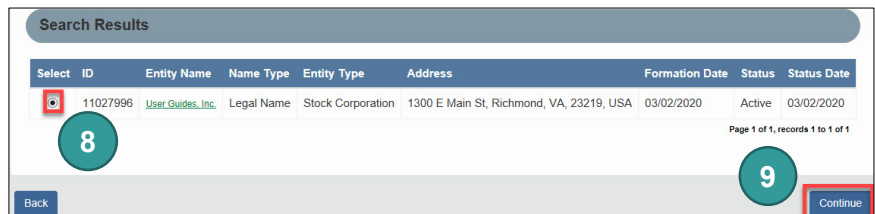
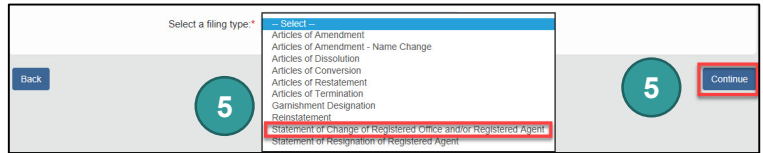
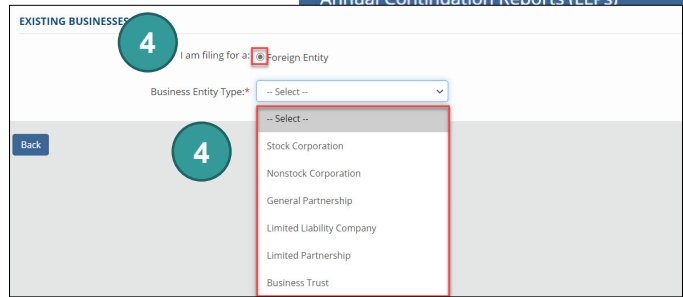


# Change a Registered Agent/Office for a Foreign Business Entity in the Clerk's Information System

Every Virginia and foreign business entity authorized to transact business in Virginia must continuously maintain a Virginia-located registered agent and registered office. This how-to guide will walk you through changing a registered agent and/or registered office online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

- 1 Log on to CIS at <https://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 **Existing Foreign Businesses**.
- 4 Select the **Foreign Entity** button. Select the appropriate **Business Entity Type** from the drop-down.
- 5 Select **Statement of Change of Registered Office and/or Registered Agent** from the drop-down and click **Continue**.
- 6 Locate your business in the system by either:
  - A. Searching for it using the **Entity Name** field, OR
  - B. Entering your **Entity ID**.
- 7 Click **Search**.
- 8 Click the **Select** button next to your business' name. DO NOT click the green entity name.
- 9 Click **Continue**.



# Change a Registered Agent/Office – Virginia Business Entity

**10** Once the Entity Information appears, click **Next**.

**11** If applicable, check the **Replace / Reappoint Registered Agent** box.

**12** 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**.

**13** 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**.

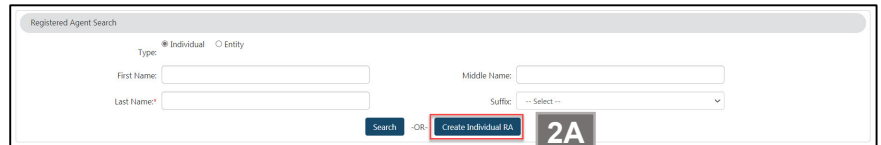
**SEARCH RESULTS**

Select	Name	Entity ID	Principal Office Address	Status	Email
<input type="radio"/>	[Redacted]	11111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	11111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	11111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]				
<input type="radio"/>	P.C.				

# Change a Registered Agent/Office – Virginia Business Entity

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**.



