

- 1) Visit the SOSDirect homepage: <http://www.sos.state.tx.us/corp/sosda/index.shtml> and click on the SOSDirect logo in the center of the page.

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TEXAS SECRETARY OF STATE
CARLOS H. CASCOS

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Election Outlook: October 5, 2015 is the last day to [register to vote](#) for the November 3, 2015 Constitutional Amendment Election | [What's on the Ballot](#) | [Voter information](#) | Don't have a photo ID for voting? [Election Identification Certificates](#) are available from [DPS offices](#).

Security Notice: To enhance security our agency has discontinued support for internet security protocol TLS 1.0 and TLS 1.1. [Learn more about this security update](#). You may need to update your browser to use this site. For questions, please consult your internet browser provider.

 **SOSDirect**
An Online Business Service from the Office of the Secretary of State

Attention: The Office of the Secretary of State is completing a project to redact the social security numbers of living persons from the documents filed in this office. As you know, UCC financing statements are public records and the information on those statements is readily available to all requesting parties including the availability of filed documents on SOSDirect. Please join us in protecting your client's privacy by refraining from including client social security numbers in UCC filings. In addition to the privacy concerns, redaction is costly and may result in delays in processing your documents. Thank you for your cooperation.

The Secretary of State Online Access (SOSDirect) web access system provides subscribers with up-to-date, on-line computer access to a variety of information maintained by the Office of the Secretary of State.

SOSDirect provides the following:

- The SOS UCC System is compliant with Revised Article 9 (RA9).
- Electronic filing of UCC documents for as low as \$5.00 per document and for electronic filing of business organizations for fees set by statute. *Certificates of formation, applications for registrations, name reservations; changes to registered agents/offices and assumed name certificates can be filed online. Dissolutions, terminations and withdrawals for corporations and limited liability companies; cancellation of certificates or registrations of limited partnership; registration of Texas LLPs and withdrawals of foreign LLPs also may be filed electronically. Applications for reinstatement following tax forfeiture and amendments to change the name of business and professional corporations may be filed through SOSDirect. In addition, annual statements, limited partnership and nonprofit corporation reports may be filed using SOSDirect.*
- Turntime for web filings is generally within 2 business days following date of receipt.**
- Enhanced search capabilities for business organizations including searching by entity name, name of person listed as a registered agent, officer or director of a corporation.
- Expands records available online and includes records filed with the SOS relating to:
 - Corporations
 - Limited Partnerships
 - Limited Liability Companies
 - Assumed Names
 - Trademarks
 - Limited Liability Partnerships
 - Foreign and State Financial Institutions
 - Uniform Unincorporated Nonprofit Associations
 - Probate Code filings by Foreign Corporate Fiduciaries
 - UCC Financing Statements
 - Federal Liens
- Allow users to order copies and certificates relating to business and UCC records over the Internet.
- Allow users to view copies (when images are available) of filed documents over the Internet, print copies of those documents on computers in their office, and generate certificates relating to those documents in their office.
- Bulk Order Information pertaining to Business Organizations data files or UCC data files and images is provided in [Help/Fees](#).

- 2) Enter user ID and password and click "Submit".

TEXAS SECRETARY OF STATE
CARLOS H. CASCOS

UCC | Business Organizations | Trademarks | Notary | Account | Help/Fees | BriefCase | Logout

Account Login

Attention: The Office of the Secretary of State is completing a project to redact the social security numbers of living persons from the documents filed in this office. As you know, UCC financing statements are public records and the information on those statements is readily available to all requesting parties including the availability of filed documents on SOSDirect. Please join us in protecting your client's privacy by refraining from including client social security numbers in UCC filings. In addition to the privacy concerns, redaction is costly and may result in delays in processing your documents. Thank you for your cooperation.

You are required to login to the SOSDirect system and provide payment information in order to perform transactions such as filing documents, requesting copies and submitting bulk order requests. To submit filings, you must obtain a regular subscription.

IMPORTANT:

- Required software - [Adobe Acrobat Reader 7.0](#) or higher and [WinZip 7.0](#) or higher.
- Email from the SOSDirect system is sent via an automated process. If you use a Spam filtering service please make sure the address sosdirect@sos.texas.gov is allowed through without being filtered. This will ensure your documents delivered via email will arrive without delay and without the need for human intervention.

Proceed with **Subscriber Login only** if you have the required software.

If you are currently a subscriber to the SOSDirect system and know your SOSDirect USER ID and PASSWORD, please enter them below and press 'Submit'.

