

New Filing Procedures: *Filing Business Documents Online*

Tom Riley, Assistant Secretary of State
Business Services Division
(601) 359-1633

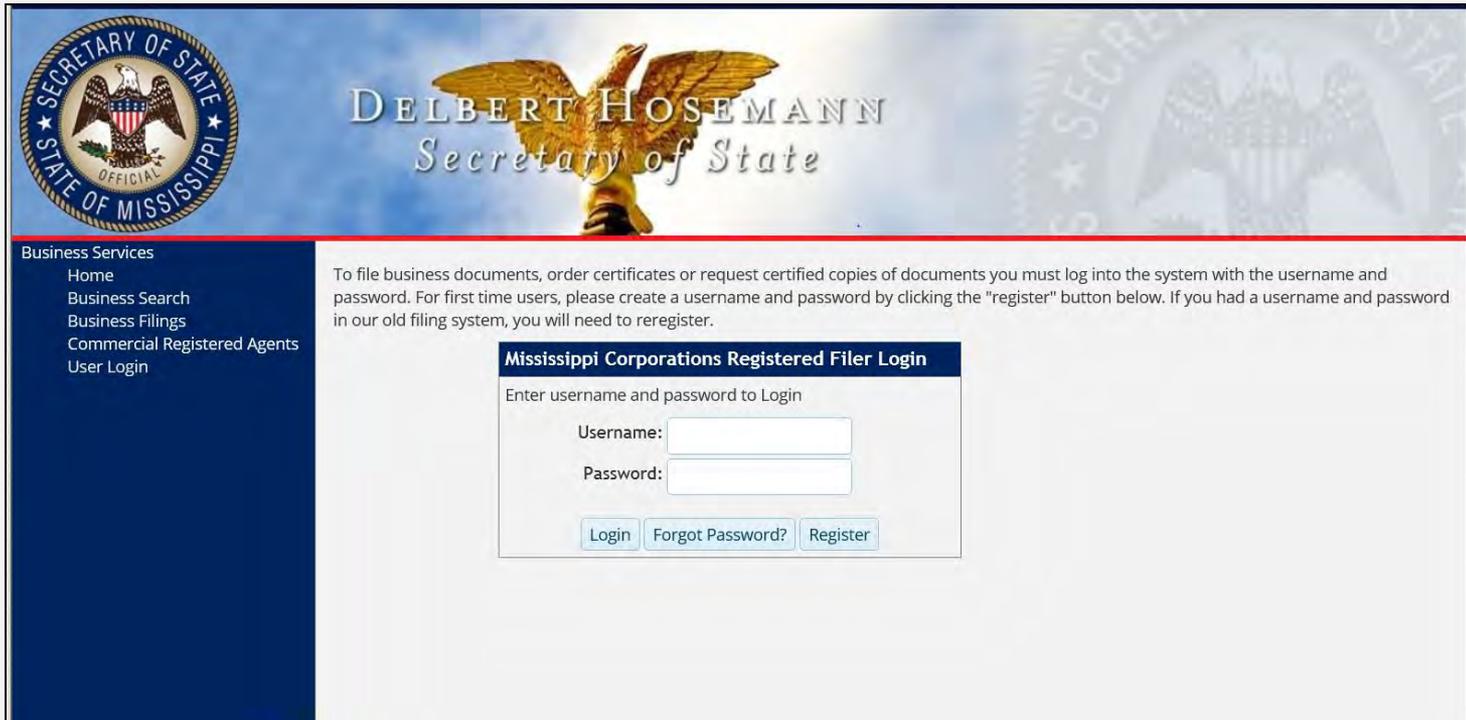
www.sos.ms.gov



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Secretary of State

To file business documents, you must set up an online account.

