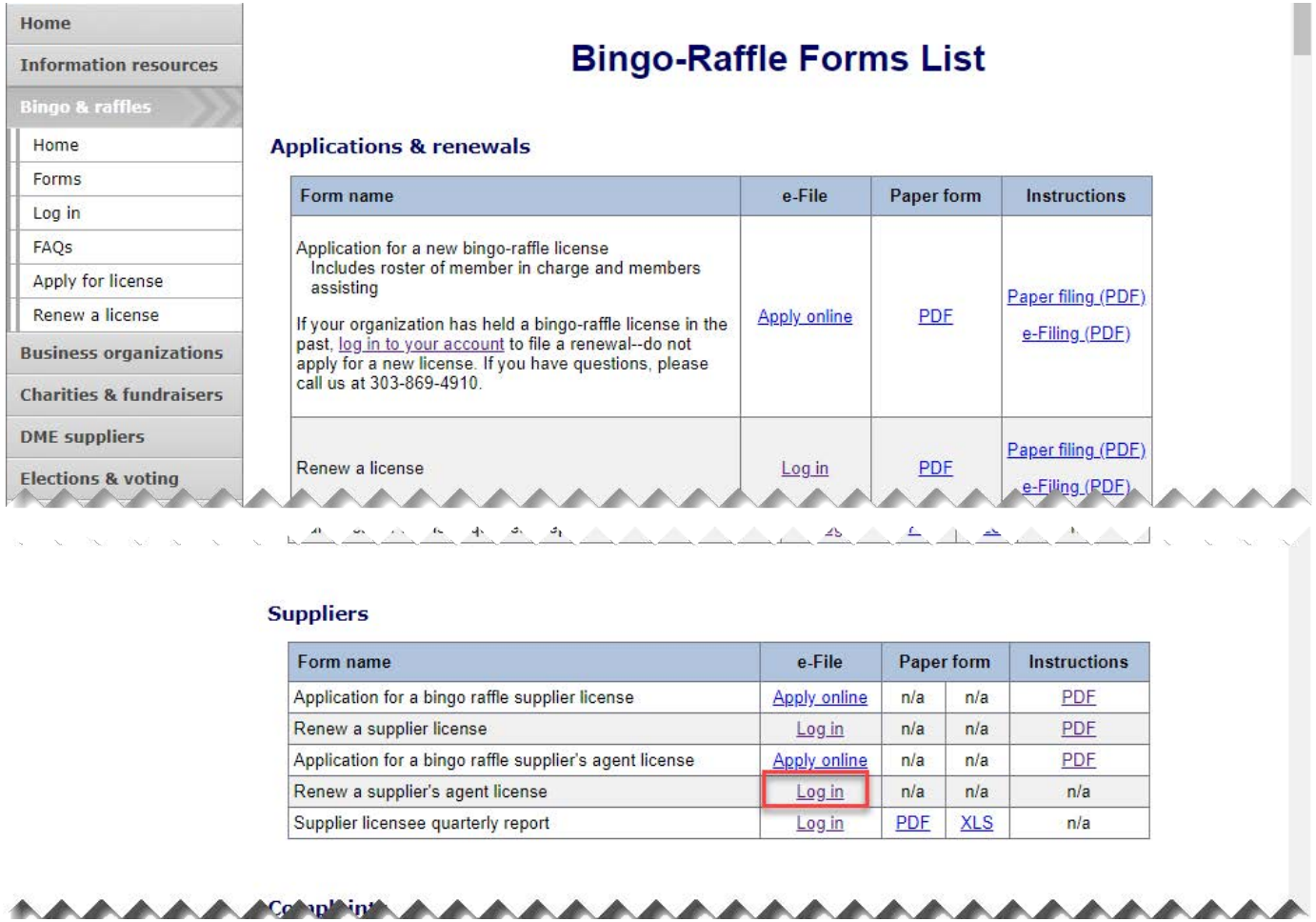
Instructions for Supplier's Agent License Renewal

e-File

Supplier's Agent License Renewal

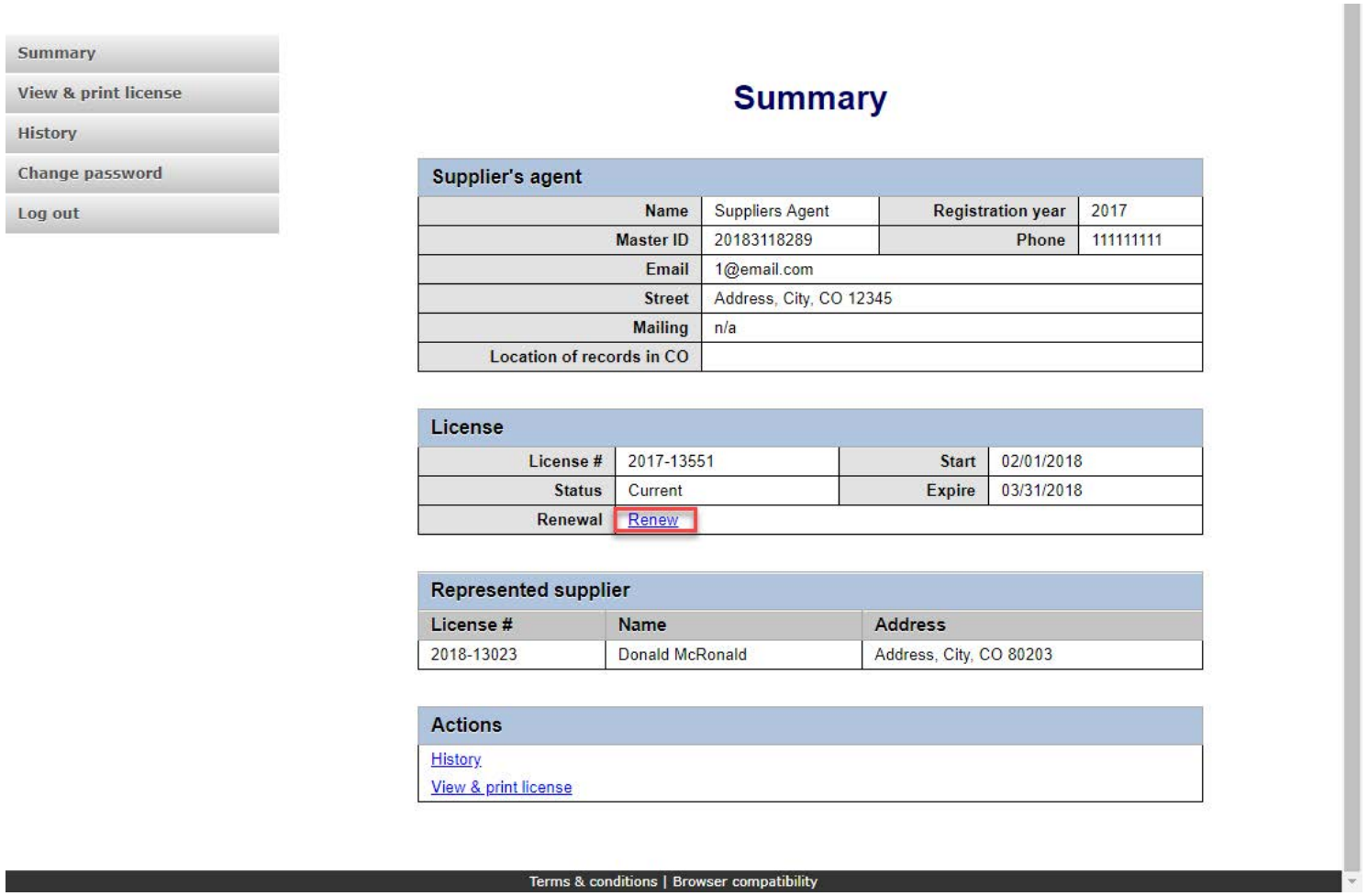
- Navigate to the Bingo-Raffles Home Page and Log in to your account.

