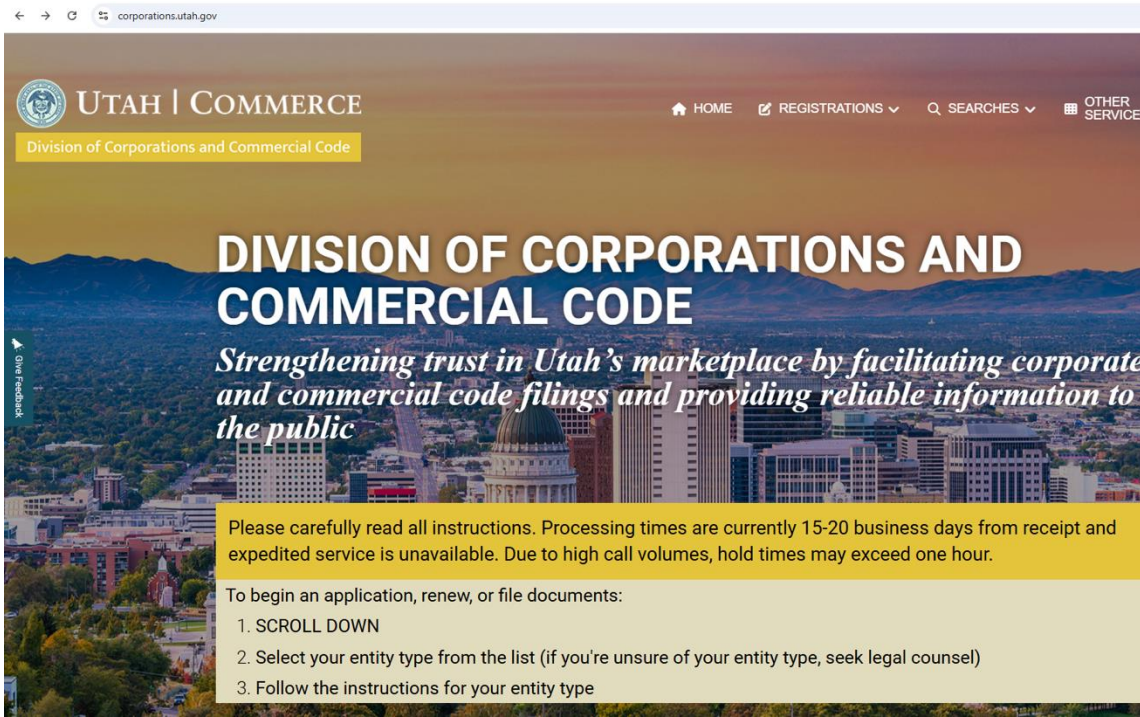
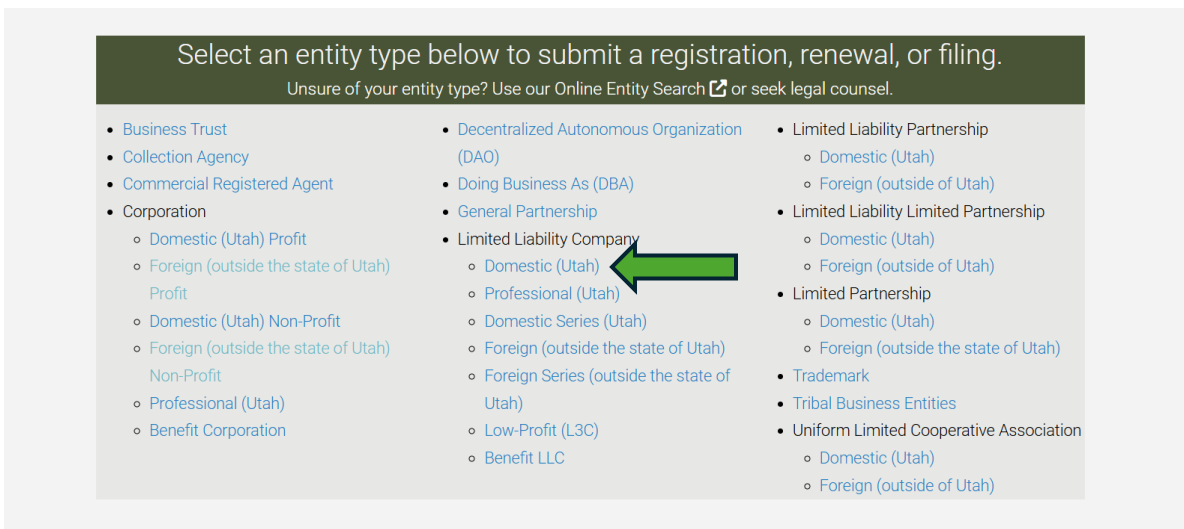


This guide will walk through step-by step how to file a new domestic LLC. During this process, avoid using your browser’s “back” button.

