The Indiana Business Entity Report

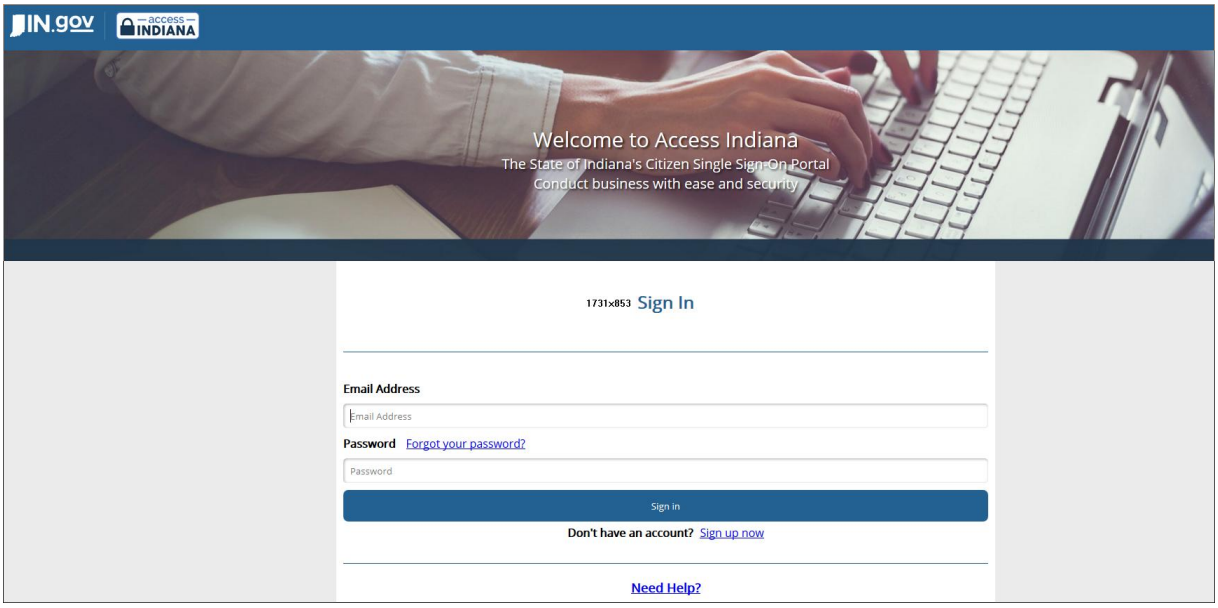
These reports must be filed every two years for both nonprofit and for-profit businesses. The filings are due during the anniversary month of your business's formation or the anniversary month in which you were granted authority to do business in the state.

To file your business entity report go to:

1. https://inbiz.in.gov/start-business/maintain/ (copy and paste into your web browser if the link doesn't work)

Click on "File My Business Entity Report" and then "File Now"

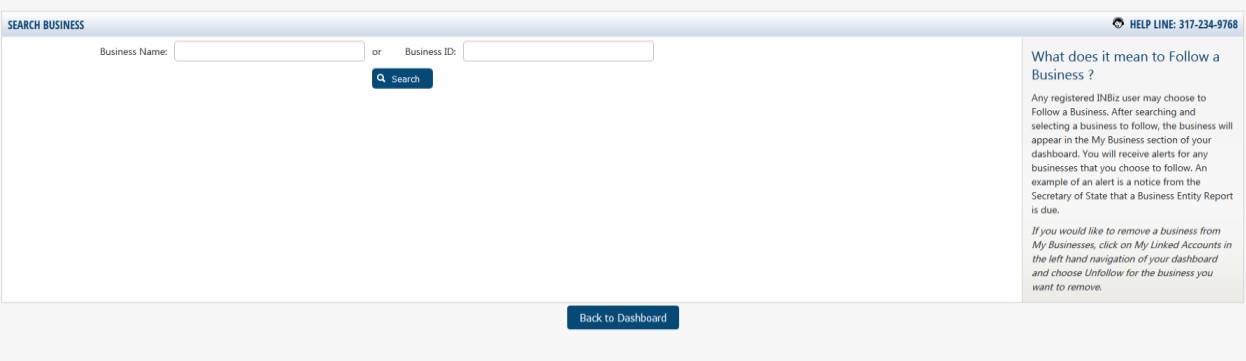
2. You will be prompted to login. If you do not have an account, create a new one.



