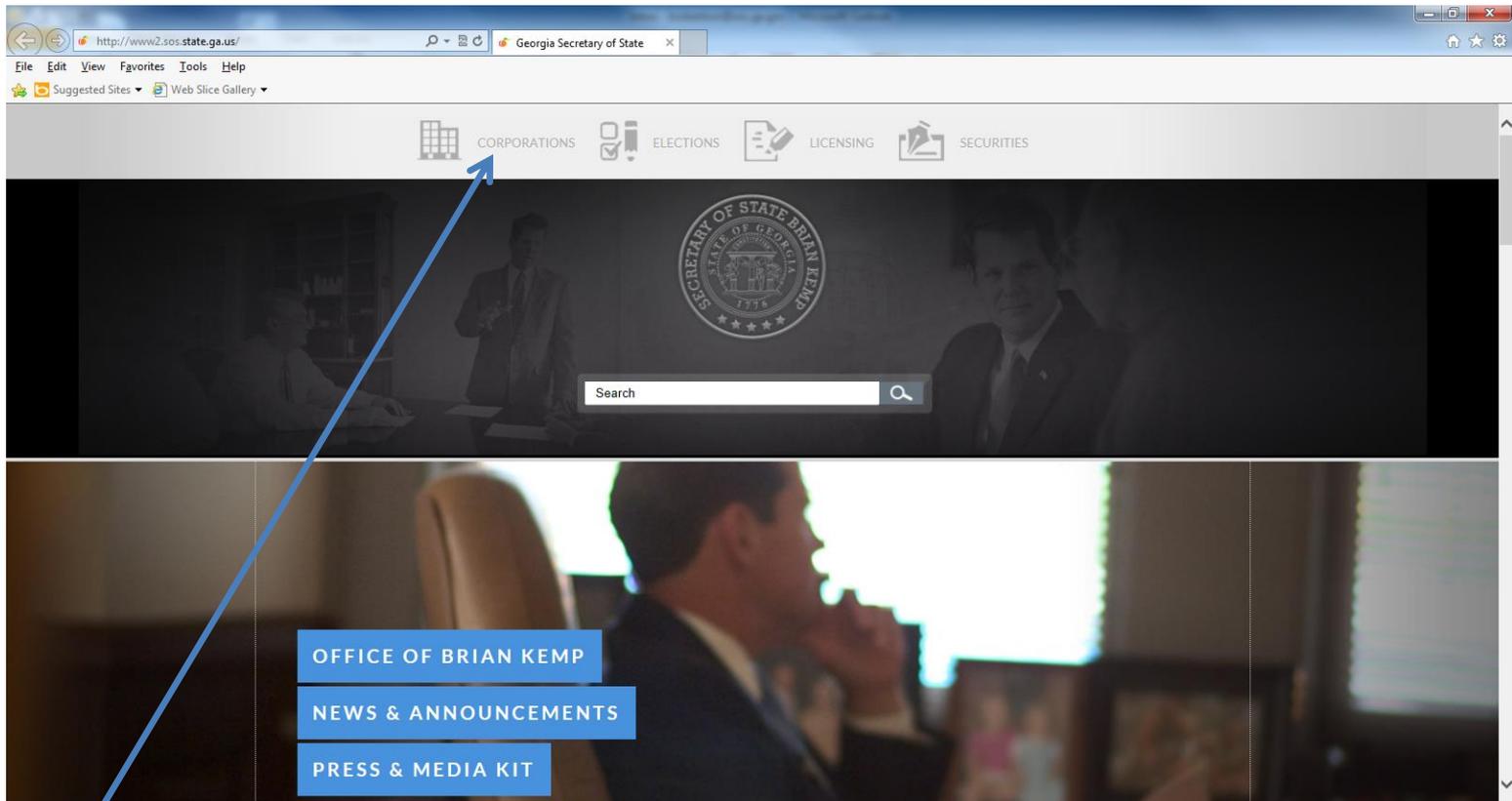


Welcome to the
Instructions on
How to Register a
Company Online



On the Georgia Secretary of State home page click on Corporations

The screenshot shows the Georgia Secretary of State website. The browser address bar displays <http://www2.sos.state.ga.us/>. The page features a navigation menu with icons for CORPORATIONS, ELECTIONS, LICENSING, and SECURITIES. A search bar is located in the center of the page. Below the search bar, there are four main sections: CREATE OR CHANGE AN ENTITY, CUSTOMER INFORMATION, OTHER SERVICES & FILINGS, and BUSINESS RESOURCES & INFORMATION. The 'CREATE OR CHANGE AN ENTITY' section contains a paragraph of text and a 2x2 grid of buttons: 'File Online', 'Forms', 'Entity Search', and 'Historical Search'. A blue arrow points to the 'File Online' button. The 'OTHER SERVICES & FILINGS' section contains three news items: 'Secretary of State Kemp Reminds Corporate Customers of Annual Registration Renewal Deadline Thursday, May 30 2013', 'Secretary of State Kemp Reminds Corporate Customers of Annual Registration Renewal Deadline Wednesday, May 22 2013', and 'Georgia Secretary of State Brian Kemp Extends Deadline for Corporate Registrations Monday, February 25 2013'. The 'BUSINESS RESOURCES & INFORMATION' section contains a 'CONTACT' section with the address: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530 (404) 656-2817 E-Mail.

On the Corporations page click on the gray button “File Online”

Log On

To log into the system and access our online services, including **corporation filings, annual registrations, name reservations, certified copy orders, and view filed documents**, you will need a free cGov360 account. To create an account, use the following link:

[Register for a cGov360 account.](#)

Please enter your username and password.

Account Information

Username:

Password: (If you have forgotten your password, [click here.](#))

Log On

The Secretary of State Corporations Division is pleased to announce a new online portal to the businesses of Georgia. In addition to improved online services, the site upgrade will also feature a redesigned look and feel.

In addition to our current online services, by creating an online account in the new system, customers will be able to file Domestic Limited Partnerships, Foreign Corporations, Limited Liability Companies, and Limited Partnerships. User accounts will also allow online filing customers to save and edit filings, upload documents, and correct deficiencies.

The Corporations Division's website is being upgraded to a new platform. The migration of millions of historical records to the new system is currently taking place. As a result of this ongoing migration, historical information for certain entities on our new website may be incomplete, and customers may need to use our old search function to thoroughly search an entity's records for any historical information that has not yet been migrated. To search and review all historical information and filing data excluding any filings made during the 2013 calendar year, please visit <http://soskb.sos.state.ga.us>.

