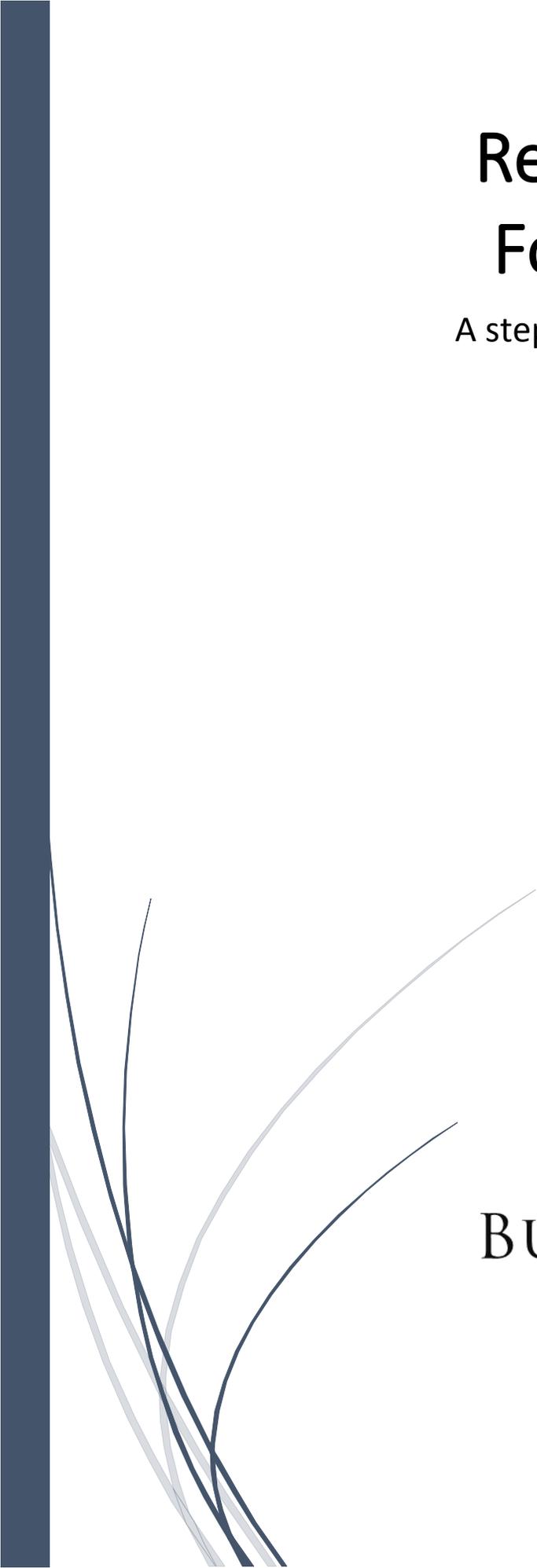


# Registering a Domestic For-Profit Corporation

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



BUSINESS SERVICES  
MISSOURI  
SECRETARY  
OF STATE

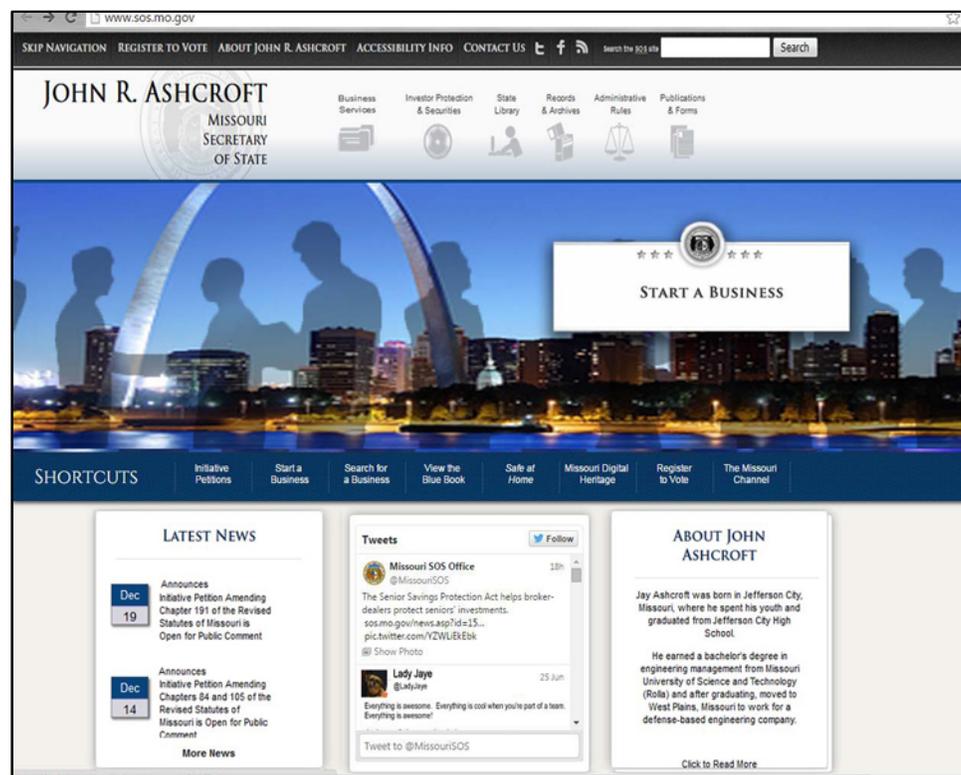


This guide is designed to help individuals navigate the Missouri Secretary of State’s online business filing system to file a General Business – For-Profit Corporation. Please view our [FAQ page](#) with further explanation regarding the difference between domestic and foreign entities.

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.

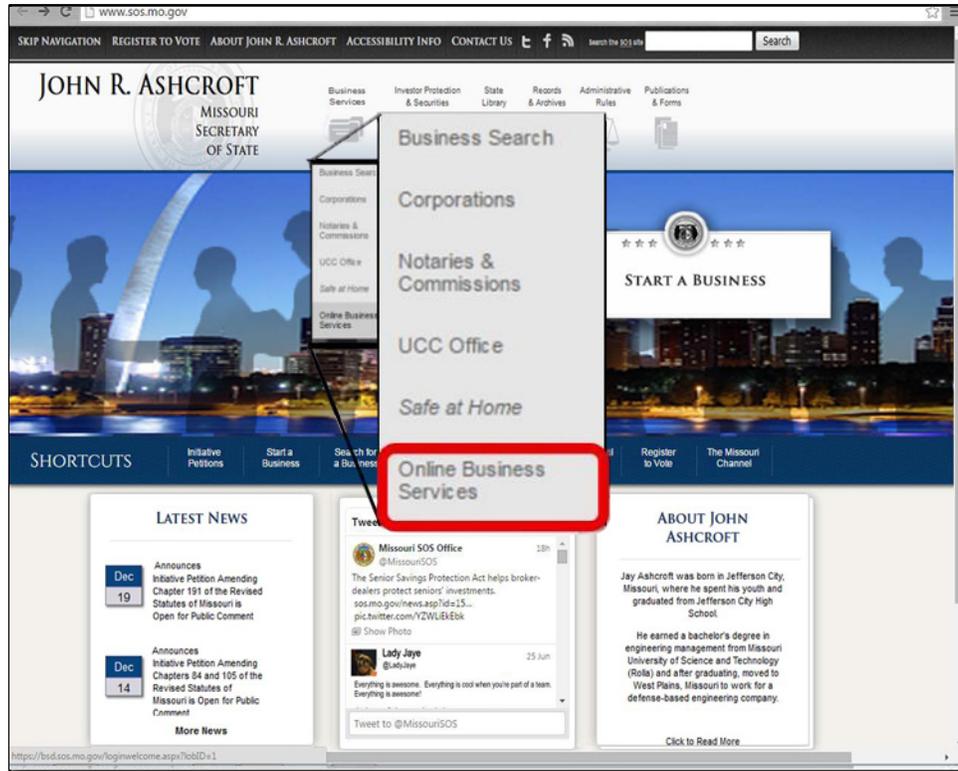
Please give us a call at 1-866-223-6535 or email us at [corporations@sos.mo.gov](mailto:corporations@sos.mo.gov) if you have any questions about the registration process.

