

North Carolina Department of the Secretary of State

Online Submission of Business Entity Filings

Procedures: Please note that we are constantly reviewing and updating website content for the submission of documents online. These instructions may have been written and distributed prior to a change and buttons may not be named exactly as written below.

The process of submitting a document for filing has two (2) parts: 1. Uploading the Document and 2) Submitting the document with payment.

Preparing Documents for Upload

1. Use the forms located at <http://www.secretary.state.nc.us/corporations/Forms.aspx>.

Most of these forms are PDF fillable forms that you can open, complete and print out for scanning and saving. A few of the creation documents can be electronically completed, signed, and then saved (i.e., Business Corporation Articles of Incorporation and Limited Liability Company Articles of Organization).

In order to save the document electronically with your data you need to have version 11.0.3 or higher of Adobe Reader. [Click here](#) to install the 11.0.3 version of Adobe Reader. Trying to save the fillable pdf documents without the updated version will save a blank document.

Notes:

- a. Before uploading the document, check to be sure the saved document includes all of the signatures and information entered.
 - b. When scanning documents, make sure the document is scanned and saved as a black and white image.
2. This process does not check for name availability. You will need to conduct a name availability search prior to completing the forms for submission.
 3. If you are filing a document which requires attachments, (i.e., Certificate of Existence or Licensing Board approval) please create one .pdf document containing the document being filed and the attachment. **Note: We can only accept online submission of documents requiring certificates from those States and Licensing Boards that offer online or electronic certification.**
 4. Have the signed document, including attachments (if needed) saved to your computer files in .pdf (adobe) format (limit of 50 pages) before uploading a document for submission.

Uploading a Document

1. From the Corporations Division website login with your personal login and password. If you don't have one, follow the instructions to create an account from the Account Login link.
2. From the PDF Filing links on the left choose to upload either a creation, amendment, or name reservation document.
3. Read the instructions and complete the fields as required for that type of filing.*
4. The processing time is currently 3-5 business days for regular filing. There are two options to expedite the examination :
 - a. Choose Same day with \$200 fee (same day expedited documents must be submitted before 12 Noon on any weekday, excluding State holidays;
 - b. Choose "24 Hours" with \$100 fee. Any document submitted after 5 p.m. or on weekends will be considered submitted on the next business day morning at 8:00 a.m.).
5. Choose whether this submission will need expedited filing or leave as none. Same day filings are only accepted before 12 Noon each business day. 24 hour requests are processed within 24 hours of the time received. If no expedited filing is chosen, the normal processing time is 3-5 business days.
6. Browse for document saved within your computer files.
7. Upload the document.

*If you choose an amendment, you will be prompted to search for the entity name, which will take you to the profile for the entity. Be sure to confirm that this is the entity you wish to submit an amendment and click "upload a PDF filing" at the top of the page.

Once you have uploaded the document, you will automatically be directed to the "Submit a Filing" page, which will list the document you just uploaded and any other documents you have uploaded but have not submitted for filing.

Submitting a Document for Filing with Payment

After uploading a document or signing in with login and password and clicking "Submit a Filing" from the links under PDF Filing header, you will be directed to the listing of all documents that you have uploaded for submission to this office.

1. You can only submit one document at a time, choose which document you want to submit by clicking the circle to the left of the document.
2. Make sure the purchaser field shows your name.
3. Enter your e-mail address for correspondence with examiner.
4. Choose the type of payment. If you created an account with saved ACH information and you want to use the account on file, choose ACH. If you want to pay with credit card, use the drop down box to choose "credit card." If you don't have a saved ACH account, you may choose ACH and you will need to enter a bank account routing and account number.

5. Click "Pay & Submit." This will direct you to a page where you will be authorizing the debit of the fees from your account. Click to accept to move forward with the submission or disagree with the terms and the process will end at this point.
6. Clicking the "I Agree" statement, directs you to different pages depending upon your payment type.
 - a. ACH Account with the NC SOS: Transaction Successful Screen.
 - b. No ACH Account with the NCSOS or Paying by Credit Card: A box will open to enter your credit card or bank account routing and account number. You will then be directed to the page to accept that the fees will be charged to your credit card or debited from your bank account electronically. When the information is entered, click the button "Complete Transaction". You will be directed to the Transaction Successful Screen.
7. Transaction Successful Screen: By clicking on a number or button, you have access to: view and print out the invoice by clicking the invoice number; return to the Corporations Main Page; check your submissions/orders, or see a listing of annual reports that have been filed for this entity, if there are any. There is also a link to view and print out the invoice.
8. The processing time is currently 3-5 business days for regular filing. There are two options to expedite the examination :
 - a. Choose Same day with \$200 fee (same day expedited documents must be submitted before 12 Noon on any weekday, excluding State holidays;
 - b. Choose "24 Hours" with \$100 fee. Any document submitted after 5 p.m. or on weekends will be considered submitted on the next business day morning at 8:00 a.m.).

Printing Invoice and Reviewing Document Status

1. After submitting the document for filing, you may click on the invoice number on the Transaction Successful Screen to open and print out the invoice.
2. If you are not logged in and you want a copy of a prior invoice, you may log in to your account and click "Check My Submissions."
 - a. From here you will see the date the entity was submitted, whether it is filed or still pending "PDF Submitted Online."
 - b. You can view and print the invoice by clicking on the invoice number.
 - c. You may also view the filing by clicking on "View" in the Filing column. The filed document will have the file stamp in the upper right corner which has the following information:
 - i. Assigned SOSID# for the entity.
 - ii. Date and time filed
 - iii. North Carolina Secretary of State
 - iv. Document ID Number