



Missouri Secretary of State
Business Services

REGISTERING A LIMITED LIABILITY COMPANY (LLC)

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. In the lower left corner, the user will enter your login information. If you do not have an account, you will need to create one before moving forward.

MY ACCOUNT
HOME
SEARCH
MISC INFO

Help

Business Registration Online Portal

Required Field *

Welcome to the Missouri Online Business Filing System

The Corporations Unit of the Secretary of State is responsible for the creation and maintenance filings for all domestic and out-of-state business entities doing business in Missouri.

These business entities include for-profit and nonprofit corporations, specialized business entities such as professional corporations, close corporations, agricultural cooperatives and mutual associations, and limited liability companies, limited partnerships and others. We strive to provide accurate and current information for all customers.

Normal office hours are Monday-Friday 8:00am-5:00PM excluding state and federal holidays.

IMPORTANT NOTICE
 All customers must have an account to file a corporate filing. Searching is free to the public. Please contact our office at corporations@sos.mo.gov or call toll free 1-866-223-6535 if you have any questions.

My Account

Enter user ID and password. Do not have an account? Click "Create Account" below to create one.

[Login](#)
[Create Account](#)
[I forgot my password](#)

Business Search

Search for a business entity registered in Missouri.

[Search by Name](#)
[Search by Charter Number](#)
[Registered Agent Search](#)

Verify Certificates

Verify validity of a certificate issued by the MO SOS.

[Verify Certificates](#)

Once logged in, you will be taken to your dashboard. On the top left of the screen are the LLC filings options, shown below. Select to "Create LLC".

Business Filings

LLC Filings

- ▶ Create LLC
- ▶ Amend/Correct LLC
- ▶ Change Reg. Agent/Address
- ▶ All Other LLC Filings

Nonprofit Filings

- ▶ Create Non-Profit Corp.
- ▶ Amend/Correct
- ▶ Change Reg. Agent/Address
- ▶ File/Print Registration Report
- ▶ All Other Non-Profit Filings

Other Business Entities (Corps, LLP, etc.)

- ▶ Create a Business Entity
- ▶ Amend/Correct/Dissolve
- ▶ Change Reg. Agent/Address
- ▶ File/Print Registration Report
- ▶ All Other Business Filings

Additional Filings

- ▶ Request Reinstatement
- ▶ File a Merger
- ▶ File a Consolidation
- ▶ File a Pre-Clearance
- ▶ Submit a Service of Process
- ▶ Renew Name Reservation

Fictitious Names

- ▶ Register Fictitious Name
- ▶ Renew Fictitious Name
- ▶ Correct Fictitious Name
- ▶ Cancel Fictitious Name

Registration Reports

- ▶ File Annual Report
- ▶ File Biennial Report
- ▶ Print Registration Report

Confirm the correct type is shown in the drop down menu, shown below is "Limited Liability Company". Then select domestic or foreign and "Begin" to start your registration.

Create a new entity

Create a New Entity | **File an Amendment** | **File a Registration Report**

Type *

Select "Foreign" if the entity is incorporated in any state/country outside of Missouri

Domestic or Foreign *

BEGIN

Please Note: A credit card or other electronic payment method is required to complete an online creation filing. If you have questions, contact the Corporations Division at 1.866.223.6535.

The image below shows how to navigate to the previous and next pages along with status bar of your registration. You will move through each step entering the required information.

NAME

Required Field *

NAME | GENERAL INFO. | REG. AGENT | ORGANIZERS | ADDRESS | REVIEW FILING | SIGNATURE(S) | SHOPPING CART

The following should be considered when determining the name of the limited liability company:

- A. The name must be distinguishable from the name of a domestic limited liability company currently in existence, any foreign limited liability company which is qualified and in good standing, any corporation, limited partnership, limited liability partnership, limited liability limited partnership, or a name which is currently reserved.
- B. The limited liability company name may not be one that might imply that the company is a government agency.
- C. The words corporation, incorporated, limited partnership, L.P. or Ltd., or an abbreviation of one of such words, may not be used in the name.

Name Reservation Number

Must include "Limited Liability Company," "Limited Company," "LC," "L.C.," "L.L.C.," or "LLC"

Name *

PREVIOUS: NEW FILING | **NEXT: GENERAL INFO.**

You must indicate how long the LLC will operate until it dissolves, is the LLC managed by members or managers and specify the purpose for which the LLC is organized.

If establishing a series LLC, check the box "Series LLC". You will be prompted to upload any supporting LLC 1A documents.

Enter limited liability company's purpose, management, and duration.

