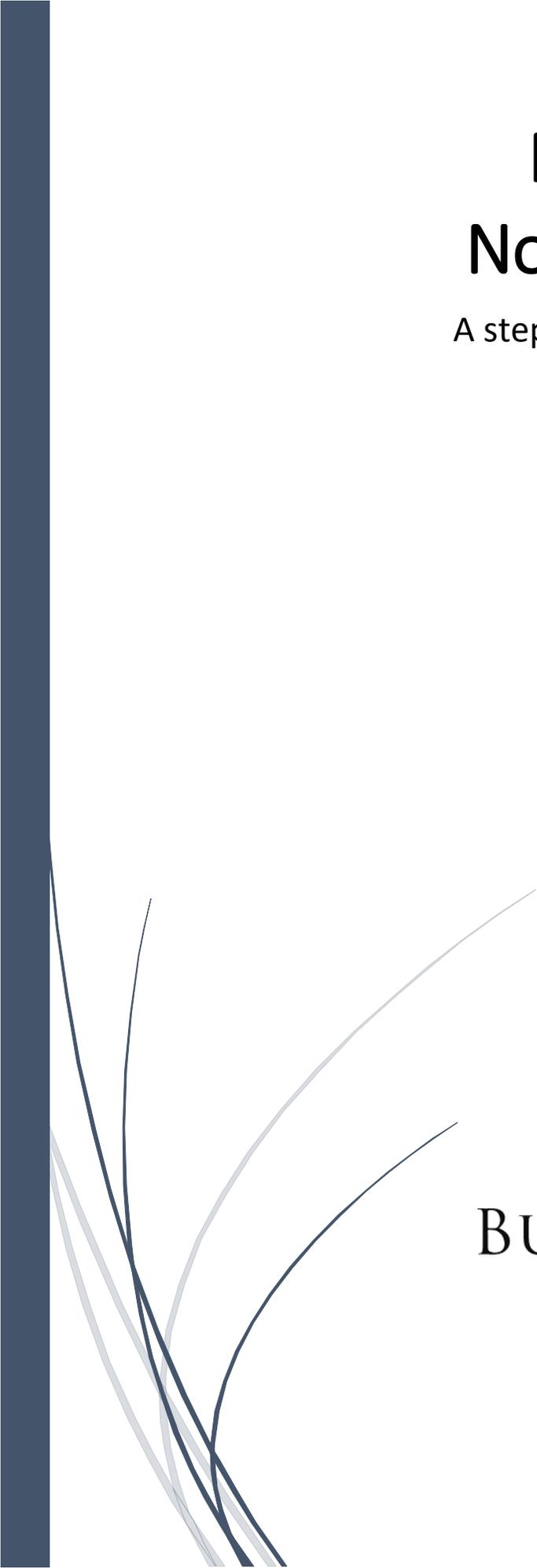


Registering a Foreign Non-Profit Corporation

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 foreign 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.