Click “Register”



The screenshot shows the official website of the Mississippi Secretary of State, Delbert Hosemann. The header features the state seal on the left and the text "DELBERT HOSEMANN Secretary of State" in the center, with a golden eagle graphic. A navigation menu on the left lists "Business Services" with links to Home, Business Search, Business Filings, Commercial Registered Agents, and User Login. The main content area contains a login form titled "Mississippi Corporations Registered Filer Login" with the instruction "Enter username and password to Login". The form includes fields for "Username:" and "Password:", and buttons for "Login", "Forgot Password?", and "Register".

SECRETARY OF STATE
STATE OF MISSISSIPPI
OFFICIAL

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Business Services
Home
Business Search
Business Filings
Commercial Registered Agents
User Login

To file business documents, order certificates or request certified copies of documents you must log into the system with the username and password. For first time users, please create a username and password by clicking the "register" button below. If you had a username and password in our old filing system, you will need to reregister.

Mississippi Corporations Registered Filer Login

Enter username and password to Login

Username:

Password:



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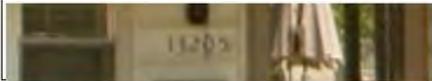
Enter the Digits or Letters Shown



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Create MS SOS Online Account

Please verify you are a person by entering the text below



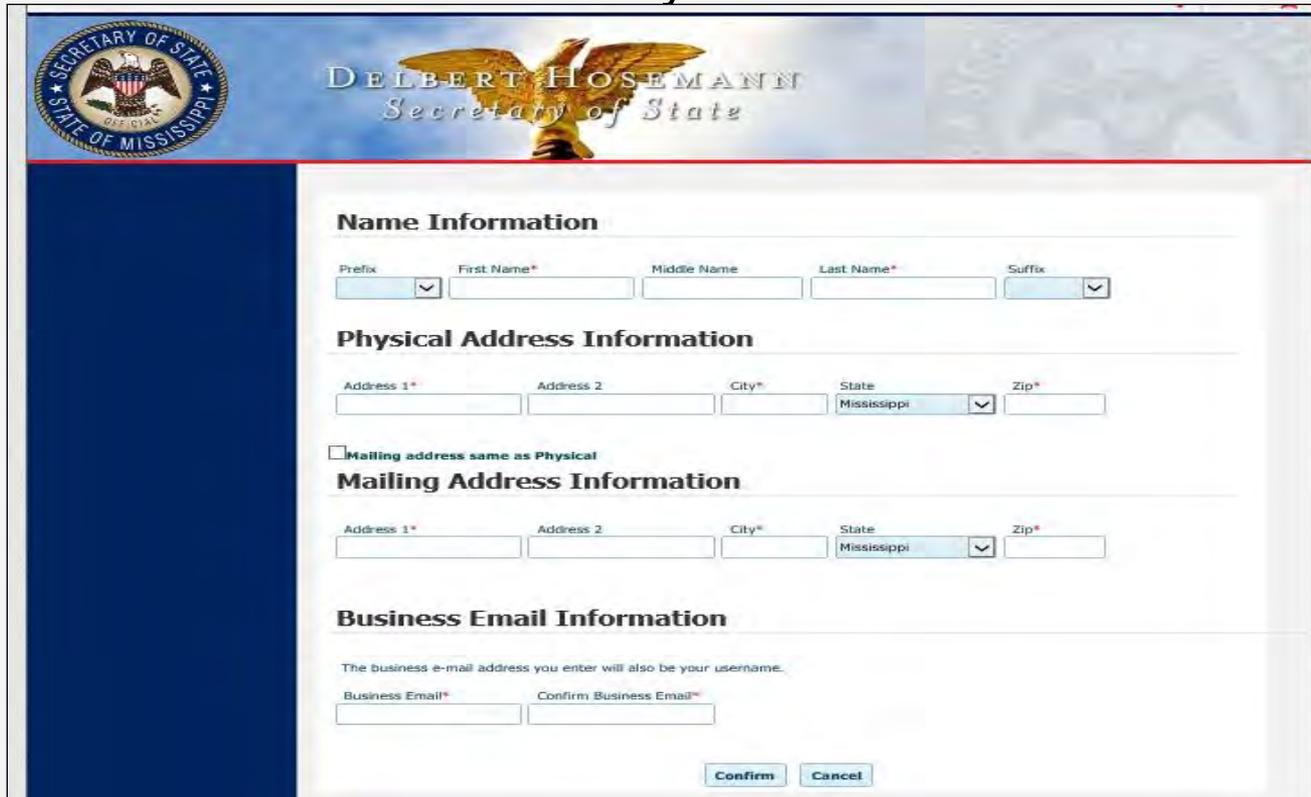
Please enter the words above:





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Fill in the basic information. Most will use their work address and phone.
Your email is your username.



