

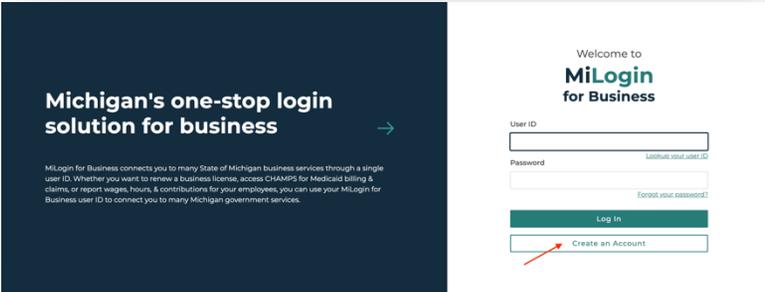
Michigan Gaming Control Board Application Portal (MAP)

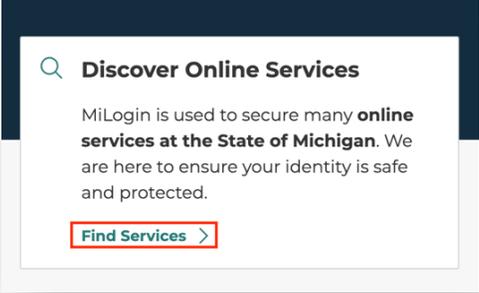
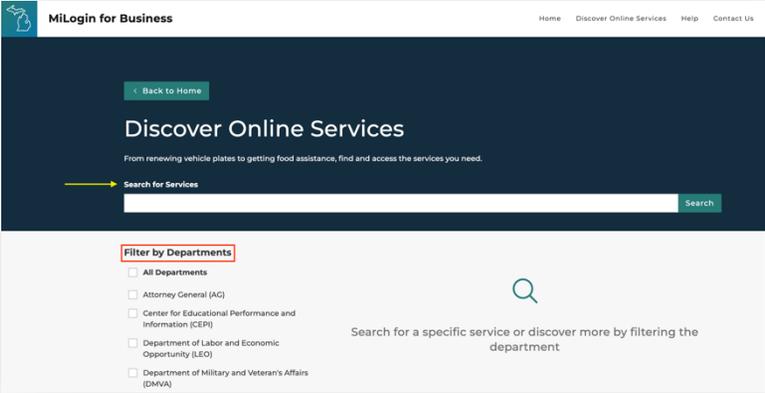
Supplier User Guide

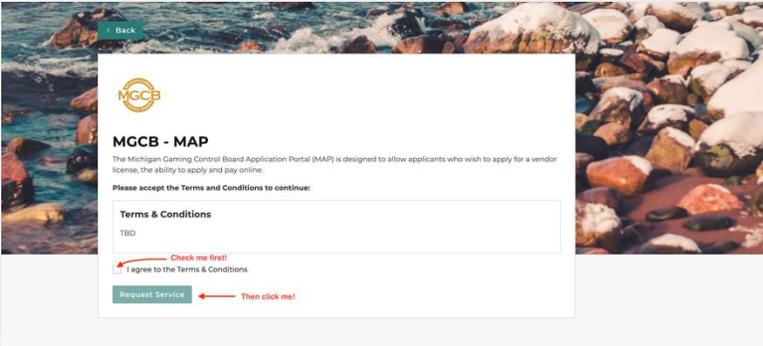
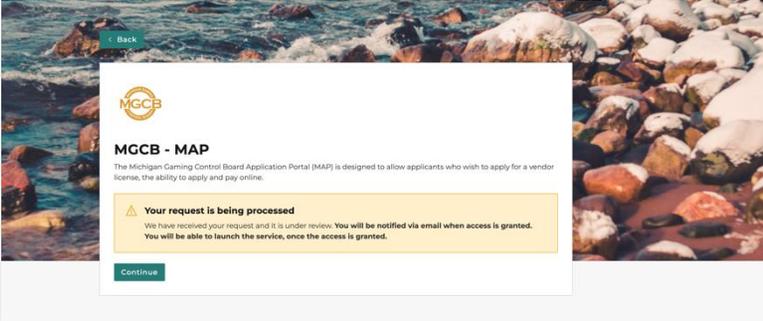
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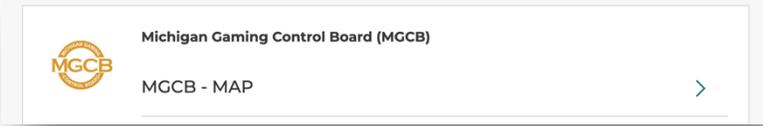
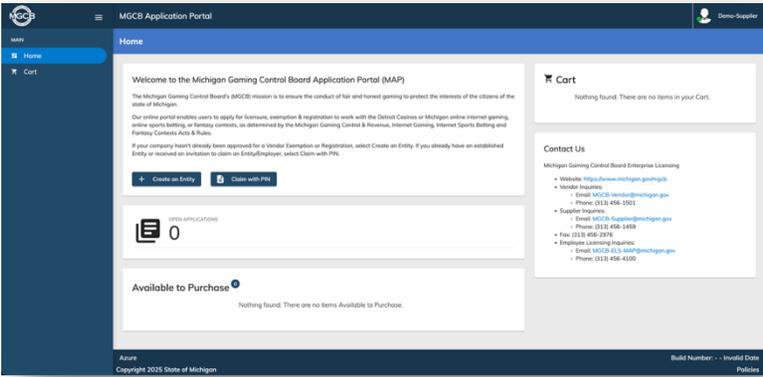
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I. Steps for Logging Into Portal Via MiLogin

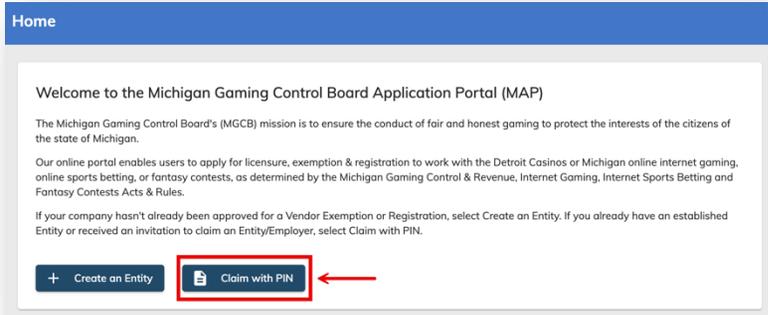
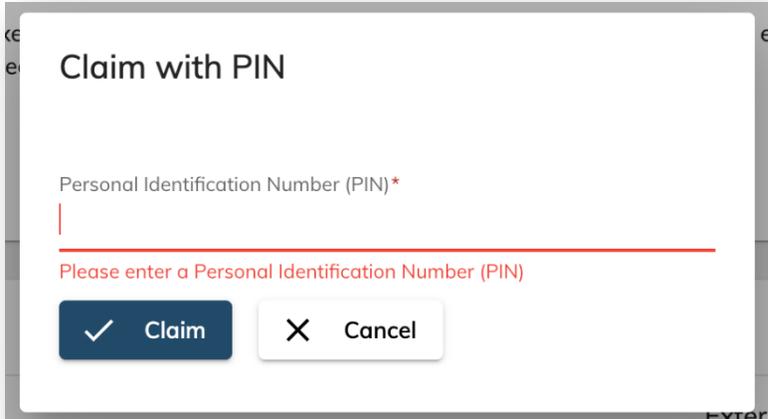
#	You Do	You See (actual screens may vary)
1	Logging In Visit https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/	
1.2	Existing Users <ul style="list-style-type: none"> Enter User ID and Password information then click “Login” 	
1.3	First Time User Click “Create an Account” <ol style="list-style-type: none"> Follow instructions to create a new MiLogin account. <ol style="list-style-type: none"> Have questions about creating your account? Click here NOTE: make sure you record your user details! Click “Request Access” link, select Gaming Control Board from the agency drop-down and select the MGCB option to link to your MiLogin Account. 	

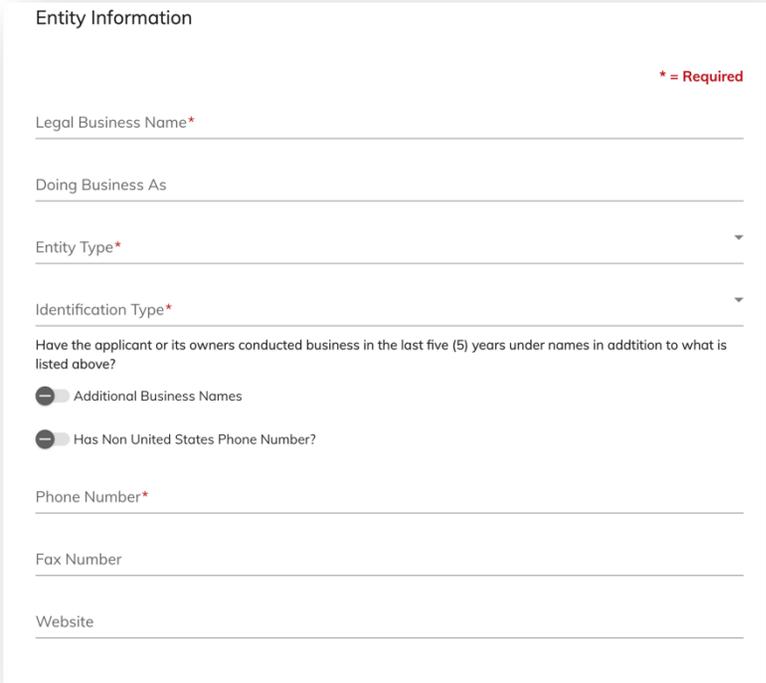
	<p>3. Close your browser window completely. 4. Reenter the MiLogin link to login as an existing user.</p>	
<p>2</p>	<p>Locate and Select the Service of Choice</p>	
<p>2.1</p>	<p>Discover Online Services</p> <ul style="list-style-type: none"> • Located on the homepage, click Discover Online Services. • Search for the Service you are going to apply for. <p>To search, follow one of the options below:</p> <p><u>Option 1</u></p> <ul style="list-style-type: none"> • Type in the name of your desired service in the search bar. • Click “Search” <p><u>Option 2</u></p> <ul style="list-style-type: none"> • Select the agency, Michigan Gaming Control Board (MGCB) in “Filter Departments” then select the application. 	 

