



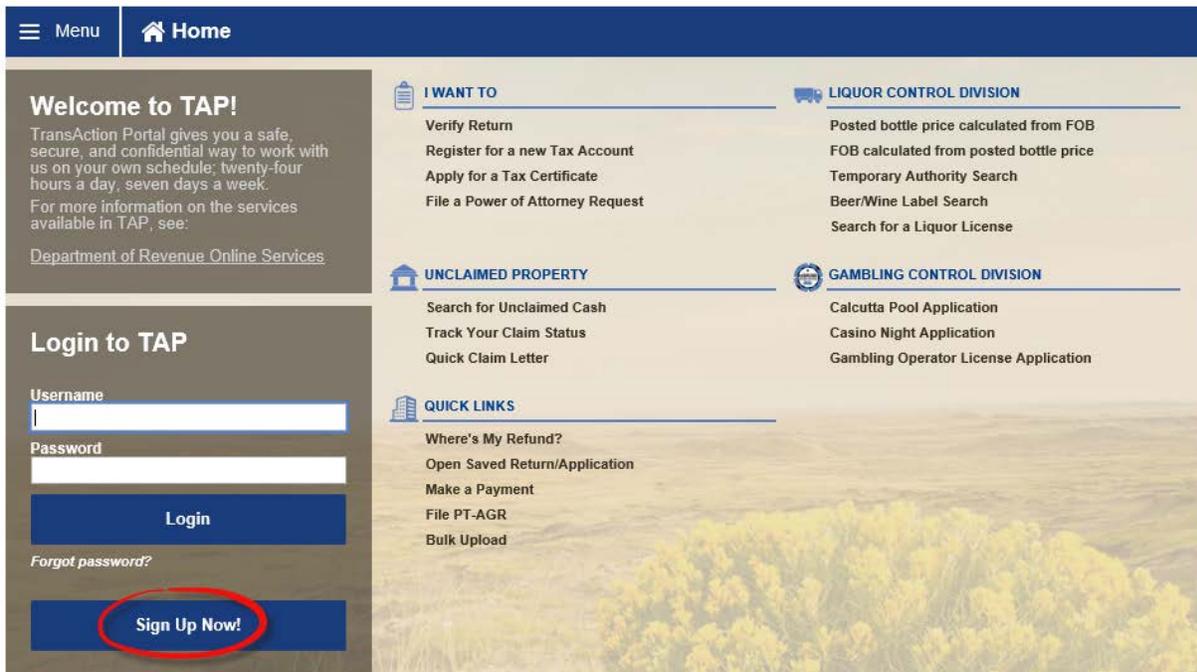
HOW TO RENEW A GAMBLING OPERATOR LICENSE

This manual is divided in two sections:

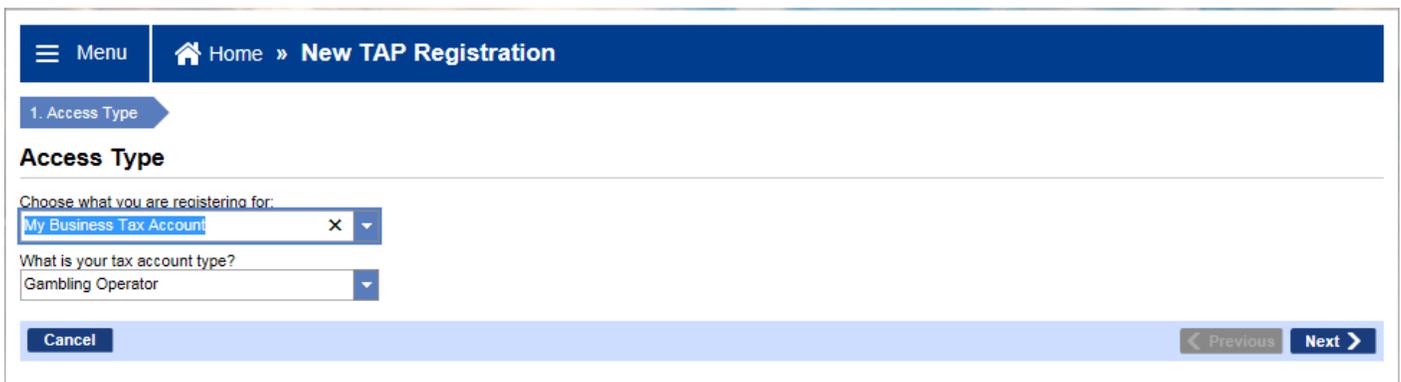
- 1) "Creating a TAP Account" and
- 2) "Renewing Your GOA Account" (See page 5).

