

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



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](#)

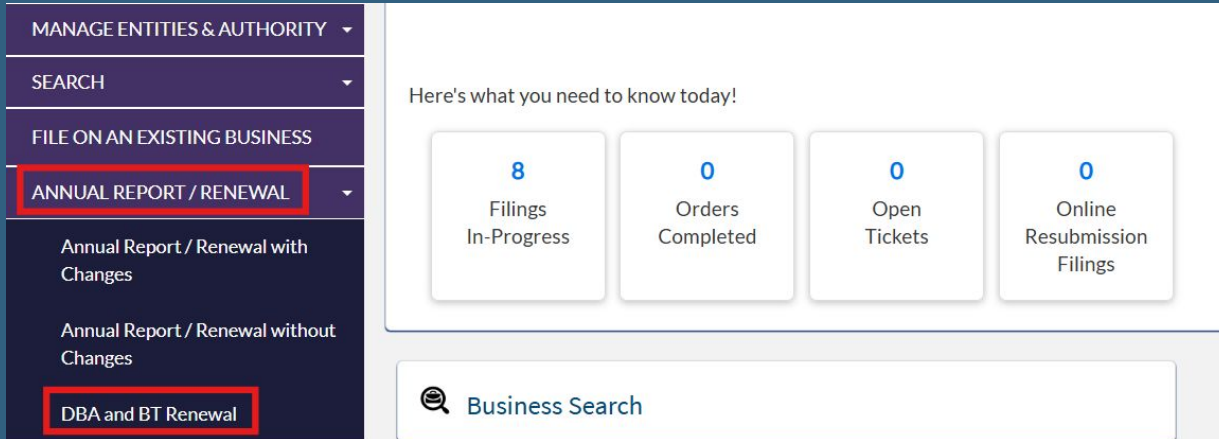
To access the State of Utah's business registry system you will go to:

<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 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>



The screenshot shows a dashboard interface. On the left is a dark purple sidebar with a menu. The menu items are: 'MANAGE ENTITIES & AUTHORITY', 'SEARCH', 'FILE ON AN EXISTING BUSINESS', 'ANNUAL REPORT / RENEWAL', 'Annual Report / Renewal with Changes', 'Annual Report / Renewal without Changes', and 'DBA and BT Renewal'. The 'ANNUAL REPORT / RENEWAL' and 'DBA and BT Renewal' items are highlighted with red boxes. The main content area is white and features a heading 'Here's what you need to know today!' followed by four white cards with blue numbers and text: '8 Filings In-Progress', '0 Orders Completed', '0 Open Tickets', and '0 Online Resubmission Filings'. At the bottom of the main area is a search bar with a magnifying glass icon and the text 'Business Search'.

Category	Count
Filings In-Progress	8
Orders Completed	0
Open Tickets	0
Online Resubmission Filings	0

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.”

ENTITY SEARCH

Entity Name:

Entity Number:

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.”

MY BUSINESS ENTITIES								
Select	Entity Number	Entity Name	Entity Type	Entity Sub-Type	Registered Agent Name	File Date	Status	Status Details
<input checked="" type="radio"/>	14532372-0151	TEST 4	Assumed Name (DBA)		N/A	01/10/2025	Active	Current

Page 1 of 1, records 1 to 1 of 1

Select

Next

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

SELECTED BUSINESS ENTITY TO FILE UPON:

Entity Name: TEST 4

Entity Number: 14532372-0151

Entity Type: Assumed Name (DBA)

File Date: 12/15/2021

Entity Sub-Type:

Status: Active

Status Details: Current

Next

You will then click “Next.”

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.

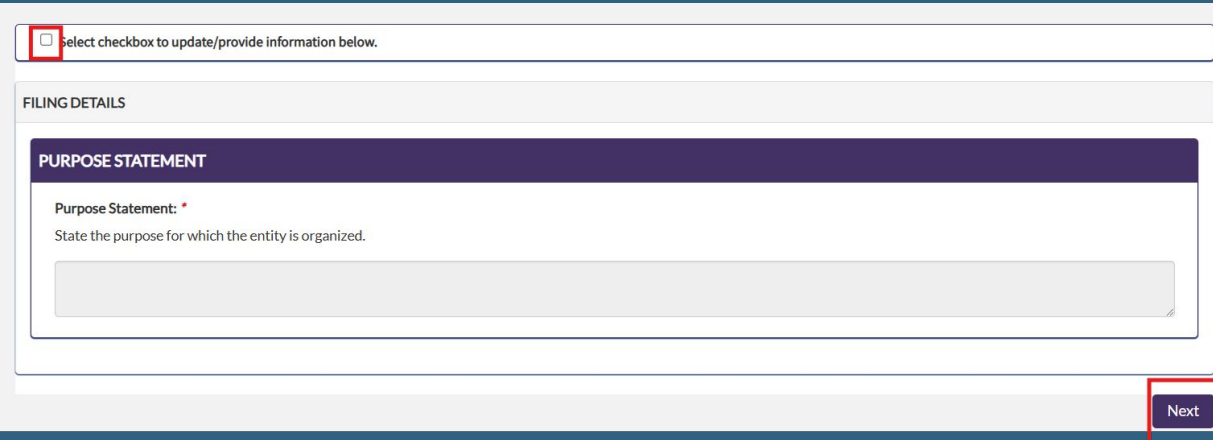


Select checkbox to update/provide information below.

