



Montana Secretary of State  
Information Management System

# ACCOUNT REGISTRATION

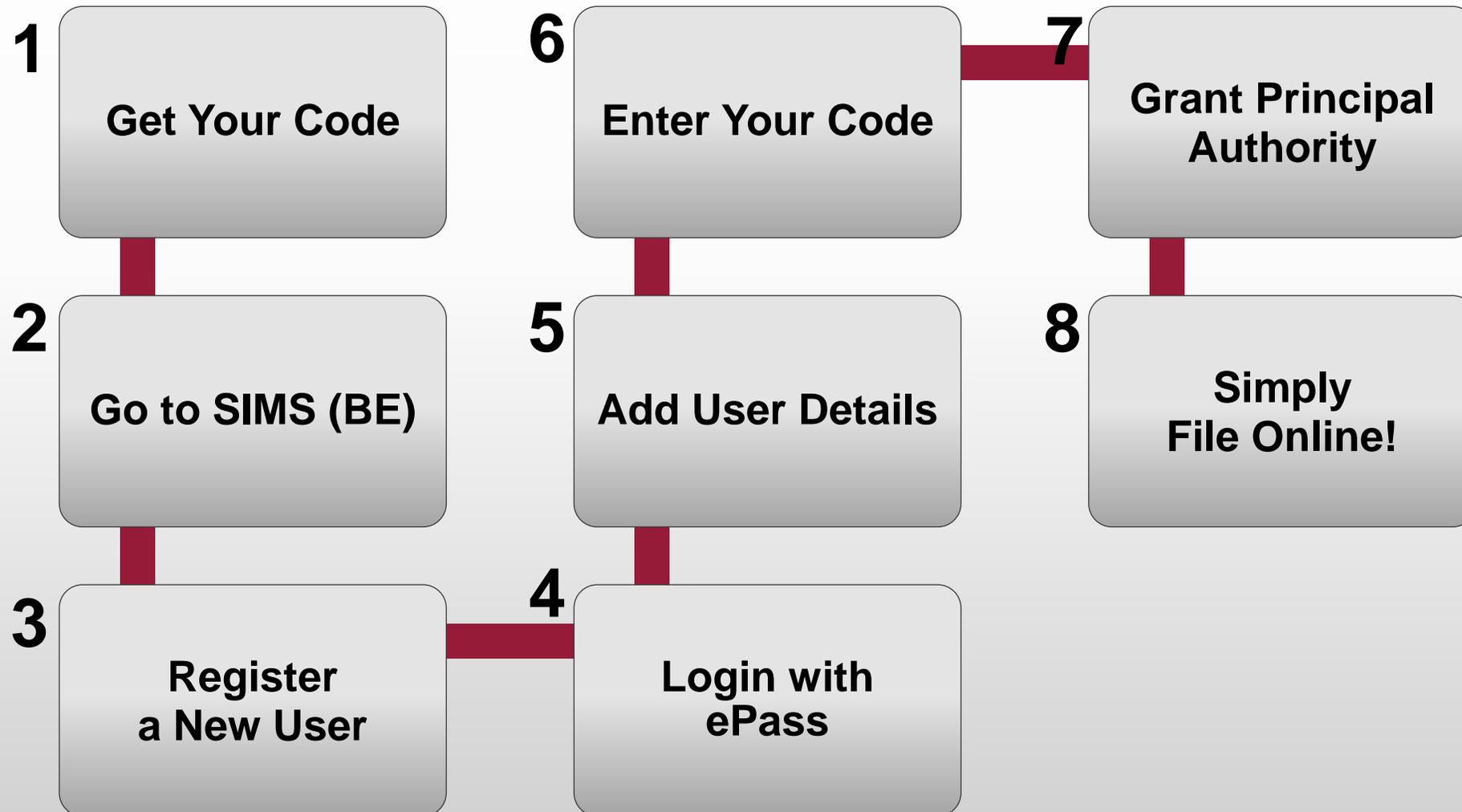
For Business Owners with an **ENTITY ACTIVATION CODE**



Montana Secretary of State  
Information Management System

# Account Registration

For Business Owners with an ENTITY ACTIVATION CODE



# Account Registration

For Business Owners with an ENTITY ACTIVATION CODE



Dear Business Customer,

I'm pleased to announce that we are updating our business filing system to allow for online business registration and management.

The Secretary of State Information Management System (SIMS) Business Entity system will allow you to file and maintain all of your business documents online 24/7 from the convenience of your home or office. Save time, money, and get results in minutes instead of weeks.