Click [here to access help, training documents, and online tutorials.](#)

Please enter search criteria below for entity searches.

You will need to have a Username and Password to continue with your online filing. If you need to create a username and password, please click on the link [Register for a cGov360 account.](#)

User Registration

Registration Information

Passwords are required to be a minimum of 7 characters in length.

Username	<input type="text"/>	Email	<input type="text"/>
Password	<input type="text"/>	Confirm Password	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>

Address

Address Type US International

Line 1	<input type="text"/>			
Line 2	<input type="text"/>			
City	<input type="text"/>	State	<input type="text" value="Select.."/>	Zip <input type="text"/>

Create your Username and Password, populating all information fields and click "Register" (please remember to record your username and password for future reference)

Log On

To log into the system and access our online services, including **corporation filings, annual registrations, name reservations, certified copy orders, and view filed documents**, you will need a free cGov360 account. To create an account, use the following link:
[Register for a cGov360 account.](#)

Please enter your username and password.

Account Information

Username:

Password: (If you have forgotten your password, [click here.](#))

Log On

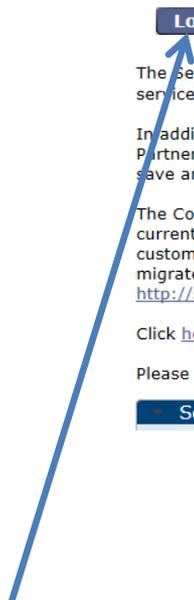
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Click [here to access help, training documents, and online tutorials.](#)

Please enter search criteria below for entity searches.



You may now enter your Username and Password, click “Log On”

The screenshot displays a web application interface with a navigation bar at the top containing four tabs: "Business Filings", "Services Management", "Approved Services", and "Business Filings Search". The "Business Filings" tab is highlighted with a blue arrow pointing to it from a text box below. Below the navigation bar, a yellow background contains the following sections:

To perform a new filing, please go to the Business Filings tab.

Pending Services Items pending submission by this account/customer.

Work Order Id	Transaction	Name	Date Submitted
---------------	-------------	------	----------------

Received Services Items submitted by this account/customer and received for processing.

Work Order Id	Transaction	Name	Date Submitted
---------------	-------------	------	----------------

Rejected Services

Items rejected during the approval process. Review the rejection letter, correct any deficiencies and resubmit your filing for approval.

