Welcome to the Instructions on How to Register a Company Online

Georgia Secretary of State
Brian P. Kemp

ARCHIVES | CORPORATIONS | ELECTIONS | NEWS ROOM | PROFESSIONAL LICENSING BOARDS | SECURITIES | CAPITOL | search

Secretary of State Brian P. Kemp

About Brian Kemp

Georgia Election Results

View Results for February 5, 2013 Special & Runoff Elections

Secretary of State Online Services

- Search for a Corporation
- Renew Your Corporation Online
- File Your Corporation Online
- Search for a Professional Licensee
- Renew Your Professional License Online
- Submit an Initial License Application Online
- Register to Vote

My Voter Page
MVP — Check your registration status, absentee ballot status, and find your polling location

Cut the Red Tape
Share Your Ideas to Help Georgia Businesses

Zero-Based Budgeting
View the agency's Zero-Based Budget

Elections Advisory Council
Share Your Ideas to Help Strengthen Georgia Elections

Stop Voter Fraud
VOTE — Do Your Part to Help Ensure Secure and Fair Georgia Elections

Latest News

Secretary Kemp Certifies Special Runoff Elections in State Senate District 11 and House District 21

UPDATE: Over 3500 RNs With HOLDS On Their License Renewals Due to Unsubmitted Secure and Verifiable Documents

Secretary Kemp Reminds Georgians of Contractor Licensing Law and Potential Scams Following Recent Severe Weather

Secretary of State Contact Information

If you need assistance with a matter pertaining to the Secretary of State, please contact the appropriate division:

Professional Licensing Boards Division:	(478) 207-2440
Corporations Division:	(404) 656-2817
Elections Division:	(404) 656-2871
Archives Division:	(678) 364-3700
Press Office:	(404) 656-4269

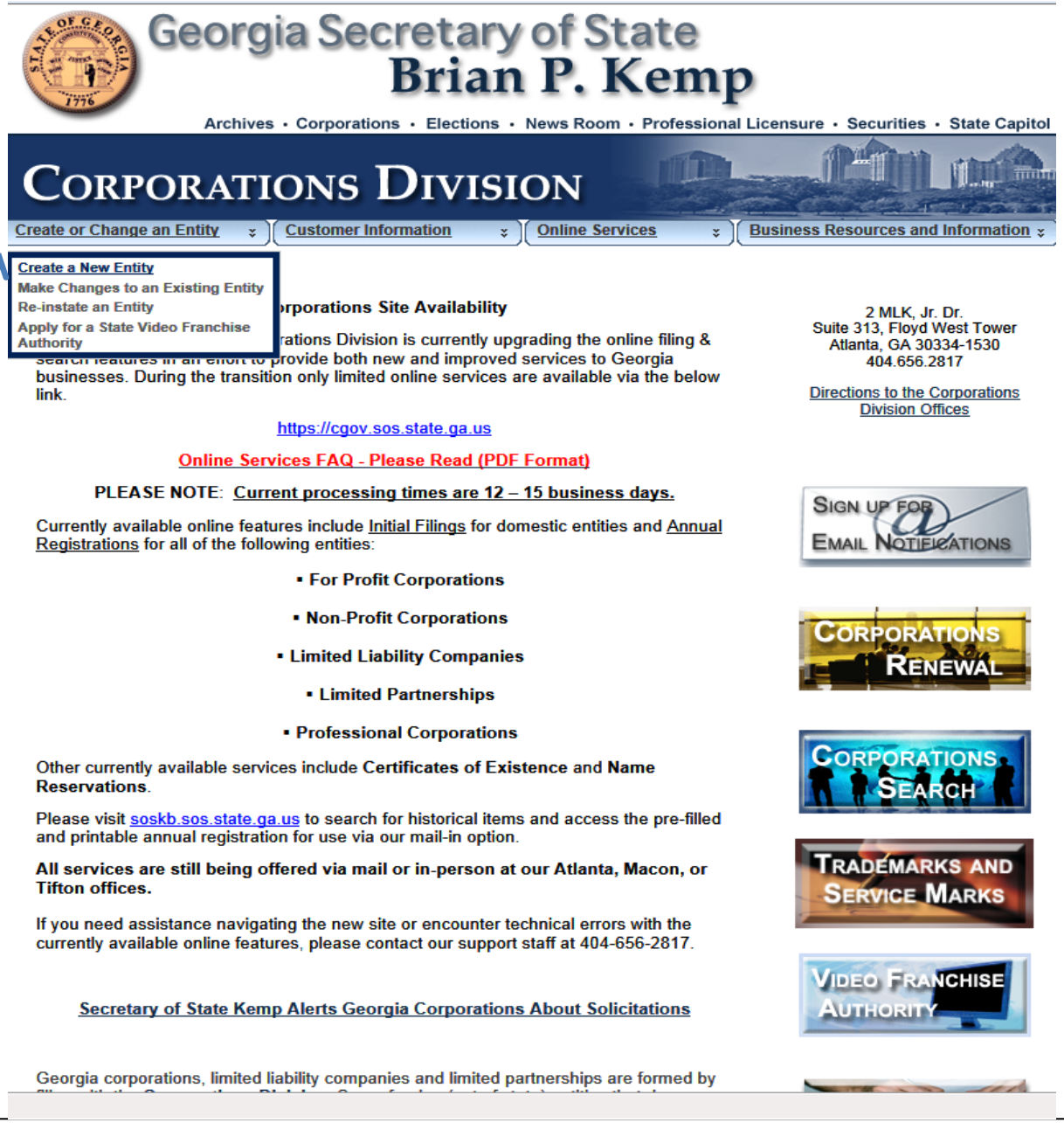
Additional Secretary of State Contact Information

