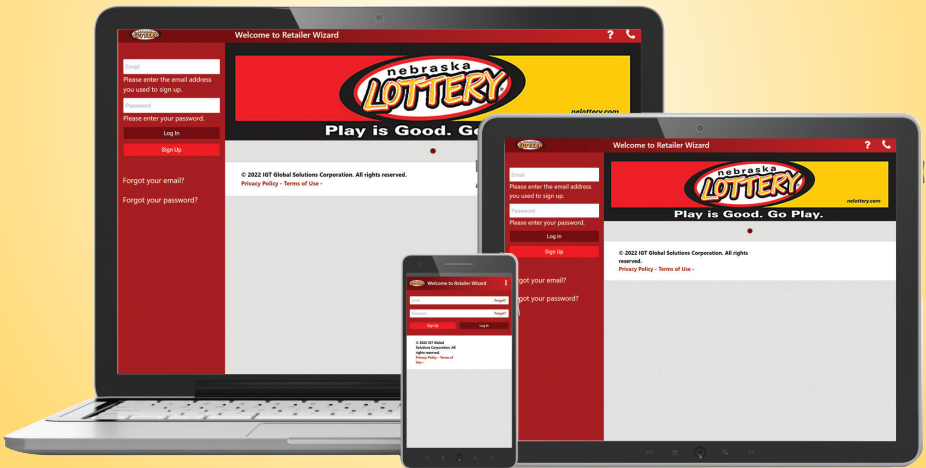


# Nebraska Lottery Retailer Wizard



## CHAIN ACCOUNT QUICK REFERENCE GUIDE





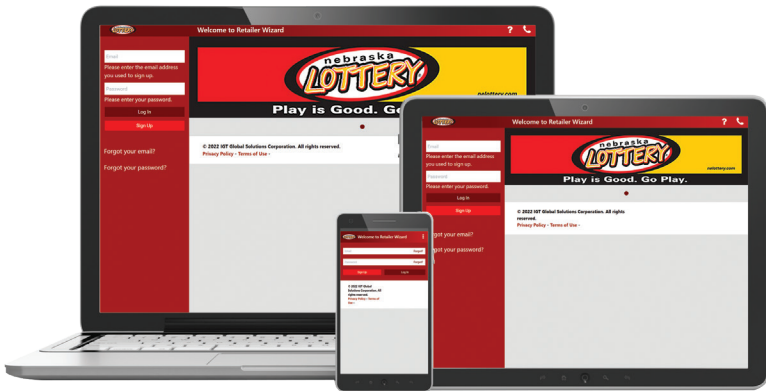
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# Benefits

**Retailer Wizard is the Nebraska Lottery's one-stop-shop for managing your lottery business. This all-new, user-friendly website provides access to important Lottery reports and information via desktop, laptop, tablet, or smartphone. Manage and grow your lottery business – whenever and from wherever you choose!**

## **RETAILER WIZARD INCLUDES:**

- Stay informed of your sales, commissions, and trends at your location(s).
- Know exactly how much money is due on the next sweep (EFT Amount).
- Receive alerts about issues occurring in your location that may be affecting your sales.
- Easily spread the good news about high jackpots and winners in your location.
- Access detailed reports on your lottery business at any time without being tied to your lottery terminal.
- And much, much more!



