Complete the majority of your West Virginia Secretary of State business filings online through the <u>West Virginia One Stop Business</u> <u>Portal</u>. Use a credit/debit card 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.

Log In/Create User Log In

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

🕩 Log In	
Please sign in by entering your User ID and Password below and then click on the Log In button.	
* User ID:	
* Password:	
► Forgot Password?	Log In
▶ Not yet registered? Create an account here.	

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

First Name:		* Last Name:		* Company Name:	
Address 1:	Address 2:	* City:	* State: Select One •	* Country: Select One •	* Zip Code:
Phone:		Fax:		* Email:	
User ID:		* Password:		* Confirm Password:	
Security Question:		* Security Answer:			
Select One					

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.

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.

🕩 Log In
Please sign in by entering your User ID and Password below and then click on the Log In button.
* User ID:
* Password:
Not yet registered? Create an account here.

Register a Business

- 1. Go to <u>https://onestop.wv.gov/</u>.
- 2. Log into your user account. See instructions under Log In/Create User Log In.
- 3. On the filing cabinet 'Home' page, click the 'New Business Registration' button under 'Frequently Used Filing Options' or the 'Register a Business' tab in the dashboard upper tabs display.



'New Business Registration' button (Frequently Used Filing Options)

• Click the 'New Business Registration' button to begin a new business registration. Go to Step 4.

'Register a Business' tab

The 'Register a Business' page displays the 'My New Business Filings' status window. Any new business registrations you file online will display in this window.

• To start a new filing, click the 'Register a Business' button.

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the Reg the list t	gister a Business button to start a below by clicking the Filing Name	new filing. To continue a previou	sly started filing, select the filing	🖺 Register a	a Business
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My Ne	w Business Filings				
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My Ne Filing Na No Filing	s Listed.	Created	Completed	Other Filings	

• To continue a previously started (In Progress) filing, select the filing from the list by clicking the Filing Name link.

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lome ick the Re m the list	> Register a Busine register a Business button to start a r below by clicking the Filing Name.	SS new filing. To continue a previous	ly started filing, select th	e filing	E Register :	a Business	
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My Ne	ew Business Filings					Created	٠
						Desc	,
						Sort	
Filing N	lame	Status	Created	Completed	Other Filings		
New Bus	siness Registration #72869	In Progress	08/24/2018	N/A	No	8	
						Items	/ Page
						10	*
					~~	Previous Next	>>
						CONTRACTOR STREET	

Home

4. The following screen will display initiating the business registration questionnaire.

A Home	💼 R	egister a Business	Secretary of State	Exact State Tax Department	Divison of Labor Coming Soon	Workforce WV Coming Soon
Home	> Ne	w Business Reg	gistration #72873			
The Basics Business Deta Operations an	Activity ail d Activities	Business Class	iled charter documents with	the Secretary of State, you mu	st complete your filings w	ith the other agencies
Employers and Scrap Metal Submission	d Workers	on paper. If you Continue to re * How will this business op	gister online, you will be ch	arged the fees for the Secretary	of State filing again.	
Review Reg	istration	 For Profit Non-Profit 				
B Save/Contin	ue Later	 Household. Employin 	g Domestic Help Only			
		 Government Entity 				
		Voluntary Out-of-State	e Retailer			
		Cancel				Continue
		* Required				

- 5. Follow the on screen instructions to complete the online questionnaire.
- 6. If you need to log out of your account before completing the online registration, click the "Save/Continue Later" button to save your information. You may continue later by logging into your account to complete the online registration process.

Secretary of State Business Services

After you have logged into your user account, access the Secretary of State business services page to complete the filings listed below.

- Annual Reports
- Other Filings
 - o Address/Officer/Agent Change
 - o Amendment
- Trade Name Filings
 - o Registration
 - o Withdrawal
- Termination/Cancellation/Withdrawal Filings
 - o LLC/PLLC Termination
 - o LP Cancellation
 - o Corporation Dissolution/Withdrawal

West Virginia One Stop Business Portal – Business Registration Instructions

Issued by West Virginia Secretary of State

Filing section	in below. To continue a previously s	tarted filing, click the business na	ame.	a completed nings will be disp	ayeu in the my 505
Annua	l Reports		Other Filings		
	Annual Report No	Changes	A	vddress/Officer/Agent Change	
	Annual Report With	Changes		Amendment	
Trade	Name Filings		Termination/Car	ncellation/Withdra	wal Filings
	Trade Name Reg	istration		LLC/PLC Termination	
	Trade Name With	ndrawal		LP Cancellation	
			Cor	poration Dissolution Withdraw	ai
My S(OS Filings				
Filing N	lame Status	Created	Completed	Other Filings	
No Filin	gs Listed.				
					Showing 1 of 1 pages
Relate	d SOS Online Busines	s Services			
O Certific	ate of Good Standing				

My SOS Filings

The My SOS Filings content area displays a list of all your saved and completed Secretary of State filings submitted through your online user account. Click the Filing Name link to continue a previously started filing.

Related SOS Online Business Services

Links provided under this topic area link to frequently used Secretary of State online resources.