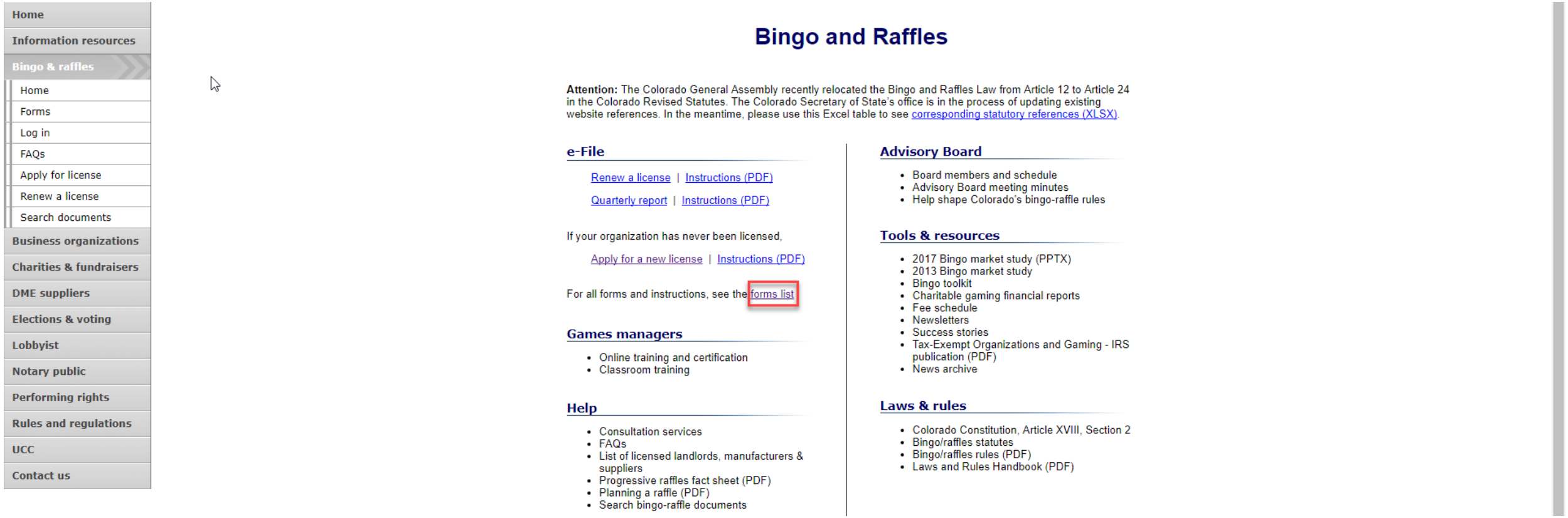
Instructions for Supplier New Registration

