

BINGO SERVICE PORTAL (BSP) USER MANUAL

Creating an Account, Navigating BSP,
and Filing Forms Online



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INTRODUCTION

The Bingo Service Portal (BSP) is a public facing application that provides individuals and organizations the ability to file certain forms, including quarterly reports, pay prize fees, view their information on file, view statewide reports, and access training online.

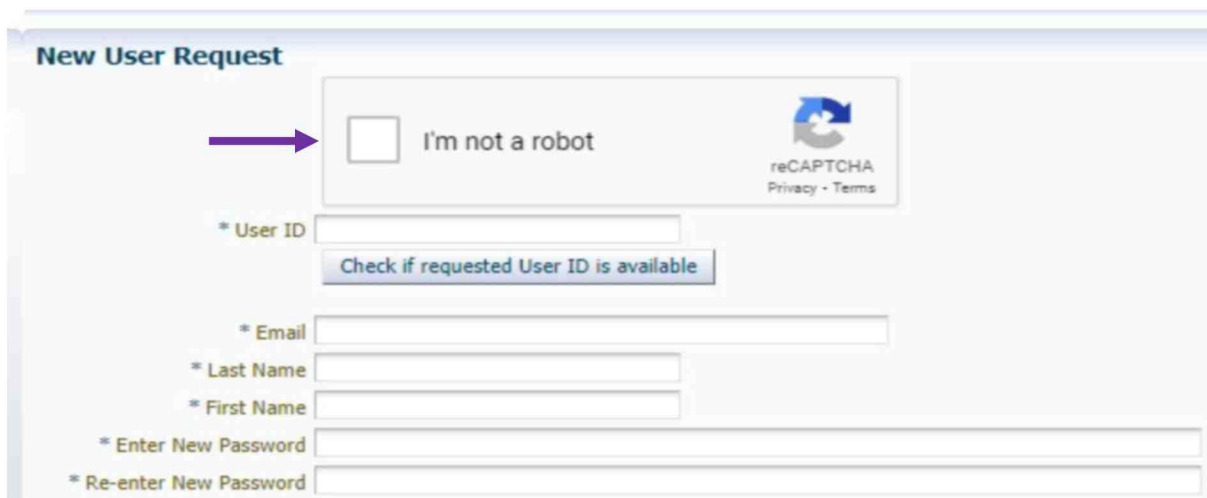
To access BSP, navigate to the Charitable Bingo Operations Division (CBOD) website at <https://www.txbingo.org/> and click on the BSP logo.

CREATE AN ACCOUNT

1. Click on **Create An Account**.



2. Fill in the information. Remember to check the box verifying you are not a robot.



- a. Be sure that your ID and password meet the identified criteria.

Please note the following restrictions on User IDs and Passwords

User IDs:

- must be at least 8 characters in length
- cannot contain any special characters other than those that can be used in an email address
- are not case sensitive
- you can use an email address for your User ID

Passwords:

- must be at least 8 characters in length
- the first character must be a letter
- there must be at least one number in the password
- passwords can only contain the following special characters ` ~ ! @ # \$ % ^ & * () _ - + = { } [] \ | : ; " ' , . ? /
- passwords are case sensitive

3. To access forms and information regarding organization(s) of which you are a member, complete the section shown in the picture below.
 - a. Completing this step will allow you to submit some forms on behalf your organization based on your position within the organization.
 - b. You can also view organizational information, including past quarterly reports and charitable distribution details.

REQUIRED to Access Organization or Your Worker Information

For access to an organization or your Worker Registry information, please complete the fol

