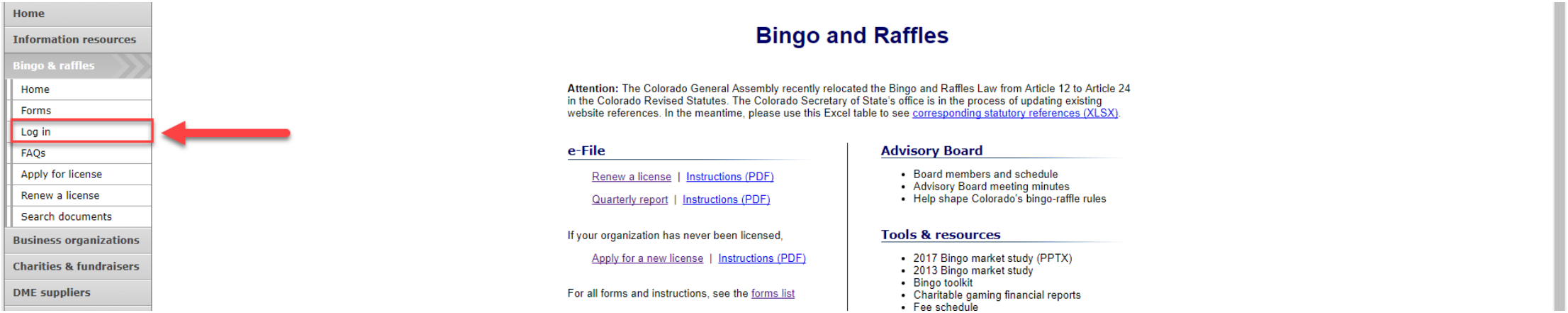
Instructions for Supplier License Renewal

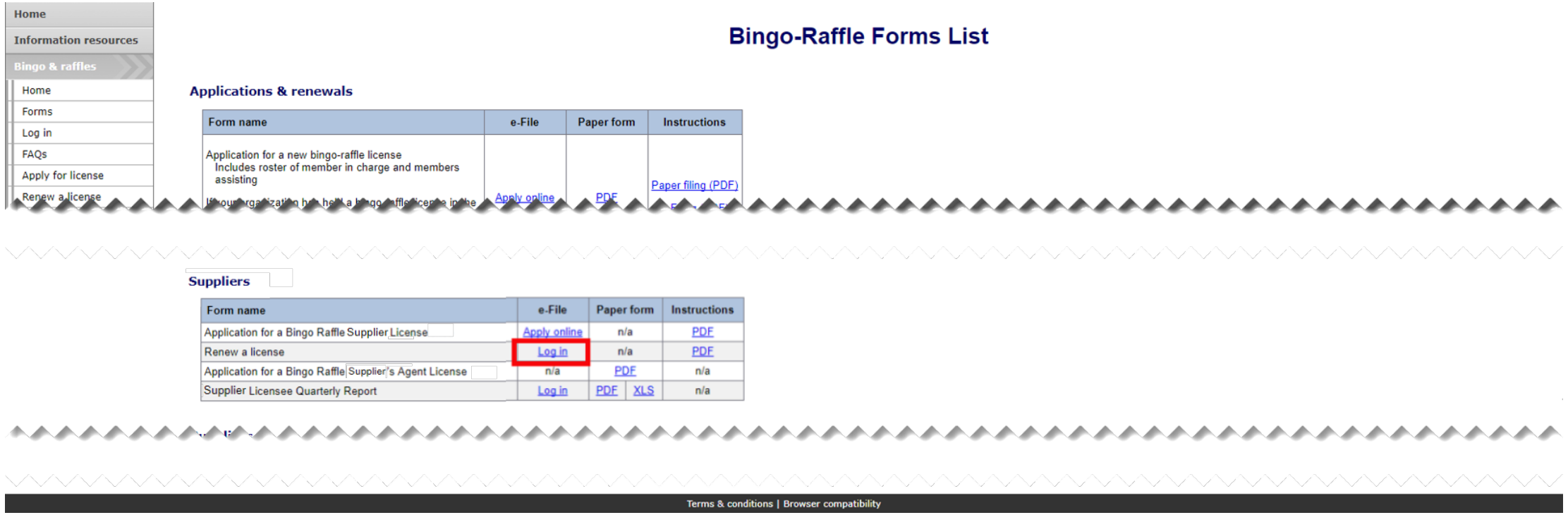
e-File

Supplier License Renewal



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

Supplier 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 license in the Supplier’s box.

Supplier License Renewal

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

Summary

Supplier

Name	Supplier	Corporation?	Yes
Master ID	[redacted]	Registration year	2017
Phone	111-111-1111	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	Renew		

Equipment

Bingo cards and paper

Actions

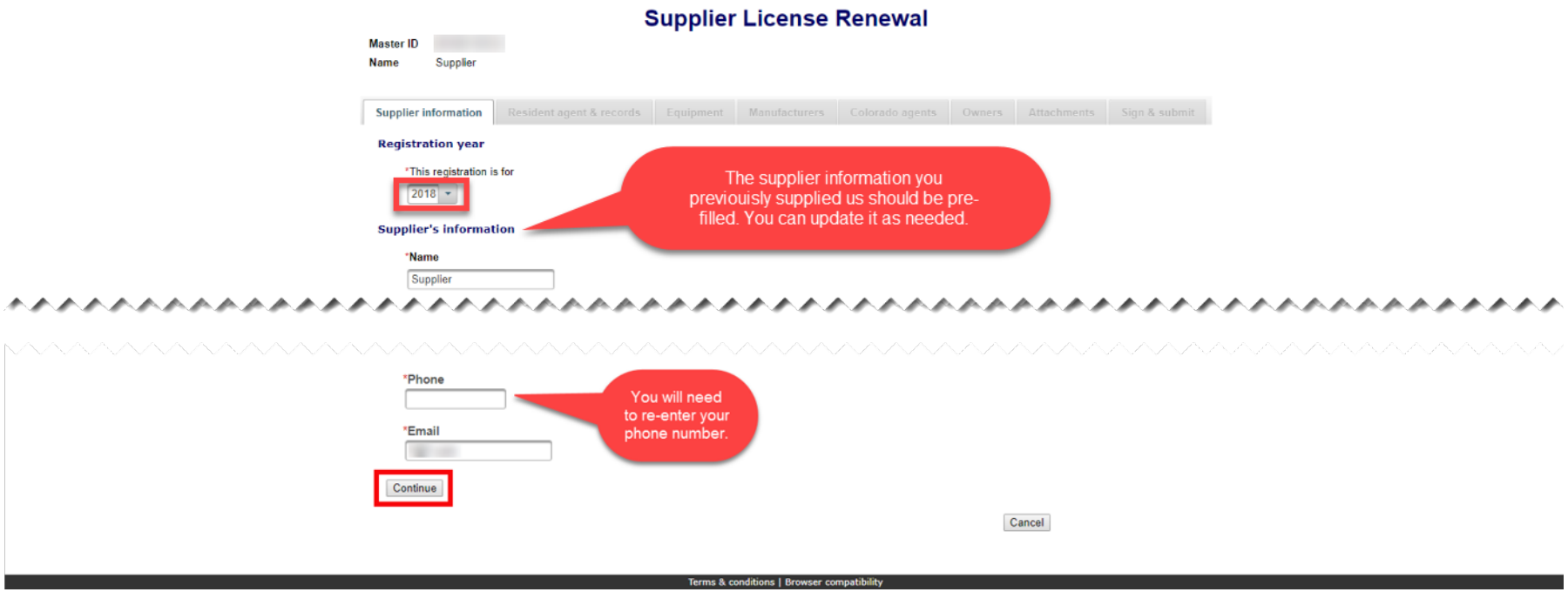
- When you login you should see your Summary page.
- Select the “Renew” link.

