

# How to Register a Domestic (Resident) Business Entity with the Idaho Secretary of State

All business entities are required to register with the Idaho Secretary of State. For legal reference see Idaho Title 30 Chapter 21 and Title 41 Chapter 10.

This guide was created by the Department of Insurance for the use of business entities who want to hold an Insurance license. If you have questions concerning the registration process please contact the Idaho Secretary of State at 208-334-2300.

For information on Business Entity Structures please see business.idaho.gov's website [Legal Structure](#).

**The Idaho Department of Insurance will not license Sole Proprietorships.**

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**Step 1:** Go to the Idaho Secretary of State's website: [sos.idaho.gov](http://sos.idaho.gov)

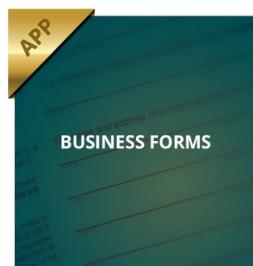
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**Step 2:** Click "Business Services" at the top of the page.



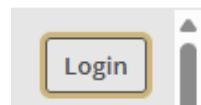
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**Step 3:** Click "Business Forms".



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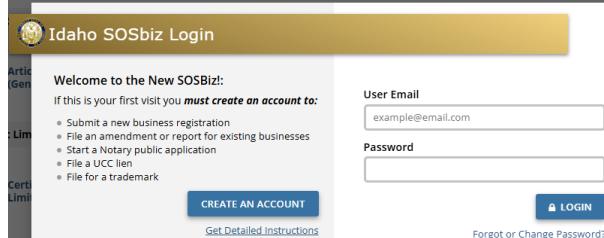
**Step 4:** Click "Login" in the upper righthand corner of the screen.



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**Step 5:** Enter your information and click "LOGIN".

If you do not have an account you will need to create one (not shown here).



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**Step 6:** Click the link for the type being registered.



**Step 7:** Click “FILE ONLINE” in the window that pops up.

FILE ONLINE

**Step 8:** Click the button in front of the service type you want.

Selected Service Type: \*

- Standard (filing fee \$100)
- Expedited (+\$40; filing fee \$140)
- Same Day Service (+\$100; filing fee \$200)

**Step 9:** Click the button in front of the type of business entity.

Your options will very depending on what you selected in Step 6

General Business Corporation

Limited Liability Company

Type of Corporation \*

*If the corporation is not a Bank, select General Business Corporation.*

- General Business Corporation
- Bank

Type of Limited Liability Company \*

- Limited Liability Company
- Professional Limited Liability Company

**Step 10:** Click the button in front of the answer that applies to the business name you are registering.

Will a previously filed reserved name be used for this filing? If yes, the reserved name you wish to use must be listed in your portal under My Records prior to processing this filing, and will be available to select in a drop down below.\*

- Yes
- No

**Step 11:** Enter the business name in BOTH fields.

Note: You must enter the type of corporation you selected in step 9 at the end if one was entered.

Enter the name the business corporation will use in Idaho: \*

*The name used in Idaho must be distinguishable on the records of the Idaho Secretary of State.*

Key the name the business corporation will use in Idaho again to confirm: \*

**Step 12 General Business Corporation ONLY:** Click the button next to the applicable answer.

If this corporation is a Benefit Corporation, Insurance Company or Trust, select here:

- Benefit Corporation (Benefit Corporations are subject to different legal standards than general business corporations. For more details on this, please refer to Idaho Code Section 30-2001 through Section 30-2013. If you have any doubt as to whether your corporation is a Benefit Corporation, please consult with an attorney first.)
- Insurance Company
- Trust
- Not Applicable

**Step 13:** Click “Next Step”.

**Next Step**

**Step 14 General Business Corporation ONLY:** Click the button next to the applicable answer.

The corporation shall be effective \*

when filed with the Secretary of State.  
 on a specific date.

**Step 15 General Business Corporation ONLY:** Enter the applicable answer.

The number of shares the corporation is authorized to issue: \* 

(Authorized Shares)

**Step 16 General Business Corporation ONLY:** Click “Next Step”.

**Next Step**

**Step 17:** Enter the street and mailing addresses.

Note: Only Limited Liability Companies need to enter both addresses.

