

## Online Submission of Crowdfunding Filings

### A site account is required to file documents online.

#### To create a Site Account:

1. Go to the North Carolina Secretary of State website – [www.sosnc.gov](http://www.sosnc.gov).
2. Select the “**Securities**” tab in the white horizontal bar near the top of the web page.
3. Select “**Create/Manage Site Account**” in the “**Online Services**” block in left hand column.
4. Complete and submit form to create account.
5. Record the User ID and Password, as you will need this info to return to the account.

#### Prepare the form/document for submission

1. Select “**Crowdfunding**” in the “**Securities Division**” topic block in the left hand column.
2. Select and complete the appropriate form listed under “**Forms.**”
3. Save the completed document as a PDF file.

#### How to Upload the Document for Filing Online

1. On the **Crowdfunding Web Page**,
2. Select “**Crowdfunding PDF Upload**” under “**Online Submission.**”
3. Read the instructions and complete the fields as required for filing.
4. You will be directed to upload the saved PDF document. **Note:** You can only upload one document at a time.
5. Upload the document using the “browse” button and continue the online process which will direct you to enter payment information and submit payment.
6. After you have completed the online process, you will be directed to the “Transaction Successful Screen.”
7. To print a receipt click on the invoice number on the “Transaction Successful Screen” to open and print invoice.