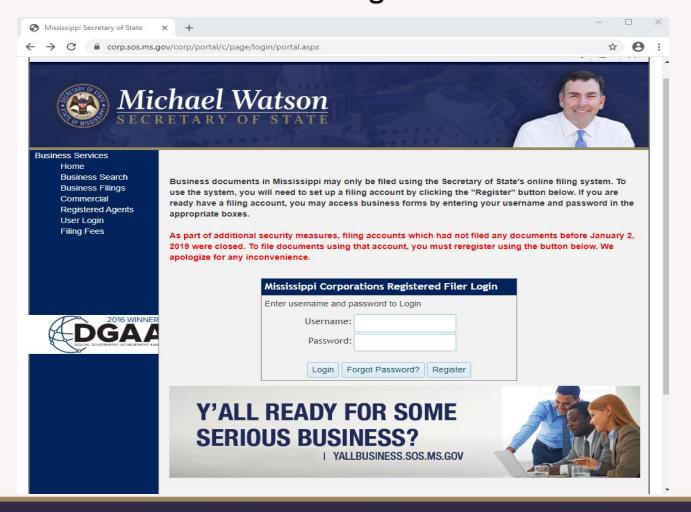
New Filing Procedures: Filing Business Documents Online

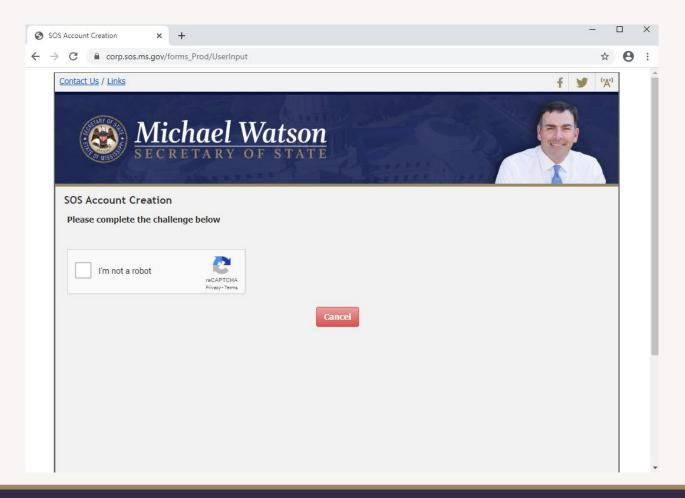


To file business documents, you must set up an online account. Click "Register"





Click the checkbox for the captcha.



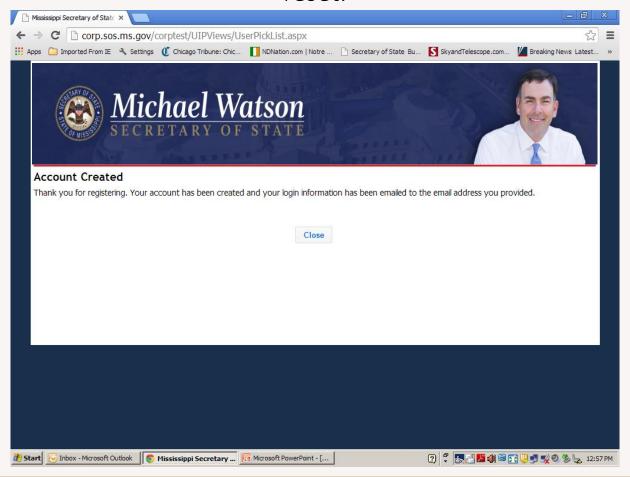


Fill in the basic information. Most will use their work address and phone. Your email is your username.