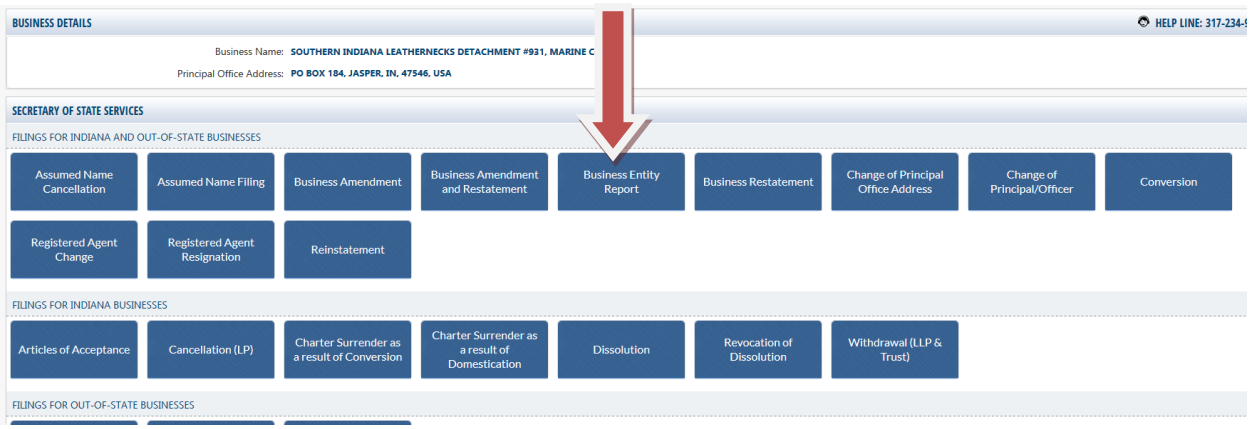
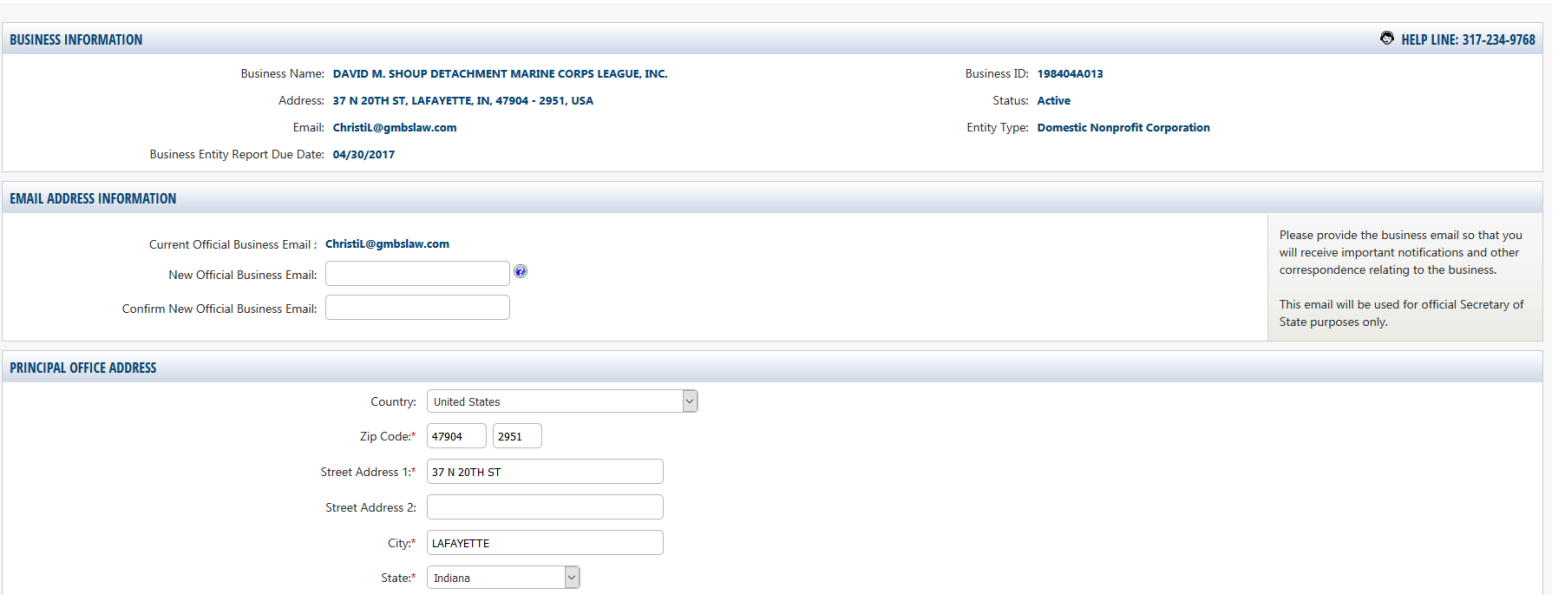
3. Once you are logged in, you should be in the "My Dashboard" view. If not, click on "My Dashboard" on the left side of the screen.

4. Depending on how you set it up initially, you may or may not have your detachment listed on the right side, under "My Businesses". If it is there, select "Manage Business" and go to step 6. If not, select "Follow a Business" and go to Step 5.

5. You've selected "Follow a Business" and get the following screen. Search for your detachment using either the name or if you have it, the business ID given when it was incorporated. If you don't know exactly how it was incorporated, check with the Department Adjutant to find your business ID.



6. Your detachment is listed to the right under "My Businesses" and you've selected "Manage Business" . You'll get a set of options in blue boxes. Select "Business Entity Report".



7. Select your detachment and you'll get the next screen. From here on out, just fill in the requested information, updating anything that has changed. Once completed, you'll be prompted for payment.