

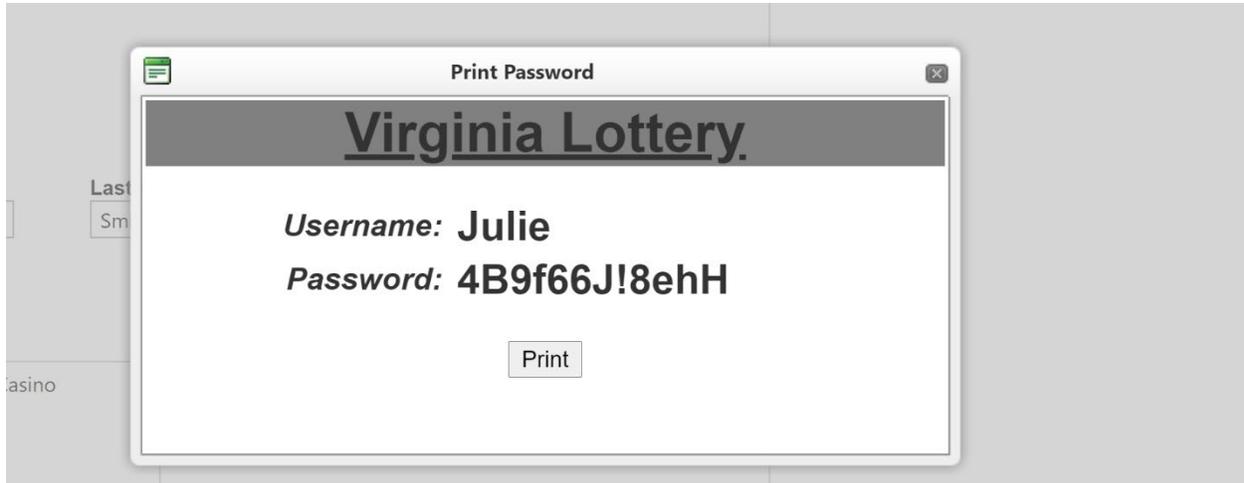


# Virginia Lottery

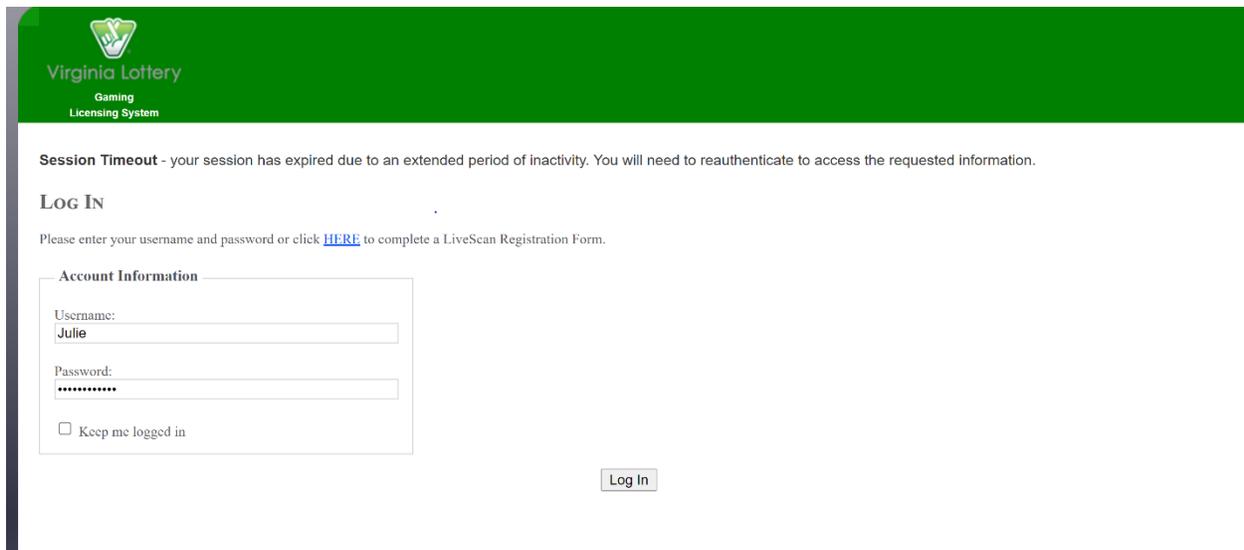
Casino Vendor Administrator User Guide

The Lottery will be responsible for setting up the casino and issuing the Casino Vendor Account Rep their credentials. Casinos can have more than one Casino Vendor Account Rep.

The Lottery will email the Casino Vendor Account Rep their credentials. Due to the complexity of the passwords, it is recommended that the copy and paste feature is utilized in order to avoid getting locked out. Below is a sample of the information that will be included in the email.



Utilizing <https://gaminglicense.valottery.com/Account/Login.aspx>, the Casino Vendor Admin will log into the online portal.



Perform the following steps:

- Enter the user name provided by the Lottery.
- Paste the password provided by the Lottery.
- Select Log In.

Upon login, the Casino Vendor Admin will be requested to change the old password

The screenshot shows the 'Change Password' page in the Virginia Lottery Gaming Licensing System. The page has a green header with the Virginia Lottery logo and the text 'Change Password'. Below the header is a navigation bar with 'Vendor', 'Applicant', and 'Batch' tabs. The main content area is titled 'CHANGE PASSWORD' and includes instructions: 'Use the form below to change your password.' and 'Passwords must be at least 12 characters and meet the following criteria: at least 1 number, at least 1 lowercase letter, at least 1 uppercase letter, at least 1 special character from this group '!@#%&\*+~=:;', has not been used in the previous 24 passwords; cannot only change by 1 character from previous passwords; and cannot be same as your username.' The form contains three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Below the form are 'Cancel' and 'Change Password' buttons. The footer shows 'Login: Julia / Role: Vendor Admin' and 'Build: 1.4.7.7 Date: 4/23/2021 9:51:59 AM'.

