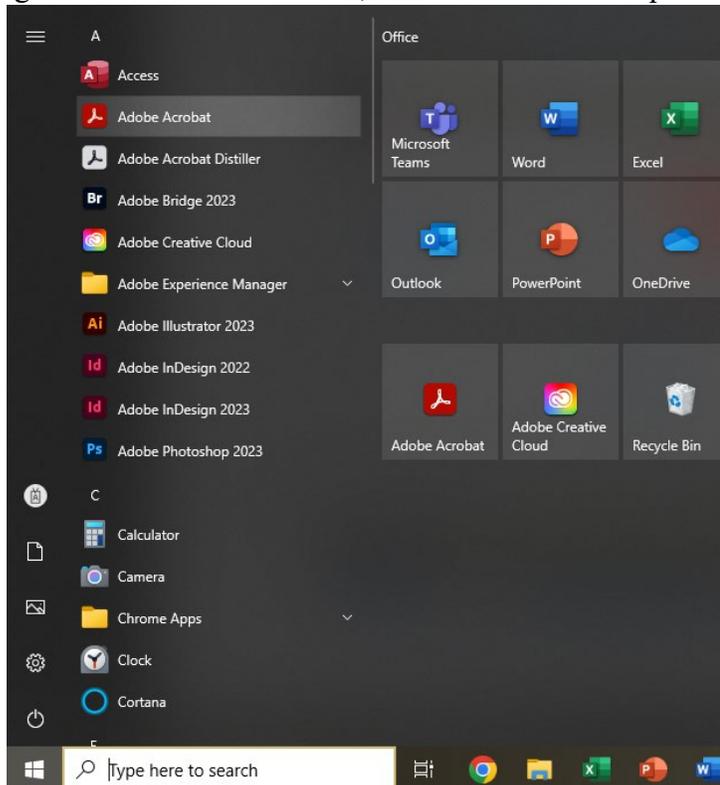


NORTH DAKOTA OFFICE OF ATTORNEY GENERAL GAMING DIVISION

How to guide for accessing the new fillable forms on the Attorney General's website
[Examples Are From A Windows 10 Device]

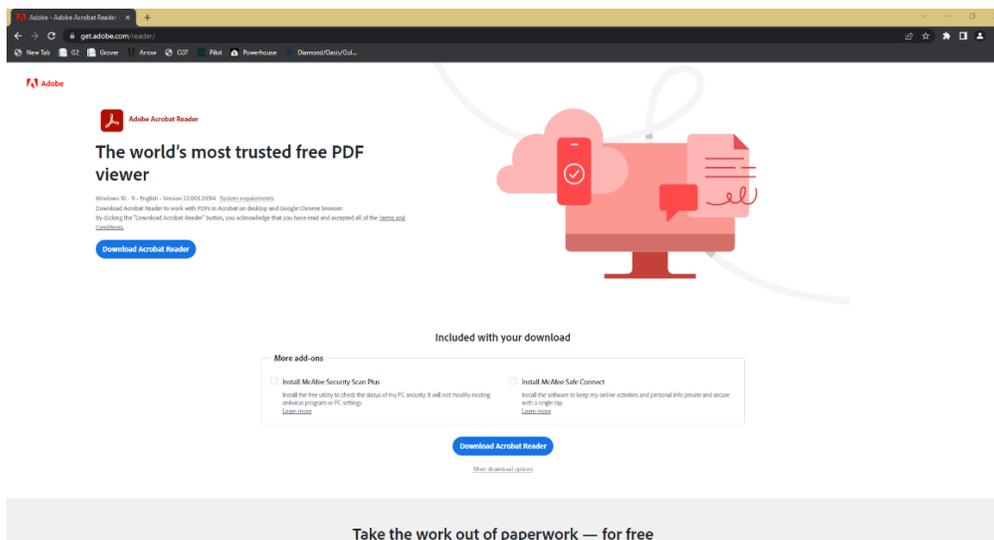
1. Verify your device is using Windows 10 or 11 if so... begin by clicking on the  in the bottom left or center (Windows 11) of your computer. On the menu under the letter "A" locate "Adobe Acrobat" as it is highlighted here. If it is not there, it must be install and proceed to step 2.



a.

