SIMS BE

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**

1. Get Your Code
2. Go to SIMS (BE)
3. Register a New User
4. Login with ePass
5. Add User Details
6. Enter Your Code
7. Grant Principal Authority
8. Simply File Online!

Account Registration

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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: XXXXXXXXXXX

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.

Lynda McCulloch

@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?

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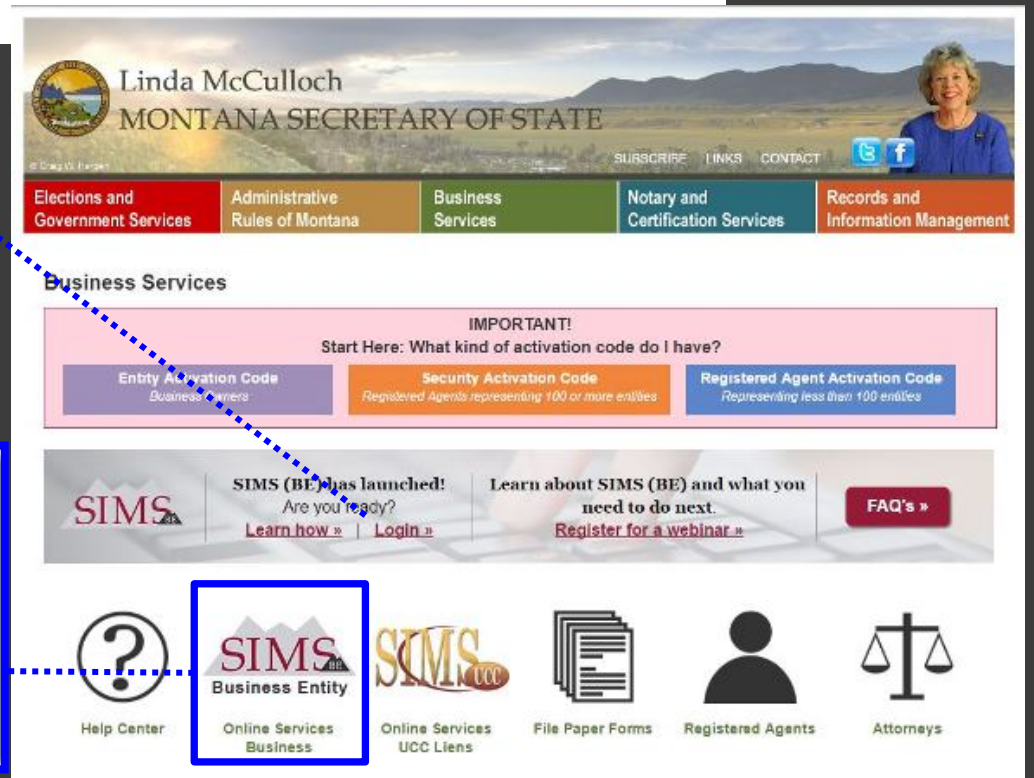
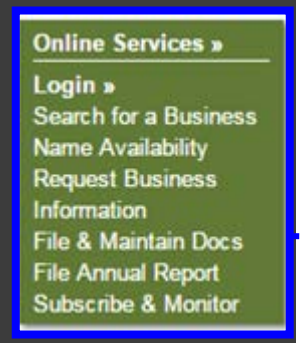


Quick Tips!

You can click Login to immediately access SIMS BE.

You can hover over the SIMS Business Entity Icon to view a shortcut menu.



