



Colorado  
**Secretary of State**

# Instructions for Manufacturer 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 \(XLSX\)](#).

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### 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](#)

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### Games managers

- Online training and certification
- Classroom training

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### Help

- Consultation services
- FAQs
- List of licensed landlords, manufacturers & suppliers
- Progressive raffles fact sheet (PDF)
- Planning a raffle (PDF)
- Search bingo-raffle documents

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### Advisory Board

- Board members and schedule
- Advisory Board meeting minutes
- Help shape Colorado's bingo-raffle rules

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### 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

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### Laws & rules

- Colorado Constitution, Article XVIII, Section 2
- Bingo/raffles statutes
- Bingo/raffles rules (PDF)
- Laws and Rules Handbook (PDF)



# Start application

- Scroll down the Forms List page until you reach the Manufacturers section.
- Select “Apply online” next to “Application for a Bingo Raffle Manufacturer 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	<a href="#">Apply online</a>	<a href="#">PDF</a>	<a href="#">Paper filing (PDF)</a>

**Manufacturers**

Form name	e-File	Paper form	Instructions
Application for a Bingo Raffle Manufacturer License	<a href="#">Apply online</a>	n/a	<a href="#">PDF</a>
Renew a license	<a href="#">Log in</a>	n/a	<a href="#">PDF</a>
Application for a Bingo Raffle Manufacturer's Agent License	n/a	<a href="#">PDF</a>	n/a
Manufacturer Licensee Quarterly Report	<a href="#">Log in</a>	<a href="#">PDF</a>   <a href="#">XLS</a>	n/a



# Manufacturer 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 Manufacturer Registration**

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

Note that Colorado agents are no longer added during manufacturer registration. When an agent registers with our office, they will choose the represented manufacturer.

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.

[Continue](#)



# Manufacturer information

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

A screenshot of the "Bingo-Raffle Manufacturer Registration" web form. The form has a title bar with "Bingo-Raffle Manufacturer Registration" and a navigation menu with tabs: "Manufacturer information" (highlighted with a red box), "Resident agent & records", "Equipment", "Suppliers", "Colorado agents", "Owners", "Attachments", and "Sign & submit". The "Manufacturer information" section includes a "Registration year" dropdown menu with a red box around it, a "Manufacturer's information" section with a "Name" input field, a "Continue" button (highlighted with a red box), and a "Cancel" button. The form is separated from the next section by a dashed line.

**Bingo-Raffle Manufacturer Registration**

**Manufacturer information** Resident agent & records Equipment Suppliers Colorado agents Owners Attachments Sign & submit

**Registration year**

\*This registration is for  
Choose year

**Manufacturer's information**

\*Name

\_\_\_\_\_

\_\_\_\_\_

\*Email

\_\_\_\_\_

**Continue** **Cancel**

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# Resident agent & records

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

**Bingo-Raffle Manufacturer Registration**

Name Manufacturer

Manufacturer information **Resident agent & records** Equipment Suppliers Colorado agents Owners Attachments Sign & submit

**Resident agent**  
If manufacturer 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



# Resident agent & records (continued)

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

**Bingo-Raffle Manufacturer Registration**

Name Manufacturer

Manufacturer information **Resident agent & records** Equipment Suppliers Colorado agents Owners Attachments Sign & submit

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

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

Where are the manufacturer'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 Manufacturer Registration" web form. The "Equipment" tab is selected and highlighted with a red box. The form contains a navigation bar with tabs: "Manufacturer information", "Resident agent & records", "Equipment", "Suppliers", "Colorado agents", "Owners", "Attachments", and "Sign & submit". Below the navigation bar, the "Equipment" section is titled "Equipment" and includes instructions: "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." and "Add a separate description for each piece of equipment." There is a blue "Add equipment" button, a "Delete" button, and two radio button options: "Equipment" and "Bingo cards and paper". At the bottom of the form, there is a "Continue" button (highlighted with a red box) and a "Cancel" button.



# Suppliers

- Add all the suppliers of your bingo-raffle items by using their current supplier license #.
- If the supplier's license # is not current, please contact your supplier 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 Manufacturer Registration" form. The "Suppliers" tab is selected and highlighted with a red box. Below the tab, the text "List all of the suppliers of your bingo-raffle items." is displayed. A button labeled "Add a supplier" is highlighted with a red box. At the bottom left, a "Continue" button is highlighted with a red box. At the bottom right, a "Cancel" button is visible.



# Colorado Agents

- For new Manufacturers, 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 Manufacturer Registration**

Name: Manufacturer

Manufacturer information | Resident agent & records | Equipment | Suppliers | **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 Manufacturer Registration" web form. The page title is "Bingo-Raffle Manufacturer Registration". Below the title, the name "Manufacturer" is displayed. A horizontal navigation bar contains several tabs: "Manufacturer information", "Resident agent & records", "Equipment", "Suppliers", "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." A red arrow points to a blue link labeled "Add an owner". Below this link is a "Continue" button, which is also highlighted with a red box. A "Cancel" button is located in the bottom right corner of the form area.



# 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 Manufacturer Registration**

Name Manufacturer

Manufacturer information Resident agent & records Equipment Suppliers 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

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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”.

**Bingo-Raffle Manufacturer Registration**

Name Manufacturer

Manufacturer information Resident agent & records Equipment Suppliers 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

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[Add a file](#)

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

Delete

**Continue**

Cancel



# 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".

**Bingo-Raffle Manufacturer Registration**

Name Manufacturer

Manufacturer information Resident agent & records Equipment Suppliers 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 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-M1 Manufacturer License**  
Colorado Secretary of State  
Bingo and Raffles Program  
1700 Broadway, Ste. 200  
Denver, CO 80290

**Manufacturer's information**  
Year   Corporation

Manufacturer name

Street address

City  State  ZIP/Postal code

Province \_\_\_\_\_ Country \_\_\_\_\_



# 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.

The screenshot shows a web form titled "Payment". It includes a "Name" field with the value "Manufacturer". Below this is an "Amount" section with a table listing items and their costs. The table has two columns: the item name and the amount. The first row is "2017 Manufacturer registration" with an amount of "\$700.00". A horizontal line is drawn under the "\$700.00" value. Below the line, the text "Total \$700.00" is displayed. Underneath the amount section is a "Payment Method\*" section with two radio button options: "Credit or Debit" and "Prepaid account". At the bottom of the form are two buttons: "Back" on the left and "Cancel" on the right. At the very bottom of the page, there is a small footer that reads "Terms & conditions | Browser compatibility".

Payment	
Name	Manufacturer
<b>Amount</b>	
2017 Manufacturer registration	\$700.00
<hr/>	
Total	<b>\$700.00</b>
<b>Payment Method*</b>	
<input type="radio"/>	Credit or Debit
<input type="radio"/>	Prepaid account
<input type="button" value="Back"/>	<input type="button" value="Cancel"/>


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# 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 Manufacturer

Date	12/20/2017
Transaction	2017 Manufacturer registration
Filing ID	<input type="text"/>
Payment type	Prepaid account
Amount	\$700.00

**Email my receipt**



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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.



# Manufacturer 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.

Manufacturer			
Name	Manufacturer	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.

Manufacturer			
Name	Manufacturer	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.](#)

Manufacturer			
Name	Manufacturer	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**

Manufacturer			
Name	Manufacturer	Corporation?	Yes
Master ID		Registration year	2017
Phone	123-456-7890	Email	
Street	Address, City, CO 11111		
Mailing	n/a		
Location of records in CO			

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

Equipment	
Bingo cards and paper	

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