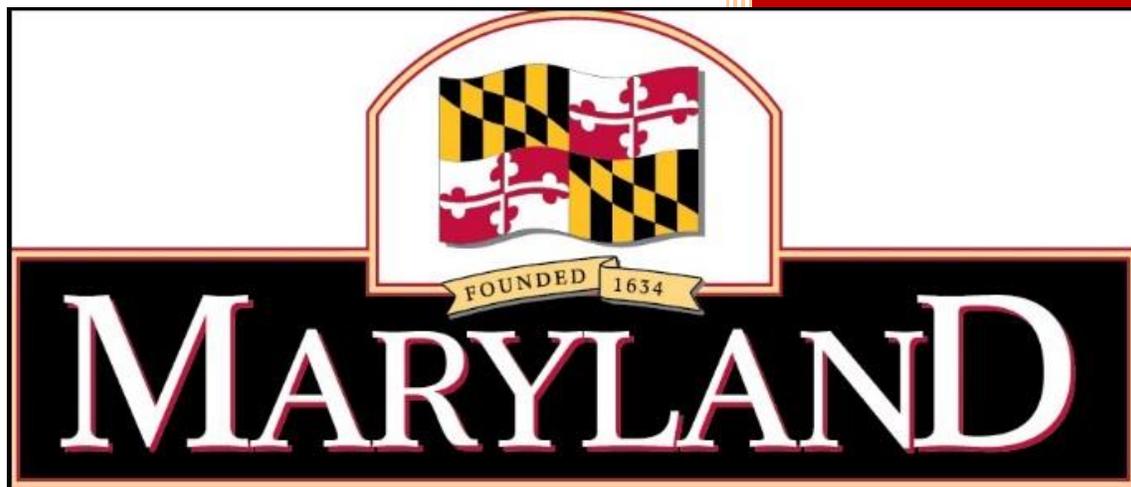


# MLGCA 'eLicensing' Non-Gaming and Non-Sports Wagering Vendor Applicant Reference Guide



Maryland Lottery and Gaming Control  
Agency  
1800 Washington Boulevard, Suite 330  
Baltimore, Maryland 21230  
3/24/2022

# 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 and non-sports wagering goods and services to Maryland casinos and sports wagering entities 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. Please note, for the compression of space, "Non-Gaming and Non-Sports Wagering" may be referred to as "N-G and N-SW" in various places throughout this guide.

If you have any questions about the 'eLicensing' system, forgot your system password, or have concerns, contact the casino's Procurement Office or the sports wagering entity with whom you are affiliated.

**Hollywood Casino Perryville:**

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

**Ocean Downs Casino:**

Vendor Admin [OCDPO@oceandowns.com](mailto:OCDPO@oceandowns.com) 410-641-0600 Ext. 3195

**Maryland Live! Casino:**

Procurement Office [MDLiveVendors@livech.com](mailto:MDLiveVendors@livech.com) 410-782-3346, 443-445-2413

**Rocky Gap Casino Resort:**

Vendor Admin [RG-Vendors@goldenent.com](mailto:RG-Vendors@goldenent.com) 301-784-8411

**Horseshoe Casino Baltimore:**

Ms. Shakira Garcia [sgarcia3@harrahs.com](mailto:sgarcia3@harrahs.com) 443-931-4116

**MGM National Harbor:**

Procurement Office [MNHOPSDIVERSITY@mgmnationalharbor.com](mailto:MNHOPSDIVERSITY@mgmnationalharbor.com) 301-971-6962

\*\*\*\*\*

**Application fees must be submitted directly to:**

(Wire Transfer, Certified/Bank/Business Check, or Money Order – No personal checks)

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

Email questions or concerns to the  
Non-Gaming and Non-Sports Wagering Goods and Services Coordination Team at:  
[NonGaming.Vendors@maryland.gov](mailto:NonGaming.Vendors@maryland.gov)

# MLGCA ELICENSING VENDOR USER GUIDE

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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's application will prohibit the vendor from conducting any business with any Maryland licensed casino or sports wagering entity. The Vendor Applicant may reapply one (1) year after the date of the original denial finding.

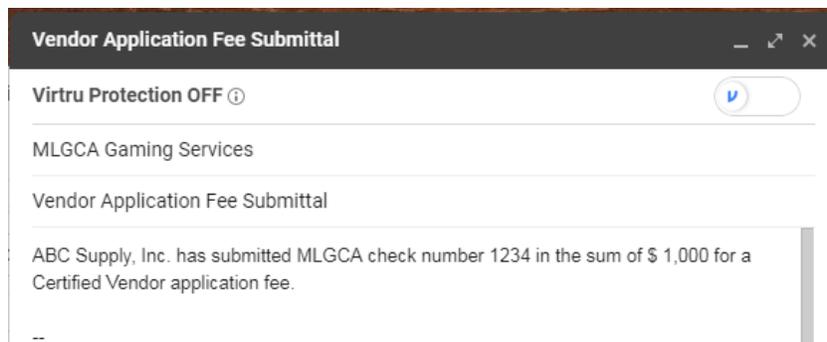
- 1) All vendors must obtain a (Sponsoring Entity's) 'Certification of Business Relationship' form page. Certification form pages can only be issued by a licensed Maryland Sponsoring Entity or by designated Certified Construction Vendors authorized to issue certifications. A vendor applicant is prohibited from completing the '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 (Maryland SDAT) at the time of Vendor application. The proof and verification must be sent to the Vendor Administrator from whom you received your login ID. The Vendor Administrator will upload and submit it via MLGCA's 'eLicensing' system with the Vendor application. The Vendor Admin will upload and submit the verification of compliance with Maryland SDAT regulations to the Commission as a Checklist Item. Maryland 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 prior to completing the online Vendor Form application); or
  - B. File for a "Trade Name Registration".

## MLGCA ELICENSING VENDOR USER GUIDE

- C. After completing the Maryland SDAT registration process, the Vendor Applicant must:
  - 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 Sponsoring Entity representative.
- 3) All Vendor Applicants must submit the required application fee to MLGCA prior to, or simultaneously with, the completion of the online Vendor application submittal.
  - 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 or credit card payments 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: Regulatory 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. Bank Name: **Wells Fargo Bank, N.A.**
    - ii. Bank Address: **420 Montgomery Street, San Francisco, CA 94104**
    - iii. Account Name: **Maryland State Lottery**
    - iv. ABA Routing Number: **121000248**
    - V. Swift Code: **WFBIUS6S**
    - vi. Account Number: **4928823376**

## MLGCA ELICENSING VENDOR USER GUIDE

- F. **Important Notice:** All Vendor applicants are required to submit an email to MLGCA's Gaming Services at [gaming.services@maryland.gov](mailto: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 Sponsoring Entity with whom they have entered into a business relationship.
  - iii. Type of Vendor application (Registered / Certified / Renewal ).
  - iv. The certified / bank / business 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 Sponsoring Entity's 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.

