

Gambling Control TAP Services User Guide



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FREQUENTLY ASKED QUESTIONS

What is TAP?

TransAction Portal (TAP) is an online portal which the Department of Revenue and the Department of Justice have developed to provide business owners and individuals with access to government services. The Video Gambling Machine (VGM) Services allow easy access for Gambling and Route Operators to permit gambling 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, online permitting, and the ability to receive tax estimates for each quarter of operation.

Who can I contact for help?

If you have problems during your session on TAP, click this button  and make note of your support ID. Contact the Gambling Control Division at (406) 444-1971 or email gcd@mt.gov and provide the support ID for specialized assistance. Resources are also available on our website at www.dojmt.gov/gaming/tap. See the Help section for more information.

How do I get access to the Video Gambling Machine (VGM) online services?

First, you must be a licensed Gambling or Route Operator. Then, you must sign up for an online account at <https://tap.dor.mt.gov/>. You will be requested to provide your gambling operator or manufacturer/distributor/route operator account number. Once access approval is granted, you will receive an email with your authorization code which must be entered the first time you log in and gain access to the system. Some of the VGM services such as viewing tax estimates will be located under the VGM Account (instead of GOA). See page 8 and 40 for more information.

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.

How do I know my meter readings have been accepted?

Under the Correspondence tab on the main page, you can “View all requests”. If the Meter Reading request is listed as Pending, this means that the request is in the system and will be processed that evening.

How do I know my tax estimate has been accepted?

Under the Correspondence tab on the home page, you can “View all requests”. If you see the “VGM Return Pmt” request as Pending, this means that the request is in the system and will be processed that evening.

Can I pay for my permits online?

Yes. You can license and pay for your permits online via an eCheck or credit card.

Can I pay for my taxes online?

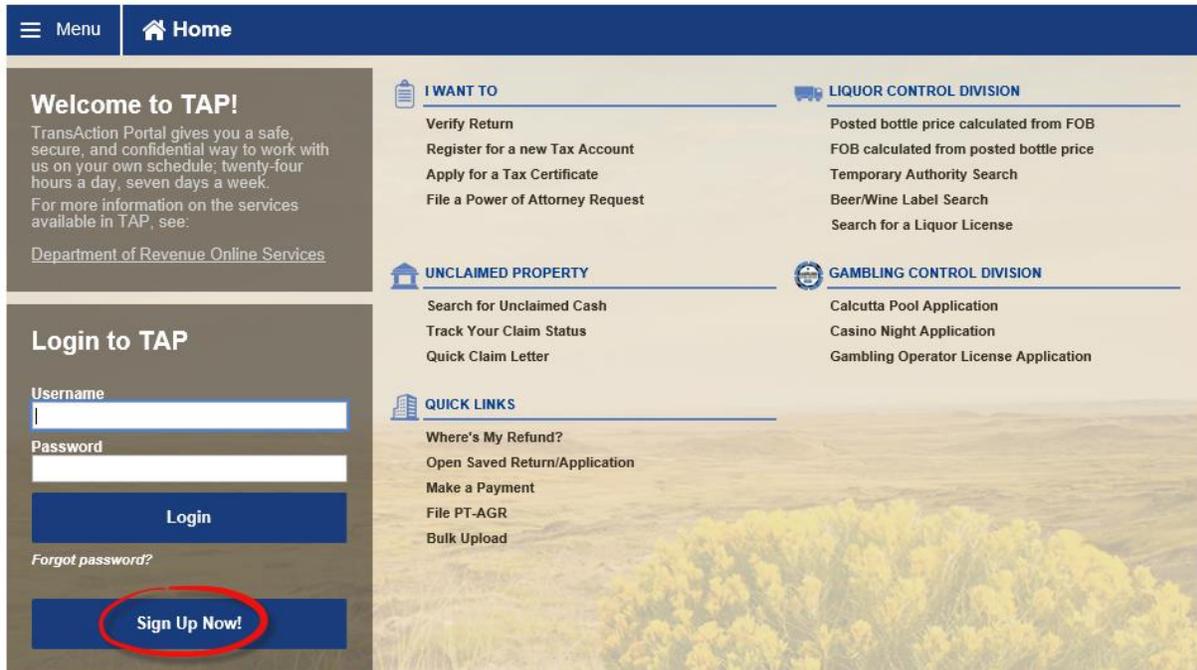
It is required that you pay your taxes online when you receive a tax estimate. You can pay online via an e-Check or credit card.

Will my bank information be kept online?

You can save your bank account information for future use during your first payment entry.

CREATING 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, either Gambling Operator or Manufacturer/Distributor/Route Operator and then select “Next”. (In this example I’ve chosen the Gambling Operator.)

2. Enter your account ID (either your GOA or MDR 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'. Below it is a section titled 'ACCOUNT INFORMATION' with a pencil icon. The form includes: 'Account ID' with a text input field containing '10-002-GOA'; 'Country' with a dropdown menu set to 'USA'; 'Zip Code (for your account)' with a text input field containing '590'; and a checkbox labeled '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'. Below it are two sections: 'PROFILE INFORMATION:' and 'AUTHENTICATION'. The 'PROFILE INFORMATION' section includes: 'Your Full Name' with a text input field containing 'Lisas Place'; 'Email Address' with a text input field containing 'lchristiansen@mt.gov'; 'Confirm Email Address' with a text input field containing 'lchristiansen@mt.gov'; 'Contact Phone' with a text input field containing '(406) 444-9150'; and 'Alternate Phone' with an empty text input field. The 'AUTHENTICATION' section includes: a note about optional text messaging; 'Choose the country of your phone number:' with a dropdown menu set to 'USA'; 'Choose your cellular service provider:' with an empty dropdown menu; 'Phone Number Receiving Text Message' with an empty text input field; and a question 'Are you the taxpayer, corporate officer, president, member, owner/manager, partner or shareholder of this account?' with 'Yes' and 'No' radio 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”.

Menu Home » New TAP Registration

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

User Logon Setup

LOGIN INFORMATION:

Username: lisa1234

Password: [masked]

Confirm Password: [masked]

Secret Question: The secret question and answer will be used to reset your password if you forget it

Secret Question: What city were you born in?

Secret Answer: [masked]

PASSWORD REQUIREMENTS:

- Passwords cannot be reused
- Minimum 8 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters e.g. ~!@#S% *&*_-+|/

Cancel Previous Submit

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:

Username: lisa1234

Password: [masked]

Confirm Password: [masked]

Secret Question: The secret question and answer will be used to reset your password if you forget it

Secret Question: What city were you born in?

Secret Answer: [masked]

PASSWORD REQUIREMENTS:

- Passwords cannot be reused

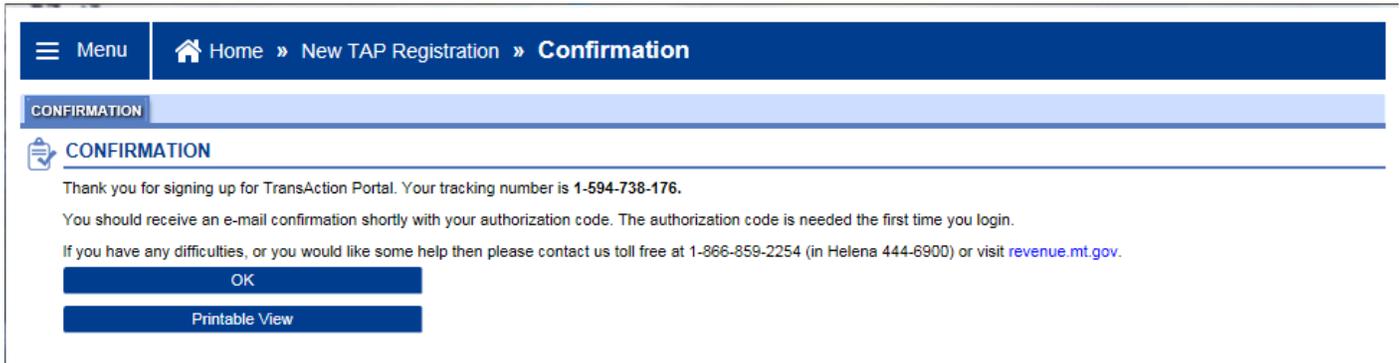
Cancel Previous Submit

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.

