

# Reinstate and Renew a Corporation as a Shareholder

This How-To-Guide is intended for licensees and shareholders who are associated with an expired corporation and need to submit a corporation reinstatement application to renew it to active status.

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As an **assigned shareholder** for a corporation, you will be able to view your corporation license details under the **"My Licenses"** section of your licensee dashboard. If your corporation **license has expired and is inactive**, an icon will display for you to start the reinstatement application process. Click the **"Reinstatement icon"**

The screenshot shows a user dashboard with a blue header. On the left, there is a profile card for 'ae Surgeon, MD' with contact information and a 'Continuing Education' button. The main area is titled 'My licenses' and contains a table with columns for license type, end date, and status. One license, 'OB-2-Go LLC United Medical', is listed as 'Inactive' and has a green circular icon with a white arrow pointing to the right. Below the table is a 'What's in-progress' section with a progress bar for 'Athletic Trainer' at 0%.

My licenses	End Date	Status
MD / DO - Physician Surgeon	8/21/2025	Active
Ambulance Driver	4/30/2026	Active
Physicians R Us	5/1/2025	Active
Surgeons of SD	5/1/2025	Active
OB-2-Go LLC	5/1/2025	Active
United Medical	5/1/2024	Inactive

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All of the corporation license details are displayed. You can replace any previous documents (if needed) using the **"Upload buttons"** on the left. You can also change or remove an office manager if needed. Click **"Change office Manager"** to replace the existing one. Click **"Remove"** if you no longer want to have a manager associated with this license.

The screenshot shows a web interface for 'United Medical'. On the left, under 'Instructions & Requirements', there are five numbered steps. Below them are two upload buttons: 'Upload the Copy of Certificate obtained from Secretary of State' and 'Upload Article of Incorporation or Organization and Bylaws'. The first button is highlighted with a green box. Below these are two upload status indicators: 'Uploaded: SDBMOE Affidavit.pdf' and 'Uploaded: SDBMOE BYLAWS.png'. On the right, the 'United Medical' details are shown, including the name, logo, address (3367 Main Street, Suite 306A), and location (USA, Pierre, South Dakota (SD), 34202). Below this is the 'Office manager contact information' section with fields for name (Kimmy Tester), phone (444 555 7777), and email (Kimmo@gmail.com). At the bottom of this section are two buttons: 'Change office manager' and 'Remove'. A green circle highlights the 'Change office manager' button, and a green arrow points to the 'Remove' button. On the far right, there is a sidebar for 'Medical LLC' with a search bar and a list of users: 'Jair MD', 'Rene MD', 'Paul MD', 'Robt MD', and 'Anuj MD'.

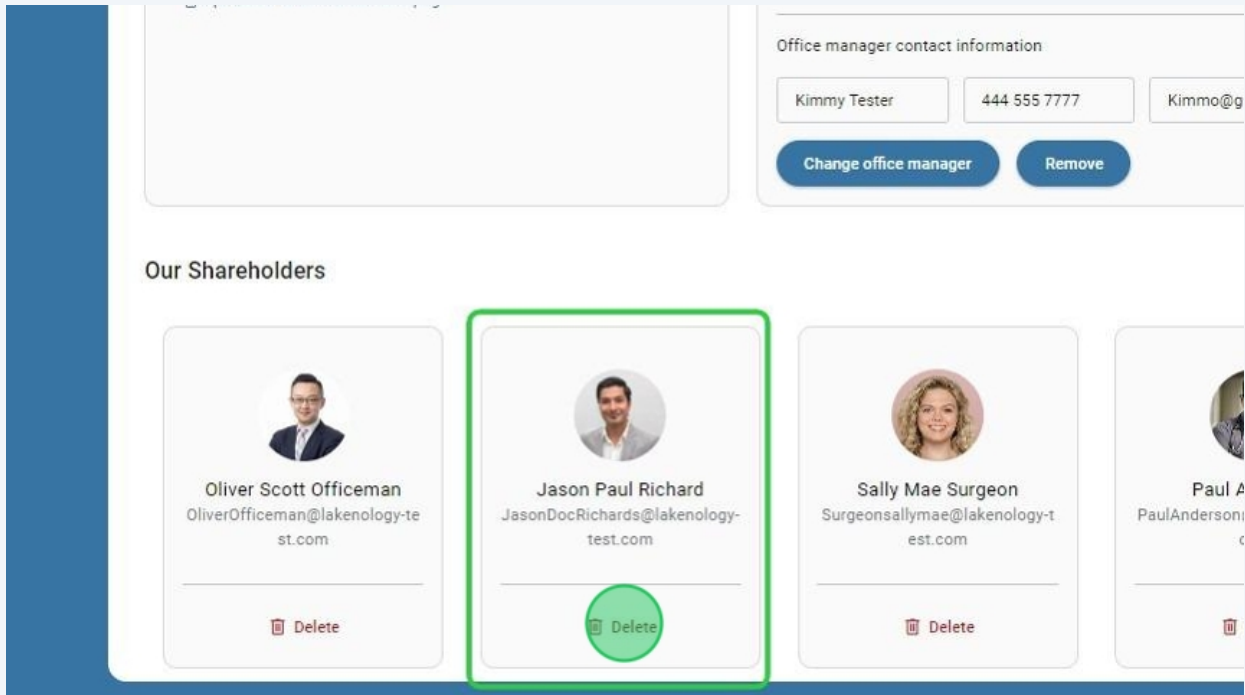
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From the **"Select Shareholders"** section you can add new shareholders as needed. Click the **"+ icon"** to add a new shareholder. All shareholders will display under the corporation details on the same page.

