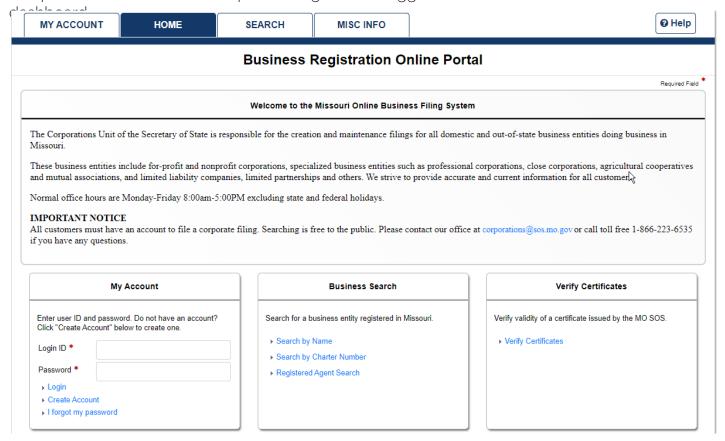


FILING A DOCUMENT

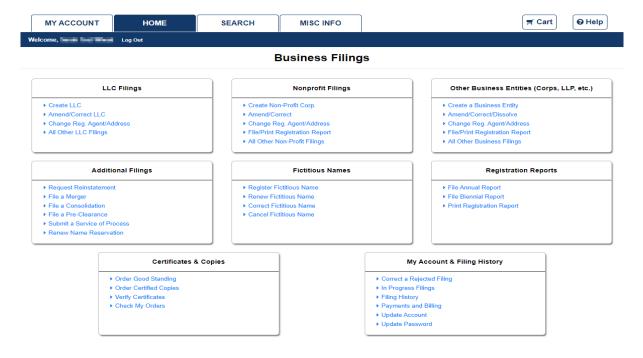
A STEP-BY-STEP GUIDE TO USING THE SECRETARY OF STATE'S ONLINE BUSINESS FILING SYSTEM



The homepage for the business services online filing system is pictured below. This is where the user will log into the system to submit a filing. In the lower left corner, enter required login ID and password, and select the option to login. Once logged in, the user will be taken to their



In the image below, the user will see all filings that are available online. Select the filing that they wish to complete.



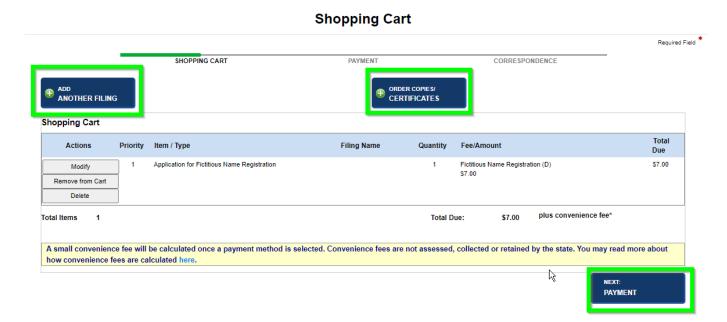
The example below is for the Registration of a Fictitious Name. All items with an asterisk (*) are required to be completed. The buttons at the bottom will navigate you through the process and the green bar at the top details where the user is at in the process.



When finishing the process, the user will choose to "Shopping Cart". If any required information is missing, they will receive an error.



Once all required information is entered and the user chooses to add the filing to the shopping cart, there will be an option to "Payment", "Order Copies/Certificates" or to "Add Another Filing".



Selecting "Payment" continues to the process of payment. The user will select Credit Card or Electronic Check to complete the transaction, and then select "Payment The user will fill out payment information. Once completed, the user will be taken to the order summary where they can print/view the receipt.

