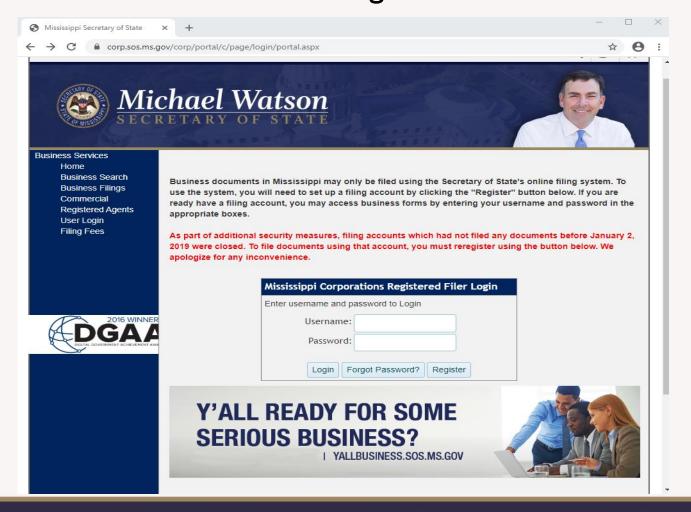
New Filing Procedures: Filing Business Documents Online

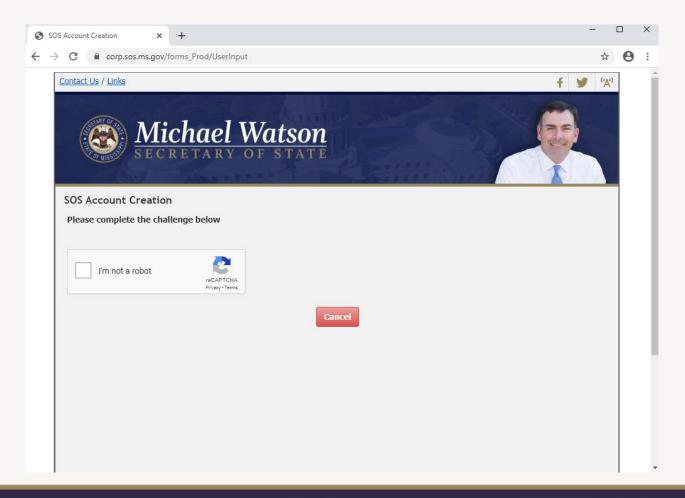


To file business documents, you must set up an online account. Click "Register"





Click the checkbox for the captcha.





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

User Registration × +					- 0	×		
→ C a corp.sos.ms.gov/forms	s_Prod/UserRegistration				*	:		
A STATE OF THE STA	-					4		
User Registration (pleas	se enter your indiv	/idual name, N	OT a business name	e)				
(* required fields) Prefix First Name*	* Middle	. Name	Last Name*	Suffix				
Trenx Trist name	- Induc	. Hume	Lust Hame	•		- 1		
Personal Address Information (must be a street address, NOT a P.O. Box)								
Address Line 1*	Address	Line 2				-1		
						- 1		
City*	State*	Zip*				-1		
	Mississippi	¥				-1		
☐ Is Business Address Same as	s Personal?							
Business Address Information (must be a street address, NOT a P.O. Box)								
			,					
Address Line 1*	Address	Line 2						
City*	State*	Zip*						
	Mississippi	*						
Business Email Informa	ation							
The business email address vo	u enter will also be your	LICARDAMA				-		

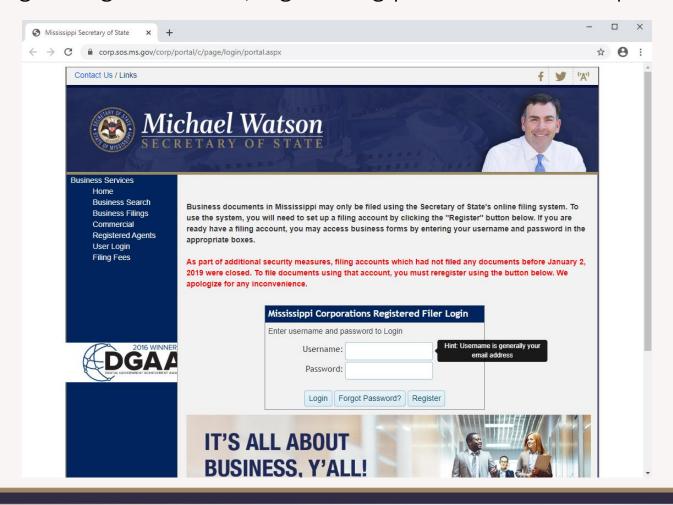


You will receive an email with a temporary password which you may reset.



