Scratchers® Activation

Only activate packs you are ready to sell. Activating a pack of Scratchers® tickets begins the billing cycle.

1. Touch Scratchers®.
2. Touch Pack Activation.
3. Scan the long Scratchers® Ticket Barcode; or manually enter the Game Number and Pack Number using the keypad.
4. Touch Submit.

NOTE: The terminal automatically prints a receipt. Verify the terminal screen displays “Activated.” Staple the receipt to the delivery invoice and retain for your records.

Scratchers® Settlement Process

When you ACTIVATE a pack of Scratchers® tickets, you will be charged one of two methods:

- ON ACTIVE PACKS ONLY:
  - 80% of the low-tier prizes (any prizes under $25 for $1-$10 games, Any PRIZES UNDER $50 for $20-$30 GAMES) are cashed; or
  - 50 days after a pack is activated.

- ON CONFIRMED PACKS ONLY:
  - 170 days from confirmation date. Packs will activate automatically 120 days after confirmation date and you will be billed 50 days later.

Cash Scratchers®

1. Touch Cash Scratchers®.
2. Scan the ticket using the Barcode Scanner; or manually enter the Game Number, Pack and Ticket Numbers from the back of the ticket, and the 16 digit Validation number, found on the front of the ticket.
3. A validation confirmation screen displays and a receipt prints.
4. Touch OK to validate another Scratchers® ticket; or touch Total.

NOTE: Winning tickets under $500 can be cashed at any CA Lottery Retailer within 180 days from the Scratchers® game-ending date, established by the CA Lottery.

Scratchers® Reports

Scratchers Reports have been moved from Special Functions to the new Scratchers® menu, and are sorted by Inventory and Financial Reports.

1. Touch Scratchers®.
2. Touch Scratchers Reports; then select the desired option.
3. Enter or select the requested information for each report (i.e. Time-frame, Clerk Number, Game Number, or Pack Number).

INVENTORY REPORTS

Summary by Game

Provides the status of all Scratchers® ticket packs by game that are in the Created, Issued, Confirmed or Activated status. It’s helpful in verifying packs that have been ordered (Created), shipped (Issued), received (Confirmed), or Activated by the retailer.

FINANCIAL REPORTS

Scratchers® Weekly Invoice Report: The Scratchers® Weekly Invoice Report is a summary of the prior week’s Scratchers® activity. The information on this report begins at the start of business on Sunday (Sunday 5:30 AM) and ends at the close of business on Saturday (Saturday 2:15 AM). It should be printed and reviewed on Monday or Monday morning.

The Lottery will automatically withdraw the “Amount Due” from your bank account EVERY THURSDAY.

1. Touch Scratchers Weekly Invoice from the Scratchers Reports menu.
2. Touch the icon reflecting the most current week ending date.
3. Touch Print.

NOTE: This report informs you of the total amount due for EFT sweeps.

Scratchers Daily: Displays the Scratchers® cumulative settlement packs, cashed, returned and adjustment for the current day.

Scratchers Clerk Sales: Displays Scratchers® for a particular Clerk. Report can be run by a specific clerk number.

Cashing Summary: Shows count of Scratchers® tickets cashed and the dollar amount for the day selected. The amount of tickets cashed should match the daily or weekly invoice report of the selected time period.

Mid-Tier by Game: Provides information regarding the number of cashed, recoverable Scratchers® tickets. Mid-tier has a value range of $25 to $599.

REDEEM COUPON

1. Touch Redeem Coupon.
2. Scan the coupon’s barcode using the Barcode Scanner; or manually enter the coupon serial number using the keypad.
3. Touch Submit and the terminal processes the coupon.

BILLING AND INVOICES

Lottery week begins on Sunday (5:30 AM Sunday) and goes through a close of business Saturday (2:15 AM Sunday).

As a retailer, you should print your weekly invoice reports on either Sunday or Monday and review what is owed to the Lottery in order to have the funds available in the bank on TUESDAY.

