## Get Lotto! Certified Online



#### Understand and feel confident selling lottery products.

Complete your Lotto! Certification within two weeks of starting your employment. The course is mandatory and will take approximately 30 minutes. Lotto! Certification provides you with important information that you need to know to sell lottery. *Please complete the course in one go to ensure that your certification is captured successfully.* 

#### Step 1

Check that your manager has added your name to the BCLC Retailer Database. You can access online certification five business days after your name has been added.

#### Step 2

#### Go to www.BCLCRetailerHub.com

- Click <u>Training & Certification</u>
- Click <u>Get Lotto! Certified</u> on the left-side menu
- Click on the Start Lotto! Certification button and follow the steps below.
  - Input your First Name, Last Name and Retailer Number (the 4-digit number used to sign onto your lottery terminal)
  - Follow the prompts and input your Middle Initial, Date of Birth and Email Address.
  - The system will generate your unique User ID and a temporary password.
  - **Sign in** using your User ID and temporary password. Follow the prompts to create a unique password.
- Complete the course → From the My Learning homepage click the 'Start Course' button to launch the BCLC Lotto! Certification course.

**IMPORTANT NOTE:** The certification course will play within your existing browser window and may take a few seconds to load. Depending on your browser set-up, you may need to change your Internet Settings in your browser options to temporarily or permanently allow pop-ups from the lottery certification website (\*. bclc.plateau.com). See next pages for instructions on How to Allow the Lotto! Certification Course to Pop Up for the different browsers.

#### Step 3

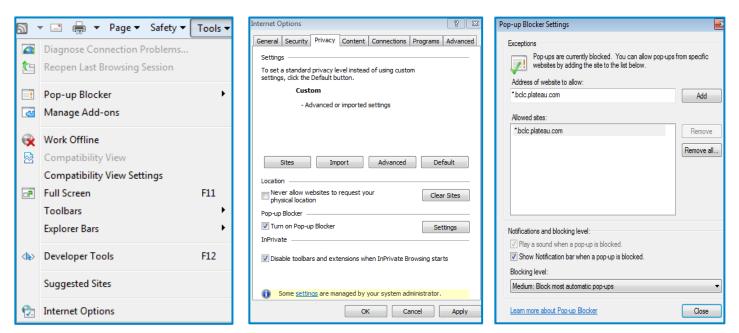
Print or save your **certificate** from the History link on the Homepage as soon as you complete the course.

If you experience difficulties, please contact Lottery Support Hotline at 1-800-667-1649 or email **RetailerFeedback@BCLC.com** for troubleshooting.



#### Internet Explorer \*Different browser versions may differ slightly

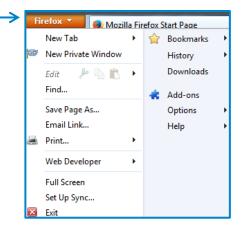
- 1. Go to Tools > Internet Options
- 2. Select the Privacy tab
- 3. In the Pop-up Blocker section
  - a) Click Settings
  - b) In the **Exceptions** section input the website address to allow: **\*.bclc.plateau.com** (note: be sure to include an \* and a period before the word bclc)
  - c) Click Add the site should appear in Allowed sites box.
- 4. Click Close.

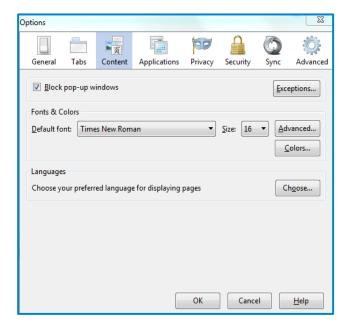




## Mozilla Firefox \*Different browser versions may differ slightly

- 1. From the Firefox drop down on the top left select Options
- 2. Click Content tab
- 3. Click Exceptions
- 4. Input the website address: bclc.plateau.com
- 5. Click Allow the site should pop down to the Site box
- 6. Click Close



