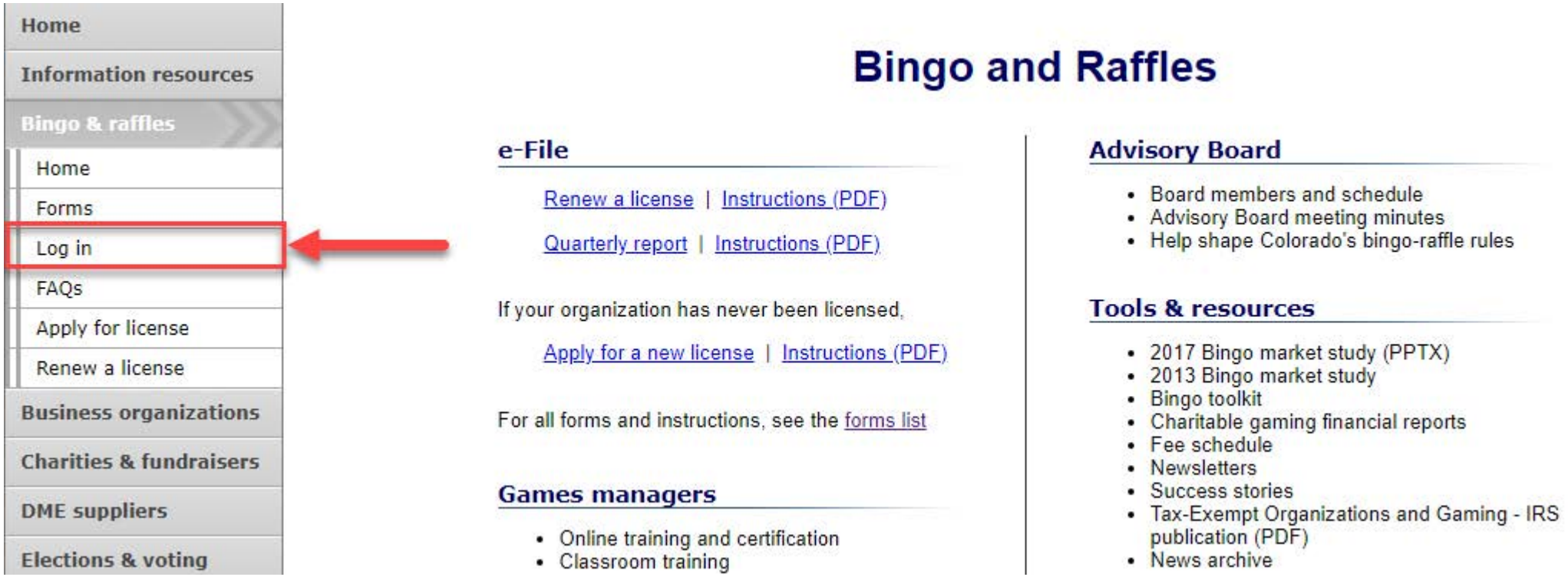
Instructions for Manufacturer's Agent License Renewal

