



Missouri Secretary of State
Business Services

FILING A DOCUMENT

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



Missouri Secretary of State

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 dashboard.

The screenshot shows the homepage of the Business Registration Online Portal. At the top, there is a navigation bar with links: MY ACCOUNT, HOME, SEARCH, MISC INFO, and a Help icon. Below the navigation bar, the title "Business Registration Online Portal" is centered. A welcome message reads: "Welcome to the Missouri Online Business Filing System". Below this, a paragraph explains the role of the Corporations Unit of the Secretary of State. Another paragraph lists the types of business entities that can be registered. A notice about normal office hours is provided. An "IMPORTANT NOTICE" section states that all customers must have an account to file a corporate filing. The main content area is divided into three columns: "My Account", "Business Search", and "Verify Certificates". The "My Account" column contains a login form with fields for "Login ID" and "Password", and links for "Login", "Create Account", and "I forgot my password". The "Business Search" column contains a search bar and links for "Search by Name", "Search by Charter Number", and "Registered Agent Search". The "Verify Certificates" column contains a link for "Verify Certificates".

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

The screenshot shows the "Business Filings" dashboard. At the top, there is a navigation bar with links: MY ACCOUNT, HOME, SEARCH, MISC INFO, a Cart icon, and a Help icon. Below the navigation bar, the title "Business Filings" is centered. The dashboard is divided into several sections: "LLC Filings", "Nonprofit Filings", "Other Business Entities (Corps, LLP, etc.)", "Additional Filings", "Fictitious Names", "Registration Reports", "Certificates & Copies", and "My Account & Filing History". Each section contains a list of links for various filing actions. For example, the "LLC Filings" section includes links for "Create LLC", "Amend/Correct LLC", "Change Reg. Agent/Address", and "All Other LLC Filings". The "My Account & Filing History" section includes links for "Correct a Rejected Filing", "In Progress Filings", "Filing History", "Payments and Billing", "Update Account", and "Update Password".

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.

BUSINESS NAME TO BE REGISTERED

Required Field *

FICTITIOUS NAME
ADDRESS
OWNERS
REVIEW FILING
SIGNATURE(S)
SHOPPING CART

This information is for the use of the public and gives no protection to the name being registered. There is no provision in this Chapter to keep another person or business entity from adopting and using the same name. The fictitious name registration expires 5 years from the filing date. (Chapter 417, RSMo)

A fictitious registration cannot be filed electronically if any of the following (with or without punctuation) is in the business name: Bank, Banking Trust, Trust Company, Trust Co, Trust Comp, Insurance Company, Insurance Co, Insurance Comp

If you want to use one of these designations in the name, you must submit a paper filing to the Secretary of State's Office, where the name may be reviewed.

The undersigned is doing business under the following name:

Name *

PREVIOUS:
NEW FILING

NEXT:
ADDRESS

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

☒ The undersigned believes the statements presented in this filing are true and correct to the best of their knowledge and belief, they understand that they are subject to the penalties provided under section 575.040 RSMo. for making a false declaration under Section 575.060 RSMo

PREVIOUS:
REVIEW FILING

NEXT:
SHOPPING CART

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".

Shopping Cart

Required Field *

SHOPPING CART
PAYMENT
CORRESPONDENCE

+
ADD
ANOTHER FILING

+
ORDER COPIES/
CERTIFICATES

Shopping Cart

Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount	Total Due
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Modify</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Remove from Cart</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Delete</div>	1	Application for Fictitious Name Registration		1	Fictitious Name Registration (D) \$7.00	\$7.00
Total Items 1					Total Due:	\$7.00 plus convenience fee*

A small convenience fee will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

NEXT:
PAYMENT

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.

ORDER SUMMARY					
VIEW/PRINT ORDER SUMMARY	Filer	WILLIAM J. BROWN JR.	Amount Paid	\$8.25	
		JAMES M. BROWN JR.	Payment Method	Credit Card	
		JAMES M. BROWN JR.	Payment Authorization	[REDACTED]	
Order Items					
Actions	Queue Item No	Description	Regarding Entity	Fee	Status
View Details	[REDACTED]	Application for Fictitious Name Registration	[REDACTED]	\$7.00	Accepted
		Convenience Fee		\$1.25	

Convenience fees are not assessed, collected or retained by the state.