Instructions for Supplier's Agent License Renewal

e-File



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) 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.

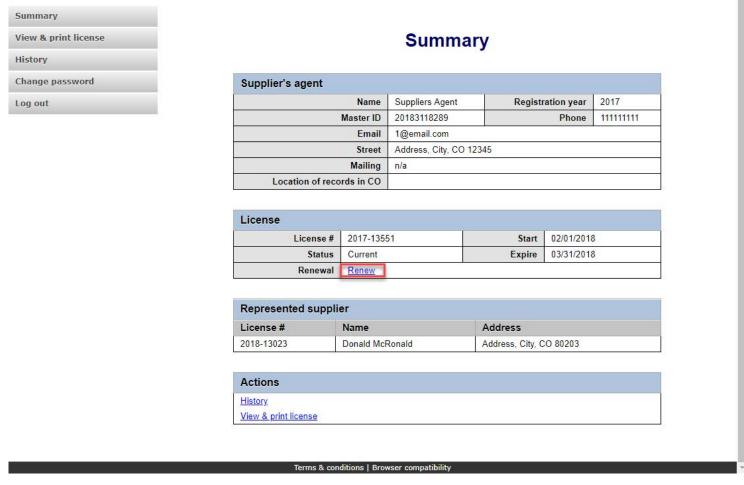


Suppliers

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

Cohiphint

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



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



You <u>must</u> pay online at the end of the registration process

Bingo-Raffle Supplier's Agent Renewal

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

Both the agent and the supplier or chief executive officer of the supplier must be present for the signing of this application.

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 to have any documents you need before continuing your registration

If you need to attach documents, make sure they are ready before you continue.

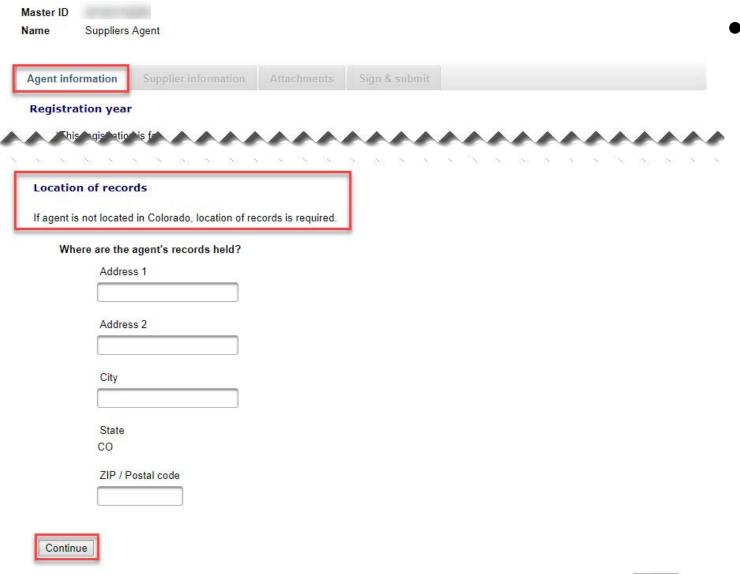
Continue

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".



- Supplier'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 Supplier's Agent needs an in state location of record.
- Once you are ready, select "Continue".

Cancel

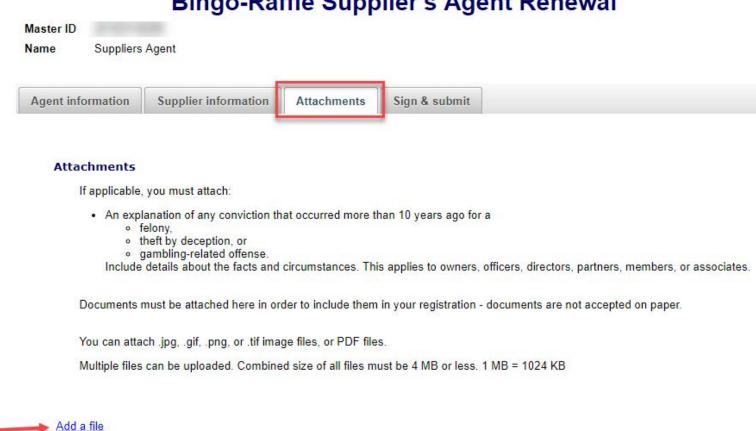
Bingo-Raffle Supplier's Agent Renewal Master ID Suppliers Agent Name Agent information Supplier information Sign & submit Attachments Supplier The represented supplier is: License # Name Donald McRonald Address Address City. CO 80203 United States Phone 123-456-7890 Email Continue Cancel

Supplier information

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

- 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".

