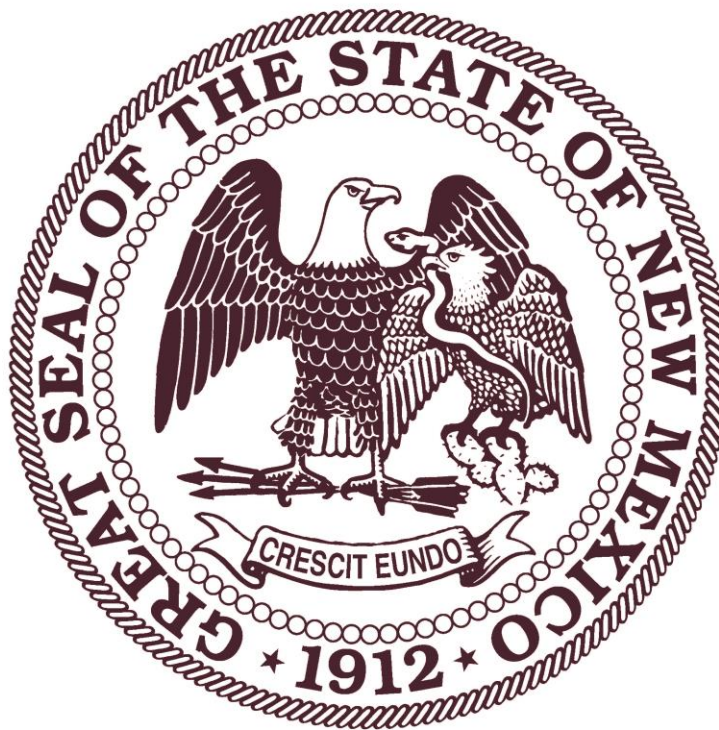


New Mexico Secretary of State  
Business Services Division  
Corporations

E-file Corporation Reports and File  
Extension  
User Guide

---



## Contents

Create an E-Filing User Account.....	3
Adding an Entity or Entities(s) to your E-file Profile .....	6
E-file Options.....	9
Option 1, 2, 3 and 4) E-File: Initial/First Report, Regular Report, Supplemental and Final Report .....	10
Option 1) Initial Report Selecting Fiscal Year End - This option allows you to select the corporation Fiscal Year End Only Available during the initial/first report, for (Non Profit) and (Profit) Corporations. .....	11
(Option 1, 2, 3 and 4) E-File Domestic/ Foreign Profit Corporation Reports: Filling out the corporation details information for a Corporation Initial/First Report, Annual (Non Profit) or Biennial Report (Profit), Supplemental Report and Final Report Continued .....	11
(Option 1, 2, 3 and 4) E-File Domestic/Foreign Non-Profit reports: Filling out the corporation details information for a Corporation Initial/First Report, Annual (Non Profit) or Biennial Report (Profit), Supplemental Report and Final Report Continued.....	17
(Option 5) E-File: File Extension .....	27

# Create an E-Filing User Account

Office of the Secretary of State  
Business Services Division

Home    Lookup Corporations    Paper Forms    Help

Welcome to the e-Filing web portal.

Corporations e-filing Web Portal allows you to file and submit payment for the following:

- File Corporate Reports
  - Initial Report
  - Annual Report
  - Biennial Report
  - Supplemental Report
  - Final Report
  - Upload Extension Requests
- Submit transactions for multiple entities under one login profile.
- Order Certificate of Good Standing
- Coming soon
  - Order Certified and Non-Certified Copies
  - Apply for Domestic Limited Liability Company

Username:

Password:

Log In

[Click here to create an account](#) ←

[Forgot your password?](#)

Entity Name Search:  
  
[Click here](#) to search by Entity ID  
Search

Reservation/Registration Entity Name Search:  
  
Search

Contact us  
505-827-4508 or 800-477-3632  
[corporations@state.nm.us](mailto:corporations@state.nm.us)

System Maintenance  
The New Mexico Secretary of State's Office performs regular system maintenance every Sunday from 7:00 AM - 9:00 AM Mountain Time. During this time, users should not attempt to access the system and conduct transactions.

Thank you for your understanding.

1. To create an E-File user account click on the link that says “Click here to create account”

Office of the Secretary of State  
Business Services Division

Home    Lookup Corporations    Paper Forms    Help

Create an Account

Use the form below to create a new account.  
Passwords are required to be a minimum of 6 characters in length.

Account Information

User Name:

Password:

Confirm Password:

Email:

Create my account

2. Fill out the user account information. *\*The User Name cannot contain a space and has a maximum of 12 characters in length. \*Please remember that your password must be a minimum of 6 characters in length.*

## Create an Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

**Account Information**

User Name:

