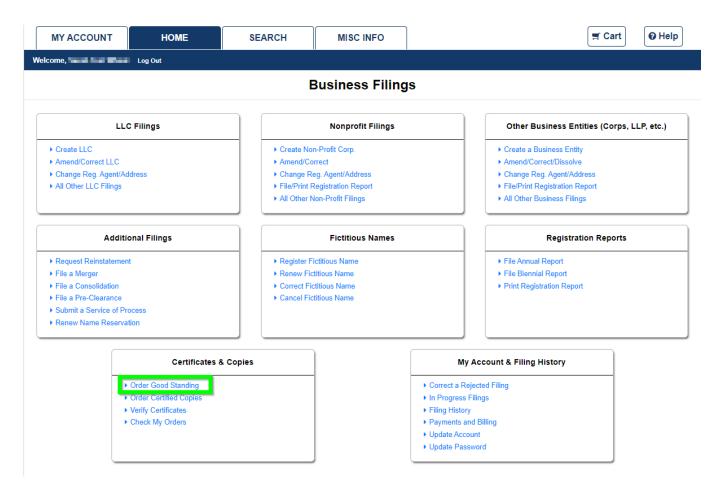


# ORDERING A CERTIFICATE OF GOOD STANDING

A STEP-BY-STEP GUIDE TO USING THE SECRETARY OF STATE'S ONLINE BUSINESS FILING SYSTEM

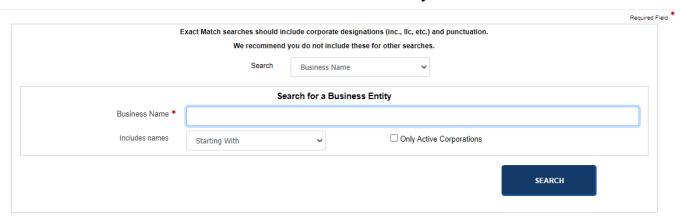


Once the user has logged in, they are taken to their dashboard page. Shown below. Click the "Order Good Standing" in the Certificates & Copies section near the bottom.



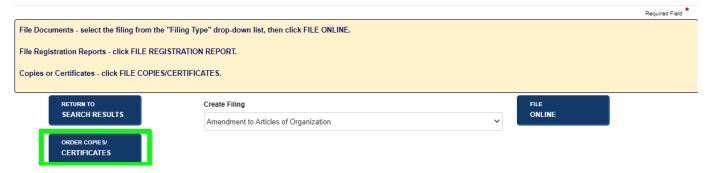
Enter the search criteria and select "Search". The results will display below. From the search results list, the user will select the entity for which they are ordering the certificate for.

### Search for a Business Entity

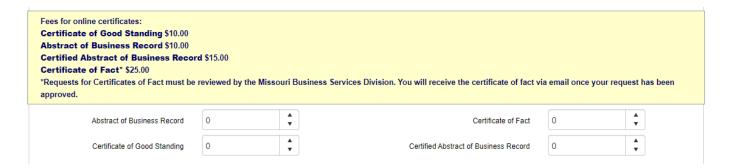


The user will be taken to the entities profile. Select "Order Copies/Certificates", shown below.

## Limited Liability Company Details as of 5/4/2021



Select the items to be ordered and then select "Add to Cart" to continue to the shopping cart.



In the shopping cart there will be an option to "Payment", "Order Copies/Certificates" or to "Add Another Filing".

# **Shopping Cart**



Click "Payment" to proceed to the cart and make a purchase.

Selecting "Payment" continues to the process of payment. The user will select Credit Card or Electronic Check to complete the transaction, and then select "Payment. The user will fill out payment information. Once completed, the user will be taken to the order summary. The option to "View Details" will take the user to another page where they can view and print the PDF of the Certificate. Shown below.

### ORDER SUMMARY

