

REQUEST A RESCISSION PACKET

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



Log into the Business Services Online Portal and click the Request Reinstatement from the Additional Filings menu, shown below.



The next page will provide the user with the option to enter their charter number or search by name. The Charter number can be found on the notice of dissolution.

	Create a New Entity	File an Amendment	File a Registration Report						
	Charter No. *			FILE AMENDMENT					
	Search by name if you do	not know the Charter No.	SEARCH BY NAME						
Please Note: A credit card or other electronic payment method is required to complete an online filing.									

Once "File Amendment" has been selected, the user will be taken to the entity profile where they will select the blue button for "Request Rescission PACKET".

Pusiness Entity Details										
Business Entity Details										
		Required Field *								
If you wish to request a rescission package online,	click the REQUEST RESCISSION PACKET button.									
If you have already requested a rescission packet, you may file a reinstatement online by selecting the correct reinstatement filing from the Filing Type drop-down list and then clicking the FILE ONLINE button.										
To view copies or certificates, click the VIEW DOCU	UMENT button.									
	~									
ORDER COPIES/ CERTIFICATES		REQUEST RESCISSION PACKET								
General Information Filings Principal	Office Address Contact(s)									

Once the request button has been selected the user will be taken to the shopping cart, there will be an option for "Next View- Documentation", "Order Copies/Certificates", or to "Add another Filing".

Shopping Cart							
			APT				Require
ADD ANOTHER FILING	3						
Shopping Cart							
Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount		Total Due
Modify Remove from Cart Delete	1	Rescission Packet Org, Inc.		1	Rescission Packet (D) \$0.00		\$0.00
Total Items 1				Total	Due: \$0.00	plus convenience fee*	
A small convenience fe	e fee will ees are ca	be calculated once a payment r Iculated here.	method is selected. Convenience	e fees are not assessed	d, collected or retained	by the state. You may re	ead more about
						NEX DO	CUMENTATION

Selecting "Next view- Documentation" continues the request process. The system will then gather all the information needed to build the packet. Do <u>not</u> leave this page, do <u>not</u> refresh the page. Do <u>not</u> close the window.

Shopping Cart								
WE ARE GATHERING AL	E GATHERING ALL THE DOCUMENTS THAT ARE NEEDED FOR YOUR FILING WHICH COULD TAKE SEVERAL MINUT PLEASE WAIT FOR THE PAGE TO REFRESH.							
		Rescience Packet (D) S0 00						
Total Items 1								

Once completed the order summary screen will display, select view details to download your rescission packet and documents.

ORDER SUMMARY									
	VIEW/PRINT		Filer	Ebra. 49	Amount Paid	\$0.00			
	ORDER SUMMARY			600 W Main St	Payment Method				
		-		Jefferson City, MO 65101	Payment Authorization				
Order	Order Items								
	Actions	Queue Item No		Description	Regarding Entity	Fee	Status		
	View Details	ORI-09222022-0169		Rescission Packet	The second secon	\$0.00	Accepted		
Convenience fees are not assessed, collected or retained by the state.									