

## Transcript of Video Overview of Revenue Online

This video is an overview of Revenue Online, the online service for applying for a Charitable Gaming Permit or License, taking the gaming test and for existing Permit or License holders to file reports, make payments, renew their Permit or License and much more.

To get to Revenue Online from the Charitable Gaming website click on Online Services, and then on Revenue Online, or click on Revenue Online under Links.

Starting at the left side of the screen under Menu you can click on Home, Back, Help or View Support ID.

If you click on Home or Back you will be brought to the home page of Revenue Online.

If you click on Help you will be brought to a list of help topics. You can click on any help topics. The first help topic is called, About Revenue Online, and you can see information about Revenue Online to the right. You can also click on any of the questions to the right to see the answers to those questions. For example you can click on the first question, what is Revenue Online, and you will see an answer to that question.

If you click on View Support ID, a message will pop up letting you know that you can get a support ID number that you can provide to one of us to view your Revenue Online session so that we can see what you see on your screen when you have a question that we haven't been able to answer.

Under menu there is a navigation panel which will show you where you are in Revenue Online. You can also click on Home Page under the Navigation Panel to return to the home page of Revenue Online.

To apply for a Gaming License or Permit, click on the link just below Quick Links called Submit a License/Permit App or Test. Then select the link called New Gaming Permit, License, or Test. Then click on, I want to apply for a Gaming Permit or License. Then select the type of Gaming Permit or License you would like to apply for. I'm going to click on Alaska Gaming Permittee Permit Application.

This is an introductory page that lets you know some of the information you will need and has a link to our Permit Application instructions which include a list of required attachments. To continue click Next.

All fields with an orange triangle are required, some fields have a drop down list to choose from. You can click Cancel if you want to cancel, Save if you want to save your work, Previous for the previous page and Next for the next page.

You should always save your work before you have 20 minutes or more of inactivity or your work will not be saved. To save your work click the Save tab. Once you click Save, a window will pop up. Type in your email address twice then click OK. Be sure to write down the confirmation code that appears on the screen in order to find your saved Application.

Once you click OK you will see the Revenue Online home page again. To find your saved application and continue working on it, click on Retrieve a Submission. Once you click on Retrieve a Submission, you will enter your email address and the confirmation code that appeared on your screen after you saved your Application.

Once you have retrieved your saved work be sure to click on the Change tab if you want to add or change anything on your application. You can click on Discard to discard your Application or Print to print what you have saved so far on your Application. There will be a Submit tab where the Next tab is now at the end of the Application that you will need to click on in order to submit your Application. There will also be a check box to read and to click on.

To take a gaming test click on the same link that you clicked on to apply for a License or Permit called Submit a License/Permit App or Test. Then click on New Gaming Permit, License or Test. Then click on I want to take the Gaming Permittee or Operator Test.

This is an introductory page for the test. You can click on Click this link to review the Charitable Gaming Statutes and Administrative Code for the link to the Gaming Statutes and Regulations which the test questions will be based on.

To take the gaming test for a Charitable Gaming Permit, select Permittee Test. Be sure to save your test like you would save an Application any time there might be 20 minutes or more of inactivity. Fill in at least the required fields, click next, answer all of the gaming questions and then click on the Submit tab which will be where the Next tab is now.

To search for an Operator, Distributor or Manufacturer License or for a Charitable Gaming Permit, click on Search for a License. Then click on Gaming Queries. To search for a Charitable Gaming Permit holder click on Permittee Permit Query. This will bring you to a list of Permit numbers, Legal Names of the Permit holders and status and issue date for each Permit. Under Locations you can click on More Info for more information on the game types and locations. Under Associated MBP or Operator you can also click on More Info. If you click on the Filter tab you can type in a permit number or the legal name to look for a particular permit.

If you click on View Tax Division Reports you will see a list of tax types to choose from. You can then click on a tax type, for example Gaming, to view tax division reports for Charitable Gaming.

If you click on View Tax Division Forms you will see a list of tax division form types to choose from. You can then click on Gaming to view Charitable Gaming instructions and forms.

If you click on Schemas and Templates you will see a list of Schemas and Templates including several EXCEL templates for Charitable Gaming that you can click on and use when filing gaming reports.

If you click on Read about the Tax Programs you will see a list of tax types. You can click on Gaming to go back to the Charitable Gaming website.

If you click on Read about the Tax Division you will see a list of links that you can click on to learn more about the Tax Division.

If you click on Partnership Declaration you will be brought to a form to fill out if you need to declare a Partnership.

If you click on Retrieve a Submission as I mentioned earlier in this video, you can retrieve your saved application or test to continue working on it.

To the right of Quick Links there are some frequently asked questions that you can click on to see the answer. To the right of Frequently Asked Questions there is a place to type in a Username and Password

and log in. This is only if you are registered in Revenue Online which for Charitable Gaming you need to have a Permit or License before you can enroll, unless you are a third party like a CPA that a Permittee or License holder wants to allow access to their account. To enroll as a third party, for example a CPA or book keeper, you would click on the Enroll Now tab. Again this is only if a Permit or License holder is going to allow you access to their account.

If you have questions about Revenue Online you can click on Contact Us for the Revenue Online Help desk. You should see a screen like this with the Revenue Online phone numbers and email address. These are for Revenue Online questions only.

If you have questions about Charitable Gaming you can click on Tax Home then Tax Types then Gaming to return to the Charitable Gaming website. To see our contact information scroll down until you see the How to Contact Us section on the Charitable Gaming website. This section includes the email address, phone number and the mailing and physical addresses for the Juneau and Anchorage Charitable Gaming offices.

Thank you for watching this video about Revenue Online. For more videos you can click on [Click here to view a video on how to file the Annual Financial Statement](#) or on [Videos, Instructions, and Forms under Links](#).