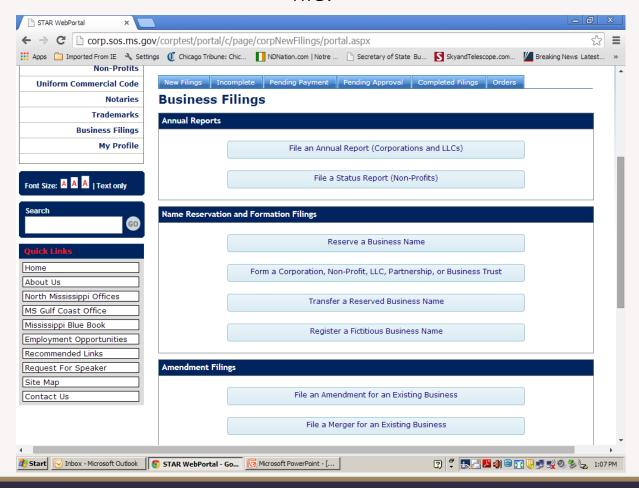


To begin filing documents, log in using your username and password.





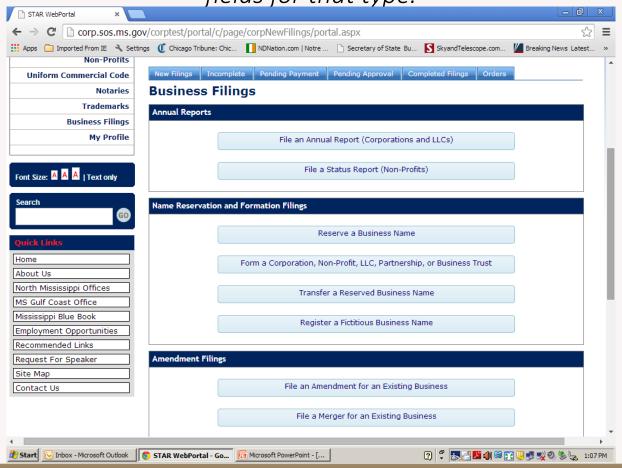
On the "Business Filings" page, select the type of document you wish to file.





Forming a New Business:

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



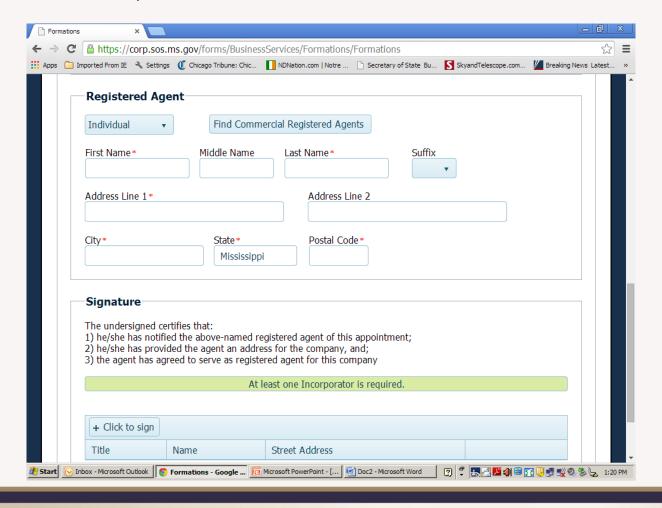


The system will perform numerous validations including checking the availability of the name chosen.

