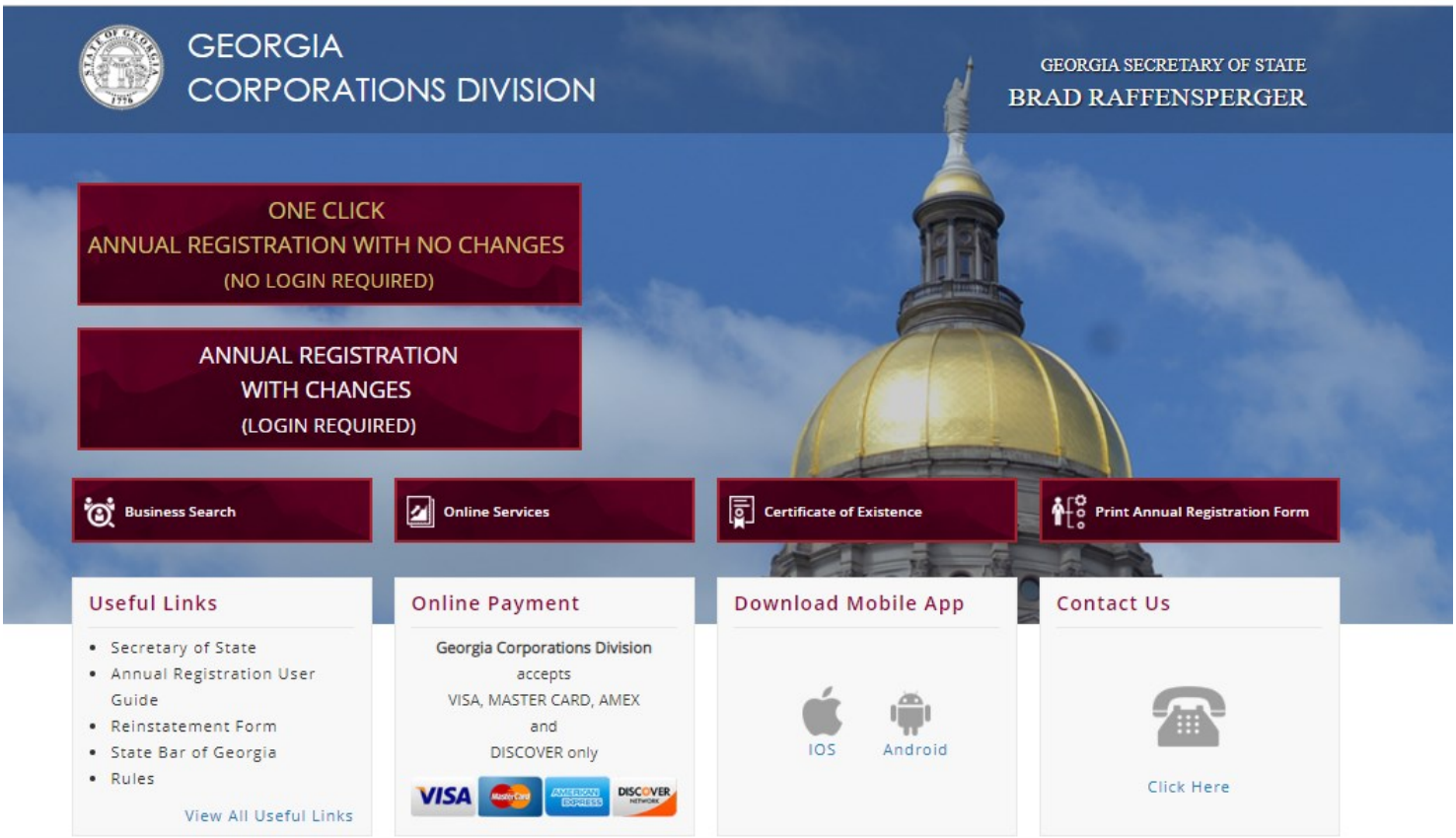
# Step by Step User Guide on how to file your 2021 Annual Registration

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## What you need to know to file an Annual Registration for a Corporation (Profit, Nonprofit, Professional Corporation)

- Control number or the name of the corporation
- Name of the person filing the annual registration
- A valid email address
- Name and address of the registered agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Mailing address of the principal office
- Name and address of each officer (CEO, CFO, Secretary)
- Payment- Credit Card- Visa, Master Card, American Express or Discover, Check, Certified Bank Check or Money Order

## What you need to know to file an Annual Registration for a Limited Liability Company (LLC)

- Control number or the name of the LLC
- Name of the person filing the annual registration
- A valid email address
- Name and address of the registered agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Mailing address of the principal office
- Payment- Credit Card- Visa, Master Card, American Express or Discover, Check, Certified Bank Check or Money Order

## What you need to know to file an Annual Registration for a Limited Partnership (LP,LLP,LLLP)

- Control number or the name of the partnership
- Name of the person filing the annual registration
- A valid email address
- Name and address of the registered agent (must be a physical street address in Georgia where an individual can be located in-person for the partnership)
- Mailing address of the principal office
- Payment- Credit Card- Visa, Master Card, American Express or Discover, Check, Certified Bank Check or Money Order

# New Multi-Year Filing Option

The Georgia Secretary of State is proud to announce a new way to file your Annual Registration that allows your to file up to 3 years at one time.

You can file for the current year.

Or you can file for two consecutive years.

Or you can choose to file for three consecutive years.

# Filing Options for you:

**One Click Annual Registration** – File annual registration **without making changes** and without logging in**.** Filer will receive an email with a copy of the filed annual registration and a receipt of payment. Entity must be current on all annual registration fees in order to use One Click Annual Registration.

**Annual Registration or Online Services** – File annual registration with or without making changes after logging into eCorp. Filer will be able to review all filings and receipts in the filer's dashboard, and the annual registration and receipt will also be emailed to the filer.

**Print Annual Registration Form**– File annual registration form by **printing out the form** and mailing the completed form and payment with a check or money order. There is an additional $10 service charge if an annual registration is submitted in paper format.

# Payment Options for you:

**Credit Card**- Visa, Master Card, American Express or Discover

**Check**

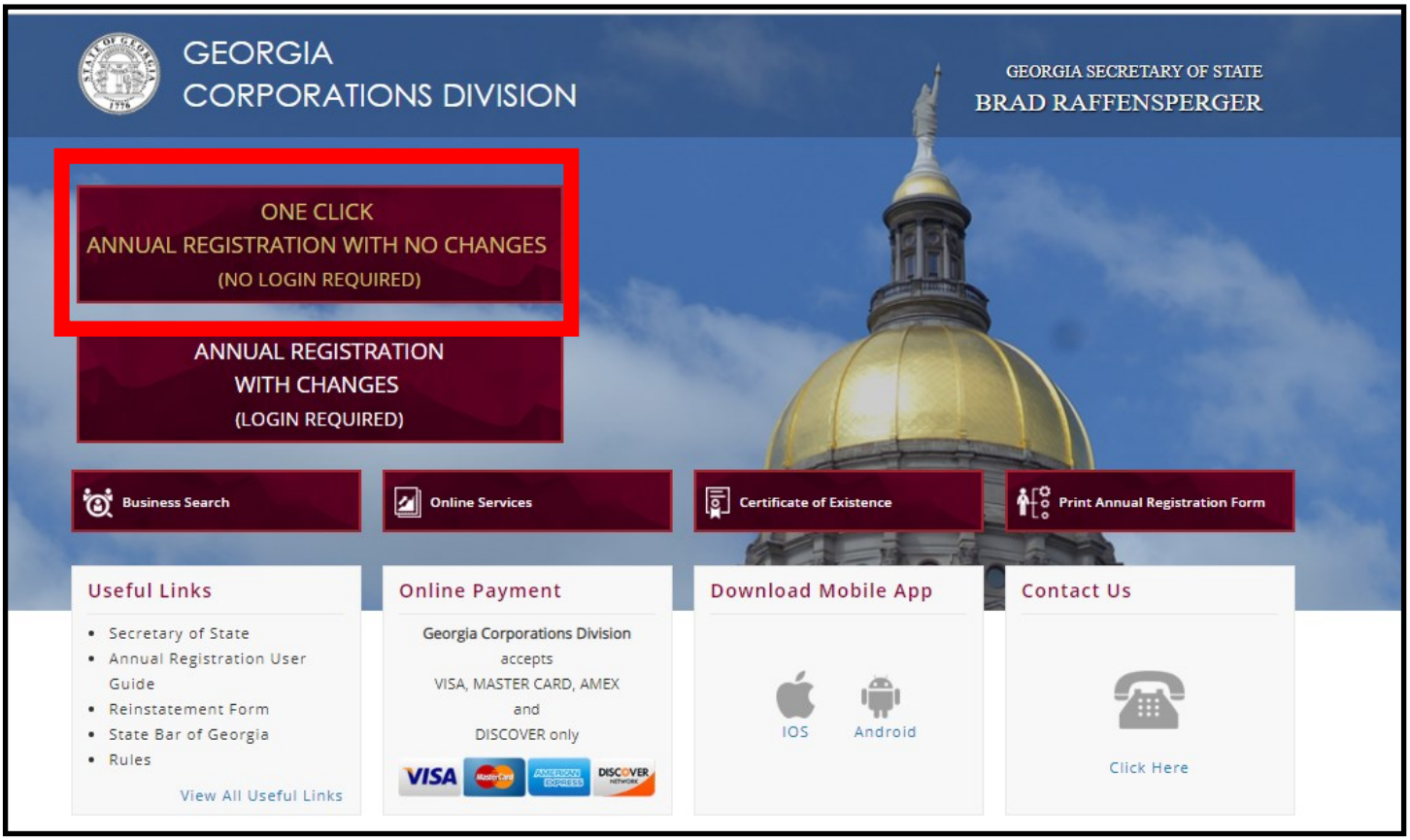
**Certified Bank Check**

**Money Order**

*We do not accept cash for payments. Checks that are dishonored by your bank are subject to a $30.00 NSF charge. Failure to honor your payment could result in a civil suit against you and/or your entity may be administratively dissolved or revoked by the Secretary of State.*

# One Click Annual Registration without any changes

From the Corporations Division home page click on the **One Click Annual Registration** button.

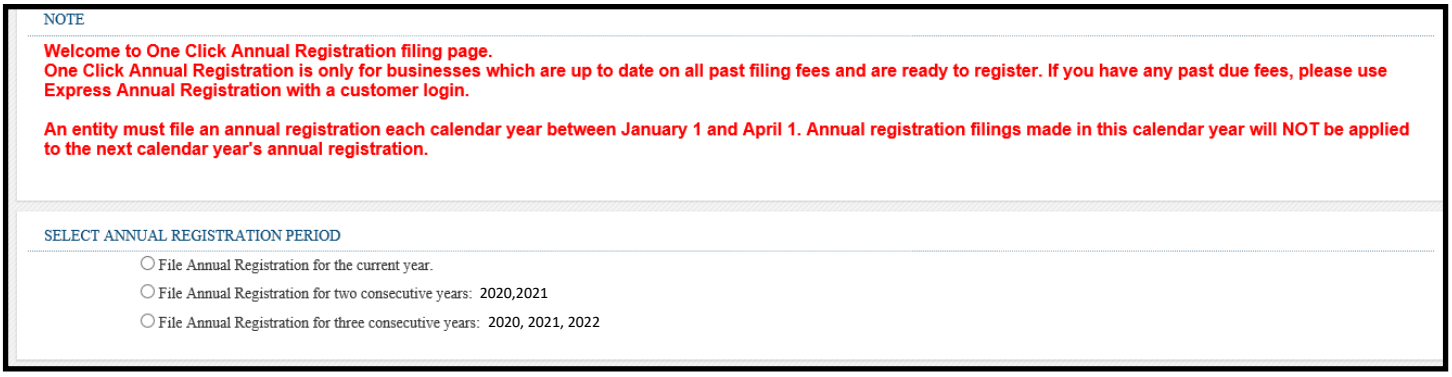



### Select Annual Registration Period

The first step you will take is selecting the **number of years** you want to file.

Select current year for one year, select two consecutive years or select three consecutive years.

You will make the selection by selecting the appropriate radio button (click to make the circle solid).