 SOSDirect USER ID
PASSWORD [Forgot my password?](#)

NEED ASSISTANCE? CONTACT US AT SOSDirect@SOS.texas.gov

If you do not currently have an account, you may submit a [request for SOSDirect Account](#).

You may login as a temporary user for this session by completing this [temporary login form](#). **NOTE: This will allow you to do web inquiries and place orders, but not submit filings.** The only method of payment allowed for a temporary user is Credit Card. The fees associated with the SOSDirect Account are the fees for documents filed, for copies and certificates ordered, and inquiries submitted. There are no monthly subscription fees.

Instructions:

- Enter your USER ID and Password and press 'Submit'.

- 3) Select "Credit Card" from the "PAYMENT METHOD" dropdown and then click the "Continue" button.

Please provide the following information to complete login.

PAYMENT INFORMATION - Select payment method for this batch.

* PAYMENT METHOD: **Use Credit Card or LegalEase for payment method unless client account has been funded 1 hour in advance.**

Note: Credit card company may decline payment if name and address do not match card statement.

IMPORTANT PAYMENT INFORMATION: Correct Payment Method selection is very important. Please read Instructions below.

CONTACT INFORMATION

Please enter your user information in the fields below.

* CONTACT NAME:

* PHONE:

FAX:

* EMAIL:

CLIENT REFERENCE:

SHIPPING INFORMATION (APPLIES TO UCC ONLY)

Check box to verify shipping information.

You will receive all documentation related to this batch by Email.

- 4) Enter the appropriate credit card information (this will be used to pay for the filing fee) and then click the "Continue" button.

PAYMENT INFORMATION - Select payment method for this batch.

PAYMENT METHOD: **Use Credit Card or LegalEase for payment method unless client account has been funded 1 hour in advance.**

Note: Credit card company may decline payment if name and address do not match card statement.

CREDIT CARD INFORMATION - enter name and address exactly as on card statement

Fees paid by credit card are subject to the statutorily authorized convenience fee of 2.7% of total fees.

CARD TYPE * CARD NUMBER * EXPIRATION DATE * MONTH: YEAR:

SECURITY CODE *

BUSINESS NAME *

OR

INDIVIDUAL LAST NAME * FIRST NAME * MIDDLE NAME SUFFIX

ADDRESS 1 *

ADDRESS 2

CITY * STATE * ZIP * ZIP EXT

COUNTRY *

PHONE * EXT

5) Click on "Business Organizations".

TEXAS SECRETARY OF STATE
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UCC | Business Organizations | Trademarks | Notary | Account | Help/Fees | Briefcase | Logout

Bradon S. [redacted]

You are logged into the SOSDirect web site. Your client status indicates you are permitted full access to all UCC, [redacted] code so that you may review your briefcase to check on status of and retrieve orders.

Fees paid by Credit Card are subject to the statutorily authorized convenience fee of 2.7% of total fees.

Instructions:

- Select UCC, Business Organizations or Trademarks above to begin working.
- Session code is the identifier for all work done during this session. Please write this down as it may be required.

6) Under "Change Documents" enter the filing number of the organization then click the "File Document" button [skip to step 9 if using this option]. If you do not know the filing number click the "Find Entity" button [proceed to step 7 if using this option].

BUSINESS ORGANIZATIONS MENU

CLIENT REFERENCE (optional): [NONE]

● Client Reference: Update Client Reference

INQUIRIES AND ORDERS

● Name Availability Search	● Filing Number Search
● Find - Entity	● FEIN Search
● Find - Supplemental	● TID Search
● Find - Global	● Document Number Search
● Find - Assumed Name	● Order - Certificates and Copies
● Find - People	● Bulk Order - Data
● Find - Registered Agent	● Registered Agent activity past 60 days ^{NEW}

WEB FILINGS

DO NOT USE 'BACK' BUTTON
Use of the 'BACK' button during the "WEB FILINGS" process will result in loss of data. Please press the 'Cancel Filing' button and start again.

● Reservation * Formation * Registration Documents
First select the type of entity for which you wish to submit a filing, and then click 'File Document'
Application for Name Reservation File Document

File assumed name certificates, changes to registered office/agent, dissolutions, reinstatements, cancellations, withdrawals and annual statements as change documents.

● Change Documents
Enter filing number and click 'File Document' or click 'Find Entity'
 Find Entity File Document

● Master Filing

● Master Filing Search/Cost Estimator

7) [**“Finding Entity” button selection**] Enter the entity name and click the “Search” button.

