

Step by Step User Guide on how to file your Annual Registration

GEORGIA CORPORATIONS DIVISION

GEORGIA SECRETARY OF STATE
BRAD RAFFENSPERGER

ONE CLICK ANNUAL REGISTRATION WITH NO CHANGES (NO LOGIN REQUIRED)

ANNUAL REGISTRATION WITH CHANGES (LOGIN REQUIRED)

Business Search | **Online Services** | **Certificate of Existence** | **Print Annual Registration Form**

Useful Links

- Secretary of State
- Annual Registration User Guide
- Reinstatement Form
- State Bar of Georgia
- Rules

[View All Useful Links](#)

Online Payment

Georgia Corporations Division accepts VISA, MASTER CARD, AMEX and DISCOVER only

Download Mobile App

IOS | Android

Contact Us

[Click Here](#)

eCorp.sos.ga.gov

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eCorp.sos.ga.gov

What you need to know to file an Annual Registration for a Corporation (Profit, Nonprofit, Professional Corporation)

- Control number or the name of the corporation
- Name of the person filing the annual registration
- A valid email address
- Name and address of the registered agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Mailing address of the principal office
- Name and address of each officer (CEO, CFO, Secretary)
- Payment- Credit Card- Visa, Master Card, American Express or Discover, Check, Certified Bank Check or Money Order

What you need to know to file an Annual Registration for a Limited Liability Company (LLC)

- Control number or the name of the LLC
- Name of the person filing the annual registration
- A valid email address
- Name and address of the registered agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Mailing address of the principal office
- Payment- Credit Card- Visa, Master Card, American Express or Discover, Check, Certified Bank Check or Money Order

What you need to know to file an Annual Registration for a Limited Partnership (LP,LLP,LLLP)

- Control number or the name of the partnership
- Name of the person filing the annual registration
- A valid email address
- Name and address of the registered agent (must be a physical street address in Georgia where an individual can be located in-person for the partnership)
- Mailing address of the principal office
- Payment- Credit Card- Visa, Master Card, American Express or Discover, Check, Certified Bank Check or Money Order

New Multi-Year Filing Option

The Georgia Secretary of State is proud to announce a new way to file your Annual Registration that allows you to file up to 3 years at one time.

You can file for the current year.

Or you can file for two consecutive years.

Or you can choose to file for three consecutive years.

Filing Options for you:

One Click Annual Registration– File annual registration **without making changes** and without logging in. Filer will receive an email with a copy of the filed annual registration and a receipt of payment. Entity must be current on all annual registration fees in order to use One Click Annual Registration.

Express Annual Registration– File annual registration with or without making changes. You will be required to Log In. Filer will receive an email with a copy of the filed annual registration and a receipt of payment.

Online Services– File annual registration with or without making changes after logging into eCorp. Filer will be able to review all filings and receipts in the filer’s dashboard, and the annual registration and receipt will also be emailed to the filer.

Print Annual Registration Form– File annual registration form by **printing out the form** and mailing the completed form and payment with a check or money order.

Payment Options for you:

Credit Card- Visa, Master Card, American Express or Discover

Check

Certified Bank Check

Money Order

We do not accept cash for payments. Checks that are dishonored by your bank are subject to a \$30.00 NSF charge. Failure to honor your payment could result in a civil suit against you and/or your entity may be administratively dissolved or revoked by the Secretary of State.

One Click Annual Registration without any changes

From the Corporations Division home page click on the **One Click Annual Registration** button.

Select Annual Registration Period

The first step you will take is selecting the **number of years** you want to file.

Select current year for one year, select two consecutive years or select three consecutive years.

You will make the selection by selecting the appropriate radio button (click to make the circle solid).

NOTE

Welcome to One Click Annual Registration filing page.
 One Click Annual Registration is only for businesses which are up to date on all past filing fees and are ready to register. If you have any past due fees, please use Express Annual Registration with a customer login.

An entity must file an annual registration each calendar year between January 1 and April 1. Annual registration filings made in this calendar year will NOT be applied to the next calendar year's annual registration.

SELECT ANNUAL REGISTRATION PERIOD

File Annual Registration for the current year.
 File Annual Registration for two consecutive years: 2022, 2023
 File Annual Registration for three consecutive years: 2022, 2023, 2024

One Click Annual Registration without any changes

From the One Click Annual Registration page search for your business by either the **Business Name** or **Control Number** by selecting the appropriate radio button.

Enter the **Business Name** or **Control Number** into the appropriate empty field.

Click the **Search Business** button.

THE CORPORATION DIVISION BRAD RAFFENSPERGER

ONE CLICK ANNUAL REGISTRATION HOME

Search Business → Business Information → Payment → Status

Before continuing please ensure that the eCorp system is only open in one browser or browser window on your computer. Failure to do so can result in incorrect processing and the loss of data.

NOTE

Welcome to One Click Annual Registration filing page.
One Click Annual Registration is only for businesses which are up to date on all past filing fees and are ready to register. If you have any past due fees, please use Express Annual Registration with a customer login.
An entity must file an annual registration each calendar year its due between January 1 and April 1. Annual registration filings made prior to January 1 will NOT be applied to the next annual registration period.

SELECT ANNUAL REGISTRATION PERIOD

- File Annual Registration for the current year.
- File Annual Registration for two consecutive years: 2022, 2023
- File Annual Registration for three consecutive years: 2022, 2023, 2024

BUSINESS SEARCH

Search By: Business Name Control Number

Search can be done on Business Name or Control Number
Example: Search for Business Name = Atlanta.
Result: Businesses containing Atlanta will be displayed.

The Search Results will display. Select the radio button in the row for the correct entity and click the **Continue** button at the bottom of the page.

Search can be done on Business Name or Control Number
Example: Search for Business Name = Atlanta.
Result: Businesses containing Atlanta will be displayed.

SEARCH RESULTS

Control Number	Business Name	Business Type	Status	Select
10014687	WEFILE, INC.	Foreign Profit Corporation	Active/Compliance	<input type="radio"/>
19077260	WE File Docs, LLC	Domestic Limited Liability Company	Active/Compliance	<input type="radio"/>
19102396	We File Fotos, LLC	Domestic Limited Liability Company	Active/Owes Current Year AR	<input checked="" type="radio"/>

Page 1 of 1, records 1 to 3 of 3

From this page you can review the Business Information.

ONE CLICK ANNUAL REGISTRATION

Search Business
Business Information
Payment
Status

BUSINESS INFORMATION

Business Name: We File Fotos, LLC	Control Number: 19102396
Last Annual Registration Year: NONE	Filing Fee: \$150.00
Jurisdiction/State of Formation: Georgia	Business Type: Domestic Limited Liability Company
Office Address: 13114 Bright Idea Circle, Monticello, GA, 31064, USA	

REGISTERED AGENT INFORMATION

Registered Agent Name	Address	Registered Agent Type
Julie Harrison	13114 Bright Idea Circle, Jasper, Monticello, GA, 31064, USA	Individual

BUSINESS EMAIL ADDRESS

Secondary Email Address:

FILER'S CERTIFICATION (SIGNATURE)

I hereby certify and state, under penalties of false statement, that all of the information set forth on this annual registration is true. I hereby electronically sign this annual registration.

