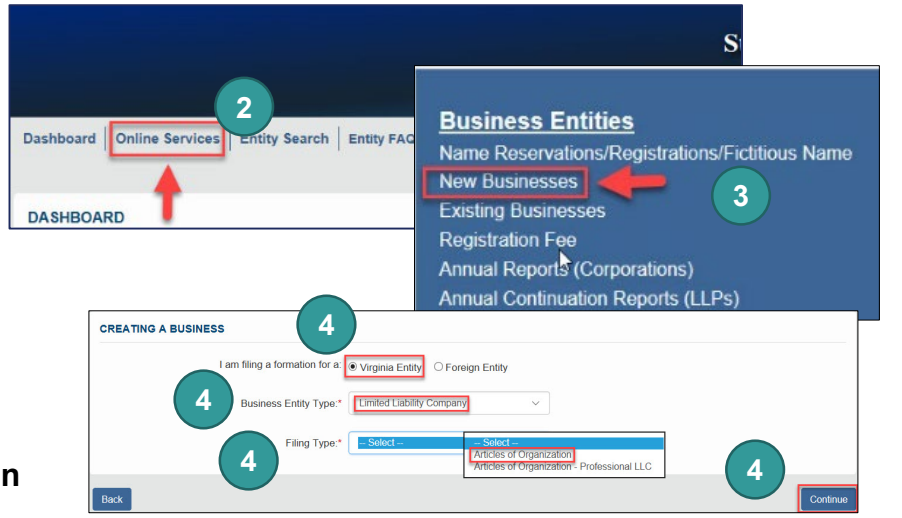
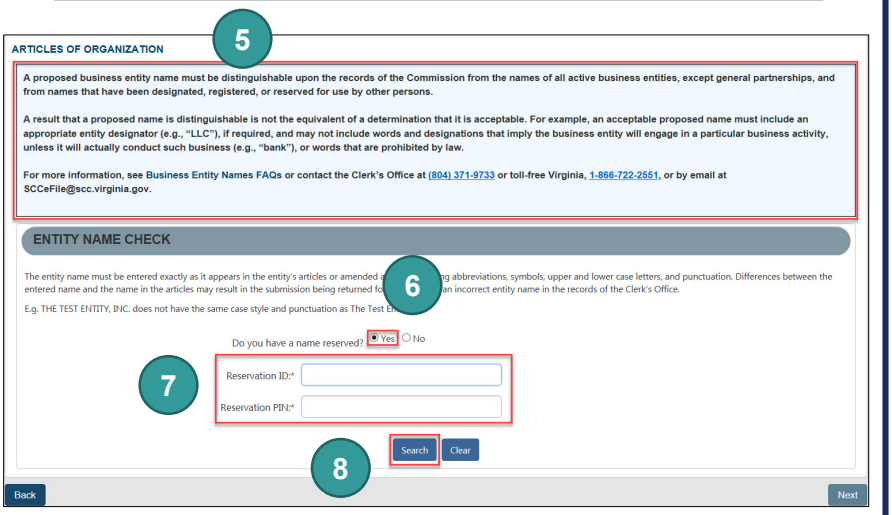
Form a VA Limited Liability Company in the Clerk's Information System

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: Google Chrome, Internet Explorer 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**, then **Articles of Organization** from the drop-down. 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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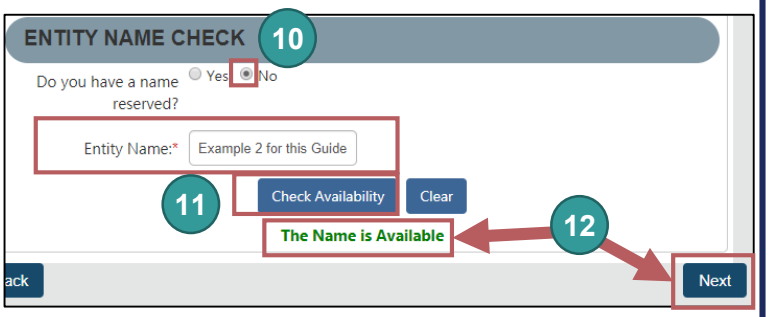
10 If you have not reserved a name, you must check that your proposed name is available and acceptable. Click the radio button next to **No**.

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**.

