



Colorado
Secretary of State

Instructions for Manufacturer License Renewal

e-File



Log in

- Log in to your account by selecting “Renew a license” from the Bingo and Raffles homepage.

A screenshot of the Colorado Secretary of State's website, specifically the "Bingo and Raffles" section. The page has a dark purple header with a navigation menu containing "Menu", "Bingo", "Business", "Charities", "Elections", "Notary", and a search icon labeled "Search". Below the header, the main heading is "Bingo and Raffles". Underneath, there is a sub-heading "e-File". In this section, the link "Renew a license" is highlighted with a red rectangular box. Other links in the "e-File" section include "Instructions (PDF)", "Quarterly report", and "Instructions (PDF)". Below the "e-File" section, there is a paragraph: "If your organization has never been licensed," followed by the links "Apply for a new license" and "Instructions (PDF)". At the bottom of the page, there is a "Need help?" section with a link to "Tutorial - Applying for & renewing a license".



Log in via forms list (continued)

- Alternatively, you can login from the Bingo-Raffle Forms List Page
- Scroll down the Forms List page until you reach the Manufacturers section.
- Select “Log in” next to “Renew a manufacturer license”.

Bingo-Raffle Forms List

Applications & renewals

Form name	e-File	Paper form	Instructions
Application for a new bingo-raffle license Includes roster of member in charge and members assisting	Apply online	PDF	Paper filing (PDF)
If your organization has held a bingo-raffle license in the			

Manufacturers

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



Start Renewal

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

Summary

Manufacturer			
Name	Manufacturer	Corporation?	Yes
Master ID		Registration year	2017
Phone	123-456-7890	Email	
Street	Address, City, CO 11111		
Mailing	n/a		
Location of records in CO			

License			
License #		Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Renew		

Equipment	
Bingo cards and paper	

Actions	
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Manufacturer License Renewal

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

Bingo-Raffle Manufacturer Renewal

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

You can attach documents to your renewal, 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.



Manufacturer 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”.

The screenshot shows a web form titled "Manufacturer License Renewal". At the top, there are fields for "Master ID" and "Name" (pre-filled with "Manufacturer"). Below this is a navigation bar with tabs: "Manufacturer information" (selected), "Resident agent & records", "Equipment", "Suppliers", "Colorado agents", "Owners", "Attachments", and "Sign & submit". The "Registration year" section has a dropdown menu for "This registration is for" with "2018" selected. The "Manufacturer's information" section has a "Name" field pre-filled with "Manufacturer". Below a dashed line, there are fields for "Phone" and "Email". A "Continue" button is highlighted with a red box, and a "Cancel" button is located at the bottom right.



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

Manufacturer License Renewal

Master ID
Name Manufacturer

Manufacturer information **Resident agent & records** Equipment Suppliers Colorado agents Owners Attachments Sign & submit

Resident agent
If manufacturer is not located in Colorado, resident agent is required.

Resident agent's name - Choose organization or individual

Organization

Individual
First
Middle
Last
Suffix

Resident agent's street



Resident agent & 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”.

The screenshot shows the 'Manufacturer License Renewal' form. At the top, there are fields for 'Master ID' and 'Name' (Manufacturer). Below these are several tabs: 'Manufacturer information', 'Resident agent & records' (highlighted with a red box), 'Equipment', 'Suppliers', 'Colorado agents', 'Owners', 'Attachments', and 'Sign & submit'. The 'Resident agent' section is active, with the text 'Resident agent' and a note: 'If manufacturer is not located in Colorado, resident agent is required.' Below this is a dashed line separator. The 'Location of records' section is also active, with the text 'Location of records' and a note: 'If manufacturer is not located in Colorado, location of records is required.' Below this is the question 'Where are the manufacturer's records held?' followed by an 'Address 1' input field. At the bottom, there are 'Continue' and 'Cancel' buttons, both highlighted with red boxes.