Authorizer Name:
Authorizer Title:

Enter legal name of authorizer. An individual's legal name is his/her first and last name, as it appears on the individual's birth certificate, without use of initials or nicknames. Middle names or initials may be included. An entity's legal name is its official name in its home jurisdiction.

Back
Click to Pay

Office of the Georgia Secretary of State Attn: Z MILK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530, Phone: (404) 656-2817 Toll-free: (844) 753-7825, WEBSITE: <https://sos.ga.gov/>
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If you see that changes do need to be made, you will need to navigate back to the Home Page and select the Express Annual Registration button to file an annual registration or select Online Services and log in to file an annual registration. You are able to validate/update your email address.

Check the box certifying your statement is true.

Enter the **Authorizer Name** in the required field.

Select **Authorizer Title** from the choices in the dropdown.

Click the **Click to Pay** button.

The **Processing** window will display. From this screen you will review in green the amount owed and also payment instructions.

Click the **OK** button.

Processing

You are now being directed to our partners at Global Gateway to complete your secure credit card transaction for the amount of **\$150.00**. Once the payment has processed you will be returned to eCorp to view your receipt and documents. The Payment Process may take a few seconds or a few minutes. Please be patient and do not click any button until after you receive a confirmation that your credit card was either accepted or rejected.

WARNING: Do NOT open a new browser tab or window as it may lead to data loss and/or transaction failure.

Please note: All fees are non-refundable.

OK

Enter into the required fields:

Cardholder Name

Address

ZIP/Postal Code

City

State/Province

County

Credit Card Number

Expiration Date

Security Code

Click the **Pay with Your Credit Card** button.

Georgia Corporation Credit Card Payment (PCC uat)

Review Your Order

Total Amount: USD 50.00

[« Return to Georgia Corporation Credit Card Payment \(PCC uat\)](#)

Pay With Your Credit Card


Cardholder Name

Address

ZIP/Postal Code **City** **State/Province**


Country

Credit Card Number **Expiry Date (MMYY)**



Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.


Secure Payment provided by [First Data Corp.](#)

The **Processing Message** will display. Please be patient as your payment is processed through the secure servers. Please do not press the back button or close your browser, this will result in an Error Message and your filing not being processed.

Georgia Corporation Credit Card Payment (PCC uat)

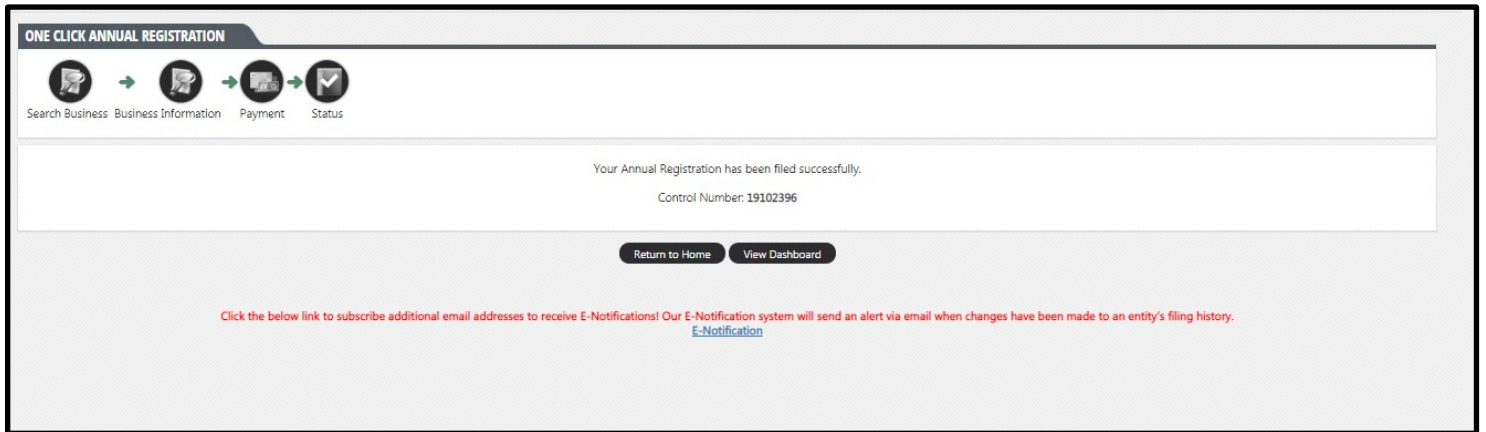
Please stand by while your payment is processed

Please do not press the back button or close your browser



After successful completion of your payment, the Status screen will display with a success message and a Control Number.

An email receipt will be sent to the email address provided.



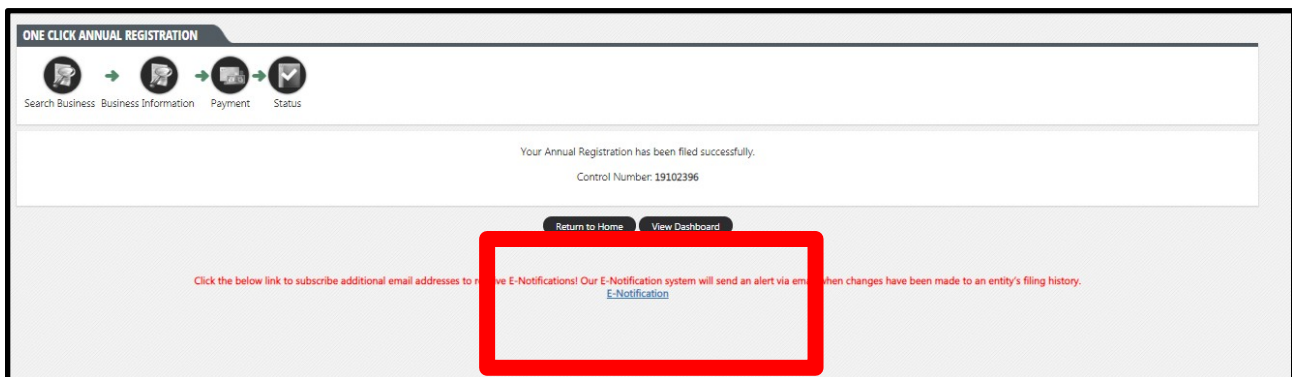
Click the **Done** button to return to the Home Page.

You are done. You have filed your Annual Registration.

BUT WAIT, THERE IS MORE.....