Supplier 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 License Renewal

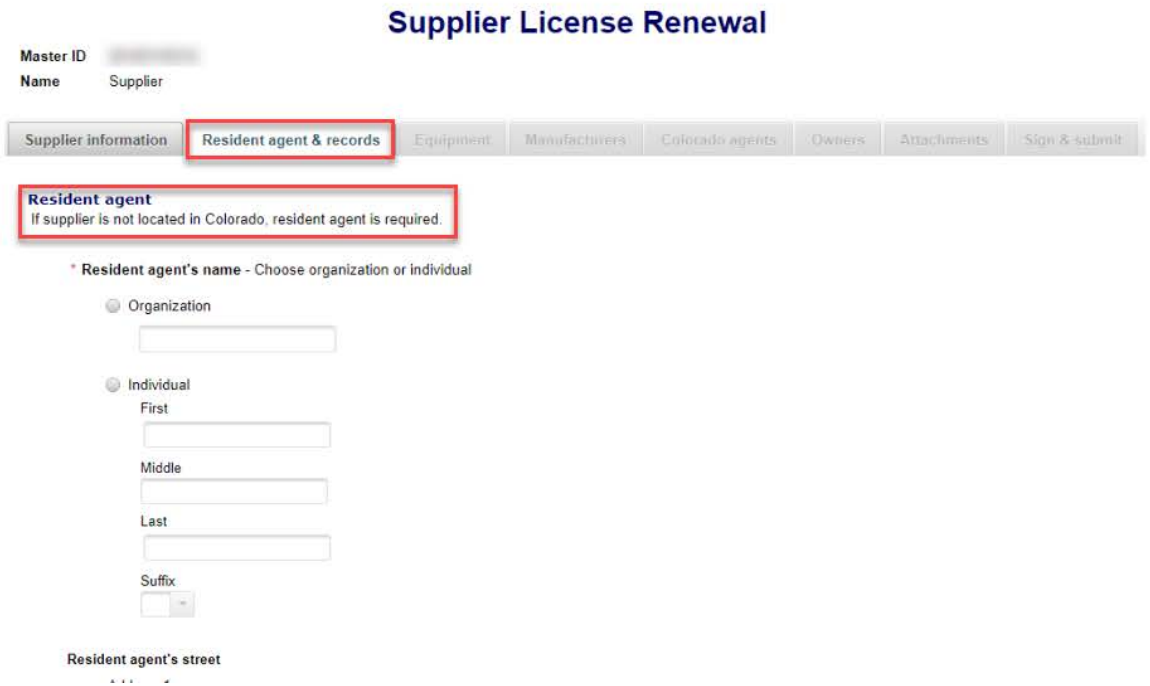
- Supplier information



- 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”.

Supplier License Renewal

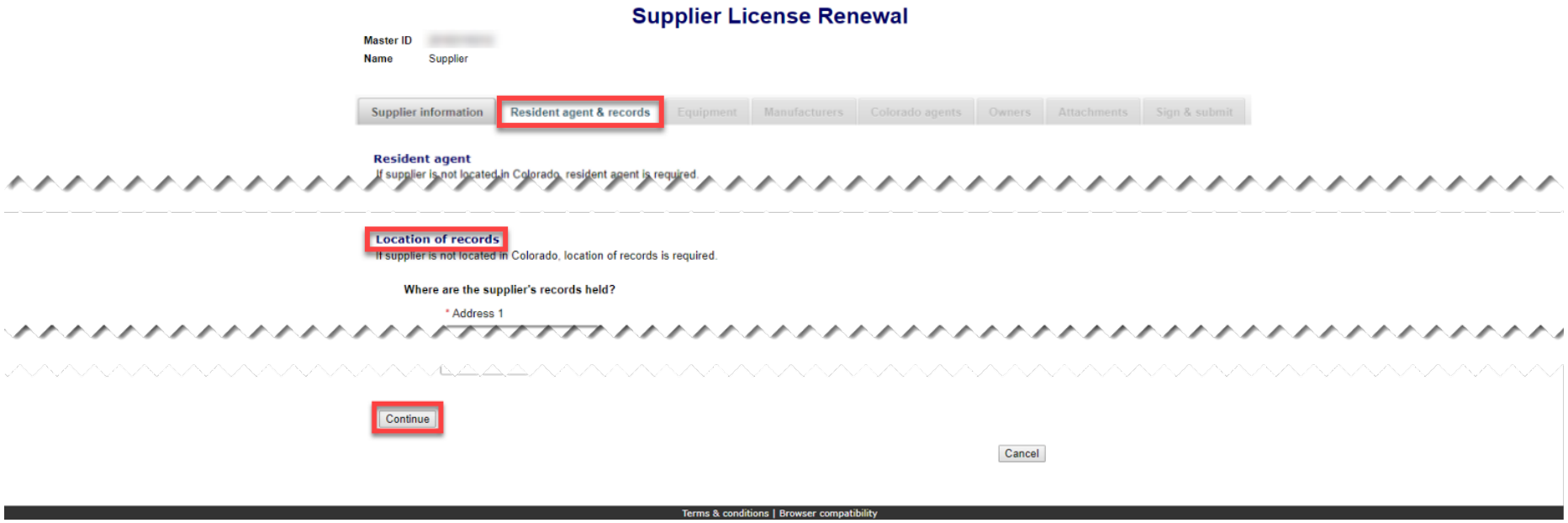
- Resident agent & records



- 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.

