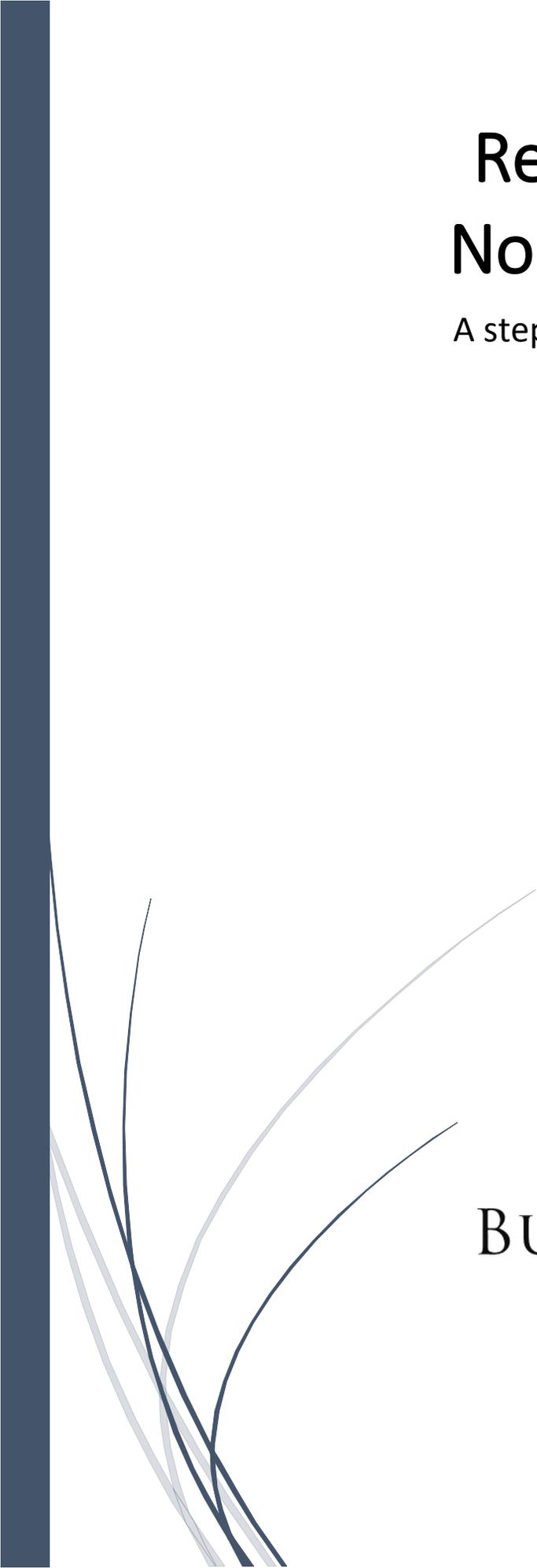


Registering a Domestic Non-Profit Corporation

A step-by-step guide to using the Secretary of
State's Online Business Filing System



BUSINESS SERVICES
MISSOURI
SECRETARY
OF STATE

This guide is designed to help individuals navigate the Missouri Secretary of State's online business filing system to file a domestic non-profit corporation. Please view our [FAQ page](#) explaining the difference between domestic and foreign entities.