# MLGCA ELICENSING VENDOR USER GUIDE

## 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 Maryland licensed casino or sports wagering entity. 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/sports wagering 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 and Non-Sports Wagering Vendors' tab, in the "Non-Gaming and Non-Sports Wagering Vendor Forms & Information" section, located at the following link: <https://www.mdgaming.com/licensing/vendors/>

## MLGCA ELICENSING VENDOR USER GUIDE

- 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 and non-sports wagering goods and services to Maryland licensed casinos and sports wagering entities 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 and non-sports wagering goods and services.
- 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
  - any key individuals who were identified to the Commission initially (or updated subsequently);

the Vendor **must** submit a Vendor Change of Information Form (available on-line at <https://www.mdgaming.com/licensing/vendors/> ), so long as the term of the initial application has not expired, or is not within 90 days of expiring.

## MLGCA ELICENSING VENDOR USER GUIDE

Once the Commission reviews the Vendor Change of Information Form, the Vendor will be notified if further action or additional information is required.

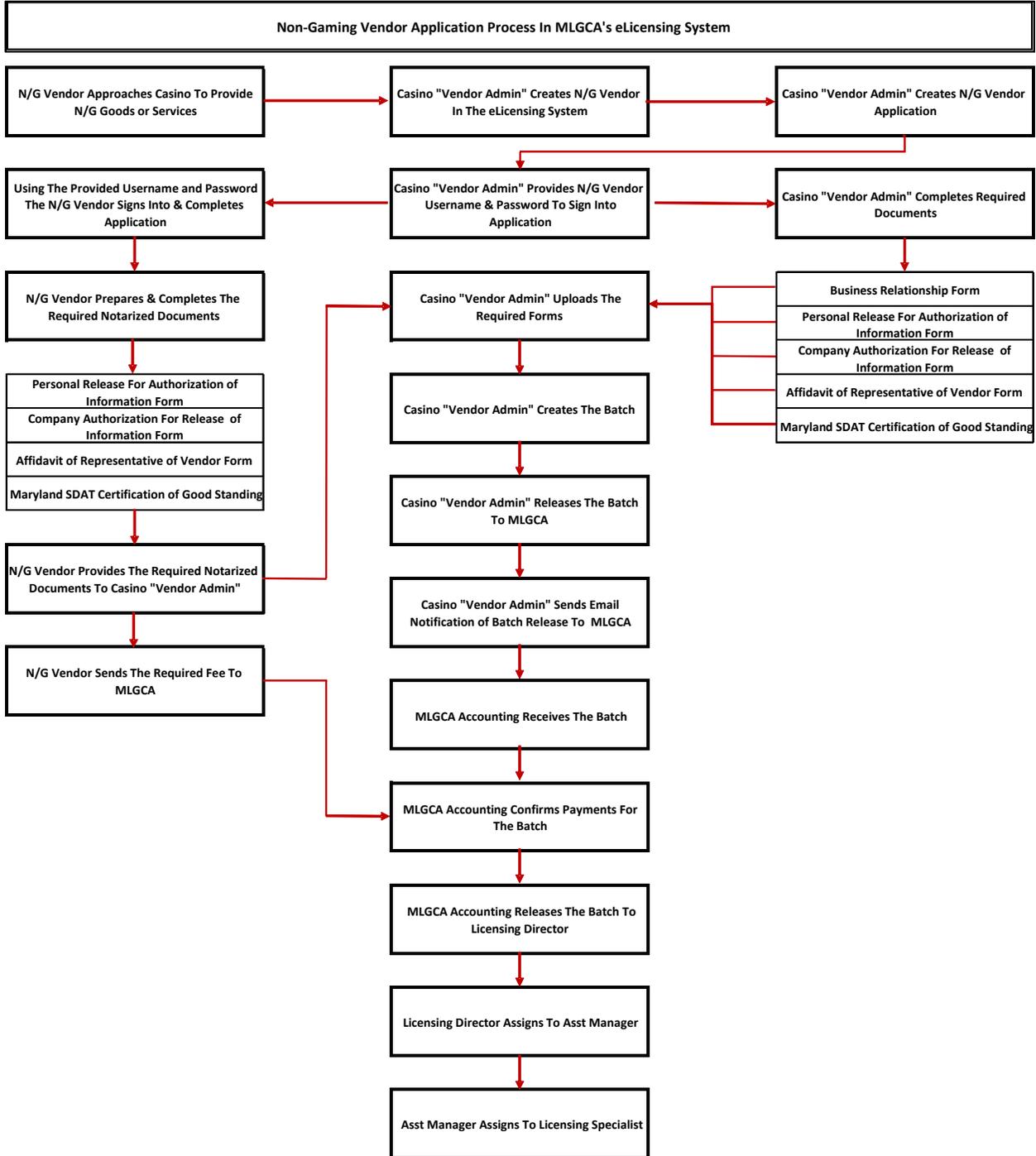
**Note:** If a Vendor has changed names, a new Certification of Business Relationship form must be obtained from the Vendor's Sponsoring Entity.

### Changes to a Vendor's Maryland SDAT Status

If a Vendor makes any changes or updates to a Vendor's Maryland 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](mailto:nongaming.vendors@maryland.gov) . When applicable, the Vendor must attach proof or evidence that deficiencies have been resolved.

# MLGCA ELICENSING VENDOR USER GUIDE

## The Non-Gaming and Non-Sports Wagering Vendor eLicensing Process



## 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 **Vendor Administrator** at the Sponsoring Entity 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 **Vendor Administrator** to have their password reset.

