North Carolina Department of the Secretary of State

E-Mail Notification Subscriptions

Below are instructions on how to create and manage your E-Notification subscriptions with the Corporations Division at the NC Department of the Secretary of State. The links below are to assist you in moving through these instructions. If you have questions or any trouble creating or managing your account, call our customer service representatives at 919-807-2225 or e-mail corpinfo@sosnc.com.

Subtopics

Creating E-Mail Notification Subscriptions

Adding Subscription for One Entity

1. Click “Account Login” or “Start an Order” on the Corporations Division webpage located at www.sosnc.com/corporations
2. Sign on with your account login and password. If you have never created an account, you will need to create an account. Click here to see how to do this.
3. Click “Search By Corporate Name”
4. Open a corporation
5. Click on “**Add entity to my email notification list”** at the top of the page.
6. Your subscription listing will pop up after adding any entity to your subscription.
7. You can go to your subscription listing anytime after logging in by clicking “E-mail Notification Subscriptions” under the heading “Searches”

Adding Subscription for All Entities for a Registered Agent

1. Click “Account Login” or “Start an Order” on the Corporations Division webpage located at www.sosnc.com/corporations
2. Sign on with your account login and password. If you have never created an account, you will need to create an account. Click here to see how to do this.
3. Click “Search By Registered Agent” within the links under the heading “Searches”
4. Enter a Registered Agent’s name, last name first separated by a comma, then the first letter of the first name. If it is a business enter the first few words of the company name and click enter.
5. Click on the name of the Registered Agent you wish to subscribe to. This will provide a listing of entities this person is designated as Registered Agent.
5. Click on “Add all listed entities to my email notification list.”
6. Your subscription listing will pop up after adding any entity to your subscription.
7. You can go to your subscription listing anytime after logging in by clicking “E-mail Notification Subscriptions” under the heading “Searches”

State Agencies and Licensing Boards Issuing Entity Licenses

For purposes of these subscriptions, there are two kinds of boards and agencies:

(1) Chapter 55B Professional Boards: We create professional corporations under Chapter 55B of the General Statutes. They can only be created after an occupational licensing board (55B Board) approves them. Only some licensing boards have the authority to approve creation of a professional licensing board. Click *here* for more information. Chapter 55B licensing boards can subscribe for all licensed entities they have approved as professional corporations under Chapter 55B. Click *here* for the steps to create such a subscription.

(2) Other licensing agencies and boards: Many agencies and boards license business entities but do not approve incorporation under Chapter 55B. Our Corporate Registry does not include license information for entities not licensed by 55B licensing boards. Click *here* to go to instructions for subscribing if you are a non-55B licensing board or agency.

Chapter 55B Licensing Boards

1. Click "Account Login" at the top of the Corporations Division web page or "Start An Order/Upload a Document" located on the left side of the Corporations Division webpage under "ONLINE ORDERS." Access the Corporations Division webpage from www.sosnc.com and clicking "Corporations" at the top of the page.
2. Sign on with your account login and password. If you have never created an account, you will need to create an account. Click here to see how to do this.
3. On the left under the "CORPORATIONS" heading, click "Professional Corporations."
4. Click on "Download By Licensing Board."
5. Using the down arrow in the search box, choose the Chapter 55B Licensing Board with which you are associated.
6. Then Click "View." This will bring up a listing of the entities registered as licensed under the selected licensing board above indicating the SOSID#, Status, and Date Formed.
7. Click to "Add all listed entities to the e-mail notification list." You can delete single entities from the actual subscription listing.
8. The web page that appears after clicking "Add all listed entities to the e-mail notification list" is your subscription listing. From this page you can manage your subscriptions following the instruction below. Click here to go to Managing Your Subscriptions.

Other licensing agencies and boards

We do not have an "all entities" subscription for those non-55B agencies and boards. Our Corporate Registry does not include license information for entities other than those professional corporations licensed by 55B licensing boards. If you are not a 55B licensing agency or board, you can still subscribe for your licensed entities. To do that:

Search and subscribe to E-Notifications for each individual licensed entity one at a time. Some agencies add subscriptions for entities as they license them or when they conduct annual inspections or renewals. Follow the steps above to create subscriptions for specific entities. Click here to go to Creating Subscriptions.

Managing or Changing Subscriptions

The subscription listing includes these columns: Entity Name; Entity Type; and Entity Status. Those are followed by three columns you will use to choose which type of notification you want to receive (All Events or Status Changing Events) and an option to unsubscribe.

You can decide what "events" you want to receive notice of.

1. The default E-Notification is "Status Change" for all entities on your subscription list. When this is chosen, you will receive an E-mail for entities on your subscription list when their status changes or is about to change.

Status Change Events include:

A. Notice of Grounds for Administrative Dissolution
B. Certificates of Administrative Dissolution
C. Suspensions by the Department of Revenue and Licensing Boards
D. Name Change Amendments
E. Voluntary or Judicial Dissolutions
F. Mergers – merging out of existence

2. The other E-Notification option is the "All Event" option. The All Event option means that you will receive an E-mail notification when any document is filed for entities on your subscription listing. For example, you will receive an e-mail notification when a business entity that you have subscribed to has filed an amendment to change the registered agent or principal office information.

You can change to "All Events":

1. For all entities on your subscription list by clicking "Change to All Events" at the bottom of the page,
2. For particular entities on your subscription list by clicking the circle "All Events" next to the entities' names.

Change Your Mind?

If you designate something as "Change to All Events", you can always change it back to "Status Change Events" individually by selecting the appropriate circle next to the entity name or for all entities by clicking "Change All to Status Change Events."