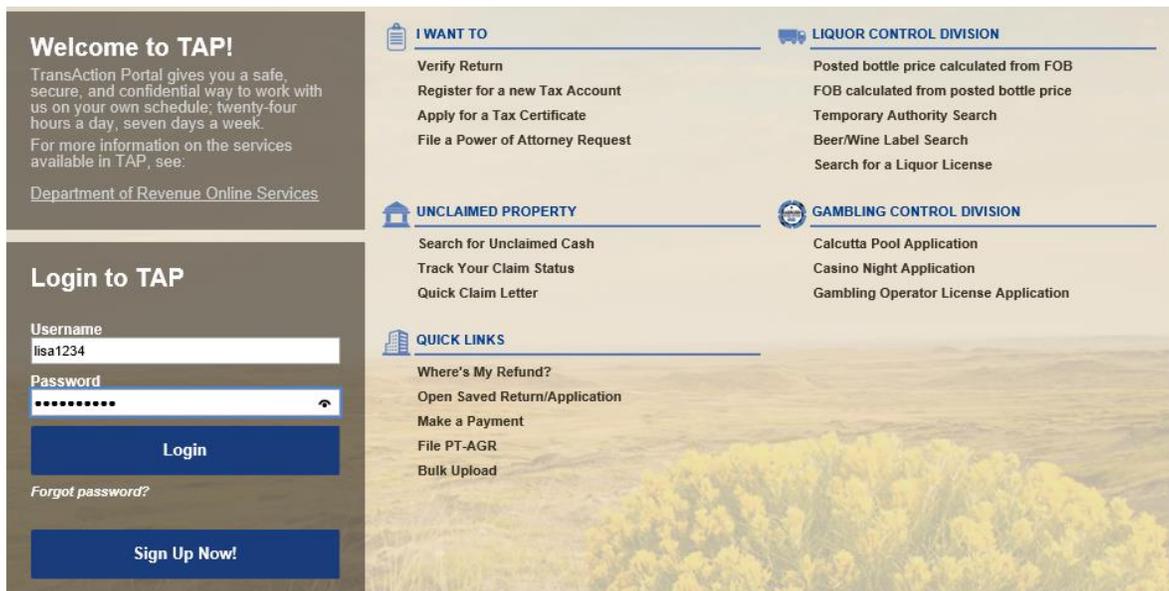
Are you sure you want to submit this request?

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.



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



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

The screenshot shows a user's dashboard with a dark blue header containing 'Menu', 'Home', and 'Log Off' (with a lock icon). Below the header, there are three main sections: 'User Profile', 'Alerts', and 'I WANT TO'. The 'User Profile' section shows the user ID '4190738', name 'NANCYS TEST PLACE', and balance '\$360.00'. The 'Alerts' section shows 'Outstanding balance: \$360.00' and 'There is 1 unread letter'. The 'I WANT TO' section lists various actions like 'Manage Profile', 'Make a Payment', 'View My Accounts', etc. Below these sections are tabs for 'ACCOUNTS' and 'CORRESPONDENCE'. Under 'ACCOUNTS', there is a table of 'MY ACCOUNTS' with columns for account type, ID, name, and balance.

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

Also on the home page, there are several different areas you have access to:

1. Alerts – This column shows any unread letters, balance(s) due or returns that need filed.
2. “I Want To” column has several different sections you can access:
 - Manage Profile – update profile, change password, manage payment sources, update mailing options, manage additional logons, and cancel an online access.
 - Make a Payment – pay amounts due on your account(s).
 - View My Accounts – view all of your various accounts in a different view.
 - Send us a Message – contact the department with questions on your account.
 - Add Third Party Account Access – add access for someone on your account.
 - Bulk Upload Application – for use on withholding accounts.
 - Liquor & Gambling Applications – apply for a casino night, calcutta pool, advise the department of changes to your account via Form 39 and 37, or apply for another account via Form 5.
3. Correspondence Tab – You can view all submissions such as meter readings, service reports, as well as any notices and letters. If you have made a payment, requested a VGM permit, etc., you can check the status of this request here. Select the “View all requests” link to view your submissions and make changes or delete requests.

The screenshot shows the 'CORRESPONDENCE' tab selected. It features three main sections: 'MY REQUESTS' with a 'View all requests' link circled in red, 'MY NOTICES' with a 'View all notices' link, and 'MY LETTERS' with a '1 unread letter' indicator.

10. The first time you select an account, it will ask you to confirm the type of access. Select the most appropriate choice. File and pay is the most common and therefore defaults to that option.

VIDEO GAMBLING MACHINE SERVICES

1. To access the video gambling machine services, select the Gambling Operator account link you wish to make changes to.

The screenshot shows a user dashboard with a dark blue header containing 'Menu', 'Home', and 'Log Off'. Below the header, the user's profile information is displayed: '4190798 LISAS TEST ONE Balance: \$0.00'. To the right, there are sections for 'ALERTS' (indicating 1 unread letter) and 'I WANT TO' (listing actions like 'Manage profile', 'Make a payment', etc.). A horizontal menu below these sections includes 'ACCOUNTS' and 'CORRESPONDENCE'. Under 'ACCOUNTS', a table lists 'MY ACCOUNTS' with two entries: 'Gambling Operator' (4190798-003-GOA) and 'VGM Tax' (4190798-004-VGM), both with a balance of \$0.00. The 'Gambling Operator' link is circled in red.

2. Then select "VGM Services".

The screenshot shows the 'Gambling Operator' account page. The header includes 'Menu', 'Home » Gambling Operator', and 'Log Off'. The main content area is divided into three sections: 'ACCOUNT' (showing account details for 'Gambling Operator'), 'ACCOUNT ALERTS' (indicating 1 unread letter), and 'ACCOUNT OPTIONS' (listing actions like 'View my accounts', 'Make a payment', etc.). The 'VGM services' link in the 'ACCOUNT OPTIONS' section is circled in red. Below these sections, there is a horizontal menu with 'PERIODS', 'CORRESPONDENCE', 'NAMES AND ADDRESSES', and 'LOGONS'. Under 'PERIODS', a table shows a period for '30-Jun-2016' with a balance of '\$0.00' and a 'File Return' button.

On this screen, the following options for VGM Services are listed:

Menu Home » Gambling Operator » VGM Services Log Off

SELECT VGM SERVICE

- Annual permit renewal
- Meter reading
- Meter reading w/reconciliation
- Service form
- Letter of withdrawal
- VGM permitting case
- VGM reports

Annual permit renewal - This option will only allow you to renew your machine permits during the renewal months of May – July. If you would like to renew your license, live gaming, and video gambling machine permits at the same time, please use the “File Return” option discussed in the Annual Permit Renewal section on page 11.

Meter reading – Allows entry of electronic meters. Mechanical meter readings will need to be provided at the end of each quarter. 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 reading w/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 the meters 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 off even by a nickel for example, the system will advise you that it is out of balance.

Service form – This option allows for the reporting of service to a machine. Any machine, which has had a service performed that altered either the electronic or mechanical meter readings, is required to have a service form submitted.

Letter of withdrawal – This option provides you with the ability to remove a machine from service permanently. You will receive an email with your new permit or you can view it under the letters section of the Correspondence tab on home page.

VGM permitting case - This option provides you with the ability to apply for a new permit and pay for the permit fee. You will receive an email with a printable permit after the application is approved. You may also access your new permit under the letters section of the Correspondence tab on home page.

VGM reports – You can access your meter readings, meter readings with reconciliation, and service reports using this option. You can print out your reports for your records. (Please note, once the meter readings or service reports have been uploaded, these reports will no longer be accessible for that session.) Note for Route Operators: There is also a renewal report available that lists the GOA locations that have submitted their license renewal application.

ANNUAL PERMIT RENEWAL

During May through July, there are two ways in which you can renew your license and pay for your video gambling machines and/or your live game permits. If renewing your video gambling machines and live games, please use the first renewal option (A). If renewing video gambling machines only, see option (B) on page 21.

A. RENEWAL OF GAMBLING OPERATORS LICENSE AND ALL GAMING PERMITS

1. Select the Gambling Operator link.

The screenshot shows a user dashboard with a dark blue header containing 'Menu', 'Home', and 'Log Off'. Below the header, there is a 'Logon Settings' section with the text 'Last logon 30-Jun-2016 13:20'. The main content area is divided into three sections: 'ALERTS' with a notification 'There is 1 unread letter', 'I WANT TO' with a list of actions like 'Manage profile', 'Make a payment', 'View my accounts', 'Send us a message', 'Add third party account access', 'Bulk Upload', and 'Liquor & gambling applications', and 'MY ACCOUNTS' which is circled in red. The 'MY ACCOUNTS' section contains a table with the following data:

Account Name	Account ID	Account Name	Balance
Gambling Operator	4190798-003-GOA	LISAS TEST ONE	\$0.00
Live Game Tax	4190798-005-LGT	LISAS TEST ONE	\$0.00
VGM Tax	4190798-004-VGM	LISAS TEST ONE	\$0.00

2. Select the "File Return" link. You will see an "Outstanding" status for the renewal that is due.

The screenshot shows the 'Gambling Operator' account page. The header includes 'Menu', 'Home » Gambling Operator', and 'Log Off'. The main content area is divided into three sections: 'ACCOUNT' with details for 'Gambling Operator' (ID: 4190798-003-GOA, Name: LISAS TEST ONE, Balance: \$0.00), 'ACCOUNT ALERTS' with a warning 'Return needs to be filed for 30-Jun-2017' and a notification 'There is 1 unread letter', and 'ACCOUNT OPTIONS' with a list of actions like 'View my accounts', 'Make a payment', 'Send us a message', 'Request changes to account', 'Applications/Permits', and 'VGM services'. Below the main content, there is a 'PERIODS' section with a table showing the following data:

Period	Amount	Status	Action
30-Jun-2018	\$0.00		
30-Jun-2017	\$0.00	Outstanding	File Return
30-Jun-2016	\$0.00	Late-Processed	

- Enter a valid email address and your FEIN number. You will need to re-enter these for validation and then select “Next”.

