



# Washington State Gambling Commission

Protect the Public by Ensuring that Gambling is Legal and Honest

## **Submissions User Guide – Non-Profit**

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# 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 permissions to 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. Super User

The Super User has the highest level of access within the organization. This role is typically assigned to a key administrator who is responsible for overseeing and managing all operations associated with the organization's activities in MyAccount.

### Key permissions include:

- Manage and approve all license types
- Add, update, and remove user access within the organization
- Maintain employee license records
- Monitor and complete billing and payment processes

## 2. Secondary User Roles

Secondary Users have limited access tailored to specific functional needs. These roles are ideal for operational staff involved in submission, reporting, or payment-related tasks.

- **General Submitter:** Can initiate and submit license applications, and manage hardware/software requests, but cannot manage other users.
- **Payment Submitter:** Restricted to managing financial transactions such as submitting fees and processing payments for services or applications.
- **QLR Filer:** Authorized to prepare and submit Quarterly License Reports (QLRs), including uploading associated documentation and submitting any applicable fees.

## 3. Employee

The Employee role is designed for individuals whose primary responsibility is to manage their own licensing records. This role is for organization members who are required to maintain up-to-date individual credentials.

### Key functionality includes:

- View and update personal license information
- Track the status of license applications or renewals
- Submit personal documentation as required

## 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 Guide

2. Licensing – See applicable Licensing User Guide

3. Submissions

Submit regulatory documents, system reports, and other required information through this section.

### Other Submissions

- Personnel Termination Notification (PTN)
- Financial Statement Submission - Licensee
- Report New Criminal History or New Civil Actions
- Nonprofit Electronic Raffle Internal Control
- Nonprofit Excessive Reserves Request
- Nonprofit Raffles Benefiting an Individual
- Nonprofit Raffles with Prize Exceeding \$60K or Total Prizes Exceeding \$400K (WAC 230-11-067)
- Organization (Vendor) New Contract
- Organization New Lease (Without a Change of Location)

### 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, 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](#)



[Subscribe HERE](#) to be made aware of **Public Comment Sessions regarding Rules changes, Newsletters, and Commission Materials.**

### What can we help you with today?





 <p><b>Report illegal gambling activity</b></p> <p>Know of illegal gambling activity in the state of Washington? Help us keep gambling legal and honest by reporting it.</p>	 <p><b>Search for approved gambling equipment, software, and game rules</b></p> <p>Find approved items by searching by criteria such as manufacturer name, submission name, or software signatures.</p>
 <p><b>Request public records</b></p> <p>File a public records request on specific topics or information.</p>	 <p><b>License Lookup</b></p> <p>Lookup an organizational or individual licensee</p>



Figure 1. MyAccount homepage

## 3C. Submissions

### Overview

The **Submissions** feature in MyAccount provides a secure and structured method for non-profit licensees to upload essential documentation required for regulatory compliance.

### Purpose

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

### What Can Be Submitted

Requests and Documentation for compliance such as financial statements, requesting approval for excessive reserves or reporting new leases or personnel termination notifications (PTN).

#### 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.
- Enhances compliance transparency between WSGC and regulated entities.
- Minimizes paperwork and manual tracking efforts.

## 3C.1. Other Submissions

### 3C.1.1. Personnel Termination Notice (PTN)

#### 1. Log in to MyAccount

- Sign in as either a **Super User** or **General Submitter**.

#### 2. Create a New Submission

- Navigate to **Submissions** and click **Create a New Submission**.

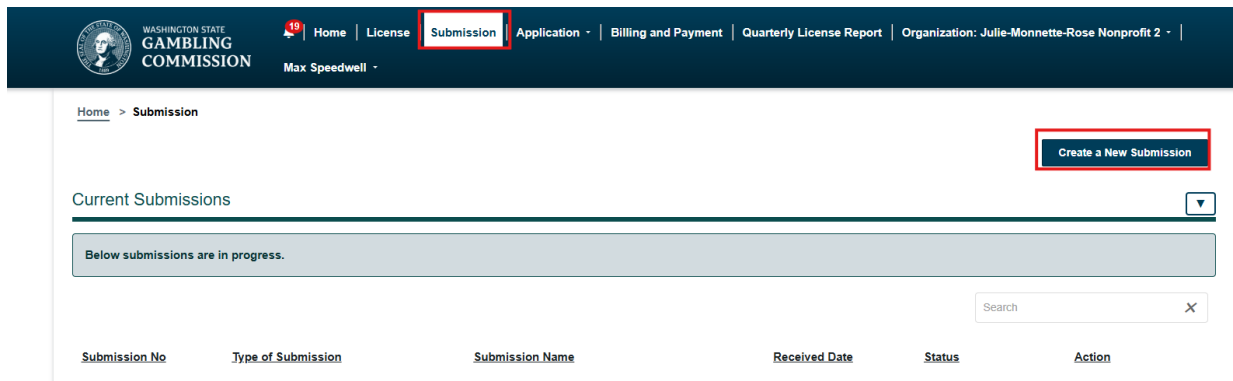


Figure 2. Current Submissions screen

#### 3. Select Submission Type

- From the **Submission Type** dropdown, choose **Other Submissions**.
- A new field called **Other Submissions Type** appears.
- Select **Personnel Termination Notification (PTN)**, then click **Save and Next**.

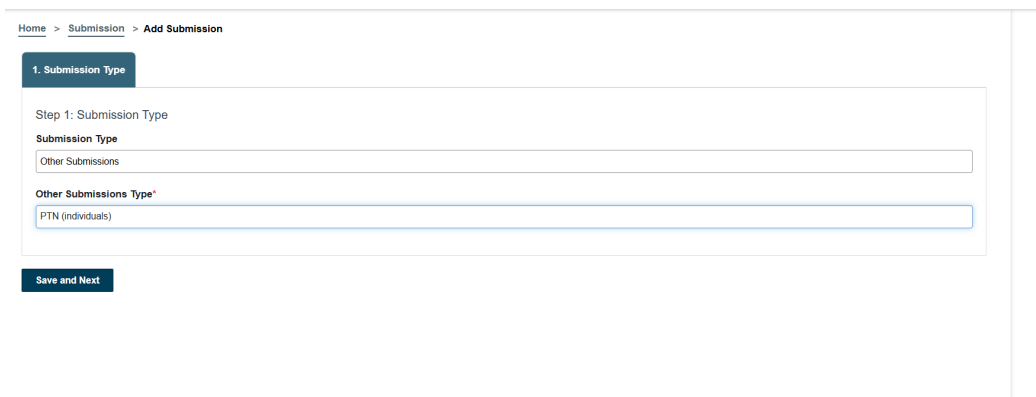


Figure 3. Submission type selection - PTN

- The page advances to the **Personnel Termination Notice (PTN)** tab.

Home > Submission > Edit Submission

1. Submission Type 2. Personnel Termination Notice (PTN)

License Number or Tribal Credential Number or Registration Tribe License Number\*

Get License details

Last Day Worked\* mm/dd/yyyy

Individual Name\*

Termination Reason (For Others) Choose the Termination Reason

License/Credential Effective Date mm/dd/yyyy

Termination Reason (For Class III) Choose the Termination Reason

License Expiration Date mm/dd/yyyy

Save Exit Submit

Figure 4. Personnel Termination Notice tab

#### 4. Complete the PTN Form

- Enter the **License Number** for the employee you are submitting for and click **Get License Details**.

WASHINGTON STATE GAMBLING COMMISSION

Home | License | Submission | Application | Billing and Payment | Quarterly License Report | Organization: 16CON LLC | Max Speedwell

Home > Submission > Edit Submission

1. Submission Type 2. Personnel Termination Notice (PTN)

License Number or Tribal Credential Number or Registration Tribe License Number\*

10003 Get License details

Last Day Worked\* mm/dd/yyyy

Individual Name\*

Termination Reason (For Others) Choose the Termination Reason

License/Credential Effective Date mm/dd/yyyy

Termination Reason (For Class III) Choose the Termination Reason

License Expiration Date mm/dd/yyyy

Save Exit Submit

Searching License Records

Please wait while we retrieve the license details.

Figure 5. When creating a PTN Submission, you will need to locate the License record

- Complete the **Last Day Worked** field and **Termination Reason (For Others)** drop down.

- The remaining fields will populate with the licensed employee's information.

WASHINGTON STATE  
GAMBLING  
COMMISSION

Home | License | Submission | Application | Billing and Payment | Quarterly License Report | Organization: 16CON LLC | Max Speedwell

Home > Submission > Edit Submission

1. Submission Type | 2. Personnel Termination Notice (PTN)

License Number or Tribal Credential Number or Registration Tribe License Number\*  
10003 [Get License details](#)

Last Day Worked\*  
mm/dd/yyyy

Individual Name\*  
Harry Dangle

Termination Reason (For Others)  
Choose the Termination Reason

License/Credential Effective Date  
10/09/2025

Termination Reason (For Class III)  
Choose the Termination Reason

License Expiration Date  
10/08/2026

Save Exit Submit

Figure 6. The form will populate the employee's profile information.

## 5. Submit the Form

- Click **Submit**, then **OK** to confirm.
- The submission is sent to the WSGC for review.

WASHINGTON STATE  
GAMBLING  
COMMISSION

Home | License | Submission | Application | Billing and Payment | Quarterly License Report | Organization: 16CON LLC | Max Speedwell

Home > Submission > Edit Submission

1. Submission Type | 2. Personnel Termination Notice (PTN)

License Number or Tribal Credential Number or Registration Tribe License Number\*  
10003 [Get License details](#)

Last Day Worked\*  
02/19/2026

Individual Name\*  
Harry Dangle

Termination Reason (For Others)  
Resigned

License/Credential Effective Date  
10/09/2025

Termination Reason (For Class III)  
Choose the Termination Reason

Save Exit Submit

**Submitted**  
Your Submission has been sent to the WSGC for review.  
OK

Figure 7. Confirmation screen showing the submission was successfully submitted

## 3C.1.2. Financial Statement Submission for Licensees

### 1. Log in to MyAccount.

- Sign in as either a **Super User** or **General Submitter**.

### 2. Create a New Submission

- Navigate to **Submissions** and click **Create a New Submission**.

WASHINGTON STATE GAMBLING COMMISSION

Home | License | **Submission** | Application | Billing and Payment | Organization: Monnette Nonprofit Organization

Secondary user General Submitter

Home > Submission

Create a New Submission

Current Submissions

Below submissions are in progress.

Search X

Submission No	Type of Submission	Submission Name	Received Date	Status	Action
2026-SUB-1141	Other Submissions	Financial Statement Submission - Licensee	04-20-2026	Under Review	

Rows: 1

Previous Submissions

Figure 8. Current Submissions screen

### 3. Select Submission Type

- From the **Submission Type** dropdown, choose **Other Submissions**.
- A new field called **Other Submissions Type** appears.
- Select **Financial Statement Submission- Licensees**, then click **Save and Next**.

Document was last saved: Just now

WASHINGTON STATE GAMBLING COMMISSION

Home | License | Submission | Application | Billing and Payment | Organization: Monnette Nonprofit Organization

Secondary user General Submitter

Home > Submission > Add Submission

1. Submission Type

Step 1: Submission Type

Submission Type

Other Submissions

Other Submissions Type\*

Financial Statement Submission - Licensee

Save and Next

Figure 9. Submission type selection - Financial Statement Submission

- The page advances to the **Financial Statement Submission** tab.

