



Washington State Gambling Commission

Protect the Public by Ensuring that Gambling is Legal and Honest

Submissions User Guide – Tribal

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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 Tribe's profile and submissions in MyAccount.

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.

- **Tribal Submitter:** Enables access to tribal-specific submissions, such as submitting Internal Controls (ICs) or Game Rules.
- **Tribe General Submitter:** Enables ability to submit Other Submissions such as Personnel Termination Notifications (PTNs) and New Criminal History.

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

- 1) **Software Signature Lookup** – Search for and retrieve digital software signatures of approved TLS submissions.
- 2) **Sports Wagering Menu Changes**
- 3) **Other Submissions** – Do not fall under the categories above. Below is a list with the categories specific to Tribes highlighted:
 - Approval to Operate 24/7 WAC 230-15-025
 - Approval for Pre-Shuffled Cards
 - **Compact Appendix Revision - Tribe**
 - **Equipment Malfunctions**
 - Financial Statement Submission - Licensee
 - **Gambling Equipment at Tradeshows**
 - **Internal Control/Game Rule Submission - Tribe**
 - Internal Control Submission - Licensee
 - Non-profit Electronic Raffle Internal Control
 - Non-profit Excessive Reserves Request
 - Non-profit Raffles Benefiting an Individual
 - Non-profit 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)
 - Organization New Loan
 - **Personnel Termination Notification (PTN)**
 - **Report New Criminal History or New Civil Actions**

5. Billing and Payment – See applicable Billing and Payment User Guide

3A. Submissions

The **Submissions** feature in **MyAccount** provides a secure and structured method for Tribal Partners to upload essential documentation required for co-regulatory compliance.

Purpose

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

What can be submitted

- **Internal controls/Games Rules** – Documentation outlining operational policies, financial handling, surveillance, and audit procedures.
- **Tribal compact-related documents** – Including Compact Appendix Revisions and system malfunctions (NSI).
- **Licensing** –PTNs and reporting new criminal history for individuals.

Key features

- **Secure Upload Portal:** Ensures all submissions are encrypted and logged.
- **Real-Time Submission Acknowledgment:** Confirmation receipts provided to submitters for tracking.
- **Role-Based Access Control:** Approved users tied to a Tribe 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 reviews.
- Minimizes paperwork and manual tracking efforts.

3A.1. TLS/non-TLS Equipment or Software Malfunctions

1. Log in to **MyAccount** as a **Super User**, **Tribal Submitter**, or **Tribe General Submitter** and navigate to the **Submissions** page.
2. Select **Create a New Submission**.
3. In **Submission Type**, select **Other Submissions**.
4. In **Other Submissions Type**, select:
Equipment Malfunctions
5. Select **Save and Next**.

WASHINGTON STATE GAMBLING COMMISSION

Home | Certification | **Submission** | Application | Billing and Payment | TRIBES | Tribal Testing Account

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-2727	TLS Equipment or Software			Draft	▼
2026-SUB-2725	TLS Equipment or Software			Draft	▼
2026-SUB-2728	TLS Equipment or Software			Draft	▼
2026-SUB-2701	Other Submissions	Compact Appendix Revision - Tribe	01-21-2026	Under Review	▼
2025-SUB-2394	Other Submissions	Internal Control/Game Rule Submission - Tribe	03-05-2026	Under Review	▼

< 1 10 11 12 > Rows: 60 [View all](#)

Figure 1. Creating a new submission for Equipment Malfunctions

WASHINGTON STATE
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Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Add Submission

1. Submission Type

Step 1: Submission Type

Submission Type

Other Submissions

Other Submissions Type*

Equipment Malfunctions

Save and Next

Figure 2. Completing fields under Submission Type tab

6. Complete the following required fields:

- **Malfunction Type**
- **System Manufacturer**
- **Description of Malfunction**
- **Date and Time of Incident**
- **Was there an unusual event that preceded the incident?** (Power outage, surge, etc.)
- **Did you pull surveillance recordings?**
- **Were customers affected?** (Provide details)

Malfunction Type (TLS or non-TLS) Malfunction Type selected determines which screen appears next.

7. Select **Save and Next** to continue.

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COMMISSION

Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Edit Submission

1. Submission Type | 2. Equipment Malfunction Details | 3. Non-TLS Malfunction

Malfunction Type*
Non-TLS Malfunction

System Manufacturer
TRIBE

Description of malfunction*
Test

Date and Time of Incident*
12/21/2025 10:45 AM

Was there an unusual event that preceded the incident? (Power Outage, Surge?)*
No Yes

Did you pull surveillance recordings?*
No Yes

Were customers affected?*
No Yes

Describe :
Test

Save and Next | Exit

Figure 3. Completing fields under Equipment Malfunction Details tab

If **TLS Malfunction** is selected, the submission follows the **TLS Malfunction** process.

1. Complete the following fields on the TLS Malfunction form.
 - Casino Name
 - Game Theme/Component Involved
 - Date/Time of Report
2. Click upload to attach any applicable documents to the submission. Complete the submission and **submit**.
3. Submission is routed to assigned SGA agent.

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Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Edit Submission

1. Submission Type | 2. Equipment Malfunction Details | **3. TLS Malfunction**

Casino Name*
Tribal Casino

Game Theme / Component Involved*
Game Theme

Date/Time of Report*
12/21/2025 10:45 AM

+ Upload

Uploaded Documents

Upload any applicable documents related to this malfunction.
Examples include:

- Pre-Play Report.
- Manufacturer's Certification Installation Sheet.
- Screen Shot Photos.

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

Previous Exit Submit

Figure 4. Completing fields under TLS Malfunction tab

If **Non-TLS Malfunction** is selected, the **Non-TLS Malfunction** tab appears.

- Complete the following required fields:
 - **Operator Name (Establishment)**
 - **Your Name**
 - **Phone Number**
 - **Version of Equipment**
 - **Describe troubleshooting attempts and any contact with the equipment manufacturer**
- Once all required fields are completed select **Submit**.

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20 Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Edit Submission

1. Submission Type | 2. Equipment Malfunction Details | 3. Non-TLS Malfunction

Operator Name (Establishment)*

Your Name*

Phone Number*

Version of Equipment*

Describe troubleshooting attempts and any contact with equipment manufacturer:

Previous Exit Submit

Figure 5. Completing fields under Non-TLS Malfunction tab

3A.2. Tribal Lottery System – Approved Software Search

To perform an Approved Software Search:

1. From your MyAccount page, click on the 'Home'
2. Then click on the 'Search for approved gambling equipment, software, and game rules' tile.



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

What can we help you with today?



Figure 6. Searching for approved gambling equipment, software, and game rules

3. This will bring you to the **Approved Software Search** page.
4. In the **Search by Submission Name or ID** field:
 - Enter a valid Submission Name or ID (e.g., **2025-SUB-1177**).
5. Click **Search**.
6. Matching records will display in the results table with the following details:
 - Manufacturer
 - Theme
 - File Name
 - Signature Type

- Signature
 - Date Approved
 - Standard
 - Submission ID
7. (Optional) Click **Print** or **Export to CSV** to save the results.

Search by Signature:

1. Clear the first search input.
2. In the **Search by Signature (SHA1 or SHA256)** field:
 - Enter a valid full or partial Signature string (e.g., SHA1 or MD5 format).
3. Click **Search**.
4. Matching records will display in the results table (Manufacturer, Theme, File Name, Signature Type, Signature).
5. (Optional) Click **Print** or **Export to CSV** to save the results.

Search by Manufacturer and Details:

1. In the **Select a Manufacturer** dropdown:
 - Choose a Manufacturer (default is **All Manufacturers**).
2. Under **Component Type**, select one of the following:
 - **Game**
 - **Non-Game**
3. In the **Category** dropdown:
 - Select a relevant Category (Optional field)



[Home](#) > [Software Search](#)

Approved Software Search

Search by Submission Name or ID:

-Or-

Search by Signature (SHA1 & SHA256):

-Or-

Select a Manufacturer and Details:

Select a Manufacturer:

Component Type:

Game Non-Game

Category:

Figure 7. Performing Software Search by Signature or by Manufacturer and Details

4. Click **Get List**.
5. Matching records will display in the results table with the same columns as above.
6. (Optional) Click **Print** or **Export to CSV** to save the results.