Supplier License Renewal

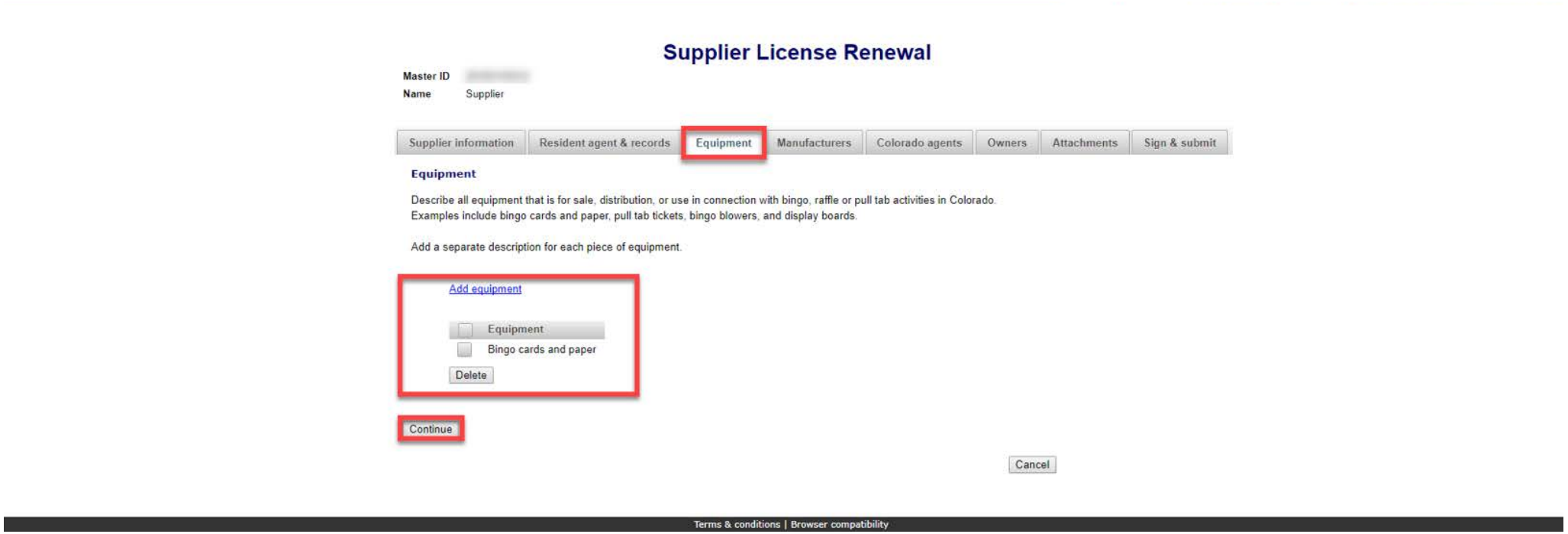
- Resident agents & records continued



- 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”.

