

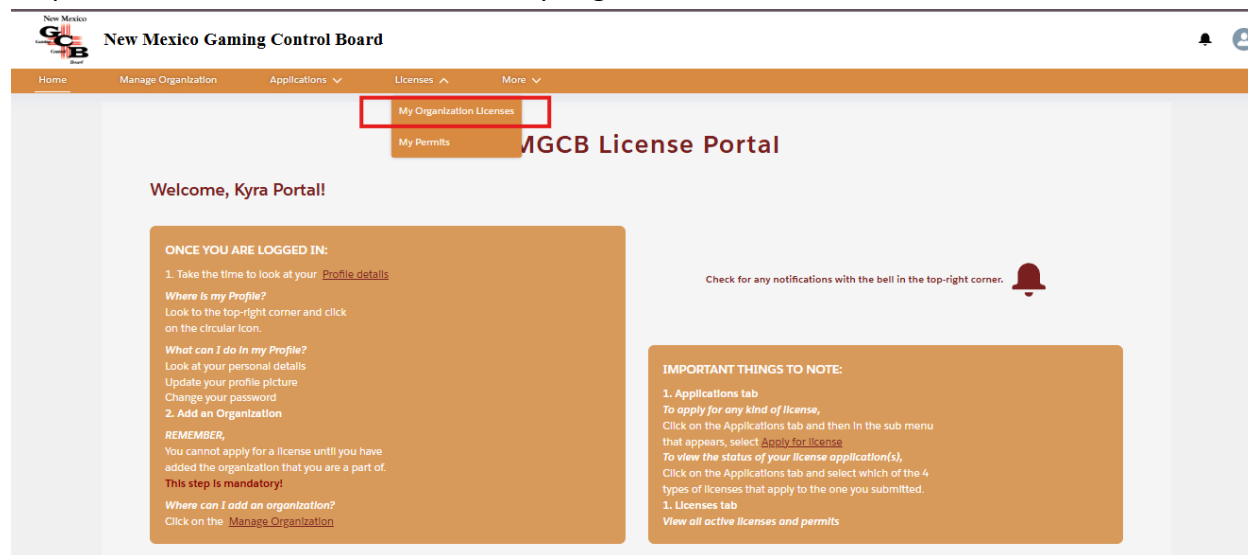
Gaming Machine Distribution Renewal Application Technical Document

This document will walk Applicant through submitting a Gaming Machine Distribution Renewal Application.

Step 1: Log in to the External Site / Portal via:

<https://nmgcb.my.site.com/gcb/s/login/>

Step 2: Click on 'Licenses', then select 'My Organization Licenses'



New Mexico Gaming Control Board

Home Manage Organization Applications Licenses More

My Organization Licenses My Permits

MGCB License Portal

Welcome, Kyra Portal!

ONCE YOU ARE LOGGED IN:

1. Take the time to look at your [Profile details](#)

Where is my Profile?
Look to the top-right corner and click on the circular icon.

What can I do in my Profile?
Look at your personal details
Update your profile picture
Change your password

2. Add an Organization

REMEMBER,
You cannot apply for a license until you have added the organization that you are a part of.
This step is mandatory!

