

# Resubmit a Rejected Filing in the Clerk's Information System

When you submit a filing to the Clerk's Office, the filing will be rejected if all requirements are not met. You will receive a Rejection Notice listing the reason(s) the filing was rejected. You only need to correct the information listed in the rejection reasons. If your initial submission was made online, this how-to guide will walk you through resubmitting the rejected filing online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

**NOTE:** Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before you get started by clicking the green **Register** button on the CIS homepage.

**1** Log on to CIS at [cis.scc.virginia.gov](https://cis.scc.virginia.gov)  
*Note: Chrome, IE or Microsoft Edge are recommended*

**2** From the Dashboard, click **Business Entity Submissions**

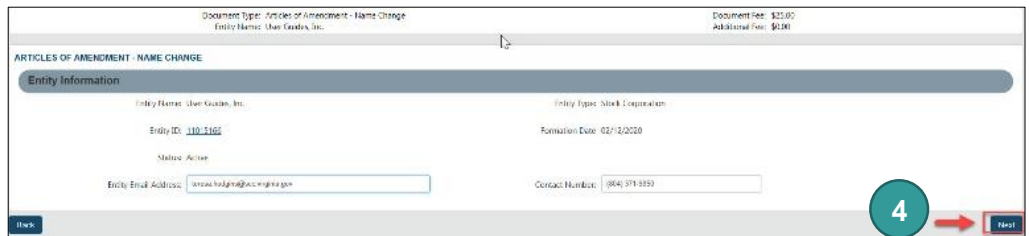


**3** Locate the filing you want to resubmit, and under Status, click **Rejected**

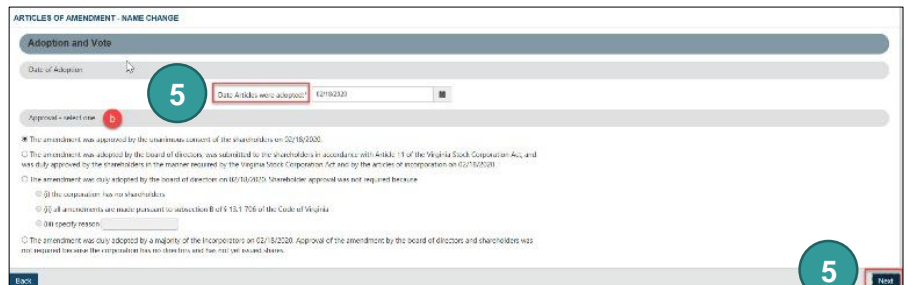


The online form will contain all the information you previously entered. **You only need to correct the items listed in the rejection reasons of the Rejection Notice.**

**4** Click **Next** on the bottom right of each screen until you reach a section you need to correct



**5** When you reach the item(s) listed in the rejection reasons of the Rejection Notice, make the necessary corrections and click **Next** on the bottom right



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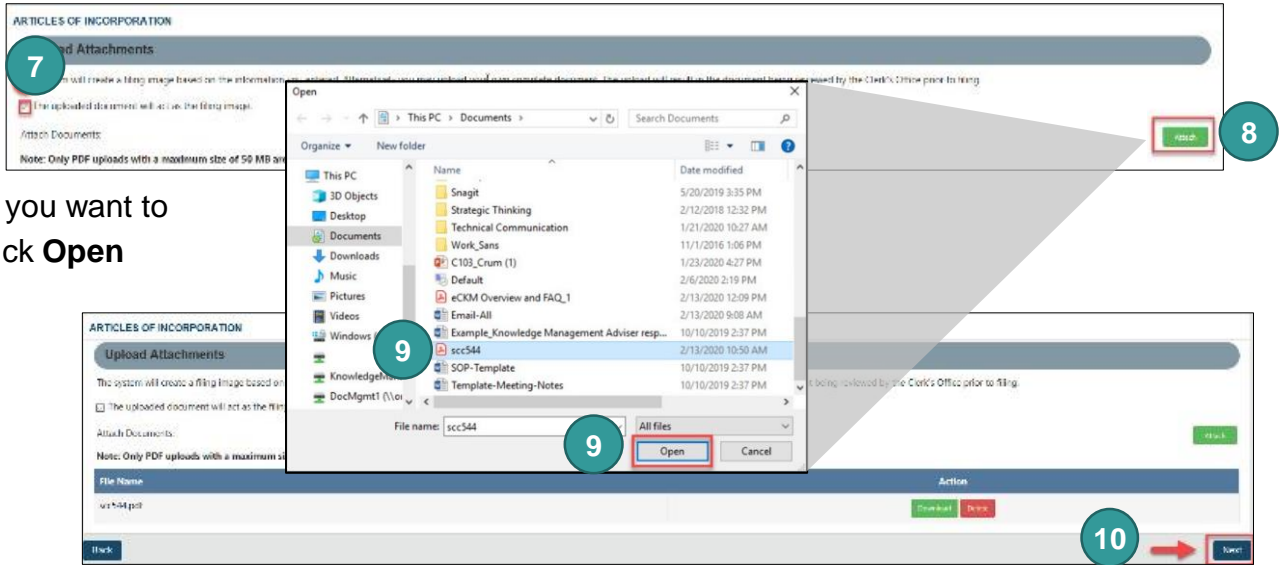
**6** If your submission was rejected due to an incorrectly uploaded or missing document, complete the **Upload Attachments** section. Otherwise, jump to step 11.

**7** Check the radio button next to **The uploaded document will act as the filing image**

**8** Click **Attach**

**9** Select the file you want to upload and click **Open**

**10** Click **Next**

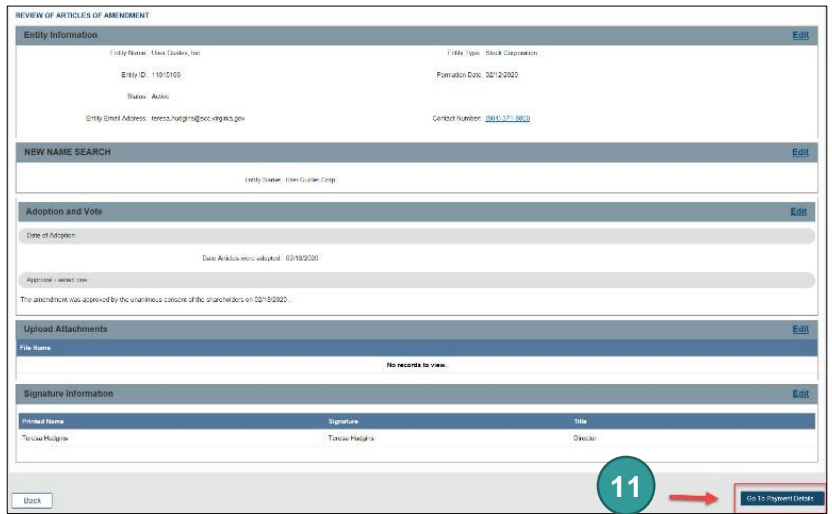


**11** Review the information you entered and make any necessary edits. Then, click **Go To Payment Details** on the bottom right.

**12** Click **Add To Shopping Cart**

**13** Click **Checkout**

*Note: The fees submitted for the original filing will be credited to the required fees for resubmission. You will not have to enter any payment information.*



**14** You will be directed to a confirmation screen