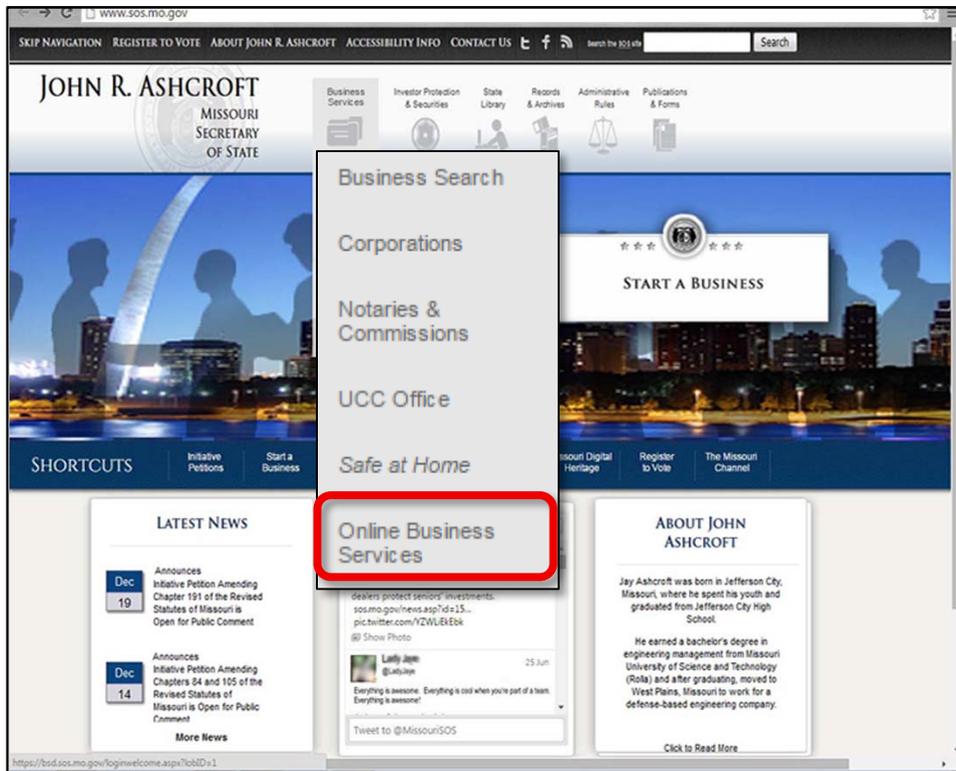
Please give us a call at 1-866-223-6535 or email us at corporations@sos.mo.gov if you have any questions about the registration process.

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



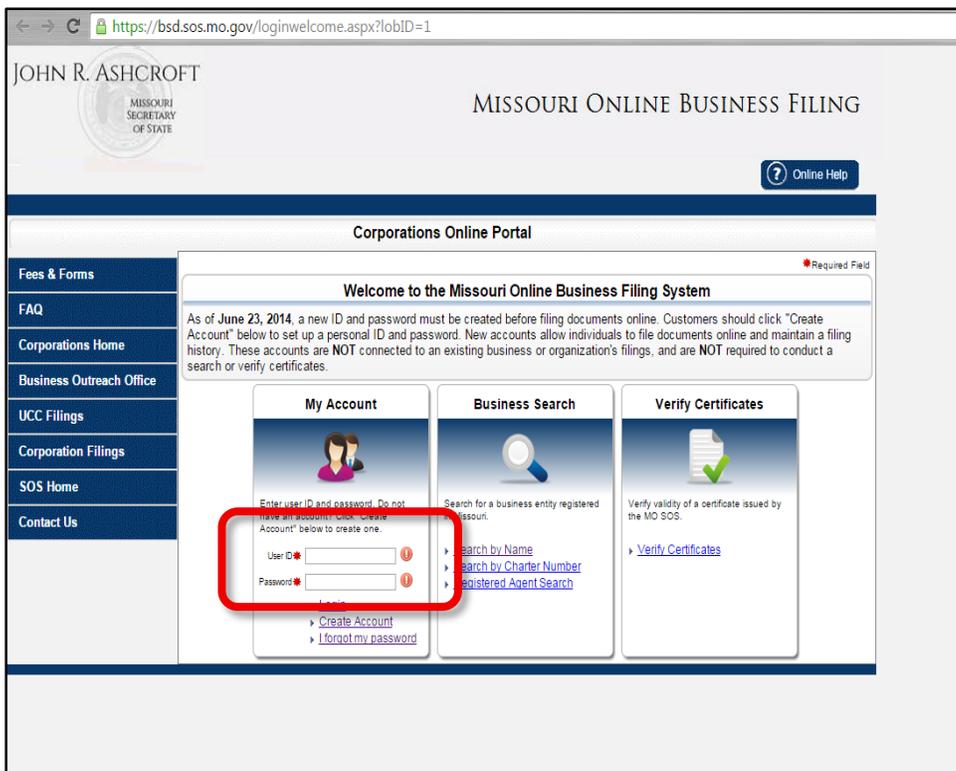
Step 1

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: USA

Address Line 1: Address Line 2: Address Line 3:

City: State: MO 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 its 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 activity. The account holder also accepts financial responsibility for all services rendered under this account, including 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 Shopping Cart Online Help