WASHINGTON STATE GAMBLING COMMISSION

19 Home | License | Submission | Application | Billing and Payment | Quarterly License Report | Organization: Julie-Monnette-Rose Nonprofit 2

Max Speedwell

Home > Submission > Edit Submission

1. Submission Type 2. Financial Statement Submission

+ Upload

Uploaded Documents

Provide the applicable documents for your submission:

- Upload of supporting documents (e.g., audit letters, financial summaries).
- Upload of related qualification materials, such as proof of gross gambling receipts exceeding \$1 million (if applicable).

Document Name	Document Category	Document Link	Document Size	Note	Uploaded By	Uploaded Date	Action
No Documents found.							

Exit Submit

Figure 10. Financial Statement Submission tab

#### 4. Upload Financial Documents

- Click **+ Upload**.

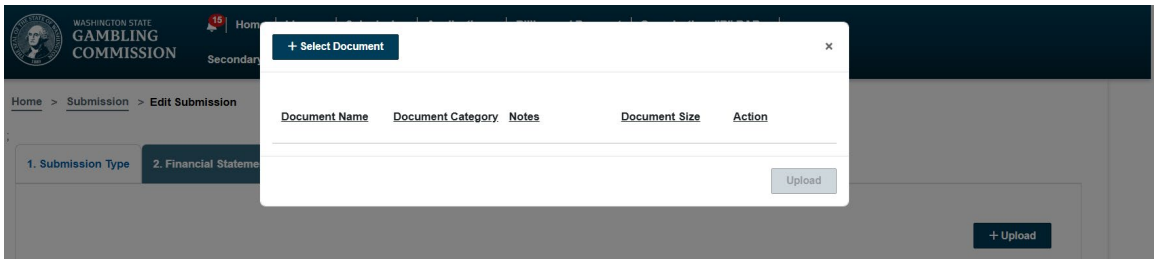


Figure 11. After selecting +Upload, the select document screen will appear

- Click **+ Select Document** to choose the file(s) from your device. More than one document can be uploaded.
- From the **Document Category** dropdown, choose **Financial Document**. Enter notes if you'd like in the **Notes Category**, to provide further explanation, then click **Upload**.

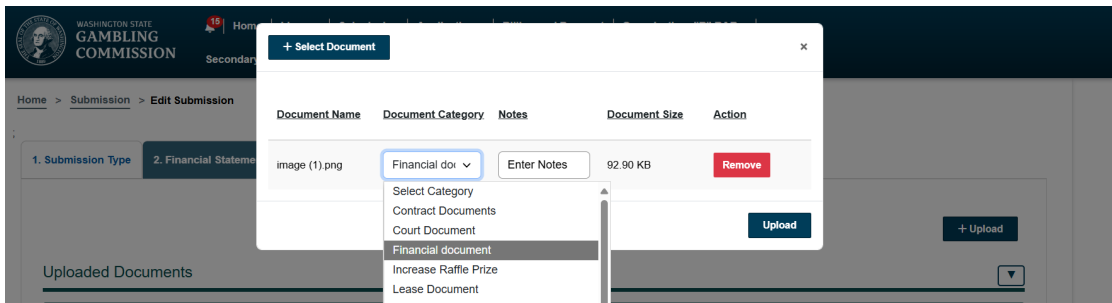


Figure 12. Making your file selection

- The file(s) appear under the **Uploaded Documents** section.

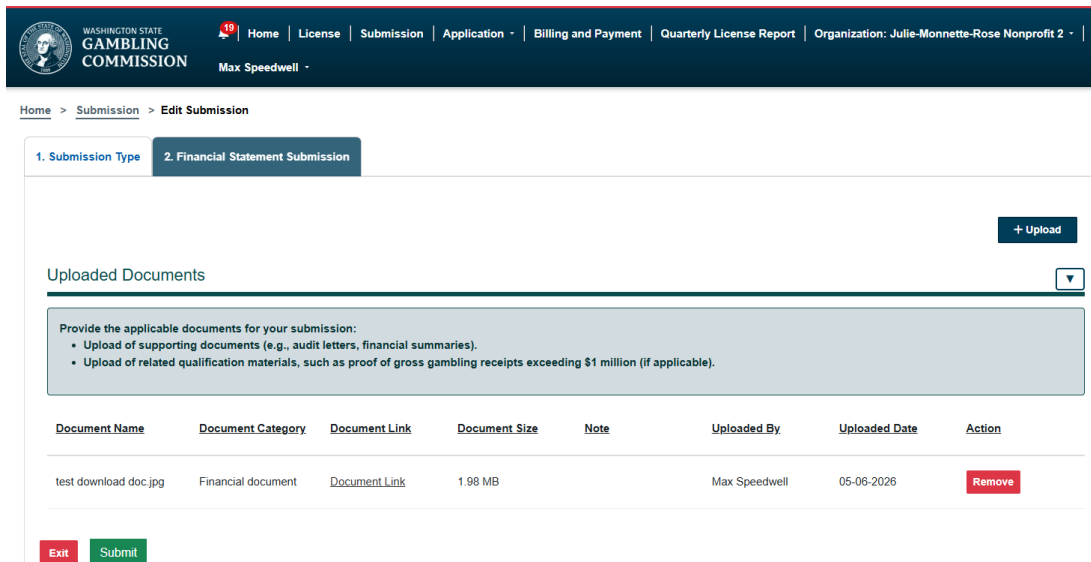


Figure 13. Documents you upload will appear here

## 5. Submit the Record

- Click **Submit**, then **OK** to confirm.
- The submission is now sent to the WSGC for review.

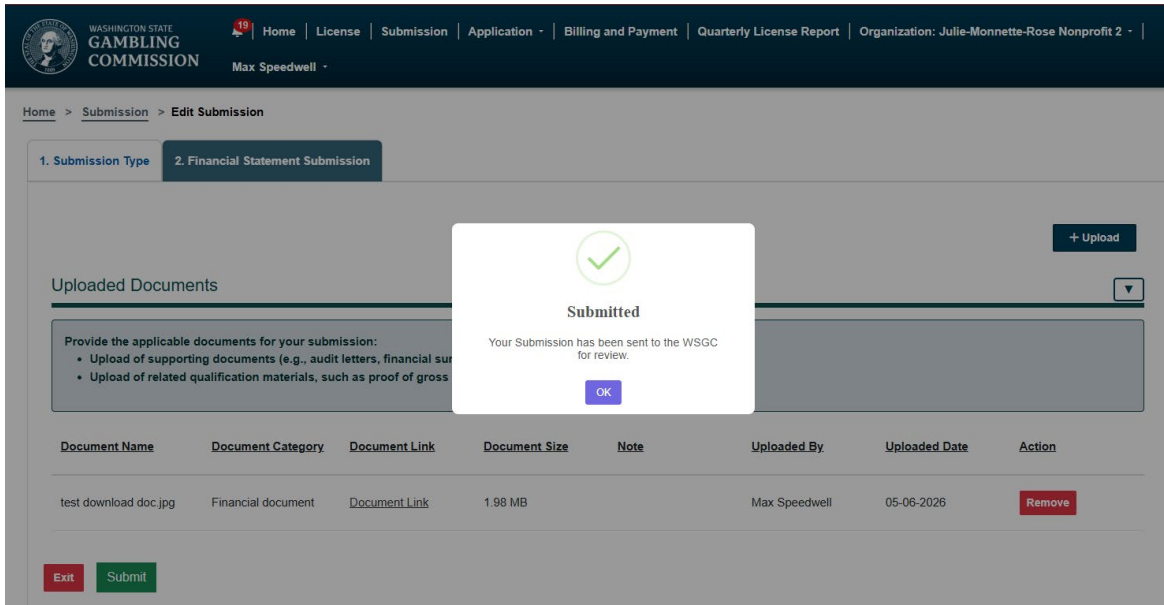


Figure 14. Confirmation screen showing the submission was successfully submitted

## 3C.1.3. Criminal History: Reporting Criminal or Civil Actions

### 1. Log in to MyAccount.

- Sign in as either a **Super User** or **General Submitter**.

### 2. Create a New Submission

- Navigate to **Submissions** and click **Create a New Submission**.

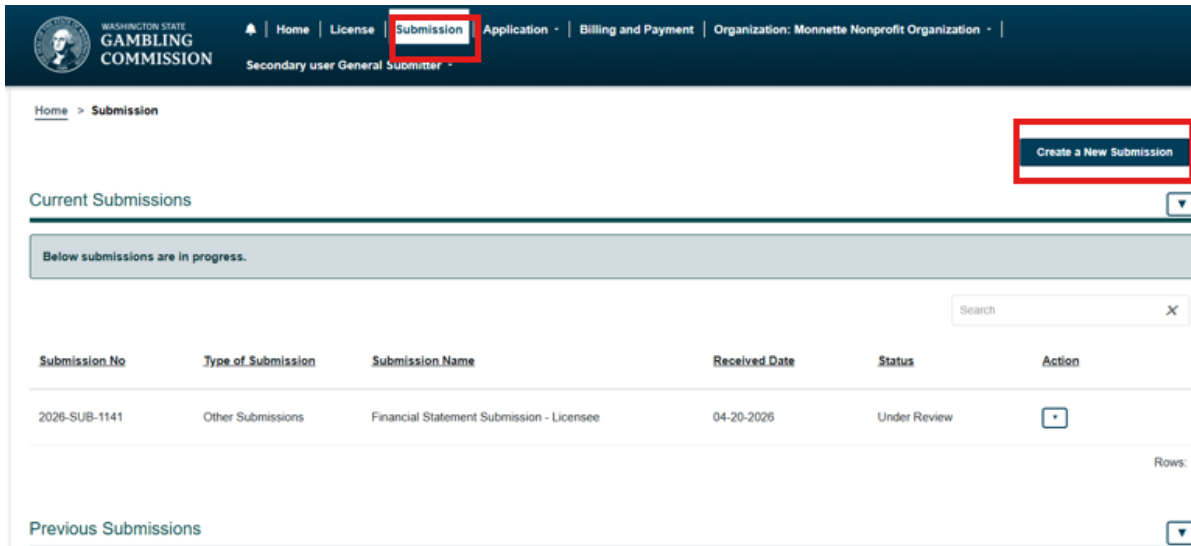


Figure 15. Current Submissions screen

### 3. Select Submission Type

- From the **Submission Type** dropdown, choose **Other Submissions**.
- A new field called **Other Submissions Type** appears.
- Select **Report New Criminal History or New Civil Actions**, then click **Save and Next**.

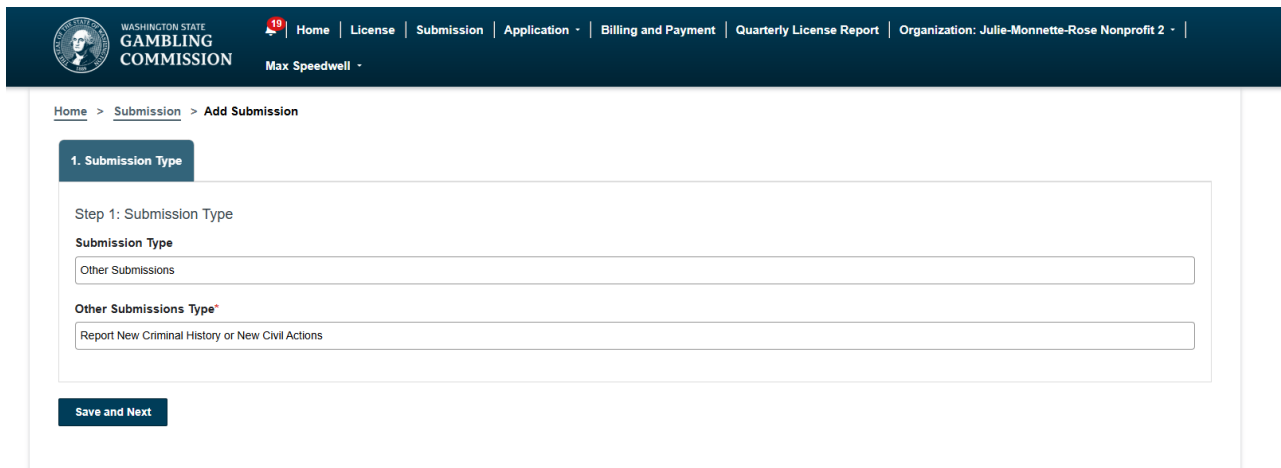


Figure 16. Submission type selection – Report New Criminal History or New Civil Action

- The page advances to the **Report Criminal History or Civil Action** tab.

