REGISTERING A LIMITED LIABILITY COMPANY (LLC)
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 your 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 are the LLC filings options, shown below. Select to 'Create LLC'.

**Business Filings**
Confirm the correct type is shown in the drop down menu, shown below is "Limited Liability Company". Then select domestic or foreign and "Begin" to start your registration.

Please Note: A credit card or other electronic payment method is required to complete an online creation filing.
If you have questions, contact the Corporations Division at 1.866.223.6535.

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.

The following should be considered when determining the name of the limited liability company:
A. The name must be distinguishable from the name of a domestic limited liability company currently in existence, any foreign limited liability company which is qualified and in good standing, any corporation, limited partnership, limited liability partnership, limited liability limited partnership, or a name which is currently reserved.
B. The limited liability company name may not be one that might imply that the company is a government agency.
C. The words corporation, incorporated, limited partnership, L.P. or Ltd., or an abbreviation of one of such words, may not be used in the name.

Must include "Limited Liability Company," "Limited Company," "LC," "L.C." "LLC," or "LLC"
You must indicate how long the LLC will operate until it dissolves, is the LLC managed by members or managers and specify the purpose for which the LLC is organized.

If establishing a series LLC, check the box “Series LLC”. You will be prompted to upload any supporting LLC 1A documents.

Specify a registered agent. A registered agent is an individual/organization who receives all notifications of due process for the company.
LLCs may have a maximum of five organizers listed for online filing. To list six or more organizers, you must submit a paper filing. Organizers do not have to be members or owners of the company, nor do they have to be managers of the company. Once the organizers information has been added select "save organizer".

Complete the principal office address of the LLC. A PO Box may only be used in conjunction with a physical street address.

Review the filing and select the box to acknowledge that the information provided above is true and correct. If changes need to be made, select the "update" button next to the section you would like to make changes to.

Add a signor to your online registration form and confirm all information on your filing is true and correct by checking the agreement box below the signor 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”.

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.