CORPORATIONS ONLINE FILING SYSTEM
(COFS)

User Manual

Michigan Department of
Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing Bureau

LICENSING AND REGULATORY AFFAIRS
CUSTOMER DRIVEN. BUSINESS MINDED.

TABLE OF CONTENTS

CORPORATIONS ONLINE FILING SYSTEM (COFS) **4**

SEARCHING IN COFS **5**

BUSINESS ENTITY SEARCH **4**

REJECTED FILINGS SEARCH **10**

VIEW REJECTED FILING **10**

MARKS & INSIGNIAS 11

HISTORIC CARD FILE SEARCH **12**

CERTIFICATE VERIFICATION SEARCH 14

EMAIL SUBSCRIPTION SERVICE **14**

BUSINESS ENTITY SUMMARY PAGE 17

Domestic Profit Corporations 18

Domestic Nonprofit Corporations 20

Domestic Limited Liability Company (LLC) 22

Foreign Profit Corporations 24

Foreign Nonprofit Corporations 26

Foreign Limited Liability Company (LLC) 28

VIEW FILINGS PAGE **30**

VIEW ASSUMED NAMES PAGE **30**

FILE ONLINE **31**

ONLINE FILING TO FORM A NEW ENTITY 31

ONLINE FILING FOR AN EXISTING ENTITY 32

ENTITY HOMEPAGE **33**

PAYMENT FOR ONLINE SUBMISSION AND ORDERS **35**

Online Payments 35

Expedited Service Options 35

Payment Selection Page – Orders 36

Payment Selection Page – Document Submission 36

Pay Using – Credit Card 37

Pay Using – Account on File 38

ORDERS IN COFS **40**

HELP/FAQ PAGE 45

Quick Links

Online Document Submission

Online Filing Homepage: www.michigan.gov/corpfileonline

Online Orders

Certificate & Certified Copy Order Request Form: www.michigan.gov/corporderform

Searches

Business Entity Search: www.michigan.gov/corpentitysearch

Rejected Filings Search: www.michigan.gov/corprejectedsearch

Mark & Insignia Search: www.michigan.gov/corpmarksearch

Historic Card File Search: www.michigan.gov/corpcardsearch

Certificate Verification Search: www.michigan.gov/corpverifycertificate

Email Subscription Service

Email Subscription Service: https://cofs.lara.state.mi.us/corpweb/EmailService/CESLogin.aspx

CORPORATIONS ONLINE FILING SYSTEM (COFS)

Welcome to Michigan's new Corporations Online Filing System (COFS). COFS is designed to help the public access tools that are needed to plan, start, and maintain your business in Michigan. The new online filings and public search system will make much of this information available by visiting the Corporations Division Homepage.

COFS allows for extensive search capabilities, the online submission of forms and Annual Reports/Statements for all entity types, online ordering of certificates and certified copies, as well as email notification services. The new system is available through all major internet browsers and each function can be easily accessed directly from the Corporations Division Homepage at www.michigan.gov/corporations.

The following is a list of key features COFS has to offer:

- **Search:** Customers have multiple search options
  - Business Entity Search
  - Rejected Filings Search
  - Mark & Insignia Search
  - Historic Card File Search
  - Certificate Verification Search

- **Submit Online:** Customers can submit documents online
  - Formation Documents
  - Subsequent Documents
  - Annual Reports/Statements

- **Order Request:** Customers can submit orders online
  - Certificates
  - Certified Copies
  - Publications

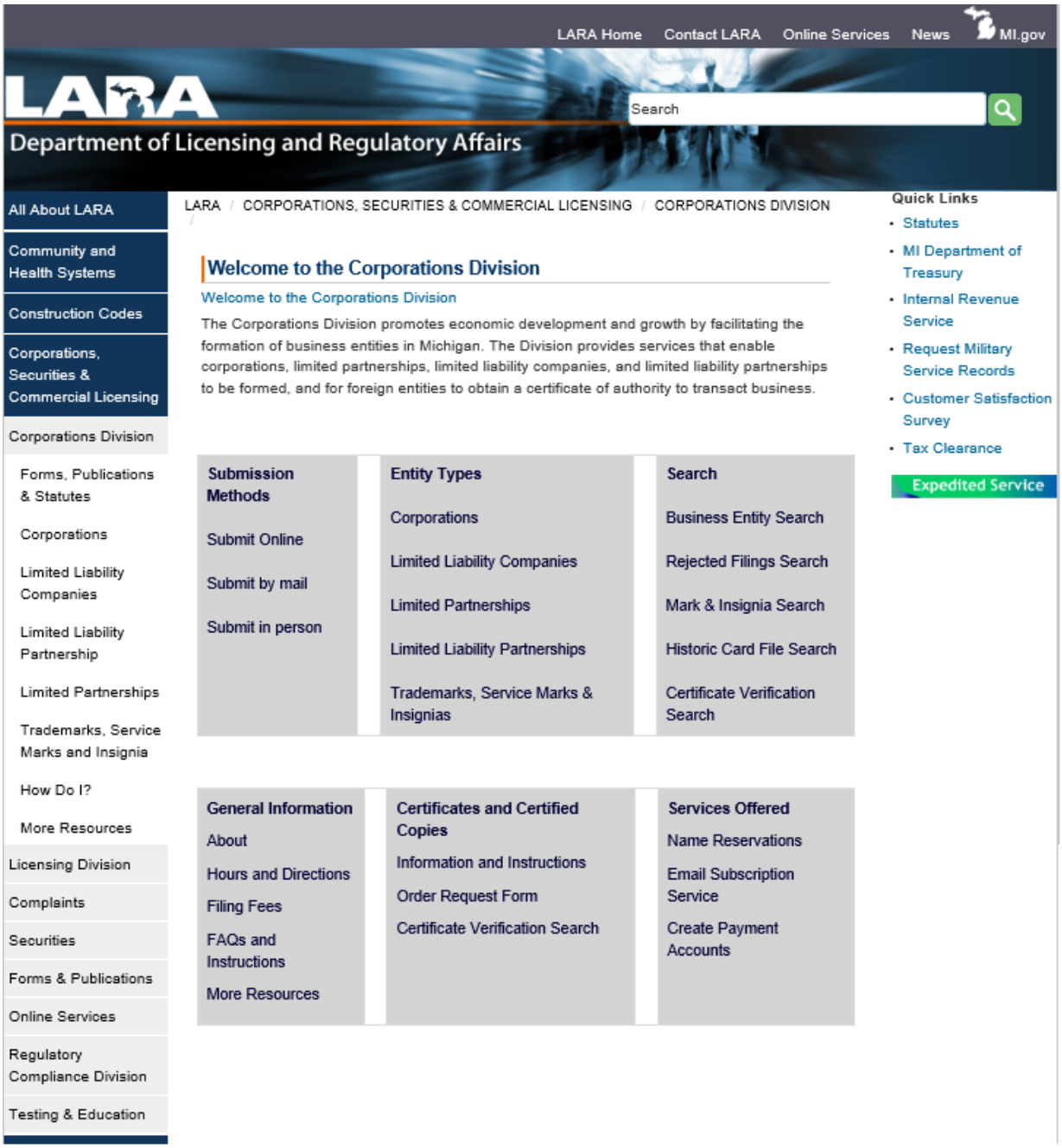
- **Email Subscription Service:** Customers can subscribe to an email notification service
  - Business Entity Record Updates
  - Official Notices
  - General Information

Searching in COFS

COFS offers enhanced search capabilities and allows users to narrow or extend their search based on different parameters within the various search methods for the selected entity and Mark & Insignias.

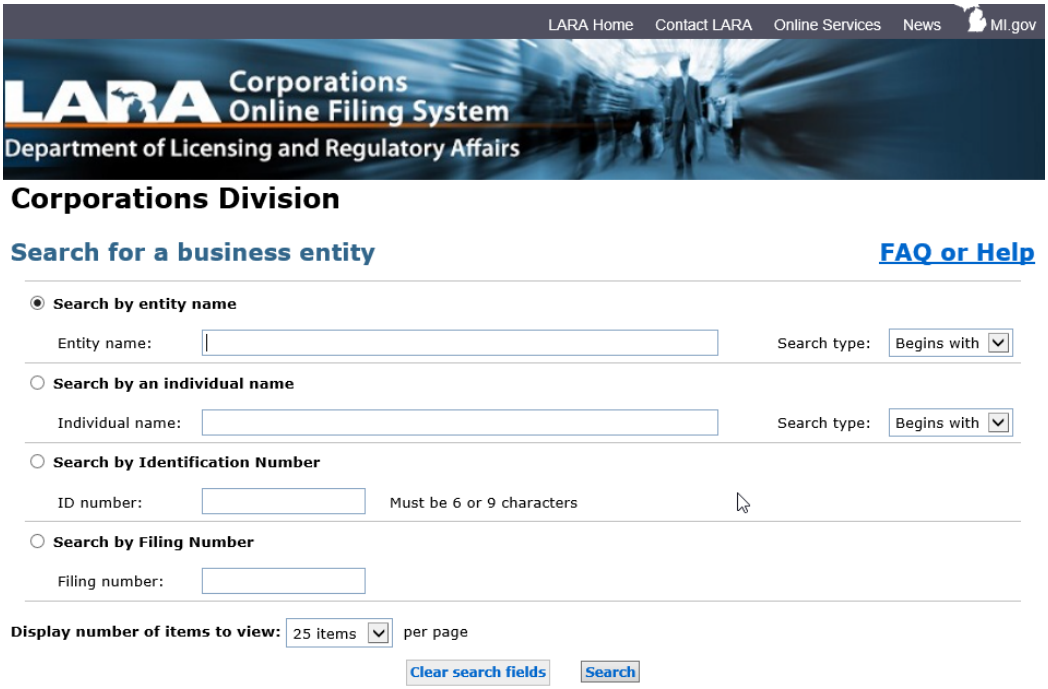
The search functions below can be accessed from the Corporations Division Homepage by clicking on the links located in the “Search” section.

- Business Entity Search
- Rejected Filings Search
- Mark & Insignia Search
- Historic Card File Search
- Certificate Verification Search



Business Entity Search

When the user clicks on the Business Entity Search link, the following search options are displayed. Users can choose to search by entity name, individual name, Identification Number, or Filing Number. The user can choose the number of items to view per-page by selecting either All Items, 25, 50, or 100 from the dropdown menu.



Search Options

- Search entity by name: Search for an entity by name.

  Users can select from four search types from the Search Type dropdown menu:

  - **Begins with:** Name of the entity beginning with the same word or phrase.
  - **Exact match:** Name of the entity exactly matching the word or phrase.
  - **Keyword:** The entity name contains the word or phrase.
  - **Soundex:** The entity name contains a similar sounding word or phrase.

- Search by individual name: Search for an entity that is associated with an individual by their name and will retrieve results from resident agent/registered agent, officer, director, shareholder, member, manager, and general partner name.

  Note: These search results only return information received after COFS was implemented.

  Users can select from four search types from the Search Type dropdown menu:

  - **Begins with:** Individual names associated with an entity that begins with the same word or phrase.
  - **Exact match:** Individual names associated with an entity that exactly matches the word or phrase.
  - **Keyword**: Individual names associated with an entity that contains the word or phrase.
  - **Soundex:** Individual names associated with an entity that contains a similar sounding word or phrase.

- Search by identification number: Search for an entity by providing a valid 9-digit entity identification number.
- Search by filing number: Search for a specific document filed for an entity by providing a filing number.

Search Rules

- If the name begins with “THE”, the first four characters of the name will be omitted.
- If the name contains “&”, the system will replace it with the word “AND”.
- The system will NOT replace abbreviations. The search will be a straight alpha/numeric search.
- If the letter “a” or “A” is before a required word, and the required word or abbreviation is at the end of the name, it will be omitted by the system.
- If the following punctuation or special characters appear in the name, it will be omitted.

Punctuation characters	Special characters
Apostrophe (’)	Asterisk (*)
Left Bracket ([ )	At Sign (@)
Right Bracket ( ])	Backslash (\ )
Colon (:)	Left Brace ({)
Semicolon (;)	Right Brace (})
Comma (,)	Caret (^)
Dash or Hyphen (— or – or -)	Cents Sign (¢)
Exclamation Point (!)	Dollar Sign ($)
Left Parenthesis (( )	Equal to Sign (=)
Right Parenthesis ( ))	Greater Than (<)
Period (.)	Less Than (<)
Question Mark (?)	Number Sign (#)
Single Quote Mark (‘ or ’)	Percentage Sign (%)
Double Quote Mark (“ or ”)	Plus Sign (+)
Slash (/)	Tilde (~)
	Underline or Underscore (_)

- If the end of the name contains any of the following entity-specific required words, they will be omitted by the system.

