

West Virginia One Stop Business Portal – Annual Report Filing Instructions

Issued by West Virginia Secretary of State

Complete your West Virginia Secretary of State Annual Report and Attorney-In-Fact filings online through the [West Virginia One Stop Business Portal](#). Use a credit/debit to pay for the filings via our secure, online payment system. A \$1.00 WV portal fee will apply to all filings processed through the online portal.

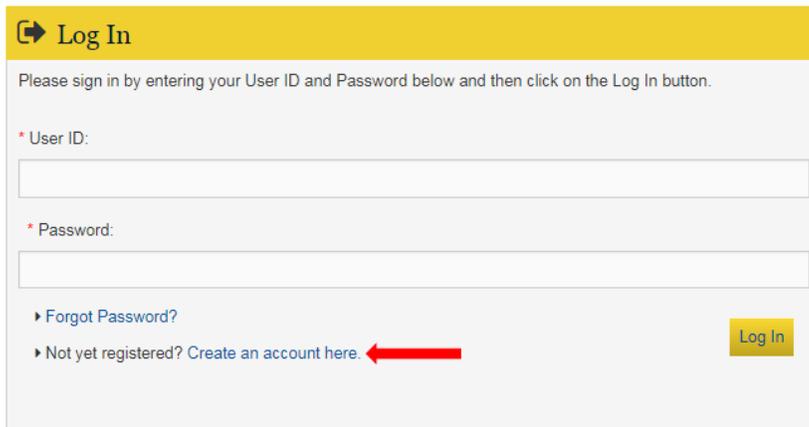
File Annual Report

1. Go to <https://onestop.wv.gov/>.
2. Choose one of the following filing options:
 - a. **Log in to your existing User Account**, or
 - b. **File as a Guest User**

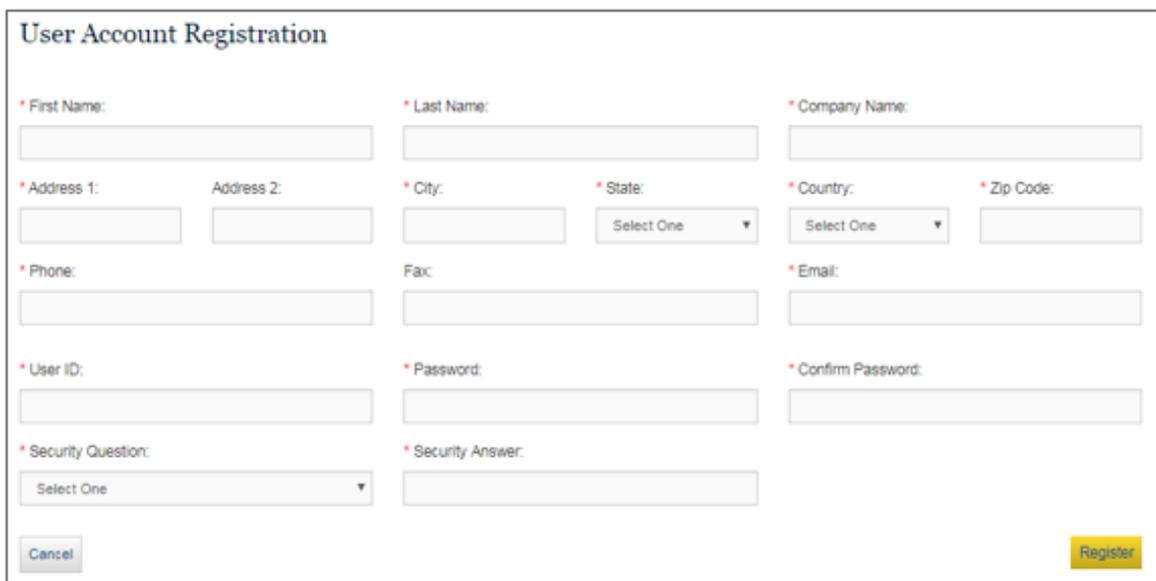
Note: It is recommended that you register a user account log in if you wish to have the ability to save an in-progress filing and/or to view a history of your submitted filings. These options are not available when filing the annual report as a Guest User. **Guest filing applies only to Secretary of State annual report filings.** All other filings require a user log in.

a) Log In to User Account (recommended)

- Go to <https://onestop.wv.gov/> to log into your existing user account or to create a new user account.
 - If you have an existing user account, go to Step 3.
 - If you have not already created a user account, click the 'Create an account here' link to complete the User Account Registration.



