



# REVENUE ONLINE TRAINING FOR DEVICE TRACKING

Tuesday, December 29, 2015 (Golden)

Wednesday, December 30, 2015 (Golden)

Tuesday, January 5, 2016 (Central City)

Wednesday, January 6, 2016 (Cripple Creek)

# OVERVIEW

- ▶ Almost one year ago, the Division began working with a contracted vendor to replace the Casino EZFile application and transition the four modules into the State's Revenue Online (ROL) application in two phases
  - ▶ Phase I – Tax Return Submissions & Payments
  - ▶ Phase II – Financial Statements, Device Tracking, Personnel Tracking & Data Conversion
- ▶ Phase I went live on July 27, 2015
- ▶ Phase II will GoLive January 4, 2016

# WHAT IS REVENUE ONLINE?

- ▶ Revenue Online is Colorado's free, one-stop site for filing your taxes, managing your accounts and checking the status of your refund
- ▶ The Division of Gaming will also utilize this portal for personnel tracking, device tracking, submitting slot databases, submitting monthly device counts and filing your financial statements.

The screenshot shows the Colorado Department of Revenue Revenue Online portal. At the top left is the Colorado Department of Revenue logo (CDOR CO). At the top right is the Revenue ONLINE logo. Below the logos is a "Notification Bar" with a red border containing text about income tax refund processing. The main content area is divided into a "Log In Pane" on the left and a "Welcome Pane" on the right. The "Log In Pane" contains a login form with fields for "Login ID" and "Password", both marked as "Required". It also includes links for "Forgot Your Login ID?", "Forgot Your Password?", and "Help", along with a "Sign Up" section. The "Welcome Pane" features a "Welcome to Revenue Online" message, a description of the site as a free, one-stop site for filing taxes, and a list of "Revenue Online Redesign Features" including new login requirements, increased security, and improved navigation. Below the main content are three sections: "Quick Links" with icons for "File a Return", "Make a Payment", "Where's My Refund / Rebate?", and "Respond to an Inquiry Letter"; "Additional Services" with links for "File a Protest", "File a PTC Application", "Request a Letter ID", "Submit an e-Filer Attachment", "Submit Year-End Withholding", "Submit Power of Attorney Documents", "View Disclosure of Average Taxes Paid", "View GCE Reports", "View Sales Rates and Taxes", and "Verify a Sales Tax License"; and "Returning to Revenue Online?" with a "Returning Users" section and a "Search for a Saved or Filed Return" field. At the bottom, there are links for "State Website", "Revenue Website", "Taxation Website", "Privacy and Security Policy", and "Contact Us", followed by a "FORM FIELD COLOR GUIDE" and a copyright notice for 2014.

Log In Pane

Welcome Pane

Notification Bar

# WHY THE CHANGE?

- ▶ EZFile was launched July 2001
- ▶ Need to increase security
- ▶ Reduce application instability
- ▶ Enhance application functionality
- ▶ Vendor support for EZFile will not be available in the future



# WHAT CHANGES HAVE BEEN MADE?

- ▶ Log In
- ▶ Personnel Tracking
- ▶ Device Tracking
- ▶ Submitting Slot Databases
- ▶ Submitting Monthly Device Counts
- ▶ Filing Financial Statements

# OUTLINE

- ▶ Log In Requirements
- ▶ How to Log In
- ▶ Log In Authentication
- ▶ ROL Homepage
- ▶ Account Information
- ▶ ROL Profiles
- ▶ Add New Device (MFD Accounts Only)
- ▶ Device Movement: Transfer Device, Receive & Confirm Devices, View Rejected Devices, Correct Serial Numbers, Update Device Status|Location, Receive Devices without Transfer
- ▶ File Slot Database
- ▶ Monthly Device Count Submission
- ▶ Confirmations
- ▶ Account Tabs
- ▶ Notifications|Misc.
- ▶ FAQs
- ▶ Recommendations
- ▶ Assignment

\*\*Personnel Tracking and Filing Financial Statements will be covered in other training sessions

# LOG IN REQUIREMENTS

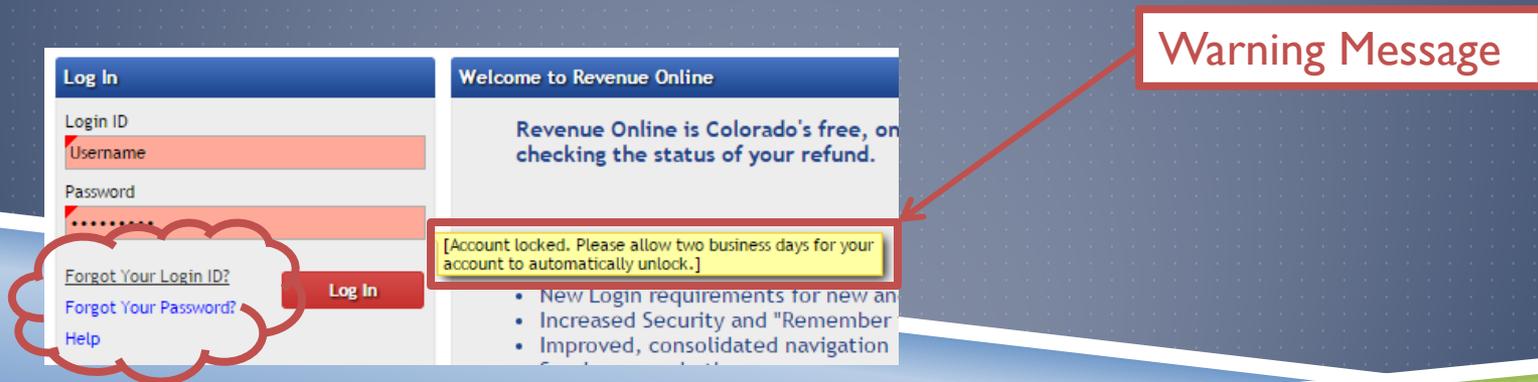
- ▶ Just like EZFile, you will be required to have a System Administrator set up for each licensee
  - ▶ In the new application, this individual will be referred to as the “Master” profile
  - ▶ The Master profile is set at the Customer level and therefore can grant access to ANY tax type associated to the Customer
    - ▶ ex. ABC Corporation has the following tax types: Sales, Gaming Withholding, Gaming Tax, Partnership, Corporate, etc.
    - ▶ **\*\*Exercise care when selecting who should have the Master profile access. There can only be ONE Master profile selected!\*\***
- ▶ Some licensees already have a Master profile established but some may be out of date.
  - ▶ At the end of this training we will have time for each attendee to find out if their establishment has a Master profile already in place, or if they need to have one set up. If your establishment does not have a Master profile, we respectfully request you work with management to communicate to our staff who needs to have those credentials established. The Division will facilitate the creation of the Master profiles during this conversion process; forms need to be completed by January 8, 2016, to ensure proper access is granted by January 11, 2016.

# LOG IN REQUIREMENTS (CONT'D)

- ▶ In addition to the Master Profile, a “User Administrator” MUST also be set up
- ▶ The User Administrator will have the ability to set up additional ROL users, to grant Web Logon access, select access to account types, determine the users access for each module transitioned from EZFile to ROL and specific periods that can be accessed
  - ▶ Licensees may have more than one User Administrator
  - ▶ Tax Return access was granted to individuals during Phase I
  - ▶ Your User Administrator may need to revisit user access to ensure permissions are properly set and updated
  - ▶ The User Administrator may have access to view additional information for other account types unless Master restricts permission
- ▶ At the end of this training we will have time for each attendee to find out if their establishment has a User Administrator already in place, or if they need to have one set up. If your establishment does not have a User Administrator, we respectfully request you work with management to communicate to our staff who needs to have those credentials established. The Division will facilitate the creation of the User profiles during this conversion process; forms need to be completed by January 8, 2016 to ensure proper access is granted by January 11, 2016.

