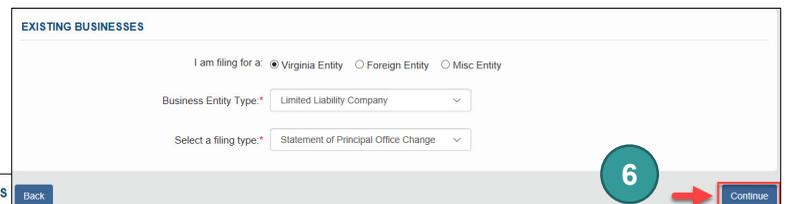
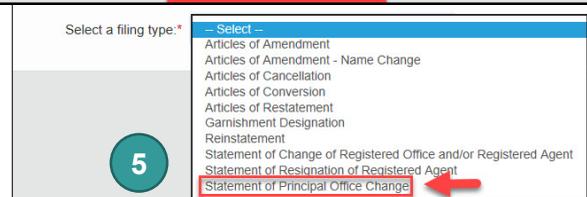
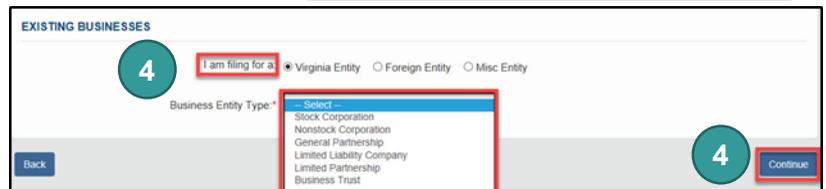


Change a Principal Office Address in the Clerk's Information System

Virginia business entities and foreign entities authorized to do business in Virginia can update their principal office address online. To do so, limited liability companies can file a Statement of Change of Principal Office, and corporations can file an Annual Report with changes. This how-to guide will walk you through changing an LLC's or corporation's principal office address online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

Limited Liability Companies

- 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 Businesses**.
- 4 Select the appropriate Entity button. Select the appropriate **Business Entity Type** from the drop-down and click **Continue**.
- 5 Select **Statement of Principal Office Change** from the drop-down.
- 6 Click **Continue**.
- 7 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.



Change a Principal Office Address

- 8 Click the **Select** button next to your business' name. DO NOT click the green entity name.
- 9 Click **Continue**.
- 10 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**.
- 11 Click **Next**.
- 12 Update the **Principal Office Address** as needed, completing all fields marked with an asterisk (*).
- 13 Click **Next**.
- 14 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.
- 15 Complete all fields with an asterisk (*) in the **Signature Information** section and click **Add**.
- 16 Click **OK** in the pop-up box.
- 17 The signature information will populate.

Search Results

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	11027997	TechComm LLC	Legal Name	Limited Liability Company	1300 E Main St, Richmond, VA, 23219, USA	03/02/2020	Active	03/02/2020

Page 1 of 1, records 1 to 1 of 1

Back 9 Continue

STATEMENT OF PRINCIPAL OFFICE CHANGE

Entity Information

Entity Name: TechComm LLC Entity Type: Limited Liability Company

Entity ID: 11027997 Formation Date: 03/02/2020

Status: Active

Entity Email Address: @scc.virginia.gov Contact Number:

Back 11 Next

STATEMENT OF PRINCIPAL OFFICE CHANGE

Principal Office Address

Attention:

Address Line 1*: 1300 E Main St Address Line 2:

Country*: United States Zip Code*: 23219

City/Town*: Richmond State*: Virginia

Back 13 Next

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 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 § 13.1-635 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 --

15 Add

Entity Information

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

Signature

Signature*: Printed Name

First Name*: Middle Name:

Last Name*: Suffix: -- Select --

15 Add



Printed Name	Signature	Title	Action
Anton Weiss	Anton Weiss	Organizer	

Back 17 Next

Change a Principal Office Address

18 Review each section of the **Statement of Principal Office Change**, and make any edits, as necessary.

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

Note: There is no charge to file a statement of principal office change.

20 You will be directed to a confirmation screen.

REVIEW OF STATEMENT OF PRINCIPAL OFFICE CHANGE

Entity Information 18 [Edit](#)

Entity Name: TechComm LLC Entity Type: Limited Liability Company
 Entity ID: 11027997 Formation Date: 03/02/2020
 Status: Active
 Entity Email Address: @scc.virginia.gov Contact Number:

Principal Office Address [Edit](#)

Address
 106 Greenfield Rd, Stafford, VA, 22556- 6221, USA

Signature Information [Edit](#)

Executed in the name of the limited liability company by:

Printed Name	Signature	Title
Anton Weiss	Anton Weiss	Organizer

Add To Shopping Cart 19

CONFIRMATION

20 

Submission Successful

Payment Confirmation Number: N/A

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Statement of Principal Office Change	TechComm LLC	03/05/2020 10:00 AM	\$0.00	Approved
Total Paid:			\$0.00	

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.

Corporations

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 **Annual Reports (Corporations)**.

4 Select **With changes** from the drop-down.

5 Click **Continue** on the bottom right.

6 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.