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Paste B I		日 * 日 * *原* 準 第 ②	¶ Normal ¶ No Spaci Heading 1 Heading 1	BbCc Change Styles Editing				
lds)				Eg				
ss Information								
ype*	Profit Corporation	•	Foreign or Domestic	* Domestic ▼				
Name must contain "Corporation", "Incorporated", "Company", "Professional Corporation", "Limited" or the abbreviations "Corp", "Inc.", "Co.", "P.C.", or "Ltd."								
lame*	Bob's Bicycles	Bob's Bicycles Name is Ava		ble				
:mail *	customerservice @s	os.ms.gov						
ss Details								
ture 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.								
Page: 1 of 1 Words: 0	3			221% — □ □ ⊕				
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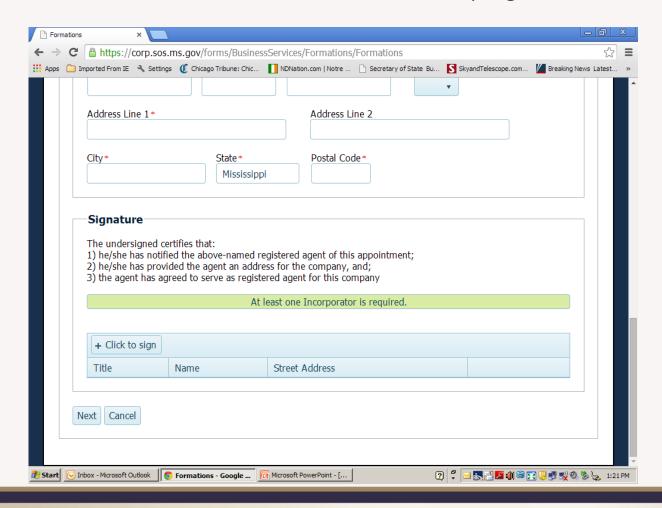


Required fields are marked with asterisks.



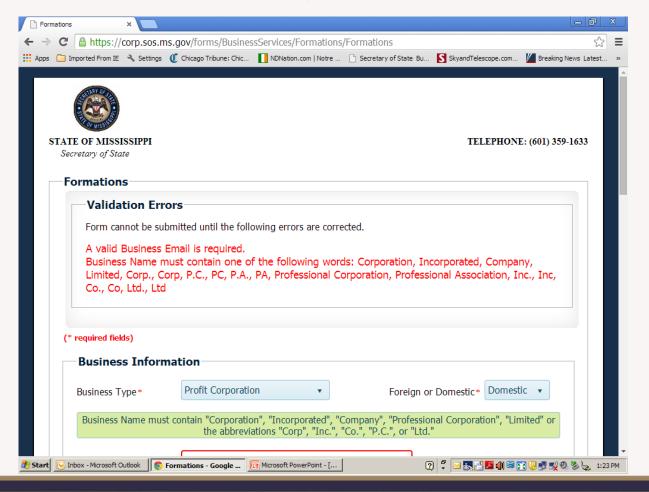


All documents will be electronically signed.





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





Attachments may be added to the filing, if necessary.



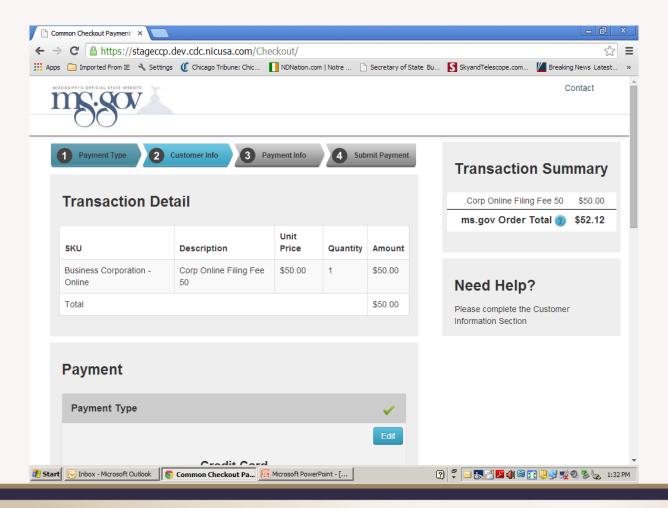


All filings may be paid and submitted electronically, or printed and mailed with a check or money order. The filing may also be saved for future submission or emailed to a third party for review.





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





- 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 upuon approval or rejection of the filing.



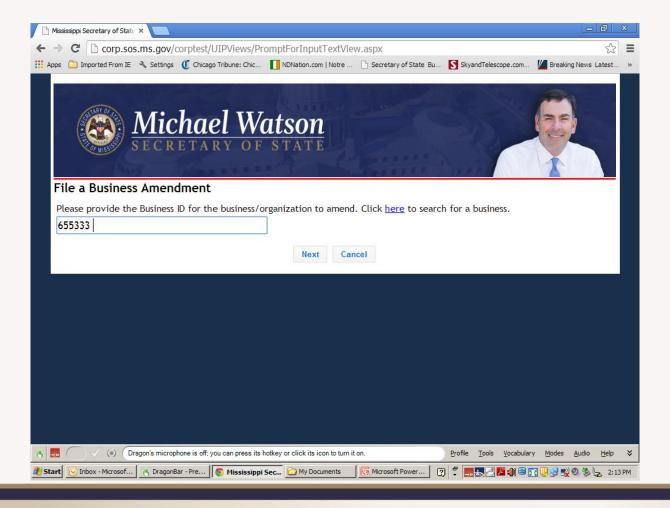
Amendments:

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





Enter the Business ID number.