- Enter your information into all required fields, marked by a red asterisk (*), and click 'Register' to submit your account information.



West Virginia One Stop Business Portal – Annual Report Filing Instructions

Issued by West Virginia Secretary of State

Note: **User ID** must meet the following criteria:

- 7 – 40 alpha-numeric characters
- User ID is case sensitive

Password must meet the following criteria:

- 7 – 15 alpha-numeric characters
- Contain at least one of the following special characters: ~, !, \$, %, &, *, _ , +. It cannot contain any of the following special characters: @, ^, or #.
- Password is case sensitive

Store your User ID and Password information in a safe place for future reference to log into your dashboard.

- Go to Step 3 to log into your account.

b) File as a Guest User

- From the dashboard home page, under the ‘Guest Annual Report Filing’ section, select the filing type for your company.
 - **File Annual Report (With Changes)** – To file the annual report making changes to the company record (changes in agent, addresses, and/or officers), click the ‘File Annual Report’ button.

The screenshot shows the 'Guest Annual Report Filing' page. It contains the following text: 'You may file your annual report with the Secretary of State as a guest which means you do not have to Register an account and login. To proceed with filing the annual report as a guest, click the File Annual Report button. If you have no changes to report, use the File Annual Report No Changes button for the streamlined guest annual report filing.' Below this is a sub-heading: 'Guest filing applies only to annual report filings with the Secretary of State. You must create an account and login for all other filings.' Another line of text reads: 'It is recommended that you register an account and login if you wish to have the ability to save an in-progress filing and/or view a history of your submitted filings.' At the bottom, it says: 'If you have questions, please contact our office at (304) 558-8000 or (866) 767-8683.' There are two yellow buttons: 'File Annual Report' and 'File Annual Report No Changes'. The 'File Annual Report' button is highlighted with a red rectangular box.

- Go to Step 4, ‘Access Your Company Record.’
- **File Annual Report No Changes** – To file the annual report with no changes to the company record, click the ‘File Annual Report No Changes’ button.

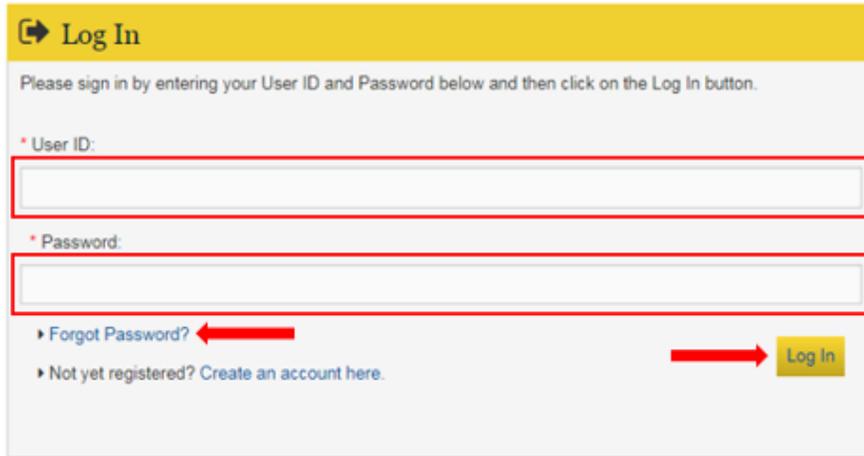
This screenshot is identical to the one above, showing the 'Guest Annual Report Filing' page with the same text and buttons. However, in this version, the 'File Annual Report No Changes' button is highlighted with a red rectangular box.

- Go to Step 4, ‘Access Your Company Record.’

