



Missouri Secretary of State
Business Services

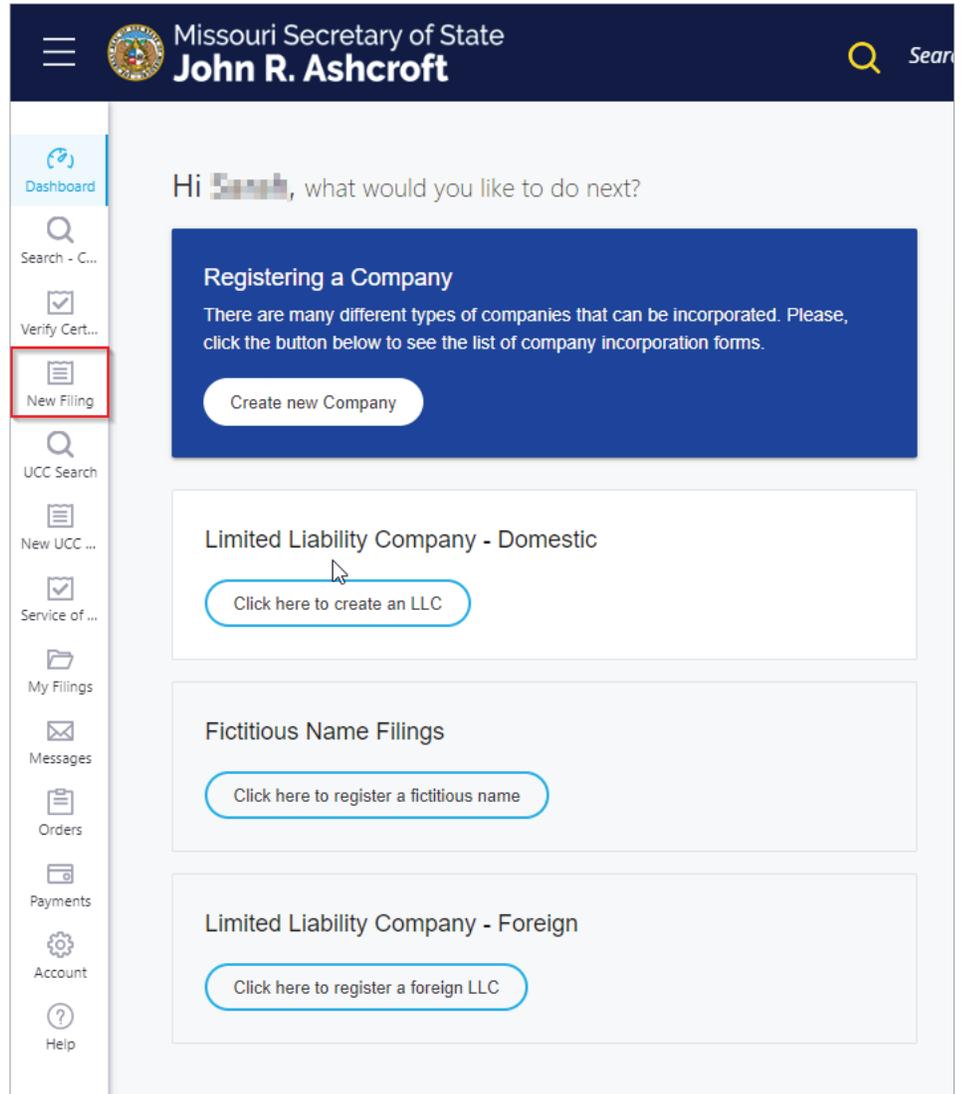
FILING AN ANNUAL OR BIENNIAL REGISTRATION REPORT

