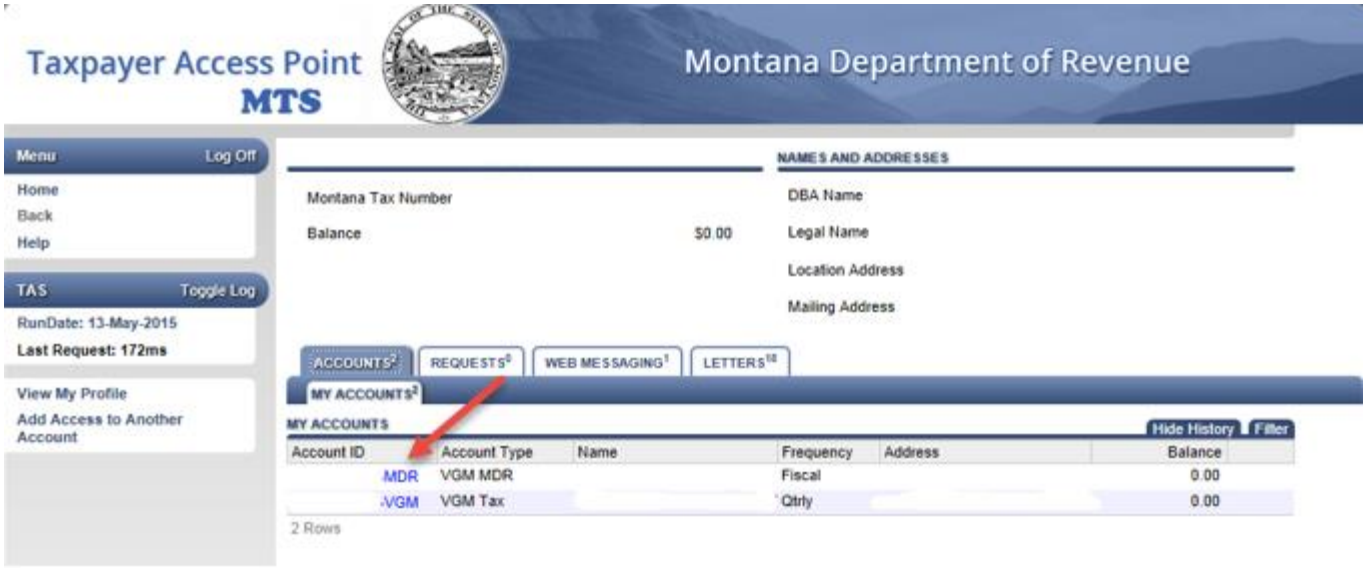


30. The new fiscal year 2016 license/permits will be available online the day after the renewal is processed. Select the “LETTERS” tab to view and/or print the new license/permit.



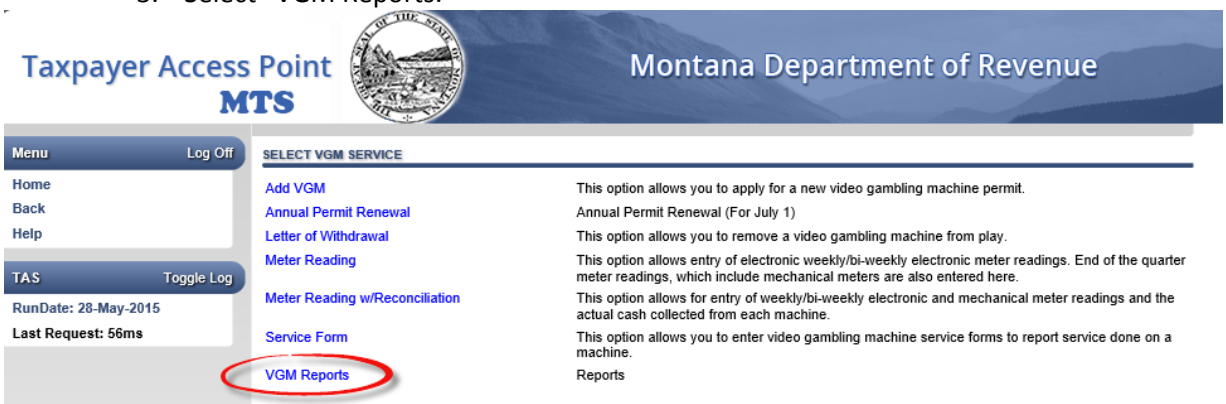
APPENDIX A – GOA License Renewal Report

1. When logged into TAP, select the MDR Account.

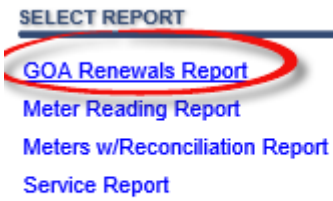


2. Select “VGM Services.”

3. Select “VGM Reports.”



4. Select “GOA Renewals Report.”



5. A report is generated that lists all locations associated with the Route Operator and whether they have renewed their Gambling Operator license yet or not. An example is below:

Gambling Operator License Renewals

Report Date: May 28, 2015

Account ID	Account Name	Renewed	Renewal Date
-002-GOA	BAR	YES	5/20/2015
-003-GOA		YES	5/21/2015
-004-GOA	CASINO	YES	5/21/2015
-008-GOA		NO	
-004-GOA	BAR	NO	