

**CORPORATIONS ONLINE FILING SYSTEM  
(COFS)**

**User Manual**

**Michigan Department of  
Licensing and Regulatory Affairs  
Corporations, Securities & Commercial Licensing Bureau**

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## **Quick Links**

### **Online Document Submission**

Online Filing Homepage: [www.michigan.gov/corpfileonline](http://www.michigan.gov/corpfileonline)

### **Online Orders**

Certificate & Certified Copy Order Request Form: [www.michigan.gov/corporderform](http://www.michigan.gov/corporderform)

### **Searches**

Business Entity Search: [www.michigan.gov/corpentitysearch](http://www.michigan.gov/corpentitysearch)

Rejected Filings Search: [www.michigan.gov/corprejectedsearch](http://www.michigan.gov/corprejectedsearch)

Mark & Insignia Search: [www.michigan.gov/corpmarksearch](http://www.michigan.gov/corpmarksearch)

Historic Card File Search: [www.michigan.gov/corpcardsearch](http://www.michigan.gov/corpcardsearch)

Certificate Verification Search: [www.michigan.gov/corpverifycertificate](http://www.michigan.gov/corpverifycertificate)

### **Email Subscription Service**

Email Subscription Service: <https://cofs.lara.state.mi.us/corpweb/EmailService/CESLogin.aspx>

## CORPORATIONS ONLINE FILING SYSTEM (COFS)

Welcome to Michigan's new Corporations Online Filing System (COFS). COFS is designed to help the public access tools that are needed to plan, start, and maintain your business in Michigan. The new online filings and public search system will make much of this information available by visiting the Corporations Division Homepage.

COFS allows for extensive search capabilities, the online submission of forms and Annual Reports/Statements for all entity types, online ordering of certificates and certified copies, as well as email notification services. The new system is available through all major internet browsers and each function can be easily accessed directly from the Corporations Division Homepage at [www.michigan.gov/corporations](http://www.michigan.gov/corporations).

The following is a list of key features COFS has to offer:

- **Search:** Customers have multiple search options
  - Business Entity Search
  - Rejected Filings Search
  - Mark & Insignia Search
  - Historic Card File Search
  - Certificate Verification Search
  
- **Submit Online:** Customers can submit documents online
  - Formation Documents
  - Subsequent Documents
  - Annual Reports/Statements
  
- **Order Request:** Customers can submit orders online
  - Certificates
  - Certified Copies
  - Publications
  
- **Email Subscription Service:** Customers can subscribe to an email notification service
  - Business Entity Record Updates
  - Official Notices
  - General Information

## Searching in COFS

COFS offers enhanced search capabilities and allows users to narrow or extend their search based on different parameters within the various search methods for the selected entity and Mark & Insignias.

The search functions below can be accessed from the Corporations Division Homepage by clicking on the links located in the "Search" section.

- Business Entity Search
- Rejected Filings Search
- Mark & Insignia Search
- Historic Card File Search
- Certificate Verification Search

The screenshot shows the LARA website interface. At the top, there are navigation links: LARA Home, Contact LARA, Online Services, News, and MI.gov. The main header features the LARA logo and the text "Department of Licensing and Regulatory Affairs". A search bar is visible on the right side of the header.

The main content area is titled "CORPORATIONS, SECURITIES & COMMERCIAL LICENSING / CORPORATIONS DIVISION". Below this, there is a "Welcome to the Corporations Division" section with a sub-header "Welcome to the Corporations Division". The text describes the division's role in promoting economic development and growth by facilitating the formation of business entities in Michigan.

On the right side, there is a "Quick Links" section with the following items:

- Statutes
- MI Department of Treasury
- Internal Revenue Service
- Request Military Service Records
- Customer Satisfaction Survey
- Tax Clearance

Below the Quick Links, there is a button labeled "Expedited Service".

The main content area is divided into two sections. The first section is titled "Submission Methods" and lists three options: "Submit Online", "Submit by mail", and "Submit in person". The second section is titled "Entity Types" and lists five categories: "Corporations", "Limited Liability Companies", "Limited Partnerships", "Limited Liability Partnerships", and "Trademarks, Service Marks & Insignias". The third section is titled "Search" and lists five search methods: "Business Entity Search", "Rejected Filings Search", "Mark & Insignia Search", "Historic Card File Search", and "Certificate Verification Search".

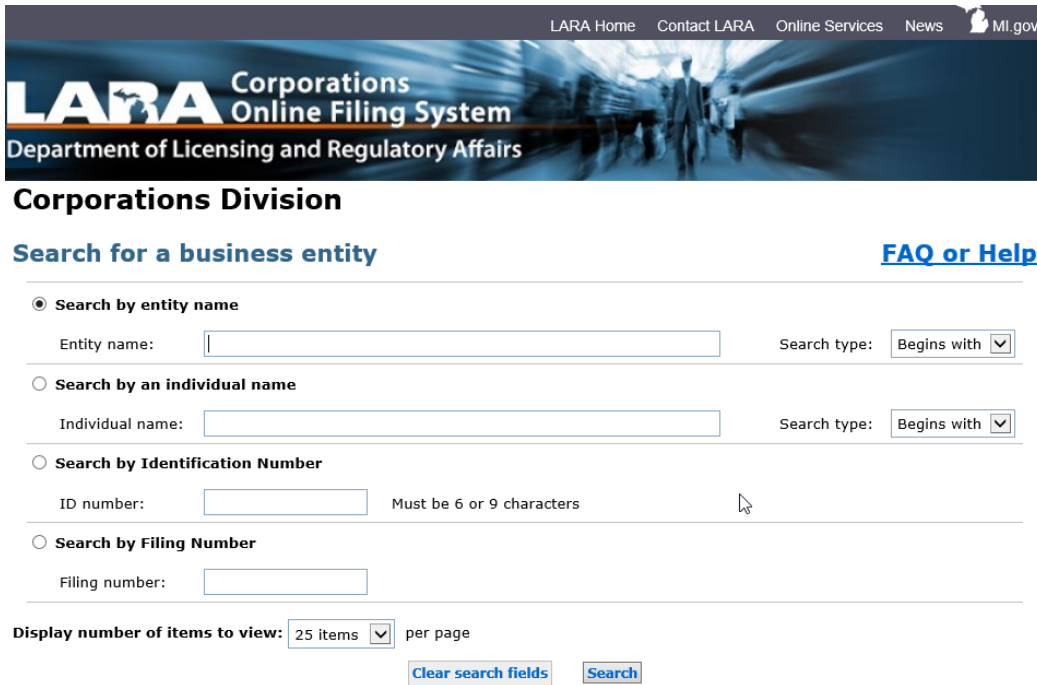
The second section is titled "General Information" and lists six items: "About", "Hours and Directions", "Filing Fees", "FAQs and Instructions", and "More Resources". The third section is titled "Certificates and Certified Copies" and lists three items: "Information and Instructions", "Order Request Form", and "Certificate Verification Search". The fourth section is titled "Services Offered" and lists three items: "Name Reservations", "Email Subscription Service", and "Create Payment Accounts".

On the left side, there is a navigation menu with the following items:

- All About LARA
- Community and Health Systems
- Construction Codes
- Corporations, Securities & Commercial Licensing
- Corporations Division
- Forms, Publications & Statutes
- Corporations
- Limited Liability Companies
- Limited Liability Partnership
- Limited Partnerships
- Trademarks, Service Marks and Insignia
- How Do I?
- More Resources
- Licensing Division
- Complaints
- Securities
- Forms & Publications
- Online Services
- Regulatory Compliance Division
- Testing & Education

## Business Entity Search

When the user clicks on the Business Entity Search link, the following search options are displayed. Users can choose to search by entity name, individual name, Identification Number, or Filing Number. The user can choose the number of items to view per-page by selecting either All Items, 25, 50, or 100 from the dropdown menu.



The screenshot shows the LARA Corporations Online Filing System search interface. At the top, there is a navigation bar with links for LARA Home, Contact LARA, Online Services, News, and MI.gov. Below this is a banner for the LARA Corporations Online Filing System, Department of Licensing and Regulatory Affairs. The main heading is "Corporations Division". The search section is titled "Search for a business entity" and includes a link for "FAQ or Help". There are four search options, each with a radio button and a search type dropdown menu:

- Search by entity name: Entity name: [text input] Search type: Begins with [dropdown]
- Search by an individual name: Individual name: [text input] Search type: Begins with [dropdown]
- Search by Identification Number: ID number: [text input] Must be 6 or 9 characters
- Search by Filing Number: Filing number: [text input]

At the bottom, there is a "Display number of items to view:" dropdown menu set to "25 items" per page, and two buttons: "Clear search fields" and "Search".

## Search Options

- Search entity by name: Search for an entity by name.

Users can select from four search types from the Search Type dropdown menu:

- **Begins with:** Name of the entity beginning with the same word or phrase.
- **Exact match:** Name of the entity exactly matching the word or phrase.
- **Keyword:** The entity name contains the word or phrase.
- **Soundex:** The entity name contains a similar sounding word or phrase.

- Search by individual name: Search for an entity that is associated with an individual by their name and will retrieve results from resident agent/registered agent, officer, director, shareholder, member, manager, and general partner name.

**Note: These search results only return information received after COFS was implemented.**

Users can select from four search types from the Search Type dropdown menu:

- **Begins with:** Individual names associated with an entity that begins with the same word or phrase.
- **Exact match:** Individual names associated with an entity that exactly matches the word or phrase.
- **Keyword:** Individual names associated with an entity that contains the word or phrase.
- **Soundex:** Individual names associated with an entity that contains a similar sounding word or phrase.

- Search by identification number: Search for an entity by providing a valid 9-digit entity identification number.
- Search by filing number: Search for a specific document filed for an entity by providing a filing number.

## Search Rules

- If the name begins with “THE”, the first four characters of the name will be omitted.
- If the name contains “&”, the system will replace it with the word “AND”.
- The system will NOT replace abbreviations. The search will be a straight alpha/numeric search.
- If the letter “a” or “A” is before a required word, and the required word or abbreviation is at the end of the name, it will be omitted by the system.
- If the following punctuation or special characters appear in the name, it will be omitted.

