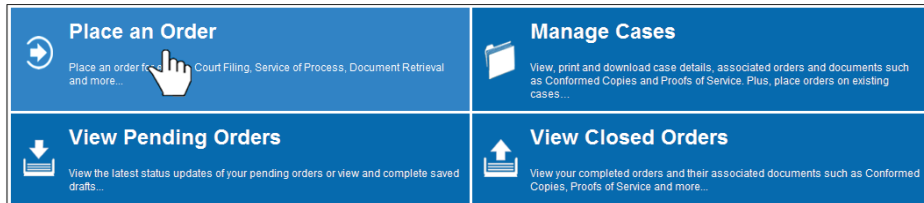


## USERGUIDE

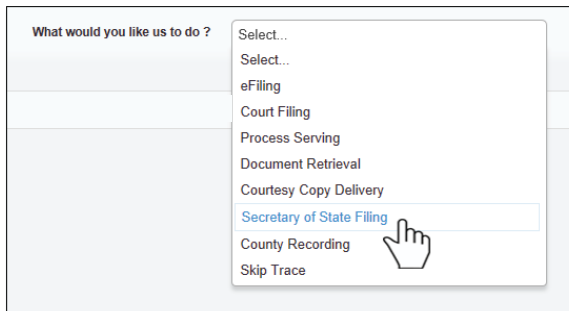
On the provided login page, type in your email, password and click on the "Login" button.

**Please note:** We recommend using any modern browser for the best experience

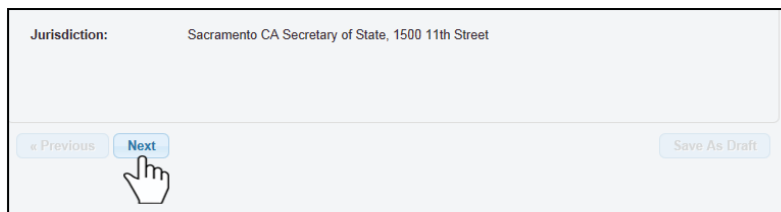
- 1 Once you are logged into the customer portal, click on "**Place an Order.**"



- 2 In the "What would you like us to do?" field, select "**Secretary of State Filing.**"

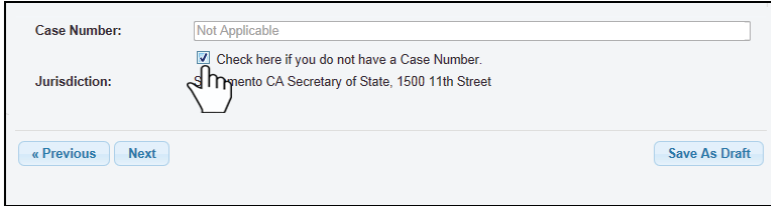


- 3 The Secretary of State address will automatically pre-populate. Click on "**Next.**"



## USERGUIDE

- 4 Click on the box “**Check here if you do not have a Case Number**” below the Case Number field box.



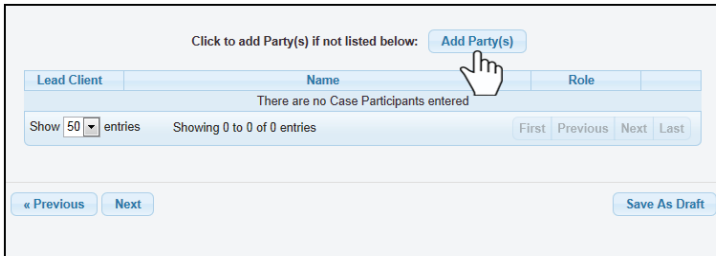
Case Number:

Check here if you do not have a Case Number.

Jurisdiction:

« Previous   Next   Save As Draft

- 5 When the Add Party box appears, click on the “**Add Party(s)**” button.



Click to add party(s) if not listed below:

Lead Client	Name	Role
There are no Case Participants entered		

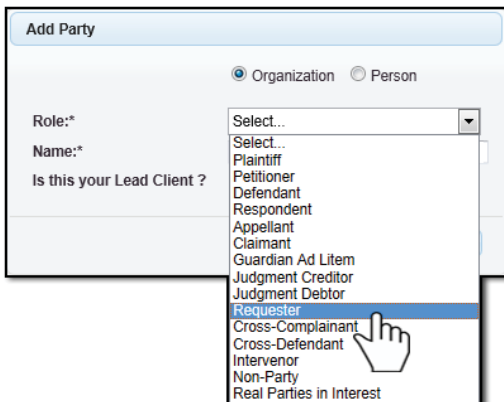
Show 50 entries   Showing 0 to 0 of 0 entries   First Previous Next Last

« Previous   Next   Save As Draft



*If at anytime you would like to save your order as a Draft, Please click on “**Save As Draft.**”*

Click on the “**Organization**” button and choose “**Requester**” as the Role. Type in the name of the corporation and click on “**Save.**”



Add Party

Organization    Person


Role:\*

Name:\*

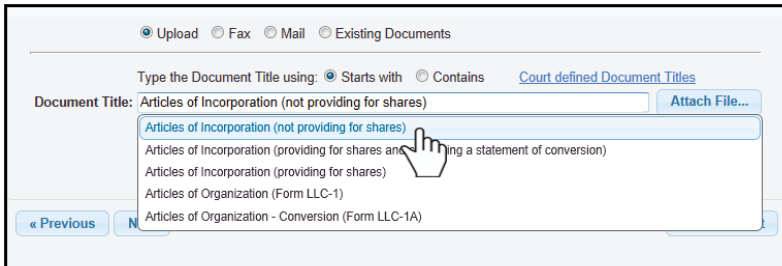
Is this your Lead Client ?

