

Virginia and foreign business entities authorized to do business in Virginia can file a name change online. To do so, Virginia business entities can file Articles of Amendment – Name Change. Foreign business entities can file an Application for Amended Certificate of Authority or Amended Certificate of Registration. This how-to guide will walk you through changing a business entity name online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

Virginia Business Entities

- 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 **Virginia Entity** radio button. Then, select the appropriate Business Entity Type from the drop-down.
- 5 Select **Articles of Amendment – Name Change** from the drop-down.
- 6 Click **Continue** on the bottom right.
- 7 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.
- 8 Click the **Select** button next to your business' name. **DO NOT** click the green entity name.
- 9 Click **Continue**.

EXISTING BUSINESSES

I am filing for a: Virginia Entity Misc Entity

Business Entity Type:

Select a filing type:

Back Continue

EXISTING BUSINESSES

SEARCH

Entity Name: OR Entity ID:

Search Clear

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="radio"/>	11042811	DocHelp, Inc.	Legal Name	Stock Corporation	1300 E Main St, Richmond, VA, 23219, USA	04/22/2020	Active	04/22/2020

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Back Continue

Change a Business Entity Name

10 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**. Click **Next**.

11 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 15.

Note: Reserving a name is not required.

12 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.

13 Click **Search**.

14 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right.

15 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**.

16 Enter an **Entity Name** and click **Check Availability**.

Note: Click the  icon for name requirements.

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

18 Enter the **Date Articles were adopted** and select the appropriate method of **Approval**.

19 Click **Next**.

Reservation ID	Entity Name	Expiration Date
11015168	Job Aids, Inc.	06/12/2020

Approval - select one

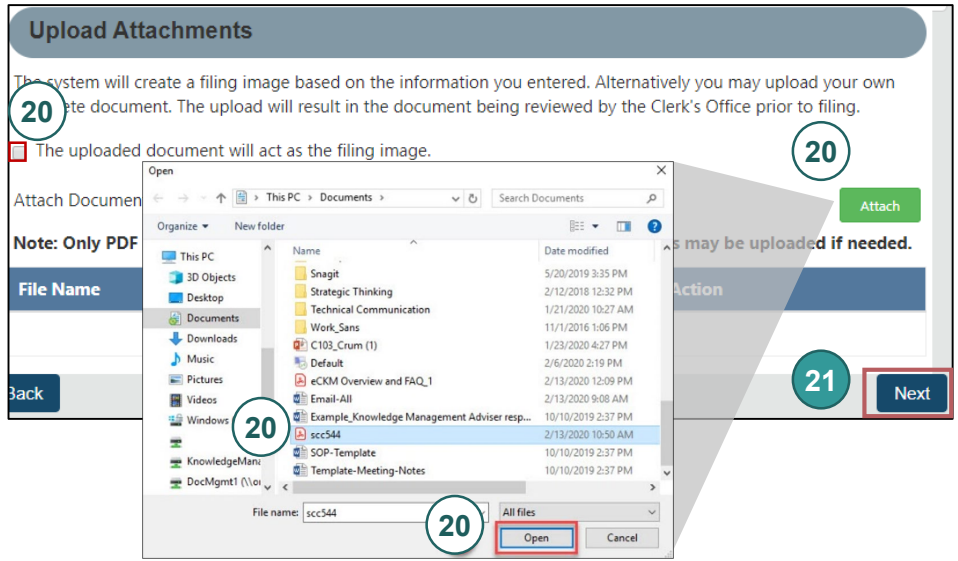
- The amendment was approved by the unanimous consent of the shareholders on .
- The amendment was adopted by the board of directors, was submitted to the shareholders in accordance with Article 11 of the Virginia Stock Corporation Act, and was duly approved by the shareholders in the manner required by the Virginia Stock Corporation Act and by the articles of incorporation on .
- The amendment was duly adopted by the board of directors on . Shareholder approval was not required because
 - (i) the corporation has no shareholders
 - (ii) all amendments are made pursuant to subsection B of § 13.1-706 of the Code of Virginia
 - (iii) specify reason _____
- The amendment was duly adopted by a majority of the incorporators on . Approval of the amendment by the board of directors and shareholders was not required because the corporation has no directors and has not yet issued shares.

