



Virginia Lottery

Vendor Applicant User Manual

VIRGINIA LOTTERY VENDOR PERMIT GUIDE

Vendor applicants seeking authorization to provide non-gaming goods and services to Virginia casinos will use the online licensing portal to submit an application to the Virginia Lottery. However, in order to obtain access to the licensing portal, vendors must have a relationship with a Virginia casino and must obtain the credentials to access the system through a casino representative.

All of the steps necessary to submit a complete application are provided to you in this reference guide.

If you have any questions about the Licensing system, forgot your system password, or concerns arise, contact the Procurement Office at the casino that you anticipate conducting business with:

LIST CASINO REPRESENTATIVES HERE

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Pay Careful Attention to the Following:

Vendor applicants must complete specific steps before submitting an application to the Virginia Lottery. Applications received by the Virginia Lottery with any of the four (4) following defects will cause significant delays in the processing of the vendor's request for approval and may result in the disqualification of the Vendor applicant. The denial of a Vendor application will prohibit the vendor from conducting any business with any licensed Virginia casino. The Vendor applicant may not reapply until five (5) years after the date of the original denial finding.

- 1) All vendors must obtain a 'Casino's Certification of Business Relationship' form from the casino. Certification form pages can only be issued by a Virginia casino authorized to issue certifications. A vendor applicant is prohibited from completing the 'Casino's Certification of Business Relationship' form page. Certification form pages bearing the signature of a vendor applicant may be considered a material misrepresentation to the Lottery, and may result in an automatic disqualification. A copy of this form may be obtained directly from your casino representative or from the Lottery website at <https://www.valottery.com/aboutus/casinosandsportsbetting>.

- 2) All vendors must be registered with the Virginia State Corporation Commission (VA SCC) at the time of Vendor application. The proof and verification will be uploaded and submitted via the Lottery's online portal with the Vendor application. The Casino Vendor Admin will upload and submit the verification of compliance with the VA SCC to the Lottery as a Checklist Item. VA SCC will determine whether the vendor is required to either:
 - A. File for and maintain "Good Standing" (the vendor is required to furnish the Lottery with a verification of the 'Good Standing' status with the Vendor Form application); and
 - B. File for a "Fictitious Name Certificate".

 - C. After completing the VA SCC registration process, the Vendor Applicant must submit a copy of the registration to the Casino representative for uploading into the online system.

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3. All Vendor applicants must submit the required application fee prior to or simultaneously with the Vendor application on-line submittal to the VA Lottery.

A. The application fee is \$500.

B. Vendor application fees are to be remitted as follows:

Wire Payment To:

Virginia Lottery Account Number: 435029087446

Name of the Account: Gaming License Fees

Transit Routing Number: 026009593

ACH Instructions:

Virginia Lottery Account Number: 435029087446

Name of the Account: Gaming License Fees

Transit Routing Number: 051000017

C. At the time of remitting the required application fees, all Vendor applicants are required to submit an email to the Virginia Lottery at vendorsubmissions@valottery.com with notification of the Vendor application fee submittal, stating;

- i. The name of the vendor company (including the d/b/a, if applicable).
- ii. The name of the Casino with whom they have entered into a business relationship.
- iii. The wire or ACH confirmation.

Application fees are non-refundable and investigations will not begin until fees are received.

4. All vendors must submit accurate and complete on-line applications via the Lottery's licensing portal. Vendor applicants should carefully read all the instructions, carefully answer all sections and thoroughly review the entire on-line application before submitting it to the Casino Vendor Admin representative. Failure to submit requested and required information may result in the denial of a Vendor application. Refusal to rectify deficiencies in a timely manner following notification, or the submission of false or misleading information will result in the denial of the Vendor application.

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Important Notices

- 1) All Vendor applicants must make accurate statements and include all material facts. Failure or refusal to provide any required information in a timely manner; intentional omissions of material facts; misrepresentation of details; or failure or refusal to meet any other requirement as set out in law or regulation may result in the denial of the application. All submissions are subject to verification.
- 2) All Vendor applicants are required to disclose to the Lottery those employees in positions of supervision or management who are responsible for directly/significantly overseeing, administering or controlling the provision of goods and/or services to a Virginia casino. During the construction phase, individuals holding positions with job descriptions such as site superintendents, foremen, project managers, field supervisors, project supervisors and account representatives are required to be divulged. During the gaming and hospitality phase, individuals holding positions with job descriptions such as project managers, regional account managers, sales supervisors and account representatives are required to be divulged.
- 3) A Vendor is under a continuing obligation to **notify the Lottery promptly in writing of any changes in the information** provided to the Lottery in either the initial application or any subsequent submission. The duty to inform the Lottery before, or shortly after, the effective date of the requested application change, continues through the entire period the vendor registration or certification is granted.

Vendor Information Changes

- 1) The Lottery approves vendors to provide non-gaming goods and services to Virginia casinos based on the specific information that the vendor submitted to the Lottery. If a Vendor changes any information, (e.g., business name; address; personnel; or ownership) it is no longer operating under the terms and conditions that the Lottery approved. The Vendor must **notify the Lottery's Gaming Licensing and Investigations Division , in writing** at **gaminglicensing@valottery.com** and request authorization to continue providing non-gaming

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goods and services. The notification should include a detailed description of all changes as well as the effective date of the changes and any supporting documentation. It is not necessary to submit a fee with the change form so long as the term of the initial application has not expired, or is not within 90 days of expiring. If the initial application has expired or is within 90 days of expiring, the Vendor shall submit a new application. If a Vendor makes any changes to its business name, the following steps must be followed:

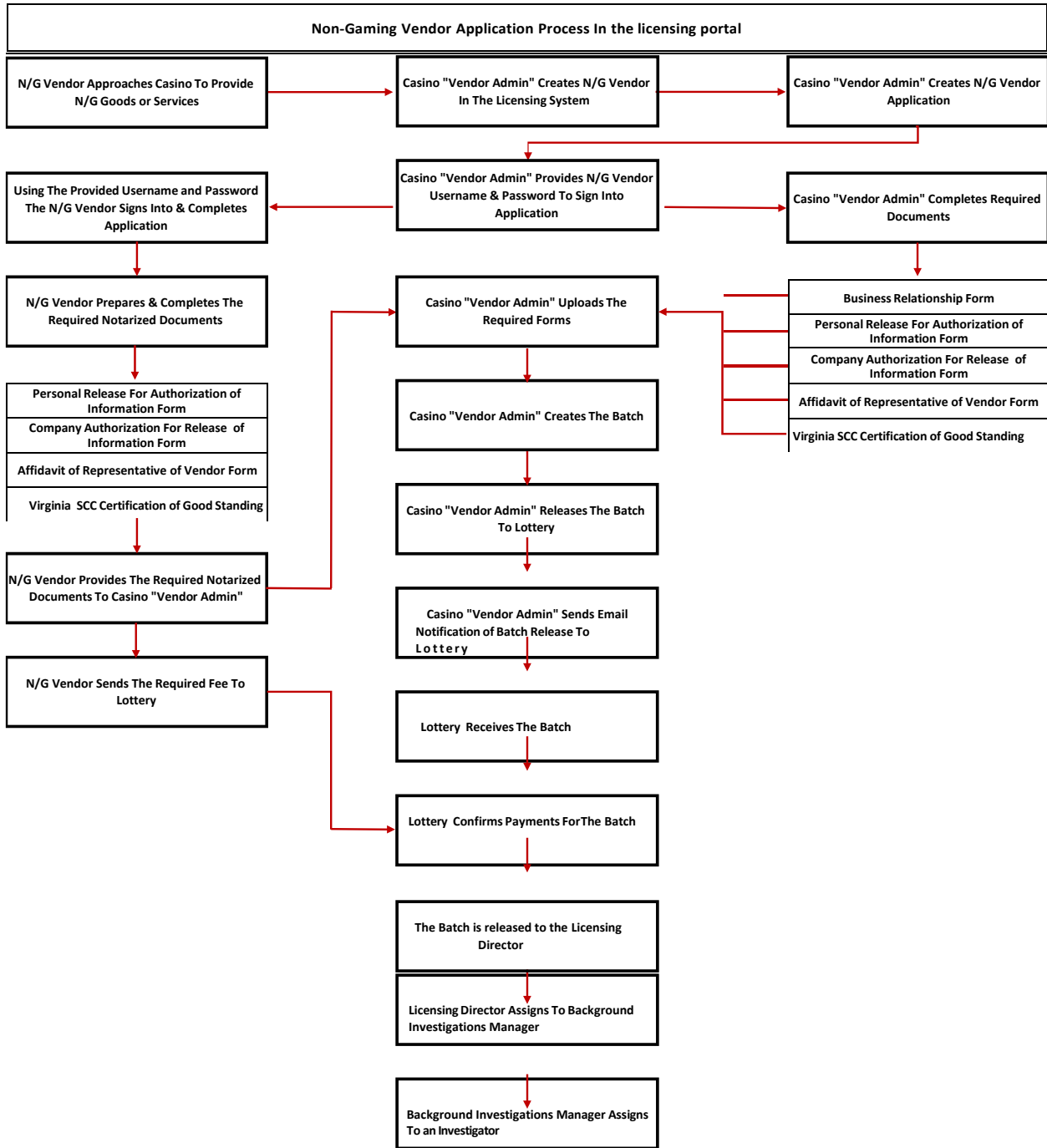
- A. Contact the Virginia State Corporation Commission (VA SCC) at <https://scc.virginia.gov/> and update the registration.
- B. Submit the new certificate to the Lottery.
- C. Obtain a new Certification of Business Relationship form from the casino's Procurement Office that correctly lists the newbusiness name **exactly as it appears in the VA SCC registration.**

Changes to a Vendor's VA SCC Status

If a Vendor makes any changes or updates to a Vendor's VA SCC status (e.g., dissolving, cancelling or reviving a Business Charter), the vendor must promptly notify the Lottery via an email to gaminglicensing@valottery.com. When applicable, the Vendor must attach proof or evidence that deficiencies have been resolved.

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The Non-Gaming Vendor Licensing Process



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The Virginia Lottery's Licensing Portal

The **Casino Vendor Admin** at the casino with whom the company has entered into a business relationship will provide the **Vendor Applicant** their Username and Temporary Password to access the website.

In the event a Username or Password requires reset; the **Vendor Applicant** must contact the **Casino Vendor Admin** to have their password reset.

VENDOR PERMIT APPLICATION SCREEN WALKTHROUGH

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Vendor Service Permit Applicant Log In - Vendor Form Completion

1. The Casino Vendor Admin at the casino with whom the company has entered into a business relationship will provide the Vendor Applicant their Username and Temporary Password to access the website.
2. In the event a Username or Password requires to be reset; the Vendor Applicant must contact the Casino Vendor Admin to have their password reset.
3. On this page, the **Vendor Applicant** will enter their assigned **Username** and temporary **Password** to begin their Vendor application.

Virginia Lottery
Gaming
Licensing System

Help

Session Timeout - your session has expired due to an extended period of inactivity. You will need to reauthenticate to access the requested information.

LOG IN

Please enter your username and password or click [HERE](#) to complete a LiveScan Registration Form.

Account Information

Username:
7485789632

Password:

Keep me logged in

Log In

Guest Form ID Build: 1.4.7.7 Date: 4/21/2021 3:57:52 PM

- A. The **Vendor Applicant** will enter their **Username** provided by the **Vendor Admin**.
- B. The **Vendor Applicant** will enter their temporary **Password** provided by the **Vendor Admin**.
- C. The **Vendor Applicant** will click on the **Log In** button.

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4. The **Vendor Applicant** will receive a **Change Password** screen where they are required to change the **Temporary Password** provided by the **Vendor Admin**, to a password of their own choosing.

Virginia Lottery
Gaming
Licensing System

Change Password

Help | Log Out

CHANGE PASSWORD

Use the form below to change your password.

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.

Account Information

Old Password:

New Password:

Confirm New Password:

Cancel Change Password

Login: 89755896 / Roles: Applicant

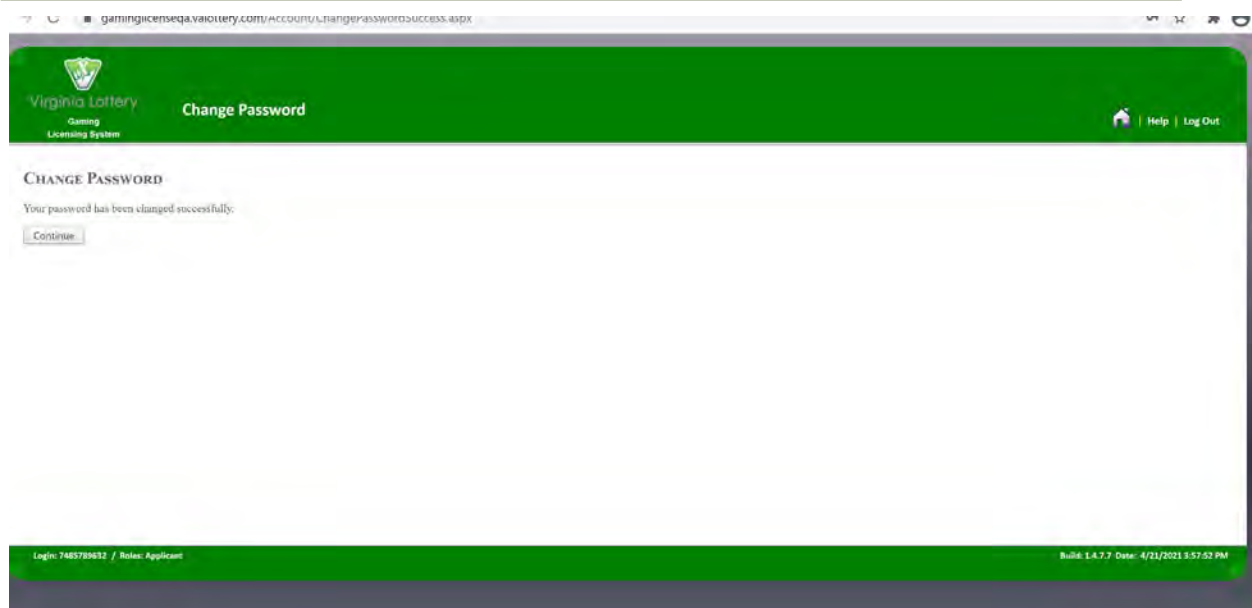
Build: 1.4.7.7 Date: 4/21/2021 3:57:52 PM

