Registering a Fictitious Name

(Commonly referred to as a “Doing Business As” or “DBA”)

A step-by-step guide to using the Secretary of State’s Online Business Filing System
This guide is designed to help individuals navigate the Missouri Secretary of State’s online business filing system (Online Business Portal) to file a fictitious name registration. Please view our FAQ page for further information about fictitious names.

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.

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**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”.

![Business Services Menu](image1)

**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.

![Login Page](image2)
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 “Fictitious Names” and click the first option: “Register Fictitious Name”.
Step 5
Type the name you would like to register in the “Name” field.

Carefully read the information highlighted in the yellow box. Take special note of the following regarding the registration of fictitious names:

- The registration of a fictitious name gives no protection to the name being registered.
- There is no provision to keep another person or business entity from adopting and using the name.
- The fictitious name expires 5 years from the filing date.

Click “ADDRESS” to continue.

Step 6
Enter the business address following the instructions provided.

NOTE: A post office box (PO Box) may not be used as a complete street address. The business address must include a street and number, city, state, and zip code.

Click “OWNERS” to move to the next step.
**Step 7**
Enter the information for all owners of the business.

Carefully read the instructions about owners and ownership highlighted in the yellow box.

Once the first owner has been entered, click “SAVE OWNER”.

**Step 8**
If there are additional owners, click “ADD OWNER”. If there is only one owner click “REVIEW FILING” to continue to the next step.

**NOTE:** The total ownership percentage must equal 100% to continue.
Step 9
Review the information. If any changes are needed, click the “Update” button to the left of the section.

Click “SAVE FILING” to save the filing for completion at a later time.

To continue to the next step, check the box indicating “I acknowledge that the information provided above is true and correct” then click “SIGNATURE(S)”.

Step 10
All owners must sign the registration.

To add a signature, click “ADD SIGNER”.

I acknowledge that the information provided above is true and correct.
Step 11
Add the signer. Indicate whether the signer is an individual or an organization by ticking the corresponding circle.

Click “SAVE” to move to the next step.

Step 12
Repeat Step 11 for each signer. Once all signers have been added, affirm the signatures by checking 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”.

Click “SHOPPING CART” to continue.
Step 13
Review the shopping cart. The fictitious name registration fee will be automatically added to the cart. The fee is $7.00 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 14
Select a payment method from the drop down menu.

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

The convenience fees for this transaction are:
- Credit Card: $1.25
- Electronic Check: $0.50
Step 15
Complete the payment information.

Click the box stating “I Agree to the terms and conditions stated above”.

Click “SUBMIT PAYMENT” to continue.

Step 16 (optional)
After you submit your payment, click “VIEW/PRINT ORDER SUMMARY” to view a printable pdf of your order summary.
Step 16 (a) (optional)
Clicking “VIEW/PRINT ORDER SUMMARY” will produce a .PDF pop-up window.

You may save or print this document for your records.

You can always return to the Online Business Portal at a later time to review your past filings.

Step 17 (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 fictitious names?
Fictitious names expire and must be renewed every 5 years.

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](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**