Gambling Control TAP VGM Services User Guide

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Department of Justice
State of Montana
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FREQUENTLY ASKED QUESTIONS

What is TAP?
Taxpayer Access Point (TAP) is an online portal which the Department of Revenue and the Department of Justice have developed to provide business owners and individuals with access to government services. The Video Gambling Machine (VGM) Services allow easy access for Gambling and Route Operators to permit gambling machines and allow for transmission of video gambling machine information. This includes the ability to enter electronic meter readings, mechanical meter readings, service reports, letter of withdrawals, online permitting, and the ability to receive tax estimates for each quarter of operation.

How do I get access to the Video Gambling Machine (VGM) Online Services?
First, you must be a licensed Gambling or Route Operator. Then, you must sign up for an online account at https://tap.dor.mt.gov/. You will be requested to provide your gambling operator or manufacturer/distributor/route operator account number. Once access approval is granted, you will receive an email with your authorization code which must be entered the first time you log in and gain access to the system. If you have permitted machines, you must add your VGM Account to enter meter readings, view tax estimates, etc. (see page 8 for instructions).

What is my VGM Account ID?
Your VGM Account ID is the same number as your GOA Account ID, except that it –VGM instead of –GOA. For example, if your Gambling Operator Account is #1234567-000-GOA, your VGM account is #1234567-000-VGM.

Will other operators be able to see my machines or data?
No. Access is only granted for machines owned by you or your Route Operator, if applicable. Transmission of data to Gambling Control is secured through an encryption process that prohibits others from reading it.

Can I pay for my permits online?
Yes. You can license and pay for your permits online via an e-check. Currently, credit card payments are not available on TAP.

Can I pay for my taxes online?
It is required that you pay your taxes online when you receive a tax estimate. You can pay online via an e-check.

Will my bank information be kept online?
You can save your bank account information for future use during your first payment entry.

What if my machine only has four meters?
Most machines have only 4 mechanical meter readings. Utilize only the fields available for data entry. If you have a machine that actually has 5 mechanical meter readings, check the box that states "Machine has 5 meters" and then enter the "Total Coin In" meter reading there.

Do I use the Total Bill In or Total Coin In?
In the previous portal (ePass), you were required to use the "Total Coin In" field. We have changed this to have you use the "Total Bill In" to accurately reflect what the machines use.

Who can I contact for help?
Please call the Gambling Control Division at (406) 444-1971 or email gcd@mt.gov for assistance. Resources are also available on our website at www.dojmt.gov/gaming/taxpayer-access-point-tap/.

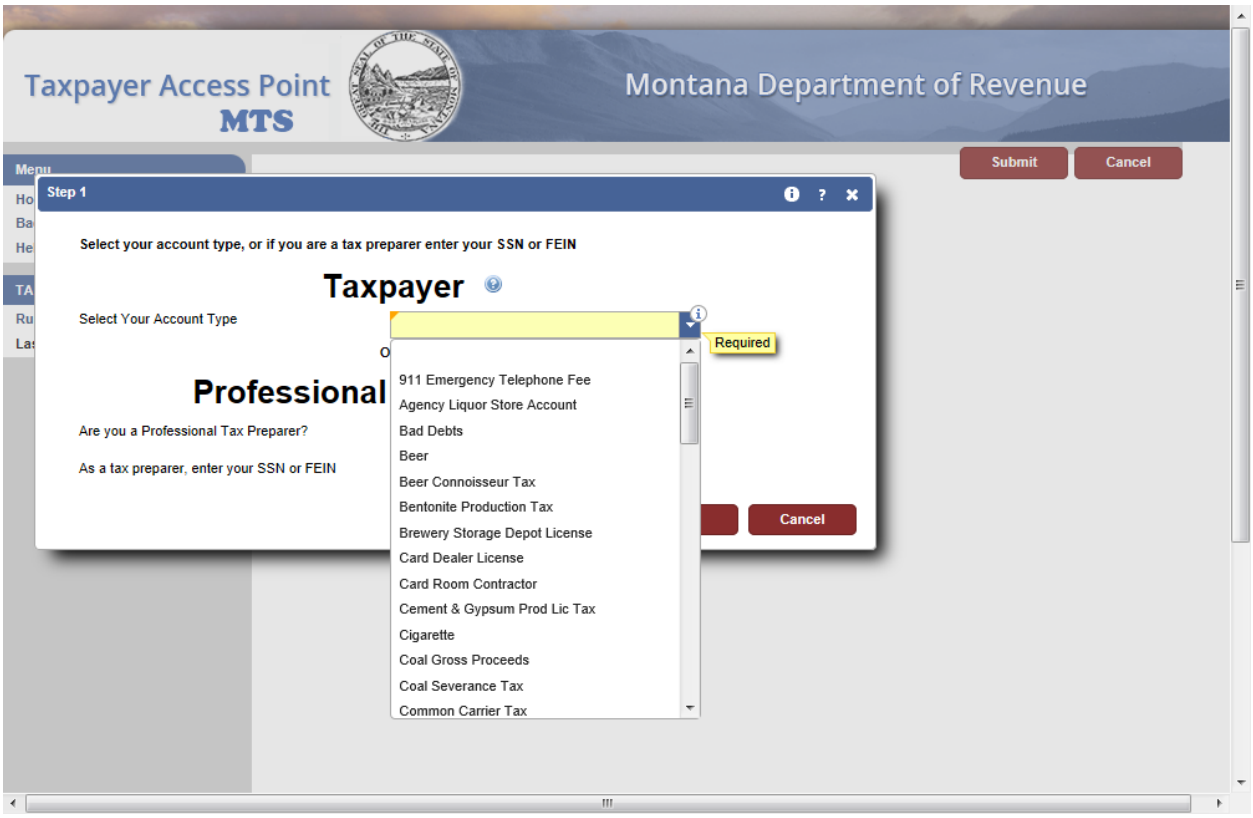
CREATING A TAP ACCOUNT

The following link can be used to access TAP, https://tap.dor.mt.gov/ .

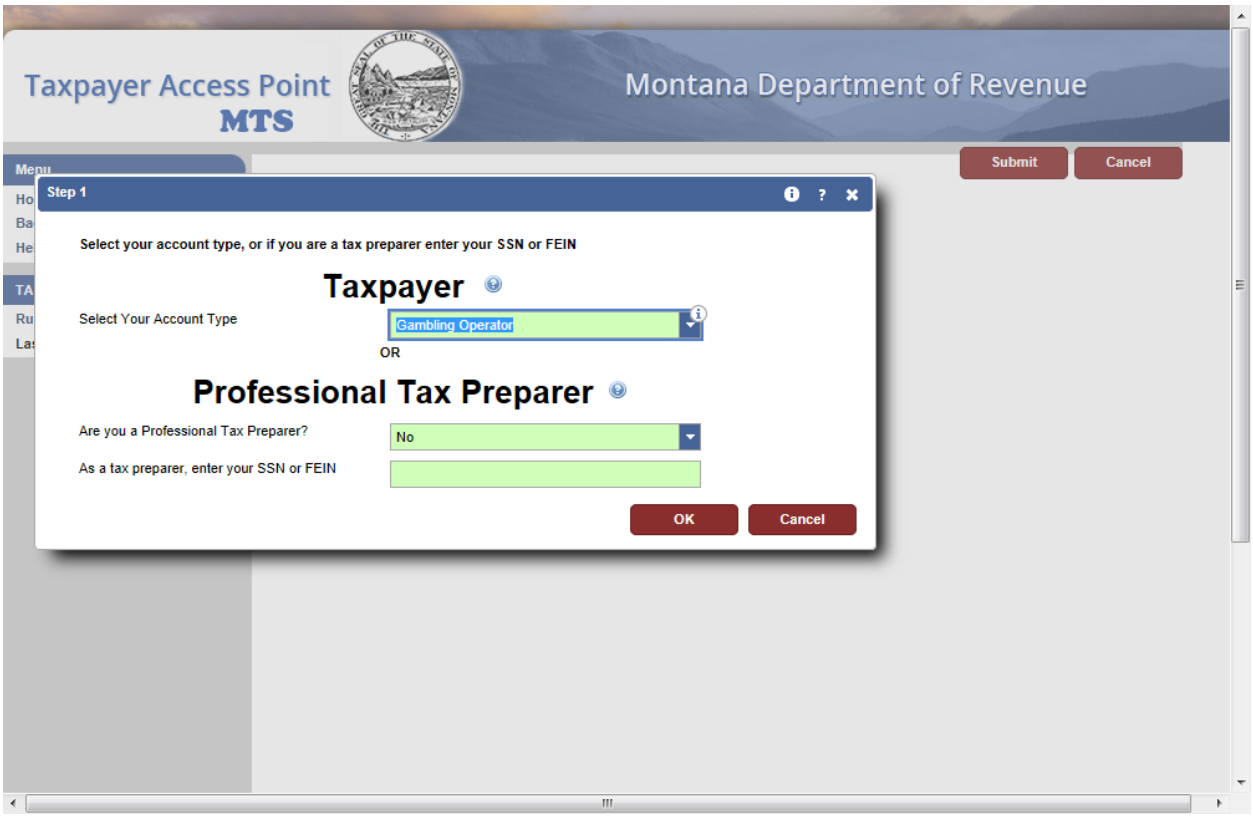
If you have not accessed TAP before you will see the following page and can click on the "Sign up Now!" button.

1. Click on the “Select Account Type” link.

2. Choose an account type, either Gambling Operator or Manufacturer/Distributor/Route Operator.

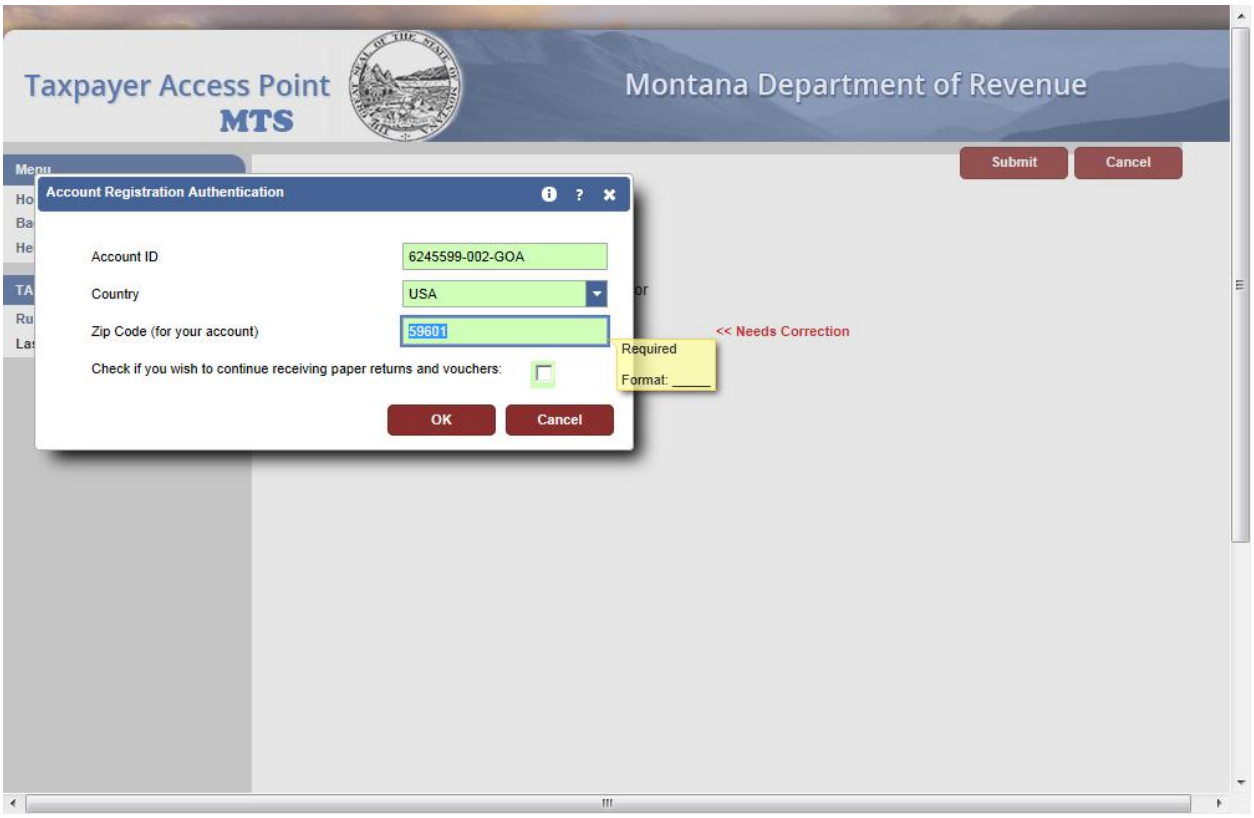


3. Click on “OK.”



4. Select the “Business Account Registration” link.

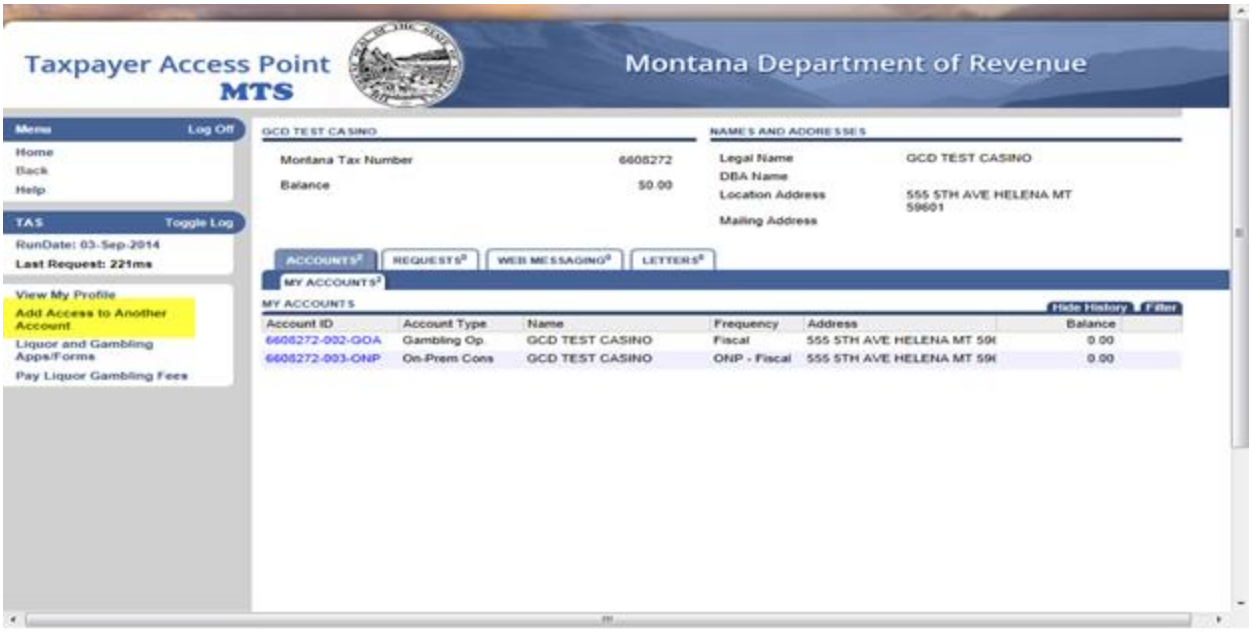
5. Enter the GOA or MDR account ID and the Zip Code and click “OK.”



From this point, the profile needs to be completed and a new account will be created. You will be emailed an authorization code you will need to use the first time you log in. Input your username, password and the authorization code.

Once logged in, a list of the accounts you have added and associated information will be listed.

1. To add your VGM account to view your taxes, select “Add Access to Another Account”.



2. Select the “VGM Tax” account from the drop down list.

3. Input your VGM Account number which is the same as your GOA account number but with VGM at the end instead of GOA (i.e. 6606272-002-VGM). Select “Next.”

4. Verify the information is correct and select "Submit."

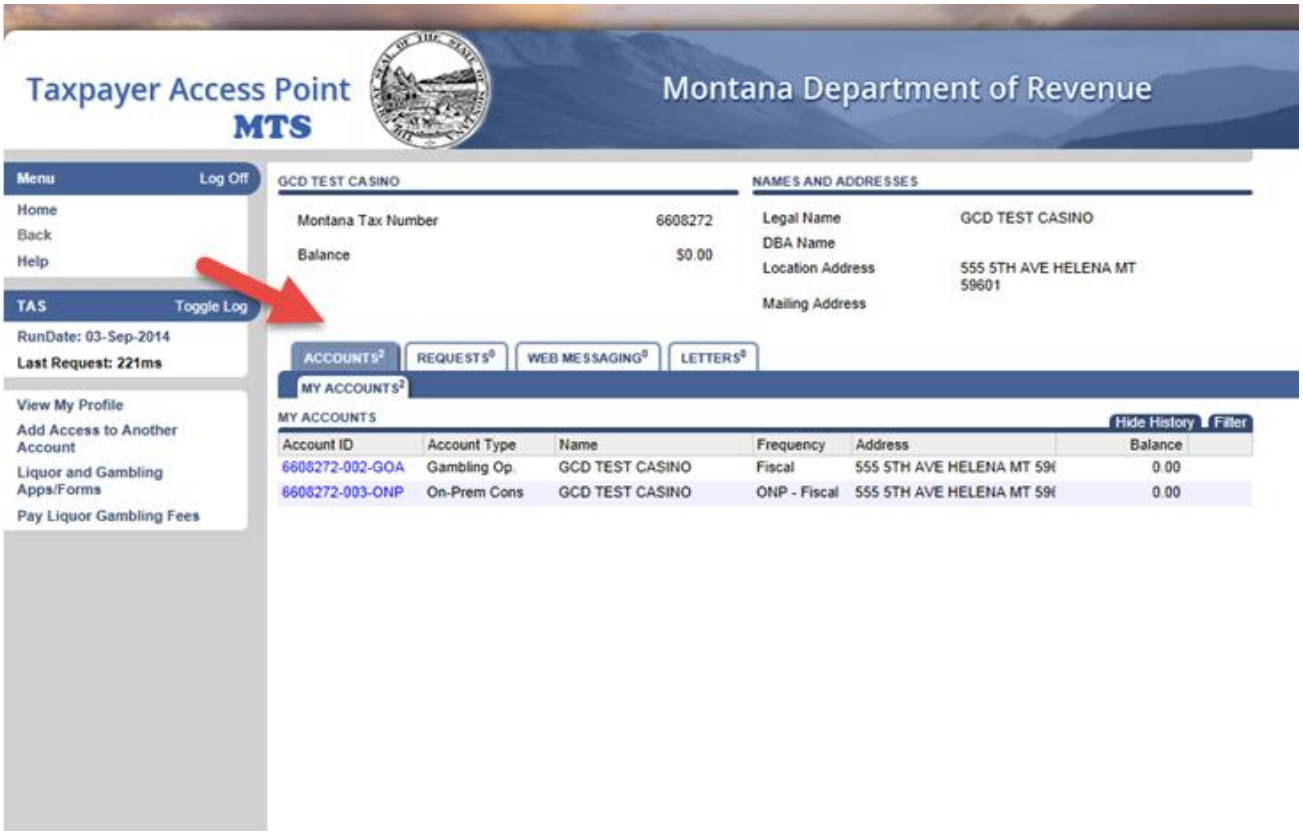
On the main screen, there are four different tabs listed above your accounts:

1. Accounts – shows a list of all accounts you are able to access in TAP.

2. Requests – shows all requests you have generated. The requests will show completed, pending, etc.

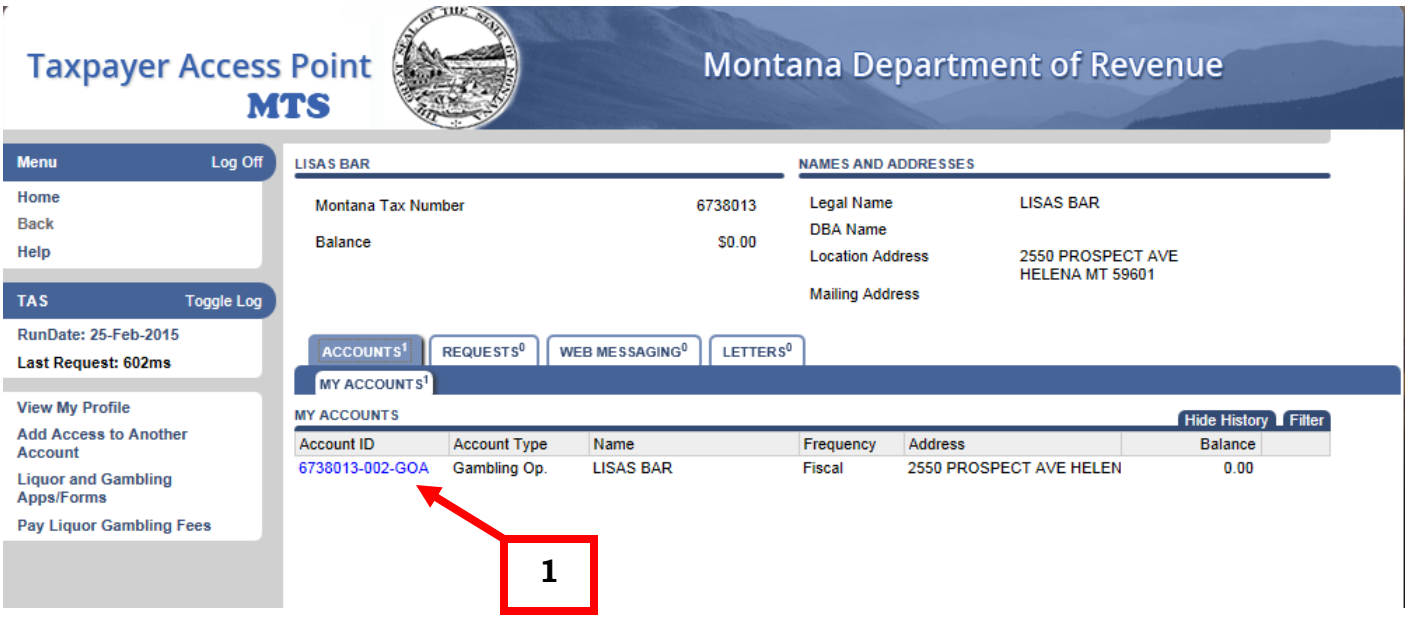
3. Web Messaging – any messages related to these accounts are shown here.