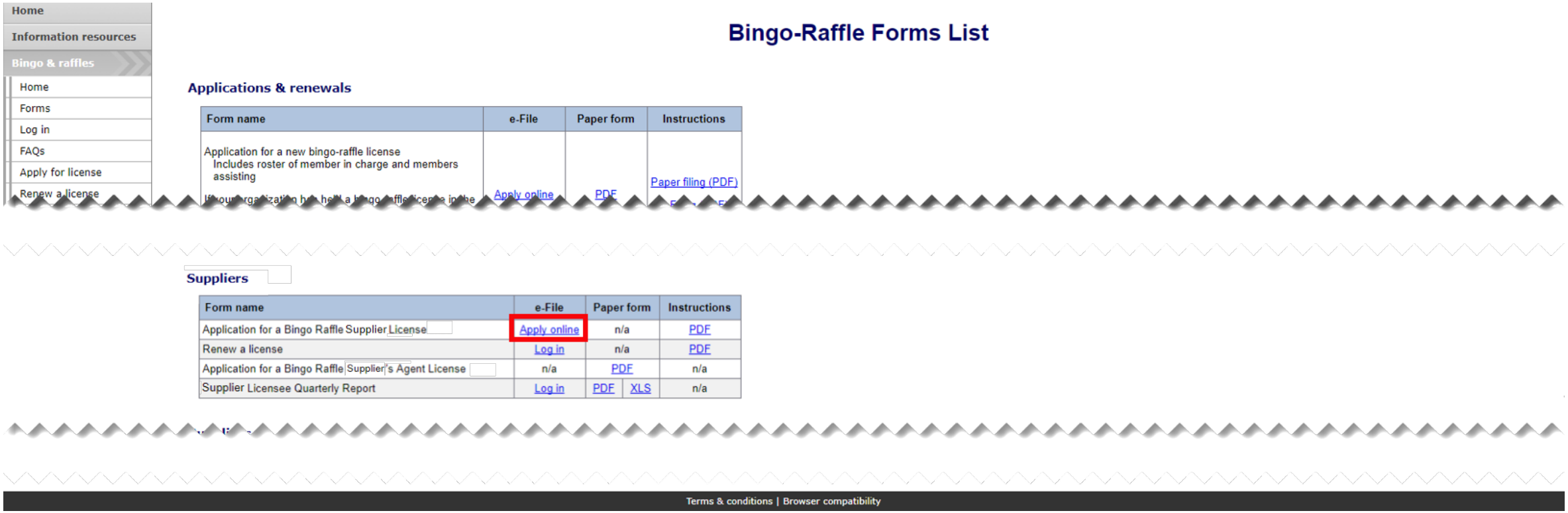
e-File

Supplier License New Registration



- Navigate to the Bingo and Raffles home page
- When you are ready, select “forms list”.

Supplier License New Registration



- Scroll down the Forms List page until you reach the Suppliers section.
- Select “Apply online” next to the **Application for a Bingo Raffle Supplier License** form.

Supplier License New Registration

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

Supplier License New Registration

- Supplier information

- Enter all required information including: Registration year, Supplier’s Name, Is this a corporation?, Supplier’s Street Address, Phone #, and Email.
- Once you are ready, select “Continue”.

Supplier License New Registration

- Resident agent & records

- If the Supplier is not a Colorado resident, you must enter a Colorado resident agent.
- Proceed to the Location of records section on this page.

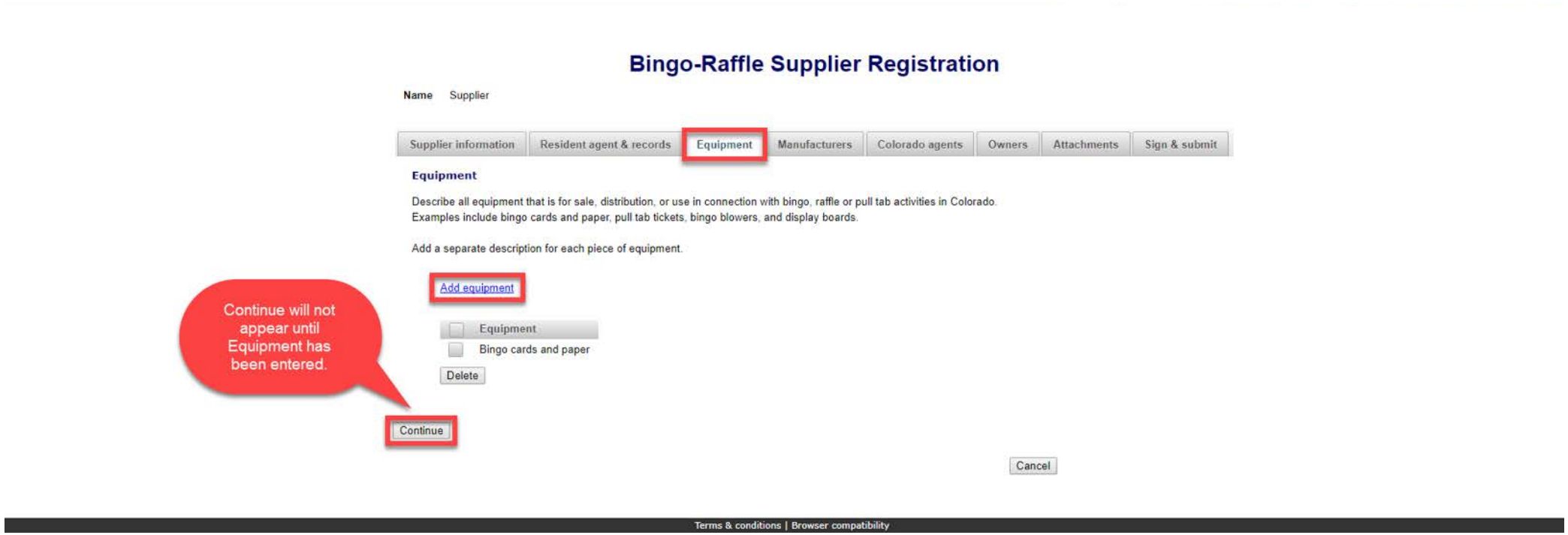
Supplier License New Registration

- Resident agents & records continued

- If the Supplier is not a Colorado resident, you must enter where the Supplier's records are held.
- Once you are ready, select "Continue".

