Division of Corporations & Commercial Code
UTAH DEPARTMENT OF COMMERCE

How to File a Renewal on an Assumed Name (DBA) or a Business Trust

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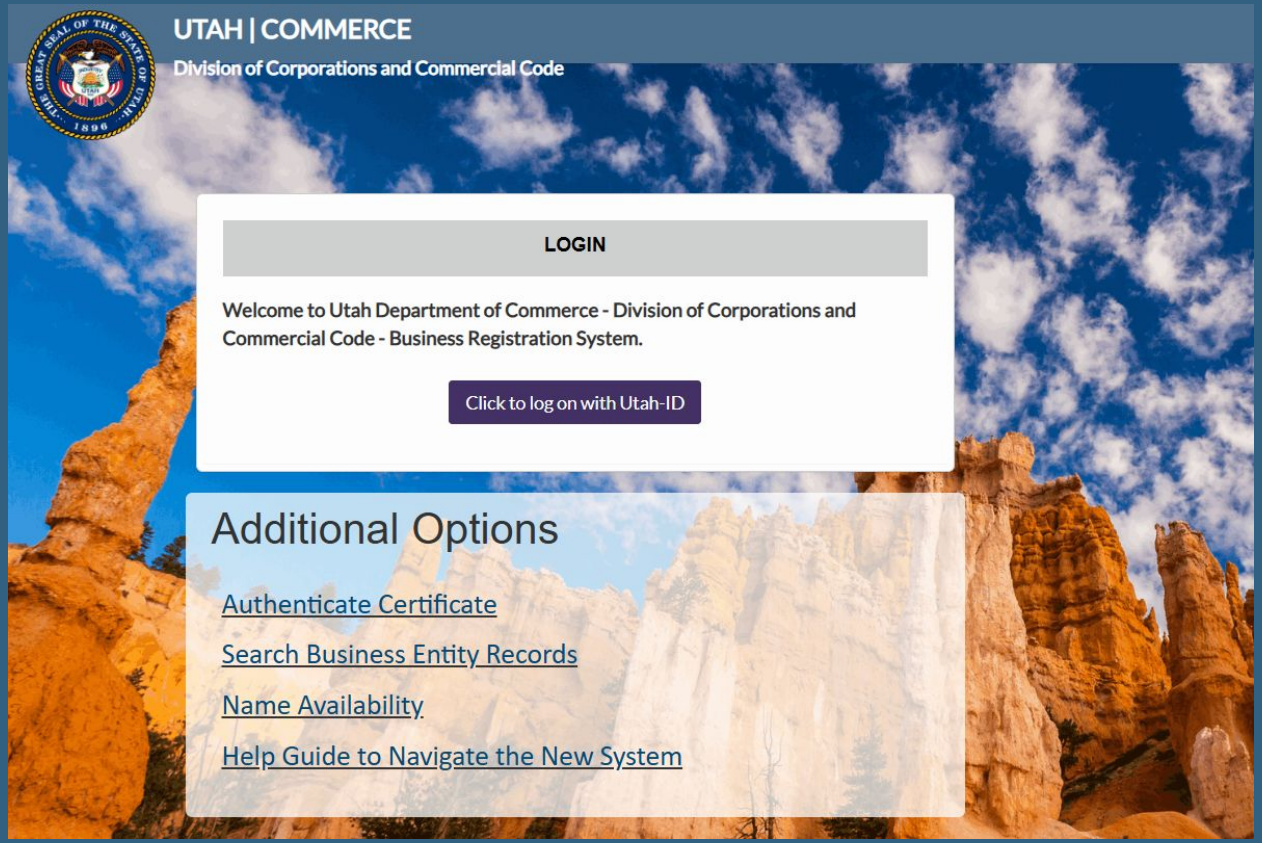

To access the State of Utah's business registry system you will go to:

https://businessregistration.utah.gov/

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

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If this is your first time logging in to 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

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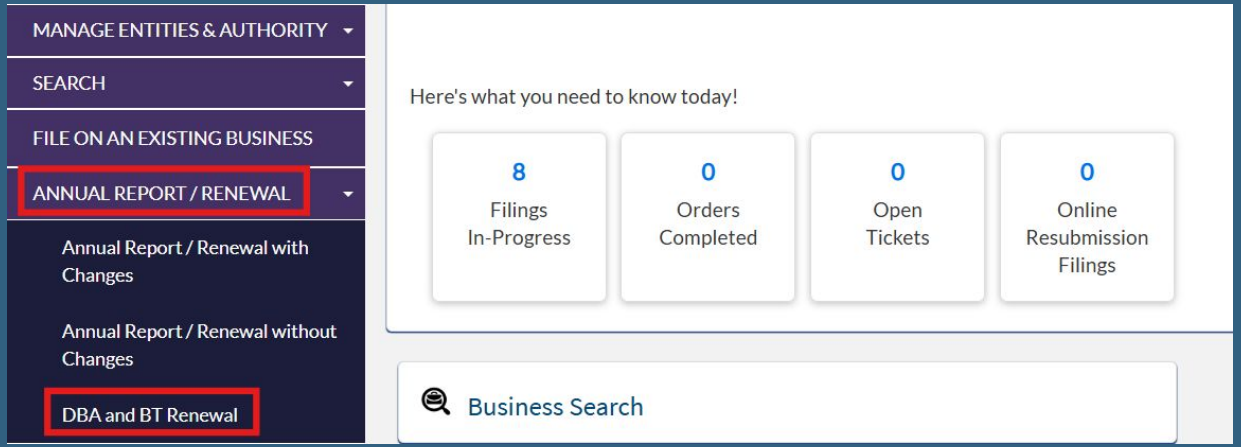

Once you have logged into your UtahID account you will be redirected to your dashboard.

On the left side of the page you will click “Annual Report/Renewal” and then “DBA and BT Renewal.”

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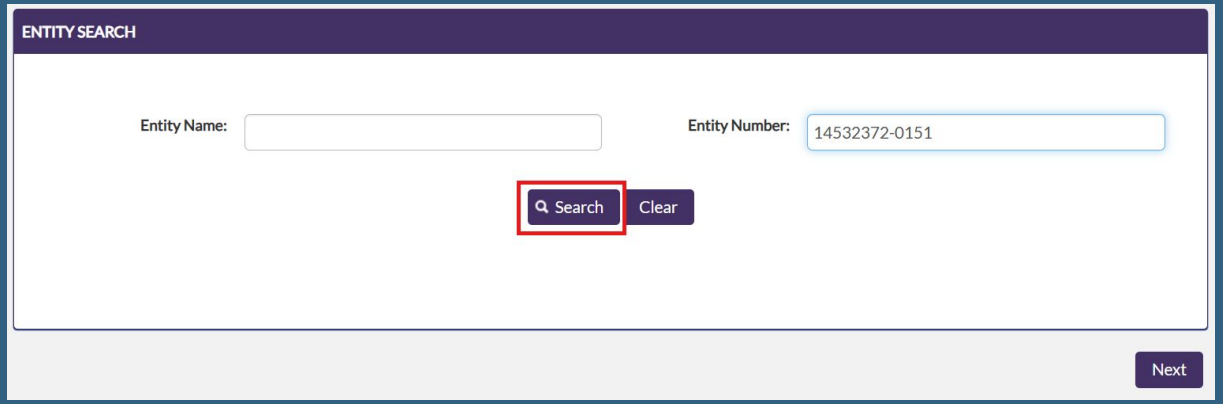

You will then search the business that you are filing the annual report/renewal on behalf of.

You can either search by the business name or entity number. Once you have entered that information click “Search.”