The screenshot shows a registration form for the Secretary of State of Mississippi. The header features the state seal and the name 'DELBERT HOSEMANN Secretary of State'. The form is divided into several sections: 'Name Information' with fields for Prefix, First Name, Middle Name, Last Name, and Suffix; 'Physical Address Information' with fields for Address 1, Address 2, City, State (set to Mississippi), and Zip; a checkbox for 'Mailing address same as Physical'; 'Mailing Address Information' with similar address fields; and 'Business Email Information' with fields for Business Email and Confirm Business Email. A note states that the business email will be the username. 'Confirm' and 'Cancel' buttons are at the bottom.

Name Information

Prefix First Name* Middle Name Last Name* Suffix

Physical Address Information

Address 1* Address 2 City* State Zip*

Mailing address same as Physical

Mailing Address Information

Address 1* Address 2 City* State Zip*

Business Email Information

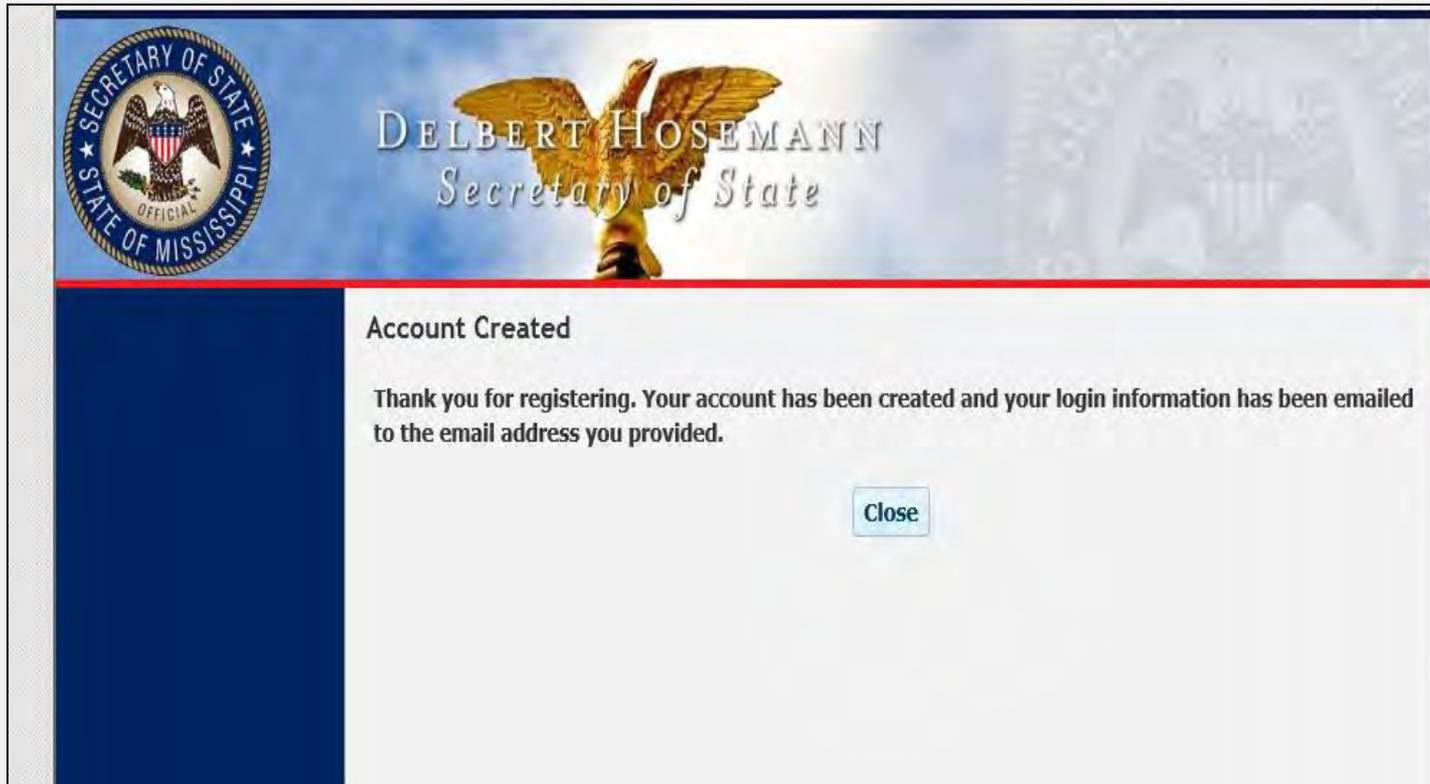
The business e-mail address you enter will also be your username.