Before you close the window and leave this page, notice the **E-Notification** message displaying. You can subscribe to receive email notification alerts any time a change has been made to your entity's filing history.

Click on the blue **E-Notification** link.



Enter an **email address** into the open field.

Once you select to **Subscribe**, the Business Search options will display. You will enter the information for the Business and click the **Search** button.

The results of your Search will display.

Select the business and click the **Save** button.

A verification prompt will display and you will click the **OK** button.

You will be navigated back to the Subscribe page where you can enter another email address. You can unsubscribe from this location as well.

SUBSCRIBE BUSINESSES

Before continuing please ensure that the eCorp system is only open in one browser or browser window on your computer. Failure to do so can result in incorrect processing and the loss of data.

Welcome to the Georgia Secretary of State's Corporations Division E-notification System. The E-notification System allows users to subscribe / unsubscribe to receive notifications and non-legal notices of changes to a corporate entity electronically. Additionally, the system will send alert notifications via email when changes have been made to the entity's account. The email alerts will provide users the benefit of the most current information on the entity.

Email Address:

Subscribe Unsubscribe

SUBSCRIBED BUSINESSES

Not subscribed to any business

[Unsubscribe](#)

BUSINESS SEARCH

Starts With Contains Exact Match

Business Name:

Note: Enter a business name to lookup (This can be partial or full name)

Control Number:

Officer Name:

[Back](#) [Search](#) [Reset](#)

BUSINESS SEARCH RESULTS

Business Name	Control Number	Select All <input checked="" type="checkbox"/>
We File Fotos, LLC	19102396	<input checked="" type="checkbox"/>

Page 1 of 1, records 1 to 1 of 1

[Save](#)

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Express Annual Registration with changes

From the Corporations Division home page click on the **Annual Registration** button.

If you are going to make any changes, you are required to log in to the system.

In the **Customer Log in** section , enter your User ID and Password.

If you do not have an account, simply click the green **Create and Account** button to set up an account and Log in.

Express Annual Registration with changes

Select Annual Registration Period

The first step you will take is selecting the **number of years** you want to file.

Select current year for one year, select two consecutive years or select three consecutive years.

You will make the selection by selecting the appropriate radio button (click to make the circle solid).

SELECT ANNUAL REGISTRATION PERIOD

- File Annual Registration for the current year.
- File Annual Registration for two consecutive years: 2022, 2023
- File Annual Registration for three consecutive years: 2022, 2023, 2024

You have selected to file an annual registration for 2 years. The annual registration fee is calculated by the number of calendar years selected.

If changes to your entity need to be made after the annual registration has been filed, such as principal office address, officer (corporations only), registered agent name and address within the 3 years, an amended annual registration must be filed. The fee to file an amended annual registration is \$20.00. Annual registration fees will not be refunded if an entity is dissolved, cancelled, terminated, merged out of existence, withdrawn, administratively dissolved, or revoked prior to the end of an annual registration period.

BUSINESS SEARCH

From the **Express Annual Registration** page search for your business by either the **Business Name** or **Control Number** by selecting the appropriate radio button (click to make the circle solid).

Enter the **Business Name** or **Control Number** into the empty appropriate field.

Click the **Search Business** button.

ANNUAL REGISTRATION

Search Business Business Information Officer Maintenance Review Payment Status

Before continuing please ensure that the eCorp system is only open in one browser or browser window on your computer. Failure to do so can result in incorrect processing and the loss of data.

NOTE
An entity must file an annual registration each calendar year its due between January 1 and April 1. Annual registration filings made prior to January 1 will NOT be applied to the next annual registration period.

SELECT ANNUAL REGISTRATION PERIOD

- File Annual Registration for the current year.
- File Annual Registration for two consecutive years: 2022, 2023
- File Annual Registration for three consecutive years: 2022, 2023, 2024

You have selected to file

If changes to your entity need to be made after the annual registration has been filed, such as principal office address, officer (corporations only), registered agent name and address within the 3 years, an amended annual registration must be filed. The fee to file an amended annual registration is \$20.00. Annual registration fees will not be refunded if an entity is dissolved, cancelled, terminated, merged out of existence, withdrawn, administratively dissolved, or revoked prior to the end of an annual registration period.

BUSINESS SEARCH

Search By: Business Name Control Number

We make

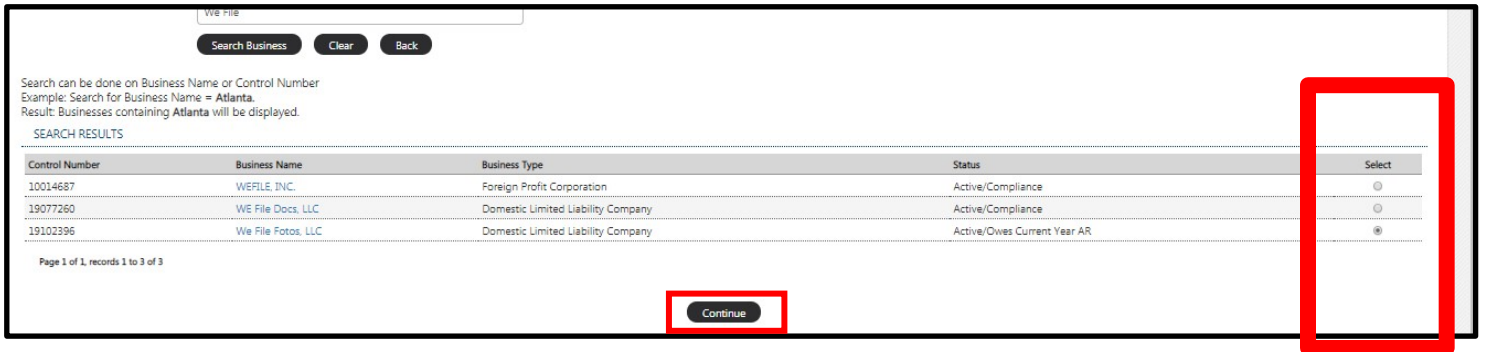
Search Business Clear

Search can be done on Business Name or Control Number
Example: Search for Business Name = Atlanta.

Office of the Georgia Secretary of State
100 State Attn: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530, Phone: (404) 656-2817 Toll-free: (844) 753-7825, WEBSITE: <https://sos.ga.gov/>
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Report a Problem

The Search Results will display. Select the radio button in the row for the correct entity and then click the **Continue** button at the bottom of the page.



The screenshot shows a search interface with a search bar containing "We File". Below the search bar are buttons for "Search Business", "Clear", and "Back". A message states: "Search can be done on Business Name or Control Number. Example: Search for Business Name = Atlanta. Result: Businesses containing Atlanta will be displayed." Below this is a "SEARCH RESULTS" section with a table. The table has columns for Control Number, Business Name, Business Type, Status, and a "Select" column with radio buttons. The first row is highlighted. A red box highlights the "Continue" button at the bottom center. A red box highlights the "Select" column on the right. A red arrow points down from the top right, and another red arrow points up from the bottom center.