Change a Business Entity Name

20 **OPTIONAL:** Upload Articles of Amendment – Name Change. Check the **The uploaded document will act as the filing image** radio button.

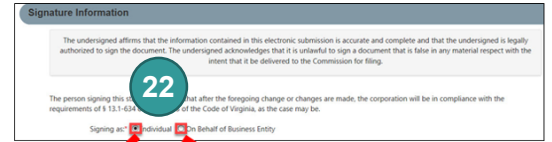
Click **Attach** and select the file you want to upload.

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.

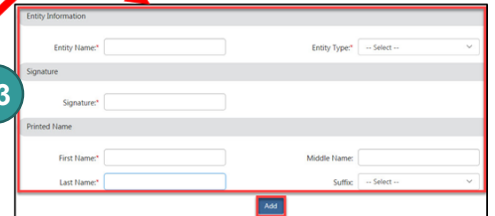
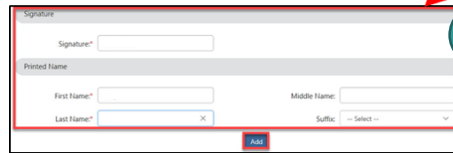


21 Click **Next**.

22 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.



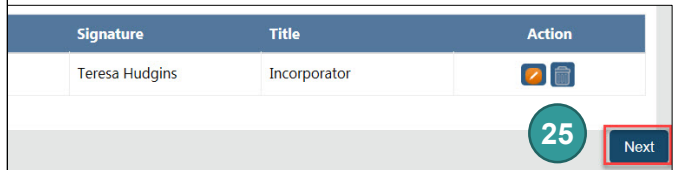
23 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.



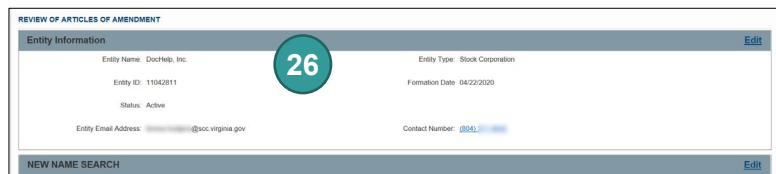
24 Click **OK** in the pop-up box.



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

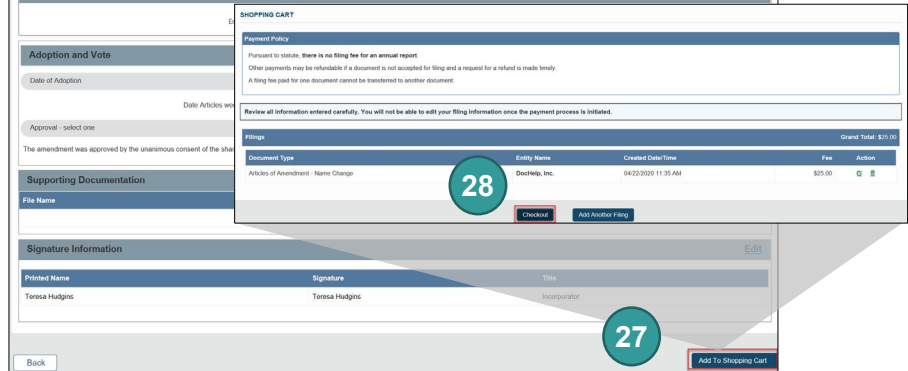


26 Review each section of the **Articles of Amendment**, and make any edits, as needed.



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

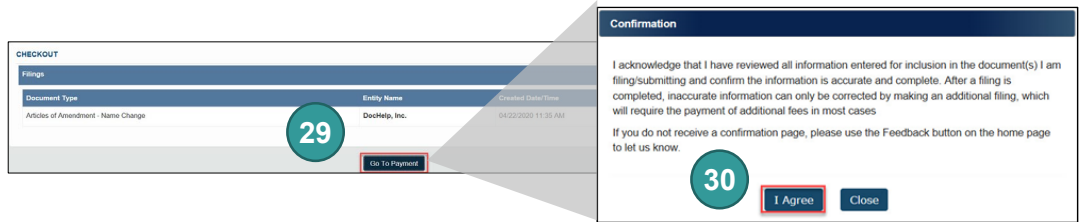
28 Click **Checkout**.