WASHINGTON STATE  
GAMBLING  
COMMISSION

Home | License | Submission | Application | Billing and Payment | Quarterly License Report | Organization: Julie-Monnette-Rose Nonprofit 2 | Max Speedwell

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 17. Report Criminal History or Civil Action tab

#### 4. Enter Case Details

- In the **Case Details** section, enter all required information:
  - Date Filed (MM/DD/YYYY)
  - Charge or Action Filed
  - City, County, State
  - Outcome/Disposition

#### 5. Enter Narrative Description

- In the **Narrative Section**, provide a detailed explanation of the incident, including context and circumstances. Include **the name or licensee number** for the **individual** you are reporting for; click **Save and Next**.

The screenshot shows the 'Edit Submission' page for the Washington State Gambling Commission. The navigation bar at the top includes 'Home', 'License', 'Submission', 'Application', 'Billing and Payment', 'Quarterly License Report', and 'Organization: Julie-Monnette-Rose Nonprofit 2'. The user is logged in as 'Max Speedwell'. The breadcrumb trail is 'Home > Submission > Edit Submission'. There are three tabs: '1. Submission Type', '2. Report Criminal History or Civil Action' (which is active), and '3. Documents'. The 'Case Details Section' contains the following fields: 'Charge' (with a dropdown menu), 'Date Charge\*' (with a date picker showing 05/06/2026), 'City\*' (with a dropdown menu), 'State\*' (with a dropdown menu showing 'Washington'), 'County\*' (with a dropdown menu), and 'Outcome/Disposition\*' (with a text area). The 'Narrative Section' has a 'Detail Description\*' field with a text area containing the placeholder text 'Name of individual and license number; circumstances of reported incident'. At the bottom of the form are two buttons: 'Save and Next' and 'Exit'.

Figure 18. Sample showing a completed Case Details Section

## 6. Upload Documents

- The page advances to the **Documents tab**.
- Click **+Upload** to add supporting documents, such as court documents, for the submission.
- Click **+ Select Document** to choose the file(s) from your device. More than one document can be uploaded.
- From the **Document Category** dropdown, choose **Court Document or Other**. Enter notes if you'd like in the **Notes Category**, to provide further explanation.
- Click **Upload**. The file(s) appear under the **Uploaded Documents** section.

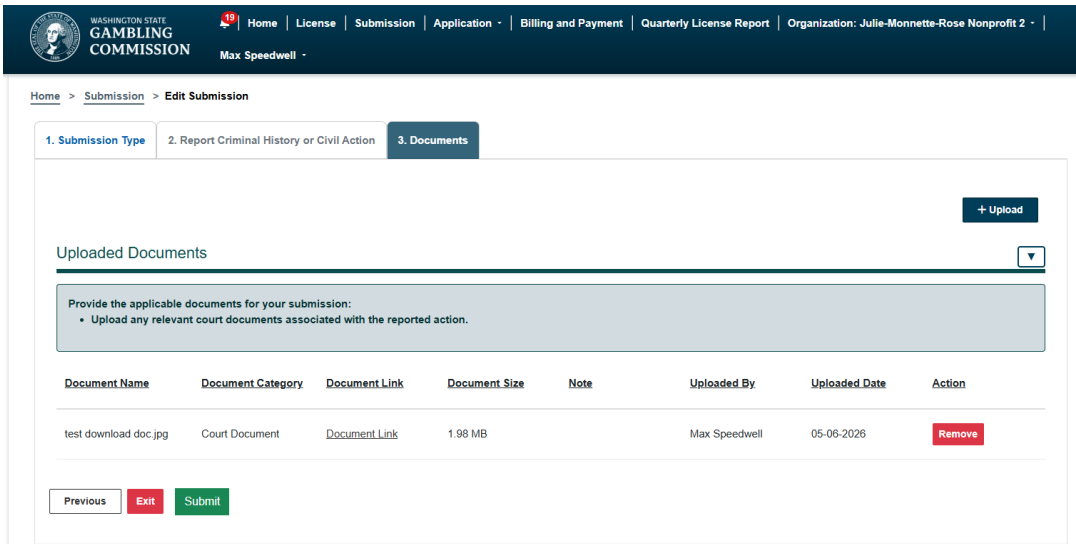


Figure 19. Uploaded documents will appear here

## 7. Submit the Record

- Click **Submit**, then **OK** to confirm.
- The submission is now sent to the WSGC for review.

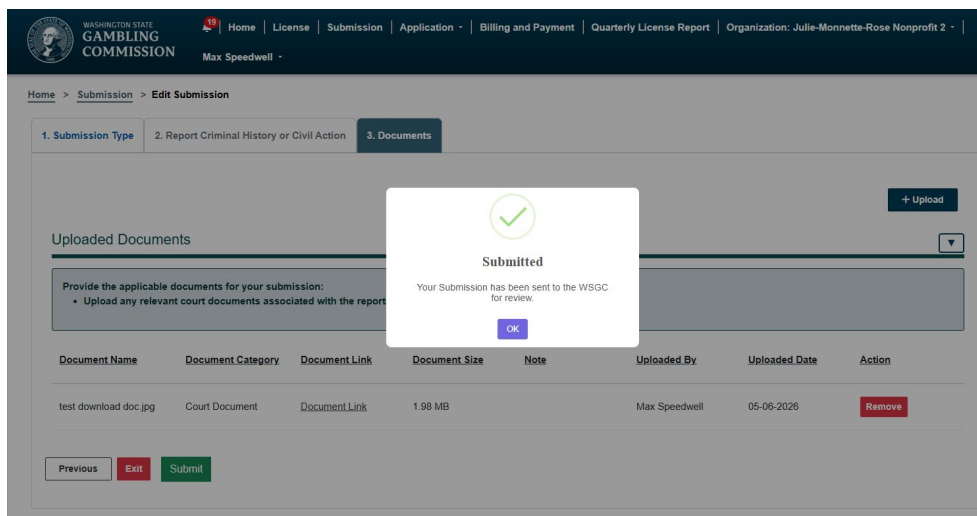


Figure 20. Confirmation screen showing your submission was submitted

## 3C.1.4. Nonprofit Electronic Raffles Internal Control

### 1. Log in to MyAccount Portal

- Sign in as either a **Super User** or **Secondary User**.

## 2. Create a New Submission

- Navigate to **Submissions** and click **Create a New Submission**.

The screenshot shows the 'Current Submissions' screen. At the top, there is a navigation bar with the Washington State Gambling Commission logo and menu items: Home, License, Submission (selected), Application, Billing and Payment, Quarterly License Report, and Organization. Below the navigation bar, there is a breadcrumb trail: Home > Submission. A 'Create a New Submission' button is located in the top right corner. The main content area is titled 'Current Submissions' and contains a message: 'Below submissions are in progress.' Below this message is a search bar with the text 'Search' and a close button 'X'. A table header is visible with columns: Submission No, Type of Submission, Submission Name, Received Date, Status, and Action. Below the header, the text 'No Records found.' is displayed. At the bottom, there is a section for 'Previous Submissions' with a dropdown arrow.

Figure 21. Current Submissions screen

## 3. Select Submission Type

- From the **Submission Type** dropdown, choose **Other Submissions**.
- A new field called **Other Submissions Type** appears.
- Select **Nonprofit Electronic Raffle Internal Control**, then click **Save and Next**.

The screenshot shows the 'Add Submission' screen. At the top, there is a navigation bar with the Washington State Gambling Commission logo and menu items: Home, License, Submission (selected), Application, Billing and Payment, Quarterly License Report, and Organization. Below the navigation bar, there is a breadcrumb trail: Home > Submission > Add Submission. The main content area is titled '1. Submission Type' and contains a form with the following fields: 'Submission Type' (dropdown menu with 'Other Submissions' selected) and 'Other Submissions Type\*' (text input field with 'Nonprofit Electronic Raffle Internal Control' entered). A 'Save and Next' button is located at the bottom of the form.

Figure 22. Submission type selection – Nonprofit Electronic Raffle Internal Control

- The page advances to the **Electronic Raffle** tab.

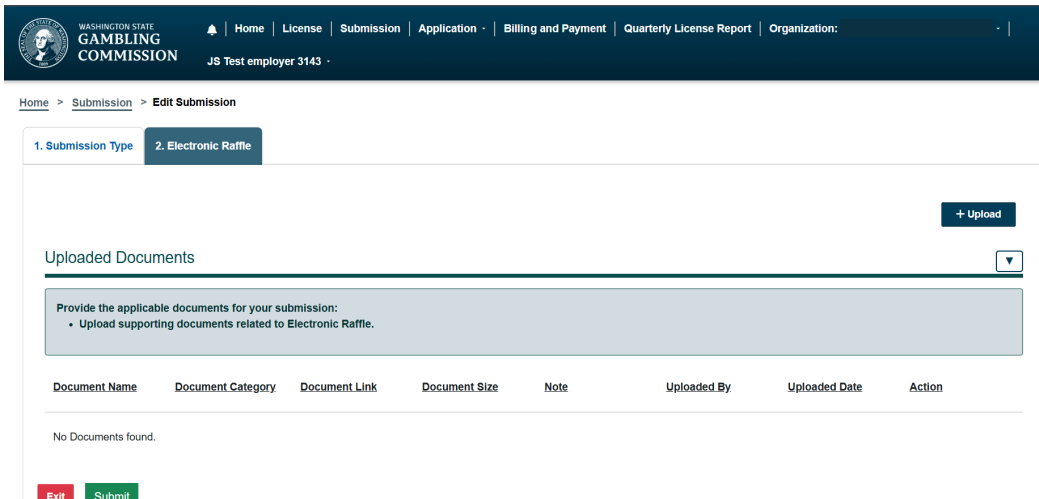


Figure 23. Electronic Raffle tab

#### 4. Upload Supporting Documents

- Click **Upload**.
- Click **+ Select Document** to choose the file(s) from your device. More than one document can be uploaded.
- From the **Document Category** dropdown, choose **Internal Control**. Enter notes if you'd like in the **Notes Category**, to provide further explanation, then click **Upload**.

