



APPLICANT REPRESENTATIVE GUIDE for CREATING SPORTS BETTING RENEWAL APPLICATIONS

You must contact Virginia Lottery at (804) 692-7165 or GamingLicensing@valottery.com to obtain your credentials to initiate the license renewal process online at <https://gaminglicense.valottery.com/Account/Login.aspx>. Once you have signed into the online portal, follow the below instructions to create the renewal application:

1. Licenses and permits expiring within 210 days will be displayed on the dashboard after you sign in. Click the hyperlink for the expiring applications:

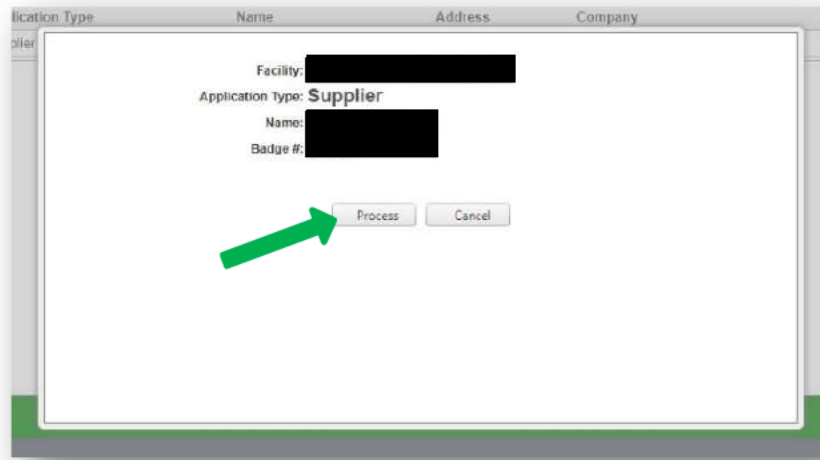
Facility Manager	Renewal
Application Created:	0
Application In Progress:	0
Application Finished:	0
Ready For Batch:	0
Total:	0
Application expires in 30 days:	0
Application expires in 60 days:	1
Application expires in 90 days:	0
Application expires in 150 days:	0
Application expires in 210 days (Principals):	0

2. Click the “Initialize Renew Process” hyperlink which will generate the renewal application:

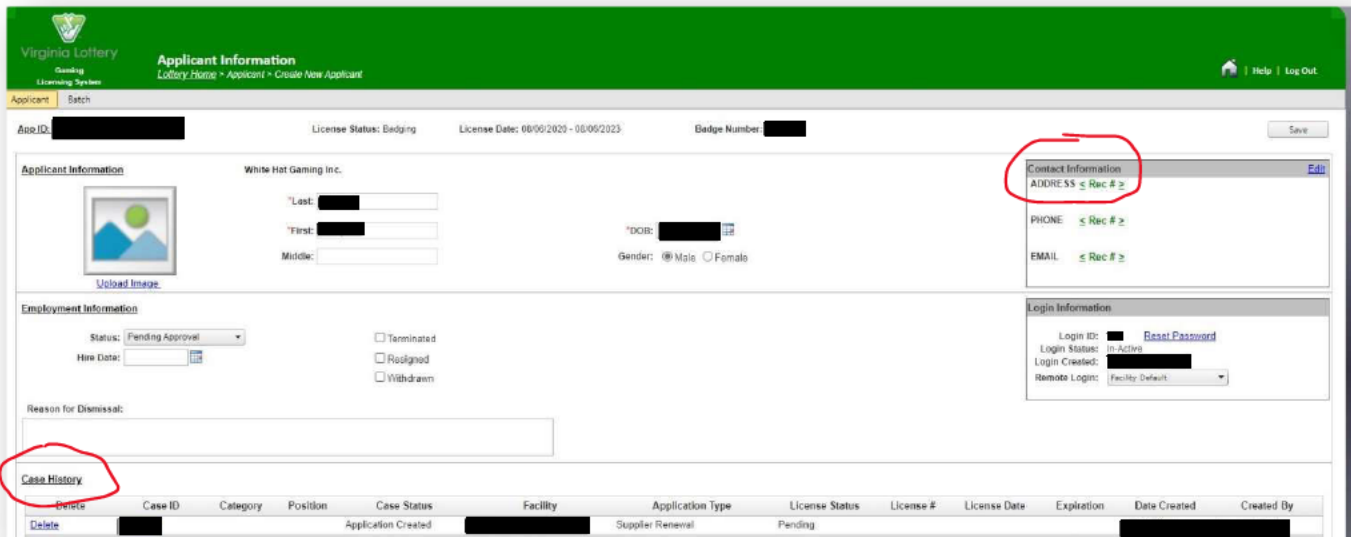
Case ID	Application Type
██████████	Supplier