User Registration	× +				- 0	×		
→ C	s.ms.gov/forms_Prod/UserRegi	istration		:	6 ☆ e) :		
	A PRESENT		100000			-		
User Registra	tion (please enter yo	our individual name,	NOT a business name	e)				
(* required fields)) First Name*	Middle Name	Last Name*	Suffix				
T T T T T T T T T T T T T T T T T T T				V		- 1		
Porconal Add	roce Information (mu	ust bo a street addr	oss NOT a P.O. Boy)					
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 Add	ress Same as Personal?							
		ust be a street addr	ess, NOT a P.O. Box)					
			,					
Address Line 1*		Address Line 2						
City*	State*	Zip*						
	Mississippi	•						
Business Ema	il Information							
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I The husiness ema	il address vou enter will al	eo he vour ucername						

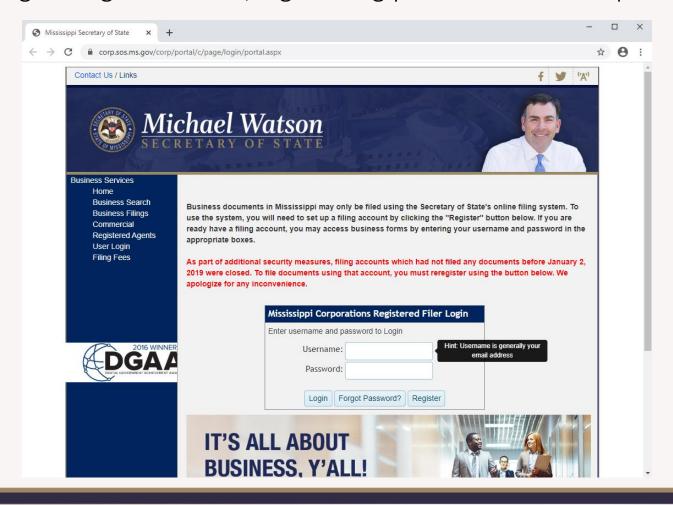


You will receive an email with a temporary password which you may reset.



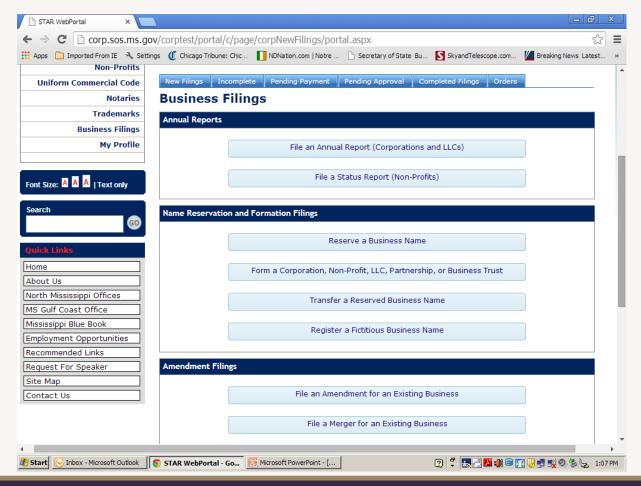


To begin filing documents, log in using your username and password.





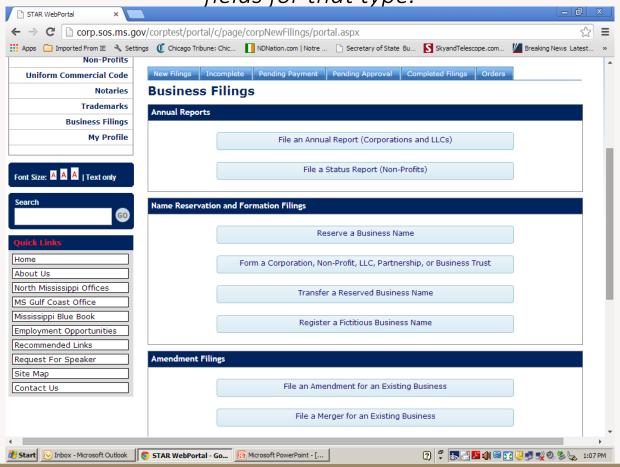
On the "Business Filings" page, select the type of document you wish to file.