2

Dashboard **Online Services** Entity Search Entity FAQs UCC Search UCC FAQs Profile

Business Entities

- Name Reservations/Registrations/Fictitious Name
- New Businesses
- Existing Businesses
- Registration Fee
- Annual Reports (Corporations)** 3
- Annual Continuation Reports (LLPs)

ANNUAL REPORT

4 I would like to file an annual report.* With changes

5 [Back](#) [Continue](#)

EXISTING BUSINESSES

ENTITY SEARCH

6 Entity Name: OR 6 Entity ID:

6 [Search](#) [Clear](#)

Change a Principal Office Address

- 7 Click the **Select** button next to your business' name. DO NOT click the green entity name.
- 8 Click **Continue**.
- 9 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**.
- 10 Click **Next**.
- 11 Update the **Principal Office Address** as needed, completing all fields marked with an asterisk (*).
- 12 Click **Next**.
- 13 Review the current **Principal Information**.
- 14 Check the **No Officers** and/or **No Directors** box(es) if needed.
- 15 Add principal director(s) and/or officer(s) as needed, completing all fields marked with an asterisk (*).
- 16 If you added anyone, click **Add Principal**.
- 17 Click **Next**.

Search Results

ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
11027996	User Guides, Inc.	Legal Name	Stock Corporation	1300 E Main St, Richmond, VA, 23219, USA	03/02/2020	Active	03/02/2020

Page 1 of 1, records 1 to 1 of 1

Back Continue

ANNUAL REPORT

Entity Information

Entity Name: User Guides, Inc. Entity Type: Stock Corporation
 Entity ID: 11027996 Formation Date: 03/02/2020
 Status: Active Total Shares: 100
 Method of Duration: Perpetual Jurisdiction: Virginia

Entity Email Address: @scc.virginia.gov Contact Number:

Back Next

STATEMENT OF PRINCIPAL OFFICE CHANGE

Principal Office Address

Attention: Address Line 1*: 1300 E Main St Address Line 2:
 Country*: United States Zip Code*: 23219
 City/Town*: Richmond State*: Virginia

Back Next

ANNUAL REPORT

Principal Information

No Officers: If the corporation does not have officers because an organizational meeting has not been held.
 No Directors: If the corporation does not have directors because (i) initial directors were not named in the articles of incorporation and an organizational meeting of the corporation has not been held or (ii) the board of directors has been eliminated by a written agreement signed by all of the shareholders, or by the adoption of provision in the articles of incorporation or bylaws that was approved by all of the shareholders.

Title Information

Director

Select at least one officer Title*
 President Vice President Executive Vice President
 Treasurer Secretary Chief Executive Officer
 Chief Financial Officer General Counsel Other

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

Title	Director	Name	Address	Action
	Yes	Teresa Hudgins	1300 E Main St, Richmond, VA, 23219, USA	
	Yes	Robyn Piper	1300 E Main St, Richmond, VA, 23219, USA	

Back Next

Change a Principal Office Address

- 18 Enter the **Signature Information**. You must complete all fields marked with an asterisk (*).

*Note: Though there is no asterisk, the **Printed Name** section must match the **Signature** field.*

- 19 Click the **Add** button to add the signature to the annual report.

- 20 Click the **OK** button.

- 21 The signature information will populate. Click **Next**.

- 22 Review each section of the **Annual Report** and make any edits, as necessary.

- 23 Click the **Add To Shopping Cart** button on the bottom right.

Note: There is no charge to file an annual report.

- 24 You will be directed to a confirmation screen.

ANNUAL REPORT

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.

18

Signing as: Individual

Signature

Signature* Title*

Printed Name

First Name: Middle Name:

Last Name* Suffix:

19 Add

20 Signature Added Successfully

OK

Printed Name	Signature	Title	Action
Robyn Piper	Robyn Piper	Organizer	<input checked="" type="checkbox"/>

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REVIEW OF ANNUAL REPORT

22

Entity Information [Edit](#)

Entity Name: User Guides, Inc. Entity Type: Stock Corporation

Entity ID: 11027996 Formation Date: 03/02/2020

Status: Active Total Shares: 100

Period of Duration: Perpetual Jurisdiction: Virginia

Entity Email Address: teresa.hudgins@scc.virginia.gov Contact Number:

Principal Office Address [Edit](#)

Address

3010 Furman Ln Apt 402, Alexandria, VA, 22306-1020, USA

Principal Information [Edit](#)

No Officers: If the corporation does not have officers because an organizational meeting has not been held.

No Directors: If the corporation does not have directors because (i) initial directors were not named in the articles of incorporation and an organizational meeting of the corporation has not been held or (ii) the board of directors has been eliminated by a written agreement signed by all of the shareholders, or by the adoption of provision in the articles of incorporation or bylaws that was approved by all of the shareholders.

Title	Director	Name	Address
	Yes	Teresa Hudgins	1300 E Main St, Richmond, VA, 23219, USA
	Yes	Robyn Piper	1300 E Main St, Richmond, VA, 23219, USA

Signature Information [Edit](#)

Printed Name	Signature	Title
Robyn Piper	Robyn Piper	Organizer

23

Back [Add To Shopping Cart](#)

CONFIRMATION

24



Submission Successful

Payment Confirmation Number: N/A

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Annual Report	User Guides, Inc.	03/05/2020 10:17 AM	\$0.00	Approved
Total Paid:			\$0.00	

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.