CO. or CO	
COMPANY	LIMITED LIABILITY COMPANY
CORP. or CORP	LIMITED PARTNERSHIP
CORPORATION	LOW-PROFIT LIMITED LIABILITY COMPANY
INC. or INC	LTD. or LTD
INCORPORATED	P.C. or PC
L.3.C. or L3C	P.L.C. or PLC
L.C. or LC	P.L.L.C. or PLLC
L.L.C. or LLC	PROFESSIONAL CORPORATION
LIMITED	PROFESSIONAL LIMITED LIABILITY COMPANY

Search Results

- **Entity name search results include:**
  - Entity Name
  - ID Number – A 9-digit identification number assigned by the Corporations Division
  - Old ID Number – Displayed only if the entity was formed prior to the date COFS was implemented
  - Address – The registered office mailing address for the entity

Entity Name	ID Number	Old ID Number	Address
C.ARING A.BOUT O.THERS	800916916	70286P	1108 HELEN ST INKSTER, MI 48141 USA
CARING & COMPASSION HOME CARE SVCS. LLC	801493924	E30290	22751 N KANE DETROIT, MI 48223 USA
CARING & COMPASSIONATE HEALTH CARE AGENCY L.L.C.	801567315	D48047	2860 JOLLY RD OKEMOS, MI 48864 USA
CARING & COMPASSIONATE HEALTHCARE AGNCY LLC	801567315	D48047	2860 JOLLY RD OKEMOS, MI 48864 USA
CARING AND HEALING HANDS LLC	801665817	D78131	24333 ORCHARD LAKE RD STE C FARMINGTON HILLS, MI 48336 USA
CARING AND LEARNING TOGETHER LLC	802096909	F1980Q	2990 BRIARCLIFF ST EAST LANSING, MI 48823 USA
CARING AND PROFESSIONAL FAMILY SERVICES INC.	800764456	05345F	5146 DAVISON RD BURTON, MI 48509 USA
CARING AND RELIABLE EXPERTS LLC	802055444	F0628Y	4715 AUDUBON RD DETROIT, MI 48224 USA

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

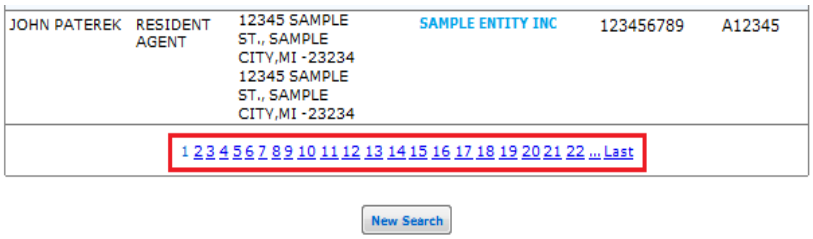
Action:

- **Entity Name Link:** Displays the Business Entity Summary page
- **Print Results Button:** Will print the results
- **Pagination Link:** Displays the previous or next page when a select page is clicked
- **New Search Button:** Returns user to the Business Entity Search Screen

- **Individual Name search results include:**
  - Name
  - Position
  - Individual's Address
  - Entity Name
  - ID Number – ID number of the entity
  - Old ID Number – Old ID number of the entity from legacy system

Action:

- **Entity Name:** Displays the Business Entity Summary page
- **Print Results Button:** Will print the results
- **Pagination Link:** Displays the previous or next page when a select page is clicked
- **New Search Button:** Returns user to the Business Entity Search Screen



- **Search by Identification Number:** Successful search takes users to the Business Entity Summary page.
- **Search by Filing Number:** Successful search takes users to the Business Entity Summary page.

Rejected Filings Search

Rejected Filings Search allows users to search for a rejected filing by providing a date range or entity name. Users can select the number of items to be displayed per-page on the search result screen.

Users can access the Rejected Filings Search from the Corporations Division Homepage and clicking on the Rejected Filing Search link available under the “Search” section.

Results include:

- **Entity Name:** Displayed if available
- **Rejected:** Date of rejection
- **Comment:** Rejection comments as entered by document examiners
- **Image:** Link to open the image of the submitted document

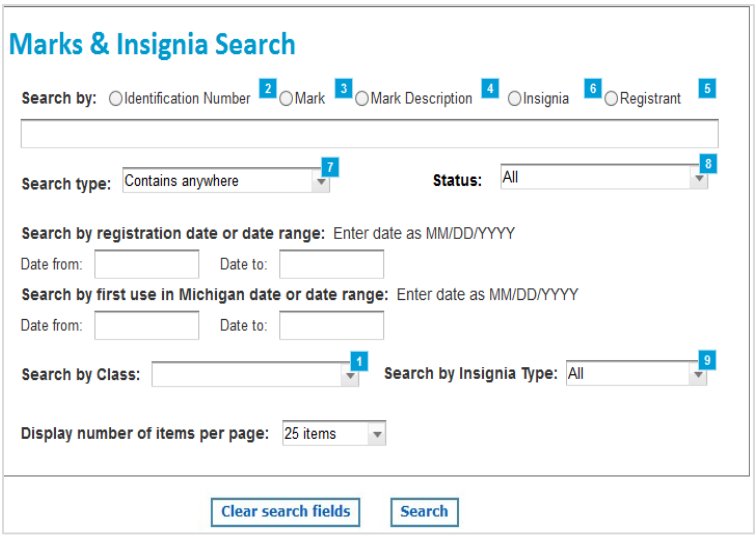
View Rejected Filing

To view the rejected filing, click the filing link under the Image column. Corrections may be made at this time and the document may be resubmitted for review.

Mark & Insignia Search

COFS allows the ability to search for Insignias in addition to Trademarks and Service Marks using the same search criteria.

Users can access the Mark & Insignia Search from the Corporations Division Homepage and clicking on the Mark & Insignia Search link available under the "Search" section.



Search Rules

- If Identification Number is selected, all other fields are disabled.
- If Mark or Mark Description is selected, all fields except Search by Insignia Type are enabled.
- If Insignia is selected, Search by first use in Michigan and Search by Class is disabled.
- If Registrant is selected, all fields are enabled.

Footnotes

Footnote	Name	Note
1	Mark Class	Dropdown menu is populated with values from COFS database
2	ID Number	This is the Entity ID Number
3	Mark Words	Option allows users to search on Mark Word criteria in the COFS database
4	Mark Description	Option allows users to search on Mark design description criteria in the COFS database
5	Registrant	This is the Applicant or Owner as recorded in COFS database
6	Insignia	This is the Insignia Design field in COFS database
7	Search Type	Dropdown defaults to "Contains Anywhere." Other option is "Begins With."
8	Status	Dropdown defaults to "All" and includes "Cancelled", "Registered", and "Termination"
9	Insignia Type	Defaults to "All" and includes: Badge Button Charm Decoration Emblem Insignia Name Rosette

Results Screen

Once the search criteria is entered and the Search button is clicked, items matching the search criteria will display. If the search was by Identification Number, the system navigates the user directly to the Business Entity Summary page. The “Identification Number” link will display the applicable Business Entity Summary screen for Mark & Insignias.

Number of records: 149 **Number of pages: 6**

Print results

Identification Number	Original Registration	Registrant	Description	Words
802022732	07-02-2014	HENRY FORD HEALTH SYSTEM		GPS FOR HEALTH: GUIDING PATIENTS' SUCCESS TO REACH OPTIMAL WELLNESS
802035472	02-06-2014	HENRY FORD HEALTH SYSTEM		HAP HOUSE CALL
802029716	07-16-2013	HENRY FORD HELATH SYSTEM		GAME ON CANCER
802017096	02-07-2012	BRADFORD CAMERON		MATTRESS OVERSTOCK
802036435	06-23-2015	HENRY FORD HEALTH SYSTEM		CALL, CLICK OR COME IN!
802023296	05-16-2006	MILFORD HISTORICAL SOCIETY		MILFORD HOME TOUR
802017234	09-28-2009	OXFORD LEARNING CENTRES, INC.		BEYOND TUTORING
802018128	01-06-2010	KRISTINE CRAWFORD PHOTOGRAPHY, LLC		IN FRAME BRIDE
802028170	07-09-2009	HENRY FORD HEALTH SYSTEM		TRANSPLANT LIVING COMMUNITY
802032896	04-04-2008	ROCKFORD CHAMBER OF COMMERCE		ROCKFORD LIVING
802030519	07-13-2007	LAWRENCE KEVIN JONES, SONIA CRAWFORD		JONES R.E. INVESTMENTS
802032251	10-28-2008	HENRY FORD HEALTH SYSTEM		EXERCISE AND CANCER INTEGRATIVE THERAPY EDUCATION PROGRAM

1 2 3 4 5 6

Historic Card File Search

Users will now have the ability to search for images in the Historic Card File Search database. This database contains business entity records that were dissolved prior to January 1, 1978.

The Historic Card File Search can be accessed from the Corporations Division Homepage and clicking on the Historic Card File Search link available under the “Search” section.

Users can search by entity name using one of the four search options provided:

- **Begins with:** Entity name beginning with the same word or phrase.
- **Exact match:** Individual names associated with an entity that exactly matches the word or phrase.
- **Full text:** Individual names of an entity that exactly matches the full text.
- **Soundex:** Individual names associated with an entity containing a similar sounding word or phrase.

Action:

- **Search Button:** Allows users to initiate the search on the Historic Card File database.
- **Clear Button:** Clears the current search criteria

Result Screen

On a successful search, the following is displayed:

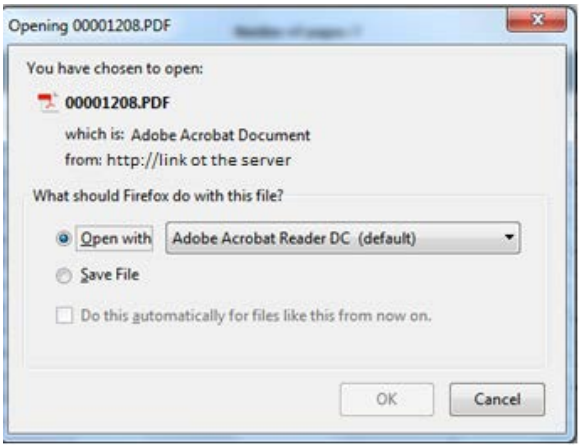
Records found: 175 **Number of pages: 7**

Name of entity	Number of pages	
FORD & BLAIR, INC.	2	view
FORD & EARL DESIGN ASSOCIATES, INC.	1	view
FORD 2 PANTS SUIT SHOP	2	view
FORD ALUMINUM PRODUCTS, INC.	2	view
FORD AND MORGAN, INC.	2	view
FORD AVENUE CHURCH OF CHRIST	2	view
FORD BLAKE FUEL COMPANY	2	view
FORD BLVD. MOBILE HOME PARK, INC.	2	view
FORD BROTHERHOOD OF AMERICA INC.	2	view
FORD BUILDERS ATHLETIC CLUB	1	view
FORD BUILDING COMPANY	2	view
FORD CITY REALTY COMPANY	2	view
FORD COLLIERIES COMPANY	1	view
FORD COLLIERIES COMPANY	2	view
FORD COMMUNICATIONS COMPANY	2	view
FORD CONSTRUCTION COMPANY	2	view
FORD CONSTRUCTION COMPANY	2	view
FORD CONVALESCENT CENTER, INC.	2	view
FORD DEARBORN LAND COMPANY	2	view
FORD DEARBORN POST NO. 1494 DRUM AND BUGLE CORPS	2	view
FORD DECORATING COMPANY	2	view
FORD DEVELOPMENT COMPANY	2	view
FORD ELECTRIC SUPPLY COMPANY	2	view
FORD EMPLOYEE'S MUTUAL BENEFIT ASS'N.	2	view
FORD EMPLOYEES SOFTBALL ASSOCIATION	2	view

1 2 3 4 5 6 7

Action:

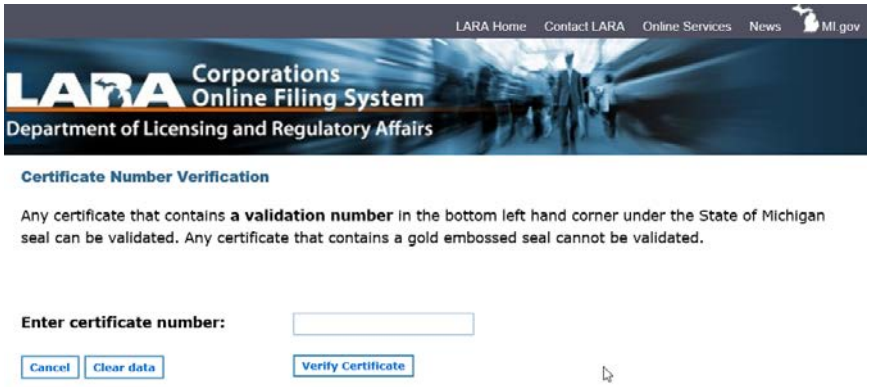
- **View Link:** Opens the image in PDF file format and allows the user to save the image.



CERTIFICATE VERIFICATION SEARCH

Users now have the ability to verify the certificate validation number for electronically generated certificates. Any certificate that contains **a validation number** in the bottom left corner under the State of Michigan seal can be validated. Any certificate that contains a gold embossed seal **cannot** be validated.

Users can access this function from the Corporations Division Homepage and clicking on the Certificate Verification Search link under the "Search" section.



Email Subscription Service

COFS provides a subscription-based email notification service, which allows customers to receive different types of communication from the Corporations Division. Users can access the Email Subscription Service link on the Corporations Division Homepage under "Services Offered".

