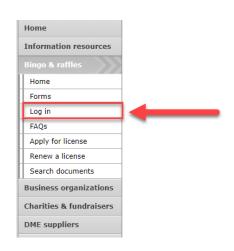
# Instructions for Supplier License Renewal

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

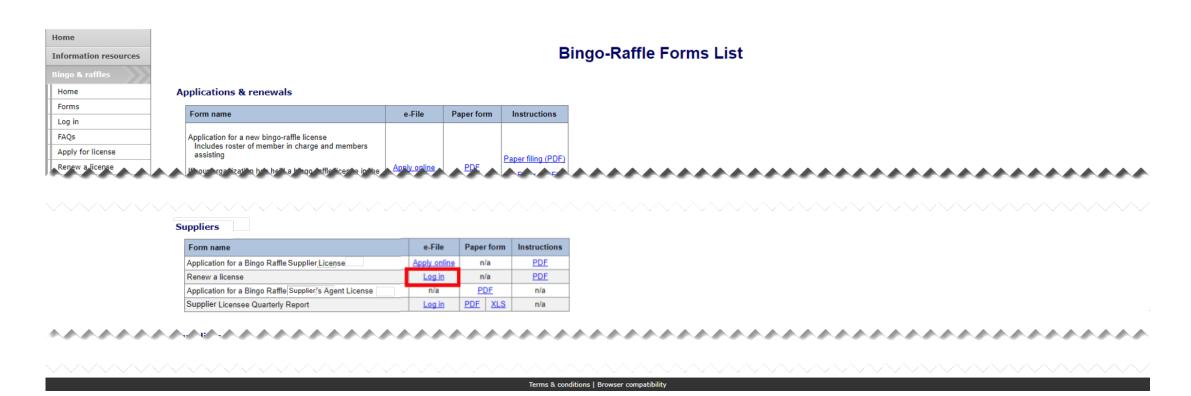
#### **Advisory Board**

- Board members and schedule
- Advisory Board meeting minutes
- Help shape Colorado's bingo-raffle rules

#### Tools & resources

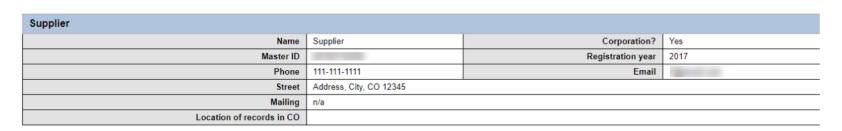
- · 2017 Bingo market study (PPTX)
- 2013 Bingo market study
- Bingo toolki
- Charitable gaming financial reports
- Fee schedule

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

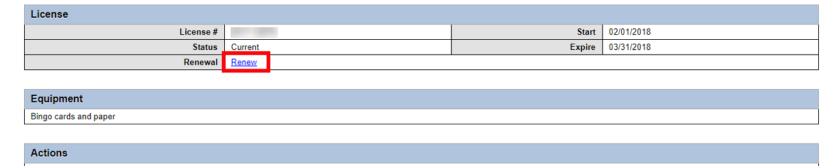


- Alternatively, you can login from the Bingo-Raffle Forms List page.
- Scroll down the Forms List page until you reach the Supplier's section.
- Select "Log in" next to Renew a license in the Supplier's box.





**Summary** 



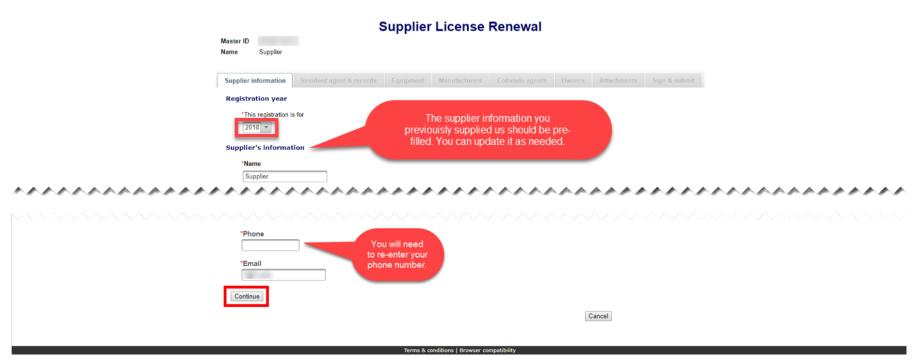
- When you login you should see your Summary page.
- Select the "Renew" link.



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".

Supplier 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".