Supplier License New Registration

- Equipment



- Add a separate description for each piece of equipment you sell, distribute or use in connection with bingo, raffle or pull tab activities in Colorado.
- Once you've entered equipment and are ready, select "Continue".

Suppliers License New Registration

- Suppliers

- Add all of the Manufacturers of your bingo-raffle items by using their current supplier license #.
- If the manufacturer's license # is not current, please contact your manufacturer to make sure they renew and then contact the SOS office for us to add them to your file once they have renewed.
- Once you are ready, select "Continue".

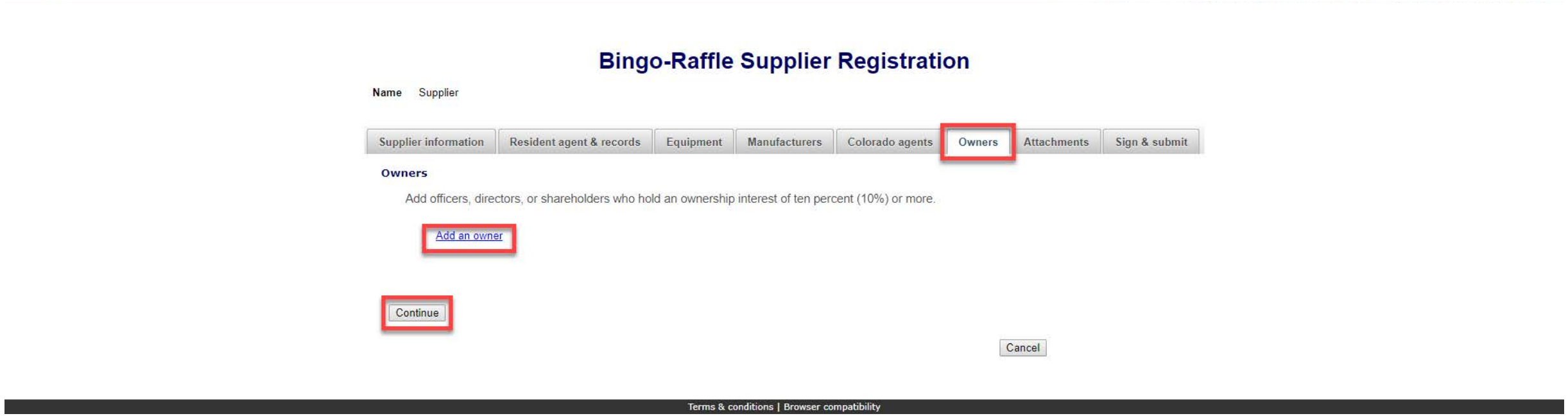
Supplier License New Registration

- Colorado Agents

- For new Supplier, Agents will not be able to create a license associated with you until your new registration is complete.
- Once you are ready, select “Continue”.

Supplier License New Registration

- Owners



- You can enter owner’s information on this tab. You can update and delete owners as needed.
- Once you are ready, select “Continue”.

