



Colorado
Secretary of State

Instructions for Non-Profit 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 two links: "Instructions (PDF)". Below these are two more links: "Quarterly report" and "Instructions (PDF)". Further down, there is a section for organizations that have never been licensed, with a link "Apply for a new license" and "Instructions (PDF)". At the bottom, there is a "Need help?" section with a link "Tutorial - Applying for & renewing a license".



Log in via forms list

- Alternatively, you can login from the Bingo Bingo-Raffle Forms List Page
- Select “Log in” next to “Renew a 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 past, log in to your account to file a renewal--do not apply for a new license. If you have questions, please call us at 303-869-4910.	Apply online	PDF	Paper filing (PDF) e-Filing tutorial
Renew a license	Log in	PDF	Paper filing (PDF) e-Filing tutorial
LE38: Games manager certificate application/oath	n/a	PDF	n/a



Bingo-Raffle License Renewal

- To login, you will need your Master ID and Password. If you have forgotten your password, use the Forgot Password link to reset.

A screenshot of the Bingo-Raffle login page. The page has a white background with the title "Bingo-Raffle" in bold black text at the top right. Below the title, the text "Log in to your account" is centered. There are two input fields: "Master ID *" and "Password *", both with asterisks indicating they are required. Below the input fields, there is a "Log in" button and a blue link for "Forgot password?".

Bingo-Raffle

Log in to your account

Master ID *

Password *

[Forgot password?](#)



Renew

- Once logged in you will see your Summary Page. Under the License section, Renewal, you will select the “Renew” link.

Summary

Organization			
Name		Type	
Master ID		Incorporated or founded	
FEIN		Registration year	
Phone		Email	
Street			
Mailing			

License			
License #		Start	01/07/2015
Status	Expired	Expire	12/31/2015
Games	Bingo, Raffles	Renewal	Renew
Quarterly report exemption			
Number of members in good standing			
Last games manager oath signed by			
Last authorized individual signature			

If this link is not visible please contact our office at 303-869-4910





Bingo – Raffle License Renewal

- To continue with the Renewal process, Review and prepare the required documents of Membership Roster and the Officer & Board Members names and addresses. Once your documents are ready to attach, select “continue”
- Note: You must pay online at the end of the renewal process.

Bingo-Raffle Renewal

Your registration must be filed and paid for online. You can't file a renewal if you have outstanding quarterly report fines or filings.

You will need your certified games manager's license number.

The following documents must be attached to your application:

- Membership roster.
- Names and addresses of additional officers and board members (if necessary).

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

Once your documents are ready to attach, you can continue.



Organization Info

- Review and update Organization info. Renewal year, number of active members in good standing, and any edits or additions for address, phone and email. Select “continue”

A screenshot of the "Bingo-Raffle Renewal" web form. The title "Bingo-Raffle Renewal" is centered at the top. Below the title, there are two tabs: "Organization info" (which is highlighted with a red border) and "Officers & members". To the right of these tabs are several other tabs: "Games manager", "Game types", "Game info", "Attachments", and "Sign & submit". Below the tabs, the form contains the following fields:

- Master ID**
Name
- Renewal year**
This renewal is for* 2016 (dropdown menu)
- Organization's information**
 - Master ID #
 - Name
 - FEIN
 - Type of organization
 - Date of incorporation or foundation
 - Number of active members in good standing* (text input field)



Officers & members

- You must add at least one officer or board member. You may add up to 3, any additional add as an attachment in the attachments section. When complete, select “continue”

Bingo-Raffle Renewal

Master ID
Name

Organization info **Officers & members** Games manager Game types Game info Attachments Sign & submit

Officers or board members

You must add at least one officer or board member. You can add up to three here.

Additional officers and board members can be included in an attachment.

