The Pennsylvania Lottery and Scientific Games are pleased to announce the arrival of Pennsylvania Lottery Gift Cards. This exciting new addition will make the perfect gift for any lottery player. Gift card payments are easy and convenient for retailers to process using the WAVE terminal.

**Where to Purchase Lottery Gift Cards**

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**

Process terminal based games as normal. When players are ready to pay:

1. Press **PAYMENT OPTIONS** (top right of the WAVE screen).
2. Select the **[Gift Card]** icon.
3. If player is requesting to add tickets at this point, choose:
   a. **[Add Online Ticket]** – takes you back to the terminal based games screen to add additional selections.
   b. **[Add Instant Ticket]** – 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 and press **[SEND]**.
   c. When you are finished adding tickets to the player’s total, press **[SEND]**.

*Note*: If you add any scratch-off tickets and then press **[MAIN MENU]** those additions will be removed from the player’s total. However, terminal based tickets will remain with the balance.

4. The WAVE will prompt you to scan the barcode on the back of the gift card using the barcode reader. If successful, the player’s balance on the WAVE will return to zero.
To check the balance remaining on a customer’s gift card:
1. Press **PAYMENT OPTIONS**.
2. Select the **[Check Balance]** 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:
1. Press **PAYMENT OPTIONS** and select the **[Gift Card]** icon.
2. Scan the barcode on the back of the gift card using the barcode reader.
3. Screen will display “Insufficient Funds for full purchase” along with the gift card balance and the amount the player still owes. Press **[OK]**.
4. A “Transaction Successful” screen will appear indicating that the gift card balance is $0.00. Press **[OK]** to return to the WAVE main sell screen.

The outstanding balance will display at the top center of the screen and the player may finish paying using cash, debit or another gift card.

### Gift Card Reports on the WAVE

The Daily Activity, Weekly Activity, Daily Card Transactions, Weekly Card Transactions, and Combined Weekly Settlement reports will now reflect 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 terminal based lottery tickets to the transaction. **(Reminder: Customer History only keeps track of the last 50 entries!)**