<p>2.2</p>	<p>Select the Application</p> <ul style="list-style-type: none"> From one of your search options, select the MGCB-MAP Service 	
<p>2.3</p>	<p>Agree to Terms & Conditions</p> <ul style="list-style-type: none"> After selecting the service, a full description with terms and conditions will appear. Check the box to agree to Terms & Conditions Click “Request Service” 	
<p>2.4</p>	<p>Processing Your Request</p> <p>You will be notified via email when access is granted, within a few minutes.</p> <p>NOTE: You will have to wait for access to be granted to launch the service.</p>	

<p>2.5 Application Approval</p> <ul style="list-style-type: none"> Once you've been given access to the service, it will appear on your home page. <p>NOTE: When you click on the service, it will open a new browser window to the MGCB Application Portal (MAP).</p>	
<p>3 Redirected to MGCB Application Portal (MAP) Home Screen</p>	<p>3.1 Home Screen</p> <p>You will be greeted with the home screen where you will find the following</p> <ul style="list-style-type: none"> Welcome Message Cart Entities Contact Us Open Applications Available to Purchase 
<p>3.2 Logging In - New Customer</p> <p>Create an Entity to provide information for the business.</p> <p>Logging In – First Time User Existing MGCB Customer.</p> <ul style="list-style-type: none"> Claim Entity Option for already established business in MAP having received a MGCB invitation Follow directions OR Create an Entity to provide information 	

II. Steps for Creating an Entity

#	You Do	You See (actual screens may vary)
4	<p>Claiming an Existing Entity</p> <ul style="list-style-type: none">• Click “Claim with PIN”• Entity Name• Personal Identification Number (PIN)<ul style="list-style-type: none">○ Can be found in your emailed invitation or renewal application notice.○ NOTE: Can only be used once. If already claimed contact the MGCB.• Anything with an asterisk (*) is a required field.	 <p>Home</p> <p>Welcome to the Michigan Gaming Control Board Application Portal (MAP)</p> <p>The Michigan Gaming Control Board's (MGCB) mission is to ensure the conduct of fair and honest gaming to protect the interests of the citizens of the state of Michigan.</p> <p>Our online portal enables users to apply for licensure, exemption & registration to work with the Detroit Casinos or Michigan online internet gaming, online sports betting, or fantasy contests, as determined by the Michigan Gaming Control & Revenue, Internet Gaming, Internet Sports Betting and Fantasy Contests Acts & Rules.</p> <p>If your company hasn't already been approved for a Vendor Exemption or Registration, select Create an Entity. If you already have an established Entity or received an invitation to claim an Entity/Employer, select Claim with PIN.</p> <p>+ Create an Entity Claim with PIN</p>  <p>Claim with PIN</p> <p>Personal Identification Number (PIN)*</p> <p>Please enter a Personal Identification Number (PIN)</p> <p>✓ Claim ✕ Cancel</p>

5	Create an Entity	
5.1	<p>Step 1 - Entity Information</p> <p>Enter business information.</p> <p><u>Entity Type</u></p> <ul style="list-style-type: none"> Select entity type. <p><u>Identification Type</u></p> <ul style="list-style-type: none"> Federal Employer Identification Number. <p>NOTE: If the applicant or its owner conducted business in the last 5 years under a different or in addition to the information above, you will have to input more information.</p> <p>Click “Next”</p>	
5.2	<p>Step 2 – Entity Details</p> <p>Are you registered with LARA? <u>Yes, I am registered!</u> You will need your Registration Number.</p> <ul style="list-style-type: none"> Is the company publicly traded? <ul style="list-style-type: none"> <u>Yes</u> <ul style="list-style-type: none"> Stock Exchange Name Stock Ticker Symbol 	

- Tax Return Type
- Established Date
- No
 - Know your tax return type
 - 1040, 1065, 1120-C, 1120-S, Other
 - Established Date

No, I am not registered.

- Explain why the business isn't registered with LARA.
 - Follow the same path as above.
- Click "Next"

5.3

Step 3 – Addresses

- Enter the business's physical address.
- **NOTE** – anything with an asterisk (*) is a required field.

Is the mailing address the same as your physical address?

- Simply click the toggle  and it will turn blue
- If not, enter the mailing address

Validate the address

- Click "Next" to validate the address then click "Continue"

5.4

Step 4 – Entity Contact

- Enter name and information of the primary contact.

Non-United States phone number?

- Click the toggle and enter the number.

Click **“Next”**

The screenshot shows a form titled "Entity Contact" with a red asterisk legend indicating that fields marked with an asterisk are required. The form contains the following fields and controls:

- Primary Contact First Name*
- Primary Contact Last Name*
- Primary Contact Title*
- Email*
- Has Non United States Phone Number? (toggle switch)
- Phone Number*

5.5

Step 5 – Employer Licensing Contact

- Enter the name and information of the Employer Licensing Contact.

Non-United States phone number?

- Click the toggle and enter the number.
- Click **“Save”**

Validate the address

- Click **“Save”** to validate the address then click **“Continue”**

The screenshot shows a form titled "Employer Licensing Contact". At the top right, there is a legend: "* = Required". The form contains the following fields and sections:

- Employer Licensing Contact First Name*
- Employer Licensing Contact Last Name*
- Employer Licensing Contact Title*
- Email*
- Has Non United States Phone Number? (toggle switch)
- Phone Number*
- Mailing Address**
- Country* (dropdown menu)
- Address*
- Address Line 2
- City* (dropdown menu)
- State/Province* (dropdown menu)
- Postal Code* (dropdown menu)
- County

III. Application Process

#	You Do	You See (actual screens may vary)
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There are two types of applications that can be created

Supplier Application Types

- Internet Gaming Supplier
- Internet Sports Betting Supplier
- Gaming Related Commercial Casino Supplier
- Non-Gaming Related Commercial Casino Supplier
- Fantasy Contest Operator
- Fantasy Contest Management Company

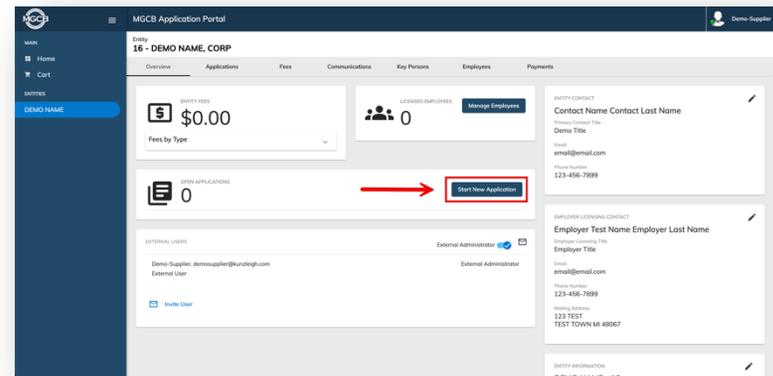
NOTE: More details regarding the different application types can be found below.

Supplier License Exemption Application

Overview Screen

- Once you have claimed or created an entity, you will be brought to your Overview screen where you can start your application.
- To start a new application, click **“Start New Application”**

NOTE: This screen is the same regardless of which application type you are applying for.



6

Supplier License Exemption Application

Who is this application for?

- The MGCB may waive the supplier licensing requirements in certain circumstances to entities providing nongaming-related goods and/or services to a casino licensee. An entity may qualify for a supplier license exemption if it falls within the guidelines established in Rule 432.1322(4) of the Board's Resolution 2024-03.

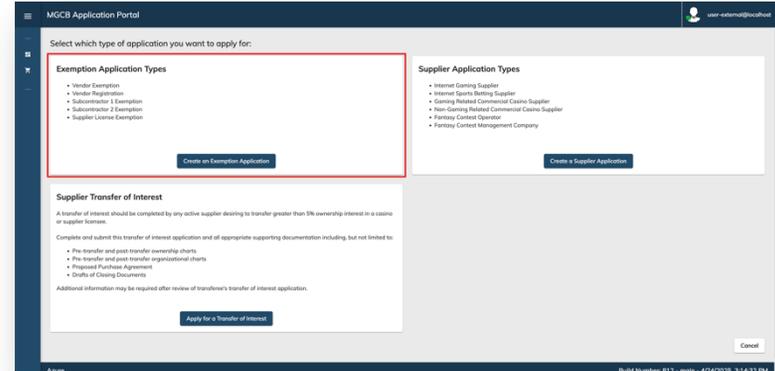
6.1 Let's Get Started!

- After you have clicked “Start New Application” you will be directed to a new screen to select your application type.

Click “Apply for Supplier License Exemption”.

NOTE: You have may to scroll to the bottom

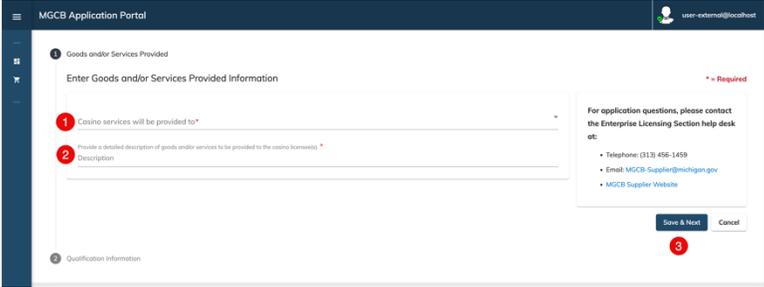
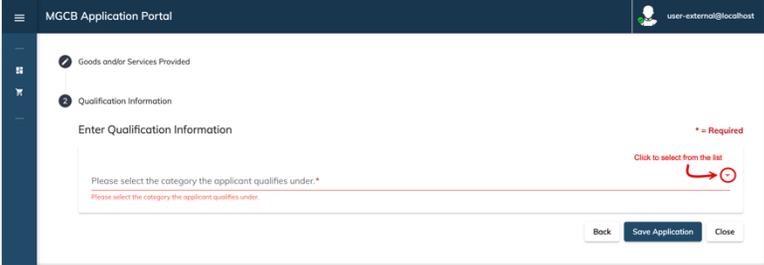
- A popup window will appear explaining who is eligible to file a Supplier License Exemption Application. If you meet the criteria, click “Apply for Supplier License Exemption”.



Who is eligible to file a Supplier License Exemption Application?

The MGCB may waive the supplier licensing requirements in certain circumstances to entities providing nongaming-related goods and/or services to a casino licensee. An entity may qualify for a supplier license exemption if it falls within the guidelines established in Rule 432.1322(4) of the Board's Resolution 2021-03.

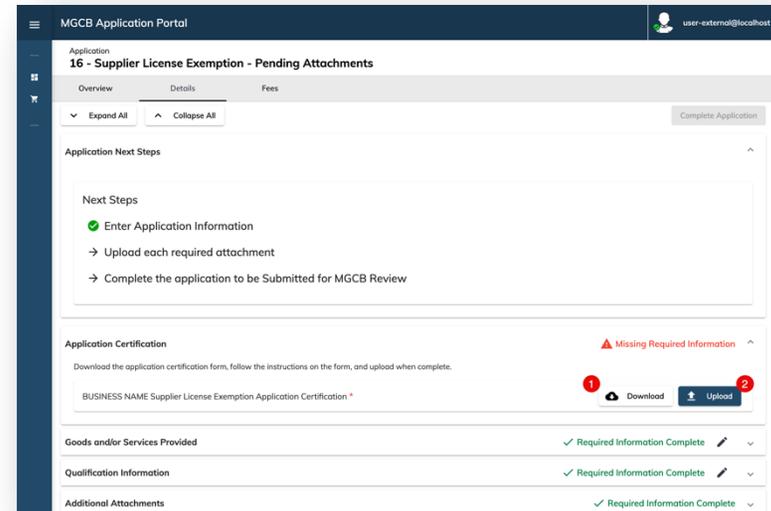
[Apply for Supplier License Exemption](#)

<p>6.2</p>	<p>Enter Good and/or Services Provided</p> <ul style="list-style-type: none"> • Select who the casino services will be provided to. <i>(Select all that apply)</i> • Enter a detailed description of the goods and/or services that will be provided to the casino licensee(s). <p>Click “Save & Next”</p>	
<p>6.3</p>	<p>Enter Qualification Information</p> <ul style="list-style-type: none"> • From the dropdown menu, select the category that the applicant qualifies for. • After you select a category, a description will appear below to help confirm that you’ve made the correct choice. <p>NOTE: Depending on the category selected, additional information or documentation may be required.</p> <p>Click “Save Application”</p>	

6.4 Details Screen - Application Next Steps

You must upload each required attachment.