Section 1: CREATING A TAP ACCOUNT

Before you can renew your Gambling Operator license you must have a TAP account. The following link can be used to access TAP, <https://tap.dor.mt.gov>. If you have not accessed TAP before you will see the following page and then select the "Sign up Now!" button.



1. From the drop-down boxes, **select the account type you are registering for**. This will be your Business Tax Account in most cases. Then choose your account type of Gambling Operator and then select "Next".



2. Enter your account ID (your GOA number), the business zip code and then select “Next”.

The screenshot shows the 'Business Registration' step of the 'New TAP Registration' process. The breadcrumb trail is 'Home » New TAP Registration'. The progress indicator shows '1. Access Type' and '2. Business Registration'. The main heading is 'Business Registration'. Under the 'ACCOUNT INFORMATION' section, there are fields for 'Account ID' (containing '10-002-GOA'), 'Country' (USA), and 'Zip Code (for your account)' (59C). There is a checkbox for 'Check if you wish to continue receiving paper returns and vouchers:'. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

3. **Create your profile information.** You can select to receive an authentication code via your cell phone by entering your information in the Authentication fields. Otherwise, the code will be emailed to the email address you provide. You will also need to select Yes or No on the question related to account ownership. Select “Next” when done.

The screenshot shows the 'Profile Information' step of the 'New TAP Registration' process. The breadcrumb trail is 'Home » New TAP Registration'. The progress indicator shows '1. Access Type', '2. Business Registration', and '3. Profile Information'. The main heading is 'Profile Information'. It is divided into two sections: 'PROFILE INFORMATION' and 'AUTHENTICATION'. The 'PROFILE INFORMATION' section includes fields for 'Your Full Name' (Lisas Place), 'Email Address' (lchristiansen@mt.gov), 'Confirm Email Address' (lchristiansen@mt.gov), 'Contact Phone' ((406) 444-9150), and 'Alternate Phone'. The 'AUTHENTICATION' section includes a note about optional text messaging, a 'Choose the country of your phone number' dropdown (USA), a 'Choose your cellular service provider' dropdown, a 'Phone Number Receiving Text Message' field, and a question 'Are you the taxpayer, corporate officer, president, member, owner/manager, partner or shareholder of this account?' with 'Yes' and 'No' buttons. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

4. Create your login username and password, select a secret question and then select “Submit”.

The screenshot shows the 'User Logon Setup' step of the 'New TAP Registration' process. The breadcrumb trail is 'Home » New TAP Registration'. The progress indicator shows '1. Access Type', '2. Business Registration', '3. Profile Information', and '4. User Logon Setup'. The main heading is 'User Logon Setup'. It is divided into two sections: 'LOGIN INFORMATION' and 'PASSWORD REQUIREMENTS'. The 'LOGIN INFORMATION' section includes fields for 'Username' (lisa1234), 'Password', 'Confirm Password', 'Secret Question' (What city were you born in?), and 'Secret Answer'. The 'PASSWORD REQUIREMENTS' section lists rules: 'Passwords cannot be reused', 'Minimum 8 characters', 'Passwords must contain both letters and numbers', 'Passwords must contain both uppercase and lowercase letters', and 'Passwords must contain special characters e.g. ~!@#S%^&*_-+|/'. At the bottom, there are 'Cancel', 'Previous', and 'Submit' buttons.

5. You will receive a notification asking **if you wish to submit this request**. Select OK.

Menu Home » New TAP Registration

1. Access Type 2. Business Registration 3. Profile Information 4. User Logon Setup

User Logon Setup

LOGIN INFORMATION: PASSWORD REQUIREMENTS

Username: lisa1234

Password: [REDACTED]

Confirm Password: [REDACTED]

Secret Question: The secret used to reset your password

Secret Question: What city were you born in?

Secret Answer: [REDACTED]

Cancel Previous Submit

Passwords cannot be reused

This action will submit your request to the Department of Revenue. Please ensure all information is correct before continuing. Once your request has been processed, you will be unable to make changes to it.

Are you sure you want to submit this request?

