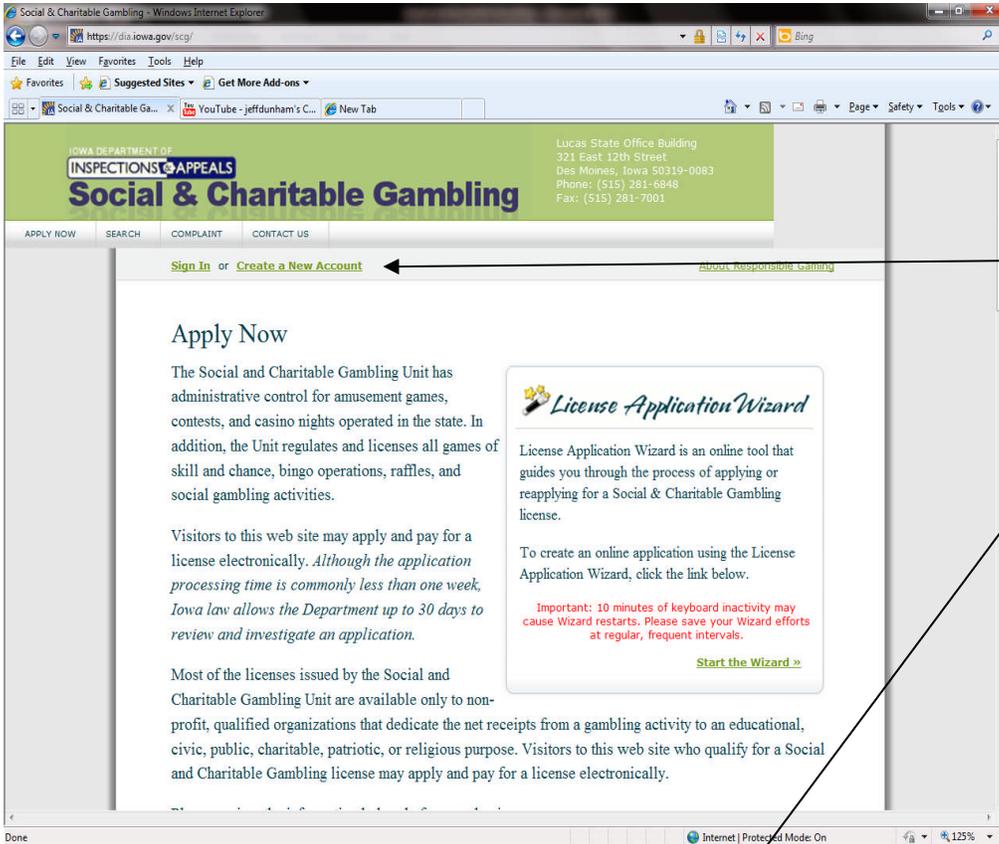


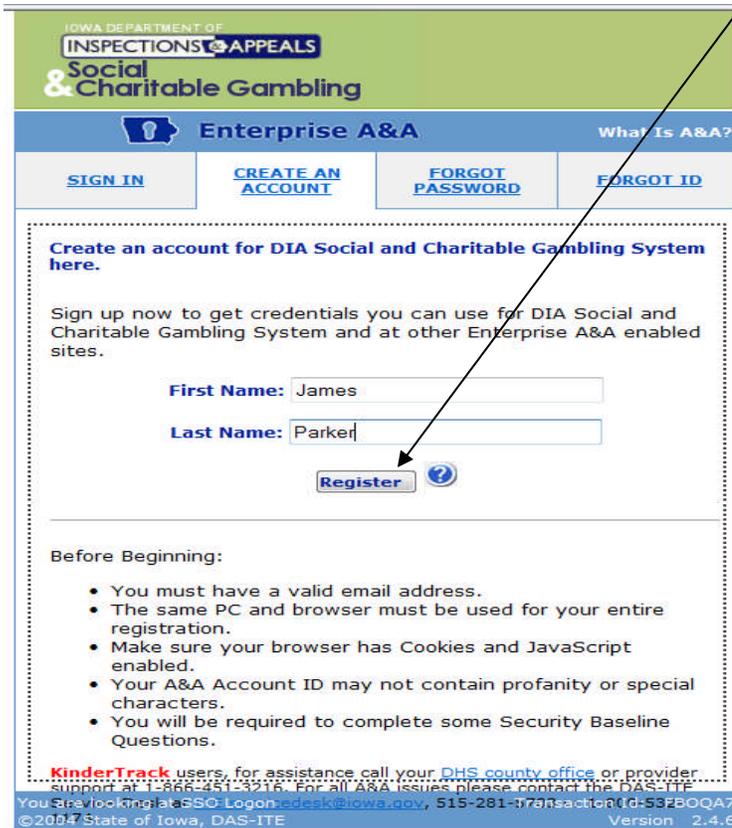
# How to create an account on the SCG system