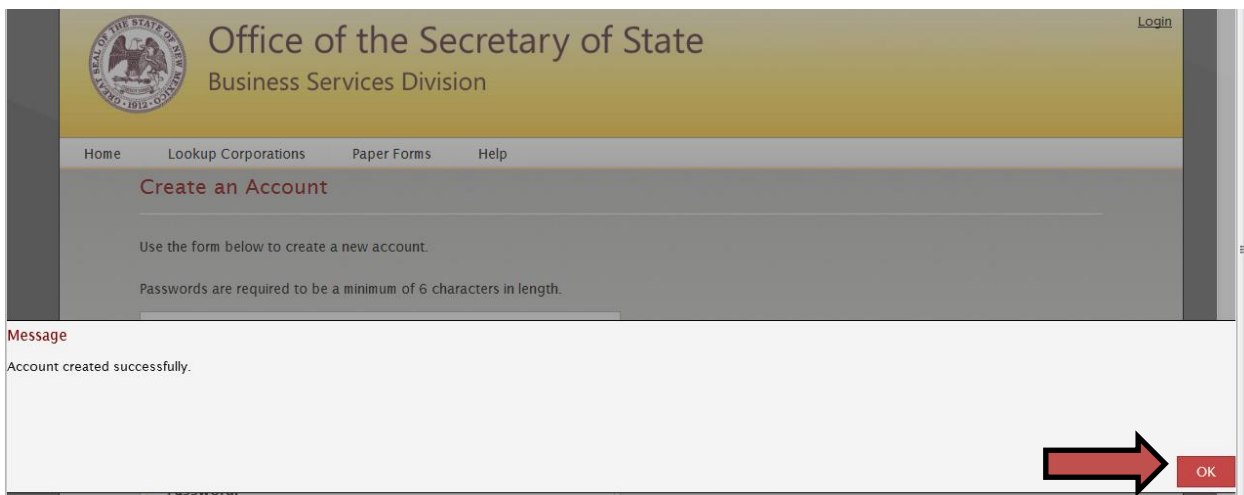
Password:

Confirm Password:

Email:

←

1. Once you have filled out the information please click on the "Create my account" button.



2. You will receive a message verifying that the account has been created. Once you receive this message click "OK"



# Office of the Secretary of State Business Services Division

Home

Lookup Corporations

Paper Forms

Help

## Create an Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

### Account Information

User Name:

Password:

3. Now click on "Home" on the left of the screen.

Username:

Password:

[Click here to create account](#)

[Forgot your password?](#)

3. Now use the Username and Password you just created to Log In. "Once you have entered the Username and Password click on "Log In"

# Adding an Entity or Entities(s) to your E-file Profile

Office of the Secretary of State  
Business Services Division

Home   Lookup Corporations   Paper Forms   Help

### Entities in your profile

To view details or available options, click select to the right of the entity of your choice.

0 entities in your profile. Click on 'Add entities to my profile' to search and add entities to your profile.

[Add entities to my profile](#)

1. To add an entity or entities to your E-filing user profile you will search for the corporation by clicking on the “Add entities to my profile” button.

Home   Lookup Corporations   Paper Forms   Help

### Search Entities

Select one of two types of searches; "Begins With," (or) "Contains"

1. "Begins With" This type of search requires the exact beginning part or entire entity name to be entered. Non alpha-numeric characters are also required to be entered exactly as they appear in the entity name.

2. "Contains" This type of search requires you to know at least One of the words that is contained in the entity name. Non alpha-numeric characters are not required to be entered. Please enter only One word.

Enter a New Mexico Entity Name(Corp or LLC Name) or a valid Corp# and click on Search . When both Corp# and the Entity name are entered Corp# takes priority. From the search result, click on "Add" to add the Entity to your login profile. After you are done, click "Home" at the top of the page or click "Go Back" at the bottom of the page to view the Entities in your profile.

2. On this screen you can enter either the Entity Name or the Entity ID. Once you have entered in the information you will click on “Search”.

Search Entities

Select one of two types of searches; "Begins With," (or) "Contains"

1. "Begins With" This type of search requires the exact beginning part or entire entity name to be entered. Non alpha-numeric characters are also required to be entered exactly as they appear in the entity name.

2. "Contains" This type of search requires you to know at least One of the words that is contained in the entity name. Non alpha-numeric characters are not required to be entered. Please enter only One word.

Enter a New Mexico Entity Name(Corp or LLC Name) or a valid Corp# and click on Search . When both Corp# and the Entity name are entered Corp# takes priority. From the search result, click on "Add" to add the Entity to your login profile. After you are done, click "Home" at the top of the page or click "Go Back" at the bottom of the page to view the Entities in your profile.

	Entity ID	Entity Name	Type	Status	
1.	208	[REDACTED]	DOMESTIC NONPROFIT	EXISTENCE EXPIRED AUTOMATICALLY	<a href="#">ADD</a>
2.	2517670	[REDACTED]	DOMESTIC LIMITED LIABILITY COMPANY	EXEMPT	<a href="#">ADD</a>
3.	2569952	[REDACTED]	DOMESTIC LIMITED LIABILITY COMPANY	EXEMPT	<a href="#">ADD</a>


[Go Back](#)

3. Once you have clicked search you will receive the results within the search query parameters you have set. You then will click “Add” to add the entity to your profile. If you have multiple entities that you manage or would like to file for you can continue adding the entities until you have all of your entities added to your profile.

Message

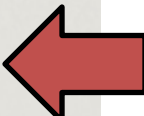
Selected Entity is added to your profile.

