

Instructions for Manufacturer's Agent New Registration

e-File

Manufacturer's Agent License New Registration

Home
Information resources
Bingo & raffles
Home
Forms
Log in
FAQs
Apply for license
Renew a license
Business organizations
Charities & fundraisers
DME suppliers
Elections & voting

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 \(PDF\)](#)

For all forms and instructions, see the [forms list](#)

Games managers

- Online training and certification
- Classroom training

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

- Navigate to the Bingo and Raffles home page
- When you are ready, select “forms list”.

Manufacturer's Agent License New Registration

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	Apply online	n/a	n/a	PDF
Renew a manufacturer license	Log in	n/a	n/a	PDF
Application for a bingo raffle manufacturer's agent license	n/a	PDF	n/a	n/a
Manufacturer licensee quarterly report	Log in	PDF	XLS	n/a

Suppliers

- Scroll down the Forms List page until you reach the Suppliers section.
- Select “Apply online” next to the **Application for a Bingo Raffle Manufacturer's Agent License** form.

Manufacturer's Agent License New Registration

The screenshot shows a web page for "Bingo-Raffle Manufacturer's Agent Registration". On the left is a vertical navigation menu with items: Home, Information resources, Bingo & raffles, Business organizations, Charities & fundraisers, DME suppliers, Elections & voting, Lobbyist, Notary public, Performing rights, Rules and regulations, UCC, and Contact us. The main content area has a title "Bingo-Raffle Manufacturer's Agent Registration" and several paragraphs of text. A red callout bubble points to the text "Your registration must be filed and paid for online with a credit card or prepaid account." with the text "You must pay online at the end of the registration process". Another red callout bubble points to the "Continue" button with the text "Make sure to have any documents you need before continuing your registration." The "Continue" button is highlighted with a red border. At the bottom of the page is a dark footer with the text "Terms & conditions | Browser compatibility".

Home

Information resources

Bingo & raffles

Business organizations

Charities & fundraisers

DME suppliers

Elections & voting

Lobbyist

Notary public

Performing rights

Rules and regulations

UCC

Contact us

Bingo-Raffle Manufacturer's Agent 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.

Terms & conditions | Browser compatibility

- 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”.

Manufacturer's Agent License New Registration

- Manufacturer's Agent information

Bingo-Raffle Manufacturer's Agent Registration

Agent information Manufacturer information Attachments Sign & submit

Registration year

*This registration is for
2018

Agent's information

* First

Middle

* Last

Suffix

Street
Must be a physical address, not a P.O. box

* Address 1

* Address 2

- Enter all required information including: Registration year, Manufacturer's Agent Name, Manufacturer's Agent Street Address, Phone #, and Email.

Manufacturer's Agent License New Registration

- Location of records

Bingo-Raffle Manufacturer's Agent Registration

Agent information | Manufacturer information | Attachments | Sign & submit

Registration year

This registration is for

2018

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

Cancel

- If the Manufacturer's Agent is not located in Colorado, you must enter a Colorado location of records.
- Once you are ready, press "Continue"

Manufacturer's Agent License New Registration

- Manufacturer Information

Bingo-Raffle Manufacturer's Agent Registration

Name Manufacturers S Agent

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

Manufacturer
*Choose the represented manufacturer.

Choose a manufacturer ▼

Cancel

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

- Select a Manufacturer from the drop down box. Only suppliers with a current Colorado license will be available from this drop down. Suppliers not shown need to register/renew.
- Once you have made your selection, the continue button will appear and you will be able to add an attachment or sign.

Manufacturer's Agent License New Registration

- Attachments

Bingo-Raffle Manufacturer's Agent Registration

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 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".

Manufacturer's Agent 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

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

- 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”.

Manufacturer's Agent License New Registration

- 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 Registration

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.

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[Add a file](#)

<input type="checkbox"/>	File	Description	Size
<input type="checkbox"/>	PDF Upload.pdf	New Registration Files	113 KB

Delete

Continue

Manufacturer's Agent License New Registration

- Sign & submit
- Both the agent and CEO or supplier must be present. Check the affirmation box to confirm.
- Review the Agent's signature information section and fill in all required information.
- Review the Manufacturer'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's Agent Registration

Name Manufacturers S Agent

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

*The agent and the manufacturer or chief executive officer of the manufacturer affirm that both parties are present for the signing of this application.

Agent's signature

I solemnly affirm under penalty of perjury as defined in §18-8-503 and punishable by law that I am the applicant herein. I have read, understand, and will comply 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 supplier and manufacturer agents licenses and the conditions of the agent's license. I further affirm that I have not 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
[Text Input Field]

Manufacturer's signature

*I am the

Manufacturer

Chief executive officer of the manufacturer

described in this application. As or on behalf of the manufacturer, I consent to representation by the above-named applicant.

* First
[Text Input Field]

Middle
[Text Input Field]

[Text Input Field]

Continue Cancel

Terms & conditions | Browser compatibility

Manufacturer's Agent 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 review a PDF draft of your registration in a new window

dynamiccontent.properties.xhtml 1 / 4

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
2018

First Middle Last Suffix
Manufacturers S Agent

Street address
123
asdf

City State ZIP/Postal code
Denver CO 80203

Business 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”.

Manufacturer's Agent License New Registration

- Payment

Payment

Bingo Payment

Name: Manufacturers S Agent

Item: 2018 Bingo-Raffle manufacturer's agent registration \$200.00

Total: \$200.00

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

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

Back

Cancel

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

Manufacturer's Agent License New Registration

- Receipt

Bingo-Raffle public home
Log in

Receipt

i 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	08/10/2018
Transaction	2018 Bingo-Raffle manufacturer's agent registration
Filing ID	[REDACTED]
Payment type	Prepaid account
Amount	\$200.00

Email my receipt

Send

Your license registration will be reviewed. You will not receive your license until your registration has been approved

- 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 Manufacturer's Agent Login and Status/ Notifications

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- Select "Log in" from the Bingo and Raffles Homepage

Manufacturer's Agent Login

Bingo-Raffle

Log in to your account

Master ID *

Password *

[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?”

Manufacturer's Agent 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.

Manufacturer's Agent 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”

Manufacturer's Agent Login

- Summary
- History
- Change password
- Log out

Summary

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

Remember, you will not receive your license until it has been approved.

Manufacturer's agent			
Name	Manufacturers S Agent	Registration year	Pending
Master ID		Phone	1111111

Actions

[History](#)

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

- 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.

Manufacturer's Agent 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.

Manufacturer's agent			
Name	Manufacturers S Agent	Registration year	Pending
Master ID		Phone	1111111

Actions
History

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

Manufacturer's Agent License Status

- Pending – Fix and resubmit

Summary
History
Change password
Log out

Summary

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

Manufacturer's agent			
Name	Manufacturers S Agent	Registration year	Pending
Master ID		Phone	1111111

Actions

[History](#)

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

- 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.

Manufacturer's Agent License Status

- Current

Summary
View & print license
History
Change password
Log out

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	Renew		

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

Actions
History
View & print license

- 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.

Manufacturer's Agent 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