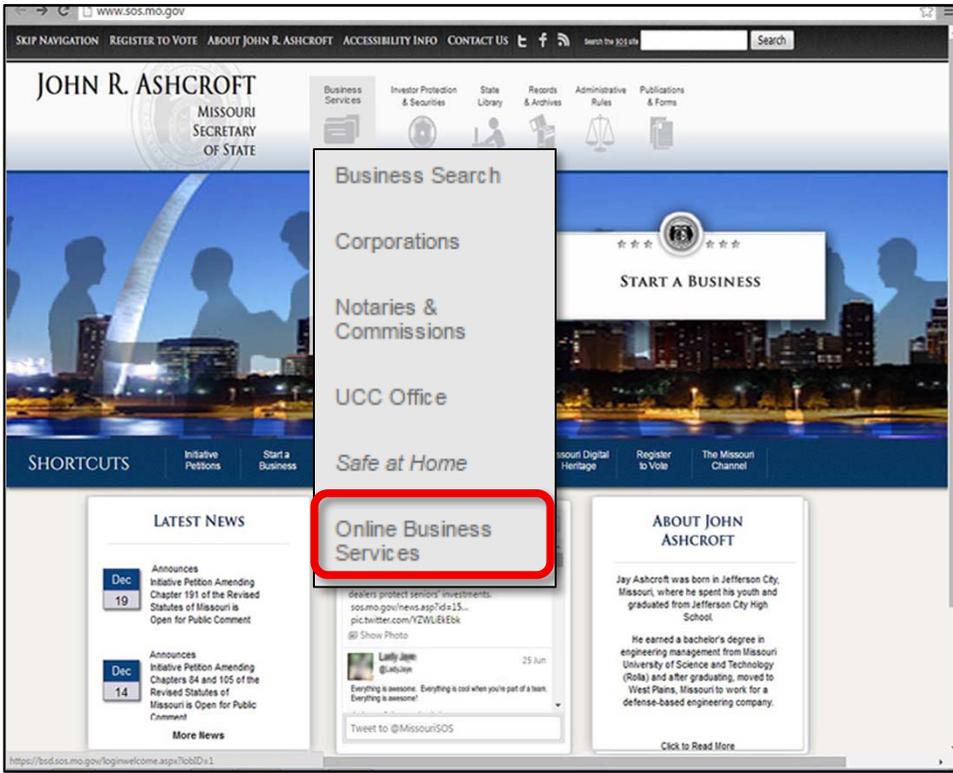
Please consult an attorney and accountant before filing with our office. Choosing the proper business entity for you and your business is an extremely important decision that must be tailored to every person's unique needs and circumstances. This guide does not provide tax or legal advice. It is only designed to navigate the Missouri Secretary of State's online filing system.

Please give us a call at 1-866-223-6535 or email us at corporations@sos.mo.gov if you have any questions about the registration process.

Links to additional business resources are listed on the final page.

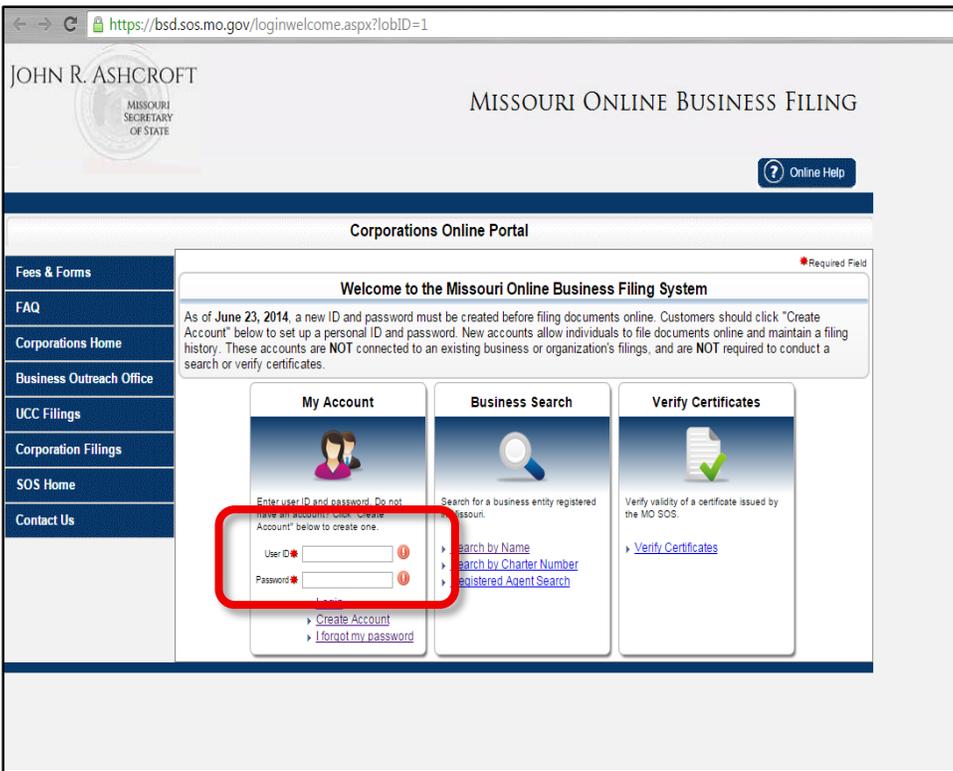
Step 1

Go to www.sos.mo.gov.



