OVERVIEW

Lottery Services Portal is a powerful tool customized to fit the needs of independent retailers. Information is updated daily. Responsive design works across any browser or device, allowing access via desktop, laptop, tablet, or cellphone, empowering you to reach new heights with more control and more access to data.

The Lottery Services Portal includes:

- Detailed Inventory and Sales Reports
- At-a-glance Sales, Earnings and Inventory Data specific to your location
- Interactive Lottery training
- Printable Winner Awareness/Jackpot Awareness
- Alerts about potential revenue-draining situations
- Scratch-Offs Management
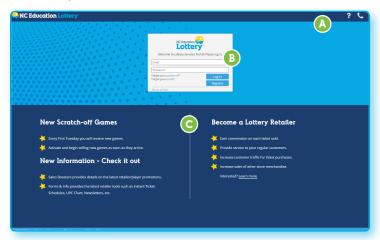- Key data, videos, forms, new game information, and much more.

To Access Lottery Services Portal

From your browser, navigate to:
https://nc-lsp.lotteryservices.com

HOME PAGE

A Top Menu Navigation
B Login / Sign Up
C Lottery Information

Top Menu Navigation: *Prior to Logging In*

A Frequently Asked Questions (FAQ)
B Contact Us

Top Menu Navigation: *After Logging In*

A Main Menu   D Contact Us
B Messages   E Settings
C FAQ

Via the Settings icon:

- Change personal information (My Account)
- Manage Report Schedules
- Logout from Lottery Services Portal

https://nc-lsp.lotteryservices.com

NC Education Lottery™

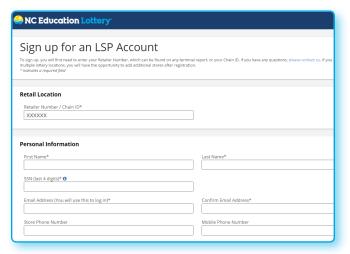## LOTTERY SERVICES PORTAL

Retailer Quick Reference

HOME PAGE

Signing Up

To Sign Up for a Lottery Services Portal Account, from your browser go to: **https://nc-lsp.lotteryservices.com**. Click Sign Up. The Sign Up for an LSP Account dialogue box displays. Enter your Retailer Number, then click Submit.

NOTE: Only Primary Retailers/Owners of independent locations can self-register. Only one Primary User is allowed for each location, but there is no limit creating secondary users through the Manage User feature.
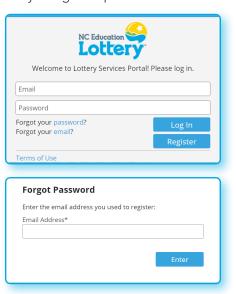
Once the Retailer Number has been submitted, the following Registration screen displays. Enter all of the required information to sign up for an account, and then click *Submit*. You will receive a verification email that will allow you to activate your account.

Logging In

To log in from your browser go to: **https://nc-lsp.lotteryservices.com**. Simply enter the Email address you used to sign up and Password, then click Log In. Click Forgot your password, and the Forgot Password dialogue box displays. Enter your Email Address, then click Enter. You will be presented with a Security Question you answered when you signed up.

DASHBOARD

The Dashboard displays all of the critical information needed to manage and grow Lottery sales at a glance. Widgets on the Dashboard include detailed reports.

Earnings

Net Sales

Alerts

EFT Amount

Top-Selling Scratch-Offs
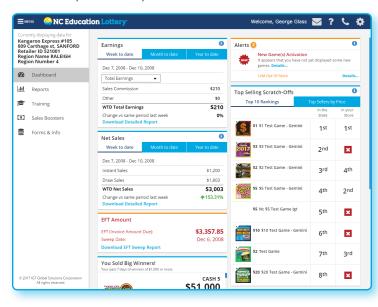
You Sold Big Winners!

Cumulative Winners

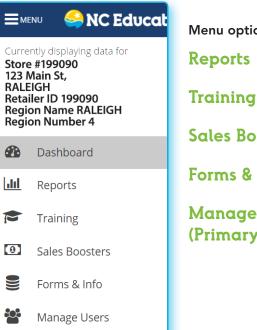**Your Lottery Representatives**

Jackpots & Next Draws

License Renewal

NOTE: Dashboard Widgets display only when applicable to the account. They also render differently, depending upon screen size, resolution, or device.

LEFT PANEL MENU

Menu options include:

Reports

Training

Sales Boosters

Forms & Info

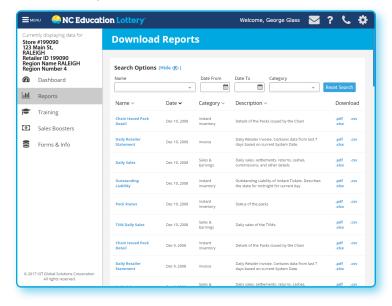**Manage Users (Primary users only)**

Reports

Click *Reports* on the Main Menu to display the Download Reports section. All reports are automatically posted by date.

Select the desired report by going to the Search Options section, and selecting the report's *Name, Date From, Date To,* and *Category*. Click *Reset Search* to start search again.

Click the desired report name. Reports can be downloaded in the following formats: .pdf, .csv, and .xlsx (Excel). The Invoice Details report is also available in .xml format for integration with accounting software.

NOTE: When viewing dashboard reports in Excel, click *Enable Editing* to show totals.
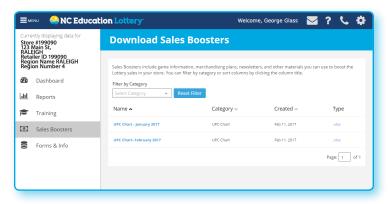

LEFT PANEL MENU

Training

Click *Training* on the Main Menu to display the Lottery Learning Link website in a new browser window. Lottery Learning Link login credentials may be different than Lottery Services Portal login.

Sales Boosters / Forms & Info

Click *Sales Boosters* on the Main Menu to display the Download Sales Boosters section, which holds information, such as Retailer Newsletters, and New Game Overviews (document types and names will vary depending upon your state's terminology and processes).

Click *Forms & Info* on the Main Menu to display the Download Forms & Info section, to find: Lottery Forms, Equipment Manuals, Lottery Processes, Bank Forms, and Troubleshooting Information.

Choose to *Filter by Category*, and click Reset Filter to start over. Click the name of the sales booster or the format in the last column to download.

Manage Users (Primary users only)

If you are the Primary User for your store, you can add new users to your account and/or manage existing users by clicking *Manage Users* on the Main Menu to *Create New User*, or to suspend or delete Users from Lottery Services Portal. You can also update Account Details or Update Account Status for each User, by first clicking on the User Name and then updating each field or selecting an option from the drop-down menus.