

Book Wagering

Compliance Training

The Nevada Gaming Control Board's Enforcement Division announces the launch of online Book Wagering Reporting beginning October 1, 2019.

Each licensee responsible for the submission of Book Wagering Reports must designate one or more users to submit these reports online and ensure such persons have access accounts for the system. This must be done by the Location Administrator for each property. If you have any questions regarding this process, please contact Rebecca Garcia in the Enforcement Division at (702) 486-2210 or regarding this process, please contact Rebecca Garcia in the Enforcement Division at

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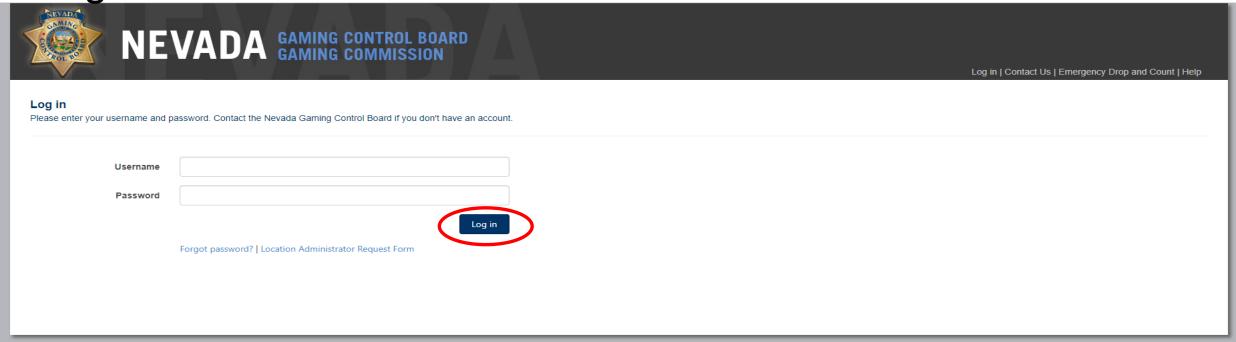
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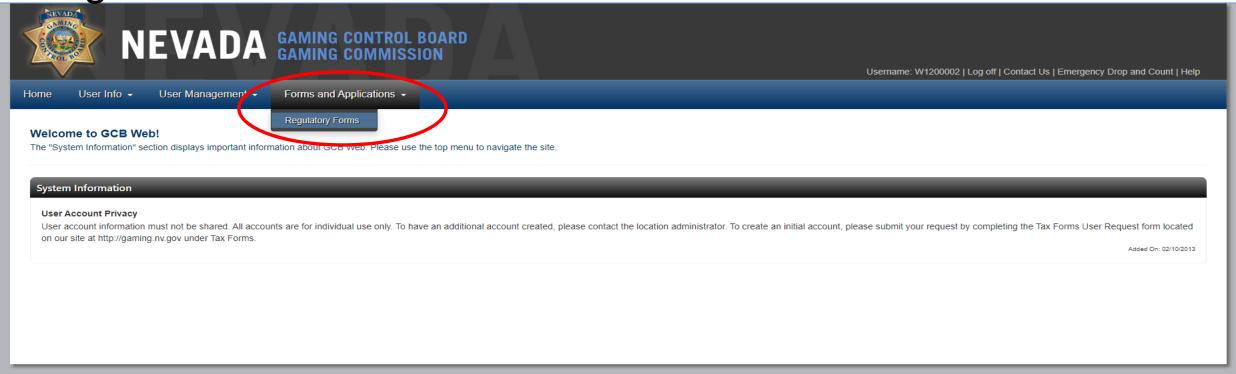
Access to Book Wagering forms is available through the NV Gaming Control Board site at https://gcbapps.nv.gov/

User Accounts must be assigned by the Location Administrator to gain access to Regulatory Forms for Book Wagering. To get a user account for access to Book Wagering:

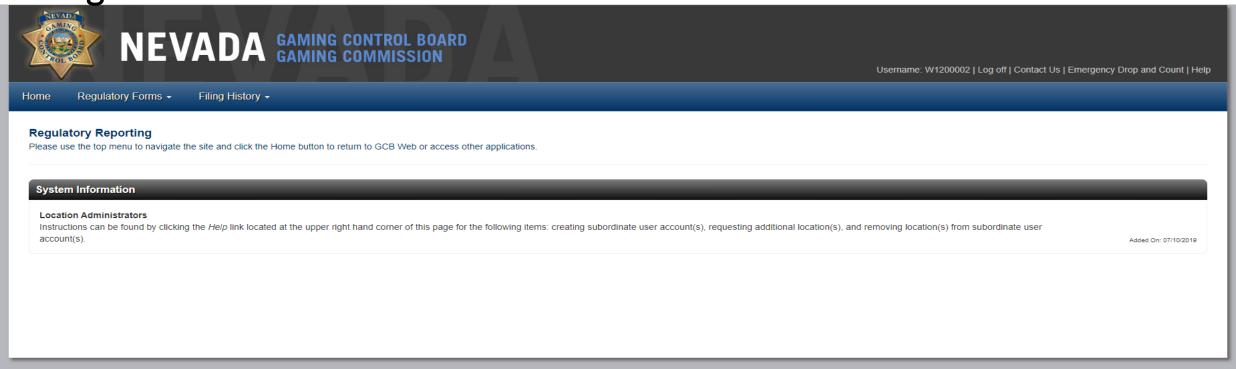
- The Location Administrator, for the licensed location, creates and/or assigns the user account. Every location has a Location Administrator.
- The Location Administrator will search for the user that has been designated to create and submit their BWR forms and either
 - 1) Add the Regulatory Forms application to their existing account or
 - 2) Create a new user account and add the Regulatory Forms application to the new user account.
- Compliance requirements for book wagering are found at https://gaming.nv.gov/index.aspx?page=51
 - Following this process helps to keep gaming industry locations in compliance per the NV Gaming Control Board industry statutes and regulations.



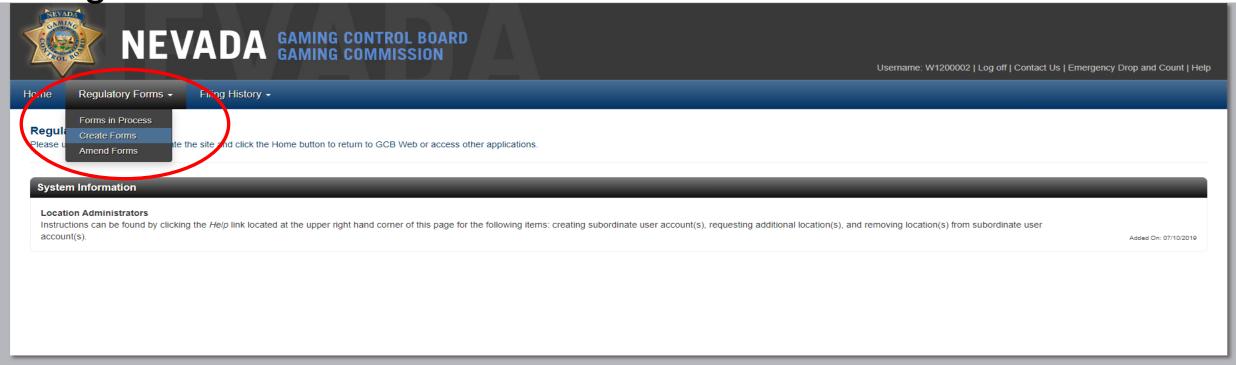
Log in using your GCB account username and password. Click the Log In button to continue.



From the welcome screen, select the Forms and Applications drop down and then select Regulatory Forms from the list.

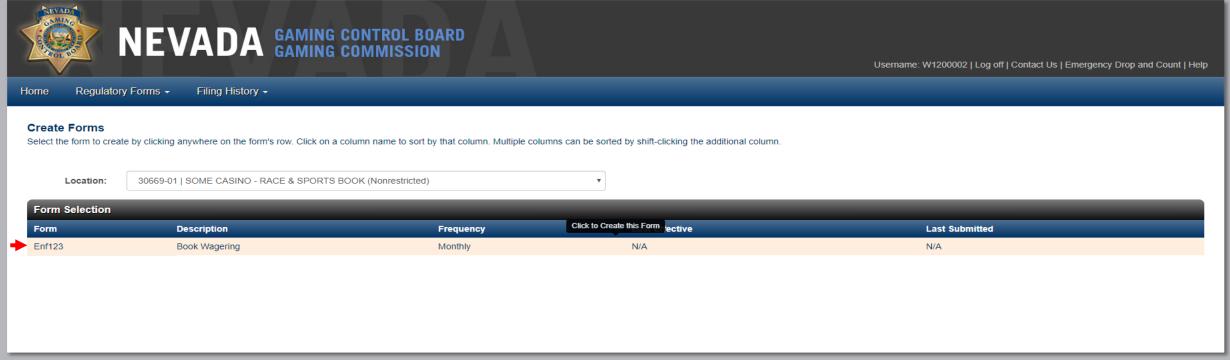


The Regulatory Reporting landing page. System messages and announcements may be displayed here.



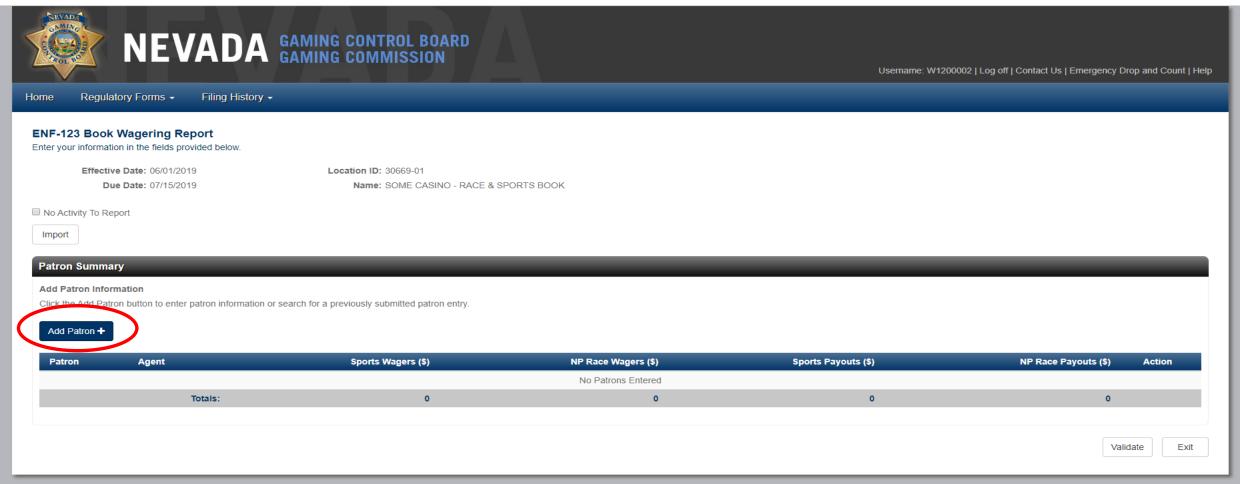
From the **Regulatory Forms** dropdown, select **Create Forms**.

