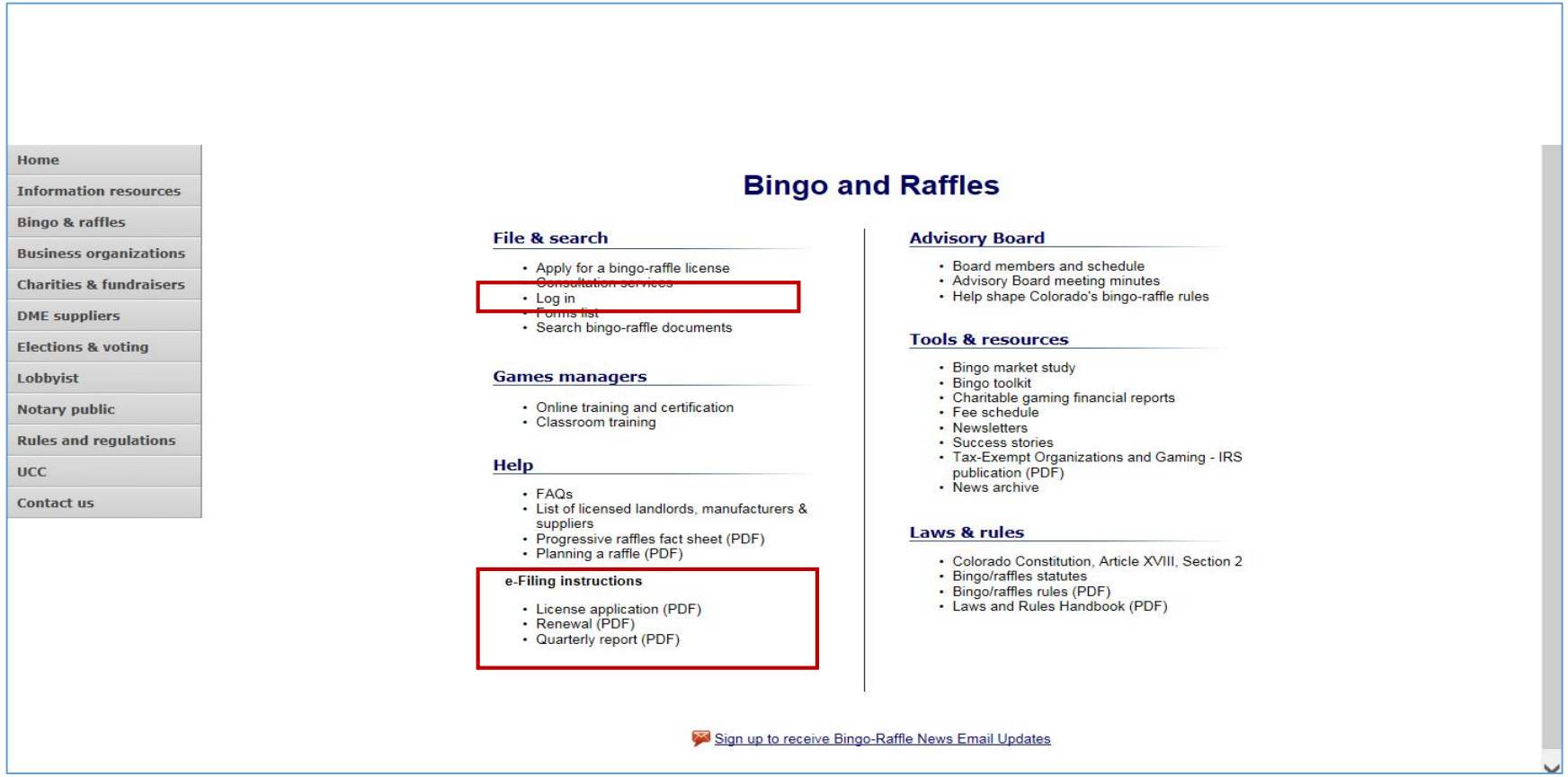
Instructions for Non-Profit License Renewals