Birth Date

Drivers License Number

Drivers License State

Last 4 Digits of SSN

4. Once you have filled in the information, click on [Create User](#).

CHANGE YOUR PASSWORD

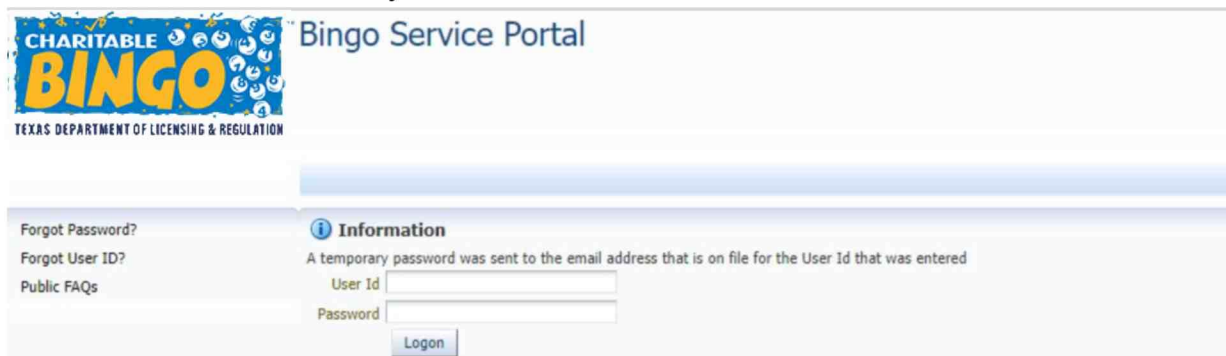
1. Select **Forgot Password?**



2. Enter your User ID and click **Continue**.



3. You will be returned to the log in screen. A temporary password will be sent to the email address associated with your BSP account.




4. Enter your User ID and copy the temporary password into the password box.
5. You will be prompted to change your password when you log in. It can take approximately 10 minutes to receive a temporary password. You may need to check any "Spam" or "Junk" folders.

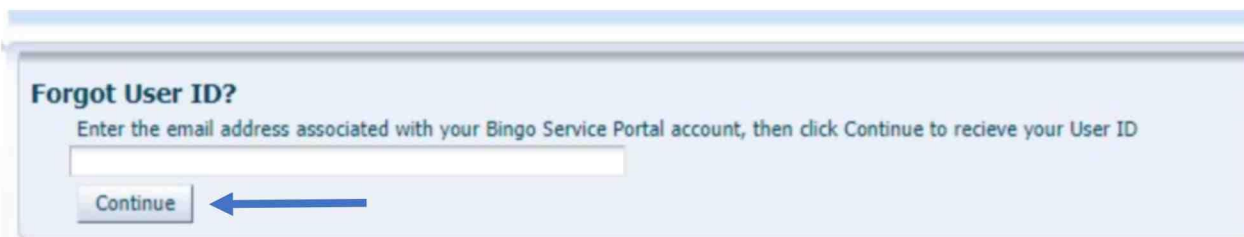
NOTE: Do not repeat the "forgot password" process. Every time this process is completed, BSP will issue a new temporary password for your account. Previously issued temporary passwords will not allow access to your account.