Resident agent & records

DUR (1911)	Supplier License Renewal								
Master ID Name Supplier									
540000 500 <b>1</b> 4449									
Supplier information	Resident agent & reco	rds Equipment.	Manufacturers		Owners	Attachments	Sign 8-su		
	1								
Resident agent	100.502 W 10.0151	201 157 3							
If supplier is not locate	d in Colorado, resident ager	nt is required.							
PE 101		61 20 18538 G							
* Resident ager	it's name - Choose organiz	ation or individual							
Organiz	ation								
Organiz	ation								
<ul><li>Organiz</li></ul>	ation								
<ul><li>Organiz</li><li>Individu</li></ul>									
Individu									
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<ul><li>Individu</li><li>First</li><li>Middle</li></ul>	al								
Individu First	al								
<ul><li>Individu</li><li>First</li><li>Middle</li></ul>	al								
<ul><li>Individu</li><li>First</li><li>Middle</li></ul>	al								
Individu First Middle Last	al								

- 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 Supplier needs an in state agent.
- Proceed to the Location of records section on this page.

Resident agents & records continued



- 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".

Equipment



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

Manufacturers



- Manufacturer's 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".

Colorado Agents



- 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".

Owners



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

Attachments



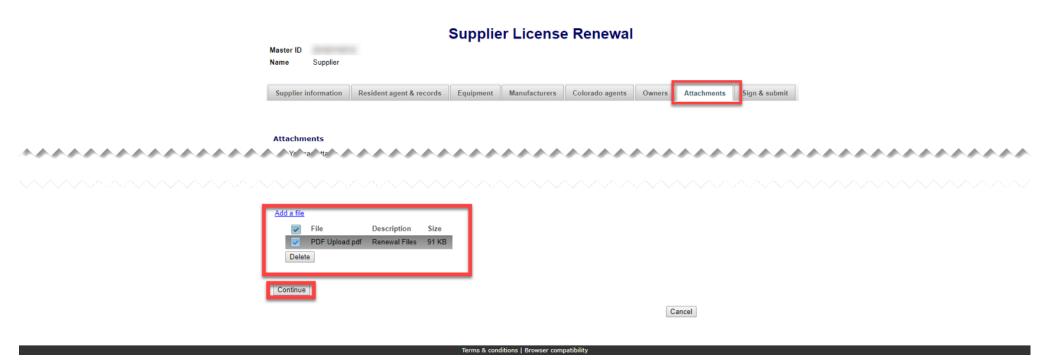
- Previously entered attachments will NOT appear.
- If you need to add a file you can do so, otherwise, you can select "Continue".
- To add a file, select "Add a file".

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
	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".

Attachments continued



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

Sign & submit



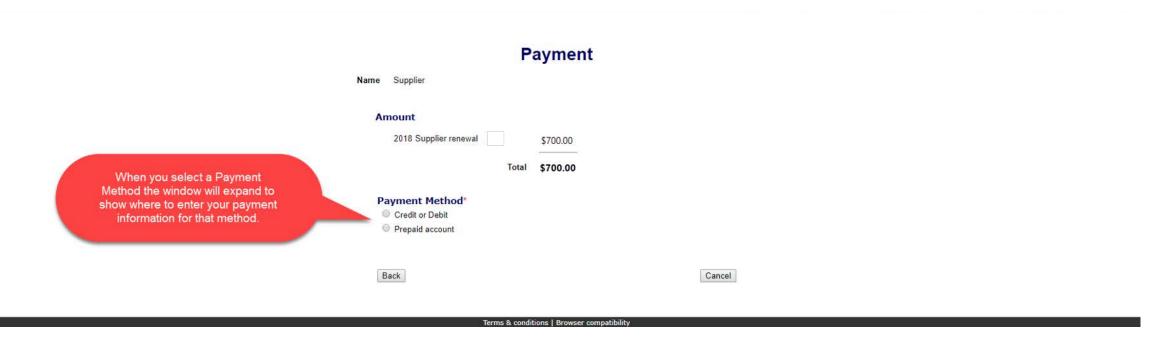
- You will be given an opportunity to review your submission in the next step.
- When you are ready, select "Continue".

Review Renewal and Continue to Payment

	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.	î
	LE-S1 Supplier License Colorado Secretary of State Bingo and Raffles Program 1700 Broadway, Ste. 200 Denver, CO 80290  Supplier's information Year 2017  Supplier name Supplier Street address Address	**
You must select this to pay for your registration before it will be submitted.	City State ZIP/Postal code City CO 11111  Province Country  Back	J.