To unsubscribe for one entity

1. Click "Account Login" on the Corporations Division webpage located at www.sosnc.com/corporations
2. Sign on with your account login and password
3. Click on "E-mail Notification Subscriptions" under the "Searches" heading

4. Click “unsubscribe” next to the entity you want to unsubscribe to.

To unsubscribe to all notifications

1. Click “Account Login” on the Corporations Division webpage located at www.sosnc.com/corporations
2. Sign on with your account login and password
3. Click on “E-mail Notification Subscriptions” under the Searches heading
4. Click “unsubscribe” all.

To change the type of E-Notification

The default E-Notification is to send an E-Mail when a status changes. Click here for a listing of events associated with a status changing event.

1. Change the E-Notification type to “All Events” by clicking the button “Change to All Events” at the bottom of the Subscription Listing.
2. You may also choose the notification type for an entity by selecting the circle next to the type of Notification you would like either, “All Events” or “Status Change Events.”

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Account Management

Creating an Account

Follow the below steps to set up an account.

1. From the Corporation’s homepage at www.sosnc.com/corporations , click “Register” at the top of the page.
2. Determine the type of account you wish to create: Organizational or Individual.
    a. If the account is for an organization or business, answer “Yes” to the question, “Is this a business entity?”
    b. If the account is for an individual person, answer, “No” to the question, “Is this a business entity?”

    Note: If creating an Individual Account to allow an authorized representative to order documents on behalf of an Organizational Account, **DO NOT** enter the business entity’s ACH information here. The authorized representative will automatically be linked to the Organizational Account by updating the Organization’s Account profile with the name of the representative. You will need to do this first. See below.

3. Complete all fields, including name, address, and phone numbers.
4. Complete the E-mail address fields with address of
    a. **Contact E-mai**l: The person to be notified on behalf of the entity
    b. **Notification E-mai**l: The person to receive Document Notifications
    c. **Billing E-mail:** The person to receive copies of invoices (marked as paid)
    d. Enter the **account name** of five (5) or more characters that you wish to use.
    e. Enter a **password** of five (5) or more characters, and then enter it again to verify the password was entered correctly.
    f. Enter the **industry** you are in by using the drop down box. If you select other, please type in the industry.
    g. Choose "Yes" or "No" to **enable ACH**.
    ACH is the method of making payment for certified orders by check. If you are registering an account for subscription service or wish to enter your check information for each order, you can choose "No" to enable ACH. If you place many orders and do not want to enter in your banking information each time, click "Yes" and proceed to enter your ACH information.
    h. Enter the ACH information. (Optional – not needed for E-mail notification or if using a credit card)
        i. **Routing number** (normally the first set of numbers at the bottom of the check)
        ii. **Account number** (normally the second set of numbers at the bottom of the check)
        iii. **Verify the Account Number by entering again.**
    i. For information on where the Account and Routing Numbers are located on your check, click here.

5. **Write down or otherwise keep your login and password for future use**.

6. Click "Submit" to view a confirmation page of your entries.

Managing My Account

Once you have logged into your account there will be tools available to manage your account, place orders and pay invoices located on the left information column under Online Orders. The tools and descriptions are as follows: ***Note: these tools are not visible unless you are logged into your account.***

Online Orders

1. Start an Order – to begin a new order
2. Pay A Paper Invoice – allows payment of an invoice online
3. New Payment Procedures – information on the payment procedures
4. Shopping Cart – to view your shopping cart
5. Creating and Managing My Account – instructions on how to create and make changes to your account

6. Placing and Viewing Orders – instructions on how to place and view orders
7. Manage My Reps – to add, delete or change representatives on the account
8. Check My Orders – to view orders placed within the past thirty days
9. Past Orders Report – to view older orders
10. Maintain My Profile – to make any changes in address, ACH or Credit Card Information
11. Privacy Policy – Privacy Policy of the NC Secretary of State's Office
12. Verify Certification – website to verify the certification number of a document
13. Logout – to log out of your account

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Change My Account Information

Once an account has been created it is not necessary to create a new account in order to subscribe to e-mail notifications, purchase documents online using a credit card or ACH transaction. If you have to change information on your account, e.g., your ACH, E-mail addresses, telephone number, or contact information, you will need to view your profile by clicking "Maintain My Profile" and following the procedures below.

Change ACH Information

1. Go to "Account Login" or "Start an Order" at the Corporation's home page located at www.sosnc.com/corporations.
2. Log in to the system with your current User ID and Password.
3. Click "Maintain My Profile" in the far left column.
4. In the center of the screen in blue, choose "click here to update your information.
    a. Enter the ACH Information
        i. Account Routing
        ii. Account Number
    b. Make any other changes as necessary
    c. If you are adding or changing an ACH number, make sure "Enable ACH" is checked.
5. When you are finished, click "Submit."

Adding or Changing Organizational Representatives

To view all representatives currently authorized to purchase or file documents online, click "Manage My Reps" by following the procedures below.

Adding a Organizational Representatives

When adding a Rep to a commercial account, you will need to first create the individual's login and password before adding them as a Rep to the commercial account.

1. Create an individual account for Representative excluding payment method and then log out.

2. Go to “Account Login” or “Start an Order” at the Corporation’s home page located at www.sosnc.com/corporations
3. Log into the system with the Organizational Login ID and Password.
4. Click “Manage My Reps.”
5. To add the new individual as an Organizational Representative, enter the Login ID created and click “Add Rep.”
6. If a user is listed here as a representative on the Organizational Account, it is not necessary to update a representative’s Individual Account Profile with ACH account information

Deleting Organizational Representatives

7. From the “Manage My Reps” window (see above steps 2-4)
8. Check the box next to the Rep to be deleted
9. Click “Delete Reps.”

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