

# Instructions for Supplier License Renewal e-File

# Supplier 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.

# Supplier License Renewal

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Renew a license

## 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	<a href="#">Apply online</a>	<a href="#">PDF</a>	<a href="#">Paper filing (PDF)</a>

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### Suppliers

Form name	e-File	Paper form	Instructions
Application for a Bingo Raffle Supplier License <input type="text"/>	<a href="#">Apply online</a>	n/a	<a href="#">PDF</a>
Renew a license	<a href="#">Log in</a>	n/a	<a href="#">PDF</a>
Application for a Bingo Raffle Supplier's Agent License <input type="text"/>	n/a	<a href="#">PDF</a>	n/a
Supplier Licensee Quarterly Report	<a href="#">Log in</a>	<a href="#">PDF</a>   <a href="#">XLS</a>	n/a

Terms & conditions | Browser compatibility

- 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 license in the Supplier's box.

# Supplier License Renewal

Summary
View & print license
History
Quarterly reports
Fines
Change password
Log out

## Summary

Supplier			
Name	Supplier	Corporation?	Yes
Master ID	[REDACTED]	Registration year	2017
Phone	111-111-1111	Email	[REDACTED]
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #	[REDACTED]	Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	<a href="#">Renew</a>		

Equipment
Bingo cards and paper

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

# Supplier License Renewal

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Information resources
Bingo & raffles
Business organizations
Charities & fundraisers
DME suppliers
Elections & voting
Lobbyist
Notary public
Performing rights
Rules and regulations
UCC
Contact us

## Bingo-Raffle Supplier Registration

You must pay online at the end of the registration process.

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

You can attach documents to your application, if needed.

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

Make sure that your documents, if any, are ready to attach before you continue.

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

- 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 License Renewal

- Supplier information

The screenshot shows a web form titled "Supplier License Renewal". At the top, there are fields for "Master ID" and "Name" (with "Supplier" entered). Below this is a navigation bar with tabs: "Supplier information" (selected), "Resident agent & records", "Equipment", "Manufacturers", "Colorado agents", "Owners", "Attachments", and "Sign & submit".

The "Supplier information" section includes a "Registration year" dropdown menu set to "2018". A red callout bubble points to this dropdown with the text: "The supplier information you previously supplied us should be pre-filled. You can update it as needed."

Below the registration year is the "Supplier's information" section, which includes a "Name" field with "Supplier" entered. A dashed line separates this from the "Phone" and "Email" fields. A red callout bubble points to the "Phone" field with the text: "You will need to re-enter your phone number." The "Continue" button is highlighted with a red box, and a "Cancel" button is visible to the right.

At the bottom of the page, there is a footer with the text "Terms & conditions | Browser compatibility".

- 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 License Renewal

- Resident agent & records

**Supplier License Renewal**

Master ID [REDACTED]  
Name Supplier

Supplier information **Resident agent & records** Equipment Manufacturers Colorado agents Owners Attachments Sign & submit

**Resident agent**  
If supplier is not located in Colorado, resident agent is required.

\* Resident agent's name - Choose organization or individual

Organization  
[REDACTED]

Individual

First [REDACTED]

Middle [REDACTED]

Last [REDACTED]

Suffix [REDACTED]

Resident agent's street [REDACTED]

- All Resident Agent & Records information previously filled in should be pre-filled. You can update the information as needed. Remember that an out of state Supplier needs an in state agent.
- Proceed to the Location of records section on this page.

# Supplier License Renewal

- Resident agents & records continued

The screenshot shows a web form titled "Supplier License Renewal". At the top, there are fields for "Master ID" and "Name" (Supplier). Below this is a navigation bar with tabs: "Supplier information", "Resident agent & records" (highlighted with a red box), "Equipment", "Manufacturers", "Colorado agents", "Owners", "Attachments", and "Sign & submit".

The "Resident agent" section is titled "Resident agent" and includes the instruction: "If supplier is not located in Colorado, resident agent is required." Below this is a dashed line.

The "Location of records" section is titled "Location of records" (highlighted with a red box) and includes the instruction: "If supplier is not located in Colorado, location of records is required." Below this is the question "Where are the supplier's records held?" and a text input field labeled "Address 1" (with a red asterisk indicating it is required). Below the input field is another dashed line.

At the bottom of the form, there are two buttons: "Continue" (highlighted with a red box) and "Cancel".