The SCG website is:  
<https://dia.iowa.gov/scg>

You must have a valid e-mail address to utilize this system.

- First time users click **create an account**
- Enter your first name, last name, and click register.
- Next, complete the page concerning your e-mail address.
- If you are a returning user you may skip to page 7 after signing in, hovering over "My account", and clicking "My Licensees".

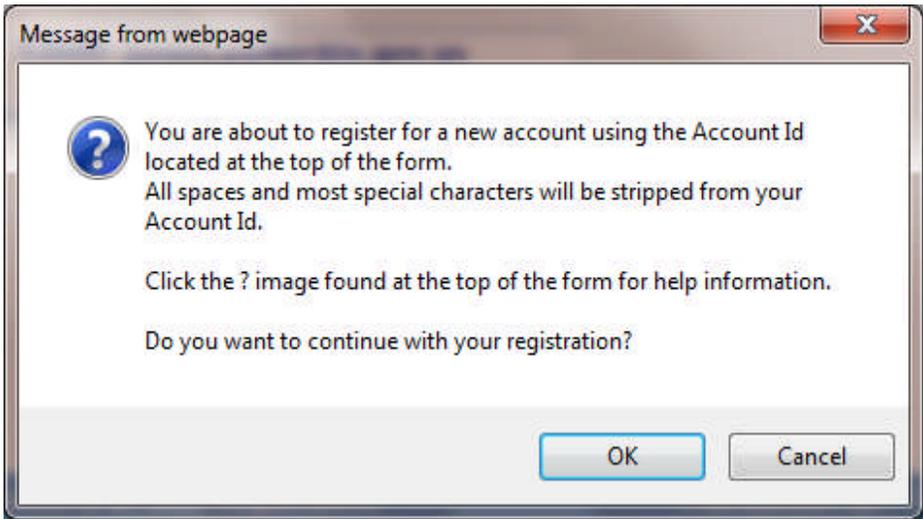


**Before Beginning:**

- You must have a valid email address.
- The same PC and browser must be used for your entire registration.
- Make sure your browser has Cookies and JavaScript enabled.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions.

**KinderTrack** users, for assistance call your DHS county office or provider support at 1-866-2451-3216. For all A&A issues please contact the DAS-TTE support at 515-281-1799 or [SSO\\_Logon@desks@iowa.gov](mailto:SSO_Logon@desks@iowa.gov), 515-281-1799. Transaction ID: FBOQA7

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This message box will come up next.

