

Form a VA Limited Liability Company in the Clerk's Information System

A limited liability company is an unincorporated association of one or more members (the owners) who share in the profits and losses of the company's business. This how-to guide will walk you through forming a Virginia Limited Liability Company online in the new Clerk's Information System (CIS) https://cis.scc.virginia.gov/.

- 1 Log on to CIS at cis.scc.virginia.gov Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.
- Click Online Services on the top left.
- Under Business Entities, click **New Businesses.**
- Make sure the Virginia Entity button is selected. Select Limited Liability Company, then Articles of Organization from the drop-down. Click Continue.
- 5 Review the business entity name information.
- If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 10.

Note: Reserving a name is not required.

7 Enter the Reservation ID and Reservation PIN.

Note: The ID and PIN can be found in the "Application for Reservation of Name Acceptance" letter located in the **Correspondence** dropdown on your dashboard.

- B Click **Search**.
- Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right.





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- 10 If you have not reserved a name, you must check that your proposed name is available and acceptable. Click the radio button next to **No**.
- 11) Enter an Entity Name and click Check Availability.
- Once the system indicates the name is available and acceptable, click **Next**.
- ENTITY NAME CHECK 10

 Do you have a name Yes No reserved?

 Entity Name:* Example 2 for this Guide

 Check Availability Clear

 The Name is Available

 Next

- 13 Enter the Entity Email Address and Contact Number.
- Choose an **Industry Code** from the **Business Type** drop-down.

Note: Most select "0 - General"

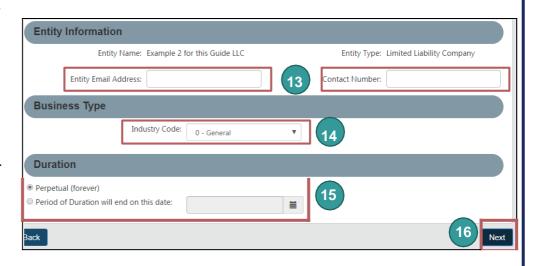
Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end.

Note: Most select "Perpetual"

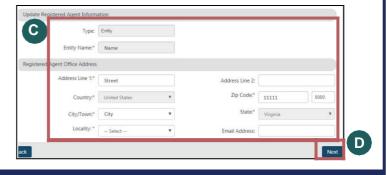
- 16 Click Next.
- Indicate if the Registered Agent (RA) will be an Individual or an Entity. If the RA will be an Entity, check the **Entity** radio button.
 - A Enter the Entity Name or Entity ID and click Search.
 - B Click the radio button to the left of the desired entity name.

Note: Clicking the green Entity ID will open entity information in a different tab.

- Make sure all fields marked with an asterisk (*) are filled in.
- D Click Next.







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If the Registered Agent (RA) will be an Individual, check the **Individual** radio button. You can search for an existing RA or create a new individual RA.

To search for an existing RA:

- 1A Enter their Last Name and click Search.
- 1B Under **Search Results**, click the radio button next to the desired RA's name.
- 1C Select the RA Capacity from the drop-down menu.
- 1D Review and confirm all fields marked with an asterisk (*) are filled in.
- 1E Click Next.

Search ORCreate Individual RA Search Original Registered Agent Information RA Capacity: Type: Individual ID First Name: Suffix: Registered Agent Orice Address Address Line 1: Address Line 2:

18

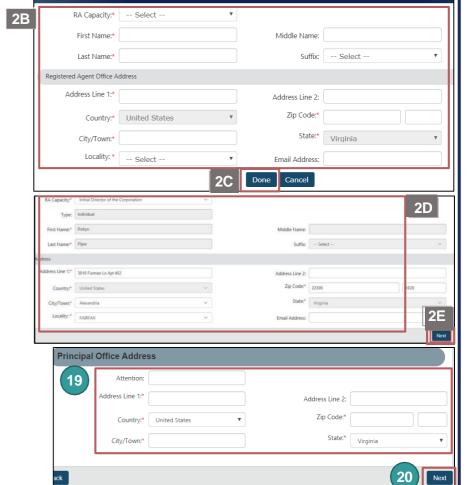
■ Individual □ Entity

Registered Agent Information

Registered Agent Search

To create a new Individual RA:

- **2A** Click **Create Individual RA**.
- In the pop up window, complete fields marked with an asterisk (*).
- 2C Click Done.
- Review the Registered Agent
 Information and the Registered
 Agent Office Address.
- 2E Click Next.
- Enter the **Principal Office Address** information. Complete all fields marked with an asterisk (*).
- 20 Click Next.



1E

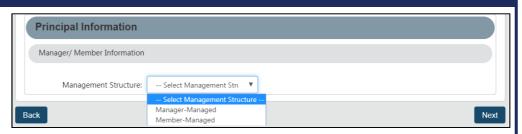
Create Registered Agent

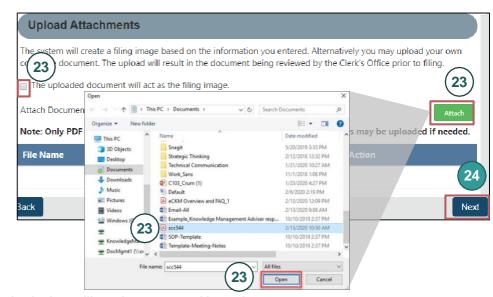
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- Select the Management
 Structure from the
 Manager/Member Information
 drop-down.
- Click Next.
- OPTIONAL: Upload Articles of Organization. If you do not upload Articles, the system will create a filing image for you based on the information you entered.

To upload articles, check the **The** uploaded document will act as the filing image radio button.

Click **Attach** and Select the file you want to upload.





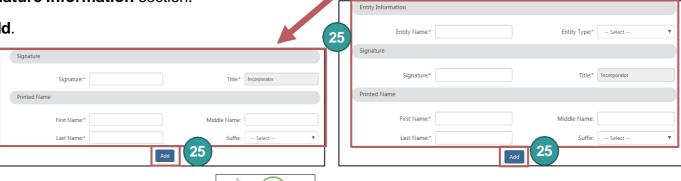
gial respect with the intent that it be delivered to the Commission for filing.

Note: If you upload a document, your submission will not be approved in realtime, but instead will be reviewed by the Clerk's Office.

- 24 Click Next.
- or On behalf of Business Entity by checking the appropriate radio button.

Complete all fields with an asterisk (*) in the **Signature Information** section.

Click Add.



document that is false in an

- Click **OK** in the pop-up box.
- The signature information will populate. Click **Next**.



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- Review each section of the Articles of Organization and make any edits, as necessary.
- Click Add To Shopping Cart on the bottom right.
- 30 Click Checkout.



- 31 Click Go To Payment.
- In the Confirmation pop up window, click I Agree.



Note: You will be taken to a site administered by LexisNexis to complete your payment.

- 33 Enter your Billing Address and Payment Information, completing All fields with an asterisk (*). You must complete the Captcha field.
- 34 Click Continue.
- Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

36 You will be directed to a confirmation screen.