# HOW TO LOG IN

- ▶ The Division has added a button to our homepage to link directly to ROL, however, you may also go to <https://www.colorado.gov/revenueonline/>
- ▶ Login ID –
  - ▶ Must be a unique name specific to only one person (cannot be one already in use by another user)
  - ▶ Characters such as apostrophe, comma, colon and semicolon cannot be used
  - ▶ Case-sensitive
  - ▶ May contain spaces between characters and be up to 30 characters long (spaces count as a character)
  - ▶ Is permanent and cannot be changed
- ▶ Passwords must be between 8 characters or greater in length, cannot be the same as your Login ID, alpha-numeric and mixed-case
- ▶ Your account will lock after 5 invalid log in attempts
  - ▶ A warning message will indicate your account has been locked for two business days; however, for urgent requests, you may still contact the Division at 303-205-1300 and we can unlock the account manually



# LOG IN AUTHENTICATION

- ▶ ROL utilizes two-factor authentication
  - ▶ Once a valid username and password has been entered, a log in message window will pop up stating the device you are trying to log in with is not recognized and will prompt for confirmation identification
  - ▶ Depending on how your account was set-up, this may be via an email, text message, or text and email. For illustration purposes in this presentation, we will be using a Master profile with email authentication selected

Log In

---

**DEVICE NOT RECOGNIZED**



The device you are logging in with is not recognized.

In order to keep your information safe, the Colorado Department of Revenue now requires additional security validation the first time you log into Revenue Online. An authentication code will be sent in order to verify your identity.

We will remember your device once this process is complete.

---

**CONFIRM IDENTIFICATION**

Select a method to receive your authentication code. Authentication codes can be sent via text message or email, depending on what information is on file.

[Send Authentication Email](#) An authentication code will be emailed to: S\*\*\*\*\*@state.co.us

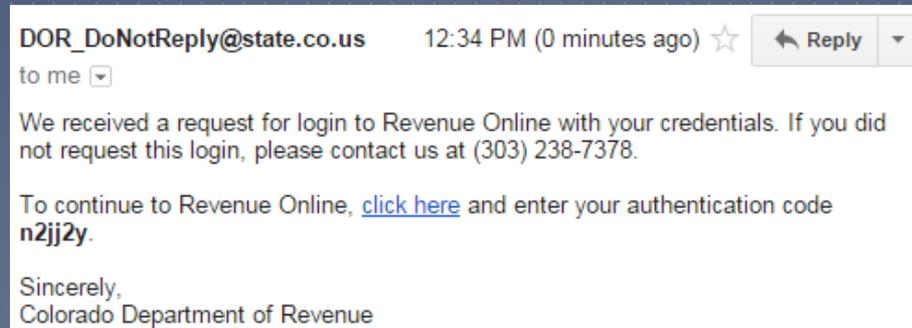
---

**WHY IS THIS REQUIRED?**

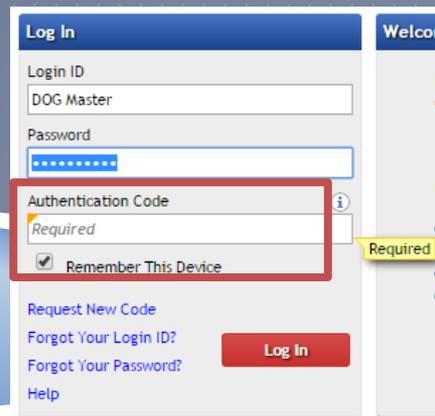
- You are using a new device that has not logged into your account before
- You have switched browsers or deleted your cookies

# LOG IN AUTHENTICATION (CONT'D)

- ▶ Once you click on the authentication button, a message will be sent via the method selected in the account setup containing the authentication code



- ▶ Enter the code into the appropriate box on the log in page
  - ▶ Pay attention to the “Remember This Device” checkbox...it is automatically checked!



Log In

Login ID  
DOG Master

Password  
\*\*\*\*\*

Authentication Code  
Required

Remember This Device

Request New Code  
Forgot Your Login ID?  
Forgot Your Password?  
Help

Log In

# LOG IN – FIRST TIME

- ▶ The first time you attempt to log in after your account has been created, you will be prompted to reset your password

**Menu**

- Home
- Back
- Help

**CTS**

RunDate: 07/05/2016

**EXPIRED PASSWORD**

New Password  
*Required*

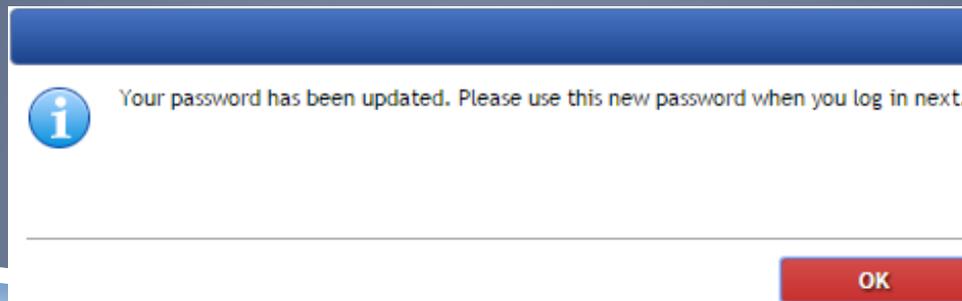
Confirm Password  
*Required*

**Submit**

**Password Rules**

- Your password cannot be the same as your Login ID.
- Passwords must meet the following conditions:
  - mixed-case
  - alpha-numeric
- Passwords must be 8 characters or greater.
- For added security, your password should not be something easily guessed.

- ▶ Please take note of the Password Rules



# USER'S ROL HOMEPAGE

- ▶ Once logged in, the screen will be customized for each user's security access level
  - ▶ Some general information will be visible on all accounts regardless of security access level because ROL is used by other Department of Revenue agencies

**CDOR**  
**COLORADO**  
Department of Revenue

**Revenue**  
ONLINE

**Menu** Log Off  
Home  
Back  
Help

**CTS**  
RunDate: 07/05/2016

**DIVISION OF GAMING** **NAMES AND ADDRESSES** **I WANT TO...** [View Profile](#)

CO Account # 32051300 Legal Name DIVISION OF GAMING  
My Balance \$0.00 Location Address 17301 W COLFAX AVE STE 135 GOLDEN CO  
Mailing Address

**ACCOUNTS<sup>3</sup>** **HISTORY<sup>0</sup>** **MESSAGES<sup>0</sup>** **LETTERS<sup>0</sup>**

**MY ACCOUNTS<sup>3</sup>**

**MY ACCOUNTS** [Hide History](#) [Filter](#)

Account ID	Account Type	Name	Frequency	Address	Balance
<a href="#">32051300-002-SLS</a>	Sales Tax	DIVISION OF GAMING	Monthly	17301 W COLFAX AVE STE 135 GOLDEN CO 80401-4880	0.00
<a href="#">32051300-007-WTH</a>	Wage Withholding	DIVISION OF GAMING	Quarterly	17301 W COLFAX AVE STE 135 GOLDEN CO 80401-4880	0.00
<a href="#">32051300-005-GAM</a>	Gaming Tax	DIVISION OF GAMING		17301 W COLFAX AVE STE 135 GOLDEN CO 80401-4880	0.00

# SNEAK PEEK

- ▶ In addition to the functional changes that have been made, our vendor is in the process of upgrading the visual feel of ROL.
- ▶ Here's a sneak peek of what the new homepage will look like soon!!