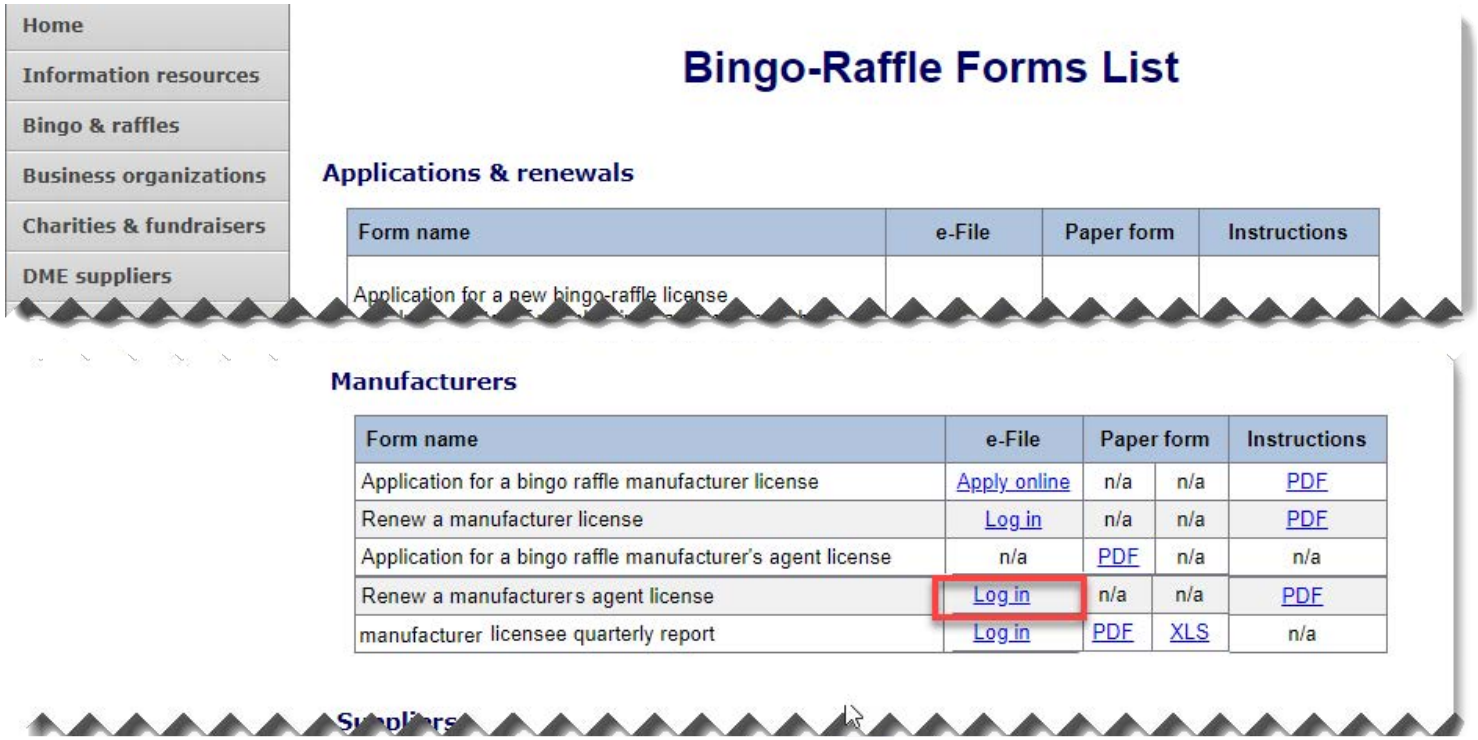
e-File

Manufacturer's Agent License Renewal



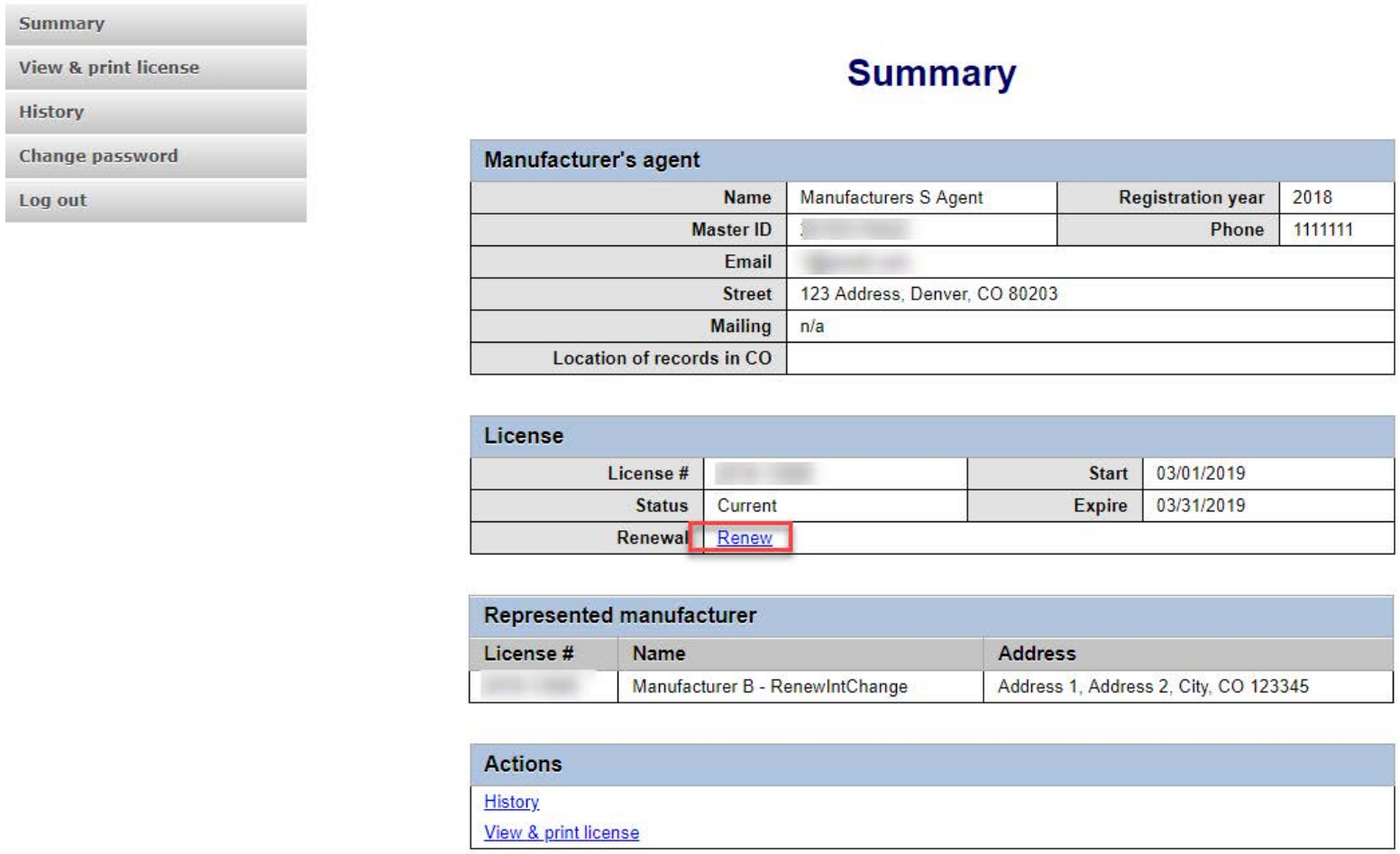
- Navigate to the Bingo-Raffles Home Page and Log in to your account.

Manufacturer's Agent License Renewal



- Alternatively, you can login from the Bingo-Raffle Forms List page.
- Scroll down the Forms List page until you reach the Manufacturers section.
- Select “Log in” next to Renew a manufacturer's agent license in the Manufacturers box.

