



# Washington State Gambling Commission

Protect the Public by Ensuring that Gambling is Legal and Honest

## **Submissions User Guide – Employee- Submit Criminal History**

## Table of Contents

Overview: MyAccount.....	1
Portal Features .....	2
MyAccount Homepage.....	2
3D. Submissions.....	4
3D.1. Criminal History: Reporting Criminal or Civil Actions.....	4

# Overview: MyAccount

**MyAccount** is a secure, self-service web portal that allows authorized external users to manage their gambling-related activities with the Washington State Gambling Commission (WSGC).

To begin using MyAccount, new users must first register for an account through Secure Access Washington (SAW), the State of Washington's centralized login system for accessing various government services. Once registered, users can request one or more access roles. Each role grants specific permission based on the user's responsibilities within their organization.

## Accessing SAW website

Follow these [steps](#) to create and access your MyAccount profile. A [training video](#) is also available to guide you through logging in to MyAccount

# Roles and Permissions

MyAccount assigns access based on predefined user roles. Each role grants a specific set of permissions tailored to the responsibilities of the user within their organization. This role-based access ensures secure, structured, and efficient interaction with the system's features.

## 1. Employee

The Employee role is designed for individuals to apply for their own license applications and completed submissions with their individual MyAccount. This role will be attached to the employing organization's MyAccount.

### Key functionality includes:

- View and update personal license information
- Track the status of license applications or renewals
- Report criminal history or civil action

# Portal Features

The portal is organized into several functional areas that support key activities related to gambling regulation. Each feature allows users to perform specific tasks based on their assigned role.

1. [Account Management – See applicable Account Management User Guides](#)
2. [Licensing - See applicable Licensing User Guides](#)
3. [Submissions](#)

The **Submissions** feature in MyAccount provides a secure and structured method for external users to upload required documentation.

## Purpose

To streamline the submission of documents for review and approval by the Washington State Gambling Commission (WSGC), ensuring timely processing and regulatory adherence.

4. [QLR \(Quarterly License Reports\) – See QLR User Guide](#)
5. [Billing and Payment - See Billing and Payments User Guide](#)

## MyAccount Homepage

- Go to MyAccount Portal using the link: [Home](#)
- Home page gets displayed with links to following pages:
  - Report Illegal Gambling Activity
  - Search for approved gambling equipment, software, and game rules
  - License Lookup
  - Request Public Records
- Other links on the home page are directed to the links on WSGC website:
  - [Subscribe Here](#)

- [User Guide](#)
- [Contact Support](#)
- [FAQ](#)

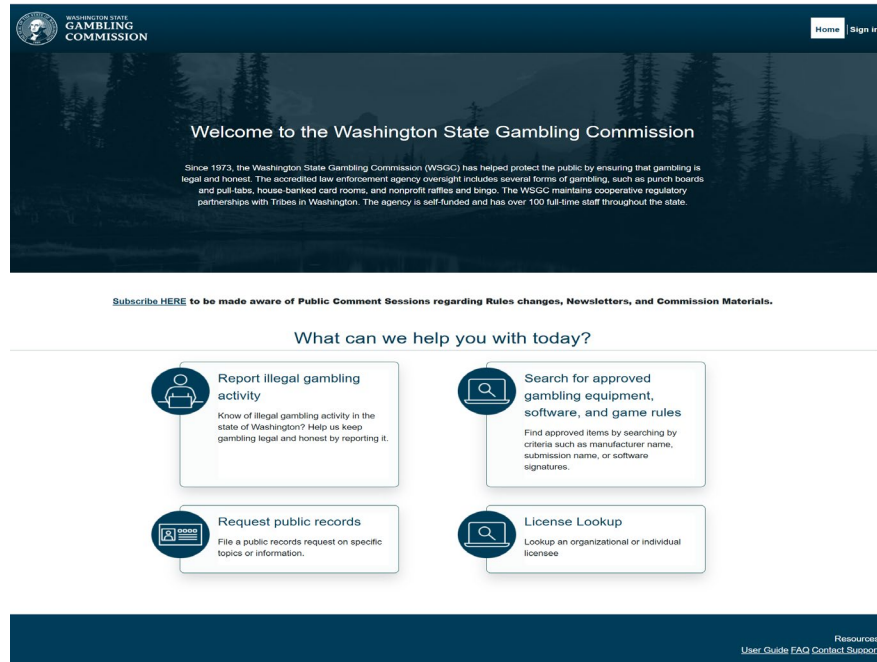


Figure 1. MyAccount Homepage

**Note:** The home page remains the same after user logs in.

## 3D. Submissions

### Key features

- **Secure Upload Portal:** Ensures all submissions are encrypted and logged.
- **Role-Based Access Control:** Approved users tied to a licensed entity as well as WSGC Special Agents/employees can initiate submissions.
- **Status Tracking:** Submitters can monitor the review status and receive notifications when further action is required.
- **Audit Trail:** Maintains full history of document versions, submitter details, and timestamps.

