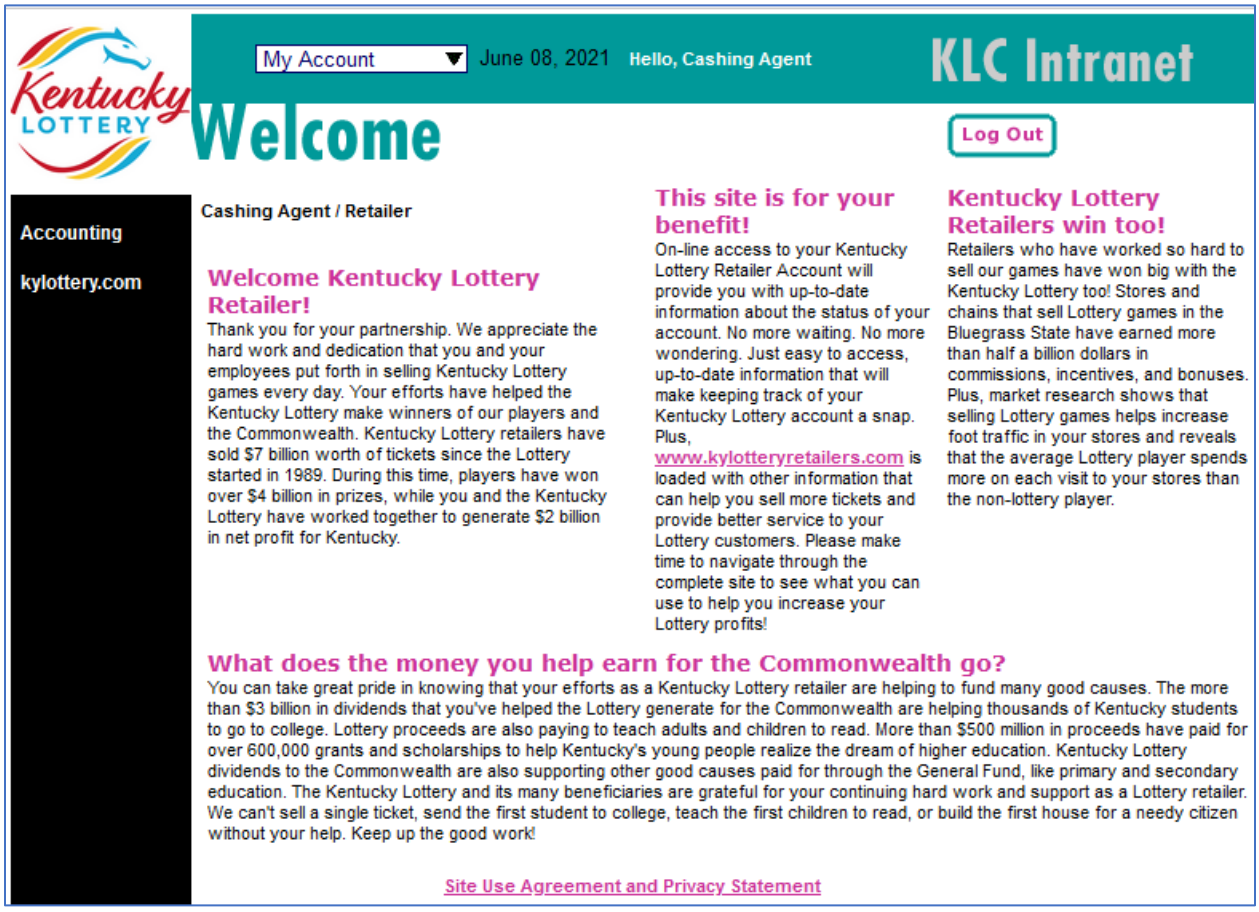
Kentucky Lottery Retailer Billing Portal Guide

This guide provides step-by-step instructions for navigating the Kentucky Lottery Retailer Billing Portal. Retailers can use it to locate billing details, download pack information, access historical invoices, retrieve commission reports, and obtain year-end 1099 tax forms.

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Accessing the Retailer Portal

To begin, log in to the Retailer Portal using your assigned credentials.

