

UPDATING YOUR PASSWORD

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



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The homepage for the business services online filing system is pictured below. In the lower left corner, the user will select the Login option to access your account. To update your password, select "I forgot my password".

MY ACCOUNT	HOME	SEARCH	MISC INFO	• Help
		Business	Registration Or	nline Portal
				Required Field
		Welcome to the	Missouri Online Busines	ess Filing System
The Corporations Unit of Missouri. These business entities ir and mutual associations, Normal office hours are I IMPORTANT NOTICE All customers must have if you have any questions	f the Secretary of State is include for-profit and nonp and limited liability comp Monday-Friday 8:00am-5 2 an account to file a corpo 5.	responsible for the creati rofit corporations, specia panies, limited partnershi :00PM excluding state ar rate filing. Searching is	on and maintenance filing dized business entities suc ps and others. We strive to nd federal holidays. free to the public. Please co	gs for all domestic and out-of-state business entities doing business in ch as professional corporations, close corporations, agricultural cooperatives o provide accurate and current information for all customers. contact our office at corporations@sos.mo.gov or call toll free 1-866-223-6535
Му				
	Account		Business Search	Verify Certificates

If this is your first time using our new system, you will receive a message, shown below.

Business Registration Online Portal

8 We have detected that this is your first time logging into our new system. For security purposes, you will need to update your password. An email will be sent to the registered email for this account with a temporary password. We recommend that you login and update your password in your profile.

If you selected the option to reset your password you will need to complete the information that is shown on the right and submit.

l forgot my password							
Enter your Login ID and Email Address. The new password will be sent to you. Please note that the Login ID and Email Address must match the Login ID and Email Address linked to the online account you have created.							
Login ID *							
Email Address *							
SUBMIT	CANCEL						

Both options will send an email to the email address that is registered with your account. The email will contain a temporary password. If you do not receive the email in your inbox, check your spam or junk folders.

요 Reply (Q Reply All Q Forward				
	Password Recovery - Email Confirmation	3:16		
-	This message was sent with High importance. We removed extra line breaks from this message.			
	Dear lanasi shimasi,			
	A password reset was requested for a user with this email address. Your new password is:			
	It is recommended that you login to the Missouri Business Registration System and update your password in your profile.			
	Thank you, Business Services Division Office of the Missouri Secretary of State			
	If you are not an intended recipient of this e-mail transmission, please notify the Missouri Secretary of State's Office at <u>corporations@sos.mo.gov</u> and permanently delete any record of this transmission. Your cooperation is appreciated.	ł		
	JAMES C. KIRKPATRICK STATE INFORMATION CENTER 600 W. MAIN STREET • PO Box 778 • JEFFERSON CITY 65102 ADMINISTRATIVE RULES • BUSINESS SERVICES • ELECTIONS • PUBLICATIONS • SECURITIE STATE ARCHIVES • STATE LIBRARY • WOLFNER LIBRARY	S •		

We recommend you update your password for security purposes.

To do so, log in with your temporary password. Select the HOME tab and in the bottom right hand of the screen you will see the account options and "Update Password".