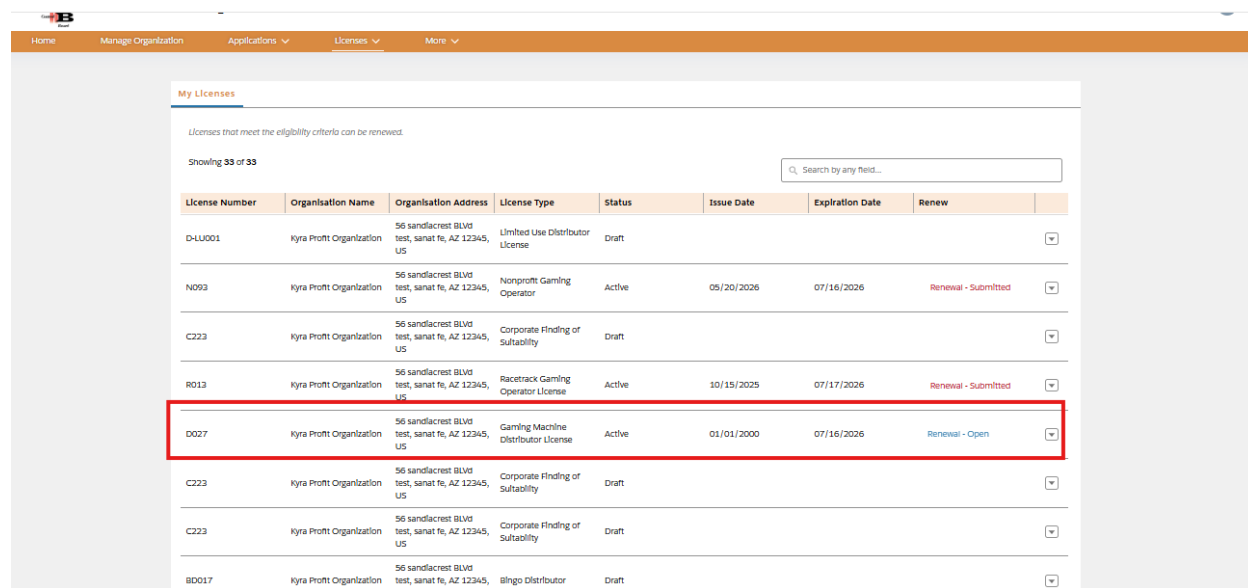
Where can I add an organization?
Click on the [Manage Organization](#)

Check for any notifications with the bell in the top-right corner.

IMPORTANT THINGS TO NOTE:

1. **Applications tab**
To apply for any kind of license, Click on the Applications tab and then in the sub menu that appears, select [Apply for license](#)
To view the status of your license application(s), Click on the Applications tab and select which of the 4 types of licenses that apply to the one you submitted.
1. Licenses tab
View all active licenses and permits

Step 3: This screen will show all Licenses for the logged in portal / guest user. The Licenses which fall within the Renewal Window will have a 'Renewal-open' button present as shown below. Upon clicking 'Renew' the Renewal Application will launch.



My Licenses

Licenses that meet the eligibility criteria can be renewed.

Showing 33 of 33

Search by any field...

License Number	Organisation Name	Organisation Address	License Type	Status	Issue Date	Expiration Date	Renew
D-LU001	Kyra Proffitt Organization	56 sandlcrest BLVD test, sanat fe, AZ 12345, US	Limited Use Distributor License	Draft			
N093	Kyra Proffitt Organization	56 sandlcrest BLVD test, sanat fe, AZ 12345, US	Nonprofit Gaming Operator	Active	05/20/2026	07/16/2026	Renewal - Submitted
C223	Kyra Proffitt Organization	56 sandlcrest BLVD test, sanat fe, AZ 12345, US	Corporate Finding of Suitability	Draft			
R013	Kyra Proffitt Organization	56 sandlcrest BLVD test, sanat fe, AZ 12345, US	Racetrack Gaming Operator License	Active	10/15/2025	07/17/2026	Renewal - Submitted
D027	Kyra Proffitt Organization	56 sandlcrest BLVD test, sanat fe, AZ 12345, US	Gaming Machine Distributor License	Active	01/01/2000	07/16/2026	Renewal - Open
C223	Kyra Proffitt Organization	56 sandlcrest BLVD test, sanat fe, AZ 12345, US	Corporate Finding of Suitability	Draft			
C223	Kyra Proffitt Organization	56 sandlcrest BLVD test, sanat fe, AZ 12345, US	Corporate Finding of Suitability	Draft			
BD017	Kyra Proffitt Organization	56 sandlcrest BLVD test, sanat fe, AZ 12345, ---	Bingo Distributor	Draft			

Step 4: First is the Introduction Screen

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Introduction

Every Associated Equipment Distributor that intends to sell, offer to sell, or otherwise provide associated gaming equipment for use in this state must complete this application and obtain a license from the State of New Mexico pursuant to applicable provisions of the New Mexico Gaming Control Act and related regulations prior to engaging in any of these activities. An application fee and any required supplementary background investigation fees must be submitted with this application. Approved licenses are valid for the period established by the New Mexico Gaming Control Board.

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Step 5: Next is the Organization Information Screen. This screen will pre-populated based on the Applicant's information.