OK



4. You will receive this message after you have successfully added an entity to your profile. Click “OK”

Return to my profile



5. Once you have added your selected entities to your profile you will click on “Return to my profile”

Office of the Secretary of State  
Business Services Division

Jk | [Change Password](#) | [Update Account](#) | [Sign out](#)

Home | [Lookup Corporations](#) | [Paper Forms](#) | [Help](#)


Entities in your profile

Entity ID:

[Filter](#) [Reset](#)

	Entity ID	Entity Name	Type	Status		
1.	2517670	[REDACTED]	DOMESTIC LIMITED LIABILITY COMPANY	EX	<a href="#">SELECT</a>	<a href="#">REMOVE</a>
2.	4697731	[REDACTED]	DOMESTIC LIMITED LIABILITY COMPANY	EX	<a href="#">SELECT</a>	<a href="#">REMOVE</a>
3.	4697774	[REDACTED]	DOMESTIC LIMITED LIABILITY COMPANY	EX	<a href="#">SELECT</a>	<a href="#">REMOVE</a>

[Add entities to my profile](#)



6. If you are managing multiple entities you can filter to view just one entity by entering the entity id and clicking filter.

Office of the Secretary of State  
Business Services Division

Jk | [Change Password](#) | [Update Account](#) | [Sign out](#)

Home | [Lookup Corporations](#) | [Paper Forms](#) | [Help](#)


Entities in your profile

Entity ID:

[Filter](#) [Reset](#)

	Entity ID	Entity Name	Type	Status		
1.	2517670	[REDACTED]	DOMESTIC LIMITED LIABILITY COMPANY	EX	<a href="#">SELECT</a>	<a href="#">REMOVE</a>

[Add entities to my profile](#)



7. To view all the corporations listed in your profile please click the “Reset” button.



### Entities in your profile

Entity ID:

[Filter](#)

[Reset](#)

	Entity ID	Entity Name	Type	Status		
1.	2517670	[REDACTED]	DOMESTIC LIMITED LIABILITY COMPANY	EX	<a href="#">SELECT</a>	<a href="#">REMOVE</a>
2.	4697731	[REDACTED]	DOMESTIC LIMITED LIABILITY COMPANY	EX	<a href="#">SELECT</a>	<a href="#">REMOVE</a>
3.	4697774	[REDACTED]	DOMESTIC LIMITED LIABILITY COMPANY	EX	<a href="#">SELECT</a>	<a href="#">REMOVE</a>

[Add entities to my profile](#)

8. After "Reset" has been clicked, the filter no longer applies and all the corporations you have on your profile will show again.



### Entities in your profile

To view details or available options, click select to the right of the entity of your choice.

Entity ID:

[Filter](#)

[Remove Filter](#)

	Entity ID	Entity Name	Type	Status	Fiscal Year		
1.	76190	[REDACTED]	DOMESTIC PROFIT	NC		<a href="#">SELECT</a>	<a href="#">REMOVE</a>
2.	229625	[REDACTED]		EX		<a href="#">SELECT</a>	<a href="#">REMOVE</a>
3.	279612	[REDACTED]	FOREIGN NONPROFIT	NC		<a href="#">SELECT</a>	<a href="#">REMOVE</a>



9. Please select the corporation you would like to file or make requests such as Certificate of Good Standings. Clicking on "Select" you will then be navigated to the Corporation home page.
10. If you accidentally added a corporation or are no longer managing or filing for the corporation you can remove the corporation from the profile by clicking on "Remove".



## E-file Options

**Please choose from the following Efile options to proceed.**

- |                                    |  |
|------------------------------------|--|
| 1) <u>File Initial Report</u>      | 2) <u>File Regular Report</u>                  |
| 3) <u>File Supplemental Report</u> | 4) <u>File Final Report</u>                    |
| 5) <u>File Extension</u>           | 6) <u>Request Certificate Of Good Standing</u> |
| 7) <u>Corporation Details</u>      |  |

**Option 1) File Initial Report- This option allows you to file the corporation initial/first report, for (Non Profit) and (Profit). *\*You cannot change the registered agent name with the e-file system. The registered agent change request form needs to be filled out and sent in to the NM Secretary of State Office in order to make a change to the registered agent\*. You can find the Registered Agent Change request form on [http://www.sos.state.nm.us/Business\\_Services/corporation-forms-and-fees-overview.aspx](http://www.sos.state.nm.us/Business_Services/corporation-forms-and-fees-overview.aspx)***

**Option 2) File Regular Report- This option allows you to file an (Annual or Biennial) corporation report, for (Non Profit) and (Profit) corporations. This option is to make changes to the corporation detail information.**

**Option 3) File a Supplemental Report- This option is to make changes to the corporation detail information when a regular report is not currently due.**

**Option 4) File Final Regular Report- This option allows you to file the corporation final report, for (Non Profit) and (Profit).**

**Option 5) File Extension- This option allows you to upload a valid tax extension in a PDF format. **\*\*\*\*Please proceed to PG.27 for instructions to file your valid Tax extension prior to e-filing your corporation report\*\*\*\*****

**Option 7) Corporation Details-This option allows one to view the current details of their corporation.**

## Option 1, 2, 3 and 4) E-File: Initial/First Report, Regular Report, Supplemental and Final Report

*{E-File: Corporation Initial/First Report, Annual (Non Profit) or Biennial report (Profit), supplemental and Final Report}*

Once you have selected the corporation you are e-filing for please select from the following options.

**Option 1) File Initial Report-** This option allows you to file the corporation initial/first report, for (Non Profit) and (Profit). **\*You cannot change the registered agent name with the e-file system. The registered agent change request form needs to be filled out and sent in to the NM Secretary of State Office in order to make a change to the registered agent\*. You can find the Registered Agent Change request form on [http://www.sos.state.nm.us/Business\\_Services/corporation-forms-and-fees-overview.aspx](http://www.sos.state.nm.us/Business_Services/corporation-forms-and-fees-overview.aspx)**

**Option 2) File Regular Report-** This option allows you to file the corporation annual (Non Profit) or biennial report (Profit). Selecting this option will allow you to make changes to address(s), director(s), officer(s) and the address for the registered agent which will allow you to complete the corporation report. Once the payment has been submitted the corporation report will be submitted. If all reports are up to date the corporation will be in good standing.