OK Cancel

6. After submitting your request, you will receive a confirmation number on a new page and an authentication code will be sent to the email you signed up with (or sent to you via text message if you chose this method). This code will be needed the first time you login.

Menu Home » New TAP Registration » Confirmation

CONFIRMATION

Thank you for signing up for TransAction Portal. Your tracking number is 1-594-738-176.

You should receive an e-mail confirmation shortly with your authorization code. The authorization code is needed the first time you login.

If you have any difficulties, or you would like some help then please contact us toll free at 1-866-859-2254 (in Helena 444-6900) or visit revenue.mt.gov.

OK

Printable View

7. On the home page, input your username and password and then select **“Login”**.

Welcome to TAP!

TransAction Portal gives you a safe, secure, and confidential way to work with us on your own schedule; twenty-four hours a day, seven days a week.

For more information on the services available in TAP, see: [Department of Revenue Online Services](#).

Login to TAP

Username: lisa1234

Password: [REDACTED]

Login

Forgot password?

Sign Up Now!

I WANT TO

- Verify Return
- Register for a new Tax Account
- Apply for a Tax Certificate
- File a Power of Attorney Request

UNCLAIMED PROPERTY

- Search for Unclaimed Cash
- Track Your Claim Status
- Quick Claim Letter

QUICK LINKS

- Where's My Refund?
- Open Saved Return/Application
- Make a Payment
- File PT-AGR
- Bulk Upload

LIQUOR CONTROL DIVISION

- Posted bottle price calculated from FOB
- FOB calculated from posted bottle price
- Temporary Authority Search
- Beer/Wine Label Search
- Search for a Liquor License

GAMBLING CONTROL DIVISION

- Calcutta Pool Application
- Casino Night Application
- Gambling Operator License Application

8. Enter the authorization code that was emailed to you. If you are on a personal computer, you can select “Yes” in the “Trust This Browser” section. **By selecting “Yes”, you will not need to enter an authorization code again unless you sign in using a different computer.**

9. Once you log in, you will see all your business accounts that exist in our system under the Accounts tab. If you do not see these accounts and feel you need access to them, please contact the Citizen Services Call Center at (866) 859-2254.

ACCOUNTS		CORRESPONDENCE	
MY ACCOUNTS			
Gambling Operator	4190738-003-GOA	NANCYS TEST PLACE	\$360.00
VGM Tax	4190738-004-VGM	NANCYS TEST PLACE	\$0.00

10. After you have created your account, follow the renewal instructions below.

Section 2: RENEWING YOUR GOA ACCOUNT

1. Select the **Gambling Operator** link.

The screenshot shows a user's account dashboard. At the top, there is a navigation bar with 'Menu', 'Home', and 'Log Off'. Below this, there are sections for 'Ligon' (user info), 'Settings', 'Alerts' (2 unread letters), and 'I Want To' (Manage profile, Make a payment, etc.). The main content area is titled 'Accounts' and contains a table of accounts. The 'Gambling Operator' account is circled in red.

Account	Account ID	Establishment Name	Balance
Gambling Operator	6923203-003-GOA	LISAS PLACE	\$0.00
Live Game Tax	6923203-005-LGT	LISAS PLACE	\$0.00
VGM Tax	6923203-004-VGM	LISAS PLACE	\$0.00

2. Select the **"File Return"** link.

The screenshot shows the 'Gambling Operator' account page. The navigation bar includes 'Menu', 'Home', 'Gambling Operator', and 'Log Off'. The main content area is titled 'Account' and contains sections for 'Account Alerts' (2 unread letters) and 'Account Options' (View my accounts, Make a payment, etc.). The 'Periods' section is highlighted, and the 'File Return' link is circled in red.

Period	Balance	Status	File Return
30-Jun-2018	\$0.00		File Return
30-Jun-2017	\$0.00	Late-Processed	

3. Enter and verify your **FEIN number** and then select "Next".

The screenshot shows the 'GOA License Renewal' page. The navigation bar includes 'Menu', 'Home', 'Gambling Operator', 'GOA License Renewal', and 'Log Off'. The main content area is titled 'Account Info' and contains the 'Gambling License Renewal' section. The 'License Year' is 'July 1, 2017 through June 30, 2018 FY '18'. The 'Account ID' is '6923203-003-GOA' and the 'Establishment Name' is 'LISAS PLACE'. The 'FEIN' field is highlighted, and the 'Re-enter FEIN' field is also highlighted. The 'Save' and 'Cancel' buttons are visible at the bottom.

