



Missouri Secretary of State
Business Services

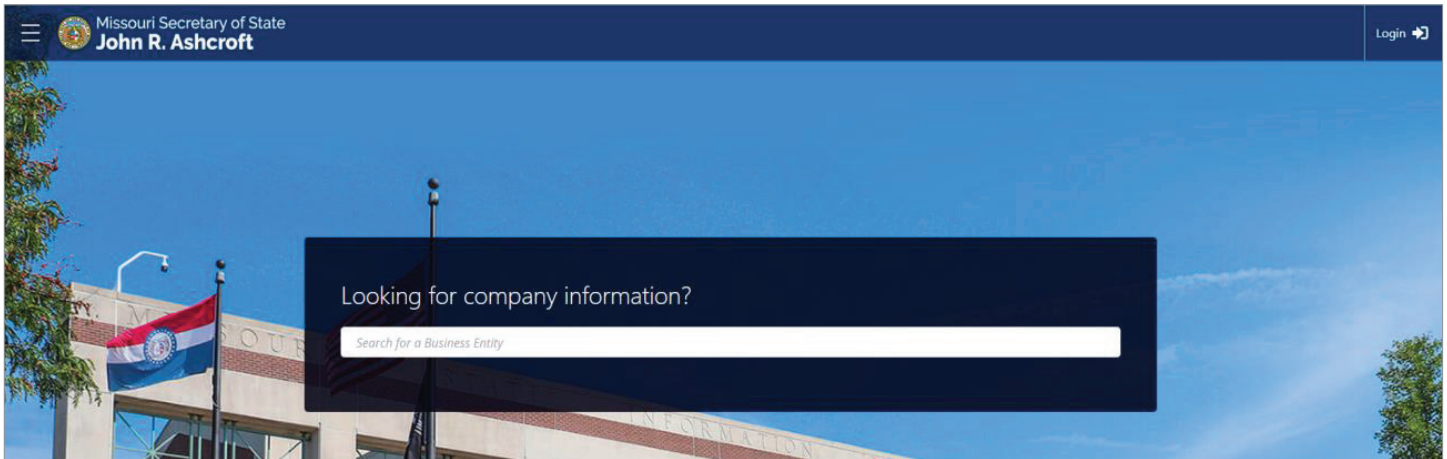
FILING A DOCUMENT

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

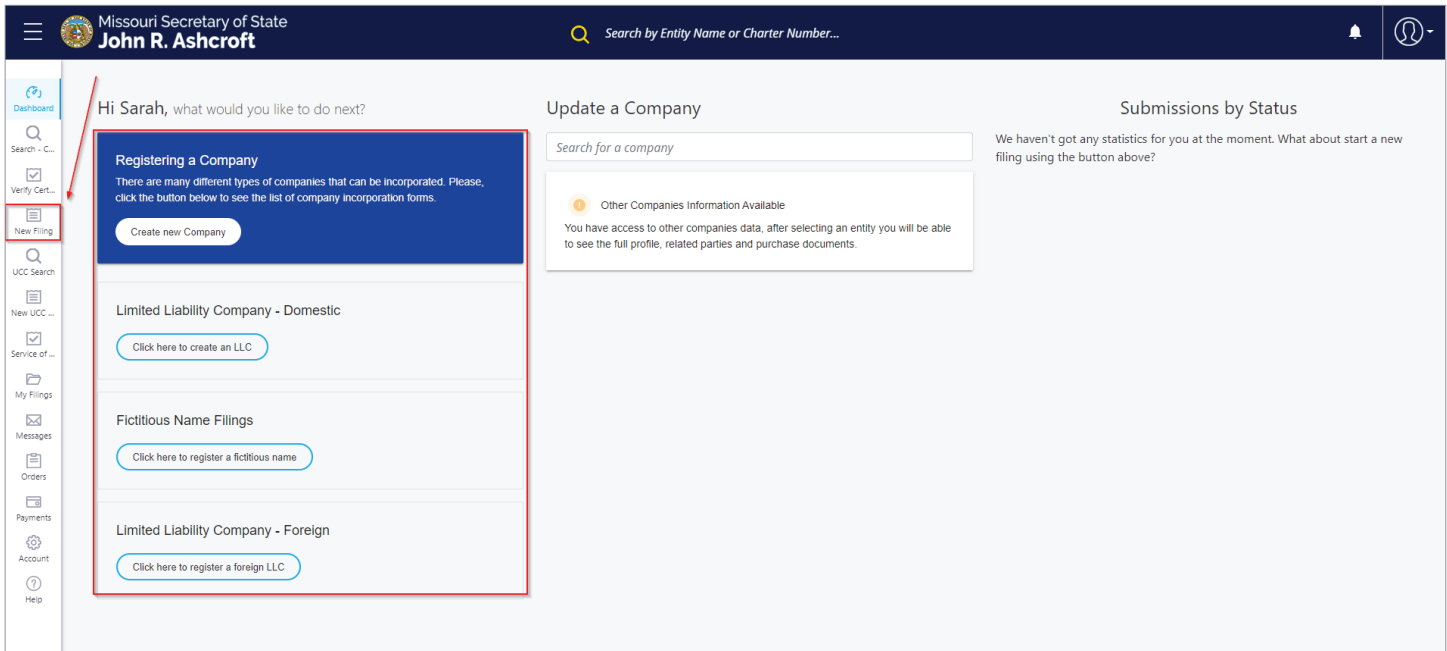


Missouri Secretary of State
John R. Ashcroft

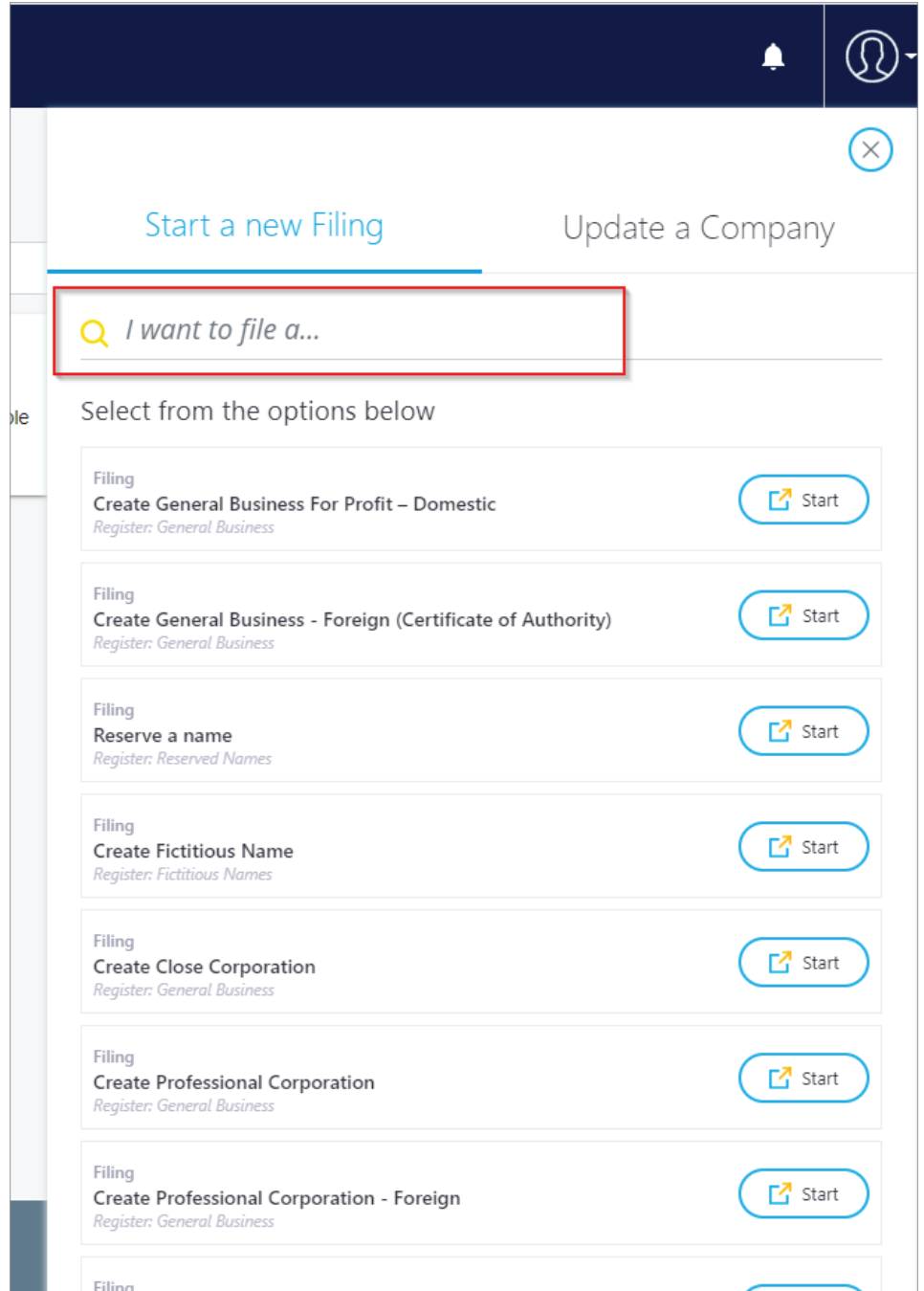
The homepage for the business services online filing system is pictured below. This is where you will log into the system to submit a filing. In the upper right corner, select the option to login. Once you enter your username and password, you will be taken to your dashboard.