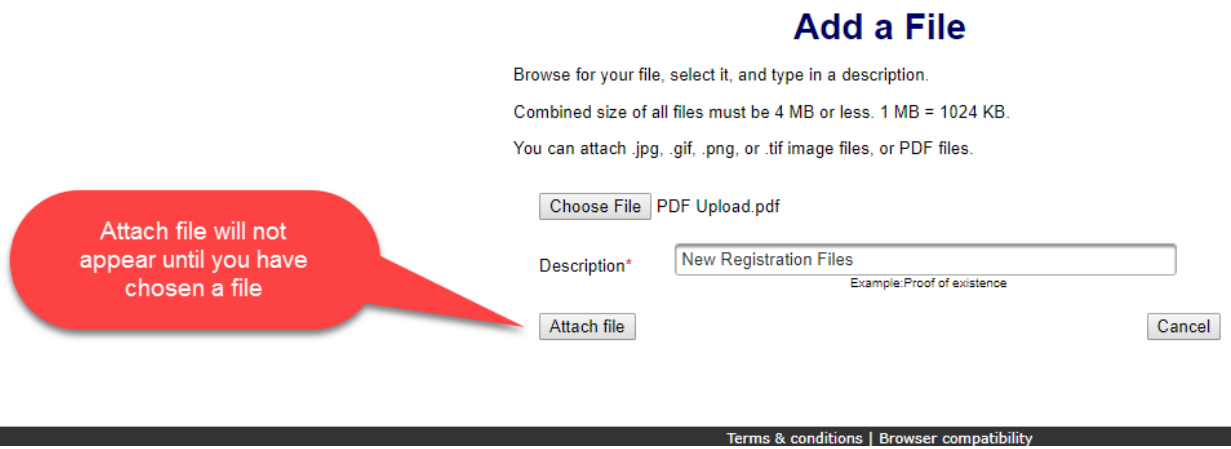
Supplier License New Registration

- Attachments

- Attachments are only required for the items listed on the page.
- If you don’t have attachments you can select Continue.
- To add a file, select “Add a file”.