**TO ACCESS RETAILER WIZARD**  
from your browser, navigate to:

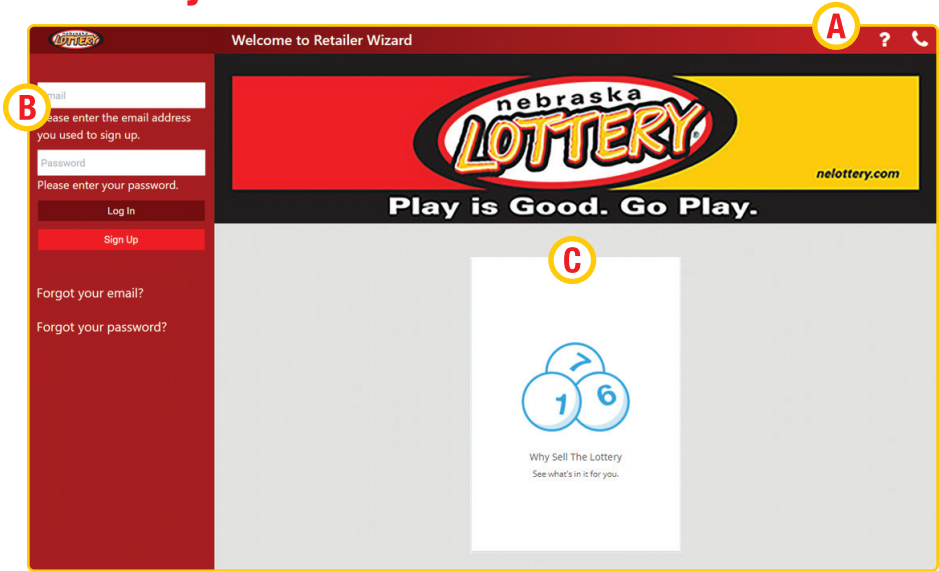
**<https://ne.lotteryservices.com/RetailerWizard>**

# Home Page

**A Top Menu Navigation**

**B Login / Sign Up**

**C Lottery Information**



## TOP MENU NAVIGATION: PRIOR TO LOGGING IN



**A Frequently Asked Questions (FAQ)**

**B Contact Us**

## TOP MENU NAVIGATION: AFTER LOGGING IN



**A Main Menu**

**C FAQ**

**E Settings**

**B Messages**

**D Contact Us**

**Via the Settings icon:**

- Change personal information (My Account)
- Logout from Retailer Wizard

# Home Page

Primary Chain Users must contact the Nebraska Lottery to set up their Retailer Wizard portal.

**ONCE YOUR ACCOUNT HAS BEEN SET UP, A VERIFICATION EMAIL WILL BE SENT ALLOWING ACCOUNT ACTIVATION.** Once the Primary User account is created, then an unlimited number of Secondary Users can be created through the Manage User feature.

When the Primary User clicks the link in the verification email, the following *Sign Up* screen displays. Enter the information, and then click **Submit**.

## Authenticate and Complete Registration

*\* Indicates a required field*

### Personal Information

First Name\*

Last Name\*

Email Address (You will use this to login)\*

Business Phone

Mobile Phone ?

### Security Information

Password must include 8 characters as minimum and a maximum of 32, at least one capital letter, one number and one special character.

Set Password\*

Please enter your password.

Confirm Password\*

Security Question 1\*

Answer to Security Question 1\*

Security Question 2\*

Answer to Security Question 2\*



I'm not a robot



reCAPTCHA  
Privacy - Terms

I agree to the [Terms of Use](#)\*

Submit

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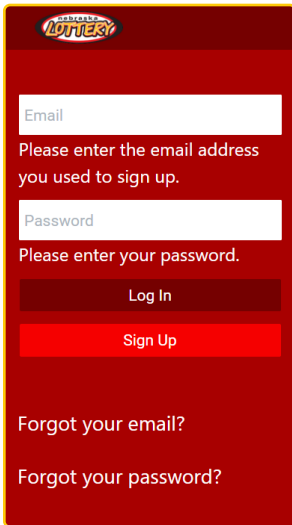
# Home Page

## LOGGING IN

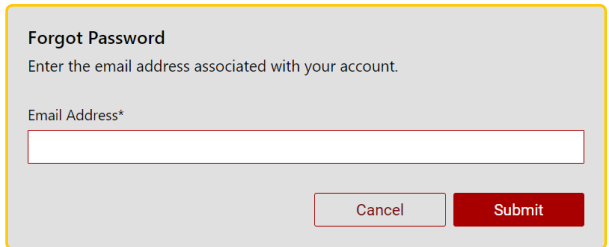
- From your browser, go to: **NE.LOTTERYSERVICES.COM/RETAILERWIZARD**.
- Simply enter the Email address you used to sign up, and the Password and the password you selected during sign up, then click **Log In**.

