



Colorado  
**Secretary of State**

# Instructions for Manufacturer'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 website's "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". A red rectangular box highlights the link "Renew a license". To its right are links for "Instructions (PDF)", "Quarterly report", and "Instructions (PDF)". Below this, there is a section for organizations that have never been licensed, with 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 & renewing a license".

Menu Bingo Business Charities Elections Notary Search

## Bingo and Raffles

### e-File

[Renew a license](#) [Instructions \(PDF\)](#)  
[Quarterly report](#) | [Instructions \(PDF\)](#)

If your organization has never been licensed,  
[Apply for a new license](#) | [Instructions \(PDF\)](#)

Need help?  
[Tutorial - Applying for & renewing a license](#)



# Log in via forms list

- Alternatively, you can login from the Bingo Bingo-Raffle Forms List Page
- Scroll down the Forms List page until you reach the Manufacturers section.
- Select “Log in” next to “Renew a manufacturer's agent license”.

### Bingo-Raffle Forms List

**Applications & renewals**

Form name	e-File	Paper form	Instructions
Application for a new bingo-raffle license			

**Manufacturers**

Form name	e-File	Paper form	Instructions	
Application for a bingo raffle manufacturer license	<a href="#">Apply online</a>	n/a	n/a	<a href="#">PDF</a>
Renew a manufacturer license	<a href="#">Log in</a>	n/a	n/a	<a href="#">PDF</a>
Application for a bingo raffle manufacturer's agent license	n/a	<a href="#">PDF</a>	n/a	n/a
Renew a manufacturer's agent license	<a href="#">Log in</a>	n/a	n/a	<a href="#">PDF</a>
manufacturer licensee quarterly report	<a href="#">Log in</a>	<a href="#">PDF</a>	<a href="#">XLS</a>	n/a

**Suppliers**



# Start a renewal

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

**Summary**

Manufacturer's agent			
Name	Manufacturers S Agent	Registration year	2018
Master ID	[REDACTED]	Phone	1111111
Email	[REDACTED]		
Street	123 Address, Denver, CO 80203		
Mailing	n/a		
Location of records in CO			

  

License			
License #	[REDACTED]	Start	03/01/2019
Status	Current	Expire	03/31/2019
Renewal	<a href="#">Renew</a>		

  

Represented manufacturer		
License #	Name	Address
[REDACTED]	Manufacturer B - RenewIntChange	Address 1, Address 2, City, CO 123345

  

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



# Manufacturer'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”.

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

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.



# Manufacturer'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 Manufacturer's Agent Renewal". The form includes a "Master ID" field, a "Name" field with the value "Manufacturers S Agent", and a navigation bar with tabs for "Agent Information", "Manufacturer Information", "Attachments", and "Sign & submit". The "Agent Information" tab is active. The form contains several sections: "Registration year" with a dropdown menu set to "2019"; "Agent's information" with fields for "First" (Manufacturers), "Middle" (S), "Last" (Agent), and "Suffix"; "Phone" and "Email" fields; and "Location of records" with a note: "If agent is not located in Colorado, location of records is required." At the bottom, there are "Continue" and "Cancel" buttons. The "Continue" button is highlighted with a red box.



# 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 Manufacturer's Agent needs an in-state location of record.
- Once you are ready, press "Continue"

A screenshot of a web form titled "Bingo-Raffle Manufacturer's Agent Renewal". The form includes fields for "Master ID" and "Name" (Manufacturers S Agent). A navigation bar contains tabs for "Agent information", "Manufacturer information", "Attachments", and "Sign & submit". Below this is a "Registration year" section with a dropdown menu. The "Location of records" section is highlighted with a red box and contains the text "If agent is not located in Colorado, location of records is required." Below this, there are input fields for "Address 1", "Address 2", "City", "State" (with "CO" selected), and "ZIP / Postal code". A "Continue" button is highlighted with a red box at the bottom left, and a "Cancel" button is at the bottom right.



# Manufacturer Information

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

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

Master ID

Name Manufacturers S Agent

Agent information **Manufacturer information** Attachments Sign & submit

**Manufacturer**

The represented manufacturer is:

License #

Name Manufacturer B - RenewIntChange

Address Address 1  
Address 2  
City, CO 123345  
United States

Phone 222222222222

Email



# 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

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

Master ID [redacted]  
Name Manufacturers S Agent

Agent information | Manufacturer 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 – 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”.