Supplier License Renewal

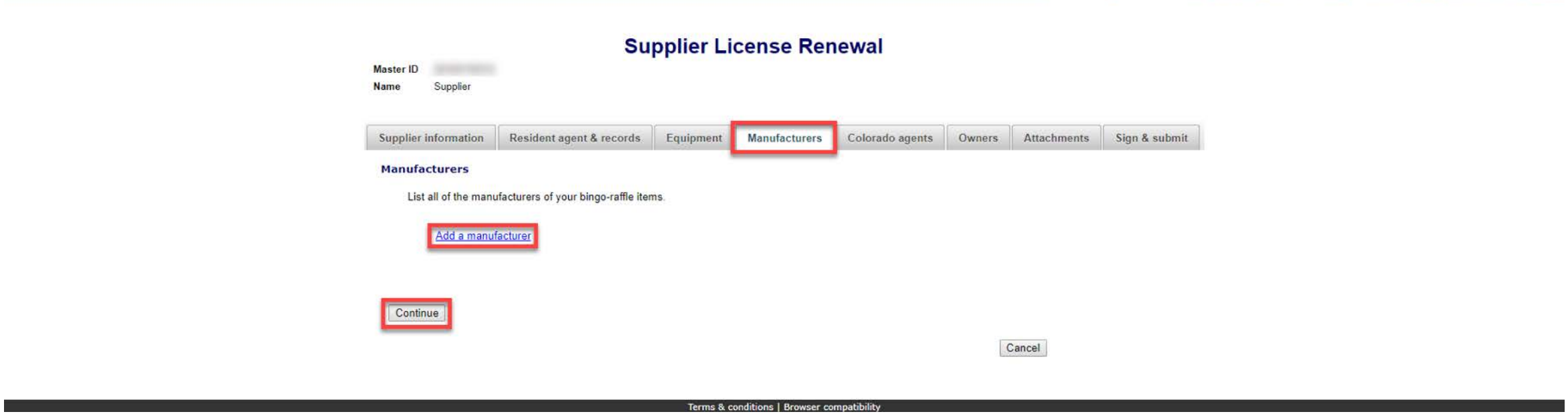
- Equipment



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

Supplier License Renewal

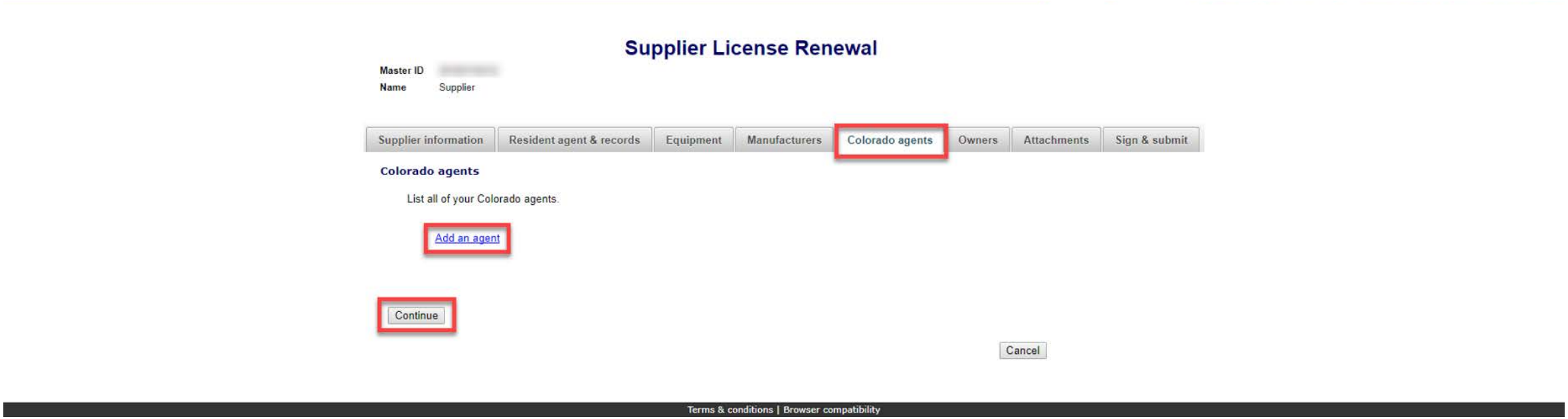
- Manufacturers



- 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”.

Supplier License Renewal

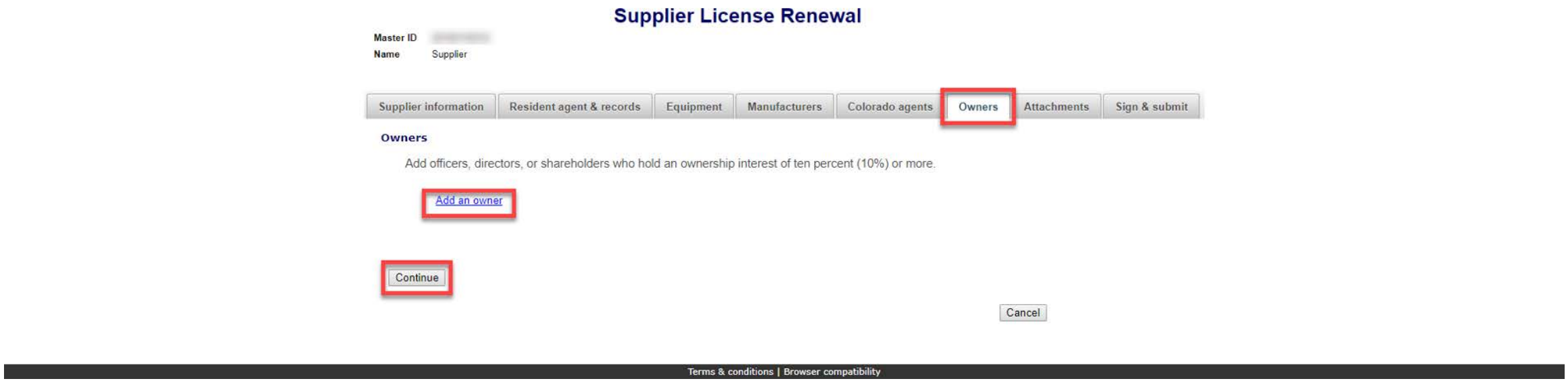
- Colorado Agents



- 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”.