Figure 8. Option to Print or Save as CSV (Excel)

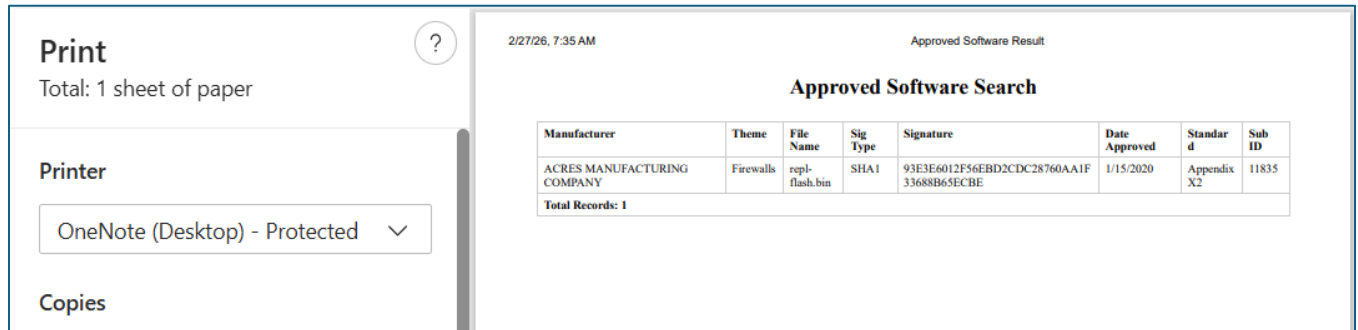


Figure 9. Printing Approved Software Result

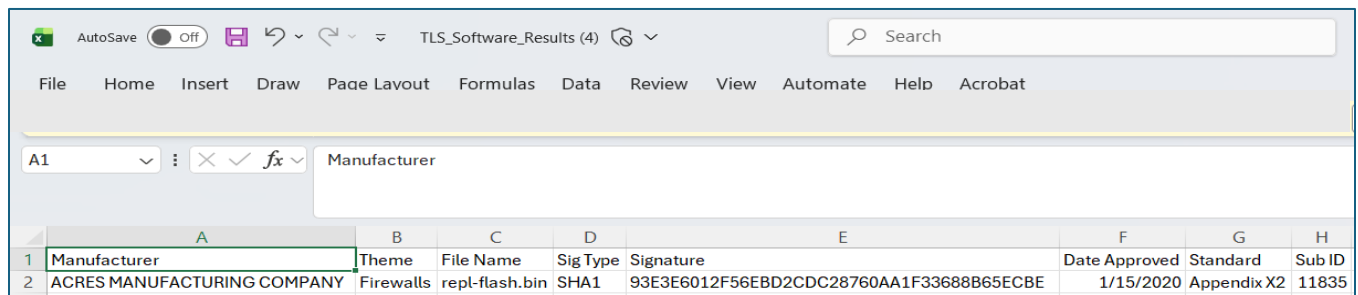


Figure 10. Exporting Approved Software Result to CSV (Excel)

3A.3. Tribal Submissions (MyAccount)

3A.3.1. Sports Wagering Menu Changes

Create a New Sports Wagering Submission

1. Log in to **MyAccount** as a **Super User** or **Tribal Submitter** and navigate to the **Submissions** page.
2. The **Submissions** dashboard displays your current submissions.

3. Click **Create a New Submission** from the top right of the page.

Home > Submission

Create a New Submission

Current Submissions

Below submissions are in progress.

Search

Submission No	Type of Submission	Submission Name	Received Date	Status	Action
2026-SUB-1349	Other Submissions	Equipment Malfunctions		Draft	▼
2026-SUB-1348	Other Submissions	Equipment Malfunctions		Draft	▼
2026-SUB-1347	Other Submissions	Equipment Malfunctions		Draft	▼
2026-SUB-1346	Other Submissions	Equipment Malfunctions		Draft	▼
2026-SUB-1306	Sports Wagering Menu Changes	Sports Wagering Menu Changes	04-16-2026	Under Review	▼

1 2 3 ... 13 >

Rows: 63 [View all](#)

Figure 11. Creating a new submission for Sports Wagering Menu Changes

Select Submission Type

1. A new page opens titled **Submission Type**.
2. From the **Submission Type** dropdown, select **Sports Wagering Menu Changes**.
3. Click **Save and Next**.
4. The page advances to the **Sports Wagering** tab.

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Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Add Submission

1. Submission Type

Step 1: Submission Type

Submission Type

Sports Wagering Menu Changes

Save and Next

Figure 12. Completing field under the Submission Type tab – Sports Wagering Menu Changes

Complete Sports Wagering Details

1. In the **Request Type** field, select either:
 - **Add Authorized Menu**, or
 - **Remove from Authorized Menu**.
2. If **Add Authorized Menu** is selected, answer **Yes** or **No** “**Does the proposed league, organization, or type of wager(s) meet RCW 9.46.037, RCW 9.46.038, Appendix S, and integrity requirement?**”
3. If **Remove from Authorized Menu** is selected, answer **Yes** or **No** to the question: “**Does the proposed league, organization, or type of wager(s) violate RCW 9.46.037, RCW 9.46.038, Appendix S, and integrity requirement?**”
4. Complete the following fields:
 - **Name of Sport**
 - **Governing Body**
 - **League**
 - **Event**
 - **Type of Wagers**
 - **Additional Information**
5. Click **Save and Next**.

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Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Edit Submission

1. Submission Type | **2. Sports Wagering** | 3. Document

Request Type*
Select an option

Does the proposed league, organization, or type of wager(s) meet RCW 9.46.037, RCW 9.46.038, Appendix S, and integrity requirement?*
No Yes

Does the proposed league, organization, or type of wager(s) violate RCW 9.46.037, RCW 9.46.038, Appendix S, and integrity requirement?*
No Yes

Name of Sport*
[Text Field]

Governing Body*
[Text Field]

League*
[Text Field]

Event*
[Text Field]

Type of Wagers*
[Text Field]

Additional Information*
[Text Area]

Save and Next Exit

Figure 13. Completing fields under the Sports Wagering tab

Upload Supporting Documents

The page advances to the **Documents** tab.

1. Click **Upload** to add supporting documents for your submission.
2. Select the file(s) from your device.
3. From the **Category Type** dropdown, choose **Sports Wagering Menu Changes**.
4. Click **Upload**. The file(s) appear under the **Uploaded Documents** section.
5. Click **Submit** to complete your submission.
6. The page will return to the **Submissions** dashboard, where the user can view the current status of the submission in the **Status** column.

