

**\*\*New Process for Filing Annual Report online without an Entity code.\*\***

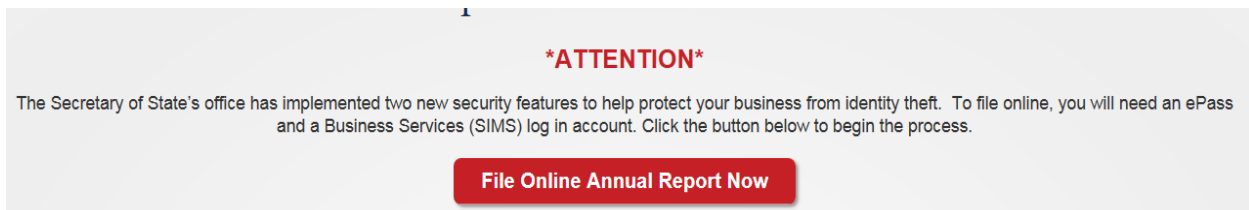
*The Annual Report filing fee is \$20.00. (After April 15<sup>th</sup> the fee is \$35.00)*

**Step 1:** Go to [www.sosmt.gov](http://www.sosmt.gov), and click on the red banner.



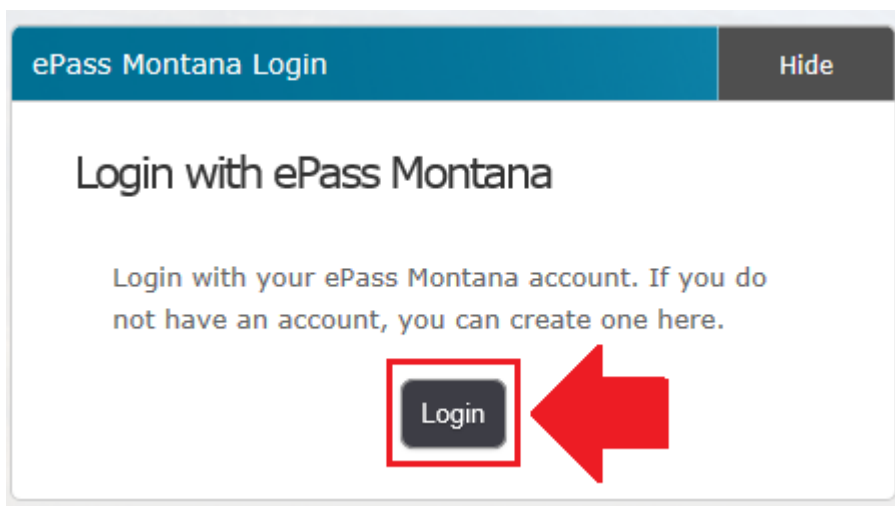
The screenshot shows the top of the Montana Secretary of State website. On the left is the state seal. To its right, the text reads "Montana Secretary of State" and "Corey Stapleton". Below this is a dark blue navigation bar with links: "Home", "About", "Business Services", "Election & Voter Services", "Certification & Notary Services", "Administrative Rules Services", and "Contact Us". Below the navigation bar is a prominent red banner. On the left side of the banner is a white icon of a clipboard with a pencil. To the right of the icon, the text says "Click here to file your business annual report". Below this text, it specifies "Due by: 5:00 p.m. April 14th, 2017" and "Filing Fee: \$20".

**Step 2:** PLEASE READ THE ATTENTION LINE, Click on "File Online Annual Report Now".



The screenshot shows a grey rectangular box containing an attention notice. At the top center, the word "\*ATTENTION\*" is written in red. Below this, a paragraph of text reads: "The Secretary of State's office has implemented two new security features to help protect your business from identity theft. To file online, you will need an ePass and a Business Services (SIMS) log in account. Click the button below to begin the process." At the bottom center of the box is a red button with the white text "File Online Annual Report Now".

**Step 3:** Click on Login with E-Pass Montana.



The screenshot shows a login window titled "ePass Montana Login" with a "Hide" button in the top right corner. The main heading is "Login with ePass Montana". Below the heading, the text says: "Login with your ePass Montana account. If you do not have an account, you can create one here." At the bottom center, there is a dark grey button labeled "Login". A red square highlights the "Login" button, and a large red arrow points to it from the right.

**Step 4:** If you do not have an E-Pass account, you will need to create an account. If you already have an account, go ahead and type in your username and password and jump to STEP 7. If you forgot your username or password you can select the “Forgot your Username or Password?” button.