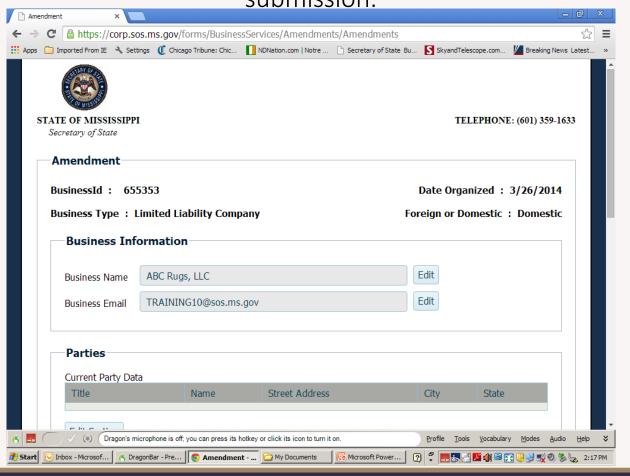


Choose the action you wish to perform.



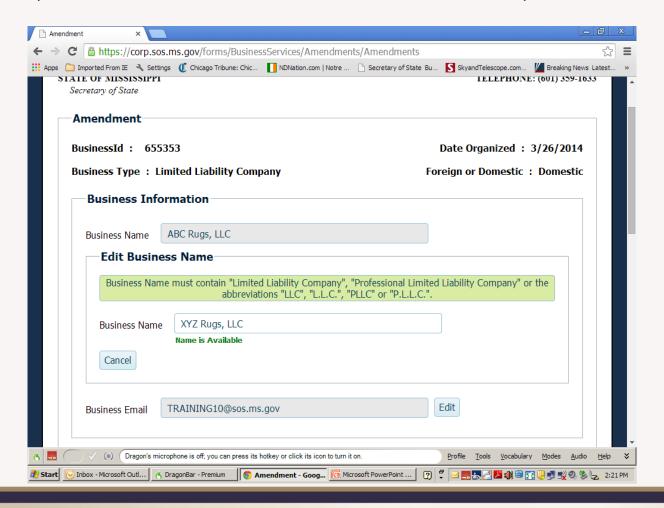


The company's information will prepopulate and may be edited as needed. Attachments with additional edits may be added before submission.

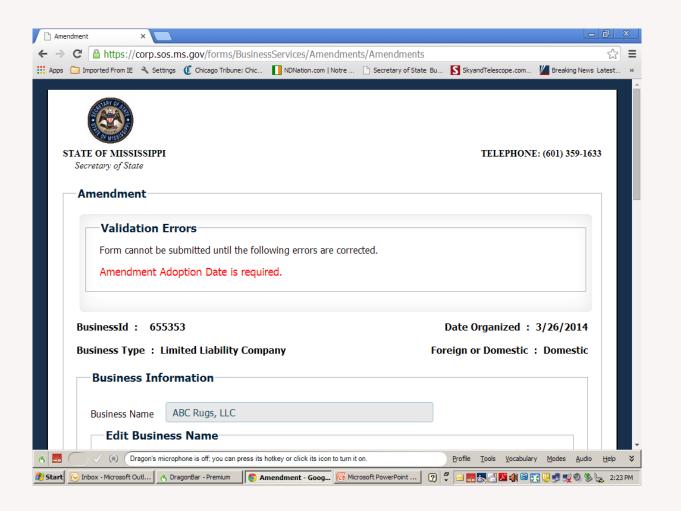




The system will validate the edits so mistakes may be corrected.

