



FOR TEXAS LOTTERY® RETAILERS November 2024

VHARSNEW

Retailer Wizard

https://txs.lotteryservices.com

Online Access to Your Lottery Business Information Including:

Sales Reports

- Bank Sweep Amounts (EFT)
- Prizes Paid by Retailer
- Scratch Ticket Inventory
- License Application & Renewal
- Update Owner, Location & Banking Information



Retailer Wizard (RW) provides existing and potential Texas Lottery[®] retailers the convenience and efficiency of internet-based access to lottery reports and functions specific to a retailer location. With RW you can apply for or renew a lottery sales license, view and download reports to help track your sales and earnings, manage scratch ticket inventory, promote winner awareness and more. RW requires an HTML5 compliant browser such as Chrome, Firefox, Edge or Safari.

Retailer Wizard features:

- > Interactive lottery training
- > At-a-glance sales and commissions
- Printable winner awareness and jackpot awareness
- New game information
- Alerts about potential revenue loss (out-of-stocks)

- Live chat capability
- Multilingual access
- > Scratch ticket management
- > Detailed inventory and sales reports
- > Key data, videos and forms

Retailer Wizard replaces the Lottery Services Portal (LSP). Current LSP users will receive an email on **November 10, 2024** with a unique link to their account information in RW. From there, they will update their password and answer security questions to complete the log in process.

IMPORTANT NOTICE OF TERMINAL FUNCTION UPDATE!

Beginning **November 10, 2024**, all draw game tickets must be scanned with the hand-held barcode scanner for validation, inquiry and cancellation. The manual process of entering serial numbers remains the same.

How to Sign Up

-TEXAS LOTTERY- Sign Up	? 📞
To sign up, you will first need to enter your PII information. If yo * Indicates a required field	u have any questions, please contact us.
mananta a regan en Juna	
PII	-TEXAS LOTTERY-
Date of Birth MM/DD/YYYY* ?	
<u> </u>	
Last 4 digits of Social Security Number * 👔	Email
	Password
Drivers License Number * 👔	
	Log In
	Sign Up
I'm not a robot	
· · · · · · · · · · · · · · · · · · ·	
Submit	Forgot your email?
	Forgot your password?

- Go to https://txs.lotteryservices.com or texaslottery.com to use the link on the Retailers page.
- 2. From the Retailer Wizard home page, click **Sign Up**.
- 3. A registration screen will display. Enter the required information to sign up for an account, create a password, agree to the Terms of Use and then click **Submit**.
- 4. You will be sent an email with instructions for verifying your user account.

To register as a new user, you must be an owner or officer. Owners who do not have a Texas Lottery ID may receive a temporary ID and complete a license application. Primary users (owners/officers registered for RW) can assign privileges and create as many secondary users as they wish through the **Manage User** feature.

Navigation

Retailer Wizard provides two user-friendly dashboards to view clickable sections (widgets) with data specific to a user's business: **Summary Dashboard** and **Scratch Dashboard**.

Click **Customize Dashboard** to tailor each dashboard to your personal preferences by moving widgets within or between dashboards and/or deleting widgets.

		Add widget
ummary Dashboard		Earnings Add
\$0		Net Sales Add
Week ending: August 24, 2024 Sweep date: August 28, 2024		Messages Add
	View Inventory	EFT Amount Add
		Prizes Paid Add
tarnings tarnings History ? WTD MTD QTD YTD	Net Sales Sales History ? WTD MTD QTD YTD	You Sold Big Winners! Add
\$0.00 \$0	\$0.00 \$0	Your Lottery Representatives Add
-		Top-Selling Games Add
License Renewal	You Sold Big Wirmers! Historical Wirmers	New Games Add
Your license renewal expired	Θ	Current Liability Add
	No big winners sold in the last 30 days	Actual / Projected Settlements Add
Jackpots & Next Draws		View Inventory Add
\$525,000 < Share 8/22/24		My Net Sales Performance Add
		ок

The **Summary Dashboard** allows you to click through certain widgets for detailed reports.

Lottery Announcements Alerts Earnings Net Sales Messages Jackpot & Next Draws License Renewal EFT Amount Prizes Paid

Scratch Dashl

Actual Se

\$0

Week ending: August 3, 20 Sweep date: August 7, 202 You Sold Big Winners! Your Lottery Representatives Top Selling Games New Games Current Liability Actual/Projected Settlements View Inventory My Net Sales Performance

	Add widget	
	Top-Selling Games	Add
Downl	My Price Point Mix	Add
124	View Inventory	Add
/24 (4	New Games	Add
	Actual / Projected Settlements	Add
	Current Liability	Add
		ОК

The **Scratch Dashboard** displays information about your scratch ticket transactions and inventory including confirmed orders and status of packs.