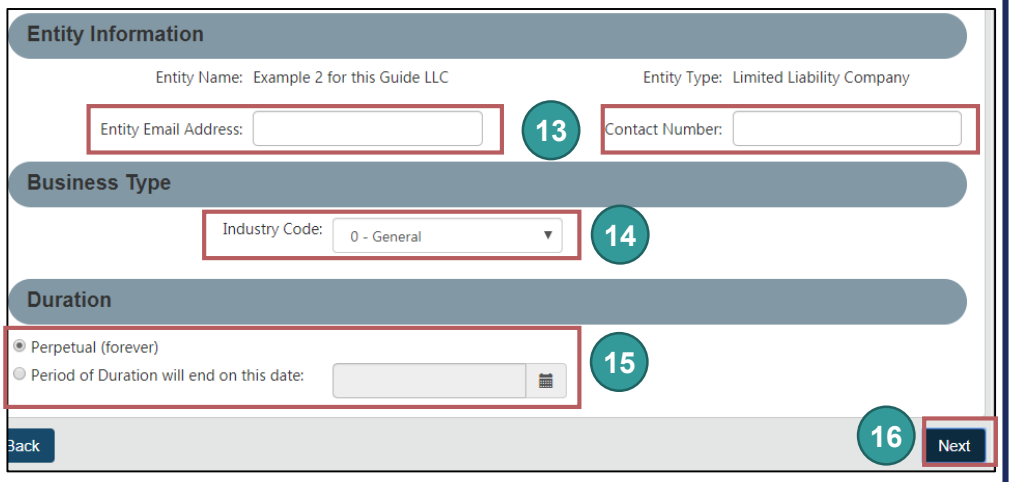
14 Choose an **Industry Code** from the **Business Type** drop-down.

Note: Most select "0 - General"

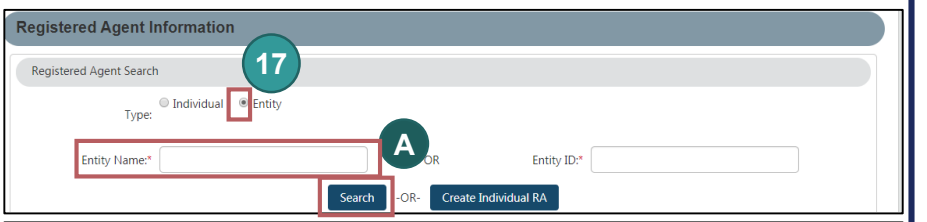
15 Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end.

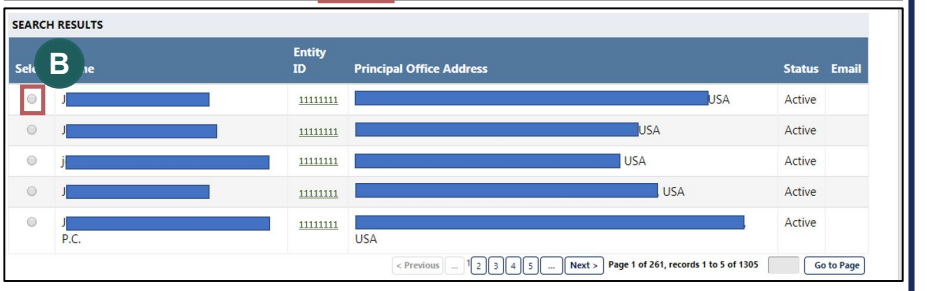
Note: Most select "Perpetual"

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.





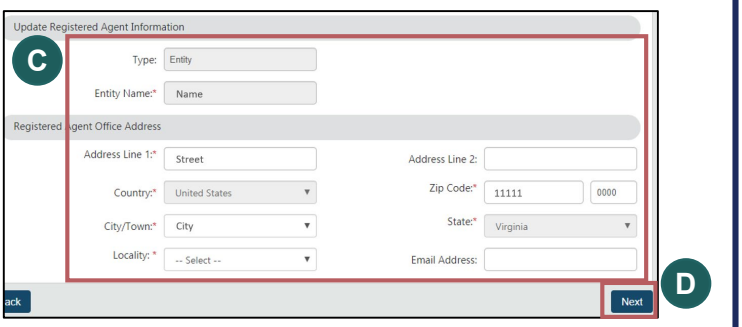
A Enter the **Entity Name** or **Entity ID** and click **Search**.

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**.