- A. The **Vendor Applicant** enters the temporary password provided by the Vendor Admin.
- B. The **Vendor Applicant** enters a new password that complies with the password rule requirements listed at the top of the screen.
- C. The **Vendor Applicant** re-enters the new password.
- D. The **Vendor Applicant** must then click on the Change Password button.

NOTE: In the event the **Vendor Applicant** hits their “Enter” key on the keyboard instead of selecting the “Change Password” button the user will have to start over.

5. A screen will appear indicating that the **Vendor Applicant** has successfully changed their password.

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The **Vendor Applicant** will select the **Continue** button to proceed with the Vendor application.

6. The **Vendor Applicant** will be presented with an **Acknowledgement and Disclosure Form**, which must be read and understood. The version on display within this Vendor Applicant Reference Guide is similar to the **Acknowledgement and Disclosure Form** found in the application.

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The screenshot shows a web browser window with the URL `tery.com/Applicant/Principal/pApplicationProgress.aspx`. The main content is a modal window titled "Acknowledgment and Disclosure". The text inside the modal reads:

I understand and acknowledge the following:

I am a representative of the Applicant Beer and Wine, who is applying to the Virginia Lottery ("Department") for approval as a Vendor. The Applicant cannot conduct business with a casino operator applicant unless the Department finds that the Applicant meets the legal requirements for approval. The Department, through its employees, agents and vendors, is required by law to conduct an investigation into the suitability of an Applicant Vendor.

During the investigation, the Department is required to collect and evaluate various kinds of information or reports to determine if applicants meet the eligibility requirements. The background investigation will include, but not be limited to, information or reports about the Applicant's: character; general reputation; personal characteristics, including honesty and integrity; financial stability; criminal records, records of involvement with federal, state or other law enforcement agencies as specified in the application, or record of involvement with any litigation. As a representative of the Applicant, I have the right to request a complete and accurate disclosure of the nature and scope of the investigation and a copy of a summary of the Applicant's rights under federal credit reporting law.

I am requesting that the Department, through its employees, agents or vendors, obtain this information about the Applicant to evaluate their eligibility for a license. I acknowledge that this disclosure and authorization remain in effect during the time the application is pending and during the time of any approval that may be granted.

By separate Authorization for Release of Information, I am authorizing any entity or individual that has information about the Vendor that I represent, to release that information to the Department for purposes of its investigation of the applicant for a Vendor approval.

At the bottom of the modal, there are two buttons: "Acknowledge" and "Decline".

In the bottom right corner of the browser window, there is a footer that reads: "Build: 1.4.7.7 Date: 4/21/2021 8:57".

7. The **Vendor Applicant** must read, understand, and acknowledge the **Acknowledgement and Disclosure Form**, similar to the one shown above, and select the appropriate button.

A. **Acknowledge** indicates that the **Vendor Applicant** has read, understood, and acknowledges the Disclosure.

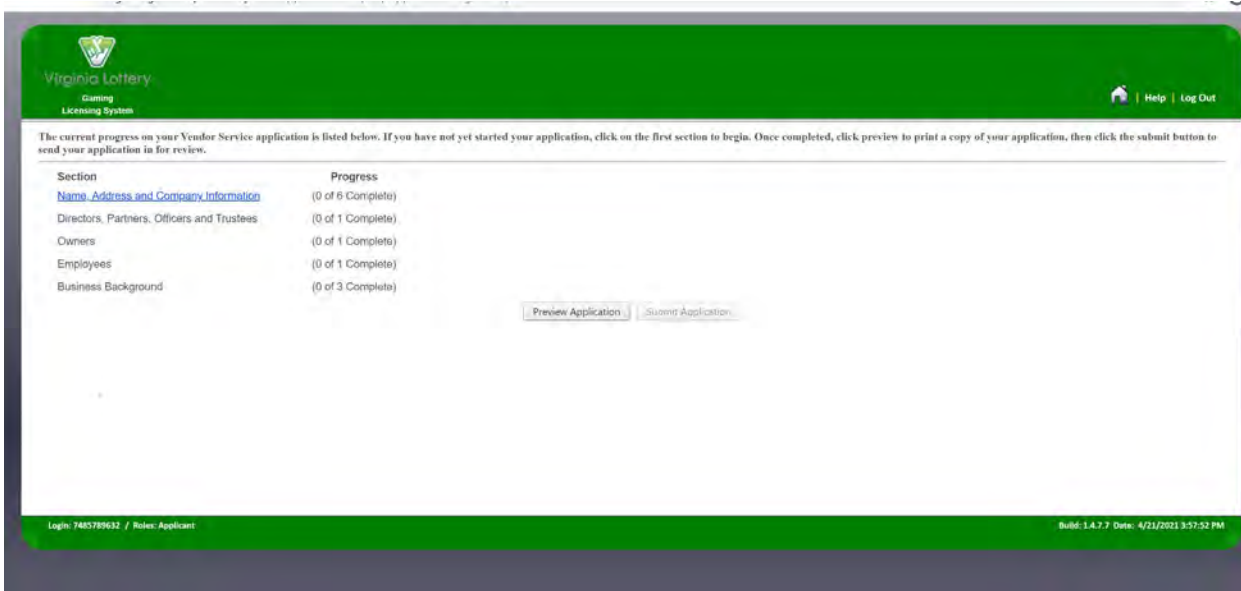
The **Vendor Applicant** will be able to proceed with the completion of the application.

B. **Decline** indicates that the **Vendor Applicant** has read, understood, and does not agree with the Acknowledge and Disclosure.

The **Vendor Applicant** will be unable to proceed with the application and the application will then close.

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Screen Layout – Application Progress – Vendor Certification



Screen Sections

Section - Application Progress

Application Progress Screen

This page displays the status of an application in the order of sections, with the progress of those individual sections listed to the right of that row. In this example, the Section, [Name, Address and Company Information](#) shows that 0 of the possible 6 have been completed. This is the first and last screen a Vendor Applicant will see to start and eventually submit an application for processing.

The **Vendor Applicant** will click on the blue highlighted hyperlink “Name, Address and Company Information” to proceed.

