# Instructions for Manufacturer's Agent License Renewal

e-File



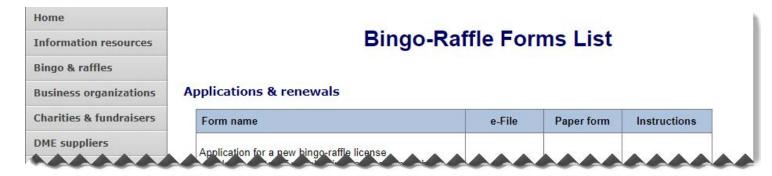
#### **Advisory Board**

- · 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

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



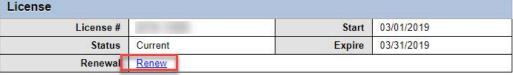
#### Manufacturers

Form name	e-File	Pape	r form	Instructions
Application for a bingo raffle manufacturer license	Apply online	n/a	n/a	PDF
Renew a manufacturer license	<u>Log in</u>	n/a	n/a	PDF
Application for a bingo raffle manufacturer's agent license	n/a	PDF	n/a	n/a
Renew a manufacturers agent license	<u>Log in</u>	n/a	n/a	PDF
manufacturer licensee quarterly report	<u>Log in</u>	PDF	XLS	n/a

- 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.







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



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

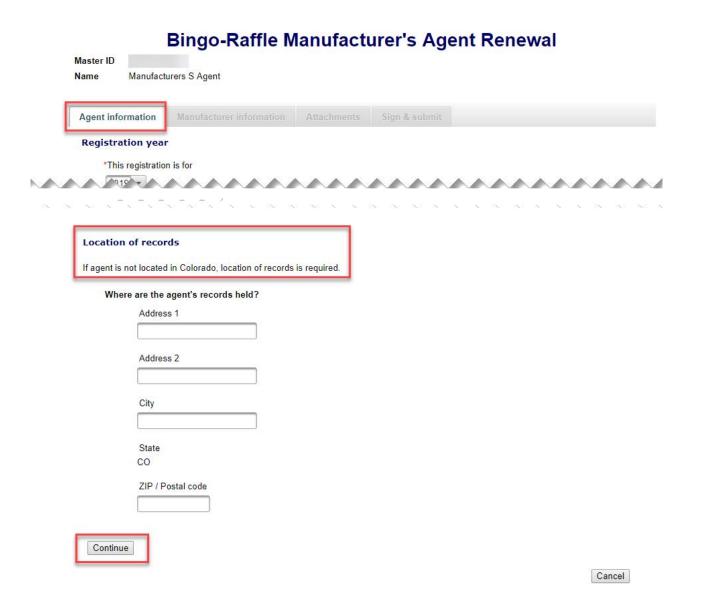


Terms & conditions | Browser compatibility

- 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 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".



#### 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".

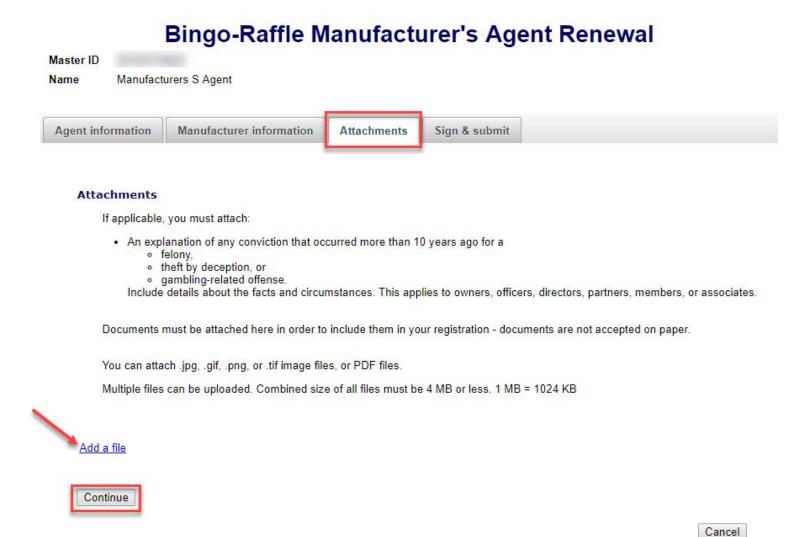
#### Bingo-Raffle Manufacturer's Agent Renewal Master ID Manufacturers S Agent Name Agent information Manufacturer information Sign & submit Attachments Manufacturer The represented manufacturer is: License # Name Manufacturer B - RenewIntChange Address Address 1 Address 2 City, CO 123345 United States Phone 222222222222 Email Continue

- 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.

