Lottery Gift Cards
Quick Reference Guide

PENNSYLVANIA LOTTERY
Benefits Older Pennsylvanians.
Every Day.™

SG | SCIENTIFIC GAMES
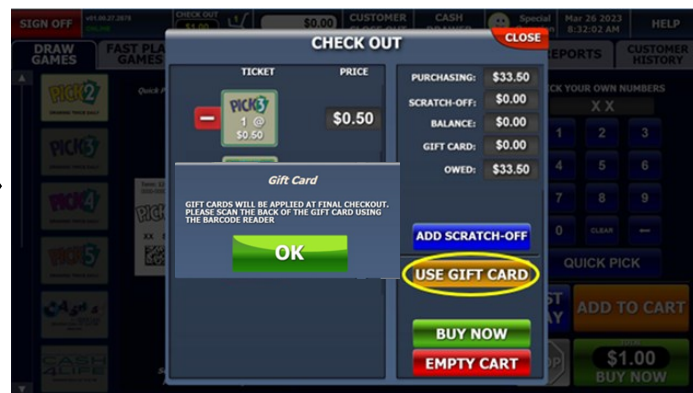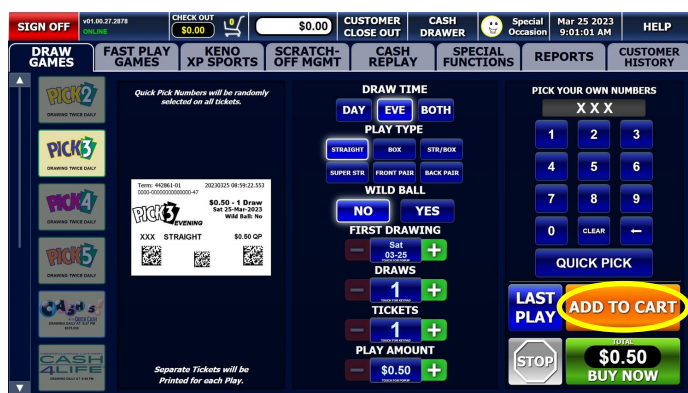
Where to Purchase Lottery Gift Cards

Pennsylvania Lottery Gift Cards are sold at a variety of participating stores, including stores that do not sell Lottery games. Look in the gift card section or ask the manager if a Lottery Gift Card is available. Once the card has been purchased and activated, it may be used to purchase games at a Pennsylvania Lottery retailer.

Processing Gift Card Payments on the WAVE 8

How to Process Gift Card Payments on the WAVE 8:

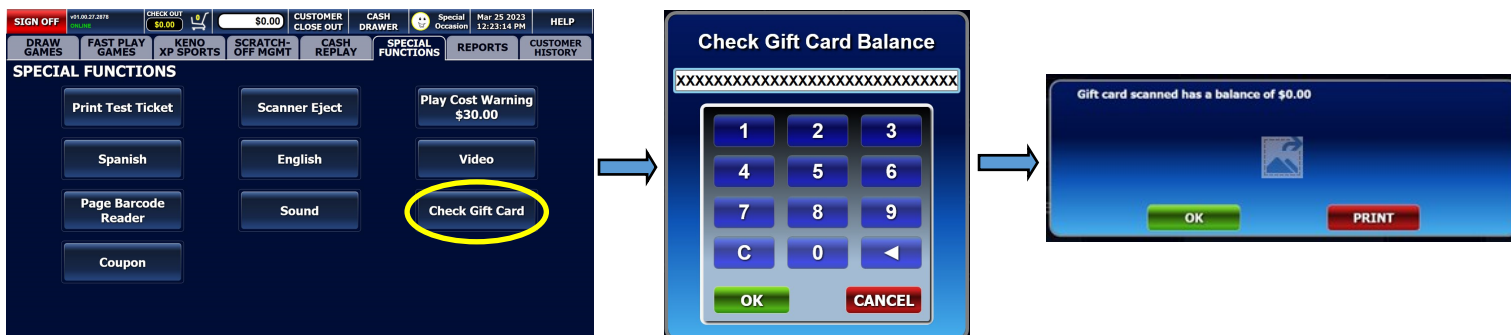Process Draw Games as normal. When players are ready to pay:

1. Select **[ADD TO CART]** (bottom-right of the WAVE 8 screen).
2. Select **[CHECK OUT]** at the top-left of the screen.
3. If a player is requesting to add tickets at this point, choose:
   - **[Close]** – This takes you back to the screen you were previously on before opening the Shopping Cart. Select the desired games to be added to the cart using the same **[ADD TO CART]** icon.
   - **[ADD SCRATCH-OFF]** – The terminal will prompt you to either scan the long barcode on the back of the Scratch-Off ticket using the barcode reader or enter the 14-digit code manually.
     - Select **[ENTER]** if manually entering the 14-digit code.
     - Select **[DONE]** when you are finished adding all Scratch-Off tickets.
4. Select **[USE GIFT CARD]**.
5. A Gift Card pop-up will display in which the WAVE 8 will prompt you to scan the barcode on the back of the Gift Card using the barcode reader. If successful, a receipt will print and the transaction will be complete. The payment amount and remaining Gift Card balance will be shown.

Checking the Balance on a Gift Card

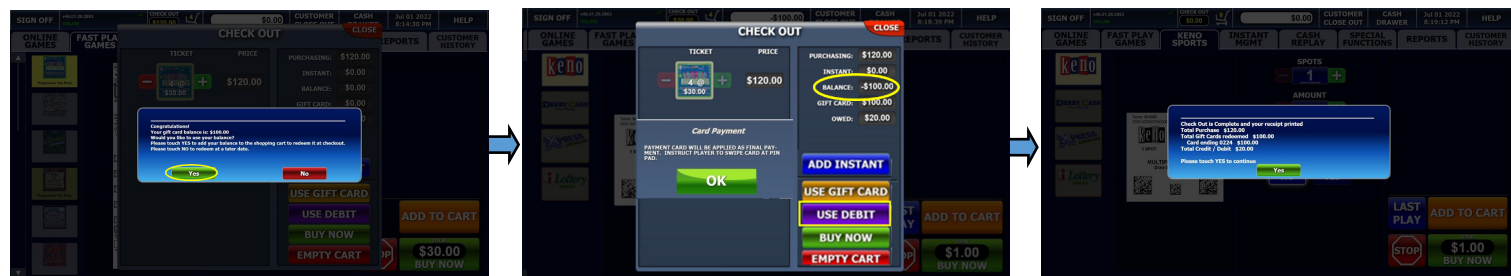To check the balance remaining on a customer's Gift Card:

1. Go to the **SPECIAL FUNCTIONS** tab.
2. Select the **[Check Gift Card]** icon.
3. Scan the barcode on the back of the Gift Card using the barcode reader.
4. The player's remaining balance will then display on the screen.

Gift Card Partial Payments

If players do not have enough funds on their Gift Card to cover the total amount owed, they may use the remaining balance as a partial payment. Process Draw Games as normal. When players are ready to pay:

1. Select **[ADD TO CART]** (bottom right of the WAVE 8 screen).
2. Select **[USE GIFT CARD]**.
3. Scan the barcode on the back of the Gift Card using the barcode reader.
4. A screen will display an "Insufficient Funds" message along with the Gift Card balance and the amount the player still owes. Select **[OK]** to use another form of payment for the remaining balance.
5. A "Transaction Successful" screen will appear indicating that the total transaction is complete and a receipt has been printed. Payment types will be shown if a Debit Card was used after the Gift Card was redeemed. Select **[YES]** to continue to the WAVE 8 main sell screen.

Gift Card Reports on the WAVE 8

The Daily Activity, Weekly Activity, Daily Card Transactions, Weekly Card Transactions, and Combined Weekly Settlement reports display Gift Card transactions. The number of Gift Card transactions along with the total dollar amount will appear at the bottom of these reports. *Note: Prepaid is currently unavailable.*

Card Transactions: The Daily and Weekly Card Transactions reports will summarize all Gift Card transactions for the day/week.

Customer History: Retailers can use the Customer History report (found under the "Customer History" tab) to keep track of each Gift Card transaction. This report will also record Scratch-Offs and Draw Game Lottery tickets to the transaction. *(Reminder: Customer History only keeps track of the last 50 entries!)*