There are three types of notifications users can subscribe to:

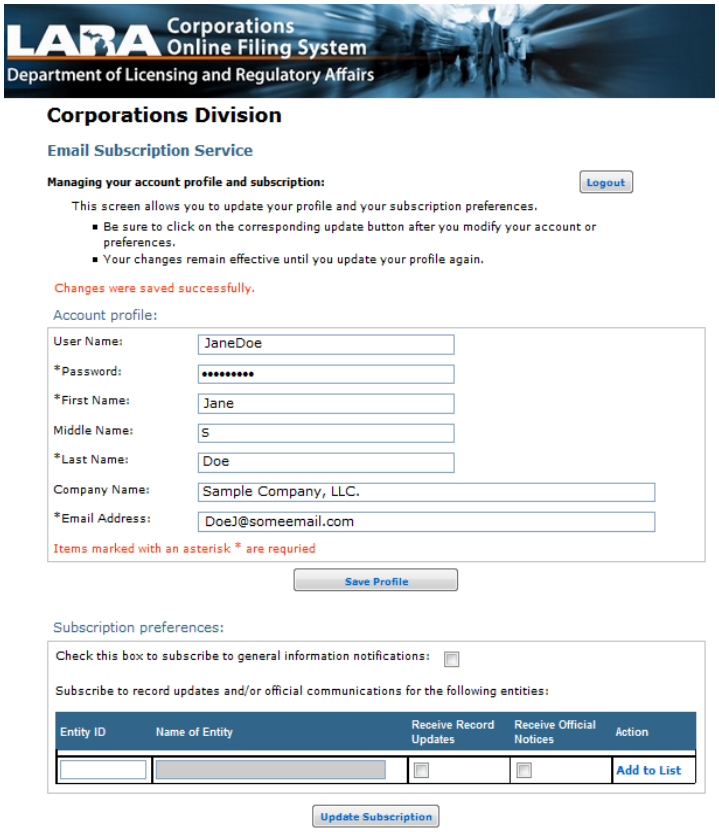
- **General Information** – Subscribers can receive general information announcements from the Corporations Division regarding legislative updates, new or revised Corporations Division publications, changes to the Corporations Division website, office closure announcements, and other relevant alerts.
- **Business Entity Record Updates** – Subscribers can receive notice of entity record updates. Any time a document is filed for a business entity that you included on your Subscription Preferences page, you will receive an email notification.
- **Official Notices** – If you are a person authorized by the entity to receive official notices, you may subscribe to receive them by email. An entity may authorize more than one person to receive such communications. Communication examples included are: notice when a form has been filed affecting your record, notice when your Annual Report/Statement is due, and a notice of dissolution or revocation.

To use the email subscription service, first create an account with the Corporations Division.

- After submitting a new account request, you will receive an email with an account activation link.
- Confirm the new account request by clicking on the activation link.
- After the account is activated, you will be redirected to the Subscription Preferences page.

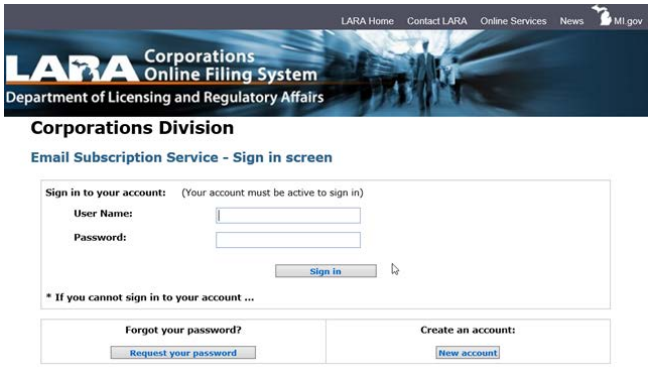
Subscription Preferences Page

Users can update their profiles and modify their subscriptions on the Subscription Preferences page. They also can receive entity record updates and official notices for additional entities by adding them on this page.



Subscribe to Emails from the Corporations Division

Users can subscribe, update subscriptions, modify their password and/or email address from the Email Subscription Service - Sign in screen.



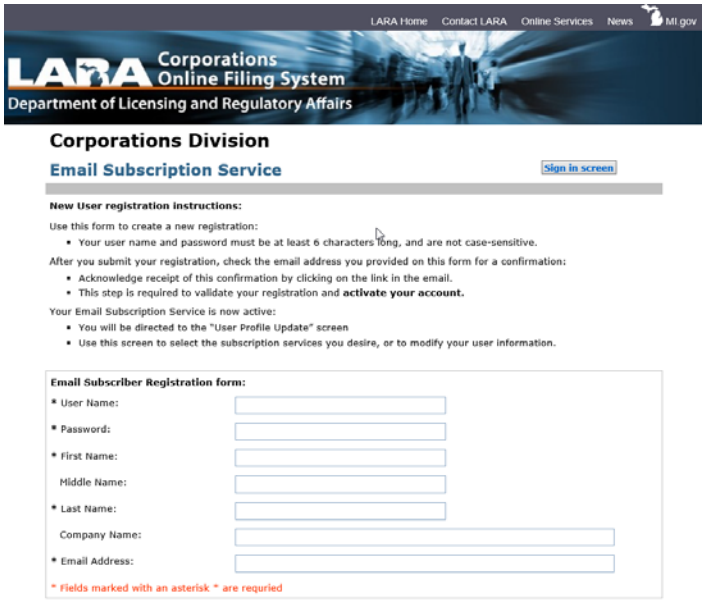
New User Registration Form

Create a new user registration by completing the following information:

- Username
- Password
- First Name
- Middle Name

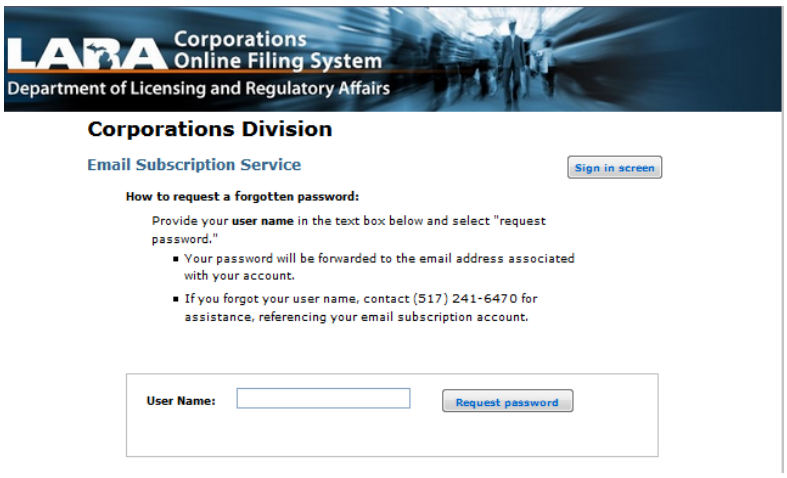
- Last Name
- Company Name
- Email Address

Your username and password must be at least 6 characters long and are not case-sensitive.



Email Subscription Service: Recover **Password**

This page allows subscribers to enter their email address or username to recover their password via email.



Business Entity Summary Page

The Business Entity Summary page provides a view of all the current data related to an entity. Details specifically related to the entity and access to information such as assumed names associated with the entity and filings for the entity, etc. This page can be accessed from the search results page.

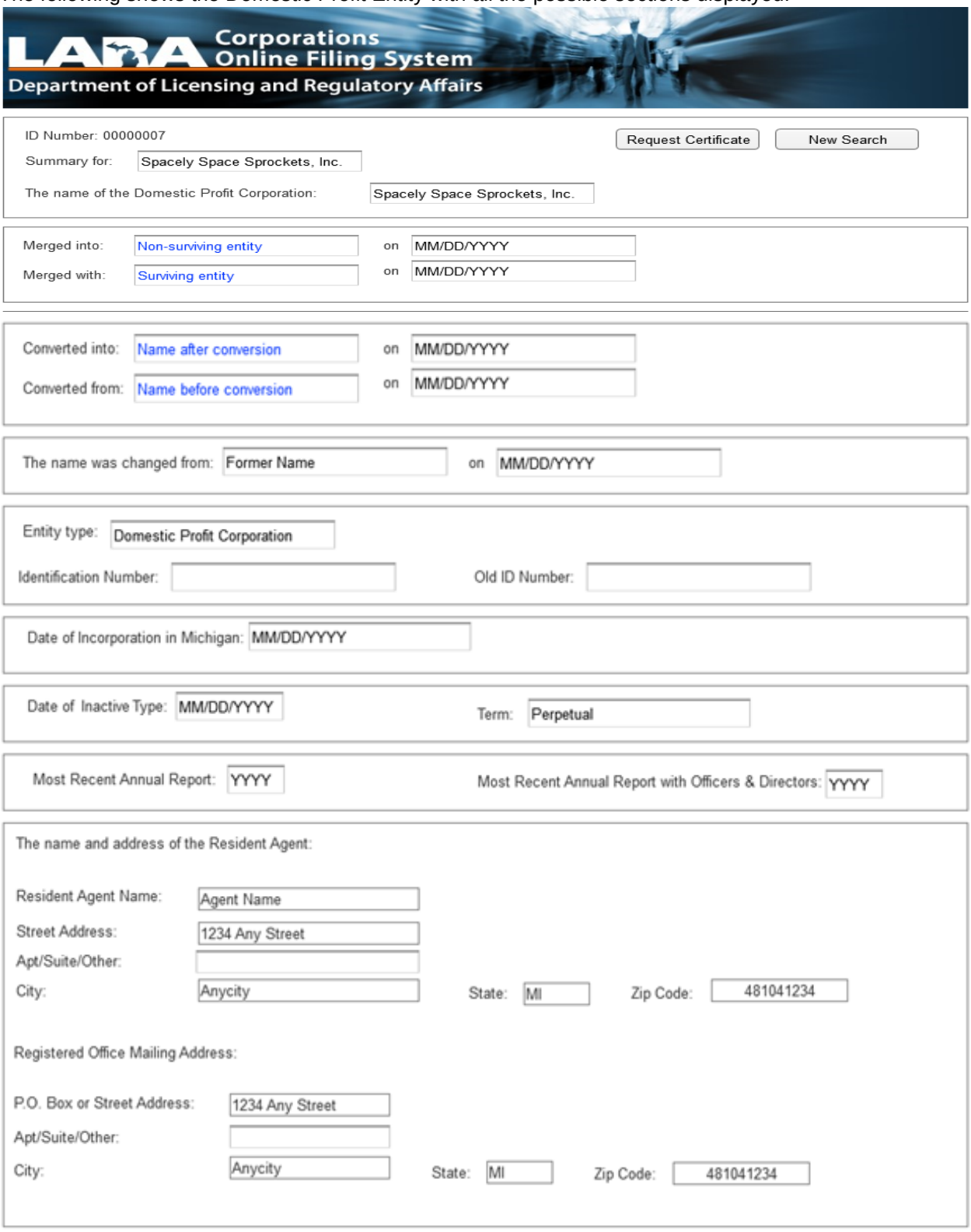
Special Notes

- The old ID number (6-digits) only will be displayed if an old ID number exists. During conversion, each existing entity will be assigned a new ID number (9-digits). Entities established after conversion will not have an old ID number.
- The screen displays the year in which the officers and directors were last named on an Annual Report.

  Note: This information only will be displayed for Annual Reports/Statements filed after COFS is implemented.
- Some of the sections only are displayed based on their applicability to the entity. For example, a merger/conversion section will only be displayed when the entity has been part of a merger/conversion.
  - Within the section, the “Merged into” and “Merged with” data will be displayed depending upon if the entity was a survivor or a non-survivor in that merger.
  - The following sections are displayed <u>based on their applicability</u>
    - Merger Section
    - Conversion Section
    - Name Change Section
    - Assumed Name
- **Assumed Name:** Clicking this button navigates the user to the Assumed Name page.
- **View Filing:** Navigates the user to the View Filings page
- **New Search:** Navigates the user back to Search page
- **Request Certificate:** Navigates the user to the Order page

Domestic Profit Corporations

The following shows the Domestic Profit Entity with all the possible sections displayed.



