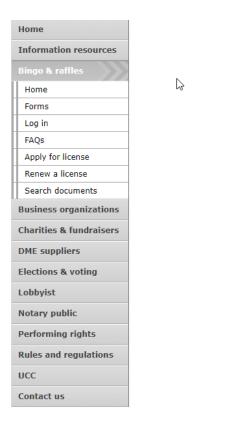
Instructions for Supplier's Agent New Registration <sub>e-File</sub>



#### **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 <u>corresponding statutory references (XLSX)</u>.

#### 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)



#### Games managers

Online training and certification
 Classroom training

#### Help

- Consultation services
- FAQs
- · List of licensed landlords, manufacturers &
- suppliers
- Progressive raffles fact sheet (PDF)
- Planning a raffle (PDF)
- Search bingo-raffle documents

#### 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
- Newsletters
- Success stories
- Tax-Exempt Organizations and Gaming IRS publication (PDF)
- News archive

#### Laws & rules

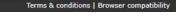
- Colorado Constitution, Article XVIII, Section 2
- Bingo/raffles statutes
- Bingo/raffles rules (PDF)
- Laws and Rules Handbook (PDF)

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

					-					
n resources					В	o-Raffle Forms List				
offles						1	N			
organizations	Applications & renewals					1				
tundraisers	Form name	e-File	Paper form	n Instru	uctions					
iers								 		
	Suppliers									
	Form name	e-File	Paper fo		tructions					
	Application for a Bingo Raffle Supplier License	Apply online	n/a r	n/a	PDF					
	Application for a Bingo Raffle Supplier License Renew a license	Apply online	n/a i	n/a j	PDF PDF					
	Application for a Bingo Raffle Supplier License	Apply online	n/a i	n/a j	PDF					

- Scroll down the Forms List page until you reach the Suppliers section.
- Select "Apply online" next to the **Application for a Bingo Raffle Supplier's Agent** License form.





• 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".

• Supplier's Agent information

	Bingo-Raffle Su	ıpplier's Ager	t Registratio	n		
Agent information	Supplier information Attact	nments Sign & submit				
Registration year						
*This registration 2018 •	is for					
Agent's informati	on					
" First		N				
Middle		C3				
* Last						
Suffix						
Stre <mark>e</mark> t Must be a phy	sical address, not a P.O. box					
* Address						

• Enter all required information including: Registration year, Supplier's Agent Name, Supplier's Agent Street Address, Phone #, and Email.

\*

• Location of records

Bingo-Raffle Supplie	r's Agent Registration
Agent information Supplier information Attachments Registration year	Sign & submit
*This registration is for 2018 •	
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
Terms & conditions	Browser compatibility

- If the Supplier's Agent is not located in Colorado, you must enter a Colorado location of records.
- Once you are ready, press "Continue"

### Supplier Information

#### **Bingo-Raffle Supplier's Agent Registration**

gent information	Supplier information	Attachments	Sign & submit		
Supplier		-			
*Choose the re	presented supplier.				
1000					
Choose a sup	plier			<b>v</b>	
Choose a sup	plier			•	
Choose a sup	plier				
Choose a sup	plier				

- Select a supplier from the drop down box. Only suppliers with a current Colorado license will be available from this drop down. Suppliers not shown need to register/renew.
- Once you have made your selection, the continue button will appear and you will be able to add an attachment or sign.

Cancel

### Attachments



Supplier information Sign & submit Agent information Attachments 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 Continue

- Attachments are only required for the items listed on the page.
- If you don't have attachments you can select Continue.
- To add a file, select "Add a file".

• 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".

### Attachments continued

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



**Bingo-Raffle Supplier's Agent Registration** 

#### Attachments

If applicable, you must attach: • An explanation of any conviction that occurred more than 10 years ago for a • felony,



Cancel

### • Sign & submit

- Both the agent and CEO or supplier must be present. Check the affirmation box to confirm.
- Review the Agent's signature information section and fill in all required information.
- Review the Supplier's signature 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 Registration

Name Supplier's S Agent

Agent information	Supplier information	Attachments	Sign & submit	

#### 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.

First

#### Supplier's signature

"I am the	
Supplier	
Chief executive officer of the	supplier
described in this application. As o	r on behalf of the supplier, I consent to representation by the above-named applicant.
* First	
Middle	
๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖ ๖	× * * * * * * * * * * * * * * * * * * *
*Phone	
Continue	
Continue	