Manufacturer's Agent License Renewal

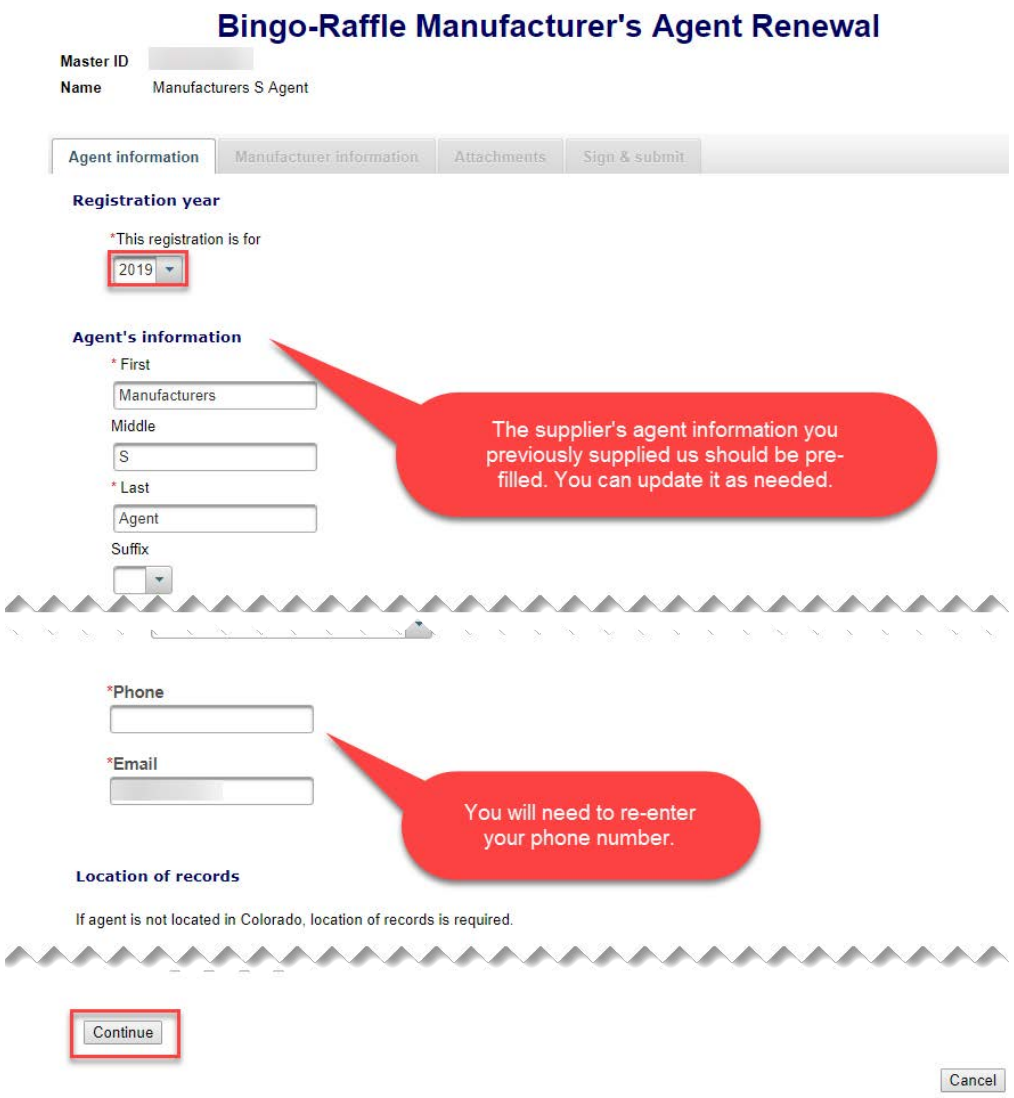


- When you login you should see your Summary page.
- Select the “Renew” link.

Manufacturer's Agent License Renewal

- 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”.

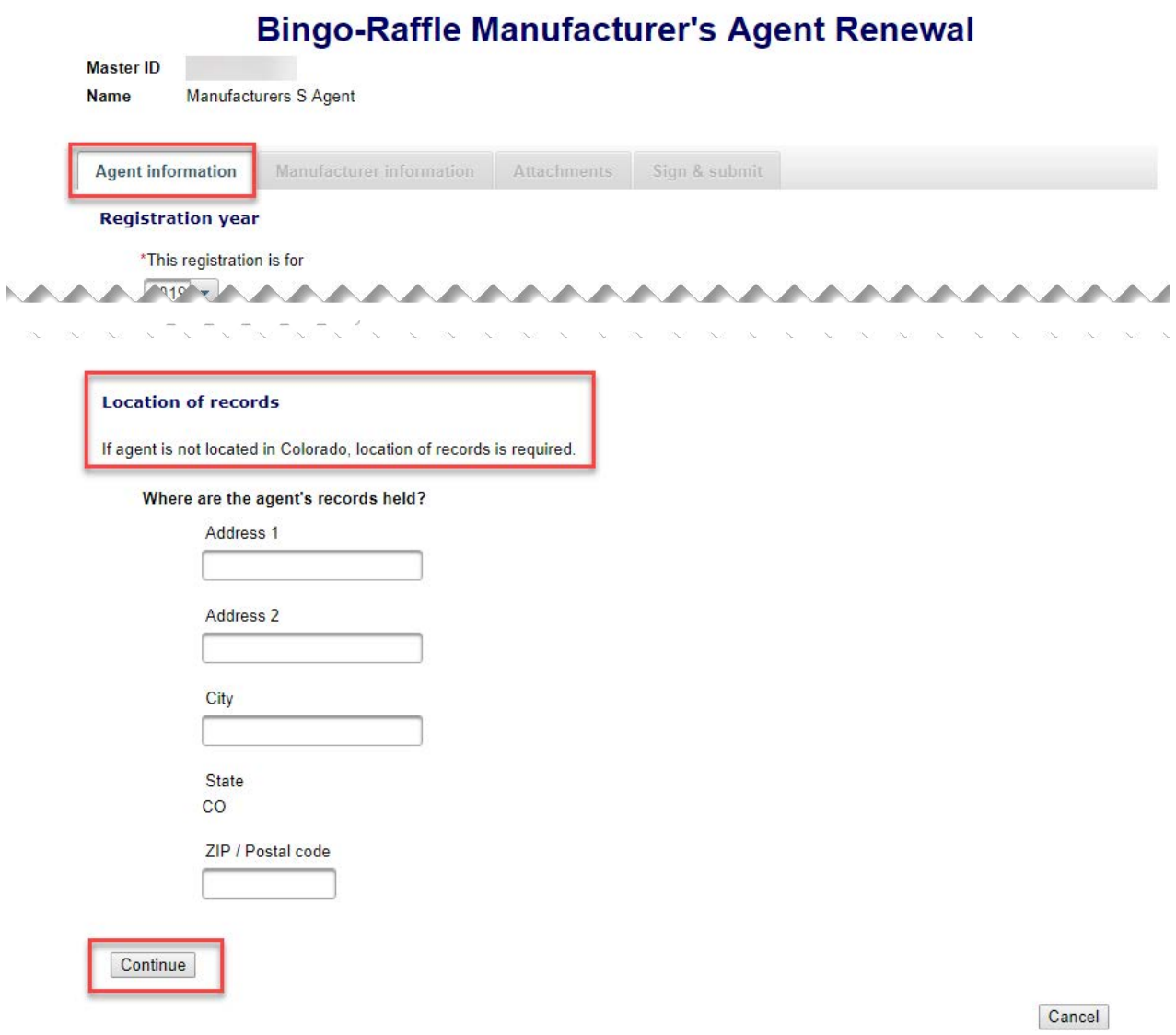
Manufacturer's Agent License Renewal



- Manufacturer's Agent information

- 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”.

Manufacturer's Agent License Renewal



- Location of Records
  - All location of record information previously filled in should be pre-filled. You can update the information as needed. Remember that an out of state Manufacturer's Agent needs an in state location of record.
  - Once you are ready, select “Continue”.