Forming a New Business:

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



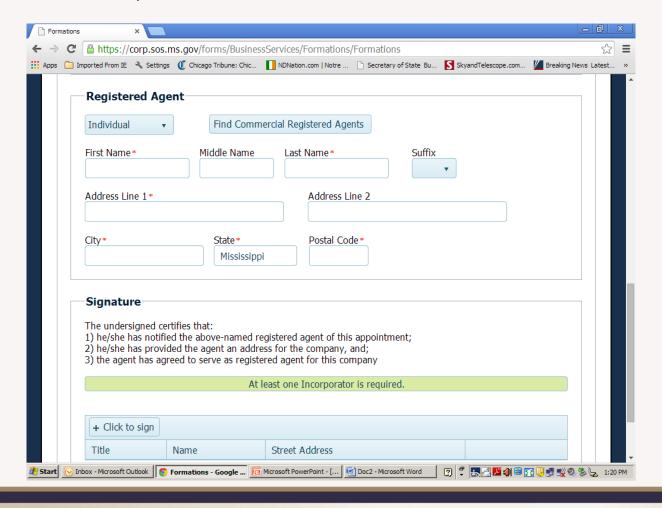


The system will perform numerous validations including checking the availability of the name chosen.

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Paste B I		* 第三 * * * * * * * * * * * * * * * * * *	AaBbCcI AaBbCci AaBbCci Aalbcci Normal No Spaci Heading 1 Heads	BbCc + A Find + alo Replace 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		Name is Availab	Name is Available					
:mail*	customerservice @sos	.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.									
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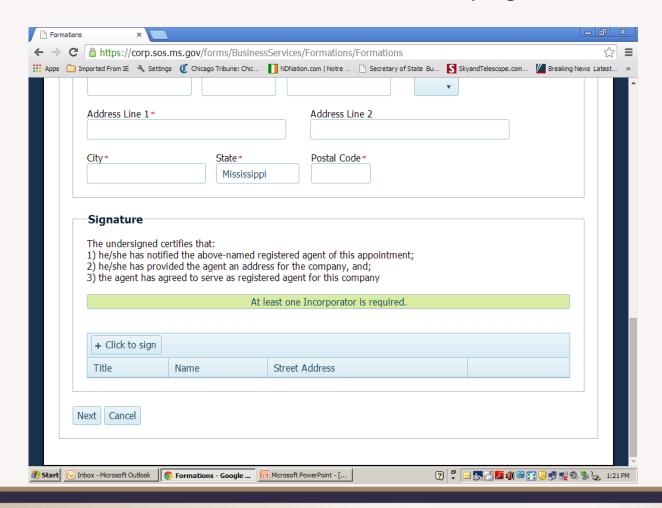


Required fields are marked with asterisks.



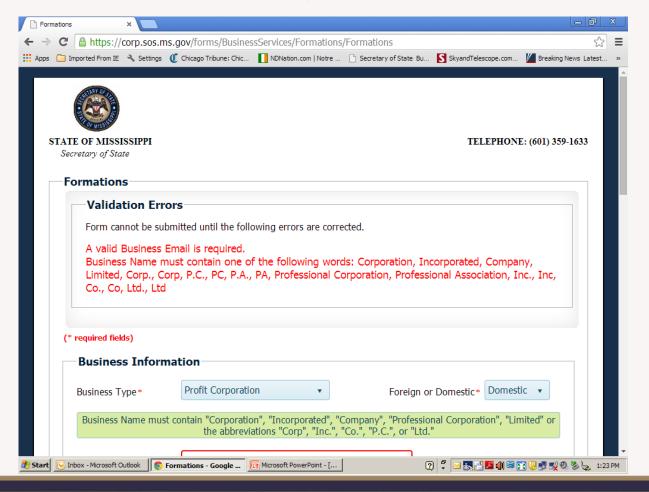


All documents will be electronically signed.





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



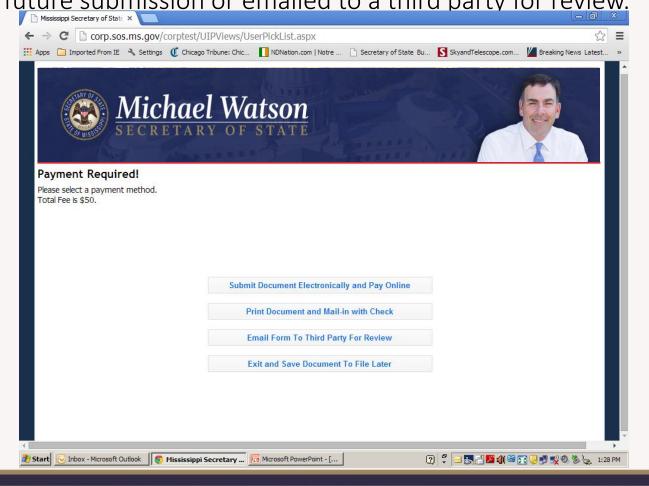


Attachments may be added to the filing, if necessary.



