

A Guide to Filing Annual Reports Online

May 3, 2004

North Carolina Department of the
Secretary of State
Corporations Division

This guide applies to business corporations, limited liability companies and limited liability partnerships that file Annual Reports online.

Users will access the online filing application on the web at

www.sosnc.com or

<http://www.secstate.state.nc.us/> or

<http://www.secretary.state.nc.us/corporations/>

Examples of these pages follow.



This website is provided to the public as a part of the Secretary of State's e-Services system.



North Carolina Department of the Secretary of State



ADVANCE
HEALTH CARE
DIRECTIVE
REGISTRY

MISSION STATEMENT: To serve and protect citizens, the business community and governmental agencies by facilitating business activities, by providing accurate and timely information and by preserving documents and records.



Check Before You Write Over
Investment Securities
Charitable Solicitations



Hanes F. Marshall
Secretary of State

AN ALERT TO INVESTORS IN NORTH CAROLINA!

[Click here to file Annual Reports ONLINE](#) [Click here to file UCC Documents ONLINE](#)



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Quick Links

Files that are provided by the symbol are in PDF format. You must download and install the Adobe Acrobat Reader to view these files. Click on the icon below to download the Reader.

[Get Acrobat](#)

NC Constitution	Notary Database
Download Corporate Forms	NC Record Database
Map to Secretary of State Offices	NC Public Utilities Information
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Secretary of State Disclaimer

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Please send comments, suggestions, and requests to:
Department of the Secretary of State
P.O. Box 26422
Raleigh, NC 27626-0622
[Email the Webmaster](#)

Last updated: Mar 2, 2004



Elaine F. Marshall
Secretary

North Carolina

DEPARTMENT OF THE
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PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

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Telephone: **919-807-2225**

Fax: 919-807-2039

Corporations Division
PO Box 29622
Raleigh, NC 27626-0622

Corporations Administrator: Charlene Dawkins

The Corporations Division is responsible for the examination, custody and maintenance of the legal documents filed by more than 400,000 corporations, limited partnerships and limited liability companies. The duty of the Secretary of State is to ensure uniform compliance with the statutes governing the creation of these entities, record the information required to be kept as a public record, and provide that information to the public. The Corporations Division acts in an **administrative capacity only and cannot give legal advice.**



Click here to file Annual Reports ONLINE

Search... by Corporation Name, or for New Corporations, or by Registered Agent	Guidelines to Incorporating: Business Corporation Nonprofit Corporation Limited Liability Company (LLC)
Print Corporation Forms: Business Corporations Business Entity Forms Nonprofit Corporations Limited Liability Companies (LLC) Limited Partnerships Limited Liability Partnerships Annual Report Forms Professional Corporations Professional LLCs	Fee Schedules: Business Corporations Nonprofit Corporations LLCs & Partnerships Expedited Fees When placing orders via our web site the <u>Electronic Transaction Fee</u> is based upon the amount of the total order. The Secretary of State collects one dollar (\$1.00) a page for copying or comparing a copy to the original; and fifteen dollars (\$15.00) for the certificate. There will also be a charge of ten dollars (\$10.00) for an electronic certificate. Please make your check payable to N.C. Secretary of State.


For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#).

For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#)

[Click here for help downloading forms.](#)

“Click here to file Annual Reports ONLINE” appears in red on both pages. When you click on the text, you will see the following screen.

File Edit View Favorites Tools Help



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Online Annual Report Editor

To access an Annual Report search for your Business Entity Name below:

→ **Search by NAME**

Or enter your Profile Id number below:

→ Profile Id:

(Please note that this number is not the same as a SOS Id.)

Note: You must search for your entity name on the following page to access a blank Annual Report.

Helpful Links/Tips

- [Online Annual Report Filing Instructions](#)
- [Online Annual Report FAQs](#)
- [Where are Business Corporations supposed to file their Annual Reports?](#)

You have the option to find the business entity by clicking **Search by Name**

OR

entering the business entity's Profile ID number and clicking "Submit".

If the business entity's Profile ID is entered, a screen similar to this one will appear.

The screenshot shows the North Carolina Department of the Secretary of State website. At the top left is the state seal. To its right is the name "Elaine F. Marshall Secretary" and the department name "DEPARTMENT OF THE SECRETARY OF STATE" in large blue letters. Below the department name is the address "PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000".

On the left side, there is a navigation menu with the following sections:

- Corporations**
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The main content area is titled "Annual Report Filings Due. To be current, you must file all the reports on this list." Below this is a link "When is my annual report due?".

There is a box titled "Select the Annual Report you wish to file" containing a radio button and the text "2004 Annual Report".