Manufacturer's Agent License Renewal

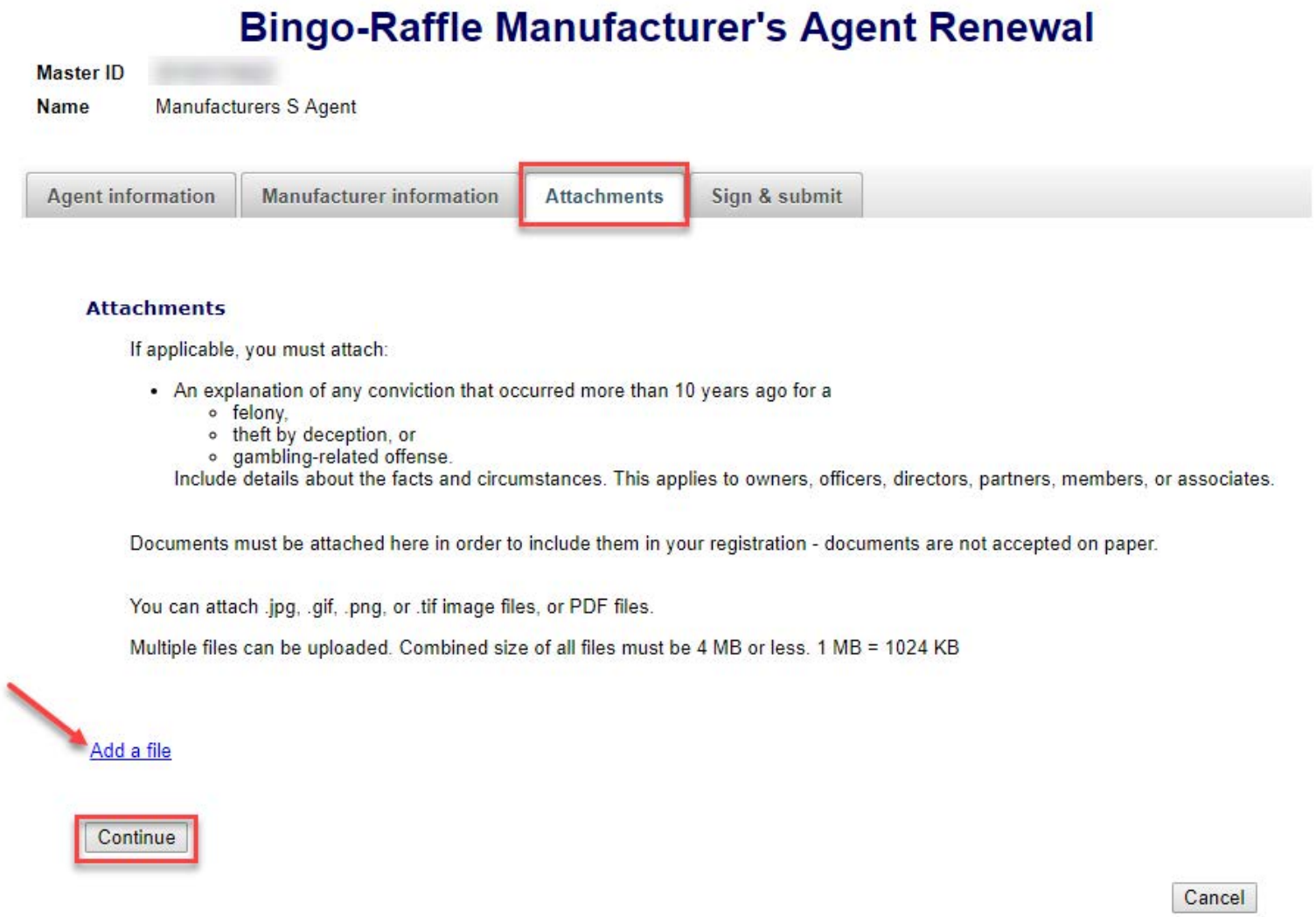
- Manufacturer information

- The manufacturer information tab displays the manufacturer's details that you are acting as an agent. You cannot change the manufacturer.
- Click "Continue" to move to the Attachments tab.

Manufacturer's Agent License Renewal

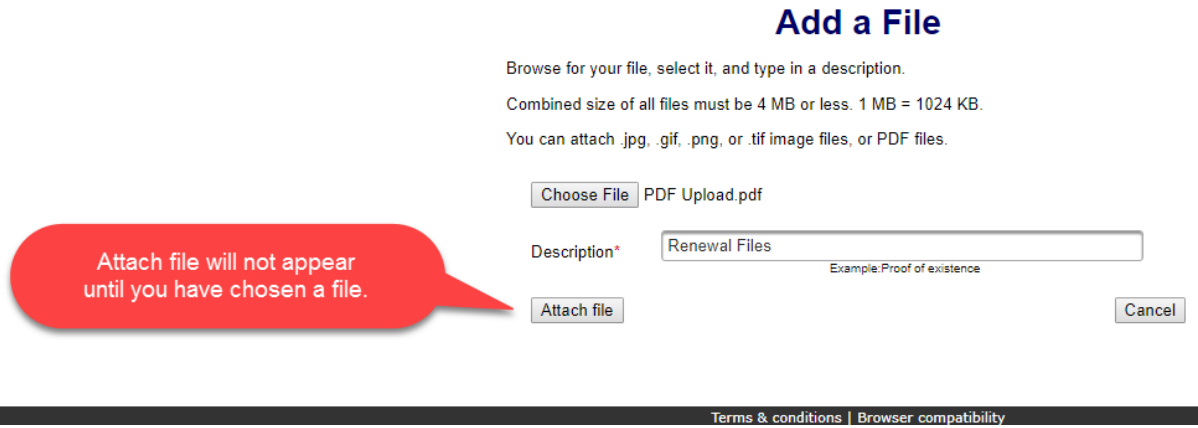
- Attachments

- 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”.