Supplier's Agent License Renewal



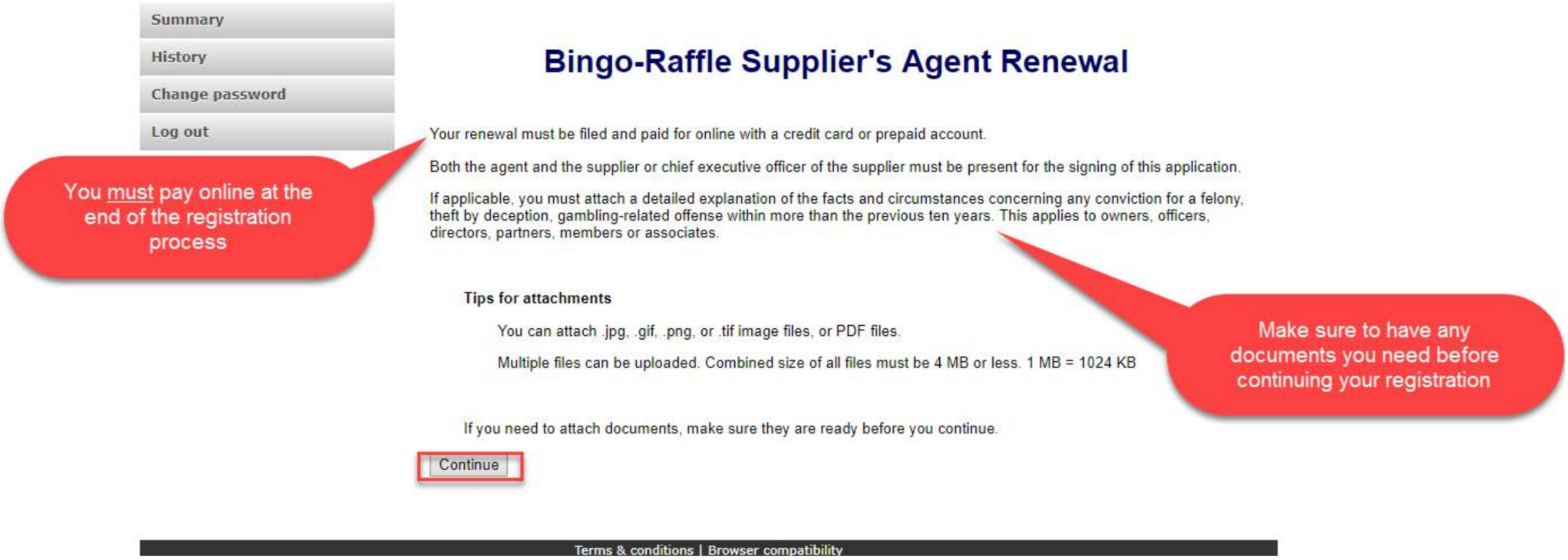
- Alternatively, you can login from the Bingo-Raffle Forms List page.
- Scroll down the Forms List page until you reach the Supplier’s section.
- Select “Log in” next to Renew a supplier's agent license in the Supplier’s box.

Supplier's Agent License Renewal



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

Supplier's Agent License Renewal



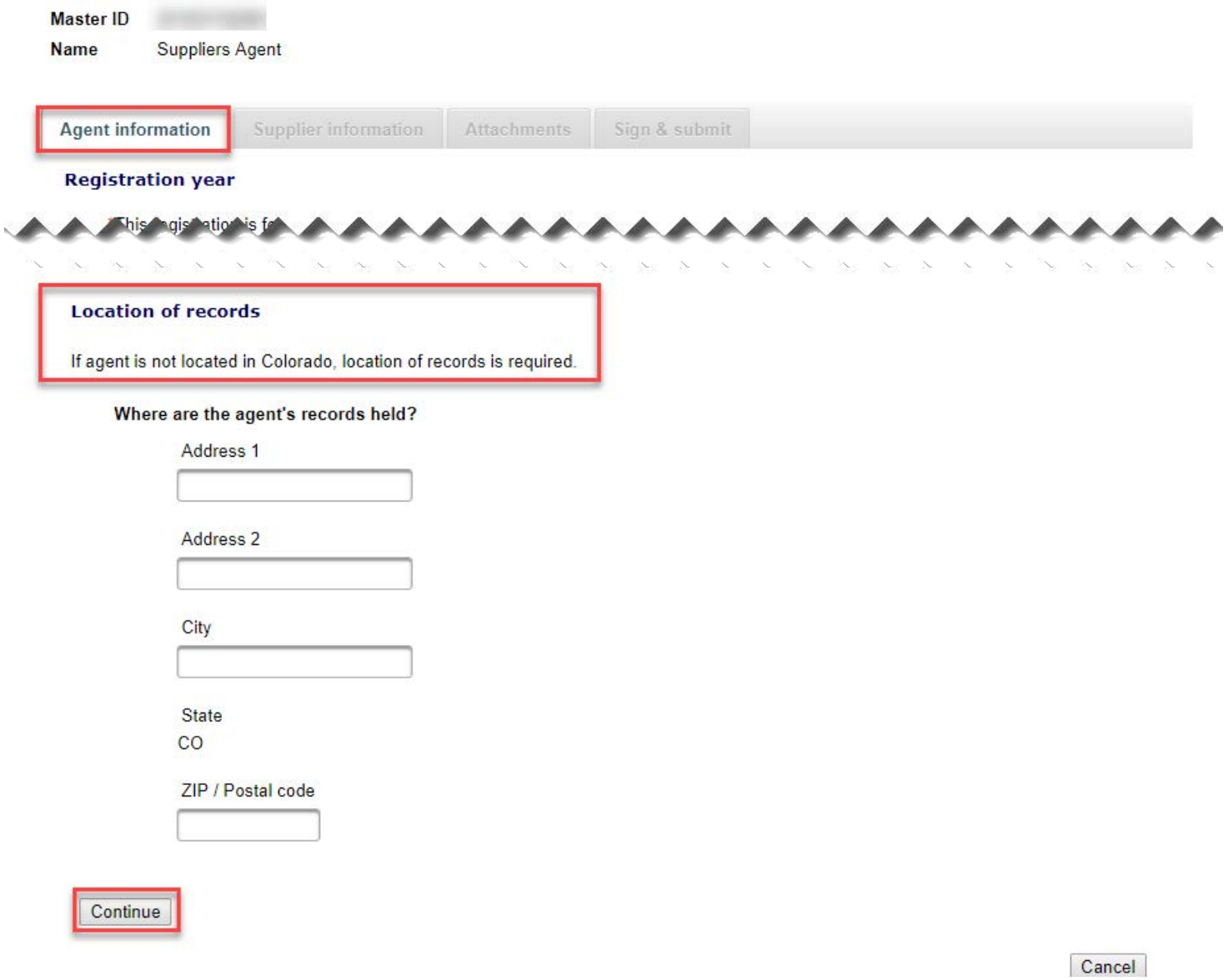
- Review all of the information on this page.
- You will need to pay online at the end of the renewal.
- Once you are ready, select “Continue”.

