

# **A Guide to Online Filings for Annual Reports**

## **Table of Contents**

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<b>General Information on Process.....</b>	<b>3</b>
Who is authorized to execute/electronically file an annual report to be filed at the NC Department of the Secretary of State? .....	3
<b>Online Filing Process .....</b>	<b>4</b>
Access Online Filing Application on Website.....	4
Search for Business Entity .....	6
Review of Annual Report Filings .....	8
Data Entry of Annual Report Information .....	9
Section 1 – General Information.....	9
Section 2 – Registered Agent.....	10
Section 3 – Principal Office .....	11
Section 4 – Officers/Members/Managers .....	12
Submit Report .....	15
<b>Payment Process.....</b>	<b>17</b>
Credit Card and ACH Account .....	19
Shopping Cart Feature .....	21
ACH Agreement .....	30
Payment Approval .....	31
<b>View Annual Report and Invoice .....</b>	<b>32</b>

## **General Information on Process**

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Filing annual reports online can be the most efficient manner to provide the NC Secretary of State's Office with your annual report and have it available and posted the same day.

Annual Report Information consists of the four following sections:

1. General Information on the business entity consisting of: Name of Entity; Fiscal Year End for Business Corporations; and Nature of Business.
2. Registered Agent Information consisting of Registered Agents Name of record. If you change the text in any way, an online filing cannot be completed. The Registered Agent will have to sign the annual report as changed and submitted to the NC Secretary of State's Office with payment. However, the addresses may be changed at this point. NOTE: the Registered Agent address must be in North Carolina and the mailing address is used only if the physical address location does not receive mail. Both addresses are to deliver notices to the Registered Agent.
3. Principal Office information consisting of the physical address and mailing address and telephone number. These are statutorily required elements of an annual report. The annual report will not be filed without this information. The principal office does not have to be in North Carolina.
4. Officers/Members/Managers information consists of a listing of all the officers/Members/Managers of the business entity, their title and their business address. You may add, remove and edit on this screen. If you have filed online in the past the fields are pre-populated, if this is your first time, you will have to enter in the names of the officers/Members/Managers.

The Online Annual Report Process is outlined in the Table of Contents and discussed in detail on the following pages. If you have a problem with the online annual report filing process, please call an information specialist at 919-807-2225 or e-mail [corpinfo@sosnc.com](mailto:corpinfo@sosnc.com) with the Subject line "Online Filing Issue."

### ***Who is authorized to execute/electronically file an annual report to be filed at the NC Department of the Secretary of State?***

A document required or permitted by to be filed by the Corporations Division of the Secretary of State must be filed under Chapter 55D of the General Statutes.

#### **Business Corporations**

An annual report submitted on behalf of a domestic or foreign business corporation must be executed/electronically signed:

1. By the chair of its board of directors, by its president or another of its officers; (titles such as President, Vice President, Secretary, Treasurer)
2. If directors have not been selected or the corporation has not been formed, by an incorporator; or

3. If the corporation is in the hands of a receiver, trustee, or other court-appointed fiduciary, by that fiduciary. (N.C.G.S. §55-1-20). Supporting documentation is required when submitting the document for filing.

### **Limited Liability Companies**

An annual report submitted on behalf of a domestic or foreign limited liability company must be executed/electronically signed:

1. By a manager, director, or executive of the limited liability company; (titles used on the annual report are manager, director or an executive title of the company such as President, Vice President; Secretary or Treasurer)
2. If the limited liability company has not been formed or if the limited liability company has never had any members, by an organizer; or
3. If the limited liability company is in the hands of a receiver, trustee, or other court-appointed fiduciary, by that fiduciary. (N.C.G.S. §57C-1-20) . Supporting documentation is required when submitting the document for filing.

### **Limited Partnerships and Limited Liability Partnerships**

An annual report submitted on behalf of a domestic or foreign limited liability partnership or limited liability limited partnership must be executed/electronically signed by a general partner. The title used on the annual report would be “partner.”

### **When a managing entity executes the document**

It is possible for a managing entity to execute the annual report document or any other document filed with the NC Secretary of State’s Office. In these circumstances, the managing entity name is printed, the person executing the document on behalf of the managing entity signs and prints their name and includes their working title of the managing entity. Example:

XYZ Corporation, Inc.  
*John Smith*, President  
John Smith

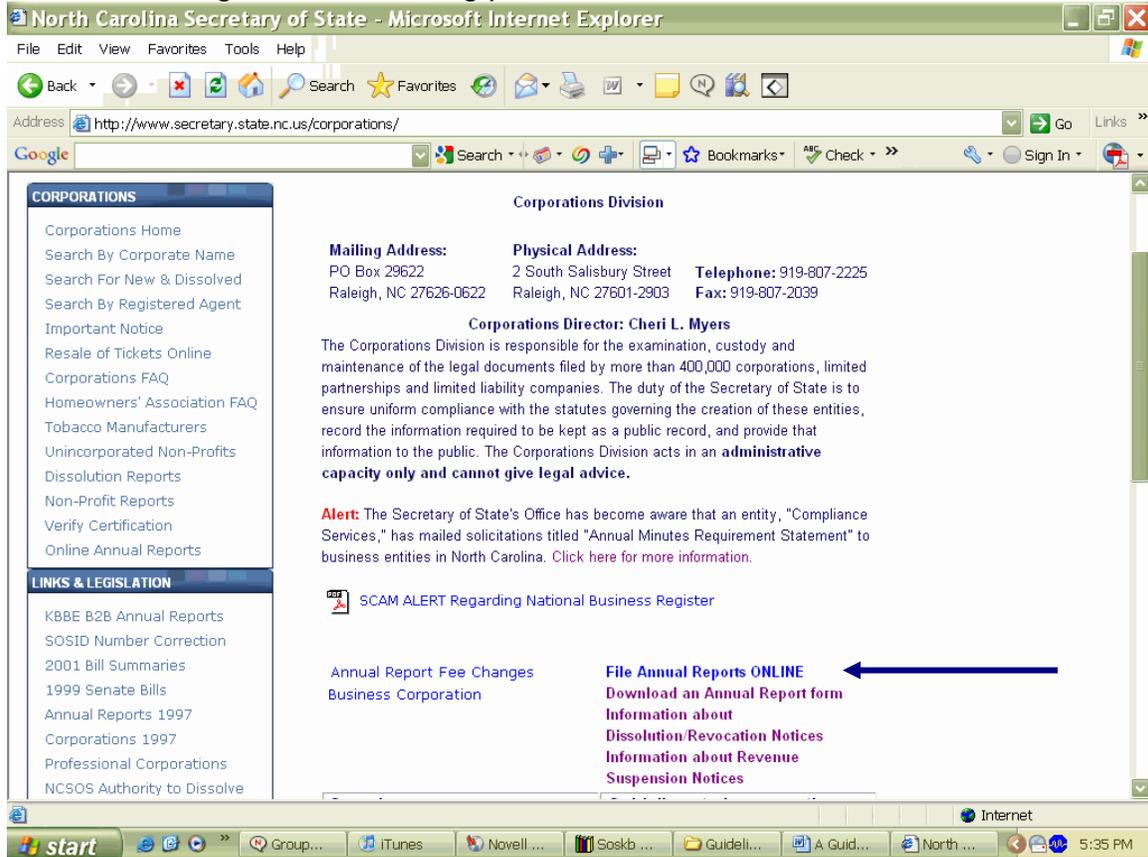
## **Online Filing Process**

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### **Access Online Filing Application on Website**

Users can access the on-line filling application via the web at <http://www.secretary.state.nc.us/corporations/>

An example of this page is below. Click on the Blue words “File Annual Reports ONLINE” to begin the online filing process.



