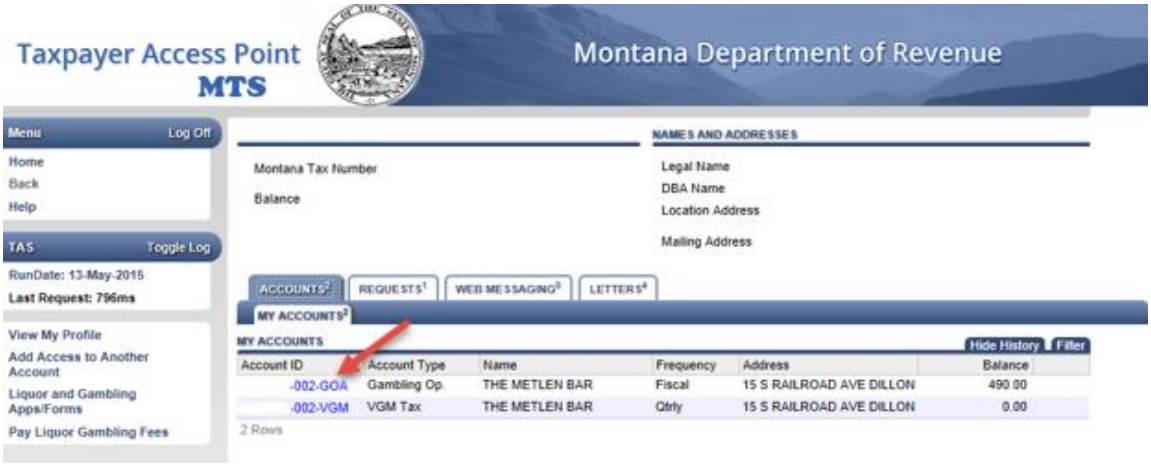
RENEW ONLINE –
Instructions for Gambling Operators

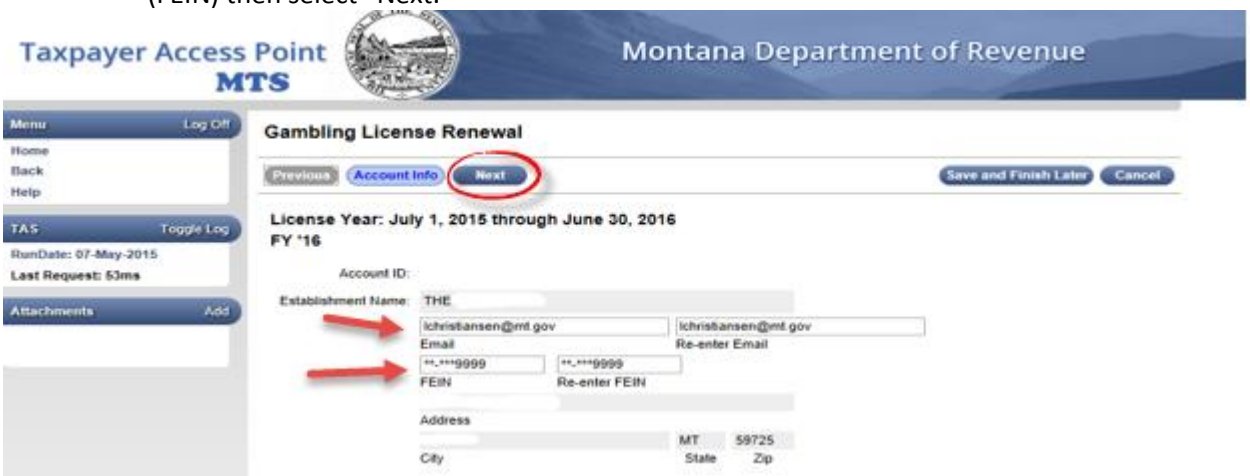
For instructions on setting up a TAP Account, view the "TAP Applications and Account Management" User Guide available on our website at https://dojmt.gov/gaming/taxpayer-access-point-tap/ .