**APPLICANT NON-GAMING and NON-SPORTS WAGERING  
VENDOR REGISTRATION FORM # 1023**

## 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.

**MARYLAND**  
Maryland Lottery and  
Gaming Control Agency

Help

**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.

# MLGCA ELICENSING VENDOR USER GUIDE

**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

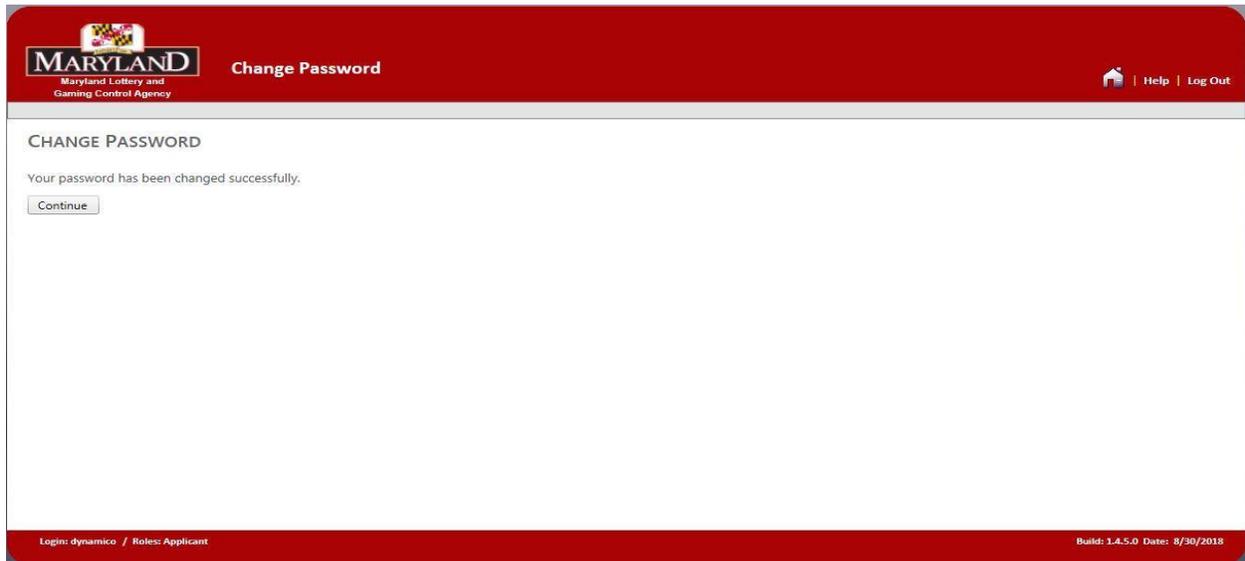
Build: 1.4.5.0 Date: 8/30/2018

- 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.

# MLGCA ELICENSING VENDOR USER GUIDE



The **Vendor Applicant** will select the **Continue** button to proceed with the Vendor application.

5. The **Vendor Applicant** will be presented with an **Acknowledgment and Disclosure**, which must be read and understood. The version displayed within this Vendor Applicant Reference Guide may be similar to the **Acknowledgment and Disclosure** form found in the application.

# MLGCA ELICENSING VENDOR USER GUIDE

**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.

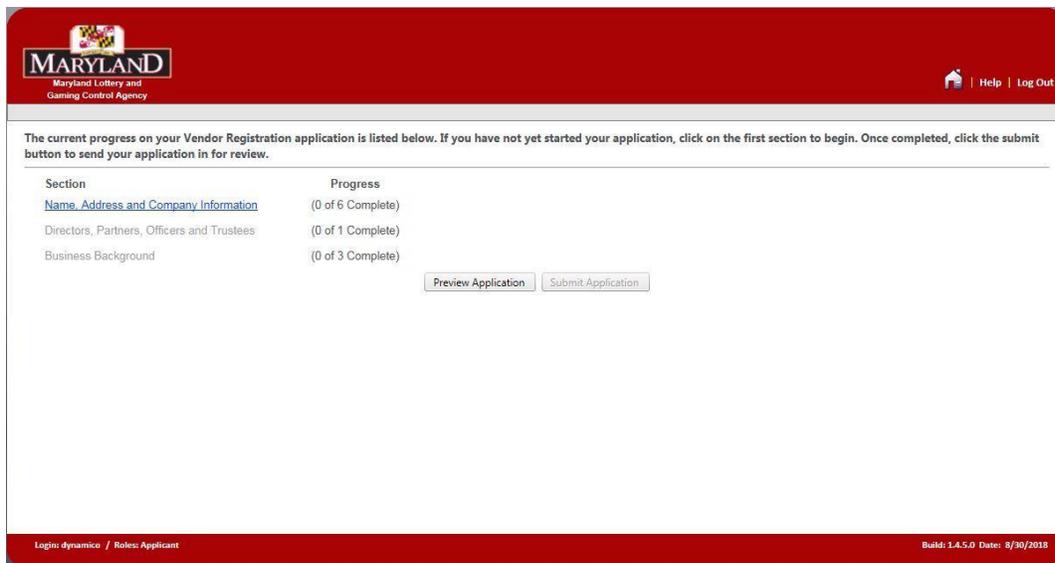
The **Vendor Applicant** will be able to proceed with the completion of the application.

B. **Decline** indicates that the **Vendor Applicant** has read, understood, and does not agree with the Acknowledgment and Disclosure.

The **Vendor Applicant** will be unable to proceed with the application and the application will then close.

# MLGCA ELICENSING VENDOR USER GUIDE

## Screen Layout – Application Progress – Vendor Registration



The Application Progress screen displays each section’s progress towards the completion of the application.

### Screen Sections

#### Section - Application Progress

##### 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.

# MLGCA ELICENSING VENDOR USER GUIDE

## 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.

## Screen Layout – Application Entry of Name

The screenshot shows the 'Application Entry of Name' screen. At the top left is the Maryland Lottery and Gaming Control Agency logo. The page has two tabs: 'Application' (selected) and 'On Hold'. The main form area is titled 'NAME OF APPLICANT' and includes a 'Save' button. Below the title 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.' There are two input fields: the first is labeled '\*Name:' and the second is labeled 'Doing Business As (D/B/A) or Trade Name(s):'. Below the input fields are buttons for 'Previous', 'Next', and radio buttons for 'Hold' and 'Completed'. At the bottom, there is a navigation menu 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 includes 'Login: midatstv / Roles: Applicant' and 'Build: 1.4.5.0 Date: 6/13/2019'.

### 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

### Section – Principal Addresses

#### 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

## MLGCA ELICENSING VENDOR USER GUIDE

2. **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.

3. **User** will enter 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.

## Screen Layout – Point of Contact For Applicant

### 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 – Applicant’s Owners, Officers, Directors, Etc.

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

Application On Hold

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

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
No records to display.			

