

# Renewing Your Charitable Gaming Exempt License



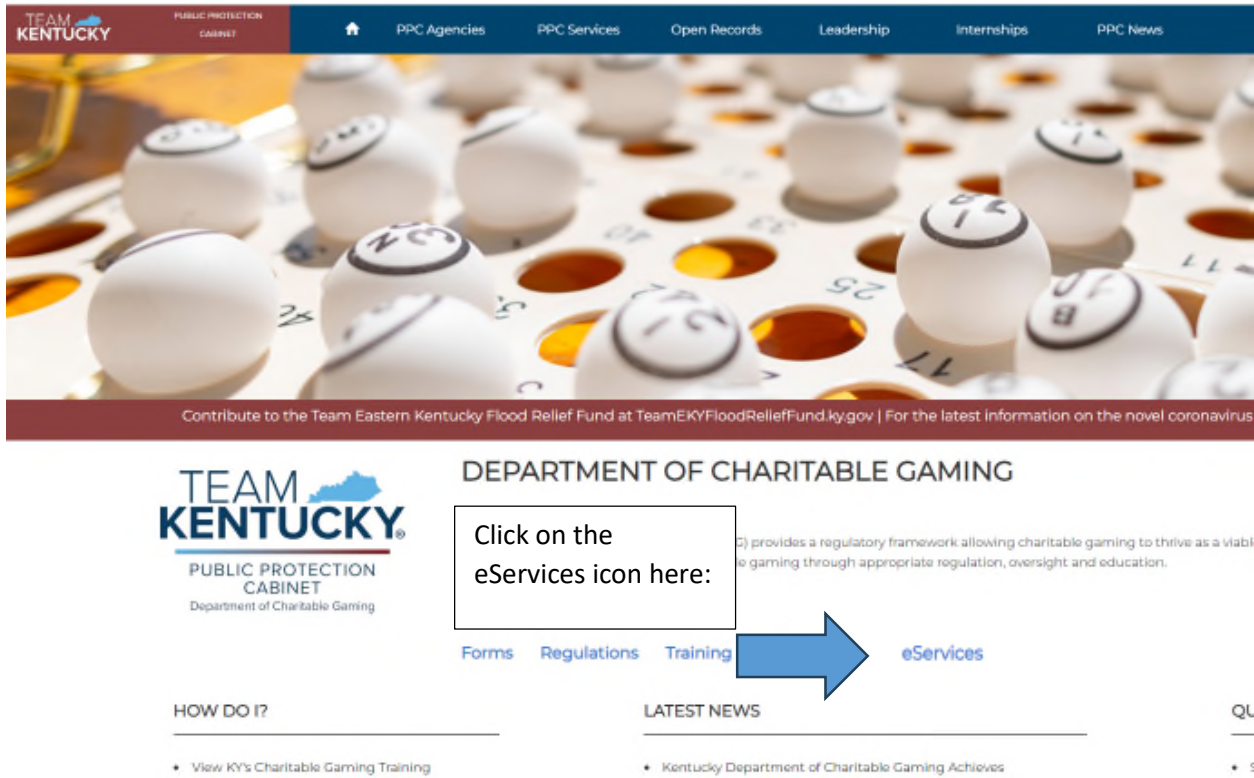
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# Using eServices to Renew an EXE License

To access the Charitable Gaming eServices website, go here:

<https://dcg.ky.gov/>



The screenshot shows the website for the Department of Charitable Gaming. At the top is a navigation bar with links for PPC Agencies, PPC Services, Open Records, Leadership, Internships, and PPC News. Below the navigation bar is a banner image of bingo balls. A text box with a blue arrow points to the 'eServices' link in the main menu. The main menu includes 'Forms', 'Regulations', 'Training', and 'eServices'. Below the menu are sections for 'HOW DO I?' and 'LATEST NEWS'. The 'HOW DO I?' section has a link for 'View KY's Charitable Gaming Training'. The 'LATEST NEWS' section has a link for 'Kentucky Department of Charitable Gaming Achieves...'. The 'TEAM KENTUCKY' logo is visible in the top left corner.