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
Create LLC
Amend/Correct LLC
Change Req. Agent/Address
All Other LLC Filings

Business Entities (S, LLP, etc.)
Business Entity
Direct/Dissolve
Req. Agent/Address
Registration Report
Business Filings

Additional Filings
Request Reinstatement
File a Merger
File a Consolidation
File a Pre-Clearance
Submit a Service of Process
Renew Name Reservation

Fictitious Names
Register Fictitious Name
Renew Fictitious Name
Correct Fictitious Name
Cancel Fictitious Name

Reports & Copies
File Annual Report
File Biennial Report
Print Registration Report

Order Good Standing
Order Certified Copies
Verify Certificates
Check My Orders

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

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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MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe 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 Foreign x

Filer Doe, Jane
555 Main
Fulton, MO 63251
To change this information update My Account.

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

BEGIN

Step 5

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

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

Click "BEGIN".

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MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

HOME STATE NAME

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HOME NAME NAME IN MO GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS CERT. EXISTENCE REVIEW FILING SIGNATURE(S) SHOPPING CART

Name *

PREVIOUS: NEW FILING

NEXT: NAME IN MO

Step 6

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

- Read the instructions in yellow at the top.
- Once you've chosen your business name, click "NAME IN MO".

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MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

NAME IN MISSOURI

The name you entered is not available. Below is a list of the potential name conflicts found in the Missouri SOS database. Please choose a different name.

Business Entity Home Page
Business Entity Online Filing
Business Outreach Office
Business Entity Contact Us
UCC Online Filing
Secretary of State Home Page

Reenter the name of the Non-Profit Corporation in its foreign state/jurisdiction and click the next button. The system will check the foreign name availability and requirements in Missouri.

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

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

If the name is not available in Missouri, enter another name to perform the name availability check by entering a new name and clicking the Next button again.

Name *

PREVIOUS: HOME NAME NEXT: GENERAL INFO.

Step 7

Next, you will name your non-profit corporation in Missouri. The name must be unique to your non-profit corporation. Read the yellow box for more information on availability.

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

Enter your name in the name box. If the name is not available the box with the red X in the corner will appear and you will be prompted to enter another one.

Once you have named your non-profit corporation, click **“GENERAL INFO”**.

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MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

GENERAL INFORMATION

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Business Entity Contacts

HOME NAME	NAME IN MO	GENERAL INFO.	PRINCIPAL ADDRESS	REG. AGENT	OFFICERS	CERT. EXISTENCE	REVIEW FILING SIGNATURE(S)	SHOPPING CART
Enter corporation's duration, formation date and purpose. The effective date of this document is the date it is filed by the Secretary of State of Missouri, unless you indicate a future date.								
Date of Incorporation *	Organized in *	Duration Perpetual						
Corporation purpose * Enter the specific purpose(s) of its business in Missouri.								
effect today; if you want a future effective date, enter a date that is no more than 90 days after today. Future Effective Date?								
Check if corporation has members <input checked="" type="radio"/> Members				Check if corporation does not have members <input type="radio"/> No Members				
Check if corporation would be a public benefit <input checked="" type="radio"/> Public Benefit				Check if corporation would be a mutual benefit <input type="radio"/> Mutual Benefit				
PREVIOUS: NAME IN MO				NEXT: PRINCIPAL ADDRESS				

Step 8

Fill out all of the required information (noted with a red star).

Read the yellow box at the top for information on the effective date of the document.

Once you have finished, click **“PRINCIPAL ADDRESS”**.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

PRINCIPAL ADDRESS

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HOME NAME NAME IN MO GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS CERT. EXISTENCE REVIEW FILING SIGNATURE(S) SHOPPING CART

Enter Principal Office address.

Country USA
Address Line 1
Address Line 2
City
Address Line 3
State MO Zip

PREVIOUS: GENERAL INFO. NEXT: REG. AGENT

Step 9

Enter the Principal Office address for your non-profit corporation. Be sure to fill out all the areas marked with a red star.