→ [Add officer or board member](#)

Cancel

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Games manager

- Update your Games manager information. The current Games Manager's details will populate by default, but you may choose a different games manager if needed.
- You will be required to attest to the 3 Games manager C.R.S statements.
- When complete, select "continue"

A screenshot of the "Bingo-Raffle Renewal" web form. The form has a navigation bar with tabs: "Organization info", "Officers & members", "Games manager" (highlighted with a red box), "Game types", "Game info", "Attachments", and "Sign & submit". Below the navigation bar, the "Games manager in charge" section is visible. It includes a "License # *" field with a red arrow pointing to a blue link that says "Choose a different games manager". Below this are fields for "Name:", "Address:", "Phone:", and "Email:". At the bottom of the form, there is a section titled "Under penalty of perjury as defined in C.R.S 18-8-503 and punishable by law, mark the boxes to attest to the following: *". This section contains three checkboxes with corresponding text: 1) "The games manager has read and is familiar with the provisions of the Colorado constitution, statutes, and rules governing bingo and raffles.", 2) "The games manager will be responsible for the conduct of all games of chance activities in accord with those provisions and the terms of the bingo-raffle license.", 3) "The games manager has been certified as a games manager by the Secretary of State in accordance with C.R.S. 12-9-105 (2)". At the bottom of the form, there are "Continue" and "Cancel" buttons.



Game Types

- Update Game types. Choose from Bingo, Raffle, Pull Tabs or all 3. Previously selected games may be populated already.
- Add in the specific purpose for the net proceeds.
- Select “continue”

A screenshot of a web form titled "Bingo-Raffle Renewal". The form has a navigation bar with tabs: "Organization info", "Officers & members", "Games manager", "Game types" (highlighted with a red box), "Game info", "Attachments", and "Sign & submit". Below the navigation bar, there is a section labeled "Games" with the sub-label "Type of games*". It contains three checkboxes: "Bingo" (checked), "Raffles" (checked), and "Pull tabs" (unchecked). Below this is a text area labeled "Specific purpose for net proceeds*" with a character limit of "250 char max (250 remaining.)". The text area is empty and highlighted with a red box. At the bottom of the form, there are two buttons: "Continue" and "Cancel".



Game info - Bingo

- Complete the required Game info for each of the games types you have selected. (Unselected types will not display)
- Add a location, up to 3 for Bingo.
- Select “continue”

A screenshot of a web application interface titled "Bingo-Raffle Renewal". The page has a navigation bar with tabs: "Organization info", "Officers & members", "Games manager", "Game types", "Game info" (highlighted with a red box), "Attachments", and "Sign & submit". Below the navigation bar, there are fields for "Master ID" and "Name". A red arrow points to a link labeled "Add a location" under the "Bingo" section. Below this link, there is a form with a "Location" input field and a checkbox labeled "Not a commercial hall -". There are "Delete", "Continue", and "Cancel" buttons at the bottom of the form.



Game info - Raffles

- Raffle Game info, add up to 6 locations. Dates and times of drawings are required. Select “continue”

Bingo-Raffle Renewal

Master ID
Name

Organization info Officers & members Games manager Game types **Game info** Attachments Sign & submit

[Bingo Raffles](#)

Raffles

→ [Add a location](#)

Location

Raffle 1, City, CO, 80222

Raffle 2, city, CO, 80222

Delete

Dates and times of drawings*
200 char max (200 remaining)



Attachments

- Attachments are required for Membership roster and any additional office & board members.
- Select “add a file”

Bingo-Raffle Renewal

Master ID
Name

Organization info Officers & members Games manager Game types Game info **Attachments** Sign & submit

Attachments

You must attach:

- Membership roster.
- Names and addresses of additional officers and board members (if necessary).

Documents must be attached here in order to include them in your registration.

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](#)

<input type="checkbox"/>	File	Description	Size
No records found.			



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)

- All attached files will display and allow you to Delete if needed. Once all are added select “Continue”.

Bingo-Raffle Renewal

Master ID
Name

Organization info Officers & members Games manager Game types Game info **Attachments** Sign & submit

Attachments

You must attach:

- Membership roster.
- Names and addresses of additional officers and board members (if necessary).

Documents must be attached here in order to include them in your registration.

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](#)

<input type="checkbox"/>	File	Description	Size
<input type="checkbox"/>	Test.pdf	Training	80 KB

[Delete](#)



Sign & Submit

Sign & submit to complete your renewal. The Filer's information includes, name and address. You will be given an opportunity to review your full application in PDF form. Once reviewed you must continue to Payment

Bingo-Raffle Renewal

Master ID
Name

Organization info Officers & members Games manager Game types Game info Attachments **Sign & submit**

Filer's information

I am an authorized individual pursuant to the organizational articles/bylaws to make this application on behalf of the above-named organization, and the organization is eligible for licensing pursuant to the provisions of Article XVIII shown above. I have read the referenced constitutional provisions and the laws and rules governing bingo and raffles and will be responsible for the applicant's compliance with them. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating, or conducting games of chance or for assisting therein except as provided in Article 9 of Title 12, Colorado Revised Statutes. I solemnly swear, under penalty of perjury as defined in C.R.S. 18-9-503 and punishable by law, that I have read and know the contents of this application, and all the matters set forth are true and complete to my knowledge.