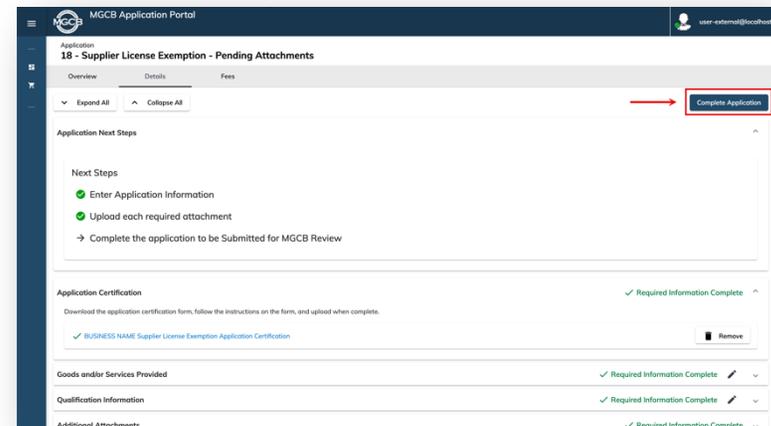
- Action will have ✓ when completed.
- Action will have a → when incomplete.
- To upload a document, click the ✓ and click “**Download**” to download and print the required documentation.
- Click “**Upload**” to upload the completed required documentation.



6.5 Submit Supplier License Exemption Application

- Once the required documentation is uploaded, the missing required information will update to show Required Information Complete in green, along with a green checkmark.
- From here the **Complete Application** button will be enabled
- Click “**Complete Application**”

You will be redirected to a confirmation screen indicating that your application has been successfully submitted for MGCB review.



7

Supplier Application Types

Internet Gaming Supplier

Who is this application for?

- These persons require a license to provide internet gaming and sports betting operators good and services regarding the operation of internet gaming and internet sport betting pursuant to the Lawful Internet Gaming Act, MCL 432.301 – 432.322 and/or the Lawful Sports Betting Act, MCL 432.401 – 432.419. This does not include suppliers of goods or services for retail sports betting conducted in the Detroit casinos.

Fees:

- **Initial:** \$2,500 non-refundable application fee and \$5,000 non-refundable license fee
- **Annual:** \$2,500 license fee (yearly application not required years 2-4)
- **5-yr Renewal:** \$2,500 license fee

Internet Sports Betting Supplier

Who is this application for?

- These persons require a license to provide internet gaming and sports betting operators good and services regarding the operation of internet gaming and internet sport betting pursuant to the Lawful Internet Gaming Act, MCL 432.301 – 432.322 and/or the Lawful Sports Betting Act, MCL 432.401 – 432.419. This does not include suppliers of goods or services for retail sports betting conducted in the Detroit casinos.

Fees:

- **Initial:** \$2,500 non-refundable application fee and \$5,000 non-refundable license fee
- **Annual:** \$2,500 license fee (yearly application not required years 2-4)
- **5-Year Renewal:** \$2,500 license fee

Gaming Related Commercial Casino Supplier

Who is this application for?

- These persons supply equipment, goods, or services to casino licensee pursuant to the Michigan Gaming Control and Revenue Act, MCL 432.201 - 432.226. Gaming-related goods and/or services include but are not limited to those that are directly related to the conduct of gambling, or which otherwise affect the play and results of gambling games or devices. This includes suppliers of goods or services for retail sports betting conducted in the Detroit casinos.

Fees:

- **Initial:** \$2,500 non-refundable application fee and \$5,000 non-refundable license fee
- **Annual:** \$5,000 license fee

- **5-Year Renewal:** \$5,000 license fee

Non-Gaming Related Commercial Casino Supplier

Who is this application for?

- These persons, on a regular and continuing basis, supply goods or services that are not directly related to, used in connection with, or affect gaming, to a casino licensee pursuant to the Michigan Gaming Control and Revenue Act, MCL 432.201 - 432.226. A person is deemed to be supplying nongaming related goods or services to a casino licensee, if the total dollar amount of the person's nongaming related transactions with any 1 casino licensee are equal to or greater than \$400,000.00 within any rolling 12-month period. See Mich Admin Code R 432.1322(3).

Fees:

- **Initial:** \$2,500 non-refundable application fee and \$5,000 non-refundable license fee
- **Annual:** \$5,000 license fee
- **5-Year Renewal:** \$5,000 license fee

Fantasy Contest Operator

Who is this application for?

- These persons operate, carry on, conduct, maintain, expose or offer for play fantasy contests and awards prizes of value pursuant to the Fantasy Contest Consumer Protection Act, MCL 432.501 - 432.516. This does not include a casino licensee pursuant to Michigan Gaming Control and Revenue Act, MCL 432.201 - 432.226, or a federally recognized Indian tribe licensed under the Lawful Internet Gaming Act or the Lawful Sports Betting Act.

Fees:

- **Initial:** \$10,000 non-refundable application fee
- **Annual:** \$5,000 license fee
- **5-year Renewal:** \$5,000 license fee

Fantasy Contest Management Company

Who is this application for?

- These persons manage the day-to-day fantasy contest operations of a fantasy contest operator pursuant to the Fantasy Contest Consumer Protection Act, MCL 432.501 - 432.516.

Fees:

- **Initial:** \$5,000 non-refundable application fee

- **Annual:** \$5,000 license fee
- **5-Year Renewal:** \$5,000 license fee

8 Getting Started on an Application

Required Attachments for Application(s)

- **Paper Application** – you must download, fill out, and upload this application
 - **NOTE:** this application is the same regardless of the category selected.
- **Notarized Attachments**
 - Attachments A-D
- **Ownership Attachments**
 - Letter of Intent or Written Agreement
 - Articles or Certificate of Incorporation
 - Ownership Flowchart
 - Organizational Chart
 - Certificate of Insurance
- **IRS Tax Account Transcript Statements**
 - Internal Revenue Service (IRS) Tax Account Transcripts for the past 4 filing periods
 - Need help requesting your Transcripts? Click [here](#)
- **Tax Returns**
 - Completed federal, state, and local tax returns from the past 3 years.
- **Financial Statements**
 - Financial statements from the past 3 years.

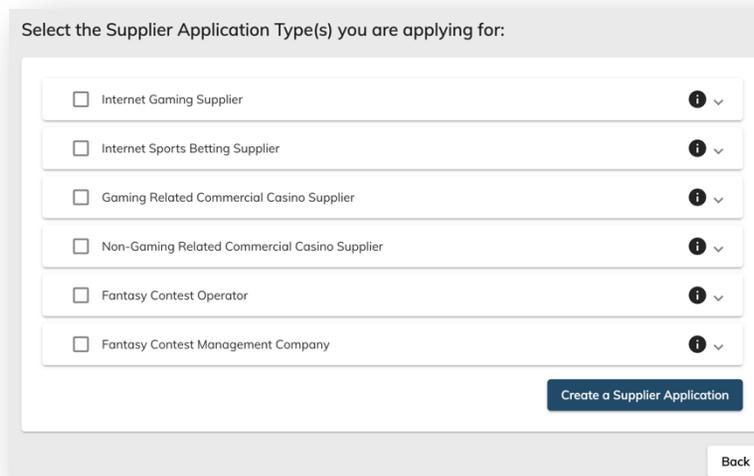
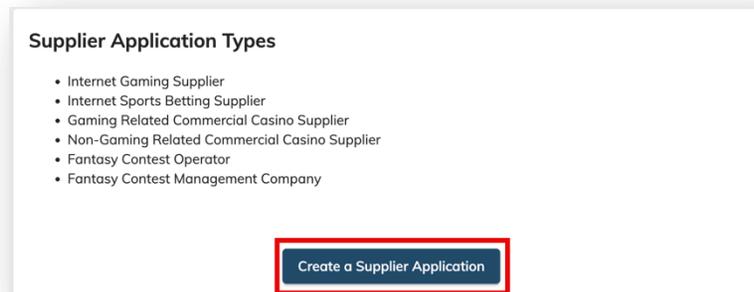
Some Important Information to Get You Started:

- All application types have the same pathway.
- You can choose to apply for multiple at once; however, some applications may not be available together.
- You must hit the “**Save Application**” button if you want your application saved.

8.1

Let's Get Started!

- Click "Create a Supplier Application"
- Select the Supplier Application Type(s) you are applying for.



8.2

General Applicant Information

- Category is preselected for you depending on the type of application you have selected.
- A detailed description of the Goods/Services to be supplied is required.
- Fill out information on screen.

Click **“Save Application”**

The screenshot displays the MGC B Application Portal interface. At the top, the MGC B logo and 'MGC B Application Portal' are visible on the left, and a user profile icon labeled 'Demo-Supplier' is on the right. The main content area is titled 'General Information' and 'Enter General Applicant Information'. It features several required fields: 'Category*', 'Ownership Country*', 'Registration Country*', and 'Registration State*'. Each field has a dropdown arrow and a red asterisk indicating it is required. Below the 'Category*' field, there are two lines of text: 'Provide a detailed description of Goods/Services to be supplied to Casino, Tribe, Platform Provider, Supplier or Fantasy Contest Operator.*' and 'Provide a detailed description of Goods/Services to be supplied to Casino, Tribe, Platform Provider, Supplier or Fantasy Contest Operator.' To the right of the form, a box provides contact information for the Enterprise Licensing Section help desk: 'Telephone: (313) 456-1459', 'Email: MGC B-Supplier@michigan.gov', and 'MGC B Supplier Website'. At the bottom right of the form, there are two buttons: 'Save Application' (highlighted with a red box) and 'Cancel'.

9

Details Screen

9.1

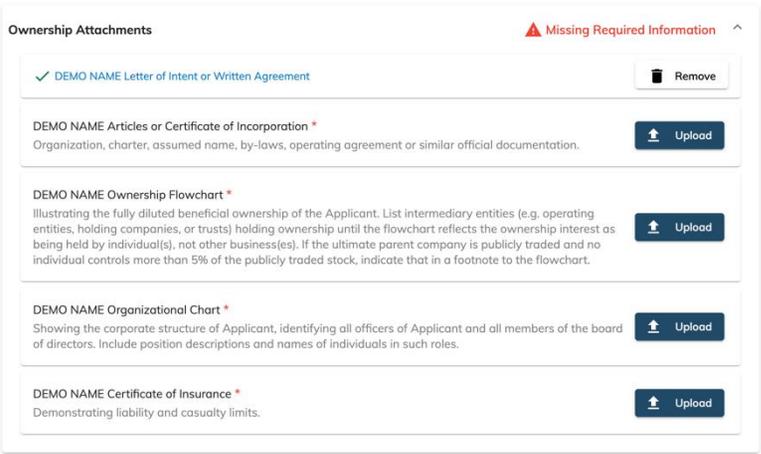
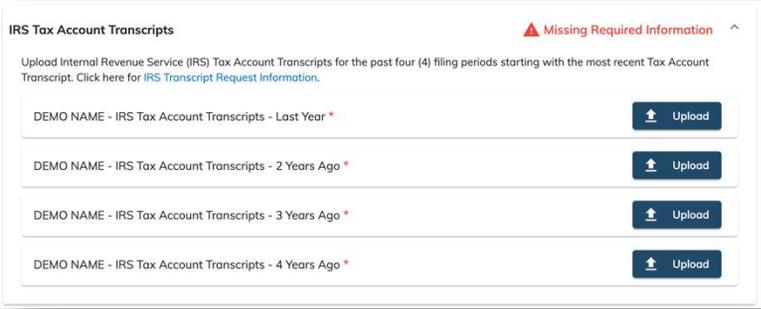
Step 1 – Application Next Steps

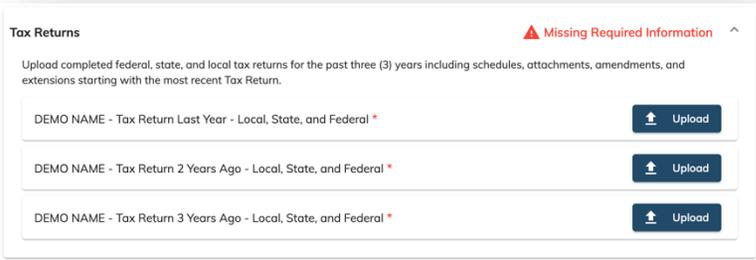
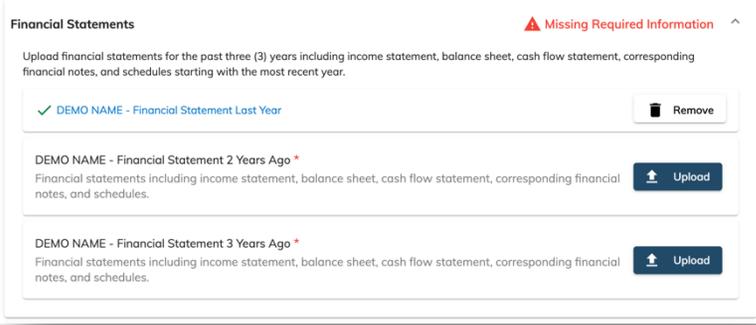
You must upload each required attachment.

