



intralot

**INTRALOT
LOTTERY AGENT
TRAINING**



RESPONSIBLE
GAMING





SALES EQUIPMENT

SECTION 1 OF 7

PHOTON FAMILY



- Photon Terminal
- Printer
- Barcode Reader
- Modem
- TP Link Switch

- Genion
- Player Advertisement Device
- Customer Display Unit
- Keypad
- Jackpot Sign Transceiver

PHOTON TERMINAL

- Primary Point of Sale for Online Game tickets
- Scans Lottery playslips
- Validates Online and Instant tickets
- Records retailer payouts of winning Online and Instant tickets
- Receives, activates, and settles Instant ticket books
- Provides reports on financial information



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BARCODE READER AND PRINTER

Barcode Reader

- Used to validated Online and Instant tickets
- Used to receive, activate, and settle Instant Game books

Printer

- Requires connection for the Photon to work
- Prints Online Game tickets
- Prints receipts
- Prints reports



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MODEM AND SWITCH

Modem

- Provides connection to the Illinois Lottery

Switch

- Provides communication between the modem and all Intralot technology in the store



PAD AND CDU

Player Advertisement Device

- Plays a series of advertisements
- Briefly flashes the cost of each item and the running total

Customer Display Unit

- Available for non-PAD stores
- Displays a static background
- Briefly flashes the cost of each item and the running total
- Provided to stores without space for a PAD



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GENION

- Customer operated
- Checks tickets for winners
- Can be up to 300 ft away from the Photon
- Genion requires connection to Photon through hardwiring

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Speak to your LSR if you wish to order Permanent Point-of-Sale equipment. This includes incidentals such as the attached chains and pens.

ORDERING PERMANENT POINT OF SALE

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PHOTON PARTS AND SETTINGS

SECTION 2 OF 7



1. Touch Screen Monitor
2. Camera
3. The Body
4. The Play Slip Tray
5. Back Panel

PARTS OF THE PHOTON

PARTS OF THE PHOTON: THE PLAY SLIP TRAY

From the Coupon Tray you may

...

- Scan Play Slips
- Validate Tickets
- Confirm orders
- Activate instant ticket books
- Settle instant ticket books



Clean the monitor of the Photon, PAD, and CDU, when needed utilizing any glass cleaner and a clean cloth.

MONITOR MAINTENANCE





PRINTER RELOADING

USE ONLY PAPER ASSIGNED TO YOUR STORE

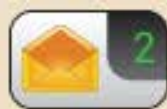


1



Retailer : 00690000 - 1 Version : 00072
Monday, August 5, 2019 11:57:26

2



3

AUGUST 5, 2001
Must have been born on or before
the date shown above to buy, sell
or redeem lottery tickets.

4

Online Games

Instant Games

Financial Reports

LSR/GST

Terminal

5

Sign Off

6

Reboot

7

Transactions History

Terminal Sound
Off On

Terminal Maintenance

8

Change Skin

9

Important Contact Information

10

Training Mode

11

Shopping Basket Off

12

Help Video Files

13

Sell Limit

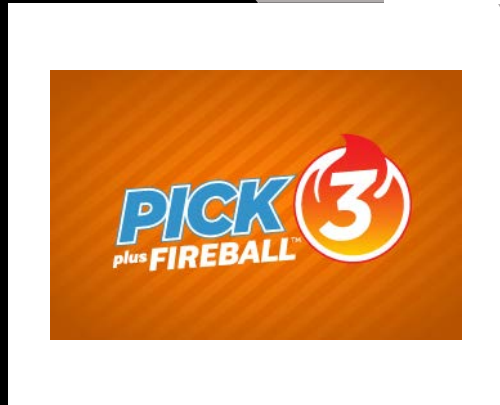
14

Win30 Barcode

TROUBLESHOOTING

- If you are having trouble with your Photon Terminal or any of the peripheral devices call **INTRALOT** at 1-844-806-8930.
- Please have your Lottery retailer ID and store address ready.
- Call Center Operators will attempt to troubleshoot with you over the phone to get you back online as quickly as possible.





ONLINE GAMES

SECTION 3 OF 7

TERMS TO KNOW

- **Game / Play:** The amount of number sets a customer would like to play of 1 game.
 - **Example:** Powerball 1, 2, 3, 4, 5 with a Powerball of 1 and 6, 7, 8, 9, 10 with a Powerball of 2, and Powerball of 11, 12, 13, 14, 15, with a Powerball of 3 are three separate games of Powerball.

For more information go to www.illinoislottery.com

TERMS TO KNOW

- **Modifier:** An Online Game option that gives players access to more prizes or better chances of winning.
 - **Powerball:** PowerPlay
 - **Megaball:** MegaPlier
 - **Lotto:** Extra Shot
 - **Lucky Day Lotto:** EZ Match
 - **Pick 3 and Pick 4:** Fireball

For more information go to www.illinoislottery.com

TERMS TO KNOW

- **Quick Pick:** A randomly selected set of numbers for an Online Game.
- **Multi-Day / Multi-Draw:** The number of consecutive draws the player would like to use her / his set of numbers.
- **Number of Tickets:** How many tickets a player would like of the number of games the customer has selected.

For more information go to www.illinoislottery.com

TERMS TO KNOW

- **Play Slip:** A form on which players can pre-select their sets of numbers, amount of games, and modifiers.
 - Speeds up ticket generation
 - Slims down lines
 - Reduces clerk errors

Online Ticket Detailed

LuckyDay
LOTTO
with EZmatch™



Your Numbers

A. 05 15 22 24 44

1

EZmatch - NO

Good Luck With Your 1 Draw(s)

11/21/2017

MIDDAY DRAW

Total: \$1.00

LOTTO \$16.25 MILL

LDL \$450,000

POWER \$229 MILL

MEGA \$191 MILL

Play Responsibly.

Must be 18 or older to play.

Fri. Nov 17, 2017 07:40:48

115126-000001 0000000193* TR: 0000019442

00064 71680 05368 70936 00424 79923

19467 42393 22056 21690 63605



4

2

3



- Online Games
- Instant Games
- Financials **4**
- LSW/CST
- Terminal

8 **One Touch QP** QP

One Touch QP QP

One Touch QP QP

1 **2** **3**

One Touch QP QP

One Touch QP QP

One Touch QP QP

One Touch QP QP

Transaction Type	Cost \$
5	
Total: \$0.00	

7 **Ticket Function**

- Pay
- Cancellation
- Ticket Repeat
- Help

6

Next Customer

Total Amount: \$0.00



POWERBALL \$2.00

- Jackpot starting at \$40 million dollars
- Player selects 5 balls number 1 through 69
- Player selects 1 Powerball number 1 through 26
- Draw is Wednesday and Saturday at 9:59 PM
- PowerPlay increases non-jackpot winnings for \$1.00
- Tickets **may not be cancelled.**

POWERBALL PRACTICE

I would like a Powerball with numbers 1, 2, 3, 4, and 5. Powerball is 1. No multiday and no PowerPlay.

I would like 3 Powerball Quick Picks games for 3 draws without PowerPlay. Separate tickets.