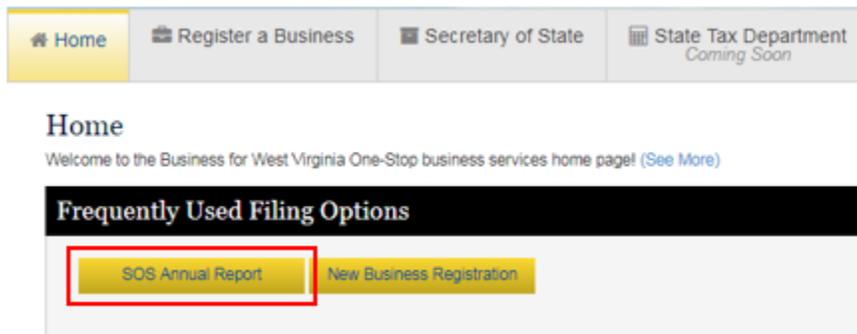
3. Log in by entering your User ID and Password then click the Log In button. If you forgot your User ID and/or Password, click ‘Forgot Password?’ to have a password recovery link emailed to you.

West Virginia One Stop Business Portal – Annual Report Filing Instructions

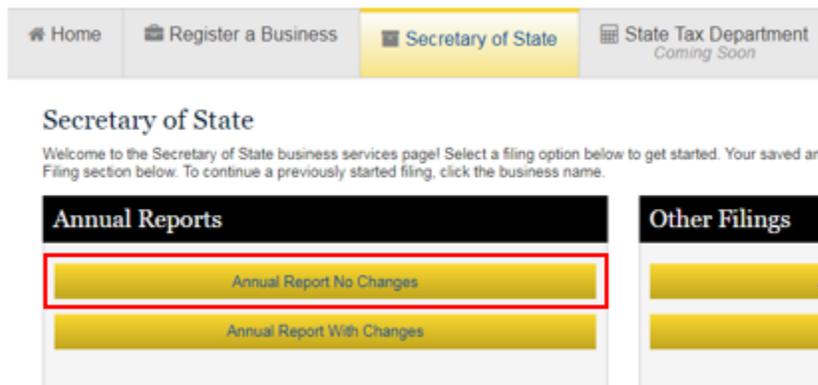
Issued by West Virginia Secretary of State



- From the 'Home' tab, click the 'SOS Annual Report' button under the 'Frequently Used Filing Options' section.



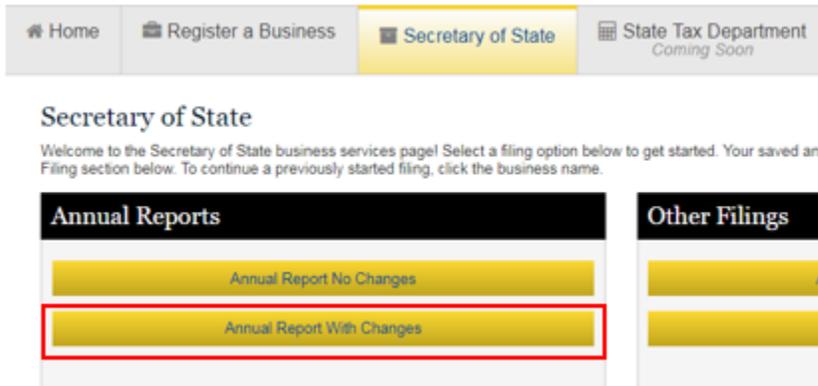
- On the 'Secretary of State' page under 'Annual Reports,' click the button that applies to your filing:
 - File Annual Report No Changes** – To file the annual report with no changes to the company record, click the 'Annual Report No Changes' button.



- File Annual Report With Changes** – To file the annual report making changes to the company record (change in agent, addresses, and/or officers), click the 'Annual Report With Changes' button.

West Virginia One Stop Business Portal – Annual Report Filing Instructions

Issued by West Virginia Secretary of State



- Go to Step 4, 'Access Your Company Record.'