RECOVER YOUR USERID

1. If you forget your User ID – select [Forgot User ID?](#)



2. Enter the email address you used to set up your account and click [Continue](#).



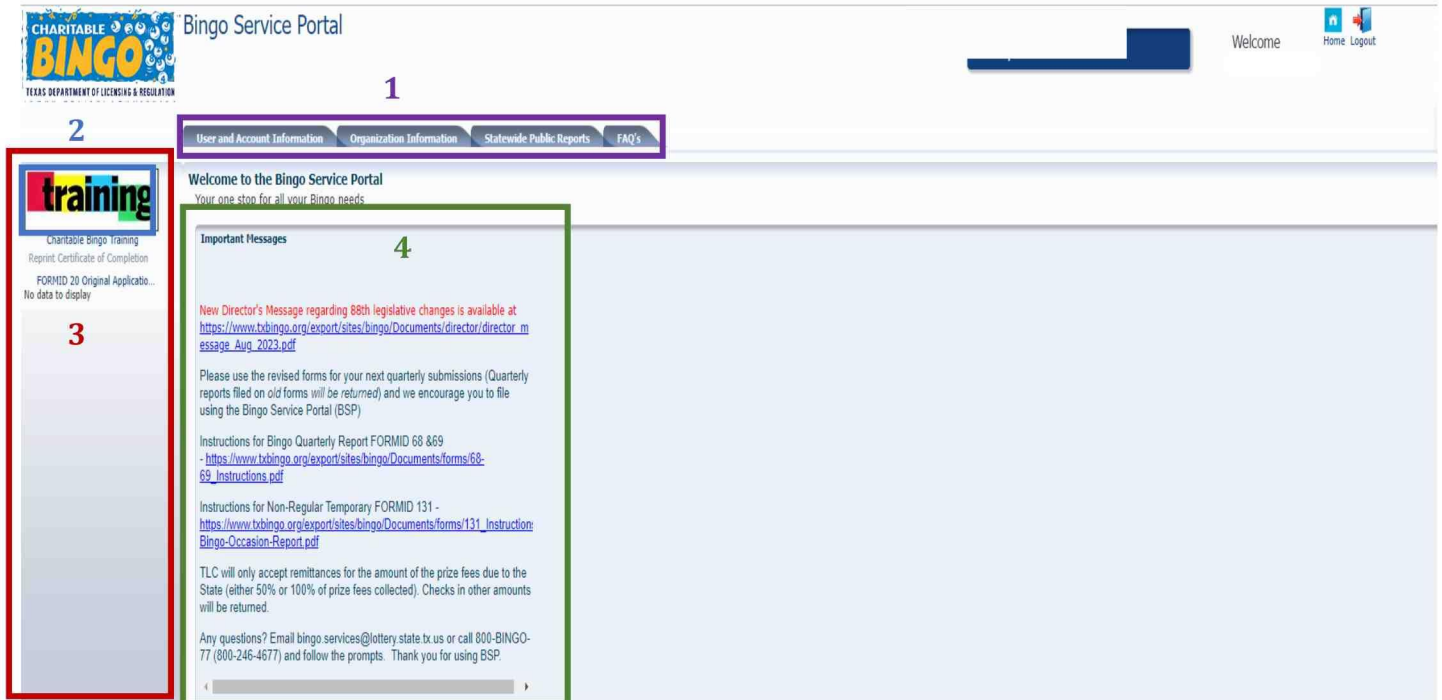
3. You will be returned to the log in screen. An email will be sent to the email you have on file in BSP.



It can take approximately 10 minutes to receive a temporary password. You may need to check any “Spam” or “Junk” folders.

BSP MAIN PAGE

The BSP main page provides the user quick access to general information.



1. **Header Tabs:** These tabs organize the information in BSP into several groups. The tabs you see will depend on the type of organization and your position within the organization. All users have three (3) primary tabs:
 - a. **User and Account Information** – Contains information and forms specific to the user.
 - b. **Statewide Public Reports** – Provides reports of publicly available information, e.g., Conductor Locations, Quarterly Reports, and active Distributor/ Manufacturers.
 - c. **FAQs** – Lists frequently asked questions and their answers.
2. **Training Link:** The link to the online bingo training modules is available for everyone. BSP provides the ability to reprint your training certificate from this page.

Note: Only the bingo Chairperson and Designated Agent are **required** to complete the training but any individual involved in the conduct of bingo occasions is strongly encouraged to take the training.
3. **Left Pane:** This section contains links to various forms able to be completed via BSP. The forms available in this pane depend on the currently selected Header Tab.
4. **Important Messages:** This section provides news and updates relevant to the conduct of bingo in the state of Texas, including:
 - a. Updates to the Bingo Enabling Act (BEA),
 - b. Decisions/messages from the Bingo Director or Department;
 - c. Helpful tips for quarterly reports;
 - d. Contact information.

CHARITABLE BINGO TRAINING

As specified in [Tex. Occ. Code §2001.107](#) and [16 Tex. Admin. Code §402.103](#), CBOD provides a charitable bingo training program. This training program can be completed on BSP. The bingo Chairperson and a Designated Agent must have a current training certificate unless the organization is a member of a unit with a designated unit manager. Designated unit managers must also have a current training certificate. However, CBOD strongly recommends that everyone involved in conducting bingo complete the training course.