Control Number	Business Name	Business Type	Status	Select
10014687	WEFILE, INC.	Foreign Profit Corporation	Active/Compliance	<input type="radio"/>
19077260	WE File Docs, LLC	Domestic Limited Liability Company	Active/Compliance	<input type="radio"/>
19102396	We File Fotos, LLC	Domestic Limited Liability Company	Active/Owes Current Year AR	<input type="radio"/>

Page 1 of 1, records 1 to 3 of 3

Continue

From this page you can review and edit the **Business Information**.

The **Registered Agent Name** will pre-populate. Review and change/edit if necessary.

The **Principal Office Address** will pre-populate. Review and change/edit if necessary.

The **Business Email Address** on file will pre-populate. Review and change/edit if necessary. You also have the option of entering a secondary email address.

Check the box certifying your statement is true.

Enter the **Authorizer Name** in the required field.

Select **Authorizer Title** from the choices in the dropdown.

Click the **Continue** button.

The screenshot displays the 'BUSINESS INFORMATION' and 'REGISTERED AGENT INFORMATION' sections of the Georgia SOS website. The 'BUSINESS INFORMATION' section shows details for 'We Make Copies, Inc.' with a control number of 19102395, a filing fee of \$150.00, and a business type of Domestic Profit Corporation. The 'REGISTERED AGENT INFORMATION' section shows a table with one entry for Julie Harrison, the registered agent, with her address and email address. Below this, the 'PRINCIPAL OFFICE ADDRESS' section shows the address 13114 Bright Idea Circle, Monticello, Georgia, with a zip code of 31064. The 'BUSINESS EMAIL ADDRESS' section shows a secondary email address of jwalters@sos.ga.gov. The 'FILER'S CERTIFICATION (SIGNATURE)' section shows the filer certifying the information is true, with the authorizer name 'Julie Harrison' and the authorizer title 'Officer'. At the bottom, there are 'Back' and 'Continue' buttons, and a footer with contact information for the Office of the Georgia Secretary of State.

BUSINESS INFORMATION

Business Name: **We Make Copies, Inc.** Control Number: **19102395**
 Last Annual Registration Year: **NONE** Filing Fee: **\$150.00**
 Jurisdiction/State of Formation: **Georgia** Business Type: **Domestic Profit Corporation**

REGISTERED AGENT INFORMATION

Registered Agent Name: Search Create Registered Agent

Registered Agent Name	Address	Email Address	Registered Agent Type	Actions
Julie Harrison	13114 Bright Idea Circle, Jasper, Monticello, GA, 31064, USA	julie@harrisonadvertising.com	Individual	

PRINCIPAL OFFICE ADDRESS

Street Address 1:
 City:
 Country:
 Street Address 2:
 State:
 Zip Code:

BUSINESS EMAIL ADDRESS

Secondary Email Address:

FILER'S CERTIFICATION (SIGNATURE)

I hereby certify and state, under penalties of false statement, that all of the information set forth on this annual registration is true. I hereby electronically sign this annual registration.

Authorizer Name:
 (This acts as your signature)
 Authorizer Title:

Enter legal name of authorizer. An individual's legal name is his/her first and last name, as it appears on the individual's birth certificate, without use of initials or nicknames. Middle names or initials may be included. An entity's legal name is its official name in its home jurisdiction.

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


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Depending on your entity type the next page may be an **Officer Maintenance, General Partner Maintenance, or Managing Partner Maintenance** page where you can review and edit officers (for corporations), general partners (LP and LLLP), or managing partner (foreign LLP).


The screenshot shows the 'ANNUAL REGISTRATION' page with a progress bar at the top: Search Business → Business Information → Officer Maintenance → Review → Payment → Status. Below the progress bar is a table of officers:

Officer Name	Officer Title	Business Address	Actions
Sally Draper	CEO	1321 Cherry Street, Macon, GA, 31206, USA	[Edit] [Delete]
Roger Sterling	CFO	1231 Lane Street, Athens, GA, 30333, USA	[Edit] [Delete]
Peggy Olson	Secretary	131 Moray Court, Savannah, GA, 45131, USA	[Edit] [Delete]

Buttons at the bottom include 'Back', 'Add Officer', and 'Continue'. The Actions column icons are highlighted with a red box.

To **delete** an officer or managing partner click on the trash can  icon in the Actions column. You will receive a pop up message asking you to confirm that you DO want to delete.



To **edit** the information of a principal (i.e an officer, general partner, or managing partner) click on the  pencil icon in the Actions column. **For the general partner of an LP or LLLP, you may only edit the general partner's address on an annual registration.**

You will receive a pop up window that allows you to edit the principal's information. Click the **Save** button to save any changes/edits you make.

The 'Update Officer' window contains the following fields:

- Principal Type: Individual
- Title: CEO
- First Name: Sally
- Last Name: Draper
- Middle Name: (empty)
- Suffix: (empty)
- Street Address 1: 1321 Cherry Street
- Street Address 2: (empty)
- City: Macon
- State: Georgia
- Country: United States
- Zip Code: 31206

Buttons: Save, Close

To add an officer or managing partner click the **Add Officer (or Add Managing Partner)** button. The Create Officer (or Create Managing Partner or Create Manager) pop up window will display. Enter the required fields and click the **Save** button.

Review the Maintenance information and click the **Continue** button.

The 'create Officer' window contains the following fields:

- Principal Type: Individual
- Title: CEO
- First Name: Sally
- Last Name: Draper
- Middle Name: (empty)
- Suffix: (empty)
- Street Address 1: 1321 Cherry Street
- Street Address 2: (empty)
- City: Macon
- State: Georgia
- Country: United States
- Zip Code: 31206

Buttons: Save, Close

ANNUAL REGISTRATION

Search Business → Business Information → Officer Maintenance → Review → Payment → Status

BUSINESS INFORMATION [Edit Business Information](#)

Business Name : We Make Copies, Inc.
 Control Number : 19102395
 Secondary Email Address : jwalters@sos.ga.gov
 Office Address : 13114 Bright Idea Circle, Monticello, GA, 31064, USA

REGISTERED AGENT INFORMATION

Registered Agent Name	Address	Email Address	Registered Agent Type
Julie Harrison	13114 Bright Idea Circle, Jasper, Monticello, GA, 31064, USA	julie@harrisonadvertising.com	Individual

OFFICER INFORMATION [Edit Officer Info](#)

Officer Name	Officer Title	Business Address
Sally Draper	CEO	1321 Cherry Street, Macon, GA, 31206, USA
Roger Sterling	CFO	1231 Lane Street, Athens, GA, 30333, USA
Peggy Olson	Secretary	131 Moray Court, Savannah, GA, 45131, USA

FILER'S CERTIFICATION (SIGNATURE)

I hereby certify and state, under penalties of false statement, that all of the information set forth on this annual registration is true. I hereby electronically sign this annual registration.