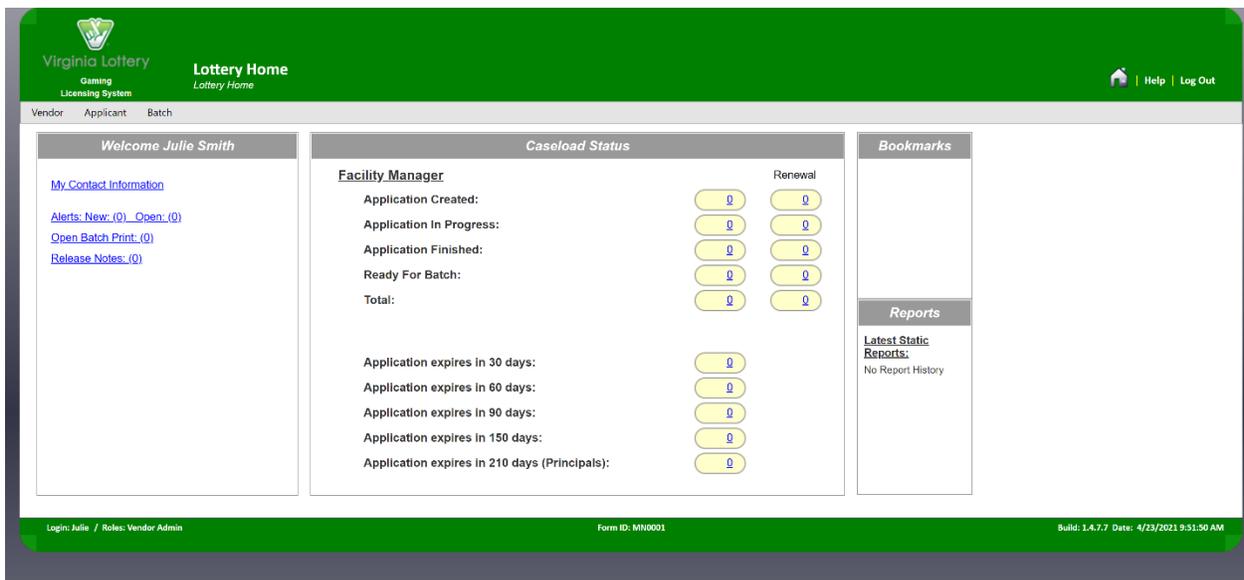
Perform the following steps:

- Enter the old password that was provided by the Lottery.
- Enter a new password that meets the format described on the screen
- Confirm the new password.
- Select Change Password.

The Following message will appear after the password is successfully changed.



Select Continue and the following screen will appear.



You are now ready to create a vendor.

At the top of the screen select vendor.

Select [Add Facility.](#)

**Fill in the following mandatory information:**

**Facility Name** – this will be the name of the vendor that you are doing business with.

**Facility Type** – Select **Vendor Service**. It is especially important that **you select vendor service** and not vendor!

**VA SCC Number** – The vendor will be required to provide you with this information. Vendors will be instructed to make sure that they register with the VA SCC so they should be able to provide you with this information up-front. All vendors must obtain a Certificate of Good Standing from VA SCC. If the vendor is us an assumed name, trade name, or “dba” the vendor must also obtain a Fictitious Name Certificate from VA SCC.

**Customer ID** – Each casino should start their Customer ID with the appropriate casino name and then number in sequence as follows:

Hard Rock 01, Hard Rock 02, Hard Rock 03.....

Portsmouth 01, Portsmouth 02, Portsmouth 03,.....

Caesars 01, Caesars 02, Caesars 03.....

Pamunkey 01, Pamunkey 02, Pamunkey 03.....

**Facility Sub-Type** – Select whether the vendor is a vendor major or a vendor minor.

A vendor major provides goods and services in excess of \$19,999.

A vendor minor provides goods and services up to \$19,999.

After a selection is made, verbiage will appear in the Service Type box as shown above. **Check the box.**

**Address Line 1:** Enter the address of the vendor.

**City/Town:** Enter the City/Town of the Vendor.

**Country:** This will default to the United States. If the vendor is not in the United States, use the drop down to select the appropriate country.

**State/Province/Region:** Use the dropdown to make the selection.

**Postal Code:** Enter the zip code of the vendor.

**Facility Phone:** Enter the phone number of the vendor.

**Upon completing the entering of the data, select SAVE in the upper right-hand corner of the screen.**

**Complete the contact information.**

**Contact Name:** Enter the name of the point of contact for the applicant.

**Contact Phone:** Enter the phone number of the point of contact.

**Contact Email:** Enter the email address of the point of contact.

**Primary:** Use the dropdown to select Yes or No.

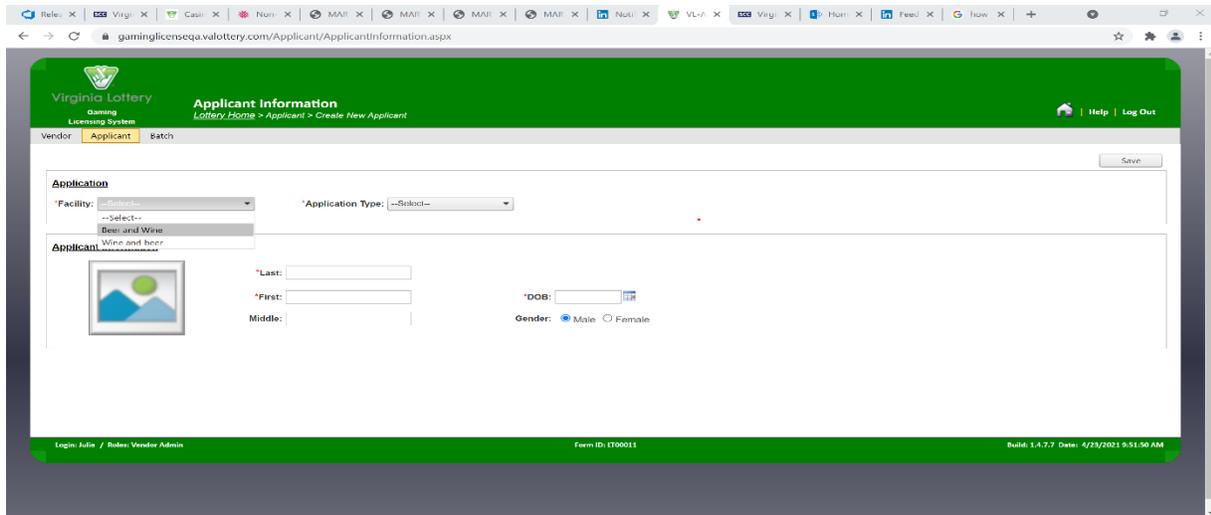
**Contract Description:** Enter the type of goods and/or services that the vendor is providing.

**Upon completing the entering of the data, select SAVE in the upper right-hand corner of the Contact Information screen.**