1. Visit https://tap.dor.mt.gov/ and log into your TAP account. Select your GOA Account ID.

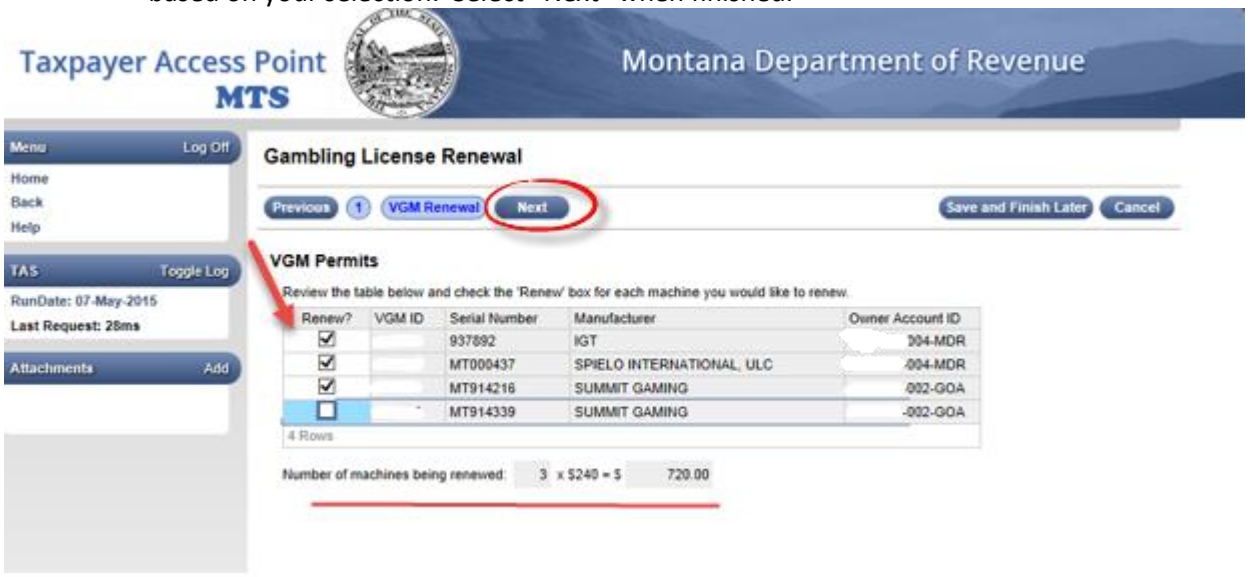


2. Select "File Now" to renew your gambling license.

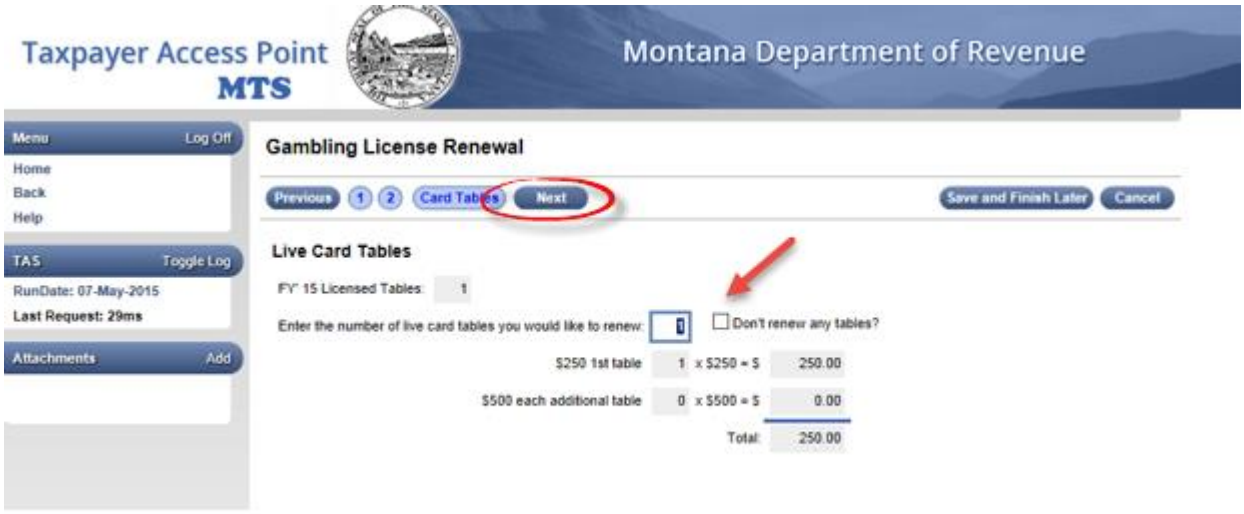
3. Fill out the required information: Business email address and Federal Employer Identification Number (FEIN) then select "Next."