I would like 2 Powerball Quick Picks games without PowerPlay on the same ticket.



MEGA MILLIONS
\$2.00

- Jackpot starting at \$40 million dollars.
- Player selects 5 balls number 1 through 70.
- Player selects 1 Powerball number 1 through 25.
- Draw is Tuesday and Friday at 10:00 PM.
- MegaPlier increases non-jackpot winnings for \$1.00.
- Tickets **may not be cancelled.**

MEGA MILLIONS PRACTICE

I would like a Mega Millions with numbers 27, 31, 69, 3, and 6. Megaball is 25 for 2 draws with the Megaplier.

I would like 8 Mega Million Quick Picks games for 3 draws without MegaPlier on 4 tickets.

I would like 5 Mega Millions Quick Picks games with MegaPlier on the same ticket.



LOTTO \$1.00

- Jackpot starting at \$2 million dollars.
- Player selects 6 balls number 1 through 52.
- Draw is Monday, Wednesday, and Friday at 9:22 PM.
- Extra Shot, a randomly selected number gives plays more chances to win non-jackpot prizes for \$1.00.
- Tickets **may not be cancelled.**

LOTTO PRACTICE

I would like a Lotto with numbers 10, 20, 30, 31, 32, and 33 for 3 draws with Extrashot.

I would like 10 Lotto Quick Picks games with Extrashot on 1 ticket.

I would like 2 Lotto Quick Picks games without Extrashot on the same ticket.

LuckyDay LOTTO

LUCKY DAY LOTTO
\$1.00

- Jackpot starting at \$100,000 dollars.
- Player selects 5 balls number 1 through 45.
- Draw is everyday, twice a day, at 12:40 PM and 9:22 PM.
- EZ Match gives players an random set of five numbers that, if they match to any of their selected numbers, provides an instant non-jackpot prize for \$1.00.
- Tickets **may not be cancelled.**

LUCKY DAY LOTTO PRACTICE

I would like a Lucky Day Lotto with numbers 1, 2, 3, 4, and 5 for 2 evening draws with EZ Match.

I would like 1 Lucky Day Lotto Quick Pick for midday with no EZ Match.

I would like 2 Lucky Day Lotto Quick Picks games with EZ Match.



PICK 3
\$.50, \$1.00, \$2.00, \$3.00,
\$4.00, \$5.00

- Non-Jackpot game.
- Player selects 3 balls numbering 0 through 9.
- Draw is everyday, twice a day, at 12:40 PM and 9:22 PM.
- Plus Fireball gives players more chances to win by adding an extra number that may replace one of the winning numbers to match their selected number.
- Tickets **may be cancelled** prior to the draw.

WAYS TO PLAY

AND

WIN

PLAY TYPE	\$0.50 PRIZE	\$0.50 + F * PRIZE	\$1.00 PRIZE	\$1.00 + F * PRIZE	ODDS	ODDS + F *
STRAIGHT: Match 3 numbers in exact order	\$250	\$125	\$500	\$250	1:1,000	1:333
3-WAY BOX: Match 3 numbers of which 2 are the same.	\$80	\$40	\$160	\$80	1:333	1:111
6-WAY BOX: Match 3 numbers in any order.	\$40	\$20	\$80	\$40	1:167	1:56
3-WAY COMBO: Play all 3 straight combinations of 3 numbers & match in any order.	\$2.50 (\$1.50 wager)	\$125	\$500 (\$3.00 wager)	\$250	1:1,000	1:111
6-WAY COMBO: Play all 6 straight combinations of 3 numbers & match in any order.	\$2.50 (\$3.00 wager)	\$125	\$500 (\$6.00 wager)	\$250	1:1,000	1:56
3-WAY STR/BOX: Match 3 numbers, of which 2 are the same, in exact or any order.	N/A	N/A	\$330 \$80 (Box only)	\$165 / \$40	1:1,000 1:333 (Box only)	1:333 1:111 (Box only)
6-WAY STR/BOX: Match 3 numbers in exact or any order.	N/A	N/A	\$290 \$40 (Box only)	\$145 / \$20	1:1,000 1:167 (Box only)	1:333 1:111 (Box only)
FRONT PAIR: Match first 2 numbers in exact order.	\$25	\$12	\$50	\$24	1:100	1:33
BACK PAIR: Match last 2 numbers in exact order.	\$25	\$12	\$50	\$24	1:100	1:33

PICK 3 PRACTICE

I would like a 50 cent straight with numbers 3 - 3 - 8 for the evening draw.

I would like 5 Quick Picks for 4 draws with Fireball.




I would like 2 Pick 3 Quick Picks.



PICK 4
\$.50, \$1.00, \$2.00, \$3.00,
\$4.00, \$5.00

- Non-Jackpot game.
- Player selects 4 balls numbering 0 through 9.
- Draw is everyday, twice a day, at 12:40 PM and 9:22 PM.
- Plus Fireball gives players more chances to win by adding an extra number that may replace one of the winning numbers to match their selected number.
- Tickets **may be cancelled** prior to the draw.

WAYS TO PLAY AND WIN

PLAY TYPE	\$0.50 PRIZE	\$0.50 +  *	\$1.00 PRIZE	\$1.00 +  *	ODDS	ODDS +  *
STRAIGHT: Match 4 numbers in exact order.	\$2,500	\$1,000	\$5,000	\$2,000	1:10,000	1:2,500
4-WAY BOX: Match 4 numbers, of which 3 are the same, in any order.	\$600	\$240	\$1,200	\$480	1:2,500	1:625
6-WAY BOX: Match 4 numbers in any order consisting of two pairs of identical numbers.	\$400	\$160	\$800	\$320	1:1,667	1:417
12-WAY BOX: Match 4 numbers, of which 2 are the same, in any order.	\$200	\$80	\$400	\$160	1:833	1:208
24-WAY BOX: Match 4 numbers in any order.	\$100	\$40	\$200	\$80	1:417	1:104
4-WAY COMBO: Play all 4 straight combinations of 4 numbers, of which 3 are the same, and match in any order.	\$2,500 (\$2.00 wager)	\$1,000	\$5,000 (\$4.00 wager)	\$2,000	1:10,000	1:625
6-WAY COMBO: Play all 6 combinations of 4 numbers consisting of two pairs of identical numbers and match in any order.	\$2,500 (\$3.00 wager)	\$1,000	\$5,000 (\$6.00 wager)	\$2,000	1:10,000	1:417
12-WAY COMBO: Play all 12 straight combinations of 4 numbers of which 2 are the same and match in any order.	\$2,500 (\$6.00 wager)	\$1,000	\$5,000 (\$12.00 wager)	\$2,000	1:10,000	1:208
24-WAY COMBO: Play all 24 combinations of 4 numbers and match in any order.	\$2,500 (\$12.00 wager)	\$1,000	\$5,000 (\$24.00 wager)	\$2,000	1:10,000	1:104
4-WAY STR/BOX: Match 4 numbers, of which 3 are the same, in exact or any order.	N/A	N/A	\$3,100 \$600 (Box only)	\$1,240 \$240 (Box only)	1:10,000 1:2,500 (Box only)	1:2,500 1:625 (Box only)
6-WAY STR/BOX: Match 4 numbers, consisting of 2 pairs of identical numbers, in exact or any order.	N/A	N/A	\$2,900 \$400 (Box only)	\$1,160 \$160 (Box only)	1:10,000 1:1,667 (Box only)	1:2,500 1:417 (Box only)
12-WAY STR/BOX: Match 4 numbers, of which 2 are the same, in exact or any order.	N/A	N/A	\$2,700 \$200 (Box only)	\$1,080 \$80 (Box only)	1:10,000 1:833 (Box only)	1:2,500 1:208 (Box only)
24-WAY STR/BOX: Match 4 numbers in exact or any order.	N/A	N/A	\$2,600 \$100 (Box only)	\$1,040 \$40 (Box only)	1:10,000 1:417 (Box only)	1:2,500 1:104 (Box only)

PICK 4 PRACTICE

I would like a Combo with numbers 2 - 2 - 2 - 2 for the 5 draws with Fireball.

