Registering a Domestic Limited Liability Company (LLC)

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 LLC. Please view our FAQ page explaining the difference between domestic and foreign entities.

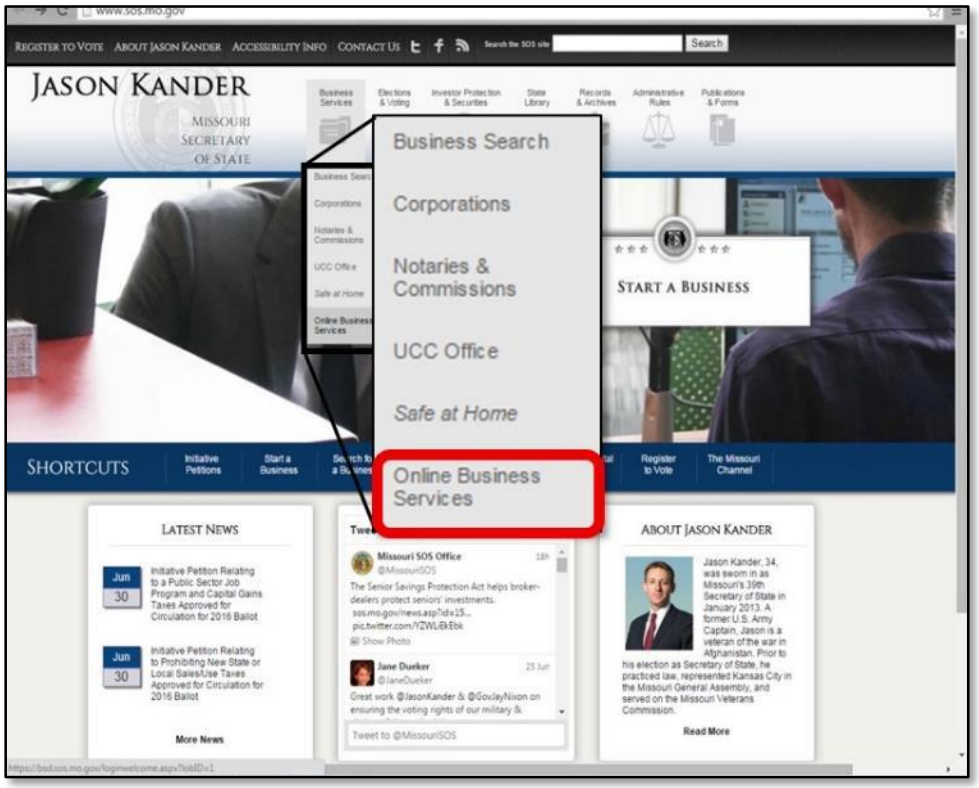
Please consult an attorney and accountant before filing with our office. Choosing the proper business entity for you and your business is an extremely important decision that must be tailored to every person's unique needs and circumstances. This guide does not provide tax or legal advice. It is only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

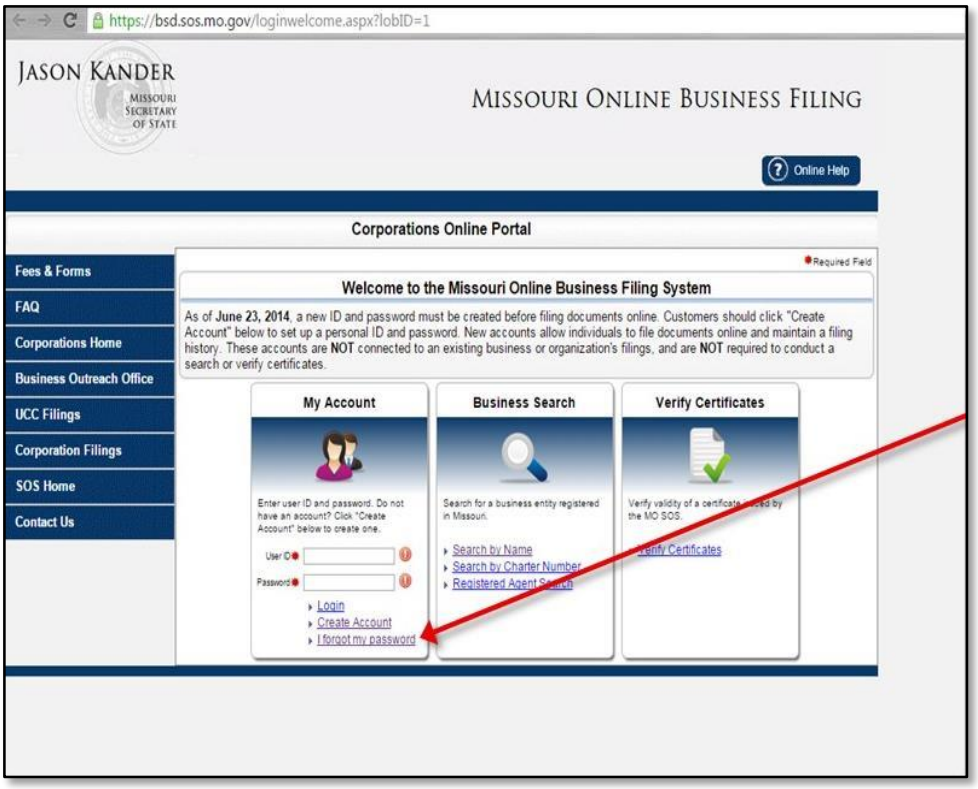
Step 1

Go to ***www.sos.mo.gov***.



Step 2

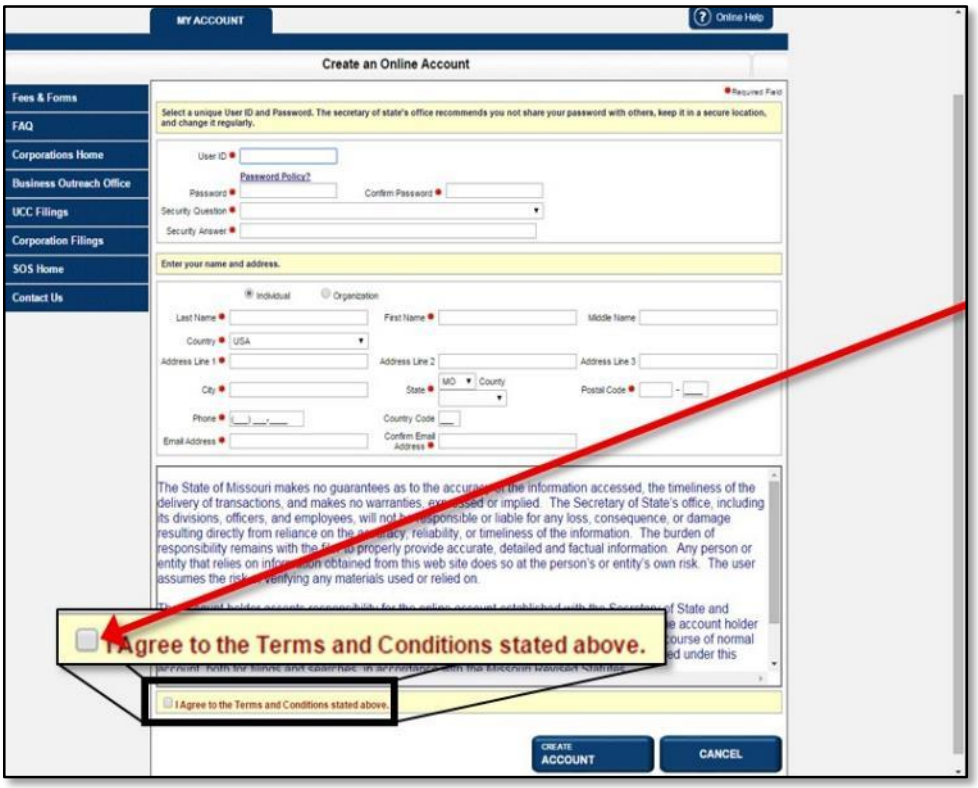
At the top, under "Business Services," mouse over and select the last option in the drop down menu titled, "**Online Business Services**."



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**."

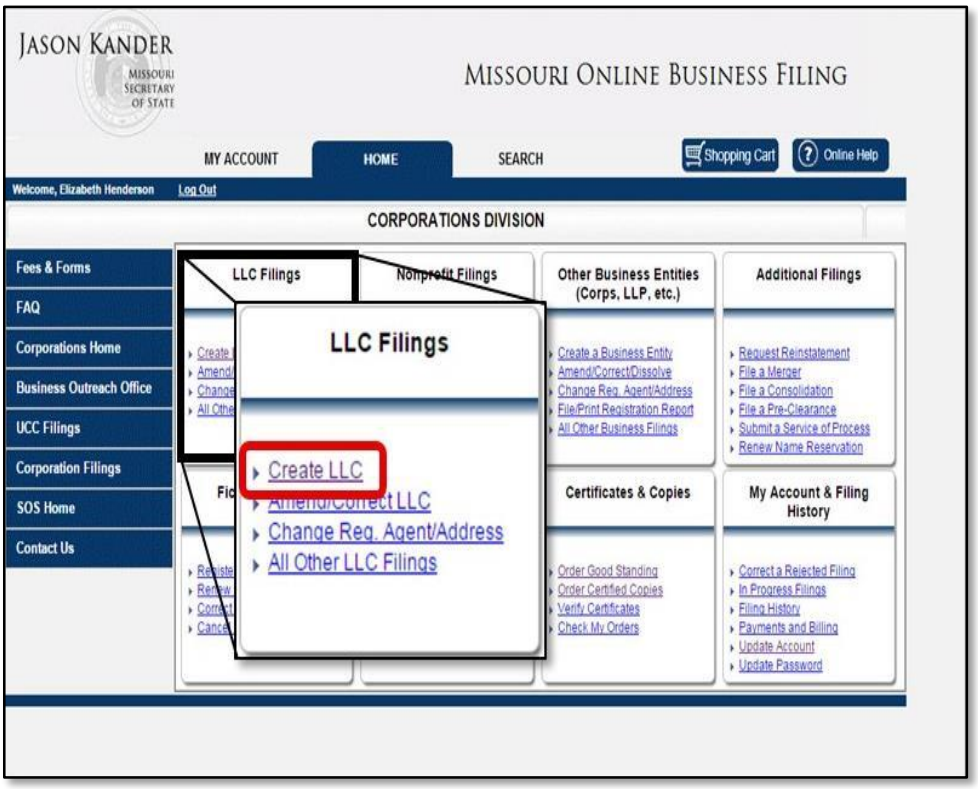
- If you do not remember your password, select "**I forgot my password**" and a temporary password will be emailed to you.
- If you do not remember your username, you will need to call our office for assistance at 1-866-223-6535 or create a new account.
- If you do not have an account, click "**Create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



Step 3 (cont.)