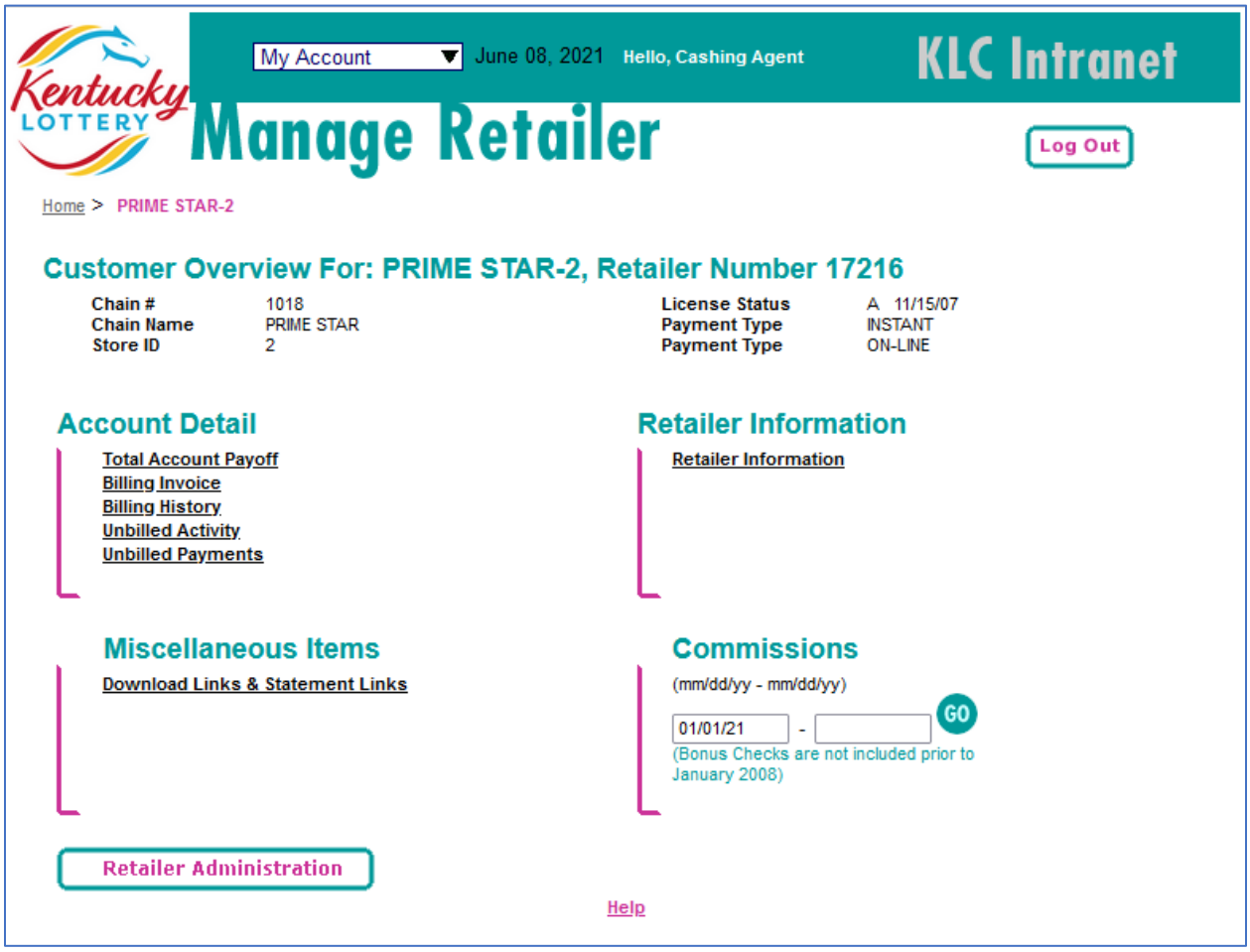


The Home Screen allows retailers to navigate to all available tools. Select "Accounting" on the left navigation bar to access billing information.

Accounting Section Overview

The Account Detail area contains four key sections used for viewing billing information:

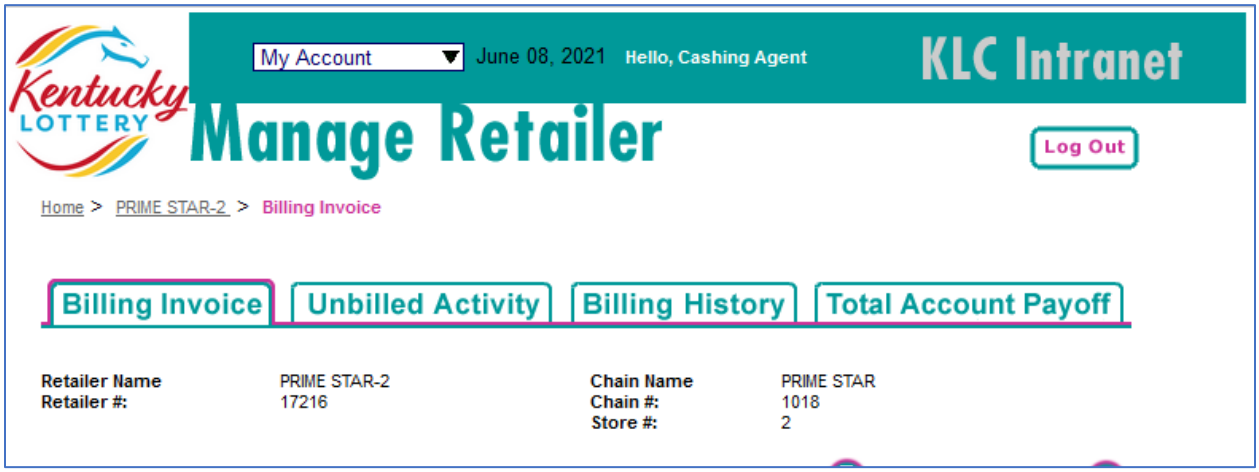
- Billing Invoice
- Unbilled Activity
- Billing History
- Total Account Payoff



Account Detail

Any options selected under “Account Detail” will bring you to this page. You can navigate to the following four sections by selecting the tabs at the top.

1. Billing Invoice
2. Unbilled Activity
3. Billing History
4. Total Account Payoff



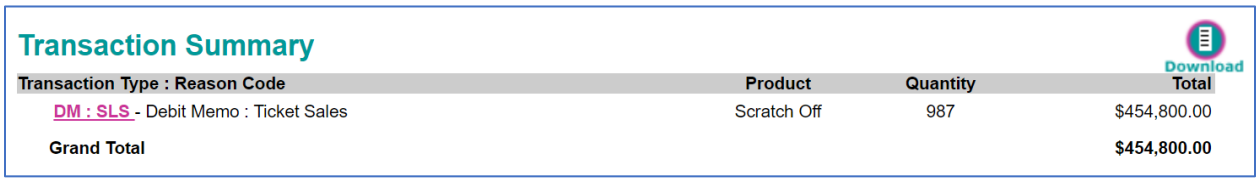
The Account Detail screen includes four tabs allowing retailers to move between current, future, and historical billing information.