Menu Home » Gambling Operator » GOA License Renewal Log Off

1. Account Info

Account Info

Gambling License Renewal

License Year: July 1, 2017 through June 30, 2018
FY '18

Account ID: 4190798-003-GOA

Establishment Name: LISAS TEST ONE

Email:
Re-enter Email

FEIN:
Re-enter FEIN

Address: 2550 PROSPECT AVE

City: HELENA State: MT Zip: 59601

Save and Finish Later Save and Continue Cancel Previous Next

- Select which video gambling machines you want to renew. Use the “Select All” link if you are renewing all machines, or the “Select None” link if you are not renewing any machines. 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 checked="" type="checkbox"/>	217597	10011	GRAND VISION GAMING LLC	4190798-003-GOA
<input checked="" type="checkbox"/>	217598	10012	GRAND VISION GAMING LLC	4190798-003-GOA
<input checked="" type="checkbox"/>	217599	10013	GRAND VISION GAMING LLC	4190798-003-GOA

3 Rows

Number of machines being renewed: 3 x \$240 = \$ 720.00

Save and Finish Later Save and Continue Cancel Previous Next

- The number of tables that are licensed in the current year is displayed. 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. The live games are licensed in the current year displayed. 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. You must select an exemption status. If the organization was granted exemption on or before January 15, 1989, please mark “Full Exemption.” If the organization was granted exemption after January 15, 1989 and complies with 23-5-406, MCA, please mark “Partial Exemption.” 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

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:

Is your organization exempt under 26. U.S.C. 501 (c)(3), (c)(4), (c)(8) or (c)(19)? Yes No

Full Exemption

Partial Exemption

Keno / Bingo Renewal Fee: 250.00

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

7. To add a Small Stakes Card Tournament, select “Yes”. Make your selection, then press “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

Small Stakes

Gambling License Renewal

Small Stakes Card Tournament

FEE: \$500 Annual Permit Fee

Would you like to add a Small Stakes Card Game Tournament Permit? Yes No

Small Stakes fee: 500.00

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 and Finish Later Save and Continue Cancel
< Previous Next >

8. Answer all the questions. If you answer “no” to questions 1 through 4 or “yes” to question 5, you will be prompted to input more information. 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

License Renewal

Gambling License Renewal

License Renewal - FY'18

Account ID: 4190798-003-GOA

1. Has this office been notified (either on the original application, amended applications, or renewal forms) of all actual ownership interests, ownership types, investors, share ownerships, officer/director, or partners? Yes No

2. Has this office been notified (either on the original application, amended applications, personal history forms, or renewal forms) of all:
 - a) convictions for any misdemeanor or felony offenses which involve the business or any owner, investor, shareholder, officer/director, manager or partner? If no, you may be required to complete a new personal history statement. Yes No

If no, explain:

Careless driving charge this year.

- b) civil litigations or government administrative actions including liens which involve the business or any owner, investor, shareholder, officer/director, manager or partner? If no, you may be required to complete a new personal history statement. Yes No

Personal History Statements and fingerprint cards previously filed with the Department of Justice are valid as long as you hold the gambling license and are reaffirmed as part of this gambling license renewal application. The Department reserves the right to request a new or updated Personal History Statement along with fingerprint cards and fee of \$27.25 as needed.

3. Has this office been notified (either on the original application, amended applications, renewal forms, or noninstitutional lender forms) of all leases and all new financing (loans, deferred payment agreements, or gifts) entered into or acquired by the licensee? Yes No

4. Have any structure changes been made to the licensed premises? Yes No

A renewal form received by the division after July 31, will not be accepted. The applicant will be required to complete a new application including all supporting documents as required in Mont. Admin. R. 23.16.104 and 23.16.502, including applications for VGM(s), live card tables(s), and live bingo/keno and all required fees.

Save and Finish Later
Save and Continue
Cancel
Previous
Next

9. 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. Small Stakes
6. License Renewal
7. Summary

Summary

Gambling License Renewal

Summary of Fees Due

Small Stakes fee:	500.00
Card table renewal fee:	250.00
Keno / Bingo renewal fee:	250.00
VGM renewal fee:	720.00
Total Fee:	1,720.00

Save and Finish Later
Save and Continue
Cancel
Previous
Next

10. 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

11. You will be required to enter your password again for verification then select “OK”.

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

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 18-May-2017
Full Name of Licensee/Authorized Agent Business Phone Number Date

Save and Finish Later Save and Continue Cancel Previous Submit

Gambling License Renewal [X]

You are required to re-enter your password to verify this request. Your password will act as your signature.

Password: [.....]

OK Cancel

12. 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. NOTE: The renewal is not complete until you have paid for the fees. Select “Pay Online” now to complete the renewal.

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

CONFIRMATION

CONFIRMATION

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/>.

OK

Printable View

Pay Online

13. Pay for the renewal fees either via E-Check or Credit Card.

Menu Home » Gambling Operator » GOA License Renewal » Confirmation » Request Log Off

PAYMENT OPTIONS

Payments can be made by:

- E-Check from a checking or savings account (no charge)
- Debit/Credit card with Visa, Master Card, or Discovery (additional processing fee)

Pay by E-Check

Pay by Card

14. Make your selection and fill out all the required fields.

- a. **E-Check process:** Fill out the required payment information and then “Submit”. (The payment source can be saved for future use as well.)

Menu Home » Gambling Operator » GOA License Renewal » Confirmation » Request » Period Payment Log Off

PERIOD 30-JUN-2018

Gambling Operator
4190798-003-GOA
LISAS TEST ONE
2550 PROSPECT AVE
HELENA MT 59601-9757

PAYMENT SOURCE

Type
Direct Debit - US Bank

Bank Account Type
Checking

Routing Number
092901104

Bank Name
STATE BANK OF TOWNSEND

Account Number
1234567

Confirm Account Number
1234567

Save this payment source for future use
No Yes

Use default name
No Yes

Name
STATE BANK OF TOWNSEND - *4567

PAYMENT

Payment Date
18-May-2017

Amount
1,720.00

Submit Cancel

- i. Finalize the payment by re-entering your password.

The screenshot shows the 'Period Payment' page with a modal dialog box for password confirmation. The dialog box contains the following text: 'I hereby authorize the Department of Revenue to debit my bank account in the amount of \$747.00. You are required to re-enter your password to confirm this request. Your password will act as your signature.' Below this text is a password input field with a masked password '*****', and 'OK' and 'Cancel' buttons. At the bottom of the dialog, there is a checkbox 'Save this payment source for future use' with 'No' and 'Yes' options.

- ii. A confirmation page will then be displayed giving you the details of your payment. Make sure to either print this confirmation page or make a note of the number. If there are problems and you need to contact the division, we will request this confirmation number.

The screenshot shows the 'Confirmation' page with the following details: 'CONFIRMATION', 'Please review the payment request information below for your payment to the Department of Revenue. You may want to print a copy for your records. Your payment request confirmation number is 0-781-698-560', 'Paid For: Submit payment for: 30-Jun-2017', 'Paid From: STATE BANK OF *****', 'Payment Amount: 747.00', 'Payment Date: 10-May-2017', 'Submitted Date: 10-May-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 toll free at (866) 859-2254 (in Helena 444-6900) or visit <http://revenue.mt.gov>.', 'OK', and 'Printable View' buttons.

- b. **Credit Card process:** Select the “Pay by Card” link.

The screenshot shows the 'Request' page with the following details: 'PAYMENT OPTIONS', 'Payments can be made by E-Check from a checking or savings account (no charge), or by debit/credit card with Visa, Master Card, or Discover (additional processing fee).', 'Pay by E-Check', and 'Pay by Card' buttons.

- i. The Credit Card Processing Fee will then be displayed. This fee is collected by the vendor that processes the payment, not the Gambling Control Division. (Please note: The credit card processing fee can't be waived or refunded to you by the division after you have made the payment.) Select “Next”.

The screenshot shows the 'Credit Card Payment Request' page with the following details: 'CREDIT CARD PAYMENT', 'Period: 30-Sep-2016', 'Payment Date: 29-Dec-2017', 'Amount: 747.00', 'Credit Card Processing Fee: 17.15', 'By clicking next, you will be redirected to a secure, external credit card processing site.', and 'Next' and 'Cancel' buttons.

- ii. A new web page will open where the payment can be made. Enter all required customer information and select “Next”.



Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1	Department of Justice TransActionPortal	\$747.00	1	\$747.00
Total				\$747.00

Credit Card

Customer Information

Complete all required fields [*]

Country

United States

First Name *

Lisa

Last Name *

Christiansen

Company Name

Address *

2550 Prospect Avenue

Address 2

City *

Helena

State *

MT - Montana

ZIP/Postal Code *

59601

Phone *

4064449150

Next >

- iii. Next enter the credit card information and select “Next”.

Payment Info

Complete all required fields [*]

Credit Card Number *

400555000000019

Credit Card Type



Expiration Month *

February

Expiration Year *

2018

Name on Credit Card *

Nancy Place

Next >

- iv. Review your payment information and then select “Submit Payment”.

Payment

Payment Type		✓
Credit Card		
Customer Information		✓
Address Nancy Place PO Box 201424 Helena, MT 59601		Phone 4064449150
Country United States		
		Email Address
Payment Info		✓
Credit Card Visa ****0019 Exp. 02/2018		Name on Credit Card Nancy Place

- v. A payment receipt confirmation page will be displayed with the option to print. After you have printed the confirmation (if desired), select “Continue”.

Payment Receipt Confirmation

Your payment was successfully processed.

Print 

Receipt Contact Information

Transaction Summary

		Receipt Confirmation
Description		Amount
Department of Justice TransActionPortal	Total Amount Paid	\$764.15

This online service is provided by a third party working in partnership with the state of Montana. The price of items purchased through this service includes additional charges used to develop, maintain, and enhance the state's official web portal, mt.gov

Customer Information

Customer Name	Nancy Place	Receipt Date	11/22/2016
Local Reference ID	94053888	Receipt Time	03:43:08 PM MST

Payment Info

Payment Type	Credit Card	Credit Card Number	*****0019
Credit Card Type	VISA	Order ID	17843214
		Name on Credit Card	Nancy Place

Billing Information

Billing Address	PO Box 201424	Phone Number	4064449150
Billing City, State	Helena, MT		
ZIP/Postal Code	59601		
Country	US		

Continue

- c. A confirmation page from TAP with a tracking number is also generated.

☰ Menu
🔒 Log Off
Confirmation

CONFIRMATION

 **CONFIRMATION**

Your credit card payment request is Processing...

The Tracking number is 0-094-053-888. 12/31/9999
 Paid for: Amount paid to the department: \$747.00
 Submitted date :5/10/2017 3:45:45 PM

This transaction will show up on your bank statement as MT.Gov Online Trans

If you wish to cancel this transaction, you must contact your financial institution for assistance.

B. RENEWAL OF VIDEO GAMBLING MACHINES ONLY

If you have mailed in the hard copy gambling renewal notice to the division, you will only need to renew your video gambling machines (if applicable) on TAP.

1. Under the GOA account, and from the VGM Services menu, select the “Annual permit renewal”. Select the appropriate GOA account, select the machines you wish to renew, then select “OK” to continue and pay the renewal fees. NOTE: The renewal request is not complete until payment has been made.

Menu Home » Gambling Operator » VGM Services Log Off

SELECT VGM SERVICE

- Annual permit renewal
- Meter reading
- Meter reading w/reconciliation
- Service form
- Letter of withdrawal
- VGM permitting case
- VGM reports

Renew

Location: LISAS TEST ONE 4190798-003-GOA

Owner ID	Renew?	VGM ID:	Serial #	Status	Fee
4190798-003-GOA	<input type="checkbox"/>	217597	10011	Renewed	0.00
4190798-003-GOA	<input type="checkbox"/>	217598	10012	Renewed	0.00
4190798-003-GOA	<input type="checkbox"/>	217599	10013	Renewed	0.00
4190798-003-GOA	<input type="checkbox"/>	217600	10014	Renewed	0.00

4 Rows

Renew 0 VGM Fees for this location: 0.00

OK Cancel

METER READINGS

1. To enter regular weekly or bi-weekly meter readings, select the “Meter reading” link from the VGM Services menu.
2. Select the blue hyperlink that shows the GOA account. The reason for this is due to some licensees having more than one GOA account under their login account. On all VGM services, users will need to select the GOA account link before the machines will appear.

Menu Home » Gambling Operator » VGM Services » VGM Meter Readings Log Off

LOCATIONS

VGM Meter Readings

Please select a location below to file your VGM Meter Readings.

Location Account ID	Location Name	# Machines	Changes	Errors
4190798-003-GOA	LISAS TEST ONE	3	<input type="checkbox"/>	<input type="checkbox"/>

Submit Save and Continue Save and Finish Later Cancel

3. Select the VGM ID for the first machine you want to enter meter readings for.

Meter Readings

VGM Meter Readings 217597 217598 217599

VGM ID	Report Date	Time	AM/PM	End of Quarter
217597				<input type="checkbox"/>
217598				<input type="checkbox"/>
217599				<input type="checkbox"/>

3 Rows

Only click the OK button after entering meter readings for ALL machines.

OK Cancel

***Important note:** After entering the meter readings for one machine, use the machine (VGMID) tabs across the top to get to the next machine. If you click “OK” after only entering one machine, it will return to the accounts page and you will have to select the GOA link again to access the machines. Only click “OK” after you are done entering meter readings for all machines.

4. Select “Yes” to enter meter readings for this VGM and then fill out the required fields:

- Quarter date – use the current quarter date.
- Select End of Quarter box if this is the quarter end (see #5 below for more information).
- Report date – use the date off of the audit ticket.
- Time – enter the time from the audit ticket. Please note that military time will need to be converted to standard AM/PM time.
- AM/PM – select the correct time from the audit ticket.
- Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents. Do not use Admin Hard Meters.
- If there are meters that are zero, please check the “Amount Zero” box. For any box checked, the electronic meter reading will default to zero.
- Select the tab with the next VGM ID you will be entering meter readings for.
- When done entering meter readings for all machines (as applicable), select “OK.”

Meter Readings ⓘ 🗑️ ? ✕

VGM Meter Readings *217597 217598 217599

Meter Reading for VGM: 217597

VGM ID: 217597

Enter meter reading for this VGM?

Quarter: 30-Jun-2017 End of Quarter Filing

Report Date: 18-May-2017 Time: 08:34 AM

Electronic Meter Readings:	Amount Zero?
Total In: <input type="text" value="169.00"/>	<input type="checkbox"/>
Total Played: <input type="text" value="416.70"/>	<input type="checkbox"/>
Total Won: <input type="text" value="285.70"/>	<input type="checkbox"/>
Total Paid: <input type="text" value="38.00"/>	<input type="checkbox"/>

*Only click the OK button after entering meter readings for **ALL** machines.*

5. If this is the end of the quarter meter reading, check the box “End of Quarter Filing”. When this is checked, another set of fields will appear for you to enter the mechanical meter readings.

- Mechanical Meter Readings – Enter the actual mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings that must be hand written down from the meters inside the machine.

***Important Note:** The system will not allow the end of the quarter meter readings to be dated prior to 14 days before the end of the quarter. If you enter the wrong date, you will get an error notice.

Meter Readings

VGM Meter Readings 217597 217598 217599

Meter Reading for VGM: 217597

VGM ID: 217597

Enter meter reading for this VGM? Yes No

Quarter: 30-Jun-2017 End of Quarter Filing

Report Date: 18-May-2017 Time: 08:34 AM [Max 14 days before quarter]

Electronic Meter Readings:	Amount Zero?	Mechanical Meter Readings:
Total In: 169.00	<input type="checkbox"/>	Total Bill In: 644,416
Total Played: 416.70	<input type="checkbox"/>	Total Played: 202,446
Total Won: 285.70	<input type="checkbox"/>	Total Won: 436,107
Total Paid: 38.00	<input type="checkbox"/>	Games Paid: 996,619
		Total Coin In: 0 <input type="checkbox"/> Machine has 5 meters

Only click the OK button after entering meter readings for ALL machines.

OK Cancel

6. After you select “OK,” you will see the following screen. You can do the following:

- Submit – select this to continue submittal of the meter readings.
- Save and Continue – allows you to save your work and continue on.
- Save and Finish Later – allows you to save the information and come back at a later time.
- Cancel – allows you to cancel the transaction.

