

Gambling Control TAP Services User Guide



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Gambling Control Division
Department of Justice
State of Montana
March 2023

VGM PERMITTING

VGM permitting can be submitted online and the new permit will be available within a few minutes of submitting the application and payment.

1. On the TAP Summary page click on the View VGM Services link.

TRANSACTION PORTAL V12 Staging

Return to the home screen

SAMPLE CASINO LLC
MT Tax # 7072562
1234 1ST AVE N
BILLINGS MT 59101-2665

Welcome, sample
You last logged in on Tuesday, Mar 7, 2023 3:09:28 PM
[Manage My Profile](#)

Favorites Summary Action Center Settings More...

Card Room Contractor
SAMPLE CASINO LLC
1234 1ST AVE N
BILLINGS MT 59101-2665

ID 7072562-004-CRC
Balance
\$0.00

[Make a Payment](#)
[View Renewals and Payments](#)
[More...](#)

Gambling Operator
SAMPLE CASINO
1234 1ST AVE N
BILLINGS MT 59101-2665

ID 7072562-003-GOA
Balance
\$0.00

[Make a Payment](#)
[View Renewals and Payments](#)
[View VGM Services](#)
[More...](#)

2. Under VGM permits click on “Submit VGM Permitting Case”.

VGM Services

Gambling Operator
7072562-003-GOA
SAMPLE CASINO

VGM Services

Narrow down your choices...

VGM Services

Manage VGM services.

- > File Letter of Withdrawal
- > File Service Form
- > VGM Inspection
- > View Letter of Withdrawal Report
- > View Service Report
- > VGM Shipment
- > View VGM Shipment Report
- > VGM Received
- > View VGM Received Report

VGM Meters

Manage VGM meters.

- > Submit Meter Reading
- > Submit Meter Reading with Reconciliation
- > View Meter Reading Report
- > View Meters with Reconciliation Report

VGM Permits

Manage VGM permitting.

- > **Submit VGM Permitting Case**
- > Submit Annual Permit Renewal
- > Submit VGM Amended Application
- > Submit VGM Seasonal Permitting
- > Submit VGM Entity Change Application
- > View VGM Permitting Report

3. Click on “Add another VGM”

< VGM Services V12 Staging

VGM Permit
Gambling Operator
7072562-003-GOA
SAMPLE CASINO

Video Gambling

VGM Permitting Location Summary

VGM Permits

Please add all VGMs you would like to permit for all locations to the table below. 1

VGM Permit + Add another VGM

Location Name	VGM ID	Effective Date	Time	Time Period
+ Add another VGM				
+ Add another VGM				

Cancel Save Draft < Previous Next >

Your online session will timeout after 45 minutes of inactivity. Save your work if you will be away from your computer.

4. Enter the required information from the header of the lifetime audit ticket and the hard meter readings from the machine. You will also include the Tier level of reporting and how often you wish to submit meters. Click Add Another VGM to add all machines desired in one submission. Move to the next page once all machine information is entered.

225477 V12 Staging + Add another VGM × Delete VGM

Location Information
Please select the location where you would like to permit this VGM.
Location Name
SAMPLE CASINO

Location ID
7072562-003-GOA

Active Machines
0

Pending Machines
1

Is this a route owned VGM?
☐ Yes ☒ No

Route Operator ID

Permitting Information
VGM ID
225477

Effective Date
10-Mar-2023

Time
10:00

Time Period
AM

Valid

Machine Information
Manufacturer
GRAND VISION GAMING

Model
GST32

Serial Number
200076

Program ID
SS210A

Tier
Tier 2 - Manual Electronic

Frequency

Report Day

< Previous >

- Click Submit to submit the application. It will require you to re-enter your password to submit the application.

< VGM Services V12 Staging

VGM Permit
Gambling Operator
7072562-003-GOA
SAMPLE CASINO

Video Gambling

☒ VGM Permitting

☐ Location Summary

Location Summary
Below is a summary of fees per location.
Total Fees
120.00

Location Account ID	Location Name	Number of Active Machines	Number of Pending Permits	Permit Fees
7072562-003-GOA	SAMPLE CASINO	0	1	120.00

< Previous >

Your online session will timeout after 45 minutes of inactivity. Save your work if you will be away from your computer.

- The next page is your confirmation page that you submitted the application. You will want to print/save this page for your records. In order to complete the process you must choose to “Pay Online”. If you do not then the transaction will not be complete and the machine(s) will not be permitted.

PORTAL

< VGM Services

Confirmation

Thank you for submitting your VGM Permit. Your tracking number is **1-101-976-320**.

Fee Amount Due: \$120.00

Note: The fee listed is required before your application will be processed. You can make a fee payment by clicking the "Pay Online" button below.

Your updated permit letter will be available from the "Letters" tab on the customer home page after the payment is submitted.

If you have any questions, please contact us at (406) 896-4300 or gcd@mt.gov, or visit us online at <https://dojmt.gov/gaming/>.

Printable View

OK

Pay Online

Your online session will timeout after 45 minutes of inactivity. Save your work if you will be away from your computer.

