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 <u>https://enterprise.sos.nm.gov</u>. 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 <u>business.services@sos.nm.gov</u> 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 <u>https://enterprise.sos.nm.gov</u>
- 2. If you have an existing account, log in; if you do not, create an account:

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ଦ୍ୱ Home Q Search କ୍ରା Forms	Business * Notarial Officer * Commercial Filings Online Filing System Start Here	
	Welcome to the Online Portal	
New Mexi	Welcome to the New Mexico Secretary of State's online filing portal, where you can start a new business, update or request business records, file a Uniform Commercial Code financing statement, search for a registered business, fictitious name or trademark, or register as a notarial officer. This hub consolidates all your information needs. Get started by selecting any of the online services below.	
User Em	nail	
examp	ple@email.com	
Passwor	LOCIN Forgot or Change Passwerd? 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:

۱	Apostille Business Copies and C	Certificates Request Facsimile Signature I	nformation Request Lien Nota	ry Trademark Athlete Agent Service Of F	Process)m)
⇔ Home						Filter
Q. Search	Business Registration for New Mex	kico Entities				
Forms	Domestic LLC Articles of Organi	zation Domestic Profit Corporatio	on Articles of Domestic Nonpro	fit Corporation Articles Financial Institu		nestic Special District - Certificate of anization
중 Workview Manager 삶 My Work Queue	Domestic Utility - Articles of	Domestic Association - Cer	rtificate of Domestic Coopera	ative Association -	ership Formation	eral Partnership Formation
 My Records Data Requests 	Soil and Water Conservation Dis Organization	trict -				
	Business Registration for Out of St	ate Entities				
	Foreign Partnership - Applicatio Certificate of Authority	n for Foreign Cooperative Assoc Application for Certificate	iation - of Authority Foreign Business Certificate of Auth	Trust - Application for Foreign Nonprof	fit Corporation - Certificate of Authority	ign Profit Corporation - Application Certificate of Authority
	Foreign LLC - Certificate of Regi	stration Foreign Profit Corporation Registration	- Name			
	Other Filings					
	Application for Name Reservation	on				
Business Registr	ation for New Mexico Entitie	s				
Organizatio		Domestic Profit Corporation Articles of Incorporation	Domestic Nonprofit Co Articles of Incorporation			Domestic Special District - Certificate of Organization
Use this form to file a for a Limited Liability Non-Refundable App		Domestic Association - Certificate of Association	Domestic Cooperative		ership Formation	General Partnership Formation
District - Or	FILE ONLINE rganization					

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.
- 5. 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.
- 6. You can monitor the status of your application from My Business Work Queue while logged in to your account.

7. 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.

	Apostille Business Co	opies and Certificates Request Facsimile Signature	Information R	equest Lien	Notary	Trademark	Athlete Agent S	iervice Of Process		
⇔ Home		My Business Work Queue			Sea	rch My Work Q			Re	siness Formation Initial
Q Search		Form Information	File Number	Status	Status Date	Submission Date	Results: 41 Actions		Ava	ilable Downloads:
Forms		Business Formation Initial Report Required Testing Shores Company	3074102	Pending Review	12/03/2024	12/03/2024	8			Domestic Profit Corporation
술 My Work Queue	1	Business Formation Initial Report Required Bad Corporation PA	3074101	Approved	12/03/2024	12/03/2024	8			Articles of Incorporation
🔂 My Records	_	Registered Agent Change	3074042	Pending Online Payment	12/02/2024	12/02/2024				Certificate of Incorporation
Data Requests		Registered Agent Change CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.	3074040	Pending Review	12/02/2024	12/02/2024				Receipt Detail 12/03/2024
E Forms Manager		BERRENDO CO-OPERATIVE WATER USERS	3074038	Pending Review	12/02/2024	12/02/2024				

8. The filing history of each business will be available to you from My Business Records when you are logged in. See <u>View Business History</u> for more information on this topic.

	Business	Lien Nota	ry Trademark Athlete Agent						
습 Home			My Business Records			Sea	arch My Records	۹ ۲	
Q Search								_	
Forms			Form Information	Business ID	Status	Standing	Next Report Due	Actions	Bu
			V's Corrected LLLP						Initial Fi
Vorkview Manager			Domestic Partnership	> 0008000031	Active	Good	12/23/2024 9:26 AM		En
My Work Queue			General Partnership Test - Corrected	> 0008000032	Active	Good			Entity Sul For
.,	L.		General Paraleship						Rec
My Records									
Data Requests									Organize Incorpo
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\$ Accounting									

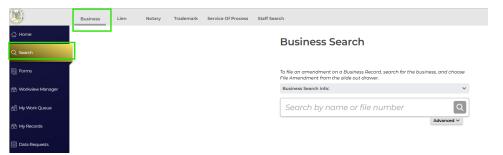
File a Business Amendment

1. "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.