**CDOR**  
**COLORADO**  
Department of Revenue

CTS: Not a Production Environment  
RunDate: 08/22/2016

**Revenue**  
ONLINE

[Home](#) [Help](#) [View Support ID](#) [Log Off](#)

DIVISION OF GAMING  
17301 W. COLFAX AVE  
GOLDEN CO 80401

**There are 3 unread letters**

I WANT TO...  
[View My Profile](#)  
[Submit Year-End Withholding](#)

**ACCOUNTS<sup>3</sup>** [HISTORY](#) [MESSAGES<sup>0</sup>](#) [LETTERS<sup>3</sup>](#) [NAME & ADDRESS](#)

<p><b>Gaming Financial Statement - Annual</b> 02602081-012-GFS</p> <p><b>0.00</b> DIVISION OF GAMING 17301 W. COLFAX AVE GOLDEN CO 80401</p>	<p><b>Gaming Device Tracking - Monthly</b> 02602081-013-DEV</p> <p><b>0.00</b> DIVISION OF GAMING 17301 W. COLFAX AVE GOLDEN CO 80401</p> <p><b>needs attention</b></p>	<p><b>Gaming Personnel Tracking - Monthly</b> 02602081-014-PER</p> <p><b>0.00</b> DIVISION OF GAMING 17301 W. COLFAX AVE GOLDEN CO 80401</p>
--	---	--

[State Website](#) [Revenue Website](#) [Taxation Website](#) [Privacy and Security Policy](#) [Contact Us](#)

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

Copyright © 2014 State of Colorado - All rights reserved.

# ACCOUNT INFORMATION

- ▶ User selects available Account Type to obtain detailed account information and perform actions on the selected account

The screenshot displays the Colorado Department of Revenue's Gaming Device Tracking web application. At the top left is the CDOR logo, and to its right is the text "COLORADO Department of Revenue". On the top right, there is a status box indicating "CTS: Not a Production Environment" and "RunDate: 01/08/2016", along with the "Revenue ONLINE" logo. The main navigation bar includes "Home" and "Gaming Device Tracking" (the active page), with links for "Help", "View Support ID", and "Log Off".

The main content area is titled "GAMING DEVICE TRACKING 27774204-010-DEV" and shows details for "FRED'S CASINO" at "1234 N. MAIN ST. GAMING CITY CO 80111-2402". A red-bordered box highlights a warning message: "Slot Database needs to be submitted. Submission is LATE." To the right of this message is a "I WANT TO..." menu with links: "View My Profile", "File Slot Database", "Transfer Devices", "Receive and Confirm Devices", "View Rejected Devices", "Update Device Status/Location", and "Received Devices Without Transfer".

Below the main content area is a navigation bar with tabs for "DEVICES", "PERIODS", "HISTORY", "ACTIVITY", "MESSAGES<sup>0</sup>", "LETTERS<sup>0</sup>", and "NAME & ADDRESS". Under the "PERIODS" tab, there are buttons for "Last 3 Years" and "All Periods".

The "LAST 3 YEARS" section features a table with a "Filter" button on the right. The table has the following columns: Period, Return Status, Tax, Penalty, Interest, Credits, Balance, and Messages.

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages
--------	---------------	-----	---------	----------	---------	---------	----------

# ROL PROFILES

- ▶ The “Master” profile can set up a User Administrator by going to the View Profile link
  - ▶ This link will show the user all ROL logins for the account
  - ▶ When adding a login, it will default the new user to All Access, so you will need to update account access after saving it

**LOGIN INFORMATION**

Login ID	<input type="text"/>	
Password (case sensitive)	<input type="password"/>	Required
Confirm Password	<input type="password"/>	Required
Email Address	<input type="text"/>	Required
Confirm Email Address	<input type="text"/>	Required
Contact Phone Country	<input type="text" value="USA"/>	
Contact Phone Type	<input type="text" value="Phone"/>	Required
Alternate Phone Country	<input type="text"/>	
Alternate Phone Type	<input type="text" value="Phone"/>	
Secret Question	<input type="text"/>	Required
Answer	<input type="text"/>	Required
Confirm Answer	<input type="text"/>	Required

**How would you like to receive your authentication code?**

Send Authentication Text	<input checked="" type="radio"/>	Country	<input type="text"/>	Required
Send Authentication Email	<input type="radio"/>	Wireless Carrier	<input type="text"/>	Required
Send Text or Email	<input type="radio"/>	Wireless Phone	<input type="text"/>	Required

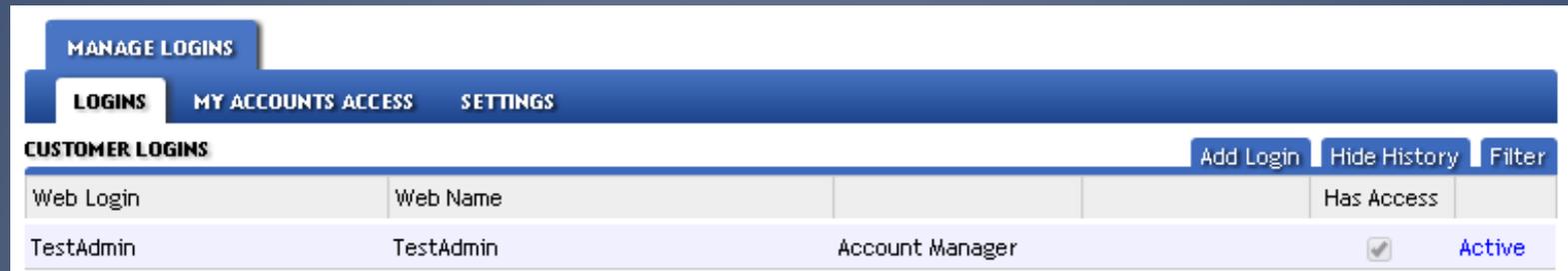
**HOT TIP!**

**New Account Access**

- An email will be sent containing the Authorization Code to be used the first time someone logs into the account.
- Once you set up a Secret Question and Answer for the other user, you should tell the person what you set up. He or she may log in and change the Secret

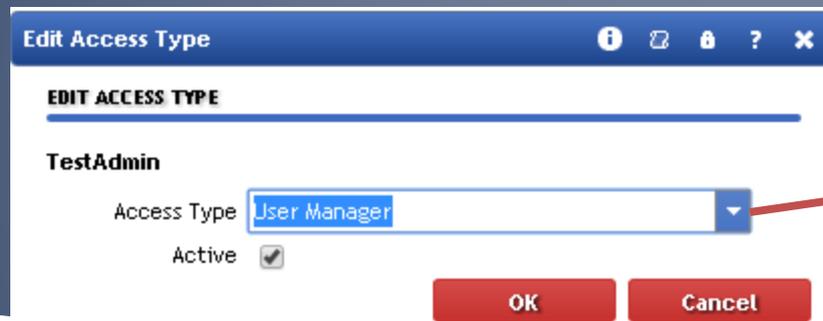
# ROL PROFILES (CONT'D)

- ▶ To change the newly created ROL profile to a User Manager, go back to Manage Logons and click the “Active” link, then you may edit their Access Type

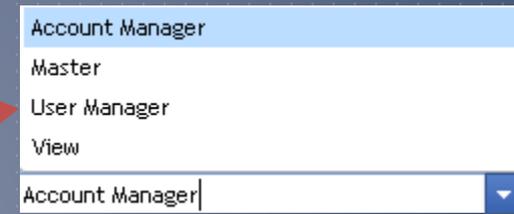


The screenshot shows the 'MANAGE LOGINS' interface. At the top, there are tabs for 'LOGINS', 'MY ACCOUNTS ACCESS', and 'SETTINGS'. Below this is a section for 'CUSTOMER LOGINS' with buttons for 'Add Login', 'Hide History', and 'Filter'. A table lists the logins:

Web Login	Web Name		Has Access	
TestAdmin	TestAdmin	Account Manager	<input checked="" type="checkbox"/>	Active



The 'Edit Access Type' dialog box is open, showing the 'TestAdmin' login. The 'Access Type' dropdown menu is set to 'User Manager'. There is an 'Active' checkbox which is checked. At the bottom, there are 'OK' and 'Cancel' buttons.

- 
- A dropdown menu showing the available access types: Account Manager, Master, User Manager, View, and Account Manager.

