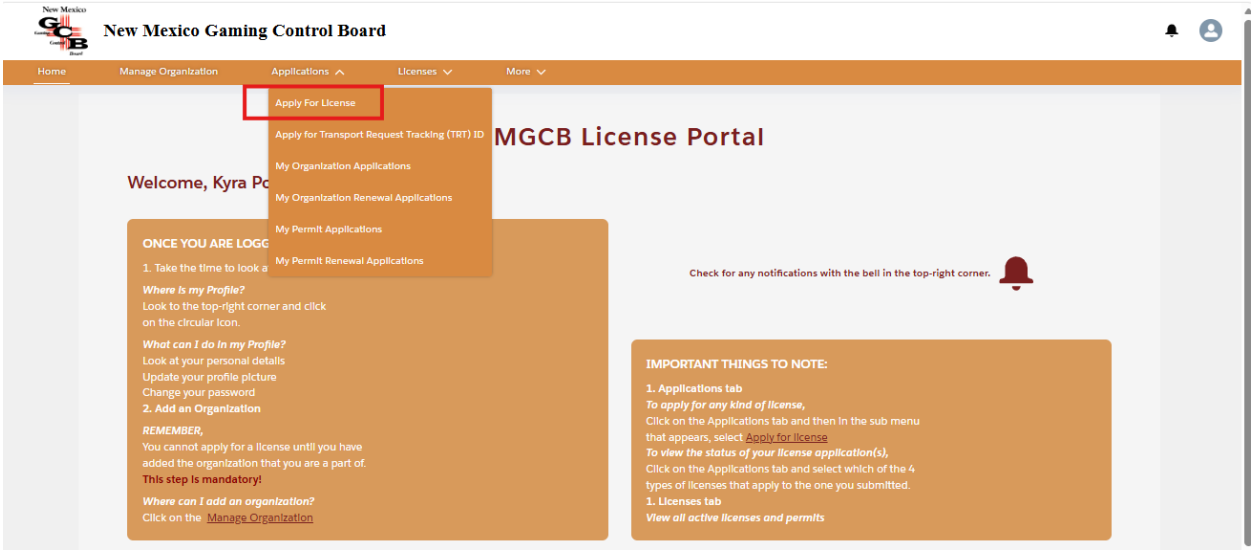
Associated Equipment Manufacturer Intake Application User Guide

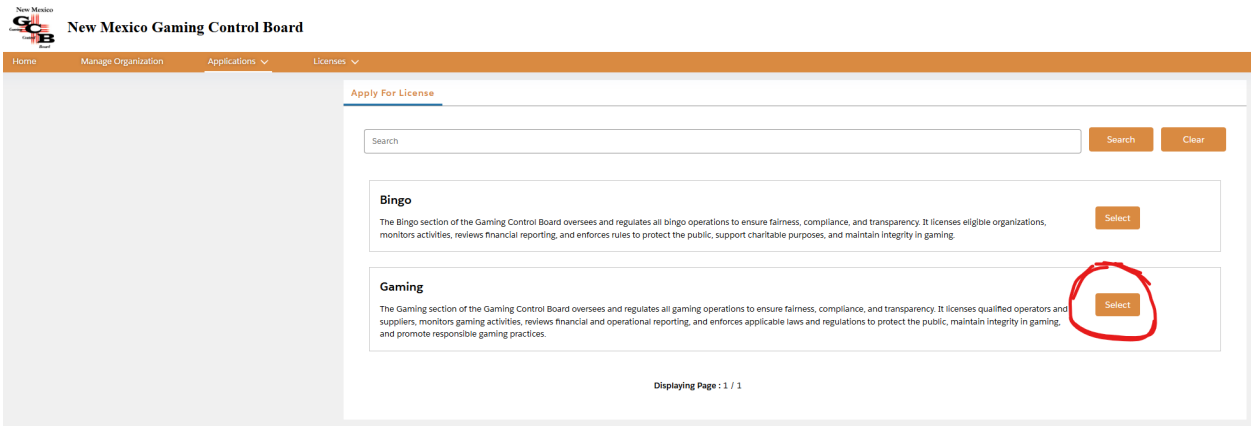
This user guide will walk you through submitting an Associated Equipment Manufacturer Application.