Account ID: 6923203-003-GOA
Establishment Name: LISAS PLACE
FEIN: ***8709
Re-enter FEIN: ***8709

Save Cancel Previous Next

4. Select **“NONE”** and then select **“Next”**.

Menu Home » Gambling Operator » GOA License Renewal Log Off

1. Account Info 2. VGM Renewal

VGM Renewal

Gambling License Renewal

VGM Permits

Review the table below and check the 'Renew' box for each machine you would like to renew.
[Select All](#) [Select None](#)

Renew?	VGM ID	Serial Number	Manufacturer	Owner Account ID
<input type="checkbox"/>	217485	102582	GRAND VISION GAMING	6923203-003-GOA
<input type="checkbox"/>	217486	102583	GRAND VISION GAMING	6923203-003-GOA
<input type="checkbox"/>	217487	102584	GRAND VISION GAMING	6923203-003-GOA

3 Rows

Number of machines being renewed: 0 x \$240 = \$ 0.00

Save Cancel < Previous Next >

5. The **number of current live card tables is displayed (if any)**. If you don't have any current live tables, you can add a new one. Type in the number of tables to renew or add. **If you don't wish to renew a table**, select the **“Don't renew any tables”** box. Then select **“Next”**.

Menu Home » Gambling Operator » GOA License Renewal Log Off

1. Account Info 2. VGM Renewal 3. Card Tables

Card Tables

Gambling License Renewal

Live Card Tables

FY' 17 Licensed Tables: 1

Enter the number of live card tables you would like to renew: Don't renew any tables?

\$250 1st table	1	x \$250 = \$	250.00
\$500 each additional table	0	x \$500 = \$	0.00
Total:			250.00

Save and Finish Later Save and Continue Cancel < Previous Next >

6. You can add a Small Stakes Card Tournament to your license by selecting “Yes”. If you do not wish to add one, select “No”. Select “Next” after making your selection.

Menu Home » Requests » GOA License Renewal » Edit Log Off

1. Account Info 2. VGM Renewal 3. Card Tables 4. Small Stakes

Small Stakes

Gambling License Renewal

Small Stakes Card Tournament

FEE: \$500 Annual Permit Fee

Would you like to submit a Small Stakes Card Tournament Permit Application?

Small Stakes fee:

23.16.1103 Small-Stakes Card Game Tournaments
 (1) A licensed operator with a permit to operate at least one live card game table on premises may apply to the department for an annual permit to conduct small-stakes card game tournaments. The small-stakes card game tournament permit is effective July 1 through June 30.
 (2) The only consideration that may be paid to participate in a small-stakes card game tournament is a single entry fee which must be paid for before the start of the tournament, and may under no circumstances exceed \$80. No other fees or costs may be assessed to participate in a small-stakes tournament.
 (3) Small-stakes card game tournaments may only be conducted on permitted card tables, plus one additional card table used only for small-stakes tournament play. (History: 23-5-115, MCA; IMP; 23-5-317, MCA; NEW, 2013 MAR p. 1606, Eff. 10/1/13.)

Save Cancel < Previous Next >

7. **The live game(s) licensed in the current year displayed is displayed**, if any. Select to “Renew” or “Add”. If you *do not wish to renew* or add a live game, you must select the “Don’t renew or add” box. The exemption status is preselected along with the fee (if any). Then select “Next”.

Menu Home » Requests » GOA License Renewal » Edit Log Off

1. Account Info 2. VGM Renewal 3. Card Tables 4. Small Stakes 5. Live Keno / Bingo

Live Keno / Bingo

Gambling License Renewal

Live Keno / Bingo

FY 17 Licensed For: Keno Bingo

Renew Keno: Add Bingo:
 Don't Renew: Don't Add:

Organization exemption status under 26. U.S.C. 501 (c)(3), (c)(4), (c)(8) or (c)(19):
 Not Exempt Exempt

Keno / Bingo Renewal Fee:

Save Cancel < Previous Next >

- A list of the current location manager(s) is displayed. If correct, then select “Next”. If the listed manager is no longer employed, uncheck the “Currently Employed as a Manager” box and input the date the employee no longer was employed in the “Date Terminated” box. If you have hired a new manager that doesn’t appear in this list, input their name and the date hired.

