

BUSINESS ONLINE FILING HELP



NEW MEXICO SECRETARY OF STATE

REVISED DECEMBER 2024

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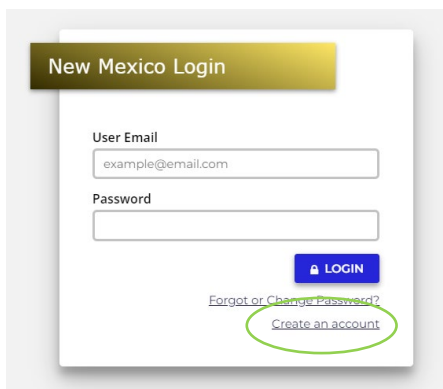
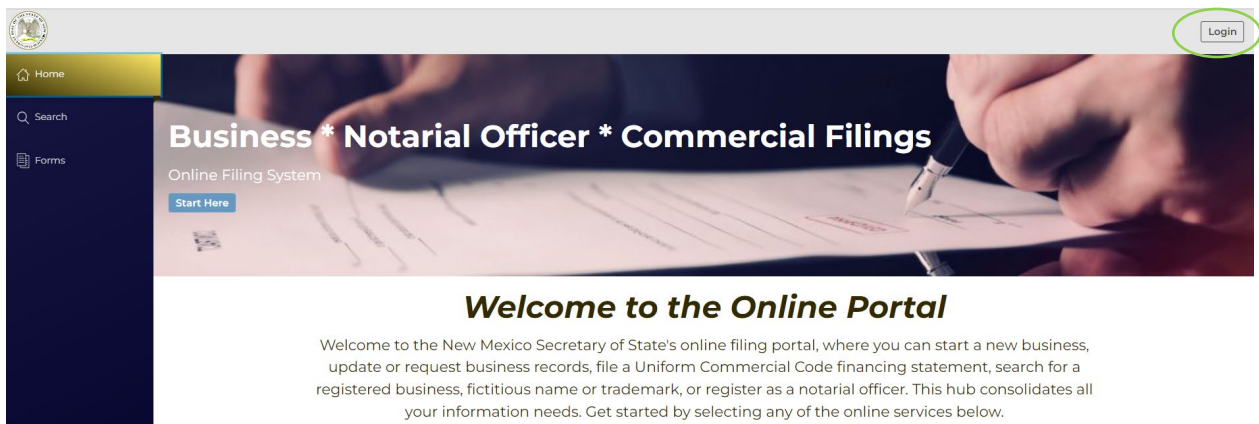
Introduction

The NM Secretary of State filing system for Business filings is SOS Enterprise (SOSE) and can be found at <https://enterprise.sos.nm.gov>. All filings can be submitted and paid for online. The PDF uploads are required for all documents to be submitted with applications. If you do not find the information you need in this help document, please email business.services@sos.nm.gov with your specific question.