e-File

Bingo – Raffle License Renewal



Login to your Bingo – Raffle Summary page to begin the process

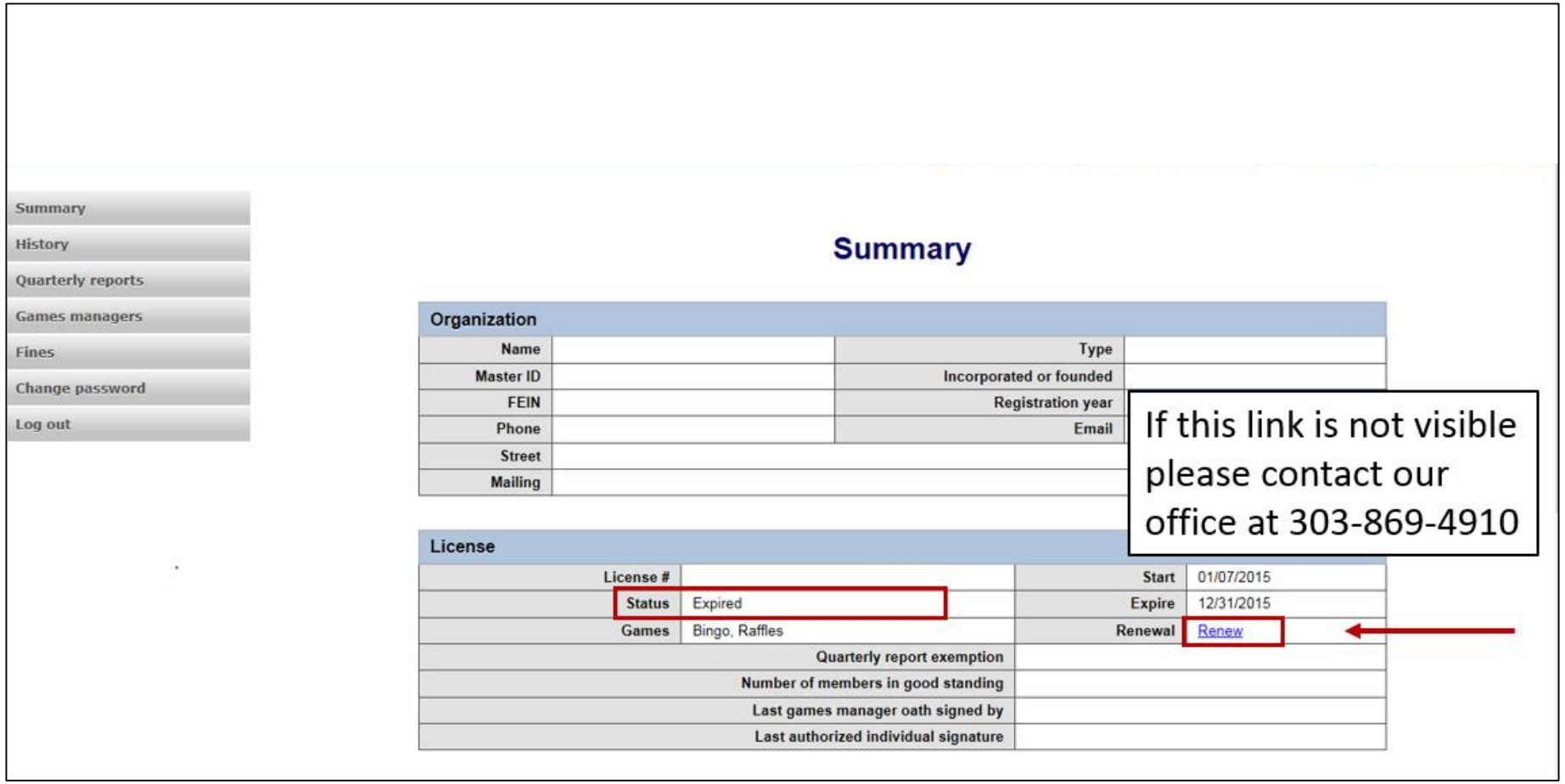
Bingo – Raffle License Renewal

Login

To login, you will need your Master ID and Password. If you have forgotten your password, use the Forgot Password link to reset.

Bingo – Raffle License Renewal

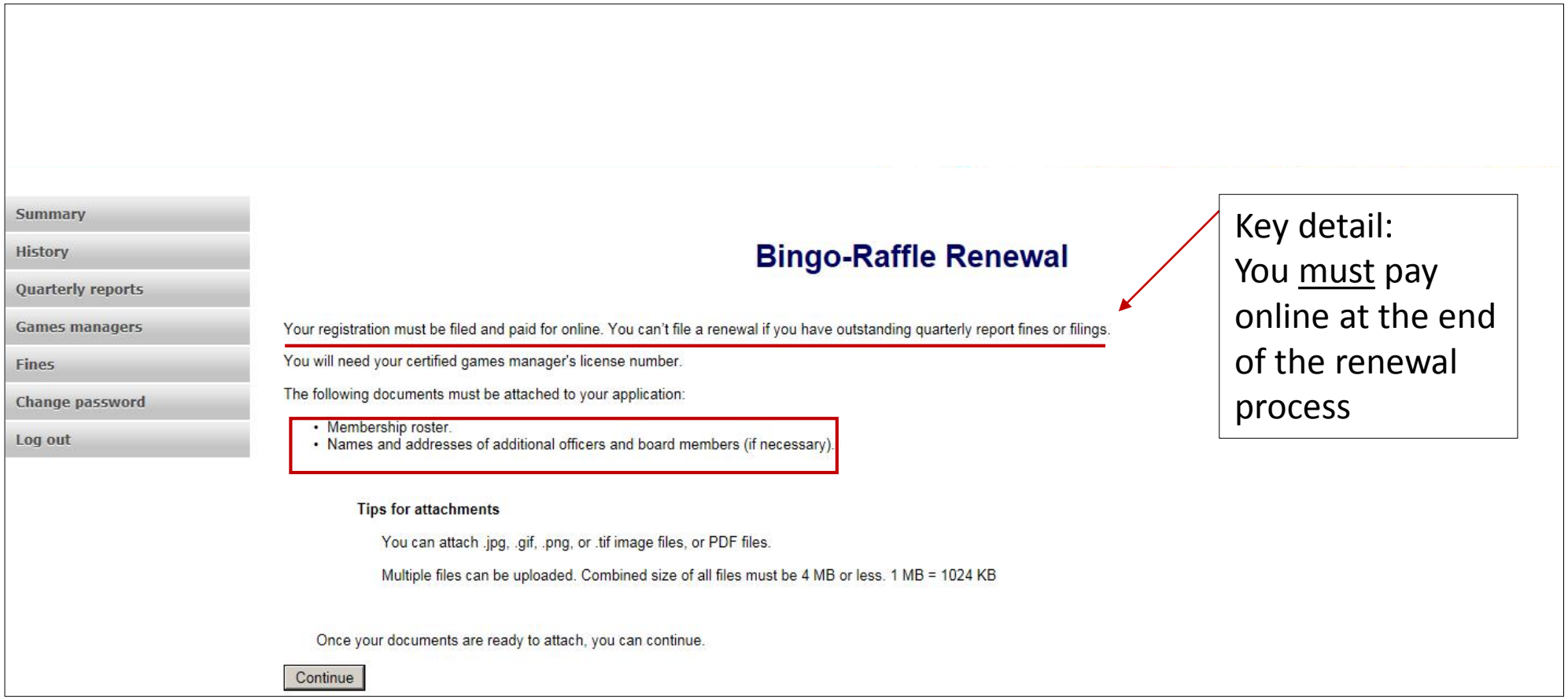
Renew



Once logged in you will see your Summary Page. Under the License section, Renewal, you will select the “Renew” link.