**You have now set up the vendor and are ready to set up the applicant that will be completing the vendor application.**

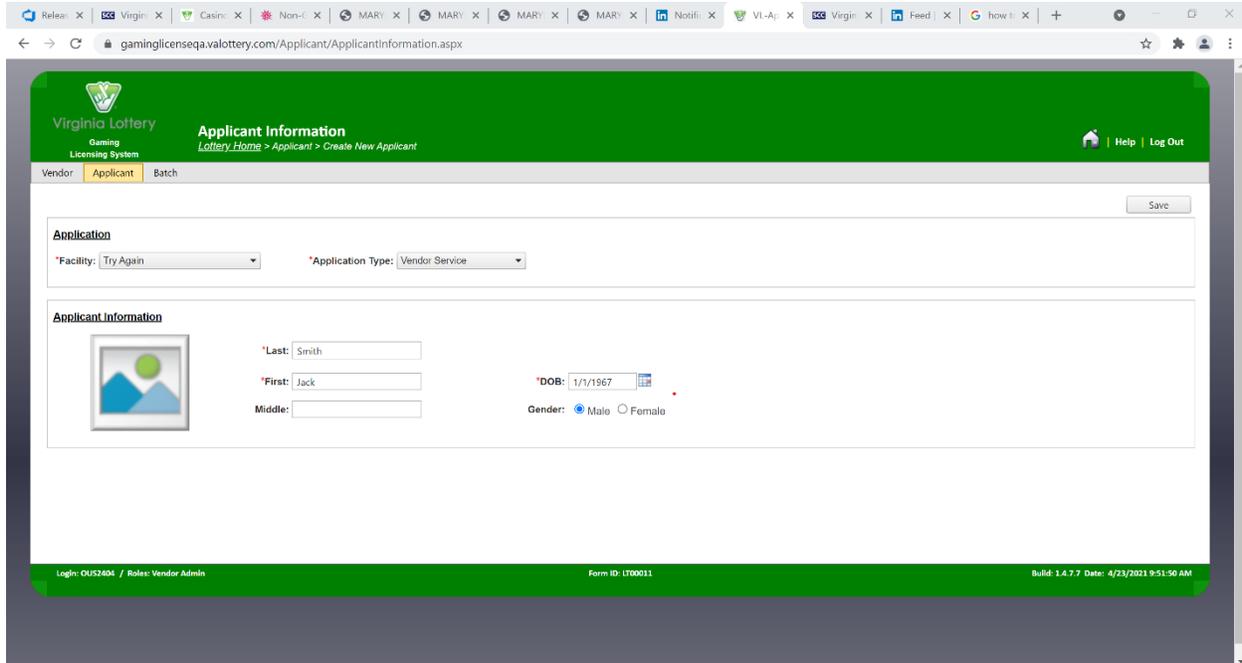
At the top of the screen – select Applicant and the following drop down will appear:

Select Create New Applicant and the below screen will appear.



Select the Facility Dropdown and the vendor that was just set up will appear.

Select the Application Type Dropdown and Vendor Service will appear.



Fill in the name of the individual that will be completing the application.

**Last:** Enter the last name of the individual completing the application.

**First Name:** Enter the first name of the individual completing the application.

**DOB:** Enter the date of birth of the individual completing the application.

**Gender:** Use the radio buttons to select Male or Female.

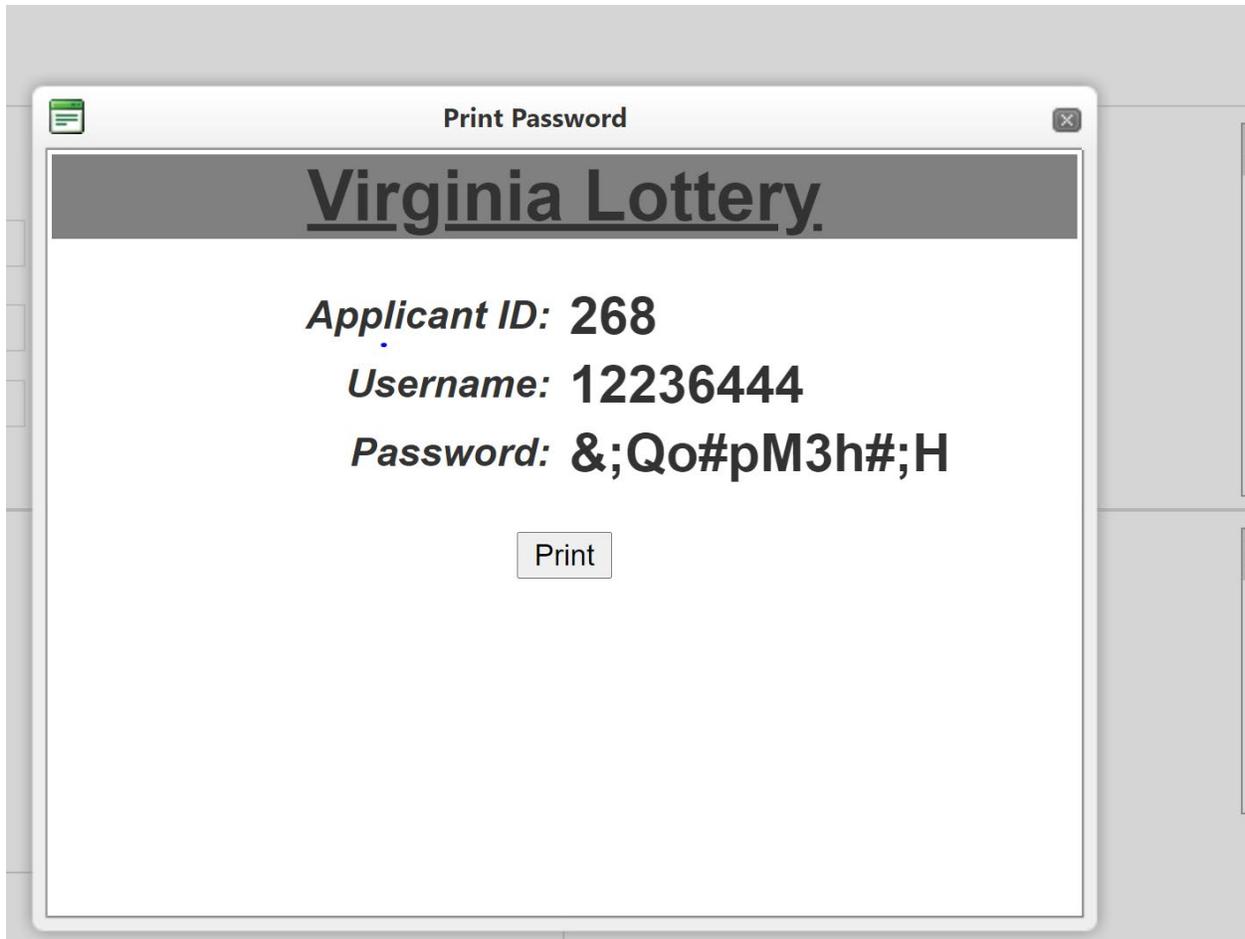
Select Save at the top right hand corner of the page and the following page will appear.

The screenshot shows the 'Applicant Information' page in the Virginia Lottery Gaming Licensing System. The page is titled 'Applicant Information' and includes a breadcrumb trail: 'Lottery Home > Applicant > Create New Applicant'. A 'Save' button is located in the top right corner of the form area. The form is divided into several sections:

- Applicant Information:** Includes a 'Try Again' button, a profile picture placeholder, and fields for Last Name (Smith), First Name (Jack), Middle Name, DOB (1/1/1967), and Gender (Male).
- Contact Information:** Includes fields for ADDRESS, PHONE, and EMAIL, each with a 'Rec # >' button. An 'Edit' link is also present.
- Employment Information:** Includes a Status dropdown (set to 'Pending Approval'), Hire Date, and checkboxes for 'Terminated', 'Resigned', and 'Withdrawn'. A 'Reason for Dismissal' text area is also present.
- Login Information:** Includes Login ID (12239444), Login Status (Active), Login Created (4/25/2021 7:12 AM), and Remote Login (Facility Default). Links for 'Reset Password' and 'Print Password' are provided.
- Case History:** A table with columns: Delete, Case ID, Category, Position, Case Status, Facility, Application Type, License Status, License #, License Date, Expiration, Date Created, and Created By. One row is visible with Case ID 100189, Category Application Created, Position Oasis under the Stars, Application Type Vendor Service, License Status Pending, License #, License Date, Expiration 04/25/2021, Date Created, and Created By Trevor Chase.