Supplier's Agent License Renewal

- Supplier's Agent information

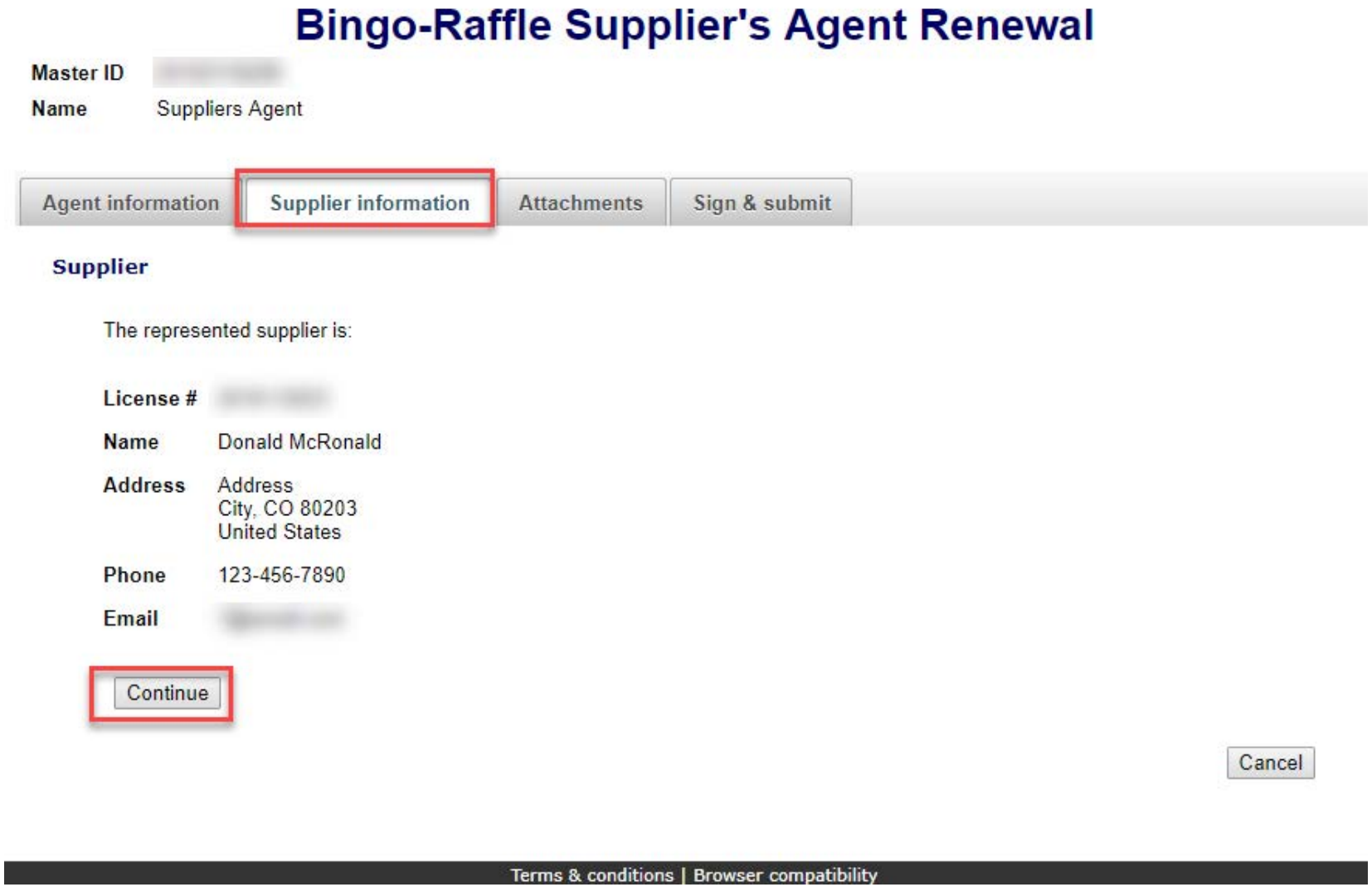
- All previously provided information should be pre-filled. You can update information as needed.
- You will need to re-enter your phone number.
- Once you are ready, select “Continue”.

