



Montana Secretary of State
Information Management System

ACCOUNT REGISTRATION

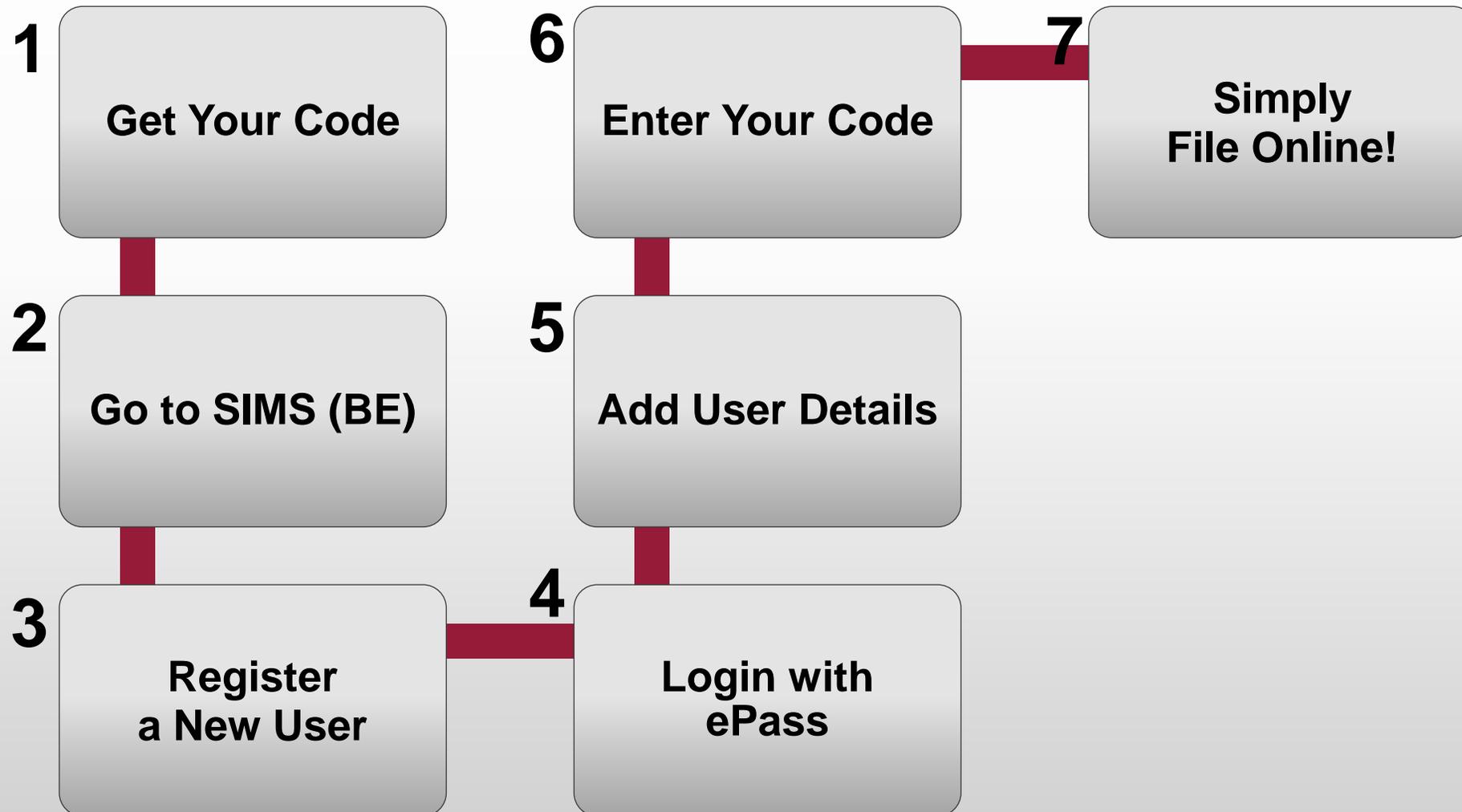
For Registered Agents with a **REGISTERED AGENT ACTIVATION CODE**



Montana Secretary of State
Information Management System

Account Registration

For Registered Agents with a REGISTERED AGENT ACTIVATION CODE



Account Registration

For Registered Agents with a REGISTERED AGENT 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 REGISTERED AGENT ACTIVATION CODE to establish your account. (Please note: this code is also your PID #.)

REGISTERED AGENT 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 **REGISTERED AGENT Activation Code.**

I did NOT receive a REGISTERED AGENT 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 Registered Agents with a REGISTERED AGENT ACTIVATION CODE

STEP 2: Go to SIMS (BE)

- From 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)**.

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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 Re Inf

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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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 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 Registered Agents with a REGISTERED AGENT 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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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.

Get Started...