- Action will have ✓ when completed.
- Action will have a → when incomplete.
- To upload a document, click the ✓ and click **“Download”** to download and print the required documentation.
- Click **“Upload”** to upload the completed required documentation.

The screenshot displays the MGCB Application Portal interface. The header includes the MGCB logo, a menu icon, the text 'MGCB Application Portal', and a user profile for 'user-external@localhost'. The main content area is titled 'Application 13 - Supplier Initial - In Progress' and features tabs for 'Overview', 'Details', 'Fees', and 'Key Persons'. Below the tabs are 'Expand All' and 'Collapse All' buttons, and a 'Manage Key Persons' button. The 'Application Next Steps' section is expanded, showing a list of steps: 'Enter Application Information' (marked with a green checkmark), 'Upload each required attachment', 'Select the Manage Key Persons Button', 'Manage all Associated Key Persons and select the Complete Application button', and 'Checkout and Pay for Application to be Submitted for MGCB Review'. Below this, the 'Application Attachments' section is expanded, displaying a table with one row: 'TEST NAME Supplier Initial Application *' with 'Download' and 'Upload' buttons. A red warning icon and text 'Missing Required Information' are visible. Other attachment categories like 'Notarized Attachments', 'Ownership Attachments', 'IRS Tax Account Transcripts', 'Tax Returns', 'Financial Statements', 'General Information', and 'Additional Attachments' are listed with their respective completion status (e.g., 'Missing Required Information' or 'Required Information Complete').

<p>9.2</p>	<p>Step 2 – Application Attachments</p> <p>Download the supplier application.</p> <ul style="list-style-type: none"> • Click “Download” to download application. • Follow instructions. • Click “Upload” when the application is complete. <p>NOTE: Use Additional Tables as needed by clicking here</p>	
<p>9.3</p>	<p>Step 3 – Notarized Attachments</p> <p>Download the Attachment A-D forms.</p> <ul style="list-style-type: none"> • Click “Download” to download the forms. • Follow instructions on the form. • Click “Upload” to attach documents. <p>NOTE: Form must be notarized before being uploaded.</p>	

<p>9.4</p>	<p>Step 4 – Ownership Attachments</p> <p>Click “Upload” to attach the following documents:</p> <ul style="list-style-type: none"> • Letter of Intent or Written Agreement • Articles or Certificate of Incorporation • Ownership Flowchart • Organizational Chart • Certificate of Insurance 	
<p>9.5</p>	<p>Step 5 – IRS Tax Account Transcripts</p> <p>You will need your Tax Account Transcripts for the last 4 filing periods, starting with the most recent Tax Account Transcripts.</p> <p>Click “Upload” to attach the following documents:</p> <ul style="list-style-type: none"> • IRS Tax Account Transcripts – Last Year • IRS Tax Account Transcripts – 2 Years Ago • IRS Tax Account Transcripts – 3 Years Ago • IRS Tax Account Transcripts – 4 Years Ago <p>Need help requesting your Transcripts?</p> <ul style="list-style-type: none"> • Click here 	

<p>9.6</p>	<p>Step 6 – Tax Returns</p> <p>You will need your completed federal, state, and local tax returns for the past 3 years. This includes schedules, attachments, amendments, and extensions starting with the most recent Tax Return.</p> <p>Click “Upload” to attach the following documents:</p> <ul style="list-style-type: none"> • Tax Return Last Year – Local, State, and Federal • Tax Return 2 Years Ago – Local, State, and Federal • Tax Return 3 Years Ago – Local, State, and Federal 	
<p>9.7</p>	<p>Step 7 – Financial Statements</p> <p>You will need to upload your financial statements for the past 3 years. This includes income statements, balance sheets, cash flow statements, corresponding financial notes, and schedules starting with the most recent year.</p> <p>Click “Upload” to attach the following documents:</p> <ul style="list-style-type: none"> • Financial Statement Last Year • Financial Statement 2 Years Ago • Financial Statement 3 Years Ago 	

9.8

Additional Attachments

Use this section to upload any extra documents that may be helpful or relevant to your application, even if they were not explicitly requested.



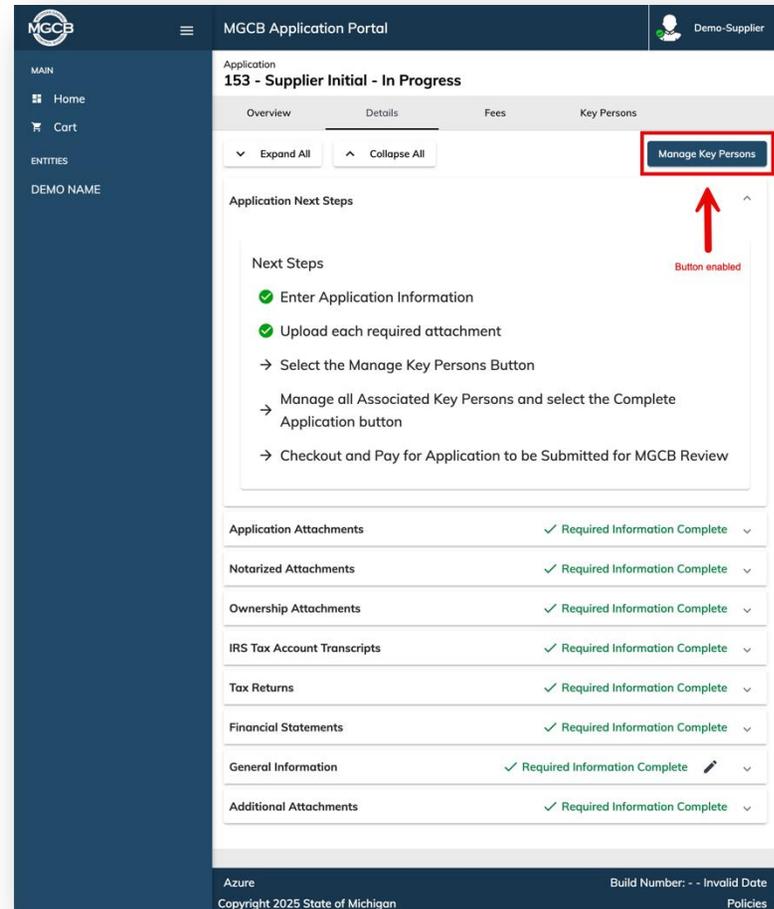
9.9

Next Steps

Once you have uploaded all the necessary documents, the **“Manage Key Persons”** button will be enabled.

- You will be asked if you would like to proceed by saving all application information and manage Key Persons.

Click **“Manage Key Persons”**

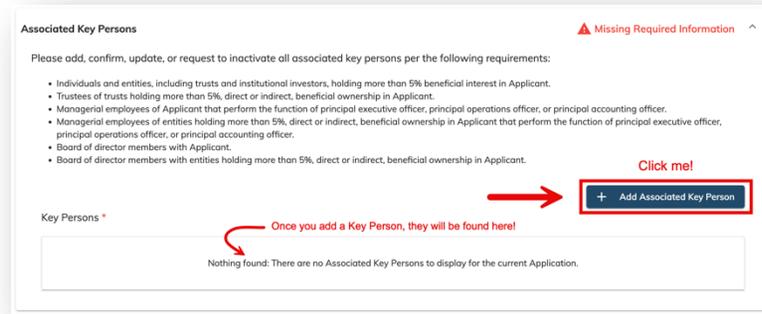


10

Key Persons

A Special Note about Assigning Responsibility for Key Persons Applications:

	<p>For each Key Person added, choose who will complete their application – either yourself or the Key Person/their contact. If the key person is responsible, they’ll receive an email with a unique link that allows them to bypass MiLogin and go directly into MAP with limited access.</p> <p>NOTE: Once their application is submitted, the link is no longer valid.</p> <p>NOTE: The process of how to fill out and submit a Key Persons Application is in Section V.</p>
<p>10.1</p>	<p>Associated Key Persons</p> <p>You must add, confirm, update, or request to inactivate all associated Key Persons per the following requirements on the screen:</p> <ul style="list-style-type: none"> • Click “Add Associated Key Person”. • Fill out all the information. <p>NOTE: Information may vary depending on the type of Key Person.</p> <p>Validate Address</p>
<p>11</p>	<p>Submitting an Application</p> <p>You can either choose to “Edit Application” or “Complete Application”.</p> <ul style="list-style-type: none"> • Once confirmed, the system will invite any associated Key Persons to manage their application information. <p>NOTE: You will not be able to make any changes after completing your application.</p>



12 Purchasing an Application

12.1

Ways to Purchase an Application

There are several ways to pay for your application(s).

Option 1

Follow the Application Process

- You will automatically be taken to your cart.

Option 2

From Home Screen

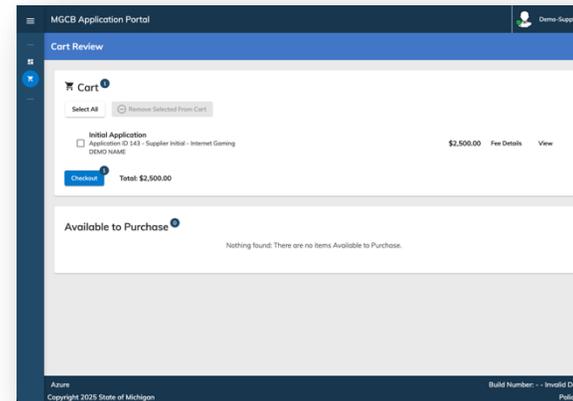
- The card labeled **Cart** is where you will see your initial Application.
- Click **“Review & Checkout”**.