Menu Home » Gambling Operator » VGM Services » VGM Meter Readings Log Off

LOCATIONS

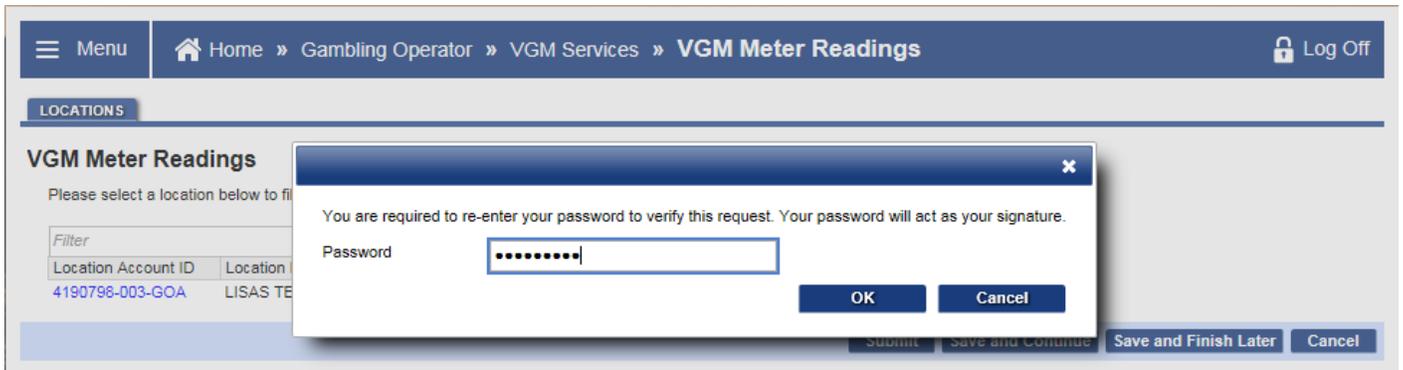
VGM Meter Readings

Please select a location below to file your VGM Meter Readings.

Location Account ID	Location Name	# Machines	Changes	Errors
4190798-003-GOA	LISAS TEST ONE	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>

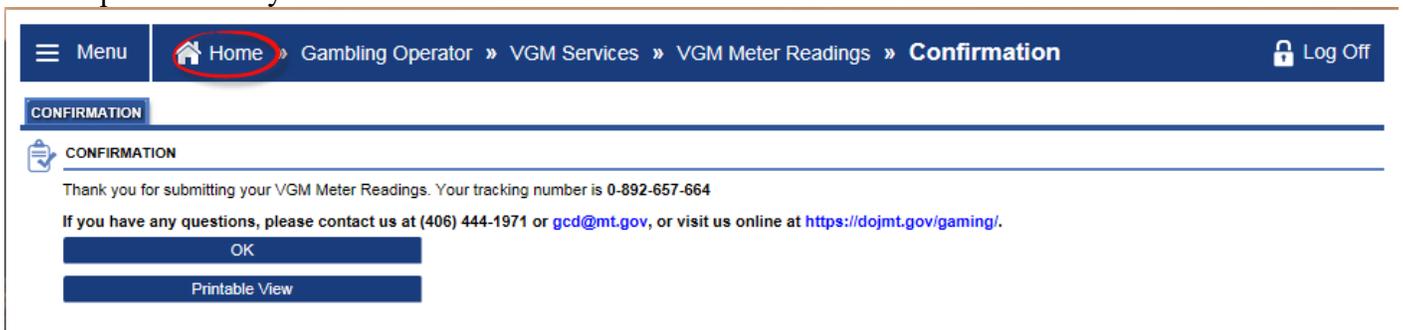
Submit Save and Continue Save and Finish Later Cancel

7. After you select Submit, a new screen will come up and require you to re-enter your password. This acts as your signature. Enter your password and then select “OK.”



The screenshot shows a web application interface for "VGM Meter Readings". The breadcrumb navigation is "Home » Gambling Operator » VGM Services » VGM Meter Readings". A modal dialog box is open in the center, titled "VGM Meter Readings" with a close button (X). The dialog contains the text: "You are required to re-enter your password to verify this request. Your password will act as your signature." Below this text is a "Password" field with a masked input (dots) and a cursor. At the bottom of the dialog are "OK" and "Cancel" buttons. In the background, the main page shows a table of "LOCATIONS" with columns for "Location Account ID" and "Location". One entry is visible: "4190798-003-GOA" and "LISAS TE". At the bottom of the page, there are buttons for "Submit", "Save and Continue", "Save and Finish Later", and "Cancel".

8. After selecting “OK,” you will receive a confirmation page with a request tracking number. You can print this for your records. Select “Home”.



The screenshot shows the "Confirmation" page. The breadcrumb navigation is "Home » Gambling Operator » VGM Services » VGM Meter Readings » Confirmation". The "Home" link is circled in red. The page title is "CONFIRMATION". The main content area says: "Thank you for submitting your VGM Meter Readings. Your tracking number is 0-892-657-664". Below this, it says: "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/>." At the bottom, there are two buttons: "OK" and "Printable View".

METER READINGS W/RECONCILIATION

1. While within your GOA/MDR account, click the “VGM Services” link. Select Meter Reading w/Reconciliation.
2. Select the blue hyperlink that shows the GOA account.
3. Select the VGM ID for the first machine you want to enter meter readings for.
4. Select “Yes” for “Enter meter readings for this VGM?” and then fill out the remaining fields:
 - Quarter date – use the current quarter date.
 - Select End of Quarter box if this is the quarter end.
 - Report date – use the date off of the audit ticket.
 - Time – enter the time from the audit ticket. Please note that military time will need to be converted to standard AM/PM time.
 - AM/PM – select the correct time from the audit ticket.
 - Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents. Do not use Admin Hard Meters.
 - If there are meters that are zero, please check the “Amount Zero” box. For any box checked, the electronic meter reading will default to zero.
 - Select the tab with the next VGM ID you will be entering meter readings for.
 - When done entering meter readings for all machines (as applicable), select “OK.”
 - Select “Validate”.

Meter Readings
i ↻ ? ✕

VGM Meter Readings *217597 217598 217599

Meter Reading for VGM: 217597

VGM ID:

Enter meter reading for this VGM?

Quarter: End of Quarter Filing

Report Date: Time:

Electronic Meter Readings:	Amount Zero?	Mechanical Meter Readings:
Total In: <input type="text" value="644,416.00"/>	<input type="checkbox"/>	Total Bill In: <input type="text" value="169"/>
Total Played: <input type="text" value="436,107.00"/>	<input type="checkbox"/>	Total Played: <input type="text" value="417"/>
Total Won: <input type="text" value="996,619.00"/>	<input type="checkbox"/>	Total Won: <input type="text" value="286"/>
Total Paid: <input type="text" value="202,446.00"/>	<input type="checkbox"/>	Total Paid: <input type="text" value="38"/>
		Total Coin In: <input type="text" value="0"/> <input type="checkbox"/> Machine has 5 meters
		Coin Type: <input type="text" value="1.00"/> <input type="button" value="⌵"/>

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

Validate

Only click the OK button after entering meter readings for **ALL** machines.

OK

Cancel

- A new screen will come up verifying if your meter entries have passed the 3-Way Reconciliation test. It gives a total count of cash in; according to the electronic and mechanical meter readings and the cash count. If it indicates your entries have failed the three-way reconciliation test and your entries are correct, select OK to accept your meter readings. If you see you have made a mistake on the entry, select Cancel to go back and fix any errors.

Please note: If you have checked your entries and they are correct, select “OK” to accept the meter readings as they are entered. The meters will still upload to our system. The 3-way reconciliation check is for your reference only. Please print out this report for your required recordkeeping.

3-Way Reconciliation
i ☰ ? ✕

Your data passes the three-way reconciliation test.

	Electronic Meter	Mechanical Meter		Cash	
Report Date:	Total In:	Total Bill In:	Total Coin In:	Total In:	Cash In:
17 May, 2016 12:00 AM	0	644247	0.00	644247	0
18 May, 2017 08:00 AM	169	644416	0.00	644416	169
Totals:	169.00			169.00	169.00

If the difference is due to gambling device malfunction(s), the device(s) must be taken out of play, repaired and service form(s) submitted to the department, before the machine is returned to play. Following a material difference, the machine owner must maintain documentation of the cash count required by ARM 23.16.1827, section(2)(d), by individual machine, until notification is submitted to the department to substantiate that the malfunction has been corrected.

OK
Cancel

3-Way Reconciliation
i ☰ ? ✕

Your data has failed the three-way reconciliaiton test.

	Electronic Meter	Mechanical Meter		Cash	
Report Date:	Total In:	Total Bill In:	Total Coin In:	Total In:	Cash In:
17 May, 2016 12:00 AM	0	644247	0.00	644247	0
18 May, 2017 08:00 AM	644416	169	0.00	169	169
Totals:	644,416.00			-644,078.00	169.00

If the difference is due to gambling device malfunction(s), the device(s) must be taken out of play, repaired and service form(s) submitted to the department, before the machine is returned to play. Following a material difference, the machine owner must maintain documentation of the cash count required by ARM 23.16.1827, section(2)(d), by individual machine, until notification is submitted to the department to substantiate that the malfunction has been corrected.

Please select 'Cancel' to go back and edit your readings. To accept these readings click 'OK'.

OK
Cancel

If the meter readings have not passed the 3-way reconciliation test and you selected “OK,” you will see “Overridden” show up next to the validate button. If the meters passed, you will see “Valid.”