Secretary of State Brian Kemp
214 State Capitol
Atlanta, GA 30334
(404) 656-2881 (Capitol)

Sites of Interest

- Election Results & Statistics
- Employment
- Kennesaw State University Election Center
- Georgia Code
- Proposed Rules
- Great Seal / Document Certification
- Immigration Assistance Services
- National Association of Secretaries of State
- Georgia Voter ID
- Internships
- Georgia Athletic and Entertainment Commission
- First Stop Business Information Center
- Georgia Rules and Regulations
- Frequently Asked Questions
- Additional Sites of Interest
- Secretary of State Ethics Policy (PDF)

On the Georgia Secretary of State home page click on Corporations



On the Corporations page put your cursor over "Create or Change an Entity" and click "Create a New Entity"

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Corporations Division

Forming a New Organization

- Name Reservation - Online Form
- Name Reservation - Mail-in Paper Form
- File Corporation Online
- Which Legal Entity is Right for Your Business?
- How to Incorporate or Form an LLC

Certificate of Authority Information:

- Application for Certificate of Authority (BR236)
- Application for Certificate of Authority for Foreign Limited Liability Company (BR241)
- Application for Certificate of Authority for Foreign Limited Partnership (BR251)
- Application for Certificate of Authority For Foreign Limited Liability Partnership (BR2000)
- Amended Certificate of Authority
- Application for Withdrawal

Home | Contact the Office | Privacy Statement | Georgia.Gov | Search

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Select and click on “File Corporation Online”

http://sos.georgia.gov/corporations/new_entity_notice.htm

Georgia Secretary of State | ...

File Edit View Favorites Tools Help

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Creating a New Entity

IMPORTANT, PLEASE READ!

Welcome to the Corporations Division on-line filing system. Before filing to create a new domestic corporation or limited liability company on-line, you will need the following information:

A new domestic Corporation (Profit, Non-profit, Professional Corporation, Professional Association)

- Name of the corporation or a valid Name Reservation Number
- Name and address of the person filing for the corporation
- A valid email address
- Mailing Address of the Principal Office
- Name and Address of the Registered Agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Name and address of *each* incorporator
- # of Authorized shares
- Any optional provisions you need to add to your Articles of Incorporation
- A valid major Credit Card including the 3-digit security code from the signature panel on back and the expiration date (we accept MC, VISA, AMEX and Discover Cards) or a valid ACH account.

New Filing for a Domestic Limited Liability Company (LLC)

- Name of the LLC or a valid Name Reservation Number
- Name and address of the person filing for the LLC
- A valid email address
- Mailing Address of the Principal Office
- Name and Address of the Registered Agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Name and address of *each* organizer
- Any optional provisions you need to add to your Articles of Organization
- A valid major Credit Card including the 3-digit security code from the signature panel on back and the expiration date (we accept MC, VISA, AMEX and Discover Cards) or a valid ACH account.

Note:
You cannot form a partnership (LP, LLP,LLP) on-line, you must submit the application, appropriate documentation and payment to our office via mail or in –person.
You cannot apply for a Certificate of Authority for a Foreign Corporation on-line; you must submit the application, appropriate documentation and payment to our office via mail or in –person.

Click to Continue

100%

After reviewing the information provided on the this screen, please click the "Click to Continue" button

Log On

Please enter your username and password.

Account Information

Username:

Password: (If you have forgotten your password, click here.)

Log On

The Secretary of State Corporations Division is pleased to announce a new online portal to the businesses of Georgia. In addition to improved online services, the site upgrade will also feature a redesigned look and feel.

In addition to our current online services, by creating an online account in the new system, customers will be able to file Domestic Limited Partnerships, Foreign Corporations, Limited Liability Companies, and Limited Partnerships. User accounts will also allow online filing customers to save and edit filings, upload documents, and correct deficiencies.

The Corporations Division's website is being upgraded to a new platform. The migration of millions of historical records to the new system is currently taking place. As a result of this ongoing migration, historical information for certain entities on our new website may be incomplete, and customers may need to use our old search function to thoroughly search an entity's records for any historical information that has not yet been migrated. To search and review all historical information and filing data excluding any filings made during the 2013 calendar year, please visit http://soskb.sos.state.ga.us.

To log into the system and access our online services, including **corporation filings, annual registrations, name reservations, certfied copy orders, and view filed documents,** you will need a free cGov360 account. To create an account, use the following link:
Register for a cGov360 account.

Please enter search criteria below for entity searches.

