

# Lottery Retailer Portal

Streamlining your lottery operations

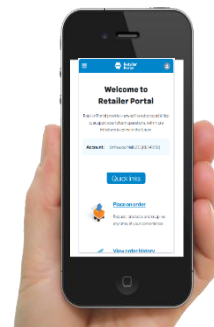


## Place Orders Anytime:

Request Scratch & Win tickets, Pull Tabs and/or supplies at your convenience.

Order requests will be placed & shipped as per your usual ordering scheduling.

\*New orders cannot be placed for sites with unscanned packing slips from previous orders.

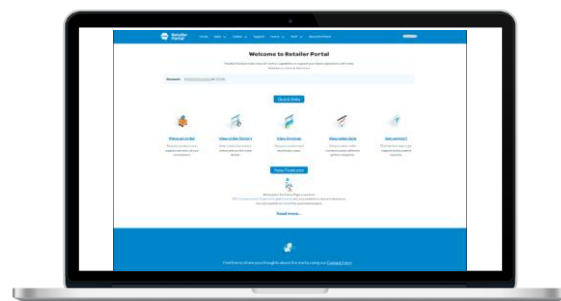


## Manage Staff List:

View, add or remove staff directly from your lottery staff list.

## Access Records:

View and print invoices up to one year old.



## Track Orders:

Review your order history, including the last 10 placed orders and pending requests.

## Sales Reports:

View sales performance by calendar period and year.

## Sign Up:



- a) <https://portal.bclcretailerhub.com/>
- b) Use your name and email address (must match the BCLC Retailer Database).

Bookmark the link to register and/or login.



Contact your **Territory Manager** or  
**Lottery Hotline: 1-800-667-1649**



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## Questions & Answers

### Who can use the Retailer Portal?

The Retailer Portal is designed for **Site Managers** and **Business Owners** as listed in the BCLC Retailer Database. Each manager will need a unique email address and access to an authenticator app to use the Portal.

### If I submit an order online, will my Inside Sales Representative (ISR) still call me?

To ensure everyone feels comfortable and confident with the process, your ISR will call you the first time you place an order request online. They will verify the items and ask if there are any changes or additions. After that, online orders can be processed and shipped without a follow-up call from your ISR. Orders will still ship as per your designated ordering schedule. We want you to feel supported every step of the way, and you are always welcome to call in if you have any inquiries or need assistance.

### How can I access the Lottery Retailer Portal?

To register and/or login, visit <https://portal.bclcretailerhub.com/>. Be sure to bookmark this link for quick access.

### I've signed up and it's great. Will it continue to evolve?

Absolutely. The Retailer Portal will continue to evolve based on your feedback. Be sure to use the Feedback form inside the Retailer Portal to let us know what you like and what you think can be done differently. The goal is for it to become an effective and well-loved tool to support all Lottery Retailers.



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