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

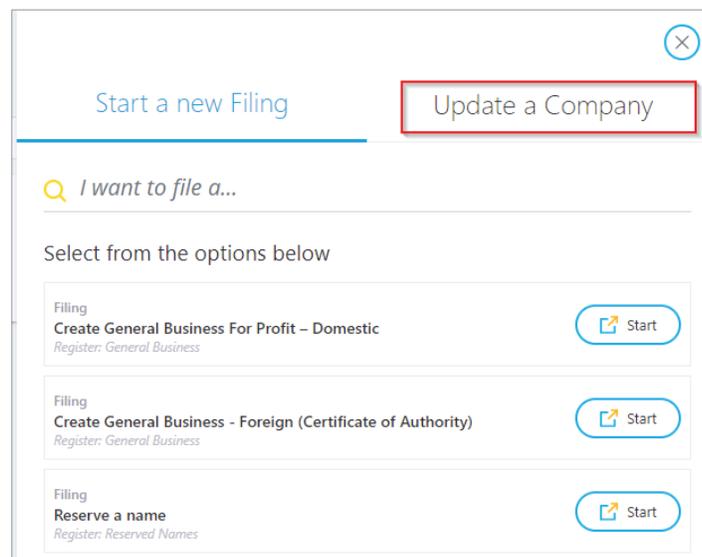


Missouri Secretary of State
John R. Ashcroft

Log into the Business Services Online Portal and select "New Filing" on the left side of the screen.



Once you select a new filing, a new menu will open on the right side of the screen. Select the option to "Update a Company" and enter the name or entity's charter number in the search box.

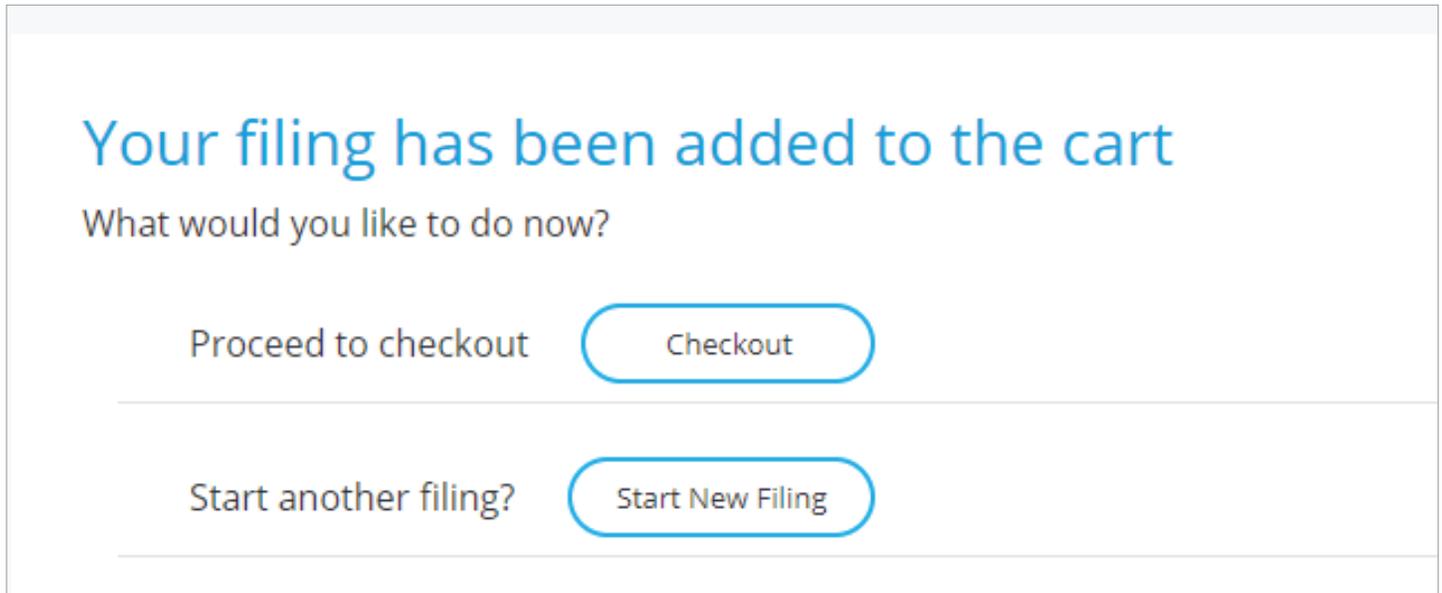


Select your entity from the search results. A list of available filings will populate below. Once you make the selection to file a registration report, the form will load.