4. Letters – all permits can be accessed and printed from here.

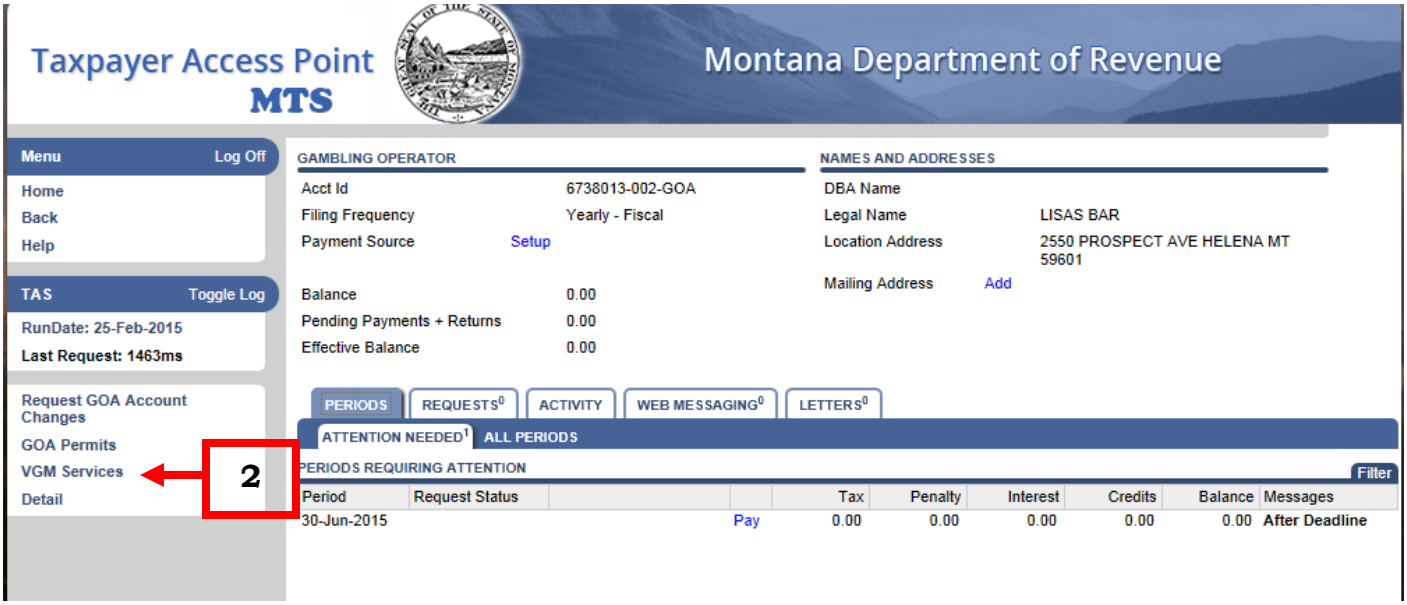


VIDEO GAMBLING MACHINE SERVICES

1. To access the video gambling machine services, select the account number you wish to make changes to.



2. Then select "VGM Services."

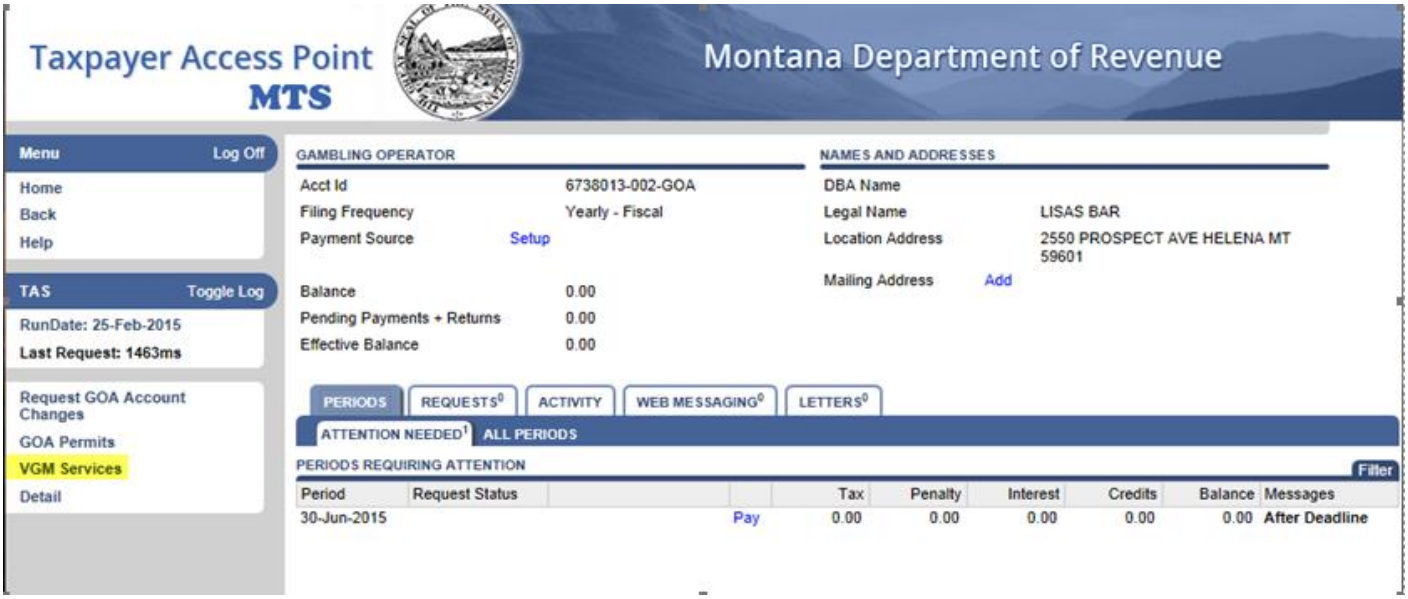


On this screen, the following options are available for VGM Services:

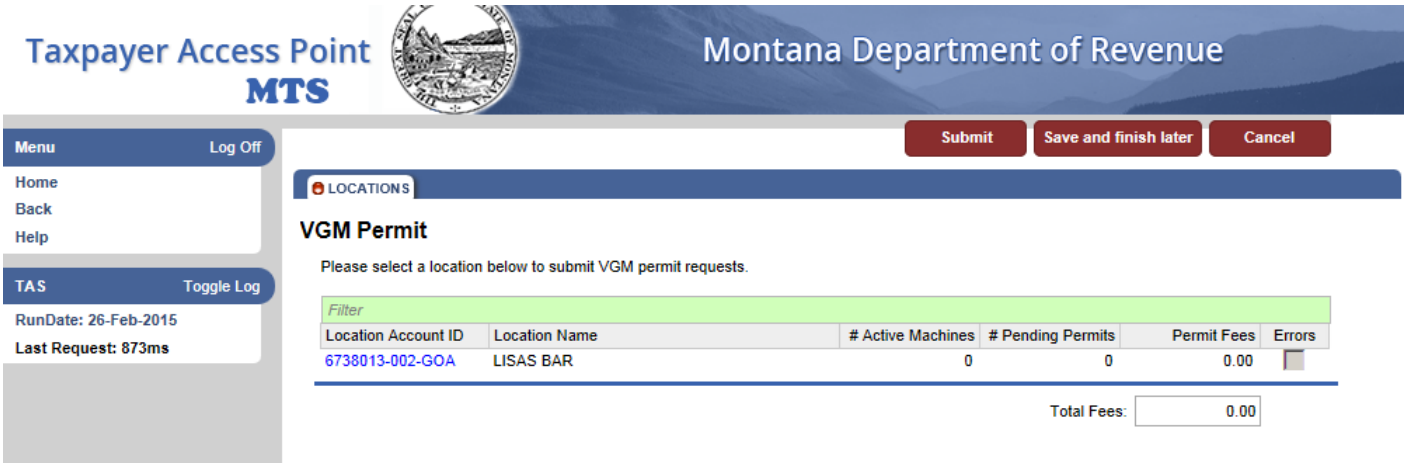
- **Add VGM** - This option provides the ability to apply for a new permit and pay for the permit fee. You will receive an email with a printable permit after the application is approved. You may also access your new permit by selecting "Home" and selecting the "Letters" tab.
- **Letter of Withdrawal** – This option provides the ability to remove a machine from service permanently. You will receive an email with your new permit or can access it on the letters tab.
- **Meter Reading** – Allows entry of electronic meters. Mechanical meter readings will need to be provided at the end of each quarter. If you use this option, do not do the Meter Readings with Reconciliation. Either complete the "Meter Reading" OR the "Meter Readings w/Reconciliation", not both.
- **Meter Reading with Reconciliation** – This is the same as Meter Reading. However, you will be asked to enter mechanical meter readings and cash with the electronic meter readings. This will show if you are in balance. Please note that this option is for your convenience only. Mechanical meter readings will be saved only for a maximum of two weeks by the system for data entry comparisons. Cash entries are not kept. Electronic meter readings are kept the same as in the Meter Reading option. Be aware that if you are only off by a nickel, the system will advise you that you do not balance.
- **Service Form** – This option allows for the reporting of service to a machine. Any machine, which has had service performed, that altered either the electronic or mechanical meter readings, is required to have a service form submitted.
- **VGM Reports** – You can access your meter readings, meter readings with reconciliation, and service reports using this option. You can print out your reports for your records. (Please note: Once the meter readings or service reports have been uploaded, these reports will no longer be accessible for that session.)

ADD VGM

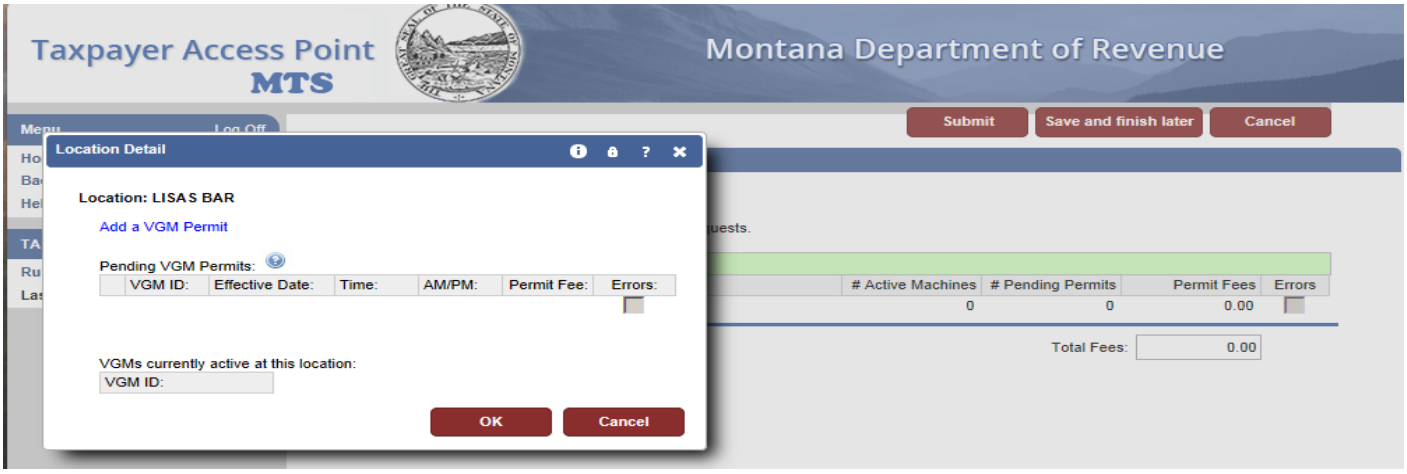
1. From the VGM Service menu select "Add VGM."



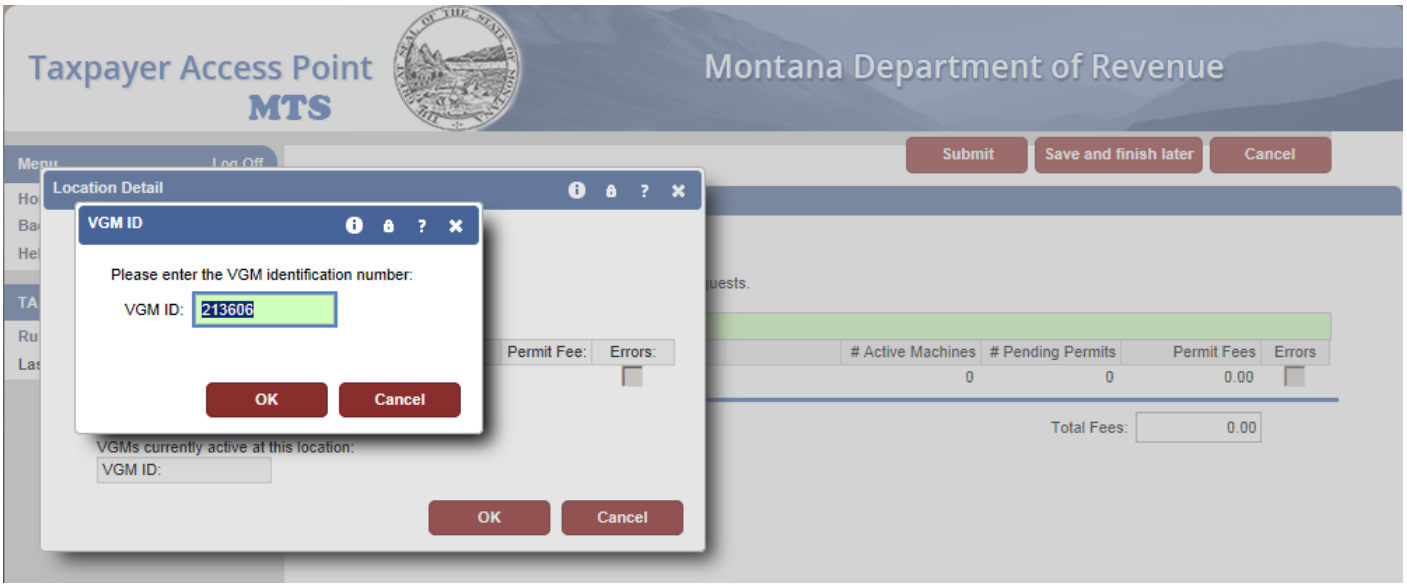
2. Select the account you wish to permit a machine at. (Route operators' screen will show all their current accounts listed.)



3. Select “Add a VGM Permit”, click “OK.”

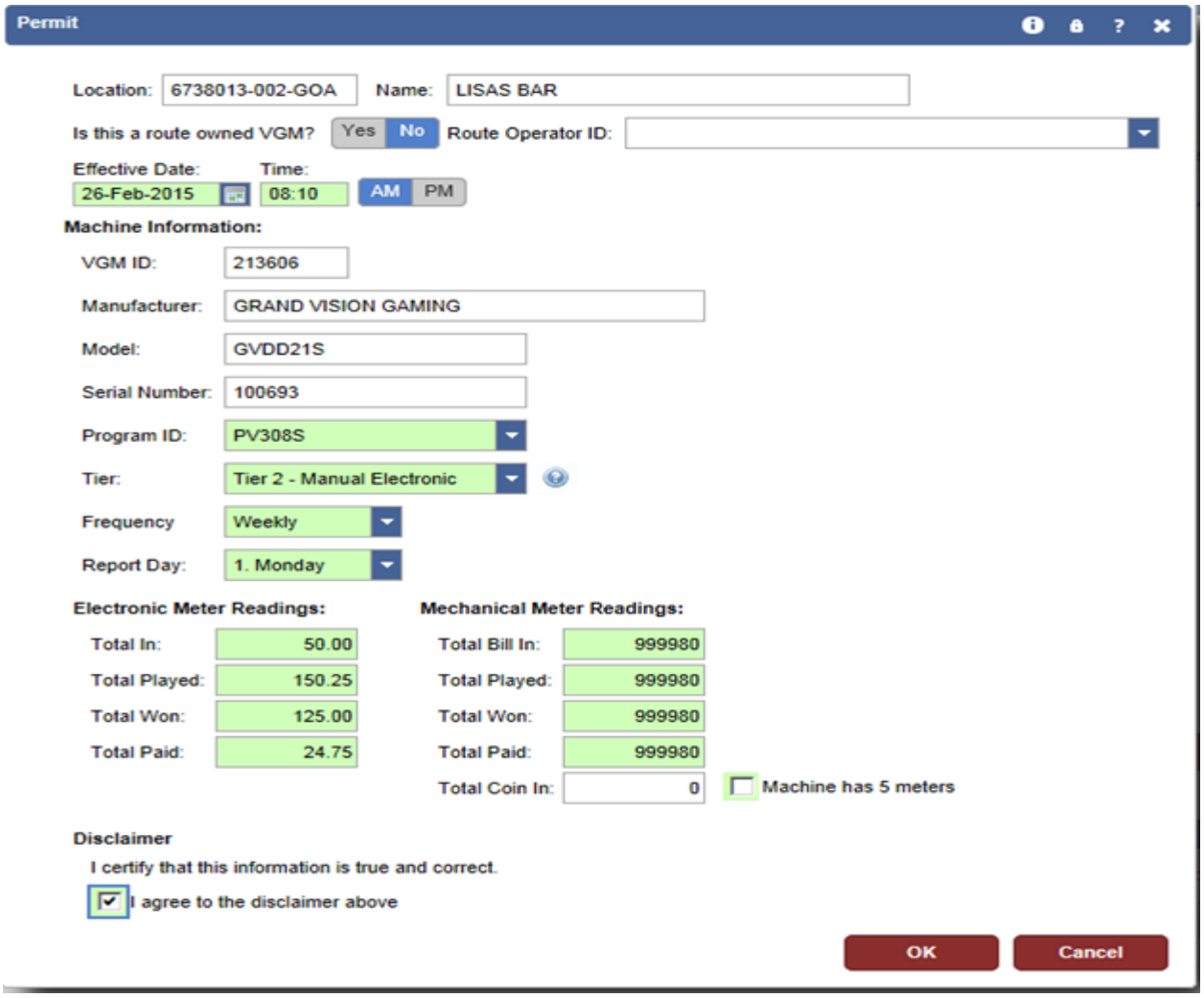


4. Enter a valid VGM ID and select “OK.”



5. Fill out the remaining fields with the correct information and then select “OK” to continue or “Cancel” if you wish to abort this entry.

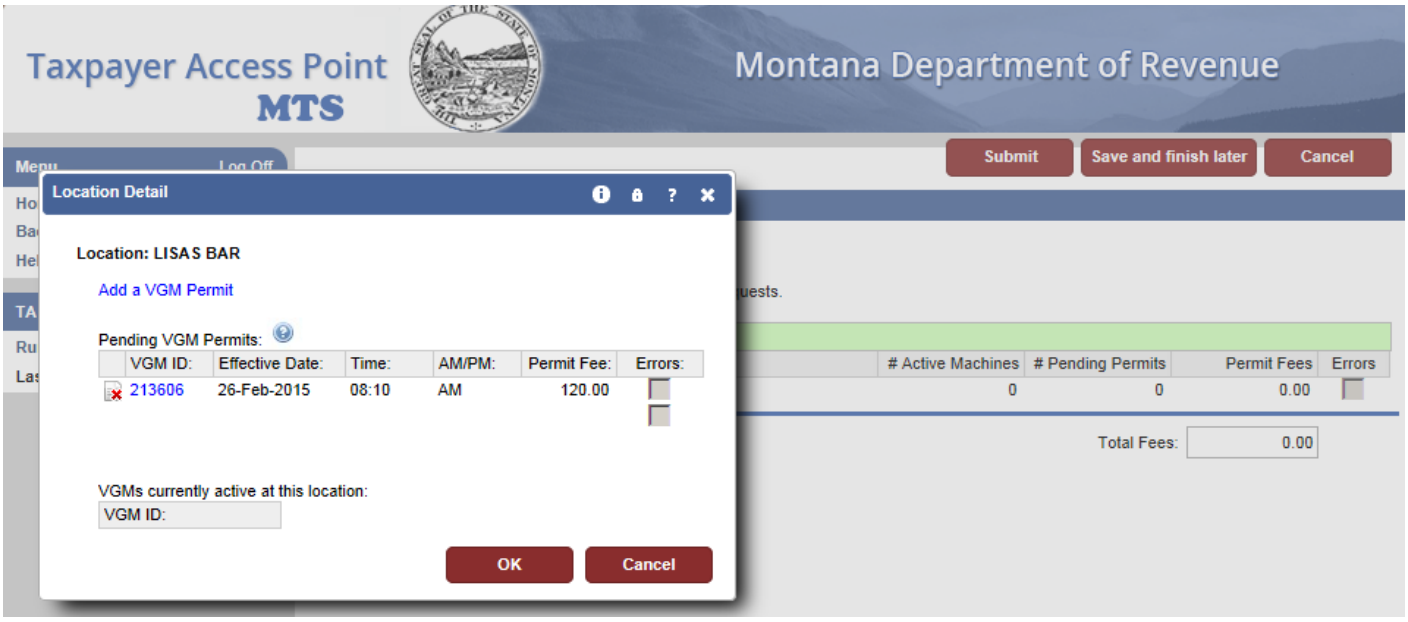
- Is this a route owned VGM? – If you are licensing for a route operator select “Yes” and select the correct route ID from the drop down list.
- Effective Date – select the date you are licensing the machine from the calendar.
- Time – enter the time from the audit ticket. Please note that military time will need to be converted to standard AM/PM time.
- AM/PM – select the correct time from the audit ticket.
- Program ID – enter the program ID from the audit ticket.
- Tier – Select the correct Tier level. Most locations are Tier 2 – Manual Electronic.
- Frequency – Enter the correct frequency of your meter reporting. i.e. If you enter your meter readings online once every two weeks, you would choose Bi-Weekly.
- Report Day – Enter the day you enter your meter readings online.
- Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
- Mechanical Meter Readings – Enter the actual mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings.
- Disclaimer – check this box to certify all information is accurate.



6. After selecting “OK,” the machine just added can be seen under pending VGM permits. At this time, you can:

- Add another VGM
- Delete the one you just added by clicking the red X.
- Select “OK” to save the VGM you have just added.
- Select “Cancel” which cancels the permit you have just added.
- View if there are errors that require fixing before submitting.

