

# ANNUAL REPORT - FILING INSTRUCTIONS

1. Copy and paste this link into your search bar  
<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
2. Search your corporation's name in the search box (if you have multiple businesses and do not know what needs to be filed, you can search by using this link and entering your Last Name, First Name here: <http://search.sunbiz.org/Inquiry/CorporationSearch/ByOfficerOrRegisteredAgent>
3. Copy the "Document Number" located on the right of your corporation's name.
4. Now copy and paste this link into your search bar (make sure you have copied your Document #):  
<https://services.sunbiz.org/Filings/AnnualReport/FilingStart>
5. Paste the "Document Number" from #3 in the Document Number box and SUBMIT
6. Verify that the information on the page is correct (or update your info if need be)
7. Select "Move on to the Final Review" at the bottom
8. Enter "Your Email Address", and place "Your Name" and "Designation" at the bottom of page.  
Example: President, Manager, etc.
9. Select "Move on to Payment Section"
10. Select your payment option and process to enter your payment info.

If you would prefer that we file for your annual report, place your payment information below:

Card #: \_\_\_\_\_ Expire Date: \_\_\_\_\_ Security: \_\_\_\_\_

Billing Address: \_\_\_\_\_