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

Master ID

Name Manufacturers S Agent

Agent information   Manufacturer information   **Attachments**   Sign & submit

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[Add a file](#)

<input type="checkbox"/>	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 Manufacturer's Agent Renewal". The form includes fields for "Master ID" and "Name" (Manufacturers S Agent). A navigation bar contains tabs for "Agent information", "Manufacturer information", "Attachments", and "Sign & submit", with the last tab highlighted. Below the tabs is a checkbox with the text: "\*The agent and the manufacturer or chief executive officer of the manufacturer affirm that both parties are present for the signing of this application." The "Agent's signature" section contains a paragraph of legal text. Below this, there is a dropdown menu for "Country" (set to "United States") and a text input field for "Phone". At the bottom, there are "Continue" and "Cancel" buttons, with "Continue" highlighted by a red box.



# 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.

**LE-M2 Manufacturer's Agent License**  
Colorado Secretary of State  
Bingo and Raffles Program  
1700 Broadway, Ste. 200  
Denver, CO 80290

**Agent's information**

Year  
2019

First Middle Last Suffix  
Manufacturers S Agent

Street address  
123 Address

City State ZIP/Postal code  
Denver AK 80203

Business Country

**Pay now**

Back



# 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 image shows a two-step payment process. The first step is a 'Payment' window with the following details:

- Name:** Manufacturers S Agent
- Amount:**

2019 Bingo-Raffle manufacturer's agent renewal	\$200.00
<b>Total</b>	<b>\$200.00</b>
- Buttons:** 'Pay now' (highlighted with a red box and arrow), 'Back', and 'Cancel'.

The second step is the 'Bingo Payment' form, which is expanded to show payment options:

- Name:** Manufacturers S Agent
- Item:** 2019 Bingo-Raffle manufacturer's agent renewal \$200.00
- Total:** \$200.00
- Pay with:**
  - Credit or debit. These payments are securely processed through Wells Fargo (the address in your browser will say "cybersource"). After completing your payment, you will return to our website.
  - Prepaid account
- 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.
- 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**

**1** 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 [REDACTED]  
Name Manufacturers S Agent

Date	08/13/2018
Transaction	2019 Bingo-Raffle manufacturer's agent Renewal
Filing ID	[REDACTED]
Payment type	Prepaid account
Amount	\$200.00

Email my receipt

Send



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" link and options to "Renew a license" and view "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			
<b>Manufacturer's agent</b>			
Name	Manufacturers S Agent	Registration year	2018
Master ID	2	Phone	1111111
Email			
Street	123 Address, Denver, CO 80203		
Mailing	n/a		
Location of records in CO			
<b>License</b>			
License #		Start	03/01/2019
Status	Current	Expire	03/31/2019
Renewal	Not available. License pending.		
<b>Represented manufacturer</b>			
License #	Name	Address	
	Manufacturer B - RenewIntChange	Address 1, Address 2, City, CO 123345	
<b>Actions</b>			
<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**

2019 renewal was **not accepted**. [Fix and resubmit.](#)

Manufacturer's agent			
Name	Manufacturers S Agent	Registration year	2018
Master ID		Phone	1111111
Email			
Street	123 Address, Denver, CO 80203		
Mailing	n/a		
Location of records in CO			

  

License			
License #		Start	03/01/2019
Status	Current	Expire	03/31/2019
Renewal	<a href="#">Not available. License pending.</a>		

  

Represented manufacturer		
License #	Name	Address
	Manufacturer B - RenewIntChange	Address 1, Address 2, City, CO 123345

  

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**

Manufacturer's agent			
Name	Manufacturers S Agent	Registration year	2018
Master ID		Phone	1111111
Email			
Street	123 Address, Denver CO 80203		
Mailing	n/a		
Location of records in CO			

  

License			
License #		Start	03/01/2019
Status	Current	Expire	03/31/2019
Renewal	Renewal is not available for 2019 due to rejected renewal form.		

  

Represented manufacturer		
License #	Name	Address
	Manufacturer B - RenewIntChange	Address 1, Address 2, City, CO 123345

  

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

Manufacturer's agent			
Name	Manufacturer S Agent	Registration year	2019
Master ID		Phone	1111111111111111
Email			
Street	123 Address, Denver, CO 80203		
Mailing	n/a		
Location of records in CO			

  

License			
License #	2019-	Start	03/01/2019
Status	Current	Expire	03/31/2020
Renewal	You can renew starting 02/01/2020.		

  

Represented manufacturer		
License #	Name	Address
2018-		19860 141ST PL NE, WOODINVILLE, WA 98072

  

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



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](mailto:licensing@coloradosos.gov)