



REVENUE ONLINE TRAINING FOR PERSONNEL 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.

CDOR
CO

COLORADO
Department of Revenue

Revenue
ONLINE

Income Tax Refund Processing
In an effort to protect taxpayer information and Colorado state income tax refunds, the Colorado Department of Revenue is taking additional precautions to combat emerging tax filing fraud that is occurring nationwide. Taxpayers may experience a delay in receiving income tax refunds or may receive communication by mail as the Department performs a risk assessment of filing information and refund requests. We appreciate your patience as we work to assist all taxpayers.

Notification Bar

Log In

Login ID
Required

Password
Required

Forgot Your Login ID?
Forgot Your Password?
Help

Log In

Sign Up

Create a Login ID
Why Create a Login ID?

Welcome to Revenue Online

Revenue Online is Colorado's free, one-stop site for filing your taxes, managing your account and checking the status of your refund.

Revenue Online Redesign Features

- New Login requirements for new and returning users
- Increased Security and "Remember this device" capability
- Improved, consolidated navigation
- Services remain the same

[Watch the Video...](#)

Quick Links

- File a Return
- Make a Payment
- Where's My Refund / Rebate?
- Respond to an Inquiry Letter

Additional Services

- File a Protest
- File a PTC Application
- Request a Letter ID
- Submit an e-Filed Attachment
- Submit Year-End Withholding
- Submit Power of Attorney Documents
- View Disclosure of Average Taxes Paid
- View GCE Reports
- View Sales Rates and Taxes
- Verify a Sales Tax License

Returning to Revenue Online?

Returning Users

If you previously saved or filed a return through Revenue Online and received a Filing ID, use the link below to check the status or continue your return.

[Search for a Saved or Filed Return](#)

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FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

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Log In Pane

Welcome
Pane

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
- ▶ Updating Personnel Records
- ▶ Submission Confirmation
- ▶ Notifications|Misc.
- ▶ FAQs
- ▶ Recommendations
- ▶ Assignment

**Device Tracking, Submitting Slot Databases and Filing Financial Statements will be covered in other training sessions

LOG IN REQUIREMENTS

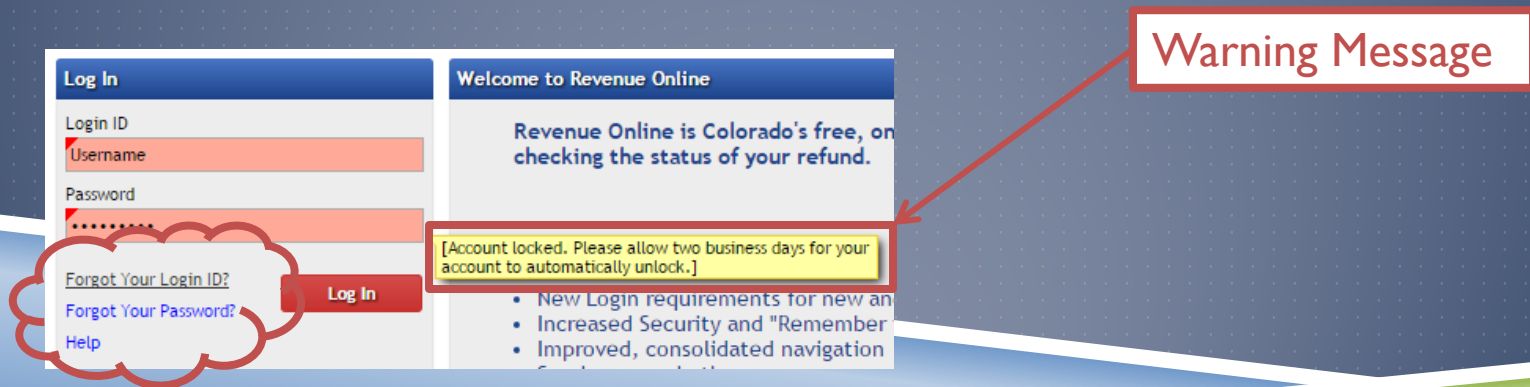
- ▶ Just like EZFile, you will be required to have a System Administrator set up for each licensee
 - ▶ In the new application, this individual will be referred to as the “Master” profile
 - ▶ The Master profile is set at the Customer level and therefore can grant access to ANY tax type associated to 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.

