GUIDELINES FOR HISTORICAL HORSE RACING GAME CONVERSIONS, INSTALLATIONS, & MOVEMENTS

The purpose of this document is to provide practical guidance on what documentation should be submit for the approval of Historic Horse Racing game conversions, installations, and movements.

While not required, following these guidelines will speed up the review process and allow quicker turnaround for the "go-live" of all such requests. This process consists of 4 steps as described below.

1. EMAIL REQUEST

Requests for approval of game conversions, installations and movements should be submitted in writing at least 30 days prior to the proposed implementation date. The written request should include:

a. Introductory information describing what is being done including:

- Whether the request is for conversions, installations, or game movements (due to performance, etc.); and
- What is being converted, installed, or moved; and
- The date the conversion, installation or game movement will be conducted with the anticipated start and completion dates.

b. The game theme, lab report ID, (lab report if a new game), area, bank, terminal serial number, asset number of each terminal involved. Ideally, this should be submitted as an updated terminal list with the effected terminals highlighted.

Requests should be emailed to the Lottery Commission at compliancedivision@lottery.nh.gov with the email labeled as an "HHR Request".

2. GAME TESTING

Once the conversion, installation or movement has been completed, the next step is to test each of the effected terminals to ensure they are operating properly. Testing must be documented to demonstrate that a minimum of the following has been tested and/or verified:

a. The name of the game theme, asset, serial number, location;

b. Coin test – what denomination of bills were placed in the terminal;

c. Ticket in and Ticket out for verification that the game matches the vouchers information; and

d. Maximum bet to check progressives, player cards (if applicable), jackpots, pool seeds, payouts and takeouts.

** When installing a <u>new bank of terminals,</u> the testing must be submitted for review by the Auditing Unit prior to the terminals being activated for play ("go-live"). Testing documentation should be sent to compliancedivision@lottery.nh.gov with the email labeled as "HHR Testing Documentation".

All testing documentation must be maintained by the game room for at least 2 years and provided to the Lottery Commission upon request.

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3. TOTE AND BACK OFFICE RECONCILATION

Once testing has been completed, the next step is to reconcile the tote to the back-office system to ensure game terminal information matches between the tote and the back-office reporting.

**When installing a <u>new bank of terminals</u>, the testing must be submitted for review by the Auditing Unit prior to the terminals being activated for play ("go-live"). Testing documentation should be sent to compliancedivision@lottery.nh.gov with the email labeled as "HHR testing documentation".

4. NOTIFICATION OF COMPLETION

The final step is to notify the Lottery Commission at compliancedivision@lottery.nh.gov with the email labeled "HHR Completion" to confirm that the conversion, installation, or game movement has been completed. When applicable, include an updated terminal list and floor plan.

**When installing a <u>new bank of terminals</u>, an inspection by the Lottery Commission will be required. The Enforcement Unit will reach out to the game room to coordinate an agreed upon date and time for the inspection.

Assuming there are not issues, the Lottery Commission will send back a confirmation email with approval for the terminals to be activated ("go-live").

If you have any questions regarding this guidance, please contact the Lottery Commission at compliancedivision@lottery.nh.gov