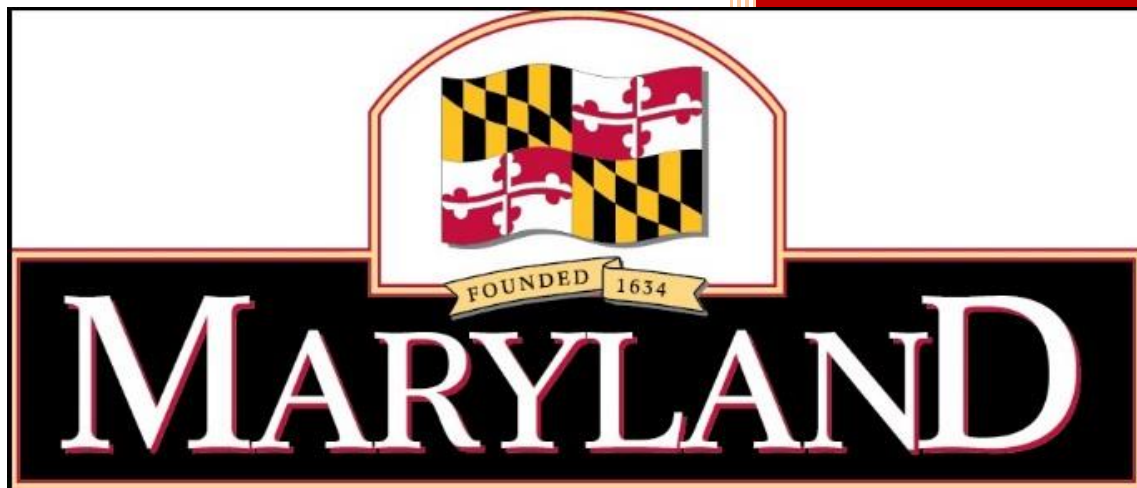


MLGCA eLicensing Non-Gaming Vendor Applicant Reference Guide



Maryland Lottery and Gaming Control
Agency
1800 Washington Boulevard, Suite 330
Baltimore, Maryland 21230
11/25/2019

MLGCA ELICENSING VENDOR USER GUIDE

Welcome to the Maryland Lottery and Gaming Control Agency's electronic 'eLicensing' system. Vendor applicants seeking authorization to provide non-gaming goods and services to Maryland casinos will use the system to submit a request to the Maryland Lottery and Gaming Control Commission.

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 'eLicensing' system, forgot your system password, or concerns, contact the Procurement Office at the casino that you anticipate conducting business with:

Hollywood Casino Perryville:

Ms. Jennifer O'Keefe jokeefe@hollywoodpv.com (410) 378-1132

Ocean Downs Casino:

Mr. Brian Reinhart brian.reinhart@oceandowns.com 410-641-0600 Ext. 3195

Maryland Live! Casino:

Procurement Office MDLiveVendors@livech.com or (410) 782-3346, (443) 445-2413

Rocky Gap Casino Resort:

Procurement Office – Ms. Chelsea Mills chixson@rockygapcasino.com 301-784-8422

Horseshoe Casino Baltimore:

Ms. Hailey Yonker hyonker@caesars.com (609) 343-2775

MGM National Harbor:

Procurement Office MNHOPSDIVERSITY@mgmnationalharbor.com (301) 971-6962

Application fees must be submitted directly to:

(Wire Transfer, Business Check, Cashier's Check or Money Order – No personal checks)

Maryland Lottery and Gaming Control Agency (MLGCA)
Casino Licensing and Background Investigations Division
1800 Washington Boulevard, Suite 330
Baltimore, Maryland 21230
(410) 230-8918

Email questions or concerns to the
Casino Non-Gaming Goods and Services Coordination Team at:
NonGaming.Vendors@maryland.gov

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Pay Careful Attention to the Following:

Vendor applicants must complete specific steps before submitting an application to the Maryland Lottery and Gaming Control Commission (MLGCC).

Applications received by the Maryland Lottery and Gaming Control Agency (MLGCA) 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 Maryland casino. The Vendor applicant may reapply one (1) year after the date of the original denial finding.

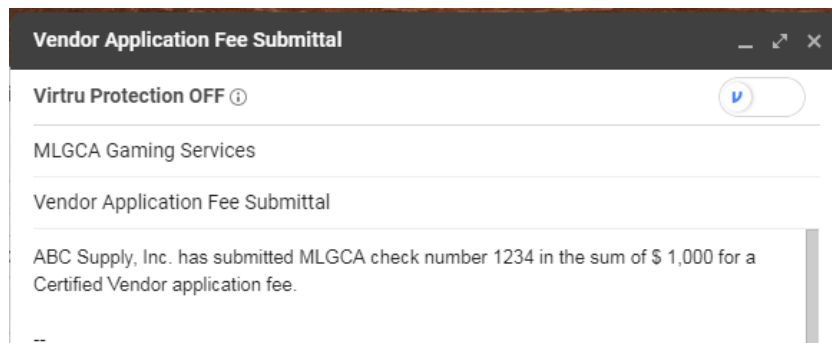
- 1) All vendors must obtain a 'Casino's Certification of Business Relationship' form page. Certification form pages can only be issued by a licensed Maryland casino or by designated casino construction companies authorized to issue certifications. A vendor applicant is prohibited from completing the '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 Commission, and may result in an automatic disqualification.
- 2) All vendors must be registered with the Maryland State Department of Assessments and Taxation (MD SDAT) at the time of Vendor application. The proof and verification will be uploaded and submitted via MLGCA's eLicensing system with the Vendor application. The Casino Vendor Admin will upload and submit the verification of compliance with MD SDAT regulations to the Commission as a Checklist Item. MD SDAT will determine whether the vendor is required to either:
 - A. File for and maintain "Good Standing" (the vendor is required to furnish the Commission with a verification of the 'Good Standing' status with the Vendor Form application); or
 - B. File for a "Trade Name Registration".
 - C. After completing the Maryland SDAT registration process, the Vendor Applicant must:

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- i. Go to <https://egov.maryland.gov/BusinessExpress/EntitySearch>
 - ii. Find their company's registration; print the 'General Information' page that displays the valid status. (MLGCA does not require the \$20 certificate.)
 - iii. Submit a copy of the page together with all the other documents and required Notarized documents to the Casino representative.
- 3) All Vendor applicants must submit the required application fee prior to or simultaneously with the Vendor application on-line submittal to MLGCA's eLicensing system.
 - A. The initial application fees established by Maryland COMAR are as follows:
 - i. Registered Vendor **\$ 100**
 - ii. Certified Vendor **\$ 1,000**
 - B. The renewal application fees established by Maryland COMAR are as follows:
 - i. Registered Vendor **\$ 100**
 - ii. Certified Vendor **\$ 500**
 - C. Vendor application fees are to be made payable to "Maryland Lottery and Gaming Control Agency".
 - D. No Personal checks can be accepted. The fees must be submitted as a certified / bank / business check or money order. Fees must be sent directly to the following:
 - i. **Maryland Lottery and Gaming Control Agency**
Attn: Casino Licensing and Background Investigations Division
1800 Washington Blvd, Suite 330
Baltimore, Maryland 21230
 - E. If the fees are sent via a wire transfer, payments are made as follows:
 - i. The Maryland Lottery and Gaming Control Agency Account Number is:
446014266944
 - ii. The Name of the Account is:
Maryland Lottery VLT Escrow 026009593
Bank of America, New York, NY
 - iii. If necessary, SWIFT code is:
BOFAUS3N Ref: Bank of America in the State of Maryland.

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- F. **Important Notice:** All Vendor applicants are required to submit an email to MLGCA's Gaming Services at gaming.services@maryland.gov with notification of the Vendor application fee submittal, stating;
- i. The name of the vendor company.
 - ii. The name of the Casino with whom they have entered into a business relationship.
 - iii. Type of Vendor application.
 - iv. The certified / bank check, money order or wire transfer number.



- G. **Application fees are non-refundable.**
- 4) All vendors must submit accurate and complete on-line applications via MLGCA's eLicensing system. 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. False or misleading statements to the Commission may subject a Vendor applicant to civil and/or criminal penalties. All submissions are subject to verification.
- 2) All Vendor applicants are required to disclose to the Commission 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 licensed Maryland 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) The Commission's decision to deny or cancel an initial Vendor Registration or Vendor Certification application submittal, or denial of the renewal of a Vendor Registration or Vendor Certification, does not give rise to an appeal right under the contested case provisions of the Maryland Administrative Procedure Act.
- 4) Any vendor who has resolved the reason for the denial of an initial or renewal Vendor Registration or Vendor Certification application, may submit a new Vendor application, along with the required fee, 365 days after the date that the Commission rendered its final decision.
- 5) Reference copies of all Vendor forms containing further detailed instructions, may be found on MLGCA's Licensing webpage, under the 'Non-Gaming Vendors' tab, in the "Non-Gaming Vendor Forms & Information" section, located at the following link:

<https://www.mdgaming.com/licensing/vendors/#1526305872268-27795e68-6cc3>

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- 6) A Vendor is under a continuing obligation to **notify the Commission promptly in writing of any changes in the information** provided to the Commission in either the initial application or any subsequent submission. The duty to inform the Commission 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 Commission approves vendors to provide non-gaming goods and services to Maryland licensed casinos based on the specific information that the vendor submitted to the Commission. 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 Commission approved. The Vendor must **notify the Commission, in writing**, and request authorization to continue providing non-gaming goods and services. The vendor **must** therefore submit a 'new' Vendor Registration or Vendor Certification application, containing the updated information in the appropriate sections. It is not necessary to submit a fee with the application, so long as the term of the initial application has not expired, or is not within 90 days of expiring.

Once the Commission reviews the new application, the Vendor will be notified if further action or additional information is required. For Business Name changes, the Commission will update the new company name on the website at the conclusion of the review.

