

Change a Business Entity Name in the Clerk's Information System

Virginia and foreign business entities authorized to do business in Virginia can file a name change online. To do so, Virginia business entities can file Articles of Amendment – Name Change. Foreign business entities can file an Application for Amended Certificate of Authority or Amended Certificate of Registration. This how-to guide will walk you through changing a business entity name online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

Virginia Business Entities

- 1 Log on to CIS at <https://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 **Existing Businesses**.
- 4 Select the **Virginia Entity** radio button. Then, select the appropriate Business Entity Type from the drop-down.
- 5 Select **Articles of Amendment – Name Change** from the drop-down.
- 6 Click **Continue** on the bottom right.
- 7 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.
- 8 Click the **Select** button next to your business' name. DO NOT click the green entity name.
- 9 Click **Continue**.

The screenshot illustrates the steps to change a business entity name in the SCC Clerk's Information System (CIS). The interface is divided into several sections:

- Top Navigation:** Includes a 'Dashboard' link and an 'Online Services' link (highlighted with a red arrow and number 2).
- Business Entities Menu:** A dropdown menu (highlighted with a red arrow and number 3) containing options like 'Name Reservations/Registrations/Fictitious Name', 'New Businesses', 'Existing Businesses' (highlighted with a red box and number 3), 'Registration Fee', 'Annual', and 'Annual'.
- EXISTING BUSINESSES Form:** A form (highlighted with a red box and number 4) for filing for a Virginia Entity. It includes a 'Business Entity Type' dropdown (highlighted with a red box and number 4) and a 'Select a filing type' dropdown (highlighted with a red box and number 5). The 'Select a filing type' dropdown lists various options, including 'Articles of Amendment - Name Change' (highlighted with a red box and number 5).
- Search Form:** A form (highlighted with a red box and number 7) for searching for a business entity. It includes a 'SEARCH' button (highlighted with a red box and number 7) and a 'Continue' button (highlighted with a red box and number 6).
- Table of Existing Businesses:** A table (highlighted with a red box and number 8) listing existing businesses. The table has columns for 'Select', 'ID', 'Entity Name', 'Name Type', 'Entity Type', 'Address', 'Formation Date', 'Status', and 'Status Date'. The first row shows a business with ID 11042811, Name 'Doctelp, Inc.', and Status 'Active'.
- Bottom Navigation:** Includes a 'Back' button (highlighted with a red box and number 8) and a 'Continue' button (highlighted with a red box and number 9).

Change a Business Entity Name

- 10 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**. Click **Next**.

- 11 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 15.

Note: Reserving a name is not required.

- 12 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** drop-down on your dashboard.*

- 13 Click **Search**.

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

- 15 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**.

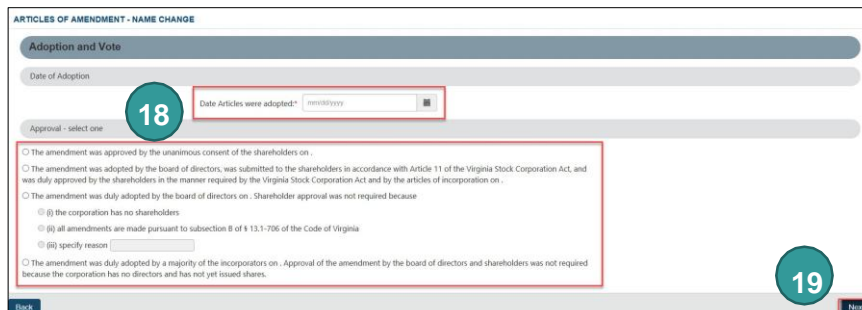
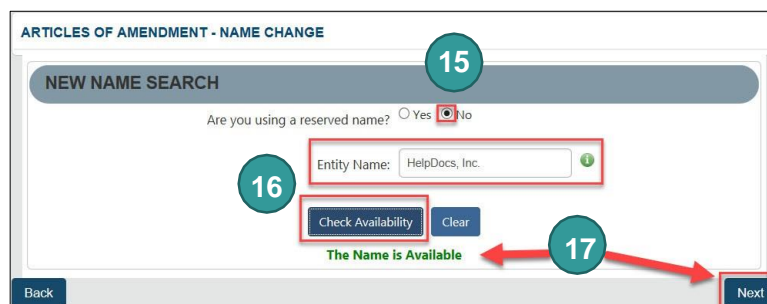
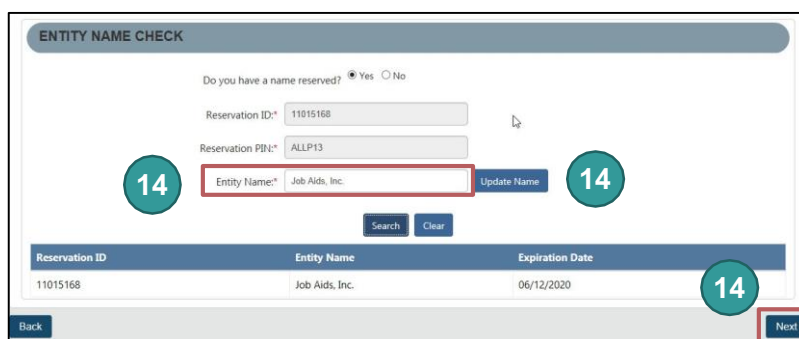
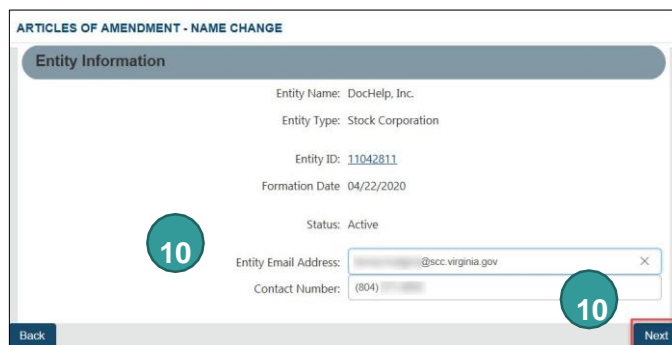
- 16 Enter an **Entity Name** and click **Check Availability**.

Note: Click the  icon for name requirements.

- 17 Once the system indicates the name is available and acceptable, click **Next**.

- 18 Enter the **Date Articles were adopted** and select the appropriate method of **Approval**.

- 19 Click **Next**.



Change a Business Entity Name

- 20 **OPTIONAL:** Upload Articles of Amendment – Name Change. Check the **The uploaded document will act as the filing image** radio button.

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

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

Upload Attachments

The system will create a filing image based on the information you entered. Alternatively you may upload your own document. The upload will result in the document being reviewed by the Clerk's Office prior to filing.

☐ The uploaded document will act as the filing image.

Attach Document

Note: Only PDF

File Name

Back

Open

File name: scc544

Open

Cancel

Next

- 21 Click **Next**.

- 22 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

- 23 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.

Signature Information

The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a document that is false in any material respect with the intent that it be delivered to the Commission for filing.

The person signing this document certifies that after the foregoing change or changes are made, the corporation will be in compliance with the requirements of § 13.1-634 of the Code of Virginia, as the case may be.

Signing as: ☒ Individual ☐ On Behalf of Business Entity

Signature

Printed Name

First Name* Middle Name* Last Name* Suffix: -- Select --

Add

- 24 Click **OK** in the pop-up box.

- 25 The signature information will populate. Click **Next**.

- 26 Review each section of the **Articles of Amendment**, and make any edits, as needed.

- 27 Click **Add To Shopping Cart** on the bottom right.

- 28 Click **Checkout**.

REVIEW OF ARTICLES OF AMENDMENT

Entity Information

Entity Name: Duchels, Inc. Entity Type: Stock Corporation

Entity ID: 11042811 Formation Date: 04/22/2020

Status: Active

Entity Email Address: [redacted]@scc.virginia.gov Contact Number: [redacted]

NEW NAME SEARCH

Adoption and Vote

Date of Adoption: [redacted] Date Articles were Approved: select one

The amendment was approved by the unanimous consent of the shareholders.

