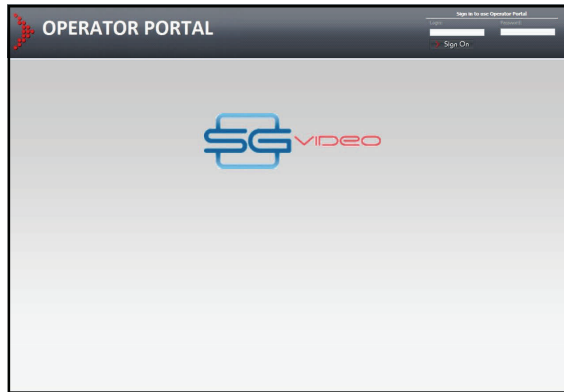
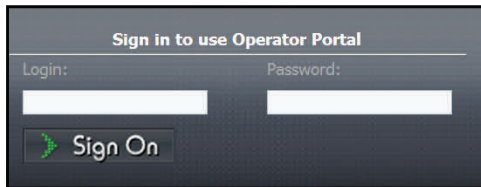


## SIGN ON

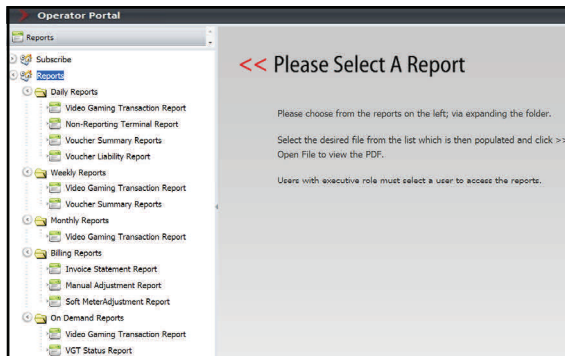
1. Using your web browser, open the **Operator Portal** page (reports.nmgcb.org).



2. Enter your User ID in the **Login** text box.
3. Enter your password in the **Password** text box.  
**Note:** User ID and Password will be provided by SGI.



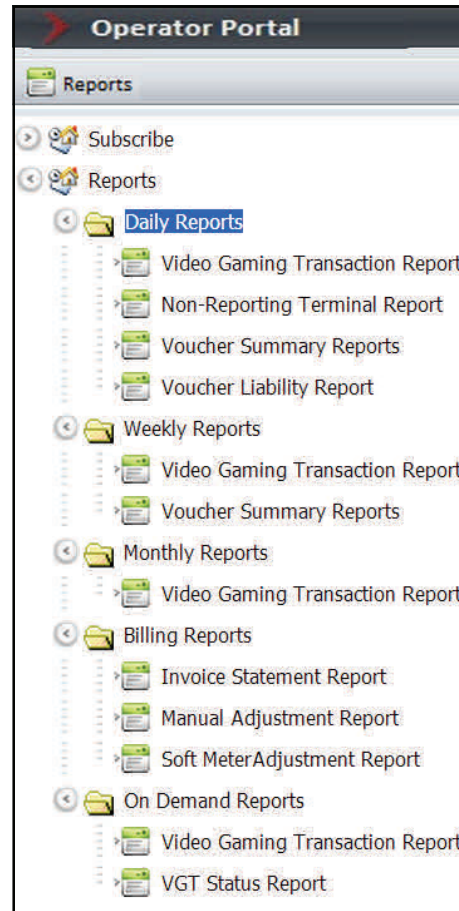
4. Click [**Sign On**]. The **Operator Portal** page displays.



## REPORT OPTIONS

The different report options are available on the left-side menu of the Operator Portal.

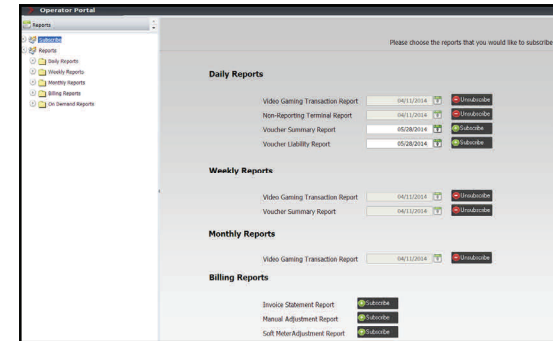
1. Click **Subscribe** to open the subscription screen and subscribe to reports.
2. Click the arrows to expand the folders.
3. Click a report to view the report on the right side of the screen.



## SUBSCRIBE

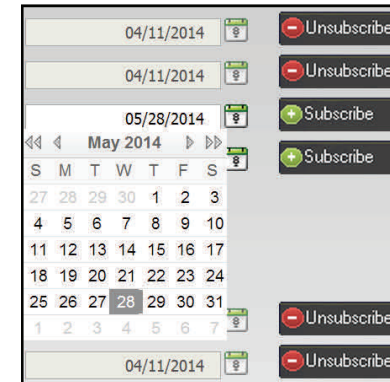
Subscribing to reports should be a one-time process. Terminal Operators should choose which reports they wish to subscribe to. To subscribe to reports:

1. From the menu options on the left, click **Subscribe**. The reports available for subscription display.



2. Subscribe to reports individually by clicking the [**Subscribe**] button. Only Daily, Weekly, and Monthly reports have subscription dates.

