



# Atlantic Lottery

## **Guide de l'utilisateur de Biddingo – Inscription rapide**

Version 2.0 – Publiée en janvier 2025

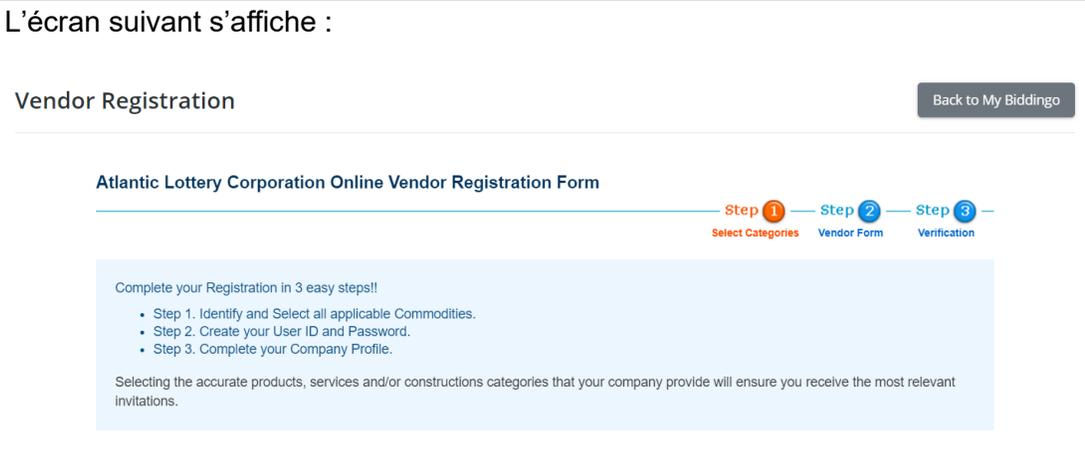
# INSCRIPTION

L'inscription est gratuite et facile à faire.

Cliquez sur l'un des liens suivants pour commencer et suivez les consignes détaillées ci-dessous.

Anglais – [www.biddingo.com/alc](http://www.biddingo.com/alc)

Français – [www.biddingo.com/alc](http://www.biddingo.com/alc) - et basculer vers la page française

Étape	Marche à suivre
1.	<p>Sur la page d'accueil &lt;&lt; ALC Biddingo Portal (ABP) &gt;&gt;, cliquez sur le bouton <b>Vendor Registration</b> (Inscription du fournisseur).</p>  <p>The screenshot shows a banner for 'Lotto MAX' with the text 'NOW WITH DRAWS TUESDAYS &amp; FRIDAYS PLUS EVEN BIGGER JACKPOTS'. Below the banner is a light blue box titled 'Atlantic Lottery' containing text about the partnership with Biddingo.com and a 'Vendor Registration' button circled in red.</p>
2.	<p>L'écran suivant s'affiche :</p>  <p>The screenshot shows the 'Vendor Registration' page with a 'Back to My Biddingo' button. Below the title 'Atlantic Lottery Corporation Online Vendor Registration Form' is a progress bar with three steps: Step 1 (Select Categories), Step 2 (Vendor Form), and Step 3 (Verification). A light blue box contains instructions to complete registration in 3 steps.</p>