Create the ENF-123 Book Wagering Form



Available forms will be displayed. Click on the form row to create that form.

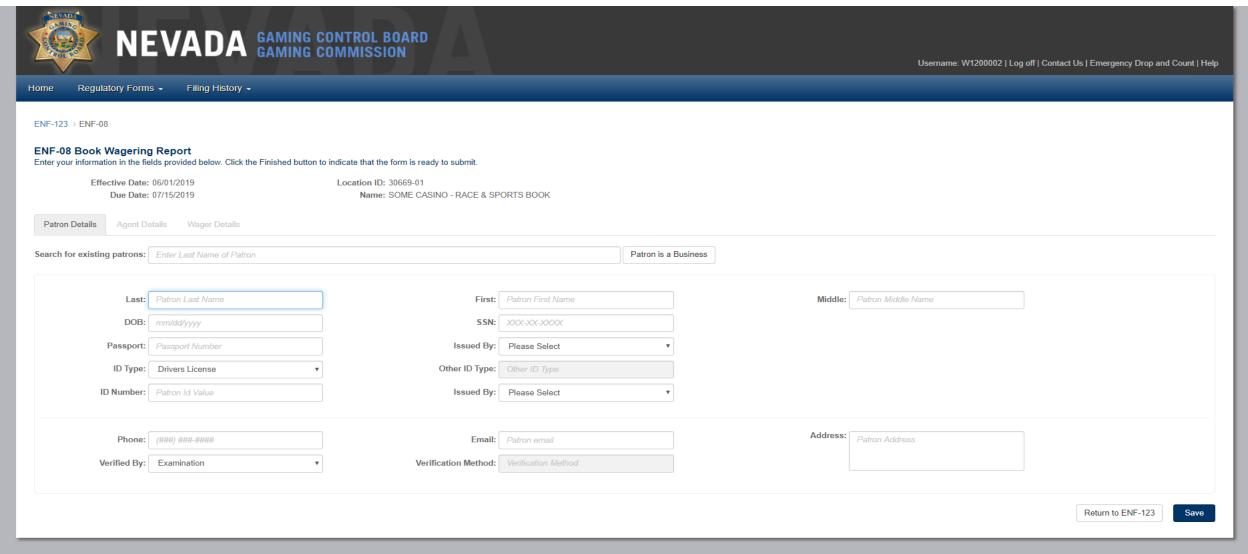
Add Patron Details



This is the initial Book Wagering report screen. No data has been entered.

Effective date is the 1st day of the month for this reporting period. Due date is the 15th day of the following month. Click on the **Add Patron** button to enter Patron information.

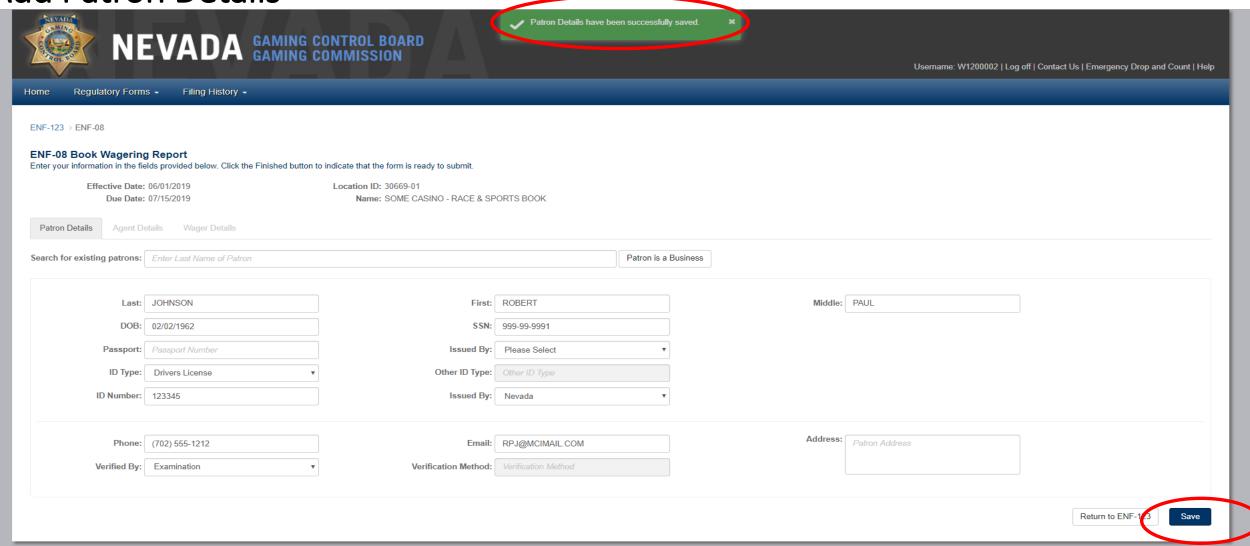
Add Patron Details



Enter the Patron information on the Patron Details tab and click the **Save** button.

The Patron must be saved before Agent or Wager information can be entered. Please enter as much information as possible.

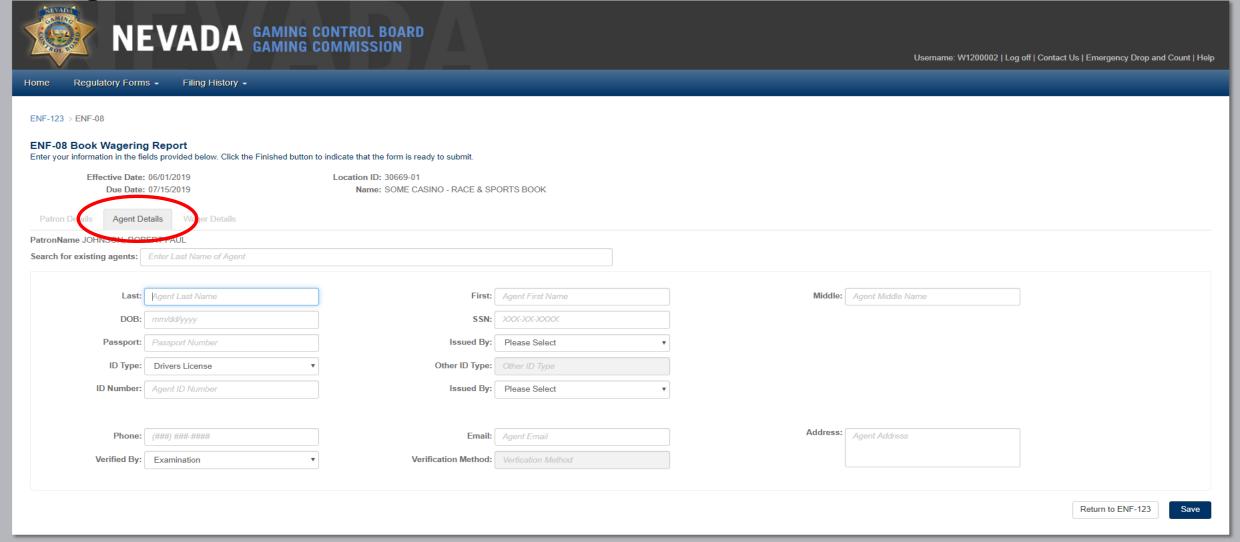
Add Patron Details



Click the **Save** button when the Patron is complete.

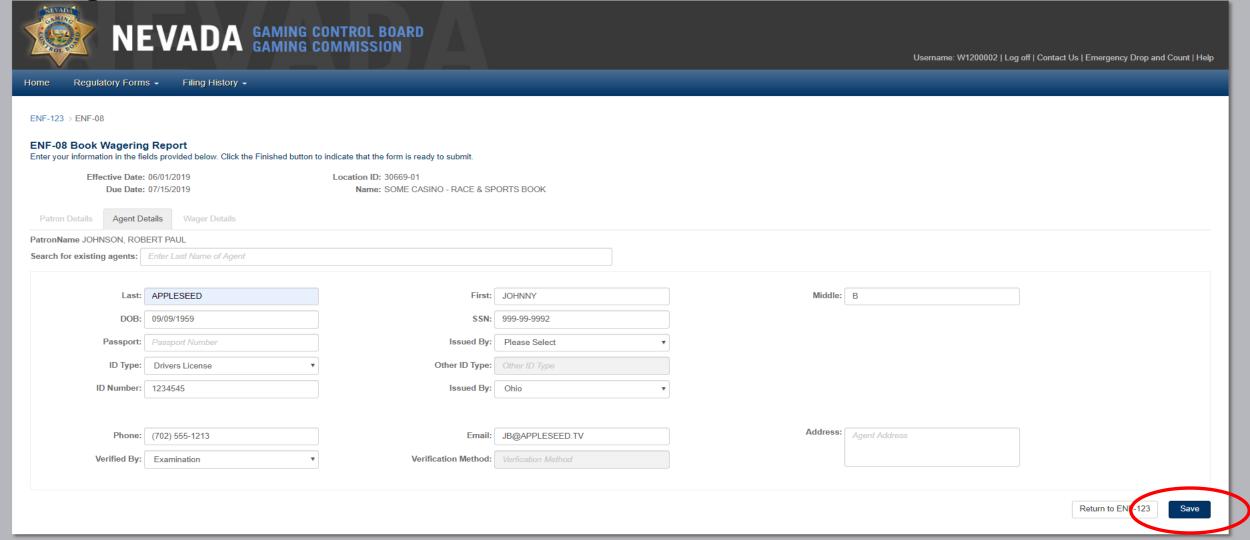
A message will display at the top of the screen indicating that the save was successful. Once the Patron is saved, you may proceed to enter Agent or Wager information.

