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.

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

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.
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.**
After ensuring all files are fully uploaded, click PROCEED TO PAYMENT.
Please enter your payment information on this screen.

Credit Card Payment

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Item Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New filing - Limited Liability Companies, Profit Corporations, Limited Partners...</td>
<td>1</td>
<td>$70.00</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

Total Amount: $70.00

Credit Card Information

- Card Number: 4444444444444444
- CVV Number: 123
- Expiration Date: 01 - January / 2021

Account Holder Information

- Name on Card: Testing Tester
- Country: United States
- Address: 123 fake st
- City: slc
If paying with multiple cards, please indicate this in the bottom section.

City: slc
State: Utah
Postal Code: 84111
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

<table>
<thead>
<tr>
<th>Card Type:</th>
<th>Visa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number:</td>
<td>**********1111</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>01/2021</td>
</tr>
</tbody>
</table>

Account Holder Information

<table>
<thead>
<tr>
<th>Cardholder's Name:</th>
<th>Testing Tester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>123 fake st</td>
</tr>
<tr>
<td>City:</td>
<td>slc</td>
</tr>
<tr>
<td>State:</td>
<td>UT</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>84111</td>
</tr>
<tr>
<td>Country:</td>
<td>US</td>
</tr>
</tbody>
</table>

Your Order

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Item Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New filing - Limited Liability Companies, Profi...</td>
<td>1</td>
<td>$70.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Initial registration documents for Limited Liability Companies, Profit Corporations, Limited Part...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount:</td>
<td></td>
<td></td>
<td>$70.00</td>
</tr>
</tbody>
</table>

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.
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