### Punctuation characters

Apostrophe ( ' )  
 Left Bracket ( [ )  
 Right Bracket ( ] )  
 Colon ( : )  
 Semicolon ( ; )  
 Comma ( , )  
 Dash or Hyphen ( — or – or - )  
 Exclamation Point ( ! )  
 Left Parenthesis ( ( )  
 Right Parenthesis ( ) )  
 Period ( . )  
 Question Mark ( ? )  
 Single Quote Mark ( ‘ or ’ )  
 Double Quote Mark ( “ or ” )  
 Slash ( / )

### Special characters

Asterisk ( \* )  
 At Sign ( @ )  
 Backslash ( \ )  
 Left Brace ( { )  
 Right Brace ( } )  
 Caret ( ^ )  
 Cents Sign ( ¢ )  
 Dollar Sign ( \$ )  
 Equal to Sign ( = )  
 Greater Than ( > )  
 Less Than ( < )  
 Number Sign ( # )  
 Percentage Sign ( % )  
 Plus Sign ( + )  
 Tilde ( ~ )  
 Underline or Underscore ( \_ )

- If the end of the name contains any of the following entity-specific required words, they will be omitted by the system.

CO. or CO  
 COMPANY  
 CORP. or CORP  
 CORPORATION  
 INC. or INC  
 INCORPORATED  
 L.3.C. or L3C  
 L.C. or LC  
 L.L.C. or LLC  
 LIMITED

LIMITED LIABILITY COMPANY  
 LIMITED PARTNERSHIP  
 LOW-PROFIT LIMITED LIABILITY COMPANY  
 LTD. or LTD  
 P.C. or PC  
 P.L.C. or PLC  
 P.L.L.C. or PLLC  
 PROFESSIONAL CORPORATION  
 PROFESSIONAL LIMITED LIABILITY COMPANY

## Search Results

### ➤ Entity name search results include:

- Entity Name
- ID Number – A 9-digit identification number assigned by the Corporations Division
- Old ID Number – Displayed only if the entity was formed prior to the date COFS was implemented
- Address – The registered office mailing address for the entity



### Business Entity results

Number of records: 396

Number of pages: 16

[Print results](#)

Entity Name	ID Number	Old ID Number	Address
<a href="#">C.ARING A.BOUT O.THERS</a>	800916916	70286P	1108 HELEN ST INKSTER, MI 48141 USA
<a href="#">CARING &amp; COMPASSION HOME CARE SVCS. LLC</a>	801493924	E30290	22751 N KANE DETROIT, MI 48223 USA
<a href="#">CARING &amp; COMPASSIONATE HEALTH CARE AGENCY L.L.C.</a>	801567315	D48047	2860 JOLLY RD OKEMOS, MI 48864 USA
<a href="#">CARING &amp; COMPASSIONATE HEALTHCARE AGENCY LLC</a>	801567315	D48047	2860 JOLLY RD OKEMOS, MI 48864 USA
<a href="#">CARING AND HEALING HANDS LLC</a>	801665817	D78131	24333 ORCHARD LAKE RD STE C FARMINGTON HILLS, MI 48336 USA
<a href="#">CARING AND LEARNING TOGETHER LLC</a>	802096909	F1980Q	2990 BRIARCLIFF ST EAST LANSING, MI 48823 USA
<a href="#">CARING AND PROFESSIONAL FAMILY SERVICES INC.</a>	800764456	05345F	5146 DAVISON RD BURTON, MI 48509 USA
<a href="#">CARING AND RELIABLE EXPERTS LLC</a>	802055444	F0628Y	4715 AUDUBON RD DETROIT, MI 48224 USA
<a href="#">1 234567891011 1213141516</a>			

[New Search](#)

### Action:

- **Entity Name Link:** Displays the Business Entity Summary page
- **Print Results Button:** Will print the results
- **Pagination Link:** Displays the previous or next page when a select page is clicked
- **New Search Button:** Returns user to the Business Entity Search Screen

### ➤ Individual Name search results include:

- Name
- Position
- Individual's Address
- Entity Name
- ID Number – ID number of the entity
- Old ID Number – Old ID number of the entity from legacy system



**Business Entity results**

Number of records: 52,996

Number of pages: 2,120

[Print results](#)

Name	Position	Individual's Address	Entity Name	ID No.	Old ID No.
JOHN USER 1	RESIDENT AGENT	12345 SAMPLE ST. SAMPLE CITY,MI 23234 12345 SAMPLE ST. SAMPLE CITY,MI 23234	<a href="#">Sample Entity LLC</a>	123456789	E12345
JOHN USER 2	RESIDENT AGENT	12345 SAMPLE ST. SAMPLE CITY,MI 23234 12345 SAMPLE ST. SAMPLE CITY,MI-23234	<a href="#">Sample Entity 2 LLC</a>	123456789	E12345
JOHN USER 3	RESIDENT AGENT	48532 SOME AVE. SOME OTHER TWP, MI 12345	<a href="#">Sample Entity Club</a>	123456789	E12345
JOHN DOE	RESIDENT AGENT	12345 SAMPLE ST. SAMPLE CITY,MI 23234 12345 SAMPLE ST. SAMPLE CITY,MI-23234	<a href="#">Sample Entity 2345 PLLC</a>	123456789	E12345

**Action:**

- **Entity Name:** Displays the Business Entity Summary page
- **Print Results Button:** Will print the results
- **Pagination Link:** Displays the previous or next page when a select page is clicked
- **New Search Button:** Returns user to the Business Entity Search Screen

JOHN PATEREK	RESIDENT AGENT	12345 SAMPLE ST., SAMPLE CITY,MI -23234 12345 SAMPLE ST., SAMPLE CITY,MI -23234	<a href="#">SAMPLE ENTITY INC</a>	123456789	A12345
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[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [22](#) ... [Last](#)

[New Search](#)

- **Search by Identification Number:** Successful search takes users to the Business Entity Summary page.
- **Search by Filing Number:** Successful search takes users to the Business Entity Summary page.

## Rejected Filings Search

Rejected Filings Search allows users to search for a rejected filing by providing a date range or entity name. Users can select the number of items to be displayed per-page on the search result screen.

Users can access the Rejected Filings Search from the Corporations Division Homepage and clicking on the Rejected Filing Search link available under the "Search" section.

LARA Home Contact LARA Online Services News ML.gov

**LARA** Corporations Online Filing System  
Department of Licensing and Regulatory Affairs

**Corporations Rejected Filings Viewer**

From:

To:

Entity name:

Display number of items per page:

[Clear](#) [Search](#)

Number of records: 0

### Results include:

- **Entity Name:** Displayed if available
- **Rejected:** Date of rejection
- **Comment:** Rejection comments as entered by document examiners
- **Image:** Link to open the image of the submitted document

## View Rejected Filing

To view the rejected filing, click the filing link under the Image column. Corrections may be made at this time and the document may be resubmitted for review.

LARA Corporations Online Filing System  
Department of Licensing and Regulatory Affairs

**Corporations Rejected Filings Viewer**

From:

To:

Entity name:

Display number of items per page:

[Clear](#) [Search](#)

Number of records: 615

Entity Name	Rejected	Comment	Image
	10/17/2016 09:27 AM	Attorney General consent or written statement that consent is not required	<a href="#">Filing</a>
	10/17/2016 09:27 AM	Assumed name joint venture	<a href="#">Filing</a>
	10/27/2016 05:48 PM	Certificate of Restoration required	<a href="#">Filing</a>
	11/02/2016 12:18 PM	Certificate of Withdrawal cannot be filed because corporation was automatically withdrawn.	<a href="#">Filing</a>
	05/16/2017 04:49 PM	Assumed name joint venture	<a href="#">Filing</a>
	05/12/2017 10:16 AM	Attorney General consent or written statement that consent is not required	<a href="#">Filing</a>
	05/12/2017 10:16 AM	Attorney General consent or written statement that consent is not required	<a href="#">Filing</a>

## Mark & Insignia Search

COFS allows the ability to search for Insignias in addition to Trademarks and Service Marks using the same search criteria.

Users can access the Mark & Insignia Search from the Corporations Division Homepage and clicking on the Mark & Insignia Search link available under the “Search” section.

**Marks & Insignia Search**

Search by:  Identification Number <sup>2</sup>  Mark <sup>3</sup>  Mark Description <sup>4</sup>  Insignia <sup>6</sup>  Registrant <sup>5</sup>

Search type: Contains anywhere <sup>7</sup> Status: All <sup>8</sup>

Search by registration date or date range: Enter date as MM/DD/YYYY  
 Date from:  Date to:

Search by first use in Michigan date or date range: Enter date as MM/DD/YYYY  
 Date from:  Date to:

Search by Class:  <sup>1</sup> Search by Insignia Type: All <sup>9</sup>

Display number of items per page: 25 items

[Clear search fields](#) [Search](#)

### Search Rules

- If Identification Number is selected, all other fields are disabled.
- If Mark or Mark Description is selected, all fields except Search by Insignia Type are enabled.
- If Insignia is selected, Search by first use in Michigan and Search by Class is disabled.
- If Registrant is selected, all fields are enabled.

### Footnotes

Footnote	Name	Note
1	Mark Class	Dropdown menu is populated with values from COFS database
2	ID Number	This is the Entity ID Number
3	Mark Words	Option allows users to search on Mark Word criteria in the COFS database
4	Mark Description	Option allows users to search on Mark design description criteria in the COFS database
5	Registrant	This is the Applicant or Owner as recorded in COFS database
6	Insignia	This is the Insignia Design field in COFS database
7	Search Type	Dropdown defaults to “Contains Anywhere.” Other option is “Begins With.”
8	Status	Dropdown defaults to “All” and includes “Cancelled”, “Registered”, and “Termination”
9	Insignia Type	Defaults to “All” and includes: Badge          Button          Charm          Decoration Emblem          Insignia          Name          Rosette

## Results Screen

Once the search criteria is entered and the Search button is clicked, items matching the search criteria will display. If the search was by Identification Number, the system navigates the user directly to the Business Entity Summary page. The "Identification Number" link will display the applicable Business Entity Summary screen for Mark & Insignias.