Start at corporations.utah.gov



Scroll down the page and click on “Domestic (Utah)” under “Limited Liability Company”



***This guide will focus on filing a Domestic LLC, the most common entity filing type. Consult with an attorney or tax professional to determine which entity type is right for you. Most of these steps apply to the other common entity types including corporations.**

From this page, click “New Registrations, Renewals, & Amendments”

HOME / BUSINESS ENTITIES / DOMESTIC LIMITED LIABILITY COMPANY

Domestic Limited Liability Company

A Domestic Limited Liability Company (LLC) is formed by one or more individuals or entities special written agreement. The agreement details the organization of the LLC including: provisions for management, assignability of interests, and distribution of profits or losses.

It is a company statutorily authorized in certain states that is characterized by limited liability, management by members or managers, and limitations on ownerships transfer.

To log in to businessregistration.utah.gov, enter your EMAIL in the "username or email" field. If your email is not found, you may need to create a [UtahID](#) account. For more instructions on UtahID, [click here](#).

Online Services

- New Registrations, Renewals, & Amendments
- Obtain Copies or Certificates of Registration/Existence

Forms

- Articles/Statement of Conversion
- Articles/Statement of Correction
- Articles/Statement of Merger
- Reinstatement Application
- Registered Agent Change Form

Click the button that says “Click to log on with Utah-ID”

LOGIN

Welcome to Utah Department of Commerce - Division of Corporations and Commercial Code - Business Registration System.

[Click to log on with Utah-ID](#)

Additional Options

- [Authenticate Certificate](#)
- [Search Business Entity Records](#)

Log in using your UtahID Account. Enter your EMAIL ADDRESS in the username field. If you don't have an account (your email isn't recognized), [create a UtahID](#).

If this is your first time in the new system, you will be asked for new account information. Enter your information then click “Continue.” *If you have logged into the system before, go straight to the next step.*

The registration form is divided into three sections, each with a progress indicator at the top: 1. Provide Your Information, 2. Enter Login Details, and 3. Done.

- ENTER YOUR PERSONAL DETAILS:** Includes fields for First Name, Middle Name, Last Name, Suffix (dropdown), and Organization Name.
- ENTER YOUR MAILING DETAILS:** Includes Address Line 1, Address Line 2, Country (dropdown), Zip Code, City, and State (dropdown).
- ENTER YOUR CONTACT DETAILS:** Includes Email Address, Re-enter Email Address, and Phone Number (three separate boxes).

At the bottom, there are three buttons: Back, Clear, and Continue. A green arrow points to the Continue button.

You will then go to the business dashboard. **To continue with a new LLC, click on “Formations & Registrations” on the left side.**

The dashboard features a sidebar menu on the left with the following items: MY PROFILE, MANAGE ENTITIES & AUTHORITY, SEARCH, FILE ON AN EXISTING BUSINESS, ANNUAL REPORT / RENEWAL, FORMATIONS & REGISTRATIONS, NAME RESERVATIONS / REGISTRATIONS, COPIES AND CERTIFICATES, and SUBMIT A PAPER FILING. A green arrow points to the FORMATIONS & REGISTRATIONS menu item.

The main content area displays a summary of business metrics:

- 0 Filings In Progress
- 0 Orders Completed
- 0 Open Tickets
- 0 Online Resubmission Filings

Below the metrics is a Business Search bar and a NOTIFICATIONS section.

Then click on “Domestic Formations” from the drop-down menu

The dropdown menu for FORMATIONS & REGISTRATIONS is open, showing the following options: Domestic Formations, Foreign (Out of State) Registrations, Assumed Name (DBA) Registrations, Commercial Registered Agent, and Miscellaneous. A green arrow points to the Domestic Formations option.

The background shows the Business Search bar and the NOTIFICATIONS section of the dashboard.

On the next page, Select “Domestic Limited Liability Company”


START A BUSINESS

Select the statement that best describes what you want to do:

BUSINESS ENTITY TYPE: * -- Select --

Didn't find what you're looking for? Learn about [Available Filings](#).