Add Agent Details



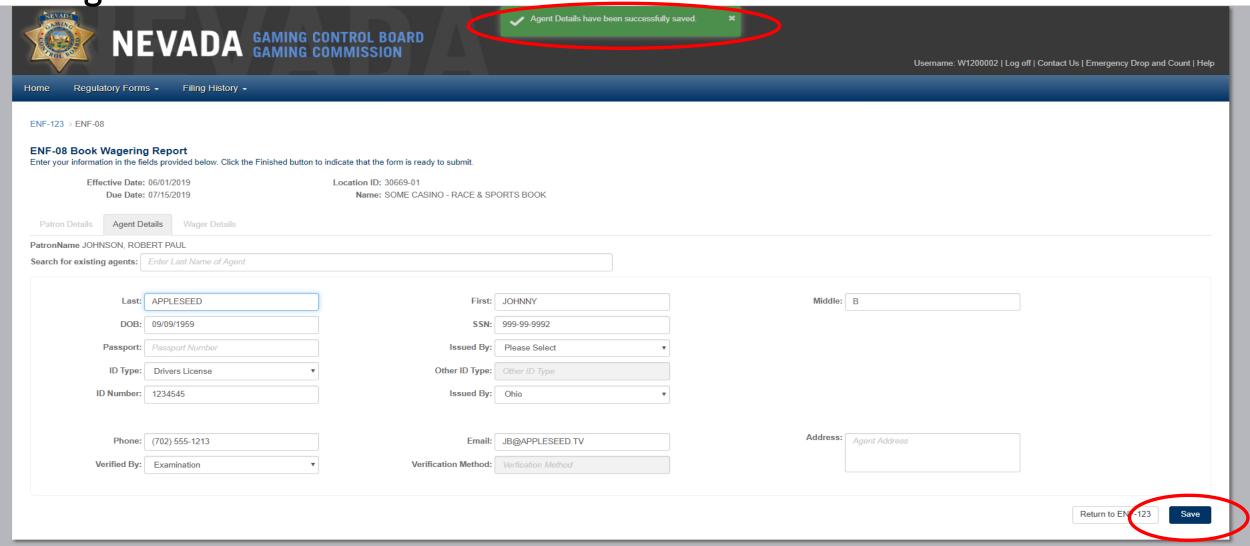
The Agent Details tab is similar to the Patron Details tab

Add Agent Details



Enter the Agent Details and click the Save button.

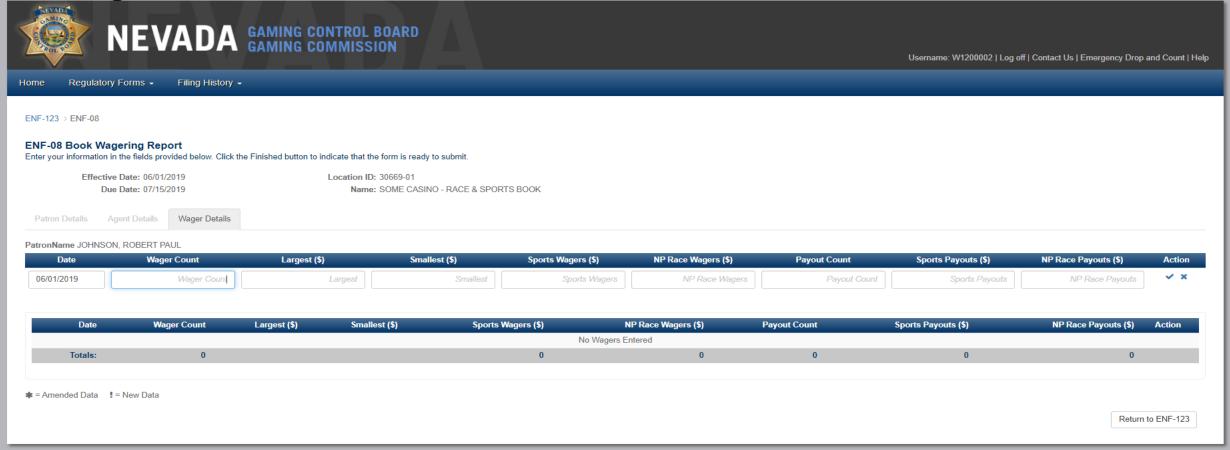
Add Agent Details



Enter the Agent Details and click the **Save** button.

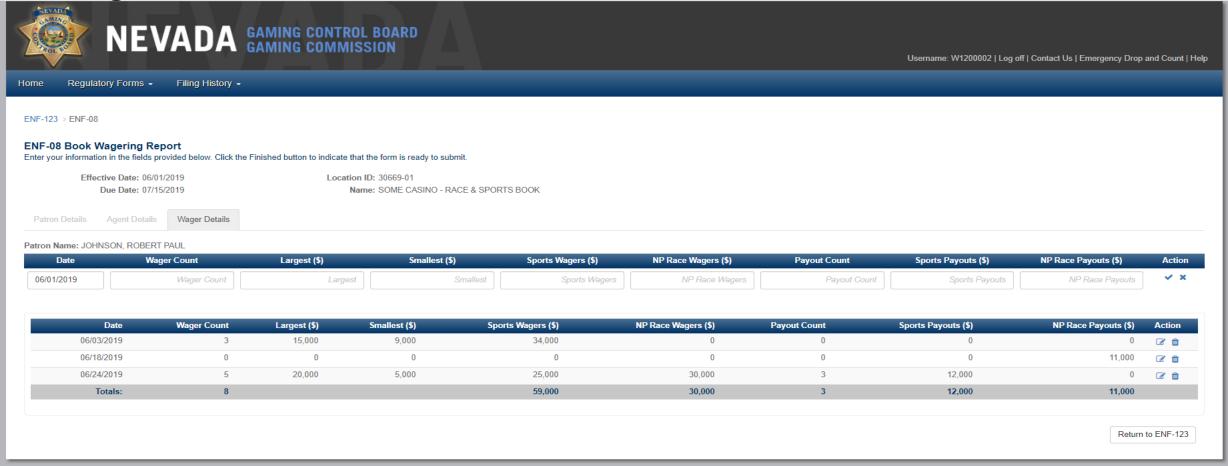
A message will display at the top of the screen indicating that the save was successful.

Add Wager Details

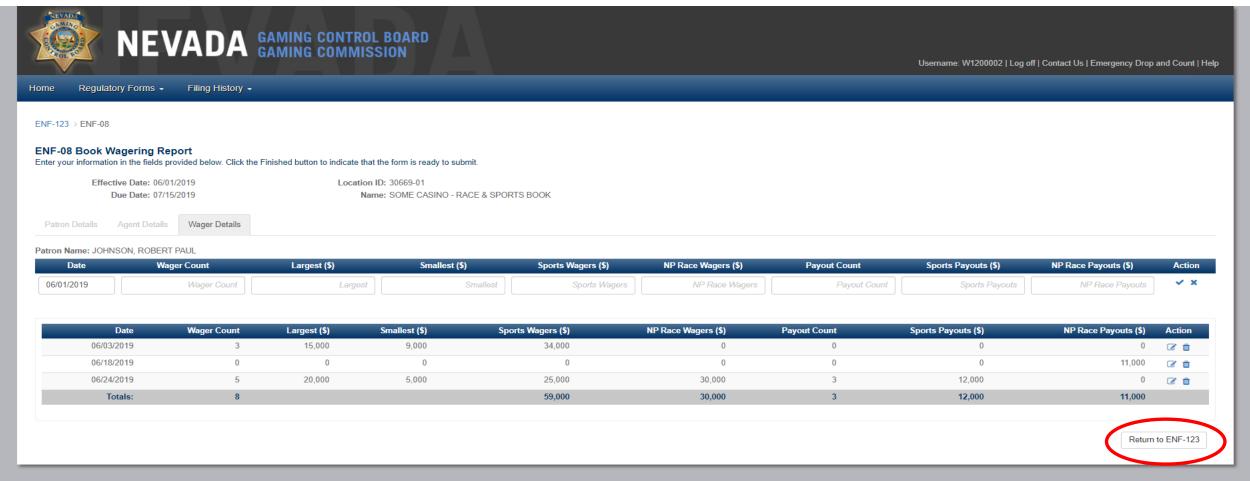


On the Wager Details tab, all fields must be filled out.

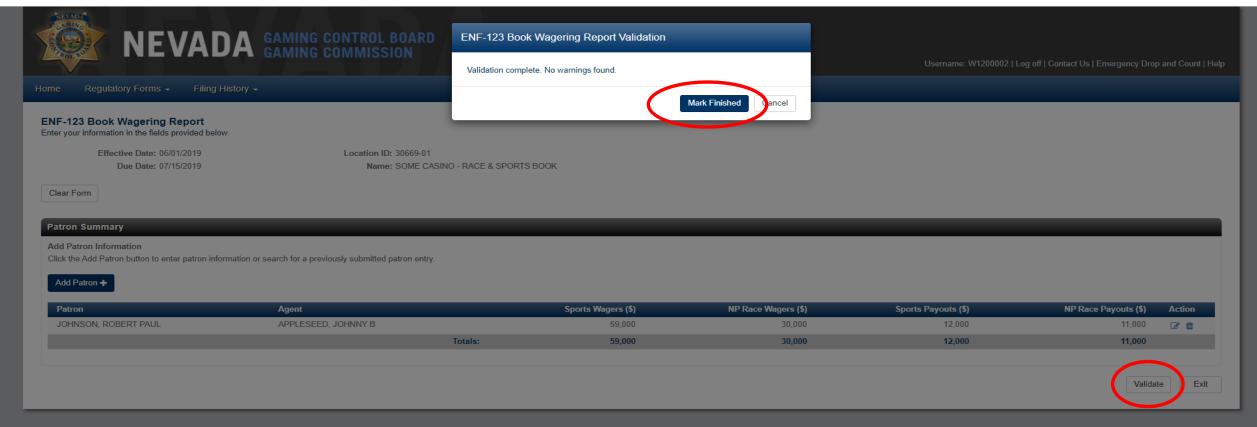
Add Wager Details



Enter Wager Details for each day of the month for the specified Patron.

