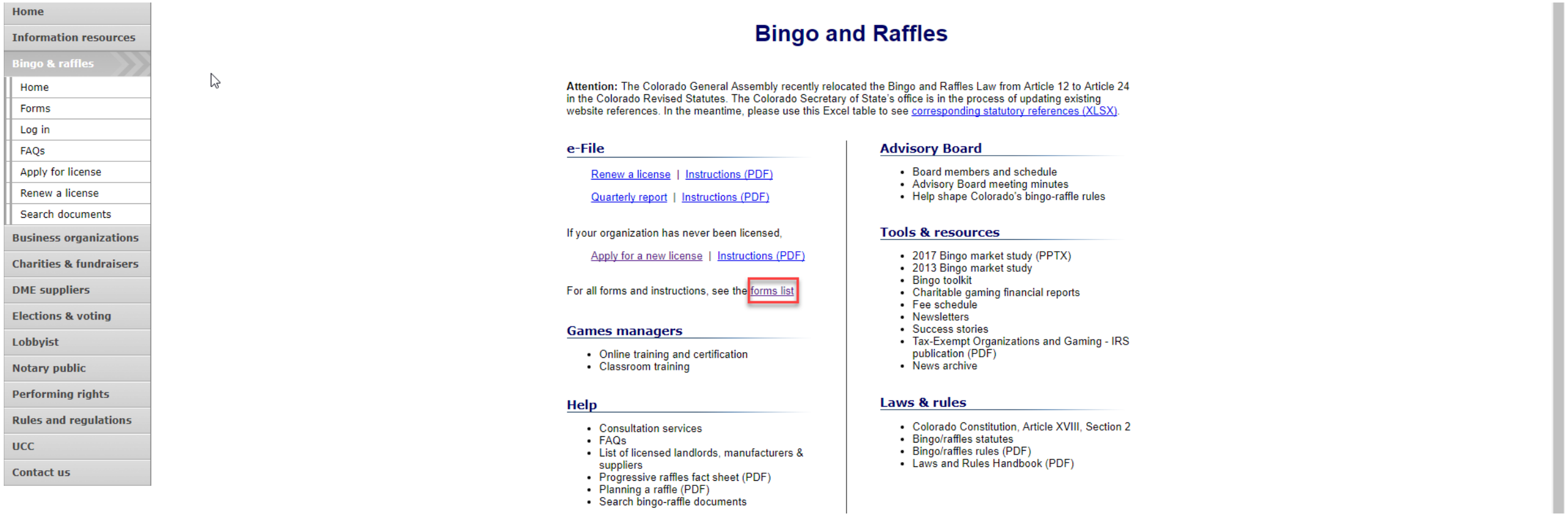
Instructions for Landlord License New Registration