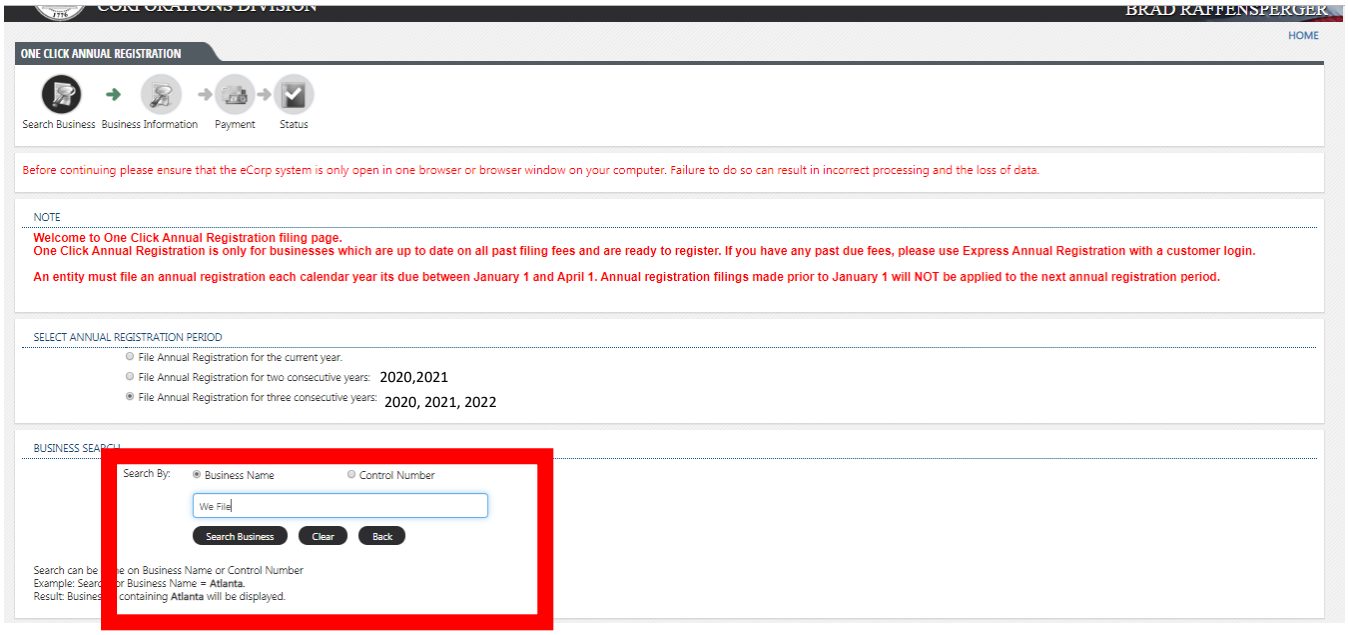


# One Click Annual Registration without any changes

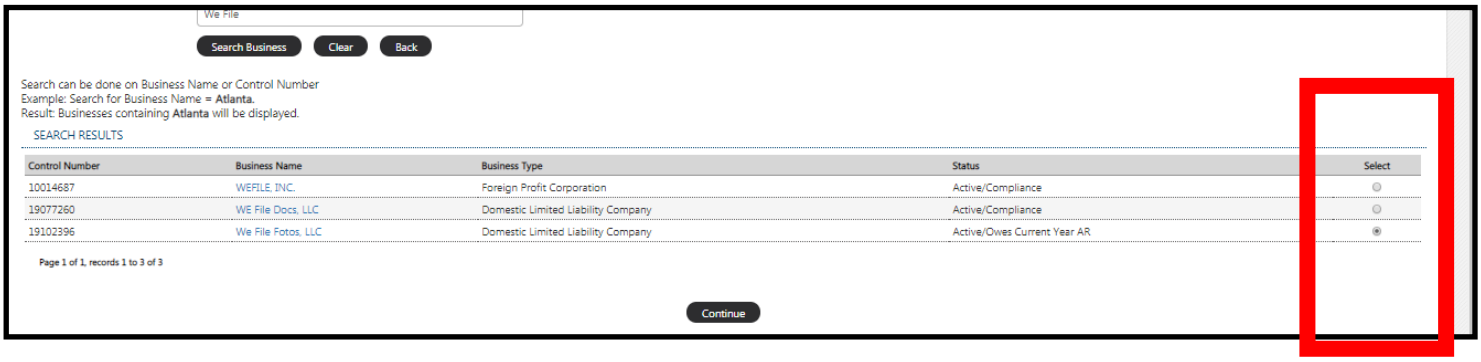
From the One Click Annual Registration page search for your business by either the **Business Name** or **Control Number** by selecting the appropriate radio button.

Enter the **Business Name** or **Control Number** into the appropriate empty field.

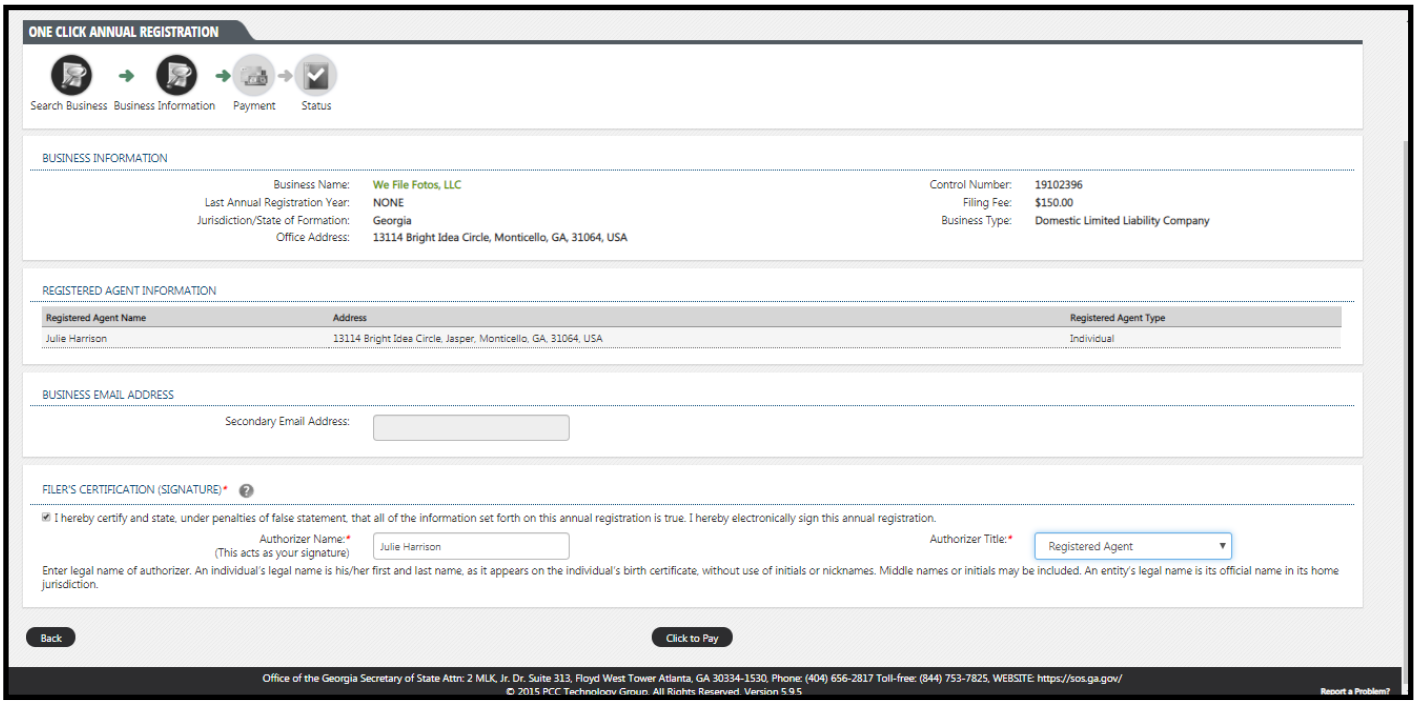
Click the **Search Business** button.




The Search Results will display. Select the radio button in the row for the correct entity and click the **Continue** button.



From this page you can review the Business Information.




*If you see that changes do need to be made, you will need to navigate back to the Home Page and select the Annual Registration button  or select Online Services and log in to file an annual registration. You are able to validate/update your email address.*

**Check the box** certifying your statement is true.

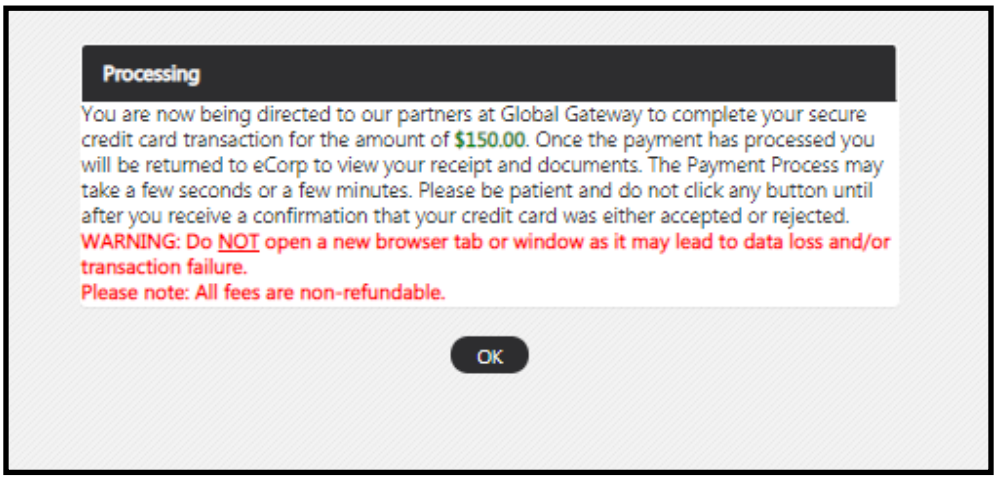
Enter the **Authorizer Name** in the required field.

Select **Authorizer Title** from the choices in the dropdown.

Click the **Click to Pay** button.

The **Processing** window will display. From this screen you will review in green the amount owed and also payment instructions.

Click the **OK** button.



Enter into the required fields:

**Cardholder Name**

**Address**

**ZIP/Postal Code**

**City**

**State/Province**

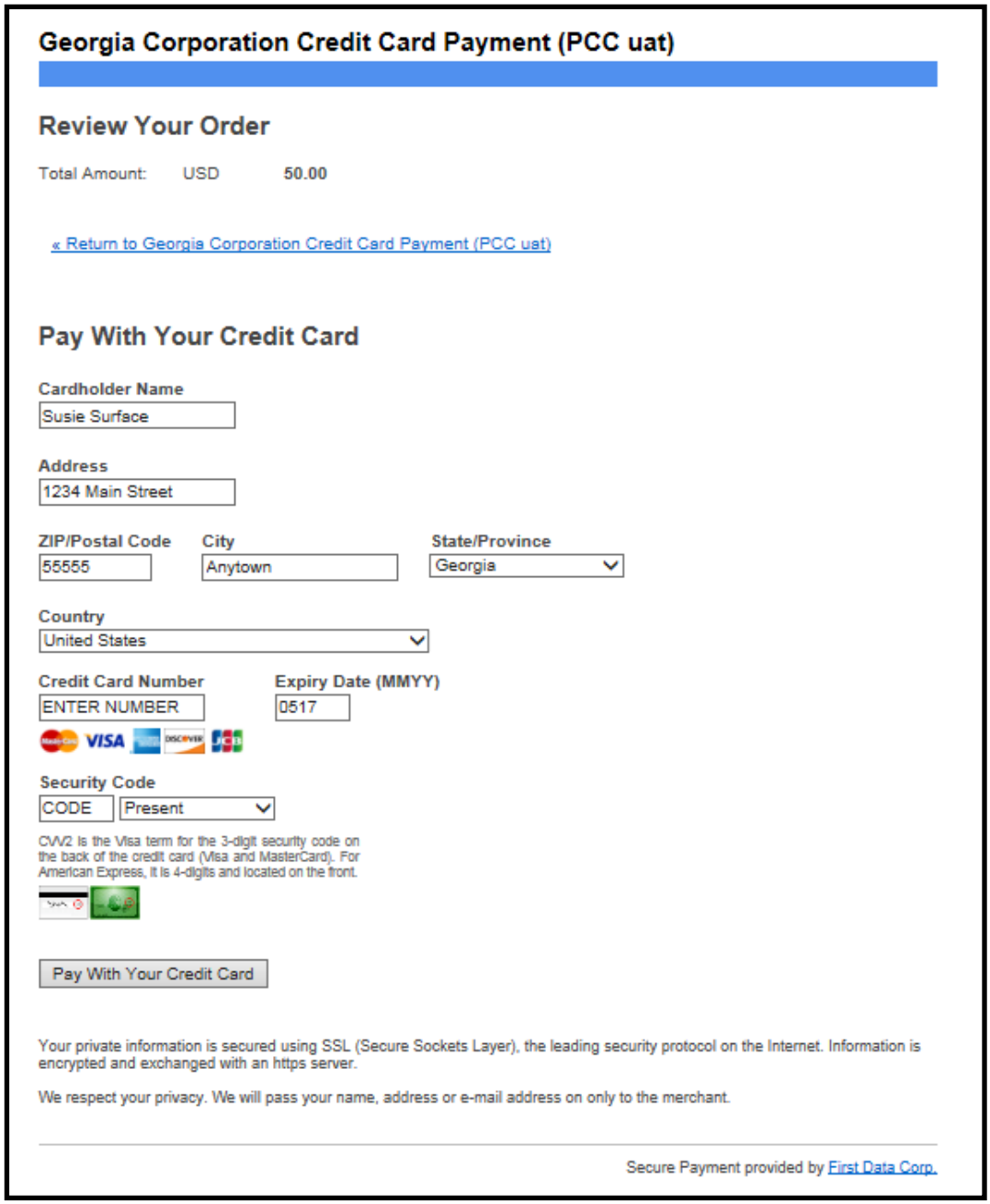
**County**

**Credit Card Number**

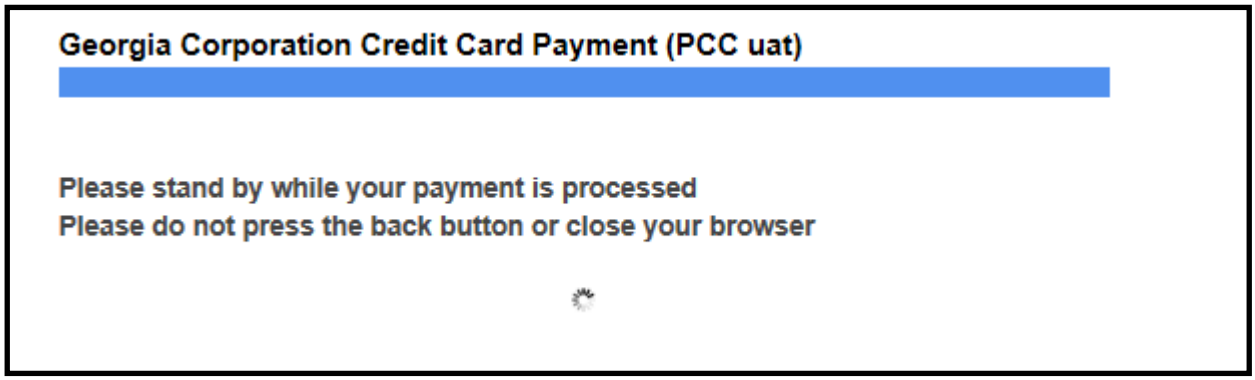
**Expiration Date**

**Security Code**

Click the **Pay with Your Credit Card button.**

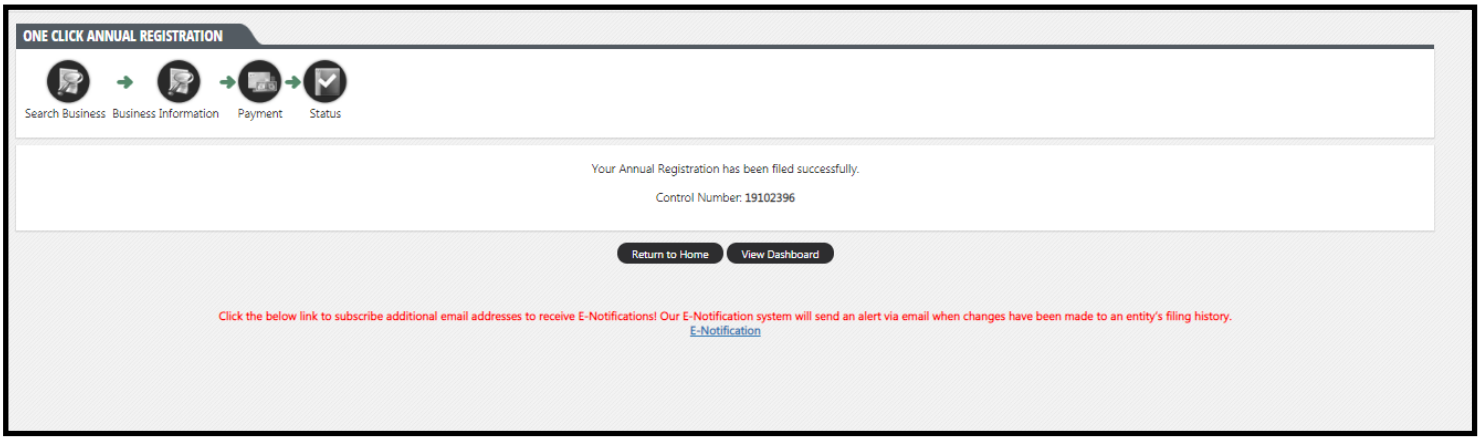


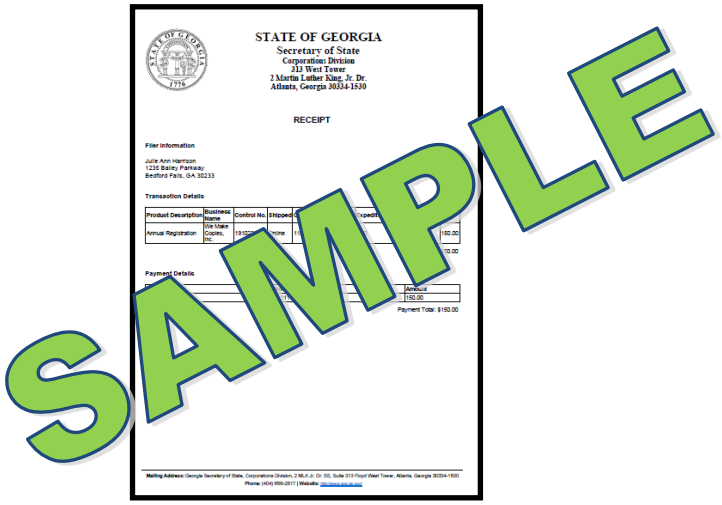

The **Processing Message** will display. Please be patient as your payment is processed through the secure servers. Please do not press the back button or close your browser, this will result in an Error Message and your filing not being processed.



After successful completion of your payment, the Status screen will display with a success message and a Control Number.

An email receipt will be sent to the email address provided.



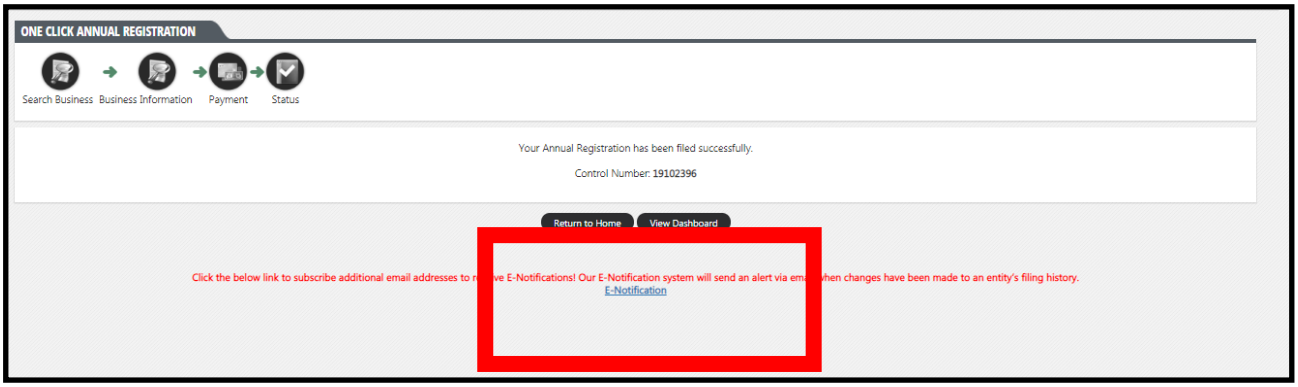




You are done. You have filed your Annual Registration.

**BUT WAIT, THERE IS MORE……..**

Before you close the window and leave this page, notice the **E-Notification** message displaying. You can subscribe to receive email notification alerts any time a change has been made to your entity's filing history.

Click on the blue **E-Notification** link.



Enter an **email address** into the open field.

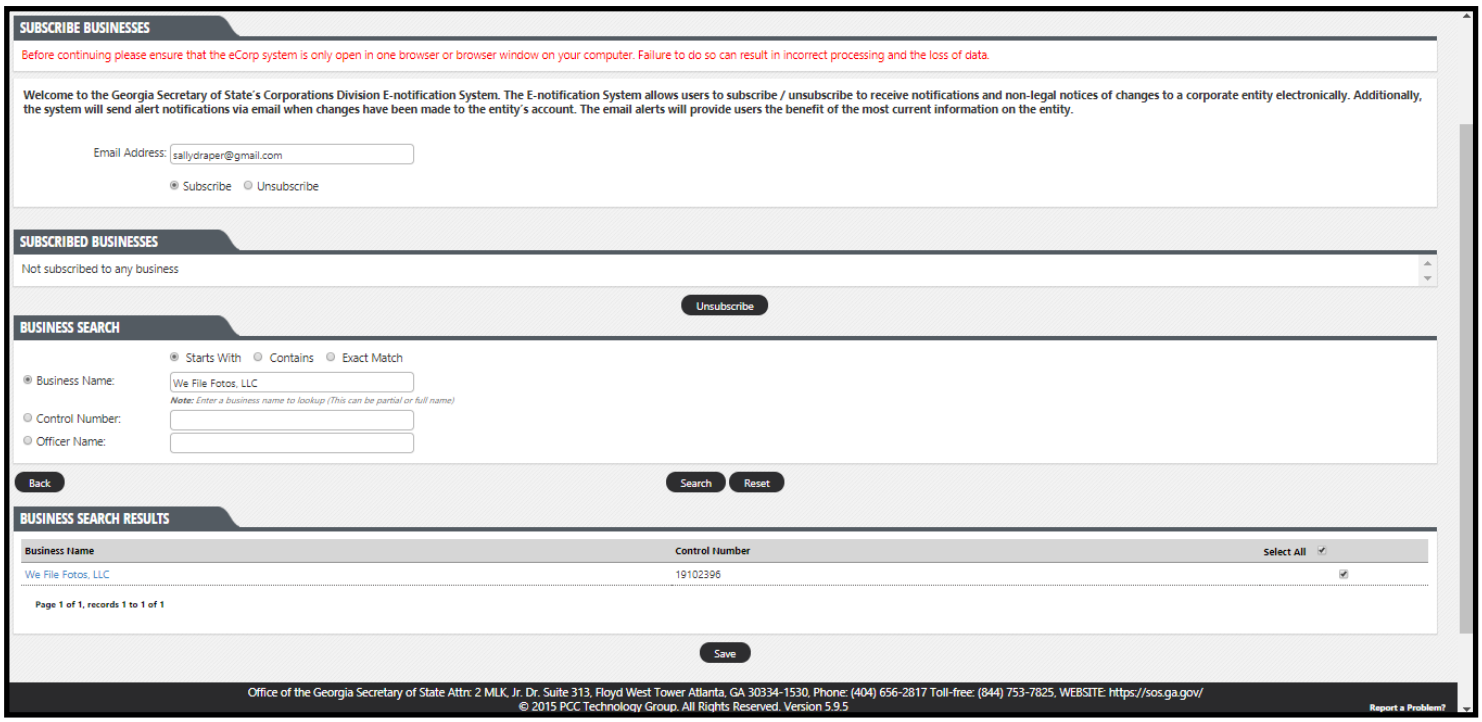
Once you select to **Subscribe**, the Business Search options will display. You will enter the information for the Business and click the **Search** button.

The results of your Search will display.

Select the business and click the **Save** button.

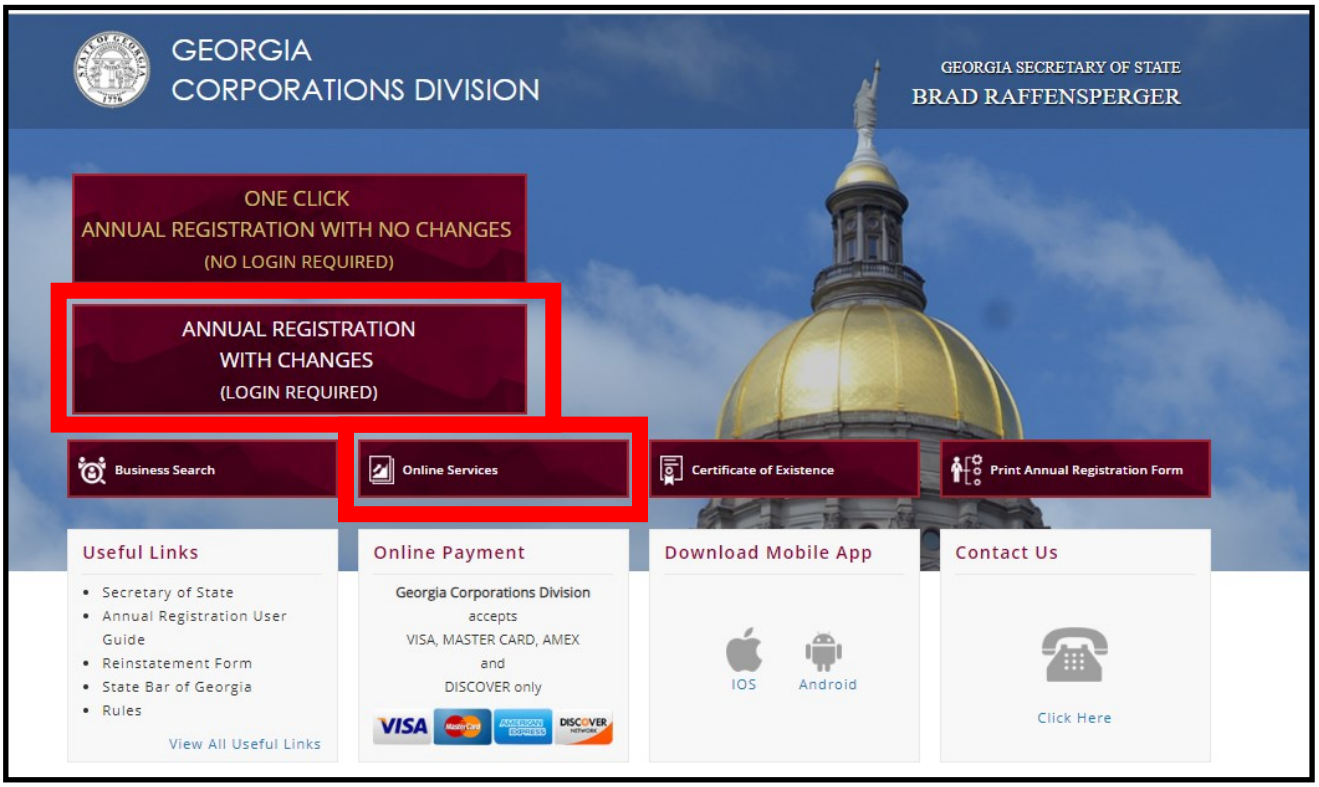
A verification prompt will display and you will click the **OK** button.

You will be navigated back to the Subscribe page where you can enter another email address. You can unsubscribe from this location as well.