Equipment

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

A screenshot of the "Manufacturer License Renewal" web form. The page title is "Manufacturer License Renewal". Below the title, there are fields for "Master ID" and "Name" (with "Manufacturer" entered). A navigation bar contains several tabs: "Manufacturer information", "Resident agent & records", "Equipment" (highlighted with a red box), "Suppliers", "Colorado agents", "Owners", "Attachments", and "Sign & submit". The "Equipment" section is active, showing instructions: "Describe all equipment that is for sale, distribution, or use in connection with bingo, raffle or pull tab activities in Colorado. Examples include bingo cards and paper, pull tab tickets, bingo blowers, and display boards." Below this, it says "Add a separate description for each piece of equipment." A red box highlights a section containing a blue link "Add equipment", two radio button options: "Equipment" and "Bingo cards and paper", and a "Delete" button. At the bottom of this section, a "Continue" button is highlighted with a red box. A "Cancel" button is located at the bottom right of the form.



Suppliers

- Suppliers' 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".

A screenshot of a web application titled "Manufacturer License Renewal". At the top, there are fields for "Master ID" and "Name" with a dropdown menu for "Manufacturer". Below these are several tabs: "Manufacturer information", "Resident agent & records", "Equipment", "Suppliers", "Colorado agents", "Owners", "Attachments", and "Sign & submit". The "Suppliers" tab is selected and highlighted with a red box. Under the "Suppliers" section, there is a heading "Suppliers" and a sub-heading "List all of the suppliers of your bingo-raffle items." Below this, there is a button labeled "Add a supplier" and a button labeled "Continue", both highlighted with red boxes. A "Cancel" button is located at the bottom right of the page.



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”.

A screenshot of a web application interface titled "Manufacturer License Renewal". At the top, there are fields for "Master ID" and "Name" (with "Manufacturer" entered). Below these are several tabs: "Manufacturer information", "Resident agent & records", "Equipment", "Suppliers", "Colorado agents" (highlighted with a red box), "Owners", "Attachments", and "Sign & submit". Under the "Colorado agents" tab, the text "Colorado agents" is followed by "List all of your Colorado agents." Below this text are two buttons: "Add an agent" (highlighted with a red box) and "Continue" (highlighted with a red box). A "Cancel" button is located in the bottom right corner.



Owners

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

The screenshot shows the 'Manufacturer License Renewal' form. At the top, there is a 'Master ID' field and a 'Name' field with the value 'Manufacturer'. Below this is a navigation bar with tabs for 'Manufacturer information', 'Resident agent & records', 'Equipment', 'Suppliers', 'Colorado agents', 'Owners', 'Attachments', and 'Sign & submit'. The 'Owners' tab is selected and highlighted with a red box. Under the 'Owners' section, there is a heading 'Owners' and a sub-heading 'Add officers, directors, or shareholders who hold an ownership interest of ten percent (10%) or more.' Below this, there is a button labeled 'Add an owner' and a 'Continue' button, both highlighted with red boxes. A 'Cancel' button is located at the bottom right of the form.



Attachments

- Previously entered attachments will **not** appear.
- If you need to add a file you can do so, otherwise, you can select “Continue”
- Select “Add a file” to add a file

A screenshot of the 'Manufacturer License Renewal' web form. The form has a title 'Manufacturer License Renewal' and a 'Master ID' field. Below the title, there are several tabs: 'Manufacturer information', 'Resident agent & records', 'Equipment', 'Suppliers', 'Colorado agents', 'Owners', 'Attachments', and 'Sign & submit'. The 'Attachments' tab is highlighted with a red border. Under the 'Attachments' section, there is a heading 'Attachments' and a sub-heading 'You can attach:'. Below this, there are three buttons: 'Add a file', 'Continue', and 'Cancel'. The 'Add a file' and 'Continue' buttons are highlighted with red borders.



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

[Terms & conditions](#) | [Browser compatibility](#)



Attachments (continued)

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

The screenshot shows the 'Manufacturer License Renewal' web interface. At the top, there is a 'Master ID' field and a 'Name' field containing 'Manufacturer'. Below this is a horizontal navigation bar with several tabs: 'Manufacturer information', 'Resident agent & records', 'Equipment', 'Suppliers', 'Colorado agents', 'Owners', 'Attachments', and 'Sign & submit'. The 'Attachments' tab is highlighted with a red box. Below the navigation bar, the 'Attachments' section is visible, showing a table with one row of data. The table has columns for 'File', 'Description', and 'Size'. The row contains a checked checkbox, 'PDF Upload.pdf', 'Renewal Files', and '91 KB'. Below the table is a 'Delete' button. At the bottom of the attachments section, there is a 'Continue' button highlighted with a red box and a 'Cancel' button.

