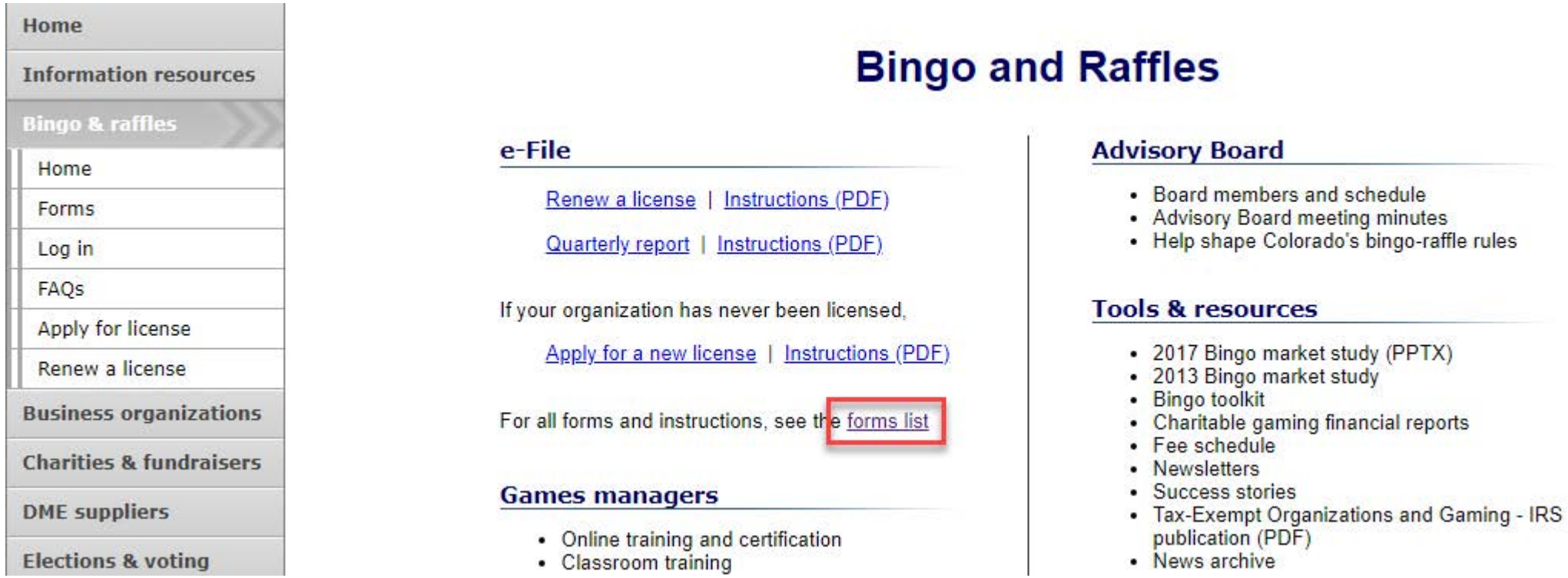
Instructions for Manufacturer's Agent New Registration

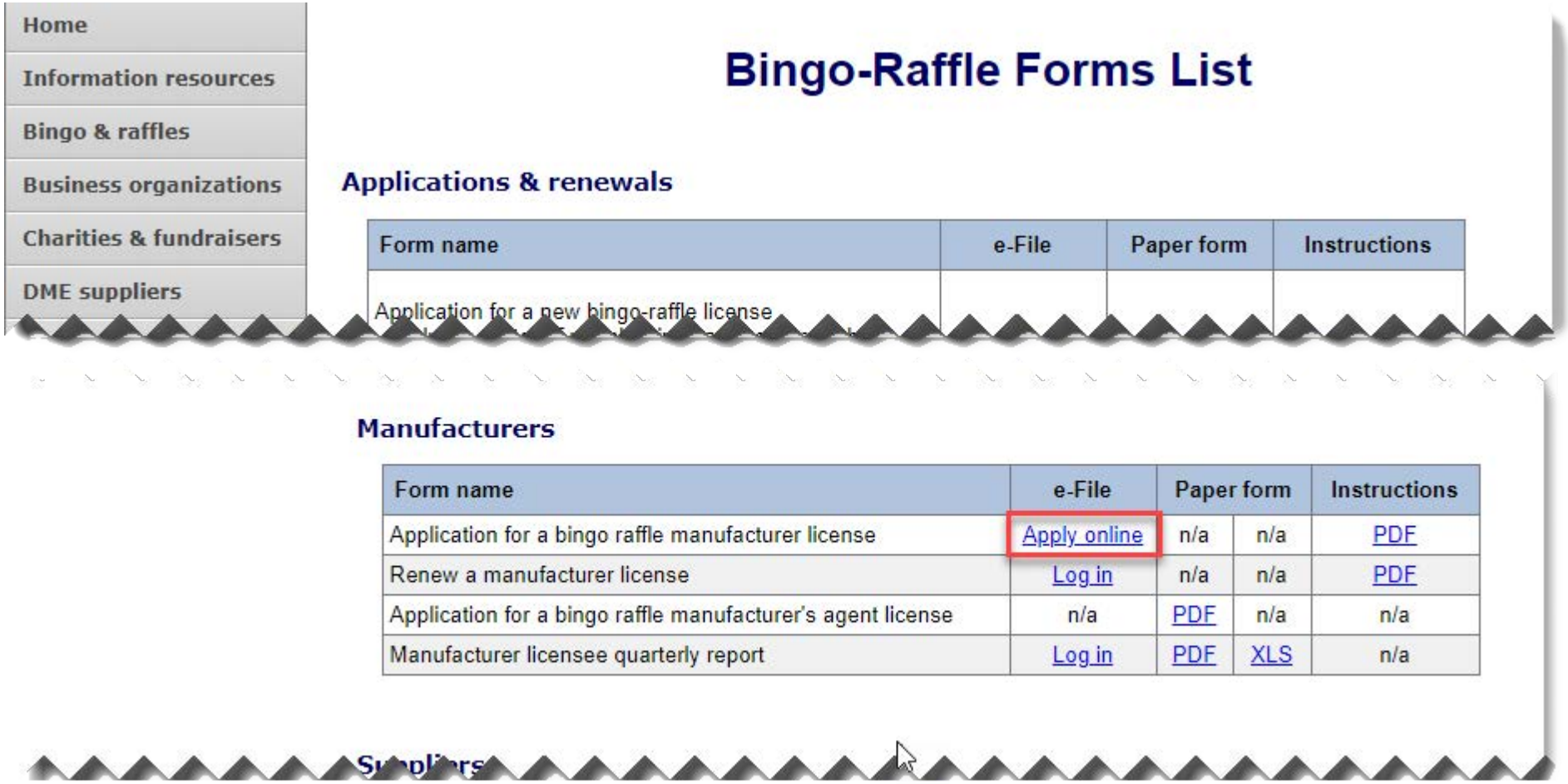
e-File

Manufacturer's Agent License New Registration



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

Manufacturer's Agent License New Registration



- Home
- Information resources
- Bingo & raffles
- Business organizations
- Charities & fundraisers
- DME suppliers

Bingo-Raffle Forms List

Applications & renewals

Form name	e-File	Paper form	Instructions
Application for a new bingo-raffle license			

Manufacturers

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

Suppliers

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

Manufacturer's Agent 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”.