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



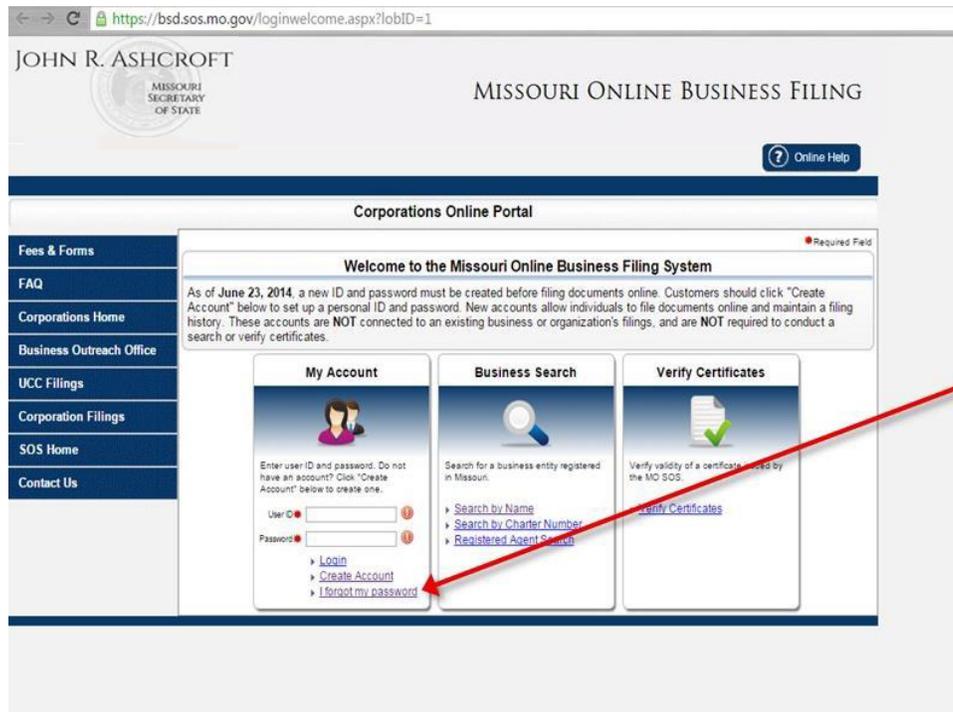
**Step 1**

Go to [www.sos.mo.gov](http://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.

**MY ACCOUNT** Online Help

**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:

I Agree to the Terms and Conditions stated above.

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".

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**MY ACCOUNT** **HOME** **SEARCH** Shopping Cart Online Help

Welcome, Business Services Division [Log Out!](#)

**CORPORATION**

**Other Business Entities (Corps, LLP, etc.)**

- [Create a Business Entity](#)
- [Change Reg. Agent/Address](#)
- [File/Print Registration Report](#)
- [All Other Business Filings](#)

**LLC Filings**

- [Create LLC](#)
- [Amend/Correct LLC](#)
- [Change Reg. Agent/Address](#)
- [All Other LLC Filings](#)

**Nonprofit Filings**

- [Create Non-Profit](#)
- [Amend/Correct](#)
- [Change Reg. Agent/Address](#)
- [File/Print Registration Report](#)
- [All Other Non-Profit Filings](#)

**Fictitious Names**

- [Register Fictitious Name](#)
- [Renew Fictitious Name](#)
- [Correct Fictitious Name](#)
- [Cancel Fictitious Name](#)

**Registration Reports**

- [File Annual Report](#)
- [File Biennial Report](#)
- [Print Registration Report](#)

**Certificates & Copies**

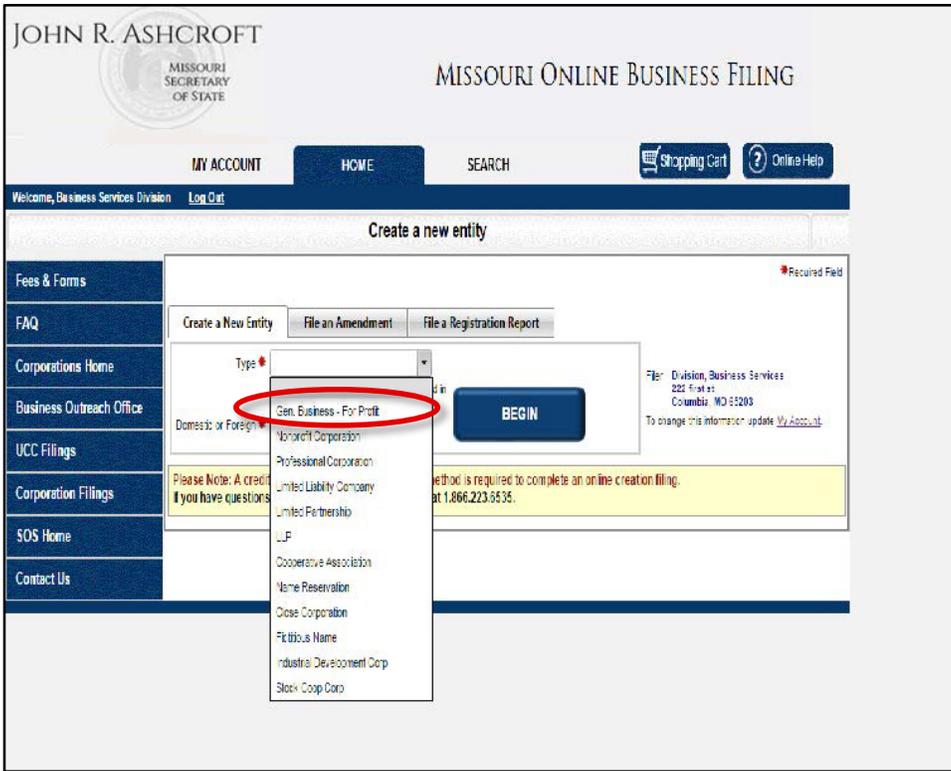
- [Order Good Standing](#)
- [Order Certified Copies](#)
- [Verify Certificates](#)
- [Check My Orders](#)

**My Account & Filing History**

- [Correct a Rejected Filing](#)
- [In Progress Filings](#)
- [Filing History](#)
- [Payments and Billing](#)
- [Update Account](#)
- [Update Password](#)