To get started after launch, you will need the following ENTITY ACTIVATION CODE to establish your account.

**ENTITY ACTIVATION CODE: XXXXXXXXXXXX**

This code is unique to your business and **will be required** for online registration.

I have included more information about SIMS (BE) in this mailer. Please feel free to contact us directly with any questions you may have.

@SOSMcCulloch (406) 444-3665  
 sosbusiness@mt.gov www.sos.mt.gov

## STEP 1: Get Your Code

- Check your mailbox to receive your **ENTITY Activation Code.**

*I did NOT receive an ENTITY Activation Code.*

*Why did I receive MULTIPLE Activation Codes?*

- You must have **Authority** to access SIMS (BE) and file online.

*What is Authority?*



# Account Registration

For Business Owners with an ENTITY ACTIVATION CODE

## STEP 2: Go to SIMS (BE)

- From [sos.mt.gov](http://sos.mt.gov), select **Business Services**.
- From the **Business Services** website, click on the **Start** box in the middle of the page to access **SIMS (BE)**.

Linda McCulloch  
MONTANA SECRETARY OF STATE

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SUBSCRIBE LINKS CONTACT

Elections and Government Services Administrative Rules of Montana **Business Services** Notary and Certification Services Records and Information Management

MY VOTER PAGE SEARCH ARM AND MAR FILE ONLINE WITH SIMS (BE) ONLINE NOTARY TRAINING MANAGE PUBLIC RECORDS

ABOUT LINDA McCULLOCH

SIMS (BE) has launched! Are you ready?

MVP My Voter Page Find your polling place Track absentee ballot View a sample ballot

View 2016 Primary Election Results Available after 8 p.m. June 7th

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MONTANA SECRETARY OF STATE

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SUBSCRIBE LINKS CONTACT

Elections and Government Services Administrative Rules of Montana **Business Services** Notary and Certification Services RIM Government Employees

**Business Services**

SIMS Business Entity Learn about SIMS (BE) activation codes, registration, FAQs, & more

**Start** Login to form or maintain your business

Search Business Names or Name Availability

Request Login for Business Information (Copies, Certificates, Principals, & more)

UCC Login » UCC Liens Online Services

File Paper Forms

Registered Agents and Attorneys

Business Toolkit

Help Center

# Account Registration

For Business Owners with an ENTITY ACTIVATION CODE

## STEP 3: Register a New User

- From the SIMS (BE) website, click **Login with ePass** on the bottom right of the screen under **Register / Login**.
- You will be redirected to ePass.

*I did NOT get redirected back to SIMS (BE).*

Montana Secretary of State

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MONTANA SECRETARY OF STATE

SIMS Business Entity Registration

ONLINE SERVICES

### Welcome to Montana Secretary of State's Online Business Filing System!

Simplify your business filings. File Business forms, request copies and certificates, access business reports, and more from the convenience of your home or office 24/7.

**What's New? What's Not?**

**To Register a New Account:**

1. Login with ePass
2. Register a New User
3. Enter your Activation Code

**Already registered?**  
Existing users can simply Login with ePass.

**Need Help?**  
Check out our [Help Center](#) to find answers to frequently asked questions, step-by-step instructions, how-to videos, and contact information.

**Authorization Required!**

**Confirm Your Authority**  
You must have authority over a business in order to maintain company information. Authority is granted to Companies and Agents with an Activation Code.  
[Learn more...](#)

**Register / Login**

**Register a New Account**  
The first time you login, you will need to register using a new or existing ePass account, create a new user and enter your activation code.

**Login with ePass**  
ePass Montana allows you to access authorized government services using a single username and password.  
[What's ePass?](#)

**Get Started...**

<a href="#">Search for a Business &gt;</a>	<a href="#">Learn how...</a>	<a href="#">File &amp; Maintain Business Documents &gt;</a>	<a href="#">Learn how...</a>
<a href="#">Search Name Availability &gt;</a>	<a href="#">Learn how...</a>	<a href="#">File Online Annual Report &gt;</a>	<a href="#">Learn how...</a>
<a href="#">Find a Commercial Agent &gt;</a>	<a href="#">Learn how...</a>	<a href="#">File Paper Annual Report &gt;</a>	<a href="#">Learn how...</a>
<a href="#">Request Business Information &gt;</a>	<a href="#">Learn how...</a>	<a href="#">Subscribe &amp; Monitor &gt;</a>	<a href="#">Learn how...</a>

**Login with ePass**

# Account Registration

For Business Owners with an ENTITY ACTIVATION CODE

## STEP 4: Login with ePass

- From **ePass**, select **Login with ePass Montana**.
- Then, **Login with an Existing User Account**, or **Create a New User Account**.
- Enter **ePass** account information.
- **ePass** will redirect you back to SIMS (BE).