To become a Series LLC, the checkbox at the bottom of the page must be selected and additional filing documents must be uploaded.

BE Type Limited Liability Company Domesticity Domestic
Specify the events, if any, on which the limited liability company is to dissolve or the number of years the limited liability company is to continue. Duration * <input type="text" value="Perpetual"/>
The management of the limited liability company is vested in (select one): Managed by * <input type="text"/>
Enter purpose(s) for which the limited liability company is organized. Purpose * <input style="width: 100%; height: 40px;" type="text"/>
Please leave this field blank if you want the filing to take effect today. If you want a future effective date, enter a date that is no more than 90 days after today. Future Effective Date? <input type="text"/>
Series LLC Only: Select the checkbox below to form a Series LLC. Series LLC <input type="checkbox"/>

PREVIOUS:
NAME

NEXT:
REG. AGENT

Specify a registered agent. A registered agent is an individual/organization who receives all notifications of due process for the company.

REGISTERED AGENT

Required Field *

The limited liability company must have a registered agent and office in Missouri. The registered agent may be an individual who is a resident of this State, or a domestic corporation or foreign corporation authorized to do business in this State. The registered agent's business office address must be identical to the address of the registered office.

Click the I DO NOT WANT TO SEARCH button to add a Registered Agent without performing a search or to change information about the current Registered Agent. Click the SEARCH REG. AGENT button to add a Registered Agent by searching through the database and selecting one of the existing entities.

Add Registered Agent
 Reg. Agent is Individual Reg. Agent is Organization

First Name <input style="width: 150px;" type="text"/>	Middle Name <input style="width: 150px;" type="text"/>	Last Name * <input style="width: 150px;" type="text"/>	Search Method * <input style="width: 100px;" type="text" value="Starting With"/>
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I DO NOT WANT TO
SEARCH

SEARCH
REG. AGENT

CANCEL
REG. AGENT

LLCs may have a maximum of five organizers listed for online filing. To list six or more organizers, you must submit a paper filing. Organizers do not have to be members or owners of the company, nor do they have to be managers of the company. Once the organizers information has been added select "save organizer".

ORGANIZERS

Required Field *

NAME GENERAL INFO. REG. AGENT ORGANIZERS ADDRESS REVIEW FILING SIGNATURE(S) SHOPPING CART

A limited liability company must have at least one organizer, which is the person or persons who sign the articles of organization.
 A limited liability company will have a maximum of five organizers listed for online filing. To list six or more organizers, you must submit a paper filing.
 Organizers do not have to be members or owners of the company, nor do they have to be managers of the company.
 If none of the registered agent, members or managers (if any) can be located, service of process for a civil lawsuit may be served on an organizer.

Enter organizer(s) name and street address.

Add Organizer

Organizer is individual Organizer is organization

Type Organizer

First Name * Middle Name Last Name * Suffix

Country *
 USA

PO Box is not acceptable as the first line of the address.

Complete the principal office address of the LLC. A PO Box may only be used in conjunction with a physical street address.

ADDRESS

Required Field *

NAME GENERAL INFO. REG. AGENT ORGANIZERS ADDRESS REVIEW FILING SIGNATURE(S) SHOPPING CART

Enter the principal office address of the limited liability company.
 PO Box may only be used in conjunction with a physical street address.

Review the filing and select the box to acknowledge that the information provided above is true and correct. If changes need to be made, select the "update" button next to the section you would like to make changes to.

Add a signor to your online registration form and confirm all information on your filing is true and correct by checking the agreement box below the signor information.

SIGNATURE(S)

Required Field *

NAME GENERAL INFO. REG. AGENT ORGANIZERS ADDRESS REVIEW FILING SIGNATURE(S) SHOPPING CART

To complete your articles of organization all organizers must agree to the statements below and provide their electronic signature.

ADD SIGNER

Actions	Name	Type
<input type="button" value="Update"/> <input type="button" value="Delete"/>		Organizer

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

When finishing the process, you will choose to "Shopping Cart". If any required information is missing, you 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
<input type="button" value="Modify"/> <input type="button" value="Remove from Cart"/> <input type="button" value="Delete"/>	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	XXXXXXXXXX	Amount Paid	\$8.25
Payment Method	Credit Card	Payment Authorization	XXXXXXXXXX

Order Items

Actions	Queue Item No	Description	Regarding Entity	Fee	Status
<input type="button" value="View Details"/>	XXXXXXXXXX	Application for Fictitious Name Registration	XXXXXXXXXX	\$7.00	Accepted
		Convenience Fee		\$1.25	

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