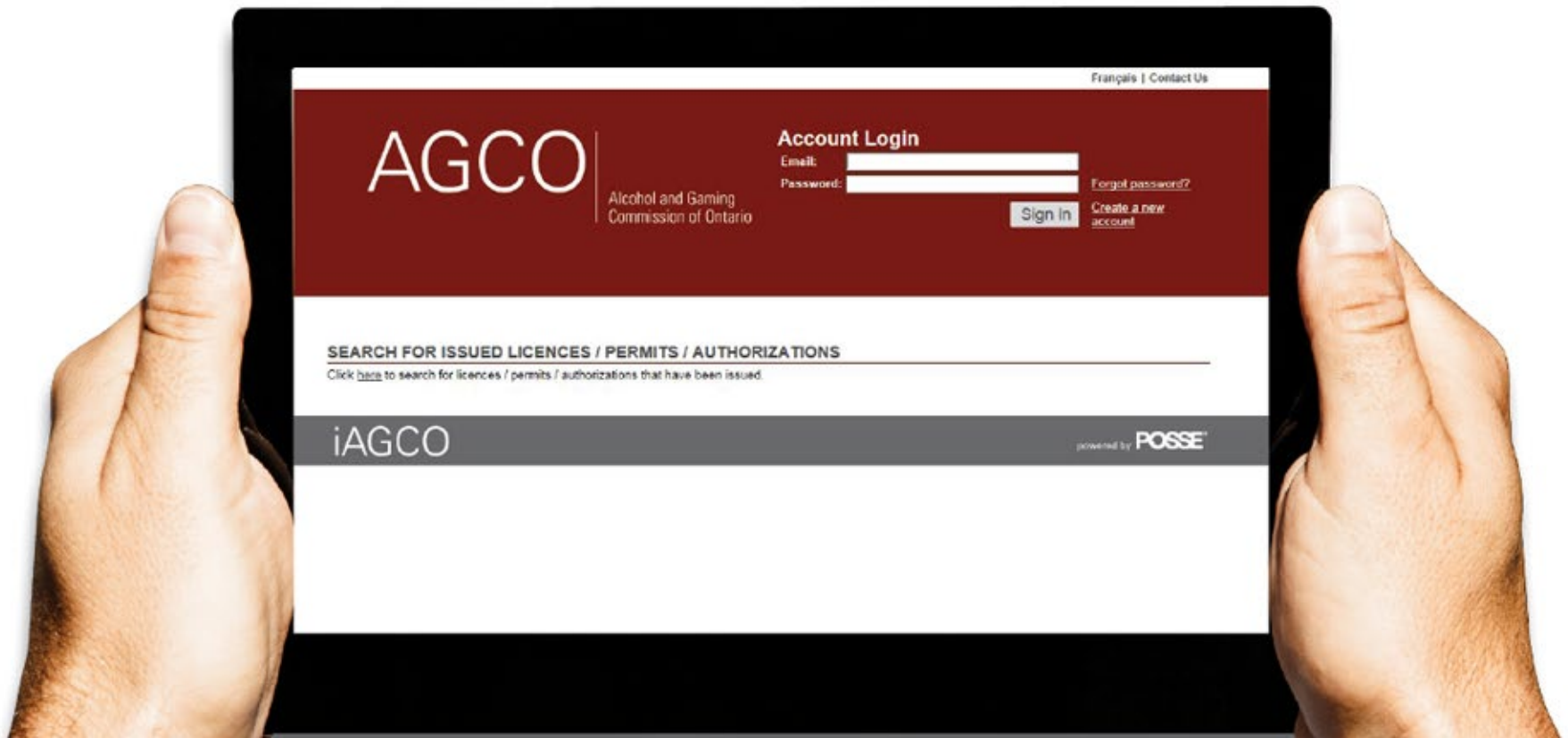


Introduction to iAGCO

Online Licensing Services for Gaming Registrants

Dec 6, 2018



Presenters

Susan Mainella (Panel Moderator)

Director, Portfolio Program Management Office

Jeff Longhurst

Director, Licensing & Registration

Amanda Spencer

Business Analyst, Portfolio Program Management Office

Gary White

Senior Manager, Specialized Eligibility



Today's Agenda



- Introduction to iAGCO
- Creating an Account on iAGCO
- Using iAGCO to Complete a Registration
- Changes to the application process
- Questions & Answers

The Alcohol and Gaming Commission of Ontario

- Established in 1998, the AGCO is an Ontario **regulatory agency** reporting to the **Ministry of the Attorney General** (MAG).
- The AGCO's mandate is to regulate the **alcohol**, **cannabis**, **gaming** and **horse racing** sectors in accordance with the principles of honesty and integrity, and in the public interest.
- Gaming Regulatory Responsibilities:
 - **Registering** operators, suppliers, retailers/sellers and gaming assistants
 - **Administering the regulatory framework** governing the issuance of charity lottery licences, in partnership with municipalities and First Nations licensing authorities,
 - **Licensing games of chance** at fairs and exhibitions.

Our Modern Regulatory Approach

Risk-Based

Focus on what matters **most**.