2. Click this link to download Adobe Reader here: <https://get.adobe.com/reader/>

- a. Uncheck the add-ons for McAfee



b.

3. In the downloads you should see a file titled “readerdc64_en_xa_cra_mdr_install,” click on this file to begin installing Adobe Reader
 - a. Follow steps to install Adobe Reader, return to step 1 to confirm Adobe Reader “Adobe Acrobat” is installed.

4. Open your web browser and go to the Attorney General’s website and pick the form you’d like to open.

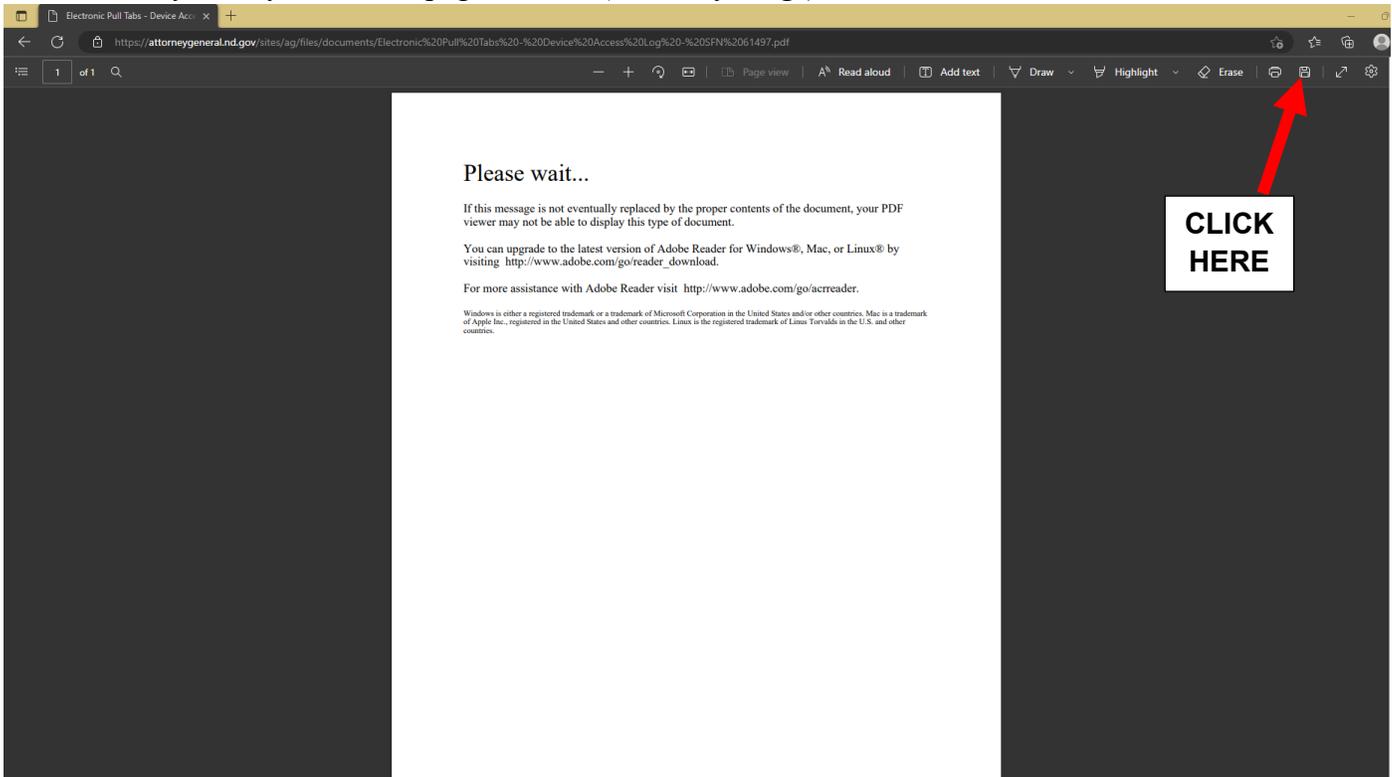
The screenshot shows a web browser window with the URL <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming-forms/electronic-pull-tabs>. The page header includes the North Dakota logo, the text "nd.gov Official Portal for North Dakota State Government", a search bar, and a "SIGN UP FOR VICTIM NOTIFICATIONS" button. The main header features the name "DREW H. WRIGLEY" and the title "NORTH DAKOTA ATTORNEY GENERAL". A navigation menu lists various departments: The Attorney General's Office, Consumer Resources, Public Safety, Criminal Justice Resources, Licensing and Gaming, News, Alcohol/Toxicology Testing, and Open Records & Meetings Laws. The "Licensing and Gaming" section is expanded, showing a list of gaming forms including Bingo, Electronic Pull Tabs, Electronic Quick Shot Bingo, Paddlewheel, Poker, Pull Tabs, Raffles, Sports Pools, Twenty-One, Other Game Types, General Forms, Tax Returns, and Distributor Forms. The "Electronic Pull Tabs" page content includes a heading "Electronic Pull Tabs" and a paragraph stating that licensed gaming organizations must complete training. A bulleted list of forms is provided, each with a brief description and a link to the form:

- [Device Access Log \(SFN 61497\)](#)
 - Used to record the access into an electronic pull tab device by any person.
- [Credit Redemption Register \(SFN 61495\)](#)
 - Record the payment to a player when the electronic pull tab device malfunctions.
- [Interim Period Site Summary \(SFN 61498\)](#)
 - Complete when the Interim Period Electronic Pull Tab Device Activity Report is generated from the system server, the system is non-operational, and currency is withdrawn from the device(s) at a site.
- [Interim Period Site Summary - Ticket In Ticket Out \(SFN 62152\)](#)
 - [Instructions for Interim Period Site Summary - Ticket In Ticket Out](#)
- [Summary Report-All Games \(SFN 61494\)](#)
 - summarizes electronic pull tab games using the information from the Electronic Pull Tabs Interim Period Site Summary forms and the system generated Monthly Interim Audit Report and Electronic Pull Tab Closed Game Summary Report for all games.
- [Employee Report \(SFN 61496\)](#)
 - used by an organization employee who is working on site and redeeming credit ticket vouchers.
- [Electronic Pull Tab Devices Runner Cash Reserve Bank Report \(SFN 61540\)](#)
 - Used when the person responsible for servicing the device(s) has a cash reserve bank established for buying back credit ticket vouchers.

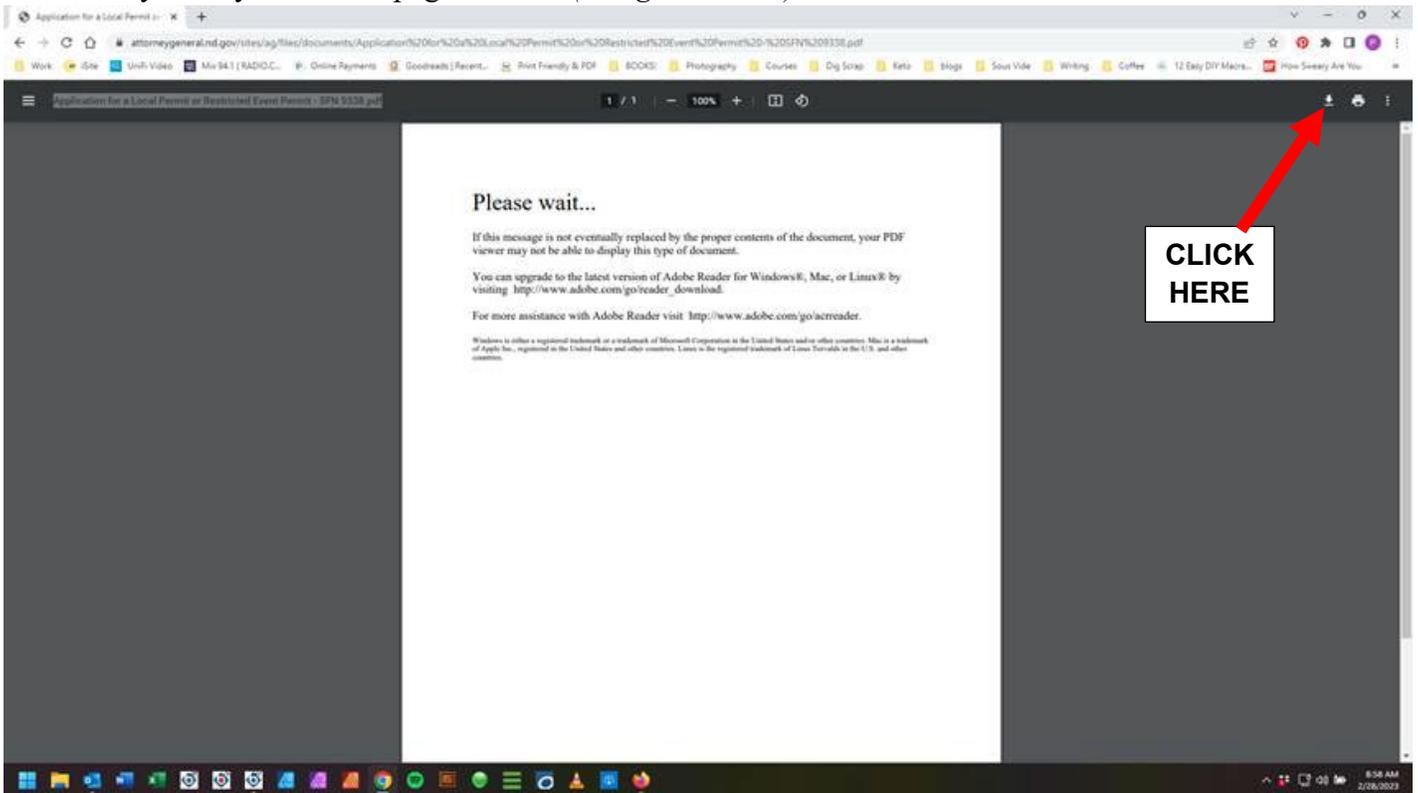
Other general forms for Electronic Pull Tab devices are: IOU, Ideal Cash Bank Master Record, Cumulative Ideal Cash Banks, and Reconciliation of Ideal Cash Banks. These additional forms can be found under

Then, depending on your web browser, once you click on a form you may see the following page

