



Missouri Secretary of State
Business Services

FILING AN ANNUAL OR BIENNIAL REGISTRATION REPORT

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

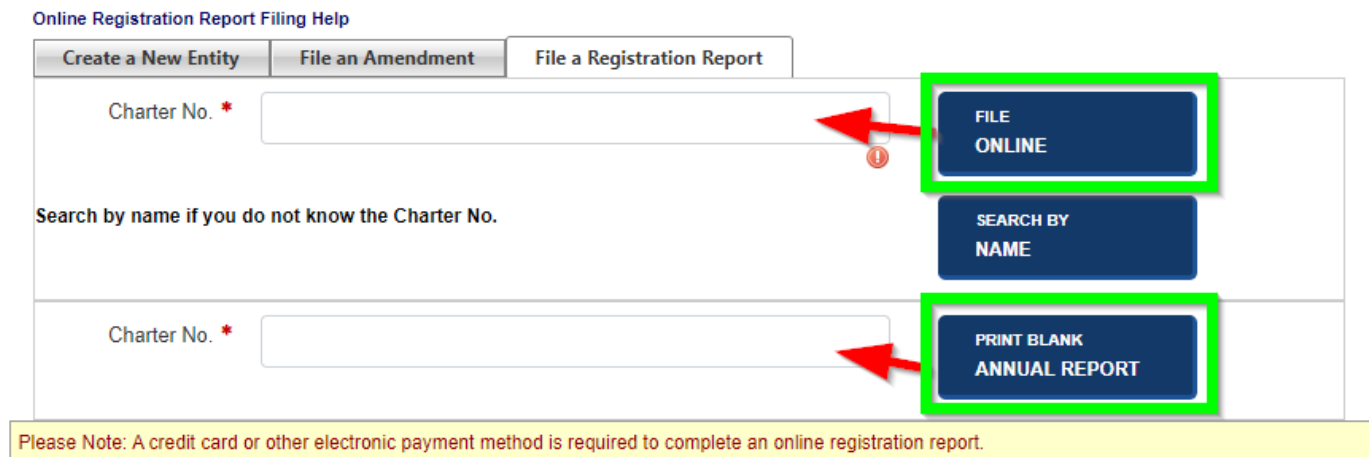


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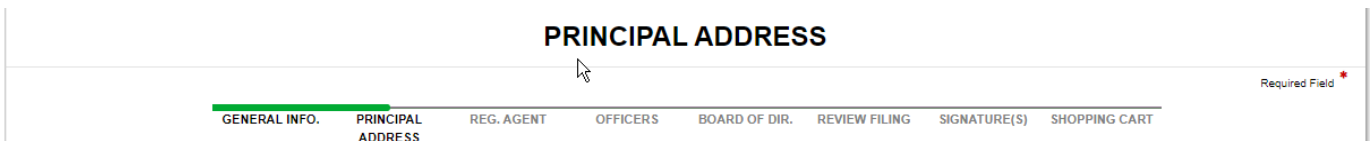
Log into the Business Services Online Portal and make a selection for your filing. Annual/Biennial registration reports are located under Registration Reports, shown below.



The next page will provide the user with the option to file online or print a blank form. For both options a Charter No. needs to be provided.



Once "File Online" has been selected, the user will be taken to the entity profile where they will select the blue button for "Reg Report". The image below shows the progress bar of the filing. All items with an asterisk are required to be completed.



Once 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

Shopping Cart

Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount	Total Due
<input type="button" value="Modify"/> <input type="button" value="Remove from Cart"/> <input type="button" value="Delete"/>	1	Application for Fictitious Name Registration		1	Fictitious Name Registration (D) \$7.00	\$7.00
Total Items		1	Total Due:		\$7.00 plus convenience fee*	

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](#).

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

VIEW/PRINT ORDER SUMMARY

Filer: [\[Dropdown\]](#)

Amount Paid: **\$8.25**

Payment Method: **Credit Card**

Payment Authorization: [\[Dropdown\]](#)

Actions	Queue Item No	Description	Regarding Entity	Fee	Status
<input type="button" value="View Details"/>		Application for Fictitious Name Registration		\$7.00	Accepted
		Convenience Fee		\$1.25	

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