

## Filing Your LLC Online

1. Narrow the list of names you like.
2. Do a search on the name yourself. Go to [http://www.sos.state.ok.us/business/business\\_filing.htm](http://www.sos.state.ok.us/business/business_filing.htm) and click on Name Availability.
3. If you find a name that you like and it is very close to another business name, call the Secretary of State Office and ask them to do a search for you. They should be able to confirm if you can use that name. 405.521.3912
4. You can then complete the Articles of Organization to form your LLC. You can download the forms and instructions at <http://www.sos.state.ok.us/forms/fm0074.pdf> . The term of existence (Item 4) will be perpetual. You may mail this to the Secretary of State or you can file online (see next step).

To file online:

1. Click on the following link for Sooner Access and enter payment information.  
<https://www.sooneraccess.state.ok.us/home/home-default.asp>
2. Look on the left side and click on **Web Filings**. It will tell you that it is a fee based function, please enter payment information to proceed. Click **Continue**. Enter the information requested. Click **Continue**.
3. Enter your credit card information. Name and Address should be entered exactly as it is on your credit card statement. If your credit card is in the business name, then enter the business name in this screen otherwise enter your name. Click **Continue**.
4. Once you have entered your credit card information, do not click on any other business name or any item that indicates \$\$\$. You will be automatically charged for each file you open.
5. You will then be taken to a Temporary Account Login with terms and conditions. Click **I Accept**.
6. You will be given a session number. Print this page or write this number down. To continue, click where it says **Click Here**.
7. You will be taken to BUSINESS ENTITIES WEB FILING. In the first block you will see Reservation\*Formation\*Registration Documents. Click on the down arrow in the blue box. About midway down the list, you will see **Domestic Limited Liability Company**. Select this one and click **File Document** located immediately to the right.
8. This will take you to the Articles of Organization. You have the option of **Continuing** or **Cancel Filing**.

9. If you click **Continue**, it should bring up a screen that allows you to enter your LLC information and then **submit**.
10. Once you have entered the LLC information and submitted, make sure you **Logout**. This button is located in the upper right corner. An invoice or receipt will appear on your screen. Print this page and keep for use as a tax deduction.