- Select --
- Domestic Business Corporation
- Domestic Business Trust
- Domestic General Partnership
- Domestic Limited Cooperative Association
- Domestic Limited Liability Company
- Domestic Limited Liability Limited Partnership
- Domestic Limited Liability Partnership
- Domestic Limited Partnership
- Domestic Nonprofit Corporation




Then click Next

START A BUSINESS

Select the statement that best describes what you want to do:

BUSINESS ENTITY TYPE: * Domestic Limited Liability Comp

Didn't find what you're looking for? Learn about [Available Filings](#).

 **Next**

Limited Liability Company is selected by default. Click Next


BUSINESS CLASSIFICATION

Select the appropriate sub type for the business you are forming.

Each time you change your classification during this filing, you will lose any data entered and will have to start the filing over. Be sure that this is the classification you want before continuing. For more information, see [Business Classifications](#).

Entity is forming as:

- A Limited Liability Company
- A Professional Limited Liability Company forming to render a professional service
- A Benefit Limited Liability Company
- A Low-profit Limited Liability Company
- A Series Limited Liability Company

 **Next**

Next, verify availability for your business name. Per State law, you must use one of the listed identifiers to form an LLC.

Type in the name of your business, and click “Verify Name”

NAME AVAILABILITY SEARCH

The Limited Liability Company or Series LLC name must contain one of the words "LLC", "L.L.C.", "LIMITED LIABILITY COMPANY", "LC", "L.C.", "LTD. LIABILITY COMPANY", "LTD. LIABILITY CO.", "LIMITED LIABILITY CO.", "LIMITED COMPANY", "LTD. COMPANY", "LIMITED CO." or "LTD. CO."

The Benefit LLC name must contain either one of the above terms, or "BENEFIT LIMITED LIABILITY COMPANY", "BENEFIT LIMITED COMPANY", "BENEFIT COMPANY", "B.L.L.C.", "B.LLC", "B.L.C.", "BLC", "BENEFIT LTD LIABILITY COMPANY", "BENEFIT LTD COMPANY", "BENEFIT LTD LIABILITY CO.", "BENEFIT LTD CO.", "BENEFIT CO.", "BENEFIT LIMITED LIABILITY CO.", "BENEFIT LIMITED CO."


The Professional Services Company name must contain one of the words "PLLC", "P.L.L.C." or "PROFESSIONAL LIMITED LIABILITY COMPANY".

The Low-profit Limited Liability Company name must contain one of the words "L3C".

NAME VERIFICATION

Have you reserved a name for this business? Yes No
To learn about name reservations, click [here](#).

Enter Your Desired Entity Name: *



If your name is available, click next. If not, try again with an available name. *(This guide does not cover name availability conflicts. If you have concerns about name conflicts, reach out to a division representative through the contact us button on top of the screen)*

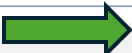
NAME AVAILABILITY SEARCH

NAME VERIFICATION RESULTS

Desired Entity Name Business Example LLC ✓

✓ Your desired name is Available.

✓ Your desired name is Acceptable.



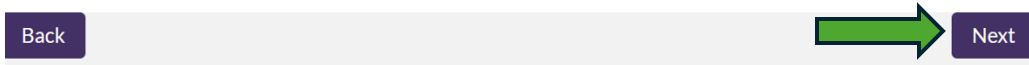
If you do not have a listed LLC identifier in your business name, the system will give an error. If you see this error, enter the business name with one of the descriptions (e.g. LLC) and click Verify Name again.

Alert

The following errors were returned from the server:

- One of the following identifiers is required in an entity name for this filing type:
 - L.C.
 - L.L.C.
 - LC
 - Limited Co
 - Limited Co.
 - Limited Company
 - Limited Liability Co.
 - Limited Liability Company
 - LLC
 - L.L.C.
 - Ltd Co
 - Ltd Co.
 - Ltd Company
 - Ltd Liability Co
 - Ltd Liability Co.

Fill out the physical and mailing address for your business, as well as an email for correspondence, then click Next.



Note: Your new business must have a registered agent to register that is authorized to receive service of process. Some filers use an attorney or a company that provides registered agent services as their registered agent, while some filers act as their own company's registered agent.

From the Registered Agent page, search for the name of the individual or entity you would like to use as a registered agent by typing their name into the fields and clicking "search."


REGISTERED AGENT SEARCH

RA Name Type: * Individual Entity Unregistered Entity

Commercial Registered Agent

First Name: Middle Name:


Last Name: * Suffix:



If the "Search Results" show "No records to view," you will need to add that individual as an agent by clicking the "Create Agent" button.

