

## Quick Reference Guide: Validating Scratch & Win Tickets

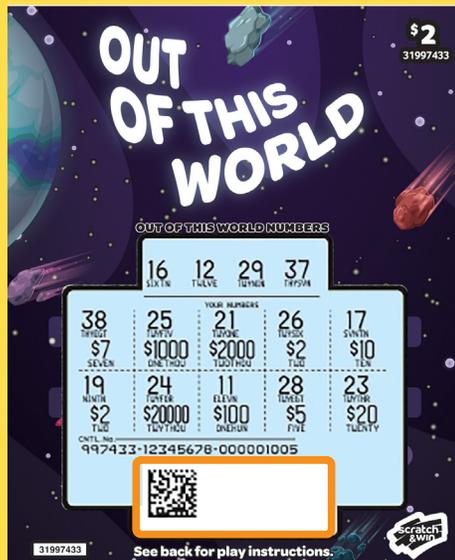
This Quick Reference Guide walks you through how to Validate Scratch & Win Tickets.



### Follow these steps:

#### 1 Reveal the Validation Matrix or Barcode

Scratch off the latex to reveal the Validation Matrix or Barcode on the front of the Ticket.



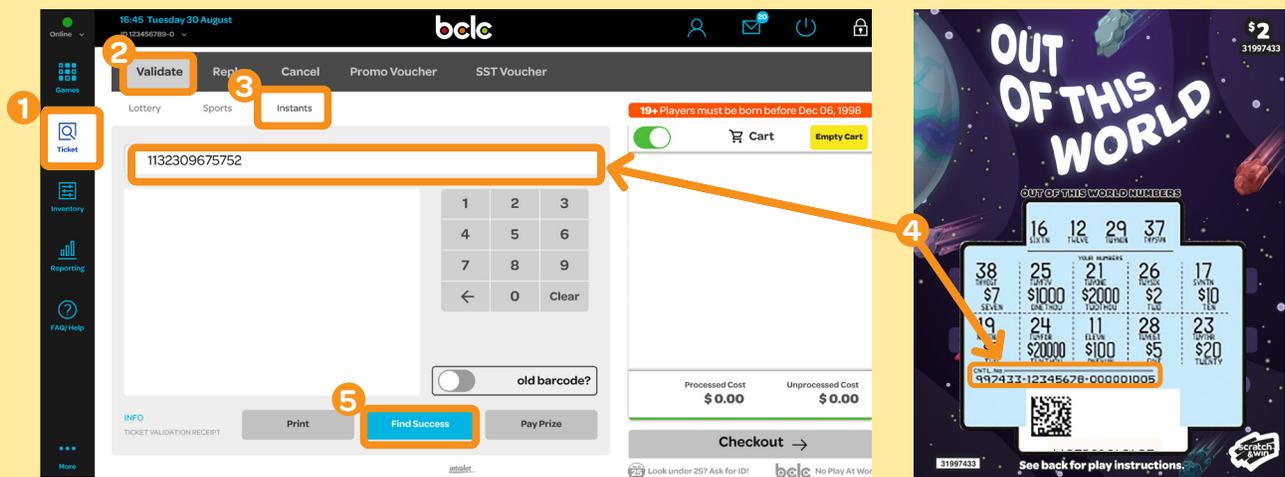
#### 2 Scan the Validation Matrix or Barcode

Place the Scratch & Win Ticket on the Ticket Tray within the marked boundary and let go of the Ticket or use the Lotto Scanner to scan.



If the Lottery Terminal is not able to scan the Ticket, manually enter the number.

1. Tap the **Tickets** icon.
2. Tap on the **Validate** tab.
3. Tap **Instants**.
4. Input the Control Number.
5. Tap **Find Success** to display the results.

