

WORKPLACE LOTTERY PROCESS COMPANY PERSPECTIVE

STEP 1 — REGISTERING COMPANY



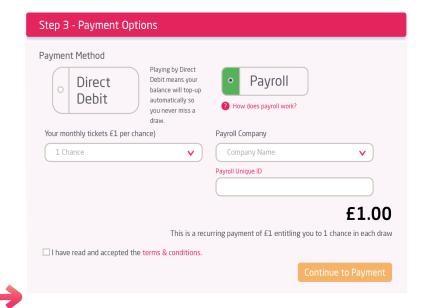
Register your company's interest to sign up to the Workplace Lottery with EIC by contacting lottery@electricalcharity.org

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

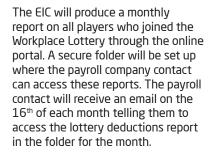
EIC will add the Company to the lottery portal drop down list.



STEP 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



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.





WORKPLACE LOTTERY PROCESS

EMPLOYEE PERSPECTIVE

STEP 1 — STAFF ARE ISSUED AN EMAIL



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

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 2 — STAFF ENTERS DETAILS

Staff enters details into the portal and signs up to the payroll deduction.

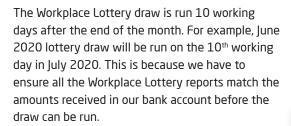
On the 15th of every Month a payroll deduction report is sent to the company's payroll department. Payroll then deducts the amount off your salary pre-tax.

If you enter after the $15^{\rm th}$ of the month you will be entered into the following months draw. For example, if you enter on the $16^{\rm th}$ of May your entry into the lottery won't be until the June draw with your first payment taken out in your June payday.

STEP 3 — CONFIRMATION EMAIL SENT

Player receives **Thank You / Confirmation Email** from EIC Workplace Lottery.

STEP 5 — LOTTERY DRAW



TAPtheAPP

Don't forget to download the PowerLottery app to see the winners.

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!

