

Instructions for Manufacturer License Renewal e-File

Manufacturer License Renewal

Home
Information resources
Bingo & raffles
Home
Forms
Log in
FAQs
Apply for license
Renew a license
Search documents
Business organizations
Charities & fundraisers
DME suppliers



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 [corresponding statutory references \(XLSX\)](#).

e-File

[Renew a license](#) | [Instructions \(PDF\)](#)

[Quarterly report](#) | [Instructions \(PDF\)](#)

If your organization has never been licensed,

[Apply for a new license](#) | [Instructions \(PDF\)](#)

For all forms and instructions, see the [forms list](#)

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

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

Manufacturer License Renewal

The screenshot shows a web page titled "Bingo-Raffle Forms List". On the left is a navigation menu with items: Home, Information resources, Bingo & raffles (highlighted), Home, Forms, Log in, FAQs, Apply for license, and Renew a license. The main content area is divided into two sections: "Applications & renewals" and "Manufacturers".

Applications & renewals

Form name	e-File	Paper form	Instructions
Application for a new bingo-raffle license Includes roster of member in charge and members assisting	Apply online	PDF	Paper filing (PDF)

Manufacturers

Form name	e-File	Paper form	Instructions
Application for a Bingo Raffle Manufacturer License	Apply online	n/a	PDF
Renew a license	Log in	n/a	PDF
Application for a Bingo Raffle Manufacturer's Agent License	n/a	PDF	n/a
Manufacturer Licensee Quarterly Report	Log in	PDF XLS	n/a

At the bottom of the page, there is a footer with the text "Terms & conditions | Browser compatibility".

- 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 license in the Manufacturer’s box.

Manufacturer License Renewal

- Summary
- View & print license
- History
- Quarterly reports
- Fines
- Change password
- Log out

Summary

Manufacturer			
Name	Manufacturer	Corporation?	Yes
Master ID	[REDACTED]	Registration year	2017
Phone	123-456-7890	Email	[REDACTED]
Street	Address, City, CO 11111		
Mailing	n/a		
Location of records in CO			

License			
License #	[REDACTED]	Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Renew		

Equipment	
Bingo cards and paper	

Actions

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

Manufacturer License Renewal

The screenshot shows a web interface for "Bingo-Raffle Manufacturer Renewal". On the left is a navigation menu with the following items: Summary, View & print license, History, Quarterly reports, Fines, Change password, and Log out. The main content area has a title "Bingo-Raffle Manufacturer Renewal" in blue. Below the title, there are three paragraphs of text: "Your renewal must be filed and paid for online with a credit card or prepaid account.", "You can attach documents to your renewal, if needed.", and "If applicable, you must attach a detailed explanation of the facts and circumstances concerning any conviction for a felony, theft by deception, gambling-related offense within more than the previous ten years. This applies to owners, officers, directors, partners, members or associates." Below this is a section titled "Tips for attachments" with two sub-paragraphs: "You can attach .jpg, .gif, .png, or .tif image files, or PDF files." and "Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB". At the bottom of the main content area, there is a line of text: "Make sure that your documents, if any, are ready to attach before you continue." and a "Continue" button. Two red callout boxes are overlaid on the page. The first callout box, pointing to the first paragraph, contains the text: "You must pay online at the end of the registration process." The second callout box, pointing to the "Tips for attachments" section, contains the text: "Make sure to have any documents you need before continuing your registration." At the bottom of the page, there is a dark grey footer bar with the text "Terms & conditions | Browser compatibility".

Bingo-Raffle Manufacturer Renewal

Your renewal must be filed and paid for online with a credit card or prepaid account.

You can attach documents to your renewal, if needed.

If applicable, you must attach a detailed explanation of the facts and circumstances concerning any conviction for a felony, theft by deception, gambling-related offense within more than the previous ten years. This applies to owners, officers, directors, partners, members or associates.

Tips for attachments

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

Make sure that your documents, if any, are ready to attach before you continue.

[Continue](#)

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 License Renewal

- Manufacturer information

The screenshot shows a web form titled "Manufacturer License Renewal". At the top, there are fields for "Master ID" and "Name" (with "Manufacturer" pre-filled). Below this is a navigation bar with tabs: "Manufacturer information" (active), "Resident agent & records", "Equipment", "Suppliers", "Colorado agents", "Owners", "Attachments", and "Sign & submit".

The "Registration year" section has a dropdown menu showing "2018", which is highlighted with a red box. A red callout bubble points to it, stating: "The manufacturer information you previously supplied us should be pre-filled. You can update it as needed."

The "Manufacturer's information" section has a "Name" field with "Manufacturer" pre-filled. Below this is a dashed line separator.

The "Phone" field is empty and highlighted with a red box. A red callout bubble points to it, stating: "You will need to re-enter your phone number." Below the phone field is an "Email" field with a pre-filled address.

At the bottom of the form, there are two buttons: "Continue" (highlighted with a red box) and "Cancel".

At the very bottom of the page, there is a footer with the text "Terms & conditions | Browser compatibility".

