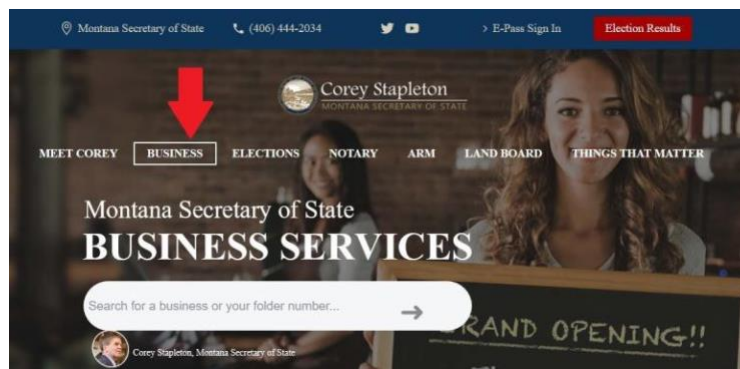


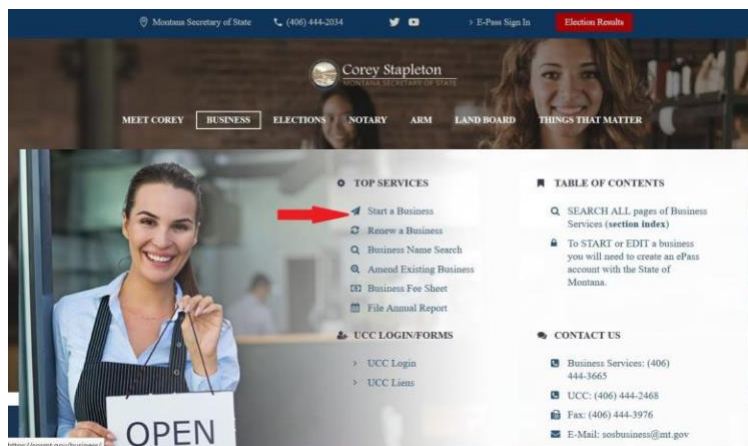
How to create an e-pass account for your MT Secretary of State Business Entity online filings

Go to this online link: <https://sosmt.gov/business/>

Hover over the tab titled “Business” in white letters at top of screen (see red arrow below)



This “HOVER SCREEN” appears. Click on “Start a Business” (see red arrow below)



On the next screen: Click the option on the left for “Login with ePass Montana”

On the next screen: Click “Create an Account”

Page 1: Enter all your security details.

Page 2: Then enter Contact Info.

When done with that, it should land onto a screen called DASHBOARD. It will have the state seal with words Corey Stapleton and Montana Secretary of State on blue banner at top of screen.

On left side of the Dashboard is a short list of Action Items. If the form you need is not listed there, please click on “Online Services” (located on the black banner near top of Dashboard).

Complete the form, then look at bottom of Review page for the submit button. If button is missing/grayed out, then look for red triangles to tell you what needs fixed, then go back and click the submit button. This takes you to the payment screens to enter your credit card info. Then it comes to our dashboard for processing. You’ll get an email when it is approved. That email will have all your confirmation documents attached.