Work Order Id	Transaction	Name	Date Submitted
---------------	-------------	------	----------------

Upon log in, you will be directed to the “Services Management” tab. Click the “Business Filings” tab.

[Business Filings](#)
[Services Management](#)
[Approved Services](#)
[Business Filings Search](#)

Business Filings Online Services

Domestic	Foreign	Misc.
Corporation	Corporation	Corporation
NEW FILING - For-Profit Corp Domestic-Online	NEW FILING - For-Profit Corporation Foreign Online	ANNUAL REGISTRATION- For-Profit Corp-Online
NEW FILING - Nonprofit Corp Domestic - Online	NEW FILING - Non-Profit Corporation Foreign Online	ANNUAL REGISTRATION - Nonprofit Corp - Online
NEW FILING-Corp Professional Domestic-Online	NEW FILING - Corp Professional Foreign - Online	Document Order
Limited Liability Company	Limited Liability Company	Web Certified Copies
NEW FILING - LLC Domestic - Online	NEW FILING - LLC Foreign - Online	Web Certificate of Existence
Limited Partnership	Limited Liability Partnership	Limited Liability Company
NEW FILING - LP Domestic - Online	NEW FILING - LLP Foreign Online	ANNUAL REGISTRATION-LLC-Online
	Limited Partnership	Limited Liability Partnership
	NEW FILING - LP Foreign Online	ANNUAL REGISTRATION - FOREIGN ONLY - LLP - Online
		Limited Partnership
		ANNUAL REGISTRATION-LP-Online
		Name Reservation
		Web Name Reservation

Click on the link representing the type of filing you wish to perform

Filing Procedures

FILING PROCEDURES FOR FORMING A GEORGIA FOR-PROFIT CORPORATION

Profit corporations are formed by filing Articles of Incorporation with the Secretary of State. The **minimum** filing requirements of Georgia law are outlined herein. Many other provisions may, and perhaps should, be included in the articles. The question of whether or not a person or entity should incorporate is complex.

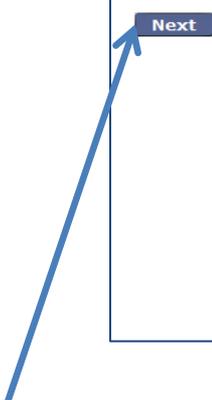
The Corporations Division strongly recommends that filers obtain professional legal, tax, and/or business advice to assure the filer's goals and intentions are met, and that requirements of the law are satisfied, both before and after incorporation.

PROFIT CORPORATIONS.

Articles of incorporation for profit corporations must contain the following information:

1. The exact name of the corporation.
2. The number of shares the corporation is authorized to issue. This will be the maximum number of shares the corporation can issue without later amending its articles to provide for a greater number. The number cannot be "0."
3. The street address and county of the initial registered office and the name of initial registered agent at that office. **The registered office address must be a street address; a post office box, mail drop or mail center is not sufficient.** The registered agent may be an individual or another entity. The registered agent must be able to be personally located at the registered office. This is the party designated by the corporation to accept notices on its behalf, and to alert the appropriate corporate personnel.
4. The name and address of each incorporator. The incorporator(s) is the person(s) who signs the articles of incorporation, delivers them to the Secretary of State for filing, and then organizes the corporation.
5. The mailing address of the corporation's initial principal office. The principal office address may be a post office box, unlike the registered office which must be a street address. The principal office mailing address is the address to which any correspondence from the Corporations Division to the corporation will be sent.
6. An incorporator named in the articles or the filing attorney-in-fact may sign the articles of incorporation. If the chairperson of the board of directors or corporate officer has been elected, he or she may sign. Beneath the signature, the signer must state the capacity in which he or she is signing.

Next



The Filing Procedures page informs you of what information is required for this type of filing. Click the "Next" button when you have read this information

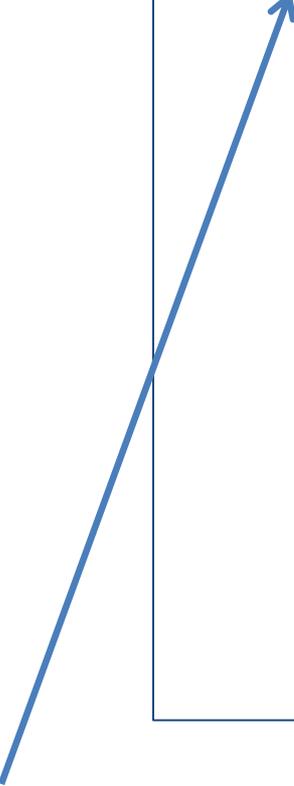
Redeem a Name Reservation

Name Reservation (optional)

If you have a name reservation number, enter it below and click NEXT to continue. If you do not have a name reservation number, simply click NEXT to continue.