At the bottom of the page, there is a footer with the text: 'Login: OUS2404 / Roles: Vendor Admin Form ID: LT00011 Build: 1.4.7.7 Date: 4/23/2021 9:51:50 AM'.

Select Print Password to provide the applicant with their user name and password information.



Provide the applicant with this information, along with the following link <https://gaminglicense.valottery.com/Account/Login.aspx>, to start the application process. Instructions for completing the vendor applications are included in the Vendor Manual.

**PASSWORD RESETS:**

If the applicant forgets their password or locks themselves out, you will need to reset them.

Sign in using your logon credentials.

Virginia Lottery Gaming Licensing System Lottery Home

Vendor Applicant Batch

Welcome Trevor Chase

My Contact Information

Alerts: New: (0) Open: (0)

Open Batch Print: (0)

Release Notes: (0)

Caseload Status

Facility Manager

	Renewal
Application Created:	2
Application In Progress:	0
Application Finished:	0
Ready For Batch:	0
Total:	2

Application expires in 30 days: 0

Application expires in 60 days: 0

Application expires in 90 days: 0

Application expires in 150 days: 0

Application expires in 210 days (Principals): 0

Bookmarks

Reports

Latest Static Reports: No Report History

Login: OUS2404 / Roles: Vendor Admin Form ID: MN0001 Build: 1.4.7.7 Date: 4/23/2021 9:51:50 AM

Select Applicant and from the drop down, select Applicant Search. A blank screen will appear as below.

Virginia Lottery Gaming Licensing System Applicant Search

Vendor Applicant Batch

Applicant Search

SSN: [ ] Last Name: [ ] First Name: [ ] DOB: [ ]

Case ID: [ ] Application Type: --All-- License Status: --All--

Applicant ID: [ ] Case Status: --All-- Vendor Name: --Select-- OR [ ]

Search Clear

Search Results (0)

App ID	Case ID	Name	Facility	Application Type	Case Status	License Status	Employment Status	SSN	DOB
No records to display.									

Page: 1 of 1 Go Page size: 14 Change Item 0 to 0 of 0

Login: OUS2404 / Roles: Vendor Admin Form ID: IT00014 Build: 1.4.7.7 Date: 4/23/2021 9:51:50 AM

Select Search . All of your previously created vendor applications will appear listed.

**Applicant Search**  
 Lottery Home > Applicant > Applicant Search

Vendor | Applicant | Batch

SSN:  Last Name:  First Name:  DOB:

Case ID:  Application Type: --All-- License Status: --All--

Applicant ID:  Case Status: --All-- Vendor Name: --Select-- OR

Search Clear

Search Results (3)

App ID	Case ID	Name	Facility	Application Type	Case Status	License Status	Employment Status	SSN	DOB
268	100189	Try Again	Oasis under the Stars	Vendor Service	Application Created	Pending	Pending Approval	0119	01/01/1967
267	100188	Vendor Service OUS	Oasis under the Stars	Vendor Service	Application Created	Pending	Pending Approval	0118	06/15/1969
265	100186	Vendor for Oasis	Oasis under the Stars	Vendor	Application Created	Pending	Pending Approval	0116	05/15/1998

Page: 1 of 1 Go Page size: 3 Change Item 1 to 3 of 3

Login: OUS2404 / Roles: Vendor Admin Form ID: IT00014 Build: 1.4.7.7 Date: 4/23/2021 9:51:50 AM

Select the App ID of the application that needs a password reset and the following screen will appear:

**Applicant Information**  
 Lottery Home > Applicant > Create New Applicant

Vendor | Applicant | Batch

App ID: 268 Start New Application Save

**Applicant Information** Try Again

\*Last: Smith

\*First: Jack

Middle:

\*DOB: 1/1/1967

Gender:  Male  Female

**Contact Information** Edit

ADDRESS ≤ Rec # ≥

PHONE ≤ Rec # ≥

EMAIL ≤ Rec # ≥

**Employment Information**

Status: Pending Approval  Terminated

Hire Date:   Resigned

Withdrawn

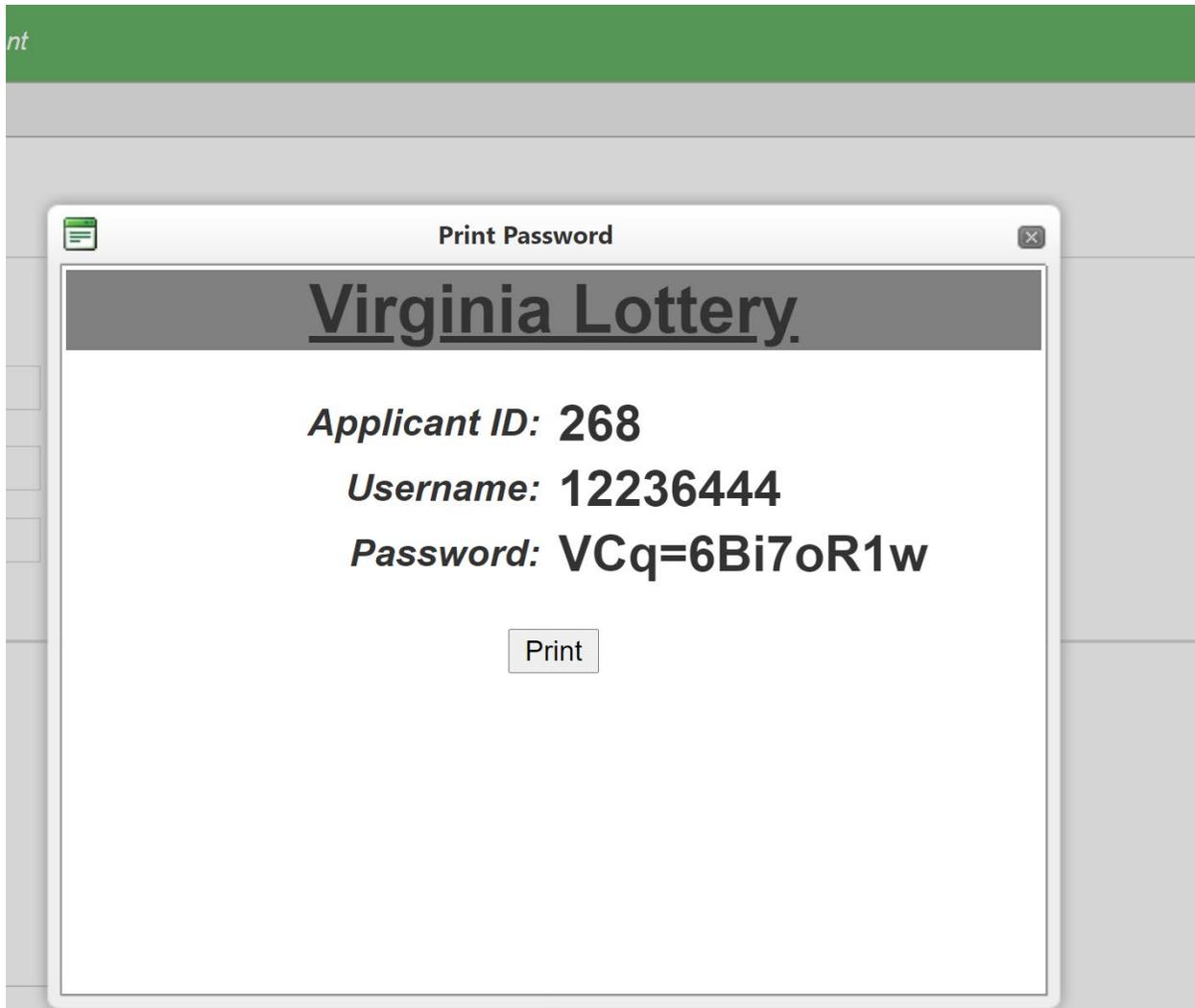
Reason for Dismissal:

**Case History**

Delete	Case ID	Category	Position	Case Status	Facility	Application Type	License Status	License #	License Date	Expiration	Date Created	Created By
Delete	100189			Application Created	Oasis under the Stars	Vendor Service	Pending				04/25/2021 7:12 AM	Trevor Chase

Login: OUS2404 / Roles: Vendor Admin Form ID: IT00011 Build: 1.4.7.7 Date: 4/23/2021 9:51:50 AM

Select reset password.



Provide this information to the applicant so that they can reset their password.

#### **Checklist Completion:**

After the vendor completes its application, the application will be sent through the portal back to the Casino Vendor Account Rep to upload certain required documents to batch the application before sending the application to the Lottery.

In order to prevent delays in processing and to alleviate the need for the casino vendor account representative to periodically check the portal to determine if vendor applications have been submitted, it is recommended that the casino require the vendor to notify them upon completion of the application.

In order to complete the entire application submission process, sign back into the portal using your user name and password. You will see the status of all of the applications.

The screenshot shows the 'Caseload Status' dashboard for Julie Smith. It includes a 'Facility Manager' section with counts for Application Created (0), Application In Progress (1), Application Finished (1), Ready For Batch (0), and Total (2). There are also sections for application expiration dates (30, 60, 90, 150, and 210 days) and a 'Reports' section.

Click on the radio button that corresponds to Application Finished.

The screenshot shows the 'Batch Information (Vendor)' page. It features a table of 'Un-Batched Applications' with columns for Case ID, Application Date, Vendor, Address, App Type, Fee \$, Case Status, and Checklist Status. A single application is listed with Case ID 100174, Application Date 04/22/2021, Vendor Beer and Wine, and Case Status Application Finished.

Case ID	Application Date	Vendor	Address	App Type	Fee \$	Case Status	Checklist Status
<a href="#">100174</a>	04/22/2021	Beer and Wine	eeeeee eeeee CT	Vendor Service		Application Finished	Checklist Created

Select the Case ID of the application that you want to finalize and your checklist for uploading required documents will appear as show below.

Virginia Lottery  
Gaming  
Licensing System
Applicant Case  
Lottery Home > Applicant > Applicant Case
Home | Help | Log Out

---

Vendor Applicant Batch



**Applicant Information**

Applicant Name: Smith, Kara  
SSN: 000-00-0113  
App ID: [261](#)

**Case Information**

Case ID: 100174 Version: 1  
Application Type: Vendor Service  
Case Status: Application Finished  
License Date:  
Badge Number:

**Contact Information** [Edit](#)

ADDRESS < Rec # >

PHONE < Rec # >

EMAIL < Rec # >

CheckList Item	Completed	Date	Completed By	Application Fees								
Notarized Authorization For Release of Information Form	-Select-	<input type="text"/>	<a href="#">View/Upload Artifacts</a>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Fee Type</th> <th>Fee \$</th> </tr> </thead> <tbody> <tr> <td>Application Fee</td> <td>\$500.00</td> </tr> <tr> <td>Finger Print Fee</td> <td>\$35.72</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$535.72</b></td> </tr> </tbody> </table>	Fee Type	Fee \$	Application Fee	\$500.00	Finger Print Fee	\$35.72	<b>Total</b>	<b>\$535.72</b>
Fee Type	Fee \$											
Application Fee	\$500.00											
Finger Print Fee	\$35.72											
<b>Total</b>	<b>\$535.72</b>											
Notarized Authorization For Release of Information Form - H.7 - Gina Smith	-Select-	<input type="text"/>	<a href="#">View/Upload Artifacts</a>									
Notarized Authorization For Release of Information Form - H.8 - Gina Smith	-Select-	<input type="text"/>	<a href="#">View/Upload Artifacts</a>									
Notarized Authorization For Release of Information Form - H.9 - Gina Smith	-Select-	<input type="text"/>	<a href="#">View/Upload Artifacts</a>									
Affidavit of Representative Of Applicant Form	-Select-	<input type="text"/>	<a href="#">View/Upload Artifacts</a>									
Acknowledgement and Disclosure Form	-Select-	<input type="text"/>	<a href="#">View/Upload Artifacts</a>									
Casino's Certification of Business Relationship Form	-Select-	<input type="text"/>	<a href="#">View/Upload Artifacts</a>									
VA SCC Certificate of Good Standing Form	-Select-	<input type="text"/>	<a href="#">View/Upload Artifacts</a>									
VA SCC Trade Name Registration	-Select-	<input type="text"/>	<a href="#">View/Upload Artifacts</a>									
Combined Total Value of Goods and Services Reviewed	-Select-	<input type="text"/>	<a href="#">View/Upload Artifacts</a>									
Type of Goods or Services Provided Reviewed	-Select-	<input type="text"/>	<a href="#">View/Upload Artifacts</a>									