# Annual Registration or Online Services

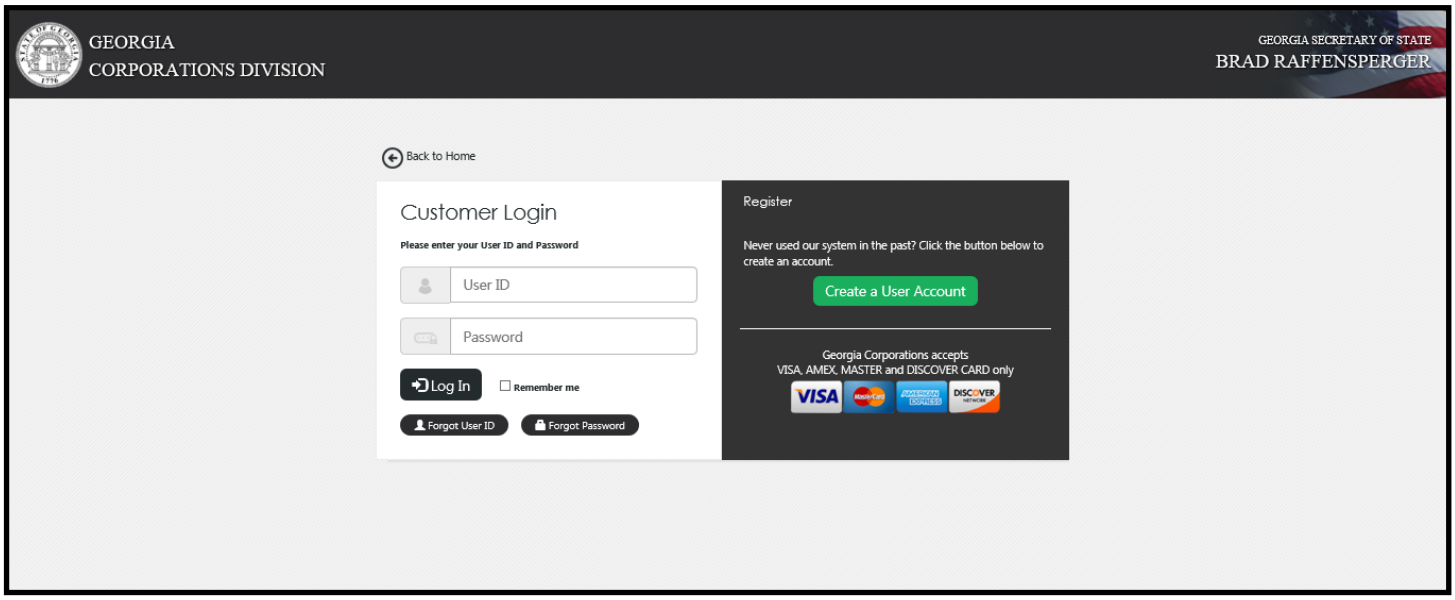
From the Corporations Division home page click on the **Annual Registration** button or Online Services button.




If you are going to make any changes, you are required to log in to the system.

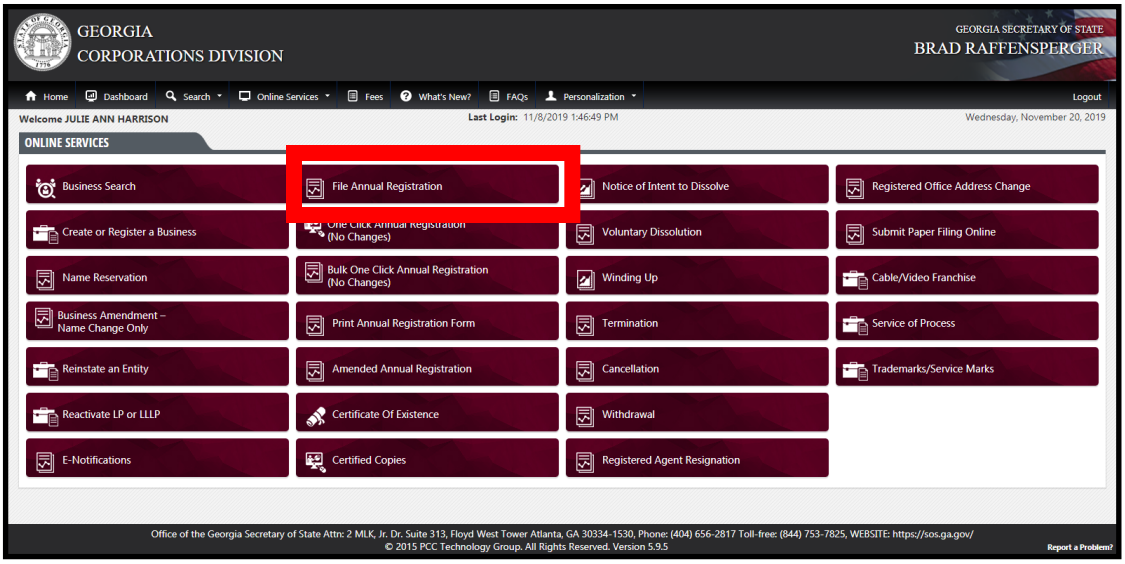
In the **Customer Log in** section, enter your User ID and Password and then click the Log In button.

If you do not have an account, simply click the green **Create and Account** button to set up an account and Log in.



# Annual Registration with or without changes

Select **File Annual Registration.**

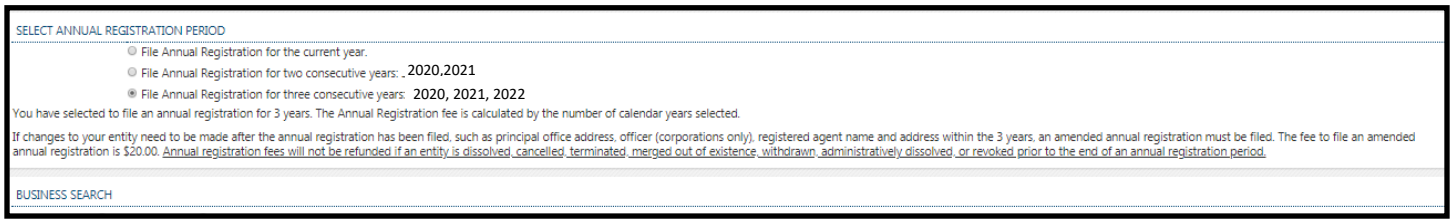



Select **Annual Registration Period.**

The first step you will take is selecting the **number of years** you want to file.

Select current year for one year, select two consecutive years or select three consecutive years.

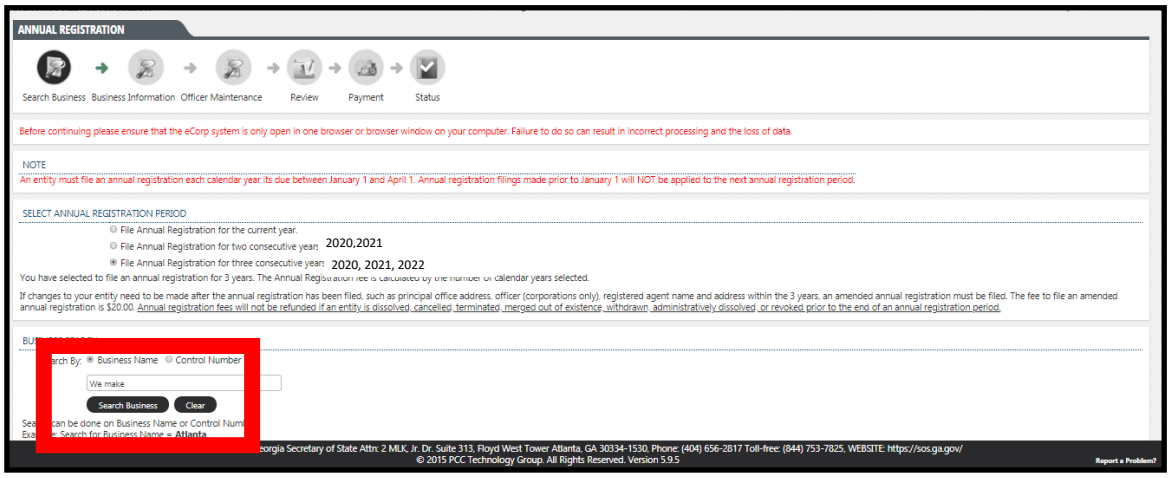
You will make the selection by selecting the appropriate radio button (click to make the circle solid).




From the **Annual Registration** page search for your business by either the **Business Name** or **Control Number** by selecting the appropriate radio button (click to make the circle solid).

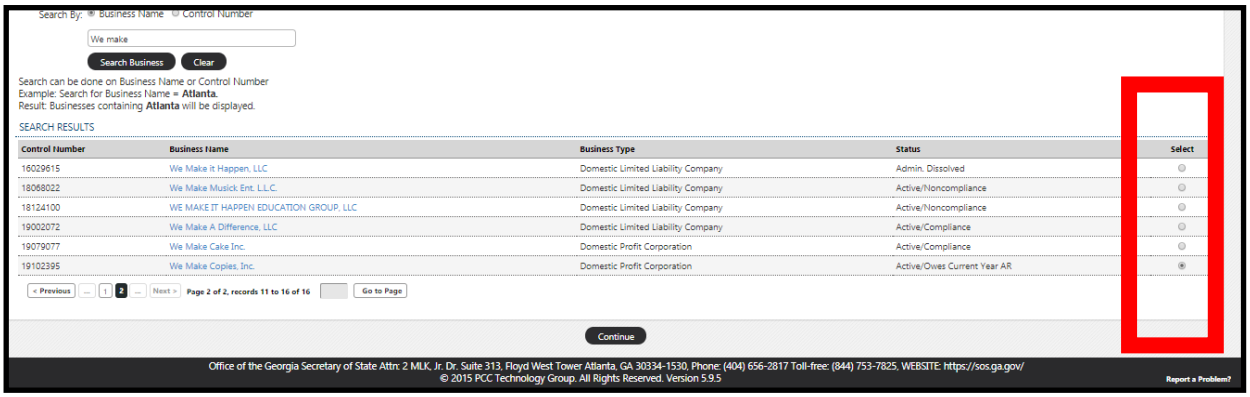
Enter the **Business Name** or **Control Number** into the empty appropriate field.

Click the **Search Business** button.



The **Search Results** will display.

Select the radio button in the row for the correct entity and click the **Continue** button.




From this page you can review and edit the **Business Information**.

The **Registered Agent Name** will pre-populate. Review and change/edit if necessary.

The **Principal Office Address** will pre-populate. Review and change/edit if necessary.

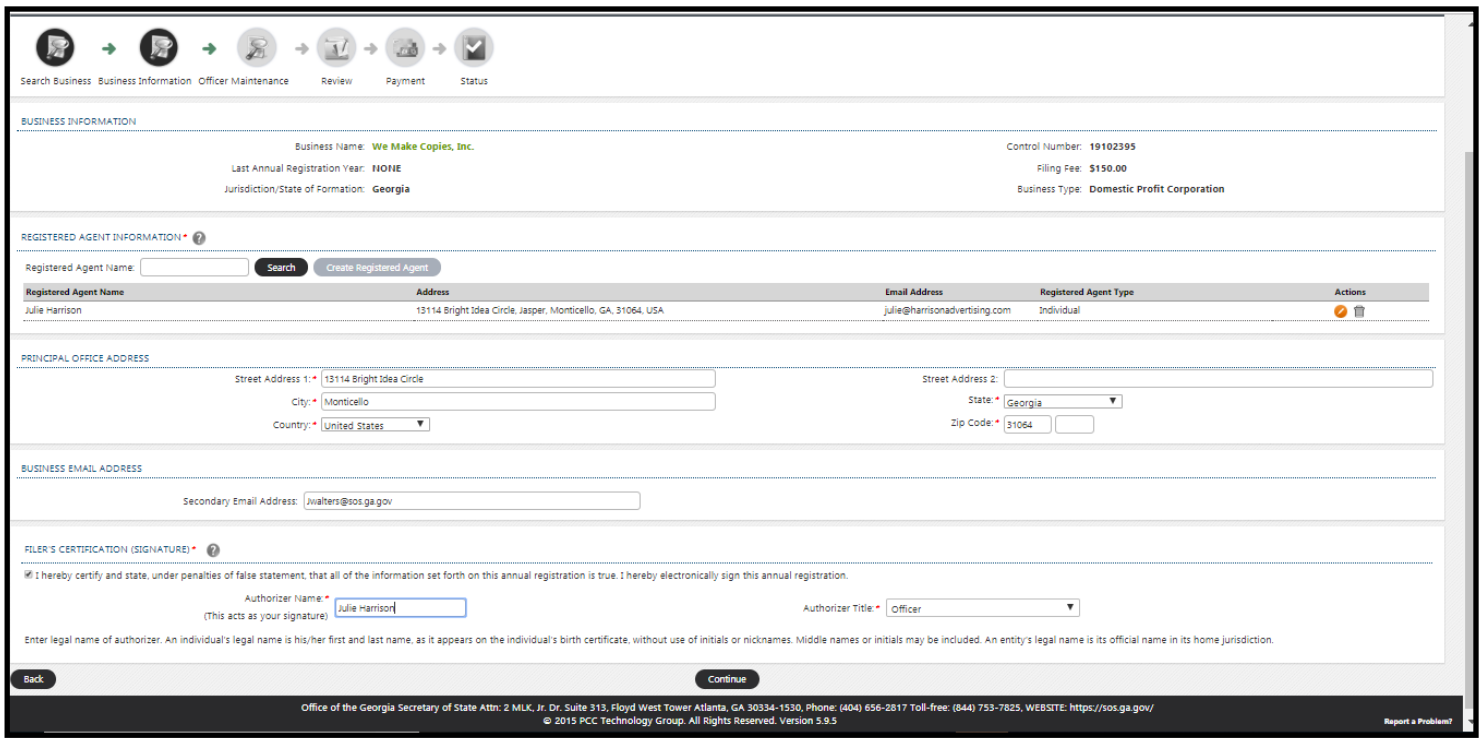
The **Business Email Address** on file will pre-populate. Review and change/edit if necessary. You also have the option of entering a secondary email address.