## FORGOT PASSWORD

Click **Forgot Password**, and the Forgot Password dialogue box displays. Enter your Email Address, then click **Submit**. You will be presented with a security question you answered when you signed up. Once you correctly answer the security question, a temporary password will be emailed to you. After you log in with the temporary password, you will need to reset your password to access your account.



The screenshot shows the NE Lottery Retailer Wizard login page. At the top left is the NE Lottery logo. Below it is a white input field labeled "Email" with the text "Please enter the email address you used to sign up." underneath. Below that is another white input field labeled "Password" with the text "Please enter your password." underneath. At the bottom of the form are two buttons: a dark red "Log In" button and a red "Sign Up" button. Below the buttons are two links: "Forgot your email?" and "Forgot your password?".





The screenshot shows the "Forgot Password" dialogue box. The title is "Forgot Password". Below the title is the instruction "Enter the email address associated with your account." Below that is a white input field labeled "Email Address\*". At the bottom right of the dialogue box are two buttons: a light gray "Cancel" button and a dark red "Submit" button.

# Main Menu










## MENU OPTIONS INCLUDE:

- **Summary Dashboard**
- **Scratch Dashboard**
- **Store Profiles**
- **Reports**
- **Documents Library**
- **Manage Users**
- **Training**



Displaying data for  
CRANSTON STORE #123  
2345 MAIN ST  
OMAHA, NE 68136  
Retailer No. 123456  
Store ID 234567

-  Summary Dashboard
-  Scratch Dashboard
-  Store Profiles
-  Reports
-  Documents Library
-  Manage Users
-  Training

# Summary Dashboard

The Summary Dashboard displays all of the critical information needed to manage and grow Lottery sales at a glance.

## SUMMARY DASHBOARD WIDGETS:

Lottery Announcements, Earnings, Net Sales, Alerts, EFT Amount, You Sold Big Winners!, Prizes Paid, Jackpots & Next Draws, and Your Lottery Representatives.

- A NEVER MISS A BEAT:** Lottery Announcements display marketing news and important lottery information on your dashboard.
- B DRIVE YOUR SALES:** Actionable Alerts help combat Out-of-Stocks, ensure hot new games are on display, and more!
- C SEE WHAT YOU'RE MAKING:** Earnings, Sales Data, and Trends at your fingertips.
- D PROMOTE YOUR LOTTERY BUSINESS:** Three ways to expand Winner & Jackpot Awareness, all including ability to share the good news by printing and posting in your store(s).
- E WHAT YOU OWE:** Instant access to your EFT amount, sweep date, and settlement details.

The screenshot shows the Summary Dashboard interface for a Retailer User. The dashboard is divided into several sections:

- A Lottery Announcements:** A large empty box with a ticket icon and the text "You have no announcements at this time."
- B Alerts (1):** A box showing "Unconfirmed Order(s)" with the message "You have unconfirmed Orders." and a "Details..." link.
- C Earnings:** A table showing Earnings History with columns for WTD, MTD, QTD, and YTD. The current WTD earnings are \$62.97, up 1,318.24% from the previous week. Below it, Net Sales are \$1,218, up 1,591.67% from the previous week.
- D You Sold Big Winners!:** A list of winners with their prize amounts and draw dates. The first entry is \$900 from the Nebraska PICK5 draw on Oct 1, 2022. Other entries include \$500 and \$600 prizes from other games.
- Jackpots & Next Draws:** A list of upcoming jackpots. The highest is \$180,000,000 for the POWERBALL draw on 11/15/2021. Other jackpots include \$100,000 for PICK5 and \$63,000,000 for MEGA MILLIONS.
- E EFT Amount:** A box showing the total EFT amount due by Wednesday, Nov 17, 2021, is \$1,277.40.