Change a Business Entity Name

29 Click **Go To Payment**.

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

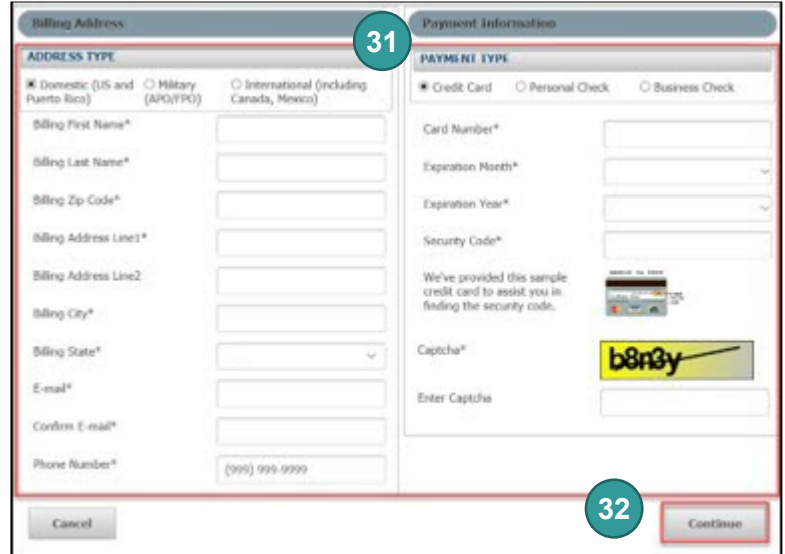


Note: You will be taken to a site administered by LexisNexis to complete your payment.

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

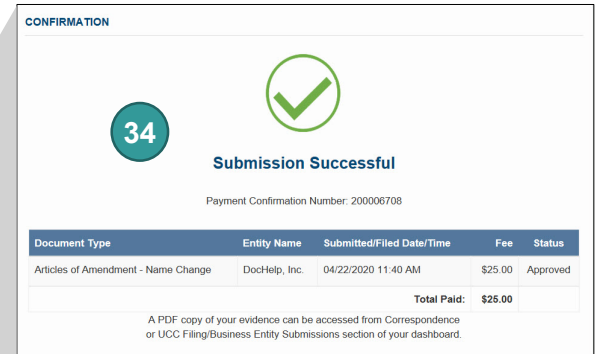
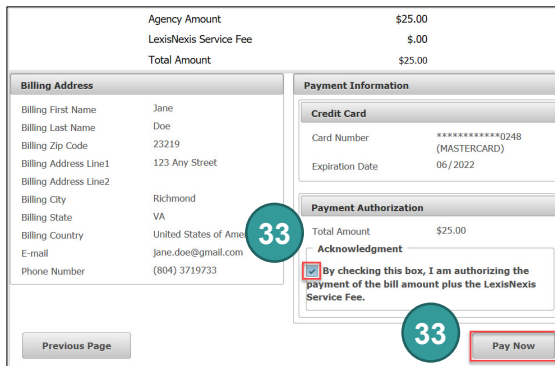
32 Click **Continue**.

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



Note: Do not close the browser window.

34 You will be directed to a confirmation screen.



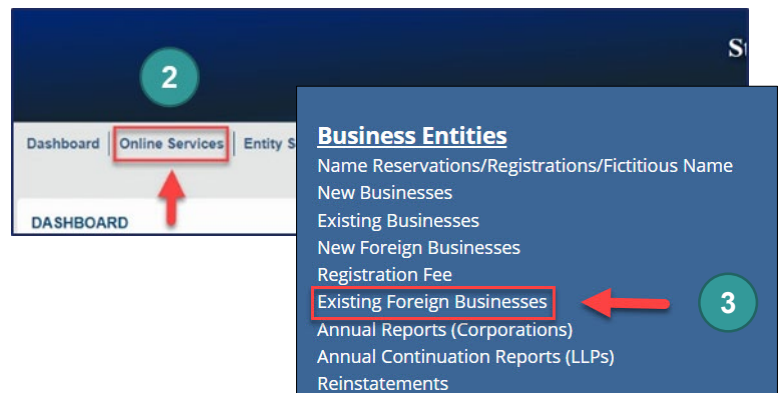
Foreign Business Entities

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**.



