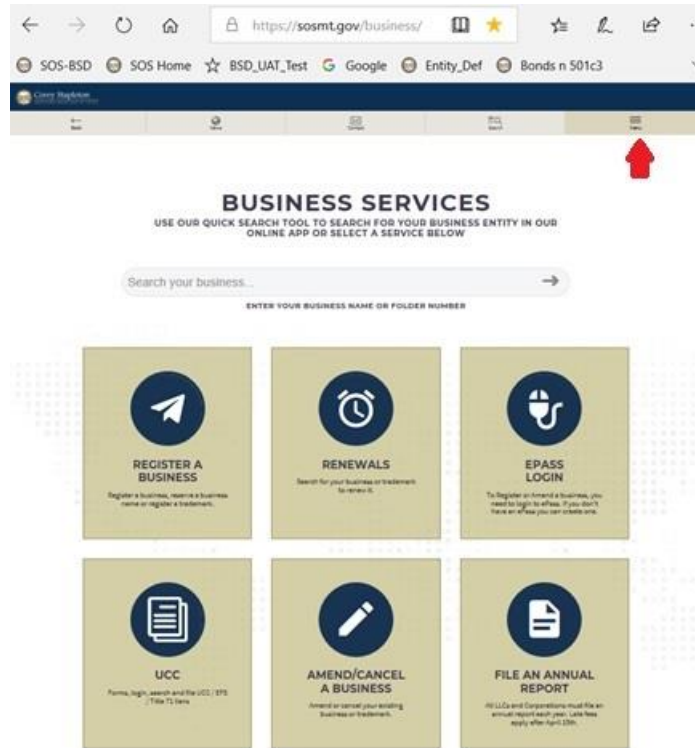
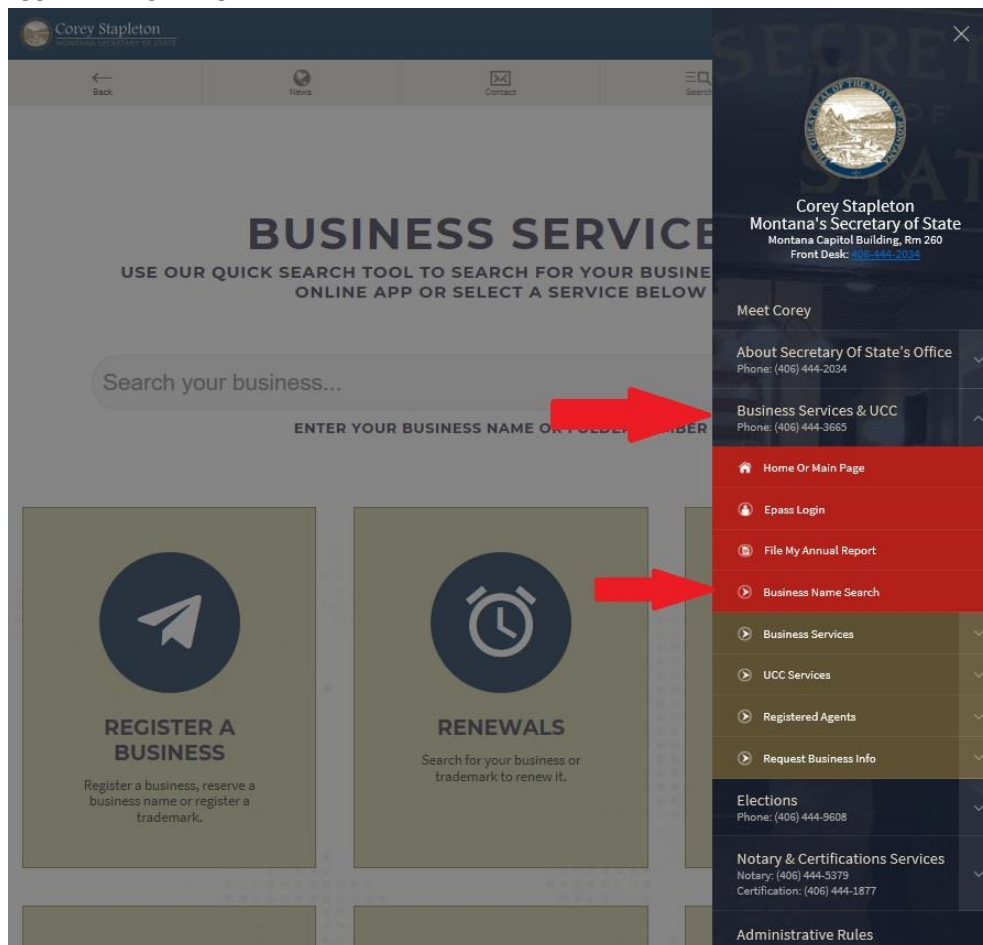


# REQUEST AUTHORITY

1. Login to Montana Secretary of State's Business Services webpage: <https://sosmt.gov/business/>
2. Click MENU in upper right corner



3. On the Right Navigation Bar, click BUSINESS SERVICES & UCC
4. Then click BUSINESS NAME SEARCH




5. Type the name of the business and click the Search button.
6. Scroll down the page to see all the records found.
7. Click on the record for which you wish to obtain authority. Then click the Request Authority button. If you have questions, please call our help line at 406-444-3665.

# Montana Business Search

Search for and click on your business to file an annual report

Business  
Search

Business Name or Number 

Starts With 


System Through Date

06/12/2019

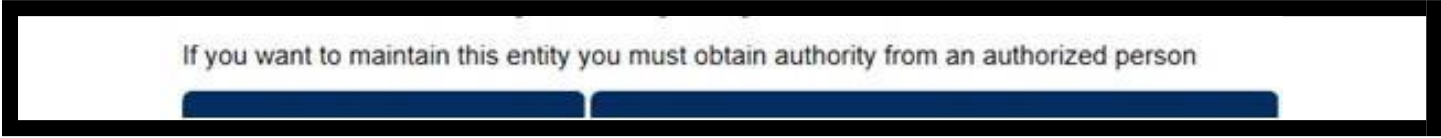
[▶ Advanced](#)

Cancel

Reset Search

 Search

8. If you get a message like this,

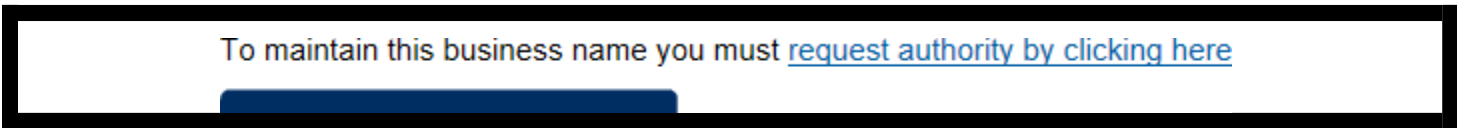


If you want to maintain this entity you must obtain authority from an authorized person

then you will need to get a statement in writing, granting you authority to file documents on behalf of this business entity. That statement needs to be signed by one of the principals currently on record with Montana Secretary of State. If you do not know which principals can sign, feel free to call our help line to ask. 406-444-3665.

Then you either email it to [sosbusiness@mt.gov](mailto:sosbusiness@mt.gov) OR fax it to 406-444-3976 **along with** your ePass Username. (not the password, just the username)

9. If you get a message like this,



To maintain this business name you must [request authority by clicking here](#)

Then click on the blue link titled “request authority by clicking here”.

Complete the request and click Submit. It will come to us for review. Once approved you will get an email stating such and the business will then appear on your ePass Dashboard. Click on the business name to get to the Maintain tab for filing documents.