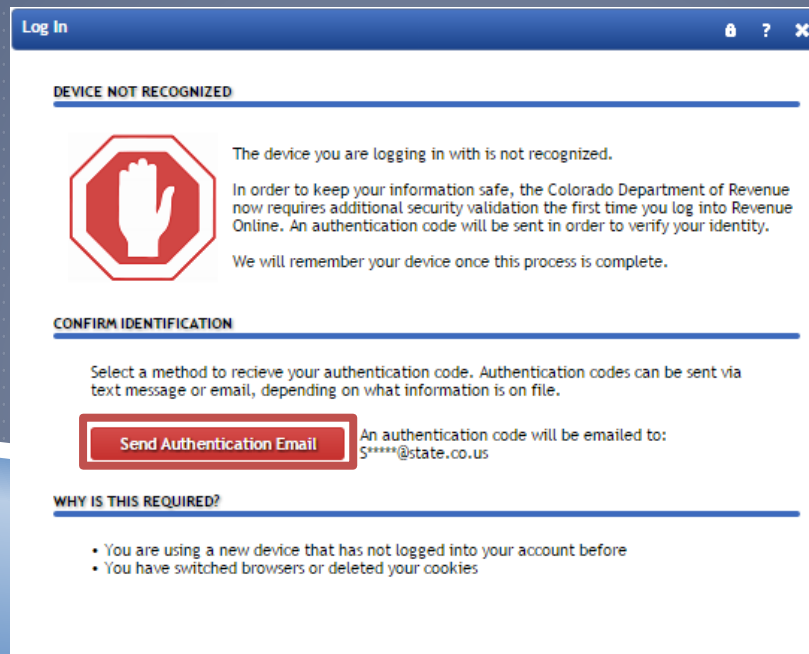
HOW TO LOG IN

- ▶ 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



The screenshot shows a web browser window titled "Log In". The main content area has a blue header bar with the title "Log In" and standard window controls (lock, question mark, close). Below the header, the text "DEVICE NOT RECOGNIZED" is displayed in blue. To the left of the text is a red octagonal icon with a white hand symbol. The text explains that the device is not recognized and that the Colorado Department of Revenue requires additional security validation. It also states that an authentication code will be sent via email or text message. A red button labeled "Send Authentication Email" is visible. Below this, the text "CONFIRM IDENTIFICATION" is displayed in blue. The text explains that the user should select a method to receive their authentication code. To the right of the button, the text "An authentication code will be emailed to: S*****@state.co.us" is displayed. At the bottom, the text "WHY IS THIS REQUIRED?" is displayed in blue, followed by a list of reasons: "You are using a new device that has not logged into your account before" and "You have switched browsers or deleted your cookies".

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

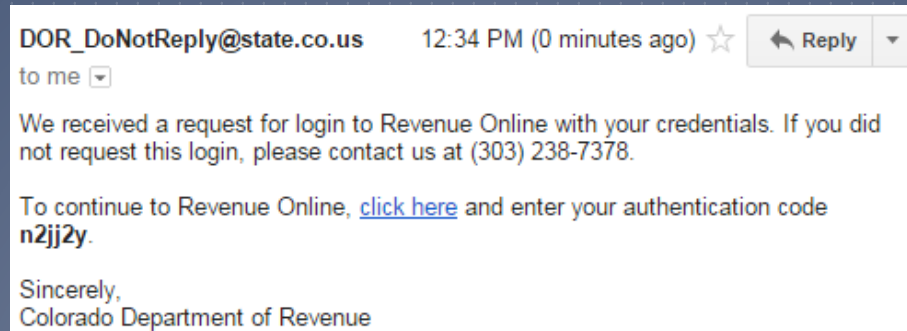
An authentication code will be emailed to: S*****@state.co.us

WHY IS THIS REQUIRED?