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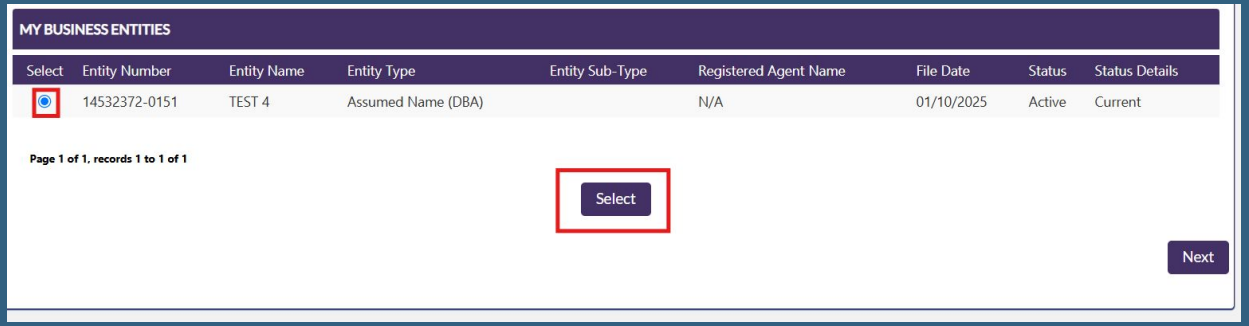

The “My Business Entities” field will appear. Select the entity by clicking on the radio button and click on “Select.”

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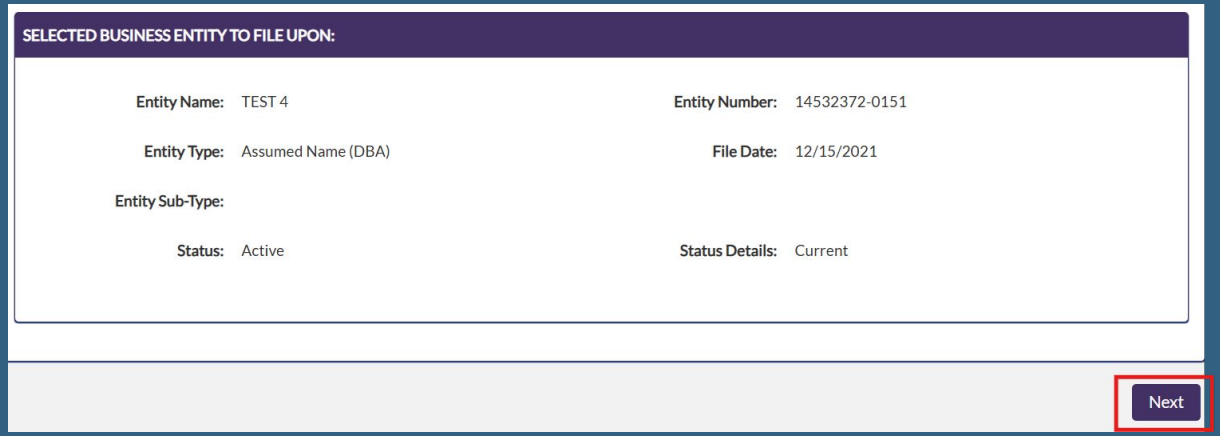

You will then click “Next.”

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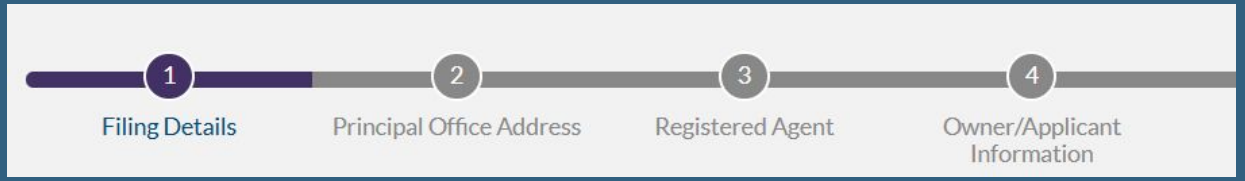

As you go through each section you will have the ability to add, update and/or remove information. You will be able to edit the following information:

- Filing Details (purpose statement)
- Principal Office Address
- Registered Agent Information
- Owner/Applicant Information

To edit information on the page you will need to check the "Select Checkbox to Update/Provide Information Below" found at the top of each section of the renewal process.

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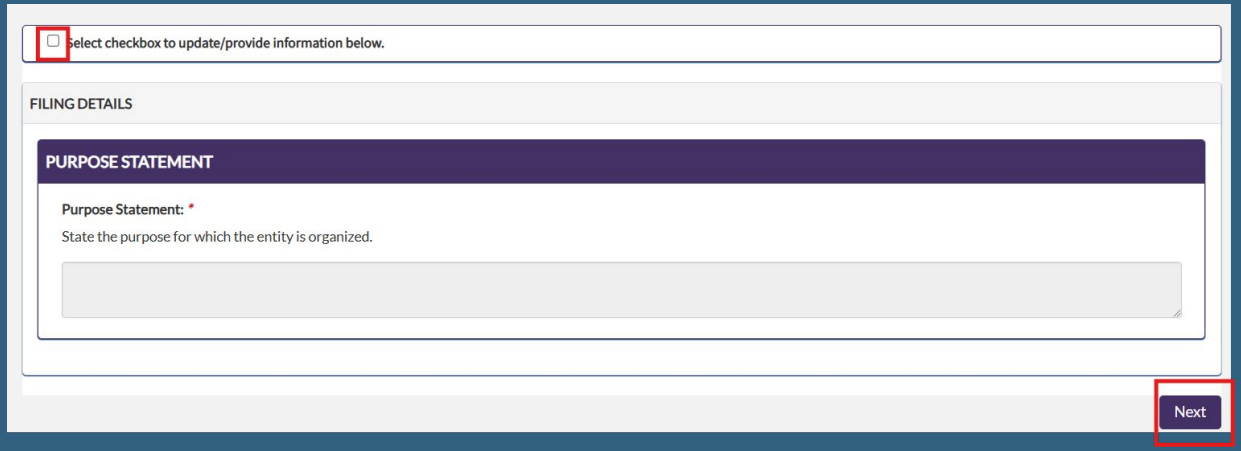

PURPOSE STATEMENT

If this section is blank you will be required to enter a purpose statement. Once entered you will click “Next.”

NOTE: the purpose statement is a short description of what services your entity provides.

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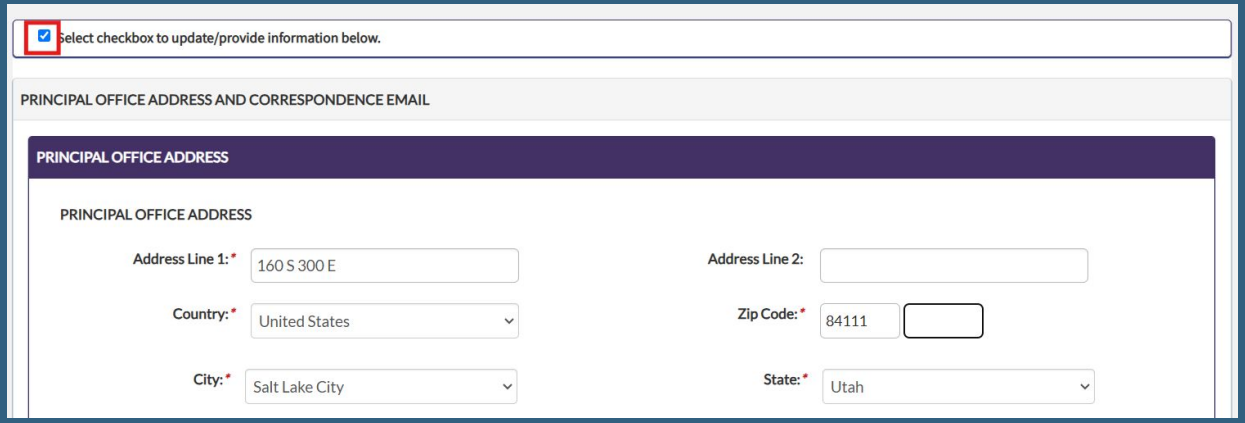
Principal Office Address



If the principal office address, mailing address and email address are correct you can click on “Next” at the bottom of the page.

