

CHECKD AML — STAFF PAYOUT CHEAT SHEET

Quick reference guide for processing gaming machine payouts

STEP 1 — SCAN PATRON ID



- Tap New Payout, then Start Payout.
- Hold patron ID to camera, scan front first.
- Scan back only if any details are missing.
- For Digital Licence, scan QR code/digital license details directly from patrons phone
- Check all captured details are correct, edit if needed.
- Enter phone number and/or email address.
- Fill occupation/source of funds if your venue requires it.

STEP 2 — PAYOUT INFO



- Enter total payout amount
- Enter ticket number and EGM machine number
- Tap 'Take Photo as Proof', capture ticket/jackpot form clearly
- For \$5,000+, KYC checks run automatically
- Below \$5,000, tick 'Run all checks' if needed
- Tap Continue

STEP 3 — IDENTITY VERIFICATION



- Spin iPad to face patron
- Ask patron to sign: 'Quick signature to confirm you are who you say you are'
- Take iPad back, tap Continue to run DVS check
- If DVS fails, collect a second form of ID
- Tap Continue once required points are satisfied

STEP 4 — PAYMENT METHODS



- Only tick methods the patron requested
- Cash: enter amount or use Set to Max
- EFT: enter BSB, account number and name
- Cheque: enter cheque amount or use Set to Max
- Payout total must balance, system will flag if not

STEPS 5 — SIGN OFF & SUBMIT



- Spin iPad to patron, ask them to carefully check their payment details and sign
- Take iPad back, review all details
- Sign as staff to confirm AML/CTF process followed
- Tap Submit
- If junior staff: alert manager to complete the review

IMPORTANT TIPS



- Scan back of ID only if details are missing
- Always get at least one contact detail
- If DVS fails, collect secondary ID
- Only select the payment methods the patron has asked for
- Occupation/source of funds,check your venue settings