



Missouri Secretary of State
Business Services

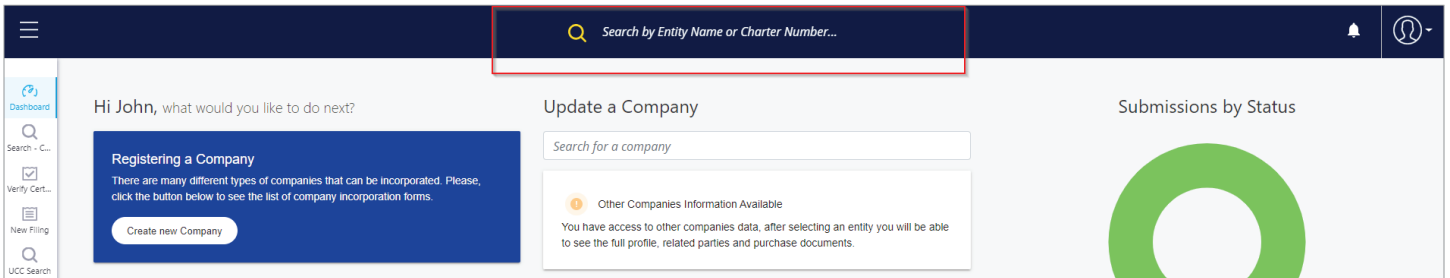
ORDERING A CERTIFICATE OF GOOD STANDING

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

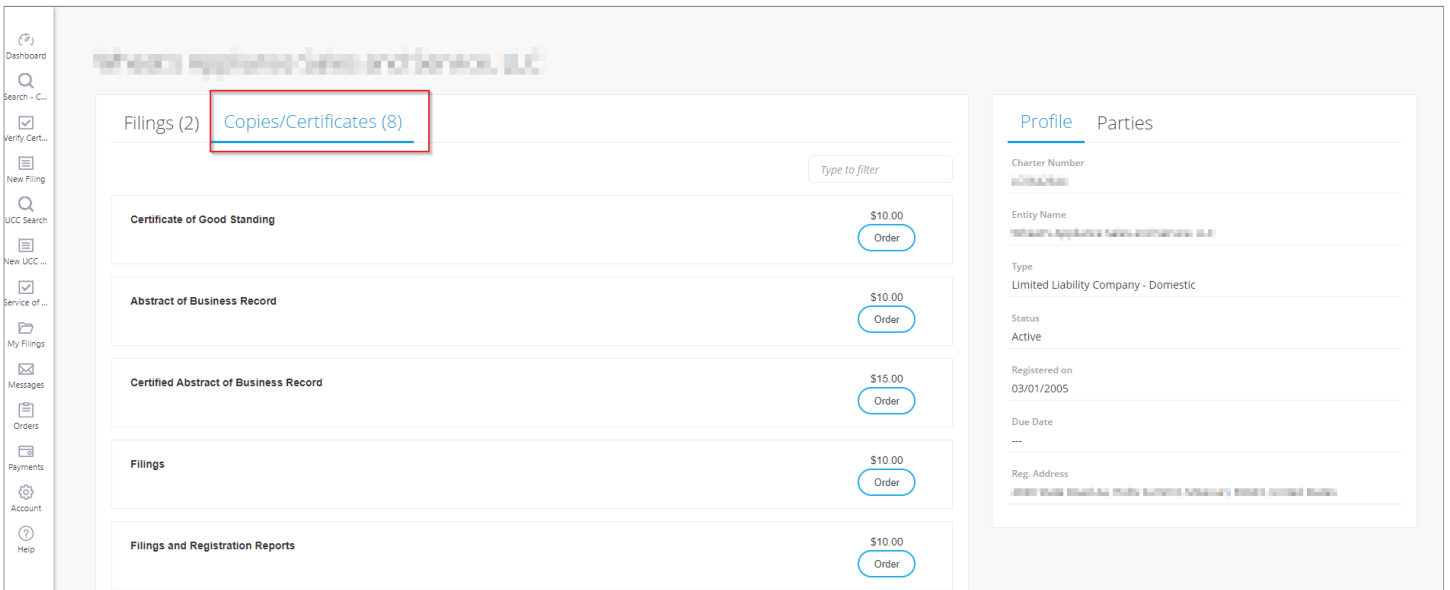


Missouri Secretary of State
John R. Ashcroft

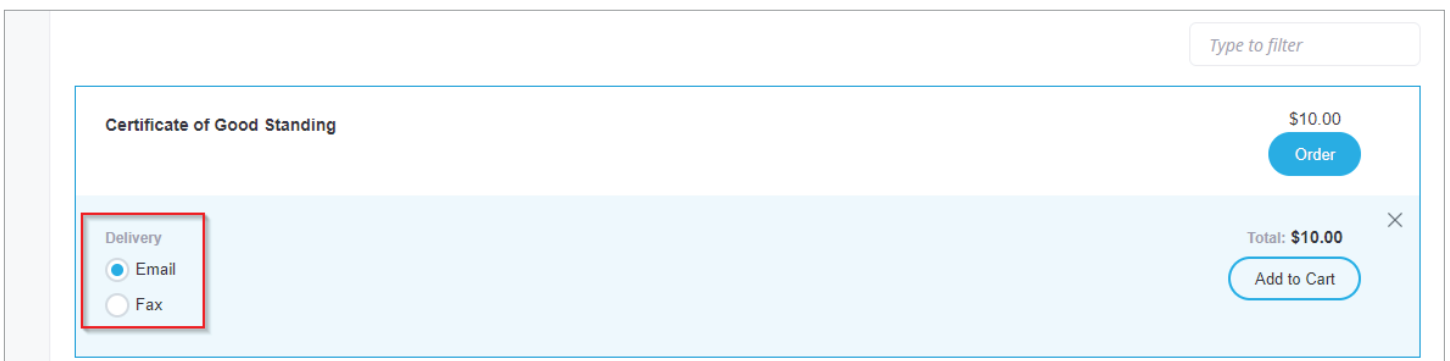
Search at the top of the screen for the entity name or charter number. Click on your entity.



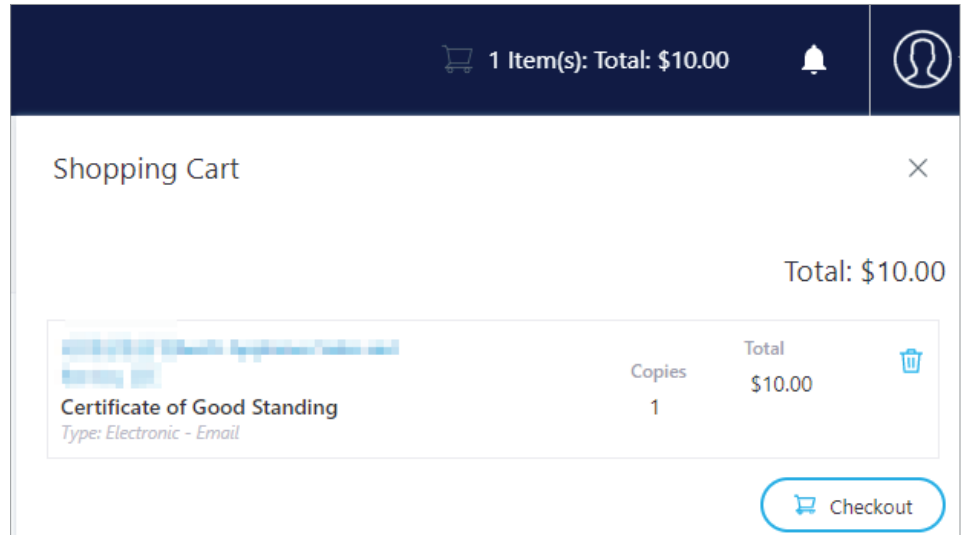
Click the "Copies/Certificates" tab at the top. Select "Order" for "Certificate of Good Standing" to view delivery options.