Below this is the section "Amended Annual Report Filings" with the text "No annual report to amend." and a "File Report" button.

A green note states: "** After selecting the report you wish to file and clicking on 'File Report', it will take a few minutes for the report to load."

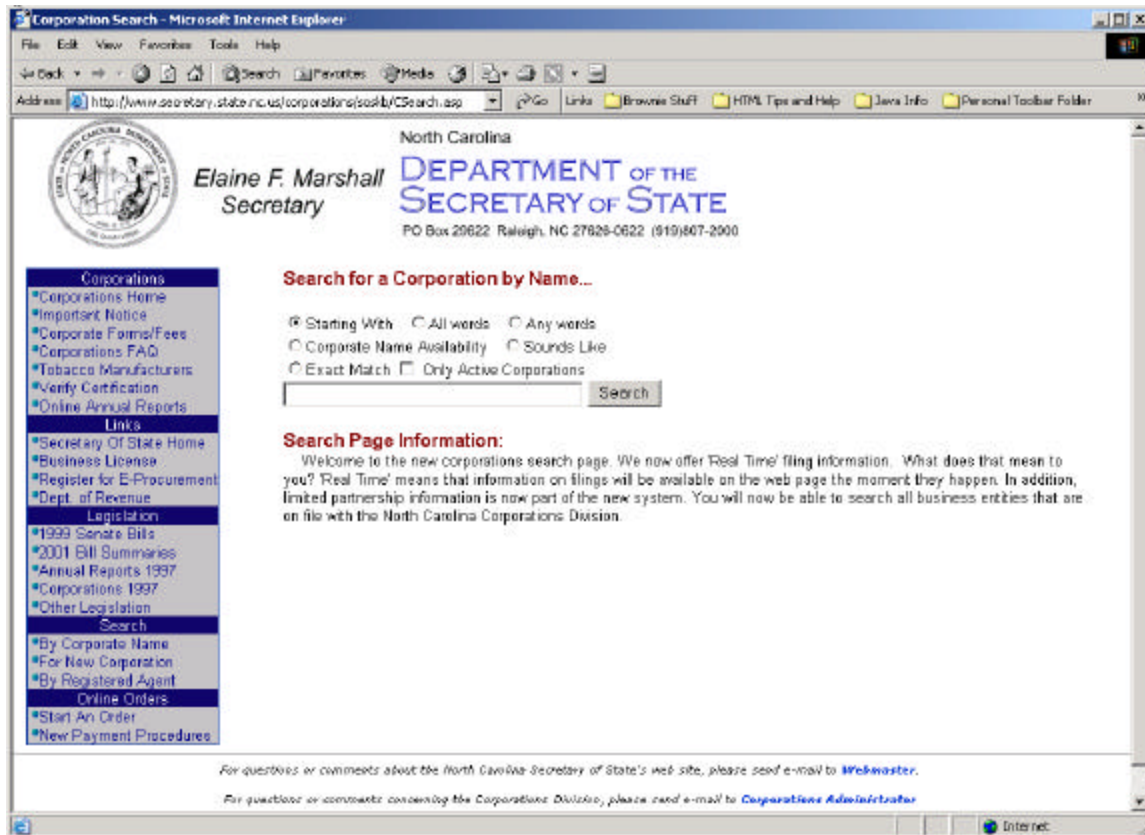
The next section is "E-Filed Annual Reports" with three links, each preceded by a PDF icon:

- 1995 Annual Report
- 1996 Annual Report
- 1997 Annual Report


Below these links is a link "Click here for help downloading forms."

At the bottom, there is a note: "Print a prepopulated Annual Report Form Please note: We no longer provide a completely blank Annual Report Form for Business Corporations or Limited Liability Companies. The forms that are now available are prepopulated with the information that is currently on file with the Corporations Division."

If the **Search by Name** feature is clicked, the following screen will appear.



Type in the name, or part of the name, of the entity for which you wish to file an Annual Report.



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Search for a Corporation by Name...

☒ Starting With ☐ All words ☐ Any words
☐ Corporate Name Availability ☐ Sounds Like
☐ Exact Match ☐ Only Active Corporations

Search Page Information:

Welcome to the new corporations search page. We now offer 'Real Time' filing information. What does that mean to you? 'Real Time' means that information on filings will be available on the web page the moment they happen. In addition, limited partnership information is now part of the new system. You will now be able to search all business entities that are on file with the North Carolina Corporations Division.


For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#).

For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#)

[Click here for help downloading forms.](#)

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After clicking “Search”, a screen similar to the following will appear. Select the entity you wish to file an Annual Report for by clicking on the name of the entity.