**Check the box** certifying your statement is true.

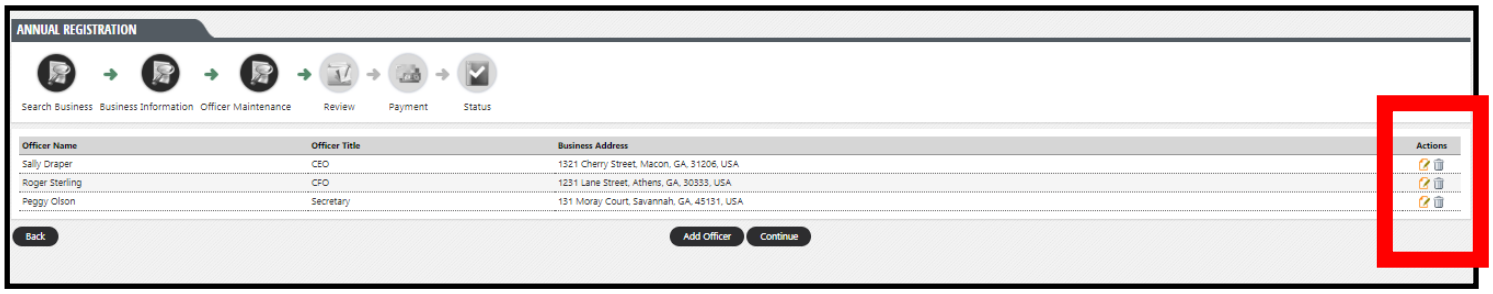
Enter the **Authorizer Name** in the required field.

Select **Authorizer Title** from the choices in the dropdown.

Click the **Continue** button.

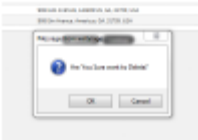


Depending on your entity type the next page may be an **Officer Maintenance**, **General Partner Maintenance**, or **Managing Partner Maintenance** page where you can review and edit officers (for corporations), general partners (LP and LLLP), or managing partner (foreign LLP).




To **delete** an officer or managing partner click on the trash can icon in the Actions column.

You will receive a pop up message asking you to confirm that you DO want to delete.



To **edit** the information of a principal (i.e an officer, general partner, or managing partner) click on the pencil icon in the Actions column. **For the general partner of an LP or LLLP, you may only edit the general partner's address on an annual registration.**

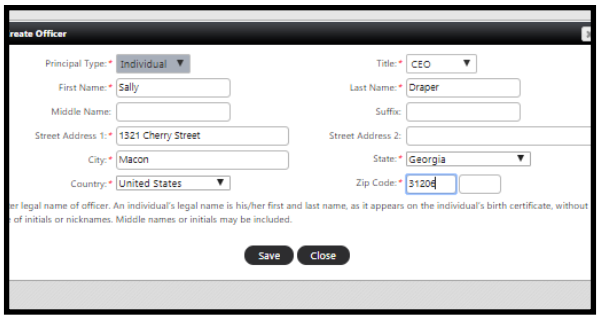
You will receive a pop up window that allows you to edit the principal's information.

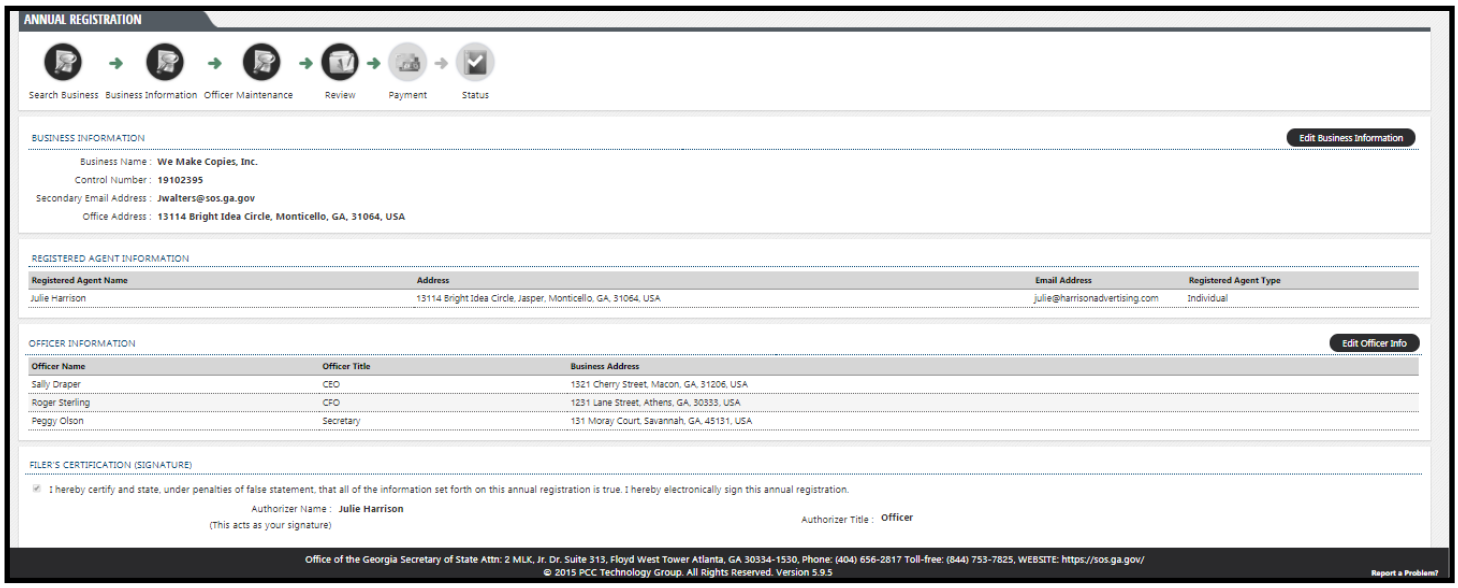
Click the **Save** button to save any changes/edits you make.

To add an officer or managing partner click the **Add Officer (**or **Add Managing Partner)** button.
The Create Officer (or Create Managing Partner or Create Manager) pop up window will display.

Enter the required fields and click the **Save** button.

Review the information and click the **Continue** button.

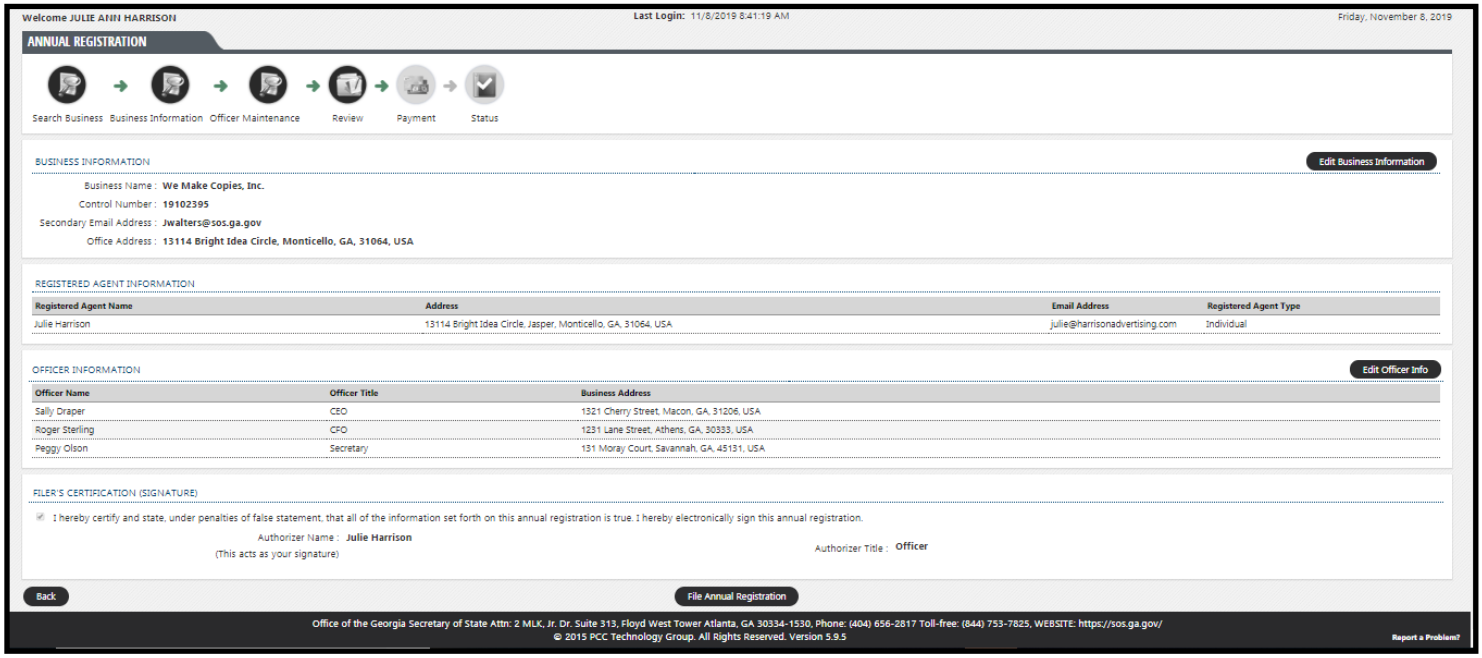





Next will be the **Review** page. Please review all of the information for accuracy. If there are changes/edits that need to be made in the Business Information section, simply click on the **Edit Business Information** button and make the changes.

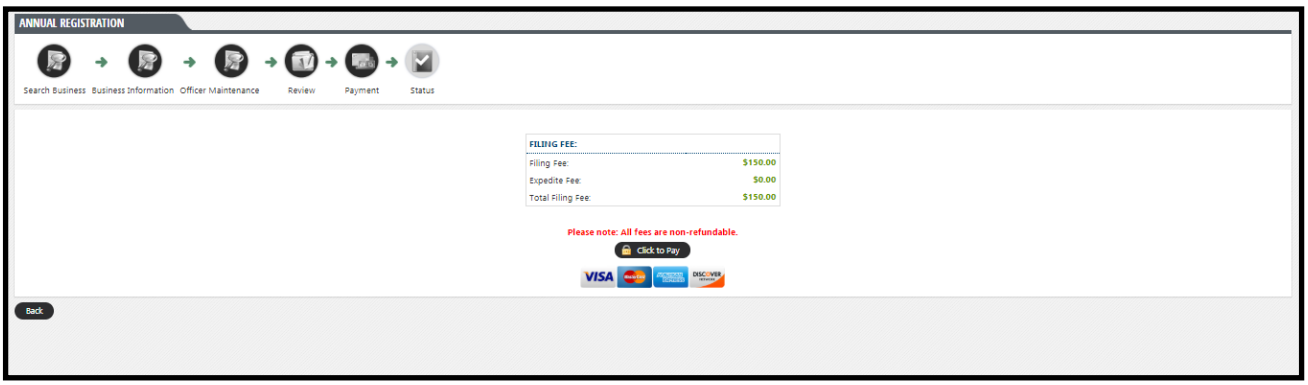
If there are changes/edits that need to be made in the Officer Information, General Partner, Managing Partner, or Manager section, simply click on the **Edit Officer Information** button and make the changes.

When you have reviewed and all of the information is correct, click the **File Annual Registration** button.



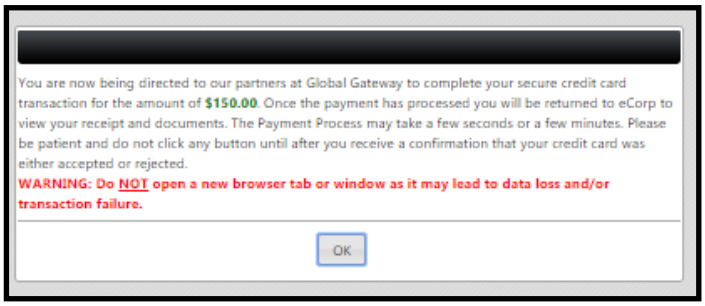
Your Filing Fee will display.

Click the **Click to Pay** button.




The **Processing** window will display. From this screen you will review in green the amount owed and also payment instructions.

Click the **OK** button.




Enter into the required fields:

**Cardholder Name**

**Address**

**ZIP/Postal Code**

**City**

**State/Province**

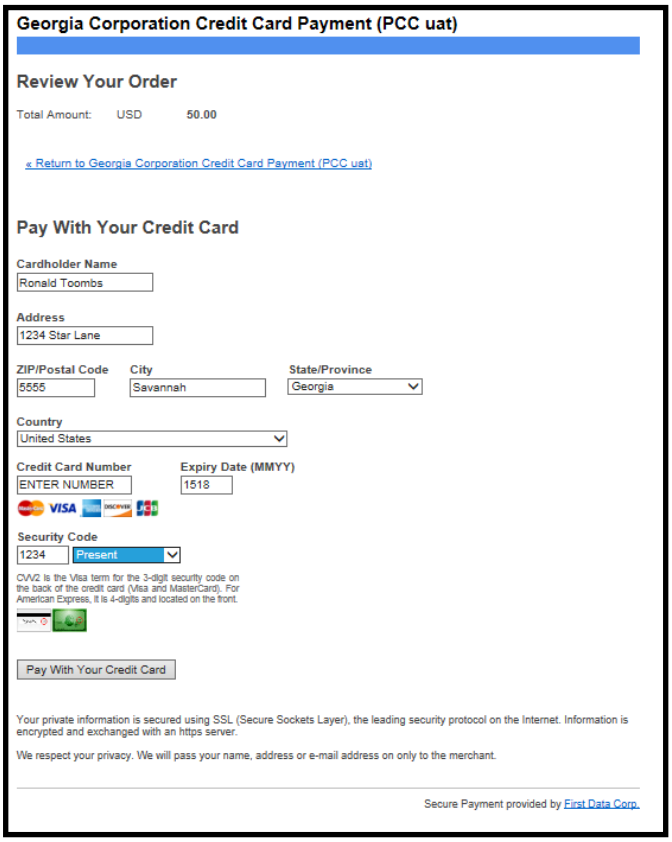
**County**

**Credit Card Number**

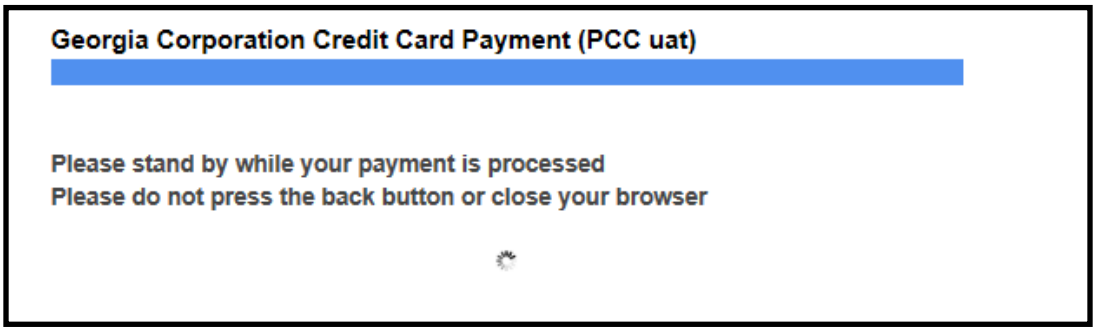
**Expiration Date**

**Security Code**

Click the **Pay with Your Credit Card** button.