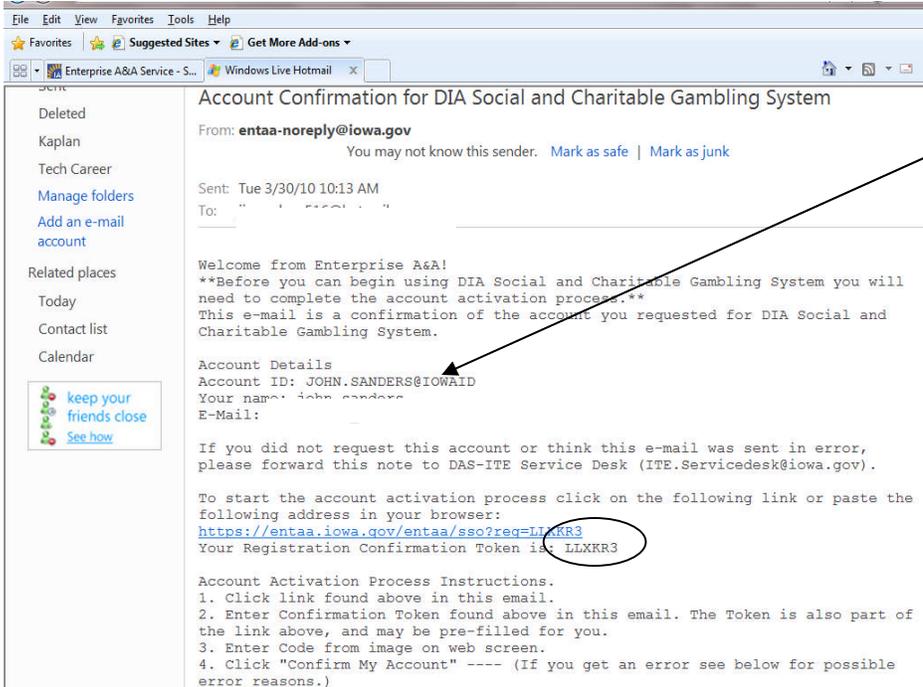
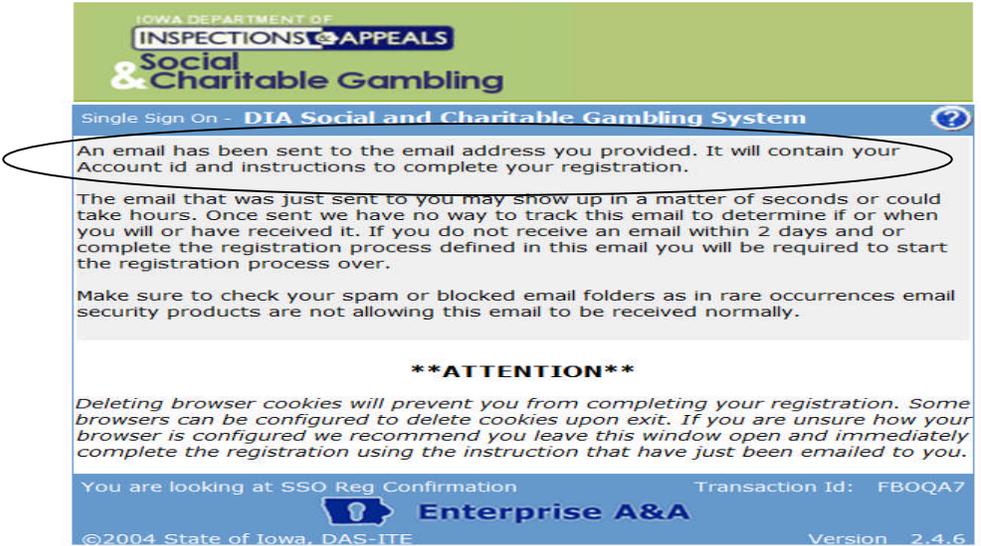
Click OK on this message.

The next screen is a message informing you that an e-mail has been sent to the address you provided.

In the e-mail you receive will be:

- Your account ID, which is your FIRSTNAME.LASTNAME@IOWAID
- Your Confirmation Token, which you will need for the next step (circled to the left)
- The link to get to the next step (in blue to the left).

Next, click on this link.



IOWA DEPARTMENT OF  
**INSPECTIONS & APPEALS**  
 Social & Charitable Gambling

Enterprise A&A What Is A&A?

## Account Confirmation

 You have recently registered for a new account. You must complete the confirmation process before you will be allowed to continue.

---

**STEP 1**

Enter the 6 character Registration Confirmation Token found in the Account Confirmation Email you received.

If you did not receive an email or are having an issue with Step 1 click the following button to create a



---

**STEP 2**



Enter the code shown above or [play audio code](#)  
 or



---

**STEP 3**

Complete Steps 1-3 on the Account Confirmation to the left.

IOWA DEPARTMENT OF  
**INSPECTIONS & APPEALS**  
 Social & Charitable Gambling

Self Service Password Change - DIA Social and Charitable Gambling System 

### Identity Baseline for BOB.SANDERS@IOWAID

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

**Question 1:**  
 What was the name of your childhood pet?

Answer 1:  Confirm:

**Question 2:**  
 Who is your favorite cartoon character?

Answer 2:  Confirm:

**Question 3 (Create your own question.):**  
 My Middle Name

Answer 3:  Confirm:

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

Then you will secure your account by creating security questions and answers. Once you have completed this click on "Save Identity Baseline".