4. Select the machines you wish to renew by checking the box for each machine. The "Number of machines being renewed" will indicate the number of machines checked and the permit fees due based on your selection. Select "Next" when finished.

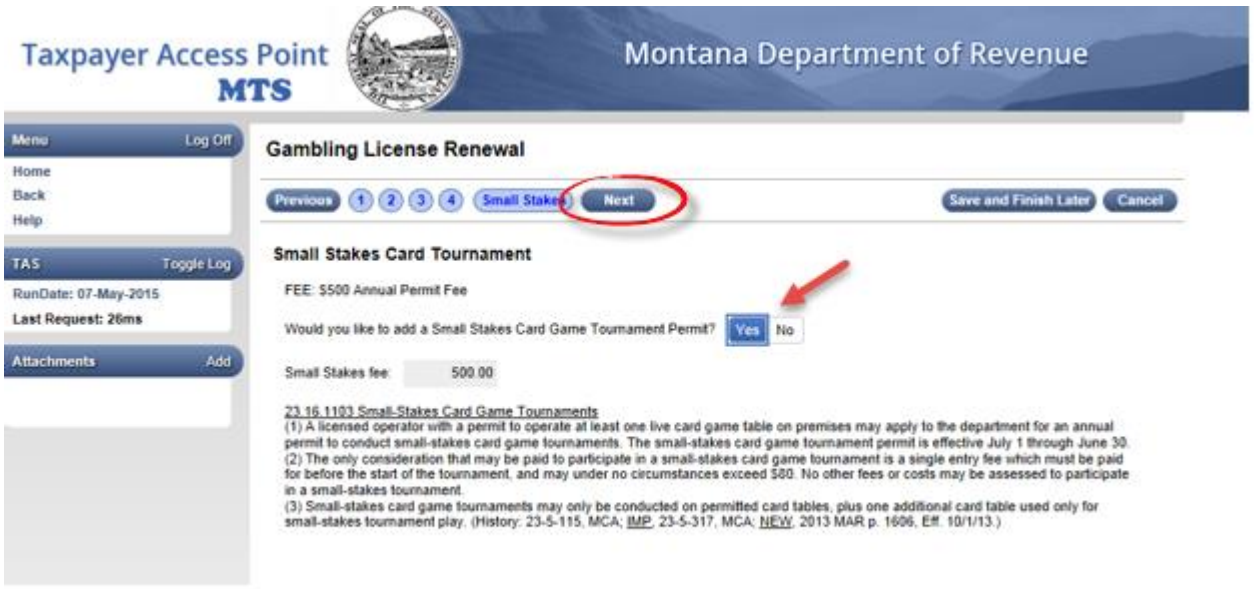


5. If renewing a live card table, fill in the appropriate information here. A new live card table can also be added at this time by indicating the total number of tables you wish to have permitted. If you don't have a live card table and/or don't wish to renew one, select the "Don't renew any tables?" box. Then select "Next."

