

# Form a New Virginia Nonstock Corporation in the Clerk's Information System

Nonstock corporations are usually organized for not-for-profit purposes, such as a tax-exempt, charitable organization or a property owners' organization. They may have members but not owners. This how-to guide will walk you through forming a new Virginia Nonstock Corporation 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 **New Businesses**.

**4** Make sure the Virginia Entity button is selected. Select **Nonstock Corporation** from the drop-down.

**5** Review the business entity name information.

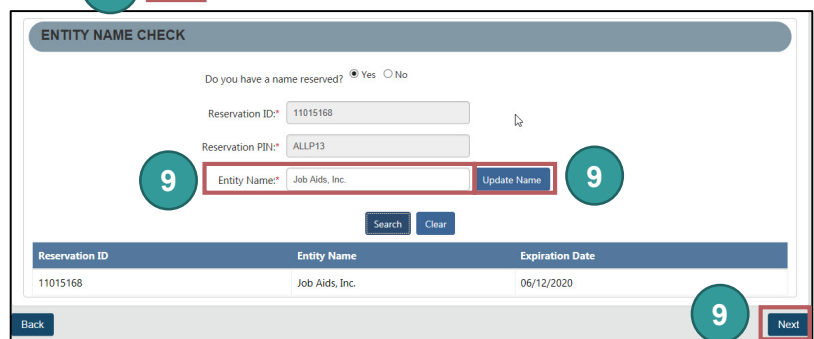
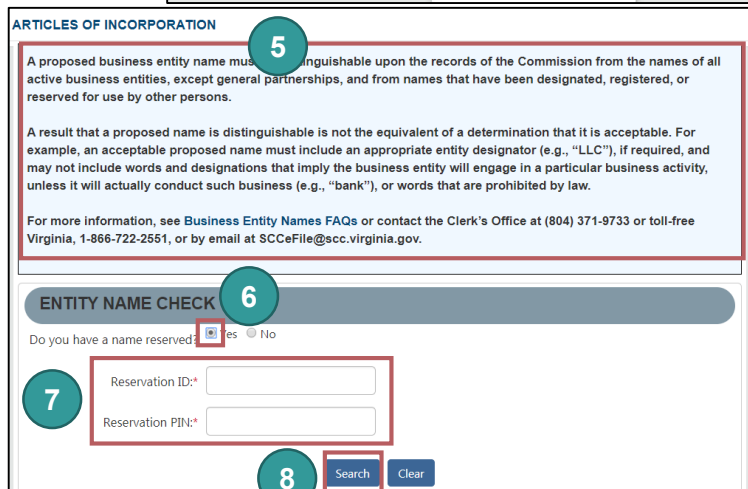
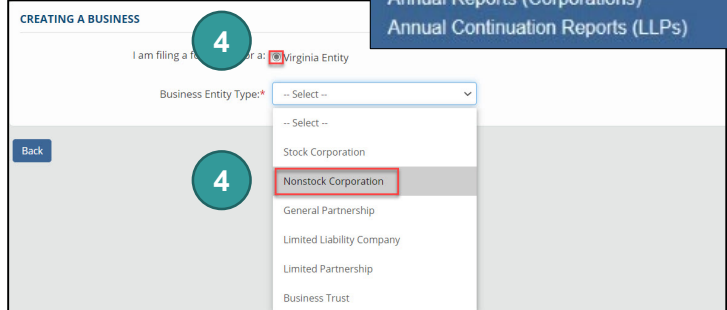
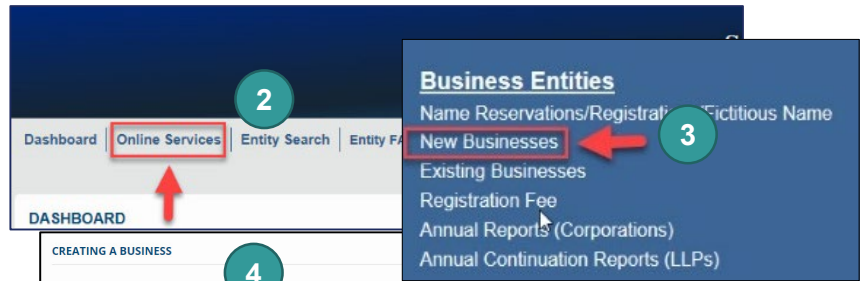
**6** If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 10.  
*Note: Reserving a name is not required.*

**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** drop-down 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**.  
*Note: Click the **i** icon for name requirements.*

**12** Once the system indicates the name is available and acceptable, click **Next**.

**13** If needed, you can review information about forming a nonstock corporation.

**14** Enter the **Entity Email Address** and/or **Contact Number**.

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

*Note: Most select "0 - General".*

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

*Note: Most select "Perpetual".*

**17** Complete the **Member – Director Information** section.

Click **Next**.