Supplier License Renewal

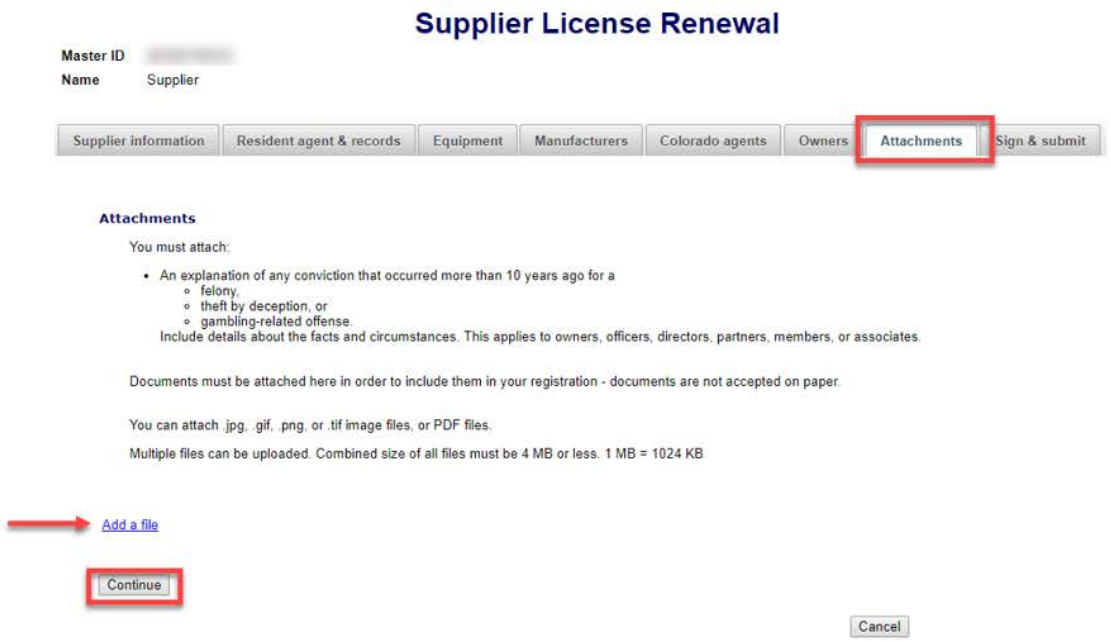
- Owners



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

Supplier License Renewal

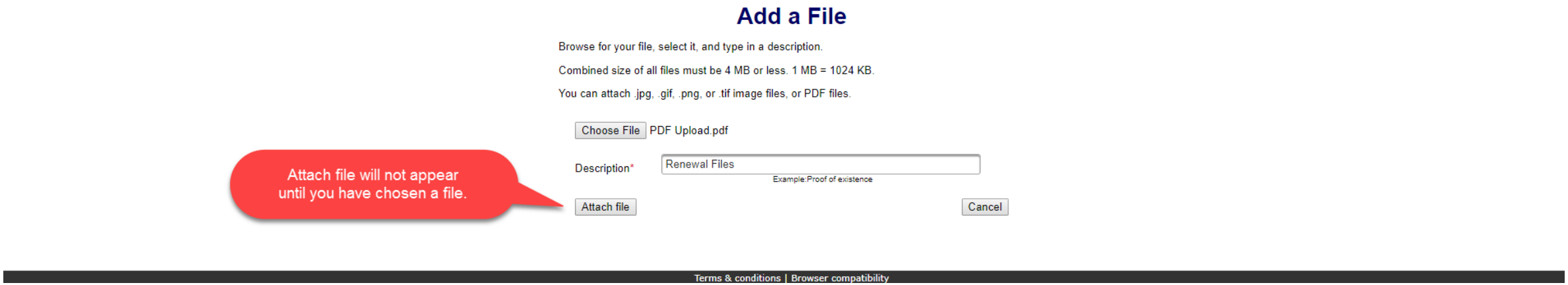
- Attachments



- 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 License Renewal

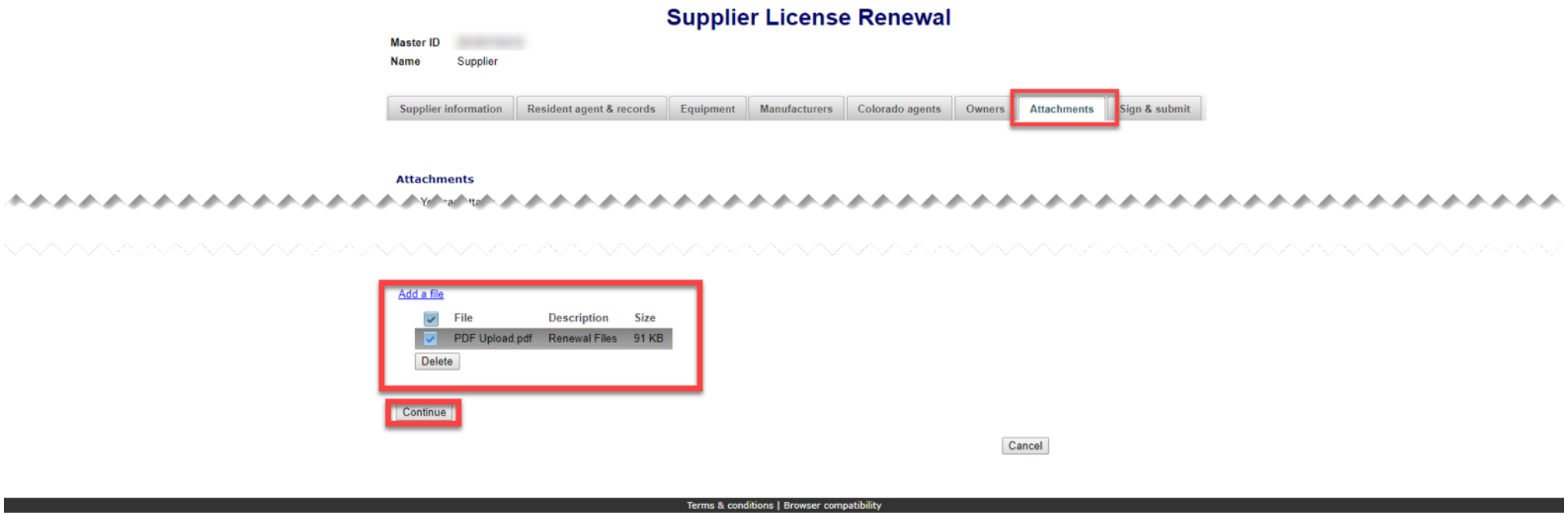
- Add a File



- 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 License Renewal