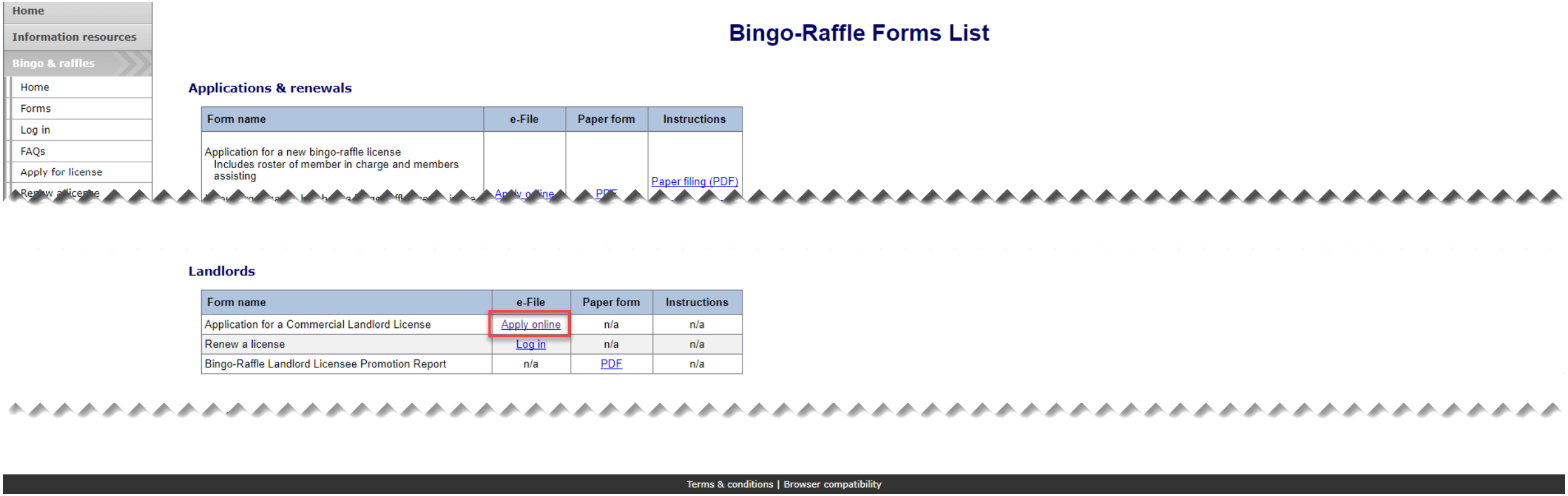
e-File

Landlord License New Registration



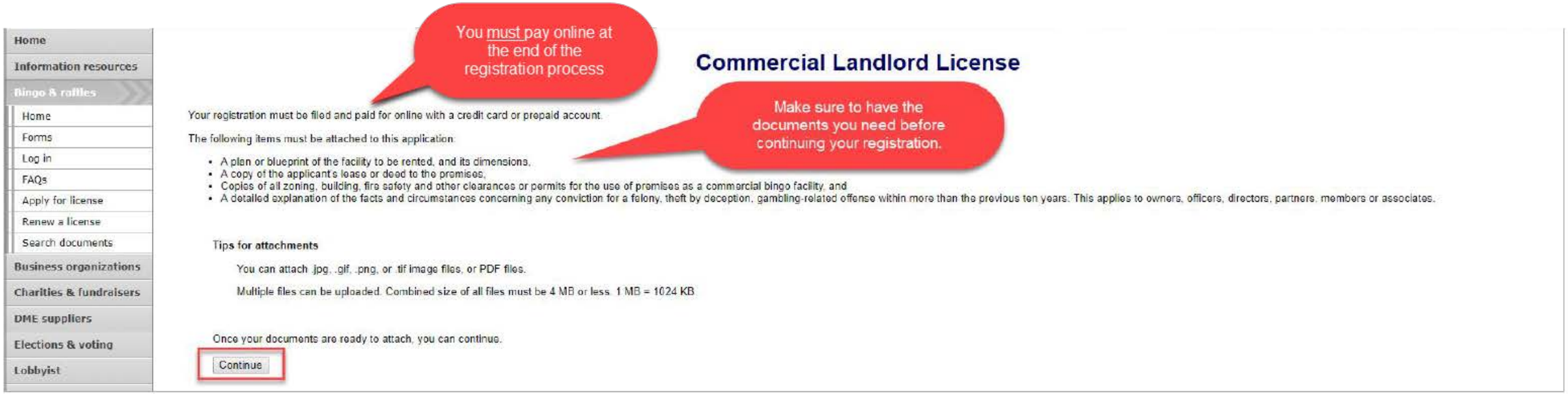
- Navigate to the Bingo and Raffles home page
- When you are ready, select “forms list”.

Landlord License New Registration



- Scroll down the Forms List page until you reach the Landlords section.
- Select “Apply online” next to the **Application for a Commercial Landlord License** form.