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Screen Layout – General

Each screen has been arranged similar to the example below.

The screenshot displays the Virginia Lottery Gaming Licensing System interface. At the top, there is a green header with the Virginia Lottery logo and navigation links for 'Home', 'Help', and 'Log Out'. Below the header, there are two tabs: 'Application' (selected) and 'On Hold'. The main content area is titled 'NAME OF APPLICANT' and contains a 'Save' button. The first question is: '1. * As it is written on the Articles of Incorporation, By-Laws, Charter, partnership agreement or other official documents filed with a State or Federal Government.' This is followed by two input fields: '*Name:' and '*Doing Business As (D/B/A) or Trade Name(s):'. At the bottom of the form, there are four buttons: 'Previous', 'Next', 'Hold', and 'Completed'. A navigation bar at the bottom lists various menu items: 'Name', 'Principal Addresses', 'Point Of Contact', 'Virginia SCC Compliance', 'Company Association', 'Contracted Value', 'Current Directors', 'Owners', 'Employee', 'Business Background', 'Services Provided', and 'Other Gaming Operations Served'. The footer shows 'Login: 7463789632 / Role: Applicant' and 'Build: 1.6.7.7 Date: 4/21/2023 3:57:52 PM'.

1. Tabs

- A. **Application** - user may input data into the selected screen
- B. **On Hold** - contains those data screens where the user placed a certain item on hold while still actively filling out the rest of the application.

2. Contains the data elements the User must input into the screen.

3. User must select the Save button once the data elements have been inputted into the screen.

4. User selects whether the data elements were completed, if not the User can place a hold on certain items while still actively filling out the rest of the application.

5. User navigates the application by selecting the Next button to navigate to the next question, or the Previous button to go back to the previous question.

6. When a user is filling out the application they can see where they are in the completion of the application and sections addressed are bolded when completed or placed on hold.

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Screen Layout – Application Entry of Name

Section – Application Entry of Name

The screenshot shows the 'Application Entry of Name' screen in the Virginia Lottery Gaming Licensing System. The page has a green header with the Virginia Lottery logo and 'Gaming Licensing System' text. A navigation bar at the top contains 'Application' and 'On Hold' tabs, with 'Application' selected. The main content area is titled 'NAME OF APPLICANT' and includes a 'Save' button. Below the title, there is a note: '1. * As it is written on the Articles of Incorporation, By-Laws, Charter, partnership agreement or other official documents filed with a State or Federal Government.' This is followed by two input fields: '*Name:' and '*Doing Business As (D/B/A) or Trade Name(s):'. At the bottom of the form, there are four buttons: 'Previous', 'Next', 'Hold', and 'Completed'. A footer bar contains a list of navigation links: 'Name', 'Principal Addresses', 'Point-Of-Contact', 'Virginia SCC Compliance', 'Company Association', 'Contractual Value', 'Current Directors', 'Owners', 'Employees', 'Business Background', 'Services Provided', and 'Other Gaming Operations Served'. The bottom status bar shows 'Login: 7465789632 / Role: Applicant' and 'Build: 1.6.7.7 Date: 4/21/2021 3:57:52 PM'.

A. **User** selects the **Application** tab and can begin inputting information into the application.

1. **Name Area:**

User inputs the name of the Vendor Applicant.

2. **Doing Business As (D/B/A) or Trade Name:**

User inputs the trade name or fictitious business name, under which the business or operation is conducted and presented.

B. **User** clicks on the **Save** button, clicks on **Completed**, and finally clicks on the **Next** button to progress to the next question.

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Screen Layout – Applicant’s Principal Address

Section – Principal Address

A. Applicant’s Principal Address – Applicant Address

User will enter data into the following fields for their principal address:

Applicant’s use of address

Country

Street Address

City or Town

State, Province or Region

Zip Code

Mailing Address

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The user will click **Same as the above Address** if the mailing address is the same as listed.

If the mailing address is not the same as listed, the user will then input the mailing address.

Vendor's Website

B. Applicant's Principal Address – **Secondary Address**

1. **User** will check the box if there is **No Secondary Address** for the vendor.
2. If a secondary address exists, the User will enter data into the following fields for their secondary address:

Applicant's use of address

Country

Street Address

City or Town

State, Province or Region

Zip Code

Mailing Address

The user will click **Same as the above Address**, if the mailing address is the same as listed.

If the mailing address is not the same as listed, the user will then input the mailing address.

Vendor's Website

- C. **User** clicks on the **Save** button, clicks on **Completed**, and finally clicks on the **Next** button to progress to the next question.

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Screen Layout – Point-Of-Contact For Applicant

Section – Point-Of-Contact For Applicant

The screenshot shows the 'POINT-OF-CONTACT FOR APPLICANT' screen in the Virginia Lottery Gaming Licensing System. The page title is 'Application' and it is currently 'On Hold'. A 'Save' button is located in the top right corner. The main content area contains the following fields and options:

- *Last Name: [Text Input]
- *First Name: [Text Input]
- Middle Name: [Text Input]
- *Suffix: [Dropdown Menu, currently showing '-Select-']
- *Company Title: [Text Input]
- *Email: [Text Input]
- US Phone Format
- * Office Telephone Number: [Text Input]
- Cell Number: [Text Input]

At the bottom of the form area, there are buttons for 'Previous', 'Next', and radio buttons for 'Hold' and 'Completed'. A navigation bar at the bottom of the page includes links for 'Name', 'Principal Addresses', 'Point-Of-Contact', 'Virginia SCC Compliance', 'Company Association', 'Contracted Value', 'Current Directors', 'Owners', 'Employees', 'Business Background', 'Services Provided', and 'Other Gaming Operations Served'. The footer shows 'Login: 748578932 / Role: Applicant' and 'Build: 1.4.3.7 Date: 4/21/2021 8:57:52 PM'.

A. **User** will enter data into the following fields for their Point-Of-Contact:

Last Name

First Name

Middle Name

Suffix

Company Title

Email Address

Phone Number

If located within the USA, check the US Phone Format box.

If located outside the USA, uncheck the US Phone Format Box.

B. **User** clicks on the **Save** button, clicks on **Completed**, and finally clicks on the **Next** button to progress to the next question.

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Screen Layout – Compliance With VA SCC Registration

Section – Compliance With VA SCC Registration

Virginia Lottery
Gaming
Licensing System

Home | Help | Log Out

Application On Hold

COMPLIANCE WITH VA SCC REGISTRATION Save

4. A Virginia State Corporation Commission (VA SCC) Certificate of Good Standing -OR- Trade Name Registration is required.