# ROL PROFILES (CONT'D)

- ▶ Should you need to revoke Account Access, set the profile to User Administrator and change the periods the account has access to OR make the user inactive

**MANAGE LOGINS**

**LOGINS** **MY ACCOUNTS ACCESS** **SETTINGS**

**ACCESS TO MY ACCOUNTS** Grant Third Party Access Show History Filter

Web Login	Access Type	Name	ID	Account Type	Access Level	Active
test	Master	REYHNOLM INDUSTRIES	10860003-012-COR	Corporate Income Tax	All Access	<input checked="" type="checkbox"/>
		REYHNOLM INDUSTRIES	10860003-016-GAM	Gaming Tax	All Access	<input checked="" type="checkbox"/>
TestAdmin	User Manager	REYHNOLM INDUSTRIES	10860003-016-GAM	Gaming Tax	All Access	<input checked="" type="checkbox"/>

**Edit Access Level**

**EDIT ACCESS LEVEL**

**TestAdmin**  
REYHNOLM INDUSTRIES  
Gaming Tax - 10860003-016-GAM

Access Level: **User Administrator**

Active:

**Periods this logon has access to:**

All Periods

Periods From: \_\_\_\_\_

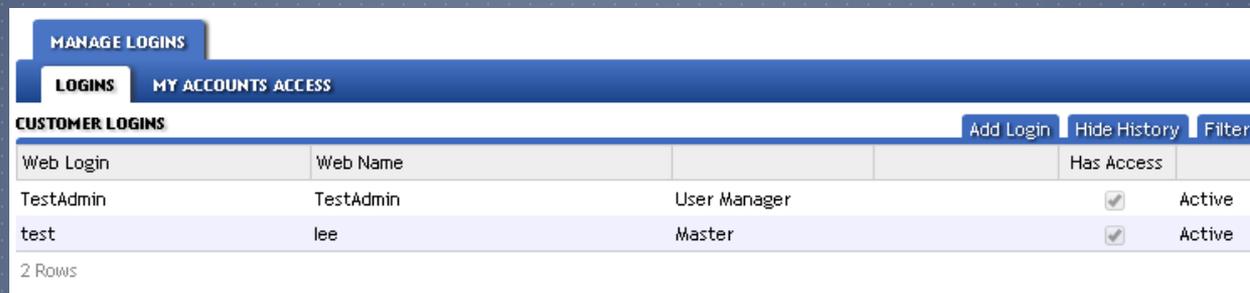
Periods From: 07/20/2015 To: 07/20/2015

**OK** **Cancel**

- Add Return
- All Access
- File & Pay
- User Administrator
- View
- All Access

# ROL PROFILES (CONT'D)

- ▶ The User Administrator should not be able to change any account information
- ▶ User Administrator should only be able to add new login IDs via the View Profile header link



The screenshot shows a web interface for managing logins. At the top, there is a 'MANAGE LOGINS' header with two tabs: 'LOGINS' (selected) and 'MY ACCOUNTS ACCESS'. Below this is a section titled 'CUSTOMER LOGINS' with three buttons: 'Add Login', 'Hide History', and 'Filter'. A table displays the following data:

Web Login	Web Name		Has Access	
TestAdmin	TestAdmin	User Manager	<input checked="" type="checkbox"/>	Active
test	lee	Master	<input checked="" type="checkbox"/>	Active

2 Rows

# ROL PROFILES (CONT'D)

- ▶ Access to the Device Tracking module is very similar to EZFile but the access names have changed

EZFile Access Name	ROL Access Name	Function
System Administrator	Master	All access
User Admin/No Access	User Manager (Administrator)	Set up users – May have access to information for other account types unless restricted by Master
View/Print	View	View device records and print summaries
Add/View/Print/Submit	File	N/A for Device Tracking – If user is granted this access permissions function the same as the View.
Add/View/Print	Add Return	N/A for Device Tracking – If user is granted this access permissions function the same as the View.
	All Access	Users will be able to update and submit device movement, file slot databases & submit monthly device counts

# ADD NEW DEVICES

- ▶ Adding new devices can only be done by Licensees who hold a Manufacturers License and are granted an MFD account
- ▶ Devices must be added within 7 days of the devices arriving on property
- ▶ Click on your MFD account
  - ▶ In the “I Want To...” section, click on the “Add New Devices” hyperlink

**Home**  
84-1508486

COLORADO PIPING& MECHANICAL INC  
1234 N. MAIN ST.  
GAMING CITY CO 80111-2402

**ACCOUNTS<sup>2</sup>** HISTORY MESSAGES<sup>0</sup> LETTERS<sup>0</sup> NAME & ADDRESS

 <b>Gaming Device Tracking - Monthly</b> 27774204-010-DEV <b>0.00</b> FRED'S CASINO 1234 N. MAIN ST. GAMING CITY CO 80111-2402 needs attention	 <b>Gaming Manufacturer - Casual</b> 27774205-013-MFD <b>0.00</b> COLORADO PIPING& MECHANICAL INC 1234 N. MAIN ST. GAMING CITY CO 80111-2402
--	---

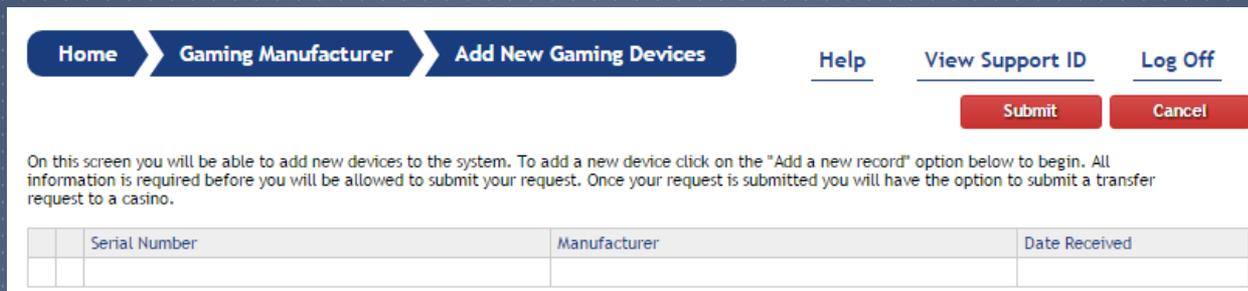
**GAMING MANUFACTURER 27774205-013-MFD**  
COLORADO PIPING& MECHANICAL INC  
1234 N. MAIN ST.  
GAMING CITY CO 80111-2402

**I WANT TO...**

- [View My Profile](#)
- [Add New Devices](#)**
- [Transfer Devices](#)
- [Receive and Confirm Devices](#)
- [View Rejected Devices](#)
- [Correct Serial Number](#)
- [Update Device Status/Location](#)
- [Received Devices Without Transfer](#)

# ADD NEW DEVICES (CONT'D)

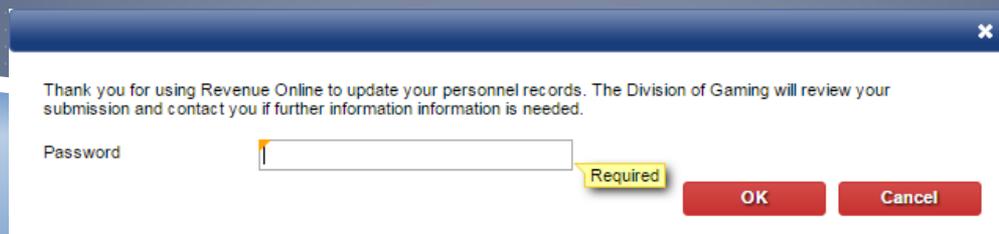
- ▶ Fill out Serial Number, Manufacturer and Date Received and click Submit
  - ▶ No future dates are allowed!



