

On the provided login page, type in your email, password and click on the "Login" button.

Please note: We recommend using any modern browser for the best experience

1 Once you are logged into the customer portal, click on "Place an Order."



2 In the "What would you like us to do?" field, select "Secretary of State Filing."



3 The Secretary of State address will automatically pre-populate. Click on "Next."




- 4 Click on the box **“Check here if you do not have a Case Number”** below the Case Number field box.



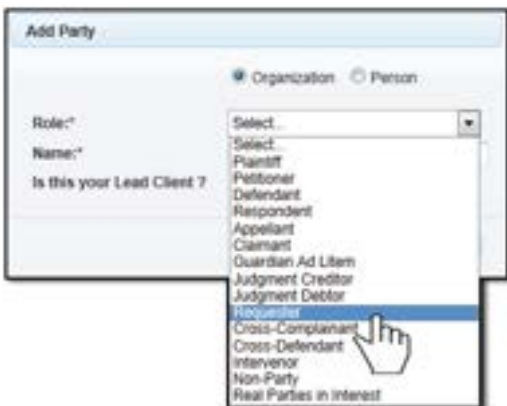
- 5 When the Add Party box appears, click on the **“Add Party(s)”** button.




 *If at anytime you would like to save your order as a Draft, Please click on **“Save As Draft.”***

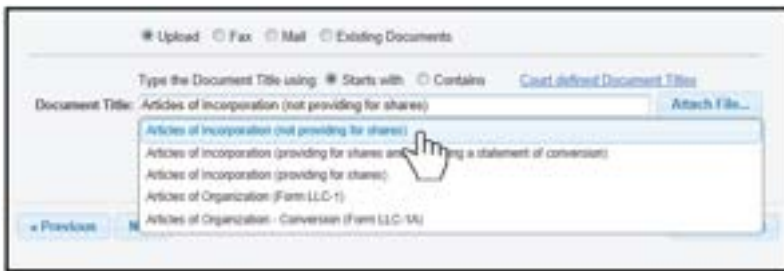


Click on the **“Organization”** button and choose **“Requester”** as the Role. Type in the name of the corporation and click on **“Save.”**



 If you select “Yes” to indicate that this is your client, a “**Billing Code**” may be required to proceed. The “**Billing Code**” is your firm’s internal, billing, or client matter number code on a particular case.

- 6 To upload your documents, type in the name of the Document Title in the field box. You may search for your Document Title by entering in Keywords. Click on the “**Attach File**” button and double click on the document to be uploaded.



Each document is recommended to be uploaded individually. Please repeat the process as many times as you need until all your documents are uploaded.

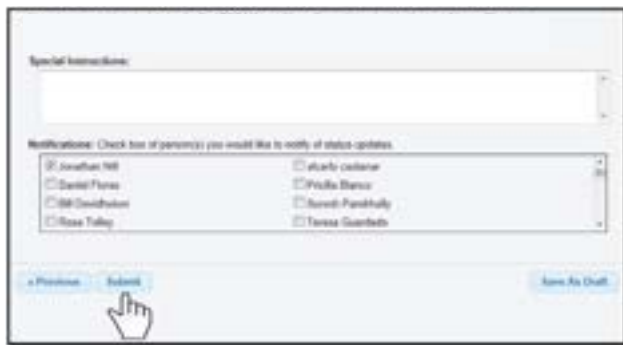
You will also need to indicate if you will want advanced the court fees.

Click “**Next.**”



- 7 A notice will appear informing you of when the documents will be Filed with the Secretary of State. You may indicate who needs to be notified regarding this service as well as pick your service level.

When you are ready to place the order, click on the "Submit" button and you will receive a Confirmation email.



- 8 If you are sending the documents via FAX or Mail, click on "Print Routing Pages." Include the routing page, to use as the cover page, along with your documents. The FAX number will be located on the upper left hand corner.

If mailing, contact our customer support who will provide you with the address of where you will need to mail your documents.