In order to file an annual report for a business entity you will need to search for that entity before proceeding. When the user clicks on the text “Click here to file Annual Reports ONLINE”. They will see the following search page:

## Search for Business Entity

North Carolina  
Elaine F. Marshall  
Secretary  
DEPARTMENT OF THE SECRETARY OF STATE  
PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

**CORPORATIONS**

- Corporations Home
- Search By Corporate Name
- Search For New & Dissolved
- Search By Registered Agent
- Important Notice
- Resale of Tickets Online
- Corporations FAQ
- Homeowners' Association FAQ
- Tobacco Manufacturers
- Unincorporated Non-Profits
- Dissolution Reports
- Non-Profit Reports
- Verify Certification
- Online Annual Reports

**LINKS & LEGISLATION**

- KBBE B2B Annual Reports

**Online Annual Report Editor**

To access an Annual Report search for your Business Entity Name below:

**Search by NAME** ←

Note: You must search for your entity name on the following page to access a blank Annual Report

Helpful Links/Tips

Click on “Search by Name”, which will bring you to the search page that follows:

North Carolina  
Elaine F. Marshall  
Secretary  
DEPARTMENT OF THE SECRETARY OF STATE  
PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

**CORPORATIONS**

- Corporations Home
- Search By Corporate Name
- Search For New & Dissolved
- Search By Registered Agent
- Important Notice
- Resale of Tickets Online
- Corporations FAQ
- Homeowners' Association FAQ
- Tobacco Manufacturers
- Unincorporated Non-Profits
- Dissolution Reports
- Non-Profit Reports
- Verify Certification
- Online Annual Reports

**LINKS & LEGISLATION**

- KBBE B2B Annual Reports
- SOSID Number Correction

**Search for a Corporation by Name**

SCAM ALERT Regarding National Business Register

Starting With  All words  Any words  
 Corporate Name Availability  Sounds Like  
 Exact Match  Only Active Corporations

**Search Page Information:**

Welcome to the new corporations search page. We now offer 'Real Time' filing information. What does that mean to you? 'Real Time' means that information on filings will be available on the web page the moment they happen. In addition, limited partnership information is now part of the new system. You will now be able to search all business entities that are on file with the North Carolina Corporations Division.

Done Internet

The user should type in the name or beginning of the name of the entity for which they wish to file an Annual Report if using the default “Starting With” parameter. In the example below, the name “Rollins C” was entered, then the “Search” button was clicked.



Elaine F. Marshall  
Secretary

North Carolina  
**DEPARTMENT OF THE  
SECRETARY OF STATE**  
PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

- Corporations**
  - Corporations Home
  - Important Notice
  - Corporate Forms/Fees
  - Corporations FAQ
  - Tobacco Manufacturers
  - Verify Certification
  - Online Annual Reports
- Links**
  - Secretary Of State Home
  - Business License
  - Register for E-Procurement
  - Dept. of Revenue
- Legislation**
  - 1999 Senate Bills
  - 2001 Bill Summaries
  - Annual Reports 1997
  - Corporations 1997
  - Other Legislation
- Search**
  - By Corporate Name
  - For New Corporation
  - By Registered Agent
- Online Orders**
  - Start An Order
  - New Payment Procedures

**Search for a Corporation by Name...**

- Starting With  
  All words  
  Any words  
 Corporate Name Availability  
  Sounds Like  
 Exact Match  
  Only Active Corporations

rollins c

**Search Page Information:**

Welcome to the new corporations search page. We now offer 'Real Time' filing information. What does that mean to you? 'Real Time' means that information on filings will be available on the web page the moment they happen. In addition, limited partnership information is now part of the new system. You will now be able to search all business entities that are on file with the North Carolina Corporations Division.

*For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to [Webmaster](#).*

*For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#)*

*[Click here for help downloading forms.](#)*

After clicking search a page similar to the following will be displayed. The user selects the entity for which they wish to file an Annual Report and click on the last column "File Annual Report." Note: Make sure you choose the correct business entity name and type. Some are identical due to conversions.

**CORPORATIONS**

- Corporations Home
- Search By Corporate Name
- Search For New & Dissolved
- Search By Registered Agent
- Important Notice
- Resale of Tickets Online
- Corporations FAQ
- Homeowners' Association FAQ
- Tobacco Manufacturers
- Unincorporated Non-Profits
- Dissolution Reports
- Non-Profit Reports
- Verify Certification
- Online Annual Reports

**LINKS & LEGISLATION**

- KBBE B2B Annual Reports
- SOSID Number Correction
- 2001 Bill Summaries
- 1999 Senate Bills
- Annual Reports 1997
- Corporations 1997
- Professional Corporations

SearchType: Starting With      Search Criteria: rollins c  
 Search Date: 8/17/2009 5:55:59 PM

**Click on the entity name below to view the business profile**

	Entity Name	Type	Status	Formed	Online Annual Reports
NC	<a href="#">Rollins Cafeteria Inc.</a>	BUS	Current-Active	10/31/2005	<a href="#">File Annual Report</a>
NC	<a href="#">Rollins Chempak, Inc.</a>	BUS	Multiple	10/13/1988	<a href="#">File Annual Report</a>
NC	<a href="#">Rollins Clustered Homes, Inc.</a>	BUS	Multiple	6/30/1983	<a href="#">File Annual Report</a>
NC	<a href="#">Rollins Construction, Inc.</a>	BUS	Multiple	1/3/1980	<a href="#">File Annual Report</a>
NC	<a href="#">Rollins Construction, Co.</a>	BUS	Current-Active	4/4/2007	<a href="#">File Annual Report</a>
NC	<a href="#">Rollins Consulting, LLC</a>	BUS	Converted	12/19/2005	<a href="#">File Annual Report</a>
NC	<a href="#">Rollins Consulting, LLC</a>	LLC	Current-Active	2/1/2006	<a href="#">File Annual Report</a>
NC	<a href="#">Rollins Consulting, Inc.</a>	BUS	Converted	12/19/2005	<a href="#">File Annual Report</a>
NC	<a href="#">Rollins Consulting, Inc.</a>	LLC	Current-Active	2/1/2006	<a href="#">File Annual Report</a>
NC	<a href="#">Rollins Continental, Inc.</a>	BUS	Current-Active	8/11/2005	<a href="#">File Annual Report</a>

10 Records Returned. [Search Again](#)

## Review of Annual Report Filings

A page similar to the following will be displayed. If you do not want to pay the annual report fee electronically, you will need to print out an annual report and mail it in with the appropriate fee. Annual Reports filed online with payment are posted immediately and may not go through a visual examination. Also note the message below, that no refunds will be issued to entities selecting multiple reports. This example only shows that one annual report is due for the year 2009. If a past year was due, there would be another selection for all years due. Review the listing of annual reports filed. If there is a problem report already filed, it would be in your best interest to correct the problem before filing additional annual reports. Click the blue button "File Your XXXX Report" and proceed to the next window.

**CORPORATIONS**

- Corporations Home
- Search By Corporate Name
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- Tobacco Manufacturers
- Unincorporated Non-Profits
- Dissolution Reports
- Non-Profit Reports
- Verify Certification
- Online Annual Reports

**LINKS & LEGISLATION**

- KBBE B2B Annual Reports
- SOSID Number Correction
- 2001 Bill Summaries
- 1999 Senate Bills
- Annual Reports 1997
- Corporations 1997
- Professional Corporations
- NCSOS Authority to Dissolve

**Online Annual Reports for: Rollins Cafeteria Inc.**

If you do not plan to pay by Credit Card, Electronic Check, or ACH or if you need to change the entity's registered agent's name, click here to print out a pre-populated annual report.