STEP 2: Go to SIMS (BE)

- From **sos.mt.gov**, select **Business Services.**
- From the **Business Services** website, click on the **Login >>** link in the middle of the page to access **SIMS (BE).**

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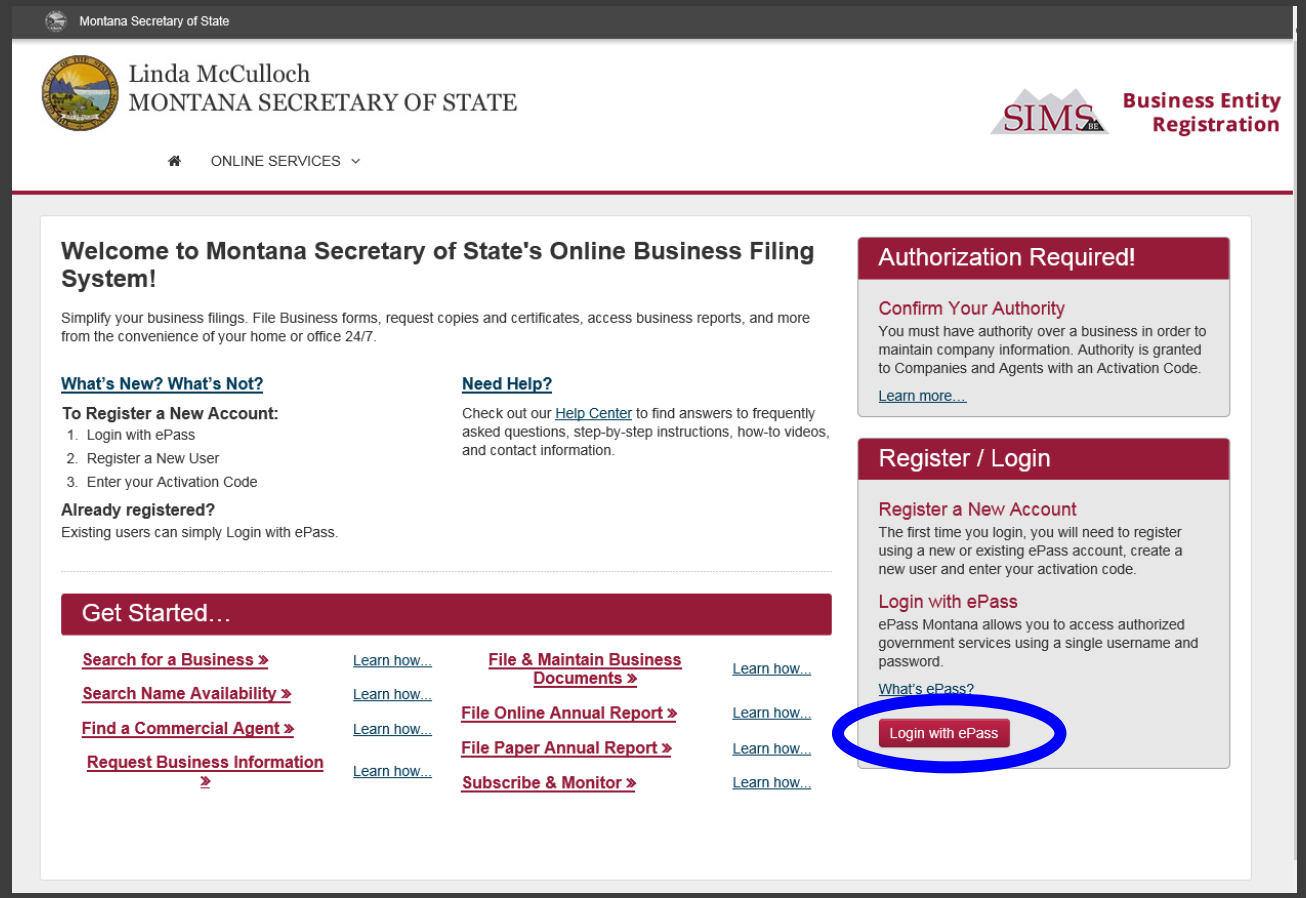

STEP 3: Register a New User

- 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).

