

How to File a Renewal without Changes



UTAH | COMMERCE

Division of Corporations and Commercial Code

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](#)

[Name Availability](#)

[Help Guide to Navigate the New System](#)

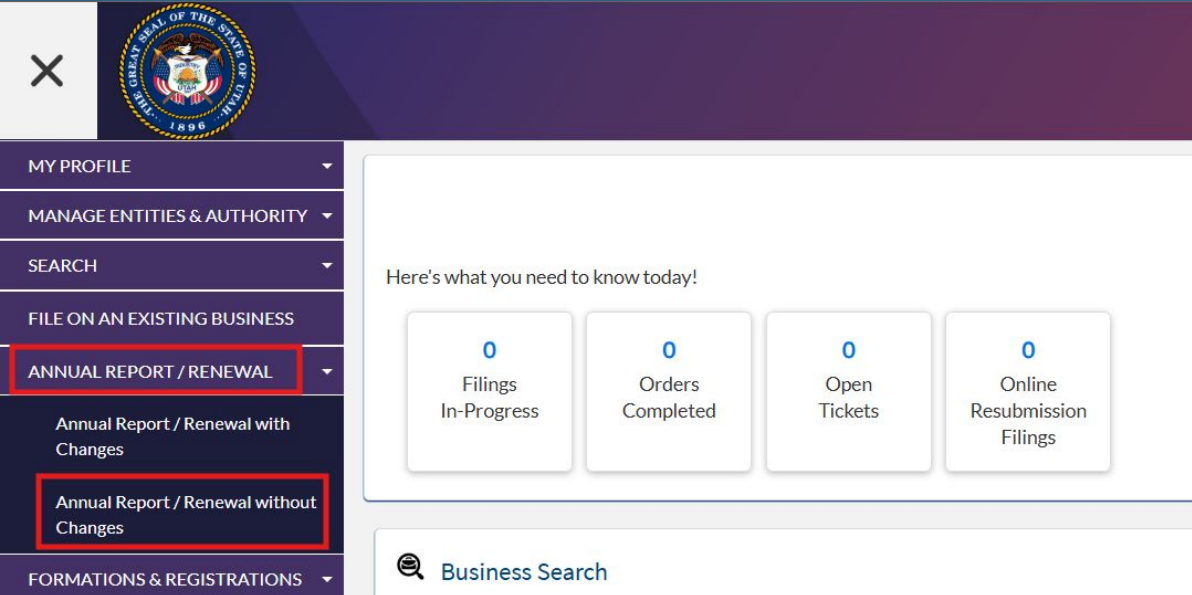
To access the State of Utah's business registry system you will go to:

<https://businessregistration.utah.gov/>

You will then “Click to log on with Utah-ID,” which will redirect you to the UtahID login page.

If this is your first time logging into the State of Utah's business registry system, please refer to our instructions on setting up a UtahID and creating an account here:

<https://corporations.utah.gov/wp-content/uploads/2024/11/UTID-Login.pdf>



The screenshot shows a user dashboard with a dark purple header and a white sidebar. The sidebar contains a navigation menu with the following items: MY PROFILE, MANAGE ENTITIES & AUTHORITY, SEARCH, FILE ON AN EXISTING BUSINESS, ANNUAL REPORT / RENEWAL (highlighted with a red box), Annual Report / Renewal with Changes, Annual Report / Renewal without Changes (highlighted with a red box), and FORMATIONS & REGISTRATIONS. The main content area features a header with the Utah State Seal and a close button (X). Below the header, it says "Here's what you need to know today!" and displays four statistics: Filings In-Progress (0), Orders Completed (0), Open Tickets (0), and Online Resubmission Filings (0). At the bottom of the main content area is a "Business Search" input field with a magnifying glass icon.

Once you have logged into your UtahID account you will be redirected to your dashboard.

On the left side of the page you will click “Annual Report/Renewal” and then “Annual Report/Renewal without Changes.”