- 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 License Renewal

- Resident agent & records

Manufacturer License Renewal

Master ID
Name Manufacturer

Manufacturer information **Resident agent & records** Equipment Suppliers Colorado agents Owners Attachments Sign & submit

Resident agent
If manufacturer is not located in Colorado, resident agent is required.

Resident agent's name - Choose organization or individual

Organization

Individual
First
Middle
Last
Suffix

Resident agent's street

- All Resident Agent & Records information previously filled in should be pre-filled. You can update the information as needed. Remember that an out of state Manufacturer needs an in state agent.
- Proceed to the Location of records section on this page.

Manufacturer License Renewal

- Resident agents & records continued

Manufacturer License Renewal

Master ID
Name Manufacturer

[Manufacturer information](#) **[Resident agent & records](#)** [Equipment](#) [Suppliers](#) [Colorado agents](#) [Owners](#) [Attachments](#) [Sign & submit](#)

Resident agent
If manufacturer is not located in Colorado, resident agent is required.

Location of records
If manufacturer is not located in Colorado, location of records is required.

Where are the manufacturer's records held?

Address 1

[Continue](#) [Cancel](#)

Terms & conditions | Browser compatibility

- Location of records information should be pre-filled if information was previously provided. You can update this information as needed.
- Once you are ready, select “Continue”.

Manufacturer License Renewal

- Equipment

Manufacturer License Renewal

Master ID
Name Manufacturer

Manufacturer information Resident agent & records **Equipment** Suppliers Colorado agents Owners Attachments Sign & submit

Equipment

Describe all equipment that is for sale, distribution, or use in connection with bingo, raffle or pull tab activities in Colorado.
Examples include bingo cards and paper, pull tab tickets, bingo blowers, and display boards.

Add a separate description for each piece of equipment.

[Add equipment](#)

Equipment
 Bingo cards and paper

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- All equipment previously entered should appear. You can add or remove equipment as needed.
- Once you are ready, select “Continue”.

Manufacturer License Renewal

- Suppliers

Manufacturer License Renewal

Master ID
Name Manufacturer

[Manufacturer information](#) [Resident agent & records](#) [Equipment](#) [Suppliers](#) [Colorado agents](#) [Owners](#) [Attachments](#) [Sign & submit](#)

Suppliers

List all of the suppliers of your bingo-raffle items.

[Add a supplier](#)

[Continue](#)

[Cancel](#)

[Terms & conditions](#) | [Browser compatibility](#)

- Suppliers licenses will need to be re-entered. If they do not have a current license, please contact them to let them know to renew. Once they renew, contact our office to have your file updated.
- Once you are ready, select “Continue”.

Manufacturer License Renewal

- Colorado Agents

Manufacturer License Renewal

Master ID
Name Manufacturer

Manufacturer information Resident agent & records Equipment Suppliers **Colorado agents** Owners Attachments Sign & submit

Colorado agents

List all of your Colorado agents.

[Add an agent](#)

[Terms & conditions](#) | [Browser compatibility](#)

- Agent licenses will need to be re-entered. If they do not have a current license, please contact them to let them know to renew. Once they renew, contact our office to have your file updated.
- Once you are ready, select “Continue”.

Manufacturer License Renewal

- Owners

Manufacturer License Renewal

Master ID
Name Manufacturer

Manufacturer information Resident agent & records Equipment Suppliers Colorado agents **Owners** Attachments Sign & submit

Owners

Add officers, directors, or shareholders who hold an ownership interest of ten percent (10%) or more.

[Add an owner](#)

- Previously entered Owners should appear. You can add, update and delete owners as needed.
- Once you are ready, select “Continue”.

Manufacturer License Renewal

- Attachments

Manufacturer License Renewal

Master ID
Name Manufacturer

Manufacturer information Resident agent & records Equipment Suppliers Colorado agents Owners **Attachments** Sign & submit

Attachments

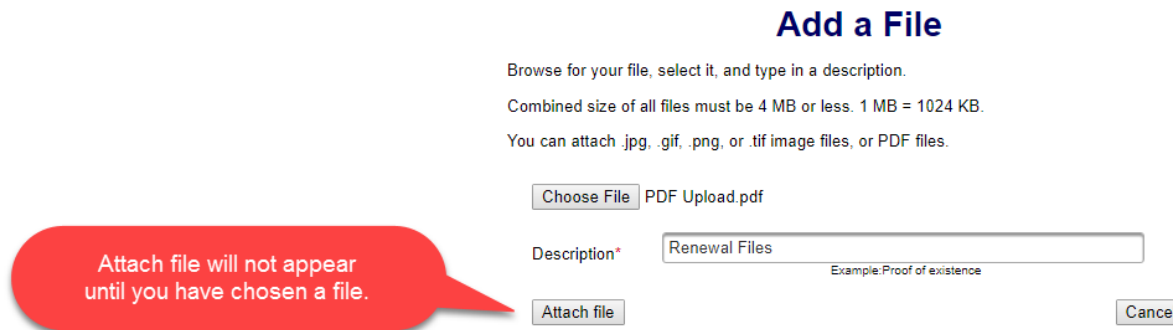
You can attach:

Terms & conditions | Browser compatibility

- 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 License Renewal

- 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.