**\*You cannot change the registered agent name with the e-file system. The registered agent change request form needs to be filled out and sent in to the NM Secretary of State Office in order to make a change to the registered agent\*. You can find the Registered Agent Change request form on [http://www.sos.state.nm.us/Business\\_Services/corporation-forms-and-fees-overview.aspx](http://www.sos.state.nm.us/Business_Services/corporation-forms-and-fees-overview.aspx)**

**Option 3) File a Supplemental Report-** This option is to make changes to the corporation detail information when a regular report is not due.

**Option 4) File Final Regular Report-** This option allows you to file the corporation final report, for (Non Profit) and (Profit).

Once one of these options has been selected, you can make changes and/or verify the information. \* Please make sure all fields are completed for each section before attempting to move forward.

\*Please see Example Below

**Option 1) Initial Report Selecting Fiscal Year End - This option allows you to select the corporation Fiscal Year End Only Available during the initial/first report, for (Non Profit) and (Profit) Corporations.**

Corporation Status New Corporation  
State of Incorporation NM  
Date of Incorporation Jul-29-2013  
ReportingFiscalYear 12/31/2013

Addresses

AddressType	Address Line 1	Address Line 2	Country
Corp Ma			United States

State New Me



1. When you select this option to file the corporation initial/first report you can select the corporation Fiscal Year End (FYE). To make a change to the corporation FYE, you will click on the yellow box and select the corporation FYE within the calendar year of Jan. 1 thru Dec. 31<sup>st</sup>. If the corporation has a FYE of Dec. 31 no changes need to be made as the system will default to Dec. 31. *\*Please note this is the only time you can change to corporation FYE without contacting us.*

**(Option 1, 2, 3 and 4) E-File Domestic/ Foreign Profit Corporation Reports: Filling out the corporation details information for a Corporation Initial/First Report, Annual (Non Profit) or Biennial Report (Profit), Supplemental Report and Final Report Continued**

\*The following steps can be applied to filling out the corporation details information for options 1 (Initial/First Report), 2 (Regular Report), 3 (Supplemental Report) & 4 (Final Report)

Type Domestic Profit  
Corp # [REDACTED]  
Corporation Status Active Corporation  
State of Incorporation NM  
Date of Incorporation Feb-18-1994  
ReportingFiscalYear Dec-31-2012

Type Foreign Profit  
Corp # [REDACTED]  
Corporation Status Active Corporation  
State of Incorporation CA  
Date of Incorporation Mar-01-1985  
ReportingFiscalYear Sep-27-2013

1. "Reporting Fiscal Year" reflects the corporation Fiscal Year End (FYE) you're filing for.

### Addresses

Address Information

AddressType	Address Line 1	Address Line 2	City	State	Country	Zip		
1. CORP MAILING ADDRESS	[REDACTED]		ALBUQUERQUE	NM	US	87110	DELETE	EDIT
2. PRINCIPAL PLACE OF BUSINESS IN NM	[REDACTED]		ALBUQUERQUE	NM	US	87110	DELETE	EDIT

[Add New Address](#)

[Back: Return to my profile](#) [Next: Agent Information](#)

2. Please fill out the corporation addresses.
3. You can add a new address, edit the existing address or delete the addresses by clicking on "Add New Address", "EDIT" or "DELETE"

Address Type: -Select-  
Address Line 1: REQUIRED  
State: New Mexico  
Address Line 2: [REDACTED]  
Country: United States  
City: REQUIRED  
Zip: Required  
[Submit](#) [Cancel](#)

4. When adding a new address please fill out all fields shown above. \*Address number 2 is not required \*Once the information is added please click "Submit" if it is a New Address or Update if it is an address that is being updated.

Addresses

	Address Type	Address Line
1.	CORP MAILING ADDRESS	SKYLINE R

Address Type: Principal Place Of Business In N

Address Line 1: -Select-  
Corp Mailing Address  
Principal Place Of Business Outside Of Nm  
Principal Place Of Business In Nm  
Foreign Registered Office Address

State:



\*Please Note a “Corporation Mailing Address” and the “Principal Place of Business in NM” must be listed for **all domestic profit corporations**. These options are available under the “Address Type” drop down box. You can find these options by clicking on the drop down box.

