

ATHLETE AGENT ONLINE FILING HELP



NEW MEXICO SECRETARY OF STATE

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Contents

Introduction.....	2
File an Application for Domestic Athlete Agent.....	2
Register a Foreign Athlete Agent in New Mexico	3
View Status and History.....	4
File a Renewal Application.....	5
Correct an Application	6

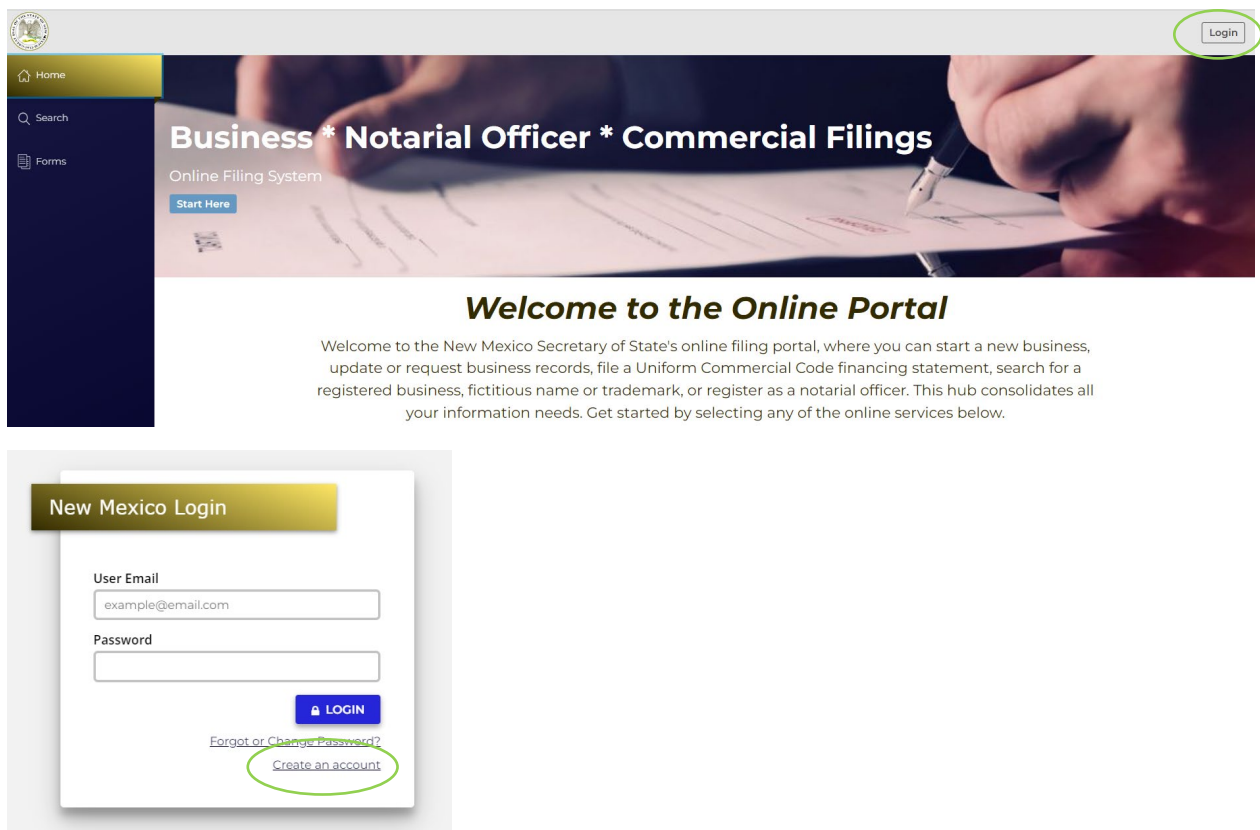
Introduction

The NM Secretary of State filing system is SOS Enterprise (SOSE) and can be found at <https://enterprise.sos.nm.gov>. Athlete Agent registrations 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 an Application for Domestic Athlete Agent

If you are registering to be an Athlete Agent in New Mexico, file an Athlete Agent Registration.

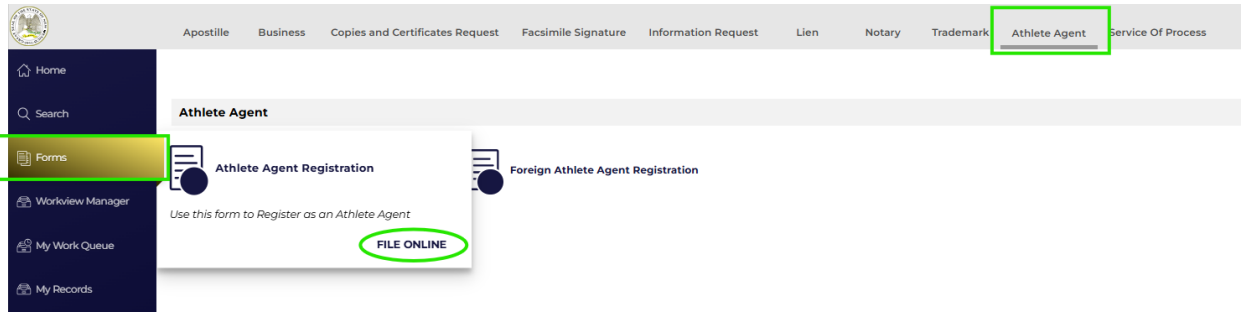
1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:



The image shows a screenshot of the New Mexico Secretary of State's online filing portal. The top navigation bar includes a 'Home' button and a 'Login' button (circled in green). The main content area features a banner for 'Business * Notarial Officer * Commercial Filings' with a 'Start Here' button. Below the banner is a 'Welcome to the Online Portal' message. A separate window shows the 'New Mexico Login' form with fields for 'User Email' (containing 'example@email.com') and 'Password', a 'LOGIN' button, and links for 'Forgot or Change Password?' and 'Create an account' (circled in green).

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 Athlete Agent from the top tabs and select Athlete Agent Registration. Click File Online:

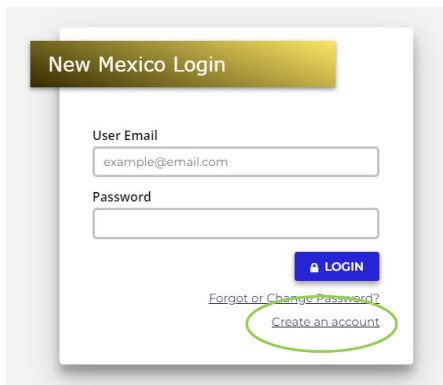
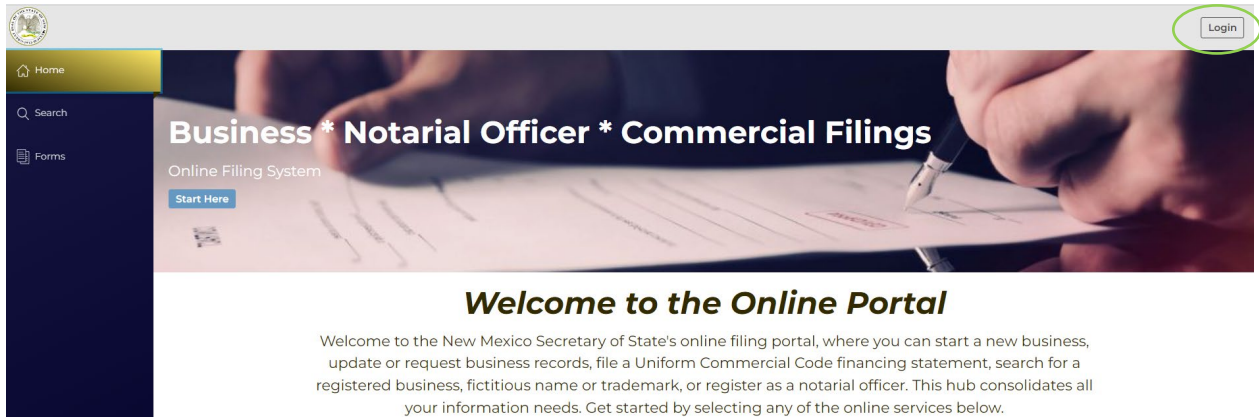


4. Follow the instructions and filing wizard prompts to complete the filing.
5. Once submitted, your application will be evaluated. You will only receive an email from our office after review and your application has been approved, rejected, or requires correction.

Register a Foreign Athlete Agent in New Mexico

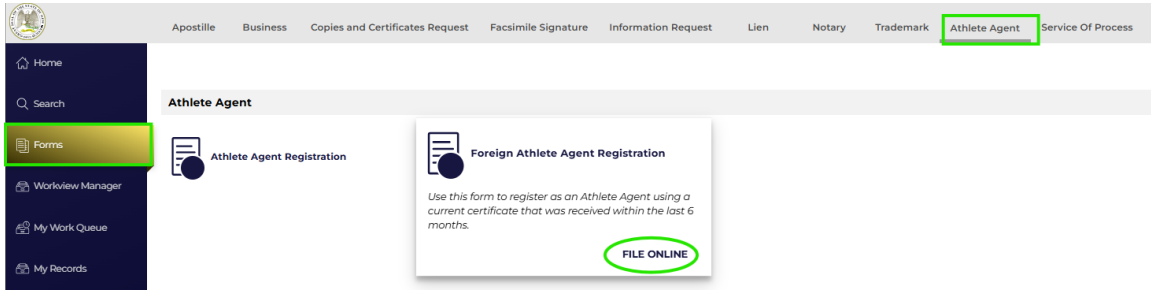
If you are registering to be an Athlete Agent in New Mexico and are already licensed as an Athlete Agent in another state, file a Foreign Athlete Agent Registration. The filing fee is \$200, payable online by credit or debit card or via e-check.