Manufacturer's Agent License Renewal

- 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 Renewal

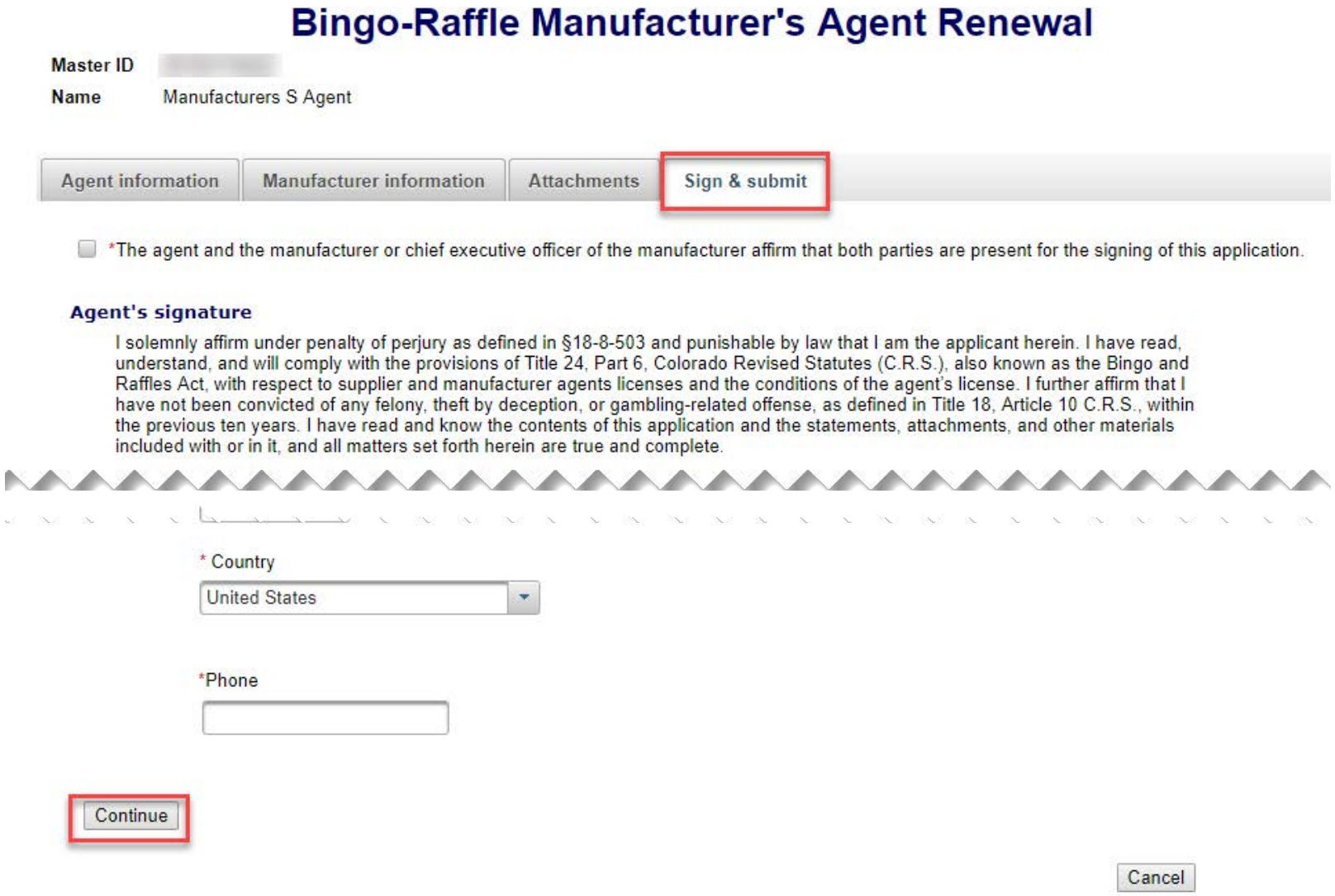
- Attachments continued

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

Manufacturer's Agent License Renewal

- Sign & submit

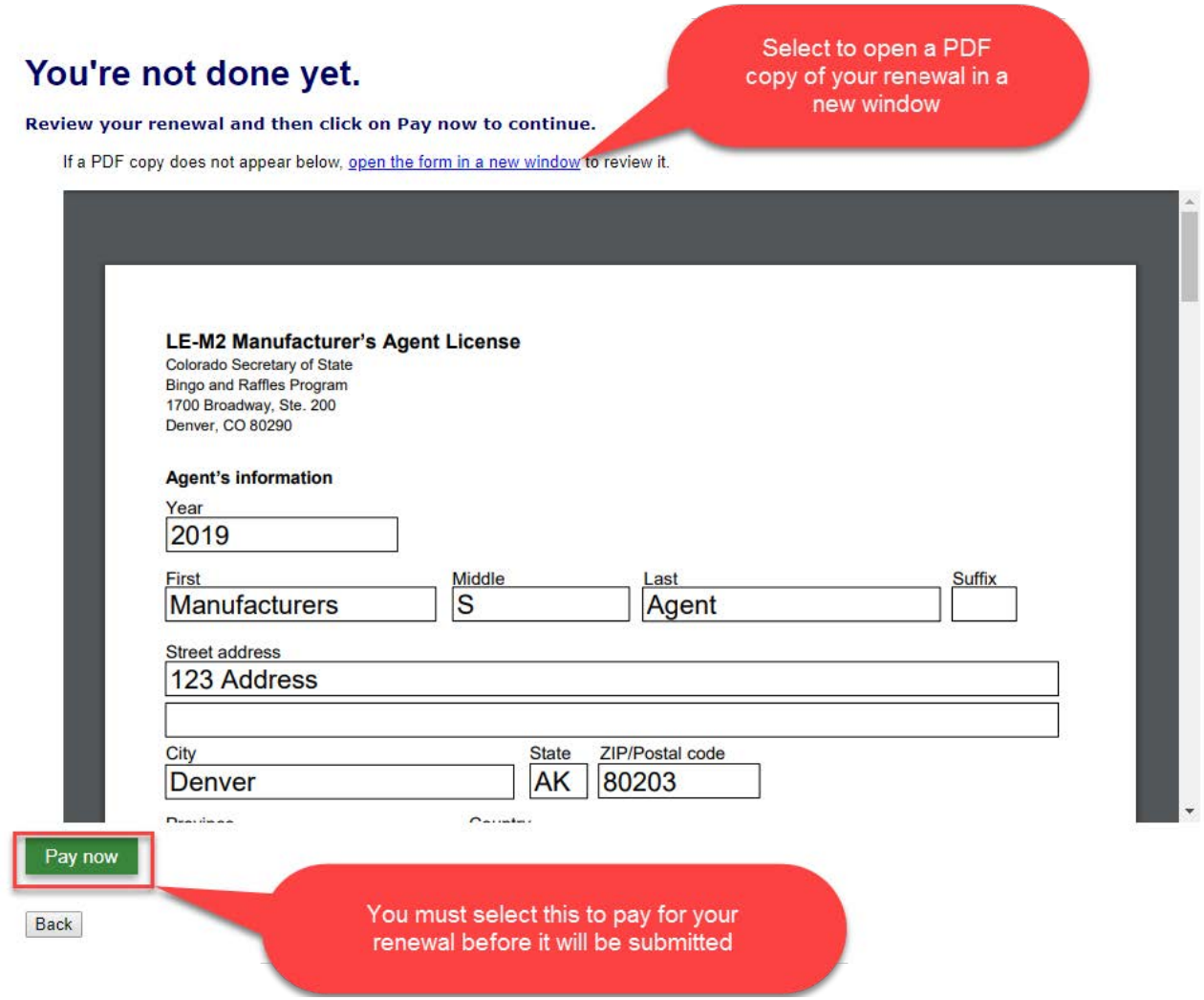
- Review the Filer’s information section and fill in all required information.
- You will be given an opportunity to review your submission in the next step.
- When you are ready, select “Continue”.