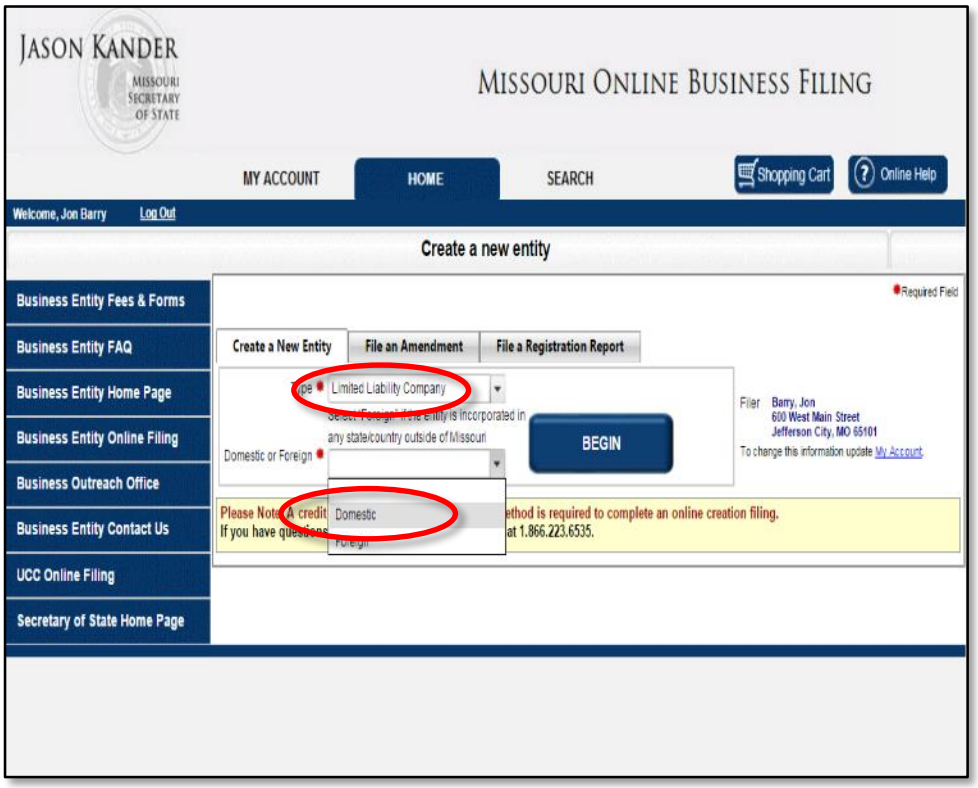
Enter all the appropriate information into the boxes provided.

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



Step 4

After you have successfully logged in, you will be directed to the filing "Home" tab. Locate the box titled "LLC Filings" and click the first option: "**Create LLC**".

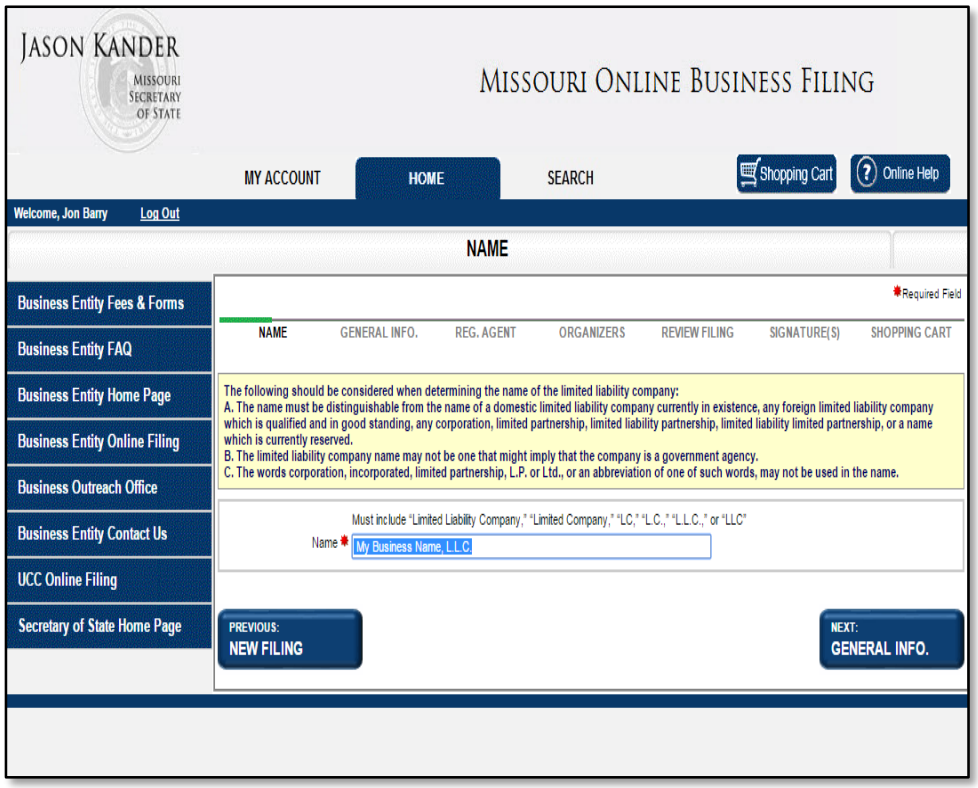


Step 5

From the "Create a new entity" tab, ensure "Limited Liability Company" 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**".

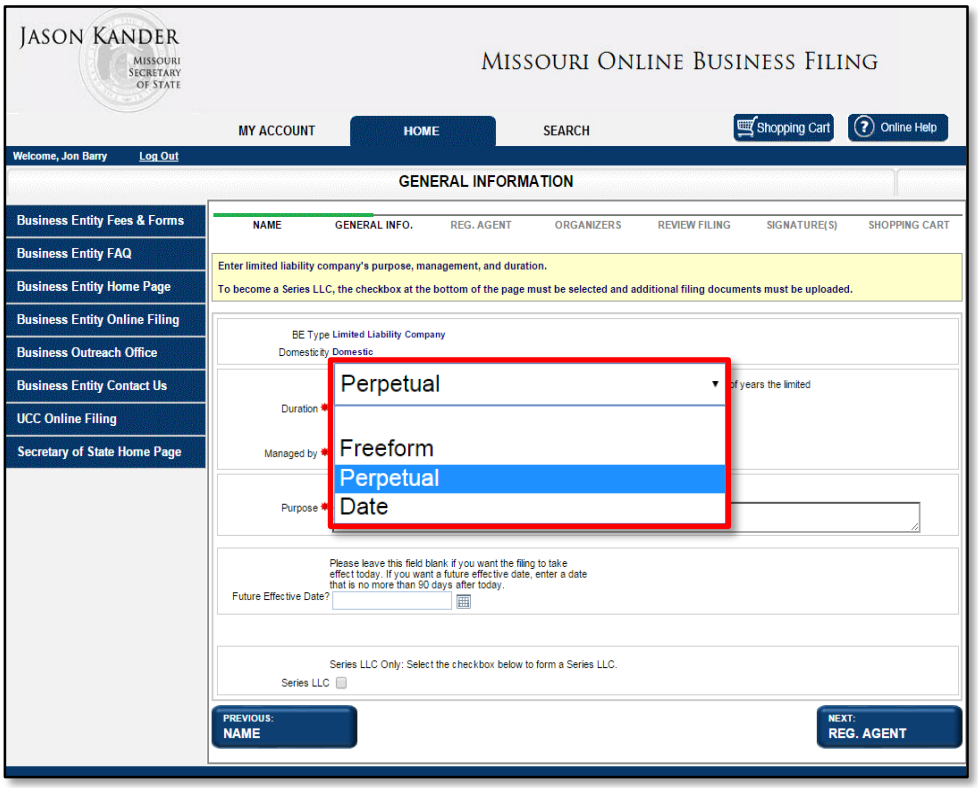


Step 6

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

- Read the instructions in yellow and include LLC, L.L.C., Limited Liability Company, Limited Company, LC or L.C., within your company name.
- There are thousands of LLCs in Missouri and each one must have a unique name. That often means individuals will enter several names before one is found to be available.

