**SIGN ON**

1. Using your web browser, open the Operator Portal page.

https://reports.nmgcb.org/OperatorPortal/

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.
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.

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.