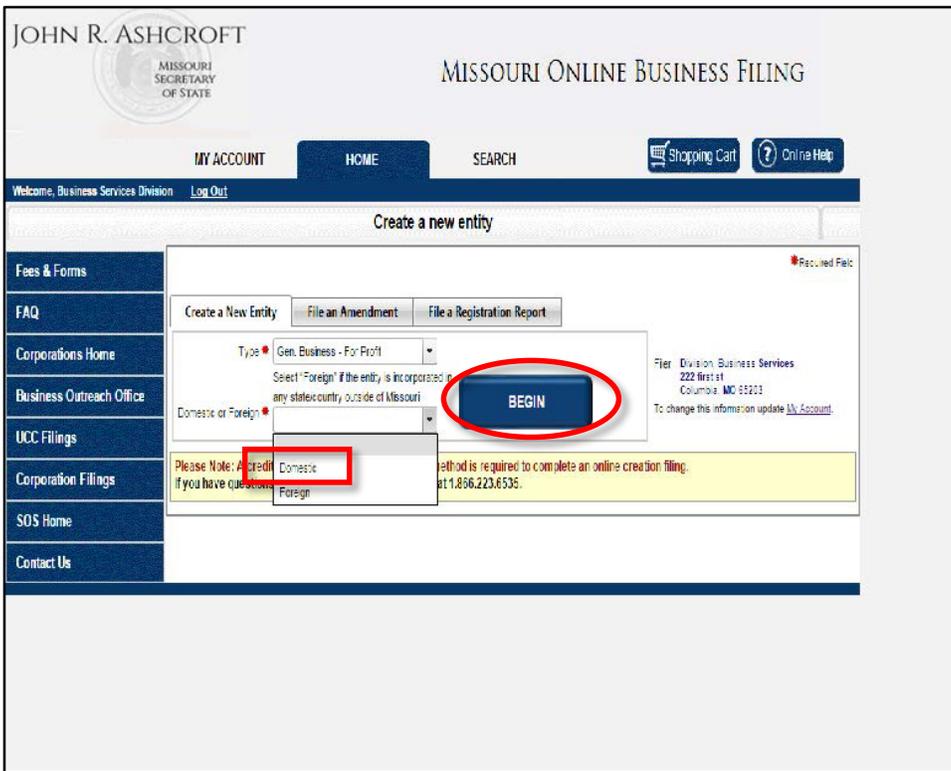
**Step 4**

After you have successfully logged in, you will be directed to the filing "Home" tab. Locate the box titled "Other Business Entities" and click the first option: "Create a Business Entity".



**Step 5**

From the “Type” dropdown list, select the first option, “**Gen. Business – For Profit**”.



**Step 6**

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

Click “**BEGIN**”.

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ARTICLE ONE: CORPORATION NAME

Required Field

NAME	REG. AGENT	SHARES	INCORPORATORS	DURATION	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 must 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: <input type="text"/>							
Must contain the word "corporation", "company", "incorporated" or "limited" or end with an abbreviation of one of said words (Inc., Co., Corp., Ltd.)							
Name *							<input type="button" value="PREVIOUS: NEW FILING"/> <input type="button" value="NEXT: REG. AGENT"/>

**Step 7**

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”.

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ARTICLE TWO: REGISTERED AGENT

Required Field

NAME	REG. AGENT	SHARES	INCORPORATORS	DURATION	REVIEW FILING	SIGNATURE(S)	SHOPPING CART
Specify registered agent name and address, including street and number for the registered agent's office 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 <input checked="" type="radio"/> Reg. Agent is Individual <input type="radio"/> Reg. Agent is Organization							
First Name <input type="text"/>		Middle Name <input type="text"/>		Last Name *			
<input type="button" value="I DO NOT WANT TO SEARCH"/>		Starting With <input type="text"/>		<input type="button" value="SEARCH REG. AGENT"/>			
<input type="button" value="CANCEL REG. AGENT"/>							
Registered Agent							
Actions	Type	Name	Address	Since	To	Status	
No records to display.							

**Step 8**

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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ARTICLE TWO: REGISTERED AGENT

Fees & Forms \* Required Field

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

**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 3

Address Line 2 City \* Columbia State \* MO Zip \* 65201

Registered Agent must reside in MO.

**SAVE REG. AGENT** **CANCEL REG. AGENT**

**Registered Agent**

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

**Step 9**

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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ARTICLE TWO: REGISTERED AGENT

Fees & Forms \* Required Field

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

Specify registered agent name and address, including street and number for the registered agent’s office 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)

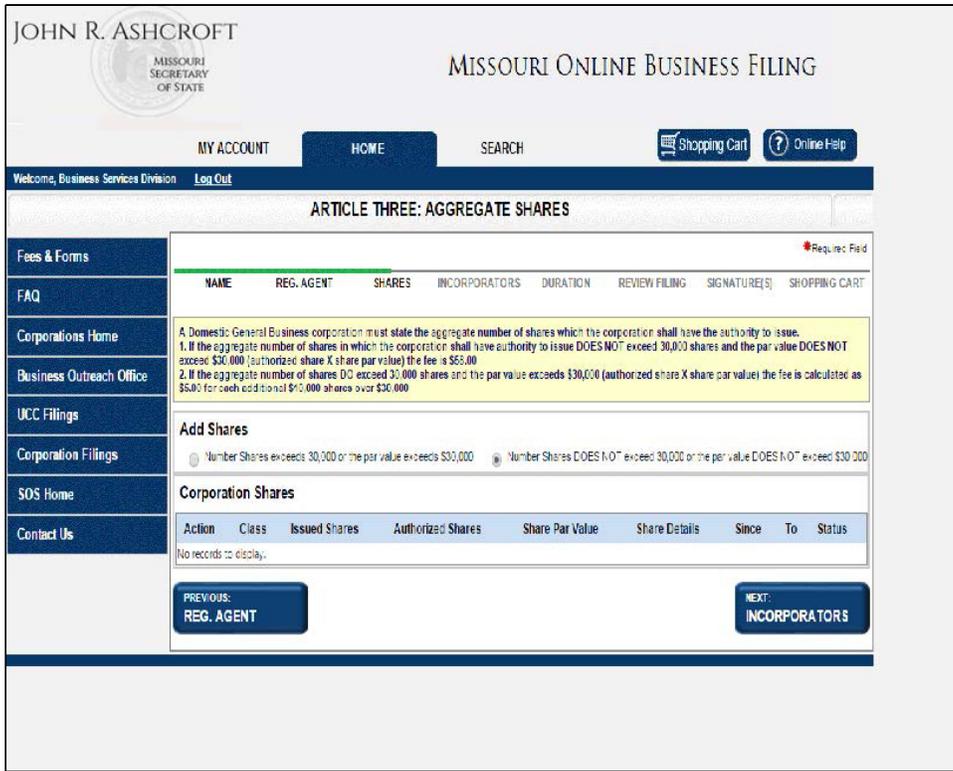
Delete

PREVIOUS: **NAME** NEXT: **SHARES**

**Step 10**

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 “**SHARES**” to continue.