Business Email* Confirm Business Email*



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You will receive an email with a temporary password which you may reset.



The screenshot shows a confirmation message for account creation. On the left is a vertical blue bar with the official seal of the Secretary of State of Mississippi. The seal features an eagle with wings spread, holding a shield with the state flag, and the text "SECRETARY OF STATE" at the top and "STATE OF MISSISSIPPI" at the bottom, with "OFFICIAL" in the center. The background of the message area is light blue with a faint, larger version of the seal. The text reads:

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Account Created

Thank you for registering. Your account has been created and your login information has been emailed to the email address you provided.

[Close](#)



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To begin filing documents, log in using your username and password.



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To file business documents, order certificates or request certified copies of documents you must log into the system with the username and password. For first time users, please create a username and password by clicking the "register" button below. If you had a username and password in our old filing system, you will need to reregister.

Mississippi Corporations Registered Filer Login

Enter username and password to Login

Username:

Password:



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On the “Business Filings” page, select the type of document you wish to file.

	Annual Reports
	File an Annual Report (Corporations and LLCs)
	File a Status Report (Non-Profits)
	Name Reservation and Formation Filings
	Form a Mississippi Corporation, Non-Profit, LLC or Partnership
	Register an Out-of-State Corporation, Non-Profit, LLC, Partnership or Business Trust
	Reserve a Business Name
	Transfer a Reserved Business Name
	Register a Fictitious Business Name
	Amendment Filings
	



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Forming a New Business:

Begin by selecting the type of entity. This will open only the necessary fields for that type.



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TELEPHONE: (601) 359-1633
TOLL FREE: (800) 256-3494

Mississippi Formation

(* required fields)

Business Information

Business Type* Domicile: Domestic

Business Name*

Business Email*



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The system will perform numerous validations including checking the availability of the name chosen.

Mississippi Formation

(* required fields)

Business Information

Business Type* Domicile: Domestic

Business Name must contain "Corporation", "Incorporated", "Company", "Professional Corporation", "Professional Association", "Limited" or the abbreviations "Corp", "Inc.", "Co.", "P.C.", "P.A.", or "Ltd."

Business Name* **Name is Available**

Business Email*

Business Details

The Future Effective Date is optional and cannot exceed 90 days from date of filing. If no date is selected, the effective date will be the date this filing submission is approved.

Future Effective Date 

The period of duration is years. (If not specified, the duration will be perpetual)



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Required fields are marked with asterisks.

Registered Agent

The Registered Agent must have a street address in Mississippi.

Individual

First Name* Middle Name Last Name* Suffix

Address Line 1* Address Line 2

City* State Postal Code*

Email Address*



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All documents will be electronically signed.

Signature

The undersigned certifies that:

- 1) he/she has notified the above-named registered agent of this appointment;
- 2) he/she has provided the agent an address for the company, and;
- 3) the agent has agreed to serve as registered agent for this company

At least one Incorporator is required.