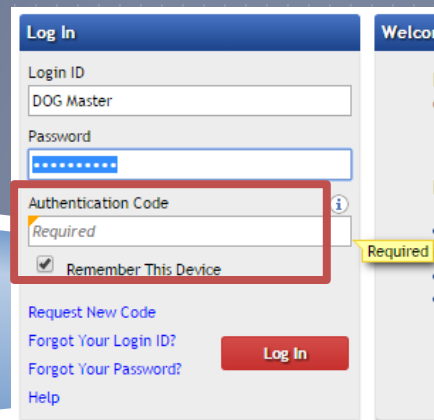
- You are using a new device that has not logged into your account before
- You have switched browsers or deleted your cookies

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!

A screenshot of a web login form. The form has fields for Login ID (filled with 'DOG Master'), Password (masked with dots), and Authentication Code (with a red box around it and a 'Required' label). There is a 'Remember This Device' checkbox which is checked. At the bottom, there are links for 'Request New Code', 'Forgot Your Login ID?', 'Forgot Your Password?', and 'Help', along with a 'Log In' button.

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

i Your password has been updated. Please use this new password when you log in next.

OK

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

The screenshot shows the Colorado Department of Revenue (CDOR) Revenue ONLINE homepage. The header includes the CDOR logo, the text "COLORADO Department of Revenue", and the "Revenue ONLINE" logo. The left sidebar contains a "Menu" with links for "Home", "Back", and "Help", and a "CTS" section with "RunDate: 07/05/2016". The main content area is divided into two sections. The top section, titled "DIVISION OF GAMING", displays "CO Account # 32051300" and "My Balance \$0.00". It also shows "NAMES AND ADDRESSES" for the "DIVISION OF GAMING" with a "Location Address" of "17301 W COLFAX AVE STE 135 GOLDEN CO" and a "Mailing Address" field. A "View Profile" link is available. The bottom section, titled "MY ACCOUNTS", shows a table of accounts with columns for Account ID, Account Type, Name, Frequency, Address, and Balance. The table lists three accounts: Sales Tax, Wage Withholding, and Gaming Tax, all for the Division of Gaming.

Menu [Log Off](#)

[Home](#)
[Back](#)
[Help](#)

CTS
RunDate: 07/05/2016

DIVISION OF GAMING

CO Account # 32051300
My Balance \$0.00

NAMES AND ADDRESSES

Legal Name DIVISION OF GAMING
Location Address 17301 W COLFAX AVE STE 135 GOLDEN CO
Mailing Address

[I WANT TO...](#) [View Profile](#)

ACCOUNTS³ **HISTORY⁰** **MESSAGES⁰** **LETTERS⁰**

MY ACCOUNTS³

MY ACCOUNTS

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

[Hide History](#) [Filter](#)

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!!

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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](#)

ACCOUNTS³ HISTORY MESSAGES⁰ LETTERS³ NAME & ADDRESS

 Gaming Financial Statement - Annual 02602081-012-GF5 0.00 DIVISION OF GAMING 17301 W. COLFAX AVE GOLDEN CO 80401	 Gaming Device Tracking - Monthly 02602081-013-DEV 0.00 DIVISION OF GAMING 17301 W. COLFAX AVE GOLDEN CO 80401 needs attention	 Gaming Personnel Tracking - Monthly 02602081-014-PER 0.00 DIVISION OF GAMING 17301 W. COLFAX AVE GOLDEN CO 80401
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[State Website](#) [Revenue Website](#) [Taxation Website](#) [Privacy and Security Policy](#) [Contact Us](#)

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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 Personnel Tracking system. At the top left is the CDOR logo, and to its right is the text "COLORADO Department of Revenue". On the top right, a status box indicates "CTS: Not a Production Environment" with a "RunDate: 10/24/2016", and next to it is the "Revenue ONLINE" logo. Below the header, a navigation bar includes "Home" and "Gaming Personnel Tracking" buttons, along with links for "Help", "View Support ID", and "Log Off". The main content area is titled "GAMING PERSONNEL TRACKING 02602081-014-PER" and shows the address "DIVISION OF GAMING, 17301 W. COLFAX AVE, GOLDEN CO 80401". A red-bordered box highlights a notification: "Monthly Personnel Upload needs to be submitted. Submission is Due in 8 Days." To the right of this box, a "I WANT TO..." section contains links for "View My Profile" and "Update Personnel Records". Below the notification, a tabbed interface shows "PERIODS" selected, with options for "Last 3 Years" and "All Periods". At the bottom, a table titled "LAST 3 YEARS" is visible, with columns for Period, Return Status, Tax, Penalty, Interest, Credits, Balance, and Messages. A "Filter" button is located at the end of the table header.

