If you have not been provided user credentials to submit your renewal vendor registration application online or if you need your password reset, contact Virginia Lottery at (804) 692-7165 or GamingLicensing@valottery.com. Once you’ve been provided with your credentials you can access the online application portal at https://gaminglicense.valottery.com/Account/Login.aspx.

**Complete the following steps after signing in:**

1. Enter the assigned username and temporary password:

   ![Login screen](image1)

2. You will be prompted to change the temporary password provided by the Virginia Lottery, to a new password:

   ![Change password screen](image2)

3. After signing in you will be able to complete and submit the online renewal application.
Vendor Registration Renewal Application - Required Documents

In addition to submitting the online renewal application each vendor registration applicant must provide the Virginia Lottery with the below documents by emailing the information to GamingLicensing@valottery.com after the required $500 renewal fee has been remitted:

1. **Notarized Authorization for Release of Information Form:**
   Must be completed by an officer, partner, director, owner, or authorized representative of the applicant company.

2. **Notarized Affidavit of Representative of Applicant Form:**
   It is the responsibility of the representative of the applicant to ensure the accuracy and completeness of the renewal application being submitted.

3. **VA SCC Certificate of Good Standing:**
   To do business within the Commonwealth of Virginia, all vendor licensees, including in-state (Virginia) businesses and out-of-state (Foreign) businesses, are required to verify that they have registered with the Virginia State Corporation Commission (VA SCC) and are in good standing.

4. **VA SCC Fictitious Name Certificate (if applicable):**
   If using an assumed name, trade name, or "dba" the applicant is also required to file for a Fictitious Name Certificate with VA SCC.