

West Virginia Secretary of State Annual Report Online Filing Instructions

1. Log on to www.business4wv.com
2. Enter your **User ID** and **Password** information in the appropriate fields in the **Account Login** dialogue box to log into your personal **Filing Cabinet**.

NOTE: If you **HAVE NOT** already registered your own **User ID** and **Password** through the website, you must do so before you can log in to file the annual report(s). ****See instructions below to register a User ID and Password.***

3. Click the **Login** button, or press Enter.
4. On the **Filing Cabinet** screen, select from the **Filing Option:** dropdown menu the type of business annual report you are filing [i.e., LLC, BT (Business Trust), Corporation, VA (Voluntary Association), LP (Limited Partnership), LLP (Limited Liability Partnership) or Insurance Company AIF (Attorney-In-Fact)].
5. Click **Go**.
6. Enter the company name in the **Name Search** field.

NOTE: When entering the company name, it must be entered **EXACTLY** as it is registered with the Secretary of State's Office (i.e., "A. B. C. Enterprises, Inc." must be entered using the "." and "," exactly as they appear in the name on record). Enter part of your company name and click "Search" to locate the Secretary of State organization. If you find your company name, click on the link for it under the "Organization Name" column to continue. If the name is not found, search again with one or two key words. If you cannot bring up your company, try searching using **LESS** company name information to find more results.)

7. Click **Search**.
8. Select your company by clicking on the link under the **Organization Name** column.
9. Review the ***Company Type* - Data on File at the Secretary of State**.
10. Click **Continue**.

NOTE: If at any point you need to exit the online filing process, select "**Save/Continue Later**" to save your information and return at a later time to complete the filing.

11. Review the company's information by proceeding through the company information editing screens and make any changes by editing the appropriate fields to update the information.
12. Complete the annual report by paying the **\$25 filing fee** with a valid credit or debit card or by paying with an ACH automatic checking account draft. **BE SURE TO ENTER THE CREDIT CARD INFORMATION EXACTLY AS IT APPEARS ON THE CARD.**

13. If you are **filing reports for multiple companies**, you must log back into your Filing Cabinet and **REPEAT Steps 4 – 15**.

***Instructions for registering a User ID and Password through www.business4wv.com.**

Online User Account Registration Instructions

You may register an online user account **Filing Cabinet** by visiting www.business4wv.com. Follow the steps below to set up your own personal **Filing Cabinet User ID and Password**.

- 1) Click on the **Register Now** link (4th link on the left navigation panel under the heading “Business For West Virginia” or 4th link from the left under the Account Login box).

The screenshot displays the homepage of Business For West Virginia. At the top, there is a banner with the text "Business For West Virginia" and the website URL "www.business4wv.com". Below the banner is a navigation menu with several categories: "Business For West Virginia", "Business Filings", "Resources", "News", and "Help". The "Register Now" link is highlighted in red in the "Business For West Virginia" category. A red arrow points from the "Register Now" link in the navigation menu to the "Register Now" link in the "Account Login" box. The "Account Login" box contains fields for "User ID:" and "Password:" and a "Login" button. Below the "Account Login" box, there are links for "Privacy Policy", "Terms of Use", "Forgot Password?", and "Register Now". The "Register Now" link is also highlighted in red. To the right of the "Account Login" box, there is a blue box with the text "HOW TO FILE YOUR ANNUAL REPORT USING THE ONLINE PORTAL WWW.BUSINESS4WV.COM" and a link "CLICK ABOVE to view VIDEO Tutorial".

Welcome to Business For West Virginia
"Always open for business!"

Business4WV.com
is your online portal to state business services in West Virginia. Start here to establish a new West Virginia business or bring your out-of-state company to the Mountain State. Return here to keep your business filings current.

Account Login

User ID:
Password:

[Privacy Policy](#) | [Terms of Use](#) | [Forgot Password?](#) | [Register Now](#)

Open your Business4WV account now!
Learn how your free [Business4WV Account](#) will help you manage your business filings and information.

Starting a new business? Trying to keep your business current?
Business4WV is packed with services and information, from complete online new business registration to detailed help with busi-
[ness Filings](#) for answers to your business needs.

Need assistance to make your business a success?
Access dozens of business [Resources](#) online.