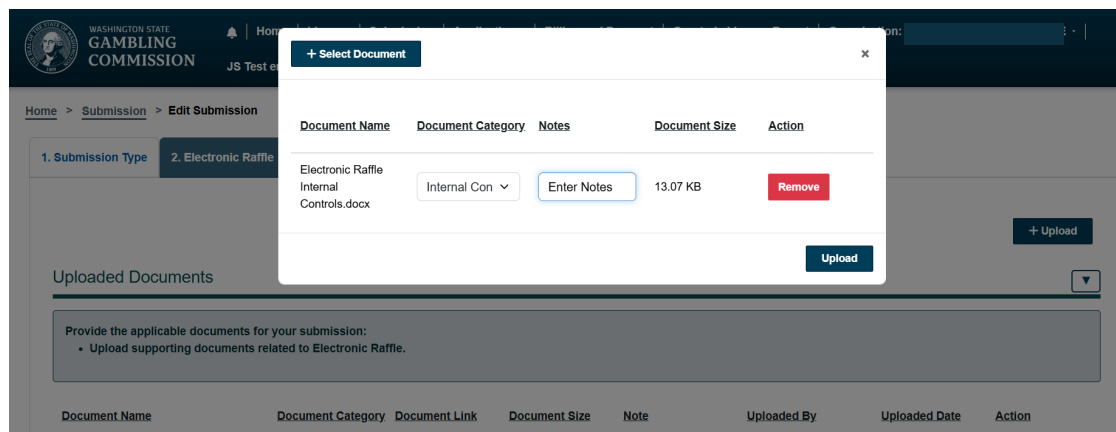


Figure 24. Making your file selection

- The file(s) appear under the **Uploaded Documents** section.

#### 5. Submit the Record

- Click **Submit**, then **OK** to confirm.

- The submission is sent to the WSGC for review.

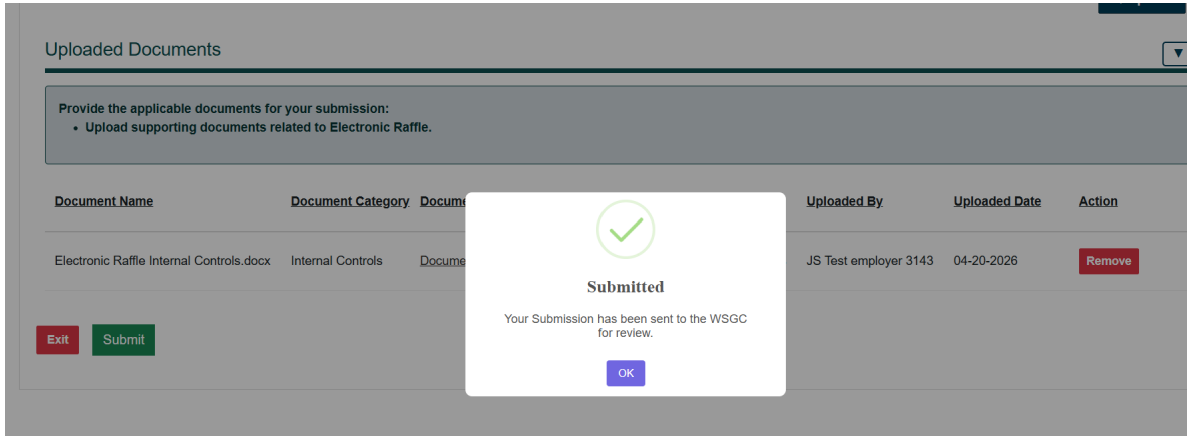


Figure 25. Confirmation screen showing the submission was successfully submitted

### 3C.1.5. Nonprofit Excessive Reserves Request

#### 1. Log in to MyAccount

- Sign in as either a **Super User** or **General Submitter**.

#### 2. Create a New Submission

- Navigate to **Submissions** and click **Create a New Submission**.

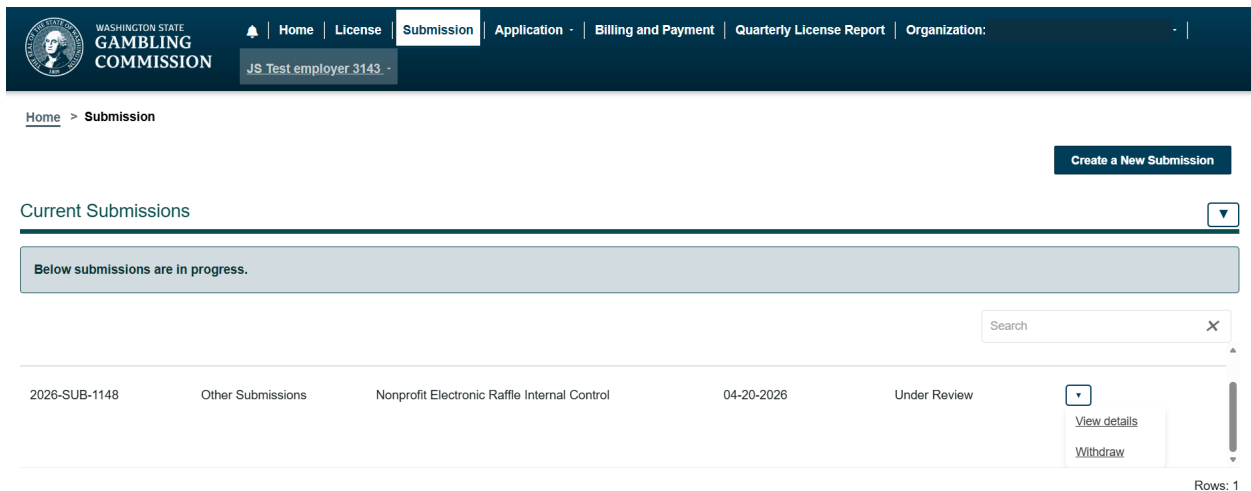


Figure 26. Current Submissions screen

#### 3. Select Submission Type

- From the **Submission Type** dropdown, choose **Other Submissions**.

- A new field called **Other Submissions Type** appears.
- Select **Nonprofit Excessive Reserves Request**, then click **Save and Next**.

WASHINGTON STATE GAMBLING COMMISSION

Home | License | Submission | Application | Billing and Payment | Quarterly License Report | Organization:

JS Test employer 3143

Home > Submission > Add Submission

1. Submission Type

Step 1: Submission Type

Submission Type

Other Submissions

Other Submissions Type\*

Nonprofit Excessive Reserves Request

Save and Next

Figure 27. Submission type selection - Excessive Reserves Request

- The page advances to the **Excessive Reserves Request** tab.

WASHINGTON STATE GAMBLING COMMISSION

Home | License | Submission | Application | Billing and Payment | Quarterly License Report | Organization:

JS Test employer 3143

Home > Submission > Edit Submission

1. Submission Type | 2. Excessive reserves Request

Attach Request Letter with Detailed Plan\* + Upload

Fiscal Year\*  
mm/dd/yyyy

Amount to be Approved (\$)\*

Copy of meeting minutes where the plan was approved by General Members + Upload

Copy of meeting minutes where the plan was approved by Board of Directors + Upload

Uploaded Documents ▼

Provide supporting documents.

Figure 28. Excessive Reserves Request tab

#### 4. Upload Required Documents

- Click **+Upload** to attach the following:
  - Request letter with detailed plan

- Copy of meeting minutes where the plan was approved by General Members
- Copy of meeting minutes where the plan was approved by the Board of Directors
- Click **+ Select Document** to choose the file(s) from your device. More than one document can be uploaded.
- From the **Document Category** dropdown, choose **Nonprofit Excess Reserves Request or Other**. Enter notes if you'd like in the **Notes Category**, to provide further explanation, then click **Upload**.
- The file(s) appear under the **Uploaded Documents** section.

The screenshot shows the '2. Excessive reserves Request' section of a submission form. It includes fields for 'Attach Request Letter with Detailed Plan\*', 'Fiscal Year\*' (with a date picker), and 'Amount to be Approved (\$)'. Below these are two upload buttons for meeting minutes. At the bottom, an 'Uploaded Documents' table lists a file named 'test download doc.jpg' with a size of 1.98 MB, uploaded by 'Max Speedwell' on '05-06-2026'. The table has columns for Document Name, Document Category, Document Link, Document Size, Note, Uploaded By, Uploaded Date, and Action.

Document Name	Document Category	Document Link	Document Size	Note	Uploaded By	Uploaded Date	Action
test download doc.jpg	Nonprofit Excessive reserves Request	<a href="#">Document Link</a>	1.98 MB		Max Speedwell	05-06-2026	<a href="#">Remove</a>

Figure 29. Uploaded documents will appear here

## 5. Enter Fiscal Details

- Enter the **Fiscal Year** for the request and **Amount to be Approved (\$)**.

## 6. Submit the Request

- Click **Submit**, then **OK** to confirm.
- The submission is sent to the WSGC for review.

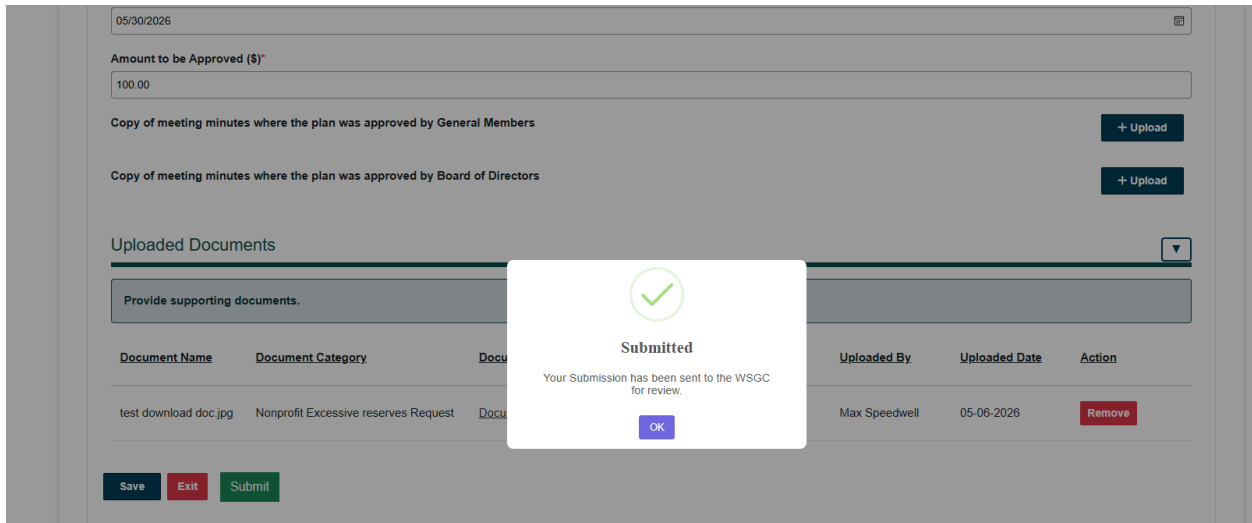


Figure 30. Confirmation screen showing the submission was successfully submitted

### 3C.1.6. Nonprofit Raffle Requests for Individuals

#### 1. Log in to MyAccount.

- Sign in as either a **Super User** or **General Submitter**.

#### 2. Create a New Submission

- Navigate to **Submissions** and click **Create a New Submission**.