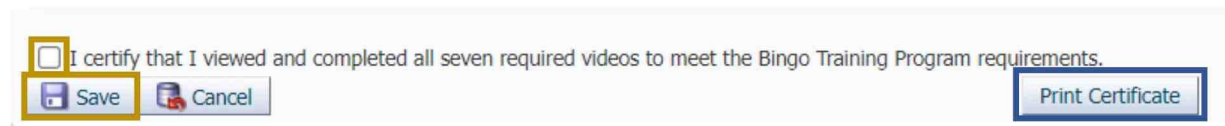
1. **Training Instructions:** This section provides guidance for completing the charitable bingo training program. Please review this section prior to beginning the training program.
2. **Charitable Bingo Training Modules:** The training program is presented in video format. There are **seven (7)** videos comprising **six (6)** modules. **You must complete all videos/modules** before certifying your completion of the training program.
 - 2.1. To navigate between videos, click the [Playlist](#) button in the top right corner of the video player.



- 2.2. Alternatively, click the [Replay](#) and [Next](#) buttons in the bottom left corner of the video player.



3. After completing all training materials, navigate below the video player. To confirm your training and generate your certificate of completion, click the [checkbox](#) and the [save](#) button.



4. You may then click the [Print Certificate](#) button to obtain a PDF copy of your certificate of completion.

USER AND ACCOUNT INFORMATION

This tab displays the user's information. It is vital to ensure that this information is correct because it is mirrored in the CBOD system. Discrepancies between the two systems can cause issues or delays in the approval or renewal of licenses and other forms submitted by the organization.

CHARITABLE BINGO TEXAS DEPARTMENT OF LICENSING & REGULATION

Bingo Service Portal

User and Account Information Organization Information Statewide Public Reports FAQ's

Change Password
FORMID 48 Notice to Change t...
FORMID 46 Apply for Worker Register

training
Charitable Bingo Training
Reprint Certificate of Completion
FORMID 20 Original Application...

1

User Account Information

User ID
Email
Last Name

2

Information On File with Charitable Bingo

First Name Middle Initial Last Name
Street Address
Phone Number
E-mail Address

3

Worker Registry Information

Worker Registry Number
Original Start Date
Start Expire

4

NOTE: Make sure you have added this site to allow popups for your browser
Terms and Conditions | Privacy Statement

1. **Left Pane:** Find user specific forms in this section. The forms typically available include:
 - a. **FORMID 20** Original Application for Temporary Bingo Occasions for Non-Regular Organization,
 - b. **FORMID 46** Worker Registry Application,
 - c. **FORMID 47** Worker Registry Renewal, and
 - d. **FORMID 48** Notice to Change Worker Registry.
2. **User Account Information:** User information can be edited. Please ensure you keep a record of any change to your User ID and email associated with your BSP account.
3. **Information on File with Charitable Bingo:** This section contains user information reflecting data contained in the CBOD system. If you wish to change information contained in this section, please contact CBOD at bingo.services@lottery.state.tx.us. You may be required to submit documentation before a requested change can be made.
4. **Worker Registry Information:** This is your worker registry information. If this section is blank, you are not identified as a registered worker in the CBOD system, or you have not linked your BSP account to the CBOD system (see below). To change this information, please contact CBOD at bingo.services@lottery.state.tx.us. You may be required to submit FORMID 48 before the requested change can be made.

Alternatively, you may see the following section rather than sections 3 and 4.

For access to an organization or your Worker Registry information, please complete the following. For an organization or license access as a new user, you must hold an active position on the bingo record for a licensed charitable organization, lessor, manufacturer, distributor, or unit.

Birth Date 

Drivers License Number

Drivers License State

Last 4 Digits of SSN

This section may be used to link your BSP account to information already on file with CBOD. **Do not fill in this section unless you are listed on the Worker Registry and/or on an organization's license or unit agreement.**

If you are registering as a Bingo Worker, submit a completed FORMID 46. After receiving confirmation that your registration has been approved, you may complete this section.

If you are listed on an organization's license or unit agreement, complete and submit all required forms. After receiving confirmation that submitted forms have been processed and approved, you may complete this section.

- You will need to log out of BSP and to log back in to see the changes to your BSP account.
- It may take 15 minutes or more for the new changes to take effect.