Supplier License New Registration

- 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 License New Registration

- Attachments continued

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

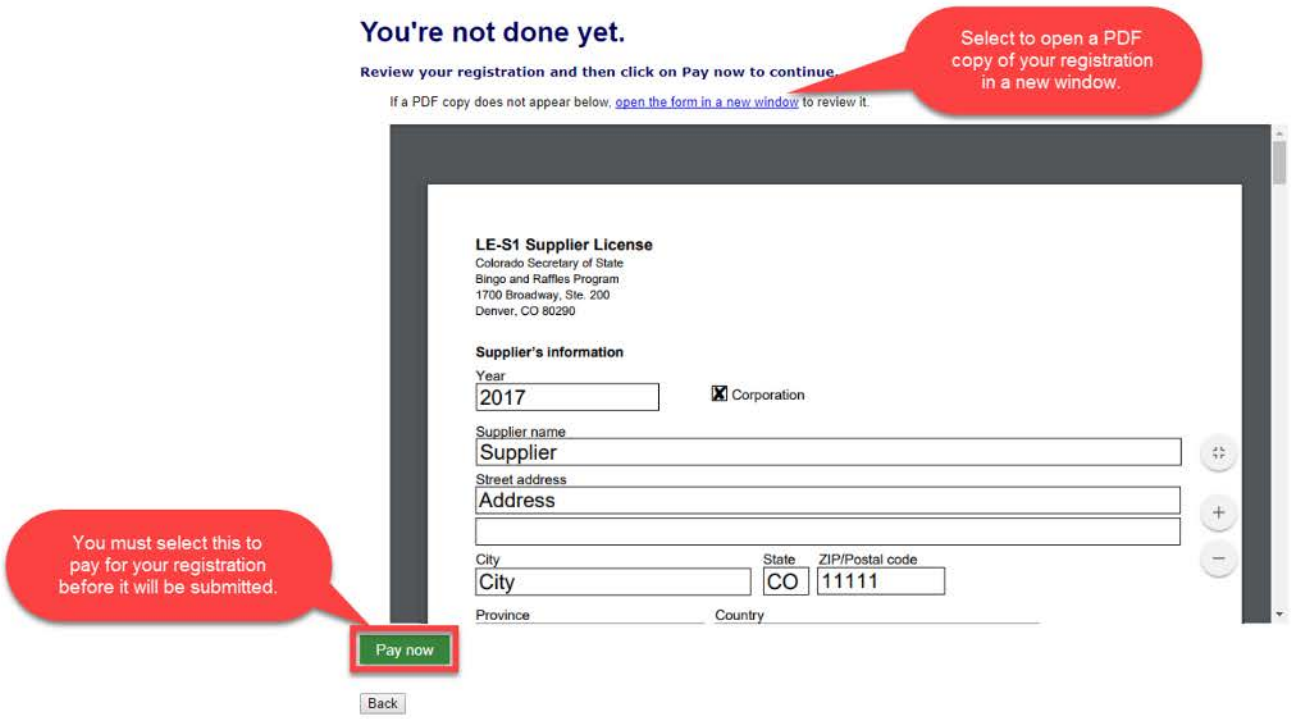
Supplier License New Registration

- 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 License New Registration

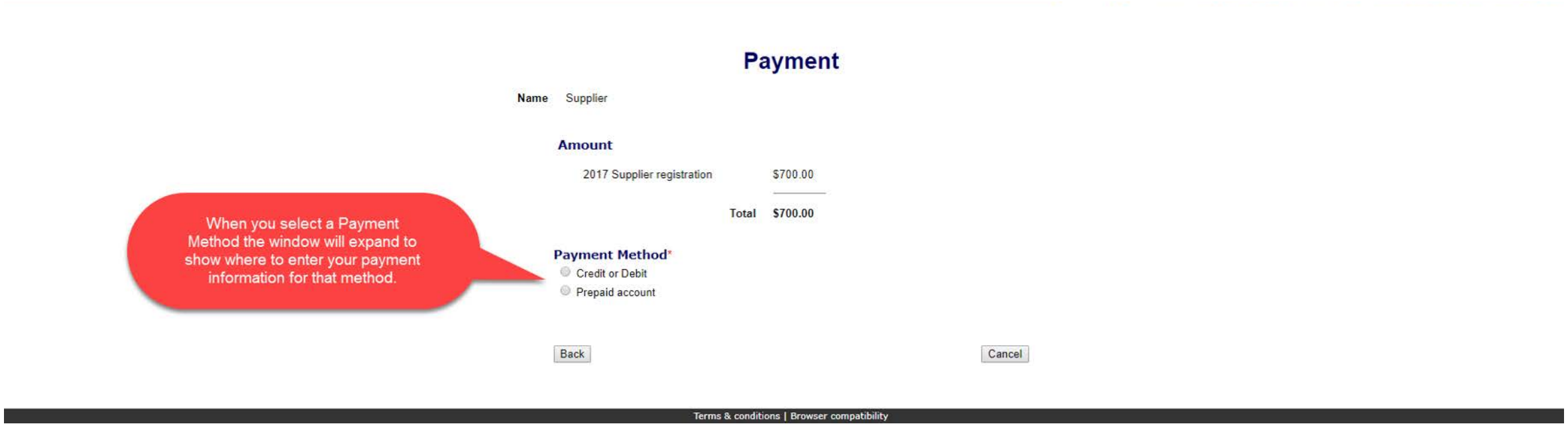
- Review Registration and Continue to Payment



