



Missouri Secretary of State  
**Business Services**

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# CREATING AN ACCOUNT

A STEP-BY-STEP GUIDE TO USING THE  
SECRETARY OF STATE'S ONLINE  
BUSINESS FILING SYSTEM

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Missouri Secretary of State

The homepage for the business services online filing system is pictured below. In the lower left corner, the user will select the Create Account option to begin creating an account. Please turn your pop-up blocker off during this step.

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## Business Registration Online Portal

Required Field \*

**Welcome to the Missouri Online Business Filing System**

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

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

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

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

**My Account**

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

Login ID \*

Password \*

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

**Business Search**

Search for a business entity registered in Missouri.

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

**Verify Certificates**

Verify validity of a certificate issued by the MO SOS.

[Verify Certificates](#)

The registration form page is displayed. Enter your information in the appropriate fields. All items with an asterisk (\*) are required to be completed. When finished filling in the form, click the "create account" button in the bottom right corner.

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## Create an Online Account

Required Field \*

Select a unique User ID and Password. The secretary of state's office recommends you not share your password with others, keep it in a secure location, and change it regularly.

### Online Account Creation

User ID \*

**Password Policy?**

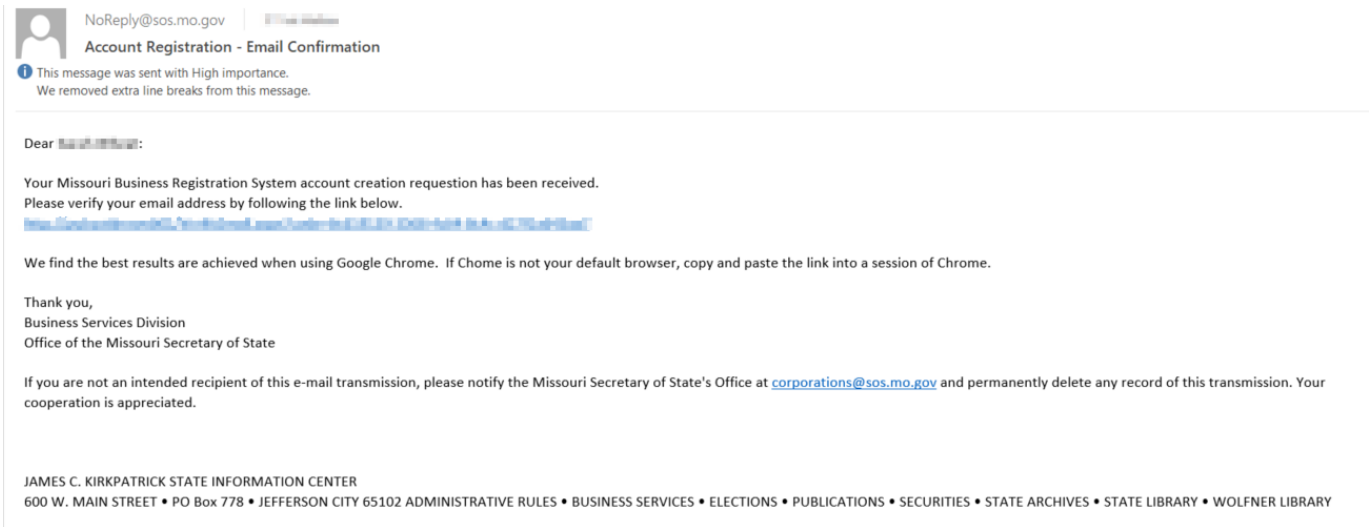
Password \*  Confirm Password \*

Security Question \*

Security Answer \*

Upon successful submission, you will be notified by email with a link to confirm your registration and the message below will display.

\*If e-mail is not received, make sure you are logged into the e-mail account that was used for registration and check your Junk/Spam folder(s) for an e-mail from NoReply@sos.mo.gov



The screenshot shows an email interface with the following content:

- Sender:** NoReply@sos.mo.gov
- Subject:** Account Registration - Email Confirmation
- Message Status:** This message was sent with High importance. We removed extra line breaks from this message.
- Salutation:** Dear [REDACTED]:
- Main Body:**
  - Your Missouri Business Registration System account creation request has been received.
  - Please verify your email address by following the link below.
  - [REDACTED LINK]
  - We find the best results are achieved when using Google Chrome. If Chrome is not your default browser, copy and paste the link into a session of Chrome.
- Closing:** Thank you, Business Services Division, Office of the Missouri Secretary of State
- Disclaimer:** If you are not an intended recipient of this e-mail transmission, please notify the Missouri Secretary of State's Office at [corporations@sos.mo.gov](mailto:corporations@sos.mo.gov) and permanently delete any record of this transmission. Your cooperation is appreciated.
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