



Colorado
Secretary of State

Instructions for Supplier 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 links for "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

- Alternatively, you can login from the Bingo-Raffle Forms List Page
- Scroll down the Forms List page until you reach the suppliers section.
- Select “Log in” next to “Renew a supplier’s agent 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)

Suppliers

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



Start Supplier License Renewal

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

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	Renew		

Equipment	
Bingo cards and paper	

Actions	
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Supplier 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”.

A screenshot of the Colorado Secretary of State's website showing the 'Bingo-Raffle Supplier Registration' page. The page has a left-hand navigation menu with links for Home, Information resources, Bingo & raffles, Business organizations, Charities & fundraisers, DME suppliers, Elections & voting, Lobbyist, Notary public, Performing rights, Rules and regulations, UCC, and Contact us. The main content area is titled 'Bingo-Raffle Supplier Registration' and contains the following text: '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.', 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 sub-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 of the main content area, there is a red-bordered button labeled 'Continue'. The footer of the page contains the text 'Terms & conditions | Browser compatibility'.



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”.

The screenshot shows a web form titled "Supplier License Renewal". At the top, there are fields for "Master ID" and "Name" (pre-filled with "Supplier"). Below this is a navigation bar with tabs: "Supplier information" (active), "Resident agent & records", "Equipment", "Manufacturers", "Colorado agents", "Owners", "Attachments", and "Sign & submit". The "Registration year" section has a dropdown menu set to "2018". The "Supplier's information" section includes a "Name" field (pre-filled with "Supplier"), a "Phone" field, and an "Email" field. A "Continue" button is highlighted with a red box, and a "Cancel" button is located at the bottom right. At the very bottom, there is a small link for "Terms & conditions | Browser compatibility".



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.

The screenshot shows the 'Supplier License Renewal' form. The 'Resident agent & records' tab is selected and highlighted with a red box. Below the tab, a red-bordered box contains the text: 'Resident agent' and 'If supplier is not located in Colorado, resident agent is required.' The form includes a section for 'Resident agent's name - Choose organization or individual' with radio buttons for 'Organization' and 'Individual'. The 'Individual' option is selected, and there are input fields for 'First', 'Middle', 'Last', and 'Suffix'. At the bottom, there is a label for '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”.

A screenshot of the 'Supplier License Renewal' web form. The title 'Supplier License Renewal' is at the top center. Below it, there are fields for 'Master ID' and 'Name Supplier'. A horizontal menu contains several tabs: 'Supplier information', 'Resident agent & records' (highlighted with a red box), 'Equipment', 'Manufacturers', 'Colorado agents', 'Owners', 'Attachments', and 'Sign & submit'. Under the 'Resident agent' section, there is a note: 'If supplier is not located in Colorado, resident agent is required.' Below that, the 'Location of records' section is highlighted with a red box, with a note: 'If supplier is not located in Colorado, location of records is required.' The question 'Where are the supplier's records held?' is followed by a field for '* Address 1'. 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 "Supplier License Renewal" web application. The page title is "Supplier License Renewal". At the top left, there are fields for "Master ID" and "Name" (with "Supplier" entered). Below this is a horizontal navigation bar with tabs: "Supplier information", "Resident agent & records", "Equipment" (highlighted with a red box), "Manufacturers", "Colorado agents", "Owners", "Attachments", and "Sign & submit". The "Equipment" section contains the following text: "Equipment", "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.", and "Add a separate description for each piece of equipment." Below this is a red-bordered box containing a link "Add equipment", two radio button options: "Equipment" (selected) and "Bingo cards and paper", and a "Delete" button. At the bottom of the form, there is a "Continue" button (highlighted with a red box) and a "Cancel" button.



Manufacturers

- Manufacturers' 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 "Supplier License Renewal". At the top, there are fields for "Master ID" and "Name" with "Supplier" as a label. Below these is a horizontal navigation menu with tabs: "Supplier information", "Resident agent & records", "Equipment", "Manufacturers" (highlighted with a red box), "Colorado agents", "Owners", "Attachments", and "Sign & submit". Under the "Manufacturers" tab, the heading "Manufacturers" is followed by the instruction "List all of the manufacturers of your bingo-rafle items." Below this instruction is a button labeled "Add a manufacturer" (highlighted with a red box). At the bottom left is a button labeled "Continue" (highlighted with a red box), and at the bottom right is a button labeled "Cancel".