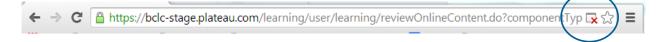


Allowed Sites -	Pop-ups	l	_ 0 X				
You can specify which websites are allowed to open pop-up windows. Type the exact address of the site you want to allow and then click Allow. A <u>d</u> dress of website:							
bclc.plateau.co	m						
			Allow				
Site		Status					
bclc.strategia.ca	1	Allow					
bclc-stage.plate	au.com	Allow					
Remove Site	Remove All Sites	[	<u>C</u> lose				



### Google Chrome \*Different browser versions may differ slightly

- 1. When Google Chrome blocks pop-ups for a site, the  $\Box$  icon may appear in the address bar.
- 2. Click the icon to see a list of the blocked pop-ups.
- 3. Click the link for the pop-up window that you'd like to see.
- 4. To always see pop-ups for the site, select Always show pop-ups from [site].



#### If the icon does not appear in the address bar, you can manually allow pop-ups from a site

- 1. Click the Chrome menu  $\equiv$  on the browser toolbar.
- 2. Select Settings.
- 3. Click the link to **Show advanced settings** at the bottom of the page.

Show advanced settings...

- 4. In the "Privacy" section, click the Content settings button.
- 5. In the **"Pop-ups"** section
  - a) Click **Manage exceptions** and input **[\*.]bclc.plateau.com** (note: be sure to include the square parenthesis, an \* and a period before the word bclc)
  - b) Select Allow
  - c) Click **Done**

Pop-ups	Pop-up exceptions	×
Allow all sites to show pop-ups	Hostname pattern [*.]bclc.strategia.ca	<b>Behavior</b> Allow
Do not allow any site to show pop-ups (recommended)	[*.] <u>bclc.plateau</u> .com	Allow
Manage exceptions	Learn more	Done

# lotto!

## Safari \*Different browser versions may differ slightly

Safari has no per-website control blocking pop-up windows. Pop-ups are either blocked or they are not.

To allow pop-ups:

- 1. From the Safari menu, ensure the **Block pop-up windows** option is not checked. Unchecking this option will allow pop-ups.
- 2. To block pop-ups once again, check **Block pop-up** windows in the Safari menu.

		D- #-	
	Customize Toolbar		Customize 1
	Show Menu Bar		Show Menu
	Hide Bookmarks Bar	Ctrl+Shift+B	Hide Bookm
	Show Tab Bar	Ctrl+Shift+T	Show Tab B
	Show Status Bar	Ctrl+/	Show Status
	Show Reading List	Ctrl+Shift+L	Show Reading
	Enter Full Screen	F11	Enter Full Sc
	History	Ctrl+H	History
	Downloads	Ctrl+Alt+L	Downloads
	Private Browsing		Private Brow
	Reset Safari		Reset Safari.
✓	Block Pop-Up Windows	Ctrl+Shift+K	Block Pop-U
	Preferences	Ctrl+,	Preferences.
	Help	F1	Help
	Report Bugs to Apple	Report Bugs	
	Safari Extensions		Safari Extens
	About Safari		About Safar

	D- 🌣
Customize Toolbar	
Show Menu Bar	
Hide Bookmarks Bar	Ctrl+Shift+B
Show Tab Bar	Ctrl+Shift+T
Show Status Bar	Ctrl+/
Show Reading List	Ctrl+Shift+L
Enter Full Screen	F11
History	Ctrl+H
Downloads	Ctrl+Alt+L
Private Browsing	
Reset Safari	
Block Pop-Up Windows	Ctrl+Shift+K
Preferences	Ctrl+,
Help	F1
Report Bugs to Apple	
Safari Extensions	
About Safari	

#### Or

- 1. From the Safari menu, choose Preferences...
- 2. Click the **Security** tab.
- 3. Ensure the **Block pop-up windows** option is not checked. Unchecking this option will allow pop-ups.
- 4. To block pop-ups once again, check the **Block pop-up windows** checkbox.

Security										X
General	Appearance	Bookmarks	Tabs	RSS RSS	Z AutoFill	Security	Privacy	Extensions	Advanced	
	Fraudulent sites: 🕼 Warn when visiting a fraudulent website Web content: 📝 Enable plug-ins 🕼 Enable Java									
✓ Enable JavaScript										
	Block pop-up windows									
	Ask before sending a non-secure form to a secure website							(?)		