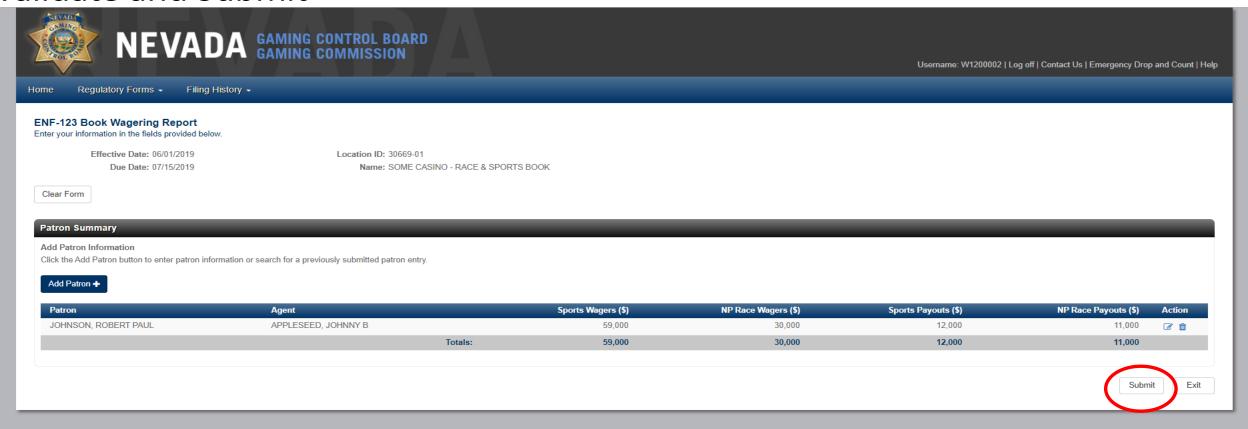


Once Wager Details is complete click the **Return to ENF-123 button**. From there you may enter more Patron information or complete the report.

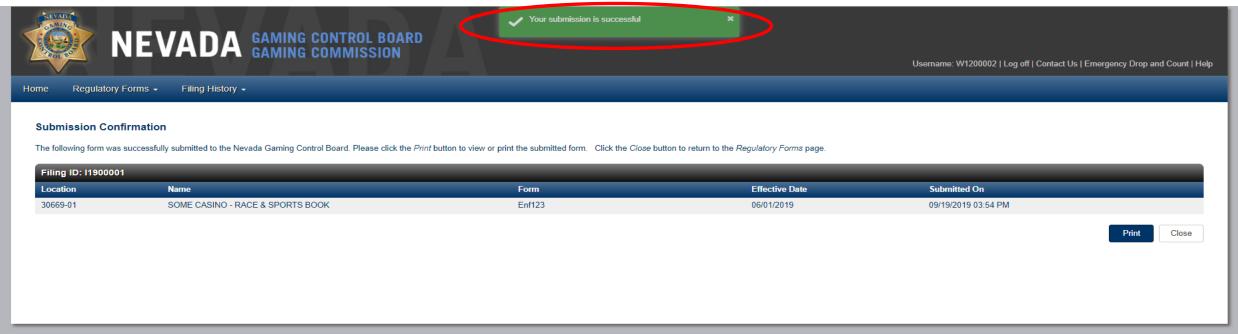


Click on the **Validate** button to validate the data.

If there are no warnings click on the Mark Finished button to ready the report for submission.

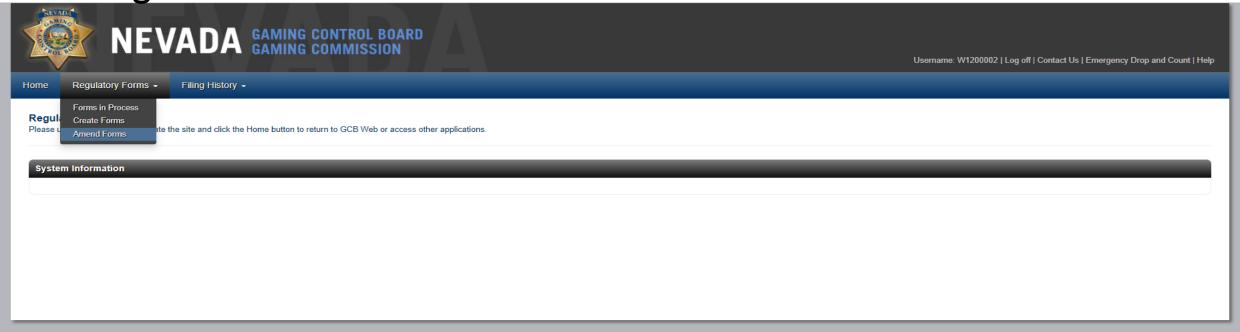


Once complete click on the **Submit** button to send the report to the NGCB.

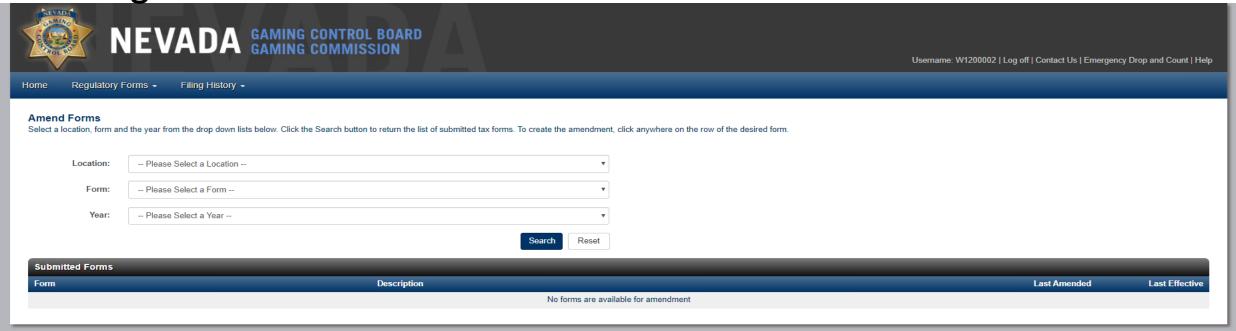


Successful submission!

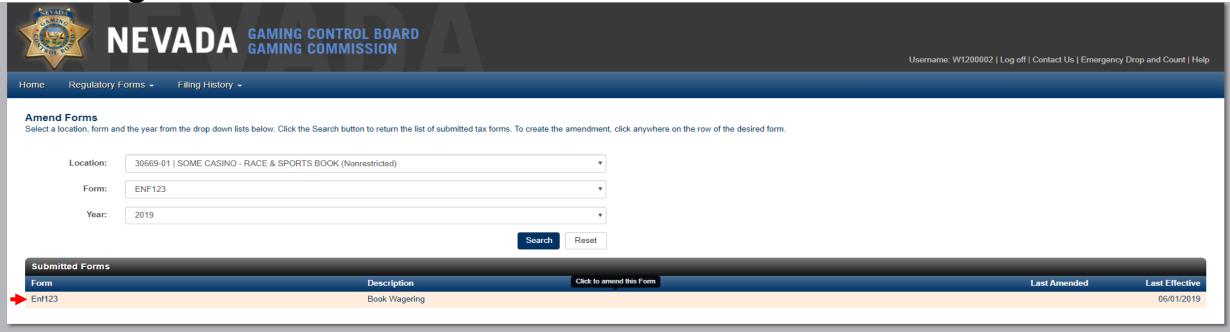
See Error Handling if your submission was not successful.



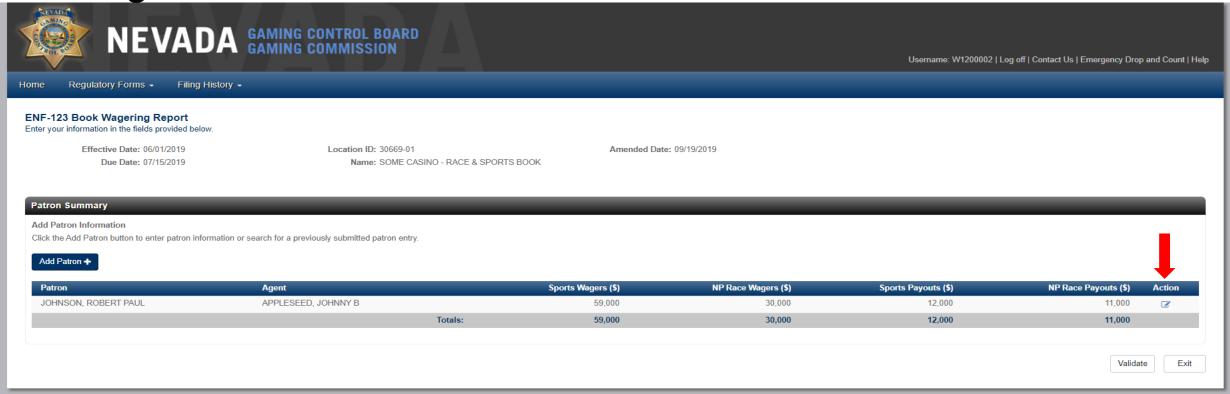
From the **Regulatory Forms** drop down list, select **Amend Forms**.



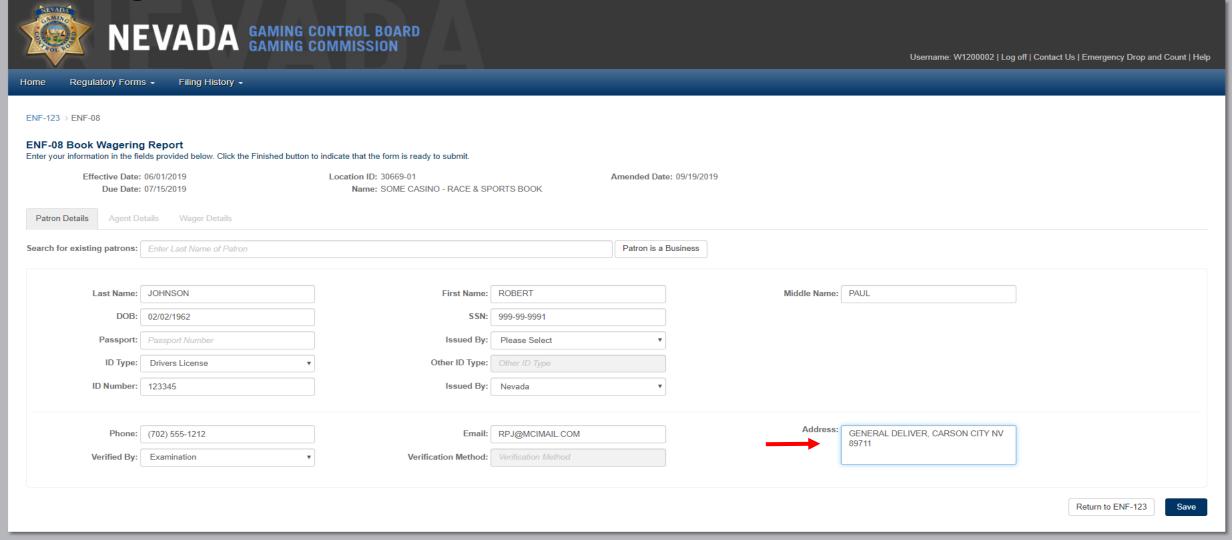
Select the appropriate fields to display the previously submitted forms.