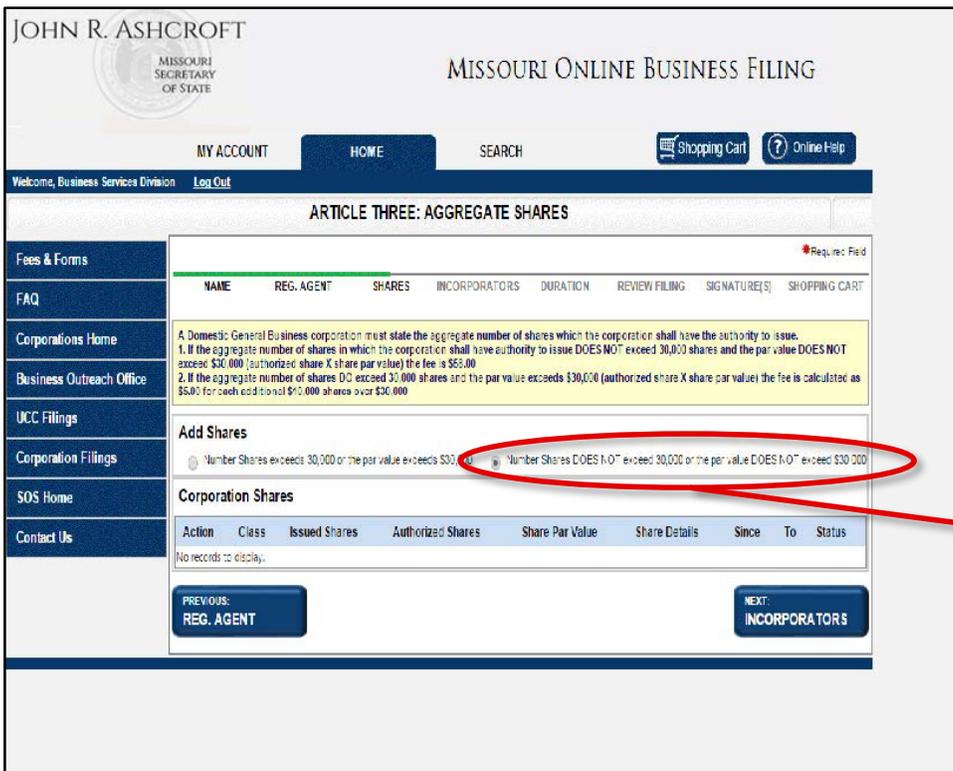


**Step 11**

Determine the distribution of authorized shares.

Determining the details and distribution of shares and the initial value of a corporation very important aspect in the formation of this type of entity.

**The Secretary of State’s office strongly encourages seeking the advice of legal and/or financial professionals.**



**Step 11(a)**

A domestic general business corporation must state the aggregate number of shares the corporation shall have the authority to issue.

The number of shares and the amount of authorized capital are used to determine the incorporation fee paid in **Step 22**.

If aggregate number of shares to be issued DOES NOT exceed 30,000 or the par value DOES NOT exceed \$30,000, click the second option under “Add Shares”.

Refer to [RSMo 351.055.1](#) for more information.

To continue, click **“INCORPORATORS”** and move to **Step 12**.

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ARTICLE THREE: AGGREGATE SHARES

Required Field

NAME	REG. AGENT	SHARES	INCORPORATORS	DURATION	REVIEW FILING	SIGNATURE(S)	SHOPPING CART																		
<p>A Domestic General Business corporation must state the aggregate number of shares which the corporation shall have the authority to issue.</p> <p>1. If the aggregate number of shares in which the corporation shall have authority to issue DOES NOT exceed 30,000 shares and the par value DOES NOT exceed \$30,000 (authorized share X share par value) the fee is \$65.00.</p> <p>2. If the aggregate number of shares DO exceed 30,000 shares and the par value exceeds \$30,000 (authorized share X share par value) the fee is calculated as \$5.00 for each additional \$10,000 shares over \$30,000.</p>																									
<p><b>Add Shares</b></p> <p><input checked="" type="radio"/> Number Shares exceeds 30,000 or the par value exceeds \$30,000 <input type="radio"/> Number Shares DOES NOT exceed 30,000 or the par value DOES NOT exceed \$30,000</p>																									
<p><b>Corporation Shares</b></p> <table border="1"> <thead> <tr> <th>Action</th> <th>Class</th> <th>Issued Shares</th> <th>Authorized Shares</th> <th>Share Par Value</th> <th>Share Details</th> <th>Since</th> <th>To</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="9">No records to display.</td> </tr> </tbody> </table> <p>PREVIOUS: REG. AGENT NEXT: INCORPORATORS</p>								Action	Class	Issued Shares	Authorized Shares	Share Par Value	Share Details	Since	To	Status	No records to display.								
Action	Class	Issued Shares	Authorized Shares	Share Par Value	Share Details	Since	To	Status																	
No records to display.																									

**Step 11(b)**

If aggregate number of shares to be issued exceeds 30,000 shares or par value exceeds \$30,000, click the first option under “Add Shares”.

Choosing “Number Shares exceeds 30,000 or the par value exceeds \$30,000” will open several more fields for completion.

Refer to [RSMo 351.055.1](#) for more information.

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Online Help

ARTICLE THREE: AGGREGATE SHARES

Required Field

NAME	REG. AGENT	SHARES	INCORPORATORS	DURATION	REVIEW FILING	SIGNATURE(S)	SHOPPING CART																		
<p>A Domestic General Business corporation must state the aggregate number of shares which the corporation shall have the authority to issue.</p> <p>1. If the aggregate number of shares in which the corporation shall have authority to issue DOES NOT exceed 30,000 shares and the par value DOES NOT exceed \$30,000 (authorized share X share par value) the fee is \$58.00.</p> <p>2. If the aggregate number of shares DO exceed 30,000 shares and the par value exceeds \$30,000 (authorized share X share par value) the fee is calculated as \$5.00 for each additional \$10,000 shares over \$30,000.</p>																									
<p><b>Add Shares</b></p> <p><input checked="" type="radio"/> Number Shares exceeds 30,000 or the par value exceeds \$30,000 <input type="radio"/> Number Shares DOES NOT exceed 30,000 or the par value DOES NOT exceed \$30,000</p> <p>Select a share class</p> <p>Class: <span style="border: 1px solid red; padding: 2px;">Common Preferred</span></p> <p>Authorized Shares: <input type="text"/></p> <p>Share Par Value: <input type="text"/> <input type="radio"/> No Par Value</p> <p>Share Details: <input type="text"/></p> <p>SAVE SHARES CANCEL SHARES</p>																									
<p><b>Corporation Shares</b></p> <table border="1"> <thead> <tr> <th>Action</th> <th>Class</th> <th>Issued Shares</th> <th>Authorized Shares</th> <th>Share Par Value</th> <th>Share Details</th> <th>Since</th> <th>To</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="9">No records to display.</td> </tr> </tbody> </table>								Action	Class	Issued Shares	Authorized Shares	Share Par Value	Share Details	Since	To	Status	No records to display.								
Action	Class	Issued Shares	Authorized Shares	Share Par Value	Share Details	Since	To	Status																	
No records to display.																									

**Step 11(c)**

Define and add the authorized shares.

In the “Class” field, choose “Common” or “Preferred” from the dropdown.

**ARTICLE THREE: AGGREGATE SHARES**

Update Shares

Select a share class  
Class: Common

Enter number of authorized shares.  
Authorized Shares:

SAVE SHARES CANCEL SHARES

Action	Class	Issued Shares	Authorized Shares	Share Par Value	Share Details	Since	To	Status
Update Delete	Common	0	26000	1.00				Active (Pending)

**Step 11(d)**

In the “Authorized Shares” field, input the number of shares of the class chosen above.