2) Fill out the online **User Registration** form to create your own personal **User Login ID** and **Password** including ALL **REQUIRED FIELDS** marked with a **RED** asterisk (*).

Business For West Virginia
www.business4wv.com

home wv.gov contact

Tuesday, March 03, 2015

User Registration

First Name: *

Last Name: *

Company Name:

Address 1: *

Address 2:

City: *

State: West Virginia *

Postal Code: *

Country: United States *

Phone Number: *

Fax Number:

E-Mail: *

User Login ID: *

Password: *

Confirm: *

Please select a question that has an answer you would not forget, then enter the answer. If you ever forget your password, go to the "Forgot Password" link. The question you selected will be presented. Your answer will confirm your identity.

Question: [select-one] *

Answer: *

* Required Field

Business For West Virginia

- Home
- Contacts
- Log In
- Register Now
- Forgot Password
- Business Filings
 - Start a New Business
 - Update Registration
 - Apply for Licenses/Permits
 - File Annual Reports
 - Lookup PIN
 - File Business Reports
 - Maintain Employer Accounts
 - Close a Business
 - Register Trade Name
 - File Trade Name Withdrawal
 - File Address/Officer Change
 - File LLC/PLC
 - Termination/Cancellation
 - File LP Cancellation
- Resources
 - Get Startup Help
 - Find Financial Assistance
 - Learn Employer Duties
 - Find Employees
 - Get Publications
 - Find Forms
- News
 - In the Headlines
 - New Online Services
- Help
 - Understanding Your Account
 - Your Filing Cabinet
 - Filing Online
 - Getting Help
 - Frequently Asked Questions

Quick Help

Note: The **User Login ID** must meet the following criteria:

- **7 – 40 alpha-numeric characters**
- **User ID is case sensitive**

The **Password** must meet the following criteria:

- **7 – 15 alpha-numeric characters** and AT LEAST ONE of the following **special characters** (~, !, \$, %, &, *, _, +). It **CANNOT** contain any of the following special characters: @, ^, or #.
- **Password is Case Sensitive**

Store this information in a safe place for future reference to log into your **Filing Cabinet**.

3) From the **Account Login** screen, login to your user account by entering your **User ID** and **Password** in the fields where indicated.

The screenshot displays the Business For West Virginia website. The header features the logo and the URL www.business4wv.com. A navigation menu on the left lists various services such as Home, Log In, Register Now, and Business Filings. The main content area includes a welcome message, a navigation menu, and a central 'Account Login' form. The form has two input fields for 'User ID' and 'Password', and a 'Login' button. Below the form are links for 'Privacy Policy', 'Terms of Use', 'Forgot Password?', and 'Register Now'. To the right of the login form is a blue box with the text 'HOW TO FILE YOUR ANNUAL REPORT USING THE ONLINE PORTAL WWW.BUSINESS4WV.COM' and a link to a video tutorial.

4) Click **Login** button.

5) On the **Filing Cabinet** screen, select the appropriate **“File Annual Report”** option for your specific business structure type (i.e., **LLC, Corporation, Business Trust, Voluntary Association**, etc.) from the **Filing Option** drop-down menu (next to the **Go** button).

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www.business4wv.com

home wv.gov contact

Tuesday, March 03, 2015

Filing Cabinet for Jane Doe

All of your filings will be listed here, and the sorting options will help you organize them. Whether you are working on a filing, checking the status of one you have submitted, or reviewing a filing that has been approved, your filing cabinet keeps the filings at your fingertips.

To begin a new business registration or other filing, select a filing option from the list below. An interview wizard will guide you through the filing process and allow you to submit your filing for processing.

To access a saved form or publication, click *My Forms* in the left menu.

Filing for a new business online eliminates filing by paper application for *The Secretary of State, State Tax Department & Workforce West Virginia*. If you already COMPLETED or have BEGUN the application process by paper, **YOU MAY NOT FILE ONLINE.**

Filing Option: Register New Business Go

Sort By: Created Desc Sort

Filing Name	Status	Created	Completed	Other Filings
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Items / Page 10 Go

