



Colorado  
**Secretary of State**

# Instructions for Supplier's Agent 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. Below the header, the main content area is white. The section title "Bingo and Raffles" is in bold blue text. Underneath, there is a sub-section titled "e-File". Within this section, the link "Renew a license" is highlighted with a red rectangular box. Other links include "Instructions (PDF)", "Quarterly report", and "Instructions (PDF)". Below this, 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, there is a "Need help?" section with a link to a "Tutorial - Applying for &amp; 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	<a href="#">Apply online</a>	<a href="#">PDF</a>	<a href="#">Paper filing (PDF)</a> <a href="#">e-Filing (PDF)</a>
If your organization has held a bingo-raffle license in the past <a href="#">log in to your account</a> to file a renewal--do not apply for a new license. If you have questions, please call us at 303-869-4910.			
Renew a license	<a href="#">Log in</a>	<a href="#">PDF</a>	<a href="#">Paper filing (PDF)</a> <a href="#">e-Filing (PDF)</a>

**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 supplier 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>
Renew a supplier's agent license	<a href="#">Log in</a>	n/a	n/a	n/a
Supplier licensee quarterly report	<a href="#">Log in</a>	<a href="#">PDF</a>	<a href="#">XLS</a>	n/a



# Start Supplier's Agent License Renewal

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

**Summary**

Supplier's agent			
Name	Suppliers Agent	Registration year	2017
Master ID	20183118289	Phone	111111111
Email	1@email.com		
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #	2017-13551	Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	<a href="#">Renew</a>		

Represented supplier		
License #	Name	Address
2018-13023	Donald McRonald	Address, City, CO 80203

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

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# Supplier's Agent 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”.

Note: You must pay online at the end of the registration process.

Note: If you need to upload documents, have them ready before continuing your renewal.

## Bingo-Raffle Supplier's Agent Renewal

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

Both the agent and the supplier or chief executive officer of the supplier 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.



# Supplier's Agent 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”.

A screenshot of a web form titled "Bingo-Raffle Supplier's Agent Renewal". The form is divided into several sections. At the top, it shows "Master ID" and "Name" (Suppliers Agent). Below this is a navigation bar with tabs for "Agent Information", "Supplier Information", "Attachments", and "Sign & submit". The "Agent Information" section includes a "Registration year" dropdown menu set to "2018". Below that is the "Agent's information" section, which contains input fields for "First" (Suppliers), "Middle", "Last" (Agent), and "Suffix". Further down are fields for "Phone" and "Email". At the bottom, there is a "Location of records" section with a dropdown menu. A red box highlights the "Continue" button at the bottom left of the form.



# Agent information – Location of records

- All location of record information previously filled in should be pre-filled. You can update the information as needed. Remember that an out of state Supplier's Agent needs an in-state location of record.
- Once you are ready, press "Continue"

Master ID

Name Suppliers Agent

Agent information | Supplier information | Attachments | Sign & submit

Registration year

This registration is for

**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

Continue



# Supplier Information

- The supplier information tab displays the Supplier's details that you are acting as an agent. You cannot change the Supplier
- Click "Continue" to move to the Attachments tab

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

Master ID [Redacted]  
Name Suppliers Agent

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

**Supplier**

The represented supplier is:

License # [Redacted]  
Name Donald McDonald  
Address Address  
City, CO 80203  
United States  
Phone 123-456-7890  
Email [Redacted]

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# 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 a web form titled "Bingo-Raffle Supplier's Agent Renewal". The form has a navigation bar with four tabs: "Agent information", "Supplier information", "Attachments", and "Sign & submit". The "Attachments" tab is selected and highlighted with a red box. Below the navigation bar, 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 the list 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 or 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 of the form, there is a red arrow pointing to a blue link "Add a file". Below the link is a button labeled "Continue" which is also highlighted with a red box. At the bottom right of the form, 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

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# 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 'Bingo-Raffle Supplier's Agent Renewal' form. At the top, there are fields for 'Master ID' and 'Name' (Suppliers Agent). Below these are four tabs: 'Agent information', 'Supplier information', 'Attachments', and 'Sign & submit'. The 'Attachments' tab is selected and highlighted with a red box. Below the tabs, there is a section titled 'Attachments' with a decorative border. Inside this section, there is a table with columns for 'File', 'Description', and 'Size'. The table contains one entry: 'PDF Upload.pdf' with 'Renewal Files' as the description and '113 KB' as the size. There is a 'Delete' button next to this entry. Below the table, there is a 'Continue' button highlighted with a red box. In the bottom right corner, there is a 'Cancel' button.

