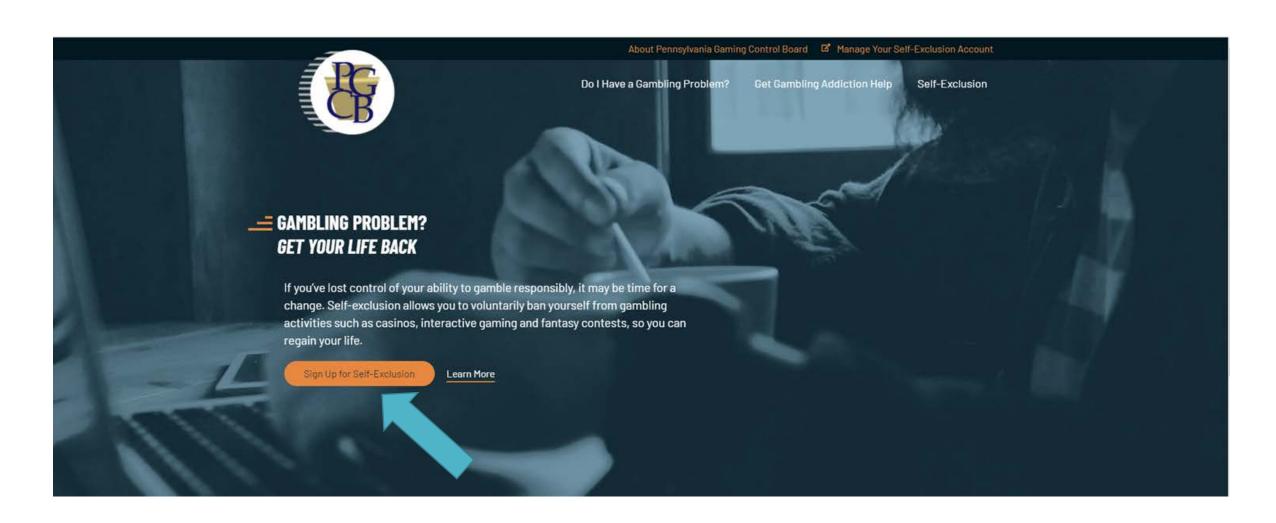# SELF-EXCLUSION ONLINE ENROLLEMNT GUIDE

To begin the online enrollment process:

Please go to https://responsibleplay.pa.gov/, and click on the "Sign Up for Self-Exclusion".

# Keystone Login Account Registration

If you do not have a Keystone Login account, click "Register" to create an account. Once you create your Keystone Login account, go back to the Self-Exclusion Enrollment page and use the newly created user name and password to log in.  If you clicked off of this page, return to ResponsiblePlay.pa.gov and again click on the link "Sign Up for Self-Exclusion".

If you have an existing Keystone Account, click "Log In" and enter your Keystone Login username and password and begin the enrollment process. If you already have an account, but forgot your username and/or password, please click "Log In" towards the bottom of the page and follow the directions on the Keystone Login webpage.

Be sure to keep your Keystone Login log in information, because the Keystone Login account can be used to enroll in self-exclusion from other gaming activities in the future, as well as other state agency programs.

# Identity Verification and Program Selection

Once you have logged in, you will need to verify your identity by filling out the Existing User Verification. Be sure to click on "I agree" or you will not be able to proceed.

After filling out all your information, click the continue button. You will be asked questions only you should know the answer to. If you answer all questions correctly, you will see a green checkmark and the statement, "Validation Complete". If you do not pass the verification, you will get a second chance. If you fail the verification for a second time, please contact the PGCB at 717-346-8300 and someone will return your call within 2 business days.

When you pass verification you will automatically be logged out. Log back into the site using your Keystone Login information.

Next, you will be taken to the enrollment page. Here you will select the type of Self-Exclusion Program in which you would like to enroll. After selecting the Self-Exclusion Program(s) you would like to enroll in, click on "Begin Enrollment(s)"

*Please note that each Self-Exclusion Program that you select requires a separate enrollment. You will be prompted to begin the next self-exclusion enrollment at the conclusion of each subsequent enrollment. This process will repeat until an enrollment is completed for each of the gaming activities that you have selected.)

# Enrollment Process and Required Identification

You will then be guided through the process of enrolling in self-exclusion. Once you complete each step listed on each page, click "Next" to proceed to the next page.

You will be required to upload a copy of your valid government issued photo identification ("ID").  Examples of government issued IDs that are accepted are: state licenses, state ID cards, passports and U.S. military photo ID.

To upload the photo of your ID, please click on "select", take a picture of your ID unless you already have a copy saved and click "upload". Please make sure that you are uploading a picture of the front of your ID so that all information listed on the ID is visible.

You will also be required to fill out your ID #, type of ID, issuer of ID and the ID expiration date on this page.

# Required Photograph Information

You are required to submit a current photo of yourself when enrolling in self-exclusion. This photo MUST be obtained from a live camera and cannot be uploaded from a file.

If you are a PC user, must utilize a webcam. If you are using a mobile device, tablet, or laptop, you can use the camera that is attached to your device.

Internet Explorer users who are not using Windows 10 will need to have Adobe Flash installed in order to capture a live image.

To submit the photo, click on "Turn on Camera", take a photo of your face only, and then click "Next". Please note the photo that you submit should be a headshot of the front of your face looking directly at the camera. Your face should not be concealed by clothing, hats or hair.

# Name and Address

Please review your name that is listed on the screen to ensure it is spelled correctly.

You will then be asked, "Do you use any other name or names?" You must click "Yes" or "No" to answer this question. Click "Yes" if you use your maiden name, any aliases or different legal names, and any nicknames that you use regularly. You will then list the other names that you use in the space provided.

Next, you will provide your home address. Click "Next". If your mailing address is the same as your home address, click "Address is same as home address".

## Enrollee Information

Fill in any information that is blank, and then click "Next". Please note that you are only required to provide one phone number.

## Demographic Information

Fill in all required fields, and then click "Next".

## Period of Self-exclusion

Choose the length of your self-exclusion ban.

Remember, you must provide the answers to the questions on each page before you click "Next". You can return to any of the completed sections by clicking "Previous" or by clicking the title of the section you wish to view in the navigation bar at the left.

To complete this enrollment and begin your period of self-exclusion, click "Finish".