Bingo – Raffle License Renewal

Renew

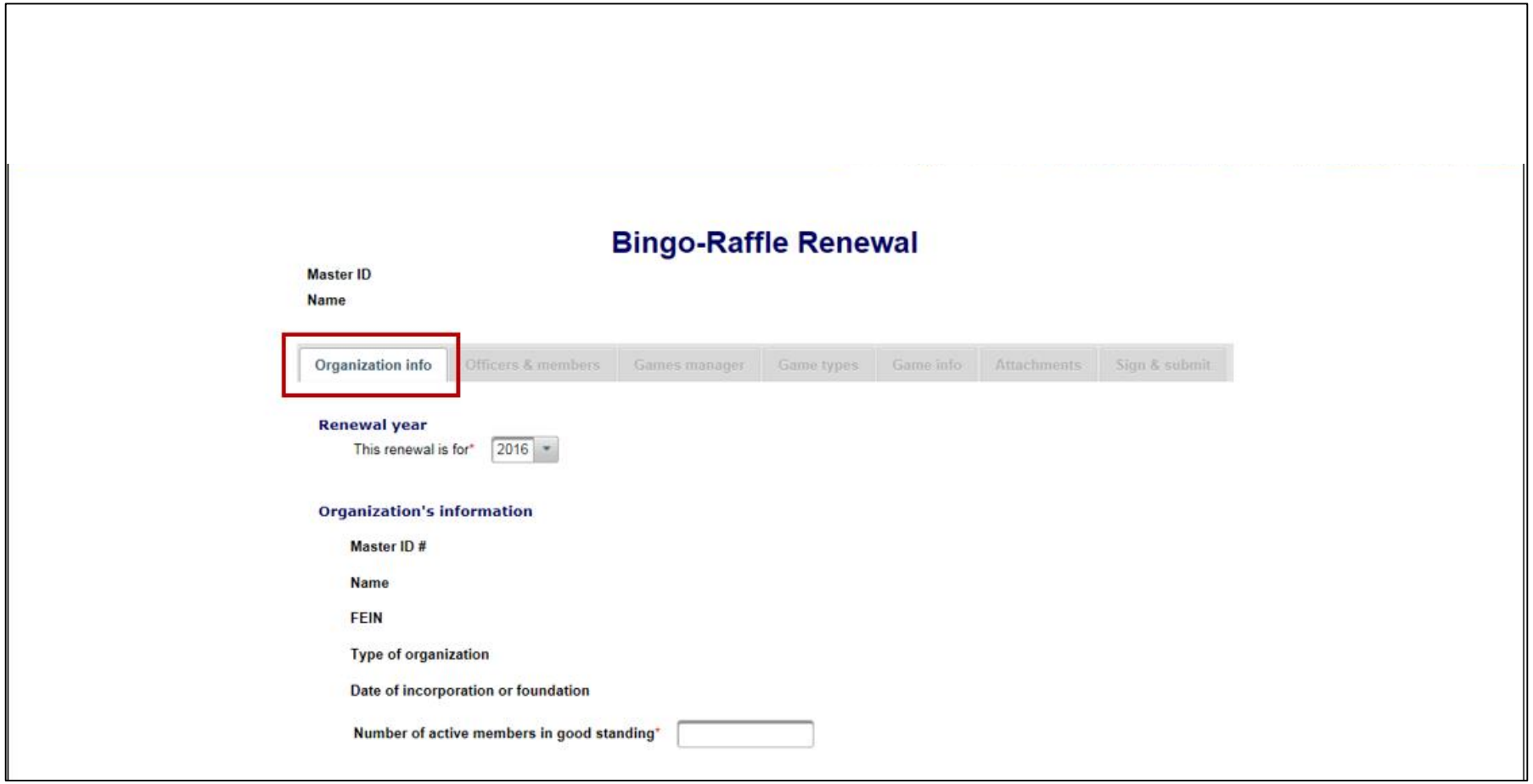


Key detail:
You must pay online at the end of the renewal process

To continue with the Renewal process, Review and prepare the required documents of Membership Roster and the Officer & Board Members names and addresses. Once your documents are ready to attach, select "continue"

Bingo – Raffle License Renewal

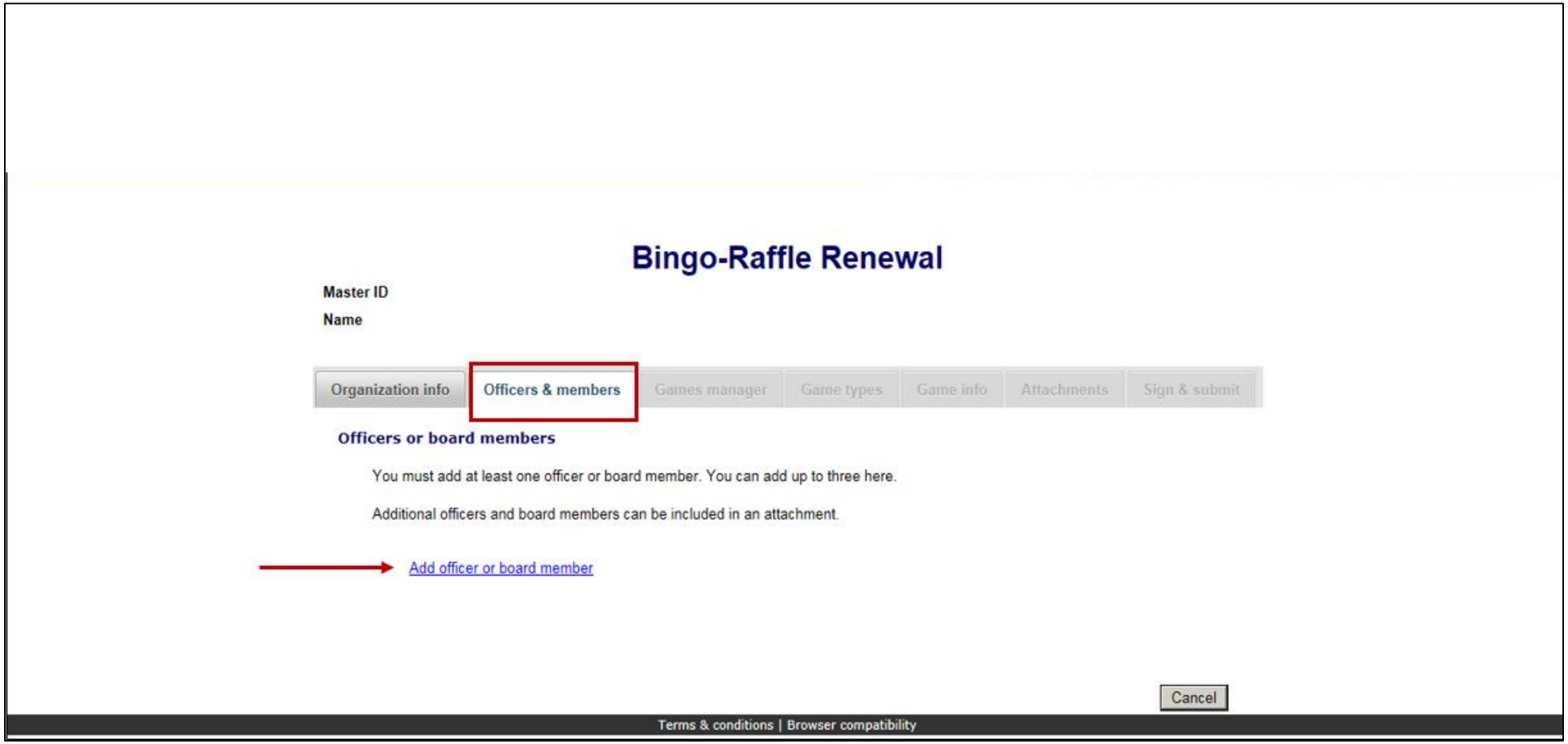
Organization info



Review and update Organization info. Renewal year, number of active members in good standing, and any edits or additions for address, phone and email. Select “continue”

Bingo – Raffle License Renewal

Officers & members



You must add at least one officer or board member. You may add up to 3, any additional add as an attachment in the attachments section. When complete, select “continue”