**Example:** If the number of authorized shares of common stock for the corporation is 40,000, you would choose “Common” for the class and type “40,000” in “Authorized Shares”

**ARTICLE THREE: AGGREGATE SHARES**

Add Shares

Number Shares exceeds 30,000 or the par value exceeds \$30,000 (selected) | Number Shares DOES NOT exceed 30,000 or the par value DOES NOT exceed \$30,000

Select a share class  
Class:

Enter number of authorized shares.  
Authorized Shares:

Specify shares par value

Share Par Value  No Par Value

SAVE SHARES CANCEL SHARES

Action	Class	Issued Shares	Authorized Shares	Share Par Value	Share Details	Since	To	Status
No records to display.								

**Step 11(e)**

Indicate the par value of each share of the class of stock. If the shares will have no par value, choose “No Par Value”.

**Note:** If the authorized shares are to have no par value, a notional value of \$1.00 will be assigned solely for the purpose of assessing the incorporation fee. This assigned value has no impact on the actual value of the corporation.

See [RSMo 351.065.1](#) for more information.

**ARTICLE THREE: AGGREGATE SHARES**

UCC Forms | UCC Fees | UCC FAQ | UCC Online Filing | UCC Contact Us | Business Entity Online Filing | Business Outreach Office | Secretary of State Home Page

Update Shares  
 Select a share class  
 Class: Common  
 Enter number of authorized shares:  
 Authorized Shares: 40000

State the preferences, qualifications, limitations, restrictions and the special or relative rights including convertible right, is any, in respect of the share of each class.  
 Share Details:

SAVE SHARES | CANCEL SHARES

Action	Class	Issued Shares	Authorized Shares	Share Par Value	Share Details	Since	To	Status
Update Delete	Common	0	20000	1.00				Active (Pending)

**Step 11(f)**

You may also indicate any preferences, qualifications, limitations, and special or relative rights associated with the class of shares.

Once this information has been added, click **“SAVE SHARES”**.

**ARTICLE THREE: AGGREGATE SHARES**

UCC Forms | UCC Fees | UCC FAQ | UCC Online Filing | UCC Contact Us | Business Entity Online Filing | Business Outreach Office | Secretary of State Home Page

ADD SHARES

Action	Class	Issued Shares	Authorized Shares	Share Par Value	Share Details	Since	To	Status
Update Delete	Common	0	20000	1.00				Active (Pending)

PREVIOUS: REG. AGENT | NEXT: INCORPORATORS

**Step 11(g)**

When all of the information for the class of shares has been entered and saved, you will have the option to continue with another class of shares (Again, the choices are Common or Preferred stock).

If you need to add another class of shares, click **“ADD SHARES”** and complete the procedures outlined in Steps 11(b) – 11(g).

Once all information for each class of shares has been added, click **“INCORPORATORS”** to continue.

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ARTICLE FOUR: INCORPORATORS

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

**Add Incorporator**

Type:  Incorporator (Individual)  Incorporator (Corporate)

First Name:  Middle Name:  Last Name:  Suffix:

Country:

Line 1:  Line 2:  Line 3:

City:  State:  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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ARTICLE FOUR: INCORPORATORS

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

**ADD INCORPORATOR**

**Incorporators**

Actions	Officers Type	Name	Address	Since	To	Status
Update Delete	Incorporator	Smith, Jane	111 Main St. Columbia, MO 65203			Active (Pending)

**PREVIOUS SHARES** **NEXT DURATION**

**Step 13**

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

Click **“DURATION”** to continue.

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ARTICLES FIVE, SIX & SEVEN: DURATION, PURPOSE, AND DIRECTORS

NAME	REG. AGENT	SHARES	INCORPORATORS	DURATION	REVIEW FILING	SIGNATURE(S)	SHOPPING CART
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 * <b>Perpetual</b>							
Corporation purpose * <b>Perpetual</b>							
Date							
Number of Directors: <input type="text"/>							
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.							
Future Effective Date?: <input type="text"/>							
PREVIOUS: INCORPORATORS				NEXT: REVIEW FILING			

**Step 14**

From the “Duration” dropdown menu, choose the duration of the business. Duration indicates how long the business will operate until it dissolves.

- *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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ARTICLES FIVE, SIX & SEVEN: DURATION, PURPOSE, AND DIRECTORS

NAME	REG. AGENT	SHARES	INCORPORATORS	DURATION	REVIEW FILING	SIGNATURE(S)	SHOPPING CART
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							
Specify corporation lawful purpose(s):							
Corporation purpose * <input type="text"/>							
Number of Directors to constitute the board of directors:							
Number of Directors: <input type="text"/>							
PREVIOUS: INCORPORATORS				NEXT: REVIEW FILING			

**Step 15**

Specify a purpose for which the corporation shall be 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 general business corporation may be organized under Missouri law.

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ARTICLES FIVE, SIX & SEVEN: DURATION, PURPOSE, AND DIRECTORS

NAME	REG. AGENT	SHARES	INCORPORATORS	DURATION	REVIEW FILING	SIGNATURE(S)	SHOPPING CART
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.							
Specify the date the corporation is to continue until or perpetual (select one): Duration: Perpetual							
Specify corporation lawful purpose(s): Corporation purpose:							
<p>Number of Directors to constitute the board of directors.</p> <p>Number of Directors: <input type="text"/></p> <p>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.</p> <p>Future Effective Date? <input type="text"/></p>							
PREVIOUS: INCORPORATORS				NEXT: REVIEW FILING			

**Step 16 (Optional)**

All general for-profit businesses are required to have a board of directors. You have the option to indicate the number here.

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ARTICLES FIVE, SIX & SEVEN: DURATION, PURPOSE, AND DIRECTORS

NAME	REG. AGENT	SHARES	INCORPORATORS	DURATION	REVIEW FILING	SIGNATURE(S)	SHOPPING CART
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.							
Specify the date the corporation is to continue until or perpetual (select one): Duration: Perpetual							
Specify corporation lawful purpose(s): Corporation purpose:							
<p>Number of Directors to constitute the board of directors.</p> <p>Number of Directors: <input type="text"/></p> <p>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.</p> <p>Future Effective Date? <input type="text"/></p>							
PREVIOUS: INCORPORATORS				NEXT: REVIEW FILING			

**Step 17**

If you don't want the filing to take effect today, you will need to indicate a future effective date.

Click on the calendar icon and choose a future date.

If you do want the filing to take effect today, leave this field blank.

To continue, click "REVIEW FILING".

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

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: DURATION SAVE FILING NEXT: SIGNATURE(S)

Update Filer Acknowledgement Information  
 Filer Name Barry, Jon  
 Filer Address 600 West Main Street  
 Jefferson City, MO 65101  
 Contact Barry, Jon  
 Phone 01(573) 522-1338

Update ARTICLE ONE: CORPORATION NAME  
 Name Reservation Number  
 Name GenBus Corp

Update ARTICLE TWO: REGISTERED AGENT

Type	Name	Address	Since	To	Status
Reg. Agent is Individual	Smith, John C.	2076 W Buena Vista Springfield, MO 65810			Active (Pending)

Update ARTICLE THREE: AGGREGATE SHARES  
 Number Shares DOES NOT exceed 30,000 or the par value DOES NOT exceed \$30,000

Update ARTICLE FOUR: INCORPORATORS

Officers Type	Name	Address	Since	To	Status
Incorporator	Smith, John	111 Main St Jefferson City, MO 65101			Active (Pending)

Update ARTICLES FIVE, SIX & SEVEN: DURATION, PURPOSE, AND DIRECTORS

Duration Perpetual  
 Corporation purpose business  
 Number of Directors 2

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

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

PREVIOUS: DURATION SAVE FILING NEXT: SIGNATURE(S)

**Step 18**

Review all information for accuracy. To make changes to a particular section, click the "Update" button next to that section.

