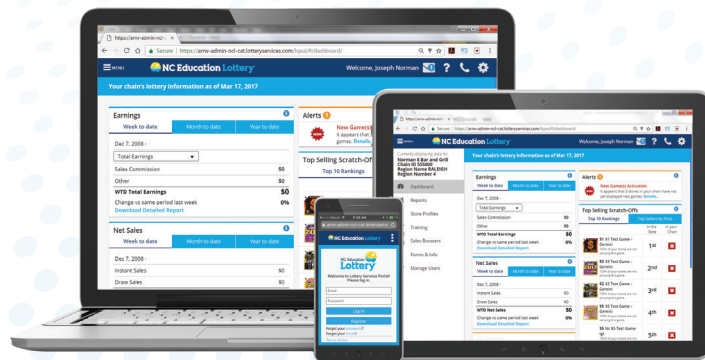


OVERVIEW

Lottery Services Portal is a powerful tool customized to fit the needs of corporate HQ and chain subordinate 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 chain, both aggregated and by location
- Interactive Lottery training
- Printable and Social Media sharable Winner Awareness/ Jackpot Awareness
- Alerts about potential revenue-draining situations
- Live Chat capability
- 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

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 a Lottery Services Portal Account dialogue box displays. Enter your Chain ID, then click *Submit*.

NOTE: Only one User from each Chain Headquarters can self-register. This User will be considered the Primary User. Primary Users can create unlimited secondary users through the Manage User feature.

Once the Chain ID has been submitted, the following Registration screen displays. Enter all of the required information to sign up for an account, and then click *Submit*. A verification email will be sent allowing account activation.

Logging In

To log in, 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.

<https://nc-lsp.lotteryservices.com>



LOTTERY SERVICES PORTAL

Retail Chain Quick Reference

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DASHBOARD

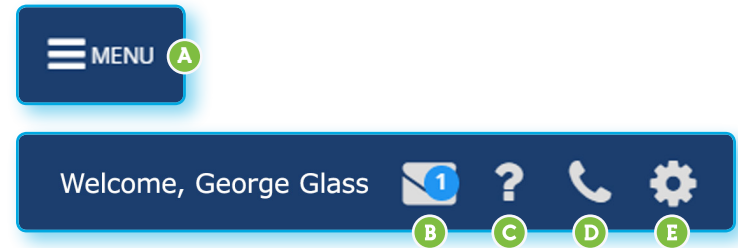
The Dashboard displays all of the critical information needed to manage and grow Lottery sales at a glance. Widgets on the Dashboard include detailed reports.

- 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.

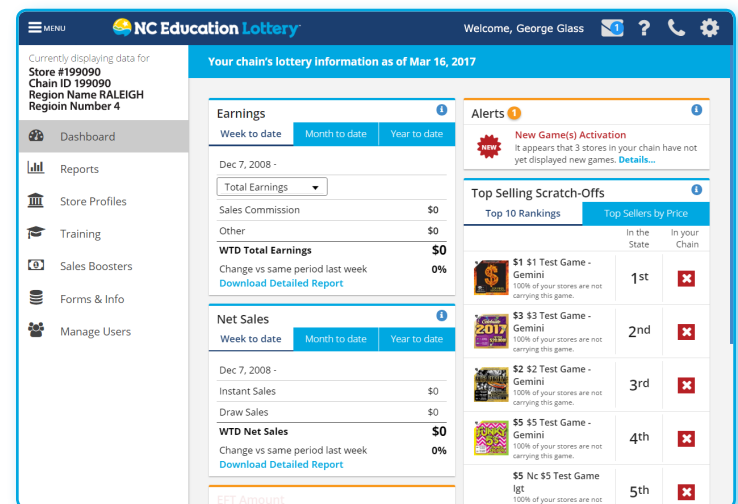
Top Menu Navigation: After Logging In

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

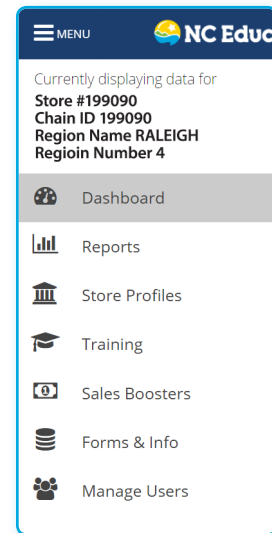


Via the Settings icon:

- Change personal information (My Account)
- Enable or disable self-registration by managers or franchisees of stores in your chain (Subordinate Registration)
- Subscribe to have reports delivered to your email address or SFTP site (Subscriptions)
- Logout from Lottery Services Portal



LEFT PANEL MENU



Menu options include:

- Reports
- Store Profiles
- Training
- Sales Boosters
- Forms & Info
- Manage Users (Primary users only)