Amendment				
Registered Agent Change	Change of Year End	Domestic Profit Corporation Amendment	Domestic LLC Amendment	Domestic Nonprofit Corporation -
Domestic Partnership Amendment	General Partnership Amendment	Domestic Cooperative Association -	Domestic Association - Amendment	Domestic Utility - Amendment
Domestic Special District - Amendment	Foreign LLC - Amendment	Foreign Business Trust - Amendment	Foreign Cooperative Association -	Foreign Partnership - Amendment
Foreign Profit Corporation - Name Registration Renewal		Foreign Nonprofit Corporation -	Foreign Profit Corporation - Amendment	Foreign Conversion
Basic Merger	Merger Out of Existence	Merger LLC	Annual Report Extension	
Reports				
Annual/Biennial Report	Initial Report	Supplemental Report		
Business Withdrawal for Out of State	Entities			
Foreign Profit Corporation - Application for Withdrawal	Foreign Nonprofit Corporation - Application for Withdrawal	Foreign Limited Liability Company - Application for Cancellation	Foreign Business Trust - Application for Withdrawal	Foreign Partnership - Application fo Cancellation

Miscellaneous Filings				
Nonprofit Corporation Statement of	Registered Agent Resignation	Statement of Suspension of Business	Settle Dishonored Payment (Business)	Notice of Dishonored Payment (Business)
	Audit Request			

- 2. To file Amendments, you must be logged in. See <u>Step 1</u> in File a New Business Registration above.
- 3. 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:

Advanced Se	arch		
Search Filter			
Contains			
Starts With			
Name Avai	lability		
Entity Type			
[Select an optio	n]		~
Status			
[Select an optio	n]		~
Registration Da	te		
Start		End	

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.

8	Business Lie	en Notary	Trademark Athlete Agent						È
û Home			My Business Records			s	earch My Records	Q T	Testing V's O General Partnership
Q, Search								_	R
🗐 Forms			Form Information	Business ID	Status	Standing	Next Report Due	Actions	Arrenderers
/ Workview Manager			Testing V's GP	> 0009000003	Active	Good		E	Business Norm Statu
CD worknew Harager			General Partnership						Initial Filing Date
AS My Work Queue			Testing an FLLC Poneign Limited Liability Company	> 0008000061	Active	Good			Entity Type
E in the second			Peringin Limited Debuily Company						Entity Sub-Type
(b) My Records									Formed In
									Record #
📰 Data Requests									Agen
									Partner

4. 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.

								AR Job Testin	g Corp	
		Business	Search						-	
			ve processed all business filings i	received in our office thr	ough			1	C 1	T.
		12/16/2022.						File Amendment	File Annual Report	Request
			t on a Business Record, search fo n the slide out drawer.	or the business, and cho	ose			Business Name	AR Job Testin	g Corp
		Business Search Info			~			Status	Active	
								Initial Filing Date	11/25/2023	
		AR Job Test	ina		Q			Entity Type	Domestic Pro Corporation	fit
								Entity Sub-Type	Domestic Pro	fit
				Advanced	~			Formed In	New Mexico	
						Results: 1		Record #	0008000078	
	Name 👙	Business ID 🖄	Entity Type 🗅	Entity Sub-Type 👙	Formed In 1	Status ±		AR Due Date	11/25/2024	
							 	Agent	Alexandra J. E 508 Mechem Ruidoso, NM	obbit, P.C. Dr, Suite E, 88345
-	AR Job Testing Corp	> 0008000078	Domestic Profit Corporation	Domestic Profit	New Mexico	Active		Directors	Jordan NM Ya	tes: Director
								Organizers and Incorporators	Jordan NM Ya Incorporator	tes:
								Officers	Jordan NM Ya Comptroller	tes: Assistant
								Alternate Business Names		
									5 View History	

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



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



- 7. Follow the instructions and filing wizard prompts to complete the filing.
- 8. 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.

5	Apostille Business Copies ar	nd Certificates Request Facsimile Signatu	re Information R	equest Li	en Notary	Trademark Ath	ete Agent Service Of Process		<u>hin</u>
3 Home		My Business Work Qu	eue		Sea	irch My Work Queue	QT		iness Formation
Search							Results: 2	Avai	able Downloads.
Forms		Form Information	File Number	Status	Status Date	Submission Date	Actions	C	Receipt Detail
) Workview Manager		Business Formation General Partnership Test - Corrected	> 3032539	Approved	11/25/2024	11/25/2024		e	Correction Letter
My Work Queue		Business Formation Vis Corrected LLLP	> 3032234	Approved	11/23/2024	11/23/2024		e	Domestic Partnership Formation 1/23/2024
My Records								e	Certificate of Organization
Data Requests Forms Manager								e	Notice of Approval of Initia Filing 1/23/2024

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.

