

How to File a Renewal with Changes

These instructions apply to the following entity types:

- | | |
|--|--|
| ● Limited Liability Companies | ● Business Corporations |
| ● Limited Partnerships | ● Non-Profit Corporations |
| ● Limited Liability Partnerships | ● Decentralized Autonomous Organizations |
| ● Limited Liability Limited Partnerships | ● Limited Cooperative Associations |

NOTE: These instructions apply to domestic, foreign and tribal entities. Some of the information may not apply to all of the above referenced entity types.



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/>

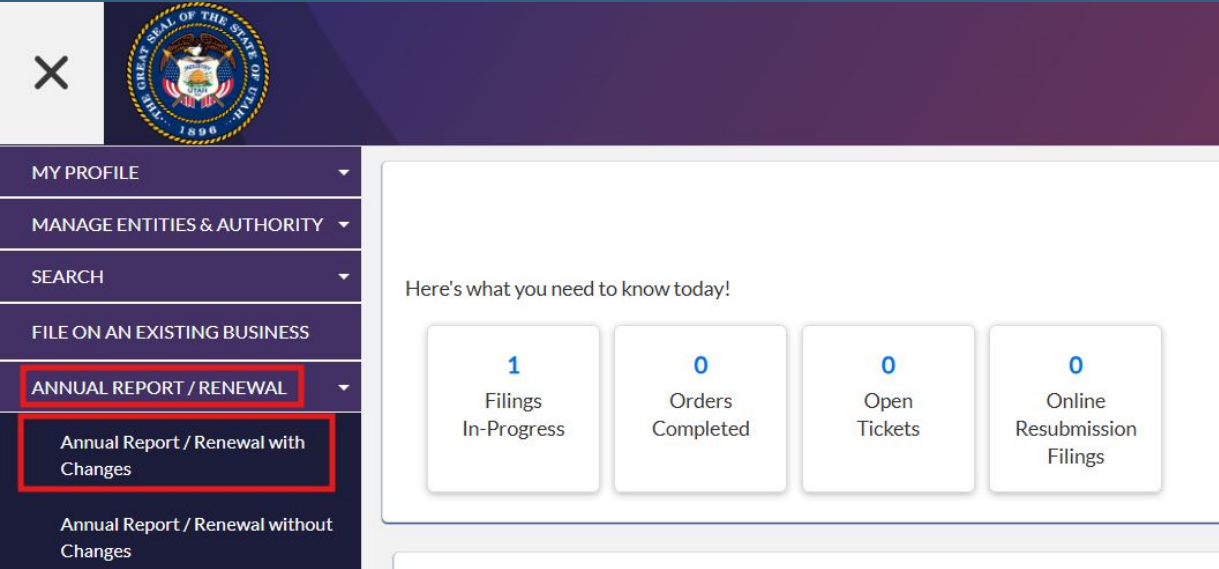
You will then “Click to log on with Utah-ID,” which will redirect you to the UtahID login page.

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>

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 with Changes.”



The screenshot shows a user dashboard with a 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, and Annual Report / Renewal without Changes. The 'ANNUAL REPORT / RENEWAL' item is highlighted with a red box, and its sub-item 'Annual Report / Renewal with Changes' is also highlighted with a red box. The main content area displays a summary of key metrics: 1 Filings In-Progress, 0 Orders Completed, 0 Open Tickets, and 0 Online Resubmission Filings.

Metric	Count
Filings In-Progress	1
Orders Completed	0
Open Tickets	0
Online Resubmission Filings	0

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

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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

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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, domestic or foreign, 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.

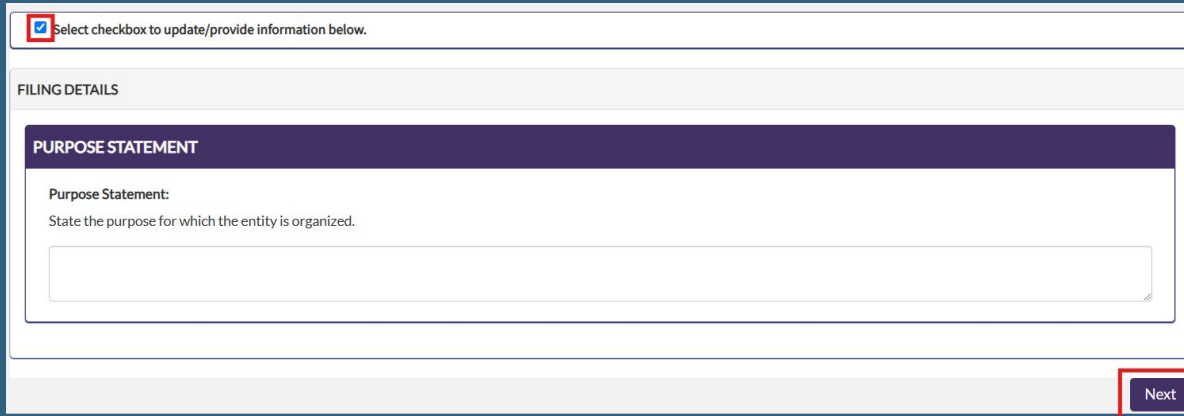
As you go through each section you will have the ability to add, update and/or remove information.

Select checkbox to update/provide information below.

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.

PURPOSE STATEMENT

If you are not changing your purpose statement you can click “Next” at the bottom of the page.



The screenshot shows a web form with a header bar containing a checked checkbox and the text "Select checkbox to update/provide information below." Below this is a section titled "FILING DETAILS" with a sub-section "PURPOSE STATEMENT". Inside this sub-section, there is a label "Purpose Statement:" followed by the instruction "State the purpose for which the entity is organized." and a large empty text input field. At the bottom right of the form, there is a "Next" button highlighted with a red box.