Billing Invoice

The Billing Invoice tab displays the most recently completed billing week (Sunday–Saturday). Activity is separated into:

- Instant (scratch-off product group)
- Online (draw game product group)

Retailers can select any line item to view additional detail by day, game, or store location. Download icons appear at the top of the page when detail can be exported into Excel. If lottery activity from all retail stores is billed at the chain level, all information will be summarized and reported under the chain number and name.



Transaction Summary

Download

Transaction Type : Reason Code	Product	Quantity	Total
DM : SLS - Debit Memo : Ticket Sales	Scratch Off	987	$454,800.00
Grand Total			**$454,800.00**

The first section of the invoice is the instant product group activity. Select “Download Activity” to export all row totals into an Excel file (see “DownloadBillingInvoice – Instant”). If multiple retailers roll up to the chain, totals by retailer will be displayed in each row and the top row will include the summarized amount as displayed below (see “Example Chain Instant Weekly Bill”).

The instant invoice also has an option to download inventory (see “DownloadBilledInventory”). This information will include details of scratch-off ticket billed, including game name, game number, pack cost, transaction date, and activation date.



The second section of the invoice is the online product group activity. Select “Download Activity” to export all row totals into an Excel file (see “DownloadBillingInvoice – Online”). If multiple retailers roll up to the chain, totals by retailer will be displayed in each row and the top row will include the summarized amount as displayed below (see “Example Chain Online Weekly Bill”).

Online Product Group

Download Activity

Invoice Number: 5567030
Billing Period: 05/30/21 to 06/05/21
Sweep Date: 06/10/21

Previous Amount Due	**($1,674.93)**
Payments	**$1,674.93**
Balance Carried Forward	**$0.00**

Transaction Detail

Description	Game #	Quantity	Amount
Keno	22	13	$13.00
Keno Bulls-Eye	322	4	$4.00
Keno Multiplier	422	5	$5.00
CASH POP	19	6	$19.00
KY Cash Ball	13	15	$19.00
KY CB EZmatch	71	10	$10.00
KY Quick Bucks	14	0	$0.00
Mega Millions	26	9	$18.00
Megaplier	426	4	$4.00
Mega Millions JTJ	326	0	$0.00
Lucky for Life	10	4	$8.00
Fast Play	11	11	$59.00
Pick3	16	0	$0.00
Pick4	17	0	$0.00
Powerball	12	21	$308.00
Powerplay	412	5	$71.00
5 Card Cash	28	24	$48.00
Win Place Show	24	0	$0.00
All Draw Games Sales		**131**	**$586.00**
iLottery iFunds		0	$0.00
iLottery iGifts		0	$0.00
Cashless Sales		0	$0.00
Cashless Commissions Adjustment		0	$0.00
Selling Commissions		131	($29.30)
Pays		29	($628.00)
Cancels		0	$0.00
Coupons		0	$0.00
Promotions		0	$0.00
Promo Cash		0	$0.00
Free Plays		1	($2.00)
Replacement Plays		0	$0.00
Cashing Commissions		29	($6.28)
Selling Bonus		0	$0.00
Adjustments		0	$0.00
Communication Fees		7	$15.96
Debit Memos		0	$0.00
Credit Memos		0	$0.00
Quarterly Bonus		0	$0.00
Cashing Agent Bonus		0	$0.00
Miscellaneous Online Transactions		0	$0.00

Current Online Amount Due	**($63.62)**
Total Online Amount Due	**($63.62)**

The final section of the invoice will include a total sweep/EFT amount, which includes both instant and online activity. A negative/credit amount will indicate that the Lottery will be sending money to the retailer/chain.

Total Amount	**($63.62)**
EFT Sweep Amount	**($63.62)**

Unbilled Activity

This section provides information about what lottery activity will be billed in the future, defined as anything with a due date beyond the “Billing Invoice” period. Each line item can be drilled into to see when activity will be marked due. In the example information pulled below, there is only online activity that is unbilled.