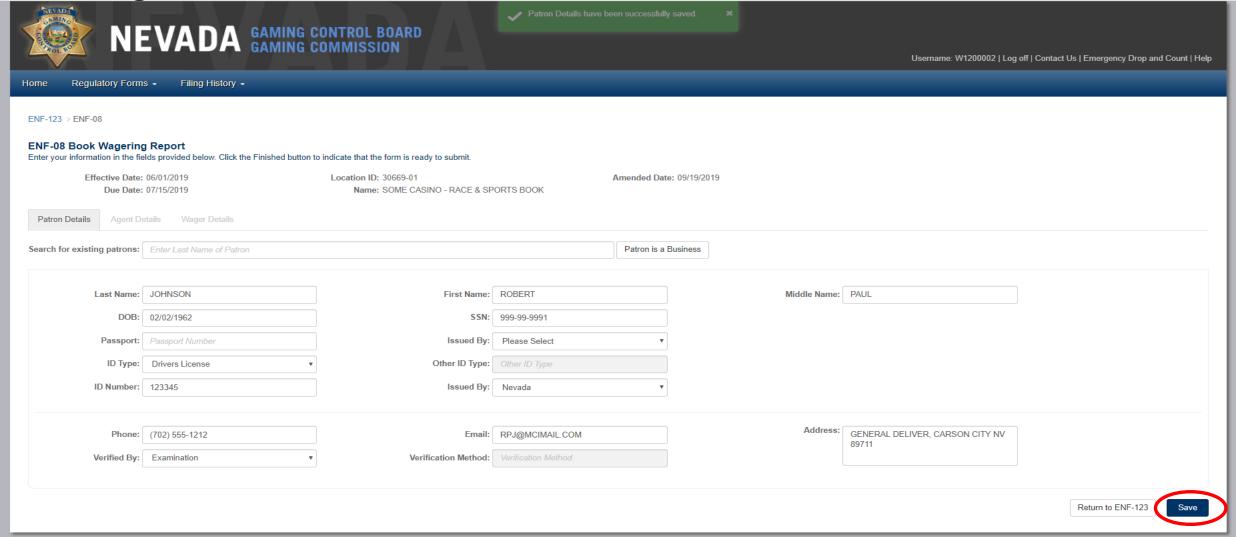
Click on the form row to select the form for amendment.



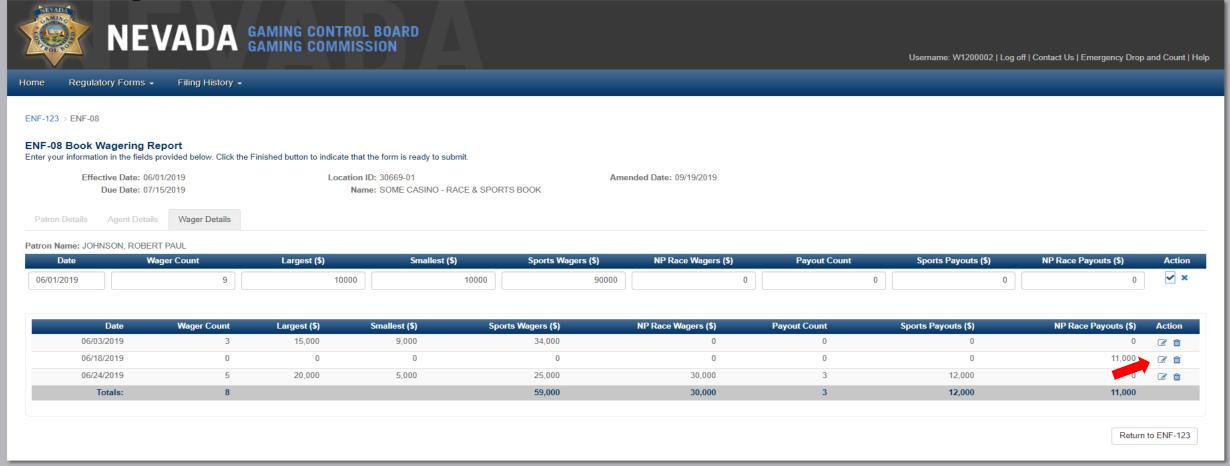
Edit the Patron by checking the **Action** button.



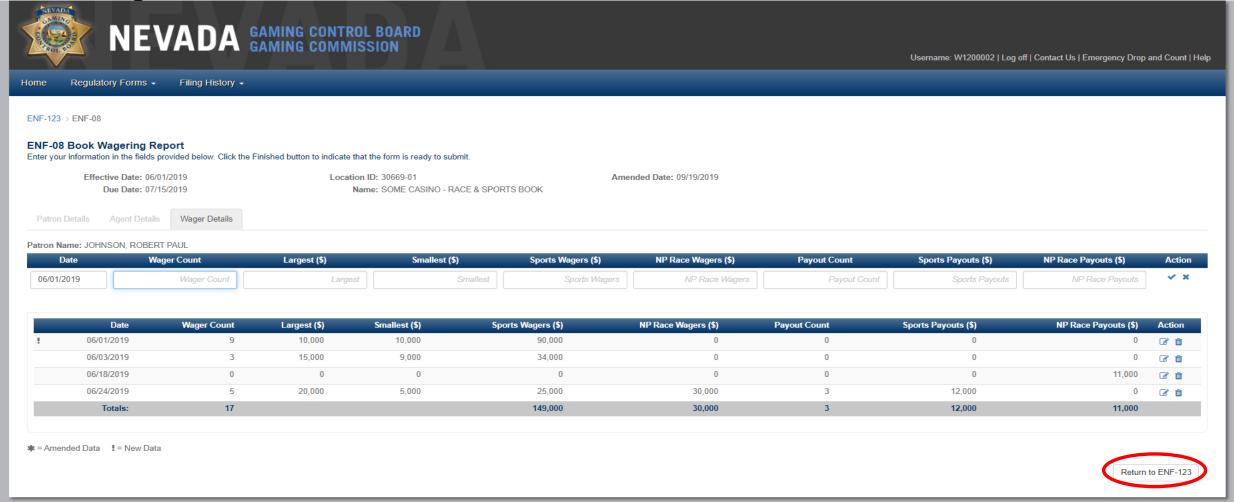
Add or change data as desired. In this example, an address is added.



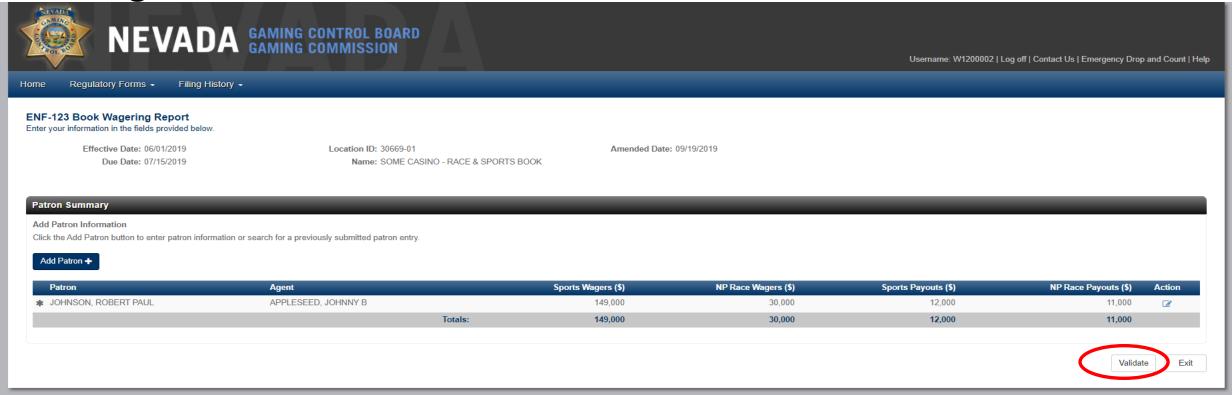
Click on the **Save** button when complete.



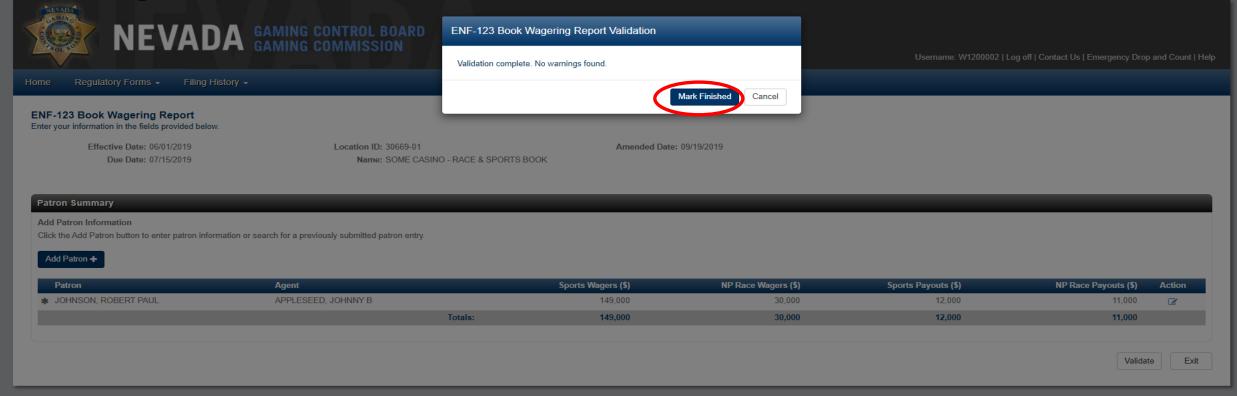
Click on the **Action** button to edit the Wager Report.



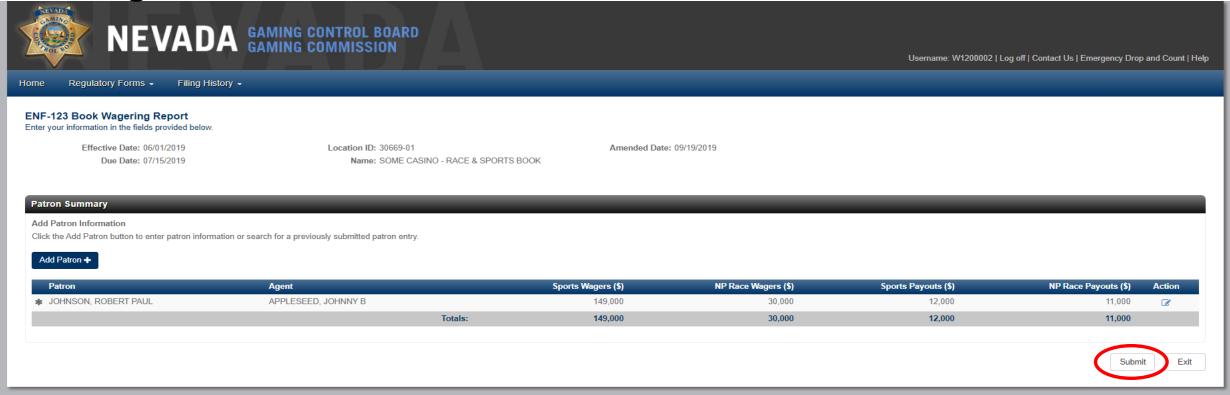
Click on the Return to ENF-123 button when changes are complete.



