

Form a VA Limited Liability Company in the Clerk's Information System

A limited liability company is an unincorporated association of one or more members (the owners) who share in the profits and losses of the company's business. This how-to guide will walk you through forming a Virginia Limited Liability Company 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
Note: Chrome, IE or Microsoft Edge are recommended
- 2 Click **Online Services** on the top left
- 3 Under Business Entities, click **New Businesses**
- 4 Make sure the Virginia Entity button is selected. Select **Limited Liability Company** from the dropdown and click **Continue**.
- 5 Review the business entity name information
- 6 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 10.
Note: reserving a name is not required
- 7 Enter the **Reservation ID** and **Reservation PIN**

*Note: The ID and PIN can be found in the "Application for Reservation of Name Acceptance" letter located in the **Correspondence** dropdown on your dashboard*
- 8 Click **Search**
- 9 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right

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- 10 If you have not reserved a name, you must check that your proposed name is available and acceptable. Click the radio button next to **No**
- 11 Enter an **Entity Name** and click **Check Availability**
- 12 Once the system indicates the name is available and acceptable, click **Next**

- 13 Enter the **Entity Email Address** and **Contact Number**
- 14 Choose an **Industry Code** from the **Business Type** drop-down

- 15 Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end
- Note: Most select "Perpetual"*

- 16 Click **Next**

- 17 Indicate if the Registered Agent (RA) will be an Individual or an Entity. If the RA will be an Entity, check the **Entity** radio button.

- A Enter the **Entity Name** or **Entity ID** and click **Search**

- B Click the radio button to the left of the desired entity name

SEARCH RESULTS

Select	Name	Entity ID	Principal Office Address	Status	Email
<input checked="" type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	

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Note: Clicking the green Entity ID will open entity information in a different tab

- C Make sure all fields marked with an asterisk (*) are filled in

- D Click **Next**

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18 If the Registered Agent (RA) will be an Individual, check the **Individual** radio button. You can search for an existing RA or create a new individual RA.

To search for an existing RA:

1A Enter their **Last Name** and click **Search**

1B Under **Search Results**, click the radio button next to the desired RA's name

1C Select the **RA Capacity** from the drop-down menu

1D Review and confirm all fields marked with an asterisk (*) are filled in

1E Click **Next**

To create a new Individual RA:

2A Click **Create Individual RA**

2B In the pop up window, complete fields marked with an asterisk (*)

2C Click **Done**

2D Review the **Registered Agent Information** and the **Registered Agent Office Address**

2E Click **Next**

19 Enter the **Principal Office Address** information. Complete all fields marked with an asterisk (*)

20 Click **Next**

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21 Select the **Management Structure** from the Manager/Member Information drop down

22 Click **Next**

23 **OPTIONAL:** Upload Articles of Incorporation. If you do not upload Articles, the system will create a filing image for you based on the information you entered.

To upload articles, check the **The uploaded document will act as the filing image** radio button

Click **Attach** and Select the file you want to upload

Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk's Office.

24 Click **Next**

25 Indicate if you are signing as an **Individual** or **On behalf of Business Entity** by checking the appropriate radio button

Complete all fields with an asterisk (*) in the **Signature Information** section

Click **Add**

26 Click **OK** in the pop up box

27 The signature information will populate. Click **Next**

The screenshot shows the 'Principal Information' section of the form. Under 'Manager/ Member Information', there is a 'Management Structure' dropdown menu. The dropdown is open, showing options: '-- Select Management Stru...', '-- Select Management Structure --', 'Manager-Managed', and 'Member-Managed'. The 'Next' button is visible in the bottom right corner.

The screenshot shows the 'Upload Attachments' section. It includes a text box explaining that the system will create a filing image or you can upload your own. There are two radio buttons: 'The uploaded document will act as the filing image.' (checked) and 'The system will create a filing image based on the information you entered.' A green 'Attach' button is highlighted. A file explorer window is open over the form, showing a file named 'scc544' selected. The 'Open' button in the file explorer is highlighted. A 'Next' button is visible in the bottom right corner of the form.

The screenshot shows the 'Signature Information' section. It contains a disclaimer: 'The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a document that is false in any material respect with the intent that it be delivered to the Commission for filing.' Below the disclaimer are two radio buttons: 'Individual' (checked) and 'On Behalf of Business Entity'.

The screenshot shows the 'Signature' form for an individual. It has fields for 'Signature:*', 'Title:*' (with 'Incorporator' selected), 'Printed Name', 'First Name:*', 'Middle Name:', 'Last Name:*', and 'Suffix: -- Select --'. An 'Add' button is at the bottom right.

The screenshot shows the 'Entity Information' form. It has fields for 'Entity Name:*', 'Entity Type:*' (with '-- Select --' selected), 'Signature', 'Title:*' (with 'Incorporator' selected), 'Printed Name', 'First Name:*', 'Middle Name:', 'Last Name:*', and 'Suffix: -- Select --'. An 'Add' button is at the bottom right.

The screenshot shows a table with signature information and a success pop-up. The table has columns for 'Printed Name', 'Signature', and 'Title'. The first row contains 'Teresa Hudgins', 'Teresa Hudgins', and 'Incorporator'. A 'Next' button is at the bottom right. A pop-up box says 'Signature Added Successfully' with a green checkmark and an 'OK' button.

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28 Review each section of the **Articles of Incorporation** and make any edits, as necessary

29 Click **Add To Shopping Cart** on the bottom right

30 Click **Checkout**

31 Click **Go To Payment**

32 In the Confirmation pop up window, click **I Agree**

Note: You will be taken to a site administered by LexisNexis to complete your payment

33 Enter your **Billing Address** and **Payment Information**, completing All fields with an asterisk (*). You must complete the **Captcha** field.

34 Click **Continue**

35 Check the **Acknowledgement** radio button and click **Pay Now**

Note: Do not close the browser window

36 You will be directed to a confirmation screen