Number of records: 149      Number of pages: 6      [Print results](#)

Identification Number	Original Registration	Registrant	Description	Words
<a href="#">802022732</a>	07-02-2014	HENRY FORD HEALTH SYSTEM		GPS FOR HEALTH: GUIDING PATIENTS' SUCCESS TO REACH OPTIMAL WELLNESS
<a href="#">802035472</a>	02-06-2014	HENRY FORD HEALTH SYSTEM		HAP HOUSE CALL
<a href="#">802029716</a>	07-16-2013	HENRY FORD HELATH SYSTEM		GAME ON CANCER
<a href="#">802017096</a>	02-07-2012	BRADFORD CAMERON		MATTRESS OVERSTOCK
<a href="#">802036435</a>	06-23-2015	HENRY FORD HEALTH SYSTEM		CALL, CLICK OR COME IN!
<a href="#">802023296</a>	05-16-2006	MILFORD HISTORICAL SOCIETY		MILFORD HOME TOUR
<a href="#">802017234</a>	09-28-2009	OXFORD LEARNING CENTRES, INC.		BEYOND TUTORING
<a href="#">802018128</a>	01-06-2010	KRISTINE CRAWFORD PHOTOGRAPHY, LLC		IN FRAME BRIDE
<a href="#">802028170</a>	07-09-2009	HENRY FORD HEALTH SYSTEM		TRANSPLANT LIVING COMMUNITY
<a href="#">802032896</a>	04-04-2008	ROCKFORD CHAMBER OF COMMERCE		ROCKFORD LIVING
<a href="#">802030519</a>	07-13-2007	LAWRENCE KEVIN JONES, SONIA CRAWFORD		JONES R.E. INVESTMENTS
<a href="#">802032251</a>	10-28-2008	HENRY FORD HEALTH SYSTEM		EXERCISE AND CANCER INTEGRATIVE THERAPY EDUCATION PROGRAM

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#)

## Historic Card File Search

Users will now have the ability to search for images in the Historic Card File Search database. This database contains business entity records that were dissolved prior to January 1, 1978.

The Historic Card File Search can be accessed from the Corporations Division Homepage and clicking on the Historic Card File Search link available under the "Search" section.

Users can search by entity name using one of the four search options provided:

- **Begins with:** Entity name beginning with the same word or phrase.
- **Exact match:** Individual names associated with an entity that exactly matches the word or phrase.
- **Full text:** Individual names of an entity that exactly matches the full text.
- **Soundex:** Individual names associated with an entity containing a similar sounding word or phrase.

**Action:**

- **Search Button:** Allows users to initiate the search on the Historic Card File database.
- **Clear Button:** Clears the current search criteria

**Result Screen**

On a successful search, the following is displayed:

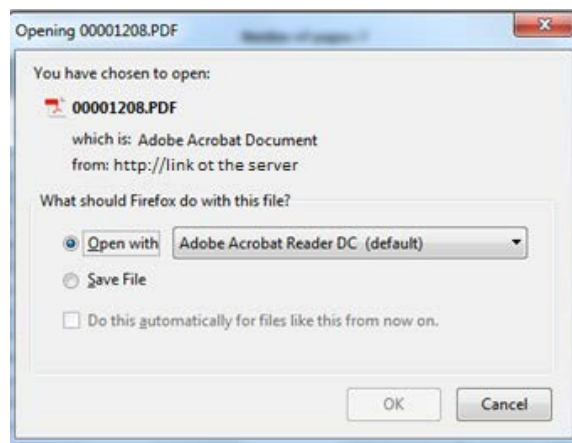
Records found: 175 Number of pages: 7

Name of entity	Number of pages	
FORD & BLAIR, INC.	2	<a href="#">view</a>
FORD & EARL DESIGN ASSOCIATES, INC.	1	<a href="#">view</a>
FORD 2 PANTS SUIT SHOP	2	<a href="#">view</a>
FORD ALUMINUM PRODUCTS, INC.	2	<a href="#">view</a>
FORD AND MORGAN, INC.	2	<a href="#">view</a>
FORD AVENUE CHURCH OF CHRIST	2	<a href="#">view</a>
FORD BLAKE FUEL COMPANY	2	<a href="#">view</a>
FORD BLVD. MOBILE HOME PARK, INC.	2	<a href="#">view</a>
FORD BROTHERHOOD OF AMERICA INC.	2	<a href="#">view</a>
FORD BUILDERS ATHLETIC CLUB	1	<a href="#">view</a>
FORD BUILDING COMPANY	2	<a href="#">view</a>
FORD CITY REALTY COMPANY	2	<a href="#">view</a>
FORD COLLIERIES COMPANY	1	<a href="#">view</a>
FORD COLLIERIES COMPANY	2	<a href="#">view</a>
FORD COMMUNICATIONS COMPANY	2	<a href="#">view</a>
FORD CONSTRUCTION COMPANY	2	<a href="#">view</a>
FORD CONSTRUCTION COMPANY	2	<a href="#">view</a>
FORD CONVALESCENT CENTER, INC.	2	<a href="#">view</a>
FORD DEARBORN LAND COMPANY	2	<a href="#">view</a>
FORD DEARBORN POST NO. 1494 DRUM AND BUGLE CORPS	2	<a href="#">view</a>
FORD DECORATING COMPANY	2	<a href="#">view</a>
FORD DEVELOPMENT COMPANY	2	<a href="#">view</a>
FORD ELECTRIC SUPPLY COMPANY	2	<a href="#">view</a>
FORD EMPLOYEE'S MUTUAL BENEFIT ASS'N.	2	<a href="#">view</a>
FORD EMPLOYEES SOFTBALL ASSOCIATION	2	<a href="#">view</a>

[1234567](#)

**Action:**

- **View Link:** Opens the image in PDF file format and allows the user to save the image.



## CERTIFICATE VERIFICATION SEARCH

Users now have the ability to verify the certificate validation number for electronically generated certificates. Any certificate that contains a **validation number** in the bottom left corner under the State of Michigan seal can be validated. Any certificate that contains a gold embossed seal **cannot** be validated.

Users can access this function from the Corporations Division Homepage and clicking on the Certificate Verification Search link under the “Search” section.



The screenshot shows the LARA Corporations Online Filing System interface. At the top, there are navigation links: LARA Home, Contact LARA, Online Services, News, and MI.gov. The main header reads "LARA Corporations Online Filing System" and "Department of Licensing and Regulatory Affairs". Below this, the section is titled "Certificate Number Verification". A paragraph explains that certificates with a validation number in the bottom left corner under the Michigan seal can be validated, while those with a gold embossed seal cannot. A form below includes a label "Enter certificate number:", a text input field, and three buttons: "Cancel", "Clear data", and "Verify Certificate".

## Email Subscription Service

COFS provides a subscription-based email notification service, which allows customers to receive different types of communication from the Corporations Division. Users can access the Email Subscription Service link on the Corporations Division Homepage under “Services Offered”.

There are three types of notifications users can subscribe to:

- **General Information** – Subscribers can receive general information announcements from the Corporations Division regarding legislative updates, new or revised Corporations Division publications, changes to the Corporations Division website, office closure announcements, and other relevant alerts.
- **Business Entity Record Updates** – Subscribers can receive notice of entity record updates. Any time a document is filed for a business entity that you included on your Subscription Preferences page, you will receive an email notification.
- **Official Notices** – If you are a person authorized by the entity to receive official notices, you may subscribe to receive them by email. An entity may authorize more than one person to receive such communications. Communication examples included are: notice when a form has been filed affecting your record, notice when your Annual Report/Statement is due, and a notice of dissolution or revocation.

To use the email subscription service, first create an account with the Corporations Division.

- After submitting a new account request, you will receive an email with an account activation link.
- Confirm the new account request by clicking on the activation link.
- After the account is activated, you will be redirected to the Subscription Preferences page.

## Subscription Preferences Page

Users can update their profiles and modify their subscriptions on the Subscription Preferences page. They also can receive entity record updates and official notices for additional entities by adding them on this page.

**LARA Corporations Online Filing System**  
Department of Licensing and Regulatory Affairs

**Corporations Division**

**Email Subscription Service**

Managing your account profile and subscription: [Logout](#)

This screen allows you to update your profile and your subscription preferences.

- Be sure to click on the corresponding update button after you modify your account or preferences.
- Your changes remain effective until you update your profile again.

Changes were saved successfully.

Account profile:

User Name:

\*Password:

\*First Name:

Middle Name:

\*Last Name:

Company Name:

\*Email Address:

Items marked with an asterisk \* are required

[Save Profile](#)

Subscription preferences:

Check this box to subscribe to general information notifications:

Subscribe to record updates and/or official communications for the following entities:

Entity ID	Name of Entity	Receive Record Updates	Receive Official Notices	Action
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Add to List</a>

[Update Subscription](#)

## Subscribe to Emails from the Corporations Division

Users can subscribe, update subscriptions, modify their password and/or email address from the Email Subscription Service - Sign in screen.

LARA Home Contact LARA Online Services News MI.gov

**LARA Corporations Online Filing System**  
Department of Licensing and Regulatory Affairs

**Corporations Division**

**Email Subscription Service - Sign in screen**

Sign in to your account: (Your account must be active to sign in)

User Name:

Password:

[Sign in](#)

\* If you cannot sign in to your account ...

Forgot your password? [Request your password](#)

Create an account: [New account](#)

## New User Registration Form

Create a new user registration by completing the following information:

- Username
- Password
- First Name
- Middle Name

- Last Name
- Company Name
- Email Address

Your username and password must be at least 6 characters long and are not case-sensitive.

The screenshot shows the 'Email Subscription Service' registration page. At the top, there is a navigation bar with links for 'LARA Home', 'Contact LARA', 'Online Services', 'News', and 'MI.gov'. The main header features the LARA logo and the text 'Corporations Online Filing System' and 'Department of Licensing and Regulatory Affairs'. Below the header, the page title is 'Corporations Division Email Subscription Service' with a 'Sign in screen' button. The main content area contains 'New User registration instructions' which state that usernames and passwords must be at least 6 characters long and not case-sensitive. It also provides instructions on how to activate the account after registration. Below the instructions is the 'Email Subscriber Registration form' with the following fields:
 

- \* User Name: [text input]
- \* Password: [text input]
- \* First Name: [text input]
- Middle Name: [text input]
- \* Last Name: [text input]
- Company Name: [text input]
- \* Email Address: [text input]

 A red note at the bottom of the form states: '\* Fields marked with an asterisk \* are required'.