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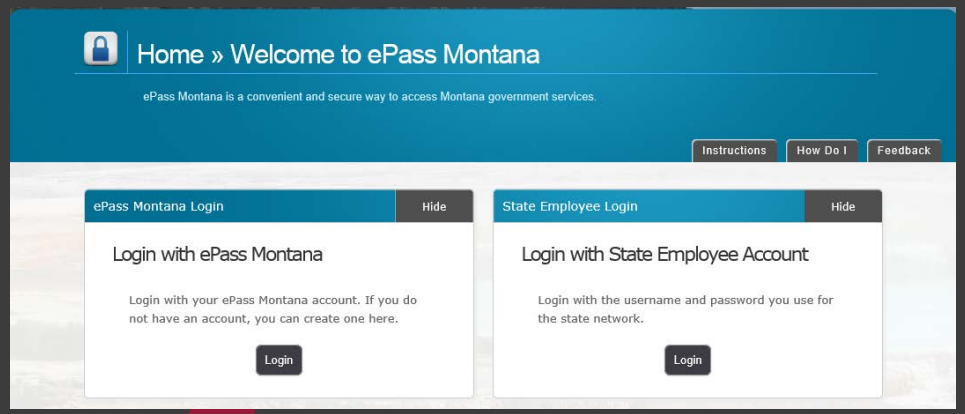

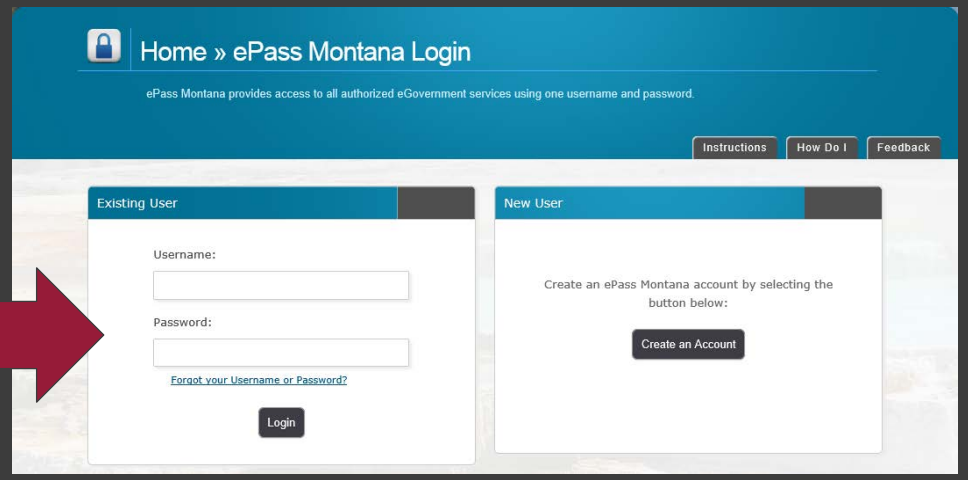

STEP 4: Login with ePass

- 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?

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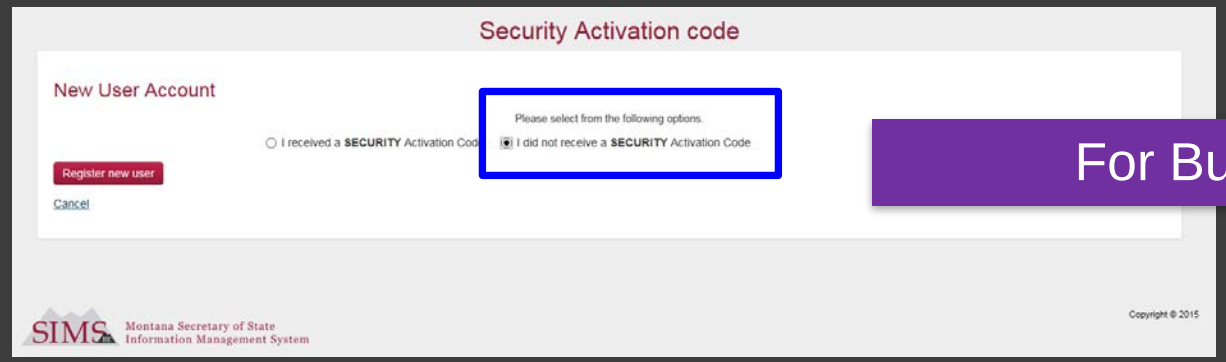

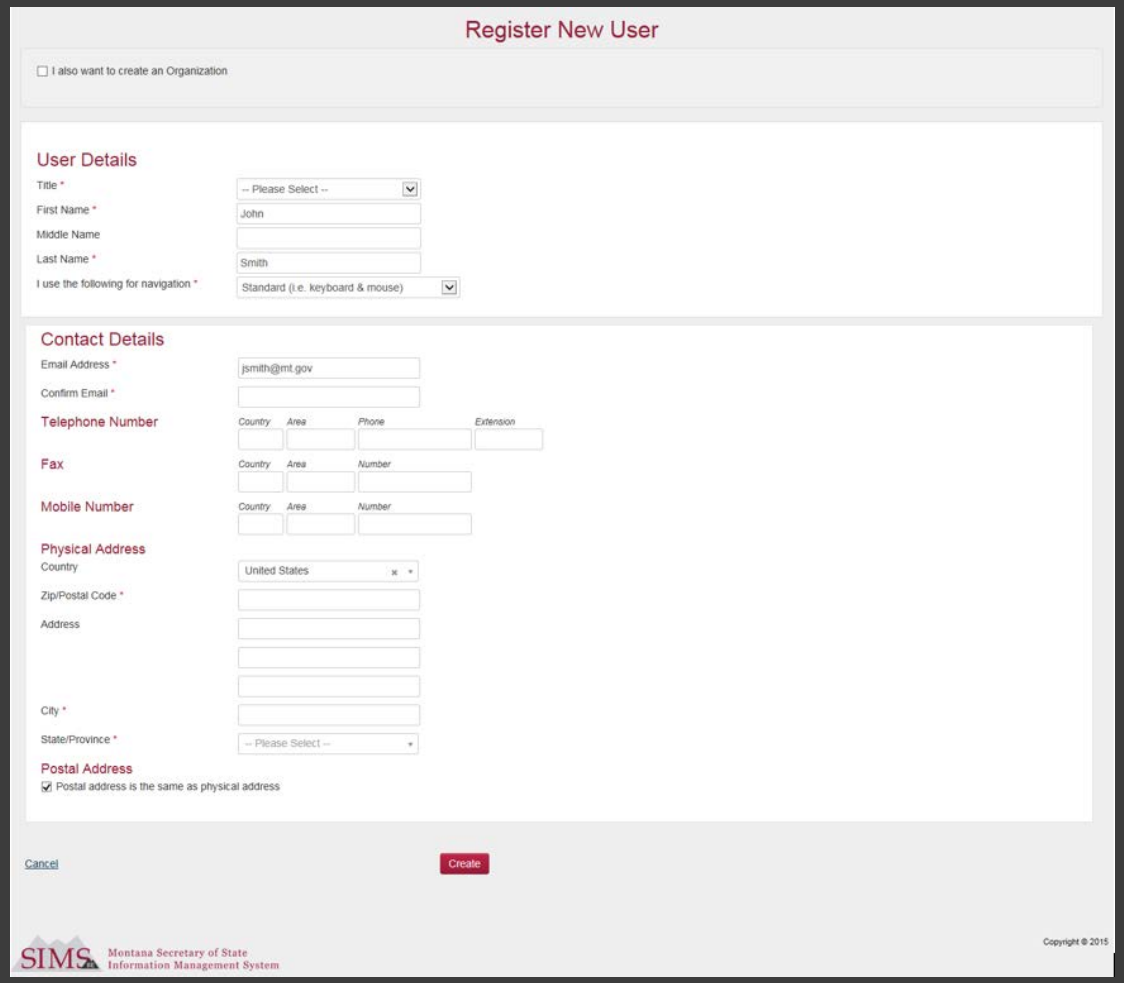

STEP 5: Add User Details

- 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**.

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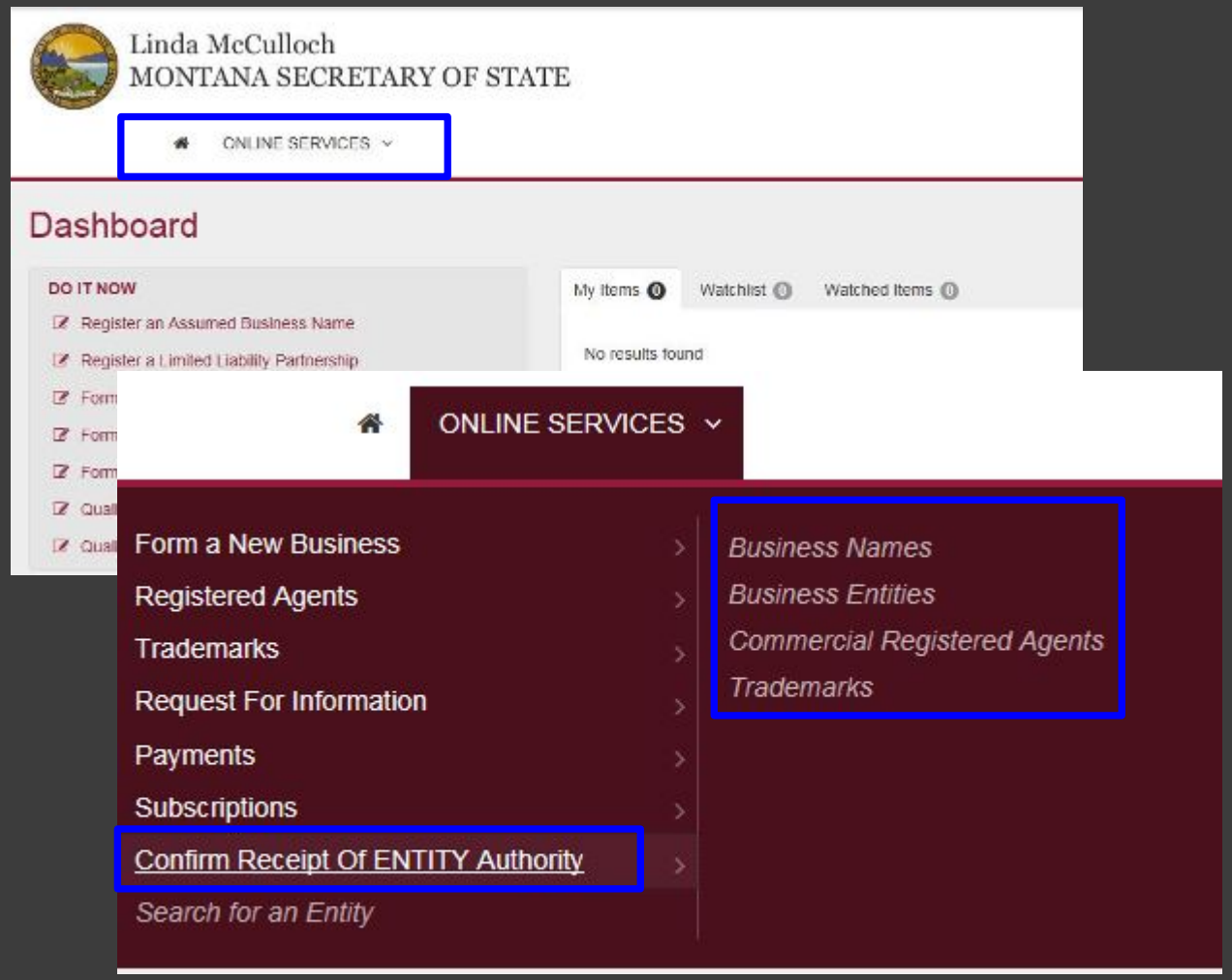
A



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.