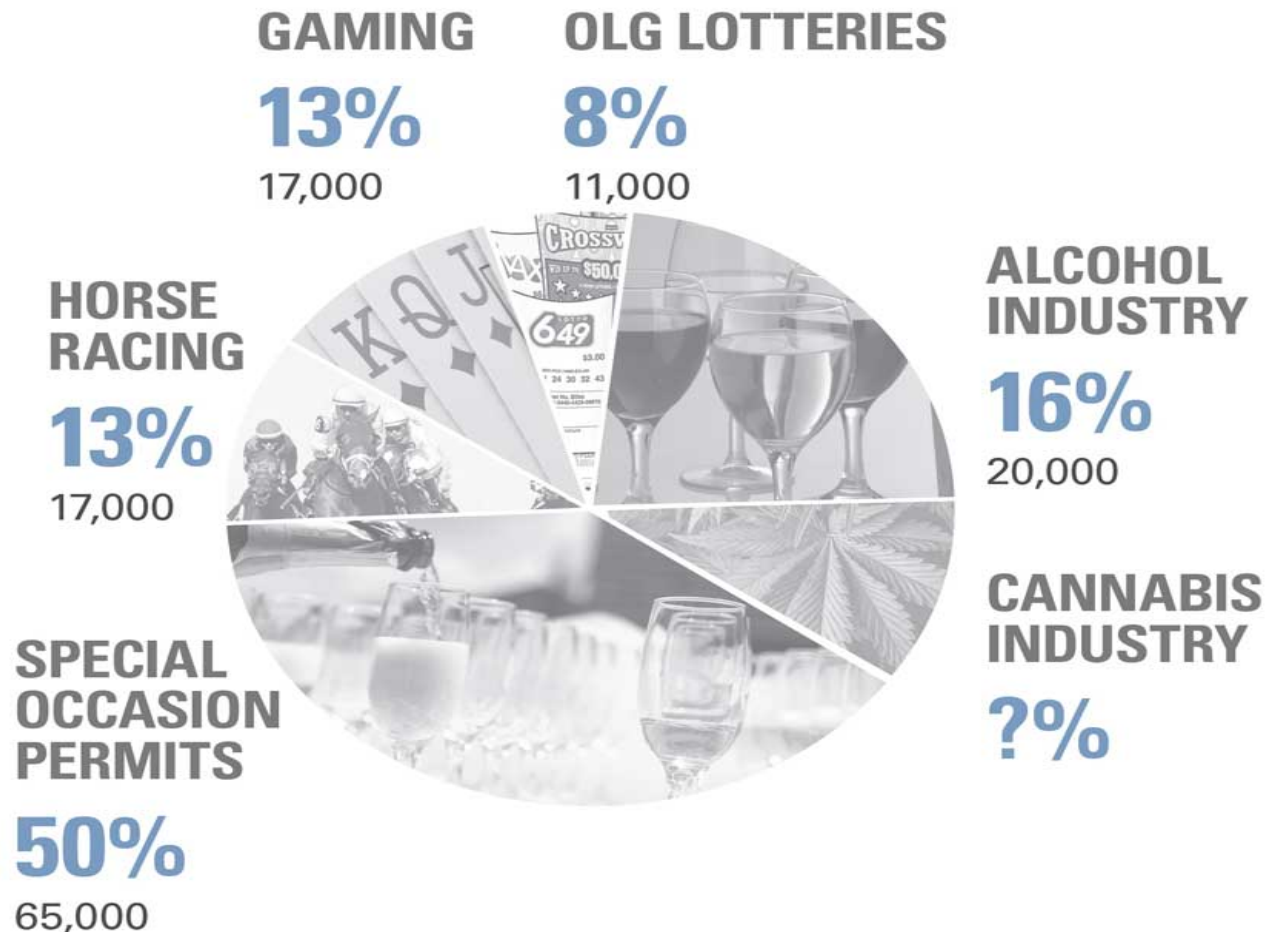
Outcomes-Based

Establish clear **objectives** and **standards** for the industry to meet

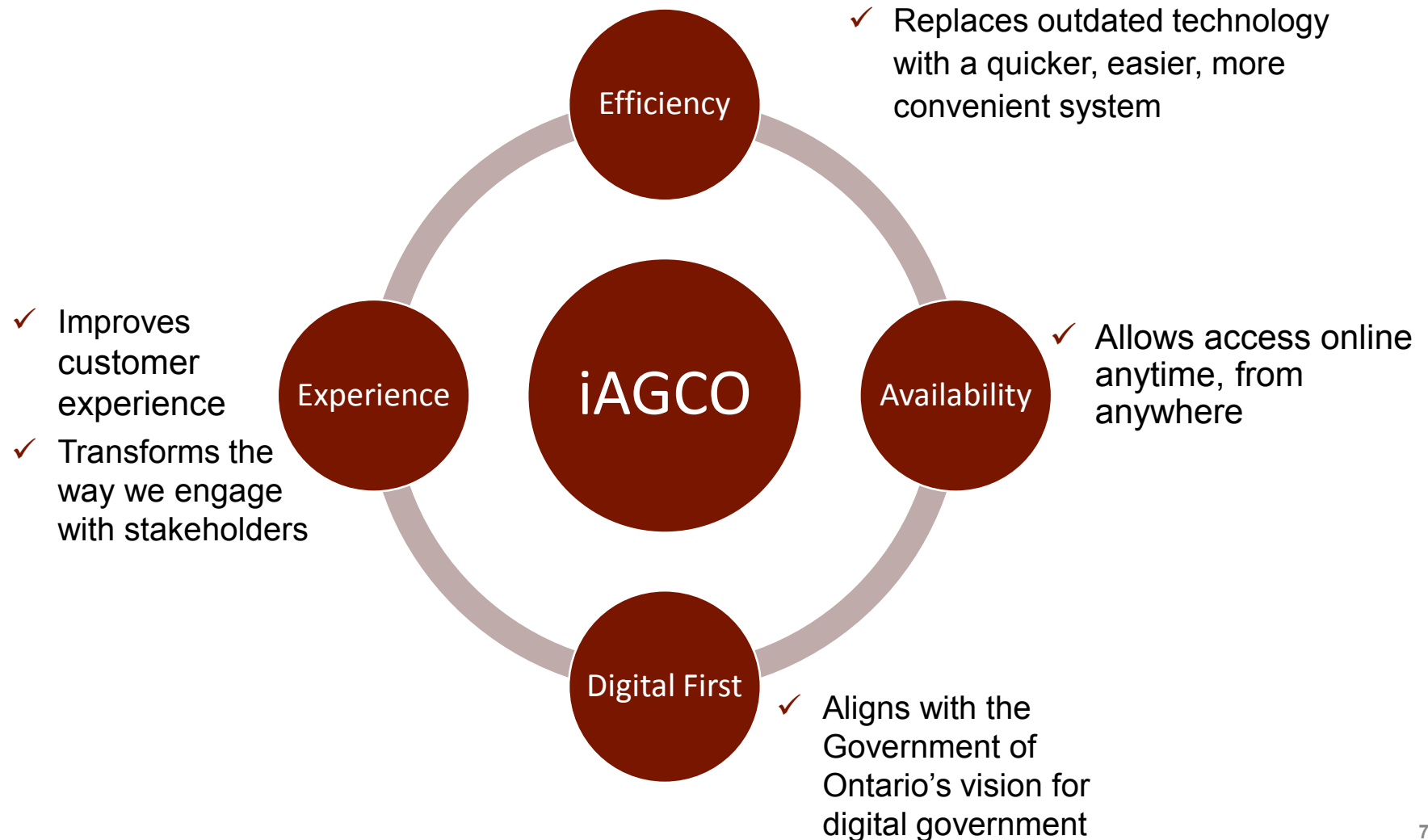
Compliance-Focused

Proactively assist regulated entities to comply with the regulatory framework by using a **mixture of education, collaboration and measured deterrence**

Annual Number of Licences Issued by the AGCO



Why iAGCO? **Reducing the Regulatory Burden**



iAGCO is now available for...



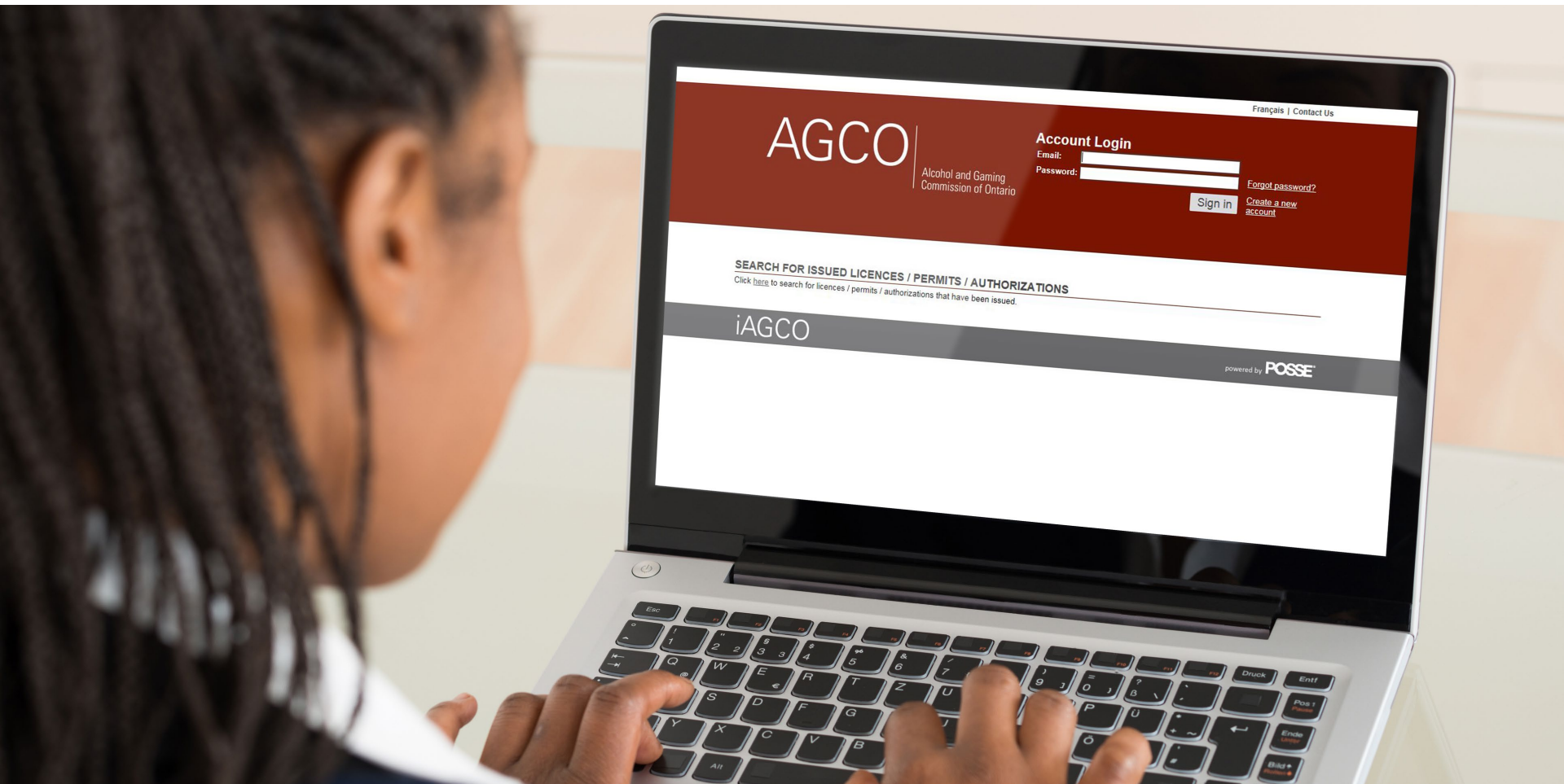
Now that we're launched...

You can ...



- ✓ Apply/renew online 24/7
- ✓ Check your application status
- ✓ Update your contact information
- ✓ Start, save and resume your application
- ✓ Attach electronic documents
- ✓ View approved registrations
- ✓ Obtain your registration via email
- ✓ Print your registration
- ✓ Receive email notifications (renewal, missing documentation)

