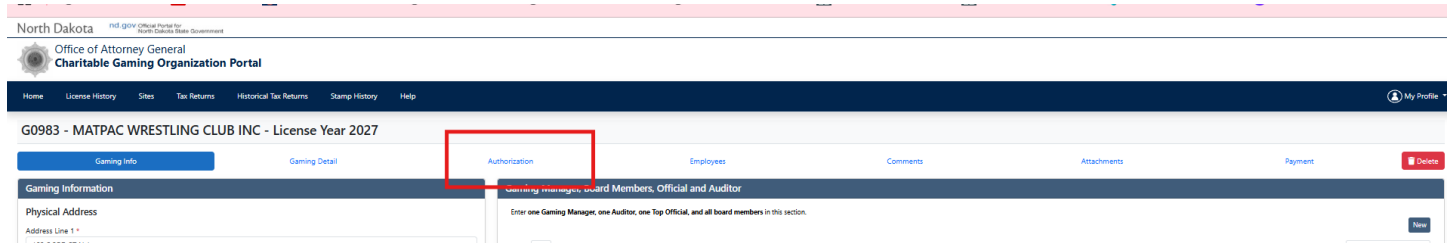


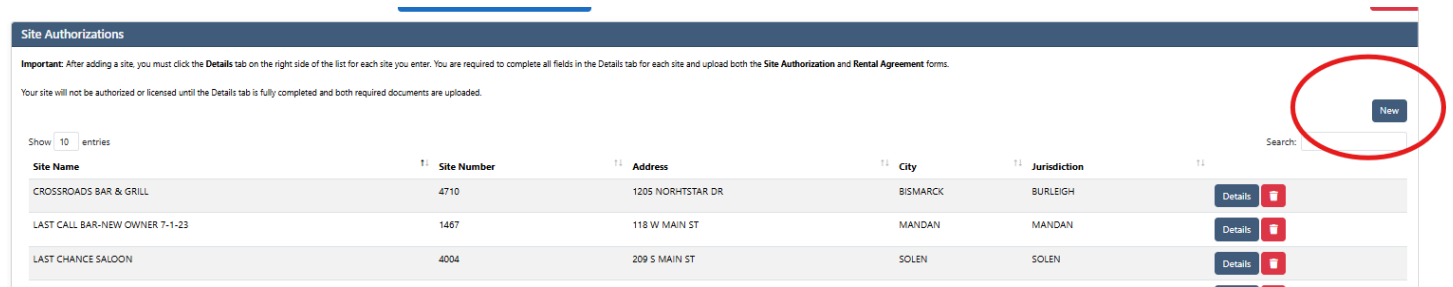
Entering Organization-Owned Sites in the Licensing Portal

Some organizations own their gaming sites. There is how to enter the correct information with your Deed on the portal.

Step 1: Go to Authorization Tab - Accessing Your Site



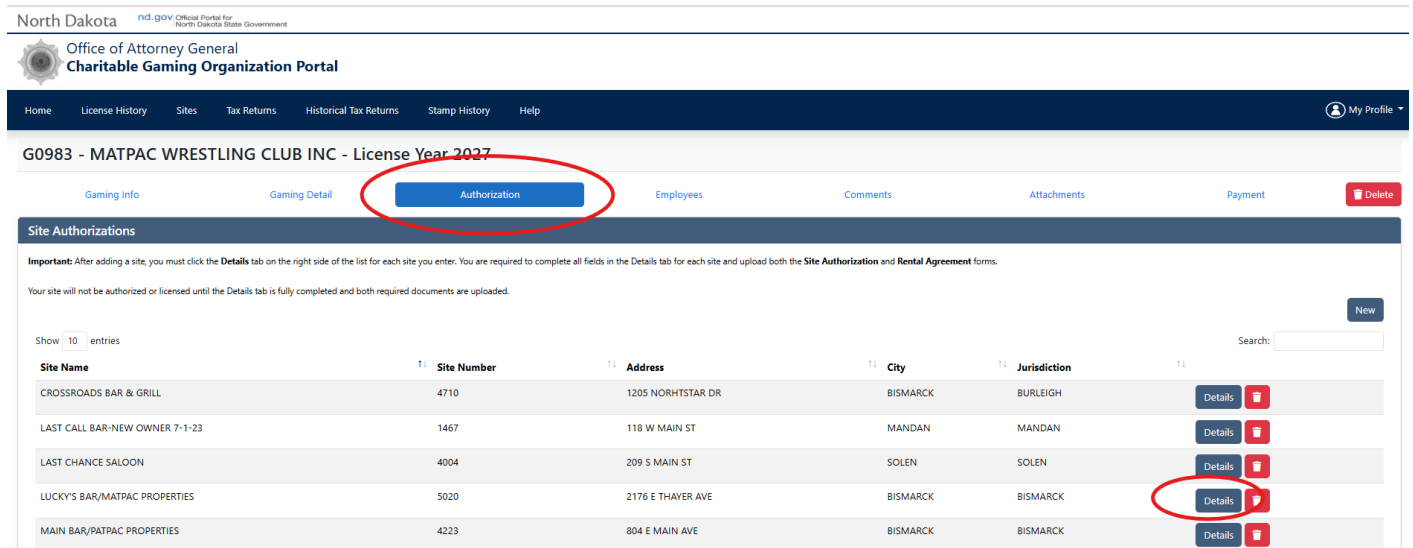
When working on your application, go to the **Authorization** tab. If your site does not appear in the list, you need to enter it as a new site.