- Select...
- Select...
- Plaintiff
- Petitioner
- Defendant
- Respondent
- Appellant
- Claimant
- Guardian Ad Litem
- Judgment Creditor
- Judgment Debtor
- Requester**
- Cross-Complainant
- Cross-Defendant
- Intervenor
- Non-Party
- Real Parties in Interest

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 If you select “Yes” to indicate that this is your client, a “**Billing Code**” may be required to proceed. The “**Billing Code**” is your firm’s internal, billing, or client matter number code on a particular case.

- 6 To upload your documents, type in the name of the Document Title in the field box. You may search for your Document Title by entering in Keywords. Click on the “**Attach File**” button and double click on the document to be uploaded.

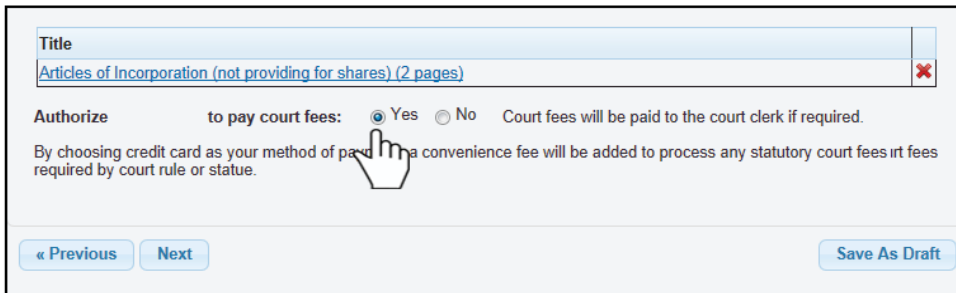


The screenshot shows a web interface for document upload. At the top, there are radio buttons for 'Upload', 'Fax', 'Mail', and 'Existing Documents', with 'Upload' selected. Below this, there are radio buttons for 'Starts with', 'Contains', and 'Court defined Document Titles', with 'Starts with' selected. A text input field contains 'Articles of Incorporation (not providing for shares)'. To the right of the input field is an 'Attach File...' button. A dropdown menu is open below the input field, showing a list of document titles: 'Articles of Incorporation (not providing for shares)', 'Articles of Incorporation (providing for shares and including a statement of conversion)', 'Articles of Incorporation (providing for shares)', 'Articles of Organization (Form LLC-1)', and 'Articles of Organization - Conversion (Form LLC-1A)'. A hand cursor is pointing to the first item in the list. At the bottom left, there is a '« Previous' button and a 'Next' button.

Each document is recommended to be uploaded individually. Please repeat the process as many times as you need until all your documents are uploaded.

You will also need to indicate if you will want advanced the court fees.

Click “**Next.**”



The screenshot shows a web interface for document authorization and fee payment. At the top, there is a 'Title' field containing 'Articles of Incorporation (not providing for shares) (2 pages)'. Below this, there is a section for 'Authorize to pay court fees:' with radio buttons for 'Yes' and 'No', and 'Yes' selected. To the right of the radio buttons, it says 'Court fees will be paid to the court clerk if required.' Below this, there is a paragraph: 'By choosing credit card as your method of payment, a convenience fee will be added to process any statutory court fees or fees required by court rule or statute.' A hand cursor is pointing to the 'Yes' radio button. At the bottom left, there are '« Previous' and 'Next' buttons. At the bottom right, there is a 'Save As Draft' button.

- 7** A notice will appear informing you of when the documents will be Filed with the Secretary of State. You may indicate who needs to be notified regarding this service as well as pick your service level.

When you are ready to place the order, click on the **“Submit”** button and you will receive a Confirmation email.

The screenshot shows the 'Order Details' tab with a dropdown menu titled 'When would you like this filed?'. Two radio button options are visible: 'File Today by 11:45 AM (On Demand) \*' and 'File Today by 4:30 PM (Same Day) \*'. A footnote below states: '\* The Service times displayed are only an estimate based on the information provided. If you need your order processed sooner than the times listed above, please call us at [redacted]'.

The screenshot shows the 'Special Instructions' section with an empty text area. Below it is the 'Notifications' section with the instruction: 'Check box of person(s) you would like to notify of status updates.' There are two columns of checkboxes with names: Jonathan Nill, Daniel Flores, Bill Davidheiser, Rose Tolley, alcarlo castanar, Priscilla Blanco, Suresh Pandhally, and Teresa Guardado. At the bottom, there are buttons for 'Previous', 'Submit' (with a hand cursor), and 'Save As Draft'.

- 8** If you are sending the documents via FAX or Mail, click on **"Print Routing Pages."** Include the routing page, to use as the cover page, along with your documents. The FAX number will be located on the upper left hand corner.

If mailing, contact our customer support who will provide you with the address of where you will need to mail your documents.

The screenshot shows a confirmation page titled 'Thank you for your order(s)'. It displays 'Your order number(s): 1042625' and provides instructions on printing routing pages and confirmation pages. A hand cursor points to the 'Print Routing Pages' button. On the right side, there is a summary of the order details under the heading 'Secretary of State Filing', including County (Sacramento CA), Case Info (Case Number: Not Applicable), Case Participants (Bilbo Inc, Requester), and Order Details (Notify: Joe Richards).