

How to File a Renewal without Changes



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](#)

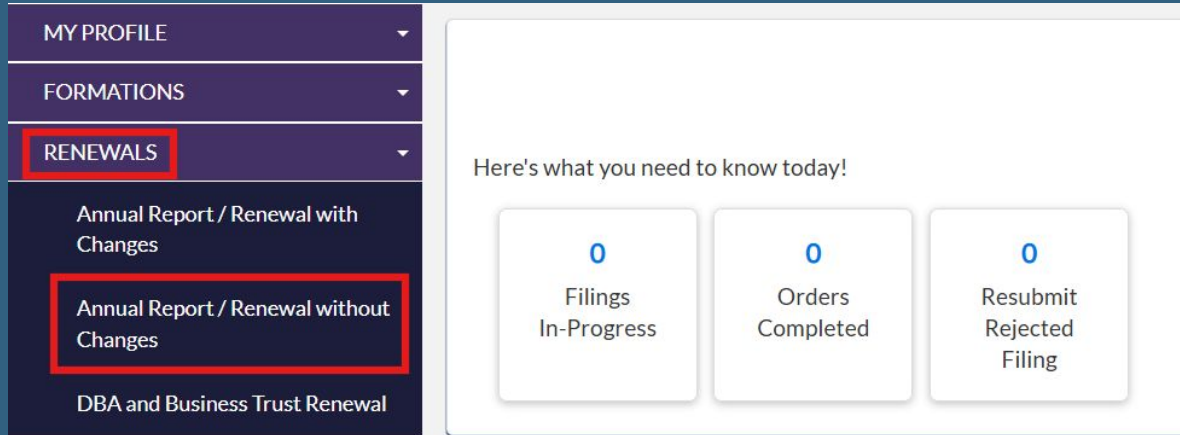
To access the State of Utah's business registry system you will go to:

<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 into 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 dashboard with a left-hand navigation menu and a main content area. The navigation menu includes 'MY PROFILE', 'FORMATIONS', and 'RENEWALS'. The 'RENEWALS' menu is expanded, showing three options: 'Annual Report / Renewal with Changes', 'Annual Report / Renewal without Changes', and 'DBA and Business Trust Renewal'. The 'Annual Report / Renewal without Changes' option is highlighted with a red box. The main content area displays a summary of filings with the heading 'Here's what you need to know today!' and three cards: 'Filings In-Progress' (0), 'Orders Completed' (0), and 'Resubmit Rejected Filing' (0).

Category	Count
Filings In-Progress	0
Orders Completed	0
Resubmit Rejected Filing	0

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 “Renewal” and then “Annual Report/Renewal without Changes.”

ENTITY SEARCH

To renew a Business Trust or an Assumed Name (DBA), please select "DBA and BT Renewal" from the menu on the left.

Entity Name: OR Entity Number:

[Give Feedback](#)

You will then search the business that you are filing the annual report/renewal on behalf of.

You can either search by the business name or entity number.

Once you have entered that information click “Search” and it will populate in the search result section. Select the entity by clicking on the radio button and click on “Select.”

SEARCH RESULTS									
Select	Entity Name	Other Name	ARDueDate	Status	Status Details	Filing Date	Type	Subtype	Entity Number
<input checked="" type="radio"/>	TEST 2 CORP		01/31/2025	Active	Current	01/10/2024	Domestic Business Corporation	Domestic Business Corporation	14532364-0142

Page 1 of 1, records 1 to 1 of 1

SELECTED BUSINESS ENTITY TO FILE UPON:

Entity Name: TEST 2 CORP Entity Number: 14532364-0142

Entity Type: Domestic Business Corporation File Date: 01/10/2024

Entity Sub-Type: Domestic Business Corporation

Status: Active Status Details: Current

Give Feedback

Next

The “Search Results” field will appear. If the returned search results are correct click on “Next.”

NOTE: if the search returns more than one entity you will need to click on the select button to the left of the entity name that you are filing on behalf of.

