

Account Creation and Management

Account Creation

To file most online requests and filings with our office you must first create a login.

If you have an online account, enter your Username and Password and Sign In.

If you do not have an online account, click the “Create an Account” link at the bottom and create an online account. Enter all required fields and click Register. Note: The password requirements are listed for reference. A confirmation message will appear letting the user know to check their email for next steps. The password requirements are:

1. At least 12 characters long
2. 1 Uppercase letter
3. 1 Lowercase letter
4. 1 Number (0-9)
5. 1 Special character

Once you have created your account, the system will have you login using the username (your email address) and password.

Account Management

Forgot/Change Password

- If you are currently logged in, first log out of your account.
- Click the Login button in the top right-hand corner.
- Click the ‘Forgot or Change Password?’ link.
- Enter your email address.
- The system will send a link to your email address. This message may take a few minutes to arrive.

My Work Queue

Your My Work Queue will show up to 100 items from the last 60 days submitted to our office.

How to Access Requests

Once you have created a draft or submitted a filing to be processed your filing and its status will be available to view in your My Work Queue.

In this queue you will see each available filing with the Secretary of State at the top of the screen. Select the specific type of record you submitted.

For all records submitted within the 60 days you will see their status, below are each type of status you may encounter:

- 1) Draft – incomplete filing.
- 2) In Cart – filings that are pending completion and are waiting to be paid through the web portal.
- 3) Pending Review – filings that were completed and need to be reviewed by the Secretary of State’s office.
- 4) Rejected – filings that have been rejected by the Secretary of State’s office.
- 5) Approved – filings that have been reviewed and approved.

The work queue allows the registrant to review and download forms. Under the actions column there are four options:

- View Filing – select to display the filing screen and saved data for the entity and make payment.
- View Downloads – select to display the download options like Form, Receipt, Lien Filing Acknowledgement, Correction Letter etc.

My Records

My Records will display any entity that the user has filed on, until the listed lapsed date. To view, select My Records. In this queue you will see each filing type available with the Secretary of State at the top of the screen. Select “Business” to review entity filings submitted.

This queue will allow you to quickly access several filing options such as:

- 1) File Amendment– You can file an amendment under this feature.
- 2) Request Certificate -Here a customer will order a subsistence certificate or other certificates for a specific filing record.
- 3) View History – Here you can see the history of the entity -filings and amendments.

Data Requests

This menu option will allow you to purchase a new data request or allow access to completed data requests for up to 6 months following the completion date of the data request.