The next step is to choose a password that you can remember, but also complies with the password rules to the left.



The log in process is complete! You are now signed in and able to complete the Annual Report or apply for a Social or Charitable Gambling License.

## How to complete your Annual Report

The screenshot shows the website interface for the Iowa Department of Inspections & Appeals, specifically for Social & Charitable Gambling. The user is logged in as dan.horner@dia.iowa.gov. The 'My Account' menu is expanded, and the 'My Licensees' page is active. The page indicates that there are no licensees associated with the account. A help section titled 'HOW DO I ADD A LICENSEE TO MY ACCOUNT?' provides instructions on how to add a new licensee, starting with the step to 'search for a licensee'. An arrow points from the text in the right-hand box to the 'search for a licensee' link.

Internet Explorer  
ip/removeorganization/13771

IOWA DEPARTMENT OF INSPECTIONS & APPEALS  
**Social & Charitable Gambling**

Lucas State Office Building  
321 East 12th Street  
Des Moines, Iowa 50319-0083  
Phone: (515) 281-6848  
Fax: (515) 281-3291

APPLY NOW SEARCH COMPLAINT CONTACT US MY ACCOUNT

Signed in as **dan.horner@dia.iowa.gov** (Administrator) [Sign Out](#) [Administration Site](#)

[My Account](#) -- My Licensees

### My Licensees

There are no licensees associated with your account.

 **HOW DO I ADD A LICENSEE TO MY ACCOUNT?**  
If you don't see the licensee you are looking in the list above, you may add another licensee in our system to your account in just a few short steps  
To start to process, you must first [search for a licensee](#)

From the above page go to the tab "My Account" and scroll down to and click on "My Licensees".

Next, click on "search for a licensee".

---

Follow the instructions to associate the licensee to your account.

The screenshot shows the 'Add Licensee' page on the website. The user is logged in as dan.horner@dia.iowa.gov. The 'My Account' menu is expanded, and the 'Add Licensee' page is active. The page is titled 'Add Licensee' and 'Step 1 of 3: Search for Licensee'. It instructs the user to supply the license number for any Social and Charitable Gambling license that was issued to the licensee. When finished, the user should click the "Find Licensee" button. A search form is provided with a text input field and a "Find Licensee" button.

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Fax: (515) 281-3291

APPLY NOW ANNUAL REPORT SEARCH CONTACT US MY ACCOUNT

Signed in as **dan.horner@dia.iowa.gov** (Administrator) [Sign Out](#) [Administration Site](#)

[My Account](#) -- [My Licensees](#) -- Add Licensee

### Add Licensee

Step 1 of 3: Search for Licensee

Please supply the license number for *any* Social and Charitable Gambling license that was issued to the licensee.

When finished, click the "Find Licensee" button.

SEARCH FOR LICENSEE

**Social and Charitable Gambling License Number:**   
(for *any* Social and Charitable Gambling license that was issued to the licensee for which you are searching)

[Find Licensee](#)

Internet Explorer

Search Favorites

ip/findorganizations/?FederalIdNumber=&licenseNumber=5-00-000021-757&action=Find+Licensee

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APPLY NOW SEARCH COMPLAINT CONTACT US MY ACCOUNT ▾

Signed in as **dan.horner@dia.iowa.gov** (Administrator) [Sign Out](#) [Administration Site](#)

[My Account](#) → [My Licensees](#) → Add Licensee

## Add Licensee

Step 2 of 3: Select Licensee

Search for organizations with license number equal to : one licensee found.

You may [return to the previous screen](#) to revise your search criteria. If you continue having trouble finding the licensee you are looking for, you may [contact the Social & Charitable Gambling Unit](#) for assistance.

LICENSEE
<b>JOE'S CHARITY</b> 123 MAIN ST DES MOINES, IOWA 50315 <a href="#">Add to My Account</a>

Once you have located the licensee you wish to associate with your account, then click on "Add to My Account".