Manufacturer's Agent License New Registration

- Manufacturer's Agent information

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

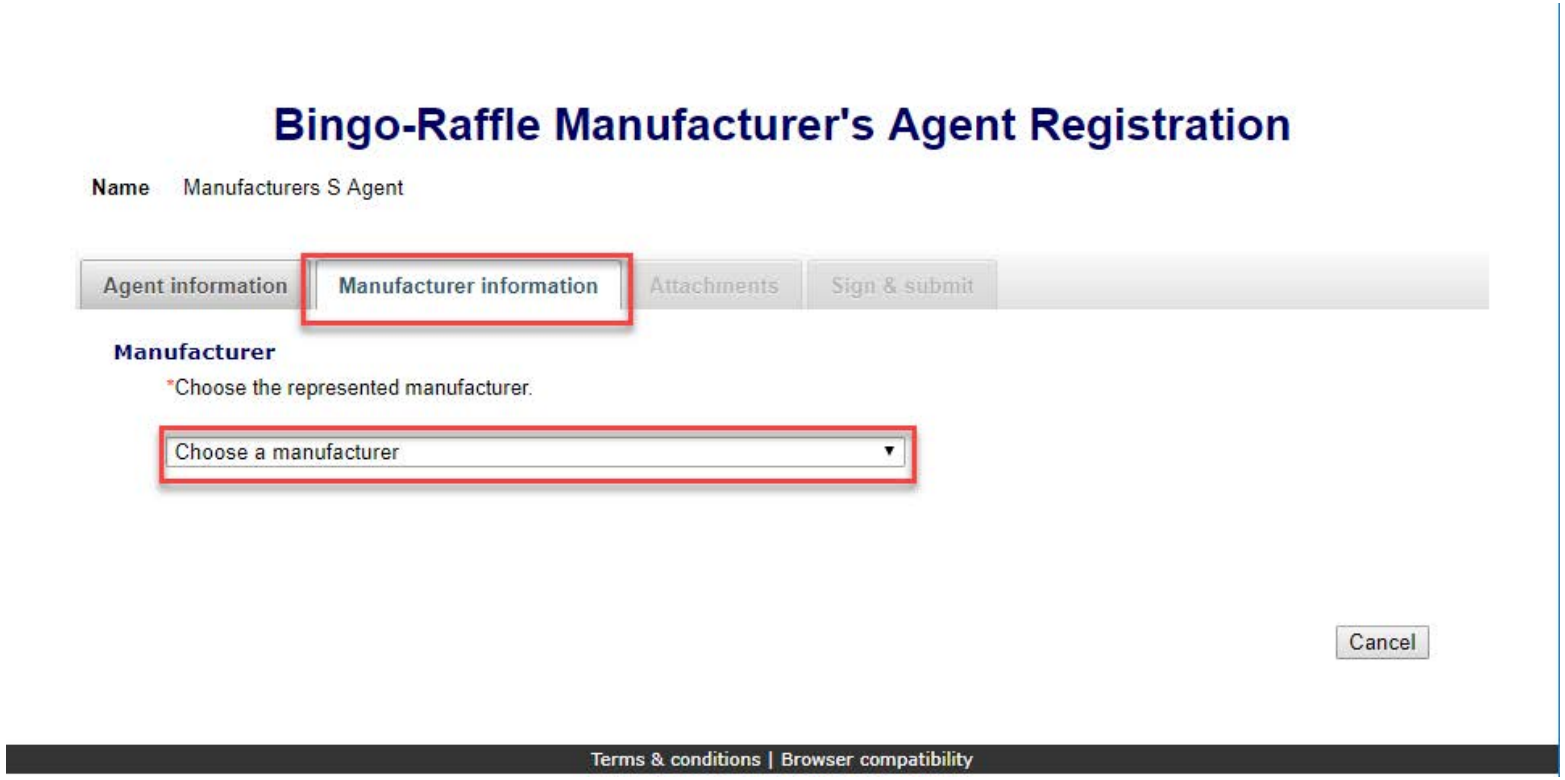
Manufacturer's Agent License New Registration