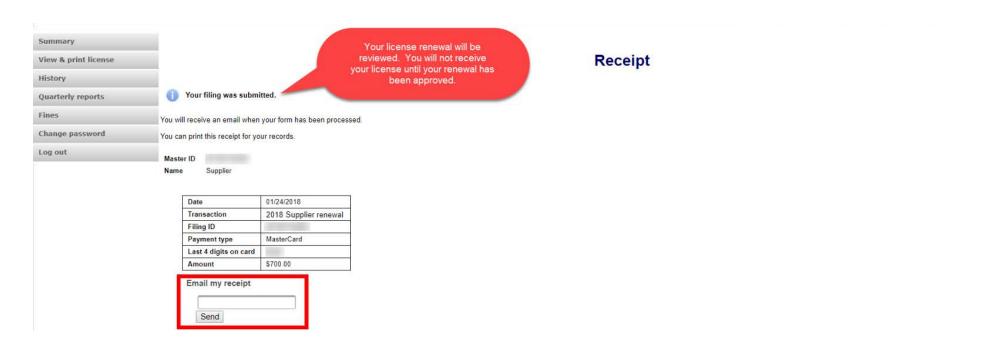
- This is a review page only. If you need to make changes select "Back" to correct your renewal.
- If your renewal is correct, select "Pay now".

Payment



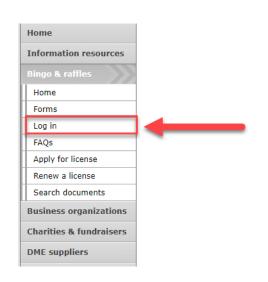
- You may pay with Credit or Debit or Prepaid Account.
- Select your "Payment Method".
- Enter your payment information and select "Pay now".

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.

## Status/Notifications e-File



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#### Tools & resources

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- 2013 Bingo market study
- Bingo toolkit
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- Fee schedule

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

#### Pending

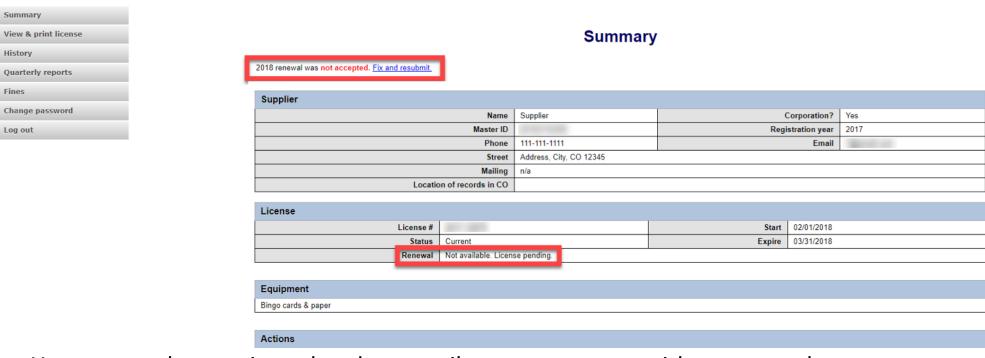


Your renewal is being reviewed.

Actions

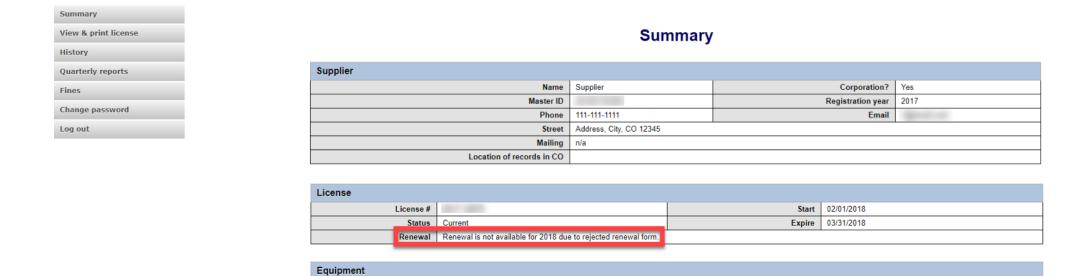
• You will receive an email once the submission has been processed.

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.

Discarded



• If your renewal was discarded it will show the message above.

Bingo cards & paper

Actions

• You will need to contact the SOS office for additional information.

Approved/Current



- 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 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: <a href="mailto:licensing@coloradosos.gov">licensing@coloradosos.gov</a>