Supporting Documentation

File Name: [redacted]

Signature Information

Printed Name: Teresa Hudgins Signature: Teresa Hudgins Title: Incorporator

ShopPING CART

Payment Policy

Pursuant to statute, there is no filing fee for an annual report. Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely. A filing fee paid for one document cannot be transferred to another document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Items	Entity Name	Created Date/Time	Fee	Action
Articles of Amendment - Name Change	Duchels, Inc.	04/22/2020 11:35 AM	\$35.00	Checkout

Grand Total: \$71.00

Checkout Add Another Filing

Add To Shopping Cart

Change a Business Entity Name

29 Click **Go To Payment**.

30 In the Confirmation pop-up window, click **I Agree**.

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

31 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.

32 Click **Continue**.

33 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

34 You will be directed to a confirmation screen.

The 'CHECKOUT' page displays a table with columns: Filings, Document Type, Entity Name, and Created Date/Time. The 'Go To Payment' button is highlighted. The 'Confirmation' pop-up window contains a text block stating: 'I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information can only be corrected by making an additional filing, which will require the payment of additional fees in most cases. If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.' The 'I Agree' button is highlighted.

The 'Billing Address' form includes fields for Address Type (Domestic, Military, International), Billing First Name, Last Name, Zip Code, Address Line 1 and 2, City, State, E-mail, Confirm E-mail, and Phone Number. The 'Payment Information' form includes fields for Payment Type (Credit Card), Card Number, Expiration Month/Year, Security Code, and a Captcha field. The 'Continue' button is highlighted.

The 'Payment Information' section shows a summary of the bill: Agency Amount (\$25.00), LexisNexis Service Fee (\$0.00), and Total Amount (\$25.00). Below this, the 'Acknowledgment' section has a checkbox and text: 'By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.' The 'Pay Now' button is highlighted.

The 'CONFIRMATION' screen displays a green checkmark and the text 'Submission Successful'. Below this, it shows the Payment Confirmation Number: 200006708. A table lists the document details: Document Type (Articles of Amendment - Name Change), Entity Name (DocHelp, Inc.), Submitted/Filed Date/Time (04/22/2020 11:40 AM), Fee (\$25.00), and Status (Approved). The total paid is \$25.00. A note at the bottom states: 'A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.'

Foreign Business Entities

1 Log on to CIS at <https://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 **Existing Foreign Businesses**.

The screenshot shows the CIS dashboard with 'Online Services' highlighted in the top left. A dropdown menu for 'Business Entities' is open, listing options: Name Reservations/Registrations/Fictitious Name, New Businesses, Existing Businesses, New Foreign Businesses, Registration Fee, Existing Foreign Businesses (highlighted with a red arrow), Annual Reports (Corporations), Annual Continuation Reports (LLPs), and Reinstatements.

Change a Business Entity Name

- Make sure the **Foreign Entity** radio button is selected. Then, select the appropriate Business Entity Type from the drop-down.
- Corporations select **Application for an Amended Certificate of Authority** from the drop-down. LLCs select **Amended Application for a Certificate of Registration**.

- Click **Continue**.

- Enter either the **Entity Name** or the **Entity ID** number and click **Search**.

- Click the **Select** button next to your business' name. **DO NOT** click the green entity name.

- Click **Continue**.

- Click **Yes** in the pop-up box.

- Complete all fields marked with an asterisk (*) in the appropriate form, as needed.

*Note: You must enter a **Date of Formation**.*

- Click **Next**.

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	T0665945	Fresh Direct, LLC	Legal Name	Limited Liability Company	23-30 BORDEN AVENUE, LONG ISLAND CITY, NY, 11101 - 0000, USA	08/12/2016	Active	08/12/2016

Change a Business Entity Name

- 13 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 17.

Note: Reserving a name is not required.


- 14 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** drop-down on your dashboard.*

- 15 Click **Search**.