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 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).

# MLGCA ELICENSING VENDOR USER GUIDE

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
<a href="#">Select</a> <a href="#">Delete</a>	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.

## Screen Layout – Compliance with Maryland SDAT Registration

### Section – Compliance with Maryland SDAT Registration

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

**COMPLIANCE WITH MD SDAT REGISTRATION** Save

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)

\* MD SDAT Department ID Number (1 letter plus 8 numbers):

\*Check one:  Certificate of Good Standing  Certificate of Trade Name Registration

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

Compliance with Maryland 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 applicant's **Maryland 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.

## Screen Layout – Sponsoring Entity Association

### Section – Sponsoring Entity 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

The **User** will:

1. For non-construction related Vendor applicants, the **User** selects from the drop-down menu the Sponsoring Entity(ies) with whom the Vendor has contracted or will be contracting.
2. For construction related Vendor applicants, the **User** selects from the drop-down menu the facility where the construction related goods or services will be provided, and data enters the contractor or sub-contractor with whom the Vendor applicant has contracted or will be contracting.
3. **User** clicks on the **Save** button, clicks on **Completed**, and finally clicks on the **Next** button to progress to the next question.

## Screen Layout – Combined Total Value of Goods and Services

### Section – Combined Total Value of Goods and Services

The screenshot shows a web application interface with two tabs at the top: 'Application' and 'On Hold'. The main content area is titled 'COMBINED TOTAL VALUE OF GOODS AND SERVICES' and contains the following text: '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 is a prompt: 'The actual contracted value of goods and services will be \$:' followed by an empty text input field. A footnote below the input field reads: '\* List an exact contracted \$ amount, NOT a range'. A 'Save' button is located in the top right corner of the form area. At the bottom of the form area, there are navigation buttons: 'Previous', 'Next', and two radio buttons labeled 'Hold' and 'Completed'. Below the form area is a horizontal navigation bar with several links: 'Name', 'Principal Addresses', 'Point-Of-Contact', 'Current Directors', 'Maryland SDAT Compliance', 'Company Association', 'Contracted Value', 'Business Background', and 'Services Provided'. The 'Contracted Value' link is highlighted in yellow.

- A. The **User** will data enter the actual contracted dollar amount of goods and services the Vendor Applicant anticipates, or has been contracted, to provide the Sponsoring Entity 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.

## Screen Layout – Applicant’s Business Background

### Section – Applicant’s Business Background

The screenshot shows a web application interface for the '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 four numbered text blocks for user input:

- Block 1: A large text area for a 'DESCRIPTION OF THE VENDOR'S PRESENT BUSINESS'. Below the text area is a red label '-- 1 --'.
- Block 2: A text input field for 'Total number of employees in Maryland:'. Below the field is a red label '-- 2 --'.
- Block 3: A text input field for 'Total number of employees outside of Maryland:'. Below the field is a red label '-- 3 --'.
- Block 4: A large text area for a 'DESCRIPTION OF THE VENDOR'S ABILITY TO PROVIDE GOODS OR SERVICES TO MORE THAN ONE CASINO'. Below the text area is a red label '-- 4 --'.

At the bottom of the form, there are navigation buttons: 'Previous', 'Next', and radio buttons for 'Hold' and 'Completed'. Below the form, a navigation menu is visible with links for '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 in yellow.

User will data enter the following into the text blocks:

1. A snapshot description of the Vendor Applicant’s Company and their capacities and capabilities to provide goods or services to Maryland casinos and sports wagering entities.
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 or sports wagering entity, AND if applicable identify those casinos and/or sports wagering entities with whom 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

### 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.		

Hold  Completed

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

**User** will data enter the types of goods or services that will be provided to casinos and/or sports wagering entities. In the event the Vendor Applicant will be providing goods and services to multiple casinos and sports wagering entities, each casino and sports wagering entity must be data entered and listed on the screen.

#### 1. Name of Facility

A Vendor Applicant providing goods or services to one casino or sports wagering entity would select from the drop-down list, the casino or sports wagering entity with 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 or sports wagering entity will be described and data entered in the text box.

3. **User** will complete data entry for each casino or sports wagering entity individually, and click 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 or sports wagering entity the Vendor's goods or services are to be provided to. **User** will click the **Save** hyperlink after each casino or sports wagering entity 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.

## Screen Layout - Other Licensed Casinos and Sports Wagering Entities Served By the Vendor

### Section – Other Licensed Casinos and Sports Wagering Entities Served By The Vendor

The screenshot shows a web application interface. At the top, there are two tabs: 'Application' and 'On Hold'. Below the tabs, a message reads: '\*\*\* Please select YES if you have information to enter below and select NO if the questions do not apply to you.' Below this message are two radio buttons: 'YES' and 'NO'. The 'YES' radio button is selected. The main heading is 'OTHER LICENSED CASINOS SERVED BY THE VENDOR'. To the right of this heading are 'Save' and 'Cancel' buttons. Below the heading is a sub-heading: '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)'. There is a 'Jurisdiction Detail' section with four input fields: '\*Casino Name:', '\*City:', '\*State: --Select--', and '\*County: --Select--'. Below this is a table with columns for 'Casino Name', 'City', 'State', and 'County'. The table currently shows 'No records to display.' At the bottom of the form 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'.

**User** will data enter those casinos or sports wagering entities outside of Maryland with whom the Vendor Applicant conducts business.

1. In the event the Vendor Applicant does not conduct business with any casinos or sports wagering entities outside of Maryland, the User will select **NO**, to the question at the top of the screen. User then clicks on the **Save** button, clicks on **Completed**, and finally clicks on the **Next** button to progress to the next question.

2. In the event the Vendor Applicant does conduct business with any casinos or sports wagering entities outside of Maryland, the user will select **YES** to the question at the top of the screen, and will data enter information for each casino or sports wagering entity:

Casino or Sports Wagering Entity Name  
City  
State  
County

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3. **User** will complete data entry for each casino or sports wagering entity individually, then will click 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 or sports wagering entity with whom the Vendor Applicant conducts business. **User** will click the **Save** hyperlink after each casino or sports wagering entity entry.

