

File an Annual Continuation Report for GP in the Clerk's Information System

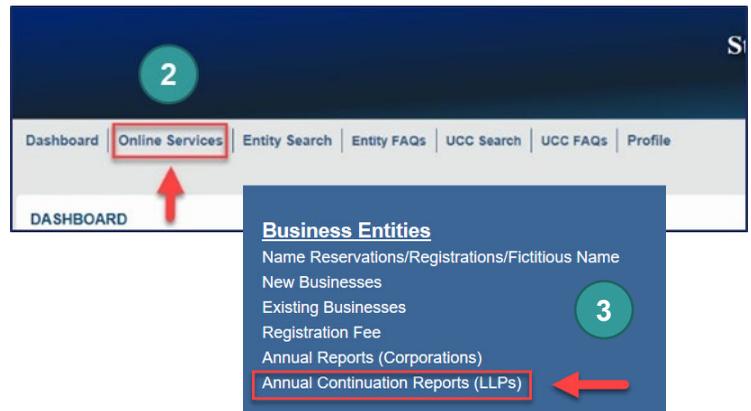
To maintain its status in Virginia as a limited liability partnership (LLP), a general partnership (GP) must file an Annual Continuation Report each year. This how-to guide will walk you through filing an Annual Continuation Report online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

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.

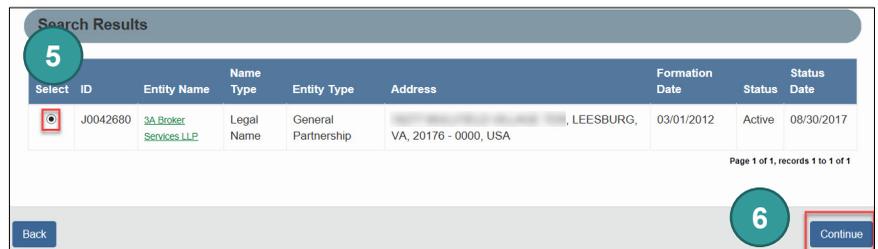
3 Under Business Entities, click **Annual Continuation Reports (LLPs)**.



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

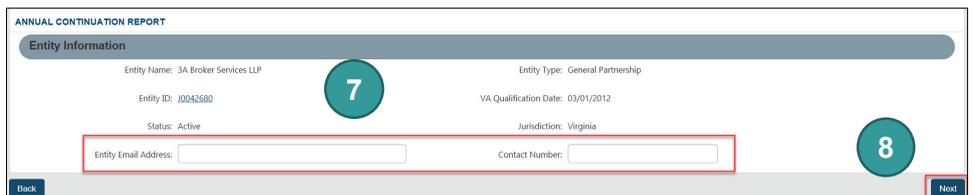


5 Click the **Select** button next to your business' name. DO NOT click the green entity name.



6 Click **Continue**.

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



8 Click **Next**.

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9 Review the Principal Office Address information. If it is correct, skip to step 10. If it is not correct, skip to step 12.

10 If the principal office address is correct, check the box next to **The address listed above is the current address of the general partnership principal office.**

11 Click **Next**. Skip to step 16.

12 If the principal office is not correct, check the box next to **The address listed above is not the current address of the general partnership principal office.**

13 Make the necessary changes to the principal office address, completing all fields marked with an asterisk (*).

14 Check the box next to **The address listed above is the current address of the general partnership principal office.**

15 Click **Next**.

16 **OPTIONAL:** Upload continuation report documents. Check the **The uploaded document will act as the filing image** radio button.

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

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.

17 Click **Next**.

ANNUAL CONTINUATION REPORT

Principal Office Address (No P.O. Box or PMB Numbers Allowed)

Attention: [text box]

Address Line 1*: [text box]

Address Line 2: [text box]

Country*: United States

Zip Code*: 20176 0000

City/Town*: LEESBURG

State*: Virginia

The address listed above is the current address of the general partnership principal office.

