

# How to Update Your Site Authorization or Rental Agreement After Application Approval

If changes have been made to your rental agreement or gaming operations at an existing site, you must update your **Site Authorization** in the [Charitable Gaming Organization Portal](#).

To make changes, you will:

- Relinquish the current Site Authorization.
- Submit a new Site Authorization request for the same site.
- Update the information to reflect the current rental agreement and gaming activities.
- Submit the request to the Office of Attorney General for approval.

This process ensures your Site Authorization accurately reflects your current gaming operations.

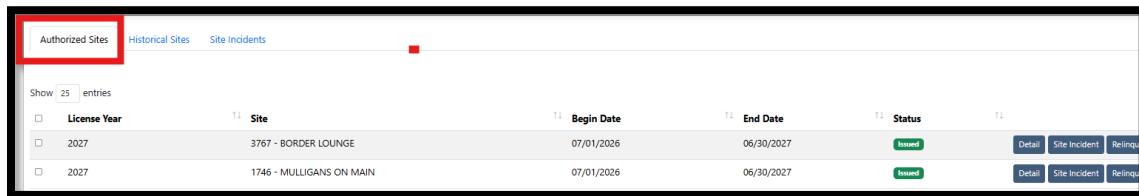
## **Examples of changes that require a new Site Authorization include:**

- Increasing or decreasing the number of electronic pull-tab devices.
- Updating the rental agreement.
- Adding or removing authorized game types (such as Sports Pools or Calcuttas).
- Any other changes affecting the site's approved gaming activities.

Because these changes modify an approved [Site Authorization](#) and [Rental Agreement](#), the Gaming Portal treats them as a **new Site Authorization request**.

## **Step 1: Open Your Authorized Sites**

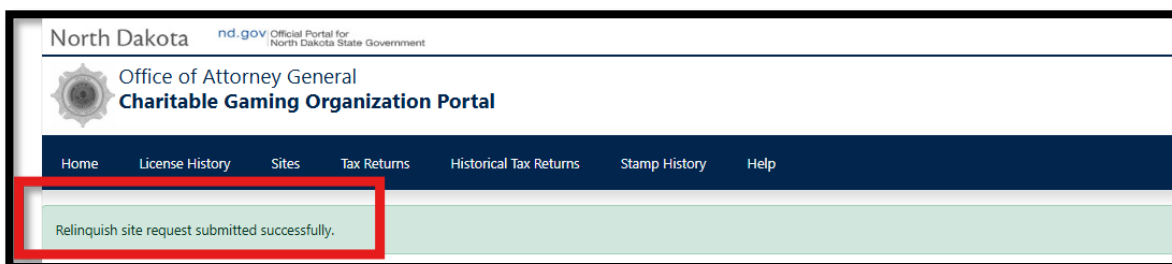
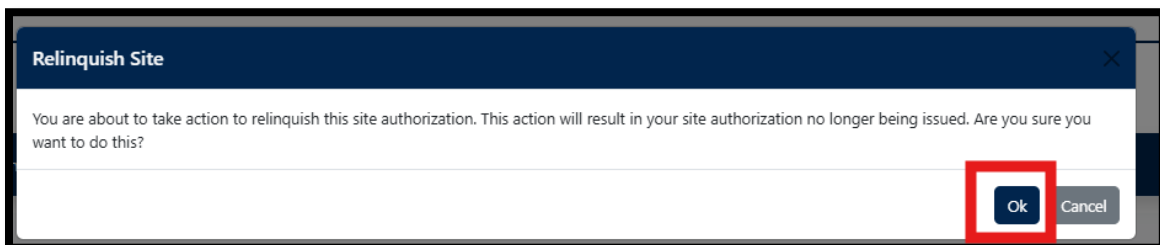
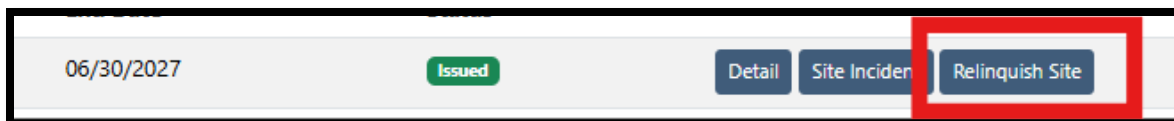
Log in to the **Charitable Gaming Organization Portal**. Select the **Sites** tab from the top navigation menu, then scroll to the bottom of the page to view your current **Authorized Sites** (see screenshots on next page).



## Step 2: Relinquish the Existing Site

Locate the site you need to update and select the blue **Relinquish Site** button on the right side of the page. Use this option any time you need to update your Site Authorization or Rental Agreement, including:

- Changing the number of gaming devices.
- Updating the rental agreement.
- Adding or removing authorized game types.
- Making any other changes to the site's approved gaming activities.



## Step 3: Add the Site Back

After relinquishing the site, select **New Request** and create a **new Site Authorization request** for the same location.



## Step 4: Complete and Submit New Request

Complete the information using your updated rental agreement and current gaming operations. Work through each of the four tabs (Site Authorization, Rental Agreement, Comments, Payment), updating the information as needed. Review all entries before continuing to the final tab.

On the final tab:

- Review all information for accuracy.
- Complete the required \$0.00 payment.
- Type your name and select the check box below name confirming NDLogin user requirements.
- Select Submit to send your Site Authorization request to the Office of Attorney General for review.
- **You may send us an email at [agogaming@nd.gov](mailto:agogaming@nd.gov) when finished letting us know you made this change due to modifying a current site so we can process quickly for you.**

If you need assistance with creating a new Site Authorization request, watch the [Entering Sites and Rental Agreements/Deeds on the Charitable Gaming Organization Portal](#) tutorial video.