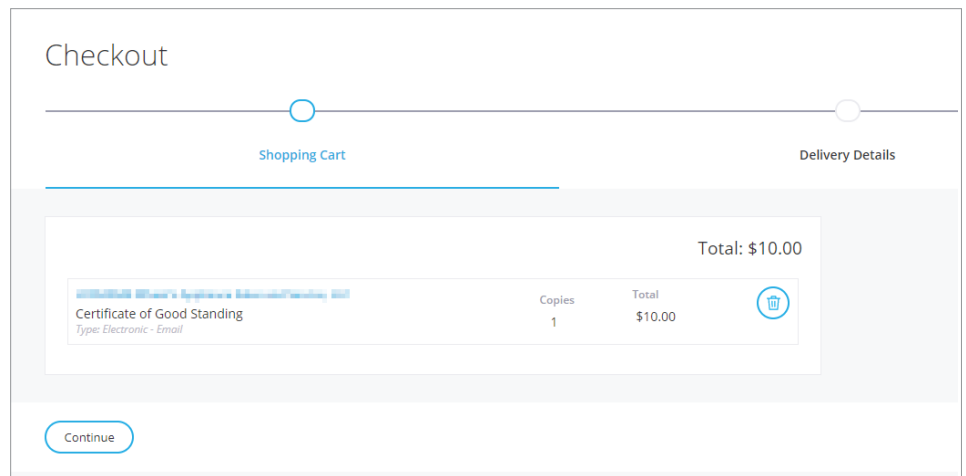
Choose the delivery option of email or fax and then click "Add to Cart".



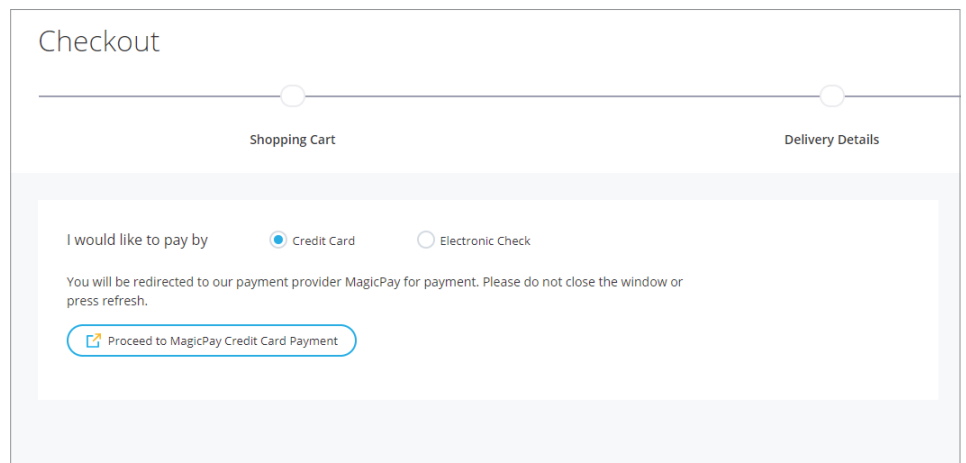
Click on your cart in the top right, then click "Checkout".



Click "Continue".



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



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

Payment Information

Please select your Payment Method

Credit Card

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Name on Card

Card Number

Expiration Month

Expiration Year

Security Code

Card Postal Code

Amount Due \$ 10.00

Payment \$ 10 . 00

Next Step: Review Payment

Shopping Cart

Online BSD	\$10.00
Subtotal	\$10.00
Projected Card Fee	\$1.25
Projected eCheck Fee	\$0.50

Cancel Transaction

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

Items Complete

Certificate of Good Standing
Type: Electronic - Online Only

Copies 1 Total \$10.00 Submitted

Payment Received. Thank you!

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.

