



Colorado  
**Secretary of State**

# Instructions for Quarterly Report

e-Filing



# 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" sub-section and 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".



# Account login

- To begin, you will need to log in using your Master ID and password.

**Bingo-Raffle**

Log in to your account

Master ID \*

Password \*

[Forgot password?](#)





# Choosing a quarterly report to file

- On the Quarterly Report screen, you will see a list of the reports you have already filed and/or reports that are available to file, along with the Status, date the report was filed, and Gross Receipts information.
- Click the “Available” link to begin filing a new report.

**Quarterly Reports**

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]

Reports must be filed in order. [I have questions](#)

[History of all filings](#)

Report	Status	Filed on	Gross receipts		
			Bingo	Raffle	Pull Tab
2014Q4					
2014Q3					
2014Q2	<a href="#">available</a>				



# Game Types

- On this page, you will select the checkboxes for all game types for which you are reporting activity this quarter.
- "No Activity" means you didn't have any income or host any games for this quarter.
- If you choose "No Activity," you will not need to include proceeds or occasions information (see following pages).

A screenshot of a web form titled "Quarterly Report". The form contains several fields: "Master ID" with a greyed-out input box, "Name" with a greyed-out input box, and "License #" with a greyed-out input box. Below these is a section titled "Type of Games" with the instruction "Mark all that apply." and a note "Removing a game will reset the entire form." There are four checkboxes: "Bingo" (checked), "Pull tabs", "Raffles", and "No activity". At the bottom of the form are two buttons: "Next" and "Cancel".

**Quarterly Report**

Master ID

Name

License #

**Type of Games**

Mark all that apply.

Removing a game will reset the entire form.

Bingo

Pull tabs

Raffles

No activity





# Add bank account

- On the “Add bank account” screen, enter the necessary information for your bank account.
- You can enter information for up to three separate bank accounts, one of each type (Checking, Savings, and Progressive)

**Quarterly Report**

**Add bank account**

**Not visible to the public**

This account is\*

Checking

Savings

Progressive

Bank name\*

Account number\*

Bank address 1\*

Address 2

City\*

State\*

ZIP code\*

Province

Country

Beginning balance\* \$

Ending balance\* \$

**Is visible to the public**

Total number of checks written for this quarter

Check range #  to #

Number of non-check withdrawals (EFT, credit card, etc.)



# Bank info (continued)

- Once you have added your bank account(s), you will choose the applicable bank account(s) for the report you are filing.
- Alternately, you can edit or remove any bank accounts you have entered by selecting them via the checkboxes and pressing the “Delete” button.
- If you need to edit any of your account information, click on the name of the bank account.

## Quarterly Report

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]  
Games this quarter: Bingo [change](#) [Questions?](#)

Bank info | Occasions | Income | Payouts | Expenses | Totals | Attachments | Sign

### Segregated bank account information

You must have at least one account on record. You can have up to three- one checking, one savings, and one progressive account.

To update an existing account, click on the bank name.

<input type="checkbox"/>	Bank	Type	Account #	Beginning balance	Ending balance	# of checks written
<input type="checkbox"/>	<a href="#">The Best Bank</a>	Checking	-2345	\$100,000.00	\$100.00	1
<input type="checkbox"/>	<a href="#">The Better Bank</a>	Savings	1234	\$500,000.00	\$5.00	
<input type="checkbox"/>	<a href="#">The Good Bank</a>	Progressive	123	\$1,000.00	\$1.00	



# Occasions

- On the “Occasions” tab, for each game type you have selected you will need to enter the number of occasions, number of players, and dates when the games were played.
- If you selected “No Activity” earlier, you would not see this tab.

A screenshot of a web application interface titled "Quarterly Report". The page has a navigation bar with tabs: "Bank info", "Occasions", "Income", "Payouts", "Expenses", "Totals", "Attachments", and "Sign". The "Occasions" tab is active. Below the navigation bar, there is a section titled "Occasions and attendance this quarter" with a sub-section for "Bingo". The "Bingo" section contains three input fields: "Total number of bingo occasions \*" with a value of 0, "Total number of players \*" with a value of 0, and "Day(s) of the week and time(s) played \*" with a text area containing the placeholder "<Enter days and times played>". At the bottom of the form, there are three buttons: "Save", "Save & exit", and "Cancel".



# Income

- On the “Income” tab, you will need to enter the gross receipts for each game type you have selected.
- If you selected “No Activity” earlier, you would not see this tab.
- Your “Total Proceeds” will be automatically calculated as they are entered. Additionally, any required fees will also be calculated and displayed here.

### Quarterly Report

Master ID 19013000162  
Name AMERICAN LEGION 24  
License # 2014-07745  
Games this quarter Bingo [change](#) [Questions?](#)

Bank info Occasions **Income** Payouts Expenses Totals Attachments Sign

#### Receipts and income

Enter gross receipts - whole dollars only. If the amount is zero, enter 0.

**Bingo**

Regular bingo \* \$

Progressive bingo \* \$

**Totals**  
Will be automatically calculated when you Save.

Total proceeds \$0.00  
Total administrative fee due \$0.00  
[How are fees calculated?](#)

Payment will be collected online when you submit this report.



# Payouts

- Similar to the “Income” tab, you will need to enter payout distribution information for each game type you have selected.
- Your “Total Payouts” will be automatically calculated as they are entered.

### Quarterly Report

Master ID  
Name  
License #  
Games this quarter: Bingo [change](#) [Questions?](#)

Bank info Occasions Income **Payouts** Expenses Totals Attachments Sign

#### Payout distributions

Enter whole dollars only. If the amount is zero, enter 0.