**TEAM KENTUCKY**  
PUBLIC PROTECTION CABINET  
Department of Charitable Gaming

**DEPARTMENT OF CHARITABLE GAMING**

Click on the eServices icon here:

Forms Regulations Training **eServices**

**HOW DO I?**

- View KY's Charitable Gaming Training

**LATEST NEWS**

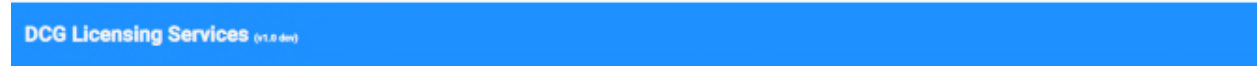
- Kentucky Department of Charitable Gaming Achieves...

## Creating a New eServices Account

**NOTE:** You may have had an account set up for you by the DCG staff. If you were already emailed a username and password, skip to the section “Navigating eServices”.

### Setting up a New Account

Once into eServices, the system will present this screen:

A login form titled "DCG Licensing Services Login". It contains two input fields: "Username" and "Password". Below the fields are three links: "Login" (a blue button), "Create new account", and "Forgot Password".

Click “Create new account”:

A larger view of the "DCG Licensing Services Login" form. It shows the "Username" and "Password" input fields. At the bottom, there is a blue "Login" button, a "Create new account" link, and a "Forgot Password" link. A large blue arrow points from the right towards the "Create new account" link.

The following screen presents:

### CREATE NEW USER ACCOUNT

If you are having trouble creating an account, please contact the Department of Charitable Gaming Licensing Division at (502) 573-5528 or by email at [ppcdoglicensingmail@ky.gov](mailto:ppcdoglicensingmail@ky.gov) for assistance.

Tax Id\*

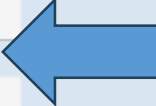
OR

SSN\*

License Number\*

Validate

The user must have the Tax ID/SSN of the entity they represent, and the license number to continue.



Once entered, demographic information must be added:

User Name\*

Password  (Must be between 8-15 alpha numeric characters in length, should have at least 1 number and may contains ! @ # \$ -)

Verify Password\*  (Must be between 8-15 alpha numeric characters in length, should have at least 1 number and may contains ! @ # \$ -)

Email\*

First Name\* Middle Name / Initial Last Name\*

Phone Number\*

Create Account

The user will need to:

- Set a Username (email address)
- Set a Password (Must be between alpha numeric characters in length, should have at least 1 number and may contain the following characters: !@#\$\_-)
- Confirm the Password
- Provide a primary Email address (Make sure it's an email that is checked often, as DCG will use this email as your primary point of contact)
- Provide your First/Middle/Last Name
- Provide a valid phone number

After entry is complete, click "Create Account"

Once in, the following screen will display:

The screenshot shows the user dashboard for DCG Licensing Services. At the top, there is a blue header with the text "DCG Licensing Services" and a "Log out" button. Below the header, there is a navigation bar with a home icon, "Business Name" followed by a redacted name, "User Email" followed by a redacted email, and "Entity ID: 2503". The main content area is divided into two sections: "Individual Information" and "Services". The "Individual Information" section contains two buttons: "View Profile" and "View Business Profile". The "Services" section contains two buttons: "License Renewal / License Extension" and "Record Correction Request".