Once at Cart Review Screen

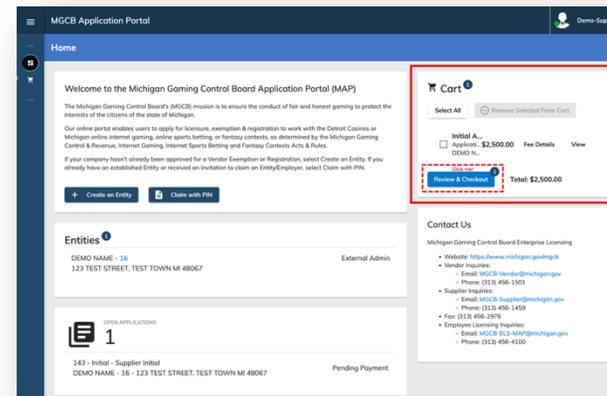
- Click **“Checkout”** to complete the purchase
- Agree to Application Acknowledgment

NOTE: You can checkout with one or multiple applications, simply select the application(s) you'd like to checkout with.

Option 1



Option 2

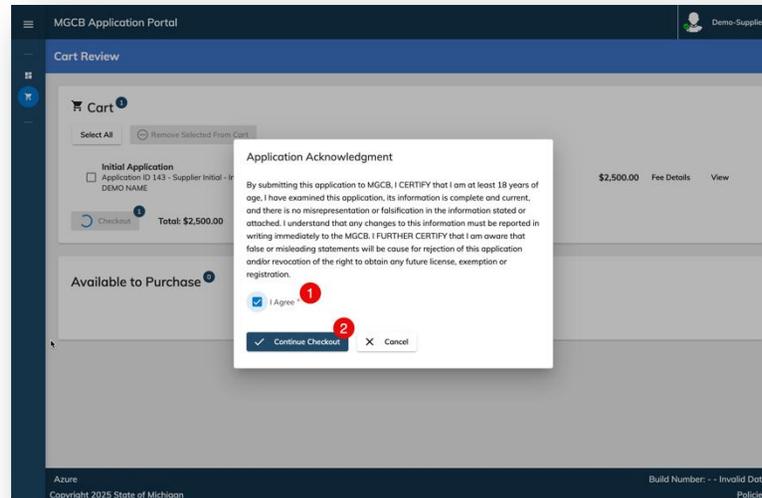


12.2

Application Acknowledgment

You must read through the application acknowledgment.

- Click the “I agree” box
- Then click “Continue to Checkout”



12.3

Confirmation Message & Redirect

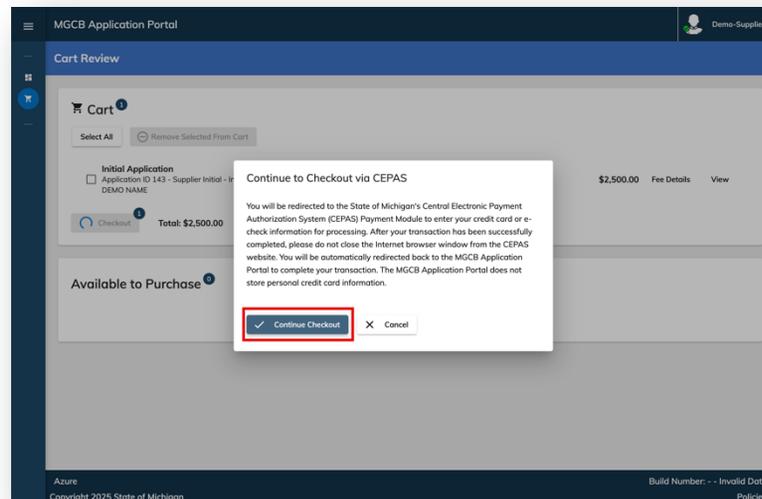
This will redirect you to the State of Michigan’s Central Electronic Payment Authorization System (CEPAS) Payment Module.

- Click “Continue Checkout”
- Proceed and complete the payment

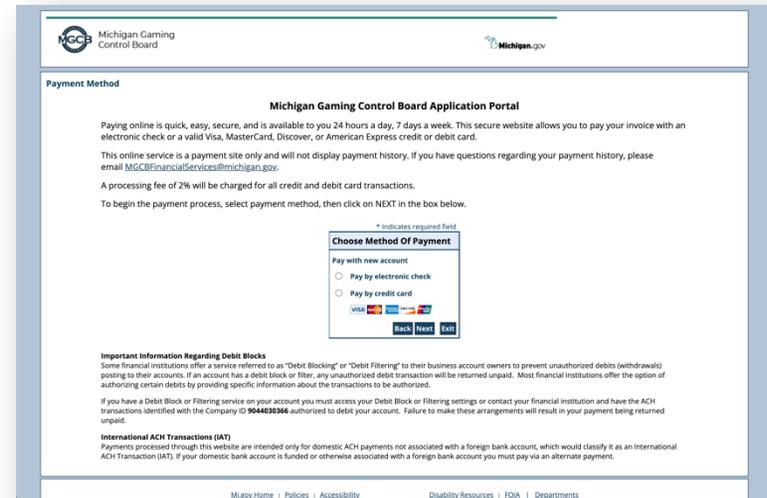
You have two payment options:

- eCheck – which is limited to amounts less than \$5,000 (\$4,999.99 and under).
- Credit Card

NOTE: You will be redirected back to **Payment Confirmation** screen in MGC Application Portal



that displays your “Payment Details”, such as confirmation number, date, and amount.



13 Downloading a Receipt

13.1 Receipt Options

A receipt is available for your records. There are a few options to download one.

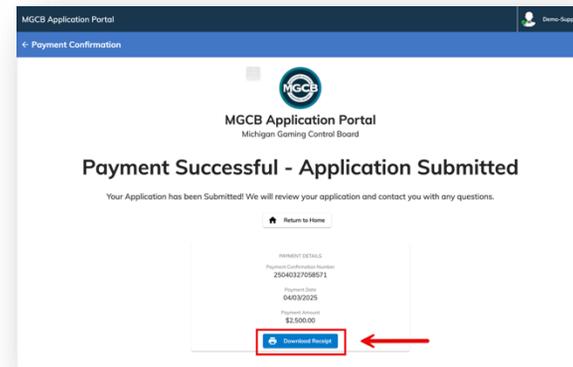
Option 1

When you are redirected back to the **Payment Confirmation** screen in MAP, simple click, “**Download Receipt**”.

Option 2

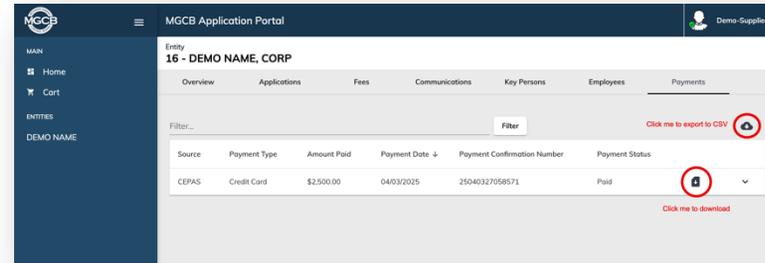
- At the top of the entity list, click **Payments**.
- Click the “**Receipt Icon**” next to the payment information.

Option 1:



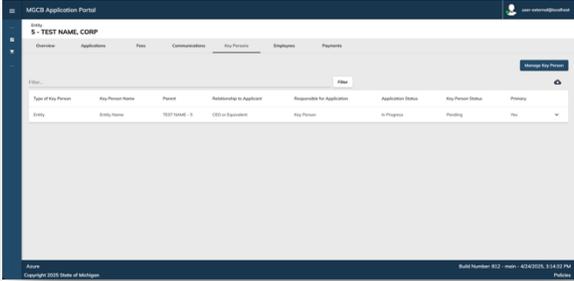
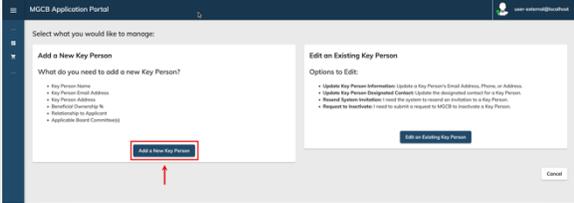
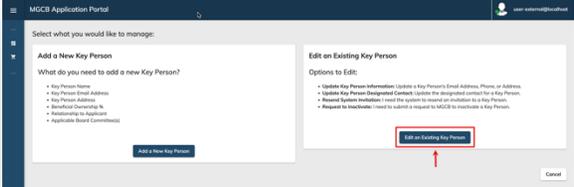
- The receipt will download as a PDF.
- Click the “**Cloud Download**” icon to export to CSV.

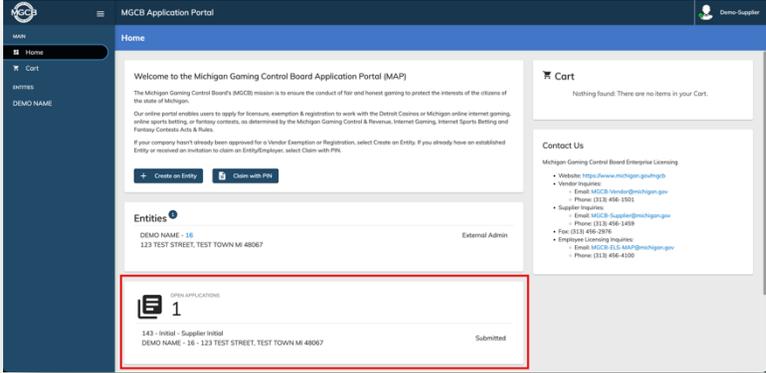
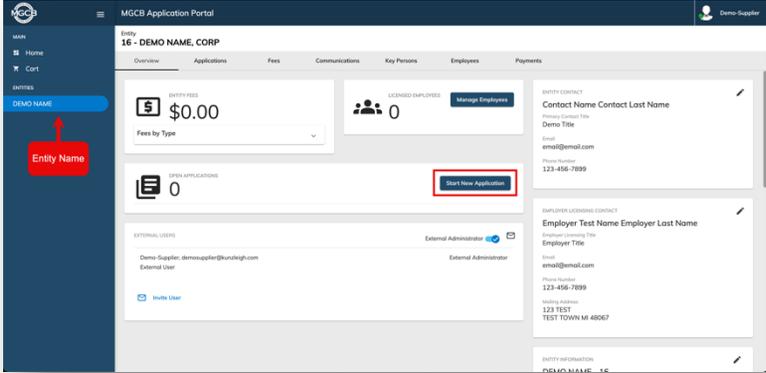
Option 2:



IV. Application Maintenance

#	You Do	You See (actual screens may vary)
14	<p>Editing An Application</p> <p>Can you edit an application?</p> <ul style="list-style-type: none"> • Once you have submitted your application you can no longer edit it. <p>However,</p> <ul style="list-style-type: none"> • You can add/edit Key Persons and Employees. 	
15	<p>Adding or Editing a Key Person</p>	

<p>15.1 Where do I find this? At the top of the entity list, click Key Persons</p> <ul style="list-style-type: none"> Here you will see any Key Persons that have been added. <p>If you want to edit or add a Key Person, click “Manage Key Person”</p>	
<p>15.2 I want to add a new Key Person Click “Add a New Key Person”</p> <ul style="list-style-type: none"> Follow the steps on the screen <p>Reminder! In addition to their general information, you will need:</p> <ul style="list-style-type: none"> Beneficial Ownership % Applicable Board Committee(s) 	
<p>I want to edit an existing Key Person Click “Edit an Existing Key Person”</p> <ul style="list-style-type: none"> Follow the steps on the screen <p>You will have the following options to edit:</p> <ul style="list-style-type: none"> Update General Information Update Designated Contact Resend System Invitation Request to Inactivate <p>NOTE: This can only be done if the Key Person has completed their own application.</p>	