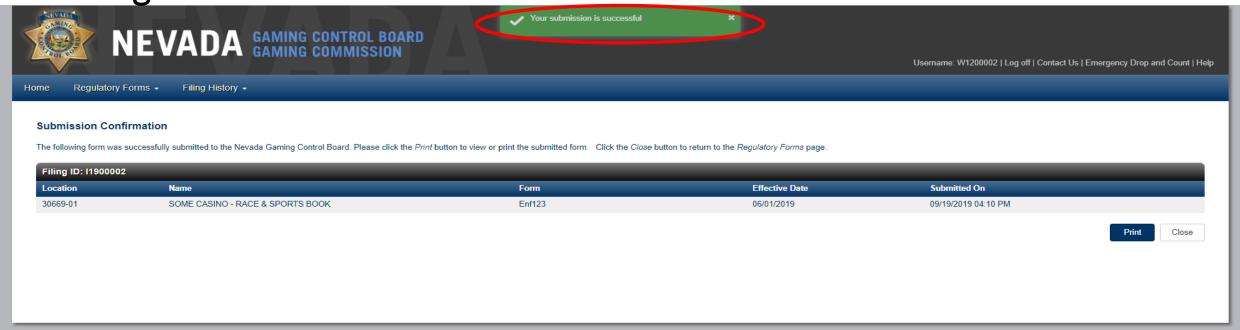
Review the data and then click the Validate button.



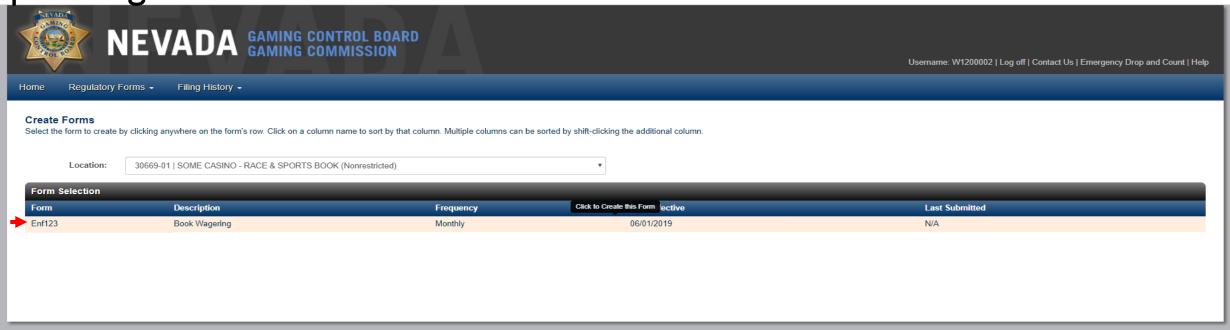
The validation message will show any errors or warnings. Click Mark Finished to continue. Cancel to modify any data.



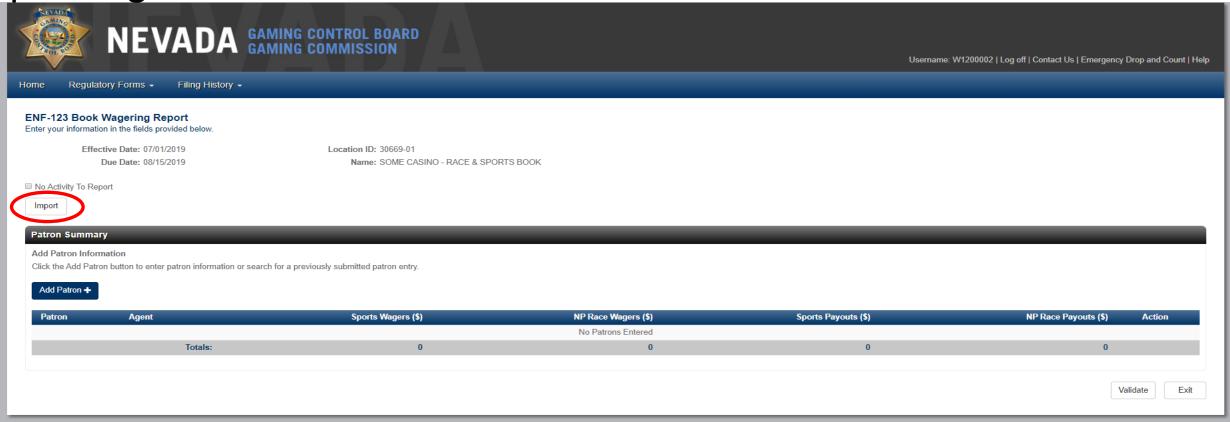
Click on the Submit button to send the amended report to the NGCB



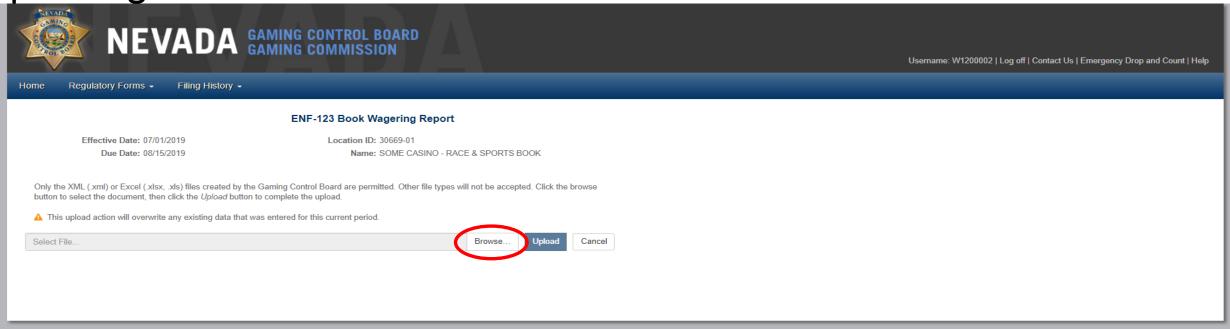
Submission successful!



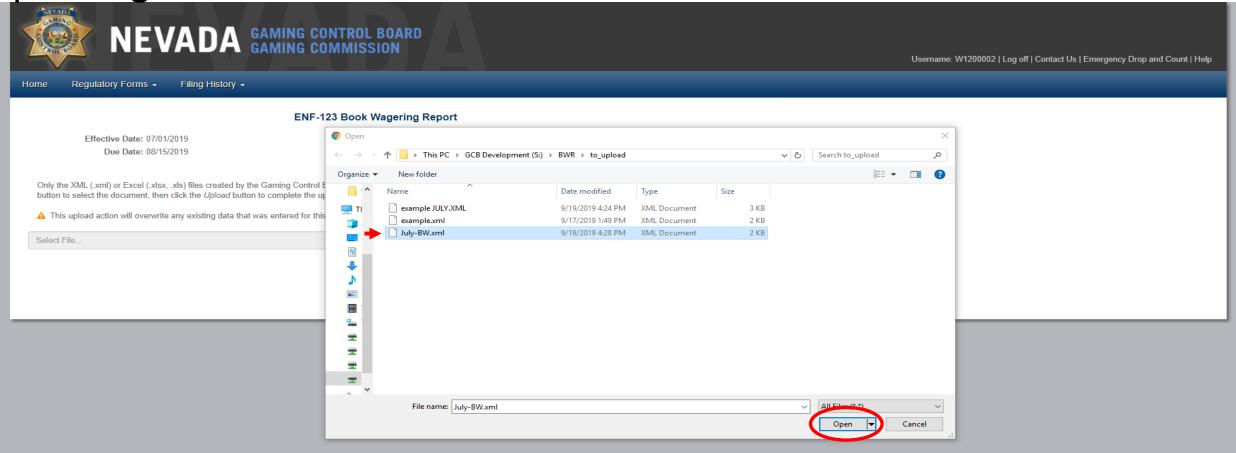
On the Create Forms page, click on the row of the report to be created.



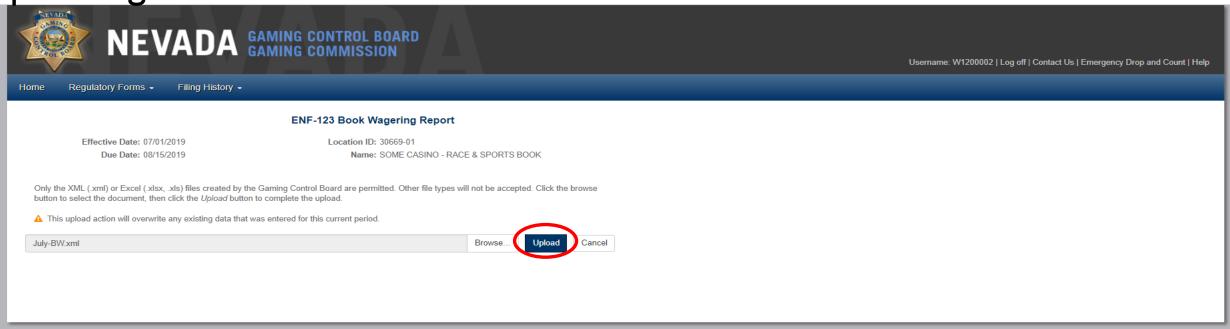
On the Book Wagering Report page, click on the Import button.