The screenshot shows the same web interface as above, but with the 'Select Shareholders' section highlighted by a green box. This section is titled 'Medical LLC' and has a search bar labeled 'Search by Name'. Below the search bar is a list of five potential shareholders, each with a profile picture, name, and profession: 'Jaimee Lynn Baker MD / DO - Physician Surgeon', 'Renee Carol Parker MD / DO - Physician Surgeon', 'Paul Anderson MD / DO - Physician Surgeon', 'Robert Paul Maher MD / DO - Physician Surgeon', and 'Anuj Doc Khanna MD / DO - Physician Surgeon'. To the right of each name is a blue plus sign icon. The plus sign for 'Paul Anderson' is highlighted with a green circle.

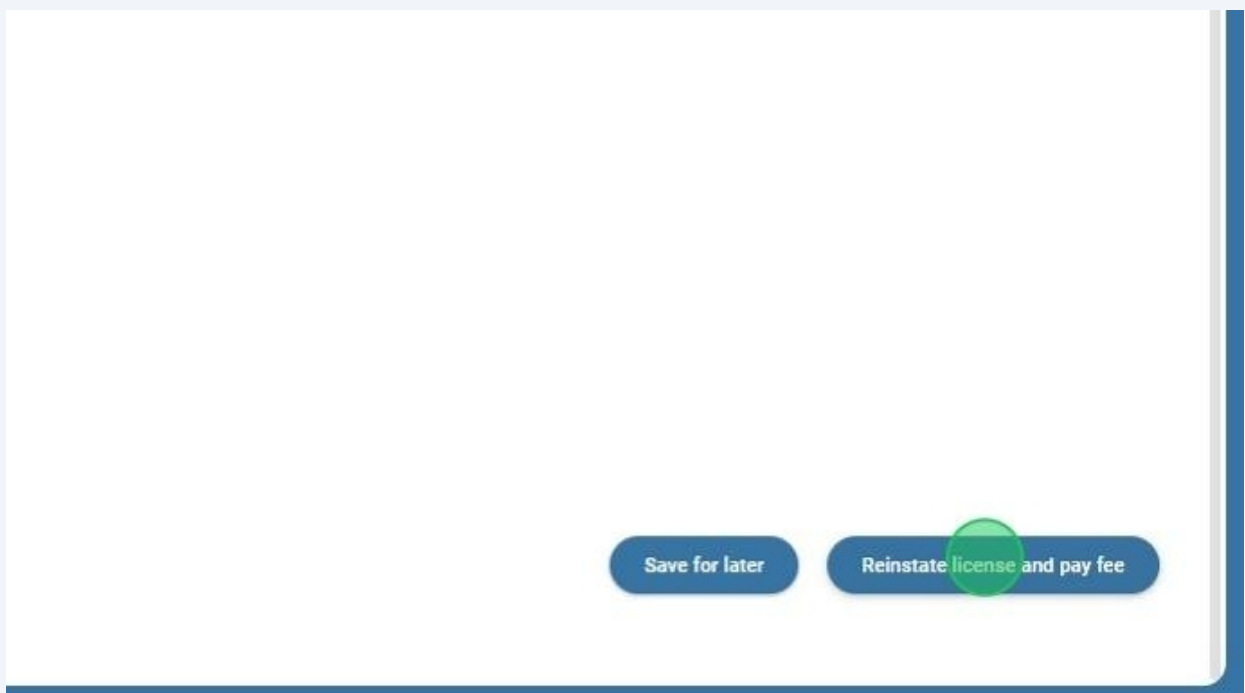
4

You can also **remove a shareholder** who is no longer associated with this license. Locate the "Our Shareholders" section under the corporation details. Find the licensee profile card and Click "**Delete**". You will be prompted to click "**Ok**" if you want to **permanently delete** this license from your list of shareholders.