If you need to edit this information you can check the edit box at the top of the page.

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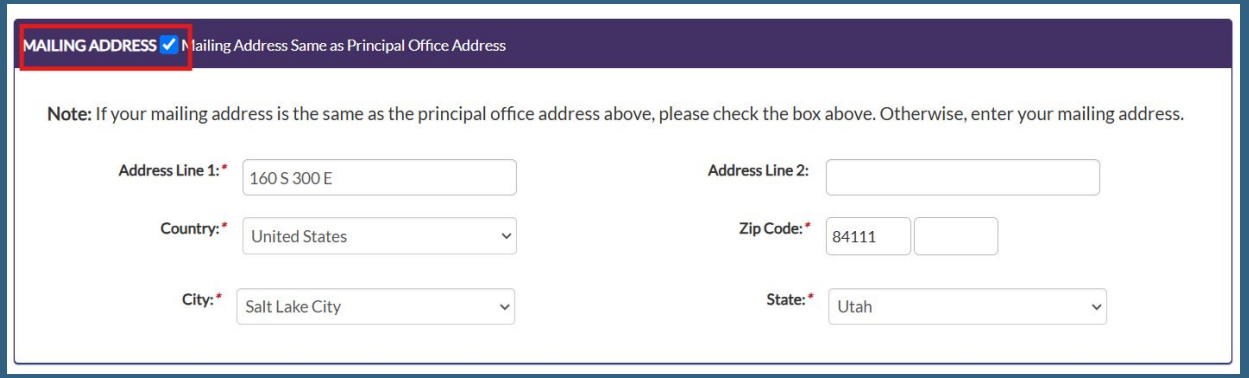
Principal Office Address (cont.)



The mailing address can be different from the principal office address. If it is the same you can check the “Mailing Address Same as Principal Office Address” checkbox and it will auto populate that information.

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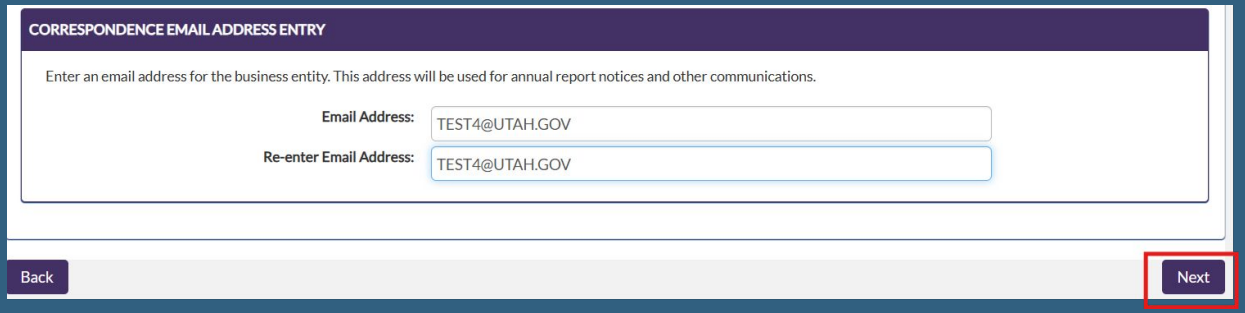
Principal Office Address (cont.)



The email address provided will be used for annual report notices and other communications from our office.

If there are no other changes to make in the “Principal Office Address” section of the renewal process you will click “Next.”

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Registered Agent Information

All businesses that register with the state of Utah are required to appoint a registered agent. The registered agent will be required to have a Utah street address. A registered agent is an agent of the represented entity authorized to receive service of any process, notice, or demand required or permitted by law to be served on the entity. Failure to maintain a registered agent will result in the entity being administratively dissolved, cancelled, terminated, withdrawn or revoked, depending on entity type.

For more information regarding registered agents please refer to Utah Code §16-17.

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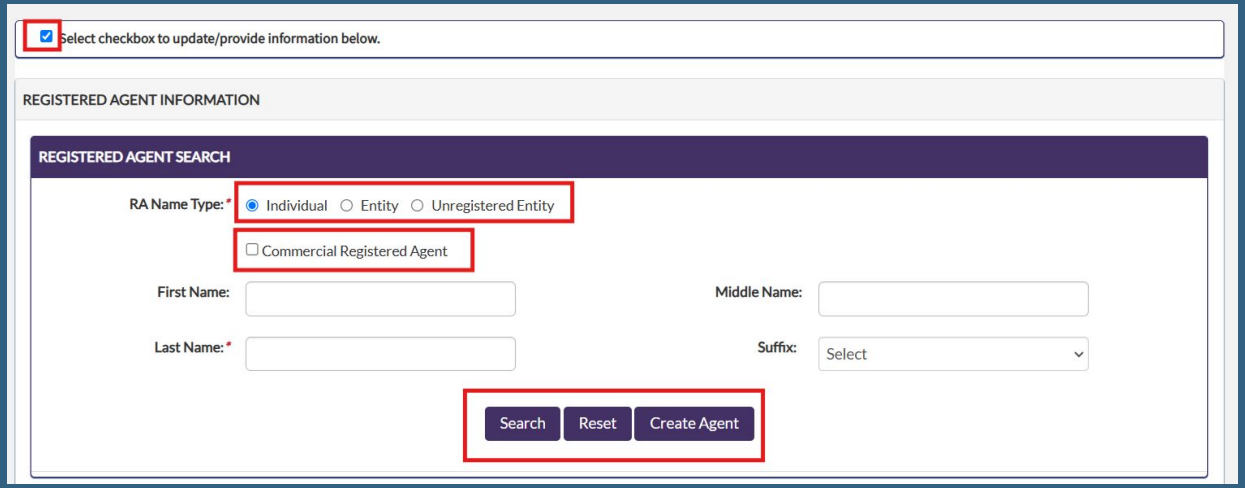

Registered Agent Information

If you are not changing your registered agent (RA) you can click "Next" at the bottom of the page.

If you are changing your RA you have several options.

Your RA can be one of the following:

- An individual (pg. 15-18)
- An unregistered entity (p. 15-18)
- An entity - A Utah registered business (pg. 19-22)
- A commercial registered agent (CRA) (pg. 19-22)

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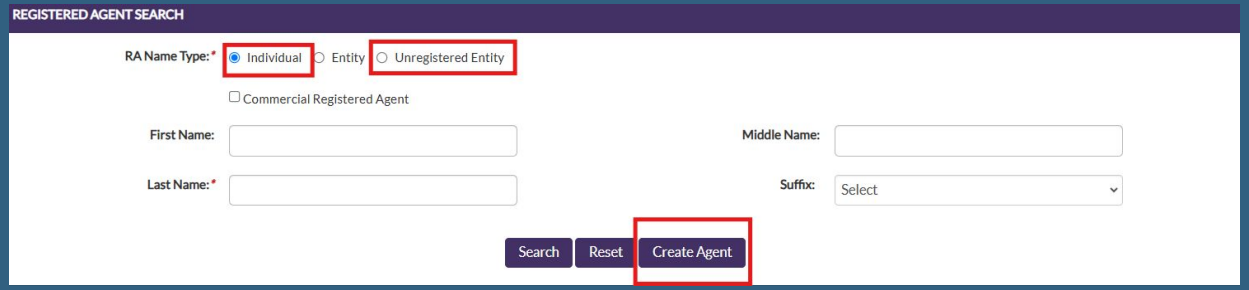

Registered Agent Information (cont.)