The screenshot shows a web interface for adding new gaming devices. At the top, there is a navigation bar with 'Home', 'Gaming Manufacturer', and 'Add New Gaming Devices' buttons. To the right are links for 'Help', 'View Support ID', and 'Log Off'. Below the navigation bar are two red buttons: 'Submit' and 'Cancel'. A paragraph of text explains that users can add new devices by clicking 'Add a new record' and that all information is required for submission. Below the text is a table with three columns: 'Serial Number', 'Manufacturer', and 'Date Received'. The table has one empty row for data entry.

Serial Number	Manufacturer	Date Received

- ▶ When you select “Submit”, a window will pop up requiring you to re-enter your password for ROL. Upon entry of valid password, your records will be submitted
  - ▶ This is a security enhancement so that in the event, the user was in ROL and stepped away from their computer but did not lock it, someone else could not walk by and submit fraudulent data. Although this feature has been implemented, please do not solely rely on this function to secure information – Always protect information by locking your computer before you leave!



The screenshot shows a pop-up window with a blue title bar and a close button. The text inside reads: 'Thank you for using Revenue Online to update your personnel records. The Division of Gaming will review your submission and contact you if further information information is needed.' Below the text is a 'Password' label followed by an empty text input field. A yellow tooltip with the word 'Required' is positioned over the input field. At the bottom right of the window are two red buttons: 'OK' and 'Cancel'.

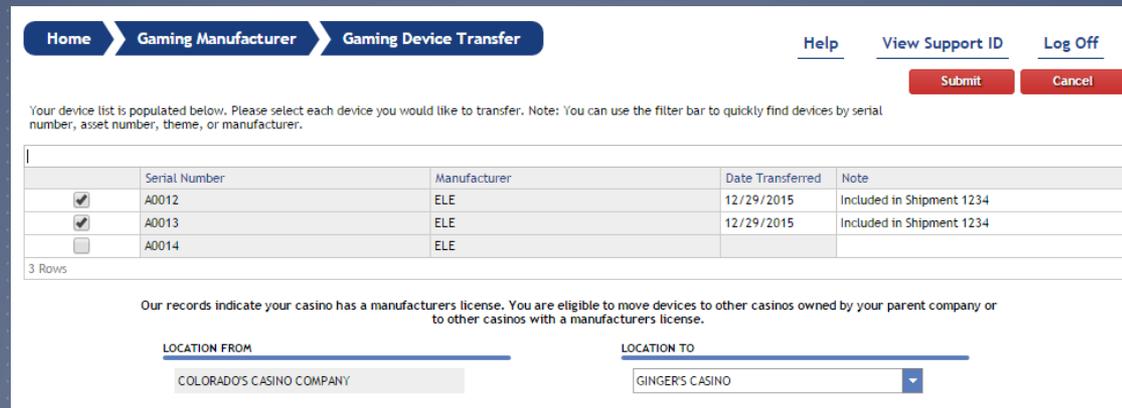
# DEVICE MOVEMENT

- ▶ There are several options you can select to report device movement
  - ▶ Transfer Device
  - ▶ Receive & Confirm Devices
  - ▶ View Rejected Devices
  - ▶ Correct Serial Numbers
  - ▶ Update Device Status|Location
  - ▶ Receive Devices Without Transfer

# DEVICE MOVEMENT (CONT'D)

## ▶ Transfer Device

- ▶ For MFD accounts – You have the ability to transfer one or more devices to a casino's device tracking account (DEV), another MFD account, or Out of State
- ▶ For DEV accounts – This is used to transfer devices to any MFD account or sister DEV account.



Home > Gaming Manufacturer > Gaming Device Transfer

Help View Support ID Log Off

Submit Cancel

Your device list is populated below. Please select each device you would like to transfer. Note: You can use the filter bar to quickly find devices by serial number, asset number, theme, or manufacturer.

	Serial Number	Manufacturer	Date Transferred	Note
<input checked="" type="checkbox"/>	A0012	ELE	12/29/2015	Included in Shipment 1234
<input checked="" type="checkbox"/>	A0013	ELE	12/29/2015	Included in Shipment 1234
<input type="checkbox"/>	A0014	ELE		

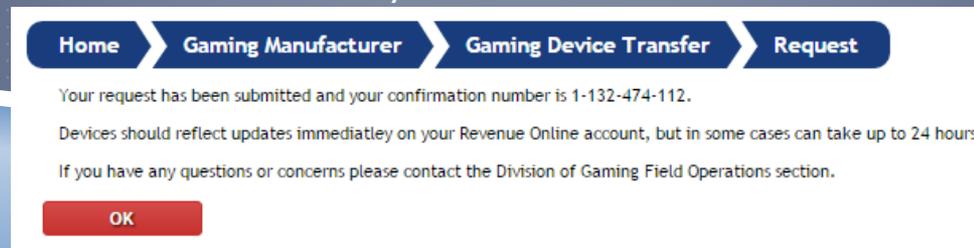
3 Rows

Our records indicate your casino has a manufacturers license. You are eligible to move devices to other casinos owned by your parent company or to other casinos with a manufacturers license.

LOCATION FROM: COLORADO'S CASINO COMPANY

LOCATION TO: GINGER'S CASINO

- ▶ After you submit your transfer request, you will be given a confirmation number
  - ▶ This number is also available in your account information



Home > Gaming Manufacturer > Gaming Device Transfer > Request

Your request has been submitted and your confirmation number is 1-132-474-112.

Devices should reflect updates immediately on your Revenue Online account, but in some cases can take up to 24 hours.

If you have any questions or concerns please contact the Division of Gaming Field Operations section.

OK

# DEVICE MOVEMENT (CONT'D)

- ▶ The new application is an integrated system utilized by several other agencies within the Department of Revenue (DOR). The DOR Registration Control Unit is responsible for establishing accounts. It depends on when your account was set up, what tax types were associated with the business and what the establishment used for their legal name when setting up tax accounts
  - ▶ If you owned one business under the legal name of ABC Corporation and operated one casino location with the DBA of ABC Casino, but recently acquired a casino from company XYZ, you will likely have to use one Login ID for ABC Casino AND a separate Login ID for XYZ Casino and will not be able to transfer to a sister DEV without first moving the device to an MFD account
  - ▶ However, if you are ABC Corporation and operate ABC Casino and XYZ Casino under the same corporation name, you will likely have one Login ID for both ABC & XYZ Casino and will have the flexibility to move devices to sister DEV accounts
- ▶ The Division can verify how your establishments are set up. The Division is testing system changes to ensure accounts can be combined prior to converting EZFile Data into the new system; however, it may be necessary to convert the data and combine accounts after GoLive. The Division understands this impacts your business and we appreciate your understanding and flexibility during this substantial transition

# DEVICE MOVEMENT (CONT'D)

## ▶ Receive & Confirm Devices

- ▶ Used to receive or reject a device where a transfer was initiated by another account
- ▶ This function is also used when another account initiated a Receive Device Without Transfer
  - ▶ This will be discussed further later in the presentation
- ▶ When there are devices requiring your attention, a notification will be displayed in your account

The screenshot displays a web application interface for account management. On the left, a sidebar shows account details for 'GINGER'S CASINO' with a balance of '0.00' and a 'needs attention' notification. The main content area shows 'GAMING DEVICE TRACKING 27853377-017-DEV' with address information and three notifications: 'There is 1 unread notice', 'Device Transfer(s) need to be confirmed', and 'Slot Database needs to be submitted. Submission is LATE.' Below this is a navigation bar with tabs for 'DEVICES', 'PERIODS', 'HISTORY', 'ACTIVITY', 'MESSAGES<sup>1</sup>', 'LETTERS<sup>0</sup>', and 'NAME & ADDRESS'. The 'MESSAGES' tab is active, showing an 'Unread<sup>1</sup>' count and 'Inbox'/'Outbox' filters. A table of unread messages lists a message from '01/09/2016' with the subject 'Device Transfer Review Initiated'. Below the table, a 'WEB MESSAGE - DEVICE TRANSFER NOTICE' is shown, detailing the account ID '27853377-017-DEV', account type 'Gaming Device Tracking', and the message content: 'COLORADO'S CASINO COMPANY has moved 2 slot machines to your Casino's Revenue Online account. Please select Receive and Confirm Devices to take the appropriate action.'