Step 1: Log in to the Portal / External Site via:
https://nmgcb.my.site.com/gcb/s/login/

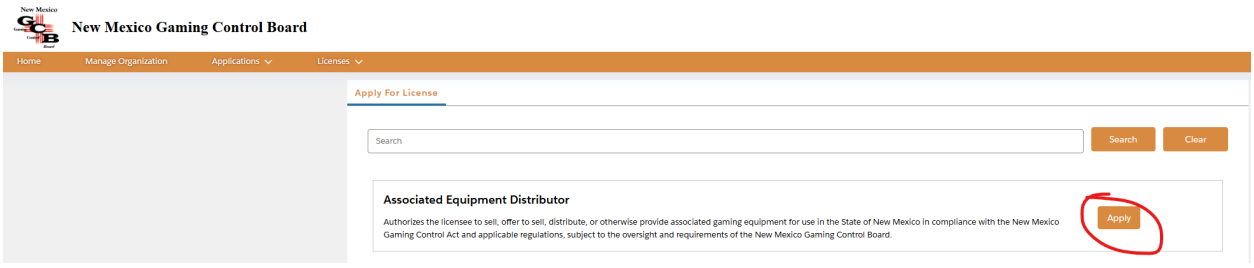
Step 2: Click on Applications -> Apply for License



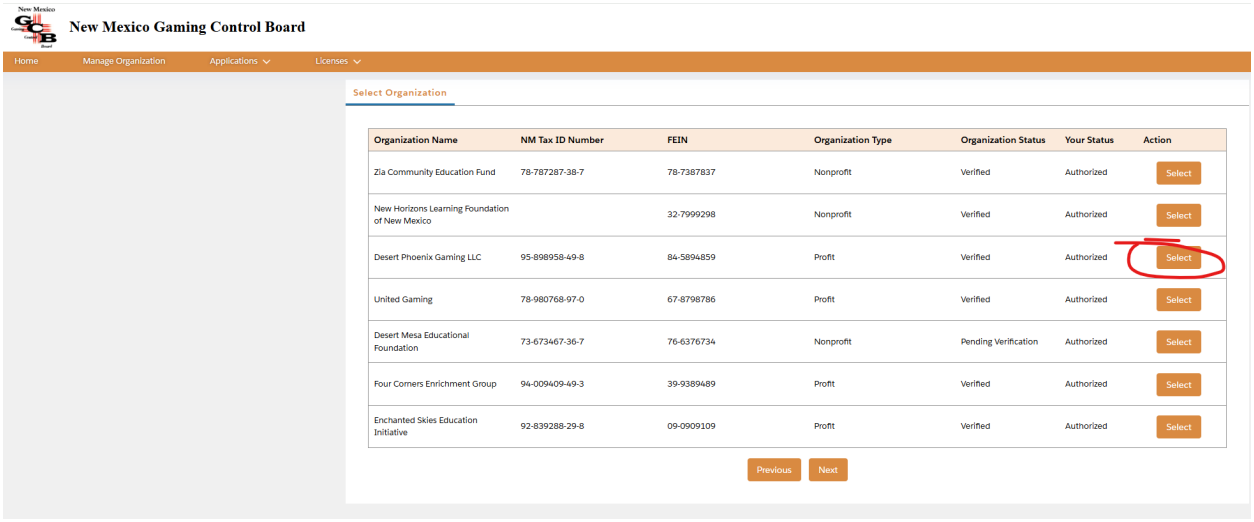
Step 3: Click Select for 'Gaming Board'



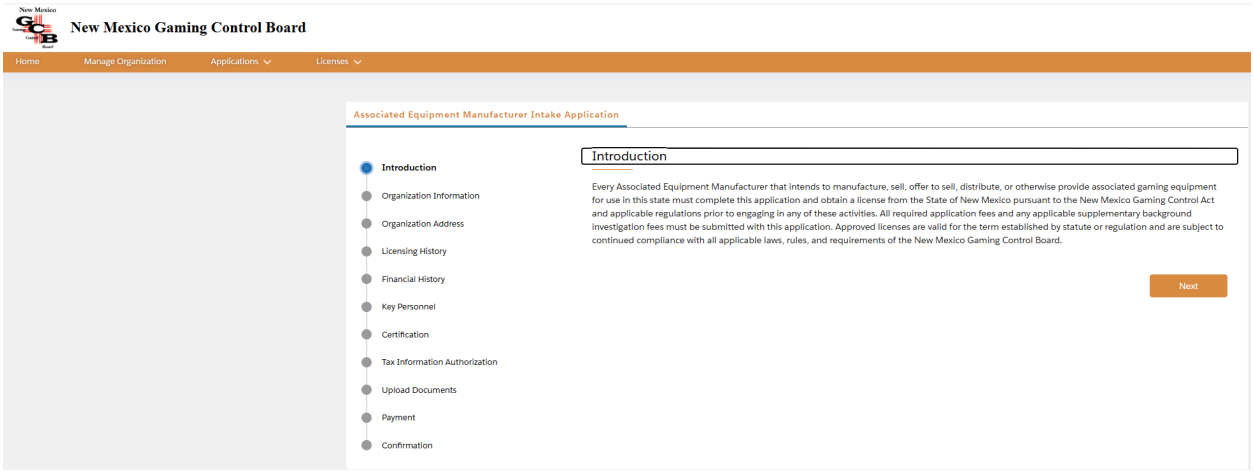
Step 4: Click 'Apply' next to Associated Equipment Manufacturer to launch the application.