I would like 2 Quick Picks for 2 draws without Fireball.

I would like 7 Pick 4 Quick Picks.

CANCEL AND NON-CANCEL GAMES

- Games that may not be canceled.
 - Powerball
 - Mega Millions
 - Lotto
 - Lucky Day Lotto
- Games that may be canceled.
 - Pick 3
 - Pick 4





TROUBLESHOOTING

- Damaged Ticket Adjustments: If an online ticket is damaged, misprinted, or missing its barcode, you should request a credit adjustment. Credit adjustment requests must be made in writing by completing an *Adjustment Form* and mailing this form to the address listed on the top/right of the form. Blank adjustment forms may be obtained from your LSR (Lottery Sales Representative).

LuckyDay
LOTTO
with EZmatch



Your Numbers
A. 05 15 22 24 44

EZmatch - NO
Good Luck With Your 1 Draw(s)
11/21/2017
MIDDAY DRAW
Total: \$1.00

LOTTO	\$16.25 MILL
LDL	\$450,000
POWER	\$229 MILL
MEGA	\$191 MILL

Play Responsibly.
Must be 18 or older to play.
Fri. Nov 17, 2017 07:40:48
115126-000001 0000000193* TR: 0000019442
00064 71680 05368 70936 00424 79923
19467 42393 22056 21690 63605



ORDERING

- Paper Rolls Reload Contact Tel Sell at the Retailer Hotline
1-844-806-8930 Option 1
- Playslips Reload Contact Tel Sell at the Retailer Hotline
1-844-806-8930 Option 1
- Instant Tickets Contact Tel Sell at the Retailer Hotline
1-844-806-8930 Option 1





INSTANT GAMES

SECTION 4 OF 7





Retailer : 00101001 - 3

Version : 00010

Monday, February 26, 2018 16:57:23



FEBRUARY 26, 2000

Must have been born on or before
the date shown above to buy, sell
or redeem lottery tickets.

Online Games

Instant Games

Financial Reports

Lottery

Terminal

Pack Functions

Receive Shipment

Activate

Settle Book

Reports

Inventory Summary

Inventory Detail

Returned Books

Book Activations

Settled Books

Instant Cashes

Prize Available

Aging Report

Ranking Report

Confirmed Books

Book History

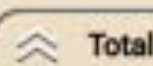
Future Settlements

Billing Details

Inventory on Clean up



Ticket Function



Total:

\$0.00

Next Customer

TERMS TO KNOW

- **Book:** A set of instant tickets.
- **Full Book:** A complete set of instant tickets of which none have been sold.
- **Partial Book:** A book of tickets in which some have been sold.
- **Confirmed Book:** A book that has been received at the retailer.
- **Active Book:** A book that has been activated and is ready to sell.
- **Settled Book:** A book that has been paid for.

