New Process for Filing Annual Report online <u>without</u> an Entity code.
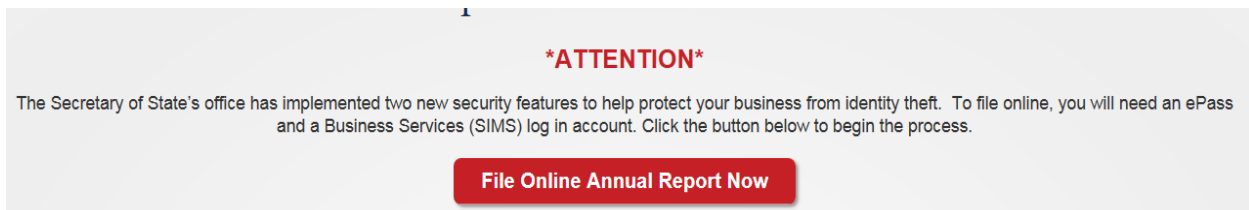
The Annual Report filing fee is $20.00. (After April 15th the fee is $35.00)

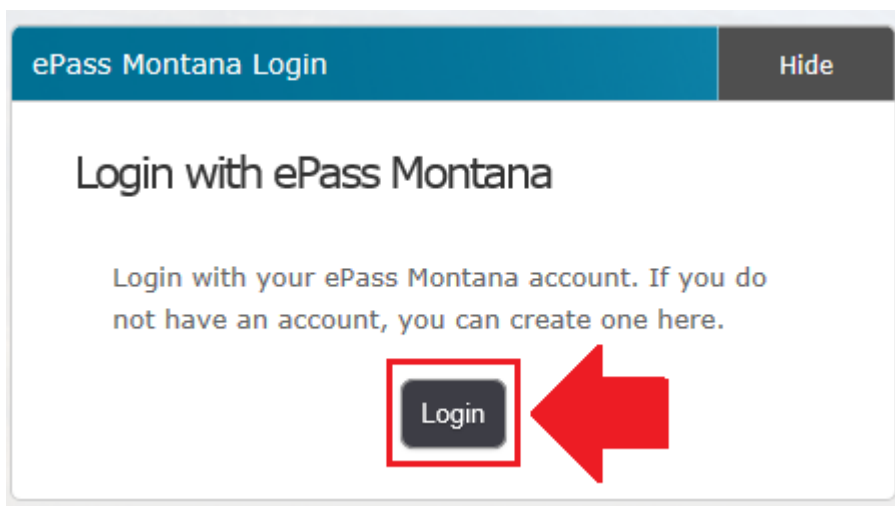**Step 1:** Go to www.sosmt.gov, and click on the red banner.

Step 2: <u>PLEASE READ THE ATTENTION LINE,</u> Click on "File Online Annual Report Now".

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

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.

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

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.
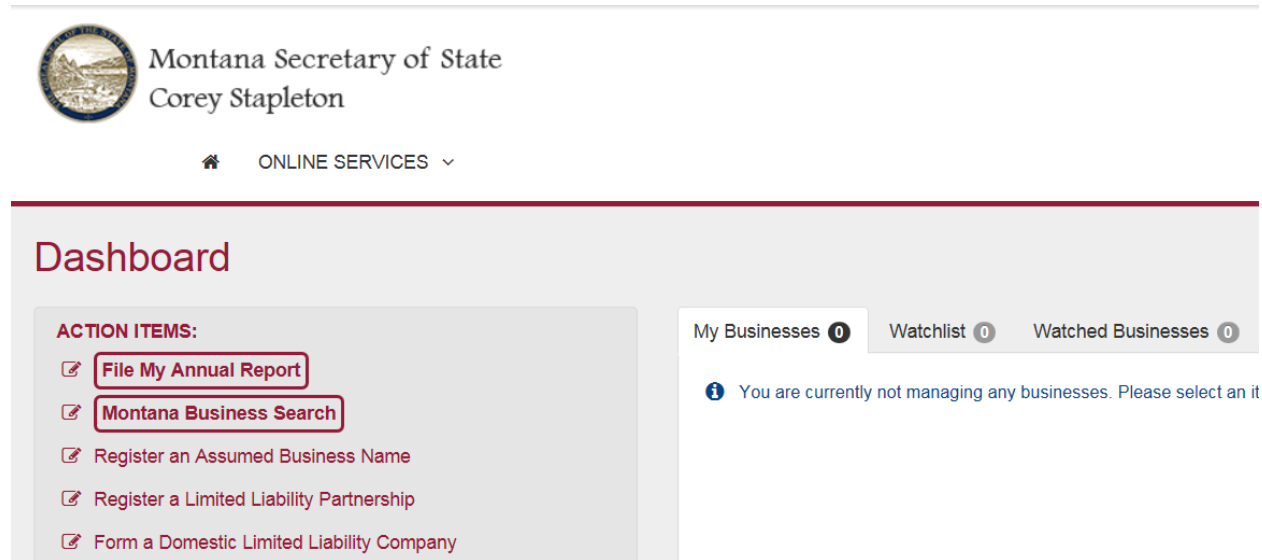
Complete Online Account Details