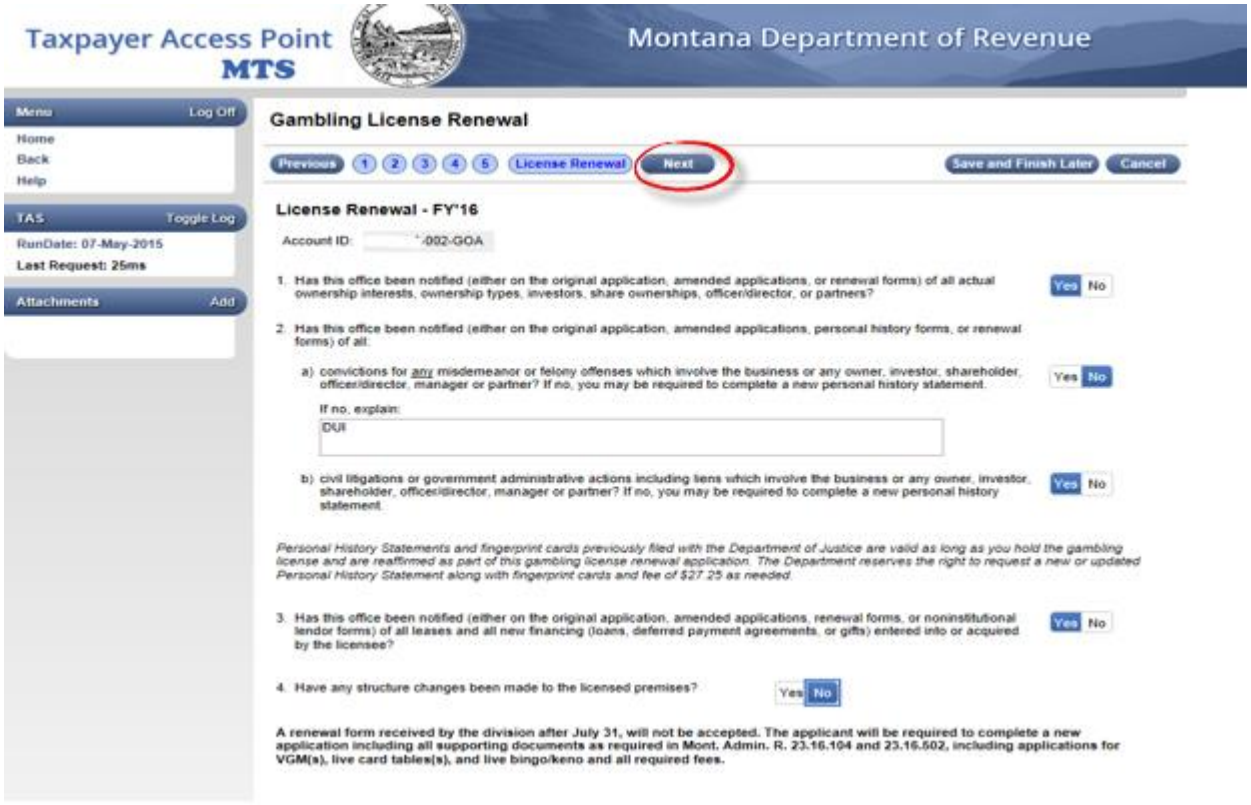


6. If you would like to renew a Live Keno/Bingo permit, fill in the appropriate information here. New live game permits can be added at this time by selecting the game type. If you don't wish to have a live game permit, select the "Don't Add" field under each game type. If renewing or adding a live game permit, indicate the exemption status, if applicable. Then select "Next."

7. If you chose to permit or renew a live card table, you will be given the option of adding a Small Stakes Card Tournament permit at this time. (Please note: if you did not add or renew a live card table, this screen will not appear on the renewal.) Select either "Yes" or "No" then click "Next."