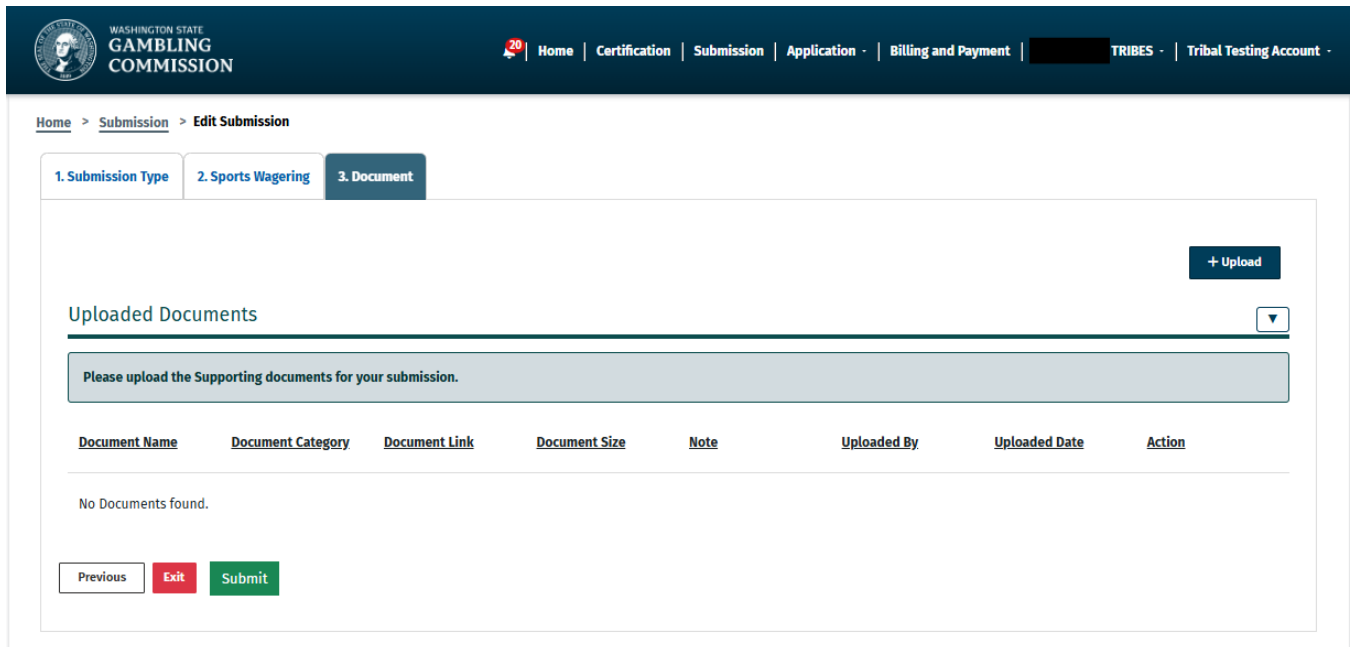


Figure 14. Uploading document under the Document tab

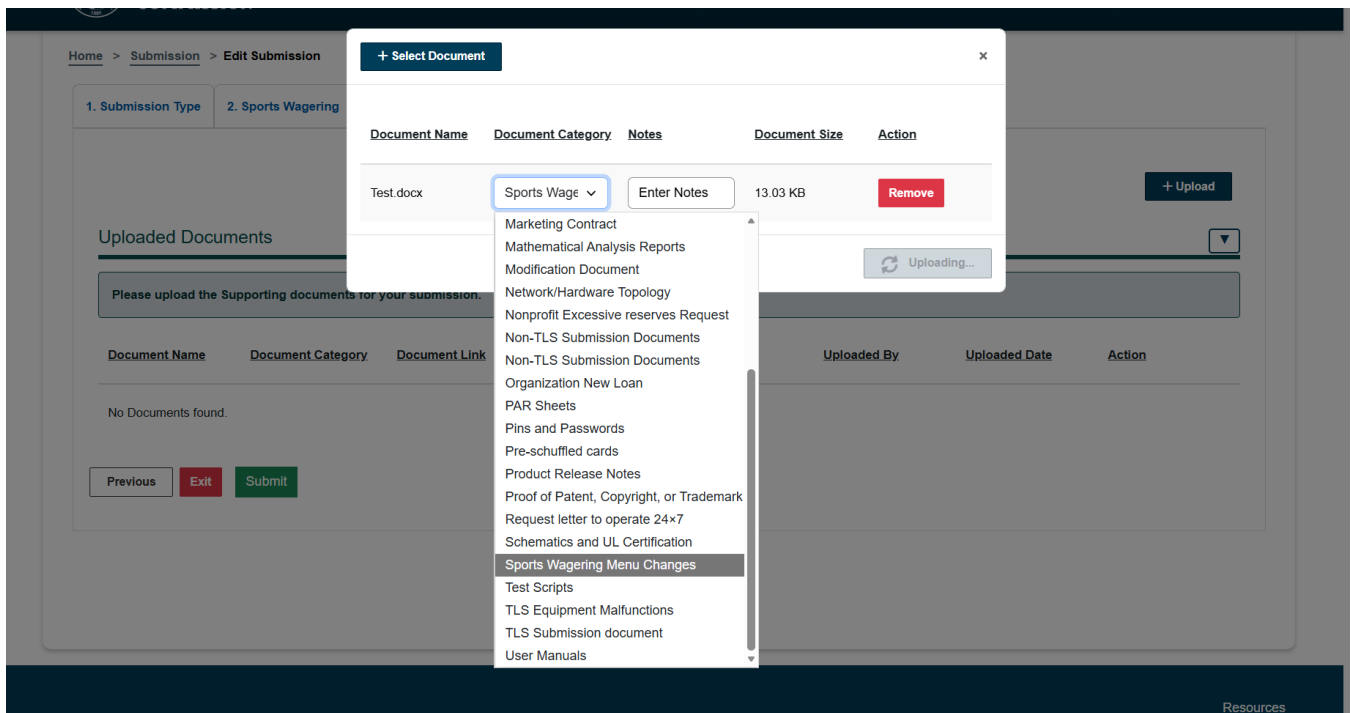


Figure 15. Assigning a category for the uploaded document – Sports Wagering Menu Changes

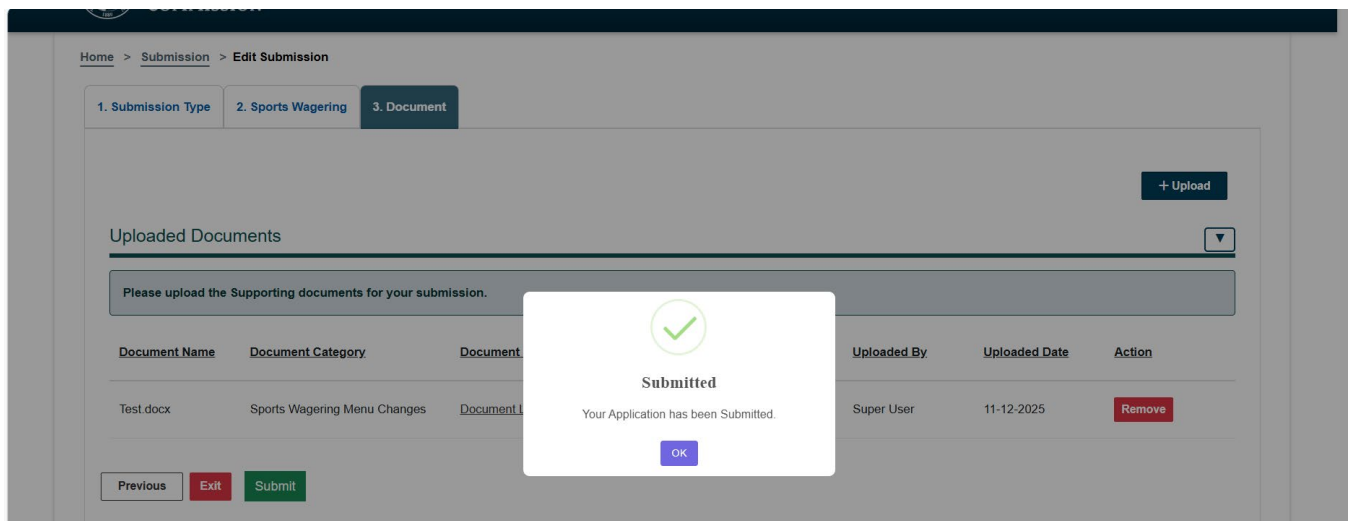


Figure 16. A pop-up message indicating application has been submitted successfully

3A.3.2. Compact Appendix Revision

Create a New Compact Appendix Revision

1. Log in to **MyAccount** as **Super User** or **Tribal Submitter** and navigate to the **Submissions** page.
2. The **Submissions** dashboard displays your current submissions.
3. Click **Create a New Submission** from the top right of the page.

Home > Submission

20 Home | Certification | **Submission** | Application - | Billing and Payment | TRIBES - | Tribal Testing Account -

Home > Submission

Create a New Submission

Current Submissions

Below submissions are in progress.