The purpose statement is a short description of what services your entity provides. This is an optional field. Once you have entered that information you will click “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:

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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.

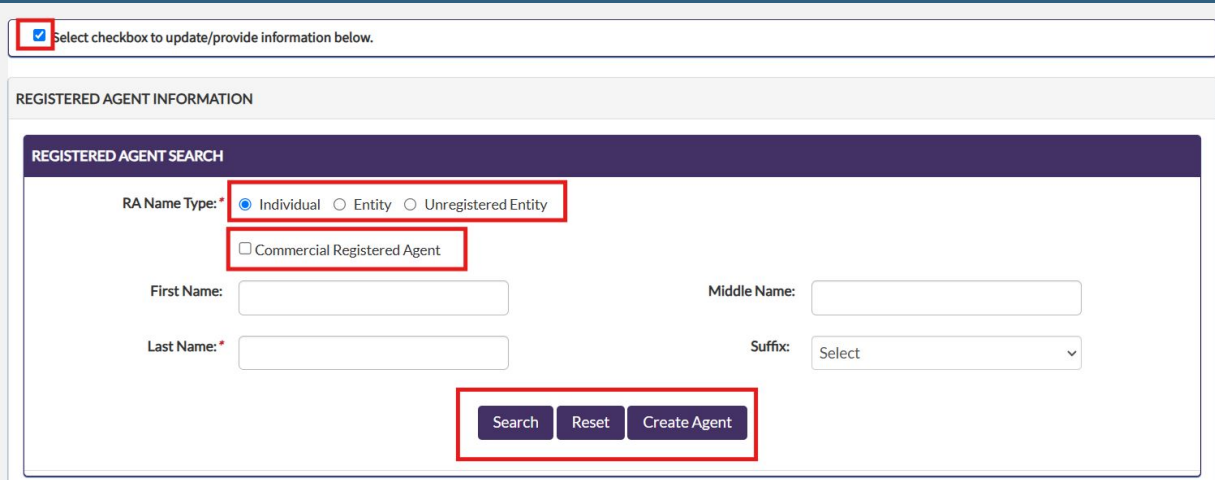
Registered Agent Information

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 fields and buttons:

- RA Name Type:** A group of radio buttons with options: Individual, Entity, and Unregistered Entity.
- Commercial Registered Agent
- 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.
- At the bottom of the search section, there are three buttons: "Search", "Reset", and "Create Agent".

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.”

REGISTERED AGENT SEARCH

RA Name Type: Individual Entity Unregistered Entity

Commercial Registered Agent

First Name: Middle Name:

Last Name: Suffix:

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		

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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:

[Back](#) [Next](#)

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:

Principal Information

If you are not changing the principal information you can click “Next” at the bottom of the page.

If you are adding new principals to your entity they can be one of the following:

- An Individual
- An Entity

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


Select checkbox to update/provide information below.


PRINCIPAL INFORMATION

PRINCIPAL INFORMATION

To minimize retyping use the "Add Principal" button. This will add your principal but leave entered information. To clear entered data after adding, use the "Add & Clear" button.

Titles: *

Start Date: 

Resignation Date: 

Name Type: * Individual Entity

Principal Information (cont.)

To add an entity you will select the “Entity” radio button. You will complete the required fields and click “Add principal.”

When you click “Add Principal” the field will retain the information provided, so if you are adding multiple principals you will only need to update the title and name fields. “Add & Clear” will remove all information entered.

NOTE: The “Titles” drop down menu is specific to each entity type. If you are uncertain as to what the title should be please consult an attorney.

PRINCIPAL INFORMATION

To minimize retyping use the “Add Principal” button. This will add your principal but leave entered information. To clear entered data after adding, use the “Add & Clear” button.

Titles: *

Start Date:

Resignation Date:

Name Type: * Individual Entity

Entity Name: *

Address Line 1:

Address Line 2:

Country:

Zip Code: -

City:

State:

PRINCIPAL INFORMATION

To minimize retyping use the "Add Principal" button. This will add your principal but leave entered information. To clear entered data after adding, use the "Add & Clear" button.

Titles: * <input type="text" value="Select"/>	
Start Date: <input type="text"/>	Resignation Date: <input type="text"/>
Name Type: * <input checked="" type="radio"/> Individual <input type="radio"/> Entity	
First Name: * <input type="text" value="Adam"/>	Middle Name: <input type="text"/>
Last Name: * <input type="text" value="Watson"/>	Suffix: <input type="text" value="Select"/>
Address Line 1: <input type="text" value="160 E 300 S"/>	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"/>
<input checked="" type="button" value="Add Principal"/> <input type="button" value="Add & Clear"/> <input type="button" value="Clear"/>	

Principal Information (cont.)

To add an individual you will select the "individual" radio button. You will complete the required fields and click "Add principal."

Principal Information (cont.)

ACTIVE PRINCIPALS						
Title	Name	Address	Start Date	Resignation Date	Change	Action
Incorporator	SCOTT WHITTAKER	125 n MAIN ST, S Salt Lake, UT 84115				Edit Remove
Director	JANET LARIOS	125 n MAIN ST, S Salt Lake, UT 84115				Edit Remove
Officer	SCOTT WHITTAKER	125 n MAIN ST, S Salt Lake, UT 84115				Edit Remove
Director	I File For You	160 E 300 S, Salt Lake City, UT 84111			Added	Edit Delete

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You will then be able to view the active principals associated with the entity, which can also be edited, removed and/or deleted. If there are no other principals to add, edit, remove and/or delete you will click on “Next.”

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	

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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.

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.