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CTS: Not a Production Environment
RunDate: 10/24/2016

Revenue
ONLINE

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

GAMING PERSONNEL TRACKING 02602081-014-PER

DIVISION OF GAMING
17301 W. COLFAX AVE
GOLDEN CO 80401

Monthly Personnel Upload needs to be submitted. Submission is Due in 8 Days.

I WANT TO...
[View My Profile](#)
[Update Personnel Records](#)

PERIODS PERSONNEL HISTORY ACTIVITY MESSAGES⁰ LETTERS⁰ NAME & ADDRESS

Last 3 Years All Periods

LAST 3 YEARS

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

Filter

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 logs 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" value="Required"/>
Send Authentication Email	<input type="radio"/>	Wireless Carrier	<input type="text" value="Required"/>
Send Text or Email	<input type="radio"/>	Wireless Phone	<input type="text" value="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 displays the 'MANAGE LOGINS' interface. At the top, there are tabs for 'LOGINS', 'MY ACCOUNTS ACCESS', and 'SETTINGS'. Below these, the 'CUSTOMER LOGINS' section shows a table with columns: Web Login, Web Name, Account Manager, Has Access, and a status link. The 'TestAdmin' login is listed with 'TestAdmin' as the web name, 'Account Manager' as the account manager, and 'Active' status.

The 'Edit Access Type' dialog box is open, showing the 'TestAdmin' login. The 'Access Type' dropdown menu is set to 'User Manager'. A red arrow points from the 'User Manager' option in the dropdown to a larger view of the dropdown menu on the right, which lists the following options: 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

12/23/2015

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

MANAGE LOGINS					
LOGINS MY ACCOUNTS ACCESS					
CUSTOMER LOGINS					
Add Login Hide History Filter					
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 Personnel 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 personnel records and print summaries
Add/View/Print/Submit	File	N/A for Personnel Tracking – If user is granted this access permissions function the same as the View.
Add/View/Print	Add Return	N/A for Personnel Tracking – If user is granted this access permissions function the same as the View.
	All Access	Users will be able to update and submit personnel records

UPDATING PERSONNEL RECORDS

- ▶ Click on the Update Personnel Records Hyperlink

The screenshot shows the Colorado Department of Revenue's Gaming Personnel Tracking system. At the top, there are logos for CO and CDOR, and the text "COLORADO Department of Revenue". To the right, a status box indicates "CTS: Not a Production Environment" and "RunDate: 10/24/2016". Further right is the "Revenue ONLINE" logo. Below the logos, there are navigation tabs: "Home" and "Gaming Personnel Tracking". To the right of these are links for "Help", "View Support ID", and "Log Off". The main content area displays "GAMING PERSONNEL TRACKING 02602081-014-PER" and the address "DIVISION OF GAMING, 17301 W. COLFAX AVE, GOLDEN CO 80401". A message icon indicates that the "Monthly Personnel Upload needs to be submitted. Submission is Due in 8 Days." A dropdown menu titled "I WANT TO..." is open, showing options "View My Profile" and "Update Personnel Records", with the latter highlighted by a red box. Below this is a navigation bar with tabs: "PERIODS", "PERSONNEL", "HISTORY", "ACTIVITY", "MESSAGES⁰", "LETTERS⁰", and "NAME & ADDRESS". Under the "PERIODS" tab, there are buttons for "Last 3 Years" and "All Periods". The "LAST 3 YEARS" section contains a table with columns: "Period", "Return Status", "Tax", "Penalty", "Interest", "Credits", "Balance", and "Messages". A "Filter" button is located at the end of the table header.