You will then search the business that you are filing the annual report/renewal on behalf of.

You can either search by the business name or entity number.

Once you have entered that information click “Search” and it will populate in the search result section. Select the entity by clicking on the radio button and click on “Select.”

ENTITY SEARCH

To renew a Business Trust, or an Assumed Name (DBA) please go to "File on an Existing Business" from the menu on the left.

Entity Name: Entity Number:

SEARCH RESULTS

Select	Entity Name	Other Name	ARDueDate	Status	Status Details	Filing Date	Type	Subtype	Entity Number
<input checked="" type="radio"/>	TEST 2 CORP		01/31/2025	Active	Current	01/10/2024	Domestic Business Corporation	Domestic Business Corporation	14532364-0142

Page 1 of 1, records 1 to 1 of 1

Select	Entity Name	Other Name	ARDueDate	Status	Status Details	Filing Date	Type	Subtype	Entity Number
<input checked="" type="radio"/>	TEST 2 CORP		01/31/2025	Active	Current	01/10/2024	Domestic Business Corporation	Domestic Business Corporation	14532364-0142

Page 1 of 1, records 1 to 1 of 1

Select

SELECTED BUSINESS ENTITY TO FILE UPON:

Entity Name:	TEST 2 CORP	Entity Number:	14532364-0142
Entity Type:	Domestic Business Corporation	File Date:	01/10/2024
Entity Sub-Type:	Domestic Business Corporation		
Status:	Active	Status Details:	Current

Next

Once you click on “Select” the “Selected Business Entity to File Upon” field will appear.

If the information in that field is correct click “Next.”

CHARITABLE ORGANIZATION QUESTIONS

Yes
 No

Is the domestic or foreign nonprofit corporation on behalf of which you are filing a charitable organization?

Please see [Utah Code § 13-22-2](#) for the definition of a charitable organization.

Yes
 No

Is the nonprofit required to file IRS Form 990, 990-EZ, 990-N, or 990-PF with the IRS? *

- If this is your first time registering as a nonprofit and/or the nonprofit is not required to file IRS Form 990, 990-EZ, 990-N, or 990-PF, select "No".
- If the nonprofit is required to submit IRS Form 990, 990-EZ, 990-N, or 990-PF to the IRS, select "Yes". As you proceed with this registration, be prepared to upload the most recent unredacted copy of the aforementioned form. Please be aware that the nonprofit will be required to upload one of the aforementioned forms annually when the annual report is due.
- DO NOT upload a copy of the 990-T, a Schedule B, a Statement of Functional Expenses, a social security card, driver's license, passport, or any other document with personally identifiable information. Anything you upload will be publicly available.
- Please see [Utah Code § 13-22-15](#) for more information about this requirement.

If you are a non-profit corporation that operates as a charitable organization you will need to answer the questions provided. If you answer "Yes" to both questions you will be required to upload the most recent copy of the IRS Form 990, 990-EZ, 990-N or 990-PF on the "Supporting Documentation Upload" screen.

If you are a non-profit that is not a charitable organization you can answer "No" to the first question.

Once you have answered the question(s) you will click "Next."

NOTE: If you are filing your annual report/renewal on a different entity type (e.g. LLC, CORP, DBA, etc.) this page will not appear.

ENTITY INFORMATION

Review the information below to confirm it is correct. You will not be able to make changes in this filing. If changes are needed, you should choose “Annual Report with changes” from the menu instead.

Entity Name: TEST 2 CORP

Entity Type: Domestic Business Corporation

Entity Subtype: Domestic Business Corporation

Date of Organization: 01/10/2024

Jurisdiction: N/A

File Date: 01/10/2025

Purpose:

You will then have an opportunity to review information pertaining to your entity on the Entity Information page. Please review this to make sure you do not need to file an annual report with changes. After you review this information you will click “Next” at the bottom of the page.

You will then have an opportunity to upload associated documents.

For an annual report without changes this step is not required.

