

# Using Your Lottery Terminal




## Login Credentials: Retailer Number & Password

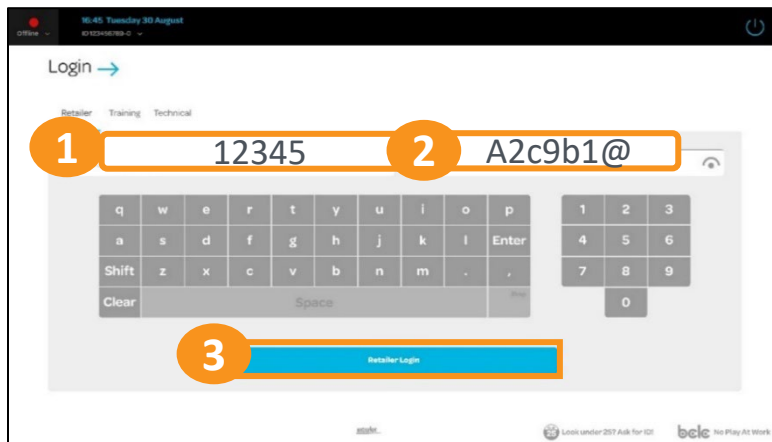
In this Information Sheet, you will learn how to login to the Lottery Terminal and the requirements for creating a password.

### Logging in:

The Login screen appears when the Lottery Terminal has either been fully shutdown or logged out.

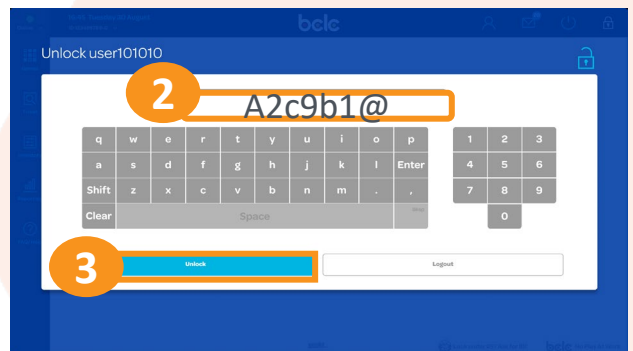
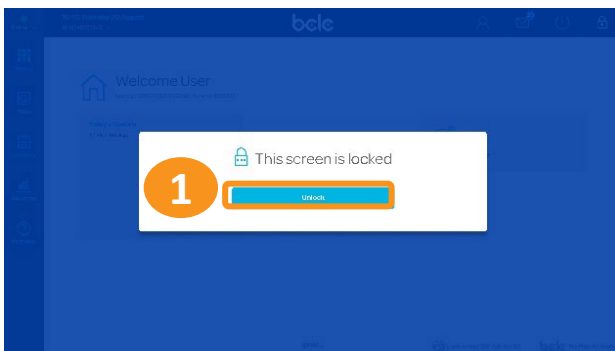
#### From the Login Screen:

1. Enter your 5-digit Retailer Number
2. Enter your Password. To view the characters, tap on the  icon
3. Tap on the **Retailer Login** button