+ Click to sign

Title	Name	Address 1	
-------	------	-----------	--

Next

Cancel



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If there are errors on the filing, the system will flag the errors for correction.

Validation Errors

Form cannot be submitted until the following errors are corrected.

- Business Email is required.
- At least one Stock entry is required.
- Business Name must contain one of the following words: Corporation, Incorporated, Company, Limited, Corp., Corp, P.C., PC, P.A., PA, Professional Corporation, Professional Association, Inc., Inc, Co., Co, Ltd., Ltd
- At least one NAICS code is required.
- Form must be signed by at least one Incorporator.

(* required fields)

Business Information

Business Type* Domicile: Domestic

Business Name must contain "Corporation", "Incorporated", "Company", "Professional Corporation", "Professional Association", "Limited" or the abbreviations "Corp", "Inc.", "Co.", "P.C.", "P.A.", or "Ltd."

Business Name* **Name is Available**

Business Email*



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Attachments may be added to the filing, if necessary.



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Add Attachment

If you would like to add an attachment, please do so by browsing to the file below.

When adding an attachment: the filing can be paid for online, but any attachment(s) must be reviewed by Business Services before it can be processed.

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All filings may be paid and submitted electronically, or printed and mailed with a check or money order. The filing may also be saved for future submission or emailed to a third party for review.



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Payment Required!

Please select a payment method.
Filing Fee is **\$50.**

[Submit Document Electronically and Pay Online](#)

[Print Document and Mail-in with Check](#)

[Email Form To Third Party For Review](#)

[Exit and Save Document To File Later](#)



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All major credit cards, ACH accounts or E-Check are accepted.

MISSISSIPPI'S OFFICIAL STATE WEBSITE
ms.gov

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
100000008	2014106677	\$50.00	1	\$50.00
Total				\$50.00

Payment

Payment Type ✓

[Edit](#)

Credit Card



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- Once payment has been submitted, you will receive a confirmation email.
- If the filing can be auto-approved, the email will contain a link to the filed document with a copy of the payment invoice.
- Some filings will require view by Secretary of State staff. An email will be sent upon approval or rejection of the filing.



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Amendments:

After logging in, go to “Amendment Filings” and choose the appropriate action.

A screenshot of a web application interface. On the left is a dark blue vertical sidebar. To its right is a white panel with a dark blue header bar containing the text "Amendment Filings". Below the header are ten light blue rectangular buttons, each with a specific action label. The buttons are stacked vertically and separated by thin white lines.

Amendment Filings
File an Amendment for an Existing Business
File a Merger for an Existing Business
File Articles of Dissolution or Certificate of Withdrawal
Revoke previously filed Dissolution
Application For Reinstatement Following Administrative Dissolution
Amend a Fictitious Business Name
Withdraw a Fictitious Business Name
Assign a Fictitious Business Name
File Registered Agent Address Change
File Agent Resignation



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Enter the Business ID number.



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File a Business Amendment

Please provide the Business ID for the business/organization to amend. Click [here](#) to search for a business.



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Choose the action you wish to perform.



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File New Amendment For ABC Rugs Inc

[Correct a Previously Filed Form](#)

[File an Amendment for an Existing Business](#)

[Restate Articles of Incorporation](#)

[Go Back](#)

[Cancel](#)



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The company's information will prepopulate and may be edited as needed. Attachments with additional edits may be added before submission.



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TOLL FREE: (800) 256-3494

Amendment

(* required fields)

Business Information

Business ID: 1050192	Business Type: Profit Corporation
Business Name: ABC Rugs Inc	Date of Incorporation: 8/21/2014
Foreign or Domestic: Domestic	State of Incorporation: Mississippi

Business Details

Business Name	<input type="text" value="ABC Rugs Inc"/>	<input type="button" value="Edit"/>
Business Email	<input type="text" value="test01@sos.ms.gov"/>	<input type="button" value="Edit"/>



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The system will validate the edits so mistakes may be corrected.