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.



select checkbox to update/provide information below.

FILING DETAILS

PURPOSE STATEMENT

Purpose Statement: *
State the purpose for which the entity is organized.

Next

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.

Select checkbox to update/provide information below.

PRINCIPAL OFFICE ADDRESS AND CORRESPONDENCE EMAIL

PRINCIPAL OFFICE ADDRESS

PRINCIPAL OFFICE ADDRESS

Address Line 1:*	<input type="text" value="160 S 300 E"/>	Address Line 2:	<input type="text"/>
Country:*	<input type="text" value="United States"/>	Zip Code:*	<input type="text" value="84111"/> <input type="text"/>
City:*	<input type="text" value="Salt Lake City"/>	State:*	<input type="text" value="Utah"/>

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.

MAILING ADDRESS Mailing Address Same as Principal Office Address

Note: If your mailing address is the same as the principal office address above, please check the box above. Otherwise, enter your mailing address.

Address Line 1:*	<input type="text" value="160 S 300 E"/>	Address Line 2:	<input type="text"/>
Country:*	<input type="text" value="United States"/>	Zip Code:*	<input type="text" value="84111"/> <input type="text"/>
City:*	<input type="text" value="Salt Lake City"/>	State:*	<input type="text" value="Utah"/>

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.”

CORRESPONDENCE EMAIL ADDRESS ENTRY

Enter an email address for the business entity. This address will be used for annual report notices and other communications.

Email Address:

Re-enter Email Address:

Back

Next

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.

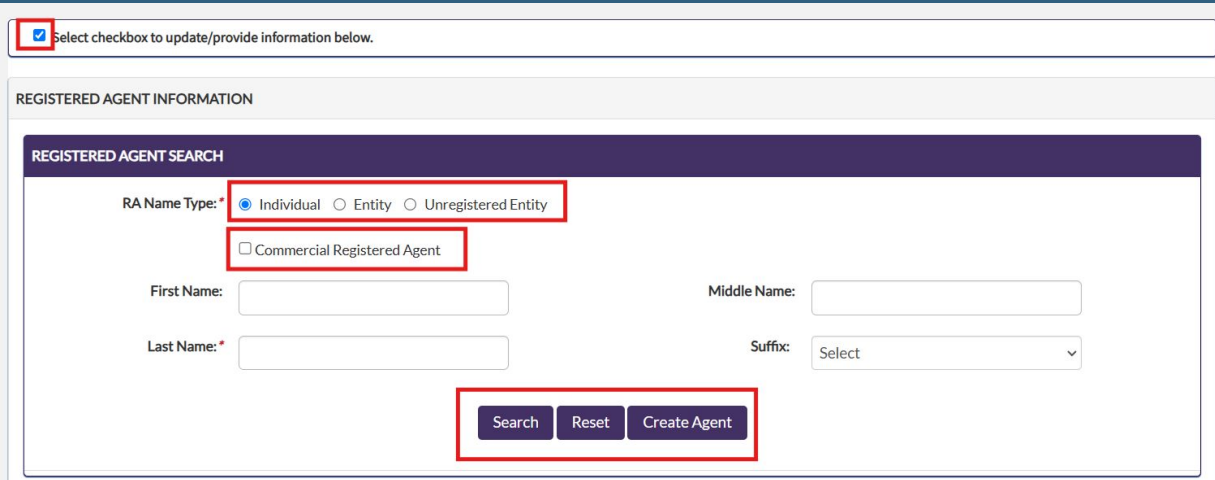
Registered Agent Information

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)



The screenshot shows a web form titled "REGISTERED AGENT INFORMATION". At the top, there is a checkbox labeled "Select checkbox to update/provide information below." which is checked. Below this is a section titled "REGISTERED AGENT SEARCH". Inside this section, there are several input fields and buttons:

- RA Name Type:** A group of radio buttons with options "Individual" (selected), "Entity", and "Unregistered Entity".
- Commercial Registered Agent:** A checkbox.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Last Name:** A text input field.
- Suffix:** A dropdown menu with "Select" as the current option.
- Buttons:** Three buttons labeled "Search", "Reset", and "Create Agent" are located at the bottom of the form.

Registered Agent Information (cont.)

REGISTERED AGENT SEARCH

RA Name Type: Individual Entity Unregistered Entity

Commercial Registered Agent

First Name: Middle Name:

Last Name: Suffix:

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

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.

