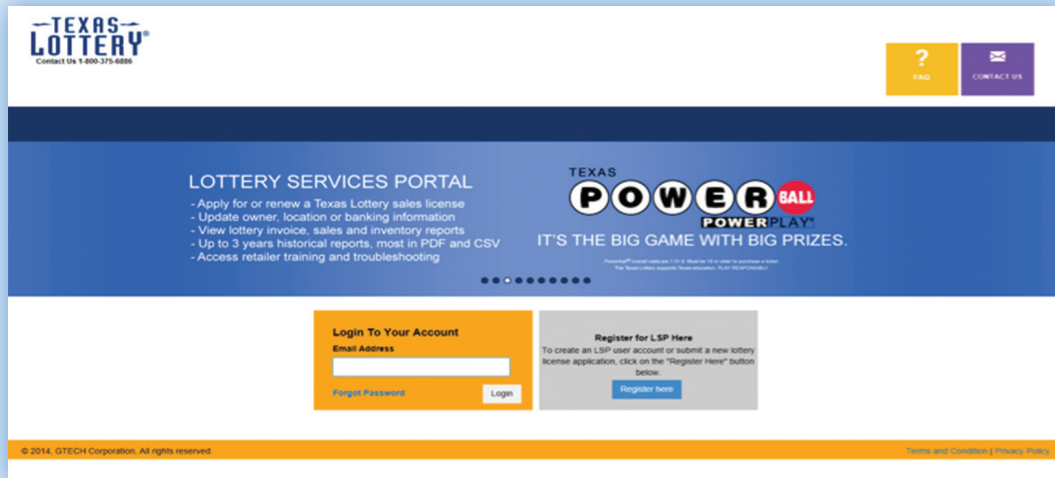


# Lottery Services Portal

## Online Access to Your Lottery Business Information at [tx-lsp.lotteryservices.com](http://tx-lsp.lotteryservices.com)

**Lottery Services Portal (LSP)** provides existing and potential Texas Lottery® retailers the convenience and efficiency of online access to lottery reports and functions such as: add and maintain users, apply for or renew a lottery sales license, manage their lottery license information, view and download reports and utilize many other features based on the user's role. **LSP** requires browser versions of IE 9 or higher, Chrome, Firefox or Safari.



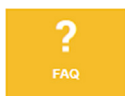
### How to Sign Up:

Go to [tx-lsp.lotteryservices.com](http://tx-lsp.lotteryservices.com) or [texaslottery.com](http://texaslottery.com), where you may use the link provided on the Retailers page. Click on the **Register Here** link.

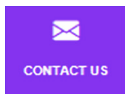
- Lottery retailers use their identifying information to sign up.
- Owners who do not have a Texas Lottery ID may receive a temporary ID and complete a license application.
- Complete the 4-step LSP authentication process and click **Submit**.

## LSP Navigation

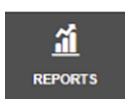
## Button Reference



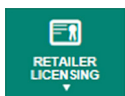
Get answers to Frequently Asked Questions like: How do I register for a LSP account? What if I forgot my password? How do I apply for a Texas Lottery sales license? How do I add or delete an owner?



Submit comments regarding Licensing, Reports and Statements, Terminals and Equipment, or Other. Texas Lottery mail, phone and email information is provided.



View and print reports in PDF or CSV for your location(s) including Pack Inventory, Packs Activated, Statement Summary, Average Weekly Sales and Incentive Payment History.



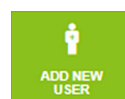
Submit license applications or renewals and view or update license owner and location information, add or remove owner(s) and subordinate location(s), and update bank account information.



Access the Retailer Guide to Lottery Policies and Procedures, general information, forms and refresher training.



Make updates to your LSP account including changes to personal information, email address, password and password hint questions.



A Primary User may add secondary users and provide them different permission levels to view reports and update information.



A Primary User may update information for secondary users, change their role type and access level.

# Navigating Reports

1. After selecting **REPORTS** from the LSP logged in page, the REPORTS screen opens.
2. From the **SELECT RETAILER** drop down menu, select the retailer location to view reports.
3. Select a **Start Date** from the calendar option then an **End Date**; both dates must be entered.
4. From the **Report Category** drop down menu, select a category.
5. From the **Report Name** menu, select a report.
6. Run the report either in **PDF** or **CSV** by selecting the green folder icon under the desired report type.

**Note:** All reports will be displayed by invoice week.

**Pack Inventory**

Retailer Number: [REDACTED] Reporting Period: Week to Date 04/12/2015

Game	Issued		Confirmed		Active	
	Count	Amount	Count	Amount	Count	Amount
1938 SECURE SHIELD TEST GAME	0	\$0.00	1	\$250.00	1	\$250.00
1939 POLLARD TEST GAME 1939	0	\$0.00	1	\$500.00	1	\$500.00
1940 TEXAS SECURE SHIELD BARCODE TE	0	\$0.00	0	\$0.00	1	\$250.00
<b>Total Inventory Status for [REDACTED]</b>	<b>0</b>	<b>\$0.00</b>	<b>2</b>	<b>\$750.00</b>	<b>3</b>	<b>\$1,000.00</b>
				<b>Total On-hand for [REDACTED]</b>		<b>\$1,750.00</b>

	B	C	D	E	F	G	H	I
1	Game	Issued Count	Issued Amount	Confirmed Count	Confirmed Amount	Active Count	Active Amount	Billing Date
2	1938	0	0	1	250	1	250	4/12/2015
3	1939	0	0	1	500	1	500	4/12/2015
4	1940	0	0	0	0	1	250	4/12/2015
5								
6								
7								
8								
9								
10								
11								
12								

Report Category	Report Name
SCRATCH TICKET INVENTORY	CONFIRMED INVOICE DETAIL PACK INVENTORY PACK ACTIVITY HISTORY PACKS ACTIVATED PACKS RETURNED PACKS SETTLED RETAILER PACKS EARNED
RETAILER INCENTIVE PROGRAM	INCENTIVE POTENTIAL ENTRIES INCENTIVE POTENTIAL PAYMENT INCENTIVE STATUS INCENTIVE PAYMENT HISTORY
SALES	ADJUSTMENT DETAIL DRAW GAME SUMMARY RECONCILIATION OVERVIEW STATEMENT SUMMARY VALIDATIONS SUMMARY VALIDATIONS - MID TIER DETAIL RETAILER AVERAGE WEEKLY SALES
FULL STATEMENT	FULL STATEMENT
ALL CATEGORIES	ALL REPORTS FROM ABOVE LISTS ARE CONTAINED IN THIS LIST

## Secondary Users


Only individuals with the LSP Primary User permissions for retail locations can add secondary users. A **Primary User** is an owner or an officer of an independent retail location and/or a chain of stores.



There are 3 Secondary User role types.

- **VIEW ONLY** has access to view and download reports and view license administration with the exception of bank account changes and private owner information.
- **LICENSE ADMIN** has access to view and download reports and view/edit license administration with the exception of bank account changes.
- **FULL ACCESS** has access to view and download reports and view/edit all license administration.

## Renew Online

- Review location, business and owner information
- Review eligibility, Terms and Conditions
- Submit your payment.



**LOTTERY SERVICES PORTAL**

- Apply for or renew a Texas Lottery sales license
- Update owner, location or banking information
- View lottery invoice, sales and inventory reports
- Up to 3 years historical reports, most in PDF and CSV
- Access retailer training and troubleshooting

**TEXAS POWERBALL POWERPLAY**  
**IT'S THE BIG GAME WITH BIG PRIZES.**