



Missouri Secretary of State  
**Business Services**

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# **FILING A DOCUMENT**

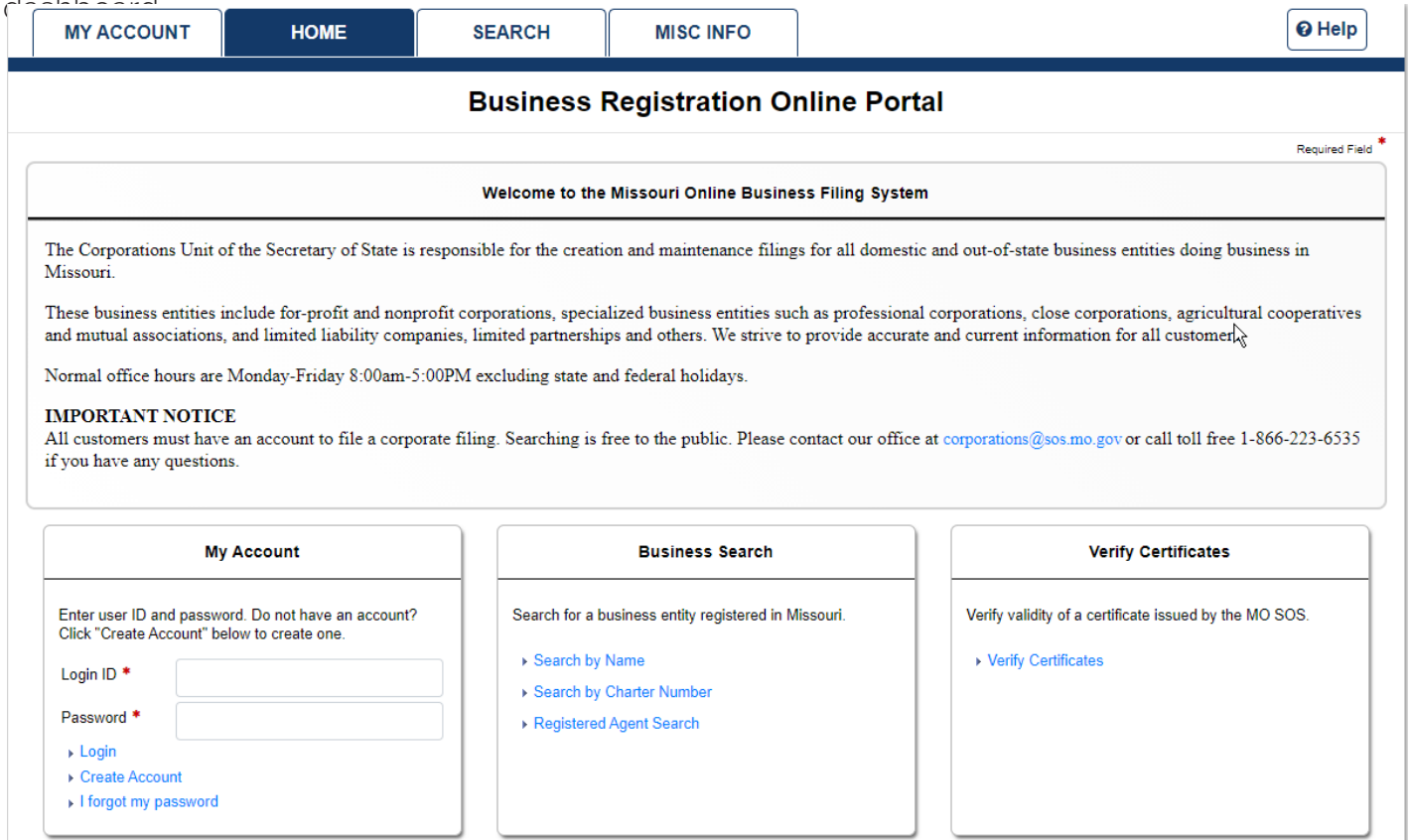
A STEP-BY-STEP GUIDE TO USING THE  
SECRETARY OF STATE'S ONLINE  
BUSINESS FILING SYSTEM