Instant Tickets Detailed

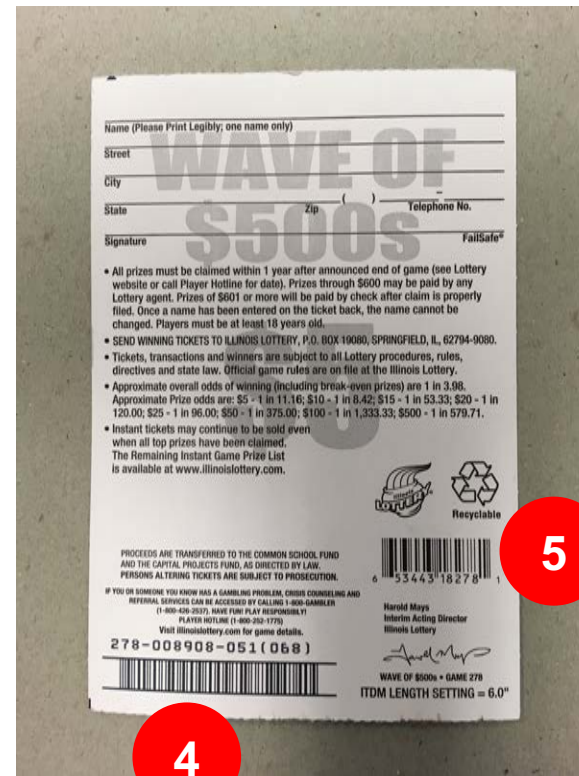
Front



3

2

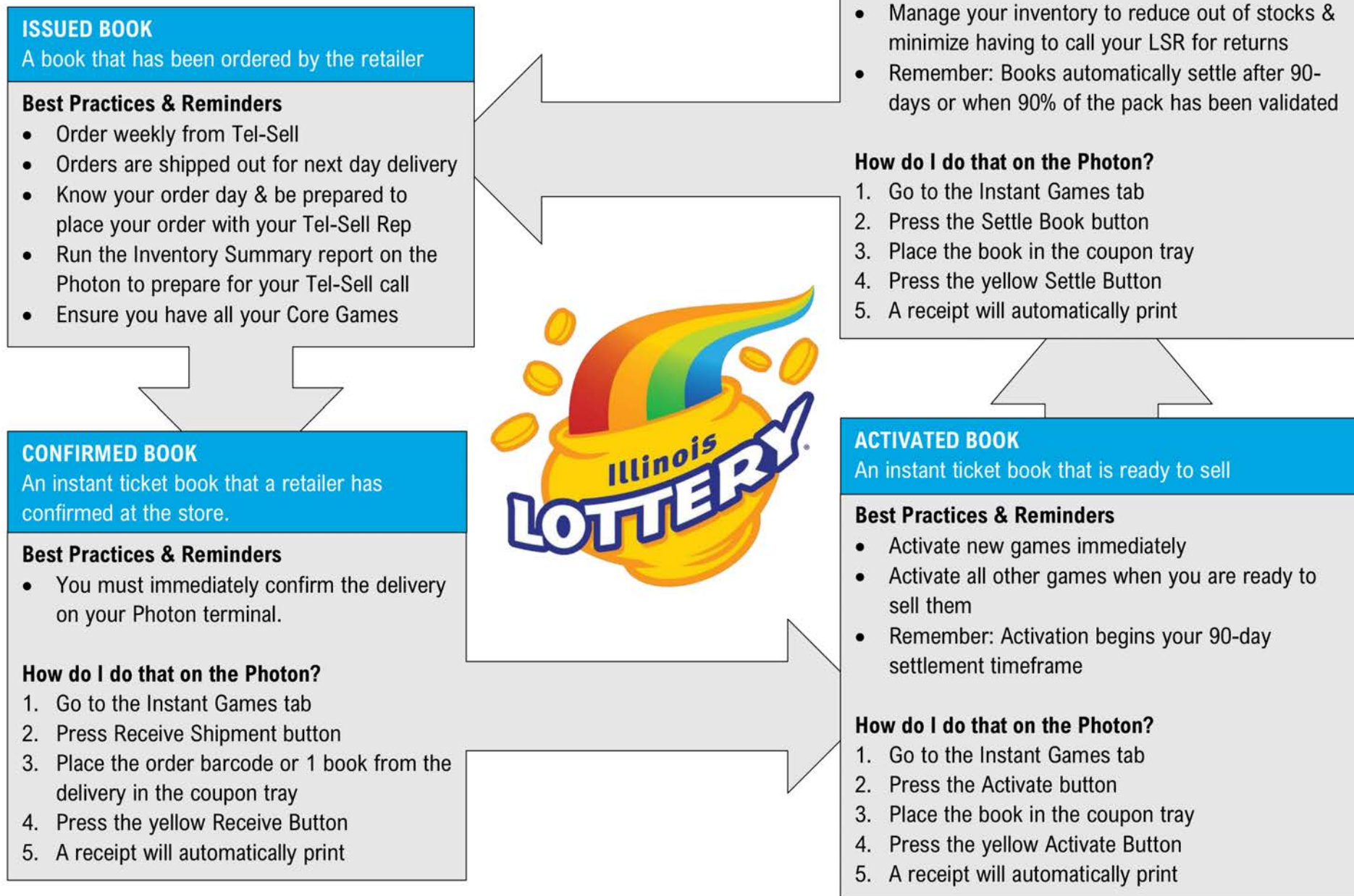
Back



5

1. TICKET NUMBER
2. PDF (3D) BARCODE
3. VPIN NUMBER
4. TICKET BARCODE
5. UPC BARCODE

LIFE CYCLE OF A BOOK



INSTANT GAME REPORTS

Inventory Summary

- Displays all the retailer's instant ticket games and their status, i.e., in-transit, activated, received.

Inventory Detail

- Displays all the retailer's instant ticket games, the name, the current status and the date they entered that status. Settled books will appear for 90 days.

INSTANT GAME REPORTS

Returned Book

- Displays all the retailer's returned instant ticket books from a specific time period, when they were returned, and how many tickets were remaining.

Book Activations

- Displays the retailers activated instant ticket books and the method they were activated.

INSTANT GAME REPORTS

Settled Books

- Displays the all books that were settled in a specific time period , the date they were settled, and the amount they were settled for. In order of game number.

Instant Cashes

- Displays all instant ticket validations completed within a specific time period.

INSTANT GAME REPORTS

Aging

- Displays packs that have been activated for 60 days and the settlement day for each book.

Ranking

- Provides statewide ranking of games and the price per pack.

Confirmed Book

- Displays all instant ticket books at a retailer and the shipment number they are associate with. List by game number.

INSTANT GAME REPORTS

Book History

- Displays the complete history of a scanned book, includes status changes, the dates of the status changes, and even ranges of tickets should partial packs be activated.

Future Settlement

- Displays a report of instant tickets that are auto-settled by the system settlement based on a 90-day settlement profile.

INSTANT GAME REPORTS

Billing Detail

- Acts as a receipt for settled books on a specific day, giving the game, book number, and amount it was settled for.

Inventory on Clean up

- Displays all games, the amount activated, and the amount confirmed, on site with the retailer.

SETTLING INSTANT TICKET BOOKS

Settling means paying for an Instant ticket book. Books are not paid for in advance. They are generally paid for after the book has been sold. Books are settled in one of three ways:

- 90 Days have passed since the book was activated.
- 90% of low tier prizes have been collected.
- Book are manually settled by the retailer or Lottery Sales Representative.

ORDERING

Contact Tel Sell at the Retailer Hotline
1-844-806-8930 Option 1

Have your order ready to place





REPORTING STOLEN TICKETS

- **Stolen Tickets**
 - Report theft to the police and request a copy of the police report
 - Report to the Retailer Hotline at 1-844-806-8930 as soon as possible
 - You will need the game, book number, and ticket ranges that were stolen. If you are unsure which ticket range was stolen, you may simply report the whole book as the subject of theft.



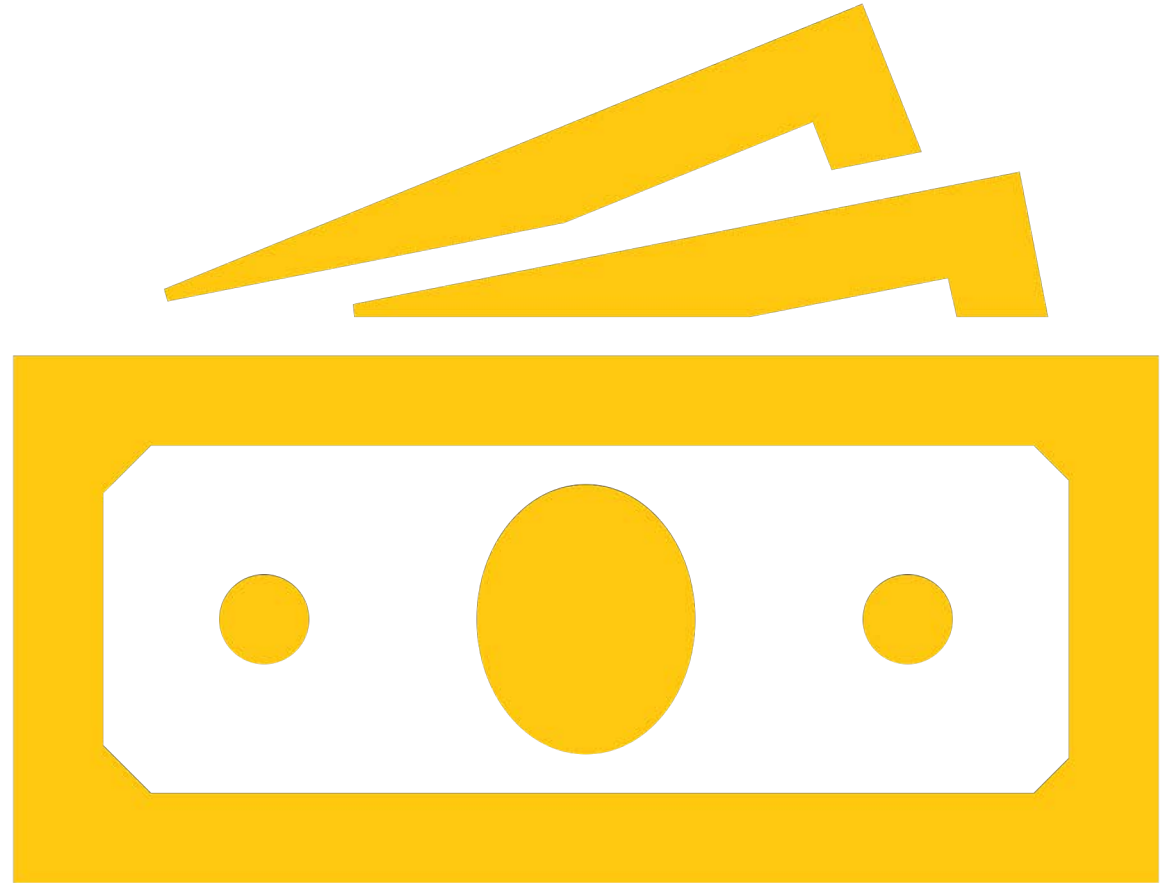
SPEAKING OF SECURITY

The Lottery Security office recommends obtaining or completing the following ...