[Initialize Renew Process](#)

3. A pop-up box will display the information for the license to be renewed. If the information is correct, click the "Process" button to create the renewal application:



4. The renewal application will then be listed on the "Applicant Information" screen under the "Case History" section. As the Account Representative, you will be able to generate and reset the applicant's password by clicking the "Reset Password" hyperlink. You can also update the renewal applicant's contact information:



5. Once the online renewal application has been submitted by the applicant, the Account Representative will need to upload the required documents and complete the batching process to finalize the renewal application submission process. The document upload and batching processes are covered in the [Account Representative resources guide](#):

STREAMLINED PROCESS for KEY MANAGER SUPPLIER PERMIT HOLDERS

Individuals seeking a Principal license renewal who have been approved for a Key Manager Supplier Permit for gaming in Virginia and who have no material changes to their submitted Key Manager Supplier Permit application are eligible to complete a streamlined process to apply for a Principal license renewal. In lieu of completing the online Principal license renewal application, the applicant will submit a notarized affidavit affirming there have been no material changes to the individual’s Key Manager Supplier Permit application. The Applicant Representative will complete steps 1 through 3 as outlined above before proceeding to the following steps of the streamlined process:

1. After receiving the notarized Affidavit form from the applicant, click the Case ID hyperlink for the Principal Renewal application type:

The screenshot shows the 'Applicant Information' page in the Virginia Lottery system. The page is divided into several sections: Applicant Information (with fields for Last, First, Middle, SSN, DOB, and Gender), Contact Information (with fields for Address, Phone, and Email), Employment Information (with fields for Status, Hire Date, and Reason for Dismissal), and Login Information (with fields for Login ID, Login Status, and Remote Login). At the bottom, there is a 'Case History' table with columns for Delete, Case ID, Category, Position, Case Status, Facility, Application Type, License Status, License #, License Date, Expiration, Date Created, and Created By. The row for Case ID 105000 is circled in red.

Delete	Case ID	Category	Position	Case Status	Facility	Application Type	License Status	License #	License Date	Expiration	Date Created	Created By
Delete	105000	Principal	Principal	Application Finished		Principal Renewal	Pending					

2. Upload a PDF version of the notarized affidavit form asserting o material changes and select “yes” from the dropdown. You’ll then be able to approve the submission and complete the batching process as outlined in the [Account Representative resources guide](#):

The screenshot shows the 'Applicant Case' page in the Virginia Lottery system. The page is divided into several sections: Applicant Information (with fields for Applicant Name, SSN, and App ID), Case Information (with fields for Case ID, Application Type, Case Status, License Date, and Badge Number), and Contact Information (with fields for Address, Phone, and Email). At the bottom, there is a 'CheckList' table with columns for Item, Completed, Date, Completed By, and Application Fees. The row for 'Notarized Affidavit of Material Changes' has a dropdown menu set to 'Yes' and a 'Completed By' field circled in red.

Item	Completed	Date	Completed By	Application Fees						
Notarized Affidavit of Material Changes	Yes		Upload Artifacts	<table border="1"> <thead> <tr> <th>Fee Type</th> <th>Fee \$</th> </tr> </thead> <tbody> <tr> <td>Background Fee</td> <td>\$50,000.00</td> </tr> <tr> <td></td> <td>\$50,000.00</td> </tr> </tbody> </table>	Fee Type	Fee \$	Background Fee	\$50,000.00		\$50,000.00
Fee Type	Fee \$									
Background Fee	\$50,000.00									
	\$50,000.00									