CDOR
CO

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Department of Revenue

CTS: Not a Production Environment
RunDate: 10/24/2016

Revenue
ONLINE

Home Gaming Personnel Tracking

Help View Support ID Log Off

GAMING PERSONNEL TRACKING 02602081-014-PER

DIVISION OF GAMING
17301 W. COLFAX AVE
GOLDEN CO 80401

Monthly Personnel Upload needs to be submitted. Submission is Due in 8 Days.

I WANT TO...
View My Profile
Update Personnel Records

PERIODS PERSONNEL HISTORY ACTIVITY MESSAGES⁰ LETTERS⁰ NAME & ADDRESS

Last 3 Years All Periods


LAST 3 YEARS

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

Filter

UPDATING PERSONNEL RECORDS (CONT'D)

- ▶ Here you can input records individually, OR upload an excel spreadsheet



COLORADO
Department of Revenue

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

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ONLINE

[Home](#) > [Gaming Personnel Tracking](#) > [Gaming Personnel Upload](#)

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

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

PERSONNEL RECORD UPDATE

You may choose how you want to update your personnel records:


1. Use the "Upload" button in the top right corner of this window. Please Note: Upload functionality required the specific file format and the use of the .xlsx file type.
2. Enter or edit the personnel information in the table provided below.

When you are finished completing your personnel record update you may click on the "Submit" link in the upper right corner of this window to submit your records to the Colorado Division of Gaming. If you have any questions please contact the Division of Gaming at (xxx) xxx - xxxx.

Part 1: Enter Personnel Records

Filter

1 - 1 of 1

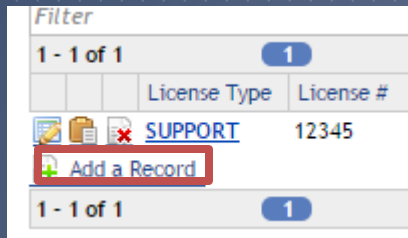
	License Type	License #	License Expira	Last Name	First Name	MI	Title	Last 4 SSI	DOB	State	County	Employment S	Start Dat	End Date
 SUPPORT		12345	01/02/2018	DOE	JOHN	J	Dealer	1111	01/01/1990	CO	JEFFERSON	ACTIVE	01/02/20	

[Add a Record](#)

1 - 1 of 1

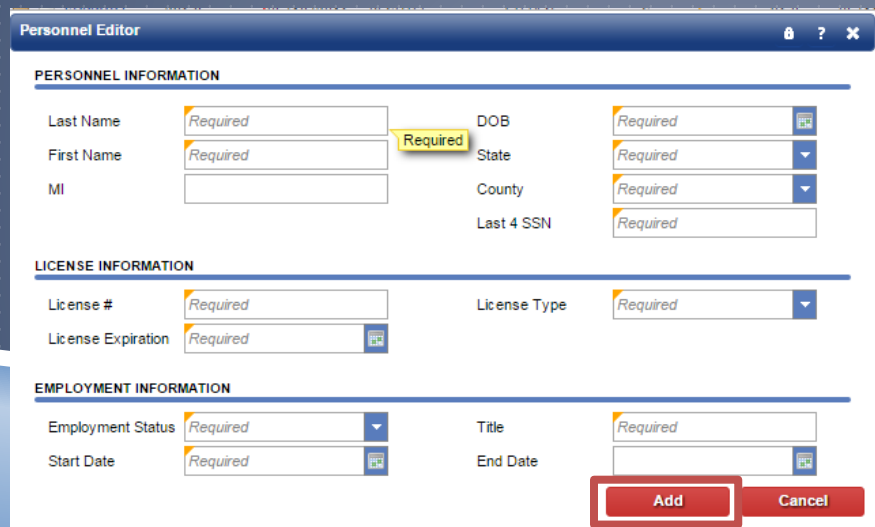
UPDATING PERSONNEL RECORDS (CONT'D)

- ▶ To input records individually, select “Add a Record”

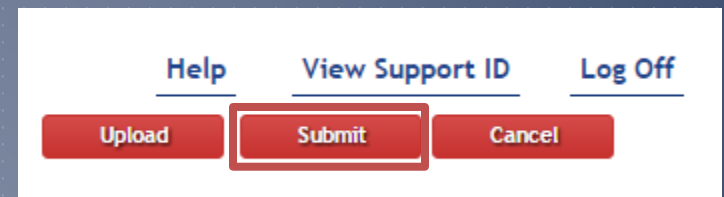


A screenshot of a web application interface showing a table with one record. The table has columns for 'License Type' and 'License #'. The record shows 'SUPPORT' and '12345'. Below the table, there is a button labeled 'Add a Record' which is highlighted with a red box. Above the table, there is a 'Filter' section with '1 - 1 of 1' and a '1' button.