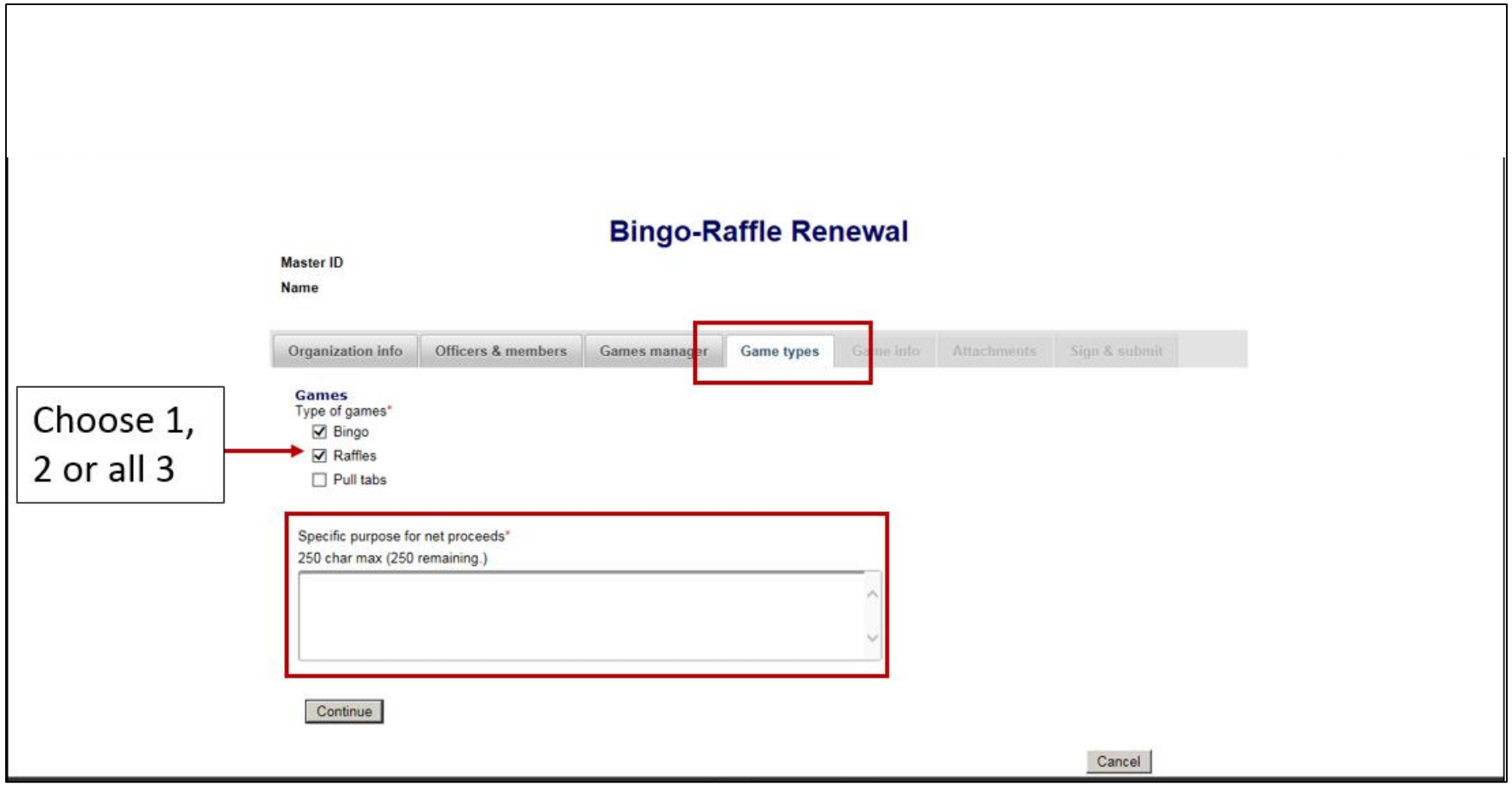
Bingo – Raffle License Renewal

Games manager

Update your Games manager information. Current Games manager detail will default, you may choose a different games manager if needed. You will be required to attest to the 3 Games manager C.R.S statements. When complete, select “continue”