- Location of records

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

Manufacturer's Agent License New Registration

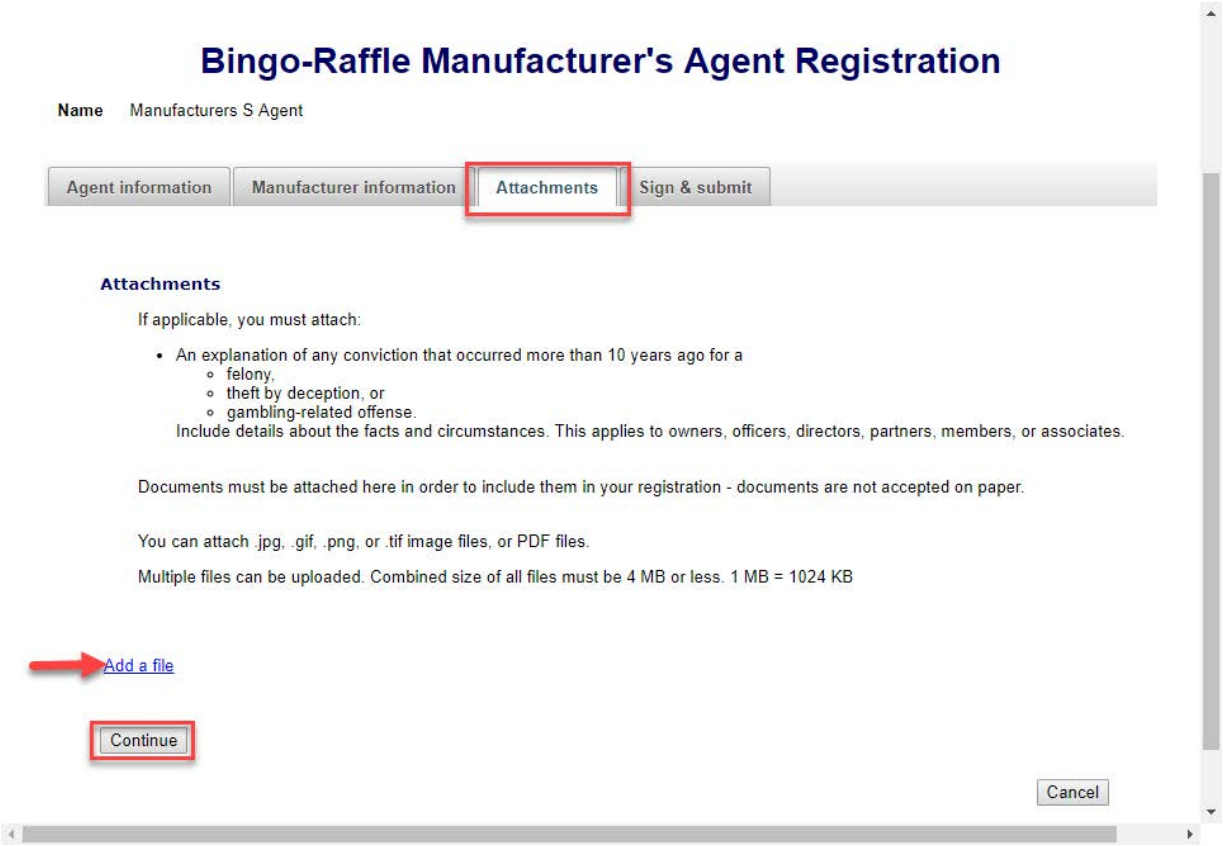
- Manufacturer Information



- Select a Manufacturer 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.

Manufacturer's Agent License New Registration

- Attachments



- 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”.

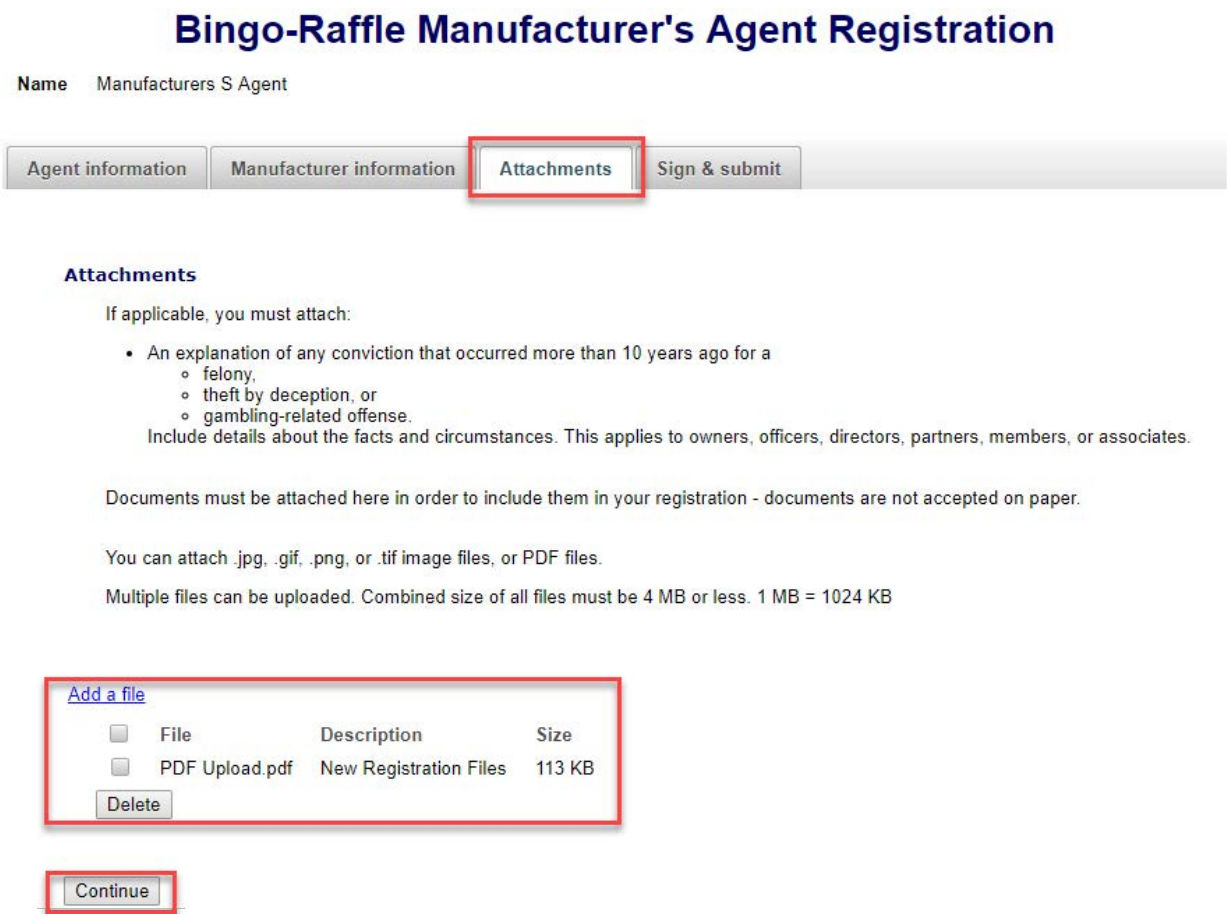
Manufacturer's Agent License New Registration

- 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”.

