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## **Corporations Online Filing System (COFS) Frequently Asked Questions**

### **When will the Corporations Online Filing System be available?**

- The Corporations Division is pleased to announce that the Corporations Online Filing System (COFS) will be available on Monday, October 30 at 8:00 a.m. EST.

### **When will the existing Corporations System be discontinued?**

- The Corporations Division's office and websites will be unavailable Thursday, October 26 at 5:00 p.m. EST through Monday, October 30 at 8:00 a.m. EST.
- The MICH-ELF filing and the FILEOnline systems will no longer be available after 5:00 p.m. EST, Thursday, October 26.

### **What will happen to my Mich-Elf account when the new system goes live?**

- The Mich-Elf electronic filing system will be discontinued and replaced with the Corporations Online Filing System (COFS).
- COFS will provide the option to establish an electronic debit account, which provides frequent filers the ability to pay the filing 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.
- You may register for an electronic debit account the first time that you submit a document through COFS. By registering, you will receive an account number and password which will be used to retrieve the payment data during the online submission process to pay the filing fee.

### **Will my entity identification number change?**

- Yes. A new number will be assigned by the Corporations Division.

### **Will the new ID# affect my taxes?**

- No. The identification number assigned by the Corporations Division is used when submitting documents to the Corporations Division. The entity's taxpayer identification numbers are different and used by the Department of

Treasury and Internal Revenue Service (IRS). You do not need to contact the Department of Treasury or IRS due to the new ID number.

### **How and when will I be notified of my new ID#?**

- Approximately 2 weeks before the Corporations Online Filing System (COFS) launches, we will mail the resident agent the new ID #, CID, and PIN.

### **What is a CID and PIN? What do I need this for?**

- A customer identification number (CID) and PIN is used to log into the Corporations Online Filing System (COFS). A CID is similar to a username, and a PIN is similar to a password.
- A CID is 6 digits, alphanumeric (letters and numbers). A PIN is 4 digits, numeric. Each active business entity will receive a CID and PIN. You may change your PIN by logging into COFS and selecting the “Change PIN” button. You cannot change your CID. You should consider your CID and PIN to be private information, because the CID and PIN would allow someone to log on to COFS to submit a document on behalf of the business entity.

### **What do I do if I don’t receive the CID and PIN or if I lose it?**

- Contact the Corporations Division by email to [CorpPIN@michigan.gov](mailto:CorpPIN@michigan.gov)

### **Will I still have the same options as I do currently?**

- Documents may be submitted for filing by mail, in person, or online through the Corporations Online Filing System (COFS).
- The Mich-Elf electronic filing system will be discontinued and replaced with COFS.
- Copies and certificates may be ordered through the website, telephone, in person, or mail.

### **Will the process in which I order certificates and copies change?**

- The only change is the addition of the ability to submit order requests online, 24 hours a day, 7 days a week.
- You may continue to order certificates and copies by calling the Corporations Division or submitting your request in-person.

### **What are the new filing system submission methods?**

- The new Corporations Online Filing System (COFS) allows for most documents to be submitted online.

- Online forms are completed by typing your information into the fields, or you may paste language into the fields. To move around the form, you can tab from field to field or you can click on a particular field by using your mouse.
- There are several advantages to online filing:
  - no need to print, complete & mail
  - faster delivery
  - easier to complete
  - validation checks makes errors less likely

### **What are the new features?**

- The Corporations Online Filing System (COFS):
  - allows for the submission of documents and annual filings online
  - pay filing fees electronically
  - order certificates and certified copies online.
- Online submissions will substantially reduce the amount of paperwork and manual check payment processing currently handled by the Division, which will generate faster results for business entities and customers.
- Additionally, COFS provides expanded search functionality. Customers will be able to:
  - search the Corporations Division's database by individual name;
  - search trademark, service mark, and insignia records;
  - search rejected submissions; and,
  - search the Corporations Division's Card Files, which contains the record of business entities that were dissolved prior to January 1, 1978.
- COFS provides a subscription-based email notification service, which allows customers to elect to receive business entity record update notifications. When a document is filed for a business entity that is included in the subscriber's profile, the subscriber will receive an email to notify the subscriber of the filing.

### **Will I still be able to pay for expedited service?**

- Yes. Expedited service continues to be available for an additional fee. The nonrefundable expedited service fee is based on the level of expedited service requested and is in addition to the regular fees applicable to the specific document.

### **Will any of the fees change?**

- No. Filing fees are mandated by statute and remain the same.

**Will all of my existing business information and filed documents be available in the new system?**

- Yes. The Corporations Division's database will be migrated to the Corporations Online Filing System. The entity's information on record with the Corporations Division and the filed documents will be available through Business Entity Search.

**How can I receive the latest news from the Corporations Division?**

- Subscribe to the Corporations list serve.
- Go to [www.michigan.gov/corporations](http://www.michigan.gov/corporations)
- Beneath the "News & Announcements" heading, click [Subscribe to Emails from the Corporations Division.](#)