**Gaming Device Tracking - Monthly**  
27853377-017-DEV

**0.00**  
GINGER'S CASINO  
1234 N. MAIN ST. GAMING CITY CO 80111-2402

**needs attention**

**GAMING DEVICE TRACKING 27853377-017-DEV**

GINGER'S CASINO  
1234 N. MAIN ST.  
GAMING CITY CO 80111-2402

There is 1 unread notice

Device Transfer(s) need to be confirmed

Slot Database needs to be submitted. Submission is LATE.

DEVICES PERIODS HISTORY ACTIVITY **MESSAGES<sup>1</sup>** LETTERS<sup>0</sup> NAME & ADDRESS

Unread<sup>1</sup> Inbox Outbox

UNREAD

Posted	Read	Subject	Period	Urgent	Attach	Send Message	Mark All As Read	Filter
01/09/2016	<input type="checkbox"/>	Device Transfer Review Initiated		<input type="checkbox"/>	<input type="checkbox"/>		Mark As Read	Delete

WEB MESSAGE - DEVICE TRANSFER NOTICE

Account ID: 27853377-017-DEV  
Account Type: Gaming Device Tracking

Received: Saturday, Jan 9, 2016 11:39:12 AM  
Subject: Device Transfer Review Initiated

COLORADO'S CASINO COMPANY has moved 2 slot machines to your Casino's Revenue Online account. Please select Receive and Confirm Devices to take the appropriate action.

# DEVICE MOVEMENT (CONT'D)

## ▶ Receive & Confirm Devices (Cont'd)

- ▶ Click on “Receive & Confirm Devices” hyperlink and you will see a list of devices that have been transferred to your account
  - ▶ Accept – Check the box in the “Accepted” column to accept devices; then select one of the available options in the status box
  - ▶ Reject – To reject a device, select one of the available options in the Reject Reason drop down options and add a note
    - ▶ This sends the device back to the sender of the device
    - ▶ If the Serial Number is incorrect, the device should be rejected and a note written to document what the issue is. The sender should correct the serial number before transferring the device back to your account. NOTE – only MFDs have the ability to correct serial numbers
- ▶ After you are finished with your changes, be sure to click on Submit and enter your password to save your changes!

You have device transfers that need to be reviewed!

Please review the list below and accept devices by using the check box or reject devices by using the drop down reasons. After reviewing all devices please use the submit button in the upper right corner of this window.

If a note is populated below you may clear out the text and send a note back to the sender (i.e. reject reason).

Accepted	Serial Number	Manufacturer	Location From	Transferred	Status	Reject Reason	Note
<input checked="" type="checkbox"/>	A0012	Interblock USA	COLORADO'S CASINO COM	12/28/2015	Device On Floor		
<input type="checkbox"/>	A0013	Interblock USA	COLORADO'S CASINO COM	12/28/2015		Incorrect Serial Number	S/N should be <u>A0130</u>

2 Rows

Submit Cancel

# DEVICE MOVEMENT (CONT'D)

## ▶ View Rejected Devices

- ▶ This is used to add rejected devices back into inventory or re-submit back to the rejecter
- ▶ An account notification will indicate if there are devices in your account requiring your attention

GAMING MANUFACTURER 27774205-013-MFD

COLORADO'S CASINO COMPANY  
1234 N. MAIN ST.  
GAMING CITY CO. 80111-2402

There are 2 unread notices  
Rejected Device Transfer(s) need to be reviewed

I WANT TO...  
[View My Profile](#)  
[Add New Devices](#)  
[Transfer Devices](#)  
[Receive and Confirm Devices](#)  
[View Rejected Devices](#)  
[Correct Serial Number](#)  
[Update Device Status/Location](#)  
[Received Devices Without Transfer](#)

DEVICES PERIODS HISTORY ACTIVITY MESSAGES<sup>2</sup> LETTERS<sup>0</sup> NAME & ADDRESS

Unread<sup>2</sup> Inbox Outbox

Posted	Read	Subject	Period	Urgent	Attach	Mark As Read	Delete
03/21/2016	<input type="checkbox"/>	<a href="#">REJECTED: Device Transfer Request</a>		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Mark As Read</a>	<a href="#">Delete</a>
01/09/2016	<input type="checkbox"/>	<a href="#">Device Transfer Review Initiated</a>		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Mark As Read</a>	<a href="#">Delete</a>

2 Rows

- ▶ Use the “View Rejected Devices” hyperlink in the “I Want To...” section to take appropriate action
  - ▶ If there are no issues with the rejected device, click on the resubmit checkbox to send back to the recipient
  - ▶ If there is an issue with the device, use the Confirm Reject checkbox and submit a new transfer request

Confirm Reject	Resubmit to recipient	Serial Number	Manufacturer	RejectReason	Note
<input type="checkbox"/>	<input type="checkbox"/>	A0013	ELE	Incorrect Serial Number	S/N should be A0130
<input type="checkbox"/>	<input type="checkbox"/>	A0001	ELE	Shipping Error	Devices arrived on 1/4/2015
<input type="checkbox"/>	<input type="checkbox"/>	A0002	ELE	Shipping Error	Devices arrived on 1/4/2015

3 Rows

# DEVICE MOVEMENT (CONT'D)

## ▶ Correct Serial Numbers

- ▶ To make a correction to the Serial Number, Manufacturer Name or Both, use the “Correct Serial Number” option in the “I Want To...” section
  - ▶ Only MFDs can make corrections so this option will only be listed in MFD accounts
  - ▶ These corrections will follow through the system and history

**I WANT TO...**

- [View My Profile](#)
- [Add New Devices](#)
- [Transfer Devices](#)
- [Receive and Confirm Devices](#)
- [View Rejected Devices](#)
- [Correct Serial Number](#)
- [Update Device Status/Location](#)
- [Received Devices Without Transfer](#)

[Submit](#) [Cancel](#)

As a manufacturer, you have the ability to correct serial numbers for all devices that were initially entered into the system by your company. You are authorized to edit the serial number for the devices listed below if an incorrect entry is detected.

A001					
Correct?	Serial Number	New Serial Number	Manufacturer	New Manufacturer	Confirm Change
<input type="checkbox"/>	A0011		ELE		<input type="checkbox"/>
<input type="checkbox"/>	A0012		ELE		<input type="checkbox"/>
<input checked="" type="checkbox"/>	A0013	A0130	ELE		<input checked="" type="checkbox"/>
<input type="checkbox"/>	A0014		ELE		<input type="checkbox"/>
<input type="checkbox"/>	A001o		KON		<input type="checkbox"/>

5 Rows

- ▶ Click the “Correct” Checkbox, make your change, then select the “Confirm Change” checkbox and Submit your corrections

# DEVICE MOVEMENT (CONT'D)

## ▶ Update Device Status|Location

- ▶ This is used to update the On-Floor|Storage status of any device in inventory
- ▶ Statuses include: Device Destruction, Device On-Floor, Device Storage On-Site, Device Storage Off-Site and Device Promotional
  - ▶ MFDs can only select the Device Destruction option when updating the status

On this page you may change the on-site location of your devices. Please use the change check box to change the location and the confirm button to verify you changes.

*Filter*

Change Location?	Serial Number	Manufacturer	Current Location	New Location	Changed On	Confirm Entry
<input checked="" type="checkbox"/>	A0130	ELE	Manufacturer	Device Destruction	12/28/2015	<input checked="" type="checkbox"/>
<input type="checkbox"/>	A0011	ELE	Manufacturer			<input type="checkbox"/>
<input type="checkbox"/>	Test for Web Message	ARI	Manufacturer			<input type="checkbox"/>

3 Rows

**NOTICE:** You have indicated that you are are destroying one or more of your devices. Please correct your entry if this is a mistake. Once a device is marked as destroyed you cannot change the status again without contacting the Division of Gaming for assistance.

