

ORDERING A CERTIFICATE OF GOOD STANDING

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



Search at the top of the screen for the entity name or charter number. Click on your entity.

≡		Q Search by Entity Name or Charter Number	A	@-
(?) Dashboard	Hi John, what would you like to do next?	Update a Company	Submissions by Status	
Search - C Verify Cert	Registering a Company There are many different types of companies that can be incorporated. Please, click the button below to see the list of company incorporation forms.	Search for a company		
New Filing Q UCC Search	Create new Company	Other Companies Information Available You have access to other companies data, after selecting an entity you will be able to see the full profile, related parties and purchase documents.		

Click the "Copies/Certificates" tab at the top. Select "Order" for "Certificate of Good Standing" to view delivery options.

(7) Dashboard Q Search - C	Wheek's Appliance Sales and Service, B.C.	
Verify Cert E	Filings (2) Copies/Certificates (8)	Type to filter
UCC Search	Certificate of Good Standing	S10.00 Entity Name Order Type
Service of My Filings	Abstract of Business Record	\$10.00 Umited Liability Company - Domestic Order Status Active Active
Messages Orders	Certified Abstract of Business Record	\$15.00 Order Due Date
Payments	Filings	S10.00 Order Reg. Address
(?) Help	Filings and Registration Reports	\$10.00 Order

Choose the delivery option of email or fax and then click "Add to Cart".

	Type to filter
Certificate of Good Standing	\$10.00 Order
Delivery Email Fax	Total: \$10.00 Add to Cart

Click on your cart in the top right, then click "Checkout".

	📜 1 Item(s): Total: \$10.00	Ļ	
Shopping Cart			×
		Total: \$	\$10.00
Certificate of Good Standing Type: Electronic - Email	Copies 1	Total \$10.00	団
		Chee	kout

Click "Continue".

O				0
Shopping Cart			Delive	ery Details
		Т	otal: \$10.00	
Certificate of Good Standing Type: Beerronic - Email	Copies 1	Total \$10.00	(III)	

Click "Confirm and Continue", then make your payment selection and proceed to MagicPay to process your payment.

	Shopping Cart		Delivery Details
l would like to pay by	Credit Card	Electronic Check	
You will be redirected to our	r payment provider Magio	Pay for payment. Please do not close the w	rindow or
Proceed to MagicPay C	redit Card Payment		

Fill out payment information and select "Next Step: Review Payment".

	📜 Payment Information		📜 Shopping Cart	¢
ease select your Pa	yment Method		Online BSD	\$10.00
Credit Card			Subtotal Projected Card Fee	\$10.00 \$1.25
Name on Card			Projected eCheck Fee	\$0.50
Card Number			× Cancel Tr	ransaction
Expiration Month	07	~		
Expiration Year	2020	~		
Security Code		0		
Card Postal Code				
Amount Due	\$ 10.00			
Payment	\$ 10 . 00			

After reviewing the payment, you'll confirm the transaction and be taken to the order summary where you can download a receipt.

📀 Items Complete				Payment Received. Thank you!
Certificate of Good Standing Type: Electronic - Online Only	Copies 1	Total \$10.00	Submitted	Transaction Number
				Amount Paid \$10.00
				🛃 Download Receipt

If you selected to have your certificate available online, you will go into the "Orders" option on the left side menu.

At the top of the list should be your report. Click the download arrow and print your Certificate of Good Standing.