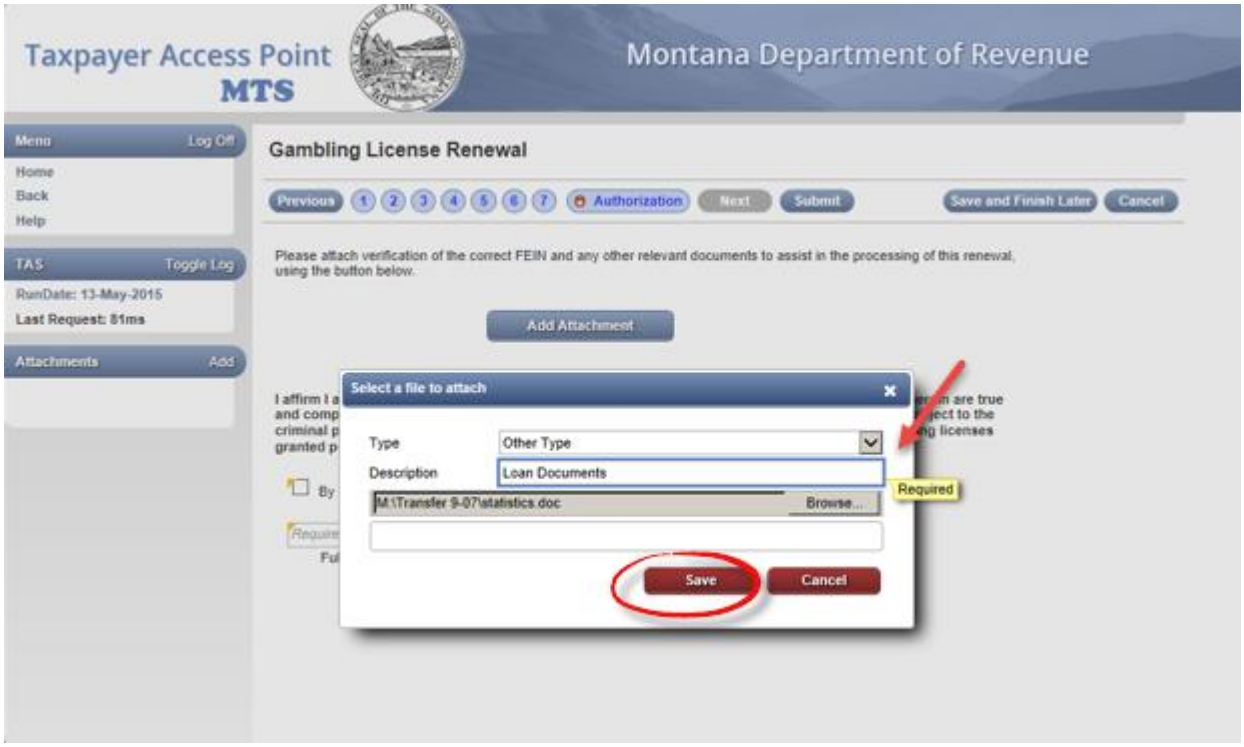


8. The next step requires licensees to answer a series of questions. Additional information may be required depending on how the questions are answered. Select “Next” when complete.

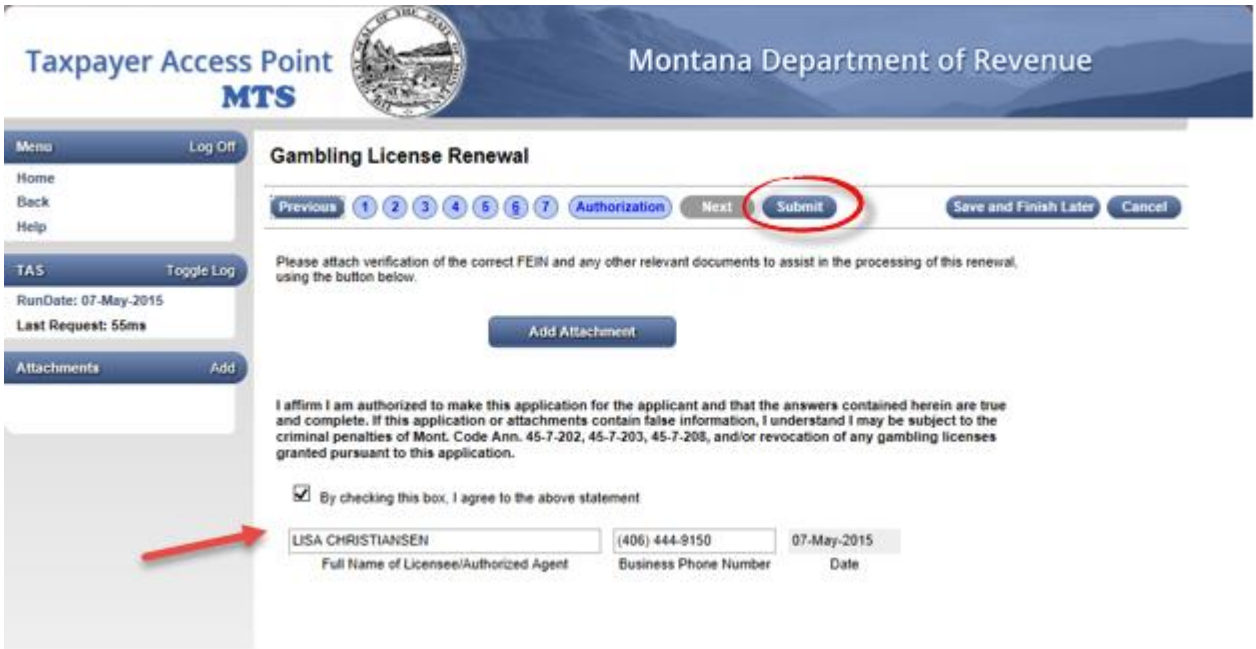


9. The next screen provides a summary of all the fees due for this renewal. If changes need to be made, you can go back to a section by selecting the numbered buttons or selecting “Previous”. If everything is correct, select “Next”.

10. If attachments are required or need to be submitted with the renewal, select “Add Attachment.” Select the type, either “FEIN verification” or “Other Type.” Give a brief description of the file to be uploaded. Find the file in your documents and then select “Save.” (If nothing is going to be attached, this step can be skipped.)



11. Check the box to agree to the statement listed, enter the owner’s name and the business phone number. Select “Submit.”