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

Validate Overridden

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

Validate Valid

7. After you select “Submit,” enter your password and then select “OK.”

SERVICE FORM

1. While within your GOA/MDR account, click the VGM Services link, then select the Service Form from the list of options.
2. Select the appropriate GOA hyperlink.
3. Select the VGM ID for the machine you want to enter a service form for.
4. Select “Yes” for service form for this VGM and then fill out the required fields:
 - Quarter date – use the current quarter date.
 - Report date – use the date off of the audit ticket.
 - Time – enter the time from the audit ticket. Please note that military time will need to be converted to standard AM/PM time.
 - AM/PM – select the correct time from the audit ticket.
 - From the drop down lists, select the Before Repair/Upgrade Part and Failure/Problem.
 - From the drop down lists, select the After Repair/Upgrade Service Part and Problem/Labor.
 - Select the program from the drop down list as it appears on the after service audit ticket.
 - Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the before and after audit tickets. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents. **Do not enter zeroes** if the machine zeroed out without a lifetime audit ticket being printed prior. You must obtain the last known lifetime electronics prior to the machine being zeroed and enter those. This can be obtained off of the audit roll or the ASD.
 - Mechanical Meter Readings – Enter the actual before and after mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings written down from the meters inside the machine.
 - Select the tab with the next VGM ID you will be entering a service form for.
 - When done entering meter readings, select “OK.”

Service Form *217597 217598 217599

Service Form for VGM: 217597

VGM ID: 217597

Create service form for this VGM? **Yes** No

Quarter:

30-Jun-2017

Report Date:

18-May-2017

Time:

08:34

PM

Service Form Section:

Before Repair/Upgrade:

After Repair/Upgrade:

Part:

09 - Software

Service Part:

09 - Software

Failure/Problem:

P - Change

Problem/Labor:

L - Replace

Enter the Program ID from the audit ticket even though the program may not have been changed.

Program: Machine Program 1

New Program: Machine Program 1

You must complete the 'Before' and 'After' fields for both the electronic and mechanical meter readings. If your machine zeroed itself or locked up, you must obtain the last good lifetime electronic meter readings prior to being zeroed from the machine's audit roll and enter them as the before meter readings.

Electronic Meter Readings:

Same as before

	Before	After
Total In:	169.00	0.00
Total Played:	416.70	0.00
Total Won:	285.70	0.00
Total Paid:	38.00	0.00

Mechanical Meter Readings:

Same as before

	Before	After
Total Bill In:	644,416	644,416
Total Played:	436,107	436,107
Total Won:	996,619	996,619
Total Paid:	202,446	202,446
Total Coin In:	0	0

Machine has 5 meters

OK

Cancel

- After you select Submit, enter your password and then select "OK."

LETTER OF WITHDRAWAL

To permanently remove a machine from service, you need to apply for a Letter of Withdrawal (LOW).

1. While within your GOA/MDR account, click “VGM Services” link, and select the “Letter of Withdrawal” option.
2. Select the appropriate GOA hyperlink.
3. Select the VGM ID of the machine you wish to remove from service. If you are removing more than one machine, click the tabs with the VGM ID listed on it. Do not click the “OK” button until you are finished entering all letters of withdrawal. When you click “OK,” it will take you back to the list of accounts screen, not the next machine.
4. Select “Yes” to withdraw this machine and then fill out the required fields with the correct information.
 - Effective Date – select the date you have removed the machine from service.
 - Time – enter the time from the audit ticket. Please note that military time will need to be converted to standard AM/PM time.
 - Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
 - Mechanical Meter Readings – Enter the actual mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings gathered from the meters inside the machine.
 - Disclaimer – check this box to certify all information is accurate.

The screenshot shows a web browser window titled "Letter of Withdrawal". The interface includes a header with "Letter of Withdrawal" and three tabs for VGM IDs: 217597, 217598, and *217599. Below the tabs, there is a section for "Withdraw this machine?" with "Yes" and "No" buttons. The "Effective Date" is set to "16-May-2017" and the "Time" is "08:31 PM". The "Establishment" is "4190798-003-GOA" and the "Name" is "LISAS TEST ONE".

Machine Information:

VGM ID:	217599	Manufacturer:	GRAND VISION GAMING LLC
Model Number:	VGM 1	Serial Number:	10013

Electronic Meter Readings:

Total In:	169.00
Total Played:	416.70
Total Won:	285.70
Total Paid:	38.00

Mechanical Meter Readings:

Total Bill In:	644,416
Total Played:	436,107
Total Won:	996,619
Total Paid:	202,446

Total Coin In: 0 Machine has 5 meters

Disclaimer

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.

I agree to the disclaimer above

At the bottom of the form, there are "OK" and "Cancel" buttons.

- After you select “OK”, enter your password.
- To view and print your new permit, select the Home button and then access the Correspondence tab. Your new permit will be under the “My Letters” section.

The screenshot shows a user dashboard with a dark blue header containing 'Menu', 'Home', and 'Log Off'. Below the header, the user's name 'LISAS TEST BAR' and balance '\$900.00' are displayed. There are sections for 'ALERTS' (Outstanding balance: \$900.00, 1 unread letter) and 'I WANT TO' (Manage profile, Make a payment, View my accounts, Send us a message, Add third party account access, Bulk upload, Liquor & gambling applications). A navigation bar at the bottom includes 'ACCOUNTS', 'CORRESPONDENCE' (circled in red), 'MY REQUESTS', 'MY NOTICES', and 'MY LETTERS' (circled in red, showing 1 unread letter).

- You can view and print this letter by selecting the VGM Permit link. You can sort the column to have the newest letter on top by selecting the “Sent” column header as well.

The screenshot shows the 'Letters' page with a dark blue header containing 'Menu', 'Home > Letters', and 'Log Off'. Below the header, there are tabs for 'UNREAD', 'READ', and 'ALL'. A table of correspondence is displayed with columns: Sent, Type, Letter Id, Account Type, Account Id, and Period. The first row is highlighted, showing a 'VGM Permit' letter with Letter Id 'L1951113216' and Period '30-Jun-2017'. The 'Type' column header is circled in red.

Sent	Type	Letter Id	Account Type	Account Id	Period
18-May-2017	VGM Permit	L1951113216	Gambling Operator	4190798-003-GOA	30-Jun-2017

- A new window will open up with your new permit. Print this permit and place it on your wall.



Attorney General
Tim Fox

STATE OF MONTANA
DEPARTMENT OF JUSTICE
GAMBLING CONTROL DIVISION

FISCAL YEAR 2017

LISAS TEST ONE
2550 PROSPECT AVE
HELENA MT 59601-9757

May 18, 2017

Account ID: 4190798-003-GOA
Letter ID: L1951113216

LICENSEE NAME: LISAS TEST ONE

VGM ID	Game Serial No.	Game Type	Game Make	Effective Date
217597	10011	MULTI	GRAND VISION GAMING LLC	07/01/2016 00:00
217598	10012	MULTI	GRAND VISION GAMING LLC	07/01/2016 00:00

LIVE KENO IS LICENSED IN THIS ESTABLISHMENT

1 LIVE CARD TABLE IS LICENSED IN THIS ESTABLISHMENT

SMALL-STAKES CARD TOURNAMENT LICENSED IN THIS ESTABLISHMENT

This operator's license must be updated each time a video gambling device is added or changed at this establishment
* * * * * THE UPDATED VERSION MUST REPLACE THE PRIOR LICENSE * * * * *

ADD VGM

1. While within your GOA/MDR account, click the VGM Services link, then select the VGM permitting case from the list of options.
2. Select the account you wish to permit a machine at.
3. Select “Add a VGM Permit.”

The screenshot shows the 'VGM Permit' application interface. The main page has a breadcrumb trail: Home » Gambling Operator » VGM Services » VGM Permit. A 'Location Detail' dialog box is open, displaying the location 'LISAS TEST ONE'. The dialog includes a table for 'Pending VGM Permits' with columns for VGM ID, Effective Date, Time, AM/PM, Permit Fee, and Errors. Below the table, it lists 'VGMs currently active at this location' with VGM IDs 217597 and 217598. The dialog has 'OK' and 'Cancel' buttons.

4. Enter a valid VGM ID and select OK.

The screenshot shows the 'VGM ID' dialog box, which prompts the user to 'Please enter the VGM identification number:'. The input field contains the value '217600'. The dialog has 'OK' and 'Cancel' buttons.

5. Fill out the remaining fields with the correct information and then select OK to continue or “Cancel” if you wish to abort this entry.

- Is this a route owned VGM? – If you are licensing for a route operator select “Yes” and select the correct route ID from the drop down list.
- Effective Date – select the date you are licensing the machine from the calendar.
- Time – enter the time from the audit ticket. Please note that military time will need to be converted to standard AM/PM time.
- AM/PM – select the correct time from the audit ticket.
- Program ID – enter the program ID from the audit ticket.
- Tier - Select the correct Tier level. Most locations are Tier 2 – Manual Electronic.
- Frequency – Enter the correct frequency of your meter reporting (i.e. if you enter your meter readings online once every two weeks, you would choose Bi-Weekly).
- Report Day – Enter the day you enter your meter readings online.
- Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
- Mechanical Meter Readings – Enter the actual mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings.
- Disclaimer – check this box to certify all information is accurate.