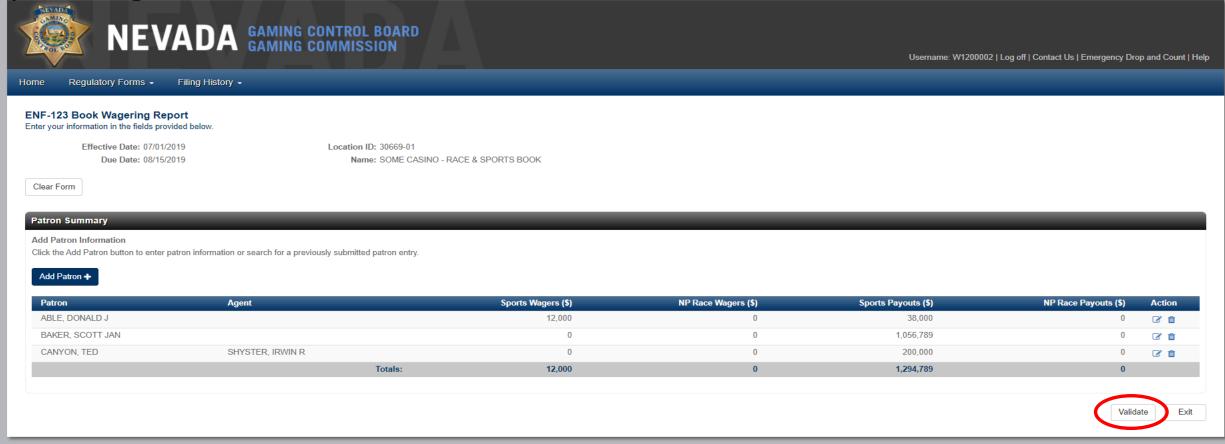
On the Upload page, click on the **Browse** button to select the file for upload.



Locate the file for Upload and select it. Once selected, click **Open**.

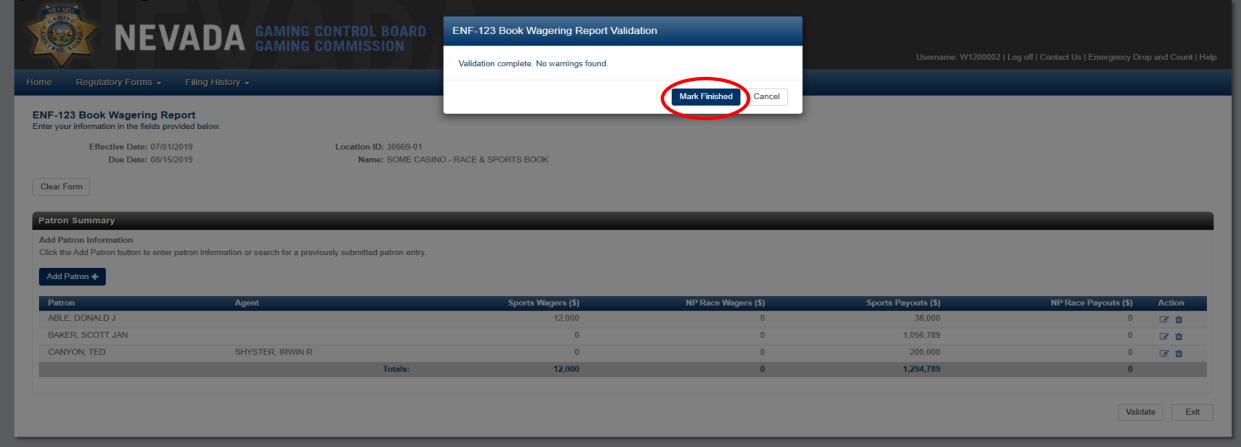


Once the file is selected, click **Upload** to load the file.

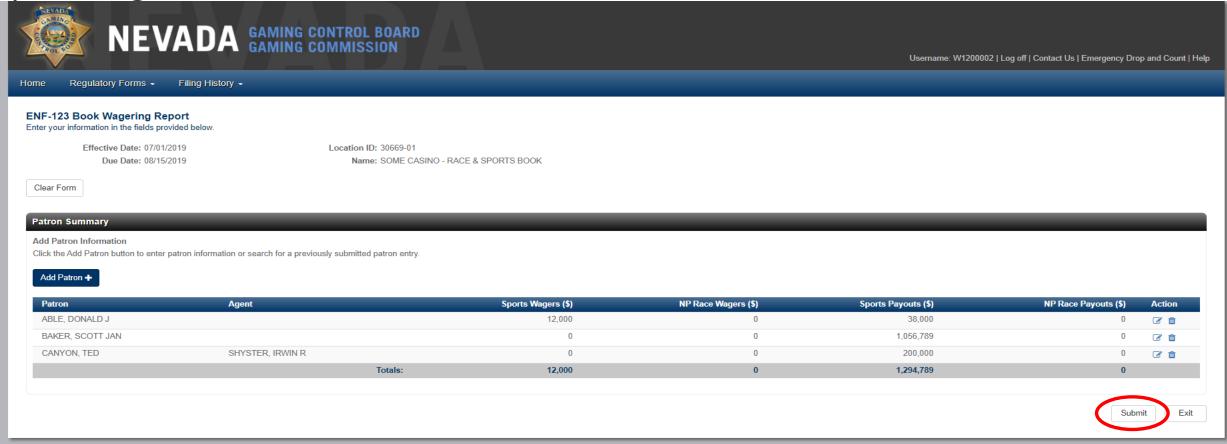


When the file loads the ENF-123 screen will display the summary data.

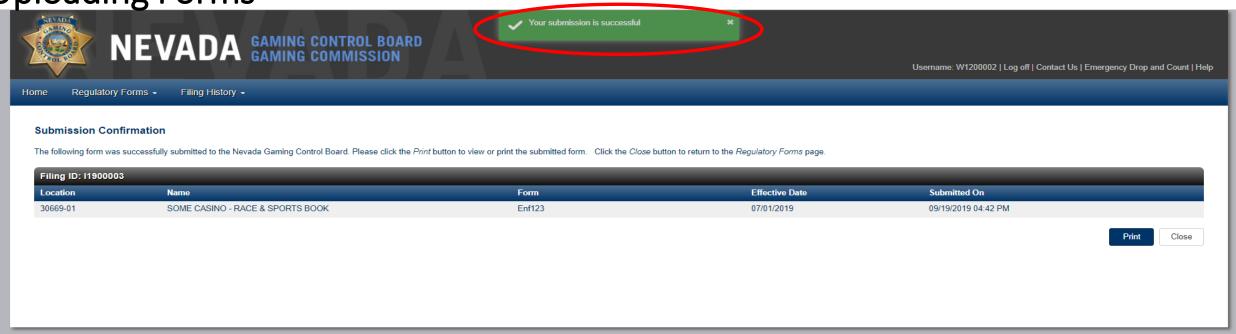
At this point you may edit the data if needed. When complete click on the Validate button.



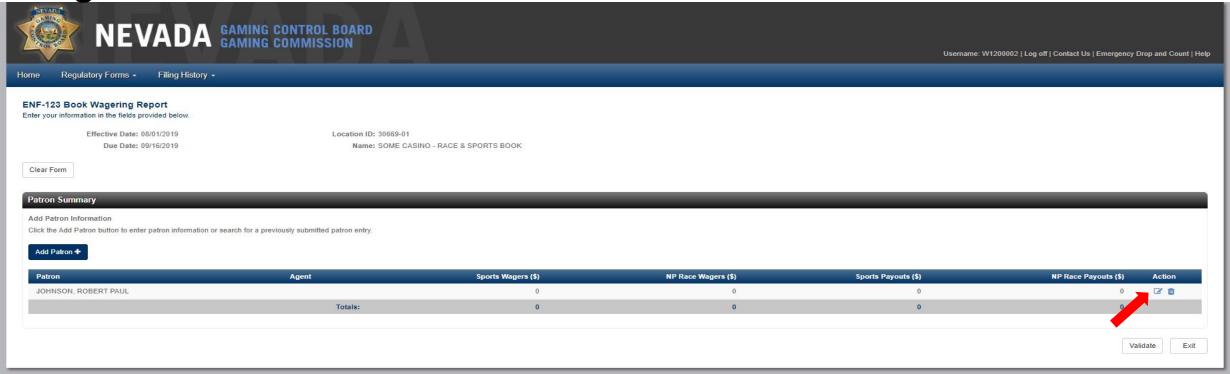
The data is validated. If there are no errors or warnings click on Mark Finished.



Click on the **Submit** button to send the report to the NV Gaming Control Board.



Successful submission!

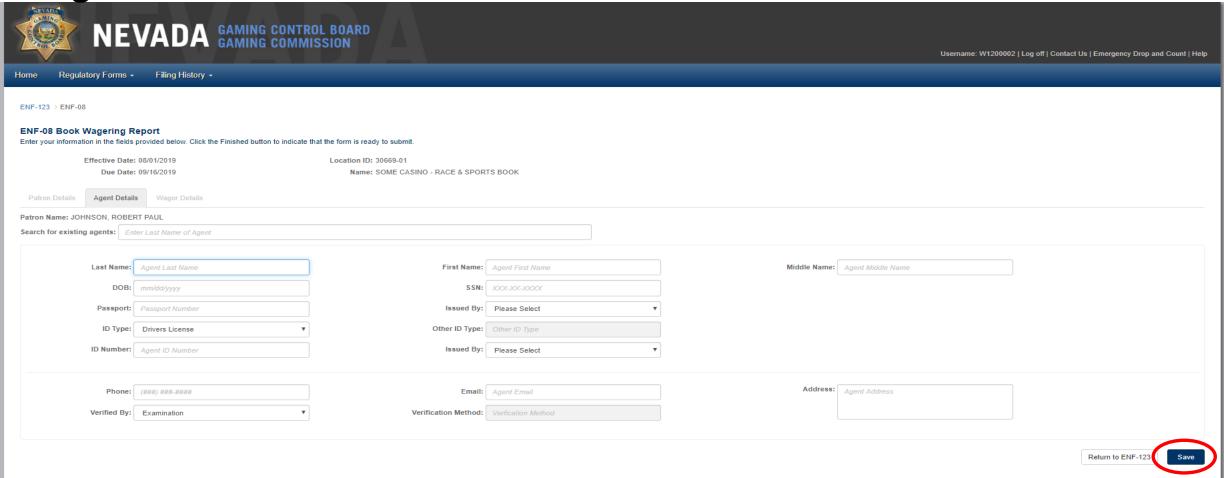


Data can be edited on any form that <u>has not been submitted</u> to the NGCB.

