

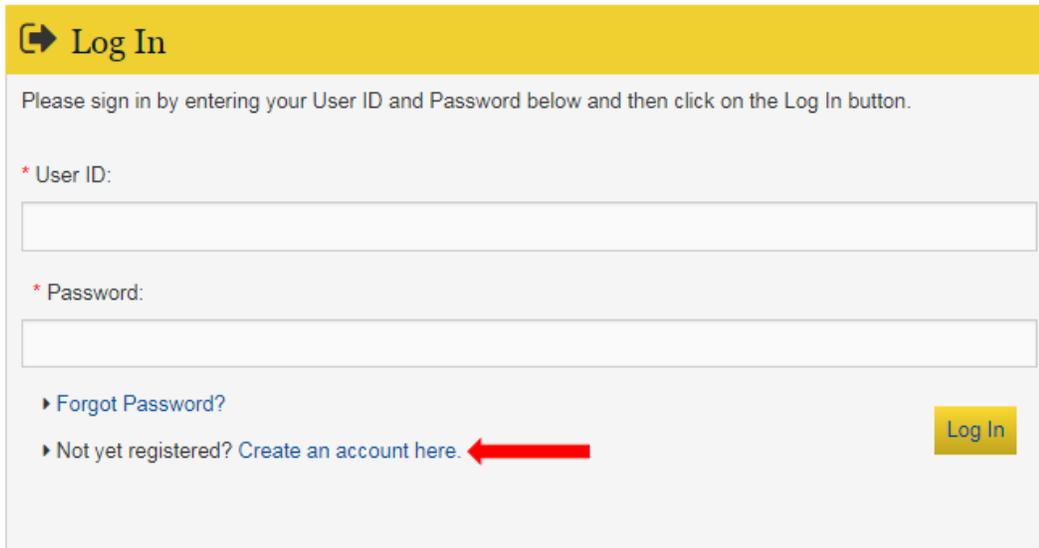
West Virginia One Stop Business Portal – Business Registration Instructions

Issued by West Virginia Secretary of State

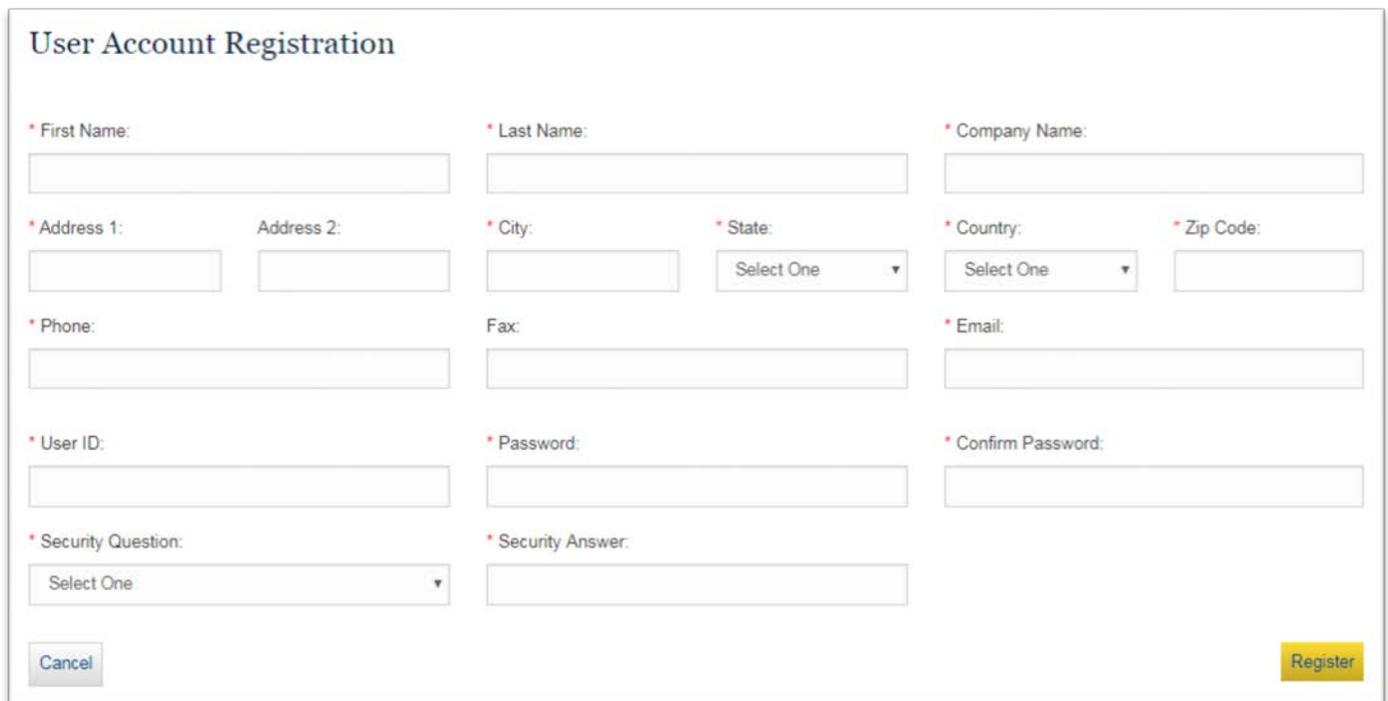
Complete the majority of your West Virginia Secretary of State business filings online through the [West Virginia One Stop Business Portal](#). Use a credit/debit card or electronic (ACH) check to pay for the filings via our secure, online payment system. A \$1.00 WV portal fee will apply to all filings processed through the online portal.