Étape	Marche à suivre								
3.	<p>Sélectionnez toutes les <b>Categories</b> (Catégories) qui s'appliquent à votre entreprise.</p> <p>Loto Atlantique utilise un système de classification fondé sur des codes d'article à deux chiffres pour catégoriser les soumissions.</p> <p>&gt; Step 1. Select Categories <span style="float: right;"><a href="#">[ View Terms and Conditions ]</a></span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text"/> <span style="float: right; border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px;">Search</span> <span style="float: right; border: 1px solid #007bff; padding: 2px 5px; border-radius: 3px;">Reset Search</span> </div> <p><span style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">View Selected</span></p> <div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>01</b> Audit Services / Services d'audit</li> <li><input type="checkbox"/> <b>02</b> Corporate Social Responsibility Services / Services de responsabilité sociale des entreprises</li> <li><input type="checkbox"/> <b>03</b> Computer Hardware, Maintenance and Support / Matériel informatique, maintenance et assistance</li> <li><input type="checkbox"/> <b>04</b> Computer Software, Maintenance and Support / Logiciel, maintenance et assistance</li> <li><input type="checkbox"/> <b>05</b> Commercial Realty / Immobilier commercial</li> </ul> </div>								
4.	<p>Cliquez sur le bouton <b>Continue Application</b> (Continuer la demande).</p> <div style="border: 1px solid #007bff; background-color: #007bff; color: white; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;">Continue Application</div>								
5.	<p>Créez votre <b>User ID</b> et votre <b>Password</b> (nom d'utilisateur et mot de passe).</p> <p>Saisissez votre adresse de courriel et cliquez sur <b>Verify</b> (Vérifier).</p> <p>Le champ du mot de passe s'affichera lorsque votre adresse de courriel aura été vérifiée.</p> <p>Saisissez votre mot de passe à deux reprises.</p> <p>&gt;Step 1. Create User ID and Password</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-right: 1px solid #ccc; padding: 5px;">User ID (E-mail) *</td> <td style="padding: 5px;"> <input type="text" value="dolphinsrule@rogers.com"/> <span style="float: right; border: 2px solid red; border-radius: 50%; padding: 2px 5px; font-size: small;">Verify</span> </td> </tr> <tr> <td style="border-right: 1px solid #ccc; padding: 5px;"></td> <td style="padding: 5px; font-size: small;">           Click '<b>Verify</b>' to search the Biddingo.com database to ensure your User ID does not already exist.            This User ID is available. Please create a password to continue.         </td> </tr> <tr> <td style="border-right: 1px solid #ccc; padding: 5px;">Password *</td> <td style="padding: 5px;"> <input type="text"/> 6-16 characters (Aa-Zz, 0-9 only)         </td> </tr> <tr> <td style="border-right: 1px solid #ccc; padding: 5px;">Re-enter password *</td> <td style="padding: 5px;"> <input type="text"/> </td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <span style="border: 2px solid red; border-radius: 50%; padding: 5px 10px; font-weight: bold; color: white;">Next</span> </div> </div> <p>Cliquez sur <b>Next</b> (Suivant).</p>	User ID (E-mail) *	<input type="text" value="dolphinsrule@rogers.com"/> <span style="float: right; border: 2px solid red; border-radius: 50%; padding: 2px 5px; font-size: small;">Verify</span>		Click ' <b>Verify</b> ' to search the Biddingo.com database to ensure your User ID does not already exist. This User ID is available. Please create a password to continue.	Password *	<input type="text"/> 6-16 characters (Aa-Zz, 0-9 only)	Re-enter password *	<input type="text"/>
User ID (E-mail) *	<input type="text" value="dolphinsrule@rogers.com"/> <span style="float: right; border: 2px solid red; border-radius: 50%; padding: 2px 5px; font-size: small;">Verify</span>								
	Click ' <b>Verify</b> ' to search the Biddingo.com database to ensure your User ID does not already exist. This User ID is available. Please create a password to continue.								
Password *	<input type="text"/> 6-16 characters (Aa-Zz, 0-9 only)								
Re-enter password *	<input type="text"/>								