\*Please Note a “Corporation Mailing Address”, “Foreign Registered Office”, “Principal Place of Business Outside or NM” and the “Principal Place of Business in NM” must be listed for **all foreign profit corporations**. These options are available under the “Address Type” Drop down box. \*\*\*Please Note: The Foreign registered office must be in state of incorporation. \*\*\*

Back: Return to my profile      Next: Agent Information

- Once you have completed the addresses section Click the “Next: Agent Information” button to move to the next page

### Agent

*\*You cannot change the registered agent name with the e-file system. The registered agent change request form needs to be filled out and sent in to the NM Secretary of State Office in order to make a change to the registered agent\*. You can find the Registered Agent Change request form on [http://www.sos.state.nm.us/Business\\_Services/corporation-forms-and-fees-overview.aspx](http://www.sos.state.nm.us/Business_Services/corporation-forms-and-fees-overview.aspx)*

Agent

	Name	Address Line 1	Address Line 2	City	State	Country	Zip	
1.	[REDACTED]	[REDACTED]		SANTA FE	NM	US	87507	EDIT

- You can edit your agent’s address by clicking the “EDIT” button

**Agent**

Name	Address Line 1	Address Line 2	City	State	Country	Zip
Agent Name	NO PO BOX		SANTA FE	New Mexico	United States	87507

Update Cancel

7. You cannot have a PO Box for the Registered Agent address; all fields can be Updated/Edited with exception to the Agent Name. \* The registered agent must have physical address or geographical location located in New Mexico

Back: Address Information      Next: Director Information

8. Once you have completed updating the Agent Address fields Click the “Next: Director Information” button to move to the next screen

### Directors

**Director Information**  
 Note: “Term Expires” column is applicable only for Domestic Profit Corporations.

Name	Address Line 1	Address Line 2	City	State	Country	Zip	Term Expires	DELETE	EDIT
1. SECRETARY OF STATE	325 DON GASPAS	STE 300	SANTA FE	NM	US	87501	12/31/2014		

Add New Director      Back: Agent Information      Next: Officer Information

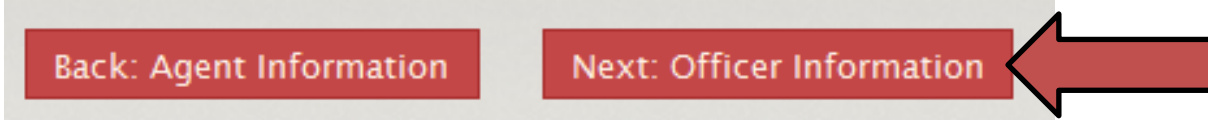
9. You can add, edit or delete your directors by clicking on “ Add New Director”, “EDIT” or “DELETE”  
 \*Profit Corporations require at least 1 director. The director may also be listed as an officer.

**Director Information**  
 Note: “Term Expires” column is applicable only for Domestic Profit Corporations.

Name	Address Line 1	Address Line 2	City	State	Country	Zip	Term Expires
First Name: SECRETARY      Mid Initial:      LastName: OF STATE	325 DON GASPAS	Address Line 2: STE 300	SANTA FE	New Mexico	United States	87501	12/31/2014

Add New Director      Update      Cancel      Back: Agent Information      Next: Officer Information

10. Once you have updated or completed filling out all of the fields please click on “Update” if you’re editing a Director. “Submit” if it is a New Director. \*Please note all fields are required to be filled out with exception to a “Middle initial” and “Address Line 2”



11. Once you have completed updating the Director Information fields Click the “Next: Officer Information” button to move to the next screen

### Officers

**Officer Information**  
Note: "Term Expires" column is applicable only for Domestic Profit Corporations.

	Designation	Name	Address Line 1	Address Line 2	City	State	Country	Zip	Term Expires		
1.	PRESIDENT	SECRETARY OF STATE	325 DON GASPAR	STE 300	SANTA FE	NM	US	87501	12/31/2014	DELETE	EDIT

[Add New Officer](#)

[Back: Director Information](#) [Next: Contact & E-Signature Information](#)

12. You can add, edit or delete your officers by clicking on “ Add New Officer”, “EDIT” or “DELETE”

*\*Profit Corporations require at least one officer. The officer may also be listed as a director.*

**Officer Information**  
Note: "Term Expires" column is applicable only for Domestic Profit Corporations.

Designation	Name	Address Line 1	Address Line 2	City	State	Country	Zip	Term Expires		
-------------	------	----------------	----------------	------	-------	---------	-----	--------------	--	--

Designation:

First Name:  Mid Initial:  LastName:

Address Line 1:  Address Line 2:  City:

State:  Country:  Zip:

Term Expires:

[Update](#) [Cancel](#)

[Add New Officer](#)

[Back: Director Information](#) [Next: Contact & E-Signature Information](#)

13. Once you have updated the fields please click on “Submit” if it is a new Officer. “Update” if you are editing an Officer.

*\*Please note all fields are required to be filled out with exception to a “Middle Initial” and “Address Line 2”*

Back: Director Information

Next: Contact & E-Signature Information

14. Once you have completed updating the Officer Information fields Click the “Next: Contact & E-Signature Information” button to move to the next screen

Additional Information

NM Tax ID (without dashes)  Next Annual Meeting

Contact Phone  Contact Email Address

Fee Information

Fee	Late Fee	Total
\$25.00	\$0.00	\$25.00

SIGNATURE Under penalties of perjury, I declare and affirm that I have examined this report, including the accompanying schedules and statements, and that all statements contained therein are true and correct.

E-Signature (Insertion of the name(s) below is the equivalent of an electronic signature(s):  
Note: Please type the first name and last name of an officer/director.

Date: First Name 1:  Last Name 1:

Back: Officer Information Next: Payment Information

15. Please add your corporation “NM Tax ID (CRS) (without dashes)”, the date of your “Next Annual Meeting” the best “Contact Phone” number (without dashes) and “Contact Email Address” for the corporation.

### *E-Signature*

Once all of the above fields have been completed please scroll to the bottom of the page and fill out the e-signature section.

