

## How to Enter into a Contract with an Operator

1. Once an operator has agreed to conduct gaming activities on behalf of your organization, and your organization holds a current year permit, the operator will initiate the contract through his/her Revenue Online account. When the operator has submitted the contract, your organization will receive an automated e-mail message from the Tax Division that says:

*“Your signature is required to complete an operator contract. Please log in to Revenue Online, select the Operator Contract account, and select the application you wish to complete.”*

2. Once logged into your Revenue Online account (<https://online-tax.alaska.gov>), navigate to the Account Type of Gaming Operator Contract, and select the associated Account ID hyperlink. You will see the status of the contract is Processing. Choose the View Contract hyperlink and select the Change button in the upper right-hand corner. Page through and review each section of the contract by choosing the Next button in the lower right-hand corner. The section that sets out the Operator Fee may be confusing. We suggest you read [Operator Fees - What should I Know?](#)
3. Do NOT type in a Termination Date.
4. At the Signature page select the Permittee Signature checkbox, Submit, and enter your password as prompted. A Confirmation page will appear, and you will have the option of printing a copy of the contract.
5. Once you have signed and submitted the contract, an Operator Contract letter will generate at the operator’s Revenue Online account within 2 business days. Once the operator prints and posts the letter, he or she may begin gaming on behalf of your organization.