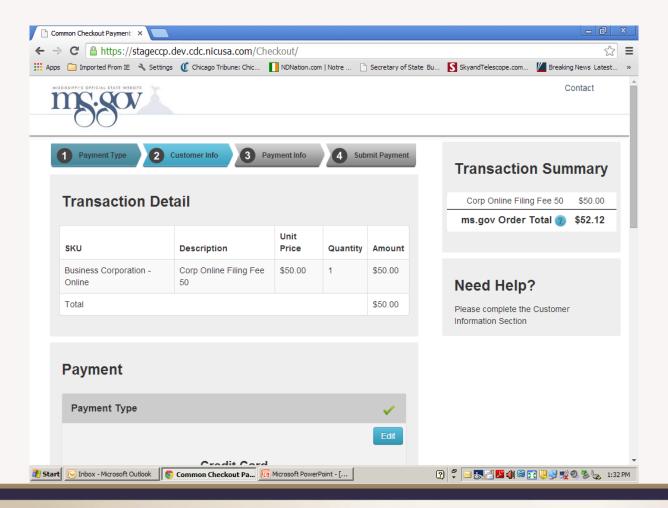


All filings may be paid and submitted electronically, or printed and mailed with a check or money order. The filing may also be saved for future submission or emailed to a third party for review.





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



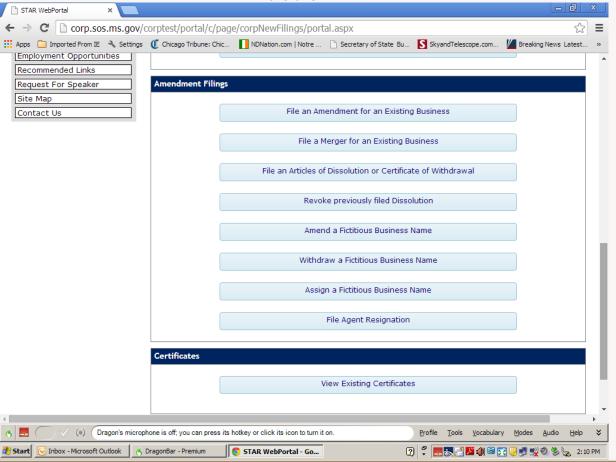


- Once payment has been submitted, you will receive a confirmation email.
- If the filing can be auto-approved, the email will contain a link to the filed document with a copy of the payment invoice.
- Some filings will require view by Secretary of State staff. An email will be sent upuon approval or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



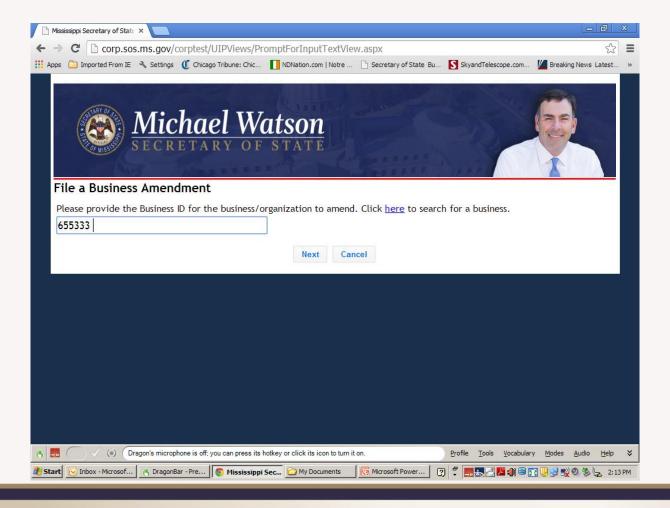
Amendments:

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





Enter the Business ID number.