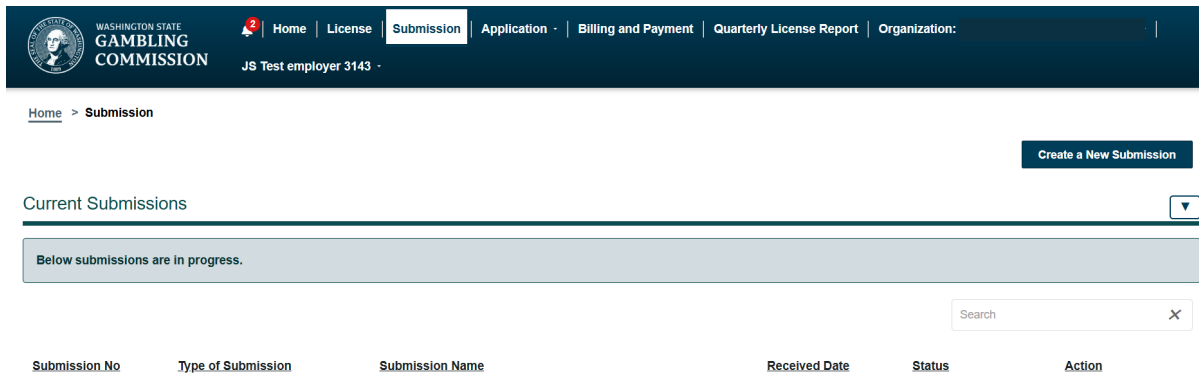


Figure 31. Current Submissions screen

#### 3. Select Submission Type

- From the **Submission Type** dropdown, choose **Other Submissions**.
- A new field called **Other Submissions Type** appears.

- Select **Nonprofit Raffles Benefitting an Individual**, then click **Save and Next**.

The screenshot shows the 'Add Submission' page. At the top is the Washington State Gambling Commission logo and navigation links: Home, License, Submission, Application, Billing and Payment, Quarterly License Report, and Organization. Below the navigation is a breadcrumb trail: Home > Submission > Add Submission. The main content area is titled '1. Submission Type' and contains a 'Step 1: Submission Type' section. Under this section, there are two dropdown menus: 'Submission Type' (set to 'Other Submissions') and 'Other Submissions Type\*' (set to 'Nonprofit Raffles Benefitting an Individual'). At the bottom of the form is a blue button labeled 'Save and Next'.

Figure 32. Submission type selection - Nonprofit Raffles Benefitting an Individual

- The page advances to the **Raffle Requests for Individuals** tab.

The screenshot shows the 'Edit Submission' page. At the top is the Washington State Gambling Commission logo and navigation links: Home, License, Submission, Application, Billing and Payment, Quarterly License Report, and Organization. Below the navigation is a breadcrumb trail: Home > Submission > Edit Submission. The main content area has two tabs: '1. Submission Type' and '2. Raffle Requests for Individuals'. The 'Raffle Requests for Individuals' tab is active and contains three text input fields: 'Name of the Person(s) the proceeds will go to\*', 'Reason why the nonprofit is providing proceeds to the individual\*', and 'Date of the Event\*'. Below the fields are three buttons: 'Save' (blue), 'Exit' (red), and 'Submit' (green).

Figure 33. Raffle Requests for Individuals tab

#### 4. Enter Beneficiary Information

- In the **Name of the Person(s) the proceeds will go to** field, enter a valid name.

#### 5. Enter Reason for Proceeds

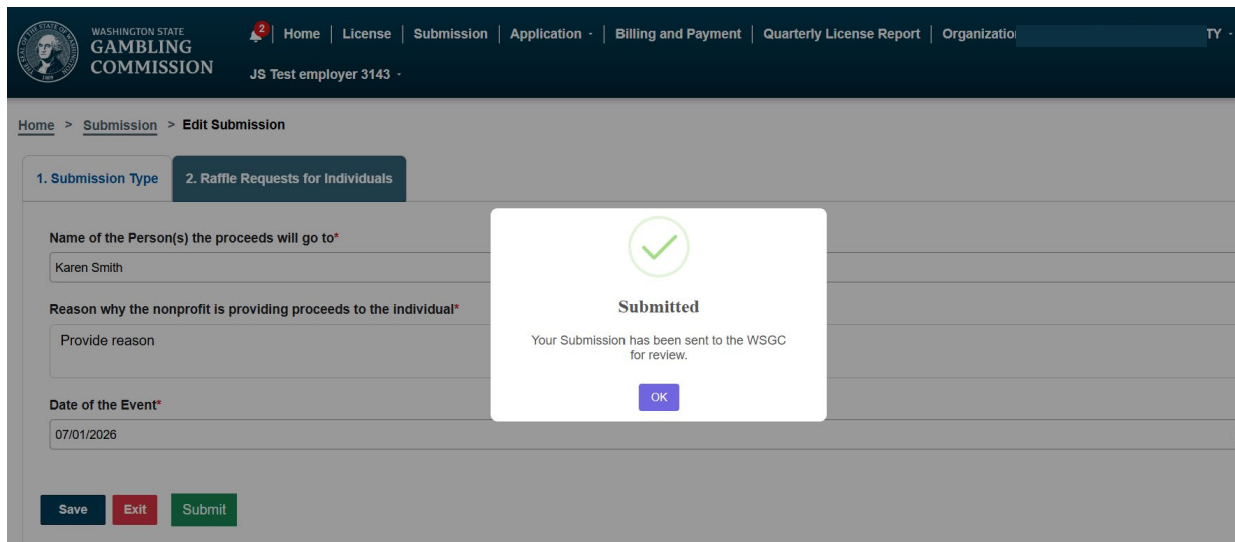
- Provide a valid reason in the **Reason why the nonprofit is providing proceeds to the individual** field.

## 6. Complete Event Details

- In the **Date of the Event** field, enter a valid date. (Note: past date cannot be selected.)

## 7. Submit the Form

- Click the **Submit**, then **OK** to confirm.
- The submission is sent to the WSGC for review.



The screenshot shows the Washington State Gambling Commission website. The header includes the logo and navigation links: Home, License, Submission, Application, Billing and Payment, Quarterly License Report, and Organization. The user is logged in as 'JS Test employer 3143'. The main content area shows a form titled 'Edit Submission' with two tabs: '1. Submission Type' and '2. Raffle Requests for Individuals'. The form fields are: 'Name of the Person(s) the proceeds will go to\*' (Karen Smith), 'Reason why the nonprofit is providing proceeds to the individual\*' (Provide reason), and 'Date of the Event\*' (07/01/2026). A confirmation modal is displayed in the center, featuring a green checkmark icon, the text 'Submitted', and 'Your Submission has been sent to the WSGC for review.' with an 'OK' button. At the bottom of the form are 'Save', 'Exit', and 'Submit' buttons.

Figure 34. Confirmation screen showing the submission was successfully submitted

## 3C.1.7. Raffles with Prize Exceeding \$60K or Total Prizes Exceeding \$400K – WAC 230-11-067

### 1. Log in to MyAccount.

- Sign in as either a **Super User** or **General Submitter**.

### 2. Create a New Submission

- Navigate to **Submissions** and click **Create a New Submission**.

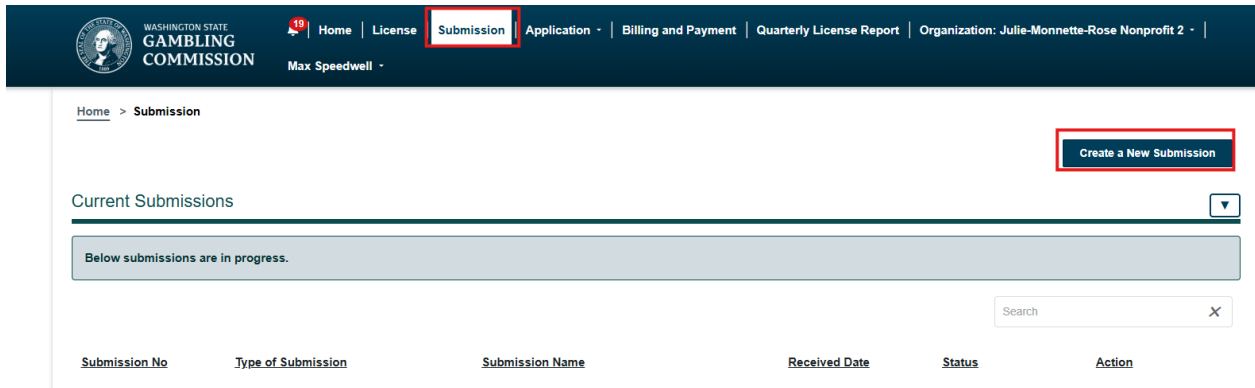


Figure 35. Current Submissions screen

### 3. Select Submission Type

- From the **Submission Type** dropdown, choose **Other Submissions**.
- A new field called **Other Submissions Type** appears.
- Select **Nonprofit Raffles with Prize Exceeding \$60K or Total Prizes Exceeding \$400K (WAC 230-11-067)**, then click **Save and Next**.

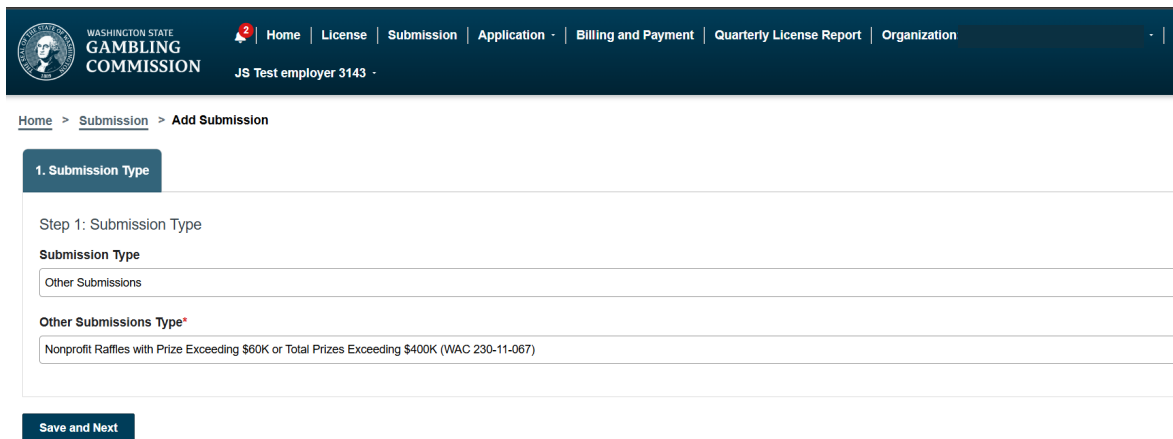


Figure 36. Submission type - Nonprofit Raffles with Prize Exceeding \$60K or Total Prizes Exceeding \$400K (WAC 230-11-067)

- The page advances to the **Raffles exceeding \$60K** tab.

The screenshot shows the Oregon State Gambling Commission's submission interface. The top navigation bar includes links for Home, License, Submission, Application, Billing and Payment, Quarterly License Report, and Organization. The main content area is titled '2. Raffles exceeding \$60K'. It contains a form with the following sections:

- Have you been issued a license?** with radio buttons for 'No' (selected) and 'Yes', and a 'License Number' input field.
- Uploaded Documents** section with an 'Upload' button.
- A large text area for providing applicable documents, containing detailed instructions for raffle submissions, including requirements for prize amounts, budget, and documentation.
- A table with columns: Document Name, Document Category, Document Link, Document Size, Note, Uploaded By, Uploaded Date, and Action.
- Buttons for 'Save', 'Edit', and 'Submit' at the bottom.

Figure 37. Raffles exceeding \$60K tab

#### 4. Provide Requested Information

- Answer yes or no to **Have you been issued a license?** and provide a **License Number**.

#### 5. Upload Supporting Documents

- Click **+Upload**
- Click **+ Select Document** to choose the file(s) from your device. More than one document can be uploaded.
- Upload **Documents** with required information per WAC 230-11-067 to include a raffle plan with details included on the screen.
- From the **Document Category** dropdown, choose **Increase Raffle Prize**. Enter notes if you'd like in the **Notes Category**, to provide further explanation, then click **Upload**.