I confirm that one of more device(s) is being destroyed and I acknowledge that this action is correct.

On this page you may change the on-site location of your devices. Please use the change check box to change the location and the confirm button to verify you changes.

*Filter*

Change Location?	Serial Number	Manufacturer	Current Location	New Location	Changed On	Confirm Entry
<input checked="" type="checkbox"/>	A0012	ELE	Device On Floor	Device Storage - On Site	12/28/2015	<input checked="" type="checkbox"/>

# DEVICE MOVEMENT (CONT'D)

## ▶ Receive Devices Without Transfer

- ▶ This is used when you have physically received a device, but a transfer request has not been completed by the sender in ROL as of the time when the device was received or is being entered into the system by the receiver, and you need to report within the 7-day window
- ▶ Select the appropriate option in the “I Want To...” hyperlink then fill out the requested information about the device

Please enter the transmitter, serial number and manufacturer for devices you received where no transfer request was submitted. Submit Cancel

Received From:

1 - 1 of 1 [Show Errors](#)

Serial Number	Manufacturer	Device Location	Received On
  A9876	Bally Technologies	Device On Floor	12/28/2015

- ▶ Completing this action will send a notification to the name entered in the “Received From” field

[Home](#) [Gaming Device Tracking](#) [Devices Received No Transfer](#) [Request](#) [Help](#) [View Support ID](#) [Log Off](#)

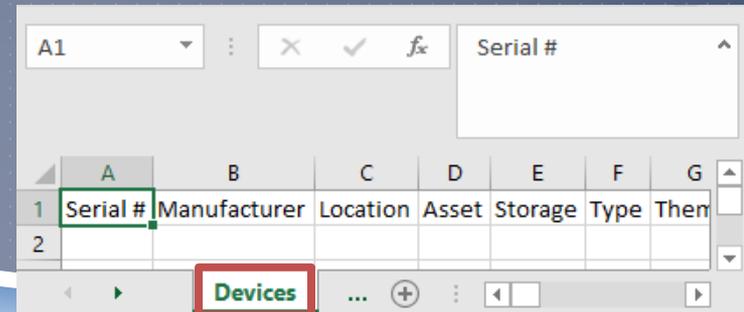
You have indicated that you are Receiving a Device Without Transfer. A notification will be sent to the Manufacturer or Casino that you indicated the devices were received from. The Devices will be added to your account once they are correctly transferred to you. If you have any questions or concerns please contact the Division of Gaming Field Operations section.

OK

# FILE SLOT DATABASE

- ▶ This will be used by DEV accounts to upload their slot database to satisfy the 30-day requirement
- ▶ Use the appropriate option in the “I Want To...” section
- ▶ Select “Upload” then choose the appropriate file
- ▶ Enter your name and title
- ▶ Select “Submit” to complete the slot database upload
  
- ▶ File must be submitted in a spreadsheet format and the column headers must be in the same order as the example in the ICMP for the slot database to upload correctly.

- ▶ The tab name must be named “Devices”



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Serial #	Manufacturer	Location	Asset	Storage	Type	Then
2							

The tab name "Devices" is highlighted in the bottom sheet tab bar.

# MONTHLY DEVICE COUNT SUBMISSION

- ▶ Monthly Device Counts are now required to be submitted through ROL
  - ▶ On the last business day of the month, the return opens up for your property to fill out your device counts to submit to the Division
  - ▶ Monthly Device Counts are still due on the 2<sup>nd</sup> day of the following month per ICMP

CASINO DEVICE COUNT		
Slots	<input type="text"/>	0
Blackjack	<input type="text"/>	0
Poker	<input type="text"/>	0
Craps	<input type="text"/>	0
Roulette	<input type="text"/>	0

Please enter a current count of all devices on floor. Do NOT include devices in storage. Click the submit button when finished.

Thank you for using Colorado Revenue Online to submit your monthly device count. If there are questions regarding this monthly device count, someone from the Division of Gaming will be in contact.

OK

# DEVICE TRACKING – SUBMISSION CONFIRMATION

- ▶ After you have submitted changes to your records, there will be several ways to confirm you have submitted the updates successfully:

- ▶ Notification Messages

The screenshot shows a notification message in a web application. At the top, there is a navigation bar with buttons for 'Home', 'Gaming Personnel Tracking', 'Gaming Personnel Upload', and 'Request'. To the right are links for 'Help', 'View Support ID', and 'Log Off'. The main message reads: 'Thank you for using Revenue Online to update your personnel records. The Division of Gaming will review your submission and contact you if further information information is needed.' Below the message is a red 'OK' button.

- ▶ History Tab

The screenshot shows the 'History' tab selected in a web application. The navigation bar includes 'PERIODS', 'HISTORY<sup>1</sup>', 'ACTIVITY', 'MESSAGES<sup>2</sup>', and 'LETTERS<sup>0</sup>'. Below the navigation bar is a search bar with the text 'WAITING TO BE PROCESSED<sup>1</sup>' and a 'SEARCH' button. The main content area is titled 'REQUESTS WAITING TO BE PROCESSED' and contains a table with the following data:

Confirmation #	Submitted	ID	Account Type	Period	Title	Status
1-290-230-528	10/06/2016	32051300-005-GAM	Gaming Tax	07/31/2015	RWGAM	Pending...

The screenshot shows the 'History' tab selected in a web application. The navigation bar includes 'PERIODS', 'HISTORY<sup>0</sup>', 'ACTIVITY', 'MESSAGES<sup>0</sup>', and 'LETTERS<sup>0</sup>'. Below the navigation bar is a search bar with the text 'REQUEST FROM 08/07/2016' and a 'SEARCH' button. The main content area is titled 'REQUEST FROM 08/07/2016' and contains a table with the following data:

Confirmation #	Submitted	Processed	ID	Account Type	Period	Title	Status
1-290-230-528	10/06/2016	10/06/2016	32051300-005-GAM	Gaming Tax	07/31/2015	RWGAM	Completed

# DEVICE TRACKING – SUBMISSION CONFIRMATION (CONT'D)

## ▶ Message Tab (“Web Messages”)

The screenshot shows a web interface with a navigation bar at the top containing tabs: DEVICES, PERIODS, HISTORY, ACTIVITY, MESSAGES<sup>1</sup>, LETTERS<sup>0</sup>, and NAME & ADDRESS. Below this is a sub-navigation bar with 'Unread<sup>1</sup>', 'Inbox', and 'Outbox'. The main content area is titled 'UNREAD' and contains a table of messages. The table has columns for 'Posted', 'Read', 'Subject', 'Period', 'Urgent', and 'Attach'. One message is listed with the subject 'Device Transfer Review Initiated' and a 'Mark As Read' and 'Delete' link. Below the table is a detailed view of a 'WEB MESSAGE - DEVICE TRANSFER NOTICE'. It includes fields for 'Account ID' (27774204-010-DEV) and 'Account Type' (Gaming Device Tracking). The message text states: 'Received: Monday, Mar 21, 2016 1:16:49 PM' and 'Subject: Device Transfer Review Initiated'. The main body of the message reads: 'COLORADO'S CASINO COMPANY has moved 1 slot machines to your Casino's Revenue Online account. Please select Receive and Confirm Devices to take the appropriate action.'

Posted	Read	Subject	Period	Urgent	Attach	
03/21/2016	<input type="checkbox"/>	<a href="#">Device Transfer Review Initiated</a>		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Mark As Read</a> <a href="#">Delete</a>

**WEB MESSAGE - DEVICE TRANSFER NOTICE**

Account ID: **27774204-010-DEV**

Account Type: **Gaming Device Tracking**

Received: Monday, Mar 21, 2016 1:16:49 PM  
Subject: Device Transfer Review Initiated

COLORADO'S CASINO COMPANY has moved 1 slot machines to your Casino's Revenue Online account. Please select Receive and Confirm Devices to take the appropriate action.