Search

Submission No	Type of Submission	Submission Name	Received Date	Status	Action
2026-SUB-2725	TLS Equipment or Software			Draft	
2026-SUB-2728	TLS Equipment or Software			Draft	
2026-SUB-2701	Other Submissions	Compact Appendix Revision - Tribe	01-21-2026	Under Review	
2025-SUB-2394	Other Submissions	Internal Control/Game Rule Submission - Tribe	03-05-2026	Under Review	

< 1 ... 11 12 13 >

Rows: 64 [View all](#)

Figure 17. Creating a new submission for Compact Appendix Revision

Select Submission Type

1. From the **Submission Type** dropdown, choose **Other Submissions**.
2. A new field labeled **Other Submissions Type** appears.
3. Select **Compact Appendix Revision**, then click **Save and Next**.
4. The page advances to the **COMPACT Appendix Revision** tab.

Home > Submission > Add Submission

20 Home | Certification | Submission | Application - | Billing and Payment | TRIBES - | Tribal Testing Account -

1. Submission Type

Step 1: Submission Type

Submission Type

Other Submissions

Other Submissions Type*

Compact Appendix Revision - Tribe

Save and Next

Figure 18. Completing fields under the Submission Type tab – Compact Appendix Revision

Complete COMPACT Appendix Revision Details

1. In the **Select appendices for submission** field, select either:
 - **Appendix Revision** (for any revision related to the Compact Appendices)
 - **Licensing MOU** (for Memorandums of Understanding on licensing topics)
 - **Non-Licensing MOU** (for any other Memorandums of Understanding)

The screenshot shows the 'COMPACT Appendix Revision' tab in the Washington State Gambling Commission system. The page has a dark blue header with the logo and navigation links: Home, Certification, Submission, Application, Billing and Payment, TRIBES, and Tribal Testing Account. Below the header, the breadcrumb trail is 'Home > Submission > Edit Submission'. The main content area has two tabs: '1. Submission Type' and '2. COMPACT Appendix Revision'. Under the second tab, there is a section titled 'Select documents for submission*' with a dropdown menu. The dropdown menu is open, showing options: 'Select an option', 'Appendix Revision', 'Licensing MOU', and 'Non-Licensing MOU'. Below the dropdown is a section titled 'Uploaded Documents' with a table header: 'Document Name', 'Document Category', 'Document Link', 'Document Size', 'Note', 'Uploaded By', 'Uploaded Date', and 'Action'. The table currently contains the text 'No Documents found.' At the bottom of the form are three buttons: 'Save' (blue), 'Exit' (red), and 'Submit' (green).

Figure 19. Completing fields under the COMPACT Appendix Revision tab

Upload Supporting Documents

1. Click **Upload** to add supporting documents for your submission.
2. Select the file(s) from your device.
3. From the Document **Category** dropdown, choose **Compact Appendix Revision**.
4. Add any necessary **notes** to help specify the type of submission.
5. Click **Upload**. The file(s) appear under the **Uploaded Documents** section.
6. Click **Submit** to complete your submission.

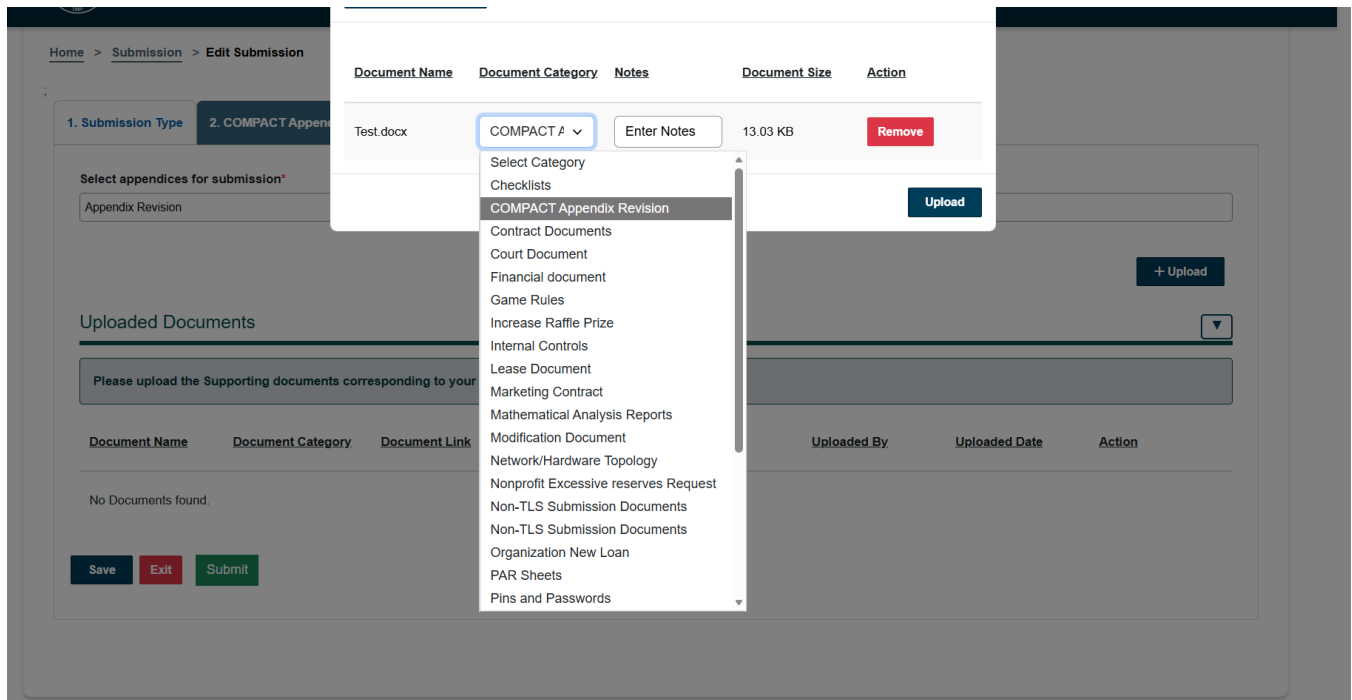


Figure 20. Assigning a category for the uploaded document - COMPACT Appendix Revision

3A.3.3. Internal Control/Game Rule Changes Tribe

Create a New Submission

1. Log in to **MyAccount** as a Super User or Tribal Submitter and navigate to the **Submissions** page.
2. The **Submissions** dashboard displays your current submissions.
3. Click **Create a New Submission** from the top right of the page.

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Home | Certification | **Submission** | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission

[Create a New Submission](#)

Current Submissions

Below submissions are in progress.

Search

Submission No	Type of Submission	Submission Name	Received Date	Status	Action
2026-SUB-1352	Other Submissions	Compact Appendix Revision - Tribe		Draft	▼
2026-SUB-1350	Sports Wagering Menu Changes	Sports Wagering Menu Changes		Draft	▼
2026-SUB-1349	Other Submissions	Equipment Malfunctions		Draft	▼
2026-SUB-1348	Other Submissions	Equipment Malfunctions		Draft	▼
2026-SUB-1347	Other Submissions	Equipment Malfunctions		Draft	▼

< 1 2 3 ... 13 >

Rows: 65 [View all](#)

Figure 21. Creating a new submission for Internal Controls/Game Rule

Select Submission Type

1. A new page opens titled Submission Type.
2. From the Submission Type dropdown, select Other Submission.
3. From Other Submissions Type dropdown, select Internal Controls/Game Rule Submission - Tribe
4. Click Save and Next.
5. The page advances to the Internal Controls/Game Rule tab.

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Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Add Submission

1. Submission Type

Step 1: Submission Type

Submission Type

Other Submissions

Other Submissions Type*

Internal Controls/Game Rule Submission - Tribe

Save and Next

Figure 22. Completing fields under Submission Type tab - Internal Controls/Game Rule - Tribe

Complete Internal Controls/Game Rule Details

- In the **Submitted for** field, select either:
 - Internal Control Changes**, or
 - Game Rule Changes**.