Change a Business Entity Name

4 Make sure the **Foreign Entity** radio button is selected. Then, select the appropriate Business Entity Type from the drop-down.

5 Corporations select **Application for an Amended Certificate of Authority** from the drop-down. LLCs select **Amended Application for a Certificate of Registration**.

6 Click **Continue**.

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

8 Click the **Select** button next to your business' name. **DO NOT** click the green entity name.

9 Click **Continue**.

10 Click **Yes** in the pop-up box.

11 Complete all fields marked with an asterisk (*) in the appropriate form, as needed.

12 Click **Next**.

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	T0665945	Fresh Direct, LLC	Legal Name	Limited Liability Company	23-30 BORDEN AVENUE, LONG ISLAND CITY, NY, 11101 - 0000, USA	08/12/2016	Active	08/12/2016

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Change a Business Entity Name

- 13 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 17.

Note: Reserving a name is not required.

- 14 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.*

- 15 Click **Search**.

- 16 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right.

- 17 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**.

- 18 Enter an **Entity Name** and click **Check Availability**.
*Note: Click the **i** icon for name requirements.*

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

- 20 Corporations must upload an Application for an Amended Certificate of Authority. LLCs may choose to upload an Amended Application for a Certificate of Registration. 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.

- 21 Click **Next**.

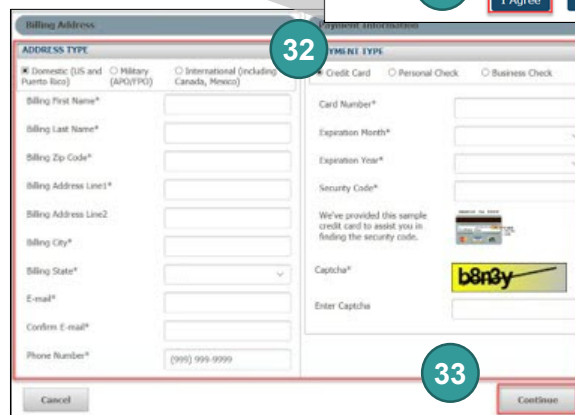
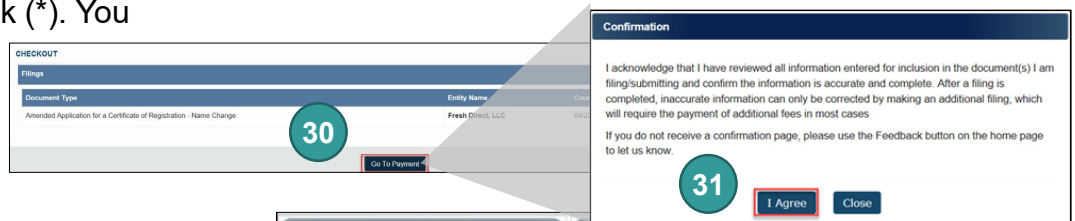
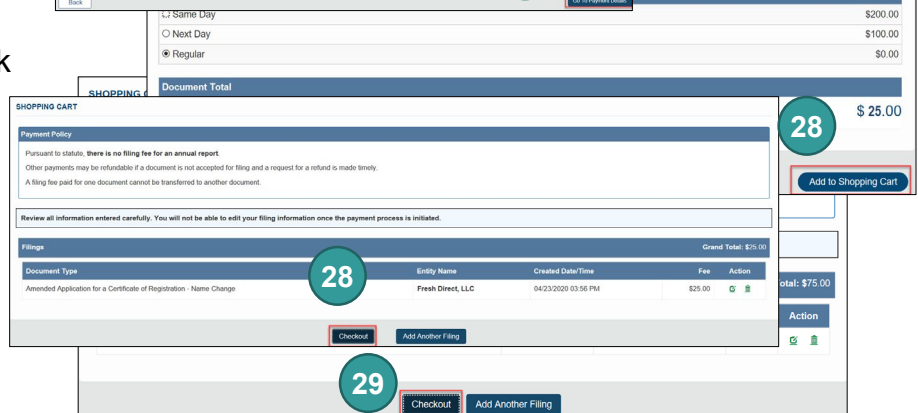
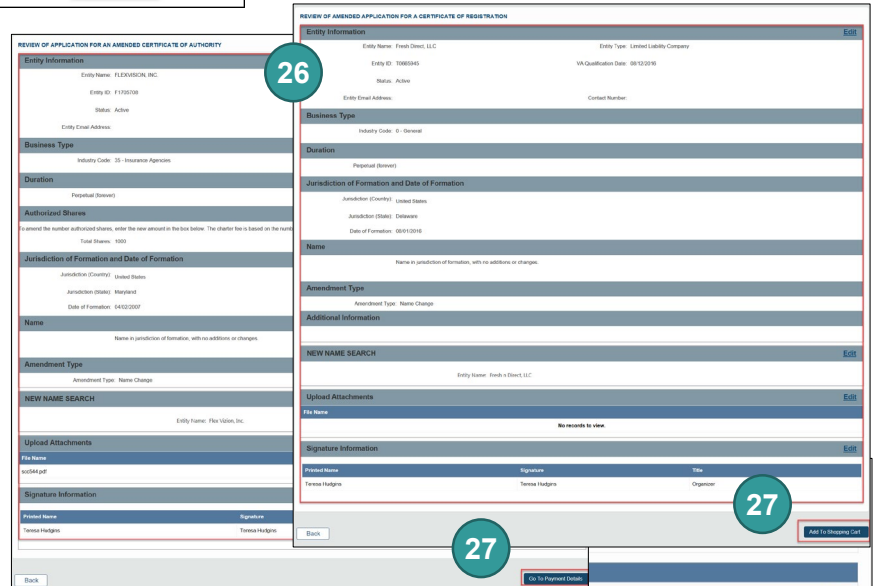
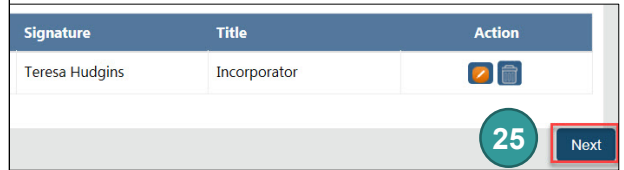
- 22 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