- Store alarm system
- External shutters for store windows/doors
- Store CCTV system, with a camera focused on lottery equipment
- Full Instant ticket books kept in a secure room, in a safe, or locked cabinet
- Tickets kept in locked Bins or MSD

PAYING TICKETS

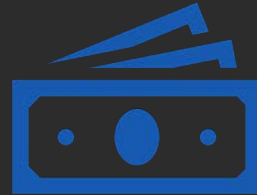
SECTION 5 OF 7



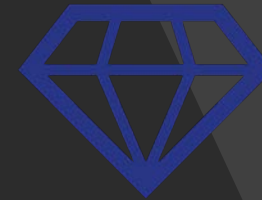
TERMS TO KNOW



Validate: To check to see if a ticket is a real winner



Payout / Cash: To pay out the winning amount of a ticket



Retailers may only payout \$600.00 or less per ticket

FOR PRIZES OVER \$600.00 PLAYERS MUST GO TO A LOTTERY CLAIMS CENTER. LOTTERY CLAIMS CENTER LOCATIONS CAN BE FOUND AT WWW.ILLINOISLOTTERY.COM

PAYING TICKETS

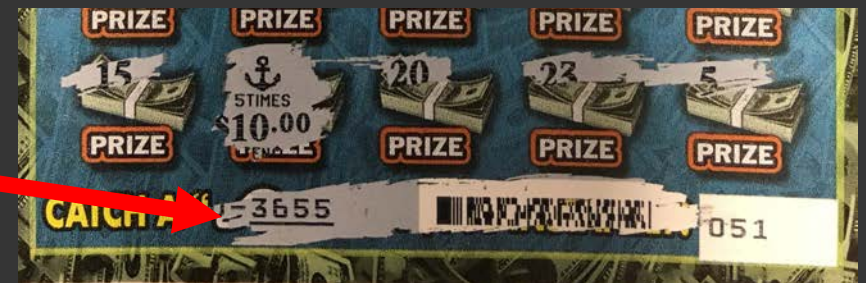
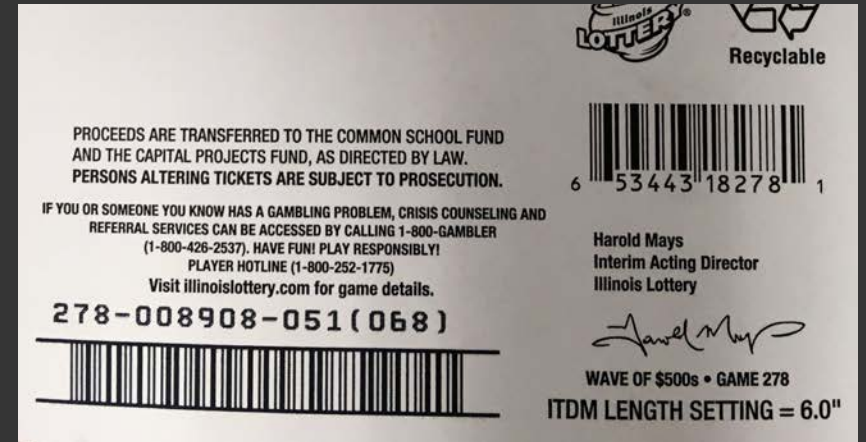
- There are two methods to pay out winning tickets
 - Coupon Tray or Barcode Scanner (Online)
 - Barcode Scanner (Instant)
 - Manual entry



INSTANT TICKET PRIZE VALIDATION

3 Digit Games

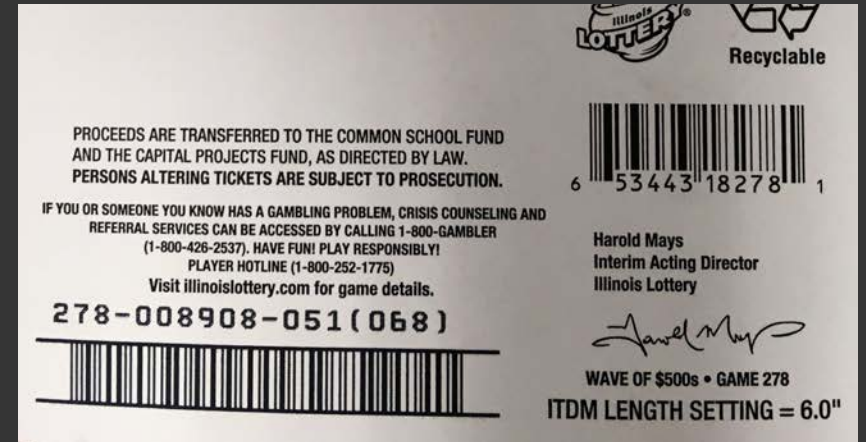
- Scan the front 3D barcode and it will be automatically validated.
- Scan the back 2D barcode and the Photon will require a 4 digit confirmation number.