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Organization Information

Organization Information

Name of Qualified Organization

Desert Phoenix Gaming LLC

Control Number (Assigned by Gaming Control Board)

784848

* Does the organization do business under different name? If yes, specify DBA and Trade Name.

☒ Yes ☐ No

* Doing Business As (DBA)

Desert Phoenix Gaming LLC Corporate

* Trade Names

Desert Phoenix Gaming LLC Corporate

Mailing Address

* Mailing Address

456 Canyon Roads

* Mailing City

Santa Fe

* Mailing State

New Mexico

* Mailing Zip

87502

* Mailing Country

United States

☒ Is physical address same as mailing address?

* Business Phone ((XXX) XXX-XXXX)

(123) 456-7893

* Business Email

dpgaming@email.com

FEIN (XX-XXXXXXX)

84-5894859

NM State Tax ID Number (XX-XXXXXX-XX-X)

95-898958-49-8

Type of Business Structure

Limited Liability Company

State of Creation of Business Entity

Maryland

Step 6: Next is the Organization Address Screen. Applicant has ability to Add, Edit, or Remove any Principal Place from the table.

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Organization Address

List all principal places of business for the past 10 years if different from the current address.

Principal Places

Add New

Organization Name	Address	
Enchantment Gaming Group	456 Canyon Road, Santa Fe, NM 87501, US	
Gaming Group	1890 Sunrise Canyon Dr, Santa fe, NM 87507, US	
Desert Canyon	123 street, santa fe, NM 87001, US	

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Principal Places

* Organization Name

* Address

* City

* State

New Mexico

* Zip

* Country

United States

Save

Step 7: Next is the Licensing History Screen. Based on responses, additional text box will appear requesting additional information.

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Licensing History

* Has the applicant, the applicant's parent company or any other intermediary affiliate of applicant ever applied for a gaming license in this or any other jurisdiction, foreign or domestic, whether or not the license was ever issued? If Yes, provide details including jurisdiction, type of license, license number, and dates license held or applied for. You can also upload any associated documents as 'Other Supporting Documents' on the document screen later in the application.

☒ Yes ☐ No

Provide Details

* Has the applicant, the applicant's parent company or any other intermediary affiliate of applicant ever been denied a gaming license, withdrawn a gaming license or had any disciplinary action taken against any gaming license that they have held in this or any other jurisdiction, foreign or domestic? If Yes, provide details including jurisdiction, type of action, and date of action. You can also upload any associated documents as 'Other Supporting Documents' on the document screen later in the application.

☐ Yes ☐ No

* Is the applicant, the applicant's parent company or any other intermediary affiliate of applicant in good corporate standing in New Mexico, as certified by the New Mexico State Corporation Commission or its successor agency, the Public Regulation Commission, and in all other states where it is authorized to transact business? If No, provide details. You can also upload any associated documents as 'Other Supporting Documents' on the document screen later in the application.

☐ Yes ☐ No

* Has the applicant, the applicant's parent company or any other intermediary affiliate of applicant ever been charged with, or convicted of, any illegal gaming activity in New Mexico or any other jurisdiction? If Yes, provide details including jurisdiction, type of action, and date of action. You can also upload any associated documents as 'Other Supporting Documents' on the document screen later in the application.

☐ Yes ☐ No

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Step 8: Next is the Financial History Screen. Based on certain responses, additional text boxes will appear to collect more information.

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Financial History

* Is the applicant, the applicant's parent company or any other intermediary affiliate of applicant delinquent in the payment of any judgments or tax liabilities due to any governmental agency anywhere? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☒ Yes ☐ No

Provide Details

* Has the applicant, the applicant's parent company or any other intermediary affiliate of applicant ever held a financial interest in a gambling venture, including but not limited to, a race track, dog track, race horse or dog, lottery, casino, bookmaking operation, internet casino, card room, bingo parlor or pull tabs, whether or not a license to hold such interest was applied for or received? If Yes, provide details. You can also upload any associated documents as 'Other Supporting Documents' on the document screen later in the application.

