



STATE OF WASHINGTON
GAMBLING COMMISSION

"Protect the Public by Ensuring that Gambling is Legal and Honest"

May 11, 2012

Subject: New Look to Employee Renewal Applications, Employer Online Renewal Reprint and Online Employee Termination Notification Option.

Dear Licensee:

Beginning June 1, 2012, your employees will see a new look to their renewal application. Changes were made in order to be consistent with all of our individual renewal applications.

The application is one page, front and back and is unique to each individual. Because it is unique to each individual, you will no longer have the option to print off a generic renewal application from our website. In place of that option is our online individual renewal reprint process.

We realize that sometimes renewal applications are misplaced or lost and you have to request an application from us. This takes additional time and effort on your part and so we would like to provide a way for you to log onto our website and reprint the employee's renewal application when you need it. This option requires you to provide us with a generic business email address such as licensing@abc.com. Please do not use a personal email address. Once we receive your generic business email address, we will link you to our system and send you a password. You will then have access to reprint your employee's renewal application from our website at any time.

We would also like to introduce an online process for you to notify our office when your employee is no longer working for you. Currently our process for your letting us know when an employee terminates employment with your business is via an email or letter. Once the email or letter is received, the individual is unlinked from the business, using a termination date listed on the notification.

Our online Personnel Termination Notification (PTN) option is available through a secure website. Secure Access Washington is a single sign-on application gateway created by Washington State's Department of Information Services to simplify access to the growing list of government services accessible via the Internet.

It allows Internet access to multiple online government services with the use of a unique single self-generated User-ID and password. Once signed in, users have the ability to change their password and register for access to various online government services. I have included the step by step registration process if you choose to use this option. Or you may continue to notify us by email, letter or phone.

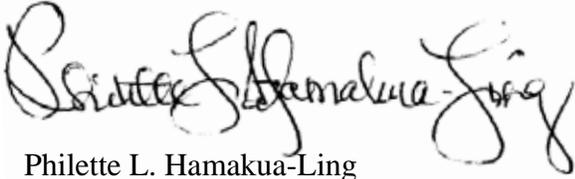
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Our next step is to provide an on-line renewal process for your employees. This new process will allow a licensed employee to renew their individual gambling license online. More information on this new process will be forthcoming.

A customer service specialist is available to answer any questions you may have concerning the new look to your employee's renewal application, the online renewal application reprint process and the online personnel termination notification options. You may reach us at 1-800-345-2529 (in-state) or (360) 486-3440 (out-of-state).

Sincerely,

A handwritten signature in black ink, reading "Philette L. Hamakua-Ling". The signature is fluid and cursive, with the first name being the most prominent.

Philette L. Hamakua-Ling
Individual's Unit Supervisor
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Washington State Gambling Commission
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CC: file
Attachments