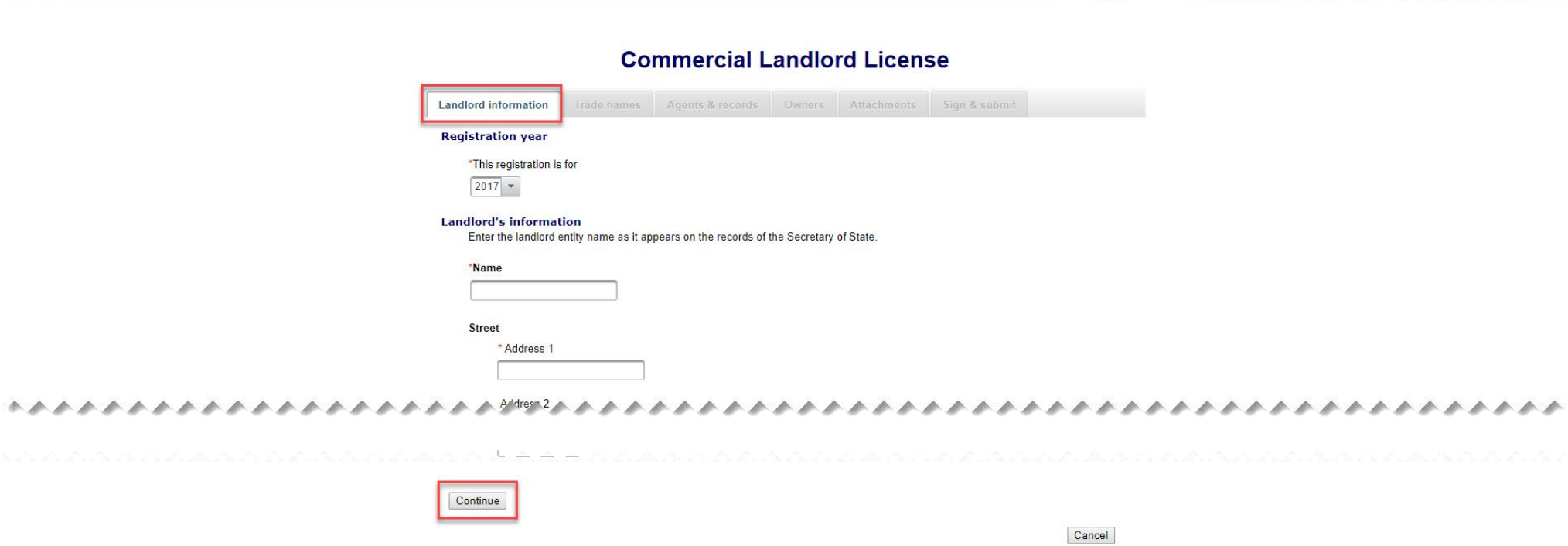
Landlord License New Registration



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

Landlord License New Registration

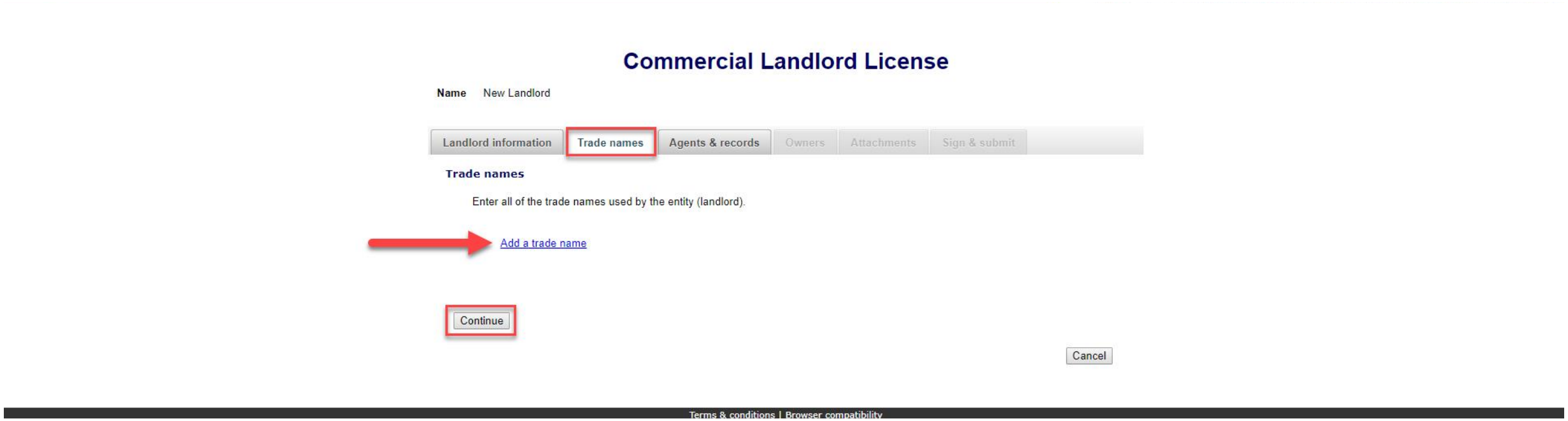
- Landlord information



- Enter all required information including: Registration year, Landlord Entity Name, Landlord Street Address, Landlord Phone #, Landlord Email, Premises Address.
- Once you are ready, select “Continue”.

Landlord License New Registration

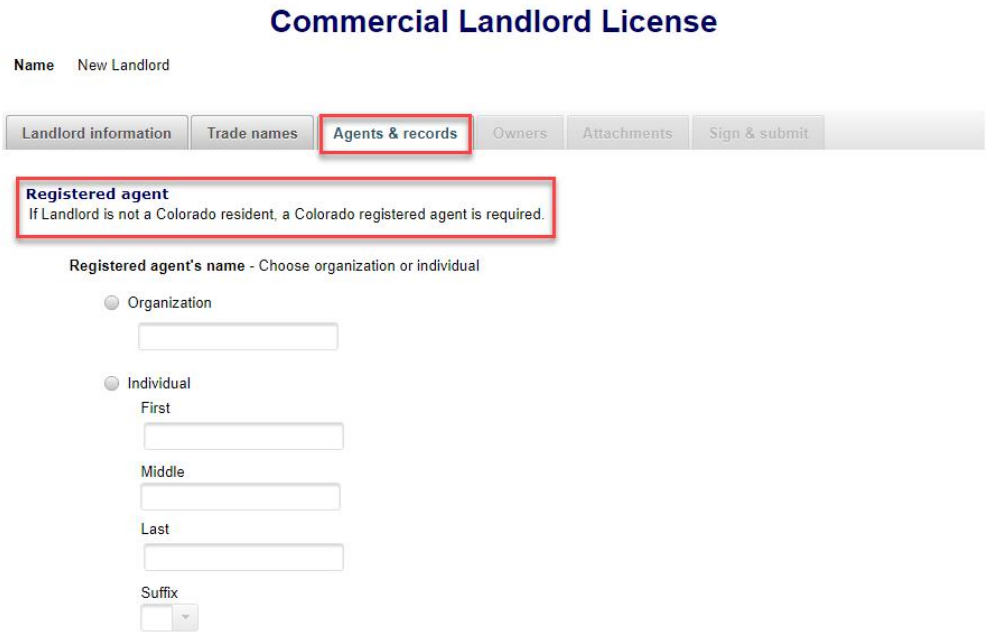
- Trade names



- Add all trade names used by the entity (landlord). You can delete trade names if you make a mistake.
- Once you are ready, select “Continue”.

