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**NOTE:** A login is not required to download images from the CIS

- 1 Navigate to the CIS at [cis.scc.virginia.gov](http://cis.scc.virginia.gov)
- 2 Enter the **Entity Name** or **Entity ID** of the business you wish to download a filing image for  
*Note: you may enter partial search criteria to see results. (i.e. you may search "Sun" and any business that contains that word will appear in the results.)*
- 3 Click **Search** to see a list of results
- 4 To further refine your search results, click **back**.
- 5 Then Click **Advanced Search Options**
- 6 Once you locate the business, Click the **Entity ID**
- 7 Scroll to the bottom of the page and click **Image Request**. Click **Open** to view the downloaded document
- 8 If an image is available for instant download, select the checkbox and click **Download Copies**. The image will automatically download
- 9 For images that are not available for instant download, click the **Missing Image Request**
- 10 Enter your **name** and **email address** in the pop up window.
- 11 click **Submit**.

Business Entity Search Results

Entity ID	Entity Name	Name Type	Entity Type	Principal Office Address	RA Name	Status
11064549	Corporation, INC.	Legal Name	Stock Corporation	609 N 38th St, Richmond, VA, 23223, USA	Testy Tester	Active

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