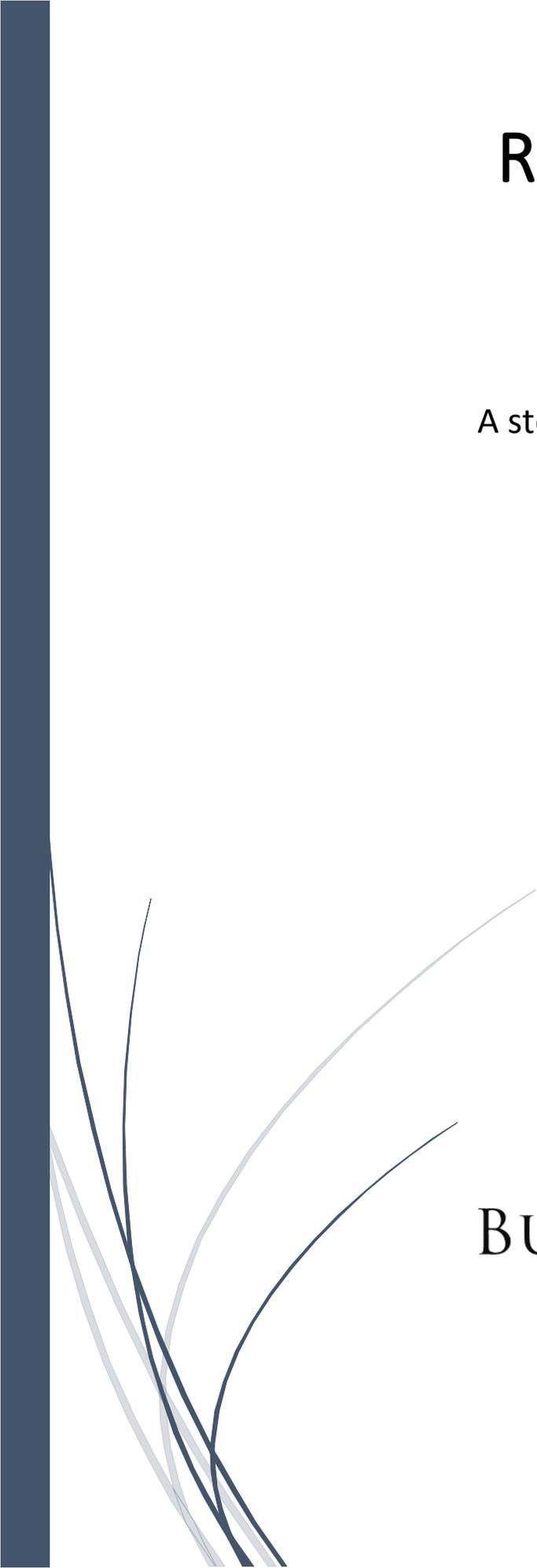


# Registering a Domestic Limited Liability Company (LLC)

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



BUSINESS SERVICES  
MISSOURI  
SECRETARY  
OF STATE

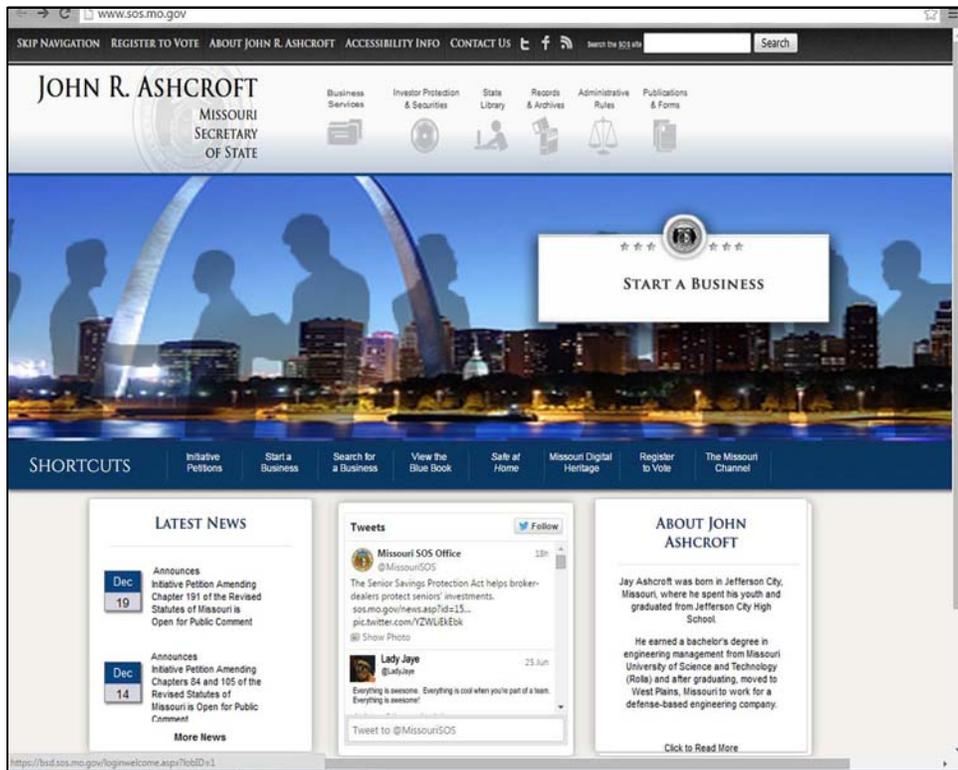


This guide is designed to help individuals navigate the Missouri Secretary of State's online business filing system to file a domestic LLC. Please view our [FAQ page](#) explaining the difference between domestic and foreign entities.

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](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.

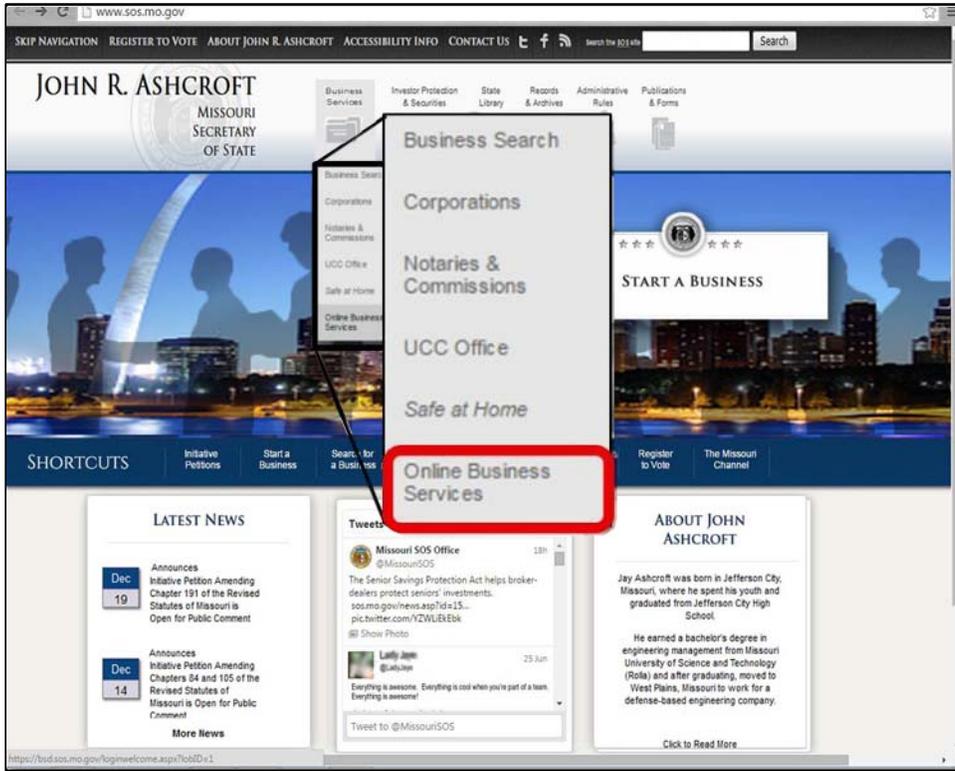


### Step 1

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

**Step 2**

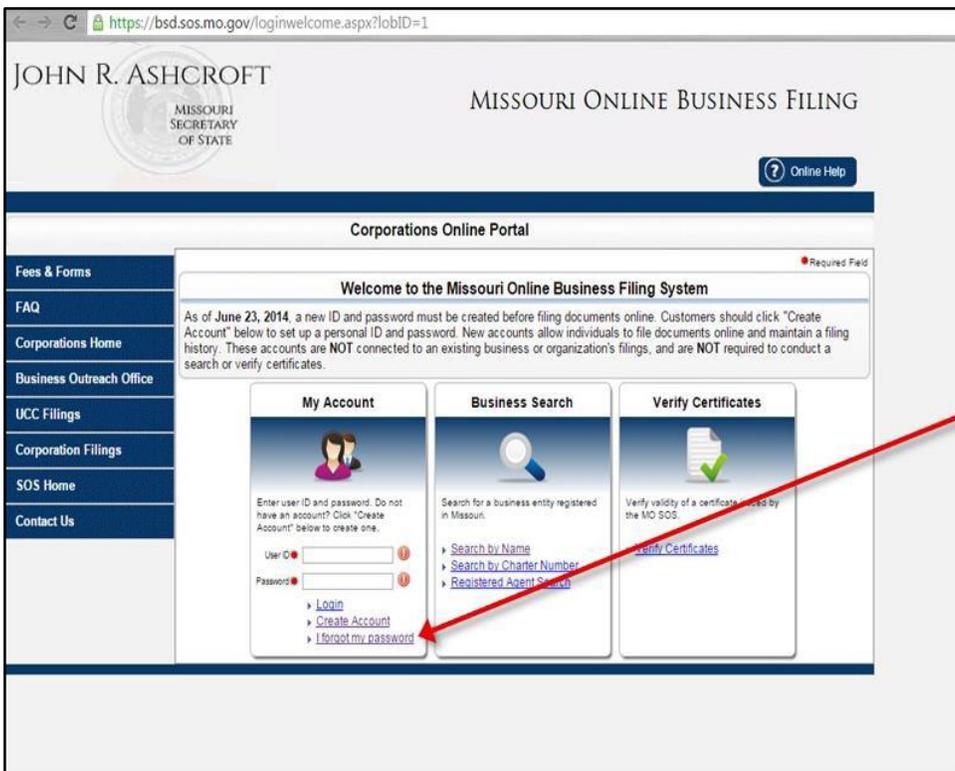
At the top, under “Business Services,” mouse over and select the last option in the drop down menu titled, “Online Business Services.”



**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** Required Field

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?  Password:  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:

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".

JOHN R. ASHCROFT  
MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

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

Welcome, Elizabeth Henderson [Log Out](#)

**CORPORATIONS DIVISION**

<p><b>LLC Filings</b></p> <ul style="list-style-type: none"> <li>▶ Create LLC</li> <li>▶ Amend/Correct LLC</li> <li>▶ Change Reg. Agent/Address</li> <li>▶ All Other LLC Filings</li> </ul>	<p><b>Nonprofit Filings</b></p>	<p><b>Other Business Entities (Corps, LLP, etc.)</b></p> <ul style="list-style-type: none"> <li>▶ Create a Business Entity</li> <li>▶ Amend/Correct/Dissolve</li> <li>▶ Change Reg. Agent/Address</li> <li>▶ File/Print Registration Report</li> <li>▶ All Other Business Filings</li> </ul>	<p><b>Additional Filings</b></p> <ul style="list-style-type: none"> <li>▶ Request Reinstatement</li> <li>▶ File a Merger</li> <li>▶ File a Consolidation</li> <li>▶ File a Pre-Clearance</li> <li>▶ Submit a Service of Process</li> <li>▶ Renew Name Reservation</li> </ul>
		<p><b>Certificates &amp; Copies</b></p> <ul style="list-style-type: none"> <li>▶ Order Good Standing</li> <li>▶ Order Certified Copies</li> <li>▶ Verify Certificates</li> <li>▶ Check My Orders</li> </ul>	<p><b>My Account &amp; Filing History</b></p> <ul style="list-style-type: none"> <li>▶ Correct a Rejected Filing</li> <li>▶ In Progress Filings</li> <li>▶ Filing History</li> <li>▶ Payments and Billing</li> <li>▶ Update Account</li> <li>▶ Update Password</li> </ul>

**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**”.

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GENERAL INFORMATION

NAME GENERAL INFO. REG. AGENT ORGANIZERS REVIEW FILING SIGNATURE(S) SHOPPING CART

Enter limited liability company's purpose, management, and duration.  
To become a Series LLC, the checkbox at the bottom of the page must be selected and additional filing documents must be uploaded.

