



# WORKPLACE LOTTERY PROCESS

## EMPLOYEE PERSPECTIVE

### STEP 1 — STAFF ARE ISSUED AN EMAIL



Staff are issued an email from company explaining the workplace powerLottery, how it works and how to sign up.



### STEP 2 — STAFF ENTERS DETAILS

Staff enters details into the portal and signs up to the payroll deduction. On the 16<sup>th</sup> of every month a payroll deduction report is sent to the company's payroll department. Payroll then deducts the amount off your salary (after tax) for the next pay period. We do this 1 month in advance. If you entered on the 14<sup>th</sup> of November your deduction will be made in your December pay period and you will be entered into the December draw. If you entered from the 16<sup>th</sup> of November to the 15<sup>th</sup> of December you will have a deduction made in your January pay period and you will be entered into the January draw.



### STEP 3 — CONFIRMATION EMAIL SENT

Player receives **Thank You / Confirmation Email** from EIC workplace powerLottery.



### STEP 4 — NUMBERS ISSUED



For new sign ups, your lottery numbers will be issued once the information submitted on the web portal has been processed. This might take a few weeks depending on when the information was submitted.

**Please remember to check your email junk folder.**



### STEP 5 — LOTTERY DRAW

The lottery draw is run on the 15<sup>th</sup> of the following month. For example, June 2023 lottery will be run on 15<sup>th</sup> July 2023. This is because we have to ensure all the payroll company reports match the amounts received in our bank account before the draw.



### STEP 6 — IF YOU'RE A WINNER



If you are one of the lucky winners of the months draw you will receive a cheque from EIC with your winnings!

### DOWNLOAD THE APP