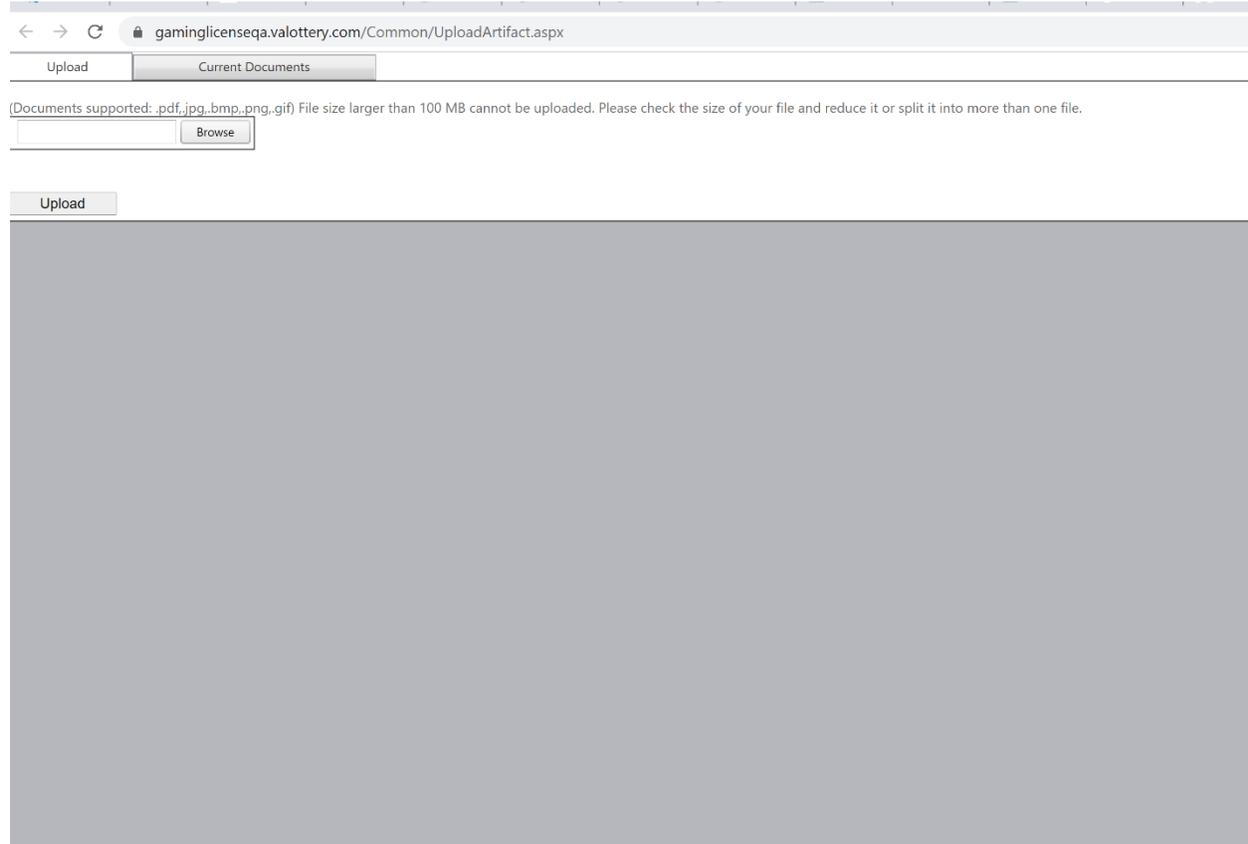
Login: Julie / Roles: Vendor Admin
Form ID: 1100015
Build: 1.4.7.7 Date: 4/23/2021 9:51:50 AM

Upload all the required documents.

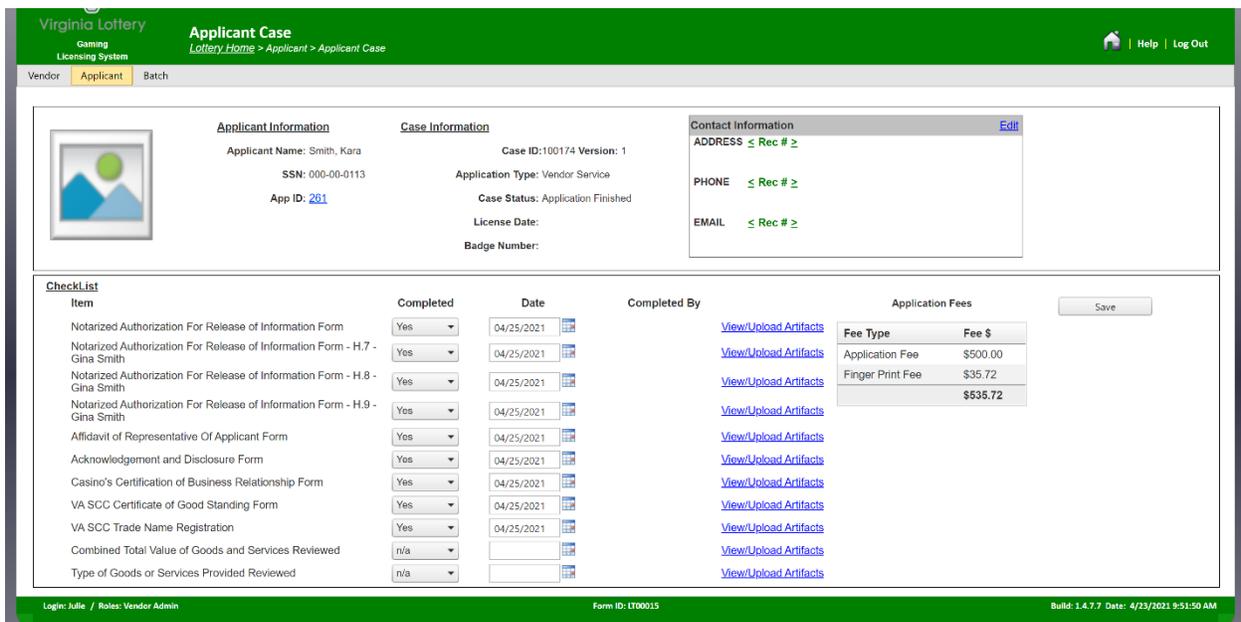
From the Completed column - Select Yes, No or N/A for each document item listed.

Enter in the date of completion.

Select the View/Upload Artifacts hyperlink to upload the required documents which must be in PDF and the file name should not contain any periods or special characters.



Once the checklist has been completed select Save.



A blue Approve Submission button will appear as shown below.

gaminglicenseqa.valottery.com/Applicant/ApplicantCase.aspx

Virginia Lottery Gaming Licensing System

Applicant Case Lottery Home > Applicant > Applicant Case

Vendor Applicant Batch

**Applicant Information**  
 Applicant Name: Smith, Kara  
 SSN: 000-00-0113  
 App ID: 261

**Case Information**  
 Case ID: 100174 Version: 1  
 Application Type: Vendor Service  
 Case Status: Application Finished  
 License Date:  
 Badge Number:

**Contact Information** [Edit](#)  
 ADDRESS ≤ Rec # ≥  
 PHONE ≤ Rec # ≥  
 EMAIL ≤ Rec # ≥

Item	Completed	Date	Completed By	Application Fees								
Notarized Authorization For Release of Information Form	Yes	04/25/2021	Julie Smith	<table border="1"> <thead> <tr> <th>Fee Type</th> <th>Fee \$</th> </tr> </thead> <tbody> <tr> <td>Application Fee</td> <td>\$500.00</td> </tr> <tr> <td>Finger Print Fee</td> <td>\$35.72</td> </tr> <tr> <td></td> <td><b>\$535.72</b></td> </tr> </tbody> </table>	Fee Type	Fee \$	Application Fee	\$500.00	Finger Print Fee	\$35.72		<b>\$535.72</b>
Fee Type	Fee \$											
Application Fee	\$500.00											
Finger Print Fee	\$35.72											
	<b>\$535.72</b>											
Notarized Authorization For Release of Information Form - H.7 - Gina Smith	Yes	04/25/2021	Julie Smith									
Notarized Authorization For Release of Information Form - H.8 - Gina Smith	Yes	04/25/2021	Julie Smith									
Notarized Authorization For Release of Information Form - H.9 - Gina Smith	Yes	04/25/2021	Julie Smith									
Affidavit of Representative Of Applicant Form	Yes	04/25/2021	Julie Smith									
Acknowledgement and Disclosure Form	Yes	04/25/2021	Julie Smith									
Casino's Certification of Business Relationship Form	Yes	04/25/2021	Julie Smith									
VA SCC Certificate of Good Standing Form	Yes	04/25/2021	Julie Smith									
VA SCC Trade Name Registration	Yes	04/25/2021	Julie Smith									
Combined Total Value of Goods and Services Reviewed	-Select-											
Type of Goods or Services Provided Reviewed	-Select-											