BE Type **Limited Liability Company**  
Domesticity **Domestic**

Duration \* **Perpetual** of years the limited

Managed by \* **Freeform**  
**Perpetual**  
**Date**

Purpose \*

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?

Series LLC Only: Select the checkbox below to form a Series LLC.  
Series LLC

PREVIOUS: NAME NEXT: REG. AGENT

**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.

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GENERAL INFORMATION

NAME GENERAL INFO. REG. AGENT ORGANIZERS REVIEW FILING SIGNATURE(S) SHOPPING CART

Enter limited liability company's purpose, management, and duration.  
To become a Series LLC, the checkbox at the bottom of the page must be selected and additional filing documents must be uploaded.

BE Type **Limited Liability Company**  
Domesticity **Domestic**

Duration \* of years the limited

Managed by \* **Member**  
**Manager**

Purpose \*

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?

Series LLC Only: Select the checkbox below to form a Series LLC.  
Series LLC

PREVIOUS: NAME NEXT: REG. AGENT

**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.

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Secretary of State Home Page

NAME GENERAL INFO. REG. AGENT ORGANIZERS REVIEW FILING SIGNATURE(S) SHOPPING CART

Enter limited liability company's purpose, management, and duration.  
To become a Series LLC, the checkbox at the bottom of the page must be selected and additional filing documents must be uploaded.

BE Type Limited Liability Company  
Domesticity Domestic

Specify the events, if any, on which the limited liability company is to dissolve or the number of years the limited liability company is to continue.  
Duration \* Perpetual  
The management of the limited liability company is vested in (select one):  
Managed by \*

Purpose \* Enter purpose(s) for which the limited liability company is organized.

Future Effective Date

Series LLC Only: Select the checkbox below to form a Series LLC.  
Series LLC

PREVIOUS: NAME NEXT: REG. AGENT

**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.

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NAME GENERAL INFO. REG. AGENT ORGANIZERS REVIEW FILING SIGNATURE(S) SHOPPING CART

Enter limited liability company's purpose, management, and duration.  
To become a Series LLC, the checkbox at the bottom of the page must be selected and additional filing documents must be uploaded.

BE Type Limited Liability Company  
Domesticity Domestic

Specify the events, if any, on which the limited liability company is to dissolve or the number of years the limited liability company is to continue.  
Duration \* Date 7/1/2020  
The management of the limited liability company is vested in (select one):  
Managed by \* Manager

Purpose \* Enter purpose(s) for which the limited liability company is organized.

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

Series LLC Only: Select the checkbox below to form a Series LLC.  
Series LLC

PREVIOUS: NAME NEXT: REG. AGENT

**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.

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**GENERAL INFORMATION**

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

NAME GENERAL INFO. REG. AGENT ORGANIZER'S REVIEW FILING SIGNATURE(S) SHOPPING CART

Enter limited liability company's purpose, management, and duration.

To become a Series LLC, the checkbox at the bottom of the page must be selected and additional filing documents must be uploaded.

BE Type Limited Liability Company  
Domestically Domestic

Specify the events, if any, on which the limited liability company is to dissolve or the number of years the limited liability company is to continue.

Duration Perpetual  
The management of the limited liability company is vested in (select one)

Managed by

Purpose Enter purpose(s) for which the limited liability company is organized.

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

**Series LLC Only: Select the checkbox below to form a Series LLC.**  
Series LLC

PREVIOUS: NAME NEXT: REG. AGENT

**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".

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**REGISTERED AGENT**

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NAME GENERAL INFO. REG. AGENT ORGANIZER'S REVIEW FILING SIGNATURE(S) SHOPPING CART

The limited liability company must have a registered agent and office in Missouri. The registered agent may be an individual who is a resident of this State, or a domestic corporation or foreign corporation authorized to do business in this State. The registered agent's business office address must be identical to the address of the registered office.