- 23 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.

Reservation ID	Entity Name	Expiration Date
11015168	Job Aids, Inc.	06/12/2020

Change a Business Entity Name

- 24 Click **OK** in the pop-up box.
- 25 The signature information will populate. Click **Next**.
- 26 Review each section of the appropriate Application for Amended Certificate, and make any edits, as needed.
- 27 Corporations click **Go To Payment Details** on the bottom right. LLCs click **Add To Shopping Cart**.
- 28 Corporations click **Add To Shopping Cart**. LLCs click **Checkout**.
- 29 Corporations click **Checkout**.
- 30 Click **Go To Payment**.
- 31 In the Confirmation pop-up window, click **I Agree**.
- 32 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.
- 33 Click **Continue**.



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

Change a Business Entity Name

- 34 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

- 35 You will be directed to a confirmation screen.


Agency Amount	\$25.00
LexisNexis Service Fee	\$.00
Total Amount	\$25.00

Billing Address	
Billing First Name	Jane
Billing Last Name	Doe
Billing Zip Code	23219
Billing Address Line1	123 Any Street
Billing Address Line2	
Billing City	Richmond
Billing State	VA
Billing Country	United States of America
E-mail	jane.doe@gmail.com
Phone Number	(804) 3719733

Payment Information	
Credit Card	
Card Number	*****0248 (MASTERCARD)
Expiration Date	05/2022
Payment Authorization	
Total Amount	\$25.00
Acknowledgment	
<input checked="" type="checkbox"/> By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.	

[Previous Page](#) [Pay Now](#)

CONFIRMATION

35 

Submission Successful

Payment Confirmation Number: 20006808

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Amended Application for a Certificate of Registration - Name Change	Fresh Direct, LLC	04/23/2020 04:00 PM	\$25.00	Approved
			Total Paid:	\$25.00

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