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Search Type: Starting With

Search Date: 4/2/2004

Search Criteria: rollins a

Search Time: 12.26

	Entity Name	Type	Status	Formed
NC	Rollins Auto Sales of Alleghany, LLC	LLC	Current-Active	6/29/2000
NC	ROLLINS AUTO SALES, INC.	BUS	Multiple	9/12/1995

Records Returned 1 to 2

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[Click here for help downloading forms.](#)

A screen similar to the following will appear. At this time, you can either print a pre-populated Annual Report and mail it in with payment, or, you can file an Annual Report online by clicking the [File an Annual Report](#) option.



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Date: 4/2/2004

Click here to:

[View Document Filings](#) |

[Print a pre-populated Annual Report Form](#) | [File an Annual Report](#) |

Corporation Names

Name	Name Type
NC Rollins Auto Sales of Alleghany, LLC	Legal

Limited Liability Company Information

SOSID:	0555672
Status:	Current-Active
Date Formed:	6/29/2000
Citizenship:	Domestic
State of Inc.:	NC
Duration:	1/1/2100

Registered Agent

Agent Name:	Rollins, John M
Registered Office Address:	1083 S. Main Street Sparta NC 28675
Registered Mailing Address:	P. O. Box 591 Sparta NC 28675
Principal Office Address:	1083 S. Main Street Sparta NC 28675
Principal Mailing Address:	No Address

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[Click here for help downloading forms.](#)

If you click on [File an Annual Report](#), a screen similar to this will appear. Click the “File Report” button.



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Annual Report Filings Due. **To be current, you must file all the reports on this list.**

When is my annual report due?

Select the Annual Report you wish to file

☐ 2004 Annual Report

Amended Annual Report Filings

No annual report to amend.

[File Report](#)

E-Filed Annual Reports

No Electronically Filed Reports.


Print a prepopulated Annual Report Form Please note: We no longer provide a completely blank Annual Report Form for Business Corporations or Limited Liability Companies. The forms that are now available are prepopulated with the information that is currently on file with the Corporations Division.

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****Press Save when you are done or your data will not properly post.
Enter the information on all four tabs then click on the "Submit Report" button on the "Officers/Managers" tab to submit the report.**

Please note that this web page is not considered a valid Annual Report. You must click on the "Submit Report" button on the "Officers/Managers" tab to submit the report.

General Information

1. General Information 2. Registered Agent 3. Principal Office 4. Officers/Managers

1a. Name of Business Corporation
A & B Carpets, Inc.

1b. Fiscal Year Ending (mm/yyyy)
12 / 2003

1c. State of Incorporation
NC

1d. Secretary of State Corporate Id Number
0023660

1e. Federal Employer Id Number
561258764

1f. Briefly Describe The Nature of Business


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[Click here for help downloading forms.](#)

The General Information tab will appear first. This is the first of four tabs that contain information about your business. Review and update any information as necessary. You will then submit in the form of an Annual Report.

It is very important to remember when adding or editing data under any of the four tabs, that the "Save" button be clicked **PRIOR** to selecting another tab, otherwise, the edited data will **NOT** be saved.



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**Press Save when you are done or your data will not properly post. Enter the information on all four tabs then click on the "Submit Report" button on the "Officers/Managers" tab to submit the report.

Please note that this web page is not considered a valid Annual Report. You must click on the "Submit Report" button on the "Officers/Managers" tab to submit the report.

Registered Agent Information

1. General Information
2. Registered Agent
3. Principal Office
4. Officers/Managers

2a. Commercial Name

OR

Prefix	First	Middle	Last	Suffix
	JOHN	M	ROLLINS	

2b. Registered Office Street Address (Cannot be a P.O. Box)

1083 S. Main Street

City	State	Zip	County
Sparta	NC	28675	Alleghany


2c. Registered Mailing Address

P. O. Box 591

City	State	Zip
Sparta	NC	28675

Save
Next

The second tab is Registered Agent information. Changing any information in this tab will require that the report be printed and mailed to the Secretary of State's office. For example, adding the middle initial of the registered agent when it did not exist before is considered a change. You will receive a pop-up message that the Registered Agent has changed, please print the report, have the Registered Agent sign it, and mail it in.



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**Press Save when you are done or your data will not properly post. Enter the information on all four tabs then click on the "Submit Report" button on the "Officers/Managers" tab to submit the report.

Please note that this web page is not considered a valid Annual Report. You must click on the "Submit Report" button on the "Officers/Managers" tab to submit the report.

Principal Office Information

1. General Information
2. Registered Agent
3. Principal Office
4. Officers/Managers

3a. Phone (Including Area code)

(336) 372-6645

3b. Principal Office Street Address (Cannot be a P.O. Box)

1083 S. Main Street

City

Sparta

State

NC

Zip

28675

3c. Principal Office Mailing Address

City

State

Zip

Save

Next

The third tab is Principal Office information. Update any information necessary.

Remember that the "Save" button must be clicked **prior** to selecting another tab, otherwise, the edited data will **NOT** be saved.

At the fourth tab, the Officers and Managers currently on file with the Secretary of State's office will appear.* Here, you have the option to Add a new officer/manager, Edit data about an existing officer/manager, or Delete an officer/manager.

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Enter the information on all four tabs then click on the "Submit Report" button on the "Officers/Managers" tab to submit the report.

Managers/Members Be sure to add all Managers/Members.

1. General Information 2. Registered Agent 3. Principal Office 4. Officers/Managers

Title	name	Address	City	State	Zip
<input checked="" type="radio"/> Manager	Ron Francis	123 Hurricane Ln.	Raleigh	NC	27612

Add Edit Delete

Submit Report

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For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

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*If this is the first time you are filing an Annual Report online, these fields will be blank and you will have to enter all of the information. Next year, when you file online again, the officer information will already be there for you to edit.

Clicking Add from the previous screen will bring up a blank form to add the new officer information. Remember to click Save after adding each officer. Continue adding officers by clicking the Add button.

The screenshot displays the North Carolina Department of the Secretary of State website. At the top left is the state seal. To its right, the text reads "North Carolina", "Elaine F. Marshall Secretary", and "DEPARTMENT OF THE SECRETARY OF STATE" in large blue letters, followed by the address "PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000".

A left-hand navigation menu contains several categories: "Corporations" (with links to Home, Notice, Fees, FAQ, Manufacturers, Certification, and Reports), "Links" (Secretary Home, License, E-Procurement, Revenue), "Legislation" (1999 Bills, 2001 Summaries, 1997 Reports, Other Legislation), "Search" (By Corporate Name, For New Corporation, By Registered Agent), and "Online Orders" (Start An Order, New Payment Procedures).

The main content area features a red warning: "**Press Save when you are done or your data will not properly post. Enter the information on all four tabs then click on the 'Submit Report' button on the 'Officers/Managers' tab to submit the report." Below this is the "Managers/Members" section with the instruction "Be sure to add all Managers/Members." and four tabs: "1. General Information", "2. Registered Agent", "3. Principal Office", and "4. Officers/Managers".

The "General Information" tab is active, showing fields for: "4a. Manger/Organizer Commercial Name" (a single text box), "OR" (radio button), a name breakdown table with columns "Prefix", "First", "Middle", "Last", and "Suffix", "4b. Title" (with "Manager" entered), "4c. Address" (a large text box), and a row of "City", "State", and "Zip" text boxes. "Save" and "Cancel" buttons are at the bottom of the form.

At the bottom of the page, two lines of text provide contact information: "For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#)." and "For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#)".

When you have finished adding, editing or deleting officers, click the "Submit Report" button. Clicking this button submits the report and begins the payment process. The Annual Report will not be considered filed until this process is complete.



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Managers/Members **Be sure to add all Managers/Members.**

1. General Information

2. Registered Agent

3. Principal Office

4. Officers/Managers

Add

Edit

Delete


Submit Report

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If for any reason the Annual Report is deficient, it will be rejected. A screen similar to the one below will appear, along the reason(s) for the rejection.



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**This report would be rejected for the following reasons.
Go back and review your entries.**

Rejected: No Nature of Business Entered.

Rejected: Principal Office Phone Number Not Entered.

Rejected: The Principal Office Phone Number must be at least 10 digits.

Rejected: Principal Office Street Address Not Entered Or Incomplete.

Rejected: No Officers Listed.

[Back to Report Info](#)

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These errors must be corrected and the Annual Report re-submitted. Use the "Back to Report Info" button to return to the screen that requires additions or changes.

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The following is an example of the screen that will be appear when there are no errors on the Annual Report.



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- Privacy Policy
- Verify Certification
- Logout

Your report passed the verification without any errors.

Annual Report Information Entered - Review this information. After you checkout, you will NOT be able to edit the report. Click on the "Back to Report Info" button to edit the report information now.