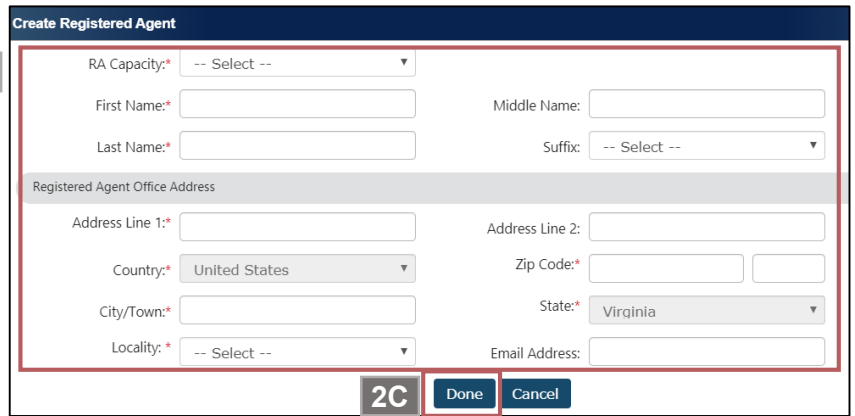
Registered Agent Search

Type:  Individual  Entity

First Name:  Middle Name:

Last Name\*:  Suffix:

**2A**



Create Registered Agent

RA Capacity\*:  -- Select --

First Name\*:  Middle Name:

Last Name\*:  Suffix:  -- Select --

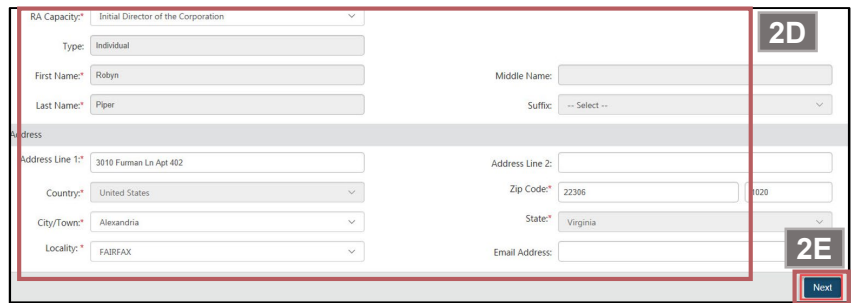
Registered Agent Office Address

Address Line 1\*:  Address Line 2:

Country\*:  United States Zip Code\*:

City/Town\*:  State\*:  Virginia

Locality\*:  -- Select -- Email Address:



RA Capacity\*:  Initial Director of the Corporation

Type:  Individual

First Name\*:  Robyn Middle Name:

Last Name\*:  Piper Suffix:  -- Select --

Address

Address Line 1\*:  3010 Furman Ln Apt 402 Address Line 2:

Country\*:  United States Zip Code\*:  22306  1020

City/Town\*:  Alexandria State\*:  Virginia

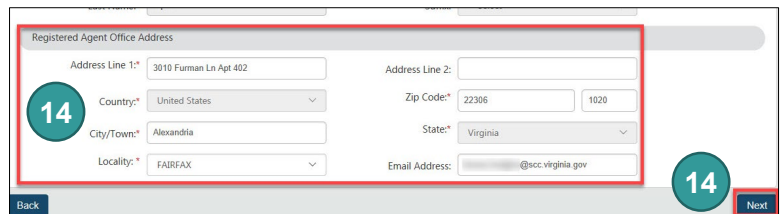
Locality\*:  FAIRFAX Email Address:

14 Update the **Registered Agent Office Address** as needed. Complete all fields marked with an asterisk (\*). Click **Next**.

15 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**.