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

Supplier's Agent License Renewal



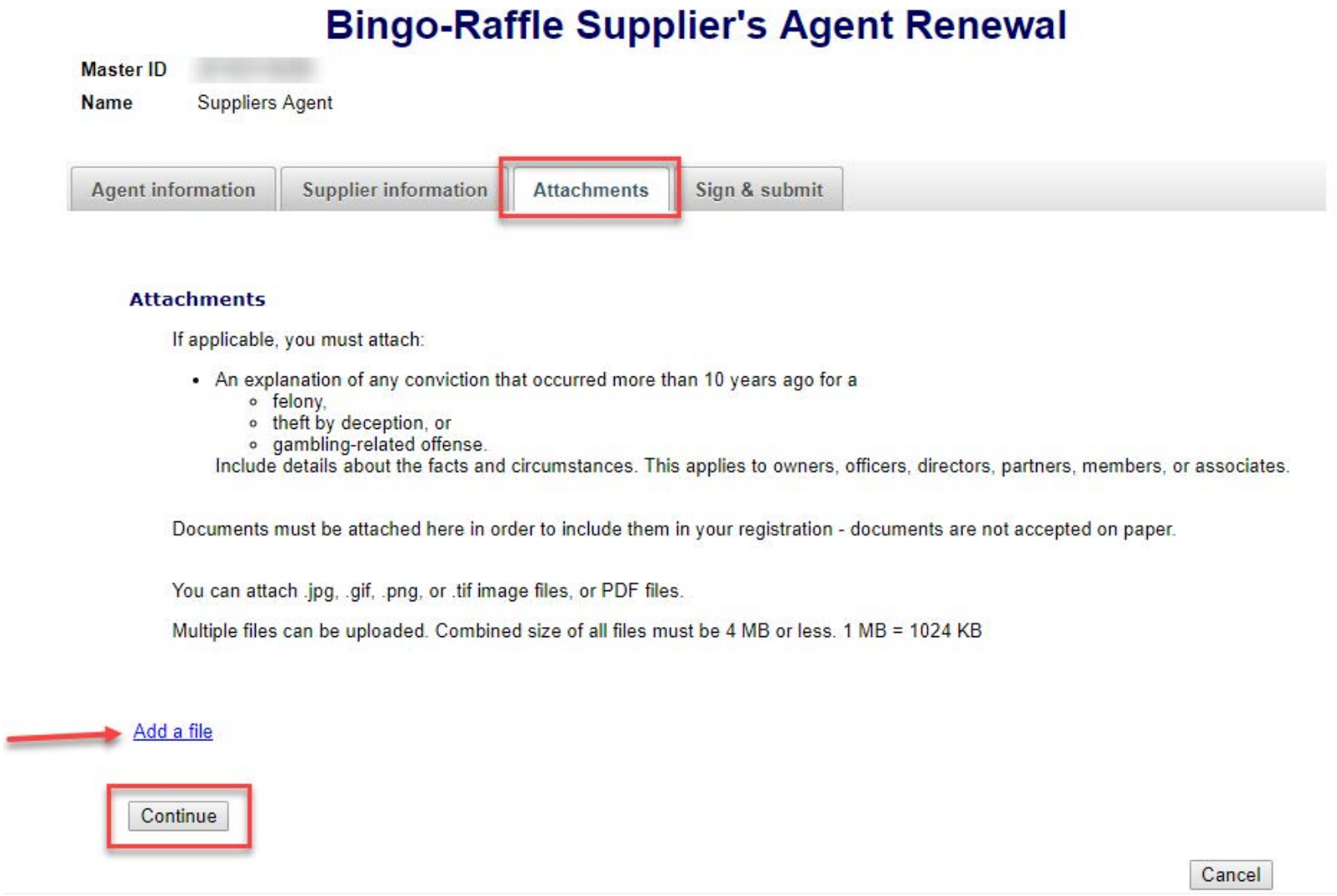
Supplier information

- 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.

Supplier's Agent License Renewal

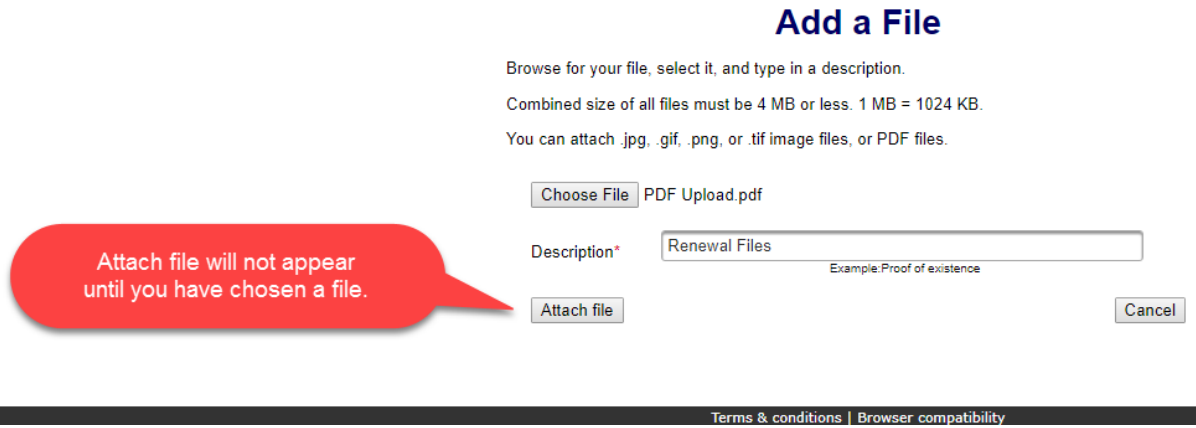
- Attachments

- 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”.



Supplier'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”.