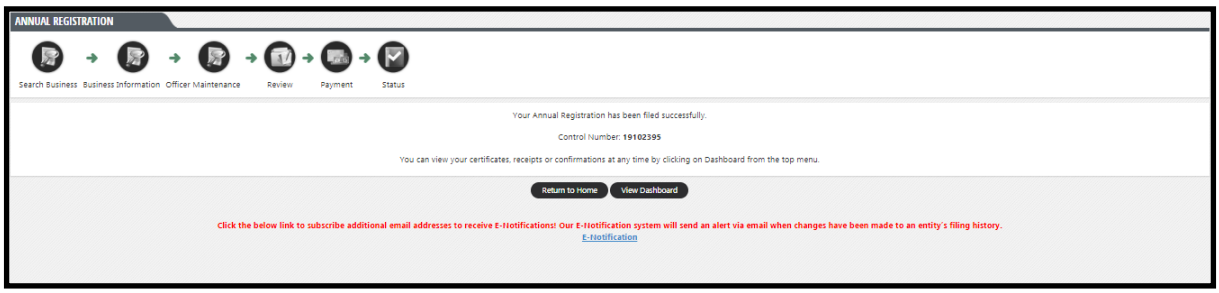
The **Processing Message** will display. Please be patient as your payment is processed through the secure servers. Please do not press the back button or close your browser, this will result in an Error Message and your filing not being processed.

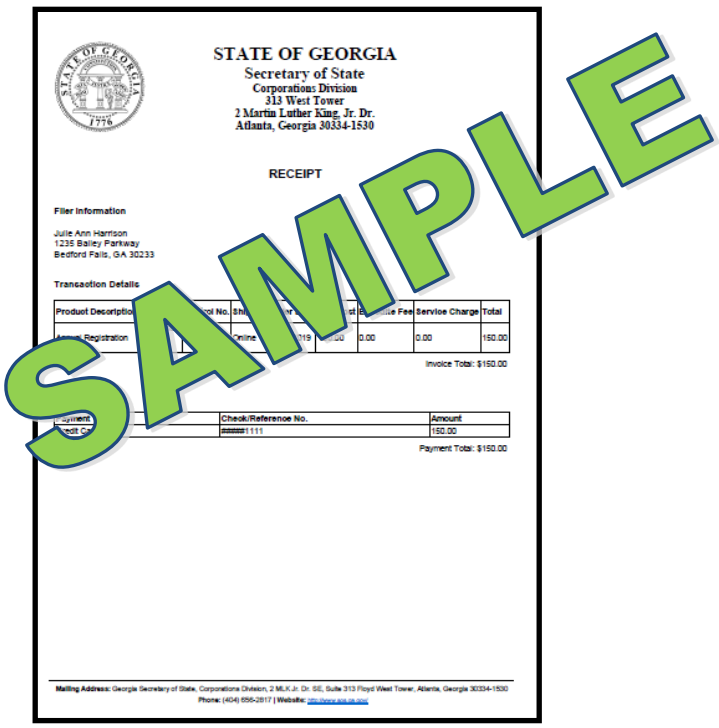


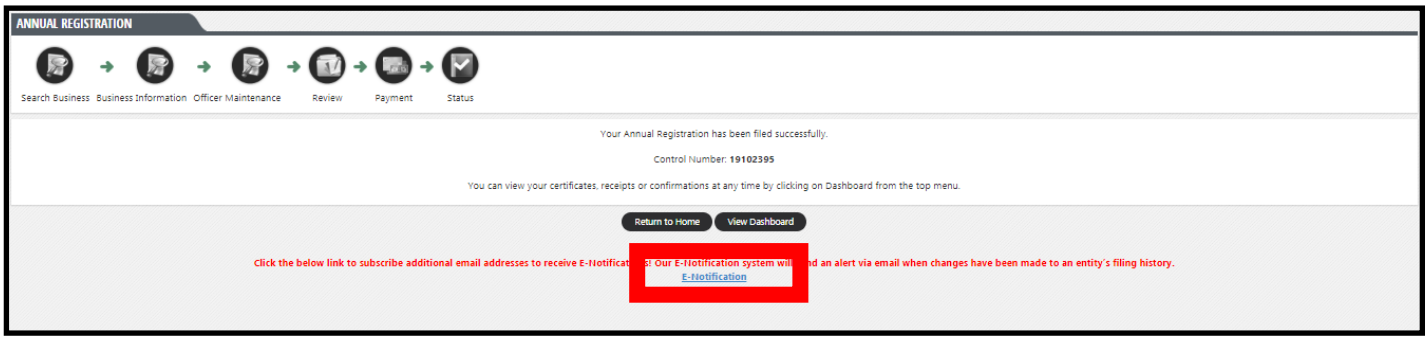

After successful completion of your payment, the Status screen will display with a success message and a Control Number.

An email receipt and the annual registration will be sent to the email address provided. The annual registration and receipt are also available in the filer's dashboard.

Click the **Return to Home** button to return to the Home Page. Click the **View Dashboard** button to go to your dashboard.






**BUT WAIT, THERE IS MORE……..**

Before you close the window and leave this page, notice the **E-Notification** message displaying. You can subscribe to receive email notification alerts any time a change has been made to your entity's filing history.

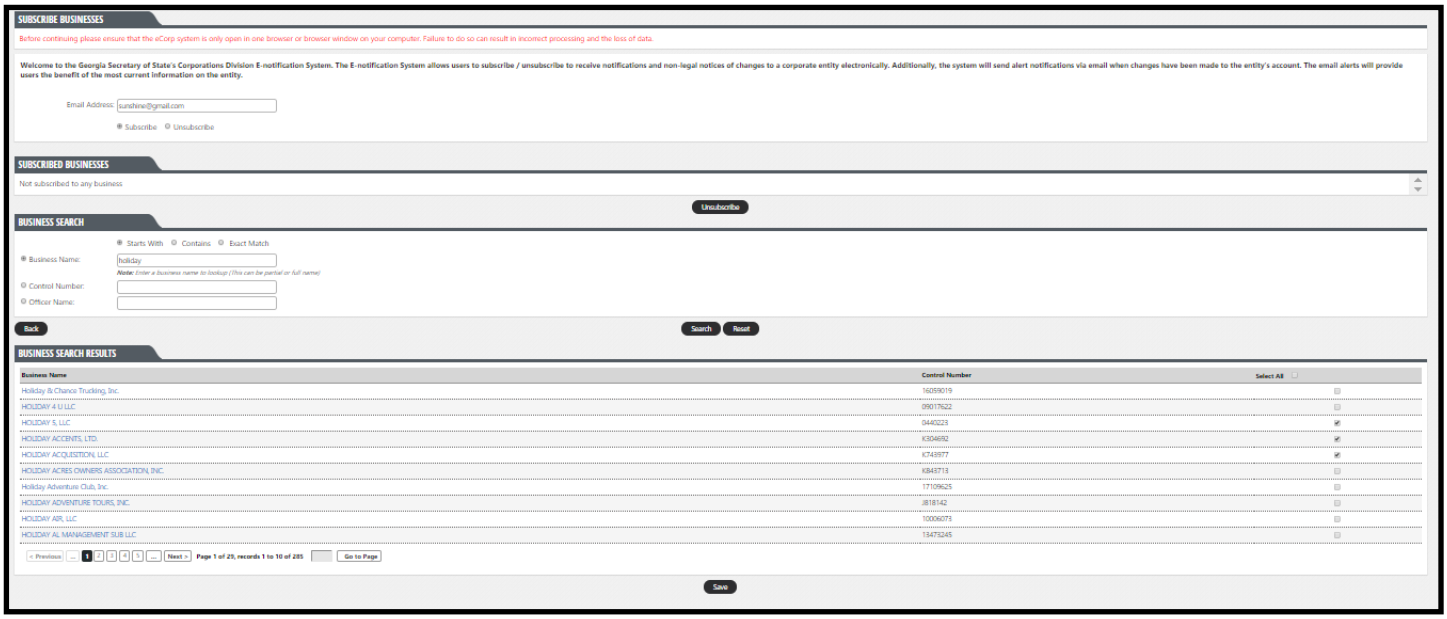
Click on the blue **E-Notification** link.

Enter an **email address** into the open field.

Once you select to **Subscribe**, the Business Search options will display. You will enter the information for the Business and click the **Search** button.

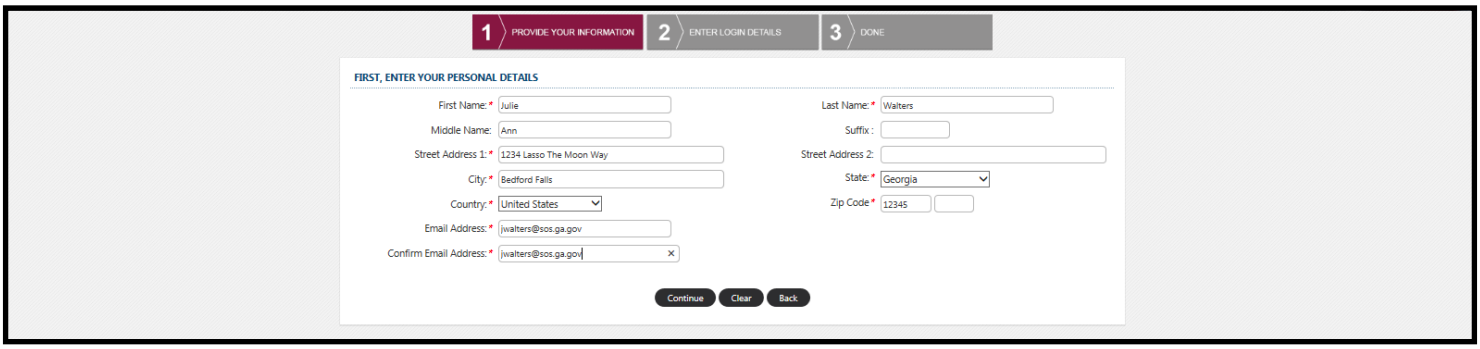
The results of your Search will display. Select the business and click the **Save** button. A verification prompt will display and you will click the **OK** button.

You will be navigated back to the Subscribe page where you can enter another email address. You can un-subscribe from this location as well.



# Creating an Account

After clicking on the green Create a User Account button, the **Provide Your Information** page will display. Enter the information in the required fields:




**First Name**

**Last Name**

**Middle Name and Suffix (not required)**

**Street Address**

**City**

**State**

**Country**

**Zip Code**

**Email Address** and **Confirm Email Address** (must match)

Click the **Continue** button.

From the next screen you will create your User ID, Password and security question.

**Choose Your User ID**

Enter your **Desired ID**. Your User ID can only have letters and/or numbers and must be between 8-32 characters. If your Desired ID is available, your User ID will display in green and alert you that your choice is available. If your Desired User ID is not available, a message will display to alert you that your choice is not available and ask you to choose a different User ID.

**Choose Your Password**

Enter what you want your **password** to be. You will re-enter the same password in the second field for confirmation.

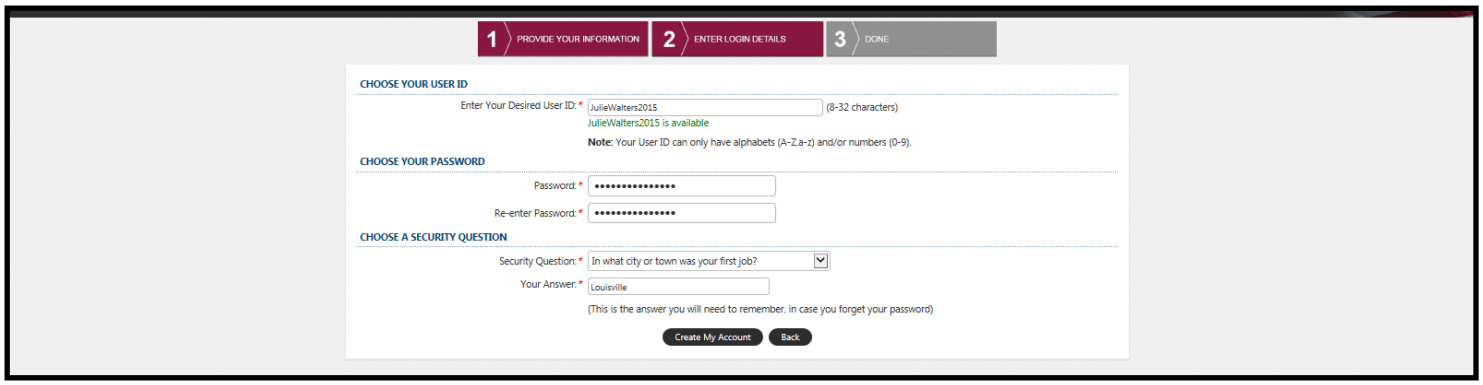
**Choose A Security Question**

Select a **Security Question** from the choices in the drop down. Enter your answer to this Security Question in the **Your Answer** field.