16	<h2>Application Status</h2>	
16.1	<h3>Where can I see my application status?</h3> <ul style="list-style-type: none"> On the home screen you will be able to see the status of your application under “Open Applications”. If you want more details on your application, select the application and it will redirect you to an application overview screen. <p>What if my application says “pending”</p> <ul style="list-style-type: none"> Your application will be reviewed for completeness but cannot be processed further without all associated key person applications being submitted and completed. 	
16.2	<h3>Need to start a new application?</h3> <ul style="list-style-type: none"> Click on your Entity name on the left side of the home screen. You will be redirected to the Overview screen where you will see a card labeled “Open Applications”. Click “Start New Application” 	
16.3	<h3>Pending Omissions</h3> <p>This status indicated that MGCB requires additional information or documentation to continue reviewing your application.</p>	

	<p>What do I need to do?</p> <ul style="list-style-type: none"> You will receive an email with a detailed omissions letter outlining what you need. You will need to log back into the system, upload requested documents <p>Resubmit your application for further review.</p>
16.4	<p>How do I know if I've been approved?</p> <p>Once your initial application is approved by the board:</p> <ul style="list-style-type: none"> You are required to pay a license fee before receiving final approval. You will receive a notification with payment instructions and the fee will be in your cart. Once your fee is paid, the application will be approved and MGCB will mail you your physical license and approval letter. <p>NOTE: If your application category is Fantasy Contest Operator or Fantasy Contest Management Company, the license fee is paid at the time of application. Once the board approves the application, you will transition directly to approved status, and MGCB will mail your physical license and approval letter.</p>
17	<p>Renewals</p>
17.1	<p>Renewal requirements vary by license category:</p> <p><u>Those who are required to renew annually</u></p> <ul style="list-style-type: none"> Commercial Gaming Suppliers Nongaming Suppliers Fantasy Contest Operators Fantasy Contest Management Suppliers <p><u>Those who are required to pay an annual fee and submit a renewal application every 5 years</u></p> <ul style="list-style-type: none"> Internet Gaming Internet Sports Betting <p>A Few Notes:</p> <ul style="list-style-type: none"> The system will automatically generate and send a renewal notification 90 days before your renewal application is due. All associated Key Persons must also renew along with the supplier.

V. Key Persons Applications

#	You Do	You See <i>(actual screens may vary)</i>
18	<p>Getting Started with the Application</p> <p>After a supplier submits their application, the system generates an application for each associated Key Person based on the type of Key Person selected.</p> <p>The Supplier or Key Person is then responsible for completing the application.</p>	
19	<p>Entity Key Person Application</p> <p>Who is this application for?</p> <p>Business Disclosures are required for entities with the following characteristics, including but not limited to:</p> <ul style="list-style-type: none"> • More than 5% in an applicant in connection with the Michigan Gaming Control & Revenue, Lawful Internet Gaming and Lawful Sports Betting Acts, or 5% or more ownership interest or voting rights with the Fantasy Contests Consumer Protection Act. • Entities holding more than 5% ownership interest in the applicant or its qualifying businesses in connection with the Michigan Gaming Control & Revenue, Lawful Internet Gaming and Lawful Sports Betting Acts. • Entities holding 5% or more ownership interest or voting rights in the applicant in connection with the Fantasy Contests Consumer Protection Act. <p>Required Attachments for Application(s)</p> <ul style="list-style-type: none"> • Business Disclosure Application – you must download, fill out, and upload this application • Notarized Attachments <ul style="list-style-type: none"> ○ Attachments A-D • Ownership Attachments <ul style="list-style-type: none"> ○ Articles or Certificate of Incorporation ○ Ownership Flowchart ○ Organizational Chart • IRS Tax Account Transcript Statements 	

- Internal Revenue Service (IRS) Tax Account Transcripts for the past 4 filing periods
- Need help requesting your Transcripts? Click [here](#)

- **Tax Returns**

- Completed federal, state, and local tax returns from the past 3 years.

- **Financial Statements**

- Financial statements from the past 3 years.

Additional Attachments

19.1 Step 1 – General Information

- Enter business related information such as:
 - Entity Name
 - Address
 - Identification Number Type
 - Ownership Type
 - Established Date
- General Information for Business
 - Address
 - Designated Contact

Click “Save”

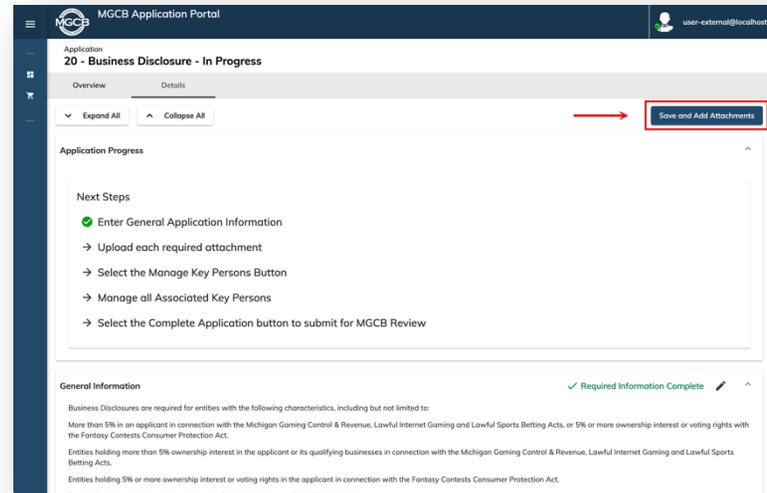
The screenshot displays the MGC Application Portal interface. At the top, the header shows the MGC logo and the text 'MGC Application Portal'. The user is logged in as 'user-external@localhost'. The main content area is titled 'Application 20 - Business Disclosure - In Progress' and has two tabs: 'Overview' and 'Details'. A red warning icon indicates 'Missing Required Information'. The 'General Information' section contains the following text: 'Business Disclosures are required for entities with the following characteristics, including but not limited to: More than 5% in an applicant in connection with the Michigan Gaming Control & Revenue, Lawful Internet Gaming and Lawful Sports Betting Acts, or 5% or more ownership interest or voting rights with the Fantasy Contests Consumer Protection Act. Entities holding more than 5% ownership interest in the applicant or its qualifying businesses in connection with the Michigan Gaming Control & Revenue, Lawful Internet Gaming and Lawful Sports Betting Acts. Entities holding 5% or more ownership interest or voting rights in the applicant in connection with the Fantasy Contests Consumer Protection Act. For application questions, please contact the Enterprise Licensing Section help desk at: Telephone: (313) 456-1459, Email: MGCBI-Supplier@michigan.gov, MGCBI Supplier Website'. Below this text are several input fields: 'Name*' (Entity Name), 'Doing Business As', 'Identification Number Type*', 'Ownership Type*', 'Established Date*' (with a calendar icon), 'Phone Number*' (with a radio button for 'Has Non United States Phone Number?'), 'Email Address*' (test@email.com), 'Business Address' section with 'Country*' (UNITED STATES), 'Address*' (123 TEST STREET), 'Address Line 2', 'City*' (TEST TOWN), 'State*' (MICHIGAN), 'Postal Code*' (48067), 'County', 'Designated Contact Name*' (Contact Name), 'Designated Contact Email Address*' (test@email.com), 'Designated Contact Phone Number*' (123-456-7899), and 'Designated Contact Title*' (Contact Title). At the bottom, there is a checkbox for 'I have filed a disclosure application within the last year.'.

19.2

Step 2 – Save & Add Attachments

After you have saved the general information, you will need to upload the required documents.

- Click **“Save and Add Attachments”**



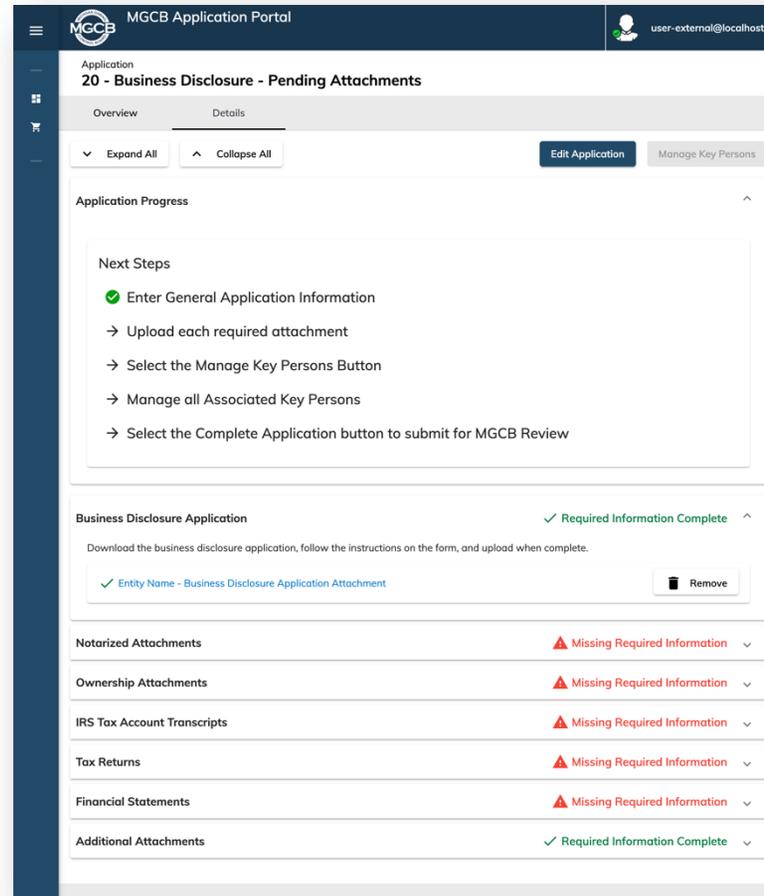
19.3 Step 3 – Upload Required Attachments

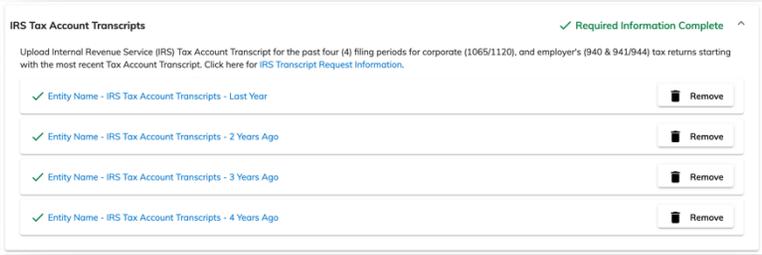
You must upload each required attachment.

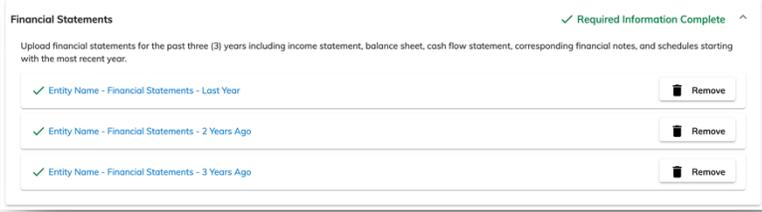
- Action will have ✓ when completed.
- Action will have a → when incomplete.
- To upload a document, click the ✓ and click “**Download**” to download and print the required documentation.
- Click “**Upload**” to upload the completed required documentation.

Go through each section and upload all the required attachments.