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 – Final Progress Screen

### Section – Final Progress Screen

Once the User has completed the last section of the Vendor Application, a progress screen will appear:

The screenshot displays the Maryland Lottery and Gaming Control Agency logo and navigation links (Home, Help, Log Out). Below the header, 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." A table shows the following sections and progress:

Section	Progress
<a href="#">Name, Address and Company Information</a>	(6 of 6 Complete) ✓
<a href="#">Directors, Partners, Officers and Trustees</a>	(1 of 1 Complete) ✓
<a href="#">Owners</a>	(1 of 1 Complete) ✓
<a href="#">Employees</a>	(1 of 1 Complete) ✓
<a href="#">Business Background</a>	(3 of 3 Complete) ✓

Below the table, there are two buttons: "Preview Application" and "Submit Application". A red box highlights these buttons, and a red arrow points to the "Preview Application" button with a text box containing the instruction: "Preview Application" to review, download and/or save/print a copy.

1. In the example, 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.

**NOTE:** If a COPY of the application is desired, this is the ONLY opportunity to do so.

i. The **User** may select **Preview Application**, and the application will appear in another window where the **User** may **review, download, and/or save/print a copy**.

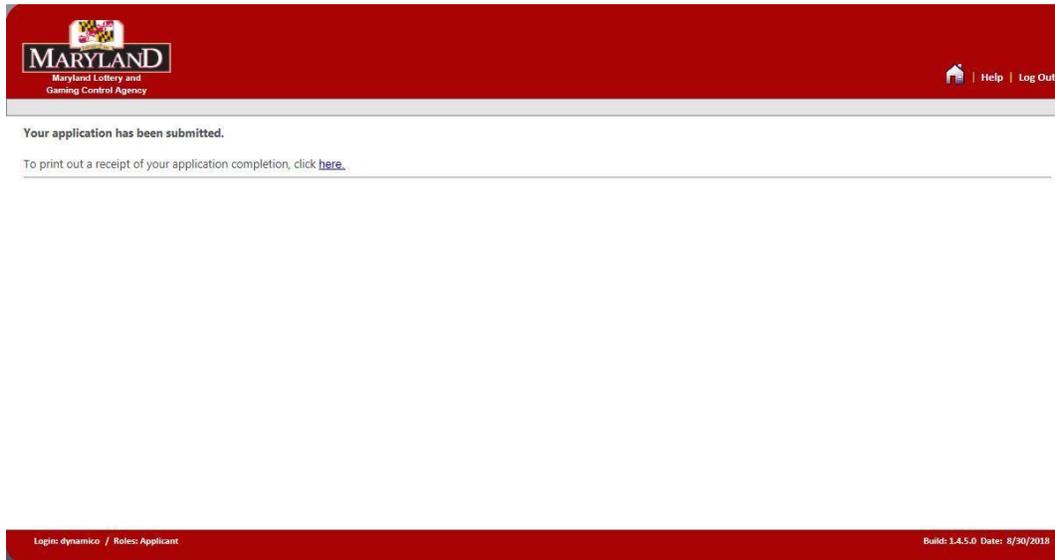
ii. If the **User** chooses not to review the application, the **User** selects **Submit Application** and the application will **close**. It will no longer be available for review.

3. Once the **User** has completed the Vendor application, this screen appears; the **User** selects the **Submit Application** button to submit the application.

**Submit Application** does not mean that the Vendor application is submitted to MLGCA; it is submitted to the sponsoring entity's Vendor Admin who must prepare the application for submittal to MLGCA.

## Screen Layout - Application Submitted Screen

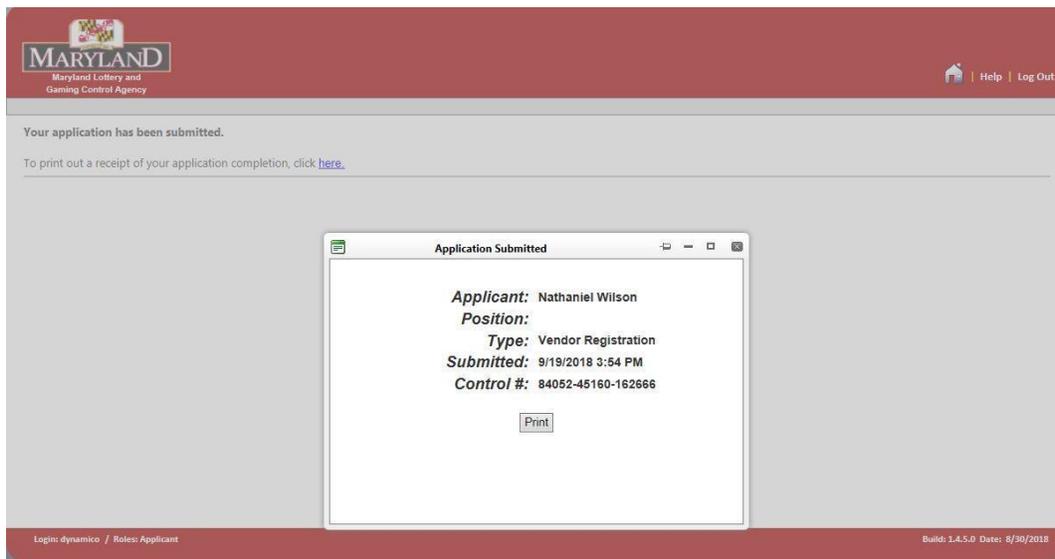
### Section – Application Submitted Screen



**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.

## Screen Layout - Application Receipt

### 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 **Vendor Admin**.

B. The **User** may click the **Print** button and the receipt will be printed.

## Vendor Registration – Required Documents

Each **Vendor Applicant** must properly complete and provide the sponsoring entity's **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 **Vendor Admin** to data enter into the eLicensing system application, the **Vendor Admin** will be required to upload the paper reference copy application.

2. **Sponsoring Entity's Certification of Business Relationship Form**

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

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

**Maryland SDAT Trade Name Registration**

Each **Vendor Applicant** must provide the sponsoring entity's Vendor Admin with the one of following **Required Documents**:

- **Maryland SDAT Certificate of Good Standing Form, or**
- **Maryland 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 prove that they have registered with the Maryland State Department of Assessments and Taxation (Maryland SDAT). Maryland SDAT will determine whether the Vendor Applicant is required to file for a Trade Name Registration or file for "Good Standing" status.

The sponsoring entity's Vendor Admin will confirm the Vendor Applicant's Good Standing by uploading the Vendor Applicant's Maryland 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 Maryland SDAT.

