

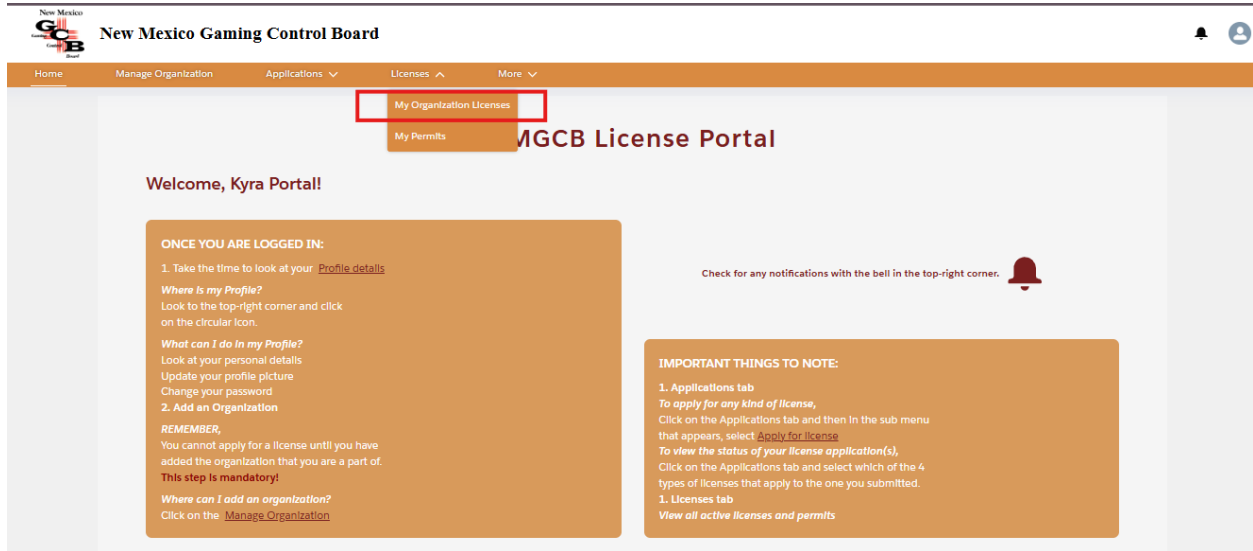
Gaming Machine License Renewal Application Technical Document

This document will walk Applicant through submitting a Gaming Machine 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!

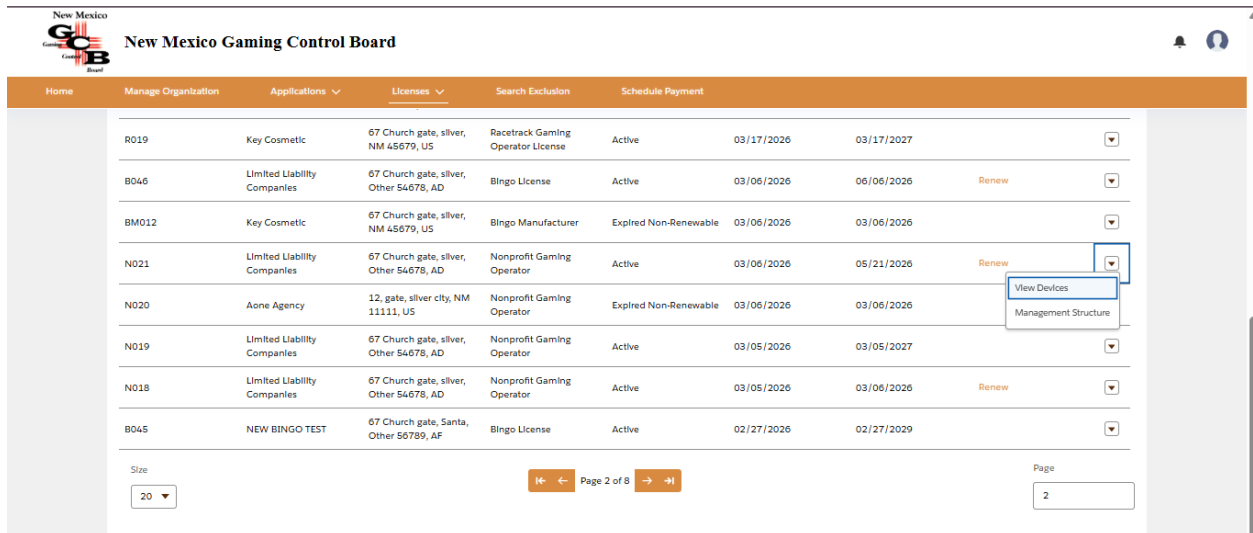
Where can I add an organization?
Click on the [Manage Organization](#)

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 displays all licenses associated with the logged-in portal. The "View Devices" button is visible only for Non-Profit and Racetrack Operator licenses. Click the "View Devices" button on a Non-Profit license to view and renew the associated machines.