Search

Search Criteria

Inquiry: Search

Search Type: Entity Name **Search Depth:** Exact Match Starts With Contains

Entity Status: Select...

Search Results

	Name	Control Number	Effective Date	Status	ModelType	Locale	Qualifier

4

You will need to have a Username and Password to continue with your online filing. If you need to create a username and password, please click on the link Register for a cGov360 account.

User Registration

Registration Information

Passwords are required to be a minimum of 7 characters in length.

Username | **Email**

Password | **Confirm Password**

First Name | **Last Name**

Address

Address Type US International

Line 1

Line 2

City **State** Select.. **Zip**

Register Cancel

Create your Username and Password, populating all information fields and click "Register" (please remember to record your username and password for future reference)

Log On

Please enter your username and password.

Account Information

Username:

Password: (If you have forgotten your password, click here.)

Log On

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Search Results

	Name	Control Number	Effective Date	Status	ModelType	Locale	Qualifier

4

You may now enter your Username and Password, click "Log On"

Upon log in, you will be directed to the "Services Management" tab. Click the "Business Filings" tab.

Business Filings | Services Management | Approved Services | Business Filings Search

Business Filings Online Services

Domestic

Corporation

- NEW FILING - For-Profit Corp Domestic-Online
- NEW FILING - Nonprofit Corp Domestic - Online
- NEW FILING-Corp Professional Domestic-Online

Limited Liability Company

- NEW FILING - LLC Domestic - Online

Limited Partnership

- NEW FILING - LP Domestic - Online

Foreign

Corporation

- NEW FILING - For-Profit Corporation Foreign Online
- NEW FILING - Non-Profit Corporation Foreign Online
- NEW FILING - Corp Professional Foreign - Online

Limited Liability Company

- NEW FILING - LLC Foreign - Online

Limited Liability Partnership

- NEW FILING - LLP Foreign Online

Limited Partnership

- NEW FILING - LP Foreign Online

Misc.

Corporation

- ANNUAL REGISTRATION- For-Profit Corp-Online
- ANNUAL REGISTRATION - Nonprofit Corp - Online

Document Order

- Web Certified Copies
- Web Certificate of Existence

Limited Liability Company

- ANNUAL REGISTRATION-LLC-Online

Limited Liability Partnership

- ANNUAL REGISTRATION - FOREIGN ONLY - LLP - Online

Limited Partnership

- ANNUAL REGISTRATION-LP-Online

Name Reservation

- Web Name Reservation

Click on the link representing the type of filing you wish to perform

Filing Procedures

FILING PROCEDURES FOR FORMING A GEORGIA FOR-PROFIT CORPORATION

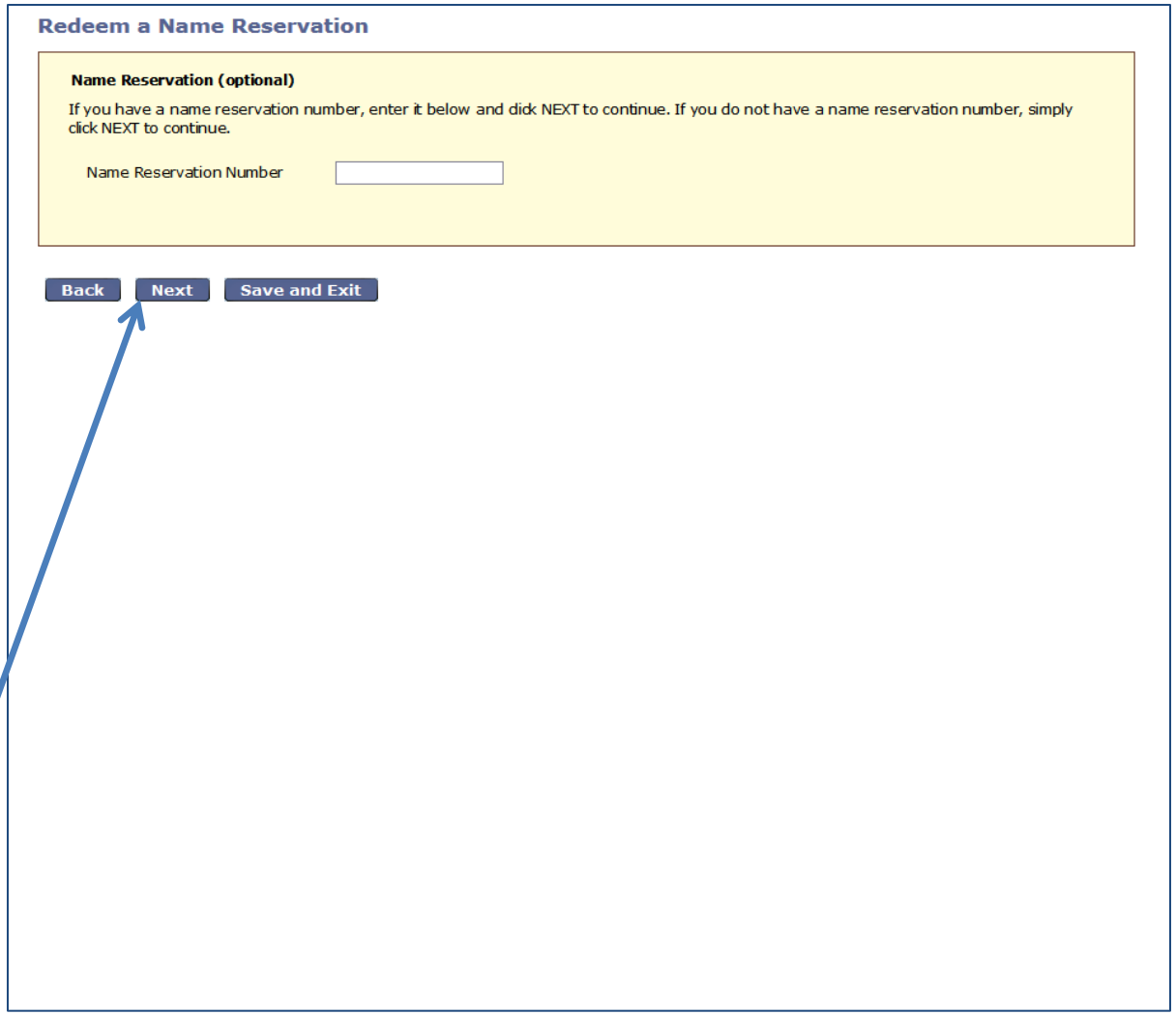
Profit corporations are formed by filing Artides of Incorporation with the Secretary of State. The **minimum** filing requirements of Georgia law are outlined herein. Many other provisions may, and perhaps should, be included in the artides. The question of whether or not a person or entity should incorporate is complex.