INSTANT TICKET SCANNING

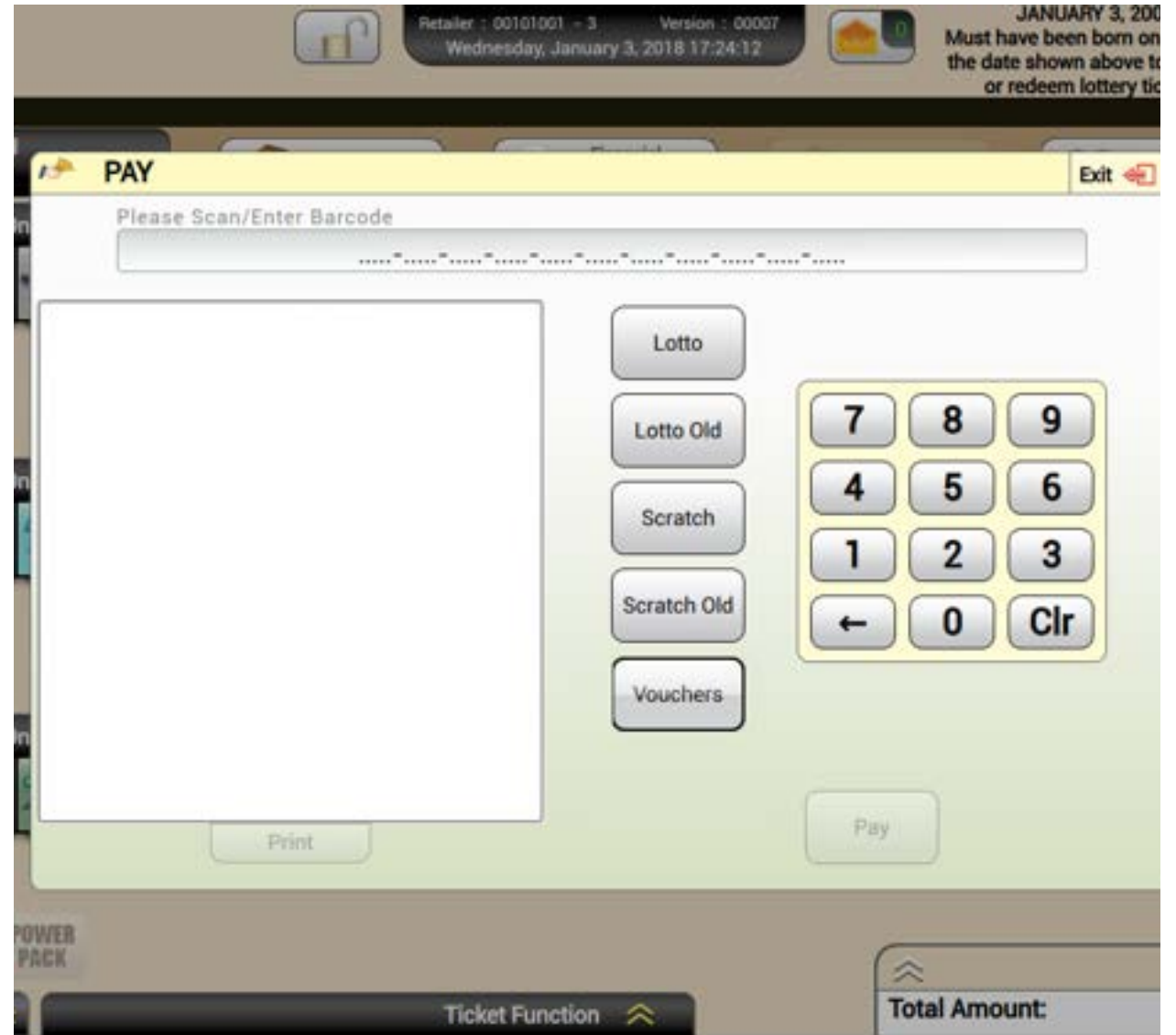
4 Digit Games

- Scan the front 3D barcode and it will be automatically validated.
- Scan the back 2D barcode and the Photon will require a 10 digit confirmation number.