Menu
Home » Gambling Operator » **GOA License Renewal**
Log Off

1. Account Info
2. VGM Renewal
3. Card Tables
4. Small Stakes
5. Live Keno / Bingo
6. Location Managers

Location Managers

Location Managers

Please review new Location Managers rule 23.16.510, ARM.

Licensees must receive approval for all location managers who provide general oversight and ensure compliance with gambling laws and regulations. At least one manager must be designated for each location. A licensed owner who does not personally provide onsite management of the premises shall designate a location manager to perform such services.

Please identify whether each manager is still active in the licensed location or whether he/she should be removed from our records.

The following location manager(s) have been approved by GCD:

Name	Currently Employed as a Manager?	Date Terminated
Benford Christiansen	<input type="checkbox"/>	01-Apr-2017

List all new location managers:

[Show Errors](#)

Name	Date Hired
✖ Beneddie Christiansen	10-Apr-2017
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>

Any newly designated location managers, other than an approved owner, must submit a location manager application (Form 30A), personal history statement (Form 10), two fingerprint cards, and the fingerprint processing fee.

Forms 30A and Form 10 are both available on our website at: <https://dojmt.gov/gaming/forms/>

Save
Cancel
Previous
Next

9. Please **check the ownership listed**. The ownership (example highlighted in yellow) is what the division records currently show. If this is different in any way, including percentage of ownership, please answer “No” and provide an explanation. If you answer “no” to questions 1a through 1d or “yes” to 1e, you will be prompted to input an explanation. Select “Next” when all questions are answered.

Menu
Home » Gambling Operator » **GOA License Renewal** Log Off

1. Account Info
2. VGM Renewal
3. Card Tables
4. Small Stakes
5. Live Keno / Bingo
6. Location Managers
7. License Renewal

License Renewal

Gambling License Renewal

License Renewal - FY'18

Account ID: 6923203-003-GOA

1. 1. Since your initial licensure or since your last renewal, has this office been notified of all:

a) **Changes in ownership** interests, shareholder interests, member interests, officers/directors, partners or an entity type change (e.g., change from proprietorship to LLC)? Yes No

If no, explain and list changes made:

Below are the Division's records of current ownership:

Name	Ownership Percentage
Lisa Christiansen	100.00

b) **Civil legal or disciplinary actions** *instituted* against the licensee or any owner, investor, shareholder, officer/director, manager, or partner? Yes No

c) **Criminal actions** *instituted* against, and convictions against, the licensee or any owner, investor, shareholder, officer/director, manager or partner whether felony or misdemeanor? Yes No

d) **All leases and all new financing** (loans, deferred payment agreements, or gifts) entered into or acquired by the licensee? Yes No

e) **Structural** changes made to the licensed premise? Yes No

Save Cancel
« Previous Next »

10. A summary of your renewal request is displayed. Please make sure this information is correct before selecting “Next”. If you need to make a change, use the “Previous” link to go back and make changes.

Menu
Home » Gambling Operator » GOA License Renewal Log Off

1. Account Info
2. VGM Renewal
3. Card Tables
4. Live Keno / Bingo
5. Location Managers
6. License Renewal
7. Summary

Summary

Gambling License Renewal

Summary of Fees Due

Small Stakes fee:	0.00
Card table renewal fee:	0.00
Keno / Bingo renewal fee:	0.00
VGM renewal fee:	0.00
Total Fee:	0.00

Save Cancel
Previous Next

11. Sign and submit your renewal on the authorization page. If you need to provide information to the division to support a new loan, structural changes, etc., add the attachment on this page by using the “add” link. Check the box and provide your name and business phone number and then select “Next”.

Menu
Home » Gambling Operator » GOA License Renewal Log Off

1. Account Info
2. VGM Renewal
3. Card Tables
4. Live Keno / Bingo
5. Small Stakes
6. License Renewal
7. Summary
8. Authorization

Authorization

Gambling License Renewal

Please attach any relevant documents to assist in the processing of this renewal, using the button below.

ATTACHMENTS Add

Type	Name	Description	Size

I affirm I am authorized to make this application for the applicant and that the answers contained herein are true and complete. If this application or attachments contain false information, I understand I may be subject to the criminal penalties of Mont. Code Ann. 45-7-202, 45-7-203, 45-7-208, and/or revocation of any gambling licenses granted pursuant to this application.