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

Supplier License New Registration

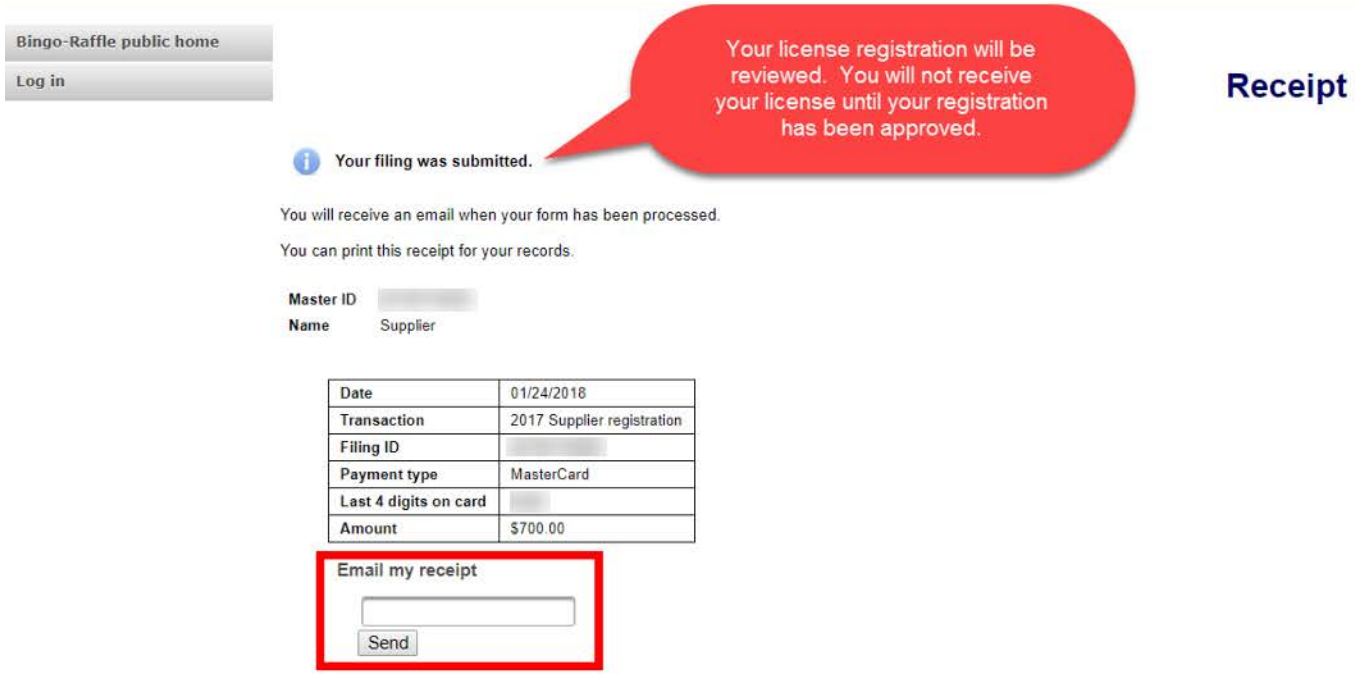
- Payment



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

Supplier License New Registration

- Receipt



- Your license registration has been submitted for review.
- You can print your receipt or send an email of your receipt to an email address of your choice.
- Take note of your Master ID to help you with logging in.

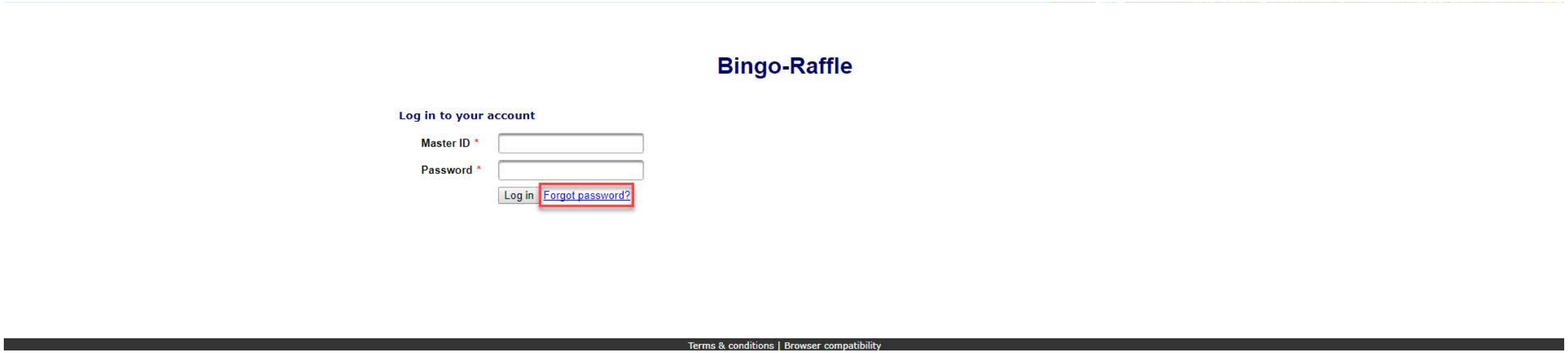
Instructions for Supplier Login and Status/Notifications

e-File

Supplier Login

- Select “Log in” from the Bingo and Raffles Homepage

Supplier Login



- In order to login to your account for the first time, you will need to reset your password.
- Select “Forgot password?”