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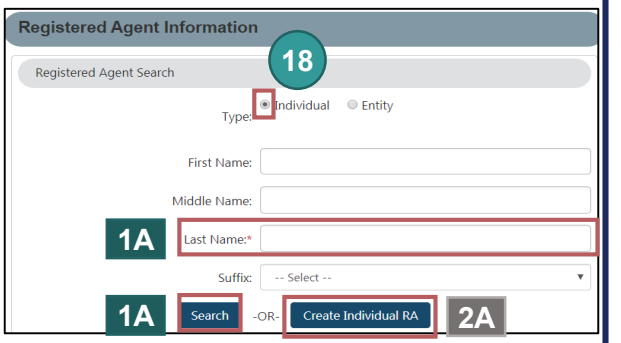
18 If the Registered Agent (RA) will be an Individual, check the **Individual** radio button. You can search for an existing RA or create a new individual RA.



To search for an existing RA:

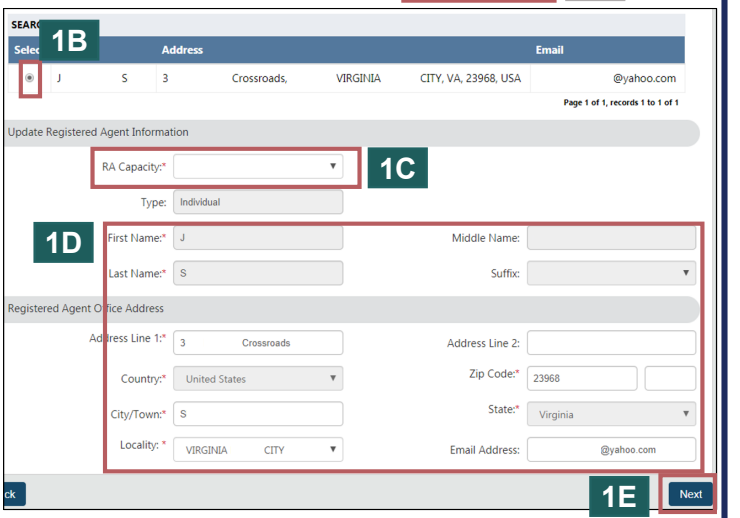
1A Enter their **Last Name** and click **Search**.

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:

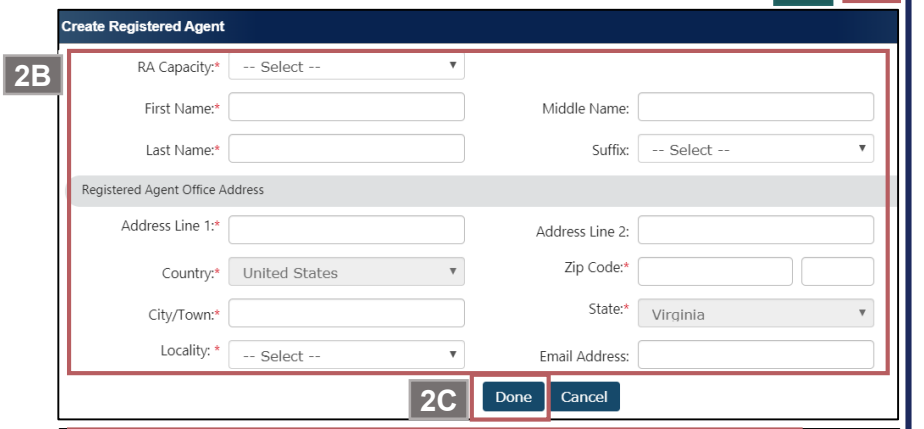
2A Click **Create Individual RA**.

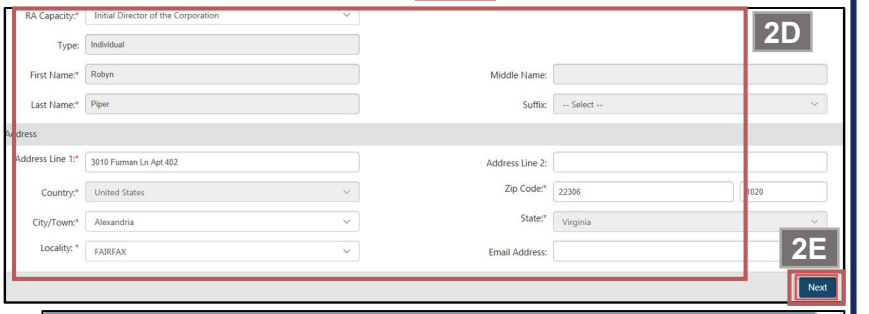
2B In the pop up window, complete fields marked with an asterisk (*).

2C Click **Done**.