Manufacturer's Agent License New Registration

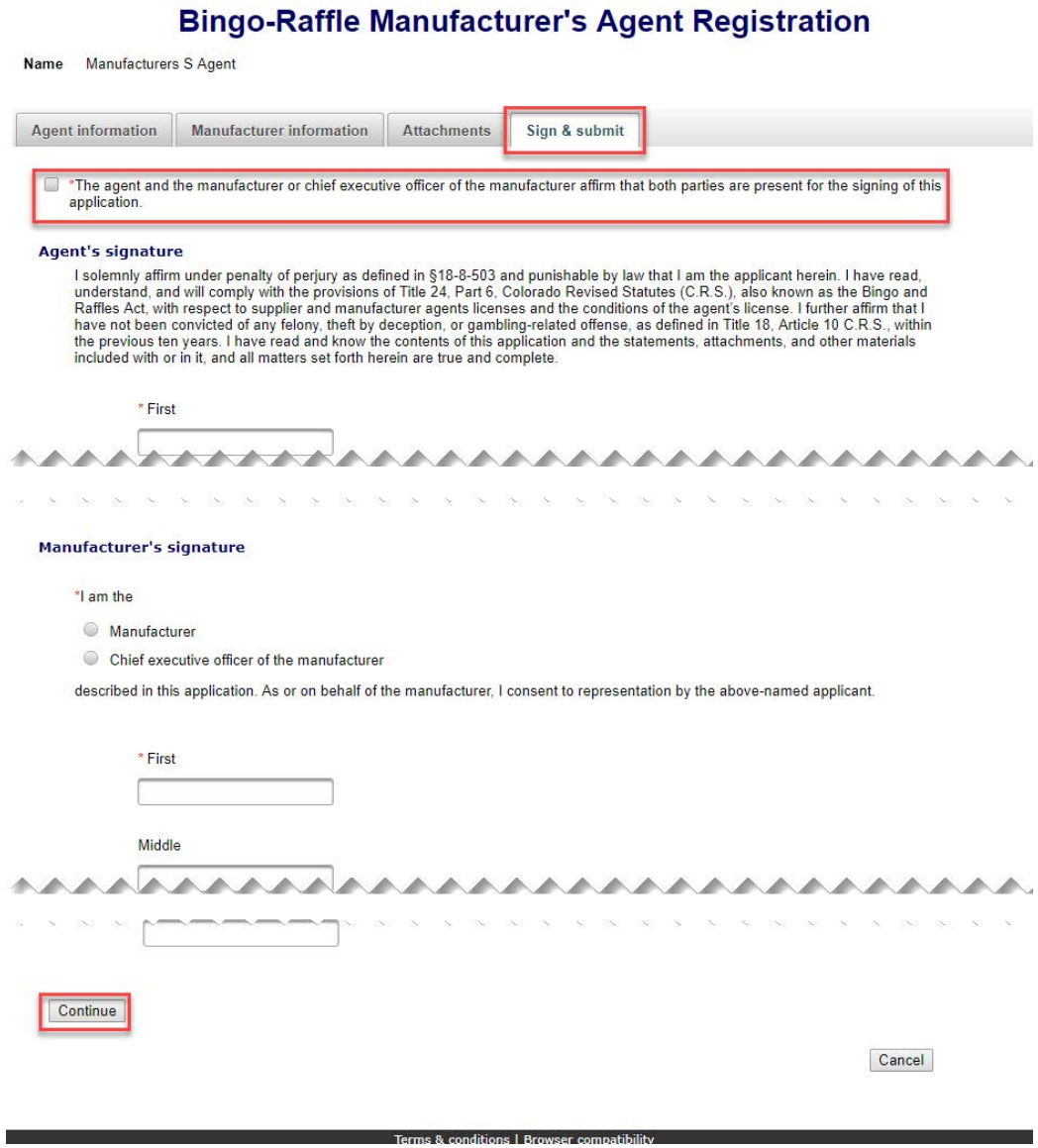
- Attachments continued
  - If you need to add or remove files you can do so.
  - Once all files have been added, select “Continue”.



Manufacturer's Agent License New Registration

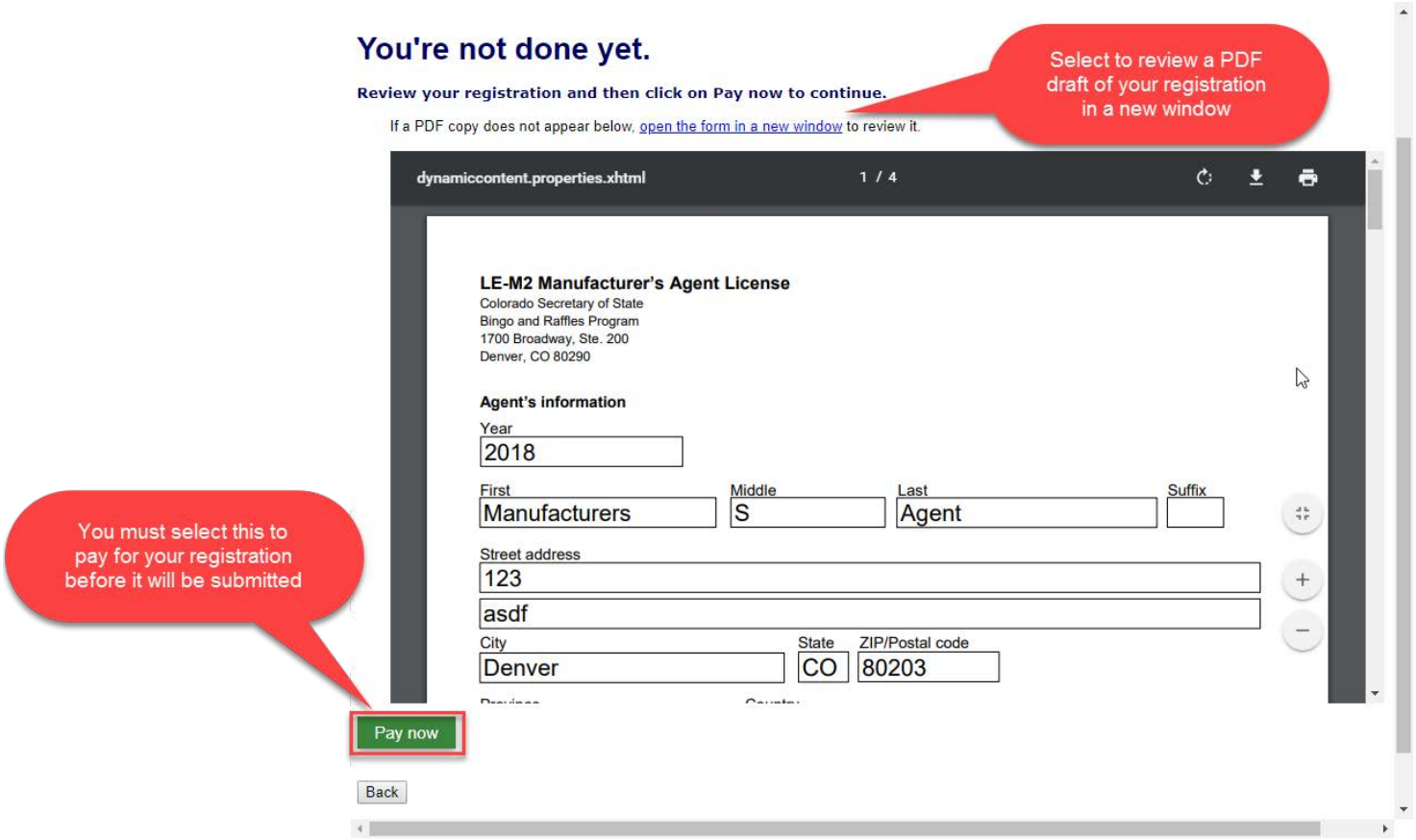
- Sign & submit

- 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 Manufacturer'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”.