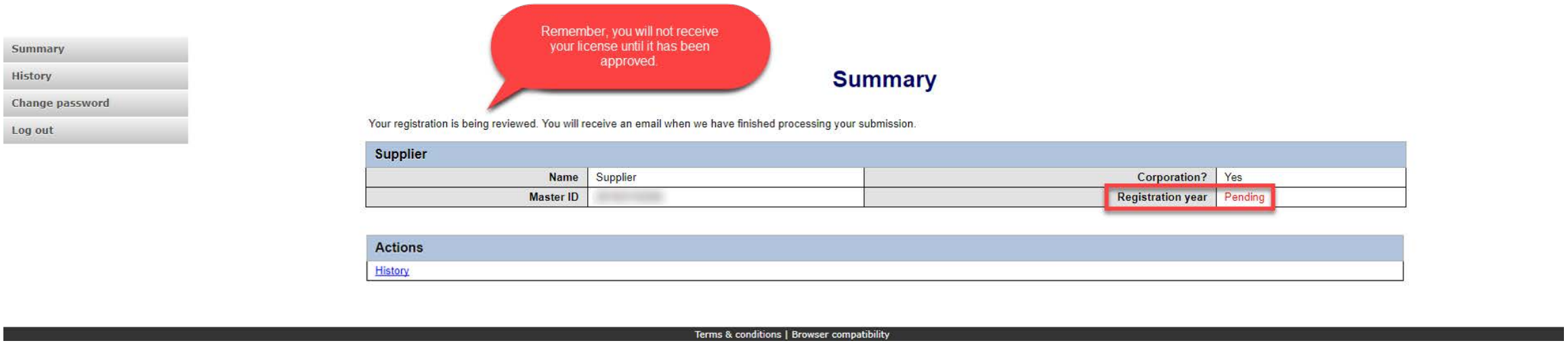
Supplier Login

- Enter your Master ID that you received after submitting your registration.
- Enter the Email you used in your registration.
- Select “Reset password”. You should receive an email with a temporary password.

Supplier Login

- Look for an email with your Master ID and Temporary password.
- Enter the Master ID and in Password enter your Temporary password.
- Select “Log in”

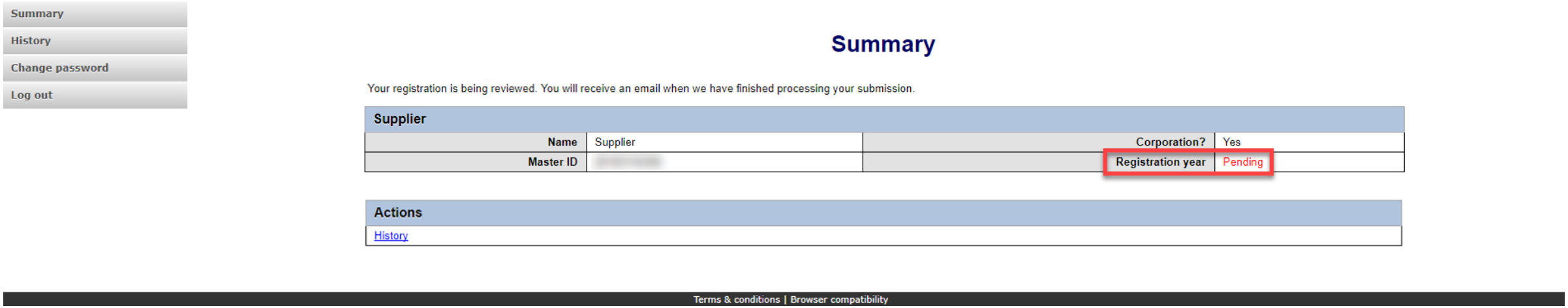
Supplier Login



- When you login you should see your summary page. You can review your registration status, history of submissions and change your password.
- See the next pages of these instructions for a list of registration statuses and notifications.