Log In/Create User Log In

1. Go to <https://onestop.wv.gov/> 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.



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



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

West Virginia One Stop Business Portal – Business Registration Instructions

Issued by West Virginia Secretary of State

- 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.

Register a Business

1. Go to <https://onestop.wv.gov/>.
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.

West Virginia One Stop Business Portal – Business Registration Instructions

Issued by West Virginia Secretary of State

'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.

The screenshot shows the top navigation bar with 'Register a Business' highlighted. Below the navigation bar, the breadcrumb 'Home > Register a Business' is visible. A text instruction reads: 'Click the Register a Business button to start a new filing. To continue a previously started filing, select the filing from the list below by clicking the Filing Name.' A yellow button labeled 'Register a Business' is highlighted with a red box. Below this is a table titled 'My New Business Filings' with columns: Filing Name, Status, Created, Completed, and Other Filings. The table currently shows 'No Filings Listed'. A 'Home' button is located at the bottom right.

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

The screenshot shows the same navigation bar and breadcrumb. The text instruction is the same. The 'Register a Business' button is highlighted. The 'My New Business Filings' table now contains one row: 'New Business Registration #72869' (highlighted with a red box), 'In Progress', '08/24/2018', 'N/A', and 'No'. A red arrow points from the 'New Business Registration #72869' cell to the 'In Progress' cell. To the right of the table are 'Sort By' dropdowns (set to 'Created' and 'Desc') and a 'Sort' button. Below the table is an 'Items / Page' dropdown (set to '10') and navigation buttons '<< Previous Next >>'. A 'Home' button is at the bottom right.

West Virginia One Stop Business Portal – Business Registration Instructions

Issued by West Virginia Secretary of State

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

The screenshot shows the 'Business Class' registration questionnaire. At the top, there is a navigation bar with links for Home, Register a Business (highlighted), Secretary of State, State Tax Department (Coming Soon), Division of Labor (Coming Soon), and Workforce WV (Coming Soon). Below the navigation bar, the breadcrumb trail reads 'Home > New Business Registration #72873'. The main heading is 'Business Class'. On the left, there is a sidebar menu with options: The Basics, Business Activity (highlighted), Business Detail, Operations and Activities, Employers and Workers, Scrap Metal, and Submission. Below the sidebar, there are two buttons: 'Review Registration' (checked) and 'Save/Continue Later'. The main content area contains the question: '* How will this business operate?'. Below the question are five radio button options: 'For Profit', 'Non-Profit', 'Household. Employing Domestic Help Only', 'Government Entity', and 'Voluntary Out-of-State Retailer'. At the bottom of the form, there are 'Cancel' and 'Continue' buttons. A red asterisk and the word 'Required' are positioned below the 'Continue' button.

Home > New Business Registration #72873

Business Class

*** How will this business operate?**

For Profit

Non-Profit

Household. Employing Domestic Help Only

Government Entity

Voluntary Out-of-State 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
 - Address/Officer/Agent Change
 - Amendment
- Trade Name Filings
 - Registration
 - Withdrawal
- Termination/Cancellation/Withdrawal Filings
 - LLC/PLLC Termination
 - LP Cancellation
 - Corporation Dissolution/Withdrawal

West Virginia One Stop Business Portal – Business Registration Instructions

Issued by West Virginia Secretary of State

[Home](#) [Register a Business](#) **Secretary of State** [State Tax Department](#)
Coming Soon [Division of Labor](#)
Coming Soon [Workforce WV](#)
Coming Soon

Secretary of State

Welcome to the Secretary of State business services page! Select a filing option below to get started. Your saved and completed filings will be displayed in the My SOS Filing section below. To continue a previously started filing, click the business name.

Annual Reports

- Annual Report No Changes
- Annual Report With Changes

Other Filings

- Address/Officer/Agent Change
- Amendment

Trade Name Filings

- Trade Name Registration
- Trade Name Withdrawal

Termination/Cancellation/Withdrawal Filings

- LLC/PLC Termination
- LP Cancellation
- Corporation Dissolution Withdrawal

My SOS Filings

Filing Name	Status	Created	Completed	Other Filings
No Filings Listed.				

Showing 1 of 1 pages

Related SOS Online Business Services

- [Certificate of Good Standing](#)
- [Business Entity List Service](#)

[Home](#)

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.