

Use of the New York State Self-Exclusion Program

Effective February 1, 2017

Account Creators: Registering & Creating a Password:

1. The NYS Gaming Commission will enter each facility's Account Creator. To request to be added as an Account Creator, email info@gaming.ny.gov.
2. Each gaming facility's Account Creator may create users from their respective facilities for this system.
3. Once the Account Creator has been added to the system, they will receive an email containing instructions for setting up a password.



Accessing the Database:

The list of actions available to a user depends on the level of access they have. The Account Creator will be able to add new exclusions and perform administrative functions, such as creating a new user. New users may have the following levels of access:

Add/Edit/Read: Able to add or edit names to the database, and view the entire database

Add Only: Able to add names to the database

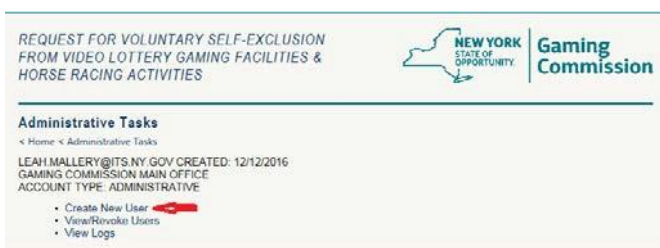
Read Only: Able to view the database but not make any additions or changes

Creating/Managing Users:

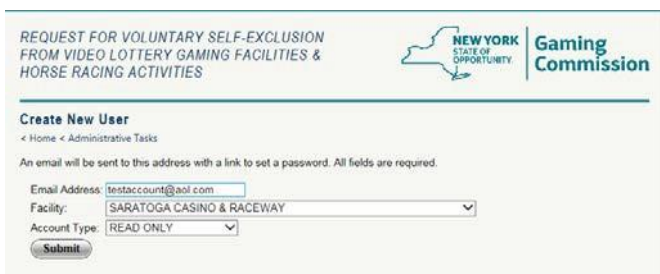
1. Select "Administrative Functions."



2. Select "Create New User."



3. Fill in the email address of the new users and select the appropriate Account Type. Press "Submit."



4. An email will be sent to the email address listed. The new user will then need to follow the link provided to create a password and access the system.

Using the Database:

Adding a New Exclusion

1. After logging into the system, click “Add a New Exclusion.”



REQUEST FOR VOLUNTARY SELF-EXCLUSION FROM NYS GAMING FACILITIES

NEW YORK STATE OF OPPORTUNITY Gaming Commission

Choose a Task

- Add a New Exclusion
- View Current Exclusions
- Administrative Functions
- Log Out

2. Select “Statewide Voluntary Exclusion.”



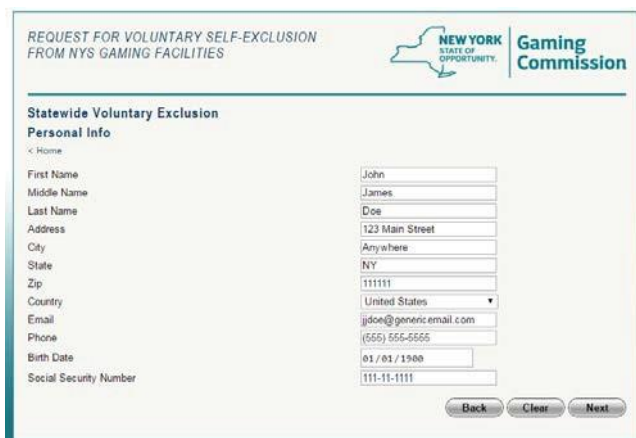
REQUEST FOR VOLUNTARY SELF-EXCLUSION FROM NYS GAMING FACILITIES

NEW YORK STATE OF OPPORTUNITY Gaming Commission

Choose an Exclusion Type

- < Home
- Statewide Voluntary Exclusion

3. Enter all Personal Information and select “Next.” Note: All fields are required on this page.



REQUEST FOR VOLUNTARY SELF-EXCLUSION FROM NYS GAMING FACILITIES

NEW YORK STATE OF OPPORTUNITY Gaming Commission

Statewide Voluntary Exclusion

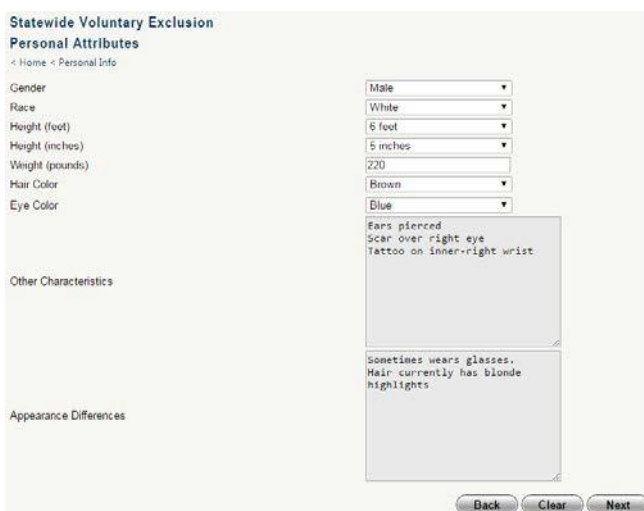
Personal Info

< Home

First Name: John
Middle Name: James
Last Name: Doe
Address: 123 Main Street
City: Anywhere
State: NY
Zip: 11111
Country: United States
Email: jdoe@generic email.com
Phone: (555) 555-5555
Birth Date: 01/01/1900
Social Security Number: 111-11-1111

Back Clear Next

4. Enter Personal Attributes and select “Next.” “Other Characteristics” and “Appearance Differences” are optional fields.