The address listed above is not the current address of the general partnership principal office.

Back Next

ANNUAL CONTINUATION REPORT

Principal Office Address (No P.O. Box or PMB Numbers Allowed)

Attention: [text box]

Address Line 1*: [text box]

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ANNUAL CONTINUATION REPORT

Starting Documentation

The uploaded document will act as the filing image.

The uploaded document will not act as the filing image.

The SCC will not accept documents such as: meeting minutes, bylaws, etc. or documents returned for correction.

Attach Documents:

Note: Only PDF uploads with a maximum size of 50 MB are allowed. Maximum number of attachments is 10.

File Name

Continue

Organize New folder

Creative Cloud Files

This PC

Desktop

Downloads

Music

Pictures

Videos

Windows (C:)

Continuation Report

GPCurrentAddress

GPStep5

GPSupportingDoc1

GRStep6

How-To Guide - File an Annual Report

Step3

SupportingDoc2

File name: Continuation Report

All files

Open Cancel

File an Annual Continuation Report for GP

- 18 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.
- 19 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.
- 20 Click **OK** in the pop-up box.
- 21 The signature information will populate. Click **Next**.
- 22 Review each section of the **Annual Continuation Report**, and make any edits, as needed.
- 23 Click **Add To Shopping Cart**.
- 24 Click **Checkout**.
- 25 Click **Go To Payment**.
- 26 In the Confirmation pop-up window, click **I Agree**.

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

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 document certifies that after the foregoing change or changes are made, the corporation will be in compliance with the requirements of § 13.1-634 or § 13.1-333 of the Code of Virginia, as the case may be.

Signing as: Individual On Behalf of Business Entity

Signature Information

Signature*

Printed Name

First Name* Middle Name

Last Name* Suffix:

Add

Printed Name: Teresa Hudgins | Signature: Teresa Hudgins

Signature Added Successfully

OK

Action: Add Cancel

Next

REVIEW OF ANNUAL CONTINUATION REPORT

Entity Information

Entity Name: 3A Broker Services LLP | Entity Type: General Partnership

Entity ID: J0042680 | VA Qualification Date: 03/01/2012

Status: Active | Jurisdiction: Virginia

Entity Email Address: | Contact Number:

Principal Office Address (No P.O. Box or PMB Numbers Allowed)

Address: [Redacted], Leesburg, VA, 20176-7466, USA

Supporting Documentation

File Name: Continuation Report.pdf

Signature Information

Printed Name	Signature	Title
Teresa Hudgins	Teresa Hudgins	Member

Add to Shopping Cart

SHOPPING CART

Payment Policy

Pursuant to statute, there is no filing fee for an annual report. Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely. A filing fee paid for one document cannot be transferred to another document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Document Type	Entity Name	Created Date/Time	Fee	Action
Annual Continuation Report	3A Broker Services LLP	06/30/2020 02:33 PM	\$50.00	<input checked="" type="checkbox"/> <input type="checkbox"/>

Grand Total: \$50.00

Checkout **Add Another Filing**

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information can only be corrected by making an additional filing, which will require the payment of additional fees in most cases.

If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.

I Agree **Close**

CHECKOUT

Document Type	Entity Name	Created Date/Time	Fee
Annual Continuation Report	3A Broker Services LLP	06/30/2020 02:33 PM	\$50.00

Grand Total: \$50.00

Go To Payment

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

28 Click **Continue**.

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

Note: Do not close the browser window.

30 You will be directed to a confirmation screen.

Agency Amount	\$50.00
LexisNexis Service Fee	\$.00
Total Amount	\$50.00

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	07/2022
Payment Authorization	
Total Amount	\$50.00
Acknowledgment	
<input checked="" type="checkbox"/>	By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

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

30

Submission Successful

Payment Confirmation Number: 200020449

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Annual Continuation Report	3A Broker Services LLP	06/30/2020 02:38 PM	\$50.00	Submitted For Processing
Total Paid:			\$50.00	

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