### Email Subscription Service: Recover Password

This page allows subscribers to enter their email address or username to recover their password via email.

The screenshot shows the 'Recover Password' page. It features the same header and navigation as the registration page. The main content area is titled 'How to request a forgotten password:' and provides instructions on how to request a password reset. It states that the user should provide their username in a text box and select 'request password.' Below the instructions are two bullet points:
 

- Your password will be forwarded to the email address associated with your account.
- If you forgot your user name, contact (517) 241-6470 for assistance, referencing your email subscription account.

 At the bottom of the page, there is a form with a 'User Name:' label, a text input field, and a 'Request password' button.



## Business Entity Summary Page

The Business Entity Summary page provides a view of all the current data related to an entity. Details specifically related to the entity and access to information such as assumed names associated with the entity and filings for the entity, etc. This page can be accessed from the search results page.

### Special Notes


- The old ID number (6-digits) only will be displayed if an old ID number exists. During conversion, each existing entity will be assigned a new ID number (9-digits). Entities established after conversion will not have an old ID number.
- The screen displays the year in which the officers and directors were last named on an Annual Report.

**Note: This information only will be displayed for Annual Reports/Statements filed after COFS is implemented.**

- Some of the sections only are displayed based on their applicability to the entity. For example, a merger/conversion section will only be displayed when the entity has been part of a merger/conversion.
  - Within the section, the “Merged into” and “Merged with” data will be displayed depending upon if the entity was a survivor or a non-survivor in that merger.
  - The following sections are displayed based on their applicability
    - Merger Section
    - Conversion Section
    - Name Change Section
    - Assumed Name
- **Assumed Name:** Clicking this button navigates the user to the Assumed Name page.
- **View Filing:** Navigates the user to the View Filings page
- **New Search:** Navigates the user back to Search page
- **Request Certificate:** Navigates the user to the Order page

## Domestic Profit Corporations

The following shows the Domestic Profit Entity with all the possible sections displayed.



LABA Corporations  
Online Filing System  
Department of Licensing and Regulatory Affairs

ID Number: 00000007 Request Certificate New Search

Summary for:

The name of the Domestic Profit Corporation:

Merged into:  on

Merged with:  on

Converted into:  on

Converted from:  on

The name was changed from:  on

Entity type:

Identification Number:

Old ID Number:

Date of Incorporation in Michigan:

Date of Inactive Type:  Term:

Most Recent Annual Report:  Most Recent Annual Report with Officers & Directors:

The name and address of the Resident Agent:

Resident Agent Name:

Street Address:

Apt/Suite/Other:

City:  State:  Zip Code:

Registered Office Mailing Address:

P.O. Box or Street Address:

Apt/Suite/Other:

City:  State:  Zip Code:

Class of Stock	Authorized Shares
Common	10000
Preferred	2500
<b>Total Authorized Shares</b>	<b>12500</b>

Written Consent

[View Assumed Names for this Business Entity](#)

**View filings for this business entity:**

ALL FILINGS  
ANNUAL REPORT/ANNUAL STATEMENTS  
Indexing Form  
ARTICLES OF INCORPORATION  
RESTATED ARTICLES OF INCORPORATION

[View filings](#)

Comments or notes associated with this business entity;

## Domestic Nonprofit Corporations

The following shows the Domestic Nonprofit Entity with all the possible sections displayed.



ID Number: 00000007

Summary for:

The name of the Domestic Nonprofit Corporation:

Merged into:  on

Merged with:  on

Converted into:  on

Converted from:  on

The name was changed from:  on

Entity type:

Identification Number:  Old ID Number:

Date of Incorporation in Michigan:

Date of Inactive Type:  Term:

Most Recent Annual Report:  Most Recent Annual Report with Officers & Directors:

The name and address of the Resident Agent:

Resident Agent Name:

Street Address:

Apt/Suite/Other:

City:  State:  Zip Code:

Registered Office Mailing Address:

P.O. Box or Street Address:

Apt/Suite/Other:

City:  State:  Zip Code:

**The Officers and Directors of the Corporation:**

Title	Name	Address
PRESIDENT	FIRST NAME	123 MAIN OKEMOS, MI 48864 USA
TREASURER	SECOND NAME	123 MAIN OKEMOS, MI 48864 USA
SECRETARY	THIRD NAME	123 MAIN OKEMOS, MI 48864 USA
DIRECTOR	FOURTH NAME	123 MAIN OKEMOS, MI 48864 USA

Act Formed Under:

Acts Subject To:

Class of Stock	Authorized Shares
Common	10000
Preferred	2500
<b>Total Authorized Shares</b>	<b>12500</b>

The corporation is formed on a  basis.

Written Consent

[View Assumed Names for this Business Entity](#)

**View filings for this business entity:**


- ALL FILINGS
- ANNUAL REPORT/ANNUAL STATEMENTS
- Indexing Form
- ARTICLES OF INCORPORATION
- ARTICLES OF INCORPORATION - ECCLESIASTICAL

[View filings](#)

Comments or notes associated with this business entity;

## Domestic Limited Liability Company (LLC)

The following shows the Domestic LLC Entity with all the possible sections displayed.



ID Number: 00000007

Summary for:

The name of the Domestic Limited Liability Company:

Merged into:  on

Merged with:  on

Converted into:  on

Converted from:  on

The name was changed from:  on

Entity type:

Identification Number:  Old ID Number:

Date of Organization in Michigan:

Date of Inactive Type:  Term:

The name and address of the Resident Agent:

Resident Agent Name:

Street Address:

Apt/Suite/Other:

City:  State:  Zip Code:

Registered Office Mailing Address:

P.O. Box or Street Address:

Apt/Suite/Other:

City:  State:  Zip Code:

Act Formed Under:

Acts Subject To:

Managed By:

[View Assumed Names for this Business Entity](#)

**View filings for this business entity:**

ALL FILINGS

ANNUAL REPORT/ANNUAL STATEMENTS

Indexing Form

CERTIFICATE OF CORRECTION


CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF RESIDENT AGENT

[View filings](#)

Comments or notes associated with this business entity;

## Foreign Profit Corporations

The following shows the Foreign Profit Corporation with all the possible sections displayed.



ID Number: 00000007 Request Certificate New Search

Summary for:

The name of the Foreign Profit Corporation:

The name used to transact business in Michigan:

Merged into:  on

Merged with:  on

Converted into:  on

Converted from:  on

The prior name used to transact business in Michigan:  changed on:

The prior true name in home state:  changed on:

Entity type:

Identification Number:  Old ID Number:

Date of Qualification in Michigan:

Incorporated under the laws of:

Date of Inactive Type:  Term:

Most Recent Annual Report:  Most Recent Annual Report with Officers & Directors:



The name and address of the Resident Agent:

Resident Agent Name:   
Street Address:   
Apt/Suite/Other:   
City:  State:  Zip Code:

Registered Office Mailing Address:

P.O. Box or Street Address:   
Apt/Suite/Other:   
City:  State:  Zip Code:

**The Officers and Directors of the Corporation:**

Title	Name	Address
PRESIDENT	FIRST NAME	123 MAIN OKEMOS, MI 48864 USA
TREASURER	SECOND NAME	123 MAIN OKEMOS, MI 48864 USA
SECRETARY	THIRD NAME	123 MAIN OKEMOS, MI 48864 USA
DIRECTOR	FOURTH NAME	123 MAIN OKEMOS, MI 48864 USA

Acts Subject To:

Total Authorized Shares	Shares Attributable to Michigan	Most Recent Apportionment %	Year Ending
20000	10000	50%	2015

[View Assumed Names for this Business Entity](#)

**View filings for this business entity:**


- ALL FILINGS
- ANNUAL REPORT/ANNUAL STATEMENTS
- Indexing Form
- CERTIFICATE OF CORRECTION
- CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF RESIDENT AGENT

[View filings](#)

Comments or notes associated with this business entity;

## Foreign Nonprofit Corporations

The following shows the Foreign Nonprofit Corporation with all the possible sections displayed.



ID Number: 00000007 Request Certificate

Summary for:

The name of the Foreign Nonprofit Corporation:

The name used to transact business in Michigan:

---

Merged into:  on

Merged with:  on

---

Converted into:  on

Converted from:  on

---

The prior name used to transact business in Michigan:  changed on:

---

The prior true name in home state:  changed on:

---

Entity type:

Identification Number:  Old ID Number:

---

Date of Qualification in Michigan:

---

Incorporated under the laws of:

---

Date of Inactive Type:  Term:

---

Most Recent Annual Report:  Most Recent Annual Report with Officers & Directors:

The name and address of the Resident Agent:

Resident Agent Name:   
Street Address:   
Apt/Suite/Other:   
City:  State:  Zip Code:

Registered Office Mailing Address:

P.O. Box or Street Address:   
Apt/Suite/Other:   
City:  State:  Zip Code:

**The Officers and Directors of the Corporation:**

Title	Name	Address
PRESIDENT	FIRST NAME	123 MAIN OKEMOS, MI 48864 USA
TREASURER	SECOND NAME	123 MAIN OKEMOS, MI 48864 USA
SECRETARY	THIRD NAME	123 MAIN OKEMOS, MI 48864 USA
DIRECTOR	FOURTH NAME	123 MAIN OKEMOS, MI 48864 USA

Acts Subject To:

<b>Total Authorized Shares</b>
20000

[View Assumed Names for this Business Entity](#)

**View filings for this business entity:**

- ALL FILINGS
- ANNUAL REPORT/ANNUAL STATEMENTS
- Indexing Form
- CERTIFICATE OF CORRECTION
- CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF RESIDENT AGENT

[View filings](#)

Comments or notes associated with this business entity;

## Foreign Limited Liability Company (LLC)

The following shows the Foreign LLC Entity with all the possible sections displayed.