If your RA is an individual or an unregistered entity you will select their associated radio button and click on “Create Agent.”

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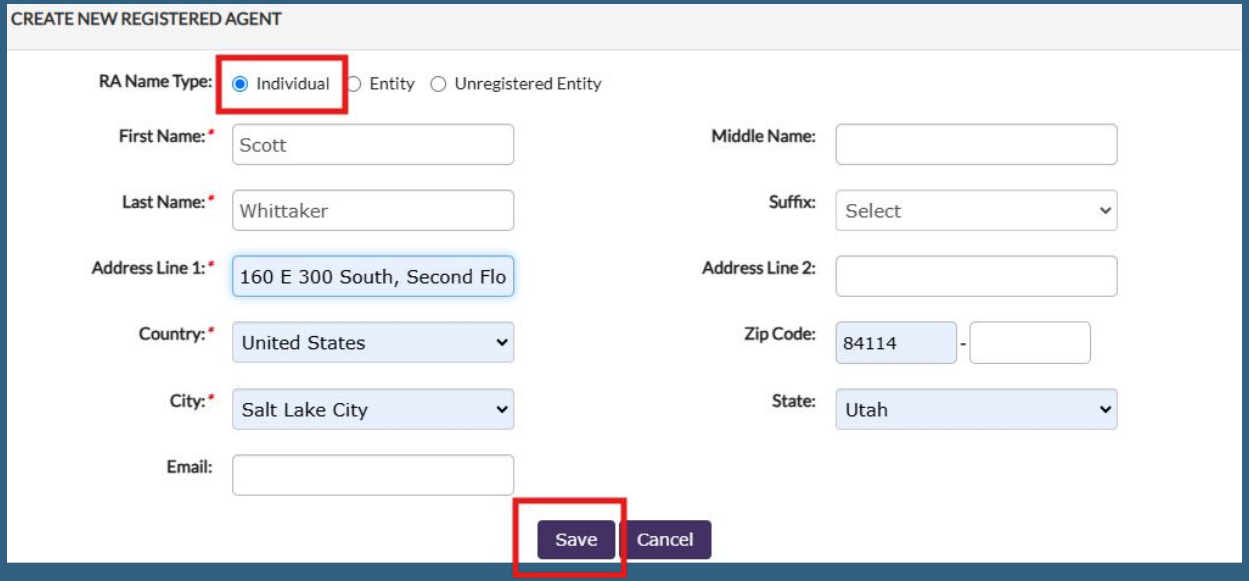
Registered Agent Information (cont.)



In this example the RA is an individual. You will then be required to enter the RA's information.

Once you have completed the required fields you will click on "Save" at the bottom of the page.

NOTE: The email address field is not required, but would be used for annual report notices and other communications from our office.

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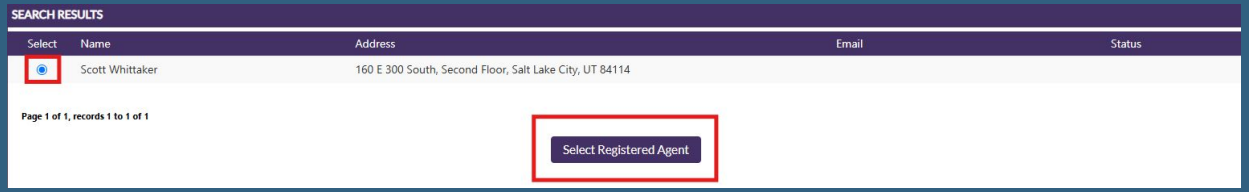
Registered Agent Information (cont.)



Select the newly created RA by clicking on the radio button and click on “Select Registered Agent.”

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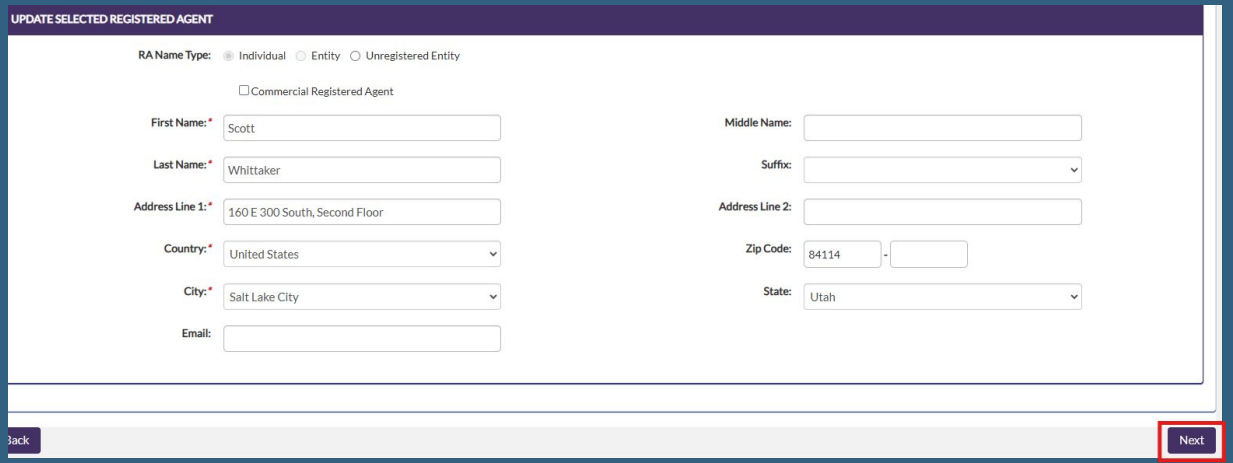

Registered Agent Information (cont.)

Once you have selected the RA you can verify the information. If it is correct click “Next” and move on to the applicant owner section of the renewal process.

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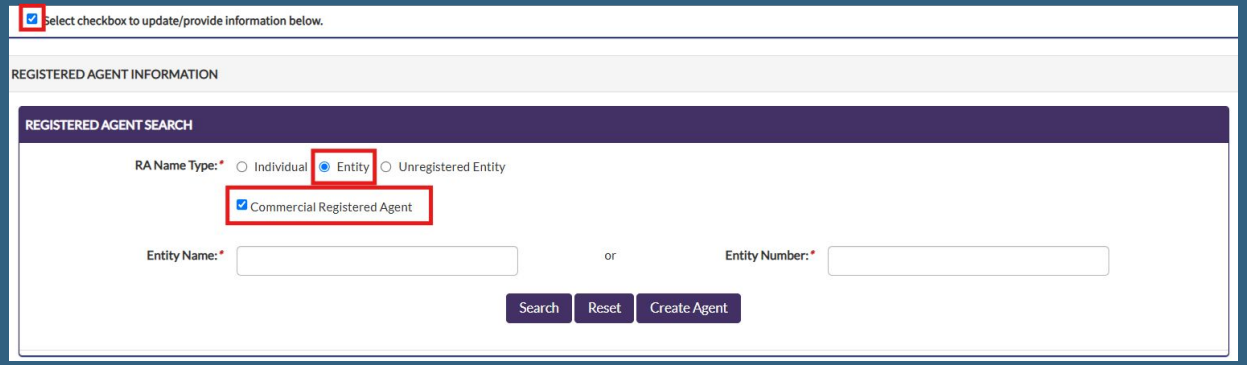
Registered Agent Information (cont.)



If your RA is an entity (a registered Utah business) you will select the "Entity" radio button.

If your RA is a commercial registered agent (CRA) you will select the "Entity" radio button **AND** check the CRA checkbox.

