



Retailer Portal

SMS Verification Guide



Table of Contents

SMS Verification Setup	3
Log In	4
SMS Verification.....	4
Forgot Password	5
Verification Code	5
Reset SMS Verification	6

BCLC's Retailer Portal will soon have SMS Verification as part of login. This guide is for users who signed up before SMS Verification was introduced to help you set up and use this additional security method.

SMS Verification Setup

The **next time** you log in to the Retailer Portal, you will be prompted to setup SMS verification.

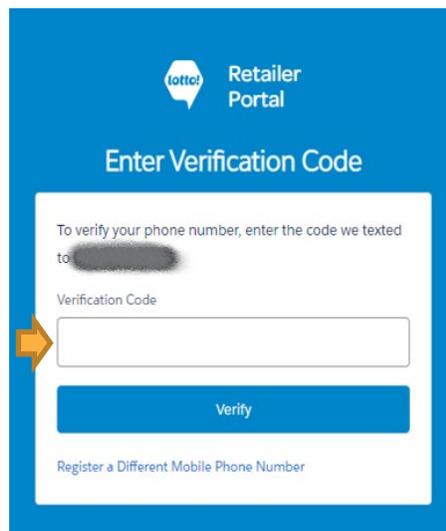
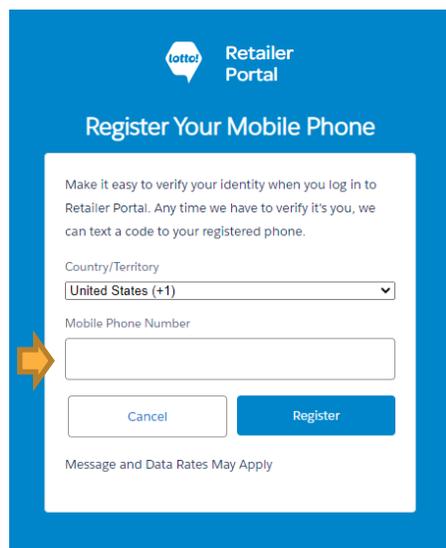
Enter your mobile number where you will always receive SMS messages.

(Note: If you have a Canada phone number, you can still select United States, it is only the +1 that is important.)

You will receive a confirmation message at the mobile number you entered above. Enter the verification code on the next screen.

If successful, you will be taken to the main Retailer Portal screen.

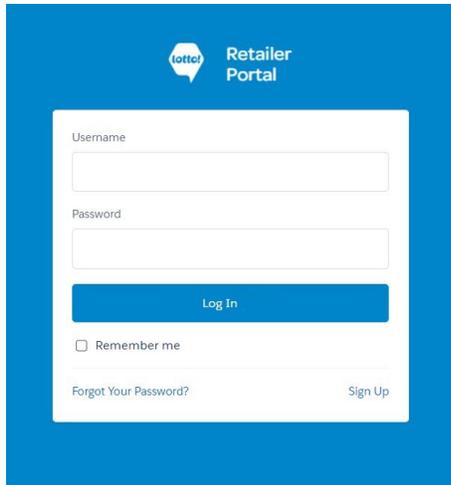
Once setup, you will be prompted to enter an SMS verification code **each time** you log in to the Retailer Portal.



Log In

To log in, go to the Retailer Portal at <https://portal.bclcretailerhub.com>. Please bookmark this URL.

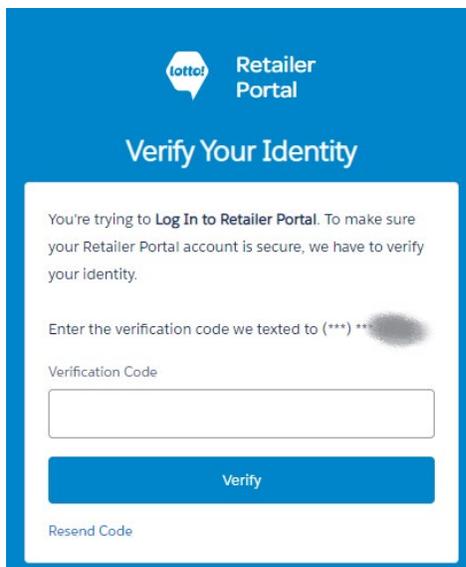
Enter your username (the email address you used to sign up) and password.



