



Skill-Based Amusement Machine Annual Reports

Frequently Asked Questions



1

Who has to submit an annual report?

All licensed Type-B and Type-C skill-based amusement machine (SBAM) operators as well as licensed SBAM vendors must submit an annual report to the Commission.



2

When is my annual report due?

Reports are due no later than March 31st of each calendar year.



3

Do key employees or type-C locations have to submit an annual report?

No. Key employees and type-C locations are not required to submit an annual report.



4

Is there a fee to file the annual report?

No. There are no fees required for annual reporting.



5

How do I submit my annual report?

Reports are available through the skill games reporting (SGR) system and can be accessed through the Commission's website:
www.casinocontrol.ohio.gov



6

Can I fill out a paper form?

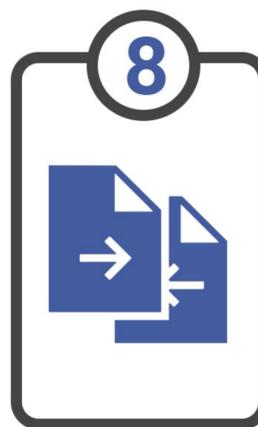
No. The Commission only accepts online submission through the SGR system.



7

Will the system save my answers for next year's report?

Yes. After your first report, you may import your answers from the previous year. This means that after the first report, each subsequent report will only require updates when changes occur.



8

I am both an SBAM vendor and Operator, do I submit two reports?

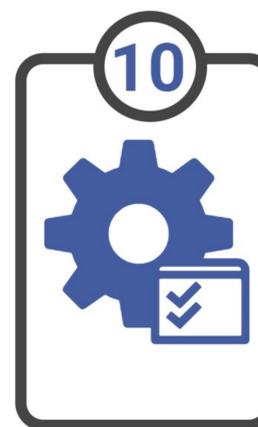
Yes. You will submit a report associated with your vendor license and a second report for your operator license.



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When can I submit my annual report?

The reporting system is available from January 1 through March 31st of each calendar year.



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I submitted an application, does that cover my reporting requirement for that year?

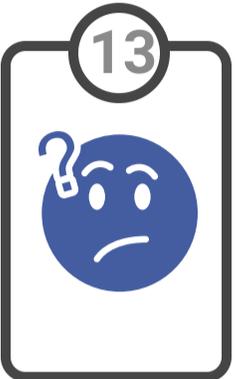
No. Reports are due for each calendar year in which you hold a license, regardless of whether you apply for a new or renewal license that same year.

For a more information, visit the Commission website:
www.casinocontrol.ohio.gov/skillgames



11 How do I log-in to the SGR system?

You will use the same username and password you use to access the eLicense website.



13 I can't remember my eLicense username or password. How do I retrieve it?

Visit the eLicense website at www.elicense.ohio.gov and click forgot password or forgot e-mail on the login screen. Follow the prompts to retrieve your username or re-set your password.



15 Do I have to file a report if I have stopped SBAM business operations?

Yes. A report is required for any year in which a license was active-even if you have stopped SBAM business operations or no longer have a valid license.



17 I am an operator. What information do I need to know for the report?

- A list of all locations where you have/had SBAMs
- A list of SBAMs at each location (and quantity)
- Amount of game revenue
- Cost of merchandise prizes (inventory costs)
- Value of prizes
- Quantity of prizes redeemed



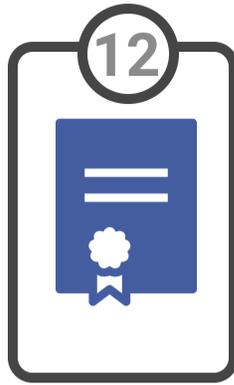
19 Can I save the report and come back later?

Yes. The system will save your answers to the point where you last clicked the blue "save" button on the bottom of your screen. Be sure to click "save" before exiting to save your information.



21 How do I enter the approval number for a game once I have searched?

You can copy and paste the approval number into the answer box, or type the number in.



12 I registered with the Commission but have not been licensed, do I file a report?

No. Annual reports are only filed by those licensed in the previous calendar year.



14 What time frame does my report cover?

Reports cover any of the previous calendar year in which you held an SBAM operator or vendor license.



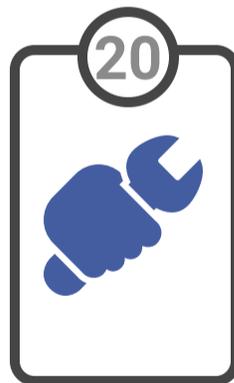
16 I am a vendor. What information do I need to know for the report?

- A list of all the operators and vendors you sold SBAMs to in the reporting year.
- A list of all SBAMs sold to each operator or vendor
- The quantity of each SBAM sold



18 Can I edit the report once it has been submitted?

No. Once a report is submitted, it may not be edited.



20 I submitted my report and realized there is a mistake. How to I fix it?

Please contact the Skill Games Division to have your report unlocked. Afterwards, you will be able to edit the report and resubmit with the correct information.



22 I have questions or need help. What should I do?

Please contact the Skill Games Division by phone at 614-387-0318 or by e-mail at: skillgames@casinocontrol.ohio.gov

For a more information, visit the Commission website:
www.casinocontrol.ohio.gov/skillgames