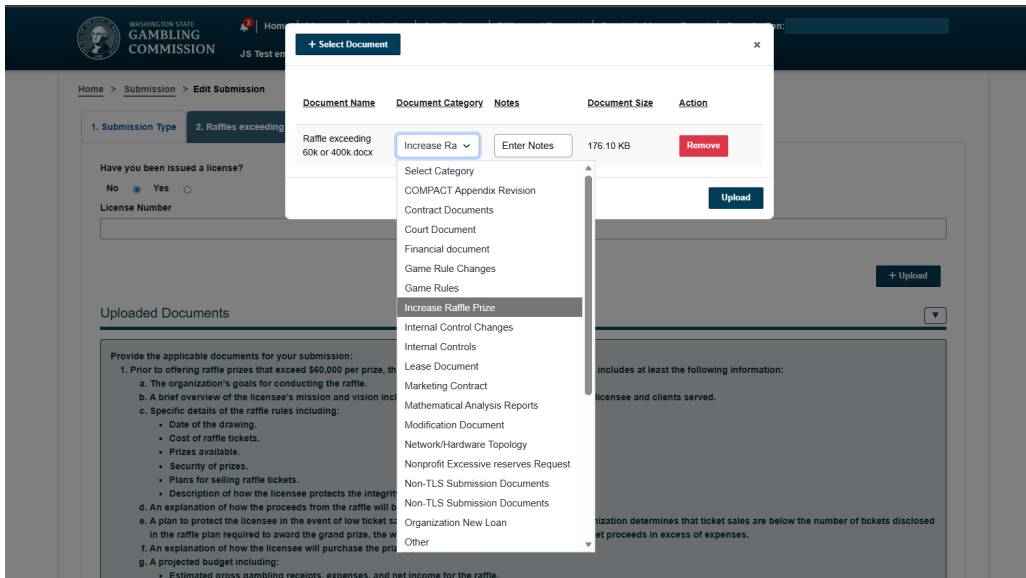


Figure 38. Making your file selection

## 6. Submit the Record

- Click **Submit**, then **OK** to confirm.
- The submission is sent to the WSGC for review.

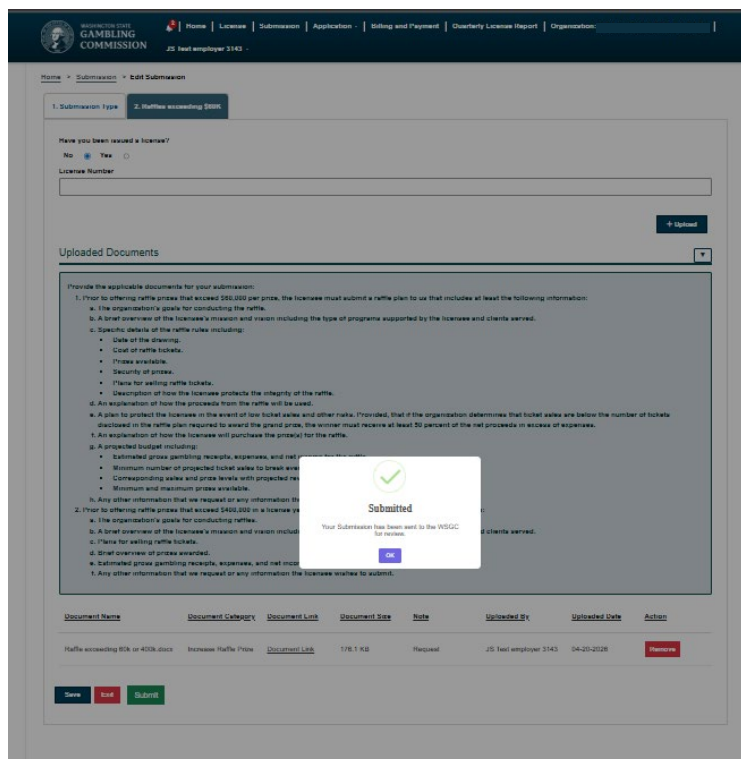


Figure 39. Confirmation screen showing the submission was successfully submitted

## 3C.1.8. Organization (Vendor) New Contracts

### 1. Log in to MyAccount

- Sign in as either a **Super User** or **General Submitter**.

### 2. Create a New Submission

- Navigate to **Submissions** and click **Create a New Submission**.

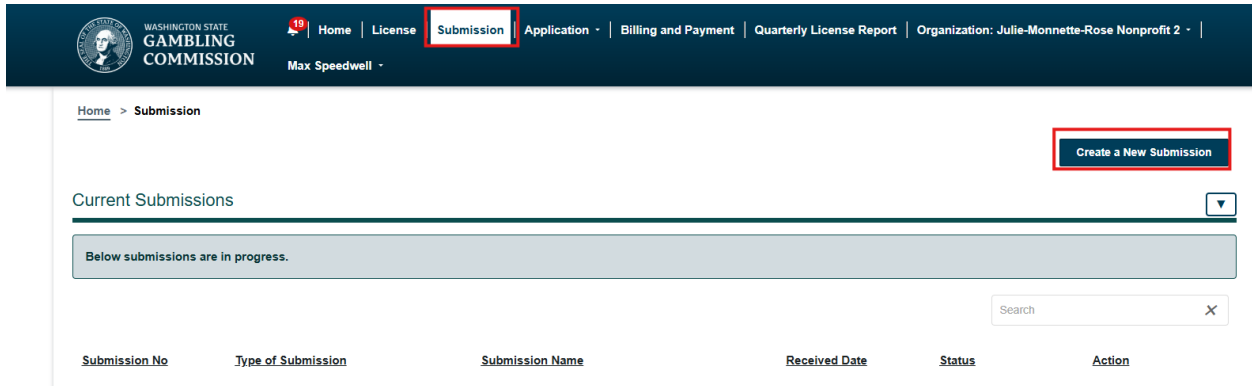


Figure 40. Current Submissions screen

### 3. Select Submission Type

- From the **Submission Type** dropdown, choose **Other Submissions**.
- A new field called **Other Submissions Type** appears.
- Select **Organization (Vendor) New Contract**, then click **Save and Next**.

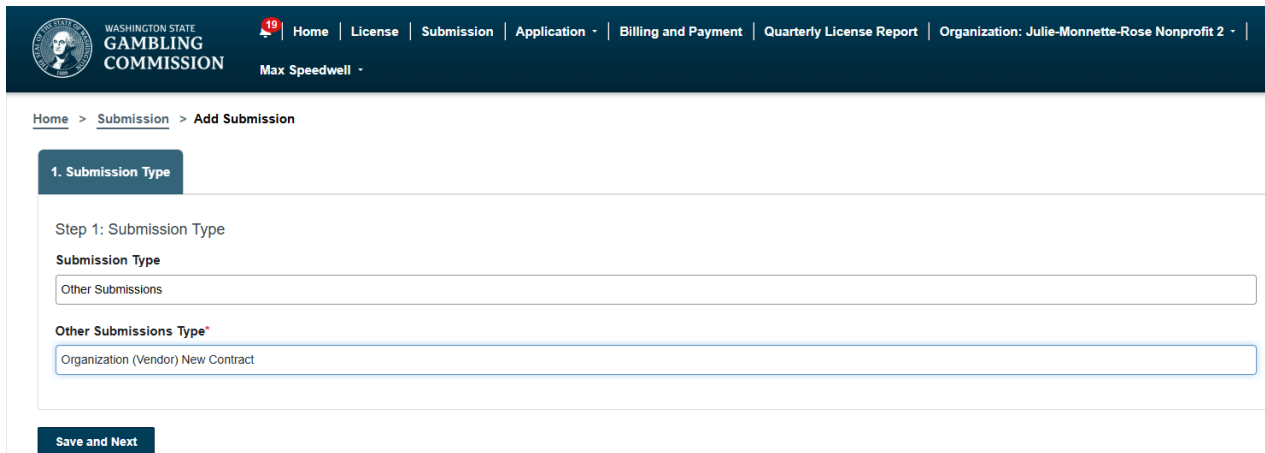


Figure 41. Submission type selection - Organization (Vendor) New Contract

- The system advances to the **Organization New Contracts** tab.

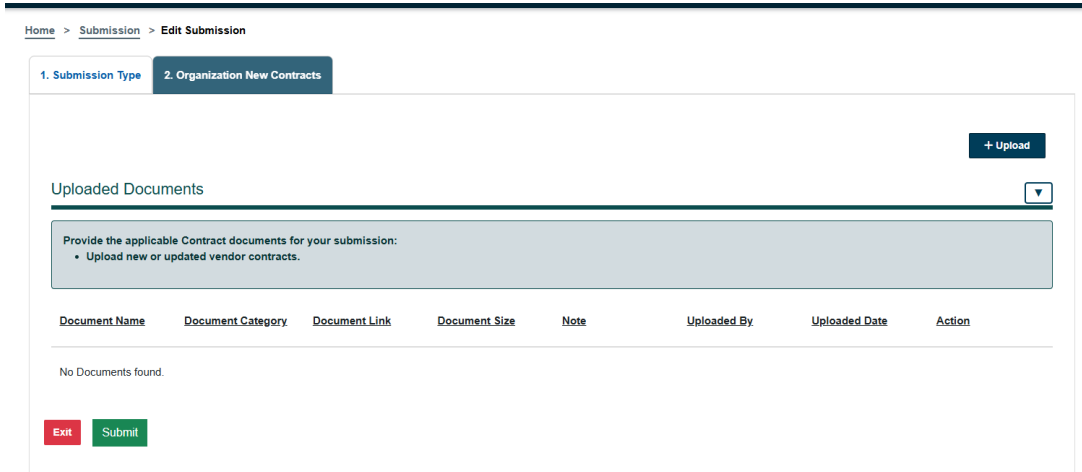


Figure 42. Organization New Contracts tab

#### 4. Upload Contract Documents

- Click **+ Upload**.
- Click **+ Select Document** to choose the file(s) from your device. More than one document can be uploaded.
- From the **Document Category** dropdown, choose **Contract Documents**. Enter notes if you'd like in the **Notes Category**, to provide further explanation, then click **Upload**.

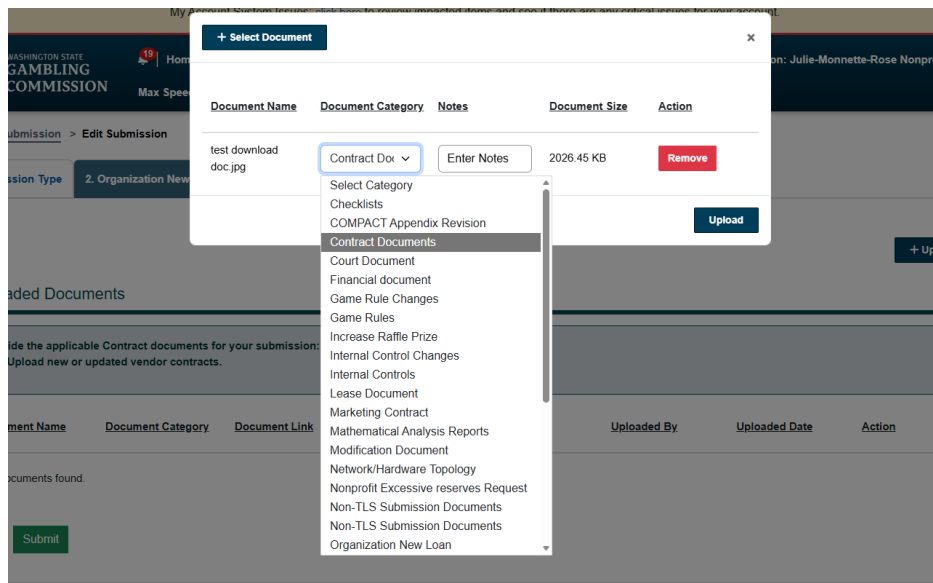


Figure 43. Making your file selection

- The file(s) appear under the **Uploaded Documents** section.