- 2) If a Vendor makes any changes to:
- its business name;
 - the company structure (including being purchased by another company, merger with another company, or acquisition of another company);
 - any of the individuals who have direct and significant supervision of the provision of goods and services;
 - the services it intends to provide; or

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- any key individuals who were identified to the Commission initially (or updated subsequently);

3) The Vendor must follow the steps below:

- A. Visit <https://www.mdgaming.com/licensing/vendors/#1526305872268-27795e68-6cc3>
- B. Download a current paper reference copy of the Vendor Registration or Vendor Certification application (**submission of changes on an out-of-date application will be rejected**).
- C. Complete a new paper reference copy of the Vendor Registration or Vendor Certification application. Complete **Section H**, listing **all** of the changes to its name, address, contact information, etc., as well as listing every individual who meets the criteria for disclosure (all company officers, partners, directors, managers and supervisor employees). **NOTE:** Those individuals who were disclosed on the initial application or a subsequent submission to the Commission, list their first name, last name and position / title where required in **Section H** and enter “Previously Disclosed” next to the name. If necessary, enter “See Attached” in the appropriate section, if supplemental information is being provided.
- D. **** For Business Name Changes, only **** Contact the Maryland State Department of Assessments and Taxation (MD SDAT) at <https://egov.maryland.gov/BusinessExpress/> and update the registration.
- E. **** For Business Name Changes, only **** Submit verification to the Commission. Visit MD SDAT at <https://egov.maryland.gov/BusinessExpress/EntitySearch> and print the ‘General Information’ page that displays the updated business name and status.
- F. **** For Business Name Changes, only **** Obtain a new Certification of Business Relationship form (Registration application Page 11, or Certification application Page 19) from the casino’s Procurement Office that correctly lists the new business name **exactly as it appears in the Maryland SDAT registration**.

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- G. Submit the completed updated paper reference copy of the Vendor Registration or Vendor Certification application to MLGCA using the address provided below.

Maryland Lottery and Gaming Control Agency

Attn: Casino Licensing and Background Investigation Division

1800 Washington Blvd, Suite 330

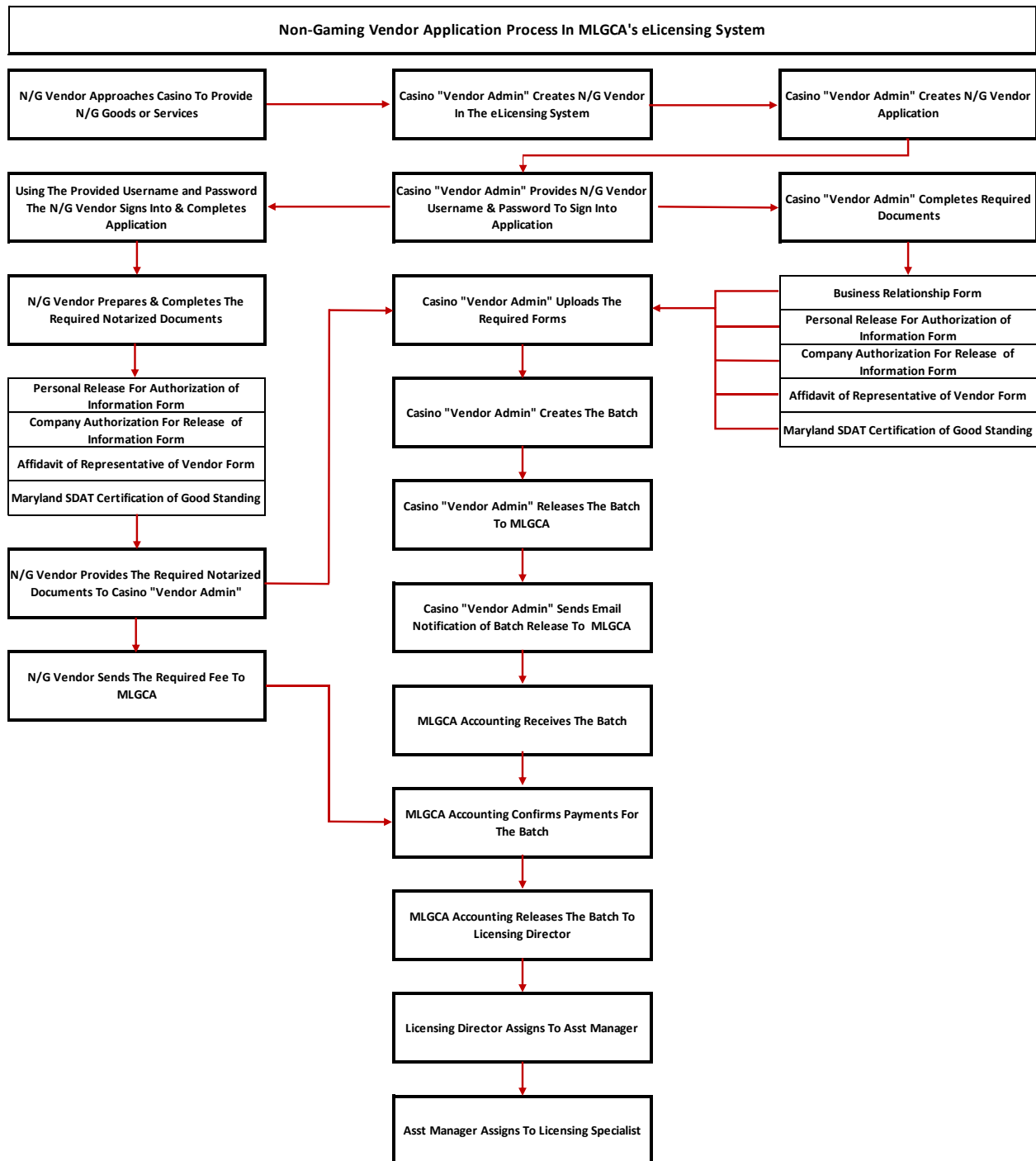
Baltimore, Maryland 21230

Changes to a Vendor's Maryland SDAT Status

If a Vendor makes any changes or updates to a Vendor's MD SDAT status (e.g., dissolving, cancelling or reviving a Business Charter), the vendor must promptly notify the Commission via an email to nongaming.vendors@maryland.gov . When applicable, the Vendor must attach proof or evidence that deficiencies have been resolved.

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The Non-Gaming Vendor eLicensing Process



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The Maryland Lottery and Gaming Control Agency (MLGCA) eLicensing System

The link for MLGCA's eLicensing system:

<https://elicensing.msla.state.md.us/WebSite/Account/Login.aspx>

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.

APPLICANT NON-GAMING VENDOR REGISTRATION FORM # 1023

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Vendor Registration Applicant Log In - Vendor Form Completion

1. The **Vendor Applicant** will go to the link for MLGCA's eLicensing system:
<https://elicensing.msla.state.md.us/WebSite/Account/Login.aspx>
2. On this page, the **Vendor Applicant** will enter their assigned **Username** and temporary **Password** to begin their Vendor application.

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: dynamico **A**

Password: **B**

☐ Keep me logged in

C

Log In

Guest Form ID Build: 1.4.5.0 Date: 8/30/2018

- A. The **Vendor Applicant** will enter their **Username** provided by the Vendor Admin (A).
 - B. The **Vendor Applicant** will enter their temporary **Password** provided by the Vendor Admin (B).
 - C. The **Vendor Applicant** will click on the **Log In** button (C).
3. 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.

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MARYLAND
Maryland Lottery and
Gaming Control Agency

Change Password

Home | 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 10 passwords; cannot only change by 1 character from previous passwords; and cannot be same as your username.

Account Information

Old Password: A

New Password: B

Confirm New Password: C

D

Login: dynamico / Roles: Applicant

Build: 1.4.5.0 Date: 8/30/2018

A. The **Vendor Applicant** enters the temporary password provided by the Vendor Admin (A).

B. The **Vendor Applicant** enters a new password that complies with the password rule requirements listed at the top of the screen (B).

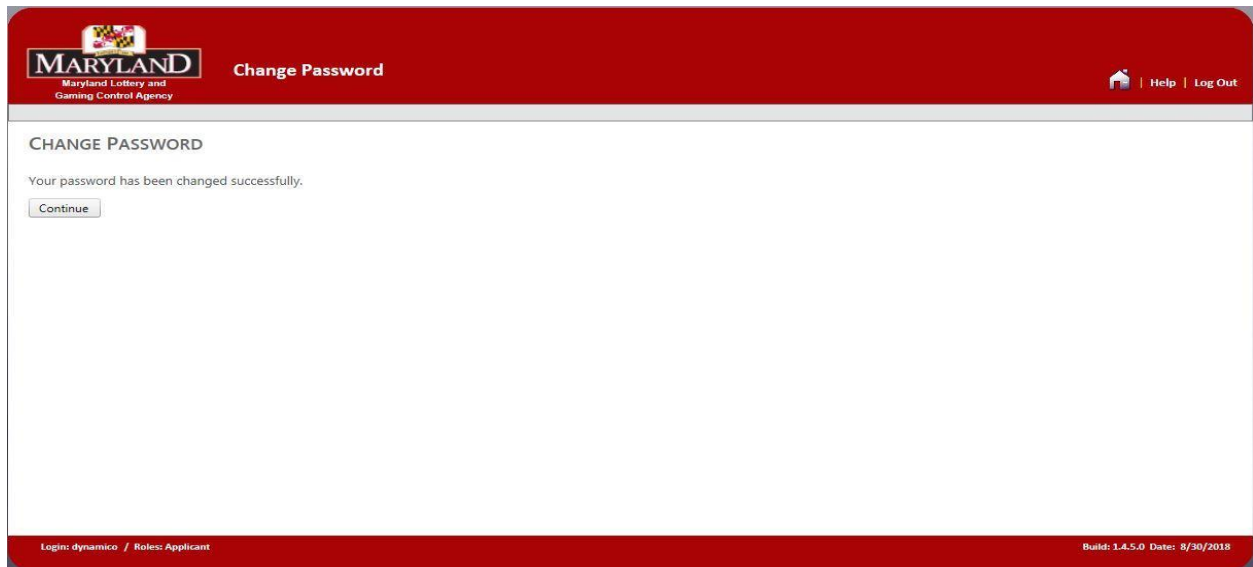
C. The **Vendor Applicant** re-enters the new password (C).