Online Product Group

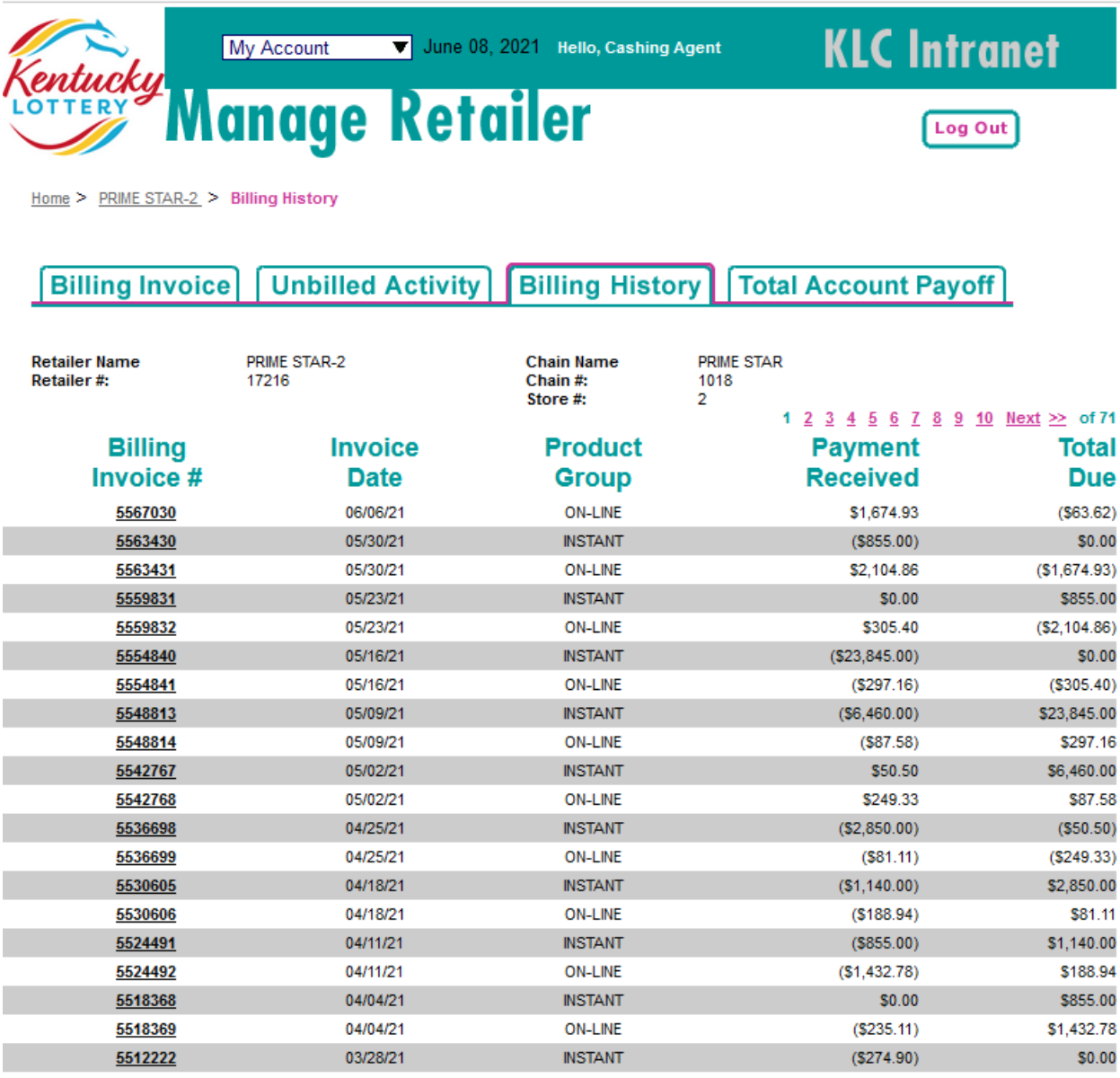
Download Activity

Unbilled Detail

Description	Game #	Quantity	Amount
Keno	22	2	$2.00
Keno Bulls-Eye	322	0	$0.00
Keno Multiplier	422	1	$1.00
CASH POP	19	0	$0.00
KY Cash Ball	13	2	$2.00
KY CB EZmatch	71	1	$1.00
KY Quick Bucks	14	0	$0.00
Mega Millions	26	1	$2.00
Megaplier	426	0	$0.00
Mega Millions JTJ	326	0	$0.00
Lucky for Life	10	2	$10.00
Fast Play	11	0	$0.00
Pick3	16	0	$0.00
Pick4	17	0	$0.00
Powerball	12	1	$2.00
Powerplay	412	0	$0.00
5 Card Cash	28	6	$12.00
Win Place Show	24	0	$0.00
iLottery iFunds		0	$0.00
iLottery iGifts		0	$0.00
Cashless Sales		0	$0.00
Cashless Commissions Adjustment		0	$0.00
Selling Commissions		16	($1.60)
Pays		9	($234.00)
Cancels		0	$0.00
Coupons		0	$0.00
Promotions		1	($1.00)
Promo Cash		0	$0.00
Free Plays		1	($2.00)
Replacement Plays		0	$0.00
Cashing Commissions		9	($2.34)
Selling Bonus		0	$0.00
Adjustments		0	$0.00
Communication Fees		2	$4.56
Debit Memos		0	$0.00
Credit Memos		0	$0.00
Quarterly Bonus		0	$0.00
Cashing Agent Bonus		0	$0.00
Miscellaneous Online Transactions		0	$0.00
Total Online Amount Due			**($204.38)**
Total Amount Due			**($204.38)**