* VA SCC Entity ID Number (1 letter plus 8 numbers):

*Check one: Certificate of Good Standing Certificate of Trade Name Registration

Hold Completed

[Name](#) [Principal Addresses](#) [Point-Of-Contact](#) [Virginia SCC Compliance](#) [Company Association](#) [Contracted Value](#) [Current Directors](#) [Owners](#) [Employees](#) [Business Background](#) [Services Provided](#) [Other Gaming Operations Served](#)

Login: 89755896 / Role: Applicant Build: 1.4.7.7 Date: 4/21/2021 3:57:52 PM

A. **Compliance With VA SCC Registration Is Mandatory** and the **User** will:

1. Select **Yes**, in response to the question listed above the check box.
2. Data enter the Vendor Applicant's VA SCC Department ID Number.
3. Check whether the ID Number is associated with either:

A Certificate of Good Standing, and

Certificate of Trade Name Registration (Fictitious Name Certificate) if applicable.

B. **User** clicks on the **Save** button, clicks on **Completed**, and finally clicks on the **Next** button to progress to the next question.

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Screen Layout – Casino Association

Section – Casino Association

The screenshot displays the Virginia Lottery Gaming Licensing System interface. At the top, there is a green header with the Virginia Lottery logo and the text "Gaming Licensing System". On the right side of the header, there are links for "Help" and "Log Out". Below the header, there are two tabs: "Application" (selected) and "On Hold". The main content area is titled "COMPANY ASSOCIATION" and contains the question "5. Casino with which the Vendor has contracted:". Below this question is a section labeled "Association Detail" which contains a dropdown menu with the text "Casino: --Select--". To the right of the dropdown menu are "Save" and "Cancel" buttons. At the bottom of the form, there are four buttons: "Previous", "Next", "Hold", and "Completed". Below the form, there is a navigation bar with links for "Name", "Principal Address", "Point-Of-Contact", "Virginia SLCC Compliance", "Company Association", "Contracted Value", "Current Director", "Owners", "Employees", "Business Background", "Services Provided", and "Other Gaming Operations Served". At the very bottom, there is a footer with the text "Login: 7482789632 / Roles: Applicant" on the left and "Build: 1.4.7.7 Date: 4/21/2021 3:57:52 PM" on the right.

A. The **User** will:

From the drop down menu select the casino(s) with whom you have or will be contracted.

B. **User** clicks on the **Save** button, clicks on **Completed**, and finally clicks on the **Next** button to progress to the next question.

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Screen Layout – Combined Total Value of Goods and Services

Section – Combined Total Value of Goods and Services

The screenshot displays the Virginia Lottery Gaming Licensing System interface. At the top, there is a green header with the Virginia Lottery logo and the text 'Gaming Licensing System'. Below the header, there are tabs for 'Application' and 'On Hold'. The main content area is titled 'COMBINED TOTAL VALUE OF GOODS AND SERVICES' and contains the following text: '6. Every vendor applicant shall provide the Department with the combined total value of goods and services the vendor expects to provide, or has been contracted to provide, during a calendar year.' Below this, it says 'The actual contracted value of goods and services will be \$:' followed by a text input field. A note below the input field reads '* List an exact contracted \$ amount, not a range.' There is a 'Save' button in the top right corner of the form area. At the bottom of the form area, there are buttons for 'Previous', 'Next', 'Hold', and 'Completed'. The bottom of the screen features a navigation bar with various menu items: 'Name', 'Principal Addresses', 'Point-Of-Contact', 'Virginia SCC Compliance', 'Company Association', 'Contracted Value', 'Current Directors', 'Owners', 'Employees', 'Business Background', and 'Services Provided'. In the bottom right corner, there is a user profile for 'Starr, Mark R.' with the text 'RE: Pala Conditional License' and 'Good afternoon Gina, Thank you so much for your assistance.' The bottom left corner shows the login information: 'Login: 7483729632 / Role: Applicant'.

- A. The **User** will data enter the actual contracted dollar amount of goods and services the Vendor applicant anticipates or been contracted to provide the casino within a calendar year.
- B. The **User** will not data enter a range.
- C. **User** clicks on the **Save** button, clicks on **Complete**, and finally clicks on the **Next** button to progress to the next question.

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Screen Layout – Vendor Officer(s), Partner(s) and Director(s)

Section – Vendor Officer(s), Partner(s) and Director(s)

The screenshot shows the 'Vendor Officer(s), Partner(s), and Director(s)' section of the Virginia Lottery Gaming Licensing System. The form is titled 'VENDOR OFFICER(S), PARTNER(S), AND DIRECTOR(S)' and includes instructions: '7. Provide information for each Officer, Partner and Director who will be directly/significantly involved in providing goods and services to a licensed Virginia casino. Accurately complete all the information below for each individual. Applicants listed on this page must submit a completed, signed and notarized Authorization For Release of Information.' The form is divided into two main sections: 'Personal Detail' and 'Home Address'. The 'Personal Detail' section includes fields for First name, Last name, Middle name, Suffix (with a dropdown menu), DOB, Occupation, Title, Social Security Number, and Email. The 'Home Address' section includes fields for Country (dropdown), Home Address 1, Home Address 2, City/Town, State/Province/Region (dropdown), Postal Code, and Phone Number. Below the form is a table with columns for Last Name, First Name, and Middle Name, and a row for 'No records to display.' At the bottom of the form, there are navigation buttons: Previous, Next, Hold, and Completed. A footer bar contains a navigation menu with links: Name, Principal Addresses, Point-Of-Contact, Virginia SCC Compliance, Company Association, Contracted Value, Current Director, Owners, Employees, Business Background, Services Provided, and Other Gaming Operations Served. The footer also displays 'Login: 7483789632 / Role: Applicant' and 'Build: 1.4.7.7 Date: 4/21/2021 3:57:52 PM'.

A. User will data enter the requested information for each of the **Vendor Officer(s), Partner(s) and Director(s)**.

1. Personal Detail:

First Name

Last Name

Middle Name

Suffix

DOB

Occupation

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Title

Social Security Number (**Required** and may not be omitted)

Email

2. Home Address:

Country

Address 1

Address 2

City / Town

State / Province / Region

Postal Code

Phone Number

B. When multiple person entries are required the User will enter complete data for the first person, select the **Save** hyperlink and the screen will appear indicating “**Applicant Individual Information Saved**”, and User may then enter additional persons.

C. As additional persons are entered and saved, they will appear at the bottom of the screen.

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The User may **Select** a person listed and correct their information, or the User may **Delete** the person from the list by selecting the corresponding hyperlink.

D. **User** clicks on the **Save** button, clicks on **Completed**, and finally clicks on the **Next** button to progress to the next question.

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Screen Layout – Vendor Owners

Section – Vendor Owners

A. User will data enter the requested information.

1. Select **Yes**, in response to the question listed above the check box.

2. **Owner Detail:**

First Name

Last Name

Middle Name

Suffix

DOB

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Occupation

Title

Social Security Number (**Required** and may not be omitted)

3. Owner Home Address:

Country

Address 1

Address 2

City / Town

State / Province / Region

Postal Code

Phone Number

Email Address

B. After each additional person has been entered, the User will select the **Save** hyperlink and enter the next person.

C. As persons are entered and saved they will appear at the bottom of the screen.

D. The User may **Select** a person listed and correct their information, or the User may **Delete** the person from the list by selecting the corresponding hyperlink.