5. Then you may arrive at a page like this (*Microsoft Edge*)



6. Or you may arrive at a page like this (*Google Chrome*)

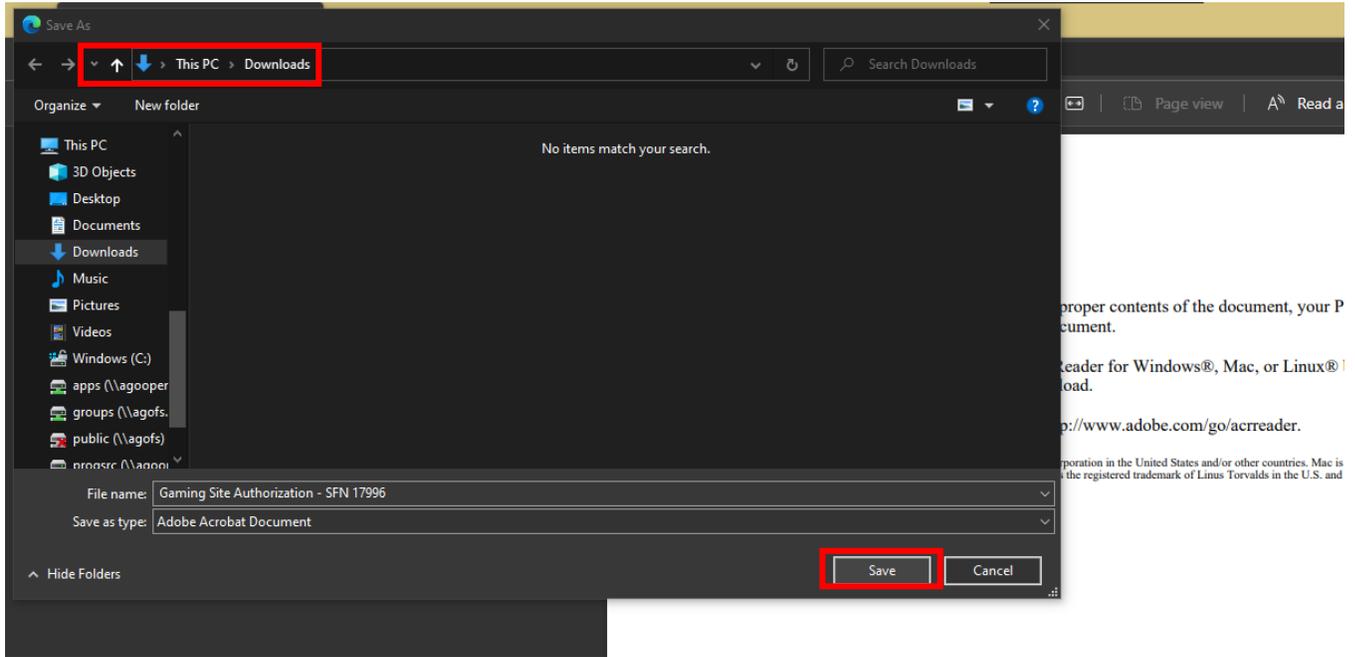


7. Now, (normally) in the upper right-hand corner for a