Name of Limited Liability Company	1st Carolina Holdings, LLC
Fiscal Year Ending	12/31/2003
State of Incorporation	NC
Secretary of State L.L.C Number	0594679
Federal Employer Id Number	56-2224671
Nature of Business	Real Estate Development
Registered Agent	Raddiff, Connell L
Registered Office Street Address	523 Keisler Dr, Suite 202 Cary, NC 27511 County: Wake
Registered Office Mailing Address	523 Keisler Dr, Suite 202 Cary, NC 27511
Principal Office Telephone Number	(919) 657-5006
Principal Office Street Address	523 Keisler Dr, Suite 202 Cary, NC 27511
Principal Office Mailing Address	523 Keisler Drive, Suite 202 Cary, NC 27511
Managers/Members - Be sure all Managers/Members are listed.	Name: Mr. Connell L. Raddiff Title: Manager 523 Keisler Drive, Suite 202 Cary, NC 27511

Back to Report Info
Continue

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For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

[Click here for help downloading forms.](#)

After reviewing the Annual Report, click on the "Continue" button to begin the payment process. Click on "Back to Report Info" to make any corrections. You will NOT be able to make corrections after you checkout unless you file an amendment. There is a \$10 charge for an amendment plus a \$2 electronic transaction fee if the amendment is filed online.

The following is the screen displayed during the payment process.

The screenshot shows the 'Annual Report Filing Options' page of the North Carolina Secretary of State's website. The page header includes the Secretary of State's name, 'SECRETARY of STATE', and contact information: 'PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000'. A left sidebar contains navigation links for Corporations, Links, Legislation, Search, and Online Orders. The main content area is titled 'Annual Report Filing Options' and explains that there are two options for filing a report. Option 1 is filing online with an electronic check or credit card, with a filing fee of \$200.00 plus a \$5.00 electronic transaction fee. It instructs users to click on the name of the officer, manager, or partner filing the report in the Name box, select the payment method, and click the 'Continue' button. A note states that entering the name in the name box constitutes a signature and certifies that the Annual Report information submitted is accurate and current. Option 2 is printing the report and mailing it to the Secretary of State's Office along with a check for the filing fee of \$200.00. It instructs users to enter their email address in the box and click the 'Mail' button to view and print out the Annual Report. At the bottom, there is a '<< Back to Report Info' button.

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SECRETARY of STATE
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Annual Report Filing Options

There are two options for filing your report:

1. File the report online with an Electronic Check or Credit Card. The Filing fee is \$200.00 plus a \$5.00 Electronic Transaction Fee.

To continue, click on the name of the officer, manager, or partner filing out the report in the Name box, select the payment method, and click the "Continue" button to continue. Entering your name in the name box constitutes a signature and certifies that the Annual Report information submitted is accurate and current.

If you are going to use the shopping cart feature, please select the "Add to Cart" option in the payment type options. Then click "Continue" to proceed to the login screen for the shopping cart. If you do not already have a userid and password, you may create one during the next step.

Name: Mr. Ron Francis | Email: | Payment Type: Credit Card | **Continue**

OR

2. Print out the report and mail it to the Secretary of State's Office along with a check for the filing fee of \$200.00. Make sure to sign the report where indicated.

For this option, enter your email address in the box and click on the "Mail" button to view and print out the Annual Report.

Email: | **Mail**

<< Back to Report Info

The names of the officers, managers or partners will appear in a drop down box the Name field. Choose the name of the person that is signing the report. The name in the name box constitutes a signature, and certifies that the Annual Report information being submitted is accurate and current.

The payment method can be selected by clicking the Payment Type field. Your options are Credit Card (Visa or MasterCard), or ACH (Automated Clearing House).

If using the shopping cart feature, select the "Add to Cart" option in the payment type field. Then click "Continue". A screen similar to the following will appear.

NOTE: The shopping cart feature is only available to users that have an account set up with the Secretary of State. Please see the next page for more information on setting up an account.

You have selected the “Add to Cart” option in the payment type field on the previous screen. The page below appears.

The screenshot shows the official website of the North Carolina Department of the Secretary of State. At the top left is the state seal. To its right, the name "Elaine F. Marshall Secretary" is displayed. Further right, the department's name "North Carolina DEPARTMENT OF THE SECRETARY OF STATE" is shown, along with its address: "PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000".

On the left side, there is a vertical navigation menu with the following categories and links:

- Corporations**
 - Corporations Home
 - Important Notice
 - Corporate Forms/Fees
 - Corporations FAQ
 - Tobacco Manufacturers
 - Verify Certification
 - Online Annual Reports
- Links**
 - Secretary Of State Home
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The main content area is titled "Date: 3/19/2004" and "Please Enter your Logon ID and Password". It contains a login form with fields for "User Name:" and "Password:", a "Login" button, and links for "Privacy Statement" and "Forgot your password?".