At the very bottom of the page, there is a footer with the text "Terms & conditions | Browser compatibility".

- Location of records information should be pre-filled if information was previously provided. You can update this information as needed.
- Once you are ready, select "Continue".



# Supplier License Renewal

- Equipment

Supplier License Renewal

Master ID [redacted]  
Name Supplier

Supplier information Resident agent & records **Equipment** Manufacturers Colorado agents Owners Attachments Sign & submit

**Equipment**

Describe all equipment that is for sale, distribution, or use in connection with bingo, raffle or pull tab activities in Colorado. Examples include bingo cards and paper, pull tab tickets, bingo blowers, and display boards.

Add a separate description for each piece of equipment.

[Add equipment](#)

- Equipment
- Bingo cards and paper

Delete

Continue

Cancel

- All equipment previously entered should appear. You can add or remove equipment as needed.
- Once you are ready, select “Continue”.

# Supplier License Renewal

- Manufacturers

The screenshot displays the 'Supplier License Renewal' web application interface. At the top, the title 'Supplier License Renewal' is centered. Below the title, there are fields for 'Master ID' and 'Name' (with the value 'Supplier'). A horizontal navigation bar contains several tabs: 'Supplier information', 'Resident agent & records', 'Equipment', 'Manufacturers', 'Colorado agents', 'Owners', 'Attachments', and 'Sign & submit'. The 'Manufacturers' tab is highlighted with a red box. Below the navigation bar, the section is titled 'Manufacturers' and includes the instruction 'List all of the manufacturers of your bingo-raffle items.' A blue link 'Add a manufacturer' is highlighted with a red box. Below this link is a 'Continue' button, also highlighted with a red box. A 'Cancel' button is located at the bottom right of the form area. At the very bottom of the page, there is a footer with the text 'Terms & conditions | Browser compatibility'.

- Manufacturer's licenses will need to be re-entered. If they do not have a current license, please contact them to let them know to renew. Once they renew, contact our office to have your file updated.
- Once you are ready, select "Continue".

# Supplier License Renewal

- Colorado Agents

**Supplier License Renewal**

Master ID   
Name Supplier

Supplier information Resident agent & records Equipment Manufacturers **Colorado agents** Owners Attachments Sign & submit

**Colorado agents**

List all of your Colorado agents.

[Add an agent](#)

- Agent licenses will need to be re-entered. If they do not have a current license, please contact them to let them know to renew. Once they renew, contact our office to have your file updated.
- Once you are ready, select “Continue”.

# Supplier License Renewal

- Owners

**Supplier License Renewal**

Master ID   
Name Supplier

Supplier information Resident agent & records Equipment Manufacturers Colorado agents **Owners** Attachments Sign & submit

**Owners**

Add officers, directors, or shareholders who hold an ownership interest of ten percent (10%) or more.

[Add an owner](#)

- Previously entered Owners should appear. You can add, update and delete owners as needed.
- Once you are ready, select “Continue”.

# Supplier License Renewal

- Attachments

The screenshot shows the 'Supplier License Renewal' interface. At the top, there is a navigation bar with tabs for 'Supplier information', 'Resident agent & records', 'Equipment', 'Manufacturers', 'Colorado agents', 'Owners', 'Attachments', and 'Sign & submit'. The 'Attachments' tab is highlighted with a red box. Below the navigation bar, the 'Attachments' section is titled 'Attachments' and contains the following text: 'You must attach:' followed by a bulleted list: '• An explanation of any conviction that occurred more than 10 years ago for a' with sub-bullets 'o felony', 'o theft by deception, or', and 'o gambling-related offense'. Below this, it says 'Include details about the facts and circumstances. This applies to owners, officers, directors, partners, members, or associates.' Further down, it states 'Documents must be attached here in order to include them in your registration - documents are not accepted on paper.' and 'You can attach .jpg, .gif, .png, or .tif image files, or PDF files.' At the bottom, it says 'Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB'. There are three buttons: 'Add a file' (with a red arrow pointing to it), 'Continue' (with a red box around it), and 'Cancel'.

- 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”.

