

## **SOS Filing Instructions**

1. Go to the website address: <https://businessfilings.sos.ca.gov>
2. Type in corporate number or corporate name and then Submit
3. Click on your business name
4. Then click on "Continue Filing"
5. The form "Statement of Information" will appear.
6. If there are changes to be made, you must complete the form in its entirety.
7. If there are no changes to be made, click on the box in item #2
8. Then complete Item #16
9. Then click on "Continue Filing"
10. You will then checkout and pay by credit or debit card.
11. Print receipt for your file and request an email copy of your filed statement.