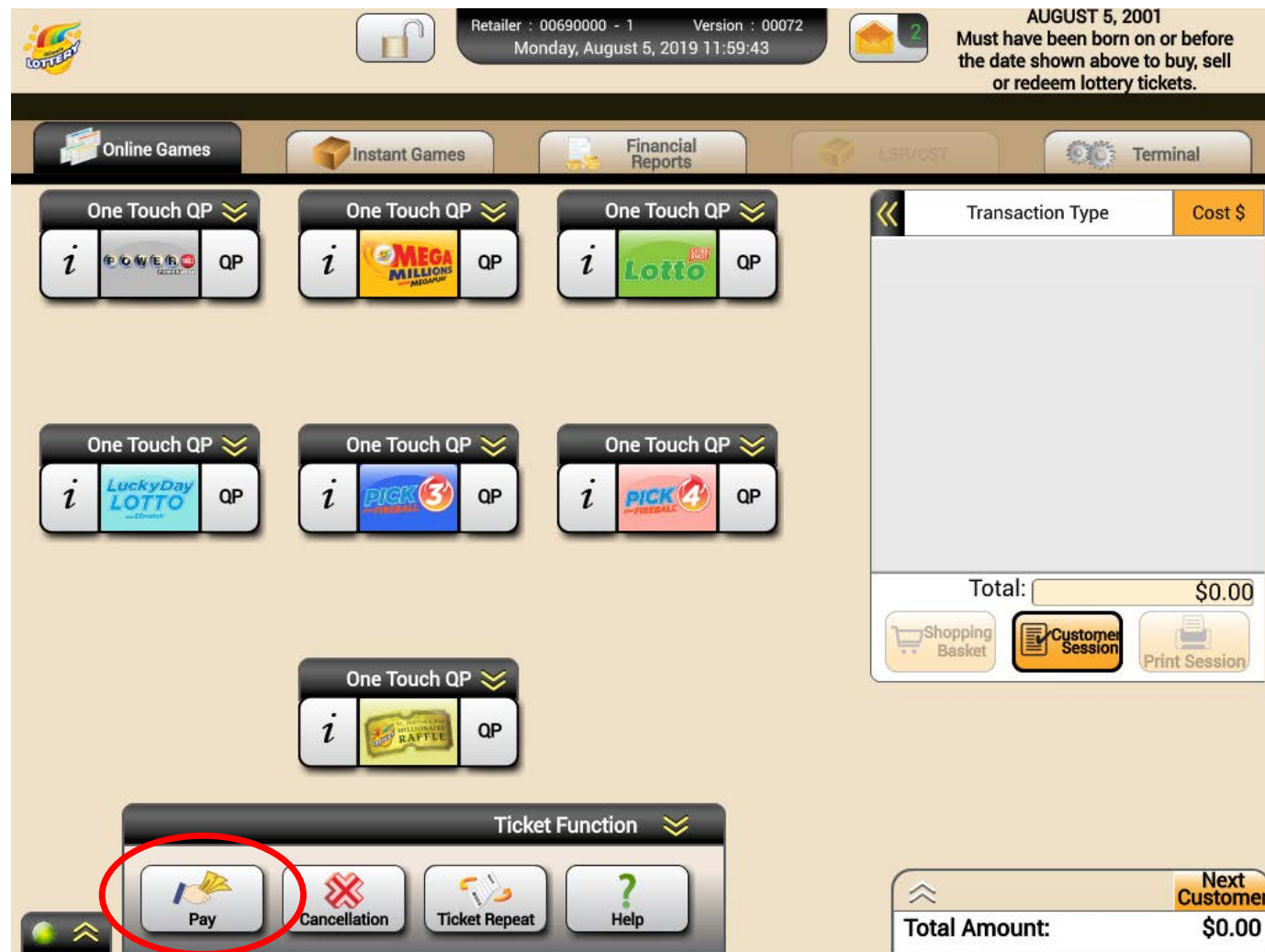
PAYING TICKETS: SCANNING

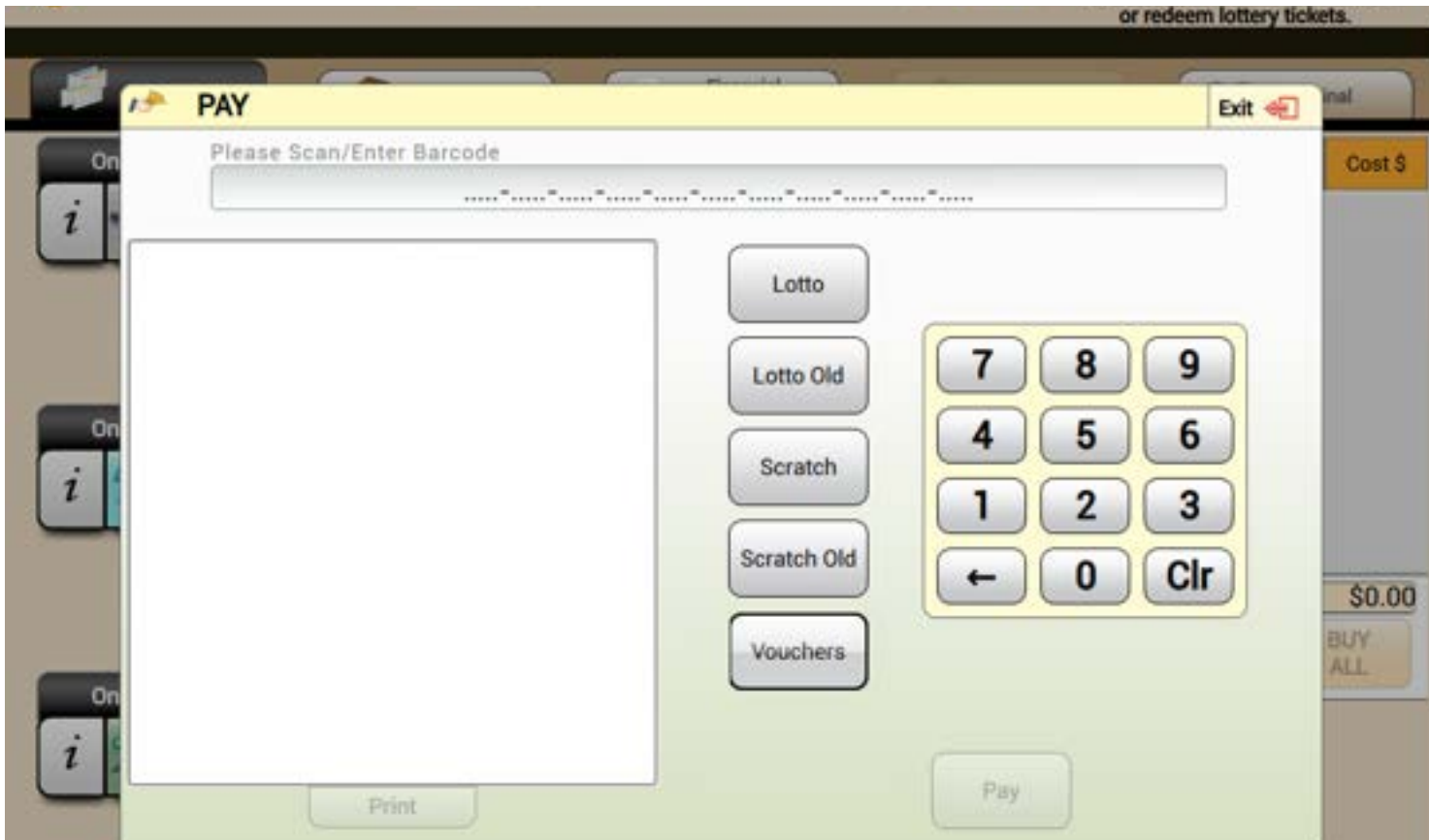
- The Photon will alert you to a winner with an audio message.
- The payment screen will automatically open.



PAYING TICKETS: MANUAL

- Only used if a ticket cannot be scanned.
- Open the ticket function drawer
The payment screen will automatically open
- Press the Pay button
- Select the type of ticket





- Enter in the Barcode number
- The Photon will alert you to a winner with an audio message
- The payment screen will automatically open

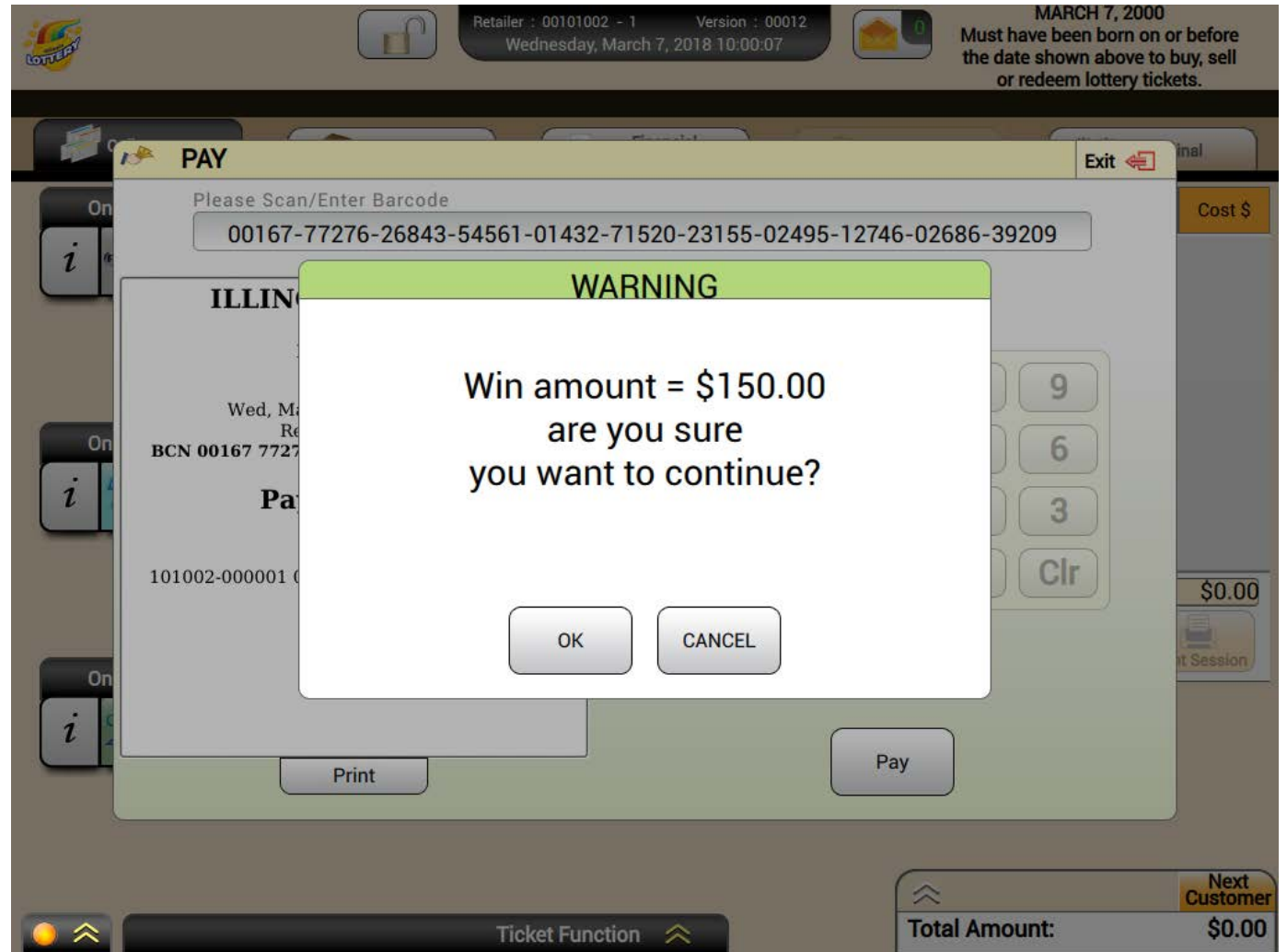
PAYING TICKETS: MANUAL

PAYING TICKETS

- Check to see if the ticket is under \$600.00. You may not pay out a ticket \$600.00 and over. These must be taken to a Lottery Claims office.
- Check to see if you have the funds to pay out the winning ticket
- If you can pay out, press the Pay button