Check the box at the bottom that says "I acknowledge that the information provided above is true and correct".

You may click "SAVE FILING" to save your filing and return to it later, or you may click "SIGNATURE(S)" to continue.

JOHN R. ASHCROFT MISSOURI SECRETARY OF STATE MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Business Services Division Log Out

SIGNATURE(S)

Fees & Forms  
 FAQ  
 Corporations Home  
 Business Outreach Office  
 UCC Filings  
 Corporation Filings  
 SOS Home  
 Contact Us

To complete your articles of incorporation all incorporators must agree to both statements below and provide their electronic signature.

Select from list below.

Name	Address	Type
<input checked="" type="checkbox"/> Smith, Jane	111 Main St Columbia, MO 65203	Incorporator

I, undersigned, understands that false statements made in this filing are subject to the penalties of a false declaration under Section 575.060 RSMo.

I, undersigned, agrees and represents that he/she is authorized to execute this document.

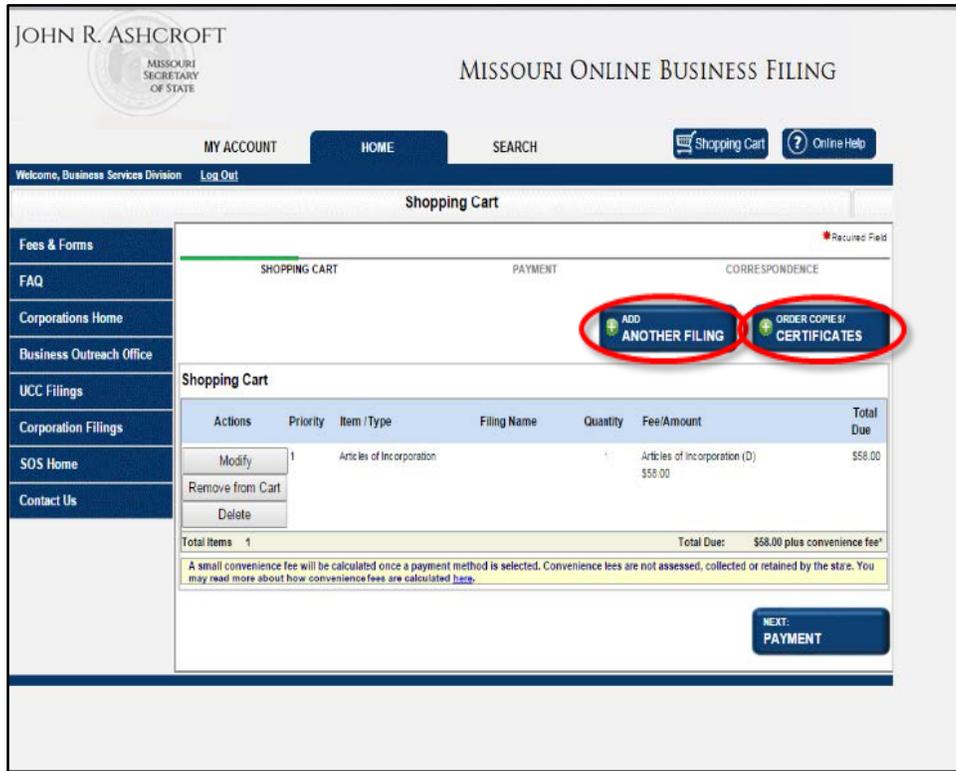
PREVIOUS: REVIEW FILING NEXT: SHOPPING CART

**Step 19**

It is the responsibility of the incorporators to sign the articles of incorporation.

- To sign, ensure that the box next to the incorporator's name is checked.
- Check the box stating "The undersigned understands that false statements made in this filing are subject to the penalties of a false declaration under section 575.060 RSMo".
- Check the box stating "The undersigned agrees and represents that he/she is authorized to execute this document".

To continue, click "SHOPPING CART."

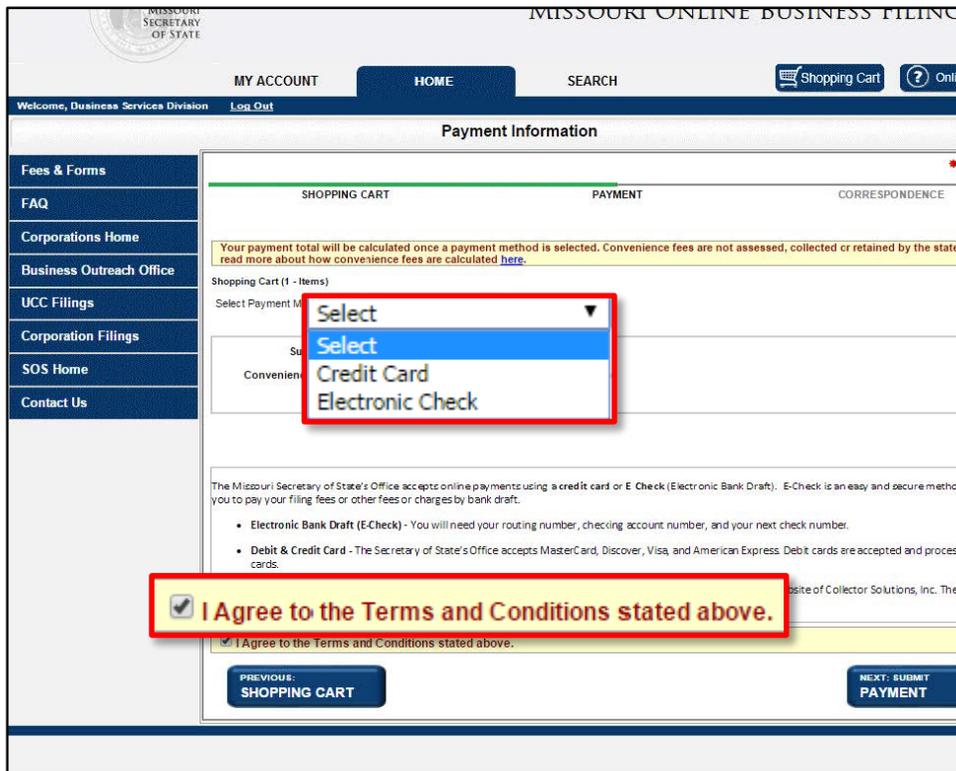


**Step 20**

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.”**



**Step 21(a)**

Select a payment method from the drop down menu.

The options are Credit Card or Electronic Check.

You will be charged a small [convenience fee](#) for using a Credit Card or Electronic Check.

If you would like to pay through ACH, please contact our office at **1-866-223-6535** or

[corporations@sos.mo.gov](mailto:corporations@sos.mo.gov)

Click **“Submit Payment”** to continue.

MY ACCOUNT HOME SEARCH

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**Payment Information** Required Field

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

**Credit Card Information**

Card Type   
 Credit Card Number  CVV  [What is this?](#) Expiration    
 Name on Card

**Billing Address**

Country   
 Street Address   
 City  State  Postal Code   
 Phone

Subtotal \$58.00  
 Convenience Fee \$1.75  
 Total \$59.75

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.

**Step 21(b)**

To pay with a credit card, complete all applicable fields.

You will be charged a small [convenience fee](#). The fee is based on the amount of the transaction.

Click the box indicating you agree to the terms and conditions and click **"SUBMIT PAYMENT"** to continue.