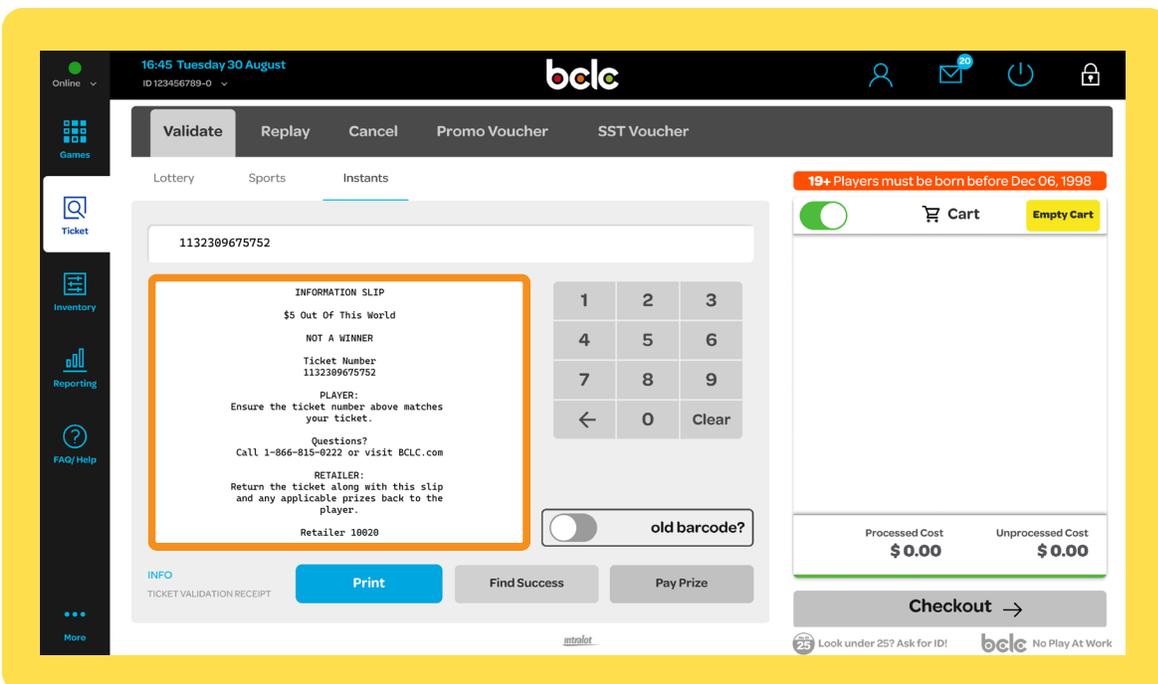


### 3 Check Ticket Results in the Preview Window

The Ticket result will appear in the Preview Window.



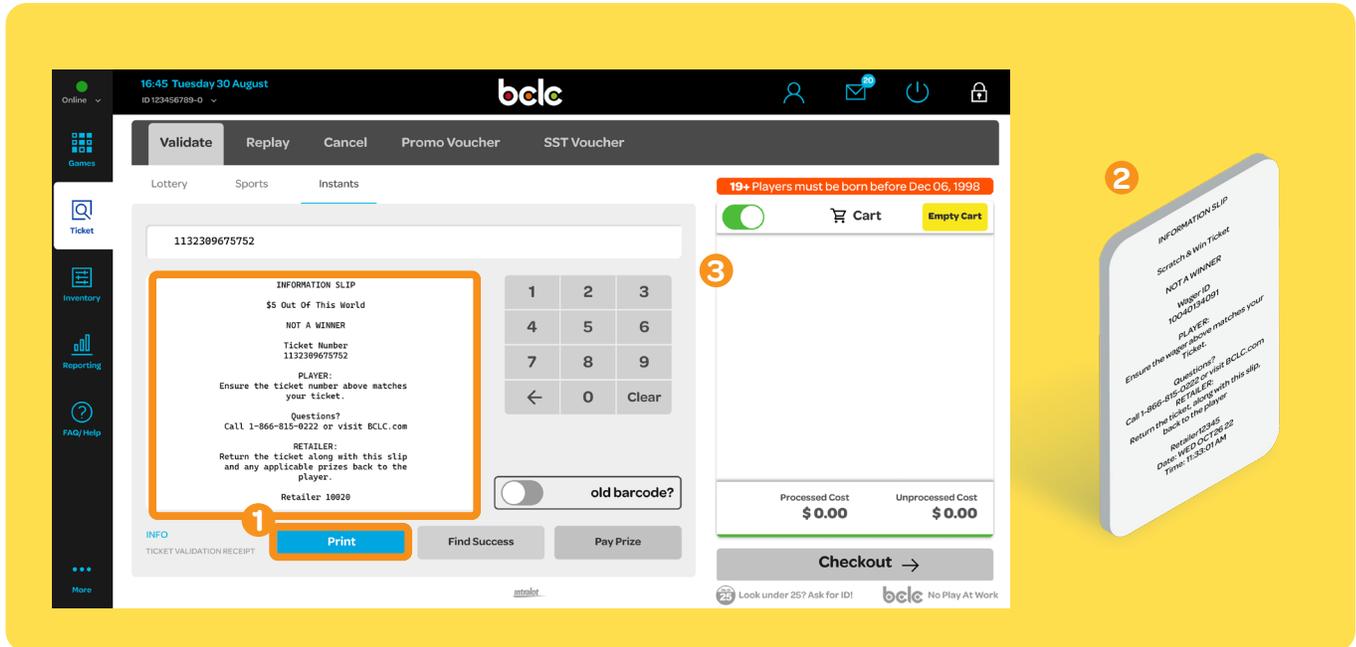
See last page for Ticket Results and Payout Limits.



