



Colorado  
**Secretary of State**

# Instructions for Manufacturer's Agent 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 \(XLSX\)](#).

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### 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](#)

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### Games managers

- Online training and certification
- Classroom training

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### Help

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

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### Advisory Board

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

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### 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

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### Laws & rules

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



# Register via forms list (continued)

- Scroll down the Forms List page until you reach the Manufacturers section.
- Select “Apply online” next to the Application for a bingo raffle manufacturer agent license form.

**Bingo-Raffle Forms List**

**Applications & renewals**

Form name	e-File	Paper form	Instructions
Application for a new bingo-affle license			

**Manufacturers**

Form name	e-File	Paper form	Instructions	
Application for a bingo raffle manufacturer license	<a href="#">Apply online</a>	n/a	n/a	<a href="#">PDF</a>
Renew a manufacturer license	<a href="#">Log in</a>	n/a	n/a	<a href="#">PDF</a>
Application for a bingo raffle manufacturer's agent license	n/a	<a href="#">PDF</a>	n/a	n/a
Manufacturer licensee quarterly report	<a href="#">Log in</a>	<a href="#">PDF</a>	<a href="#">XLS</a>	n/a

**Suppliers**



# Manufacturer's Agent License Registration

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

The screenshot shows a web page with a dark purple header containing a menu with items: Menu, Bingo, Business, Charities, Elections, Notary, and a search icon. The main content area is white and titled "Bingo-Raffle Manufacturer's Agent Registration". It contains several paragraphs of text: "Your registration must be filed and paid for online with a credit card or prepaid account.", "Both the agent and the manufacturer or chief executive officer of the manufacturer must be present for the signing of this application.", and "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." Below this is a section titled "Tips for attachments" with two bullet points: "You can attach .jpg, .gif, .png, or .tif image files, or PDF files." and "Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB". At the bottom, there is a line of text: "If you need to attach documents, make sure they are ready before you continue." and a blue "Continue" button.

Menu Bingo Business Charities Elections Notary Search

## Bingo-Raffle Manufacturer's Agent Registration

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

Both the agent and the manufacturer or chief executive officer of the manufacturer must be present for the signing of this application.

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

If you need to attach documents, make sure they are ready before you continue.

Continue



# Agent information

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

**Bingo-Raffle Manufacturer's Agent Registration**

Agent information | Manufacturer 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

\* Address 2



# Agent information – Location of records

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

**Bingo-Raffle Manufacturer's Agent Registration**

Agent information | Manufacturer information | Attachments | Sign & submit

Registration year

\*This registration is for  
2018

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**Location of records**

If agent is not located in Colorado, location of records is required.

Where are the agent's records held?

Address 1

Address 2

City

State  
CO

ZIP / Postal code



# Manufacturer Information

- Select a Manufacturer from the dropdown box. Only manufacturers with a current Colorado license will be available from this dropdown. Manufacturers not shown need to register/renew.
- Once you have made your selection, the continue button will appear, and you will be able to add an attachment or sign.

A screenshot of a web form titled "Bingo-Raffle Manufacturer's Agent Registration". The form has a header with the title and a sub-header "Name Manufacturers S Agent". Below this is a horizontal navigation bar with four tabs: "Agent information", "Manufacturer information" (which is highlighted with a red box), "Attachments", and "Sign & submit". Under the "Manufacturer information" tab, there is a section labeled "Manufacturer" with a sub-label "Choose the represented manufacturer:". Below this is a dropdown menu with the text "Choose a manufacturer" and a downward arrow, which is also highlighted with a red box. At the bottom right of the form is a "Cancel" button. At the very bottom of the page, there is a small footer that reads "Terms & conditions | Browser compatibility".