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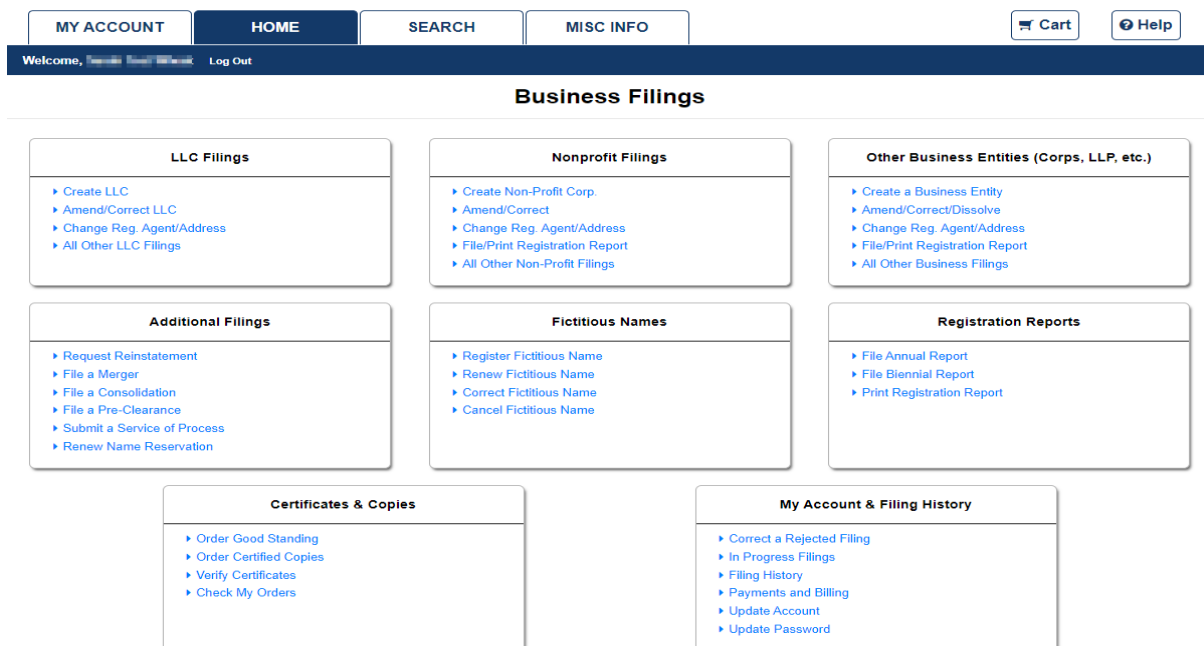


Missouri Secretary of State

The homepage for the business services online filing system is pictured below. This is where the user will log into the system to submit a filing. In the lower left corner, enter required login ID and password, and select the option to login. Once logged in, the user will be taken to their dashboard.



In the image below, the user will see all filings that are available online. Select the filing that they wish to complete.



The example below is for the Registration of a Fictitious Name. All items with an asterisk (\*) are required to be completed. The buttons at the bottom will navigate you through the process and the green bar at the top details where the user is at in the process.

### BUSINESS NAME TO BE REGISTERED

Required Field \*

FICTITIOUS NAME
ADDRESS
OWNERS
REVIEW FILING
SIGNATURE(S)
SHOPPING CART

This information is for the use of the public and gives no protection to the name being registered. There is no provision in this Chapter to keep another person or business entity from adopting and using the same name. The fictitious name registration expires 5 years from the filing date. (Chapter 417, RSMo)

A fictitious registration cannot be filed electronically if any of the following (with or without punctuation) is in the business name: Bank, Banking Trust, Trust Company, Trust Co, Trust Comp, Insurance Company, Insurance Co, Insurance Comp

If you want to use one of these designations in the name, you must submit a paper filing to the Secretary of State's Office, where the name may be reviewed.

The undersigned is doing business under the following name:

Name \*

PREVIOUS:  
NEW FILING

NEXT:  
ADDRESS

When finishing the process, the user will choose to "Shopping Cart". If any required information is missing, they will receive an error.

The undersigned believes the statements presented in this filing are true and correct to the best of their knowledge and belief, they understand that they are subject to the penalties provided under section 575.040 RSMo. for making a false declaration under Section 575.060 RSMo

PREVIOUS:  
REVIEW FILING

NEXT:  
SHOPPING CART

Once all required information is entered and the user chooses to add the filing to the shopping cart, there will be an option to "Payment", "Order Copies/Certificates" or to "Add Another Filing".

### Shopping Cart

Required Field \*

SHOPPING CART
PAYMENT
CORRESPONDENCE

+  
ADD ANOTHER FILING

+  
ORDER COPIES/  
CERTIFICATES

**Shopping Cart**

Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount	Total Due
<div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-bottom: 2px;">Modify</div> <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-bottom: 2px;">Remove from Cart</div> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Delete</div>	1	Application for Fictitious Name Registration		1	Fictitious Name Registration (D) \$7.00	\$7.00
<b>Total Items</b>		<b>1</b>			<b>Total Due:</b>	<b>\$7.00 plus convenience fee*</b>

A small convenience fee will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

NEXT:  
PAYMENT

Selecting "Payment" continues to the process of payment. The user will select Credit Card or Electronic Check to complete the transaction, and then select "Payment The user will fill out payment information. Once completed, the user will be taken to the order summary where they can print/view the receipt.

### ORDER SUMMARY

<div style="border: 2px solid green; padding: 5px; display: inline-block;"> <p style="margin: 0;">VIEW/PRINT ORDER SUMMARY</p> </div>	<p>Filer <a href="#">[Redacted]</a>  <a href="#">[Redacted]</a>  <a href="#">[Redacted]</a></p>	<p>Amount Paid <b>\$8.25</b>                  Payment Method <b>Credit Card</b>                  Payment Authorization <a href="#">[Redacted]</a></p>
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**Order Items**

Actions	Queue Item No	Description	Regarding Entity	Fee	Status
View Details	[Redacted]	Application for Fictitious Name Registration	[Redacted]	\$7.00	Accepted
		Convenience Fee		\$1.25	

Convenience fees are not assessed, collected or retained by the state.