

# How to Utilize the “Submit a Paper Filing” Function in the State of Utah’s Business Registry System



## UTAH | COMMERCE

Division of Corporations and Commercial Code

### LOGIN

Welcome to Utah Department of Commerce - Division of Corporations and Commercial Code - Business Registration System.

[Click to log on with Utah-ID](#)

### Additional Options

[Authenticate Certificate](#)

[Search Business Entity Records](#)

[Name Availability](#)

[Help Guide to Navigate the New System](#)

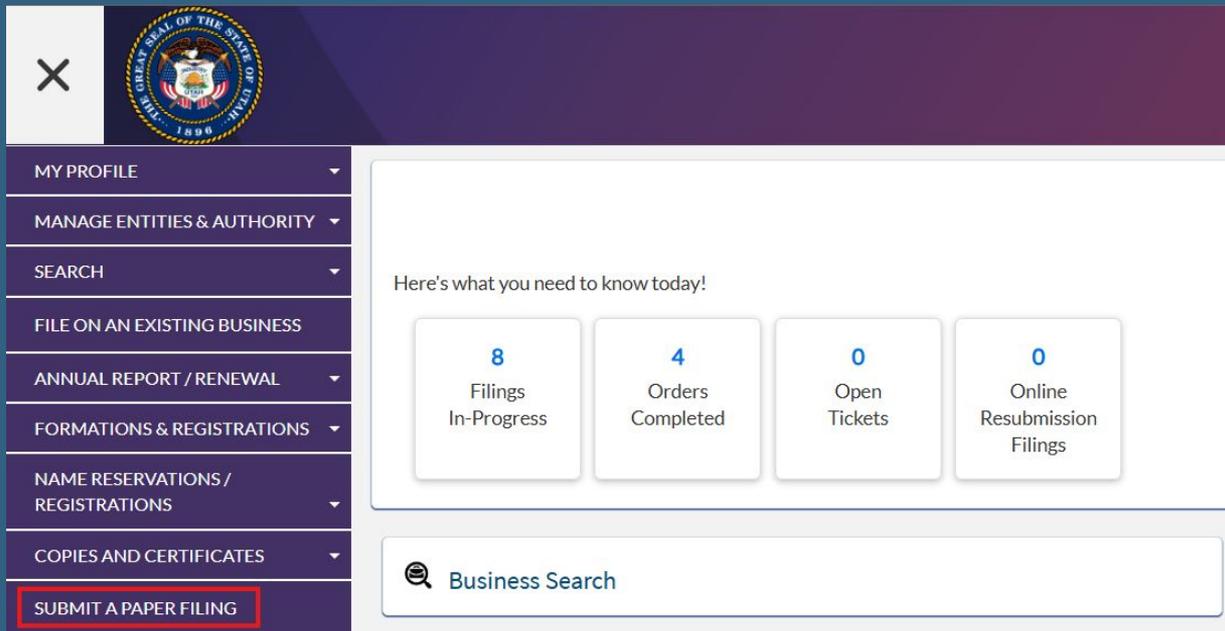
To access the State of Utah's business registry system you will go to:

<https://businessregistration.utah.gov/>

You will then “Click to log on with Utah-ID,” which will redirect you to the UtahID login page.

If this is your first time logging in to the State of Utah's business registry system, please refer to our instructions on setting up a UtahID and creating an account here:

<https://corporations.utah.gov/wp-content/uploads/2024/11/UTID-Login.pdf>



The screenshot shows a user dashboard with a dark purple header and a white sidebar. The sidebar contains a list of navigation items, with 'SUBMIT A PAPER FILING' highlighted in a red box. The main content area features a summary of key metrics and a search bar.

Metric	Value
Filings In-Progress	8
Orders Completed	4
Open Tickets	0
Online Resubmission Filings	0

Business Search

Once you have logged into your UtahID account you will be redirected to your dashboard.

On the left side of the page you will click “Submit a Paper Filing.”