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.

- Navigate to “Forms” in the sidebar, select Athlete Agent from the top tabs and select Foreign Athlete Agent Registration. Click File Online:

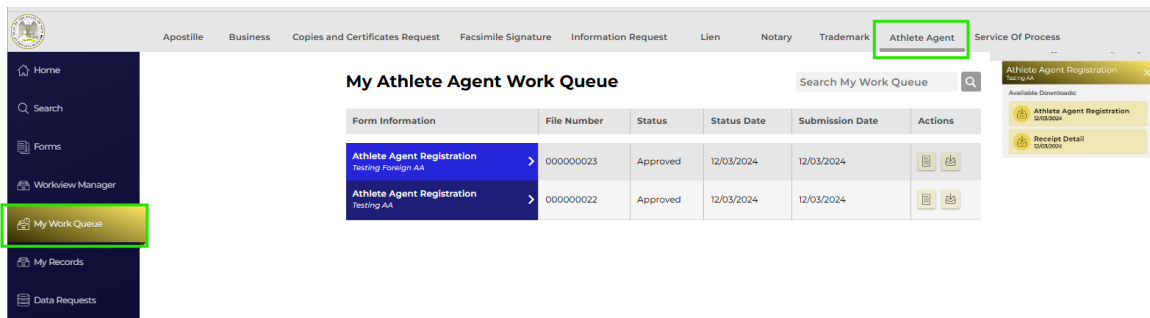


- Follow the instructions and filing wizard prompts to complete the filing. This filing requires a PDF upload of the proof of certification as an Athlete Agent in another qualifying state. The certification in that state must have current and identical information as the application in New Mexico and must have been certified within 6 months of the filing of this application.
- Once submitted, your application will be evaluated. You will receive an email from our office after review and your application has been approved, rejected, or requires correction.

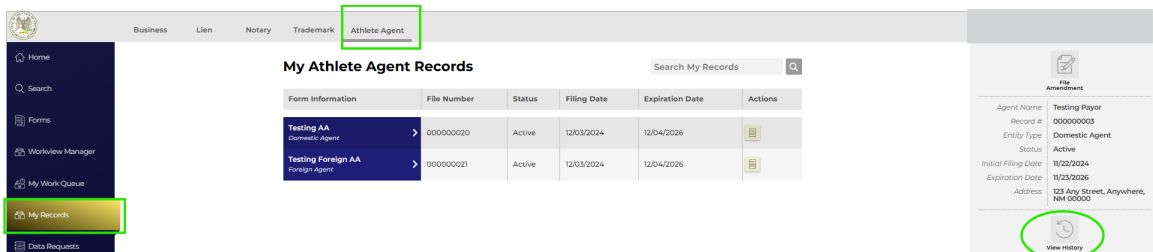
View Status and History

You can monitor the status of your application from My Athlete Agent Work Queue while logged in to your account.

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



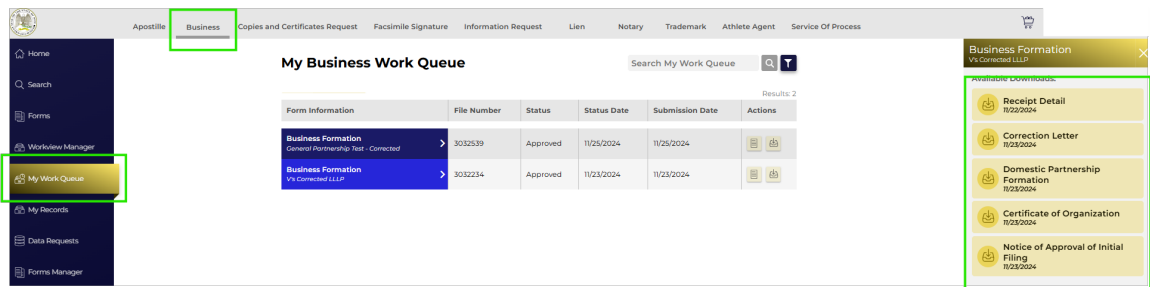
- The filing history of each agent registration will be available to you from My Athlete Agent Records when you are logged in.





File a Renewal Application

1. You must have registered the Athlete Agent in this system to file a renewal. If you did not register using this system, file a new application.
2. Once logged in, navigate to My Athlete Agent Records. Click the license you are submitting for renewal and click the File Amendment button from the side drawer.
3. Follow the instructions and filing wizard prompts to complete the filing.
4. 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.
5. 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.



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 Athlete Agent 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 a second time, it is subject to rejection and a new filing and new filing fee will be required.*

If you have additional questions or need assistance, please contact our office at 505-827-3600 or at business.services@sos.nm.gov.