## ▶ Email Confirmation

The screenshot shows an email confirmation message. The sender is 'DOR\_DoNotReply@state.co.us' and the recipient is 'to me'. The message is dated '2:22 PM (58 minutes ago)'. The main body of the email reads: 'There are items requiring your attention. Please log in to your Revenue Online account.'

DOR\_DoNotReply@state.co.us 2:22 PM (58 minutes ago) ☆ Reply

to me

There are items requiring your attention. Please log in to your Revenue Online account.

# ACCOUNT TABS

- ▶ More options are available in the Account Tabs in the lower portion of your account
- ▶ To quickly view your entire device list, simply click on the “Device” tab and the “Device List” sub-tab
  - ▶ If you want to view devices in one specific location or Manufacturer, you can sort by headers or click on the “Filter” button



Serial Number	Manufacturer	Device Location
A0003	Interblock USA	On Floor
A0004	Interblock USA	On Floor
A0005	Interblock USA	On Floor
A0006	Interblock USA	Promotional
A0007	Interblock USA	In Storage - On Site
A0008	Interblock USA	In Storage - Off Site
A0009	Interblock USA	Promotional
A0001	Interblock USA	Promotional
A0002	Interblock USA	In Storage - Off Site

9 Rows



Serial Number	Manufacturer	Device Location
A0003	Interblock USA	On Floor
A0004	Interblock USA	On Floor
A0005	Interblock USA	On Floor

3 Rows

# ACCOUNT TABS (CONT'D)

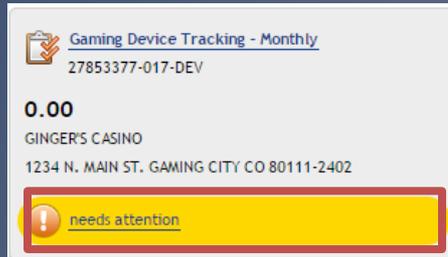
- ▶ You can view the entire history of a serial number as it pertains to your account by using the “Device” tab and the “Device History” sub-tab OR you can view the work of one users log in
  - ▶ You can only view information for devices that have been sent to your account

The screenshot shows a web application interface for viewing device history. The top navigation bar includes tabs for DEVICES, PERIODS, HISTORY, ACTIVITY, MESSAGES<sup>1</sup>, LETTERS<sup>0</sup>, and NAME & ADDRESS. Below the navigation bar, there are two sub-tabs: Device List and Device History. The Device History sub-tab is active. Below the sub-tabs, there is a PARAMETERS section with input fields for Serial Number and Logon, and a Generate button. The main section is titled GAMING DEVICE HISTORY and contains a table with columns for Serial #, Man, DeviceAction, Device Status, Received, AccountNameFrom, AccountNameTo, SubmittedName, Submitted, ConfirmedName, and Confirmed. The table lists several entries, including A0002, A0001, test123, and Sent from Lab.

Serial #	Man	DeviceAction	Device Status	Received	AccountNameFrom	AccountNameTo	SubmittedName	Submitted	ConfirmedName	Confirmed
A0002	ELE	CHGSTS	In Casino Storage	01/05/2016	FRED'S CASINO		Gus	01/09/2016		
A0001	ELE	CHGSTS	Promotional	01/05/2016	FRED'S CASINO		Gus	01/09/2016		
test123	ARI	TRN	On Casino Floor	03/21/2016	COLORADO'S CASINO C	FRED'S CASINO	Gus	03/21/2016	DOGMaster	03/21/2016
Sent from Lab	ARI	TRN	Promotional	01/02/2016	LAB ONE	FRED'S CASINO	TestMaster	03/21/2016	DOGMaster	03/21/2016

# NOTIFICATIONS | MISC ITEMS

- ▶ When the deadline is approaching to submit your Slot Database, notifications will be displayed in your ROL account



Gaming Device Tracking - Monthly  
27853377-017-DEV

**0.00**  
GINGER'S CASINO  
1234 N. MAIN ST. GAMING CITY CO 80111-2402

**!** needs attention

## GAMING DEVICE TRACKING 27853377-017-DEV

GINGER'S CASINO  
1234 N. MAIN ST.  
GAMING CITY CO 80111-2402

**!** Slot Database needs to be submitted. Submission is **Due in 5 Days.**

- ▶ If you have not updated your Slot Database within the 30-day requirement a notification will display that your submission is LATE
- ▶ As soon as you receive access to your device tracking account through ROL, we kindly request you update your records promptly for the first submission

# NOTIFICATIONS | MISC ITEMS (CONT'D)

- ▶ We will be creating a user manual for the new application as soon as possible. If you have any questions, please do not hesitate to contact the Division for assistance
- ▶ Users who are granted access to accounts in ROL are still subject to the 72 hour removal requirement as noted in the ICMP

# FAQS

- ▶ Will I have multiple Login IDs and Passwords like I did in EZFile?
  - ▶ It depends – The new application is an integrated system utilized by several other agencies within the Department of Revenue (DOR). The DOR Registration Control Unit is responsible for establishing accounts. It depends on when your account was set up, what tax types were associated with the business and what the establishment used for their legal name when setting up tax accounts
    - ▶ If you owned one business under the legal name of ABC Corporation and operated one casino location with the DBA of ABC Casino, but recently acquired a casino from company XYZ, you will likely have to use one Login ID for ABC Casino AND a separate Login ID for XYZ Casino
    - ▶ However, if you are ABC Corporation and operate ABC Casino and XYZ Casino under the same corporation name, you will likely have one Login ID for both ABC & XYZ Casino
  - ▶ The Division can verify how your establishments are set up. Please be assured we are exploring every option possible to allow for one Login ID to access multiple related accounts

# FAQS

- ▶ What will my Login ID be?
  - ▶ You may choose your own Login ID. Since the application is fully integrated with other account types and many other ROL users, your desired Login ID may not be available and you will be prompted to choose another one
- ▶ Who do I contact if I have questions|issues with ROL?
  - ▶ If you have questions or issues pertaining to your Device Tracking (DEV) or Manufacturer Distributor (MFD) type account, please contact the Field Operations section in your local Gaming office
  - ▶ Any questions or issues pertaining to other account types must be directed to the agency responsible for the account type
- ▶ When will financial statement training be provided?
  - ▶ The Division will send out training dates soon, but we are anticipating mid-February

# RECOMMENDATIONS

- ▶ FILE EARLY – Eliminate potential issues or confusion by filing early
- ▶ ONE-ON-ONE ASSISTANCE – Call the Division
- ▶ LOG IN AS SOON AS POSSIBLE – As soon as you have obtained your ROL login credentials, log into your account to familiarize yourself with the new application

# ASSIGNMENT

- ▶ Before you can access your DEV or MFD account through ROL, we will need to ensure your property has a Master Profile, User Administrator and at least one individual responsible for filing personnel updates
  - ▶ Some properties already have a few accounts set up for other account types. Before you leave today please see the Division staff on hand to determine if you have accounts set up or not
  - ▶ We will need you to speak to your management, and respond to us by Friday, January 8, 2016 with the names of who should be set up
  - ▶ The Division can assist with initial set up, however once we complete this set up, it will be the User Administrators responsibility to add|update|terminate access to ROL accounts

# QUESTIONS



# DISCLAIMER

- ▶ The presentation was prepared using the information available at the time of delivery. Changes to Legislation, Rules, Regulations, ICMP, etc. may affect the content of the presentation. As a result, the information in this presentation may not be applicable or may become obsolete. The Division of Gaming will not be liable for any mis-interpretation of, or changes to such factors affecting this presentation. Should you have any questions, you are strongly encouraged to contact the Division of Gaming for clarification and guidance.

# THANK YOU

If you have any further questions, please do not hesitate to contact us. REMEMBER: It's easier to get it right the first time & prior to deadlines!