File a New Business Registration

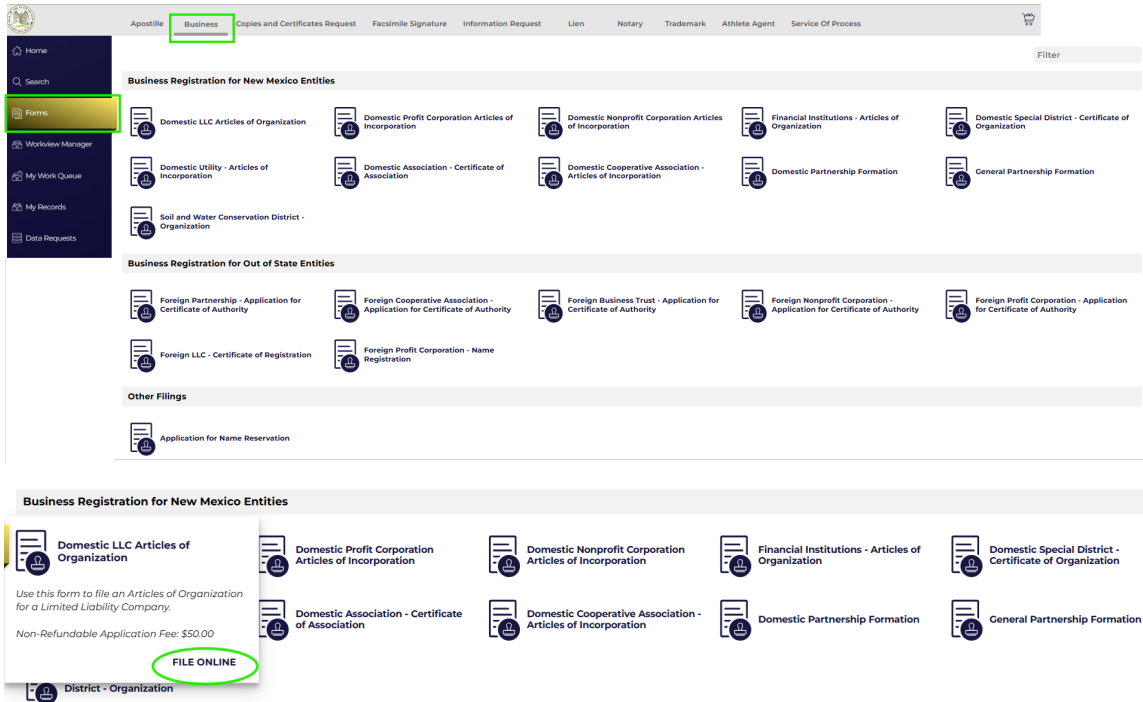
If you are registering a new business in New Mexico, file an initial application.

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:



NOTE: The email address that is used as the login is where all notifications related to filings will be sent.

3. Navigate to “Forms” in the sidebar, select Business from the top tabs and select the Business Type you would like to register. Click File Online:



4. Follow the instructions and filing wizard prompts to complete the filing.

General Information

Before you begin, and to complete this online form, you will need to have available to upload the following document in PDF format:

- Registered Agent Statement of Acceptance, available [here](#).

Information Resources:

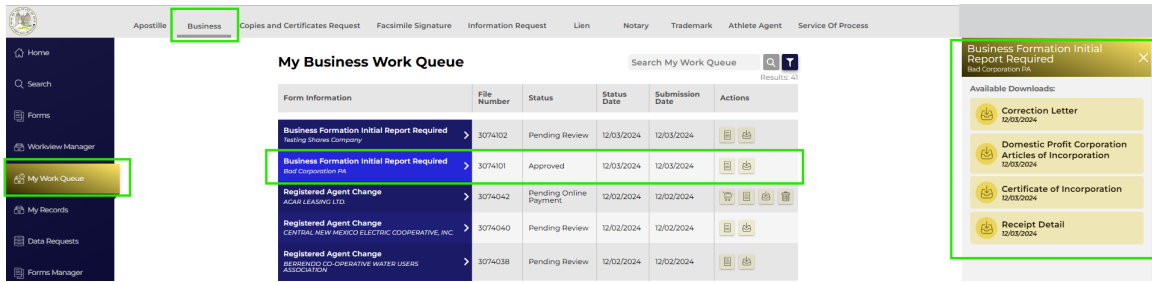
- [Business Services - Start a Business](#)

Application Fees:

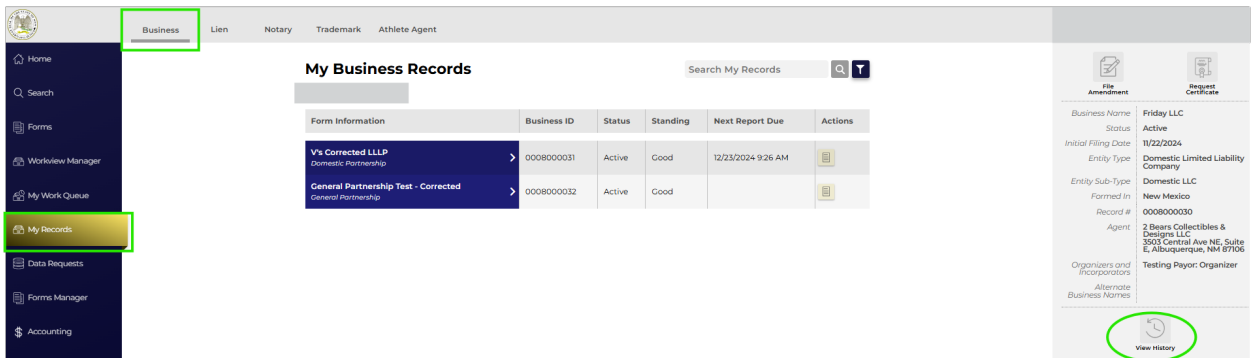
- Application fees vary depending on the type of entity and are in the description of each of the forms.
- Fees are payable by credit or debit card, or by electronic check. There is a convenience fee assessed on credit and debit card transactions.
- IMPORTANT NOTE:** Filing fees are non-refundable. Rejected documents require resubmission and new filing fee. If a filing is sent back for correction repeatedly, it is subject to rejection.*

- Once submitted, your application will be evaluated. You will only receive an email from our office after review and your application has been approved, rejected, or requires correction.
- You can monitor the status of your application from My Business Work Queue while logged in to your account.

- All correspondence, instructions and certificates for each filing are available in My Business Work Queue by clicking on the filing. A slide out drawer will appear with all available downloads.

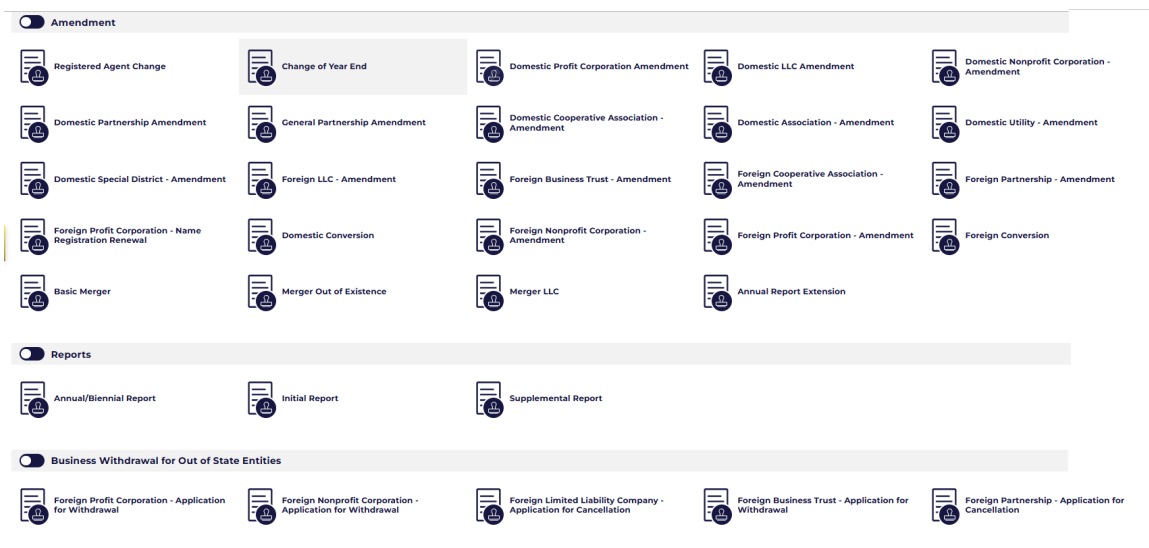


- The filing history of each business will be available to you from My Business Records when you are logged in. See [View Business History](#) for more information on this topic.