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

- 17 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**.

- 18 Enter an **Entity Name** and click **Check Availability**.
Note: Click the  icon for name requirements.

- 19 Once the system indicates the name is available and acceptable, click **Next**.

- 20 Corporations must upload an Application for an Amended Certificate of Authority. LLCs may choose to upload an Amended Application for a Certificate of Registration. Check the **The uploaded document will act as the filing image** radio button.

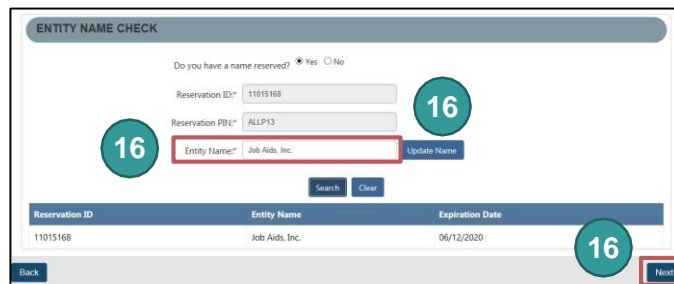
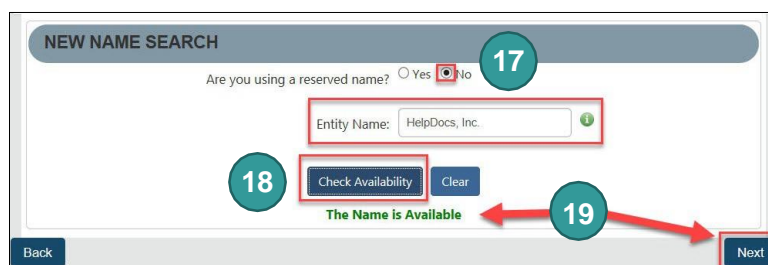
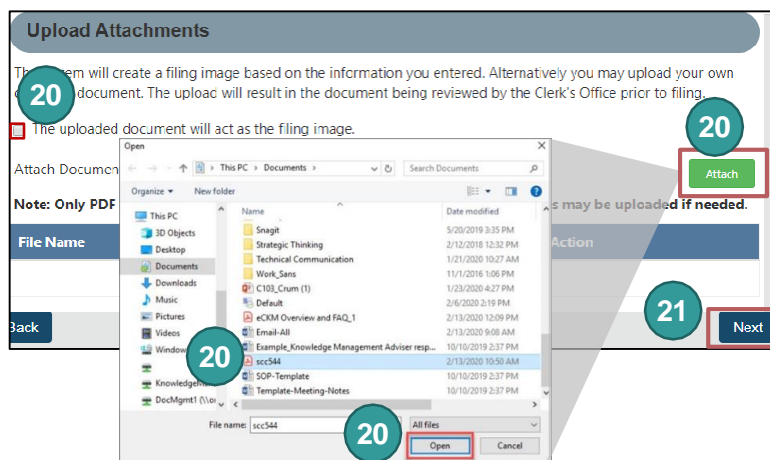
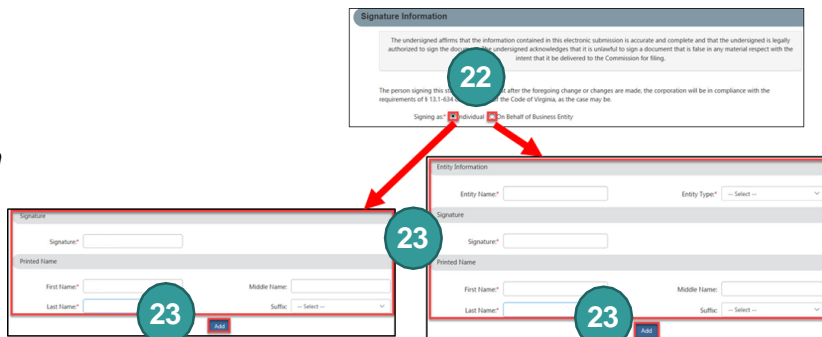
Click **Attach** and select the file you want to upload.

