

# ILLINOIS LOTTERY RETAILER WEBSITE QUICK REFERENCE GUIDE

## REGISTERING YOUR CHAIN ACCOUNT

1. Make sure you have your 2, 3, 4, or 5 digit numeric chain 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

## REGISTERING YOUR INDEPENDENT RETAILER ACCOUNT

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

## THE FOUR MAIN ICONS



1      2      3      4

1. Home    2. Settings    3. Contact us    4. Log Out



## MANAGING SUBORDINATE ACCOUNTS

You may also manage your subordinate accounts from the retailer web portal including: changing the associated retailer ID, the status, and the corresponding email address.

1. In the row of the account you would like to modify. Press the "Select" button
2. Make your changes to the account
3. Press the "Update" button

## CONTACT US

You will find important contact information including the lottery support email address, lottery office addresses, and phone numbers of retailer assistance, lottery finances, and options for the deaf/hard of hearing in our Contact Us section.

## HOW TO LOGIN

1. Go to <https://il.reptweb.com/ILPortal/account/login.aspx>
2. Enter in your user ID
3. Enter in your password
4. Press the blue "LOGIN" button

### What if I lose my username or password?

Press the "Need Help?" link at the bottom of the Login window.

## SETTINGS

From the settings you can ...

1. Change your password
2. Change your email address
3. Change the questions and answers to your security questions

Press the blue "update" button under each section to save your alterations.

## CREATING SUBORDINATE ACCOUNTS

Subordinate accounts are commonly used for managers of chain retail locations to give them access to view their store's information.

### Creating a New Account

1. Press "Create Account"
2. Select the Retailer ID to assign to the subordinate account
3. Create a user name
4. Switch the subordinate to "Active" status
4. Enter in the subordinate's email address
5. Verify the subordinate's email address
6. Press Create
7. Have the subordinate access their email and follow the instructions to activate the account.

## REPORTS

Accurate reporting and analysis are a key component of every business. Using the retailer portal, you can obtain detailed information regarding your store's lottery operations.

Reports come in three major categories: **invoices**, **instant inventory**, and **sales**. By clicking on any of these selections a drop-down menu will open containing the reports you can view and download.

All reports can be downloaded in a pdf, excel, word, or CSV format.

INVOICES	SALES REPORTS	INSTANT INVENTORY REPORTS
<p><b>Invoice Detail:</b> Invoice Detail allows you to view your online sales for each game, online cashes, online commission, instant settles, instant returns, instant cashes, instant commissions, and adjustments.</p> <p><b>EFT Weekly Sweep:</b> The EFT Weekly Sweep Report allows you to view your selected retailer's bank ABA, account, total sweep, total retailer debt, total retailer credit, and your net due lottery.</p>	<p><b>Retailer Activity:</b> The Retailer Activity Sales Report allows you to view your selected retailer's gross sales, returns/cancels, coupons, net sales, cash amount, commissions, bonuses, adjustments, service fees, commission charges, and net amount.</p> <p><b>Retailer Adjustments Report:</b> The Retailer Adjustment Report allows you to view your selected retailer's adjustments with information including adjustment code, status, date, reference number, game, user ID, and any memos.</p> <p><b>Cashbox Sales Report:</b> If you are a cashbox retailer, you may use the Cashbox Sales Report to view your selected retailer's sales including deposits, refunds, WinStation30 cashes, online cashes, Photon instant cashes, WinStation30 instant cashes, total instant cashes, total reinvestment, cashing bonus, incentive bonus, selling bonus, placement fees, service fees, adjustments, net due, and the EFT amount.</p>	<p><b>Retailer Order Detail:</b> The Retailer Order Detail Report allows you to view your selected retailer's manifest ID, the order date, filled date, shipped date, received date, packing, and the contents of the shipment including the game name, price point, pack number, amount of tickets, and cost.</p> <p><b>Instant Return Detail:</b> The Instant Return Detail Report allows you to view your selected retailer's returned books with information including the game ID, name, book ID, ticket range, date, number of tickets, amount, and commission.</p> <p><b>Instant Inventory Tracking by Retailer:</b> The Instant Inventory Tracking by Retailer Report allows you to view your selected retailer's current instant inventory with information including the game, game number, status, book number, and book cost.</p> <p><b>Settlements and Returns:</b> The Settlements and Returns Report allows you to view your selected retailer's settled or returned books with information including the game name, game number, ticket price, EOPP/Prize Out percentage, settle tickets, settled books, settlement value, returned tickets and their value.</p> <p><b>Settle Books by Retailer:</b> The Settled Books by Retailer Report allows you to view your selected retailer's settled books with information including the game number, game name, settlement date, book number, first ticket, last ticket, ticket count, and ticket amount.</p>
<p><b>DATA EXPORT</b></p>		
<p>If you would like to download a large set of data concerning your store or chain, you may use the Data Export feature.</p> <p>Choose from <b>transactions</b>, <b>inventory</b>, or <b>orders</b>, enter in the starting and ending dates and simply press "Download CSV"</p>		