Authorizer Name : Julie Harrison
 (This acts as your signature)

Authorizer Title : Officer

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[Report a Problem?](#)

Next will be the **Review** page. Please review all of the information for accuracy. If there are changes/edits that need to be made in the Business Information section, simply click on the **Edit Business Information** button and make the changes.

If there are changes/edits that need to be made in the Officer Information , General Partner, Managing Partner, or Manager section, simply click on the **Edit Officer Information** button and make the changes.

When you have reviewed and all of the information is correct, click the **File Annual Registration** button.

Welcome JULIE ANN HARRISON Last Login: 11/6/2019 8:41:19 AM Friday, November 8, 2019

ANNUAL REGISTRATION

Search Business → Business Information → Officer Maintenance → Review → Payment → Status

BUSINESS INFORMATION [Edit Business Information](#)

Business Name : We Make Copies, Inc.
 Control Number : 19102395
 Secondary Email Address : jwalters@sos.ga.gov
 Office Address : 13114 Bright Idea Circle, Monticello, GA, 31064, USA

REGISTERED AGENT INFORMATION

Registered Agent Name	Address	Email Address	Registered Agent Type
Julie Harrison	13114 Bright Idea Circle, Jasper, Monticello, GA, 31064, USA	julie@harrisonadvertising.com	Individual

OFFICER INFORMATION [Edit Officer Info](#)

Officer Name	Officer Title	Business Address
Sally Draper	CEO	1321 Cherry Street, Macon, GA, 31206, USA
Roger Sterling	CFO	1231 Lane Street, Athens, GA, 30333, USA
Peggy Olson	Secretary	131 Moray Court, Savannah, GA, 45131, USA

FILER'S CERTIFICATION (SIGNATURE)

I hereby certify and state, under penalties of false statement, that all of the information set forth on this annual registration is true. I hereby electronically sign this annual registration.

Authorizer Name : Julie Harrison
 (This acts as your signature)

Authorizer Title : Officer

[Back](#) [File Annual Registration](#)

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[Report a Problem?](#)

Your Filing Fee will display.

Click the **Click to Pay** button.

The **Processing** window will display. From this screen you will review in green the amount owed and also payment instructions.

Click the **OK** button.

Enter into the required fields:

Cardholder Name

Address

ZIP/Postal Code

City

State/Province

County

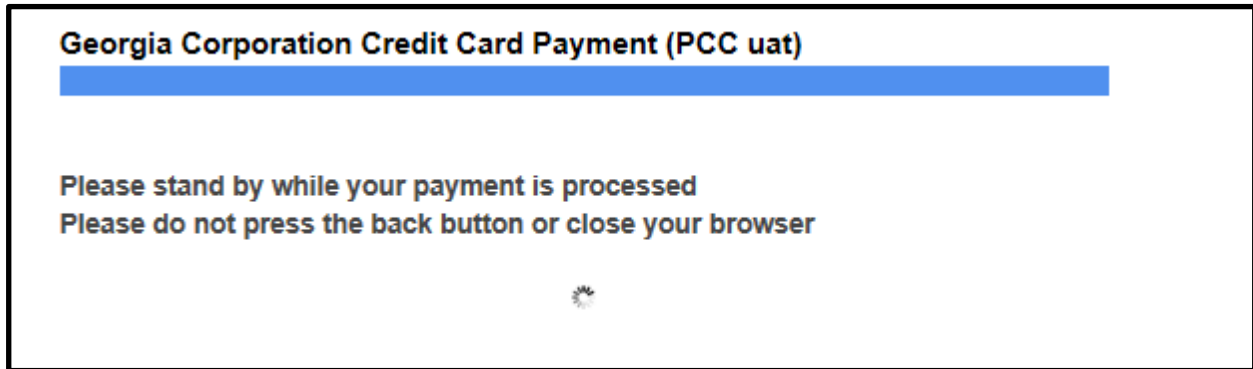
Credit Card Number

Expiration Date

Security Code

Click the **Pay with Your Credit Card** button.

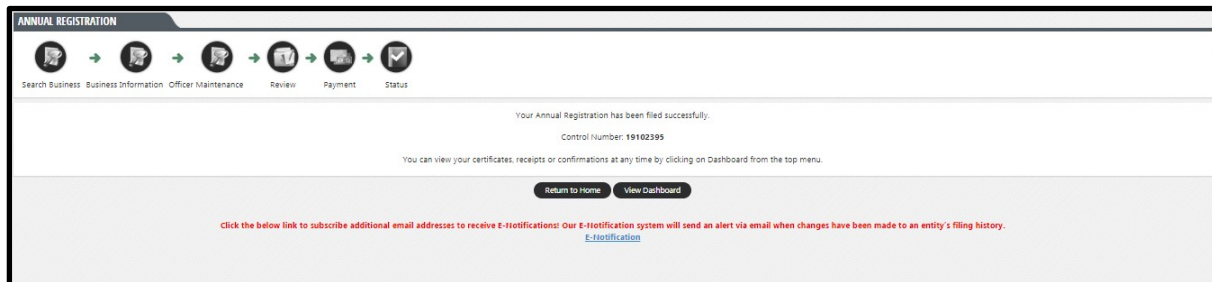
The **Processing Message** will display. Please be patient as your payment is processed through the secure servers. Please do not press the back button or close your browser, this will result in an Error Message and your filing not being processed.



After successful completion of your payment, the Status screen will display with a success message and a Control Number.

An email receipt will be sent to the email address provided.

Click the **Done** button to return to the Home Page.



STATE OF GEORGIA
Secretary of State
Corporations Division
313 West Tower
2 Martin Luther King, Jr. Dr.
Atlanta, Georgia 30334-1530

RECEIPT

Filer Information
Julie Ann Harrison
1236 Bailey Parkway
Bedford Falls, GA 30233

Transaction Details

Product Description	SNP	Date	Amount	Cost	Expedite Fee	Service Charge	Total
Registration		08/05/2019	150.00	0.00	0.00	0.00	150.00
Invoice Total:							\$150.00

Payment

Check/Reference No.	Amount
1111	150.00
Payment Total:	
\$150.00	

Mailing Address: Georgia Secretary of State, Corporations Division, 2 MLK, Jr. Dr. SE, Suite 313 Floyd West Tower, Atlanta, Georgia 30334-1530
Phone: (404) 950-2817 | Website: www.sos.ga.gov

BUT WAIT, THERE IS MORE.....

Before you close the window and leave this page, notice the **E-Notification** message displaying. You can subscribe to receive email notification alerts any time a change has been made to your entity's filing history.

Click on the blue **E-Notification** link.

Enter an **email address** into the open field.