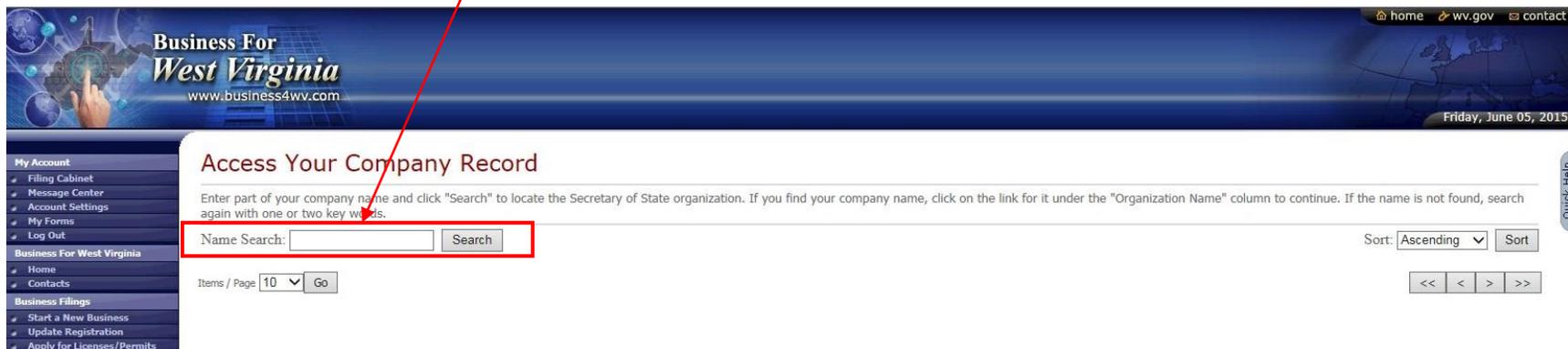
1 of 1

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100%

6) Click **Go**.

7) Access your company record: In the **Name Search** field, enter part of your company name and click **Search** to locate the organization.



If your search results indicate **no results are found**:

- a. Ensure you have selected the correct business structure from the **Filing Option** dropdown menu (i.e., **LLC, Corporation, Business Trust, Voluntary Association**, etc.). If the organization is a "Corporation" and you select "File LLC Annual Report," the system will not find your organization. The business structures must match.
- b. Be sure the organization name is spelled **EXACTLY** as it is registered with Secretary of State. We recommend searching for **LESS** of the name to ensure broader search results. For example, if you are unsure if the name uses "." (periods) or "," (commas) in the name, use only a distinguishable word or term. The example below contains the word "American" in the name. The system will locate all organizations with the term "American" in the name (see image below).

8) Click on the company name in the **Organization Name** menu display. *In this example, we have searched for All American Builders, LLC using the word "American."*

The screenshot shows the 'Business For West Virginia' website interface. The header includes the logo and navigation links for home, wv.gov, and contact. The date is Friday, June 05, 2015. A left sidebar contains a 'My Account' menu with options like Filing Cabinet, Message Center, and Log Out. The main content area is titled 'Access Your Company Record' and contains a search form with 'american' entered. Below the search form is a table of results:

Organization Name	Status
1ST AMERICAN SYSTEMS AND SERVICES LLC	New
AFFORDABLE AMERICAN & IMPORTS PREOWNED L.L.C.	New
ALL AMERICAN BUILDERS, LLC	New
ALL AMERICAN BUILDING SYSTEMS, LLC.	New
ALL AMERICAN CLEANING SERVICES LLC	New
ALL AMERICAN CONSTRUCTION, LLC	New
ALL AMERICAN ENTERPRISES L.L.C.	New
ALL AMERICAN FINANCIAL SERVICES, LLC	New
ALL AMERICAN GLASS GROUP, L.L.C.	New
ALL AMERICAN HOME IMPROVEMENT LLC	New

Below the table, there is a pagination control showing 'Items / Page 10' and a 'Go' button. A 'Quick Help' link is visible on the right side of the page.

Congratulations! You are now in the organization's Annual Report.

9) Follow the on screen instructions to complete filling out the online Annual Report. You will be prompted to enter the report filing fee payment at the end of the online filing process. You may pay online using a credit or debit card or by using an ACH automated check by entering your checking account information.

If you need to log out of your account before completing the online registration, click on the **Save/Continue Later** button to save your information. You may continue at a later time by logging into your account using your User ID and Password and continuing the online registration process. From your **Filing Cabinet**, you may file Annual Reports for an unlimited number of businesses through www.business4wv.com. Visit our [Frequently Asked Questions](#) link to address many of the questions you may have regarding the website.