### Benefits

- Reduces delays in regulatory reviews
- Minimizes paperwork and manual tracking efforts

### 3D.1. Criminal History: Reporting Criminal or Civil Actions

#### 1. Create a New Submission

- Log into the MyAccount portal.
- Navigate to **Submission**, the **Current Submissions** page loads; click **Create a New Submission**.

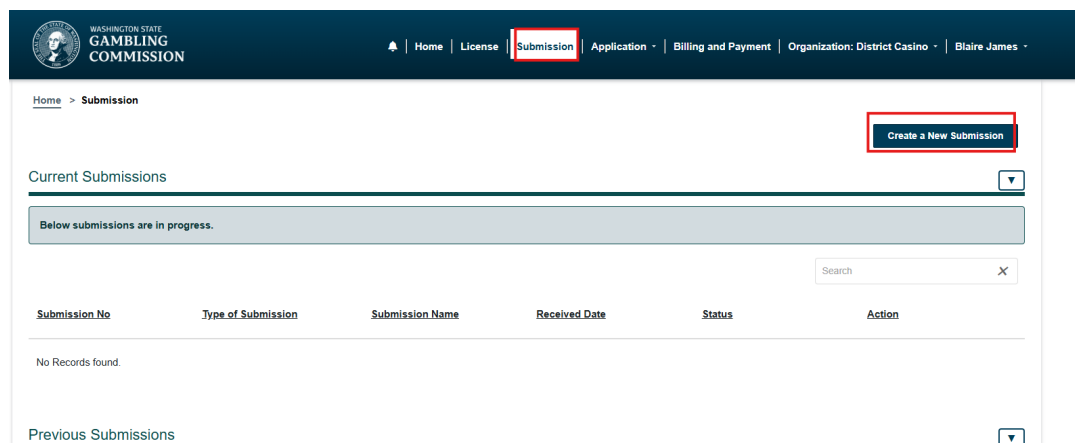


Figure 2. Creating a New Submission

- In **Other Submissions Type**, select **Report New Criminal History or New Civil Actions**.
- Click **Save and Next**.

The screenshot shows the 'Add Submission' page on the Washington State Gambling Commission website. The page has a dark blue header with the logo and navigation links: Home, License, Submission, Application, Billing and Payment, Quarterly License Report, and Organization: ABC Gambling. Below the header, the breadcrumb trail reads 'Home > Submission > Add Submission'. The main content area is titled '1. Submission Type' and contains a form with two dropdown menus. The first dropdown is labeled 'Submission Type' and has 'Other Submissions' selected. The second dropdown is labeled 'Other Submissions Type\*' and has 'Report New Criminal History or New Civil Actions' selected. A 'Save and Next' button is located at the bottom of the form.

Figure 3. Selecting the submission type

## 2. In the **Report Criminal History or Civil Action** tab:

- Enter your license number and click **Get License Details**.
- The system will fill in your individual name.
- Provide information in the fields, fields with a red asterisk (\*) must be filled in to continue:
  - Charge
  - Date Charge (MM/DD/YYYY)
  - City, County, State
  - Outcome/Disposition

## 3. Enter Narrative Description

- In the **Narrative Section**, provide a detailed explanation of the incident, including context and circumstances.

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COMMISSION  
JS Test employer 3143

Home > Submission > Edit Submission

1. Submission Type 2. Report Criminal History or Civil Action 3. Documents

Case Details Section

Charge  Date Charge\*

City\*  State\*

County\*  Outcome/Disposition\*

Narrative Section

Detail Description\*

Save and Next Exit

Figure 4. Submitting details of the case

#### 4. Attach Court Documents

- Under **Documents** tab:
- Click **+Upload** button, then **+ Select Document** and upload the relevant court document(s).
- In **Document Category** (e.g., Court Document), this is a required field.

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Home > Submission > Submission Detail

1. Submission Type 2. Report Criminal History or Civil Action

Organization: District Casino | Blaire James

+ Select Document

Document Name	Document Category	Notes	Document Size	Action
test download doc.jpg	Court Docun	Enter Notes	2026.45 KB	Remove

Upload

Uploaded Documents

Provide the applicable documents for your submission:

- Upload any relevant court documents associated with the re

Document Name	Document Category	Document Link
No Documents found.		