Supplier's Agent License Renewal

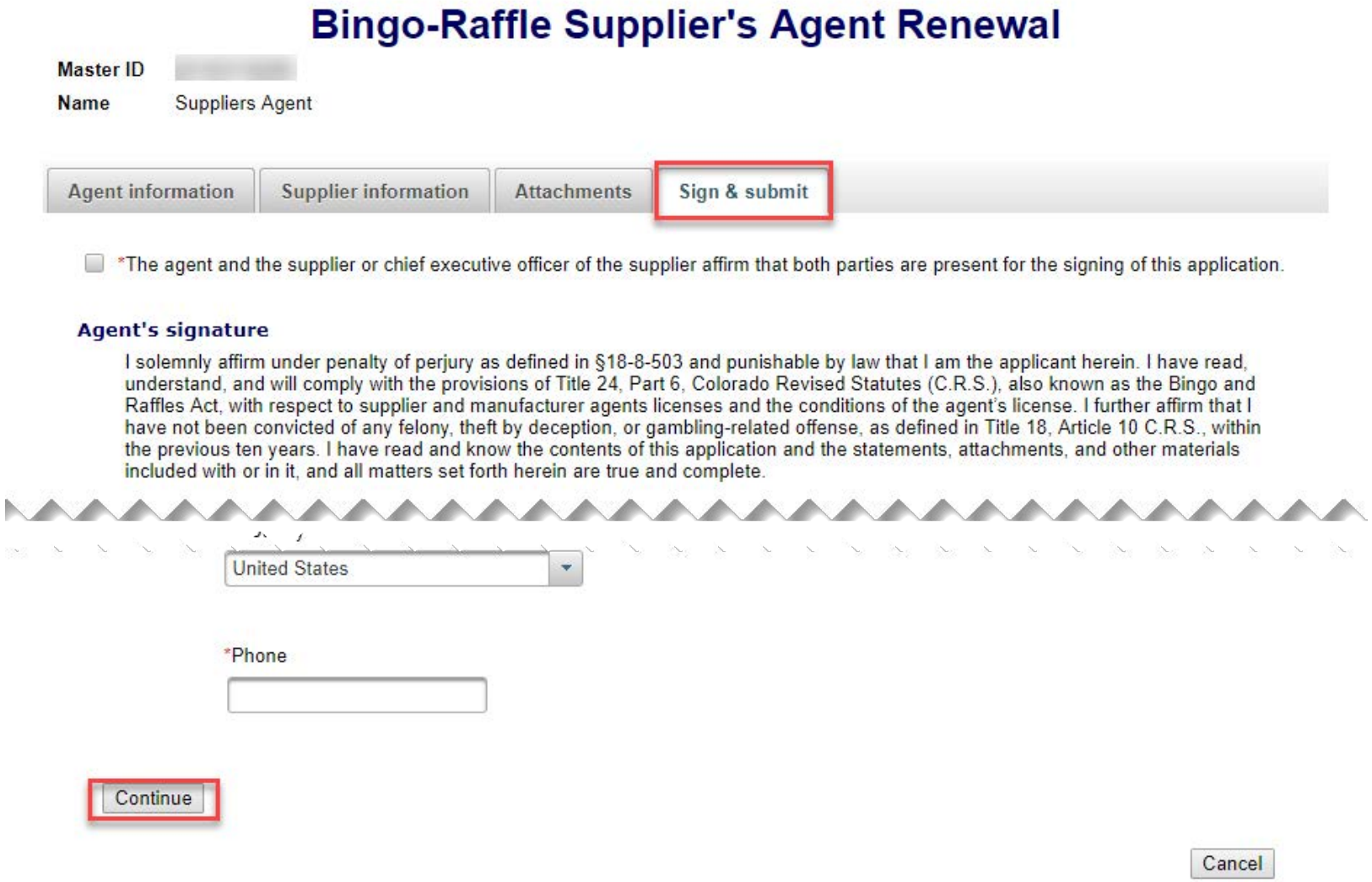
- Attachments continued

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

Supplier's Agent License Renewal

- Sign & submit

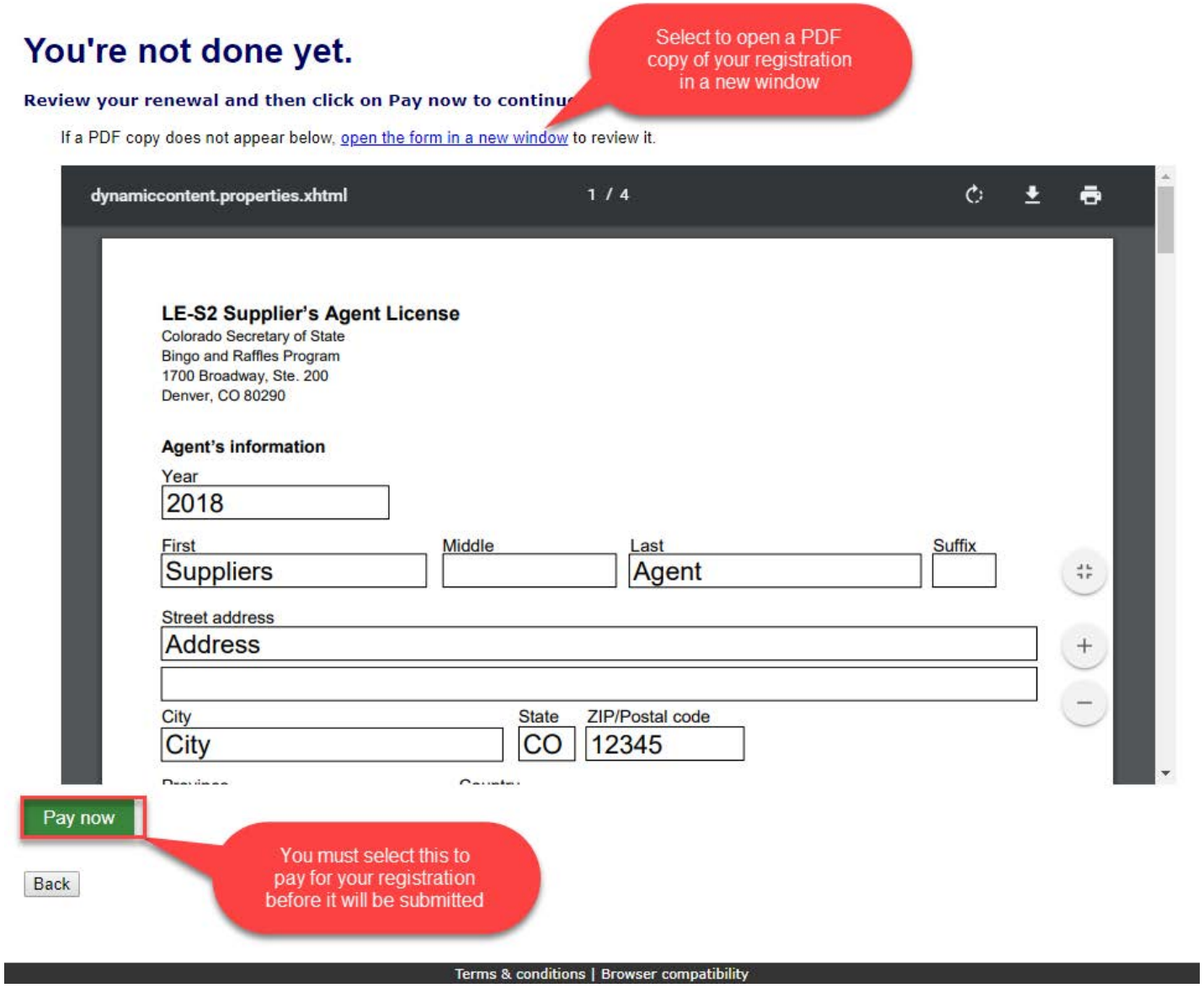
- Review the Filer’s information section and fill in all required information.
- You will be given an opportunity to review your submission in the next step.
- When you are ready, select “Continue”.



Supplier's Agent License Renewal

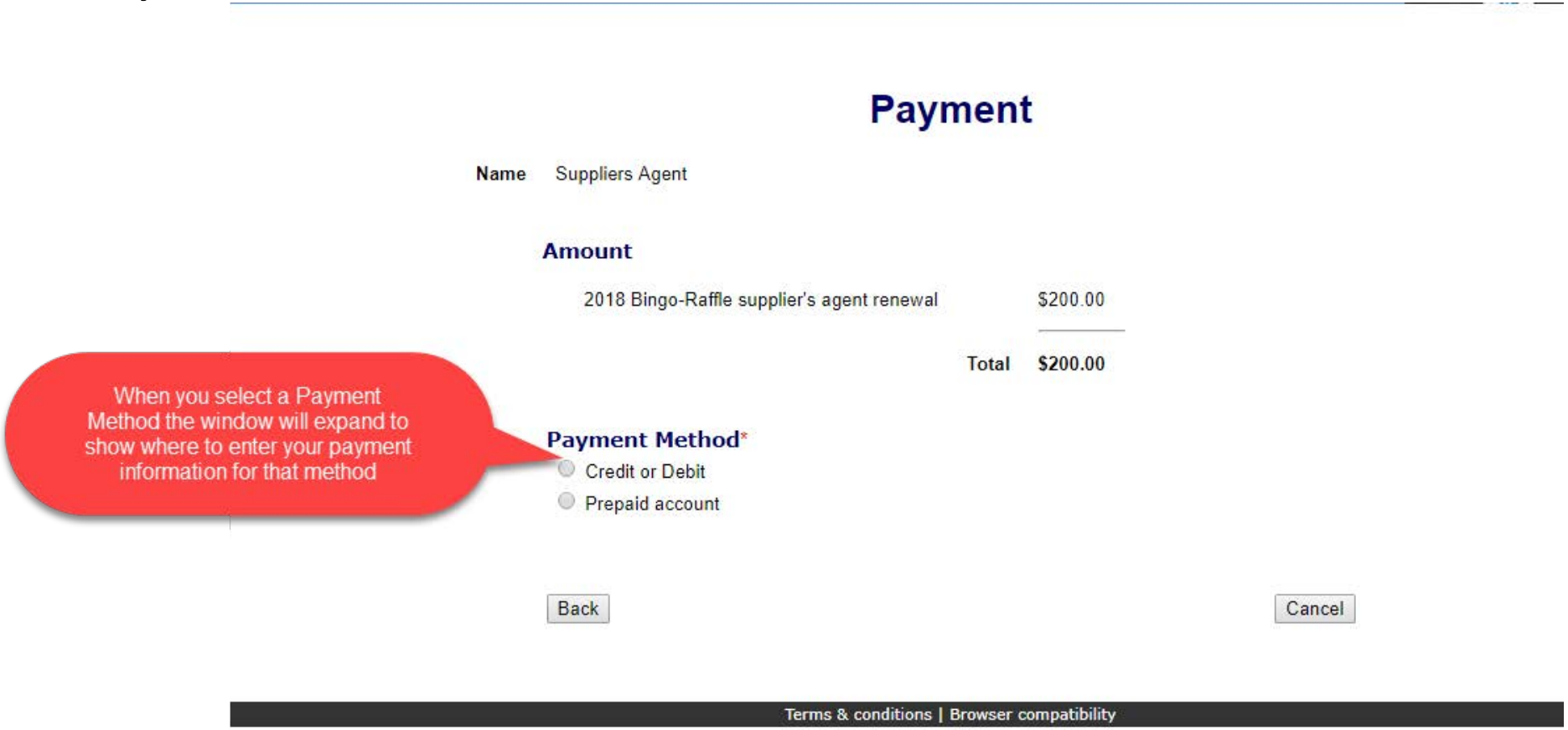
- Review Renewal and Continue to Payment