Manufacturer's Agent License Renewal

- Review Renewal and Continue to Payment

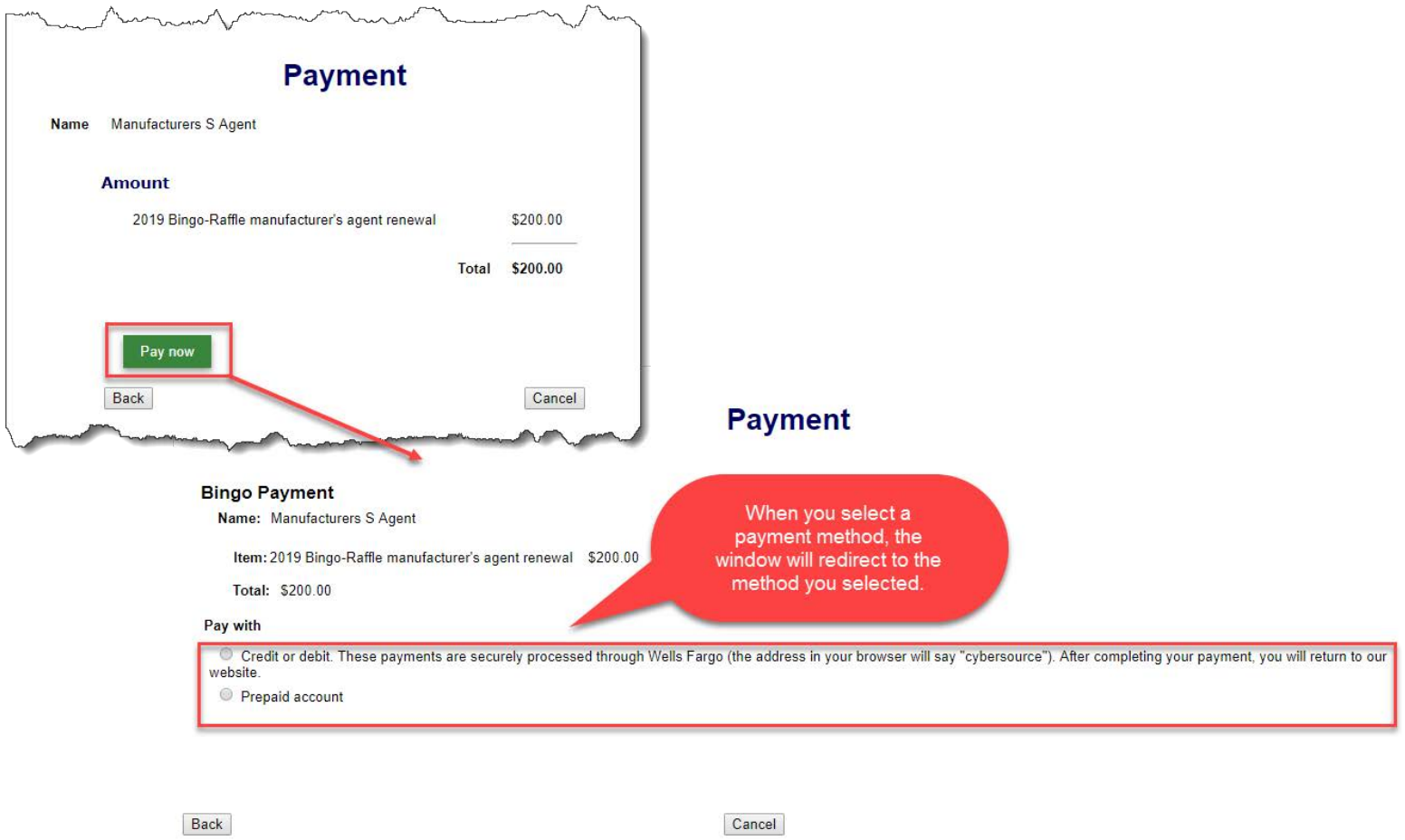
- This is a review page only. If you need to make changes select “Back” to correct your renewal.
- If your renewal is correct, select “Pay now”.



Manufacturer's Agent License Renewal

- Payment

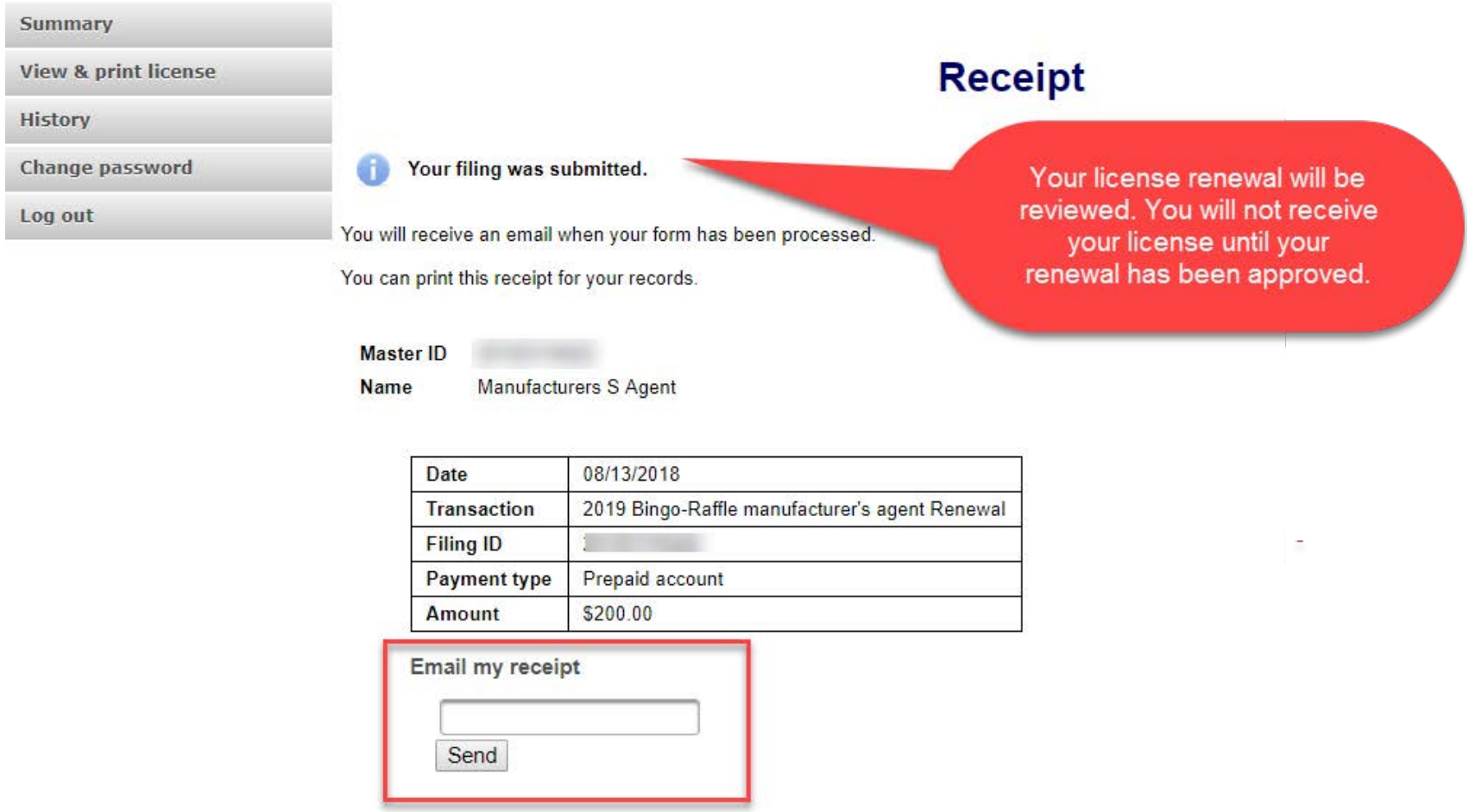
- Press the "Pay Now" button to be taken the to payment method page
- You may pay with Credit or Debit or Prepaid Account.
- Select your “Payment Method”.
- Enter your payment information and select “Pay now”.



