



Colorado
Secretary of State

Instructions for Supplier New Registration

e-File



Register via forms list

Navigate to the Bingo and Raffles home page

- When you are ready, select “forms list”.

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)



Start Supplier License New Registration

- Scroll down the Forms List page until you reach the Suppliers section.
- Select “Apply online” next to “Application for a Bingo Raffle Supplier 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 If your organization has held a bingo-raffle license in the	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



Supplier License New 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”.

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



Supplier information

- 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".

A screenshot of the "Bingo-Raffle Supplier Registration" web form. The form has a title bar with the text "Bingo-Raffle Supplier Registration" and a navigation menu with tabs: "Supplier information", "Resident agent & records", "Equipment", "Manufacturers", "Colorado agents", "Owners", "Attachments", and "Sign & submit". The "Supplier information" tab is active. The form contains the following fields:

- Registration year**: A dropdown menu labeled "Choose year" with a downward arrow.
- Supplier's information**: A section with a red asterisk and the label "Name" above a text input field.
- Is this a corporation?**: A section with a red asterisk and the label "Is this a corporation?" above a text input field.
- Email**: A section with a red asterisk and the label "Email" above a text input field.

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



Resident agent & records

- 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.

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
[Text input field]

Individual

First
[Text input field]

Middle
[Text input field]

Last
[Text input field]

Suffix
[Dropdown menu]

Resident agent's street
[Text input field]



Resident agent & records (continued)

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

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



Equipment

- 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".

Note: The continue button will not appear at the bottom of the page until Equipment has been entered.

A screenshot of the "Bingo-Raffle Supplier Registration" web form. The page title is "Bingo-Raffle Supplier Registration". Below the title, there is a "Name" field with "Supplier" entered. A navigation bar contains several tabs: "Supplier information", "Resident agent & records", "Equipment", "Manufacturers", "Colorado agents", "Owners", "Attachments", and "Sign & submit". The "Equipment" tab is selected and highlighted with a red box. Below the navigation bar, the "Equipment" section is titled "Equipment" and contains the following text: "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 text is the instruction "Add a separate description for each piece of equipment." and a red-bordered "Add equipment" button. Underneath, there are two radio button options: "Equipment" (which is selected) and "Bingo cards and paper". Below these options is a "Delete" button. At the bottom left of the form is a red-bordered "Continue" button, and at the bottom right is a "Cancel" button. At the very bottom of the page, there is a footer with the text "Terms & conditions | Browser compatibility".



Manufacturers

- Add all 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".

The screenshot shows the "Bingo-Raffle Supplier Registration" form. At the top, there is a navigation bar with tabs for "Supplier information", "Resident agent & records", "Equipment", "Manufacturers", "Colorado agents", "Owners", "Attachments", and "Sign & submit". The "Manufacturers" tab is selected and highlighted with a red box. Below the navigation bar, the section is titled "Manufacturers" and contains the instruction "List all of the manufacturers of your bingo-raffle items." There are two buttons: "Add a manufacturer" and "Continue", both highlighted with red boxes. A "Cancel" button is located at the bottom right of the form.



Colorado Agents

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

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](#)

[Continue](#)

[Cancel](#)



Owners

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

A screenshot of the "Bingo-Raffle Supplier Registration" web form. The page title is "Bingo-Raffle Supplier Registration". Below the title, there is a "Name" field with "Supplier" as a placeholder. 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 highlighted with a red box. Below the navigation bar, the section is titled "Owners" and includes the instruction: "Add officers, directors, or shareholders who hold an ownership interest of ten percent (10%) or more." There are three buttons: "Add an owner" (highlighted with a red box), "Continue" (highlighted with a red box), and "Cancel" (located at the bottom right).



Attachments

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

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 – 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 'Bingo-Raffle Supplier Registration' page. At the top, there is a navigation bar with tabs: 'Supplier information', 'Resident agent & records', 'Equipment', 'Manufacturers', 'Colorado agents', 'Owners', 'Attachments', and 'Sign & submit'. The 'Attachments' tab is highlighted with a red box. Below the navigation bar, the 'Attachments' section is titled 'Attachments' and includes the instruction 'You must attach:' followed by a bulleted list: 'An explanation of any conviction that occurred more than 10 years ago for a' with sub-points 'felony', 'theft by deception, or', and 'gambling-related offense'. Below this, it says 'Include details about the facts and circumstances. This applies to owners, officers, directors, partners, members, or associates.' A table with a red border shows one file: 'PDF Upload.pdf' with description 'New Registration Files' and size '91 KB'. There are 'Add a file' and 'Delete' buttons. At the bottom, there are 'Continue' and 'Cancel' buttons, with 'Continue' highlighted by a red box.

File	Description	Size
PDF Upload.pdf	New Registration Files	91 KB



Sign & submit

- Review the Filer'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".

A screenshot of the "Bingo-Raffle Supplier Registration" web form. The page title is "Bingo-Raffle Supplier Registration". Below the title, there is a navigation bar with 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. Below the navigation bar, the section is titled "Filer's information". It contains 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." followed by another paragraph: "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 two input fields: "First" and "Middle". The "Continue" button is highlighted with a red box, and the "Cancel" button is located at the bottom right of the form.



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 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

Pay now

Back



Payment

- 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-based payment form titled "Payment". The form includes a "Name" field with the value "Supplier". Under the "Amount" section, there is a table with one row: "2017 Supplier registration" with a value of "\$700.00". Below this, a "Total" row shows "\$700.00". The "Payment Method" section has two radio button options: "Credit or Debit" and "Prepaid account". At the bottom of the form, there are "Back" and "Cancel" buttons.


Payment	
Name	Supplier
Amount	
2017 Supplier registration	\$700.00
Total	\$700.00
Payment Method*	
<input type="radio"/> Credit or Debit	
<input type="radio"/> 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.
- Note: Your license registration will be reviewed. 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	2017 Supplier registration
Filing ID	<input type="text"/>
Payment type	MasterCard
Last 4 digits on card	<input type="text"/>
Amount	\$700.00

Email my receipt



Colorado
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Login Instructions and Registration Statuses

e-File



First time account login

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

Bingo-Raffle

Log in to your account

Master ID *

Password *

[Forgot password?](#)



Request a password

- 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.

Reset My Password

Master ID *

Email *

The screenshot shows a web form titled "Reset My Password". It contains two input fields: "Master ID *" and "Email *". The "Email" field has a dropdown arrow icon on its right side. Below the input fields are two buttons: "Reset password" and "Cancel".



Temporary password

- 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”

A screenshot of a web application's login page. At the top, there is a red-bordered box containing an information icon and the text: "A temporary password has been emailed to you. It may take several minutes before you receive the email." Below this is the heading "Log in to your account". The main form area contains two input fields: "Master ID *" and "Password *", both with blue borders and small icons on the right. Below the fields is a "Log in" button with a red border and a "Forgot password?" link in blue text.



Supplier Login

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



Status: Pending

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

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](#)



Status: Pending – Fix and resubmit

- 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.

Summary

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

Supplier			
Name	Supplier	Corporation?	Yes
Master ID		Registration year	Pending

Actions

[History](#)



Status: Current

- Your registration was approved, and an approval email was sent.
- You can view and print your license by selecting “View & print license” either from the sidebar menu, or from the “View & print license” link in the actions section, near the bottom.
- 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	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	



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