- You can choose to pay with your bank account or with a credit card. There will be a small fee if you use a card.

< Confirmation

Period

30-Jun-2023
Gambling Operator
7072562-003-GOA
SAMPLE CASINO

Payment Method

Payment Method

Payments can be made by:

- E-Check from a checking or savings account (no charge)
- Debit/Credit card with Visa, MasterCard, American Express, or Discover (additional processing fee)

Pay with Bank Account

Pay with Credit Card

Previous

- The amount to pay will populate the amount owed and cannot be adjusted. You will need to enter the amount due under Confirm Amount after completing the bank information. Once this is all complete you can submit the payment.

Payment

Payment Source	Payment
Bank Account Type <input checked="" type="radio"/> Checking <input type="radio"/> Savings	Pay for VGM permits.
Routing Number 292077618	Payment Date 10-Mar-2023
Bank Name ROCKY MOUNTAIN CREDIT UNION	Amount 120.00
Account Number 123456789	Confirm Amount 120.00
Confirm Account Number 123456789	
Save this payment source for future use <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	
Use default name <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	
Name ROCKY MOUNTAIN CREDIT UNION - *6789	

Cancel

Submit

9. You will receive another confirmation page for the payment to print. If you don't receive your permit having the confirmation pages will help track down your application.

Please review the payment submission information below for your payment to the **V12 Staging** may want to print a copy for your records.

Your payment submission confirmation number is **1-505-612-544**

Paid For: SAMPLE CASINO - 7072562-003-GOA

Submit payment for: 30-Jun-2023

Paid From: ROCKY MOUNTAIN CREDIT UNION ****6789

Payment Amount: 120.00

Payment Date: 10-Mar-2023

Submitted Date: 10-Mar-2023

This is only the payment submission. It is your responsibility to review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

If you have any difficulties, or you would like some help then please contact us at (406) 896-4300 or visit <https://dojmt.gov/gaming/>.




Printable View

OK

Feedback

How satisfied are you with this submission?


10. On the home page you will click on “More...” to get your new permit to print and post.


 **TRANSACTION
PORTAL**  

SAMPLE CASINO LLC
MT Tax # 7062148
1234 1ST AVE N
BILLINGS MT 59101-2665


Welcome, te
You last logged in on Tuesday, Mar 14, 2023 2:52:43
[Manage My Profile](#)

[Summary](#) [Action Center ²](#) [Settings](#) [More...](#)


 What are you looking for?

 **Registration Options**
Options for registering more accounts.


- > Register for a New Tax Account
- > Register to Upload W2, 1099, or Withholding Files
- > Register for Personal Property Reporting


 **Submissions**
Search for previous submissions.


- > Search Submissions

 **Correspondence**
View/manage letters and messages.

- > **View Letters**
- > View Messages

 **Payments & Returns**
Manage payments, returns, and balances

 **Names & Addresses**
View or update names and addresses associated to this

 **Access Management**
Manage access of accounts I have access to

< SAMPLE CASINO LLC

Letters

Letters older than 12 months can be found using the search.

SAMPLE CASINO LLC
7062148

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Letters

[Archive All](#)

Sent	Type	Account	Account ID	Period	
14-Mar-2023	VGM Permit	Gambling Operator	7062148-005-GOA	30-Jun-2023	Archive

Your online session will timeout after 45 minutes of inactivity. Save your work if you will be away from your computer.
 Department of Revenue | DOR Online Services | Department of Justice | Contact Us | Request Support ID | Help

LETTER OF WITHDRAWAL

When a machine is removed from play it must be withdrawn on TAP within 7 days of removing the machine.

- On the Home Page you will go back into “View VGM Services”.

SAMPLE CASINO LLC

MT Tax # 7062148
1234 1ST AVE N
BILLINGS MT 59101-2665

Welcome

You last logged in on Tuesday, Mar 14, 2023.
[Manage](#)

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Card Room Contractor

SAMPLE CASINO LLC
1234 1ST AVE N
BILLINGS MT 59101-2665

ID 7062148-006-CRC

> [Add access to this account](#)

Balance
\$0.00

Gambling Operator

SAMPLE CASINO
1234 1ST AVE N
BILLINGS MT 59101-2665

ID 7062148-005-GOA

> [Make a Payment](#)
> [View Renewals and Payments](#)
> [View VGM Services](#)
> [More...](#)

Balance
\$0.00

- You will click on “File Letter of Withdrawal”.

VGM Services

Gambling Operator
7062148-005-GOA
SAMPLE CASINO

VIZ Staging

VGM Services

Narrow down your choices...

VGM Services
Manage VGM services.

- File Letter of Withdrawal**
- > File Service Form
- > VGM Inspection
- > View Letter of Withdrawal Report
- > View Service Report
- > VGM Shipment
- > View VGM Shipment Report
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- > View VGM Received Report

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- > Submit Meter Reading
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VGM Permits
Manage VGM permitting.

