Uploading Documents to Lottery Applications

1. For the document in question, be sure to save it in an easily findable location such as your Desktop or in your Documents folder.

   Note: If you are going to be taking a picture of the document instead of scanning as a PDF file, be sure to download that picture to the computer in which you are completing the application. The accepted file types are either JPG or PDF.

2. Return to your application through the Retailer Application Portal. (https://md.sgretailerportal.com/gemRetailer/ApplicantLogin.aspx)

3. Click on the My Applications button.

   ## My Applications

4. Click on the application in which you would like to upload a document to. (Your Retailer name is the link to click.)

ABC Liquors   Independent   Incomplete

5. Find the section where a document upload is required noted by these three icons.

6. Click on the document upload button.

7. Click Choose File and located the folder where the document was saved.   **Choose File**

8. Select the file and click Open. (May differ slightly if using a Mac instead of a PC.)

9. You file will appear in the file list, click Upload.

   Upload 'Fingerprints Receipt - John Doe'   ✕

   Choose File   To Do List.docx

   Cancel   **Upload**

10. Your upload is complete once the green checkbox appears on the right side of the section.