Class of Stock	Authorized Shares
Common	10000
Preferred	2500
Total Authorized Shares	12500

☐ Written Consent

View Assumed Names for this Business Entity

View filings for this business entity:

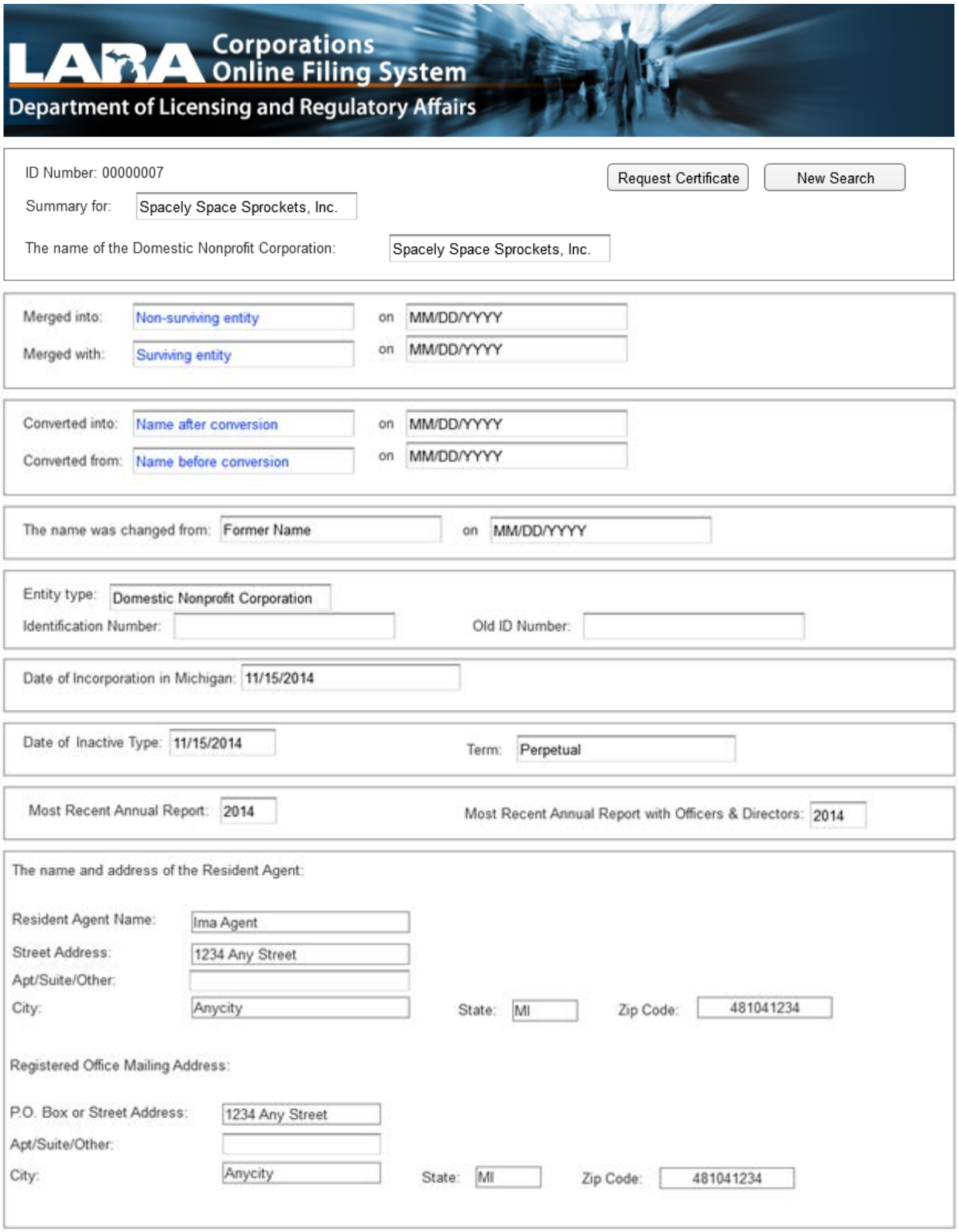
ALL FILINGS
ANNUAL REPORT/ANNUAL STATEMENTS
Indexing Form
ARTICLES OF INCORPORATION
RESTATED ARTICLES OF INCORPORATION

View filings

Comments or notes associated with this business entity;

Domestic Nonprofit Corporations

The following shows the Domestic Nonprofit Entity with all the possible sections displayed.



The Officers and Directors of the Corporation:

Title	Name	Address
PRESIDENT	FIRST NAME	123 MAIN OKEMOS, MI 48864 USA
TREASURER	SECOND NAME	123 MAIN OKEMOS, MI 48864 USA
SECRETARY	THIRD NAME	123 MAIN OKEMOS, MI 48864 USA
DIRECTOR	FOURTH NAME	123 MAIN OKEMOS, MI 48864 USA

Act Formed Under: 162-1982 Nonprofit Corporation Act

Acts Subject To: Act 2

Act 3

Act 4

Class of Stock	Authorized Shares
Common	10000
Preferred	2500
Total Authorized Shares	12500

The corporation is formed on a Membership or Directorship basis.

☐ Written Consent

View Assumed Names for this Business Entity

View filings for this business entity:

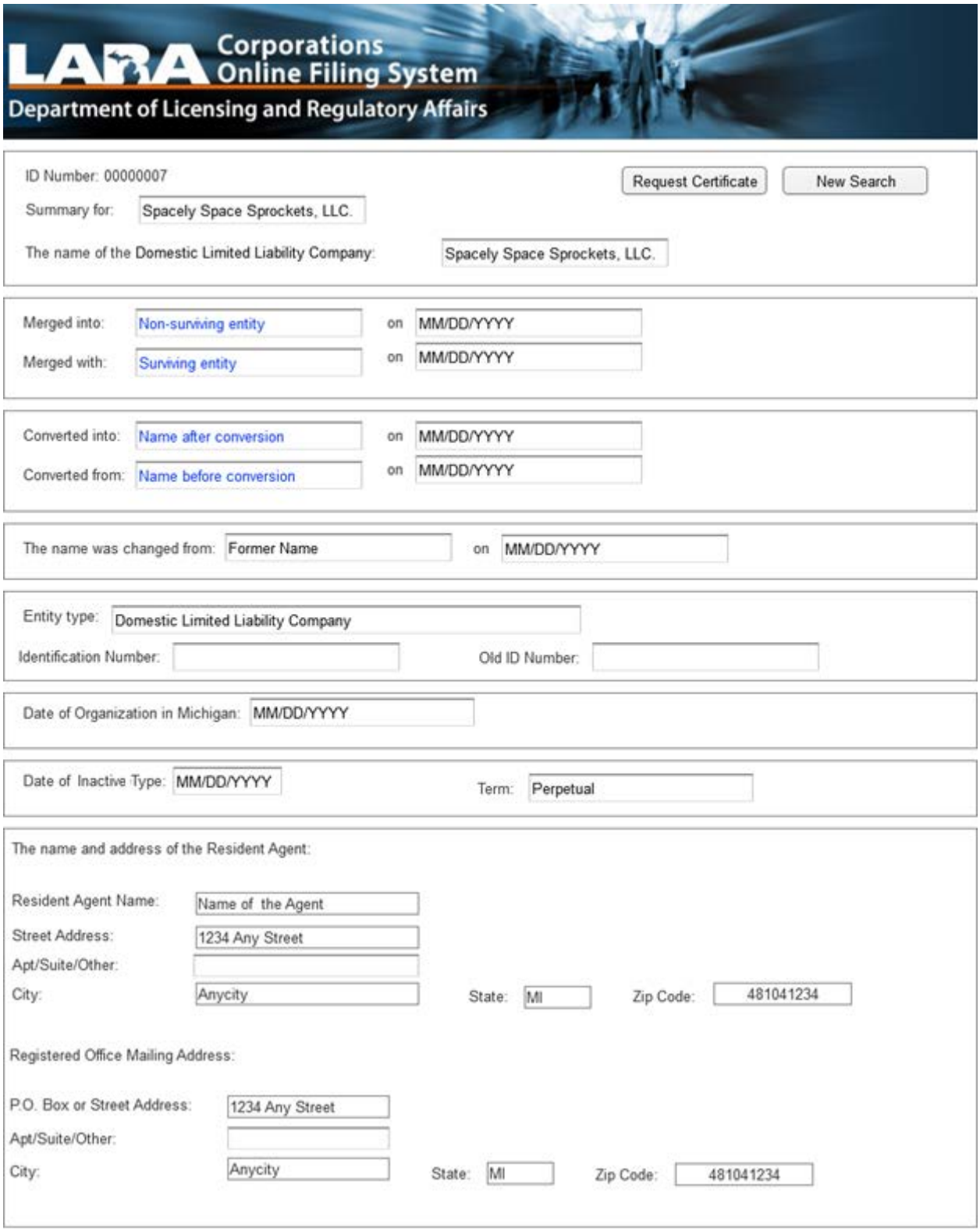
ALL FILINGS
ANNUAL REPORT/ANNUAL STATEMENTS
Indexing Form
ARTICLES OF INCORPORATION
ARTICLES OF INCORPORATION - ECCLESIASTICAL

View filings

Comments or notes associated with this business entity;

Domestic Limited Liability Company (LLC)

The following shows the Domestic LLC Entity with all the possible sections displayed.



Act Formed Under:	023-1993 Michigan Limited Liability Company Act
Acts Subject To:	Act 2
	Act 3
	Act 4

Managed By:	Members or Managers

View Assumed Names for this Business Entity

View filings for this business entity:

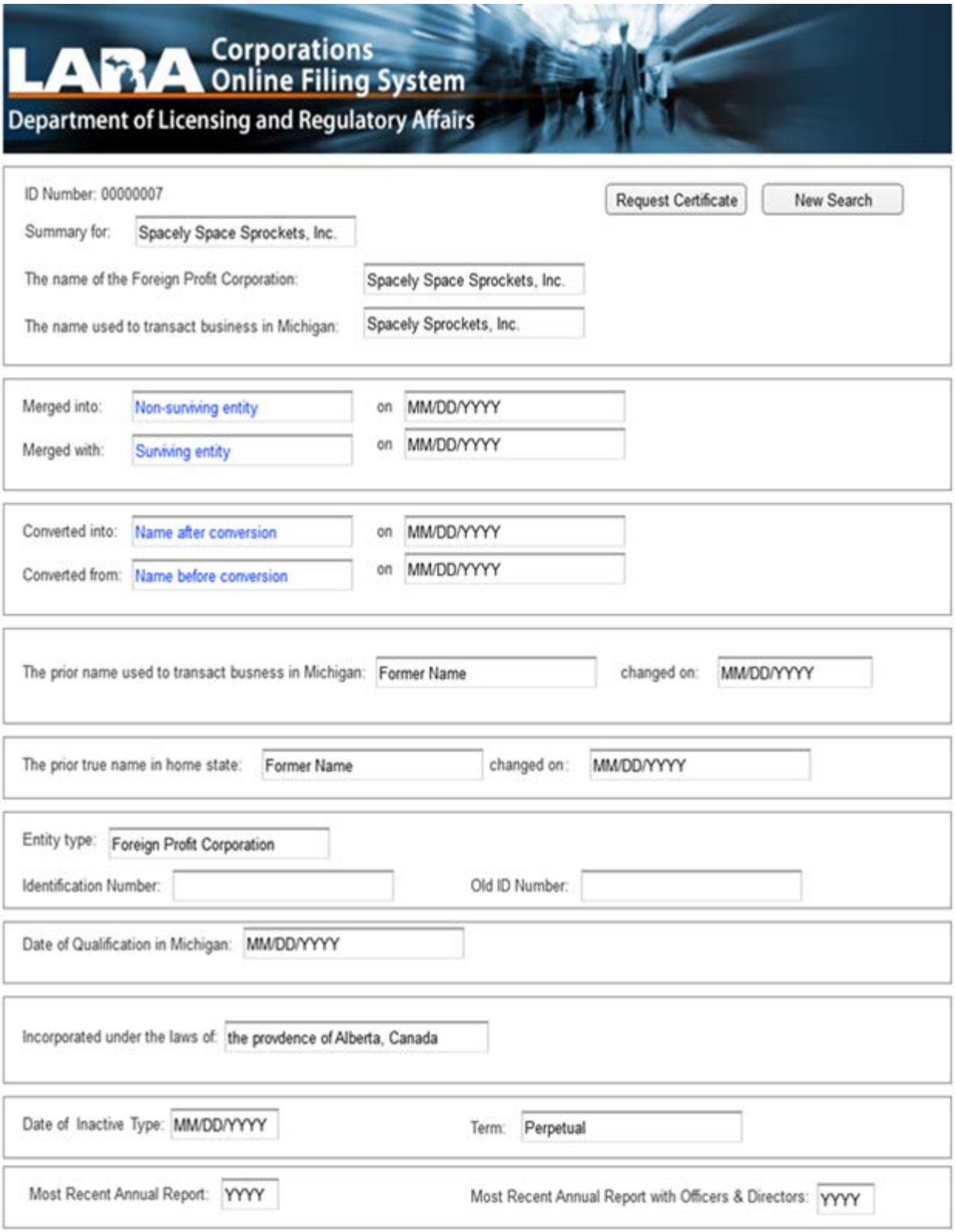
ALL FILINGS
ANNUAL REPORT/ANNUAL STATEMENTS
Indexing Form
CERTIFICATE OF CORRECTION
CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF RESIDENT AGENT

View filings

Comments or notes associated with this business entity;

Foreign Profit Corporations

The following shows the Foreign Profit Corporation with all the possible sections displayed.