☐ 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.
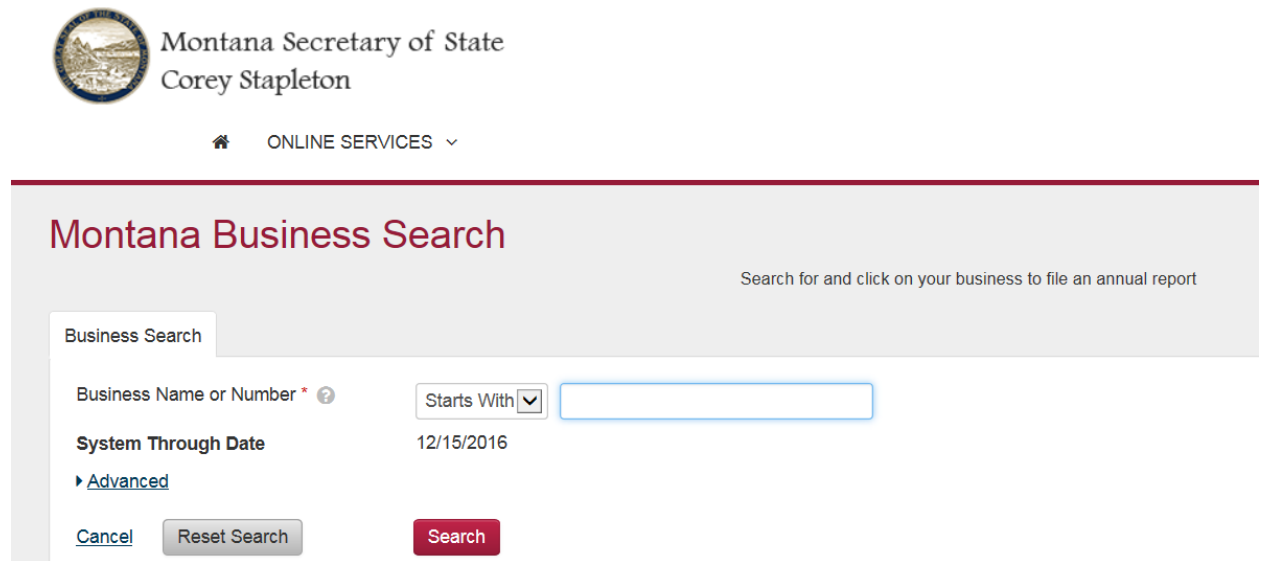Press 'Continue' after you have entered your details.

User Details

Title *	-- Please Select --
First Name *	John
Middle Name	
Last Name *	Smith
I use the following for navigation *	Standard (i.e. keyboard & 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"
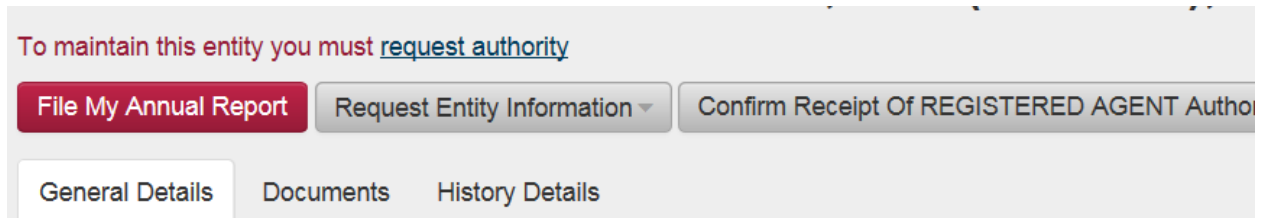

Step 9: Type your business name in the search field and then click "Search". Your business should appear in the search results below. Click on your business.

Step 10: Click on the button "File My Annual Report".

To maintain this entity you must request authority

| File My Annual Report | Request Entity Information ▾ | Confirm Receipt Of REGISTERED AGENT Author |

General Details   Documents   History Details

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.