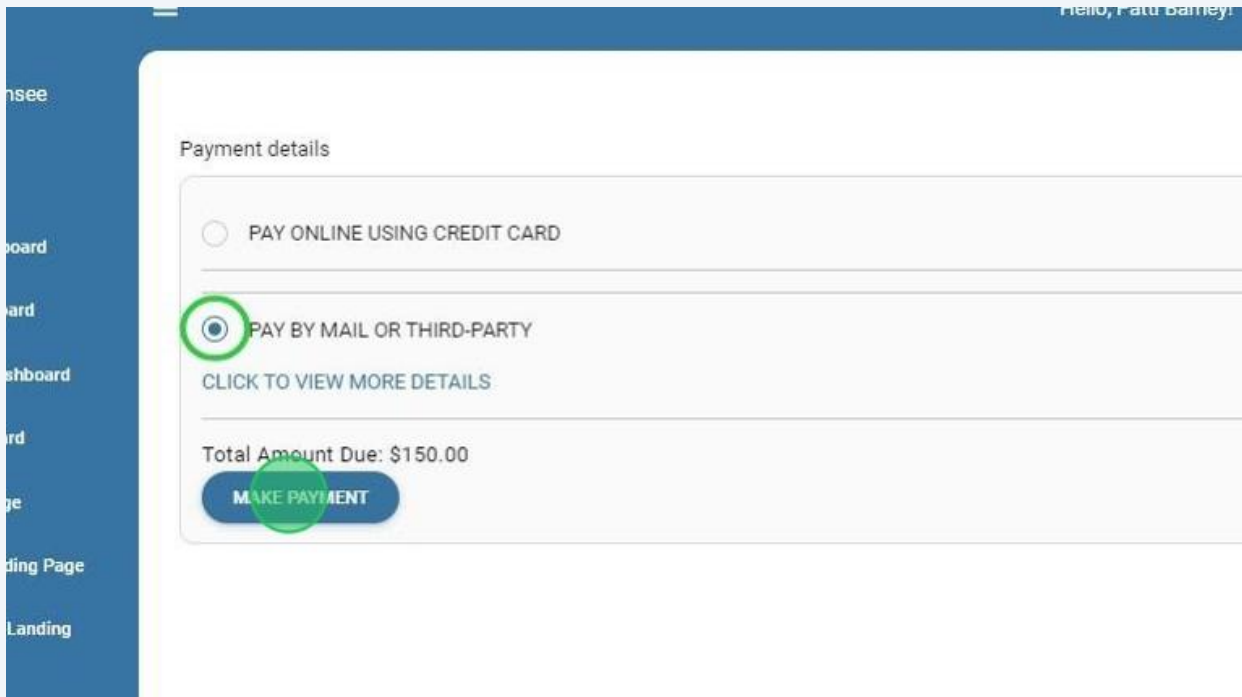
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When you have successfully updated all of important details for this corporation and are ready to reinstate, Click "**Reinstate license and pay fee**"



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From the "**Payment details**" page, Click to choose a payment method. Click "**MAKE PAYMENT**". Note: If you choose "**Pay by mail or third-party**", your application will not be processed until payment has been received and this may delay the reinstatement of your license.

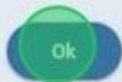


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A "**Thank You**" message is displayed. **Congratulations!** Your license has been reinstated. You can **print your certificate of registration** from your licensee dashboard using the printer icon next to the corporation name.

If your payment is still pending (you selected "**Pay by mail or third-party**") your certificate of registration will not be issued until after payment is received and the application has been reviewed. Click "**Ok**" to exit.

Thank you! Your corporation application will be reviewed.



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If your payment is still pending, you can view the reinstatement application from the **"What's in progress"** section of your licensee dashboard. Click the **"View application"** icon to see details.

The screenshot shows a dashboard with a 'What's in-progress' section highlighted by a green box. Under 'My applications', there are two entries: 'Athletic Trainer' with a 0% progress bar and 'Fast Track Questions' for 'Southside Professional Associates, LLC' with a 75% progress bar. A green circle with a document icon is next to the 75% bar. Below this is a 'Submitted' label. To the right, there is a notification for 'calvinagent@lakenc' and a 'View all notification' button. The date 'Wednesday, September 18, 2024' is visible at the bottom right.

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Note the **application-id** at the top of the page. Your third-party provider will need this to make a payment on your behalf. Click **"Close"** at the bottom of the page to exit and return to your dashboard.

The screenshot shows a 'Corporation application' details page. A green box highlights the 'Application ID: 81' field, with a green arrow pointing to it. Other details include 'Corporation Application: Medical LLC', 'Submit Date: 09/28/2024', and 'Paid: No'. The applicant's name is 'ABC Medical of SD', with address '2356 islander Way, Bldg C - Suite 107, sioux falls, SD 50751, USA'. Under 'Uploaded documents', there are two PDF files: 'Copy of Certificate obtained from Secretary of State: SDBMOE Corp State Letter.pdf' and 'Article of Incorporation or Organization and Bylaws: SDBMOE Corp ByLaws.pdf'. The top right of the page says 'Hello, Renee Parker! Log out'.