Landlord License New Registration

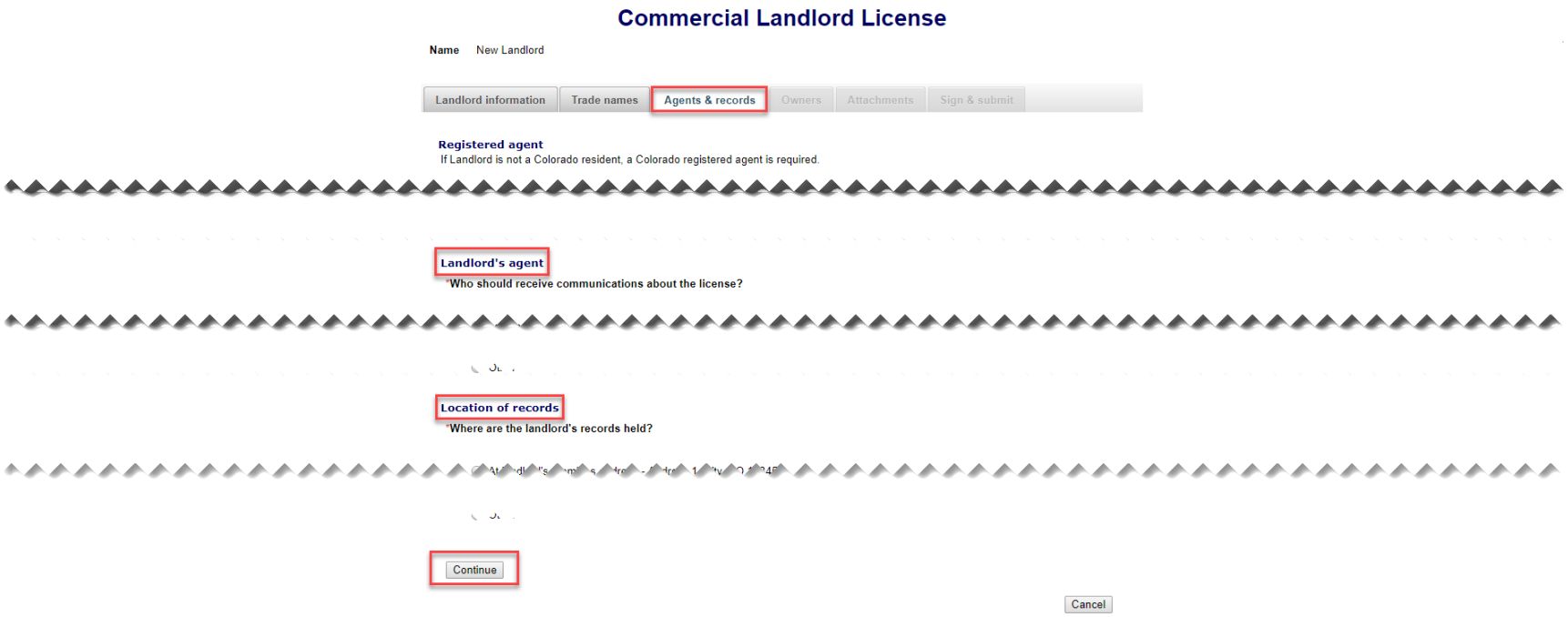
- Agents & records



- If the Landlord is not a Colorado resident, you must enter a Colorado registered agent.
- Proceed to the Landlord agent and Location of records sections on this page.

Landlord License New Registration

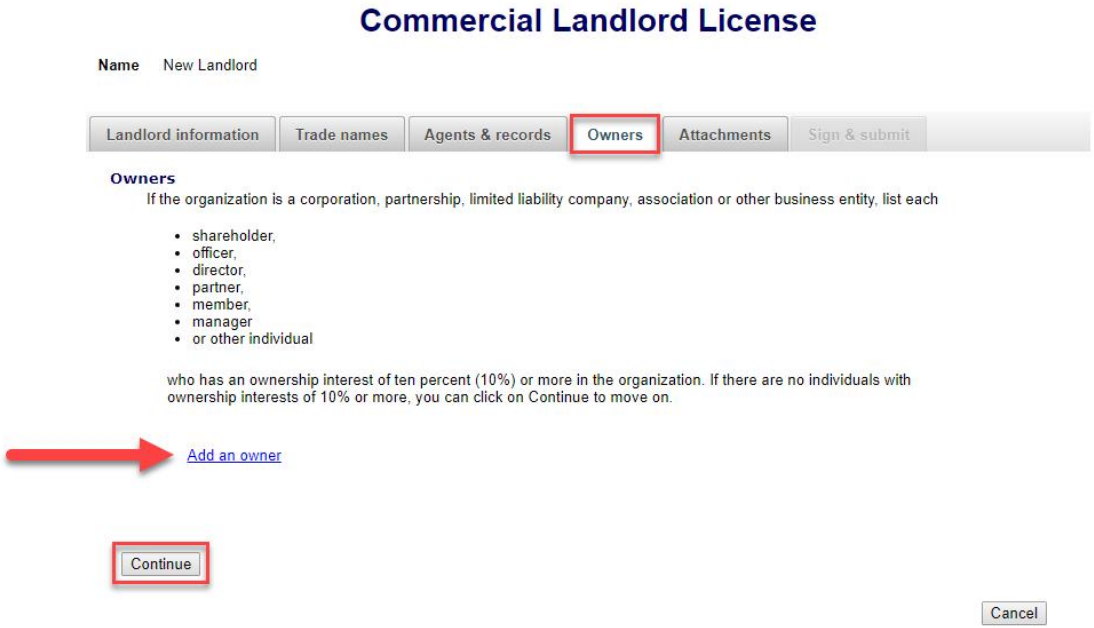
- Agents & records continued



- You must select who should receive communications about the landlord’s license.
- You must select where the landlord’s records are held.
- Once you are ready, select “Continue”.

Landlord License New Registration

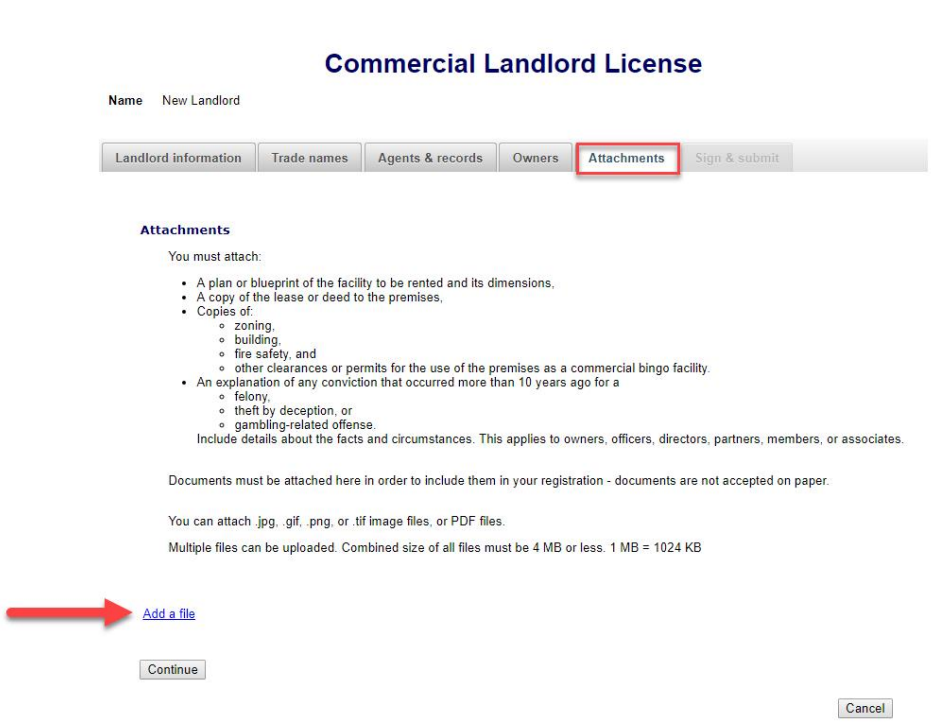
- Owners



- You can enter owner's information on this tab. You can update and delete owners as needed.
- Once you are ready, select "Continue".

