REGISTERING A FOR PROFIT ENTITY

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 top left of the screen is the ‘Other Business Entities’ options, shown below. Select to ‘Create a Business Entity’.
Select the type of entity you wish to create from the drop down menu, shown on the right. Select Domestic of 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

Enter corporation name, then click the NEXT button. Enter Name Reservation Number if you have one available.

Name has to be distinguishable from any other entity registered as a corporation, LP, LLP, or LLC name or name reservation.

Name must contain the word corporation, company, incorporated, or limited or shall end with an abbreviation of one of said words [Inc., Co, Corp, Ltd.]

NameReservationNumber

Name must contain the word "corporation", "company", "incorporated", or "limited" or end with an abbreviation of one of said words [Inc., Co, Corp, Ltd.].

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”.

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.