- ▶ This will bring up the Personnel Editor
 - ▶ Fill out required fields and click Add and then Submit



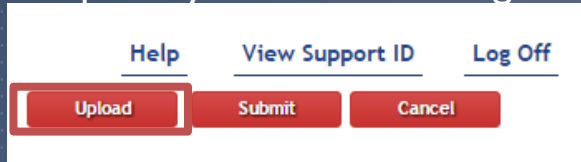
A screenshot of the 'Personnel Editor' form. The form is divided into three sections: 'PERSONNEL INFORMATION', 'LICENSE INFORMATION', and 'EMPLOYMENT INFORMATION'. Each section contains several required fields, some of which are highlighted with yellow boxes and the word 'Required'. The 'PERSONNEL INFORMATION' section includes Last Name, First Name, MI, DOB, State, County, and Last 4 SSN. The 'LICENSE INFORMATION' section includes License #, License Expiration, and License Type. The 'EMPLOYMENT INFORMATION' section includes Employment Status, Start Date, Title, and End Date. At the bottom of the form, there are 'Add' and 'Cancel' buttons, with the 'Add' button highlighted by a red box.



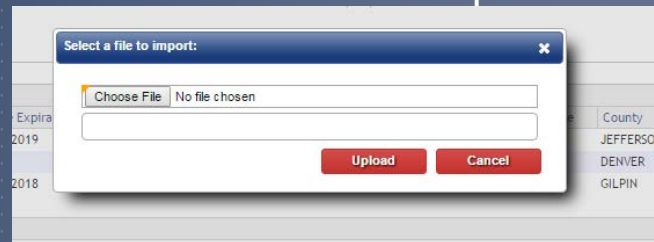
A screenshot of the bottom navigation bar of the web application. It contains links for 'Help', 'View Support ID', and 'Log Off'. Below these links are three red buttons: 'Upload', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box.

UPDATING PERSONNEL RECORDS (CONT'D)

- ▶ To update your records using the excel spreadsheet option, click on the Upload button



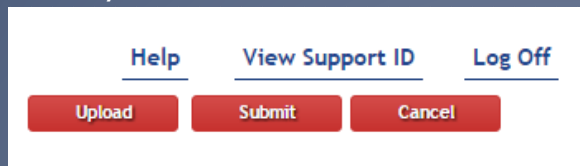
- ▶ Browse to find the file to upload and then click the Upload button



- ▶ Uploading will overwrite all entries in ROL; if you choose to upload, only upload entire Personnel Records
- ▶ **If you choose to upload an excel spreadsheet, it must be in the same format as the ROL page
 - ▶ To facilitate uploads, the Division will distribute a template that will be compatible with this ROL functionality
 - ▶ Please provide the Division with a valid email address before you leave training today

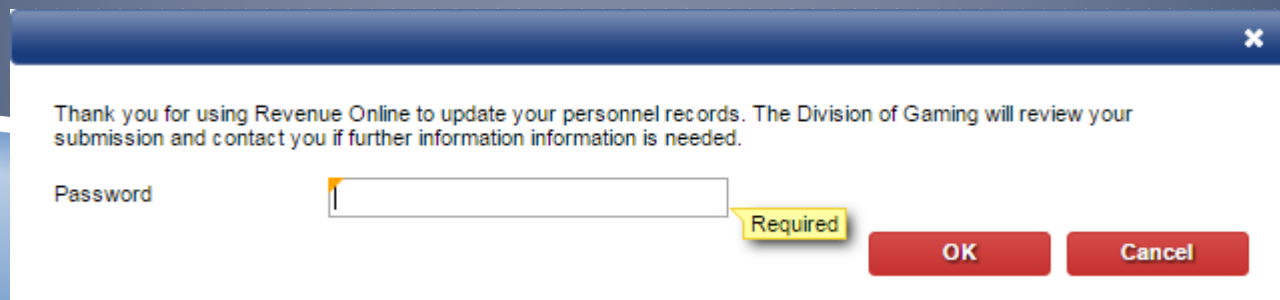
UPDATING PERSONNEL RECORDS (CONT'D)