My Scratch Ticket Sales New Games My Price Point Mix View and Manage Inventory Top Selling Games Actual Settlements

Online Licensing Services (OLS)

To access online Licensing Services (OLS), select Licensing Services on the Main Menu (side bar).

To apply for a new license:

- 1. Click **New License Application** on the Main Menu.
- 2. Fill out the required information and click **Save** and **Continue**.
- 3. Review your submitted information. If it is correct, click **Save and Continue**. If you have changes, click **Back**.
- 4. Complete the **Payment** information, agree to the terms and conditions and click **Pay and Submit**.
- 5. You will be taken to a third-party site to complete payment.
- 6. Once payment has been submitted, a confirmation screen will display. Click the link to download a confirmation PDF for your records.

LOTTERY	Renewal License Application Hello Ca	itest two one		? Q 🔍 Di LogOut
	The following locations are expiring. Pleas	e click on the Review button for each of the Retailer IDs below to rev	lew and confirm the information.	
ense Application	Retailer ID	Location Name		
	1000567	CT3RETAILER1	EXPREMS OCT 07, 2024	Review
nua	The locations identified with "Review Complete"	have been reviewed and are ready to be renewed. Please click on the botton t	o proceed to payment	
				Proceed to Paymen

	DRIVER'S LICENSE:				DATE OF BIRTH:	91/01/1992		
Idd Location to Chain	HOME ADDRESS:					COUNTRY	UNITED STATES	
lew License Application		AUSTIN TRA	ans tx					
	FINGERPRINT OPTION:	OWNER FIN	GERPRINTS ON FILE; NO FINGER	PRINTS REQUIRED	TONE	123123123		
NewEdt License	FULL NAME:				PREFIX	MR		
krow License	ALIAS NAME:							
	TITLE:				DNISSN:			
	ORVER'S LICENSE:				DATE OF BIRTH:	01/01/1992		
	HOME ADDRESS:					COUNTRY	UNITED STATES	
	FINGERPRINT OPTION	OWNER FIN	GERPRINTS ON FILE, NO FINGER	PRINTS REQUIRED	TCM	111112223333		
	LOCATION DETAILS							
	LOCATION ID: 1000567				DBA: CT3RETALER1			
	PHYSICAL ADDRESS							
	PHYSICAL ADDRESS 1: 14	909 ALPHA COLLIER DR			PHYSICAL ADDRESS 2:			
	PHYSICAL ADDRESS 3:				OTTY: AUSTIN			
	STATE: TX				ZIP CODE: 78728			
	ZIP CODE EXTENSION: 54	50			COUNTY: TRAVIS			
	LOCATION PHONE: 890-64	4-2332						
	CONTACT PERSON(SEAT							
	CONTACT PERSON LAST	NAME:			CONTACT PERSON FIRST NAME:			
	CONTACT PERSON PREFI	K: MP(5)			CONTACT PERSON PHONE			
	CONTACT PERSON TITLE:	OWNER			CONTACT PERSON EMAIL ADDRS	E\$5: (
	NORMAL EUSINESS HOUR							
	SUNDAY: 01:00 - 23:00	MONDAY: 01:00 - 23:00	TUE SOAN : 01.00 - 23:00	WEDNESDAY : 01.00 - 23.00	THURSDAY : 01:00 - 23:00	FRIDAY : 01.00 - 23.00	SATURDAY : 01:00 - 23:00	
	OTHER INFORMATION							
	ADA: YES		SMOKING: YES		MINORS: YES			
	Your license renewal has been	submitted to the Texas Lattery	for review.					

