

*PINs are a required validation step when making changes to business information on record in the Clerk's Office. PINs are assigned to either a **business entity** or to a **registered agent**.*

## Business entity PINs

**"BE####"**



BE PINs are assigned to the business (**B**usiness **E**ntity) itself

### The BE PIN allows you to:

- File annual reports with changes
- File amendments
- File reinstatements

...and more!

## Registered agent PINs

**"RA####"**



RA PINs are assigned to the person/business filed as the **R**egistered **A**gent

### The RA PIN allows you to:

- Resign as the registered agent
- Update the registered office address

**1 PIN per business entity**

Multiple CIS profiles can use the BE PIN to update the business. It is up to the business owner to manage PIN usage.

**1 PIN per registered agent**

Registered agents will use the same PIN in CIS to manage all the businesses they serve as a registered agent for.

## PIN Tips & Tricks

New businesses registered in CIS **receive their PINs via email**. If no email is provided, PINs are mailed to the RA.

Business owners who also serve as the registered agent **will receive both the BE PIN and RA PIN**.

Be consistent in your name entry: inconsistent name entry can lead to **duplicative PINs**.

**Be cautious with distributing the BE PIN!** It authorizes all business filings and submissions.

Customers **do not need** their BE PIN to:

- Pay annual registration fee
- File annual report with no changes
- Request certificate of good standing or certificate of fact/existence for LLCs

Lost your PIN? If you have used it in CIS before, **you may request a new PIN** in your CIS account. If you did not previously use the PIN, you will need to [contact us](#) to receive a new PIN.