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 view the entire course to the very end 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 two business days after your name has been added.

Step 2

Go to www.bclcretailerhub.com

- Click <u>Training</u>
- On the <u>Get Lotto Certified</u> page, click on the <u>Start Lotto Certification</u> button

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 new 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.

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	Safety	>	Never allow websites to request your physical location	Clear Sites	Allowed sites:	_
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	Internet options				✓ Play a sound when a pop-up is blocked.	
	About Internet Explorer				Show Notification bar when a pop-up is blocked.	
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Mozilla Firefox *Different browser versions may differ slightly

- 1. From the Firefox drop down on the top right select **Options**
- 2. Click Privacy & Security tab
- 3. Scroll down to the Permissions section
 - a) Next to 'Block pop-up windows', click on Exceptions
- 4. Input the website address: bclc.plateau.com
- 5. Click Save Changes



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	Notifications Learn more	Se <u>t</u> tings		
Sync Sync	Pause notifications until Firefox restarts			
	> Autoplay	Se <u>t</u> tings		
	✓ Block pop-up windows	Exceptions		
	✓ <u>W</u> arn you when websites try to install add-ons	Exceptions		
	Prevent accessibility services from accessing your browser Learn more			

Allowed Websites - Pop-ups	×		
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.			
Address of website			
	Allow		
Website Statu:	s 🔺		
http://bclc.plateau.com Allow	/		
https://bclc.plateau.com Allow	<i>(</i>		
Remove Website Remove All Websites			
Cancel	Save Changes		



Google Chrome *Different browser versions may differ slightly

- 1. When Google Chrome blocks pop-ups for a site, the $\boxed{\mathbf{x}}$ 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 😝 🔢 on the browser toolbar.
- 2. Select Settings.

3. Click the link to **advanced** – at the bottom of the page.

4.	In the Privac	y and security	section, c	lick on	Site Settings.
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- 5. In the **Permissions** section
 - a) Click **Pop-ups and redirects**
 - b) Click on **Add, and** input **[*.]bclc.plateau.com** (note: be sure to include the square parenthesis, an * and a period before the word bclc)

Advanced

c) Select Add

Add a site	
Site	
[*.]bclc.plateau.com	
	Cancel Add



Safari *Different browser versions may differ slightly

- 1. From the Safari menu, choose **Preferences...**
- 2. Click the Websites tab.
- 3. On the left menu, click **Pop-up Windows**
- 4. Beside 'When visiting other websites', select Allow



General Tabs AutoFill Passwords Search	Websites	
General Reader Content Blockers Auto-Play Page Zoom Camera	Allow pop-up windows on the websites below:	
Camera Microphone Location Pop-up Windows	No Configured Websites	
	Remove When visiting other websites: Allow S	3lock and Notify 3lock
		Allow

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