Permit [Info] [Close] [Help] [X]

Location: 4190798-003-GOA Name: LISAS TEST ONE

Is this a route owned VGM? Yes No Route Operator ID: _____

Effective Date: 19-May-2017 [Calendar] Time: 08:00 AM [Dropdown]

Machine Information:

VGM ID: 217600

Manufacturer: GRAND VISION GAMING LLC

Model: VGM 1

Serial Number: 10014

Program ID: Machine Program 1 [Dropdown]

Tier: Tier 2 - Manual Electronic [Dropdown] [Help]

Frequency: Weekly [Dropdown]

Report Day: 5. Friday [Dropdown]

Electronic Meter Readings:	Mechanical Meter Readings:
Total In: <input type="text" value="0.00"/>	Total Bill In: <input type="text" value="50"/>
Total Played: <input type="text" value="0.00"/>	Total Played: <input type="text" value="100"/>
Total Won: <input type="text" value="0.00"/>	Total Won: <input type="text" value="100"/>
Total Paid: <input type="text" value="0.00"/>	Total Paid: <input type="text" value="50"/>
	Total Coin In: <input type="text" value="0"/> <input type="checkbox"/> Machine has 5 meters

Disclaimer
I certify that this information is true and correct.
 I agree to the disclaimer above

6. After selecting “OK,” the machine just added can be seen under pending VGM permits. At this time, you can:
 - Add another VGM.
 - Delete the one you just added by clicking the red “X” icon.
 - Select “OK” to save the VGM you have just added.
 - Select “Cancel” which cancels the permit you have just added.
 - View if there are errors that require fixing before submitting.
7. Select “OK” to continue with licensing the VGM.
8. After you select “OK”, you will see the following screen. You can do the following:
 - Submit – select this to continue and pay the fee.
 - Save and Continue – allows you to save the information and come back at a later time to pay the fee.
 - Cancel – allows you to cancel the transaction.

The screenshot shows a window titled "Location Detail" with a dark blue header. Below the header, the text "Location: LISAS TEST ONE" is displayed. A blue link "Add a VGM Permit" is visible. Underneath, there is a section for "Pending VGM Permits:" with a help icon. A table lists one pending permit with the following details:

VGM ID:	Effective Date:	Time:	AM/PM:	Permit Fee:	Errors:
217600	19-May-2017	08:00	AM	60.00	<input type="checkbox"/> <input type="checkbox"/>

Below the table, it says "VGMs currently active at this location:" followed by a list of VGM IDs: 217597 and 217598. At the bottom of the window are two buttons: "OK" and "Cancel".

9. After you select “Submit,” enter your password and then select “OK.”
10. After selecting “OK,” a confirmation screen will come up showing the total fees due for this transaction.
 - “OK” – you can select “OK” and this will take you back to the Select VGM Service screen. Your permit has not been paid and therefore the request is not complete if you select this. If you do select “OK,” you will then need to go to the My Requests section under the Correspondence tab to find your completed permit request in order to continue to pay.
 - Printable View – allows you to print out the permit request confirmation.
 - Pay Online – select this to pay for the VGM you have added.

11. Select "Proceed to Pay Online." You can pay by E-Check or Credit Card. After paying, you will receive a confirmation page with a request tracking number. If there are any problems in receiving your permit, you will want to utilize this tracking number when contacting the Division. You can print this confirmation page by selecting the "Print" button. Select "OK."
12. To view and print your new permit, select the Home button and then access the Correspondence tab. Your new permit will be under the "My Letters" section. A new window will open up with your new permit. Print this permit and place it on your wall.

The screenshot shows a user dashboard with a dark blue header containing a 'Menu' icon and a 'Home' button. On the right side of the header is a 'Log Off' button. Below the header, the user's profile information is displayed: '6087989', 'LISAS TEST BAR', and 'Balance: \$900.00'. To the right of the profile is an 'ALERTS' section with two items: 'Outstanding balance: \$900.00' and 'There is 1 unread letter'. Further right is an 'I WANT TO' section with a 'More...' button and a list of actions: 'Manage profile', 'Make a payment', 'View my accounts', 'Send us a message', 'Add third party account access', 'Bulk upload', and 'Liquor & gambling applications'. At the top right, there is a 'Logon Settings' button and the text 'Last logon 07-Jan-2017 17:33'. A secondary navigation bar contains tabs for 'ACCOUNTS', 'CORRESPONDENCE' (circled in red), 'MY REQUESTS' (with a 'More...' button), 'MY NOTICES' (with a 'More...' button), and 'MY LETTERS' (with a 'More...' button and '1 unread letter' below it).

The screenshot shows the 'Letters' page with a dark blue header containing a 'Menu' icon, a 'Home » Letters' breadcrumb, and a 'Log Off' button. Below the header are tabs for 'UNREAD²', 'READ', and 'ALL'. The 'UNREAD' section has a 'Mark All As Read' button and a 'View Multiple' button. A table displays the list of unread letters:

Sent	Type	Letter Id	Account Type	Account Id	Period
18-May-2017	VGM Permit	L0264445952	Gambling Operator	4190798-003-GOA	30-Jun-2016
	VGM Permit	L0408772608	Gambling Operator	4190798-003-GOA	30-Jun-2017

2 Rows

VGM REPORTS

After you have finished your entries for Meter Readings, Meter Readings w/Reconciliation, and/or Service Forms; and before the meters have uploaded to the State, you can access and print the reports. After the meters have been uploaded, you will not have access to the report, so be sure to print it at this time if you would like a record. ***NOTE:** You must print out any report prior to exiting the current session you are working in. If you sign out of TAP, you will not have access to these reports. The division can't access this information.

While within your GOA/MDR account, click "VGM Services" link. Then select "VGM reports."



The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with a 'Menu' icon, a breadcrumb trail 'Home » Gambling Operator » I Want To', and a 'Log Off' button with a lock icon. Below the navigation bar is a white search bar. Underneath the search bar, the text 'SELECT REPORT' is displayed. A list of four report options is shown, each with a small house icon to its left: 'GOA renewals report', 'Meters w/reconciliation report', 'Meter reading report', and 'Service report'.

GOA Renewals Report

This report is for use by route operators only. A route operator can check the status of the renewal for their accounts. Gambling operators will not need to use this report.

Meters w/Reconciliation Report

1. Select the Meters w/Reconciliation Report.
2. This report shows line by line:
 - Electronic meter reading entry from the last week.
 - Mechanical meter reading entry from the last week.
 - Electronic meter reading entry from the current week.
 - Mechanical meter reading entry from the current week.
 - "Net meters" shows the difference between last weeks entry and the current entry.
 - "Cash" shows the amount of cash you stated you took from the machine for the current week versus what the electronic and mechanical total bill in/coin in shows.
 - "Cash count" shows the net difference between the cash in and electronic credits paid.

3. In the example below:

- The actual cash indicated is \$200 while the Electronic and Mechanical meter readings show \$250. The reason for the difference should be determined.
- The credits “Played” meter is showing an offage of 59 credits. The mechanical meter readings should be verified and may need to be serviced.

VGM:

Quarter: 03/31/2015		Report Date: 02/23/2015 06:26		Submitted By: [REDACTED]	
Electronic Meters		Total In	Total Played	Total Won	Total Paid
		296832	1074743.61	999404.54	221492.93
Mechanical Meters	Bill In	Coin In	Total Played	Total Won	Total Paid
	0	747687	2854102	2654119	547697
Quarter: 3/31/2015		Report Date: 03/11/2015 08:00		Submitted By: [REDACTED]	
Electronic Meters		Total In	Total Played	Total Won	Total Paid
		297082	1075702.61	1000197.54	221576.93
Mechanical Meters	Bill In	Coin In	Total Played	Total Won	Total Paid
	747937	0	2855002	2654912	547781
Net Meters	Money In		Played	Won	Paid
	Electronic	250	959	793	84
	Mechanical	250	900	793	84
	Difference	0	59	0	0
Cash	Electronic	250	Cash Count	Cash In	200
	Mechanical	250		Electronic Paid	84
	Cash In	200		Net	116

Meter Reading Report

1. Select the “Meter Reading Report.”
2. In this report, you can verify and print out a summary of all the meter readings you have just entered.

Meter Reading Summary

Report Date: May 20, 2015

Location: 6753001-002-GOA

LISA'S BAR

Submitted By: GCDGames

VGM: 214428		Quarter Date: 6/30/2015		Report Date: 5/19/2015	
Electronic Meters		Total In	Total Played	Total Won	Total Paid
		835	3946.9	3585.9	474
Mechanical Meters	Coin In	Bill In	Total Played	Total Won	Total Paid
	0	677	3782	3392	285

Service Form Report

1. Select the “Service Form Report.”
2. In this report, you can verify and print out a summary of all the information you have just entered for the service form(s).

