

WISCONSIN LOTTERY **RETAILER MANUAL**



**WISCONSIN
LOTTERY**

The information contained on these pages is believed to be accurate.
The Wisconsin Lottery, however, reserves the right to correct any errors.
Updated June 2020

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Contacting the Lottery

How to Contact the Lottery

Our automated phone system is designed to get you to the proper department.

Please listen carefully to the prompts before making a selection.



Wisconsin Lottery Retailer Hotline:
1-800-242-7782

- To place a ticket order, **press 1**
- To report lost or stolen tickets, **press 2**
- To report equipment issues or order supplies, **press 3**
 - If you are calling to report a terminal operation problem or order supplies, **press 1**;
 - If you are calling to request a terminal move, **press 2**
- For applications or contracts, **press 4**
- For banking, billing, or accounting, **press 5**
- For Lottery security, **press 6**
- For Lottery Services Portal assistance, **press 7**
- To hear the options again, **press 9**

Website – retailer.wilottery.com

Instant Games

Receiving Tickets

Confirming Orders

Activating Packs

Validating Tickets

Security & Ticket Disposal

Instant Ticket Tracking & Forms

Lost or Stolen Tickets

Winner Claim Form

Ticket Return Procedure

Game End Flyer

Instant Ticket Return Form

Merchandising

Game Calendar

Plan-O-Grams

Instant Games RECEIVING TICKETS

- **Treat Lottery tickets like cash. Store in a secure place, such as a safe, until ready to be sold.**
- **Tickets are not transferable and must only be sold at the location address on the Certificate of Authority.**

Receiving Tickets:

Tickets are usually delivered the next working day after the order is placed through the Telemarketer. **When tickets are delivered, you should immediately verify the accuracy of the order then confirm the order on the terminal.**

- Verify the retailer name and number listed on the shipping label and packing slip.

See Packing Slip sample on next page.

Instant Games
RECEIVING TICKETS

INSTANT TICKET ORDER

Packing Slip

SHIP FROM:
WISCONSIN LOTTERY
3001 DAIRY DRIVE
MADISON WI 53718
(800) 242-7792

SHIP TO:
RETAILER NAME
ADDRESS
CITY, STATE & ZIP

Delivery Date: 03/13/2018

ORDER NUMBER

0282313301



RETAILER MUST CONFIRM DELIVERY ON TERMINAL

ORDER NUMBER 02-10659-02823133-01
SECTION B:

SECTION 8:			TICKETS				
GAME	PACKS	RETAIL VALUE	PER PACK	GLEPS	COMM	NET COST	PRICE POINT
\$10,000 CASH			20				[30.00]
655	2	1,200.00		0.00	-75.00	1,125.00	
FINDING \$500'S			30				[10.00]
2055	1	300.00		0.00	-18.75	281.25	
777			100				[5.00]
2061	2	1,000.00		0.00	-62.50	937.50	

Price Point Summary

\$ 5.00 X 200 = \$ 1,000.00

\$ 10.00 X 30 = \$ 300.00

\$ 30.00 X 40 = \$ 1,200.00

TOTAL = \$ 2,500.00

TOTALS (SECTION B):

RETAIL VALUE: 2,500.00
COMM: (-156.25)
GLEPS: 0.00

NET COST 2,343.75

TOTAL PACKS SHIPPED: 5

INVENTORY SHIPPED

655 - 116730 655 - 116731 2055 - 102720 2061 - 102577 2061 - 102558

ATTENTION RETAILER

Thank you

Instant Games RECEIVING TICKETS Confirming Orders

- Verify the ticket pack numbers listed on the packing slip match the actual ticket packs received.
- Ticket orders should be confirmed at time of delivery.

Sample Bar Code on an instant ticket:



If you have any questions concerning your delivery or have discovered a discrepancy between your ticket pack numbers and the numbers on your packing slip, call the Retailer Hotline at 1-800-242-7782.

To Confirm an Order:

- At the main menu on your terminal touch SPECIAL FUNCTIONS



Instant Games RECEIVING TICKETS Confirming Orders

- Touch Order Confirmation



- Scan the barcode on the packing slip, the shipping label, or manually enter the order number.



- A confirmation screen is displayed. Touch OK. A Delivery Confirmation Receipt will print.
- Confirmation lets the Lottery know you have received your delivery from Spee-Dee Delivery Service.

Instant Games RECEIVING TICKETS Activating Packs

Pack Activation:

- Activate each pack of tickets on the terminal when you are ready to put them in your dispenser. Remember: only activate a pack of tickets when you put them out for sale.
- At the main menu on your terminal touch SPECIAL FUNCTIONS.



- Touch PACK ACTIVATION



Instant Games RECEIVING TICKETS Activating Packs

- Scan the barcode on the back of one of the tickets in the pack or manually enter the game number and pack number.



- Activation allows winning tickets to be redeemed and lets the Lottery know which packs are out for sale.

• Prizes up to \$500 may be claimed at a Wisconsin Lottery retailer. To claim prizes by mail, enter data below, get claim form from retailer or Lottery website, and mail both to PRIZES, PO BOX 777, MADISON, WI 53774 or take to a Lottery office. • Winning odds: \$2, 1:10; \$3, 1:13; \$4, 1:32; \$5, 1:67; \$10, 1:100; \$20, 1:100; \$50, 1:200; \$100, 1:1,765; \$500, 1:171,429; \$1,000, 1:300,000; \$10,000, 1:400,000. Prizes = 62.0% of sales. Odds and prize statements are based on initial game prize structure and may vary over the life of the game. • \$5 worth of eligible non-winning instant scratch and/or terminal generated tickets may count for one Lottery Super 2nd Chance Drawing entry, odds of which depend on number of entries, approx. 50,000 per week; 10 winners of \$1,000 each per weekly drawing. To enter a drawing, collect \$5 worth of eligible non-winning tickets for which the prize claim period has not expired. On at least one ticket place name, address and phone #. Put all \$5 worth of tickets in one envelope no larger than 4½" by 9½" and mail to: SUPER 2ND CHANCE, PO BOX 77006, MADISON, WI 53707-1006. Super 2nd Chance Drawings may be cancelled by the Lottery. • See Features & Procedures for details. State law and Lottery regulations apply. Tickets failing to meet Lottery requirements are void. Must be at least 18 years old to buy. Claim prizes within 180 days after game end.


7 54336 01234 2

Print Full Name (one person only) _____ Phone # _____

Address _____ Made in U.S.A.

City _____ State _____ Zip _____


Signature (required for claims presented to Lottery) _____

 **Secure Shield**
U.S. Patent 7,749,860


wilottery.com

GAMBLING PROBLEM? CALL 1-800-426-2535

OVERALL ODDS OF WINNING 1:3.9
Ticket Length = 4"

 RECYCLABLE

1234-100001-000-0 ■

SCAN 

Instant Games VALIDATING TICKETS

Any Lottery retailer may validate and cash tickets, and receive credit for prizes up to \$599.00. If your location has a cashing policy or limit, the policy must be posted in a prominent location.

How to Cash Tickets

Your Lottery terminal will take the guesswork out of whether a ticket is a winner. You can cash winning tickets purchased from ANY Lottery Retailer with prizes up to \$599.00.

Always scan instant scratch tickets AND get the Instant Ticket Cash slip before paying out any prize. **You must validate a winning ticket on your terminal in order to receive credit for the prize paid out.**

Do not attempt to validate a ticket that appears to have been altered.

To validate (cash) an instant scratch ticket:

- Scan the ticket secure shield barcode on **front** of ticket.



Confirmation Screen

- Winning Lotto tickets and instant tickets over \$50.00 require an additional step prior to completing the validation. Retailers must verify the availability of store funds to pay the winning amount and press SEND if funds are available or press CANCEL if funds are unavailable. If funds are unavailable, return the ticket to the player after pressing CANCEL. Retailers must pay the player immediately after pressing **SEND**.



Instant Games VALIDATING TICKETS

- To validate more than one ticket, continue scanning the secure shield barcodes of the additional tickets.

OR

- To manually validate and cash an instant ticket, scan the barcode on the back of the ticket or enter the numbers manually, then manually enter the 10-digit number under the play area on front of ticket.
- Touch EXIT to complete.
- An Instant Ticket Cash slip will print showing the total amount to pay the player.
- Return to the player any **non-winning** ticket(s) along with the Instant Ticket Cash slip showing that the ticket(s) is a non winner.



- For all **winning tickets** you should show the winner the Instant Ticket Cash slip but you will need to retain the Instant Ticket Cash slip for your accounting purposes.



- After paying the prizes for winning tickets, tear the tickets in half through the validation barcode and attach the Instant Ticket Cash slip to one half of the ticket. Dispose of the other half. Retain ticket half with Instant Ticket Cash slip for one week. After one week, dispose of or shred the second half of the ticket with the Instant Ticket Cash slip.

Instant Games SECURITY & TICKET DISPOSAL

Security of Instant Tickets

Always scan tickets and get the Instant Ticket Cash slip before paying out a prize. **Scanning tickets is how you get credit for tickets you cash.**

Do not attempt to validate a ticket if the barcode has been altered. The player may bring, or mail, the ticket to the Lottery.

Questions? Call the Retailer Hotline at 1-800-242-7782.

See next page for proper disposal of instant tickets.

IMPORTANT MESSAGE TO PREVENT FRAUD

- Always scan instant tickets.
- Get cash authorization before paying out \$\$\$.
- Properly destroy cashed tickets.

Follow these instructions to properly dispose of instant tickets. After you scan an instant ticket and determine that it is a valid ticket, you can then pay the winner.

Step 1



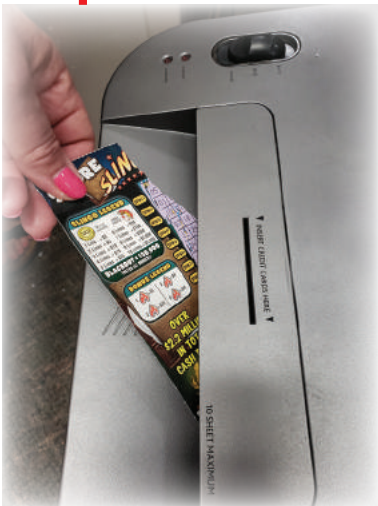
Tear ticket in half or punch ticket through secure shield barcode and attach cash authorization slip to one half of the ticket.

Step 2



Dispose the other half of ticket.

Step 3



After one week, dispose or shred second half of ticket with cash authorization slip.

DO NOT ATTEMPT TO VALIDATE A TICKET THAT APPEARS TO HAVE BEEN ALTERED.
Questions: Call Retailer Hotline at 1-800-242-7782

Instant Games

You may wish to use an Instant ticket Tracking Form to balance

The Balancing Report is used to balance your Lottery sales and cashings with your cash register. The Balancing Report shows sales (money coming in) and payouts on the tickets you've cashed (money going out) each day. The Balancing Report does not show how many Instant Scratch tickets you've sold. Most retailers use an Instant Ticket Tracking Form to keep a count each day (or each shift) of the Instant scratch tickets that they have sold. Using an Instant Ticket Tracking Form can help when tickets are lost, stolen, or missing.

See example of a tracking form below.

See our website at <https://retailer.wilottery.com>, for more options.

[illegible]

Instant Games

It is important to keep track of the instant tickets stored in your safe. Maintaining a record of ticket stock on hand will help with ordering tickets and provide a valuable record in case tickets are lost or stolen. See example below of an Instant Ticket Safe Inventory Form. For more options visit our website at <https://retailer.wilottery.com>.



**WISCONSIN
LOTTERY**

Lottery Hotline: 1-800-242-7782
Lottery Security Voice Mailbox: 1-608-267-6882

- Call the Lottery Hotline immediately to report lost or stolen tickets.
- Please make sure to confirm all orders upon delivery and activate each pack before beginning sales.

GAME NUMBER	PICK NUMBER	TICKET NUMBER	GREEN DROP
1234	100001	000	0
			

Instant Games LOST OR STOLEN TICKETS

Reporting Lost or Stolen Tickets

To prevent the cashing of lost or stolen tickets:

- 1) Call the Retailer Hotline at 1-800-242-7782 and select option 2 to report the missing tickets. The Hotline operates 24 hours a day and 365 days a year. Be prepared to provide the following information to the Hotline operator.
 - Your name and title
 - Retailer ID number
 - Business name and address
 - Game, pack, and ticket numbers of the missing tickets. Also the date and time you discovered the tickets missing along with where and when the tickets were last seen.
 - Once reported as missing to the Retailer Hotline, the ticket numbers will be entered into the Lottery central computer as “non-redeemable.” This removes the ability for the tickets to be cashed.
- 2) Contact your local police department to report the missing tickets and file a police report.
- 3) Retailer will receive a call from Wisconsin Lottery Security to verify information.
- 4) Contact your insurance company. **Lost tickets are your property** and the loss may be covered under your business insurance policy.

Found Them?

If tickets reported as missing are subsequently located, call the Retailer Hotline at 1-800-242-7782 immediately!

Questionable Tickets?

Do not redeem mutilated tickets or any tickets you suspect have been tampered with. Give the player a Winner Claim Form and instruct them to mail the ticket to the Lottery. Lottery Security will determine if a ticket is defective. Claim forms can also be found on the Lottery website at <https://wilottery.com>.

An example of the Winner Claim Form can be found on the following page.



WINNER CLAIM FORM

Wisconsin Lottery
www.wislottery.com

Lottery Use ONLY

INSTRUCTIONS

- Fill out and SIGN the back of your winning ticket using an ink pen.
- Fill out the "Individual Claimant Information" on lines 1 thru 15 below.
- Make a copy of the ticket(s) and claim form for your records.
- To receive winnings by mail, send original ticket(s) and claim form in an envelope addressed to:
Prizes, PO Box 777, Madison, WI 53774
- Winning lotto tickets \$50,000 or more, or tickets 90 days past the draw date, may take several hours to process. Please call (800) 261-4918 at least two hours before your arrival.
- Tickets with prize value \$501,000 or more **MUST** be claimed at the Madison Office, 2135 Rimrock Rd Madison, WI 53713.
- If a prize is being claimed by more than one person, see back for details.

Individual Claimant Information — PRINT

1. Name (Last, First, and M.I.) _____	2. Birth Date (mm-dd-yyyy) _____
3. Mailing Address _____	4. Citizenship <input type="checkbox"/> US Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien
5. City _____ 6. State _____ 7. Zip Code _____	8. Social Security Number / TIN _____ (Required if prize amount is \$500 or more)
9. Contact Phone Number _____	10. Total Prize Amount Claimed _____
11. # of Tickets _____	12. Email (optional) _____
13. Identification for winnings \$500 or more: Driver License # OR State ID# _____ Expiration Date _____	

14. Claimant's Release Authorization

Pursuant to Wisconsin's Open Records law (Wis. Stats. Secs. 19.35–19.39), the Lottery is required to disclose a winner's name, likeness and place of residence. If you win and claim a prize, the Lottery may use your name, likeness and place of residence for any purpose without compensation to you. Upon claiming your prize, you waive any claims against the Lottery for any result from the disclosure or use of such information.

I have read the instructions for this form and understand my rights and responsibilities and that all information provided is true and correct. I understand that a counterfeit state lottery ticket is in violation of state criminal law. If I choose not to claim a prize, which may affect the amount or timing of any prize paid.

15. Claimant's Signature _____

LOTTERY USE

Instant Ticket Number _____	Lottery Use
Lotto Ticket Number _____	

WL-108 (R. 8-17)

WINNER CLAIM FORM Wisconsin Lottery



Sign Your Ticket

*Multiple Winners Claiming a Prize:

- A court order is required when more than one person is claiming the prize. The court order must be accompanied by a separate Winner Claim Form for each person.
- Prizes being claimed by more than one person must be processed at the Madison office. Payment may take up to two weeks after the court order is received by the Wisconsin Lottery.
- All claimants are subject to tax withholding pursuant to Wisconsin and federal law.
- For more information on sharing Lottery winnings, please refer to Publication 600, Wisconsin Taxation of Lottery winnings.