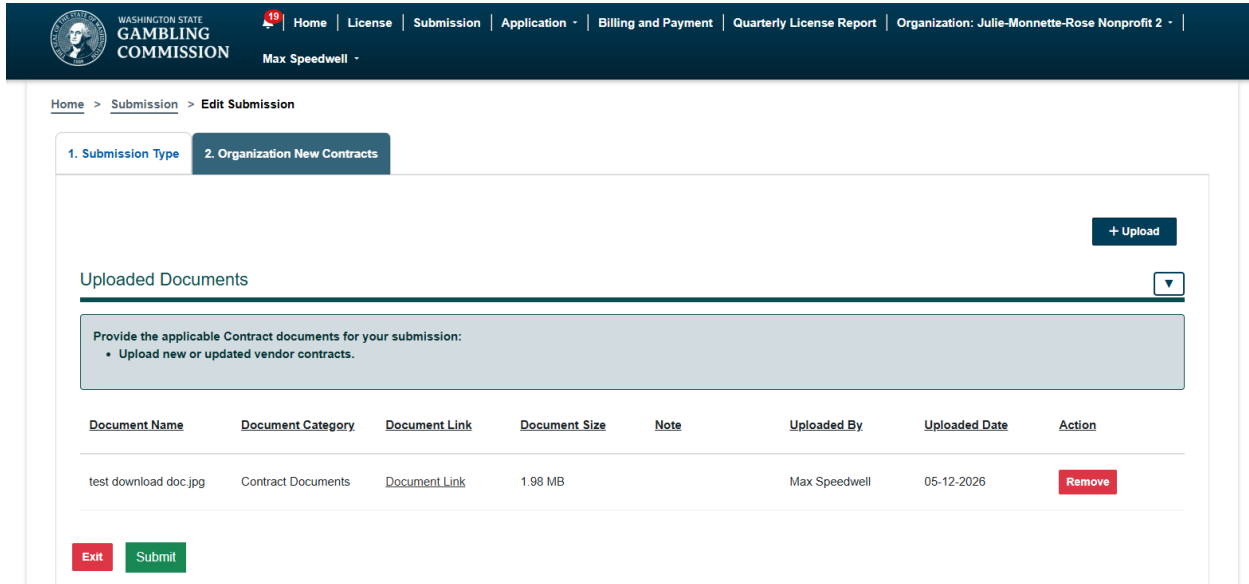


Figure 44. Uploaded documents will appear here

## 5. Submit the Record

- Click **Submit**, then **OK** to confirm.
- The submission is sent to the WSGC for review.

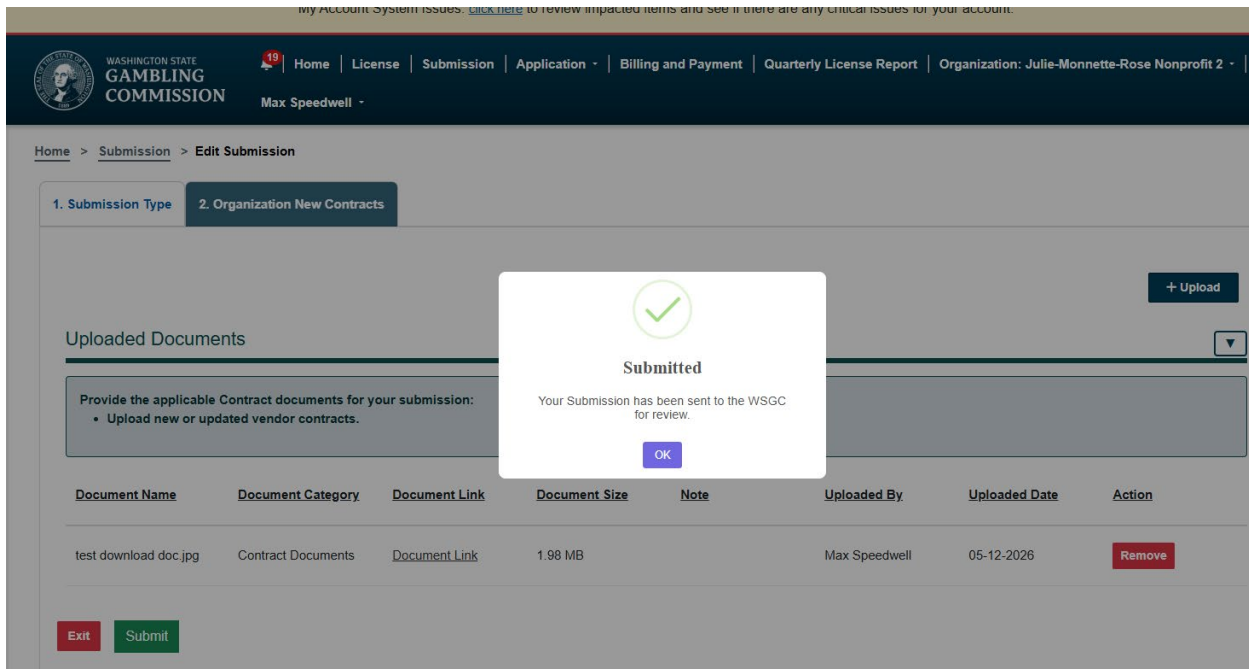


Figure 45. Confirmation screen showing the submission was successfully submitted

## 3C.1.9. Organization Lease Submission

### 1. Log in to MyAccount.

- Sign in as either a **Super User** or **General Submitter**.

### 2. Create a New Submission

- Navigate to **Submissions** and click **Create a New Submission**.

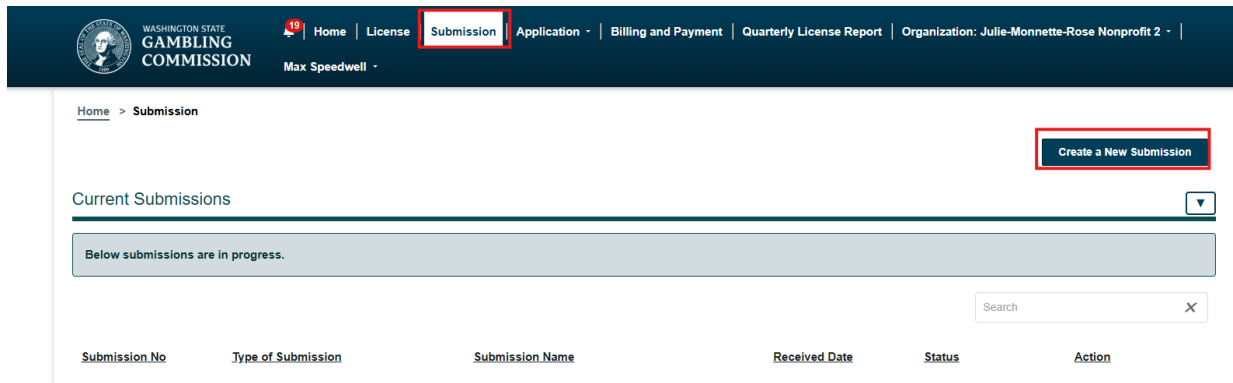


Figure 46. Current Submissions screen

### 3. Select Submission Type

- From the **Submission Type** dropdown, choose **Other Submissions**.
- A new field called **Other Submissions Type** appears.
- Select **Organization New Lease (w/o a change of location)**, then click **Save and Next**.

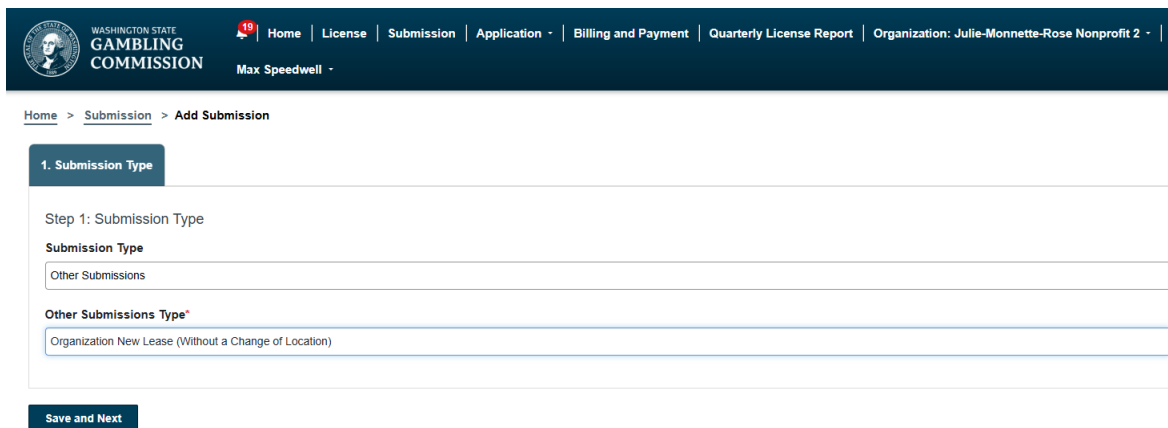


Figure 47. Submission type selection - Organization New Lease (w/o a change of location)

- The page advances to the **Organization New Lease** tab.

Figure 48. Organization New Lease tab

#### 4. Enter Lease Information

- In the **Lease Information** section, enter the **Expiration Date of New Lease** in MM/DD/YYYY format (**required**).

#### 5. Upload Lease Document

- Click **+ Upload**.
- Click **+ Select Document** to choose the file(s) from your device. More than one document can be uploaded.
- In the file selector, click **+ Select Document** and choose the lease file.
- From the **Document Category** dropdown, choose **Lease Document**. Enter notes if you'd like in the **Notes Category**, to provide further explanation, then click **Upload**.