- > Submit VGM Permitting Case
- > Submit Annual Permit Renewal
- > Submit VGM Amended Application
- > Submit VGM Seasonal Permitting
- > Submit VGM Entity Change Application
- > View VGM Permitting Report

3. You will click the box and select your location Account ID and click next.

VGM LOW Submissions

Gambling Operator
7062148-005-GOA
SAMPLE CASINO

VIZ Staging

Video Gambling

VGM Letter of Withdrawal (LOW)

Click here to view important LOW information.

Please select a location below to file VGM Letter of Withdrawal.

Select	Location Account ID	Location Name	# Machines
<input checked="" type="checkbox"/>	7062148-005-GOA	SAMPLE CASINO	1

Cancel

Save Draft

< Previous

Next >

4. You will select the VGM ID of the machine(s) you wish to withdraw from service.

VGM LOW Submissions

Gambling Operator
7062148-005-GOA
SAMPLE CASINO

V12 Staging

Video Gambling


✓

➔

Location SelectVGM List

At least one VGM must be selected for withdrawal

VGM List 225477

VGM ID	Name	Time	AM/PM	Effective Date
 225477	SAMPLE CASINO			

Cancel

Save Draft

< Previous

Submit

Your online session will timeout after 45 minutes of inactivity. Save your work if you will be away from your computer.

- You will enter all the information from the lifetime audit ticket as well as the hard meter reading from the machine. (Do NOT use the “admin hard meters” at the bottom of the ticket.)

7062148-005-GOA

SAMPLE CASINO

V12 Staging

Machine Information

VGM ID
225477

Manufacturer
GRAND VISION GAMING

Model Number
GST32

Serial Number
200076

Electronic Meter Readings

Total In
500.00

Total Played
500.00

Total Won
150.00

Total Paid
350.00

Mechanical Meter Readings

Total Bill In
500

Total Played
500

Total Won
150

Total Paid
350

Total Coin In
0

☐ Machine has 5 meters

Disclaimer

I request and authorize the re-permitting of the above referenced video gambling machine for the listed establishment. I certify that this information is true and correct.

☒ I agree to the disclaimer above

Cancel

Save Draft

✓

< Previous

Submit

6. It will want you to enter your password to submit your request.

The screenshot shows a form titled "Machine Information" with fields for VGM ID (225477), Manufacturer (GRAND VISION GAMING), Model Number (GST32), and Serial Number (200076). Below these are sections for "Electronic Meter Readings" and "Mechanical Meter Readings". The Electronic Meter Readings section includes fields for Total In (500.00), Total Played (500.00), Total Won (150.00), and Total Paid (350.00). The Mechanical Meter Readings section includes a field for Total Bill In (0). A checkbox labeled "Machine has 5 meters" is also present. A "Confirmation" dialog box is overlaid on the form, asking the user to re-enter their password to verify the submission. The dialog box contains the text: "You are required to re-enter your password to verify this submission. Your password will act as your signature." and a password input field with a red asterisk and the word "Required" below it. The dialog box has "Cancel" and "OK" buttons.

7. You will receive a Confirmation number you can print or write down. If there is an issue and your machine isn't withdrawn you can use this number to help us track your submission.

The screenshot shows a "Confirmation" page with a back arrow and the text "VGM Services". The page contains the following text: "Thank you for submitting your VGM Letter of Withdrawal. Your tracking number is **1-214-132-992**". Below this, it says "Your updated permit letter is available from the 'Letters' tab on the customer home page." and "If you have any questions, please contact us at (406) 896-4300 or gcd@mt.gov, or visit us online at <https://dojmt.gov/gaming/>." At the bottom, there are two blue buttons: "Printable View" and "OK".

Your online session will timeout after 45 minutes of inactivity. Save your work if you will be away from
Department of Revenue | DOR Online Services | Department of Justice | Contact Us | Request Support

8. On the home page you will click on More and "View Letters" under Correspondence.

SAMPLE CASINO LLC


MT Tax # 7062148
1234 1ST AVE N
BILLINGS MT 59101-2665


Welcome

You last logged in on Thursday, Mar 16, 2023 4:27


[Manage My](#)

[Summary](#) [Action Center](#) [Settings](#) [More...](#)


 What are you looking for?

**Registration Options**
Options for registering more accounts.


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- > [Register to Upload W2, 1099, or Withholding Files](#)
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Search for previous submissions.


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**Payments & Returns**
Manage payments, returns, and balances.

**Names & Addresses**
View or update names and addresses associated to this customer.

**Access Management**
Manage access of accounts I have access to.

9. It is important any time you permit or withdraw a VGM to look at the new permit to ensure the machine is on there if you licensed it or not on there if you withdrew it. If the permit does not show the VGM(s) you licensed do not turn on the machine and contact the Division.

Letters

Letters older than 12 months can be found using the search.

SAMPLE CASINO LLC
7062148

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Letters

[Archive All](#) [Filter](#)

Sent	Type	Account	Account ID	Period	
17-Mar-2023	VGM Permit	Gambling Operator	7062148-005-GOA	30-Jun-2023	Archive
14-Mar-2023	VGM Permit	Gambling Operator	7062148-005-GOA	30-Jun-2023	Archive