The name and address of the Resident Agent:

Resident Agent Name: Name of the Agent
Street Address: 1234 Any Street
Apt/Suite/Other:
City: Anycity State: MI Zip Code: 481041234

Registered Office Mailing Address:

P.O. Box or Street Address: 1234 Any Street
Apt/Suite/Other:
City: Anycity State: MI Zip Code: 481041234

The Officers and Directors of the Corporation:

Title	Name	Address
PRESIDENT	FIRST NAME	123 MAIN OKEMOS, MI 48864 USA
TREASURER	SECOND NAME	123 MAIN OKEMOS, MI 48864 USA
SECRETARY	THIRD NAME	123 MAIN OKEMOS, MI 48864 USA
DIRECTOR	FOURTH NAME	123 MAIN OKEMOS, MI 48864 USA

Acts Subject To: Act 2
Act 3
Act 4

Total Authorized Shares	Shares Attributable to Michigan	Most Recent Apportionment %	Year Ending
20000	10000	50%	2015

View Assumed Names for this Business Entity

View filings for this business entity:

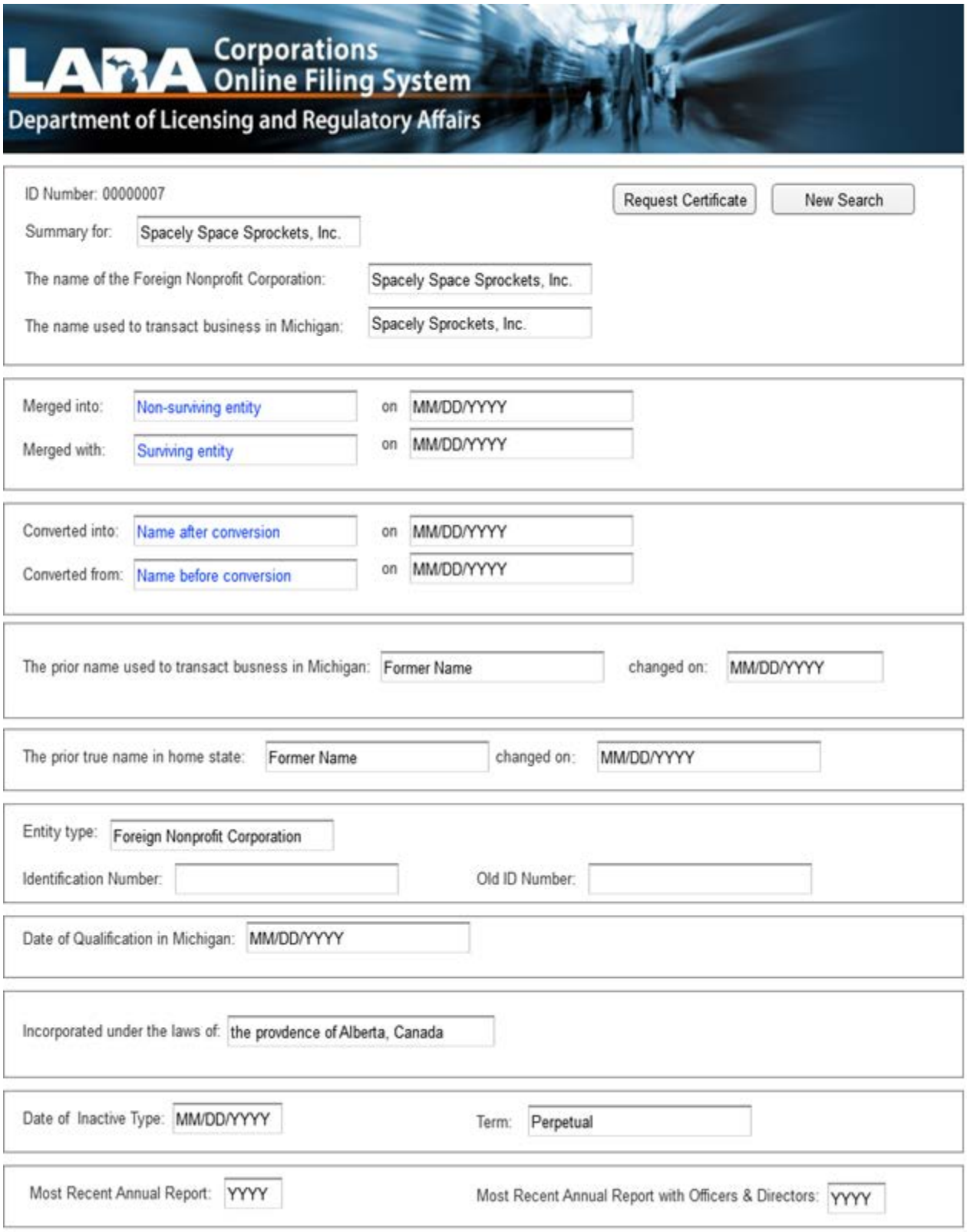
ALL FILINGS
ANNUAL REPORT/ANNUAL STATEMENTS
Indexing Form
CERTIFICATE OF CORRECTION
CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF RESIDENT AGENT

View filings

Comments or notes associated with this business entity;

Foreign Nonprofit Corporations

The following shows the Foreign Nonprofit Corporation with all the possible sections displayed.



The name and address of the Resident Agent:

Resident Agent Name: Ima Agent

Street Address: 1234 Any Street

Apt/Suite/Other:

City: Anycity State: MI Zip Code: 481041234

Registered Office Mailing Address:

P.O. Box or Street Address: 1234 Any Street

Apt/Suite/Other:

City: Anycity State: MI Zip Code: 481041234

The Officers and Directors of the Corporation:

Title	Name	Address
PRESIDENT	FIRST NAME	123 MAIN OKEMOS, MI 48864 USA
TREASURER	SECOND NAME	123 MAIN OKEMOS, MI 48864 USA
SECRETARY	THIRD NAME	123 MAIN OKEMOS, MI 48864 USA
DIRECTOR	FOURTH NAME	123 MAIN OKEMOS, MI 48864 USA

Acts Subject To: Act 2

Act 3

Act 4

Total Authorized Shares
20000

View Assumed Names for this Business Entity

View filings for this business entity:

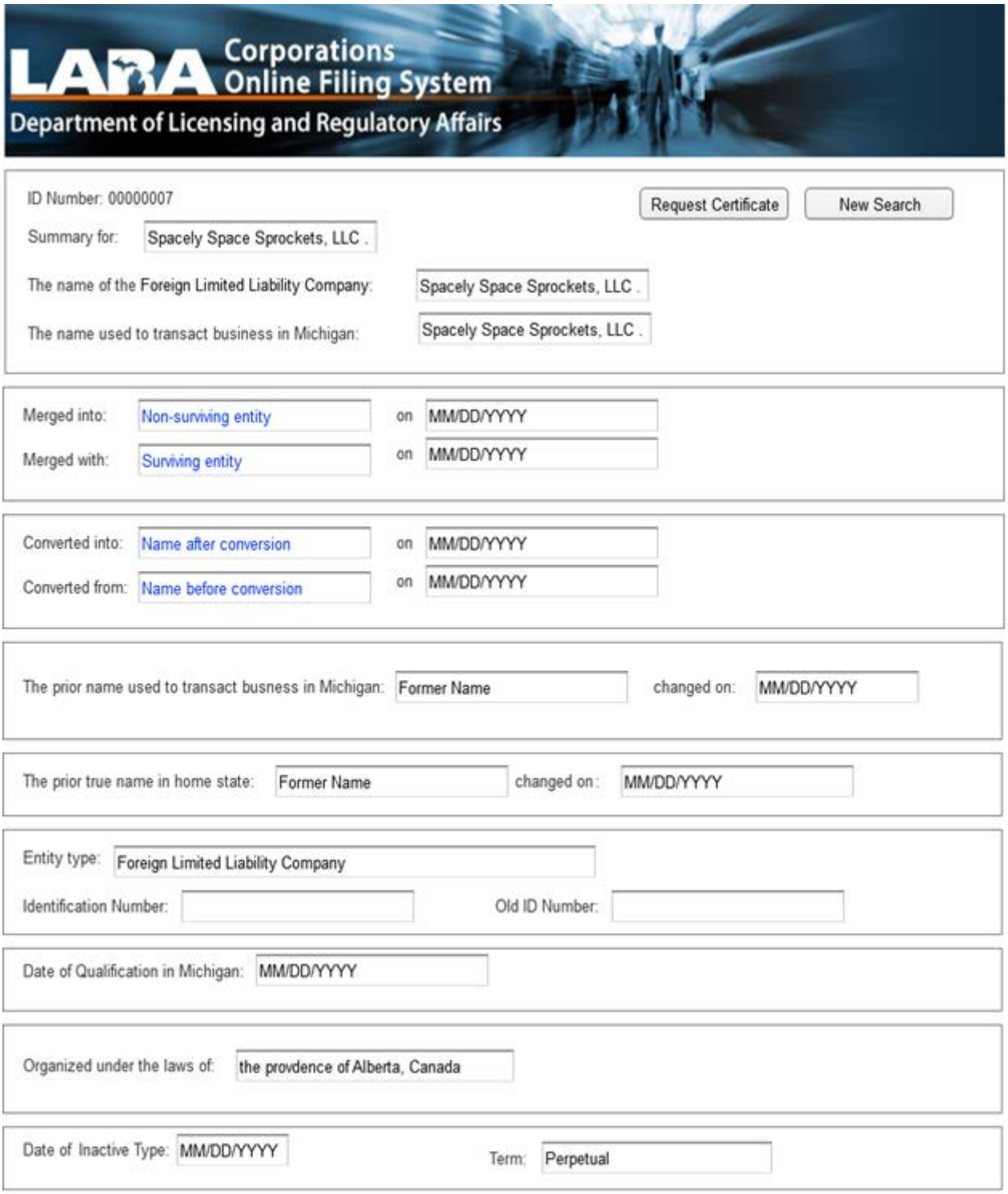
ALL FILINGS
ANNUAL REPORT/ANNUAL STATEMENTS
Indexing Form
CERTIFICATE OF CORRECTION
CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF RESIDENT AGENT

View filings

Comments or notes associated with this business entity;

Foreign Limited Liability Company (LLC)

The following shows the Foreign LLC Entity with all the possible sections displayed.



The name and address of the Resident Agent:

Resident Agent Name: Name of the Agent

Street Address: 1234 Any Street

Apt/Suite/Other:

City: Anycity State: MI Zip Code: 481041234

Registered Office Mailing Address:

P.O. Box or Street Address: 1234 Any Street

Apt/Suite/Other:

City: Anycity State: MI Zip Code: 481041234

Acts Subject To: Act 2

Act 3

Act 4

View Assumed Names for this Business Entity

View filings for this business entity:

ALL FILINGS
ANNUAL REPORT/ANNUAL STATEMENTS
Indexing Form
CERTIFICATE OF CORRECTION
CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR CHANGE OF RESIDENT AGENT

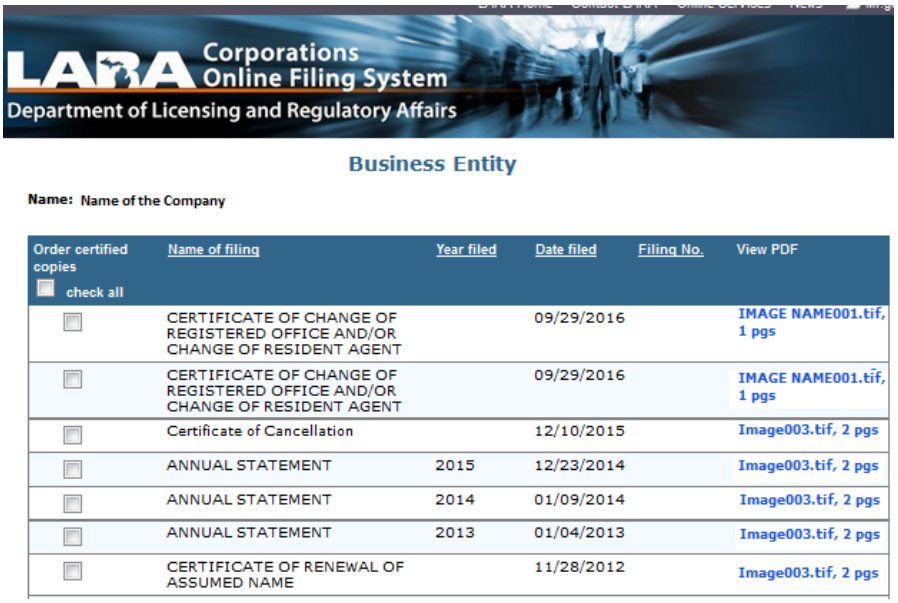
View filings

Comments or notes associated with this business entity:

View Filings Page

This page allows access to available filings for a business entity.

- **View PDF:** Allows access to the image of the actual approved filings.
- **Order Certified Copies:** Checking a box in this column allows the user to select one or multiple filings and request certified copy(s) from this screen.



View Assumed Names Page

This page displays the assumed names associated with the entity and relevant date information of the assumed names. If an assumed name is part of a joint venture, a *View* hyperlink will appear and provide details about the other entities sharing the same assumed name.

- **Print Button:** Allows the user to print the current page
- **New Search Button:** Navigates the user back to the search page
- **View Link:** Displays details on the assumed name that is part of a joint venture
- **Back to Business Entity Summary Button:** Navigates the user back to the Business Entity Summary page

FILE ONLINE

COFS allows certain forms to be completed and submitted online. Once received, they are reviewed by the Corporations Division. The File Online Homepage allows customers to submit documents to form a new entity and submit documents for an existing entity.