Notice of Deduction Offset:

Wisconsin law requires the Lottery to check social security numbers with the Department of Revenue for claimants of all prizes \$600 or more. This check is to determine if the winners of the Lottery prize are delinquent in payment of Wisconsin taxes, child support or debts to other government entities. If you are found to be delinquent in the payment of these liabilities, the amount due will be withheld from your winnings. If your prize is \$600 or more, and you do not, or cannot, provide your social security number, you will not receive your check until after we have researched the Department of Revenue delinquency files.

Prizes that have an annuity or cash option feature (multi-million dollar jackpot games) must be claimed at the Madison Lottery office.
Contact the Player Hotline at
(800) 261-4918 for more information.
wislottery.com

WL-108 (R. 8-17)

Instant Games WINNER CLAIM FORM

Claimant Information:

You must provide your name, birth date, address, city, state, and zip code to receive your check. For prizes of \$600 or more, provide your social security number or taxpayer identification number to facilitate the payment of your prize. **SIGN** the back of your instant or lotto ticket and line 15 of this form.

All tickets are subject to the Features and Procedures of the individual game. Features and Procedures for individual games are available upon request. The Lottery reserves the right to deny the payment of any ticket that fails validation requirements. Tickets submitted become the property of the Lottery and will not be returned.

Disclosure of Social Security Number:

Your social security number will be used to report the amount of your winnings to the Internal Revenue Service, as required under federal law. Your prize winnings are subject to both federal and state income tax withholding:

- Federal taxes are deducted from prize payments of \$5,001 or more.
- State taxes are deducted from prize payments of \$2,000 or more.

In addition, federal back-up withholding will be deducted from all prizes \$600 or greater if your social security number is not provided. Without a social security number, there may be a delay in processing the payment.

Please consult your tax advisor for assistance in determining your entire tax liability.

Mailing Address

Prizes
PO Box 777
Madison, WI 53774

Walk-in Locations

Madison Office
Redeem All Prize Amounts

Department of Revenue
Wisconsin Lottery
2135 Rimrock Road
Madison, WI 53713

Milwaukee Office
Redeem Prizes up to \$500,999

State Office Building
819 N. 6th Street
4th Flr Service Counter
Milwaukee, WI 53203

Instant Games TICKET RETURN PROCEDURE

Returning Instant Scratch Tickets

Periodically the Lottery ends games. Retailers are notified before any Instant Scratch games end. See an example of a Game End Flyer on the next page which contains retailer information on one side and player information on the other. Retailers may return full unopened packs of active games at any time prior to a game end date, however, this may prohibit your ability to order the same game number again in the future. **Managing Game Ends is the retailer's responsibility.**

Tickets are returned by two methods:

- 1) **VIA FIELD MARKETING REPRESENTATIVE:** Your Lottery Field Marketing Representative can return tickets using your terminal. The terminal will print a record of the return that must be **reviewed and signed by both the Retailer and Field Marketing Representative**. Your return will be found on that week's Billing Invoice Report.
- 2) **VIA A TICKET RETURN FORM:** A copy of the ticket return form and instruction sheet is available on the retailer website at <https://retailer.wilottery.com>. To get a Ticket Return Form mailed or faxed to you, please call the Retailer Hotline at 1-800-242-7782. To return tickets using a Ticket Return Form:
 - Complete the Ticket Return Form. Package the tickets to be returned along with the Ticket Return Form.
 - Notify the Lottery at 1-800-242-7782.
 - A delivery service will pick up the tickets within five business days.

Your credit will be issued when the returned tickets are processed by the Lottery.

See an example of the Instant Ticket Return Form on page 21.

Forms can also be found on the Lottery retailer website at <https://retailer.wilottery.com>.

Instant Games GAME END FLYER EXAMPLE



GAME ENDING INFORMATION AND DATES

GAMES END: Saturday, July 14, 2018

Game End is the responsibility of the Retailer

Retailers must NOT sell these games after this date!

Important Dates:

- **Last day to receive Credit on these tickets:** Friday, October 12, 2018
- **180 day prize claim period:** July 15, 2018 through January 10, 2019
- **Last day to claim prizes:** Thursday, January 10, 2019

INSTANT GAME LIST BY PRICE POINT AND UPC CODES

\$1 GAMES

	UPC CODES
630 Buck Series (Jingle Bucks, Buck Buck Moose, Buck-A-Neer)	7 54338 01630 2
675 Cash on the Spot	7 54338 01675 3
2025 Blackjack Doubler	7 54338 02025 5

\$2 GAMES

671 Masterpiece Moola
682 Cherry Tripler
690 Lucky X10
2037 Warm Winter Winnings
2056 Elite 8s

\$3 GAMES

677 Extra Spin Slingo
689 More Bingo!
2036 Naughty or Nice Crossword (Note: This is not # 2116 - Naughty or Nice Crossword)
2041 Shooting Star Crossword
2042 Dash for Cash

\$5 GAMES

665 Money Maker
681 I'm in the Money
2027 Cash Blast
2032 High Voltage Cash
2035 Happy Holidays
2051 Makin' Bacon

\$10 GAMES

2028 Boom
2040 Cashtastic Crossword
2065 Big Bold Bucks

\$15 GAME

2033 Peng-Win Countdown

\$20 GAMES

669 Big Money
2039 Massive Money Match
2045 Casino Crossword

\$30 GAMES

637 Instant \$1 Million Payout

Important Reminders:

- After Thursday, January 10, 2019 prizes on these tickets can no longer be paid by the Wisconsin Lottery!
- Call the Retailer Hotline at 1-800-242-7782 if you need a ticket.



WISCONSIN LOTTERY PLAYERS

IMPORTANT DATES TO REMEMBER:

Saturday, July 14, 2018

is the last day to buy these instant scratch games!

Thursday, January 10, 2019

is the last day to claim prizes for these instant scratch games!

180 day prize claim period: July 15, 2018 through January 10, 2019



2065 Big Bold Bucks
669 Big Money
2025 Blackjack Doubler
2028 Boom
630 Buck Series (Jingle Bucks, Buck Buck Moose, Buck-A-Neer)
2027 Cash Blast
675 Cash on the Spot
2040 Cashtastic Crossword
2045 Casino Crossword
682 Cherry Tripler
2042 Dash for Cash
2056 Elite 8s
677 Extra Spin Slingo
2035 Happy Holidays
2032 High Voltage Cash
661 I'm in the Money
637 Instant \$1 Million Payout
690 Lucky X10
2051 Makin' Bacon
2039 Massive Money Match
671 Masterpiece Moola
665 Money Maker
689 More Bingo!
2036 Naughty or Nice Crossword (Note: This is not # 2116 - Naughty or Nice Crossword)
2033 Peng-Win Countdown
2041 Shooting Star Crossword
2037 Warm Winter Winnings



Thursday, January 10, 2019 is the last day to claim prizes for these games!

WISCONSIN LOTTERY
INSTANT TICKET RETURN FORM

Date	Register Number	SCP #
Contact	Register Name	Address
Reason for Return		Deletion Date Rec'd
Pick-up Address If Not Location Address		Lottery Rep

[illegible]

GAME NUMBER	POW-ER NUMBER	TICKET NUMBER
V	V	V

GAME NUMBER	POW-ER NUMBER	TICKET NUMBER	EXP-IR- ATION
1234-100001-000-0			



Instant Games MERCHANDISING

Door Decals

Placing door decals in a visible location tells Lottery players that you sell popular Wisconsin Lottery Instant Scratch and Lotto games. This improves awareness and reaches potential new players to increase ticket sales.

Play Center

The Play Center allows you to communicate Lottery information in one convenient display, and frees up staff time by directing players to one spot. You will increase sales by educating players on Lottery products. Display near selling locations for maximum results. Items to stock the Play Center will include brochures, claim forms, playslips, game ending dates, and general Lottery information for players. An example of a Lottery Play Center can be found on the retailer website at <https://retailer.wi.lottery.com>, under the heading Point of Sale (POS).



Game Specific Point of Sale

Retailers are provided with a mix of game specific Point of Sale (POS) materials that can be used to highlight specific games.

Game Cubes

Various types and configurations of ticket dispensers are available.



Counter Top Promoters

12, 16, or 24 game counter top promoters are available.



In-Counter Displays

16 or 24 games are available and provide visibility at the point of sale.



Plan-O-Grams

Your Lottery Field Marketing Representative can provide you with a Plan-O-Gram to give you the best selling mix and presentation. Suggested Plan-O-Grams can be found on pages 25, 26, and 27.

Your Lottery Field Marketing Representative has more information for you.

Instant Games GAME CALENDAR

A current game calendar is always available through the terminal (Reports Menu) and on the retailer website at <https://retailer.wilottery.com/reference/gameinfo.aspx>.

Here is an example of a terminal Game Calendar.

The Game Calendar contains the following information:

- Game Number
- Game Name
- Price Point (PPT)
- Start Date

NEED TICKETS? 1-800-242-7782			
GAME CALENDAR REPORT RETAILER: 900001			
QTY	GAME NAME	PPT	START DATE
___ 655	\$10,000 CASH	30.00	09/22/17
___ 2016	MAGNIFICENT MILLIONS	30.00	09/07/18
___ 2118	POT OF GOLD CROSSWOR	20.00	08/10/18
___ 2111	JACKPOT PAYOUT OVERSIZED TICKET	20.00	09/07/18
___ 2112	HIT IT BIG	20.00	10/26/18
___ 2113	HOLIDAY COUNTDOWN OVERSIZED TICKET	15.00	10/19/18
___ 2124	HOT 500'S	10.00	08/24/18
___ 2121	ALL\$50'S AND \$100'S	10.00	09/28/18
___ 2114	JOY	10.00	11/09/18
___ 2126	CHAMPION CROSSWORD	10.00	11/09/18
___ 2109	5 STAR CROSSWORD	5.00	08/24/18
___ 2125	SUPPER CLUB CASH	5.00	08/31/18
___ 2123	EXTEND YOUR CASH	5.00	09/14/18
___ 2093	SUPER MEGA BONUS	5.00	09/21/18
___ 2122	BOOST YOUR BUCKS	5.00	09/28/18
___ 2116	NAUGHTY OR NICE CROS	3.00	10/12/18
___ 2128	TETRIS	3.00	11/02/18
___ 2120	BLOCK PARTY BINGO	3.00	11/09/18
___ 2050	CROSSWORD	2.00	09/22/17
___ 2095	KITTY CASH DOGGY DOU	2.00	07/13/18
___ 2098	DOUBLE MATCH	2.00	08/17/18
___ 2099	LUCK	2.00	11/09/18
___ 2076	RED WHITE BLUE	1.00	06/15/18
___ 2108	BLACKJACK TRIPLER	1.00	08/10/18
___ 2078	2 FOR THE MONEY	1.00	11/16/18
VOID NOT FOR SALE OR PRIZE PAYMENT			
Friday, NOV 21 2018, 09:25:35			

Instant Games GAME CALENDAR

Below is an example of a Game Calendar with UPC numbers that can be found on our website at retailer.wilottery.com.

The online calendar has the following information:

- Game Number
- Ticket Price
- Game Name
- Count (number of tickets in each pack)
- Pack Cost
- UPC Code
- Game Description
- Start Date (subject to change)

Important game information is included within each pack of tickets shipped. Additional POS, flyers, posters, and brochures are periodically shipped with tickets, mailed, or delivered by your Field Marketing Representative.



Wisconsin Lottery Instant Ticket Information

1-800-242-7782

Get as Spreadsheet

(You can also print from the file menu. For best results, set your printer to landscape and "Shrink to Fit")

Game #	Price	Name	Count	Cost	UPC	Game Description	Start Date	Pulltab
655	\$30.00	\$10,000 Cash	20	\$562.50	7 54336 01655 5	Over \$13 Million in total prizes! Win up to 20 times! Over 300 \$10,000 Prizes! 75% CASH PAYOUT	9/22/2017	
2057	\$30.00	One Million Now!	20	\$562.50	7 54336 02057 6	Top Prize \$1 MILLION! A Chance to 2X, 5X or 10X your PRIZE! A Chance to win up to 25 TIMES!	4/20/2018	
2106	\$30.00	Magnificent Millions	20	\$562.50	7 54336 02106 1	Over \$7 MILLION in total cash prizes! Win up to 25 TIMES!	9/7/2018	
2111	\$20.00	Jackpot Payout	25	\$468.75	7 54336 02111 5	Top prize \$100,000 WIN up to 50 times! A chance to win 10X your prize!	4/6/2018	
2075	\$20.00	\$200,000 Cash Reserve	25	\$468.75	7 54336 02075 0	Top Prize \$200,000! A chance to win up to 23 times!	5/25/2018	
2083	\$20.00	Epic Multiplier	25	\$468.75	7 54336 02083 5	Top Prize \$100,000! Win up to 40 TIMES! Win up to 25 TIMES your prize!	5/11/2018	
2118	\$20.00	Pot Of Gold Crossword	25	\$468.75	7 54336 02118 4	Top Prize \$200,000! A chance to DOUBLE or TRIPLE your prize!	8/10/2018	
2107	\$10.00	Cash Craze Crossword	30	\$281.25	7 54336 02107 8	Top prize \$100,000! Chance to TRIPLE your prize!	6/29/2018	
2066	\$10.00	\$50's and \$100's	30	\$281.25	7 54336 02066 8	ALL PRIZES ARE \$50 OR \$100!	12/22/2017	
2105	\$10.00	100 Seasons	30	\$281.25	7 54336 02105 4	Loaded with \$100 prizes! WIN up to \$45,000! A chance to win Packer Season Tickets for TWO Years! PACKERS BONUS DRAWING	7/20/2018	
2124	\$10.00	Hot \$500's	30	\$281.25	7 54336 02124 5	Loaded with \$500 Top Prizes! A chance to win 5 times the prize! WIN up to 20 times!	8/24/2018	
2092	\$5.00	Deluxe Bucks	100	\$468.75	7 54336 02092 7	Win up to \$42,000! A chance to win up to 9 TIMES the prize!	6/15/2018	
2082	\$5.00	Wild Cherry Crossword	100	\$468.75	7 54336 02082 8	Top Prize \$50,000! Bonus Letters or Instant Cash Prize! A Chance to TRIPLE your Prize!	5/4/2018	
2064	\$5.00	Cash Up	100	\$468.75	7 54336 02064 4	Top prize \$60,000! A chance to DOUBLE OR TRIPLE your prize! Win up to 20 times!	3/16/2018	
2104	\$5.00	Pack Attack	100	\$468.75	7 54336 02104 7	WIN up to \$30,000 instantly! A chance to win Packer Season Tickets for TWO Years! PACKERS BONUS DRAWING	7/20/2018	
2125	\$5.00	Supper Club Cash	100	\$468.75	7 54336 02125 2	Loaded with \$500 Top Prizes! Win up to 20 Times!	8/31/2018	

Plan-O-Grams
PLAN-O-GRAMS

Plan-O-Grams are diagrams the Lottery uses to indicate the placement of Lottery products in point-of-sale displays to maximize sales.



16 GAME PLAN-O-GRAM

AVG VOLUME

\$20 Oversized Ticket			
\$ 30	\$ 30	\$ 20	\$ 20
\$ 10	\$ 10	\$ 5	\$ 5
\$ 5	\$ 3	\$ 3	\$ 2/3
\$ 2	\$ 2	\$ 1	\$ 1



24 GAME PLAN-O-GRAM

HIGH VOLUME

\$20 Oversized Ticket

\$ 30	\$ 30	\$ 20	\$ 20
\$ 10	\$ 10	\$ 10	\$ 10
\$ 5	\$ 5	\$ 5	\$ 5
\$ 5	\$ 3	\$ 3	\$ 3
\$ 3	\$ 2	\$ 2	\$ 2
\$ 2	\$ 2	\$ 1	\$ 1

Plan-O-Grams

Gemini Vending Machine PLAN-O-GRAM

GEMINI				C r o s s w o r d F a m i l y
\$ 30 Bin 1	\$ 30 BIN 2	\$ 20 BIN 3	\$ 20 BIN 4	
\$ 20 BIN 5	\$ 10 BIN 6	\$ 10 BIN 7	\$ 10 BIN 8	
\$ 10 BIN 9	\$ 10 BIN 10	\$ 5 BIN 11	\$ 5 BIN 12	
\$ 5 BIN 13	\$ 5 BIN 14	\$ 5 BIN 15	\$ 3 BIN 16	
\$ 3 BIN 17	\$ 3 BIN 18	\$ 3 BIN 19	\$ 2 BIN 20	
\$ 2 BIN 21	\$ 2 BIN 22	\$ 1 BIN 23	\$ 1 BIN 24	

Traditional Pull-tab Games

Receiving Pull-tab Tickets

Redemption & Security

Games Available and Selling Tips

Traditional Pull-tab Games RECEIVING PULL-TAB TICKETS

Traditional Pull-tabs cannot be validated on Lottery terminals.