\*E-signature = Typed name(s) binding the name(s) to the submitted document

Profit corporations require-1 full name from the Officers or Directors list to be entered. The name must match a name from the directors or officers list with no spaces either before or after the first and last name for the system to validate the name and allow you to proceed to the payment screen.

Back: Officer Information

Next: Payment Information

16. Once you have completed updating the Contact & E-Signature Information fields Click the “Next: Payment Information” button to move to the next screen



**(Option 1, 2, 3 and 4) E-File Domestic/Foreign Non-Profit reports: Filling out the corporation details information for a Corporation Initial/First Report, Annual (Non Profit) or Biennial Report (Profit), Supplemental Report and Final Report Continued**

\*The following steps can be applied to filling out the corporation details information for options 1, 2, 3 & 4 (Initial/First Report, Regular Report, Supplemental Report and Final Report).

Type Domestic Nonprofit  
 Corp # [REDACTED]  
 Corporation Status Active Corporation  
 State of Incorporation NM  
 Date of Incorporation May-16-1972  
 ReportingFiscalYear Dec-31-2013

Type Foreign Nonprofit  
 Corp # [REDACTED]  
 Corporation Status New Corporation  
 State of Incorporation CA  
 Date of Incorporation Feb-05-1951  
 ReportingFiscalYear 12/31/2013

1. "Reporting Fiscal Year" reflects the corporation Fiscal Year End (FYE) you're filing for.

**Addresses**

Address Information

AddressType	Address Line 1	Address Line 2	City	State	Country	Zip		
1. CORP MAILING ADDRESS	325 DON GASPAR	STE 300	SANTA FE	NM	US	87501	DELETE	EDIT
2. PRINCIPAL PLACE OF BUSINESS IN NM	325 DON GASPAR	STE 300	SANTA FE	NM	US	87501	DELETE	EDIT

Add New Address

Back: Return to my profile    Next: Agent Information

1. Please fill out the corporation addresses.
2. You can add a new address, edit the existing address or delete the addresses by clicking on " Add New Address", "EDIT" or "DELETE"

Address Type: -Select-  
 Address Line 1: REQUIRED  
 State: New Mexico  
 Address Line 2: [Red Box]  
 Country: United States  
 City: REQUIRED  
 Zip: Required  
 Submit Cancel

3. When adding a new address please fill out all fields shown above. *\*Address number 2 is not required* \*Once the information is added please click “Submit” if it is a New Address or “Update” if it is an address that is being updated.

	AddressType	Address Line
1.	CORP MAILING ADDRESS	66 SKYLINE R

Address Type: Principal Place Of Business In NM  
 Address Line 1: -Select-  
 State: Principal Place Of Business In NM

\*Please Note a “Corporation Mailing Address” and the “Principal Place of Business in NM” must be listed for **all domestic non-profit corporations**. These options are available under the “Address Type” Drop down box. You can find these options by clicking on the drop down box.

\*Please Note a “Corporation Mailing Address”, “Foreign Registered Office”, “Principal Place of Business Outside or NM” and the “Principal Place of Business in NM” must be listed for **all foreign non-profit corporations**. These options are available under the “Address Type” Drop down box. \*\*\*Please Note: The Foreign registered office must be in state of incorporation. \*\*\*

Back: Return to my profile      Next: Agent Information

4. Once you have completed the addresses section Click the “Next: Agent Information” button to move to the next page

Agent

*\*You cannot change the registered agent name with the e-file system. The registered agent change request form needs to be filled out and sent in to the NM Secretary of State Office in order to make a change to the registered agent\*. You can find the Registered Agent Change request form on*

*[http://www.sos.state.nm.us/Business\\_Services/corporation-forms-and-fees-overview.aspx](http://www.sos.state.nm.us/Business_Services/corporation-forms-and-fees-overview.aspx)*

Agent

	Name	Address Line 1	Address Line 2	City	State	Country	Zip		
1.	[REDACTED]			SANTA FE	NM	US	87507		EDIT



5. You can edit your agent's address by clicking the "EDIT" button

Agent

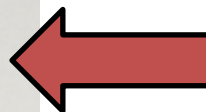
Agent Name	Address Line 1	Address Line 2	City	State	Country	Zip		
[REDACTED]	NO PO BOX		SANTA FE	New Mexico	United States	87507		

Update Cancel



6. You cannot have a PO Box for the Registered Agent address; all fields can be Updated/Edited with exception to the Agent Name. \* The registered agent must have physical address or geographical location located in New Mexico

Back: Address Information      Next: Director Information



7. Once you have completed updating the Agent Adress fields Click the "Next: Director Information" button to move to the next screen

### Directors

Directors

	Name	Address Line 1	Address Line 2	City	State	Country	Zip		
1.	[REDACTED]							DELETE	EDIT
2.	[REDACTED]							DELETE	EDIT
3.	[REDACTED]	[REDACTED]		SANTA FE	NM	US	87507	DELETE	EDIT

Add New Director



8. You can add, edit or delete your directors by clicking on " Add New Director", "EDIT" or "DELETE"  
 \*Non-Profit Corporations require at least 3 directors. The director(s) may also be listed as an officer.

Directors  
 Note: "Term Expires" column is applicable only for Domestic Profit Corporations.

