

After filling out the relevant document, find the respective Shopping Cart link in the Shopping Cart section of the Business Entity's page. Select either the Expedited or non-Expedited link, and you'll be taken to the page below.

The screenshot shows the Utah.gov Checkout interface. At the top left is the Utah.gov logo and the text 'UTAH.GOV CHECKOUT'. The main heading is 'Product Detail'. Below this, the product name is 'New filing - Limited Liability Companies, Profit Corporations, Limited Partnerships' with a price of '\$70.00'. A green 'ADD TO CART' button is visible. Below the product name is a description: 'Initial registration documents for Limited Liability Companies, Profit Corporations, Limited Partnerships.' There is an 'Additional Information' section with a text input field containing the placeholder text 'Description, invoice #, etc.'. To the right, under 'Your Cart', it shows 'Item(s): 0' and 'USD: \$0.00', with a blue 'VIEW YOUR CART' button.

Enter the document type and the name of their business in the Additional Information field, then click ADD TO CART.

This screenshot is similar to the first one but shows the 'Additional Information' field filled with the text 'Certificate of Organization for ABC & Co., LLC'. The 'ADD TO CART' button is highlighted with a red rectangular box. The rest of the page layout, including the product details, price, and cart information, remains the same as in the previous screenshot.

After you click ADD TO CART you'll be taken to your cart and shown a summary of what filing(s) you've ordered. If it is correct, click CHECKOUT.

utah gov UTAH.GOV CHECKOUT

Your Cart

Item	Quantity	Price
New filing - Limited Liability Companies, Profit Corporations, Limited Partnerships Initial registration documents for Limited Liability Companies, Profit Corporations, Limited Partnerships.	Quantity <input type="text" value="1"/> REMOVE	\$70.00
Subtotal:		\$70.00

[CHECKOUT](#) [UPDATE QUANTITIES](#) [CONTINUE SHOPPING](#)

Your Cart
Item(s): 1
USD: \$70.00
[VIEW YOUR CART](#)
[CHECKOUT](#)

After clicking CHECKOUT, you'll be taken to a page to input your information. If there is an issue with your order, this is the information that is used to contact you. If you have the entity number for an existing entity, you can fill it in here, which will show up on our order page.

utah gov UTAH.GOV CHECKOUT

Enter Your Shipping Address

Please Enter Shipping Info

Name/Business

Street Line 1

Street Line 2

City

State

Zip

Phone

Email

Business Entity Number

My billing address is the same as shipping address.

[BACK](#) [CONTINUE](#)

Your Cart
Item(s): 1
USD: \$70.00
[VIEW YOUR CART](#)

Please Enter Shipping Info

Name/Business

Street Line 1

Street Line 2

City

State

Zip

Phone

Email

My billing address is the same as shipping address.

BACK

CONTINUE

After clicking continue on their shipping info, you'll be taken to the upload page. This is where you'll upload your completed documents (typed and signed). **Please note that depending on your internet connection, and the size/type of document, these could take some time to upload.**

Upload File(s)

You may upload up to 20 files. Your attachment must be a PDF, JPG, or PNG under 25MB

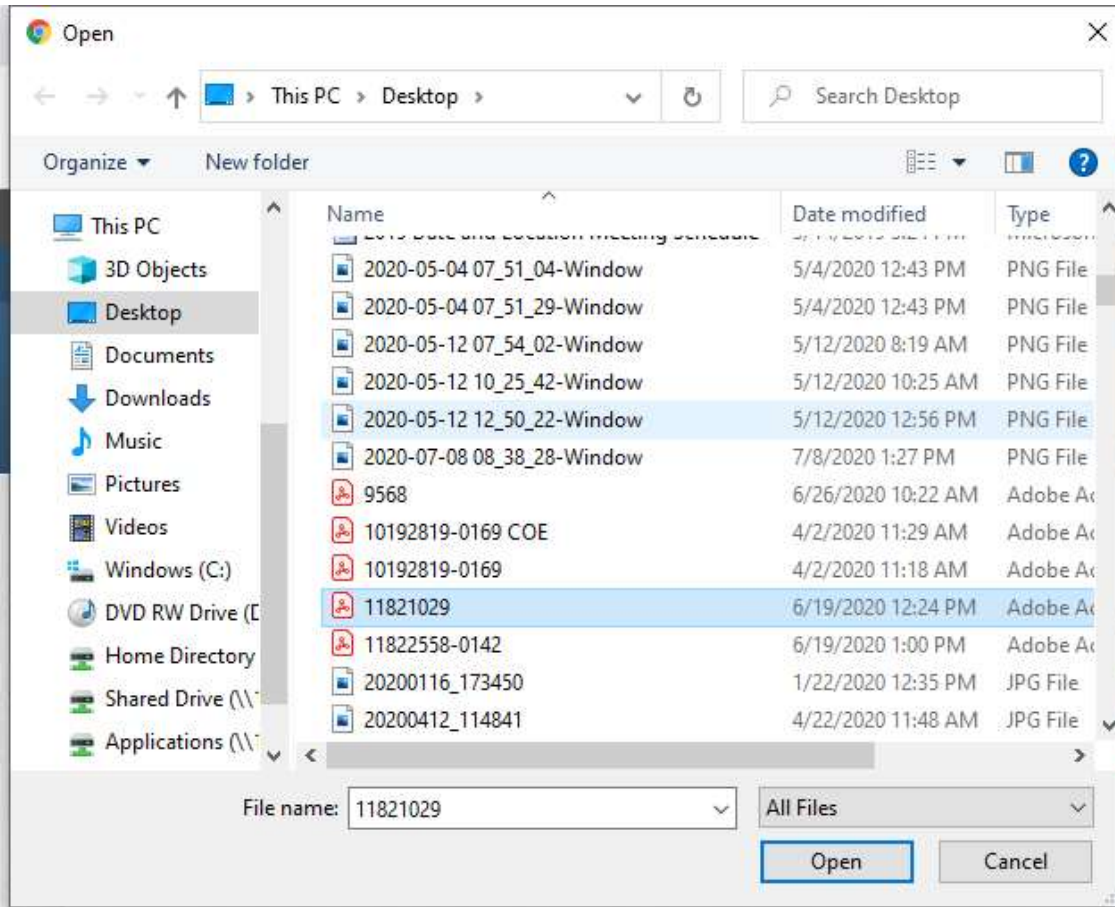
After clicking "Choose Files" please select all your files at once from your device.