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Amendment

Validation Errors

Form cannot be submitted until the following errors are corrected.

Amendment Adoption Date is required.
At least one signature must be present.

Validation Warnings

Form must be reviewed by filing services before it can be processed because of the following warnings.

Amended Business Name is not available.



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The system will keep track of documents created. For example, filings may be set aside to finish at a later date.



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Hello Cajoleas, Libby [Log Off](#)

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Incomplete Filings

Filing(s) listed are missing some or all of the required information needed to submit.

Select All

	Tracking #	Description	Date Created
<input type="checkbox"/>	2014106764	Formation For Ross' Rockets LLC	8/21/2014 2:18:17 PM
<input type="checkbox"/>	2014106427	Registration	8/18/2014 9:24:13 AM

[Delete Filing](#) [Resume Filing](#)



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Completed documents may be saved and submitted with one payment. The system will total the fees.



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Pending Filings

The following filing(s) require payment before being processed.

Select All

	Tracking #	Description	Filing Fee	Date Created
<input type="checkbox"/>	2014106763	Formation For Ross' Roosters Inc	50	8/21/2014 2:16:02 PM
<input type="checkbox"/>	2014106677	Formation For Bob's Bicycles inc	50	8/20/2014 4:35:32 PM
<input type="checkbox"/>	2014105951	Formation For Testing 3 Times Inc	50	8/8/2014 2:28:54 PM
<input type="checkbox"/>	2014105948	Amendment For Libby & Scot Tests Inc	50	8/8/2014 1:50:24 PM

[Delete Filing](#) [Resume Filing](#) [Submit Payment](#)



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Filings which have been submitted, but are awaiting review, are also listed.



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Hello Cajoleas, Libby **Log Off**

New Filings Incomplete Pending Payment Pending Approval Returned Completed My Orders

Pending Approval

The following filing(s) are awaiting approval by Business Services. You will receive an email once the filing has been processed.

Tracking #	Description	Date Submitted
2014106435	Name Reservation Transfer For QC Testing Inc	8/18/2014 10:33:17 AM



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Successfully filed documents are listed under your profile.



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Hello Cajoleas, Libby [Log Off](#)

[New Filings](#) [Incomplete](#) [Pending Payment](#) [Pending Approval](#) [Returned](#) [Completed](#) [My Orders](#)

Completed Filings

Completed Filings

Filed Between And

Tracking#	BID	Description	Date Filed
2014106761	1050192	Formation For ABC Rugs Inc	8/21/2014 2:03:11 PM
2014106467	628802	Dissolution For CORNERSTONE CAPITAL CORPORATION	8/18/2014 1:22:28 PM
2014106465	1050143	Fictitious Name Withdrawal For QC Testing Inc	8/18/2014 12:12:40 PM
2014106463	1050143	Fictitious Name Amendment For QC Testing Inc	8/18/2014 12:06:47 PM
2014106461	1050143	Fictitious Name Registration For QC Testing Inc	8/18/2014 12:00:36 PM
2014105949	1050065	Amendment For Libby & Scot Tests Inc	8/18/2014 11:56:20 AM
2014106131	1050154	Formation For Testing 101 LLC	8/18/2014 11:56:19 AM
2014106449	1050143	Amendment For QC Testing Inc	8/18/2014 11:56:15 AM
2014106438	1050143	Formation For QC Testing Inc	8/18/2014 10:45:18 AM
2014106426		Name Reservation For QC Testing Inc	8/18/2014 9:22:30 AM
2014106094	1050076	Formation For Doug's Dirt Inc	8/12/2014 10:40:18 AM
2014105947	1050065	Formation For Libby & Scot Tests Inc	8/8/2014 1:48:06 PM



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- This system will go into effect on August 25, 2014.
- All filings after August 25, 2014 must be performed on the new system.
- Filings using old forms will continue to be accepted for a period of time.



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For comments or concerns:

Business Services Division

Customer Service

(601) 359-1633

www.sos.ms.gov



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