Previous Exit Submit

Figure 5. Document category

- Click **Upload**.

- The uploaded file will appear in the **Uploaded Documents** with name, category, link, size, etc.

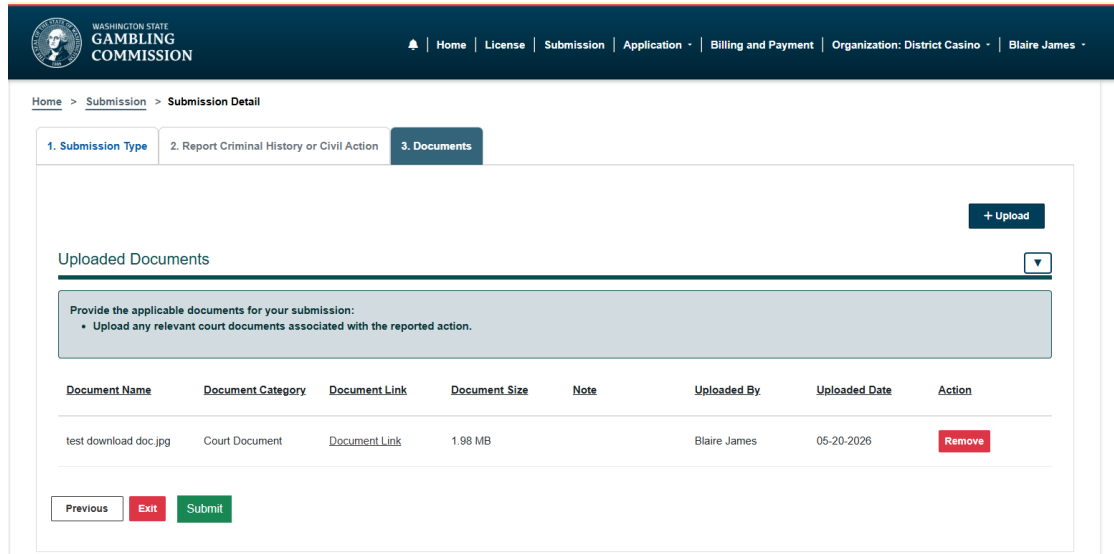


Figure 6. Uploading documents

## 5. Submit

- Click **Submit**.
- A confirmation dialog will appear: *Submitted – Your Submission has been sent to the WSGC for review.*
- After you click **OK**, the submission exits.

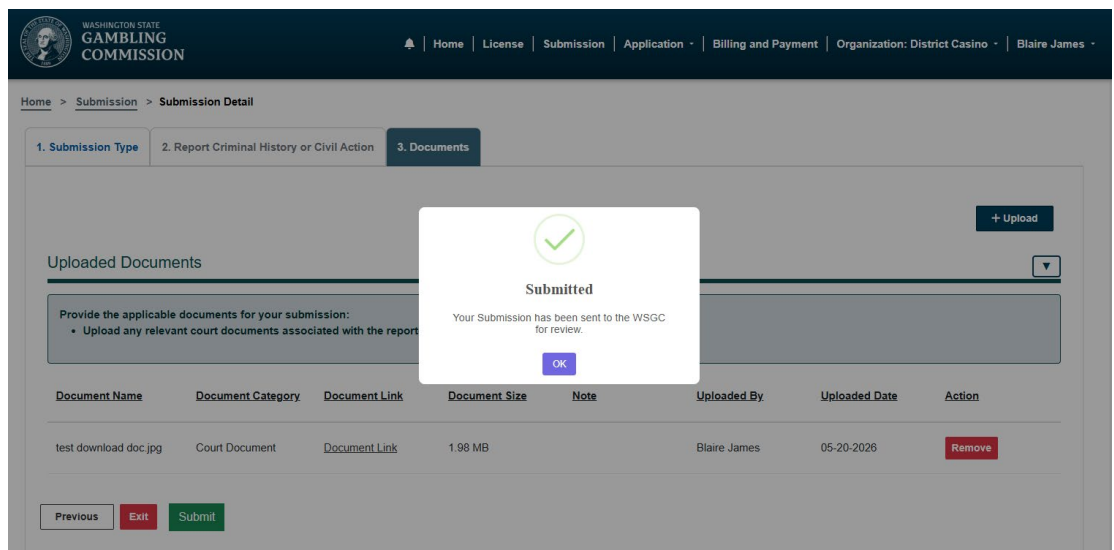


Figure 7. Submission sent for review confirmation message