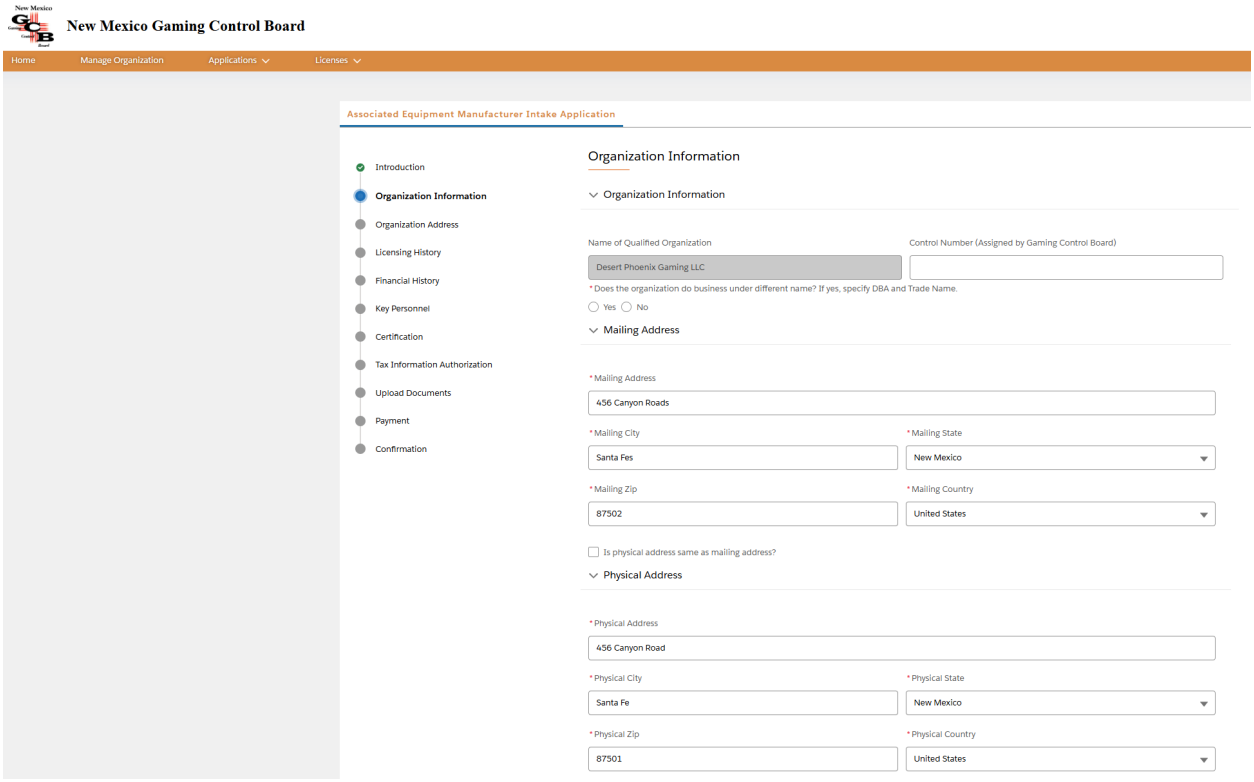
Step 5: Specify the ‘Profit’ Organization for which you would like to apply for this License. **You cannot apply for this license for a Nonprofit Organization.**



Step 6: First is the Introduction Screen



Step 7: Next is the Organization Information Screen



First Primary Contact Information

* First Contact Name

First Title

* First Contact Phone ((000) XXX-XXXX)

* First Contact Email

☐ Is primary contact address same as mailing address?