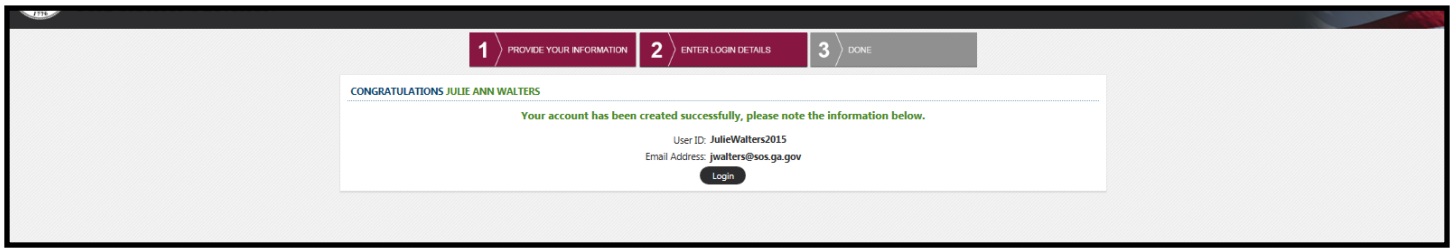
The Security Question is used when you forget your Password or User ID and are requesting it, so make sure you select a question you will remember the answer to.

If you think you will not remember any of these or do not really like them, you can select the Others option in the dropdown and create your own Question.

Click the **Create My Account** button.



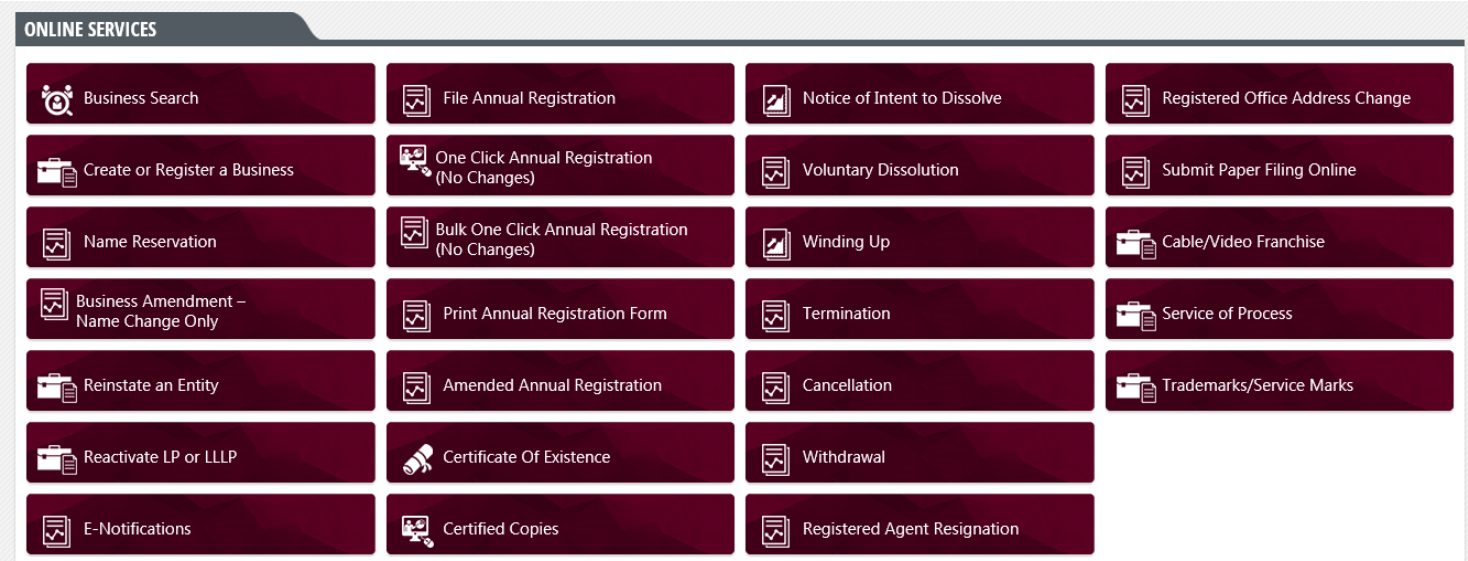
You will receive the **Congratulations** screen that displays your User ID and Email Address.




You will also receive a email letting you know you have successfully registered and created an account.

To Log In and take advantage of online services offered, click the **Login** button.

From Online Services you have the options of:

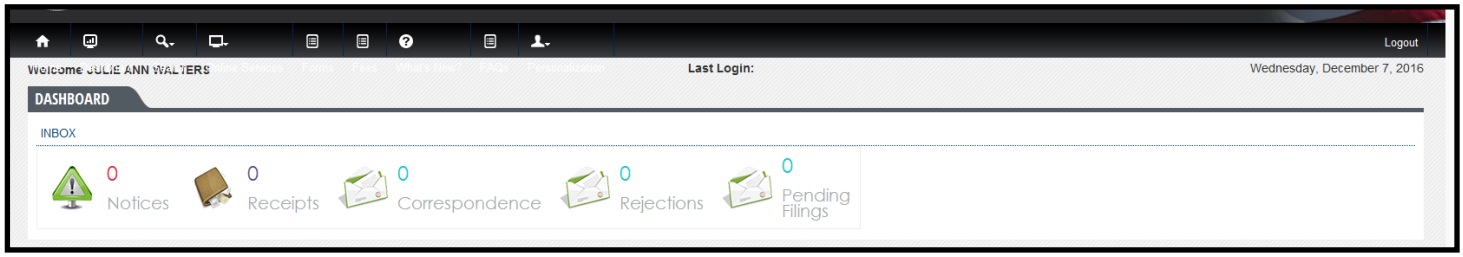


Once you are logged in you can file your Annual Registration by selecting either One Click Annual Registration without changes (see pages 5-9) or Annual Registration with or without changes (see pages 11-18).

After your complete the successful filing you can navigate to **Return to Home** or **View Dashboard**.

When you click on the **View Dashboard**, your Dashboard will display.

From your **Dashboard** at a glance you can review :




**Notices**

**Receipts**

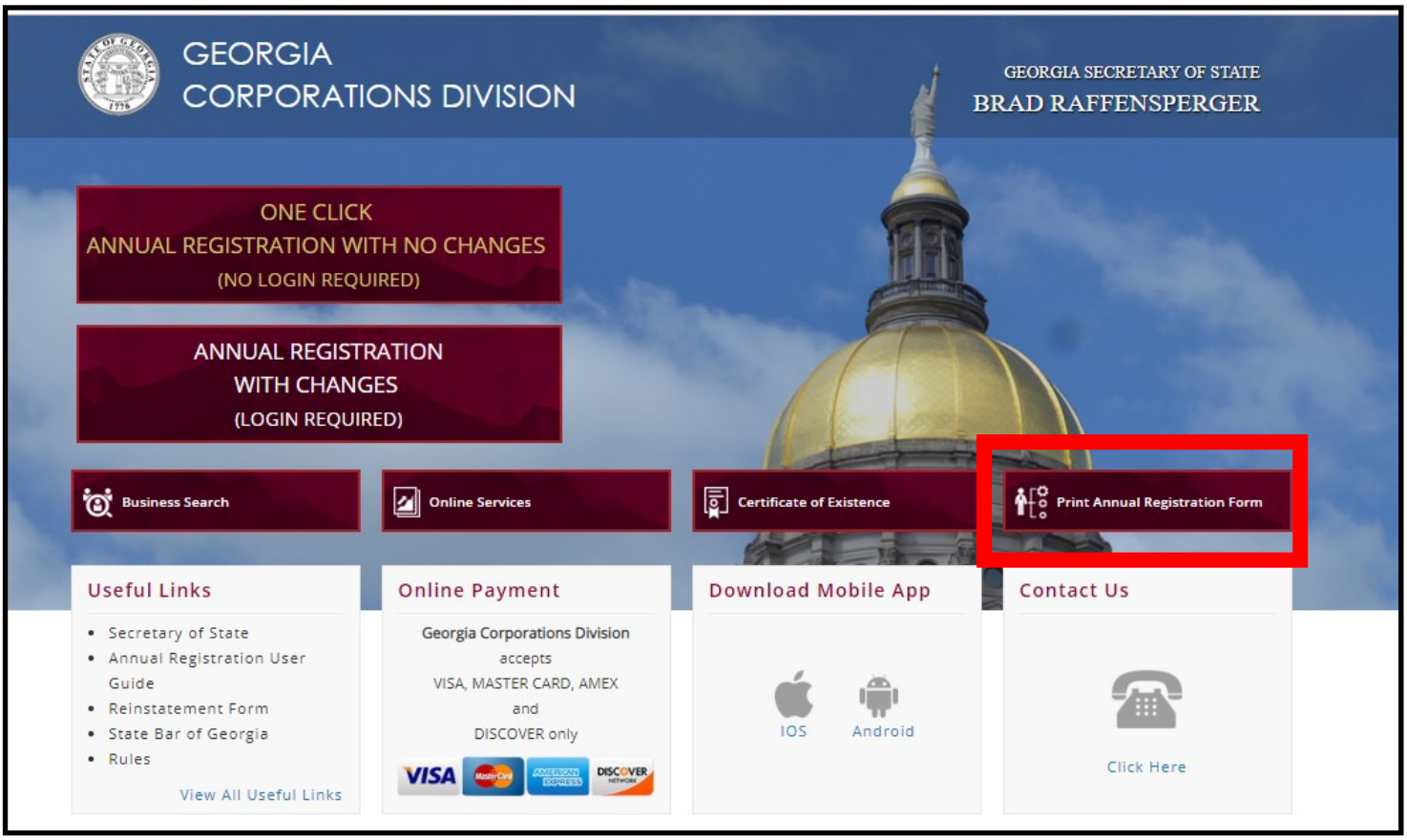
**Correspondence**

**Rejections**

**Pending Filings**

# Print Annual Registration Form

From the Corporations Division home page click on the **Print Annual Registration Form** button.

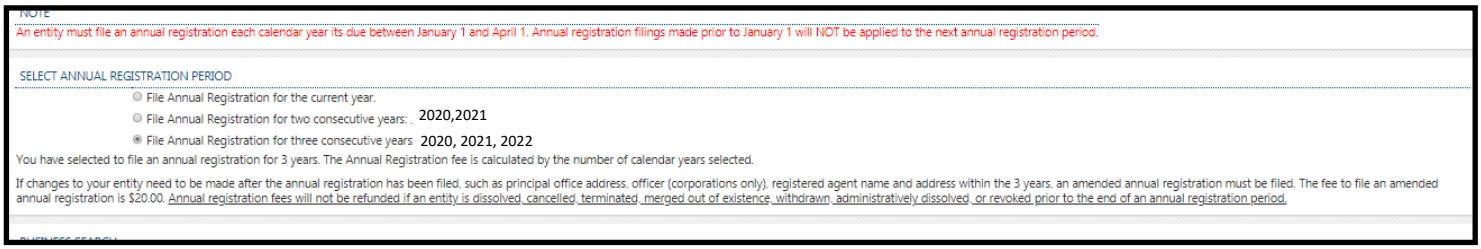



### Select Annual Registration Period

The first step you will take is selecting the **number of years** you want to file.

Select current year for one year, select two consecutive years or select three consecutive years.

You will make the selection by selecting the appropriate radio button (click to make the circle solid).