In the image below, you will see on the left side menu, there is an option for a "new filing". Commonly used filings appear in the first column within the large red square.



If using the smaller square on the left side menu, a new menu will appear on the right side of the screen. This menu will give the user options to "Start a New Filing" or "Update a Company". If the user is opting to create a new filing for a new business, they can filter by searching using the "I want to file a..." search box or select from the list by choosing the "Start" button on the right hand side of the chosen filing.



The example below is for the Registration of a Fictitious Name. Additional information will appear on the right side of the screen as you move through the process. All items with an asterisk (*) are required to be completed.

Registration of Fictitious Name

Progress: New Registration [0] | Owners [1] | Signatures [2] | Review [3] | Payment

Business Name

Business name to be registered *

Please enter the business name to be registered and press check name for suitability.

Check Name Compliance

Business Address

Country *

United States

Search

Start typing to see address suggestions...

Reminder / Instructions

Please note the following information is required to complete this step:

- ✓ This information is for the use of the public and gives no protection to the name being registered. There is no provision in this Chapter to keep another person or business entity from adopting and using the same name. The fictitious name registration expires 5 years from the filing date. (Chapter 417, RSMo).
- ✓ A fictitious registration filed electronically with any of the following (with or without punctuation) words in the business name: Bank, Banking Trust, Trust Company, Trust Co, Trust Comp, Insurance Company, Insurance Co, Insurance Comp. If you want to use one of these designations in the name, you must upload supporting documentation to the Secretary of State's Office, where the name may be reviewed.
- ✓ A valid United States Postal Service physical street address is required.
- ✓ A PO Box can only be used in conjunction with the physical address if the zip codes are the same.

Upon completion of each section you will choose to continue by selecting "Next" or to "Save Draft".

Save Draft [a] | Next > [n]

When finishing the process, you will choose to "Submit". If any required information is missing, you will receive an error and any section that is missing required information will contain a red X at the top of the process bar.

Mandatory information not provided

Please review the steps marked in red, complete the information and try again.

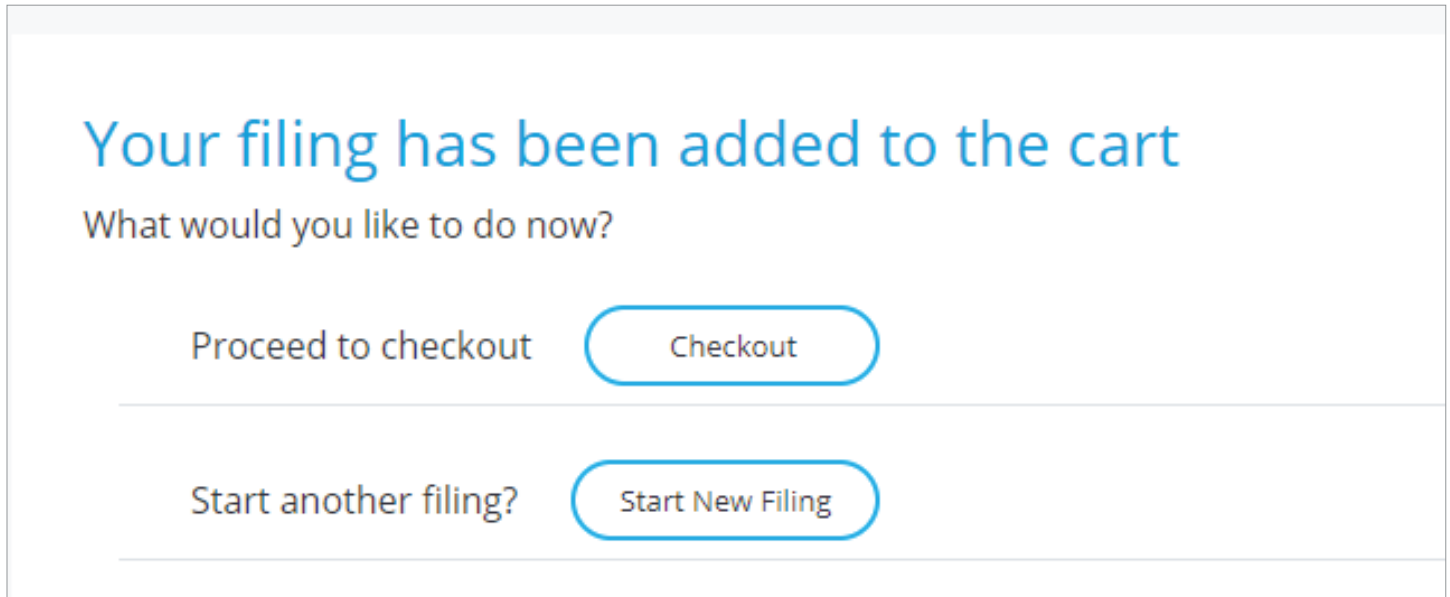
[m] < Previous | Submit [s]

