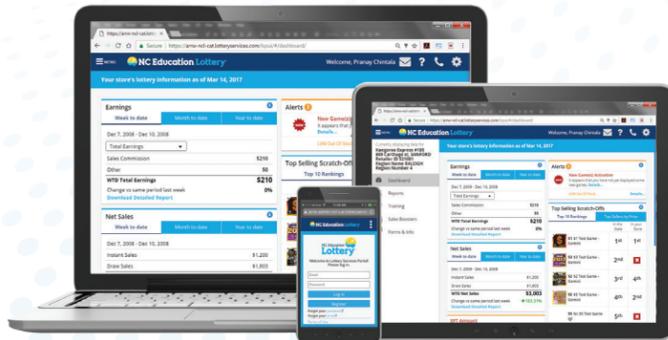


OVERVIEW

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.

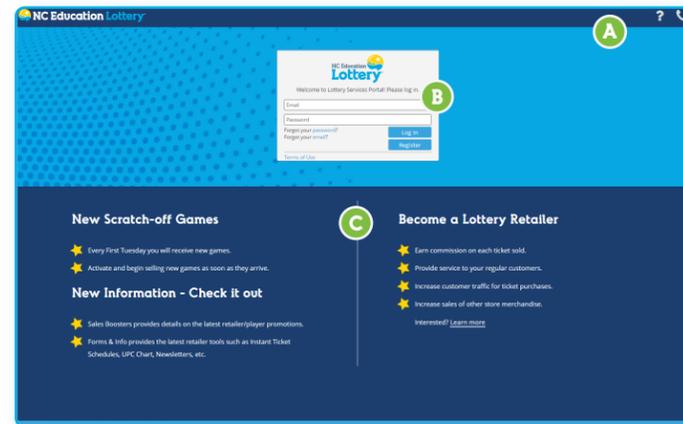


To Access Lottery Services Portal

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

HOME PAGE

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



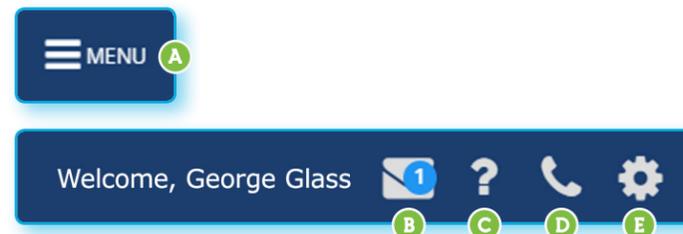
Top Menu Navigation: Prior to Logging In

- A Frequently Asked Questions (FAQ)
- B Contact Us



Top Menu Navigation: After Logging In

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



Via the Settings icon:

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

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



LOTTERY SERVICES PORTAL

Retailer Quick Reference

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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.

Sign up for an LSP Account

To sign up, you will first need to enter your Retailer Number, which can be found on any terminal report, or your Chain ID. If you have any questions, please contact us. If you have multiple lottery locations, you will have the opportunity to add additional stores after registration. * indicates a required field

Retail Location

Retailer Number / Chain ID*

XXXXXX

Personal Information

First Name* Last Name*

SSN (last 4 digits)*

Email Address (You will use this to log in)* Confirm Email Address*

Store Phone Number Mobile Phone Number

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.

Welcome to Lottery Services Portal! Please log in.

Email

Password

Forgot your password? Log In

Forgot your email? Register

Terms of Use

Forgot Password

Enter the email address you used to register:

Email Address*

Enter

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.

Currently displaying data for Kangaroo Express #105 809 Carthage st, SANFORD Retailer ID 521001 Region Name RALEIGH Region Number 4

Earnings

Week to date Month to date Year to date

Dec 7, 2008 - Dec 10, 2008

Total Earnings \$210

Sales Commission \$0

Other \$0

WTD Total Earnings \$210

Change vs same period last week 0%

Download Detailed Report

Net Sales

Week to date Month to date Year to date

Dec 7, 2008 - Dec 10, 2008

Instant Sales \$1,200

Draw Sales \$1,803

WTD Net Sales \$3,003

Change vs same period last week +153.31%

Download Detailed Report

EFT Amount

EFT (Invoice Amount Due): \$3,357.85

Sweep Date: Dec 6, 2008

Download EFT Sweep Report

You Sold Big Winners!