Once you select to **Subscribe**, the Business Search options will display. You will enter the information for the Business and click the **Search** button.

The results of your Search will display. Select the business and click the **Save** button. A verification prompt will display and you will click the **OK** button.

You will be navigated back to the Subscribe page where you can enter another email address. You can unsubscribe from this location as well.

Business Name	Control Number	Select All
Winkley B-Chance Trading, Inc.	1028870	<input type="checkbox"/>
Winkley & LLC	0917922	<input type="checkbox"/>
Winkley & LLC	0442229	<input type="checkbox"/>
Winkley Acquisitions, Ltd.	1206492	<input type="checkbox"/>
Winkley Acquisitions, LLC	0742977	<input type="checkbox"/>
Winkley Acres Owners Association, Inc.	0842713	<input type="checkbox"/>
Winkley Adventure Club, Inc.	1712922	<input type="checkbox"/>
Winkley Adventure Tours, Inc.	0181442	<input type="checkbox"/>
Winkley Art, LLC	1008078	<input type="checkbox"/>
Winkley Art Management, LLC	1847245	<input type="checkbox"/>

Online Services

From the Corporations Division home page click on the **Online Services** button.

The screenshot shows the Georgia Corporations Division website. At the top left is the Georgia State Seal and the text "GEORGIA CORPORATIONS DIVISION". At the top right is "GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER". Below the header are two main service buttons: "ONE CLICK ANNUAL REGISTRATION WITH NO CHANGES (NO LOGIN REQUIRED)" and "ANNUAL REGISTRATION WITH CHANGES (LOGIN REQUIRED)". A navigation bar contains four buttons: "Business Search", "Online Services" (highlighted with a red box), "Certificate of Existence", and "Print Annual Registration Form". Below the navigation bar are four columns: "Useful Links" (listing Secretary of State, Annual Registration User Guide, Reinstatement Form, State Bar of Georgia, and Rules), "Online Payment" (listing accepted cards: VISA, MasterCard, American Express, and Discover), "Download Mobile App" (with iOS and Android icons), and "Contact Us" (with a "Click Here" link).

If you currently have a Customer Log In you will enter your **User ID** and **Password** in the required fields.

Don't worry if you have forgotten your User ID or Password. You can click on the **Forgot** buttons for assistance.

After you have entered your User ID and Password click the **Log In** button.

If you do not have an account and want to set one up click the green **Create a User Account** button in the **Register** box.

The screenshot shows the login and registration interface. On the left is the "Customer Login" form with fields for "User ID" and "Password", a "Log In" button, a "Remember me" checkbox, and "Forgot User ID" and "Forgot Password" links. On the right is the "Register" form with a "Create a User Account" button. Below the "Register" form, it states "Georgia Corporations accepts VISA, AMEX, MASTER and DISCOVER CARD only" with corresponding logos.

Creating an Account

After clicking on the green Create a User Account button, the **Provide Your Information** page will display. Enter the information in the required fields:

First Name

Last Name

Middle Name and Suffix (not required)

Street Address

City

State

Country

Zip Code

Email Address and Confirm Email Address (must match)

Click the **Continue** button.

From the next screen you will create your User ID, Password and security question.

Choose Your User ID

Enter your **Desired ID**. Your User ID can only have letters and/or numbers and must be between 8-32 characters. If your Desired ID is available, your User ID will display in green and alert you that your choice is available. If your Desired User ID is not available, a message will display to alert you that your choice is not available and ask you to choose a different User ID.

Choose Your Password

Enter what you want your **password** to be. You will re-enter the same password in the second field for confirmation.

Choose A Security Question

Select a **Security Question** from the choices in the drop down. Enter your answer to this Security Question in the **Your Answer** field.

The Security Question is used when you forget your Password or User ID and are requesting it, so make sure you select a question you will remember the answer to.

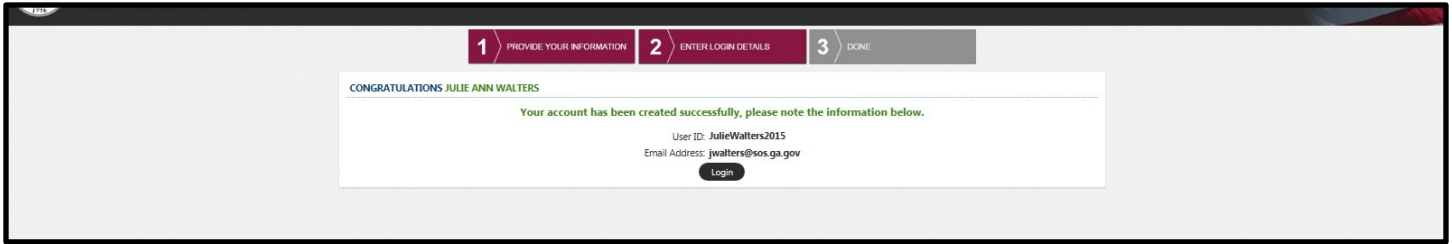
If you think you will not remember any of these or do not really like them, you can select the Others option in the dropdown and create your own Question.

Click the **Create My Account** button.

The screenshot displays a three-step account creation process. Step 1, 'PROVIDE YOUR INFORMATION', is active. The form is divided into three sections:

- CHOOSE YOUR USER ID:** A text input field contains 'JulieWalters2015'. A green message below the field states 'JulieWalters2015 is available'. A note specifies: 'Note: Your User ID can only have alphabets (A-Z,a-z) and/or numbers (0-9)'. A character count '(8-32 characters)' is shown to the right.
- CHOOSE YOUR PASSWORD:** Two password input fields are shown, both containing masked characters (dots).
- CHOOSE A SECURITY QUESTION:** A dropdown menu is set to 'In what city or town was your first job?'. The 'Your Answer' field contains 'Louisville'. A note below reads: '(This is the answer you will need to remember, in case you forget your password)'. At the bottom of this section are two buttons: 'Create My Account' and 'Back'.