Bingo – Raffle License Renewal

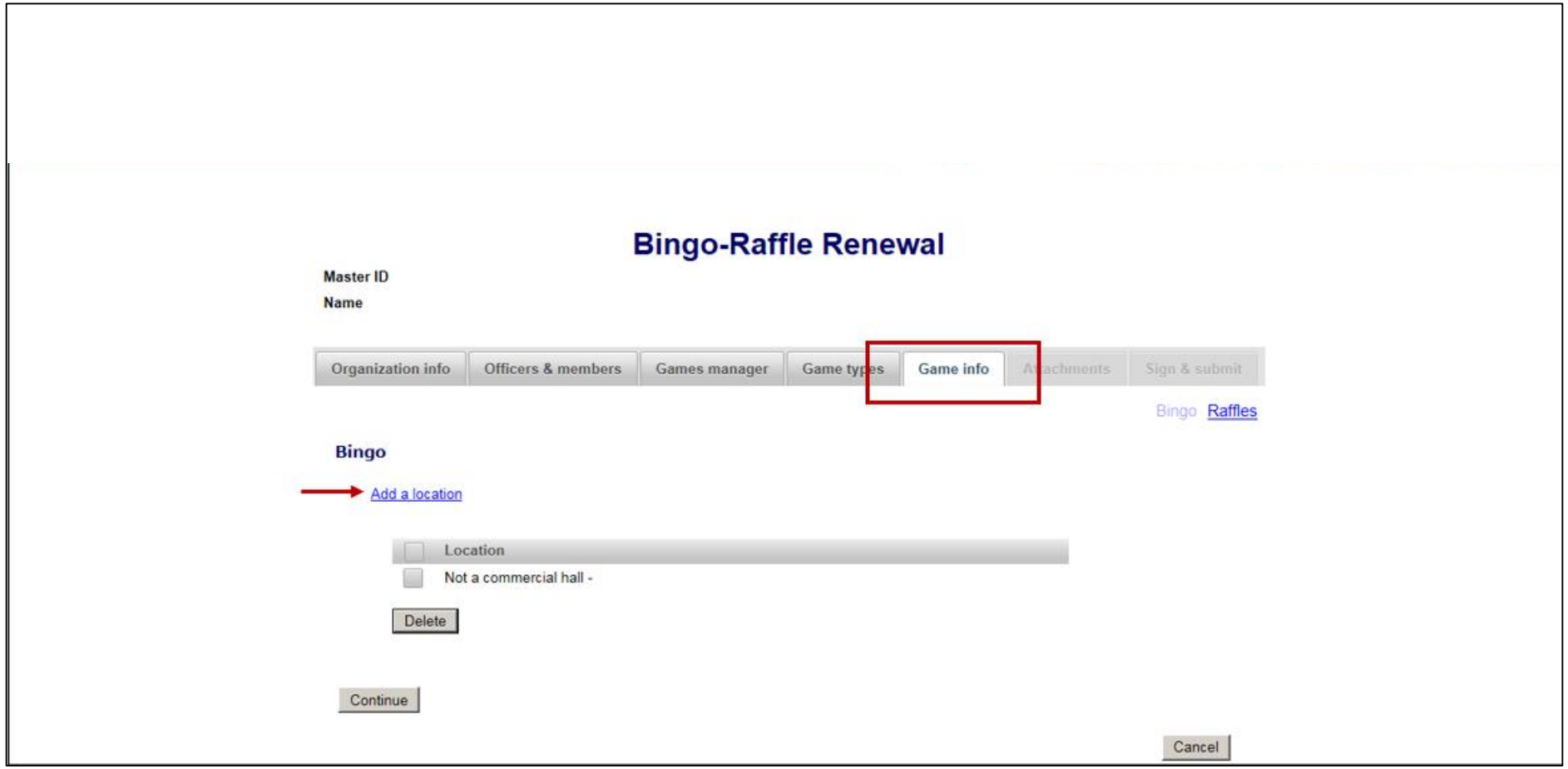
Game types



Update Game types. Choose from Bingo, Raffle, Pull Tabs or all 3. System will default previous entry. Add in the specific purpose for the net proceeds. Select “continue”

Bingo – Raffle License Renewal

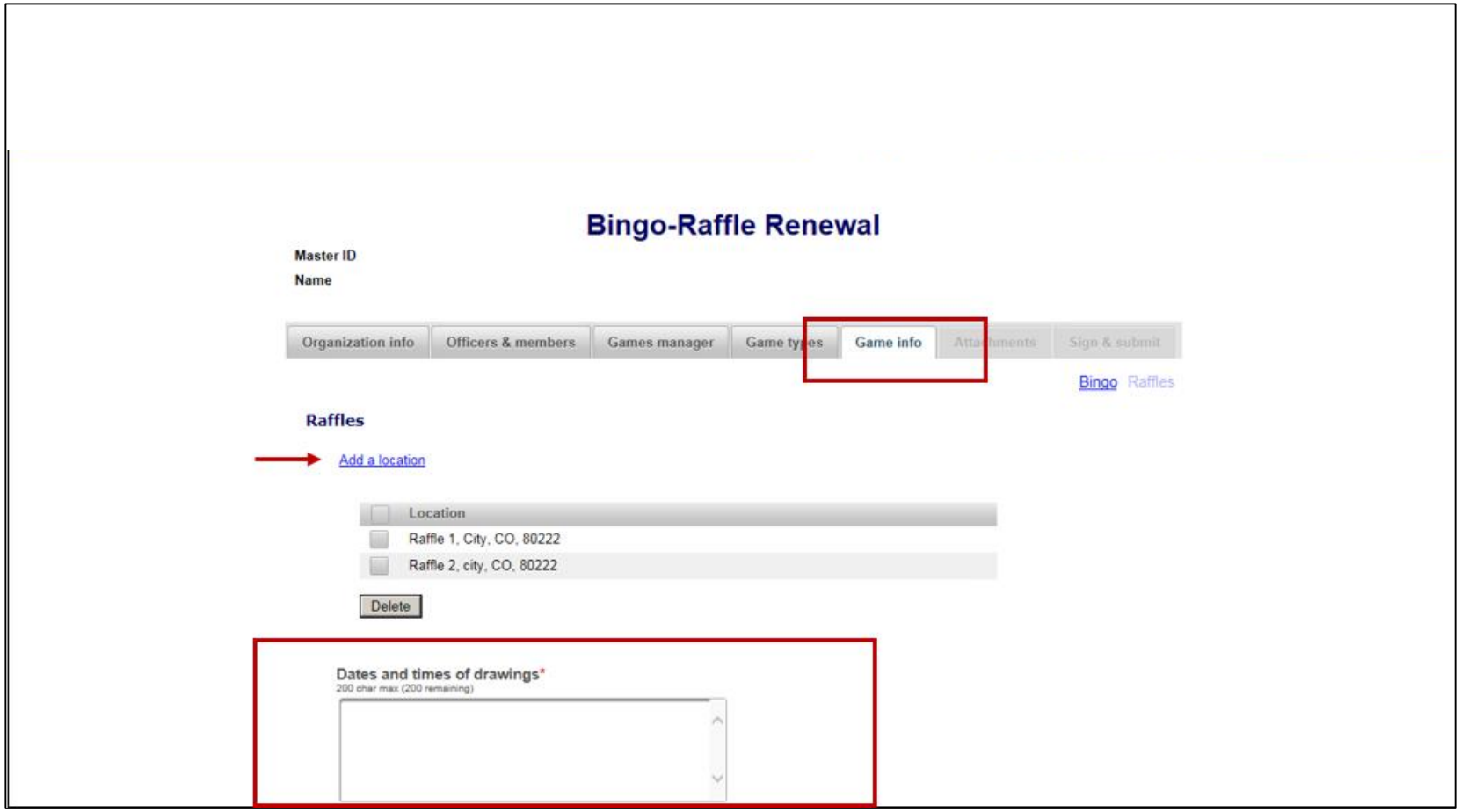
Game info



Complete the required Game info for each of the games types you have selected. (Unselected types will not display) Add a location, up to 3 for Bingo. Select “continue”

Bingo – Raffle License Renewal

Game info



Raffle Game info, add up to 6 locations. Dates and times of drawings are required. Select "continue"

