

# File an Annual Report in the Clerk's Information System

Each Virginia corporation and foreign corporation authorized to do business in Virginia must file an Annual Report with the Office of the Clerk every year. The report is due annually by the last day of the 12th month after the entity was incorporated or issued a certificate of authority. This how-to guide will walk you through filing an Annual Report in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

You will need to determine if you are filing an Annual Report with no changes or if you need to file it with changes. Filing an Annual Report with changes will require the corporation's Business Entity PIN.

**NOTE:** Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before you get started by clicking the green **Register** button on the CIS homepage.

## File an Annual Report with No Changes

1 Log on to CIS at [cis.scc.virginia.gov](https://cis.scc.virginia.gov)  
*Note: Chrome, IE or Microsoft Edge are recommended*

2 Click **Online Services** on the top left

3 Under Business Entities, click **Annual Reports (Corporations)**

4 Select **With no changes** from the dropdown

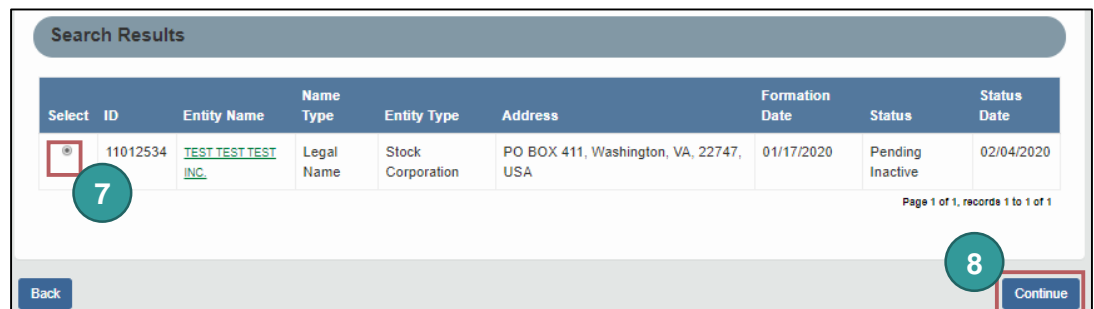
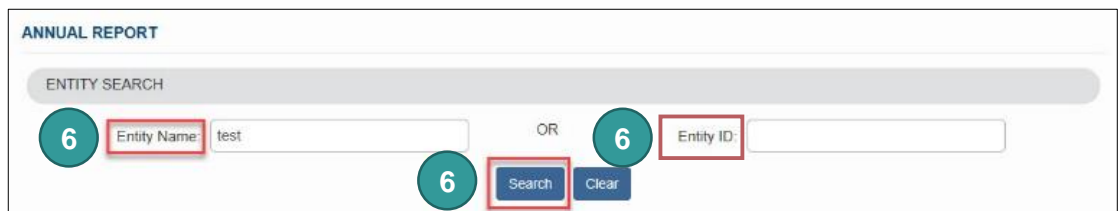
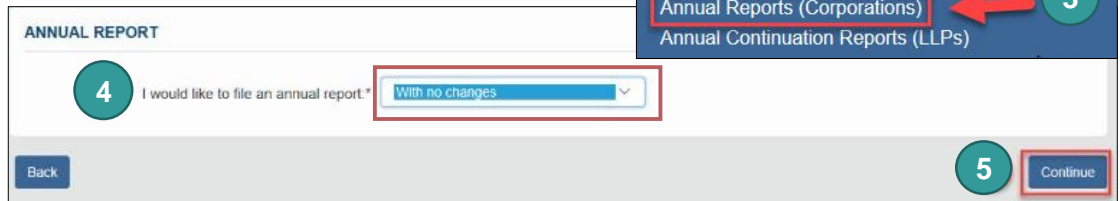
5 Click **Continue** in the bottom right

6 Enter either the **Entity Name** or the **SCC Entity ID** number and click **Search**

7 Select the radio button to the left of your business

*Note: clicking the entity name will open your business information in a new tab.*

8 Click **Continue**



# File an Annual Report with No Changes

8 Review the **Entity Information** and click **Next**

Review the **Principal Office Address** and click **Next**

Review the **Principal Information** and click **Next**

9 Enter the **Signature Information**. You must complete all fields with an asterisk (\*):  
**Signing as Signature Title**

*Note: Though there is no asterisk, the **Printed Name** section must match the **Signature** field*

10 Click the **Add** button to add the signature to the annual report

11 Click the **OK** button

12 Click the **Next** button

13 Click the **Add To Shopping Cart** button on the bottom right

*Note: There is no charge to file an annual report*

14 A confirmation of successful submission will appear

# File an Annual Report in the Clerk's Information System

## File an Annual Report with Changes

1 Log on to CIS at [cis.scc.virginia.gov](http://cis.scc.virginia.gov)  
*Note: Chrome, IE or Microsoft Edge are recommended*

2 Click **Online Services** on the top left

3 Under Business Entities, click **Annual Reports (Corporations)**

4 Select **With changes** from the dropdown

5 Click **Continue** in the bottom right

6 Enter either the **Entity Name** or the **SCC Entity ID** number and click **Search**

7 Select the radio button to the left of your business.

*Note: clicking the entity name will open your business information in a new tab.*

8 Click **Continue**

9 Enter your BE PIN. This verification step protects your business and is required to file an annual report with changes. Click **Done**.  
*Note: You must use the PIN that starts with the letters "BE" and use all capital letters when entering your PIN.*