**Bingo**

Regular Bingo: cash payouts \* \$

Regular Bingo: merchandise payouts \* \$

Progressive Bingo payouts at bingo occasions \* \$

**Totals**  
Will be automatically calculated when you Save.

Total payouts \$0.00



# Expenses

- Just like the previous two tabs, you will enter your expenses for each game type on the “Expenses” tab.

**Quarterly Report**

Master ID  
Name  
License #  
Games this quarter   Bingo   [change](#)

[Questions?](#)

Bank info   Occasions   Income   Payouts   **Expenses**   Totals   Attachments   Sign

**Bona fide expenses paid**

Enter amounts paid in whole dollars. If the amount is zero, enter 0.

**Bingo**

Bingo occasion rent \* \$

Bingo occasion security \* \$

Bingo occasion bookkeeping services \* \$

Regular bingo supplies and equipment \* \$

Progressive bingo supplies and equipment \* \$

**Food for volunteers** \* \$

**Janitorial services** \* \$



# Totals

- Comments in the “Comments” section are for your use only and will not be visible to the public.
- The “Totals” tab will display a summary of the calculated totals from the previous tabs (Income, fees, Payouts, and Expenses).

**Quarterly Report**

Master ID  
Name  
License #  
Games this quarter   Bingo   [change](#)   [Questions?](#)

Bank info   Occasions   **Income**   Payouts   Expenses   **Totals**   Attachments   Sign

**Totals**

Total proceeds	\$0.00
Fee	\$0.00
Payouts	\$0.00
Expenses paid	\$0.00
Expenses owed	\$0.00
Net Proceeds	<b>\$0.00</b>

**Comments** (not visible to the public)  
1000 char max. If you need more room, add an attachment on the next tab.



# Attachments

- You will need to attach your LE-21 Schedule A on the “Attachments” tab.
- You also have the option to attach any other forms that should be included with your report.
- Click the “Add a file” link to browse for your attachment(s).

The screenshot shows a web interface for a "Quarterly Report". At the top right, the title "Quarterly Report" is displayed. Below the title, there are fields for "Master ID", "Name", and "License #". A "Games this quarter" field shows "Bingo" with a "change" link. A "Questions?" link is located on the right side. A navigation bar contains tabs for "Bank info", "Occasions", "Income", "Payouts", "Expenses", "Totals", "Attachments", and "Sign". The "Attachments" tab is currently selected. Below the navigation bar, the "Attachments" section contains the following text: "You must attach your LE-21 Schedule A - Distribution of Proceeds.", "Attach any other forms that should be included with this report. Forms must be attached here if you want to include them in your online quarterly report- forms are not accepted on paper.", and "Combined size of all files must be 4 MB or less. 1 MB = 1024 KB. Files must be in PDF format." There is a blue "Add a file" link. Below it is a table with columns for "File", "Description", and "Size", which is currently empty with the text "No records found." and a "Delete" button. At the bottom of the page, there are "Save", "Save & exit", and "Cancel" buttons.



# Sign

- On the “Sign” tab, you will need to enter the information for whomever completed this Report. Note: all rejects and confirmations will go to the email address entered.
- You will be able to review all of the information in this Report before it is submitted (see next page).

**Quarterly Report**

Master ID  
Name  
License #

Games this quarter    Bingo    [change](#)    [Questions?](#)

Bank info   Occasions   Income   Payouts   Expenses   Totals   Attachments   Sign

Complete this page when your report is ready to be submitted.

**Person filing**

First \*

Middle

Last \*

Title \*

Email \*

Business phone \*

Home phone

I solemnly affirm under penalty of perjury, as defined in section 18-8-503, C.R.S. and punishable by law, that I am fully and duly authorized to file this report, that I have read the report and know its contents, and that it is true and complete.



# Review

- Before you submit your Quarterly Report, you will be able to preview all of the information you have entered to make sure it is accurate. To make any changes, click the “Back” button.
- If everything is complete and accurate, click the “Confirm and file” button.

**Review**

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]

**Review your report**

If a PDF copy does not appear below, [open your report in a new window](#) to review it.

LE-21 Quarterly Report  
Colorado Secretary of State  
Bingo and Raffles Program  
1100 Larimer, 5th floor  
Denver, CO 80202

Organization information  
Bingo/Raffle license number: [REDACTED] Year: [REDACTED] Quarter: [REDACTED]

Type of games  
 Bingo  Pull tabs  Raffles  No activity

Occasions and attendance  
Bingo  
Total number of bingo occasions: [REDACTED]  
Total number of players: [REDACTED]  
Days of the week and times played  
[REDACTED]

Receipts and Income  
Bingo  
Regular bingo \$ [REDACTED] 1.00  
Progressive bingo \$ [REDACTED] 1.00

Page 1 of 1 Rev. 9/23/09



# Payment

- If you are required to pay any fees, you will be taken to the “Payment” page after your report is submitted.

## Payment

Master ID  
Name  
License #

**Amount**

Quarterly report 2014Q4	\$100.00
<b>Total</b>	<b>\$100.00</b>

**Payment Method\***

Credit or Debit  
 Prepaid account



# Receipt

- Once you have paid any applicable fees, you will see this receipt page.
- To send an email copy of this receipt, enter an email address and click the “Send” button.

**Receipt**

**i** Your filing was successful.

You will receive an email when your form has been processed.

You can print this receipt for your records.

Master ID [REDACTED]  
Name [REDACTED]  
License # [REDACTED]

Date	03/04/2015
Transaction	Quarterly report 2014Q2
Filing ID	[REDACTED]
Payment type	Prepaid account
Amount	\$49.50

Email my receipt



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)