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

B

C

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**'.

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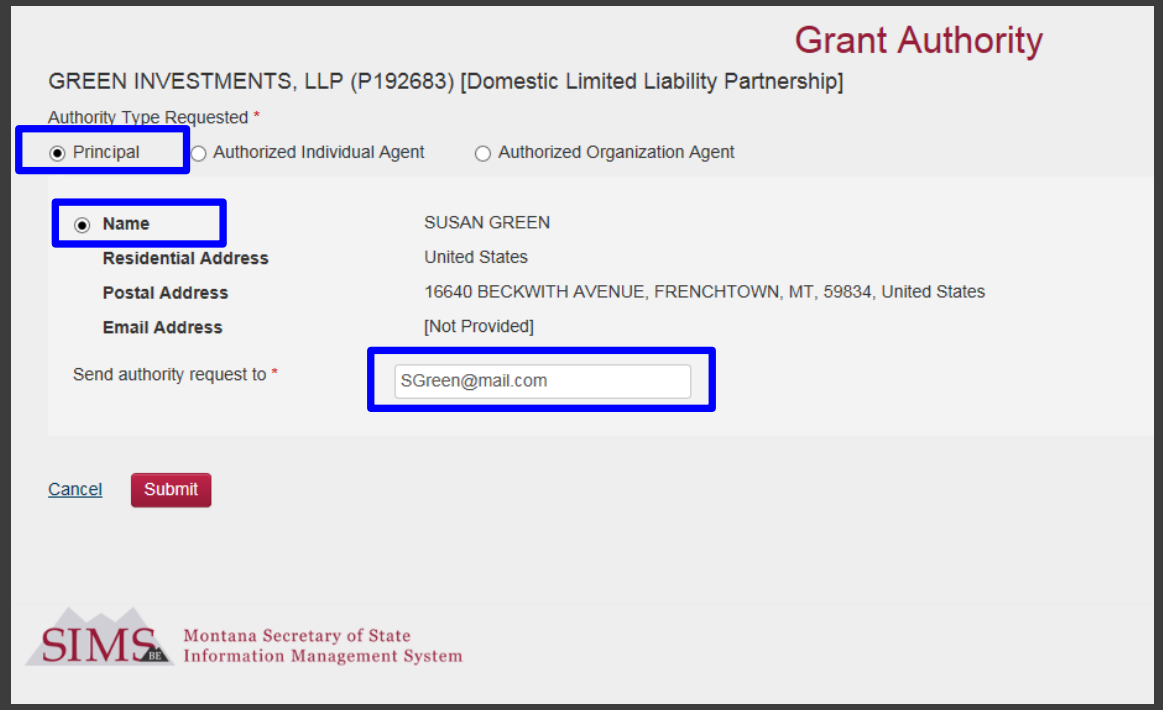

STEP 7: Grant Principal Authority

- 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**'.

