

Instructions for Supplier's Agent License Renewal

e-File

Supplier's Agent License Renewal

Home
Information resources
Bingo & raffles
Home
Forms
Log in
FAQs
Apply for license
Renew a license
Search documents
Business organizations
Charities & fundraisers
DME suppliers



Bingo and Raffles

Attention: The Colorado General Assembly recently relocated the Bingo and Raffles Law from Article 12 to Article 24 in the Colorado Revised Statutes. The Colorado Secretary of State's office is in the process of updating existing website references. In the meantime, please use this Excel table to see [corresponding statutory references \(XLSX\)](#).

e-File

[Renew a license](#) | [Instructions \(PDF\)](#)

[Quarterly report](#) | [Instructions \(PDF\)](#)

If your organization has never been licensed,

[Apply for a new license](#) | [Instructions \(PDF\)](#)

For all forms and instructions, see the [forms list](#)

Advisory Board

- Board members and schedule
- Advisory Board meeting minutes
- Help shape Colorado's bingo-raffle rules

Tools & resources

- 2017 Bingo market study (PPTX)
- 2013 Bingo market study
- Bingo toolkit
- Charitable gaming financial reports
- Fee schedule

- Navigate to the Bingo-Raffles Home Page and Log in to your account.

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Elections & voting

Bingo-Raffle Forms List

Applications & renewals

Form name	e-File	Paper form	Instructions
Application for a new bingo-raffle license Includes roster of member in charge and members assisting If your organization has held a bingo-raffle license in the past, log in to your account to file a renewal--do not apply for a new license. If you have questions, please call us at 303-869-4910.	Apply online	PDF	Paper filing.(PDF) e-Filing.(PDF)
Renew a license	Log in	PDF	Paper filing.(PDF) e-Filing.(PDF)

Suppliers

Form name	e-File	Paper form	Instructions	
Application for a bingo raffle supplier license	Apply online	n/a	n/a	PDF
Renew a supplier license	Log in	n/a	n/a	PDF
Application for a bingo raffle supplier's agent license	Apply online	n/a	n/a	PDF
Renew a supplier's agent license	Log in	n/a	n/a	n/a
Supplier licensee quarterly report	Log in	PDF	XLS	n/a

Complaints

- Alternatively, you can login from the Bingo-Raffle Forms List page.
- Scroll down the Forms List page until you reach the Supplier's section.
- Select "Log in" next to Renew a supplier's agent license in the Supplier's box.

Supplier's Agent License Renewal

- Summary
- View & print license
- History
- Change password
- Log out

Summary

Supplier's agent			
Name	Suppliers Agent	Registration year	2017
Master ID	20183118289	Phone	111111111
Email	1@email.com		
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #	2017-13551	Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Renew		

Represented supplier		
License #	Name	Address
2018-13023	Donald McRonald	Address, City, CO 80203

Actions
History
View & print license

- When you login you should see your Summary page.
- Select the “Renew” link.

Supplier's Agent License Renewal

Summary
History
Change password
Log out

Bingo-Raffle Supplier's Agent Renewal

Your renewal must be filed and paid for online with a credit card or prepaid account.

Both the agent and the supplier or chief executive officer of the supplier must be present for the signing of this application.

If applicable, you must attach a detailed explanation of the facts and circumstances concerning any conviction for a felony, theft by deception, gambling-related offense within more than the previous ten years. This applies to owners, officers, directors, partners, members or associates.

Tips for attachments

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

If you need to attach documents, make sure they are ready before you continue.

Continue

You must pay online at the end of the registration process

Make sure to have any documents you need before continuing your registration

[Terms & conditions](#) | [Browser compatibility](#)

- Review all of the information on this page.
- You will need to pay online at the end of the renewal.
- Once you are ready, select “Continue”.

Supplier's Agent License Renewal

Bingo-Raffle Supplier's Agent Renewal

Master ID
Name Suppliers Agent

Agent information | Supplier information | Attachments | Sign & submit

Registration year
*This registration is for
2018

Agent's information

*First

Middle

*Last

Suffix

*Phone

*Email

Location of records

The supplier's Agent information you previously supplied us should be pre-filled. You can update it as needed.

You will need to re-enter your phone number.

- Supplier's Agent information
- All previously provided information should be pre-filled. You can update information as needed.
- You will need to re-enter your phone number.
- Once you are ready, select "Continue".