Landlord License New Registration

- Attachments



- Attachments are required for the items listed on the page.
- Once you are ready, select “Add a file”.

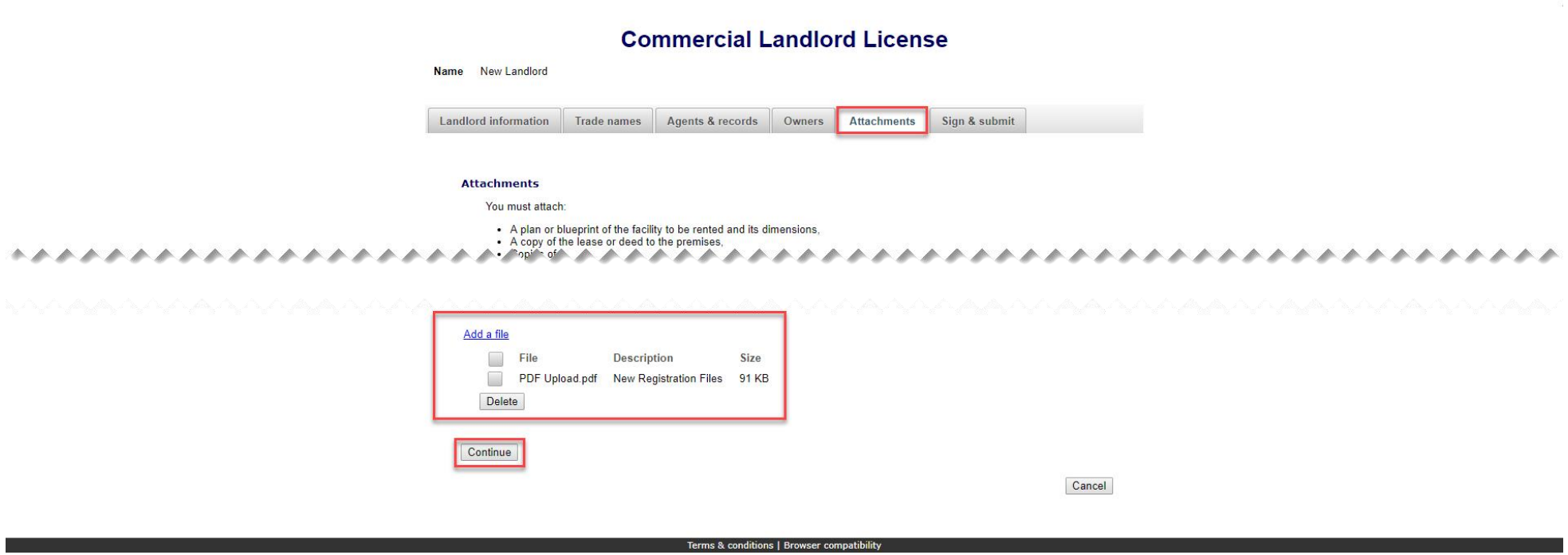
Landlord License New Registration

- Add a File

- 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”.