# 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

A screenshot of a web form titled "Bingo-Raffle Manufacturer's Agent Registration". The form has a navigation bar with four tabs: "Agent information", "Manufacturer information", "Attachments", and "Sign & submit". The "Attachments" tab is selected and highlighted with a red box. Below the tabs, the "Attachments" section is titled "Attachments" and contains the following text: "If applicable, you must attach:" followed by a bulleted list: "• An explanation of any conviction that occurred more than 10 years ago for a" with sub-bullets "◦ felony," "◦ theft by deception, or" and "◦ gambling-related offense." Below this is the text "Include details about the facts and circumstances. This applies to owners, officers, directors, partners, members, or associates." Further down, it says "Documents must be attached here in order to include them in your registration - documents are not accepted on paper." and "You can attach .jpg, .gif, .png, or .tif image files, or PDF files." and "Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB". At the bottom left, there is a red arrow pointing to a blue link "Add a file". Below that is a "Continue" button, which is also highlighted with a red box. At the bottom right, there is a "Cancel" button.





# Attachments: Add a File

- You will need to choose a file by selecting “Choose File”.
- Add a Description.
- An “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



# Attachments (continued)

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

**Bingo-Raffle Manufacturer's Agent Registration**

Name Manufacturers S Agent

Agent information Manufacturer 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](#)

<input type="checkbox"/>	File	Description	Size
<input type="checkbox"/>	PDF Upload.pdf	New Registration Files	113 KB

Delete

Continue



# Sign & submit

- Both the agent and CEO or manufacturer must be present. Check the affirmation box to confirm.
- Review the Agent's signature information section and fill in all required information.
- Review the Manufacturer'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 Manufacturer's Agent Registration**

Name: Manufacturers S Agent

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

\*The agent and the manufacturer or chief executive officer of the manufacturer 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 §18-6-503 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

**Manufacturer's signature**

\*I am the  
 Manufacturer  
 Chief executive officer of the manufacturer  
described in this application. As or on behalf of the manufacturer, I consent to representation by the above-named applicant.

\* First

Middle



# 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.

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**LE-M2 Manufacturer'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  
Manufacturers S Agent

Street address  
123  
asdf

City State ZIP/Postal code  
Denver CO 80203

Denise 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

**Bingo Payment**  
Name: Manufacturers S Agent

Item: 2018 Bingo-Raffle manufacturer's agent registration \$200.00  
Total: \$200.00

**Pay with**

Credit or debit. These payments are securely processed through Wells Fargo (the address in your browser will say "cybersource"). After completing your payment, you will return to our website.

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: Your license registration will be reviewed. You will not receive your license until your registration has been approved.

## Receipt

**i** 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 Manufacturers S Agent

Date	08/10/2018
Transaction	2018 Bingo-Raffle manufacturer's agent registration
Filing ID	[REDACTED]
Payment type	Prepaid account
Amount	\$200.00

Email my receipt

Send



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 and 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 \*". 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.



# Summary page

- 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.

Manufacturer's agent			
Name	Manufacturers S Agent	Registration year	Pending
Master ID		Phone	1111111

### Actions

[History](#)

Terms & conditions | Browser compatibility



# 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.

Manufacturer's agent			
Name	Manufacturers S Agent	Registration year	Pending
Master ID		Phone	1111111

## 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](#).

Manufacturer's agent			
Name	Manufacturers S Agent	Registration year	Pending
Master ID		Phone	1111111

**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

Manufacturer's agent			
Name	Manufacturers S Agent	Registration year	2018
Master ID		Phone	1111111
Email			
Street	123 Address, Denver, CO 80203		
Mailing	n/a		
Location of records in CO			

  

License			
License #		Start	03/01/2019
Status	Current	Expire	03/31/2019
Renewal	<a href="#">Renew</a>		

  

Represented manufacturer		
License #	Name	Address
	Manufacturer B - RenewIntChange	Address 1, Address 2, City, CO 123345

  

Actions
<a href="#">History</a>
<a href="#">View &amp; print license</a>



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](mailto:licensing@coloradosos.gov)