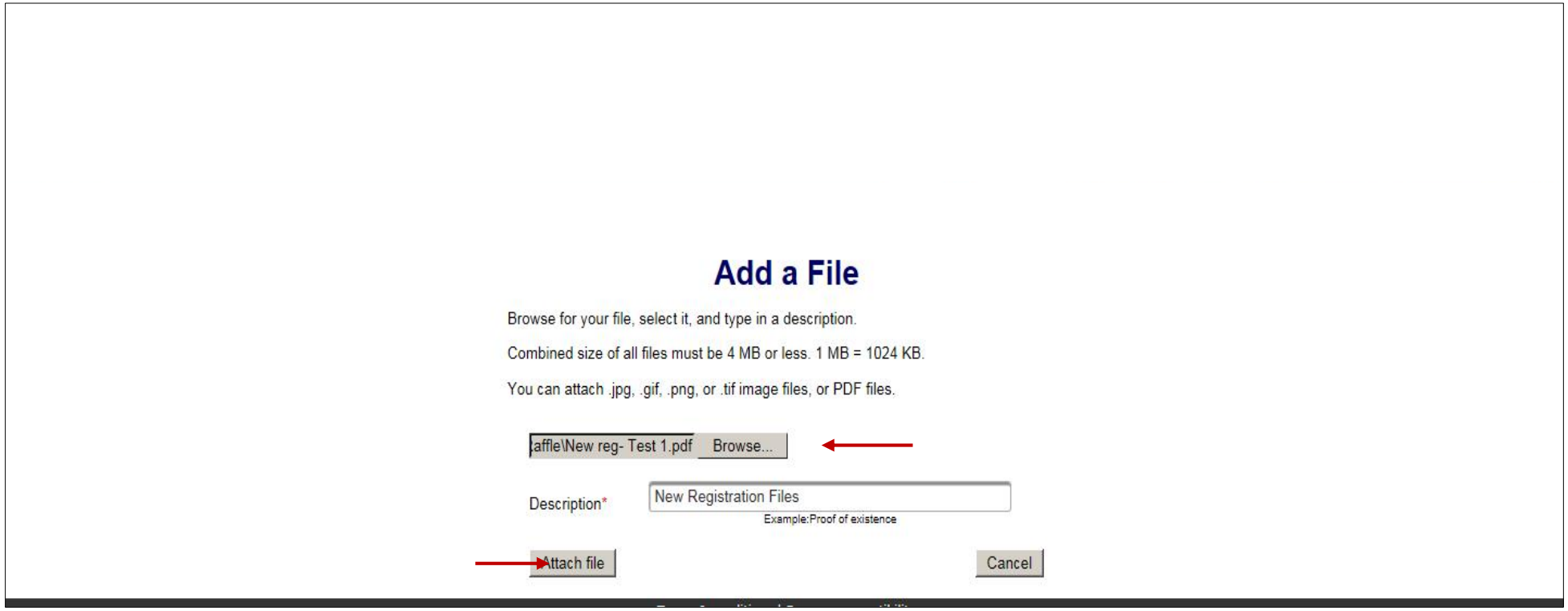
Bingo – Raffle License Renewal

Attachments

Attachments are required for Membership roster and any additional office & board members.
Select “add a file”

Bingo – Raffle License Renewal

Attachments



Once you select “add a file” you will be directed to this page to Browse and Attach your files

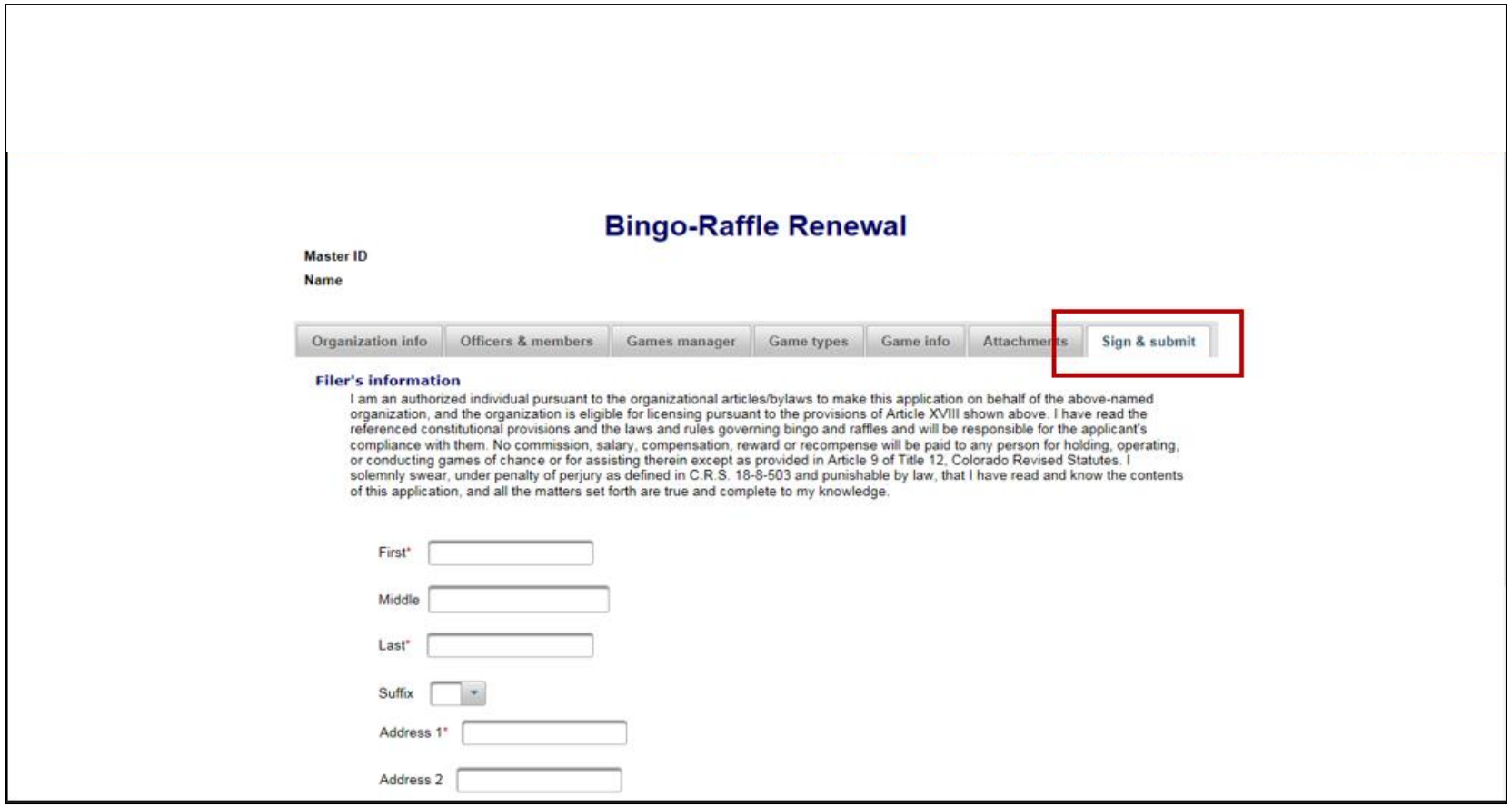
Bingo – Raffle License Renewal

Attachments

All attached files will display and allow you to Delete if needed. Once all are added select "Continue"