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Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Edit Submission

1. Submission Type **2. Internal Controls/Game Rule**

Submitted For*

Select a Value

Select a Value

Internal Control Changes

Game Rule Changes

Uploaded Documents

Please upload the applicable documents corresponding to your selection in the "Submitted For" field:

- Internal Controls Changes** - Upload the applicable internal control documents.
- Game Rule Changes** - Upload all relevant supporting documents pertaining to the proposed game rule changes.

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

Save Exit Submit

Figure 23. Completing Internal Controls/Game Rule details

Upload Supporting Documents

Submissions User Guide – Tribal (Updated 5/14/2026)

1. The page advances to the **Documents** tab.
2. Click **Upload** to add supporting documents for your submission.
3. Select the file(s) from your device. More than one document can be uploaded.
4. From the **Category Type** dropdown, choose **Game Rules** or **Internal Controls**.
5. Click **Upload**. The file(s) appear under the **Uploaded Documents** section.
6. Click **Submit** to complete your submission.

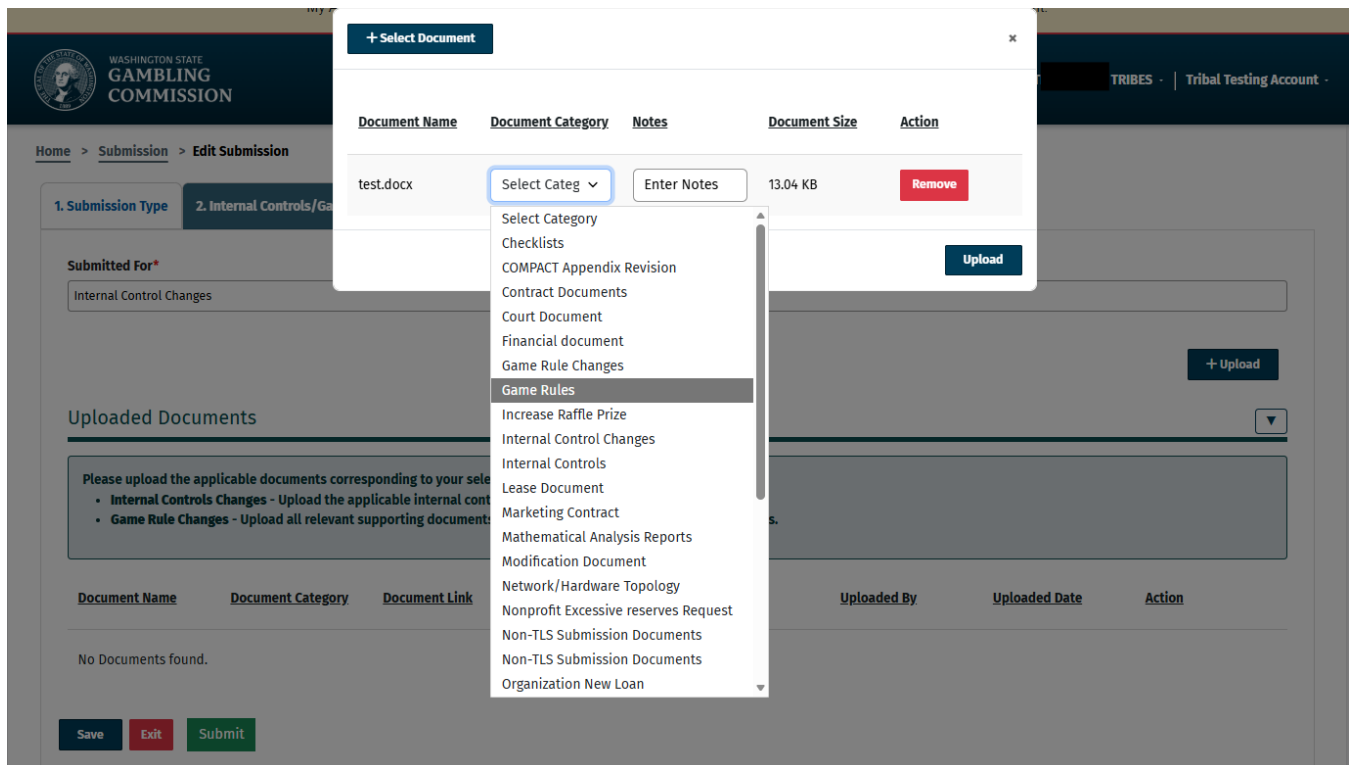


Figure 24. Assigning a category for the uploaded document – Internal Controls or Game Rules

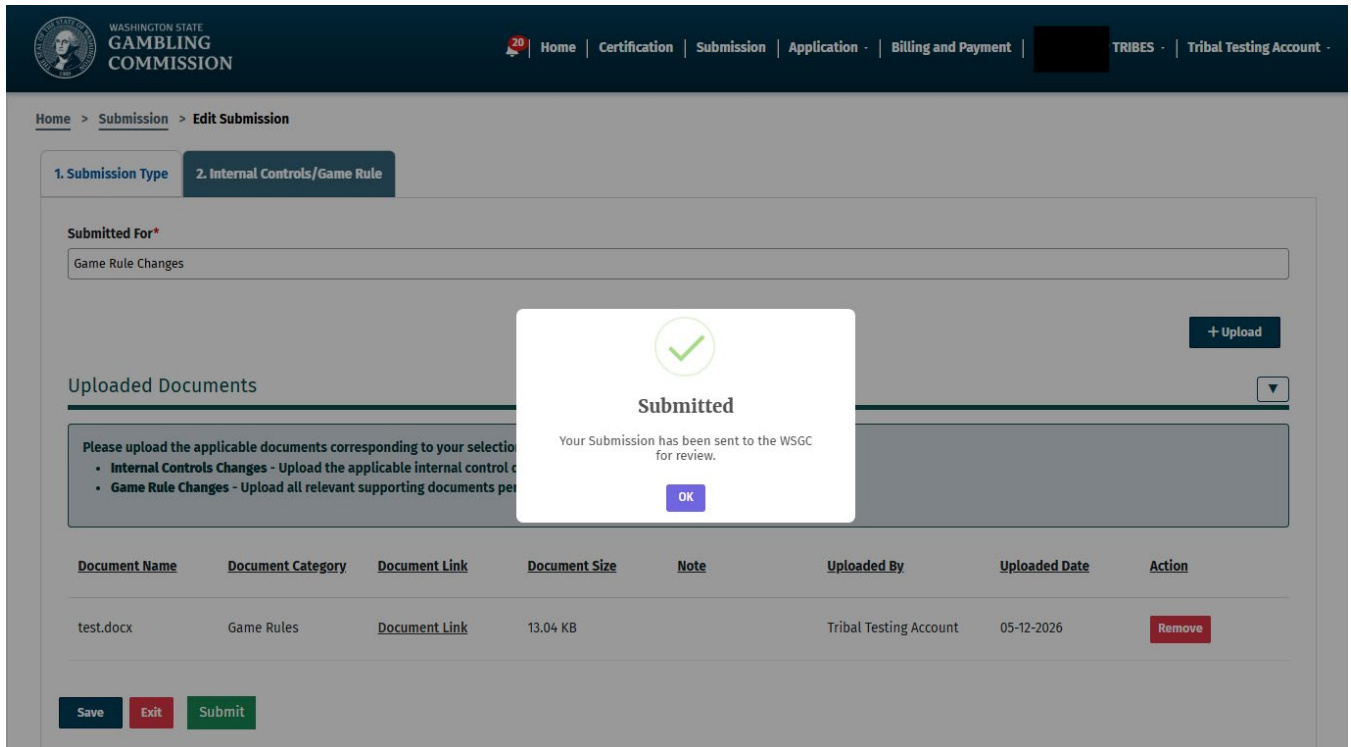


Figure 25. A pop-up message indicating submission has been submitted successfully

3A.3.4. Gambling equipment at tradeshow

Log in to **MyAccount** as a **Super User**, **Tribal Submitter**, or **Tribe General Submitter** and navigate to the **Submissions** page.