*I am also a State Employee. How should I login?*

Home » Welcome to ePass Montana

ePass Montana is a convenient and secure way to access Montana government services.

Instructions How Do I Feedback

ePass Montana Login Hide

Login with ePass Montana

Login with your ePass Montana account. If you do not have an account, you can create one here.

Login

State Employee Login Hide

Login with State Employee Account

Login with the username and password you use for the state network.

Login

Home » ePass Montana Login

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions How Do I Feedback

Existing User

Username:

Password:

[Forgot your Username or Password?](#)

Login

New User

Create an ePass Montana account by selecting the button below:

Create an Account

# Account Registration

## For Business Owners with an ENTITY ACTIVATION CODE

Security Activation code

New User Account

Please select from the following options.

I received a SECURITY Activation Code

I did not receive a SECURITY Activation Code

Register new user

Cancel

SIMS Montana Secretary of State Information Management System

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## STEP 5: Add User Details

- From the SIMS (BE) Security Activation Code screen, select the option:  
*'I did **NOT** receive a **SECURITY Activation Code**'*
- Please note:** There are multiple types of Activation Codes. Your **ENTITY Activation Code** that you receive in the mail will be entered NEXT, *after* you create your account.
- Enter **User** and **Contact Details** to **Register a New User** with **SIMS (BE)**.
- Required fields are marked with an asterisk (\*).
- Click **Create**.

Register New User

I also want to create an Organization

User Details

Title \* -- Please Select --

First Name \* John

Middle Name

Last Name \* Smith

I use the following for navigation \* Standard (i.e. keyboard & mouse)

Contact Details

Email Address \* jsmith@mt.gov

Confirm Email \*

Telephone Number

Country Area Phone Extension

Fax

Country Area Number

Mobile Number

Country Area Number

Physical Address

Country United States

Zip/Postal Code \*

Address

City \*

State/Province \* -- Please Select --

Postal Address

Postal address is the same as physical address

Cancel Create

SIMS Montana Secretary of State Information Management System

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# Account Registration

For Business Owners with an ENTITY ACTIVATION CODE

A

Linda McCulloch  
MONTANA SECRETARY OF STATE

ONLINE SERVICES ▾

### Dashboard

DO IT NOW

- Register an Assumed Business Name
- Register a Limited Liability Partnership
- Form
- Form
- Form
- Qual
- Qual

My Items 0 Watchlist 0 Watched Items 0

No results found

ONLINE SERVICES ▾

- Form a New Business >
- Registered Agents >
- Trademarks >
- Request For Information >
- Payments >
- Subscriptions >
- Confirm Receipt Of ENTITY Authority** >
- Search for an Entity

- Business Names
- Business Entities
- Commercial Registered Agents
- Trademarks

## STEP 6: Enter Your Code

- A. From the **Dashboard**, Select **Online Services**, then select '**Confirm Receipt of ENTITY Authority**' and choose the appropriate register from the sub-menu.

# Account Registration

For Business Owners with an ENTITY ACTIVATION CODE

B



ONLINE SERVICES

## Confirm Receipt of ENTITY Authority

Activation code \*

Authority Type \*  Principal  Authorized Person

Validate

## STEP 6: Enter Your Code, cont.

- B. On the 'Confirm Receipt of Entity Authority' page, enter the **ENTITY Activation Code** from your mailer, your authority type, and press 'Validate'.
- C. On the 'Confirm Receipt of Authority' page, check the confirmation box, and click 'Submit'.

C



## Confirm Receipt of Authority

CPV APR9 TEST FOREIGN CORP (F1111847) [Foreign Profit Corporation]

Cora Org User, confirm that I am legally entitled to file documents in respect of this entity

Cancel Submit

# Account Registration

For Business Owners with an ENTITY ACTIVATION CODE

## View Business Entity

GREEN INVESTMENTS, LLP (P192683), Domestic Limited Liability Partnership

Maintain Authority ▾ Request Entity Information ▾ Maintain ▾

Grant Authority  
View Authority Principals Documents History Details Activity

Entity Name	GREEN INVESTMENTS, LLP
Entity Status	Active Good Standing
Business Identifier	P192683
Entity Type	Domestic Limited Liability Partnership
Type of Limited Liability Partnership	Limited Liability Partnership
Formation Date	07/08/2011