Creating an Account

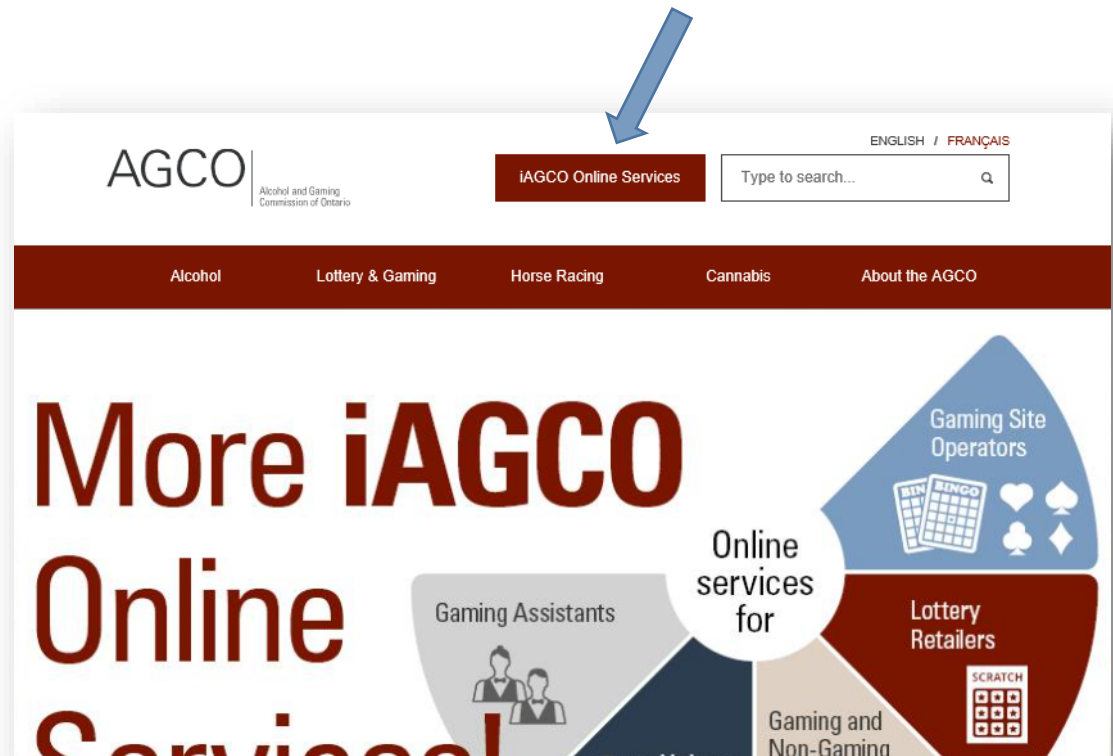


Creating an iAGCO Account

1 Create an iAGCO Online Account

a Go to
www.agco.ca

b Click on iAGCO Online Services



Creating an iAGCO Account

Click on Create a New Account



Account Login

Email: *

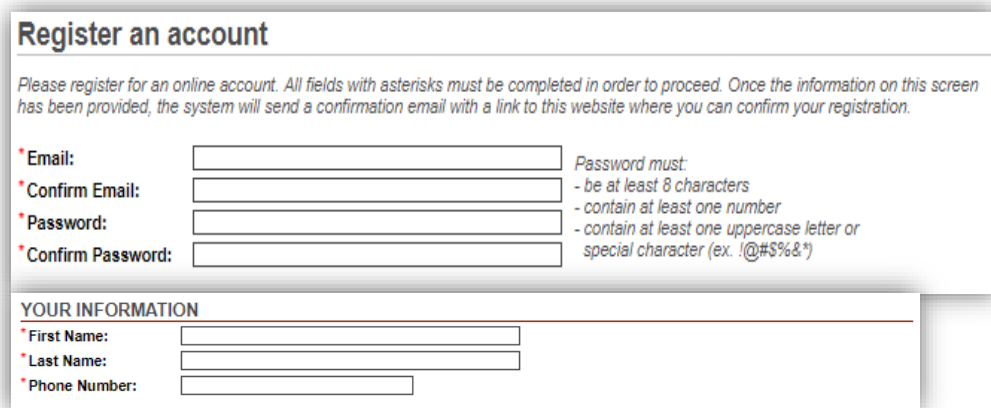
Password:

[Forgot password?](#)

[Create a new account](#)

Sign in

Register an account
by completing all
the fields



Register an account

Please register for an online account. All fields with asterisks must be completed in order to proceed. Once the information on this screen has been provided, the system will send a confirmation email with a link to this website where you can confirm your registration.

* Email:

* Confirm Email:

* Password:

* Confirm Password:

Password must:

- be at least 8 characters
- contain at least one number
- contain at least one uppercase letter or special character (ex. !@#\$%&*)

YOUR INFORMATION

* First Name:

* Last Name:

* Phone Number:

Creating an iAGCO Account – New Applicants

Register an account

Please register for an online account. All fields with asterisks must be completed in order to proceed. Once the information on this screen has been provided, the system will send a confirmation email with a link to this website where you can confirm your registration.

* Email:	<input type="text"/>	Password must:
* Confirm Email:	<input type="text"/>	- be at least 8 characters
* Password:	<input type="text"/>	- contain at least one number
* Confirm Password:	<input type="text"/>	- contain at least one uppercase letter or special character (ex. !@#\$%&*)

YOUR INFORMATION

* First Name:

* Last Name:

* Phone Number:

ONLINE ACCESS CODE

An Online Access Code allows you to link your iAGCO account to your existing Licences, Authorizations, and/or Registrations.

Do you have an Online Access Code? ☐ Yes ☒ No

SECURITY VERIFICATION

* Type the text below:



Notification

The information you submit is collected pursuant to the Liquor Licence Act, R.S.O. 1990 Chapter L. 19 and/or the Liquor Control Act, R.S.O. 1990, Chapter L. 18 and/or the Gaming Control Act 1992, S.O. 1992, c. 24 and/or the Horse Racing Licence Act, 2015, S.O. 2015, c. 38, Sched. 9. The principal purpose of the collection is to determine eligibility for the issuance of a licence, registration, permit and/or authorization or for an application made under one or more of the above-noted legislation. The information may also be disclosed pursuant to the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter F. 31. For questions about the collection of this information, please contact the Deputy Registrar at: Alcohol and Gaming Commission of Ontario, 90 Sheppard Avenue East, Suite 200, Toronto, Ontario M2N 0A4 / Telephone: 416-326-8700 or 1-800-522-2876 (toll free in Ontario) / Email: customer.service@agco.ca

 Finish Registration

Online Access Code – Existing Registrants

- Existing Registrants will receive a notification by mail 60 days before your renewal date, including an online access code that you will use when creating your account
- This access code helps pre-populate into key information
- If you misplace your access code, or want to make a change to your registration, you can contact customer service (416-326-8700) or (1-800-522-2876) to retrieve your code.

RENEWAL REMINDER

The below Licence(s)/Authorization(s)/Registration(s) will expire soon. To renew, please follow the instructions set out below in the 'How to Renew' section.

Number	Type	Expiry Date
RegistrationNumber	RegistrationType	RegistrationExpirationDate

How to Renew:

- Log into your iAGCO account and click the 'Renew' button next to the licence/authorization/registration indicated above.
Note: to access your account, go to www.agco.ca and click the iAGCO portal link.
or
- If you do not have an iAGCO account, visit www.agco.ca and click on the link to the iAGCO portal to access online services. Create a new account where you can submit and view your applications, check statuses, provide additional information, and renew your licence/authorization/registration. During your account creation, enter the following online access code: RegistrantOnlineAccessCode to link your account to your existing data on file.

Reminder: please ensure you take the renewal steps before the above stated expiry date.

Please contact Customer Service at customer.service@agco.ca or call toll free 1-800-522-2876 or 416-326-8700 with any inquiries.

Creating an iAGCO Account – Existing Registrants

Register an account

Please register for an online account. All fields with asterisks must be completed in order to proceed. Once the information on this screen has been provided, the system will send a confirmation email with a link to this website where you can confirm your registration.

*Email: Password must:
*Confirm Email: - be at least 8 characters
*Password: - contain at least one number
*Confirm Password: - contain at least one uppercase letter or
special character (ex. !@#\$%&*)

YOUR INFORMATION

*First Name:
*Last Name:
*Phone Number:

ONLINE ACCESS CODE

An Online Access Code allows you to link your iAGCO account to your existing Licences, Authorizations, and/or Registrations.

Do you have an Online Access Code? ☒ Yes ☐ No

Please enter your Online Access Code below.

*Online Access Code:


SECURITY VERIFICATION

*Type the text below:

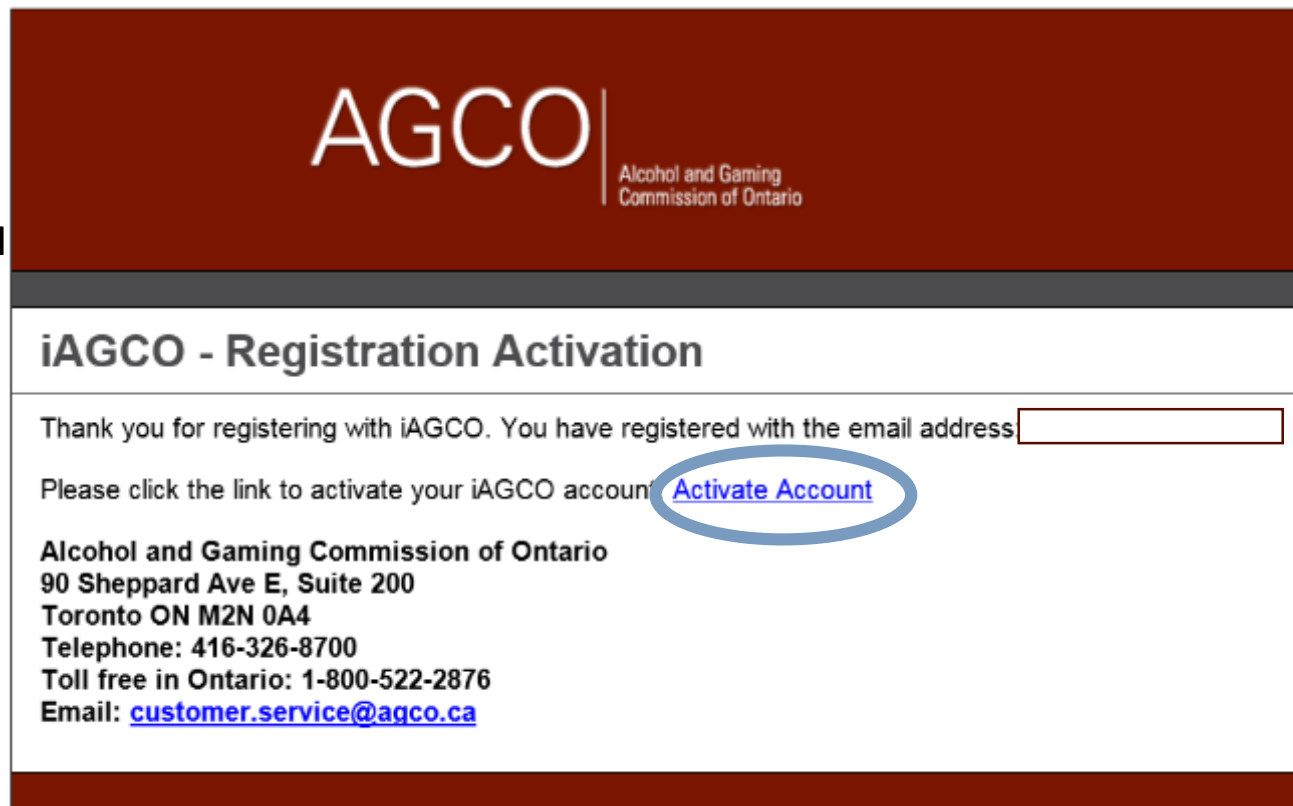


Notification

The information you submit is collected pursuant to the Liquor Licence Act, R.S.O. 1990 Chapter L. 19 and/or the Liquor Control Act, R.S.O. 1990, Chapter L. 18 and/or the Gaming Control Act 1992, S.O. 1992, c. 24 and/or the Horse Racing Licence Act, 2015, S.O. 2015, c. 38, Sched. 9. The principal purpose of the collection is to determine eligibility for the issuance of a licence, registration, permit and/or authorization or for an application made under one or more of the above-noted legislation. The information may also be disclosed pursuant to the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter F. 31. For questions about the collection of this information, please contact the Deputy Registrar at: Alcohol and Gaming Commission of Ontario, 90 Sheppard Avenue East, Suite 200, Toronto, Ontario M2N 0A4 / Telephone: 416-326-8700 or 1-800-522-2876 (toll free in Ontario) / Email: customer.service@agco.ca

 **Finish Registration**

You will receive an email to activate your account. Click on the link provided in the email and enter the account password you selected. Delete the activation email.



