

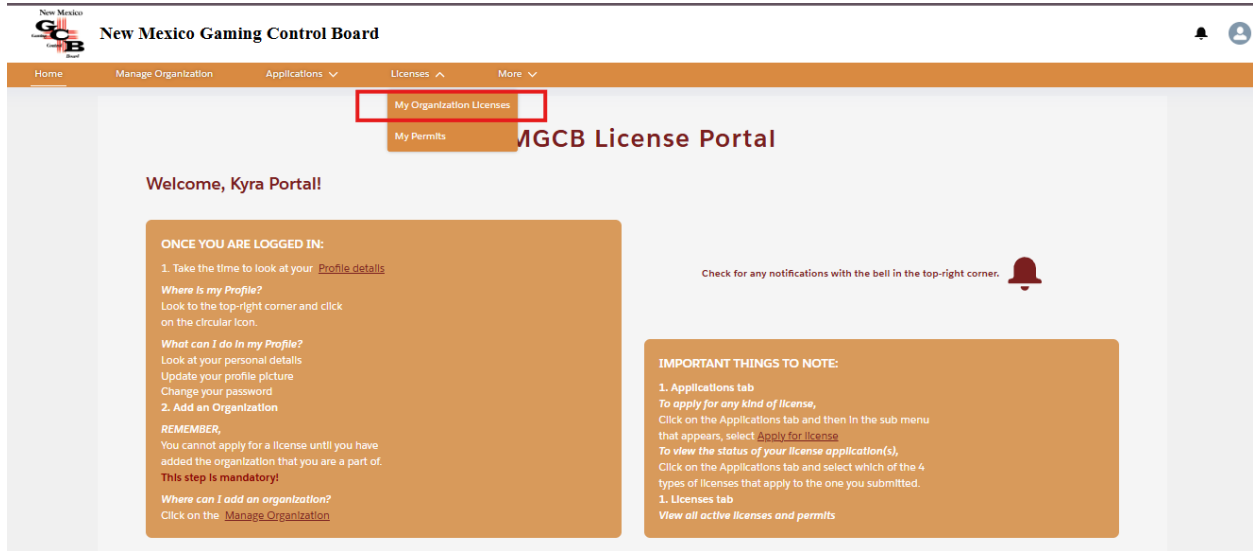
Gaming Machine Manufacturer License Renewal Application Technical Document

This document will walk Applicant through submitting a Gaming Machine Manufacturer License 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!

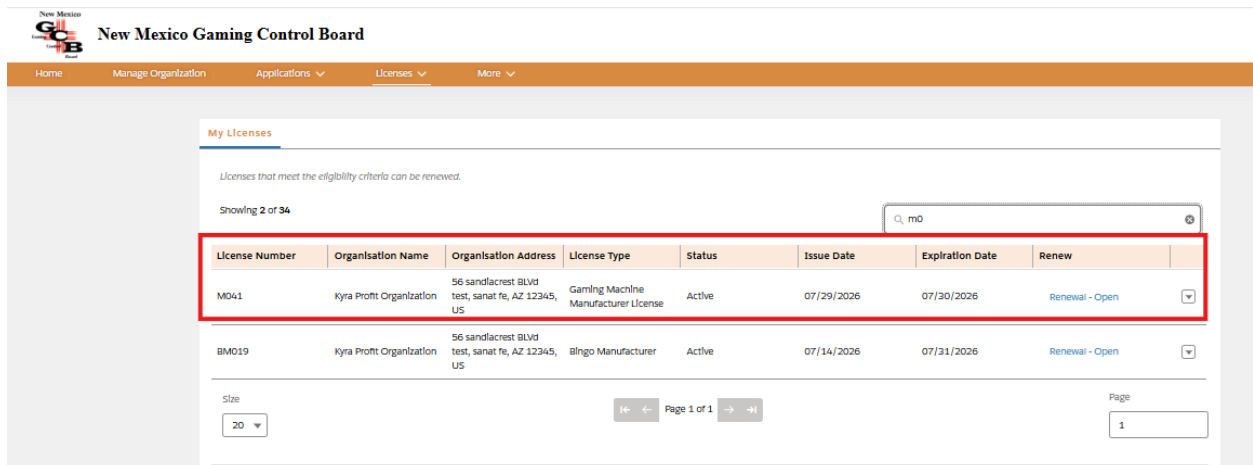
Where can I add an organization?
Click on the [Manage Organization](#)

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.



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My Licenses

Licenses that meet the eligibility criteria can be renewed.

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License Number	Organisation Name	Organisation Address	License Type	Status	Issue Date	Expiration Date	Renew
M041	Kyra Profit Organization	56 sandiacrest BLVD test, sanat fe, AZ 12345, US	Gaming Machine Manufacturer License	Active	07/29/2026	07/30/2026	Renewal - Open
BM019	Kyra Profit Organization	56 sandiacrest BLVD test, sanat fe, AZ 12345, US	Bingo Manufacturer	Active	07/14/2026	07/31/2026	Renewal - Open

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Step 4: First is the Introduction Screen

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- Organization Information
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- Confirmation

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 Renewal Questions Screen

Gaming Machine Manufacturer Renewal Application

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- ✓ Organization Information
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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

[Save for later](#)

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Step 7: Next is the Certification Screen. **Applicant MUST click 'Save Signature' upon signing to store the Signature on 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](#)

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Step 8: Next is the Upload Document Screen. Click the blue Upload button to upload documents. Applicant can upload multiple files per Document line item.

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Upload Documents

☐ Show only notary documents
☐ Show only downloadable documents

Document Name	Document Description	Uploaded Files
Information & Consent	A statement confirming that the information provided is true and granting consent for its use and verification.	
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 also issued upon approval of variance by the NMGCB.	
Applicant's Request to Release Information	This authorization allows the release of information concerning the applicant to the appropriate regulatory and law enforcement agencies for the purpose of evaluating and processing the application.	
Other Supporting Documents	Additional documents provided to support the application, including any supplemental information not covered in other sections.	
Corporate Reports and Meeting Minutes	Attach copies of financial reports and any SEC filings for the past three years, along with minutes from all corporate meetings held in the past twelve months.	

Size
Select an Option

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Step 9: Next is the Payment Screen. The breakdown of the Amount to be paid will be visible here. Click on Pay & Submit to proceed.

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Payment

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 NMGCB. Payments made by e-check will not result in any transaction fee.

The amount to be paid is \$ $((\text{Snul}(\text{Renewal Fee}) + \text{Snul}(\text{Fixed Fee}) + \text{Snul}(\text{Late Fee Per Day}) * 89(\text{Number Of Days}))$
Please click the Pay & Submit button to proceed with the payment.

PreviousPay and Submit

Step 10: Upon successful payment, the applicant will see the Confirmation Screen.

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Confirmation

Your application has been submitted successfully.
Application Number : PAR-0000000431

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