Your past 7 days of winners of \$1,000 or more.

CASH \$51,000

Alerts

New Game(s) Activation

It appears that you have not yet displayed some new games. Details...

LVM Out Of Stock

Top Selling Scratch-Offs

Top 10 Rankings Top Sellers by Price

Rank	Game Name	In the State	In your Store
1st	\$1 \$1 Test Game - Gemini	1st	1st
2nd	\$3 \$3 Test Game - Gemini	2nd	1st
3rd	\$2 \$2 Test Game - Gemini	3rd	4th
4th	\$5 \$5 Test Game - Gemini	4th	2nd
5th	\$5 Nc \$5 Test Game Igt	5th	1st
6th	\$10 \$10 Test Game - Gemini	6th	1st
7th	\$2 Test Game	7th	3rd
8th	\$20 \$20 Test Game - Gemini	8th	1st

LEFT PANEL MENU

MENU NC Education Lottery

Currently displaying data for Store #199090 123 Main St, RALEIGH Retailer ID 199090 Region Name RALEIGH Region Number 4

- Dashboard
- Reports
- Training
- Sales Boosters
- Forms & Info
- Manage Users

- 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.

Currently displaying data for Store #199090 123 Main St, RALEIGH Retailer ID 199090 Region Name RALEIGH Region Number 4

Download Reports

Search Options (Hide ⌵)

Name Date From Date To Category Reset Search

Name	Date	Category	Description	Download
Chain Issued Pack Detail	Dec 10, 2008	Instant Inventory	Details of the Packs Issued by the Chain	.pdf .xlsx
Daily Retailer Statement	Dec 10, 2008	Invoice	Daily Retailer Invoice. Contains data from last 7 days based on current System Date.	.pdf .xlsx
Daily Sales	Dec 10, 2008	Sales & Earnings	Daily sales, settlements, returns, cashes, commissions, and other details	.pdf .xlsx
Outstanding Liability	Dec 10, 2008	Instant Inventory	Outstanding Liability of Instant Tickets. Describes the state for midnight for current day	.pdf .xlsx
Pack Status	Dec 10, 2008	Instant Inventory	Status of the packs	.pdf .xlsx
TVM Daily Sales	Dec 10, 2008	Sales & Earnings	Daily sales of the TVMs.	.pdf .xlsx
Chain Issued Pack Detail	Dec 9, 2008	Instant Inventory	Details of the Packs Issued by the Chain	.pdf .xlsx
Daily Retailer Statement	Dec 9, 2008	Invoice	Daily Retailer Invoice. Contains data from last 7 days based on current System Date.	.pdf .xlsx
Daily Sales	Dec 9, 2008	Sales & Earnings	Daily sales, settlements, returns, cashes,	.pdf .xlsx

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.

Currently displaying data for Store #199090 123 Main St, RALEIGH Retailer ID 199090 Region Name RALEIGH Region Number 4

Download Sales Boosters

Sales Boosters include game information, merchandising plans, newsletters, and other materials you can use to boost the Lottery sales in your store. You can filter by category or sort columns by clicking the column title.

Filter by Category Select Category Reset Filter

Name	Category	Created	Type
UPC Chart - January 2017	UPC Chart	Feb 11, 2017	.xlsx
UPC Chart - February 2017	UPC Chart	Feb 11, 2017	.xlsx

Page 1 of 1

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.

Currently displaying data for Store #199090 123 Main St, RALEIGH Retailer ID 199090 Region Name RALEIGH Region Number 4

Manage Users

Select a name to view and edit that user's information. You can sort columns by clicking the column title. Create New User

Name	Email	User ID	Retailer No.	Region No.	Region Name	LSP Access
User Name: Testing	testingname@matinor.com	835002	83001	4	RALEIGH	Active

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