- 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”.



Supplier's Agent License Renewal

- Payment

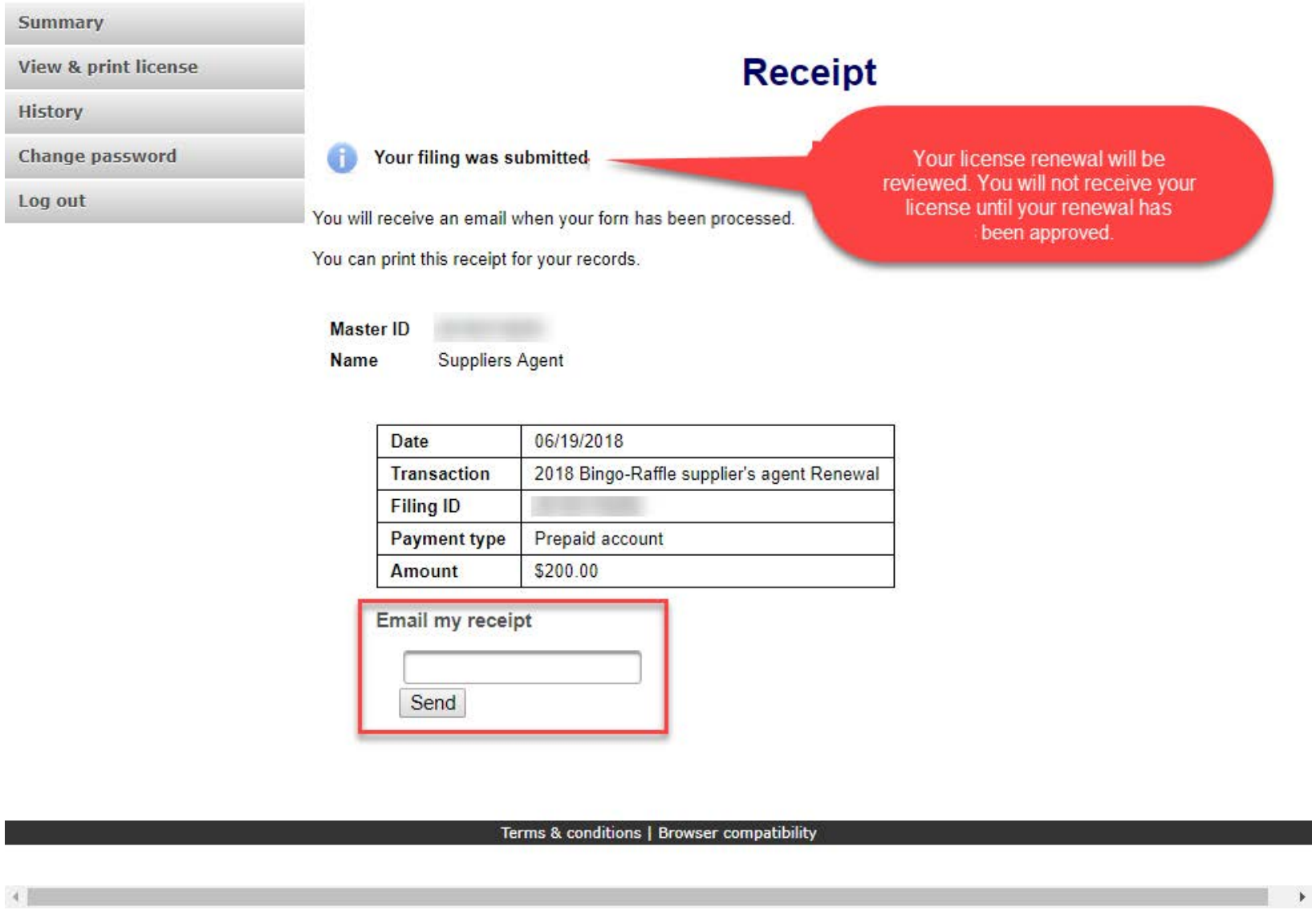


- You may pay with Credit or Debit or Prepaid Account.
- Select your “Payment Method”.
- Enter your payment information and select “Pay now”.

Supplier's Agent License Renewal

- Receipt

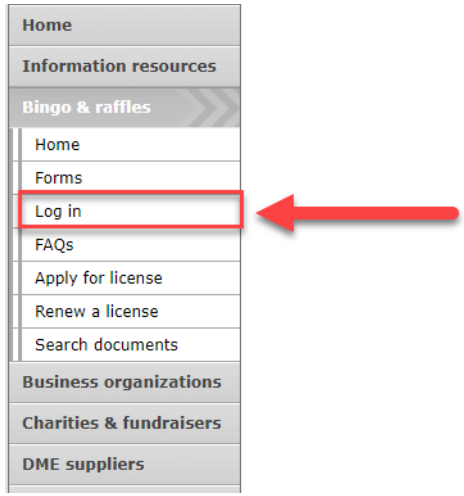
- Your license renewal has been submitted for review.
- You can print your receipt or send an email of your receipt to an email address of your choice.

