

FILING A DOCUMENT

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



The homepage for the business services online filing system is pictured below. This is where the user will log into the system to submit a filing. In the lower left corner, enter required login ID and password, and select the option to login. Once logged in, the user will be taken to their

MY ACCOUNT	HOME	SEARCH	MISC INFO	@ Hel			
Business Registration Online Portal							
				Required			
		Welcome to th	e Missouri Online Business Filing S	System			
he Corporations Unit of Iissouri.	the Secretary of State is a	responsible for the creat	tion and maintenance filings for all do	omestic and out-of-state business entities doing business in			
uese husiness entities in	clude for profit and popp	rofit cornorations energy	ialized husiness entities such as profes	ssional comprations, close comprations, agricultural connerativ			
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In the image below, the user will see all filings that are available online. Select the filing that they wish to complete.



The example below is for the Registration of a Fictitious Name. All items with an asterisk (*) are required to be completed. The buttons at the bottom will navigate you through the process and the green bar at the top details where the user is at in the process.

		BUSINE	ESS NAME	TO BE REGIS	TERED		
							Required Field
	FICTITIOUS NAME	ADDRESS	OWNERS	REVIEW FILING	SIGNATURE(S)	SHOPPING CART	
I using the same nam ctitious registration c urance Company, Ins ou want to use one o	ne. The fictitious name regist cannot be filed electronically surance Co, Insurance Comp of these designations in the n	ration expires 5 years if any of the following ame, you must submit	from the filing date. (g (with or without punc t a paper filing to the s	Chapter 417, RSMo) ctuation) is in the busine Secretary of State's Offic	ss name: Bank, Banki e, where the name ma	ng Trust, Trust Company, Tru y be reviewed.	ist Co, Trust Comp,
		The un	ndersigned is doing bus	iness under the following	name:		
Name *		The un	ndersigned is doing bus	iness under the following	name:		
Name *		The un	ndersigned is doing bus	iness under the following	name:		
Name *		The un	ndersigned is doing bus	iness under the following	name:		

When finishing the process, the user will choose to "Shopping Cart". If any required information is missing, they will receive an error.

The undersigned be 575.040 RSMo. for r	d believes the statements presented in this filing are true and correct to the best of their knowledge and belief, they understand that they are subject to the penalties provided under section for making a false declaration under Section 575.060 RSMo	
PREVIOUS: REVIEW FILING		NEXT: SHOPPING CART

Once all required information is entered and the user chooses to add the filing to the shopping cart, there will be an option to "Payment", "Order Copies/Certificates" or to "Add Another Filing".

							Require
		SHOPPING CART	PAYMENT		CORRESPON	IDENCE	
ADD ANOTHER FILING				ER COPIES/ TIFICATES			
Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount		Total
Modify Remove from Cart Delete	1	Application for Fictitious Name Registration		1	Fictitious Name Registrati \$7.00	on (D)	\$7.00
al Items 1				Total D	ue: \$7.00	plus convenience f	ee*
small convenience ow convenience fee	fee will es are ca	be calculated once a payment method is lculated here.	s selected. Convenience fees are	not assessed,	, collected or retained l	by the state. You ma	y read more about
						k –	NEYT-

Shopping Cart

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 where they can print/view the receipt.

VIEW/PRINT ORDER SUMMARY		Filer	West, Sank Ten 2018 Balantani An Auto Sanata, MC 40001	Amount Paid Payment Method Payment Authorization	\$8.25 Credit Card		
tems							
Actions	Queue Item No		Description	Regarding Entity	Fee	Status	
View Details	A DOUBLE DO		Application for Fictitious Name Registration	teri (\$7.00	Accepted	
			Convenience Fee		\$1.25		