

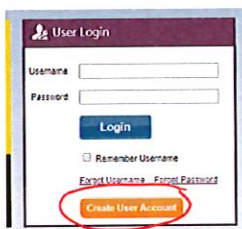
Making an Online Payment for Registration Fees

The Secretary of State's office now offers online payment for registration fees. This option requires a simple 4-step process.

1. Create an online account
2. Provide a credit or debit card payment to replenish your account balance
3. Note your online account number to provide as payment for your registration
4. Email your registration form

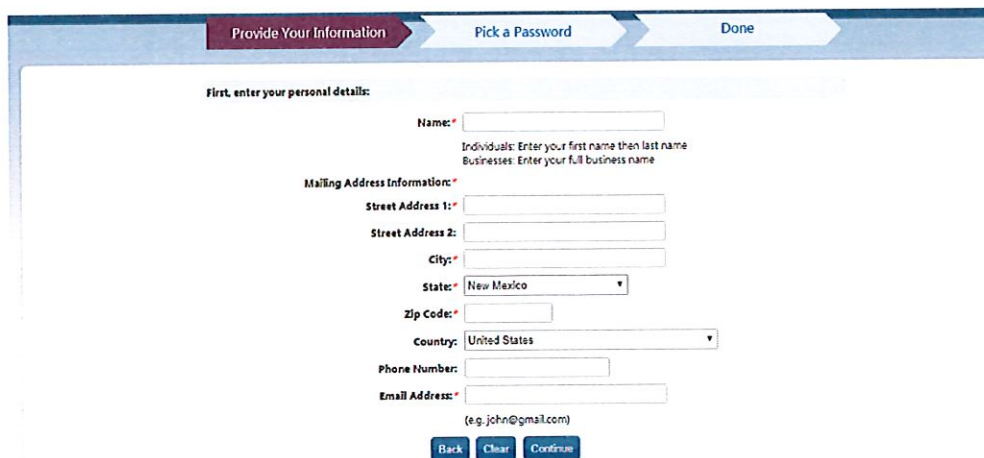
Step 1 – Create an Online Account

1. Navigate to <https://portal.sos.state.nm.us/BFS/online/Account>
2. Click on "Create User Account"



The screenshot shows a 'User Login' form with fields for 'Username' and 'Password', a 'Login' button, a 'Remember Username' checkbox, and links for 'Forgot Username' and 'Forgot Password'. A red circle highlights the 'Create User Account' link at the bottom of the form.

3. Follow the online instructions to provide your information and create a username, password, and security question.



The screenshot shows the 'Provide Your Information' step of the account creation process. It includes a progress bar with three steps: 'Provide Your Information', 'Pick a Password', and 'Done'. The main form area is titled 'First, enter your personal details:' and contains the following fields:

- Name: * (with instructions: Individuals: Enter your first name then last name; Businesses: Enter your full business name)
- Mailing Address Information: *
 - Street Address 1: *
 - Street Address 2: *
 - City: *
 - State: New Mexico (dropdown menu)
 - Zip Code: *
 - Country: United States (dropdown menu)
- Phone Number: *
- Email Address: * (with example: e.g. john@gmail.com)

At the bottom of the form are three buttons: 'Back', 'Clear', and 'Continue'.

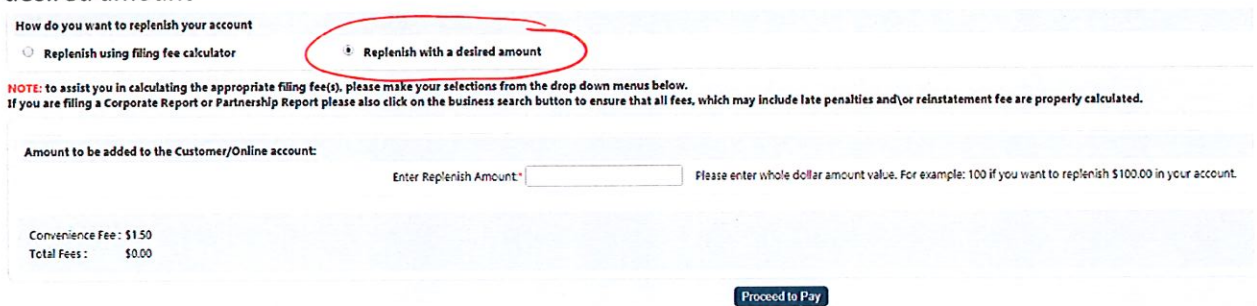
4. Log in to your account using your newly created user name and password.

Step 2 – Replenish Your Account Balance

1. In the Replenish Account Balance section, click on “Replenish Account”



2. When prompted to selection how to replenish your prepaid account, choose “Replenish with desired amount”



How do you want to replenish your account

Replenish using filing fee calculator Replenish with a desired amount

NOTE: to assist you in calculating the appropriate filing fee(s), please make your selections from the drop down menus below.
If you are filing a Corporate Report or Partnership Report please also click on the business search button to ensure that all fees, which may include late penalties and/or reinstatement fee are properly calculated.

Amount to be added to the Customer/Online account:

Enter Replenish Amount: Please enter whole dollar amount value. For example: 100 if you want to replenish \$100.00 in your account.

Convenience Fee : \$1.50
Total Fees : \$0.00

Proceed to Pay

3. Enter the amount of your registration fees in the “Enter Replenish Amount” box. The fee is \$50.00 per lobbyist employer. You can replenish the account for the amount to cover all of the registrations you need to submit. For example, if you have 3 employers for which you lobby, replenish your account for \$150.00 (\$50.00 x3). There is a \$1.50 convenience fee for the credit card processing fee that is automatically added to the transaction.
4. When you click “Proceed to Pay,” you will be redirected to a secure credit card processing page and will be prompted to enter your credit card information.

Step 3 – Your Prepaid Account ID Number

The receipt that is generated will have your prepaid account ID number. You can also find it on your log in page, where you will see in the Replenish Account Balance section your account number and the balance available. (See Section 2)

Step 4 – Email Your Completed Registration Form

In the area indicated, provide the account number on the registration form. Email it to SOS-Elections@state.nm.us. We will then process your registration by withdrawing the available funds from your online prepaid account.