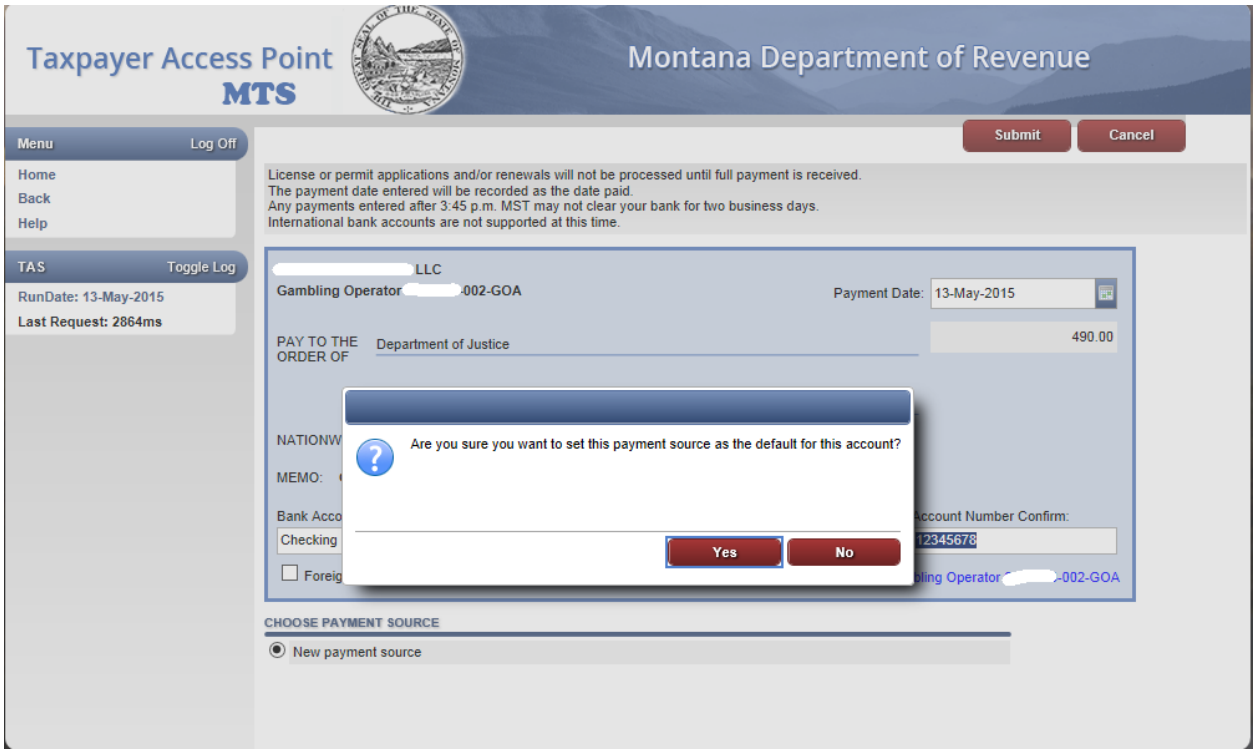


12. Enter your password and select “OK.”

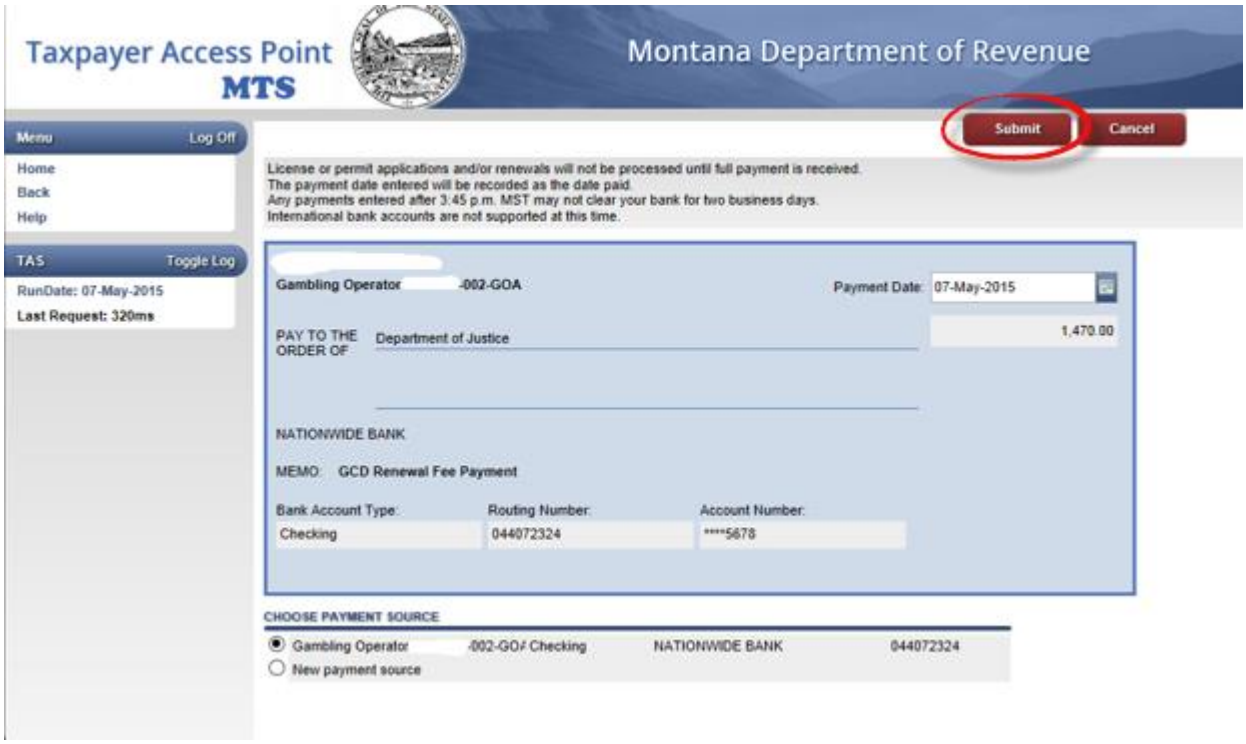
13. A confirmation page will be displayed which includes a tracking number. If fees are due, select “Proceed to Pay Online.”

14. The payment screen will be pre-populated with the relevant information. Payments may be paid immediately or scheduled in advance to be paid no later than June 26th. Select the Bank Account