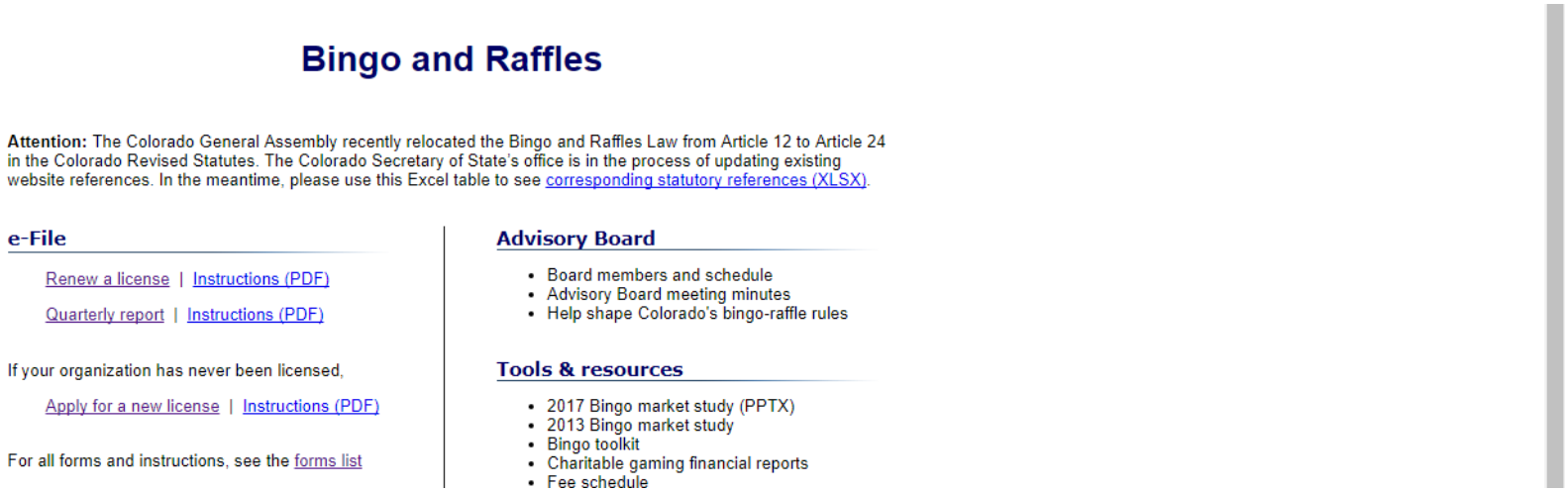


Status/Notifications

e-File

Supplier's Agent Renewal Status





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

Supplier's Agent Renewal Status

- Pending

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

Summary

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

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

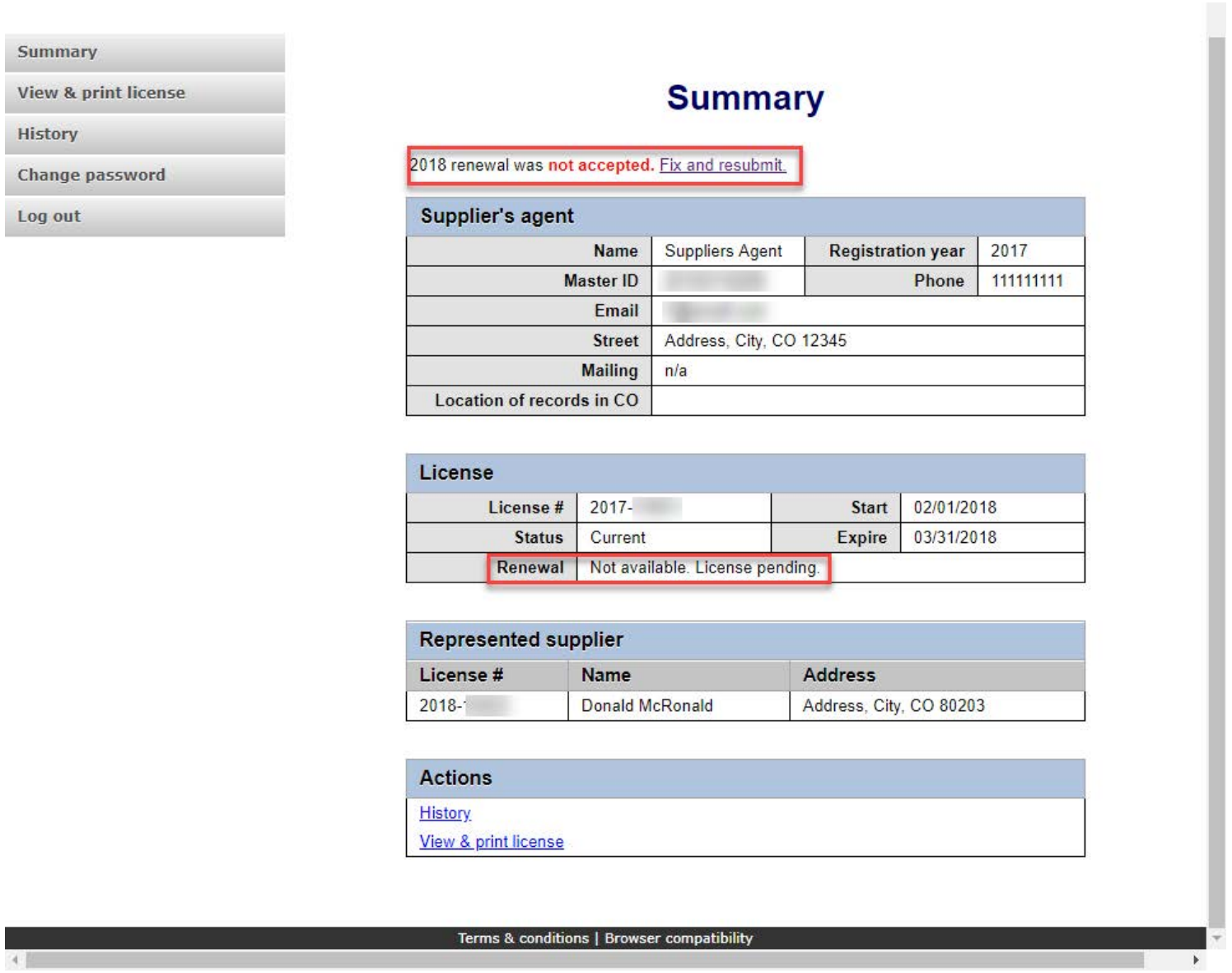
Represented supplier		
License #	Name	Address
[redacted]	Donald McRonald	Address, City, CO 80203