# Scratch Dashboard

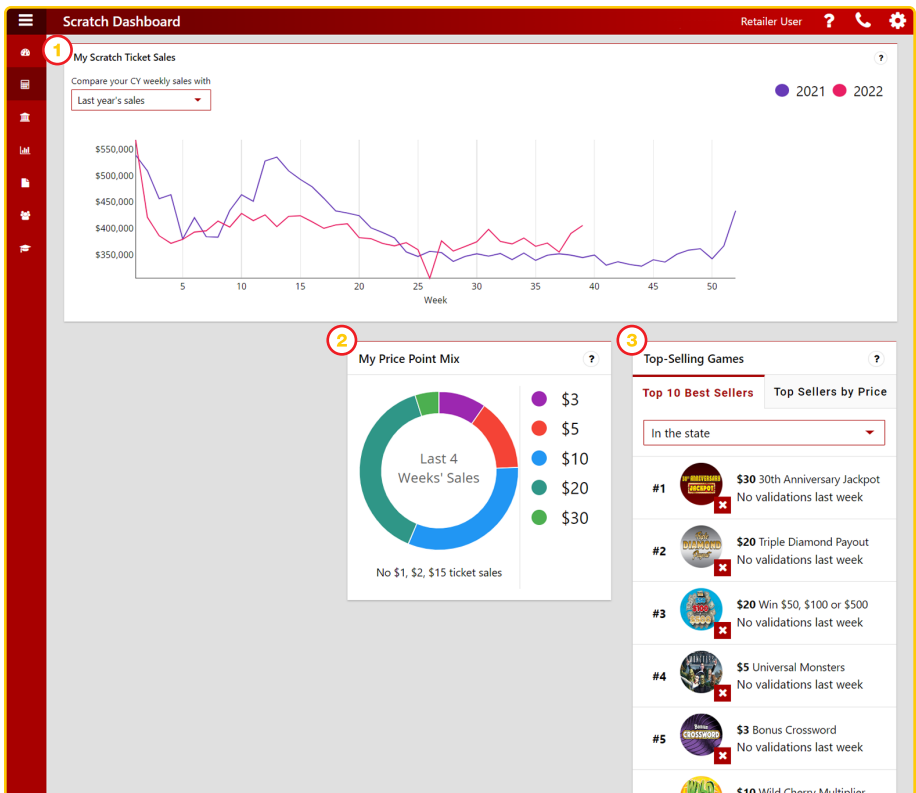
The Scratch Dashboard displays information about your Scratch sales, inventory, and settlements. Widgets on the Dashboard include detailed reports as of the previous business day.

## SCRATCH DASHBOARD WIDGETS:

My Scratch Ticket Sales, View and Manage Inventory, Current Liability, Projected Settlements, My Price Point Mix, Top-Selling Games, New Games, and My Slow-Moving Games.

## EVERYTHING YOU NEED TO DRIVE YOUR SCRATCH TICKET SALES!

- 1 Track your sales trends.
- 2 Analyze your price point mix for ways to drive additional sales.
- 3 Identify your top-selling games and ensure you are carrying the newest and best-selling games.



# Reports

Click **Reports** on the Main Menu to display the Reports section. All reports are automatically posted by date.

Select the desired report by going to the Search Options section, and selecting the report's **Name, From Date, To Date,** and **Category**. Click **Reset** to start search again.

Click the desired report name. Reports can be downloaded in the following formats: .pdf, .csv, and .xlsx (Excel). The Invoice Details report is also available in .xml format for integration with accounting software.

## NOTE:

When viewing dashboard reports in Excel, click **Enable Editing** to show totals.