Note: It is the **USER'S** responsibility to ensure that their information is accurate and up to date.

ORGANZIATION INFORMATION

This tab contains information about organization(s) with which you are associated. It is only accessible if your BSP account is linked to information already on file with CBOD (see [User and Account Information](#), subsection 4.1).

1. **Left Pane:** Find organization specific forms here. The forms available will depend on the type of organization selected and your role within the organization. See [Form Submission](#), subsection 1, for a list of all forms available on BSP.
2. **Organization Information:** This section displays general information about the selected organization. This information cannot be changed in BSP. If any information in this section is inaccurate, please contact CBOD at bingo.services@lottery.state.tx.us. You may be required to submit documentation before a requested change can be made.
3. **Organization (Select):** This section displays a list of all organizations in which you hold a position. Clicking on an organization selects it, and the other sections on this page will change to reflect the currently selected organization. **Ensure you have the correct organization selected before submitting forms** using the Left Pane.
4. **Detailed Information Tabs:** Use these tabs to view more detailed information about the selected organization, including previously submitted Quarterly Reports, a list of officers and other position holders, and any account balances on file for your organization with CBOD.

FORM SUBMISSION

One of BSP's key features is the ability to submit forms online. The forms available to you will depend on your position in the organization. In order to submit forms on behalf of an organization through BSP, your account must be linked to information already on file with CBOD (see [User and Account Information](#), subsection 4.1).

1. **Available Forms.**

The following forms may be completed online via BSP. Bingo forms available via BSP are published on the CBOD website (<https://www.txbingo.org/export/sites/bingo/index.html>).

- a. **FORMID 11** Conductor license Amendment
- b. **FORMID 18** Notification for Temporary Bingo Occasion for Regular Organization
- c. **FORMID 19** Application for Temporary Bingo Occasion for Non-Regular Organization
- d. **FORMID 20** Original Application for Temporary Bingo Occasions for Non-Regular Organization
- e. **FORMID 46** Application for Registry of Bingo Workers
- f. **FORMID 47** Renewal for Bingo Worker Registry
- g. **FORMID 48** Notice to Change to Worker Registry
- h. **FORMID 50** Conductor License Renewal
- i. **FORMID 68** Bingo Quarterly Report (for conductors)
- j. **FORMID 69** Bingo Quarterly Report (for Units)
- k. **FORMID 70** Lessor Quarterly Report
- l. **FORMID 100** Rent Receipt Detail
- m. **FORMID 109** Bingo Manufacturer/Distributor Quarterly Report
- n. **FORMID 129** Charitable Distributions Details for Conductor and Unit Member
- o. **FORMID 130** Charitable Distributions Details for Accounting Unit
- p. **FORMID 131** Non-Regular Temporary Bingo Occasions

2. Submitting Forms via BSP.

2.1. Select the correct **form link** from the left pane of BSP. Different forms are available under different Header Tabs (see [BSP Main Page](#), subsections 1 and 3).



2.2. Complete all sections accurately. Some forms have multiple **form tabs**. Ensure all tabs have been reviewed and completed.

The image shows the 'Non-Regular Temporary Request' form. The form has three tabs: 'Non-Regular Temporary Request', 'Individuals for License', and 'Attached Documents'. The 'Non-Regular Temporary Request' tab is active. The form contains several sections: 'Taxpayer Information' with fields for Taxpayer Number, Organization Name, Mailing Street Address, City, State, Zip, County, Organization Website Address, Organization Phone Number, and Organization FAX Number; 'Individual's Name to Contact', 'Individual's Contact Number', and 'Individual's E-mail Address'; 'Type of non-profit organization' and 'Is the Veteran's organization chartered by the US Congress'; 'Affiliated with a state or a national organization?', '501(c) exemption from the IRS?', and '501(c) Type'; and 'Organization filed Form 990 with IRS in the past?'. A note at the bottom states: 'If "Yes" complete and submit a FORMID 110 - Verification by Parent for Charitable Organization Conductor.'

2.3. Check the **Certification of Responsibility**, if applicable. To submit your form online, click **Save and Submit Application**. This button must be clicked for CBOD to receive your completed form.