Name	Address Line 1	Address Line 2	City	State	Country	Zip	Term Expires
First Name [Redacted] Mid Initial [J] LastName [Redacted]	Address Line 1 [Redacted] Address Line 2 [Redacted]	City SANDIA PARK	State New Mexico	Country United States	Zip 87047	Term Expires [Redacted]	

9. Once you have updated the information or have completed filling out all of the fields please click on "Update" if you're editing a Director. "Submit" if it is a New Director. *\*Please note all fields are required to be filled out with exception to a "Middle Initial" and "Address Line 2"*

10. Once you have completed updating the Director Information fields Click the "Next: Officer Information" button to move to the next scene

### Officers

Officers

	Designation	Name	Address Line 1	Address Line 2	City	State	Country	Zip		
1.	PRESIDENT	[Redacted]							DELETE	EDIT
2.	TREASURER	[Redacted]							DELETE	EDIT
3.	SECRETARY	[Redacted]	[Redacted]		SANTA FE	NM	US	87508	DELETE	EDIT

11. You can add, edit or delete your officers by clicking on "Add New Officer", "EDIT" or "DELETE"

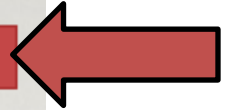
Officers  
 Note: "Term Expires" column is applicable only for Domestic Profit Corporations.

Designation	Name	Address Line 1	Address Line 2	City	State	Country	Zip	Term Expires
Designation President	First Name [Redacted] Mid Initial [ ] LastName [Redacted]	Address Line 1 [Redacted] Address Line 2 [Redacted]	City SANDIA PARK	State New Mexico	Country United States	Zip 87047	Term Expires [Redacted]	

12. Once you have updated the fields please click on "Submit" if it is a new Officer. "Update" if you are editing an Officer. *\*Please note all fields are required to be filled out with exception to a "Middle Initial" and "Address Line 2" \*Non-Profit Corporations require at least 1 officer. The officer(s) and director(s) may be the same people listed.*

Back: Director Information

Next: Contact & E-Signature Information



13. Once you have completed updating the Officer Information fields Click the “Next: Contact & E-Signature Information” button to move to the next screen

**Additional Information**

Statement of business conducted in New Mexico: Corporations

Contact Phone: 5058274508      Contact Email Address: jk@gmail.com

**Fee Information**

Fee	Late Fee	Total
\$10.00	\$0.00	\$10.00

**SIGNATURE** Under penalties of perjury, I declare and affirm that I have examined this report, including the accompanying schedules and statements, and that all statements contained therein are true and correct.

E-Signature (Insertion of the name(s) below is the equivalent of an electronic signature(s)):  
Note: Please type the first name and last name of an officer/director.

Date: First Name 1: SECRETARY      Last Name 1: OF STATE

First Name 2: DEPUTY SECRETARY      Last Name 2: OF STATE

Back: Officer Information      Next: Payment Information



14. Please add your corporation “Statement of business conducted in New Mexico”, the best “Contact Phone” number (without dashes) and “Contact Email Address” for the corporation.

### *E-Signature*

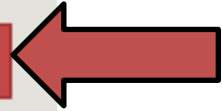
Once all of the above fields have been completed please scroll to the bottom of the page and fill out the e-signature section.

\*E-signature = Typed name(s) binding the name(s) to the submitted document

Non-Profit corporations-require 2 names from the Officers or Directors list to be entered (the first name in the “First Name” box and the last name in the “Last Name” box). The names must match names from the directors or officers list with no spaces either before or after the first and last name for the system to validate the name and allow you to proceed to the payment screen.

Back: Officer Information

Next: Payment Information



17. Once you have completed updating the Contact & E-Signature Information fields Click the “Next: Payment Information” button to move to the next screen

*E-File: Corporation Report Payment Options*

Once you have hit the “Save and pay now” button you will be directed to the payment information screen. You have 2 options for payment. Please use the drop down box to select payment option.

Credit/Debit Card

Please note credit card transactions have a convenience fee.

Payment Information

**Disclaimer:** The New Mexico Secretary of State's Office uses a safe and secure checkout. Your personal and payment information is securely transmitted in a 128-bit encrypted fashion. Please note that the New Mexico Secretary of State's office does not store any credit card numbers, card verification codes or bank account numbers in our system.

Amount	\$10.00
Convenience fee	\$0.36
Total Amount	\$10.36

Pay with: CreditCard

Card Number:

Expiration Date: January 2014

CVC:

MasterCard VISA DISCOVER

Billing Information

Billing Information

First Name:

Last Name:

Company Name:

Phone:

Email Address:

Street Address:

Suite/Apt:

City/Town:

Zip:

State/Province: -Select-

Note:  
Entered zipcode should be valid code in the State selected.  
Please make sure you click submit button only once.  
If this transaction is to request a Certificate of Good Standing; you will receive a confirmation email with the Good Standing Certificate as an attachment after the payment is processed.  
You will not be receiving a Certified Certificate in the mail any more.

Submit

\*Please note the convenience charge for credit/debit cards.

Fee schedule for **Non-Profit**: Filing fee of \$10 plus the convenience charge for debit/credit card. \* If the report is late the corporation will also be charged a late filing penalty of \$10 which makes the total \$20 plus the convenience charge.

Fee schedule for **Profit**: Filing fee of \$25 plus the convenience charge for debit/credit card. \* If the report is late the corporation will also be charged a late filing penalty of \$200 which makes the total \$225 plus the convenience charge.