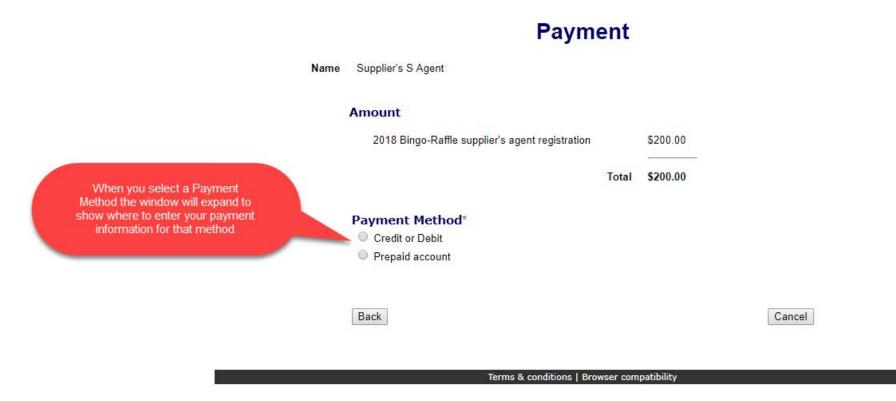
Cancel

• Review Registration and Continue to Payment

dynar	niccontent.properties.xhtml	1/4		¢ 4	2 8
t select this to our registration ill be submitted	Supplier's Street address 123 asdf City Denver	iddle	Last Agent	Suffix	* + -

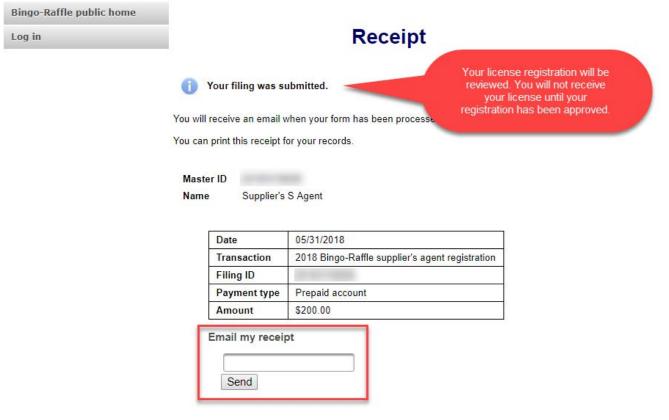
- This is a review page only. If you need to make changes select "Back" to correct your registration.
- If your registration is correct, select "Pay now".

• Payment



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

### • 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 Supplier's Agent Login and Status/Notifications e-File



• Select "Log in" from the Bingo and Raffles Homepage



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



- 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.

#### **Bingo-Raffle**

og in to your a	account
Master ID *	
Password *	

- 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"



Summary

Your registration is being reviewed. You will receive an email when we have finished processing your submission.

Supplier's agent			
Name	Supplier's S Agent	Registration year	Pending
Master ID	the second second	Phone	11111111

Actions	
<u>History</u>	

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

### Supplier's Agent License Status

### • Pending

#### Summary

Your registration is being reviewed. You will receive an email when we have finished processing your submission.

Supplier's agent			
Name	Supplier's S Agent	Registration year	Pending
Master ID	and the second s	Phone	11111111

Actions	
<u>History</u>	

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

# Supplier's Agent License Status

• Pending – Fix and resubmit

	5	Summary	
our registration was not accepted. <u>Fix</u> a	and resubmit.		
Supplier's agent			
Name	Supplier's S Agent	Registration ye	ar Pending
Master ID		Pho	ne 11111111

Terms & conditions	Browser compatibility
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- 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.

### Supplier's Agent License Status

### • Current

#### Summary

#### View & print license

History

Change password

Log out

# Supplier's agent Registration yea 2018 Master ID Master ID Phone 1111111 Image: Colspan="3">Image: Colspan="3">Colspan="3">Image: Colspan="3">Colspan="3">Colspan="3" Master ID Image: Colspan="3">Image: Colspan="3" Image: Colspan="3">Image: Colspan="3">Colspan="3" Image: Colspan="3">Image: Colspan="3" Image: Colspan="3

License					
License #	allow and	Start	05/31/2018		
Status	Current	Expire	03/31/2019		
Renewal	You can renew starting 02/01/2019.				

Represented supplier			
License #	Name	Address	
2017-12474	123	123, 123, 123, CO 12345	

Actions	
History	
View & print license	

- Your registration was approved and an approval email was sent to you.
- 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.

#### Summary

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: licensing@coloradosos.gov