PAYING TICKETS

A confirmation screen will appear to make sure one cannot accidentally pay for a ticket



VOID
ILLINOIS LOTTERY

RETAILER COPY

PAY

Lucky Day Lotto

Retailer: 690000

08/05/2019 13:50:46

BCN 00000 29248 00199 22944 24916 05211

PAY = \$2.00

690000-000001 0000000009* TR:0000002128

VOID

ILLINOIS LOTTERY

PLAYER COPY

PAY

Lucky Day Lotto

Retailer: 690000

08/05/2019 13:50:46

BCN 00000 29248 00199 22944 24916 05211

PAY = \$2.00

690000-000001 0000000009* TR:0000002128

VOID

PAYING TICKETS



Once you press the
Ok button, two
receipts will print



Give one receipt to
the player and keep
one for your records

	Game	Cost \$
1	Powerball	\$2.00
2	Powerball	\$2.00
3	Powerball	\$2.00

Count: 3 Total: \$6.00

Shopping Basket Customer Session BUY ALL

Next Customer Total Amount: \$0.00

	Transaction Type	Cost \$
1	Lucky Day Lotto paid	-\$2.00
2	Lucky Day Lotto paid	-\$2.00
3	Lucky Day Lotto paid	-\$2.00

Total: -\$6.00

Shopping Basket Customer Session Print Session

Next Customer Paid Tickets: 3 -\$6.00 Total Amount: -\$6.00




PAYING TICKETS

- The amount for the winning ticket will appear in the customer session window as a minus amount
- If the player wishes to purchase more tickets with his or her winnings- go to the shopping basket screen

PAYING TICKETS

	Transaction Type	Cost \$
1	Powerball	\$2.00
2	Powerball	\$2.00
3	Powerball	\$2.00
4	Lucky Day Lotto paid	-\$2.00
5	Lucky Day Lotto paid	-\$2.00
6	Lucky Day Lotto paid	-\$2.00

Total:

 Shopping Basket  Customer Session  Print Session

		Next Customer
Played Tickets:	3	\$6.00
Paid Tickets:	3	-\$6.00
Total Amount:		\$0.00

- The totals of purchases and payouts will only combine in the customer session after the tickets are printed

BEST PRACTICES



- Upsell your lottery products
- Instant tickets should be on the counter
- All bins should be full
- Make sure all play slips are available
- Have the latest LSR supplied Point of Sale
- Activate new instant tickets upon receipt
- Carry a range of instant tickets across all price points
- Payout Winning tickets before the players make Lottery purchases
- Keep your Lottery Money in a separate till, away from your general sales money
- Train your employees to check to see if there is enough money to pay out large winners, and how much will be left before paying out
- If the player requests their winning ticket, you are required to give it to them even after payment

FINANCIAL INFORMATION

SECTION 6 OF 7



Online Games
Instant Games
Financial Reports
Lottery
Terminal

Summary	Sales	Financial Adjustment	Commissions	Cashes	Selling Bonus	Current Settlement	Previous Settlement
Shift	Incentive Bonus	Payout Summary	Settlement				



- Today
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
 - Sunday
 - Monday
- Week to Date
 - Weekly
 - Historical Date
 - By Terminal Activity

Print - 1 +



TERMS TO KNOW

- **Settlement:** An invoice of the credits and costs made by the retailer that will be finalized during the sweep.
- **Sweep:** When the Lottery withdraws and deposits into retailer EFT accounts.
- **Financial Week:** The accounting period between each settlement.

IMPORTANT INFORMATION

**THE ILLINOIS LOTTERY FINANCIAL WEEK IS FROM:
TUESDAY TO MONDAY**

**YOU WILL HAVE A SETTLEMENT, OR SWEEP, EVERY
TUESDAY**

**THERE ARE MULTIPLE WAYS TO OBTAIN YOUR
REPORTS**

**RETAILER UPDATES (EG. LOTTERY LOW DOWN, QUICK
REFERENCE GUIDES) CAN BE FOUND AT
WWW.ILLINOISLOTTERY.COM/RETAILER**

RETAILER WEBSITE



THE RETAILER WEBSITE CAN BE FOUND AT:

<https://il.reptweb.com/ILPortal/account/login.aspx>

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A thick, orange, horizontal swoosh that tapers at both ends, positioned below the 'intralot' text.

**RETAILER WEBSITE
TRAINING**

COMMISSION

Retailers receive 5% commission for each Lottery sale.

Retailers receive 1% commission for ticket redemptions up to \$600 and tickets sold up to **\$500,000**.

FINANCIAL REPORTS

Summary

- Online gross sales, cancels, cashes, adjustments promotions, sales commissions, cashing bonuses, for an online net total sales amount
- Instant settled books, returns, cashes, adjustments, promotions, sales commissions, cashing bonuses, for an instant net total amount.
- Provides a net balance of the time-period's activity

FINANCIAL REPORTS

Sales

- Provides the same information as the summary, except the report breaks down the sales by Online game.

Adjustments

- Provides list of instant and online tickets debits and credits within the specified time period.

FINANCIAL REPORTS

Commissions

- Provides the commissions earned by each online game for the selected time period.

Cashes

- Provides list of the number of cashes and the amount per online game.

FINANCIAL REPORTS

Selling Bonus Report

- Provides a list of games, number of bonuses, and the amount to be received within the selected time period.

Current Settlement

- Provides all information for the next upcoming settlement, including the net due and amount in the EFT

FINANCIAL REPORTS

Previous Settlement

- Provides all information for a historical settlement

Shift Report

- Provides a sales report between specific hours of a selected day.

Payout Summary

- Provides the amounts paid out by a retailer for online and instant games for the last week, month, and year.

BEST REPORTING PRACTICES



Reconcile your cash on hand with the Sales report.



Check your Current Settlement Report Monday morning to ensure your financials are in order for the Tuesday sweep



Print out your Current Settlement Report every Tuesday morning to see the most up to date status of your EFT account

TROUBLESHOOTING

If you have any issues, please call the Illinois Lottery at 1-844-806-8930

To order instant tickets, roll stock, or play slips: Use Option 1

If your having issues with your terminal or technology: Use Option 2

For licensing or renewal questions: Use Option 3

For account issues or suppressed terminals: Use Option 4

For stolen tickets: Use Option 5

For General Questions or Support: Use Option 6



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QUESTIONS?

Section 7 of 7