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:

Registered Agent Information (cont.)

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

SEARCH RESULTS

Select	Name	Address	Email	Status
<input checked="" type="radio"/>	Scott Whittaker	160 E 300 South, Second Floor, Salt Lake City, UT 84114		

Page 1 of 1, records 1 to 1 of 1

Select Registered Agent

UPDATE SELECTED REGISTERED AGENT

RA Name Type: Individual Entity Unregistered Entity

Commercial Registered Agent

First Name: *

Last Name: *

Address Line 1: *

Country: *

City: *

Email:

Middle Name:

Suffix:

Address Line 2:

Zip Code: -

State:

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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.

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.

Select checkbox to update/provide information below.

REGISTERED AGENT INFORMATION

REGISTERED AGENT SEARCH

RA Name Type: * Individual Entity Unregistered Entity

Commercial Registered Agent

Entity Name: * or Entity Number: *

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.

REGISTERED AGENT SEARCH

RA Name Type: * Individual Entity Unregistered Entity

Commercial Registered Agent

Entity Name: * or Entity Number: *

Registered Agent Information (cont.)

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

SEARCH RESULTS

Select	Name	Address	Email	Agent Status
<input checked="" type="radio"/>	1 File For You	160 e 300 s, Salt Lake City, UT 84111		Active

Page 1 of 1, records 1 to 1 of 1

Select Registered Agent

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.

UPDATE SELECTED REGISTERED AGENT

RA Name Type: Individual Entity Unregistered Entity

Commercial Registered Agent

Entity Name: *

Entity Number:

Entity Type:

Entity Status:

Address Line 1: *

Country: *

City: *

Email:

Address Line 2:

Zip Code: -

State:

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


Select checkbox to update/provide information below.


OWNER/APPLICANT INFORMATION

OWNER/APPLICANT INFORMATION

Registrant Type * Individual Entity (Business)

Entity Name: *

Start Date: 

Resignation Date: 

Search existing entities by: Start with Contains ExactMatch

Add an unregistered business as Owner/Applicant

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

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.

Select checkbox to update/provide information below.

OWNER/APPLICANT INFORMATION

OWNER/APPLICANT INFORMATION

Registrant Type * Individual Entity (Business)

Entity Name:*

Start Date:

Resignation Date:

Search existing entities by: Start with Contains ExactMatch

Add an unregistered business as Owner/Applicant

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.”

ACTIVE OWNER/APPLICANTS					
Select	Entity Number	Entity Name	Principal Office Address	Status	FEIN
<input checked="" type="radio"/>	14532367-0160	TEST 1 LLC	123 Anywhere Ln, Salt Lake City, UT 84111	Active	

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Select Registrant

Owner/Applicant Information (cont.)

Entity Name: TEST 1 LLC

Entity Number: 14532367-0160

FEIN Number:

MAILING ADDRESS

Address Line 1: 123 Anywhere Ln

Address Line 2:

Country: United States

Zip Code: 84111 -

City: Salt Lake City

State: Utah

Contact Number:

Email:

Add/Update Owner/Applicant

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.

OWNER/APPLICANT INFORMATION

Registrant Type * Individual Entity (Business)

First Name: * Middle Name:

Last Name: * Suffix:

Address Line 1: * Address Line 2:

Country: * Zip Code: -

City: * State:

Email:

Start Date: Resignation Date:

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.”

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.”

ACTIVE OWNER/APPLICANTS							
Entity Number	Owner/Applicant Name	Status	Start Date	Resignation Date	Owner/Applicant Address	FEIN	Action
14532367-0160	TEST 1 LLC	Active			123 Anywhere Ln, Salt Lake City, UT 84111		Edit Delete
	Scott Whittaker				160 E 300 S, Salt Lake City, UT 84111		Edit Delete

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REQUIRED SIGNATURE

Notice

The filing of this application and its approval by the Division of Corporations and Commercial Code does not authorize the use in the State of Utah of an assumed name in violation of the rights of another under federal, state, or common law (U.C.A. Section 42-2-5 Et seq.).

An Assumed Name (DBA) renews every 3 years.

Indicate the following attestation statements in order to submit the filing

I hereby certify:

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

I acknowledge that I have read the above "Notice".

Electronic Signature: *

+ Add

Title / Capacity: *

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

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."

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:

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.

FILING DETAILS [EDIT](#)

PURPOSE STATEMENT

Purpose Statement:
State the purpose for which the entity is organized.

NA

PRINCIPAL OFFICE ADDRESS AND CORRESPONDENCE EMAIL [EDIT](#)

PRINCIPAL OFFICE ADDRESS

PRINCIPAL OFFICE ADDRESS

Address Line 1: 160 S 300 E	Address Line 2:
Country: United States	Zip Code: 84111
City: Salt Lake City	State: Utah

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.

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.