

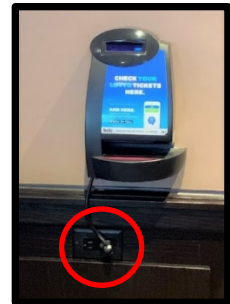
# HOSPITALITY NETWORK

## Reactivating Lottery Sales Checklist



### On the Day of Reactivation

- Confirm the **Check-a-Ticket is plugged into power**. This must be done **BEFORE** signing onto the lottery terminal. If Check-A-Ticket is not connected to power, a Comms Line Down error will prevent terminal sign on.
- Ensure the Lottery Terminal and Self Serve Terminal are turned on and sign on using your 4-digit Retailer Number and previous 4-digit Pass Code.
- If you are unable to sign on to the Lottery Terminal, follow these steps to **reboot** the Terminal:
  1. Turn **off** Lottery Terminal (power switch on the back)
  2. After 10 seconds, turn Lottery Terminal back **on**
  3. Sign on using your 4-digit Pass Code
  4. If the Lottery terminal still isn't working, please contact **Lottery Hotline at 1-800-667-1649** for technical assistance or to reset the Pass Code.
- Once signed on, review the Sign On Message for current information and status updates.
- Consider printing and posting the provided 'Maintain Physical Distancing' sign: [LINK HERE](#)
- Power on your Pull Tab Vending Machine
- On your regular call day, a BCLC representative will take your Pull Tab and supplies order.
- For the current list of available Pull Tab, reference the Pull Tabs at a Glance tool found on the Retailer Hub: [LINK HERE](#)



**If any additional support is needed please contact your BCLC Territory Manager or contact Lottery Hotline at 1-800-667-1649**