Name Reservation Number

[Back](#) [Next](#) [Save and Exit](#)



If you have a name reservation, you may enter the Name Reservation Number on this page. If you do not have a Name Reservation Number, you may leave this blank. Click “Next”

Index

Please do not enter the corporate indicator into the Name field. Please select the corporate indicator from the Suffix dropdown.

Model Type	Locale	Qualifier	Action
Limited Liability Company	Domestic	None	New Filing

Business Name **Effective Date** 

Filer

Type: Individual Organization

Individual

First Name **Middle Name**
Last Name **Suffix**

Complete Mailing Address

US International

Line 1
Line 2
City **State** **Zip**
Email

Add Filer

On the Index page populate the required information for your entity and note that there are additional information fields required as you scroll down *

***Note the following for completing the Index section for filing your Business Information:**

Corporate Name: Enter the name exactly as you wish it to read on your certificate. Do not enter the corporate indicator (Inc., Company, etc.) into the Corporate Name field. You may select your corporate indicator from the Business Suffix dropdown box.

Effective Date: The effective date will default to the date you enter the information and submit to back office for review. If you wish to enter a post-effective date, up to 90 days, you may do so.

Filer: The filer information is the name and contact information of the person or organization who is submitting the filing. Select the type of filer, Individual or Organization, then enter the name, address, and email information in the provided fields. If there is more than one filer, you may click “Add Filer” to provide the additional information.

Add Filer

Business Addresses
May be a P.O. box.

Complete Company Mailing Address

Address Type US International

Select Address Type Principal Office

Line 1

Line 2

City **State** Georgia **Zip**

Registered Agent
Post office box or mail drop not acceptable for registered agent address.

Is individual?: Yes No

Select RA Select..

Incorporator

Type: Individual Organization

Individual

First Name **Middle Name**

Last Name **Suffix**

Complete Mailing Address

US International

Line 1

Line 2

City **State** Georgia **Zip**

Email

Add Incorporator

Scroll down on the “Index” page and populate the required information for your “Filer”

***Note the following for completing the “Index” section for your “Filer”:**

Business Addresses:

Select the Address Type, US or International, for your Principal Office Address. Enter the information for your principal office address in the fields provided. This address may be a P.O. Box.

Registered Agent:

At this time, the dropdown box is not preloaded with commercial registered agents so it will be necessary to enter your registered agent information. Select ‘Yes’ and enter the full name of your Registered Agent, email address, Georgia street address, and county information in the fields provided. The Registered Agent address MUST be a Georgia street address and cannot be a P.O. Box or mail drop.

Incorporator

Type: Individual Organization

Individual

First Name Middle Name
Last Name Suffix

Complete Mailing Address

US International

Line 1
Line 2
City State Zip

Email

Add Incorporator

Share Information

Quantity

Add Stock

Optional Provisions

Description

Continue scrolling down on the “Index” page and populate the required information for your “Incorporator”

***Note the following for completing the Index section for filing your Incorporator:**

Incorporator:

Select Individual or Organization, then enter the name, address, and email address of the Incorporator in the fields provided.

If there is more than one Incorporator, you may click the “Add Incorporator” button to enter the additional information.

Share Information:

Provide the number of shares in the Quantity field.

Optional Provisions:

You may enter optional provisions in this space if you require your articles of incorporation to include more information than what you have entered in this process.

Signature Block

Signers

Type: Individual Organization

Individual

First Name **Middle Name**

Last Name **Suffix**

Complete Mailing Address

US International

Line 1

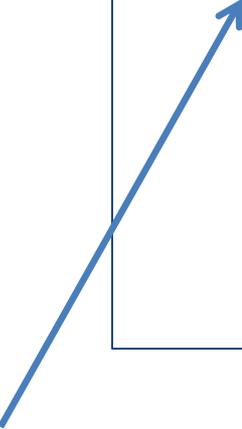
Line 2

City **State** **Zip**

Capacity

Add Signer

Back **Next** **Save and Exit**



Continue scrolling down on the “Index” page and populate the required information for your approved “Signers”, upon completion click “Next”

***Note the following for completing the Index section for filing your Incorporator:**

Signature Block:

This screen will allow you to provide the signature for the document you are filing. Enter the name, address, and capacity of the signer in the provided fields.