**18** 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**.

SEARCH RESULTS

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

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- 19** 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.

Registered Agent Information

Registered Agent Search

Type:  Individual  Entity

First Name:

Middle Name:

Last Name\*:

Suffix: -- Select --

Search -OR- Create 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

Select	Address	Email
<input checked="" type="radio"/>	J S 3 Crossroads, VIRGINIA CITY, VA, 23968, USA	@yahoo.com

Page 1 of 1, records 1 to 1 of 1

Update Registered Agent Information

RA Capacity\*:

Type: Individual

First Name\*: J Middle Name:

Last Name\*: S Suffix:

Registered Agent Office Address

Address Line 1\*: 3 Crossroads Address Line 2:

Country\*: United States Zip Code\*: 23968

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

Locality\*: VIRGINIA CITY Email Address: @yahoo.com

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**.

Create Registered Agent

RA Capacity\*: -- Select --

First Name\*:

Last Name\*:

Middle 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:

Done Cancel

RA Capacity\*: Initial Director of the Corporation

Type: Individual

First Name\*: Robyn Middle Name:

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

Registered Agent Office Address

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

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

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

Locality\*: FAIRFAX Email Address:

Next

- 20** As an optional step, enter the **Principal Office Address** information. Complete all fields marked with an asterisk (\*).

**21** Click **Next**.

Principal Office Address

Attention:

Address Line 1\*:

Address Line 2:

Country\*: United States Zip Code\*:

City/Town\*:

State\*: Virginia

Next

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- 22 If the RA serves as the Initial Director of the Corporation, check the **Director** radio button.
- 23 Enter the **Principal Information**. Complete all fields marked with an asterisk (\*).
- 24 Check the **Same as Principal Office Address** radio button or complete all Principal Office Address fields marked with an asterisk (\*).
- 25 Click **Add Principal**.
- 26 Click **OK** in the pop-up box.
- 27 The principal information will populate. Click **Next**.
- 28 **OPTIONAL:** Upload Articles of Incorporation. 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.*

- 29 Click **Next**.
- 30 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button. Complete all fields marked with an asterisk (\*) in the **Signature Information** section. Click **Add**.

**Principal Information**

Director

First Name:  Middle Name:

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

Same as Principal Office Address

Address Line 1:\*  Address Line 2:

Country:\* United States Zip Code:\*

City/Town:\*  State:\* Virginia

Email Address:

**Add Principal**

Director	Name	Address	Action
Yes	Teresa Hudgins		

Principal Saved Successfully

**OK**

**Upload Attachments**

The system will create a filing image based on the information you entered. Alternatively you may upload your own complete document. The upload will result in the document being reviewed by the Clerk's Office prior to filing.

The uploaded document will act as the filing image.

**Attach Documents**

Note: Only PDF

File Name

**Attach**

Example file selection dialog:

Open

This PC > Documents >

File Name: scc544

**Open**

**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.

Signing as:  Individual  On Behalf of Business Entity

**Entity Information**

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

Signature

Signature:\*  Title:\* Incorporator

Printed Name

First Name:\*  Middle Name:

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

**Add**

**Signature**

Signature:\*  Title:\* Incorporator

**Printed Name**

First Name:\*  Middle Name:

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

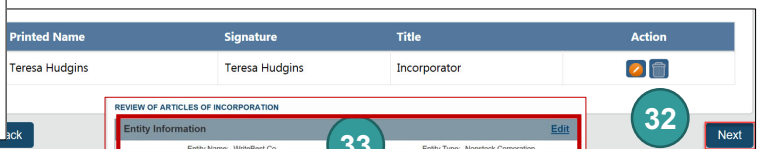
**Add**

# Form a New Virginia Nonstock Corporation

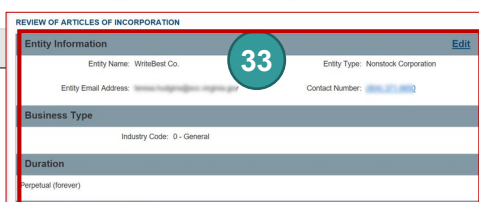
31 Click **OK** in the pop-up box.



