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The Secretary of State is proud to have you doing business in the state of Georgia. In our continuing work of making the process of filing with us more secure, simple for you and to help you save money, we are offering many online services that will save you the $10 paper filing service charge.

There are many filings you can do online and the form pre fills and will generate the documents for you. For example, you can create your business and once your information is submitted and approved, we will send you your certificate and generated document.

Navigate to our secure site eCorp.sos.ga.gov.

From the home page, select the button titled Online Services.

You will first see the pop up message explaining to you that to ensure proper processing, you should only have one browser open.

Click the OK button.
The **Customer Login** page will display.

If you currently have a Customer Log In you will enter your **User ID** and **Password** in the required fields.

Don’t worry if you have forgotten your User ID or Password. You can click on the **Forgot** buttons for assistance.

After you have entered your User ID and Password click the **Log In** button.

If you do not have an account and want to set one up click the green **Create a User Account** button in the **Register** box.

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### 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 **Log in** button. The **Online Services** page will display.

![Online Services Page](image)

Across the top of the page you will see a **Dashboard** tab. When you click on the Dashboard tab, your Dashboard will display.

![Dashboard Page](image)

From your Dashboard at a glance you can review:

- **Notices**
- **Receipts**
- **Correspondence**
- **Rejections**
- **Pending Filings**
The Online Services page navigates users to perform tasks depending on which button they select.

From the **Business Search** tab you can Search for a business by Business Name, Control Number, Registered Agent Name or Officer Name.

From the **Service of Process Search** tab you can search by Defendant Name, Plaintiff Name, Civil Action Number or Control Number.

From the **Trademark Search** tab you can search by Registration Number, Mark Name, Registrant Name, Class of Goods, Class of Services, Identification of Goods, Identification of Services or Mark Description.
From the **Business Formation** screen, in the **Create Business** section, select the type of business you are creating...a new domestic business or a foreign (non-Georgia) business.

Once a radio button is selected, the **Business type** drop down displays. Click the arrow button and scroll down to select one from the dropdown.

After the business type is selected, follow the system prompts to enter the required information for that business type. The following example is for the business type of domestic profit corporation.

Scroll down the page to the **Business Name** section. Enter the information into the open fields about your Business Name. If you do not already have a Business Name Reservation Number, you may enter optional choices for your Business Name.

In the **Upload Name Approval Document** (if applicable) section. if it is applicable, upload a letter of name approval form from an appropriate agency. Once you have successfully uploaded the file, it will display under the Name section. You can delete the file by selecting the trash can icon.
From the **Business Purpose** section you will select the NAICS Code and NAICS Sub Code from the dropdowns. The North American Industry Classification System (NAICS) is the standard used by federal agencies in classifying businesses for the purpose of collecting, analyzing and publishing statistical data related to the US Business economy. If you do not know which classification to choose, then select **Any Legal Purpose or Unknown** from the dropdown. If you do know the classification make that selection and the Sub Code section from the dropdown.

In the **Principal Office Address** section, enter your Street Address, City, State, County and Zip Code and click the Continue button.

In the **Business Email** section, enter in your Primary Email address. You will need to enter it twice—go ahead and put it in that confirm box too. If you have a secondary email address you can enter that as well.
Enter the **Number of Shares** into the Shares field.

The law states that every business have a registered agent. That registered agent can be you. Click on the **Create Registered Agent** button and complete the information on the pop up window and select the Create Registered Agent button. The registered agent address must be a street address in Georgia where the registered agent can be personally served.

The **Incorporator Information** section tells us who you are. Select either the Individual or Business from the **Principal Type** dropdown and enter the required information in the fields. If you see a red asterisk, it is required. After you have all of the information entered, select the **Add** button. If there are multiple incorporators, you will need to add all by repeating those steps.

If you have **Optional Provisions** you need to tell us about, this open field allows you 8000 characters to tell us.
Next, you need to certify the information you have provided. After reading this section, check the box to **Certify**, select and **Effective Date** and enter your name in the **Authorizer Signature** field and select your title from the dropdown. Select the **Continue** Button.