- All required attachments are listed above



<p>19.4</p>	<p>Step 4 – Notarized Attachments</p> <p>Download the Attachment A-D forms.</p> <ul style="list-style-type: none"> • Click “Download” to download the forms. • Follow instructions on the form. • Click “Upload” to attach documents. <p>NOTE: Form must be notarized before being uploaded.</p>	
<p>19.5</p>	<p>Step 5 – Ownership Attachments</p> <p>Click “Upload” to attach the following documents:</p> <ul style="list-style-type: none"> • Articles or Certificate of Incorporation • Ownership Flowchart • Organizational Chart 	
<p>19.6</p>	<p>Step 6 – IRS Tax Account Transcripts</p> <p>You will need your Tax Account Transcripts for the last 4 filing periods, starting with the most recent Tax Account Transcripts.</p> <p>Click “Upload” to attach the following documents:</p> <ul style="list-style-type: none"> • IRS Tax Account Transcripts – Last Year • IRS Tax Account Transcripts – 2 Years Ago • IRS Tax Account Transcripts – 3 Years Ago • IRS Tax Account Transcripts – 4 Years Ago 	

	<p>Need help requesting your Transcripts? Click here</p>	
<p>19.7</p>	<p>Step 7 – Tax Returns</p> <p>You will need your completed federal, state, and local tax returns for the past 3 years. This includes schedules, attachments, amendments, and extensions starting with the most recent Tax Return.</p> <p>Click “Upload” to attach the following documents:</p> <ul style="list-style-type: none"> • Tax Return Last Year – Local, State, and Federal • Tax Return 2 Years Ago – Local, State, and Federal • Tax Return 3 Years Ago – Local, State, and Federal 	
<p>19.8</p>	<p>Step 8 – Financial Statements</p> <p>You will need to upload your financial statements for the past 3 years. This includes income statements, balance sheets, cash flow statements, corresponding financial notes, and schedules starting with the most recent year.</p> <p>Click “Upload” to attach the following documents:</p> <ul style="list-style-type: none"> • Financial Statement Last Year 	

	<ul style="list-style-type: none">• Financial Statement 2 Years Ago• Financial Statement 3 Years Ago	
19.9	<p>Additional Attachments</p> <p>Use this section to upload any extra documents that may be helpful or relevant to your application, even if they were not explicitly requested.</p>	

19.10

Next Steps

Once you have uploaded all the necessary documents, the “**Manage Key Persons**” button will be enabled.

- You will be asked if you would like to proceed by saving all application information and manage Key Persons.

Click “**Manage Key Persons**”

The screenshot displays the MGCB Application Portal interface. At the top, the header includes the MGCB logo and the text 'MGCB Application Portal'. The user's email address, 'user-external@localhost', is visible in the top right corner. The main content area is titled 'Application 20 - Business Disclosure - Pending Attachments'. Below the title, there are tabs for 'Overview' and 'Details', with 'Details' being the active tab. A navigation bar contains 'Expand All' and 'Collapse All' buttons, along with 'Edit Application' and 'Manage Key Persons' buttons. The 'Manage Key Persons' button is highlighted with a red border. A red arrow points to this button, with the text 'Button enabled' written in red below it. The 'Application Progress' section shows a list of 'Next Steps':

- ✓ Enter General Application Information
- ✓ Upload each required attachment
- Select the Manage Key Persons Button
- Manage all Associated Key Persons
- Select the Complete Application button to submit for MGCB Review

Below the next steps, a table lists various application components and their completion status:

Business Disclosure Application	✓ Required Information Complete
Notarized Attachments	✓ Required Information Complete
Ownership Attachments	✓ Required Information Complete
IRS Tax Account Transcripts	✓ Required Information Complete
Tax Returns	✓ Required Information Complete
Financial Statements	✓ Required Information Complete
Additional Attachments	✓ Required Information Complete

19.11

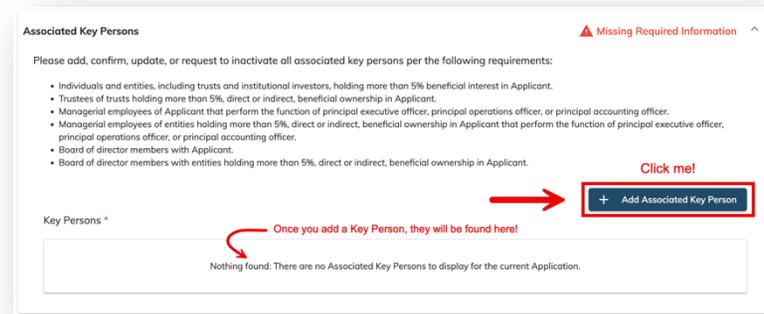
Add Associated Key Persons

You must add, confirm, update, or request to inactivate all associated Key Persons per the following requirements on the screen:

- Click “Add Associated Key Person”.
- Fill out all information.

NOTE: Information may vary depending on the type of Key Person.

Validate Address



19.12

Complete Application

You can either choose to “Edit Attachments” or “Complete Application”

- Click “Complete Application” if everything is in order

NOTE: You will not be able to make any changes after completing your application.

- Click “Complete Application”

The screenshot displays the MGCB Application Portal interface. At the top, the header shows the MGCB logo and the text 'MGCB Application Portal'. The user is logged in as 'user-external@localhost'. The main content area is titled 'Application 20 - Business Disclosure - Pending Key Persons'. Below the title, there are two tabs: 'Overview' and 'Details'. The 'Details' tab is active. In the top right corner of the details view, there are two buttons: 'Edit Attachments' and 'Complete Application'. The 'Complete Application' button is highlighted with a red rectangular box, and a red arrow points upwards towards it. Below the buttons, there is a section titled 'Application Progress' with a 'Next Steps' list. The list includes: 'Enter General Application Information', 'Upload each required attachment', and 'Select the Manage Key Persons Button'. Under the last item, there are two sub-steps: 'Manage all Associated Key Persons' and 'Select the Complete Application button to submit for MGCB Review'. Below the progress section, there is a section titled 'Associated Key Persons' with a green checkmark and the text 'Required Information Complete'. This section contains a list of requirements for associated key persons and a '+ Add Associated Key Person' button. At the bottom, there is a table titled 'Key Persons' with columns for Type, Name, Relationship to Applicant, Designated Contact Name, Designated Contact Email, and Key Person Status. The table contains one row with a green checkmark in the first column, 'ENTITY' in the second, 'Entity Name' in the third, 'CEO or Equivalent' in the fourth, 'Contact Name' in the fifth, 'email@email.com' in the sixth, and 'Pending' in the seventh. The footer of the page includes 'Azure', 'Copyright 2025 State of Michigan', 'Build Number: 815 - main - 4/29/2025, 3:13:04 PM', and 'Policies'.

<p>19.3</p>	<p>Application Submitted</p> <p>You will be redirected to a screen showing that your application has been submitted for MGCB Review.</p>	 <p>The screenshot shows a web browser window with the title 'MGCB Application Portal'. The page features the MGCB logo at the top center, followed by the text 'MGCB Application Portal' and 'Michigan Gaming Control Board'. Below this, the main heading reads 'Application Submitted' in a large, bold font. A smaller line of text underneath states: 'Your application has been successfully submitted for MGCB Review. We will review your application and contact you with any questions.' The browser's address bar shows 'user-external@localhost'.</p>
<p>20</p>	<p>Individual Key Person Application</p> <p>Who is this application for?</p> <p>Personal Disclosures are required for individuals with the following characteristics, including but not limited to:</p> <ul style="list-style-type: none"> • Directors, trustees or managerial employees of the applicant and its qualifying businesses performing the function of principal executive officer, principal operations officer, or principal accounting officer. • Individuals who hold more than 5% ownership interest in the applicant or its qualifying businesses in connection with the Michigan Gaming Control & Revenue, Lawful Internet Gaming and Lawful Sports Betting Acts. • Individuals who hold 5% or more ownership interest or voting rights in the applicant in connection with the Fantasy Contests Consumer Protection Act. <p>Required Attachments for Application(s)</p> <ul style="list-style-type: none"> • Personal Disclosure Application – you must download, fill out, and upload these documents <ul style="list-style-type: none"> ○ Personal Disclosure Application ○ Multi-Jurisdictional Personal Disclosure Form ○ Supplemental Form • Notarized Attachments <ul style="list-style-type: none"> ○ Attachments A-D • Personal Documents – the applicant must be fingerprinted in-person or provide a hard copy to the MGCB. <ul style="list-style-type: none"> ○ Copy of Identification 	

- | | |
|--|---|
| | <ul style="list-style-type: none">○ Copy of Secondary Picture Identification○ Copy of Social Security Card○ U.S. Military Service Record (when applicable)○ Personal Photograph○ Copy of All Marriage Licenses and Divorce Decrees○ Live Scan Form – download and attach● IRS Tax Account Transcript Statements<ul style="list-style-type: none">○ Internal Revenue Service (IRS) Tax Account Transcripts for the past 4 filing periods○ Need help requesting your Transcripts? Click here● Tax Returns<ul style="list-style-type: none">○ Completed federal, state, and local tax returns from the past 3 years.● Additional Attachments |
|--|---|

20.1

Step 1 - General Information

- Enter your personal information provided on the screen.
- Click “Save”
- Validate Address

MGC Application Portal

Application
21 - Personal Disclosure - In Progress

Overview Details

General Information ▲ Missing Required Information

Personal Disclosures are required for individuals with the following characteristics, including but not limited to:
Directors, trustees or managerial employees of the applicant and its qualifying businesses performing the function of principal executive officer, principal operations officer, or principal accounting officer.
Individuals who hold more than 5% ownership interest in the applicant or its qualifying businesses in connection with the Michigan Gaming Control & Revenue, Lawful Internet Gaming and Lawful Sports Betting Acts.
Individuals who hold 5% or more ownership interest or voting rights in the applicant in connection with the Fantasy Contests Consumer Protection Act.

For application questions, please contact the Enterprise Licensing Section help desk at:

- Telephone: (313) 456-1459
- Email: MGC-Supplier@michigan.gov
- [MGC Supplier Website](#)

First Name*
Joe

Middle Name

Last Name*
Smith

Personal Identification Number Type*

Date of Birth*

Gender*

United States Driver's License Number

Driver's License State

Has Non United States Phone Number?

Phone Number*

Email Address*
jsmith@email.com

Applicable Board Committee(s)

Address

Country*
UNITED STATES

Address*
123 TEST WAY

Address Line 2

City*
TEST

State*
MAINE

Postal Code*
12345

County

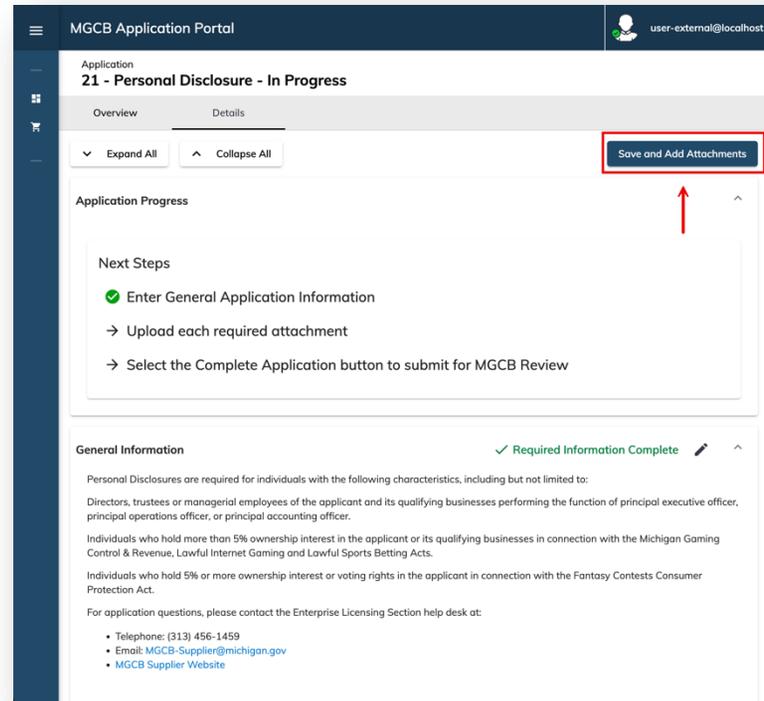
Designated Contact Name*
Supplier 123

20.2

Step 2 – Save & Add Attachments

After you have saved the general information, you will need to upload the required documents.