Billing History

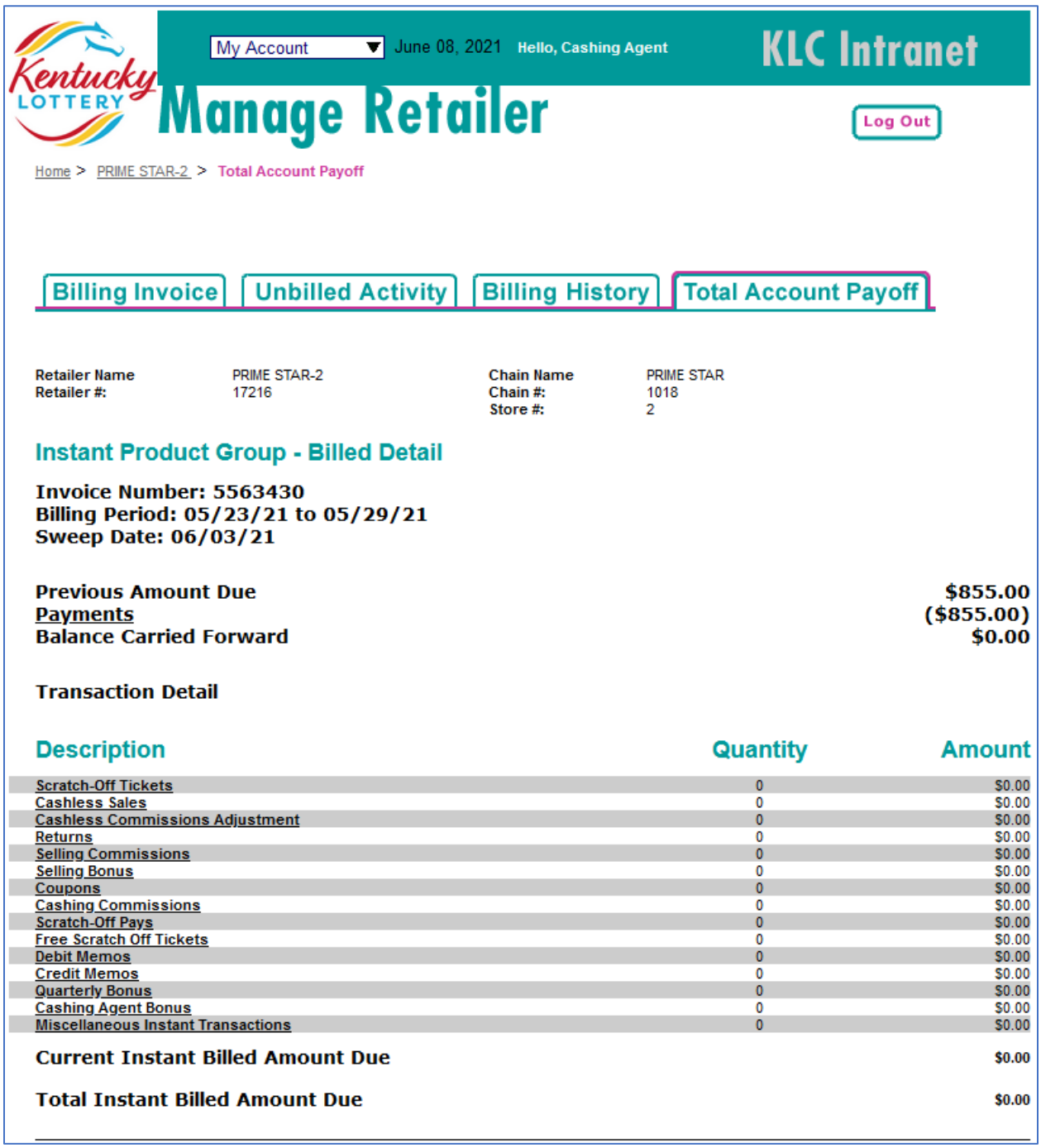
You may review previous invoices under the billing history. Invoices and information available for download are consistent with the Billing Invoice tab.



Billing Invoice #	Invoice Date	Product Group	Payment Received	Total Due
5567030	06/06/21	ON-LINE	$1,674.93	($63.62)
5563430	05/30/21	INSTANT	($855.00)	$0.00
5563431	05/30/21	ON-LINE	$2,104.86	($1,674.93)
5559831	05/23/21	INSTANT	$0.00	$855.00
5559832	05/23/21	ON-LINE	$305.40	($2,104.86)
5554840	05/16/21	INSTANT	($23,845.00)	$0.00
5554841	05/16/21	ON-LINE	($297.16)	($305.40)
5548813	05/09/21	INSTANT	($6,460.00)	$23,845.00
5548814	05/09/21	ON-LINE	($87.58)	$297.16
5542767	05/02/21	INSTANT	$50.50	$6,460.00
5542768	05/02/21	ON-LINE	$249.33	$87.58
5536698	04/25/21	INSTANT	($2,850.00)	($50.50)
5536699	04/25/21	ON-LINE	($81.11)	($249.33)
5530605	04/18/21	INSTANT	($1,140.00)	$2,850.00
5530606	04/18/21	ON-LINE	($188.94)	$81.11
5524491	04/11/21	INSTANT	($855.00)	$1,140.00
5524492	04/11/21	ON-LINE	($1,432.78)	$188.94
5518368	04/04/21	INSTANT	$0.00	$855.00
5518369	04/04/21	ON-LINE	($235.11)	$1,432.78
5512222	03/28/21	INSTANT	($274.90)	$0.00

Total Account Payoff

This screen provides total account balance information by combining billing invoices and unbilled activity into one place.



Online Product Group - Billed Detail

Invoice Number: 5567030
Billing Period: 05/30/21 to 06/05/21
Sweep Date: 06/10/21

Previous Amount Due	**($1,674.93)**
Payments	**$1,674.93**
Balance Carried Forward	**$0.00**

Transaction Detail

Description	Game #	Quantity	Amount
Keno	22	13	$13.00
Keno Bulls-Eye	322	4	$4.00
Keno Multiplier	422	5	$5.00
CASH POP	19	6	$19.00
KY Cash Ball	13	15	$19.00
KY CB EZmatch	71	10	$10.00
KY Quick Bucks	14	0	$0.00
Mega Millions	26	9	$18.00
Megaplier	426	4	$4.00
Mega Millions JTJ	326	0	$0.00
Lucky for Life	10	4	$8.00
Fast Play	11	11	$59.00
Pick3	16	0	$0.00
Pick4	17	0	$0.00
Powerball	12	21	$308.00
Powerplay	412	5	$71.00
5 Card Cash	28	24	$48.00
Win Place Show	24	0	$0.00
iLottery iFunds		0	$0.00
iLottery iGifts		0	$0.00
Cashless Sales		0	$0.00
Cashless Commissions Adjustment		0	$0.00
Selling Commissions		131	($29.30)
Pays		29	($628.00)
Cancels		0	$0.00
Coupons		0	$0.00
Promotions		0	$0.00
Promo Cash		0	$0.00
Free Plays		1	($2.00)
Replacement Plays		0	$0.00
Cashing Commissions		29	($6.28)
Selling Bonus		0	$0.00
Adjustments		0	$0.00
Communication Fees		7	$15.96
Debit Memos		0	$0.00
Credit Memos		0	$0.00
Quarterly Bonus		0	$0.00
Cashing Agent Bonus		0	$0.00
Miscellaneous Online Transactions		0	$0.00

