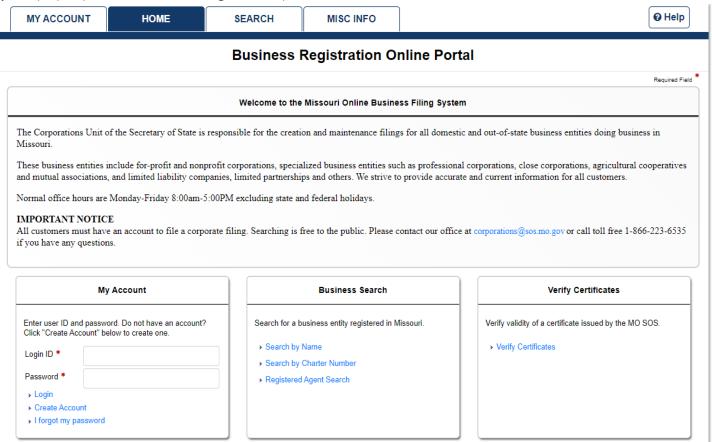


CREATING AN ACCOUNT

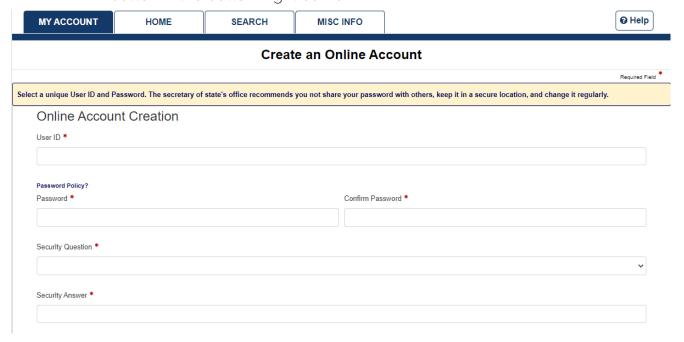
A STEP-BY-STEP GUIDE TO USING THE SECRETARY OF STATE'S ONLINE BUSINESS FILING SYSTEM



The homepage for the business services online filing system is pictured below. In the lower left corner, the user will select the Create Account option to begin creating an account. Please turn your pop-up blocker off during this step.



The registration form page is displayed. Enter your information in the appropriate fields. All items with an asterisk (*) are required to be completed. When finished filling in the form, click the "create account" button in the bottom right corner.



Upon successful submission, you will be notified by email with a link to confirm your registration and the message below will display.

*If e-mail is not received, make sure you are logged into the e-mail account that was used for registration and check your Junk/Spam folder(s) for an e-mail from NoReply_RegSys@sos.mo.gov