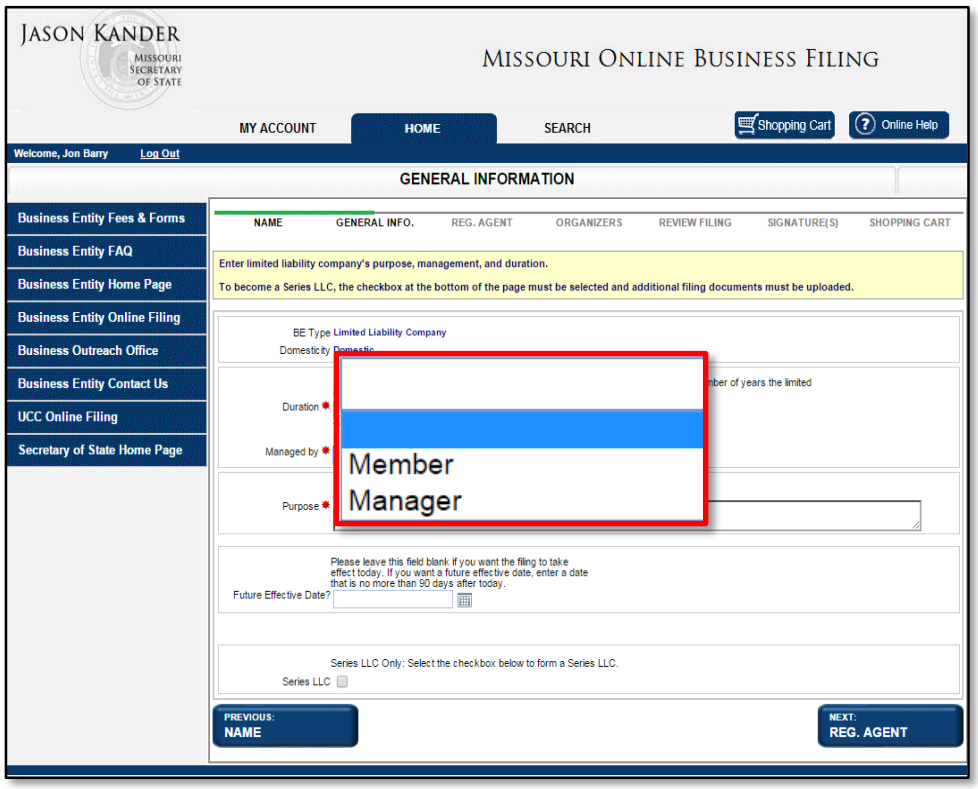
Click "**NEXT: GENERAL INFO**".



Step 7

Under "General Information" you must indicate the duration of your LLC. Duration indicates how long the LLC will operate until it dissolves.

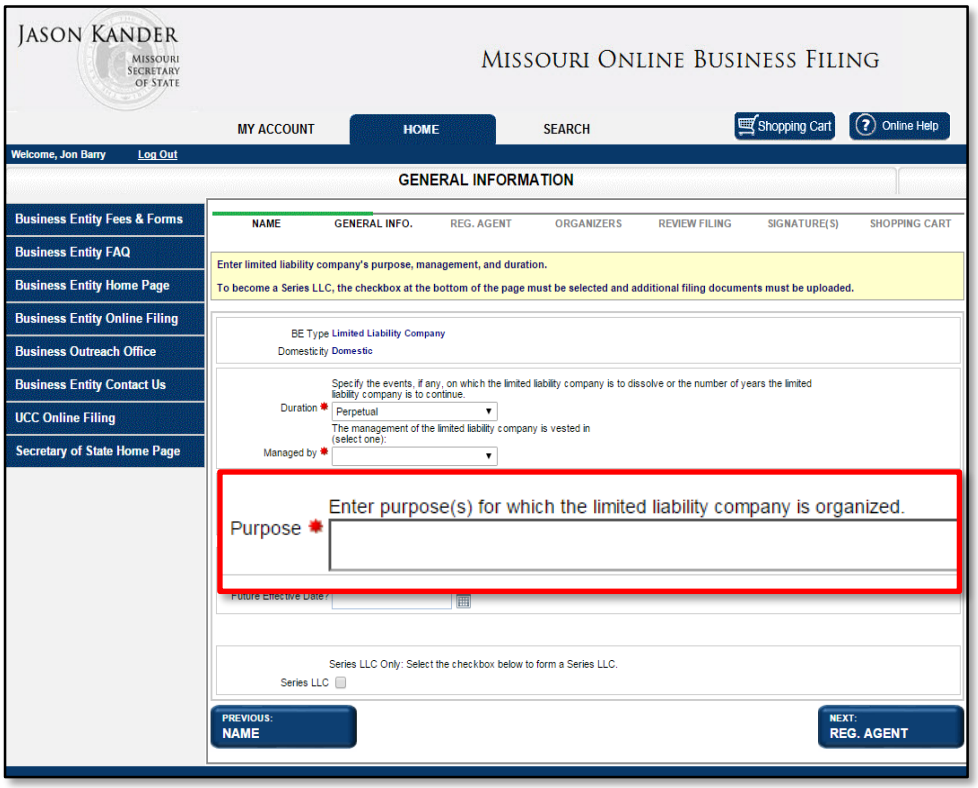
- *Freeform*: the business will dissolve upon the occurrence of a specific event. If you select this option, you will be presented with a text box to write a description of the event.
- *Perpetual*: the business will continue to exist until it is actively dissolved.
- *Date:* the business will dissolve upon a specified date. If you choose this option, you will be prompted to choose a date from a calendar.



Step 8

You must specify if the LLC will be member managed or manager managed.

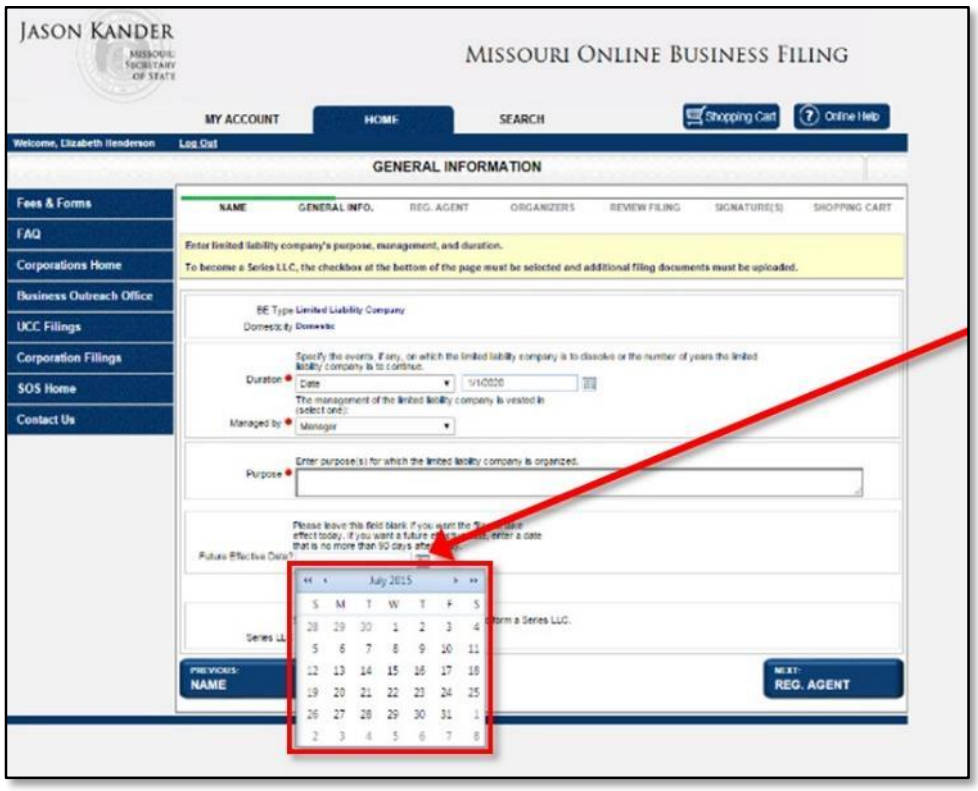
This determines who will manage the affairs of the company and who will have the authority to bind the company.



Step 9

Specify a purpose for which the LLC is organized.