Tickets are usually delivered the next working day after an order is placed. **When tickets are delivered you should immediately:**

- **Check the box number(s) of your Pull-tabs against the numbers on the packing slip**
- Retain the packing slip to keep records of your purchases and commissions and to identify lost or stolen tickets.
- Treat the Lottery Pull-tab tickets like **CASH**.
- Keep the Pull-tabs in the box and store them in a secure place, such as a safe, until ready to be sold. "Fishbowl" containers are provided free of charge. Call the Retailer Hotline at 1-800-242-7782 to order this convenient dispenser.
- Tickets must be redeemed at the location selling the tickets. The selling location is responsible for paying all prizes of tickets sold by that location.

Packaging

Traditional Pull-tabs are currently packaged in boxes of 1020, 1050, and 2040 tickets.

Numbering

Each box of Pull-tabs contains a 6-digit box number. The same box number appears on each Pull-tab ticket in the box.

Flare Card

The flare card is a point-of-sale item which can be displayed to inform players of the tickets available at your location. The flare card is packaged on the front of the box.



Traditional Pull-tab Tickets REDEMPTION & SECURITY

Redeeming Traditional Pull-tab tickets

- Traditional Pull-tabs are break-open tickets that do not have a validation bar-code like you would find on a scratch ticket.
- Only redeem traditional Pull-tab tickets sold at your location the same day of purchase. To easily identify tickets you sell, compare the number printed at the bottom of each ticket to the number printed on the box.
- A winning ticket will display the FIRST winning symbol caption in pink, underlined in blue.
- All games have an additional security check - a validation code (W1, W2, W3, W4, W5) will appear under one of the separation strips.
- After redeeming a traditional Pull-tab, it is the retailer's responsibility to void the ticket by tearing it in half. You may also punch or destroy it.
- Do **NOT** return the ticket to the player.
- Opened boxes of traditional Pull-tab tickets **cannot** be returned for credit regardless of the number of tickets remaining. A box is considered opened if the original shipping seal on that box is no longer intact.

Traditional Pull-tab Games GAMES AVAILABLE & SELLING TIPS

Game Information

Game #	Game Name	Count	Price/Tkt	Cost/Box	Profit	Top Prize
767	DEAL 'EM	1050	\$0.50	\$157.19	\$32.81	\$75
775	Cool 7's	1050	\$0.50	\$157.19	\$32.81	\$60
773	Lucky Draw Bingo	1050	\$0.50	\$157.19	\$32.81	\$100
2100	Casino Gold II	2040	\$0.50	\$324.25	\$63.75	\$50
776	Hot Cash	2040	\$0.50	\$311.25	\$63.75	\$100
754	American Forever!	2040	\$0.50	\$319.25	\$63.75	\$50
2110	Packers	1020	\$1.00	\$316.25	\$63.75	\$200
770	Wisconsin Gold 100	1020	\$1.00	\$324.25	\$63.75	\$100
753	Roll Out the Barrel	1020	\$1.00	\$316.25	\$63.75	\$100
774	Diamond Rio	1050	\$1.00	\$329.38	\$65.62	\$150

Selling Tips

- Post the FLARE CARDS from the traditional Pull-tab box to show the prizes available.
- Use a Fish bowl (available free of charge) to display your pull-tabs.
- Pay out the top prizes in small denominations. Players may reinvest their winnings.

Lotto Games

Lottery Terminal

Back of Terminal

Ultra Printer

Ticket Checker (TSP)

Lottoview

Outside Equipment

Jackpot Signs

Quick Reference Guide

Public Alerts

Game Information

Unreadable Tickets

Discontinuing Sales

Lottery Lotto Games EQUIPMENT - LOTTERY TERMINAL

All electronic Lottery equipment requires a dedicated electrical connection. This is a standard electrical outlet which is on a circuit that always has power. Lottery terminals receive software updates during off-peak hours and must be powered 24 hours a day.

Lottery Terminal

Terminals are provided to retailers at no cost but remain the property of the Lottery. Installation, training, maintenance and repairs are included in the Lottery contract. A step by step Quick Reference Card with terminal operating instructions is provided at the time of installation.

See pages 44 - 47.

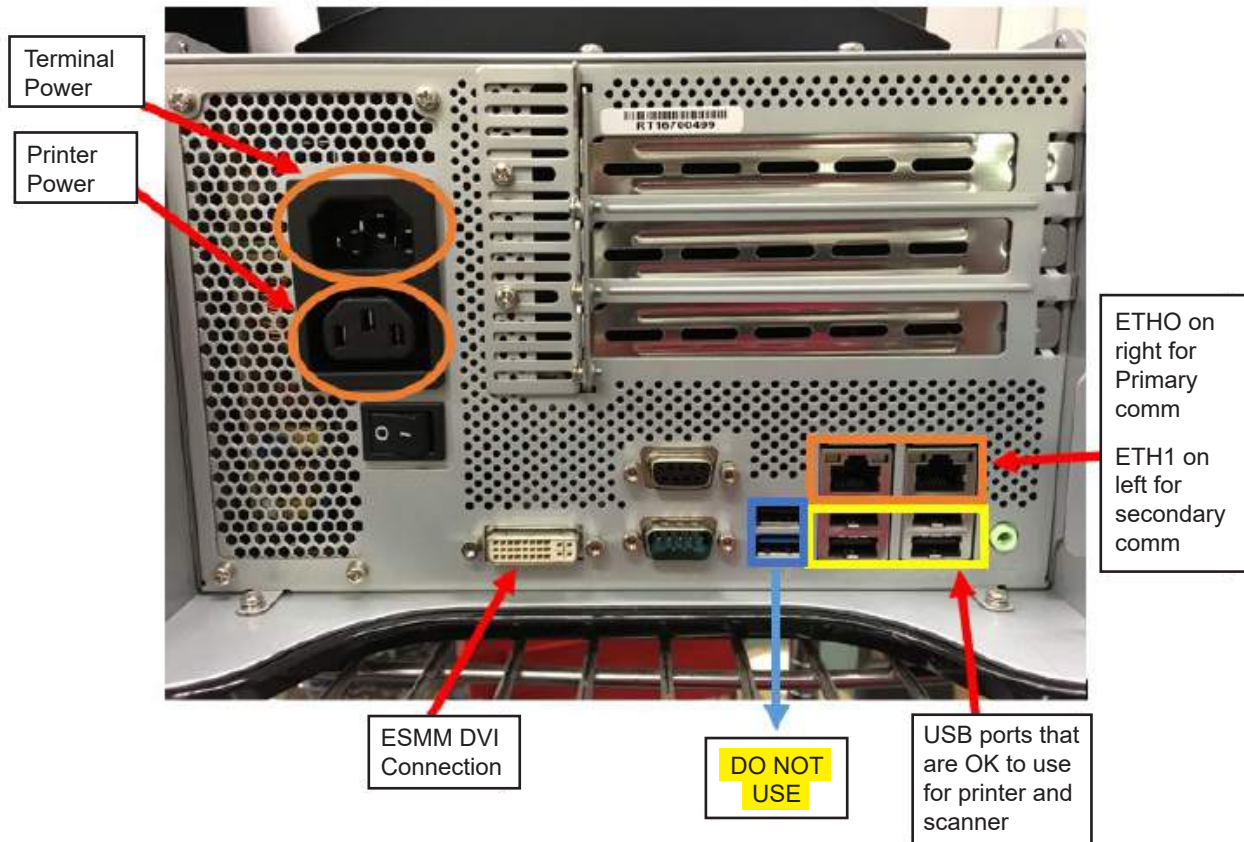


Retailer View



Player View

Lotto Games EQUIPMENT - BACK OF TERMINAL



Lotto Games EQUIPMENT - ULTRA PRINTER

The printer holds a large roll of paper for fewer roll changes. The ticket jam deflector virtually eliminates paper jams.

PRINTER



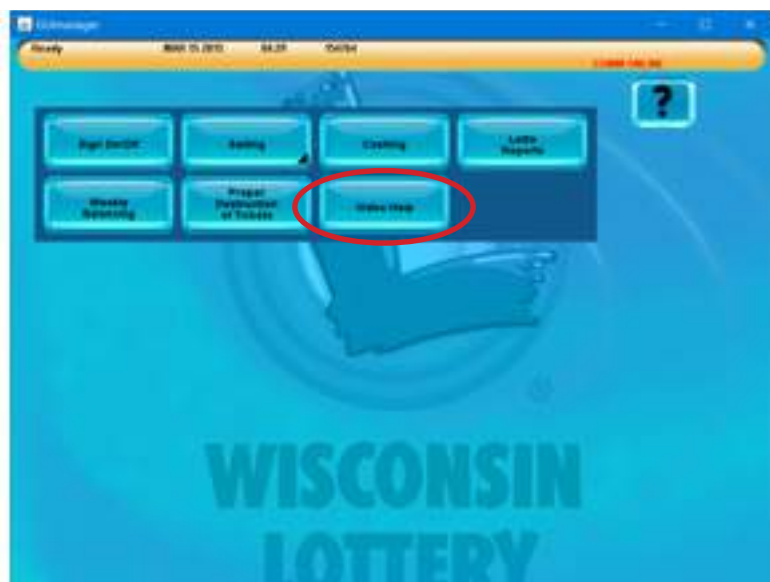
For help on loading printer paper or clearing printer jams, view the videos on the terminal.

Click on the first question mark in the upper right hand corner of the screen.



Lotto Games EQUIPMENT - PRINTER HELP

Click on Video Help

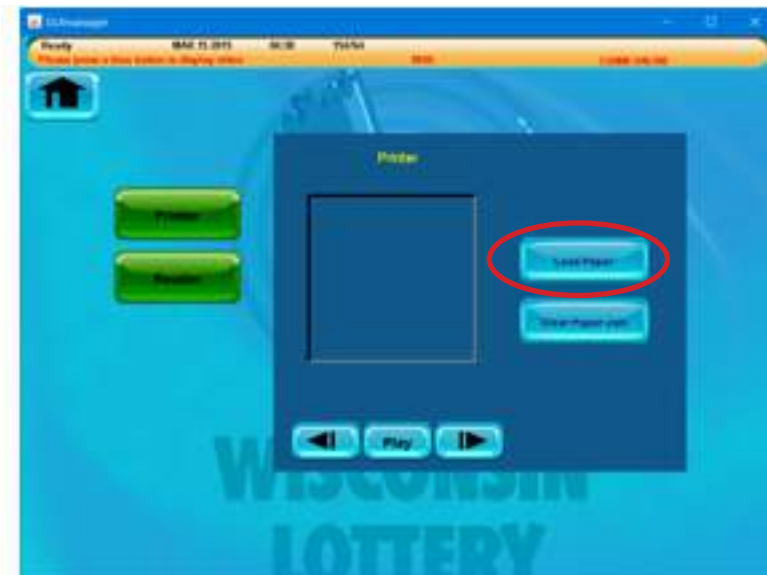


Choose printer



Lotto Games EQUIPMENT - PRINTER HELP

Click load paper, or clear paper jam, and the video will begin automatically.



Lotto Games EQUIPMENT - TICKET CHECKER (TSP)

The Ticket Checker has a large, easy-to-read display and comes with flexible mounting options. It quickly scans both Lotto and Instant Scratch tickets.

The Ticket Checker is used by players to check their own tickets. This can reduce the number of tickets that clerks need to scan on their terminal.



Lotto Games EQUIPMENT - LOTTOVIEW

Lottoview informs players with real-time jackpot amounts and informational messages. It also displays transaction information, ticket validation amounts and time sensitive messaging for Public Alerts.



Stand Depth: 7.1 inches

Lotto Games EQUIPMENT - OUTSIDE

Equipment Located Outside

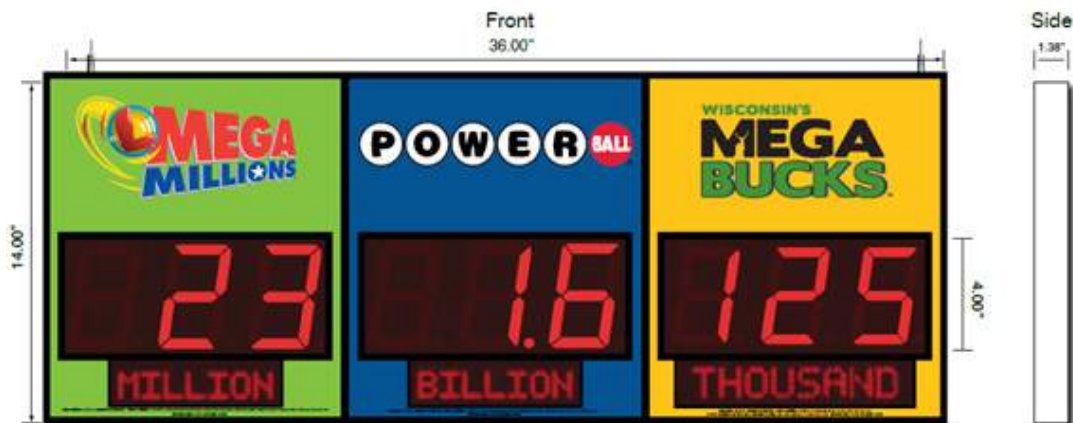
Your Lottery terminal will be connected to the Lottery gaming system through a wireless network using satellites or a Ventus (a cellular data system) unit.



Lotto Games EQUIPMENT - JACKPOT SIGN

Electronic Jackpot Signs display the current jackpot amounts for the Powerball, Mega Millions, and Megabucks Lotto games. The signs update automatically as the jackpot amounts change.

LARGE SIGN - 36" x 14"



SMALL SIGN – 4" x 11" on telescoping pole



Lotto Games

Lighted Jackpot Sign Management Policy

Lighted Jackpot Sign Management Policy

The objective of the Wisconsin Lottery's Lighted Jackpot Sign Management Policy is to maintain cost-effective placement of our lighted jackpot signs, in order to maximize contributions to Wisconsin property tax relief. All equipment placement activities are based, in part, on availability of equipment. The administrator may deny a placement if there is reason to believe that the placement would unnecessarily risk Lottery equipment or personnel, or is found to be inconsistent with public interest.

The initial placement of lighted jackpot signs by IGT is intended for retailers who originally signed up through their Lottery field rep. This policy will then be used to maintain ongoing placement beyond original distribution. This equipment must be placed at financially productive locations, producing the maximum amount of revenue and property tax relief.

Initial Installs

Retailers were surveyed in the fall of 2018 to determine the quantities of both the large and the small lighted jackpot signs to establish the initial IGT order. Based on this initial survey, each retailer will receive the agreed upon sign. Any retailer who refuses installation, wants a different sign than they originally asked for, opts out or does not have the necessary space and/or electricity will be removed from the initial installation list and be placed into a "waiting" list for future placement. Locations who have had a change of owner since the original survey but had an allocated sign, will be allocated that original size sign.