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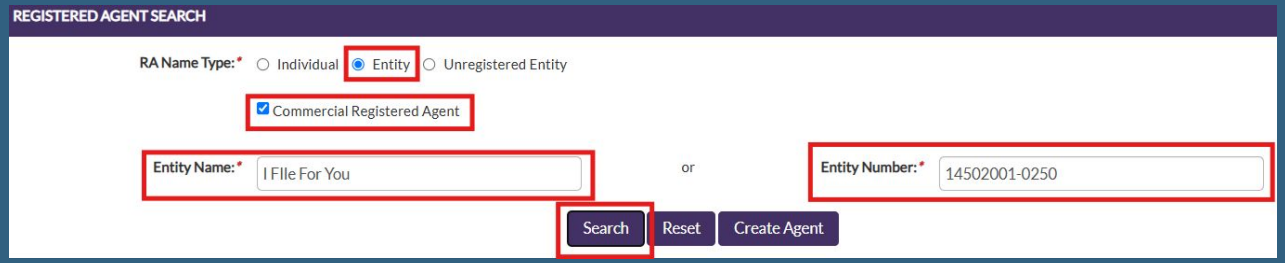
Registered Agent Information (cont.)



In this scenario we have opted for the RA to be a CRA. We have selected the "Entity" radio button AND checked the CRA checkbox.

You will then be required to either search by entity/CRA name or entity/CRA number. Once that information has been entered you will click on "Search."

NOTE: For more accurate results please use the entity number. If you do not have the entity/CRA number you can obtain that by conducting an entity search on your dashboard.

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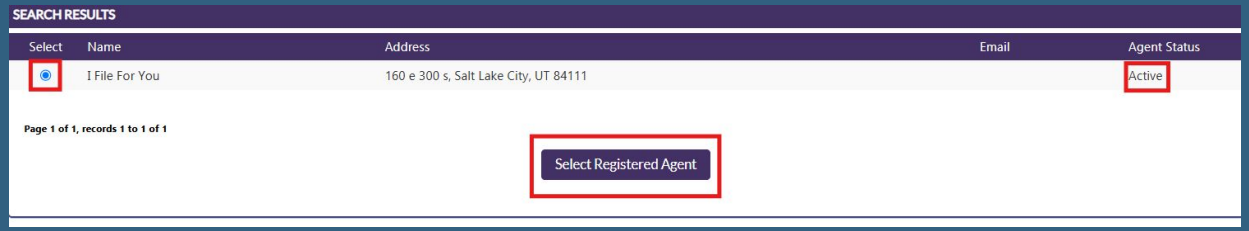
Registered Agent Information (cont.)



Select the RA by selecting the radio button and clicking on "Select Registered Agent."

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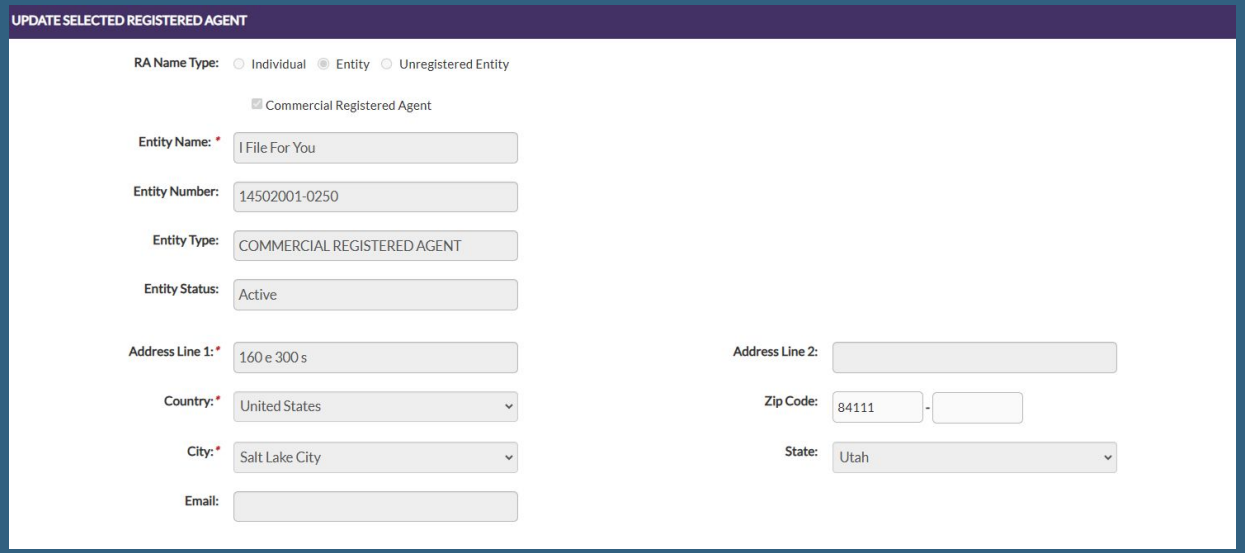

Registered Agent Information (cont.)

Once you have selected the RA you can verify the information. If it is correct click “Next” and move on to the applicant owner section of the renewal process.

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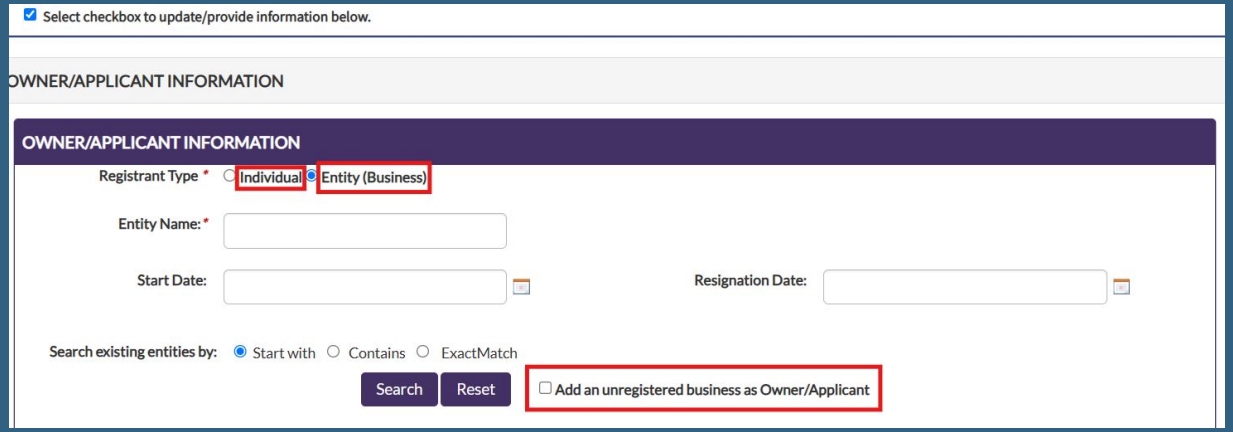
Owner/Applicant Information



If you are not changing the owner/applicant you can click “Next” at the bottom of the page.

If you are changing this information the owner/applicant they can be one of the following:

- An Individual
- A Registered Utah Entity
- An Unregistered Entity

In the following examples you will learn how to add a registered Utah entity and an individual.