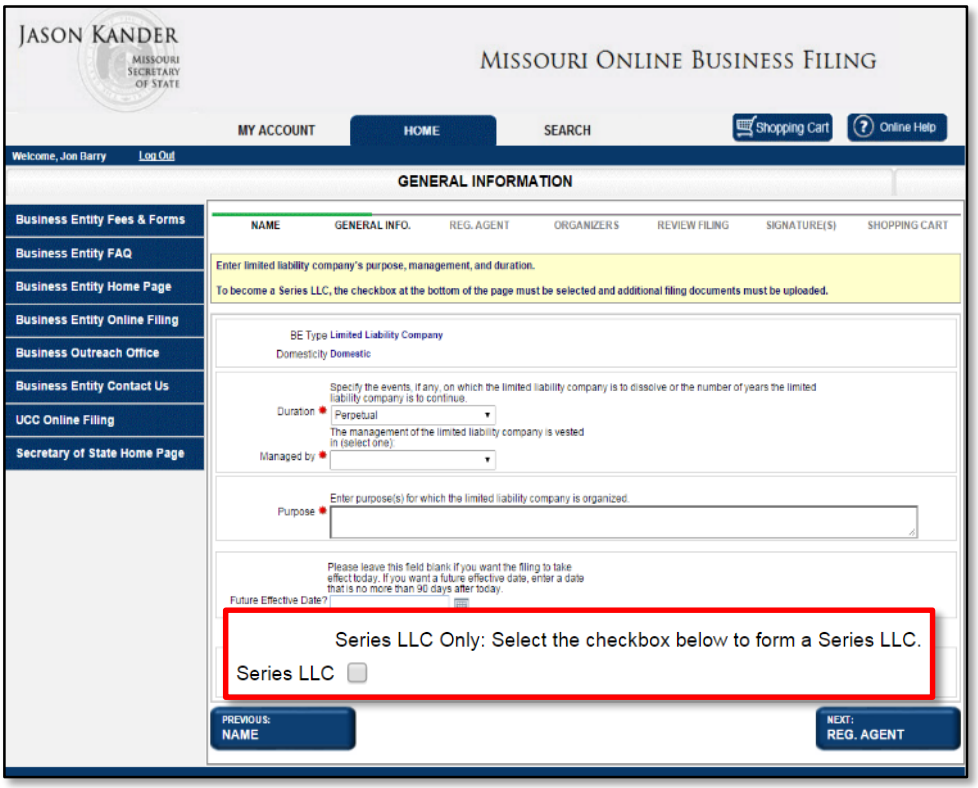
You may list a specific purpose directly related to your company's business or endeavor. You may supplement that with, or solely state, that the company's business is to transact any or all lawful business for which a limited liability company may be organized under Missouri law.



Step 10 (optional)

You have the option to select a future effective date for your filing.

- If you want the effective date to be the same as the date the LLC is submitted or filed, **leave this blank**.
- Click on the small calendar icon next to the "Future Effective Date" text box only if you desire a future date.
- After this registration is completed, any future changes/corrections to the effective date of registration will result in a fee.

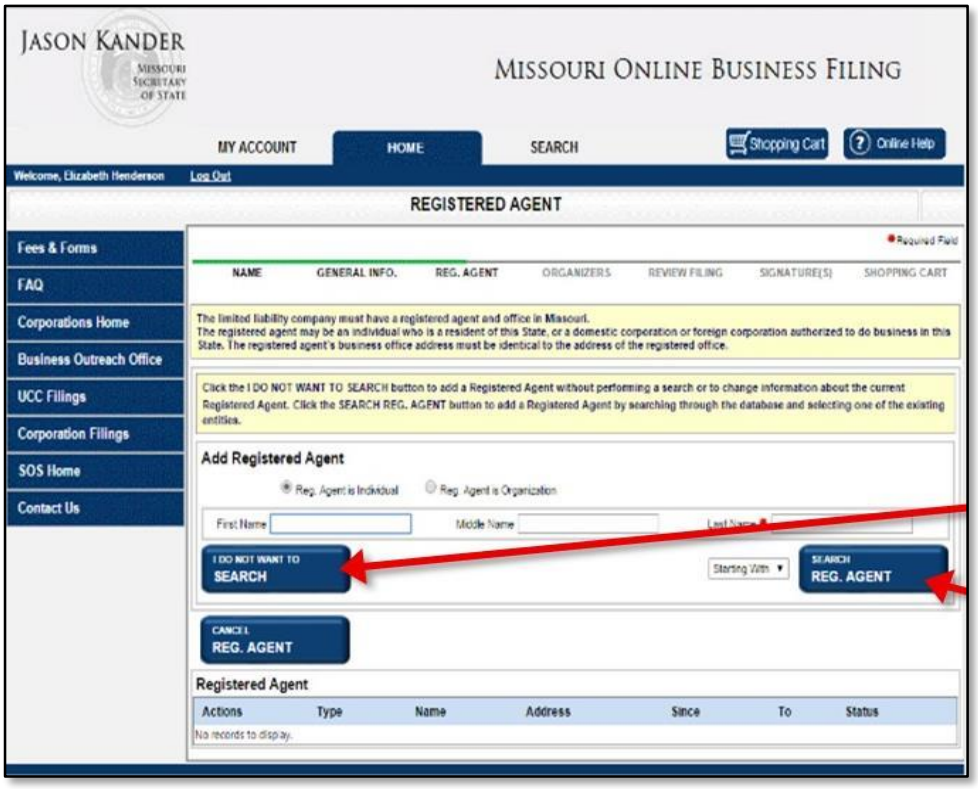


Step 11 (optional)

If establishing a series LLC, check the box "Series LLC".

You will be prompted to upload any supporting LLC 1A documents.

Click "**NEXT: REG. AGENT**".



Step 12

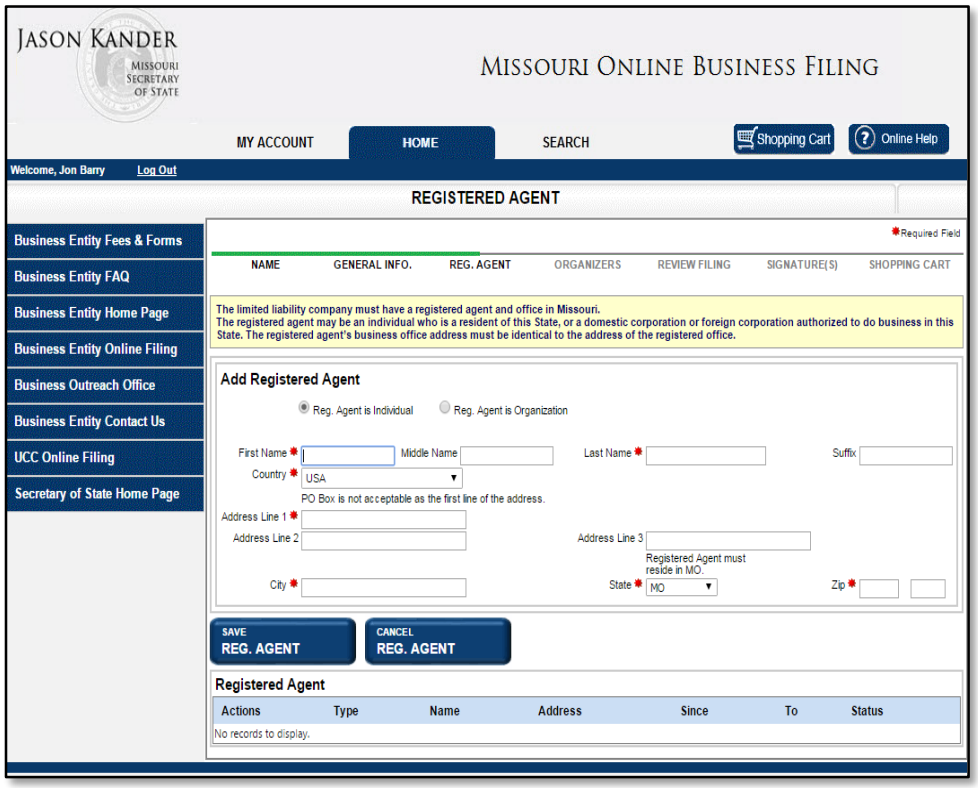
Specify a registered agent.

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.



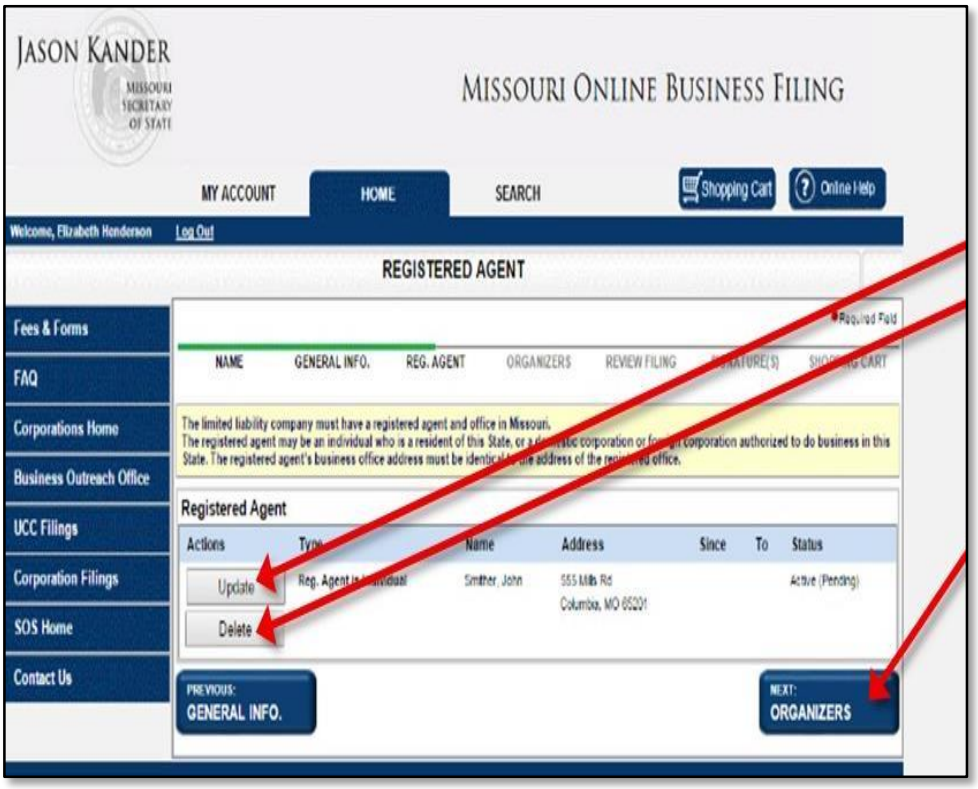
Step 13

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.