Save Approve Submission

Login: Julie / Roles: Vendor Admin Form ID: LT00015 Build: 14.7.7 Date: 4/23/2021 9:51:50 AM

Click the blue Approve Submission button and a Pop-up will appear asking if you are sure you want to approve the case.

gaminglicenseqa.valottery.com/Applicant/ApplicantCase.aspx

gaminglicenseqa.valottery.com says  
Are you sure you want to approve this Case?

OK Cancel

Virginia Lottery Gaming Licensing System

Applicant Case Lottery Home > Applicant > Applicant Case

Vendor Applicant Batch

**Applicant Information**  
 Applicant Name: Smith, Kara  
 SSN: 000-00-0113  
 App ID: 261

**Case Information**  
 Case ID: 100174 Version: 1  
 Application Type: Vendor Service  
 Case Status: Application Finished  
 License Date:  
 Badge Number:

**Contact Information** [Edit](#)  
 ADDRESS ≤ Rec # ≥  
 PHONE ≤ Rec # ≥  
 EMAIL ≤ Rec # ≥

Item	Completed	Date	Completed By	Application Fees								
Notarized Authorization For Release of Information Form	Yes	04/25/2021	Julie Smith	<table border="1"> <thead> <tr> <th>Fee Type</th> <th>Fee \$</th> </tr> </thead> <tbody> <tr> <td>Application Fee</td> <td>\$500.00</td> </tr> <tr> <td>Finger Print Fee</td> <td>\$35.72</td> </tr> <tr> <td></td> <td><b>\$535.72</b></td> </tr> </tbody> </table>	Fee Type	Fee \$	Application Fee	\$500.00	Finger Print Fee	\$35.72		<b>\$535.72</b>
Fee Type	Fee \$											
Application Fee	\$500.00											
Finger Print Fee	\$35.72											
	<b>\$535.72</b>											
Notarized Authorization For Release of Information Form - H.7 - Gina Smith	Yes	04/25/2021	Julie Smith									
Notarized Authorization For Release of Information Form - H.8 - Gina Smith	Yes	04/25/2021	Julie Smith									
Notarized Authorization For Release of Information Form - H.9 - Gina Smith	Yes	04/25/2021	Julie Smith									
Affidavit of Representative Of Applicant Form	Yes	04/25/2021	Julie Smith									
Acknowledgement and Disclosure Form	Yes	04/25/2021	Julie Smith									
Casino's Certification of Business Relationship Form	Yes	04/25/2021	Julie Smith									
VA SCC Certificate of Good Standing Form	Yes	04/25/2021	Julie Smith									
VA SCC Trade Name Registration	Yes	04/25/2021	Julie Smith									
Combined Total Value of Goods and Services Reviewed	-Select-											
Type of Goods or Services Provided Reviewed	-Select-											

Save Approve Submission

Login: Julie / Roles: Vendor Admin Form ID: LT00015 Build: 14.7.7 Date: 4/23/2021 9:51:50 AM

Select Ok and following message will appear with a red Unapprove Submission button displayed.

**Applicant Case**  
 Lottery Home > Applicant > Applicant Case

Vendor | Applicant | Batch

Case is Read Only. This case is submitted for batch processing.

Applicant Information	Case Information	Contact Information
Applicant Name: Smith, Kara SSN: 000-00-0113 App ID: <a href="#">261</a>	Case ID: 100174 Version: 1 Application Type: Vendor Service Case Status: Ready For Batch License Date: Badge Number:	ADDRESS < Rec # > PHONE < Rec # > EMAIL < Rec # >

Item	Completed	Date	Completed By	View/Upload Artifacts
Notarized Authorization For Release of Information Form - H.7 - Gina Smith	Yes	04/25/2021	Julie Smith	<a href="#">View/Upload Artifacts</a>
Notarized Authorization For Release of Information Form - H.8 - Gina Smith	Yes	04/25/2021	Julie Smith	<a href="#">View/Upload Artifacts</a>
Notarized Authorization For Release of Information Form - H.9 - Gina Smith	Yes	04/25/2021	Julie Smith	<a href="#">View/Upload Artifacts</a>
Affidavit of Representative Of Applicant Form	Yes	04/25/2021	Julie Smith	<a href="#">View/Upload Artifacts</a>
Acknowledgement and Disclosure Form	Yes	04/25/2021	Julie Smith	<a href="#">View/Upload Artifacts</a>
Casino's Certification of Business Relationship Form	Yes	04/25/2021	Julie Smith	<a href="#">View/Upload Artifacts</a>
VA SCC Certificate of Good Standing Form	Yes	04/25/2021	Julie Smith	<a href="#">View/Upload Artifacts</a>
VA SCC Trade Name Registration	Yes	04/25/2021	Julie Smith	<a href="#">View/Upload Artifacts</a>
Combined Total Value of Goods and Services Reviewed	Yes	04/25/2021	Julie Smith	<a href="#">View/Upload Artifacts</a>
Type of Goods or Services Provided Reviewed				<a href="#">View/Upload Artifacts</a>

Fee Type	Fee \$
Application Fee	\$500.00
Finger Print Fee	\$35.72
	<b>\$535.72</b>

[Unapprove Submission](#)

In the event a mistake has been made, there is an opportunity to Unapprove the Submission by selecting the red radio button. If selected, it will take you back to the checklist page and will allow you to resubmit.

**Batching Process:**

You now need to batch the application to send to the Lottery.

From the above screen, click on the Lottery Home button (the house) to return to your main screen.