PDF Upload.pdf

Description*
Example: Proof of existence

Attach file will not appear until you have chosen a file.

[Terms & conditions](#) | [Browser compatibility](#)

- 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 License Renewal

- Attachments continued

Manufacturer License Renewal

Master ID
Name Manufacturer

Manufacturer information Resident agent & records Equipment Suppliers Colorado agents Owners **Attachments** Sign & submit

Attachments

[Add a file](#)

<input checked="" type="checkbox"/>	File	Description	Size
<input checked="" type="checkbox"/>	PDF Upload.pdf	Renewal Files	91 KB

Delete

Continue Cancel

Terms & conditions | Browser compatibility

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

Manufacturer License Renewal

- Sign & submit

Manufacturer License Renewal

Master ID
Name Manufacturer

Manufacturer information Resident agent & records Equipment Suppliers Colorado agents Owners Attachments **Sign & submit**

Filer's information

I solemnly affirm under penalty of perjury as defined in §18-8-503 and punishable by law that I am either the applicant or the chief executive officer of the applicant herein.

I have read and am familiar 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 commercial bingo facilities and landlords thereof and I accept responsibility for the applicant's compliance with those provisions. Neither the applicant nor any of its owners, officers, directors, partners, members or associates has 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

Middle

Continue

- 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 License Renewal

- Review Renewal and Continue to Payment

You're not done yet.
Review your registration and then click on **Pay now to continue**.
If a PDF copy does not appear below, [open the form in a new window](#) to review it.

Select to open a PDF copy of your registration in a new window.

LE-M1 Manufacturer License
Colorado Secretary of State
Bingo and Raffles Program
1700 Broadway, Ste. 200
Denver, CO 80290

Manufacturer's information

Year
2017 Corporation

Manufacturer name
Manufacturer

Street address
Address

City State ZIP/Postal code
City CO 11111

Province Country

Pay now

Back

You must select this to pay for your registration before it will be submitted.

- 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 License Renewal

- Payment

Payment

Name Manufacturer

Amount

2018 Manufacturer renewal	\$700.00
Total	\$700.00

Payment Method*

- Credit or Debit
- Prepaid account

When you select a Payment Method the window will expand to show where to enter your payment information for that method.

Back Cancel

[Terms & conditions](#) | [Browser compatibility](#)

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

Manufacturer License Renewal

- Receipt

The screenshot shows a web interface for a license renewal receipt. On the left is a navigation menu with items: Summary, View & print license, History, Quarterly reports, Fines, Change password, and Log out. The main content area displays a message: "Your filing was submitted." with an information icon. Below this, it states: "You will receive an email when your form has been processed." and "You can print this receipt for your records." A red callout bubble points to the message, containing the text: "Your license renewal will be reviewed. You will not receive your license until your renewal has been approved." To the right of the callout is the word "Receipt" in blue. Below the message, the user's "Master ID" is redacted and the "Name" is "Manufacturer". A table provides transaction details:

Date	12/21/2017
Transaction	2018 Manufacturer renewal
Filing ID	[Redacted]
Payment type	Prepaid account
Amount	\$700.00

At the bottom, there is a section titled "Email my receipt" with a text input field and a "Send" button, both highlighted with a red border.

- 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 Renewal Status

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Bingo and Raffles

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- 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

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

Manufacturer Renewal Status

- Pending

Summary
View & print license
History
Quarterly reports
Fines
Change password
Log out

Summary

Manufacturer			
Name	Manufacturer	Corporation?	Yes
Master ID		Registration year	2017
Phone	123-456-7890	Email	
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #		Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Not available. License pending.		

Equipment
Bingo cards & paper

Actions

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

Manufacturer Renewal Status

- Pending – Fix and resubmit

Summary
View & print license
History
Quarterly reports
Fines
Change password
Log out

Summary

2018 renewal was **not accepted**. [Fix and resubmit](#).

Manufacturer			
Name	Manufacturer	Corporation?	Yes
Master ID		Registration year	2017
Phone	123-456-7890	Email	
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #		Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Not available. License pending.		

Equipment
Bingo cards & paper

Actions

- 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 Renewal Status

- Discarded

Summary
View & print license
History
Quarterly reports
Fines
Change password
Log out

Summary

Manufacturer			
Name	Manufacturer	Corporation?	Yes
Master ID		Registration year	2017
Phone	123-456-7890	Email	
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #		Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Renewal is not available for 2018 due to rejected renewal form.		

Equipment
Bingo cards & paper

Actions

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

Manufacturer Renewal Status

- Approved/Current

Summary

[View & print license](#)

History

Quarterly reports

Fines

Change password

Log out

Summary

Manufacturer			
Name	Manufacturer	Corporation?	Yes
Master ID		Registration year	2018
Phone	123-456-7890	Email	
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #	2018-	Start	04/01/2018
Status	Current	Expire	03/31/2019
Renewal	You can renew starting 02/01/2019 if you have no outstanding quarterly report fines or filings.		

Equipment	
Bingo cards and paper	

Actions	
History	

- 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.

Manufacturer 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