## 4 Complete the Validation

### Ticket Result = Not a Winner

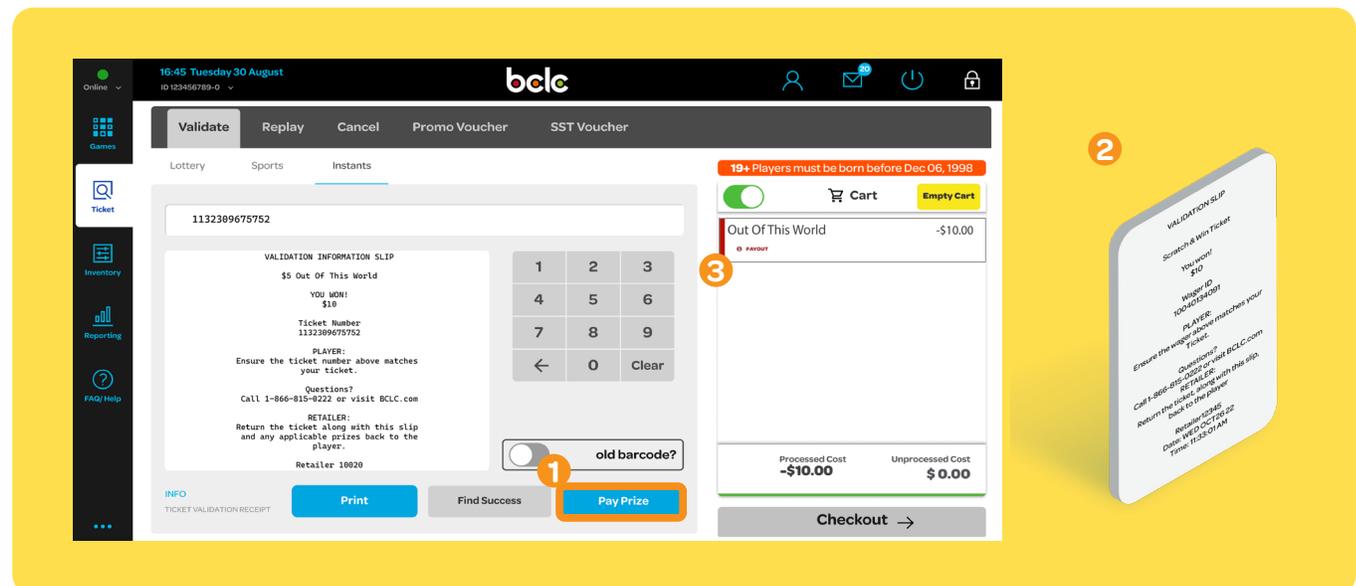
1. Tap on the **Print** button.
2. The Information Slip prints.
3. Nothing is added to Cart.



### Ticket Result = Winning Ticket (Cash Prize)

#### A) Choose to Pay Prize:

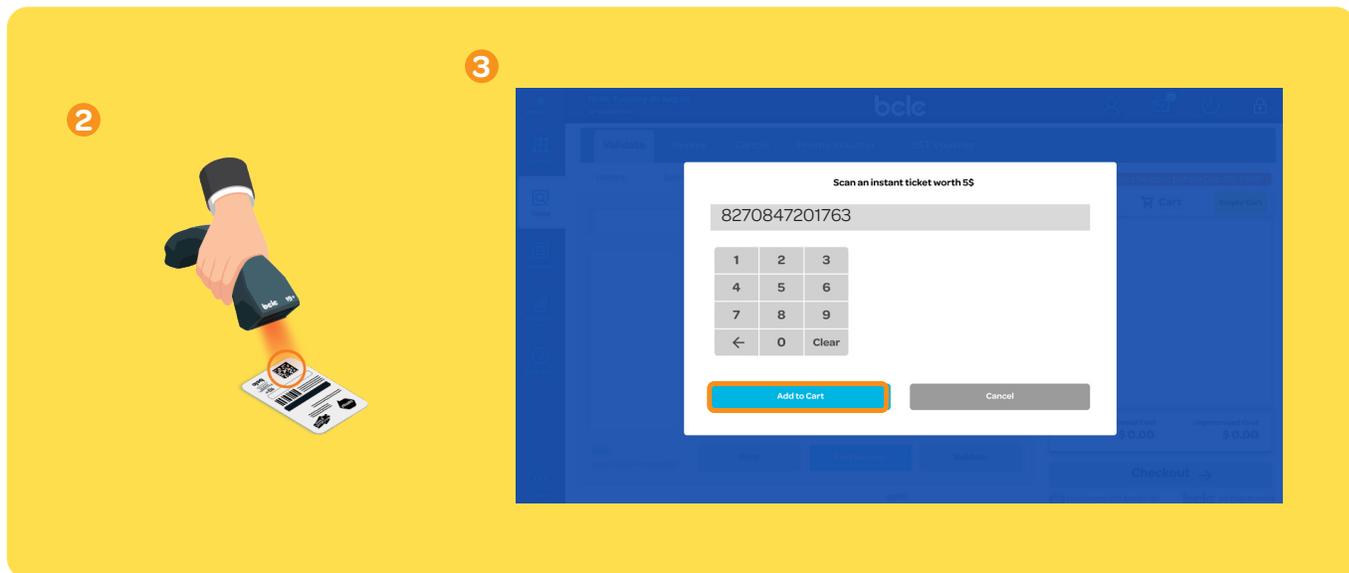
1. Tap **Pay Prize** button.
2. Validation Slip prints.
3. The Payout amount automatically displays in the Cart as a line item and will also be a negative dollar amount under **Processed Cost**.