Étape	Marche à suivre																																																
6.	<p>Remplissez le profil de votre entreprise.</p> <p>Vous devez remplir tous les champs obligatoires (*) de la <b>Step 2: Vendor Registration (Étape 2 : Inscription du fournisseur)</b> avant de poursuivre.</p> <p>&gt;Step 2. Vendor Registration (1 page to Complete)</p> <div style="text-align: right;">Page <span style="border-bottom: 1px solid black; width: 50px; display: inline-block;"></span></div> <p>NOTE: * = Mandatory All fields marked mandatory have been set by Atlantic Lottery Corporation.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Registrant's Name and Address for Solicitations</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Company Name (Full Legal Name) *</td> <td style="width: 30%;"><input type="text"/></td> <td style="width: 10%; text-align: center;"><input type="button" value="Verify"/></td> </tr> <tr> <td>Operating As or DBA (if applicable)</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Department</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Address1 *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Address2 *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>City *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Postal/Zip Code *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Country *</td> <td>Canada</td> <td style="text-align: right;">▼</td> </tr> <tr> <td>Province/State *</td> <td>New Brunswick</td> <td style="text-align: right;">▼</td> </tr> <tr> <td>Telephone *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Fax</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>First Name *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Last Name *</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Title</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>E-mail Address *</td> <td>dolphinsrule@rogers.com</td> <td></td> </tr> <tr> <td>Web Address *</td> <td><input type="text"/></td> <td></td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Save &amp; Go to Verification"/> <input type="button" value="Go Back"/> </div> </div> <p>Cliquez sur le bouton <b>Save &amp; Go to Verification</b> (Sauvegarder et aller à la vérification).</p>	Company Name (Full Legal Name) *	<input type="text"/>	<input type="button" value="Verify"/>	Operating As or DBA (if applicable)	<input type="text"/>		Department	<input type="text"/>		Address1 *	<input type="text"/>		Address2 *	<input type="text"/>		City *	<input type="text"/>		Postal/Zip Code *	<input type="text"/>		Country *	Canada	▼	Province/State *	New Brunswick	▼	Telephone *	<input type="text"/>		Fax	<input type="text"/>		First Name *	<input type="text"/>		Last Name *	<input type="text"/>		Title	<input type="text"/>		E-mail Address *	dolphinsrule@rogers.com		Web Address *	<input type="text"/>	
Company Name (Full Legal Name) *	<input type="text"/>	<input type="button" value="Verify"/>																																															
Operating As or DBA (if applicable)	<input type="text"/>																																																
Department	<input type="text"/>																																																
Address1 *	<input type="text"/>																																																
Address2 *	<input type="text"/>																																																
City *	<input type="text"/>																																																
Postal/Zip Code *	<input type="text"/>																																																
Country *	Canada	▼																																															
Province/State *	New Brunswick	▼																																															
Telephone *	<input type="text"/>																																																
Fax	<input type="text"/>																																																
First Name *	<input type="text"/>																																																
Last Name *	<input type="text"/>																																																
Title	<input type="text"/>																																																
E-mail Address *	dolphinsrule@rogers.com																																																
Web Address *	<input type="text"/>																																																