#### From the Lock Screen:

1. Tap on the **Unlock** button
2. Enter your Password
3. Tap on the **Unlock** button



Call or text Lottery Retail Support:  
1-800-667-1649



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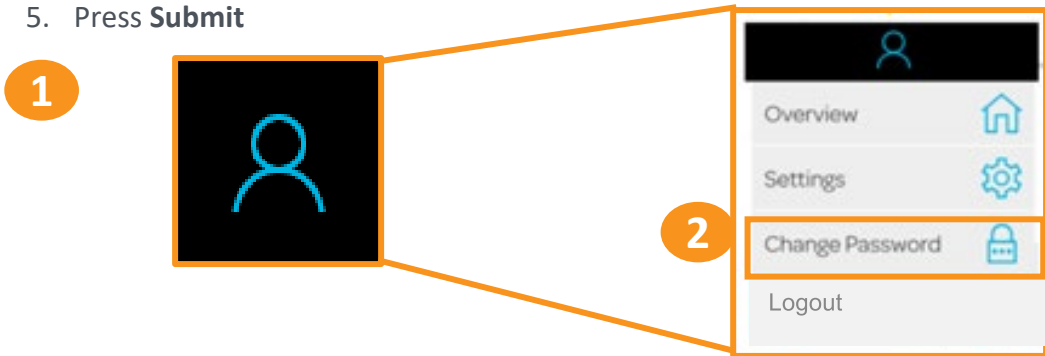
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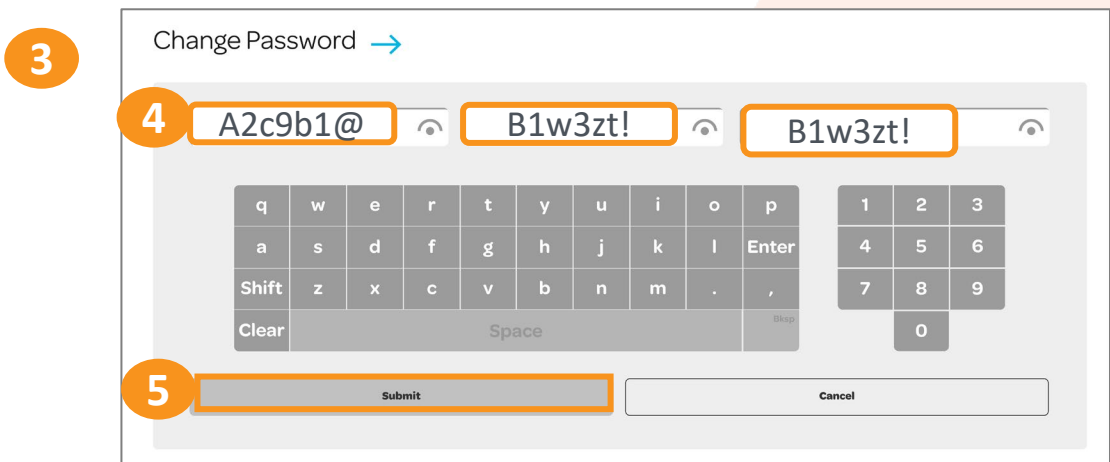
### Changing the Password:

From the Navigation Bar:

1. Tap on the **User** icon
2. From the drop-down menu select **Change Password**
3. The Change Password screen displays
4. Change the Password by entering Old Password, New Password and confirming New Password
5. Press **Submit**



When choosing a new password DO NOT USE the \$ and & symbols as these are not available on the Self-Serve Terminal!



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### Password Requirements

Please note the following minimum Password requirements:

- A minimum of 6 characters
- Can be a combination of numbers, letters and/or symbols. **Note:** . When choosing a new password, **DO NOT USE the \$ and & symbols**, as these are not available on the Self-Serve Terminal.
- Can be a combination of upper-case and/or lower-case letters
- Cannot repeat or be in sequential order (for example 123456, 1111111, ABCDEF etc...)
- Cannot include words using consecutive keystrokes (for example qwerty)
- A new Password will be required every 6 months (system will prompt for Password change)
- Most recent 8 Passwords cannot be reused

### Best Practices

- If your Terminal locks due to a failed password attempt call or text Lottery Retail Support at 1-800-667-1649 to reset your password immediately.
- Store your Password in a secure location and ensure all staff know where to locate.
- Your 5-digit Retailer number can be found on your Lottery Terminal in the top left corner just below the date and time.
- If you have more than 1 Lottery Terminal at your location, the Login will be the same for both. Note: this includes the Self-Serve Terminal located in the Hospitality Network.
- During the day it is recommended to use the Lock Screen icon  when leaving your Terminal unattended to prevent unauthorized use.

 Read More

 Watch More

For information on more User Display buttons, including Logout



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