Step 2

At the top, under “Business Services,” mouse over and select the last option in the drop down menu titled, “**Online Business Services**”.



Step 3

Log into the online system. Each user must create an individual account. These accounts are unique and are separate from information associated with a business entity. If you already have an account and know your username and password, type them into the appropriate fields and click “**Login.**”

- If you do not remember your password, select “**I forgot my password**” and a temporary password will be emailed to you.
- If you do not remember your username, you will need to call our office for assistance at 1-866-223-6535 or create a new account.
- If you do not have an account, click “**Create Account**” to get started.

Create an Online Account

Select a unique User ID and Password. The secretary of state's office recommends you not share your password with others, keep it in a secure location, and change it regularly.

User ID

Password Policy?

Confirm Password

Security Question

Security Answer

Enter your name and address.

Individual Organization

Last Name First Name Middle Name

Country

Address Line 1 Address Line 2 Address Line 3

City State County

Postal Code

Phone Country Code

Email Address Confirm Email Address

The State of Missouri makes no guarantees as to the accuracy of the information accessed, the timeliness of the delivery of transactions, and makes no warranties, expressed or implied. The Secretary of State's office, including its divisions, officers, and employees, will not be responsible or liable for any loss, consequence, or damage resulting directly from reliance on the accuracy, reliability, or timeliness of the information. The burden of responsibility remains with the filer to properly provide accurate, detailed and factual information. Any person or entity that relies on information obtained from this web site does so at the person's or entity's own risk. The user assumes the risk of verifying any materials used or relied on.

The account holder accepts responsibility for the online account established with the Secretary of State and agrees that the use of the online services will be performed in a professional manner. Further the account holder agrees that the information retrieved from Secretary of State databases will be used only in the course of normal business activities. The account holder also accepts financial responsibility for all services rendered under this account, both for filings and searches, in accordance with the Missouri Revised Statutes.

I Agree to the Terms and Conditions stated above.

CREATE ACCOUNT CANCEL

Step 3 (cont.)

Enter all the appropriate information into the boxes provided.

Check the box stating "I agree to the Terms and Conditions stated above" and click "Create Account".

JOHN R. ASHCROFT
MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH

Welcome, Elizabeth Henderson [Log Out](#)

Nonprofit Filings

[Create Non-Profit Corp.](#)

[Amend/Correct](#)

[Change Req. Agent/Address](#)

[File/Print Registration Report](#)

[All Other Non-Profit Filings](#)

LLC Filings

Business Entities (S, LLP, etc.)

Additional Filings

Fictitious Names

My Account & Filing History

Step 4

After you have successfully logged in, you will be directed to the filing "Home" tab. Locate the box titled "Nonprofit Filings" box and click the first option: "Create Non-Profit Corp."

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Bailey Mitchell Log Out

Create a new entity

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Create a New Entity File an Amendment File a Registration Report

Type * Nonprofit Corporation

Select "Foreign" if the entity is incorporated in any state/country outside of Missouri

Domestic or Foreign * Domestic

Filer Mitchell, Bailey
600 W Main St
Jefferson City, MO 65101
To change this information update My Account.

BEGIN

Please Note: A credit method is required to complete an online creation filing. If you have question call 1.866.223.6535.

Step 5

From the “Create a new entity” tab, ensure “Nonprofit Corporation” is selected in the “Type” field.

From the drop down menu, select “Domestic”. Please view our [FAQ page](#) explaining the difference between domestic and foreign entities.