The Corporations Division strongly recommends that filers obtain professional legal, tax, and/or business advice to assure the filer's goals and intentions are met, and that requirements of the law are satisfied, both before and after incorporation.

PROFIT CORPORATIONS.
Articles of incorporation for profit corporations must contain the following information:
1. The exact name of the corporation.
2. The number of shares the corporation is authorized to issue. This will be the maximum number of shares the corporation can issue without later amending its artides to provide for a greater number. The number cannot be "0."
3. The street address and county of the initial registered office and the name of initial registered agent at that office. ***The registered office address must be a street address; a post office box, mail drop or mail center is not sufficient.*** The registered agent may be an individual or another entity. The registered agent must be able to be personally located at the registered office. This is the party designated by the corporation to accept notices on its behalf, and to alert the appropriate corporate personnel.
4. The name and address of each incorporator. The incorporator(s) is the person(s) who signs the artides of incorporation, delivers them to the Secretary of State for filing, and then organizes the corporation.
5. The mailing address of the corporation's initial principal office. The principal office address may be a post office box, unlike the registered office which must be a street address. The principal office mailing address is the address to which any correspondence from the Corporations Division to the corporation will be sent.
6. An incorporator named in the articles or the filing attorney-in-fact may sign the articles of incorporation. If the chairperson of the board of directors or corporate officer has been elected, he or she may sign. Beneath the signature, the signer must state the capacity in which he or she is signing.

Next

The Filing Procedures page informs you of what information is required for this type of filing. Click the "Next" button when you have read this information



If you have a name reservation, you may enter the Name Reservation Number on this page. If you do not have a Name Reservation Number, you may leave this blank. Click "Next"

Index

Please do not enter the corporate indicator into the Name field. Please select the corporate indicator from the Suffix dropdown.

Model Type	Locale	Qualifier	Action
Limited Liability Company	Domestic	None	New Filing

Business Name [ ] **Effective Date** 3/18/2013 9:44:13 AM

Filer

Type: (•) Individual ( ) Organization

Individual

First Name [ ] Middle Name [ ]

Last Name [ ] Suffix [ ]

Complete Mailing Address

(•) US ( ) International

Line 1 [ ]

Line 2 [ ]

City [ ] **State** Georgia **Zip** [ ]

Email [ ]

Add Filer

On the Index page populate the required information for your entity and note that there are additional information fields required as you scroll down *

***Note the following for completing the Index section for filing your Business Information:**

Corporate Name: Enter the name exactly as you wish it to read on your certificate. Do not enter the corporate indicator (Inc., Company, etc.) into the Corporate Name field. You may select your corporate indicator from the Business Suffix dropdown box.

Effective Date: The effective date will default to the date you enter the information and submit to back office for review. If you wish to enter a post-effective date, up to 90 days, you may do so.

Filer: The filer information is the name and contact information of the person or organization who is submitting the filing.
Select the type of filer, Individual or Organization, then enter the name, address, and email information in the provided fields.
If there is more than one filer, you may click "Add Filer" to provide the additional information.

Add Filer

Business Addresses

May be a P.O. box.

Complete Company Mailing Address

Address Type US International

Select Address Type Principal Office

Line 1

Line 2

City **State** Georgia **Zip**

Registered Agent

Post office box or mail drop not acceptable for registered agent address.

Is individual?: Yes No

Select RA Select..