Once you are finished, click “REG. AGENT”.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

REGISTERED AGENT

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HOME NAME NAME IN MO GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS CERT. EXISTENCE REVIEW FILING SIGNATURE(S) SHOPPING CART

Enter the name and physical address of the corporation's registered agent in the State of Missouri.

Click the I DO NOT WANT TO SEARCH button to add a Registered Agent without performing a search or to change information about the current Registered Agent. Click the SEARCH REG. AGENT button to add a Registered Agent by searching through the database and selecting one of the existing entities.

Add Registered Agent

Reg. Agent is Individual Reg. Agent is Organization

First Name Middle Name Last Name Starting With SEARCH REG. AGENT

I DO NOT WANT TO SEARCH CANCEL REG. AGENT

Registered Agent

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

Step 10

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.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

REGISTERED AGENT

Add Registered Agent

Reg. Agent is Individual Reg. Agent is Organization

First Name * John Middle Name Last Name * Smith Suffix

Country * USA

PO Box is not acceptable as the first line of the address.

Address Line 1 * 555 Mills Rd Address Line 2 Address Line 3

City * Columbia State * MO Zip * 65201

Registered Agent must reside in MO.

SAVE REG. AGENT CANCEL REG. AGENT

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

Step 11

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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MISSOURI ONLINE BUSINESS FILING

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Welcome, Jane Doe Log Out

REGISTERED AGENT

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HOME NAME NAME IN MO GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS CERT. EXISTENCE REVIEW FILING SIGNATURE(S) SHOPPING CART

Enter the name and physical address of the corporation's registered agent in the State of Missouri.

Registered Agent

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

PREVIOUS: PRINCIPAL ADDRESS NEXT: OFFICERS

Step 12

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 **"OFFICERS"** to continue.

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MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

OFFICERS AND DIRECTORS

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Business Entity FAQ

Add Officer/Director

Type Individual

Director Chairman Assistant Secretary Assistant Treasurer President

Secretary Treasurer Vice President Officer Other

First Name * John Middle Name Last Name * Doe Suffix

Country * USA

Line 1 * 123 Main St

Line 2

City * Jefferson City

Line 3

State * MO Zip * 65101

SAVE **CANCEL**

Officers and Directors

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

Step 13

Enter the name and business or home address of the corporation’s officers and directors.

Be sure to fill in all required spaces.

Once you are finished, click **“SAVE”**.

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MISSOURI ONLINE BUSINESS FILING

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Welcome, Jane Doe Log Out

OFFICERS AND DIRECTORS

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ADD NEW

Enter the name and business or home address of the corporation's officers and directors. Officer or Director information is needed.

Officers and Directors

Actions	Officers Type	Name	Address	Since	To	Status
Update Delete	Director	Doe, John	123 Main St Jefferson City, MO 65101			Active (Pending)