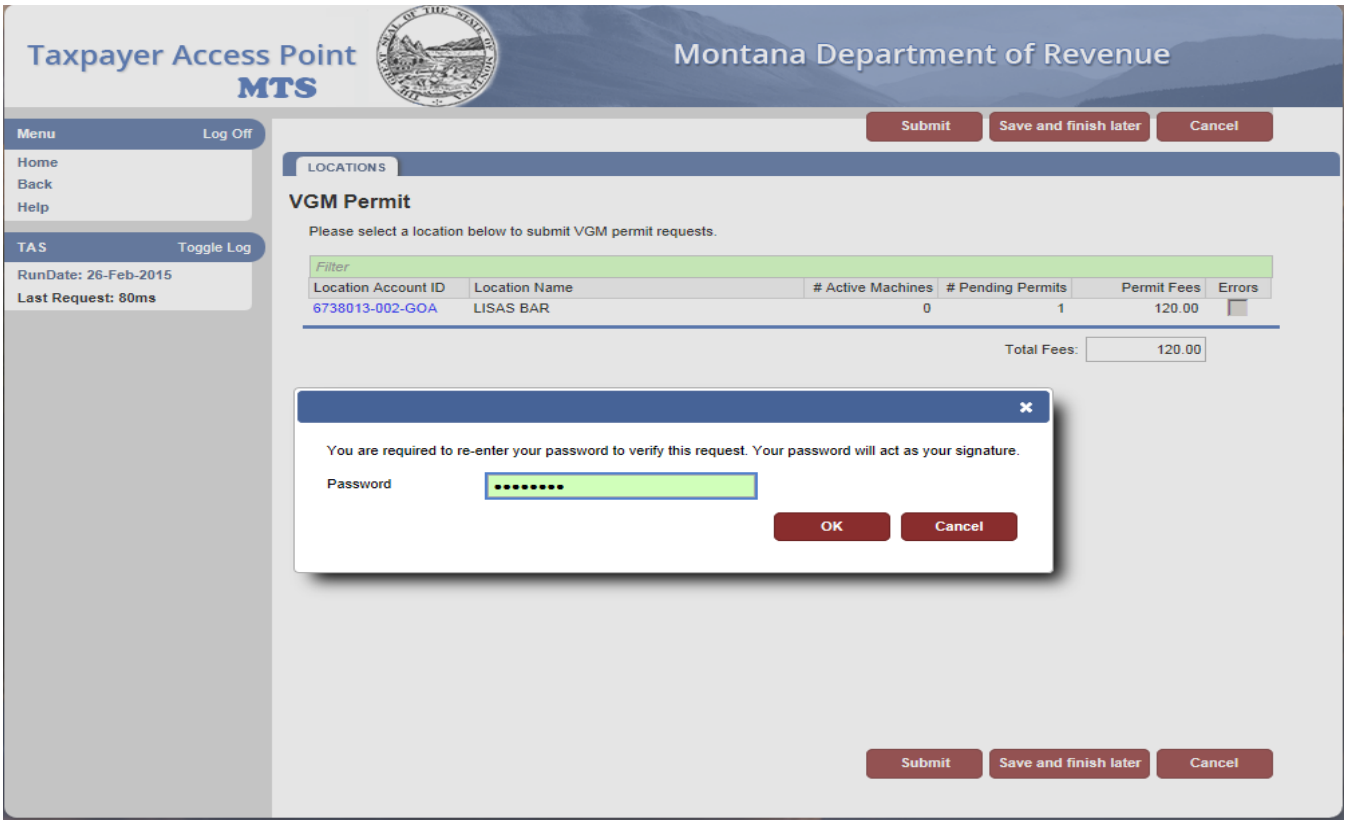
7. Select “OK” to continue with licensing the VGM.



8. After selecting "OK," you will see the following screen. You can do the following:

- Submit – select this to continue on to pay the fee.
- Save and Finish later – allows you to save the information and come back at a later time to permit the machine and pay the fee.
- Cancel – allows you to cancel the transaction.

9. Select "Submit." A new screen will come up that requires you to re-enter your password. This acts as your signature.



10. After entering your password and selecting “OK,” a confirmation screen will come up showing the total fees due for this transaction.

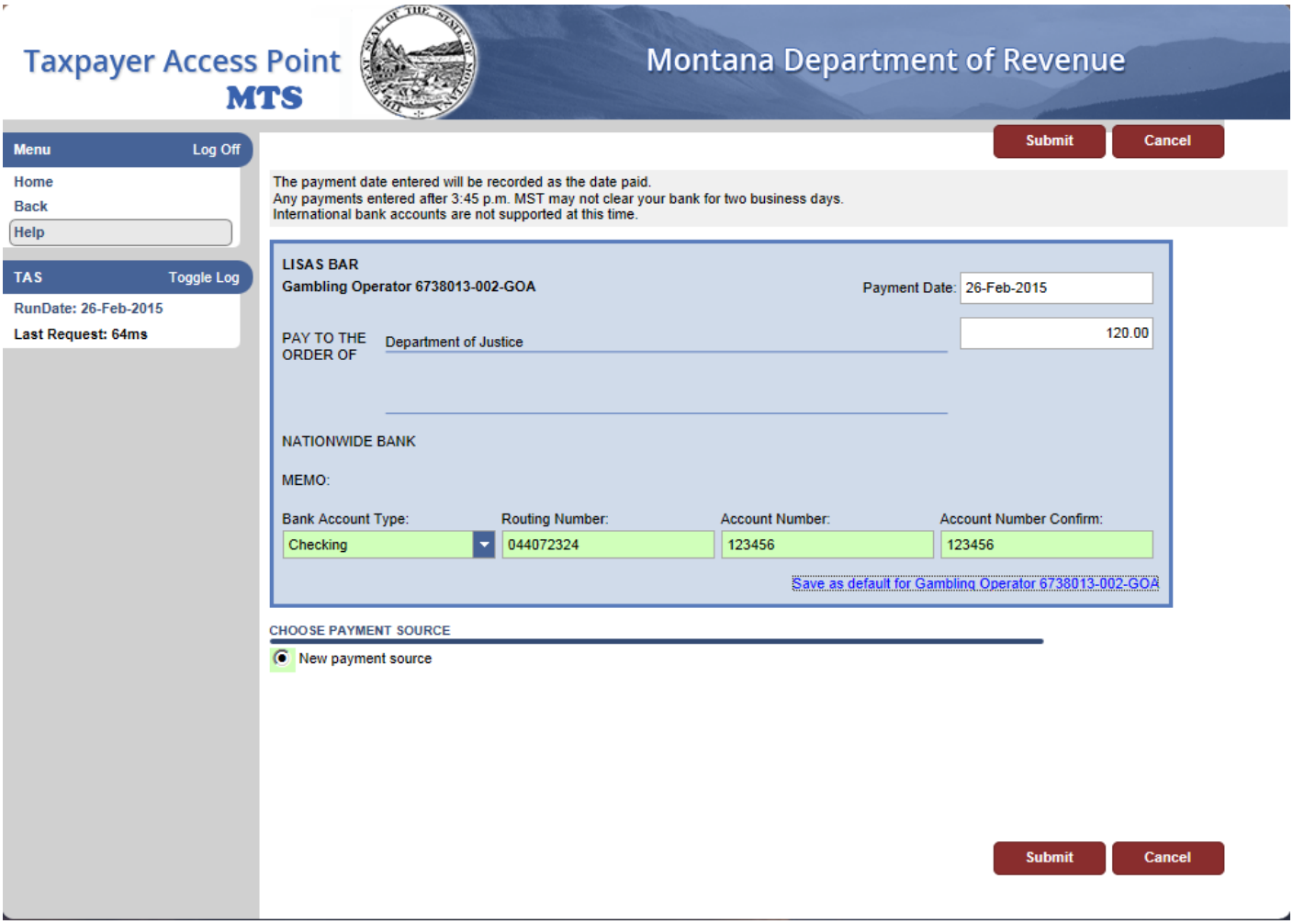
- Proceed to Pay Online – select this to pay for the VGM you have added.
- Ok – you can select “Ok” and this will take you back to the Select VGM Service screen. You have not paid for your permit if you select this (a permit is not valid until payment is made). If you do select “Ok,” you will then need to go to the “Requests” tab on the home screen to find your completed permit request in order to continue to pay.
    - For a MDR accounts, choose “Search” under the “Requests” tab to find the transaction.

11. Select “Proceed to Pay Online.”

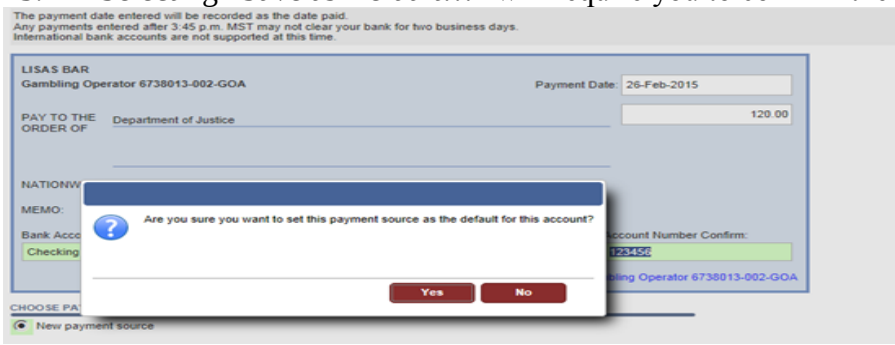
12. Enter the following:

- Checking or Savings – you can pay from either type of account
- Routing number
- Account number
- Account number confirmation

Note: You can also save this payment information for future use by selecting "Save as default for Gambling Operator…"

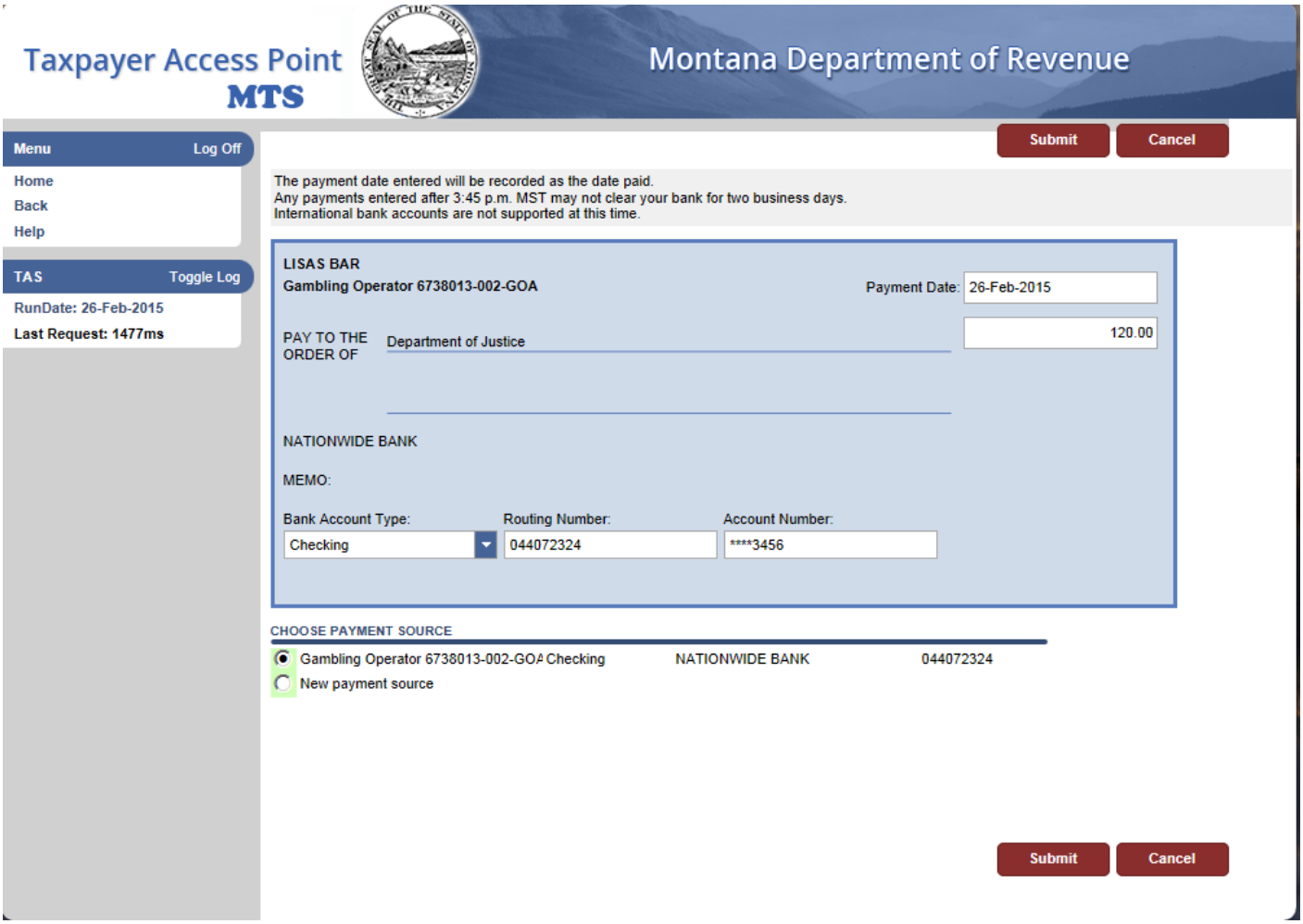


13. Selecting "Save as Default…" will require you to confirm the selection.

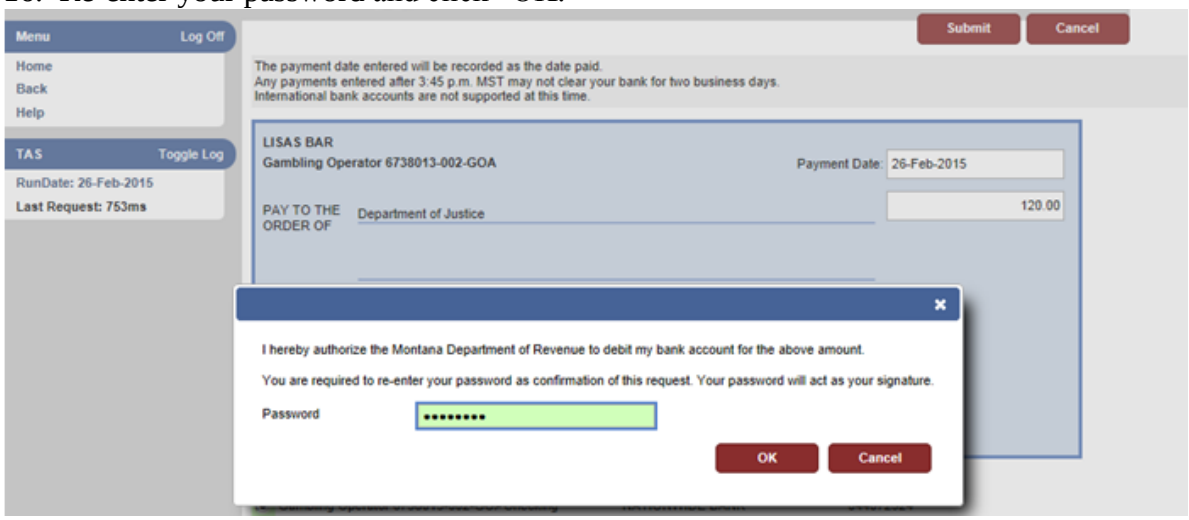


14. Select “Yes.” You will see the account number listed under “Choose Payment Source”. You can add another account at a later date if needed.

15. Select “Submit” to finish paying the fee or to cancel this payment select “Cancel.”

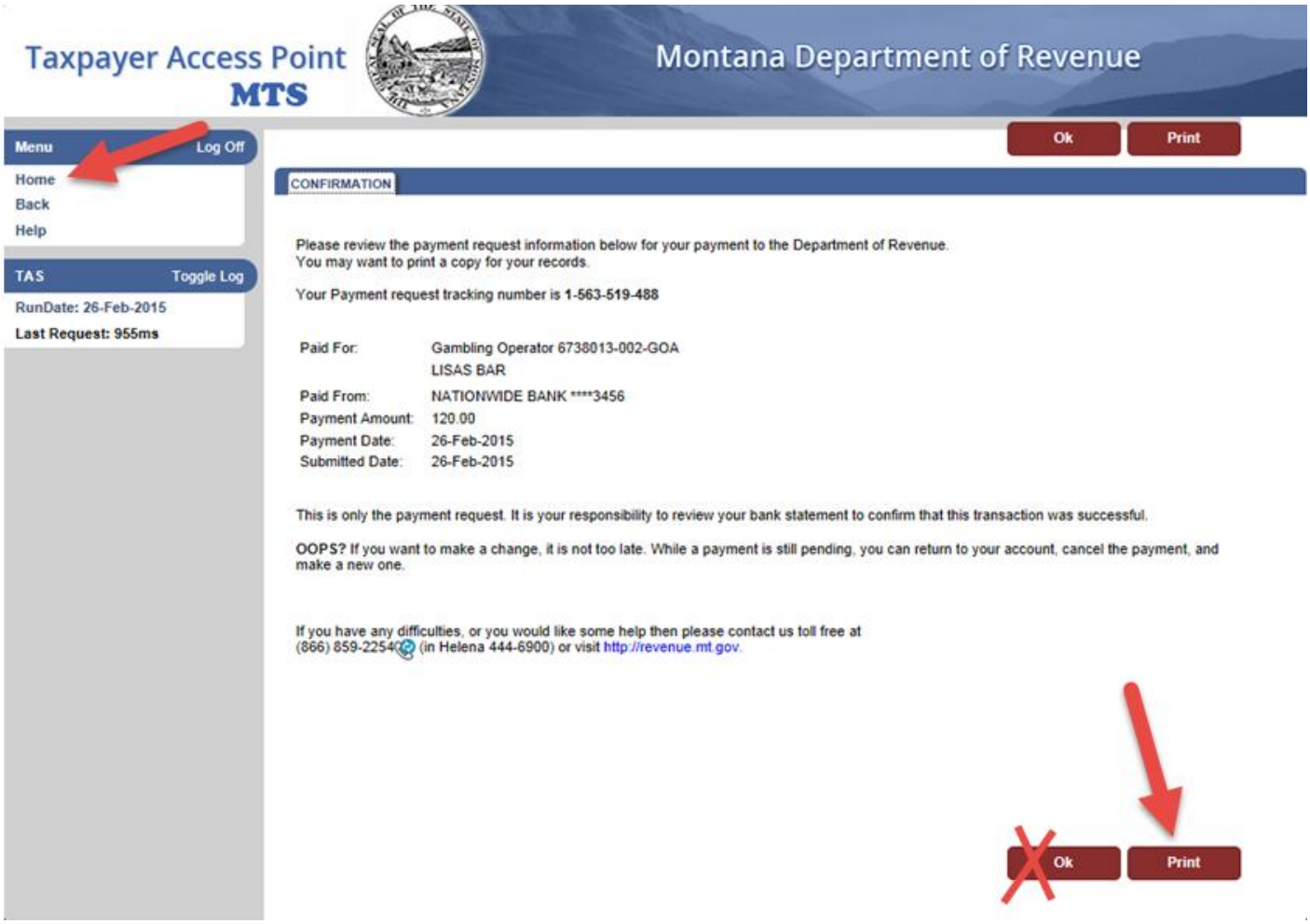


16. Re-enter your password and click “OK.”

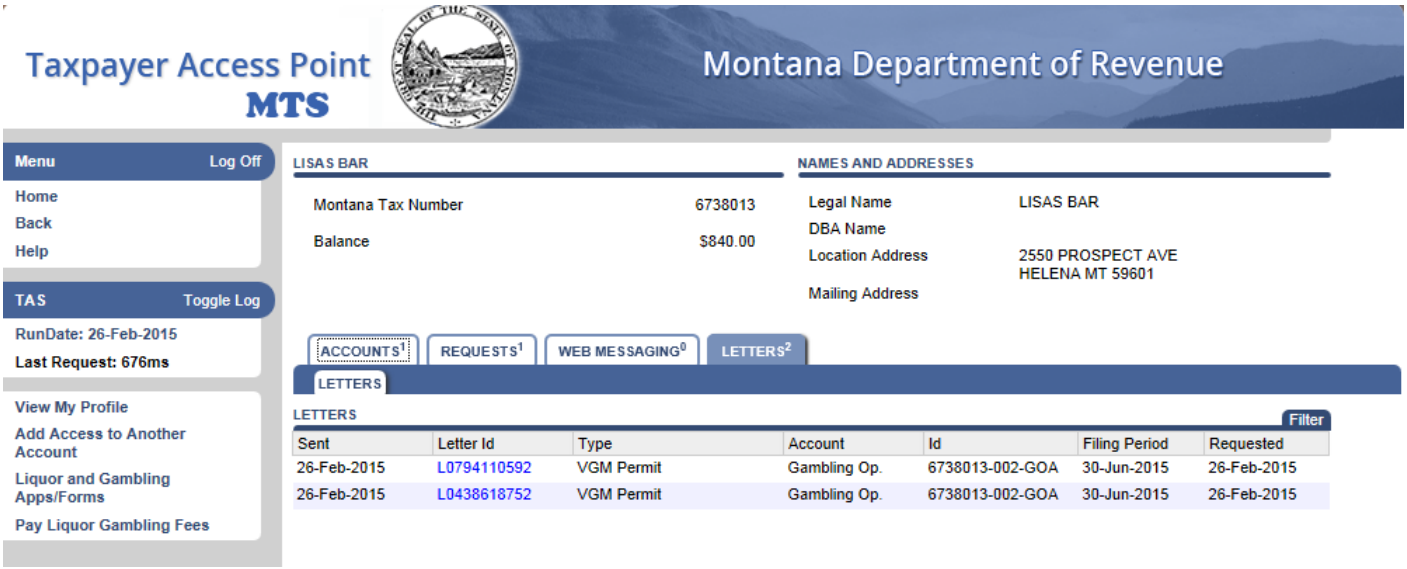


17. You will receive a confirmation page with a request tracking number. If there are any problems in receiving your permit, utilize this tracking number when contacting the Division.

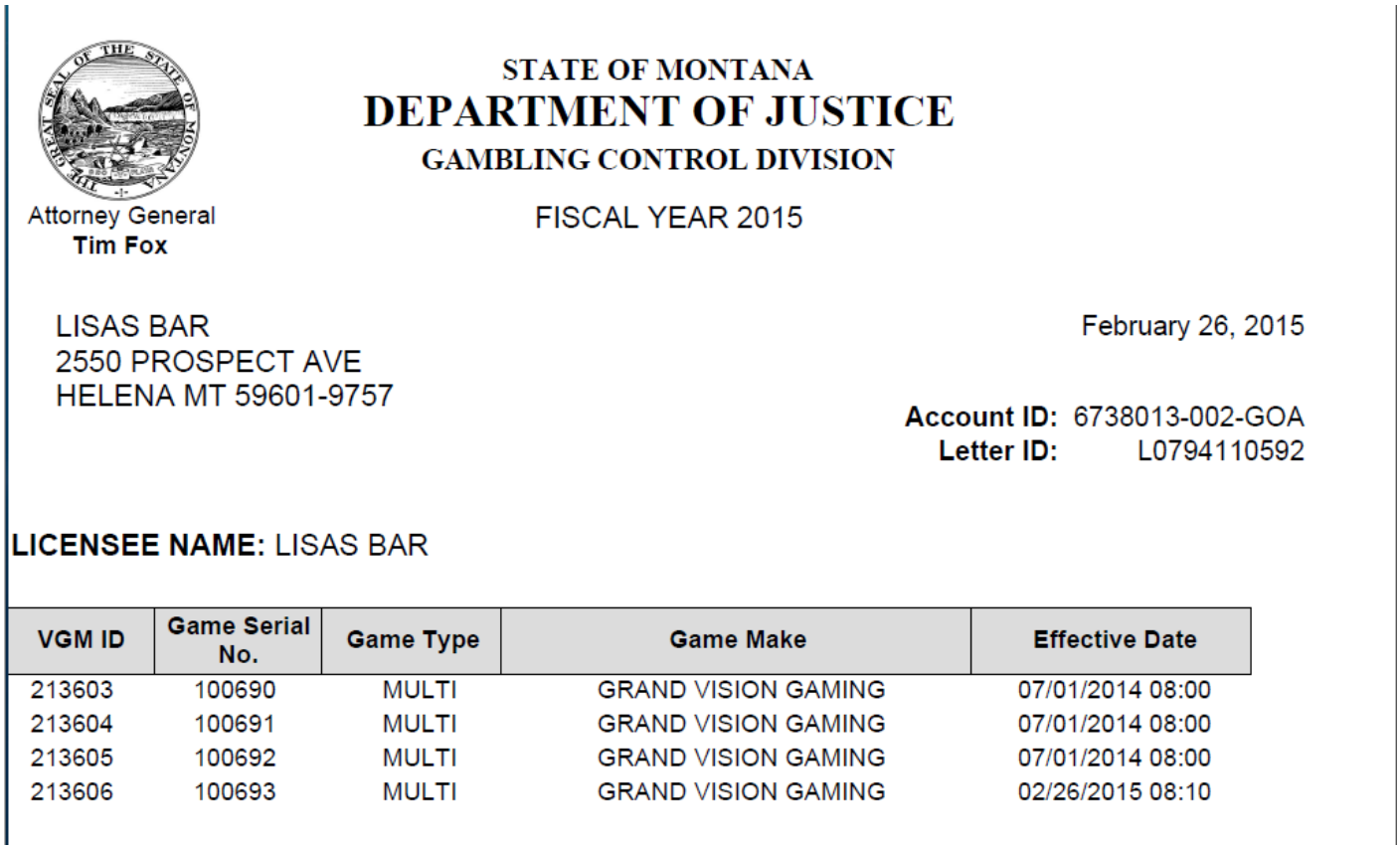
- Print the confirmation page by selecting "Print."
- Select the "Home" button to return to the main page. *Note – do not select the "Ok" button on this step as it will take you to the "Proceed to Pay Online" section again. Selecting "Home" will take you back to the listing of accounts.