ID Number: 00000007

Summary for:

The name of the Foreign Limited Liability Company:

The name used to transact business in Michigan:

Merged into:  on

Merged with:  on

Converted into:  on

Converted from:  on

The prior name used to transact business in Michigan:  changed on:

The prior true name in home state:  changed on:

Entity type:

Identification Number:  Old ID Number:

Date of Qualification in Michigan:

Organized under the laws of:

Date of Inactive Type:  Term:

The name and address of the Resident Agent:

Resident Agent Name:   
Street Address:   
Apt/Suite/Other:   
City:  State:  Zip Code:

Registered Office Mailing Address:

P.O. Box or Street Address:   
Apt/Suite/Other:   
City:  State:  Zip Code:

Acts Subject To:

[View Assumed Names for this Business Entity](#)

**View filings for this business entity:**

- [ALL FILINGS](#)
- [ANNUAL REPORT/ANNUAL STATEMENTS](#)
- [Indexing Form](#)
- [CERTIFICATE OF CORRECTION](#)
- [CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF RESIDENT AGENT](#)

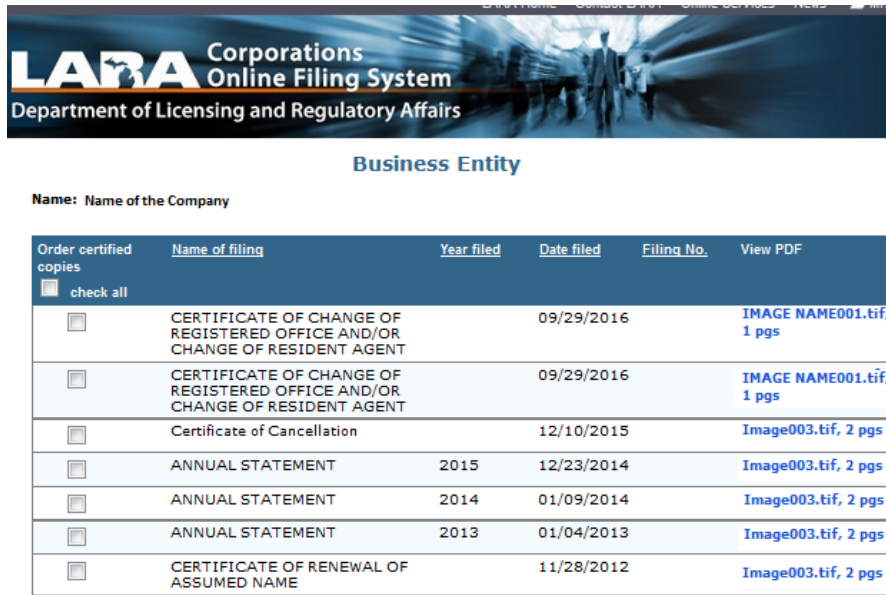
[View filings](#)

Comments or notes associated with this business entity:

## View Filings Page

This page allows access to available filings for a business entity.

- **View PDF:** Allows access to the image of the actual approved filings.
- **Order Certified Copies:** Checking a box in this column allows the user to select one or multiple filings and request certified copy(s) from this screen.



**LARA Corporations Online Filing System**  
Department of Licensing and Regulatory Affairs

**Business Entity**

Name: Name of the Company

Order certified copies	Name of filing	Year filed	Date filed	Filing No.	View PDF
<input type="checkbox"/> check all					
<input type="checkbox"/>	CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF RESIDENT AGENT		09/29/2016		<a href="#">IMAGE NAME001.tif, 1 pgs</a>
<input type="checkbox"/>	CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF RESIDENT AGENT		09/29/2016		<a href="#">IMAGE NAME001.tif, 1 pgs</a>
<input type="checkbox"/>	Certificate of Cancellation		12/10/2015		<a href="#">Image003.tif, 2 pgs</a>
<input type="checkbox"/>	ANNUAL STATEMENT	2015	12/23/2014		<a href="#">Image003.tif, 2 pgs</a>
<input type="checkbox"/>	ANNUAL STATEMENT	2014	01/09/2014		<a href="#">Image003.tif, 2 pgs</a>
<input type="checkbox"/>	ANNUAL STATEMENT	2013	01/04/2013		<a href="#">Image003.tif, 2 pgs</a>
<input type="checkbox"/>	CERTIFICATE OF RENEWAL OF ASSUMED NAME		11/28/2012		<a href="#">Image003.tif, 2 pgs</a>

## View Assumed Names Page

This page displays the assumed names associated with the entity and relevant date information of the assumed names. If an assumed name is part of a joint venture, a *View* hyperlink will appear and provide details about the other entities sharing the same assumed name.

- **Print Button:** Allows the user to print the current page
- **New Search Button:** Navigates the user back to the search page
- **View Link:** Displays details on the assumed name that is part of a joint venture
- **Back to Business Entity Summary Button:** Navigates the user back to the Business Entity Summary page



**LARA Corporations Online Filing System**  
Department of Licensing and Regulatory Affairs

[Print](#) [New Search](#)

The name of the FOREIGN LIMITED LIABILITY COMPANY:

Identification Number:  Old ID Number:

Assumed Name	Creation Date	Renewal Date	Expiration Date	Two or more entities assuming the same name
Assumed Name 1	10/26/2012		12/31/2017	<a href="#">View</a>
Assumed Name 2	12/18/2007	11/28/2012	12/31/2017	

[Back to Business Entity Summary](#)

## FILE ONLINE

COFS allows certain forms to be completed and submitted online. Once received, they are reviewed by the Corporations Division. The File Online Homepage allows customers to submit documents to form a new entity and submit documents for an existing entity.

Users can access the File Online Homepage from the Corporations Division Homepage and clicking on the Submit Online link available under the "Submission Methods" section.

### Online Filing to Form a New Entity

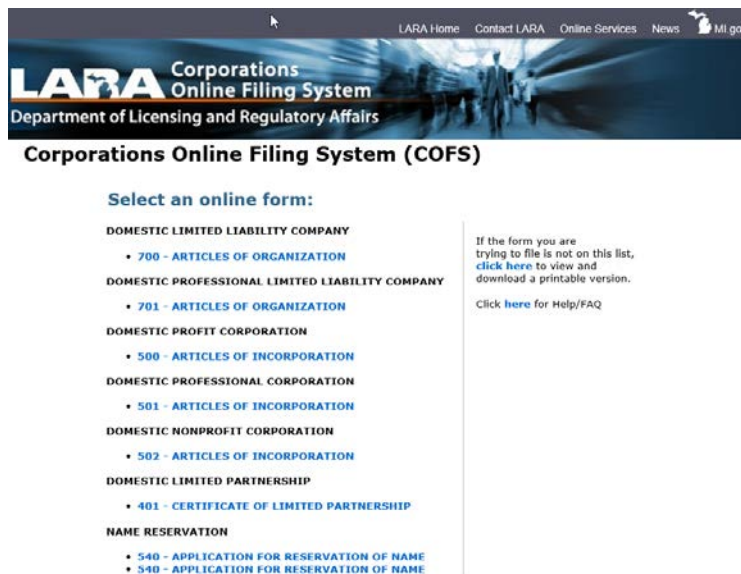
If you are forming a new entity, you do not log into the online filing system.

- Click the "Click Here" link and select the appropriate form.



The screenshot shows the top navigation bar with links for LARA Home, Contact LARA, Online Services, News, and MI.gov. The main header reads "LARA Corporations Online Filing System" and "Department of Licensing and Regulatory Affairs". Below this is the heading "Corporations Division: Online filing". A "Sign in" section follows, with instructions: "If you are forming a new entity, click here." and a list of instructions for existing entities, those without CID/PIN, and general inquiries. There are two input fields for CID and PIN, and a "Sign in" button. A link for Help/FAQ is at the bottom.

- You will be given a list of forms that are available for online submission.



The screenshot shows the "Corporations Online Filing System (COFS)" page. It features a list of online forms under the heading "Select an online form:". The forms are categorized by entity type: DOMESTIC LIMITED LIABILITY COMPANY (700 - ARTICLES OF ORGANIZATION), DOMESTIC PROFESSIONAL LIMITED LIABILITY COMPANY (701 - ARTICLES OF ORGANIZATION), DOMESTIC PROFIT CORPORATION (500 - ARTICLES OF INCORPORATION), DOMESTIC PROFESSIONAL CORPORATION (501 - ARTICLES OF INCORPORATION), DOMESTIC NONPROFIT CORPORATION (502 - ARTICLES OF INCORPORATION), DOMESTIC LIMITED PARTNERSHIP (401 - CERTIFICATE OF LIMITED PARTNERSHIP), and NAME RESERVATION (540 - APPLICATION FOR RESERVATION OF NAME). A sidebar on the right provides instructions for users whose forms are not on the list and includes a link to Help/FAQ.

- You must complete the form by entering all the required information. If you fail to enter the required information, the system will alert you and request you enter the missing information.
- You will be prompted to sign the document and insert your title. Additional signatures may be added by clicking the "Add new entry to this list" button.
- Once all the required information is entered, click the "Review" button and you will have an opportunity to review the information you entered.
- If you are satisfied with the information entered, click the "Submit Filing" button.

- Online submissions only can be paid by credit card. If you do not have a credit card or do not wish to use a credit card, you may submit the form by mail or in person with a check or money order. For further information regarding fees, please review the [Fee Schedule](#).
- Once your credit card has been processed, an acknowledgement screen detailing information regarding the transaction will appear. This screen is your receipt and you may wish to print this for reference.
- Once the credit card transaction is approved, the document will be sent to the Corporations Division for review. If the credit card transaction is not approved, you will have the opportunity to log back into the system at any time, retrieve the information previously submitted, and resubmit.
- If the document cannot be filed, you will receive an email with the reason for rejection. Rejected filings may be reviewed by logging back into the system where necessary adjustments can be made and the document can be resubmitted.

### Online Filing for an Existing Entity

A subsequent filing is the submission of forms/documents for an existing entity. To file a document for an existing entity, a user must login using the CID and PIN combination.

- **CID/PIN:** Existing and newly created entities are assigned a unique CID and PIN combination. If you forget the CID or PIN, please contact the Corporations Division at [LARA-CSCL-CorpPIN@michigan.gov](mailto:LARA-CSCL-CorpPIN@michigan.gov) to obtain that information.

- Once logged into the system, you will be given a list of forms that are available for online submission.

- Select the form you wish to complete and the form will be displayed.