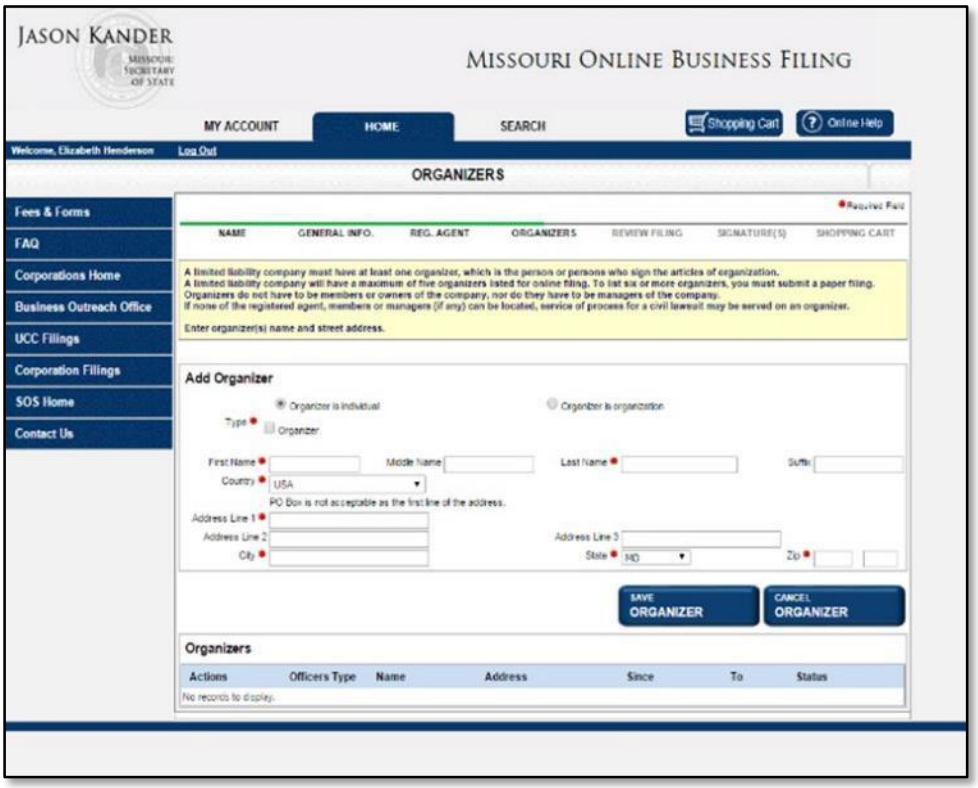
Enter the appropriate information for your registered agent. When finished, click "**SAVE REG. AGENT**".



Step 14

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 "**ORGANIZERS**".

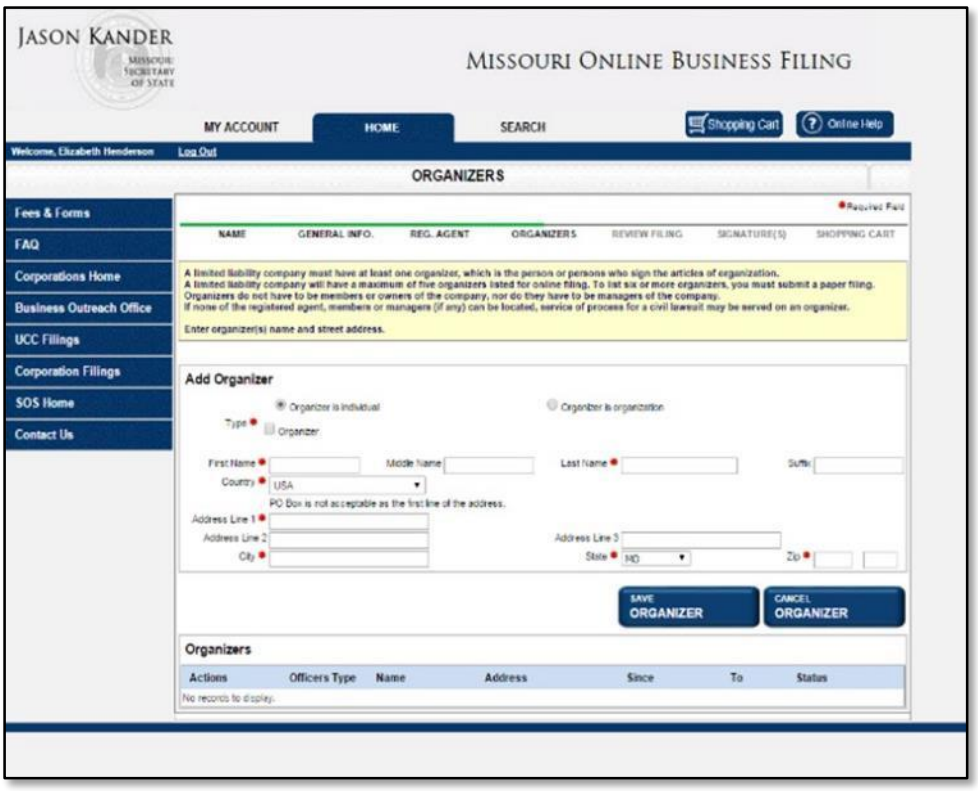


Step 15

LLC organizers are most often used to file forms that establish the company's authority to transact business. LLCs may have a maximum of five organizers listed for online filing. To list six or more organizers, you must submit a paper filing.

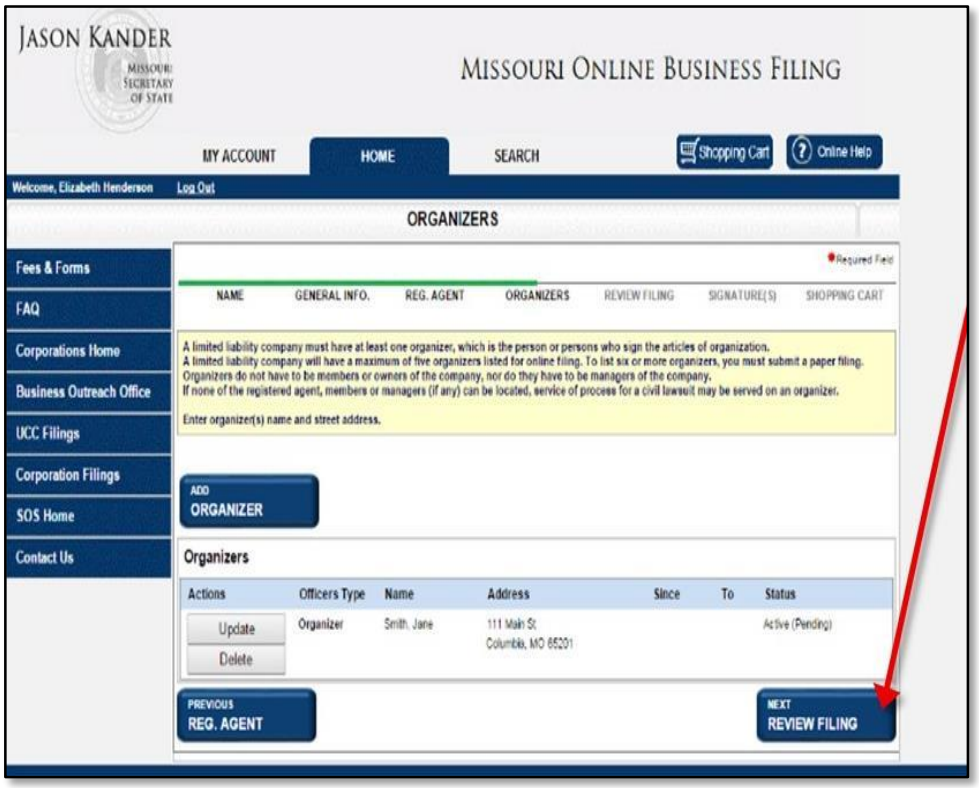
Organizers do not have to be members or owners of the company, nor do they have to be managers of the company.

If the registered agent, members or managers (if any) cannot be located, service of process for a civil lawsuit may be served on an organizer.



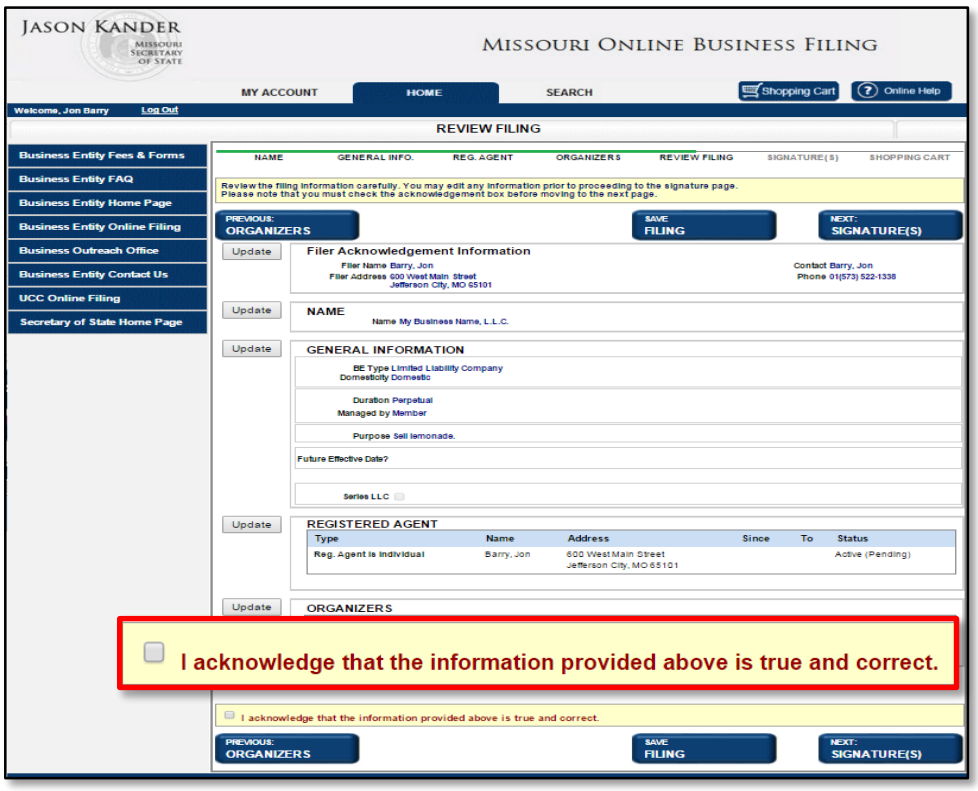
Step 16

Once you've entered the organizer's information, click "**SAVE ORGANIZER**".