The image shows a screenshot of an email from the Alcohol and Gaming Commission of Ontario (AGCO). The header features the AGCO logo and the full name of the commission. The main heading is "iAGCO - Registration Activation". The body of the email thanks the user for registering and provides a placeholder for their email address. It then instructs the user to click a link to activate their account, with the link "Activate Account" circled in blue. At the bottom, contact information for the AGCO is provided, including the address, telephone number, toll-free number, and email address.

AGCO | Alcohol and Gaming Commission of Ontario

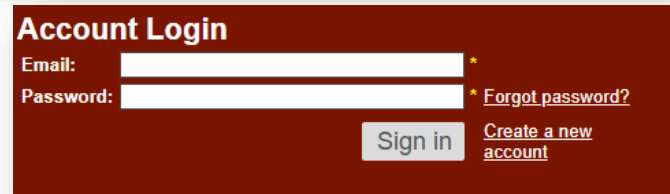
iAGCO - Registration Activation

Thank you for registering with iAGCO. You have registered with the email address

Please click the link to activate your iAGCO account: [Activate Account](#)

Alcohol and Gaming Commission of Ontario
90 Sheppard Ave E, Suite 200
Toronto ON M2N 0A4
Telephone: 416-326-8700
Toll free in Ontario: 1-800-522-2876
Email: customer.service@agco.ca

Access iAGCO Online Services and enter the email and password used to create your account. Click Sign in



The image shows a screenshot of the "Account Login" form. It has a dark red background. The form includes fields for "Email:" and "Password:", both with asterisks indicating they are required. There are links for "Forgot password?" and "Create a new account". A "Sign in" button is located below the password field.

Account Login

Email: *

Password: * [Forgot password?](#)

[Create a new account](#)

To enter an access code, click “My Profile”

AGCO
Alcohol and Gaming
Commission of Ontario

[Main Menu](#) | [Education](#) | [Search](#) | [My Profile](#) | [Sign Out](#)

Main Menu

NEW APPLICATIONS

- > [Apply for a Special Occasion Permit / Auction Authorization](#)
- > [Start a New Application](#)

**EXISTING LICENCES / PERMITS /
AUTHORIZATIONS / REGISTRATIONS**

- > [Start a Transfer Application](#)
- > [Request a Change](#)
- > [Add a Secondary](#)
(such as Endorsements, Supplementary Wine
Authorization, Authorization to Sell Eligible Wine at a
Farmers' Market)


MY APPLICATIONS

You currently have no applications.

ADDITIONAL OPTIONS

- > [Submit a Complaint](#)
- > [Ask us a Question](#)

gn on: Nov 28, 2018 3:31 PM)



My Profile

Email: amanda.spencer@agco.ca

 [Change Password](#)

MY INFORMATION

* **First Name:** ×
* **Last Name:**
* **Phone Number:**
Birth Date:

MY APPLICANT INFORMATION

Below are applicants that are linked to your user profile. You may use these applicants on future applications.

ALG Ltd.	Corporation	88 SHEPPARD AVE E SUITE 1902 NORTH YORK, ON M2N0G9	View Details
Amanda Spencer	Individual	90 SHEPPARD AVE E SUITE 300 NORTH YORK, ON M2N6X1	View Details
Annie Baker	Individual		View Details
Lottery Supplier Inc.	Corporation	384 DETROIT ST WINDSOR, ON N9C2P5	View Details
Lotto Retail Inc.	Corporation	187 MARQUETTE AVE OSHAWA, ON L1J1W3	View Details
Purple Flower Ltd.	Corporation	90 SHEPPARD AVE E SUITE 200 NORTH YORK, ON M2N0A4	View Details
Spencer Inc.	Corporation	7 COURTNEY ST BOWMANVILLE, ON L1C0C1	View Details

To add applicants to your profile, enter an Online Access Code below.

Online Access Code:  [Submit Code](#)

[Save](#)

**Enter your unique
access code**



My Profile

Email: amanda.spencer@agco.ca

 Change Password

MY INFORMATION

* First Name:

* Last Name:

* Phone Number:

Birth Date:


MY APPLICANT INFORMATION

Below are applicants that are linked to your user profile. You may use these applicants on future applications.

ALG Ltd.	Corporation	88 SHEPPARD AVE E SUITE 1902 NORTH YORK, ON M2N0G9	View Details
Amanda Spencer	Individual	90 SHEPPARD AVE E SUITE 300 NORTH YORK, ON M2N6X1	View Details
Annie Baker	Individual		View Details
Lottery Supplier Inc.	Corporation	384 DETROIT ST WINDSOR, ON N9C2P5	View Details
Lotto Retail Inc.	Corporation	187 MARQUETTE AVE OSHAWA, ON L1J1W3	View Details
Purple Flower Ltd.	Corporation	90 SHEPPARD AVE E SUITE 200 NORTH YORK, ON M2N0A4	View Details
Spencer Inc.	Corporation	7 COURTNEY ST BOWMANVILLE, ON L1C0C1	View Details

To add applicants to your profile, enter an Online Access Code below.

Online Access Code:

 Submit Code

Save

Click “View Details”
to ensure your
information is
accurate

If you are part of a corporate structure, ensure information is accurate

Spencer Inc.

Type: Corporation

Details

Corporate Structure

ASSOCIATED INDIVIDUALS AND ENTITIES

	Officer	Director	Principal Employee	Partner	General Partner	Authority to bind corp.
Amanda Spencer Individual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HAS INTEREST IN

Sections of the Main Menu

AGCO

Main Menu | Education | Search | My Profile | Sign Out

Main Menu

NEW APPLICATIONS

> [Apply for a Special Occasion Permit / Auction Authorization](#)
> [Start a New Application](#)

EXISTING LICENCES / PERMITS / AUTHORIZATIONS / REGISTRATIONS

> [Start a Transfer Application](#)
> [Request a Change](#)
> [Add a Secondary](#)
(such as Endorsements, Supplementary Wine Authorization, Authorization to Sell Eligible Wine at a Farmers' Market)

MY APPLICATIONS UNDER REVIEW

The applications listed below have been submitted and are being processed.

File #	Application	Type	Description	Date of Submission
153899	New Application	Gaming Assistant	Amanda Spencer	2018-11-30
	> Provide Additional Information > Withdraw Application	Application Summary		
153898	New Application	Non-Gaming-Related Supplier	Spencer Inc.	2018-11-30
	> Provide Additional Information > Withdraw Application	Application Summary		

ADDITIONAL OPTIONS

> [Submit a Complaint](#)
> [Ask us a Question](#)
> [Regulatory Submissions and Notifications](#)

REGULATORY SUBMISSIONS AND NOTIFICATIONS

Below are the Regulatory Submissions and Notifications submitted in the past 14 days. To see a complete list, please click the "Search" link.
> [Search for Regulatory Submissions and Notifications](#)

File #	Number	Type	Description	Submission Date	Status
144161	OPCOM1029823	Gaming Incident Report	Integrity or Security of Gaming Systems and Supplies (3)	2018-07-20	Completed
		Summary			
144159	OPCOM1029823	Gaming Incident Report	Suspicious Behaviour, Cheating at Play, and Unlawful Activity (2)	2018-07-20	Completed
		Summary			

