ATHLETE AGENT ONLINE FILING HELP



NEW MEXICO SECRETARY OF STATE

REVISED DECEMBER 2024

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Introduction

The NM Secretary of State filing system is SOS Enterprise (SOSE) and can be found at <u>https://enterprise.sos.nm.gov</u>. 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 <u>business.services@sos.nm.gov</u> 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 <u>https://enterprise.sos.nm.gov</u>
- 2. If you have an existing account, log in; if you do not, create an account:

		in
습 Home		
Q Search	Business * Notarial Officer * Commercial Filings	
Forms	Online Filing System	
	Start Here	
	Welcome to the Online Portal	
	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, ficitious 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.	
New Mexi User Em examp Passwor	ail ble@email.com cd Crasson or Changer 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 Athlete Agent from the top tabs and select Athlete Agent Registration. Click File Online:

٢	Apostille	Business	Copies and Certificate	es Request	Facsimile Signature	Information Request	Lien	Notary	Trademark	Athlete Agent	Service Of Process
බ Home											-
Q Search	Athlete Ag	jent									
Forms	Athle	ete Agent Re	gistration		Foreign Athlete Agent R	egistration					
🖶 Workview Manager	Use this form 1	to Register as	an Athlete Agent								
🔗 My Work Queue			FILE ONLINE	\geq							
🕾 My Records											

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

 Q Search ➡ Forms 	Business * Notarial Officer * Commercial Filings Online Filing System Surt Here
	Welcome to the Online Portal
New Mexic	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 Ema	
Password	e@email.com

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 Foreign Athlete Agent Registration. Click File Online:

۲	Apostille	Business	Copies and Certifica	es Request	Facsimile Signature	Information Request	Lien	Notary	Trademark	Athlete Agent	Service Of Process
යි Home											
Q Search	Athlete Ag	gent									
Forms	Ath	lete Agent Re	gistration		oreign Athlete Agent	Registration					
🗟 Workview Manager				Use this fo	orm to register as an Ath	lete Agent using a					
🔗 My Work Queue				current ce months.	ertificate that was receiv	ed within the last 6					
🗟 My Records						FILE ONLINE					

- 4. 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.
- 5. 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.

1. 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.

	Apostille	Business	Copies and Certificates Request F	acsimile Signatu	re Information	Request	Lien Notar	y Trademark Atl	nlete Agent Se	ervice Of Process
습 Home			My Athlete Ag	gent Wor	k Queue			Search My Work Qu	Jene d	Athlete Agent Registration X
Q Search			Form Information		File Number	Status	Status Date	Submission Date	Actions	Athlete Agent Registration
Forms			Athlete Agent Registrati	lon s						Receipt Detail
			Testing Foreign AA	· · · · · · · · · · · · · · · · · · ·	00000023	Approved	12/03/2024	12/03/2024		
C Workview Manager			Athlete Agent Registratio	ion >	000000022	Approved	12/03/2024	12/03/2024		
🔗 My Work Queue										
🚰 My Records										
Data Requests										

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

	Business	Lien	Notary	Trademark	Athlete Agent								
☆ Home				My Athle	ete Agent l	Records			Search My Record	ls Q			Z
Q Search				Form Informa	tion	File Number	Status	Filing Date	Expiration Date	Actions			File Amendment
Forms				Testing AA						-		Agent Name Record #	Testing Payor 000000003
				Domestic Agent	>	000000020	Active	12/03/2024	12/04/2026			Entity Type Status	Domestic Agent
CD Workview Manager				Testing Foreig		000000021	Active	12/03/2024	12/04/2026			Initial Filing Date	11/22/2024
숨음 My Work Queue				roregringent								Expiration Date	11/23/2026
												Address	123 Any Street, Anywhere, NM 00000
🖄 My Records												(5
Data Requests													View History



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.

۲	Apostille Business Copies and	d Certificates Request Facsimile Signature	Information R	equest Li	en Notary	Trademark Athl	lete Agent Service Of Pr	ocess) Juni
☆ Home		My Business Work Que	ue		Sea	irch My Work Queue	Q T		Business Formation
Q. Search							Results: 2		Available Downloads.
Forms		Form Information	File Number	Status	Status Date	Submission Date	Actions		1/22/2024
🖶 Workview Manager	_	Business Formation General Partnership Test - Corrected	3032539	Approved	11/25/2024	11/25/2024			Correction Letter
占 My Work Queue		Business Formation V's Corrected LLLP	3032234	Approved	11/23/2024	11/23/2024			Domestic Partnership Formation
My Records									Certificate of Organization
Data Requests									Notice of Approval of Initial
Forms Manager									1/23/2024

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

User Email	
example@email	com
Password	

- 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 <u>business.services@sos.nm.gov</u>.