The image shows two side-by-side panels. The left panel, titled "Existing User", contains a "Username:" field, a "Password:" field, a "Forgot your Username or Password?" link (highlighted with a red box), and a "Login" button. The right panel, titled "New User", contains the text "Create an ePass Montana account by selecting the button below:" and a "Create an Account" button (highlighted with a red box and a red arrow pointing to it).

**Step 5:** Fill out the required information (\*) and then click on “Save Changes”. The security questions in the lower left corner are also required.

The image shows two side-by-side panels. The left panel, titled "Personal Information", contains fields for: \*First Name, \*Last Name, Daytime Phone, \*Primary Email, \*Verify Primary Email, and Alternate Email. The right panel, titled "ePass Montana ID Details", contains fields for: \*Username, \*Password, \*Verify Password, and \*Password Hint.

**Step 6:** Click “I want to file my annual report” – Ignore the selections below the blue box.

**Welcome to the Montana Secretary of State Online Business Filing System**

 You will be able to file your annual report on completion of the next couple of steps.

[I want to file my annual report](#)


To start filing online, specify your activation code if you have one.  
If you do not have one, select "I do not have an activation code" and press "Continue".

I have an activation code     I do NOT have an activation code

**Step 7:** Fill in the required information (\*) and click “Continue” at the bottom.

**Complete Online Account Details**

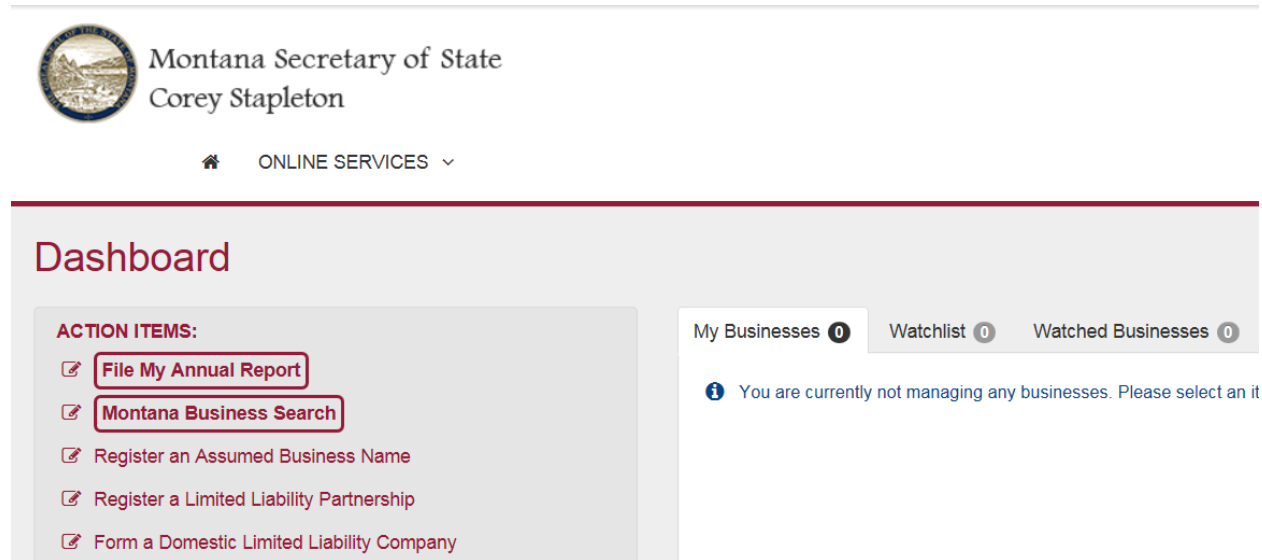
I also want to create an Organization

 To file online, you will have to set up your account details.  
You will only have to complete this information one time.  
Press 'Continue' after you have entered your details.