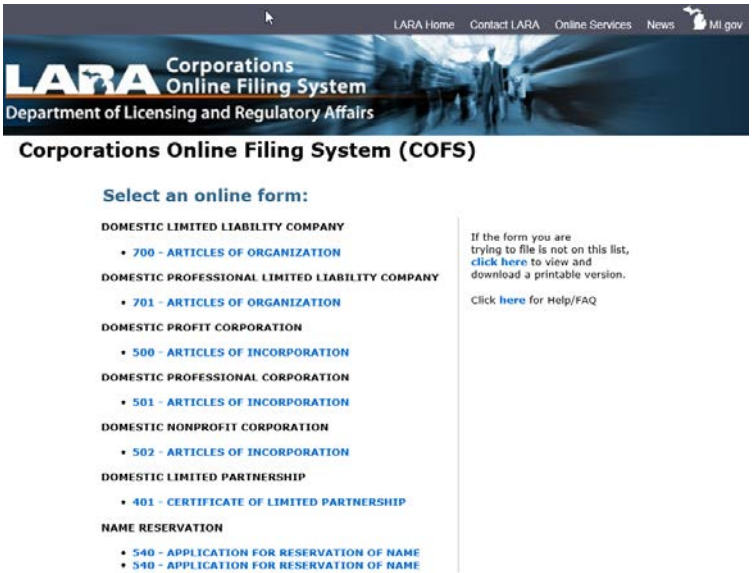
Users can access the File Online Homepage from the Corporations Division Homepage and clicking on the Submit Online link available under the “Submission Methods” section.

Online Filing to Form a New Entity

If you are forming a new entity, you do not log into the online filing system.

- Click the “Click Here” link and select the appropriate form.

- You will be given a list of forms that are available for online submission.



- You must complete the form by entering all the required information. If you fail to enter the required information, the system will alert you and request you enter the missing information.

- You will be prompted to sign the document and insert your title. Additional signatures may be added by clicking the “Add new entry to this list” button.

- Once all the required information is entered, click the “Review” button and you will have an opportunity to review the information you entered.

- If you are satisfied with the information entered, click the “Submit Filing” button.

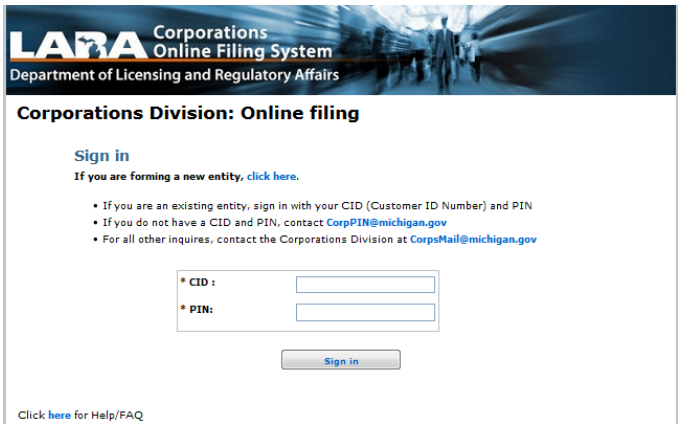
- Online submissions only can be paid by credit card. If you do not have a credit card or do not wish to use a credit card, you may submit the form by mail or in person with a check or money order. For further information regarding fees, please review the Fee Schedule.

- Once your credit card has been processed, an acknowledgement screen detailing information regarding the transaction will appear. This screen is your receipt and you may wish to print this for reference.
- Once the credit card transaction is approved, the document will be sent to the Corporations Division for review. If the credit card transaction is not approved, you will have the opportunity to log back into the system at any time, retrieve the information previously submitted, and resubmit.
- If the document cannot be filed, you will receive an email with the reason for rejection. Rejected filings may be reviewed by logging back into the system where necessary adjustments can be made and the document can be resubmitted.

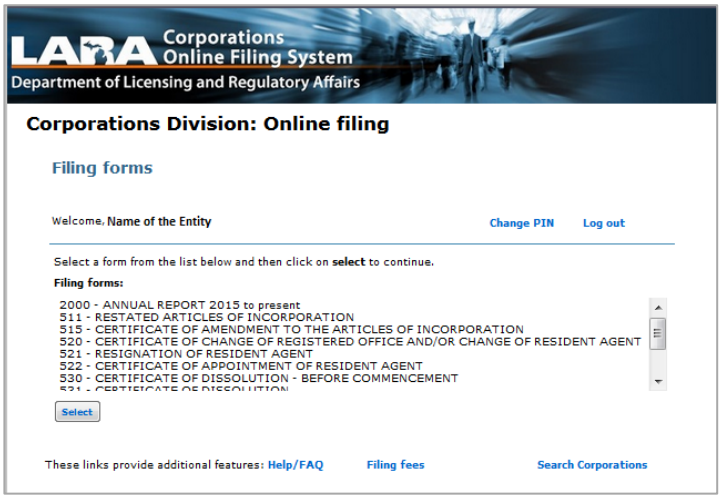
Online Filing for an Existing Entity

A subsequent filing is the submission of forms/documents for an existing entity. To file a document for an existing entity, a user must login using the CID and PIN combination.

- **CID/PIN:** Existing and newly created entities are assigned a unique CID and PIN combination. If you forget the CID or PIN, please contact the Corporations Division at LARA-CSCL-CorpPIN@michigan.gov to obtain that information.



- Once logged into the system, you will be given a list of forms that are available for online submission.



- Select the form you wish to complete and the form will be displayed.

Please note, not all forms are available for online submission and forms not listed must be submitted by mail or in person. Forms are available at: http://www.michigan.gov/lara/0,4601,7-154-61343_35413_36736---,00.html.

- Fill out the completed form
    - Each form has specific instructions and rules related to the data requirements
    - If any data entry field fails to validate, an appropriate message displays
    - Make payment as per payment rules and fees applicable

Entity Homepage

This page is displayed upon successful authentication of CID and PIN combination on the Entity Login page.

Every entity (existing and newly created) is assigned a unique CID and PIN combination. If users want to submit additional forms, Annual Reports/Statements, or documentation, they must do so by logging into the system using their assigned CID and PIN combination.

Users can sign into the system from the Entity Login page

- CID and PIN combination is unique for each entity type
- CID and PIN is created with the approval of the formation/qualification forms for the entity

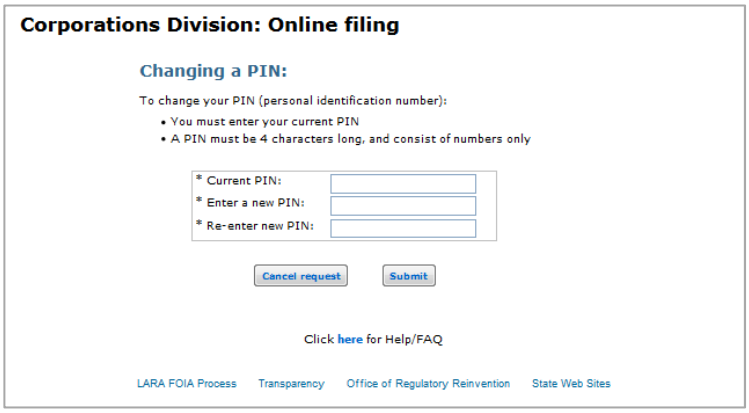
Users can perform the following actions:

- File a subsequent filing using Filing Form section
- Change PIN
- Help/FAQ
- View Filing Fee
    - Opens the details for the filing fees
    - Perform search for a business entity using Corporation Search
    - Log Out: Logs out the user

Change PIN

Users have the ability to change their existing PIN online.

- User must enter current PIN
- Enter the new Pin (must be four characters long and consist of numbers only)
- **CANCEL REQUEST BUTTON:** Cancels the "Change PIN" action and returns user back to Entity Homepage



- **SUBMIT BUTTON:** Values entered to change the PIN are validated and if successful, the new PIN is saved.

Filing Forms List

This list is populated based on the entity type for which the user has signed in. Users can select the desired form and click on the Select button to open the form.

Available forms are as follows:

Form Number	Form Name
401	Certificate of Limited Partnership
500	Articles of Incorporation, Profit
501	Articles of Incorporation, Professional Service
502	Articles of Incorporation, Nonprofit
511	Restated Articles of Incorporation, Nonprofit
515	Certificate of Amendment
520	Certificate of Change of Registered Office and/or Resident Agent
521	Resignation of Resident Agent
522	Certificate of Appointment of Resident Agent
530	Certificate of Dissolution – Before Commencement
531	Certificate of Dissolution
540	Application for Reservation of Name
541	Certificate of Assumed Name
542	Certificate of Renewal of Assumed Name
543	Certificate of Termination of Assumed Name
546	Certificate of Termination of Registration of Corporate Name
601	Renewal Application For Registered Trademark/Service Mark
603	Assignment of Trademark/Service Mark
700	Articles of Organization
701	Articles of Organization, Professional
710	Restated Articles of Organization
715	Certificate of Amendment
731	Certificate of Dissolution
761	Application For Certificate of Withdrawal
770	Certificate of Restoration
771	Certificate of Restoration
801	Application to Renew Registration of a Limited Liability Partnership
Annual Report	Domestic Nonprofit Corporation Annual Report
Annual Report	Foreign Nonprofit Corporation Annual Report
Annual Report	Domestic Profit Corporation Annual Report
Annual Report	Foreign Profit Corporation Annual Report
Annual Report	Domestic Professional Corporation Annual Report
Annual Report	Foreign Professional Corporation Annual Report

PAYMENT FOR ONLINE SUBMISSION AND ORDERS

Online Payments

User must pay all fees due at the time of submission. Once the payment has been completed, users are not allowed to alter the submission or order to affect the payment; this includes expedited service options.

Expedited Service Options

Expedited service continues to be available for an additional fee. The nonrefundable expedited service fee is based on the level of expedited service selected and is in addition to the standard fees applicable to the specific document. Expedited service fees are different for formation documents and subsequent filing documents.

FORMATION and QUALIFICATION submissions to create an entity

Select the level of service, pick only one:

Expedited service fees are nonrefundable and in addition to the standard document fees.

- (●) **Standard Review - Only fee applicable to the document.**
- ( ) **24 Hour Review - $50.00**
  For formation documents and applications for certificate of authority.
- ( ) **Same Day Review - $100.00**
  Review completed on day of receipt. Document must be received by 1:00 p.m. EST/EDT.
- ( ) **2 Hour Review - $500.00**
  Review completed within two hours on day of receipt. Document must be received by 3:00 p.m. EST/EDT.
- ( ) **1 Hour Review - $1,000.00**
  Review completed within one hour on day of receipt. Document must be received by 4:00 p.m. EST/EDT.

SUBSEQUENT FILING submissions for an existing entity

Select the level of service, pick only one:

- (●) Standard Review – Only fee applicable to the document.

Optional Expedited Service
Expedited service fees are nonrefundable and in addition to the standard document fees.

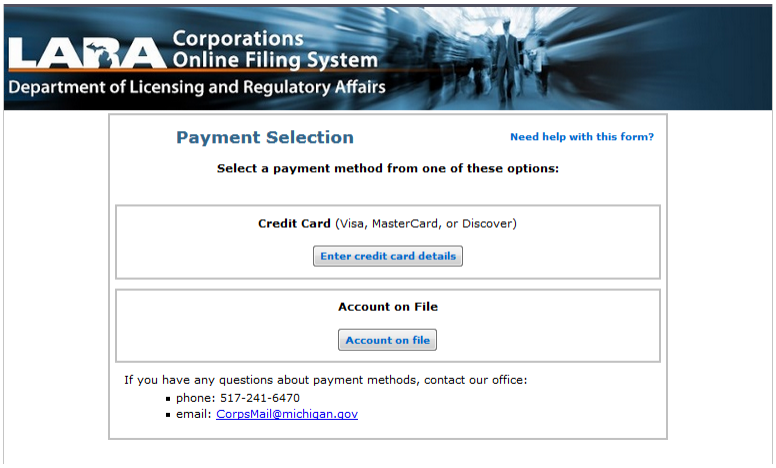
- ( ) 24 Hour Review - $100.00
- ( ) Same Day Review - $200.00
  Review completed on day of receipt. Document must be received by 1:00 p.m. EST/EDT.
- ( ) 2 Hour Review - $500.00
  Review completed within two hours on day of receipt. Document must be received by 3:00 p.m. EST/EDT.
- ( ) 1 Hour Review - $1,000.00
  Review completed within one hour on day of receipt. Document must be received by 4:00 p.m. EST/ED

Filing Fees

- Each filing fee submitted is automatically calculated by the system
- Fees for multiple order items and individual order items are calculated for the amount due to complete order

  Note: Link only is available to signed in users

Payment Selection Page – Orders

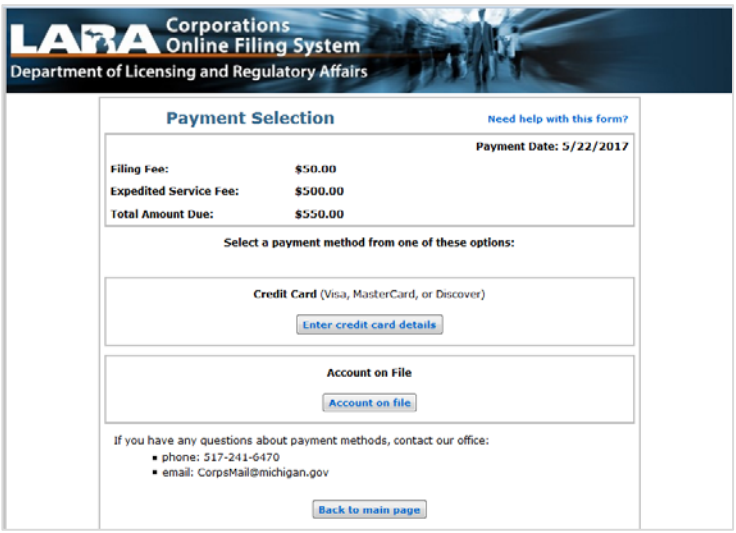


Payment Selection Page – Document Submission

Once the user clicks Submit for forms or orders, if there are fees associated with the form, the Payment Selection screen displays.