D. The **Vendor Applicant** must then click on the **Change Password** button (D).

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

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

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- A. The **Vendor Applicant** will select the **Continue** button to proceed with the Vendor application.
5. The **Vendor Applicant** will be presented with an **Acknowledgement and Disclosure**, which must be read and understood.

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The screenshot shows a web-based form titled "Acknowledgment and Disclosure". The form contains several paragraphs of text explaining the application process, the Commission's requirements, and the applicant's rights. At the bottom of the form, there are two buttons: "Acknowledge" and "Decline". The "Acknowledge" button is highlighted with a red rectangular border.

Acknowledgment and Disclosure

I understand and acknowledge the following:

I am applying for a Maryland video lottery employee license. I cannot be employed in a job that requires a license unless the Maryland Lottery and Gaming Control Commission (The Commission) finds that I meet the legal requirements for licensure. The Commission, through its employees, agents and vendors, is required by law to conduct a background investigation of each applicant for a license.

During the investigation, the Commission is required to collect and evaluate various kinds of information or reports to determine if applicants meet the eligibility requirements for licensure. I understand that the Commission and/or its employees, agents or vendors will conduct an investigation of my personal information (the "Background Investigation"). The Background Investigation may include, but will not be limited to, information or reports about my: character; general reputation; personal characteristics, including my honesty and integrity; credit stability; criminal history (from state, federal and other agencies) or record of involvement with other litigation.

I understand that all applicants are required to be fingerprinted either by Live Scan or on a completed ten-print (hard card) applicant fingerprint card. These fingerprints will be submitted to the Maryland Criminal Justice Information System (MD CJIS) and the Federal Bureau of Investigation (FBI) where criminal background checks will be conducted. The use of the MD CJIS and FBI criminal history record information will be used to assist in the determination of suitability for the issuance of a Maryland video lottery employee license.

I understand that 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 my rights under federal credit reporting law.

I understand that I have the right to complete or challenge the accuracy of, the information contained in either the MD CJIS or the FBI identification record. Further, I have the right to be advised of the procedures for obtaining a change, correction, or updating a MD CJIS or FBI identification record.

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

6. The **Vendor Applicant** must read, understand and acknowledge the form and select the appropriate button.
 - A. **Acknowledge** indicates that the **Vendor Applicant** has read, understood and acknowledges the Disclosure.
 - i. 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.
 - i. 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 Registration

The current progress on your Vendor Registration application is listed below. If you have not yet started your application, click on the first section to begin. Once completed, click the submit button to send your application in for review.

Section	Progress
Name, Address and Company Information	(0 of 6 Complete)
Directors, Partners, Officers and Trustees	(0 of 1 Complete)
Business Background	(0 of 3 Complete)

Login: dynamic / Role: Applicant Build: 1.4.5.0 Date: 8/30/2018

The Application Progress screen displays each sections progress towards the completion of the application.

1. Screen Sections

A. Section - Application Process

1. 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.

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, the **User** will see where they are in the completion of the application and the sections addressed are bolded when completed or placed on hold.

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Screen Layout – Application Entry of Name

The screenshot shows the MLGCA application interface. At the top, there is a red header with the MLGCA logo and navigation links: 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 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." The form has two input fields: "Name:" and "Doing Business As (D/B/A) or Trade Name(s):". Below the input fields, there are three buttons: "Previous", "Next", and "Hold" (with a radio button). At the bottom, there is a navigation bar with links: Name, Principal Addresses, Point-Of-Contact, Maryland SDAT Compliance, Company Association, Contracted Value, Current Directors, Owners, Employees, Business Background, Services Provided, and Other Casinos Served. The footer shows "Login: midativ / Rules: Applicant" and "Build: 1.4.5.0 Date: 6/13/2019".

1. Section – Application Entry of Name

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

Name Area:

User inputs the name of the Vendor applicant.

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.

Screen Layout – Applicant’s Principal Address

1. Section – Principal Addresses

The screenshot displays the 'APPLICANT'S PRINCIPAL ADDRESS' form. It features two main input areas: 'Applicant Address' and 'Secondary Address'. Each area includes a 'Mailing' checkbox, a section to 'Describe the Applicant's use of this address' with checkboxes for Residential, Corporate, Production, Development/Testing, Warehouse/Storage, Distribution, and Other, an 'Address Type Other' field, a 'Country' dropdown menu, 'Address 1' and 'Address 2' text fields, 'City/Town' and 'State/Province/Region' dropdown menus, a 'Zip Code' field, a 'Mailing Address' checkbox, and a 'Vendor's Website' field. The 'Applicant Address' section is highlighted with a red box, and the 'Secondary Address' section is also highlighted with a red box. The form is titled 'APPLICANT'S PRINCIPAL ADDRESS' and has 'Save' and 'Cancel' buttons at the top right. At the bottom, there are 'Previous', 'Next', 'Hold', and 'Completed' buttons, and a navigation bar with links to 'Name', 'Principal Addresses', 'Point-Of-Contact', 'Current Directors', 'Maryland SDAT Compliance', 'Company Association', 'Contracted Value', 'Business Background', 'Services Provided', and 'Other Casinos Served'.

A. Applicant’s Principal Address – Applicant Address

1. User will enter data into the following fields 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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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, **User** will 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

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, **User** will input the mailing address.

Vendor's Website

3. **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

1. Section – Point-Of-Contact For Applicant

Application On Hold

POINT-OF-CONTACT FOR APPLICANT Save

3. This individual must either have the authority to make decisions on behalf of the Vendor applicant and/or be on-site at the casino. All notifications will be made to this e-mail address. If necessary, check the "SPAM" folder for e-mails from "...@maryland.gov".

*Last Name: *Company Title: ☒ US Phone Format

*First Name: *Email: * Office Telephone Number: () - -

Middle Name: Cell Number: () - -

Suffix: --Select--

Previous Next ☐ Hold ☐ Completed

Name Principal Addresses **Point-Of-Contact** Current Directors Maryland SDAT Compliance Company Association Contracted Value Business Background Services Provided
Other Casinos Served

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 – Applicant’s Owners, Officer, Directors, Etc.

1. Section – Applicant’s Owners, Officers, Directors, Etc.

The screenshot shows a web application interface for managing applicant information. At the top, there are two tabs: "Application" and "On Hold". Below the tabs, the title "APPLICANT'S OWNERS, OFFICERS, DIRECTORS, ETC." is displayed, followed by a "Save" button and a "Cancel" button. A note states: "4. Provide the names of the vendor's officers, owners, directors, etc. who will be directly/significantly involved in providing goods and services to a licensed Maryland casino. This list is to include owners, directors, presidents, CEOs, vice presidents, treasurers, etc." Below this note is a "Personal Detail" section with the following fields: "First name:", "Last name:", "Middle name:", "Suffix:" (with a dropdown menu showing "--Select--"), and "Title:". Below the "Personal Detail" section is a table with the following headers: "Last Name", "First Name", "Middle Name", and "DOB". The table currently displays "No records to display." Below the table are two buttons: "Previous" and "Next", and two radio buttons: "Hold" and "Completed". At the bottom of the screen, there is a navigation bar with the following links: "Name", "Principal Addresses", "Point-Of-Contact", "Current Directors", "Maryland SDAT Compliance", "Company Association", "Contracted Value", "Business Background", "Services Provided", and "Other Casinos Served".

A. **User** will enter data into the following fields for those Vendor applicant’s owners, officers, directors, etc.

First Name

Last Name

Middle Name

Suffix

Title

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 enter an additional person(s).

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Application On Hold

APPLICANT'S OWNERS, OFFICERS, DIRECTORS, ETC. [Save](#) [Cancel](#)

Applicant Individual Information Saved.

4. Provide the names of the vendor's officers, owners, directors, etc. who will be directly/significantly involved in providing goods and services to a licensed Maryland casino. This list is to include owners, directors, presidents, CEOs, vice presidents, treasurers, etc.

Personal Detail

First name:

Last name:

Middle name:

Suffix: --Select--

Title:

	Last Name	First Name	Middle Name	DOB
Select Delete	Maryland	Robert	Joseph	

☐ Hold ☐ Completed

[Name](#) [Principal Addresses](#) [Point-Of-Contact](#) [Current Directors](#) [Maryland SDAT Compliance](#) [Company Association](#) [Contracted Value](#) [Business Background](#) [Services Provided](#)

Other Casinos Served

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

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

E. 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.

F. **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 MD SDAT Registration

1. Section – Compliance With MD SDAT Registration

The screenshot shows a web application interface for the MLGCA ELICENSING VENDOR USER GUIDE. At the top, there are two tabs: "Application" and "On Hold". Below the tabs, a red box highlights the "YES" radio button next to the "NO" radio button. The main heading is "COMPLIANCE WITH MD SDAT REGISTRATION". Below this, there is a "Save" button. The text "5. A Maryland State Department of Assessment and Taxation (MD SDAT) Certificate of Good Standing -OR- Trade Name Registration is required. (Comptroller of Maryland Certificates of Good Standing are not accepted)" is displayed. Below this, there is a text input field for "MD SDAT Department ID Number (1 letter plus 8 numbers):". Below the input field, there are two radio buttons: "Certificate of Good Standing" (selected) and "Certificate of Trade Name Registration". At the bottom, there are buttons for "Previous", "Next", "Hold", and "Completed". A navigation bar at the very bottom contains links for "Name", "Principal Addresses", "Point-Of-Contact", "Current Directors", "Maryland SDAT Compliance", "Company Association", "Contracted Value", "Business Background", "Services Provided", and "Other Casinos Served".