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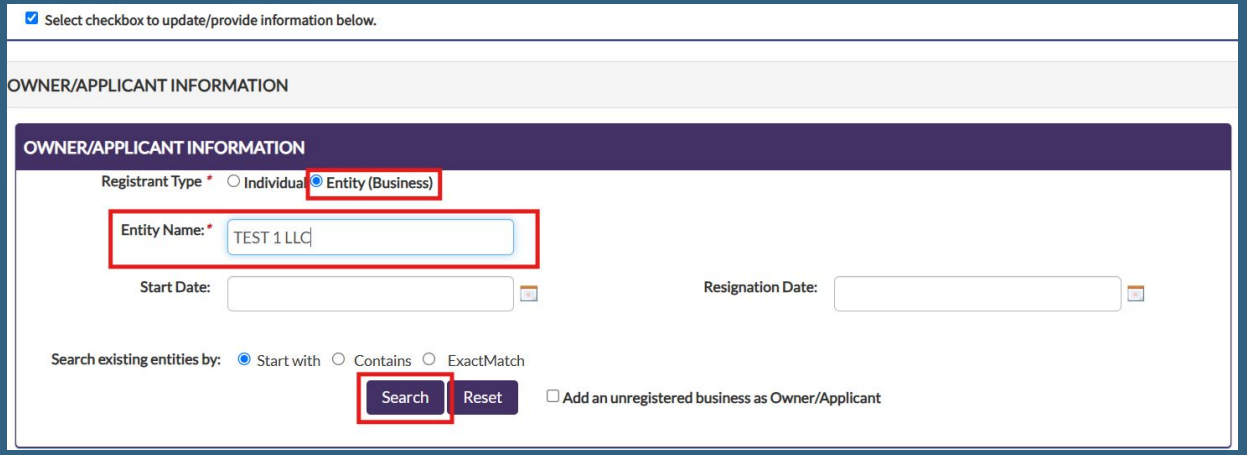
Owner Applicant Information (cont.)



To add a registered Utah entity you will select the “Entity (Business)” radio button. You will then enter the name in the “Entity Name” field and click on “Search.

NOTE: If the applicant/owner is an unregistered entity you will select “Entity (Business)” radio button and check the “Add an Unregistered Business as Owner/Applicant” Checkbox. You will then enter the unregistered entity’s information below.

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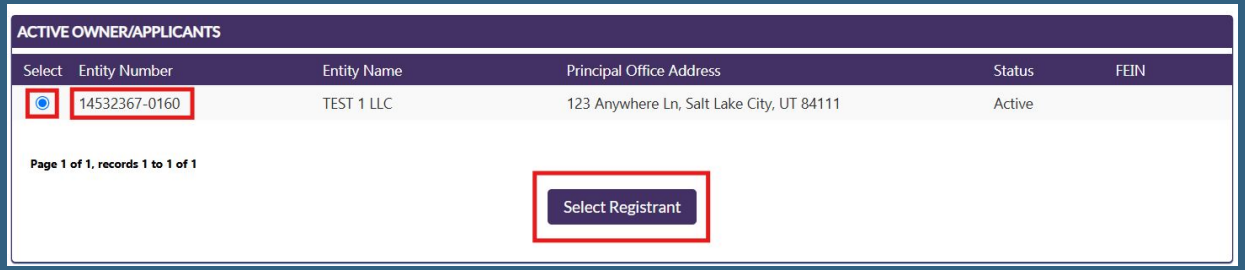
Owner/Applicant Information (cont.)



Select the registered Utah entity that will be the applicant/owner by selecting the radio button and clicking on “Select Registrant.”

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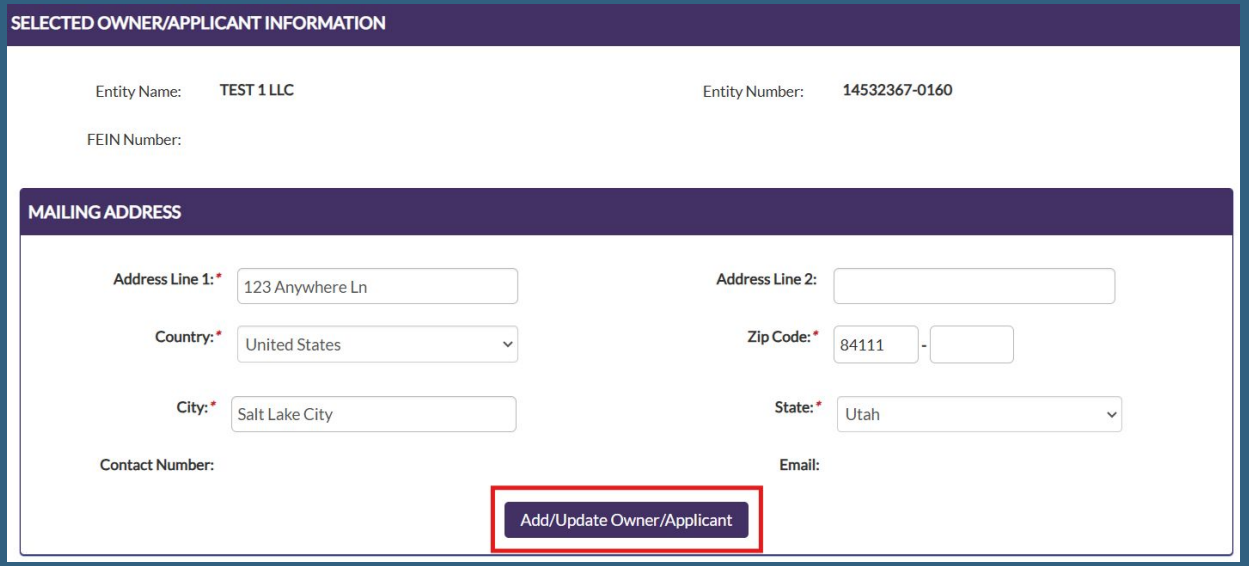

Owner/Applicant Information (cont.)

Once you have selected the applicant/owner you can verify the information. If it is correct click “Add/Update Owner/Applicant.”

NOTE: You can add multiple applicant/owners.

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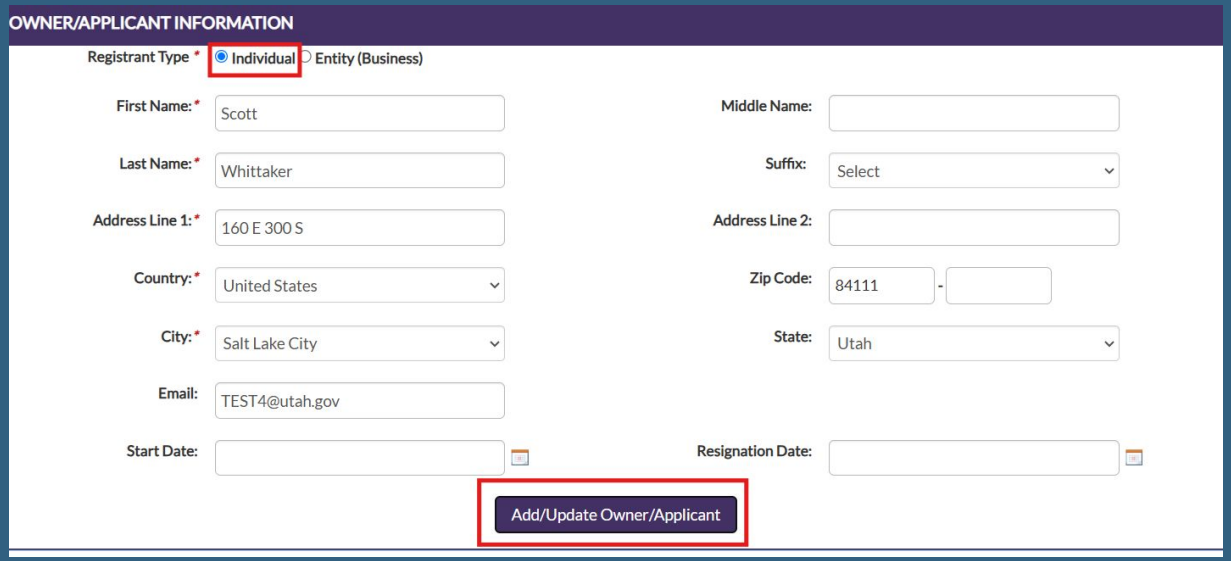

Owner/Applicant Information (cont.)