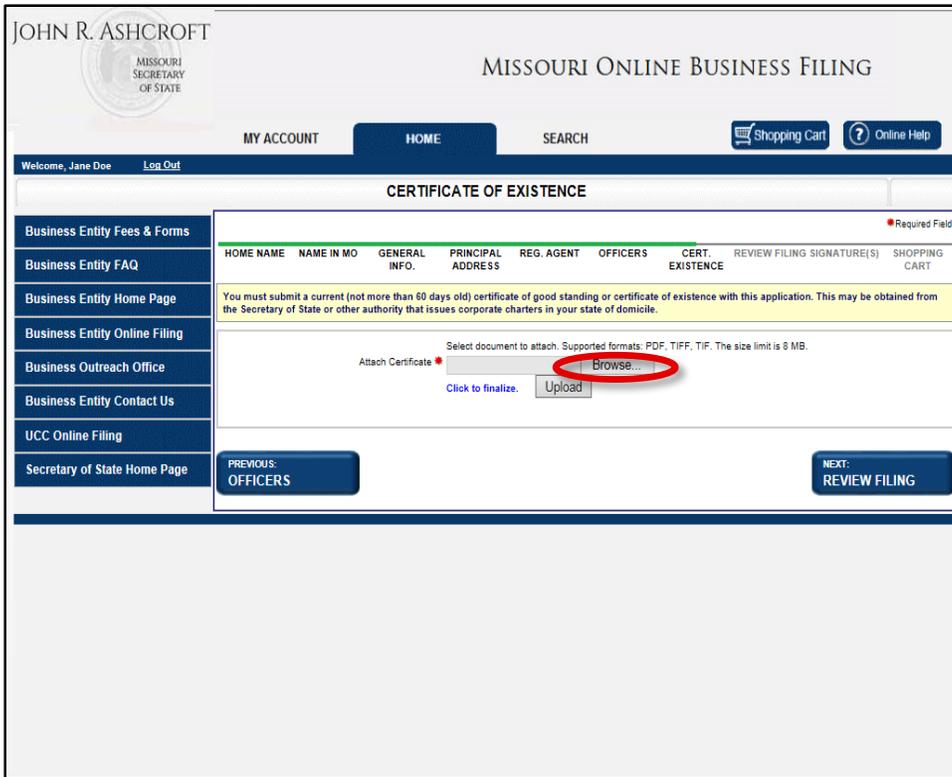
PREVIOUS REG. AGENT

NEXT CERT. EXISTENCE

Step 14

Once saved, you can review and edit the Officer information. From here, you may click **“Update”** to change the information, click **“Delete”** to search for or reenter the Officer information, or you may click **“ADD NEW”** to add another officer.

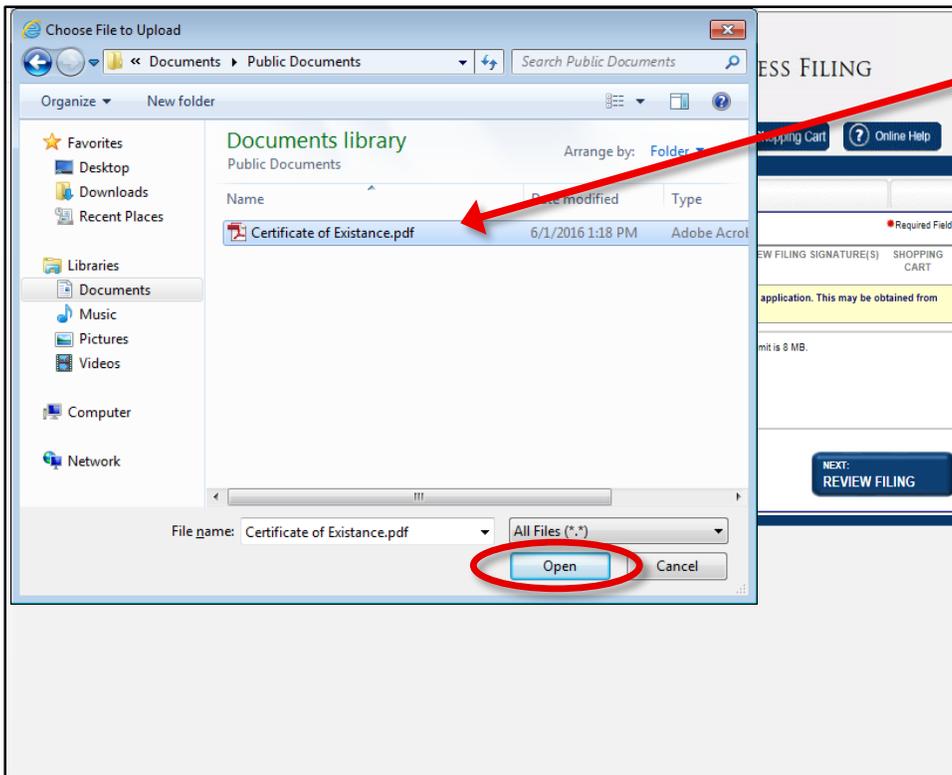
Once the information is correct, click **“CERT. EXISTENCE”**.



Step 15a

Now you will upload a current certificate of good standing or certificate of existence.

To upload, click Browse.



Step 15b

Select the file you want to upload by clicking on it, you will know it has been selected when it is highlighted.