18. Select the “LETTERS” tab and select the most recent VGM permit in the list to access the new permit.



19. A new window will open up with your new permit. Print the new permit and place it on your wall.



Attorney General
Tim Fox

STATE OF MONTANA
DEPARTMENT OF JUSTICE
GAMBLING CONTROL DIVISION

FISCAL YEAR 2015

LISAS BAR
2550 PROSPECT AVE
HELENA MT 59601-9757

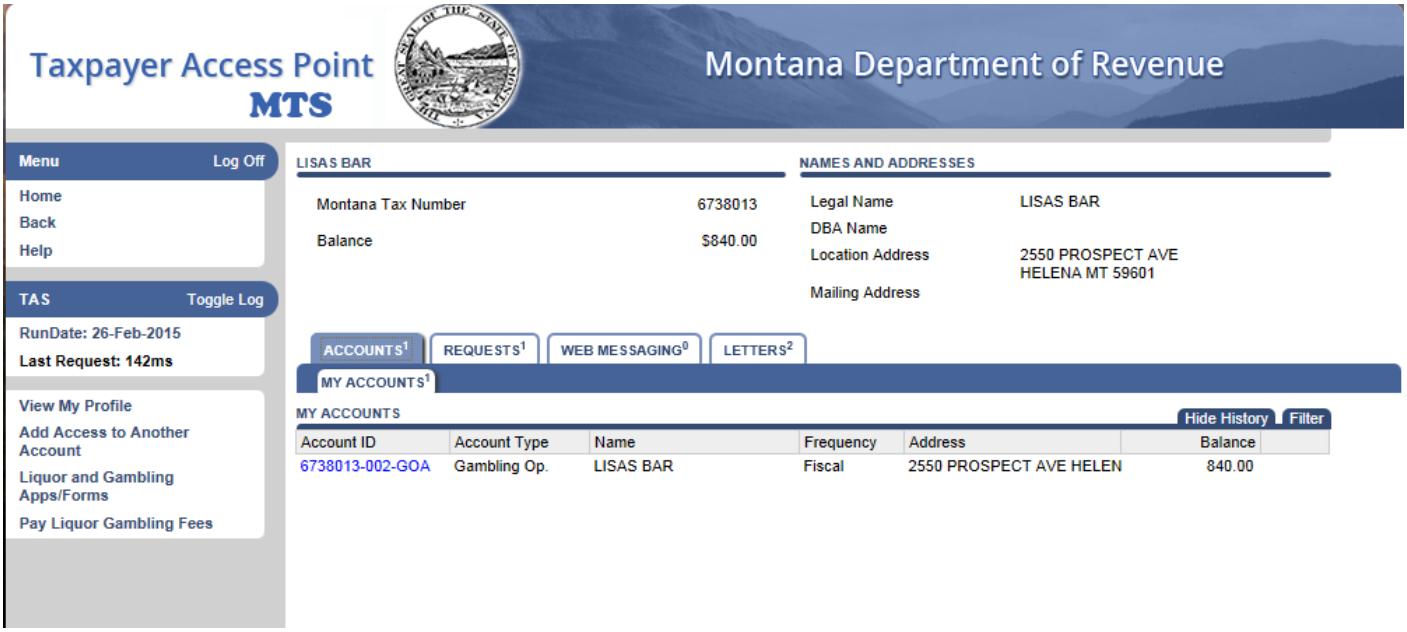
February 26, 2015

Account ID: 6738013-002-GOA
Letter ID: L0794110592

LICENSEE NAME: LISAS BAR

VGM ID	Game Serial No.	Game Type	Game Make	Effective Date
213603	100690	MULTI	GRAND VISION GAMING	07/01/2014 08:00
213604	100691	MULTI	GRAND VISION GAMING	07/01/2014 08:00
213605	100692	MULTI	GRAND VISION GAMING	07/01/2014 08:00
213606	100693	MULTI	GRAND VISION GAMING	02/26/2015 08:10

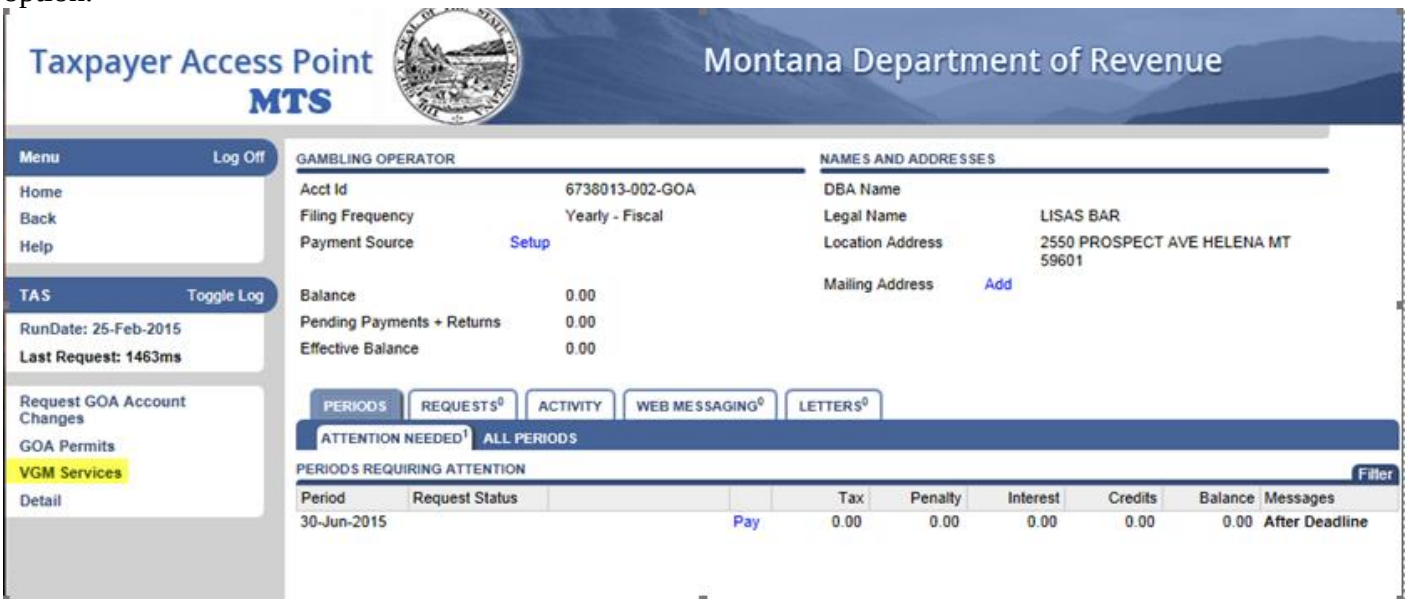
20. To get back to the menu showing your accounts, select the “ACCOUNTS” tab.



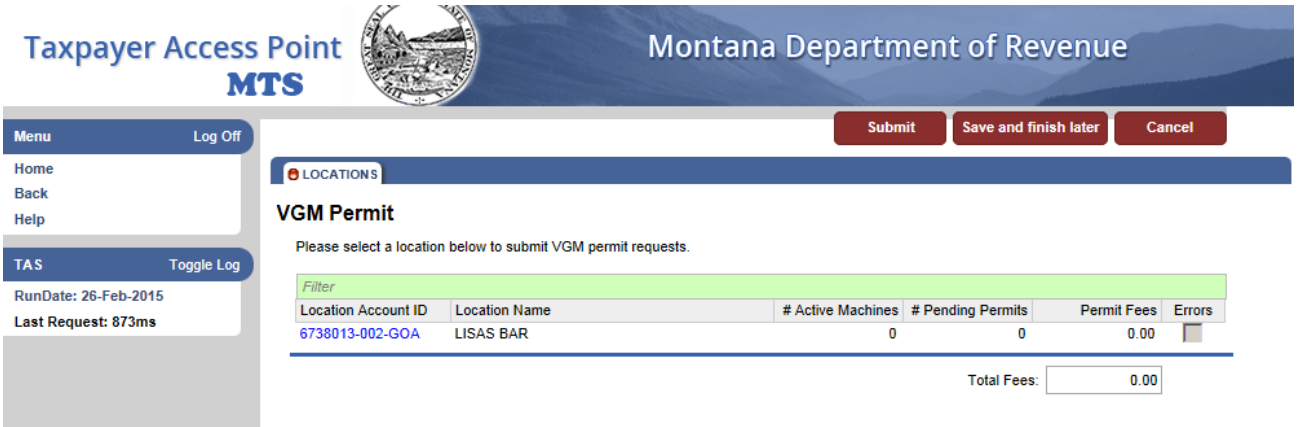
LETTER OF WITHDRAWAL

To permanently remove a machine from service, you need to apply for a Letter of Withdrawal (LOW).

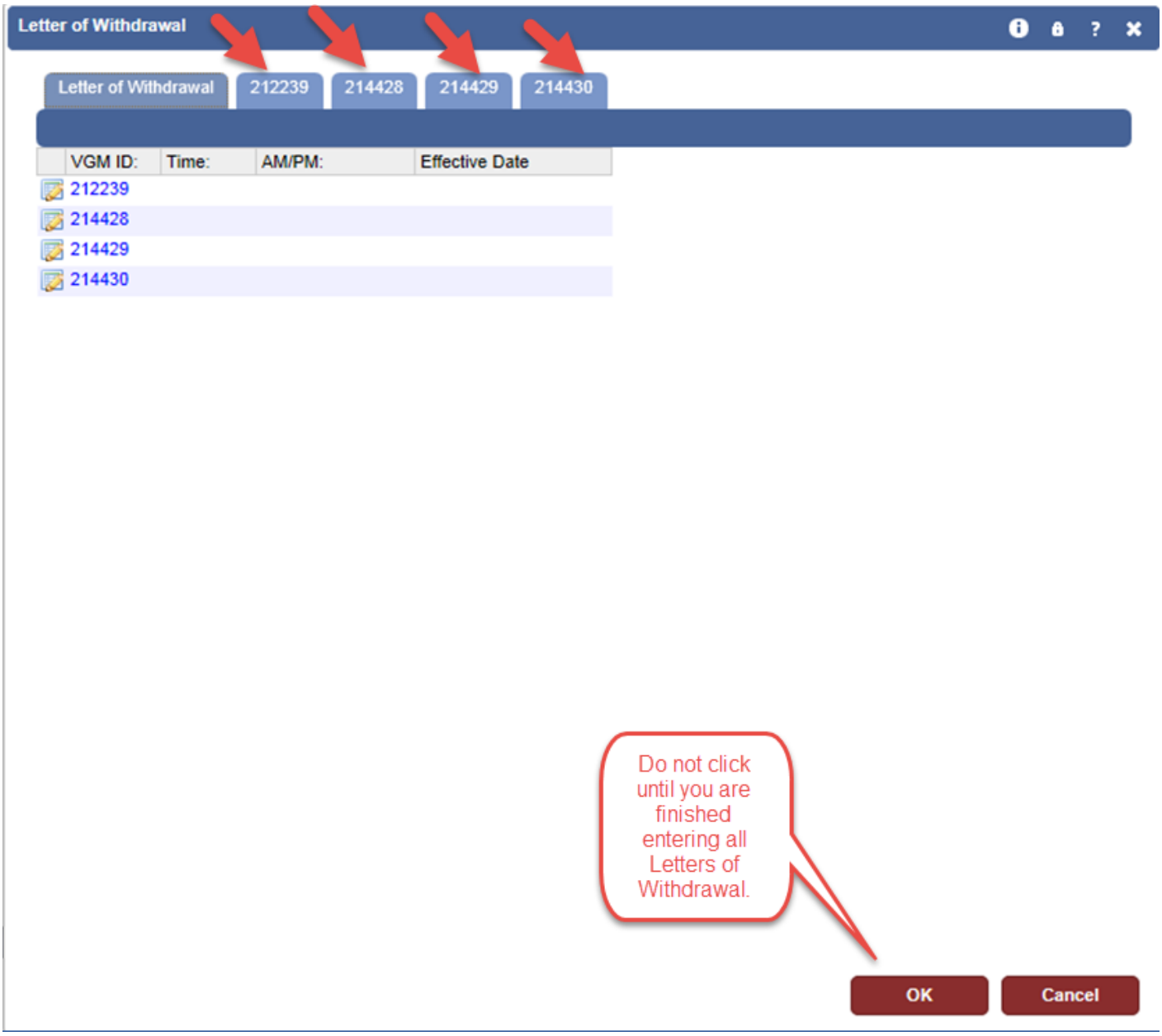
1. While within your GOA/MDR account, click “VGM Services” link, and select the “Letter of Withdrawal” option.



2. Select the account you wish to remove a machine at. A route operator’s screen will show all of their active accounts:



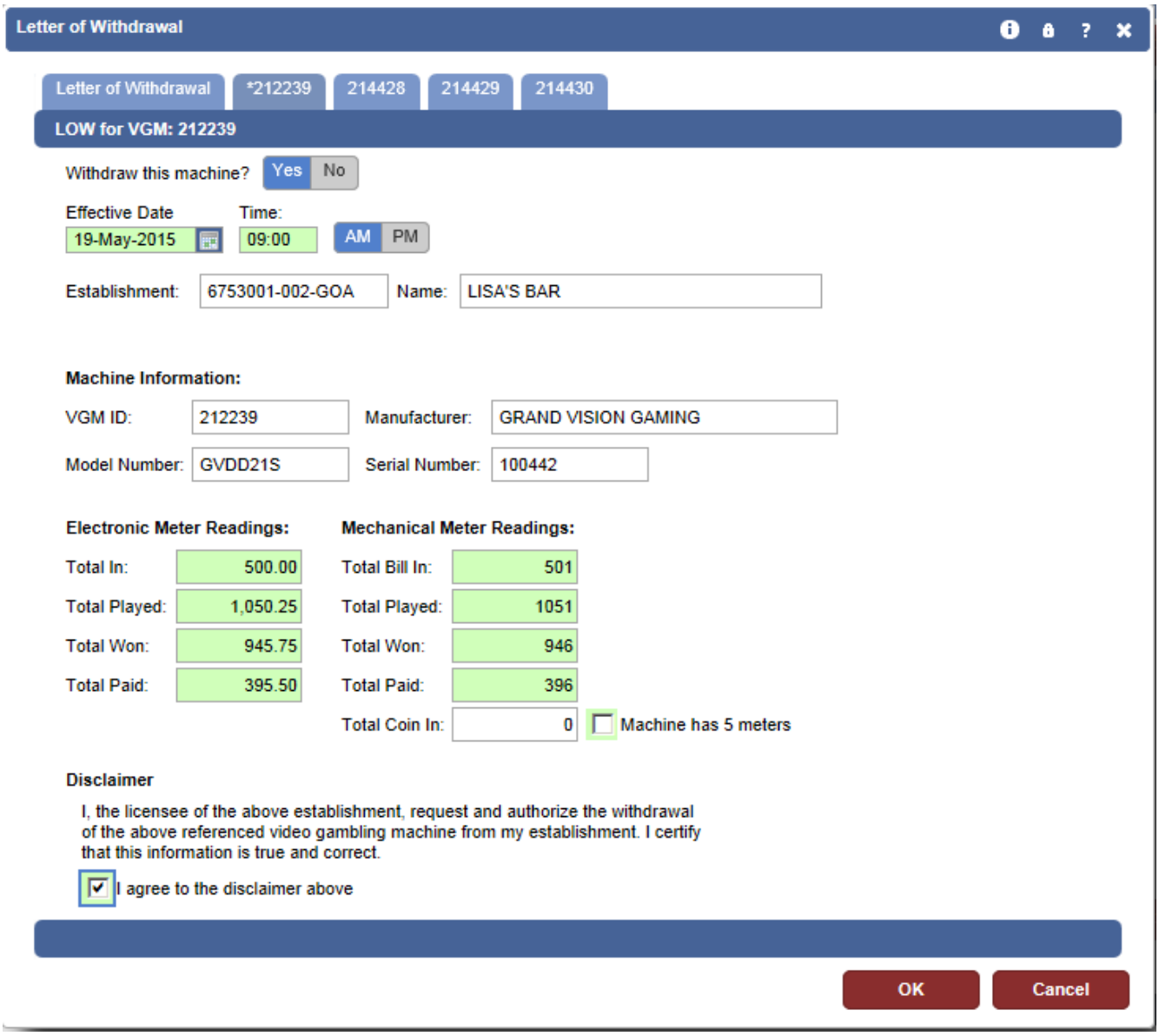
3. Select the VGM ID of the machine you wish to remove. If removing more than one machine, click the tabs with the appropriate VGM IDs listed on it. Do not click the "OK" button until you are finished entering all letters of withdrawal. If you click "OK," it will take you back to the list of accounts screen. The "OK" button will not take you to the next machine.



4. Select “Yes” to continue to withdraw this machine and then fill out the remaining fields with the correct information.

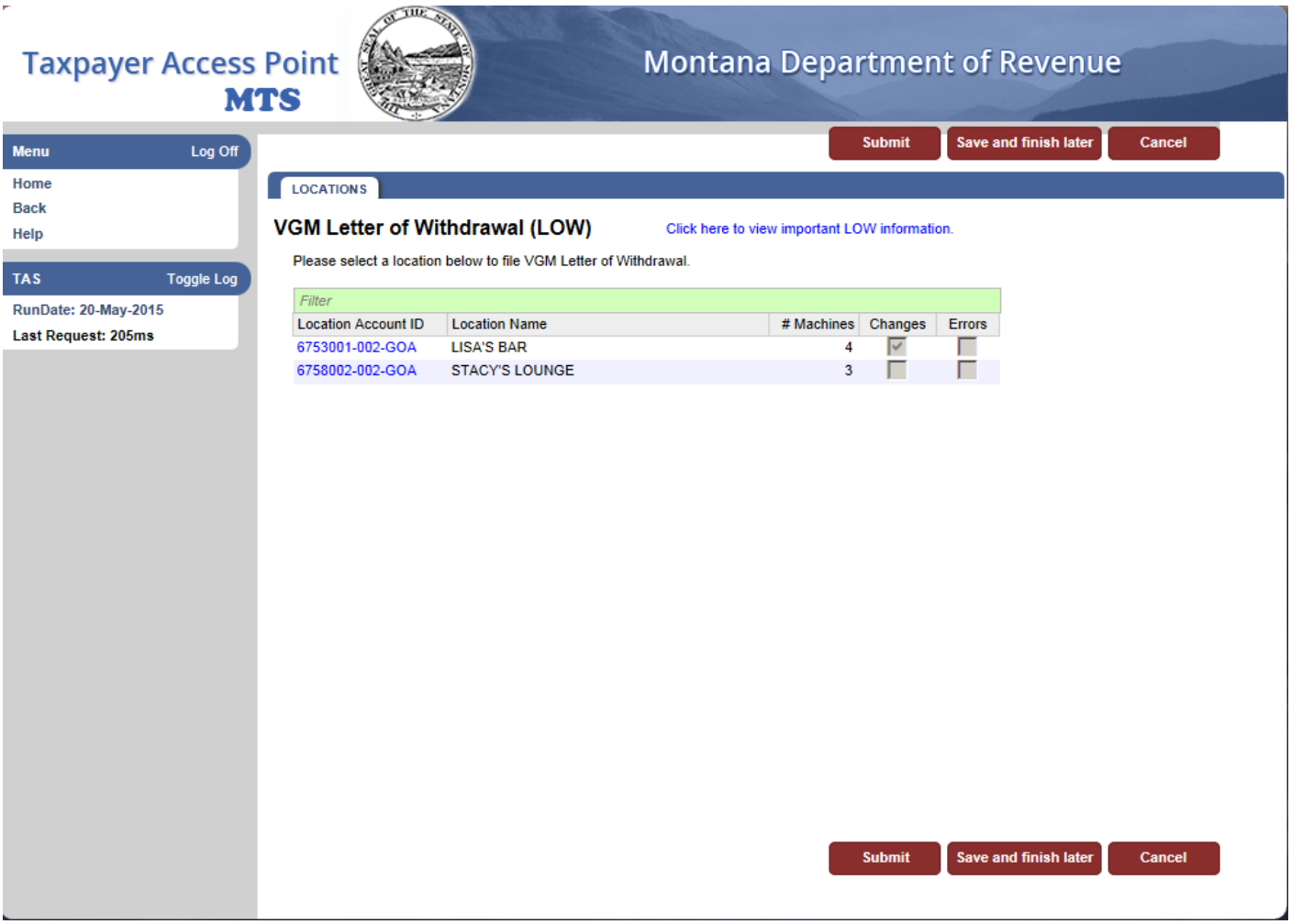
- Effective Date – select the date you have removed the machine from service.
- Time – enter the time from the audit ticket. Please note military time will need to be converted to standard AM/PM time.
- Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
- Mechanical Meter Readings – Enter the actual mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings.
- Disclaimer – check this box to certify all information is accurate.