**Lottery Home**  
 Lottery Home

Vendor | Applicant | Batch

Welcome Julie Smith

My Contact Information  
[Alerts Now: \(0\) Open: \(0\)](#)  
[Open Batch Print: \(0\)](#)  
[Release Notes: \(0\)](#)

**Caseload Status**

Facility Manager	Renewal
Application Created: 0	0
Application In Progress: 1	0
Application Finished: 0	0
Ready For Batch: 1	0
<b>Total: 2</b>	<b>0</b>
Application expires in 30 days: 0	
Application expires in 60 days: 0	
Application expires in 90 days: 0	
Application expires in 150 days: 0	
Application expires in 210 days (Principals): 0	

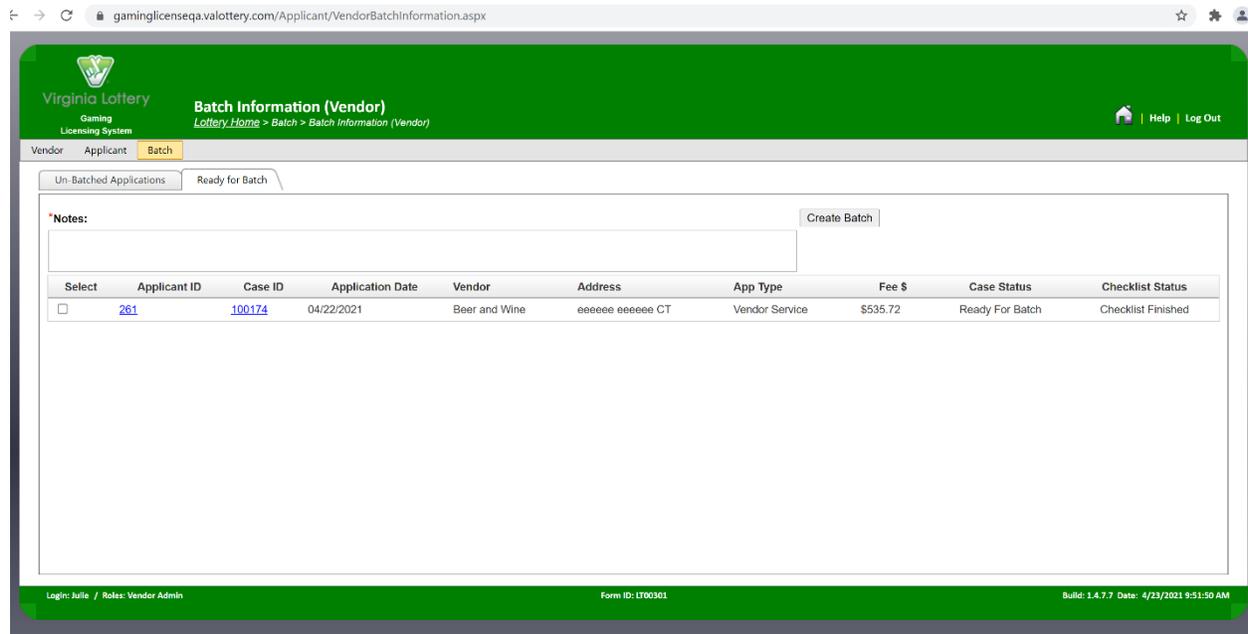
**Bookmarks**

**Reports**

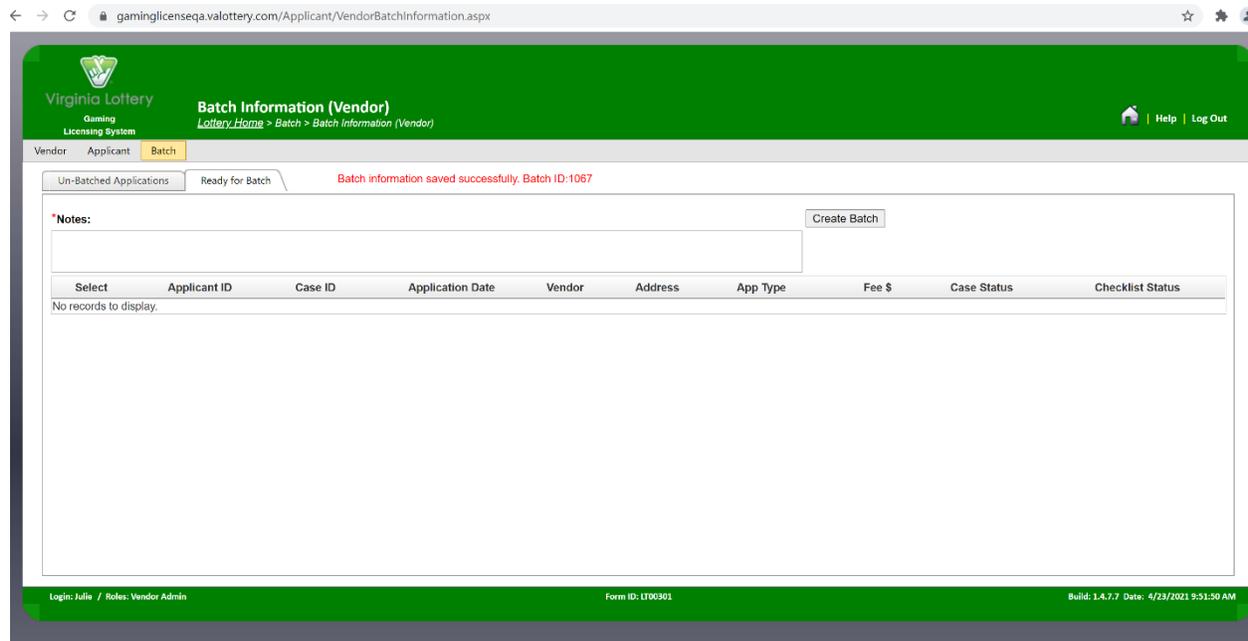
Latest Static Reports:  
 No Report History

LogIn: Julie / Roles: Vendor Admin      Form ID: NH0001      Build: 1.4.7.7 Date: 4/23/2021 9:51:50 AM

Click on Batch Information from the Batch dropdown tab. Then click on the ready for Batch subtab.



Check the select box add some notes (e.g., case ready to batch) and then select Create Batch. You will receive a message indicating the batch was successful and the Batch ID.



On this same screen, select Batch and a dropdown will appear. Select Facility Batch Release. The following screen will appear.

gaminglicenseqa.valottery.com/Applicant/BatchRelease.aspx

Virginia Lottery  
Gaming Licensing System

Facility Batch Release  
Lottery Home > Batch > Facility Batch Release

Vendor Applicant **Batch**

Batch Release

Facility: Gina's Casino Date: 04/25/2021

Search Clear Authorization Release

Search Results (1)

<input type="checkbox"/>	Batch #	Batch Date	Facility	# Cases	Batch \$	Notes
<input type="checkbox"/>	1067	04/25/2021	Gina's Casino	1	\$535.72	This case is ready to batch.

Login: Julie / Roles: Vendor Admin Form ID: LT00069 Build: 1.4.7.7 Date: 4/23/2021 9:51:50 AM

Check the box at the bottom of the screen, enter the date, place your initials in the Authorization box and select Release.

Virginia Lottery  
Gaming Licensing System

Facility Batch Release  
Lottery Home > Batch > Facility Batch Release

Vendor Applicant **Batch**

Batch Release

Facility: Gina's Casino Date: 04/25/2021

Search Clear Authorization GMS Release

Search Results (1)

<input checked="" type="checkbox"/>	Batch #	Batch Date	Facility	# Cases	Batch \$	Notes
<input checked="" type="checkbox"/>	1067	04/25/2021	Gina's Casino	1	\$535.72	This case is ready to batch.

Login: Julie / Roles: Vendor Admin Form ID: LT00069 Build: 1.4.7.7 Date: 4/23/2021 9:51:50 AM

The vendor application has now been released to the Lottery. Be sure to inform the vendor its remit the \$500 application fee.