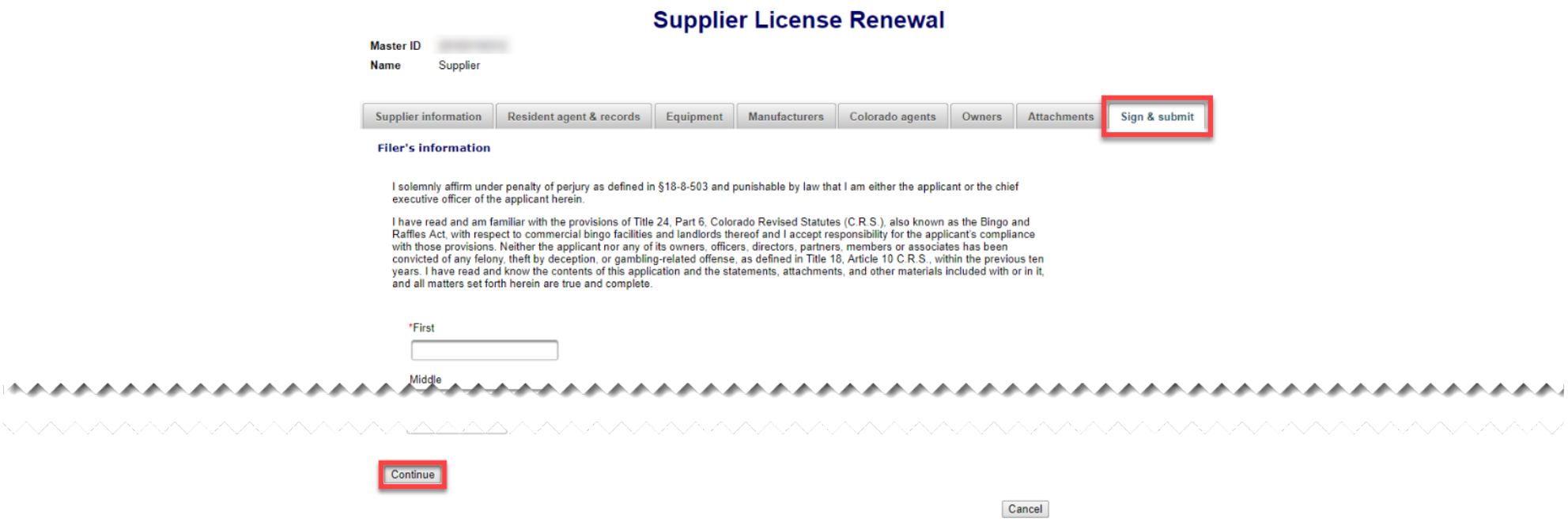
- Attachments continued



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

Supplier License Renewal

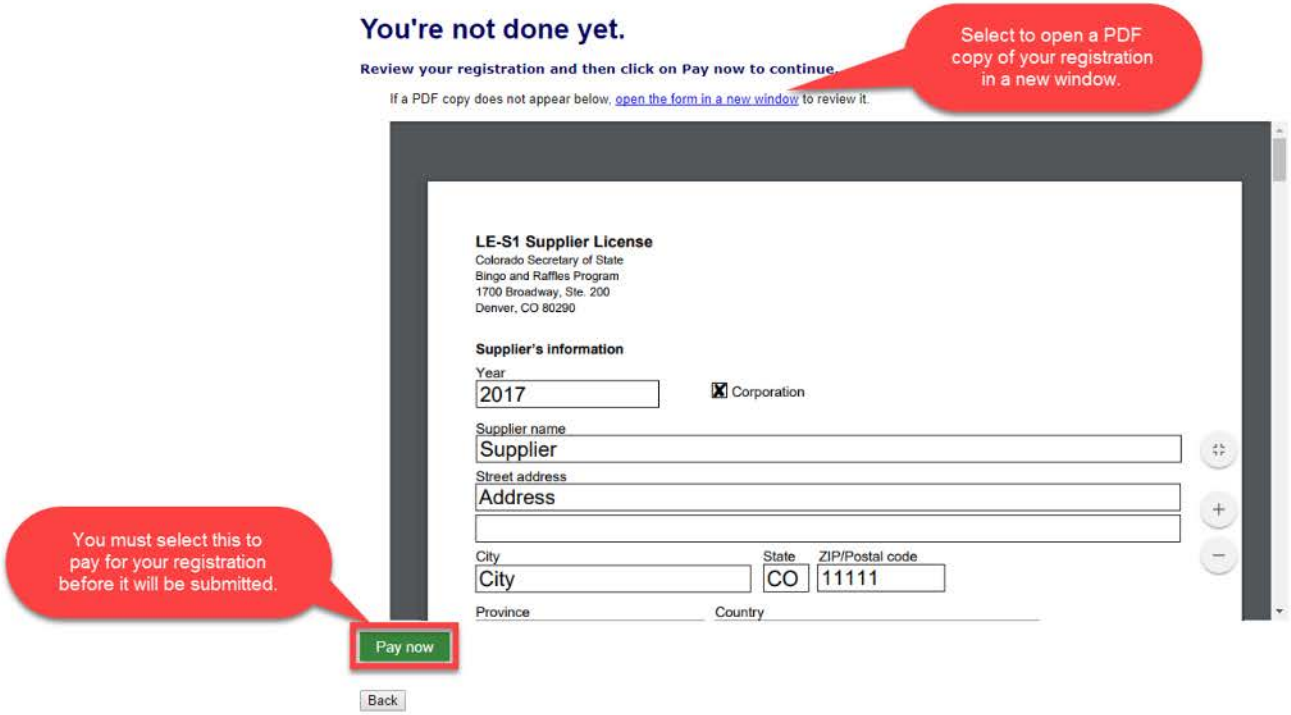
- Sign & submit



- 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 License Renewal

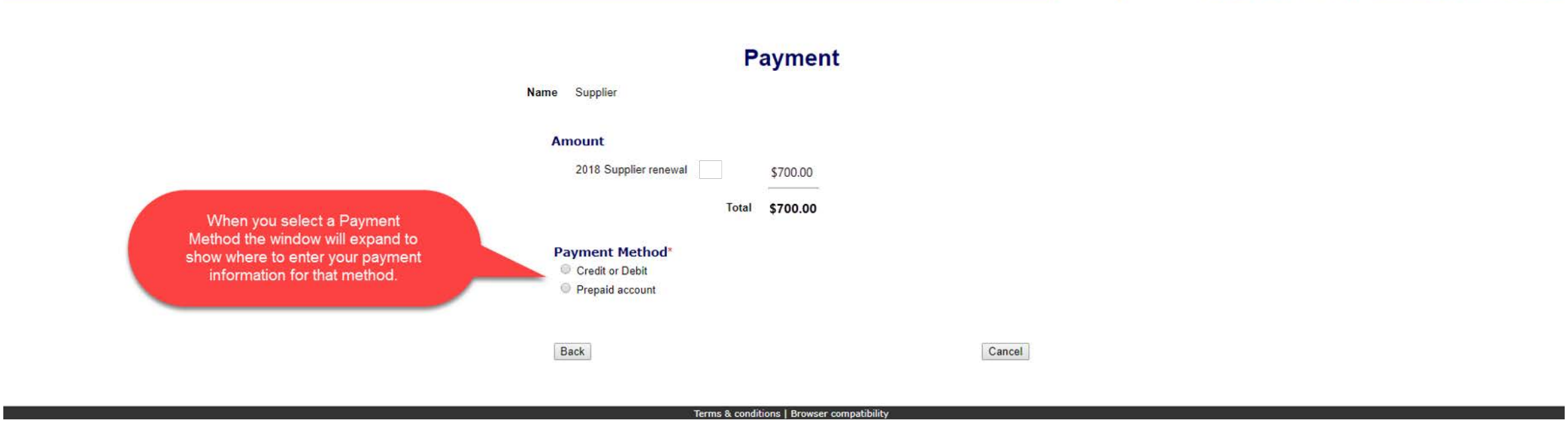
- Review Renewal and Continue to Payment