Manufacturer's Agent License New Registration

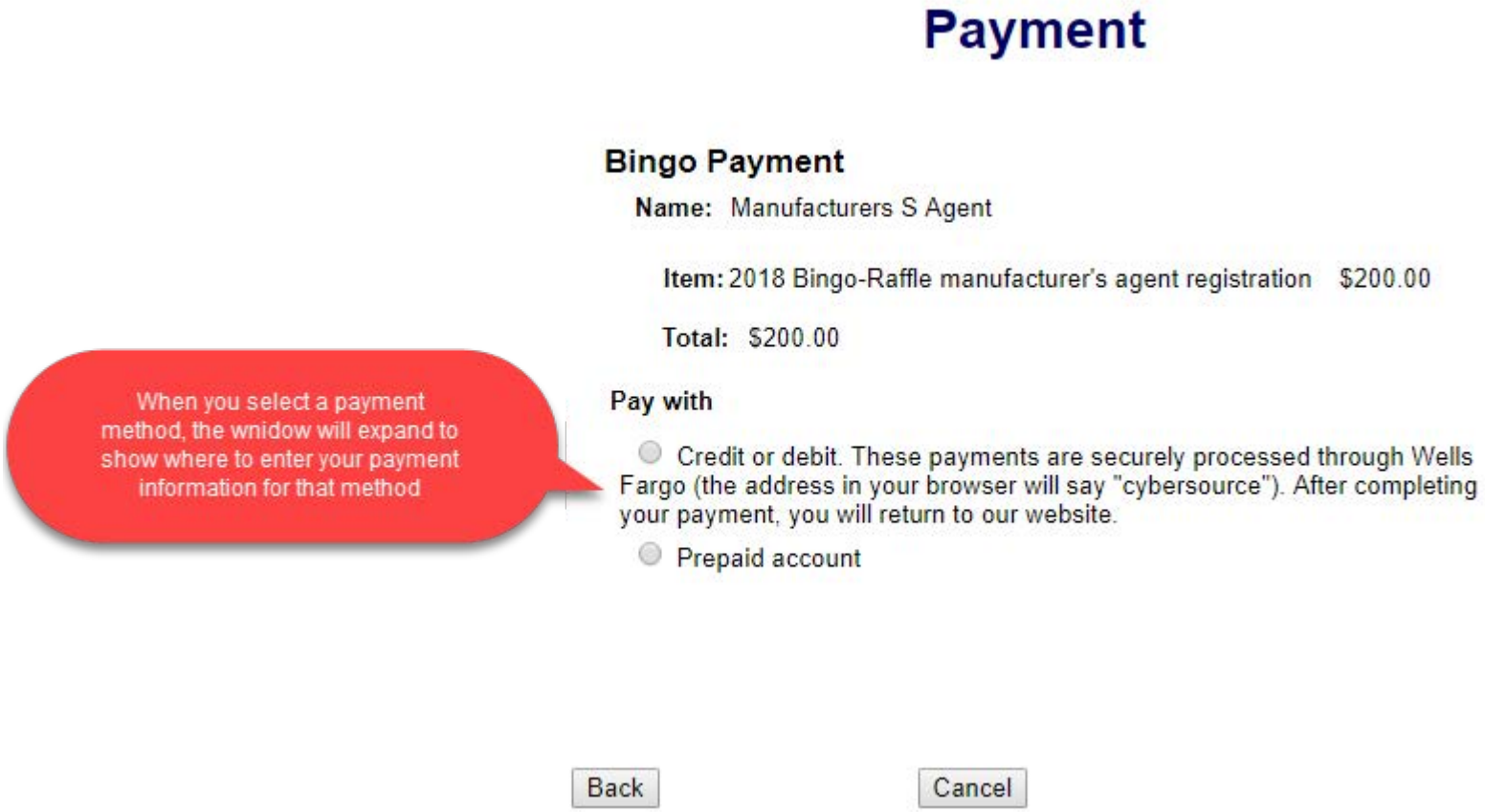
- Review Registration and Continue to Payment



- 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”.