Manufacturer's Agent License Renewal

- Receipt

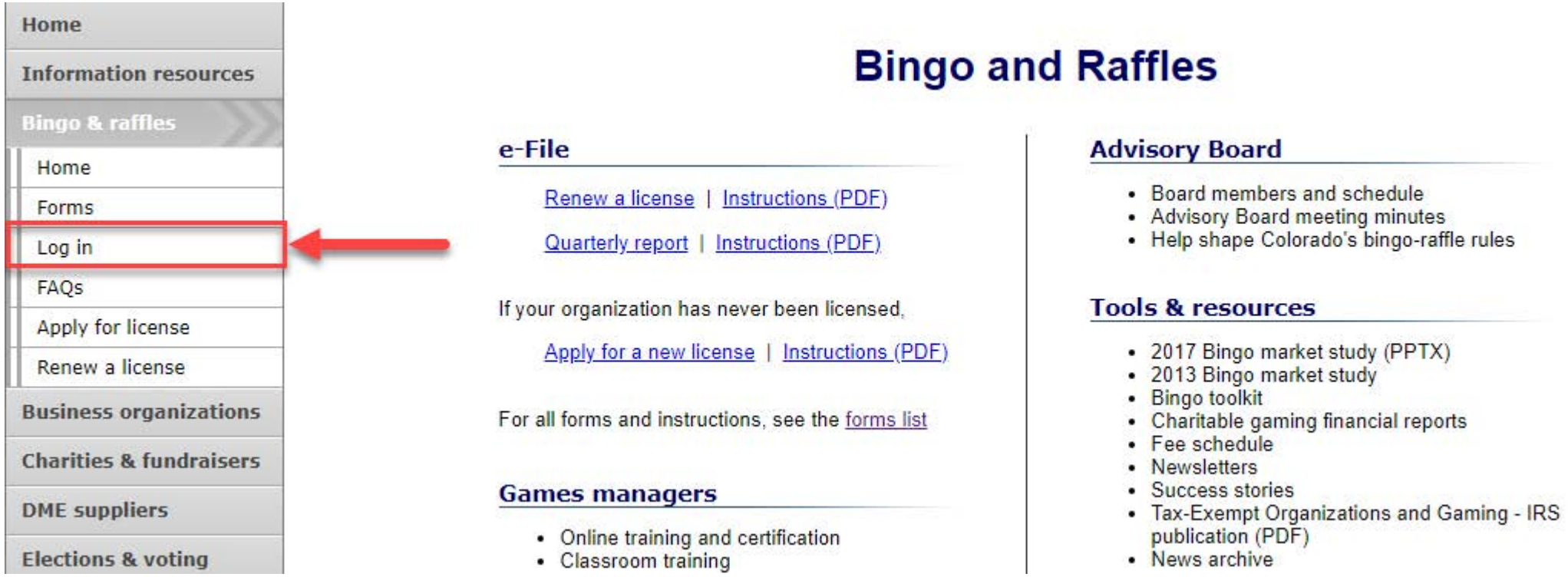
- Your license renewal has been submitted for review.
- You can print your receipt or send an email of your receipt to an email address of your choice.



Status/Notifications

e-File

Manufacturer's Agent Renewal Status



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

Manufacturer's Agent Renewal Status

- Pending

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

Summary

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

License			
License #	[redacted]	Start	03/01/2019
Status	Current	Expire	03/31/2019
Renewal	Not available. License pending.		

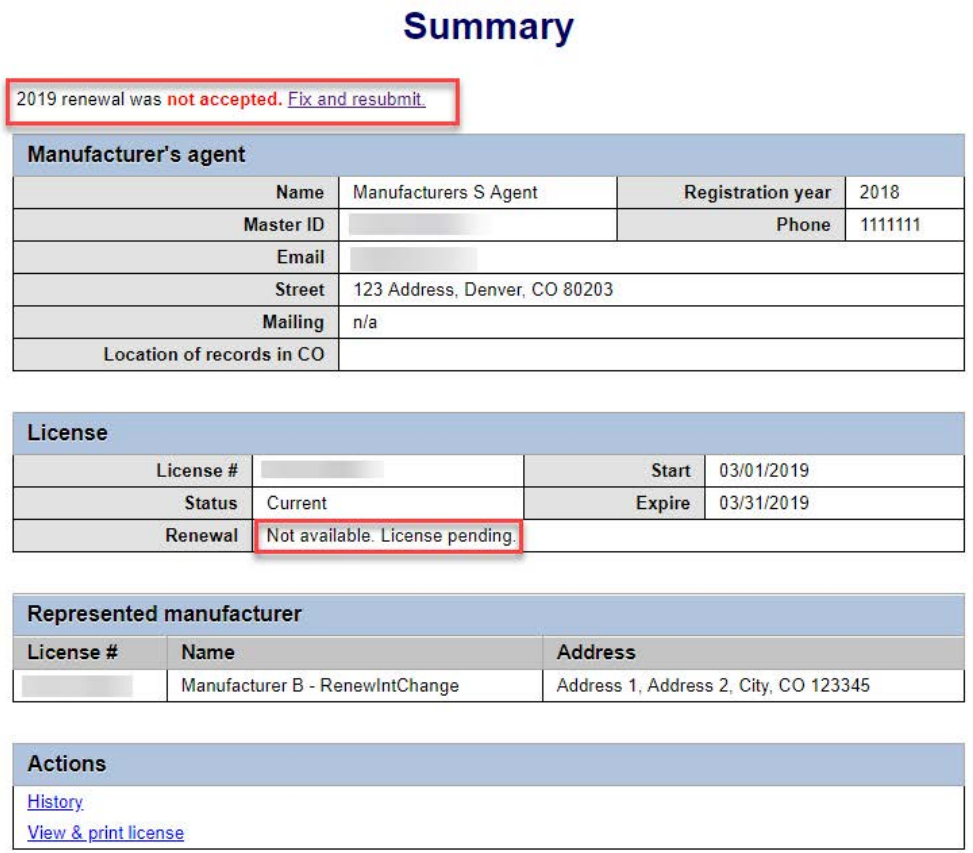
Represented manufacturer		
License #	Name	Address
[redacted]	Manufacturer B - RenewIntChange	Address 1, Address 2, City, CO 123345