You will then be required to provide our office with information pertaining to what you are trying to submit. They are as follows:

- Entity Type
- Filing Type
- Entity Name
- Entity ID (entity number)

**SUBMIT A PAPER FILING**

Entity Type: \*

Filing Type: \*

Entity Name: \*

Fee:  Expedite:

Entity ID:

**Upload**

Uploaded File Name	Action
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**Add to Shopping Cart**

MY PROFILE ▾

MANAGE ENTITIES & AUTHORITY ▾

**SEARCH** ▾

FILE ON AN EXISTING BUSINESS

ANNUAL REPORT / RENEWAL ▾

FORMATIONS & REGISTRATIONS ▾

NAME RESERVATIONS / REGISTRATIONS ▾

COPIES AND CERTIFICATES ▾

SUBMIT A PAPER FILING

### BUSINESS ENTITY SEARCH RESULTS

Name	Other Name	Filing Date/Time	Status	Status Details	File Date	Type	Subtype	Entity Number
I File For You LLC		11/14/2024 12:00 AM	Active	Current	11/14/2024	Domestic Limited Liability Company	Limited Liability Company	14501747-0160

Page 1 of 1, records 1 to 1 of 1

[Return To Search](#)

If you are uncertain as to what the entity type is you can always utilize the “Search” feature located on the left side of the dashboard.

In this example we searched for “I File For You LLC.” The search then informs you as to what the entity type is. In this scenario it is a domestic limited liability company.

**SUBMIT A PAPER FILING**

Entity Type: \* Domestic Limited Liability Company ▾

Filing Type: \* -- Select -- ▾

Entity Name: \* -- Select --

- Amendment to a Statement of Authority
- Amendment to Certificate of Organization**
- Annual Report / Renewal with changes
- Annual Report / Renewal without changes
- Application for Reinstatement
- Articles/Statement of Conversion
- Articles/Statement of Correction
- Cancellation to a Statement of Authority
- Certificate of Organization

Fee:  Expedite:

Upload

Shopping Cart

Uploaded File Name	Action

Now that you have entered the entity type you will then select the filing type (document) from the dropdown menu that you are trying to file.

In this scenario we we will be filing an “Amendment to Certificate of organization.”

**SUBMIT A PAPER FILING**

Entity Type: \* Domestic Limited Liability Company ▾

Filing Type: \* Amendment to Certificate of Organization ▾

Entity Name: \* I File For You LLC

Fee: \$37.00 Expedite:

Entity ID: 14501747-0160

**Upload**

Uploaded File Name	Action
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**Add to Shopping Cart**

You will then add the entity name and entity ID (entity number).

You will notice that as soon as you select the filing type the cost of the transaction will populate in the “Fee” field.

### SUBMIT A PAPER FILING

Entity Type: \*

Filing Type: \*

Entity Name: \*

Fee:

Entity ID:

**Upload**

Uploaded File Name

Action

11152024154339902PM\_Upload.pdf

**View**

**Remove**

**➔ Add to Shopping Cart**

You will then click “Upload” and select the PDF you will be submitting. Once added you can view or remove the document. Please make sure you are uploading the correct form. When ready to proceed you will click “Add to Shopping Cart.”

## SHOPPING CART

Items

Grand Total: \$37.00

Filings with a red X (✗) are no longer valid. To continue with checkout, use the return to in-progress button to remove them from the cart.

Checkout Status	Transaction	Name/Reference	Amount	Action
✓	Amendment to Certificate of Organization	I File For You LLC	\$37.00	<a href="#">Return to In-progress</a>

[Checkout](#)

[Add Another Item](#)

You then will go to the Shopping Cart screen where you can review your order, add-another item or return to an in-progress filing. If you are ready to proceed to checkout you will click “Checkout.”

## SHOPPING CART

I would like to pay using...

Credit Card

Transaction	Name/Reference	Created Date and Time	Amount
Amendment to Certificate of Organization	I File For You LLC	11/15/2024 03:44 PM	\$37.00
<b>CART TOTAL:</b>			<b>\$37.00</b>

 [Make Payment](#) [Back](#)

It will then take you to the confirmation page. Make sure the transaction (filing type), name/reference (entity type) and total are correct before proceeding. If everything is correct click “Make Payment.”

I WOULD LIKE TO PAY USING ...

GRAND TOTAL: \$37.00

Name on Card

Postal Code

Amount USD \$37.00

Credit Card Number

CVC Number

[What's this?](#)

Card Type

Expiration Date



You will then enter your credit card information and click “Complete.”

Please be aware that filings submitted through the “Submit a Paper Filing” option will go into an internal review queue. Processing times vary based on overall submissions.

If you have questions, or you are experiencing issues with the “Submit a Paper Filing” option please contact our office at (801)530-4849.