Landlord License New Registration

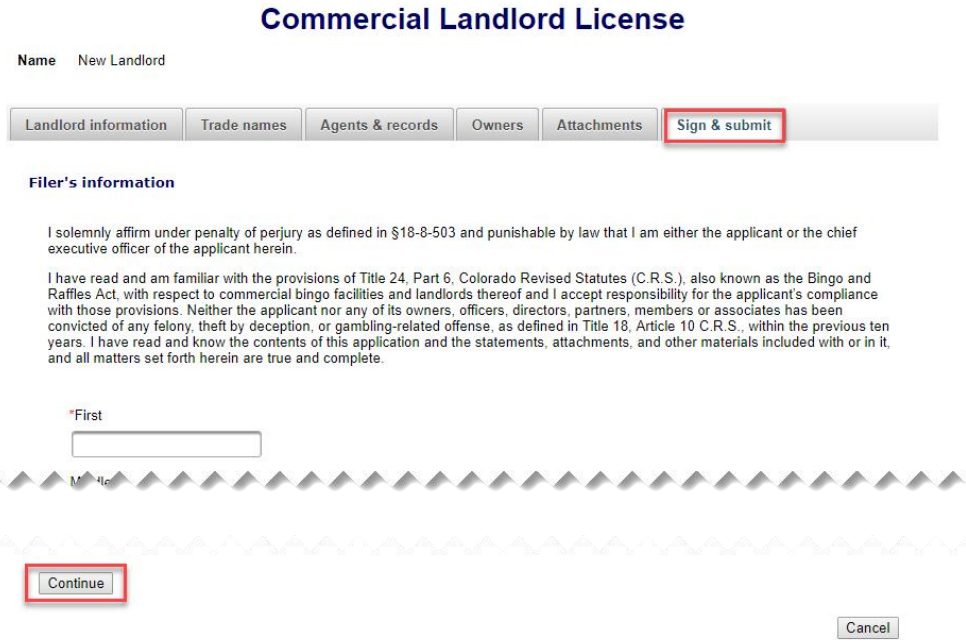
- Attachments continued



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

Landlord License New Registration

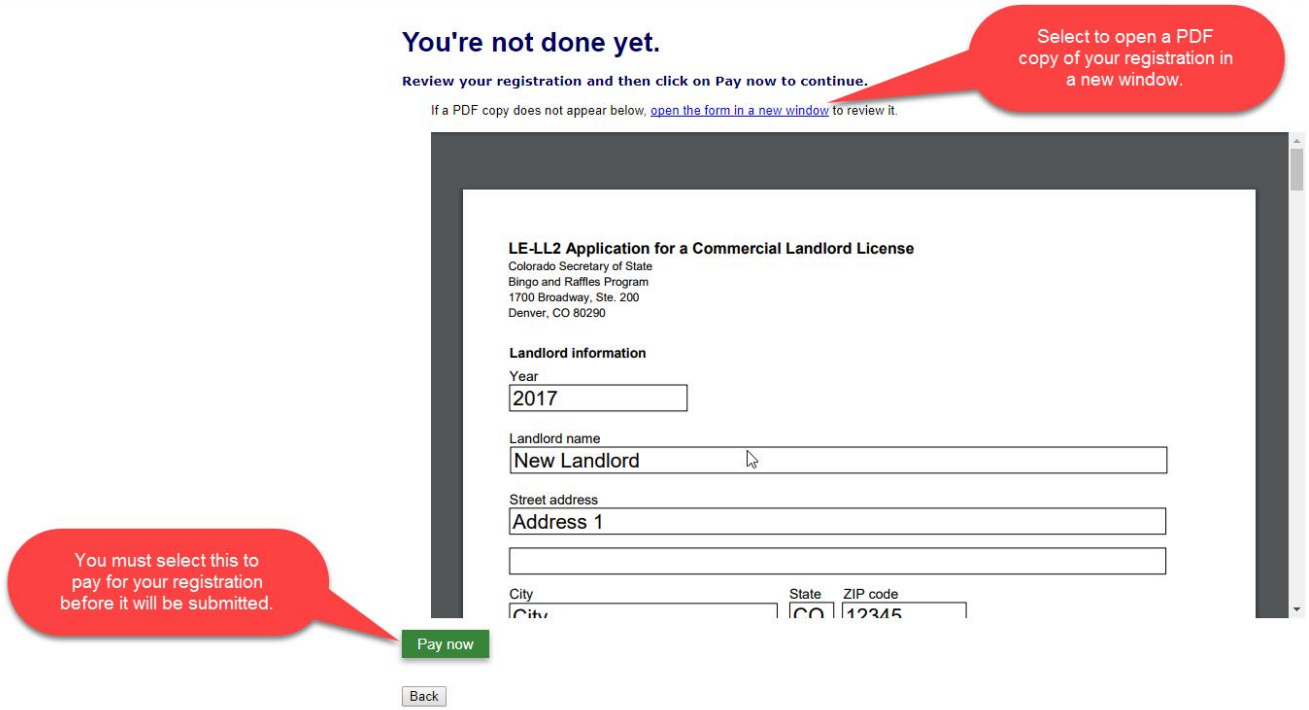
- Sign & submit



- 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”.

Landlord License New Registration

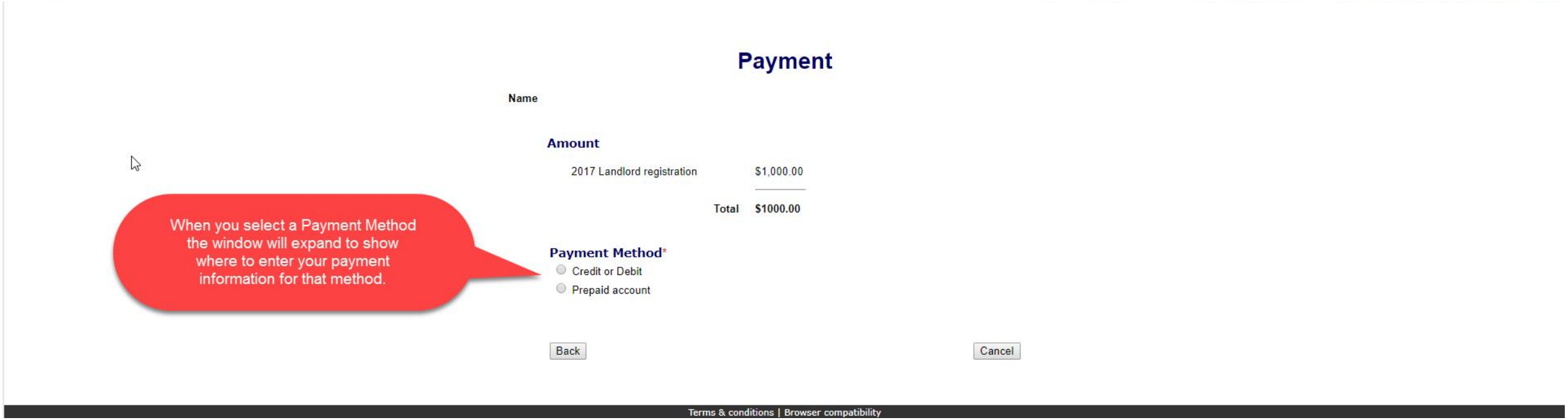
- Review Registration and Continue to Payment



- This is a review page only. If you need to make changes select “Back” to correct your registration.
- If your registration is correct, select “Pay now”.