Following Initial Installs

Once initial installation has been completed, the "waiting" list shall be established. The list shall start with the next retailer number past the highest number installed. Once all existing numbers are on the list, all retailers who refused, opted out or did not have the necessary space or electricity will be added. This will be the new list for signs as they become available. As new retailer locations become Lottery retailers they will be added to the end of this list and the list will continue in numeric order. Signs will be offered to the next retailer on the list regardless of sign size, however they will remain in their spot on the list if the correct size is not available to be offered. For example, if a convenience store wants a large sign but the next available sign is a small sign, they will remain on the list in their current spot and the next retailer on the list will be offered the small sign. Signs will be allocated from this list regardless of territory.

Timeliness of Activity

If the retailer elects not to accept the correct size sign when they become available that retailer will be removed from further consideration for one full year and will then be added back onto the bottom of the list at that time.

Geographic Consideration

A lighted jackpot sign may be placed in order to fulfill a geographic need. Should there be an area within the state that has very few Lottery retailers (one within a thirty mile radius), a sign may be placed in a retailer in that area without being placed on the waiting list. As indicated under s.565.02 (3), Stats. And Tax 61.04 (3), the Wisconsin Lottery has a responsibility to the general public to ensure that a sufficient number of retail locations are available throughout the state to serve public convenience. This will allow for dissemination of the jackpot amounts to all geographic areas of the state.

Placement at Key Account Locations Previously Refused

The placement of signs at key account retail locations that had previously refused signs shall follow the same criteria set forth in previous sections. However, should an agreement to display lighted jackpot signs in all stores within a key account prompt an additional purchase of signs to fulfill this agreement, said signs shall be installed in those locations without the need to wait on the list.

Business Decisions

Under certain circumstances, there may be a need to place a sign because of special business considerations. In such cases, the Director of the Lottery or Deputy Director if the director is not available, may approve placement at any location and at any time if they feel it is in the best interest of the Lottery and that it will maximize property tax relief.

Once Placed

Once a sign has been placed, it shall remain at that location and become part of the Lottery equipment as set forth in the retailer contract. The sign, along with the terminal and all other peripheral equipment shall be reassigned to a new retailer number following a change of owner. Should the need arise where the terminal equipment is removed from a retailer, the lighted jackpot sign shall be removed as well. That sign will then be reallocated to the retailer next on the waiting list. The exception would be equipment that is removed to preserve it during a remodel or rebuild.

Remodeling/Rebuilding

The lighted jackpot signs will follow the same criteria used to maintain placement of all Lottery equipment in a retail location. In the event of remodeling or rebuilding that requires the terminal and sign to be deactivated for an extended period (typically more than six days), a retailer will maintain the rights to their current terminal and sign for a period of six months. After 6 months of inactivity, the Field Marketing Representative of that retailer can submit a Business Decision request to extend the right for another two months. If the terminal is shut down for 8 months or longer, the Lottery may elect to reassign the sign, based on Lottery business needs. It is the responsibility of the retailer to keep the Lottery informed of remodeling and/or rebuilding activity that could affect Lottery equipment, per the retailer contract.



TERMINAL QUICK REFERENCE GUIDE

RETAILER HOTLINE

1-800-242-7782

1. PLACE TICKET ORDER
2. LOST OR STOLEN TICKETS
3. EQUIPMENT ISSUES OR ORDER SUPPLIES
4. APPLICATIONS OR CONTRACTS
5. BANKING, BILLING OR ACCOUNTING
6. LOTTERY SECURITY
7. LOTTERY SERVICES PORTAL

SIGN ON/OFF

SIGNING ON

1. Touch **SIGN ON**.
2. Enter your 2-digit Clerk Number and 4-digit Pass Number using the **NUMERIC TOUCHPAD**.
3. A Sign On Confirmation message displays. Touch **OK** to display the Home Screen.
4. If a News Message is available, it displays before the Home Screen. Once you have read it, touch **OK** to display the Home Screen.



SIGNING OFF

1. Touch **SIGN OFF** on the Home Screen.
2. Touch **OK** to confirm Sign Off.



HOME SCREEN



PLAYSLIPS & TICKETS

INSERTING PLAYSLIPS

Insert playslips and lotto game tickets on a straight angle against the rollers. The front of the playslip and lotto game ticket must face you. DO NOT insert Instant tickets into the reader.



SCRATCH TICKETS

Scan Instant tickets and pack barcodes using the barcode scanner. For best results, place ticket on counter and slide beneath barcode scanner light.



PLAYSLIP EDITING

If a playslip has been filled out incorrectly, an error message will display. You may correct the error on the screen or return the playslip to the player to be corrected.

HELP

GENERAL HELP

1. Touch **HELP** on the Home Screen.
2. Touch the desired Help topic. Help information displays for the topic.
3. Touch **PRINT** to print the Help screen, or touch **BACKSPACE** to return to the Home Screen.



CONTEXT HELP

Touch Context Help followed by the specific function for which help is desired.

1. Touch **CONTEXT HELP** on the Home Screen.
2. Touch the function button that corresponds to the subject matter for which you would like help (i.e. **SPECIAL FUNCTIONS**).
3. The screen displays text help for that item.
4. Touch **PRINT** to print the Help screen, or touch **BACKSPACE** to return to the Home Screen.



VIDEO HELP

1. Touch **HELP** on the Home Screen, then touch **VIDEO HELP**.
2. Touch the button that corresponds to the topic for which you would like help (i.e. **PRINTER**).
3. Touch the function for which you need help (i.e. **LOAD PAPER**).
4. A video demonstrating the selected function displays.
5. Touch **PAUSE** to pause the video as needed; forward and reverse the video as needed by touching the **ARROW BUTTONS**.
6. Touch **HOME** to return to the Home Screen.



LOCK

Touch the **LOCK** button to secure the terminal to prevent unauthorized use. This feature allows the user to leave the terminal unattended without signing off. The Ticket Checker will remain operational while in "LOCK" mode. A password is required to unlock the terminal.



SPECIAL FUNCTIONS

- Touch **SPECIAL FUNCTIONS** on the Home Screen.
- Touch the desired option. The Special Functions options are described on the following pages.



TRAINING ON/OFF

- Touch **TRAINING ON/OFF** on the Special Functions menu to place the terminal in Training mode. The message on the top left of the screen will change from Ready to Host Training.
- Training mode allows for terminal use without placing real Lotto Game wagers. No tickets will be produced while in Training mode.

NOTE: Total must be cleared before Training mode can be entered.

REDEEM COUPON

1. Touch **REDEEM COUPON** on the Special Functions menu.
2. Scan the coupon using the reader or barcode scanner, or manually enter the coupon serial number using the **NUMERIC TOUCHPAD**.
3. Touch **SEND**. A confirmation screen displays and the bonus ticket or voucher prints automatically.

VERSION INFO

Displays current version of software.

TERMINAL RESET

Resets the terminal quickly without powering down.

ORDER CONFIRMATION

1. Touch **ORDER CONFIRMATION** on the Special Functions menu.
2. Scan packing slip, or manually enter the order number using the **NUMERIC TOUCHPAD**.
3. Touch **SEND** and a receipt prints automatically.
4. A confirmation screen displays. Touch **PRINT** to print the screen, or touch **OK** to return to the Home Screen.

NOTE: All **orders** must be **confirmed** upon receipt.

PACK ACTIVATION

1. Touch **PACK ACTIVATION** on the Special Functions menu.
2. Scan the pack barcode, or manually enter the number using the **NUMERIC TOUCHPAD**.
3. Touch **SEND** and a receipt prints automatically.
4. A confirmation screen displays. Touch **PRINT** to print the screen, or touch **OK** to return to the Home Screen.

NOTE: **Activate** each **pack** prior to putting them out for sale.

PRINTER TEST

Prints a sample message used to ensure paper is loaded correctly.

DISPLAY OPTIONS

Use to switch between the terminal's Default Background and Alternate Background, and for Brightness Control.

NEWS

1. Touch **NEWS** on the Special Functions menu.
2. The news message displays. Use the **UP AND DOWN ARROWS** to read the message as needed.
3. Touch **PRINT** to print the message.
4. Touch **OK** to return to the Home Screen.

TELEPHONE LIST

Displays the phone numbers for the Retailer and Player Hotlines. The list may be printed for reference.

SPECIAL FUNCTIONS

VOLUME

Touch the **SPEAKER ICON** to control the volume of the terminal.

FST SIGN ON

Used by IGT's Field Service Technicians.

PASSWORD MANAGEMENT

Used to change your password.

VIEW FLYER

Select this button to view helpful information about Lottery operations and short-term incentives.

FMR SIGN ON

Used by Lottery Field Marketing Representatives to sign on to the terminal.

MAIL

A flashing mail message alert in the status bar indicates there are unread mail messages for the terminal.

1. Touch **MAIL** on the Home Screen.
2. Touch the **NUMBER** next to the message you wish to read. Use the **UP AND DOWN ARROWS** to advance the messages.
3. Touch **READ** to show the full message in the bottom of the window. Once a message has been read, touch **DELETE** to delete the message or touch **PRINT** to print the message.
4. Touch **HOME** to return to the Home Screen.



REPRINTS

- Touch **REPRINTS** on the Home Screen.
- Touch the desired option: Last Transaction, Last Wager, Last Lotto Cash, or Last Instant Cash.
- The selected Reprint option prints automatically.



NOTE: Reprints are not real tickets and are clearly branded "REPRINT – DO NOT GIVE TO PLAYER." and "REPRINT NOT FOR SALE". There is no barcode printed on a Reprint. If a wager with EZ Match is reprinted, the EZ Numbers are not printed.

Jammed tickets may be sent to the Lottery with a note describing the issue to apply for credit. The Lottery provides Adjustment Envelopes for this purpose. It is the Lottery's discretion if a credit will be issued for your particular circumstance.

REPORTS

- Touch **REPORTS** on the Home Screen.
- Touch the desired report type.
- Select/Enter the requested information as prompted.
- The report displays. Use the **SCROLL BAR** to scroll through report.
- If desired, touch **PRINT** to print a copy of the report or touch **OK** to return to the Home screen.



MANUAL TICKET CASH

- Touch **MANUAL TICKET CASH** on the Home Screen.
- Touch the desired function.



LOTTO CASH

1. Touch **LOTTO CASH** on the Manual Ticket Cash menu to validate lotto tickets.
2. Process the lotto ticket by using the handheld barcode scanner, running it through the terminal scanner or by manually entering the ticket serial number using the numeric touchpad.
3. A validation confirmation screen displays. Touch **OK** to return to validate additional tickets. Once all validations are complete, touch **EXIT** to return to the Home Screen.
 - For winning tickets of \$50 or more, touch **SEND** to cash the ticket or **CANCEL** to return to the home screen.
4. One Cash Authorization slip prints automatically for store use for all validations.



NOTE: An exchange ticket will print for any remaining draws on multi-draw ticket validations. Give this ticket to the player.

INSTANT CASH

1. Touch **INSTANT CASH** on the Manual Ticket Cash menu to validate Instant tickets.
2. Process the ticket by scanning the barcode under the play area on the front of the ticket and skip to step 4.
3. If the barcode on the front of the ticket is unreadable:
 - a. Scan the barcode on the back of the ticket with the handheld barcode scanner or enter the number manually.
 - b. Manually enter the 10-digit number under the play area on the front of the ticket.
4. A validation confirmation screen displays. Touch **OK** to return to validate additional tickets. Once all validations are complete, touch **EXIT** to return to the Home Screen.
 - For winning tickets of \$50 or more, touch **SEND** to cash the ticket or **CANCEL** to return to the home screen.
5. One Cash Authorization slip prints automatically for store use for all validations.



PAPER LOADING

1. Press the silver button and open the paper cover on the printer.
2. Remove the used paper roll from the printer.
3. Remove the tape from the new roll of paper and place the roll in the printer with the paper unwinding from the bottom.
4. Make sure approximately 12–18 inches of excess paper is hanging out of the front of the printer. If loading a previously loaded roll, 2–4 inches should hang out of the front.
5. Paper **MUST** be loaded over the bar for proper operation.
6. Close the paper cover firmly over the excess paper so that it latches securely.
7. The paper feeds automatically to align itself.
8. The printer automatically cuts the excess paper.
9. After changing the paper, run a Printer Test to ensure the paper was loaded properly. Touch **SPECIAL FUNCTIONS** from the Home screen, then touch **PRINTER TEST**. A test message will print if the printer is loaded properly.



SELLING LOTTO GAMES

TOTAL SALES

1. Touch **TOTAL** on the Home Screen when transactions for a customer are complete.
2. Enter the amount given by the customer using the **NUMERIC TOUCHPAD**. Touch **TOTAL** to complete the transaction.
3. Touch **PRINT** to print a receipt.
4. Touch **CLEAR** to clear the transaction display and return to the Home Screen for the next customer Transaction.



NOTE: The Total screen includes Playslip Counters. They indicate the number of Playslips inserted into the reader, how many were successfully processed by the system and printed, and how many were rejected.

RAFFLE

Raffle is only available when the button is lit.

1. Touch **RAFFLE** on the Home Screen.
2. Select 1 for \$5.
3. Touch **SEND** to print a ticket or the HOME symbol to exit.



LOTTO COMBO

Use to produce combinations of quick pick wagers for the next drawing.

1. Touch **LOTTO COMBO** on the Home Screen.
2. The screen displays three combinations of tickets that may be selected. Select the desired option.
3. A confirmation screen displays. Touch **SEND** and tickets print.



POWERBALL®

1. Touch **POWERBALL** on the Home Screen.
2. Select the **AMOUNT PER DRAW**: [\$2, \$4, \$6, \$8, or \$10].
3. Select the number of **DRAWS**: [1–8].
4. Select the **BIG \$2** option: [CANCEL, \$10, \$20, \$30, \$40, or \$50].
5. Select the **BIG \$10** option: [CANCEL, \$10, \$20, \$30, \$40, \$50, or \$100].
6. Select Yes or No for the **POWER PLAY** option.
7. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
8. For manual entry, touch the player's 5 numbers, then select the Powerball number; or touch **QUICK PICK**. Touch **SEND**.
9. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel. Ticket(s) print automatically.



MEGA MILLIONS®

1. Touch **MEGA MILLIONS** on the Home Screen.
2. Touch **MEGA MILLIONS** to play for ALL Mega Millions prizes.
3. Select the **AMOUNT PER DRAW**: [\$2, \$4, \$6, \$8, or \$10].
4. Select the number of **DRAWS**: [1–8].
5. Select the **BIG \$2** option: [CANCEL, \$10, \$20, \$30, \$40, or \$50].
6. Select the **BIG \$10** option: [CANCEL, \$10, \$20, \$30, \$40, \$50 or \$100].
7. Select Yes or No for the **MEGAPLIER** option.
8. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
9. For manual entry, touch the player's 5 numbers, then select the Mega Ball number; or touch **QUICK PICK**. Touch **SEND**.
10. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
11. Ticket(s) print automatically.



SELLING LOTTO GAMES

BADGER 5™



1. Touch **BADGER 5** on the Home Screen.
2. Select the **AMOUNT PER DRAW**: [\$1, \$2, \$3, \$4, or \$5].
3. Select the number of **DRAWS**: [1–7].
4. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
5. For manual entry, touch the player's 5 numbers; or touch **QUICK PICK**. Touch **SEND**.
6. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
7. Ticket(s) print automatically.

SUPERCASH!®



1. Touch **SUPERCASH!** on the Home Screen.
2. Select the **AMOUNT PER DRAW**: [\$1, \$2, \$3, \$4, or \$5].
3. Select the number of **DRAWS**: [1–7].
4. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
5. For manual entry, touch the player's 6 numbers for the first Play, then select the numbers for the second play; or touch **QUICK PICK**. Touch **SEND**.
6. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
7. Ticket(s) print automatically.

MEGABUCKS™



1. Touch **MEGABUCKS** on the Home Screen.
2. Select the **AMOUNT PER DRAW**: [\$1, \$2, \$3, \$4, or \$5].
3. Select the number of **DRAWS**: [1–8].
4. Select Yes or No for the **EZ MATCH** option.
5. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
6. For manual entry, touch the player's 6 numbers for the first Play, then select the numbers for the second play; or touch **QUICK PICK**. Touch **SEND**.
7. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
8. Ticket(s) print automatically.