**Please note, not all forms are available for online submission and forms not listed must be submitted by mail or in person. Forms are available at: [http://www.michigan.gov/lara/0,4601,7-154-61343\\_35413\\_36736---,00.html](http://www.michigan.gov/lara/0,4601,7-154-61343_35413_36736---,00.html).**

- Fill out the completed form
  - Each form has specific instructions and rules related to the data requirements
  - If any data entry field fails to validate, an appropriate message displays
  - Make payment as per payment rules and fees applicable

## Entity Homepage

This page is displayed upon successful authentication of CID and PIN combination on the Entity Login page.

Every entity (existing and newly created) is assigned a unique CID and PIN combination. If users want to submit additional forms, Annual Reports/Statements, or documentation, they must do so by logging into the system using their assigned CID and PIN combination.

Users can sign into the system from the Entity Login page

- CID and PIN combination is unique for each entity type
- CID and PIN is created with the approval of the formation/qualification forms for the entity

Users can perform the following actions:

- File a subsequent filing using Filing Form section
- Change PIN
- Help/FAQ
- View Filing Fee
  - Opens the details for the filing fees
  - Perform search for a business entity using Corporation Search
  - Log Out: Logs out the user

## Change PIN

Users have the ability to change their existing PIN online.

- User must enter current PIN
- Enter the new Pin (must be four characters long and consist of numbers only)
- **CANCEL REQUEST BUTTON:** Cancels the “Change PIN” action and returns user back to Entity Homepage

The screenshot shows a web form titled "Corporations Division: Online filing" with a sub-heading "Changing a PIN:". Below the heading, there is instructional text: "To change your PIN (personal identification number):" followed by two bullet points: "• You must enter your current PIN" and "• A PIN must be 4 characters long, and consist of numbers only". The form contains three input fields: "Current PIN:", "Enter a new PIN:", and "Re-enter new PIN:". Below the input fields are two buttons: "Cancel request" and "Submit". At the bottom of the form, there is a link: "Click here for Help/FAQ". At the very bottom of the page, there are four small links: "LARA FOIA Process", "Transparency", "Office of Regulatory Reinvention", and "State Web Sites".

- **SUBMIT BUTTON:** Values entered to change the PIN are validated and if successful, the new PIN is saved.

## Filing Forms List

This list is populated based on the entity type for which the user has signed in. Users can select the desired form and click on the Select button to open the form.

Available forms are as follows:

Form Number	Form Name
401	Certificate of Limited Partnership
500	Articles of Incorporation, Profit
501	Articles of Incorporation, Professional Service
502	Articles of Incorporation, Nonprofit
511	Restated Articles of Incorporation, Nonprofit
515	Certificate of Amendment
520	Certificate of Change of Registered Office and/or Resident Agent
521	Resignation of Resident Agent
522	Certificate of Appointment of Resident Agent
530	Certificate of Dissolution – Before Commencement
531	Certificate of Dissolution
540	Application for Reservation of Name
541	Certificate of Assumed Name
542	Certificate of Renewal of Assumed Name
543	Certificate of Termination of Assumed Name
546	Certificate of Termination of Registration of Corporate Name
601	Renewal Application For Registered Trademark/Service Mark
603	Assignment of Trademark/Service Mark
700	Articles of Organization
701	Articles of Organization, Professional
710	Restated Articles of Organization
715	Certificate of Amendment
731	Certificate of Dissolution
761	Application For Certificate of Withdrawal
770	Certificate of Restoration
771	Certificate of Restoration
801	Application to Renew Registration of a Limited Liability Partnership
Annual Report	Domestic Nonprofit Corporation Annual Report
Annual Report	Foreign Nonprofit Corporation Annual Report
Annual Report	Domestic Profit Corporation Annual Report
Annual Report	Foreign Profit Corporation Annual Report
Annual Report	Domestic Professional Corporation Annual Report
Annual Report	Foreign Professional Corporation Annual Report

## PAYMENT FOR ONLINE SUBMISSION AND ORDERS

### Online Payments

User must pay all fees due at the time of submission. Once the payment has been completed, users are not allowed to alter the submission or order to affect the payment; this includes expedited service options.

### Expedited Service Options

Expedited service continues to be available for an additional fee. The nonrefundable expedited service fee is based on the level of expedited service selected and is in addition to the standard fees applicable to the specific document. Expedited service fees are different for formation documents and subsequent filing documents.

## FORMATION and QUALIFICATION submissions to create an entity

Select the level of service, pick only one:

*Expedited service fees are nonrefundable and in addition to the standard document fees.*

- Standard Review - Only fee applicable to the document.**
- 24 Hour Review - \$50.00**  
For formation documents and applications for certificate of authority.
- Same Day Review - \$100.00**  
Review completed on day of receipt. Document must be received by 1:00 p.m. EST/EDT.
- 2 Hour Review - \$500.00**  
Review completed within two hours on day of receipt. Document must be received by 3:00 p.m. EST/EDT.
- 1 Hour Review - \$1,000.00**  
Review completed within one hour on day of receipt. Document must be received by 4:00 p.m. EST/EDT.

## SUBSEQUENT FILING submissions for an existing entity

Select the level of service, pick only one:

- Standard Review – Only fee applicable to the document.

### Optional Expedited Service

Expedited service fees are nonrefundable and in addition to the standard document fees.

- 24 Hour Review - \$100.00
- Same Day Review - \$200.00  
Review completed on day of receipt. Document must be received by 1:00 p.m. EST/EDT.
- 2 Hour Review - \$500.00  
Review completed within two hours on day of receipt. Document must be received by 3:00 p.m. EST/EDT.
- 1 Hour Review - \$1,000.00  
Review completed within one hour on day of receipt. Document must be received by 4:00 p.m. EST/ED

## Filing Fees

- Each filing fee submitted is automatically calculated by the system
- Fees for multiple order items and individual order items are calculated for the amount due to complete order

**Note: Link only is available to signed in users**

## Payment Selection Page – Orders

**LABA** Corporations  
Online Filing System  
Department of Licensing and Regulatory Affairs

**Payment Selection** [Need help with this form?](#)

Select a payment method from one of these options:

**Credit Card** (Visa, MasterCard, or Discover)  
[Enter credit card details](#)

**Account on File**  
[Account on file](#)

If you have any questions about payment methods, contact our office:  
• phone: 517-241-6470  
• email: [CorpsMail@michigan.gov](mailto:CorpsMail@michigan.gov)

## Payment Selection Page – Document Submission

Once the user clicks Submit for forms or orders, if there are fees associated with the form, the Payment Selection screen displays.

On this screen, users can:

- See the Fee Summary section: Displays the applicable fee for the filing submission
  - Each form will display the base filing fee, other filing fee (if applicable), and penalty fee owed (if applicable).
- **Enter Credit Card Details:** Allows the user to enter credit card information.
- **Account on File:** Allows the user to access their account that is tied to their credit card information.
- **Back to Main Page:** Clicking this button returns the user back to the main form filing page.

**LABA** Corporations  
Online Filing System  
Department of Licensing and Regulatory Affairs

**Payment Selection** [Need help with this form?](#)

Payment Date: 5/22/2017

Filing Fee:	\$50.00
Expedited Service Fee:	\$500.00
Total Amount Due:	\$550.00

Select a payment method from one of these options:

**Credit Card** (Visa, MasterCard, or Discover)  
[Enter credit card details](#)

**Account on File**  
[Account on file](#)

If you have any questions about payment methods, contact our office:  
• phone: 517-241-6470  
• email: [CorpsMail@michigan.gov](mailto:CorpsMail@michigan.gov)

[Back to main page](#)

## Pay Using – Credit Card

Users can use the State of Michigan’s secure credit card processing application to pay for the document and order submission fees.

- Click **Enter Credit Card Details** on the Payment Selection page

The screenshot shows the 'Payment Selection' page of the LARA Corporations Online Filing System. The header includes the LARA logo and the text 'Corporations Online Filing System' and 'Department of Licensing and Regulatory Affairs'. The main content area is titled 'Payment Selection' and includes a link for 'Need help with this form?'. Below this, it instructs the user to 'Select a payment method from one of these options:'. There are two main options: 'Credit Card (Visa, MasterCard, or Discover)' with a button labeled 'Enter credit card details', and 'Account on File' with a button labeled 'Account on file'. At the bottom, there is contact information for the office: phone: 517-241-6470 and email: [CorpsMail@michigan.gov](mailto:CorpsMail@michigan.gov).

The screenshot shows the 'Payment Method' section of the 'Corps Online Filing System Payment Request' page. It includes a welcome message: 'Welcome to the CEPAS Credit Card Processing Payment Module for the Corps Online Filing System. This process is being used as a secure means of processing credit card transactions. Payment may be made with a valid Visa, Discover or MasterCard. To begin the payment process, click on "Next" in the box below.' Below the text is a form titled 'Choose method of payment' with a radio button selected for 'Pay by credit card'. There are icons for VISA, MasterCard, and Discover. At the bottom of the form are buttons for 'Back', 'Next', and 'Exit'. A note indicates '\* Indicates required field'.

- Click **Next** to open the CORPS Online Filing System Payment Request page displayed below.

The screenshot shows the 'Payment Information' section of the 'Corps Online Filing System Payment Request' page. It includes a note: 'Billing Address information is not required, please scroll down to the Payment Method Section to enter your credit card information. To continue the payment process, click on "Next" in the box below.' The form is divided into three sections: 'Billing Address' with fields for First Name, Last Name, Street Line 1, Street Line 2, City, State (dropdown), Zip, Country (dropdown), Phone, and E-Mail; 'Payment Details' with a field for Payment Amount (USD); and 'Payment Method' with fields for Name on Card, Card Number, Expiration Date (Month and Year dropdowns), and Card Verification Value (CVV). A note indicates '\* Indicates required field'.

- Follow the processing prompts on the next series of screens
- Upon successful payment, the submission filing is considered complete and the Submission Confirmation page will display.

## Pay Using – Account on File

COFS provides the option to establish an electronic debit account, which allows frequent filers the ability to pay fees without repeatedly entering the payment data. Once the payment data is provided and validated, it will be stored in a secured environment for later payment retrieval.

- Click **Account on File** on the Payment Selection page.