To add an individual you will select the “Individual” radio button. You will then enter their information in the required fields and click “Add/Update Owner/Applicant.”

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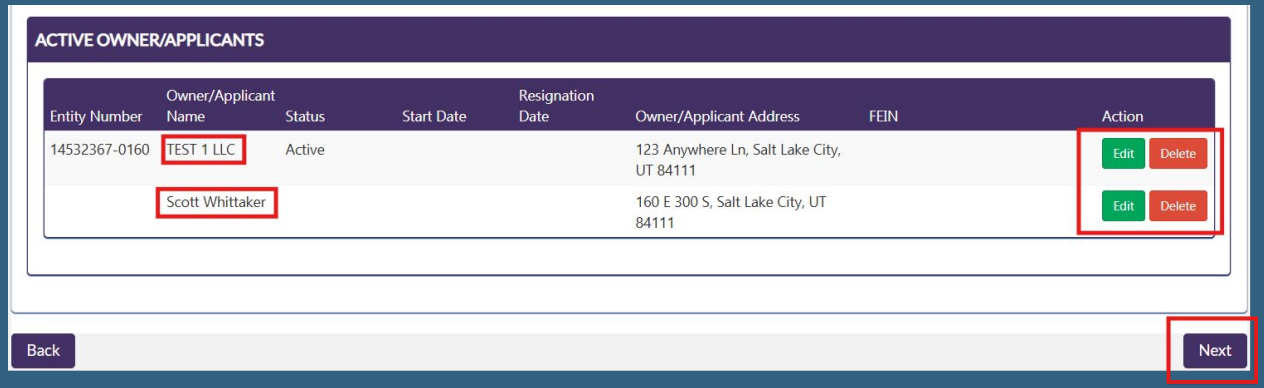
Owner/Applicant Information (cont.)



You will then be able to view the applicant/owners associated with the registration, which can also be edited or deleted. If there are no other applicant/owners to add you will click on “Next.”

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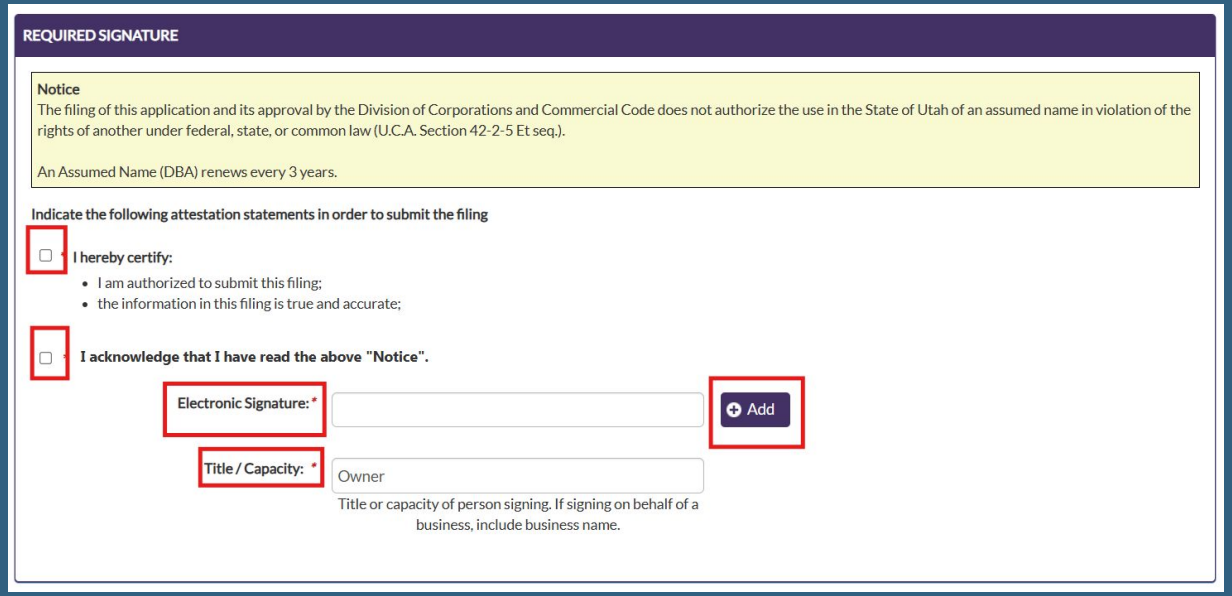

You will then be directed to the signature page.

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
- Acknowledgement of reading the notice in yellow.

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

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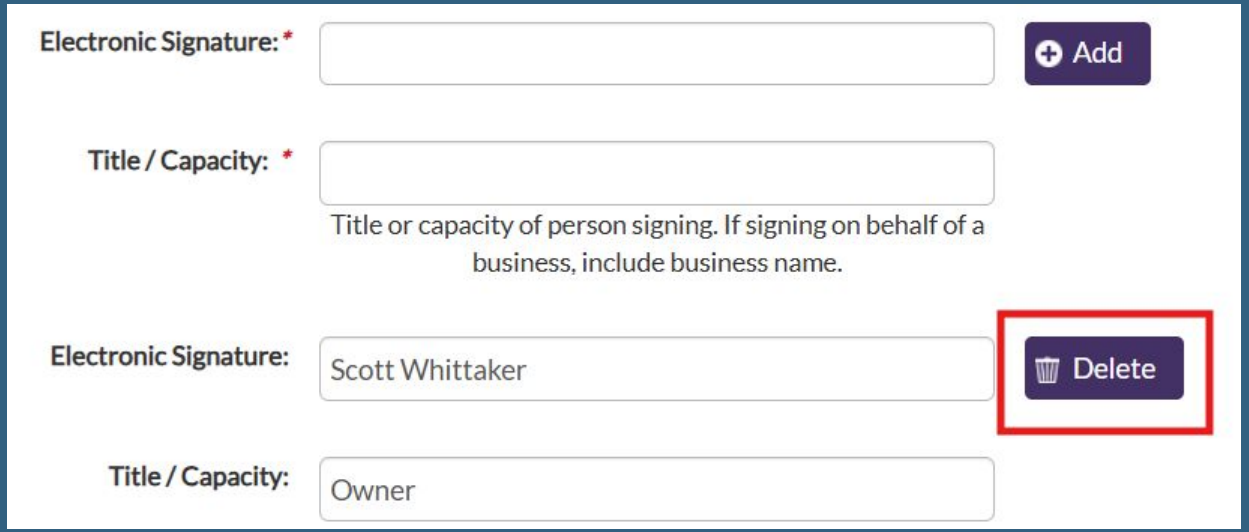

While on the signature page you can add multiple signatures. You will just continue to type the name of the individual, their title and click “Add.”

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.

