

# INTERNET ACCOUNT REQUEST

This form is used to request an AGLC Internet account for your AGLC I.D.

Your current AGLC I.D. will be used as your web user I.D. A valid contact email address must also be provided. Your password will be emailed to the provided contact email address when the web account is activated within 10 business days.

**Return the completed form to AGLC at:**

Alberta Gaming and Liquor Commission  
 Regulatory Division  
 50 Corriveau Avenue  
 St. Albert, AB T8N 3T5  
**Fax 780-447-8911**  
**Email: [gaming.licensing@aglc.ca](mailto:gaming.licensing@aglc.ca)**

New Account

Email Address Change

**COMPLETE IF YOUR ORGANIZATION ONLY HOLDS RAFFLE UNDER \$10,000.**

Organization Name: _____		I.D.#: _____
Mailing Address: _____		
_____		_____
City/Town		Postal Code
Email Address: _____		
<small>Please Print</small>		
_____	_____	_____
Print Raffle Chairperson's Name	Chairperson's Signature	Date

**COMPLETE IF YOUR ORGANIZATION HOLDS CASINOS, BINGOS, RAFFLES OVER \$10,000 & RAFFLES UNDER \$10,000.**

Organization Name: _____		I.D.#: _____
Mailing Address: _____		
_____		_____
City/Town		Postal Code
Email Address: _____		
_____	_____	_____
Print President's Name	President's Signature	Date
_____	_____	_____
Print Treasurer's Name	Treasurer's Signature	Date

It is imperative that the AGLC be kept informed of changes to the elected executive and web account email contact for your organization. Please notify the AGLC in writing, signed by two executive members, of any contact changes specific to your AGLC Internet Account.

**FOR INTERNAL USE ONLY**

	Comments/Conditions:
Date Web Account Established: _____	_____
Web Account – Groups(s): _____	_____
Licensing Clerk (Signature): _____	_____

The information collected on this document is for the sole use of the Alberta Gaming and Liquor Commission in determining the eligibility of the applicant. The specific legal authority for the collection of this information from the applicant is the Alberta Gaming and Liquor Act, and Regulations pursuant to the Act. Enquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to F.O.I.P. Coordinator, Alberta Gaming and Liquor Commission, 50 Corriveau Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600, Fax: 780-447-8919.

### AGLC Internet Account Information

An AGLC Internet account is a privilege granted to eligible organizations which provides access to the AGLC's secure web application services. Secure, on-line web-based services are currently available to registered charitable gaming organizations and Alberta registries.

AGLC Internet account holders will be given a login ID and password. Once logged in, you will be able to select from the services that your organization is eligible to access. You will also be able to input information that your organization formerly had to mail to the AGLC.

Services available will vary depending upon your organization type. The following services are currently available.

#### For charitable organizations:

- List of gaming licences
- Consolidated bank account information
- Organization contact list
- Current use of proceeds list
- Licences for raffles \$10,000 and less available online
- Submit a financial form for raffles \$10,000 and less
- Register for a GAIN program session
- Forms

#### For Alberta registries:

Raffles \$10,000 and less licence on-line web application

#### To obtain an AGLC Internet account:

The Internet Account Request Form must be downloaded, completed, and mailed or faxed to the AGLC. Information that is required includes:

- Organization name
- AGLC ID (also referred to as the Stakeholder ID)
- Mailing address
- Email address
- Signatures of the president and treasurer/Raffle Chair of the organization depending on what gaming events your organization holds

Mail or fax the completed form to the AGLC at:

**Mail:**

Alberta Gaming and Liquor Commission  
Regulatory Division  
50 Corriveau Avenue  
St. Albert, AB T8N 3T5

**Fax:**

780-447-8911

**Email:**

[gaming.licensing@aglc.ca](mailto:gaming.licensing@aglc.ca)

Once you have received your login ID and password (by email), clicking the '**Login**' link in the top menu bar of the website will bring you to the login page of the AGLC's secure website.

#### Currently supported browsers:

The AGLC secured web application has been tested with the following browsers:

- Internet Explorer 6.x and 7; and
- Mozilla Firefox 2.x