Incorporator

Type: Individual Organization

Individual

First Name Middle Name

Last Name Suffix

Complete Mailing Address

US International

Line 1

Line 2

City **State** Georgia **Zip**

Email

Add Incorporator

Scroll down on the "Index" page and populate the required information for your "Filer"

***Note the following for completing the "Index" section for your "Filer":**

<u>Business Addresses</u>:
Select the Address Type, US or International, for your Principal Office Address. Enter the information for your principal office address in the fields provided. This address may be a P.O. Box.

<u>Registered Agent</u>:
At this time, the dropdown box is not preloaded with commercial registered agents so it will be necessary to enter your registered agent information. Select 'Yes' and enter the full name of your Registered Agent, email address, Georgia street address, and county information in the fields provided. The Registered Agent address MUST be a Georgia street address and cannot be a P.O. Box or mail drop.

Incorporator

Type: Individual Organization

Individual

First Name Middle Name

Last Name Suffix

Complete Mailing Address

US International

Line 1

Line 2

City **State** Georgia **Zip**

Email

Add Incorporator

Share Information

Quantity

Add Stock

Optional Provisions

Description

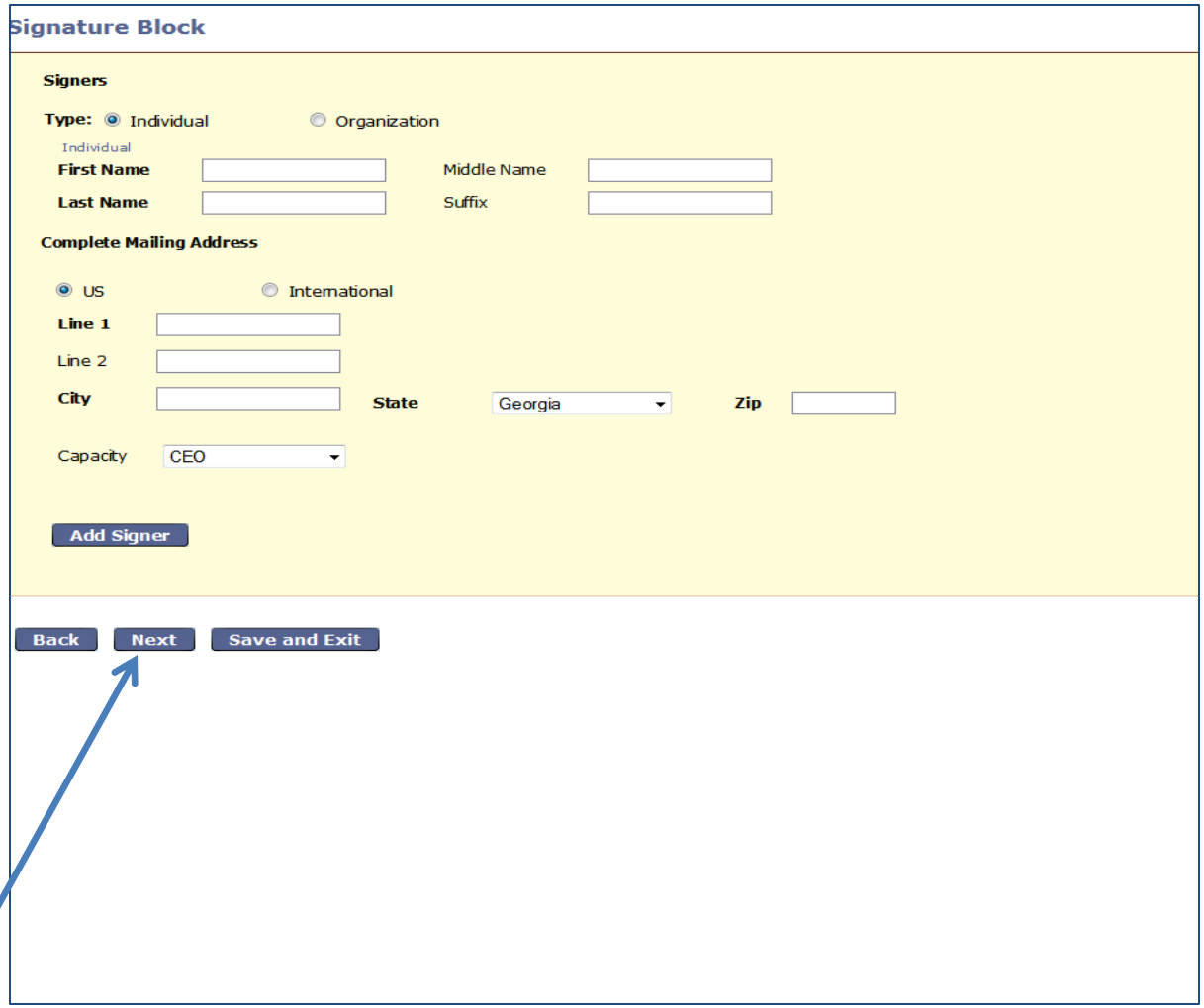
Continue scrolling down on the "Index" page and populate the required information for your "Incorporator"

***Note the following for completing the Index section for filing your Incorporator:**

<u>Incorporator</u>:
Select Individual or Organization, then enter the name, address, and email address of the Incorporator in the fields provided.
If there is more than one Incorporator, you may click the “Add Incorporator” button to enter the additional information.