1. Please enter the credit card/debit card information as seen on the card.
2. Please enter the card number
3. Please enter the expiration date
4. Please enter the CVC or security code listed on the back of your card usually located at the end of the signature area.
5. Please enter billing information as it appears on the credit card account.

Once this section is complete please click the “Submit” button. \* *Please only click the submit button once or your account may be charged multiple times.*



JKinc | [Change Password](#) | [Update Account](#) | [Login](#)

Office of the Secretary of State  
Business Services Division

Home   Lookup Corporations   Paper Forms   Help

**Transaction Confirmation**

Corporation Name	JK2, INC.	
Corp #	1655778	
Transaction#	3814217812320176056442	
Transaction Type	Regular Report Filing	
Date	10/10/2013	
Total Amount	\$228.68	
Confirmation	<a href="#">Click here to download</a> 	

Note: An email with the transaction detail is also sent to the email address in file for the logged user.

You will be navigated to a page that shows the transaction confirmation. When you click on the “Click here to download” link you will open up a pdf which contains the report confirmation.



## Office of the Secretary of State Business Services Division

Home

Lookup Corporations

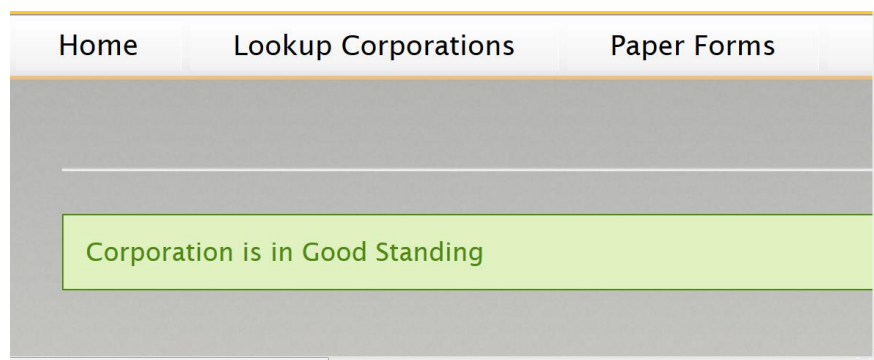
Paper Forms

Help

Once the submit button has been selected you should receive confirmation that the payment has been accepted. You will also receive a PDF receipt for the E-file transaction.

**\*All changes will take place once payment has been submitted \*** If you have more than one report due, you will follow the same steps. Click on the home button to be directed back to the user account home screen then repeat.

If you have no more reports currently due your corporation will be in good standing. Click on the home button to be directed back to the user account home screen to view changes or Signout.



If your corporation has no more reports due a green ribbon bar should appear on the user account home screen showing the corporation is in good standing





Once this section is complete please click the "Submit" button. \* Please only click the submit button once or your account may be charged multiple times.



JKinc | [Change Password](#) | [Update Account](#) | [Login](#)

Office of the Secretary of State  
Business Services Division

Home | [Lookup Corporations](#) | [Paper Forms](#) | [Help](#)

Transaction Confirmation

Corporation Name	JK2, INC.
Corp #	1655778
Transaction#	3814217812320176056442
Transaction Type	Regular Report Filing
Date	10/10/2013
Total Amount	\$228.68
Confirmation	<a href="#">Click here to download</a>

Note: An email with the transaction detail is also sent to the email address in file for the logged user.

You will be navigated to a page that shows the transaction confirmation. When you click on the "Click here to download" link you will open up a pdf which contains the report confirmation.



Office of the Secretary of State  
Business Services Division

Home | [Lookup Corporations](#) | [Paper Forms](#) | [Help](#)

- Once the submit button has been selected you should receive confirmation that the payment has been accepted. You will also receive a PDF receipt for the E-file transaction.
- \*All changes will take place once payment has been submitted \* If you have more than one report due you will follow the same steps. Click on the home button to be directed back to the user account home screen then repeat.

If you have no more reports currently due your corporation will be in good standing. Click on the home button to be directed back to the user account home screen to view changes or Signout.



Home | [Lookup Corporations](#) | [Paper Forms](#)

Corporation is in Good Standing

## (Option 5) E-File: File Extension


**Option 5) File Extension**-This option allow you to upload a valid tax extension which will be reviewed and entered in to the system for the corporation.

Please choose from the following Efile options to proceed.

1) <u>File Initial Report</u>	2) <u>File Regular Report</u>
3) <u>File Supplemental Report</u>	4) <u>File Final Report</u>
5) <u>File Extension</u> 	6) <u>Request Certificate Of Good Standing</u>
7) <u>Corporation Details</u>	

1. To upload an extension please click on option # 5 “File Extension”

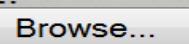

**Submit Extension Request**

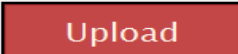

File to upload:   



2. Click “Browse” and select the file you would like to upload.

**Submit Extension Request**

File to upload:   

3. *\*Please note you can only upload documents in PDF format.*  
Click upload

Your request is submitted to the Corporation staff for review.  
You should get a response to the email address we have in file with in 2 business days.

## Submit Extension Request

Once your document has been submitted you will receive the message above.

### View Corporation Details

If your corporation has no more reports due a green ribbon bar should appear on the user account home screen showing the corporation is in good standing

Corp #: [REDACTED] [view more details](#)  
Type: Domestic Nonprofit  
Date of Incorporation: 4/23/2001  
State of Incorporation: NM  
Fiscal Year : 5/23/2014