

Instructions for Supplier New Registration e-File

Supplier License New Registration

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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 License New Registration

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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	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 License** form.

Supplier License New Registration

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You must pay online at the end of the registration process

Bingo-Raffle Supplier 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 to have any documents you need before continuing your registration.

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

- 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 License New Registration

- Supplier information

Bingo-Raffle Supplier Registration

Supplier information Resident agent & records Equipment Manufacturers Colorado agents Owners Attachments Sign & submit

Registration year

*This registration is for
Choose year ▾

Supplier's information

*Name

Is this a corporation?

*Email

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- Enter all required information including: Registration year, Supplier's Name, Is this a corporation?, Supplier's Street Address, Phone #, and Email.
- Once you are ready, select "Continue".

Supplier License New Registration

- Resident agent & records

Bingo-Raffle Supplier Registration

Name Supplier

Supplier information **Resident agent & records** Equipment Manufacturers Colorado agents Owners Attachments Sign & submit

Resident agent
If supplier 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

- If the Supplier is not a Colorado resident, you must enter a Colorado resident agent.
- Proceed to the Location of records section on this page.

Supplier License New Registration

- Resident agents & records continued

Bingo-Raffle Supplier Registration

Name Supplier

Supplier information **Resident agent & records** Equipment Manufacturers Colorado agents Owners Attachments Sign & submit

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

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

Where are the supplier's records held?

* Address 1

Continue

Cancel

Terms & conditions | Browser compatibility

- If the Supplier is not a Colorado resident, you must enter where the Supplier's records are held.
- Once you are ready, select "Continue".

Supplier License New Registration

- Equipment

Bingo-Raffle Supplier Registration

Name Supplier

Supplier information Resident agent & records **Equipment** Manufacturers Colorado agents Owners Attachments Sign & submit

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.

Add a separate description for each piece of equipment.

[Add equipment](#)

Equipment

Bingo cards and paper

Continue will not appear until Equipment has been entered.

- Add a separate description for each piece of equipment you sell, distribute or use in connection with bingo, raffle or pull tab activities in Colorado.
- Once you've entered equipment and are ready, select "Continue".

Suppliers License New Registration

- Suppliers

Bingo-Raffle Supplier Registration

Name Supplier

Supplier information Resident agent & records Equipment **Manufacturers** Colorado agents Owners Attachments Sign & submit

Manufacturers

List all of the manufacturers of your bingo-raffle items.

[Add a manufacturer](#)

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

- Add all of the Manufacturers of your bingo-raffle items by using their current supplier license #.
- If the manufacturer's license # is not current, please contact your manufacturer to make sure they renew and then contact the SOS office for us to add them to your file once they have renewed.
- Once you are ready, select "Continue".

Supplier License New Registration

- Colorado Agents

Bingo-Raffle Supplier Registration

Name Supplier

Supplier information Resident agent & records Equipment Manufacturers **Colorado agents** Owners Attachments Sign & submit

Colorado agents

List all of your Colorado agents.

[Add an agent](#)

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

- For new Supplier, Agents will not be able to create a license associated with you until your new registration is complete.
- Once you are ready, select “Continue”.

Supplier License New Registration

- Owners

Bingo-Raffle Supplier Registration

Name Supplier

Supplier information Resident agent & records Equipment Manufacturers Colorado agents **Owners** Attachments Sign & submit

Owners

Add officers, directors, or shareholders who hold an ownership interest of ten percent (10%) or more.

[Add an owner](#)

- You can enter owner's information on this tab. You can update and delete owners as needed.
- Once you are ready, select "Continue".

Supplier License New Registration

- Attachments

Bingo-Raffle Supplier Registration

Name Supplier

Supplier information Resident agent & records Equipment Manufacturers Colorado agents Owners **Attachments** Sign & submit

Attachments

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

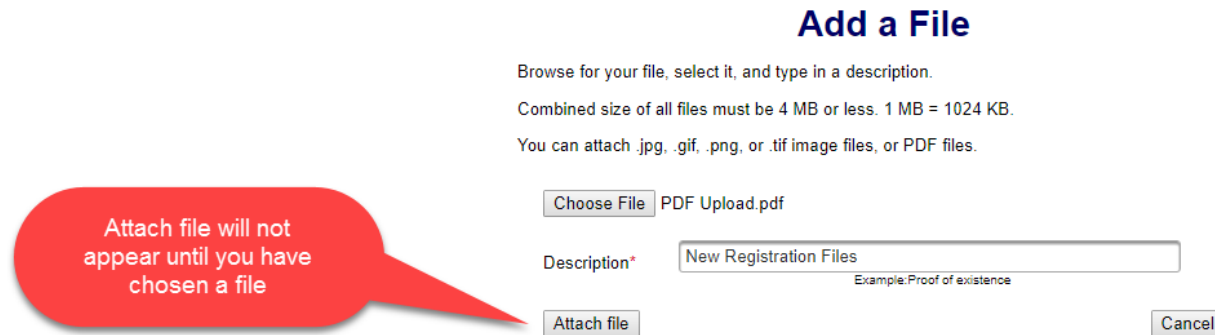
 [Add a file](#)

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 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 License New Registration

- Attachments continued

Bingo-Raffle Supplier Registration

Name Supplier

Supplier information Resident agent & records Equipment Manufacturers Colorado agents Owners **Attachments** Sign & submit

Attachments

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.