The screenshot shows the Retailer Portal login interface. At the top left is the 'lotto! Retailer Portal' logo. Below it is a white login form with a blue border. The form contains a 'Username' field, a 'Password' field, a blue 'Log In' button, a 'Remember me' checkbox, and links for 'Forgot Your Password?' and 'Sign Up'.

SMS Verification

You will then be prompted to enter an SMS verification code setup in the above step.

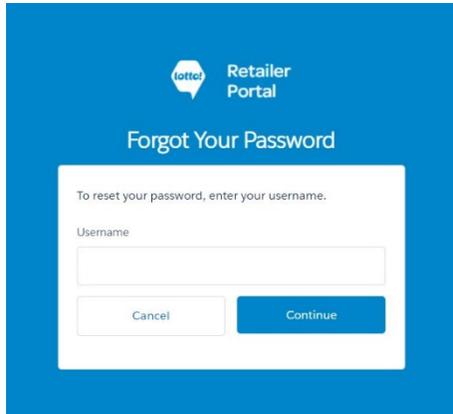


The screenshot shows the 'Verify Your Identity' screen. At the top left is the 'lotto! Retailer Portal' logo. Below it is a white verification form with a blue border. The form contains the heading 'Verify Your Identity', a message: 'You're trying to Log In to Retailer Portal. To make sure your Retailer Portal account is secure, we have to verify your identity.', a text input field for the verification code, a blue 'Verify' button, and a 'Resend Code' link.

If you have access to more than one store account, you will be able to select and change accounts once you are logged in.

Forgot Password

If you have forgotten your password, click on “Forgot Your Password”. You will be sent an email with a link to reset your password.



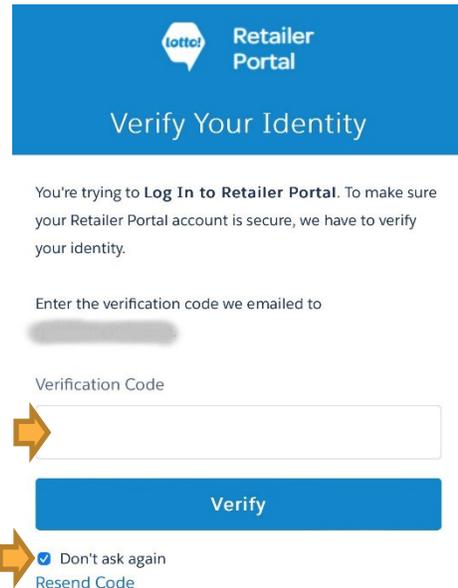
Verification Code

At certain times, you may be asked to verify your identity:

- Logging in with a new browser or device
- Changing your password

Check you email for a verification code and enter the code on the Verification screen.

Check the “Don’t ask again” box and you will not be asked again for the same browser on the same device when you log in (although you be asked again when changing your password).



Reset SMS Verification

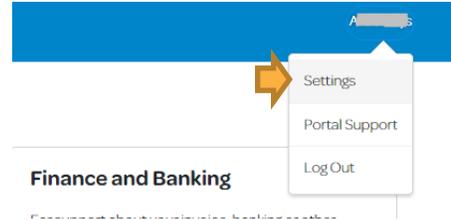
If you are going to get a new cell phone number, you will need to update/reset your SMS verification number.

Before your number changes, login to the portal and go to the user settings page.

You will see a section for your verification method and a button to initiate a reset of the verification.

Once the reset is complete you will no longer see a phone number listed as your SMS verification method.

The next time you login to your account, you will be prompted to setup SMS verification again with your new number.



Verification Method



After resetting your SMS verification, your current mobile number will be disconnected from your user account. You will be prompted next time you login to setup a new SMS number.

Verification Method

You currently do not have SMS verification set up on your account. You will be prompted next time you login to setup a new SMS mobile number.