## Navigating eServices

Currently, there are three things a user can accomplish in this account:

View Business Profile: Which allows a user to review the demographic data on file with DCG regarding the licensed entity (such as addresses, contacts, etc)

License Renewal/Extension: A place to renew the EXE license (to be discussed in this documentation)

Record Correction: Allows a user to submit address and contact changes to DCG electronically

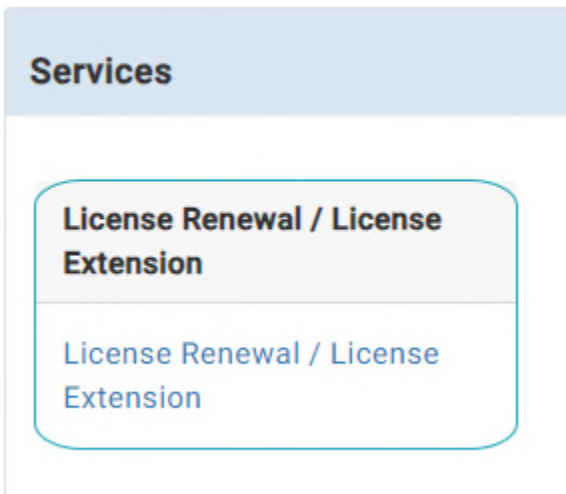
# Step by Step of the Renewal Process

## License Renewal/License Extension

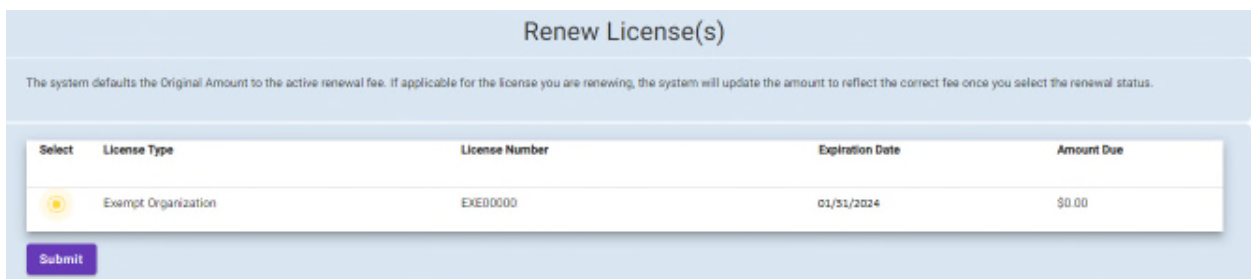
Pursuant to 820 KAR 1:025 Section 2, exempt organizations must submit a complete and accurate accounting financial report (CG-APP-EXE) to the Department by January 31, for the **preceding** year. This feature allows an entity to comply with this requirement.

To access this tool, first log into eServices.

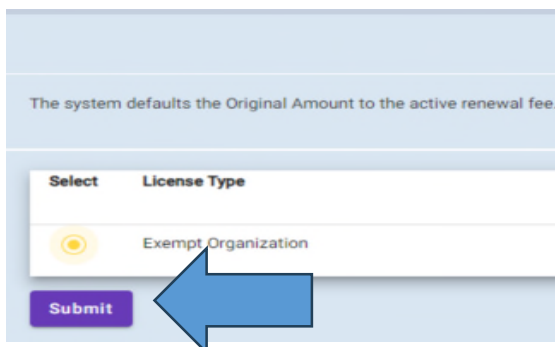
Then click here from the main menu:



Select the license set for renewal:



Click "Submit".





This screen will display:

**ANNUAL FINANCIAL REPORT FOR EXEMPT CHARITABLE ORGANIZATION**

Organizations conducting charitable gaming pursuant to an exemption must complete and submit this form to the Department of Charitable Gaming before January 31 of the year following the exemption. Exemptions are automatically renewed every year on January 1, but an exemption will be rescinded if the organization fails to file this report by January 31, unless the Department grants the organization an extension. KRS 238.533(2)(b), KRS 238.533(3), and KRS 238.533(5).

**CHARITABLE ORGANIZATION INFORMATION**

Exemption No:  
EXE00000

Organization's Name:  
[REDACTED]

The renewal screen is pre-loaded with current entity data, including:

- License Number
- Organization's Name

Exemption No:  
EXE00000

Organization's Name:  
[REDACTED]

The next question deals with the tax status of the entity. You must answer this question "Yes" to qualify for exempt status.