JOHN R. ASHCROFT MISSOURI SECRETARY OF STATE MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH

Welcome, Jon Barry [Log Out](#)

**Payment Information** Required Field

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

Name as it appears on the check  Account type  Check Number   
 Address as it appears on the check  State  Date   
 City  State  Postal Code   
 Business City  State  Postal Code   
 PAY TO THE ORDER OF: State of Missouri  
 Check Type  Bank Routing Number  Bank Account Number

MEMO:

Subtotal \$100.00  
 Convenience Fee \$0.00  
 Total \$100.00

You hereby authorize Collector Solutions, Inc. ("CSI") to initiate an ACH debit entry to the above designated bank account for the Total Remitted specified. You further authorize your Financial Institution to deduct this payment from your account.

You understand that in the event CSI is unable to secure the funds for this transaction from your account for any reason, including but not limited to insufficient funds in your account or insufficient or inaccurate information provided when you submit your electronic payment, further collection action may be undertaken by the Missouri Secretary of State's Office. You further understand that the submission of this transaction is considered proper authorization by you for CSI to initiate an ACH debit entry to your account for such fees.

In the event of a delinquent payment, your obligation to the Missouri Secretary of State's Office will remain unpaid.

ANY FISCAL INFORMATION OBTAINED HEREON CONSTITUTES A TRADE AND SUBJECTS THE PROVIDER SAME TO FELLOW PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATIONS WILL BE PROSECUTED TO THE EXTENT OF THE LAW.

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.

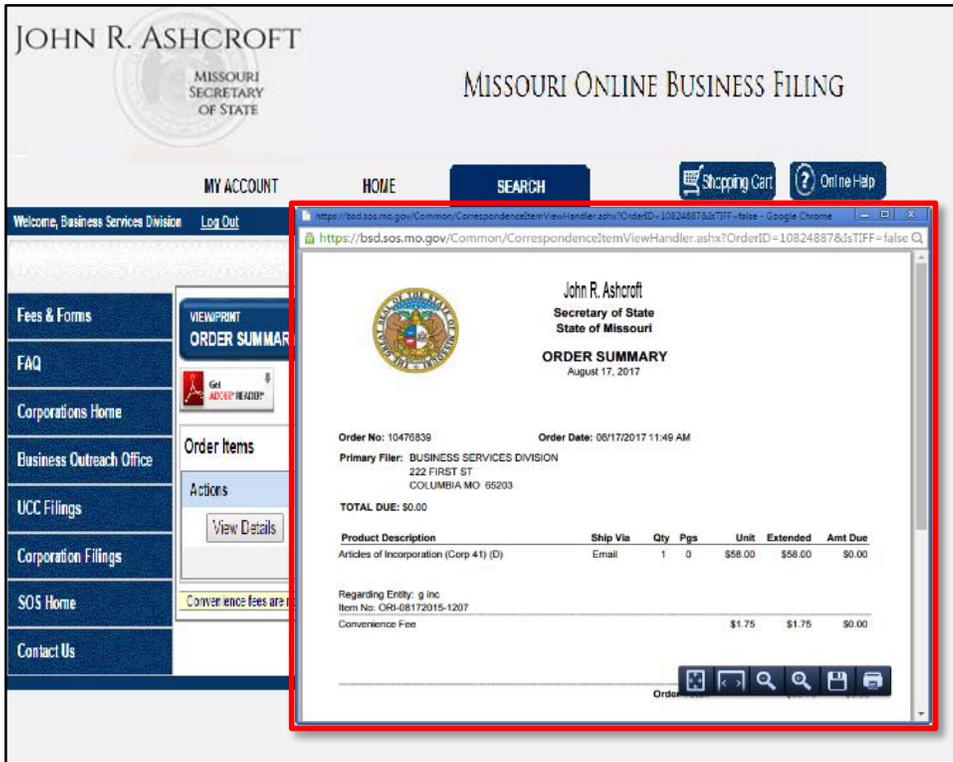
I Agree to the Terms and Conditions stated above.

**Step 21(c)**

To pay with an electronic check, complete the applicable information.

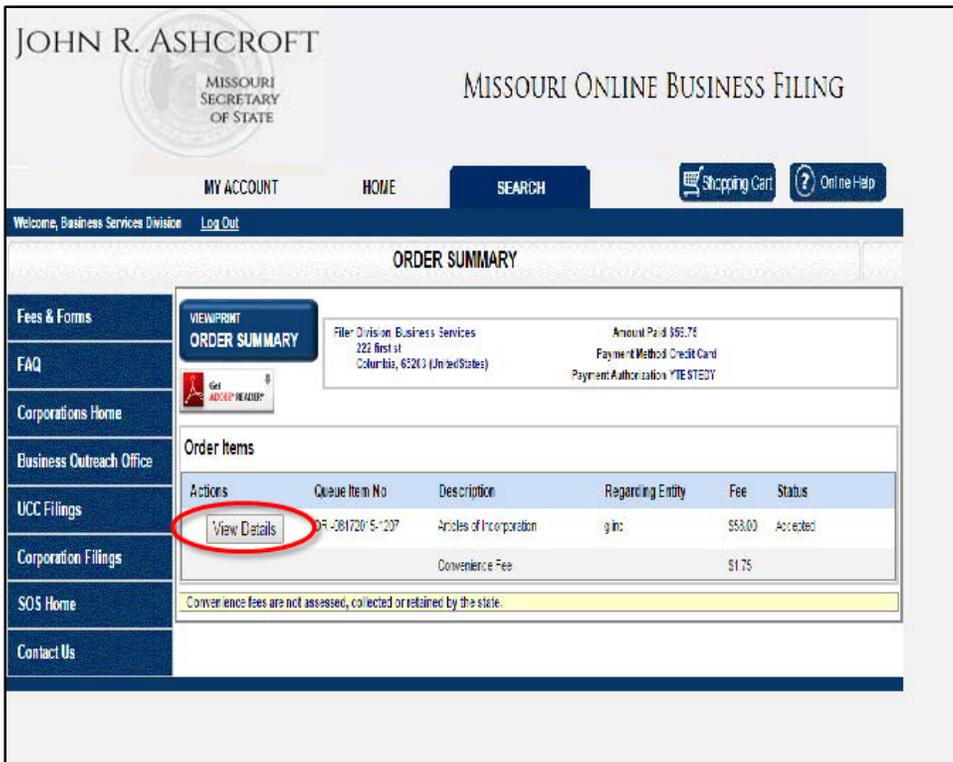
You will be charged a \$.50 convenience fee for using an Electronic Check.

Click the box indicating you agree to the terms and conditions and click **"SUBMIT PAYMENT"** to continue.



