



Virginia Lottery – Vendor Registration Renewal Process

If you have not been provided user credentials to submit your renewal vendor registration application online or if you need your password reset, contact Virginia Lottery at (804) 692-7165 or GamingLicensing@valottery.com. Once you've been provided with your credentials you can access the online application portal at <https://gaminglicense.valottery.com/Account/Login.aspx>.

Complete the following steps after signing in:

1. Enter the assigned username and temporary password:

Virginia Lottery
Gaming Licensing System

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: 7485789632

Password: *****

Keep me logged in

Log In

Guest Form ID Build: 1.4.7.7 Date: 4/21/2021 3:57:52 PM

2. You will be prompted to change the **temporary password** provided by the **Virginia Lottery**, to a new password:

Virginia Lottery
Gaming Licensing System

Change Password

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 24 passwords; cannot only change by 1 character from previous passwords; and cannot be same as your username.

Account Information

Old Password:

New Password:

Confirm New Password:

Cancel Change Password

Login: 87555896 / Role: Applicant Build: 1.4.7.7 Date: 4/21/2021 3:57:52 PM

3. After signing in you will be able to complete and submit the online renewal application.



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Vendor Registration Renewal Application - Required Documents

In addition to submitting the online renewal application each vendor registration applicant must provide the **Virginia Lottery** with the below documents by emailing the information to GamingLicensing@valottery.com after the required \$500 renewal fee has been remitted:

- Notarized Authorization for Release of Information Form:**
Must be completed by an officer, partner, director, owner, or authorized representative of the applicant company.
- Notarized Affidavit of Representative of Applicant Form:**
It is the responsibility of the representative of the applicant to ensure the accuracy and completeness of the renewal application being submitted.
- VA SCC Certificate of Good Standing:**
To do business within the Commonwealth of Virginia, all vendor licensees, including in-state (Virginia) businesses and out-of-state (Foreign) businesses, are required to verify that they have registered with the Virginia State Corporation Commission (VA SCC) and are in good standing.
- VA SCC Fictitious Name Certificate (if applicable):**
If using an assumed name, trade name, or "dba" the applicant is also required to file for a Fictitious Name Certificate with VA SCC .