**User Details**

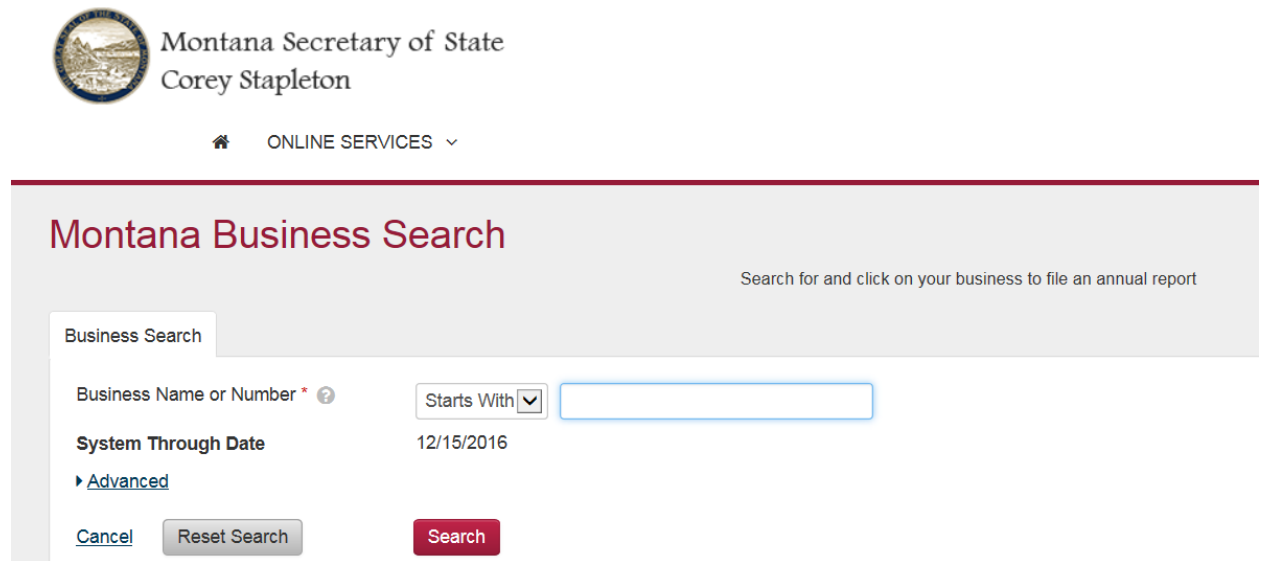
Title *	<input type="text" value="-- Please Select --"/>
First Name *	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Smith"/>
I use the following for navigation *	<input type="text" value="Standard (i.e. keyboard &amp; mouse)"/>

**Step 8:** Once your account is created you will arrive at the Dashboard. This is where you'll arrive from now on when you log in. Click on "File My Annual Report"



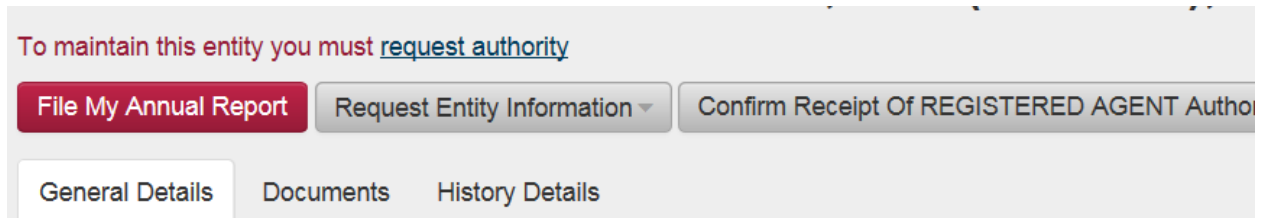
The screenshot shows the Montana Secretary of State's dashboard. At the top left is the state seal and the text "Montana Secretary of State Corey Stapleton". Below this is a navigation menu with a home icon and "ONLINE SERVICES" with a dropdown arrow. The main heading is "Dashboard". On the left, under "ACTION ITEMS:", there is a list of tasks: "File My Annual Report" (highlighted with a red box), "Montana Business Search" (highlighted with a red box), "Register an Assumed Business Name", "Register a Limited Liability Partnership", and "Form a Domestic Limited Liability Company". On the right, there are three tabs: "My Businesses 0", "Watchlist 0", and "Watched Businesses 0". Below these tabs is a message: "You are currently not managing any businesses. Please select an it".

**Step 9:** Type your business name in the search field and then click "Search". Your business should appear in the search results below. Click on your business.



The screenshot shows the "Montana Business Search" page. At the top left is the state seal and the text "Montana Secretary of State Corey Stapleton". Below this is a navigation menu with a home icon and "ONLINE SERVICES" with a dropdown arrow. The main heading is "Montana Business Search". Below the heading is a sub-heading: "Search for and click on your business to file an annual report". The search form includes a "Business Search" tab, a "Business Name or Number" field with a question mark icon, a "Starts With" dropdown menu, and an empty search input field. Below the search field is the "System Through Date" set to "12/15/2016". There is a link for "Advanced" search. At the bottom of the form are three buttons: "Cancel", "Reset Search", and "Search".

**Step 10:** Click on the button “File My Annual Report”.



**Step 11:** Follow the steps to complete the file your annual report.

**\*\*After successfully filing your annual report online, you will be granted entity authority over the business.**