button that says “Save,” “Save As,” or Download.

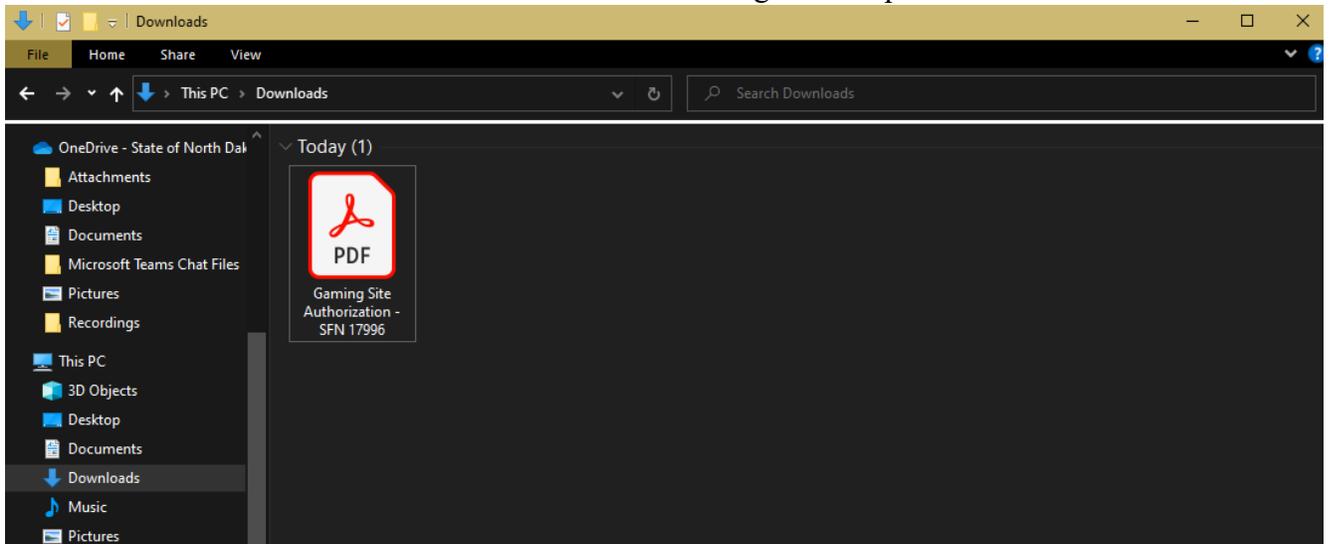


You may also see an icon that looks like  or . Please click this work or comment and save the document to a folder on your computer.

