



Missouri Secretary of State  
**Business Services**

---

# **REGISTERING A FOR PROFIT ENTITY**

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.

The screenshot shows the homepage of the Business Registration Online Portal. At the top, there are navigation tabs: MY ACCOUNT, HOME (highlighted), SEARCH, and MISC INFO. A Help icon is located in the top right corner. Below the navigation is a header section titled "Business Registration Online Portal" with a "Required Field" indicator. The main content area is titled "Welcome to the Missouri Online Business Filing System" and contains the following text:

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](mailto:corporations@sos.mo.gov) or call toll free 1-866-223-6535 if you have any questions.

Below the text are three main service boxes:

- My Account:** Includes a login form with fields for "Login ID" and "Password", both marked as required. Below the form are links for "Login", "Create Account", and "I forgot my password".
- Business Search:** Includes a search prompt and three links: "Search by Name", "Search by Charter Number", and "Registered Agent Search".
- Verify Certificates:** Includes a prompt to verify validity and a link for "Verify Certificates".

Once logged in, you will be taken to your dashboard. On the top left of the screen is the "Other Business Entities" options, shown below. Select to "Create a Business Entity".

### Business Filings

The screenshot shows the "Business Filings" dashboard with three main categories:

- 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
- Other Business Entities (Corps, LLP, etc.):**
  - ▶ Create a Business Entity (highlighted with a green box)
  - ▶ Amend/Correct/Dissolve
  - ▶ Change Reg. Agent/Address
  - ▶ File/Print Registration Report
  - ▶ All Other Business Filings

### Create a new entity

Select the type of entity you wish to create from the drop down menu, show on the right. Select Domestic or Foreign and "begin".

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.

### ARTICLE ONE: CORPORATION NAME

When finishing the process, you will choose "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".

### 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
<input type="button" value="Modify"/> <input type="button" value="Remove from Cart"/> <input type="button" value="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.

### ORDER SUMMARY

VIEW/PRINT ORDER SUMMARY

Filer	<a href="#">General/Florida State</a>	Amount Paid	\$8.25
	<a href="#">2008 State/Florida Inc</a>	Payment Method	Credit Card
	<a href="#">Public Service, LLC/Florida</a>	Payment Authorization	<a href="#">[Link]</a>

**Order Items**

Actions	Queue Item No	Description	Regarding Entity	Fee	Status
<input type="button" value="View Details"/>	[Redacted]	Application for Fictitious Name Registration	[Redacted]	\$7.00	Accepted
		Convenience Fee		\$1.25	

Convenience fees are not assessed, collected or retained by the state.