Enter name and press 'Search'. There is a \$1.00 statutorily authorized fee associated with e

ENTITY NAME

8) Select the appropriate radio button under “Mark” next to the correct entity name then click the “Initiate Change Filing” button.

This search was performed on with the following search parameter:
ENTITY NAME : compass academy

Mark	Filing Number	Name
<input checked="" type="radio"/>	801	CHARTER SCHOOL, INC.
<input type="radio"/>		

9) Select “Nonprofit Periodic Report” from the “Filing Type” dropdown menu then click the “Continue” button.

Entity Name: CHARTER SCHOOL, INC.
Fictitious Name:
File Number: 80
FEIN:
Status: In existence

[View instructions for all corp web filings.](#)

There is a filing fee associated with all filings. To review the filing fee schedule, please click [here](#).

Filing Type:
Nonprofit Periodic Report

10) Verify that each field (which should already be pre-populated) is accurate then click the "Continue" button.

[View instructions for corp web filing form 802.](#)

If necessary, amend the name of the registered agent and/or the business address of the registered off

Registered Agent and Registered Office Address

Business Name *

OR

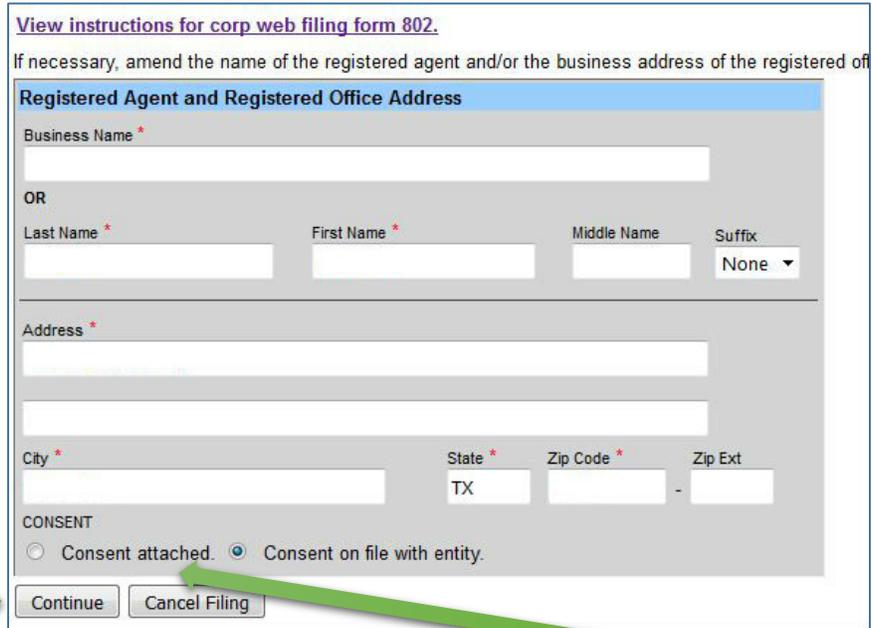
Last Name * First Name * Middle Name Suffix
None ▾

Address *

City * State * Zip Code * Zip Ext
TX -

CONSENT

Consent attached. Consent on file with entity.



IF you are updating the registered agent make certain to select the "Consent Attached" radio button and upload a copy of the new registered agent's consent. Click the "Continue" button once you have attached the appropriate file.

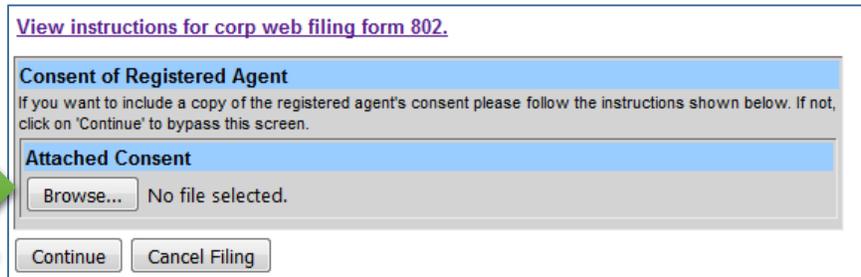
[View instructions for corp web filing form 802.](#)

Consent of Registered Agent

If you want to include a copy of the registered agent's consent please follow the instructions shown below. If not, click on 'Continue' to bypass this screen.

Attached Consent

No file selected.



- 11) Click the “Edit” button to update the information for a DIRECTOR, the “Delete” button to delete a DIRECTOR, or the “Add Director” button to add a DIRECTOR. (OFFICERS will be updated or added on another page.)