1. Click **Create a New Submission**.
2. The **Current Submissions** page opens.

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-1353	Other Submissions	Internal Controls/Game Rule Submission - Tribe	05-12-2026	Under Review	▼
2026-SUB-1352	Other Submissions	Compact Appendix Revision - Tribe		Draft	▼
2026-SUB-1350	Sports Wagering Menu Changes	Sports Wagering Menu Changes		Draft	▼
2026-SUB-1349	Other Submissions	Equipment Malfunctions		Draft	▼
2026-SUB-1348	Other Submissions	Equipment Malfunctions		Draft	▼

< 1 2 3 ... 14 >

Rows: 66 [View all](#)

Figure 26. Creating a new submission for Gambling Equipment at Tradeshows

Select Submission Type

1. On **Step 1: Submission Type**, select **Other Submissions**.
2. In the **Other Submissions Type** field, choose **Gambling equipment at tradeshows**.
3. Click **Save and Next**.

Home > Submission > Add Submission

1. Submission Type

Step 1: Submission Type

Submission Type
Other Submissions

Other Submissions Type*
Gambling Equipment at Tradeshows

[Save and Next](#)

Figure 27. Completing fields under the Submission Type tab – Gambling Equipment at Tradeshows

Enter Tradeshow Information

1. In the **Tradeshow Information** section, provide the following:
 - Name of the tradeshow
 - Physical address of the tradeshow
 - Start date
 - End date

Home > Submission > Edit Submission

1. Submission Type 2. Gambling equipment at tradeshows

Tradeshow Information Section

Name of the tradeshow*

Physical address of tradeshow*

Start Date of tradeshow*

End Date of tradeshow*

Equipment Details Section

Equipment type*

Gambling activity type*

Equipment quantity*

Has this equipment been approved by WSGC?*

Yes No

Figure 28. Completing fields under Gambling equipment at tradeshows tab

Enter Equipment Details

2. In the **Equipment Details** section, enter/select:
 - Equipment type (**required**; Select the type from the dropdown)
 - Equipment quantity (**required**; Enter the number of the equipment type)
 - Gambling activity type (**required**)
 - Has this equipment been approved by WSGC? (**required**; Select Yes or No)

3. Enter Manufacturer and Transporter Information

In the **Manufacturer and Transporter** section, provide:

- Equipment manufacturer (**required**)
- Equipment model name and version number (**required**)
- Equipment manufacturer's license number (**required**)
- Name of person responsible for equipment (**required**)
- Name of licensed manufacturer/distributor transporting into WA (**required**)
- License number of manufacturer/distributor (**required**)
- Phone number (**required**)
- Email address (optional, must be valid format)

The screenshot shows a web form with two main sections: "Equipment Details Section" and "Manufacturer and Transporter Section".

Equipment Details Section:

- Equipment type***: A dropdown menu with the text "Choose the Equipment Type".
- Equipment quantity***: A text input field.
- Gambling activity type***: A text input field.
- Has this equipment been approved by WSGC?***: A radio button selection with "Yes" and "No" options.

Manufacturer and Transporter Section:

- Equipment manufacturer***: A text input field.
- Equipment model name and version number***: A text input field.
- Name of person responsible for equipment***: A text input field.
- Equipment manufacturer's license number***: A text input field.
- Name of licensed manufacturer/distributor transporting the equipment into Washington***: A text input field.
- License number of manufacturer/distributor transporting the equipment into Washington***: A text input field.
- Phone number***: A text input field.
- Email**: A text input field.

At the bottom of the form, there are three buttons: "Save" (dark blue), "Exit" (red), and "Submit" (green).

Figure 29. Entering information in the Equipment Details Section and Manufacturer and Transporter Section

Submit the Application

4. Click **Submit**.

A confirmation dialog will appear: *Submitted – Your Application has been Submitted.*

After acknowledging, the submission exits.

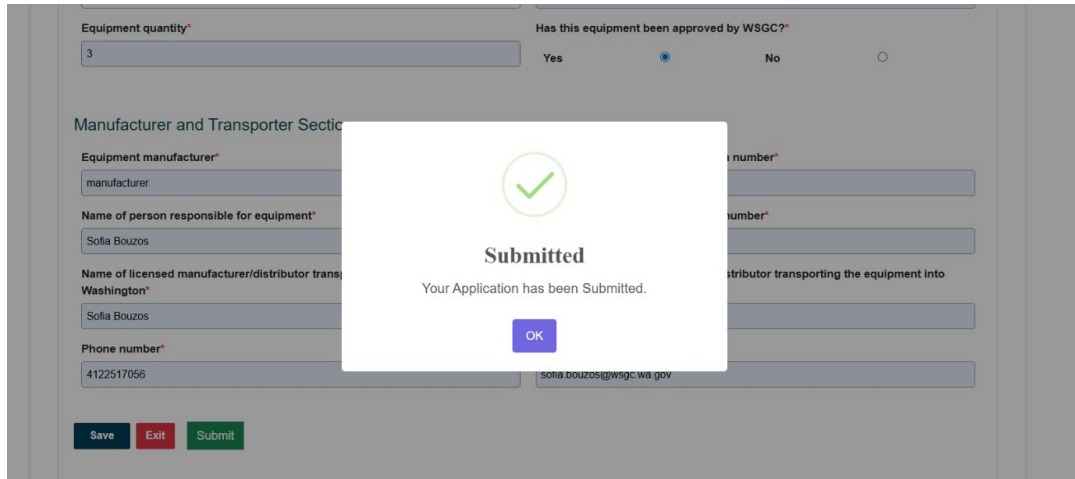


Figure 30. A pop-up message indicating application has been submitted successfully

3A.4. Other Submissions (MyAccount)

3A.4.1. Personnel Termination Notice (PTN)

1. Log in to **MyAccount** as a **Super User** or **Tribe General Submitter** and navigate to the **Submissions** page.
2. Click Create a New Submission.

Home > Submission

[Create a New Submission](#)

Current Submissions

Below submissions are in progress.

Search

Submission No	Type of Submission	Submission Name	Received Date	Status	Action
2026-SUB-1348	Other Submissions	Equipment Malfunctions		Draft	<input type="button" value="v"/>
2026-SUB-1347	Other Submissions	Equipment Malfunctions		Draft	<input type="button" value="v"/>
2026-SUB-1346	Other Submissions	Equipment Malfunctions		Draft	<input type="button" value="v"/>
2026-SUB-1306	Sports Wagering Menu Changes	Sports Wagering Menu Changes	04-16-2026	Under Review	<input type="button" value="v"/>
2026-SUB-1013	Other Submissions	Personnel Termination Notification (PTN)		Draft	<input type="button" value="v"/>

< 1 2 3 4 ... 14 >

Rows: 67 [View all](#)

Figure 31. Creating a new submission for Personnel Termination Notice

Select Submission Type

1. From the **Submission Type** dropdown, choose **Other Submissions**.
2. A new field appears called **Other Submissions Type**.
3. Select **Personnel Termination Notification (PTN)** and click **Save and Next**.
4. The system navigates to the **Personnel Termination Notice (PTN)** tab.

WASHINGTON STATE
GAMBLING
COMMISSION

Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Add Submission

1. Submission Type

Step 1: Submission Type

Submission Type

Other Submissions

Other Submissions Type*

Personnel Termination Notification (PTN)

Save and Next

Figure 32. Completing fields under the Submission Type tab - Personnel Termination Notice (PTN)

Complete the PTN Form

1. Enter the **License Number** or **Tribal Credential Number** or **Registration Tribe License Number** for the employee you are submitting and click **Get License Details**.
2. Complete the **Last Day Worked** field and **Termination Reason (For Class III)** dropdown.
3. The remaining fields will populate with the employee's information.

WASHINGTON STATE
GAMBLING
COMMISSION

Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Edit Submission

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

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

69-00040 Get License details

Last Day Worked*

mm/dd/yyyy

Termination Reason (For Others)

Choose the Termination Reason

Termination Reason (For Class III)

Choose the Termination Reason

Save Exit Submit

Searching License Records

Please wait while we retrieve the license details.