Below the login form, a section titled "Customers Filing Annual Reports/Corporate Documents Online:" provides information about online filing. It states: "The NC Department of the Secretary of State now offers the ability to file Annual Reports online via a shopping cart. In order to use this new feature, an online account must be created. [Click here to create a new account.](#)"

It also includes a note: "If you are having trouble setting up your account, [click here to learn how to set up an online account.](#) Alternatively, you may call the Corporations Division at (919)807-2225."

At the bottom of the page, there are two lines of text for contact information:

For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#).

For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

A final link at the bottom reads: [Click here for help downloading forms.](#)

Enter your User Name and Password at this time. If you do not have a User Name and Password, you must create one in order to use the shopping cart feature. Click on the sentence “Click here to create a new account”. The following screens will appear.



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Secretary

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Enter Your New Account Information

Commercial Name:

- OR -

First Name:

Middle:

Last Name:

Suffix:

Note: Name changes must be made via telephone.

Street Address:

*Required

City:

State:

Zip:

*Required

Phone:

() -

*Required

Fax:

() -

*Required

Email Addresses [\(click here for Email Definitions\)](#)

EMail:

*Required

Notification:

Billing:

ACH Account Information

This section is optional. Please complete the section below only if you plan to use an ACH account to pay for documents online. Otherwise, credit card payments are accepted.

PLEASE PRINT THIS SCREEN AND RETAIN FOR YOUR RECORDS

By completing the fields labeled "Account Routing" and "Account Number" and clicking on the "Enable ACH" box, I certify the following:

1. That I am authorized to debit this account;
2. That I authorize the Department of the Secretary of State to initiate debit entries to my account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to debit the same to such account for payment;
3. That I understand that this authorization shall remain in full force and effect until such time as I revoke it and the Department of the Secretary of State and FINANCIAL INSTITUTION have a reasonable opportunity to act on it;
4. That I may revoke this authorization by updating my account information and clicking on the "Disable ACH" box on this page;
5. That the method of revocation of authorization may only be accomplished by the method outlined in #4 herein;
6. That I acknowledge that the origination of ACH transactions to my account must comply with provision of U.S. law.

Account Routing:

Account Number:

Enter your new User ID Here

Once you click on the "Continue" button below, you will be prompted to log-in to complete your account setup.

User ID:

Enter a new password:

Verify your new password:

For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#).

For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

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Enter all of the required data fields on the previous page.

A description of the email fields follows:

E-mail – The primary e-mail address for contacting an entity. If no other e-mail addresses are specified then all document notifications and invoices will be e-mailed to this address when they are available for download.

Notification E-mail - If supplied, then all document notifications will be e-mailed to this address when they are available for download.


Billing E-mail - If supplied, then all invoice images will be e-mailed to this address when they are available.

When entering ACH Account information, the Account Routing and Account Numbers assigned by financial institutions to checking or savings accounts are the ONLY numbers that should be entered in these fields.

DO NOT enter credit card numbers in the Account Routing or the Account Number fields. For security purposes, credit card information is not stored and is only collected at the time of checkout.

After entering the Account Routing and Account Numbers, click on the “Enable ACH” button. After creating a User Name and Password chosen by you, click the “Continue” button.

A screen similar to the following will be displayed if ACH was **NOT** enabled. Notice that the fields with ACH information are NOT populated. To enable ACH these fields must be populated.



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Commercial Name: Test for OnLine Guide
Street Address: 1 Test Street
City State Zip: Test City, NC 12345
Phone: (919) 111-2222
Email: test@sonc.com
Notification Email: testn@sonc.com
Billing Email: testb@sonc.com
ACH Routing Number:
ACH Account Number:


Continue >>

For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#).

For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

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A screen similar to the following will be displayed if ACH was enabled. Notice that the fields with ACH information are populated. This only confirms that information was keyed into these fields. It does **NOT** verify that this information is correct. These numbers will be verified when the bank receives notification of the ACH transaction. If the numbers are incorrect, the Cash Management Office within the Department of the Secretary of State will contact the person filing the Annual Report.



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Commercial Name: Test for OnLine Guide

Street Address: 1 Test Street

City State Zip: Test City, NC 12345

Phone: (919) 111-2222

Email: test@sonc.com

Notification Email: testn@sonc.com

Billing Email: testb@sonc.com

ACH Routing Number: 123456789

ACH Account Number: 098765432

[Continue >>](#)

For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#).

For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

[Click here for help downloading forms.](#)

Clicking the “Continue” button below the account information or “Start An Order” from the gray navigation bar to the left, will display the screen on the next page.

Additional Annual Reports can be filed or orders placed at this point by entering the name of the next business entity.

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Search for a Corporation by Name...