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

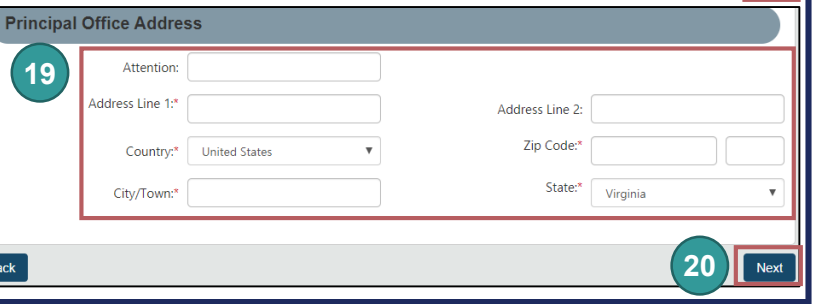
2E Click **Next**.





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

20 Click **Next**.



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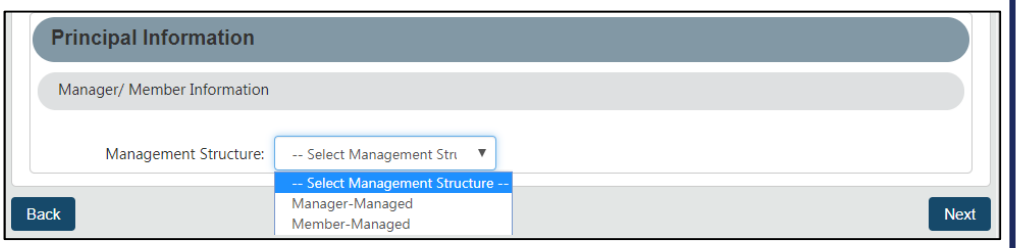
21 Select the **Management Structure** from the Manager/Member Information drop-down.

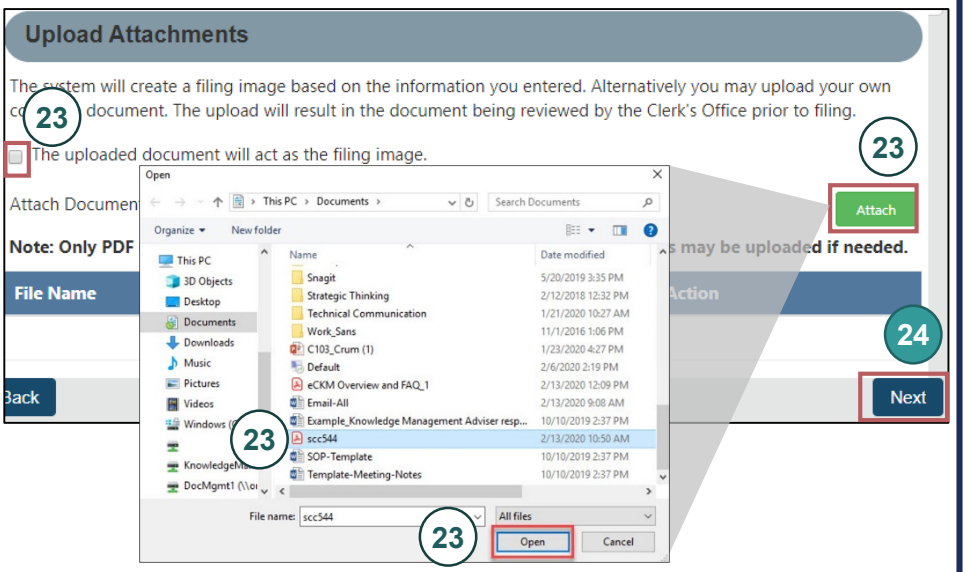


22 Click **Next**.

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.