Statewide Voluntary Exclusion

Personal Attributes

< Home < Personal Info

Gender: Male
Race: White
Height (foot): 6 foot
Height (inches): 5 inches
Weight (pounds): 220
Hair Color: Brown
Eye Color: Blue

Other Characteristics: Ears pierced, Scar over right eye, Tattoo on inner-right wrist

Appearance Differences: Sometimes wears glasses, Hair currently has blonde highlights

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5. Enter Exclusion Details and select “Next.” Note: The exclusion period for a Lifetime ban is entered as “99 Years.”



REQUEST FOR VOLUNTARY SELF-EXCLUSION FROM NYS GAMING FACILITIES

NEW YORK STATE OF OPPORTUNITY Gaming Commission

Statewide Voluntary Exclusion

Exclusion Details

< Home < Personal Info < Personal Attributes

Application Date: 01/17/2017
Exclusion Period: 99 Years
Waiver and Release Signed:
Application Signed:
Notarized:

Back Clear Next

6. Select “Browse” to upload copies of the applicant’s valid Photo ID, completed application, and a recent photo.

REQUEST FOR VOLUNTARY SELF-EXCLUSION FROM NYS GAMING FACILITIES

NEW YORK STATE OF OPPORTUNITY | Gaming Commission

Statewide Voluntary Exclusion
Upload Application and Photo

< Home < Personal Info < Personal Attributes < Exclusion Details

Photo ID JohnDoePhotoID.PNG
 Application JohnDoeSEF...plete.pdf
 Photo JohnDoePhoto.png

- Click "Upload" to continue. Verify all displayed information matches the information contained in the completed application.

Personal Info
 < Home

Name: Doe, John James
 Additional Names:
 Street Address 1: 123 Main Street
 Street Address 2:
 City/State/Country/Cp: Anywhere, NY United States, 11111
 Phone: (555) 555-5555
 Email: johndoe@genericemail.com
 Date of birth: 01/01/1900
 Height: 6' 2"
 Weight: 220 lbs.
 Gender: M
 Hair Color: Brown
 Eye Color: Blue
 Race: White
 Other Characteristics: Ears pierced 0 or over right eye Tattoo on inner-right wrist
 Expires: 12/25/2115





- Press "Ok."


Viewing Current Exclusions:

- Click on "View Current Exclusions."

REQUEST FOR VOLUNTARY SELF-EXCLUSION FROM NYS GAMING FACILITIES

NEW YORK STATE OF OPPORTUNITY | Gaming Commission

Choose a Task

- Add a New Exclusion
- View Current Exclusions 
- Administrative Functions
- Log Out

- Enter information into any of the search boxes to filter the records. Click the box for any records you want to print and press "Print"

REQUEST FOR VOLUNTARY SELF-EXCLUSION FROM NYS GAMING FACILITIES

NEW YORK STATE OF OPPORTUNITY | Gaming Commission

Manage Records
 < Home

| Last Name | First Name | MI | DOB | Location | Expires | Voluntary | Edit | Select |
|-------------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="€"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Sea"/> |
| DOE | JOHN | J | 01/01/1900 | GAMING COMMISSION MAIN OFFICE | 12/25/2115 | X | Edit | <input checked="" type="checkbox"/> |

- Once the record displays, use the "print" function on your browser to print the page. This page should be printed and placed with security at facility entrances and any other applicable areas.

REQUEST FOR VOLUNTARY SELF-EXCLUSION FROM NYS GAMING FACILITIES

NEW YORK STATE OF OPPORTUNITY | Gaming Commission

Select and Print Records
 < Home < Search/View

Name: Doe, John James

Additional Names:

Street Address 1: 123 Main Street

Street Address 2:

City/State/Country/Zip: Anywhere, NY United States 11111

Phone: (555) 555-5555

Email: jdoe@genencemail.com

Date of birth: 01/01/1900

Height: 6' 5"

Weight: 220 lbs.

Gender: M


Hair Color: Brown

Eye Color: Blue

Race: White

Other Characteristics: Ears pierced Scar over right eye Tattoo on inner-right wrist

Expires: 12/25/2115



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Editing an Existing Exclusion

1. Click on “View Current Exclusions.”

REQUEST FOR VOLUNTARY SELF-EXCLUSION FROM NYS GAMING FACILITIES

NEW YORK STATE OF OPPORTUNITY | Gaming Commission

Choose a Task

- Add a New Exclusion
- View Current Exclusions 
- Administrative Functions
- Log Out

2. Enter information into any of the search boxes to filter the records. Click the “Edit” button.

REQUEST FOR VOLUNTARY SELF-EXCLUSION FROM NYS GAMING FACILITIES

NEW YORK STATE OF OPPORTUNITY | Gaming Commission

Manage Records
 < Home [Print](#)

| Last Name | First Name | MI | DOB | Location | Expires | Voluntary | Edit | Select |
|-------------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="S"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Sea"/> |
| DOE | JOHN | J | 01/01/1900 | GAMING COMMISSION MAIN OFFICE | 12/25/2115 | X | Edit | <input type="checkbox"/> |



3. Make any necessary changes and click “Update.”

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