Next you will **review** the information you entered. If you need to make an edit, simply select the **Edit Info** button or **Back** button and make the changes. Once you have all of your information correct, click the **Submit** button.
From the **payment page** you can choose to process the filing regular, same day or two business days from the dropdown. Your fee amount will display. Select the **Click to Pay** button.

Once you click OK, you will be navigated to our secure payment gateway, click **OK** to confirm.
From the Payment screen, enter your name and credit card information and click the **Pay with Your Credit Card** button. Be patient. Resist that urge to click and click...once your payment has been processed, the successful screen will display with next step instructions.

From the **Thank You** page, you can Return to Home or navigate to your Dashboard.
You can navigate to your **Dashboard** and select **Pending Filings** to view the status of your filing. Your receipt and any **Correspondence** from us will be in your Dashboard as well.

An example of email correspondence.
Once your business filing has been approved, an email will be sent to email addresses you provided with a
PDF of your certificate and generated document, which in this example if a Certificate of Incorporation and
Articles of Incorporation. You can also view this document from the Business Correspondence section of
your Dashboard. It is simple and easy, you enter the information online and we create the documents for
you.

Other filing types you can do online and the document will be generated for you are:

- Name Reservation
- Business Amendment-Name Change Only
- Reinstate an Entity
- Reactivate LP or LLP
- NAICS Code Update
- File Annual Registration
- One Click Annual Registration (without making changes)
- Bulk One Click Annual Registration (without making changes)
- Amended Annual Registration
- Notice of Intent to Dissolve
- Voluntary Dissolution
- Winding Up
- Termination
- Cancellation
- Withdrawal
- Registered Agent Resignation
- Registered Office Address Change
Other services available under Online Services include ordering certified copies and certificates of existence for entities, and subscribing for email alerts of entity updates through our E-Notifications system.

In addition to the above business entity filings, users may also submit filings related to cable/video franchises, substituted service of process, and trademarks and service marks through Online Services.
Submit Paper Filing Online

If you have your documents and want to submit that paper filing online, you can do that too. You can also save money by submitting paper filings online.

Navigate to your home screen of Online Services page an click the Submit Paper Filings Online button.

The Submit Paper Filings page will display. From the dropdown select the Type of Filing you are submitting.

Your choices are:

- Amendment
- Articles of Restatement/Restated Articles
- Domestic Business Formation– Limited Liability Company
- Domestic Business Formation– Limited Liability Limited Partnership
- Domestic Business Formation– Limited Partnership
- Domestic Business Formation– Nonprofit Corporation
- Domestic Business Formation– Profit Corporation
- Domestic Business Formation– Professional Corporation
- Domestic Business Formation– Benefit Corporation
- Notice of Intent to Dissolve
- Voluntary Dissolution/Articles of Dissolution
- Winding Up
- Termination
- Cancellation
- Registered Agent Resignation
- Preclearance
- Merger
- Conversion
Click the **Continue** button.

Depending on the filing type selected, additional information may display. Click the **Continue** button.

For **business formation filings**:

You will complete the fields for the type of filing you are submitting and upload your paper document in the Upload Document section. The system will create a transmittal form for you that accompanies your uploaded document.

You will review and submit payment.

All correspondence and receipts will be emailed and also display on your Dashboard.

For all other filing types (except Merger and Conversion), you will first search for the business entity. Enter the **Business Name** or **Control Number** into the appropriate empty field.

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

You will complete the fields for the type of filing you are submitting and upload your paper document in the Upload Document section. The system will create a transmittal form for you that accompanies your uploaded document.

You will review and submit payment.

All correspondence and receipts will be emailed and also display on your Dashboard.

**Merger Filing**

For a Merger filing, select **Merger** from the dropdown and select the **Continue** button.
Filer Information

In the **Filer Information** section you will select either Individual or Business from the dropdown and complete the fields with the required information.