☒ Starting With ☐ All words ☐ Any words
☐ Corporate Name Availability ☐ Sounds Like
☐ Exact Match ☐ Only Active Corporations

Search Page Information:

Welcome to the new corporations search page. We now offer 'Real Time' filing information. What does that mean to you? Real Time means that information on filings will be available on the web page the moment they happen. In addition, limited partnership information is now part of the new system. You will now be able to search all business entities that are on file with the North Carolina Corporations Division.


For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#).

For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

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By using the links in the gray menu bar to the left a variety of other options are available. For example,

Clicking on "Shopping Cart" displays this page.



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PO Box 29622 Raleigh, NC 27626-0822 (919)807-2000

Date: 3/19/2004

Current Shopping Cart

Delete	Item Description	Qty.	Each	Ex.Price	Delivery	Reference
<input type="checkbox"/>	Corp Fees - 2003 Annual Report for BE MY GUEST, INC.	1	\$20.00	\$20.00	Online	
<input type="checkbox"/>	Corp Fees - 2003 Annual Report for BE MY GUEST, INC.	1	\$20.00	\$20.00	Online	
		Total	\$40.00	Qty 2		

Delete Marked Items

Refresh Extended Prices

Return to My Annual Reports

Order More Documents

Check Out

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In the example, the 2003 Annual Report has been filed twice. This, of course, is a mistake. Click on the button in the delete column to flag the item for deletion. If the item is accidentally marked for deletion, clicking on it again it will remove the flag. When the "Delete Marked Items" button is clicked, any items marked for deletion will be deleted, and an updated Current Shopping Cart will then be displayed.

If you are ready to pay for the Annual Reports and/or Orders, click on the “Check Out “ button.



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Date: 3/19/2004

Current Shopping Cart

Delete	Item Description	Qty.	Each	Ex.Price	Delivery	Reference
<input type="checkbox"/>	Corp Fees - 2003 Annual Report for	1	\$20.00	\$20.00	Online	
<input type="checkbox"/>	Corp Fees - 2003 Annual Report for	1	\$20.00	\$20.00	Online	
Total				\$40.00	Qty 2	

Delete Marked Items

Refresh Extended Prices

Return to My Annual Reports

Order More Documents


Check Out

For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#).

For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

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The page below will appear. Select the method of payment, ACH or Credit Card, and click the "Complete Checkout" button. If the "Go Back to Cart" button is clicked, the previous page will be displayed.



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Date: 3/19/2004

Current Shopping Cart

Item Description	Qty.	Each	Ex.Price	Delivery	Reference
Corp Fees of 2003 Annual Report for	1	\$20.00	\$20.00	Online	
Electronic Transaction Fee	1	\$2.00	\$2.00		
Total			\$22.00	Qty 1	

Purchaser:

Payment Type:

Go Back To Cart
Complete Checkout

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For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

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NOTE: The example on the previous page reflects the \$20.00 cost of a Business Corporation Annual Report, and a \$2.00 charge for the Electronic Fee. The Electronic Fee a fixed fee based on charges of \$50.00 and under.

An LLC Annual Report would reflect a cost of \$200.00 with a \$5.00 charge for the Electronic Fee. It is also a fixed fee but it is based on charges of \$200.00 and under.

Please refer to the table below for additional fixed fee information.

Transaction Value From	Transaction Value To	Electronic Payment Fee
\$0.00	\$50.00	\$2.00
\$50.01	\$100.00	\$3.00
\$100.01	\$150.00	\$4.00
\$150.01	\$200.00	\$5.00
\$200.01	\$250.00	\$6.00
\$250.01	\$300.00	\$7.00
\$300.01	\$350.00	\$8.00
\$350.01	\$400.00	\$9.00
\$400.01	\$450.00	\$10.00
\$450.01	\$500.00	\$11.00
\$500.01	Over	3.5% of Transaction

If the payment type is by credit card, the page below will appear. Enter the required information and click the “Continue” button.



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ACCOUNT INFORMATION

NAME ON ACCOUNT
Order Sample

ADDRESS
Please don't mail this

CITY
Raleigh

STATE
NC

POSTAL CODE
27613

PHONE
(919) 807 - 9192

EMAIL
jmcintosh@dosnc.com

CARD TYPE
Visa

CARD NUMBER

EXPIRATION(MM/YY)

Continue >>

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For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

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After clicking the “Continue” button, (or the “Complete Check Out” button on the previous page if paying by ACH), the following page will appear.

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You must click on the "I AGREE to the terms of the agreement" button in order to complete the payment transaction.