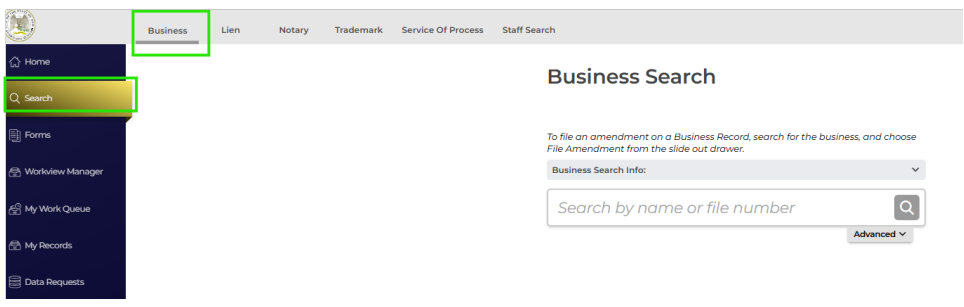
File a Business Amendment

- “Amendments” include any type of non-initial filings. Not all filings apply to every type of entity. Only those filings that are applicable to the type of entity and business standing will be visible to file.

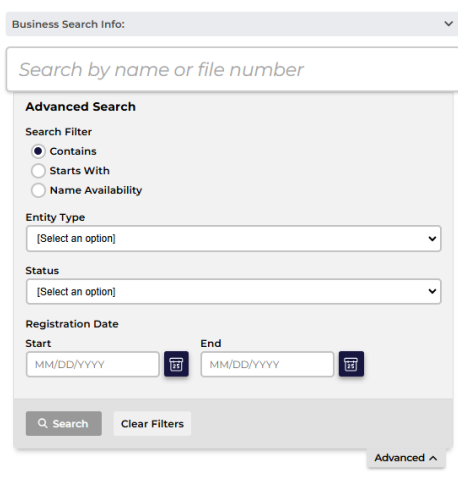




- To file Amendments, you must be logged in. See [Step 1](#) in File a New Business Registration above.
- From the Business Search page, search for the entity name or Business ID:



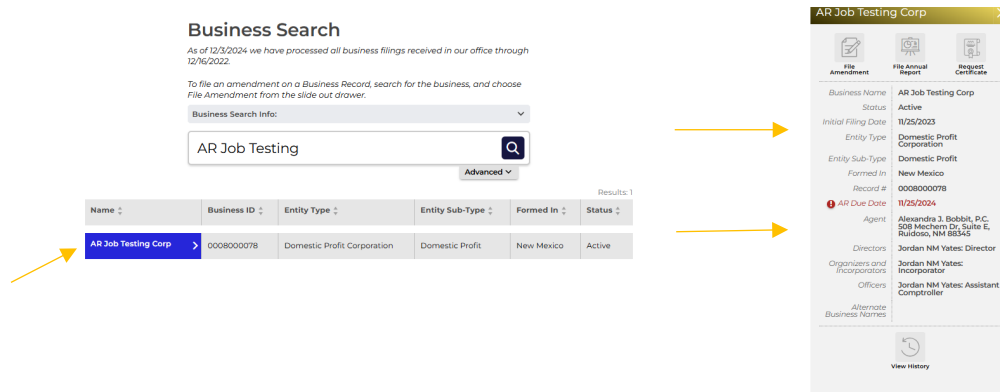
You can also perform an Advanced search by clicking the Advanced dropdown menu:



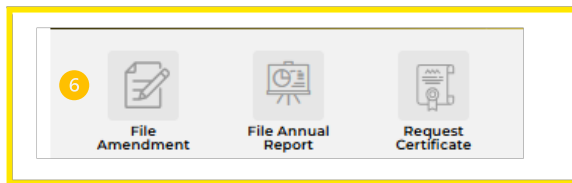
NOTE: Once you have filed on a business record in the SOSE system, that business record will also be available in My Business Records, where you can also file Amendments and request certificates.



