



Missouri Secretary of State
Business Services

ORDERING A CERTIFICATE OF GOOD STANDING

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



Missouri Secretary of State

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.

The screenshot shows a user dashboard with a navigation bar at the top containing 'MY ACCOUNT', 'HOME', 'SEARCH', and 'MISC INFO'. Below the navigation bar is a 'Business Filings' section with several categories:

- LLC Filings:** Create LLC, Amend/Correct LLC, Change Reg. Agent/Address, All Other LLC Filings.
- Nonprofit Filings:** Create Non-Profit Corp., Amend/Correct, Change Reg. Agent/Address, File/Print Registration Report, All Other Non-Profit Filings.
- Other Business Entities (Corps, LLP, etc.):** Create a Business Entity, Amend/Correct/Dissolve, Change Reg. Agent/Address, File/Print Registration Report, All Other Business Filings.
- Additional Filings:** Request Reinstatement, File a Merger, File a Consolidation, File a Pre-Clearance, Submit a Service of Process, Renew Name Reservation.
- Fictitious Names:** Register Fictitious Name, Renew Fictitious Name, Correct Fictitious Name, Cancel Fictitious Name.
- Registration Reports:** File Annual Report, File Biennial Report, Print Registration Report.
- Certificates & Copies:** Order Good Standing (highlighted), Order Certified Copies, Verify Certificates, Check My Orders.
- My Account & Filing History:** Correct a Rejected Filing, In Progress Filings, Filing History, Payments and Billing, Update Account, Update Password.

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

Required Field *

Exact Match searches should include corporate designations (inc., llc, etc.) and punctuation.
We recommend you do not include these for other searches.

Search

Search for a Business Entity

Business Name *

Includes names Only Active Corporations

SEARCH

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

Limited Liability Company Details as of 5/4/2021

Required Field *

File Documents - select the filing from the "Filing Type" drop-down list, then click FILE ONLINE.

File Registration Reports - click FILE REGISTRATION REPORT.

Copies or Certificates - click FILE COPIES/CERTIFICATES.

RETURN TO
SEARCH RESULTS

Create Filing

Amendment to Articles of Organization

FILE
ONLINE

ORDER COPIES/
CERTIFICATES

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

Fees for online certificates:

Certificate of Good Standing \$10.00

Abstract of Business Record \$10.00

Certified Abstract of Business Record \$15.00

Certificate of Fact* \$25.00

*Requests for Certificates of Fact must be reviewed by the Missouri Business Services Division. You will receive the certificate of fact via email once your request has been approved.

Abstract of Business Record

0

Certificate of Fact

0

Certificate of Good Standing

0

Certified Abstract of Business Record

0

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

Shopping Cart

Required Field *

SHOPPING CART

PAYMENT

CORRESPONDENCE

ADD
ANOTHER FILING

ORDER COPIES/
CERTIFICATES

Shopping Cart

Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount	Total Due
<input type="button" value="Modify"/> <input type="button" value="Remove from Cart"/> <input type="button" value="Delete"/>	1	Application for Fictitious Name Registration		1	Fictitious Name Registration (D) \$7.00	\$7.00

Total Items 1 Total Due: \$7.00 plus convenience fee*

A small convenience fee will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

NEXT:
PAYMENT

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

VIEW/PRINT
ORDER SUMMARY

Filer	View Filer Details	Amount Paid	\$11.25
Payment Method	View Payment Method Details	Payment Method	Credit Card
Payment Authorization	View Payment Authorization Details	Payment Authorization	Approved

Order Items

Actions	Queue Item No	Description	Regarding Entity	Fee	Status
View Details	[REDACTED]	Certificate of Good Standing		\$10.00	Accepted
		Convenience Fee		\$1.25	

Convenience fees are not assessed, collected or retained by the state.