By checking this box, I agree to the above statement

LISA CHRISTIANSEN	(406) 444-9150	30-Jun-2016
Full Name of Licensee/Authorized Agent	Business Phone Number	Date

Save and Finish Later Save and Continue Cancel
Previous Submit

12. You will be required to enter your password again for verification then select "OK".

The screenshot shows the 'GOA License Renewal' page in the 'Authorization' step. A modal window is open, prompting the user to re-enter their password for verification. The modal text reads: 'You are required to re-enter your password to verify this request. Your password will act as your signature.' Below this is a 'Password' input field with a masked password '*****'. There are 'OK' and 'Cancel' buttons. In the background, the main form includes a statement: 'I affirm I am authorized to make this and complete. If this application or criminal penalties of Mont. Code Ar granted pursuant to this application'. A checkbox is checked with the text 'By checking this box, I agree to the above statement'. Below this are input fields for 'Full Name of Licensee/Authorized Agent' (LISA CHRISTIANSEN), 'Business Phone Number' ((406) 444-9150), and 'Date' (18-May-2017). At the bottom of the main form are buttons for 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Previous', and 'Submit'.

13. A confirmation page with a tracking number will be sent. You can print this page or make note of this number for your records. In case of problems, the division will ask you for this number. Your new permit will be available to print. **Note:** If you renewed any live gaming, you will be required to pay online prior to receiving your permit.

The screenshot shows the 'Confirmation' page. The breadcrumb trail is 'Home » Gambling Operator » GOA License Renewal » Confirmation'. The page title is 'CONFIRMATION'. The main text states: 'Your renewal for 30-Jun-2018 has been submitted. Your tracking number is 1-697-964-032. The renewal will be posted to your account after your request is processed. If you have any questions, please contact us at (406) 444-1971 or gcd@mt.gov, or visit us online at <https://dojmt.gov/gaming/>.' Below the text are three buttons: 'OK', 'Printable View', and 'Pay Online'. The 'Pay Online' button is circled in red.

14. To print your new permit, select "Home".

Confirmation

Please review the payment request information below for your payment to the Department of Justice. You may want to print a copy for your records.

Your payment request confirmation number is **0-669-218-304**

Paid For: LISAS PLACE - 6923203-003-GOA
Submit payment for: 30-Jun-2018
Paid From: STATE BANK OF TOWNSEND ****4567
Payment Amount: 1,720.00
Payment Date: 28-Apr-2017
Submitted Date: 28-Apr-2017

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

If you have any difficulties, or you would like some help then please contact us at (406) 444-1971 or visit <https://dojmt.gov/gaming/>.

Printable View

OK

15. Select "Correspondence".

Accounts

Correspondence

Account Name	Account ID	Account Holder	Balance
Gambling Operator	6923203-003-GOA	LISAS PLACE	\$1,720.00
Live Game Tax	6923203-005-LGT	LISAS PLACE	\$0.00
VGM Tax	6923203-004-VGM	LISAS PLACE	\$0.00

16. Select "View Letters".

The screenshot shows a user dashboard with a dark blue header containing 'Menu', 'Home', and 'Log Off'. Below the header, there are sections for 'Logon' (user: lisas12), 'Alerts' (Outstanding balance: \$1,720.00, 3 unread letters), and 'I Want To' (Manage profile, Make a payment, etc.). A secondary navigation bar includes 'Accounts' and 'Correspondence'. The main content area has tabs for 'Requests', 'Notices', and 'Letters'. The 'Letters' tab is active, showing '3 unread letters' and three 'VGM Permit' entries. The 'View Letters' link is circled in red.

17. Select "VGM Permit" link. You will need Adobe to open and print this letter.

The screenshot shows a table of 'Unread' letters. The table has columns for 'Sent', 'Type', 'For', 'Id', 'Name', and 'Period'. The first row is highlighted, with 'VGM Permit' in the 'Type' column and '30-Jun-2018' in the 'Period' column, both circled in red. There are three rows in total.

Sent	Type	For	Id	Name	Period
	VGM Permit	Gambling Operator	6923203-003-GOA	LISAS PLACE	30-Jun-2018
27-Apr-2017	VGM Permit	Gambling Operator	6923203-003-GOA	LISAS PLACE	30-Jun-2017
25-Apr-2017	VGM Permit	Gambling Operator	6923203-003-GOA	LISAS PLACE	30-Jun-2017

3 Rows