If you are a non-profit corporation that operates as a charitable organization, and has answered “yes” to both questions on the “Charitable Organization Questionnaire” screen, you will be required to upload the most recent copy of the IRS Form 990, 990-EZ, 990-N or 990-PF.

If there are no documents to upload click “Next.”

NOTE: If documents are uploaded in this process it will be reviewed internally by our office, which may cause delays in approval.

SUPPORTING DOCUMENTATION UPLOAD

Do not upload anything that includes personally identifiable information (PII) such as social security numbers, copies of checks, passport information, etc. as these will be publicly viewable documents.

Documentation must be in .pdf format.

File Description	Required	File Name	File Size	Action
Additional Documentation	N	1.pdf	24 KB	 
Additional Documentation	N	N/A	N/A	

Back

Next



- Upload



- View Upload



- Delete Upload

You will then be directed to the signature page.

You will then check the attestation statement boxes that affirm:

- You are authorized to sign on behalf of the business in question
- That the information is true and accurate
- That the individual signing below is the individual signing the document

You will then need to type your name in the “Electronic Signature” field, type your title in the “Title/Capacity” field and click “Add.”

SIGNATURE

REQUIRED SIGNATURE

Indicate the following attestation statements in order to submit the filing

I am authorized to sign this Annual Report/ Renewal.

I hereby certify:

- I am authorized to submit this filing;
- the information in this filing is true and accurate;
- the signature below is of the individual signing this document or is made with the full knowledge and permission of the individual.

Electronic Signature: *

Title / Capacity: *

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

Electronic Signature: * [+ Add](#)

Title / Capacity: *
Title or capacity of person signing. If signing on behalf of a business, include business name.

Electronic Signature: [Delete](#)

Title / Capacity:

[Next](#)

While on the signature page you can add multiple signatures. You will just continue to type the name of the individual, their title and click “Add.”

If you added an individual that shouldn’t have been added or misspelled a name you can click on “Delete” to remove them.

Once you have added signatures you will click on “Next” at the bottom of the page.

You will then have a second opportunity to review information pertaining to your entity on the Entity Information page. Please review this to make sure you do not need to file an annual report with changes. After you review this information you will click “Add to Shopping Cart” at the bottom of the page.

SIGNATURE

REQUIRED SIGNATURE

Indicate the following attestation statements in order to submit the filing

- I am authorized to sign this Annual Report/ Renewal.
- I hereby certify:
 - I am authorized to submit this filing;
 - the information in this filing is true and accurate;
 - the signature below is of the individual signing this document or is made with the full knowledge and permission of the individual.

Electronic Signature: Scott Whittaker

Title / Capacity: Director

[Back](#) [Add to Shopping Cart](#)

SHOPPING CART

Items Grand Total: \$18.00

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
✓	Annual Report / Renewal without changes	TEST 2 CORP	\$18.00	Return to In-progress

[Checkout](#) [Add Another Item](#)

You will then be directed to your shopping cart where you can return to in-progress filings, add another item or checkout. If this was the only filing you needed to file click “Checkout.”

SHOPPING CART

I would like to pay using...

Credit Card

Transaction	Name/Reference	Created Date and Time	Amount
Annual Report / Renewal without changes	TEST 2 CORP	01/10/2025 02:05 PM	\$18.00
CART TOTAL:			\$18.00

You then be redirected to the payment method page. Credit card is the only option. Click on “Make a Payment.”

I WOULD LIKE TO PAY USING ...

GRAND TOTAL: \$18.00

Name on Card

Postal Code

Amount


Credit Card Number

CVC Number

[What's this?](#)

Card Type

Expiration Date



You will then enter your credit card information and click “Complete.”

If you are experiencing issues specific to logging into your UtahID account please call the Division of Technology Services (DTS) at (800) 678-3440 or online at:

<https://dts.utah.gov/idhelp/>

If you are able to log into your UtahID, but are having issues accessing the state of Utah's business registry system please contact our office at (801) 530-4849.