First Primary Contact Address

* Street

* City

* State

New Mexico

* Zip

* Country

United States

Second Primary Contact Information

Second Contact Name

Second Title

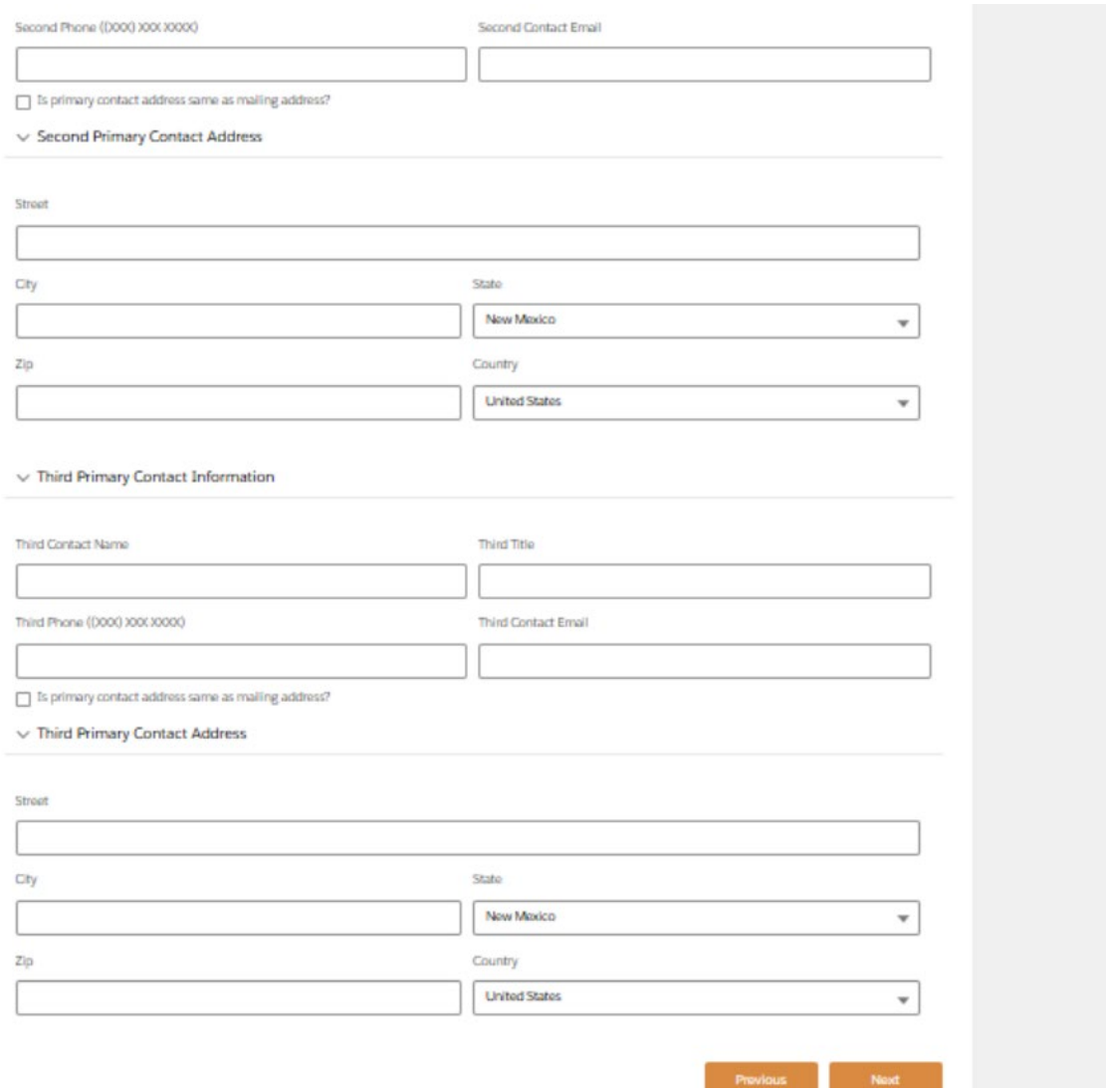
Second Phone ((000) XXX-XXXX)

Second Contact Email

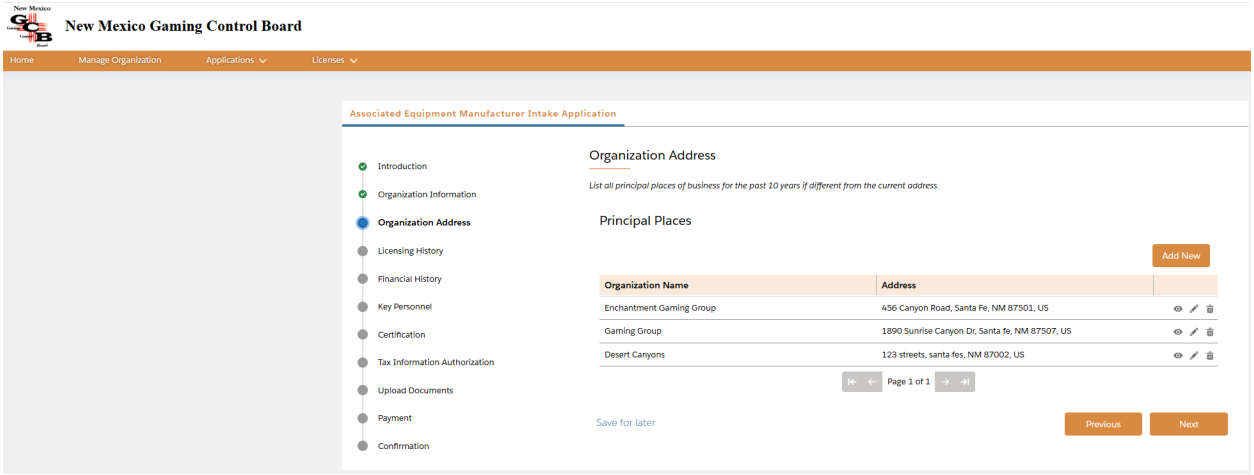
☐ Is primary contact address same as mailing address?