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

- 21 Click **Next**.

- 22 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

- 23 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.

Change a Business Entity Name

- 24 Click **OK** in the pop-up box.
- 25 The signature information will populate. Click **Next**.
- 26 Review each section of the appropriate Application for Amended Certificate, and make any edits, as needed.
- 27 Corporations click **Go To Payment Details** on the bottom right. LLCs click **Add To Shopping Cart**.
- 28 Corporations click **Add To Shopping Cart**. LLCs click **Checkout**.
- 29 Corporations click **Checkout**.
- 30 Click **Go To Payment**.
- 31 In the Confirmation pop-up window, click **I Agree**.

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

- 32 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.
- 33 Click **Continue**.



Signature	Title	Action
Teresa Hudgins	Incorporator	 

25 **Next**

26

REVIEW OF APPLICATION FOR AN AMENDED CERTIFICATE OF AUTHORITY

Entity Information

Entity Name: FRESH DIRECT, LLC

Entity ID: 10000000

Entity Status: Active

Entity Email Address: [redacted]

Entity Contact Address: [redacted]

Business Type

Industry Code: 20 - Wholesale Trade

Duration

Period: [redacted]

Jurisdiction of Formation and Date of Formation

Jurisdiction (Country): United States

Jurisdiction (State): Delaware

Date of Formation: 08/01/2018

Name

Name in jurisdiction of formation, with no address or changes

Amendment Type

Amendment Type: Name Change

Additional Information

NEW NAME SEARCH

Entity Name: Fresh Direct LLC

Upload Attachments

File Name: [redacted]

Signatures Information

Signature: [redacted]

Title: [redacted]

27

Go To Payment Details



28

SHOPPING CART

Payment Policy

Pursuant to statute, there is no filing fee for an annual report. Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely. A filing fee paid for one document cannot be transferred to another document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Filing	Document Type	Entity Name	Created Date/Time	Fee	Action
Amended Application for a Certificate of Registration - Name Change		Fresh Direct, LLC	04/23/2020 03:56 PM	\$25.00	 

Grand Total: \$75.00

29

Checkout Add Another Filing

30

CHECKOUT

Entity Name: Fresh Direct, LLC

Go To Payment

31

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information can only be corrected by making an additional filing, which will require the payment of additional fees in most cases.

If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.

I Agree Close

32

Billing Address

ADDRESS TYPE

☒ Domestic (US and Puerto Rico) ☐ Military (APO/FPO) ☐ International (including Canada, Mexico)

Billing First Name*

Billing Last Name*

Billing Zip Code*

Billing Address Line1*

Billing Address Line2

Billing City*

Billing State*

E-mail*

Confirm E-mail*

Phone Number*

33

33

Payment Information

Credit Card

Card Number*

Expiration Month*

Expiration Year*

Security Code*

We've provided this sample credit card to assist you in finding the security code.

Captcha*

Enter Captcha

Continue

Change a Business Entity Name

- 34 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

- 35 You will be directed to a confirmation screen.

Agency Amount	\$25.00
LexisNexis Service Fee	\$0.00
Total Amount	\$25.00

Billing Address	
Billing First Name	Jane
Billing Last Name	Doe
Billing Zip Code	23219
Billing Address Line1	123 Any Street
Billing Address Line2	
Billing City	Richmond
Billing State	VA
Billing Country	United States of America
E-mail	jane.doe@gmail.com
Phone Number	(804) 3719733


Payment Information	
Credit Card	
Card Number	*****0248 (MASTERCARD)
Expiration Date	05/2022
Payment Authorization	
Total Amount	\$25.00
Acknowledgment	
<input checked="" type="checkbox"/>	By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

Previous Page

Pay Now

CONFIRMATION

35



Submission Successful

Payment Confirmation Number: 200006808

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Amended Application for a Certificate of Registration - Name Change	Fresh Direct, LLC	04/23/2020 04:00 PM	\$25.00	Approved
Total Paid:			\$25.00	

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.