A. Compliance With MD SDAT Registration Is **Mandatory** and the User will:

1. Select **Yes** in response to the question listed at the top of the screen.
2. Data enter either the Vendor applicants **MD SDAT Department ID Number** or **Trade Name Registration Number**.
3. Check whether the ID Number is associated with either:
 - A Certificate of Good Standing, or
 - Certificate of Trade Name Registration
4. **User** clicks on the **Save** button, clicks on **Completed** and finally clicks on the **Next** button to progress to the next question.

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Casino / Casino Construction Company Association

1. Section – Casino / Casino Construction Company Association

Application On Hold

CASINO / CASINO CONSTRUCTION COMPANY ASSOCIATION [Save](#) [Cancel](#)

6. Casino/Casino Construction Company with which the Vendor has contracted:

Association Detail

-- 1 -- * Casino: --Select--

-- 2 -- Construction Company Contracted With:

[Previous](#) [Next](#) ☐ Hold ☐ Completed

[Name](#) [Principal Addresses](#) [Point-Of-Contact](#) [Current Directors](#) [Maryland SDAT Compliance](#) [Company Association](#) [Contracted Value](#) [Business Background](#) [Services Provided](#)
[Other Casinos Served](#)

A. The **User** will:

1. For non-construction related Vendor applicants, the **User** selects from the drop down menu the casino(s) with whom the Vendor will have or will be contracting with.
2. For construction related Vendor applicants, the **User** selects from the drop down menu the casino where the construction related goods or services will be provided and data enter the contractor or sub-contractor with whom the Vendor applicant will have or be contracting with.
3. **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

1. Section – Combined Total Value of Goods and Services

The screenshot shows a web application interface for the MLGCA Licensing Vendor User Guide. At the top, there are two tabs: 'Application' and 'On Hold'. Below the tabs, the main content area is titled 'COMBINED TOTAL VALUE OF GOODS AND SERVICES'. A 'Save' button is located in the top right corner. The main text reads: '7. Every vendor applicant shall provide the Commission 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, there is a prompt: '*The actual contracted value of goods and services will be \$:' followed by a text input field. A note below the input field states: '* List an exact contracted \$ amount, NOT a range'. At the bottom of the main content area, there are four buttons: 'Previous', 'Next', 'Hold', and 'Completed'. The 'Hold' and 'Completed' buttons are preceded by radio buttons. At the very bottom, there is a navigation bar with links: 'Name', 'Principal Addresses', 'Point-Of-Contact', 'Current Directors', 'Maryland SDAT Compliance', 'Company Association', 'Contracted Value', 'Business Background', 'Services Provided', and 'Other Casinos Served'.

- 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 **Completed** and finally clicks on the **Next** button to progress to the next question.

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Applicants Business Background

1. Section – Applicants Business Background

The screenshot shows a web application interface for the 'APPLICANT'S BUSINESS BACKGROUND' section. At the top, there are two tabs: 'Application' and 'On Hold'. Below the tabs, the section title 'APPLICANT'S BUSINESS BACKGROUND' is displayed, followed by a 'Save' button. The main content area contains two text blocks. The first block is labeled '(a) DESCRIPTION OF THE VENDOR'S PRESENT BUSINESS' and contains a large text area with a red '1' in the center. The second block is labeled '(e) TALLY OF THE WORK FORCE SUPPORTING THE VENDOR'S PROVISION OF GOODS AND SERVICES TO THE CASINO' and contains two text areas: 'Total number of employees in Maryland:' with a red '2' and 'Total number of employees outside of Maryland:' with a red '3'. Below these, there is a third text block labeled '(f) DESCRIPTION OF THE VENDOR'S ABILITY TO PROVIDE GOODS OR SERVICES TO MORE THAN ONE CASINO' with a large text area containing a red '4'. At the bottom of the form, there are buttons for 'Previous', 'Next', and radio buttons for 'Hold' and 'Completed'. A navigation bar at the very bottom lists various sections: Name, Principal Addresses, Point-Of-Contact, Current Directors, Maryland SDAT Compliance, Company Association, Contracted Value, Business Background, and Services Provided. The 'Business Background' section is highlighted in yellow.

Application On Hold

APPLICANT'S BUSINESS BACKGROUND Save

8. (a) DESCRIPTION OF THE VENDOR'S PRESENT BUSINESS. Furnish the Commission with a 'snapshot' of the Vendor Applicant's company and describe the Vendor's capacity and capabilities to provide the services declared in the application.

-- 1 --

(e) TALLY OF THE WORK FORCE SUPPORTING THE VENDOR'S PROVISION OF GOODS AND SERVICES TO THE CASINO. Furnish the Commission with the total number of employees IN MARYLAND who will be directly associated with providing the goods or services to the casino. Furnish the Commission with the total number of employees OUTSIDE MARYLAND who will be directly associated with providing the goods or services to the casino.

Total number of employees in Maryland: -- 2 --

Total number of employees outside of Maryland: -- 3 --

(f) DESCRIPTION OF THE VENDOR'S ABILITY TO PROVIDE GOODS OR SERVICES TO MORE THAN ONE CASINO. If applicable, state if the Vendor is capable of serving one, two, or more Casinos in Maryland and the other casinos with which the Vendor intends to conduct business.

-- 4 --

Previous Next ☐ Hold ☐ Completed

Name Principal Addresses Point-Of-Contact Current Directors Maryland SDAT Compliance Company Association Contracted Value Business Background Services Provided

Other Casinos Served

A. User will data enter the following into the text blocks:

1. A snapshot description of the Vendor Applicants Company and their capacities and capabilities to provide goods or services to Maryland casinos.
2. List the total number of employees the Vendor Applicant has employed within the State of Maryland.
3. List the total number of employees the Vendor Applicant has employed outside the State of Maryland.
4. Describe the Vendor Applicant's ability to provide goods or services to more than one Maryland casino AND if applicable, identify those casinos, which 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.

Screen Layout - Types of Goods and Services

1. Section - Types of Goods and Services

Application On Hold

TYPE OF GOODS OR SERVICES [Save](#) [Cancel](#)

8 (b) DESCRIPTION OF THE TYPE OF GOODS OR SERVICES TO BE PROVIDED BY THE VENDOR.
8 (c) NAME OF CASINO(S) TO WHICH SUCH GOODS OR SERVICES WILL BE PROVIDED.

Service Detail

*Name of Facility: --Select-- -- 1 --

Type of Goods or Services: -- 2 --

Company Name	Company Type	Type of Goods or Services
No records to display.		

[Previous](#) [Next](#) ☐ Hold ☐ Completed

[Name](#) [Principal Addresses](#) [Point-Of-Contact](#) [Current Directors](#) [Maryland SDAT Compliance](#) [Company Association](#) [Contracted Value](#) [Business Background](#) [Services Provided](#)
[Other Casinos Served](#)

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 to 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.

3. **User** will complete data entry for each casino individually and clicking on the **Save** hyperlink. The entry will then appear at the bottom of the screen and the **User** will continue selecting and inputting data for each casino the Vendors goods or services are to be provided to. **User** will click the **Save** hyperlink after each casino entry.

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

Screen Layout - Other Licensed Casinos Served By The Vendor

1. Section – Other Licensed Casinos Served By The Vendor

Application On Hold

*** Please select YES if you have information to enter below and select NO if the questions do not apply to you.

☐ YES ☐ NO

[Save](#) [Cancel](#)

OTHER LICENSED CASINOS SERVED BY THE VENDOR

8 (d) Provide the Commission with a list of other jurisdictions where the Vendor conducts business related to a casino operation. (List the other jurisdictions by Casino Name, City, State, County).

Jurisdiction Detail

*Casino Name:

*City:

*State: --Select--

*County: --Select--

Casino Name	City	State	County
No records to display.			

[Previous](#) [Next](#) ☐ Hold ☐ Completed

[Name](#) [Principal Addresses](#) [Point-Of-Contact](#) [Current Directors](#) [Maryland SDAT Compliance](#) [Company Association](#) [Contracted Value](#) [Business Background](#) [Services Provided](#) [Other Casinos Served](#)

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

1. In the event the Vendor Applicant does not conduct business with any casinos outside of Maryland, the user will select **No** to the question at the top of the screen.

2. In the event the Vendor Applicant does conduct business with any casinos outside of Maryland, the user will select **Yes** to the question at the top of the screen, data entering information for each casino:

Casino Name

City

State

County

3. **User** will complete data entry for each casino individually and clicking on the **Save** hyperlink. The entry will then appear at the bottom of the screen and the **User** will continue inputting data for each casino that the Vendor applicant conducts. **User** will click the **Save** hyperlink after each casino entry.

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4. **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

1. Section – Final Progress Screen

A. Once the user has completed the last section of the Vendor Application a progress screen will appear:

The screenshot shows the 'Final Progress Screen' for the Vendor Registration application. The header includes the Maryland Lottery and Gaming Control Agency logo and navigation links for Home, Help, and Log Out. A message states: 'The current progress on your Vendor Registration application is listed below. If you have not yet started your application, click on the first section to begin. Once completed, click the submit button to send your application in for review.' Below this is a table showing the progress of three sections: 'Name, Address and Company Information' (6 of 6 Complete), 'Directors, Partners, Officers and Trustees' (1 of 1 Complete), and 'Business Background' (3 of 3 Complete). All sections are marked as complete with green checkmarks. To the right of the table are two buttons: 'Preview Application' and 'Submit Application'. The footer shows the login information 'dynamic / Roles: Applicant' and the build version 'Build: 1.4.5.0 Date: 8/30/2018'.

