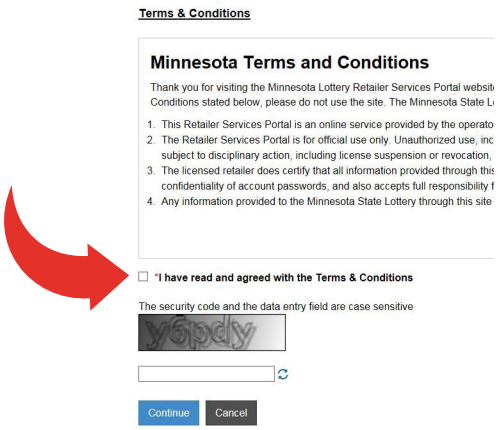
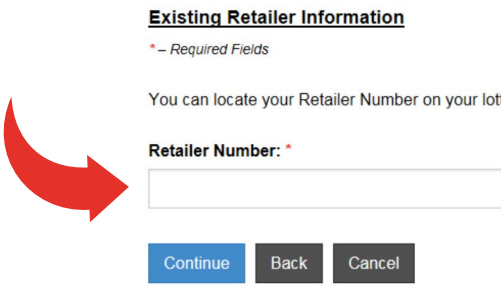
RETAILER SERVICE PORTAL SIGN-UP INSTRUCTIONS

- Go to **mn-lsp.lotteryservices.com** (or go to mnlottery.com and click on the Retailer Services Portal link at the bottom of the page). Click "Register Here."
- Agree to Terms and Conditions.
  Enter security code. Click "Continue."

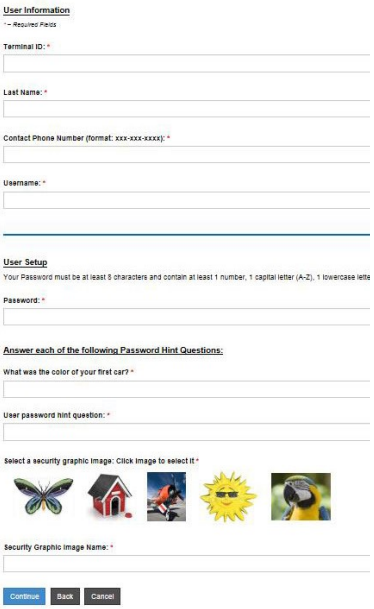


- Enter Retailer Number *(NOTE: if a chain is registering, enter the 4 or 5 digit chain number)*. Click "Continue."

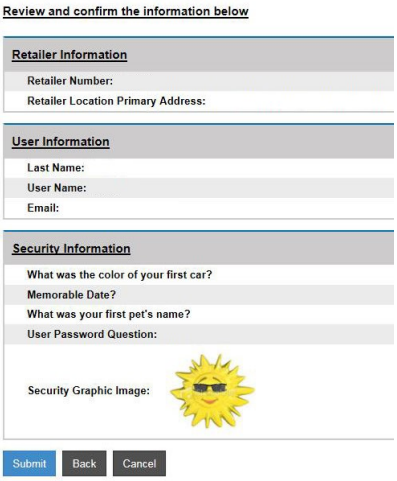


- Enter the following required fields *(indicated by *)*:
  - Terminal ID (this is listed to the right of TERMINAL on your sign-on receipt). *NOTE: if a chain, you will use the phone number listed on your application.*
  - Terminal Passcode
  - Last name
  - First name
  - Title *(cannot contain spaces)*
  - Phone number
  - Email
  - Email confirmation
  - Username *(this can be any name you choose, provided someone else has not used it, but it must be at least 6 characters)*
  - Password *(cannot contain common words such as your name, retailer name, etc.)*
  - Password confirmation
  - Answer 3 security questions
  - Hint question
  - Hint answer question
  - Select graphic image
  - Name graphic image
  - Name graphic image confirmation

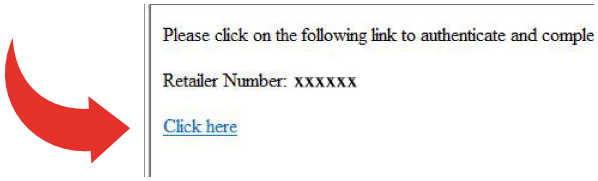
Once all data is entered, click "Continue."



- Review entered data. If all information is correct, click "Submit."



- Check the inbox of the email address provided for an email from the Minnesota Lottery (check junk mail folder and spam folder if email does not appear in inbox). Open email message and select "Click Here." *NOTE: If no email is received, contact Games Control at 651-635-8273 or 888-568-8379.*



- Log in. Enjoy access to numerous reports and up-to-date information from the Minnesota Lottery!
  NOTE: Pop-up blockers must be disabled in browser in order to download files from the RSP.

MINNESOTA LOTTERY