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

I DO NOT WANT TO SEARCH SEARCH REG. AGENT

CANCEL REG. AGENT

Registered Agent

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

**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.

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REGISTERED AGENT

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

**REGISTERED AGENT** \*Required Field

NAME GENERAL INFO. REG. AGENT ORGANIZERS REVIEW FILING SIGNATURE(S) SHOPPING CART

The limited liability company must have a registered agent and office in Missouri.  
The registered agent may be an individual who is a resident of this State, or a domestic corporation or foreign corporation authorized to do business in this State. The registered agent's business office address must be identical to the address of the registered office.

**Add Registered Agent**

Reg. Agent is Individual  Reg. Agent is Organization

First Name \*  Middle Name  Last Name \*  Suffix

Country \* USA

Address Line 1 \*  PO Box is not acceptable as the first line of the address.

Address Line 2

Address Line 3

City \*  State \* MO  Zip \*

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 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**”.

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**REGISTERED AGENT** \*Required Field

NAME GENERAL INFO. REG. AGENT ORGANIZERS REVIEW FILING SIGNATURE(S) SHOPPING CART

The limited liability company must have a registered agent and office in Missouri.  
The registered agent may be an individual who is a resident of this State, or a domestic corporation or foreign corporation authorized to do business in this State. The registered agent's business office address must be identical to the address of the registered office.

**Registered Agent**

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

**PREVIOUS: GENERAL INFO.** **NEXT: ORGANIZERS**

**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”**.

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**ORGANIZERS**

Required Field

NAME	GENERAL INFO.	REG. AGENT	ORGANIZERS	REVIEW FILING	SIGNATURE(S)	SHOPPING CART
			<p>A limited liability company must have at least one organizer, which is the person or persons who sign the articles of organization. A limited liability company will 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 none of the registered agent, members or managers (if any) can be located, service of process for a civil lawsuit may be served on an organizer. Enter organizer(s) name and street address.</p> <p><b>ADD ORGANIZER</b></p>			

Actions	Officers Type	Name	Address	Since	To	Status
Update Delete	Organizer	Smith, Jane	111 Main St Columbia, MO 65201			Active (Pending)

**PREVIOUS REG. AGENT** **NEXT REVIEW FILING**

**Step 17**

Review to ensure the organizer’s information for accuracy, then click “**REVIEW FILING**”.

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**REVIEW FILING**

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

**PREVIOUS: ORGANIZERS** **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(972) 522-1338

Update **NAME**  
Name My Business Name, L.L.C.

Update **GENERAL INFORMATION**  
BE Type Limited Liability Company  
Domesticity Domestic  
Duration Perpetual  
Managed by Member  
Purpose Sell lemonade.  
Future Effective Date?  
Series LLC

Update **REGISTERED AGENT**

Type	Name	Address	Since	To	Status
Reg. Agent is Individual	Barry, Jon	600 West Main Street Jefferson City, MO 65101			Active (Pending)

Update **ORGANIZERS**

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

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

**PREVIOUS: ORGANIZERS** **SAVE FILING** **NEXT: SIGNATURE(S)**

**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)**”.

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SIGNATURE(S)

Fees & Forms Required Field

NAME	GENERAL INFO.	REG. AGENT	ORGANIZERS	REVIEW FILING	SIGNATURE(S)	SHOPPING CART
To complete your articles of organization all organizers must agree to the statements below and provide their electronic signature.						
<b>ADD SIGNER</b>						
Actions	Name	Type				
No records to display.						
<input type="checkbox"/> 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 19**

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

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SIGNATURE(S)

Business Entity Fees & Forms Required Field

NAME	GENERAL INFO.	REG. AGENT	ORGANIZERS	REVIEW FILING	SIGNATURE(S)	SHOPPING CART
To complete your articles of organization all organizers must agree to the statements below and provide their electronic signature.						
<b>Add Signer</b>						
<input checked="" type="radio"/> Individual <input type="radio"/> Organization First Name * Jon Middle Name Last Name * Smith Suffix Title * Organizer						
				<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>		
Actions	Name	Type				
No records to display.						
<input checked="" type="checkbox"/> The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo						

**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.

Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount	Total Due
Modify Remove from Cart Delete	1	Articles of Organization	Articles of Organization Online (D)	1	Articles of Organization Online (D) \$50.00	\$50.00
Total Items					1	Total Due: \$50.00 plus convenience fee*

**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.

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MISSOURI ONLINE BUSINESS FILING

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Payment Information

Shopping Cart (1 - Items)

Select Payment Method

Subtotal: \$50.00  
Convenience Fee: \$0.00  
Total: \$50.00

I Agree to the Terms and Conditions stated above.