- 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 License Renewal

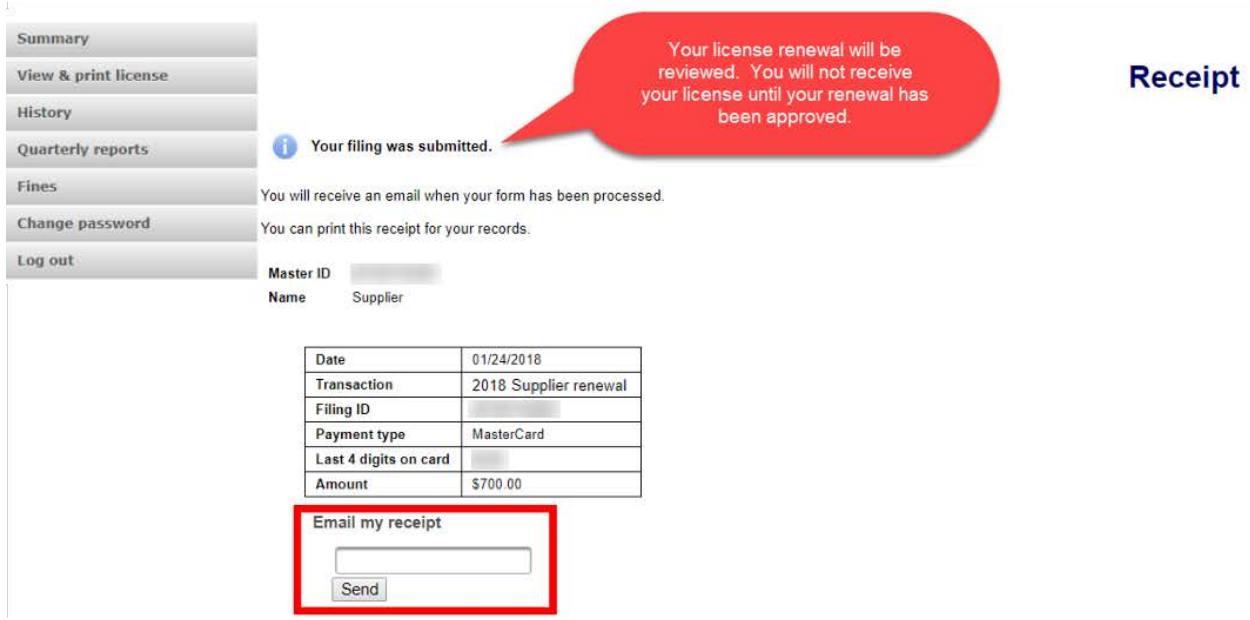
- Payment



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

Supplier 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

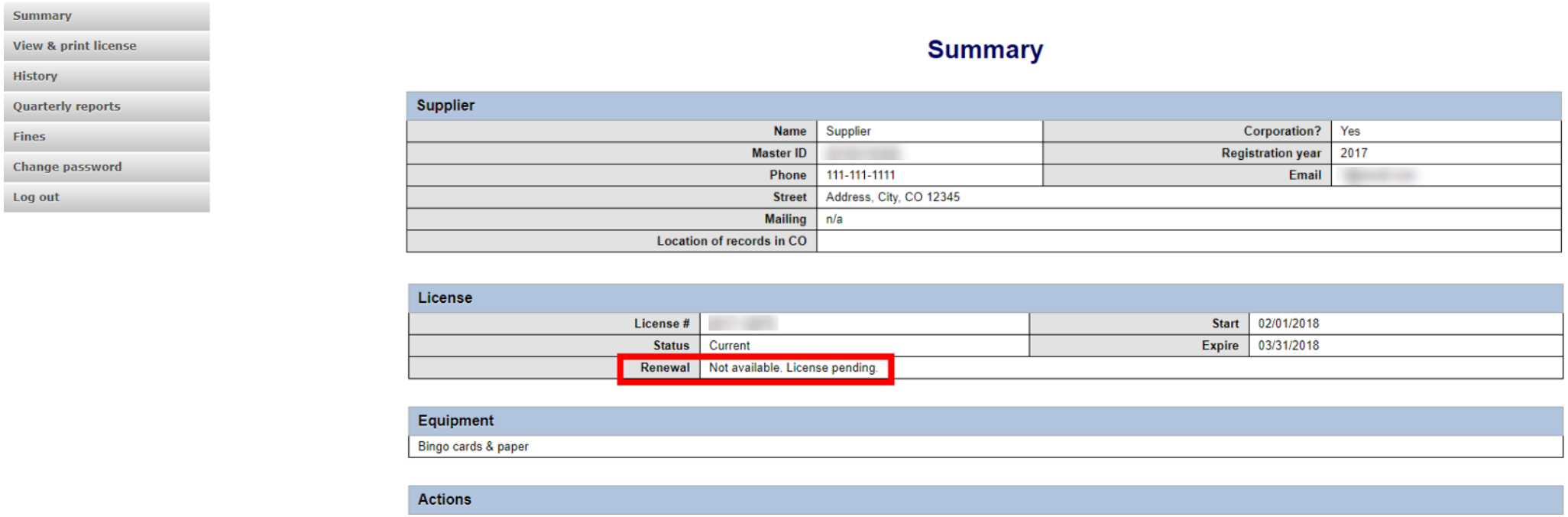
e-File

Supplier Renewal Status

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

Supplier Renewal Status

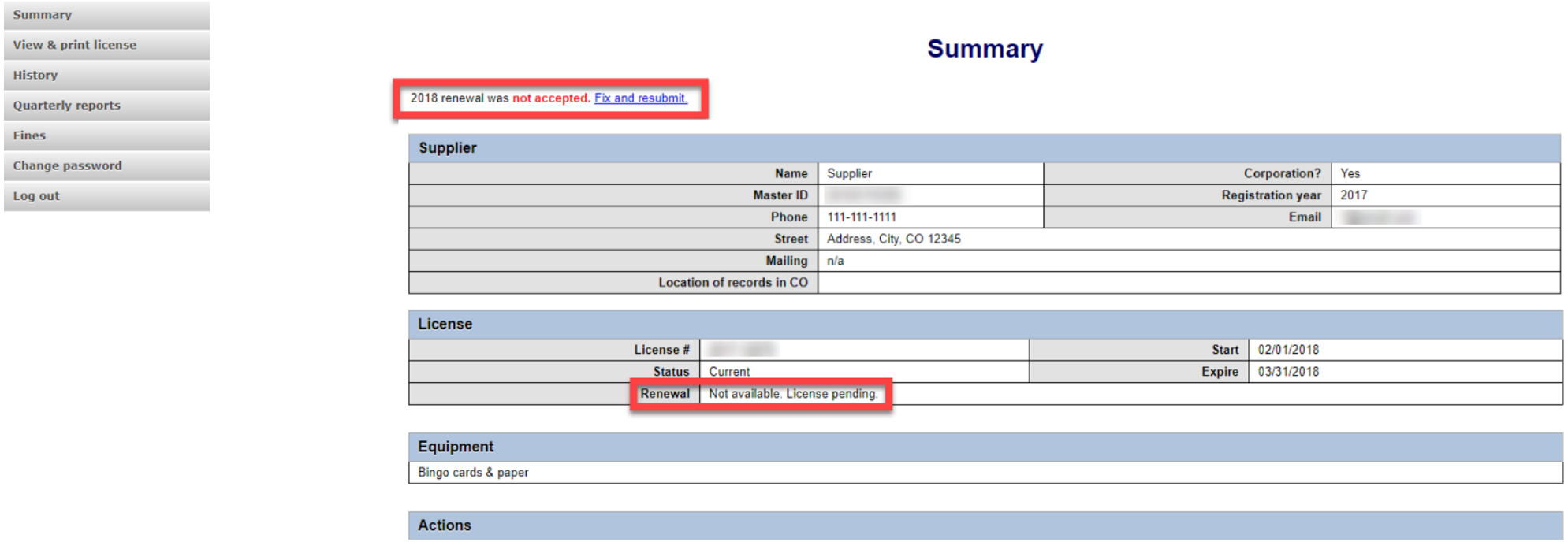
- Pending



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

Supplier Renewal Status

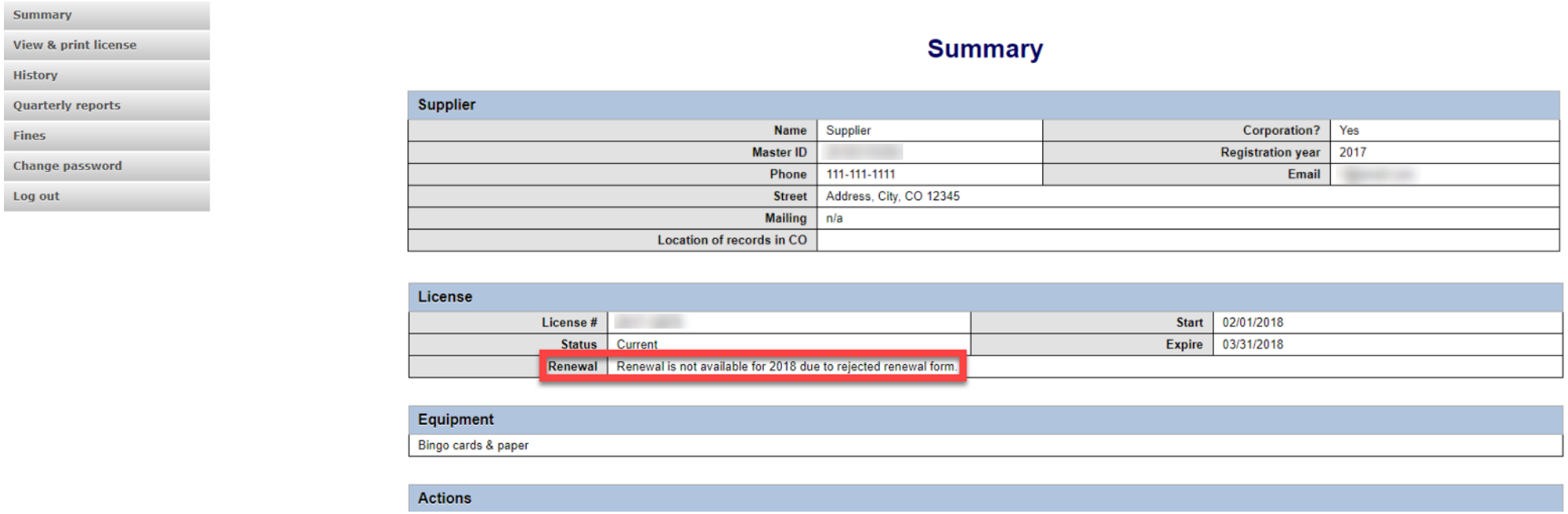