On this screen, users can:

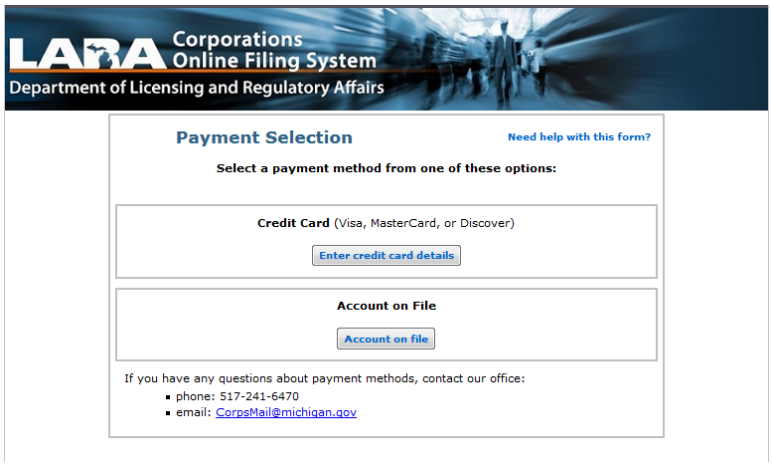
- See the Fee Summary section: Displays the applicable fee for the filing submission
  - Each form will display the base filing fee, other filing fee (if applicable), and penalty fee owed (if applicable).
- **Enter Credit Card Details:** Allows the user to enter credit card information.
- **Account on File:** Allows the user to access their account that is tied to their credit card information.
- **Back to Main Page:** Clicking this button returns the user back to the main form filing page.

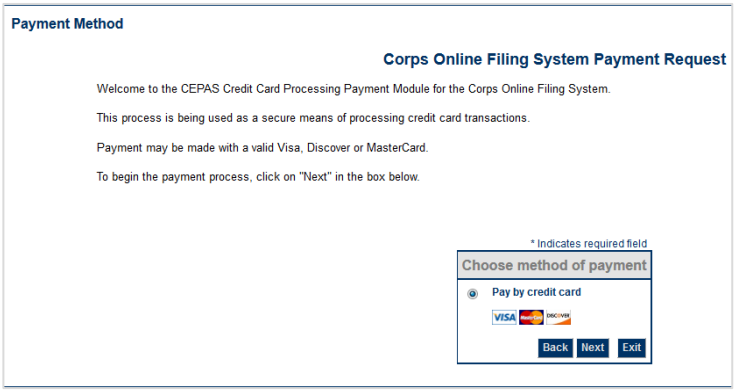


Pay Using – Credit Card

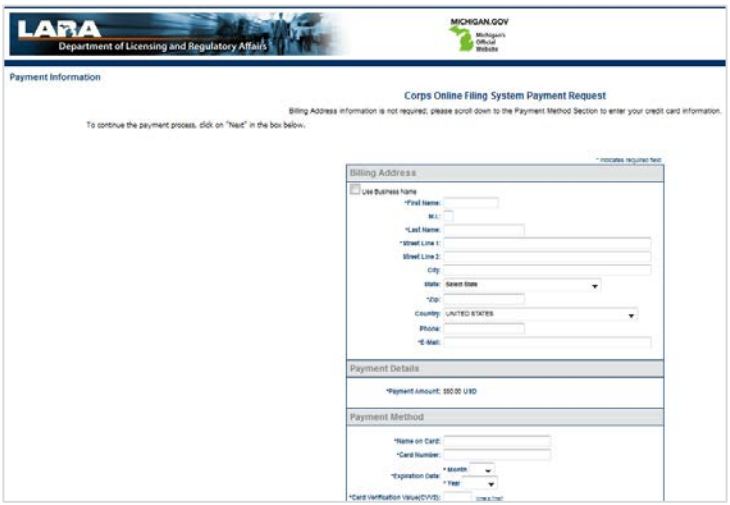
Users can use the State of Michigan's secure credit card processing application to pay for the document and order submission fees.

- Click **Enter Credit Card Details** on the Payment Selection page





- Click **Next** to open the CORPS Online Filing System Payment Request page displayed below.

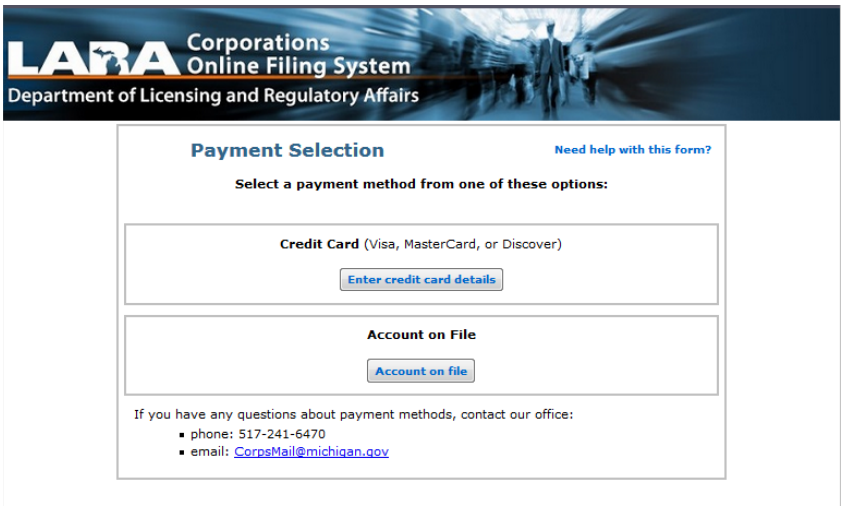


- Follow the processing prompts on the next series of screens
- Upon successful payment, the submission filing is considered complete and the Submission Confirmation page will display.

Pay Using – Account on File

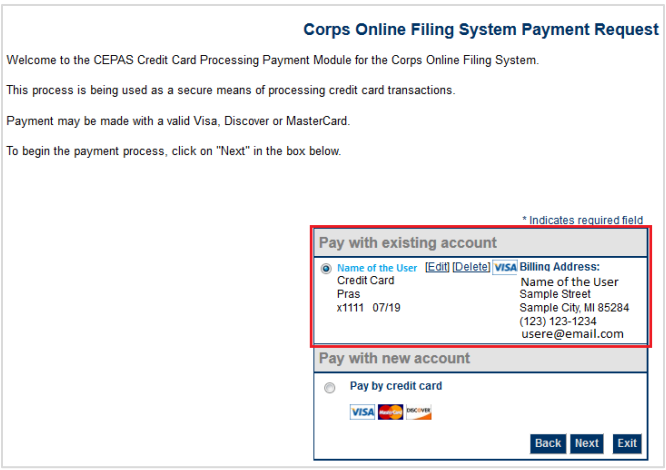
COFS provides the option to establish an electronic debit account, which allows frequent filers the ability to pay fees without repeatedly entering the payment data. Once the payment data is provided and validated, it will be stored in a secured environment for later payment retrieval.

- Click **Account on File** on the Payment Selection page.



- **New User? Register Here:** Allows the user to register for "Account on File"
  - Users can use an existing Account on File by entering a valid email address and password combination and clicking **Submit.**

- Upon submitting, the following screen is displayed



- Select **Pay with existing account** and click **Next** to proceed to payment screen.
- Follow the processing prompts on the next series of screens.
- Upon successful payment, the submission filing is considered complete and the Submission Confirmation page will display.

Submission Confirmation Page

The following confirmation page is displayed upon successful payment processing when using the steps described above. If the payment fails for any reason, the system will display an error message.

LARA Corporations Online Filing System
Department of Licensing and Regulatory Affairs

Payment Confirmation Date: 5/22/2017

Confirmation date/time:	5/22/2017 4:20:40 PM
Confirmation number:	17052203320163
Invoice number:	0801M72170618960001397
Payment ID number:	1397
Transaction ID number:	17061896
Transaction category:	DOMESTIC LIMITED LIABILITY COMPANY
Transaction type:	700 - ARTICLES OF ORGANIZATION
Filing fee:	$50.00
Expedited service fee:	$500.00
Total fee:	$550.00

Thank you for using the Corporations Online Filing System (COFS). All submissions are subject to review. If the submission is able to be filed, you will receive an endorsed filed image by email. If the submission is rejected, you will be notified by email of the reason for rejection.

Documents that have been endorsed filed may be viewed through the Business Entity Search.

Rejected submissions may be viewed through the Rejected Filings Search.

If you have any questions about your request, contact our office:
- phone: 517-241-6470
- email: CorpsMail@michigan.gov

Print this screen | Back to main page

Order Confirmation Page

The following confirmation page is displayed upon successful payment processing for orders. If the payment is unsuccessful, the system will display an error message.

LARA Corporations Online Filing System
Department of Licensing and Regulatory Affairs

Order Confirmation Date: 6/1/2017

Confirmation date/time:	6/1/2017
Confirmation number:	17060103329793
Payment ID number:	3562
Transaction ID number:	1802656
Order Summary	
Total fee:	$48.00

Thank you for your order. The items you requested will be returned by your selected method of delivery.

All certificates are assigned a verification number. You may verify certificates through Certificate Verification Search.

If you have any questions about your request, contact our office:
- phone: 517-241-6470
- email: CorpsMail@michigan.gov

Print this screen | Back to main page

- **Back to Main Page Button:** Returns the user back to the main form filing page
- **Print Screen Button:** Allows the user to print the screen

ORDERS IN COFS

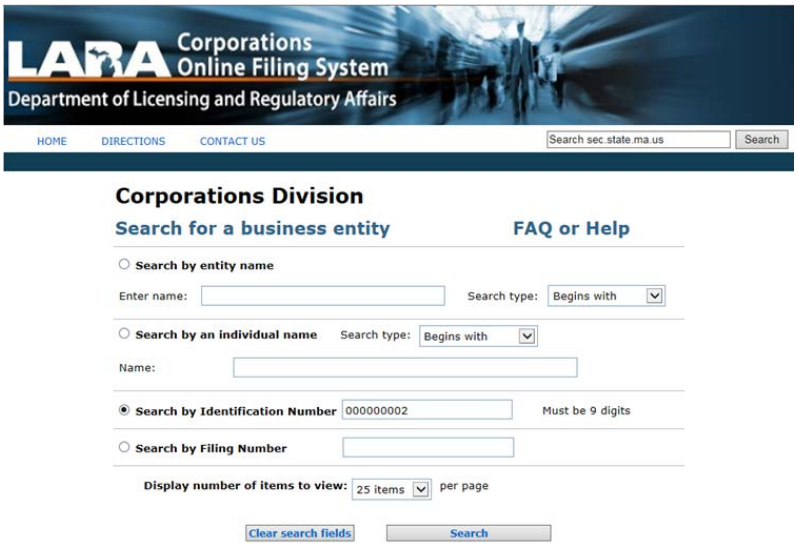
There are two ways in which users can place an order for certificates and copies.

- Through the Search Corporate Database method
- Directly from a link on the Corporations website

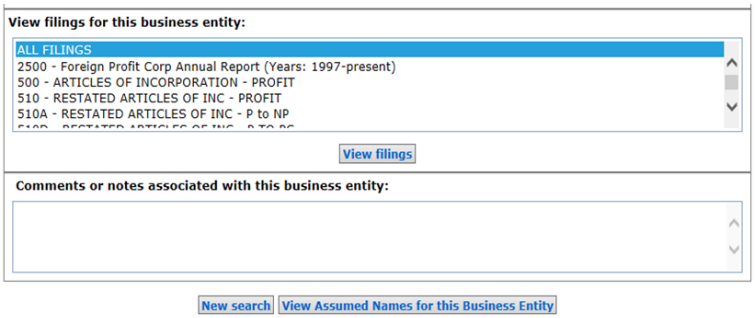
Note on Shipping Address: If the delivery method selected is email, the shipping address does not display.

Search Corporate Database Method

Step 1: Select the *Business Entity Search* from the Corporations Division Homepage and enter the search criteria, then select the Search button.