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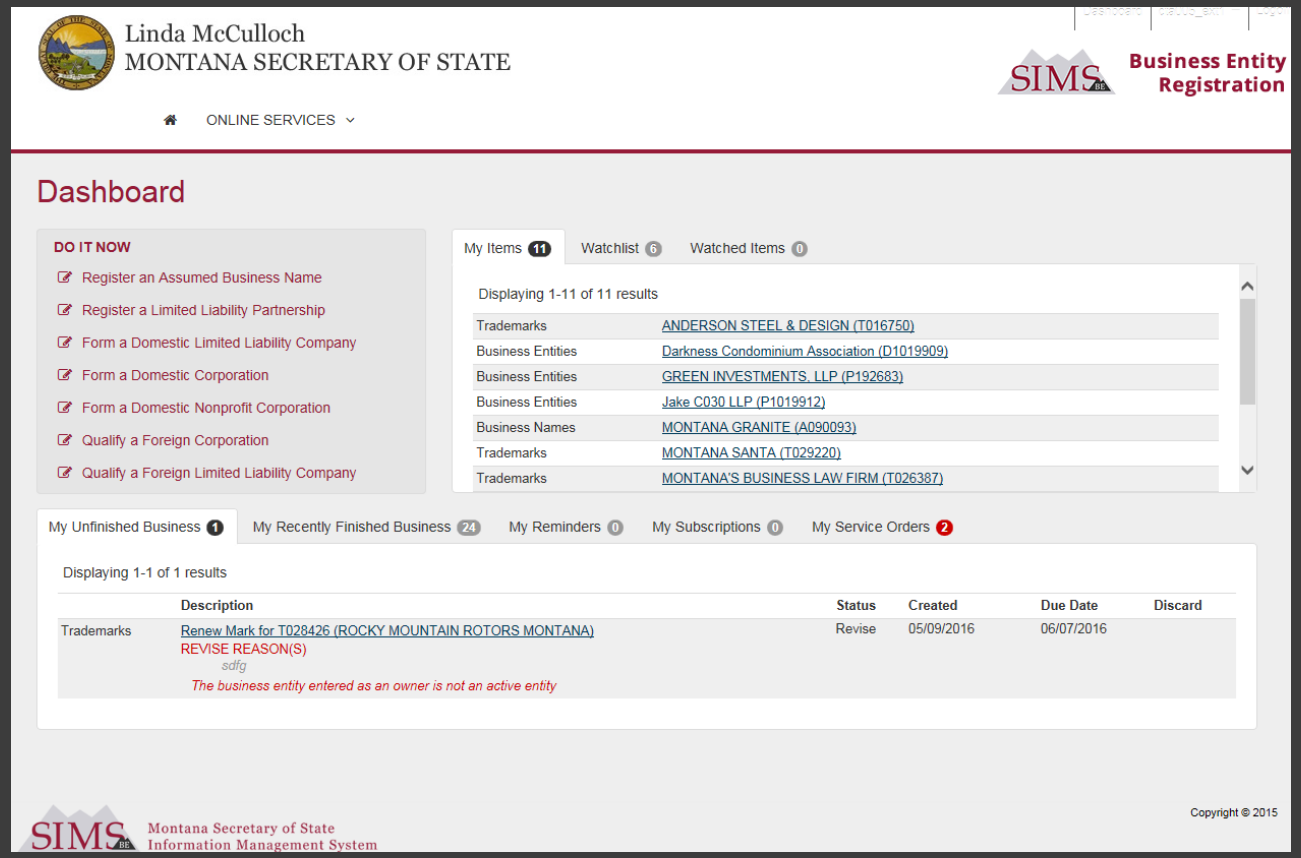

STEP 8: Simply File Online!

- **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.*

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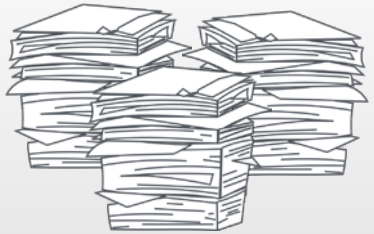
Linda McCulloch
MONTANA SECRETARY OF STATE

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?

SIMS BE

@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.***

Linda McCulloch
MONTANA SECRETARY OF STATE

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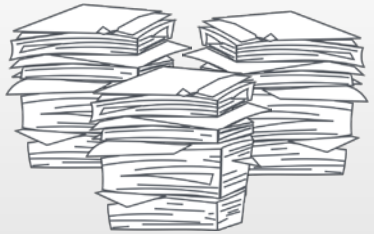

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