![Submit Paper Filing - Merger](image)

**Filer Information**

Enter the legal name and contact information for the person filing this Merger. An individual’s legal name is his/her first and last name, as it appears on the individual’s birth certificate, without use of initials or nicknames. Middle names or initials may be included.

Filer Type: **Individual**

First Name: **John**
Middle Name: **Ann**
Street Address 1: **1245 Main Street**
City: **Jackson**
Country: **United States**

Last Name: **Harrison**
Suffix: **
Street Address 2: **
State: **Georgia**
Zip Code: **30233**

Survivor Information

In the **Survivor Information** section you will select a **Jurisdiction** the dropdown and enter the **Business Name** if the required field.

Select the **Add** button.

![Survivor Information](image)

**Survivor Information**

Enter information related to survivor of the merger. Only one survivor can be entered in this section.

Jurisdiction: **Georgia**
Business Name: **Wayne’s Blueberry Farms**

The **Entity Name** will display.

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Jurisdiction</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wayne’s Blueberry Farms</td>
<td>Georgia</td>
<td></td>
</tr>
</tbody>
</table>

Upload Documents

Select a file from your computer and select the **Upload** button to upload the document.

![Upload Documents](image)

**Upload Documents**

Upload Articles of Merger or Certificate of Merger. Do not upload a paper transmittal information form.

Select file to upload (Max 10 MB): **Articles of Merger WIB.pdf**

Note: Only the following extensions are allowed for uploading: *jpeg, jpg, pdf, bmp, png, tiff*.

Access to the uploaded file will display.

<table>
<thead>
<tr>
<th>Name</th>
<th>View Documents</th>
<th>Actions</th>
</tr>
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<tbody>
<tr>
<td>C:sers\jwatters\Desktop\Articles of Merger WIB.pdf</td>
<td><img src="image" alt="View Document" /></td>
<td><img src="image" alt="Actions" /></td>
</tr>
</tbody>
</table>
Filer's Certification (Signature)

You need to certify the information you have provided. After reading this section, check the box that you are Submitting this filing with the $20 fee and enter your name in the Authorizer Signature field.

Select the Continue Button.

Review your information.

Select the Back button to go back and edit information.

Once you have reviewed that the information is correct, select the Continue button.

Next you will submit payment.

All correspondence and receipts will be emailed and also display on your Dashboard.
Conversion Filing

For a Conversion filing, select Conversion from the dropdown and select the Continue button.

Filer Information

In the Filer Information section you will select either Individual or Business from the dropdown and complete the fields with the required information.

Conversion Help Document

Select the link to review the GEORGIA ENTITY CONVERSION MATRIX if you have any questions about Conversion.

Conversion Help Document

Select a file from your computer and select the Upload button to upload the document.

Access to the uploaded file will display.
Converting From Entity Information

From the **Entity Type** dropdown select a type.

If **Foreign** entity is chosen then you will select a **Jurisdiction** from the dropdown. If **Domestic** entity is chosen, the state if **Georgia** will populate.

Enter the **Business Name** of the entity you would like to convert from and select the **Add** button.

Access to the uploaded file will display.

Converting To Entity Information

From the **Entity Type** dropdown select a type.

If **Foreign** entity is chosen then you will select a **Jurisdiction** from the dropdown. If **Domestic** entity is chosen, the state if **Georgia** will populate.

Enter the **Business Name** of the entity you would like to convert to.

**Filer’s Certification (Signature)**

You need to certify the information you have provided. After reading this section, **check the box** that you are **Submitting this filing** with the $95 fee and enter your name in the **Authorizer Signature** field.

Select the **Continue** Button.
Review your information.

Select the **Back** button to go back and edit information.

Once you have reviewed that the information is correct, select the **Continue** button.

Next you will submit **payment**.

All correspondence and receipts will be emailed and also display on your Dashboard.