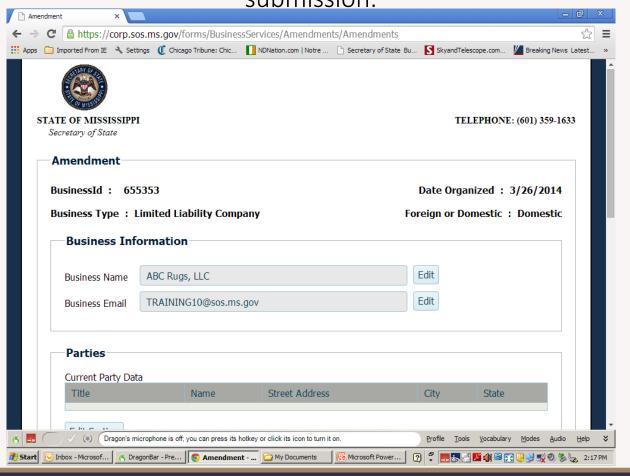


Choose the action you wish to perform.



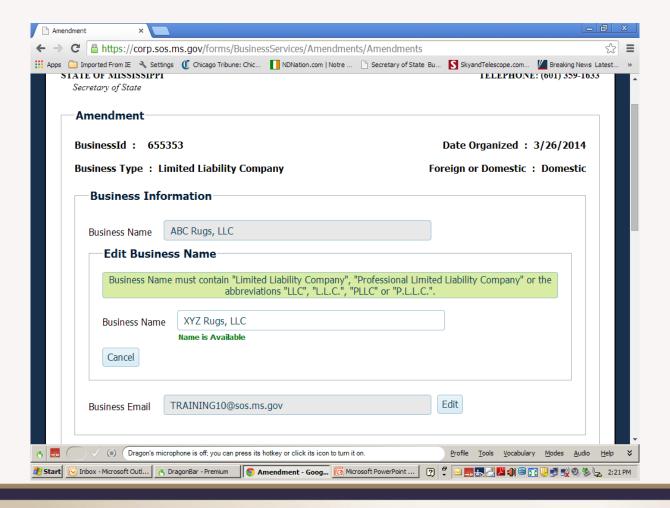


The company's information will prepopulate and may be edited as needed. Attachments with additional edits may be added before submission.

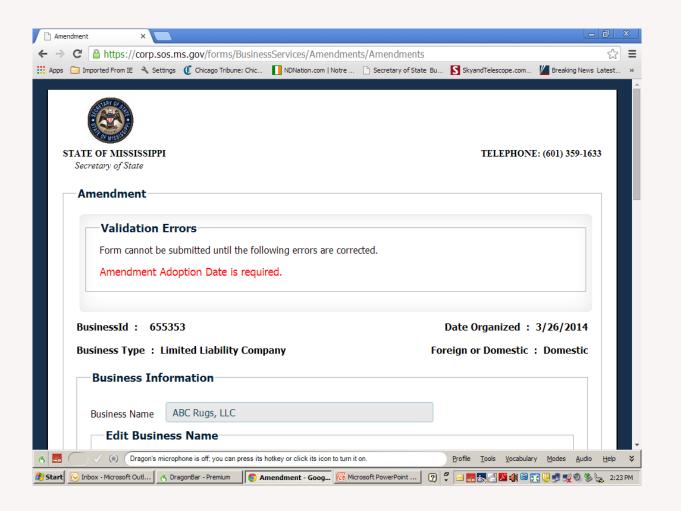




The system will validate the edits so mistakes may be corrected.