ALL OR NOTHING™



1. Touch **ALL OR NOTHING** on the Home Screen.
2. Select the **AMOUNT PER DRAW**: [\$2, \$4, \$6, \$8, or \$10].
3. Select the number of **DAYS**: [1–7].
4. Select **MIDDAY, EVENING** or **BOTH**.
5. Touch **MANUAL ENTRY** for manual entry, or touch **SEND** to allow the system to randomly choose the numbers.
6. For manual entry, touch the player's 11 numbers; or touch **QUICK PICK**. Touch **SEND**.
7. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
8. Ticket(s) print automatically.

SELLING LOTTO GAMES

DAILY PICK 3™: QUICK PICK



1. Touch **DAILY PICK 3** on the Home Screen to select game options for a Quick Pick.
2. Select the number of **PLAYS**: [1–5].
3. Select the number of **DAYS**: [1–7].
4. Select the **PLAY TYPE**: [Straight, Box, Straight/Box].
5. Select the **PLAY AMOUNT**: [\$0.50 or \$1.00].
6. Select **MIDDAY, EVENING** or **BOTH**.
7. Touch **SEND**.
8. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
9. Ticket(s) print automatically.

DAILY PICK 3™: MANUAL



1. Touch **DAILY PICK 3 MANUAL** on the Home Screen to select game options and enter the player's numbers.
2. Select the number of **PLAYS**: [1–5].
3. Select the number of **DAYS**: [1–7].
4. Select the **PLAY TYPE**: [Straight, Box, Straight/Box].
5. Select the **PLAY AMOUNT**: [\$0.50 or \$1.00].
6. Select **MIDDAY, EVENING** or **BOTH**.
7. Touch **PICK NEXT** to add Plays.
8. Touch **PLAYSLIP REPEATS** if a player wants additional tickets for their playslip (Limit of \$70.00).
9. Manually enter 3 numbers using the **NUMERIC TOUCHPAD**, or touch **QUICK PICK** to allow the system to randomly choose the numbers.
10. Touch **MANUAL REPEATS** if a player wants multiple tickets of the same wager (Limit \$20.00).
11. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
12. Touch **SEND** and ticket(s) print automatically.

DAILY PICK 4™: QUICK PICK



1. Touch **DAILY PICK 4** on the Home Screen to select game options for a Quick Pick.
2. Select the number of **PLAYS**: [1–5].
3. Select the number of **DAYS**: [1–7].
4. Select the **PLAY TYPE**: [Straight or Box].
5. Select the **PLAY AMOUNT**: [\$0.50 or \$1.00].
6. Select **MIDDAY, EVENING** or **BOTH**.
7. Touch **SEND**.
8. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
9. Ticket(s) print automatically.

DAILY PICK 4™: MANUAL



1. Touch **DAILY PICK 4 MANUAL** on the Home Screen to select game options and enter the player's numbers.
2. Select the number of **PLAYS**: [1–5].
3. Select the number of **DAYS**: [1–7].
4. Select the **PLAY TYPE**: [Straight or Box].
5. Select the **PLAY AMOUNT**: [\$0.50 or \$1.00].
6. Select **MIDDAY, EVENING** or **BOTH**.
7. Touch **PICK NEXT** to add Plays.
8. Touch **PLAYSLIP REPEATS** if a player wants additional tickets for their playslip (Limit of \$70.00).
9. Manually enter 4 numbers using the **NUMERIC TOUCHPAD**, or touch **QUICK PICK** to allow the system to randomly choose the numbers.
10. Touch **MANUAL REPEATS** if a player wants multiple tickets of the same wager (Limit \$20.00).
11. If a confirmation screen displays, touch **SEND** to send the wager or touch **CANCEL** to cancel.
12. Touch **SEND** and ticket(s) print automatically.

Lotto Games
PUBLIC - ALERTS
Amber Alert
Silver Alert

What You Need to Know

Public Alerts are available on the Lottery terminal. Wisconsin Amber Alert is an emergency child-abduction alert. Silver Alert is an emergency alert regarding an at-risk elderly person that has gone missing.

Public alerts are a collaborative partnership between law enforcement agencies, broadcasters, government agencies, and other groups to alert the general public when help is needed. Public alerts are made of up Amber and Silver alerts. It is one of the most effective strategies law enforcement agencies can use in reuniting children and adults with their families.

Wisconsin's Alert Plans divide the state into nine separate regions: Milwaukee, Madison, Green Bay, Wausau, La Crosse, Eau Claire, Rhinelander, Superior and Ashland. When an alert is issued, law enforcement will target a specific area or areas. Citizens who believe they have information should call 911, or the phone number that may be issued as part of the alert.

An IMMEDIATE MESSAGE marked "Urgent" is sent to your Lottery terminal screen. It **MUST** be opened to continue normal operations.

- 1) Press READ to open the IMMEDIATE MESSAGE.
- 2) Scroll down through the enclosed Alert information. Press PRINT.
- 3) Press PRINT multiple times to have copies ready for interested customers.
- 4) After printing, press OKAY. The terminal resets to the Main Screen.
- 5) Display the Alert information for customers.
- 6) If updated messages are issued during the Alert, repeat steps 1-5.
- 7) Call 911, or a number issued with the Alert, if you see a missing child or adult, suspect, or wanted vehicle.

NOTE: The Alert IMMEDIATE MESSAGE will NOT interrupt a sales transaction, the printing of a ticket or report, or the validation of tickets.

Lotto Games PUBLIC - ALERTS

AN ALERT PHOTOGRAPH may be sent to your terminal. When this occurs:

- The photo will appear in the middle of the Main Screen.
- It will most likely be a photo of a missing person, but could be a suspect, or vehicle.
- The photo will remain on-screen until the Alert is over.
- The photo cannot be printed or deleted.
- It does not affect Lottery terminal transactions.
- The photo is for your use only. DO NOT allow customers access to the terminal to view it. Players can view the photo on lottoview.
- You could receive an Alert photo and not be part of the Alert. (See below).

Unlike Amber Alert terminal mail messages, photographs cannot be sent to specific geographic areas. Alert photographs will be received by every Lottery terminal in the state.

If you receive a photo but do not receive the must-read urgent IMMEDIATE MESSAGE, you are not part of an Alert. In this instance, you will be sent a regular message you may open at your convenience. It confirms that the photo is associated with an alert issued outside your region and that no action from you is necessary.

Lottoview & Public Alerts

When an alert is issued the information will also be shown on the Lottoview for customers to view. This information may include human and vehicle descriptions.

Lotto Games
GAME INFORMATION
Megabucks, SuperCash!, and Badger 5*

	Megabucks		SuperCash!		Badger 5		All or Nothing	
Drawbreaks	9-9:05 PM		9-9:05 PM		9-9:05 PM		1:30-1:35 PM 9-9:05 PM	
Draw Days	Wednesday & Saturday		Every day		Every day		1:30 and 9:00 PM Every day	
Jackpot	\$1 Million Minimum Pari-mutuel		Daily Top Prize \$350,000		\$10,000 Minimum Pari-mutuel No Annuity		Drawing Top Prize \$100,000	
Pick	Pick 6/49		Pick 6/39		Pick 5/31		Pick 11/22	
Play	\$1 for 2 Plays		\$1 for 2 Plays		\$1 per Play		\$2 per Play	
Features	EZ Match \$1 Features Instant Win		Free Doubler with 1:7 Odds				Win the \$100,000 Top Prize by matching ALL of the numbers or NONE of the numbers!	
Notes	Match 3 or more to win		Match 3 or more to win		Match 2 or more to win		Match 11 or match 0 to win the top prize	
Match & Win Share	6 of 6 5 of 6 4 of 6 3 of 6	JACKPOT \$500 \$30 \$2	6 of 6 5 of 6 4 of 6 3 of 6	\$350,000 \$500 \$30 \$1	5 of 5 4 of 5 3 of 5 2 of 5	JACKPOT \$50 \$2 \$1	11 of 11 10 of 11 9 of 11 8 of 11 3 of 11 2 of 11 1 of 11 0 of 11	\$100,000 \$500 \$40 \$4 \$4 \$40 \$500 \$100,000

*For more information on all our Lotto games please visit our website at www.wilottery.com

Lotto Games
GAME INFORMATION
Mega Millions, Powerball*

	Mega Millions		Powerball	
Drawbreaks	9:00 - 9:05 PM		9:00 - 9:05 PM	
Draw Days	Tuesday & Friday		Wednesday & Saturday	
Jackpot	\$20 Million Minimum Pari-mutuel		\$20 Million Minimum Pari-mutuel	
Pick	Pick 5/70 and 1/25 Mega Ball		Pick 5/69 and 1/26 Powerball	
Play	\$2 per Play		\$2 per Play	
Features	Megaplier* Extra \$1 Multiplies prize by that drawing's Power Play number (2-5) *Excluding Jackpot		Powerplay* Extra \$1 Multiplies prize by that drawing's Power Play number (2-5, or 10 x) *Excluding Jackpot	
Match & Win Share	5/5 + Mega Ball	Jackpot \$1,000,000	5/5 + Powerball	WIN Jackpot \$1,000,000
	5 of 5	\$10,000	5 of 5	\$50,000
	4 of 5 + MB	\$500	4 of 5 + PB	\$100
	4 of 5	\$200	4 of 5	\$100
	3 of 5 + MB	\$10	3 of 5 + PB	\$7
	3 of 5	\$5	3 of 5	\$7
	2 of 5 + MB	\$4	2 of 5 + PB	\$4
	1 of 5 + MB	\$2	1 of 5 + PB	\$4
	0 of 5 + MB		0 of 5 + PB	

*For more information on all our lotto games please visit our website at
www.wilottery.com

Lotto Games
GAME INFORMATION
Daily Pick 3 & Pick 4*

	Daily Pick 3	Daily Pick 4
Drawbreaks	1:30-1:35 PM and 9-9:05 PM	1:30-1:35 PM and 9-9:05 PM
Draw Days	1:30 and 9:00 PM Every day	1:30 and 9:00 PM Every day
Top Prize	\$500	\$5,000
Pick	Pick three numbers from 0 to 9	Pick four numbers from 0 to 9
Play	\$1 or \$.50 \$1 for Straight/Box	\$1 or .50
Notes	Straight must match winning numbers in exact order. Box can match winning numbers in any order.	

Match & Win Share for Daily Pick 3

Straight		Box				Straight/Box			
Offers the highest prize per \$1 play!		Offers the best odds of winning a prize per play!				Offers both \$.50 play prizes in one play!			
Match 3 numbers drawn in exact order		Match 3 numbers drawn in any order				A combination play to match 3 for \$.50 straight and \$.50 box, costs \$1			
		3-Way Box		6-Way Box		3-Way Box		6-Way Box	
\$500	\$250	\$160	\$80	\$80	\$40	\$330 (\$250+80)	\$80	\$290 (\$250+40)	\$40
PLAY									
\$1	\$.50	\$1	\$.50	\$1	\$.50	\$1 only	\$1 only	\$1 only	\$1 only
ODDS									
1:1,000		1:334		1:167		1:1,000	1:334	1:1,000	1:167

Match & Win Share for Daily Pick 4

Straight Offers the highest prize per \$1 play!		Box Offers the best odds of winning a prize per play!							
Match 4 numbers drawn in exact order		Match 4 numbers drawn in any order							
		24-Way Box		12-Way Box		6-Way Box		4-Way Box	
		Match 4 different numbers in any order		Match 4 numbers, two digits same, in any order		Match 4 numbers, two sets are same, in any order		Match 4 numbers, three digits same, in any order	
		No Multiples 24-Way Box		Duplicate Digits 12-Way Box		Two Pairs 6-Way Box		TriPLICATE Digits 4-Way Box	
\$2,500	\$5,000	\$100	\$200	\$200	\$400	\$400	\$800	\$600	\$1,200
PLAY									
\$.50	\$1	\$.50	\$1	\$.50	\$1	\$.50	\$1	\$.50	\$1
ODDS									
1:10,000		1:417		1:834		1:1,667		1:2,500	

*For more information on all our Lotto games please visit our website at www.wilottery.com

Lotto Games UNREADABLE TICKETS

Unreadable Ticket due to Equipment Malfunction

Retailers are not charged for Lotto tickets ("Unreadable Tickets") that are unable to be sold due to EQUIPMENT MALFUNCTIONS. An unreadable Lotto ticket is a ticket which has numbers or a barcode that are not legible or only partially printed. If the terminal or printer malfunctions, reprint the last transaction by pressing REPRINT on the homescreen; then call the Retailer Hotline 1-800-242-7782 to report the problem. **Do not** sell or give the Reprint tickets to players.

To receive credit for the unreadable Lotto Ticket:

- Print a "Reprint" ticket by pressing REPRINT on the home screen.
- Call the Retailer Hotline 1-800-242-7782, to report the equipment problem.
- Write a brief explanation of what happened and complete the information requested on the Adjustment Envelope.
- Mail the "Reprint," the ORIGINAL unreadable Lotto ticket and your explanation to the Lottery in a completed Adjustment Envelope. Adjustment envelopes are provided by IGT or your Field Marketing Representative 1-800-242-7782.

WISCONSIN LOTTERY ADJUSTMENT

For Lottery Use Only
This request has been ☐ denied
☐ approved for \$

Explanation: _____

INSTRUCTIONS:
ITEM 1 Enter your Retailer I.D. Number
ITEM 2 Enter the Saturday settlement date
ITEM 3 List dollar total of adjustments requested
ITEM 4 Enter number of items enclosed

WISCONSIN LOTTERY
2135 Rimrock Road
PO Box 8941
Madison, WI 53708-8941
(608) 267-4825 Fax (608) 264-6644



The credit, if approved, will appear on the Adjustment line of your Weekly Billing Invoice Report. Please allow up to 30 days for this adjustment. If the adjustment is disallowed, you will receive a letter of explanation.

It is very important to call the Retailer Hotline 1-800-242-7782 to report the problem. The potential adjustment may depend on this call. Send the "reprint" along with an explanation and the ORIGINAL unreadable Lotto ticket to the Lottery in an Adjustment Envelope. The ORIGINAL unreadable Lotto ticket must be sent to the Lottery. Do not use the Adjustment envelope for anything but unreadable Lotto tickets.

There is a **"No Cancellation/No Return Policy"** for any Lotto tickets produced in error.

Lotto Games DISCONTINUING SALES

Discontinuing Sales

If you have plans to sell or close an existing Lottery location, the “Retailer’s Notice of Intent to Discontinue Lottery Product Sales” form must be filled out completely and returned to the Lottery with a projected discontinue date. This form is available on the Lottery Retailer Website, <http://retailer.wilottery.com> or by calling the Retailer Hotline at 1-800-242-7782 to request the form.

Instant Scratch Tickets are NOT transferable to a different owner or different location.

- Complete the RETAILER’S NOTICE OF INTENT TO DISCONTINUE LOTTERY PRODUCT SALES form. Fax (1-608-264-6644) or mail this form to: Wisconsin Lottery, 2135 Rimrock Road, PO Box 8941, Madison, Wisconsin 53708-8941. Include any information regarding the new owners or status of the location following either the sale or closing.
- Two weeks notice should be given so that all necessary arrangements can be made to pick up equipment and Instant tickets by Lottery staff. FAILURE TO GIVE TWO WEEKS NOTICE MAY RESULT IN YOU HAVING TO MANUALLY RETURN YOUR INSTANT TICKETS AND DELAY YOUR FINAL STATEMENT!
- IMPORTANT: If the DISCONTINUE FORM is not filed prior to the time that the location changes hands, it will delay the licensing process for the new retailer.

See “Retailer’s Notice of Intent to Discontinue Lottery Product Sales” on the following page.