- Click **“Save and Add Attachments”**

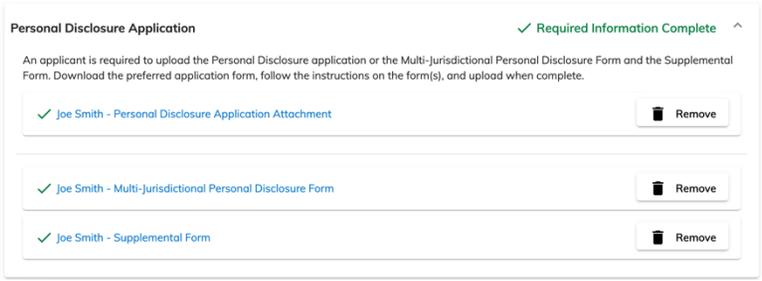
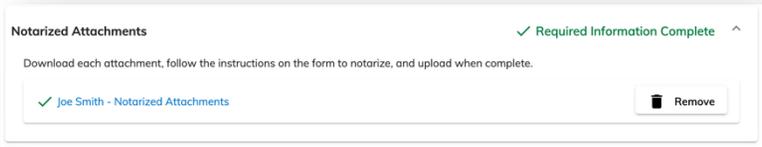


20.3 Step 3 – Upload Required Attachments

You must upload each required attachment.

- Action will have ✓ when completed.
- Action will have a → when incomplete.
- To upload a document, click the ✓ and click **“Download”** to download and print the required documentation.
- Click **“Upload”** to upload the completed required documentation.

The screenshot shows the MGCB Application Portal interface. At the top, it says 'MGCB Application Portal' and 'user-external@localhost'. The main heading is 'Application 21 - Personal Disclosure - Pending Attachments'. Below this, there are tabs for 'Overview' and 'Details', and buttons for 'Expand All', 'Collapse All', 'Edit Application', and 'Complete Application'. The 'Application Progress' section shows 'Next Steps' with a green checkmark for 'Enter General Application Information', followed by arrows for 'Upload each required attachment' and 'Select the Complete Application button to submit for MGCB Review'. Below this, the 'Personal Disclosure Application' section has a red warning icon and text: 'An applicant is required to upload the Personal Disclosure application or the Multi-Jurisdictional Personal Disclosure Form and the Supplemental Form. Download the preferred application form, follow the instructions on the form(s), and upload when complete.' It lists three items: 'Joe Smith - Personal Disclosure Application Attachment *', 'Joe Smith - Multi-Jurisdictional Personal Disclosure Form *', and 'Joe Smith - Supplemental Form *', each with 'Download' and 'Upload' buttons. A summary table at the bottom shows the status of various attachment categories: 'Notarized Attachments', 'Personal Documents', 'IRS Tax Account Transcripts', and 'Tax Returns' all have red warning icons and 'Missing Required Information' status, while 'Additional Attachments' has a green checkmark and 'Required Information Complete' status. The footer includes 'Azure Copyright 2025 State of Michigan' and 'Build Number: 816 - main - 4/30/2025, 2:49:34 PM Policies'.

<p>20.4</p>	<p>Step 4 – Personal Disclosure Application</p> <p>For this step you will need to download, fill out, and upload each of the following:</p> <ul style="list-style-type: none"> • Personal Disclosure Application Attachment • Multi-Jurisdictional Personal Disclosure Form • Supplemental Form 	
<p>20.5</p>	<p>Step 5 – Notarized Attachments</p> <p>Download the Attachment A-D forms.</p> <ul style="list-style-type: none"> • Click “Download” to download the forms. • Follow instructions on the form. • Click “Upload” to attach documents. <p>NOTE: Form must be notarized before being uploaded.</p>	

20.6

Step 6 – Personal Documents

You will need to upload the following attachments:

- Copy of Identification
- Copy of Secondary Picture Identification
- Copy of Social Security Card
- U.S. Military Service Record (when applicable)
- Personal Photograph
- Copy of All Marriage Licenses and Divorce Decrees
- Live Scan Form – download and attach

NOTE: You must be fingerprinted in-person or provide a hard copy fingerprint cards to the MGCB.

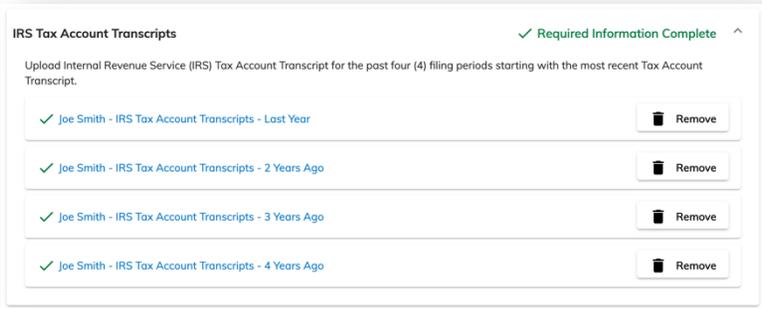
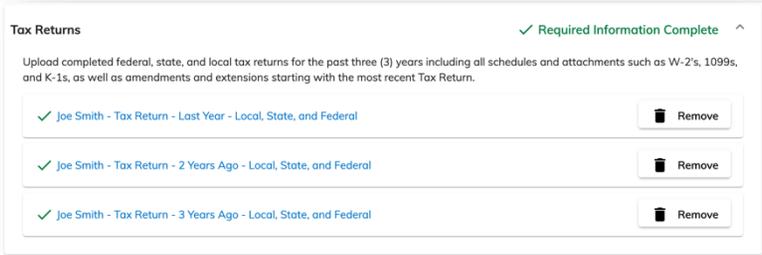
Need to make an appointment or request hard copy fingerprint cards to be mailed to you?

- Call our helpdesk (313) 456-1459

Need more information?

- Visit our [website](#)

The screenshot shows a web interface titled "Personal Documents" with a green checkmark and the text "Required Information Complete". Below the title, there is a note: "The applicant shall be fingerprinted in-person or provide hard copy fingerprint cards to the MGCB. To make an appointment or to request hard copy fingerprint cards be mailed to you, please call our helpdesk. Full instructions for fingerprinting are available on our [website](#)." Below this note is a list of seven uploaded documents, each with a green checkmark, the filename, and a "Remove" button with a trash icon. The documents are: "Joe Smith - Copy of Identification", "Joe Smith - Copy of Secondary Picture Identification", "Joe Smith - Copy of Social Security Card", "Joe Smith - U.S. Military Service Record", "Joe Smith - Personal Photograph", "Joe Smith - Copy of All Marriage Licenses and Divorce Decrees", and "Joe Smith - Live Scan Form".

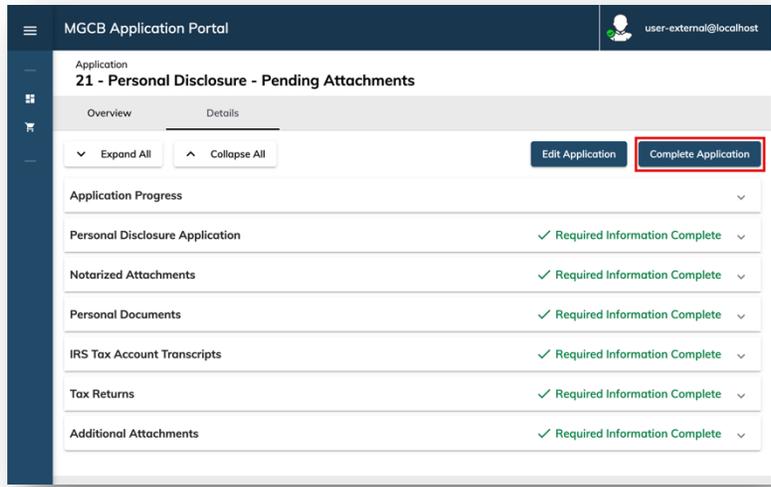
<p>20.7</p>	<p>Step 7 – IRS Tax Account Transcripts</p> <p>You will need your Tax Account Transcripts for the last 4 filing periods, starting with the most recent Tax Account Transcripts.</p> <p>Click “Upload” to attach the following documents:</p> <ul style="list-style-type: none"> • IRS Tax Account Transcripts – Last Year • IRS Tax Account Transcripts – 2 Years Ago • IRS Tax Account Transcripts – 3 Years Ago • IRS Tax Account Transcripts – 4 Years Ago <p>Need help requesting your Transcripts?</p> <ul style="list-style-type: none"> • Click here 	 <p>The screenshot shows a web interface titled "IRS Tax Account Transcripts" with a green checkmark and the text "Required Information Complete". Below the title, it says "Upload Internal Revenue Service (IRS) Tax Account Transcript for the past four (4) filing periods starting with the most recent Tax Account Transcript." There are four rows, each with a green checkmark, a filename, and a "Remove" button. The filenames are: "Joe Smith - IRS Tax Account Transcripts - Last Year", "Joe Smith - IRS Tax Account Transcripts - 2 Years Ago", "Joe Smith - IRS Tax Account Transcripts - 3 Years Ago", and "Joe Smith - IRS Tax Account Transcripts - 4 Years Ago".</p>
<p>20.8</p>	<p>Step 8 – Tax Returns</p> <p>You will need your completed federal, state, and local tax returns for the past 3 years. This includes all schedules and attachments such as W-2's, 1099s, and K-1s, as well as amendments and extensions.</p> <p>Click “Upload” to attach the following documents:</p> <ul style="list-style-type: none"> • Tax Return Last Year – Local, State, and Federal • Tax Return 2 Years Ago – Local, State, and Federal • Tax Return 3 Years Ago – Local, State, and Federal 	 <p>The screenshot shows a web interface titled "Tax Returns" with a green checkmark and the text "Required Information Complete". Below the title, it says "Upload completed federal, state, and local tax returns for the past three (3) years including all schedules and attachments such as W-2's, 1099s, and K-1s, as well as amendments and extensions starting with the most recent Tax Return." There are three rows, each with a green checkmark, a filename, and a "Remove" button. The filenames are: "Joe Smith - Tax Return - Last Year - Local, State, and Federal", "Joe Smith - Tax Return - 2 Years Ago - Local, State, and Federal", and "Joe Smith - Tax Return - 3 Years Ago - Local, State, and Federal".</p>

20.9 Complete Application
 You can either choose to “**Edit Attachments**” or “**Complete Application**”

- Click “**Complete Application**” if everything is in order

NOTE: You will not be able to make any changes after completing your application.

- Click “**Complete Application**”



20.10 Application Submitted
 You will be redirected to a screen showing that your application has been submitted for MGCB Review.