5. Select “OK” once you are done filling out the information.

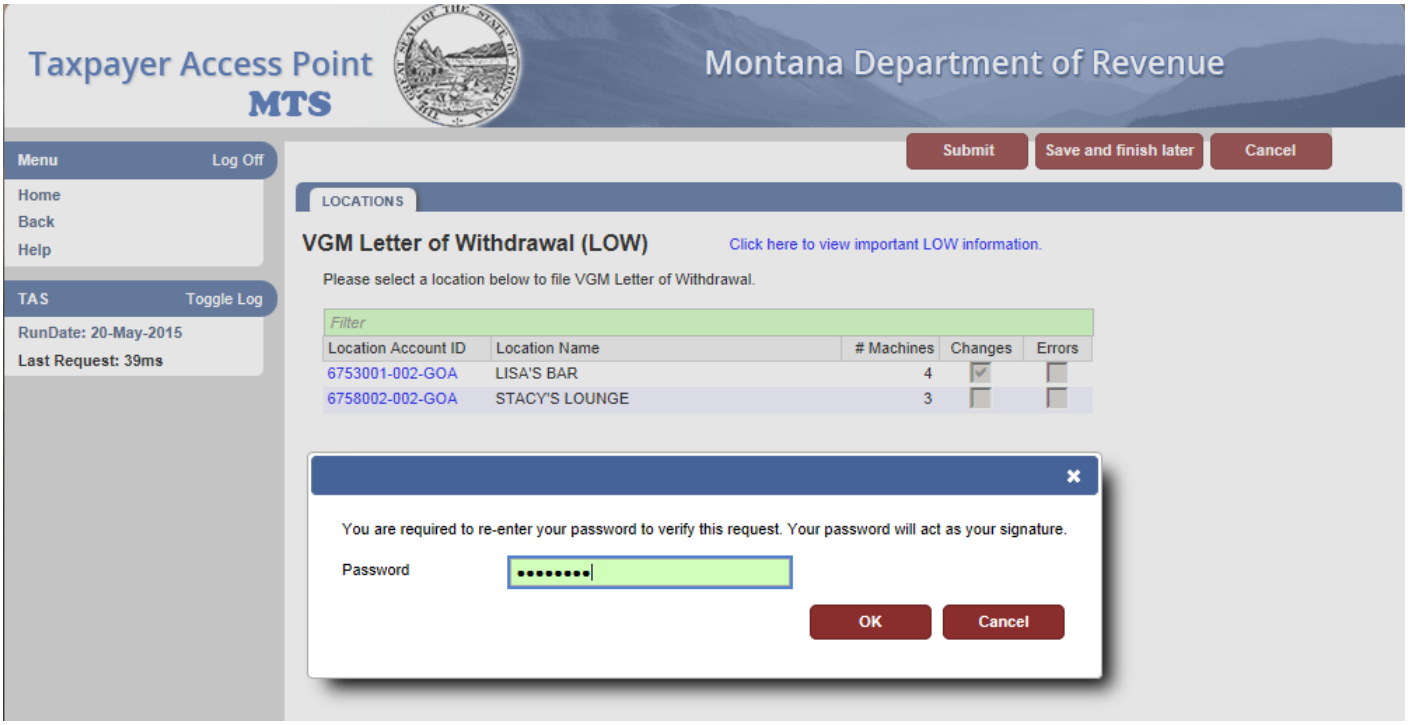


6. After selecting "OK," you will see the following screen. Select one of the following:

- Submit – select this to continue on to withdraw the machine.
- Save and Finish later – allows you to save the information and come back at a later time.
- Cancel – allows this transaction to be cancelled.

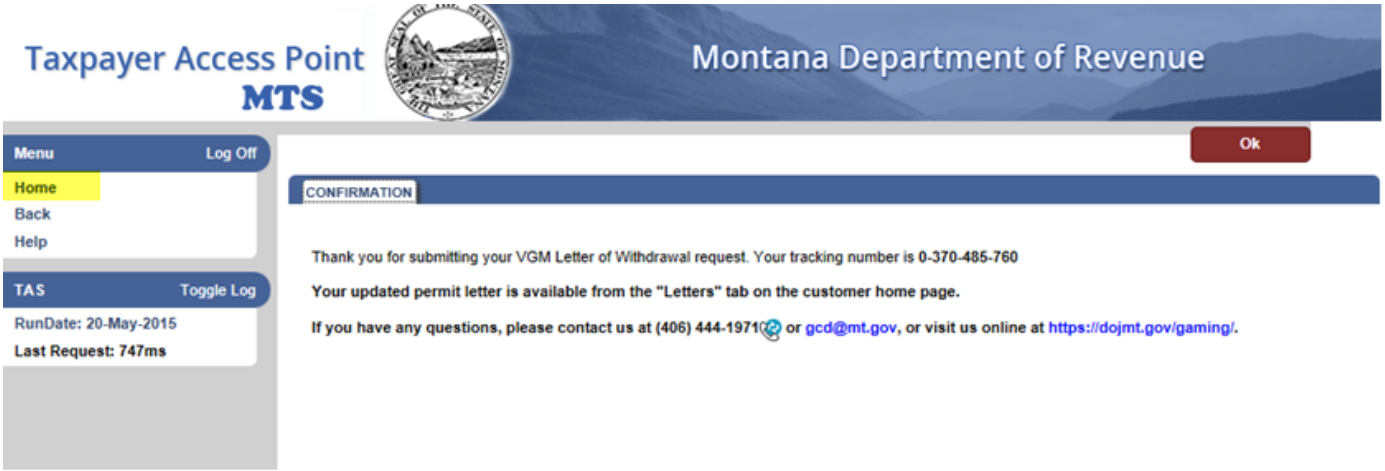


7. Select "Submit." A new screen will come up and require you to re-enter your password. This acts as your signature.

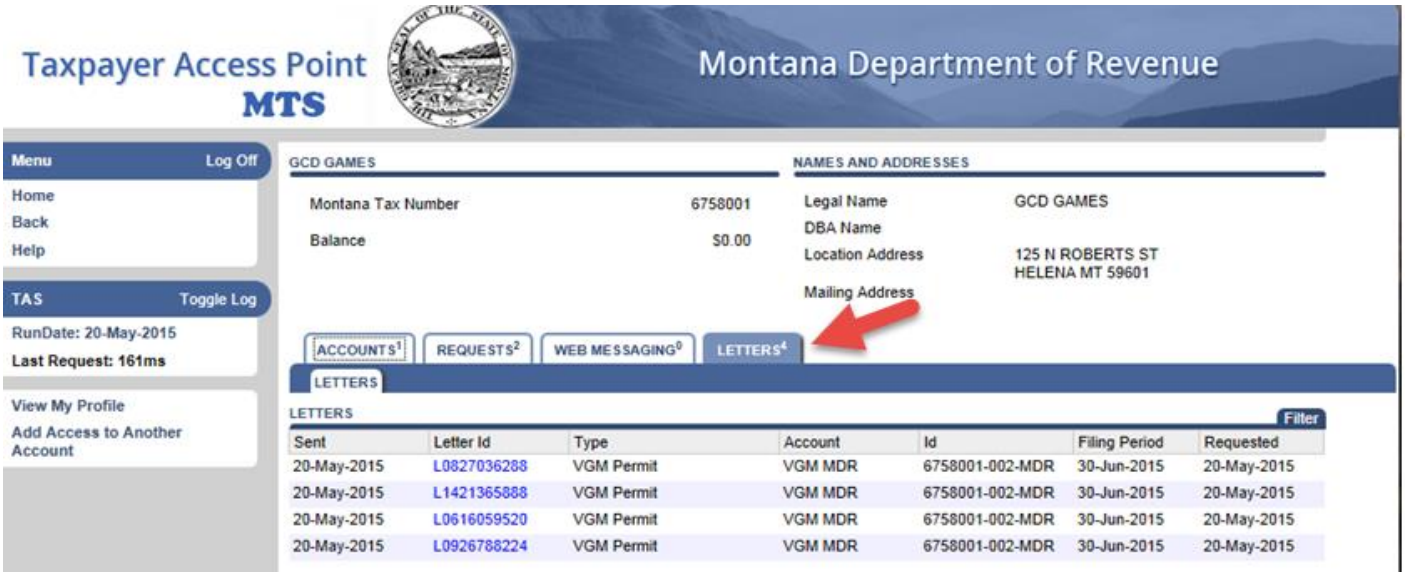


After selecting "OK," you will receive a confirmation page with a request tracking number. If there are any problems in receiving your permit, please utilize this tracking number when contacting the Division. The confirmation page can be printed by selecting the "Print" button.

8. Select the "Home" button to return to the list of accounts.



9. Select the "LETTERS" tab and select the most recent VGM permit in the list to access the new permit.



10. A new window will open up with your new permit. Print this permit and place it on your wall.

Attorney General
Tim Fox

STATE OF MONTANA
DEPARTMENT OF JUSTICE
GAMBLING CONTROL DIVISION

FISCAL YEAR 2015

LISA'S BAR
340 N LAST CHANCE GULCH
HELENA MT 59601-5012

May 20, 2015

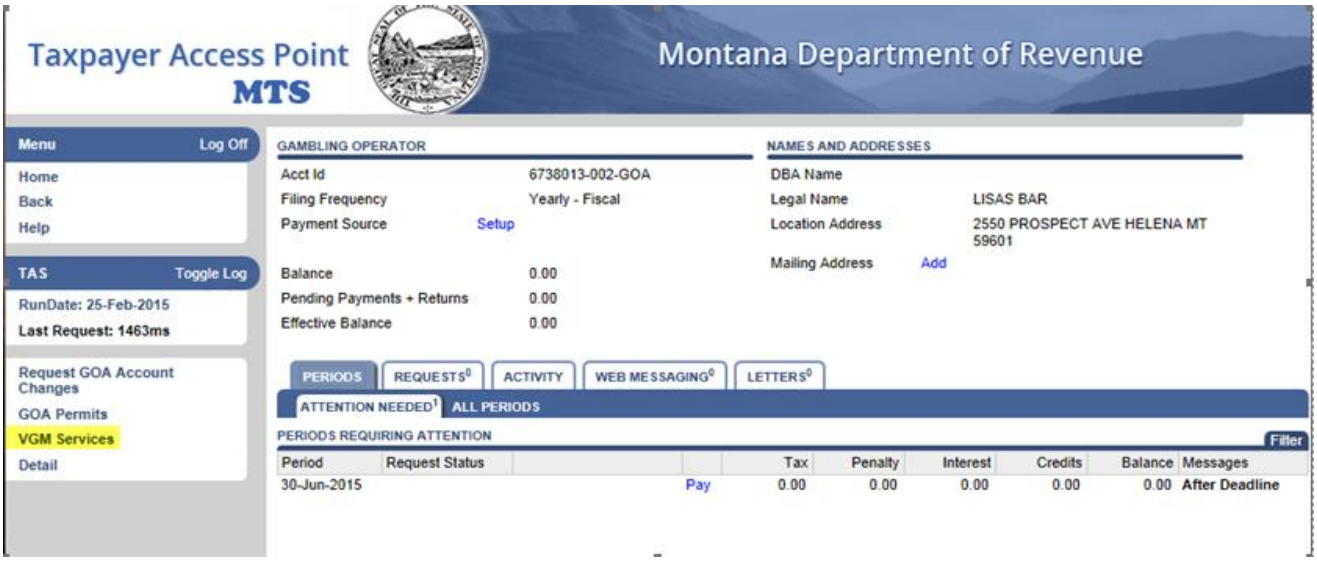
Account ID: 6753001-002-GOA
Letter ID: L1363907200

LICENSEE NAME: LISA'S BAR

VGM ID	Game Serial No.	Game Type	Game Make	Effective Date
214328	101021	MULTI	GRAND VISION GAMING	05/19/2015 08:00
214428	101121	MULTI	GRAND VISION GAMING	05/20/2015 08:00
214429	101122	MULTI	GRAND VISION GAMING	05/20/2015 08:00
214430	101123	MULTI	GRAND VISION GAMING	05/20/2015 08:00

METER READINGS

1. While within your GOA/MDR account, click “VGM Services” link.

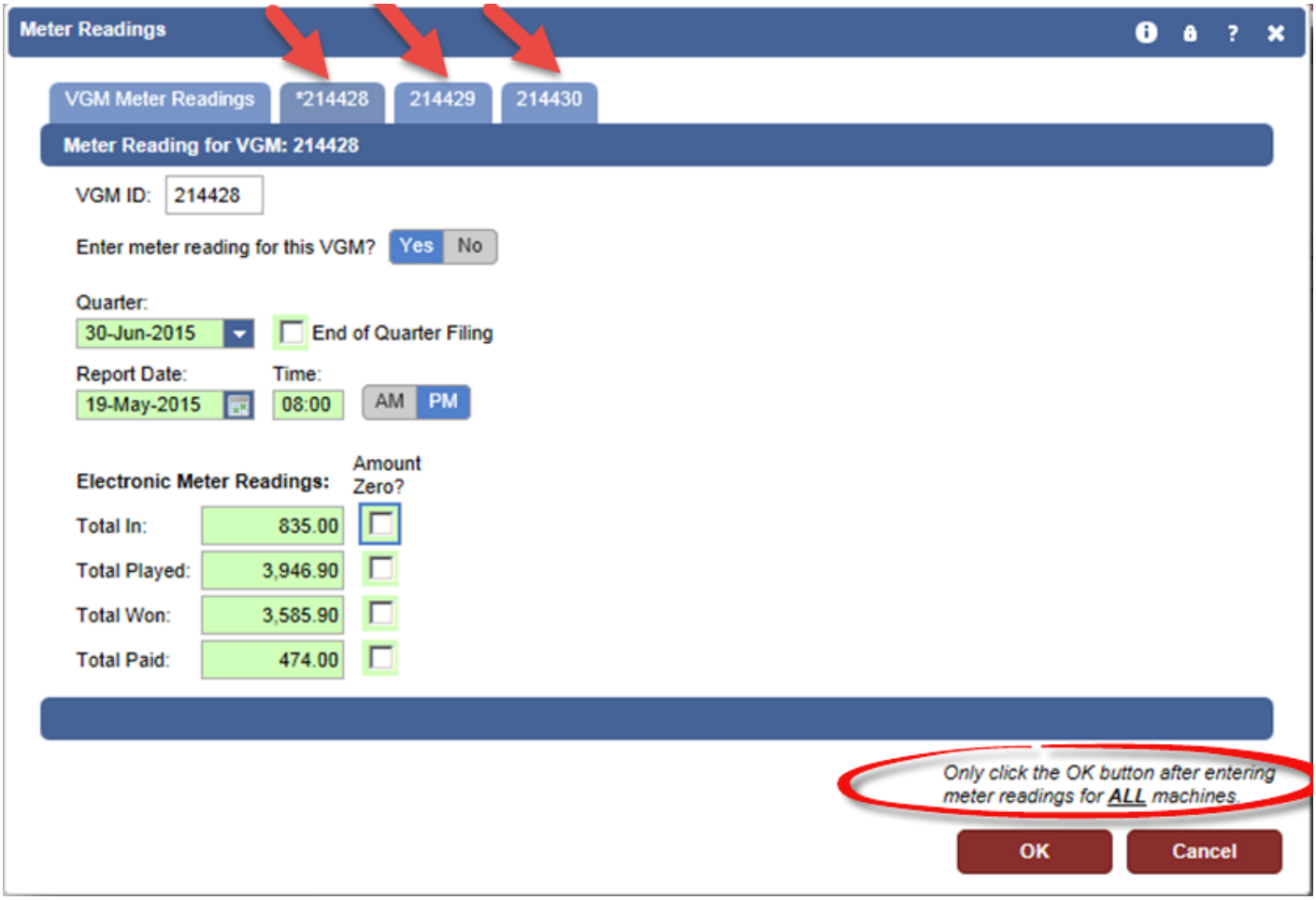


2. Then select the “Meter Reading” option.

3. Select the VGM ID for the first machine you want to enter meter readings for.

3. Select "Yes" for "Enter meter readings for this VGM?" and the fill out the remaining fields:

- Quarter date – use the current quarter date.
- Select End of Quarter box if this is the quarter end (see #4 below for more information).
- Report date – use the date off of the audit ticket.
- Time – enter the time from the audit ticket. Please note that military time will need to be converted to standard AM/PM time.
- AM/PM – select the correct time from the audit ticket.
- Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
- If there are meters that are zero, please check the box. For any box checked, the electronic meter reading will default to zero.
- Select the tab with the next VGM ID you will be entering meter readings for.
- When done entering meter readings for all machines (as applicable), select "OK."

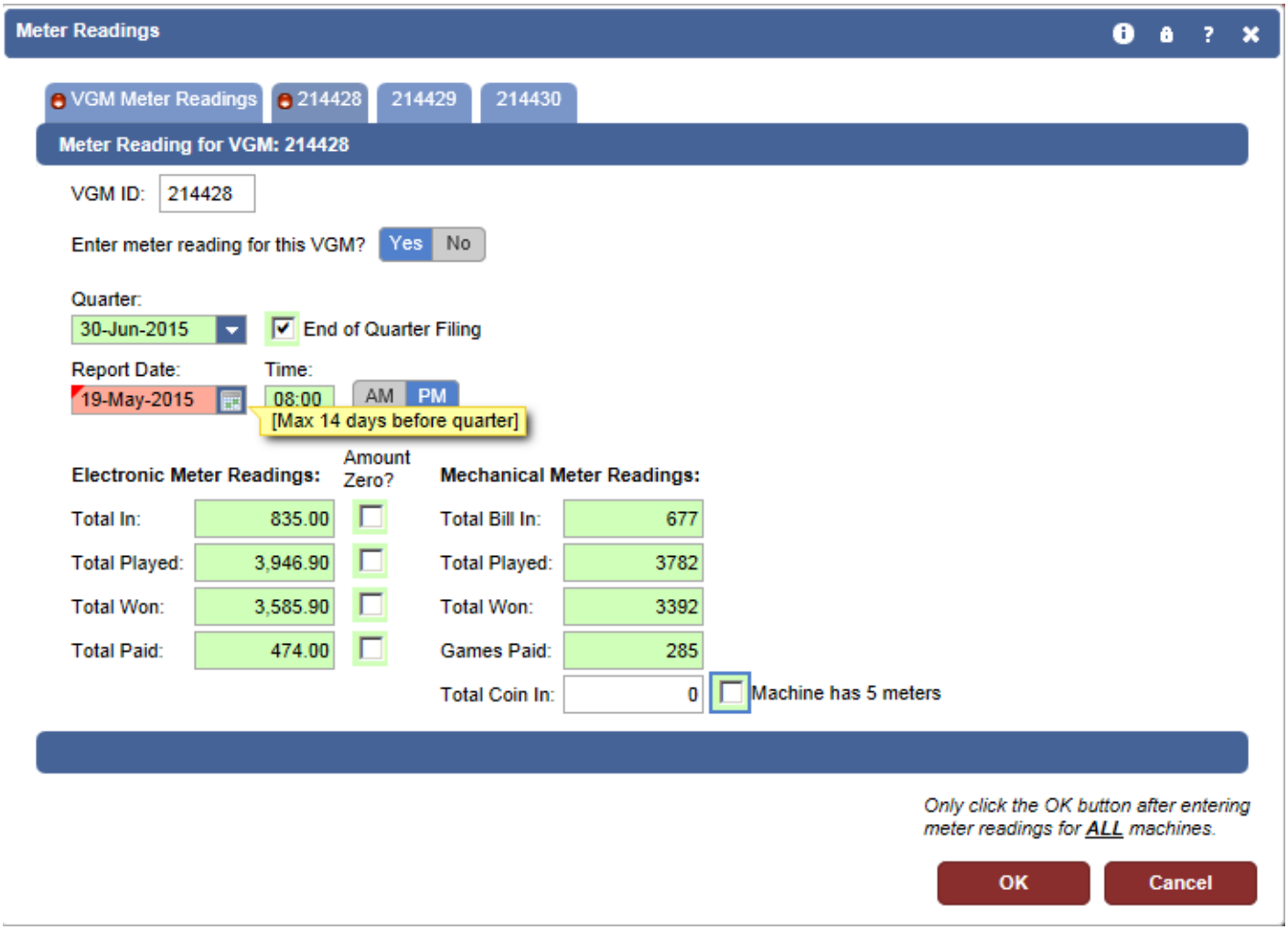


***Important note:** After you finish entering the meter readings for one machine, use the tabs across the top to get to the next machine. If you click "OK," this will take you back to your accounts page.

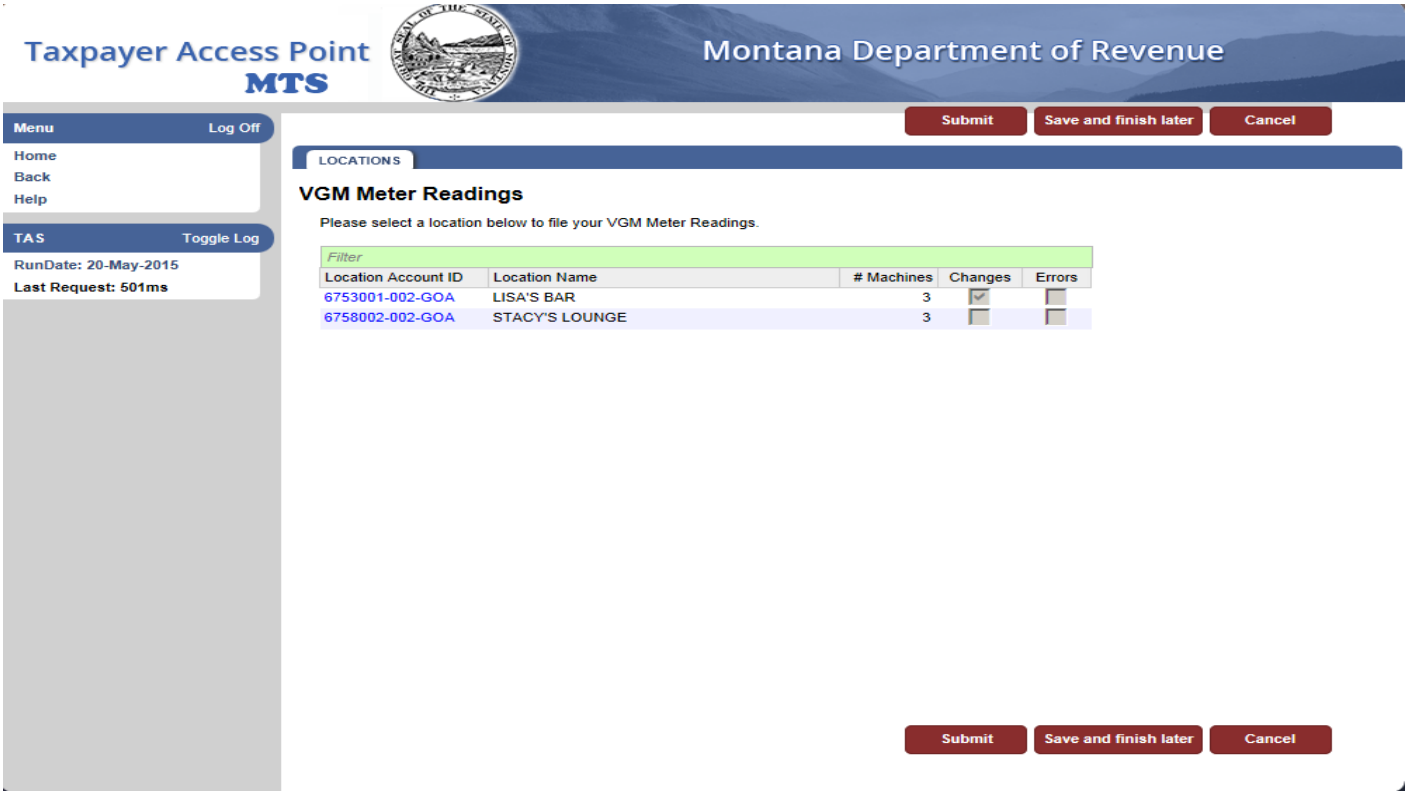
4. If this is the end of the quarter meter reading, check the box "End of Quarter Filing." When this is checked, another set of meters will appear for the mechanical meter readings to be entered.