Current Online Billed Amount Due	**($63.62)**
Total Online Billed Amount Due	**($63.62)**

Online Product Group - Unbilled Detail

Transaction Detail

Description	Game #	Quantity	Amount
Keno	22	2	$2.00
Keno Bulls-Eye	322	0	$0.00
Keno Multiplier	422	1	$1.00
CASH POP	19	0	$0.00
KY Cash Ball	13	2	$2.00
KY CB EZmatch	71	1	$1.00
KY Quick Bucks	14	0	$0.00
Mega Millions	26	1	$2.00
Megaplier	426	0	$0.00
Mega Millions JTJ	326	0	$0.00
Lucky for Life	10	2	$10.00
Fast Play	11	0	$0.00
Pick3	16	0	$0.00
Pick4	17	0	$0.00
Powerball	12	1	$2.00
Powerplay	412	0	$0.00
5 Card Cash	28	3	$6.00
Win Place Show	24	0	$0.00
iLottery iFunds		0	$0.00
iLottery iGifts		0	$0.00
Cashless Sales		0	$0.00
Cashless Commissions Adjustment		0	$0.00
Selling Commissions		13	($1.30)
Pays		9	($234.00)
Cancels		0	$0.00
Coupons		0	$0.00
Promotions		1	($1.00)
Promo Cash		0	$0.00
Free Plays		1	($2.00)
Replacement Plays		0	$0.00
Cashing Commissions		9	($2.34)
Selling Bonus		0	$0.00
Adjustments		0	$0.00
Communication Fees		2	$4.56
Debit Memos		0	$0.00
Credit Memos		0	$0.00
Quarterly Bonus		0	$0.00
Cashing Agent Bonus		0	$0.00
Miscellaneous Online Transactions		0	$0.00

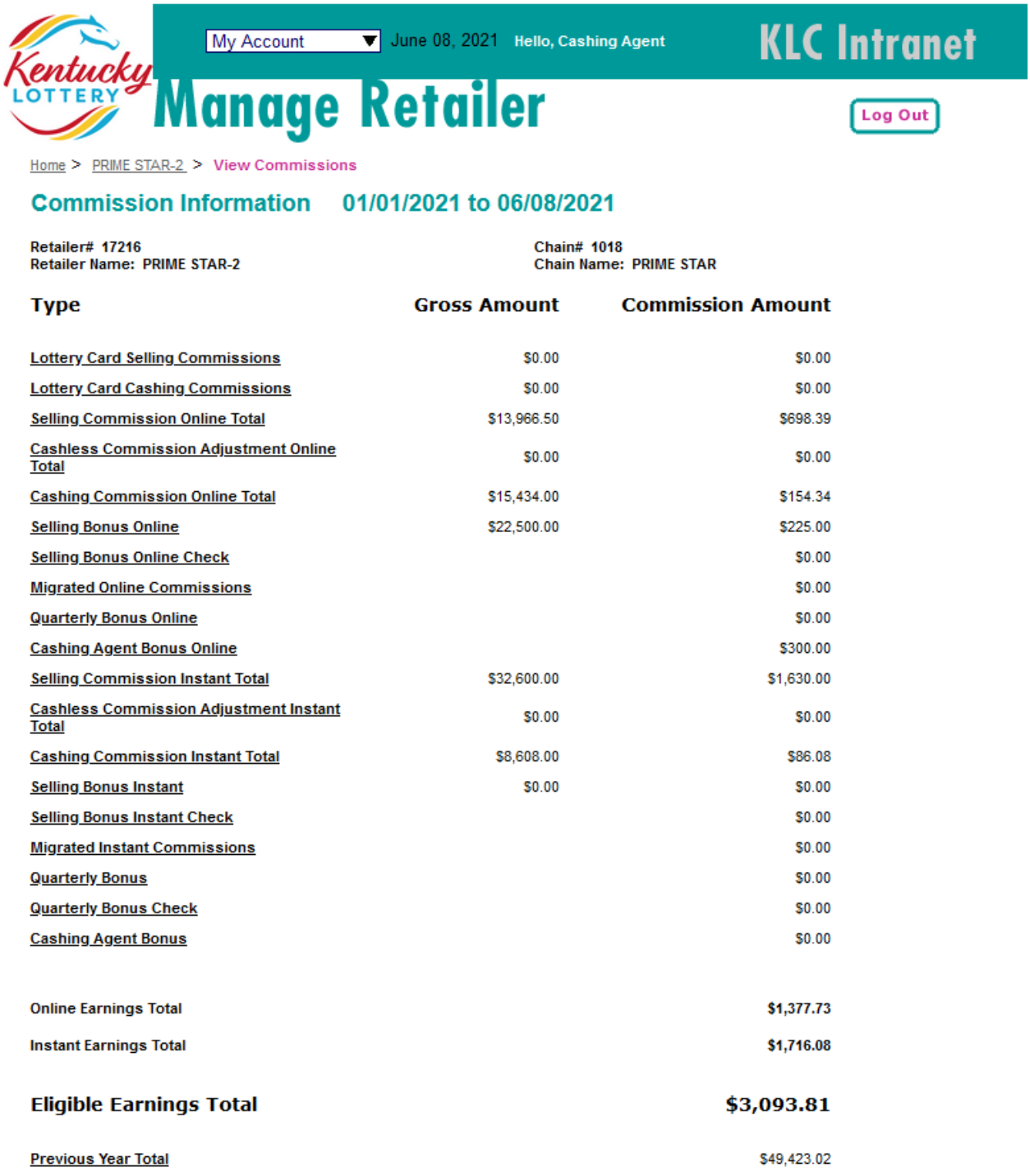
Total Online Unbilled Amount Due **($210.08)**

Summary Totals

Total Billed Amount Due	**($63.62)**
Total Unbilled Amount Due	**($210.08)**
Total Unbilled Payments Received	**$0.00**
Total Pay Off Amount	**($273.70)**

Commission Information

Commission reports may be run for any period selected and gross lottery transactions will be presented along with commissions earned. Each line item can be selected to view more detailed information.