<u>Service Form Report</u>						Report Date: May 20, 2015
Location: 6753001-002-GOA		LISA'S BAR		Submitted By: GCDGames		
VGM: 214430						Quarter Date: 6/30/2015
Before	Service Part: 12			Service Labor: B		
After	Service Part: 12			Service Labor: B		
Electronic Meters		Total In	Total Played	Total Won	Total Paid	
Before		835	3946.9	3585.9	474	
After		0	0	0	0	
Mechanical Meters		Coin In	Bill In	Total Played	Total Won	Total Paid
Before	0	677	3782	3392	285	
After	0	677	3782	3392	285	
VGM: 214429						Quarter Date: 6/30/2015
Before	Service Part: 12			Service Labor: B		
After	Service Part: 12			Service Labor: L		
Electronic Meters		Total In	Total Played	Total Won	Total Paid	
Before		835	3946.9	3585.9	474	
After		0	0	0	0	
Mechanical Meters		Coin In	Bill In	Total Played	Total Won	Total Paid
Before	0	677	3782	3392	285	
After	0	677	3782	3392	285	

VGM TAX ESTIMATE

- When you have submitted all of your end of quarter meter readings, you will be notified that your tax estimate is ready to pay. To view the estimate, select the VGM Tax account hyperlink.

4190738
NANCYS TEST PLACE
Balance: \$360.00

ALERTS
 Outstanding balance: \$360.00
 There is 1 unread letter

I WANT TO
 Manage Profile
 Make a Payment
 View My Accounts
 Send us a message
 Add Third Party Account Access
 Bulk Upload Application
 Liquor & Gambling Applications

ACCOUNTS CORRESPONDENCE

MY ACCOUNTS

Account Name	ID	Address	Balance
Gambling Operator	4190738-003-GOA	NANCYS TEST PLACE	\$360.00
VGM Tax	4190738-004-VGM	NANCYS TEST PLACE	\$0.00

- Select the VGM Tax Estimate.

Home » **VGM Tax**

ACCOUNT VGM Tax
Balance: \$0.00

ACCOUNT ALERTS
There are no alerts

ACCOUNT OPTIONS
 View My Accounts
 Make a payment
 Send us a message
VGM Tax Estimate

RECENT PERIODS

Period	Amount	Status
31-Dec-2016	\$0.00	
30-Sep-2016	\$0.00	Overdue
30-Jun-2016	\$0.00	Ontime-Processed
31-Mar-2016	\$0.00	Ontime-Processed
31-Dec-2015	\$0.00	Ontime-Processed
30-Sep-2015	\$0.00	Ontime-Processed
30-Jun-2015	\$0.00	Ontime-Processed
31-Mar-2015	\$0.00	Ontime-Processed
31-Dec-2014	\$0.00	Ontime-Processed
30-Sep-2014	\$0.00	Ontime-Processed
30-Jun-2014	\$0.00	Ontime-Processed
31-Mar-2014	\$0.00	Ontime-Processed

- Each machine is shown with the amount of the tax due.

Home » VGM Tax » **VGM Quarterly Tax**

Quarter: 30-Sep-2016

Filter

VGM ID	Tax Due
115102	166.00
115106	214.00
201732	69.00
209305	100.00
209306	198.00

5 Rows

Total Tax: 747.00 **Pay Online**

[I disagree with the tax amount](#)

NOTE: Route Operators will need to select “View Details” in order to view the separate accounts and the total tax due. They must then select each account number hyperlink to view the individual machines. Select “OK” when you agree with the taxes.

Menu Home » VGM Tax » **VGM Quarterly Tax** Log Off

Quarter 12/31/2016

Taxes Owed: 423,877.00 Pay Online

View Details

[I disagree with the tax amount](#)

Tax Overview Info Refresh Help Close

VGM Locations

Account ID	Location Name	Tax
-005-GOA		7,603.00
J04-GOA		2,885.00
-004-GOA	..	3,637.00

3 Rows

Taxes Owed 14,125.00

OK Cancel

4. If you agree with the tax, select “Pay Online” and follow the normal procedure for making payments.

Menu Home » VGM Tax » **VGM Quarterly Tax** Log Off

Quarter 12/31/2016

Taxes Owed: 423,877.00 Pay Online

View Details

[I disagree with the tax amount](#)

5. After submitting your payment, you will get a confirmation page to show the payment has been made. You can check to see if this has been paid by viewing all requests. If the payment shows as processing, do not pay the estimate again.

Menu Home » **Requests** Log Off

SUBMITTED TO BE PROCESSED¹ LAST 3 YEARS ALL

SUBMITTED TO BE PROCESSED

Submitted	Status	Account Id	Account Type	Period	Title
30-Jun-2017	Processing	5154154-003-VGM	VGM Tax	31-Dec-2016	Credit Card Payment Request

HELP WITH TAP

If you are experiencing trouble on TAP, the Division has a new option in assisting you. Please make a note of your Support ID and call the division at (406) 444-1971. Provide the Support ID to one of the License and Tax Section employees. They will then be able to view your account activity and determine what happened, in a frame by frame snapshot of your session. To get this Session ID:

1. Select the Menu icon.



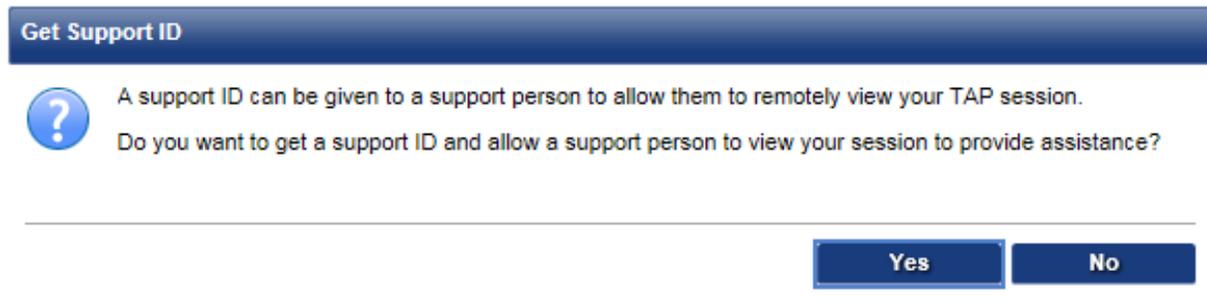
The screenshot shows the top navigation bar of the TAP system. On the left, there is a 'Menu' icon (three horizontal lines) circled in red, followed by a 'Home' icon (a house) and the text 'Home'. On the right side of the bar, there is a 'Log Off' button with a lock icon. Below the navigation bar, the user's profile information is displayed: a person icon, the ID '4190798', the name 'LISAS TEST ONE', and the balance 'Balance: (\$1,720.00)'. In the center, there is an 'ALERTS' section with a flag icon and a message 'There are 2 unread letters'. On the right, there is an 'I WANT TO' section with a list of options: 'Manage profile', 'Make a payment', and 'View my accounts'. A 'More...' button is located to the right of this list. At the top right, there is a 'Logon Settings' button and the text 'Last logon 18-May-2017 10:34'.

2. Select "View Support ID".



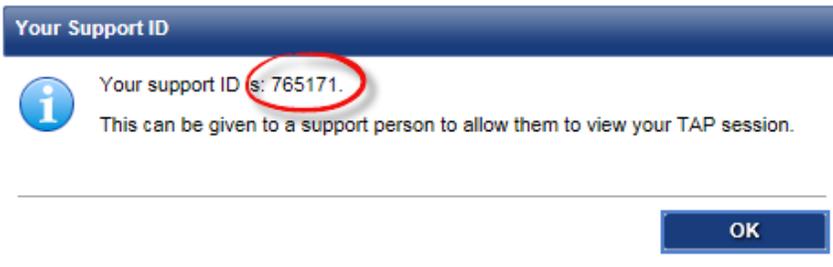
The screenshot shows the same TAP user interface as the previous one, but with the 'Menu' dropdown menu open. The 'View Support ID' option is circled in red. The other options in the menu are 'Home', 'Help', and 'Log Off'. The rest of the interface, including the user profile, alerts, and 'I WANT TO' section, remains the same.

3. Answer "Yes" to the Support ID popup.



The screenshot shows a 'Get Support ID' popup dialog. It has a dark blue header with the text 'Get Support ID'. Below the header, there is a question mark icon in a blue circle. The text of the dialog reads: 'A support ID can be given to a support person to allow them to remotely view your TAP session. Do you want to get a support ID and allow a support person to view your session to provide assistance?'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'.

4. Your support ID will be displayed.



5. The division also has many other helpful resources on our website. Please visit www.dojmt.gov/gaming/tap. Email gcd@mt.gov or call (406) 444-1971.