Click “BEGIN”.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Bailey Mitchell Log Out

CORPORATION NAME

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NAME REG. AGENT DURATION/PURPOSE INCORPORATORS REVIEW FILING SIGNATURE(S) SHOPPING CART

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 may contain the word corporation, company, incorporated, or limited or shall end with an abbreviation of one of said words (Inc., Co, Corp, Ltd.)

Name Reservation Number

Name *

PREVIOUS: NEW FILING

NEXT: REG. AGENT

Step 6

Next, you will create a legal name for your company.

- Read the instructions in yellow at the top and include “corporation,” “company,” “incorporated,” or “limited” or an abbreviation of one of those words: Inc. Co. Corp. Ltd.

- Above the “Name” field there is a field titled “Name Reservation Number”. If you have previously filed for a name reservation number, you may type it here.

- Once you’ve chosen your business name, click “REG. AGENT”.

Step 7

Specify a registered agent.

A registered agent is an individual/organization who receives all notifications of due process for the company.

[Read more about registered agents.](#)

- Click **“I DO NOT WANT TO SEARCH”** to add a Registered Agent without searching.
- Click **“SEARCH REG. AGENT”** to search the database and selecting a registered agent.

NOTE: A registered agent must consent to being the registered agent for your business.

Step 8

Clicking **“I DO NOT WANT TO SEARCH”** will force you to enter the registered agent’s information.

A physical address is required. A PO Box may only be used if a physical address is also provided on line 1.

The use of the physical address of a UPS Store or similar mailing/receiving/forwarding service for the registered agent’s address is prohibited.

Enter the appropriate information for your registered agent. When finished, click **“SAVE REG. AGENT”**.

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REGISTERED AGENT

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Specify registered agent name and address, including street and number for the registered agent's office in the state of Missouri.

Actions	Type	Name	Address	Since	To	Status
Update Delete	Reg. Agent is Individual	Smith, John	555 Mills Road Columbia, MO 65201			Active (Pending)

PREVIOUS: NAME NEXT: DURATION/PURPOSE

Step 9

Once saved, you can review and edit the Registered Agent information. From here, you may click “Update” to change the information, or click “Delete” to search for or reenter the Registered Agent information.

Click “DURATION/PURPOSE” to continue.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Bailey Mitchell Log Out

DURATION AND PURPOSE

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Specify corporation duration and purpose.
The effective date of this filing is the date it is filed by the Secretary of State of Missouri unless a future date is otherwise indicated below.

Duration: Perpetual
Purpose: Perpetual
Date

Number of Directors

Future Effective Date? Please leave this field blank if you want the filing to take effect today. If you want a future effective date, enter a date that is no more than 90 days after today.

Check if corporation will have members
 Members No Members

Check if corporation will not have members

Check if corporation would be a public benefit
 Public Benefit Mutual Benefit

Check if corporation would be a mutual benefit

Asset Distribution Specify how the assets of the corporation will be distributed on dissolution.

PREVIOUS: REG. AGENT NEXT: INCORPORATORS

Step 10

From the “Duration” dropdown menu, choose the duration of the business. Duration indicates how long the business will operate until it dissolves. The effective date of the filing will be the date it is filed by the Secretary of State of Missouri unless a future date is selected.

- *Perpetual*: the business will continue to exist until it is actively dissolved.
- *Date*: the business will dissolve upon a specified date. If you choose this option, you will be prompted to choose a date from a calendar.

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DURATION AND PURPOSE

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Specify corporation duration and purpose.
The effective date of this filing is the date it is filed by the Secretary of State of Missouri unless a future date is otherwise indicated below.

Duration: Enter the period of duration of the corporation. Perpetual

Purpose: The corporation is formed for the following purpose(s):

Number of Directors: Number of Directors to constitute the board of directors.

Future Effective Date: Please leave this field blank if you want the filing to take effect today. If you want a future effective date, enter a date that is no more than 90 days after today.

Check if corporation will have members. Check if corporation will not have members.

Asset Distribution * Specify how the assets of the corporation will be distributed on dissolution.

PREVIOUS: REG. AGENT NEXT: **INCORPORATORS**

Step 11

In the Asset Distribution box explain how the assets of the corporation will be distributed on the dissolution or closing of the corporation.