Actions
History
View & print license

Supplier's Agent Renewal Status

- Pending – Fix and resubmit

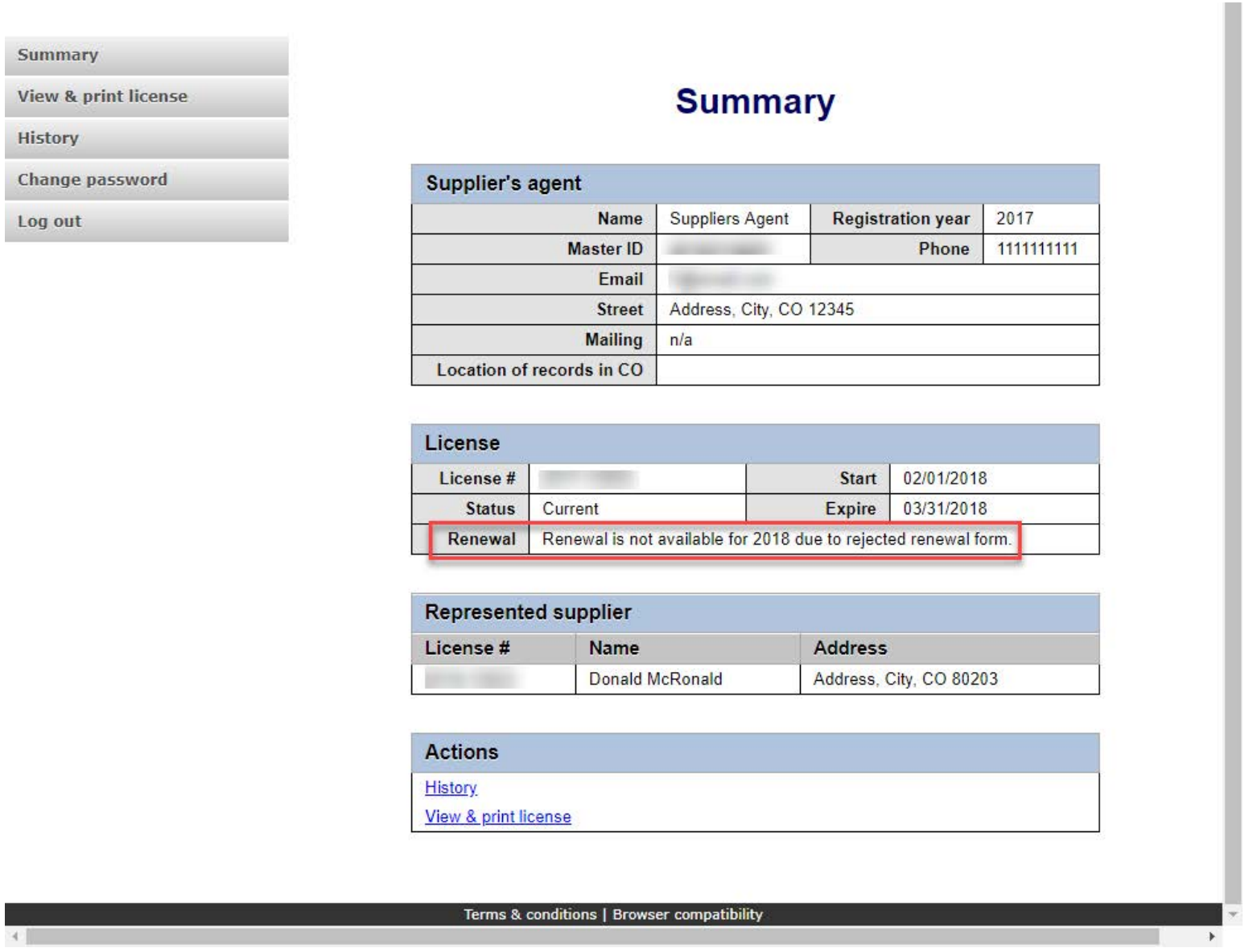
- Your renewal was rejected and an email was sent to you with reasons why.
- You will need to select “Fix and resubmit” to correct your renewal and resubmit it.
- You will not need to pay again.



Supplier's Agent Renewal Status

- Discarded

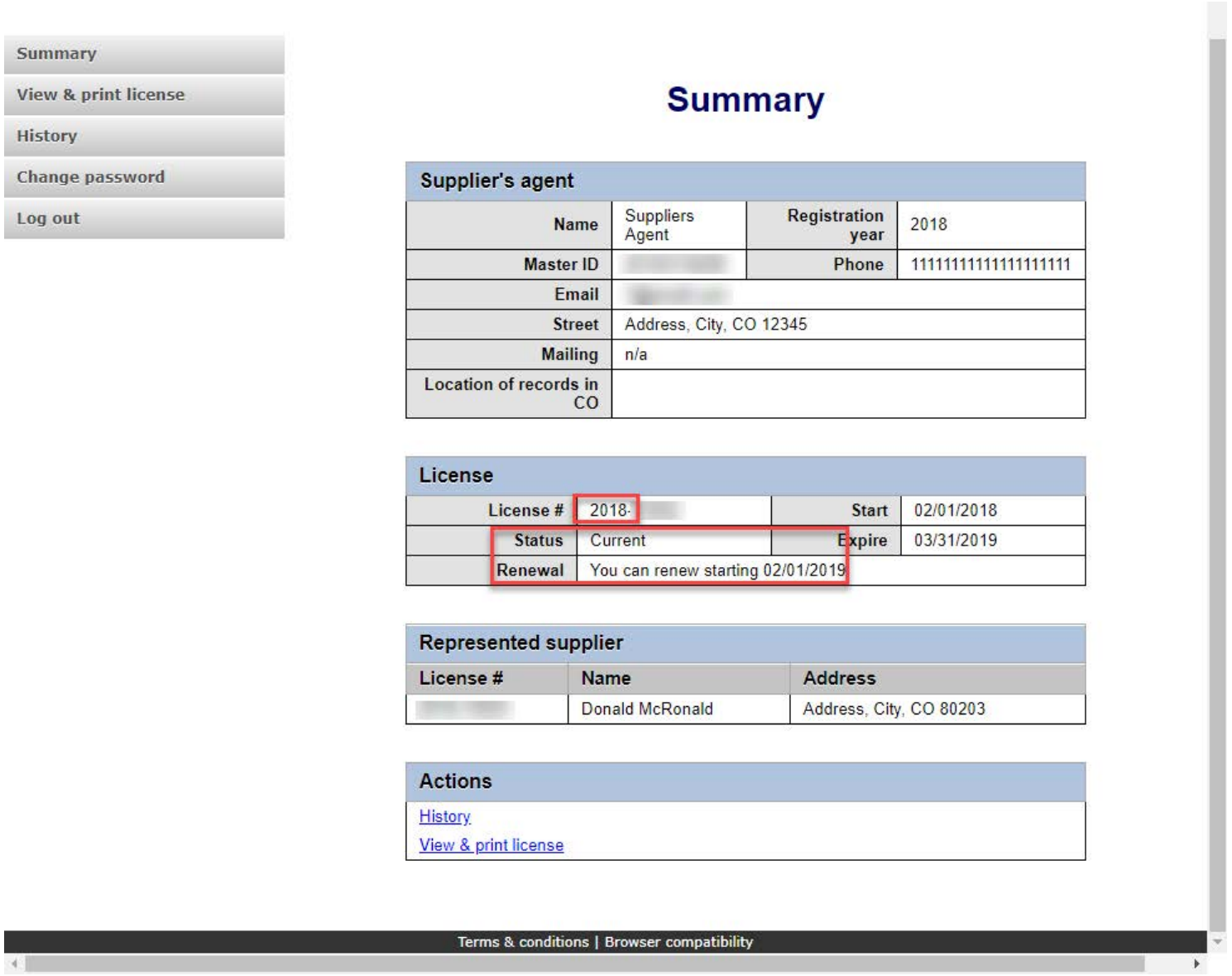
- If your renewal was discarded it will show the message above.
- You will need to contact the SOS office for additional information.



Supplier'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.



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: licensing@sos.state.co.us