No refunds will be issued to entities accidentally selecting the "multiple reports" button. You will be charged a filing fee for each year listed.

File Your 2009 \* Report

**Date Formed: 10/31/2005**

**Previous Annual Report Submissions:** [↓](#)

	Date Filed	Accepted	Document	Document Id	Year Due
	10/31/2005	Yes	Creation Filing	C200525900034	
	5/1/2006	Yes	Annual Report	2006 121 02414	2006
	3/12/2007	Yes	Annual Report	2007 071 06100	2007
	5/5/2008	Yes	Annual Report	2008 142 00341	2008

Done
Internet

## Data Entry of Annual Report Information

### Section 1 – General Information

The screenshot shows the North Carolina Department of the Secretary of State website. At the top left is the state seal and the name of the Secretary, Elaine F. Marshall. The top right displays the department's name and contact information. A navigation menu on the left lists various services for corporations and links to legislation. The main content area contains a warning message, the title 'Section 1. General Information', and three input fields: '1a. Name of Business Corporation' (filled with 'Rollins Cafeteria Inc.'), '1b. Fiscal Year Ending Month' (a dropdown menu set to 'December'), and '1f. Briefly Describe The Nature of Business' (filled with 'Restaurant'). A 'Next' button is located at the bottom of the form area. The browser's address bar at the bottom shows 'Done' and a lock icon.

North Carolina  
Elaine F. Marshall  
Secretary

DEPARTMENT OF THE  
SECRETARY OF STATE  
PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

**CORPORATIONS**

- Corporations Home
- Search By Corporate Name
- Search For New & Dissolved
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- Important Notice
- Resale of Tickets Online
- Corporations FAQ
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- Tobacco Manufacturers
- Unincorporated Non-Profits
- Dissolution Reports
- Non-Profit Reports
- Verify Certification
- Online Annual Reports

**LINKS & LEGISLATION**

- KBBE B2B Annual Reports
- SOSID Number Correction

-Press Next when you are done entering information on this page. Please note that this web page is not considered a valid Annual Report. You must enter the information on all four pages then click on the "Submit Report" button **on the "Officers/Managers" page to submit the report.**

**Section 1. General Information**

1a. Name of Business Corporation ↓  
Rollins Cafeteria Inc.

1b. Fiscal Year Ending Month ↓  
December ▼

1f. Briefly Describe The Nature of Business ↓  
Restaurant

Next

This Section included General Information regarding the business entity. For business corporations the fiscal year end of record will automatically be populated along with the name and nature of business. You will not be able to change the name of the business entity or the fiscal year end. However, you may change the nature of business.

Click next to continue to Section 2 – Registered Agent Information.

Section 2 is the Registered Agent information. The Registered Agent and Registered Office Address of record will auto-populate. If you want to change the Registered Agent Name, you will need to mail in the annual report with payment and the new Registered Agents acceptance of the duties of Registered Agent. If there are no changes to the Registered Agent Name, you may change the either or addresses if necessary and continue. Note: If you change anything in the Registered Agent Name fields the software will assume it is a change and not allow you to continue. Therefore, even if it is the same person and you want to correct the spelling or add a suffix, etc. The report will need to be mailed in.

## Section 2 – Registered Agent

**CORPORATIONS**

- Corporations Home
- Search By Corporate Name
- Search For New & Dissolved
- Search By Registered Agent
- Important Notice
- Resale of Tickets Online
- Corporations FAQ
- Homeowners' Association FAQ
- Tobacco Manufacturers
- Unincorporated Non-Profits
- Dissolution Reports
- Non-Profit Reports
- Verify Certification
- Online Annual Reports

**LINKS & LEGISLATION**

- KBBE B2B Annual Reports
- SOSID Number Correction
- 2001 Bill Summaries
- 1999 Senate Bills
- Annual Reports 1997
- Corporations 1997
- Professional Corporations
- NCSOS Authority to Dissolve
- Register for E-Procurement
- Dept. of Revenue

**ONLINE ORDERS**

- Start An Order
- New Payment Procedures

**CONTACT US**

- Corporations Division

-Press Next when you are done entering information on this page. Please note that this web page is not considered a valid Annual Report. You must enter the information on all four pages then click on the "Submit Report" button on the "Officers/Managers" page to submit the report.

**Section 2. Registered Agent**

2a. Commercial Name

OR

First	Middle	Last	Suffix
<input type="text" value="Michael"/>	<input type="text" value="W"/>	<input type="text" value="Rollins"/>	<input type="text"/>

If you need to change the entity's registered agent's name, click here to print out a pre-populated annual report.

2b. Registered Office Street Address (Cannot be a P.O. Box)

2270 Hwy 74 A

City	State	Zip	County
<input type="text" value="Forest City"/>	<input type="text" value="NC"/>	<input type="text" value="28043"/>	<input type="text" value="Rutherford"/>

2c. Registered Mailing Address

2270 Hwy 74 A

City	State	Zip
<input type="text" value="Forest City"/>	<input type="text" value="NC"/>	<input type="text" value="28043"/>

[Back](#) [Next](#)

Click "back" to go to Section 1 – General Information. Click "Next" to go to Section 3 – Principal Office

## Section 3 – Principal Office

**CORPORATIONS**

- Corporations Home
- Search By Corporate Name
- Search For New & Dissolved
- Search By Registered Agent
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- Resale of Tickets Online
- Corporations FAQ
- Homeowners' Association FAQ
- Tobacco Manufacturers
- Unincorporated Non-Profits
- Dissolution Reports
- Non-Profit Reports
- Verify Certification
- Online Annual Reports

**LINKS & LEGISLATION**

- KBBE B2B Annual Reports
- SOSID Number Correction
- 2001 Bill Summaries
- 1999 Senate Bills
- Annual Reports 1997
- Corporations 1997

**-Press Next when you are done entering information on this page. Please note that this web page is not considered a valid Annual Report. You must enter the information on all four pages then click on the "Submit Report" button on the "Officers/Managers" page to submit the report.**

**Section 3. Principal Office**

3a. Phone (Including Area code)

(828) 245-9999

3b. Principal Office Street Address (Cannot be a P.O. Box)

2270 Hwy 74 A

City State Zip Country

Forest City NC 28043 USA

3c. Principal Office Mailing Address

2270 Hwy 74 a

City State Zip Country

Forest City NC 28043 USA

[Back](#) [Next](#)

Done

The principal office is where the corporate books are located and/or where business is being conducted. You may change any or all of the information on this page as necessary. Click "Back" to return to the Registered Office information or click "Next" to proceed to Section 4 – Officers/Members/Managers

## Section 4 – Officers/Members/Managers

The screenshot shows the North Carolina Department of the Secretary of State website. At the top left is the state seal and the name of Elaine F. Marshall, Secretary. The main header includes the department name and contact information. A left sidebar contains a menu for 'CORPORATIONS' and 'LINKS & LEGISLATION'. The main content area features a 'Section 4. Officers' header, a list of officers with a radio button for selection, and buttons for 'Add', 'Edit', 'Delete', 'Back', and 'Submit Report'. A text box provides instructions on how to use the 'Submit Report' button.

North Carolina  
Elaine F. Marshall  
Secretary  
DEPARTMENT OF THE SECRETARY OF STATE  
PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

**CORPORATIONS**

- Corporations Home
- Search By Corporate Name
- Search For New & Dissolved
- Search By Registered Agent
- Important Notice
- Resale of Tickets Online
- Corporations FAQ
- Homeowners' Association FAQ
- Tobacco Manufacturers
- Unincorporated Non-Profits
- Dissolution Reports
- Non-Profit Reports
- Verify Certification
- Online Annual Reports

**LINKS & LEGISLATION**

- KBBE B2B Annual Reports
- SOSID Number Correction

-Press "Submit Report" when you are done entering information on this page. Please note that this web page is not considered a valid Annual Report. You must enter the information on all four pages then click on the "Submit Report" button on this page.

