

Gaming Services Client Guide: How to Submit Eligibility Reviews/ Lottery Licence Applications/ Reports Through the Online Portal

This document outlines how to submit an Eligibility Review or lottery application online through the City of Toronto website online portal.

Step 1:

Go to the Licence/Permit Management and Renewal website at [Licence/Permit Management and Renewal | Licence/Permit Management and Renewals Application Portal - City of Toronto](#).

Step 2:

Select **Yes** under **Renewal Type Information** when asked **Is this a gaming/lottery submission?**

Licence/Permit Management and Renewal

Renewal Type Information

Is this a gaming/lottery submission?

Select

Select

Yes

No



Step 3:

Under **Business/Organization Information**, select the dropdown arrow under **Licence/Permit Type** and choose the application/report type that you are submitting.

Business/Organization Information

Licence/Permit Type

Select

- Select
- GAMING SERVICES BREAK OPEN TICKET AMENDMENT OR EXTENSION
- GAMING SERVICES CGAMING CENTRE PERMITS
- GAMING SERVICES CGCA DISTRIBUTION REPORT
- GAMING SERVICES ELIGIBILITY REVIEW**
- GAMING SERVICES MUNICIPAL APPROVAL
- GAMING SERVICES REPORTS



Step 4:

Enter your organization's operating name.

Note: The **Client or Licence or Permit Number** field is optional. Gaming Services does not currently use Client Numbers. If you are applying for a new lottery licence or permit, you will not have a licence or permit number. This field can be left blank.

Business/Organization Information

Licence/Permit Type

GAMING SERVICES ELIGIBILITY REVIEW

Client or Licence or Permit Number (optional)

Operating Name



Step 5:

Complete the **Contact Information** section. In the **Contact Name Email** section, please enter the name of the contact and, if different from above, the email address of the contact.

Note: The contact should be the person with designated authority to submit the application on behalf of the organization.

Contact Information

Email Address <i>Example: you@website.com</i>	Confirm Email Address <i>Example: you@website.com</i>	Mobile Number <i>Example: 416-123-1234</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Name Email

2000 characters remaining from a maximum of 2000 characters.

Step 6:

Click on the **Upload Documents** button in the lower right corner.

Upload Documents

Step 7:

Once you click on **Upload Documents**, you will be provided with a list of the required documents based on the **Licence/Permit Type** that you selected in **Step 3**.

Documents Upload

Upload

Please upload document(s) relevant to your submission. If you are renewing a licence/permit, please upload the document(s) listed on your Licence Renewal Notice.

Your Licence/Permit: GAMING_SERVICES_ELIGIBILITY_REVIEW

Status: Incomplete submission

General Documentation

- General Documents 

Required Documentation

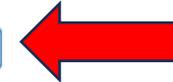
-  Lottery Licensing Eligibility Review Form or cGaming Eligibility Review Form 
-  List of Current Board of Directors 
-  Operating Budget for the Past Year 
-  Operating Budget for the Current Year 
-  Copy of Most Recent Audited Financial Statement 
-  Supporting Documents and Checklist 

Step 8:

To upload documents, click on the **Upload** button beside each corresponding document.

Required Documentation

-  Lottery Licensing Eligibility Review Form or cGaming Eligibility Review Form 



Step 9:

Press the **Select File** button to choose the file you wish to upload

File Upload

Lottery Licensing Eligibility Review Form or cGaming Eligibility Review Form Document File

Please upload the Lottery Licensing Eligibility Review Form or cGaming Eligibility Review Form Document File

Only the following file formats are allowed: PDF, JPEG, TIF and TIFF. Maximum 10 uploaded files. Maximum size for file attachment 2MB.

To scan your documents, a desktop scanner is recommended. If using a mobile phone, for best results use a mobile scanning application instead of your camera as images may exceed the maximum file upload size.

Select File



Upload Now

Close

Step 10:

Once you have selected the document, choose **Upload Now**

File Upload

Lottery Licensing Eligibility Review Form or cGaming Eligibility Review Form Document File ✓

Please upload the Lottery Licensing Eligibility Review Form or cGaming Eligibility Review Form Document File

Only the following file formats are allowed: PDF, JPEG, TIF and TIFF. Maximum 10 uploaded files. Maximum size for file attachment 2MB.

To scan your documents, a desktop scanner is recommended. If using a mobile phone, for best results use a mobile scanning application instead of your camera as images may exceed the maximum file upload size.

Select File



8d39-PortalClient-GuideLotteryJan-5-2022.pdf

1.2 MB

Delete

Select File

Upload Now



Close

Step 11:

Once the phrase "**File upload successful**" appears, press **Close**

File Upload

Lottery Licensing Eligibility Review Form or cGaming Eligibility Review Form Document File

Please upload the Lottery Licensing Eligibility Review Form or cGaming Eligibility Review Form Document File

Only the following file formats are allowed: PDF, JPEG, TIF and TIFF. Maximum 10 uploaded files. Maximum size for file attachment 2MB.

To scan your documents, a desktop scanner is recommended. If using a mobile phone, for best results use a mobile scanning application instead of your camera as images may exceed the maximum file upload size.

Select File



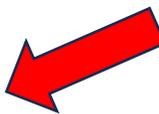
8d39-PortalClient-GuideLotteryJan-5-2022.pdf

1.2 MB

File upload successful. 

Select File

Upload Now

Close 

Step 12:

To upload additional documents, repeat steps 7 to 11 until all documents are uploaded.

Step 13:

Once all documents have been uploaded, press **Submit Documents** to send your completed application.

Your Licence/Permit: GAMING_SERVICES_ELIGIBILITY_REVIEW

Status: New Uploads

General Documentation

- General Documents 

Required Documentation

-  Lottery Licensing Eligibility Review Form or cGaming Eligibility Review Form 
-  List of Current Board of Directors 
-  Operating Budget for the Past Year 
-  Operating Budget for the Current Year 
-  Copy of Most Recent Audited Financial Statement 
-  Supporting Documents and Checklist 

Additional Requirements

- There are no additional documents



Submit Documents

 Refresh Files

Step 14:

View the confirmation page and note your reference number. You will also receive a confirmation email regarding your submission.

Note: If you need to contact Gaming Services about your application, please provide the reference number.

Telephone: 416-392-7037

Email: lotterylicences@toronto.ca

Confirmation page:

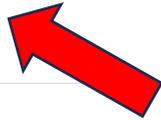
For Gaming/Lottery Licence(s):

Please just have your operating name ready after you select your licence.

Submission

Your request has been successfully submitted to the City of Toronto.

Your Reference Number is: 20000442



[Make Another Submission](#)

[Return to welcome page](#)