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

One of these Required Checklist Items must be submitted to the Vendor Admin at the time of the Vendor application submittal. Failure to provide a Vendor Applicant's Maryland 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 Vendor Admin prior to the submittal of the completed Vendor application to MLGCA.

**APPLICANT NON-GAMING and NON-SPORTS WAGERING**

**VENDOR CERTIFICATION FORM # 1021 & 1021 CC**

# MLGCA ELICENSING VENDOR USER GUIDE

## 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 Vendor Admin at the Sponsoring Entity 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 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.

**MARYLAND**  
Maryland Lottery and  
Gaming Control Agency

Help

**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:  
midatstv **A**

Password:  
..... **B**

Keep me logged in

**C**  
Log In

Guest Form ID Build: 1.4.5.0 Date: 6/13/2019

- 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).

# MLGCA ELICENSING VENDOR USER GUIDE

- 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.

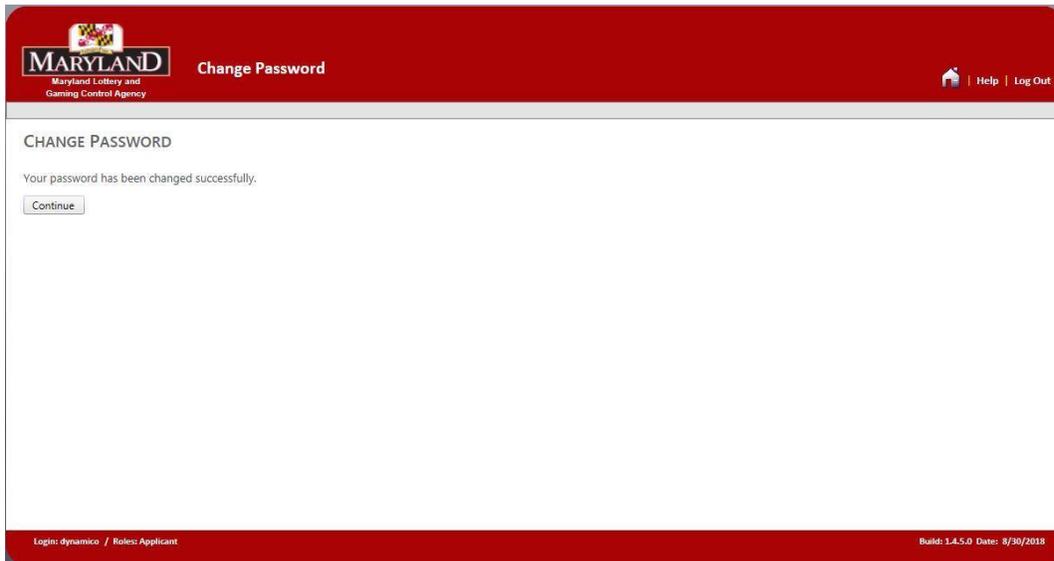
The screenshot shows the 'Change Password' interface. At the top, there is a red header with the Maryland Lottery and Gaming Control Agency logo on the left, the title 'Change Password' in the center, and a home icon, 'Help', and 'Log Out' on the right. Below the header, the main content area is titled 'CHANGE PASSWORD' and contains the instruction: 'Use the form below to change your password.' Below this, a paragraph of password requirements is listed: '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.' The form itself is titled 'Account Information' and contains three input fields: 'Old Password:' with a red 'A' next to it, 'New Password:' with a red 'B' next to it, and 'Confirm New Password:' with a red 'C' next to it. Below the form are two buttons: 'Cancel' and 'Change Password' with a red 'D' next to it. At the bottom of the page, there is a red footer with the text 'Login: dynamic / Roles: Applicant' on the left and 'Build: 1.4.5.0 Date: 8/30/2018' on the right.

- The **Vendor Applicant** enters the temporary password provided by the Vendor Admin (A).
- The **Vendor Applicant** enters a new password that complies with the password rule requirements listed at the top of the screen (B).
- The **Vendor Applicant** re-enters the new password (C).
- 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.

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

# MLGCA ELICENSING VENDOR USER GUIDE



The **Vendor Applicant** will select the **Continue** button to proceed with the Vendor application.

## MLGCA ELICENSING VENDOR USER GUIDE

7. The **Vendor Applicant** will be presented with an **Acknowledgment and Disclosure**, which must be read and understood. The version displayed within this Vendor Applicant Reference Guide may be similar to the **Acknowledgment and Disclosure** form found in the application.

**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.

8. 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.

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 **Acknowledgment and Disclosure**.

The **Vendor Applicant** will be unable to proceed with the application and the application will then close.

# MLGCA ELICENSING VENDOR USER GUIDE

## Screen Layout – Application Progress – Vendor Certification

### Section - Application Progress

The screenshot shows the application progress screen for a 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." Below this is a table with two columns: Section and Progress. The sections listed are: 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), and Business Background (0 of 3 Complete). At the bottom of the table are two buttons: "Preview Application" and "Submit Application". The footer contains the text "Login: midatlav / Roles Applicant" and "Build: 1.A.5.0 Date: 6/13/2019".

Section	Progress
<a href="#">Name, Address and Company Information</a>	(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)

### 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.

## 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 they can see where they are in the completion of the application, and sections addressed are bolded when Completed or placed on Hold.

## Screen Layout – Application Entry of Name

### Section – Application Entry of Name

The screenshot shows the 'Application' tab selected in the 'Application' section. The 'NAME OF APPLICANT' section contains a 'Save' button and 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.' Below this are two input fields: '\*Name:' and 'Doing Business As (D/B/A) or Trade Name(s):'. The 'Previous' and 'Next' buttons are visible, along with radio buttons for 'Hold' and 'Completed'. A navigation bar at the bottom lists various menu items: 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 'Login: midatstv / Roles: Applicant' and 'Build: 1.A.5.0 Date: 6/13/2019'.

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

### Section – Principal Address

The screenshot displays the 'Applicant's Principal Address' form within a web application. The form is titled 'APPLICANT'S PRINCIPAL ADDRESS' and includes a 'Save' and 'Cancel' button in the top right corner. It is divided into two main panels: 'Applicant Address' and 'Secondary Address'. Each panel contains a 'Mailing Address' section with a checkbox 'Same as the above Address' and a 'Vendor's Website' field. The 'Applicant Address' section is highlighted with a red box. The 'Secondary Address' section has a 'No Secondary Address' checkbox. The form includes fields for Country, Address 1, Address 2, City/Town, State/Province/Region, and Zip Code. A navigation bar at the bottom shows 'Principal Addresses' as the active tab.