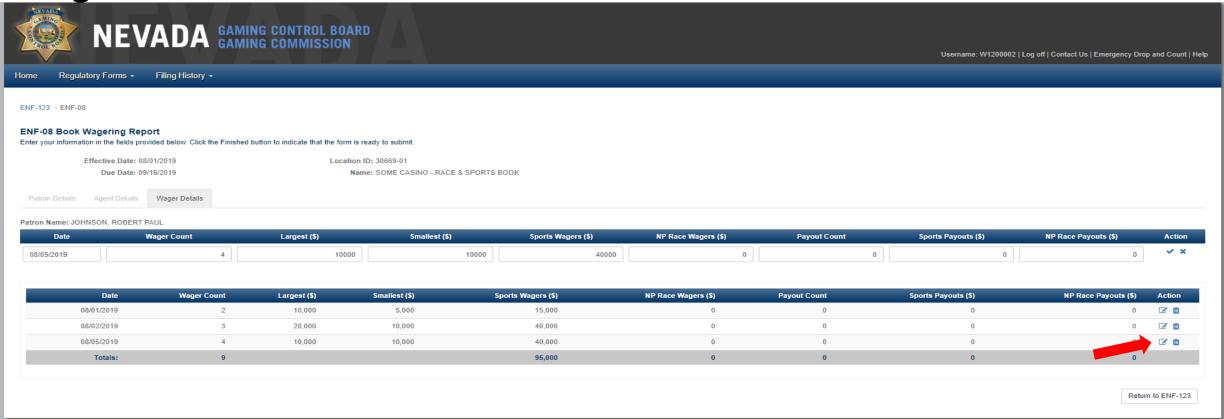
From the ENF-123 page click on the **Action** check box to edit Patron data.

NEVADA GAMING CONTROL BOARD GAMING COMMISSION Username: W1200002 Log off Contact Us Emergency Drop and Count Help							
Home Regulatory Forms - Filing History -							
ENF-123 > ENF-08 ENF-08 Book Wagering Report							
Enter your information in the fields provided below. Click the Finished button to indicate that the form is ready to submit.							
Effective Date: 08/01/2019							
Patron Details Agent Details Wager Details Wager Details							
Search for existing patrons: Enter Last Name of Patron							
Last Name:	JOHNSON	First Name:	ROBERT		Middle Name:	PAUL	
DOB:	02/02/1962	SSN:	999-99-9991				
Passport:	Passport Number	Issued By:	Please Select	¥			
ID Type:	Drivers License ▼	Other ID Type:	Other ID Type				
ID Number:	123345	Issued By:	Please Select	▼			
Phone:	(702) 555-1212	Email:	RPJ@MCIMAIL.COM		Address:	GENERAL DELIVERY, GOLDFIELD NV 89511	
Verified By:	Examination ▼	Verification Method:	Verification Method				
							Return to ENF-123

Add or change data. Click **Save** when complete.



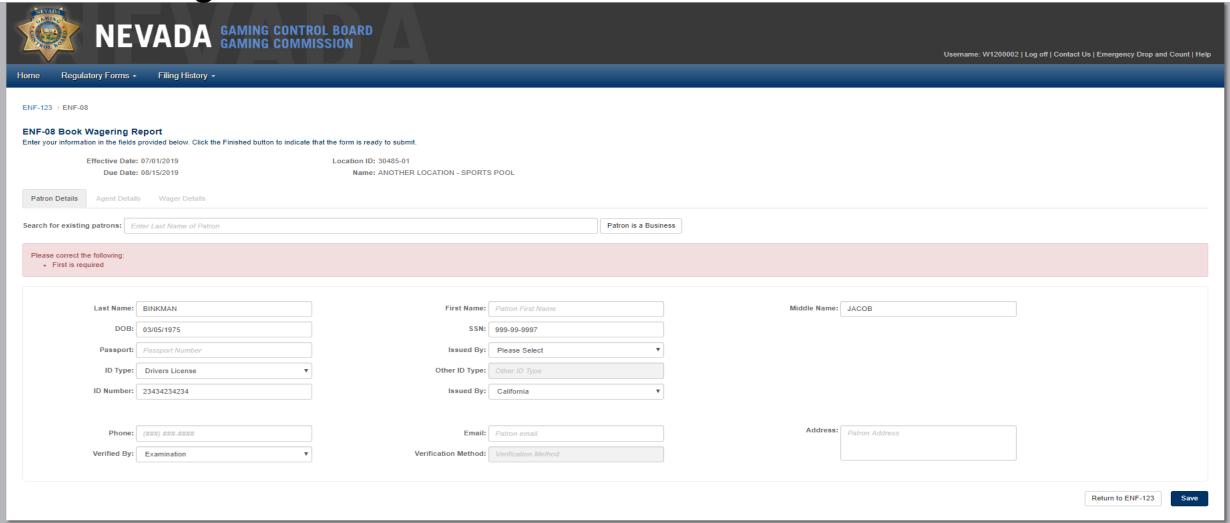
On the Agent Details tab, data can be added or modified. Click the Save button when finished.



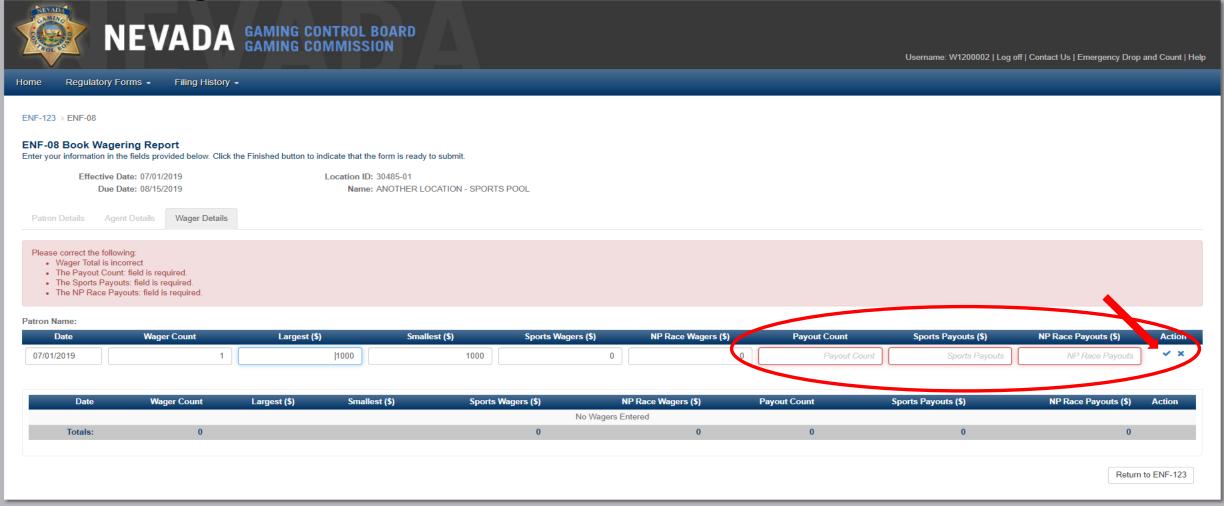
On the Wager Details tab, new information can be added or a wager row can be edited. Click on the **Action** checkbox to edit the row. The data will be redisplayed in the form. It can then be modified and saved.

- The online Book Wagering report system will produce errors and warnings if data is missing or incorrect.
- Errors must be corrected before the report can be successfully submitted.
- Warnings do not require correction prior to submission, but indicate a problem with the data. A warning left uncorrected may result in a follow up contact from the NV Gaming Control Board.
- It is recommended to correct any warnings before submitting the report.

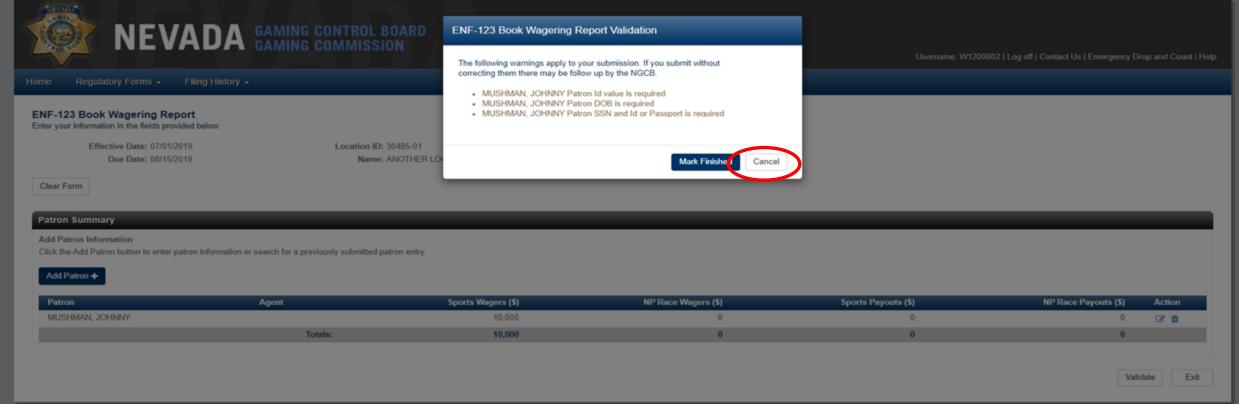
Return to Validate and Submit

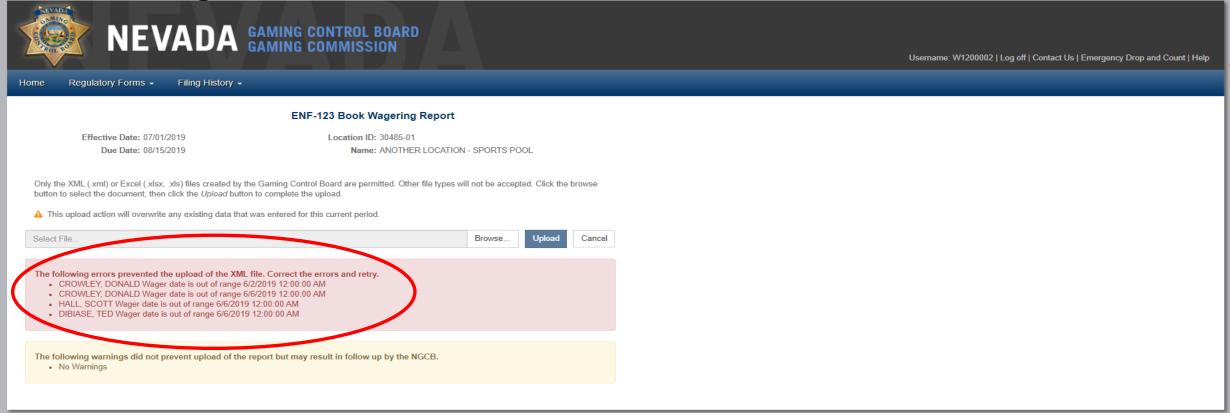


During manual data entry fields are validated for completeness.



During manual Wager entry, errors are displayed when attempting to save the input.





When using the file upload, errors may be related to data validity such as date range. This report is for July, but the wagers are from June.