My Account June 08, 2021 Hello, Cashing Agent KLC Intranet

Manage Retailer

Log Out

Home > PRIME STAR-2 > View Commissions

Commission Information 01/01/2021 to 06/08/2021

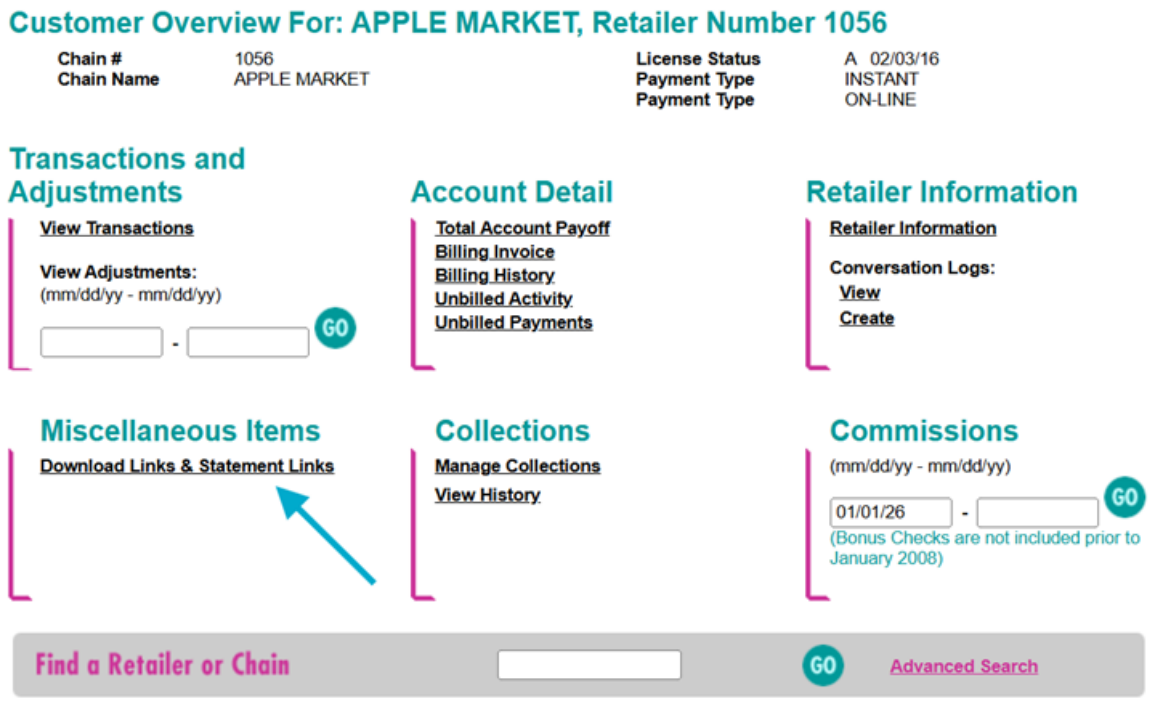
Retailer# 17216
Retailer Name: PRIME STAR-2

Chain# 1018
Chain Name: PRIME STAR

Type	Gross Amount	Commission Amount
Lottery Card Selling Commissions	$0.00	$0.00
Lottery Card Cashing Commissions	$0.00	$0.00
Selling Commission Online Total	$13,966.50	$698.39
Cashless Commission Adjustment Online Total	$0.00	$0.00
Cashing Commission Online Total	$15,434.00	$154.34
Selling Bonus Online	$22,500.00	$225.00
Selling Bonus Online Check		$0.00
Migrated Online Commissions		$0.00
Quarterly Bonus Online		$0.00
Cashing Agent Bonus Online		$300.00
Selling Commission Instant Total	$32,600.00	$1,630.00
Cashless Commission Adjustment Instant Total	$0.00	$0.00
Cashing Commission Instant Total	$8,608.00	$86.08
Selling Bonus Instant	$0.00	$0.00
Selling Bonus Instant Check		$0.00
Migrated Instant Commissions		$0.00
Quarterly Bonus		$0.00
Quarterly Bonus Check		$0.00
Cashing Agent Bonus		$0.00
Online Earnings Total		**$1,377.73**
Instant Earnings Total		**$1,716.08**
Eligible Earnings Total		**$3,093.81**
Previous Year Total		$49,423.02

NEW - 1099 Tax Forms

A copy of the 1099 tax forms mailed to retailers are now available for download through the retailer portal. Under Miscellaneous Items, you will want to select Download Links & Statement Links.



By selecting the Year End Information folder, you will be able to see which yearly 1099 documents are available for your store. Select a specific document for a year and download it. Note: 1099 documents are only generated for retailers with a total commission amount of over $600.00 that are not designated as a corporation.