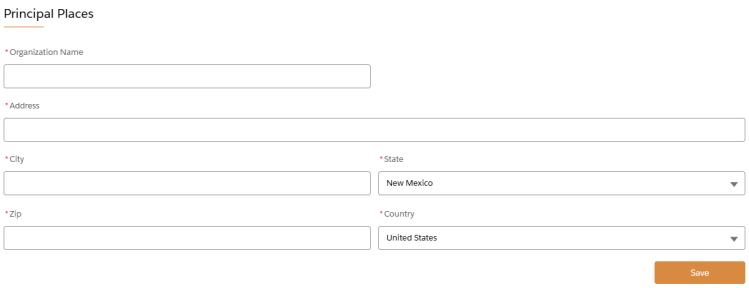
Second Primary Contact Address

Street

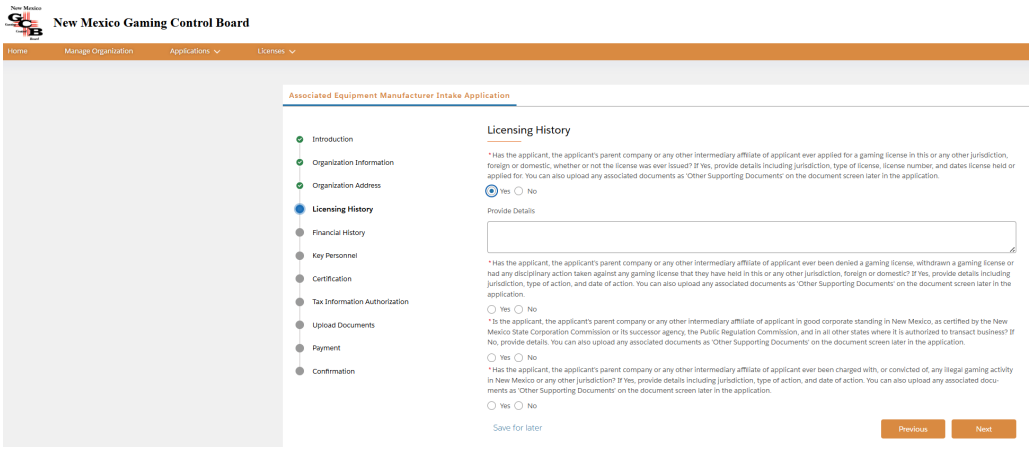


Step 8: Next is the Organization Address Screen. Click 'Add New' to add an entry. You also have ability to view, edit, or delete existing line items.

