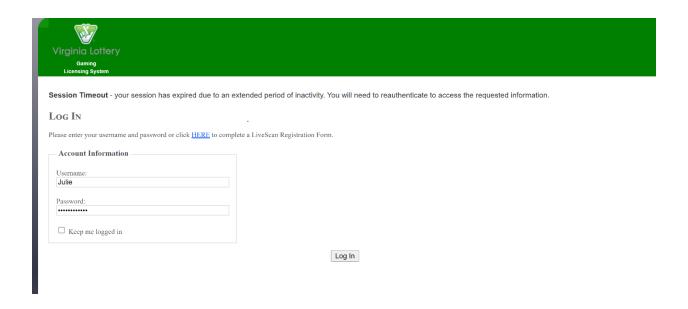# Virginia Lottery

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.
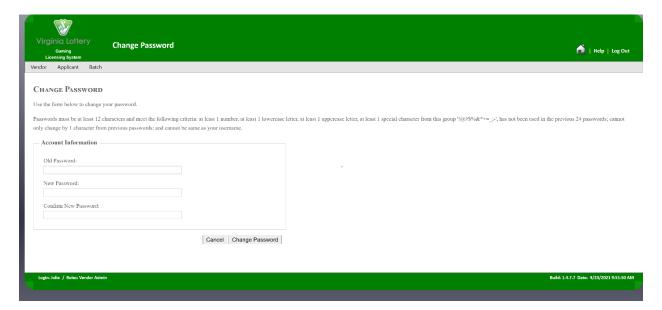

Utilizing https://gaminglicense.valottery.com/Account/Login.aspx, the Casino Vendor Admin will log into the online portal.

Perform the following steps:

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

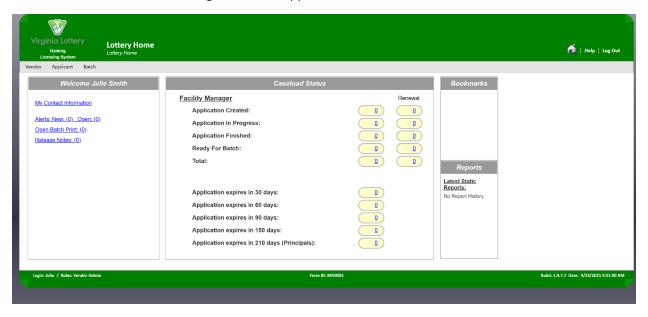Upon login, the Casino Vendor Admin will be requested to change the old password

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.

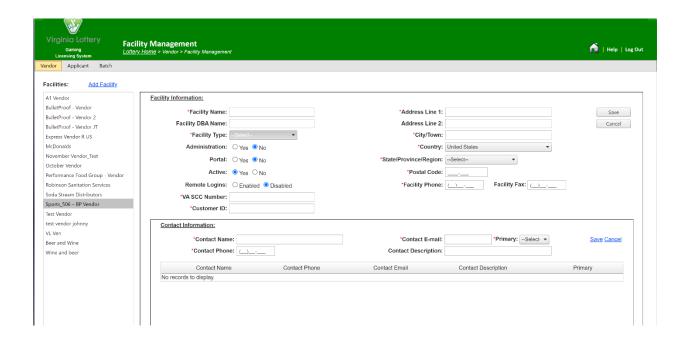The Following message will appear after the password is successfully changed.

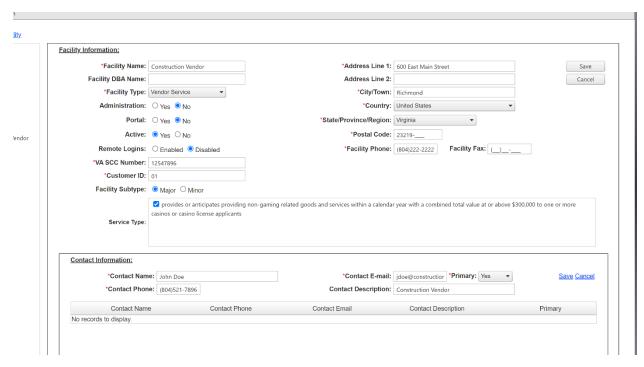Select Continue and the following screen will appear.

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.

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.