To continue to the next step, click **“INCORPORATORS”**.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Bailey Mitchell Log Out

INCORPORATORS

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Specify name and physical business or residence address of each incorporator.

Add Incorporator

Type * Incorporator

First Name * Middle Name Last Name * Suffix

Country * USA

Line 1 * Line 2 * Line 3 *

City * State * MO Zip *

SAVE **INCORPORATOR** CANCEL INCORPORATOR

Incorporators

Actions	Officers Type	Name	Address	Since	To	Status
No records to display.						

Step 12

Next to “Type” check the box before “Incorporator”.

Complete all appropriate fields and click **“SAVE INCORPORATOR”** to continue.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Bailey Mitchell Log Out

INCORPORATORS

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Specify name and physical business or residence address of each incorporator.

ADD INCORPORATOR

Actions	Officers Type	Name	Address	Since	To	Status
Update Delete	Incorporator	Smith, Mark	500 Drive Columbia, MO 65201			Active (Pending)

PREVIOUS DURATION/PURPOSE

NEXT REVIEW FILING

Step 13

Review the incorporator’s information for accuracy. To make changes, click “Update”. To erase the incorporator and start over, click “Delete”.

Click “**REVIEW FILING**” to continue.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Bailey Mitchell Log Out

REVIEW FILING

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Review the filing information carefully. You may edit any information prior to proceeding to the signature page. Please note that you must check the acknowledgement box before moving to the next page.

PREVIOUS INCORPORATORS SAVE FILING NEXT SIGNATURE(S)

Update Filer Acknowledgement Information
Filer Name: Mitchell, Bailey
Filer Address: 800 W Main, St. Jefferson City, MO 65101
Contact: Mitchell, Bailey Phone: (872) 842-8872

Update CORPORATION NAME
Name Reservation Number
Name: FAKE ONE

Update REGISTERED AGENT

Type	Name	Address	Since	To	Status
Reg. Agent is Individual	Smith, John	555 Mills Road Columbia, MO 65201			Active (Pending)

Update DURATION AND PURPOSE

Duration: Perpetual
Purpose:
Future Effective Date:
Members: Members No Members
Public Benefit: Public Benefit Mutual Benefit
Asset Distribution: they aren't

Update INCORPORATORS

I acknowledge that the information provided above is true and correct.

PREVIOUS INCORPORATORS SAVE FILING **NEXT SIGNATURE(S)**

Step 14

You will see an overview of your non-profit corporation. Review all information for accuracy before checking the box stating “*I acknowledge that the information provided above is true and correct.*”

- You may click “**SAVE FILING**” to save your progress and continue later.
- Or, you may move onto the next step by clicking “**SIGNATURE(S)**”.

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MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Bailey Mitchell Log Out

SIGNATURE(S) * Required Field

NAME	REG. AGENT	EXPIRATION/PURPOSE	INCORPORATORS	REVIEW FILING	SIGNATURE(S)	SHOPPING CART
Select from list below						
<input type="checkbox"/>	Smith, Mark		500 Drive Columbia, MO 65201			Incorporator

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo)

PREVIOUS: REVIEW FILING NEXT: SHOPPING CART

Step 15

An authorized person or organization must provide an electronic signature. To do so, select in box next to the name of the incorporator.

Also, select the box that says, "In Affirmation thereof, the facts stated about are true and correct".

After selecting the yellow box, click "SHOPPING CART" to continue.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Bailey Mitchell Log Out

Shopping Cart * Required Field

SHOPPING CART PAYMENT CORRESPONDENCE

ADD ANOTHER FILING ORDER COPIES/CERTIFICATES

Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount	Total Due
Modify	1	Articles of Incorporation (Corp 52)	Articles of Incorporation (D)	1	\$25.00	\$25.00
Remove from Cart						
Delete						

Total Items: 1 Total Due: \$25.00 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

Step 16

In your shopping cart you should see the Articles of Incorporation.

If you need to add another filing or order copies/certificates, you may click the boxes at the top.