New Mexico Gaming Control Board

Home Manage Organization Applications Licenses Search Exclusion Schedule Payment

R019	Key Cosmetic	67 Church gate, silver, NM 45679, US	Racetrack Gaming Operator License	Active	03/17/2026	03/17/2027	
B046	Limited Liability Companies	67 Church gate, silver, Other 54678, AD	Bingo License	Active	03/06/2026	06/06/2026	Renew
BM012	Key Cosmetic	67 Church gate, silver, NM 45679, US	Bingo Manufacturer	Expired Non-Renewable	03/06/2026	03/06/2026	
N021	Limited Liability Companies	67 Church gate, silver, Other 54678, AD	Nonprofit Gaming Operator	Active	03/06/2026	06/21/2026	Renew
N020	Aone Agency	12, gate, silver city, NM 11111, US	Nonprofit Gaming Operator	Expired Non-Renewable	03/06/2026	03/06/2026	
N019	Limited Liability Companies	67 Church gate, silver, Other 54678, AD	Nonprofit Gaming Operator	Active	03/05/2026	03/05/2027	
N018	Limited Liability Companies	67 Church gate, silver, Other 54678, AD	Nonprofit Gaming Operator	Active	03/05/2026	03/06/2026	Renew
B045	NEW BINGO TEST	67 Church gate, Santa, Other 56789, AF	Bingo License	Active	02/27/2026	02/27/2029	

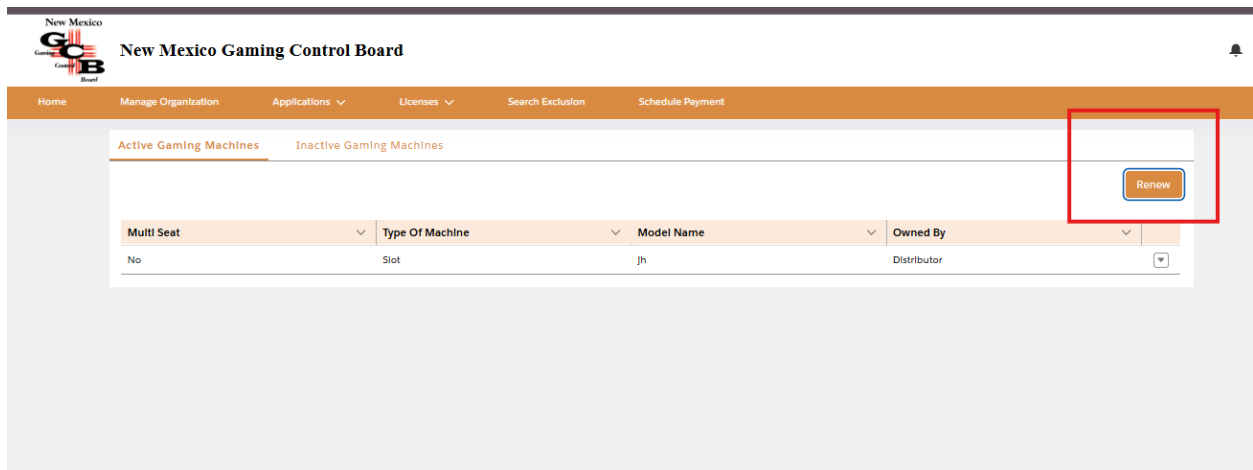
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Step 4: Renew Button Visibility

- The "**Renew**" button is displayed only for **active** gaming machines.
- The button is visible only when the difference between the **Renew Date** (stored on the Gaming Machine RAT) and **today's date** is **60 days or less** (i.e., **Renew Date – Today's Date ≤ 60 days**).
- The **Renew Date** is already configured on the Gaming Machine RAT.
- The current fixed **Renew Date** is **2026-11-30**.
- The **Renew Date** should automatically roll over to the next year after each renewal cycle (for example, 2026-11-30 → 2027-11-30 → 2028-11-30).
- Only active machines are eligible for renewal.



Step 5: Click on the renew button to renew the machines.

First is the Introduction Screen

The screenshot shows the 'Renew Machines' page on the New Mexico Gaming Control Board website. The page has a header with the logo and navigation links: Home, Manage Organization, Applications, Licenses, Search Exclusion, and Schedule Payment. The main content area is titled 'Renew Machines' and features a progress bar with three steps: Introduction (selected), Payment, and Confirmation. The 'Introduction' section contains the following text: 'The New Mexico Gaming Machine License authorizes approved operators to register and operate gaming machines in compliance with applicable state laws and regulations. Issued by the New Mexico Gaming Control Board, this license ensures that all gaming machines meet regulatory standards and are operated in a fair and responsible manner. Each gaming machine submitted under this application is subject to a **\$100 fee per machine**, as required by the Gaming Control Board.' A 'Next' button is located at the bottom right of the content area.

Step 6: Next is Payment screen(A renewal fee of \$25 per machine is applied for each gaming machine during the renewal process.)

Select Mode of payment

The screenshot shows the 'Renew Machines' page on the New Mexico Gaming Control Board website, specifically the 'Payment' step. The progress bar now shows 'Introduction' as completed and 'Payment' as the current step. The 'Payment' section contains the following text: '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.' Below this text, the amount to be paid is calculated as: **The amount to be paid is \$ (25(Machine Fee) X 1(Number of Machines))**. A note below the calculation states: 'Please click the Pay & Submit button to proceed with the payment.' At the bottom right, there are two buttons: 'Previous' and 'Pay and Submit'.

Step 7 After successful payment Confirmation screen visible.



Renew Machines

- ✓ Introduction
- ✓ Payment
- Confirmation

Confirmation

Your application has been submitted successfully.
Application Number : PAR-0000004216

[Back to Home](#)