Bingo-Raffle Supplier's Agent 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.	
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

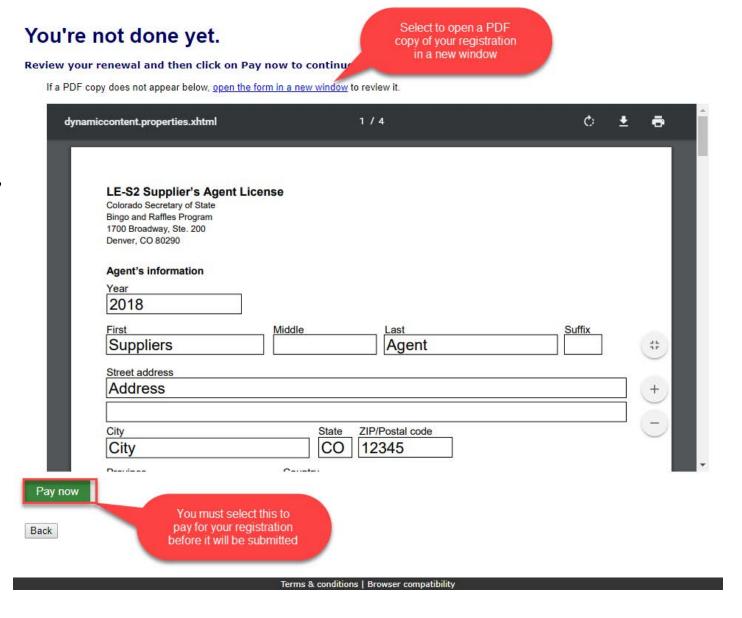


- If you need to add or remove files you can do so.
- Once all files have been added, select "Continue".

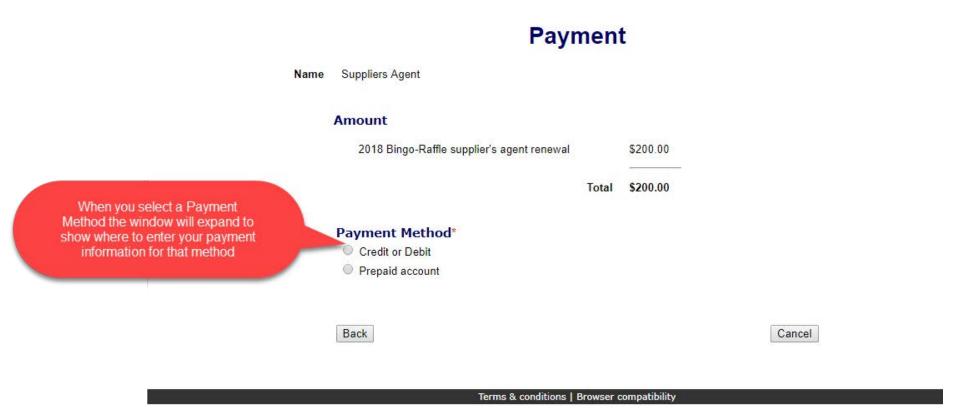
- Sign & submit
- Review the Filer's information section and fill in all required information.
- You will be given an opportunity to review your submission in the next step.
- When you are ready, select "Continue".



- 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".

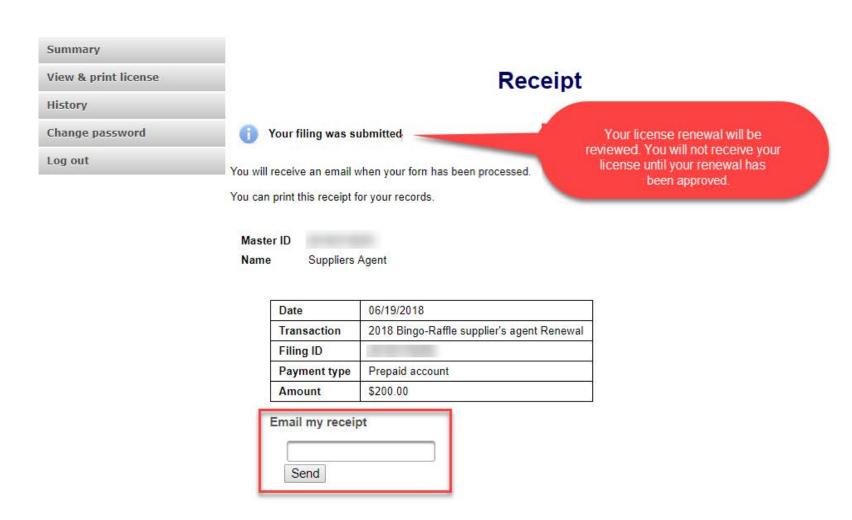


Payment



- 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.



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Status/Notifications e-File



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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

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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.





Supplier's agent			
Name	Suppliers Agent	Registration year	2017
Master ID		Phone	1111111111
Email			
Street	Address, City, CO	12345	
Mailing	n/a		
Location of records in CO			

icense			
License #	Town State of the Control of the Con	Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Not available. License pending.		

Represented	supplier	
License #	Name	Address
	Donald McRonald	Address, City, CO 80203

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.





icense			
License #	2017-	Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Not available. License pending.		

Represented	supplier	
License #	Name	Address
2018-	Donald McRonald	Address, City, CO 80203

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

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



Supplier's agent			
Name	Suppliers Agent	Registration year	2017
Master ID		Phone	1111111111
Email	-		
Street	Address, City, CO	12345	
Mailing	n/a		
Location of records in CO			

icense			
License #		Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Renewal is not availab	le for 2018 due to reject	ed renewal form.

Represented	supplier	
License #	Name	Address
	Donald McRonald	Address, City, CO 80203

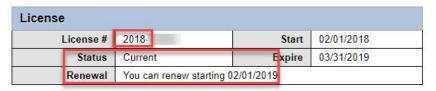
Actions	
<u>History</u>	
View & print license	

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.







Represented supplier		
License #	Name	Address
	Donald McRonald	Address, City, CO 80203



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: coloradosos.gov