- Mechanical Meter Readings – Enter the actual mechanical meter readings as they appear on the machine. Do not use "Admin Hard Meters" that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings.

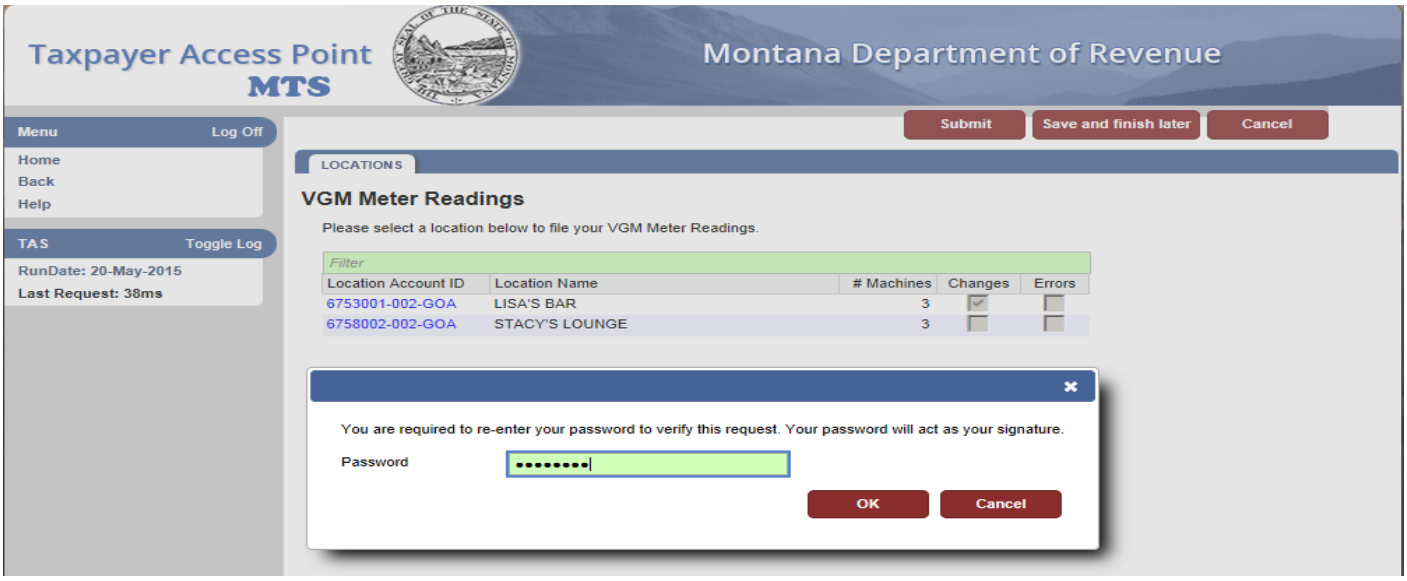
***Important Note:** The system will not allow the end of the quarter meter readings to be dated prior to 14 days before the end of the quarter. If you enter the wrong date, an error notice will be shown.



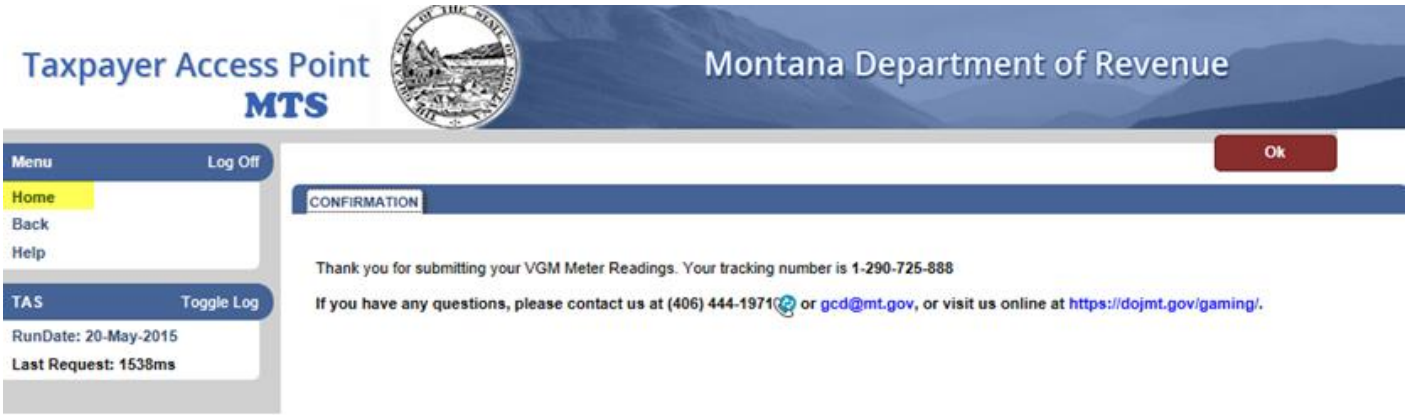
5. After you select “OK,” you will see the following screen. You can do the following:
   - Submit – select this to continue submittal of the meter readings.
   - Save and finish later – allows you to save the information and come back at a later time.
   - Cancel – allows you to cancel the transaction.



6. After you select “Submit,” a new screen will come up and require you to re-enter your password. This acts as your signature. Enter your password and select “OK.”

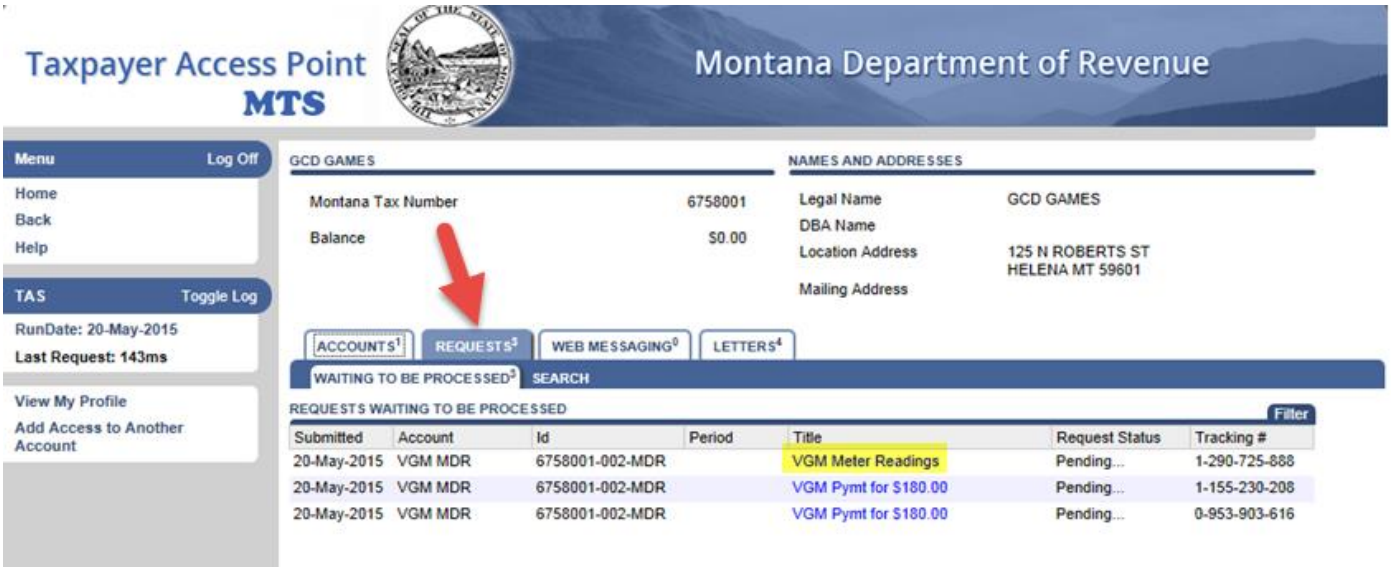


7. After selecting “OK,” you will receive a confirmation page with a request tracking number. Select “Home.”



8. Select the “REQUESTS” tab. You will see your request as pending with the same tracking number as displayed on the confirmation page.

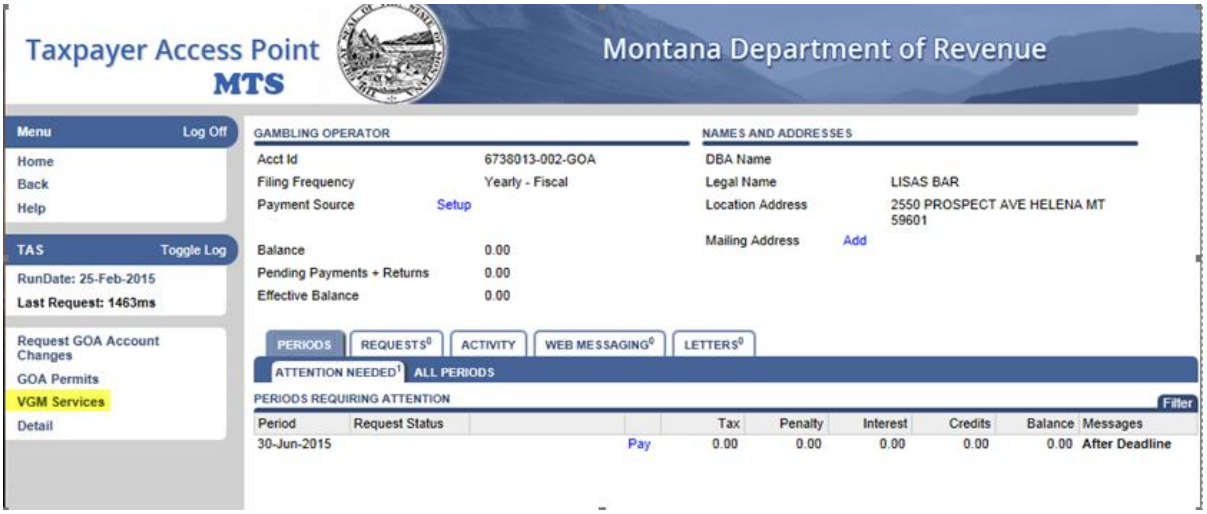
9. If you have made any errors, select the link “VGM Meter Readings” and make corrections to the entry and resubmit. Once the request status has changed from “Pending” to “Processed”, the information can’t be changed online.



** All meter reading requests are processed in the state system every evening.

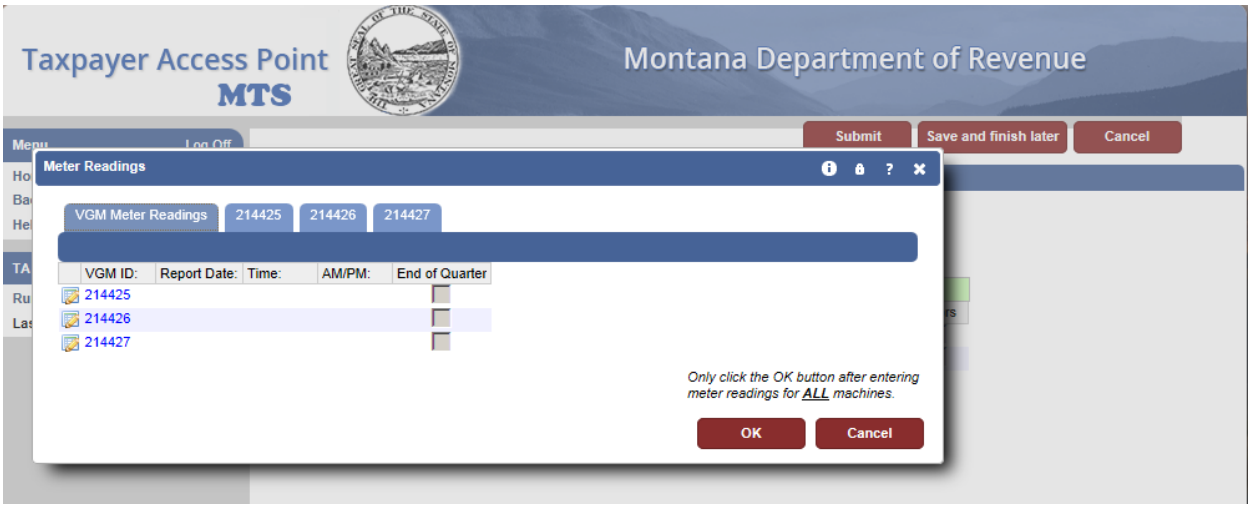
METER READINGS W/RECONCILIATION

1. While within your GOA/MDR account, click “VGM Services” link.



2. Then select the “Meter Reading w/Reconciliation” option.

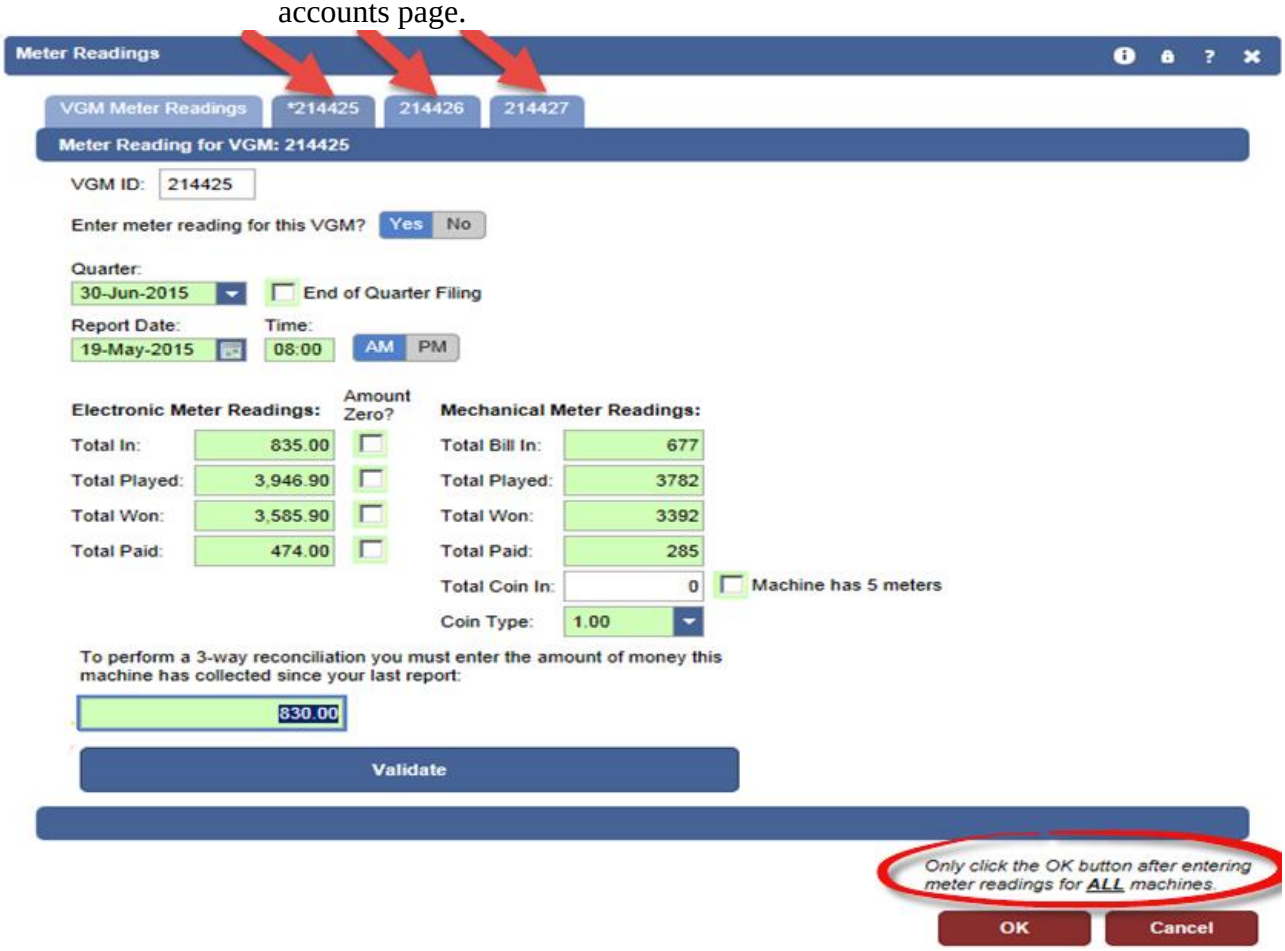
3. Select the VGM ID for the first machine you want to enter meter readings for.



4. Select “Yes” for “Enter meter readings for this VGM?” and the fill out the remaining fields:

- Quarter date – use the current quarter date.
- Select End of Quarter box if this is the quarter end.
- Report date – use the date off of the audit ticket.
- Time – enter the time from the audit ticket. Please note military time will need to be converted to standard AM/PM time.
- AM/PM – select the correct time from the audit ticket.
- Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the audit ticket. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
- If there are meters that are zero, please check the box. For any box checked, the electronic meter reading will default to zero.
- Mechanical Meter Readings – Enter the actual mechanical meter readings as they appear on the machine. Do not use “Admin Hard Meters” that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings.
- Select the coin type. Most machines will be 1.00 (for every dollar put in the machine, the dollars in meter readings moves once.) Nickel machines = .05 Quarter machines = .25
- Enter the amount of money this machine has collected this time period.
- Select “Validate.”

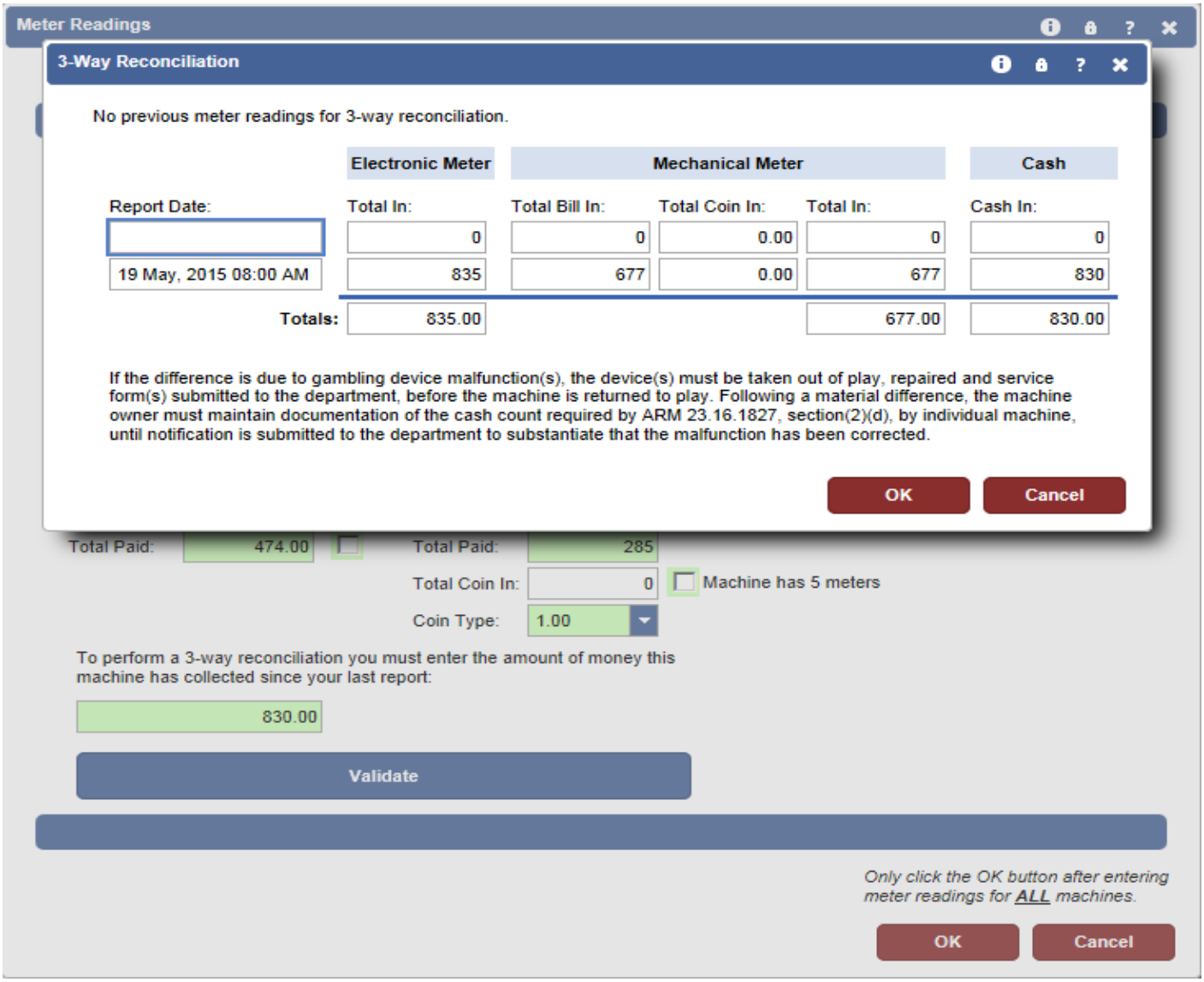
***Important note:** After you finish entering the meter readings for one machine, use the tabs across the top to get to the next machine. If you click OK, this will take you back to your accounts page.



A new screen will come up verifying your meter entries have passed the 3-way reconciliation test. It provides a total count of "Cash In" according to the electronic and mechanical meter readings and the cash count.