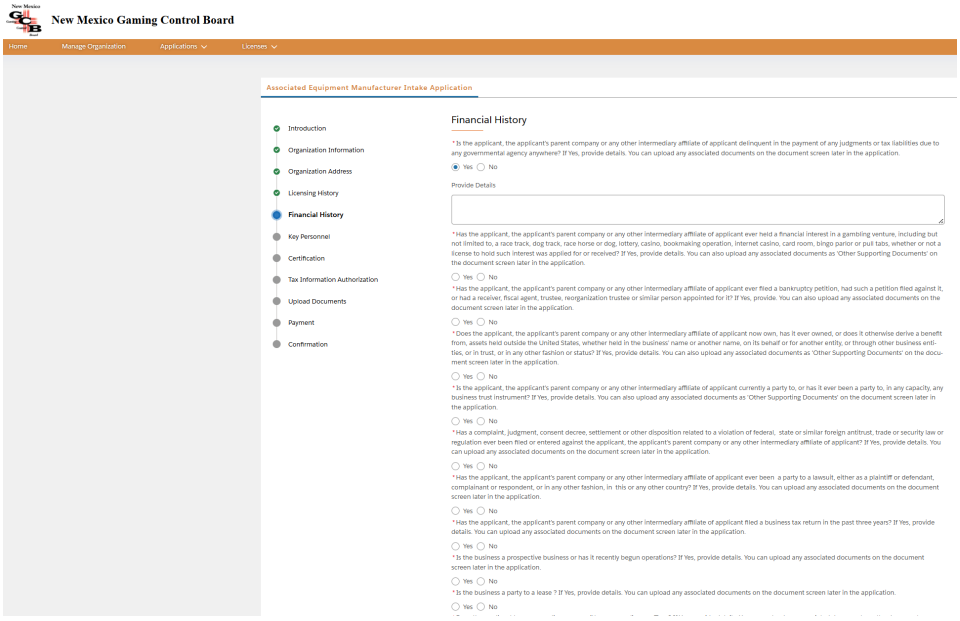




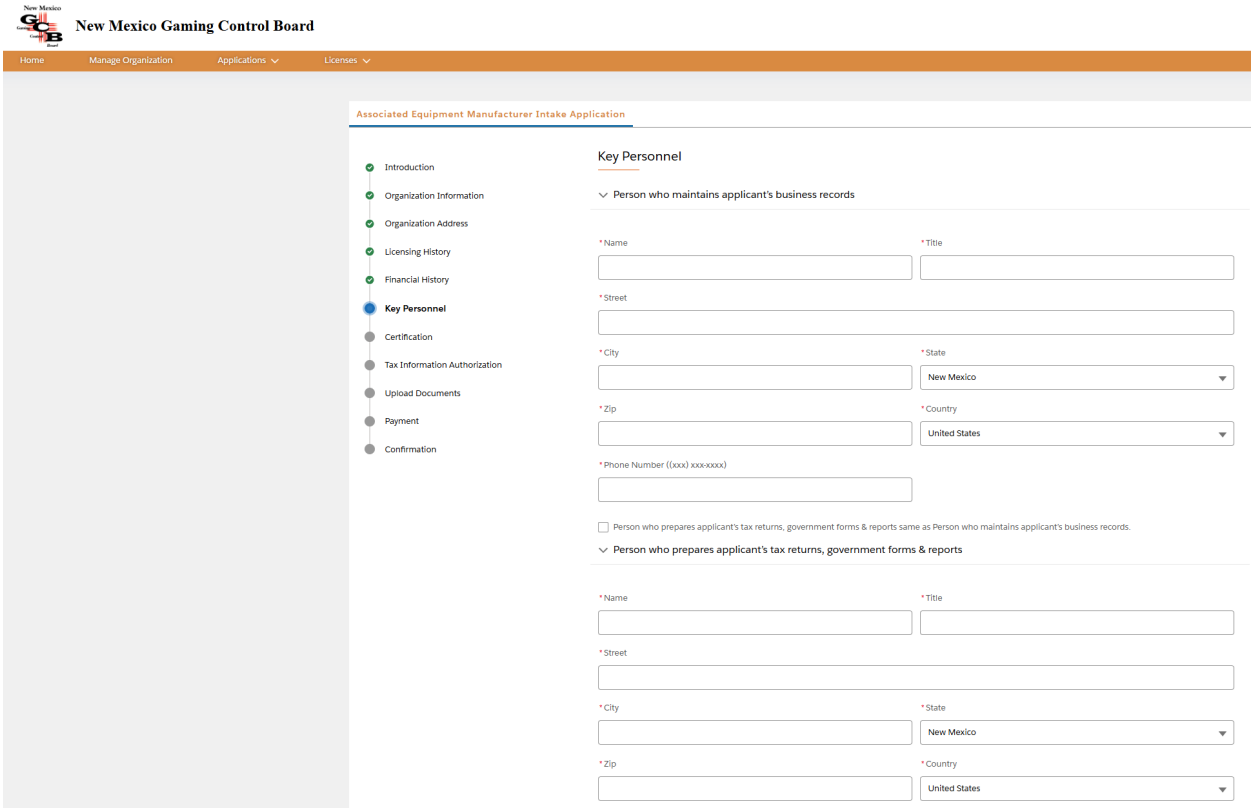
Step 9: Next is the Licensing History Screen. Based on response, an explanation box will be required.



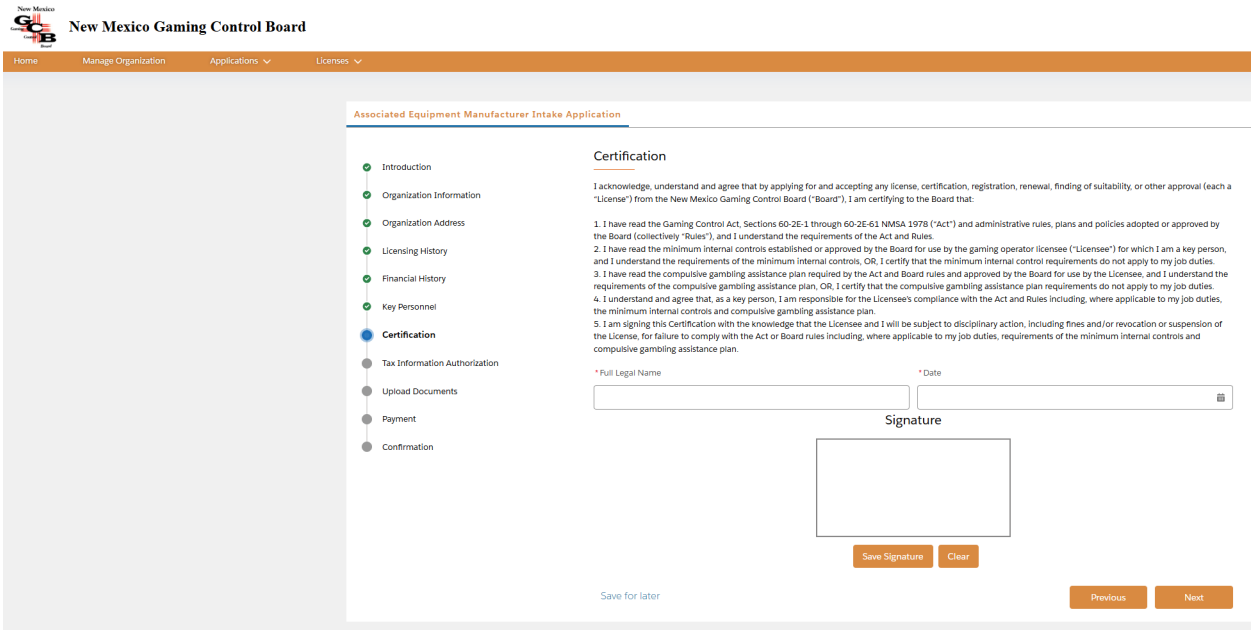
Step 10: Next is the Financial History Screen. Based on response, an explanation box will be required