- Pending – Fix and resubmit



- 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 Renewal Status

- Discarded



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

Summary

Supplier

Name	Supplier	Corporation?	Yes
Master ID		Registration year	2017
Phone	111-111-1111	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

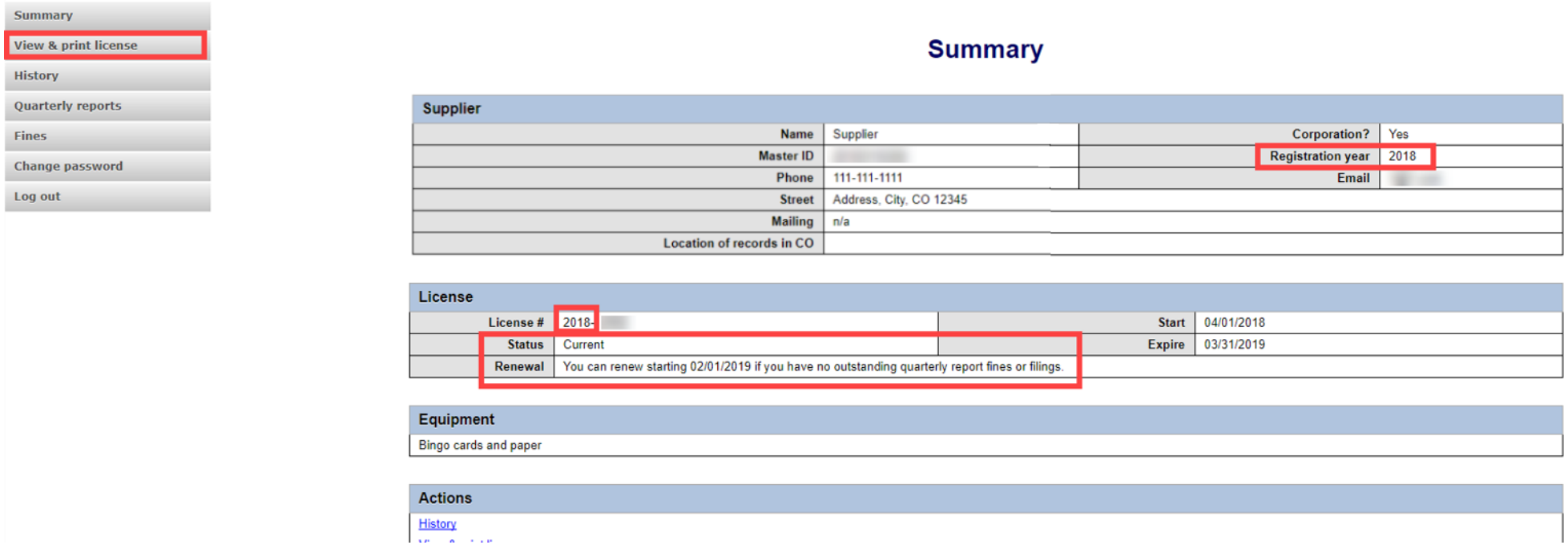
Bingo cards & paper

Actions

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

Supplier 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 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