

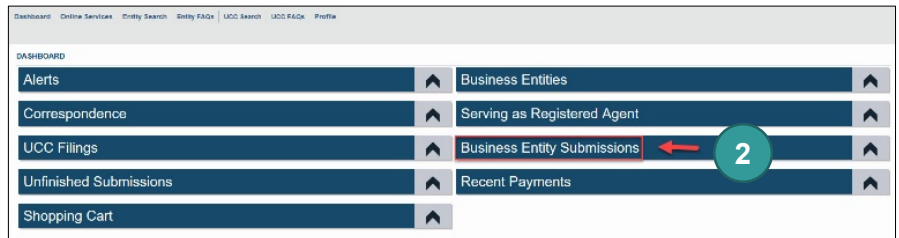
Resubmit a Rejected Filing in the Clerk's Information System

When you submit a filing to the Clerk's Office, the filing will be rejected if all requirements are not met. You will receive a Rejection Notice listing the reason(s) the filing was rejected. You only need to correct the information listed in the rejection reasons. If your initial submission was made online, this how-to guide will walk you through resubmitting the rejected filing 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 From the Dashboard, click **Business Entity Submissions**.



- 3 Locate the filing you want to resubmit, and under Status, click **Rejected**.

Entity Name	Description	Submitted On	Status
User Guides, Inc.	Articles of Amendment	02/18/2020	Rejected
User Guides, Inc.	Articles of Amendment	02/18/2020	Approved
Job Aids, Inc.	Application for Reservation of Name	02/13/2020	Approved

The online form will contain all the information you previously entered. **You only need to correct the items listed in the rejection reasons of the Rejection Notice.**

- 4 Click **Next** on the bottom right of each screen until you reach a section you need to correct.

- 5 When you reach the item(s) listed in the rejection reasons of the Rejection Notice, make the necessary corrections and click **Next** on the bottom right.

Resubmit a Rejected Filing

6 If your submission was rejected due to an incorrectly uploaded or missing document, complete the **Upload Attachments** section. Otherwise, jump to step 11.

7 Check the radio button next to **The uploaded document will act as the filing image.**

8 Click **Attach**.

9 Select the file you want to upload and click **Open**.

10 Click **Next**.

11 Review the information you entered and make any necessary edits. Then, click **Go To Payment Details** on the bottom right.

12 Click **Add To Shopping Cart**.

13 Click **Checkout**.

Note: The fees submitted for the original filing will be credited to the required fees for resubmission. You will not have to enter any payment information.

14 You will be directed to a confirmation screen.