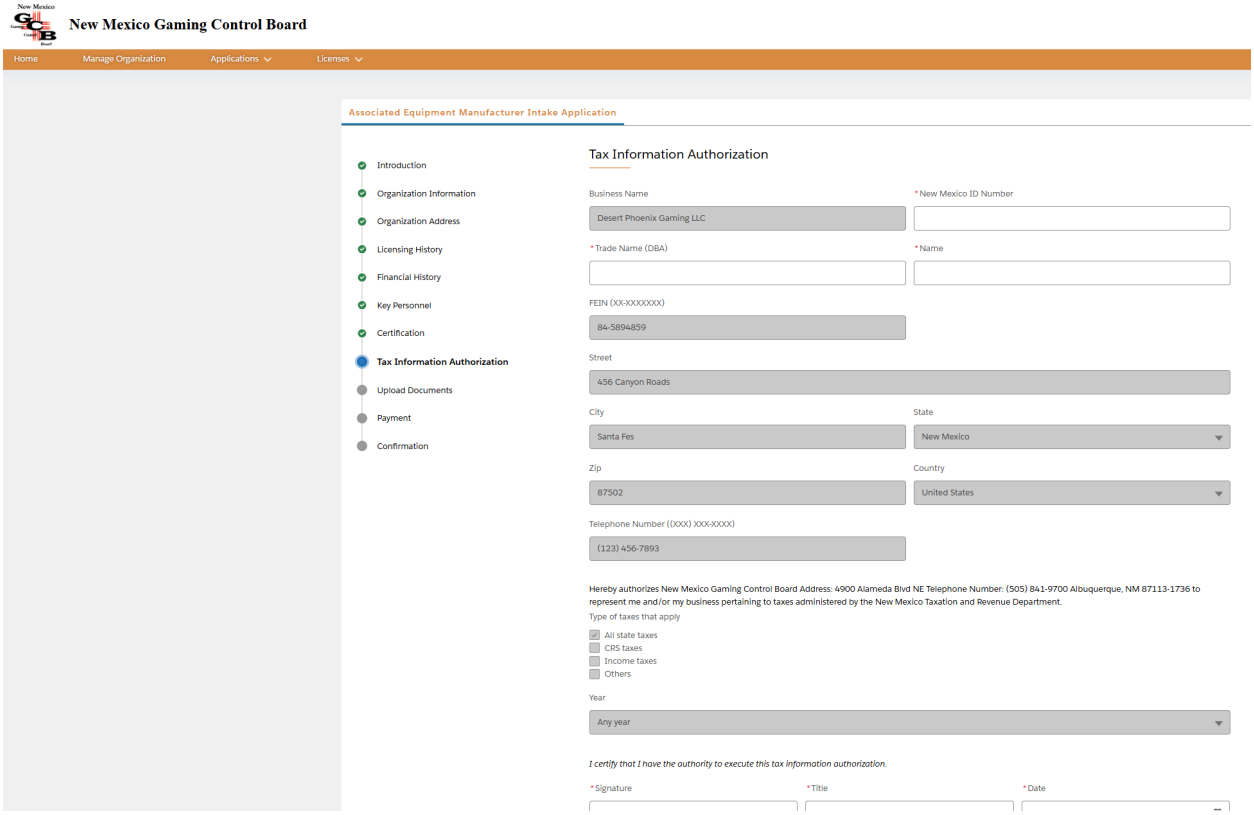
Step 11: Next is the Key Personnel Screen