E. **User** clicks on the **Save** button, clicks on **Completed**, and finally clicks on the **Next** button to progress to the next question.

VIRGINIA LOTTERY VENDOR PERMIT GUIDE

Screen Layout – Vendor Employees

Section – Vendor Employee(s)

The screenshot shows a web browser window with the URL `gaminglicenseqa.valottery.com/Applicant/Principal/pApplicationEntry.aspx?ApplicationEntry_CurrentControl=Employee`. The page header includes the Virginia Lottery logo and the text "Gaming Licensing System". There are navigation links for "Home" and "Log Out".

The main content area is titled "VENDOR EMPLOYEE(S)" and includes a "Save" and "Cancel" link. Below the title is a paragraph of instructions: "9. Provide information for individuals holding positions of supervision or management who are responsible for directly/significantly overseeing the provision of goods and/or services to a licensed Virginia casino. The Applicant shall divulge those individuals who are assigned to administer and control the Vendor's activities within the casino, such as project managers, account managers, distribution managers, sales supervisors and account representatives. Accurately complete all the information below for each individual. Applicants listed on this page must submit a completed, signed and notarized Authorization For Release of Information."

The form is divided into two main sections: "Employee Detail" and "Employee Home Address".

Employee Detail includes the following fields:

- *First name:
- *Last name:
- *Middle name:
- *Suffix:
- *DOB:
- *Social Security #:
- *Occupation:
- *Title/Position:
- *Email:

Employee Home Address includes the following fields:

- *Country:
- *Address 1:
- Address 2:
- *City/Town:
- *State/Province/Region:
- *Postal Code:
- *Phone Number:

Below the form is a table with columns for "Last Name", "First Name", "Middle Name", and "DOB". The table currently displays "No records to display." and has "Previous", "Next", "Hold", and "Completed" buttons.

The footer of the page contains a navigation menu with links: "Name", "Principal Addresses", "Point-Of-Contact", "Virginia SCC Compliance", "Company Association", "Contracted Value", "Current Directors", "Owners", "Employees", "Business Background", "Services Provided", and "Other Gaming Operations Served". The footer also includes the text "Login: 7485789632 / Role: Applicant" and "Build: 1.4.7.7 Date: 4/21/2021 3:57:52 PM".

A. User will data enter the requested information.

1. Owner Detail:

First Name

Last Name

Middle Name

Suffix

DOB

Occupation

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Title

Social Security Number (**Required** and may not be omitted)

2. Owner Home Address:

Country

Address 1

Address 2

City / Town

State / Province / Region

Postal Code

Phone Number

Email Address

B. After each additional person has been entered, the User will select the **Save** hyperlink and enter the next person.

C. As persons are entered and saved they will appear at the bottom of the screen.

D. **User** may **Select** a person listed and correct their information, or the User may **Delete** the person from the list by selecting the corresponding hyperlink.

E. **User** clicks on the Save button, clicks on Complete, and finally clicks on the Next button to progress to the next question.

VIRGINIA LOTTERY VENDOR PERMIT GUIDE

Screen Layout – Applicant’s Business Background

Section – Applicant’s Business Background

The screenshot shows a web application interface for the Virginia Lottery Gaming Licensing System. The page title is 'APPLICANT'S BUSINESS BACKGROUND'. It contains several text input fields and two numeric input fields. The first field is for a 'snapshot' of the vendor's company. The second field is for a 'TALLY OF THE WORK FORCE SUPPORTING THE VENDOR'S PROVISION OF GOODS AND SERVICES TO THE CASINO', with sub-fields for 'Total number of employees in Virginia' and 'Total number of employees outside of Virginia'. The third field is for a 'DESCRIPTION OF THE VENDOR'S ABILITY TO PROVIDE GOODS OR SERVICES TO MORE THAN ONE CASINO'. Navigation buttons include 'Previous', 'Next', 'Hold', and 'Completed'. A 'Save' button is located in the top right corner. The footer shows the user's login information: 'Login: 705789632 / Role: Applicant' and 'Build: 1.4.7.7 Date: 4/21/2021 5:57:52 PM'.

User will data enter the following into the text blocks:

1. A snapshot description of the Vendor Applicant’s Company and their capacities and capabilities to provide goods or services to Virginia casinos.
2. List the total number of employees the Vendor Applicant has employed within the Commonwealth of Virginia.
3. List the total number of employees the Vendor Applicant has employed outside the Commonwealth of Virginia.
4. Describe the Vendor Applicant’s ability to provide goods or services to more than one Virginia casino AND if applicable, identify those casinos, with whom they intend to conduct future business.
5. **User** clicks on the **Save** button, clicks on **Completed**, and finally clicks on the **Next** button to progress to the next question.

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Screen Layout – Applicant’s Business Background

Section – Type of Goods or Services

The screenshot shows a web browser window displaying the Virginia Lottery Gaming Licensing System. The page title is "Application" and it is currently on the "On Hold" tab. A red instruction reads: "*** Please select YES if you have information to enter below and select NO if the questions do not apply to you." Below this are radio buttons for "YES" and "NO". The main section is titled "TYPE OF GOODS OR SERVICES" and contains two questions: "10. DESCRIPTION OF THE SPECIFIC TYPE OF GOODS OR SERVICES TO BE PROVIDED TO THE CASINO BY THE VENDOR." and "10. NAME OF CASINO TO WHICH SUCH GOODS OR SERVICES WILL BE PROVIDED." Under the first question is a "Service Detail" box with a dropdown menu for "Name of Facility" (currently set to "--Select--") and a text input field for "Type of Goods or Services". Below this is a table with columns for "Company Name", "Company Type", and "Type of Goods or Services". The table currently shows "No records to display." At the bottom of the form are buttons for "Previous", "Next", "Hold", and "Completed". A navigation bar at the bottom of the page lists various menu items: Name, Principal Address, Point-Of-Contact, Virginia SCC Compliance, Company Association, Contracted Value, Current Director, Owners, Employees, Business Background, Services Provided, and Other Gaming Operations Served. The footer shows the user is logged in as "740578932 / Roles: Applicant" and the system is on "Build: 1.4.7.7 Date: 4/21/2021 3:57:52 PM".

A. **User** will data enter the types of goods or services that will be provided to a casino or multiple casinos. In the event the Vendor Applicant will be providing goods and services to multiple casinos, each casino must be data entered and listed on the screen.

1. Name of Facility

A Vendor Applicant providing goods or services to one casino would select from the drop down list the casino with whom they have contracted.

2. Type of Goods or Services

A complete and specific description regarding the type of products, types of goods or types of services being provided to a casino will be described and data entered in the text box.

B. **User** clicks on the **Save** button, clicks on **Completed** and finally clicks on the **Next** button to progress to the next question.