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 "Supplier License Renewal". At the top, there are fields for "Master ID" and "Name" with a "Supplier" label. Below this is a horizontal navigation menu with tabs: "Supplier information", "Resident agent & records", "Equipment", "Manufacturers", "Colorado agents" (highlighted with a red box), "Owners", "Attachments", and "Sign & submit". Under the "Colorado agents" tab, the text "Colorado agents" is displayed, followed by "List all of your Colorado agents." Below this text is a blue button labeled "Add an agent" (highlighted with a red box). At the bottom left is a "Continue" button (highlighted with a red box), and at the bottom right is a "Cancel" button.



Owners

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

A screenshot of the 'Supplier License Renewal' web application. The page title is 'Supplier License Renewal'. Below the title, there are fields for 'Master ID' and 'Name', and a 'Supplier' dropdown menu. A horizontal navigation bar contains several tabs: 'Supplier information', 'Resident agent & records', 'Equipment', 'Manufacturers', 'Colorado agents', 'Owners', 'Attachments', and 'Sign & submit'. The 'Owners' tab is selected and highlighted with a red box. Below the navigation bar, the section is titled 'Owners' and contains the instruction: 'Add officers, directors, or shareholders who hold an ownership interest of ten percent (10%) or more.' There are two buttons: 'Add an owner' and 'Continue', 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

The screenshot shows the 'Supplier License Renewal' form. At the top, there are fields for 'Master ID' and 'Name' (Supplier). Below these are several tabs: 'Supplier information', 'Resident agent & records', 'Equipment', 'Manufacturers', 'Colorado agents', 'Owners', 'Attachments', and 'Sign & submit'. The 'Attachments' tab is highlighted with a red box. Under the 'Attachments' section, there is a list of required attachments, including an explanation of any conviction that occurred more than 10 years ago for a felony, theft by deception, or gambling-related offense. Below this, there are instructions about document attachment and file size limits. At the bottom left, there is a red arrow pointing to the 'Add a file' link, and a 'Continue' button is highlighted with a red box. A 'Cancel' button is located at the bottom right.



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 'Supplier License Renewal' interface. At the top, there are fields for 'Master ID' and 'Name' (Supplier). Below these is a navigation bar with tabs: 'Supplier information', 'Resident agent & records', 'Equipment', 'Manufacturers', 'Colorado agents', 'Owners', 'Attachments' (highlighted with a red box), and 'Sign & submit'. The 'Attachments' section is titled 'Attachments' and contains a table with one row: 'PDF Upload.pdf', 'Renewal Files', and '91 KB'. The table has columns for 'File', 'Description', and 'Size'. There are checkboxes for each row and a 'Delete' button below the table. A 'Continue' button is located below the table, and a 'Cancel' button is at the bottom right.

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

Buttons: [Add a file](#), , ,



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 "Supplier License Renewal" web form. The page title is "Supplier License Renewal". At the top left, there are fields for "Master ID" and "Name" (with "Supplier" entered). Below these are several tabs: "Supplier information", "Resident agent & records", "Equipment", "Manufacturers", "Colorado agents", "Owners", "Attachments", and "Sign & submit". The "Sign & submit" tab is highlighted with a red box. Under the "Filer's information" section, there is a paragraph of 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. 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." Below this text are input fields for "First" and "Middle" names. At the bottom left, there is a "Continue" button highlighted with a red box, and at the bottom right, there is a "Cancel" button.



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-S1 Supplier License
Colorado Secretary of State
Bingo and Raffles Program
1700 Broadway, Ste. 200
Denver, CO 80290

Supplier's information

Year Corporation

Supplier 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 web interface titled "Payment". It contains a table with the following data:

Name	Supplier
2018 Supplier renewal	\$700.00
Total	\$700.00


Below the table, there is a section for "Payment Method*" with two radio button options: "Credit or Debit" and "Prepaid account". At the bottom of the form, there are two buttons: "Back" and "Cancel".



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: 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

Name Supplier

Date	01/24/2018
Transaction	2018 Supplier renewal
Filing ID	<input type="text"/>
Payment type	MasterCard
Last 4 digits on card	<input type="text"/>
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

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	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](#)

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	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

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	
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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

Supplier			
Name	Supplier	Corporation?	Yes
Master ID		Registration year	2018
Phone	111-111-1111	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