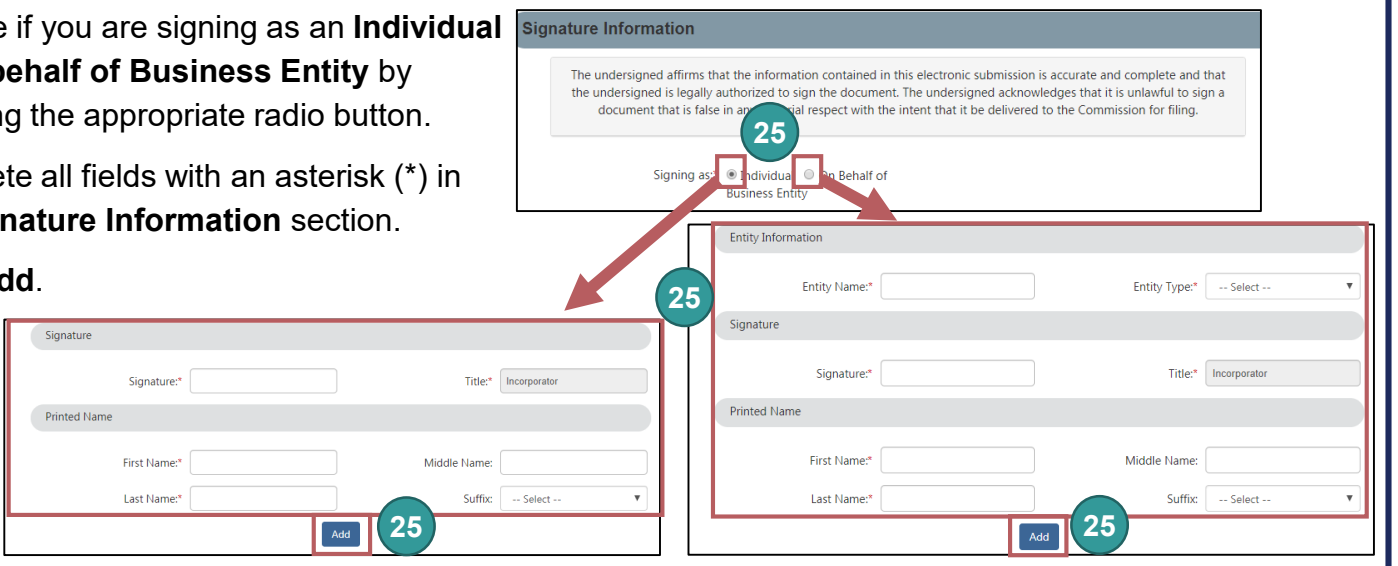
Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk's Office.

24 Click **Next**.

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

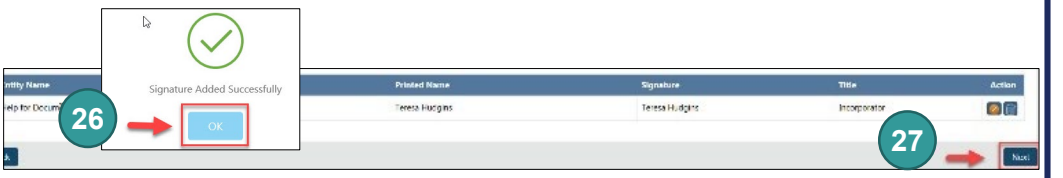
Complete all fields with an asterisk (*) in the **Signature Information** section.

Click **Add**.



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

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



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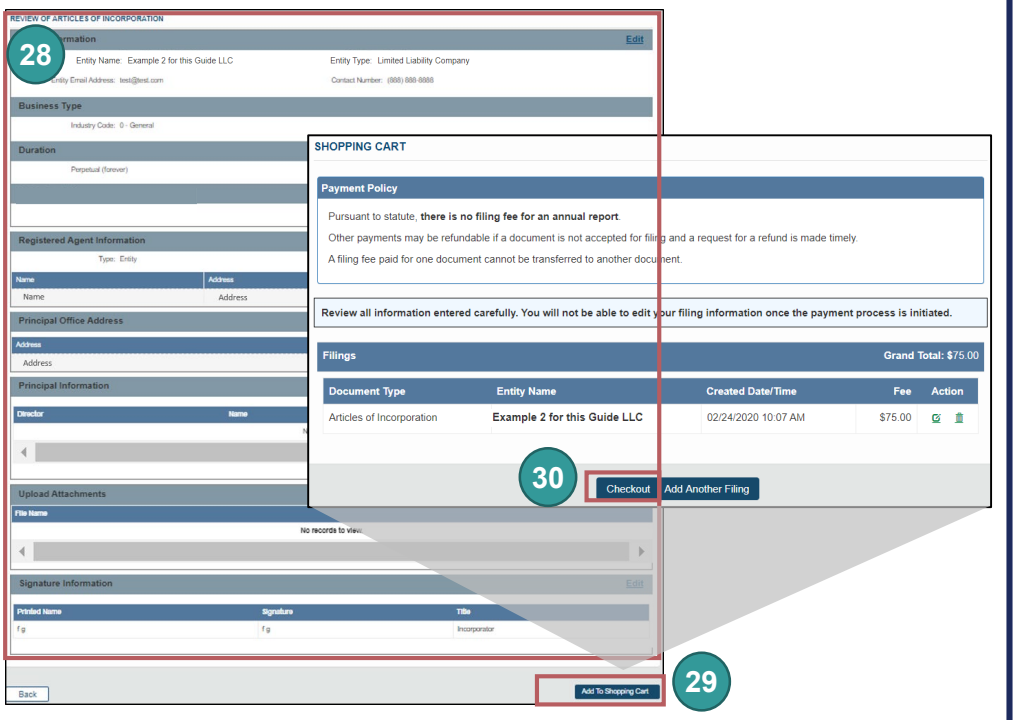
28 Review each section of the **Articles of Incorporation** and make any edits, as necessary.