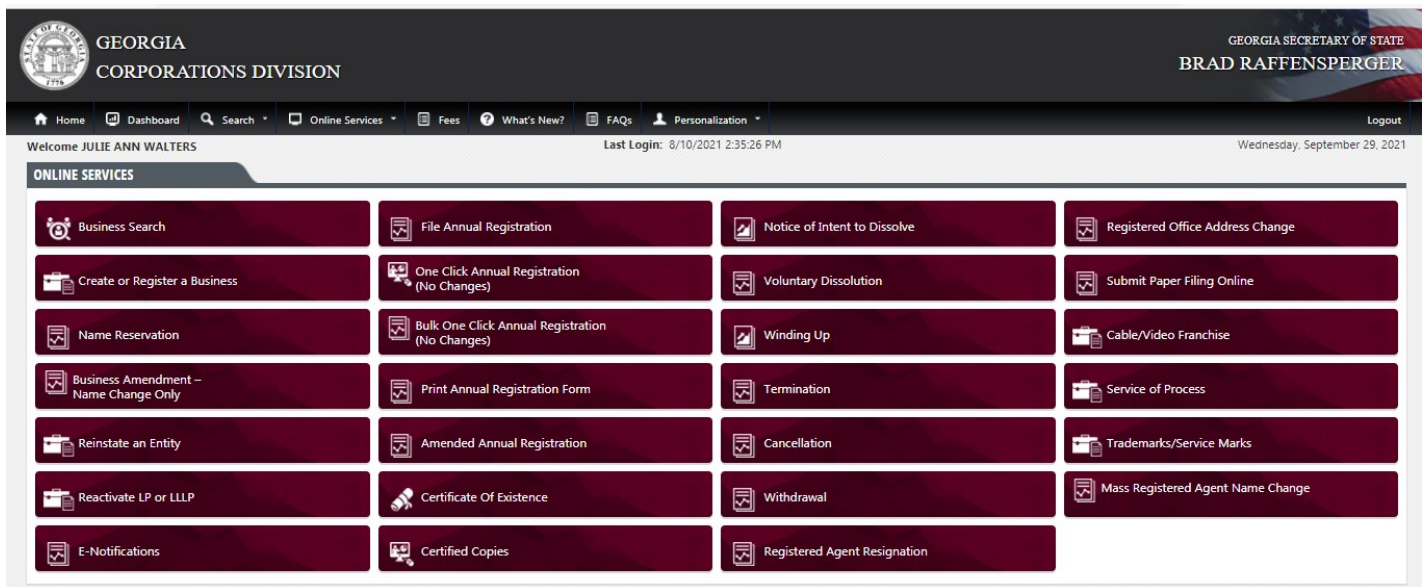
You will receive the **Congratulations** screen that displays your User ID and Email Address.



You will also receive a email letting you know you have successfully registered and created an account.

To Log In and take advantage of online services offered, click the **Log in** button.

From Online Services you have the options of:

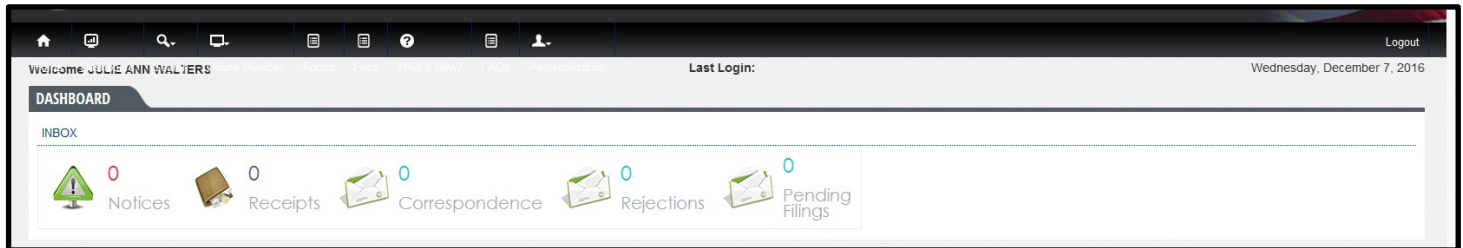


Once you are logged in you can file your Annual Registration by selecting either One Click Annual Registration without changes (see pages 5-8) or Express Annual Registration with changes (see pages 9-16).

After your complete the successful filing you can navigate to **Return to Home** or **View Dashboard**.

When you click on the **View Dashboard**, your Dashboard will display.

From your **Dashboard** at a glance you can review :



Notices

Receipts

Correspondence

Rejections

Pending Filings

Print Annual Registration Form

From the Corporations Division home page click on the **Print Annual Registration Form** button.

Select Annual Registration Period

The first step you will take is selecting the **number of years** you want to file.

Select current year for one year, select two consecutive years or select three consecutive years.

You will make the selection by selecting the appropriate radio button (click to make the circle solid).

NOTE
An entity must file an annual registration each calendar year its due between January 1 and April 1. Annual registration filings made prior to January 1 will NOT be applied to the next annual registration period.

SELECT ANNUAL REGISTRATION PERIOD

File Annual Registration for the current year.
 File Annual Registration for two consecutive years: 2022, 2023
 File Annual Registration for three consecutive years: 2022, 2023, 2024

You have selected to file

If changes to your entity need to be made after the annual registration has been filed, such as principal office address, officer (corporations only), registered agent name and address within the 3 years, an amended annual registration must be filed. The fee to file an amended annual registration is \$20.00. Annual registration fees will not be refunded if an entity is dissolved, cancelled, terminated, merged out of existence, withdrawn, administratively dissolved, or revoked prior to the end of an annual registration period.

From Annual Registration Form page search for your business by either the **Business Name** or **Control Number** by selecting the appropriate radio button (click to make the circle solid).

Enter the **Business Name** or **Control Number** into the appropriate empty field.

Click the **Search Business** button.

ANNUAL REGISTRATION FORM

Search Business Business Information Officer Maintenance Review Payment Status

NOTE
An entity must file an annual registration each calendar year between January 1 and April 1. Annual registration filings made in this calendar year will NOT be applied to the next calendar year's annual registration.

BUSINESS SEARCH

ENTER HERE

Search Business Clear Back

Search can be done on Business Name or Control Number
Example: Search for Business Name = Atlanta.
Result: Businesses containing Atlanta will be displayed.

The **Search Results** will display.

Select the radio button in the row for the correct entity and click the **Continue** button.

ANNUAL REGISTRATION FORM

Search Business Business Information Officer Maintenance Review Payment Status

NOTE
An entity must file an annual registration each calendar year between January 1 and April 1. Annual registration filings made in this calendar year will NOT be applied to the next calendar year's annual registration.

BUSINESS SEARCH

Search By: Business Name Control Number

Harrison

Search Business Clear Back

Search can be done on Business Name or Control Number
Example: Search for Business Name = Atlanta.
Result: Businesses containing Atlanta will be displayed.