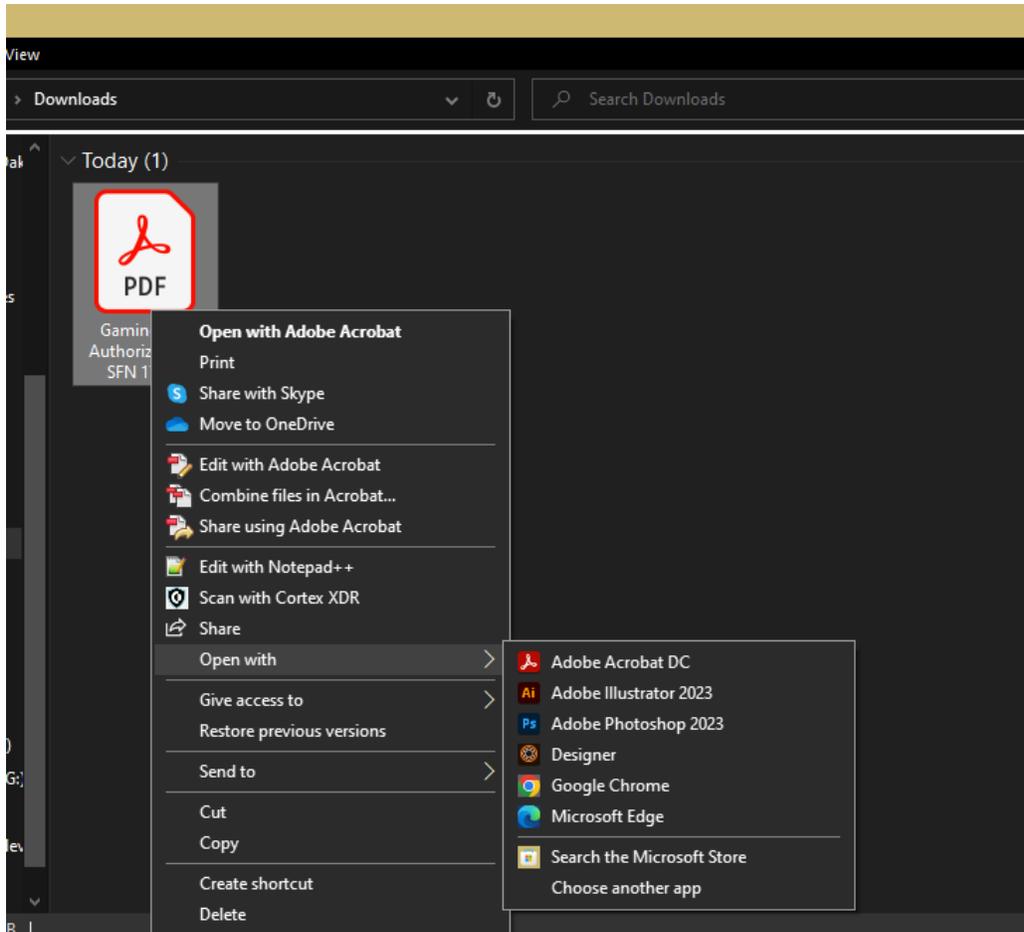
8. Please note where the document has been saved to



9. Locate the file in the folder it has been downloaded to using "File Explorer"



10. One click the file to highlight it. Then right click to bring up the pop-up menu. Hover over “Open With” and click “Adobe Acrobat DC”



11.

The file should then open in Adobe Reader. If you continue to experience issues please contact the Attorney General’s office at 701-328-4846