Retailer's Notice of Intent to Discontinue Lottery Product Sales

WISCONSIN LOTTERY
2135 Rimrock Road
PO Box 8941
Madison, WI 53708-8941
(608) 267-4804
FAX (608) 264-6644

Business Name _____ Retailer Number _____

Business Address _____

Name of Requestor _____ Title _____

Forwarding Address _____
(For Final Credit/Statement)

Email Address _____

Phone Number () _____ Fax Number () _____

Reason for Discontinuing Sales _____

***** I hereby notify the Wisconsin Lottery that I intend to discontinue selling Lottery products on:**

_____ ("EFFECTIVE DATE"). The terminal will be deactivated the morning of the effective date.

The effective date may be changed if notification is received by the Wisconsin Lottery prior to the terminal being deactivated.

1. Beginning on the effective date I must cease selling Lottery products, and (if applicable) the Lotto terminal(s) will be deactivated. Unsold instant scratch tickets in saleable condition may be returned for credit. (As stated in my Retailer Contract, no credit will be received for unsold pull-tab tickets.)
2. I must promptly surrender all Lottery property to the Lottery, including Lottery point of sale materials, player education materials, banners, ticket dispensers and my Certificate of Authority.
3. After the effective date, I will continue to be contractually obligated to maintain sufficient funds in my electronic funds transfer (EFT) account to cover any balance owed or which becomes owed to the Wisconsin Lottery.

AUTHORITY TO EXECUTE THIS NOTICE AND BIND THE RETAILER: The individual who signs below and executes this Notice, warrants and represents to the Wisconsin Lottery, that he or she has the full right, power and authority to execute this Notice on behalf of the Retailer and to fully bind the Retailer to the terms of this Notice.

Signature of party authorized to bind retailer

Date

Reports

How to Get Balancing and Billing Reports

Balancing Report

Instant Ticket Tracking Form

Explanation of Terminology

Weekly Billing Report

Instant Billing Liability Report

Instant Billing Statement Report

Retailer Performance Program Report

Earnings Statement Report

No Top Prize Report

Packing Slip

Reports

HOW TO GET BALANCING AND BILLING REPORTS

REPORTS

- Touch **REPORTS** on the Home Screen.
- Touch the desired report type.
- Select/Enter the requested information as prompted.
- The report displays. Use the **SCROLL BAR** to scroll through the report as needed.
- If desired, touch **PRINT** to print a copy of the report or touch **OK** to return to the Home screen.



REPORT DESCRIPTIONS

WINNING NUMBERS

Provides game specific number of winners, estimated Jackpot and additional sets/divisions information for last closed draws. Use to display game specific winner distribution to Retailers.

JACKPOTS

Provides current Jackpot information. Use to display current Jackpot information for Jackpot enabled games.

BADGER 5 JACKPOTS

Provides current Jackpot information for Badger 5 Lotto Game.

WEEKLY BILLING INVOICE

Provides financial data within an invoice period for specified retailer.

INSTANT BILLING STATEMENT

Provides a detailed list of the packs that have billed each week, grouped by Instant Order.

INSTANT BILLING LIABILITY

Provides detailed list all packs that have been issued to a retailer, but have not yet billed. The information is grouped by Instant Order number and EFT Due Date.

BALANCING

Provides the sales counts and amounts by game for a given terminal for today, from the week start to the current day. The report also includes totals of lotto gross sales, lotto commission, and net lotto sales along with a cashing summary from lotto and instants validations. This report is useful for balancing sales and validation activity for a specific terminal.

EARNINGS STATEMENT

Provides total commission earned from Lotto and Instant sales and earnings from Retailer Performance Program (RPP) incentives for a given Retailer, for the current or specific year. The Earnings Statement report is available for the current year plus seven (7) additional years.

RPP STATEMENT

Provides quarterly sales at a retailer location and the Incentives earned from the Retailer Performance Program.

NO TOP PRIZES

Provides a listing of Instant games that have no top prizes remaining. This report is useful for identifying Instant games that have sold out of top prizes.

GAME CALENDAR

Provides a listing of the Instant games available for order.

GAME ENDS

Provides the game end date for all active Instant games.

NOTE: All Reports can be printed for your convenience.

Reports BALANCING REPORT

TODAY BALANCING REPORT
For Monday, SEP 24 2018
TERMINAL 900000100

Count Sales:	Amount
--------------	--------

1	POWERBALL	2.00
2	SUPERCASH	2.00
1	MEGA BUCKS	1.00
1	DAILY PICK 3	1.00
2	DAILY PICK 4	2.00
3	BADGER 5	3.00
0	RAFFLE	0.00
2	MEGA MILLIONS	4.00
0	ALL OR NOTHING	0.00
0	Discount	0.00

0	Total Lotto Sales:	15.00
---	--------------------	-------

	Lotto Commission (5.5%)	.83
--	-------------------------	-----

	Net Lotto	14.17
--	-----------	-------

Count Cashes:	Amount
---------------	--------

1	Lotto Game Cashes	(7.00)
1	Inst Cashes - High Tier	(50.00)
10	Inst Cashes - Low Tier	(10.00)

12	Net Cashes:	(67.00)
----	-------------	---------

**VOID
NOT FOR SALE
OR
PRIZE PAYMENT**

Monday, SEP 24 2018, 12:00:01 PM

LOTTO TICKETS SOLD

Number and dollar amount of
Lotto tickets sold.

Total Lotto tickets sold.

Credit for the Lotto commission.

Net for Lotto tickets.

TICKETS CASHED

Lotto tickets cashed.
Instant tickets cashed \geq \$50 prize.
Instant tickets cashed $<$ \$50 prize.

How to Balance

The Balancing Report does not show how many Instant Scratch tickets you've sold. Most retailers use an Instant Ticket Tracking Form to keep a count each day (or each shift) of the Instant Scratch tickets that they have sold. The next page shows a full size Instant Ticket Tracking Form. See our website (<http://retailer.wilottery.com>) for more options.

[illegible]

Total Instant Sales

GAME NUMBER	PACK NUMBER	TICKET NUMBER	CHECK DIGIT
1234-100001-000-0			
			



Totals	
Instant Sales	
Lotto Sales	
Payouts	
Deposit	

Reports

EXPLANATION OF TERMINOLOGY

The Lottery billing period is Sunday through Saturday. The Weekly Billing Invoice Report, a rollup of all terminal sales, prints out automatically every Sunday morning. You may also go to REPORTS, BILLING at any time to get any of the last 52 weeks of Billing Reports. Here is an explanation of terms on the Weekly Billing Invoice to assist you with your Lottery accounting.

Lotto Sales, Total Lotto Sales

This amount should equal your cash register Lotto sales. You may want to use two separate cash register keys, one to ring up Lotto sales and one for Instant Scratch ticket sales.

Lotto Sales, Lotto Commission 5.5%

You receive 5.5% commission on the total Lotto sales.

Lotto Sales, Net Lotto

Net Lotto is sales less your commission. 94.5 cents of each \$1 ticket sold goes to Lottery prizes, administration and for property tax relief.

Instant Packs Billed

Pull-tabs and Instant Scratch packs due in that week's billing period.

Retail Value:

Instant Scratch tickets

Retail value is the actual cost of the Instant Scratch tickets before commission is deducted. The Lottery will credit your account for all prizes \$599 or less that you pay out.

Traditional pull-tab tickets

Retail value is the actual cost of the tickets before commission and the value of all prizes you will pay out. The value of the prizes to be paid out is identified as GLEPS (guaranteed low end prizes). You are responsible for paying out all prizes on traditional pull-tab tickets. Commission and the value of all prizes have been deducted from the cost of the pack. Players must cash traditional pull-tab tickets at the location where they were purchased.

Instant Orders, Instant Commission 6.25%

You receive 6.25% commission on the retail value of all tickets you order.

Net Instant Orders Billed amount less your commission.

Reports

EXPLANATION OF TERMINOLOGY

Instant Returns

Instant returns is a credit (cost before commission) issued for returned packs of Instant Scratch tickets. Full unopened packs may be returned at any time. Partial packs may be returned during a Game End or when discontinuing Lottery sales. Opened packs of traditional pull-tabs are **not** returnable.

Cashes, Lotto Game Cashes

Cashes are credit for prizes paid on Lotto tickets. This includes prizes up to \$599. Retailers are asked to cash prizes up to \$599. If circumstances prevent you from cashing prizes to this level, please post your payment policy for players.

Cashes, Instant Cashes - High Tier

This credit is for Instant Scratch tickets cashed by you from \$50 to \$599. These tickets could be tickets you sold or sold by another retailer. The Lottery credits your account for all prizes paid out regardless of where they were purchased.

Cashes, Instant Cashes – Low Tier

This is a credit for Instant Scratch tickets cashed by you when the prize is under \$50. The Lottery credits your account for all prizes paid out regardless of where they were purchased.

Cashes, Net Cashes

This is the net of all Lotto and Instant Scratch tickets cashed.

RPP - Winning Ticket

This is a credit line. You receive an incentive payment of 2% of any ticket you sell with a prize of \$600 or greater. Subject to Retailer Performance Program guidelines.

Adjustments

This is any manual adjustment made to your account by the Lottery, which may include unreadable ticket credit and the \$25 every three year licensing renewal fee.

Total EFT Amount

This is the amount that will be withdrawn or deposited to your bank account the Friday after the billing week.

EFT Payment Date

This is the date the EFT payment will be withdrawn or deposited to your bank account.

Reports

WEEKLY BILLING REPORT

Weekly Billing for 08-18-18

Weekly Billing Invoice	
AUG 12 2018 - AUG 18 2018	
Retailer #1	
Previous week amount:	5,839.49
Payment:	5,839.49
Carry Forward balance:	0.00
<hr/>	
# Lotto Sales:	\$
<hr/>	
103 POWERBALL	459.00
102 SUPERCASH!	315.00
62 MEGABUCKS	116.00
58 DAILY PICK 3	212.00
9 DAILY PICK 4	23.50
167 BADGER 5	388.00
0 RAFFLE	0.00
75 MEGA MILLIONS	278.00
24 ALL OR NOTHING	48.00
0 DISCOUNT	0.00
<hr/>	
Total Lotto Sales:	1,839.50
<hr/>	
Lotto Commission (5.5%)	(101.34)
<hr/>	
Net Lotto:	1,738.16
<hr/>	
# Instant Packs Billed:	\$
<hr/>	
3 Retail Value	1,200.00
Inst Commission (6.25%)	(75.00)
<hr/>	
Net Instant Packs Billed	1,125.00
<hr/>	
# Instant Returns:	\$
<hr/>	
Retail Value	0.00
Inst Commission (6.25%)	0.00
<hr/>	
Net Instant Returns:	0.00
<hr/>	
Net Instants:	1,125.00
<hr/>	
# Cashes:	\$
<hr/>	
75 Lotto Game Cashes	(202.00)
17 Inst Cashes-High Tier	(1,134.00)
125 Inst Cashes-Low Tier	(1,163.00)
<hr/>	
Net Cashes	(2,499.00)
<hr/>	
RPP - WINNING TICKET	(200.00)
<hr/>	
# Adjustments:	\$
<hr/>	
Net Adjustments:	0.00
<hr/>	
Total EFT Amount:	164.16
EFT Payment Date:	AUG 24 2018
END OF REPORT	

Lotto Sales

debit Powerball ticket sales
debit Supercash! ticket sales
debit Megabucks ticket sales
debit Daily Pick 3 ticket sales
debit Daily Pick 4 ticket sales
debit Badger 5 ticket sales
debit Raffle ticket sales
debit Mega Millions sales
debit All or Nothing sales
credit Discount

debit Subtotal of ticket sales

credit 5.5% Lotto (Lotto) Commission

net Net total of Lotto sales

Instant Game Sales to Retailer

debit Pack costs
credit 6.25% Commission
net Net subtotal of packs billed

Instant Game Returns from Retailer

credit Pack cost
debit 6.25% Instant Commission
net Net subtotal of tickets returned
net Net total of billed & returned

Tickets Cashed

credit Lotto tickets you cashed
credit Instant prize paid out ≥ \$50
credit Instant prizes paid out < \$50
net Net total paid out
credit 2% of \$600 or greater prize

Adjustments

credit manual adjustments

debit **GRAND TOTAL - EFT amount**

Reports

INSTANT BILLING LIABILITY REPORT

Instant Billing Liability for 08-30-18

INSTANT BILLING LIABILITY REPORT						
REPORT DATE 08/30/2018						
RETAILER						
GAME PACK	PPT	RETAIL VALUE	PACK COST	CONF DATE	ACTIV DATE	
WEEK ENDING: 09/01				EFT: 09/07		
2104	100278	5.00	500.00	468.00	07/20	
2104	100279	5.00	500.00	468.00	07/20	08/17
2105	101064	10.00	300.00	281.00	07/20	08/09
2105	108579	10.00	300.00	281.00	08/09	08/10
TOTAL RETAIL VALUE			1600.00			
TOTAL PACK COST			1500.00			
GAME PACK	PPT	RETAIL VALUE	PACK COST	CONF DATE	ACTIV DATE	
WEEK ENDING: 09/08				EFT: 09/14		
0655	126135	30.00	600.00	562.00	08/16	08/18
2083	119022	20.00	500.00	468.00	07/26	08/25
2083	125574	20.00	500.00	468.00	08/16	08/16
2087	129769	10.00	300.00	281.00	08/09	08/16
2105	108577	10.00	300.00	281.00	08/09	08/13
2105	108578	10.00	300.00	281.00	08/09	08/13
2105	109729	10.00	300.00	281.00	08/16	08/18
TOTAL RETAIL VALUE			2800.00			
TOTAL PACK COST			2625.00			
GAME PACK	PPT	RETAIL VALUE	PACK COST	CONF DATE	ACTIV DATE	
WEEK ENDING: 09/15				EFT: 09/21		
2050	170418	2.00	400.00	375.00	08/02	
2087	129770	10.00	300.00	281.00	08/09	08/23
2105	109730	10.00	300.00	281.00	08/16	08/22
2105	109731	10.00	300.00	281.00	08/16	08/20
2105	112102	10.00	300.00	281.00	08/23	08/23
2118	100450	20.00	500.00	468.00	08/10	08/23
TOTAL RETAIL VALUE			2100.00			
TOTAL PACK COST			1968.75			
GAME PACK	PPT	RETAIL VALUE	PACK COST	CONF DATE	ACTIV DATE	
FUTURE:						
2066	159545	10.00	300.00	281.00	08/09	08/26
2066	159546	10.00	300.00	281.00	08/09	
2066	159547	10.00	300.00	281.00	08/09	
2071	100368	3.00	300.00	281.00	08/18	
2071	100369	3.00	300.00	281.00	08/18	
2074	115023	3.00	300.00	281.00	08/23	
2080	114465	3.00	300.00	281.00	08/23	
2083	127005	20.00	500.00	468.00	08/23	
2083	127006	20.00	500.00	468.00	08/23	
2083	127007	20.00	500.00	468.00	08/23	
2087	129771	10.00	300.00	281.00	08/09	
2098	101864	2.00	400.00	375.00	08/18	
2105	112100	10.00	300.00	281.00	08/23	08/27
2105	112101	10.00	300.00	281.00	08/23	08/26
2105	113383	10.00	300.00	281.00	/	
2105	113384	10.00	300.00	281.00	/	
2105	113385	10.00	300.00	281.00	/	
2105	113386	10.00	300.00	281.00	/	
2105	113387	10.00	300.00	281.00	/	
2108	100048	1.00	300.00	281.00	08/10	
2109	100582	5.00	500.00	468.00	08/25	
2109	100704	5.00	500.00	468.00	08/25	
2118	100448	20.00	500.00	468.00	08/10	
2118	100449	20.00	500.00	468.00	08/10	
2124	109024	10.00	300.00	281.00	08/25	
2124	109025	10.00	300.00	281.00	08/25	
2124	109026	10.00	300.00	281.00	08/25	
END OF REPORT						

This report updates daily.

This report provides a detailed list of all instant ticket packs that have been issued to a retailer, but have not yet been billed. The information is grouped by billing week ending date and includes the date on which funds will be swept. Refer to the "Billing Report" for the total amount swept in the current week.