Address *	<input type="text"/>	
STE/APT/FL	<input type="text"/>	
Attention	<input type="text"/>	
City *	State *	ZIP Code *
<input type="text"/>	<input type="text"/> ID	<input type="text"/>
Country *	<input type="text"/>	
<input type="text"/> United States		

**Step 18a:** If you are using a Registered Agent who has already been entered into the system enter their name and click search.

The Director of the Idaho Department of Insurance, Dean Cameron, can be used as the Registered Agent. If you wish to use the Director enter “Dean Cameron” and click “Search”.

Search for registered agent
Select an agent type
<input checked="" type="radio"/> Commercial <input type="radio"/> Noncommercial or Individual
Name of individual or organization
Dean Cameron
<input type="button" value="Q Search"/>

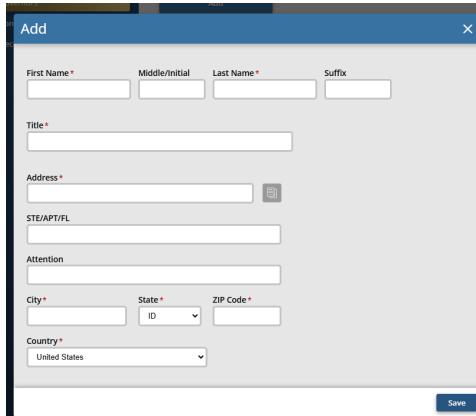
**Step 18b:** If you are using a Registered Agent that is not already in the system click the button in front of “Noncommercial or Individual” then “Add New Agent”.

Select an agent type
<input type="radio"/> Commercial <input checked="" type="radio"/> Noncommercial or Individual
Name of individual or organization
(Search by name of individual or organization)
or <input type="button" value="+ Add New Agent"/>

**Step 19 Limited Liability Company ONLY : Click “Add”.**

Add

**Step 20 Liability Company ONLY:** Enter the requested information and click “Save”. Repeat for additional people or click “Next Step”.

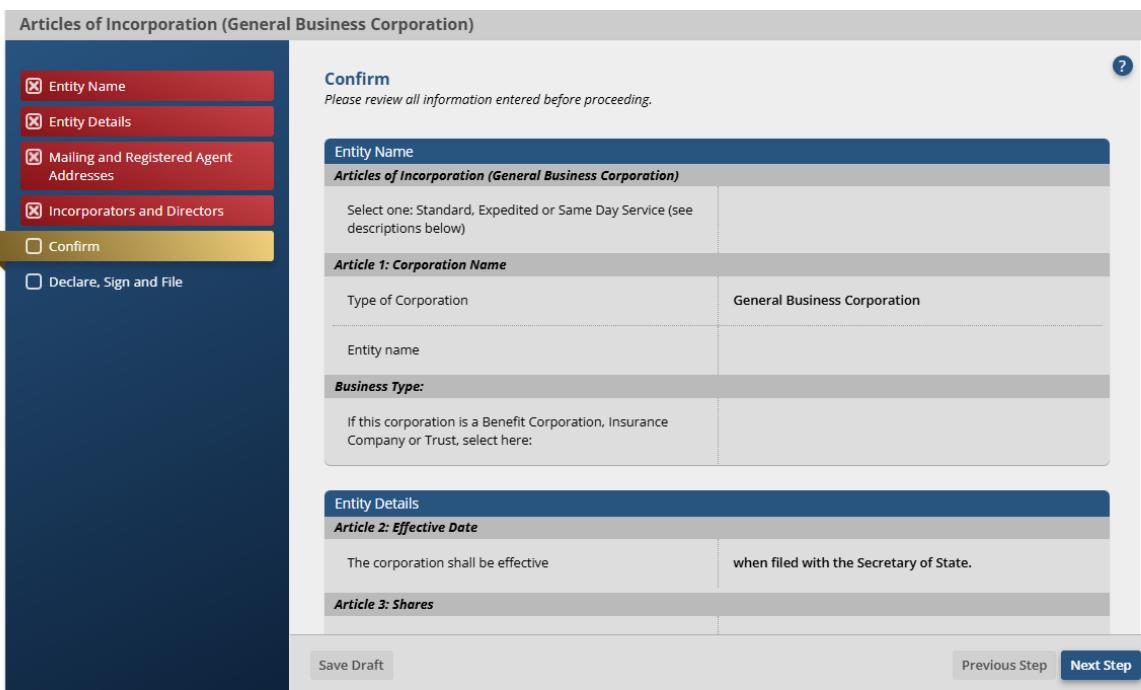


The form is titled 'Add' and contains the following fields:

- First Name, Middle/Initial, Last Name, Suffix
- Title
- Address, STE/APT/FL
- Attention
- City, State, ZIP Code
- Country (United States)

At the bottom right is a blue 'Save' button.

**Step 21:** Review the information on this page. Use the navigation buttons at the side to correct any information needing it. When everything is correct, click “Next Step”



The sidebar shows the following steps:

- Entity Name
- Entity Details
- Mailing and Registered Agent Addresses
- Incorporators and Directors
- Confirm** (selected)
- Declare, Sign and File

The main content area is titled 'Confirm' and contains the following information:

**Entity Name:** Articles of Incorporation (General Business Corporation)

Select one: Standard, Expedited or Same Day Service (see descriptions below)

**Article 1: Corporation Name:**

Type of Corporation: General Business Corporation

Entity name:

**Business Type:**

If this corporation is a Benefit Corporation, Insurance Company or Trust, select here:

**Entity Details:**

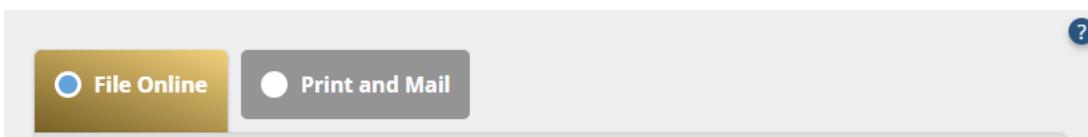
**Article 2: Effective Date:**

The corporation shall be effective when filed with the Secretary of State.

**Article 3: Shares:**

At the bottom are 'Save Draft', 'Previous Step', and 'Next Step' buttons.

**Step 22:** Select if you would like to file online or mail it in. Online options are shown in this guide.



At the bottom right is a blue question mark icon.

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**Step 23:** Read and check the box next to each declaration.

**Electronic Declarations:**

*Read and check each declaration prior to signing this document.*

I understand that the information entered into the online system is public information and will appear online and on copy requests exactly as keyed.\*

I hereby certify that I am the person whose signature appears on the filing, that I am authorized to file these documents on behalf of the business entity to which they pertain, and that the information I am submitting is true and correct to the best of my knowledge.\* i

I hereby certify that the undersigned submits the Foreign Registration Statement as entered.\*

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**Step 24:** Enter your name and the date as requested.

Signature\*

Date\*

MM/DD/YYYY

Today

25

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**Step 25:** Enter your job title.

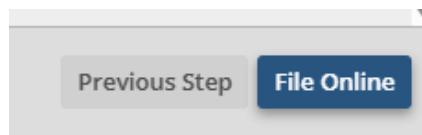
Job Title:\*

*Title relative to the entity being registered (i.e. President, Partner, Manager, etc.).*

(job title)

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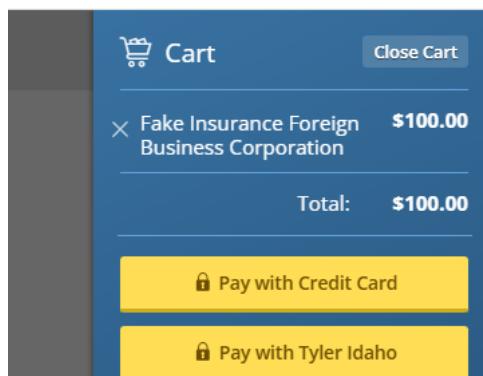
**Step 26:** Click “File Online”.



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**Step 27:** Follow the payment instructions that appear on the screens.

We can not show you anything beyond this screen in the guide.



Any information, including costs, shown in this document are subject to change without notice or updates to this document.

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