First*

Middle

Last*

Suffix

Address 1*

Address 2



Review PDF and Payment

- Review PDF. Once reviewed, you must continue to payment by selecting “Pay Now”
- This is a review only page, you will need to continue through payment before submitting.

The screenshot shows a web form titled "LE-7 Bingo-Raffle Renewal" from the Colorado Secretary of State. The form is displayed in a PDF viewer window. At the top of the page, a red box highlights the text "You're not done yet." with a red arrow pointing to it. Below this, there is a message: "Review your renewal and then click on Pay now to continue." and a link: "If a PDF copy does not appear below, [open the form in a new window](#) to review it." The form itself contains the following fields:

- Master ID# (empty)
- Year: 2016
- Organization name (empty)
- Type of organization (empty)
- FEIN (empty)
- Incorporation or founding date (empty)
- Number of active members in good standing (empty)
- Street address (empty)

At the bottom of the form, a green "Pay Now" button is highlighted with a red box. Below it is a "Back" button.



Payment

You may pay with Credit or Debit or Prepaid Account. Once submitted you will be taken to a receipt page.

Payment

Name Training

Amount

2016 Bingo-Raffle registration	\$100.00
	<hr/>
Total	\$100.00

Payment Method*

Credit or Debit

Prepaid account



Receipt

Filing submitted. You will receive notice your filing was submitted and you may enter your email address to have your receipt sent to you.

Note: Your submission will be reviewed and if accepted, you will receive a license at that time.

The screenshot shows a web interface with a sidebar menu on the left containing items like Summary, History, Quarterly reports, Games managers, Fines, Change password, and Log out. The main content area displays a confirmation message: "Your filing was submitted." This message is highlighted with a red box, and an arrow points from it to another red box containing the text: "This does not mean you have been issued a License. You will receive an email when your License has been approved and is available for printing." Below the message is a table with the following data:

Date	08/15/2016
Transaction	2016 Bingo-Raffle renewal
Filing ID	
Payment type	Prepaid account
Amount	\$100.00

Below the table, there is a section titled "Email my receipt" with an input field and a "Send" button.



Status and Notifications

There are several different statuses your renewal may have and different notifications that inform you. To view the Status you will need to login to your Summary Page.

- Initial Renewal Submission –Status is Pending
 - email notification confirming renewal was submitted
- Renewal rejected –Status is Pending
 - email notification your renewal was rejected and why, and a link to fix & resubmit
- Renewal approved –Status is Current
 - Email notification your renewal was approved



Expired License

License Expired. Use the Renew link under the License section to renew.

Summary

Organization			
Name		Type	
Master ID		Incorporated or founded	
FEIN		Registration year	2015
Phone		Email	
Street			
Mailing			

License			
License #		Start	10/01/2015
Status	Expired	Expire	12/31/2015
Games	Raffles	Renewal	Renew
Quarterly report exemption			
Number of members in good standing			
Last games manager oath signed by			
Last authorized individual signature			



Current License

- A current license will show “Current” next to Status within the License section of the summary page.

Summary

Organization			
Name	BRStatusView	Type	Educational
Master ID	20163003648	Incorporated or founded	02/02/2002
FEIN	88-8888888	Registration year	2016
Phone	000-000-0000	Email	S@S.net
Street	123, Denver, CO 99999		
Mailing	n/a		

License			
License #	2016-10837	Start	09/30/2016
Status	Current	Expire	12/31/2016
Games	Dingo, Pull tabs, Raffles	Renewal	You can renew starting 11/01/2016 if you have no outstanding quarterly report fines or filings.
Quarterly report exemption	No		
Number of members in good standing	0		
Last games manager oath signed by			
Last authorized individual signature	BRStatus View BRStatus View		



Colorado
Secretary of State

Contact

If you have Bingo-Raffle questions or need additional assistance please contact the Bingo-Raffles program by:

Phone at 303-869-4910

or

Email at licensing@coloradosos.gov