



**Terminal Login Identification / Key Cards
Sales Policy
SA-04-01 A.3
Revised May 2012**

PURPOSE

The purpose of this policy is to ensure that all Lottery Associates visiting a Retail Agent location Lottery terminal use proper procedure.

POLICY

All Lottery Associates and vendor partners are issued a photo identification badge. Lottery Associates are required to scan their ID badge at any visit to a Lottery retailer.

PROCEDURE

In order to log the visit, from the terminal UTILITIES menu, touch the LSR button.

If you are a Lottery Sales Representative and need to perform book movements, you will require a store manager to enter their pass code.

1. Touch the SIGN ON button.
2. At the USER ID screen, the retailer must enter the store ID
3. At the PASS CODE screen, the retailer must enter their pass code.
4. The terminal will instruct "Please scan your LSR ID card"
5. Place the barcode of your ID under the reader until it beeps.
6. Enter your LSR four digit pass code.

Associates that do not require access to book movements, including LSRs who do not need to perform those tasks.

1. Touch the LE CHECK IN button.
2. The terminal will instruct "Please scan your LSR ID card"
3. Place the barcode of your ID under the reader until it beeps.
4. The terminal will display a confirmation message.

IF YOU DO NOT HAVE YOUR TERMINAL LOGIN IDENTIFICATION / KEY CARD, YOU WILL NOT BE ABLE TO PERFORM ANY SALES REPRESENTATIVE FUNCTIONS AT THE RETAIL AGENT LOCATION. There are no manual login procedures.

Exceptions to Policy

1. Lottery Associates who are visiting in an anonymous capacity such as Secret Shoppers or Investigators do not need to log in to the system.

2. Vendor partners are not required to log in to the terminal unless specifically directed to do so by the Lottery such as in support of Marketing events.

3. Intralot service technicians will use an alternate method of login and tracking.

Back up Cards

An additional backup card for Lottery Sales staff will be kept by the Regional Manager at the regional office. There are no manual or remote login procedures.

Procedure for Lost Cards

If you should lose one or both of your cards, immediately notify Security.

Replacement Cards

Replacement cards must be requested in writing to the Office of Security and must be signed off by your supervisor / Deputy Director.

Effective July 1, 2009

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