Figure 33. A pop-up message showing license details are being retrieved

WASHINGTON STATE
GAMBLING
COMMISSION

Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Edit Submission

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

License Number or Tribal Credential Number or Registration Tribe License Number*
69-00040 [Get License details](#)

Last Day Worked*
mm/dd/yyyy

Individual Name*
[REDACTED]

Termination Reason (For Others)
Choose the Termination Reason

License/Credential Effective Date
05/16/2025

Termination Reason (For Class III)
Choose the Termination Reason

License Expiration Date
05/15/2026

Save Exit Submit

Figure 34. Completing fields under the Personnel Termination Notice (PTN) tab

- After completing the form, click **Submit**, then **OK** in the pop-up confirmation window.

WASHINGTON STATE
GAMBLING
COMMISSION

Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Edit Submission

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

License Number or Tribal Credential Number or Registration Tribe License Number*
69-00040 [Get License details](#)

Last Day Worked*
05/08/2026

Termination Reason (For Others)
Choose the Termination Reason

License/Credential Effective Date
Date

Termination Reason (For Class III)
Choose the Termination Reason

License Expiration Date
Date

Save Exit Submit

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

Figure 35. A pop-up message indicating submission has been submitted successfully

3A.4.2. Criminal History: Reporting Criminal or Civil Actions

1. Log in to MyAccount as a Super User or Tribe General Submitter and navigate to the Submissions page.

2. Click **Create a New Submission**.

Washington State GAMBLING COMMISSION

Home | Certification | **Submission** | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission

Create a New Submission

Current Submissions

Below submissions are in progress.

Search

Submission No	Type of Submission	Submission Name	Received Date	Status	Action
2026-SUB-1360	Other Submissions	Personnel Termination Notification (PTN)	05-13-2026	Under Review	
2026-SUB-1359	Other Submissions	Personnel Termination Notification (PTN)	05-12-2026	Under Review	
2026-SUB-1357	Other Submissions	Personnel Termination Notification (PTN)		Draft	
2026-SUB-1356	Other Submissions	Personnel Termination Notification (PTN)		Draft	
2026-SUB-1354	Sports Wagering Menu Changes	Sports Wagering Menu Changes		Draft	

< 1 2 3 ... 15 >

Rows: 71 [View all](#)

Figure 36. Creating a new submission for Report New Criminal History or New Civil Actions

Select Submission Type

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

WASHINGTON STATE
**GAMBLING
COMMISSION**

Home | Certification | Submission | Application | Billing and Payment | TRIBES | Tribal Testing Account

Home > Submission > Add Submission

1. Submission Type

Step 1: Submission Type

Submission Type

Other Submissions

Other Submissions Type*

Report New Criminal History or New Civil Actions

Save and Next

Figure 37. Completing fields under Submission Type tab - Report New Criminal History or New Civil Actions

4. The system navigates to the **Report Criminal History or Civil Action** tab.

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**

Enter Narrative Description

- In the **Narrative Section**, provide a detailed explanation of the incident, including context, circumstances, and the **name of 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', 'Certification', 'Submission', 'Application', 'Billing and Payment', and 'TRIBES'. The breadcrumb trail is 'Home > Submission > Edit Submission'. The '2. Report Criminal History or Civil Action' tab is active. The 'Case Details Section' contains the following fields:

Charge	Date Charge*
Charge	04/30/2026
City*	State*
City	Washington
County*	Outcome/Disposition*
County	Guilty

The 'Narrative Section' includes a 'Detail Description*' field with the placeholder text: 'Name of individual and circumstances of the reported incident'. At the bottom, there are 'Save and Next' and 'Exit' buttons.

Figure 38. Completing fields under Report Criminal History or Civil Action tab

Upload Supporting Documents

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

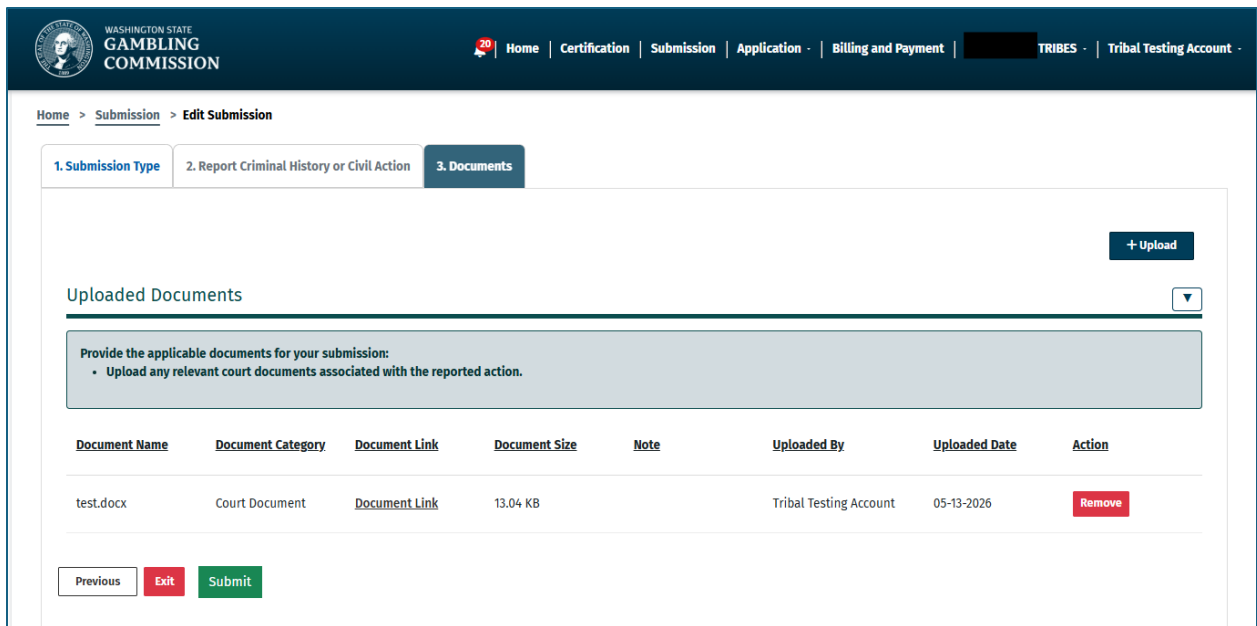


Figure 39. Completing fields under Documents tab

6. Click **Submit** to complete your submission.

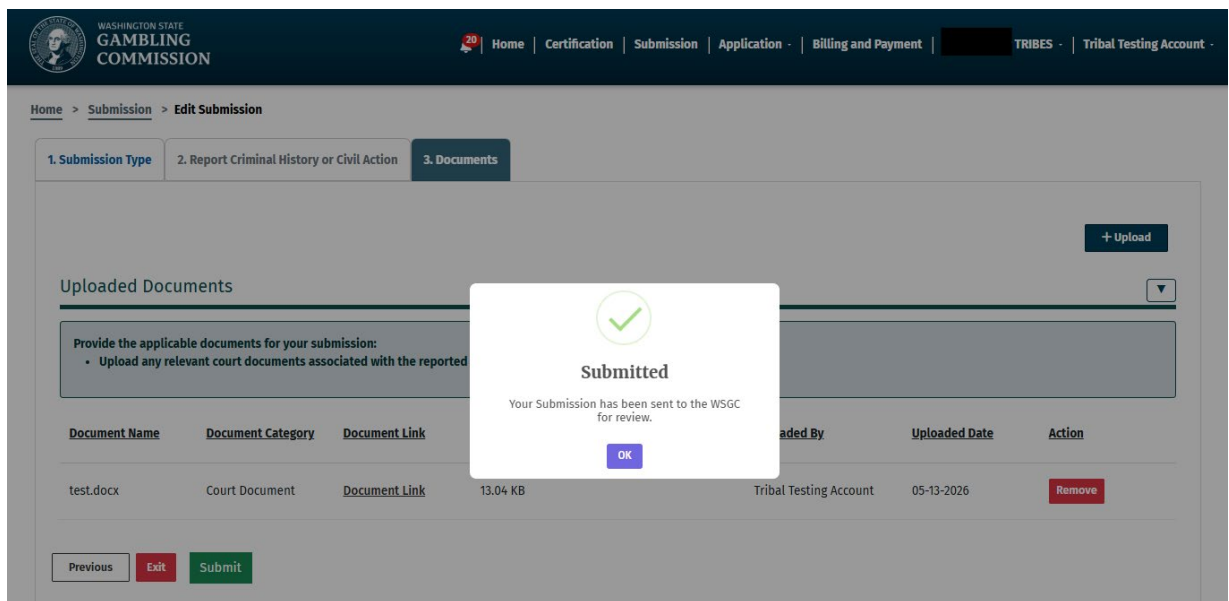


Figure 40. A pop-up message indicating application has been submitted successfully

3A.5. Submission Withdrawals

1. Log in to MyAccount as a Super User, Tribe General Submitter or Tribal Submitter and navigate to the Submissions page.