VIRGINIA LOTTERY VENDOR PERMIT GUIDE

Screen Layout – Other Licensed Casinos Served By The Vendor

Section – Other Licensed Casinos Served By The Vendor

The screenshot shows a web browser window with the URL gaminglicenseva.valottery.com/Applicant/Principal/pApplicationEntry.aspx?ApplicationEntry_CurrentControl=OtherCasinoServed. The page header includes the Virginia Lottery logo and the text "Gaming Licensing System". The main content area is titled "Application" and "On Hold". A red instruction reads: "*** Please select YES if you have information to enter below and select NO if the questions do not apply to you." Below this are radio buttons for "YES" and "NO". The section is titled "OTHER LICENSED GAMING OPERATIONS SERVED BY THE VENDOR" and includes a "Save" and "Cancel" link. Question 10 asks: "Provide the Department with a list of other jurisdictions where the Vendor conducts business related to gaming operation. (List the other jurisdictions by Gaming Name, City, State, Country)." A "Jurisdiction Detail" form is shown with fields for "Gaming Operation Name", "City", "State" (a dropdown menu), and "Country" (a dropdown menu). Below the form is a table with columns for "Gaming Operation Name", "City", "State", and "Country", and a message "No records to display." At the bottom of the form are buttons for "Previous", "Next", "Hold", and "Completed". A navigation menu at the bottom includes links for "Name", "Principal Addresses", "Point of Contact", "Virginia SCC Compliance", "Company Association", "Contracted Value", "Current Directors", "Owners", "Employees", "Business Background", "Services Provided", and "Other Gaming Operations Served". The footer shows "Login: 7485789632 / Role: Applicant" and "Build: 1.4.7.7 Date: 4/21/2021 3:57:52 PM".

A. **User** will data enter those casinos outside of Virginia with whom the Vendor Applicant conducts business.

1. In the event the **Vendor Applicant** does not conduct business with any casinos outside of Virginia, the **User** will select **No** to the question.
2. In the event the **Vendor Applicant** does conduct business with any casinos outside of Virginia, the **User** will select **Yes** to the question, and data enter information for each casino:

Casino Name

City

State

County

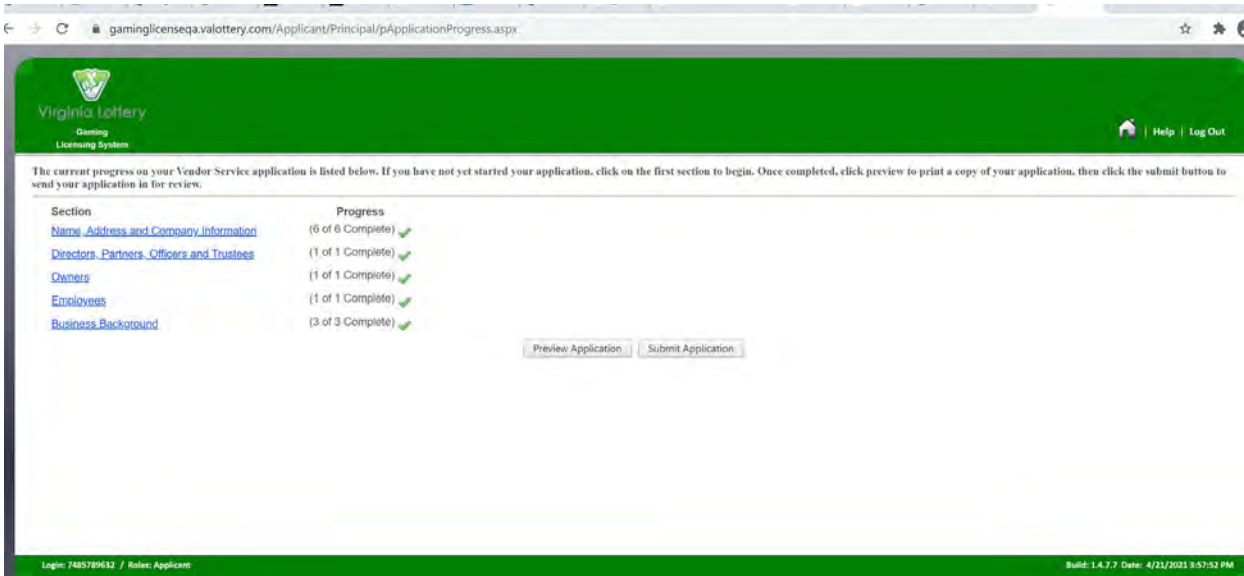
B. **User** clicks on the **Save** button, clicks on **Completed**, and finally clicks on the **Next** button to progress to the next question.

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Screen Layout – Final Progress Screen

Section – Final Progress Screen

Once the User has completed the last section of the Vendor Application a progress screen will appear:



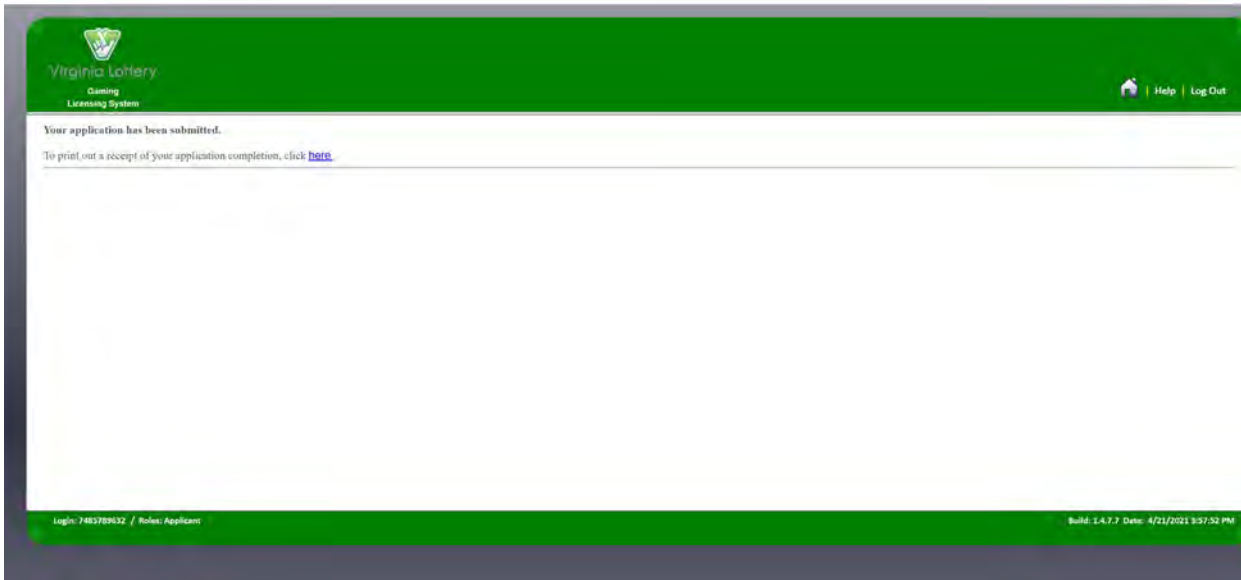
1. This section shows that all 5 sections have been completed, with each subsection completed.
2. The **Preview Application** button appears and may be selected to preview the application.
 - i. If **Preview Application** is selected by the **User**, the application will appear in another window and the User may review, download, and/or save a copy.
 - ii. In the event the **User** selects **Submit Application** prior to Preview Application, the application will close and will not be able to be reviewed.
3. Once the **User** has completed the Vendor application this screen appears; the **User** selects the **Submit Application** button to submit the application.