Landlord License New Registration

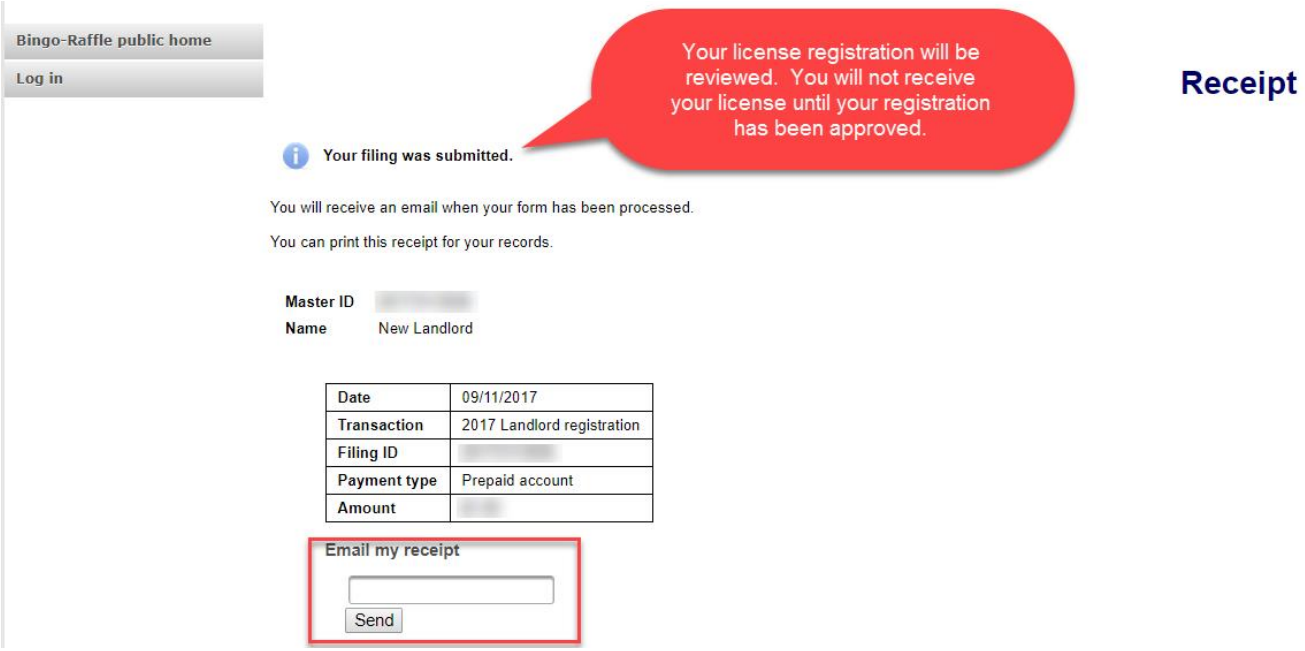
- Payment



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

Landlord License New Registration

- Receipt



- Your license registration has been submitted for review.
- You can print your receipt or send an email of your receipt to an email address of your choice.
- Take note of your Master ID to help you with logging in.

Instructions for Landlord Login and Status/Notifications

e-File

Landlord Login

- Select “Log in” from the Bingo and Raffles Homepage

Landlord Login

- In order to login to your account for the first time, you will need to reset your password.
- Select “Forgot password?”

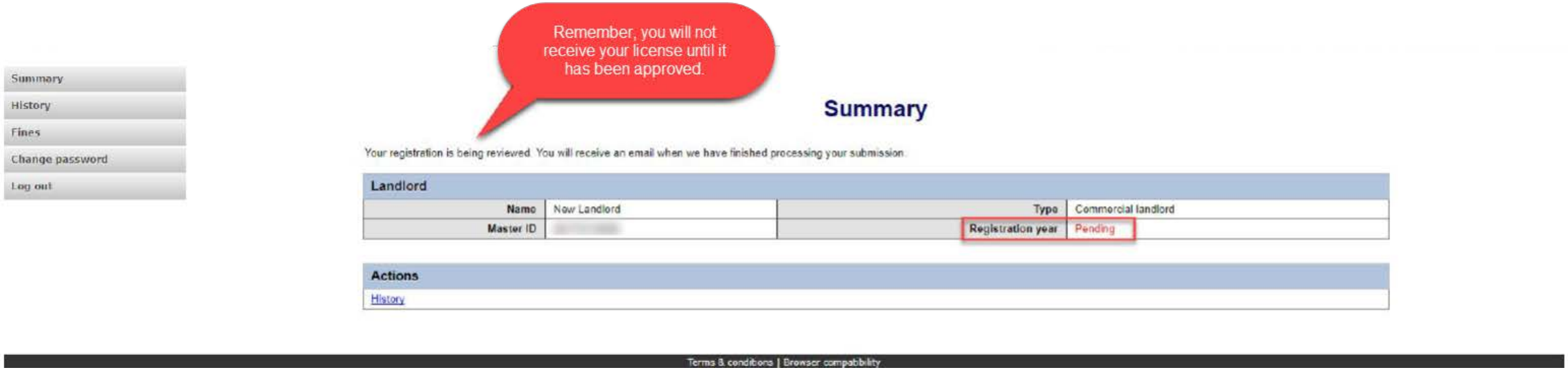
Landlord Login

- Enter your Master ID that you received after submitting your registration.
- Enter the Email you used in your registration.
- Select “Reset password”. You should receive an email with a temporary password.

Landlord Login

- Look for an email with your Master ID and Temporary password.
- Enter the Master ID and in Password enter your Temporary password.
- Select “Log in”

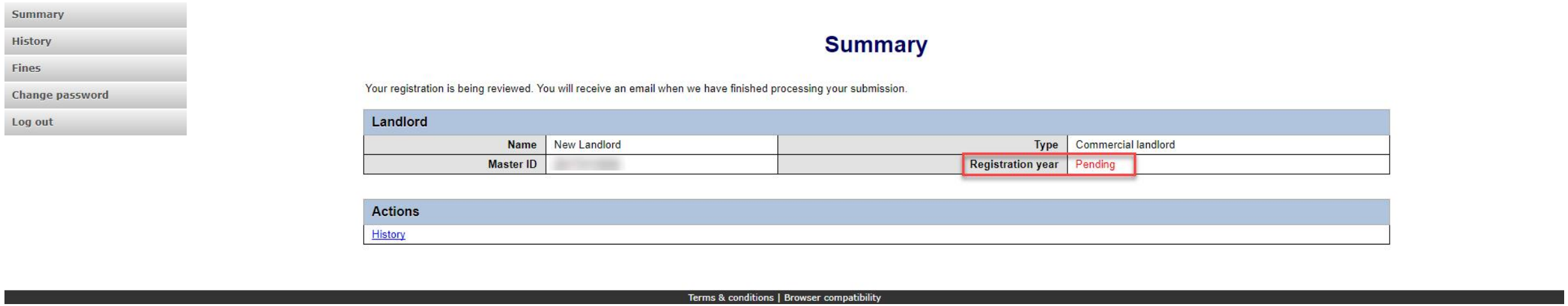
Landlord Login



- When you login you should see your summary page. You can review your registration status, history of submissions, fines and change your password.
- See the next pages of these instructions for a list of registration statuses and notifications.