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

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

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

Select reset password.

nt

Print Password

Virginia Lottery.

Applicant ID: **268**

Username: **12236444**

Password: **VCq=6Bi7oR1w**

Print

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.

Click on the radio button that corresponds to Application Finished.

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

🏠 | Help | Log Out

Vendor | Applicant | Batch

	Applicant Information	**Case Information**		**Contact Information**		Edit
	Applicant Name: Smith, Kara	Case ID:100174 Version: 1		ADDRESS ≤ Rec # ≥		
	SSN: 000-00-0113	Application Type: Vendor Service		PHONE ≤ Rec # ≥		
	App ID: 261	Case Status: Application Finished				
		License Date:		EMAIL ≤ Rec # ≥		
		Badge Number:				

CheckList

Item	Completed	Date	Completed By		Application Fees		Save
Notarized Authorization For Release of Information Form	-Select- ▾			View/Upload Artifacts	Fee Type	Fee $	
Notarized Authorization For Release of Information Form - H.7 - Gina Smith	-Select- ▾			View/Upload Artifacts	Application Fee	$500.00	
Notarized Authorization For Release of Information Form - H.8 - Gina Smith	-Select- ▾			View/Upload Artifacts	Finger Print Fee	$35.72	
Notarized Authorization For Release of Information Form - H.9 - Gina Smith	-Select- ▾			View/Upload Artifacts		$535.72	
Affidavit of Representative Of Applicant Form	-Select- ▾			View/Upload Artifacts			
Acknowledgement and Disclosure Form	-Select- ▾			View/Upload Artifacts			
Casino's Certification of Business Relationship Form	-Select- ▾			View/Upload Artifacts			
VA SCC Certificate of Good Standing Form	-Select- ▾			View/Upload Artifacts			
VA SCC Trade Name Registration	-Select- ▾			View/Upload Artifacts			
Combined Total Value of Goods and Services Reviewed	-Select- ▾			View/Upload Artifacts			
Type of Goods or Services Provided Reviewed	-Select- ▾			View/Upload Artifacts			

Login: Julie / Roles: Vendor Admin
Form ID: LT00015
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.
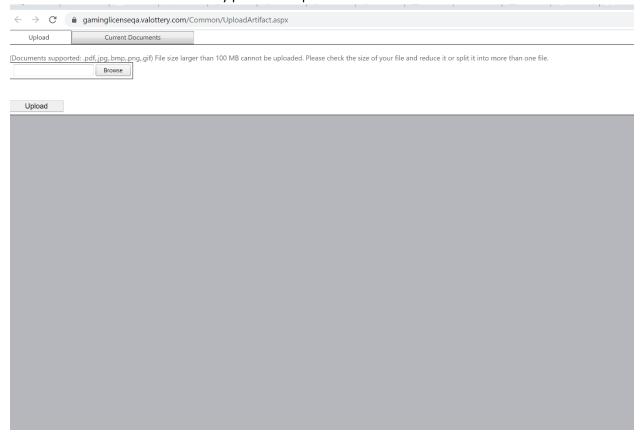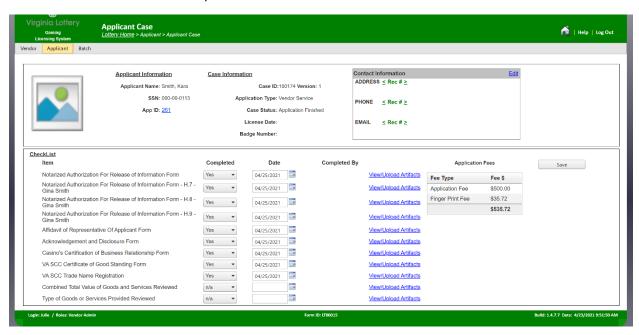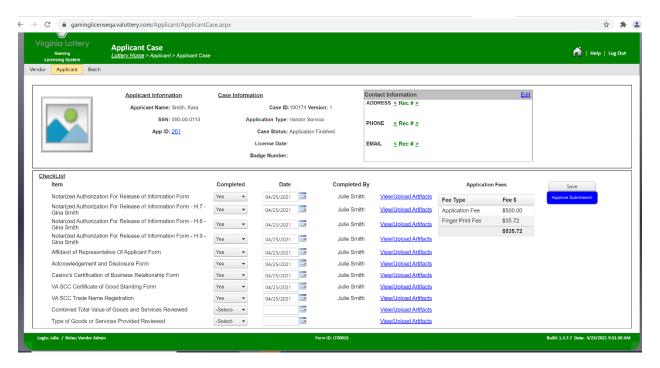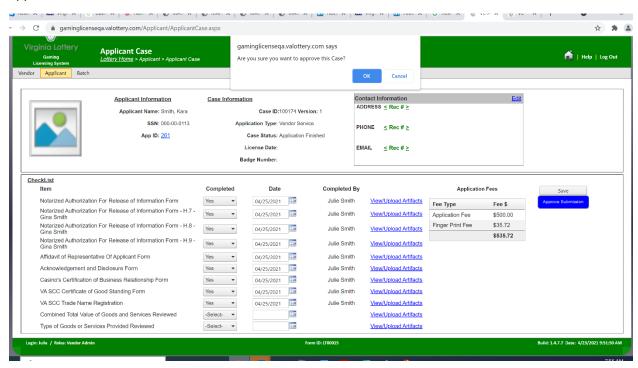
← → C 🔒 gaminglicenseqa.valottery.com/Common/UploadArtifact.aspx