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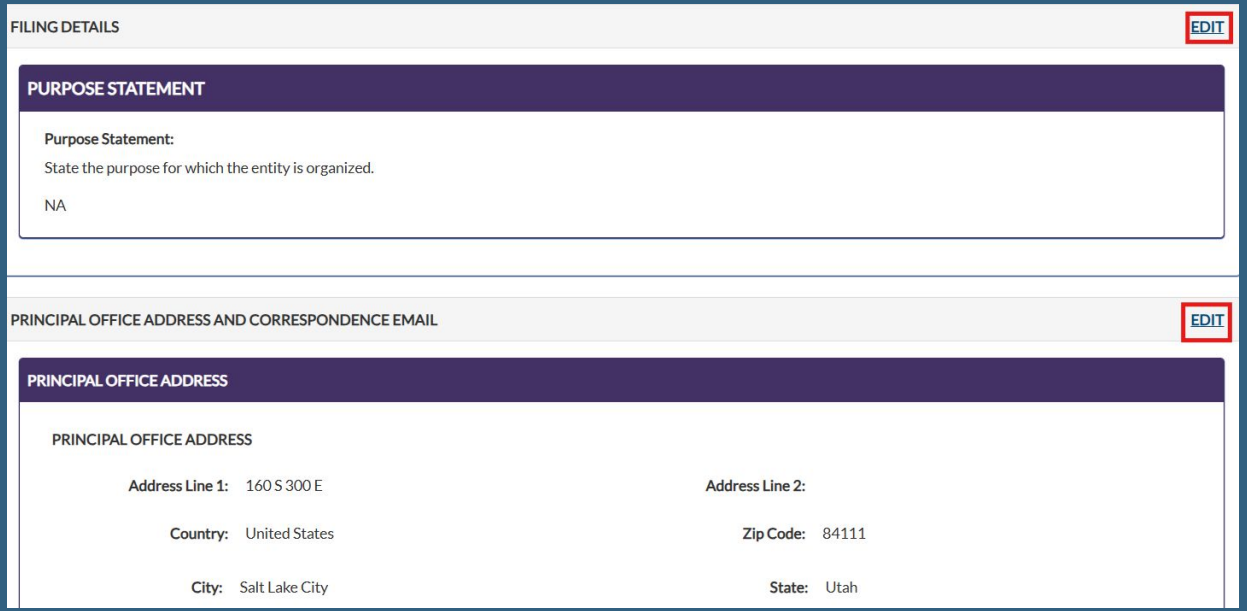

You will then have a an opportunity to review information pertaining to your entity on the Entity Information page. Please review this to make sure you do not need to make any additional edits, which can be done by clicking on “Edit” on the right hand side of the page.After you review this information you will click “Add to Shopping Cart” at the bottom of the page.

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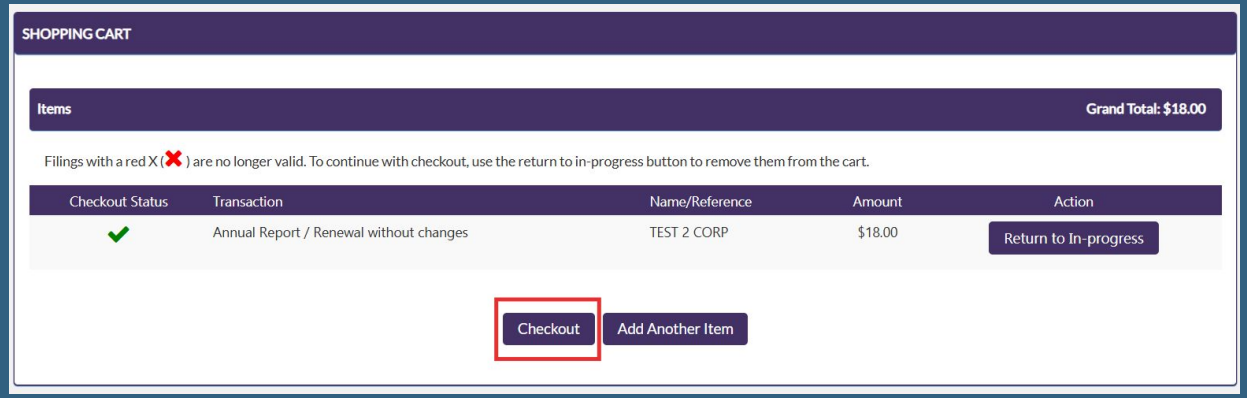

You will then be directed to your shopping cart where you can return to in-progress filings, add another item or checkout. If this was the only filing you needed to file click “Checkout.”

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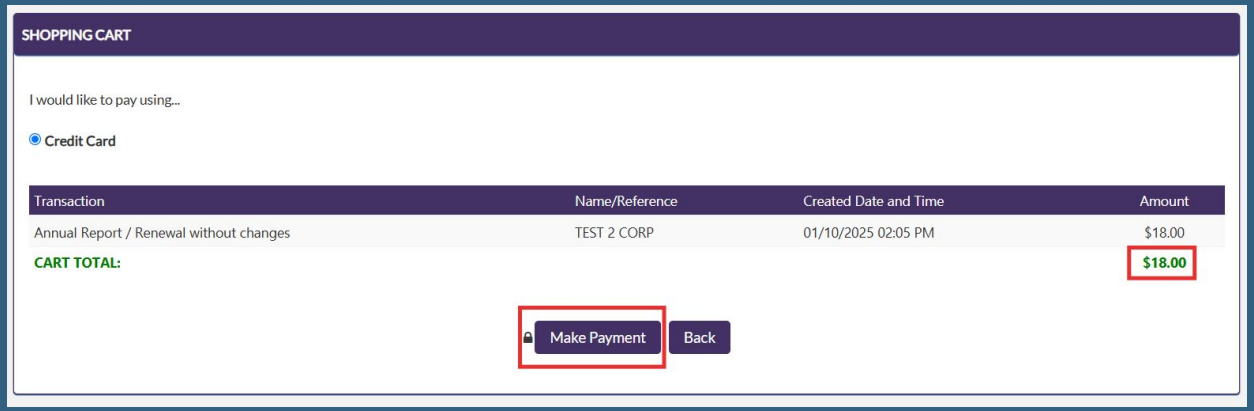

You then be redirected to the payment method page. Credit card is the only option. Click on “Make a Payment.”

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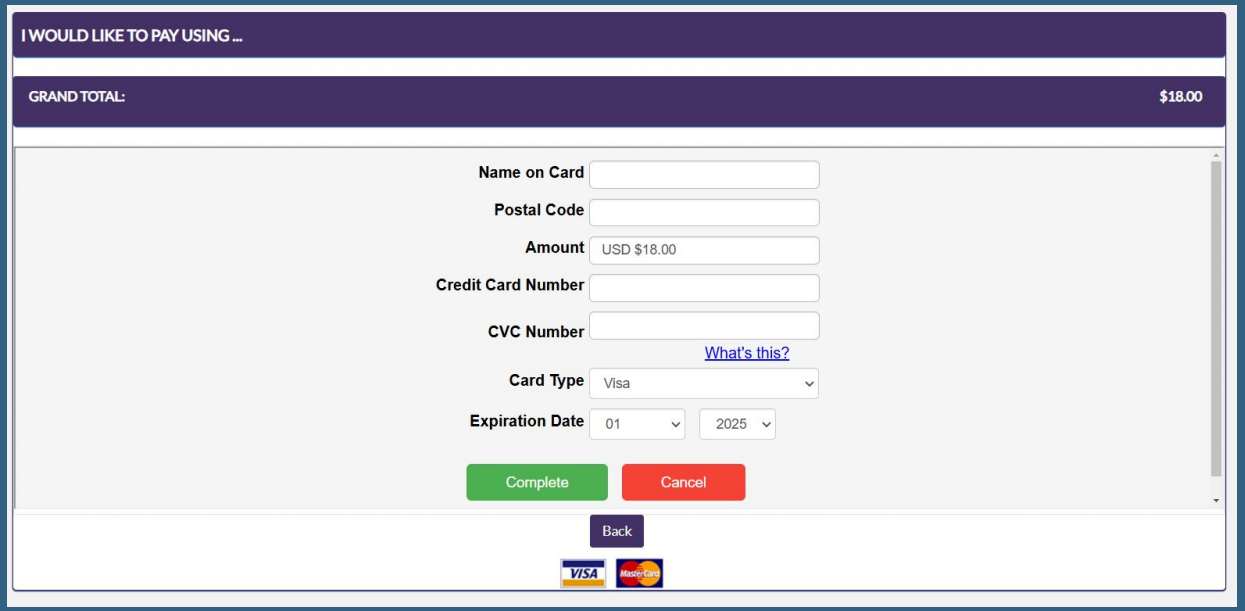

You will then enter your credit card information and click “Complete.”

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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.