Section	Progress
Name, Address and Company Information	(6 of 6 Complete) ✓ --1
Directors, Partners, Officers and Trustees	(1 of 1 Complete) ✓
Business Background	(3 of 3 Complete) ✓ --2

[Preview Application](#) [Submit Application](#) --3

1. This section shows that all 3 sections have been completed with each subsection completed.

2. The **Preview Application** button appears and may be selected to preview the application.

If **Preview Application** selected by the **User** the application will appear in another browser window and the **User** may review, download and/or save a copy of the application.

In the event the **User** selects **Submit Application** prior to **Preview Application**, the application will close and the **User** will not be able to review, modify or print out the application.

NOTE: Once a Vendor applicant has selected the **Submit Application** button, MLGCA policies prohibit the dissemination of any submitted Vendor's application by MLGCA staff to the Vendor applicant or to whom the Casino the

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Vendor applicant will be providing goods or services. Vendor applicants requiring a copy of their application must first select the **Preview Application** button, download and print a copy or save a copy of the application.

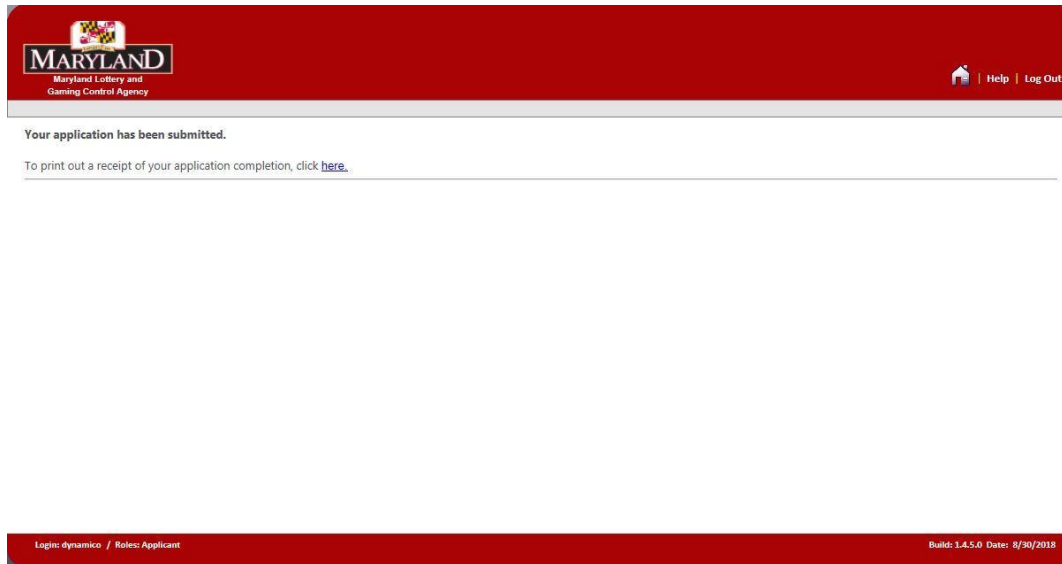
3. Once the **User** has completed the Vendor application, reviewed the application and printed out a copy of the application for their records, the **User** selects the **Submit Application** button to submit the application.

NOTE: Submit Application does not mean that the Vendor application is submitted to MLGCA, it is being submitted to the Casino **Vendor Admin** who must prepare the application for submittal to MLGCA.

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Screen Layout - Application Submitted Screen

1. Section – Application Submitted Screen

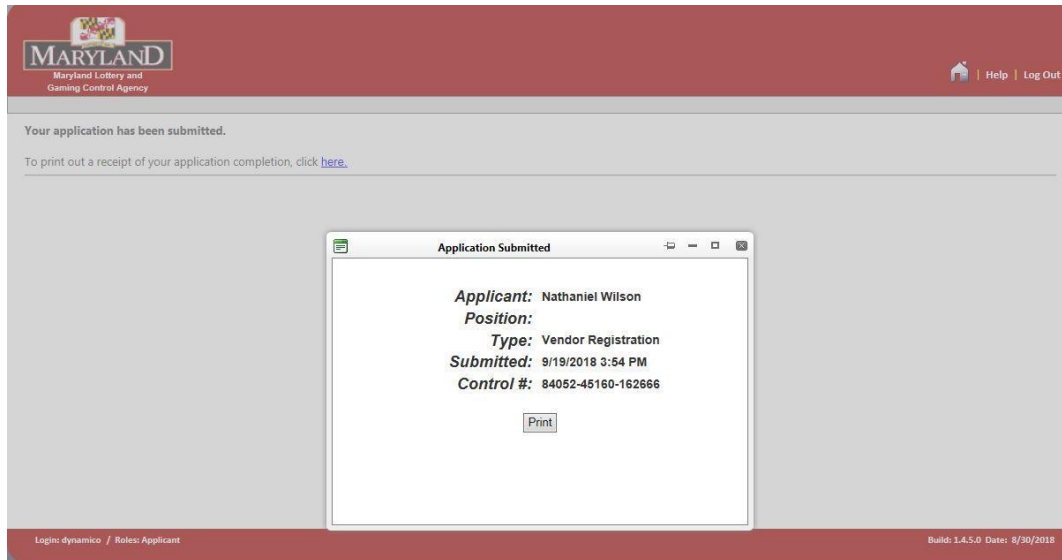


A. **User** will receive confirmation that the application has been submitted, however that application submittal is not to MLGCA, but to the Casino **Vendor Admin** who prepared the application.

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Screen Layout - Application Receipt

1. Section – Application Receipt



- A. By clicking the hyperlink, the **User** may obtain a receipt of the application submittal indicating the date and time the application had been submitted to the Casino **Vendor Admin**.
- B. The **User** may click the **Print** button and the receipt will be printed.

Vendor Registration – Required Documents

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

A. **Required Documents:**

1. **Non-Gaming Vendor Registration Form 1023**

In the event a **Vendor Applicant** has completed a paper reference copy of the Vendor Registration form and provided the form to a **Casino Vendor Admin** to data enter into the eLicensing system application, the **Vendor Admin** will be required to upload the paper reference copy application.

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

The **Vendor Applicant** will ensure that a Casino Representative or an Authorized Casino Construction Representative has completed and signed the **Business Relationship Form**. The **Vendor Applicant** is not authorized to sign the form.

3. **MD SDAT Certificate of Good Standing Form, or**

4. **MD SDAT Trade Name Registration**

To do business within the State of Maryland, all Vendor applicants, including in-state (Maryland) businesses and out-of-state (Foreign) businesses, are required to verify that they have registered with the Maryland State Department of Assessments and Taxation (MD SDAT). MD SDAT will determine whether the vendor applicant is required to file for a Trade Name Registration or file for "Good Standing" status.

Vendor applicants are required to prove they are registered with the MD SDAT to do business within the State. The Vendor Admin will confirm the Vendor applicants Good Standing by uploading the Vendor applicants MD SDAT Certificate of Good Standing or Trade Name Registration ensuring that:

(a) The Vendor applicant's Business Name is listed exactly as it is registered with MD SDAT.

(b) The Vendor applicant is in fact, registered with the MD SDAT and is currently in Good Standing.

One of these Required Checklist Items must be uploaded at the time of the Vendor application submittal. Failure to provide a Vendor applicant's MD SDAT Certificate of Good Standing or Trade Name Registration will be considered an

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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 MLGCA.

**VENDOR ADMIN NON-GAMING VENDOR CERTIFICATION FORM # 1021 & 1021
CC**

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Vendor Certification Applicant Log In - Vendor Form Completion

1. The **Vendor Applicant** will go to the link for MLGCA's eLicensing system:
<https://elicensing.msla.state.md.us/WebSite/Account/Login.aspx>
2. 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.
3. 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.
4. On this page, the **Vendor Applicant** will enter their assigned **Username** and temporary **Password** to begin their Vendor application.

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

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3. 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.

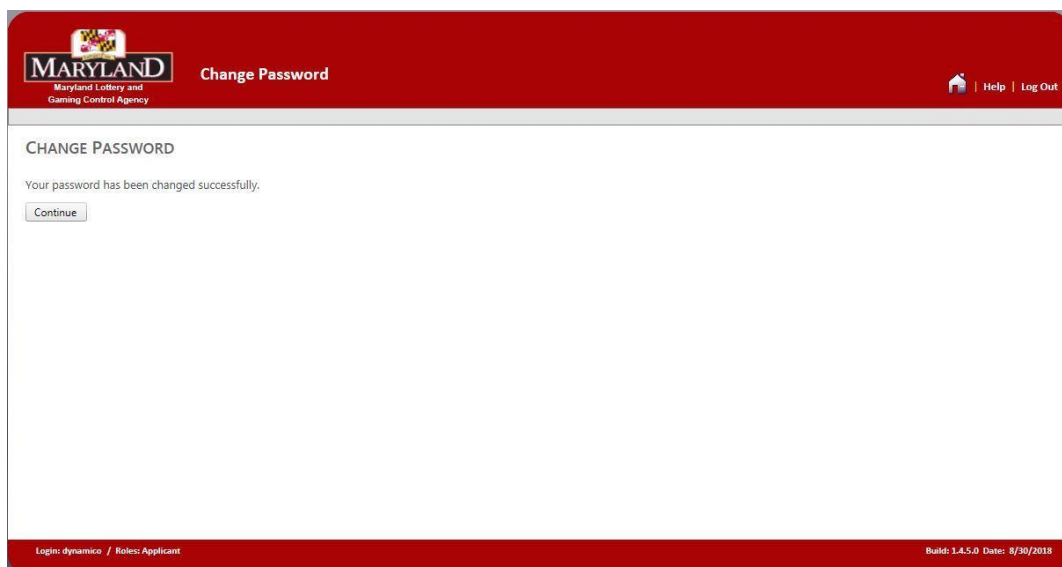
The screenshot shows the 'Change Password' interface for the Maryland Lottery and Gaming Control Agency. The header includes the agency logo and the title 'Change Password'. A home icon, 'Help' link, and 'Log Out' button are in the top right. The main heading is 'CHANGE PASSWORD', followed by instructions to use the form to change the password. Password requirements are listed: at least 12 characters, including 1 number, 1 lowercase letter, 1 uppercase letter, and 1 special character from the group '!@#\$%&*+=_~'; not used in the previous 10 passwords; cannot change by 1 character from previous passwords; and cannot be the same as the username. The 'Account Information' section contains three password fields: 'Old Password' (labeled A), 'New Password' (labeled B), and 'Confirm New Password' (labeled C). A 'D' is placed below the 'Confirm New Password' field. At the bottom of the form are 'Cancel' and 'Change Password' buttons. The footer shows 'Login: dynamic / Role: Applicant' and 'Build: 1.4.5.0 Date: 8/30/2018'.