Reports

INSTANT BILLING STATEMENT REPORT

Instant Billing Statement for 09-01-18

INSTANT BILLING STATEMENT					
AUG 26 2018 - SEP 01 2018					
RETAILER					
GAME	PACK	PPT	RETAIL VALUE	COMM.	NET COST
----	-----	----	-----	-----	-----
ORDER #:04-10789-02910525-01 2018-07-20					
2103	100282	1.00	300.00	-18.75	281.25
2104	100278	5.00	500.00	-31.25	468.75
2104	100279	5.00	500.00	-31.25	468.75
2105	101064	10.00	300.00	-18.75	281.25
2105	101124	10.00	300.00	-18.75	281.25
ORDER #:01-10798-02916770-01 2018-07-26					
2066	157997	10.00	300.00	-18.75	281.25
2083	119023	20.00	500.00	-31.25	468.75
ORDER #:01-10812-02925000-01 2018-08-09					
2105	108579	10.00	300.00	-18.75	281.25
TOTAL BILLED:					
			RETAIL VALUE	3000.00	
			COMM.	-187.50	
			NET COST	2812.50	

This report provides a list of instant ticket packs billed in the current week grouped by order number. The net cost on this report will match the "Net Instant Packs Billed" on the Weekly Billing Invoice.

Reports

RETAILER PERFORMANCE PROGRAM REPORT

This report provides the quarterly and annual sales at a retail location and incentives earned from the Retailer Performance Program.

Retailer Performance Program	
Quarterly Summary	
Amounts Earned During Quarter 2	
Ending: 06/30/2018	
Retailer	

Quarterly Instant Sales:	

Comparison Sales	123,745.00
Actual Sales	142,500.00
Difference	18,755.00
Incentive Earned	375.10

Quarterly Daily Lotto:	

Comparison Sales	15,351.00
Actual Sales	16,461.00
Difference	510.50
Incentive Earned	10.21

Quarterly Total:	

Sales Goals Incentive	385.31
Earned this Quarter	
Winning Ticket	20.00
Incentive Paid	
throughout this Quarter	
Short-Term Incentive	98.00

Quarterly Incentives Earned:	

RRP Incentive Earned	503.31
Through this Quarter	
Incentive Paid billing week	
ending 07/21/2018	
Note: Winning Ticket &, STI	
may be previously paid	

Annual Instant Sales:	

Comparison Sales	396,707.00
Actual Sales	486,245.00
Difference	89,538.00
Incentive Earned	7,097.50

Annual Daily Lotto:	

Comparison Sales	60,331.00
Actual Sales	68,846.00
Difference	6,515.50
Incentive Earned	134.37

Annual Jackpot Lotto:	

Comparison Sales	133,627.00
Actual Sales	178,301.00
Difference	44,674.00
Incentive Earned	441.16

Annual Total:	

Annual Sales Goals	7,673.03
Incentive Earned	
END OF REPORT	

Reports

EARNINGS STATEMENT REPORT

This report provides the total commission earned from Lotto and Instant ticket sales and earnings from the Retailer Performance Program for a current or specific year.

Earning Statement
Calendar Year 2018
Retailer #:
Name:

COMPENSATION:

Online Commission 5.5%:		13,268.37
Instant Commission 6.25%:		29,221.66
RPP Sales Incentives:	\$	8,755.24
RPP Winning Ticket Incentives:	\$	100.00
RPP Short Term Incentives:	\$	263.00
TOTAL	\$	51,608.17

END OF REPORT

Reports NO TOP PRIZE REPORT

How to Get the No Top Prizes Report

The No Top Prize Report, which is updated weekly, shows which Instant Scratch games no longer have top prizes available. This report prints automatically at signon every Tuesday morning. To print additional reports go to the Main Menu of your Lottery terminal, touch REPORTS and then NO TOP PRIZE. The report is displayed. Touch PRINT to print the report. Touch OK to return to the Main Menu.

The Lottery provides a point-of-sale piece for the No Top Prize Report. Please update it weekly.

**THIS REPORT MUST BE POSTED AT YOUR LOCATION
FOR PLAYERS.**

Top Prizes No Longer Available
for the following Games

THE FOLLOWING GAMES HAVE
NO TOP PRIZES REMAINING

GAME	GAME NAME
2021	WISCONSIN MILLIONS
2023	GOLD RUSH
2044	\$200 GRAND
2046	LUCKY CHARM SLINGO
2047	CASH ATTACK
2049	WILD BINGO
2052	INCREDIBLE CROSSWORD
2054	PLATINUM CROSSWORD
2058	30 YEARS OF FUN!
2059	LOVE TO WIN
2060	10X THE MONEY
2063	JOKER'S WILD
2067	MEGA CROSSWORD
2068	BLACKJACK EXTRA
2070	VEGAS NIGHTS
2073	3-2-WON!
2077	BASEBALL
2081	CROSSWORD CRAVING
2086	STINKIN' RICH
2088	CAFE CROSSWORD
2091	IN THE GREEN

VOID
NOT FOR SALE
OR
PRIZE PAYMENT
Friday, SEP 07 2018, 13:05:45

Go to wilottery.com for more
information on remaining top prizes
for Wisconsin Lottery Scratch Tickets.

Packing Slip - Instant Scratch Ticket Delivery Invoice

A packing slip is included in every shipment of Instant Scratch tickets. **Verify that the pack numbers on the packing slip match the pack numbers on the tickets delivered.** Each game name and number are listed, as well as number of each pack ordered per game. The "Retail Value" column shows the total cost of each pack of tickets. The "Comm" column shows your commission on each pack. The "Net Cost" column shows the cost at delivery (retail value - commission.) The "Net Cost" line shows the total cost of all packs in that shipment. The Price Point Summary is the total number of tickets in the shipment by price point and total retail value. A sample packing slip is on the next page.

Confirm Order (see screen shots on page 7 & 8)

Orders should be confirmed upon delivery. When tickets are delivered, you should immediately use the Packing Slip to confirm your order:

- Touch SPECIAL FUNCTIONS
- Touch ORDER CONFIRMATION
- Scan the barcode on the packing slip or manually enter the barcode number.
- Touch SEND and a receipt prints automatically.

Available Instant Games

Game information such as start dates, ticket cost, game numbers and names, UPC numbers, play description and pack size can be found on our website at <http://retailer.wilottery.com/reference/gameinfo.aspx>. A Game Calendar listing current games for sale, is available on your terminal under the Reports Tab.

Activate New Tickets (see screen shots on page 9 & 10)

You must ACTIVATE new tickets before you begin to sell them. To activate your new tickets:

- Touch SPECIAL FUNCTIONS
- Touch PACK ACTIVATION
- Scan the barcode on the ticket back using the scanner, or manually enter the ticket pack barcode number.
- Touch SEND and a confirmation screen is displayed.
- Touch OK or PRINT

INSTANT TICKET ORDER

Packing Slip

SHIP FROM:
WISCONSIN LOTTERY
3001 DAIRY DRIVE
MADISON WI 53718
(800) 242-7792

SHIP TO:
RETAILER NAME
ADDRESS
CITY, STATE & ZIP

Delivery Date: 03/13/2018

ORDER NUMBER

0282313301



RETAILER MUST CONFIRM DELIVERY ON TERMINAL

ORDER NUMBER 02-10659-02023133-01
SECTION B:

GAME	PACKS	RETAIL VALUE	TICKETS PER PACK	GLEPS	COMM	NET COST	PRICE POINT
\$10,000 CASH			20				
655	2	1,200.00		0.00	-75.00	1,125.00	[30.00]
FINDING \$500'S			30				
2055	1	300.00		0.00	-18.75	281.25	[10.00]
777			100				[5.00]
2061	2	1,000.00		0.00	-62.50	937.50	

Price Point Summary

\$ 5.00 X 200 = \$ 1,000.00

\$ 10.00 X 30 = \$ 300.00

\$ 30.00 X 40 = \$ 1,200.00

TOTAL = \$ 2,500.00

TOTALS (SECTION B):

RETAIL VALUE: 2,500.00
COMM: (-156.25)
GLEPS: 0.00

NET COST 2,343.75

TOTAL PACKS SHIPPED: 5

INVENTORY SHIPPED

655 - 116730 655 - 116731 2055 - 102720 2061 - 102577 2061 - 102558

ATTENTION RETAILER

Thank you

Retailer Performance Program

Quarterly & Annual Sales Incentives - Part 1

Short-Term Incentives - Part 2

Winning Ticket Incentives - Part 3

Retailer Performance Program QUARTERLY & ANNUAL SALES INCENTIVES

The Retailer Performance Program is designed for retailers to earn incentives for increasing their Lottery sales. You now have the ability to increase income generated for your Lottery efforts. To participate in the Retailer Performance Program, you must be a retailer in good standing. The Retailer Performance Program has three parts. Part One pays four quarterly sales incentive payments and a fifth annual payment. Part Two pays retailers for participating in short term incentives. Part Three pays an incentive for the sale of winning tickets valued at \$600 or greater. For more information on this exciting program, talk to your Field Marketing Representative.

Part 1 - Quarterly & Annual Sales Incentives

There are four quarterly sales increase payments. On a quarterly basis the Lottery may pay up to 2% on incremental sales increases as compared to your locations previous quarter's sales on instant and daily Lotto games. There will be a fifth (annual) payment up to 10% on incremental sales increases as compared to your locations last years sales by selling category: Instant, Daily Lotto, and Jackpot. Earn up to 12% of sales increase annually!

There are four payments, each paid on a quarterly basis. Earn up to 2% on sales increases:

- **INSTANT SALES:** Each quarter you may be paid up to 2% on any increase of instant ticket sales compared to your last quarter's sales.
- **DAILY LOTTO SALES:** Each quarter you may be paid up to 2% on any increase of daily Lotto sales compared to your last quarter's sales.

There is a fifth payment on an annual basis. Earn up to 10% of the sales increase as follows:

- **INSTANT SALES:** Earn up to 10% annually on any increase of instant ticket sales as compared to your last year's sales.
- **DAILY LOTTO SALES:** Earn up to 10% annually on any increase of daily Lotto sales as compared to your last year's sales.
- **JACKPOT SALES:** Earn up to 10% annually on an increase of jackpot sales as compared to your last year's sales.

Chain locations will be viewed as one entity for the annual payment. The annual incentive will be adjusted to the proportion of their locations that had an increase in sales against the total number of locations in the chain.

Retailer Performance Program SHORT-TERM AND WINNING TICKET INCENTIVES

Part 2 - Short-Term Incentives

The Lottery will introduce multiple short-term incentives each year. Retailers will be notified by a terminal message, through informational materials and/or by Field Marketing Representatives. Each short-term incentive, per Wisconsin Administrative Code, cannot exceed a total of \$300,000.

Part 3 - Winning Ticket Incentives

The Lottery pays a 2% incentive of the prize amount for the sale of winning tickets with prizes \$600 or greater. There is a maximum \$100,000 payment on any winning ticket per draw.

Complete details on the Retailer Performance Program can be obtained from your Field Marketing Representative.

All Retailer Performance Payments are subject to the administrative guidelines of the Retail Performance Program and contract compliance.

Vending Machine

Gemini Placement Criteria

Gemini Specifications

Vending Machine GEMINI PLACEMENT CRITERIA



Wisconsin Lottery Vending Machine (GEMINI) Placement Criteria

Vending locations must have a valid Wisconsin retail contract and any addenda, meet all criteria for one of the following categories, carry all price point variations, and be approved for placement by the Lottery Administrator.

The Lottery reserves the right to amend these criteria at any time and to establish minimum sales criteria.

A location must meet the following three criteria:

- The location must have a minimum of 5,000 square feet of retail selling space.
- The location must have a minimum of four (4) checkout lanes that accommodate shopping carts.
- The location agrees to maintain a minimum of twelve (12) instant game facings, consisting of all price points, at a non-vending point of sale.

A location must meet the following three criteria:

- The location must have a minimum of four (4) actively used diesel fuel pumps.
- The location has parking accommodations for a minimum of ten (10), 18-wheel trucks.
- The location agrees to maintain a minimum of sixteen (16) instant game facings, consisting of all price points, at a non-vending point of sale.

A location must meet the following two criteria:

- The location is considered a mall, mass merchandiser/department store, or "big box" retail location.
- The location agrees to maintain a minimum of sixteen (16) instant game facings, consisting of all price points, at a non-vending point of sale.

A location must meet the following two criteria:

- The location must have sold a minimum of \$200,000 in instant product in the last year (52 weeks).
- The location agrees to maintain a minimum of sixteen (16) instant game facings, consisting of all price points, at a non-vending point of sale.

A location must meet the following two criteria:

- The location has a minimum of eight (8) bowling lanes.
- The location agrees to maintain a minimum of four (4) instant game facings at a non-vending point of sale.

A location must meet the following two criteria:

- The location must have a "class B" liquor license*.
- The location agrees to maintain a minimum of four (4) instant game facings at a non-vending point of sale.

For limited discretionary or test marketing placements, a location must meet the following criteria:

- The Wisconsin Lottery Vending review panel recommends placement.
- The location may be required to maintain a minimum number of instant game facings and price points at a non-vending point of sale, to be determined by the Lottery Vending review panel.

* "Class B" liquor licenses allow retail sale of intoxicating liquor (including wine) for consumption on the premises, and wine in original containers for consumption off the premises. If the community elects to, it may also permit sale of not more than four liters of intoxicating liquor (there are no limits on wine), in the original container, for consumption off the premises. Check local ordinances for the allowance. Examples: taverns and restaurants with full alcohol service.

Vending Machine GEMINI SPECIFICATIONS



The Wisconsin Lottery GEMINI Vending Machine



- Lottoview monitor drives impulse sales
- Lotto ticket sales reduce lines at the counter
- Instant tickets remain safe and secure
- Push button windows are brightly lit 4" x 4" to showcase the latest game
- LED price point displays under each window
- Barcode scanner makes ticket loading easy
- Accounting reports available at the touch of a button
- 7.21 square feet of floor space
- Standard grounded 110V 3-prong outlet is necessary
- 825 pounds
- Separate keys for loading tickets and cash box

**Remember, keeping it full means
GREATER LOTTERY SALES!**

Lottery Services

Lottery Validation & Redemption Offices

New Game Initial Distribution

Suggested Ordering

Lotto Combo

Winner Awareness

Special Events

Super 2nd Chance Drawing

FAQs

Lottery Services LOTTERY VALIDATION & REDEMPTION OFFICES

Lottery Offices

Lottery offices are open Monday through Friday, 8 a.m. to 4 p.m. except on state holidays. Call ahead to confirm location hours.

The Madison Validation office is authorized to cash ALL WINNING TICKETS.

- **MADISON**
2135 Rimrock Rd, Madison, WI 53713
608-261-8800

The Milwaukee Redemption Center is authorized to cash winning tickets through \$199,999.

- **MILWAUKEE**
819 N. 6th St, 4th Floor Service Counter, Milwaukee, WI 53203
414-227-3882

To claim a prize by mail, mail the signed ticket and claim form to:

**Prizes
PO Box 777
Madison, WI 53774**

Claim forms are available on our website at wilottery.com, or at most Lottery retailers.

We recommend you utilize a mailing method that provides you with proof of mailing. Please keep copies of your submissions.

By law, the ticket is the only valid receipt for prize claims.

Lottery Services

NEW GAME INITIAL DISTRIBUTION

The Wisconsin Lottery offers retailers the opportunity to receive our newest tickets via an Initial Distribution program, which delivers our new game(s) the Friday BEFORE the official launch date the following week.

Retailers that do not participate in the Initial Distribution program will be offered the new game(s) on their regular call day following the Initial Distribution date.

Retailers can participate at any price point and at any quantity.*

To find out how to participate in the Initial Distribution program please consult with your Field Marketing or Telemarketing Representative.

*The Lottery can reserve the right to limit quantities of certain games depending on seasonality and availability.

Lottery Services SUGGESTED ORDERING

The Wisconsin Lottery's Telemarketing department is now using upgraded software which calculates when a retailer will sell through a game by tracking the validation history of each game. This allows the Lottery to work with retailers to increase sales by assisting in ordering precisely what is needed for each location.

