

WORKPLACE LOTTERY PROCESS

COMPANY PERSPECTIVE

STEP 1 — REGISTERING COMPANY



Register your company's interest to sign up to the Workplace Lottery with EIC by contacting business@electricalcharity.org

STEP 2 — CONTRACT ISSUED

EIC will issue each participating company a Workplace Lottery Contract. The company will provide the EIC with its full legal name for the contract and the nominated Payroll Contact. The EIC will add this information into contract to be authorised and returned to us.

STEP 3 — COMPANY ADDED TO PORTAL

EIC will add the Company to the lottery portal drop down list.

Step 3 - Payment Options

Payment Method

Direct Debit

Playing by Direct Debit means your balance will top-up automatically so you never miss a draw.

Payroll

[How does payroll work?](#)

Your monthly tickets £1 per chance)

1 Chance

Payroll Company

Company Name

Payroll Unique ID

£1.00

This is a recurring payment of £1 entitling you to 1 chance in each draw

I have read and accepted the [terms & conditions](#).

Continue to Payment

STEP 6 — TO CONFIRM ALL EMPLOYEES ARE STILL EMPLOYED

Company Payroll contact confirms if all employees on the report are employed by the company and send the EIC lottery administrator an email to confirm the deduction report. If there are players on the report who have left their employment or appear on the report in error these should be deleted, and the amended report sent back to the EIC lottery administrator.

STEP 5 — DEDUCTION REPORTS SENT TO PAYROLL CONTACT

The EIC will produce a monthly report on all players who joined the company lottery through the online portal. A secure folder will be set up where the payroll company contact can access these reports. The Payroll contact will receive an email on the 16th of each month telling them to access the lottery deductions report in the folder for the month.

STEP 4 — COMPANY GENERATED MARKETING MATERIAL

The EIC will design an email campaign for each participating company on the sign-up process and why the lottery is important for the Industry.

This email campaign can then be distributed to staff internally.

STEP 7 — COMPANY PAYROLL CONTACT MAKES THE DEDUCTIONS FROM PAYROLL

Payroll contact makes the deductions from each players salary. Company then makes a BACS transfer to the Electrical Industries Charity by the last day of the month. The payment to the EIC should match exactly the amount from the lottery report confirmed with the EIC lottery administrator.

STEP 8 — CONFIRMING DRAW RUN

Company Payroll contact will receive an email from the EIC administrator confirming that the money has been received and the staff have been entered into the draw.