Does your organization continue to maintain a federal tax-exempt status under 26 USC 501(c)(3), 26 USC 501(c)(4), 26 USC 501(c)(8), 26 USC 501(c)(10), or 26 USC 501(c)(19), or does it maintain its status as a common school, institute of higher learning, or public college or university as those terms are defined by KRS 158.030, KRS 164A.305, and KRS 164.290, respectively?

Yes  No *(If "No," your organization is not eligible to conduct charitable gaming.)*

The next section displays the current address and contact information on record with DCG. If the user needs to alter this information, answer the question here “Yes”.


Sr. No	Address Type	Address Line 1	Address Line 2	Address Line 3	Zip	City	State
1	Mailing	[REDACTED]			42301	[REDACTED]	KY
2	Location	[REDACTED]			42301	[REDACTED]	KY

Sr. No	Contact Person	Email	Phone
1	[REDACTED]	[REDACTED]	
2	[REDACTED]	[REDACTED]	

Has any of the information listed in response to questions **above** changed in the previous year?

Yes  No



If “Yes” is selected, an additional edit screen will display for data updating. If no changes are required, click “No”, and proceed to the next question.

(Additional Screen to Edit Data)

### Record Correction

License Details:

Lic Number  
EXE00000

Organization's Name:  
[REDACTED]

You may alter the Organizations Name

Address:

Address Type

Address Line 1      Address Line 2

Zip      City      State

**Add** **Cancel** \*You must click Add button to save the address below

Sr. No	Address Type	Address Line 1	Address Line 2	Zip	City	State	
1	Mailing	[REDACTED]		42301	[REDACTED]	KY	
2	Location	[REDACTED]		42301	[REDACTED]	KY	

You may add an additional address here. Once done, click "Add".

The user may alter an existing address...

Which will return the data to the data fields here. Edit the data, then click "Add" ..

Click this tool to edit

The screenshot shows a user interface for managing addresses. At the top, there is a form with fields for Address Type, Address Line 1, Address Line 2, Zip, City, and State. Below the form are 'Add' and 'Cancel' buttons. A callout box points to the 'Add' button with the text 'Click this tool to edit'. Below the form is a table with columns: Sr. No, Address Type, Address Line 1, Address Line 2, Zip, City, State, and an action column. The table contains two rows of data. The first row has Sr. No 1, Address Type Mailing, Address Line 1 (redacted), Zip 42301, City (redacted), and State KY. The second row has Sr. No 2, Address Type Location, Address Line 1 (redacted), Zip 42301, City (redacted), and State KY. A large blue arrow points to the first row. A callout box points to the edit icon (pencil) in the action column of the first row with the text 'Which will return the data to the data fields here. Edit the data, then click "Add" ..'.

Sr. No	Address Type	Address Line 1	Address Line 2	Zip	City	State	
1	Mailing	[REDACTED]		42301	[REDACTED]	KY	[Pencil] [X]
2	Location	[REDACTED]		42301	[REDACTED]	KY	[Pencil] [X]

This tool (X) will remove the record in its entirety.

Altering the contact information works in the same manner.

Contact Detail:

First Name Middle Name Last Name

Contact Type Officer Type E-Mail Address

Date Of Birth Title

Deactivate

**Add** \*You must click Add button to save the address below

Sr. No	First Name	Middle Name	Last Name	Contact Type	Officer Type	Email	DOB	Title	Deactive	
1	[REDACTED]	[REDACTED]	[REDACTED]	Officer	CFO	[REDACTED]	[REDACTED]	[REDACTED]	False	[Edit] [Delete]
2	[REDACTED]	[REDACTED]	[REDACTED]	Officer	CEO	[REDACTED]	[REDACTED]	[REDACTED]	False	[Edit] [Delete]

**Submit**

Once all editing is complete, click “Submit” to return to the main renewal page.

The following question allows a user to establish a new gaming location. A “Yes” will provide a data entry screen to add the location, a “No” will allow a user to proceed to the next screen, by clicking “Continue”.