Reports Retailer User ? ☎ ⚙

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**Retailer Reports**

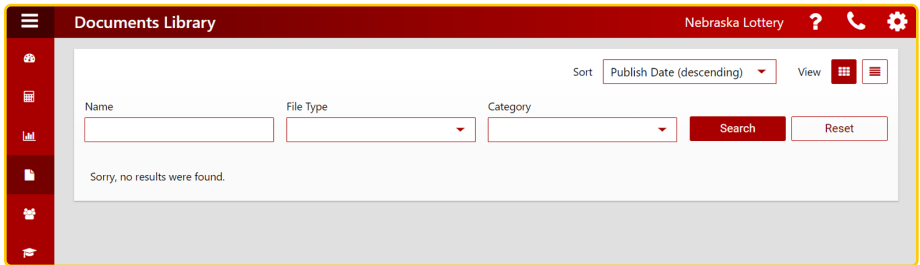
Select a retailer number to view reports for.

Store No.	Retailer No.	Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
Address	Zip			
<input type="text"/>	<input type="text"/>			

Store No. ⚙	Retailer No. ⚙	Name ⚙	Address ⚙	Zip ⚙
	123456	CENEX ZIP TRIP #80	1103 WEST 1ST ST	69153
	234567	CHS GRAINLAND	203 STAGECOACH TRAIL	69153
	345678	CHS INC	16124 E MARIETTA LN	99216

# Documents Library

Click **Documents Library** on the Main Menu to display documents and files, including images, audio, and video—you can choose to view by grid (icons) or by table (file names). You can download information such as planograms, retailer newsletters, and new game releases. Choose which type of documents to view under the search section; enter a **Name**; choose a **File Type**; choose a **Category** to view; and click **Reset** to start over. Click the name of the document to download.



The screenshot shows the 'Documents Library' interface. At the top, there is a navigation bar with the title 'Documents Library' and 'Nebraska Lottery' on the right, along with help, phone, and settings icons. A sidebar on the left contains several icons. The main content area features a search section with a 'Sort' dropdown set to 'Publish Date (descending)' and a 'View' selector with grid and list icons. Below this are three search filters: 'Name' (text input), 'File Type' (dropdown menu), and 'Category' (dropdown menu). A red 'Search' button and a white 'Reset' button are positioned to the right of these filters. The search results area is currently empty, displaying the message 'Sorry, no results were found.'

# Manage Users (Primary Users only)

If you are the Primary User for your chain, you can perform functions like adding new users to your account and managing existing users.

Click **Manage Users** on the Main Menu to **Create User**, or to suspend or delete Users from Retailer Wizard. You can also update Account Details or Update Account Status for each User. First click **User Name** and then update each field or select an option from the drop-down menus.

The screenshot shows the 'Manage Users' interface. At the top, there is a 'Create User' button. Below it are search filters for First Name, Last Name, Retailer No., Email, User Class, Role, and Retailer Type, with 'Search' and 'Reset' buttons. A table lists users with columns for Name, Retailer No., Retailer Type, Email, Mobile Phone, User Class, Role, and System Access. Two users are listed: Sally (Chain Subordinate, Retailer Primary, n/a, Inactive) and Katie (Chain Head, Retailer Primary, n/a, Active).

## To create a Secondary User:

- Click *Create User* on the Manage Users screen.
- Select the desired *User Type*:
- Enter the New User information, then click *Submit*. Newly added User will receive a verification email and will need to follow the registration process.

The screenshot shows the 'Create New User' interface, Step 1 of 3: User Type. It displays 'Chain Subordinate Retailer Secondary User' with a list of characteristics: 'Manager, clerk, or other employee working at chain retail location' and 'Has limited access to system features based on privileges granted by Primary User'. Three options are shown with radio buttons: 'Chain Subordinate Retailer Primary User' (unselected), 'Chain Subordinate Retailer Secondary User' (selected), and 'Chain Head Retailer Secondary User' (unselected). 'Cancel' and 'Next' buttons are at the bottom.