The screenshot shows the 'Payment Selection' page of the LARA Corporations Online Filing System. The page header includes the LARA logo and the text 'Corporations Online Filing System' and 'Department of Licensing and Regulatory Affairs'. The main content area is titled 'Payment Selection' and includes a link for 'Need help with this form?'. Below this, users are instructed to 'Select a payment method from one of these options:'. Two options are presented in separate boxes: 'Credit Card (Visa, MasterCard, or Discover)' with an 'Enter credit card details' button, and 'Account on File' with an 'Account on file' button. At the bottom, contact information for the office is provided: phone: 517-241-6470 and email: [CorpsMail@michigan.gov](mailto:CorpsMail@michigan.gov).

- **New User? Register Here:** Allows the user to register for “Account on File”
  - Users can use an existing Account on File by entering a valid email address and password combination and clicking **Submit**.

The screenshot shows the 'Sign In' page of the LARA Corporations Online Filing System. The page header includes the LARA logo and the text 'Department of Licensing and Regulatory Affairs' and 'MICHIGAN.GOV Michigan's Official Website'. The main content area is titled 'Sign In' and includes a 'New User? Register Here' link. Below this, users are instructed to 'Enter Email Address & Password'. The form includes fields for 'Email Address: UserEmail@domain.com' and 'Password: \*\*\*\*\*', along with a 'Forgot Password?' link and a 'Submit' button. At the bottom, there are links for 'Michigan.gov Home', 'Accessibility Policy', 'Link Policy', 'Privacy Policy', 'LARA Home', 'State Web Sites', 'Security Policy', 'Michigan News', and 'Michigan.gov Survey'.

- Upon submitting, the following screen is displayed

The screenshot shows the 'Corps Online Filing System Payment Request' page. The page header includes the text 'Corps Online Filing System Payment Request'. Below this, users are welcomed to the CEPAS Credit Card Processing Payment Module for the Corps Online Filing System. The page includes the following text: 'This process is being used as a secure means of processing credit card transactions.', 'Payment may be made with a valid Visa, Discover or MasterCard.', and 'To begin the payment process, click on "Next" in the box below.' The main content area is titled 'Pay with existing account' and includes a 'Name of the User' field with a 'VISA Billing Address' section. The 'Name of the User' field is highlighted with a red box and contains the following information: 'Pras', 'x1111 07/19', and 'Name of the User', 'Sample Street', 'Sample City, MI 485284', '(123) 123-1234', and 'usere@email.com'. Below this, there is a 'Pay with new account' section with a 'Pay by credit card' option and logos for VISA, MasterCard, and Discover. At the bottom, there are 'Back', 'Next', and 'Exit' buttons.

- Select **Pay with existing account** and click **Next** to proceed to payment screen.
- Follow the processing prompts on the next series of screens.
- Upon successful payment, the submission filing is considered complete and the Submission Confirmation page will display.

### Submission Confirmation Page

The following confirmation page is displayed upon successful payment processing when using the steps described above. If the payment fails for any reason, the system will display an error message.

**LARA Corporations Online Filing System**  
Department of Licensing and Regulatory Affairs

**Payment Confirmation** Date: 5/22/2017

Confirmation date/time:	5/22/2017 4:20:40 PM
Confirmation number:	17052203320163
Invoice number:	0801M72170618960001397
Payment ID number:	1397
Transaction ID number:	17061896
Transaction category:	DOMESTIC LIMITED LIABILITY COMPANY
Transaction type:	700 - ARTICLES OF ORGANIZATION
<hr/>	
Filing fee:	\$50.00
Expedited service fee:	\$500.00
Total fee:	\$550.00

Thank you for using the Corporations Online Filing System (COFS). All submissions are subject to review. If the submission is able to be filed, you will receive an endorsed filed image by email. If the submission is rejected, you will be notified by email of the reason for rejection.

Documents that have been endorsed filed may be viewed through the [Business Entity Search](#).

Rejected submissions may be viewed through the [Rejected Filings Search](#).

If you have any questions about your request, contact our office: phone: 517-241-6470  
email: [CorpsMail@michigan.gov](mailto:CorpsMail@michigan.gov)

[Print this screen](#)   [Back to main page](#)

### Order Confirmation Page

The following confirmation page is displayed upon successful payment processing for orders. If the payment is unsuccessful, the system will display an error message.

**LARA Corporations Online Filing System**  
Department of Licensing and Regulatory Affairs

**Order Confirmation** Date: 6/1/2017

Confirmation date/time:	6/1/2017
Confirmation number:	17060103329793
Payment ID number:	3562
Transaction ID number:	1802656
<hr/>	
<b>Order Summary</b>	
Total fee:	\$48.00

Thank you for your order. The items you requested will be returned by your selected method of delivery.

All certificates are assigned a verification number. You may verify certificates through [Certificate Verification Search](#).

If you have any questions about your request, contact our office: phone: 517-241-6470  
email: [CorpsMail@michigan.gov](mailto:CorpsMail@michigan.gov)

[Print this screen](#)   [Back to main page](#)

- **Back to Main Page Button:** Returns the user back to the main form filing page
- **Print Screen Button:** Allows the user to print the screen

## ORDERS IN COFS

There are two ways in which users can place an order for certificates and copies.

- Through the Search Corporate Database method
- Directly from a link on the Corporations website

**Note on Shipping Address:** If the delivery method selected is email, the shipping address does not display.

---

Shipping Address:

Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Street Address: \_\_\_\_\_

Apt/Suite/Other: \_\_\_\_\_

City: \_\_\_\_\_ State: MI Zip Code: 48104-1234

Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

---

[Make Corrections](#) [Submit](#)

## Search Corporate Database Method

**Step 1:** Select the *Business Entity Search* from the Corporations Division Homepage and enter the search criteria, then select the Search button.

The screenshot shows the LARA Corporations Online Filing System search interface. At the top is a navigation bar with 'HOME', 'DIRECTIONS', and 'CONTACT US' links, and a search box containing 'Search sec.state.ma.us'. Below the navigation bar is the 'Corporations Division' header with a link for 'FAQ or Help'. The main search area has four radio buttons for search criteria: 'Search by entity name', 'Search by an individual name', 'Search by Identification Number' (which is selected), and 'Search by Filing Number'. The 'Search by Identification Number' field contains '000000002' and has a note 'Must be 9 digits'. Below the search fields is a 'Display number of items to view' dropdown set to '25 items per page'. At the bottom are 'Clear search fields' and 'Search' buttons.

**Step 2:** On the *Business Entity Summary* screen, scroll down to the filings section, select All Filings or a specific filing and click the View Filings button.

The screenshot shows the 'Business Entity Summary' page for 'TEST, INC.'. The page header is identical to the search page. Below the header, the title 'Corporations Division' is followed by 'Corporations Division Business Entity Summary'. There are two buttons: 'Request certificate' and 'New search'. At the bottom, it says 'Summary for: TEST, INC.'.



**View filings for this business entity:**

**ALL FILINGS**

2500 - Foreign Profit Corp Annual Report (Years: 1997-present)  
 500 - ARTICLES OF INCORPORATION - PROFIT  
 510 - RESTATED ARTICLES OF INC - PROFIT  
 510A - RESTATED ARTICLES OF INC - P to NP  
 510B - RESTATED ARTICLES OF INC - S to NP

[View filings](#)

**Comments or notes associated with this business entity:**

[New search](#) [View Assumed Names for this Business Entity](#)

**Step 3:** Users can select the individual filing using the “Order Certified Copy” selection boxes and click on the Order Filing button. Users can order a certified copy of only one document per entity in an online order.

**LABA Corporations Online Filing System**  
 Department of Licensing and Regulatory Affairs

**Business Entity**

Name: **Example Company Inc.**

Order certified copies	Name of filing	Year filed	Date filed	Filing No.	View PDF
<input checked="" type="checkbox"/>	ARTICLES OF INCORPORATION - DOMESTIC PROFIT CORP.		07/11/1975		<a href="#">92287175.TIF, 4 pgs</a>
<input type="checkbox"/>	CERT. OF AMENDMENT TO THE ARTICLES OF INC.		08/28/1980		<a href="#">92287176.TIF, 2 pgs</a>
<input type="checkbox"/>	RESTATED ARTICLES OF INCORPORATION		04/16/1990		<a href="#">92287177.TIF, 8 pgs</a>
<input type="checkbox"/>	CERTIFICATE OF ASSUMED NAME		07/24/1990		<a href="#">92287178.TIF, 2 pgs</a>
<input type="checkbox"/>	CERTIFICATE OF ASSUMED NAME-JOINT VENTURE		07/24/1990		<a href="#">92287178.TIF, 2 pgs</a>
<input type="checkbox"/>	CERTIFICATE OF TERMINATION OF ASSUMED NAME		06/04/1993		<a href="#">93161AAR.TIF, 1 pgs</a>

**Step 4:** The Order Entry screen for public access displays with the Identification Number and Entity Name prepopulated. The Select Item section will have certified copies selected and the dropdown list will contain the forms filed for the entity.

**Note:** All copy orders generated online for the public will be certified copies.

**LABA Corporations Online Filing System**  
 Department of Licensing and Regulatory Affairs

**Order Request Form**

Uncertified copies may be obtained for free using Business Entity Search. [Click here for instructions.](#)

If you would like to order certified copies of more than one document per entity, you will need to create a separate order or contact the Corporations Division by calling (517) 241-6470.

To place an order, begin by entering the ID number. If you do not know the ID number, you may locate it through the [Business Entity Search](#).

ID Number:  [Find Entity](#)

Entity Name:

Select Item:

Certified Copy  Certificate  Statute Book

ARTICLES OF INCORPORATION - DOMESTIC PROFIT CORP FILED ON 7/11/1975 - 92287175  
 CERT OF AMENDMENT TO THE ARTICLES OF INC. FILED ON 8/28/1980 - 92287176  
 510 - RESTATED ARTICLES OF INC - PROFIT FILED ON 4/16/1990 - 92287177  
 541 - CERTIFICATE OF ASSUMED NAME FILED ON 7/24/1990 - 92287178  
 541 - CERT OF ASSUMED NAME-JOINT VENTURE FILED ON 7/24/1990 - 92287178  
 542 - CERTIFICATE OF TERMINATION OF ASSUMED NAME FILED ON 6/4/1993 - 93161AAR  
 543 - CERT TERMINATION OF ASSUMED NAME - JOINT VENTURE FILED ON 6/4/1993 - 93161AAR  
 541 - CERTIFICATE OF ASSUMED NAME FILED ON 6/4/1993 - 93161AAQ  
 541 - CERT OF ASSUMED NAME-JOINT VENTURE FILED ON 6/4/1993 - 93161AAQ  
 542 - CERTIFICATE OF RENEWAL OF ASSUMED NAME FILED ON 10/7/1998 - 08287830

Return by:  Email  Quantity:  1

If a Certificate of Fact is requested, indicate the specific language that you would like to have included in the Special Instructions field.