Bingo – Raffle License Renewal

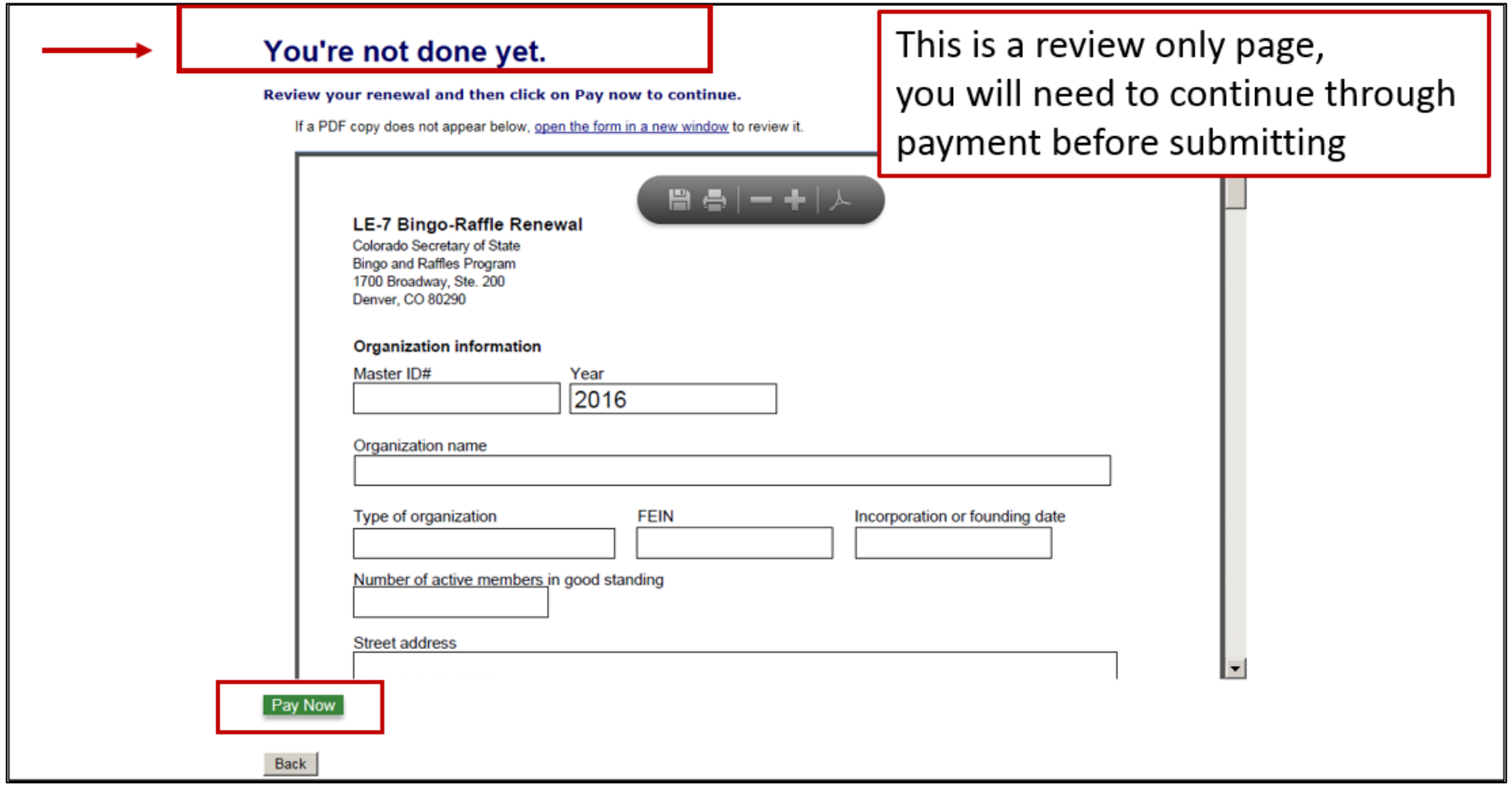
Sign & submit



Sign & submit to complete your renewal. The Filer's information includes, name and address. You will be given an opportunity to review your full renewal submission in PDF form. Once reviewed you will continue to Payment.

Bingo – Raffle License Renewal

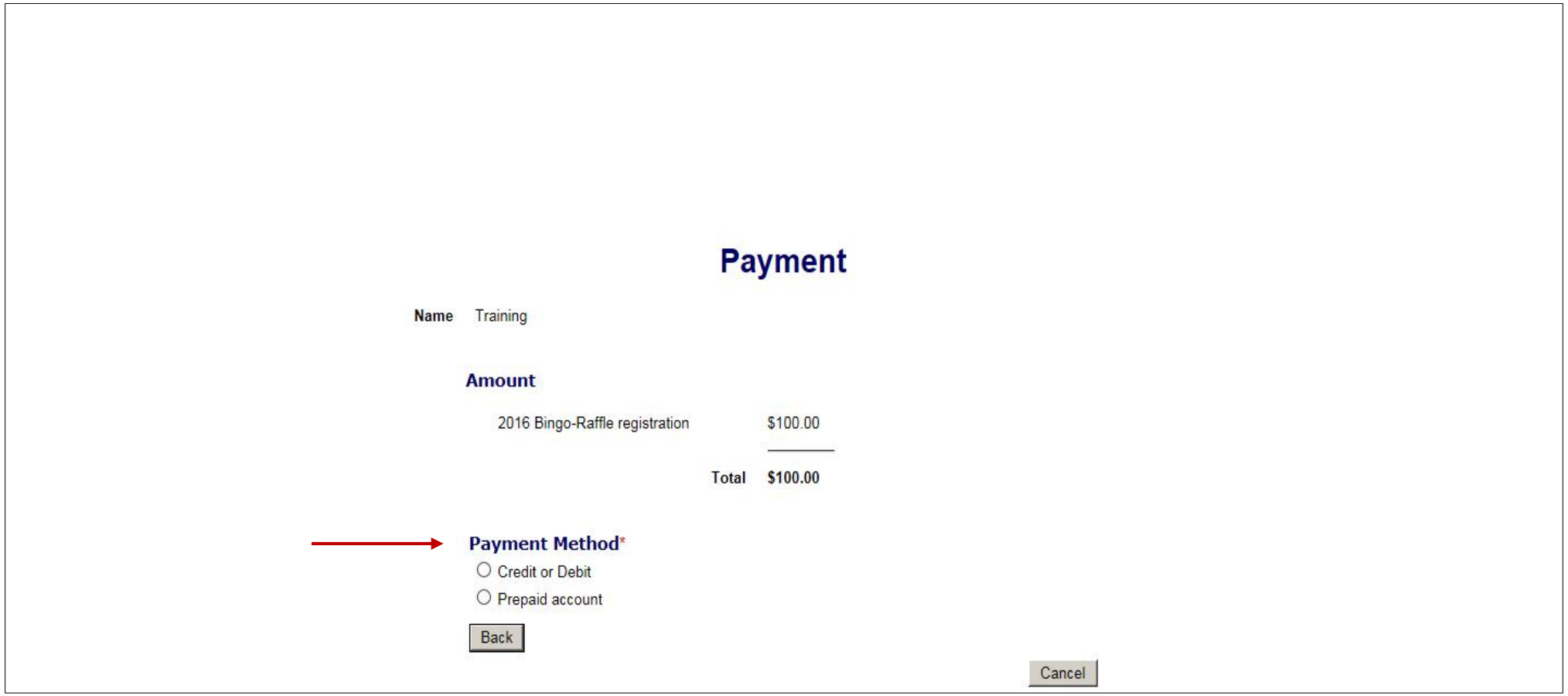
Review PDF and Payment



This is a review only page Review your renewal and then click on pay now to continue