Cancel

#### 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".



Add a File

	Add a File	
	Browse for your file, select it, and type in a description.	
	Combined size of all files must be 4 MB or less. 1 MB = 1024 KB.	
	You can attach .jpg, .gif, .png, or .tif image files, or PDF files.	
Attach file will not appear until you have chosen a file.	Choose File PDF Upload.pdf  Description*  Renewal Files  Example:Proof of existence  Cancel	

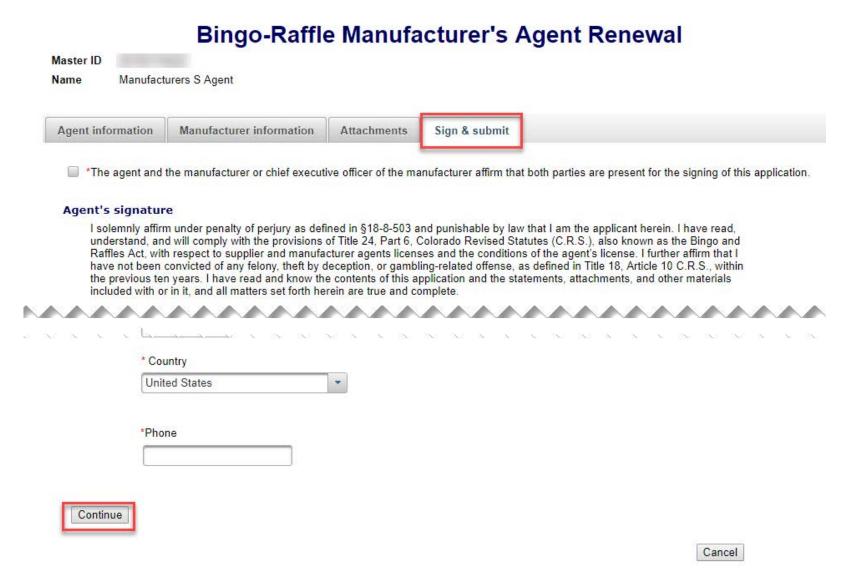
- You will need to choose a file by selecting "Choose File".
- Add a Description.
- "Attach file" will appear once you have chosen a file and added a description. Select "Attach File".

Attachments continued

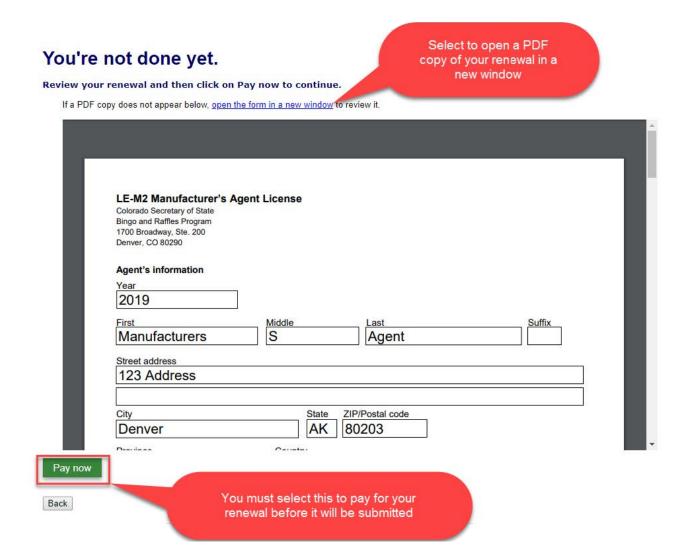


- If you need to add or remove files you can do so.
- Once all files have been added, select "Continue".

- 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".

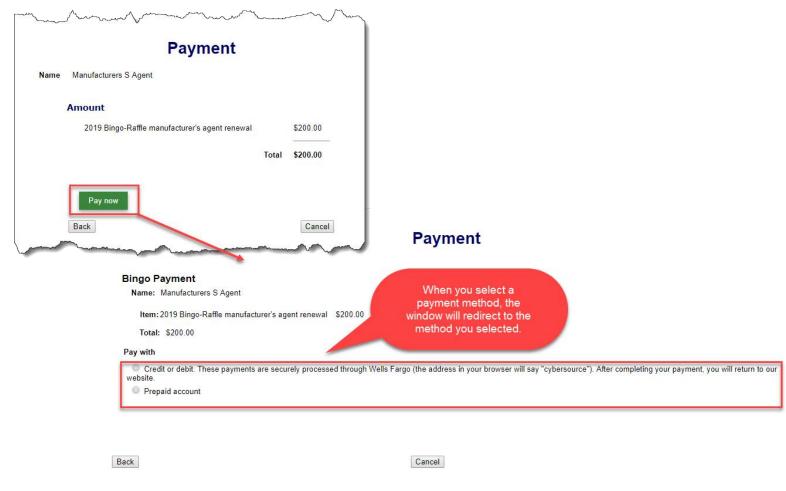


- Review Renewal and Continue to Payment
- This is a review page only. If you need to make changes select "Back" to correct your renewal.
- If your renewal is correct, select "Pay now".