Upload	Current Documents

(Documents supported: .pdf,.jpg,.bmp,.png,.gif) File size larger than 100 MB cannot be uploaded. Please check the size of your file and reduce it or split it into more than one file.

[   ] Browse

Upload

Once the checklist has been completed select Save.

Virginia Lottery
Gaming Licensing System
Applicant Case
Lottery Home > Applicant > Applicant Case
🏠 | 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	Yes ▾	04/25/2021 📅		View/Upload Artifacts		
Notarized Authorization For Release of Information Form - H.7 - Gina Smith	Yes ▾	04/25/2021 📅		View/Upload Artifacts	**Fee Type**	**Fee $**
Notarized Authorization For Release of Information Form - H.8 - Gina Smith	Yes ▾	04/25/2021 📅		View/Upload Artifacts	Application Fee	$500.00
Notarized Authorization For Release of Information Form - H.9 - Gina Smith	Yes ▾	04/25/2021 📅		View/Upload Artifacts	Finger Print Fee	$35.72
Affidavit of Representative Of Applicant Form	Yes ▾	04/25/2021 📅		View/Upload Artifacts		**$535.72**
Acknowledgement and Disclosure Form	Yes ▾	04/25/2021 📅		View/Upload Artifacts		
Casino's Certification of Business Relationship Form	Yes ▾	04/25/2021 📅		View/Upload Artifacts		
VA SCC Certification of Good Standing Form	Yes ▾	04/25/2021 📅		View/Upload Artifacts		
VA SCC Trade Name Registration	Yes ▾	04/25/2021 📅		View/Upload Artifacts		
Combined Total Value of Goods and Services Reviewed	n/a ▾	📅		View/Upload Artifacts		
Type of Goods or Services Provided Reviewed	n/a ▾	📅		View/Upload Artifacts		

Save

Login: Julie / Roles: Vendor Admin   Form ID: LT00015   Build: 1.4.7.7 Date: 4/23/2021 9:51:50 AM
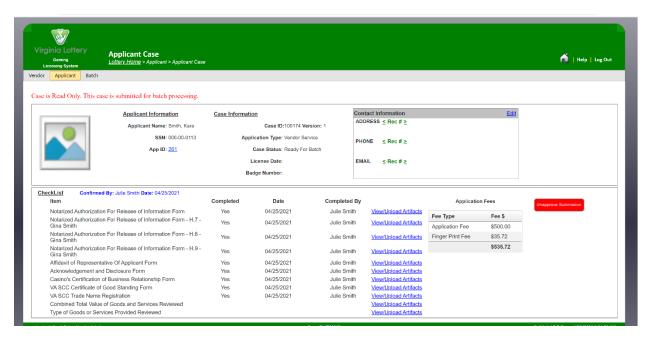
A blue Approve Submission button will appear as shown below.