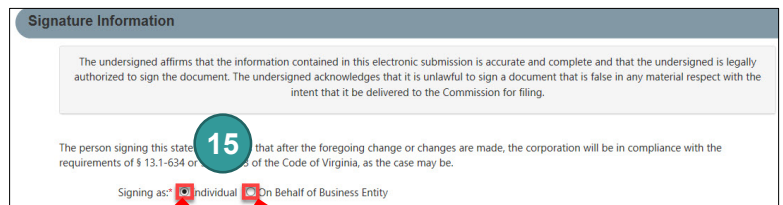
Registered Agent Office Address

Address Line 1\*:  3010 Furman Ln Apt 402 Address Line 2:

Country\*:  United States Zip Code\*:  22306  1020

City/Town\*:  Alexandria State\*:  Virginia

Locality\*:  FAIRFAX Email Address:  @scc.virginia.gov

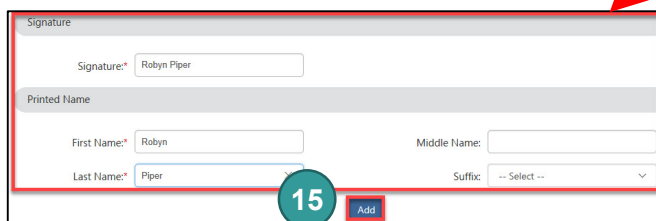


Signature Information

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.

The person signing this state that after the foregoing change or changes are made, the corporation will be in compliance with the requirements of § 13.1-634 or § 13.1-635 of the Code of Virginia, as the case may be.

Signing as\*:  Individual  On Behalf of Business Entity



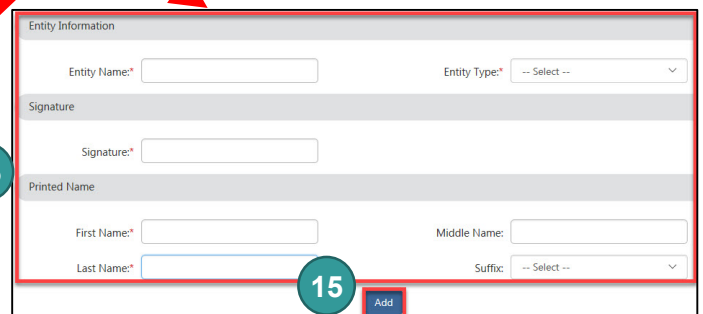
Signature

Signature\*:  Robyn Piper

Printed Name

First Name\*:  Robyn Middle Name:

Last Name\*:  Piper Suffix:  -- Select --



Entity Information

Entity Name\*:  Entity Type\*:  -- Select --

Signature

Signature\*:

Printed Name

First Name\*:  Middle Name:

Last Name\*:  Suffix:  -- Select --

# Change a Registered Agent/Office – Virginia Business Entity

- 16 Click **OK** in the pop-up box.
- 17 The signature information will populate. Click **Next**.
- 18 Review each section of the **Statement of Change of Registered Office and/or Registered Agent**, and make any edits, as necessary.
- 19 Click **Add To Shopping Cart** on the bottom right.
- 20 You will be directed to a confirmation screen.



Printed Name	Signature	Title	Action
Robyn Piper	Robyn Piper	N/A	

Back 17 Next

### REVIEW OF STATEMENT OF CHANGE OF REGISTERED OFFICE AND/OR REGISTERED AGENT

18

**Entity Information** Edit

Entity Name: User Guides, Inc. Entity Type: Stock Corporation  
Entity ID: 11027996 Formation Date: 03/02/2020  
Status: Active  
Entity Email Address: @scc.virginia.gov

**Registered Agent Information**

RA Capacity: Director of the Corporation  
Type: Individual

Name	Address
Robyn Piper	3010 Furman

**Signature Information**

The person signing this statement affirms that after the foregoing change or changes are made, the corporation will be in compliance with the requirements of § 13.1-634 or § 13.1-833 of the Code of Virginia, as the case may be.

Printed Name	Signature	Title
Robyn Piper	Robyn Piper	N/A

Back 19 Add To Shopping Cart

20 **Submission Successful**

Payment Confirmation Number: N/A

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Statement of Change of Registered Office and/or Registered Agent	User Guides, Inc.	03/02/2020 04:15 PM	\$0.00	Approved

Total Paid: \$0.00

A PDF copy of your evidence can be accessed from Correspondence on ICCC Firm/Business Entity Submissions section of your dashboard.