MY APPROVED LICENCES / PERMITS / AUTHORIZATIONS / REGISTRATIONS

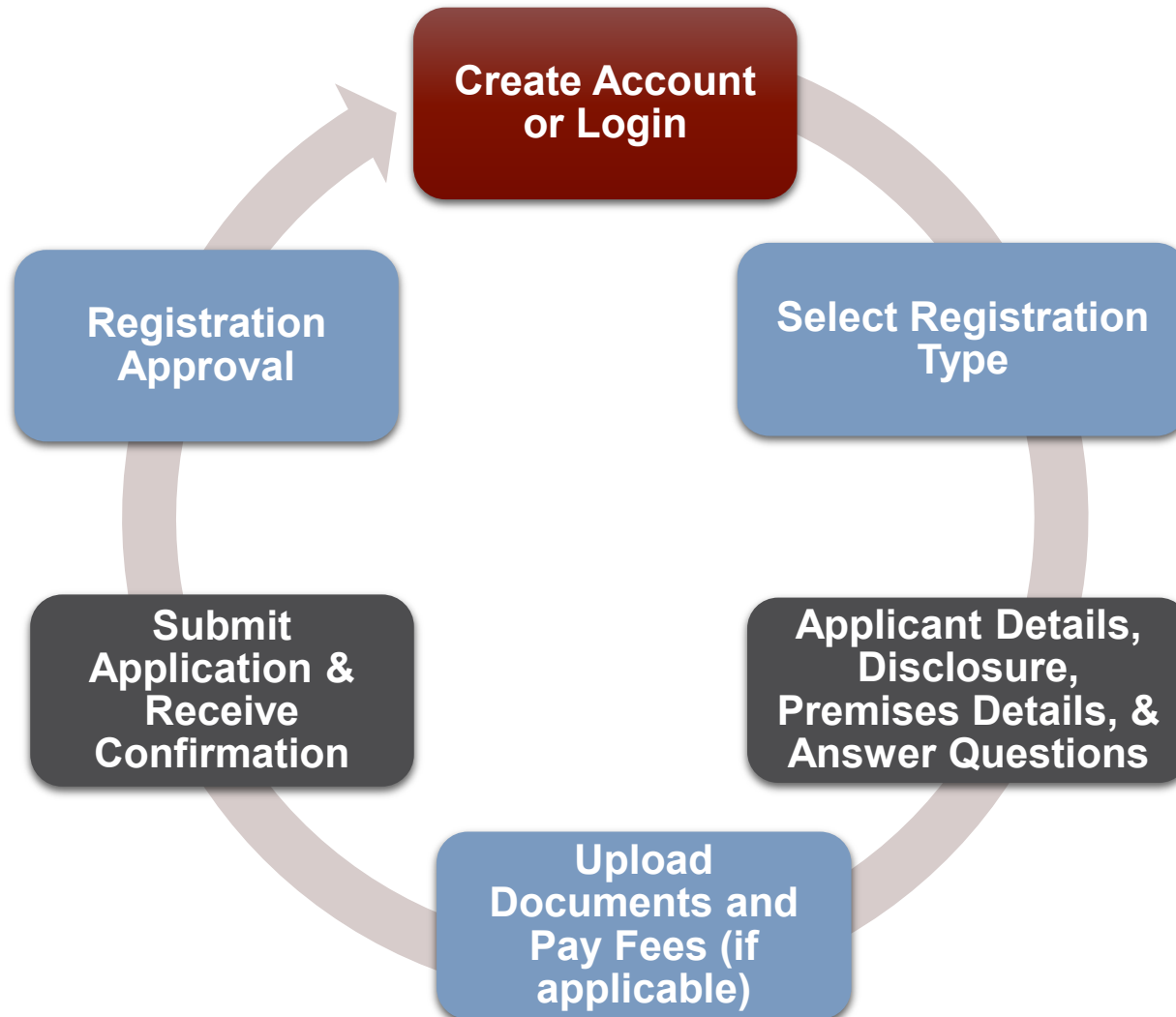
See below for a list of your approved licences / permits / authorizations / registrations.

Number	Type	Name	Location / Address	Effective	Expires	Status	
SELL1029824	Seller	ALG Ltd.	Yellow Frog Bingo 1385 WALKER RD WINDSOR, ON N8Y2N9	2018-09-28	2022-06-23	Active	View/Print
OPCOM1029823	Operator - Commercial	ALG Ltd.	Teal Brick Casino 500 KING ST N WATERLOO, ON N2J4C6	2018-11-29	2019-01-04	Active	View/Print Renew
LSL1030239	Liquor Sales Licence	ALG Ltd.	The Little Bake Shop 1275 BAY ST TORONTO, ON M5R0B3 - Bring Your Own Wine Endorsement (BYOW1030240) - Caterer's Endorsement (CE1030241)	2018-09-26	2020-09-25	Active	View/Print
LSL1030239	Liquor Sales Licence	ALG Ltd.	The Little Bake Shop 1275 BAY ST TORONTO, ON M5R0B3 - Bring Your Own Wine Endorsement (BYOW1030240) - Caterer's Endorsement (CE1030241)	2018-07-11	2018-12-31	Revoked	View/Print

Using iAGCO to Complete a Registration



New Application Process



New Application Process

Select your registration type

AGCO

Alcohol and Gaming
Commission of Ontario

Main Menu | Education | Search | My Profile | Sign Out

New Application

Please first choose a category of application:

☐

Liquor Licences and Authorizations

You can apply for all liquor-related licences and authorizations online. For more information on liquor licences and authorizations, please visit the Alcohol section on the AGCO [website](#).

☒

Gaming Registrations

You can apply for lottery and gaming-related registrations online. For more information on gaming registrations, please visit the Lottery & Gaming section on the AGCO [website](#).

Please note that online services related to charitable gaming licences are anticipated to be available in late 2019.

→ Next

Screen ID: 1922837

AGCO

Alcohol and Gaming
Commission of Ontario

Main Menu | Education | Search | My Profile | Sign Out

New Application - Gaming Registration

Next, choose a type of application:

(Select)

Gaming Assistant

Gaming-Related Supplier - Lottery

Gaming-Related Supplier - Manufactures

Gaming-Related Supplier - Other

Non-Gaming-Related Supplier

Operator - Charitable - 3 or less events per week

Operator - Charitable - 4 or more events per week

Operator - Commercial

Seller

Trade Union


Screen ID: 1922768

New Application Process

Identify the applicant

New Application - Gaming-Related Supplier - Manufactures - Gaming Registration

MY INFORMATION

* **First Name:** Amanda
* **Last Name:** Spencer
* **Email:** amanda.spencer@agco.ca
* **Phone Number:** 555-555-5555 


USE EXISTING APPLICANT INFORMATION


The following applicant information is linked to your account and can be used on this application, or you may enter new applicant information below.

<input type="checkbox"/> Use	ALG Ltd.	Corporation	88 SHEPPARD AVE E SUITE 1902 NORTH YORK, ON M2N0G9	View Details
<input type="checkbox"/> Use	Lottery Supplier Inc.	Corporation	384 DETROIT ST WINDSOR, ON N9C2P5	View Details
<input type="checkbox"/> Use	Lotto Retail Inc.	Corporation	187 MARQUETTE AVE OSHAWA, ON L1J1W3	View Details
<input type="checkbox"/> Use	Purple Flower Ltd.	Corporation	90 SHEPPARD AVE E SUITE 200 NORTH YORK, ON M2N0A4	View Details
<input type="checkbox"/> Use	Spencer Inc.	Corporation	7 COURTNEY ST BOWMANVILLE, ON L1C0C1	View Details


OR, ENTER NEW APPLICANT INFORMATION

Please list the person or entity applying for this licence / permit / authorization / registration.

* **Applicant Type:** 

 Back

Save Draft

 Next

New Application Process

Disclose Associated Individuals & Entities

New Application - Gaming-Related Supplier - Manufactures - Gaming Registrat

DISCLOSURE OF ASSOCIATED INDIVIDUALS AND ENTITIES

Individuals and/or entities that have or will have a direct or indirect interest in the entity and/or a key management or operational role must include Officers, Directors, Shareholders, Partners, General Partners, Principal Employee, etc.

Please click [here](#) for specific disclosure requirements and additional information. To add or change associated individuals and/or entities:

- Click the **"Add"** button below to add new entities.
- The **"Edit"** link to the left of each individual or entity can be used to add or correct information prior to sending the disclosure request. **Note:** If using the "Edit" link after the disclosure request is sent, only corrections to the email address can be made.
- The **"Remove"** button can be used if an individual or entity has been added in error. **Note:** The "Remove" button will no longer appear after a disclosure request is sent. See information below on **"Cancel Request"** link.
- After all individuals and/or entities are added click the **"Send Disclosure Requests"** button. An email will be sent to each individual and/or entity with a link to their disclosure request that must be completed. The application **cannot** be submitted until all disclosure requests have been completed.
- The **"Cancel Request"** link to the right of each individual or entity can be used to cancel a disclosure request should it no longer be required. **Note:** Cancelling required disclosure requests may cause delays with the processing of the application.

+ Add			
	Name	Email	Status of Disclosure Request
View	Amanda Spencer	amanda.spencer@agco.ca	No disclosure required. (2018-12-01 08:43 pm)
Edit	Grant Spencer	amanda.spencer@agco.ca	Waiting (sent 2018-12-01 08:44 pm)
			Re-Send Email Cancel Request
Edit	Michael Graham	michael.graham@agco.ca	(unsent)
			Remove

Once you have listed all the individuals and/or entities, please click the "Send Disclosure Requests" button.

[Send Disclosure Requests](#)

[Back](#)

[Save Draft](#)

[Next](#)

Add an Individual or Entity

Please enter information about the individual or entity you are adding, including their relationship to the entity.

Note: For individuals, the email address provided should be that individual's personal email address and not that of an agent or representative. For entities, the email address provided should be for an individual with knowledge of that entity's corporate structure.

Click "Save & Close" when all information has been completed.

* Type of Entity:	Individual
* First Name:	Ashley
* Last Name:	Graeme
* Email:	ashley.graeme@agco.ca
Position / Title:	Secretary
Choose all that apply:	<input checked="" type="checkbox"/> Officer <input type="checkbox"/> General Partner
	<input type="checkbox"/> Director <input type="checkbox"/> Principal Employee
	<input type="checkbox"/> Partner <input checked="" type="checkbox"/> Shareholder
% of Equity Shares:	25
% of Voting Shares:	
Has authority to bind the corporation?	<input type="checkbox"/>
Cancel Save Save & Close	




Sun 09/16/2018 1:45 PM

AGCO Donotreply (AGCO)

AGCO - Disclosure Request / CAJO - Demande de renseignements * Test Email *

To:  Spencer, Amanda (AGCO)

 If there are problems with how this message is displayed, click here to view it in a web browser.

This Test Email is from a non-production system.

