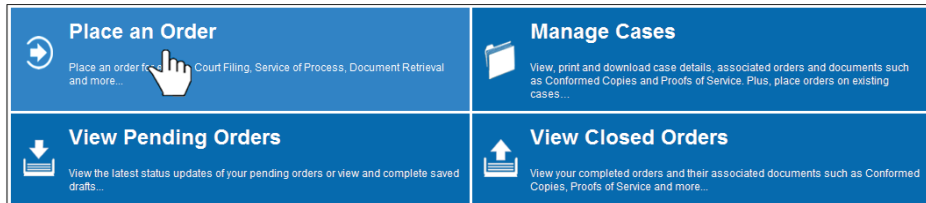


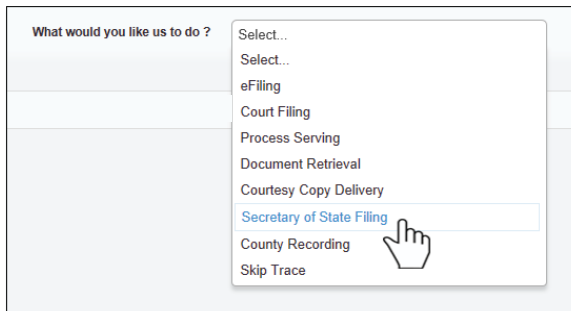
On the provided login page, type in your email, password and click on the "Login" button.

**Please note:** We recommend using any modern browser for the best experience

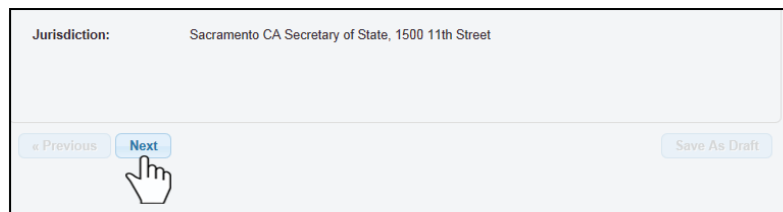
1 Once you are logged into the customer portal, click on "Place an Order."



2 In the "What would you like us to do?" field, select "Secretary of State Filing."



3 The Secretary of State address will automatically pre-populate. Click on "Next."



- 4 Click on the box “Check here if you do not have a Case Number” below the Case Number field box.

Case Number: Not Applicable

Check here if you do not have a Case Number.

Jurisdiction: California Secretary of State, 1500 11th Street

« Previous Next Save As Draft

- 5 When the Add Party box appears, click on the “Add Party(s)” button.

Click to add Party(s) if not listed below: Add Party(s)

Lead Client	Name	Role
There are no Case Participants entered		

Show 50 entries Showing 0 to 0 of 0 entries First Previous Next Last

« Previous Next Save As Draft



If at anytime you would like to save your order as a Draft, Please click on “Save As Draft.”

Save As Draft

Click on the “Organization” button and choose “Requester” as the Role. Type in the name of the corporation and click on “Save.”

Add Party

Organization  Person

Role:\* Select...

Name:\*

Is this your Lead Client ?

- Select...
- Plaintiff
- Petitioner
- Defendant
- Respondent
- Appellant
- Claimant
- Guardian Ad Litem
- Judgment Creditor
- Judgment Debtor
- Requester
- Cross-Complainant
- Cross-Defendant
- Intervenor
- Non-Party
- Real Parties in Interest



If you select “Yes” to indicate that this is your client, a “**Billing Code**” may be required to proceed. The “**Billing Code**” is your firm’s internal, billing, or client matter number code on a particular case.

- 6 To upload your documents, type in the name of the Document Title in the field box. You may search for your Document Title by entering in Keywords. Click on the “**Attach File**” button and double click on the document to be uploaded.

Each document is recommended to be uploaded individually. Please repeat the process as many times as you need until all your documents are uploaded.

You will also need to indicate if you will want advanced the court fees.

Click “**Next.**”

- 7 A notice will appear informing you of when the documents will be Filed with the Secretary of State. You may indicate who needs to be notified regarding this service as well as pick your service level.

When you are ready to place the order, click on the **“Submit”** button and you will receive a Confirmation email.

The screenshot shows the 'Order Details' tab with a dropdown menu titled 'When would you like this filed?'. Two radio button options are visible: 'File Today by 11:45 AM (On Demand) \*' and 'File Today by 4:30 PM (Same Day) \*'. A small asterisked note below reads: '\* The Service times displayed are only an estimate based on the information provided. If you need your order processed sooner than the times listed above, please call us at [redacted]'.

This screenshot shows the 'Special Instructions' section with an empty text area. Below it is the 'Notifications' section with the instruction: 'Check box of person(s) you would like to notify of status updates.' A list of names with checkboxes is shown: Jonathan Nill (checked), Daniel Flores, Bill Davidheiser, Rose Tolley, alcarlo castanar, Priscilla Blanco, Suresh Pandhally, and Teresa Guardado. At the bottom, there are buttons for 'Previous', 'Submit' (with a hand cursor), and 'Save As Draft'.

- 8 If you are sending the documents via FAX or Mail, click on **"Print Routing Pages."** Include the routing page, to use as the cover page, along with your documents. The FAX number will be located on the upper left hand corner.

If mailing, contact our customer support who will provide you with the address of where you will need to mail your documents.

The screenshot shows a confirmation page titled 'Thank you for your order(s)'. It displays 'Your order number(s): 1042625' and provides instructions on printing routing pages and confirmation pages. A hand cursor points to the 'Print Routing Pages' button. On the right side, there is a summary of the order details: County: Sacramento CA Secretary of State, 1500 11th Street; Case Info: Case Number: Not Applicable, Jurisdiction: undefined; Case Participants: Bilbo Inc, Requester; Document(s): Articles of Incorporation (not providing for shares); Order Details: Notify: Joe Richards, Special Instructions: [redacted]. At the bottom, there are buttons for 'Previous', 'Submit', and 'Save As Draft'.