TEXHS Y				
New License Application	Business Information			
	* Indicates a required field			
	Corporation or Legal Business Name *	Taxpayer Number * Enter your Texas Sa	les Tax number	
	Business Ownership *			
		~		
	MAILING ADDRESS (Number & Street, P.O. Box or Rural route and	Box number)		
	Mailing Address 1 *	Mailing Address 2	Mailing Address 3	
	City *	State *	Zip Code *	
	Zip Code Extension	County*	×	
		overly	~	
EXAS				
	Customer Info	rmation	Transaction Summary	
MAT IS 1400-274-6000 DUJATILEY and	Customer Info	sumation	-	\$125.00
TACT US 1-800-375-6886 TXLOTTERY 📖	Customer Info	smation Submit Pyment	NEW_LICENSE	\$125.00 \$ 125.00
MCT 05 H 600-275-6888 TOLATTLEY (#15	Customer Info	ormation Submit Payment	NEW_LICENSE	
NACI IS + 600 75-6000 DELETTERY THE Payment Type Payment	Customer Info		NEW_LICENSE	
NACI IS + 600 75-6000 DELETTERY THE Payment Type Payment			NEW_LICENSE	\$125.00
RACE I + 400 - 274 4000 TOLETTERY THE Payment Type Payment	Credit/Debit Card		NEW_LICENSE TOTAL 5	\$125.00
Payment Type Payment Type	Credit/Debit Card		NEW_LICENSE TOTAL 5	\$125.00
Payment Type Payment Type	Credit/Debit Card	v	NEW_LICENSE TOTAL 5	\$125.00

To renew an existing license:

- 1. On the Main Menu click **Renew License** or **Review** to the right of your license information.
- 2. Confirm the information associated with your license is correct and click **Continue**.
- 3. Review and accept the terms and conditions and then click **Renew License(s)**.
- 4. "Review Complete" will display next to your license information. Click **Proceed to Payment**.
- 5. You will be taken to a third-party site to complete payment.
- 6. Once payment has been submitted, a confirmation screen will display. Click the link to download a confirmation PDF for your records.

Training



Click **Training** on the Main Menu (side bar). A new browser window will display the Learning Wizard (LW) website.

LW is a web-based training portal that can be accessed at any time, allowing you to learn at your own pace and schedule. Courses are designed to provide supplemental training on key areas of your lottery business. LW is accessible using Chrome, Firefox, Edge or Safari.



Retailer Reports								A My Subscriptions
Retailer No	Report Name	From Date M/D/YYYY	Ê	To Date M/D/YYYY	Ê	Category	Search	Reset

Click **Reports** on the Main Menu to display the **Download Reports** section.

Many reports are automatically posted by week end date. To view additional reports, click **My Subscriptions.** A list of available reports will display. For each report you wish to sign up for, check the box for your desired format of each report. When you finish selecting the format for each desired report, click **Save**.

Almost all reports are available to download in .csv format. The **Full Statement** report is available in .pdf format, and the **Statement Summary** report is available in .csv and .pdf formats.

To find a specific report go to **Search Options** and select the report's **Name, From Date, To Date** and **Category**. Click **Reset** to start a new search.

Managing Users					
Manage Users					Welcome 🥐 📞 🕴
First Name Last Name	e Email	User Class	Role	Retailer Type	Le Create User
Name A Retailer Type \$	Email 🗢 ExampleUser@example.com	Mobile Phone 🗢	User Class 🗢	Role Primary Independent (Default) (customized)	System Access ♦

To add new users to an account and/or manage existing users:

- 1. On the Main Menu (side bar) click **Manage Users**.
- 2. To add new users, click Create User.
- 3. Enter the new user's Personal Information and click **Save**.
- 4. Select the **User Type** from the drop down menu, set the permissions for the account with the radio buttons, then click **Next.**
- 5. A screen displays where you can review the New User Information. If it is correct, click **Submit** to confirm. If you have changes, click **Cancel**.

Retailer Wizard provides Primary Users (owners/officers) with the ability to change **User Roles** within their account. There can be more than one Primary User for each Retailer ID.

Update account details or status for each user by clicking on the **User Name** and updating each field or selecting an option from the drop-down menus then clicking **Save**.

Click the **Access & Permissions** tab to grant or change a user's access and permissions. When you are finished making changes, click **Save**.

User information	Access & Permissions	
Site Access		
New User Access	Reason for Change	Reason if 'other'
	*	·
Permissions		
lole		
Primary independent (default) (c	•	
Reports		
Invoice		
Full Statement		
Full Statement - 1	WTD	
Statement Summ	ary	
Statement Summ	ary - WTD	
 Scratch Inventory 		
Confirmed Invoic	e Detail	
Confirmed Invoid	e Detail - WTD	
Pack Activity Hist	ory	
Pack Activity Hist	ory - WTD	
Pack Inventory		