☐ Yes ☐ No

* Has the applicant, the applicant's parent company or any other intermediary affiliate of applicant ever filed a bankruptcy petition, had such a petition filed against it, or had a receiver, fiscal agent, trustee, reorganization trustee or similar person appointed for it? If Yes, provide. You can also upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Does the applicant, the applicant's parent company or any other intermediary affiliate of applicant now own, has it ever owned, or does it otherwise derive a benefit from, assets held outside the United States, whether held in the business' name or another name, on its behalf or for another entity, or through other business entities, or in trust, or in any other fashion or status? If Yes, provide details. You can also upload any associated documents as 'Other Supporting Documents' on the document screen later in the application.

☐ Yes ☐ No

* Is the applicant, the applicant's parent company or any other intermediary affiliate of applicant currently a party to, or has it ever been a party to, in any capacity, any business trust instrument? If Yes, provide details. You can also upload any associated documents as 'Other Supporting Documents' on the document screen later in the application.

☐ Yes ☐ No

* Has a complaint, judgment, consent decree, settlement or other disposition related to a violation of federal, state or similar foreign antitrust, trade or security law or regulation ever been filed or entered against the applicant, the applicant's parent company or any other intermediary affiliate of applicant? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Has the applicant, the applicant's parent company or any other intermediary affiliate of applicant ever been a party to a lawsuit, either as a plaintiff or defendant, complainant or respondent, or in any other fashion, in this or any other country? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

* Has the applicant, the applicant's parent company or any other intermediary affiliate of applicant filed a business tax return in the past three years? If Yes, provide details. You can upload any associated documents on the document screen later in the application.

☐ Yes ☐ No

Step 9: Next is the Renewal Questions Screen

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Renewal Questions

* Since licensure or last renewal, has your organization had any changes in ownership interest, officers, directors, or partners?

☐ Yes ☐ No

* Since licensure or last renewal, has your organization or any owner, investor, shareholder, officer/director, manager or partner been served with a criminal summons, arrested, charged, or convicted of any misdemeanor or felony offense?

☐ Yes ☐ No

* Since licensure or last renewal, has your organization or any owner, investor, shareholder, officer/director, manager or partner been involved in any civil litigation (including bankruptcies), government administrative actions (including tax related matters, liens, or investigations by any regulatory body), or been delinquent in the filing of any tax return or the payment of any taxes, interest, or penalty due to any taxing agency?

☐ Yes ☐ No

* Since licensure or last renewal, has your organization entered into any leases, loans, deferred payment agreements, or any other financing that affects gaming operations?

☐ Yes ☐ No

* Since licensure or last renewal, has your organization been in good standing with the New Mexico Public Regulation Commission?

☐ Yes ☐ No

* Since licensure or last renewal, has your organization amended its Bylaws or Articles of Incorporation?

☐ Yes ☐ No

* Since licensure or last renewal, has your organization experienced any adverse events that affect financial position?

☐ Yes ☐ No

* Since licensure or last renewal, has a gaming regulatory agency in any other jurisdiction revoked or suspended your organization's gaming license, imposed a fine against your organization, or taken other disciplinary action against your organization or any of its key persons?

☐ Yes ☐ No

* Are any disciplinary or enforcement actions pending against your organization or its key persons in any jurisdiction?

☐ Yes ☐ No

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Step 10: Next is the Key Personnel Screen

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Key Personnel

✓ Person who maintains applicant's business records

* Name

* Title

* Street

* City

* State

* Zip

* Country

* Phone Number ((xxx) xxx-xxxx)

☐ Person who prepares applicant's tax returns, government forms & reports same as Person who maintains applicant's business records.

✓ Person who prepares applicant's tax returns, government forms & reports

* Name

* Title

* Street

* City

* State

* Zip

* Country

* Phone Number ((xxx) xxx-xxxx)

Step 11: Next is the Certification Screen. Applicant MUST click 'Save Signature' upon signing in the Signature box to apply the Signature towards the Application.