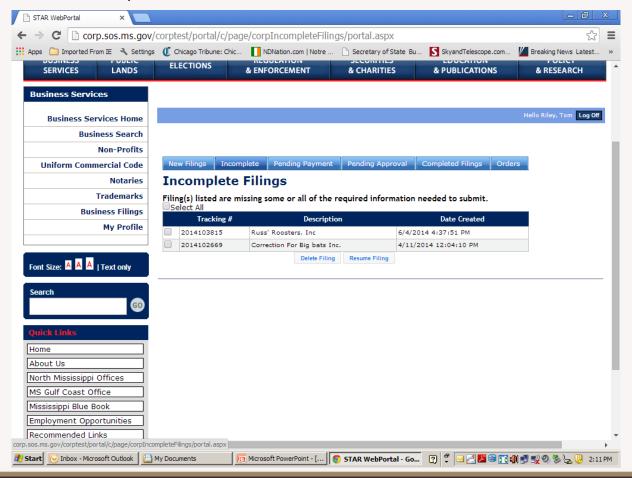








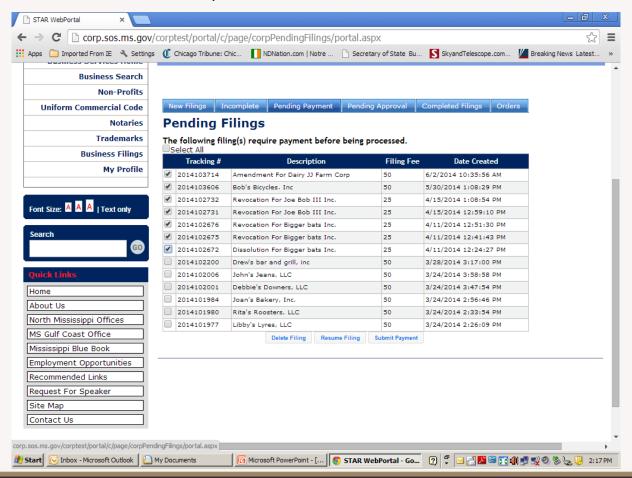
The system will keep track of documents created. For example, filings may be set aside to finish at a later date.





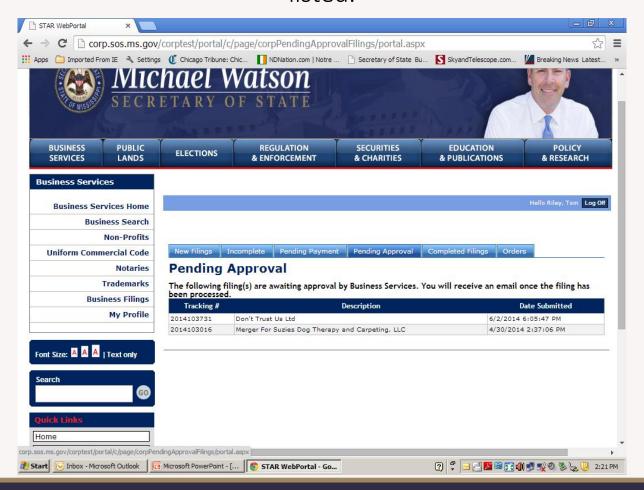
Completed documents may be saved and submitted with one payment.

The system will total the fees.



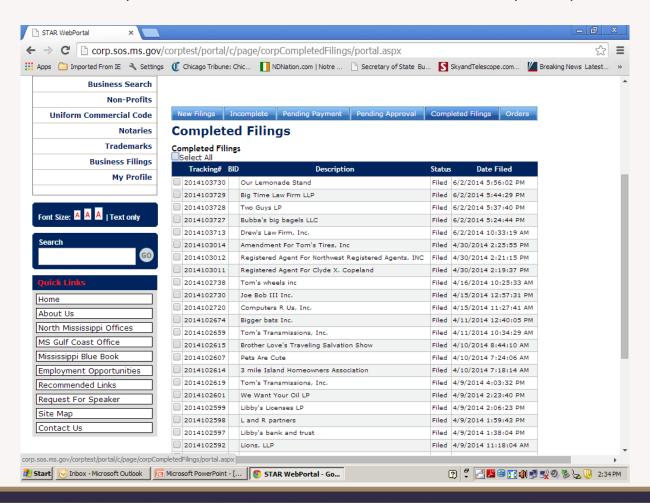


Filings which have been submitted, but are awaiting review, are also listed.





Successfully filed documents are listed under your profile.





- This system will go into effect on July 21, 2014.
- All filings after July 21, 2014 must be performed on the new system.
- ACH accounts may be set up under the "My Profile" button after logging in.



For comments or concerns:

Business Services Division

Customer Service

(601) 359-1633

www.sos.ms.gov