PREVIOUS: SHOPPING CART NEXT: SUBMIT PAYMENT

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

The convenience fees for this transaction are:

- Credit Card: \$1.75
- Electronic Check: \$0.50

Payment Information

Shopping Cart (1 - Items)

Select Payment Method: Credit Card

Credit Card Information

Card Type: Credit Card

Card Number: [ ] CVV: [ ] Expiration: 01-Jan 2015

Name on Card: [ ]

Billing Address

Country: USA

Street Address: [ ]

City: [ ] State: MO Postal Code: [ ]

Phone: [ ]

Subtotal: \$50.00  
Convenience Fee: \$1.25  
Total: \$51.25

I Agree to the Terms and Conditions stated above.

PREVIOUS: SHOPPING CART NEXT: SUBMIT PAYMENT

**Step 24**

Complete the payment information.

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

Click "SUBMIT PAYMENT" to continue.

The screenshot shows the 'ORDER SUMMARY' page on the Missouri Online Business Filing website. The header includes the logo for John R. Ashcroft, Missouri Secretary of State, and the title 'MISSOURI ONLINE BUSINESS FILING'. Navigation links include 'MY ACCOUNT', 'HOME', 'SEARCH', 'Shopping Cart', and 'Online Help'. A user is logged in as 'Lesley Lueckenotte'. The main content area is titled 'ORDER SUMMARY' and contains a 'VIEW/PRINT ORDER SUMMARY' button. Below this, it lists the filer's name and address (Lesley Lueckenotte, 600 West Main, Jefferson City, MO 65109), the amount paid (\$51.25), and the payment method (Credit Card). A table of 'Order Items' shows two items: 'Articles of Organization' (Queue Item No: ORI-08062015-0001, Fee: \$50.00, Status: Accepted) and 'Convenience Fee' (Fee: \$1.25). A note at the bottom states 'Convenience fees are not assessed, collected or retained by the state.' A sidebar on the left contains various navigation links.

**Step 25**

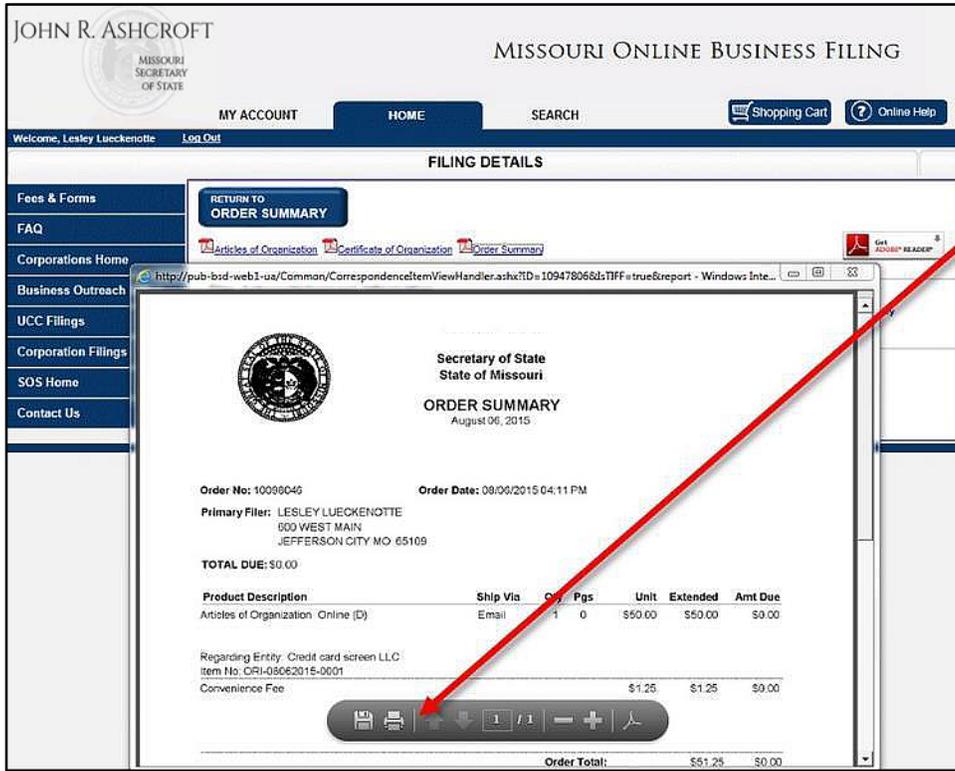
After you submit your payment, click “**VIEW/PRINT ORDER SUMMARY**” to view a printable pdf of your order summary.