Étape	Marche à suivre																																		
7.	<p>L'écran suivant vous permet de vérifier tous les renseignements saisis.</p> <p><b>Atlantic Lottery Corporation Online Vendor Registration</b></p> <p style="text-align: right;">Step 1 — Step 2 — Step 3 Select Categories — Vendor Form — Verification</p> <p><a href="#">Print Friendly</a></p> <p style="text-align: center;"><b>» SUBMIT REGISTRATION FORM</b></p> <p>NOTE: In order for your registration to be successfully saved in the vendor database, you MUST click Submit Registration Form.</p> <p>&gt; You have selected the following codes. <span style="float: right;">[ <a href="#">Modify</a> ]</span></p> <ul style="list-style-type: none"> <li>03 Computer Hardware, Maintenance and Support / Matériel informatique, maintenance et assistance</li> <li>04 Computer Software, Maintenance and Support / Logiciel, maintenance et assistance</li> <li>18 Gaming Supplies / Fournitures de jeux</li> <li>19 Gaming Systems / Systèmes de jeux</li> </ul> <p>Vendor Form <span style="float: right;">[ <a href="#">Modify</a> ]</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #e6f2ff;">Registrant's Name and Address for Solicitations</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Company Name* (Full Legal Name)</td> <td>Karyn's Test Company</td> </tr> <tr> <td>Operating As or DBA (if applicable)</td> <td></td> </tr> <tr> <td>Department</td> <td></td> </tr> <tr> <td>Address1 *</td> <td>922 Main Street</td> </tr> <tr> <td>Address2</td> <td></td> </tr> <tr> <td>City *</td> <td>Moncton</td> </tr> <tr> <td>Postal/Zip Code*</td> <td>E1C 8W6</td> </tr> <tr> <td>Country*</td> <td>Canada</td> </tr> <tr> <td>Province/State*</td> <td>New Brunswick</td> </tr> <tr> <td>Telephone *</td> <td>506-380-3512</td> </tr> <tr> <td>Fax</td> <td></td> </tr> <tr> <td>First Name *</td> <td>Karyn</td> </tr> <tr> <td>Last Name*</td> <td>Robinson</td> </tr> <tr> <td>Title</td> <td></td> </tr> <tr> <td>E-mail Address *</td> <td>dolphinsrule@rogers.com</td> </tr> <tr> <td>Web Address</td> <td></td> </tr> </tbody> </table> <p>By submitting this vendor registration form, a confirmation notice will be sent to your e-mail address. Please feel free to come back at any time and update your application form.</p> <p><a href="#">Print Friendly</a></p> <p style="text-align: center;"><b>» SUBMIT REGISTRATION FORM</b></p> <p>NOTE: In order for your registration to be successfully saved in the vendor database, you MUST click Submit Registration Form.</p> <p>Vérifiez l'exactitude de tous les renseignements. Si des changements doivent être apportés, cliquez sur le bouton <a href="#">[Modify]</a> (Modifier) et faites les changements nécessaires.</p> <p>Lorsque vous êtes satisfait de l'information saisie, cliquez sur le bouton <b>Submit Registration Form</b> (Soumettre le formulaire d'inscription).</p>	Registrant's Name and Address for Solicitations		Company Name* (Full Legal Name)	Karyn's Test Company	Operating As or DBA (if applicable)		Department		Address1 *	922 Main Street	Address2		City *	Moncton	Postal/Zip Code*	E1C 8W6	Country*	Canada	Province/State*	New Brunswick	Telephone *	506-380-3512	Fax		First Name *	Karyn	Last Name*	Robinson	Title		E-mail Address *	dolphinsrule@rogers.com	Web Address	
Registrant's Name and Address for Solicitations																																			
Company Name* (Full Legal Name)	Karyn's Test Company																																		
Operating As or DBA (if applicable)																																			
Department																																			
Address1 *	922 Main Street																																		
Address2																																			
City *	Moncton																																		
Postal/Zip Code*	E1C 8W6																																		
Country*	Canada																																		
Province/State*	New Brunswick																																		
Telephone *	506-380-3512																																		
Fax																																			
First Name *	Karyn																																		
Last Name*	Robinson																																		
Title																																			
E-mail Address *	dolphinsrule@rogers.com																																		
Web Address																																			

Étape	Marche à suivre
8.	<p>L'approbation de l'inscription est immédiate.</p> <p>Vous recevrez la confirmation suivante à l'écran.</p> <p><b>Thank you for completing the Vendor Registration for Atlantic Lottery Corporation</b></p> <div style="background-color: #e1f5fe; padding: 10px;"> <p>Thank you!</p> <p>Your application has been submitted successfully!</p> <p>To Congratulations! You have successfully registered as a Atlantic Lottery Corporation Vendor.</p> </div>

### **AIDE ET SOUTIEN**

Pour tout problème lié à l'utilisation du portail Biddingo de la SLA (ci-après « portail Biddingo ») ou à la connexion au système, veuillez envoyer un courriel à [info@biddingo.com](mailto:info@biddingo.com) ou appeler le service à la clientèle au **416 756-0955**.

### **MOT DE PASSE OUBLIÉ OU PERDU**

Si vous avez oublié ou perdu votre mot de passe, cliquez sur le bouton déroulant de connexion et cliquez sur l'hyperlien **Forgot password?** (Mot de passe oublié?).

Saisissez votre adresse de courriel et cliquez sur le bouton **Send Password Reset Link** (Envoyer un lien de réinitialisation du mot de passe).



### **Forgot Password?**

Enter the email address you used when you joined and we'll send you instructions to reset your password. For security reasons, we do NOT store your password. So rest assured that we will never send your password via email.

Email Address

username@email.com \*

**Send Password Reset Link**