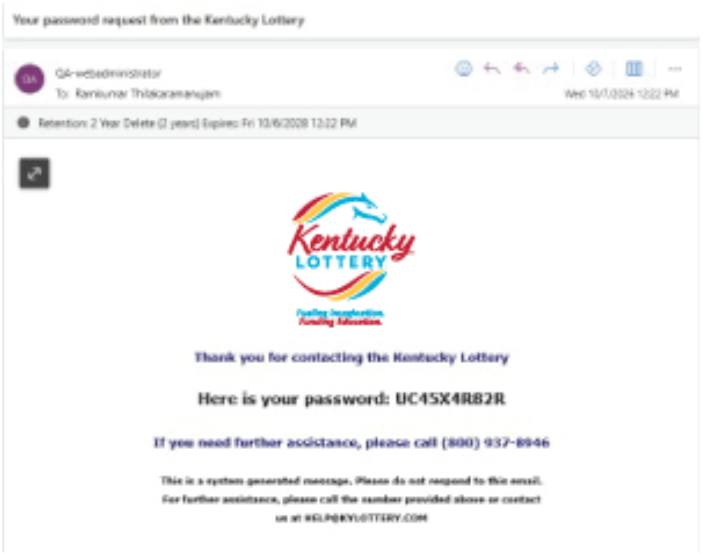
Ready to sign up? Scan the QR Code today to open the Kentucky Lottery Registration for Online Account form. You may need to view it in PDF format to complete the form.

Review the Site Use Agreement and Privacy Statement, then complete the requested information.

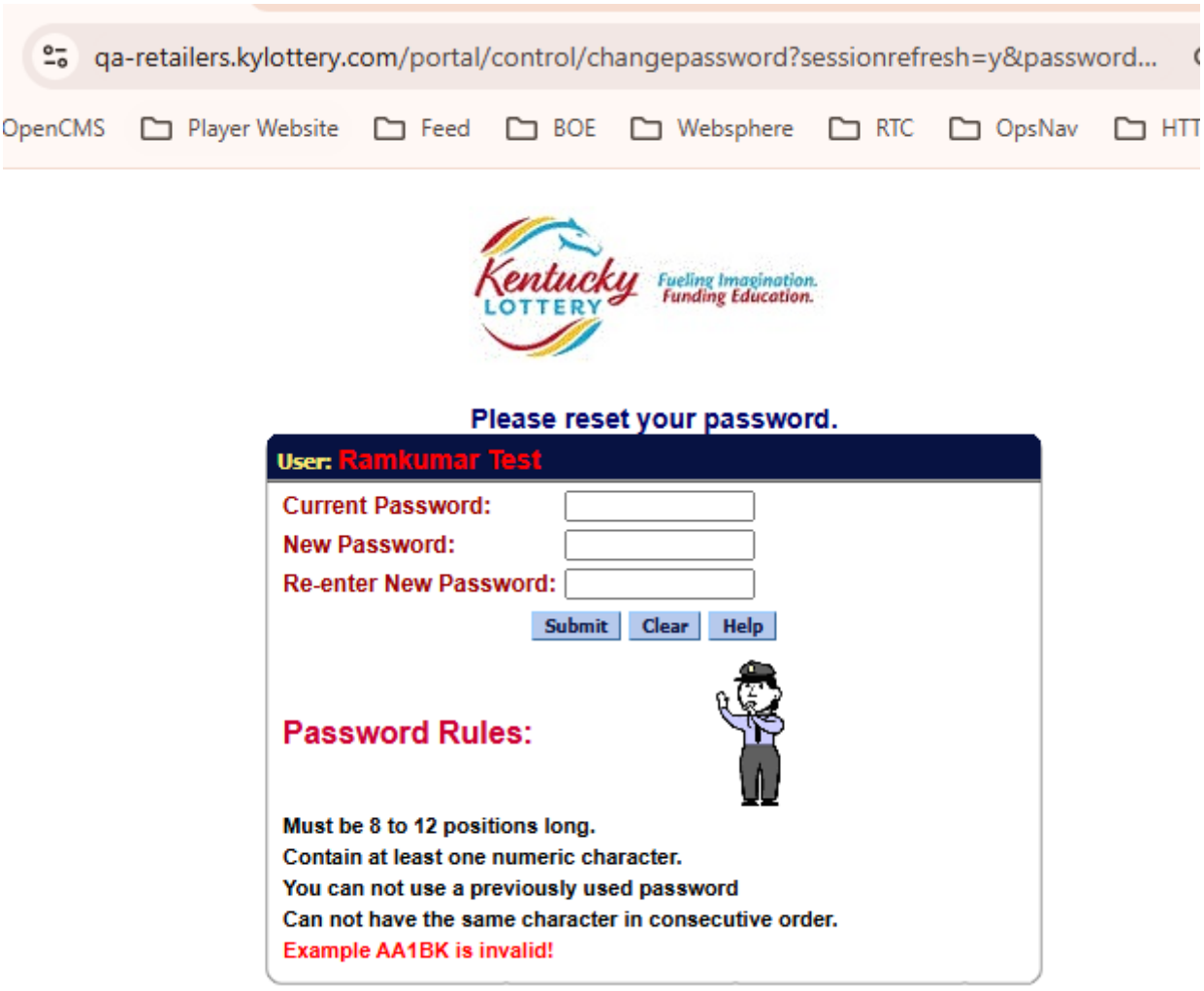
Submit the completed form to the Licensing Department by mail or email:
Licensing
1011 West Main Street
Louisville, KY 40202
or by email at Licensing@kylottery.com

If you prefer to complete the application electronically, the Licensing Department can send it through Docusign.

After your application is approved, you will receive an email containing a temporary password:



Sign in with the temporary password. You will then be prompted to create a new password, as shown below.



The same password update screen will appear if you request a password reset from the Kentucky Lottery.

If your portal access or assigned roles change, you will receive a confirmation email showing the access available to your account.