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**Social & Charitable Gambling**

Lucas State Office Building  
 321 East 12th Street  
 Des Moines, Iowa 50319-0083  
 Phone: (515) 281-6848  
 Fax: (515) 281-3291

APPLY NOW SEARCH COMPLAINT CONTACT US MY ACCOUNT ▾

Signed in as **dan.horner@dia.iowa.gov** (Administrator) [Sign Out](#) [Administration Site](#)

[My Account](#) → [My Licensees](#) → Add Licensee

## Add Licensee

Step 3 of 3: Confirmation

SELECTED LICENSEE

**JOE'S CHARITY**  
 123 MAIN ST  
 DES MOINES, IOWA 50315

You will have access to review and revise certain detail on active licenses, apply for new licenses, submit reports of the gambling activity relating to certain licenses, and other functions for licenses associated with this licensee.

 **I DON'T KNOW AN ANSWER THE QUESTIONS ABOVE. IS THERE ANOTHER WAY I CAN ADD THIS LICENSEE TO MY ACCOUNT?**  
 Please [contact the Social & Charitable Gambling Unit](#) so that you may receive assistance in adding this licensee to your account.

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On this screen you simply need to click "submit".

Please ignore the wording in the area below the submit button, which mentions a question as there are no questions to answer on this screen.

There is no need to contact the Social & Charitable Gambling Unit to add this licensee to your account.

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**Social & Charitable Gambling**

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 321 East 12th Street  
 Des Moines, Iowa 50319-0083  
 Phone: (515) 281-6848  
 Fax: (515) 281-3291

APPLY NOW SEARCH COMPLAINT CONTACT US MY ACCOUNT ▼ JOE'S CHARITY ▼

Signed in as **dan.horner@dia.iowa.gov** (Administrator) [Sign Out](#)

[My Account](#) → [My Licensees](#) → Add Licensee

**Add Licensee**

The licensee, **JOE'S CHARITY**, has been added to your account.

LICENSEE ADDED TO YOUR ACCOUNT

**JOE'S CHARITY**  
 123 MAIN ST  
 DES MOINES, IOWA 50315

[Return to My Licensees](#)

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Next, click on Gambling Reports as listed beneath the tab for the licensee.

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 Fax: (515) 281-3291

APPLY NOW SEARCH COMPLAINT CONTACT US MY ACCOUNT ▼ JOE'S CHARITY ▼

Signed in as **dan.horner@dia.iowa.gov** (Administrator) [Sign Out](#) [Administration Site](#)

[My Account](#) → [My Licensees](#) → [JOE'S CHARITY](#) → Gambling Reports

**JOE'S CHARITY**  
**Gambling Reports**

As the holder of one or more charitable gambling licenses from the Department of Inspections and Appeals (DIA), you are required to file an Annual Gambling Report for all activity that occurred during the previous fiscal year (July 1 through June 30). The Annual Gambling Report must be filed no later than July 30th of each year.

*You must file a report with the Department even if no gambling activity occurred during the reporting period.*

REPORT TYPE	DATE DUE	STATUS
<a href="#">Annual Report</a> [State Fiscal Year 2010]	12/30/2010	In Process

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The next screen lists all of the Annual Reports since the first one (State Fiscal Year 2010—7-1-2009 to 6-30-2010). Each report will not appear until July 1 of the year in which the period ends and will cover the period of the previous July 1 through the current June 30. Each organization must file their Annual Report between July 1<sup>st</sup> and the due date each year, which is July 30th. If July 30th falls on a Saturday or Sunday then the report is due on the following business day.

All charitable licensees must file a report for all fiscal years in which they had a license even if there was no gambling activity during that fiscal year.

Click on “Annual Report” in green to the left.

# Annual Report - State Fiscal Year 2010

Reporting Period: July 1, 2009 through June 30, 2010

**STATE LAW REQUIRES FILING THIS FORM**  
 DIA Gambling Report Information: (515) 281-6848  
 Sales Tax Report Information: (800) 367-3388

Iowa law requires qualified organizations to file an Annual Gambling Report by July 30th of each year. The Report is to include all revenue generated from gambling activity that occurred between July 1st and June 30th of the previous year.