The image shows the 'Temporary Bingo Occasions for Non-Licensed Organization - Section 1' form. The form has a header with the title and a note: 'Note: "Save Application" is used to save this application and allow you to come back and continue the application at a later time.' Below the note are four buttons: 'Save Application', 'Save and Print', 'Save and Submit Application', and 'Cancel'. The 'Save and Submit Application' button is highlighted with a red box. Below the buttons is the 'Form Instructions' section with a link 'Click here to see the Form Instructions'. Below that is the 'Electronic Signature Required' section. A green box highlights the 'CERTIFICATION OF RESPONSIBILITY' section, which contains a checkbox and the text: 'You are certifying on a State of Texas License Application that the information provided is true and correct. There is a substantial penalty for a fraudulent application.'

- **Online payment of Prize Fees due must be made at time of Quarterly Report submission.** For more information on filing Quarterly Reports via BSP, see the relevant “How to File” guide in the [Publications](#) section of the CBOD website.
- Alternatively, you may **Save Application** to save without submitting or **Save and Print** to obtain a PDF copy of your application.

STATEWIDE PUBLIC REPORTS

This tab provides easy access to publicly available data related to the conduct of bingo in the state of Texas. These reports can be saved in PDF, CSV, and/or Excel format.

Report Name

- All Units Report
- Average Attendance Statistics
- Conductor and Unit Quarterly Reports
- Conductor and Unit Quarterly Reports Detail Line Items (CSV and Excel Download)
- Conductor Quarterly Reports
- Current Active Licensed Distributors
- Current Active Licensed Manufacturers
- Delinquent Purchasers
- Lessor Quarterly Report
- Mfg/Dist Quarterly Reports
- Net Allocations Payments
- Registered Workers

Open Data Portal Reports

Report Name

- Active Lessors and Grandfathered Lessors
- Conductor Locations

NOTE: Make sure you have added this site to allow popups for your browser

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1. **Standard Reports:** These reports can be run directly from BSP. Clicking on the desired report will open a Report Parameters window, allowing you to obtain specific data based on dates, locations, and other factors.

Report parameters for Conductor Quarterly Reports

Starting Year and Quarter Number of Quarters To Include

Organization Name

County

City

2. **Open Data Portal Reports:** These reports are stored as datasets on the [Texas Open Data Portal](#) (ODP). Clicking on the desired report will open a new window in your browser which displays the relevant dataset. For more information on using the ODP, please review the [ODP User Guide](#) available on the ODP website.

data.texas.gov Texas Open Data Portal

Home Texas ODP Catalog Stories Help ***NEW: User Guide*** Other Texas Data Sites

Bingo Conductor Locations

Active Bingo Conductors by playing location with identifying information.

Organizati...	Location N...	Location S...	Location CI...	Location S...	Location ZI...	In City Limi...
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FAQ's

This tab contains frequently asked questions related to BSP. Please contact CBOD via phone or email if you have a question that is not covered under this tab.

User and Account Information	Organization Information	Statewide Public Reports	FAQ's
Bingo Service Center FAQ's			
Question: Can I review my quarterly filings even if I mailed them in and did not submit them through the Bingo Service Portal?			
Answer: Yes. After your mailed report has been processed, the information will display on the Organization Information, Quarterly Return Filings tab.			
Question: Can I change my personal information through BSP even if I am not a registered worker?			
Answer: If you are actively associated with an organization you can update your personal information by selecting the User and Account Information link and altering the Change Bingo Information tabs.			
Question: Can I print my temporary application form when I apply through the Bingo Services Portal?			
Answer: Currently, there is no printing capability for that; however, you may perform the print screen operation or use the Snipping Tool and print a copy of your screen in that way.			
Question: If I have any questions on the BSP who can I email or call for assistance?			
Answer: Email the Education and Training Services Section at bingo.services@lottery.state.tx.us , or call at 1-800-246-4677 ext 5299.			

If at any time you have issues or questions about BSP, contact CBOD at bingo.services@lottery.state.tx.us or 1-800-BING077 (1-800-246-4677).