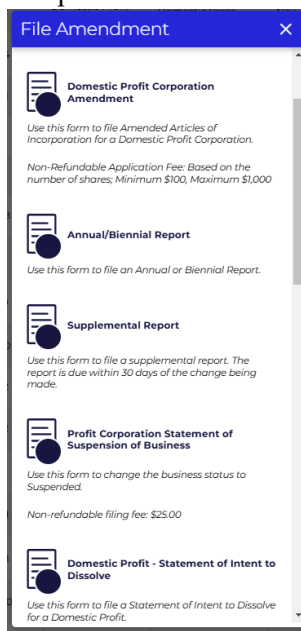
- The results display a grid of information about the business. Clicking on the row of information related to the business opens a side drawer with additional business information.



- The action buttons that appear are those that are available for the entity type.



- Clicking File Amendment brings up the available amendments for the entity. Click the filing to be completed.



- Follow the instructions and filing wizard prompts to complete the filing.
- Once submitted, your application will be evaluated. You will only receive an email from our office after review and your application has been approved, rejected, or requires correction.

9. You can monitor the status of your application from My Business Work Queue while logged in to your account. All correspondence, instructions and certificates are available to download in My Business Work Queue.

The screenshot displays the 'My Business Work Queue' interface. The top navigation bar includes 'Business' (highlighted with a green box), 'Copies and Certificates Request', 'Facsimile Signature', 'Information Request', 'Lien', 'Notary', 'Trademark', 'Athlete Agent', and 'Service Of Process'. The left sidebar contains 'Home', 'Search', 'Forms', 'Workflow Manager', 'My Work Queue' (highlighted with a green box), 'My Records', 'Data Requests', and 'Forms Manager'. The main content area shows a table with two rows of business formation applications, both with a status of 'Approved'. A search bar and 'Results: 2' are visible above the table. On the right, a 'Business Formation' dropdown menu is open, showing a list of 'Available Downloads' including 'Receipt Detail', 'Correction Letter', 'Domestic Partnership Formation', 'Certificate of Organization', and 'Notice of Approval of Initial Filing', all with download icons.

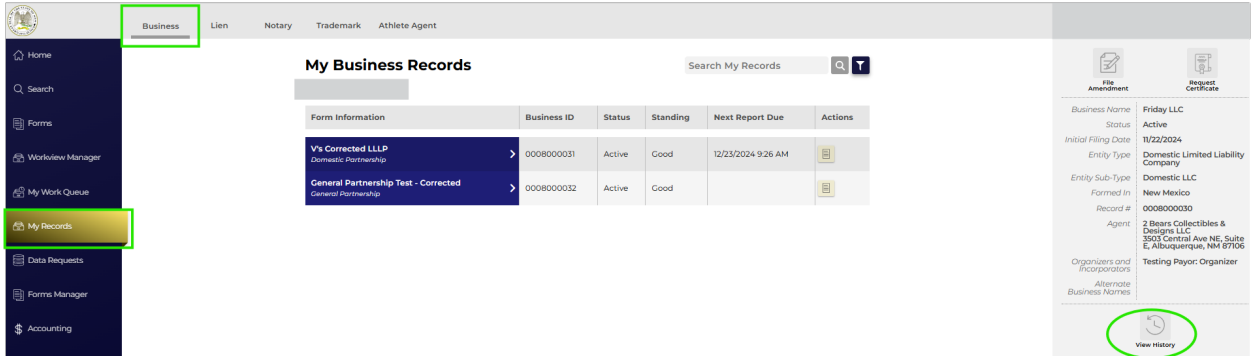
Form Information	File Number	Status	Status Date	Submission Date	Actions
Business Formation General Partnership Year - Corrected	3032539	Approved	11/25/2024	11/25/2024	[Download] [Print]
Business Formation VA Corrected LLP	3032234	Approved	11/23/2024	11/23/2024	[Download] [Print]

Available Downloads:

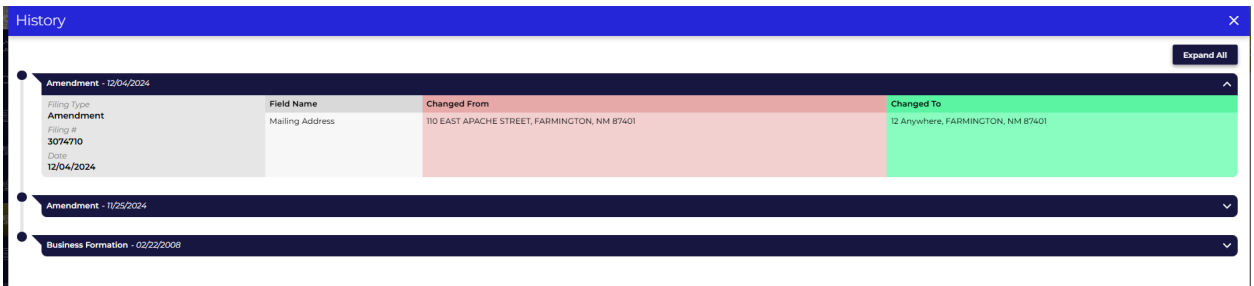
- Receipt Detail 11/25/2024
- Correction Letter 11/25/2024
- Domestic Partnership Formation 11/25/2024
- Certificate of Organization 11/25/2024
- Notice of Approval of Initial Filing 11/23/2024

View Business History

1. You must be logged in to view your records and business history.
2. Your filing history will be available in My Business Records. Clicking on a single business listed in your records brings out the side drawer, and the View History button.

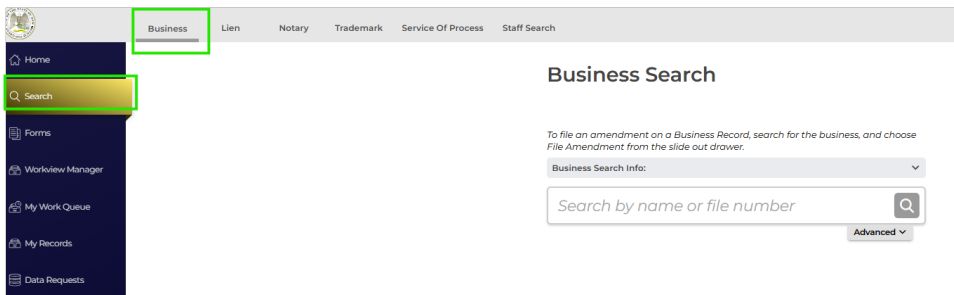


3. The history of all filings will be listed. You can click on any filing to see the filing details including filing type, filing number, date filed, and any changes resulting from that filing.

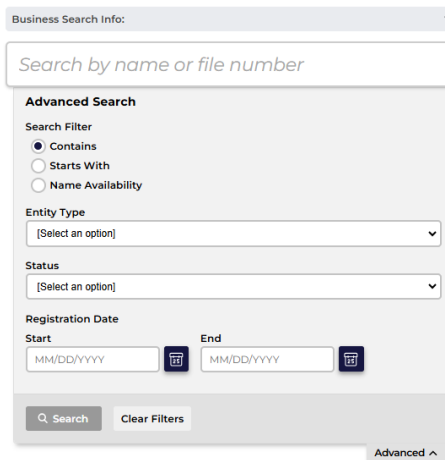


Request Copies and Certificates

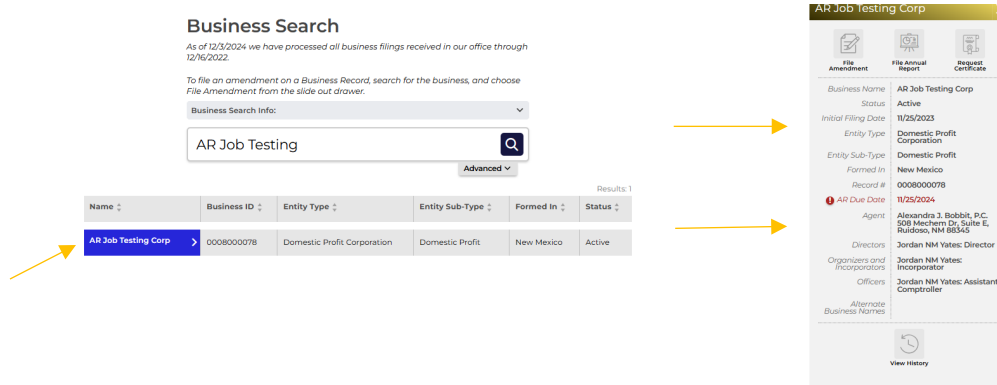
1. You can search for a business to request copies and certificates. From the Business Search page, search for the entity name or Business ID:



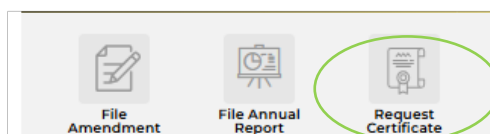
You can also perform an Advanced search by clicking the Advanced dropdown menu:



2. The results display a grid of information about the business. Clicking on the row of information related to the business opens a side drawer with additional business information.



3. Select the Request Certificate Icon.



4. Select from the available certificates:

Request Certificate [X]

Plain Copy Request Filing
Use this form to request plain, non-file stamped copies.
Fees: Non-Profit: \$5.00, Profit: \$10.00, LLC: \$10.00

Business Certified Copies Request Filing
Use this form to request certified file-stamped copies of business filings.
Fees: \$25

Certificate of Status Filing
Use this form to request a certificate verifying the status of a registered business entity.

Certificate of Existence Filing
Use this form to request a certificate verifying an entity being searched is in fact NOT a registered Business Entity authorized to conduct business in the State of New Mexico.

4. Follow the instructions and filing wizard prompts to complete the filing.
5. Once your request is complete, you will find your certificate in My Copies and Certificates Request Work Queue. The certificate can be downloaded and printed. *NOTE: The filing is only available for 90 days in My Work Queue, so it is important to access it within that time frame, or another request and filing fee will be required.*

My Copies and Certificates Request Work Queue Search My Work Queue [X] [T]

Form Information	File Number	Status	Status Date	Submission Date	Actions
Certified Copy Request AB 300 Trading Corp	37	Approved	12/04/2024	12/04/2024	[Download] [Print]

Certified Copy Request
AB 300 Trading Corp

Available Downloads:

- Business Certified Copies Request Filing
12/04/2024
- Copies-37.zip**
12/04/2024
- Receipt Detail
12/04/2024

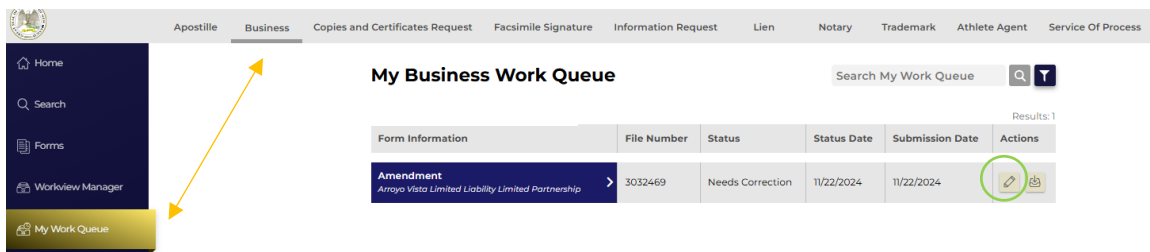
Correct an Application

If you have received an email notification that your filing needs correction, you can correct the filing and resubmit. *NOTE: You have 90 days to resubmit a correction. If not submitted, the application will be auto-rejected and a new filing and filing fee, if applicable, will be required.*

1. Navigate to <https://enterprise.sos.nm.gov>
2. Log in to your account.



3. Navigate to My Business Work Queue and locate the filing that requires correction. Click the Edit button (pencil icon) to open the filing and make the corrections according to the notification you received.



4. Follow the instructions and filing wizard prompts to complete the filing.
5. Once resubmitted it will be sent for review. You will only get email notification of an approval, rejection, or if sent back for correction again.
6. **IMPORTANT NOTE:** *If a filing is sent back for correction repeatedly, it is subject to rejection and a new filing and new filing fee will be required.*