If there is more than one signer, you may click “Add Signer” to enter the additional information.

Click “Next”.

Expedite

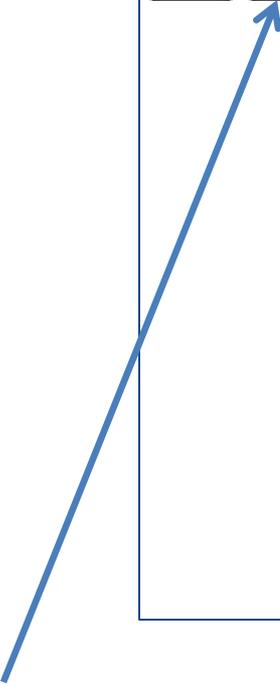
Expedite Order

Same day expedited processing service requests must be received by the Division by noon. Same day expedited processing service requests hand delivered after noon will not be processed. Such requests will be returned to provide you the opportunity to change the level of expedited processing service.

Same day expedited processing service requests must be received by the Division by noon. Same day expedited processing service requests hand delivered after noon will not be processed. Such requests will be returned to provide you the opportunity to change the level of expedited processing service.

Expedite Option

[Back](#) [Next](#) [Save and Exit](#)



You may make your delivery selection by choosing from the dropdown options, None, Next day service, or Same day of the request. Click “Next”.

Validation

Name Reservation (optional)

If you ordered a Name Reservation, enter your Name Reservation number and click NEXT. If not, simply click NEXT to continue.

File Number

Expedite Filing

Same day expedited processing service requests must be received by the Division by noon. Same day expedited processing service requests hand delivered after noon will not be processed. Such requests will be returned to provide you the opportunity to change the level of expedited processing service.

Same day expedited processing service requests must be received by the Division by noon. Same day expedited processing service requests hand delivered after noon will not be processed. Such requests will be returned to provide you the opportunity to change the level of expedited processing service.

Expedite Option Next day service (\$100.00)

Signers

Contact Type	Name	Complete Mailing Address	Executing Officer?
Signer	Main, Jeff	123 Main Lawrence, GA 30080	Attorney-in-Fact

Upon completion at the bottom of the document click “Next”, see notes on the next slide regarding Validation

***Note the following for completion of the Validation Screen:**

Validation:

The Validation page allows you to review the information you have entered. Please review and scroll to the bottom of the page.

If you find you need to make a correction or change, click the “Back” button at the bottom of the page. Continue to click “Back” until you reach the screen where you can make the necessary changes. Then click the “Next” button until you reach the Validation page again.

When your information is entered as intended, click the “Submit to Back Office” at the bottom of the “Validation Page” to deliver your filing to our office for review.

Payment

Payment

Enter the payment information below, then press the **Next** button. Required fields are marked in **bold**.

Amount Due: \$100.00

Payment Type:

This page will show you the amount due and provide the Payment Type options. Click "Next".

Payment

Payment

Enter the payment information below, then press the **Next** button. Required fields are marked in **bold**.

Amount Due: \$200.00

Payment Type:

Name on Card: (As it appears on the card)

Billing Address:

Line 2:

City, State, Zip(+4): +4 optional

Daytime Telephone:

Credit Card Type:

Credit Card No: (Ex: 1111222233334444)

Expiration Date: /

Credit Card Verification No: The Card Verification Number (CVV) is the last 3 digits on the Signature Panel on the back of the card.

[Back](#)

[Submit](#)

Enter the payment information and click "Submit".

Payment

Payment

Your filing has been submitted for review and any payment has been accepted and received. Click to continue.

[Return to Home](#)

Once your payment is accepted, your filing is ready for processing and you may click “Return to Home”. *Please see note on next page*

[Business Filings](#)
[Services Management](#)
[Approved Services](#)
[Business Filings Search](#)

Pending Services Items pending submission by this account/customer.

Work Order Id	Transaction	Name	Date Submitted

Received Services Items submitted by this account/customer and received for processing.

Work Order Id	Transaction	Name	Date Submitted
13124687	Web For-Profit Corp Domestic	Web Profit	2/13/2013
			edit delete

Rejected Services

Items rejected during the approval process. Review the rejection letter, correct any deficiencies and resubmit your filing for approval.

Work Order Id	Transaction	Name	Date Submitted

When your filing has been successfully delivered to our office for review, you will be returned to your “Services Management” tab, and your filing will be shown in the Received Services section of this page. If your filing *IS NOT* in the “Services Management” tab SOS staff *CANNOT* process