Manufacturer's Agent License New Registration

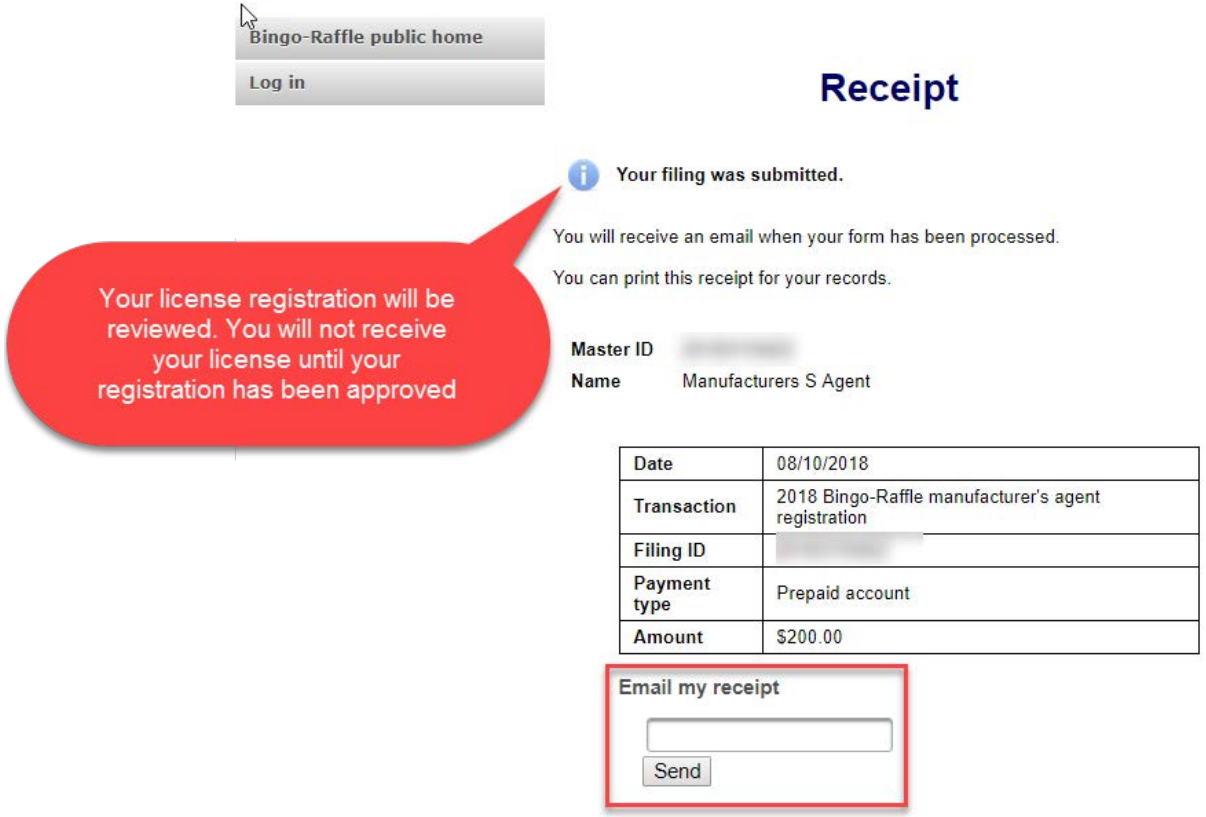
- Payment



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

Manufacturer's Agent License New Registration

- Receipt

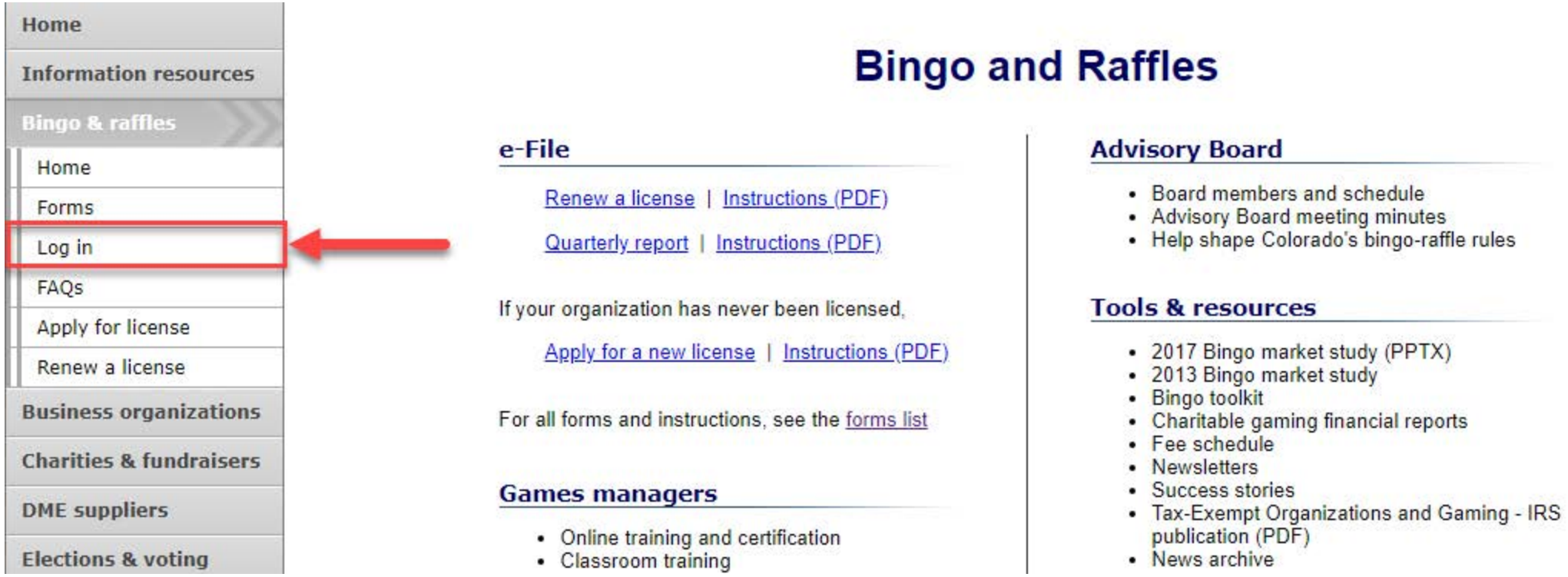


- Your license registration has been submitted for review.
- You can print your receipt or send an email of your receipt to an email address of your choice.
- Take note of your Master ID to help you with logging in.