# Supplier 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.

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- 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 License Renewal

- Attachments continued

**Supplier License Renewal**

Master ID   
Name Supplier

[Supplier information](#) [Resident agent & records](#) [Equipment](#) [Manufacturers](#) [Colorado agents](#) [Owners](#) **[Attachments](#)** [Sign & submit](#)

---

**Attachments**

[Add a file](#)

<input checked="" type="checkbox"/>	File	Description	Size
<input checked="" type="checkbox"/>	PDF Upload.pdf	Renewal Files	91 KB

[Delete](#)

[Continue](#)

[Cancel](#)

Terms & conditions | Browser compatibility

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

# Supplier License Renewal

- Sign & submit

**Supplier License Renewal**

Master ID   
Name Supplier

Supplier information Resident agent & records Equipment Manufacturers Colorado agents Owners Attachments **Sign & submit**

**Filer's information**

I solemnly affirm under penalty of perjury as defined in §18-8-503 and punishable by law that I am either the applicant or the chief executive officer of the applicant herein.

I have read and am familiar 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 commercial bingo facilities and landlords thereof and I accept responsibility for the applicant's compliance with those provisions. Neither the applicant nor any of its owners, officers, directors, partners, members or associates has 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.

\*First

Middle

**Continue**

- 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".



# Supplier License Renewal

- Review Renewal and Continue to Payment

**You're not done yet.**  
Review your registration 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.

**LE-S1 Supplier License**  
Colorado Secretary of State  
Bingo and Raffles Program  
1700 Broadway, Ste. 200  
Denver, CO 80290

**Supplier's information**

Year  
2017  Corporation

Supplier name  
Supplier

Street address  
Address

City State ZIP/Postal code  
City CO 11111

Province Country

**Pay now**

Back

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

- 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”.

# Supplier License Renewal

- Payment

The screenshot shows a 'Payment' form with the following elements:

- Name:** Supplier
- Amount:** A table with one row: '2018 Supplier renewal' with a checkbox, and a total of '\$700.00'.
- Payment Method\*:** Radio buttons for 'Credit or Debit' and 'Prepaid account'.
- Buttons:** 'Back' and 'Cancel'.

A red callout bubble on the left contains the text: "When you select a Payment Method the window will expand to show where to enter your payment information for that method."

Amount	
2018 Supplier renewal <input type="checkbox"/>	\$700.00
<b>Total</b>	<b>\$700.00</b>

[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 License Renewal

- Receipt

Summary

View & print license

History

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Change password

Log out

**i** Your filing was submitted.

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

You can print this receipt for your records.

Master ID [redacted]

Name Supplier

Date	01/24/2018
Transaction	2018 Supplier renewal
Filing ID	[redacted]
Payment type	MasterCard
Last 4 digits on card	[redacted]
Amount	\$700.00

Email my receipt

Send

## Receipt

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

- 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.

# Status/Notifications

## e-File

# Supplier Renewal Status

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## Bingo and Raffles

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### 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

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

# Supplier Renewal Status

- Pending

Summary
View & print license
History
Quarterly reports
Fines
Change password
Log out

## Summary

Supplier			
Name	Supplier	Corporation?	Yes
Master ID		Registration year	2017
Phone	111-111-1111	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.		

Equipment
Bingo cards & paper

Actions
---------

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

# Supplier Renewal Status

- Pending – Fix and resubmit

Summary
View & print license
History
Quarterly reports
Fines
Change password
Log out

## Summary

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

Supplier			
Name	Supplier	Corporation?	Yes
Master ID		Registration year	2017
Phone	111-111-1111	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.		

Equipment
Bingo cards & paper

Actions
---------

- 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.

# Supplier Renewal Status

- Discarded

Summary
View & print license
History
Quarterly reports
Fines
Change password
Log out

## Summary

Supplier			
Name	Supplier	Corporation?	Yes
Master ID		Registration year	2017
Phone	111-111-1111	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.		

Equipment
Bingo cards & paper

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



# Supplier Renewal Status

- Approved/Current

Summary
<b>View &amp; print license</b>
History
Quarterly reports
Fines
Change password
Log out

## Summary

Supplier			
Name	Supplier	Corporation?	Yes
Master ID		Registration year	2018
Phone	111-111-1111	Email	
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #	2018-	Start	04/01/2018
Status	Current	Expire	03/31/2019
Renewal	You can renew starting 02/01/2019 if you have no outstanding quarterly report fines or filings.		

Equipment
Bingo cards and paper

Actions
<a href="#">History</a>

- 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.

# Supplier 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: [licensing@coloradosos.gov](mailto:licensing@coloradosos.gov)