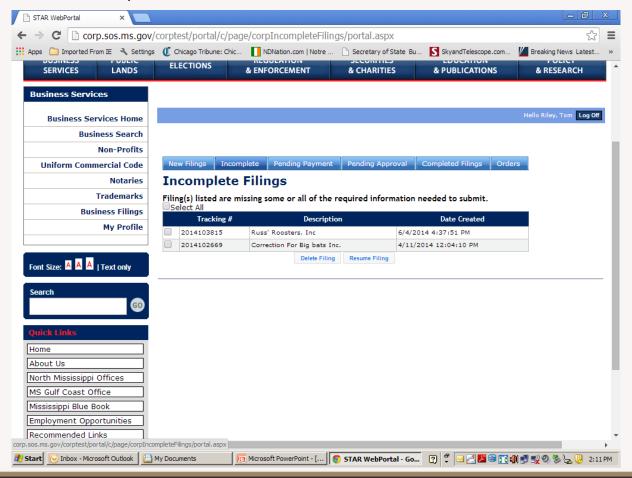








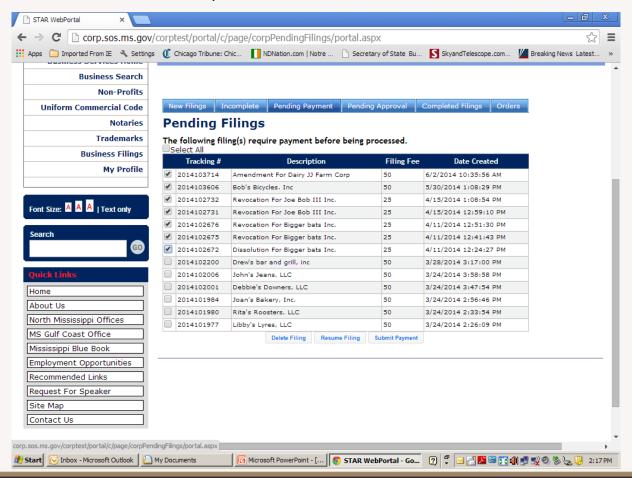
The system will keep track of documents created. For example, filings may be set aside to finish at a later date.





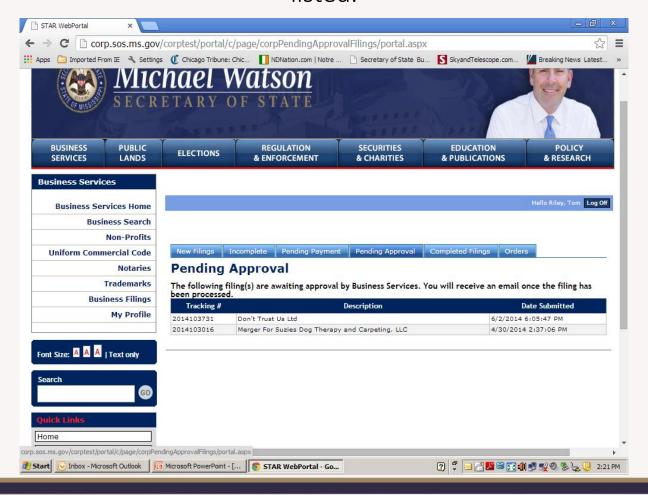
Completed documents may be saved and submitted with one payment.

The system will total the fees.



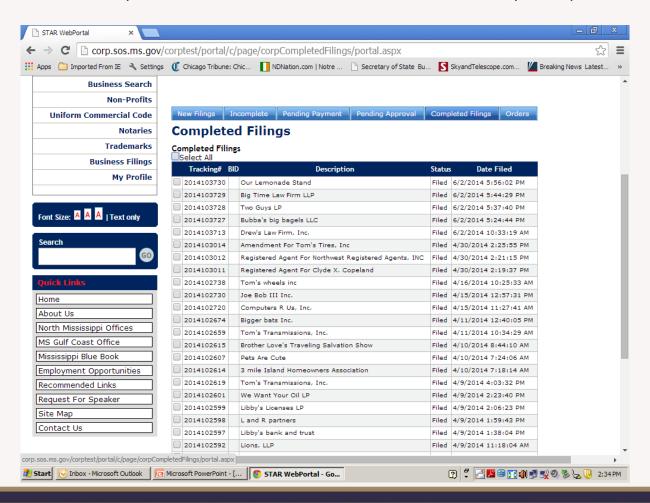


Filings which have been submitted, but are awaiting review, are also listed.





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

