Create an Account in the Clerk’s Information System

The SCC Clerk’s Information System (CIS) https://cis.scc.virginia.gov/ allows you to perform many business transactions online. To use CIS, all businesses need to register for a new system account. This how-to guide will walk you through registering and accessing the system for the first time.

NOTE: Past SCC eFile account credentials will not work in CIS.

1. Navigate to CIS at cis.scc.virginia.gov and click Register in the bottom left
   Note: Chrome, IE or Microsoft Edge are recommended

2. Review the terms and conditions on the Account Creation page.

3. Enter your name in the Name Information section.
   Note: Be sure to complete all mandatory fields marked with an asterisk (*).

4. Enter your mailing address in the Mailing Address Information section.

5. If your Home Address is the same as your Mailing Address, check the Same as Mailing Address box. If not, go to step 6.

6. Enter your home address in the Home Address Information section.

NOTE: In step 6 you must use your home address where you live, not your business address. This information is collected solely to verify your identity with our third party vendor, Experian. This is not a credit check: this step validates your identity by cross referencing your typed home address with the home address Experian has on file. If you recently moved, Experian may not have your new information, and you may try entering your old address or maiden name.
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7. Review the **Username Requirements** and **Password Requirements** under Login Information.

8. Enter your Email Address in the **Email Address** field.

9. Create a Username, Password, and confirm the Password, following the requirements.

10. Check the box acknowledging the home address information you entered above will be sent to Experian to verify your identity.

11. Click **Submit**.

12. After a few minutes, you will receive a confirmation email with your username for later reference.

13. Now that you have an account, you will be able to see all your business information from your new dashboard and take care of important updates online, including submitting payments, filing annual reports, and general correspondence.

14. **Note that your dashboard will not populate until you complete an action requiring the BE PIN on the online services tab.**