If your organization plans to conduct charitable gaming in the coming year at a location other than at the address provided **above**, would you like to provide new address:

Yes  No

(Additional Screen to Add a Location)

If your organization plans to conduct charitable gaming in the coming year at a location other than at the address provided **above**, would you like to provide new address:

Yes  No

Name of the location

Street Address

Address

Zip City State Phone

**Add** \*You must click Add button to save the address below

Click "Add"...to add the information

Enter the data here

Sr. No	Name of Location	Street Address	Address	City	State	Zip	Phone	≡
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Then click "Continue" to proceed to the next page.

Next, enter the Gaming receipts:

## REPORT OF CHARITABLE GAMING ACTIVITY

Provide the following information about your organization's charitable gaming activity during the previous calendar year:

Select Activity Type Bingo  
Raffles  
Non Cash Prize Wheels  
Festival Games

Gross Receipts   Payouts   Expenses   Net Receipts

**Add** \*You must click Add button to save the gaming activity below

Sr. No	Activity	Gross Receipts	Payouts	Expenses	Net Receipts	
<b>Total Amount:</b>					<b>\$0.00</b>	

*Notice: "Net Receipts" should equal "Gross Receipts" minus "Payouts" minus "Expenses."*

**< Back**   **> Next**

Select the Gaming Type, enter the Gross Receipts, then click "Add". Repeat the process if more than one Gaming type requires entry.

(If you were not active in a gaming type, skip entry)

Once done, click "Next"

Then document disposition of proceeds:

**NOTE:** Disposition of Proceeds **MUST** equal Net Receipts

### DISPOSITION OF CHARITABLE GAMING PROCEEDS

On the lines below, provide an itemized accounting of how your organization spent the net receipts it generated from charitable gaming activities in the previous calendar year. The total disposition should equal the total net receipts reported in question in the previous page.

Description	Amount
<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>	<b>Total Net Receipts : 1000</b>

*\*You must click Add button to save the details below*

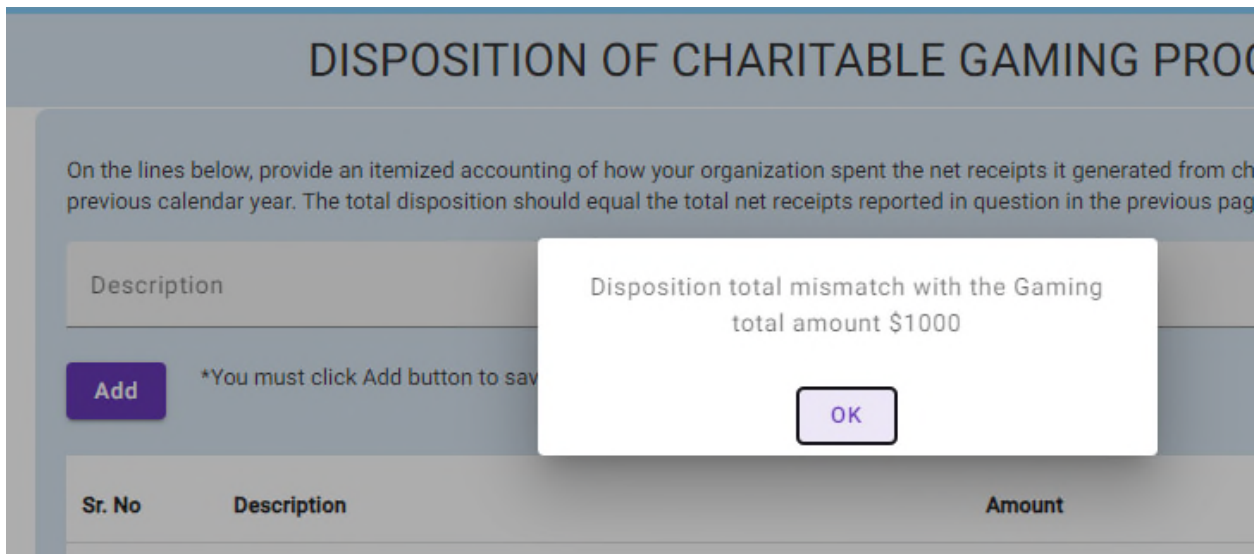
Sr. No	Description	Amount	
<b>Total Disposition:</b>		<b>\$0.00</b>	