Once you have completed the information below, you will have the opportunity to print a Sales Tax Return for Temporary Gambling Activities. If you have reported gambling activity during the reporting period (July 1st to June 30th), you must submit the Sales Tax Return document to the Department of Revenue. **ANNUAL GAMBLING REPORT DOES NOT INCLUDE VETERANS CARD ACTIVITY WHICH MUST BE MANUALLY SUBMITTED.** Contact DIA to obtain the form.

\* Indicates a required field.

**\*\* ACTIVITIES MUST BE INCLUDED IN THE REPORT.**

Check this box if no gambling activity occurred.

LICENSE NUM:	ISSUED	EXPIRES	TYPE OF LICENSE:
09/01/2009	08/31/2011		Social Gambling - Beer & Liquor Establishments (Two year)
08/01/2009	07/31/2011		<b>Qualified Org (Two Year)**</b>
09/01/2007	08/31/2009		<b>Qualified Org (Two Year)**</b>
02/27/2009	02/26/2010		Veterans Card Tournament (One Year)
02/27/2010	02/26/2011		Veterans Card Tournament (One Year)

Please do not use dollar signs (\$) or commas (,) when entering dollar amounts.

## MONEY COLLECTED (INCOME)

**1** INCLUDE all money collected from bingo, raffles, and games of skill or chance for each license type covered under this annual report. **DO NOT INCLUDE** money collected from Iowa lottery tickets, food, merchandise, concessions, or auctions.

Bingo:  \*  
 (dollar amount)  
 Raffle:  \*  
 (dollar amount)  
 Games of Skill/Chance:  \*  
 (dollar amount)

Total Gambling Money Collected: \$10000.00

## GROSS RECEIPTS

**2** Enter the percentage tax that you pay in your area (e.g. 6%, or 7%). Cities and counties, where applicable, may enter zero (0%).

Tax Rate:  %  
 Gross Receipts: \$9345.79

## COST OF PRIZES

**3** INCLUDE the total amount of cash and the cost of merchandise awarded as prizes. A withholding tax of 5 percent is required on all cash prizes over \$600. **DO NOT INCLUDE THE COST OF DONATED PRIZES.**

Cost of Prizes:  \*  
 (dollar amount)

## NET RECEIPTS

**4** Subtract cost of prizes (Step 3) from gross receipts (Step 2) for net receipts.

Net Receipts: \$4000.00

## ALLOWABLE EXPENSES

**5** INCLUDE reasonable expenses, which according to 481 IAC 100.33, shall not exceed 25 percent of the net receipts. No expense item shall be allowed without proper receipt, paid invoice, or cancelled check, and shall not be paid from an outside source. The burden of proof is on the licensee to show that all expenses were incurred exclusively and directly as a result of the gambling activity. An expense will not be considered reasonable if the amount charged significantly exceeds the prevailing rate or average retail cost of the item or service purchased.

Expenses allowed within the 25 percent limit are: the license fee, rent of a building or equipment, taxes (other than state and local sales tax paid on gross receipts), promotional expense, major equipment purchases, overhead expenses, bingo worker compensation, and other expenses incurred exclusively and directly as a result of the gambling activity.

**DO NOT INCLUDE** sales or local option taxes, prizes, or cost of concession food or merchandise.

Expenses:  \*  
 (dollar amount)

All of the licenses with at least 1 day falling in the reporting period are listed here.

**Only report figures for the licenses which are in bold with \*\* next to them.** Only 1 report needs to be filed per organization no matter how many licenses are listed here.

If there was no gambling activity during the entire reporting period click here. The section Total Income from all Sources must still be answered at the bottom of the report just above the submission button.

Step 1—enter what was brought in for bingo, raffles, and games of skill or chance.

Step 2—enter the sales tax rate in your area. Only the city and county government may enter 0%. All others must obtain a sales tax permit and pay taxes on gambling activity.

Step 3—enter the total amount of cash and merchandise prizes awarded. **DO NOT INCLUDE THE COST OF DONATED PRIZES.**

Step 4—the system will calculate this amount for you.