<u>Share Information</u>:
Provide the number of shares in the Quantity field.

<u>Optional Provisions</u>:
You may enter optional provisions in this space if you require your articles of incorporation to include more information than what you have entered in this process.



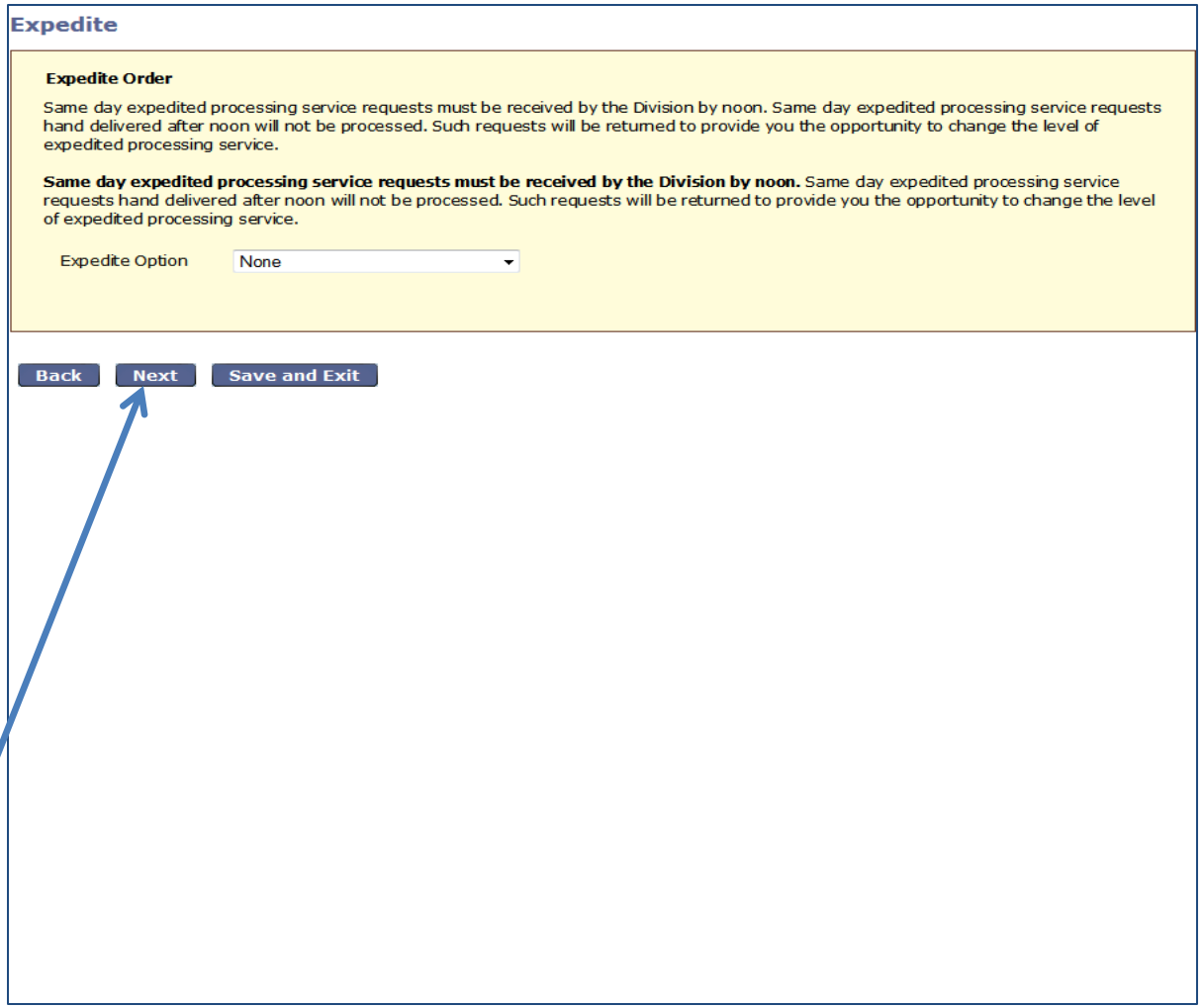
Continue scrolling down on the "Index" page and populate the required information for your approved "Signers", upon completion click "Next"

***Note the following for completing the Index section for filing your Incorporator:**

<u>Signature Block</u>:
This screen will allow you to provide the signature for the document you are filing. Enter the name, address, and capacity of the signer in the provided fields.

If there is more than one signer, you may click “Add Signer” to enter the additional information.

<u>Click “Next”.</u>



You may make your delivery selection by choosing from the dropdown options, None, Next day service, or Same day of the request. Click "Next".

Validation

Name Reservation (optional)

If you ordered a Name Reservation, enter your Name Reservation number and click NEXT. If not, simply click NEXT to continue.