Supplier License Status

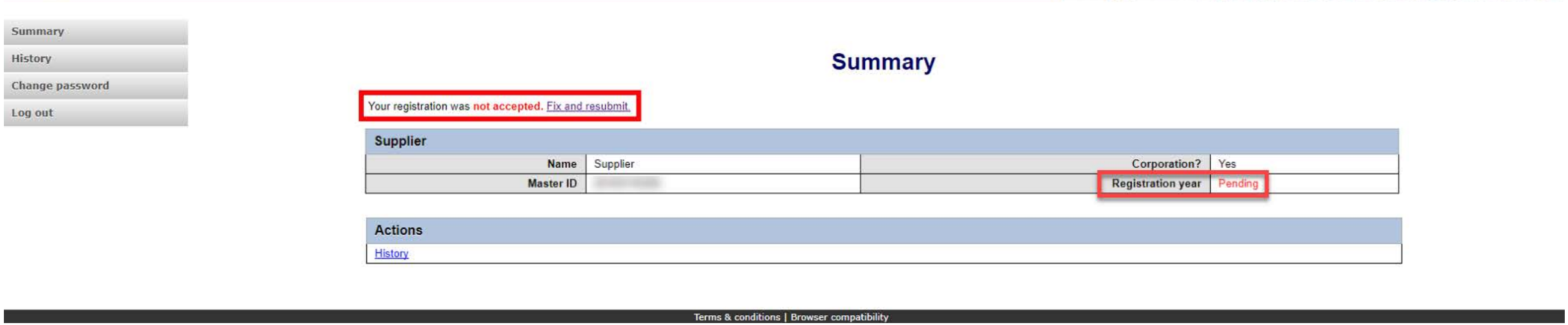
- Pending



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

Supplier License Status

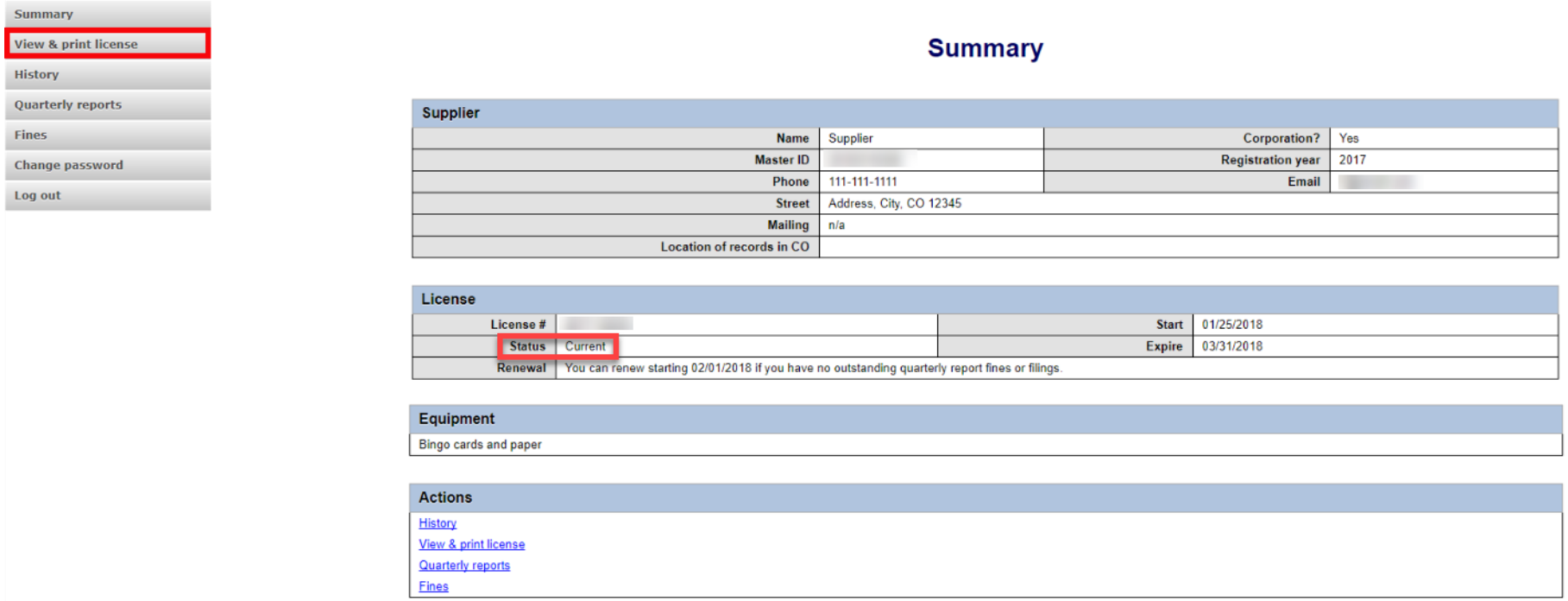
- Pending – Fix and resubmit



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

Supplier License Status

- Current



- Your registration was approved and an approval email was sent to you.
- You are able to view and print your license by selecting “View & print license”.
- Your summary page should show your license start and expiration date along with other info.

Supplier 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