Search for a Business >	Learn how...	File & Maintain Business Documents >	Learn how...
Search Name Availability >	Learn how...	File Online Annual Report >	Learn how...
Find a Commercial Agent >	Learn how...	File Paper Annual Report >	Learn how...
Request Business Information >	Learn how...	Subscribe & Monitor >	Learn how...

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?](#)

Login with ePass

Account Registration

For Registered Agents with a REGISTERED AGENT ACTIVATION CODE

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

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?

Account Registration

For Registered Agents with a REGISTERED AGENT 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 **REGISTERED AGENT 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

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A



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ONLINE SERVICES ▾

- Form a New Business >
- Commercial Registered Agents >
- Trademarks >
- Request For Information >
- Payments >
- Subscriptions >
- Confirm Receipt Of ENTITY Authority >
- Search for an Entity**
- Assumed Business Names >
- Limited Liability Companies >
- Profit Corporations >
- Nonprofit Corporations >
- Partnerships >
- Trusts >
- Reserve a Business Entity Name
- Register a Foreign Business Name

For Registered Agents with a REGISTERED AGENT ACTIVATION CODE

Account Registration

STEP 6: Enter Your Code

- A. From the Online Services menu, select ‘**Search for an Entity**’.
- B. On the ‘**Register Item Search**’ page, enter an Entity you represent as an agent. Click ‘**Search**’, and Select the Entity.

B



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ONLINE SERVICES ▾

Register Item Search

Item Search

Item Name or Number *

Select Register

System Through Date 04/11/2016

[Advanced](#)

[Cancel](#) [Reset Search](#) [Search](#)

Displaying 1-1 of 1 results

- Business Entities
- TREELINE SPRINGS, L.L.C. (C096587)**
- Status Active Good Standing

Account Registration

For Registered Agents with a REGISTERED AGENT ACTIVATION CODE

C



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ONLINE SERVICES ▾

View Business Entity

TREELINE SPRINGS, L.L.C. (C096587), Domestic Limited Liability Company

To maintain this entity you must [request authority](#)

[Add to My Watched Items](#) [Request Entity Information](#) **[Confirm Receipt Of REGISTERED AGENT Authority](#)**

General Details Documents History Details

Entity Name	TREELINE SPRINGS, L.L.C.
Entity Status	Active Good Standing
Business Identifier	C096587
Entity Type	Domestic Limited Liability Company

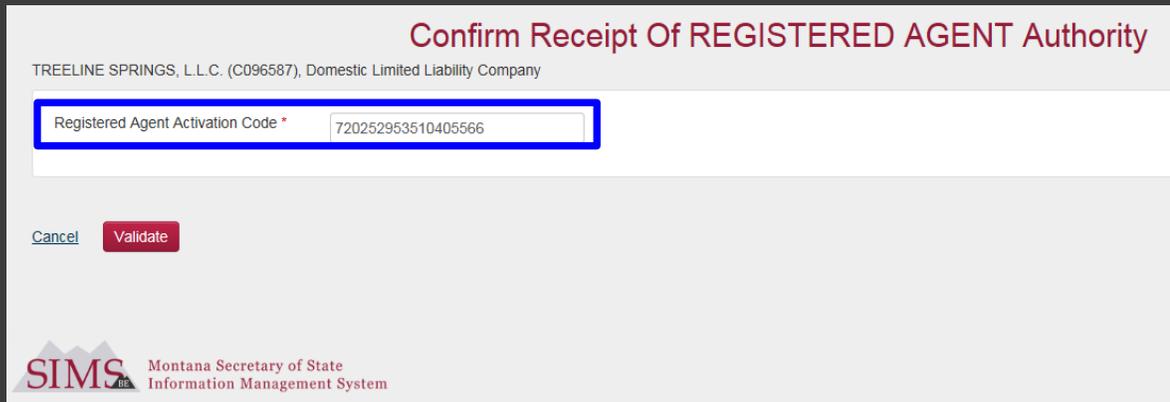
STEP 6: Enter Your Code, cont.

Once you have selected the entity...

C. On the 'View Business Entity' page, select the option 'Confirm Receipt of REGISTERED AGENT Authority'.

D. Then, on the 'Confirm Receipt of REGISTERED AGENT Authority' page, enter the **REGISTERED AGENT Activation Code** that you received in the mail and click 'Validate'.

D



Confirm Receipt Of REGISTERED AGENT Authority

TREELINE SPRINGS, L.L.C. (C096587), Domestic Limited Liability Company

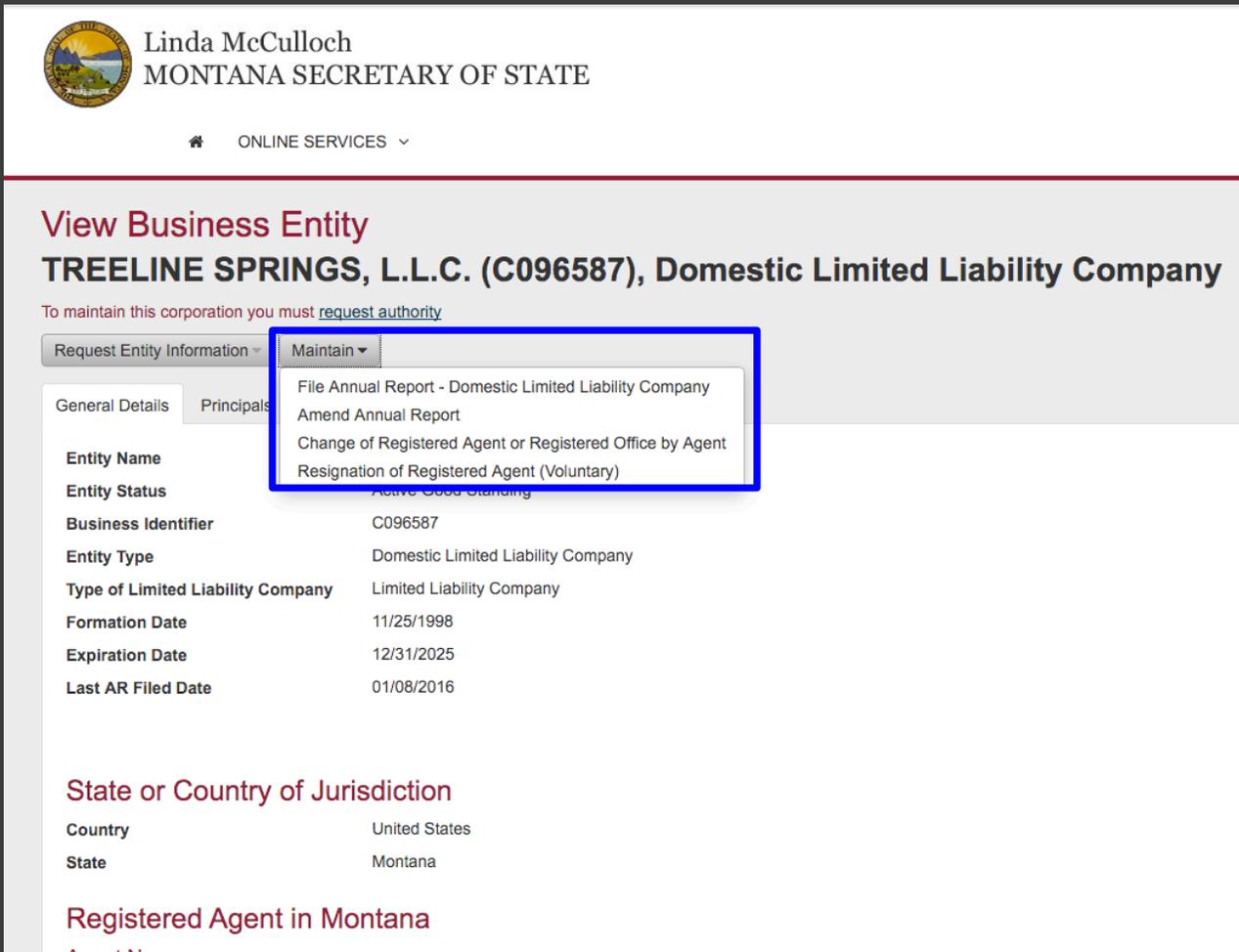
Registered Agent Activation Code *

[Cancel](#) [Validate](#)

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ONLINE SERVICES ▾

View Business Entity

TREELINE SPRINGS, L.L.C. (C096587), Domestic Limited Liability Company

To maintain this corporation you must [request authority](#)

Request Entity Information ▾ Maintain ▾

- File Annual Report - Domestic Limited Liability Company
- Amend Annual Report
- Change of Registered Agent or Registered Office by Agent
- Resignation of Registered Agent (Voluntary)

General Details Principals

Entity Name

Entity Status Active Good Standing

Business Identifier C096587

Entity Type Domestic Limited Liability Company

Type of Limited Liability Company Limited Liability Company

Formation Date 11/25/1998

Expiration Date 12/31/2025

Last AR Filed Date 01/08/2016

State or Country of Jurisdiction

Country United States

State Montana

Registered Agent in Montana

Agent Name

STEP 7: Simply File Online!

- Welcome to SIMS (BE)!
- You can **View and Maintain Entities** you have been granted **LIMITED** authority to from the **'Maintain'** menu on the **'View Business Entity'** page.
- **LIMITED** authority enables you to file and amend an annual report, and change or resign an agent.
- The system will also grant you REGISTERED AGENT Authority for all other entities that contain your PID#.

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





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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