#### 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

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2. 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.

3. 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.

3. 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

### 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.

## Screen Layout – Compliance with Maryland SDAT Registration

### Section – Compliance with Maryland SDAT Registration

The screenshot shows a web application interface for Maryland 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 includes a "Save" button. The text reads: "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 this, there is a text input field for "MD SDAT Department ID Number (1 letter plus 8 numbers)". Underneath the input field, there are two radio button options: "Certificate of Good Standing" (which is selected) and "Certificate of Trade Name Registration". At the bottom of the form, 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 Maryland 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 applicant’s Maryland 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 – Sponsoring Entity / Casino Construction Company Association

### Section – Sponsoring Entity / 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 Sponsoring Entity(ies) with whom you have or will be contracted with.
2. For construction related applicants, from the drop-down menu select the casino or sports wagering entity where your goods or services will be provided, and data enter the contractor or sub-contractor with whom you have or will be contracted with.

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 – Combined Total Value of Goods and Services

### Section – Combined Total Value of Goods and Services

The screenshot shows a web application interface with a top navigation bar containing 'Application' and 'On Hold' tabs. The main content area is titled 'COMBINED TOTAL VALUE OF GOODS AND SERVICES' and includes a 'Save' button in the top right corner. Below the title, there is a question: '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.' This is followed by a sub-question: '\*The actual contracted value of goods and services will be \$:' with a text input field. A note below the input field states: '\* List an exact contracted \$ amount, NOT a range'. At the bottom of the form, there are navigation buttons: 'Previous', 'Next', and radio buttons for 'Hold' and 'Completed'. A yellow footer bar contains a list of navigation 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 or sports wagering entity 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)

### 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: midatlsv / 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**”; the 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:	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:	--Select--	*City/Town:	<input type="text"/>
DOB:	<input type="text"/>	*State/Province/Region:	--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

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

## MLGCA ELICENSING VENDOR USER GUIDE

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

### 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: --Select--

DOB:

Occupation:

Title:

Social Security #:

**Owner Home Address**

\*Country: United States

\*Address 1:

Address 2:

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

\*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: midatstv / 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 before entering 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.

## Screen Layout – Vendor Employees

### 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.			

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: midattw / 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

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 before entering 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.

## Screen Layout – Applicant’s Business Background

### Section – Applicant’s Business Background

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:

Total number of employees outside of Maryland:

(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

User will data enter the following into the text blocks:

1. A snapshot description of the Vendor Applicant’s Company and their capacities and capabilities to provide goods or services to Maryland casinos or sports wagering entities.
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 or sports wagering entity AND if applicable, identify those casinos or sports wagering entities with whom 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 – Applicant’s Business Background

### Section – Type of Goods or Services

The screenshot shows a web application interface for the Maryland Lottery and Gaming Control Agency. The header includes the agency logo and navigation links for Home, Help, and Log Out. The main content area is titled 'TYPE OF GOODS OR SERVICES' and contains a 'Service Detail' section with a dropdown menu for 'Name of Facility' (labeled -- 1 --) and a text input field for 'Type of Goods or Services' (labeled -- 2 --). Below this is a table with columns for 'Company Name', 'Company Type', and 'Type of Goods or Services', currently showing 'No records to display.' At the bottom, there are navigation buttons for 'Previous', 'Next', and radio buttons for 'Hold' and 'Completed'. A footer bar contains a list of menu items: 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 bottom right corner shows '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 sports wagering entity, or multiple casinos or sports wagering entities. In the event the Vendor Applicant will be providing goods and services to multiple casinos, each casino or sports wagering entity must be data entered and listed on the screen.

#### 1. Name of Facility

A Vendor Applicant providing goods or services to one casino or sports wagering entity would select from the drop-down list the casino or sports wagering entity with 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 or sports wagering entity 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 or Sports Wagering Entities Served By The Vendor

### Section – Other Licensed Casinos or Sports Wagering Entities Served By The Vendor

The screenshot shows a web application interface for the Maryland Lottery and Gaming Control Agency. At the top, there is a red header with the agency logo and navigation links for 'Help' and 'Log Out'. Below the header, the application is titled '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-section 'Jurisdiction Detail' with fields for '\*Casino Name:', '\*City:', '\*State:', and '\*County:'. Below these fields is a table with columns for 'Casino Name', 'City', 'State', and 'County', which currently shows 'No records to display.'. At the bottom of the form, 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', 'Services Provided', and 'Other Casinos Served'. The footer includes the text 'Login: midatstv / Roles: Applicant' and 'Build: 1.4.5.0 Date: 6/13/2019'.

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

1. In the event the **Vendor Applicant** does not conduct business with any casinos or sports wagering entities outside of Maryland, the **User** will select **NO** to the question.
2. In the event the **Vendor Applicant** does conduct business with any casinos or sports wagering entities outside of Maryland, the **User** will select **YES** to the question, and data enter information for each casino or sports wagering entity:

Casino or Sports Wagering Entity 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

### Section – Final Progress Screen

Once the User has completed the last section of the Vendor Application, a progress screen will appear:

The screenshot shows the Maryland Lottery and Gaming Control Agency logo at the top left and 'Help | Log Out' at the top right. Below the logo, there is a message: "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." Below this message is a table with two columns: "Section" and "Progress".

Section	Progress
<a href="#">Name, Address and Company Information</a>	(6 of 6 Complete) ✓
<a href="#">Directors, Partners, Officers and Trustees</a>	(1 of 1 Complete) ✓
<a href="#">Owners</a>	(1 of 1 Complete) ✓
<a href="#">Employees</a>	(1 of 1 Complete) ✓
<a href="#">Business Background</a>	(3 of 3 Complete) ✓

Below the table, there are two buttons: "Preview Application" and "Submit Application". A red box highlights these buttons. A red arrow points from a text box below to the "Preview Application" button. The text box contains the text: "Preview Application" to review, download and/or save/print a copy.

1. In the example, 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.

**NOTE:** If a COPY of the application is desired, this is the ONLY opportunity to do so.

i. The **User** may select **Preview Application**, and the application will appear in another window where the **User** may **review, download, and/or save/print a copy**.

ii. If the **User** chooses not to review the application, the **User** selects **Submit Application** and the application will **close**. It will no longer be available for review.

