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.


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.


   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 (*).

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

Click Next.

**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.

Click Next.

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.

Click OK in the pop-up box.

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.