AGCO

Alcohol and Gaming
Commission of Ontario

AGCO - Disclosure Request

Casino Operators Incl. has requested that Rebecca Flynn complete a Disclosure Form as part of the following application to the AGCO:

File Number: 148182

Application Type: New Application (Operator - Commercial)

Applicant: Casino Operators Incl. (555-555-5555) - amanda.spencer@agco.ca

Please click the [link](#) to complete the disclosure request or copy the following into your browser:

<https://posse.agco.ca/test/pub/en/Default.aspx?>

[PossePresentation=Disclosure&PosseObjectId=17053081&AuthCode=4F6C6752743E43D7BFCC6E2A7C24ACE5](https://posse.agco.ca/test/pub/en/Default.aspx?PossePresentation=Disclosure&PosseObjectId=17053081&AuthCode=4F6C6752743E43D7BFCC6E2A7C24ACE5)

Alcohol and Gaming Commission of Ontario
90 Sheppard Ave E, Suite 200
Toronto ON M2N 0A4
Telephone: 416-326-8700
Toll free in Ontario: 1-800-522-2876
Email: customer.service@agco.ca

Disclosed individuals and entities will receive an e-mail with a link to their disclosure.

All disclosures must be completed before an application can be submitted.

New Application Process

AGCOAlcohol and Gaming
Commission of Ontario

[Main Menu](#) | [Education](#) | [Search](#) | [My Profile](#) | [Sign Out](#)

New Application - Seller - Gaming Registration

PREMISES INFORMATION

Please enter information about the premises to be licensed as part of this application.

*Premises Type:

*Premises Name:

Operator:

*Retailer Location #:

PHYSICAL ADDRESS

*Address:

*City / Town:

*Province / Country:

*Postal Code:

MAILING ADDRESS

☒ (same as Physical)

CONTACT INFORMATION FOR PREMISES

☐ (use my information)

Contact Name:

Phone Number:

Alternate Phone:

Fax:

*Email:

*Preferred Contact Method:

Enter Premises Information (if applicable).

This application screen is shown for:

- Sellers
- Operators

New Application Process

AGCO | Alcohol and Gaming Commission of Ontario

Main Menu | Education | Search | My Profile | Sign Out

New Application - Seller - Gaming Registration


LOTTERY RETAIL MANAGERS (GAMING ASSISTANTS)



Please list the individual(s) who will supervise or manage the sale of OLG products.




This includes individual(s) who:

- oversee and coordinate the sale of OLG products;
- manage compliance issues regarding the sale of OLG products;
- have signing authority to purchase OLG products for the site(s); or
- enter into contracts with OLG

A notification email will be sent to the individual(s) when this application is submitted.

 Add

*First Name	*Last Name	*Email Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	 Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	 Remove

 Back  Save Draft  Next

- Applicants for a Seller Registration will:
 - have an opportunity to identify their Lottery Retail Managers; and
 - identify the lottery product(s) to be sold at the location and retailer location number.

AGCO | Alcohol and Gaming Commission of Ontario




Main Menu | Education | Search | My Profile | Sign Out

New Application - Seller - Gaming Registration

OTHER INFORMATION

* Lottery Product Sold:

* Retailer Location #:

 Back  Save Draft  Next

Screen ID: 1872485

New Application Process

Applicants for a Gaming Assistant Registration must identify their category and sector. Their employer's registration number should also be provided.

New Application - Gaming Assistant - Gaming Registration

OFFER OF EMPLOYMENT

Please complete the information below based on your 'Conditional Offer of Employment'.

Category

- Category 1 Gaming Assistants would include, but are not limited to: table game managers, security and surveillance managers and supervisors, casino executives, bingo hall managers and lottery retailer managers.
- Category 2 Gaming Assistants would include, but are not limited to: dealers, cashiers, bingo callers and slot attendants.

Sector

- Commercial Sector - e.g. casino, slot machine facility
- Charitable Sector - e.g. bingo hall, fair and exhibition (e.g. CNE)
- Lottery Sector - e.g. Ontario Lottery and Gaming Corporation lotteries

For more information, please refer to the [Gaming Assistant Application Guide](#).

* Category and Sector:

* Employer Registration Number: I do not know the number: ☐

← Back

Save Draft

→ Next

Screen ID: 1961207

New Application Process

Answer questions

New Application - Seller - Gaming Registration

QUESTIONS

Before submitting this application, please answer the following questions:

Seller

1. Is this application for a change of ownership? ☐ Yes ☐ No
2. Does the applicant have an agreement with the OLG directly? ☐ Yes ☐ No
3. Does the applicant intend to sell break open tickets and/or OLG products at more than one (1) location? ☐ Yes ☐ No
If "Yes" - please submit a **Seller** application for **each** location.

New Application Process


Upload documents

DOCUMENTS TO ATTACH

The document(s) below are required for this application.







Documents marked as "Required Document" must be uploaded in order to submit your application. Other documents may be provided at any time during the application process.

Documents may be submitted in image formats. Please click the "Upload File" button below to attach files.

Document Type	Description	Sample Form	
 * Conditional Offer of Employment	The conditional offer of employment must include details about the employer, category, sector and job functions of the gaming assistant. You must use the sample form provided.	Open	Required Document
* Government-Issued Identification	Please provide a valid government-issued photo identification. For a list of acceptable forms of photo identification, please refer to the Photo Identification page on the AGCO website.	(n/a)	Required Document
* Personal History	Personal History for all employment and/or unemployment (including education, parental leave, etc.). You must use the sample form provided.	Open	Required Document
Proof of Eligibility	Proof of eligibility to work in Canada (work permit, landed immigrant status, etc.)	(n/a)	
Supplementary Document	Any additional document(s) which could help in the review process.	(n/a)	

UPLOADED DOCUMENTS

 Upload File

* Document Type	File Name	Uploaded Date	
Conditional Offer of Employment 	Applicant Welcome Letter.docx	yyyy-mm-dd	 Remove
(select) 	Applicant Welcome Letter.docx	yyyy-mm-dd	 Remove
(select) 	ApplicationSummaryReport (1).pdf	yyyy-mm-dd	 Remove

 Back

Save Draft

 Next

Screen ID: 1409276

New Application Process

Select renewal term

New Application - Gaming Assistant - Gaming Registration

TERM

Please select a renewal option:

- Option 1 is for a 1 year term
 - Category 1 Commercial or Charitable - \$300
 - Category 1 Lottery - \$0
 - Category 2 Commercial or Charitable - \$165
- Option 2 is for a 2 year term
 - Category 1 Commercial or Charitable - \$600
 - Category 1 Lottery - \$0
 - Category 2 Commercial or Charitable - \$330

☒ Option 1 ☐ Option 2

[← Back](#) [Save Draft](#) [→ Next](#)

Screen ID: 1872684

- **Seller Registrations will now have a 4 year renewal term.**
- **All other Registrations have a one or two year renewal option.**
- **Gaming Assistants** ➤ Some sites may have reimbursement policies. Consult with your employer before selecting a renewal term and registration category.

New Application Process

The screen below will be displayed if there is information or fields that have been missed in the application.

New Application - Gaming-Related Supplier - Manufactures - Gaming Registration

ERRORS ON APPLICATION

The following errors need to be fixed before you can submit your application.



[Fix](#) You are required to answer all questions.

← Back

Save Draft

Screen ID: 1396159

New Application Process

Declaration & Fees (if applicable)

New Application - Gaming Assistant - Gaming Registration

FEES

The following fees must be paid as part of your application.

Fee	Amount Due
Application Fee (Gaming Assistant)	\$165.00
TOTAL:	\$165.00

DECLARATION

Notification

The information you have submitted is collected pursuant to the Gaming Control Act 1992, S.O. 1992, Chapter 24. The principal purpose for which this information will be used is to consider suitability or continued suitability for a gaming registration. The information may also be disclosed pursuant to the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter F. 31. For questions about the collection of this information, please contact the Senior Manager, Special Eligibility at: Alcohol and Gaming Commission of Ontario, 90 Sheppard Avenue East, Suite 200, Toronto, Ontario M2N 0A4 / Telephone: 416 326-8700, or 1 800 522-2876 (toll free in Ontario) / Email: customer.service@agco.ca

Declaration

I solemnly declare that I have reviewed the contents submitted in this application form and I make this solemn declaration conscientiously believing its contents to be true and knowing that it is of the same force and effect as if made under oath. I also understand that this application form may not set out all the questions that I may be asked nor constitute all the documentation and/or information that I may be required to supply. I understand that further questions may become necessary and that further documentation and/or information may be required during the application process and that if I do not wish to answer any further questions or supply any further documentation or information that my application will be abandoned.

Consent

I consent to the Registrar of Alcohol, Gaming and Racing ("Registrar") collecting such additional information about me as may be necessary to verify the information provided in this application form and to determine my suitability or continued suitability for a gaming registration. I understand that it may be necessary for the Registrar to collect and receive additional information from any source, including some or all of the following domestic and foreign sources: financial institutions, credit bureaus and credit reporting agencies, regional and national banking and loan institutions. I further consent to the disclosure to the Registrar of any information sought including my police or criminal record, if any, and I hereby authorize the Chief of Police or other Officer in Charge to forward all relevant information to the Registrar. I hereby authorize the Ontario Provincial Police (OPP) to release records of criminal convictions and findings of guilt for which a pardon has not been granted, records of discharges which have not been removed from the Canadian Police Information Centre (CPIC) system in accordance with the Criminal Records Act and records of outstanding criminal charges of which the OPP is aware to the Registrar.



By checking this box, I/we solemnly declare that all information provided in this application is true and correct.
Application Fees are non-refundable.

You can pay these fees and submit your application now, or you can put this application in your shopping cart and pay later (along with other applications).

