

# ILLINOIS LOTTERY RETAILER WEB PORTAL QUICK REFERENCE GUIDE



## GETTING STARTED

1. Make sure you have your Retailer ID, State Tax ID, and Federal Tax ID
2. Go to <https://il.reptweb.com/ILPortal/account/login.aspx>
3. Click on "Register if you don't have an account"
4. Fill out the information
5. Press the blue "Create" button
6. You will receive an email to the account you entered in the registration form
7. Open the email and follow the instructions to verify the account

## LOGGING IN

1. Go to <https://il.reptweb.com/ILPortal/account/login.aspx>
2. Enter in your username
3. Enter in your password
4. Press Login

## LOST USERNAME, PASSWORD, OR RETAILER ID NUMBER

1. Press "Need help?" to the left of the Login button
2. Check the box next to the problem you are having
3. Press the blue "Next" button
4. Following the on-screen instructions
5. Press "Back to Login Screen"

If you are still having issues, please call the Intralot Hotline at 1-844-806-8930.