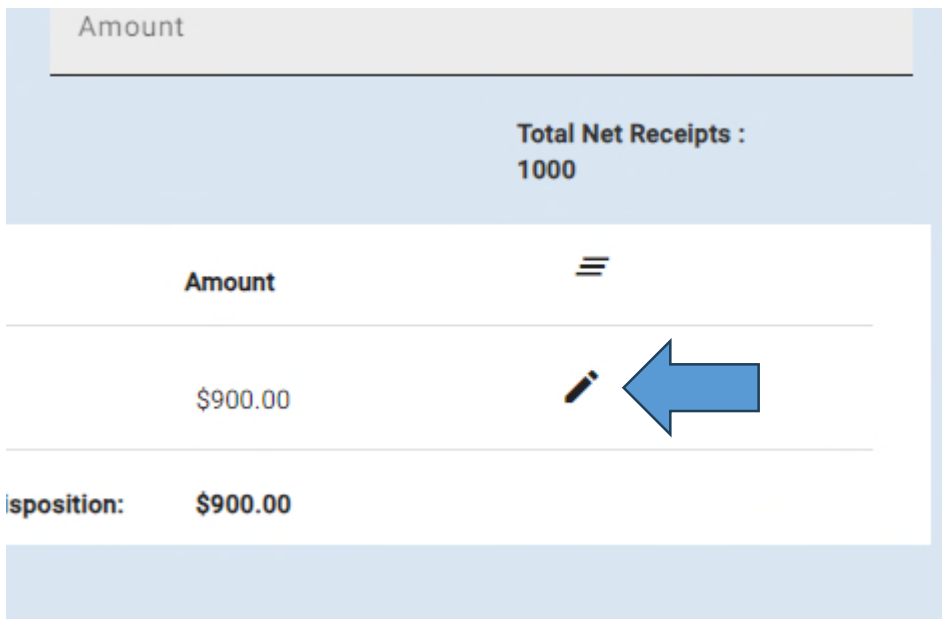
Add a Description of expenditure, then the amount and click Add..  
Repeat the process if more than one disposition requires entry.



If the Disposition of Proceeds does not equal Net Receipts, you will receive a prompt:



To edit data, use this tool as in the previous areas:



When all data entry is complete, click "Next".

The user must complete the Certification:

**CERTIFICATION**

I certify, under penalty of perjury, that I am authorized by the organization to submit this Annual Financial Report and that I have examined this document, including any accompanying material, and all information submitted is, to the best of my knowledge and belief, true and correct. I further certify that the organization agrees to comply with all applicable laws and administrative regulations regarding charitable gaming in the Commonwealth of Kentucky

Signature*	Date* 11-03-2023
Printed Name*	Title

[< Back](#) [> Submit](#)



Once finished, click "Submit".

You must complete the checkout process by clicking “Checkout/Complete Order” ...

Description	Fee(s)	Action(s)
License Renewal / License Extension - Exempt Organization (EXE00000 )	\$0.00	■
Total Amount Due		\$0.00

[Checkout / Complete Order](#)

After the checkout process, the user will get a confirmation:

**Transaction / Order Information**

Transaction Details  
Transaction Status: Complete      Transaction/Order Number: [REDACTED]      Transaction Date: 11/06/2023

Payment Summary  
Quantity: 1  
Description: License Renewal / License Extension - Exempt Organization (EXE00000) [REDACTED]  
Amount: \$0.00

Portal Administration Fee: \$0.00  
Total Charged: \$0.00

[Print Copy of Receipt](#)      [Go Home](#)

You are now finished with the renewal process. You can either print a receipt, or return to the Home eServices screen.