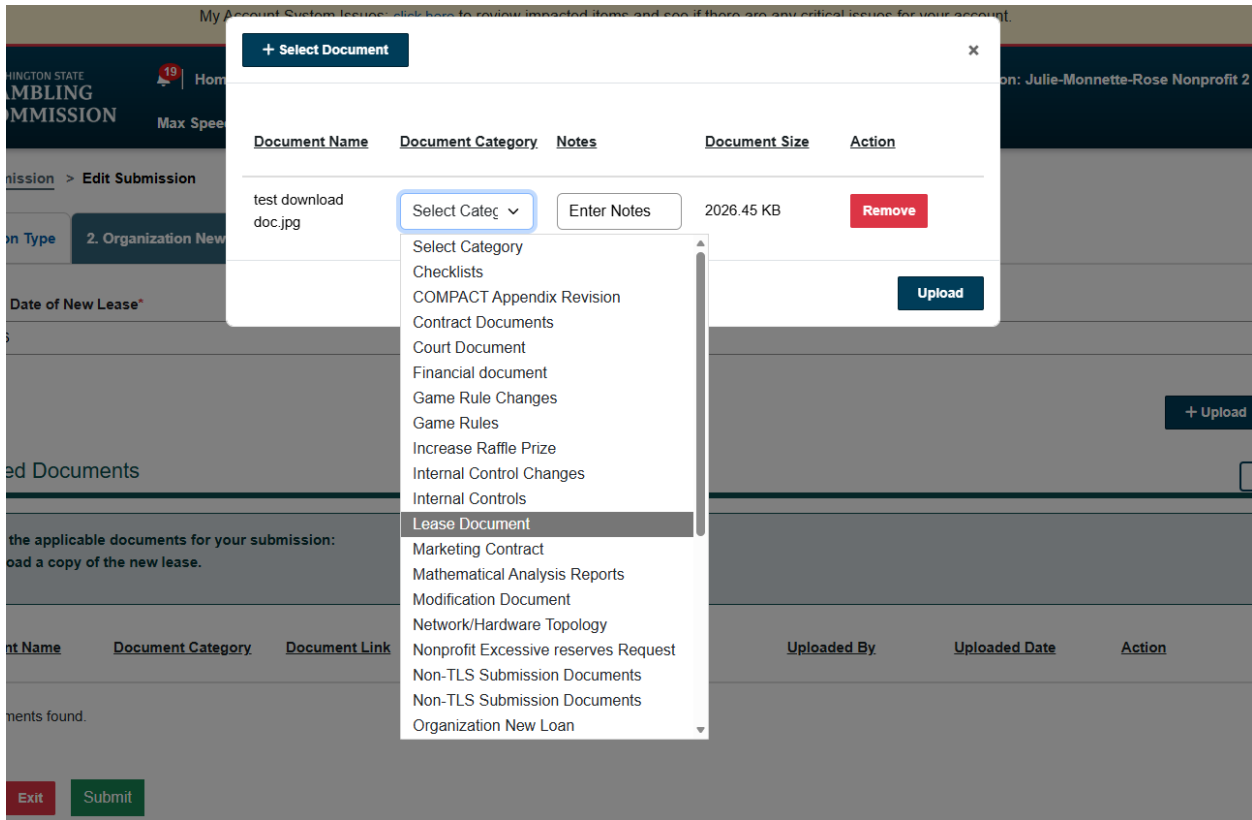


Figure 49. Making your file selection

- The file(s) appear under the **Uploaded Documents** section.

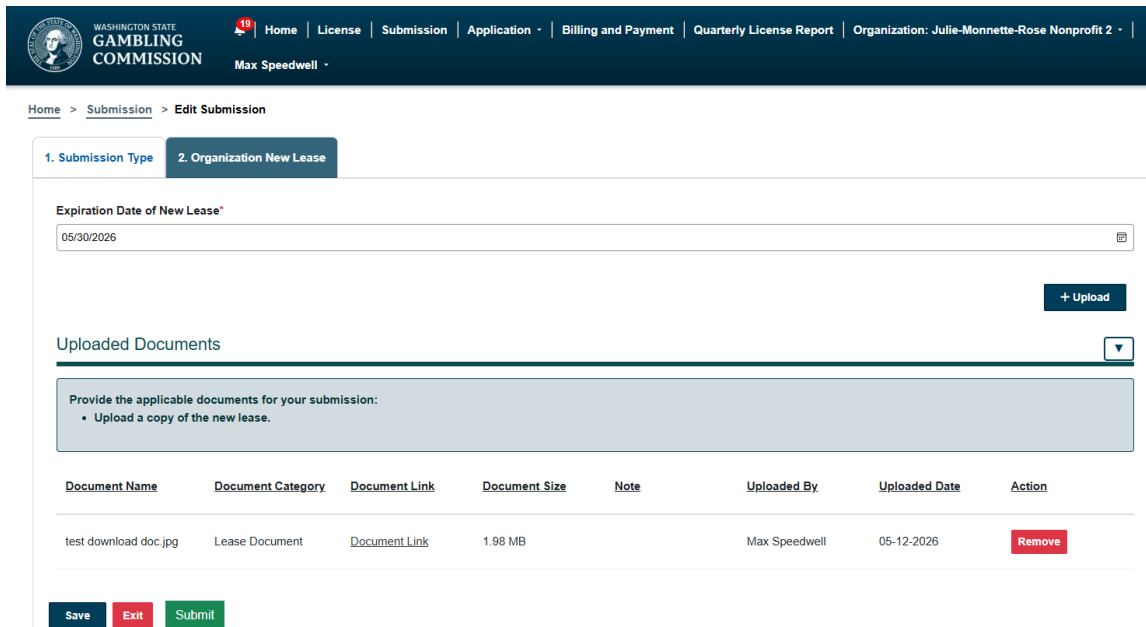


Figure 50. Uploaded documents will appear here

## 6. Submit the Application

- Click **Submit**, then **OK** to confirm.
- The submission is sent to the WSGC for review.

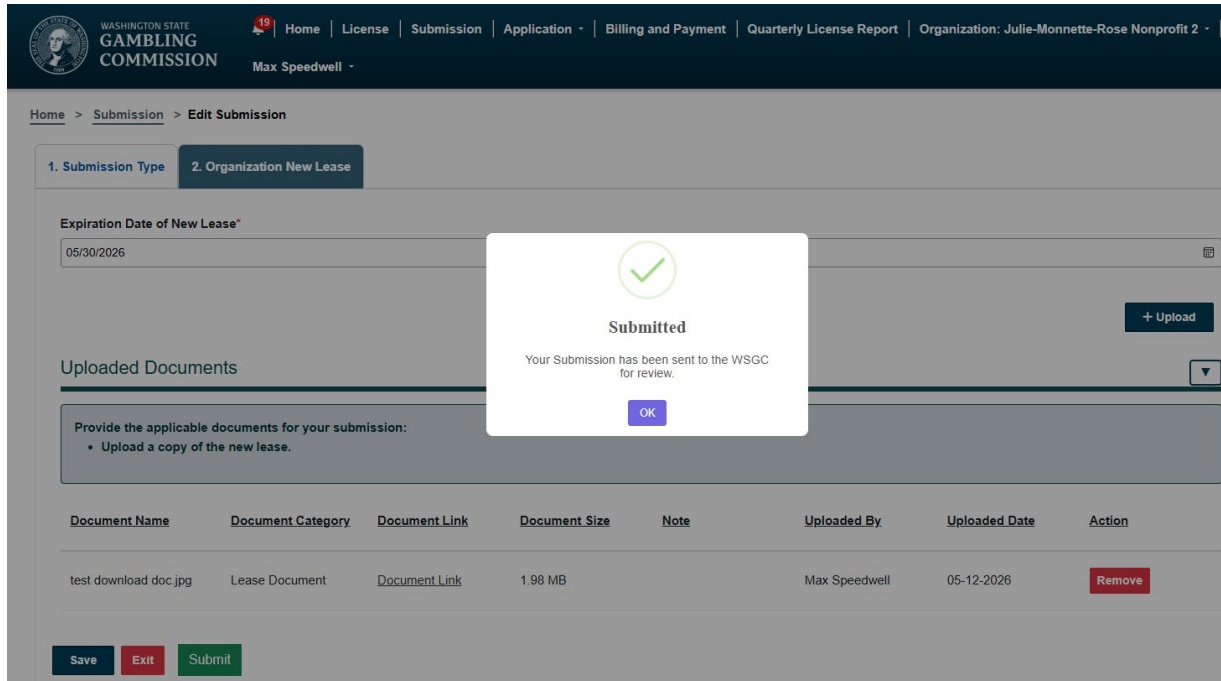


Figure 51. Confirmation screen showing the submission was successfully submitted

## 3C.2 Submission Withdrawals

1. From **Current Submissions**, locate the submission to be withdrawn.
2. Select the **Action** dropdown next to the submission.
3. Click **Withdraw**.

Home > Submission

Create a New Submission

Current Submissions

Below submissions are in progress.

Submission No	Type of Submission	Submission Name	Received Date	Status	Action
2026-SUB-1154	Other Submissions	Nonprofit Raffles with Prize Exceeding \$60K or Total Prizes Exceeding \$400K (WAC 230-11-067)	04-20-2026	Under Review	<input type="button" value="View details"/> <input type="button" value="Withdraw"/>
2026-SUB-1153	Other Submissions	Nonprofit Raffles Benefitting an Individual	04-20-2026	Under Review	
2026-SUB-1006	TLS Equipment or Software	Final Walkthrough4	04-13-2026	Pending Withdrawal	

Figure 52. Current submissions screen with the withdraw option shown

4. In the confirmation modal, select **Yes** and click **Submit**.

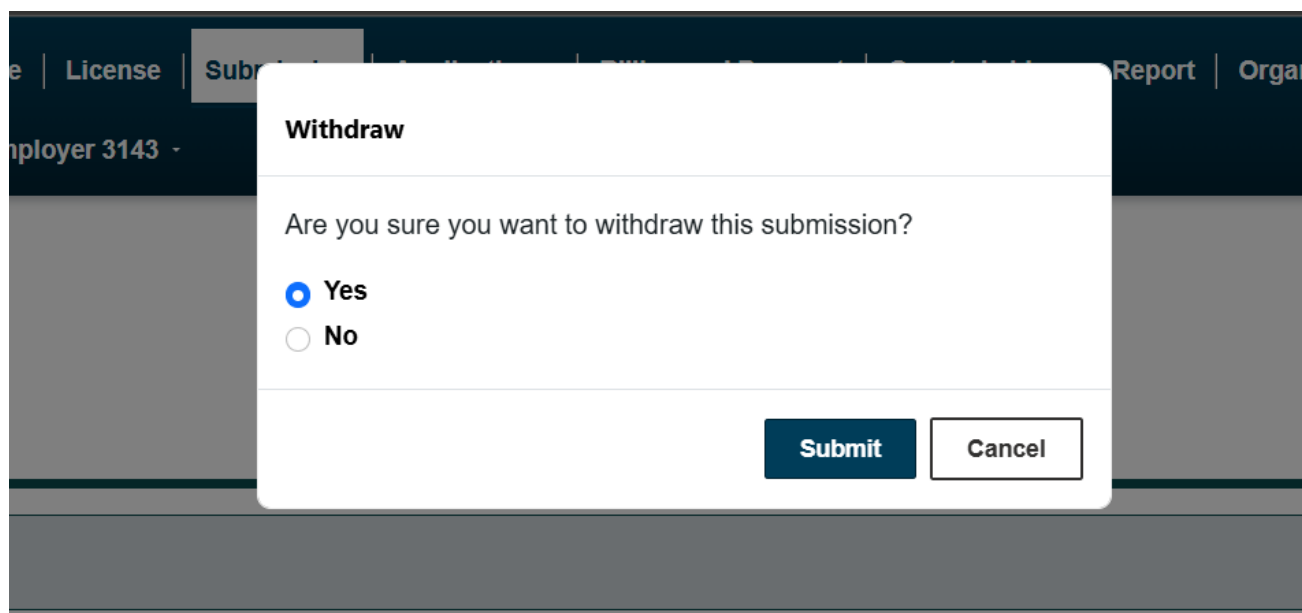


Figure 53. Select yes and submit when prompted

5. The submission status updates to **Pending Withdrawal** in the portal.



Home > Submission

Create a New Submission

Current Submissions

Below submissions are in progress.

Search X

Submission No	Type of Submission	Submission Name	Received Date	Status	Action
2026-SUB-1154	Other Submissions	Nonprofit Raffles with Prize Exceeding \$60K or Total Prizes Exceeding \$400K (WAC 230-11-067)	04-20-2026	Pending Withdrawal	

Figure 54. Submission status updates to pending withdrawal

- Once the assigned, WSGC staff accepts the Withdrawal, the submission status changes to **Submission Withdrawn**.