File Number

Expedite Filing

Same day expedited processing service requests must be received by the Division by noon. Same day expedited processing service requests hand delivered after noon will not be processed. Such requests will be returned to provide you the opportunity to change the level of expedited processing service.

Same day expedited processing service requests must be received by the Division by noon. Same day expedited processing service requests hand delivered after noon will not be processed. Such requests will be returned to provide you the opportunity to change the level of expedited processing service.

Expedite Option Next day service ($100.00)

Signers

Contact Type	Name	Complete Mailing Address	Executing Officer?
Signer	Main, Jeff	123 Main Lawrence, GA 30080	Attorney-in-Fact

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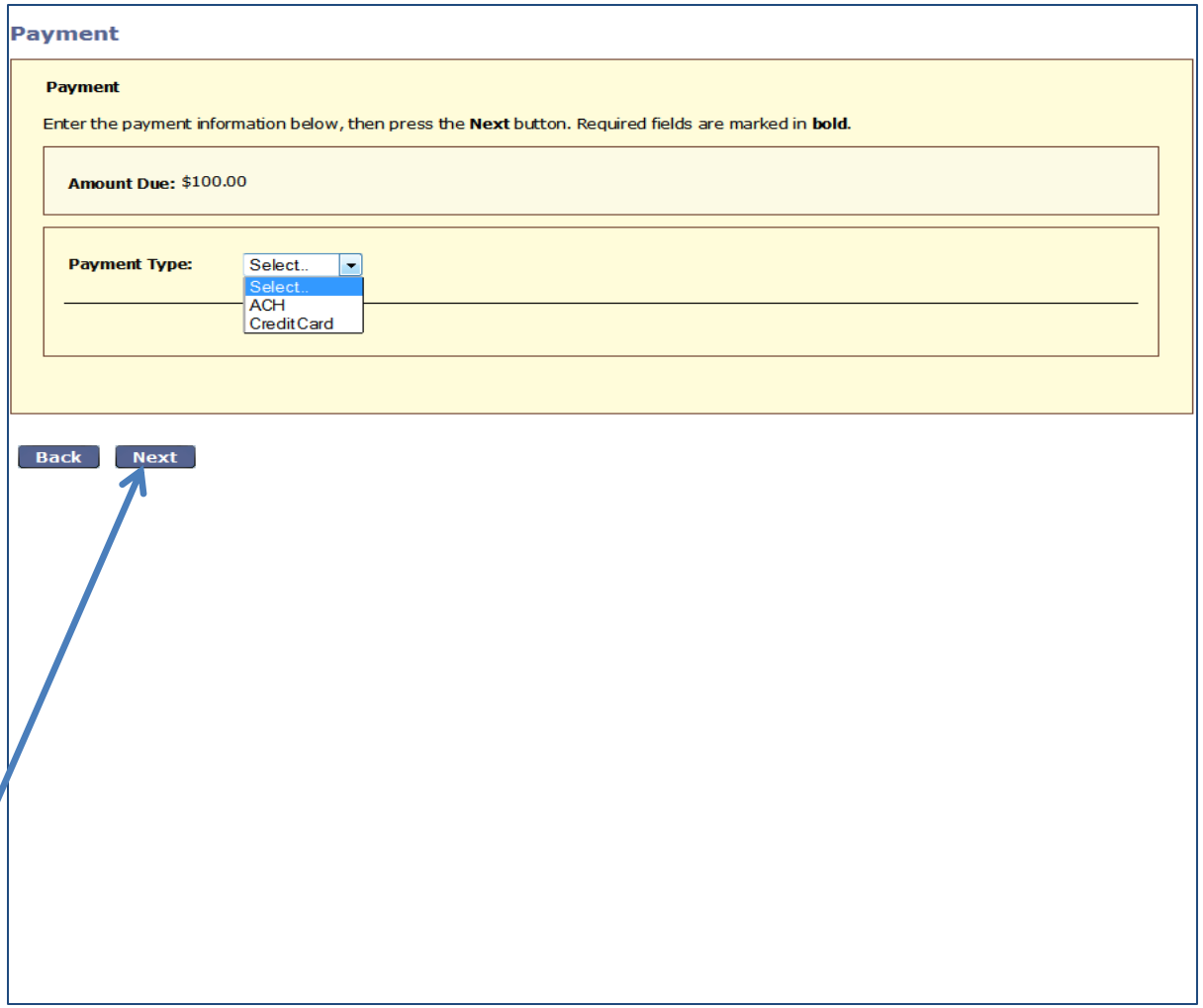
Upon completion at the bottom of the document click “Next”, see notes on the next slide regarding Validation

***Note the following for completion of the Validation Screen:**

<u>Validation</u>:
The Validation page allows you to review the information you have entered. Please review and scroll to the bottom of the page.

If you find you need to make a correction or change, click the “Back” button at the bottom of the page. Continue to click “Back” until you reach the screen where you can make the necessary changes. Then click the “Next” button until you reach the Validation page again.

When you information is entered as intended, click the “Submit to Back Office” at the bottom of the “Validation Page” to deliver your filing to our office for review.



This page will show you the amount due and provide the Payment Type options. Click "Next".