Manufacturer License Renewal

Master ID

Name Manufacturer

Manufacturer information Resident agent & records Equipment Suppliers Colorado agents Owners **Attachments** Sign & submit

Attachments

Yr 1a 11a

[Add a file](#)

<input checked="" type="checkbox"/>	File	Description	Size
<input checked="" type="checkbox"/>	PDF Upload.pdf	Renewal Files	91 KB

Delete

Continue Cancel



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".

A screenshot of the "Manufacturer License Renewal" web form. The page title is "Manufacturer License Renewal". Below the title, there are fields for "Master ID" (blurred) and "Name" (Manufacturer). A horizontal navigation bar contains several tabs: "Manufacturer information", "Resident agent & records", "Equipment", "Suppliers", "Colorado agents", "Owners", "Attachments", and "Sign & submit" (highlighted with a red box). The "Filer's information" section contains a legal affirmation text: "I solemnly affirm under penalty of perjury as defined in §18-8-503 and punishable by law that I am either the applicant or the chief executive officer of the applicant herein." Below this is another affirmation: "I have read and am familiar 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 commercial bingo facilities and landlords thereof and I accept responsibility for the applicant's compliance with those provisions. Neither the applicant nor any of its owners, officers, directors, partners, members or associates has 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." There are input fields for "First" and "Middle" names. At the bottom, there are "Continue" (highlighted with a red box) and "Cancel" buttons.



Review Registration and Continue to Payment

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

LE-M1 Manufacturer License
Colorado Secretary of State
Bingo and Raffles Program
1700 Broadway, Ste. 200
Denver, CO 80290

Manufacturer's information

Year Corporation

Manufacturer name

Street address

City State ZIP/Postal code

Province _____ Country _____



Payment

- Press the "Pay Now" button to be taken to the payment method page
- 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.

The screenshot shows a "Payment" screen with the following details:


Payment	
Name	Manufacturer
Amount	
2018 Manufacturer renewal	\$700.00
Total	\$700.00
Payment Method*	
<input type="radio"/>	Credit or Debit
<input type="radio"/>	Prepaid account

At the bottom of the screen, there are two buttons: "Back" on the left and "Cancel" on the right.



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

 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

Name Manufacturer

Date	12/21/2017
Transaction	2018 Manufacturer renewal
Filing ID	<input type="text"/>
Payment type	Prepaid account
Amount	\$700.00

Email my receipt



Colorado
Secretary of State

Renewal 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".



Status: Pending

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

Summary

Manufacturer			
Name	Manufacturer	Corporation?	Yes
Master ID		Registration year	2017
Phone	173-456-7890	Fmail	
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	Not available. License pending.		

Equipment	
Bingo cards & paper	

Actions	
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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 registration and resubmit it.
- You will not need to pay again.

Summary

2018 renewal was not accepted. [Fix and resubmit.](#)

Manufacturer			
Name	Manufacturer	Corporation?	Yes
Master ID		Registration year	2017
Phone	123-456-7890	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	Not available. License pending.		

Equipment	
Bingo cards & paper	

Actions	



Status: Discarded

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

Summary

Manufacturer			
Name	Manufacturer	Corporation?	Yes
Master ID		Registration year	2017
Phone	123-456-7890	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	
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Status: Approved/Current

- Your renewal was approved, and an approval email was sent to you.
- You can 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.

Summary

Manufacturer			
Name	Manufacturer	Corporation?	Yes
Master ID		Registration year	2018
Phone	123-456-7890	Email	
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #	2018	Start	04/01/2018
Status	Current	Expire	03/31/2019
Renewal	You can renew starting 02/01/2019 if you have no outstanding quarterly report fines or filings.		

Equipment	
Bingo cards and paper	

Actions	
History	



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