**Section 4. Officers**

- President, Michael W Rollins, 2270 Hwy 74 a, Forest City, NC, 28043

**Add** **Edit** **Delete**

**Back** **Submit Report**

https://www.secretary.state.nc.us/ Internet

The Officer/Members/Managers section depending upon which type of entity is filing is multi-functional. You may add, edit or delete officers, members or managers. If you wish to edit, select the name by clicking in the circle next to the name and click "Edit" and the following window will open.

**Note:** The individual filing the annual report is required to be listed in the officer/member/Manager Section.

See page three of these instructions for clarification on who can file the annual report and titles used.

<ul style="list-style-type: none"> <li>Homeowners' Association FAQ</li> <li>Tobacco Manufacturers</li> <li>Unincorporated Non-Profits</li> <li>Dissolution Reports</li> <li>Non-Profit Reports</li> <li>Verify Certification</li> <li>Online Annual Reports</li> </ul> <p><b>LINKS &amp; LEGISLATION</b></p> <ul style="list-style-type: none"> <li>KBBE B2B Annual Reports</li> <li>SOSID Number Correction</li> <li>2001 Bill Summaries</li> <li>1999 Senate Bills</li> <li>Annual Reports 1997</li> <li>Corporations 1997</li> <li>Professional Corporations</li> <li>NCSOS Authority to Dissolve</li> <li>Register for E-Procurement</li> <li>Dept. of Revenue</li> </ul> <p><b>ONLINE ORDERS</b></p> <ul style="list-style-type: none"> <li>Start An Order</li> <li>New Payment Procedures</li> </ul> <p><b>CONTACT US</b></p> <ul style="list-style-type: none"> <li>Corporations Division</li> </ul>	<p>President, Michael W Rollins, 2270 Hwy 74 a, Forest City, NC, 28043</p> <hr/> <p><b>Edit an Officer</b></p> <p style="text-align: center;">↓</p> <p>Commercial Name</p> <input type="text"/> <p><b>OR</b></p> <table border="0"> <tr> <td>First</td> <td>Middle</td> <td>Last</td> <td>Suffix</td> </tr> <tr> <td><input type="text" value="Michael"/></td> <td><input type="text" value="W"/></td> <td><input type="text" value="Rollins"/></td> <td><input type="text"/></td> </tr> </table> <p>4b. Title ↓</p> <p><input type="text" value="President"/></p> <p>4c. Address ↓</p> <input type="text" value="2270 Hwy 74 a"/> <table border="0"> <tr> <td>City</td> <td>State</td> <td>Zip</td> <td>Country ↓</td> </tr> <tr> <td><input type="text" value="Forest City"/></td> <td><input type="text" value="NC"/></td> <td><input type="text" value="28043"/></td> <td><input type="text" value="USA"/></td> </tr> </table> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	First	Middle	Last	Suffix	<input type="text" value="Michael"/>	<input type="text" value="W"/>	<input type="text" value="Rollins"/>	<input type="text"/>	City	State	Zip	Country ↓	<input type="text" value="Forest City"/>	<input type="text" value="NC"/>	<input type="text" value="28043"/>	<input type="text" value="USA"/>
First	Middle	Last	Suffix														
<input type="text" value="Michael"/>	<input type="text" value="W"/>	<input type="text" value="Rollins"/>	<input type="text"/>														
City	State	Zip	Country ↓														
<input type="text" value="Forest City"/>	<input type="text" value="NC"/>	<input type="text" value="28043"/>	<input type="text" value="USA"/>														

You may change the name, title or address and then click “save” which will return you to the Section 4 window.

If you want to add officers, members, or managers, simple click “Add” and the following window will open.

<ul style="list-style-type: none"> <li>Homeowners' Association FAQ</li> <li>Tobacco Manufacturers</li> <li>Unincorporated Non-Profits</li> <li>Dissolution Reports</li> <li>Non-Profit Reports</li> <li>Verify Certification</li> <li>Online Annual Reports</li> </ul> <p><b>LINKS &amp; LEGISLATION</b></p> <ul style="list-style-type: none"> <li>KBBE B2B Annual Reports</li> <li>SOSID Number Correction</li> <li>2001 Bill Summaries</li> <li>1999 Senate Bills</li> <li>Annual Reports 1997</li> <li>Corporations 1997</li> <li>Professional Corporations</li> <li>NCSOS Authority to Dissolve</li> <li>Register for E-Procurement</li> <li>Dept. of Revenue</li> </ul> <p><b>ONLINE ORDERS</b></p> <ul style="list-style-type: none"> <li>Start An Order</li> <li>New Payment Procedures</li> </ul> <p><b>CONTACT US</b></p> <ul style="list-style-type: none"> <li>Corporations Division</li> </ul>	<p>President, Michael W Rollins, 2270 Hwy 74 a, Forest City, NC, 28043</p> <hr/> <p><b>Add an Officer</b></p> <p style="text-align: center;">↓</p> <p>4a. Officer Name</p> <p>Commercial Name</p> <input type="text"/> <p><b>OR</b></p> <table border="0"> <tr> <td>First</td> <td>Middle</td> <td>Last</td> <td>Suffix</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p>4b. Title ↓</p> <p><input type="text" value="President"/></p> <p>4c. Address ↓</p> <input type="text"/> <table border="0"> <tr> <td>City</td> <td>State</td> <td>Zip</td> <td>Country ↓</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="NC"/></td> <td><input type="text"/></td> <td><input type="text" value="USA"/></td> </tr> </table> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	First	Middle	Last	Suffix	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	City	State	Zip	Country ↓	<input type="text"/>	<input type="text" value="NC"/>	<input type="text"/>	<input type="text" value="USA"/>
First	Middle	Last	Suffix														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
City	State	Zip	Country ↓														
<input type="text"/>	<input type="text" value="NC"/>	<input type="text"/>	<input type="text" value="USA"/>														

Enter all of the information pertaining to this person or entity and click “save”, you will return to Section 4. If there are other officers, members, managers to add, continue clicking “Add” until you are finished adding officers/members/managers.

The screenshot shows the website of the North Carolina Department of the Secretary of State. At the top left is the state seal. To its right is the name **Elaine F. Marshall** and her title **Secretary**. Further right, it says **North Carolina** and **DEPARTMENT OF THE SECRETARY OF STATE** with the address **PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000**.

On the left side, there is a navigation menu with two sections: **CORPORATIONS** and **LINKS & LEGISLATION**. The **CORPORATIONS** section includes links like [Corporations Home](#), [Search By Corporate Name](#), [Search For New & Dissolved](#), [Search By Registered Agent](#), [Important Notice](#), [Resale of Tickets Online](#), [Corporations FAQ](#), [Homeowners' Association FAQ](#), [Tobacco Manufacturers](#), [Unincorporated Non-Profits](#), [Dissolution Reports](#), [Non-Profit Reports](#), [Verify Certification](#), and [Online Annual Reports](#). The **LINKS & LEGISLATION** section includes [KBBE B2B Annual Reports](#) and [SOSID Number Correction](#).

In the center, there is a text block: **-Press "Submit Report" when you are done entering information on this page. Please note that this web page is not considered a valid Annual Report. You must enter the information on all four pages then click on the "Submit Report" button on this page.**

Below this text is a form titled **Section 4. Officers**. It contains a single entry:  **President, Michael W Rollins, 2270 Hwy 74 a, Forest City, NC, 28043**. Below the form are buttons for **Add**, **Edit**, **Delete**, **Back**, and **Submit Report**.

At the bottom of the browser window, the address bar shows <https://www.secretary.state.nc.us/> and the Internet Explorer logo.

If you want to delete an officer, member or manager. Simple select the name and click “Delete.” When you are done with Section 4, click “Submit Report.”

## Submit Report

<b>CORPORATIONS</b> Corporations Home Search By Corporate Name Search For New & Dissolved Search By Registered Agent Important Notice Resale of Tickets Online Corporations FAQ Homeowners' Association FAQ Tobacco Manufacturers Unincorporated Non-Profits Dissolution Reports Non-Profit Reports Verify Certification Online Annual Reports	<p>This filing has been verified and meets the requirements. Click the "Checkout" button to pay for your report. Annual Report Information Entered - Review this information. After you checkout, you will NOT be able to edit the report. Click on the "Back" button to edit the report information now.</p> <hr/> <p>Document type: Annual Report Report Year: 2009 EntityType: Business Corporation State of Incorporation: NC Entity Name: Rollins Cafeteria Inc.</p> <hr/> <p>Principal Mailing Address: 2270 Hwy 74 a Forest City, NC 28043 USA</p> <p>Principal Office Address: 2270 Hwy 74 A Forest City, NC 28043 USA</p> <p>Principal Office Phone Number: (828) 245-9999</p> <hr/> <p>Federal Id Number: Nature of Business: Restaurant Fiscal Year Ending Month: December</p> <hr/> <p>Officers/Members/Managers: Title: President</p>
<b>LINKS &amp; LEGISLATION</b> KBBE B2B Annual Reports SOSID Number Correction 2001 Bill Summaries 1999 Senate Bills Annual Reports 1997 Corporations 1997 Professional Corporations NCSOS Authority to Dissolve	
<b>ONLINE ORDERS</b> Start An Order New Payment Procedures	
<b>CONTACT US</b> Corporations Division	
<b>TOOLS</b> Secretary of State Home Secretary of State Site Map Printable Page	
Professional Corporations Register for E-Procurement Dept. of Revenue	<p>Officers/Members/Managers: Title: Manager Name: rollins, john m rollins Address: P. O. Box 591 Sparta, NC 28675 USA</p> <hr/> <p>Registered Agent: ROLLINS , JOHN M Registered Mailing Address: P. O. Box 591 Sparta, NC 28675 USA</p> <p>Registered Office Address: 1083 S. Main Street Sparta, NC 28675 Alleghany County USA</p> <p><a href="#">Back</a> <a href="#">Checkout</a></p>

This window will allow you to review all of the information contained in the annual report. When this window appears you know you have met the requirements and can continue. If there is anything incorrect, please press the "back" buttons and make any corrections. You will NOT be able to make corrections after you checkout unless you file an amendment.

After reviewing the Annual Report click on the "Checkout" button to start the payment process.

If for any reason the Annual Report submitted does not pass requirements, it will be rejected. A page similar to the one below will be displayed. Messages stating the reason for the rejection will be displayed.



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SECRETARY OF STATE**

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**Elaine F. Marshall**  
Secretary

**This report would be rejected for the following reasons.  
Go back and review your entries.**

Rejected: No Nature of Business Entered.

Rejected: Principal Office Phone Number Not Entered.

Rejected: The Principal Office Phone Number must be at least 10 digits.

Rejected: Principal Office Street Address Not Entered Or Incomplete.

Rejected: No Officers Listed.

[Back to Report Info](#)

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*For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#)*

[Click here for help downloading forms.](#)

These errors must be corrected and the Annual Report must be submitted until it passes all of the requirements. Use the "Back" button to return to the Officers/Managers page. At which time the filer can select the tab relating to the information to add/edit.

## Payment Process

Below is the first page of the payment process. It requires the officer's name filing the document, his/her e-mail address and the type of filing.

**CORPORATIONS**

- Corporations Home
- Search By Corporate Name
- Search For New & Dissolved
- Search By Registered Agent
- Important Notice
- Resale of Tickets Online
- Corporations FAQ
- Homeowners' Association FAQ
- Tobacco Manufacturers
- Unincorporated Non-Profits
- Dissolution Reports
- Non-Profit Reports
- Verify Certification
- Online Annual Reports

**LINKS & LEGISLATION**

- KBBE B2B Annual Reports
- SOSID Number Correction
- 2001 Bill Summaries
- 1999 Senate Bills
- Annual Reports 1997
- Corporations 1997
- Professional Corporations

To continue Filing the report online with an Electronic Check or Credit Card, the Filing fee is \$18.00 plus a \$2.00 Electronic Transaction Fee.

To continue, click on the name of the officer, manager, or partner filling out the report in the Name box, select the payment method, and click the "Continue" button to continue. **Entering your name in the name box constitutes a signature and certifies that the Annual Report information submitted is accurate and current.**

If you are going to use the shopping cart feature, please select the "Add to Cart" option in the payment type options. Then click "Continue" to proceed to the login screen for the shopping cart. If you do not already have a userid and password, you may create one during the next step.

Name                      Email                      Payment Type

Michael W R                                           Electronic Check                      Continue

If you do not plan to pay by Credit Card, Electronic Check, or ACH, click here to print out a pre-populated annual report.

The name of the officer, manager or partner will display in the name field. The name in the name box constitutes a signature and certifies that the Annual Report information being submitted is accurate and current.

The name must be one of the following for the type of entity annual report being filed:

**Business Corporation:** President, Vice President, Treasurer, Secretary

**Limited Liability Company:** Manager, Director, or Executive

**Limited Liability Partnership or LLLP:** General Partner

The payment method can be selected by clicking in the Payment Type field. Choices are

Credit Card, ACH (Automated Clearing House), or Shopping Cart.

If using the shopping cart feature, select the "add to cart" option in the payment type field. Then click "continue". For directions, go to the Shopping Cart Section to complete the annual report filing process.

**Payment and Fees:** A business corporation annual report filed online is \$18 plus a \$2 electronic transaction fee. If filed in paper form with the Department of

Revenue the fee is \$25. A Limited Liability Company and Limited Liability Partnership annual report fee is \$200 plus the \$2 electronic filing fee.

## **Credit Card and ACH Account**

If you choose payment Type “electronic check” the following window will appear.

**ACCOUNT INFORMATION**

**Current Total \$202.00**

Name on Account  
Rollins Auto Sales of Alleghany, LLC

Address  
P. O. Box 591

City	State	Zip Code
Sparta	NC	28675

Routing #      Account #

Done      Internet

Enter the information from the bottom of your check. If you will notice, the top of the window in red indicates the amount being submitted for the filing fee. When you click “Complete Purchase” you will be directed to the [ACH Payment Agreement](#) window. Follow the directions from that point of the process.

If you choose payment type “credit card” the following window will appear.

**ACCOUNT INFORMATION**

**Current Total \$202.00**

**Name on Account**  
Rollins Auto Sales of Alleghany, LLC

**Address**  
P. O. Box 591

City	State	Zip Code
Sparta	NC	28675

Card Type	Account #	Expiration (M/Y)
Visa		1 / 2005

Done Internet

Enter the card type, account number and expiration date and proceed. When you click "Complete Purchase" you will be directed to the [ACH Payment Agreement](#) window. Follow the directions from that point of the process.

## Shopping Cart Feature

**NOTE:** The shopping cart feature is only available to users that have an account set up with the Secretary of State. The shopping cart feature is used not only for annual report online filings, but also to order certified documents online. The account must be set up using an ACH account or check information. However, at checkout, the payment option can be changed to a credit card. Please see the following screen to set up an account. If you already have an account set up, login at this point and continue to file the reports by using the “add to cart” feature.

If you choose payment type “add to cart” the following window will appear to request your login and password or clicking on “Start an Order” in the left grey tool bar will open this screen as well.



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North Carolina  
**DEPARTMENT OF THE  
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Date: 3/19/2004

**Please Enter your Logon ID and Password**

User Name:

Password:

[Privacy Statement](#)

[Forgot your password?](#)

**Customers Filing Annual Reports/Corporate Documents Online:**

The NC Department of the Secretary of State now offers the ability to file Annual Reports online via a shopping cart. In order to use this new feature, an online account must be created. [Click here to create a new account.](#)

If you are having trouble setting up your account, [click here to learn how to set up an online account.](#) Alternatively, you may call the Corporations Division at (919)807-2225.

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*For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#)*

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<b>Corporations</b>
<a href="#">Corporations Home</a>
<a href="#">Important Notice</a>
<a href="#">Corporate Forms/Fees</a>
<a href="#">Corporations FAQ</a>
<a href="#">Tobacco Manufacturers</a>
<a href="#">Verify Certification</a>
<a href="#">Online Annual Reports</a>
<b>Links</b>
<a href="#">Secretary Of State Home</a>
<a href="#">Business License</a>
<a href="#">Register for E-Procurement</a>
<a href="#">Dept. of Revenue</a>
<b>Legislation</b>
<a href="#">1999 Senate Bills</a>
<a href="#">2001 Bill Summaries</a>
<a href="#">Annual Reports 1997</a>
<a href="#">Corporations 1997</a>
<a href="#">Other Legislation</a>
<b>Search</b>
<a href="#">By Corporate Name</a>
<a href="#">For New Corporation</a>
<a href="#">By Registered Agent</a>
<b>Online Orders</b>
<a href="#">Start An Order</a>
<a href="#">New Payment Procedures</a>

Enter the user name and password at this time. If you do not have a user name and password you must create one in order to use the shopping cart feature. Click on the sentence “Click here to create a new account.” The following page will be displayed. Enter all of the requirement fields.



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SECRETARY OF STATE**  
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<b>Corporations</b>
<ul style="list-style-type: none"> <li>• Corporations Home</li> <li>• Important Notice</li> <li>• Corporate Forms/Fees</li> <li>• Corporations FAQ</li> <li>• Tobacco Manufacturers</li> <li>• Verify Certification</li> <li>• Online Annual Reports</li> </ul>
<b>Links</b>
<ul style="list-style-type: none"> <li>• Secretary Of State Home</li> <li>• Business License</li> <li>• Register for E-Procurement</li> <li>• Dept. of Revenue</li> </ul>
<b>Legislation</b>
<ul style="list-style-type: none"> <li>• 1999 Senate Bills</li> <li>• 2001 Bill Summaries</li> <li>• Annual Reports 1997</li> <li>• Corporations 1997</li> <li>• Other Legislation</li> </ul>
<b>Search</b>
<ul style="list-style-type: none"> <li>• By Corporate Name</li> <li>• For New Corporation</li> <li>• By Registered Agent</li> </ul>
<b>Online Orders</b>
<ul style="list-style-type: none"> <li>• Start An Order</li> <li>• New Payment Procedures</li> </ul>

## Enter Your New Account Information

**Commercial Name:**

- OR -

**First Name:**  **Middle:**  **Last Name:**  **Suffix:**

*Note: Name changes must be made via telephone.*

**Street Address:**

**\*Required**

**City:**  **State:**  **Zip:**  **\*Required**

**Phone:** (  )  -  **\*Required**

**Fax:** (  )  -

**Email Addresses** ([click here for Email Definitions](#))

**E-Mail:**  **\*Required**

**Notification:**

**Billing:**

### ACH Account Information

This section is optional. Please complete the section below only if you plan to use an ACH account to pay for documents online. Otherwise, credit card payments are accepted.

#### PLEASE PRINT THIS SCREEN AND RETAIN FOR YOUR RECORDS

By completing the fields labeled "Account Routing" and "Account Number" and clicking on the "Enable ACH" box, I certify the following:

1. That I am authorized to debit this account;
2. That I authorize the Department of the Secretary of State to initiate debit entries to my account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to debit the same to such account for payment.
3. That I understand that this authorization shall remain in full force and effect until such time as I revoke it and the Department of the Secretary of State and FINANCIAL INSTITUTION have a reasonable opportunity to act on it;
4. That I may revoke this authorization by updating my account information and clicking on the "Disable ACH" box on this page.
5. That the method of revocation of authorization may only be accomplished by the method outlined in #4 herein.
6. That I acknowledge that the origination of ACH transactions to my account must comply with provision of U.S. law.

**Account Routing:**

**Account Number:**

### Enter your new User ID Here

Once you click on the "Continue" button below, you will be prompted to log-in to complete your account setup.

**User ID:**

**Enter a new password:**

**Verify your new password:**

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A description of the email fields is as follows:

**E-mail** - Primary E-mail Address for contacting an entity. If no other E-mail addresses are specified, all Document Notifications and Invoices will be E-mailed to this address when they are available for download.

**Notification E-Mail** - If supplied, all Document Notifications will be E-mailed to this address when they are available for download.

**Billing E-Mail** - If supplied, then all Invoice images will be E-mailed to this address when they are available.

When entering ACH Account information, Account Routing and Account Numbers assigned by financial institutions to checking, savings, etc. accounts and are the only numbers that should be entered in these fields. **. DO NOT** enter credit card numbers in the "Account Routing" or the "Account Number" fields. For security purposes credit card information is not stored and is only collected at time of checkout. Click on Enable ACH after entering the Account Routing and Account Numbers.

After entering the User Name and Password click continue.

A page similar to the following will be displayed if the ACH was **NOT** enabled. Notice that the fields with ACH information are NOT populated. To enable ACH these fields must be populated.



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PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

- Corporations
  - Corporations Home
  - Important Notice
  - Corporate Forms/Fees
  - Corporations FAQ
  - Tobacco Manufacturers
  - Verify Certification
  - Online Annual Reports
- Links
  - Secretary Of State Home
  - Business License
  - Register for E-Procurement
  - Dept. of Revenue
- Legislation
  - 1999 Senate Bills
  - 2001 Bill Summaries
  - Annual Reports 1997
  - Corporations 1997
  - Other Legislation
- Search
  - By Corporate Name
  - For New Corporation
  - By Registered Agent
- Online Orders
  - Start An Order
  - New Payment Procedures
  - Shopping Cart
  - Manage My Reps
  - Check My Orders
  - Maintain My Profile
  - Security Policy
  - Privacy Policy
  - Verify Certification
  - Logout

**Commercial Name:** Test for OnLine Guide  
**Street Address:** 1 Test Street  
**City State Zip:** Test City, NC 12345  
**Phone:** (919) 111-2222  
**Email:** test@sonc.com  
**Notification Email:** testn@sonc.com  
**Billing Email:** testb@sonc.com  
**ACH Routing Number:**  
**ACH Account Number:**

[Continue >>](#)

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*For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#)*  
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A page similar to the following will be displayed if the ACH was enabled. Notice that the fields with ACH information are populated. This only confirms that information was keyed in these fields it does **NOT** in any way verify that this information is correct. These numbers will be verified when the bank receives notification of the ACH transaction. If the numbers are incorrect the Cash Management Office within the Department of The Secretary of State will contact the person filing the Annual Report. Please note, the document may be cancelled for non-payment.



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**Commercial Name:** Test for OnLine Guide  
**Street Address:** 1 Test Street  
**City State Zip:** Test City, NC 12345  
**Phone:** (919) 111-2222  
**Email:** test@sonc.com  
**Notification Email:** testn@sonc.com  
**Billing Email:** testb@sonc.com  
**ACH Routing Number:** 123456789  
**ACH Account Number:** 098765432

[Continue >>](#)

**Corporations**

- Corporations Home
- Important Notice
- Corporate Forms/Fees
- Corporations FAQ
- Tobacco Manufacturers
- Verify Certification
- Online Annual Reports

**Links**

- Secretary Of State Home
- Business License
- Register for E-Procurement
- Dept. of Revenue

**Legislation**

- 1999 Senate Bills
- 2001 Bill Summaries
- Annual Reports 1997
- Corporations 1997
- Other Legislation

**Search**

- By Corporate Name
- For New Corporation
- By Registered Agent

**Online Orders**

- Start An Order
- New Payment Procedures
- Shopping Cart
- Manage My Reps
- Check My Orders
- Maintain My Profile
- Security Policy
- Privacy Policy
- Verify Certification
- Logout

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### Starting an Online Shopping Cart for annual report filings

After you have logged in with your login and password you can either click the "Continue" button below the account information if you have just opened an account or "Start An Order" in the gray navigation bar to the left. Either option will display the page on the next page. Additional Annual Report filings can be added to the shopping cart by entering the name and completing the annual report filing procedures for each entity. Make sure to choose the shopping cart feature as the payment type for each one.



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**DEPARTMENT OF THE  
SECRETARY OF STATE**  
PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

- CORPORATIONS**
- Corporations Home
- Search By Corporate Name
- Search For New & Dissolved
- Search By Registered Agent
- Important Notice
- Resale of Tickets Online
- Corporations FAQ
- Homeowners' Association FAQ
- Tobacco Manufacturers
- Unincorporated Non-Profits
- Dissolution Reports
- Non-Profit Reports
- Verify Certification
- Online Annual Reports

- ONLINE ORDERS**
- Start An Order
- New Payment Procedures
- Shopping Cart
- Manage My Reps
- Check My Orders
- Past Orders Report
- Maintain My Profile
- Privacy Policy
- Verify Certification
- Logout

- CONTACT US**
- Securities Administrator

- TOOLS**
- Secretary of State Home

### Search for a Corporation by Name

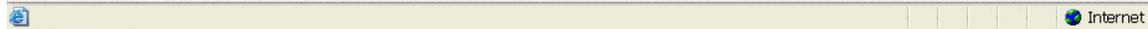
[SCAM ALERT Regarding National Business Register](#)

- Starting With
- All words
- Any words
- Corporate Name Availability
- Sounds Like
- Exact Match
- Only Active Corporations

### Search Page Information:

Welcome to the new corporations search page. We now offer 'Real Time' filing information. What does that mean to you? 'Real Time' means that information on filings will be available on the web page the moment they happen. In addition, limited partnership information is now part of the new system. You will now be able to search all business entities that are on file with the North Carolina Corporations Division.



There are a variety of account options available to account holders who either file online annual reports or order certified documents online. These options are located on the left grey tool bar and are only available after you have logged into your account.

Search and progress through each section for all annual reports being added to the shopping cart. When you are finished adding annual reports to the shopping cart click the option "Shopping Cart" on the side grey tool bar and the following page will display. Review this page for any duplicates, etc. and take the appropriate action for your filings. It is easier to get the filings correct at this point than requesting a refund at a later time. Also make sure the business entity is the correct business entity for which you are filing.



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Date: 3/19/2004  
**Current Shopping Cart**

Delete	Item Description	Qty.	Each	Ex.Price	Delivery	Reference
<input type="checkbox"/>	Corp Fees - 2003 Annual Report for BE MY GUEST, INC.	1	\$20.00	\$20.00	On-line ▾	
<input type="checkbox"/>	Corp Fees - 2003 Annual Report for BE MY GUEST, INC.	1	\$20.00	\$20.00	On-line ▾	
			<b>Total</b>	<b>\$40.00</b>	Qty 2	

Delete Marked Items
Refresh Extended Prices

Return to My Annual Reports
Order More Documents

Check Out

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**Corporations**

- Corporations Home
- Important Notice
- Corporate Forms/Fees
- Corporations FAQ
- Tobacco Manufacturers
- Verify Certification
- Online Annual Reports

**Links**

- Secretary Of State Home
- Business License
- Register for E-Procurement
- Dept. of Revenue

**Legislation**

- 1999 Senate Bills
- 2001 Bill Summaries
- Annual Reports 1997
- Corporations 1997
- Other Legislation

**Search**

- By Corporate Name
- For New Corporation
- By Registered Agent

**Online Orders**

- Start An Order
- New Payment Procedures
- Shopping Cart
- Manage My Reps
- Check My Orders
- Maintain My Profile
- Security Policy
- Privacy Policy
- Verify Certification
- Logout

In the example above the 2003 Annual report has been filed twice, this of course is a mistake. Click the button in the delete column to flag one of them for deletion. If the item is accidentally marked for deletion, clicking on it again will remove the flag. When the "delete marked items" button is clicked, any items marked for deletion will be deleted. The page of the updated Current Shopping Cart will be displayed, if you have made any changes and the total payment does not change, you may click "Refresh Extended Prices." At this point you also have the options to order more documents or return to "My Annual Reports" page. If everything looks correct, click "Check Out" to progress to the next page.

This is the payment section for Shopping Cart filings. At this time you can either use the ACH account numbers on file, or change the payment type to a credit card. Then click the "Complete Checkout" button. If the "Go Back to Cart" or "Back" button is clicked the previous page will be displayed.



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Date: 3/19/2004

**Current Shopping Cart**

Item Description	Qty.	Each	Ex.Price	Delivery	Reference
Corp Fees of 2003 Annual Report for	1	\$20.00	\$20.00	Online	
Electronic Transaction Fee	1	\$2.00	\$2.00		
<b>Total</b>		<b>\$22.00</b>		Qty 1	

Purchaser:

Payment Type:

Go Back To Cart
Complete Checkout

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For questions or comments concerning the Corporations Division, please send e-mail to [Corporations Administrator](#)

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**Corporations**

- [Corporations Home](#)
- [Important Notice](#)
- [Corporate Forms/Fees](#)
- [Corporations FAQ](#)
- [Tobacco Manufacturers](#)
- [Verify Certification](#)
- [Online Annual Reports](#)

**Links**

- [Secretary Of State Home](#)
- [Business License](#)
- [Register for E-Procurement](#)
- [Dept. of Revenue](#)

**Legislation**

- [1999 Senate Bills](#)
- [2001 Bill Summaries](#)
- [Annual Reports 1997](#)
- [Corporations 1997](#)
- [Other Legislation](#)

**Search**

- [By Corporate Name](#)
- [For New Corporation](#)
- [By Registered Agent](#)

**Online Orders**

- [Start An Order](#)
- [New Payment Procedures](#)
- [Shopping Cart](#)
- [Manage My Repts](#)
- [Check My Orders](#)
- [Maintain My Profile](#)
- [Security Policy](#)
- [Privacy Policy](#)
- [Verify Certification](#)
- [Logout](#)

If payment type is credit card the following page will be displayed. Enter the required information and click the "continue" button.



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SECRETARY OF STATE

PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

- Corporations
  - Corporations Home
  - Important Notice
  - Corporate Forms/Fees
  - Corporations FAQ
  - Tobacco Manufacturers
  - Verify Certification
  - Online Annual Reports
- Links
  - Secretary Of State Home
  - Business License
  - Register for E-Procurement
  - Dept. of Revenue
- Legislation
  - 1999 Senate Bills
  - 2001 Bill Summaries
  - Annual Reports 1997
  - Corporations 1997
  - Other Legislation
- Search
  - By Corporate Name
  - For New Corporation
  - By Registered Agent
- Online Orders
  - Start An Order
  - New Payment Procedures
  - Shopping Cart
  - Manage My Reps
  - Check My Orders
  - Maintain My Profile
  - Security Policy
  - Privacy Policy
  - Verify Certification
  - Logout

### ACCOUNT INFORMATION

NAME ON ACCOUNT		
<input type="text" value="Order Sample"/>		
ADDRESS		
<input type="text" value="Please don't mail this"/>		
CITY	STATE	POSTAL CODE
<input type="text" value="Raleigh"/>	<input type="text" value="NC"/>	<input type="text" value="27613"/>
PHONE		EMAIL
<input type="text" value="( 919 ) 807 - 9192"/>		<input type="text" value="jimcmanus@sosnc.com"/>
CARD TYPE	CARD NUMBER	
<input type="text" value="Visa"/>	<input type="text"/>	
EXPIRATION(MM/YY)		
<input type="text"/>	<input type="text"/>	

[Continue >>](#)

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After clicking the "continue" button, if paying by credit card or the "complete check out" button when paying by ACH, the following page will be displayed.

## ACH Agreement

The user must click on the "I AGREE to the terms of the agreement" button in order to complete the payment transaction.

	<p>North Carolina <b>Elaine F. Marshall</b> Secretary</p> <p><b>DEPARTMENT OF THE SECRETARY OF STATE</b></p> <p>PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000</p>
<ul style="list-style-type: none"><li>Corporations<ul style="list-style-type: none"><li>Corporations Home</li><li>Important Notice</li><li>Corporate Forms/Fees</li><li>Corporations FAQ</li><li>Tobacco Manufacturers</li><li>Verify Certification</li><li>Online Annual Reports</li></ul></li><li>Links<ul style="list-style-type: none"><li>Secretary Of State Home</li><li>Business License</li><li>Register for E-Procurement</li><li>Dept. of Revenue</li></ul></li><li>Legislation<ul style="list-style-type: none"><li>1999 Senate Bills</li><li>2001 Bill Summaries</li><li>Annual Reports 1997</li><li>Corporations 1997</li><li>Other Legislation</li></ul></li><li>Search<ul style="list-style-type: none"><li>By Corporate Name</li><li>For New Corporation</li><li>By Registered Agent</li></ul></li><li>Online Orders<ul style="list-style-type: none"><li>Start An Order</li><li>New Payment Procedures</li><li>Shopping Cart</li><li>Manage My Reqs</li><li>Check My Orders</li><li>Maintain My Profile</li><li>Security Policy</li><li>Privacy Policy</li><li>Verify Certification</li><li>Logout</li></ul></li></ul>	<p>Date: 3/19/2004 Agreement to Pay for "Online Order"</p> <p>BY COMPLETING UNIFORM COMMERCIAL CODE FILING(S) OR CORPORATIONS DOCUMENTS ONLINE FROM THE SECRETARY OF STATE WEB SITE, I AUTHORIZE THE SECRETARY OF STATE TO DEBIT MY PRE-ESTABLISHED ACH (AUTOMATIC CLEARING HOUSE) BANK ACCOUNT FOR THE TOTAL AMOUNT OF FEES INDICATED ON MY CONFIRMATION NOTICE.</p> <p>A total amount of <b>\$22.00</b> will be debited from your automated clearing house account.</p> <p><input type="button" value="I AGREE to the terms of this agreement"/></p> <p><input type="button" value="I DISAGREE to the terms of this agreement"/></p>
<p><i>For questions or comments about the North Carolina Secretary of State's web site, please send e-mail to <a href="#">Webmaster</a>.</i></p> <p><i>For questions or comments concerning the Corporations Division, please send e-mail to <a href="#">Corporations Administrator</a></i></p> <p><a href="#">Click here for help downloading forms.</a></p>	

After clicking on the "I AGREE to the terms of the agreement" button the following page will be displayed.

## Payment Approval

The invoice number serves as a reference number to the transaction.



North Carolina  
**Elaine F. Marshall**  
Secretary

**DEPARTMENT OF THE SECRETARY OF STATE**  
PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

- Corporations
  - Corporations Home
  - Important Notice
  - Corporate Forms/Fees
  - Corporations FAQ
  - Tobacco Manufacturers
  - Verify Certification
  - Online Annual Reports
- Links
  - Secretary Of State Home
  - Business License
  - Register for E-Procurement
  - Dept. of Revenue
- Legislation
  - 1999 Senate Bills
  - 2001 Bill Summaries
  - Annual Reports 1997
  - Corporations 1997
  - Other Legislation
- Search
  - By Corporate Name
  - For New Corporation
  - By Registered Agent
- Online Orders
  - Start An Order
  - New Payment Procedures
  - Shopping Cart
  - Manage My Reps
  - Check My Orders
  - Maintain My Profile
  - Security Policy
  - Privacy Policy
  - Verify Certification
  - Logout

**Transaction Approved, Cart Complete**

**Invoice Number: 5712226**

[View Orders](#)

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If the "View Orders" button is clicked or in the gray menu bar to the left, the link "Check My Orders" is clicked, the following page will be displayed.

## View Annual Report and Invoice



The screenshot displays the website for the North Carolina Department of the Secretary of State. At the top left is the state seal. To its right, the name "Elaine F. Marshall Secretary" is displayed. Further right, the text "North Carolina DEPARTMENT OF THE SECRETARY OF STATE" is shown, along with the address "PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000".

On the left side, there are two menu sections: "CORPORATIONS" and "LINKS & LEGISLATION". The "CORPORATIONS" menu includes links such as "Corporations Home", "Search By Corporate Name", "Search For New & Dissolved", "Search By Registered Agent", "Important Notice", "Resale of Tickets Online", "Corporations FAQ", "Homeowners' Association FAQ", "Tobacco Manufacturers", "Unincorporated Non-Profits", "Dissolution Reports", "Non-Profit Reports", "Verify Certification", and "Online Annual Reports". The "LINKS & LEGISLATION" menu includes "KBBE B2B Annual Reports" and "SOSID Number Correction".

On the right side, a heading reads "All Invoices for Order Sample in the last 30 Days." Below this is a table with the following data:

Invoice Date	Invoice Number	Contact	Ship Via	Status	Amount Due
8/20/2009	<a href="#">9814299</a>	Order Sample	OnLine	Ready	\$0.00

At the bottom right of the page, there is an "Internet" icon.

The invoice number under the column labeled number is a hyperlink to a particular invoice.

This list will only provide invoices processed within the last thirty days.

Clicking on the Invoice Number will display a page similar to the following.



North Carolina  
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 Secretary

North Carolina  
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**SECRETARY OF STATE**  
 PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

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- Shopping Cart
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- Maintain My Profile
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- Privacy Policy
- Verify Certification
- Logout

[Refresh](#)

Valid as of **4/2/2004 11:33:24 AM**

**Order Status of documents on Purchase Order Number: 5940316 \***  
**Dated 4/2/2004 for**  
**Ordered by Sample, Order**

Reference	Item#**	Item Description	ShipVia	Status	FileSize
	8577656_1	Cert Copies - Articles of Incorporation for Savings & Loan for Soprano Itu - Business Corporation	OnLine	Ready	1 page

\*Click on Purchase Order number to view/print a purchase order for your records.

\*\*Click on Item Number to download and print documents.

[Click here to request status on this order.](#)

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[Click here for help downloading forms.](#)

The Orders and/or Annual reports are displayed on a page similar to the one above. Clicking on the Item Number will open an additional page in which the actual document will be displayed. The Invoice Number may also be clicked on to display the invoice. You may log in and click "Check My Orders" at any time within 30 days of filing the document to download and print.