- In the **Current Submissions** section, locate the submission to be withdrawn.
- You can withdraw submissions with a status of **Under Review** and **Pending Payment**. You cannot withdraw a submission with a status of **Approved**, **Disapproved**, or **Closed**.
- Select the **Action** dropdown next to the submission.
- Click **Withdraw**.
- In the confirmation pop-up, select **Yes** and click **Submit**.

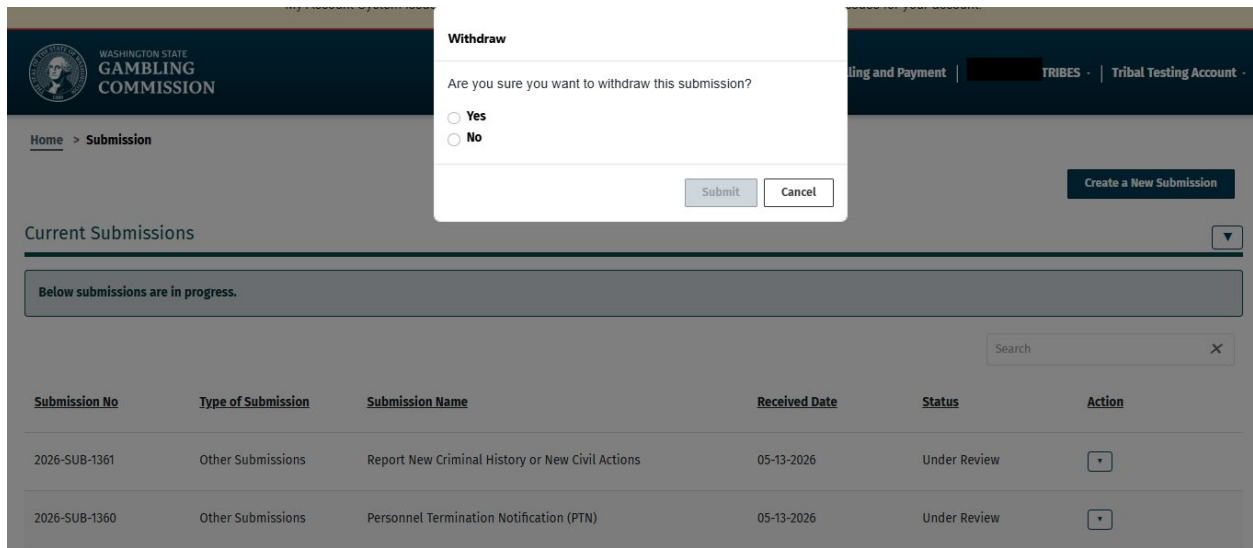


Figure 41. A pop-up message confirming to withdraw the submission

- The submission status updates to **Pending Withdrawal**.

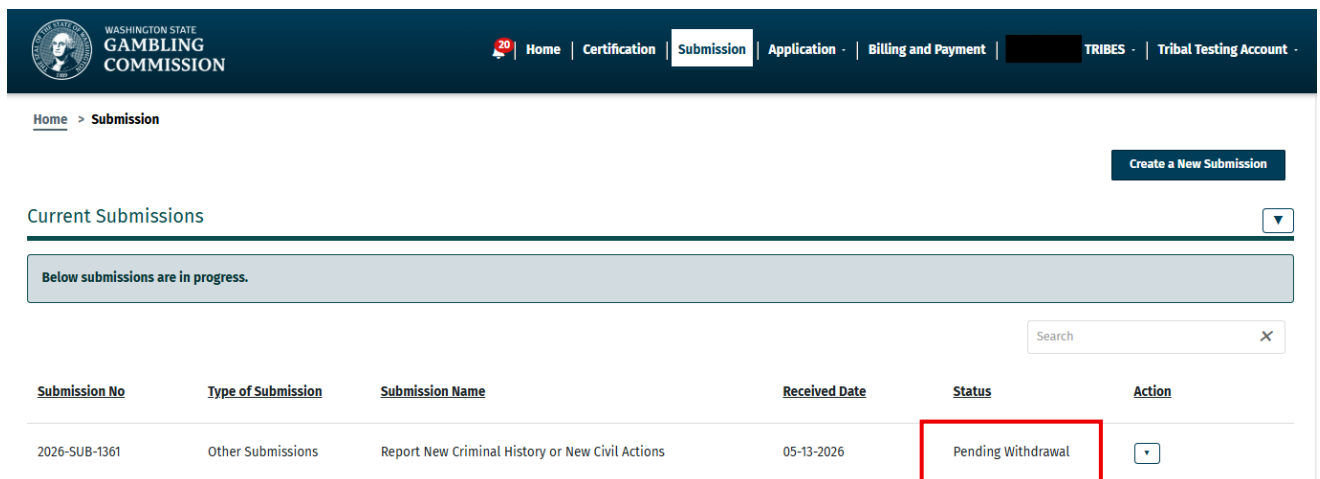


Figure 42. The submission status changes to Pending Withdrawal

3A.5.1. Deleting a Submission

Log in to MyAccount as a Super User, Tribe General Submitter or Tribal Submitter and navigate to the Submissions page.

1. In the **Current Submissions** section, locate the submission to be **deleted**.
2. You can only delete submissions with a status of **Draft**. You cannot delete a submission with a status of **Under Review, Pending Payment, Approved, Disapproved** or **Closed**.
3. Select the **Action** dropdown next to the submission.
4. Click **Delete Submission**.
5. In the confirmation pop-up, select **Yes** and click **Submit**.

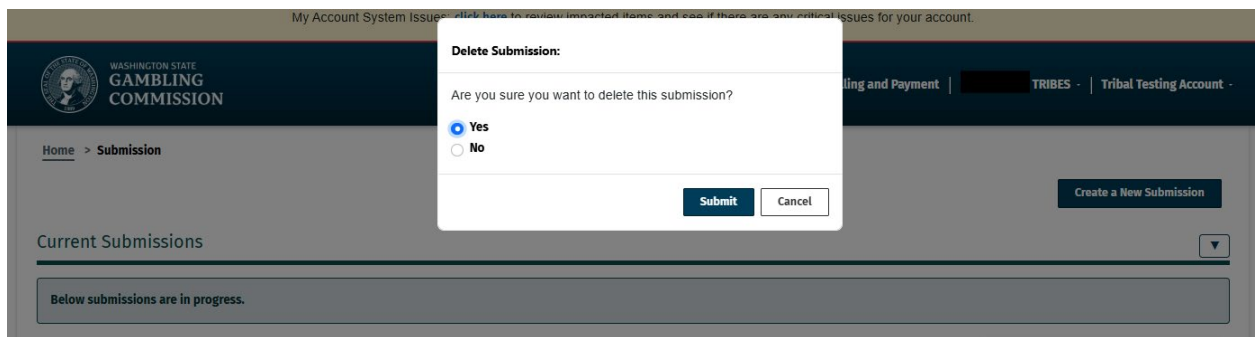


Figure 43. A pop-up message confirming to delete the submission

6. The submission disappears from the **Current Submissions** section.