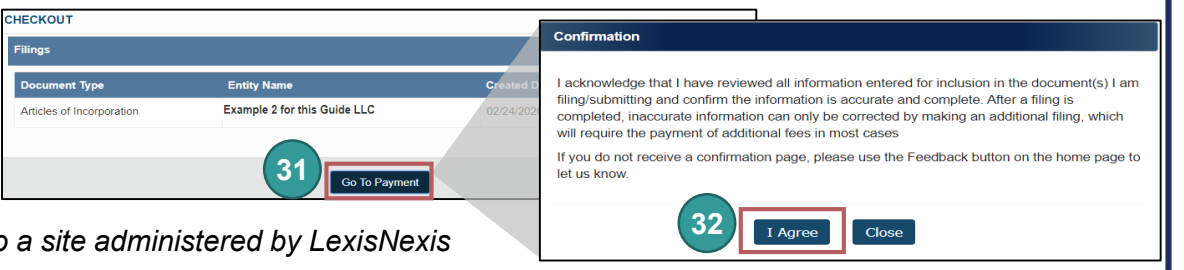
29 Click **Add To Shopping Cart** on the bottom right.

30 Click **Checkout**.



31 Click **Go To Payment**.

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



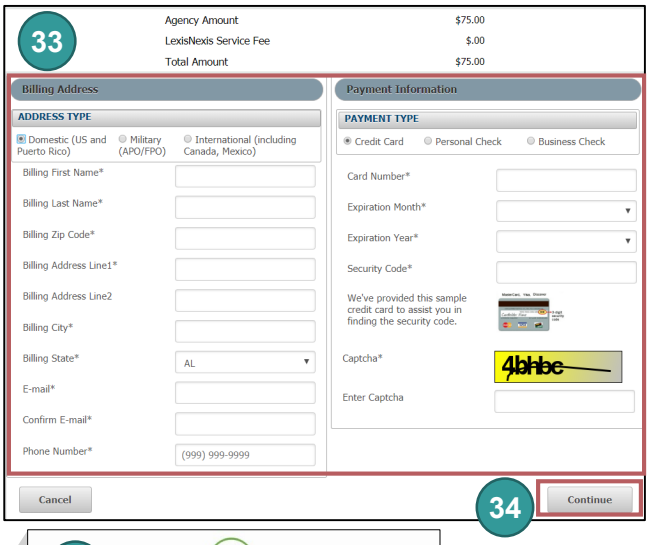
Note: You will be taken to a site administered by LexisNexis to complete your payment.

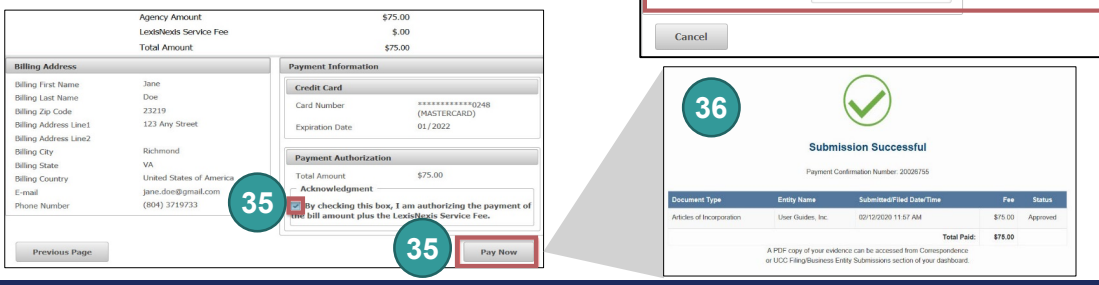
33 Enter your **Billing Address** and **Payment Information**, completing All fields with an asterisk (*). You must complete the **Captcha** field.

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.





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