Missouri Secretary of State
Business Services

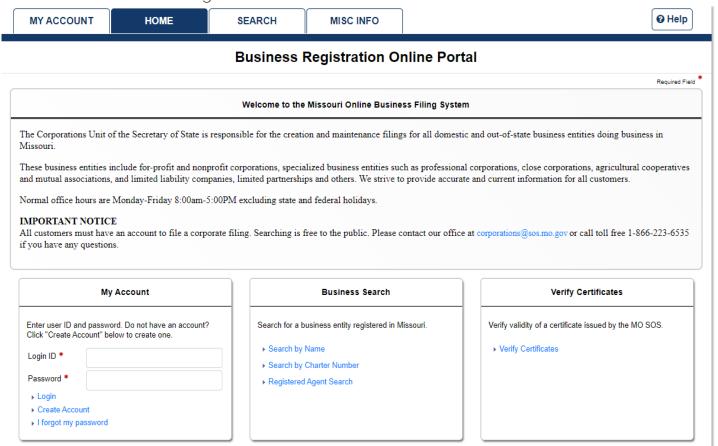
REGISTERING A FICTIOUS NAME

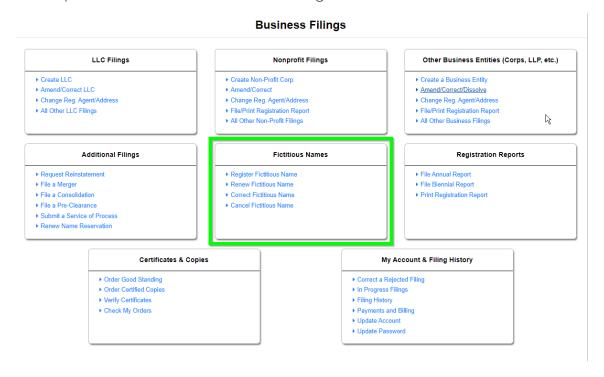## A STEP-BY-STEP GUIDE TO USING THE SECRETARY OF STATE'S ONLINE BUSINESS FILING SYSTEM

Missouri Secretary of State

The homepage for the business services online filing system is pictured below. In the lower left corner, the user will enter your login information. If you do not have an account, you will need to create one before moving forward.

| MY ACCOUNT | HOME | SEARCH | MISC INFO | | ❓ Help |

Business Registration Online Portal

Required Field *

Welcome to the Missouri Online Business Filing System

The Corporations Unit of the Secretary of State is responsible for the creation and maintenance filings for all domestic and out-of-state business entities doing business in Missouri.

These business entities include for-profit and nonprofit corporations, specialized business entities such as professional corporations, close corporations, agricultural cooperatives and mutual associations, and limited liability companies, limited partnerships and others. We strive to provide accurate and current information for all customers.

Normal office hours are Monday-Friday 8:00am-5:00PM excluding state and federal holidays.

IMPORTANT NOTICE
All customers must have an account to file a corporate filing. Searching is free to the public. Please contact our office at corporations@sos.mo.gov or call toll free 1-866-223-6535 if you have any questions.

My Account	Business Search	Verify Certificates
Enter user ID and password. Do not have an account? Click "Create Account" below to create one.	Search for a business entity registered in Missouri.	Verify validity of a certificate issued by the MO SOS.
Login ID *	▸ Search by Name	▸ Verify Certificates
Password *	▸ Search by Charter Number	
▸ Login	▸ Registered Agent Search	
▸ Create Account		
▸ I forgot my password		

Once logged in, you will be taken to your dashboard. On the center of the screen is the fictitious name options, shown below. Select to "Register Fictitious Name".

Business Filings

LLC Filings	Nonprofit Filings	Other Business Entities (Corps, LLP, etc.)
▸ Create LLC	▸ Create Non-Profit Corp.	▸ Create a Business Entity
▸ Amend/Correct LLC	▸ Amend/Correct	▸ Amend/Correct/Dissolve
▸ Change Reg. Agent/Address	▸ Change Reg. Agent/Address	▸ Change Reg. Agent/Address
▸ All Other LLC Filings	▸ File/Print Registration Report	▸ File/Print Registration Report
	▸ All Other Non-Profit Filings	▸ All Other Business Filings

Additional Filings	Fictitious Names	Registration Reports
▸ Request Reinstatement	▸ Register Fictitious Name	▸ File Annual Report
▸ File a Merger	▸ Renew Fictitious Name	▸ File Biennial Report
▸ File a Consolidation	▸ Correct Fictitious Name	▸ Print Registration Report
▸ File a Pre-Clearance	▸ Cancel Fictitious Name	
▸ Submit a Service of Process		
▸ Renew Name Reservation		

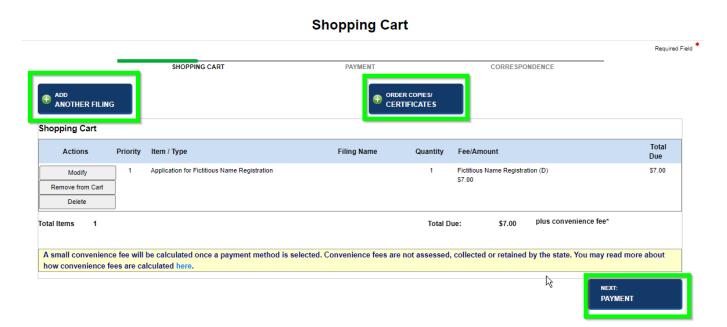| Certificates & Copies	My Account & Filing History
▸ Order Good Standing	▸ Correct a Rejected Filing
▸ Order Certified Copies	▸ In Progress Filings
▸ Verify Certificates	▸ Filing History
▸ Check My Orders	▸ Payments and Billing
	▸ Update Account
	▸ Update Password

The image below shows how to navigate to the previous and next pages along with status bar of your registration. You will move through each step entering the required information.

BUSINESS NAME TO BE REGISTERED

Required Field *

FICTITIOUS NAME   ADDRESS   OWNERS   REVIEW FILING   SIGNATURE(S)   SHOPPING CART

This information is for the use of the public and gives no protection to the name being registered. There is no provision in this Chapter to keep another person or business entity from adopting and using the same name. The fictitious name registration expires 5 years from the filing date. (Chapter 417, RSMo)

A fictitious registration cannot be filed electronically if any of the following (with or without punctuation) is in the business name: Bank, Banking Trust, Trust Company, Trust Co, Trust Comp, Insurance Company, Insurance Co, Insurance Comp

If you want to use one of these designations in the name, you must submit a paper filing to the Secretary of State's Office, where the name may be reviewed.

The undersigned is doing business under the following name:

Name *

PREVIOUS:
NEW FILING

NEXT:
ADDRESS

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

☑ The undersigned 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 575.040 RSMo. 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".

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
Modify Remove from Cart 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

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.