CHARITABLE ORGANIZATION QUESTIONS

Yes
 No

Is the domestic or foreign nonprofit corporation on behalf of which you are filing a charitable organization?

Please see [Utah Code § 13-22-2](#) for the definition of a charitable organization.

Yes
 No

Is the nonprofit required to file IRS Form 990, 990-EZ, 990-N, or 990-PF with the IRS? *

- If this is your first time registering as a nonprofit and/or the nonprofit is not required to file IRS Form 990, 990-EZ, 990-N, or 990-PF, select "No".
- If the nonprofit is required to submit IRS Form 990, 990-EZ, 990-N, or 990-PF to the IRS, select "Yes". As you proceed with this registration, be prepared to upload the most recent unredacted copy of the aforementioned form. Please be aware that the nonprofit will be required to upload one of the aforementioned forms annually when the annual report is due.
- DO NOT upload a copy of the 990-T, a Schedule B, a Statement of Functional Expenses, a social security card, driver's license, passport, or any other document with personally identifiable information. Anything you upload will be publicly available.
- Please see [Utah Code § 13-22-15](#) for more information about this requirement.

If you are a non-profit corporation that operates as a charitable organization you will need to answer the questions provided. If you answer "Yes" to both questions you will be required to upload the most recent copy of the IRS Form 990, 990-EZ, 990-N or 990-PF on the "Supporting Documentation Upload" screen.

If you are a non-profit that is not a charitable organization you can answer "No" to the first question.




Once you have answered the question(s) you will click "Next."

NOTE: If you are filing your annual report/renewal on a different entity type (e.g. LLC, CORP, DBA, etc.) this page will not appear.

SUPPORTING DOCUMENTATION UPLOAD

Do not upload anything that includes personally identifiable information (PII) such as social security numbers, copies of checks, passport information, etc. as these will be publicly viewable documents.

Documentation must be in .pdf format.

File Description	Required	File Name	File Size	Action
Additional Documentation	N	1.pdf	24 KB	 
Additional Documentation	N	N/A	N/A	

Back

Next



- Upload



- View Upload



- Delete Upload

If you are a non-profit corporation that operates as a charitable organization, and has answered “yes” to both questions on the “Charitable Organization Questionnaire” screen, you will be required to upload the most recent copy of the IRS Form 990, 990-EZ, 990-N or 990-PF.

If there are no documents to upload click “Next.”

NOTE: If documents are uploaded in this process it will be reviewed internally by our office, which may cause delays in approval.

REQUIRED SIGNATURE

Indicate the following attestation statements in order to submit the filing

- * I hereby certify:
 - I am authorized to submit this filing;
 - the information in this filing is true and accurate;
 - the signature below is of the individual signing this document or is made with the full knowledge and permission of the individual.

- * I am authorized to sign this Annual Report / Renewal.

- * I Acknowledge receipt of the below Information:
 - The information provided in this form will be used by the Division to evaluate and complete your request. Failure to provide complete information as requested will result in the denial of your request as incomplete.
 - Information provided in this form is retained in accordance with state record retention laws. For specific information about the records retention for this form, please visit <https://corporations.utah.gov/records/>.
 - In order to comply with legal and regulatory requirements, we may share information provided in this form with authorized parties such as other government agencies, national licensing databases, contracted vendors, etc. Additionally, many items collected by the Division are classified as "public" under the Government Records Access and Management Act, Utah Code § 63G-2-101 et seq.
 - For more information on how the information you provide is shared, please refer to <https://corporations.utah.gov/records/>.