First Name: Middle Name:

Last Name: * Suffix:



SEARCH RESULTS

Select	Name	Address	Email	Status
No records to view.				

A window will pop up titled “Create Registered Agent.” Enter the individual or entity’s name and contact information into the pop-up form and click “save”

CREATE REGISTERED AGENT

CREATE NEW REGISTERED AGENT

RA Name Type: Individual Entity Unregistered Entity

First Name: * Middle Name:


Last Name: * Suffix:

Address Line 1: * Address Line 2:


Country: * Zip Code: -

City: * State:


Email:



If your registered agent appeared in the search, skip to this step. Click the circle next to the registered agent’s name then click “Select Registered Agent.”

Select	Name	Address	Email	Status
<input checked="" type="radio"/>		123 abc street, Salt Lake City, UT 84114		

Page 1 of 1, records 1 to 1 of 1




The Registered Agent’s Contact information will automatically populate. Click Next.

Address Line 1: * Address Line 2:

Country: * Zip Code: -

City: * State:

Email:



You may now enter the names of one or more of the company's principals (e.g. members or managers). While principal information is not required to register, it may be required by others to engage in licensing, banking, or other business activities.

To add a principal, enter their information in the fields, then click "Add Principal."

Note: Most business should enter at least one principal even though principals are not required. Financial institutions or other agencies may require listed principals in your filed document to open accounts, get licensing, or other business activities.

Titles: *

Start Date:

Resignation Date:

Name Type: * Individual Entity

First Name: * Middle Name:

Last Name: * Suffix:

Address Line 1: Address Line 2:

Country: Zip Code: -

City: State:



ACTIVE PRINCIPALS

You may repeat this process with other principals. Once you've added the principals you want to add, click Next.


ACTIVE PRINCIPALS						
Title	Name	Address	Start Date	Resignation Date	Change	Action
Manager	John Doe	UT			Added	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

You may upload additional documentation (e.g. bylaws, articles of incorporation, ownership information) if desired. This step is not required and not covered as part of this guide. To skip this page, click next.

SUPPORTING DOCUMENTATION UPLOAD

Documentation must be in .pdf format.

File Description	Required	File Name	File Size	Action
Additional Documentation	N	N/A	N/A	
Other Provisions	N	N/A	N/A	

Back  Next

Read the information on the next page and check the boxes. Then, enter your name into the Electronic Signature Line and click “Add.”


SIGNATURE

REQUIRED SIGNATURE



Notice of Annual Report Requirement:

This business must file an Annual Report to maintain 'active' status. The first annual report is due one year from the effective date of the formation.

Indicate the following attestation statements in order to submit the filing

-  I certify:
- I am authorized to submit this filing;
 - the information in this filing is true and accurate;

-  I agree that I have read the above "Notice of Annual Report" statement.

Electronic Signature: *  


Signature of a member or an authorized representative of a member

Title / Capacity: *



Title or capacity of person signing. If signing on behalf of a business, include business name.

The name of the Signer will appear below the signature line. Click Next

name.

Electronic Signature:  Delete

Title / Capacity:



 

You now have an opportunity to review all of the information submitted so far. Review the information, scroll to the bottom, then click “Add to Shopping Cart”

I acknowledge that I have read the above "Notice of Annual Report" statement.

Electronic Signature: John Doe

Title / Capacity: Organizer

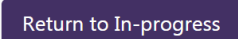
 


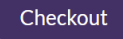
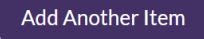
From the Shopping Cart, Click “Checkout”

SHOPPING CART

Items Grand Total: \$59.00

Filings with a red X (✗) are no longer valid. To continue with checkout, use the return to in-progress button to remove them from the cart.

Checkout Status	Transaction	Name/Reference	Amount	Action
✓	Certificate of Organization	Business Example LLC	\$59.00	


Click Make Payment

SHOPPING CART

I would like to pay using...

Credit Card

Transaction	Name/Reference	Created Date and Time	Amount
Certificate of Organization	Business Example LLC	12/12/2024 11:36 AM	\$59.00
CART TOTAL:			\$59.00



Enter your credit card information, then click “Complete” to submit payment and finish your registration.

GRAND TOTAL: **\$59.00**

Name on Card

Postal Code


Amount

Credit Card Number

CVC Number [What's this?](#)

Card Type

Expiration Date



Thank you!

Utah Division of Corporations and Commercial Code

Call: 801-530-6849

[Live Chat \(Click here\)](#)

Email: corpucc@utah.gov