Type and enter the Routing Number and Account Number. The account information can be saved for future use by selecting "Save as default for Gambling Operator…" Once the payment information is filled out, select "Submit."

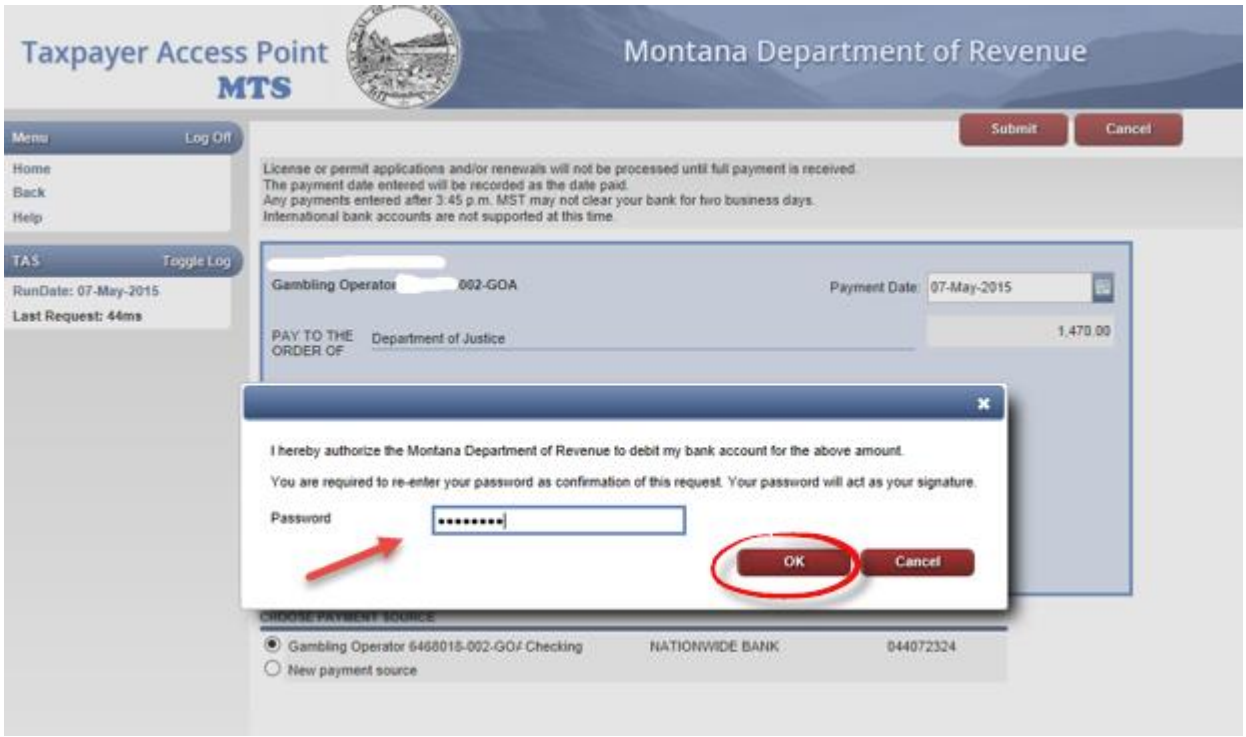
15. If you elected to save the payment information, a verification screen will come up to answer "Yes" or "No." If you did not save as default payment type, disregard this step.



