### **SEARCHES and FILE SUMMARIES**



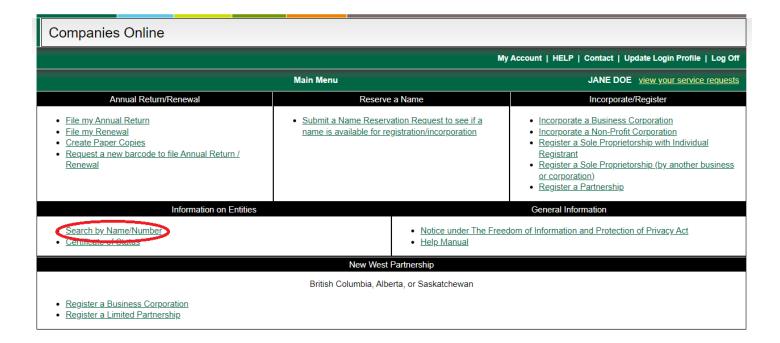
- Searches to determine if a business or corporation is registered are free of charge.
- To obtain the most current information on a business or corporation, a File Summary can be ordered. The fee is \$5.00 per company.

To access the Companies Office Online system, <u>login</u> using your existing account or <u>create an account</u>.

Supported Browsers: Chrome, Edge and Firefox. Safari and cell phone access is not supported.

#### **Main Menu**

• Select Search by Name/Number

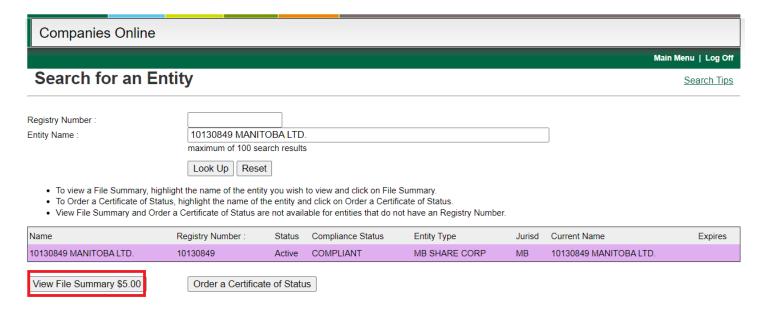


1



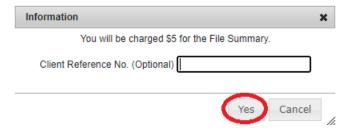
## **Search for an Entity**

- Enter the Entity Name and click on Look Up
- If the entity is registered, basis information will be displayed at no charge
- If more detailed information is required, select the entity in the grid and click on View File Summary



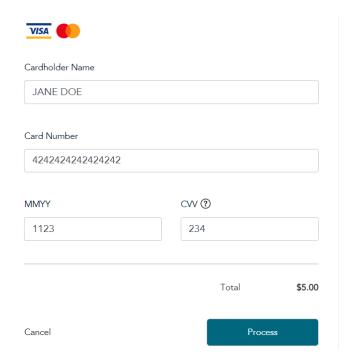
# **Confirmation of Ordering a File Summary**

- Client's Reference No. is an optional field for your use only
- Click on Yes





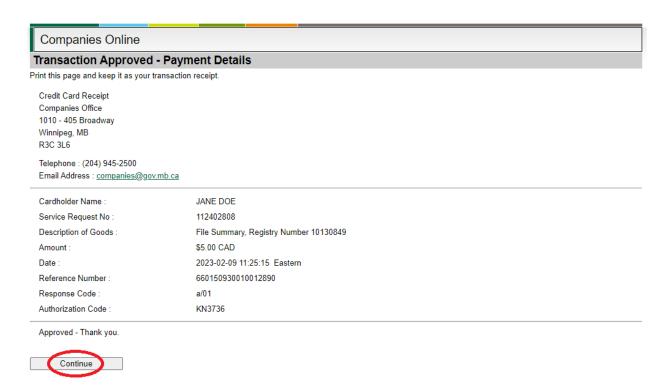
### **Enter Credit Card**



# **Receipt**

Print a copy for your records.

Click on Continue





## **File Summary**

The File Summary will be displayed. Save a copy of the file summary by saving as a PDF and then click on Print. You will be prompted to select where you want the document saved.

