REGISTERING A FICTIONAL NAME

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. In the lower left corner, the user will enter their login information. If you do not have an account, you will need to create one before moving forward.

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 Registration Online Portal**

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 1-866-223-6335 if you have any questions.

**My Account**

- Enter user ID and password. Do not have an account? Click 'Create Account' below to create one.
- Login ID
- Password
- Login
- Create Account
- I forgot my password

**Business Search**

- Search for a business entity registered in Missouri.
  - Search by Name
  - Search by Charter Number
  - Registered Agent Search

**Verify Certificates**

- Verify validity of a certificate issued by the MO SOS.
  - Verify Certificates

**Business Filings**

- LLC Filings
  - Create LLC
  - Amend/Correct LLC
  - Change Reg Agent Address
  - All Other LLC Filings

- Nonprofit Filings
  - Create Non-Profit Corp.
  - Amend/Correct
  - Change Reg Agent Address
  - File/Print Registration Report
  - All Other Non-Profit Filings

- Additional Filings
  - Request Reinstatement
  - File a Merger
  - File a Consolidation
  - File a Pre-Clearance
  - Submit a Service of Process
  - Renew Name Reservation

- Fictitious Names
  - Register Fictitious Name
  - Renew Fictitious Name
  - Correct Fictitious Name
  - Cancel Fictitious Name

- Registration Reports
  - File Annual Report
  - File Dissolution Report
  - File Print Registration Report

- Certificates & Copies
  - Order Good Standing
  - Order Certified Copies
  - Verify Certificates
  - Check My Order

- My Account & Filing History
  - Correct a Rejected Filing
  - In Progress Filings
  - Filing History
  - 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.

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

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”.

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.
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.