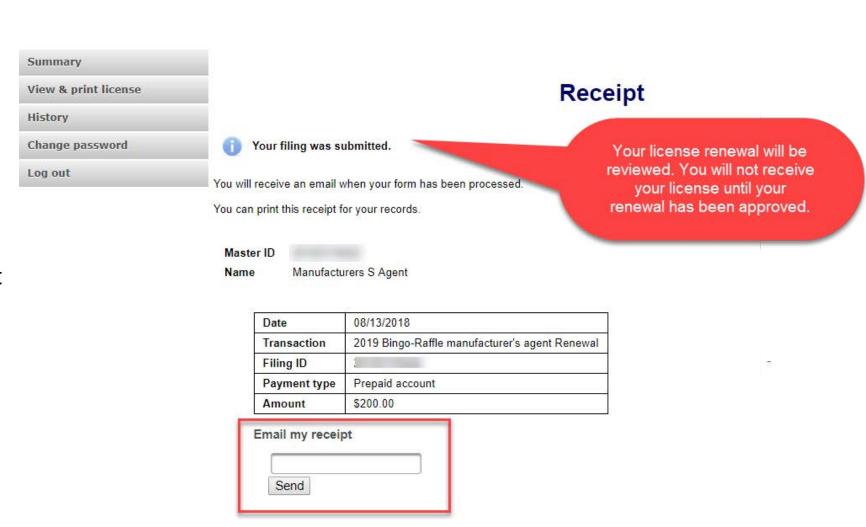
#### Payment

- 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".

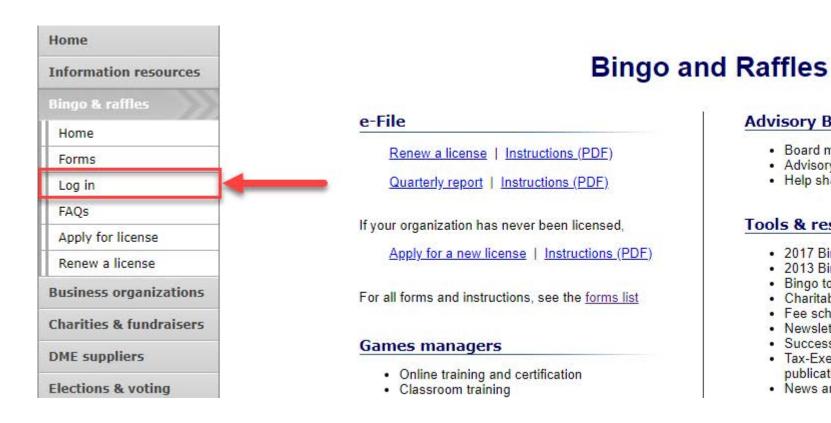


#### Receipt

- 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



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#### Tools & resources

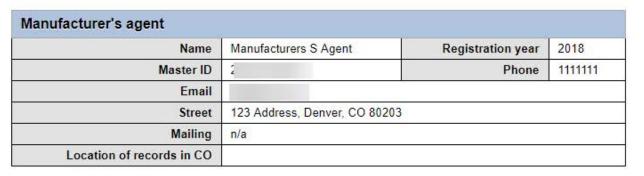
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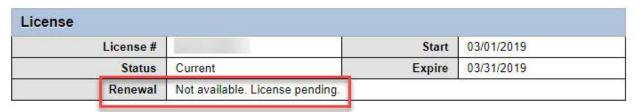
- Select "Log in" from the Bingo and Raffles Homepage.
- Log in to your account.

#### Pending

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







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

Actions	
<u>History</u>	
View & print license	

- 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.







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



#### Discarded

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



Name	Manufacturers S Agent	Registration year	2018
Master ID		Phone	1111111
Email		:k	
Street	123 Address, Denver, CO 80203	3	
Mailing	n/a		

nse			
License #		Start	03/01/2019
Status	Current	Expire	03/31/2019
Renewal	Renewal is not available for 2	019 due to rejected renewal for	m.

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

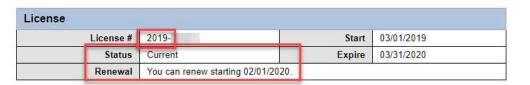
Actions	
<u>History</u>	
View & print license	

#### 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.



nufacturer's agent			
Name	Manufacturer S Agent	Registration year	2019
Master ID		Phone	11111111111111111
Email			
Street	123 Address, Denver, CO 80	1203	
Mailing	n/a		
Location of records in CO			



Represented manufacturer		
License #	Name	Address
2018-1		19860 141ST PL NE, WOODINVILLE, WA 98072



# 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@coloradosos.gov