Step 17

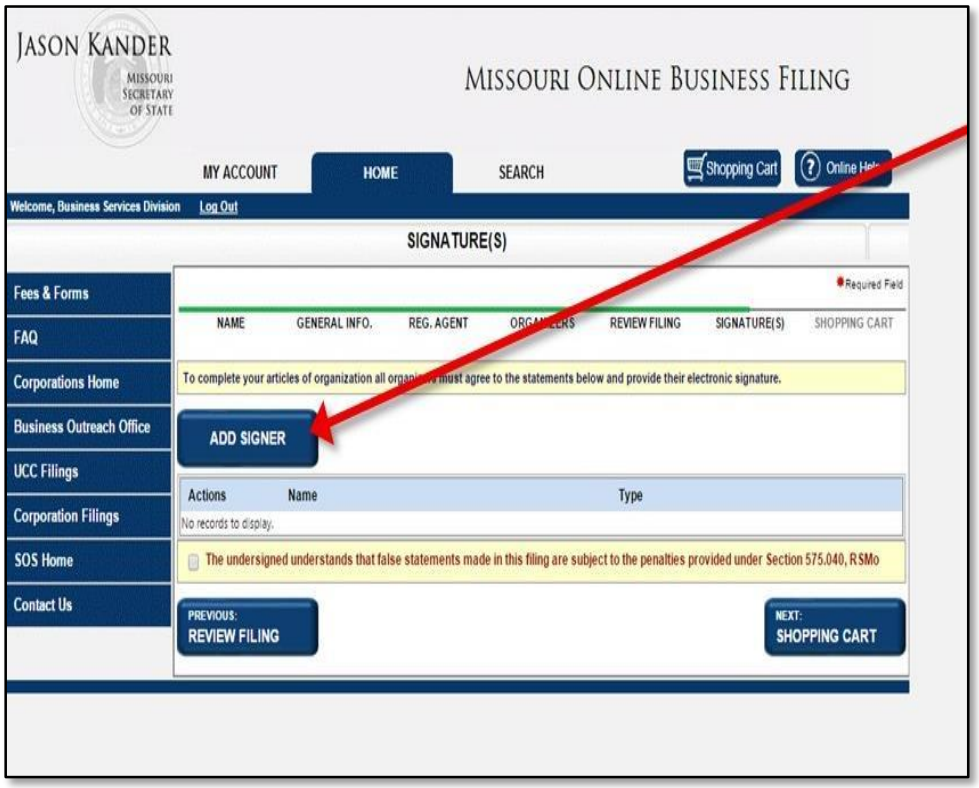
Review to ensure the organizer's information for accuracy, then click "**REVIEW FILING**".



Step 18

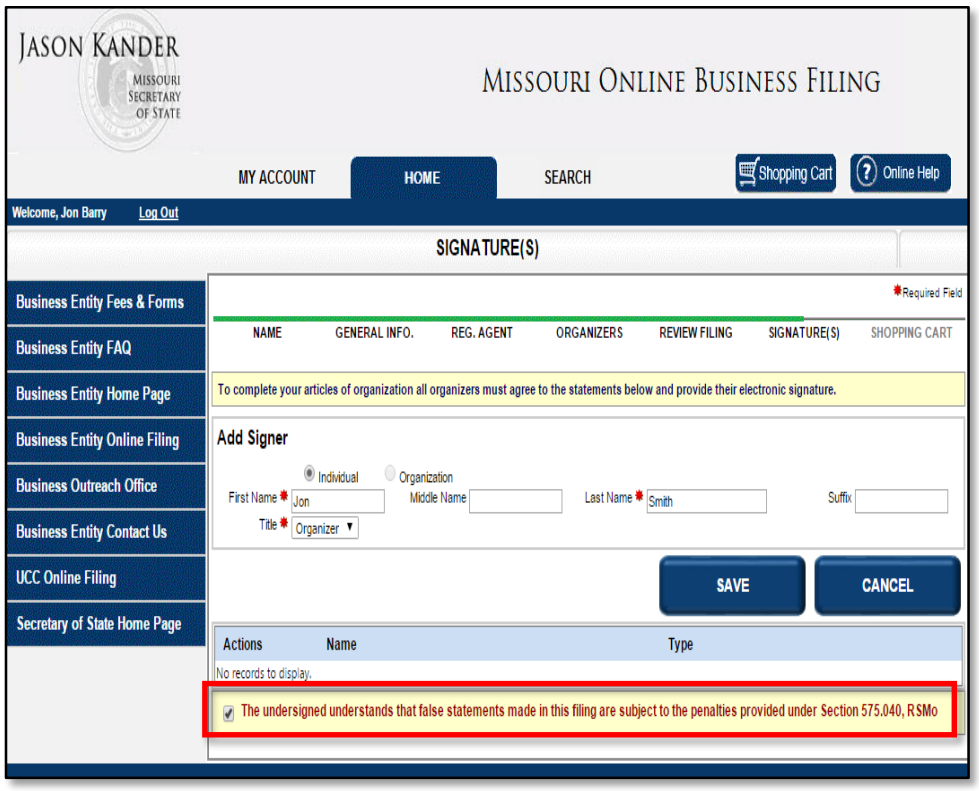
You will see an overview of your LLC. Review all information for accuracy before checking the box stating "*I acknowledge that the information provided above is true and correct.*"

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



Step 19

Click "**ADD SIGNER**" to submit an electronic signature. Every organizer of the LLC is required to submit an electronic signature.

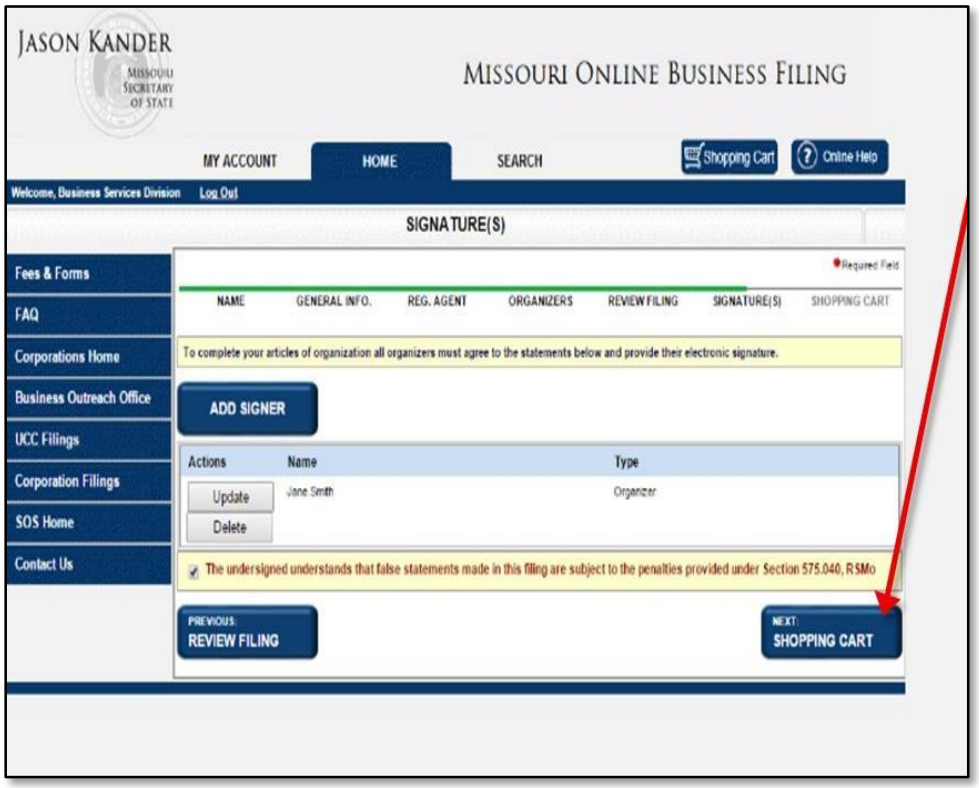


Step 20

Complete the necessary information for each signer

- After the signer/organizer has typed the signer/organizer information, the box at the bottom must be checked to attest the organizer *understands that falsifying any information in this filing is subject to penalties under Section 575.040, RSMo.*