## NOTE:

Chain Head Secondary will be set up by the Chain Head Primary for additional Corporate users.

*Chain Subordinates* references individual store users. They must refer to the *Independent Retailer Quick Reference Guide* for Retailer Wizard functionality.

# Store Profiles

Click *Store Profiles* on the Main Menu to display the Store Profiles section. All stores are automatically displayed by Retailer No. You can also view by Store No., Name, Address, or Zip by clicking the column heading.

You can search for the desired store by entering the Store No., Retailer No., Name, Address, or Zip; and then clicking *Search*. Click *Reset* to restart your search.

The screenshot shows the 'Store Profiles' interface. At the top, there is a red header with 'Store Profiles' on the left and 'Retailer User', a help icon, a phone icon, and a settings icon on the right. Below the header is a search section with input fields for 'Store No.', 'Retailer No.', 'Name', 'Address', and 'Zip'. There are 'Search' and 'Reset' buttons. Below the search section is a table with columns for 'Store No.', 'Retailer No.', 'Name', 'Address', and 'Zip'. The table contains three rows of data:

Store No.	Retailer No.	Name	Address	Zip
	123456	KICK'S 66		68110
	234567	KICK'S 66		68136
	345678	PETROL III, LLC		68144

Once you locate the desired store, click on the Retailer No. to view the store's individual dashboard. The selected store's dashboard displays.

## Via the Store Profiles page, you can view the following unique widget:

- Store Sales Rank – Last 13 Weeks:** Compares this location's total, draw, and Scratch Off game Lottery sales to that of other locations in your chain statewide, based on the last 13 weeks' average weekly net sales.

The screenshot shows the 'Store Sales Rank - Last 13 Weeks' widget. It has a title bar with a question mark icon. Below the title bar, there are three columns, each with a rank and a label:

Rank	Label
2nd	Total
2nd	Lotto Games
3rd	Scratch Games

# Training

Click **Training** on the Main Menu to display the Learner Center in a new browser window, where you can access the Lottery Learning Link website.

The screenshot shows the Nebraska Lottery Learning Wizard interface. At the top left is the Nebraska Lottery logo. To the right of the logo is a navigation menu with the following items: HOME, MY COURSES, CALENDAR, TRANSCRIPT, and WAIT LIST. In the top right corner, there is a language selector set to "English" and a settings gear icon. The main content area is split into two sections: a yellow section on the left and a red section on the right. The yellow section features the text "Learning Wizard" in a large, white, sans-serif font, with the Nebraska Lottery logo to its right. Below the text are icons for a laptop, a desktop monitor, a tablet, and a smartphone. The red section contains two dark gray buttons with white text and icons. The top button is labeled "MY COURSES" with a document icon and the subtitle "Courses you are enrolled in". The bottom button is labeled "TRANSCRIPT" with a document icon and the subtitle "Summary of your courses". Below the main content area is a section titled "Last Course Accessed" in a dark gray box. Below this title is a white box containing a message: "Welcome to your Learner Center. Your most recently accessed course will be displayed here until complete." At the bottom center of the page, there is a link that says "Contact Support".





# LOTTERY INFORMATION

## PHONE NUMBERS

### LOTTERY TERMINAL HOTLINE:

800-560-2919 (24 hours a day, seven days a week)

### ORDERING SCRATCH TICKETS:

877-651-6296 or 402-434-1945 (8AM to 4:30PM, CT, M-F)

### NEBRASKA LOTTERY OFFICE/ACCOUNTING ASSISTANCE:

800-587-5200 or in Lincoln: 402-471-6100 (8AM to 5PM, CT, M-F)

## OTHER PHONE NUMBERS

### PLAYER'S HOTLINE:

800-224-LUCK (5825) or in Lincoln: 402-471-6139

**NEBRASKA LOTTERY WEBSITE: [NELOTTERY.COM](http://NELOTTERY.COM)**