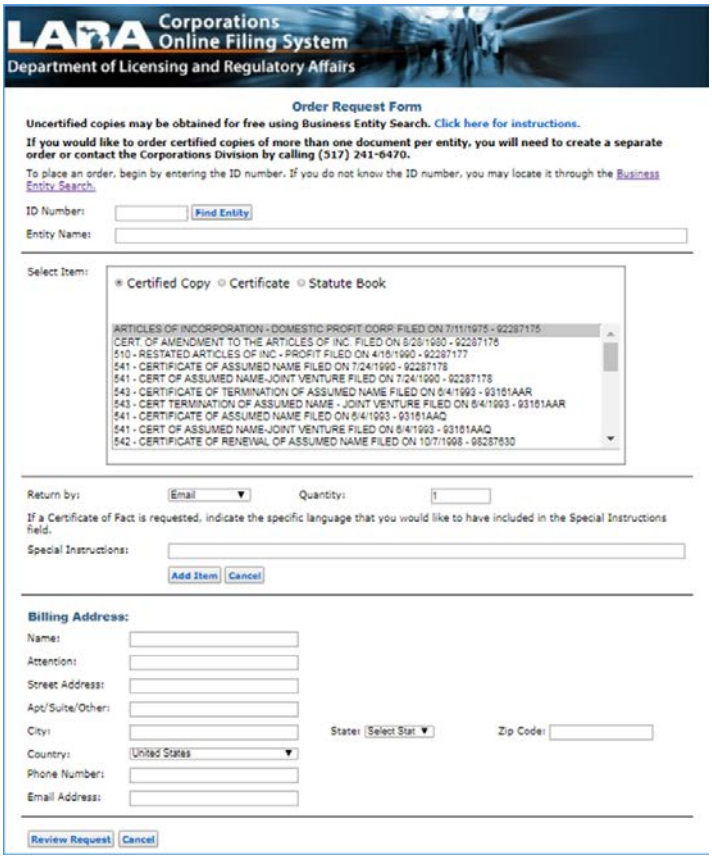
Step 2: On *the Business Entity Summary* screen, scroll down to the filings section, select All Filings or a specific filing and click the View Filings button.



Step 3: Users can select the individual filing using the "Order Certified Copy" selection boxes and click on the Order Filing button. Users can order a certified copy of only one document per entity in an online order.

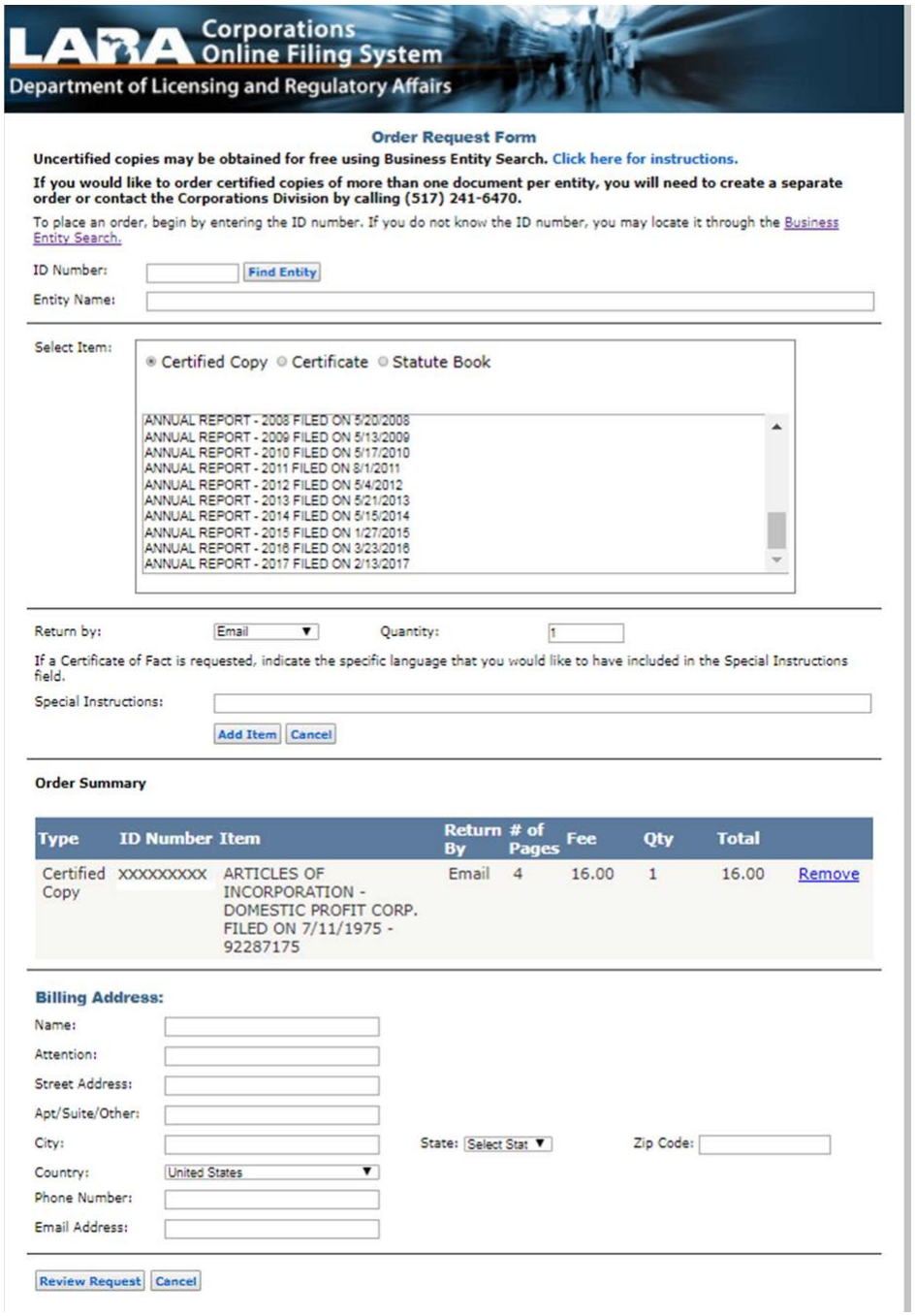
Step 4: The Order Entry screen for public access displays with the Identification Number and Entity Name prepopulated. The Select Item section will have certified copies selected and the dropdown list will contain the forms filed for the entity.

Note: All copy orders generated online for the public will be certified copies.



Step 5: Users can add only one item from the dropdown list, select the delivery method, enter quantity, check expedited checkbox (optional), and enter any special instructions (optional).

Step 6: Upon completion, click the **Add Item** button. The fees are calculated for each item selected and added to the Order Summary grid. Each item selected is a separate line item in the Order Summary grid.



Step 7: Users can remove items in the Order Summary grid by clicking the **Remove** link. The system will display a confirmation message and clicking **OK** will remove the item from the list.

Additional Validations

The system will display an error message if at least one of the filings selected has 0 pages and will not add the item to the order. **Error message:** This filing has 0 pages in our system and cannot be requested as a certified copy. Contact the Corporations Division for further information regarding the filing number selected.

Step 8: After all items are added, complete the remaining fields on the form and click the **Review Request.** Upon successful validation, the order form is rendered in read only mode with the option to make corrections or submit the request.

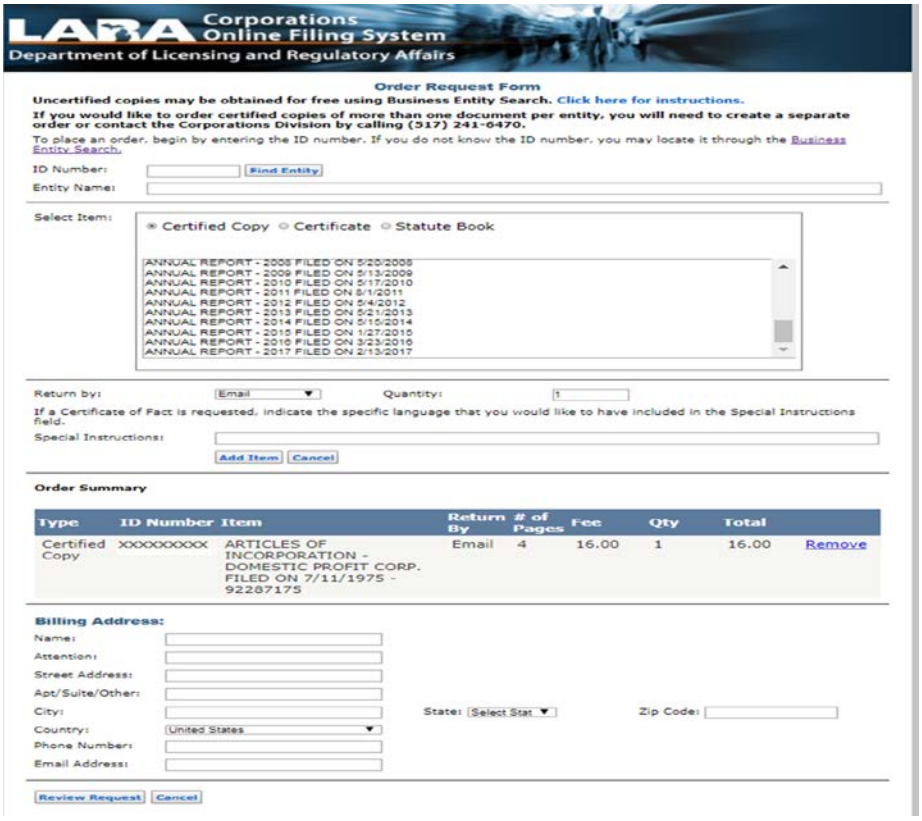
- Clicking the **Make Corrections** button reopens the Order Form and allows the user to edit the information.
- Clicking the **Submit** button navigates the user to the payment screen.

Step 9: Once the payment process has been completed, the order cannot be modified by the user and the order will display in the appropriate queue. A confirmation page is displayed.

Order via the Link on the Corporations Division Homepage

Step 1: Select the **Order Request Form** on the Corporations Division Homepage.

Step 2: The Order Entry screen for public access displays links to instructions on how to complete the order and how to search the Corporations database to obtain the identification number for the entity.



Step 3: The user enters the Entity ID Number and clicks the **Find Entity** button, which populates the entity name.

Step 4: The user selects desired option in Select Items section.

Note: All copy orders generated online for the public will be certified copies and the dropdown list populates with all filings for the entity selected.

- If Certificate is selected, the dropdown list populates the applicable list of certificates for the selected entity
- If Book is selected, users have the option to select BCA or LLC publications

Step 5: The user can select one or more items from the dropdown list (with the ability to select all), select the **delivery method**, enter **the quantity**, check **expedited checkbox** (optional), and enter **special instructions** (optional).

Step 6: When the information is complete, the user clicks **Add Item** button. The fees are calculated for each item selected and the item(s) are added to the Order Summary grid.

Note: Each item selected is a separate line item in the Order Summary grid.

Step 7: Users also can remove items in the Order Summary grid by selecting the **Remove** link. The system will display a confirmation message. Clicking **OK** on the confirmation message will remove the item from the list.

Additional Validations

The system will display an error message if at least one of the filings selected has 0 pages and will not add the item to the order. **Error message:** This filing has 0 pages in our system and cannot be requested as a certified copy. Contact the Corporations Division for further information regarding the filing number selected.

Step 8: After all items are added, complete the remaining fields on the form and click **Review Request**. Upon successful validation, the order form is rendered in read only mode with the option to make corrections or submit the request.

- Clicking the **Make Corrections** button reopens the Order Form and allows the user to edit the information.
- Clicking the **Submit** button navigates to the payment screen.

Step 9: Once the payment process has been completed, the order cannot be modified by the user and the order will display in the appropriate queue. A conformation page is displayed.

General Rules for Ordering Items:

- Users can order certified copies of one document per entity in each order.
- A separate order will need to be created for additional certified copies for the same entity or the user can contact the Corporations Division by calling (517) 241-6470.
- Once the payment process has completed, the order cannot be modified by the user.
- If a Certificate of Good Standing is selected, the system validates the entity is in good standing. If not, an error message is displayed and the item is not added to the list.
- If a Certificate of Legal Existence is selected, the system validates the entity has not been dissolved. If the entity is dissolved or revoked, an error message is displayed and the item is not added to the list.
- If a Certificate of Fact is selected, special instructions are required.

HELP/FAQ PAGE

The Help/FAQ page provides users with helpful information and answers to some of the most frequently asked questions. This page is updated regularly with the most current information available.

The Help/FAQ page can be found on the Corporations Division Homepage, entity log-in screen, and Entity Homepage.

Help/FAQ

Information for completing an online submission

NOTE: Entities that are not in good standing, automatically dissolved, or automatically withdrawn may have restrictions on the types of documents that can be filed. The **Business Entity Search** may be used to locate the status of an entity, or contact the Corporations Division by calling (517) 241-6470. Further information regarding the documents that an entity may submit is available in the chart provided **here**.

Table of Contents:

- System Requirements
- Online submission process
- Entering Data
- Problem with Data Types
- Contact Information
- Form Specific Information
- Optional Expedited Services

System Requirements:

The following is required to submit a document online:

- A browser supporting 128-bit encryption
- JavaScripting must be turned on
- You must allow per-session cookies
- A Visa, MasterCard, or Discover credit card to pay fees.

What are per-session cookies and why do I need to accept them?

- Per-session cookies are NOT stored on your hard drive, and they do not contain any personal information whatsoever.
- Per-session cookies are nothing more than a random, unique number generated when you first access the site.
- Example of per-session cookies: ASPSESSIONIDGGQGGQCO=KGAHFDGDANBGKLJCFBGEDAGC
- Per-session cookies disappear as soon as you close your browser, or they will time-out after 20 minutes.

Online Submission Process:

Note: Using the web browser's back button will clear all data that has been entered.

- If you are forming a new entity, you do not log-in to the online filing system. Instead, select the Click Here button and select the appropriate form.
- If you are submitting a document for an existing entity, then the first step is to log-in to the system with the entity's pre-assigned Customer ID