



Colorado
Secretary of State

Instructions for Supplier's Agent License New Registration

e-File



Register via forms list

Navigate to the Bingo and Raffles home page

- When you are ready, select “forms list”.

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 [corresponding statutory references \(XLSX\)](#).

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](#)

Games managers

- Online training and certification
- Classroom training

Help

- Consultation services
- FAQs
- List of licensed landlords, manufacturers & suppliers
- Progressive raffles fact sheet (PDF)
- Planning a raffle (PDF)
- Search bingo-raffle documents

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
- Newsletters
- Success stories
- Tax-Exempt Organizations and Gaming - IRS publication (PDF)
- News archive

Laws & rules

- Colorado Constitution, Article XVIII, Section 2
- Bingo/raffles statutes
- Bingo/raffles rules (PDF)
- Laws and Rules Handbook (PDF)



Start application

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

Bingo-Raffle Forms List

Applications & renewals

Form name	e-File	Paper form	Instructions
Application for a Bingo Raffle License			

Suppliers

Form name	e-File	Paper form	Instructions	
Application for a Bingo Raffle Supplier License	Apply online	n/a	n/a	PDF
Renew a license	Log in	n/a	n/a	PDF
Application for a Bingo Raffle Supplier's Agent License	Apply online	n/a	n/a	PDF
Supplier Licensee Quarterly Report	Log in	PDF	XLS	n/a



Supplier's Agent 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”.
- Make sure to have the documents you need before continuing your registration.

Bingo-Raffle Supplier's Agent Registration

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

You can attach documents to your application, if needed.

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 that your documents, if any, are ready to attach before you continue.



Agent information

- Enter all required information including: Registration year, Supplier's Agent Name, Supplier's Agent Street Address, Phone #, and Email.

Bingo-Raffle Supplier's Agent Registration

Agent information | Supplier information | Attachments | Sign & Submit

Registration year

* This registration is for
2018

Agent's information

* First

Middle

* Last

Suffix

Street
Must be a physical address, not a P.O. box

* Address 1



Agent information – Location of records

- If the Supplier's Agent is not located in Colorado, you must enter a Colorado location of records.
- Once you are ready, press "Continue"

The screenshot shows the 'Bingo-Raffle Supplier's Agent Registration' form. At the top, there are four tabs: 'Agent information', 'Supplier information', 'Attachments', and 'Sign & submit'. The 'Agent information' tab is selected and highlighted with a red box. Below the tabs, there is a 'Registration year' section with a dropdown menu set to '2018'. A dashed line separates this section from the 'Location of records' section below. The 'Location of records' section is enclosed in a red box and contains the following text: 'Location of records', 'If agent is not located in Colorado, location of records is required.', and 'Where are the agent's records held?'. Below this text are five input fields: 'Address 1', 'Address 2', 'City', 'State', and 'ZIP / Postal code'. At the bottom of the form, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.



Supplier Information

- Select a Supplier from the dropdown box. Only Suppliers with a current Colorado license will be available from this dropdown. Suppliers not shown need to register/renew.
- Once you have made your selection, the continue button will appear.

A screenshot of a web form titled "Bingo-Raffle Supplier's Agent Registration". The form has a header with the title. Below the title, there is a "Name" field with the value "Supplier's S Agent". A horizontal navigation bar contains four tabs: "Agent information", "Supplier information" (which is highlighted with a red box), "Attachments", and "Sign & submit". Below the navigation bar, the "Supplier" section is visible, with a sub-label "*Choose the represented supplier." and a dropdown menu labeled "Choose a supplier" (also highlighted with a red box). A "Cancel" button is located in the bottom right corner of the form area.



Attachments

- Attachments are only required for the items listed on the page.
- If you don't have attachments, you can select Continue.
- Select "Add a file" to add a file

Bingo-Raffle Supplier's Agent Registration

Name: Supplier's S Agent

Agent information | Supplier information | **Attachments** | Sign & submit

Attachments

If applicable, you must attach:

- An explanation of any conviction that occurred more than 10 years ago for a
 - felony,
 - theft by deception, or
 - gambling-related offense.

Include details about the facts and circumstances. This applies to owners, officers, directors, partners, members, or associates.

Documents must be attached here in order to include them in your registration - documents are not accepted on paper.

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

[Add a file](#)

Continue

Cancel



Attachments: Add a File

- You will need to choose a file by selecting “Choose File”.
- Add a Description.
- The “Attach file” button will appear once you have chosen a file and added a description.
- Select “Attach 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.

PDF Upload.pdf

Description*
Example: Proof of existence

The screenshot shows a web form titled "Add a File". It contains instructions for file selection and description, a file selection button, a description input field, and "Attach file" and "Cancel" buttons.



Attachments (continued)

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

Bingo-Raffle Supplier's Agent Registration

Name: Chester S Cheeseburger

Agent information | Supplier information | **Attachments** | Sign & submit

Attachments

If applicable, you must attach:

- An explanation of any conviction that occurred more than 10 years ago for a felony.

[Add a file](#)

File	Description	Size
<input type="checkbox"/> Placeholder.pdf	Registration	113 KB

Delete

Continue

Cancel



Sign & submit

- Both the agent and CEO or supplier must be present. Check the affirmation box to confirm.
- Review the Agent's signature information section and fill in all required information.
- Review the Supplier's signature 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".

Bingo-Raffle Supplier's Agent Registration

Name Supplier's S Agent

Agent information Supplier information Attachments **Sign & submit**

*The agent and the supplier or chief executive officer of the supplier affirm that both parties are present for the signing of this application.