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

Master ID [redacted]  
Name Suppliers Agent

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

**Attachments**

File	Description	Size
<input type="checkbox"/> PDF Upload.pdf	Renewal Files	113 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 a web form titled "Bingo-Raffle Supplier's Agent Renewal". The form includes a "Master ID" field with a greyed-out value and a "Name" field containing "Suppliers Agent". Below these are four tabs: "Agent information", "Supplier information", "Attachments", and "Sign & submit", with the last one highlighted by a red box. A checkbox is present with the text: "\*The agent and the supplier or chief executive officer of the supplier affirm that both parties are present for the signing of this application." Underneath is the "Agent's signature" section, which contains a block of legal text. Below the signature text is a dropdown menu set to "United States" and a text input field labeled "\*Phone". At the bottom left, a "Continue" button is 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 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 renewal 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-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  
Suppliers Agent

Street address  
Address

City State ZIP/Postal code  
City CO 12345

Business Country

**Pay now**

Back

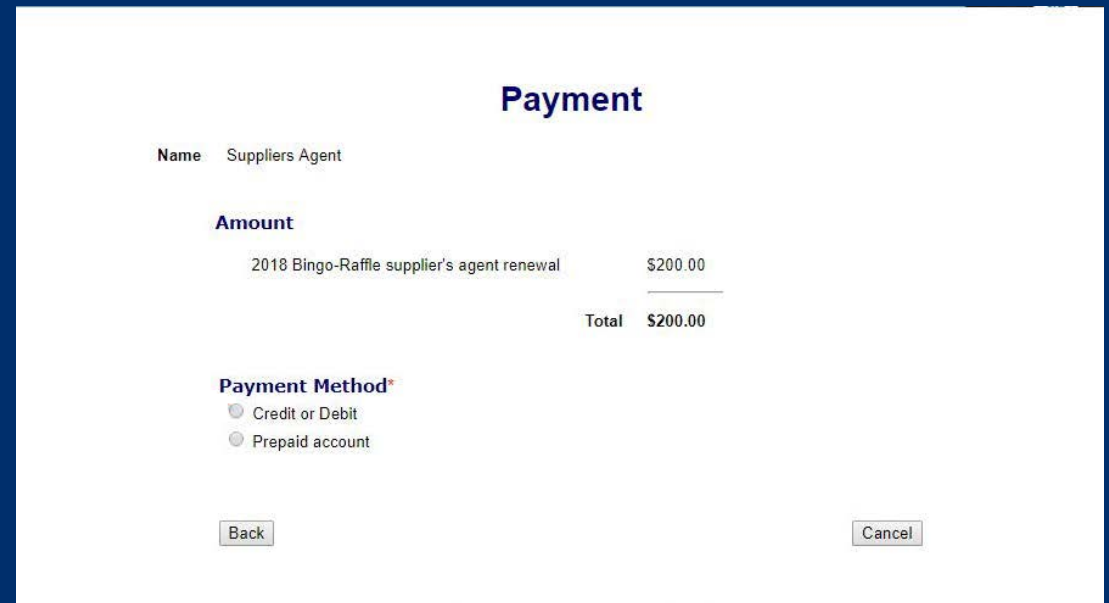
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# Payment

- 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.

A screenshot of a web application's payment page. The page has a white background and a dark blue header. The title "Payment" is centered at the top. Below the title, the text "Name Suppliers Agent" is displayed. Underneath, the section "Amount" is shown with a table listing a single item: "2018 Bingo-Raffle supplier's agent renewal" for "\$200.00". A horizontal line is drawn under the amount, and the word "Total" is followed by "\$200.00". Below the amount section, the "Payment Method\*" section contains two radio button options: "Credit or Debit" and "Prepaid account". At the bottom of the form, there are two buttons: "Back" on the left and "Cancel" on the right.

**Payment**

Name Suppliers Agent

**Amount**

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

**Payment Method\***

Credit or Debit

Prepaid account


Back 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.
- Take note of your Master ID to help you with logging in.
- 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 Suppliers Agent

Date	06/19/2018
Transaction	2018 Bingo-Raffle supplier's agent Renewal
Filing ID	<input type="text"/>
Payment type	Prepaid account
Amount	\$200.00

Email my receipt



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# 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, featuring an "e-File" sub-section with 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's agent			
Name	Suppliers Agent	Registration year	2017
Master ID		Phone	1111111111
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.		

Represented supplier		
License #	Name	Address
	Donald McRonald	Address, City, CO 80203

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



# 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's agent			
Name	Suppliers Agent	Registration year	2017
Master ID		Phone	111111111
Email			
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #	2017-	Start	02/01/2018
Status	Current	Expire	03/31/2018
Renewal	Not available. License pending.		

Represented supplier		
License #	Name	Address
2018-	Donald McDonald	Address, City, CO 80203

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



# 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's agent			
Name	Suppliers Agent	Registration year	2017
Master ID		Phone	1111111111
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.		

Represented supplier		
License #	Name	Address
	Donald McDonald	Address, City, CO 80203

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



# Status: Approved/Current

- Your renewal was approved and an approval email was sent.
- 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's agent			
Name	Suppliers Agent	Registration year	2018
Master ID		Phone	11111111111111111111
Email			
Street	Address, City, CO 12345		
Mailing	n/a		
Location of records in CO			

License			
License #	2018-	Start	02/01/2018
Status	Current	Expire	03/31/2019
Renewal	You can renew starting 02/01/2019		

Represented supplier		
License #	Name	Address
	Donald McDonald	Address, City, CO 80203

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



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# 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)