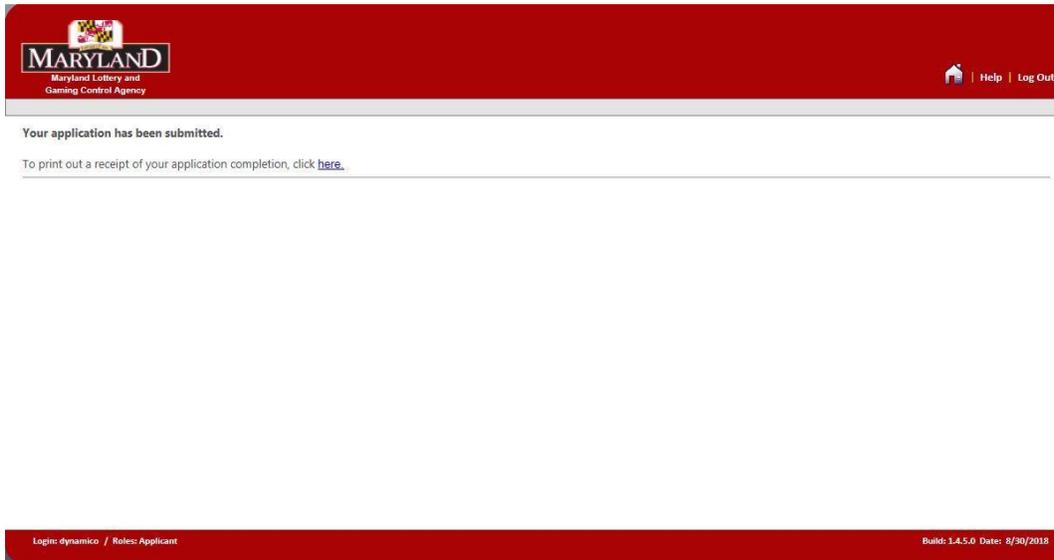
3. Once the **User** has completed the Vendor application, this screen appears; the **User** selects the **Submit Application** button to submit the application.

**Submit Application** does not mean that the Vendor application is submitted to MLGCA; it is submitted to the sponsoring entity's Vendor Admin who must prepare the application for submittal to MLGCA.

# MLGCA ELICENSING VENDOR USER GUIDE

## Screen Layout – Application Submitted Screen

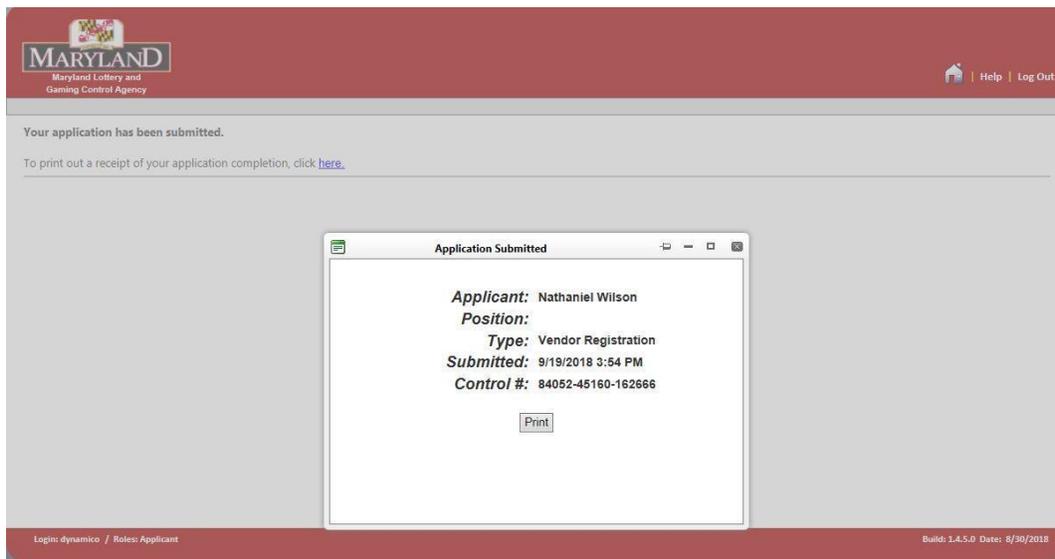
### Section – Application Submitted Screen



**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.

## Screen Layout – Application Receipt

### Section – Application Receipt



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

### Required CheckList Items:

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

In the event a **Vendor Applicant** has completed a paper reference copy of the Vendor Certification form and provided the form to a sponsoring entity's **Vendor Admin** to data-enter into the eLicensing system application; the **Vendor Admin** will be required to upload the paper reference copy application.

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

The **Vendor Applicant** will ensure that the **Authorization for Release of Information** form was completed by an officer, partner, director, owner, or authorized representative and Notarized for the business entity.

3. **Notarized Authorization For Release of Information Form (Individual)**

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 CheckList Item for the Vendor Admin.
- (b) The **Vendor Applicant** is required to provide **one form** for **each person listed**.

4. **Affidavit of Representative Of Applicant Form**

The **Affidavit of Representative of 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.

## MLGCA ELICENSING VENDOR USER GUIDE

5. **Sponsoring Entity's Certification of Business Relationship Form**

The **Vendor Applicant** will ensure that a Sponsoring Entity's Representative or an Authorized Casino Construction Representative has signed the **Certification of Business Relationship** form. The **Vendor Applicant** is not authorized to sign the form.

6. **Maryland SDAT Certificate of Good Standing Form, or**  
**Maryland SDAT Trade Name Registration**

Each **Vendor Applicant** must properly provide the sponsoring entity's Vendor Admin with the one of following **Required Documents**:

- **Maryland SDAT Certificate of Good Standing Form, or**
- **Maryland 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 prove that they have registered with the Maryland State Department of Assessments and Taxation (Maryland SDAT). Maryland SDAT will determine whether the vendor applicant is required to file for a Trade Name Registration or file for "Good Standing" status.

The sponsoring entity's Vendor Admin will confirm the **Vendor Applicant's** Good Standing by uploading the Vendor Applicant's Maryland 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 Maryland SDAT.
- (b) The Vendor Applicant is in fact registered with the Maryland SDAT and is currently in Good Standing.

One of these Required Checklist Items must be submitted to the Vendor Admin at the time of the Vendor application submittal. Failure to provide a Vendor Applicant's Maryland 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. All applicable **Required Documents** must be provided to the Sponsoring Entity's **Vendor Admin** prior to the submittal of the completed Vendor application to MLGCA.