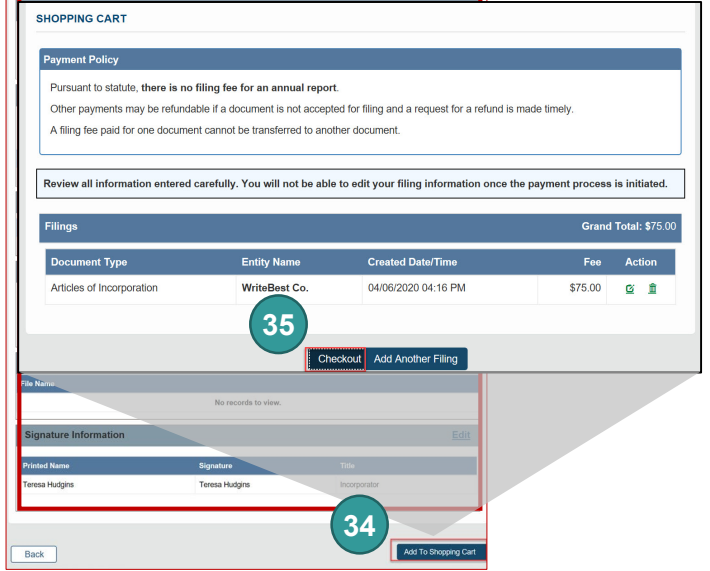
32 The signature information will populate. Click **Next**.



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



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

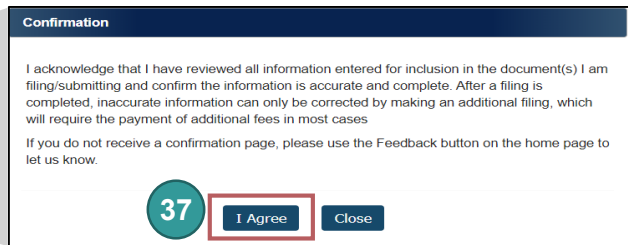
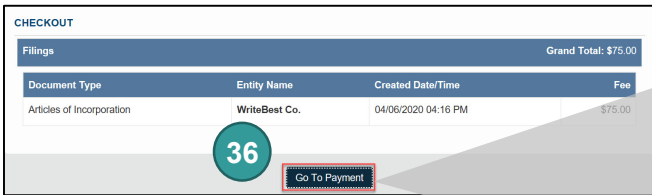


35 Click **Checkout**.

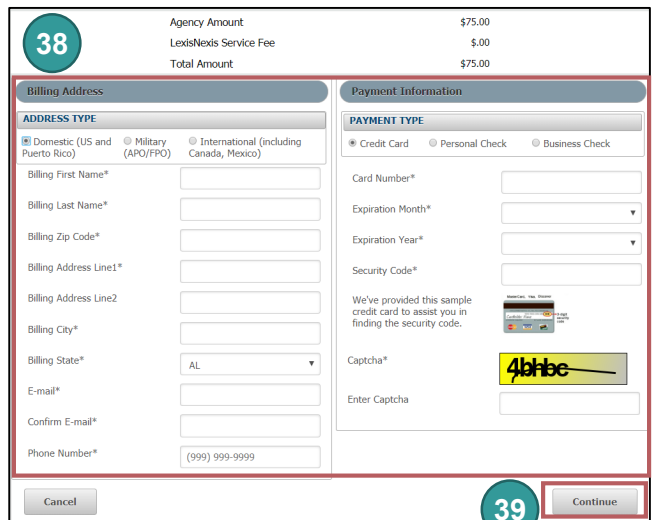
36 Click **Go To Payment**.

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

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



38 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (\*). You must complete the **Captcha** field.



39 Click **Continue**.

40 Check the **Acknowledgement** radio button and click **Pay Now**.

*Note: Do not close the browser window.*

41 You will be directed to a confirmation screen.