Special Instructions:

[Add Item](#) [Cancel](#)

**Billing Address:**

Name:

Attention:

Street Address:

Apt/Suite/Other:

City:  State:  Zip Code:

Country:  United States

Phone Number:

Email Address:

[Review Request](#) [Cancel](#)

**Step 5:** Users can add only one item from the dropdown list, select the delivery method, enter quantity, check expedited checkbox (optional), and enter any special instructions (optional).

**Step 6:** Upon completion, click the **Add Item** button. The fees are calculated for each item selected and added to the Order Summary grid. Each item selected is a separate line item in the Order Summary grid.

**LARA Corporations Online Filing System**  
Department of Licensing and Regulatory Affairs

**Order Request Form**

Uncertified copies may be obtained for free using [Business Entity Search](#). [Click here for instructions](#).

If you would like to order certified copies of more than one document per entity, you will need to create a separate order or contact the Corporations Division by calling (517) 241-6470.

To place an order, begin by entering the ID number. If you do not know the ID number, you may locate it through the [Business Entity Search](#).

ID Number:  [Find Entity](#)

Entity Name:

Select Item:

Certified Copy  Certificate  Statute Book

ANNUAL REPORT - 2008 FILED ON 5/20/2008  
 ANNUAL REPORT - 2009 FILED ON 5/13/2009  
 ANNUAL REPORT - 2010 FILED ON 5/17/2010  
 ANNUAL REPORT - 2011 FILED ON 8/1/2011  
 ANNUAL REPORT - 2012 FILED ON 5/4/2012  
 ANNUAL REPORT - 2013 FILED ON 5/21/2013  
 ANNUAL REPORT - 2014 FILED ON 5/15/2014  
 ANNUAL REPORT - 2015 FILED ON 1/27/2015  
 ANNUAL REPORT - 2016 FILED ON 3/23/2016  
 ANNUAL REPORT - 2017 FILED ON 2/13/2017

Return by:  Email  Quantity:  1

If a Certificate of Fact is requested, indicate the specific language that you would like to have included in the Special Instructions field.

Special Instructions:

[Add Item](#) [Cancel](#)

**Order Summary**

Type	ID Number	Item	Return By	# of Pages	Fee	Qty	Total	
Certified Copy	XXXXXXXX	ARTICLES OF INCORPORATION - DOMESTIC PROFIT CORP. FILED ON 7/11/1975 - 92287175	Email	4	16.00	1	16.00	<a href="#">Remove</a>

**Billing Address:**

Name:

Attention:

Street Address:

Apt/Suite/Other:

City:  State:  Zip Code:

Country:  United States

Phone Number:

Email Address:

[Review Request](#) [Cancel](#)

**Step 7:** Users can remove items in the Order Summary grid by clicking the **Remove** link. The system will display a confirmation message and clicking **OK** will remove the item from the list.

### Additional Validations

The system will display an error message if at least one of the filings selected has 0 pages and will not add the item to the order. **Error message:** This filing has 0 pages in our system and cannot be requested as a certified copy. Contact the Corporations Division for further information regarding the filing number selected.

**Step 8:** After all items are added, complete the remaining fields on the form and click the **Review Request**. Upon successful validation, the order form is rendered in read only mode with the option to make corrections or submit the request.

- Clicking the **Make Corrections** button reopens the Order Form and allows the user to edit the information.
- Clicking the **Submit** button navigates the user to the payment screen.

**Step 9:** Once the payment process has been completed, the order cannot be modified by the user and the order will display in the appropriate queue. A confirmation page is displayed.

**Order via the Link on the Corporations Division Homepage**

**Step 1:** Select the **Order Request Form** on the Corporations Division Homepage.

**Step 2:** The Order Entry screen for public access displays links to instructions on how to complete the order and how to search the Corporations database to obtain the identification number for the entity.

**LARA Corporations Online Filing System**  
Department of Licensing and Regulatory Affairs

**Order Request Form**

Uncertified copies may be obtained for free using Business Entity Search. [Click here for instructions.](#)  
If you would like to order certified copies of more than one document per entity, you will need to create a separate order or contact the Corporations Division by calling (317) 241-0470.  
To place an order, begin by entering the ID number. If you do not know the ID number, you may locate it through the [Business Entity Search](#).

ID Number:

Entity Name:

Select Item:  
 Certified Copy  Certificate  Statute Book

ANNUAL REPORT - 2005 FILED ON 5/20/2005  
 ANNUAL REPORT - 2006 FILED ON 5/13/2006  
 ANNUAL REPORT - 2010 FILED ON 5/17/2010  
 ANNUAL REPORT - 2011 FILED ON 5/1/2011  
 ANNUAL REPORT - 2012 FILED ON 5/4/2012  
 ANNUAL REPORT - 2013 FILED ON 5/1/2013  
 ANNUAL REPORT - 2014 FILED ON 5/15/2014  
 ANNUAL REPORT - 2015 FILED ON 1/27/2015  
 ANNUAL REPORT - 2016 FILED ON 3/23/2016  
 ANNUAL REPORT - 2017 FILED ON 2/13/2017

Return by:  Quantity:

If a Certificate of Fact is requested, indicate the specific language that you would like to have included in the Special Instructions field.  
 Special Instructions:

**Order Summary**

Type	ID Number	Item	Return By	# of Pages	Fee	Qty	Total	
Certified Copy	XXXXXXXXXX	ARTICLES OF INCORPORATION - DOMESTIC PROFIT CORP. FILED ON 7/11/1975 - 92287175	Email	4	16.00	1	16.00	<a href="#">Remove</a>

**Billing Address:**  
 Name:   
 Attention:   
 Street Address:   
 Apt/Suite/Other:   
 City:  State:  Zip Code:   
 Country:   
 Phone Number:   
 Email Address:

**Step 3:** The user enters the Entity ID Number and clicks the **Find Entity** button, which populates the entity name.

**Step 4:** The user selects desired option in Select Items section.

**Note:** All copy orders generated online for the public will be certified copies and the dropdown list populates with all filings for the entity selected.

- If Certificate is selected, the dropdown list populates the applicable list of certificates for the selected entity
- If Book is selected, users have the option to select BCA or LLC publications

**Step 5:** The user can select one or more items from the dropdown list (with the ability to select all), select the **delivery method**, enter the **quantity**, check **expedited checkbox** (optional), and enter **special instructions** (optional).

**Step 6:** When the information is complete, the user clicks **Add Item** button. The fees are calculated for each item selected and the item(s) are added to the Order Summary grid.

**Note:** Each item selected is a separate line item in the Order Summary grid.

**Step 7:** Users also can remove items in the Order Summary grid by selecting the **Remove** link. The system will display a confirmation message. Clicking **OK** on the confirmation message will remove the item from the list.

### **Additional Validations**

The system will display an error message if at least one of the filings selected has 0 pages and will not add the item to the order. **Error message:** This filing has 0 pages in our system and cannot be requested as a certified copy. Contact the Corporations Division for further information regarding the filing number selected.

**Step 8:** After all items are added, complete the remaining fields on the form and click **Review Request**. Upon successful validation, the order form is rendered in read only mode with the option to make corrections or submit the request.

- Clicking the **Make Corrections** button reopens the Order Form and allows the user to edit the information.
- Clicking the **Submit** button navigates to the payment screen.

**Step 9:** Once the payment process has been completed, the order cannot be modified by the user and the order will display in the appropriate queue. A confirmation page is displayed.


### **General Rules for Ordering Items:**

- Users can order certified copies of one document per entity in each order.
- A separate order will need to be created for additional certified copies for the same entity or the user can contact the Corporations Division by calling (517) 241-6470.
- Once the payment process has completed, the order cannot be modified by the user.
- If a Certificate of Good Standing is selected, the system validates the entity is in good standing. If not, an error message is displayed and the item is not added to the list.
- If a Certificate of Legal Existence is selected, the system validates the entity has not been dissolved. If the entity is dissolved or revoked, an error message is displayed and the item is not added to the list.
- If a Certificate of Fact is selected, special instructions are required.

## HELP/FAQ PAGE

The Help/FAQ page provides users with helpful information and answers to some of the most frequently asked questions. This page is updated regularly with the most current information available.

The Help/FAQ page can be found on the Corporations Division Homepage, entity log-in screen, and Entity Homepage.



**LARA** Corporations  
Online Filing System  
Department of Licensing and Regulatory Affairs

### Help/FAQ

#### Information for completing an online submission

NOTE: Entities that are not in good standing, automatically dissolved, or automatically withdrawn may have restrictions on the types of documents that can be filed. The [Business Entity Search](#) may be used to locate the status of an entity, or contact the Corporations Division by calling (517) 241-6470. Further information regarding the documents that an entity may submit is available in the chart provided [here](#).

#### Table of Contents:

- System Requirements
- Online submission process
- Entering Data
- Problem with Data Types
- Contact Information
- Form Specific Information
- Optional Expedited Services

#### System Requirements:

The following is required to submit a document online:

- A browser supporting 128-bit encryption
- JavaScripting must be turned on
- You must allow per-session cookies
- A Visa, MasterCard, or Discover credit card to pay fees.

#### What are per-session cookies and why do I need to accept them?

- Per-session cookies are NOT stored on your hard drive, and they do not contain any personal information whatsoever.
- Per-session cookies are nothing more than a random, unique number generated when you first access the site.
- Example of per-session cookies: ASPSESSIONIDGGQGGQCO=KGAHFDGDANBGKLJCFBGEDAGC
- Per-session cookies disappear as soon as you close your browser, or they will time-out after 20 minutes.

#### Online Submission Process:

**Note:** Using the web browser's back button will clear all data that has been entered.

- If you are forming a new entity, you do not log-in to the online filing system. Instead, select the Click Here button and select the appropriate form.
- If you are submitting a document for an existing entity, then the first step is to log-in to the system with the entity's pre-assigned Customer ID