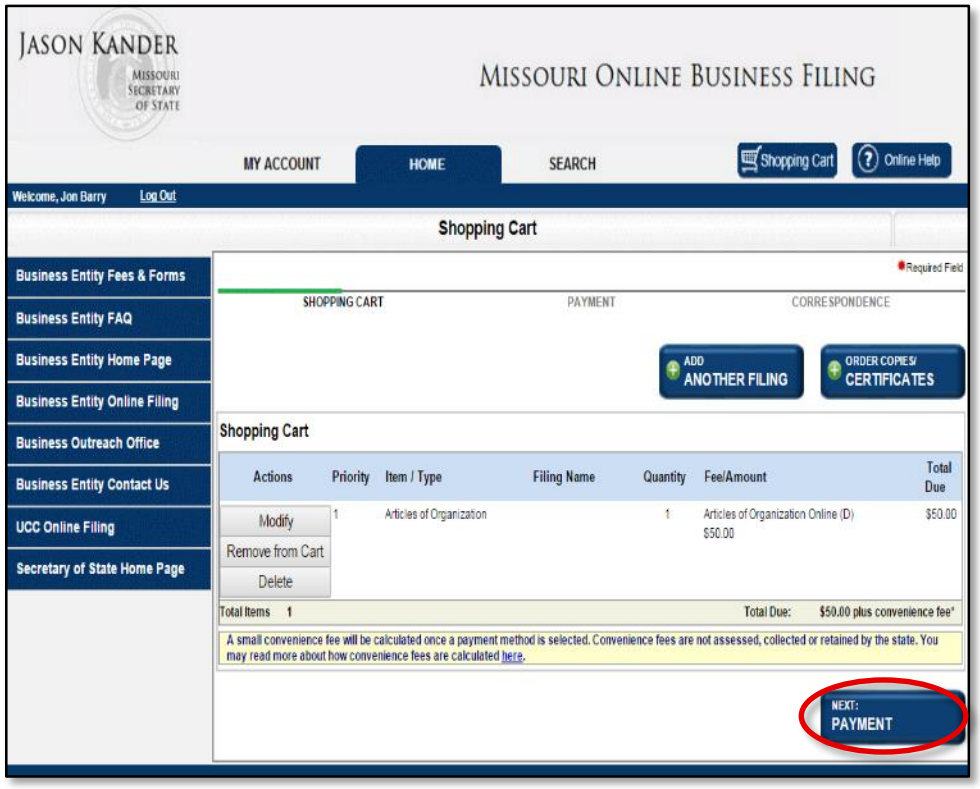
- When done, click "**SAVE".**



Step 21

After clicking save, you can review the signer information.

Click "**SHOPPING CART**" to move forward.



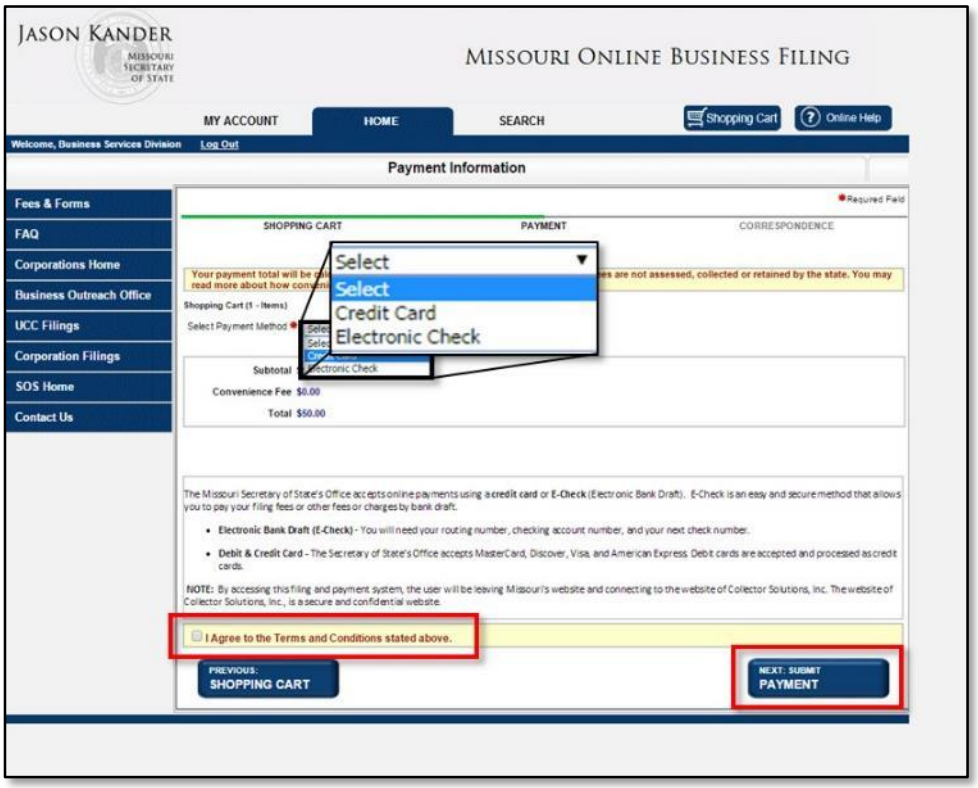
Step 22

The Articles of Organization filing fee will automatically be added to your shopping cart. The fee is $50 plus a convenience fee.

To add another filing, click "**ADD ANOTHER FILING**."

To order copies/certificates, click "**ORDER COPIES/CERTIFICATES.**"

Click "**PAYMENT"** to continue the transaction.



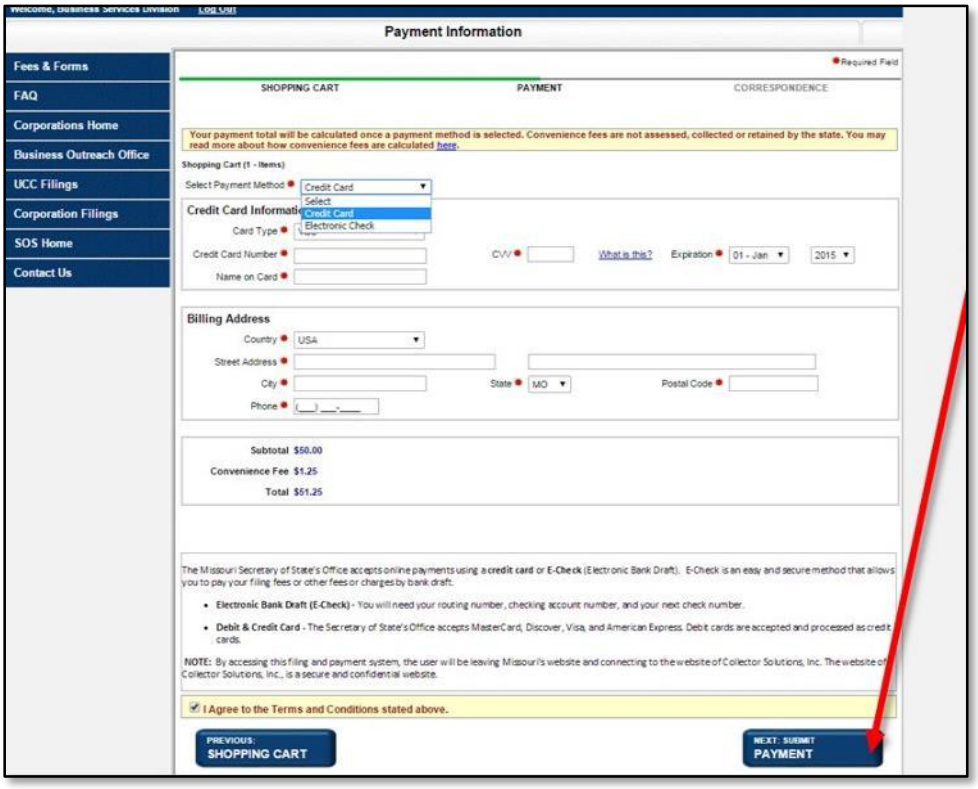
Step 23

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: $1.75
- Electronic Check: $0.50

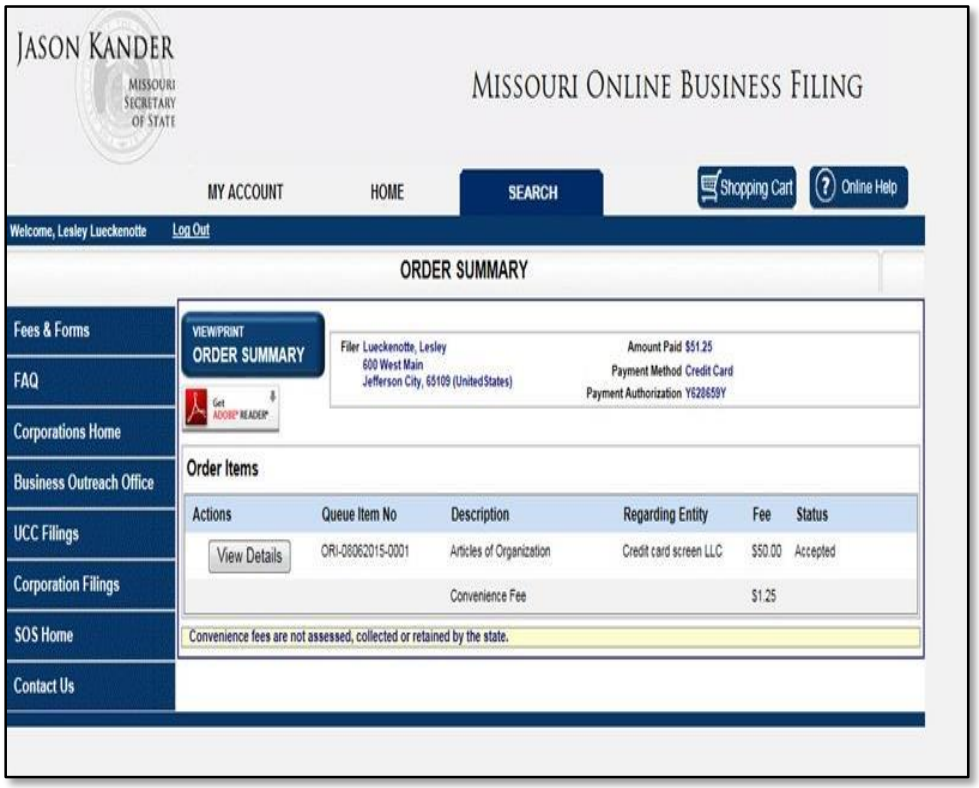


Step 24

Complete the payment information.