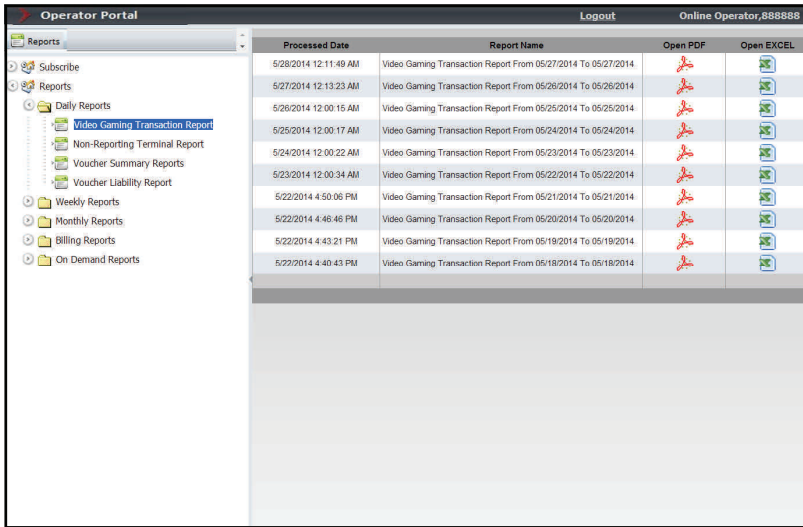
**Note:** Subscription dates can be altered by clicking the **Calendar** icon. The clicked date is the date the subscription starts. Subscription dates can be up to 1 year in advance, but cannot be for a past date.



**Note:** Billing reports are based on the billing period and do not have subscription dates.

## REPORTS

1. From the left-side menu options, select the report you wish to view. The right side will populate with the requested reports.



2. To export a report to PDF or Excel, click the appropriate icon to the right of the report name.

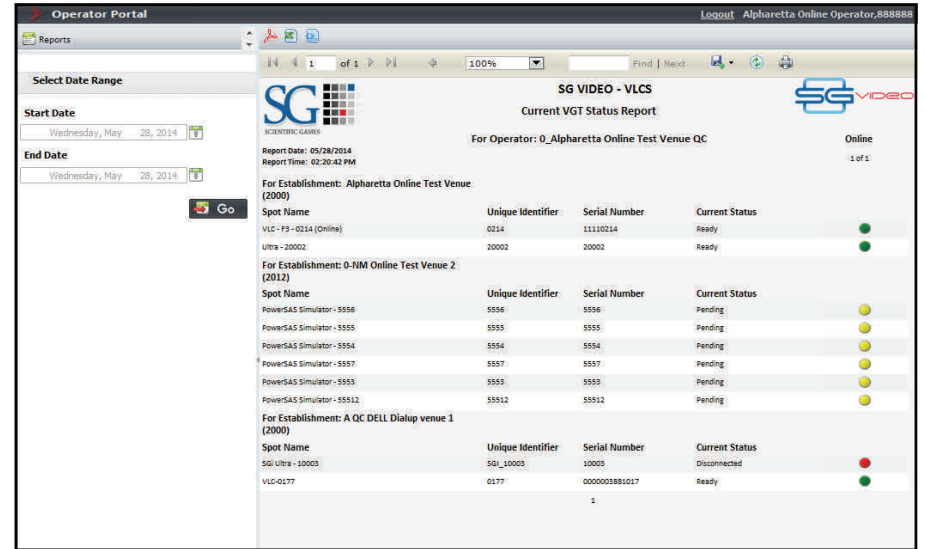


3. The report displays in the requested format.

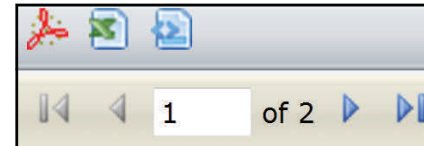
Establishment	VGT Start	Funds In	Funds Out	Current Credits	Net Funds	Amount Played	Amount Won	Net Revenue	State Share	Promo Credits In	Promo Credits Out
<b>Establishment: Alpharetta Online Test Venue (2000)</b>											
Totals For: 0 - Alpharetta Online	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Establishment: 0-NM IP Cell Test Venue 2 (2012)</b>											
Totals For: 0 - Alpharetta Online	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Establishment: 0-NM Online Test Venue 2 (2012)</b>											
Totals For: 0 - Alpharetta Online	7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Establishment: A QC DELL Dialup venue 1 (2000)</b>											
Totals For: 0 - Alpharetta Online	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals for: NMRetailers</b>	<b>11</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## ON-DEMAND REPORTS

From the left-side menu options, select the On Demand Report you wish to view. The **On Demand Report** screen displays.



To export a report to PDF, Excel, or XML, click the appropriate icon at the top of the report.



For the VGT Transaction Report, click the **Calendar** icon from the left-side options to choose a Start Date and End Date.

**Note:** Start and end dates are only available for the Video Gaming Transaction Report. The Current VGT Status Report date is set, and cannot be changed.