The screenshot shows the 'FILING DETAILS' page on the Missouri Online Business Filing website. The header is identical to the previous screenshot. The main content area is titled 'FILING DETAILS' and features a 'RETURN TO ORDER SUMMARY' button. Below this, there are three links for PDFs: 'Articles of Organization', 'Certificate of Organization', and 'Order Summary'. A 'Filer Acknowledgement Information' section provides the filer's name (Lesley Lueckenotte), address (600 West Main, Jefferson City, MO 65109), and contact information (Phone: (573) 751-1858). A sidebar on the left contains various navigation links.

**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.

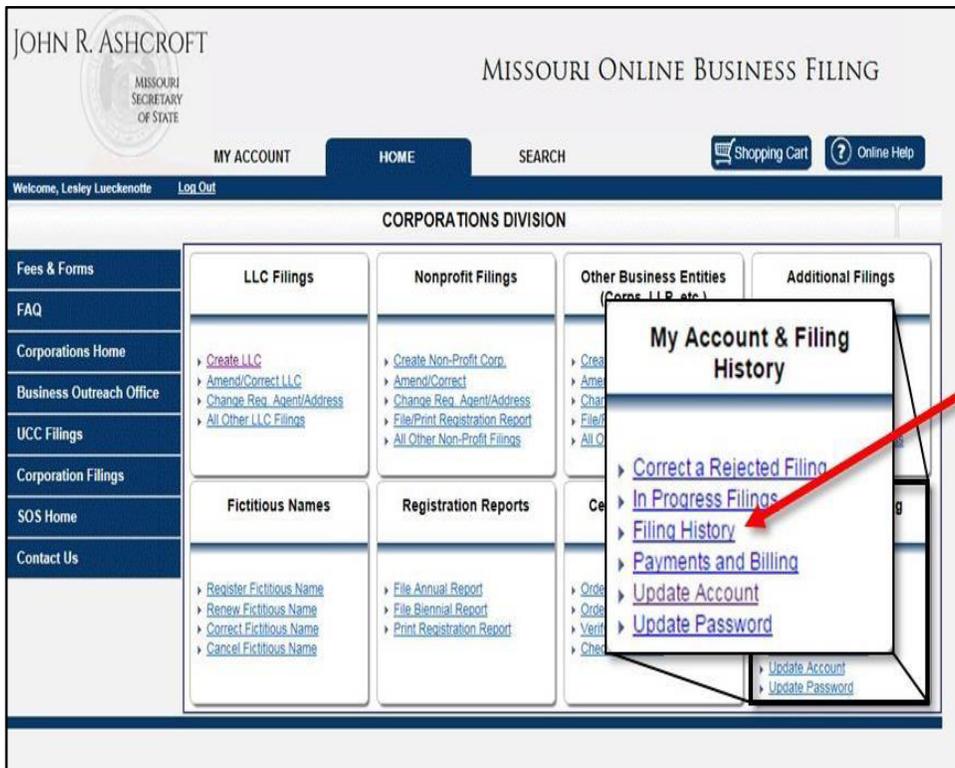
Click on any of the files to view or print. (Example in step 26(b))



**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](mailto:corporations@sos.mo.gov) if you have any questions about the registration process.

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## 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, 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>