APPLICANT REPRESENTATIVE GUIDE for
CREATING SPORTS BETTING RENEWAL APPLICATIONS

You must contact Virginia Lottery at (804) 692-7165 or GamingLicensing@valottery.com to obtain your credentials to initiate the license renewal process online at https://gaminglicense.valottery.com/Account/Login.aspx. Once you have signed into the online portal, follow the below instructions to create the renewal application:

1. Licenses and permits expiring within 210 days will be displayed on the dashboard after you sign in. Click the hyperlink for the expiring applications:

2. Click the “Initialize Renew Process” hyperlink which will generate the renewal application:
3. A pop-up box will display the information for the license to be renewed. If the information is correct, click the “Process” button to create the renewal application:

![Image of pop-up box]

4. The renewal application will then be listed on the “Applicant Information” screen under the “Case History” section. As the Account Representative, you will be able to generate and reset the applicant’s password by clicking the “Reset Password” hyperlink. You can also update the renewal applicant’s contact information:

![Image of Applicant Information screen]

5. Once the online renewal application has been submitted by the applicant, the Account Representative will need to upload the required documents and complete the batching process to finalize the renewal application submission process. The document upload and batching processes are covered in the Account Representative resources guide:
STREAMLINED PROCESS for KEY MANAGER SUPPLIER PERMIT HOLDERS

Individuals seeking a Principal license renewal who have been approved for a Key Manager Supplier Permit for gaming in Virginia and who have no material changes to their submitted Key Manager Supplier Permit application are eligible to complete a streamlined process to apply for a Principal license renewal. In lieu of completing the online Principal license renewal application, the applicant will submit a notarized affidavit affirming there have been no material changes to the individual’s Key Manager Supplier Permit application. The Applicant Representative will complete steps 1 through 3 as outlined above before proceeding to the following steps of the streamlined process:

1. After receiving the notarized Affidavit form from the applicant, click the Case ID hyperlink for the Principal Renewal application type:

2. Upload a PDF version of the notarized affidavit form asserting no material changes and select “yes” from the dropdown. You'll then be able to approve the submission and complete the batching process as outlined in the Account Representative resources guide: