



*Secretary of State*  
*Elaine F. Marshall*

North Carolina Secretary of State

IT

**SOS Website Account**

**SOSKB Website Manual**

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Version 1.0

# About the SOS Website Account Manual

This manual gives an overview of all the pages and features of the SOS Website Account section of the NC Secretary of State's Knowledge Base (SOSKB) website.

The screenshot shows the official website of the State of North Carolina. At the top left, it says "Official website of the State of North Carolina" with a link "Here's how you know" and a dropdown arrow. Next to it is the Secretary of State's logo and name: "Secretary of State Elaine F. Marshall". To the right are navigation links: "About", "Contact", "Fees", "FAQs", "News", "Site Map", "Search", "Sign In", and a notification bell icon. Below these are menu items: "Divisions", "Programs", "Agency Information", "Online Services", and "Forms".

## North Carolina Secretary of State's Office

**Rural RISE NC**  
Our Rural RISE NC initiative connects you with mentors, business counselors, funding sources, and more—within your community and beyond. And even better, many of these resources are free.

Below the main content area are five colored buttons for quick access to services:

- Register Your New Business
- File Your Business Annual Report
- Reinstate Your Dissolved Business
- Renew Your Notary Commission
- Find Business Resources Rural RISE NC

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# SOS Website Account Creation Manual

This manual provides an overview of the pages and features within the SOS Website Account section of the Secretary of State's new website. In this guide, you'll learn how to create an online account with the North Carolina Secretary of State's office, enabling you to file online once your SOS Website Account is set up.

## Creating an Account

Go to the North Carolina Secretary of State's Office website at: <https://sosnc.gov>.

Go to the top ribbon of links.

Select the **Sign In** link.

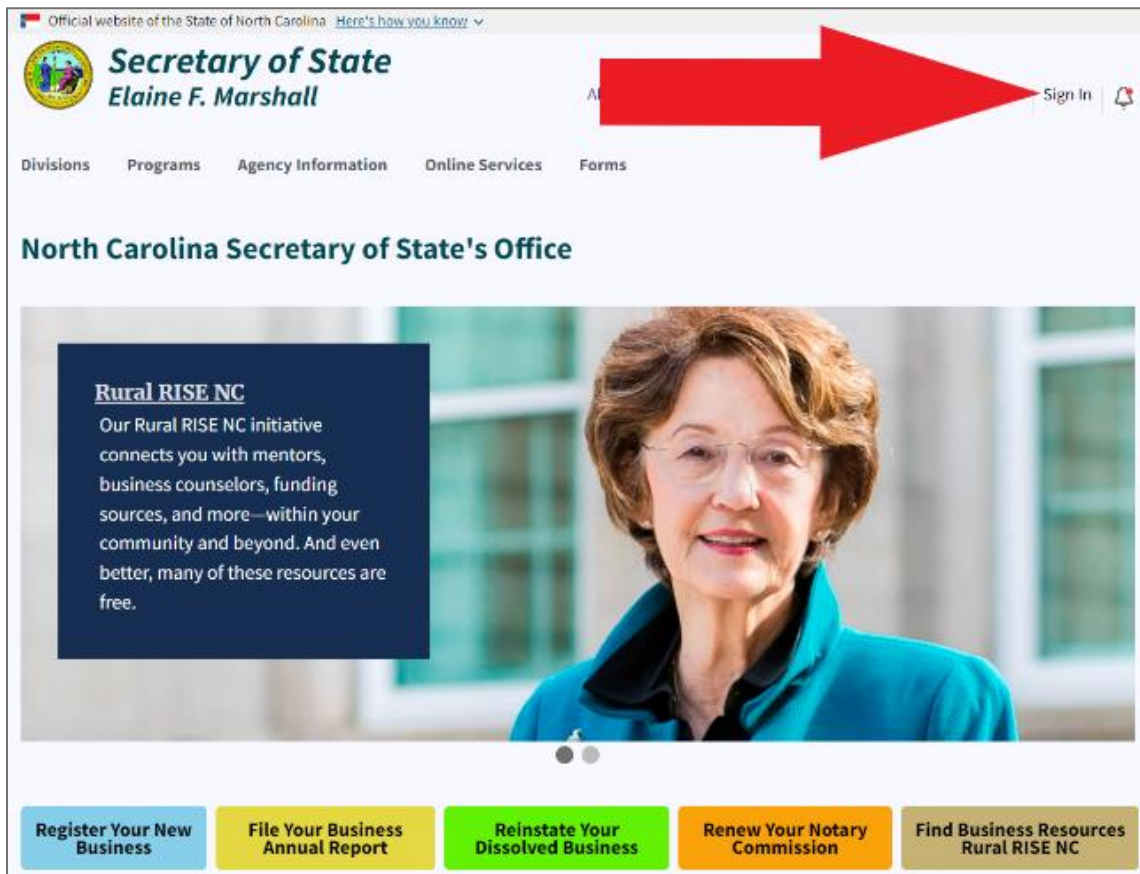


Figure 1. A red arrow points to the "Sign In" link

This link will take you to the account **Log In** screen. See **Figure 2**.

Select **“First time user?”**

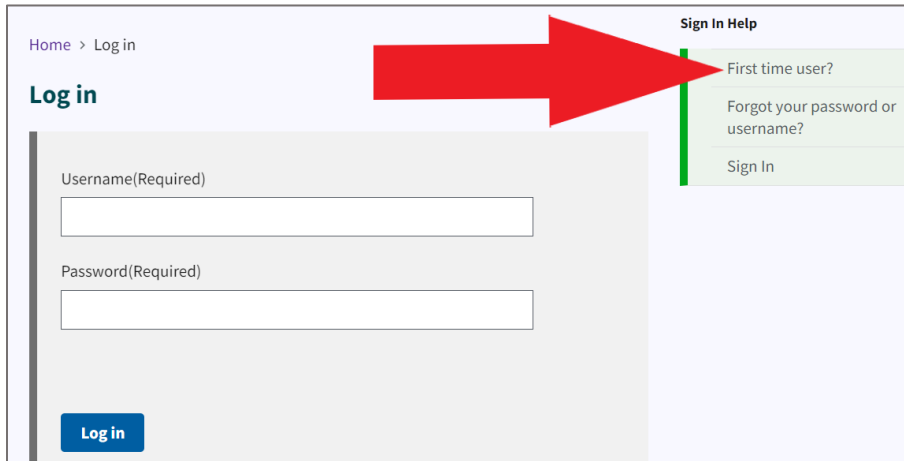


Figure 2. Log In page

This link takes you to the **Account Information** page.

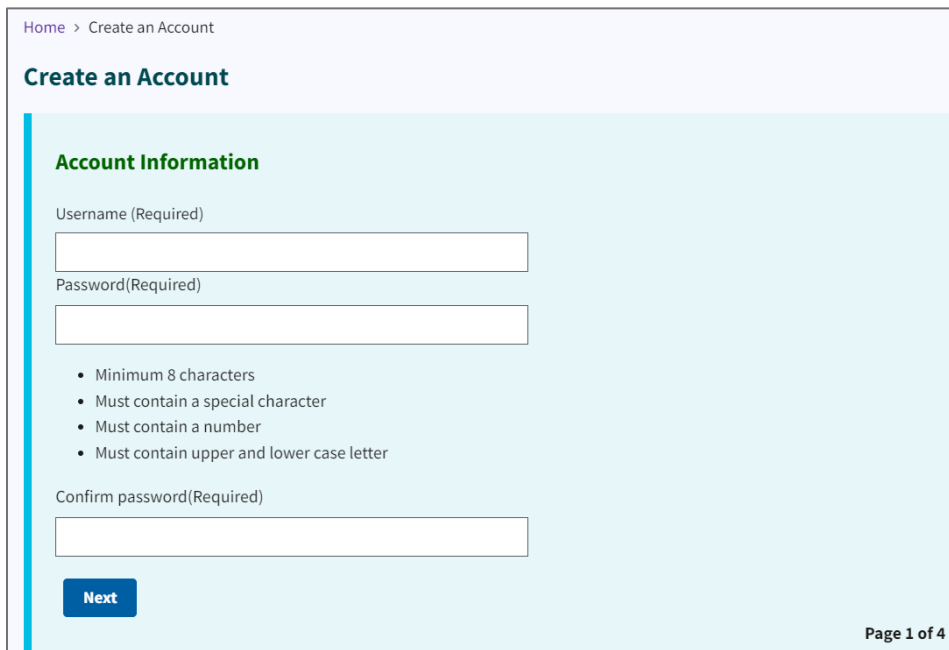


Figure 3. Account Information page

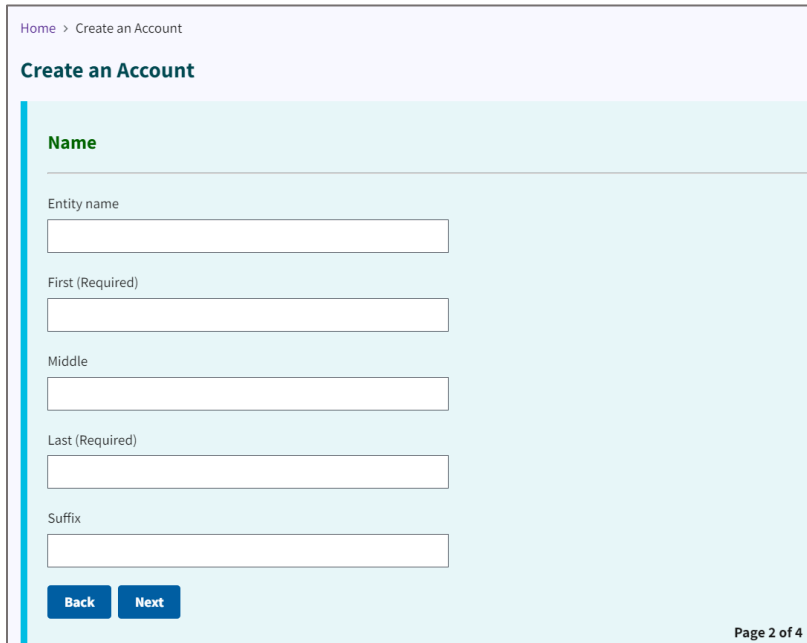
Enter the **Username** you want.

Enter the **Password** you want.

The password must be a minimum of 8 characters, must contain a special character, must contain a number, and must contain an upper and lower case letter.

Click **Next**.

Enter the **entity name** and **your name**.



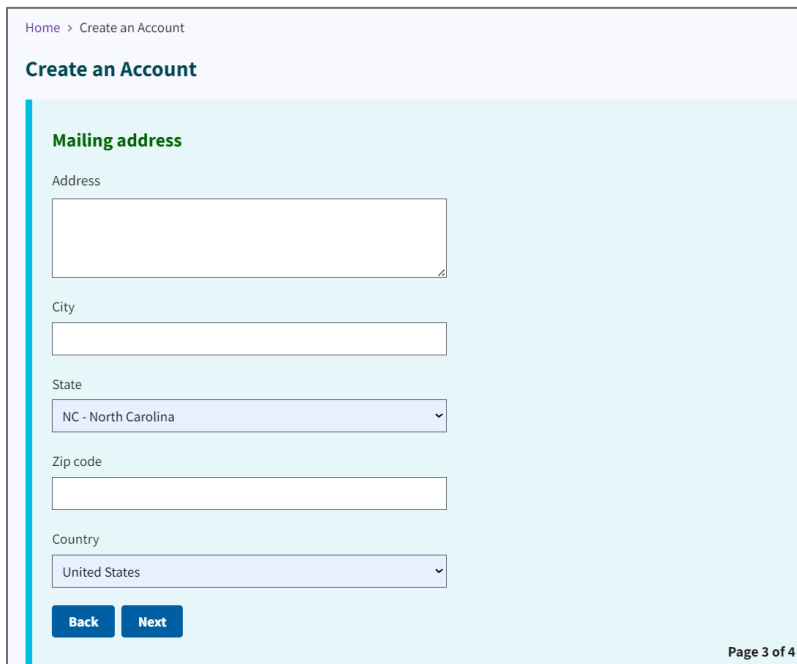
The screenshot shows the 'Create an Account' page with the following elements:

- Header: Home > Create an Account
- Section: **Create an Account**
- Section: **Name**
- Form fields:
  - Entity name
  - First (Required)
  - Middle
  - Last (Required)
  - Suffix
- Buttons: Back, Next
- Page number: Page 2 of 4

Figure 4. Name entry fields

Click **Next**.

Enter your **mailing address**.



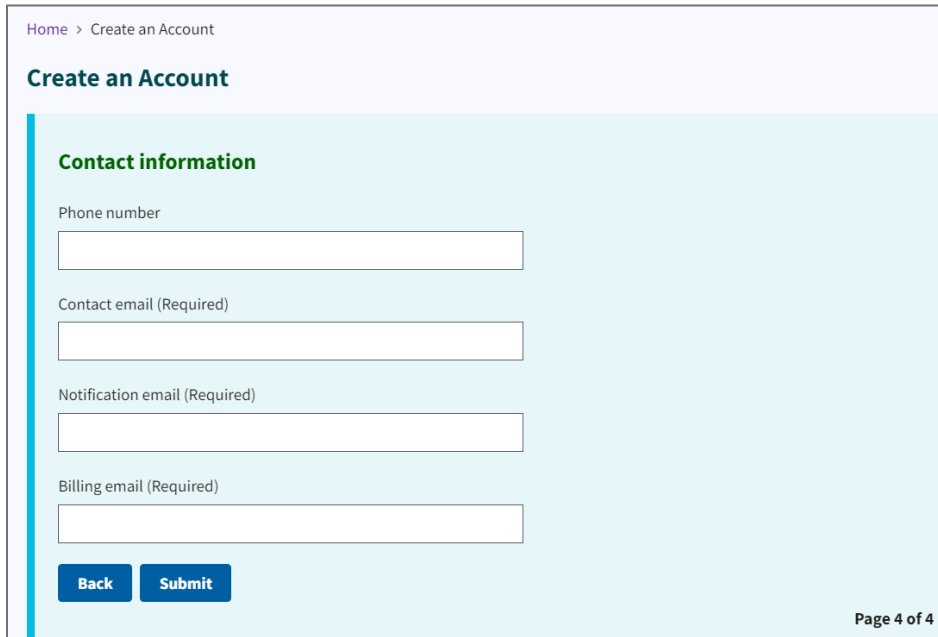
The screenshot shows the 'Create an Account' page with the following elements:

- Header: Home > Create an Account
- Section: **Create an Account**
- Section: **Mailing address**
- Form fields:
  - Address
  - City
  - State (Dropdown menu: NC - North Carolina)
  - Zip code
  - Country (Dropdown menu: United States)
- Buttons: Back, Next
- Page number: Page 3 of 4

Figure 5. Address entry fields

Click **Next**.

Enter your **phone number**, **contact email**, **notification email**, and **billing email**.



The screenshot shows a web form titled "Create an Account" with a breadcrumb "Home > Create an Account". The form is set against a light blue background. It features four input fields for email addresses, each with a label above it: "Contact email (Required)", "Notification email (Required)", and "Billing email (Required)". There is also a "Phone number" field. At the bottom left of the form are two buttons: "Back" and "Submit". In the bottom right corner of the page, it says "Page 4 of 4".

Figure 6. Email address entry fields

Click **Submit**.

This takes you to the Secretary of State (SOS) home page. Notice that the words "Sign Out" are now at the top of the page.

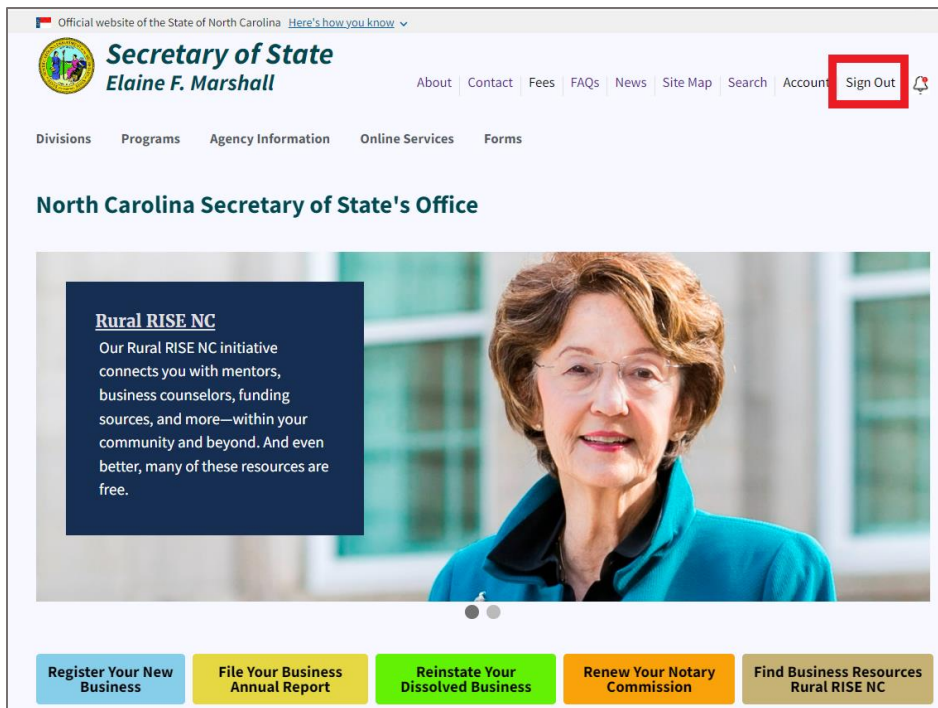


Figure 7. "Sign Out" link highlighted

You will receive an account confirmation email.

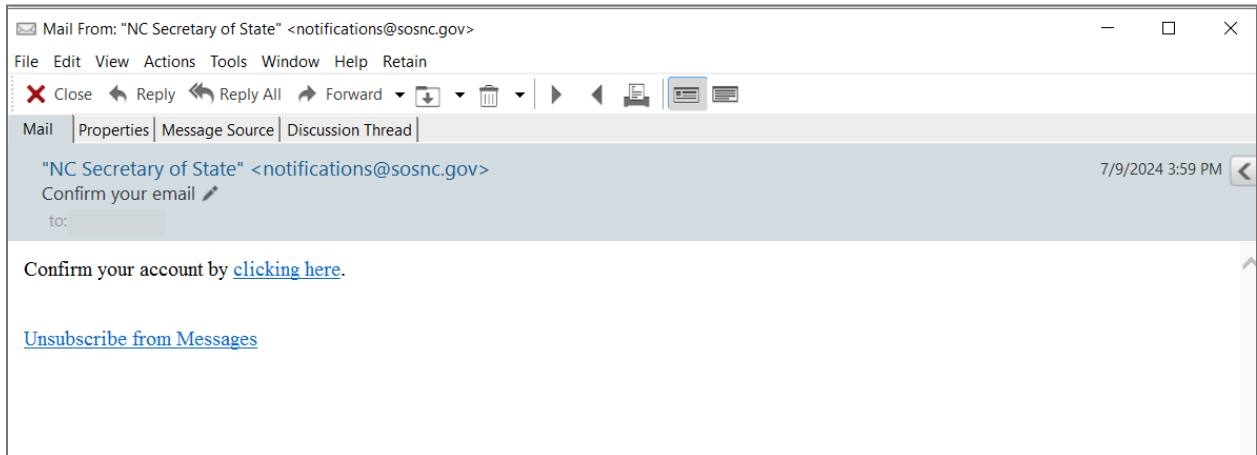


Figure 8. Email confirmation