4. Access Your Company Record

- Enter the company name in the 'Name Search' field. If searching using the entire name, the name must be entered exactly as it is registered with the Secretary of State. Remember, less is more. If the name cannot be found, search again using one or two key words in the name.
- Click 'Search.'
- Select your company by clicking on the name link under the 'Organization Name' column.
- Click 'Continue' on the 'Create new annual report for [company name]' screen.
- Review the **Annual Filing - Data on File at the Secretary of State** to confirm all the information on file is correct.
 - **File Annual Report (with changes)** – Review the company's information by proceeding through the company information edit screens and make any changes by editing the information in the fields as necessary.
 - **File Annual Report (no changes)** – If no information needs updated on the company record, go to Step 3f.
- Click 'Continue.'
 - ✓ **Note to registered account users – 'Save/Continue Later' feature:** If you are logged into your user account and need to exit the online filing process, select 'Save/Continue Later' to save your information and return later to complete the filing. This option is not available to Guest Users.

5. Annual Filing Summary

- Enter your name in the 'Name' field to certify you are authorized to file the annual report on behalf of the company, and the information you provided is accurate (required).
 - Select your 'Capacity' (title) from the drop down menu (required).
- Click 'Checkout' to proceed to the payment screen.
 - Select 'Credit card' payment option.
 - Click 'Checkout.'
 - Enter all the information in the required fields marked with a red asterisk (*).
 - Click 'Checkout/Submit.'
 - Enter all payment information in the required fields marked with a red asterisk (*).
 - Click 'Submit.'

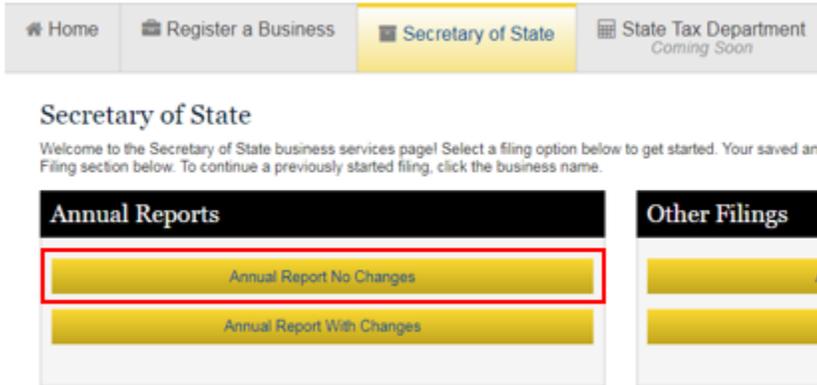
File More Than One Annual Report

After completing the filing for the first company, follow the steps below for your filing method.

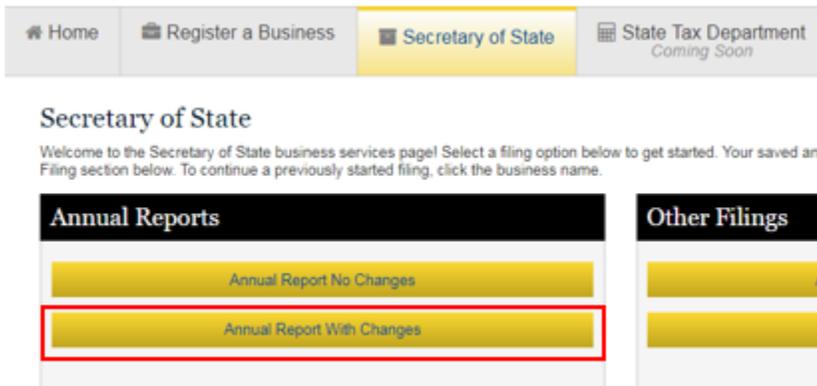
- Logged In to User Account** – While still logged in to your filing cabinet, navigate to the 'Secretary of State' service page. Under 'Annual Reports,' click the button that applies to your filing.
 - **File Annual Report No Changes**

West Virginia One Stop Business Portal – Annual Report Filing Instructions

Issued by West Virginia Secretary of State



○ **File Annual Report With Changes**



- Repeat Steps 4-12 in the **File Annual Report** section above.

2. **Filing as a Guest User** – Repeat Steps 2b-12 in the **File Annual Report** section above.