PREVENTING LOSS

- Keep track of your inventory. Maintain daily inventory records of activated packs, including the game, pack and starting/ending tickets sold. Keep these records in a locked/secure area.
- Keep unopened Scratchers® packs in a safe place or in a locked area. Only the owner, manager, and employees should have access to the Scratchers® packs.
- If Scratchers® tickets are stolen from you, you will need the following information when reporting the theft to the Lottery: Scratchers® Game Name, Scratchers® Pack Number, Ticket Number(s) of each Scratchers® pack.
- Scratchers® reports must be reported within 4 hours of discovery for credit consideration. Call: 1-855-395-6886, option 5.

FOR SCRATCHERS® INVENTORY

1.855.EZLOTTO (1.855.395.6886)

Main Menu Options

For Scratchers® Ordering & Inventory .................. Press 1
To Confirm or Activate Scratchers® .................. Press 2
For Revenue Collections & Banking .................. Press 3
Equipment & Application Processing .............. Press 4
For Tax Information/Activities/Theft .................. Press 6
Return to Previous Menu .................. Press *

*Call before 3pm for delivery the next business day
Quick Pick from the Home Screen

A quick pick is when the terminal randomly picks the numbers for the player.

- For SuperLotto Plus®, Powerball®, Mega Millions®, and Fantasy 5, touch the OP button for the desired Online Game and dollar amount. For example, select SLP $1 OP.
- A ticket prints automatically.

Extended Play Option

Draw game tickets need to be canceled on the day of the draw, which is 7 days a week. Powerball® and Mega Millions® tickets CANNOT be canceled.

Daily Sales

Sales, Winning Numbers, Jackpot, and the Estimated Retailer Jackpot Report:

- Use to print a receipt for the last day's sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the prior week's draw games sales. The Report is a summary of the pri

Draw Game Report:

- Touch Cash Draw Game.
- Insert the ticket into the far right corner of the Reader. If you do not see the ticket serial number, manually enter the ticket serial number using the keypad.
- Touch Print to display the Draw Game Report.

CASH DRAW GAME BUTTON

1. Touch Cash Draw Game.
2. Insert the ticket into the far right corner of the Reader; or manually enter the ticket serial number using the keypad.
3. Touch Print.
4. Touch the icon reflecting the most current week ending date.
5. Touch Print.

NOTE: This report informs you of the total amount due for EFT sweeps. It displays the largest lottery numbers that you have sold for the week.

Jackpot Report:

- Touch Jackpot Report. This displays the current jackpot amounts SuperLotto Plus®, Mega Millions®, Powerball®, Fantasy 5® and Daily Derby®.
- Estimated Retailer Incentive: display the estimated incentive bonus if winning Jackpot is sold.

REPRINTS BUTTON

Reprints are receipts for recent terminal transactions that may be needed for store accounting. Reprints are not valid tickets and are clearly marked. Use reprint to print a receipt that is torn or damaged, or damaged in some way when printing. This function was previously located under Special Functions.

1. Touch Reprints to display the Reprints sub-menu.
2. Select the desired Reprint option.
3. Touch Print to print the receipt for the most recent transaction processed by the terminal.
4. Touch Last Wager to print a receipt for the last Cash Draw game wager, and you also have options to print the 2nd, 3rd, 4th and 5th last wagers.
5. Touch Last Cancellation: Use to print a receipt for the last cancellation that was processed on the terminal.
6. Touch Last Cash Match Cash or Last Scratchers Cash: Use to print a receipt for the last validated for each game type.

TERMINAL SETTINGS BUTTON

Terminal Settings is where you can find some of your previous Special Functions options, such as: Volume and Brightness Controls, Background options, and FST Sign On. Now, you can also find the new Service Request function here.

Volume Control: Use to adjust the terminal volume by touching the slider controls with your finger and dragging left or right.

Brightness Control: Use to adjust the terminal brightness by touching the slider controls with your finger and dragging left or right.

Service Request: Use to submit a service request for the Reader, Printer, Mail, and Sales Reports. Use to adjust the terminal volume by touching the slider controls with your finger and dragging left or right.