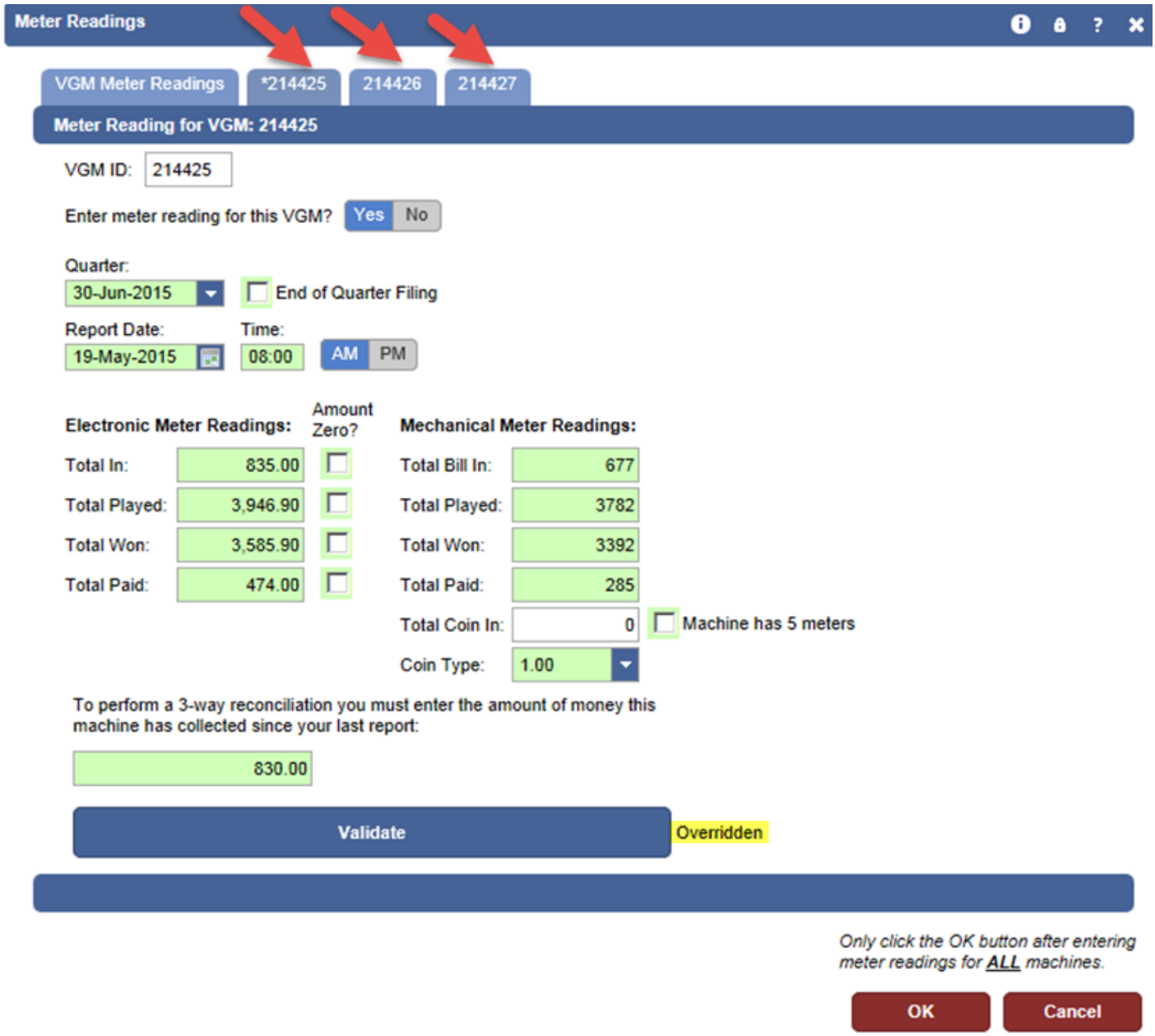
- Select "OK" to accept the meter readings.
- Select "Cancel" to fix any meters you may have input incorrectly.

Please note: If you have checked your entries and they are correct, select "OK" to accept the meter readings as they are entered. The meters will still upload to our system. The 3-way reconciliation check is for your reference only.



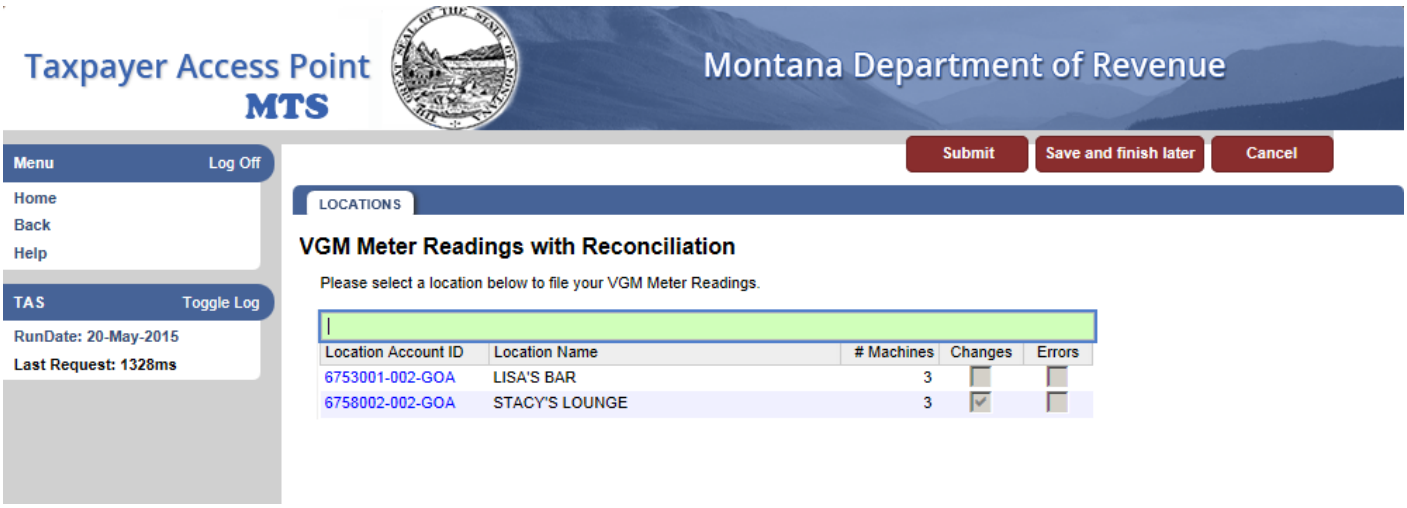
If the meter readings have not passed the 3-way reconciliation test and you selected “OK”, you will see “Overridden” show up next to the validate button. If the meters passed, you will see “OK.”

5. Select the tab with the next VGM ID you will be entering meter readings for.
6. When done entering meter readings, select “OK.”

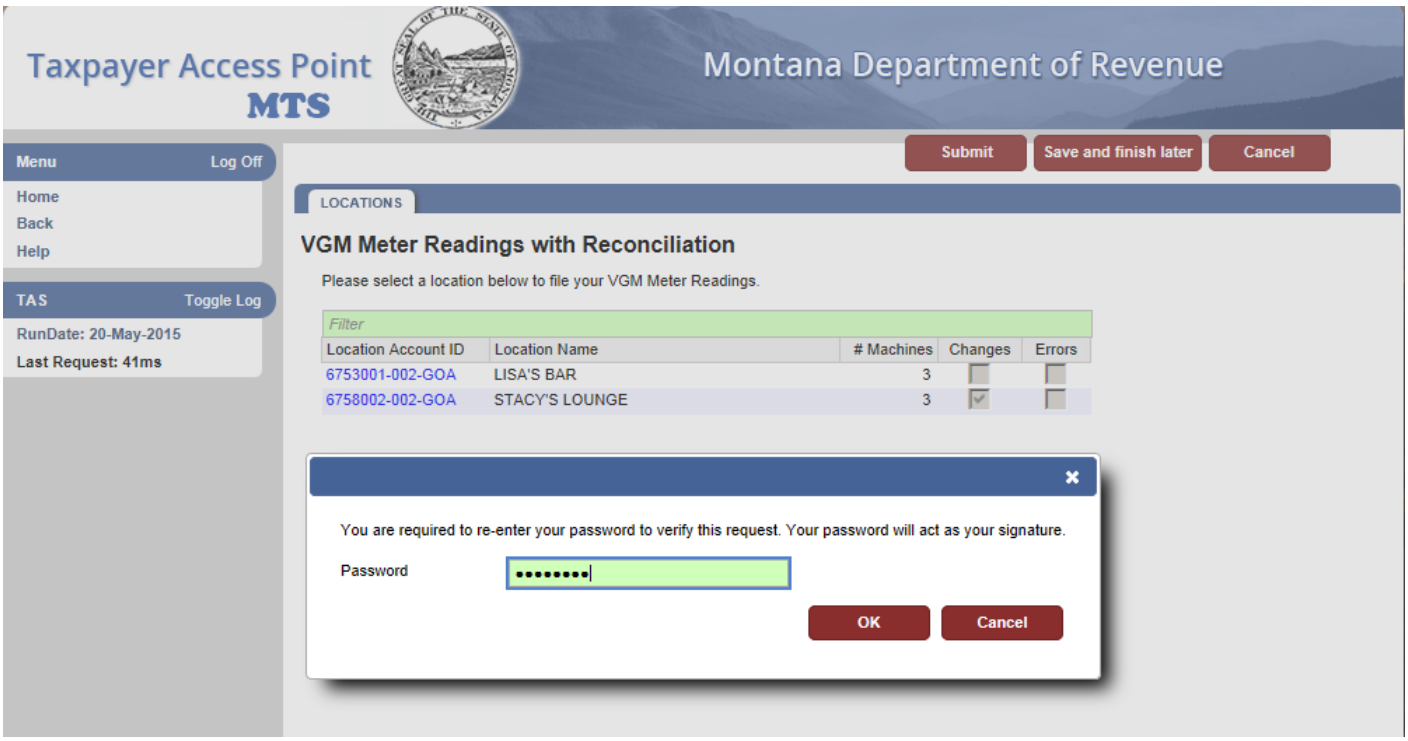


7. After you select “OK,” you will see the following screen. You can do the following:

- Submit – select this to continue submittal of the meter readings.
- Save and finish later – allows you to save the information and come back at a later time.
- Cancel – allows you to cancel the transaction.



8. After selecting “Submit,” a new screen will come up and require you to re-enter your password. This acts as your signature. Enter your password and then select “OK.”

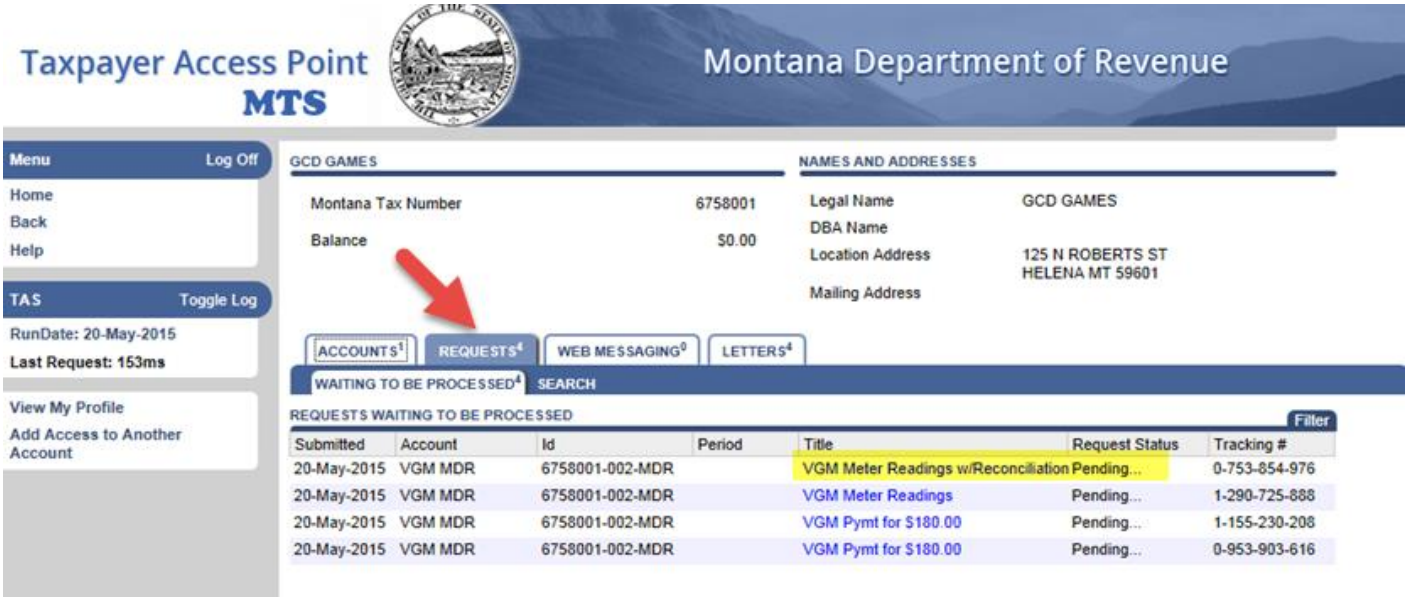


After selecting "OK," you will receive a confirmation page with a request tracking number.

9. Select "Home."

10. Select the "REQUESTS" tab. You will see your request as pending with the same tracking number as displayed on the confirmation page.

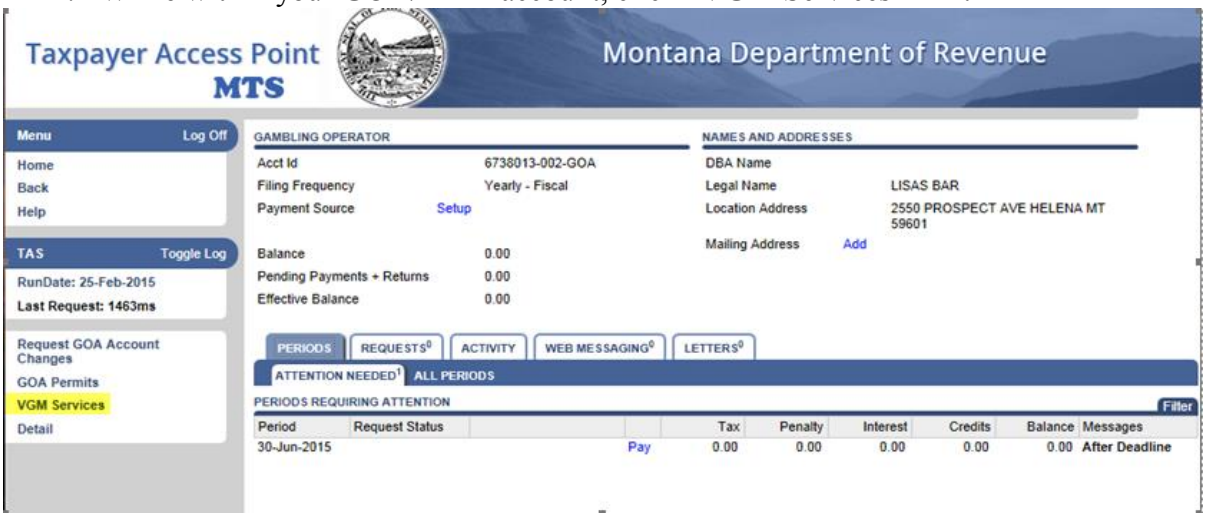
If you have made any errors, select the link "VGM Meter Readings w/Reconciliation" and make the corrections to the entry and resubmit. Once the request status has changed from "Pending" to "Processed," the information can't be changed online.



** All meter reading requests are processed in the state system every evening.

SERVICE FORM

1. While within your GOA/MDR account, click “VGM Services” link.



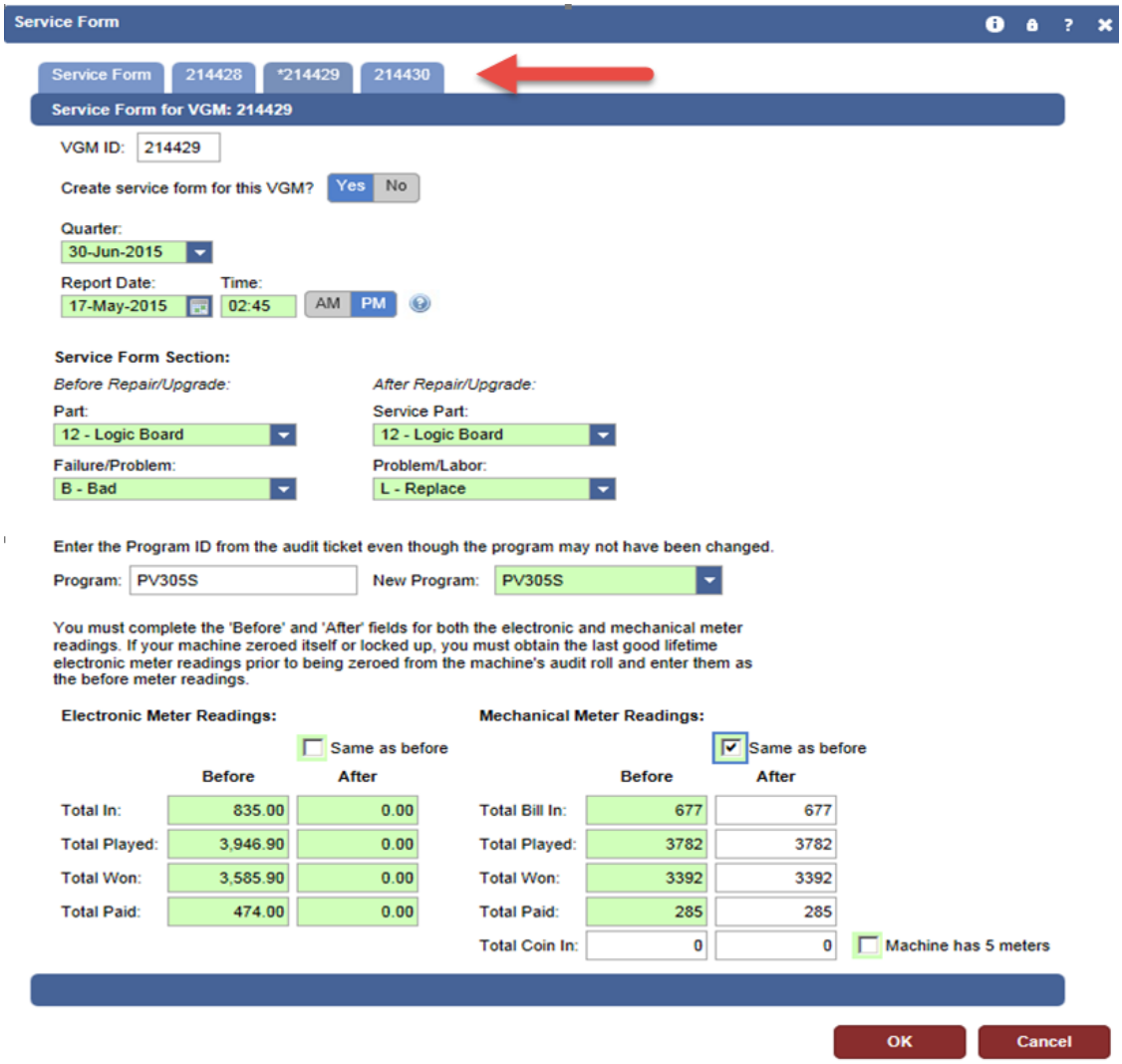
2. Then select the “Service Form” option.

3. Select the VGM ID for the first machine you want to enter a service form for.

4. Select "Yes" for service form for this VGM and the fill out the remaining fields:

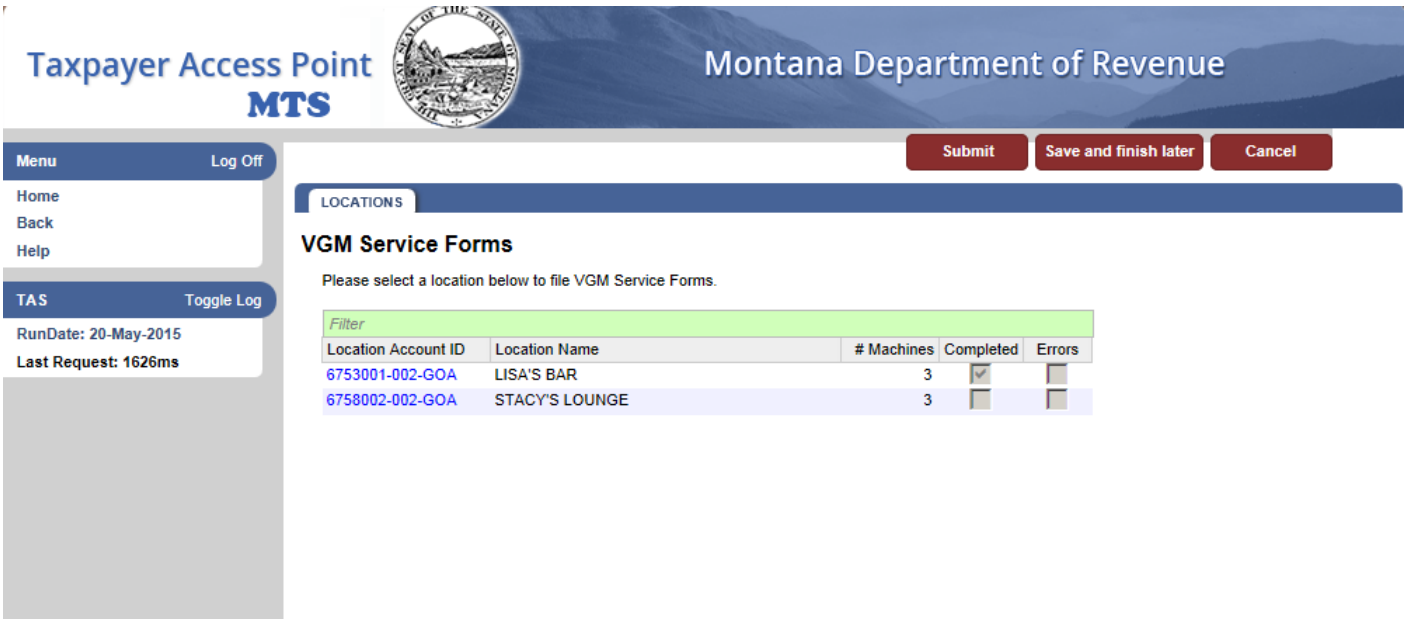
- Quarter date – use the current quarter date.
- Report date – use the date off of the audit ticket.
- Time – enter the time from the audit ticket. Please note military time will need to be converted to standard AM/PM time.
- AM/PM – select the correct time from the audit ticket.
- From the drop down lists, select the Before Repair/Upgrade Part and Failure/Problem.
- From the drop down lists, select the After Repair/Upgrade Service Part and Problem/Labor.
- Select the program from the drop down list as it appears on the after service audit ticket.
- Electronic Meter Readings – enter the actual lifetime electronic meter readings as they appear on the before and after audit tickets. Do not round the meter readings, enter exactly as they appear on the audit ticket in dollars and cents.
- Mechanical Meter Readings – Enter the actual before and after mechanical meter readings as they appear on the machine. Do not use "Admin Hard Meters" that may appear on the bottom of the audit ticket. Use **only** actual mechanical meter readings.
- Select the tab with the next VGM ID you will be entering a service form.
- When done entering meter readings, select "OK."

***Important note:** After you finish entering service form readings for one machine, use the tabs across the top to get to the next machine. If you click "OK," this will take you back to your accounts page.