Supplier's Agent License Renewal

Master ID
Name Suppliers Agent

Agent information

Supplier information

Attachments

Sign & submit

Registration year

This registration is for

Location of records

If agent is not located in Colorado, location of records is required.

Where are the agent's records held?

Address 1

Address 2

City

State

CO

ZIP / Postal code

Continue

Cancel

- Location of Records
 - All location of record information previously filled in should be pre-filled. You can update the information as needed. Remember that an out of state Supplier's Agent needs an in state location of record.
 - Once you are ready, select "Continue".

Supplier's Agent License Renewal

Bingo-Raffle Supplier's Agent Renewal

Master ID [REDACTED]
Name Suppliers Agent

Agent information **Supplier information** Attachments Sign & submit

Supplier

The represented supplier is:

License # [REDACTED]
Name Donald McDonald
Address Address
City, CO 80203
United States
Phone 123-456-7890
Email [REDACTED]

Continue

Cancel

Supplier information

- The supplier information tab displays the supplier's details that you are acting as an agent. You cannot change the supplier.
- Click "Continue" to move to the Attachments tab.

Supplier's Agent License Renewal

- Attachments
- Previously entered attachments will NOT appear.
- If you need to add a file you can do so, otherwise, you can select “Continue”.
- To add a file, select “Add a file”.

Bingo-Raffle Supplier's Agent Renewal

Master ID

Name Suppliers Agent

Agent information Supplier information **Attachments** Sign & submit

Attachments


If applicable, you must attach:

- An explanation of any conviction that occurred more than 10 years ago for a
 - felony,
 - theft by deception, or
 - gambling-related offense.Include details about the facts and circumstances. This applies to owners, officers, directors, partners, members, or associates.

Documents must be attached here in order to include them in your registration - documents are not accepted on paper.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

 [Add a file](#)

Supplier's Agent License Renewal

- Add a File

Add a File

Browse for your file, select it, and type in a description.
Combined size of all files must be 4 MB or less. 1 MB = 1024 KB.
You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

PDF Upload.pdf

Description*
Example: Proof of existence

Attach file will not appear until you have chosen a file.

[Terms & conditions](#) | [Browser compatibility](#)

- You will need to choose a file by selecting “Choose File”.
- Add a Description.
- “Attach file” will appear once you have chosen a file and added a description. Select “Attach File”.

Supplier's Agent License Renewal

- Attachments continued

Bingo-Raffle Supplier's Agent Renewal

Master ID
Name Suppliers Agent

Agent information Supplier information **Attachments** Sign & submit

Attachments

[Add a file](#)

<input type="checkbox"/>	File	Description	Size
<input type="checkbox"/>	PDF Upload.pdf	Renewal Files	113 KB

- If you need to add or remove files you can do so.
- Once all files have been added, select “Continue”.

Supplier's Agent License Renewal

- Sign & submit
- Review the Filer's information section and fill in all required information.
- You will be given an opportunity to review your submission in the next step.
- When you are ready, select "Continue".

Bingo-Raffle Supplier's Agent Renewal

Master ID

Name Suppliers Agent

Agent information Supplier information Attachments **Sign & submit**

*The agent and the supplier or chief executive officer of the supplier affirm that both parties are present for the signing of this application.

Agent's signature

I solemnly affirm under penalty of perjury as defined in §18-8-503 and punishable by law that I am the applicant herein. I have read, understand, and will comply with the provisions of Title 24, Part 6, Colorado Revised Statutes (C.R.S.), also known as the Bingo and Raffles Act, with respect to supplier and manufacturer agents licenses and the conditions of the agent's license. I further affirm that I have not been convicted of any felony, theft by deception, or gambling-related offense, as defined in Title 18, Article 10 C.R.S., within the previous ten years. I have read and know the contents of this application and the statements, attachments, and other materials included with or in it, and all matters set forth herein are true and complete.

United States

*Phone

Continue Cancel

Supplier's Agent License Renewal

- Review Renewal and Continue to Payment
- This is a review page only. If you need to make changes select “Back” to correct your renewal.
- If your renewal is correct, select “Pay now”.

You're not done yet.

Review your renewal and then click on **Pay now to continue**

If a PDF copy does not appear below, [open the form in a new window](#) to review it.