If you are ready to move onto the payment step click "PAYMENT".

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Bailey Mitchell Log Out

Payment Information

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Shopping Cart (1 - Items)

Select Payment Method * **Credit Card**

Subtotal \$25.00
Convenience Fee \$0.00
Total \$25.00

The Missouri Secretary of State's Office accepts online payments using a credit card or E-Check (Electronic Bank Draft). E-Check is an easy and secure method that allows you to pay your filing fees or other fees or charges by bank draft.

- Electronic Bank Draft (E-Check) - You will need your routing number, checking account number, and your next check number.
- Debit & Credit Card - The Secretary of State's Office accepts MasterCard, Discover, Visa, and American Express. Debit cards are accepted and processed as credit cards.

NOTE: By accessing this filing and payment system, the user will be leaving Missouri's website and connecting to the website of Collector Solutions, Inc. The website of Collector Solutions, Inc., is a secure and confidential website.

I Agree to the Terms and Conditions stated above.

PREVIOUS: SHOPPING CART NEXT: SUBMIT PAYMENT

Step 17

Select a payment method from the drop down menu.

- The options are Credit Card or Electronic Check.
- If you'd like to pay through ACH, please contact our office at: **1-866-223-6535** or corporations@sos.mo.gov.

The [convenience fees](#) for this transaction are:

- Credit Card: \$1.25

NOTE: All credit card transactions up to \$50 are charged a flat fee of \$1.25.

- Electronic Check: \$0.50

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Your payment total 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](#).

Shopping Cart (1 - Items)

Select Payment Method * Credit Card

Credit Card Information

Card Type * Visa
Credit Card Number * CVV * What is this? Expiration * 01 - Jan 2016
Name on Card *

Billing Address

Country * USA
Street Address *
City * State * MO Postal Code *
Phone * () - -

Subtotal \$25.00
Convenience Fee \$1.25
Total \$26.25

The Missouri Secretary of State's Office accepts online payments using a credit card or E-Check (Electronic Bank Draft). E-Check is an easy and secure method that allows you to pay your filing fees or other fees or charges by bank draft.

- Electronic Bank Draft (E-Check) - You will need your routing number, checking account number, and your next check number.
- Debit & Credit Card - The Secretary of State's Office accepts MasterCard, Discover, Visa, and American Express. Debit cards are accepted and processed as credit cards.

NOTE: By accessing this filing and payment system, the user will be leaving Missouri's website and connecting to the website of Collector Solutions, Inc. The website of Collector Solutions, Inc., is a secure and confidential website.

I Agree to the Terms and Conditions stated above.

I Agree to the Terms and Conditions stated above.

PREVIOUS: SHOPPING CART NEXT: SUBMIT PAYMENT

Step 18

Complete the payment information.

Click "I Agree to the terms and conditions stated above".

Click "SUBMIT PAYMENT" to continue.

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MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

Welcome, Jane Doe [Log Out](#)

MY ACCOUNT HOME SEARCH [Shopping Cart](#) [Online Help](#)

ORDER SUMMARY

VIEWPRINT ORDER SUMMARY

Filer: Doe, Jane
555 Main
Fulton, 65231 (United States)

Amount Paid: \$26.25
Payment Method: Credit Card
Payment Authorization: Y128655Y

Order Items

Actions	Queue Item No	Description	Regarding Entity	Fee	Status
View Details	ORI-05272018-0001	Articles of Incorporation (Corp 52)	Non Profit Corporation	\$25.00	Accepted
		Convenience Fee		\$1.25	

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

Step 19

After you submit your payment, click “**VIEW DETAILS**” to view a printable pdf of your order summary.

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MISSOURI ONLINE BUSINESS FILING

Welcome, Jane Doe [Log Out](#)

MY ACCOUNT HOME SEARCH [Shopping Cart](#) [Online Help](#)

FILING DETAILS

RETURN TO ORDER SUMMARY

[Welcome Letter](#) [Articles of Incorporation](#) [Certificate of Incorporation](#) [Order Summary](#)

Filer Acknowledgement Information

Filer Name: Doe, Jane
Filer Address: 555 Main
Fulton, MO 65251

Contact: Doe, Jane
Phone: (573) 522-0000

Step 20(a)

After selecting “View Details” you will see PDF links near the top of the screen. Click any of the links to view the PDF.