Based on the number of game facings the software will:

- Estimate sell through of a pack by tracking the validation percentage of each game.
- Indicate when a pack has reached a validation threshold so the game or price point should be reordered.
- Identify games that may experience a shortage before your next call.
- Provide predictive ordering information according to an established price point game mix.
- Calculate based on game mix and use six weeks of sales history to determine a suggested order.

Benefits of using the suggested ordering:

- Increased sales by providing detailed information about your inventory levels.
- Reduced out-of-stock situations.
- Tailored weekly telemarketing calls to your specific selling location.
- Focused on games that sell well in your store to recommend an optimal weekly order.

This software helps the Lottery assist retailers in achieving their sales potential. To learn more about suggested ordering please consult with your Telemarketing Representative.

Lottery Services LOTTO COMBO

The Wisconsin Lottery appreciates that many players prefer to purchase a combination of tickets. We offer a way to sell multiple combinations with one button!

Looking for a way to boost sales? Offer **10 Buck Luck**!

10 Buck Luck is an easy way to play all of the Lotto games available in Wisconsin with one push of a button.



- Eight lotto games for \$10.
- It's a quick pick for the next draw.
- Includes: \$2 Powerball, \$2 Mega Millions, \$2 All or Nothing, \$1 Megabucks, \$1 SuperCash! and \$1 Badger 5 tickets, and \$.50/ea box tickets for Pick 3 and Pick 4, 10 Buck Luck is located under the "Lotto Combo" Button on the terminal.

10 Buck Luck - A powerful sales option for those who play the Lotto daily, or for those who play Lotto games frequently.

An easy sale at the push of one button!

Be sure all your Lotto customers are aware of **10 Buck Luck**!

Only available at Lottery terminals. NOT AVAILABLE at vending machines.

Also available on your terminal under the Lotto Combo button :

PMS - Powerball, Megabucks, and SuperCash! = \$4 per combo ticket

PMS5 – Powerball, Megabucks, SuperCash! and Badger 5 = \$5 per combo ticket

Lottery Services

WINNER AWARENESS

Satisfying Lottery players and retailers, is the key to the Lottery's success. The goal of the Winner Awareness Program is to reinforce the integrity of the games by publicizing the winners and create Lottery excitement.

Lottery posters of the winners are mailed to the retailers that sell the winning ticket over \$599. We strongly suggest you display these posters. Your players will associate buying WINNING tickets with your store.

When a Jackpot winner has purchased a ticket from your store, the Lottery will often send a news release to the local media (radio, TV, newspaper) for publicity. It is suggested you include Lottery winners in your advertising, display pictures of winners, or request additional signage, to inform customers of the winner at your location.

Signage has proven to increase sales and is available at no charge from the Lottery. Please call 1-800-242-7782 or talk to your Field Marketing Representative for more information on ways to help increase your Lottery profits.

Lottery Services SPECIAL EVENTS

Throughout the year, the Wisconsin Lottery participates in several statewide events to enhance player awareness. These events include: the Wisconsin State Fair, Country Fest, Art Fair on the Square, Northwood's League baseball games, and many others. Often times, we are accompanied by our Moola Sister Mascots to generate excitement with players.

The Moola Sisters can make an appearance at your event too! If you're interested in receiving the costumes, call us at 608 - 261- 4916 to check their availability. We will send them to you via Spee-Dee Delivery as needed.

Your responsibilities include:

- Staffing the mascot.
- Dry cleaning the costumes after use.
- Return to Wisconsin Lottery via Spee-Dee Delivery in a timely manner.

Visit the **Special Events** page at wilottery.com to see if we are in your area next!



Lottery Services
SUPER 2nd CHANCE DRAWING

How to Enter

Players enter the SUPER 2nd CHANCE DRAWING by collecting at least \$5.00 worth of eligible non-winning instant and/or Lotto game tickets for which the prize claim period has not expired. On at least one ticket you must place your name, address and phone number, mailing labels are acceptable. Players must place their \$5.00 worth of eligible tickets in an envelope no larger than 4.5 inches by 9.5 inches, and mail it to:

SUPER 2nd CHANCE
PO Box 77006
Madison, WI 53707-1006

Each envelope is one entry, and each entry is eligible for only one drawing. Players may enter as many times as they choose, but they may only win once per week. Weekly, on Thursdays, unless Thursday is a holiday, ten eligible winners are drawn. Each of the ten winners will receive \$1,000. Odds of winning depend on the number of entries received (approximately 50,000 each week). Entries not selected are destroyed after each week's drawing.

Winners are notified and provided with claim information via the U.S. Mail the week following the draw. Upon receipt, winners should complete and mail back the claim information to the Lottery. The Lottery will then process the claim and issue a check.

See SUPER 2nd CHANCE DRAWING Features and Procedures for details. The Lottery reserves the right to cancel the SUPER 2nd CHANCE DRAWING at any time.



Lottery Services FREQUENTLY ASKED QUESTIONS

1. **My terminal is not printing tickets correctly. The paper is jamming and sometimes the selected numbers are not printed correctly. What should I do?**

Call the Retailer Hotline 1-800-242-7782 and report the problem. Immediately produce a reprint ticket. Attach the Reprint Ticket to the questionable Lotto ticket and send with an explanation in the "adjustment envelope" (provided by IGT) to the Lottery. The Lottery will make the determination as to the adjustment of your account. Watch your BILLING STATEMENT for this adjustment. It will be for the amount of the "unreadable ticket" minus your commission.

2. **Can I sell a reprint ticket?**

NO. Reprint Tickets cannot be sold or used to collect winnings. The Reprint Ticket should never be given to a player.

3. **I produced a Lotto ticket in error and would like to cancel the ticket and receive credit. What can I do?**

There is a "**No Cancellation/No Return Policy**" for any Lotto tickets produced in error. We recommend selling the ticket to another player. As a good business practice, always verify ticket requests with player, get the money, and then press SEND.

- Verify the name of the game.
- Verify the number of dollars and number of days.
- Collect the money.
- When all above has been completed; press SEND.

4. **I am remodeling the store and need to relocate the terminal. What is the procedure?**

Call the Lottery at least 13 business days in advance to coordinate the inside wiring move. Call the Retailer Hotline (1-800-242-7782) before unplugging the Terminal. The Lottery Terminal must be plugged into a dedicated electrical outlet.

5. **What is dedicated electric and why it is necessary?**

The Lottery Terminal requires a dedicated electric circuit. This is an electrical circuit that has nothing else plugged into it, except the Terminal and Lottoview. If other equipment is plugged into this circuit, it could adversely affect your terminal with down time and lost sales. You may jeopardize your Lottery license if the dedicated electric regulation is abused.

Lottery Services FREQUENTLY ASKED QUESTIONS

6. **Do I need to leave the terminal plugged in all the time?**

YES. Power to the terminal must remain ON at all times. DO NOT UNPLUG. The central computer system communicates important information to the terminal during off hours. The terminal should only be unplugged upon instructions from a Retailer Hotline operator. If you have terminal problems, call the Retailer Hotline 1-800-242-7782.

7. **When do Lotto and Instant Scratch games expire?**

180 DAYS. Instant Scratch games expire 180 days following the declared game ending date. Lotto game tickets expire 180 days from date of the draw for which the ticket was purchased.

8. **When validating an Instant Ticket and I get the message “previously paid by other,” what do I do?**

DO NOT PAY. Credit cannot be given as the ticket has been previously paid by another retailer location. The previous retailer did not tear the ticket and the player is trying to cash again. Do not confront the player. Suggest he/she send the ticket to the Lottery for payment. Always remember to scan the ticket to validate, then tear winning tickets in half through the validation barcode, and staple one half to the Instant Ticket Cash Slip.

9. **Where do the Lottery funds go?**

Since 1988, the Wisconsin Lottery has managed the Lottery fund with the following results*:

Over \$8.7 Billion Prizes Paid

(56.8% of revenue)

At least 50% of total revenue must be dedicated to prize winnings

Over \$4.6 Billion Funding for Property Tax Credits

(30.1% of revenue)

This money has been returned to eligible Wisconsin taxpayers.

Over \$970 Million Retailer Compensation Paid

(6.3% of revenue)

This money goes to Wisconsin businesses.

Lottery Services FREQUENTLY ASKED QUESTIONS

Over \$1.0 Billion Operational Expenses

(6.7% of revenue)

Includes expenses such as salaries, employee benefits, supplies and services
The Lottery has operated well below the mandated limit of 10%.

Since 1988, the Wisconsin Lottery has generated more than \$15.3 billion in total revenue. Nearly 93% of that revenue has gone back to winners, retailers and Wisconsin homeowners.

*Figures are from inception through Fiscal Year (FY) 2019. Amounts from FY2019 are preliminary as of December 2019, and subject to change until completion of the audit. Percentages may not sum to 100% due to rounding.

10. What is an annuity prize?

An annuity is a sum of money payable annually or at regular intervals. Powerball, Mega Millions and Megabucks have top prizes that provide an annual annuity option. The Lottery uses the money in the prize pool to purchase zero-coupon bonds. Each of the bonds matures annually so the winner receives a check each year. By buying bonds the Lottery can offer larger prizes than a single, lump sum cash payment. The jackpot prize is paid in 25 annual installments for Megabucks and 30 annual installments for Powerball and Mega Millions. The estimated jackpot is the approximate value of the 25 or 30-year annuity prize.

11. What is a cash option?

The cash option jackpot prize is paid in one lump sum cash payment equal to the amount of cash available to the Lottery in the jackpot prize pool, which will be less than the estimated jackpot. This cash payment may be approximately one-half of the estimated annuitized jackpot as advertised by the Lottery.

12. What if I am presented an Instant Scratch ticket that cannot be scanned?

You may manually enter the ticket serial number. Touch INSTANT CASH, then manually enter the numbers on the back of the ticket, followed by the numbers on the front of the ticket.

Do not redeem tickets that you suspect have been tampered with or that are mutilated. Give the player a Claim Form and instruct them to send the ticket to the Lottery.

Lottery Services FREQUENTLY ASKED QUESTIONS

13. **What reports are available from the terminal?**

- Balancing Report, which summarizes a day or week's activities.
- Billing Report, which is your weekly billing invoice (last 52 weeks available).
- Winning Numbers Report, which provides the winning numbers of all games or a specific game and date.
- Jackpot Report for Powerball, Mega Millions, Megabucks and Badger 5.
- No Top Prize Report, which lists games with no remaining top prizes.
- Additional reports and other information is available on the Reports menu and the Special Functions menu.

14. **Am I required to pay out prizes up to \$599?**

According to your contract you shall validate and pay, when reasonable, all winning tickets up to \$599. Winners tend to tell friends where they won and will spend some, or, all of their winnings in your store. If circumstances prohibit you from cashing tickets up to \$599, please post this information for players.

15. **May I return unopened packs of Instant Scratch tickets at any time?**

YES. See your Lottery Field Marketing Representative or call the Retailer Hotline (1-800-242-7782) to request a Ticket Return form or obtain a Ticket Return form on the Retailer Website, <http://retailer.wilottery.com>.

16. **How do I get the In-Counter Instant Ticket Dispenser, Play Center or other point of sale items?**

Please see your Lottery Field Marketing Representative or call the Lottery Retailer Hotline at 1-800-242-7782.

17. **Can a customer use a credit card to pay for a lottery ticket?**

NO. Credit cards cannot be used to purchase lottery tickets. Wisconsin Statutes allow for only cash purchases of lottery tickets.

18. **What happens if I don't have enough money in the bank account for the EFT (Electronic Funds Transfer)?**

Insufficient funds in a retailer bank account at the scheduled time of an EFT results in a Non-Transfer of Funds (NFT). NFTs that occur within a 12-month period, other than those caused by Lottery error, will result in the following actions:

Lottery Services FREQUENTLY ASKED QUESTIONS

1st and 2nd with no previous NFT Balance - \$25 service fee (suppression of instant ordering and Lotto wagering may be performed at the discretion of the Lottery).

2nd with a previous NFT balance - \$25 service fee and suppression of instant ticket ordering and Lotto wagering until the NFT is paid in full.

3rd NFT - \$50 service fee and suppression of instant ticket ordering and Lotto wagering until the NFT is paid in full.

4th or more NFTs - \$75 service fee and suppression of instant ticket ordering and lotto wagering. Contract termination review will be performed. Instant ticket ordering and Lottery wagering suppression remains intact until review results are complete.

The Lottery reserves the right to terminate the contract of any retailer who incurs three or more NFTs within a 12-month period. This policy reflects the results of improvements made to the NFT collection process now being used by the Wisconsin Lottery. The policy ensures that service fees and suspensions are administered uniformly. Please call the Retailer Hotline 1-800-242-7782 with any questions.

19. **Can players buy tickets through a subscription, by mail or by using a computer?**

NO, Wisconsin Lottery tickets may only be purchased with cash and only at participating Wisconsin Lottery retailer.

20. **How can players find out the winning numbers?**

You may print and post Winning Number Reports from your terminal. Players may look on the Lottery's website or call the Lottery Player Hotline 1-800-266-7777. They may read the numbers in the local news media. All past historical numbers may be obtained by sending a request and self-addressed, stamped envelope to: Wisconsin Lottery, attention Player Relations, PO Box 8941, Madison, Wisconsin 53708-8941.

21. **How old do you have to be to buy a Wisconsin Lottery ticket?**

Tickets can only be sold to persons at least 18 years of age, but minors may receive tickets as gifts.

22. **How do players collect a big prize?**

Winning tickets of \$600 or more must be claimed at a Lottery office or by mail. Winners must sign the back of the ticket in the space provided. A winner

Lottery Services FREQUENTLY ASKED QUESTIONS

can claim any prize up to \$599 at a Lottery Retailer* or Lottery office (claim forms are available at the Lottery office or most Lottery Retailers or may be downloaded at retailer.wilottery.com). Please direct big prize winners to wilottery.com for current information about Lottery offices including hours, locations, and contact information.

To claim by mail**, send the signed ticket and [claim form](#) to:

Prizes
PO Box 777
Madison, WI 53774

By law, the ticket is the only valid receipt for prize claims. Players can contact us on our Player Hotline (608) 261-4916, or use our online contact form at wilottery.com to send us a note.

* Subject to the retailer's practices.

** We recommend that you utilize a mailing method that provides you with proof of mailing. Please keep copies of your submissions.

23. **Can winners remain anonymous?**

By Wisconsin state law, any information state government produces, or controls, is available to any person requesting. The statutes are specific in determining what individual information may be subject to this law. Only information "in the public's interest" may be released by a government agency. For Lottery winners this means that it has (1) been determined that it is in the public's interest to know there have been Lottery winners (as the proceeds of the Lottery are for public use, ie.. Property Tax Relief) and (2) the Lottery must, upon request, release the name and hometown of winners. Any other information about the winner, their future plans or any background information will only be released with the winner's consent. The winner may or may not speak to the media. It is not required, nor can it be prevented.

24. **Do winners have to pay taxes on their winnings?**

All lottery winnings are taxable. The Lottery automatically deducts federal income tax withholding for winners \$5,001 or greater and state income tax withholding for winners over \$1,999. These are deducted following current state and federal guidelines.

Lottery Services FREQUENTLY ASKED QUESTIONS

25. **If the overall odds of winning a prize on an Instant Scratch ticket are 1 in 10, how come someone bought ten tickets and didn't win?**

The odds are calculated by taking the total number of tickets printed divided by the total number of prizes available. Where the prizes end up when the tickets are printed is determined by random, computer generated formulas. Although any particular string of ten tickets may not produce a winner, there is just as much possibility that another string of ten tickets could produce several winning tickets.

26. **If a player wins a jackpot prize, but dies before getting all of the scheduled payments, what happens to the remaining payments?**

The remaining payments are given to the estate of the winner (Wis. Stats. 565.30 (1).)

27. **What happens to prizes that are not claimed?**

The value of unclaimed prizes is credited to the Lottery Funding for Property Tax Credits.

28. **Can I cash tickets for more than \$49?**

YES. You may cash winning tickets up to \$599. Be sure to scan the ticket and verify that it is a winner.