SEARCH RESULTS

Control Number	Business Name	Business Type	Status
0629581	THE HARRISON-BELL GROUP, LLC	Domestic Limited Liability Company	Abandoned <input type="radio"/>
11025546	HARRISONS ENTERPRISES, LLC	Domestic Limited Liability Company	Abandoned <input type="radio"/>
K112742	HARRISON HIGH BAND BOOSTERS, INC.	Domestic Nonprofit Corporation	Active/Compliance <input checked="" type="radio"/>
K400140	HARRISON HIGH SCHOOL SOCCER BOOSTER CLUB, INC.	Domestic Nonprofit Corporation	Active/Compliance <input type="radio"/>
J308107	HARRISON MOBILE HOME TRANSPORT & SERVICE, INC.	Domestic Profit Corporation	Active/Compliance <input type="radio"/>
J300482	HARRISON VOLUNTEER FIRE DEPARTMENT, INC.	Domestic Nonprofit Corporation	Active/Compliance <input type="radio"/>
0603655	KASEY T. HARRISON, C.P.A., P.C.	Domestic Professional Corporation	Active/Compliance <input type="radio"/>
0H01032	CHARLES S. HARRISON POST NUMBER 35 OF THE AMERICAN LEGION, DEPT. OF GA., INC.	Domestic Nonprofit Corporation	Active/Compliance <input type="radio"/>
0147727	HARRISON ENTERPRISES, INC.	Domestic Profit Corporation	Active/Compliance <input type="radio"/>
12016875	HARRISON DESIGN DC, LLC	Domestic Limited Liability Company	Active/Compliance <input type="radio"/>

Previous 1 2 3 4 5 Next Page 1 of 66, records 1 to 10 of 660 Go to Page

Continue

Office of the Georgia Secretary of State Attn: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530, Phone:(404) 656-2817 WEBSITE: http://www.sos.ga.gov/
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On this page the entity's information pre-populates and you can review **Business Information**.

You will notice at the bottom the question "Would you like to make updates to the business before printing the form?" The answer defaults to No. Review the information.

If there are changes that need to be made, select the radio circle beside Yes and click the **Continue** button. You will then be able to make changes/edits as described on pages 11-13.

If no changes need to be made or if you wish to hand write in changes, click the **Continue to Print Annual Registration Form** button.

ANNUAL REGISTRATION FORM HOME

Search Business Business Information Officer Maintenance Review Payment Status

BUSINESS INFORMATION

Business Name: **HARRISON HIGH BAND BOOSTERS, INC.** Control Number: **K112742**
 Business Type: **Domestic Nonprofit Corporation** Business Status: **Active/Compliance**
 Business Purpose: _____
 Principal Office Address: **4500 DUE WEST RD NW, KENNESAW, GA, 30152-3855, USA** Date of Formation / Registration Date: **7/23/1991**
 State of Incorporation: **Georgia** Last Annual Registration Year: **2015**
 Email Address : **aa@a.coma** Secondary Email Address : _____

REGISTERED AGENT INFORMATION

Registered Agent Name	Address	Registered Agent Type
Milby, Patricia	4500 Due West Road, Cobb, Kennesaw, GA, 30101, USA	Individual

OFFICER INFORMATION

Officer Name	Officer Title	Business Address
Patricia Milby		3386 Bridle Run Trail, Marietta, GA, 30064, USA
Deana Thompson	Secretary	6118 Braidwood Lane, Acworth, GA, 30101, USA
Sue Gray	CFO	1014 Fairwood Lane, Acworth, GA, 30101, USA
		3408 Paisley Trace, Kennesaw, GA, 30152, USA

PRINT AR FORM

Would you like to make updates to the business before printing the form ? Yes No

[Back](#) [Continue to Print Annual Registration Form](#)

Click the **Download AR Form** button.

ANNUAL REGISTRATION FORM HOME

Search Business Business Information Print AR Form Status

Please download your annual registration form.

[Download AR Form](#) [Done](#)

Frequently Asked Questions

Who files an Annual Registration?

Each business entity registered or filed with the Office of Secretary of State is required to file an annual registration. O.C.G.A. §§ 14-2-1622(a), 14-3-1622(a), 14-8-56(a), 14-9-206.5, and 14-11-1103.

When must an Annual Registration be filed?

January 1, 2020 April 1, 2020. Before proceeding, please confirm whether your entity's registration is due for the current year. ***Fees paid for filing an annual registration are non-refundable.*** Entity annual registrations are due by April 1st of each year, but may be filed as early as January 1st.

What is the purpose of an annual registration?

The purpose is to comply with the law. The filing also confirms that the entity still exists. Filing the annual registration provides a current record of an entity's management structure, correct mailing address, and registered agent's name and address.

What happens if I do not file the Annual Registration?

Entities that do not timely file annual registrations, together with all required fees, may be subject to administrative dissolution or revocation of their authorization to transact business in this State. O.C.G.A. §§ 14-2-1420, 14-3-1420, 14-2-1530, 14-3-1530, 14-8-51, 14-11-603 and 14-11-708.

I think I updated my entity last June, do I need to do it again?

Yes. The annual registration process is also the primary vehicle used to update entity accounts; therefore, multiple annual registrations may be filed during the year. In fact, an entity may update its information as many times as it wishes throughout the year simply by filing another annual registration and paying the applicable filing fee. However, it is important to note that multiple annual registrations filed and fees paid in any one year do not "rollover" to the next year. An entity must file at least one annual registration each year between January 1st and April 1st.

Do I need to verify my information?

It is extremely important that each entity verify its information prior to filing. Corrections can only be made by filing another annual registration. The Secretary of State does not have the statutory authority to rescind annual registration filings or refund fees once they have been submitted. Additionally, a person who signs a document he or she knows is false in any material respect with the intent that the document be delivered to the Secretary of State for filing shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.00. O.C.G.A. § 14-2-129.

How do I change an entity's address?

The address is changed by filing an annual registration. The registration may be filed, and changes made, online or with a paper form.

How do I obtain a paper annual registration form?

A paper form may be downloaded from the website by clicking on "Print Annual Registration Form" button.

What types of entities are on file with the Corporations Division?

Business corporations, nonprofit corporations, professional corporations, limited partnerships, and limited liability companies are formed in Georgia by filing with the Corporations Division of the Office of Secretary of State. In some instances, the above entities that form in other states choose to file with the Georgia Secretary of State as “foreign” entities.

How do I change an officer(s) of a corporation?

Officer changes are made by filing an annual registration. The registration may be filed, and changes made, online or with a paper form. Georgia law regarding limited liability companies (“LLCs”) requires only the listing of the registered agent; thus, officers for LLCs are not listed and there is no procedure to “change” them by filing with the Secretary of State.

What does “O.C.G.A.” mean?

It stands for “Official Code of Georgia Annotated” and is often referred to as “the Code.” In short, it is the law. Laws regarding corporations, LLCs and partnerships are found in Title 14 of the Code. Free public access to the Code is available at LexisNexis.

Are a corporation’s bylaws filed with the Secretary of State?

No. Bylaws are maintained by the corporation.

Are the shareholders or owners of a corporation listed with the Secretary of State?

No. That information is maintained by the corporation.

Is there a minimum age for officers of a corporation?

No, the Georgia Business Corporation Code does not impose an age requirement for officers. However, members of the board of directors must be at least 18 years old.

Does the Corporations Division have phone numbers for entities or for their officers or registered agent?

No.

You have read this Step by Step How To Guide.

You have tried to file your Annual Registration, but can not.

What do you do?

Give us a call.

We are here to assist you @ (404) 656-2817.