- ▶ When you have completed your personnel entries, select the “Submit” button at the top of the page
 - ▶ If you are not ready to submit your records, you may select the “Cancel” button
 - ▶ If you select “Cancel” your information will not be saved and you will need to re-enter your data again before you can submit



A screenshot of a web application's top navigation bar. It features three links: 'Help', 'View Support ID', and 'Log Off', each underlined. Below these links are three red buttons: 'Upload', 'Submit', and 'Cancel'.

- ▶ 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!



A screenshot of a password confirmation pop-up window. The window has a blue header bar with a close button (X). The main content area is white and contains the following text: "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 this text is a label "Password" followed by a 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".

PERSONNEL RECORDS – SUBMISSION CONFIRMATION

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

- ▶ Notification Message

The screenshot shows a notification message within the Revenue Online interface. At the top, there is a navigation bar with links: Home, Gaming Personnel Tracking, Gaming Personnel Upload, Request, Help, View Support ID, and Log Off. Below the navigation bar, a message states: "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." At the bottom of the message is a red button labeled "OK".

- ▶ History Tab

The screenshot shows the 'History' tab in the Revenue Online system. The tab is labeled 'HISTORY¹'. Below the tab, there is a search bar and a table titled 'REQUESTS WAITING TO BE PROCESSED'. The table has columns: Confirmation #, Submitted, ID, Account Type, Period, Title, and Status. A red box highlights the 'Status' column, which shows 'Pending...'. There is also a 'Filter' button next to the table.

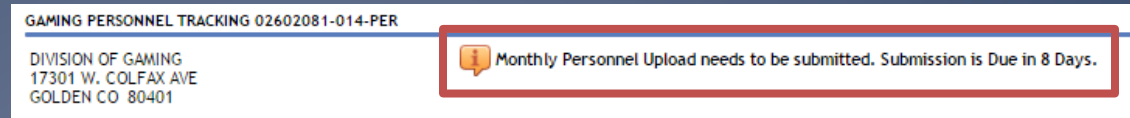
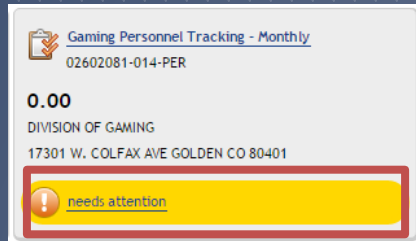
Confirmation #	Submitted	ID	Account Type	Period	Title	Status
1-290-230-528	10/06/2016	32051300-005-GAM	Gaming Tax	07/31/2015	RWGAM	Pending...

The screenshot shows the 'History' tab in the Revenue Online system. The tab is labeled 'HISTORY⁰'. Below the tab, there is a search bar and a table titled 'REQUEST FROM 08/07/2016'. The table has columns: Confirmation #, Submitted, Processed, ID, Account Type, Period, Title, and Status. A red box highlights the 'Status' column, which shows 'Completed'. There are also buttons for 'Change Date', 'Confirmation Number', 'Defaults', and 'Filter'.

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

NOTIFICATIONS | MISC ITEMS

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



- ▶ If you have not updated your personnel records by the first of the month a notification will display that your submission is LATE
- ▶ As soon as you receive access to your personnel tracking account through ROL, we kindly request you update your records promptly for the first submission
 - ▶ When you make your first submission via ROL, you will no longer be required to send updates to the Division's Program Assistant

NOTIFICATIONS | MISC ITEMS (CONT'D)

- ▶ We will be creating a user manual for the new system 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 Personnel Tracking (PER) type account, please contact the Division of Gaming at 303-205-1300
 - ▶ 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 PER 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!