Next, click "Open".

Step 15c

Once your file has been opened, click Upload to complete your certificate upload.

To move to the next page, click **“REVIEW FILING”**.

Step 18

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, Jane Doe Log Out

SIGNATURE(S)

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Individual

First Name * John Middle Name Last Name * Doe Suffix

Title * Chairman

SAVE CANCEL

Actions	Name	Type
Update Delete	John Doe	Chairman

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)

Step 19a

An authorized person or organization must provide an electronic signature. To do so, fill out the information to add a signature, then press **“SAVE”**.

If you wish to add another signer, click **“ADD SIGNER”**.

Once you have completed and saved the signature(s), move on to the second part of this step.

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MISSOURI ONLINE BUSINESS FILING

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Welcome, Jane Doe Log Out

SIGNATURE(S)

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Authorized signature is required.

Section 575.040 RSMo

ADD SIGNER

Actions	Name	Type
Update Delete	John Doe	Chairman

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 19b

Once you have completed the required information select the box that says, *“In Affirmation thereof, the facts stated about are true and correct”*.

Click **“SHOPPING CART”** to continue.

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MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

Shopping Cart

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SHOPPING CART PAYMENT CORRESPONDENCE

ADD ANOTHER FILING ORDER COPIES/CERTIFICATES

Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount	Total Due
Modify Remove from Cart Delete	1	Application for a Certificate of Authority of a Foreign Non Profit Corporation (Form 55A)		1	Application for a Certificate of Authority of a Foreign Non Profit Corporation (Form 55A) (F) \$25.00	\$25.00

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 20

In your shopping cart you should see the Application for a Certificate of Authority.

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”**.

JOHN R. ASHCROFT
MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Bailey Mitchell Log Out

Payment Information

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SHOPPING CART PAYMENT CORRESPONDENCE

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 Select
Credit Card
Electronic Check

Subtotal
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 21

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: Transaction amount total between \$0 and \$50 is \$1.25
- Electronic Check: \$0.50

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

I Agree to the Terms and Conditions stated above.

PREVIOUS: **SHOPPING CART** NEXT: **SUBMIT PAYMENT**

Step 22

Complete the payment information.

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

Click "SUBMIT PAYMENT" to continue.

JOHN R. ASHCROFT
 MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

ORDER SUMMARY

VIEW/PRINT ORDER SUMMARY

Filer: Doe, Jane Amount Paid: \$26.25
 555 Main Payment Method: Credit Card
 Fulton, 65251 (United States) Payment Authorization: Y234526Y

If the filing status is listed as "Under Review", the filing has been submitted to a holding queue for a Secretary of State employee to review/accept/reject and you will receive a notification upon processing.

