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
   Note: Most select “0 - General”

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
      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
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**

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

20. Click **Next**
Form a new Virginia Stock Corporation

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**
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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