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

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.

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

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- A. The **Vendor Applicant** will select the **Continue** button to proceed with the Vendor application.
5. The **Vendor Applicant** will be presented with an **Acknowledgement and Disclosure**, which must be read and understood.

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Acknowledgment and Disclosure

I understand and acknowledge the following:

I am applying for a Maryland video lottery employee license. I cannot be employed in a job that requires a license unless the Maryland Lottery and Gaming Control Commission (The Commission) finds that I meet the legal requirements for licensure. The Commission, through its employees, agents and vendors, is required by law to conduct a background investigation of each applicant for a license.

During the investigation, the Commission is required to collect and evaluate various kinds of information or reports to determine if applicants meet the eligibility requirements for licensure. I understand that the Commission and/or its employees, agents or vendors will conduct an investigation of my personal information (the "Background Investigation"). The Background Investigation may include, but will not be limited to, information or reports about my: character; general reputation; personal characteristics, including my honesty and integrity; credit stability; criminal history (from state, federal and other agencies) or record of involvement with other litigation.

I understand that all applicants are required to be fingerprinted either by Live Scan or on a completed ten-print (hard card) applicant fingerprint card. These fingerprints will be submitted to the Maryland Criminal Justice Information System (MD CJIS) and the Federal Bureau of Investigation (FBI) where criminal background checks will be conducted. The use of the MD CJIS and FBI criminal history record information will be used to assist in the determination of suitability for the issuance of a Maryland video lottery employee license.

I understand that 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 my rights under federal credit reporting law.

I understand that I have the right to complete or challenge the accuracy of, the information contained in either the MD CJIS or the FBI identification record. Further, I have the right to be advised of the procedures for obtaining a change, correction, or updating a MD CJIS or FBI identification record.

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

6. The **Vendor Applicant** must read, understand and acknowledge the form and select the appropriate button.

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

I. 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.

a. 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

The current progress on your Vendor Certification application is listed below. If you have not yet started your application, click on the first section to begin. Once completed, click the submit button to send your application in for review.

Section	Progress
Name, Address and Company Information	(0 of 6 Complete)
Directors, Partners, Officers and Trustees	(0 of 1 Complete)
Owners	(0 of 1 Complete)
Employees	(0 of 1 Complete)
Business Background	(0 of 3 Complete)

Login: midatow / Roles: Applicant Build: 1.4.5.0 Date: 6/13/2019

1. Screen Sections

A. Section - Application Process

1. 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

A. Each screen has been arranged similar to the example below.

The screenshot displays the MLGCA licensing application interface. At the top, the Maryland Lottery and Gaming Control Agency logo is visible. The main form area is titled 'NAME OF APPLICANT' and includes a sub-header '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.' Below this, there are input fields for 'Name:' and 'Doing Business As (D/B/A) or Trade Name(s):'. A 'Save' button is located in the top right corner. Navigation buttons 'Previous', 'Next', 'Hold', and 'Completed' are positioned at the bottom left. A progress bar at the bottom indicates the current step (1) and the total number of steps (6). The form is divided into sections by tabs, with the first tab labeled 'Name'.

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

1. Section – Application Entry of Name

The screenshot shows the MLGCA application entry interface. At the top is a red header with the Maryland Lottery and Gaming Control Agency logo and navigation links (Home, Help, Log Out). Below the header, there are two tabs: 'Application' (selected) and 'On Hold'. The main content area is titled 'NAME OF APPLICANT' and includes a 'Save' button. A note states: '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.' There are two input fields: 'Name:' and 'Doing Business As (D/B/A) or Trade Name(s):'. The 'Name:' field is highlighted with a red box. At the bottom of the form area, there are buttons for 'Previous', 'Next', and radio buttons for 'Hold' and 'Completed'. A yellow navigation bar at the bottom lists various sections: Name, Principal Addresses, Point-Of-Contact, Maryland SDAT Compliance, Company Association, Contracted Value, Current Directors, Owners, Employees, Business Background, Services Provided, and Other Casinos Served. The footer contains login information and a build date: 'Build: 1.4.5.0 Date: 6/13/2019'.

A. **User** selects the **Application** tab they 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.

Screen Layout – Applicant’s Principal Address

1. Section – Principal Address

The screenshot displays the 'Applicant's Principal Address' form. The form is divided into two main sections: 'Applicant Address' and 'Secondary Address'. Both sections contain fields for 'Mailing Address', 'Describe the Applicant's use of this address', 'Address Type Other', 'Country', 'Address 1', 'Address 2', 'City/Town', 'State/Province/Region', 'Zip Code', 'Mailing Address', and 'Vendor's Website'. The 'Applicant Address' section is highlighted with a red box, and the 'Secondary Address' section is also highlighted with a red box. The 'Mailing Address' field in both sections is highlighted with a red box. The 'Vendor's Website' field in both sections is highlighted with a red box. The form includes 'Save' and 'Cancel' buttons at the top right and 'Previous', 'Next', 'Hold', and 'Completed' buttons at the bottom left. A navigation bar at the bottom shows the current step as 'Principal Addresses'.

A. Applicant’s Principal Address – Applicant Address

1. **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

MLGCA ELICENSING VENDOR USER GUIDE

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.

Screen Layout – Point-Of-Contact For Applicant

1. Section – Point-Of-Contact For Applicant

Application On Hold

POINT-OF-CONTACT FOR APPLICANT Save

3. This individual must either have the authority to make decisions on behalf of the Vendor applicant and/or be on-site at the casino. All notifications will be made to this e-mail address. If necessary, check the "SPAM" folder for e-mails from "...@maryland.gov".

*Last Name: *Company Title: ☒ US Phone Format

*First Name: *Email: *Office Telephone Number:

Middle Name: Cell Number:

Suffix: --Select--

Previous Next ☐ Hold ☐ Completed

[Name](#) [Principal Addresses](#) [Point-Of-Contact](#) [Current Directors](#) [Maryland SDAT Compliance](#) [Company Association](#) [Contracted Value](#) [Business Background](#) [Services Provided](#)
Other Casinos Served

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.

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Compliance With MD SDAT Registration

1. Section – Compliance With MD SDAT Registration

The screenshot shows a web application interface for MD SDAT Registration. At the top, there are two tabs: 'Application' and 'On Hold'. Below the tabs, a red box highlights the instruction: '*** Please select YES if you have information to enter below and select NO if the questions do not apply to you.' Below this, there are two radio buttons: 'YES' and 'NO'. The main section is titled 'COMPLIANCE WITH MD SDAT REGISTRATION' and contains a 'Save' button. Below the title, there is a question: '5. A Maryland State Department of Assessment and Taxation (MD SDAT) Certificate of Good Standing -OR- Trade Name Registration is required. (Comptroller of Maryland Certificates of Good Standing are not accepted)'. Below the question, there is a text input field for 'MD SDAT Department ID Number (1 letter plus 8 numbers)'. Below the input field, there are two radio buttons: 'Certificate of Good Standing' and 'Certificate of Trade Name Registration'. At the bottom of the form, there are buttons for 'Previous', 'Next', 'Hold', and 'Completed'. Below the form, there is a navigation bar with links: 'Name', 'Principal Addresses', 'Point-Of-Contact', 'Current Directors', 'Maryland SDAT Compliance', 'Company Association', 'Contracted Value', 'Business Background', 'Services Provided', and 'Other Casinos Served'.

A. Compliance With MD SDAT 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 applicants and data enter their MD SDAT Department ID Number.
3. Check whether the ID Number is associated with either:
 - A Certificate of Good Standing, or
 - Certificate of Trade Name Registration

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

Screen Layout – Casino / Casino Construction Company Association

1. Section – Casino / Casino Construction Company Association

Application On Hold

CASINO / CASINO CONSTRUCTION COMPANY ASSOCIATION [Save](#) [Cancel](#)

6. Casino/Casino Construction Company with which the Vendor has contracted:

Association Detail

-- 1 -- * Casino: -- Select --

-- 2 -- Construction Company Contracted With:

[Previous](#) [Next](#) ☐ Hold ☐ Completed

[Name](#) [Principal Addresses](#) [Point-Of-Contact](#) [Current Directors](#) [Maryland SDAT Compliance](#) [Company Association](#) [Contracted Value](#) [Business Background](#) [Services Provided](#)
Other Casinos Served

A. The **User** will:

1. For non-construction, related applicants from the drop down menu select the casino(s) with whom you have or will be contracting with.
2. For construction related applicants, from the drop down menu select the casino where your goods or services will be provided and data enter the contractor or sub-contractor with whom you have contracted.