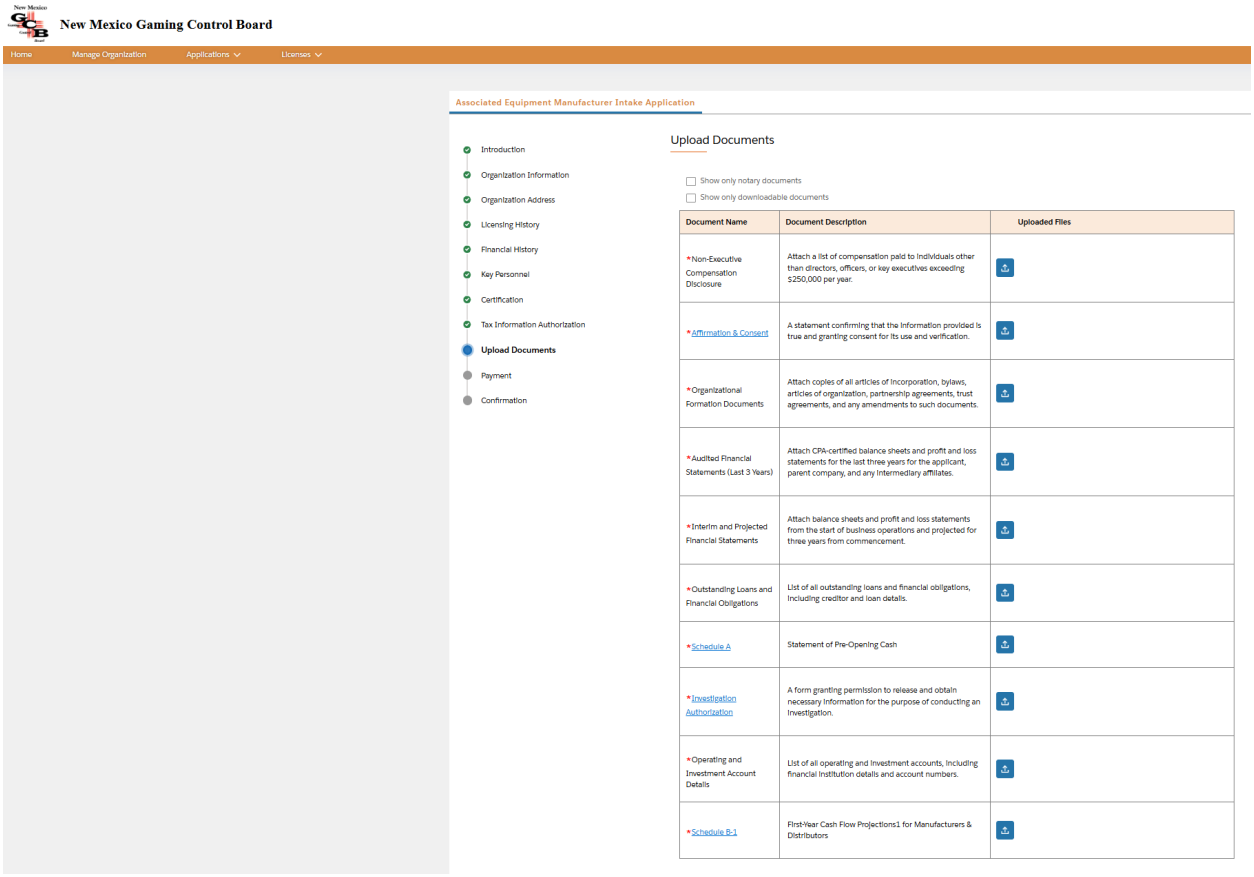
Step 12: Next is the Certification Screen



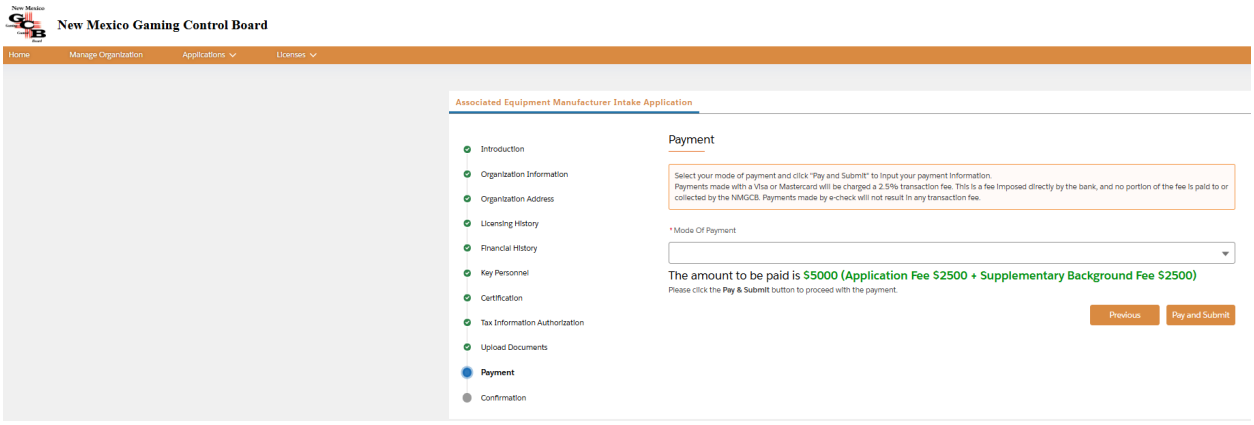
Step 13: Next is the Tax Information Authorization Screen



Step 14: Next is the Upload Documents Screen. Click the blue upload button to upload the mandatory file(s).



Step 15: Next is the Payment Screen. Specify the 'Mode of Payment', then click Pay & Submit.



Step 16: Last is the Confirmation Screen