Bingo – Raffle License Renewal

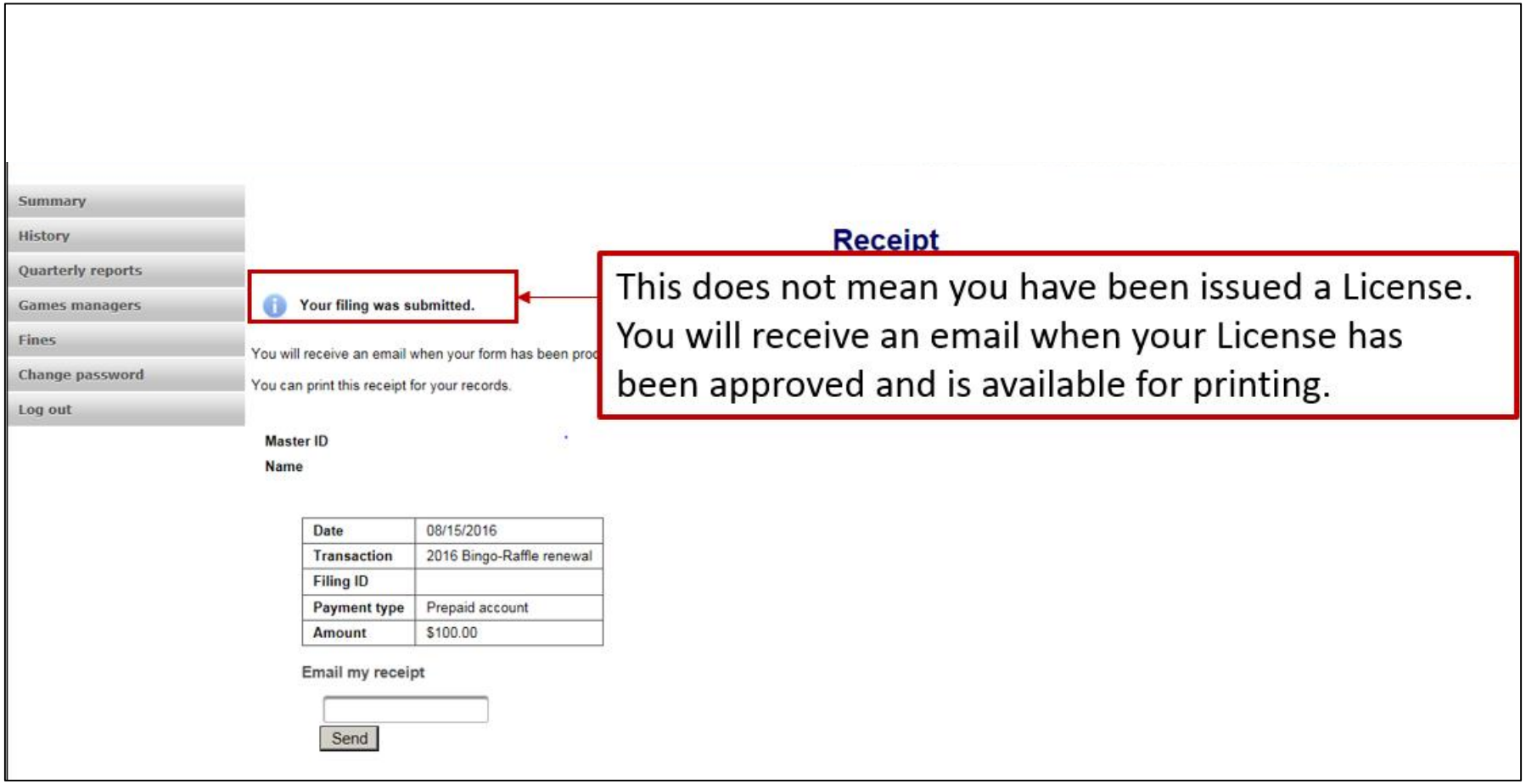
Payment



You may pay with Credit or Debit or Prepaid Account. Once Submitted you will have the opportunity to enter your email address and have the payment detail sent to you as a receipt.

Bingo – Raffle License Renewal

Payment



Filing submitted. You will receive notice your filing was submitted. You will receive an email when your form has been processed. You may either print or email the receipt for your records.

Bingo – Raffle License Renewal

Status and Notifications

- Initial Renewal Submission – Status is Pending
  - email notification confirming renewal was submitted
- Renewal rejected – Status is Pending
  - email notification your renewal was rejected and why, and a link to fix & resubmit
- Renewal approved – Status is Current
  - Email notification your renewal was approved

There are several different statuses your renewal may have and different notifications that inform you. To view the Status you will need to login to your Summary Page.

Bingo – Raffle License Renewal

Summary

Organization			
Name		Type	
Master ID		Incorporated or founded	
FEIN		Registration year	2015
Phone		Email	
Street			
Mailing			

License			
License #		Start	10/01/2015
Status	Expired	Expire	12/31/2015
Games	Raffles	Renewal	Renew
Quarterly report exemption			
Number of members in good standing			
Last games manager oath signed by			
Last authorized individual signature			

License Expired, time to Renew

Bingo – Raffle License Renewal

Summary

Organization			
Name	BRStatusView	**Type**	Educational
Master ID	20163093648	**Incorporated or founded**	02/02/2002
FEIN	88-8888888	**Registration year**	2016
Phone	999-999-9999	**Email**	S@S.net
Street	123, Denver, CO 99999		
Mailing	n/a		

License			
License #	2016-10837	**Start**	09/30/2016
Status	Current	**Expire**	12/31/2016
Games	Bingo, Pull tabs, Raffles	**Renewal**	You can renew starting 11/01/2016 if you have no outstanding quarterly report fines or filings.
Quarterly report exemption		No	
Number of members in good standing		8	
Last games manager oath signed by			
Last authorized individual signature		BRStatus View BRStatus View	

Bingo – Raffle License Renewal

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

- 303-869-4910
- email us at licensing@sos.state.co.us