Actions
History
View & print license

Manufacturer's Agent Renewal Status

- Pending – Fix and resubmit

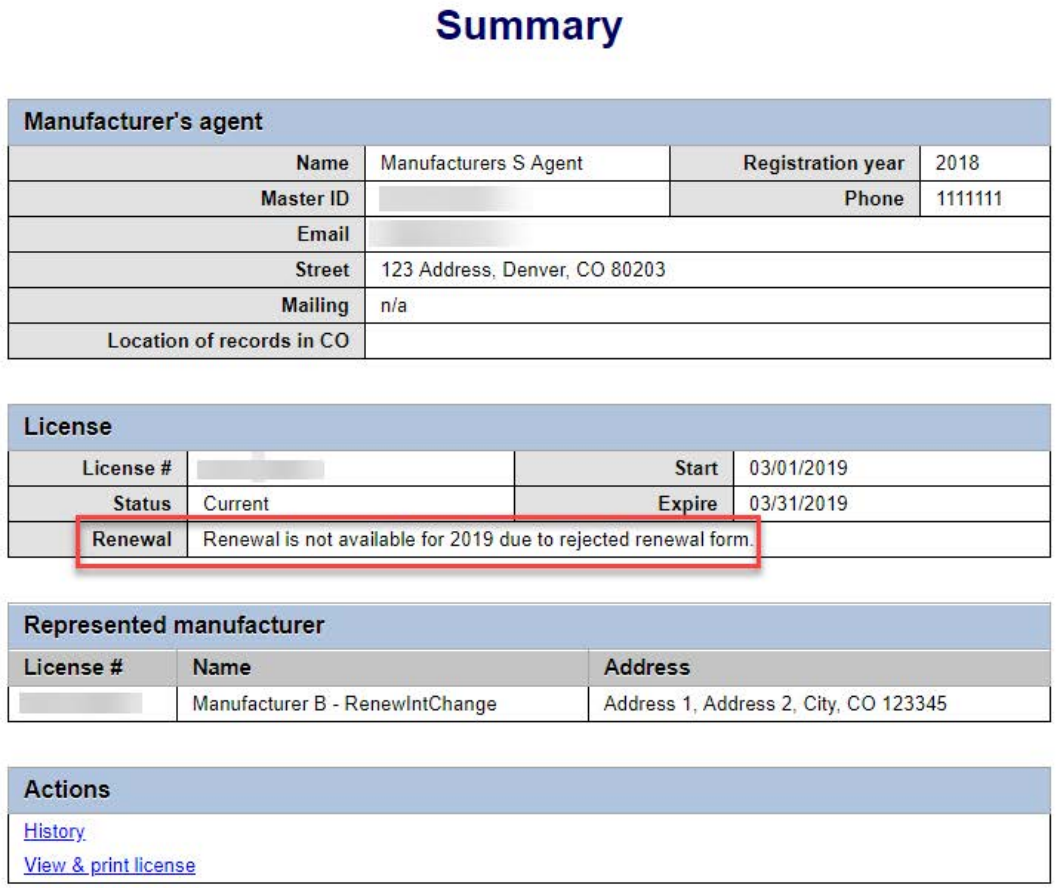
- Your renewal was rejected and an email was sent to you with reasons why.
- You will need to select “Fix and resubmit” to correct your renewal and resubmit it.
- You will not need to pay again.



Manufacturer's Agent Renewal Status

- Discarded

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



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	Renewal is not available for 2019 due to rejected renewal form.		

Represented manufacturer

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

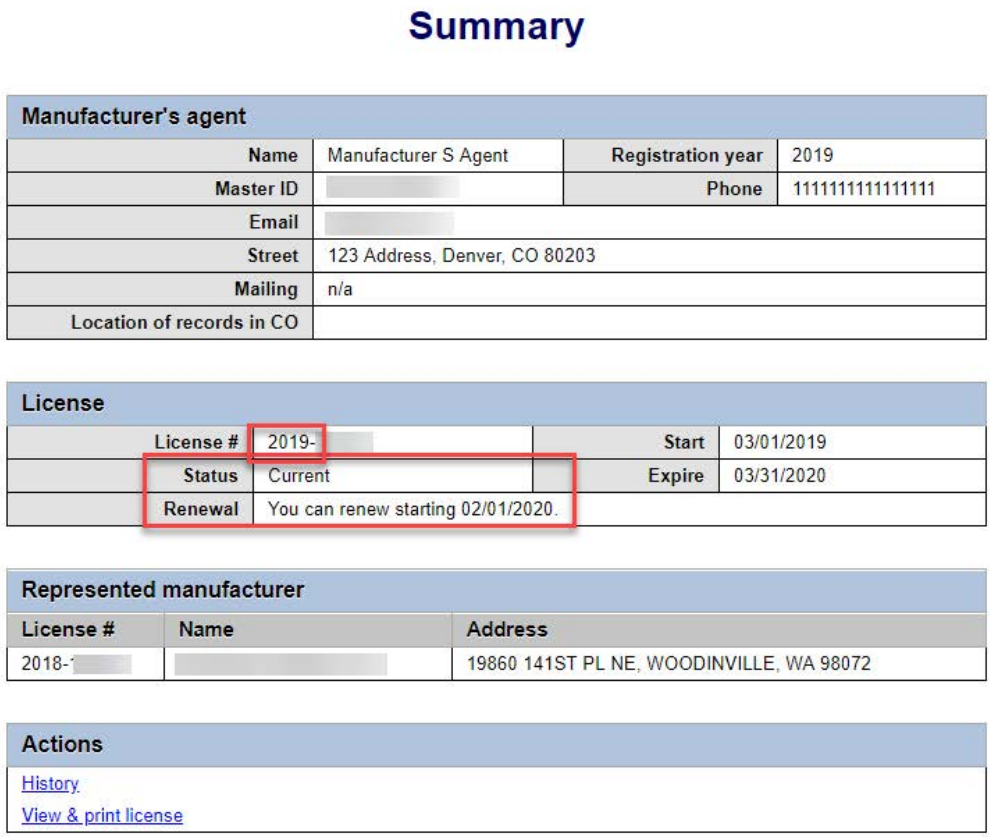
Actions

History
View & print license

Manufacturer's Agent Renewal Status

- Approved/Current

- 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.



Summary

Manufacturer's agent

Name	Manufacturer S Agent	Registration year	2019
Master ID	[redacted]	Phone	1111111111111111
Email	[redacted]		
Street	123 Address, Denver, CO 80203		
Mailing	n/a		
Location of records in CO			

License

License #	2019-[redacted]	Start	03/01/2019
Status	Current	Expire	03/31/2020
Renewal	You can renew starting 02/01/2020.		

Represented manufacturer

License #	Name	Address
2018-[redacted]	[redacted]	19860 141ST PL NE, WOODINVILLE, WA 98072

Actions

History
View & print license

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