No file chosen

PROCEED TO PAYMENT

Your Cart

Item(s):
USD:



After ensuring all files are fully uploaded, click PROCEED TO PAYMENT.



Please enter your payment information on this screen.

Credit Card Payment

Item	Quantity	Item Amount	Total
New filing - Limited Liability Companies, Profi... <i>Initial registration documents for Limited Liability Companies, Profit Corporations, Limited Part...</i>	1	\$70.00	\$70.00
Total Amount:			\$70.00

Credit Card Information

Card Number:* 4444444444444444 VISA Visa

CVV Number:* 123 [Where's this?](#)

Expiration Date:* 01 - January / 2021

Account Holder Information

Name on Card:* Testing Tester

Country:* United States

Address:* 123 fake st

Address Line 2:

City:* slc

State:

If paying with multiple cards, please indicate this in the bottom section.

City:*

State:*

Postal Code:*

Email Address:

How much would you like to put on this card?

- The Total Amount: \$70.00
- Remaining on Card
Use this option to make a partial payment with a card containing limited funds.
- Other Amount:

CANCEL PAYMENT

CONTINUE

* Are Required Fields.

This is the last page before payment is processed. Please verify that all information is correct before clicking YES.

Verify Credit Card Payment Information

Please verify your Credit Card Information and click "Yes" to proceed with payment.

Credit Card Information

Card Type:	Visa
Card Number:	*****1111
Expiration Date:	01/2021

Account Holder information

Cardholder's Name:	Testing Tester
Address:	123 fake st
City:	slc
State:	UT
Postal Code:	84111
Country:	US
Email Address:	

Your Order

Item	Quantity	Item Amount	Total
New filing - Limited Liability Companies, Profi... <i>Initial registration documents for Limited Liability Companies, Profit Corporations, Limited Part...</i>	1	\$70.00	\$70.00
Total Amount:			\$70.00

IS THIS INFORMATION CORRECT?

NO

YES

Once this page appears, payment has been processed, and you may print a receipt or take a screenshot of your transaction for your records. After you print, click CONTINUE.

Credit Card Payment Receipt

Your payment was successfully processed.

Please print this page as a receipt for your records.

Item	Quantity	Item Amount	Total
New filing - Limited Liability Companies, Profi... <i>Initial registration documents for Limited Liability Companies, Profit Corporations, Limited Part...</i>	1	\$70.00	\$70.00
Total Amount:			\$70.00

Payment Processing Details

Order Number:	9742429
Date Of Transaction:	08/07/2020
Amount Charged:	\$70.00
Name On Card:	Testing Tester
Credit Card Number:	*****1111
Credit Card Type:	Visa

PRINT

CONTINUE

This page is a confirmation that the order has been placed. As before, you may print this or take a screenshot for your records. Once the Success page appears, the order is complete!



Success!

Your order has been completed.

Order Details

Product:

New filing - Limited Liability Companies, Profit Corporations, Limited Partnerships

Order Date:

08/07/2020

Order Number:

9742429

Price Per Item:

\$70.00

Quantity Purchased:

1

Subtotal:

\$70.00

Order

Order Total:

\$70.00