WHAT'S NEW 6

FOR TEXAS LOTTERY® RETAILERS
November 2024

Retailer Wizard

https://txs.lotteryservices.com
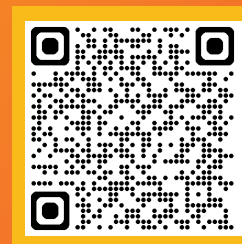
Online Access to Your Lottery Business Information Including:

- 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

1. 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.

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

You Sold Big Winners!
Your Lottery Representatives
Top Selling Games
New Games
Current Liability
Actual/Projected Settlements
View Inventory
My Net Sales Performance

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.

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.

Reports

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

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**.