

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.
- 2 Click **Online Services** on the top left.
- 3 Under Business Entities, click **New Businesses**.
- 4 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.
- 6 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.*
- 8 Click **Search**.
- 9 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right.

The screenshots illustrate the process of forming a VA Limited Liability Company in the SCC Clerk's Information System (CIS). The interface is divided into several sections, each corresponding to a step in the process.

- Step 1:** The user logs on to the CIS dashboard.
- Step 2:** The user clicks on the **Online Services** link in the top left navigation bar.
- Step 3:** Under the **Business Entities** section, the user clicks on **New Businesses**.
- Step 4:** The user selects the **Virginia Entity** button, then chooses **Limited Liability Company** from the **Business Entity Type** dropdown, and **Articles of Organization** from the **Filing Type** dropdown. The user then clicks the **Continue** button.
- Step 5:** The user reviews the **ARTICLES OF ORGANIZATION** page, which displays a proposed business entity name and a result that the name is distinguishable.
- Step 6:** The user checks the **ENTITY NAME CHECK** section, where they can enter a reservation ID and PIN. The user selects the **Yes** radio button to indicate they have a reservation.
- Step 7:** The user enters the **Reservation ID** and **Reservation PIN** in the respective fields.
- Step 8:** The user clicks the **Search** button to find the reservation.
- Step 9:** The user reviews the **Entity Name** that appears in the search results. If correct, the user clicks the **Update Name** button and then the **Next** button 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**.
- 12 Once the system indicates the name is available and acceptable, click **Next**.
- 13 Enter the **Entity Email Address** and **Contact Number**.
- 14 Choose an **Industry Code** from the **Business Type** drop-down.

Note: Most select "0 - General"
- 15 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**.

ENTITY NAME CHECK 10

Do you have a name reserved? ☐ Yes ☒ No

Entity Name: Example 2 for this Guide 11

Check Availability Clear

The Name is Available 12

Back Next

Entity Information

Entity Name: Example 2 for this Guide LLC Entity Type: Limited Liability Company

Entity Email Address: 13 Contact Number: 13

Business Type

Industry Code: 0 - General 14

Duration

☒ Perpetual (forever) 15
☐ Period of Duration will end on this date:

Back 16 Next

- 17 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.

Registered Agent Information

Registered Agent Search 17

Type: ☐ Individual ☒ Entity

Entity Name: Entity ID: A

Search -OR- Create Individual RA

SEARCH RESULTS

Select	Name	Entity ID	Principal Office Address	Status	Email
<input checked="" type="radio"/>		111111111	USA	Active	
<input type="radio"/>		111111111	USA	Active	
<input type="radio"/>		111111111	USA	Active	
<input type="radio"/>		111111111	USA	Active	
<input type="radio"/>		111111111	USA	Active	
<input type="radio"/>	P.C.	111111111	USA	Active	

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Update Registered Agent Information

Type: Entity C

Entity Name: Name

Registered Agent Office Address

Address Line 1: Street Address Line 2:

Country: United States Zip Code: 11111 0000

City/Town: City State: Virginia

Locality: -- Select -- Email Address:

Back Next D

- A Enter the **Entity Name** or **Entity ID** and click **Search**.
 - B Click the radio button to the left of the desired entity name.
 - C Make sure all fields marked with an asterisk (*) are filled in.
 - D Click **Next**.
- Note: Clicking the green Entity ID will open entity information in a different tab.*

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- 18** 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**.

Registered Agent Information

Registered Agent Search

Type: ☒ Individual ☐ Entity

First Name:

Middle Name:

Last Name*:

Suffix: -- Select --

Search -OR- Create Individual RA

Update Registered Agent Information

RA Capacity*:

Type: Individual

First Name*: J Middle Name:

Last Name*: S Suffix:

Registered Agent Office Address

Address Line 1*: 3 Crossroads Address Line 2:

Country*: United States Zip Code*: 23968

City/Town*: S State*: Virginia

Locality*: VIRGINIA CITY Email Address: @yahoo.com

Next

To create a new Individual RA:

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

Create Registered Agent

RA Capacity*: -- Select --

First Name*:

Last Name*:

Middle Name:

Suffix: -- Select --

Registered Agent Office Address

Address Line 1*:

Address Line 2:

Country*: United States Zip Code*:

City/Town*:

State*: Virginia

Locality*: -- Select -- Email Address:

Done Cancel

Create Registered Agent

RA Capacity*: Initial Director of the Corporation

Type: Individual

First Name*: Robyn Middle Name:

Last Name*: Piper Suffix: -- Select --

Address

Address Line 1*: 3010 Furman Ln Apt 402 Address Line 2:

Country*: United States Zip Code*: 22306

City/Town*: Alexandria State*: Virginia

Locality*: FAIRFAX Email Address:

Next

- 19** Enter the **Principal Office Address** information. Complete all fields marked with an asterisk (*).

- 20** Click **Next**.

Principal Office Address

Attention:

Address Line 1*:

Address Line 2:

Country*: United States Zip Code*:

City/Town*:

State*: Virginia

Next

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Form a Virginia Liability Company

28 Review each section of the **Articles of Organization** and make any edits, as necessary.

29 Click **Add To Shopping Cart** on the bottom right.

30 Click **Checkout**.

31 Click **Go To Payment**.

32 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**.

35 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.