## Grant Authority

GREEN INVESTMENTS, LLP (P192683) [Domestic Limited Liability Partnership]

Authority Type Requested \*

Principal  Authorized Individual Agent  Authorized Organization Agent

<input checked="" type="radio"/> Name	SUSAN GREEN
Residential Address	United States
Postal Address	16640 BECKWITH AVENUE, FRENCHTOWN, MT, 59834, United States
Email Address	[Not Provided]

Send authority request to \*

[Cancel](#)

## STEP 7: Grant Principal Authority

- After confirming receipt of authority, you must grant PRINCIPAL Authority to one or more Principals.
- To do this, select '**Grant Authority**' from the '**Maintain Authority**' menu on the '**View Business Entity**' page.
- Then, select '**Principal**' for the **Authority Type Requested**, select the name of the principal, enter an email address to send the authority request to, and click '**Submit**'.

# Account Registration

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## STEP 8: Simply File Online!

- Welcome to SIMS (BE)!
- You can **View and Maintain the Entity** you have been granted authority to from the 'My Items' tab on your **Dashboard**.

Check out our [Help Center](#) to learn more about how to get started.

Linda McCulloch  
MONTANA SECRETARY OF STATE

ONLINE SERVICES

### Dashboard

**DO IT NOW**

- Register an Assumed Business Name
- Register a Limited Liability Partnership
- Form a Domestic Limited Liability Company
- Form a Domestic Corporation
- Form a Domestic Nonprofit Corporation
- Qualify a Foreign Corporation
- Qualify a Foreign Limited Liability Company

My Items 11 | Watchlist 6 | Watched Items 0

Displaying 1-11 of 11 results

- Trademarks: [ANDERSON STEEL & DESIGN \(T016750\)](#)
- Business Entities: [Darkness Condominium Association \(D1019909\)](#)
- Business Entities: [GREEN INVESTMENTS, LLP \(P192683\)](#)
- Business Entities: [Jake C030 LLP \(P1019912\)](#)
- Business Names: [MONTANA GRANITE \(A090093\)](#)
- Trademarks: [MONTANA SANTA \(T029220\)](#)
- Trademarks: [MONTANA'S BUSINESS LAW FIRM \(T026387\)](#)

My Unfinished Business 1 | My Recently Finished Business 24 | My Reminders 0 | My Subscriptions 0 | My Service Orders 2

Displaying 1-1 of 1 results

Description	Status	Created	Due Date	Discard
Trademarks: <a href="#">Renew Mark for T028426 (ROCKY MOUNTAIN ROTORS MONTANA)</a> <b>REVISE REASON(S)</b> sdfg <i>The business entity entered as an owner is not an active entity</i>	Revise	05/09/2016	06/07/2016	

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Linda McCulloch  
MONTANA SECRETARY OF STATE

# DID you know?

Our office currently processes  
**~315,000**  
paper business filings a year.



Time for an upgrade!

Our current paper-based legacy business system was created in

**1977**



**Today** filing a typical paper business document may take **weeks** to complete

**After launch,** you'll be able to do it online in **minutes!**



# QUESTIONS?



@SOSMcCulloch



(406) 444-3665



sosbusiness@mt.gov



www.sos.mt.gov

# Frequently Asked Questions

- Why did I receive multiple activation codes?

*There are several reasons why an entity may receive multiple activation codes.*

- 1. If you own a business and are also a registered agent you will receive two activation codes one for your business and the other as a registered agent for the entities you represent.*
- 2. In addition, depending on how your name is registered with our office or the way the address is displayed may result in you receiving multiple activation codes.*

# Frequently Asked Questions

- I do NOT have an activation code. What should I do?
  - *If you do not receive an Activation Code mailer by the launch date, please check with your registered agent or service company prior to contacting our office.*
  - *If you misplaced the notice you received, please email (sosbusiness@mt.gov), fax (406.444.3976) or mail, on your company letterhead, the following information:*
    - Business Name
    - Position/Role You Hold in Regards to the Business (e.g., Officer, Director, Member, Partner, Owner, Registered Agent, etc.)
    - Preferred Return Method for Activation Code: Email Address, Mailing Address or Fax Number
    - Contact Name and Phone Number.
    - Signature of Authorized Individual Making the Request
  - *You must have an ePass account and SIMS (BE) account setup prior to us granting you authority through the new business filing system.*



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MONTANA SECRETARY OF STATE

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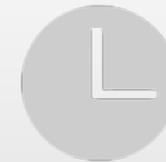
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