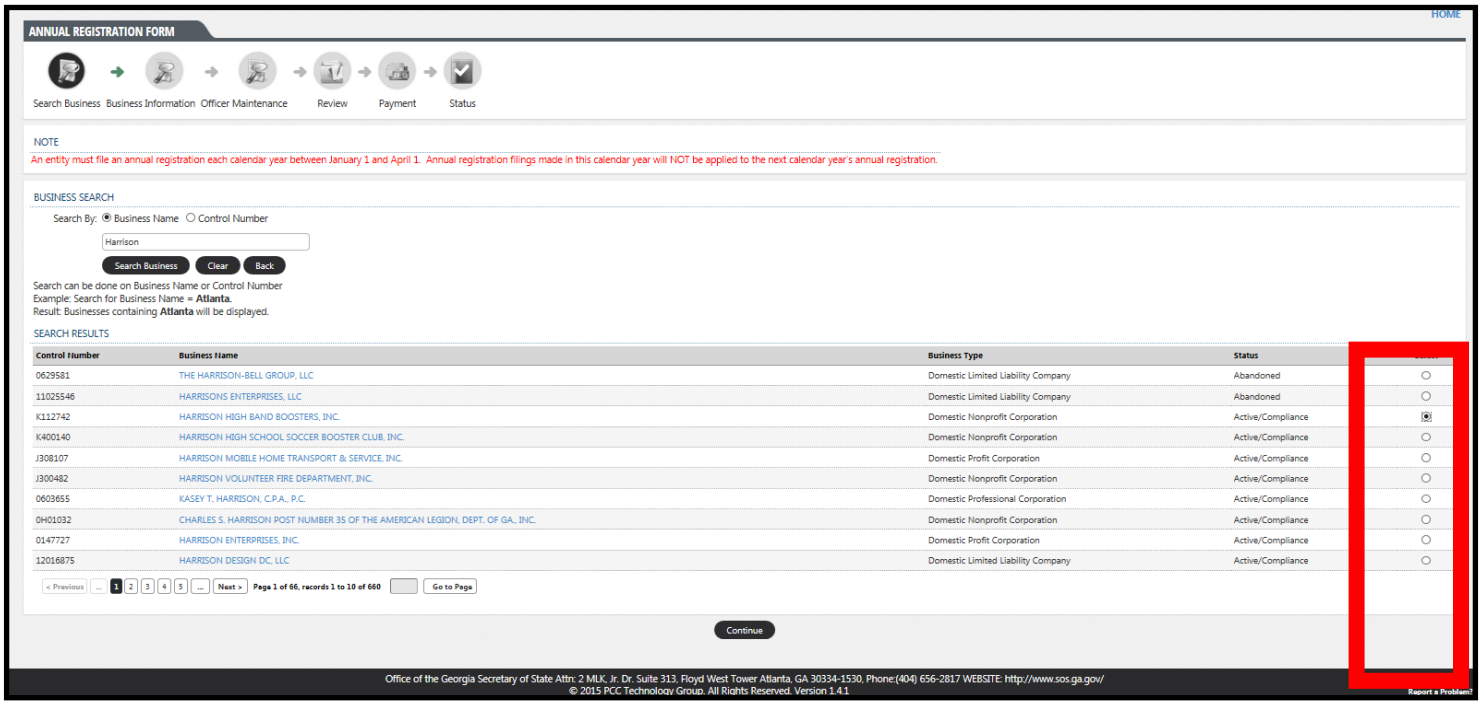
From Annual Registration Form page search for your business by either the **Business Name** or **Control Number** by selecting the appropriate radio button (click to make the circle solid).

Enter the **Business Name** or **Control Number** into the appropriate empty field.

Click the **Search Business** button.

The **Search Results** will display.

Select the radio button in the row for the correct entity and click the **Continue** button.

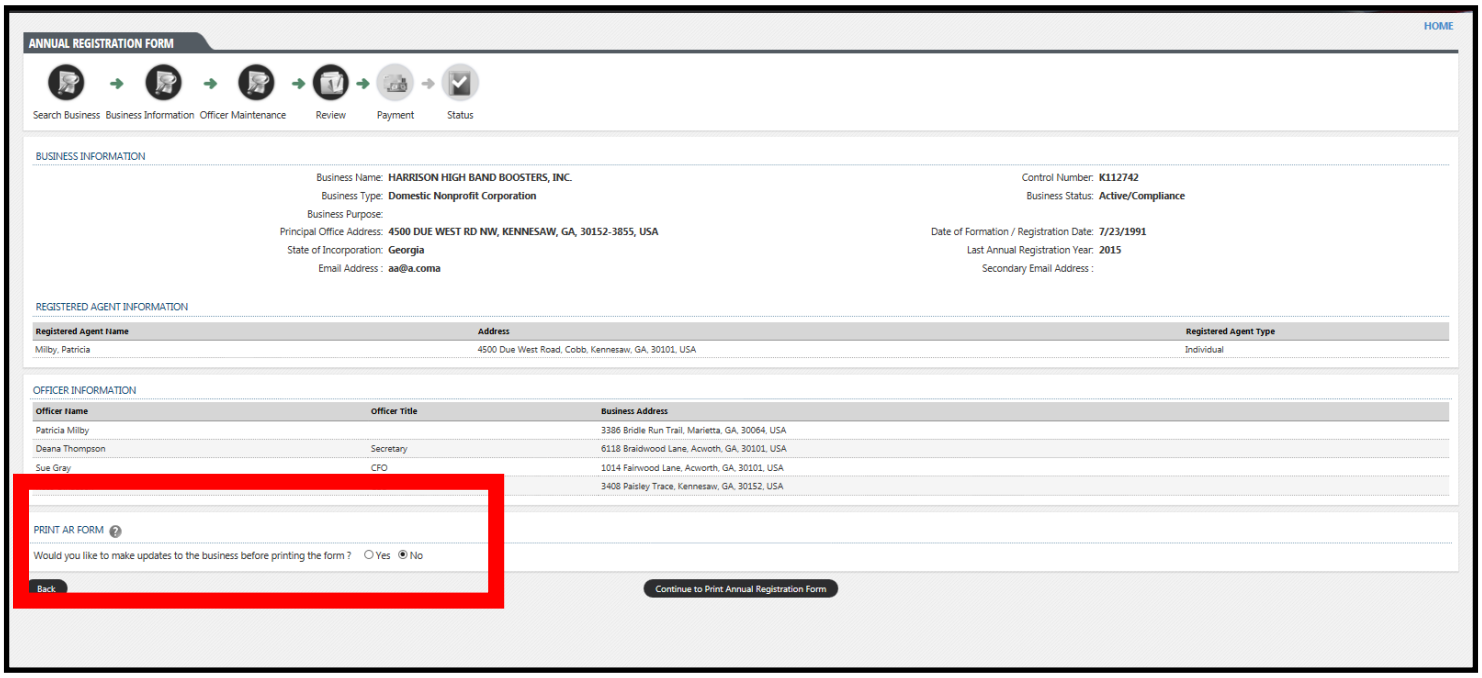


On this page the entity's information pre-populates and you can review **Business Information**.

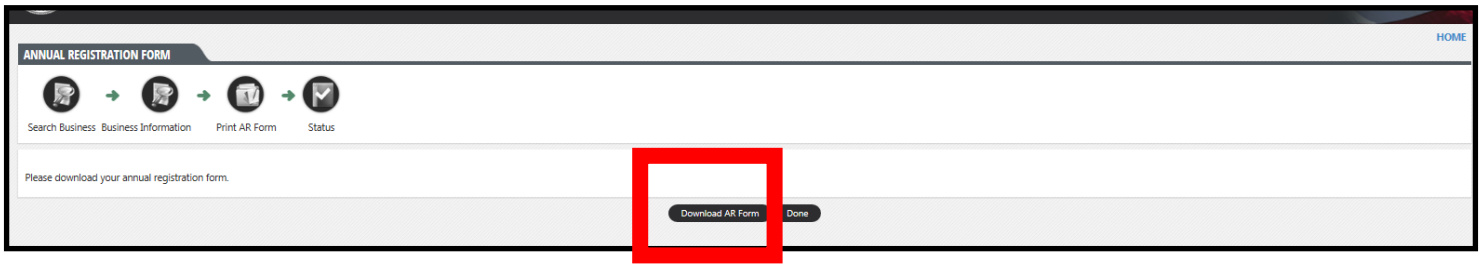
You will notice at the bottom the question "Would you like to make updates to the business before printing the form?" The answer defaults to No. Review the information.

If there are changes that need to be made, select the radio circle beside Yes and click the **Continue** button. You will then be able to make changes/edits as described on pages 11-18.

If no changes need to be made or if you wish to hand write in changes, click the **Continue to Print Annual Registration Form** button.




Click the **Download AR Form** button.



Print, complete and mail the Annual Registration form with total due payment to the Office of Secretary of State, 2 MLK Jr. Drive, 313 West Tower, Atlanta, Georgia 30334. Envelope must be postmarked by April 1, 2020.

# STATE OF GEORGIA

**2020 Annual Registration**

OFFICE OF THE SECRETARY OF STATE
2 Martin Luther King Jr Dr.
313 West Tower
Atlanta, Georgia 30334

**Information on record as of 1/4/2020**

**Entity Control No.** K112742 **Amount Due:$30** **Amount due AFTER April 1,**

HARRISON HIGH BAND BOOSTERS, INC.
4500 DUE WEST RD NW,
KENNESAW, GA 30152

**Each business entity registered or filed with the** ... **is required** ... **registration each year by April 1.** Amount due for this entity is ... be ... e remittance ... ual registration fee is $30. If amount is more than $50.00, the ... cts ... y du ... ore ... r(s) and any ... le late fee(s). If your annual registration and payment are not p ... l by ... 015, ... l be ... d a $25.00 lat ... penal

| Entity Name | ... s | City | St | Zip |
|---|---|---|---|---|
| HARRISO ... BAND BOOSTERS | ... 00 ... T R ... | ...NESAW | | 30152-3855 |
| ...T: Milby, ... | ... e ... d | ...saw | | 30101 |
| ... a Milby | ... 5 ... T ... M | | GA | 30064 |
| S ... y: Dean ... p | ... B ... L ... Ac | | GA | 30101 |
| CFO: Sue Gray | ... ail ... me ... cw | | GA | 30101 |
| ... Olhaus | 34 ... le ... | ...nnesaw | GA | 30152 |

AB ... O ... CHANGED, TYPE OR PRINT CORRECTIONS BELOW:

| | | | | |
|---|---|---|---|---|
| Bus Addr:H ... O ... BAND B ... TERS | | | | |
| A | | | | |
| | | | | |
| Secreta | | | | |
| CFO : | | | | |
| CEO : | | | | |
| I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS FORM AND THAT THE INFORMATION IS TRUE AND CORRECT. | P.O. BOX NOT ACCEPTABLE FOR REGISTERED AGENT'S ADDRESS | COUNTY OF REGISTERED OFFICE: | COUNTY CHANGE OR CORRECTION | |
| AUTHORIZED SIGNATURE: | | Date: 1/4/2021 | | Total Due: |
| Title: | Email: | | | $150 |

SAMPLE

# Frequently Asked Questions

## Who files an Annual Registration?

Each business entity registered or filed with the Office of Secretary of State is required to file an annual registration. O.C.G.A. §§ 14-2-1622(a), 14-3-1622(a), 14-8-56(a), 14-9-206.5, and 14-11-1103.

## When must an Annual Registration be filed?

Before January 1, 2020  April 1, 2020, unless the entity has already filed for 2020 as part of a multi-year annual registration. Before proceeding, please confirm whether your entity's registration is due for the current year. ***Fees paid for filing an annual registration are non-refundable***. Entity annual registrations are due by April 1st of each year it is due,  but may be filed as early as January 1st.  An entity may file its annual registrations in advance for a period up to and including 3 calendar years.

## What is the purpose of an annual registration?

The purpose is to comply with the law. The filing also confirms that the entity still exists. Filing the annual registration provides a current record of an entity's management structure, correct mailing address, and registered agent's name and address.

## What happens if I do not file the Annual Registration?

Entities that do not timely file annual registrations, together with all required fees, may be subject to administrative dissolution or revocation of their authorization to transact business in this State. O.C.G.A. §§ 14-2-1420, 14-3-1420, 14-2-1530, 14-3-1530, 14-8-51, 14-11-603 and 14-11-708.

## I think I updated my entity last June, do I need to do it again?

Yes. The annual registration process is also the primary vehicle used to update entity information; therefore,  an annual registration and multiple amended annual registrations may be filed during the year. In fact, an entity may update its information as many times as it wishes throughout the year simply by filing an amended annual registration and paying the applicable filing fee. However, it is important to note that multiple annual registrations and amended annual registrations filed and fees paid in any one year do not "rollover" to the next year. An entity must file at least one annual registration each year is due between January 1st and April 1st.

## Do I need to verify my information?

It is extremely important that each entity verify its information prior to filing. Corrections can only be made by filing another annual registration or an amended annual registration. The Secretary of State does not have the statutory authority to rescind annual registration filings or refund fees once they have been submitted. Additionally, a person who signs a document he or she knows is false in any material respect with the intent that the document be delivered to the Secretary of State for filing shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed $500.00. O.C.G.A. § 14-2-129.

## How do I change an entity's address?

The address is changed by filing an annual registration. The registration may be filed, and changes made, online or with a paper form.  If an annual registration for the calendar year has already been filed, then the entity's address may be changed by filing an amended annual registration.

## How do I obtain a paper annual registration form?

A paper form may be downloaded from the website by clicking on "Print Annual Registration Form" button.

## What types of entities are on file with the Corporations Division?

Business corporations, nonprofit corporations, professional corporations, limited partnerships, and limited liability companies are formed in Georgia by filing with the Corporations Division of the Office of Secretary of State. In some instances, the above entities that form in other states choose to file with the Georgia Secretary of State as “foreign” entities.

## How do I change an officer(s) of a corporation?

Officer changes are made by filing an annual registration. The registration may be filed, and changes made, online or with a paper form. If an annual registration for the calendar year as already been filed then officers may be changed by filing and amended annual registration. Georgia law regarding limited liability companies (“LLCs”) requires only the listing of the registered agent; thus, officers for LLCs are not listed and there is no procedure to “change” them by filing with the Secretary of State.

## What does “O.C.G.A.” mean?

It stands for “Official Code of Georgia Annotated” and is often referred to as “the Code.” In short, it is the law. Laws regarding corporations, LLCs and partnerships are found in Title 14 of the Code. Free public access to the Code is available at LexisNexis.

## Are a corporation’s bylaws filed with the Secretary of State?

No. Bylaws are maintained by the corporation.

## Are the shareholders or owners of a corporation listed with the Secretary of State?

No. That information is maintained by the corporation.

## Is there a minimum age for officers of a corporation?

No, the Georgia Business Corporation Code does not impose an age requirement for officers. However, members of the board of directors must be at least 18 years old.

## Does the Corporations Division have phone numbers for entities or for their officers or registered agent?

No.

**You have read this Step by Step How To Guide.**

**You have tried to file your Annual Registration, but can not.**

**What do you do?**

**Give us a call.**

**We are here to assist you @ (404) 656-2817.**