Submit Application does not mean that the Vendor application is submitted to Lottery, it is submitted to the Vendor Admin who must prepare the application for submittal to Lottery.

VIRGINIA LOTTERY VENDOR PERMIT GUIDE

Screen Layout – Application Submitted Screen

Section – Application Submitted Screen

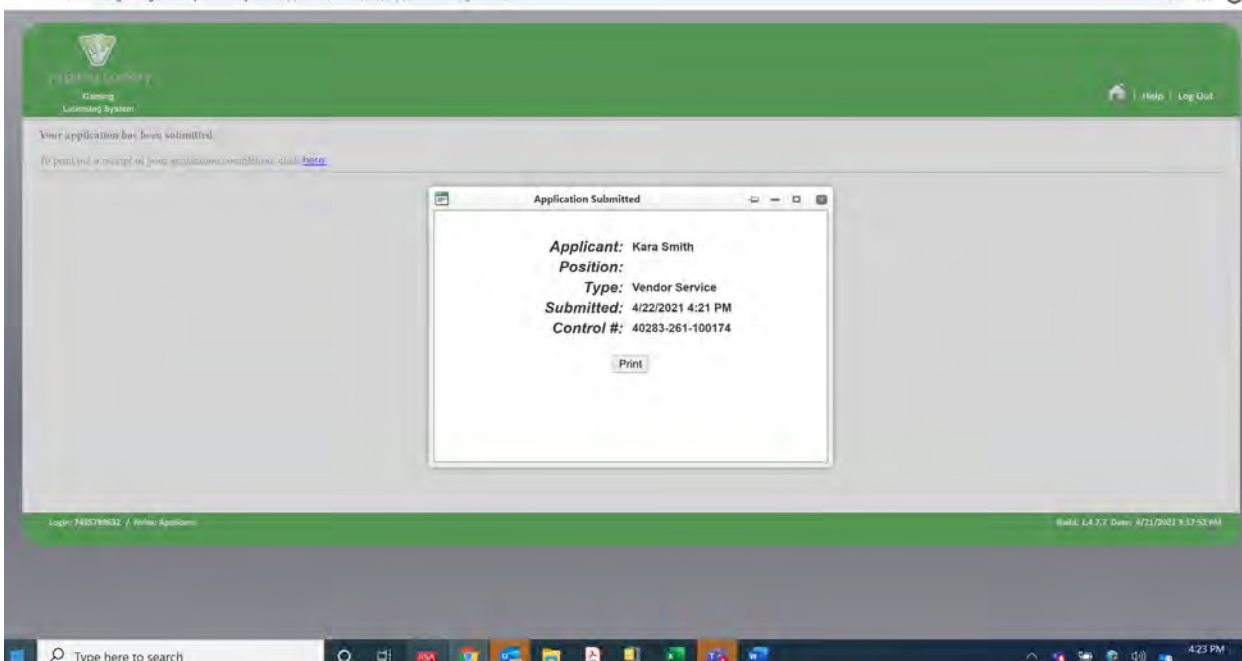


User will receive confirmation that the application has been submitted, however that application submittal is not to Lottery, but to the **Vendor Admin** who prepared the application.

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Screen Layout – Application Receipt

Section – Application Receipt



By clicking the **Submit Application** button, the **User** may obtain a receipt indicating the date and time of the application submittal to the **Vendor Admin**. (As shown in previous Registered Vendor example)

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Vendor Certification – Required Documents

Each **Vendor Applicant** must properly complete and provide the **Casino Vendor Admin** with the following **Required Documents**:

A. Required Check List Items:

1. Notarized Authorization for Release of Information Form (Entity)

The **Vendor Applicant** will ensure that the **Authorization for Release of Information** form was completed by an officer, partner, director, owner, or authorized representative and Notarized for the business entity.

2. Notarized Authorization for Release of Information Form (Individuals)

The **Vendor Applicant** will ensure that one **Authorization for Release of Information** form was completed and Notarized for each individual included in the Vendor application.

(a) Each officer, partner, director, owner, manager, supervisor and employee disclosed in the completion of the Vendor application will appear as a Required Check List Item for the Casino Vendor Admin.

(b) The **Vendor Applicant** is required to provide one form for each person listed.

3. Affidavit of Representative of Applicant Form

The **Representative of the Applicant Form** must be completed and notarized. The Vendor may act as the Representative of the Applicant or may appoint a Representative of the Applicant to complete and submit the application. It is the responsibility of the Representative of the Applicant to ensure that the response to every Lottery interrogative is accurate and to ensure that the application is correctly submitted.

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4. **Casino's Certification of Business Relationship Form**

The **Vendor Applicant** will ensure that a Casino Representative has signed the **Certification of Business Relationship Form**. The **Vendor Applicant** is not authorized to sign the form.

5. **VA SCC Certificate of Good Standing Form, and**

6. **VA SCC Fictitious Name Certificate**

To do business within the Commonwealth of Virginia, all Vendor applicants, including in-state (Virginia) businesses and out-of-state (Foreign) businesses, are required to verify that they have registered with the Virginia State Corporation Commission (VA SCC). If the Vendor Applicant intends to use an assumed name, trade name, or "dba" the Vendor Applicant is also required to file for a Fictitious Name Certificate. All Vendor Applicants must obtain a "Certificate of Good Standing" from VA SCC.

Vendor Applicants are required to prove they are registered with the VA SCC to do business within the Commonwealth. The Vendor Admin will confirm the Vendor Applicant's Good Standing by uploading the Vendor Applicant's SCC Certificate of Good Standing and the Trade Name Registration (Fictitious Name Certificate if applicable) ensuring that:

(a) The Vendor Applicant's Business Name is listed exactly as it is registered with VA SCC.

(b) The Vendor Applicant is in fact, registered with the VA SCC and is currently in Good Standing.

These Required Checklist Items must be uploaded at the time of the Vendor application submittal. Failure to provide a Vendor Applicant's VA SCC **Certificate of Good Standing** and **Trade Name Registration (Fictitious Name Certificate)** will be considered an incomplete application and may result in a denial of Vendor Applicant's submittal.

- B. The **Required Documents** must be provided to the **Casino Vendor Admin** prior to the submittal of the completed Vendor application to the Lottery.