



Terminal Login Identification/Key Cards Policy

Sales

LOT-SA-0003

Effective: September 14, 2016

PURPOSE:

The purpose of this Procedure is to ensure that all Lottery Associates visiting a Retail Sales Agent location follow the proper procedures with regard to Lottery Terminals.

PROCEDURE:

If you are a Lottery Sales Representative (“LSR”) and need to perform book movements you must do the following: (NOTE: You will require a store manager to enter their pass code.)

1. In order to log the visit, from the terminal UTILITIES menu, touch the LSR button.
2. Touch the SIGN ON button.
3. At the USER ID screen, the retailer must enter the Retailer number.
4. At the PASS CODE screen, the Retailer must enter their pass code.
5. The terminal will instruct “Please scan your LSR ID card.”
6. Place the barcode of your ID under the reader until it beeps.
7. 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, must do the following:

1. In order to log the visit, from the terminal UTILITIES menu, touch the LSR button.
2. Touch the LSR MENU button.
2. Touch the LE CHECK IN button.
3. The terminal will instruct “Please scan your LSR ID card.”
4. Place the barcode of your ID under the reader until it beeps.
5. 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 LSR FUNCTIONS AT THE RETAIL SALES 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.



PROCEDURE FOR LOST CARDS:

If you should lose one or both of your cards, immediately notify your Regional Manager who will then notify Security for a replacement card.

**THIS POLICY SUPERSEDES AND REPLACES ANY AND ALL PREVIOUSLY ISSUED POLICIES
ON THIS SUBJECT**

Revision History		
Status	Date	Changes
First Issue	July 1, 2009	-
Revised	May 2012	Content changes
Revised	June 2016	Content changes
Revised	August 24, 2016	Renumbered (Formerly: SA-04-01 A.3)