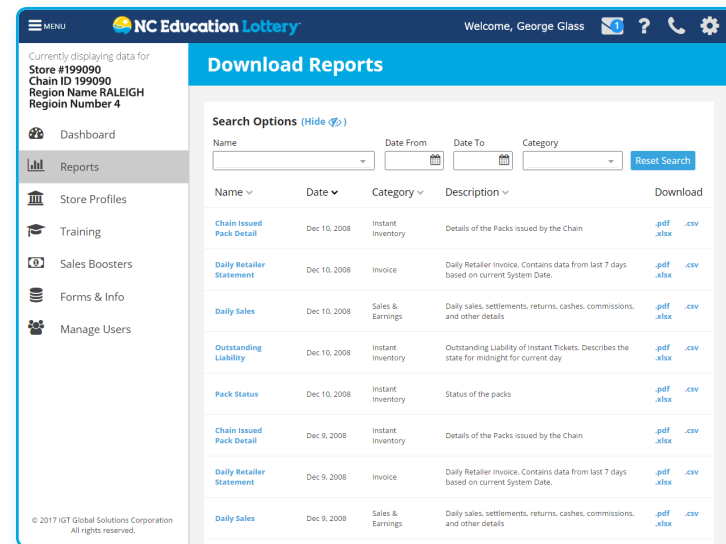
Reports

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 download 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.

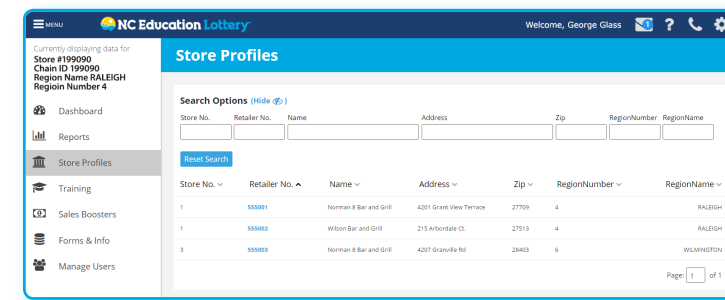


LEFT PANEL MENU

Store Profiles

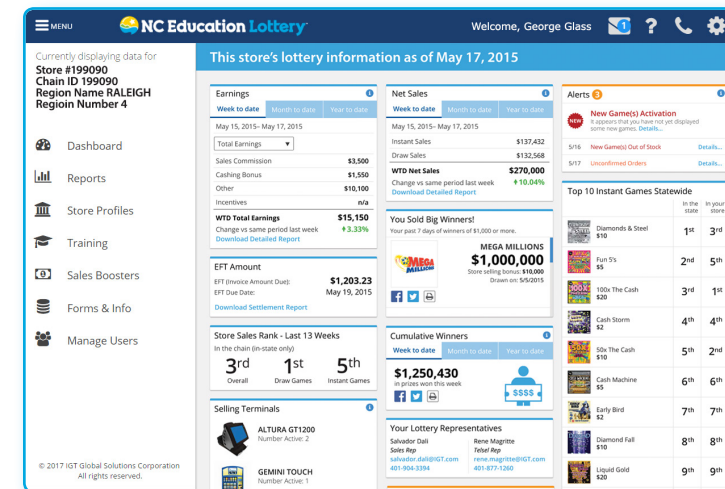
Click **Store Profiles** on the Main Menu to display the Store Profiles section. All stores are automatically displayed by Retailer No. You can also view by Store No., Name, Address, or Zip by clicking the column heading.

You can select the desired store by going to the Search Options section, and selecting the report's *Name*, *Date From*, *Date To*, and *Category*. Click **Reset Search** to start your search over.



Once you locate the desired store, click on the Retailer No. to view the store's individual dashboard.

The selected store's dashboard displays:



Via the **Store Profiles** page, you can view the following unique widgets:

- Selling Terminals:** Displays all lottery terminals and self-service devices in this location. Devices are grouped by type and counted.
- Self-Service Out of Stock:** Displays the combined out-of-stock time (hours) and estimated lost sales for all bins in all self-service devices in this location; by week for the last 13 weeks.
- Store Sales Rank – Last 13 Weeks:** Compares this location's total, draw, and instant game Lottery sales to that of other locations in your chain statewide, based on the last 13 weeks' average weekly net sales.

LEFT PANEL MENU

Training

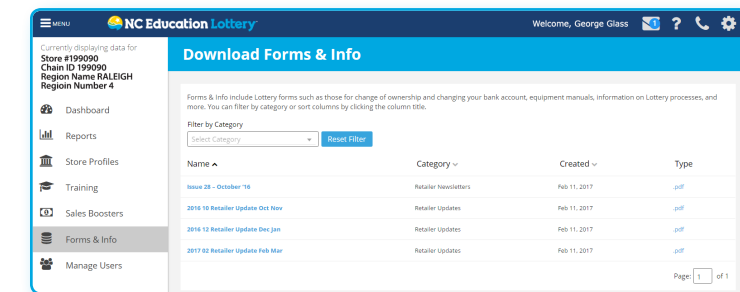
Click **Training** on the Main Menu to display the Lottery Learning Link website in a new browser window. Lottery Learning Link login credentials may be different than Lottery Services Portal login.

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 chain, 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.