Registration of Fictitious Name

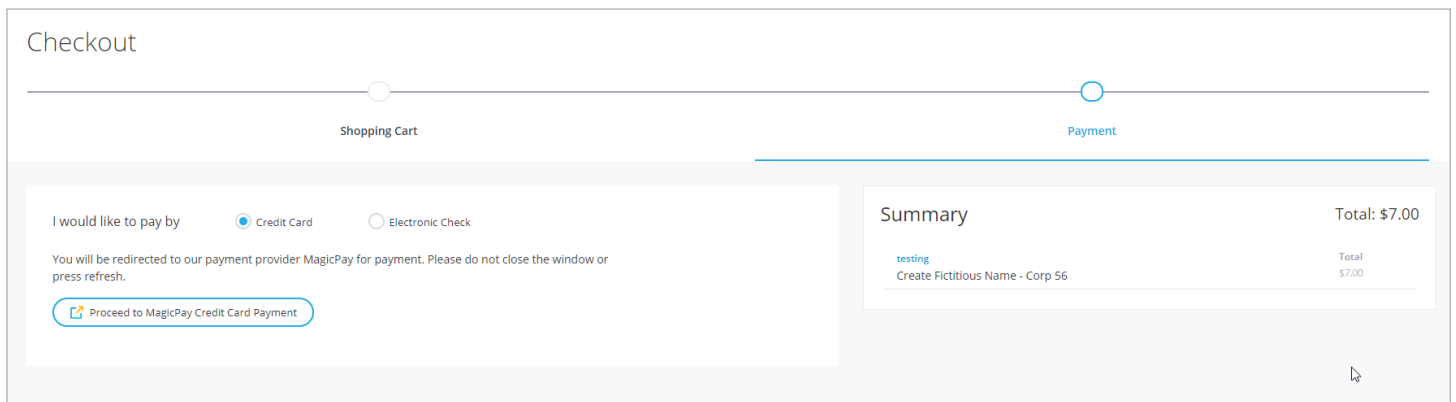
Progress: X | X

New Registration [0] | Owners [1]

Once all required information is entered and the user submits the filing, there will be an option to "Checkout" or to "Start New Filing".



Selecting "Checkout" continues to the process of payment. The user will select Credit Card or Electronic Check to complete the transaction, and then select "Proceed to MagicPay".



The user will fill out payment information and select "Next Step: Review Payment".

The screenshot shows a payment interface with two main sections: 'Payment Information' and 'Shopping Cart'.

Payment Information Section:

- Header: **Payment Information**
- Section Title: **Please select your Payment Method**
- Payment Method: **Credit Card** (Logos for VISA, MasterCard, DISCOVER, AMERICAN EXPRESS are shown)
- Fields: Name on Card, Card Number, Expiration Month (06), Expiration Year (2020), Security Code, Card Postal Code.
- Amount Due: \$ 7.00
- Payment: \$ 7 . 00
- Bottom Button: **Next Step: Review Payment**

Shopping Cart Section:

- Header: **Shopping Cart**
- Items:
 - Online BSD: \$7.00
 - Subtotal: \$7.00
 - Projected Card Fee: \$1.25
- Bottom Button: **Cancel Transaction**

After reviewing the payment, the user will confirm the transaction and be taken to the order summary where the filing and receipt can be downloaded.

The screenshot shows the order summary page with two main sections:

Items Complete Section:

- Header: **Items Complete**
- Text: **testing**, Create Fictitious Name - Corp 56, Reference No. [Redacted]
- Total: \$7.00
- Status: **Submitted** (with a green checkmark icon)
- Button: **Download your filing PDF** (highlighted with a red box)

Payment Received Section:

- Header: **Payment Received. Thank you!**
- Text: Transaction Number [Redacted]
- Text: Amount Paid \$7.00
- Button: **Download Receipt** (highlighted with a red box)