Select to open a PDF copy of your registration in a new window

dynamiccontent.properties.xhtml 1 / 4

LE-S2 Supplier's Agent License
Colorado Secretary of State
Bingo and Raffles Program
1700 Broadway, Ste. 200
Denver, CO 80290

Agent's information

Year

First Middle Last Suffix

Street address

City State ZIP/Postal code

Province Country

Pay now

Back

You must select this to pay for your registration before it will be submitted

Supplier's Agent License Renewal

- Payment

Payment

Name Suppliers Agent

Amount

2018 Bingo-Raffle supplier's agent renewal \$200.00

Total \$200.00

When you select a Payment Method the window will expand to show where to enter your payment information for that method

Payment Method*

- Credit or Debit
- Prepaid account

Back

Cancel

[Terms & conditions](#) | [Browser compatibility](#)

- You may pay with Credit or Debit or Prepaid Account.
- Select your “Payment Method”.
- Enter your payment information and select “Pay now”.

Supplier's Agent License Renewal

- Receipt

- Your license renewal has been submitted for review.
- You can print your receipt or send an email of your receipt to an email address of your choice.

- Summary
- View & print license
- History
- Change password
- Log out

Receipt

 Your filing was submitted.

You will receive an email when your form has been processed.

You can print this receipt for your records.

Your license renewal will be reviewed. You will not receive your license until your renewal has been approved.

Master ID 
Name Suppliers Agent

Date	06/19/2018
Transaction	2018 Bingo-Raffle supplier's agent Renewal
Filing ID	
Payment type	Prepaid account
Amount	\$200.00

Email my receipt

Send

Status/Notifications

e-File

Supplier's Agent Renewal Status

Home
Information resources
Bingo & raffles
Home
Forms
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Search documents
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- Advisory Board meeting minutes
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Tools & resources

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- 2013 Bingo market study
- Bingo toolkit
- Charitable gaming financial reports
- Fee schedule

- Select “Log in” from the Bingo and Raffles Homepage.
- Log in to your account.

Supplier's Agent Renewal Status

- Pending
- Your renewal is being reviewed.
- You will receive an email once the submission has been processed.

Summary
View & print license
History
Change password
Log out

Summary

Supplier's agent			
Name	Suppliers Agent	Registration year	2017
Master ID		Phone	1111111111
Email			
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #		Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Not available. License pending.		

Represented supplier		
License #	Name	Address
	Donald McDonald	Address, City, CO 80203

Actions
History
View & print license

Supplier's Agent Renewal Status

- Pending – Fix and resubmit
- Your renewal was rejected and an email was sent to you with reasons why.
- You will need to select “Fix and resubmit” to correct your renewal and resubmit it.
- You will not need to pay again.

Summary
View & print license
History
Change password
Log out

Summary

2018 renewal was **not accepted**. [Fix and resubmit.](#)

Supplier's agent			
Name	Suppliers Agent	Registration year	2017
Master ID		Phone	111111111
Email			
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #	2017-	Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Not available. License pending.		

Represented supplier		
License #	Name	Address
2018-	Donald McDonald	Address, City, CO 80203

Actions
History
View & print license

Supplier's Agent Renewal Status

- Discarded
- If your renewal was discarded it will show the message above.
- You will need to contact the SOS office for additional information.

Summary
View & print license
History
Change password
Log out

Summary

Supplier's agent			
Name	Suppliers Agent	Registration year	2017
Master ID		Phone	1111111111
Email			
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #		Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Renewal is not available for 2018 due to rejected renewal form.		

Represented supplier		
License #	Name	Address
	Donald McRonald	Address, City, CO 80203

Actions
History
View & print license

Supplier's Agent Renewal Status

- Approved/Current
- Your renewal was approved and an approval email was sent to you.
- You are able to view and print your current license by selecting “View & print license”.
- Your summary page should show your license start and expiration date along with other info.

Summary
View & print license
History
Change password
Log out

Summary

Supplier's agent			
Name	Suppliers Agent	Registration year	2018
Master ID		Phone	11111111111111111111
Email			
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #	2018-	Start	02/01/2018
Status	Current	Expire	03/31/2019
Renewal	You can renew starting 02/01/2019		

Represented supplier		
License #	Name	Address
	Donald McDonald	Address, City, CO 80203

Actions
History
View & print license

Supplier's Agent License Contact Info

If you have questions or need additional
assistance please contact the Bingo-
Raffles program:

Call us at: **303-869-4910**

or

Email us at: coloradosos.gov