	<p>North Carolina Elaine F. Marshall Secretary</p> <p>DEPARTMENT OF THE SECRETARY OF STATE PO Box 25622 Raleigh, NC 27626-0622 (919)807-2000</p>
<ul style="list-style-type: none">Corporations<ul style="list-style-type: none">Corporations HomeImportant NoticeCorporate Forms/FeesCorporations FAQTobacco ManufacturersVerify CertificationOnline Annual ReportsLinks<ul style="list-style-type: none">Secretary Of State HomeBusiness LicenseRegister for E-ProcurementDept. of RevenueLegislation<ul style="list-style-type: none">1999 Senate Bills2001 Bill SummariesAnnual Reports 1997Corporations 1997Other LegislationSearch<ul style="list-style-type: none">By Corporate NameFor New CorporationBy Registered AgentOnline Orders<ul style="list-style-type: none">Start An OrderNew Payment ProceduresShopping CartManage My RepsCheck My OrdersMaintain My ProfileSecurity PolicyPrivacy PolicyVerify CertificationLogout	<p>Date: 3/19/2004 Agreement to Pay for "Online Order"</p> <p>BY COMPLETING UNIFORM COMMERCIAL CODE FILING(S) OR CORPORATIONS DOCUMENTS ONLINE FROM THE SECRETARY OF STATE WEB SITE, I AUTHORIZE THE SECRETARY OF STATE TO DEBIT MY PRE-ESTABLISHED ACH (AUTOMATIC CLEARING HOUSE) BANK ACCOUNT FOR THE TOTAL AMOUNT OF FEES INDICATED ON MY CONFIRMATION NOTICE.</p> <p>A total amount of \$22.00 will be debited from your automated clearing house account.</p> <p><input type="button" value="I AGREE to the terms of this agreement"/> <input type="button" value="I DISAGREE to the terms of this agreement"/></p>
<p><small>For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to Webmaster.</small></p> <p><small>For questions or comments concerning the Corporations Division, please send e-mail to Corporations Administrator.</small></p> <p><small>Click here for help downloading forms.</small></p>	

After agreeing to the terms, the next page will appear.



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Transaction Approved, Cart Complete

Invoice Number: 5712226

[View Orders](#)


For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#).

For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

[Click here for help downloading forms.](#)

The Invoice Number serves as a reference number to the transaction.

If the “View Orders” button is clicked, or the “Check My Orders” button in the gray menu bar to the left is clicked, the following page will appear.



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- *New Payment Procedures
- *Shopping Cart
- *Manage My Reps
- *Check My Orders
- *Maintain My Profile
- *Security Policy
- *Privacy Policy
- *Verify Certification
- *Logout

Sample, Order Refresh

Invoices Last 10 Days
Unpaid Invoices
Paid Invoices 30 Days

Date	Number	Contact	ShipVia	Status	Amount Due
3/19/2004	5712226	Sample, Order	OnLine	Ready	\$0.00

For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#).

For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#).

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The invoice number under the column labeled **Number** is a hyperlink to a particular invoice. Notice the three tabs at the top.

Invoices Last 10 Days

Unpaid Invoices

Paid Invoices 30 Days

Depending on how many days have passed since the Annual Report was filed, you may have to look under the Paid Invoices 30 Days tab to view the invoice.

Clicking on the invoice number will display a page similar to the following.



Elaine F. Marshall
Secretary

North Carolina

DEPARTMENT OF THE
SECRETARY OF STATE

PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

Corporations
Corporations Home
Important Notice
Corporate Forms/Fees
Corporations FAQ
Tobacco Manufacturers
Verify Certification
Online Annual Reports
Links
Secretary Of State Home
Business License
Register for E-Procurement
Dept. of Revenue
Legislation
1999 Senate Bills
2001 Bill Summaries
Annual Reports 1997
Corporations 1997
Other Legislation
Search
By Corporate Name
For New Corporation
By Registered Agent
Online Orders
Start An Order
New Payment Procedures
Shopping Cart
Manage My Reps
Check My Orders
Maintain My Profile
Security Policy
Privacy Policy
Verify Certification
Logout

Refresh

Valid as of 4/2/2004 11:33:24 AM

Order Status of documents on Purchase Order Number: 5940316 *
Dated 4/2/2004 for
Ordered by Sample, Order

Reference	Item#**	Item Description	ShipVia	Status	FileSize
	8577656_1	Cert Copies - Articles of Incorporation for Savings & Loan for Soprano Itu - Business Corporation	OnLine	Ready	1 page

*Click on Purchase Order number to view/print a purchase order for your records.

**Click on Item Number to download and print documents.

[Click here to request status on this order.](#)

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The Orders and/or Annual reports are displayed.

Clicking on the **Item** number will display the actual document filed or ordered.

The **Purchase Order Number** may also be clicked to display a record the items filed or ordered, and the cost of the transaction.

The Annual Report process is complete.