

# Instructions for Supplier's Agent New Registration

e-File

# Supplier's Agent License New Registration

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<b>Bingo &amp; raffles</b>
Home
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## 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)

- Navigate to the Bingo and Raffles home page
- When you are ready, select “forms list”.

# Supplier's Agent License New Registration

The screenshot shows a web page titled "Bingo-Raffle Forms List". On the left is a navigation menu with links: Home, Information resources, Bingo & raffles, Business organizations, Charities & fundraisers, and DME suppliers. The main content area is divided into two sections: "Applications & renewals" and "Suppliers".

**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	<a href="#">Apply online</a>	n/a	n/a	<a href="#">PDF</a>
Renew a license	<a href="#">Log in</a>	n/a	n/a	<a href="#">PDF</a>
Application for a Bingo Raffle Supplier's Agent License	<a href="#">Apply online</a>	n/a	n/a	<a href="#">PDF</a>
Supplier Licensee Quarterly Report	<a href="#">Log in</a>	<a href="#">PDF</a>	<a href="#">XLS</a>	n/a

Terms & conditions | Browser compatibility

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

# Supplier's Agent License New Registration

Home
Information resources
Bingo & raffles
Business organizations
Charities & fundraisers
DME suppliers
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Lobbyist
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You must pay online at the end of the registration process

## 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.

Make sure to have any documents you need before continuing your 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”.

# Supplier's Agent License New Registration

- Supplier's Agent information

**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

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

# Supplier's Agent License New Registration

- Location of records

The screenshot shows a web form titled "Bingo-Raffle Supplier's Agent Registration". 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 horizontal dashed line separates this section from the "Location of records" section below. The "Location of records" section is also highlighted with a red box and contains the following text and form fields:

**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

At the bottom of the form, there are two buttons: "Continue" (highlighted with a red box) and "Cancel".

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

# Supplier's Agent License New Registration

- Supplier Information

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

Name Supplier's S Agent

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

**Supplier**  
\*Choose the represented supplier.

Choose a supplier ▼

Cancel

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- Select a supplier from the drop down box. Only suppliers with a current Colorado license will be available from this drop down. Suppliers 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.

# Supplier's Agent License New Registration

- Attachments

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



# Supplier's Agent License New Registration

- Add a 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

Attach file will not appear until you have chosen a file

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- 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's Agent License New Registration

- 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

**Attachments**

If applicable, you must attach:

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

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[Add a file](#)

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

# Supplier's Agent License New Registration

- 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

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**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

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\*Phone

**Continue** Cancel

# Supplier's Agent License New Registration

- Review Registration and Continue to Payment

**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.

Select to open a PDF copy of your registration in a new window.

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

Residence Country

**Pay now**

Back

- 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”.

# Supplier's Agent License New Registration

- Payment

**Payment**

Name Supplier's S Agent

**Amount**

2018 Bingo-Raffle supplier's agent registration	\$200.00
<hr/>	
<b>Total</b>	<b>\$200.00</b>

**Payment Method\***

Credit or Debit

Prepaid account

When you select a Payment Method the window will expand to show where to enter your payment information for that method

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


# Supplier's Agent License New Registration

- Receipt

Bingo-Raffle public home

Log in

## Receipt

 Your filing was submitted.

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

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

Send

- 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.

# Instructions for Supplier's Agent Login and Status/Notifications e-File

# Supplier's Agent Login



The screenshot shows the 'Bingo and Raffles' homepage. On the left is a vertical navigation menu with the following items: Home, Information resources, Bingo & raffles (highlighted with a double arrow), Home, Forms, Log in (highlighted with a red box and a red arrow pointing to it from the left), FAQs, Apply for license, Renew a license, Search documents, Business organizations, Charities & fundraisers, and DME suppliers. The main content area is titled 'Bingo and Raffles' and contains an attention notice about the relocation of the Bingo and Raffles Law from Article 12 to Article 24. Below this notice are three sections: 'e-File' with links for 'Renew a license | Instructions (PDF)' and 'Quarterly report | Instructions (PDF)'; 'Advisory Board' with a list of items including 'Board members and schedule', 'Advisory Board meeting minutes', and 'Help shape Colorado's bingo-raffle rules'; and 'Tools & resources' with a list of items including '2017 Bingo market study (PPTX)', '2013 Bingo market study', 'Bingo toolkit', 'Charitable gaming financial reports', and 'Fee schedule'. A note at the bottom of the e-File section states: 'If your organization has never been licensed, Apply for a new license | Instructions (PDF)'. At the very bottom of the page, there is a note: 'For all forms and instructions, see the forms list'.

- Select “Log in” from the Bingo and Raffles Homepage



# Supplier's Agent Login

## Bingo-Raffle

Log in to your account

Master ID \*

Password \*

[Forgot password?](#)

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

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

# Supplier's Agent Login

Bingo-Raffle public home

Log in

## Reset My Password

Master ID \*


Email \*

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- 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.

# Supplier's Agent Login

## Bingo-Raffle

 A temporary password has been emailed to you.

Log in to your account

Master ID \*

Password \*

[Forgot password?](#)

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

- 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”

# Supplier's Agent Login

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 Agent	Registration year	Pending
Master ID		Phone	11111111

Actions
<a href="#">History</a>

- When you login you should see your summary page. You can review your registration status, history of submissions and change your password.
- See the next pages of these instructions for a list of registration statuses and notifications.

# Supplier's Agent License Status

- Pending

## 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
<a href="#">History</a>

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

# Supplier's Agent License Status

- Pending – Fix and resubmit

## 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](#)

- 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.

# Supplier's Agent License Status

- Current

Summary
<b>View &amp; print license</b>
History
Change password
Log out

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

- Your registration was approved and an approval email was sent to you.
- You are able to 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.

# Supplier's Agent 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@coloradosos.gov](mailto:licensing@coloradosos.gov)