Payment

Payment

Enter the payment information below, then press the **Next** button. Required fields are marked in **bold**.

Amount Due: $200.00

Payment Type: Credit Card

Name on Card: Joe Smith (As it appears on the card)

Billing Address: 123 Main

Line 2:

City, State, Zip(+4): San Jose | California | 12345 +4 optional

Daytime Telephone: 555

Credit Card Type: Visa

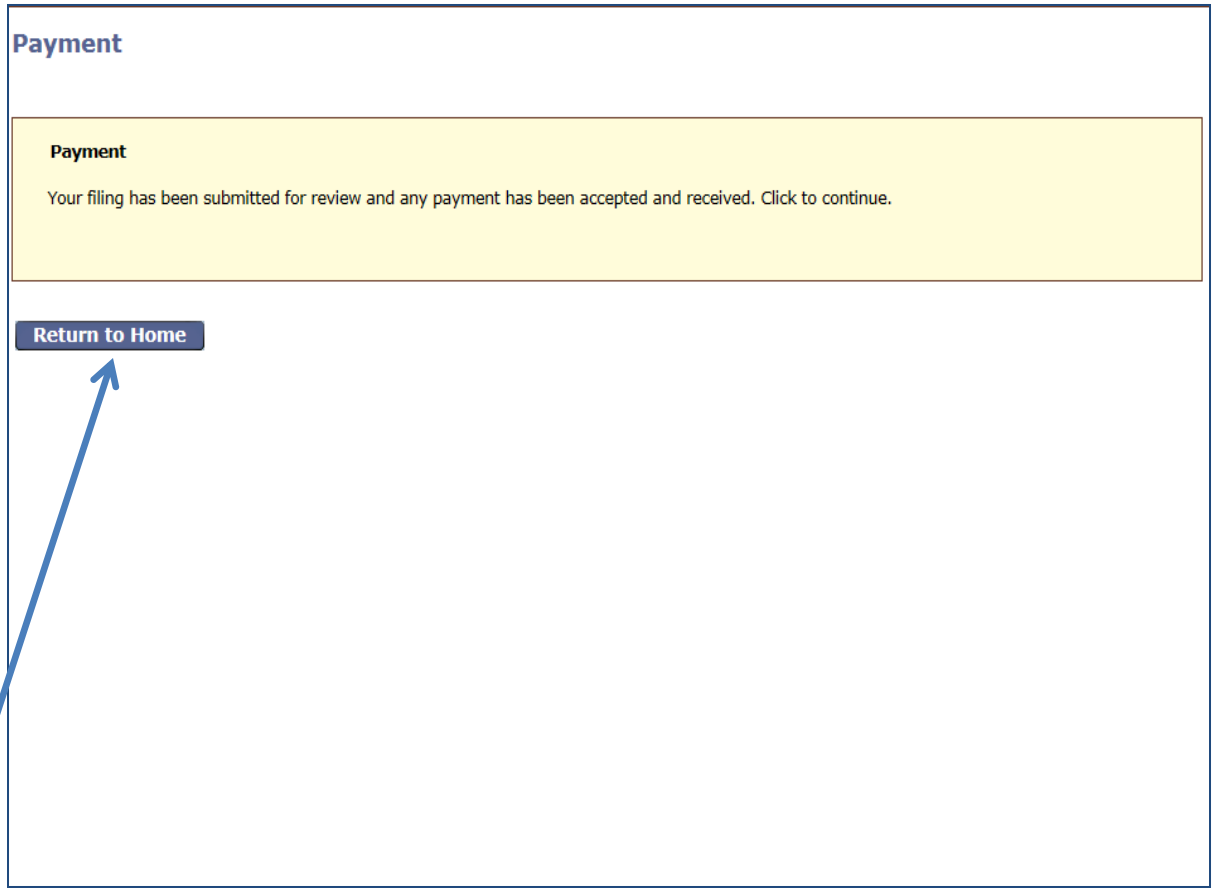
Credit Card No: 5105105105105100 (Ex: 1111222233334444)

Expiration Date: 08-August / 2018

Credit Card Verification No: 123 The Card Verification Number (CVV) is the last 3 digits on the Signature Panel on the back of the card.

Back Submit

Enter the payment information and click "Submit".



Once your payment is accepted, your filing is ready for processing and you may click "Return to Home". *Please see note on next page*

Business Filings | Services Management | Approved Services | Business Filings Search

Pending Services Items pending submission by this account/customer.

Work Order Id	Transaction	Name	Date Submitted

Received Services Items submitted by this account/customer and received for processing.

Work Order Id	Transaction	Name	Date Submitted	
13124687	Web For-Profit Corp Domestic	Web Profit	2/13/2013	edit delete

Rejected Services

Items rejected during the approval process. Review the rejection letter, correct any deficiencies and resubmit your filing for approval.

Work Order Id	Transaction	Name	Date Submitted

When your filing has been successfully delivered to our office for review, you will be returned to your "Services Management" tab, and your filing will be shown in the Received Services section of this page. If your filing *IS NOT* in the "Services Management" tab SOS staff *CANNOT* process