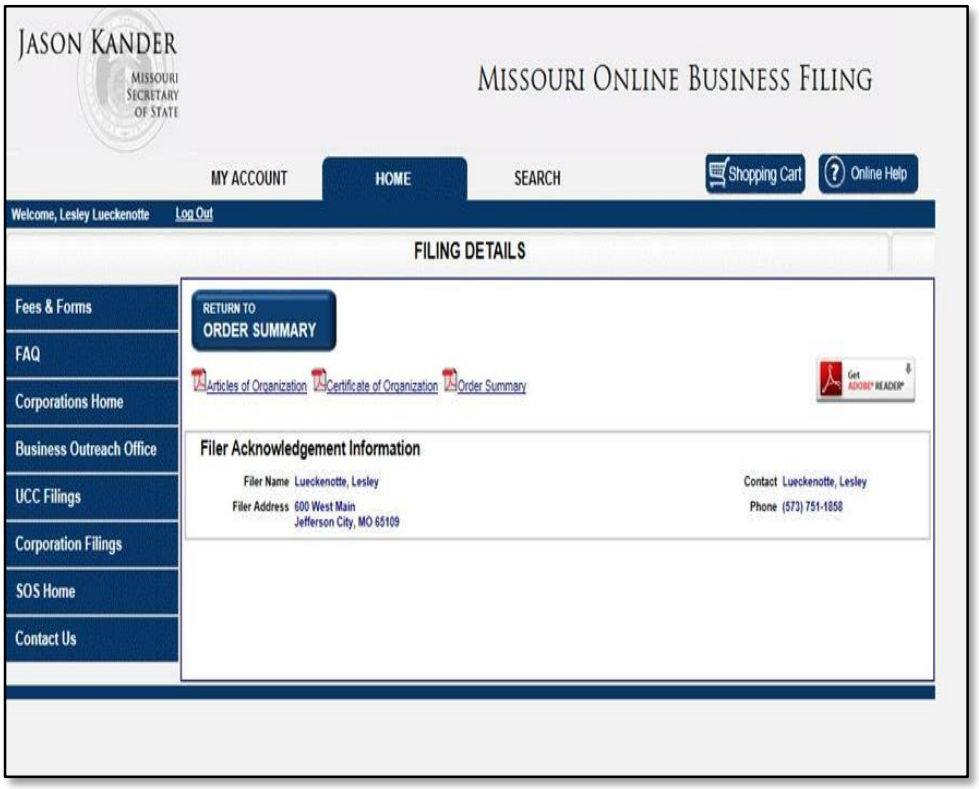
Click *"I Agree to the terms and conditions stated above"*.

Click **"SUBMIT PAYMENT"** to continue.



Step 25

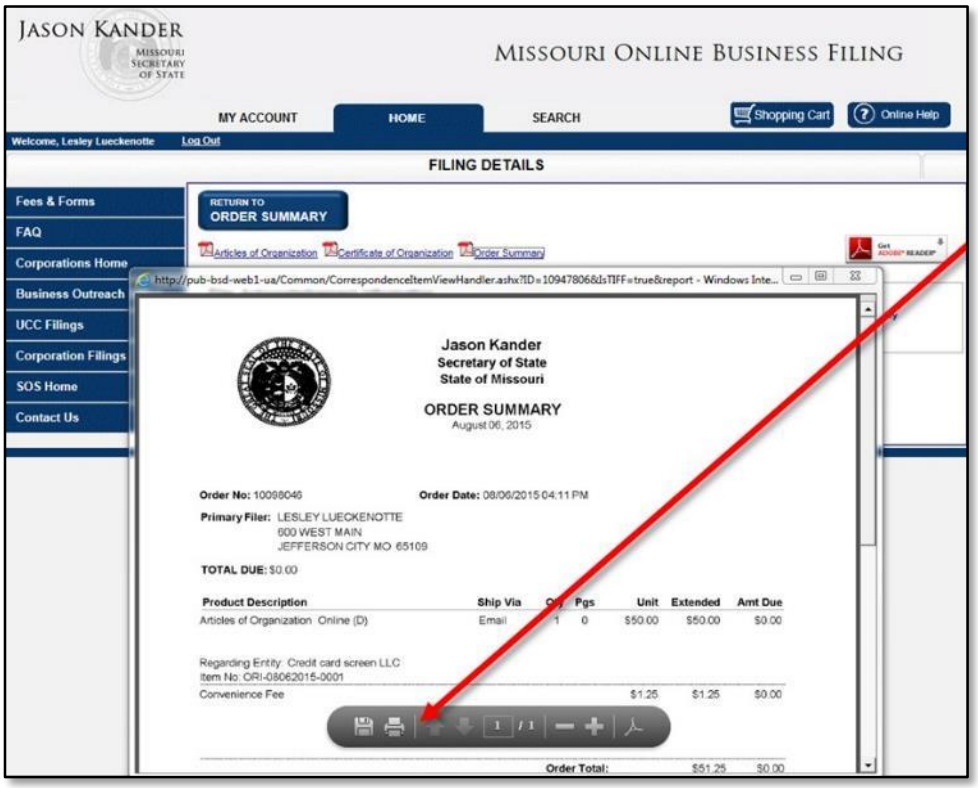
After you submit your payment, click "**VIEW/PRINT ORDER SUMMARY**" to view a printable pdf of your order summary.



Step 26(a)

Near the top of the screen you will see 3 separate PDFs: the articles of organization, the certificate of organization and the order summary.

Click on any of the files to view or print. (Example in step 26(b))

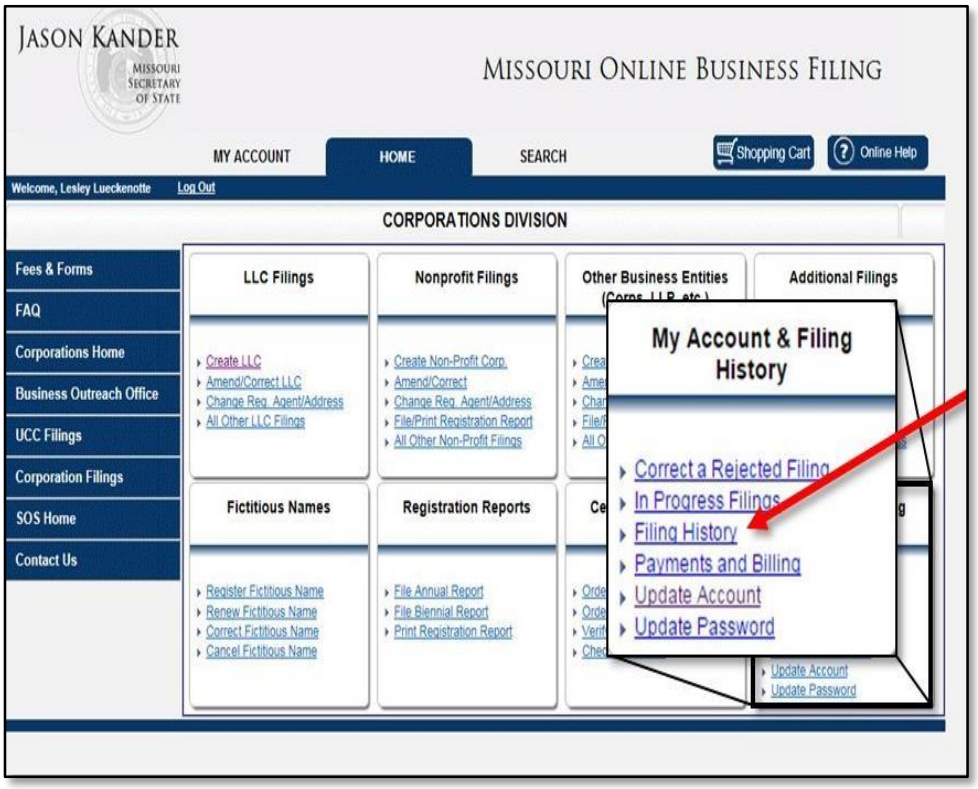


Step #26(b)

After clicking on one of the files, it will bring up a pdf 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.

- You may print or save the file.



Step #27(optional)

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 LLCs?
LLCs are required to immediately file if any changes occur to their articles of incorporation, management structure (i.e. member or manager managed) and/or their registered agent or the agent's office address. (Chapter 347 RSMo)

Do LLCs have to file Annual Registration Reports?
No. LLCs do not file annual registration reports.

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, MOSourceLink 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