16. Select “Submit” to pay for the renewal fees.



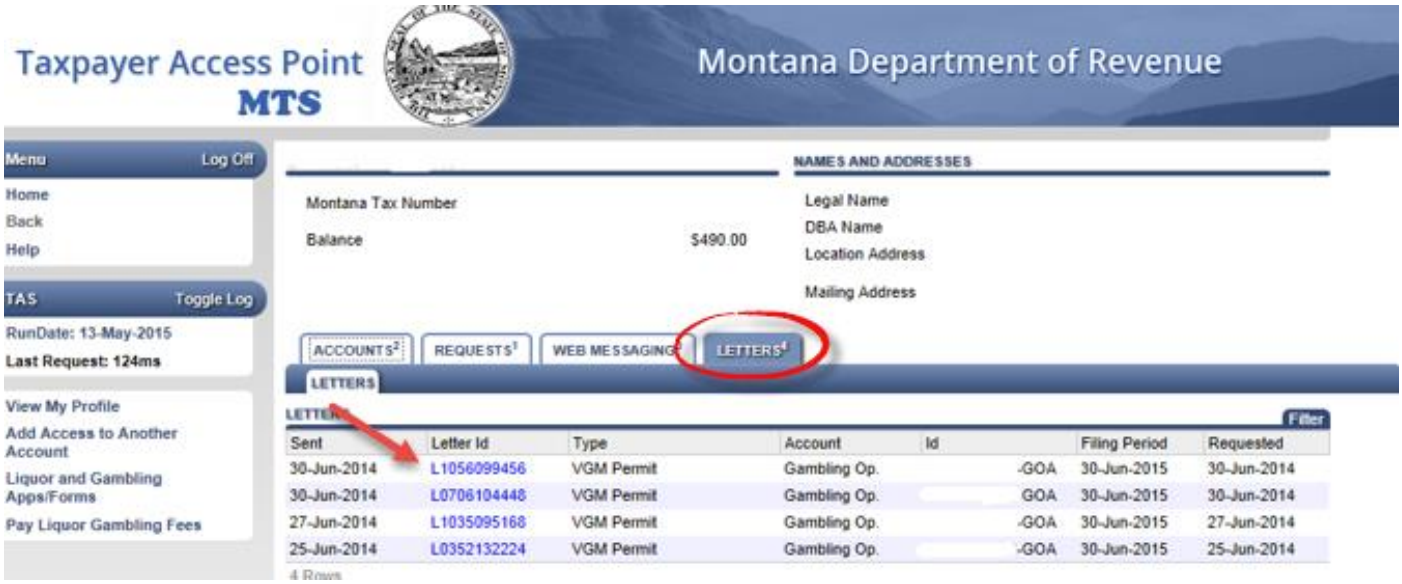
17. Enter your password and select “OK.”



18. A payment confirmation page will be displayed. Please review. You may want to print a copy for your records. Select "OK" when you are done.

19. Another confirmation page will come up showing your license renewal has been submitted. *Please note: A "Proceed to Pay Online" button will appear. It is not necessary to select this button again.* Select "OK" to bring you to the main account page.

20. To verify the renewal payment has been made, select the "REQUESTS" tab and the payment will be listed as pending.

21. Then select the “SEARCH” tab to see the payment is pending and the renewal request is complete.

22. The new fiscal year 2016 license/permits will be available online the day after the renewal is processed. Select the “LETTERS” tab to view and/or print the new license/permit.