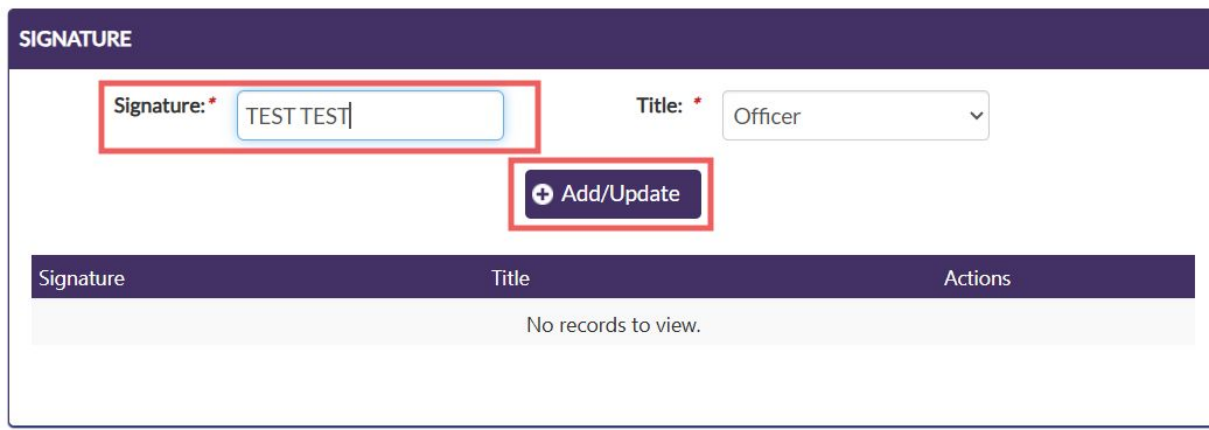
You will then be directed to the signature page.

You will check the attestation, authorization and acknowledgement check boxes.

After those items have been checked scroll down the page.

In the signature section you will:

- Type your name in the signature field.
- If the title is **NOT** auto-populated, you will select a title from the “Title” dropdown box.
 - NOTE: If you sign as a Director, Partner (for Limited Partnerships) or Trustee (for Business Trust) please note that every individual with this position title must sign. If this applies to you, click the “Add” button after entering the name and title before adding additional signatures. Otherwise, only one signature is required.
- Click “Add/Update” to add your signature(s).



SIGNATURE

Signature: * Title: *

[+ Add/Update](#)

Signature	Title	Actions
No records to view.		

SIGNATURE

Signature: * Title: *

[+ Add/Update](#)

Signature	Title	Actions
TEST TEST	Officer	Edit Delete

If you added an individual that shouldn't have been added you will click "Delete." If you misspelled a name, or the title is incorrect you will click on "Edit" to correct it.

Once you have added signatures you will click on "Next" at the bottom of the page.

FILING DETAILS [EDIT](#)

PURPOSE STATEMENT

Purpose Statement:
State the purpose for which the entity is organized.

NA

PRINCIPAL OFFICE ADDRESS AND CORRESPONDENCE EMAIL [EDIT](#)

PRINCIPAL OFFICE ADDRESS

PRINCIPAL OFFICE ADDRESS



Address Line 1:	160 S 300 E	Address Line 2:	
Country:	United States	Zip Code:	84111
City:	Salt Lake City	State:	Utah

You will then have a an opportunity to review information pertaining to your entity on the Entity Information page. Please review this to make sure you do not need to make any additional edits, which can be done by clicking on “Edit” on the right hand side of the page. After you review this information you will click “Add to Shopping Cart” at the bottom of the page.

SHOPPING CART

Items Grand Total: \$18.00

Please note, filings with a red "X" are no longer valid. Filings with a green checkmark are ready for payment.

Checkout Status	Transaction	Name/Reference	Amount	Action
✓	Annual Report / Renewal with changes	TEST 2 CORP	\$18.00	 

[Make Payment](#) [Add Another Filing](#)

You will then be directed to your shopping cart where you can return to in-progress filings, add another item or checkout. If this was the only filing you needed to file click “Checkout.”

I WOULD LIKE TO PAY USING ...

GRAND TOTAL: \$18.00

Name on Card

Postal Code

Amount


Credit Card Number

CVC Number

[What's this?](#)

Card Type

Expiration Date



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

If you are experiencing issues specific to logging into your UtahID account please call the Division of Technology Services (DTS) at (800) 678-3440 or online at:

<https://dts.utah.gov/idhelp/>

If you are able to log into your UtahID, but are having issues accessing the state of Utah's business registry system please contact our office at (801) 530-4849.