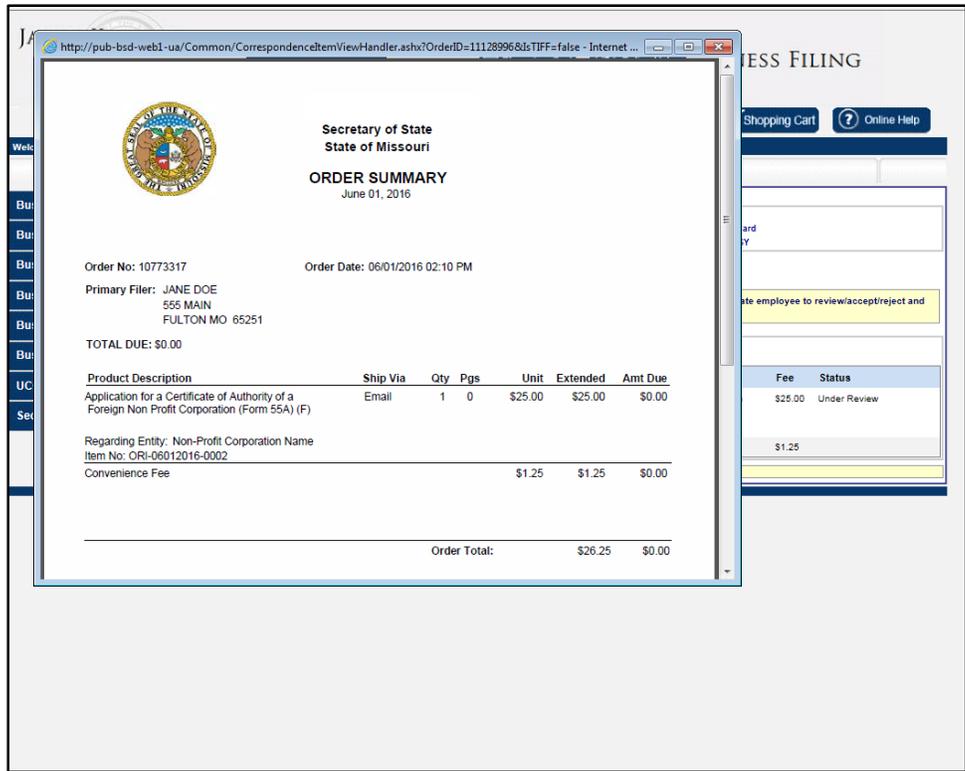
Order Items

Actions	Queue Item No	Description	Regarding Entity	Fee	Status
View Details	ORI-08012016-0002	Application for a Certificate of Authority of a Foreign Non Profit Corporation (Form 55A)	Non-Profit Corporation Name	\$25.00	Under Review
		Convenience Fee		\$1.25	

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

Step 23

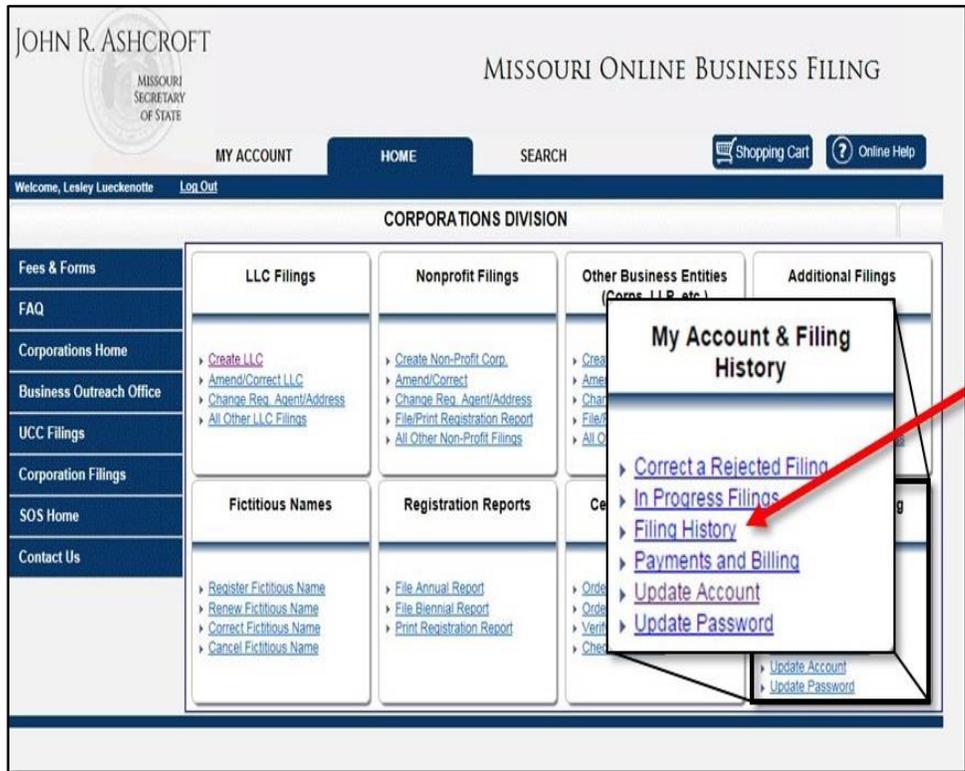
After you submit your payment, click "VIEW/PRINT ORDER SUMMARY" to view a printable pdf of your order summary.



Step 24

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.



Step 25

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>