Instructions for Manufacturer's Agent Login and Status/ Notifications

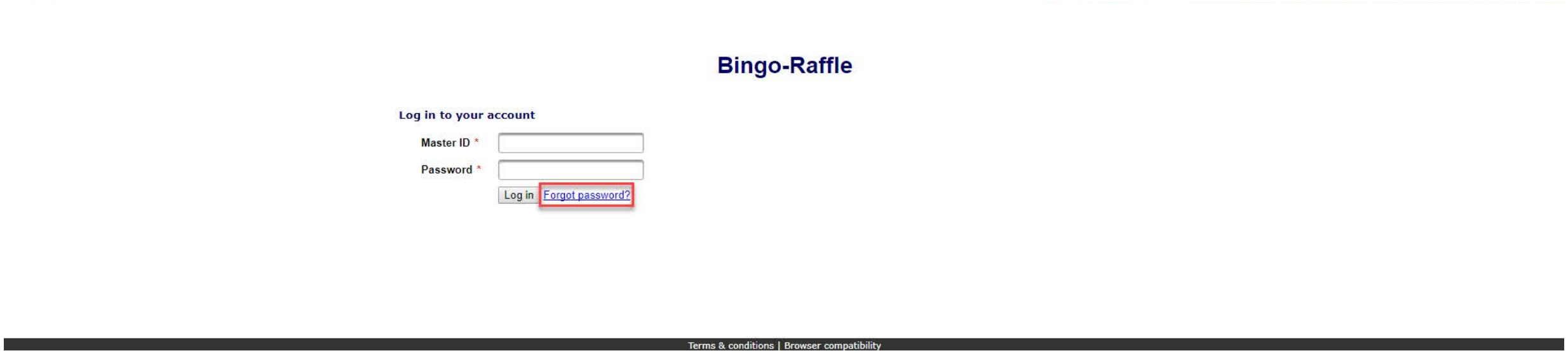
e-File

Manufacturer's Agent Login



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

Manufacturer's Agent Login



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

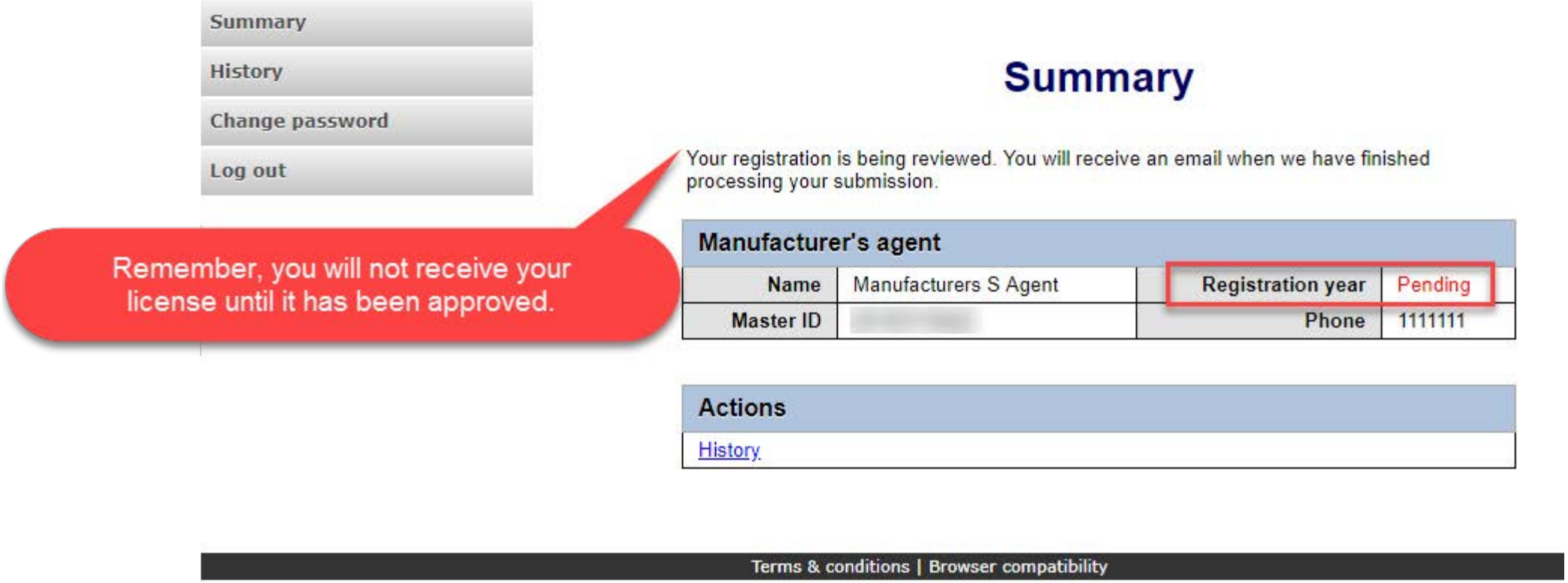
Manufacturer's Agent Login

- 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.

Manufacturer's Agent 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”

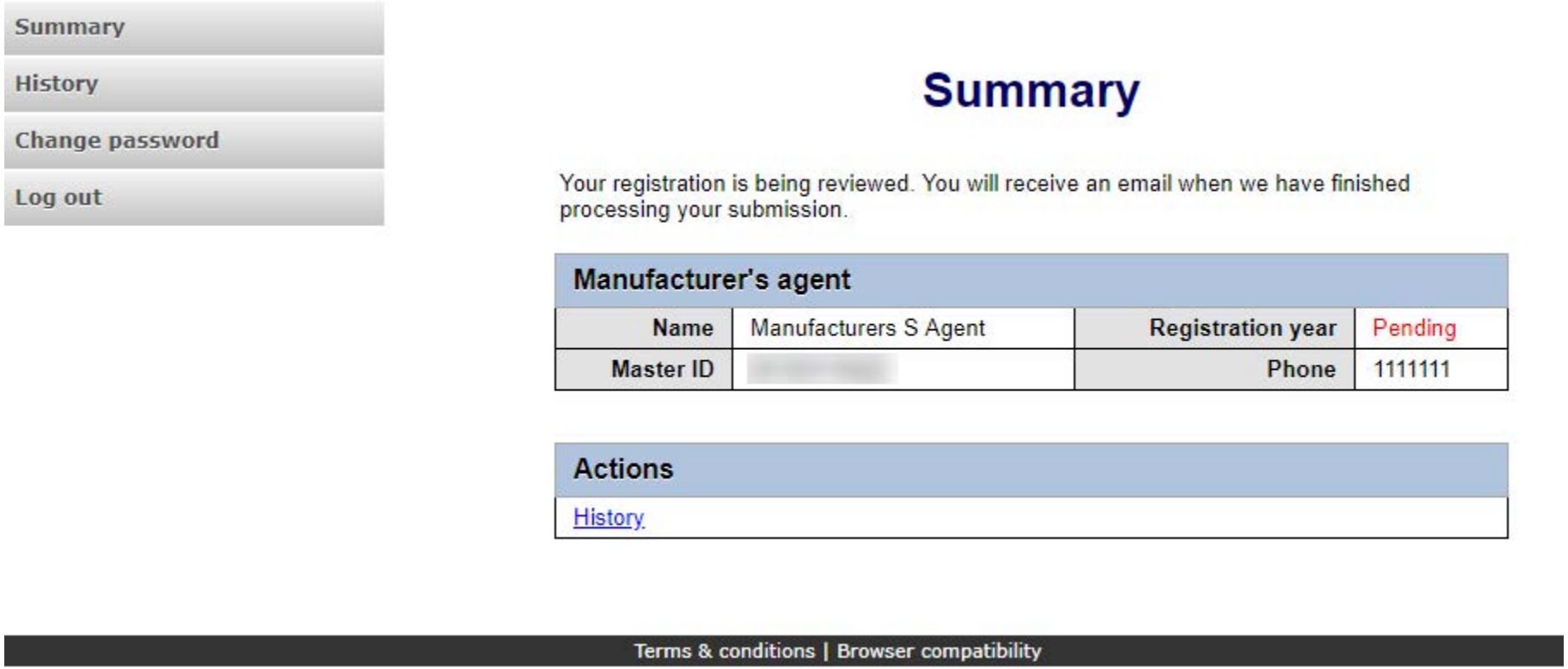
Manufacturer's Agent Login



- 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.