Agent's signature
I solemnly affirm under penalty of perjury as defined in §18-8-503 and punishable by law that I am the applicant herein. I have read, understand, and will comply with the provisions of Title 24, Part 6, Colorado Revised Statutes (C.R.S.), also known as the Bingo and Raffles Act, with respect to supplier and manufacturer agents licenses and the conditions of the agent's license. I further affirm that I have not been convicted of any felony, theft by deception, or gambling-related offense, as defined in Title 18, Article 10 C.R.S., within the previous ten years. I have read and know the contents of this application and the statements, attachments, and other materials included with or in it, and all matters set forth herein are true and complete.

* First

Supplier's signature
*I am the
 Supplier
 Chief executive officer of the supplier
described in this application. As or on behalf of the supplier, I consent to representation by the above-named applicant.

* First

Middle

*Phone

Continue



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”.
- Note: Select the “Open the item in a new window” to view a PDF copy of your registration in a new browser window.
- Note: You must select “Pay now” underneath the PDF viewer to pay for your registration before it will be submitted.

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.

dynamiccontent.properties.xhtml 1 / 4

LE-S2 Supplier's Agent License
Colorado Secretary of State
Bingo and Raffles Program
1700 Broadway, Ste. 200
Denver, CO 80290

Agent's information

Year
2018

First Middle Last Suffix
Supplier's S Agent

Street address
123
asdf

City State ZIP/Postal code
Denver CO 80203

Business Country

Pay now

Back



Payment

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

Note: When the Payment method is selected, the window will expand to show where to enter your information for that method.

Payment

Name Supplier's S Agent

Amount

2018 Bingo-Raffle supplier's agent registration	\$200.00
Total	\$200.00

Payment Method*

Credit or Debit


Prepaid account



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.
- Note: You will not receive your license until your registration has been approved.

Receipt

 Your filing was submitted.

You will receive an email when your form has been processed.
You can print this receipt for your records.

Master ID [REDACTED]
Name Supplier's S Agent

Date	05/31/2018
Transaction	2018 Bingo-Raffle supplier's agent registration
Filing ID	[REDACTED]
Payment type	Prepaid account
Amount	\$200.00

Email my receipt



Colorado
Secretary of State

Login Instructions and Registration Statuses

e-File



Account Login – Access the login page

- Select the menu bars in the top left of the Colorado Secretary of State website, and select “Log in” under the Bingo & Raffles section

This screenshot shows the top left portion of the Colorado Secretary of State website. The header includes the logo, the text "Colorado Secretary of State Jena Griswold", and a navigation bar with links for "Menu", "Bingo", "Business", "Charities", "Elections", "Notary", and "Search". The "Menu" link is highlighted with a red box. Below the navigation bar, the "Bingo and Raffles" section is visible, including an "e-File" sub-section with links for "Renew a license" and "Instructions (PDF)".

This screenshot shows a detailed view of the navigation menu. The "Bingo & raffles" section is expanded, showing a list of links: "Forms", "Log in", "FAQs", "Apply for license", and "Renew a license". The "Log in" link is highlighted with a red box. Other sections visible include "Home", "Administrative rules of state agencies", "Apostille & authentications", and "Business organizations".



First time account login

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

Bingo-Raffle

Log in to your account

Master ID *

Password *

[Forgot password?](#)



Request a password

- 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.

Reset My Password

Master ID *

Email *

The screenshot shows a web form titled "Reset My Password". It contains two input fields: "Master ID *" and "Email *". The "Email" field has a dropdown arrow icon on its right side. Below the input fields are two buttons: "Reset password" and "Cancel".



Temporary password

- 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”

A screenshot of a web application's login page. At the top, there is a red-bordered box containing an information icon and the text: "A temporary password has been emailed to you. It may take several minutes before you receive the email." Below this is the heading "Log in to your account". The main form area contains two input fields: "Master ID *" and "Password *", both with blue borders and small icons on the right. Below the fields is a "Log in" button with a red border and a "Forgot password?" link in blue text.



Supplier's Agent Login

- When you login you should see your summary page. You can review your registration status, history of submissions, fines and change your password.
 - See the next pages of these instructions for a list of registration statuses and notifications.
- Remember: you will not receive your license until it has been approved

Summary

Your registration is being reviewed. You will receive an email when we have finished processing your submission.

Supplier's agent			
Name	Supplier's S Agert	Registration year	Pending
Master ID	██████████	Phone	11111111

Actions

[History](#)



Status: Pending

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

Summary

Your registration is being reviewed. You will receive an email when we have finished processing your submission.

Supplier's agent			
Name	Supplier's S Agent	Registration year	Pending
Master ID		Phone	11111111

Actions

[History](#)



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.

Summary

Your registration was **not accepted**. [Fix and resubmit](#).

Supplier's agent			
Name	Supplier's S Agent	Registration year	Pending
Master ID		Phone	11111111

Actions

[History](#)



Status: Current

- Your registration was approved, and an approval email was sent.
- You can view and print your license by selecting “View & print license” either from the sidebar menu, or from the “View & print license” link in the actions section, near the bottom.
- Your summary page should show your license start and expiration date along with other info.

Summary

Supplier's agent			
Name	Supplier's S Agent	Registration year	2018
Master ID		Phone	11111111
Email			
Street	123 asdf, Denver, CO 80203		
Mailing	n/a		
Location of records in CO			

License			
License #		Start	05/31/2018
Status	Current	Expire	03/31/2019
Renewal	You can renew starting 02/01/2019.		

Represented supplier		
License #	Name	Address
2017-12474	123	123, 123, 123, CO 12345

Actions
History
View & print license



Colorado
Secretary of State

Bingo-Raffles Contact Information

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@coloradosos.gov