JOHN R. ASHCROFT
MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

Secretary of State
State of Missouri

ORDER SUMMARY
May 27, 2016

Order No: 10773310 Order Date: 05/27/2016 09:25 AM

Primary Filer: JANE DOE
555 MAIN
FULTON MO 65251

TOTAL DUE: \$0.00

Product Description	Ship Via	Qty	Pgs	Unit	Extended	Amt Due
Articles of Incorporation (Corp 52) (D)	Email	1	0	\$25.00	\$25.00	\$0.00
Regarding Entity: Non Profit Corporation Item No: ORI-05272016-0001						
Convenience Fee				\$1.25	\$1.25	\$0.00
Order Total:					\$26.25	\$0.00

Step 20(b)

After clicking on one of the files, it will be visible in the browser.

If you mouse over the pdf, a menu will appear with a print icon and a save icon. This will look different depending on what browser you are using.

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MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Lesley Lueckenotte Log Out

CORPORATIONS DIVISION

	LLC Filings	Nonprofit Filings	Other Business Entities (Corps, LLP, etc.)	Additional Filings
<ul style="list-style-type: none"> Create LLC Amend/Correct LLC Change Req. Agent/Address All Other LLC Filings 	<ul style="list-style-type: none"> Create Non-Profit Corp. Amend/Correct Change Req. Agent/Address File/Print Registration Report All Other Non-Profit Filings 	<ul style="list-style-type: none"> Create Amend Change File All C 		
<ul style="list-style-type: none"> Register Fictitious Name Renew Fictitious Name Correct Fictitious Name Cancel Fictitious Name 	<ul style="list-style-type: none"> File Annual Report File Biennial Report Print Registration Report 	<ul style="list-style-type: none"> Order Order Verif Cher 		

My Account & Filing History

- Correct a Rejected Filing
- In Progress Filings
- Filing History
- Payments and Billing
- Update Account
- Update Password

Step 21

If in the future if you need to print or view filed documents, you may do so by going to the “My Account & Filing History” box from the home page and clicking “Filing History”.

Additional Reporting Requirements

What are the other reporting requirements for Non-profits?

Non-profit corporations are required to immediately file if any changes occur to their articles of incorporation, management structure and/or their registered agent or the agent's office address. (RsMO Chapter 355)

Do Non-profits have to file Annual Registration Reports?

After incorporating, the first annual report is not due until the August of the following year. All non-profit annual reports are due at the end of August each year. These reports may be submitted online or via email, mail, or fax. There is a \$5.00 discount for submitting the report online. Submit on time to avoid late fees and possible Administrative Dissolution or Revocation.

Please give us a call at 1-866-223-6535 or email us at corporations@sos.mo.gov if you have any questions about the registration process.

Resources for Entrepreneurs and Business Owners

Below are just a few links to the resources available to you when starting and growing a business in Missouri. Take some time to review these sites and take advantage of the many opportunities available to you.



www.ded.mo.gov

The Missouri Department of Economic Development has numerous resources for new and existing businesses. You can find a comprehensive list of all state business assistance programs and incentives at <https://ded.mo.gov/businesses/BusinessAssistance.aspx>



www.business.mo.gov

The Missouri Business Portal offers many resources to help businesses of all sizes and in all industries start, grow and manage their businesses. You can find educational resources about entrepreneurship to listings of hundreds of available shovel-ready sites and development properties.



www.mosourcelink.com

Focused on helping businesses and nonprofits in the startup and growth phases of their life cycle, MO SourceLink brings together resources from across the state. You can find information about how to evaluate your business idea: <http://www.mosourcelink.com/startup/evaluate-your-idea> and help finding free business counselors in your area using *TheResourceNavigator*: <http://www.mosourcelink.com/startup/meet-with-a-counselor>, <http://www.mosourcelink.com/resources/find-a-resource>