Manufacturer's Agent License Status

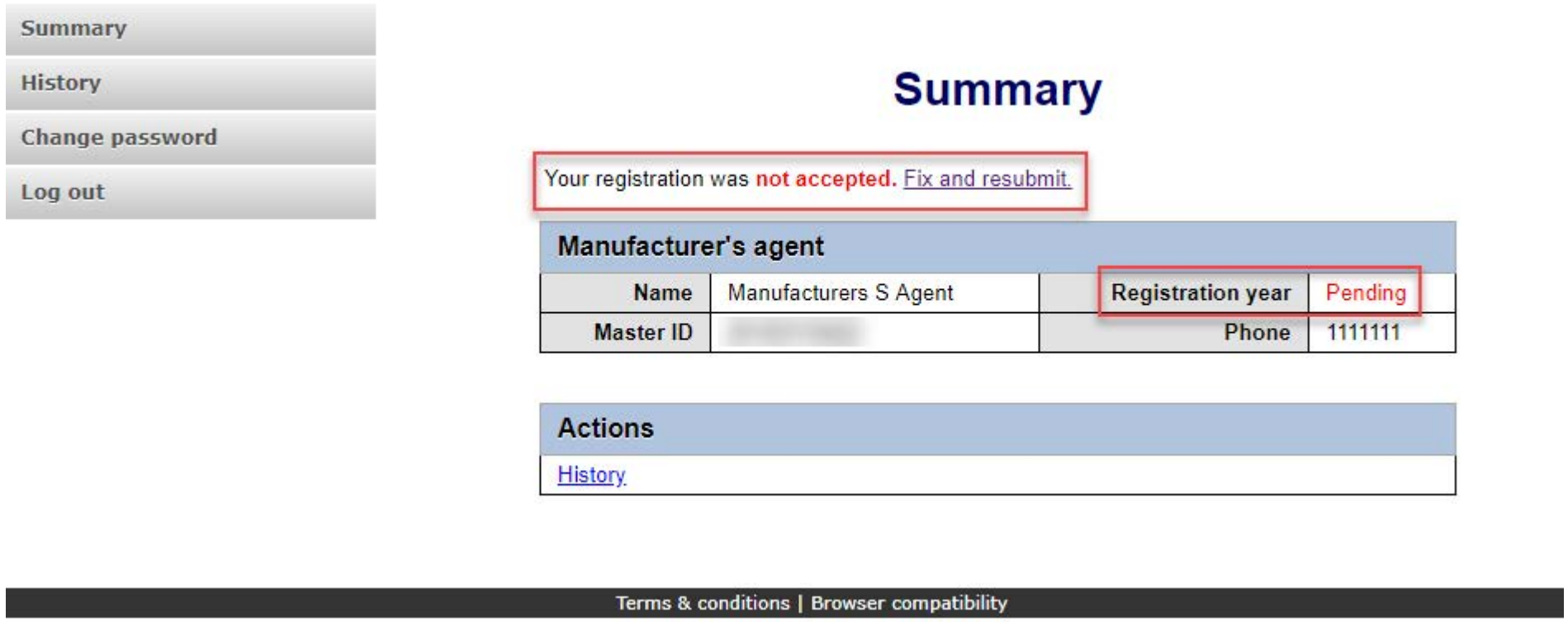
- Pending



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

Manufacturer's Agent License Status

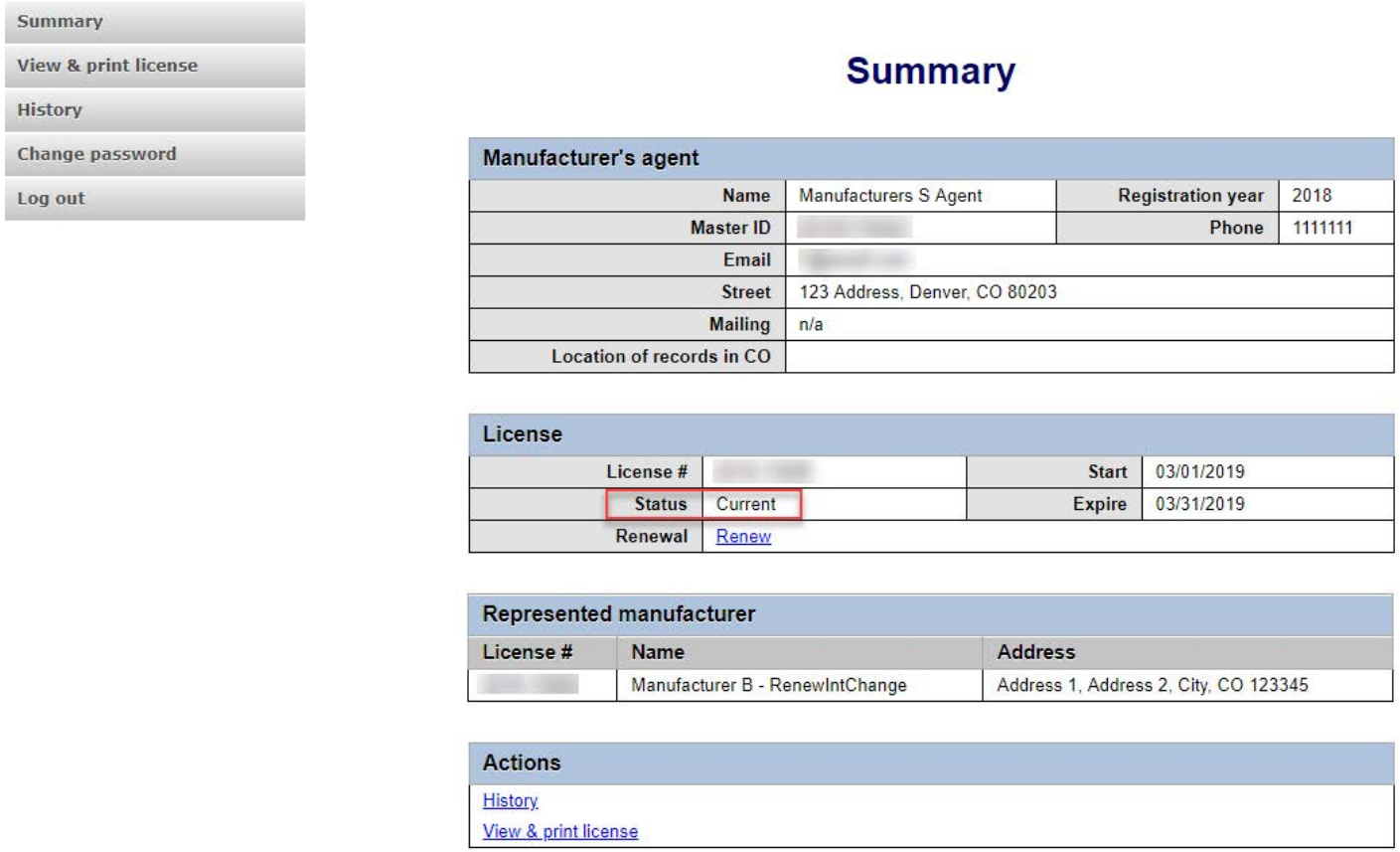
- Pending – Fix and resubmit



- 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.

Manufacturer's Agent License Status

- Current



Summary
View & print license
History
Change password
Log out

Summary

Manufacturer's agent			
Name	Manufacturers S Agent	Registration year	2018
Master ID		Phone	1111111
Email			
Street	123 Address, Denver, CO 80203		
Mailing	n/a		
Location of records in CO			

License			
License #		Start	03/01/2019
Status	Current	Expire	03/31/2019
Renewal	Renew		

Represented manufacturer		
License #	Name	Address
	Manufacturer B - RenewIntChange	Address 1, Address 2, City, CO 123345

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.

Manufacturer'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@sos.state.co.us