Step 5—only enter the amount of **actual expenses** which were incurred exclusively and directly as a result of the gambling activity. **DO NOT INCLUDE TAXES, PRIZES, OR COST OF CONCESSION FOOD OR MERCHANDISE.**

DEDICATED FUNDS

**6** This amount must be used for charitable, religious, educational, public, civic or patriotic purposes.

It is the responsibility of the licensee to be able to demonstrate that this money has been used for these lawful purposes. This action must be taken within 30 days of this annual reporting year.

Dedicated Funds:  \*

TOTAL INCOME FROM ALL SOURCES

INCLUDE ALL gross gambling and non-gambling income which your organization received during this year, such as dues, fund raisers, etc. Iowa law states that if a licensee derives 90 percent or more of its total income from conducting bingo, raffles, or small games of skill or chance, then at least 75 percent of the net receipts (Step 5) must be distributed to an unrelated entity for an educational, civic, public, charitable, patriotic, or religious use.

Total Income:  \*  
*(dollar amount)*

**ACKNOWLEDGEMENT**

I certify that I have examined the information above and to the best of my knowledge and belief, the information is true, correct, and complete. I understand that misrepresentation may be cause for revocation of the gambling license and/or sales tax permit and may lead to other penalties under State law.

*Click the "I Agree" button below to acknowledge your acceptance of the information presented above and submit the annual report to the Department of Inspections & Appeals.*

Cancel

I Agree

Step 6—enter the total amount of dedicated funds that have been or will be distributed for charitable, religious, educational, public, civic, or patriotic purposes. This must occur within 30 days of the end of the reporting period.

Total Income from all Sources—enter the amount of ALL income (both gambling and non-gambling) which your organization has received during this reporting period.

The final step is to read the Acknowledgement area and click “I agree”. If this is not clicked, no information will be saved.

## Thank You for Your Report Submission!



### SUBMIT SALES TAX RETURN FOR TEMPORARY GAMBLING ACTIVITIES

Gambling receipts are generally subject to Iowa Sales Tax, even for non-profit organizations. All taxes are payable to the Iowa Department of Revenue and should **not** be submitted to DIA with your annual gambling report. **The Department of Inspections & Appeals is not able to assist with tax questions.** For assistance with determining how to file and pay sales tax on gambling receipts, contact the Iowa Department of Revenue, Taxpayer Services Section, at 1-800-367-3388 or the address listed below.

Iowa Department of Revenue  
ATTN: Gambling Report  
401 SW 7th Street, Suite C  
Des Moines, IA 50309

- Finished!

**For Ending:** 06/30/2010  
**Due Date:** 12/30/2010  
**Submitted Date:** 03/02/2011 03:12PM  
**Submitted By:** [REDACTED]

The following licenses are covered under this report:

LICENSE NUMBER	ISSUED	EXPIRES
	09/01/2009	08/31/2011
	08/01/2009	07/31/2011
	09/01/2007	08/31/2009
	02/27/2009	02/26/2010
	02/27/2010	02/26/2011

GAMBLING ACTIVITY	TOTALS
<b>1 Total gambling money collected</b>	\$ 10,000.00
<b>2 Gross receipts (Divide Line 1 by 7.00%)</b>	\$ 9,345.79
<b>3 Cost of prizes (exclude donated prizes)</b>	\$ 5,345.79
<b>4 Net receipts</b>	\$ 4,000.00
<b>5 Allowable expenses</b> <i>Incurring as a result of gambling activity (IAC 481-100.33). This amount shall not exceed 25 percent of Line 4.</i>	\$ 500.00
<b>6 Dedicated funds</b> <i>This amount must be used for charitable, religious, educational, public, civic or patriotic purposes.</i>	\$ 3,500.00
<b>TOTAL income from all sources:</b>	\$ 75,000.00

This screen will come up after you have submitted the report. You may print this for your records.

Information on taxes is also listed on this page. For assistance determining how and when to file and pay sales tax on gambling receipts, contact the Iowa Department of Revenue, Taxpayer Services Section at 1-800-367-3388.

**The Department of Inspections & Appeals is not able to assist with tax questions.**

For assistance with completing the Annual Gambling Report call 515-281-6848 or send an e-mail to [scg@iowa.gov](mailto:scg@iowa.gov).