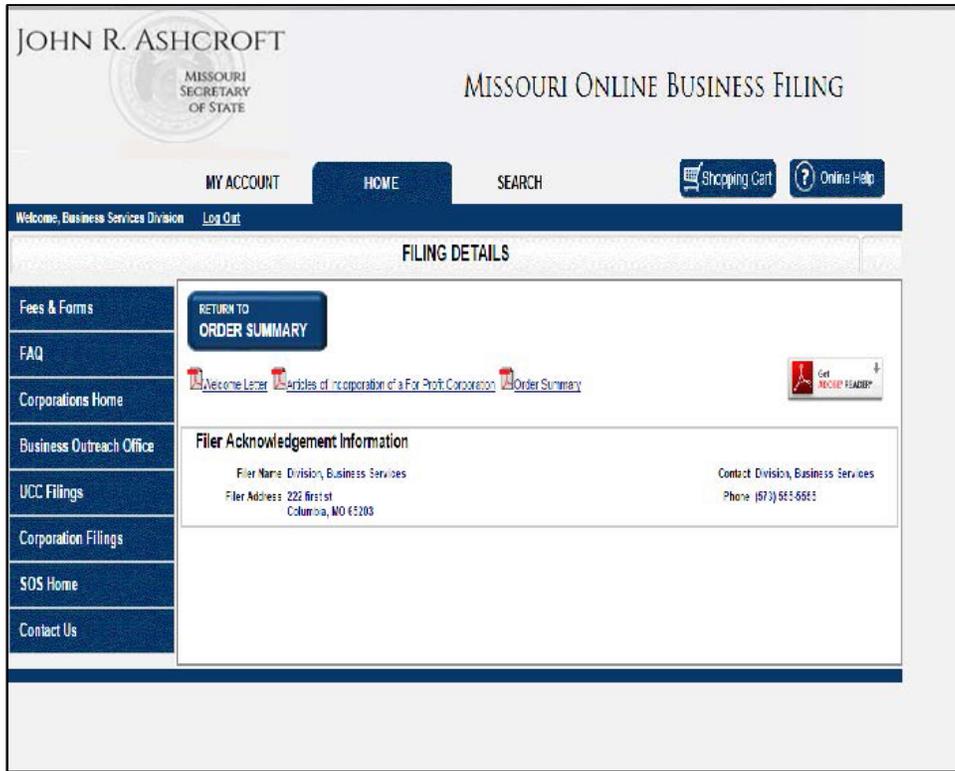
**Step 22**

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



**Step 23**

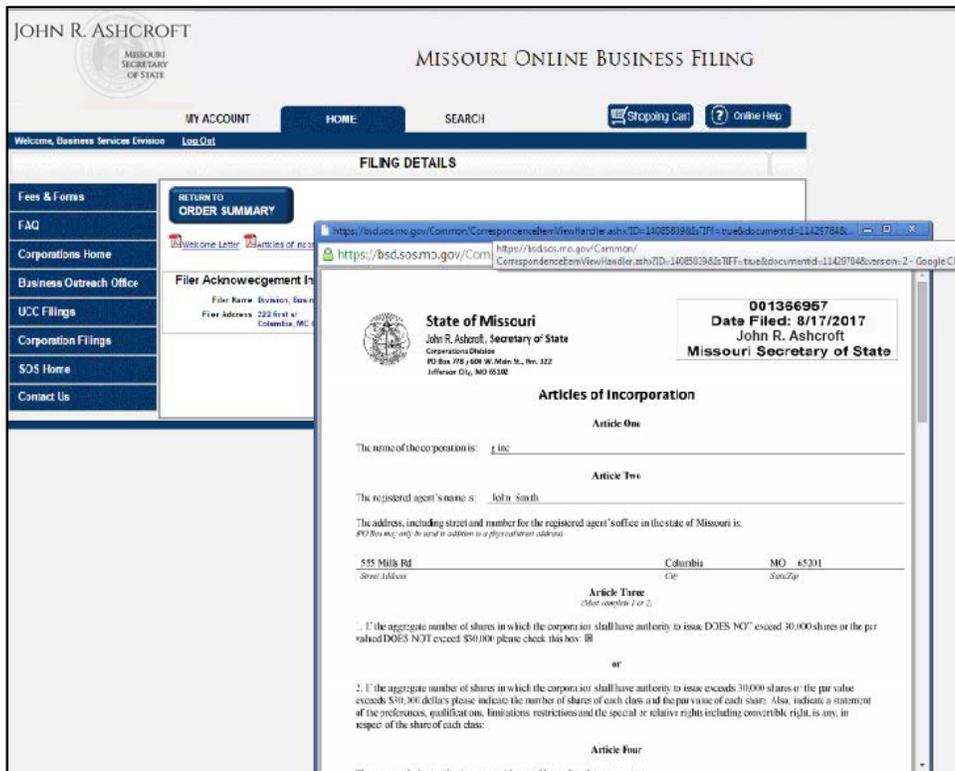
You may click **“View Details”** to view both the Articles of Incorporation and the Order Summary.



**Step 24(a)**

After selecting “View Details”, you will see 3 separate pdf files: the Articles of Incorporation, the order summary, and the welcome letter.

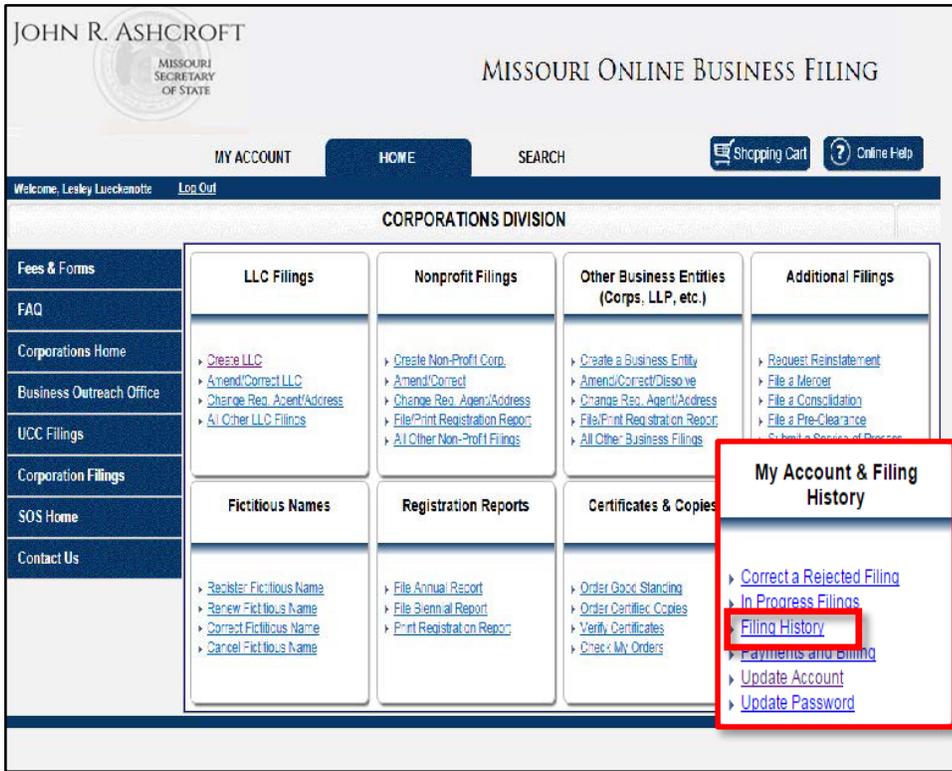
Click on any one of the pdfs to view and print them (example in **Step 24(b)**).



**Step 24(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 save your file to your computer or print it.



**Step 25 (Optional)**

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

**Additional Reporting Requirements:**

*Do for-profit corporations have to renew?*

Yes.

*Do for-profit corporations have to file Annual Registration Reports?*

Yes. For your convenience, we have created a guide to filing the [Annual Registration Report](#) online.

*What are the other reporting requirements for for-profit corporations?*

General for-profit businesses must amend any changes to their articles and report any changes to their registered agents.

Please call 1-866-223-6535 or email us at [corporations@sos.mo.gov](mailto: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](http://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](http://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](http://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>