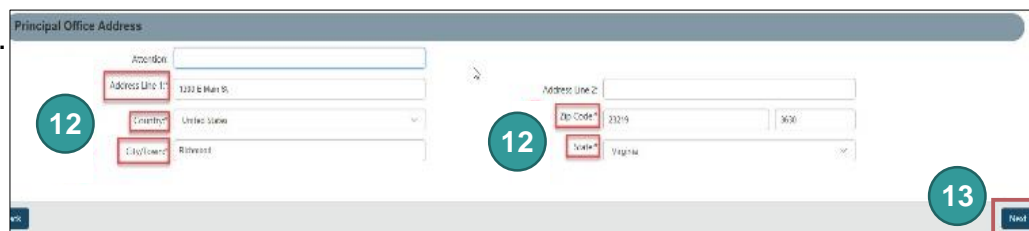
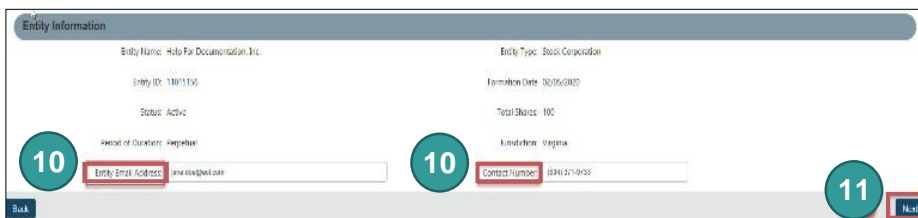
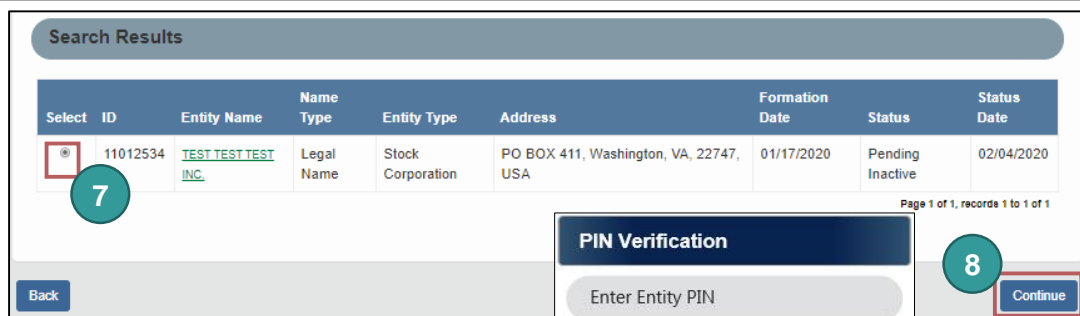
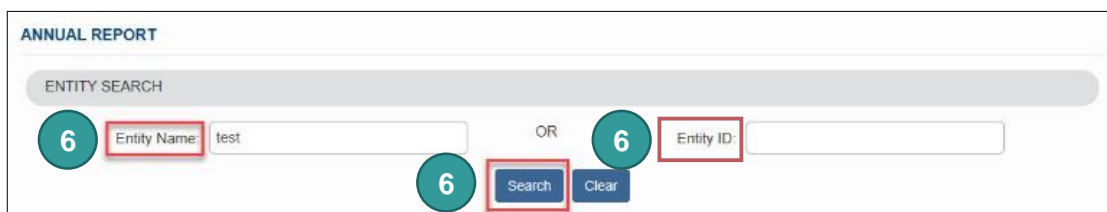
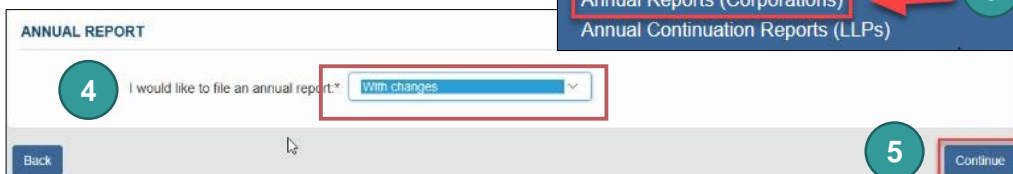
10 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**.

11 Click **Next**

12 Review the **Principal Office Address** and update if needed. You must complete all fields with an asterisk (\*):

**Address Line 1**   **City/County**  
**Country**   **State**  
**ZIP Code**

13 Click **Next**



# File an Annual Report with Changes

- 14 Review current **Principal Information**
- 15 Check the No Officers and/or No Directors box(es) if needed
- 16 Add principal director(s) and/or officer(s) as needed. Complete all fields with an asterisk (\*):
 

<b>Title</b>	<b>Country</b>
<b>First Name</b>	<b>Zip Code</b>
<b>Last Name</b>	<b>City/Town</b>
<b>Address Line 1</b>	<b>State</b>
- 17 If you added anyone, click **Add Principal**

- 18 Click **Next**
- 19 Enter the **Signature Information**. You must complete all fields with an asterisk (\*):
 

<b>Signing as</b>
<b>Signature</b>
<b>Title</b>

*Note: Though there is no asterisk, the **Printed Name** section must match the **Signature** field*

- 20 Click the **Add** button to add the signature to the annual report
- 21 Click the **OK** button
- 22 Click the **Next** button

- 23 Click the **Add To Shopping Cart** button on the bottom right

*Note: There is no charge to file an annual report*

- 24 A confirmation of successful submission will appear

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Annual Report	TEST TEST TEST INC.	02/04/2020 10:31 AM	\$0.00	Approved
<b>Total Paid:</b>			<b>\$0.00</b>	

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