 Pay Fees & Submit Application

OR


 Add to Shopping Cart

 Back

Save Draft

New Application Process

Payment Fees (if applicable) and submit application



Order Summary


Details

Payment to: AGCO – Alcohol and Gaming Commission of Ontario


Total: \$300.00 (CAD)

Payment Method

Credit Cards Accepted

☐ VISA 

Interac® Online

☒  The Interac Online service allows you to pay for goods and services over the Internet directly from your Internet banking account. **Learn more about Interac Online.**

Caution: This payment session will expire in 30 minutes. We recommend having an already established Internet banking account before selecting this payment method.

® Trademark of Interac Inc. Used under licence.

Make Payment **Cancel**

Thank you for your payment.

To finalize the process you must click the Complete Payment Process button below.

Before proceeding, please print a copy of this page and keep it for your records.

Payment Receipt

Transaction Details

Payment To: AGCO – Alcohol and Gaming Commission of Ontario
Total: \$165.00 (CAD)
Time: 30-Nov-2018 2:33:20 PM

Payment Method: Interac Online
Bank Name: TestBank1

Session ID: 882756
Authorization Number: TEST
Confirmation Code: CONF#TEST

Note:

- For payment inquiries to your bank, please refer to the Authorization Number and Confirmation Code on your payment receipt.
- For payment inquiries to the Ministry, please refer to the payment Session ID on your payment receipt.

Complete Payment Process

New Application Process

Confirmation that your application has been received

APPLICATION RECEIVED

Your payment has been received and your application has been successfully submitted for processing. You may be contacted by the AGCO for more information and/or once a decision has been made on your application.

Note: *You will receive a confirmation email shortly with an attachment containing the information you entered in your application. This Application Summary will also be available for download in the next 15 minutes on the Main Menu under "My Applications Under Review" section.*

File Number:	153899
Received Date:	2018-11-30
Type:	Gaming Assistant
Applicant:	Amanda Spencer
Payment Received:	\$165.00

We value your feedback. Please fill out this short [survey](#)

If you have any questions, please contact us by using the information found in the "Contact Us" link above.

You may return to the Main Menu to monitor the processing of your application.

My Applications Under Review

MY APPLICATIONS UNDER REVIEW

The applications listed below have been submitted and are being processed.

File #	Application	Type	Description	Date of Submission
 153899	New Application	Gaming Assistant	Amanda Spencer	2018-11-30
Provide Additional Information				
Withdraw Application				
 153898	New Application	Non-Gaming-Related Supplier	Spencer Inc.	2018-11-30
Provide Additional Information		 Application Summary		
Withdraw Application				
 153894	New Application	Gaming Assistant	Annie Baker	2018-11-30
Provide Additional Information		 Application Summary		
Withdraw Application				

Provide Additional Information

File Number: 153899
Application Type: New Application
Description: Amanda Spencer
Submitted On: 2018-11-30

Please submit the additional information below:

You may upload additional documents and other attachments here:

 Upload File



 Submit Additional Information

Save

Cancel

ADDITIONAL INFORMATION REQUESTED

Below is a list of the additional information required. Click the File # to submit the information.

File #	Type	Description	Information Requested
 153899	New Application	Amanda Spencer	Please upload documentation.
 145234	New Application	Spencer Inc. Bowmanville Arena	1. Please provide the resolution...

Your Registration



Alcohol and Gaming Commission of Ontario
90 Sheppard Avenue East, Suite 200
Toronto ON M2N 0A4
Tel.: 416-326-8700 or 1-800-522-2876 toll free in Ontario
Email: customer.service@agoo.ca • Website: www.agoo.ca

Registration No. GA1030719
Expiry Date: Dec. 29, 2018



Amanda Spencer
90 SHEPPARD AVE E SUITE 300
NORTH YORK, ON M2N6X1

Gaming Assistant Certificate of Registration Instructions

- 1) Cut out card along dotted lines
- 2) Fold along middle line - card will be wallet sized.

Remember: You must carry this card while performing your duties.

Fold Here

 <p>Alcohol and Gaming Commission of Ontario 90 Sheppard Ave. E., Suite 200 Toronto ON M2N 0A4</p> <p>Gaming Assistant Certificate of Registration Issued under the <i>Gaming Control Act</i></p> <p>Issued to: Amanda Spencer</p> <p>Registration No.: GA1030719</p> <p>Category: CAT1</p>	<p>Issue date: Nov. 29, 2018 Expiry date: Dec. 29, 2018</p> <p>Registrar of Alcohol, Gaming and Racing</p> 
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Alcohol and Gaming Commission of Ontario
90 Sheppard Avenue East, Suite 200
Toronto ON M2N 0A4
Tel.: 416-326-8700 or 1-800-522-2876 toll free in Ontario
Email: customer.service@agoo.ca • Website: www.agoo.ca

Registration No. OPCOM1029823
Expiry Date: Jan. 04, 2019

Certificate of Registration - Supplier Class: Operator

Issued under the *Gaming Control Act*

Issued to	ALG Ltd.	Doing Business As	Teal Brick Casino
Gaming Site	500 KING ST N WATERLOO, ON N2J4C6		

Registrar of Alcohol, Gaming and Racing



To be prominently displayed



My Approved Licences / Permits / Authorizations / Registrations

MY APPROVED LICENCES / PERMITS / AUTHORIZATIONS / REGISTRATIONS

See below for a list of your approved licences / permits / authorizations / registrations.

Number	Type	Name	Location / Address	Effective	Expires	Status	
 SELL1029824	Seller	ALG Ltd.	Yellow Frog Bingo 1385 WALKER RD WINDSOR, ON N8Y2N9	2018-09-28	2022-06-23	Active	 View/Print
 OPCOM1029823	Operator - Commercial	ALG Ltd.	Teal Brick Casino 500 KING ST N WATERLOO, ON N2J4C6	2018-11-29	2019-01-04	Active	 View/Print  Renew
 LSL1030239	Liquor Sales Licence	ALG Ltd.	The Little Bake Shop 1275 BAY ST TORONTO, ON M5R0B3 - Bring Your Own Wine Endorsement (BYOW1030240) - Caterer's Endorsement (CE1030241)	2018-09-26	2020-09-25	Active	 View/Print
 LSL1030239	Liquor Sales Licence	ALG Ltd.	The Little Bake Shop 1275 BAY ST TORONTO, ON M5R0B3 - Bring Your Own Wine Endorsement (BYOW1030240) - Caterer's Endorsement (CE1030241)	2018-07-11	2018-12-31	Revoked	 View/Print
 GRSLOT1029837	Gaming-Related Supplier - Lottery	Lotto Retail Inc.		2018-12-01	2019-01-17	Active	 View/Print  Renew
 GA1030719	Gaming Assistant	Amanda Spencer		2018-10-31	2018-12-29	Active	 View/Print  Renew
 GA1030530	Gaming Assistant	Annie Baker		2018-12-01	2019-11-30	Active	 View/Print

Renewal Application Process

A Renewal Application is very similar to a New Application. A registrant will (if applicable):


- Identify any change to corporate structure
- Provide Disclosure
 - **Note:** All Registrants renewing on the iAGCO for the first time must complete disclosure.
- Answer Questions
- Upload Documents
- Select your renewal term
- Pay Fees & Submit Application

Renewal Application Process

View details of the registration you are renewing


Renewal

You have selected to renew the following:

Number	Type	Name	Location / Address	Effective	Expires	Status
 GA1030138	Gaming Assistant	<u>Jane Doe</u>		2018-11-12	2018-12-31	Active

CURRENT EMPLOYMENT SUMMARY

Employer Name	Category and Sector
Rosewood Casino	Category 1 Commercial

 Cancel Renewal

Save Draft

→ Next

Renewal Application Process

Renewal

You have selected to renew the following:

Number	Type	Name	Location / Address	Effective	Expires	Status
OPCOM1029823	Operator - Commercial	ALG Ltd.	Teal Brick Casino	2018-11-29	2019-01-04	Active

EXISTING INDIVIDUALS AND ENTITIES

The following is the existing corporate structure information we have on file for you.

Name	
Amanda Lynn Graeme	Disclosure not required
Ashley Graeme	Disclosure required

Please use the textbox below to indicate any changes that need to be made, including the removal of any officers/directors. If no change has been made, please leave the textbox blank.

To disclose new individuals and/or entities, please click "Add" under the "Disclosure of Associated Individual and Entities" section below.

DISCLOSURE OF ASSOCIATED INDIVIDUALS AND ENTITIES

ATTENTION: If this is your first time renewing your licence / authorization / registration on iAGCO, you must provide disclosure information following the instructions below.

Individuals and/or entities that have or will have a direct or indirect interest in the entity and/or a key management or operational role must be listed below. Examples include Officers, Directors, Shareholders, Partners, General Partners, Principal Employee, etc.

Please click [here](#) for specific disclosure requirements and additional information. To add or change associated individuals and/or entities:

- Click the "Add" button below to add new entities.
- The "Edit" link to the left of each individual or entity can be used to add or correct information prior to sending the disclosure request. Note: If using the "Edit" link after the disclosure request is sent, only corrections to the email address can be made.
- The "Remove" button can be used if an individual or entity has been added in error. Note: The "Remove" button will no longer appear after a disclosure request is sent. See information below on "Cancel Request" link.
- After all individuals and/or entities are added click the "Send Disclosure Requests" button. An email will be sent to each individual and/or entity with a link to their disclosure request that must be completed. The application cannot be submitted until all disclosure requests have been completed.
- The "Cancel Request" link to the right of each individual or entity can be used to cancel a disclosure request should it no longer be required. Note: Cancelling required disclosure requests may cause delays with the processing of the application.

+ Add	Name	Email	Status of Disclosure Request
Edit	Ashley Graeme		(unsent)
			Cancel Request

Once you have listed all the individuals and/or entities, please click the "Send Disclosure Requests" button.