## Ticket Result = Winning Ticket (Free Ticket Prize)

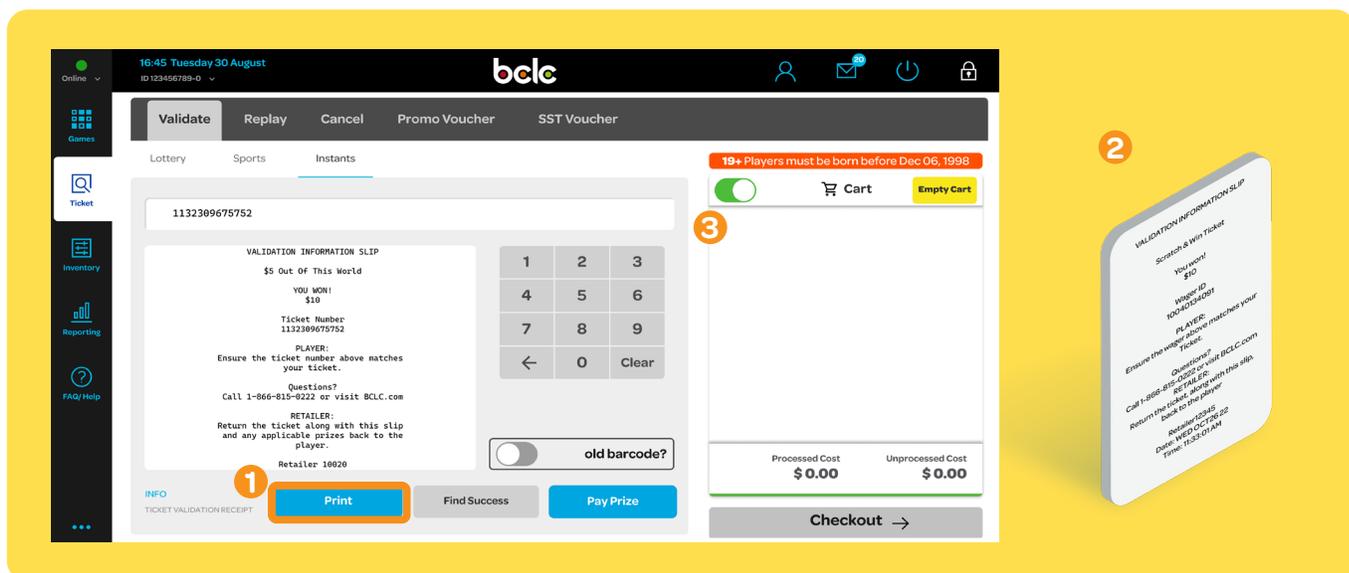
Check your inventory to ensure you have that Ticket, or one of the same value before proceeding.

1. Tap **Pay Prize** button. A pop-up window prompting you to scan the Free Ticket appears.
2. Scan the Sales Matrix on the back of the Ticket.
3. Tap **Add to Cart**.
4. The Free Ticket automatically displays in the Cart as a line item with a \$0 dollar value.
5. Validation Slip automatically prints.



## B) Choose NOT to Pay Prize:

1. Tap **Print** button.
2. Validation Information Slip automatically prints.
3. Nothing is added to Cart.



## 5 Return Everything to the Player

Return the original Ticket, respective slips, and prize across the counter, making everything accessible to the Player. This includes winning and non-winning Tickets.



### Ticket Results and Payout Limits

	Ticket Results	Payout Limits	Action
Non-Winning Ticket	Not a Winner	Not Applicable	Tap <b>Print</b>
Winning Ticket	\$1 - \$2,000 (Includes Free Tickets).	<b>Optional Prize Payment</b> Pay prize according to store policy.	Tap <b>Print</b> or <b>Pay Prize</b>
	\$2,000.01 and above	<b>BCLC Prize Claim:</b> Retailers cannot pay prize.	Tap <b>Print</b> Advise customer to contact BCLC Customer Support.

Visit the [BCLC Retailer Hub](#) for more information and training videos.