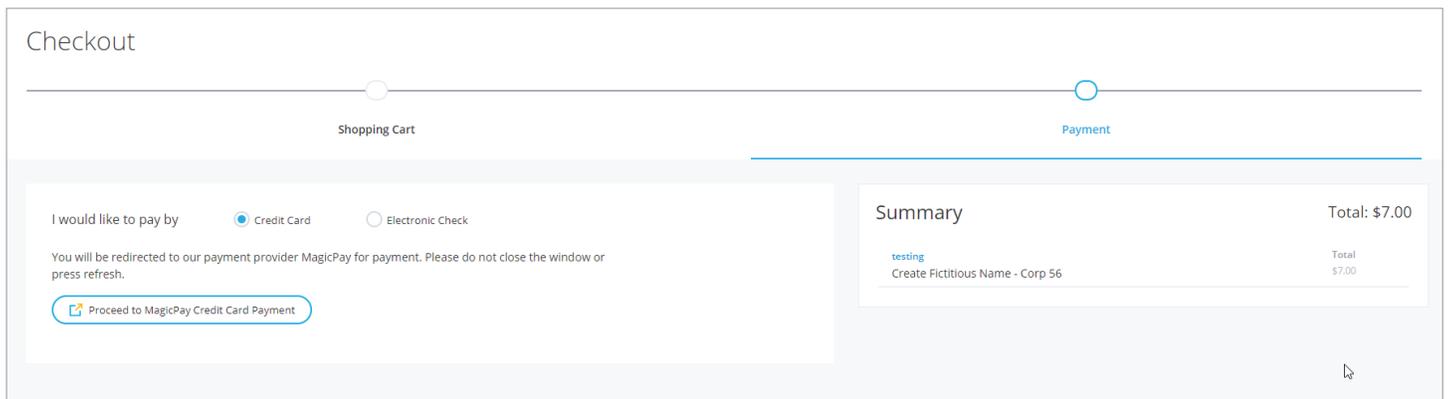
The screenshot shows a web interface for filing a registration report. At the top, there are two tabs: "Start a new Filing" and "Update a Company". Below the tabs, there is a search bar with the text "Type to filter...". A list of filing options is displayed below the search bar. Each option includes the word "Filing", the name of the filing, and the register type. A "Start" button is located to the right of each option. The "Annual Registration Report" and "Biennial Registration Report" options are highlighted with a red box.

Filing	Register	Action
Amend Articles of Incorporation	General Business	Start
Reinstate Entity	General Business	Start
Resign Agent	General Business	Start
Annual Registration Report	General Business	Start
Biennial Registration Report	General Business	Start
Request to terminate Entity	General Business	Start

Once all required information is entered and the user submits the annual or biennial registration report, there will be an option to "Checkout" or to "Start New Filing".



Selecting "Checkout" continues to the process of payment. The user will select Credit Card or Electronic Check to complete the transaction, and then select "Proceed to MagicPay".



The user will fill out payment information and select "Next Step: Review Payment".

The screenshot shows a payment interface with two main sections: 'Payment Information' and 'Shopping Cart'.

Payment Information Section:

- Header: **Payment Information**
- Section Title: **Please select your Payment Method**
- Selected Method: **Credit Card** (with logos for VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS)
- Fields:
 - Name on Card: [Text Input]
 - Card Number: [Text Input]
 - Expiration Month: [Dropdown Menu] (06)
 - Expiration Year: [Dropdown Menu] (2020)
 - Security Code: [Text Input]
 - Card Postal Code: [Text Input]
 - Amount Due: \$ 7.00
 - Payment: \$ 7 . 00
- Bottom Button: **Next Step: Review Payment**

Shopping Cart Section:

- Header: **Shopping Cart**
- Items:
 - Online BSD: \$7.00
 - Subtotal: \$7.00
 - Projected Card Fee: \$1.25
- Bottom Button: **Cancel Transaction**

After reviewing the payment, the user will confirm the transaction and be taken to the order summary where the filing and receipt can be downloaded.

The screenshot shows the order summary page with two main sections: 'Items Complete' and 'Payment Received'.

Items Complete Section:

- Header: **Items Complete**
- Status: **Submitted** (with a green checkmark icon)
- Text: **Total \$7.00**
- Item Details: **testing**, **Create Fictitious Name - Corp 56**, **Reference No: [Redacted]**
- Button: **Download your filing PDF**

Payment Received Section:

- Header: **Payment Received. Thank you!**
- Text: **Transaction Number [Redacted]**
- Text: **Amount Paid \$7.00**
- Button: **Download Receipt**