Landlord License Status

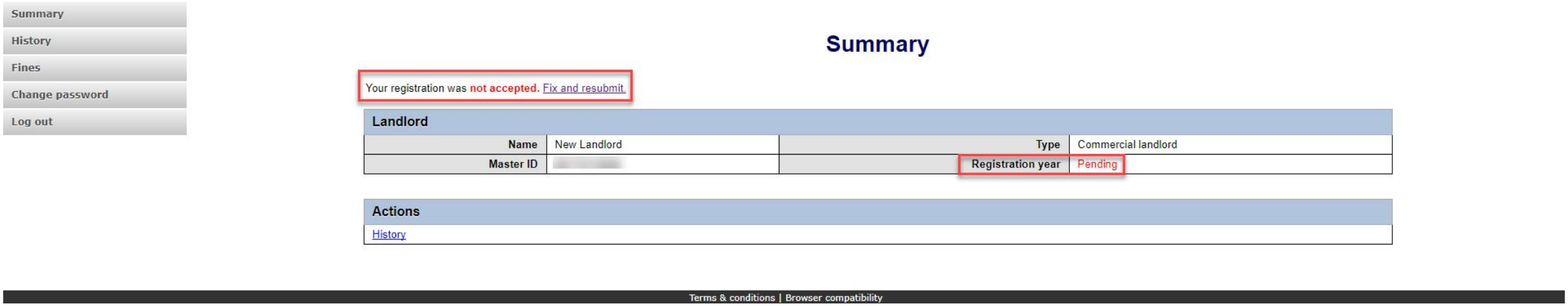
- Pending



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

Landlord License Status

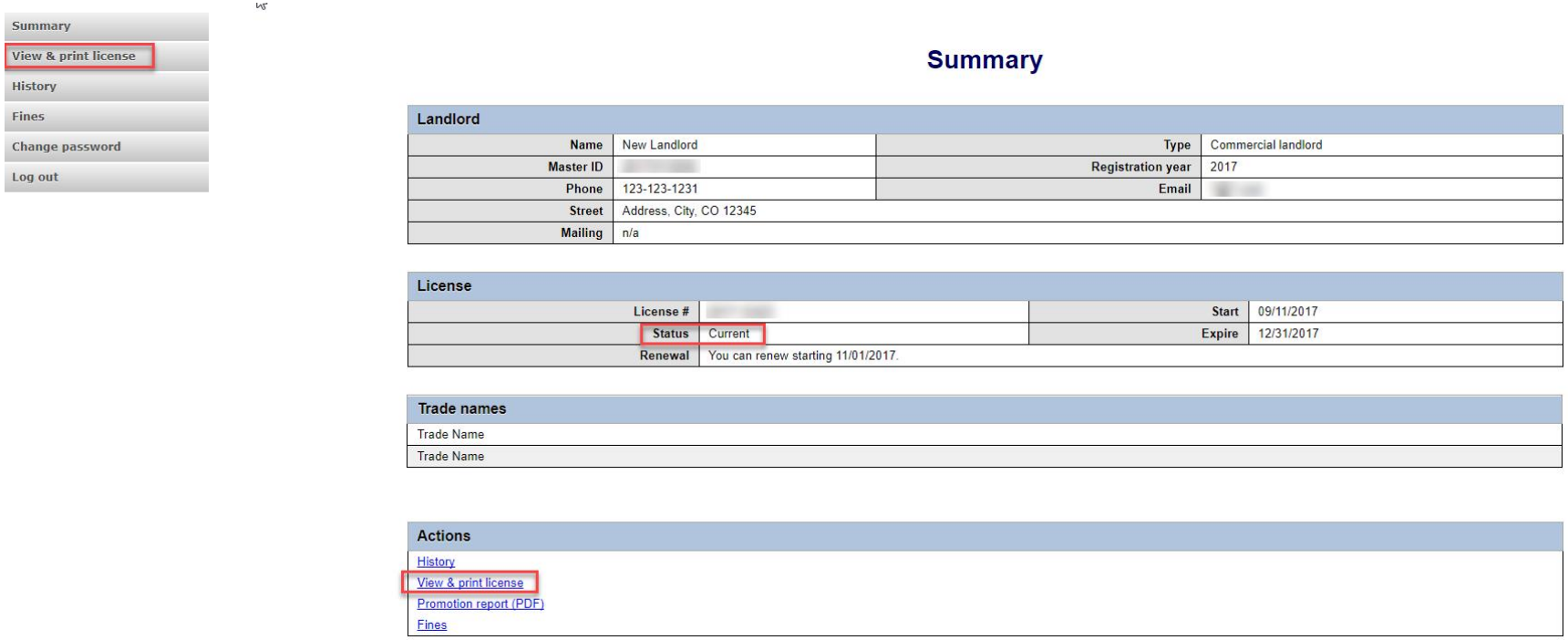
- Pending – Fix and resubmit



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

Landlord License Status

- Current



Summary
View & print license
History
Fines
Change password
Log out

Summary

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID	[illegible]	Registration year	2017
Phone	123-123-1231	Email	[illegible]
Street	Address, City, CO 12345		
Mailing	n/a		

License			
License #	[illegible]	Start	09/11/2017
Status	Current	Expire	12/31/2017
Renewal	You can renew starting 11/01/2017.		

Trade names
Trade Name
Trade Name

Actions

History
View & print license
Promotion report (PDF)
Fines

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

Landlord License Contact Info

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

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

or

Email us at: licensing@sos.state.co.us