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

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Combined Total Value of Goods and Services

1. Section – Combined Total Value of Goods and Services

The screenshot shows a web application interface. At the top, there are two tabs: 'Application' and 'On Hold'. Below the tabs, the main content area is titled 'COMBINED TOTAL VALUE OF GOODS AND SERVICES'. It contains a question number 7 and a text prompt: '7. Every vendor applicant shall provide the Commission 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, there is a text input field with a placeholder: '*The actual contracted value of goods and services will be \$:'. A note below the input field states: '* List an exact contracted \$ amount, NOT a range'. At the bottom right of the main content area is a 'Save' button. Below the main content area, there are three buttons: 'Previous', 'Next', and a radio button labeled 'Hold' followed by a radio button labeled 'Completed'. At the very bottom, there is a navigation bar with links: 'Name', 'Principal Addresses', 'Point-Of-Contact', 'Current Directors', 'Maryland SDAT Compliance', 'Company Association', 'Contracted Value', 'Business Background', 'Services Provided', and 'Other Casinos Served'.

- 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 **Completed** and finally clicks on the **Next** button to progress to the next question.

MLGCA ELICENSING VENDOR USER GUIDE

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

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

MARYLAND
Maryland Lottery and
Gaming Control Agency

Application On Hold

VENDOR OFFICER(S), PARTNER(S), AND DIRECTOR(S) [Save](#) [Cancel](#)

7. Provide information for each Officer, Partner and Director who will be directly/significantly involved in providing goods and services to a licensed Maryland 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.

Personal Detail

First name:

Last name:

Middle name:

Suffix: --Select--

DOB:

Occupation:

Title:

Social Security Number:

Email:

Home Address

*Country: United States

*Home Address 1:

Home Address 2:

*City/Town: *State/Province/Region: --Select--

*Postal Code:

Phone Number:

Last Name	First Name	Middle Name	DOB
No records to display.			

[Previous](#) [Next](#) ☐ Hold ☐ Completed

[Name](#) [Principal Addresses](#) [Point-Of-Contact](#) [Maryland SDAT Compliance](#) [Company Association](#) [Contracted Value](#) [Current Directors](#) [Owners](#) [Employees](#) [Business Background](#)
[Services Provided](#) [Other Casinos Served](#)

Login: midatlive / Roles: Applicant Build: 1.4.5.0 Date: 6/13/2019

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

Title

MLGCA ELICENSING VENDOR USER GUIDE

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.

Application On Hold

VENDOR OFFICER(S), PARTNER(S), AND DIRECTOR(S) [Save](#) [Cancel](#)

Applicant Individual Information Saved.

Provide information for each officer, partner and director who will be directly/significantly involved in providing goods and services to a licensed Maryland 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.

Personal Detail		Home Address	
First name:	<input type="text"/>	*Country:	<input type="text" value="United States"/>
Last name:	<input type="text"/>	*Home Address 1:	<input type="text"/>
Middle name:	<input type="text"/>	Home Address 2:	<input type="text"/>
Suffix:	<input type="text" value="--Select--"/>	*City/Town:	<input type="text"/>
DOB:	<input type="text"/>	*State/Province/Region:	<input type="text" value="--Select--"/>
Occupation:	<input type="text"/>	*Postal Code:	<input type="text"/>
Title:	<input type="text"/>	Phone Number:	<input type="text"/>
Social Security Number:	<input type="text"/>		
Email:	<input type="text"/>		

Select	Delete	Last Name	First Name	Middle Name	DOB
<input type="checkbox"/>	<input type="checkbox"/>	Johnstone	Harrison	William	01/01/1984

[Previous](#) [Next](#) ☐ Hold ☐ Completed

[Name](#) [Principal Addresses](#) [Point-Of-Contact](#) [Maryland SDAT Compliance](#) [Company Association](#) [Contracted Value](#) [Current Directors](#) [Owners](#) [Employees](#) [Business Background](#)

Services Provided Other Casinos Served

Login: midatlsv / Roles: Applicant Build: 1.4.5.0 Date: 6/13/2019

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1. 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.

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Vendor Owners

1. Section – Vendor Owners

Application On Hold

*** Please select YES if you have information to enter below and select NO if the questions do not apply to you.
☐ YES ☐ NO

VENDOR OWNERS [Save](#) [Cancel](#)

8. Provide information for each person or entity who owns more than five percent (5%) of the Vendor or its business, to include Vendors operating as a General Partnership. 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.

Owner Detail

First name:

Last name:

Middle name:

Suffix:

DOB:

Occupation:

Title:

Social Security #:

Owner Home Address

*Country:

*Address 1:

Address 2:

*City/Town: *State/Province/Region:

*Postal Code:

Phone Number:

Email:

Last Name	First Name	Middle Name	DOB
No records to display.			

[Previous](#) [Next](#) ☐ Hold ☐ Completed

[Name](#) [Principal Addresses](#) [Point-Of-Contact](#) [Maryland SDAT Compliance](#) [Company Association](#) [Contracted Value](#) [Current Directors](#) [Owners](#) [Employees](#) [Business Background](#)
[Services Provided](#) [Other Casinos Served](#)

Login: midatlav / Roles: Applicant Build: 1.4.5.0 Date: 6/13/2019

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

MLGCA ELICENSING VENDOR USER GUIDE

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.

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Vendor Employees

1. Section – Vendor Employee(s)

MARYLAND
Maryland Lottery and
Gaming Control Agency

Application On Hold

VENDOR EMPLOYEE(S) [Save](#) [Cancel](#)

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 Maryland 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.

Employee Detail

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

Employee Home Address

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

Last Name	First Name	Middle Name	DOB
No records to display.			

[Previous](#) [Next](#) ☐ Hold ☐ Completed

[Name](#) [Principal Addresses](#) [Point-Of-Contact](#) [Maryland SDAT Compliance](#) [Company Association](#) [Contracted Value](#) [Current Directors](#) [Owners](#) [Employees](#) [Business Background](#)
[Services Provided](#) [Other Casinos Served](#)

Login: midativ / Roles: Applicant Build: 1.4.5.0 Date: 6/13/2019

A. User will data enter the requested information.

1. Owner Detail:

First Name

Last Name

Middle Name

Suffix

DOB

Occupation

Title

MLGCA ELICENSING VENDOR USER GUIDE

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 Completed and finally clicks on the Next button to progress to the next question.

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Applicant’s Business Background

1. Section – Applicant’s Business Background

The screenshot shows a web application interface for the 'Applicant's Business Background' section. At the top, there are two tabs: 'Application' and 'On Hold'. Below the tabs, the section title 'APPLICANT'S BUSINESS BACKGROUND' is displayed, followed by a 'Save' button. The main content area contains the following text and form fields:

8. (a) DESCRIPTION OF THE VENDOR'S PRESENT BUSINESS. Furnish the Commission with a 'snapshot' of the Vendor Applicant's company and describe the Vendor's capacity and capabilities to provide the services declared in the application.

Below this text is a large text input field containing the placeholder text "-- 1 --".

(e) TALLY OF THE WORK FORCE SUPPORTING THE VENDOR'S PROVISION OF GOODS AND SERVICES TO THE CASINO. Furnish the Commission with the total number of employees IN MARYLAND who will be directly associated with providing the goods or services to the casino. Furnish the Commission with the total number of employees OUTSIDE MARYLAND who will be directly associated with providing the goods or services to the casino.

Below this text are two text input fields:

Total number of employees in Maryland: -- 2 --

Total number of employees outside of Maryland: -- 3 --

(f) DESCRIPTION OF THE VENDOR'S ABILITY TO PROVIDE GOODS OR SERVICES TO MORE THAN ONE CASINO. If applicable, state if the Vendor is capable of serving one, two, or more Casinos in Maryland and the other casinos with which the Vendor intends to conduct business.

Below this text is a large text input field containing the placeholder text "-- 4 --".

At the bottom of the form, there are four buttons: 'Previous', 'Next', 'Hold', and 'Completed'. The 'Hold' and 'Completed' buttons are disabled.

Below the form, there is a navigation bar with the following links: Name, Principal Addresses, Point-Of-Contact, Current Directors, Maryland SDAT Compliance, Company Association, Contracted Value, Business Background, and Services Provided. The 'Business Background' link is highlighted.

Below the navigation bar, there is a yellow bar with the text 'Other Casinos Served'.

A. User will data enter the following into the text blocks:

1. A snapshot description of the Vendor Applicants Company and their capacities and capabilities to provide goods or services to Maryland casinos.
2. List the total number of employees the Vendor Applicant has employed within the State of Maryland.
3. List the total number of employees the Vendor Applicant has employed outside the State of Maryland.
4. Describe the Vendor Applicant's ability to provide goods or services to more than one Maryland casino AND if applicable, identify those casinos, which 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.

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Applicant’s Business Background

1. Section – Type of Goods or Services

The screenshot shows the 'Type of Goods or Services' section of the application. At the top, there is a red header with the Maryland Lottery and Gaming Control Agency logo and navigation links for Home, Help, and Log Out. Below the header, the application status is shown as 'Application' and 'On Hold'. The main section is titled 'TYPE OF GOODS OR SERVICES' and includes instructions for the vendor to provide details. A 'Service Detail' box contains a dropdown menu for 'Name of Facility' (labeled '-- 1 --') and a text box for 'Type of Goods or Services' (labeled '-- 2 --'). Below this, a table with columns 'Company Name', 'Company Type', and 'Type of Goods or Services' is shown, with a message 'No records to display.' At the bottom, there are buttons for 'Previous', 'Next', and radio buttons for 'Hold' and 'Completed'. A navigation bar at the very bottom lists various tabs: Name, Principal Addresses, Point-Of-Contact, Maryland SDAT Compliance, Company Association, Contracted Value, Current Directors, Owners, Employees, Business Background, Services Provided, and Other Casinos Served. The footer includes the login 'Login: midativ / Roles: Applicant' and the build information 'Build: 1.4.5.0 Date: 6/13/2019'.

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 to 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.