[Add a file](#)

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

Delete

Continue

Cancel

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

Supplier License New Registration

- Sign & submit

Bingo-Raffle Supplier Registration

Name Supplier

Supplier information Resident agent & records Equipment Manufacturers Colorado agents Owners Attachments **Sign & submit**

Filer's information

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.

*First

Middle

Continue

- 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".

Supplier 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.

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

Supplier's information

Year
2017 Corporation

Supplier name
Supplier

Street address
Address

City State ZIP/Postal code
City CO 11111

Province Country

Pay now

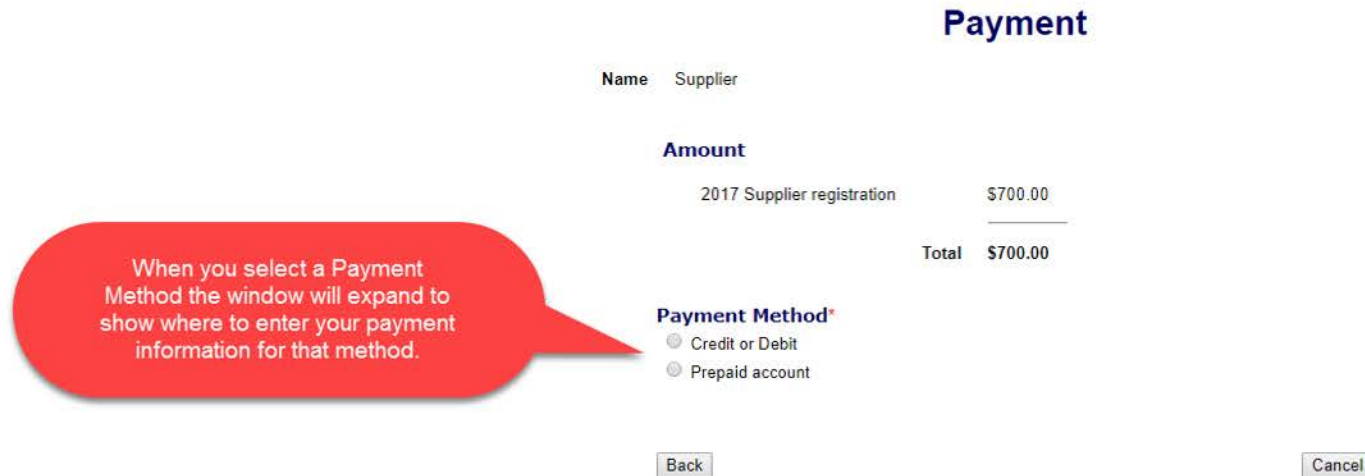
Back

You must select this to pay for your registration before it will be submitted.

- 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 License New Registration

- Payment



Payment

Name Supplier

Amount

2017 Supplier registration	\$700.00
Total	\$700.00

Payment Method*

Credit or Debit

Prepaid account

Back Cancel

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

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

Supplier 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

Date	01/24/2018
Transaction	2017 Supplier registration
Filing ID	[redacted]
Payment type	MasterCard
Last 4 digits on card	[redacted]
Amount	\$700.00

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 Login and Status/Notifications e-File

Supplier 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), 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 in the Colorado Revised Statutes. Below the 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 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, it says: 'For all forms and instructions, see the forms list'.

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

Supplier Login

Bingo-Raffle

Log in to your account

Master ID *

Password *

Log in [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 Login

Bingo-Raffle public home

Log in

Reset My Password

Master ID *

Email *

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

- 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 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 Login

- Summary
- History
- Change password
- Log out

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			
Name	Supplier	Corporation?	Yes
Master ID		Registration year	Pending

Actions
History

- 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 License Status

- Pending

- Summary
- History
- Change password
- Log out

Summary

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

Supplier			
Name	Supplier	Corporation?	Yes
Master ID	[REDACTED]	Registration year	Pending

Actions
History

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

Supplier License Status

- Pending – Fix and resubmit

Summary
History
Change password
Log out

Summary

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

Supplier			
Name	Supplier	Corporation?	Yes
Master ID		Registration year	Pending

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 License Status

- Current

Summary
View & print license
History
Quarterly reports
Fines
Change password
Log out

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	01/25/2018
Status	Current	Expire	03/31/2018
Renewal	You can renew starting 02/01/2018 if you have no outstanding quarterly report fines or filings.		

Equipment	
Bingo cards and paper	

Actions	
History	
View & print license	
Quarterly reports	
Fines	

- 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 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