[View instructions for corp web filing form 802.](#)

Click 'Add Director' to add new board of director information or, if necessary, click 'Edit' to amend n

Board of Directors				
Edit	Delete	Action	Name	Address
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>		DIRECTOR	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>		DIRECTOR	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>		DIRECTOR	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>		DIRECTOR	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>		DIRECTOR	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>		DIRECTOR	



- 12) Complete all required text fields to update or add DIRECTOR contact information then click the “Update” button. You will be redirected to the screen that appears in step 11, above. Click the “Continue” button.

[View instructions for corp web filing form 802.](#)

Click 'Add Director' to add new board of director information or, if necessary, click 'Edit' to amend n

Board of Directors				
Last Name *	First Name *	Middle Name	Suffix	
<input type="text"/>	<input type="text"/>	<input type="text"/>	None ▾	
Address *				
<input type="text"/>				
<input type="text"/>				
City *	State *	Zip Code *	Zip Ext	
<input type="text"/>	TX	<input type="text"/>	-	
Country *				
UNITED STATES OF AMERICA ▾				
<input type="button" value="Update"/>		<input type="button" value="Cancel"/>		

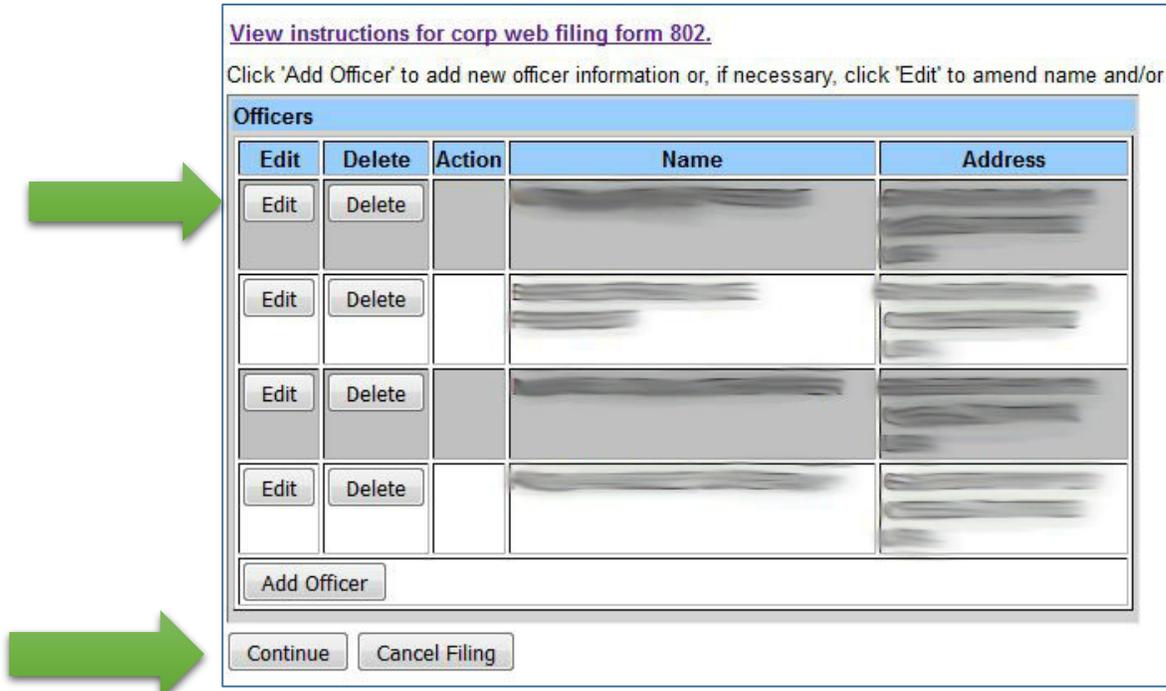


13) Repeat steps 11 and 12 for all OFFICERS then click the "Continue" button.

[View instructions for corp web filing form 802.](#)

Click 'Add Officer' to add new officer information or, if necessary, click 'Edit' to amend name and/or

Officers				
Edit	Delete	Action	Name	Address
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>			
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>			
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>			
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>			



14) Type the signature of the authorized OFFICER and click the "Continue" button.

[View instructions for corp web filing form 802.](#)

Execution

The undersigned affirms that the person designated as registered agent has consented to the appointment. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Signature of Authorized Officer

Typing your name in the execution field satisfies the signature requirement.