۲	Business	Lien Notary	Trademark Athlete Agent							
☆ Home			My Business Records			Sea	arch My Records	۹ ۲	Ì	
Q Search									File Amendmer	t Cert
🗐 Forms			Form Information	Business ID	Status	Standing	Next Report Due	Actions	Business Nan Stati	e Friday LLC s Active
🕾 Workview Manager			V's Corrected LLLP Domestic Partnership	> 0008000031	Active	Good	12/23/2024 9:26 AM		Initial Filing Da Entity Typ	e 11/22/2024 e Domestic Limit Company
음 My Work Queue			General Partnership Test - Corrected	> 0008000032	Active	Good		E	Entity Sub-Ty; Formed	
🔄 My Records									Record Age	# 0008000030 2 Bears Collecti Designs LLC 3503 Central Av E, Albuquerque
Data Requests									Organizers ar Incorporato	
Forms Manager									Alterna Business Nam	e s
\$ Accounting										Uiew History

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.

History	×
	Expand All
Amendment - 12/04/2024	×
Amendment - 1/25/2024	×.
Business Formation - 02/22/2008	~

His	story			×
â				Expand All
•	Amendment - 12/04/2024			^
	Filing Type	Field Name	Changed From	Changed To
	Amendment Filing # 3074710 Dote 12/04/2024	Mailing Address	10 EAST APACHE STREET, FARMINGTON, NM 87401	12 Arywhere, FARMINCTON, NM 87401
	Amendment - 11/25/2024 Business Formation - 02/22/2008			`
	Business Formation - 02/22/2008			č

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:

3	Business	Lien	Notary	Trademark	Service Of Process	Staff Searc	h	
습 Home							Business Search	
Q Search								
Forms							To file an amendment on a Business Record, search for the bu File Amendment from the slide out drawer.	usiness, and choose
📄 Forms								usiness, and choose
							File Amendment from the slide out drawer.	
— 🕾 Workview Manager							File Amendment from the slide out drawer. Business Search Info:	~

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

		umber		
Advanced Search				
Search Filter				
Contains				
Starts With				
Name Availability				
Entity Type				
[Select an option]				
Status				
[Select an option]				
Registration Date				
Start	End			
MM/DD/YYYY	II MM/DI	D/YYYY	Ħ	
	_			

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.

									A RESOLUTION	g corp	
		Business							(F	Gi	To.
		As of 12/3/2024 we ha 12/16/2022.	ve processed all business filings r	eceived in our office thi	ough				File	File Annual Report	Request Certificate
		To file an amendment on a Business Record, search for the business, and choose File Amendment from the slide out drawer.								AR Job Test	ing Corp
		Business Search Info			~				Status		
								_	Initial Filing Date		
		AR Job Test	ina		Q				Entity Type	Domestic Pr Corporation	rofit
									Entity Sub-Type	Domestic Pr	rofit
				Advanced	~				Formed In	New Mexico	>
						Results: 1			Record #		8
	Name 🖞	Business ID 👌	Entity Type 🗅	Entity Sub-Type 🖞	Formed In :	Status :			AR Due Date	11/25/2024	
								-	Agent	Alexandra J. 508 Mecher Ruidoso, NM	Bobbit, P.C. m Dr, Suite E, 4 88345
-	AR Job Testing Corp	> 0008000078	Domestic Profit Corporation	Domestic Profit	New Mexico	Active			Directors	Jordan NM	Yates: Director
									Organizers and Incorporators	Jordan NM Incorporato	Yates: r
									Officers	Jordan NM Comptroller	Yates: Assistan r
									Alternate Business Names		
										U View History	

3. Select the Request Certificate Icon.



4. Select from the available certificates:



- 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.*

3	Apostille	Business	Copies and Certificates Request Facsimile Sig	inature Informat	ion Request	Lien No	tary Trademark Atl	hlete Agent Service Of	Process
습 Home			My Copies and Cert	ificates Re	quest Wo	ork			
Q Search			Queue				Search My Work Queue	Results 1	
Forms			Form Information	File Number	Status	Status Date	Submission Date	Actions	
🕾 Workview Manager			Certified Copy Request AR Job Testing Corp	37	Approved	12/04/2024	12/04/2024		
re My Work Queue									
C									

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

User Email		
example@or	nail.com	
Password		_
	Ecroct or Cha	A LOGIN

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.

	9	Apostille	Business	Copies and Certificates Request	Facsimile Signature	Information Requ	uest Lien	Notary	Trademark	Athlete Agent	Service Of Process
G	} Home		1	My Busines	s Work Queu	e		Search	My Work Que	eue Q	7
С), Search				•••••					Result	-
Ę	Forms			Form Information		File Number	Status	Status Date	Submission	Date Actions	
6	B Workview Manager			Amendment Arroyo Vista Limited Liabi	lity Limited Partnership	> 3032469	Needs Correction	11/22/2024	11/22/2024	Ø	
ć	S My Work Queue	•									

- 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.*