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Certification

I acknowledge, understand and agree that by applying for and accepting any license, certification, registration, renewal, finding of suitability, or other approval (each a "License") from the New Mexico Gaming Control Board ("Board"), I am certifying to the Board that:

1. I have read the Gaming Control Act, Sections 60-2E-1 through 60-2E-61 NMSA 1978 ("Act") and administrative rules, plans and policies adopted or approved by the Board (collectively "Rules"), and I understand the requirements of the Act and Rules.
2. I have read the minimum internal controls established or approved by the Board for use by the gaming operator licensee ("Licensee") for which I am a key person, and I understand the requirements of the minimum internal controls, OR, I certify that the minimum internal control requirements do not apply to my job duties.
3. I have read the compulsive gambling assistance plan required by the Act and Board rules and approved by the Board for use by the Licensee, and I understand the requirements of the compulsive gambling assistance plan, OR, I certify that the compulsive gambling assistance plan requirements do not apply to my job duties.
4. I understand and agree that, as a key person, I am responsible for the Licensee's compliance with the Act and Rules including, where applicable to my job duties, the minimum internal controls and compulsive gambling assistance plan.
5. I am signing this Certification with the knowledge that the Licensee and I will be subject to disciplinary action, including fines and/or revocation or suspension of the License, for failure to comply with the Act or Board rules including, where applicable to my job duties, requirements of the minimum internal controls and compulsive gambling assistance plan.

* Full Legal Name

* Date

Signature

Save Signature

Clear

Save for later

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Step 12: Next is the Tax Information Authorization Screen. Most of this information will be pre-populated based on the Applicant's Organization.

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Business Name

Desert Phoenix Gaming LLC

*New Mexico ID Number

*Trade Name (DBA)

*Name

FEIN (XX-XXXXXX)

84-5894859

Street

456 Canyon Roads

City

Santa Fe

State

New Mexico

Zip

87502

Country

United States

Telephone Number

(123) 456-7893

Hereby authorizes New Mexico Gaming Control Board Address: 4900 Alameda Blvd NE Telephone Number: (505) 841-9700 Albuquerque, NM 87113-1736 to represent me and/or my business pertaining to taxes administered by the New Mexico Taxation and Revenue Department.

Type of taxes that apply

☒ All state taxes

☐ CRS taxes

☐ Income taxes

☐ Others

Year

Any year

I certify that I have the authority to execute this tax information authorization.

*Signature

*Title

*Date

☐ Is this a joint return?

Step 13: Next is the Upload Documents Screen. Click the blue Upload button to upload document(s). Ability to upload multiple documents per Document Line Item.

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Upload Documents

Show only notary documents

Show only downloadable documents

Document Name	Document Description	Uploaded Files
*Non-Executive Compensation Disclosure	Attach a list of remuneration to persons other than directors, officers, and key executives, exceeding \$250,000 per year	
*Affirmation & Consent	A statement confirming that the information provided is true and granting consent for its use and verification.	
*Audited Financial Statements (Last 3 Years)	Attach balance sheets and profit and loss statements, certified by independent certified public accountant(s) covering the last three years for the applicant, the applicant's parent company and any intermediary affiliates of applicant.	
*Interim and Projected Financial Statements	Attach balance sheets and profit and loss statements from the time of commencement of business operations and projected for three years from the time of commencement of business operations.	
*Outstanding Loans and Financial Obligations	Attach a list detailing each outstanding loan and financial obligation obtained for use in this business, including creditor name, address, phone number, loan number, loan amount, loan terms, date acquired, and date due.	
*Current Organizational Chart And Ownership Interest List	The ownership interest list identifies all owners and stakeholders, specifying names, roles, and respective percentage ownership in the organization.	
*Variances Document	Attach all current variances that licensee wishes to continue. Acceptable proof of variance is a copy of the original dfo issued upon approval of variance by the NMGC.	

Step 14: Next is the Payment Screen. This will show the breakdown of the total Amount to be paid. Click Pay & Submit to proceed.

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Select your mode of payment and click "Pay and Submit" to input your payment information. Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the NMGC. Payments made by e-check will not result in any transaction fee.

The amount to be paid is \$ ((**Snul(Renewal Fee)**) + **Snul(Snul(Fixed Fee) + Snul(Late Fee Per Day) * 90(Number Of Days)**))

Please click the **Pay & Submit** button to proceed with the payment.

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Pay and Submit

Step 15: Upon successful payment, applicant will see the Confirmation Screen

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Confirmation

Your application has been submitted successfully
Application Number : PAR-0000000429

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