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Other Licensed Casinos Served By The Vendor

1. Section – Other Licensed Casinos Served By The Vendor

The screenshot shows the MLGCA application interface. At the top, there is a red header with the Maryland Lottery and Gaming Control Agency logo and navigation links for Home, Help, and Log Out. Below the header, the application status is shown as 'Application' and 'On Hold'. A red box highlights a instruction: '*** Please select YES if you have information to enter below and select NO if the questions do not apply to you. YES NO'. The main section is titled 'OTHER LICENSED CASINOS SERVED BY THE VENDOR' and includes a sub-instruction: '10 (d) Provide the Commission with a list of other jurisdictions where the Vendor conducts business related to a casino operation. (List the other jurisdictions by Casino Name, City, State, County)'. A 'Jurisdiction Detail' form is shown with fields for Casino Name, City, State (a dropdown menu), and County (a dropdown menu). Below this is a table with columns for Casino Name, City, State, and County, and a message 'No records to display.' At the bottom, there are buttons for Previous, Next, Hold, and Completed. A navigation bar at the very bottom contains links for Name, Principal Addresses, Point-Of-Contact, Maryland SDAT Compliance, Company Association, Contracted Value, Current Directors, Owners, Employees, Business Background, and Services Provided. The footer shows 'Login: midatlav / Roles: Applicant' and 'Build: 1.4.5.0 Date: 6/13/2019'.

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

1. In the event the **Vendor Applicant** does not conduct business with any casinos outside of Maryland, the **User** will select **No** to the question.
2. In the event the **Vendor Applicant** does conduct business with any casinos outside of Maryland, the **User** will select **Yes** to the question, data entering 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.

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Final Progress Screen

1. Section – Final Progress Screen

A. Once the user has completed the last section of the Vendor Application a progress screen will appear:

The screenshot shows the 'Final Progress Screen' for the Vendor Certification application. The header includes the Maryland Lottery and Gaming Control Agency logo and navigation links for Home, Help, and Log Out. A message states: 'The current progress on your Vendor Certification application is listed below. If you have not yet started your application, click on the first section to begin. Once completed, click the submit button to send your application in for review.'

Section	Progress
Name, Address and Company Information	(6 of 6 Complete) ✓
Directors, Partners, Officers and Trustees	(1 of 1 Complete) ✓
Owners	(1 of 1 Complete) ✓
Employees	(1 of 1 Complete) ✓
Business Background	(3 of 3 Complete) ✓

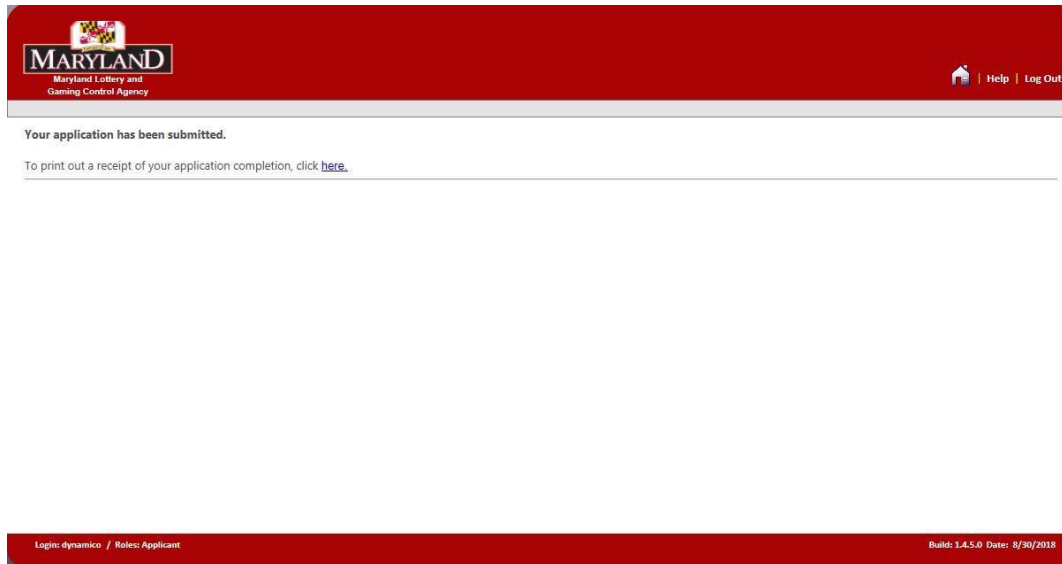
Below the table, there are two buttons: 'Preview Application' and 'Submit Application'. The 'Preview Application' button is highlighted with a red box. The 'Submit Application' button is also highlighted with a red box. The page footer shows the login 'Login: hynchon1 / Roles: Applicant' and the build information 'Build: 1.4.5.0 Date: 10/18/2019'.

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

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Application Submitted Screen

1. Section – Application Submitted Screen

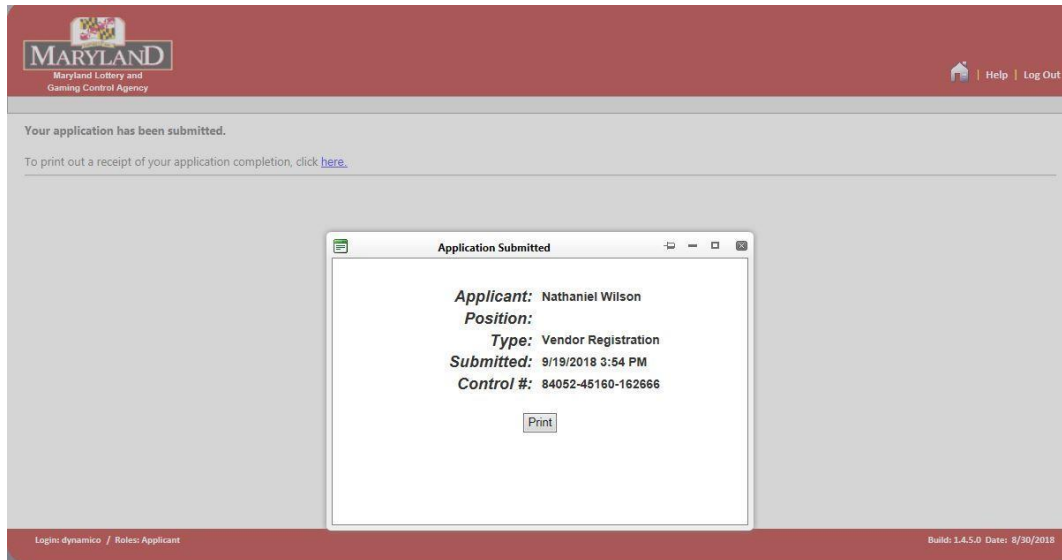


A. **User** will receive confirmation that the application has been submitted, however that application submittal is not to MLGCA, but to the **Vendor Admin** who prepared the application.

MLGCA ELICENSING VENDOR USER GUIDE

Screen Layout – Application Receipt

1. Section – Application Receipt



A. 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)

Vendor Certification – Required Documents

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

3. **MD SDAT Certificate of Good Standing Form, or**

4. **MD SDAT Trade Name Registration**

To do business within the State of Maryland, all Vendor applicants, including in-state (Maryland) businesses and out-of-state (Foreign) businesses, are required to verify that they have registered with the Maryland State Department of Assessments and Taxation (MD SDAT). MD SDAT will determine whether the vendor applicant is required to file for a Trade Name Registration or file for “Good Standing” status.

Vendor applicants are required to prove they are registered with the MD SDAT to do business within the State. The Vendor Admin will confirm the Vendor applicants Good Standing by uploading the Vendor applicants MD SDAT Certificate of Good Standing or Trade Name Registration ensuring that:

(a) The Vendor applicant’s Business Name is listed exactly as it is registered with MD SDAT.

(b) The Vendor applicant is in fact, registered with the MD SDAT and is currently in Good Standing.

One of these Required Checklist Items must be uploaded at the time of the Vendor application submittal. Failure to provide a Vendor applicant’s MD SDAT Certificate of Good Standing or Trade Name Registration will be considered an incomplete application and may result in a denial of Vendor applicant’s submittal.

A. Required Check List Items

1. **Non-Gaming Vendor Certification (Form 1021 or 1021CC)**

In the event a **Vendor Applicant** has completed a paper reference copy of the Vendor Registration form and provided the form to a **Casino Vendor Admin** to data enter into the eLicensing system application, the **Vendor Admin** will be required to upload the paper reference copy application.

MLGCA ELICENSING VENDOR USER GUIDE

2. **Notarized Authorization For Release of Information Form (Entity)**

The **Vendor Applicant** will ensure that a Casino Representative or an Authorized Casino Construction Representative has completed and signed the **Business Relationship Form**. The **Vendor Applicant** is not authorized to sign the form.

3. **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.

4. **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 Commission interrogative is accurate and to ensure that the application is correctly submitted.

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

The **Vendor Applicant** will ensure that a Casino Representative or an Authorized Casino Construction Representative has signed the **Business Relationship Form**. The **Vendor Applicant** is not authorized to sign the form.

6. **MD SDAT Certificate of Good Standing Form, or**

7. **MD SDAT Trade Name Registration**

To do business within the State of Maryland, all Vendor applicants, including in-state (Maryland) businesses and out-of-state (Foreign) businesses, are required to verify that they have registered with the Maryland State Department of Assessments and Taxation (MD SDAT). MD SDAT will determine whether the vendor applicant is required to file for a Trade Name Registration or file for "Good Standing" status.

Vendor applicants are required to prove they are registered with the MD SDAT to do business within the State. The Vendor Admin will confirm the Vendor

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applicants Good Standing by uploading the Vendor applicants MD SDAT Certificate of Good Standing or Trade Name Registration ensuring that:

- (a) The Vendor applicant's Business Name is listed exactly as it is registered with MD SDAT.
- (b) The Vendor applicant is in fact, registered with the MD SDAT and is currently in Good Standing.

One of these Required Checklist Items must be uploaded at the time of the Vendor application submittal. Failure to provide a Vendor applicant's MD SDAT Certificate of Good Standing or Trade Name Registration 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 MLGCA.