After entering your site information, it should appear in the lines below.

To continue the process:

- Locate the site you just entered in the list
- Click **"Details"** next to that site to open and edit it



Entering Organization-Owned Sites in the Licensing Portal

Step 2: Site Authorization Tab – Must be completed before moving to the next step

On this tab, enter your site information and upload your **Site Authorization** document approved and signed by your local jurisdiction.

You must complete **all required fields within the site details**, including:

- Selecting your **game types**
- Entering the **days of the week** you will conduct gaming

This entire section must be completed before you can move on to the **Rental Agreement** section in the next step.

Site Authorization

Rental Agreement

[Return to Sites](#) Click **Return to Sites** to go back to your main list of site authorizations

5020 - LUCKY'S BAR/MATPAC PROPERTIES (2027) **Draft**

Please complete all needed information for your Site Authorization before entering the Rental Agreement information.

Site Authorization

Specific Location where games of chance will be conducted and played

Site

5020 - LUCKY'S BAR/MATPAC PROPERTIES

Physical Address

2176 E THAYER AVE

City

BISMARCK

State

ND

Zip Code

58501

County

BURLEIGH

Jurisdiction

BISMARCK - CITY

Does the Charitable Organization own the site? *

Yes

No

Requested Beginning Date *

07/01/2026

Ending Date *

06/30/2027

Upload Site Authorization Document *

Choose File No file chosen

Accepted formats: PDF, DOC, DOCX, JPG, PNG (Max size: 10MB)

Game Types

Game Types to be cor

Is Bingo the primar

Yes

No

Authorized number

0

At least one table mus

Authorized number

10

Authorized number

1

Days of the week of C

When finished with this tab, click **"Save,"** then select the **"Rental Agreement"** tab.

Entering Organization-Owned Sites in the Licensing Portal

Step 3: Rental Agreement (or Deed) Tab

On this tab, you will enter information related to your **rental agreement**.

- If you **rent your site**:
 - Enter the required rental agreement details
 - Upload your **Rental Agreement** document
- If you **own your site**:
 - List your **organization as the owner**
 - Enter **\$0** for rent for each game time
 - Upload your **Deed** in place of a rental agreement

All required fields must be completed and the appropriate document uploaded before moving on to the next step.

G0983 - MATPAC WRESTLING CLUB INC

Site Authorization | Rental Agreement

Return to Sites Click: Return to Sites to go back to your main list of site authorizations

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Rental Agreement

Site Owner *

Rental Period *

mm/dd/yyyy to mm/dd/yyyy

Rental Amounts

Game Type	Quantity	Monthly Rent Amount *
Twenty-One: Tables with Wagers over \$5	2	\$
Electronic Pull Tabs	10	\$
Paddlewheel Table	1	\$
Pull Tab Jar Bar	-	\$
Pull Tab Dispensing Device	-	\$
Total Monthly Rent:		\$0.00

Rental Agreement Document *

Choose File No file chosen

Saving and Continuing Once you have completed this section:

- Click **"Save"**. Then choose one of the following options:
 - Select **"Add Comments"** on the next tab, if applicable
 - Click **"Return to Sites"** to go back and continue your application or edit another site in your list

Make sure all required sections are complete before moving forward.