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

Select Ok and following message will appear with a red Unapprove Submission button displayed.
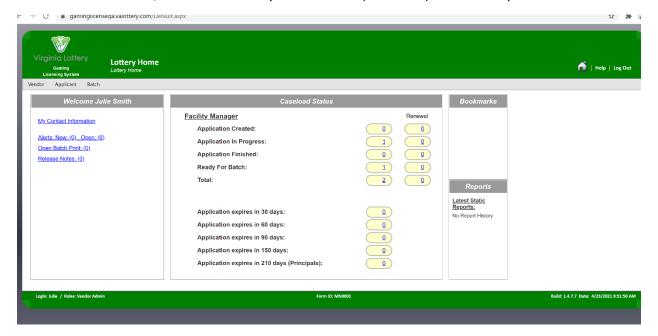
In the event a mistake has been made, there is an opportunity to Unapprove the Submission by selecting the red radio button. If selected, it will take you back to the checklist page and will allow you to resubmit.
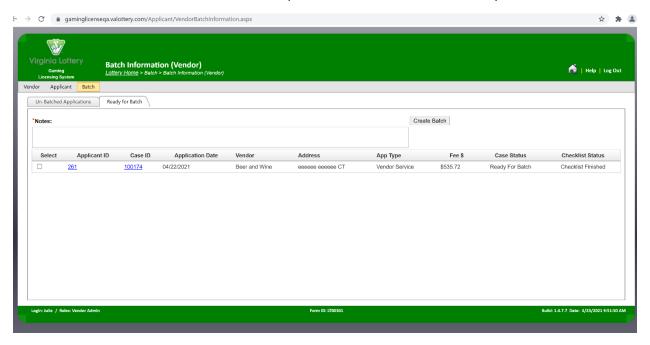
Batching Process:

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

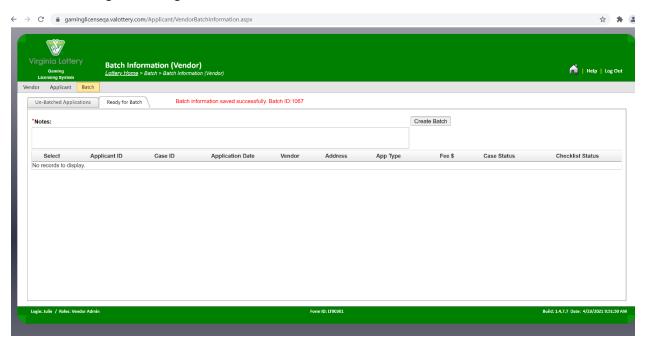From the above screen, click on the Lottery Home button (the house) to return to your main screen.
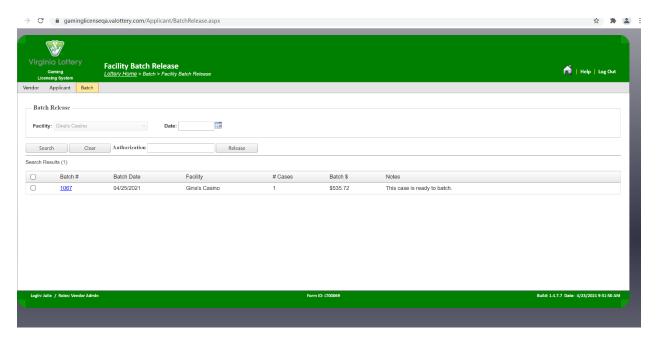
Click on Batch Information from the Batch dropdown tab. Then click on the ready for Batch subtab.
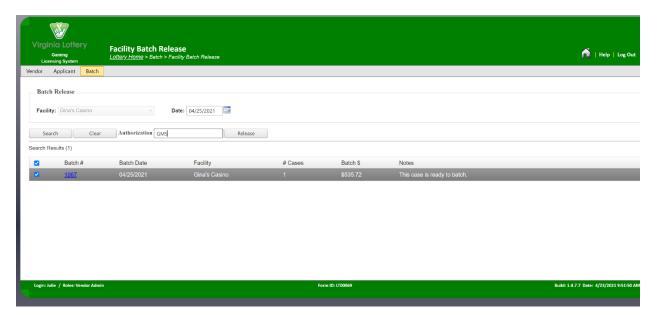

Check the select box add some notes (e.g., case ready to batch) and then select Create Batch. You will receive a message indicating the batch was successful and the Batch ID.

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

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

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