[Send Disclosure Requests](#)

[Back](#)

[Save Draft](#)

[Next](#)

Add an Individual or Entity

Please enter information about the individual or entity you are adding, including their relationship to the entity.

Note: For individuals, the email address provided should be that individual's personal email address and not that of an agent or representative. For entities, the email address provided should be for an individual with knowledge of that entity's corporate structure.

















Click "Save & Close" when all information has been completed.

* Type of Entity: Individual
* First Name: Ashley
* Last Name: Graeme
* Email:
Position / Title:
Choose all that apply: ☒ Officer ☐ General Partner
☐ Director ☐ Principal Employee
☐ Partner ☒ Shareholder
% of Equity Shares:
% of Voting Shares:
Has authority to bind the corporation? ☐
[Cancel](#) [Save](#) [Save & Close](#)

Note: You must provide disclosure if this is your first time renewing online.

- Review Corporate Structure to ensure the information on file is still accurate.
- Disclose any changes in the textbox provided (e.g. resignations, changes in shares, etc.).
- Send required disclosures.

My Applications Under Review

MY APPROVED LICENCES / PERMITS / AUTHORIZATIONS / REGISTRATIONS							
See below for a list of your approved licences / permits / authorizations / registrations.							
Number	Type	Name	Location / Address	Effective	Expires	Status	
 SELL1029824	Seller	ALG Ltd.	Yellow Frog Bingo 1385 WALKER RD WINDSOR, ON N8Y2N9	2018-09-28	2022-06-23	Active	 View/Print
 OPCOM1029823	Operator - Commercial	ALG Ltd.	Teal Brick Casino 500 KING ST N WATERLOO, ON N2J4C6	2018-11-29	2019-01-04	Active	 View/Print  Renew
 LSL1030239	Liquor Sales Licence	ALG Ltd.	The Little Bake Shop 1275 BAY ST TORONTO, ON M5R0B3 - Bring Your Own Wine Endorsement (BYOW1030240) - Caterer's Endorsement (CE1030241)	2018-09-26	2020-09-25	Active	 View/Print
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 GA1030719	Gaming Assistant	Amanda Spencer		2018-10-31	2018-12-29	(Renewal in progress)	 View/Print
 GA1030530	Gaming Assistant	Annie Baker		2018-12-01	2019-11-30	Active	 View/Print

Your Registration



Alcohol and Gaming Commission of Ontario
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Expiry Date: Dec. 29, 2018



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Gaming Assistant Certificate of Registration Instructions

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Fold Here

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Registration No. OPCOM1029823
Expiry Date: Jan. 04, 2019

Certificate of Registration - Supplier Class: Operator

Issued under the *Gaming Control Act*

Issued to	ALG Ltd.	Doing Business As	Teal Brick Casino
Gaming Site	500 KING ST N WATERLOO, ON N2J4C6		

Registrar of Alcohol, Gaming and Racing

To be prominently displayed



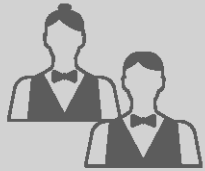
Changes to the Application Process



What you need to know...

- When using online services, **payments** must be made by Visa, MasterCard or Interac Online.
- **Payments of \$30,000 or more** must be made by money wire transfer or electronic funds transfer. All fees are non-refundable.
- All **application fees** must be received by the AGCO **before an application will be processed. Lottery retailers are not required to pay fees.**
- Each page of your **application auto-saves**.
 - You may also press save on each page and come back to your application at a later date.
- **Paper applications will no longer be supported.**

Gaming Assistants



What you need to know...

- You are now responsible for your own application and renewal, including
 - Paying the fee (using Visa, MasterCard or *Interac* Online)
- You will no longer be issued an AGCO photo I.D. card
 - Your Certificate of Registration will instead be available online, for printing at home
- You can submit changes to your name, address and employment details (role, location, employer)
- New employees, must obtain from their employer a conditional offer of employment form to be uploaded with their application



What you need to know...

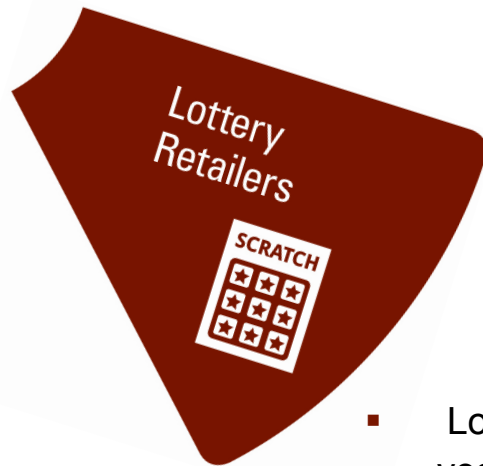
- You will no longer be responsible for processing the renewals or applications of gaming assistants
- Operators can look up the status of individual registrations
- You can submit changes to names, addresses, officer, director or ownership structure and operator type online
- Provide new employees with a conditional offer of employment form that they will upload with their application

What you need to know...

Gaming and
Non-Gaming
Related
Suppliers



- You can submit changes to your name, address, officer, director or ownership structure and supplier type
- In a future phase, iAGCO online services will include electronic gaming equipment and solution submissions



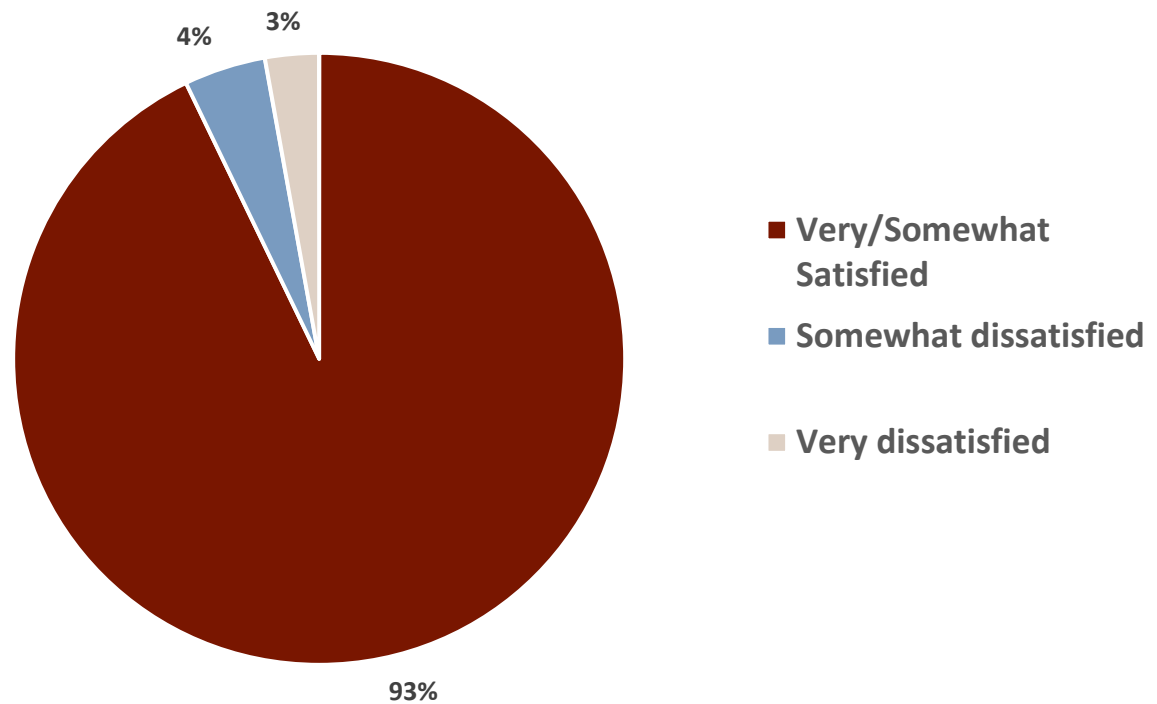
What you need to know...

- The AGCO is now making Lottery Retail registrations valid for up to four (4) years. i.e. 4 year renewal term.
- Lottery Retailer registrations were previously valid for one year and needed to be renewed each year.
- The AGCO has redistributed the expiry dates of all of our existing Lottery Retailer registrations.
- Lottery Retailers have now been issued new renewal dates, ranging from November 2019 to as far out as 2023. These extensions will affect all Lottery Retailers.
- All corporations and franchises will continue to be issued a single renewal date.
- There will continue to be no fee for registration.
- All transactions with the AGCO will happen online through iAGCO

We are Here to Help

- iAGCO is available anytime from anywhere for password resets
- Questions may also submitted online anytime through iAGCO and a response will be provided by a Customer Service Representative within two business days.
- AGCO Customer Service Representative can be contacted Monday-Friday from 8:30am-5:00pm.
- The toll free number for inquiries is 1-800-522-2876.
- Staff in our regional offices will also be available to assist with inquires and can be contacted via one of the following numbers:
 - Niagara: 905-374-5955
 - Orillia: 705-329-5045
 - Windsor: 519-258-2941

iAGCO Overall Satisfaction Rates So Far...





Now online!

Special Occasion Permits

Public Inquiries & Complaints

Liquor Manufacturers

Liquor Licences

Now online!

Lottery Retailers

Gaming Assistants

Gaming Operators and Suppliers

Winter **2018** / Spring **2019**

Cannabis Private Retail Licensing

Winter / Spring **2020**

Horse Racing Licences

Electronic Gaming Equipment

Charitable Gaming Licences

Questions?



Resources...

- Access iAGCO www.agco.ca/iAGCO
- Get iAGCO updates: www.agco.ca/iagco-information
- Follow [@Ont_AGCO](https://twitter.com/OntAGCO) on Twitter
- Inquiries or complaints: www.agco.ca/iAGCO
 - *Note: you do not need an account to submit an inquiry*