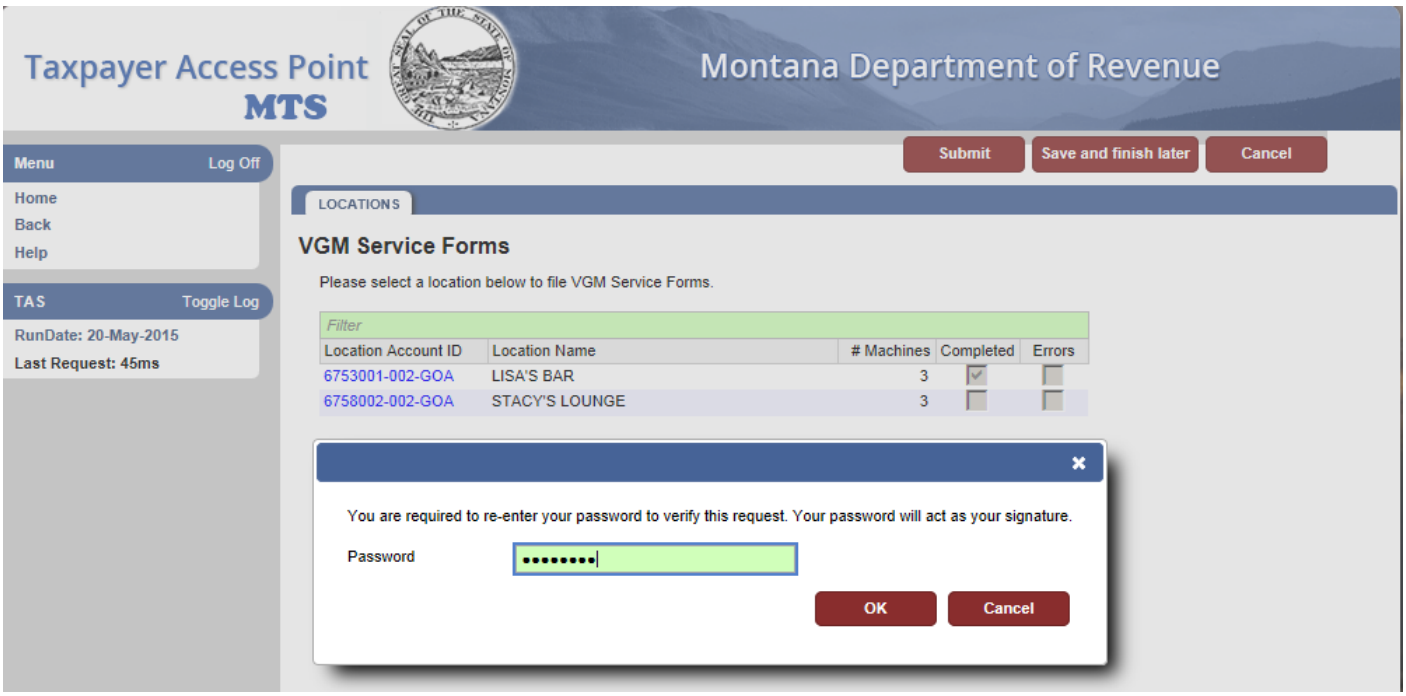


5. After selecting "OK," you will see the following screen. You can do the following:

- Submit – select this to continue submittal of the service report.
- Save and finish later – allows you to save the information and come back at a later time.
- Cancel – allows you to cancel the transaction.



6. After selecting "Submit," a new screen will come up and require you to re-enter your password. This acts as your signature. Enter your password and then select "OK."



7. After selecting “OK,” you will receive a confirmation page with a request tracking number. Select “Home.”

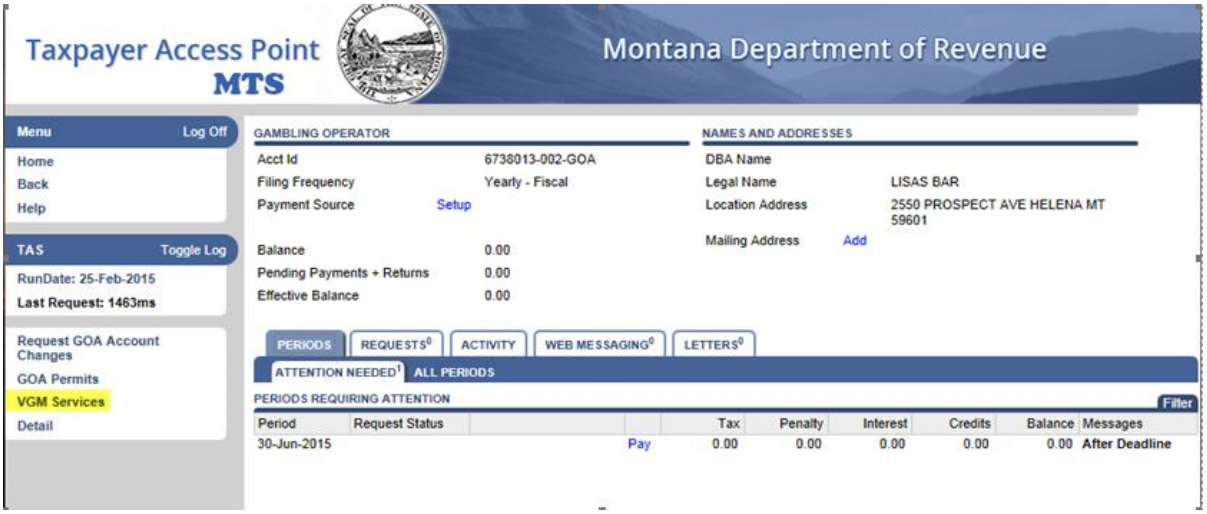
8. Select the “REQUESTS” tab. You will see your request as pending with the same tracking number as displayed on the confirmation page.

If you have made any errors, you can select the link “VGM Service Form” and you can then change the entry and resubmit. Once a request has been processed, the information can’t be changed online.

REPORTS

After you have finished your entries for Meter Readings, Meter Readings w/Reconciliation, and/or Service Forms, and before the meters have uploaded to the State, you can access and print the reports. After the meters have been uploaded, you will not have access to the report, so be sure to print it at this time.

1. While within your GOA/MDR account, click "VGM Services" link.



2. Then select the "VGM Reports" option.

Meter Reading Report

1. Select the "Meter Reading Report."

2. In this report, you can verify and print out a summary of all the meter readings you have just entered.

Meter Reading Summary

Report Date: May 20, 2015

Location: 6753001-002-GOA LISA'S BAR Submitted By: GCDGames

VGM: 214428		Quarter Date: 6/30/2015		Report Date: 5/19/2015	
Electronic Meters		Total In	Total Played	Total Won	Total Paid
		835	3946.9	3585.9	474
Mechanical Meters	Coin In	Bill In	Total Played	Total Won	Total Paid
	0	677	3782	3392	285

Meters w/Reconciliation Report

1. Select the "Meters w/Reconciliation Report."

2. This report shows line by line:

   - Electronic meter reading entry from the last week.
   - Mechanical meter reading entry from the last week.
   - Electronic meter reading entry from the current week.
   - Mechanical meter reading entry from the current week.
   - "Net Meters" shows the difference between last weeks entry and the current entry.
   - "Cash" shows the amount of cash you stated you took from the machine for the current week versus what the electronic and mechanical total bill in/coin in shows.
   - "Cash Count" shows the net difference between the cash in and electronic credits paid.

3. In the example below:

   - The actual "Cash In" indicated is $200 while the Electronic and Mechanical meter readings show $250. The reason for the difference should be determined.
   - The credits "Played" meter is showing an offage of 59 credits. The mechanical meter readings should be verified and may need to be serviced.

VGM:

Quarter: 03/31/2015		Report Date: 02/23/2015 06:26		Submitted By:	
Electronic Meters		Total In	Total Played	Total Won	Total Paid
		296832	1074743.61	999404.54	221492.93
Mechanical Meters	Bill In	Coin In	Total Played	Total Won	Total Paid
	0	747687	2854102	2654119	547697

Quarter: 3/31/2015		Report Date: 03/11/2015 08:00		Submitted By:	
Electronic Meters		Total In	Total Played	Total Won	Total Paid
		297082	1075702.61	1000197.54	221576.93
Mechanical Meters	Bill In	Coin In	Total Played	Total Won	Total Paid
	747937	0	2855002	2654912	547781
Net Meters		Money In	Played	Won	Paid
	Electronic	250	959	793	84
	Mechanical	250	900	793	84
	Difference	0	59	0	0
Cash	Electronic	250	**Cash Count**	Cash In	200
	Mechanical	250		Electronic Paid	84
	Cash In	200		Net	116

Service Form Report

1. Select the "Service Form Report."

2. In this report, you can verify and print out a summary of all the information just entered in the service form(s).

Service Form Report

Report Date: May 20, 2015

Location: 6753001-002-GOA LISA'S BAR Submitted By: GCDGames

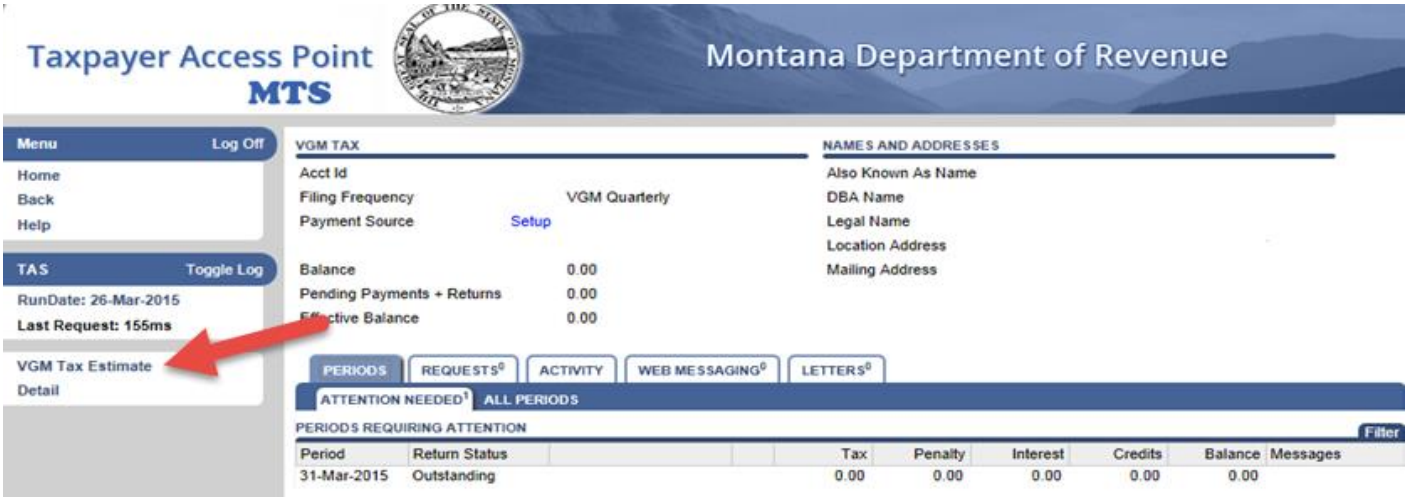
VGM: 214430	Quarter Date: 6/30/2015				
Before	Service Part: 12			Service Labor: B	
After	Service Part: 12			Service Labor: B	
Electronic Meters		Total In	Total Played	Total Won	Total Paid
Before		835	3946.9	3585.9	474
After		0	0	0	0
Mechanical Meters	Coin In	Bill In	Total Played	Total Won	Total Paid
Before	0	677	3782	3392	285
After	0	677	3782	3392	285

VGM: 214429	Quarter Date: 6/30/2015				
Before	Service Part: 12			Service Labor: B	
After	Service Part: 12			Service Labor: L	
Electronic Meters		Total In	Total Played	Total Won	Total Paid
Before		835	3946.9	3585.9	474
After		0	0	0	0
Mechanical Meters	Coin In	Bill In	Total Played	Total Won	Total Paid
Before	0	677	3782	3392	285
After	0	677	3782	3392	285

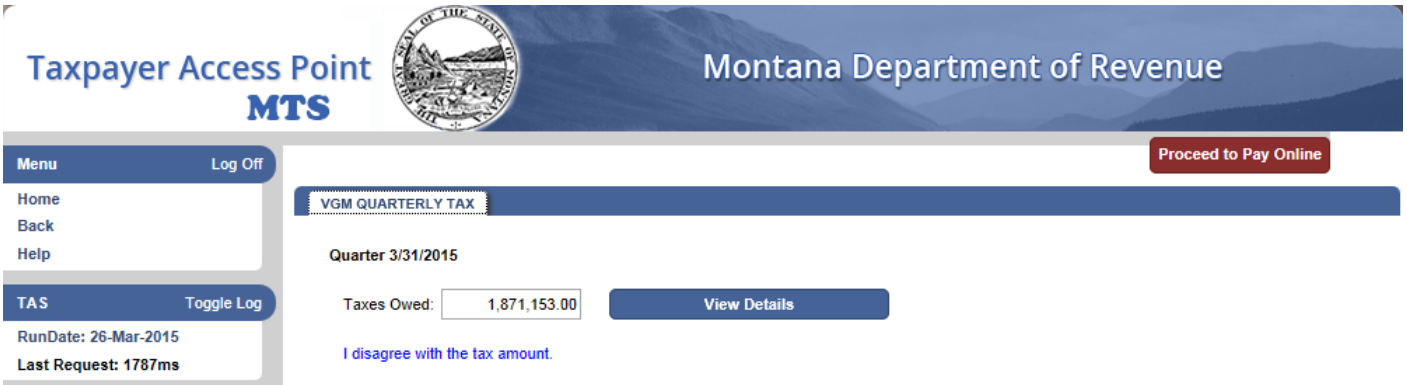
VGM TAXES

1. From the home screen, select the VGM Tax account.

2. Select "VGM Tax Estimate."

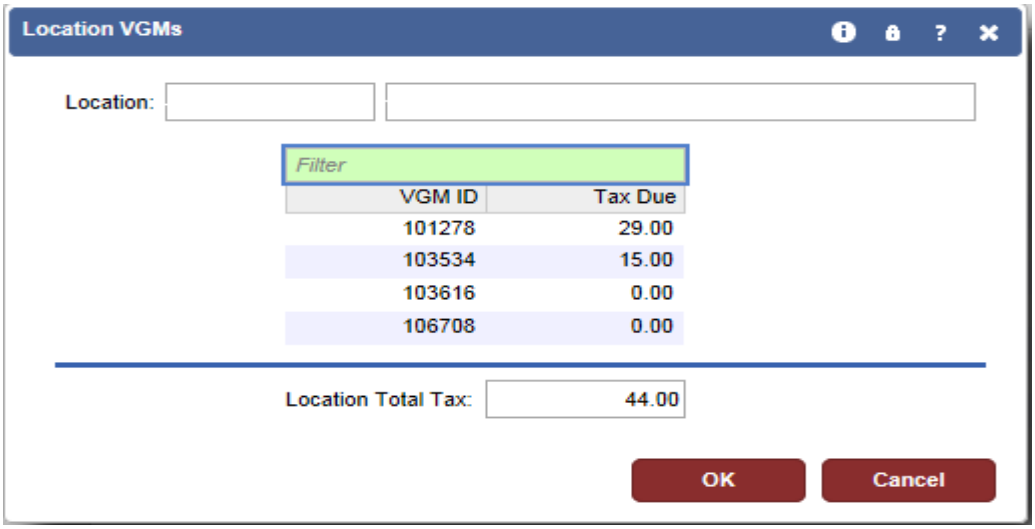


3. A total tax amount due will be displayed. Select "View Details" to get the breakdown for each location and machine.



4. Select the location GOA link to view the individual tax amounts for each machine. To get to the next pages, select the arrows or numbers for the page you wish to view. You may also use the filter field to search for a location name or GOA number. (In this screen shot, amounts have been removed for security purposes.)

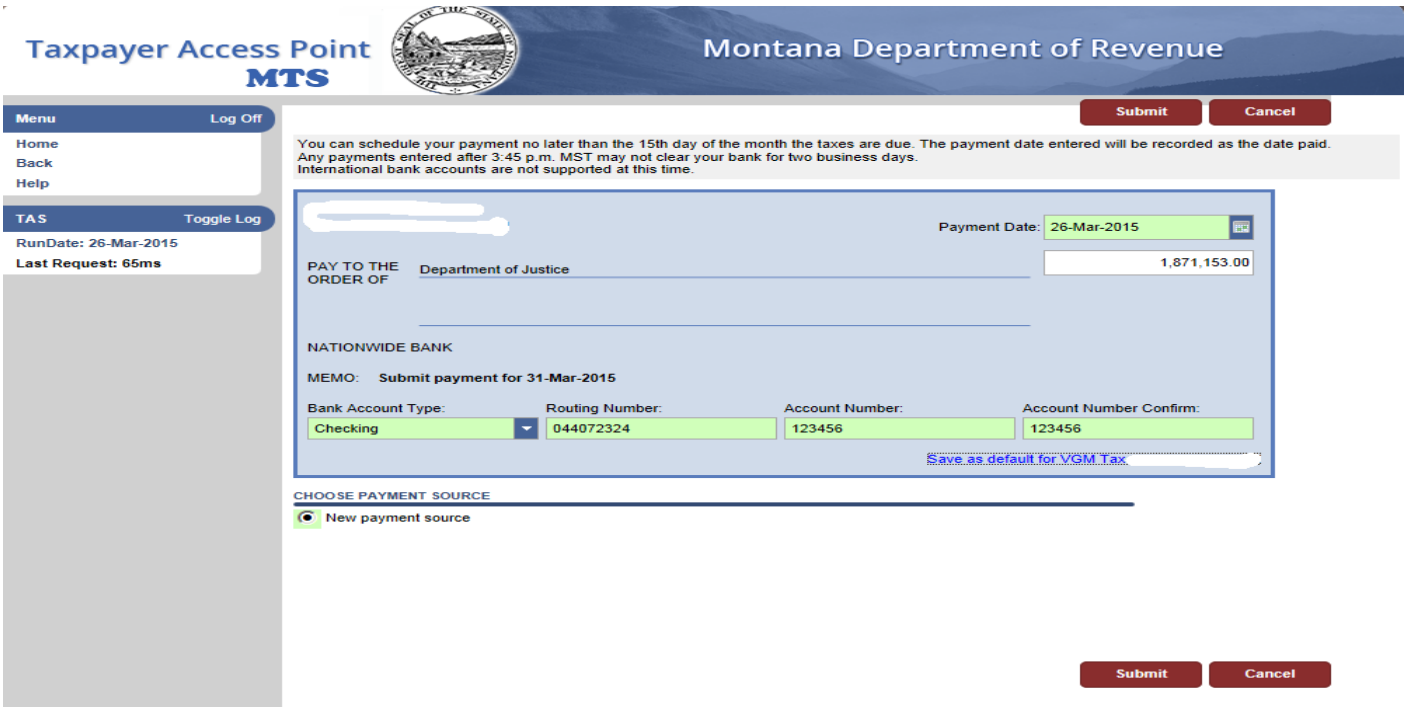
5. After selecting an individual location, you can view the individual tax amounts for each machine. You can also use the filter to search for a specific VGM ID. Select "OK" to return to main listing of locations.



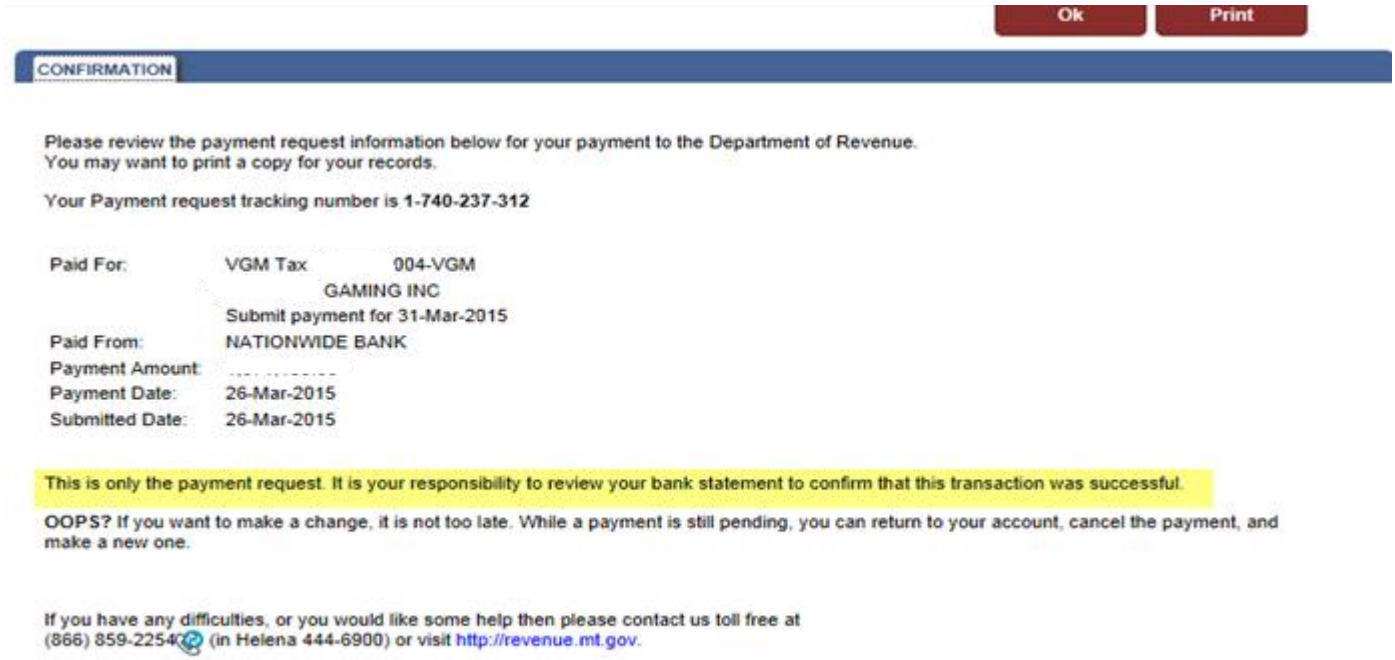
6. If you disagree with a tax amount, contact the division at 406-444-1971 to speak with the License and Tax Section for help. Once an amount is agreed upon, the division will update to the correct amount. After the division updates the tax estimate, go back to the main menu and go back into the tax estimate. You will see the corrected amount reflected in the estimate.

7. Once you agree on a tax estimate amount, select "Proceed to Pay Online."

8. You can then pay the tax immediately or schedule your payment to be made. **Note: You can't schedule the payment after the 15th day of the month the taxes are due.**

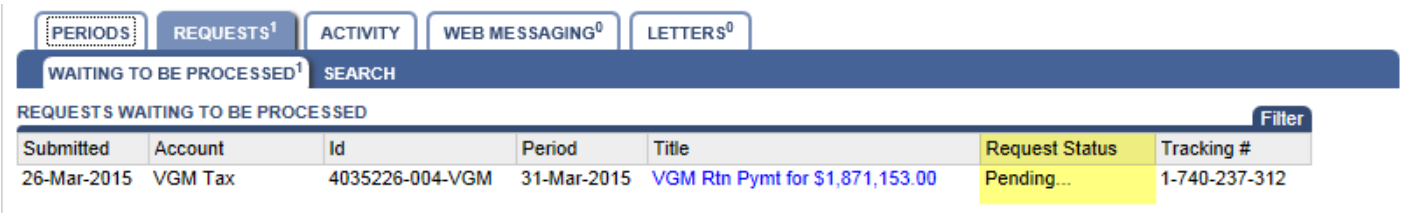


9. Enter your password and select "OK." A confirmation page will come up which shows your payment request. Print your confirmation page and then select "OK."



10. Select the “Home” link.

11. On the account home page, under the “REQUESTS” tab, you can see the payment as pending. The payment will be processed that evening. If you have made an error on this payment, you can click on the “VGM Rtn Pymt…” link and cancel the payment request.



Submitted	Account	Id	Period	Title	Request Status	Tracking #
26-Mar-2015	VGM Tax	4035226-004-VGM	31-Mar-2015	VGM Rtn Pymt for $1,871,153.00	Pending...	1-740-237-312

*Important Note: After you have filed and paid your tax return, do not go back into the “VGM Tax Estimate” link as this will bring up the same estimate you just paid. It will allow you to pay this again. To ensure you have actually paid the current estimate due, remember to go and look for the “VGM Rtn Pymt” in “REQUESTS.”