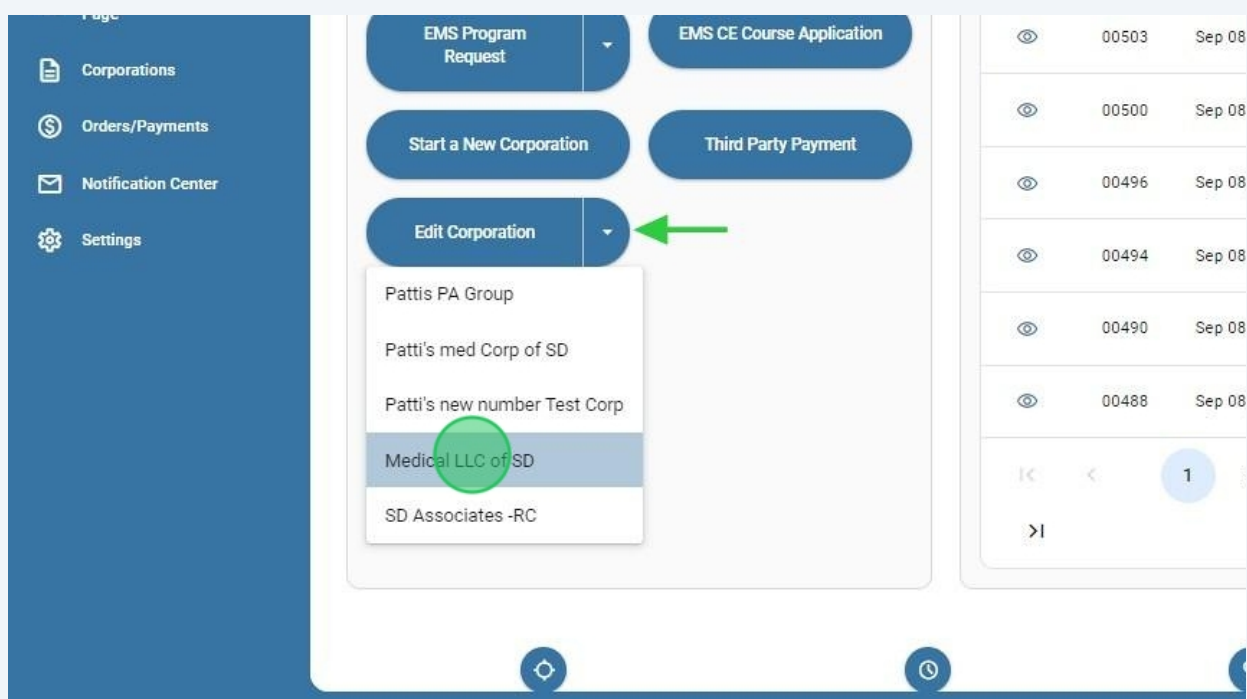


Public Access: Reinstate and Renew a Corporation License

This How-To-Guide is intended for office managers who are responsible for the reinstatement and renewal of a corporation license.

1

Login and navigate to your **public dashboard**. Under the "**My quick links**" section of the dashboard, Locate and click the "**Edit Corporation**" button. Note: If you manage more than one corporation, Click on the **down arrow** to display a list of corporations you are assigned to and select the corporation you want to reinstate. Click "**Edit Corporation**".



2

Your corporation details are displayed. **Scroll to the bottom of the page.** Click **"Reinstate"** to begin your **Reinstatement Application**.

Address: 12345 jonesville Road
Address 2: Suite 100
Country: USA
City: Pierre
State: SD Zip Code: 50753
Phone: 6052017523
Email: patti.barney@lakenology.com
Change office manager Remove
Documents
Upload the Copy of Certificate obtained from Secretary of State
Uploaded: SDBMOE Corp State Letter.pdf
Upload Article of Incorporation or Organization and Bylaws
Uploaded: SDBMOE Corp ByLaws.pdf

Our Shareholders

June Marie Sirolla
JuneSirolla@lakenology-test.com
Delete

NOTE: ALL officers, directors, and shareholders must be licensed pursuant to SDCL 36-4

Print certificate **Reinstate** Save changes Close

3

The corporation details are displayed. You can change or remove your office manager and replace any previous documentation by using the **"Upload buttons"** if needed.

Name: Medical LLC of SD
Type: Medical LLC
Status: Inactive
Address: Attention: Suzanna Wilson
Address: 12345 jonesville Road
Address 2: Suite 100
Country: USA
City: Pierre
State: SD Zip Code: 50753
Office manager contact information
Name: Patti Lynn LakeNology
Phone: 6052017523
Email: patti.barney@lakenology.com
Change office manager Remove
Documents
Upload the Copy of Certificate obtained from Secretary of State
Uploaded: SDBMOE Corp State Letter.pdf
Upload Article of Incorporation or Organization and Bylaws
Uploaded: SDBMOE Corp ByLaws.pdf

Our Shareholders

4

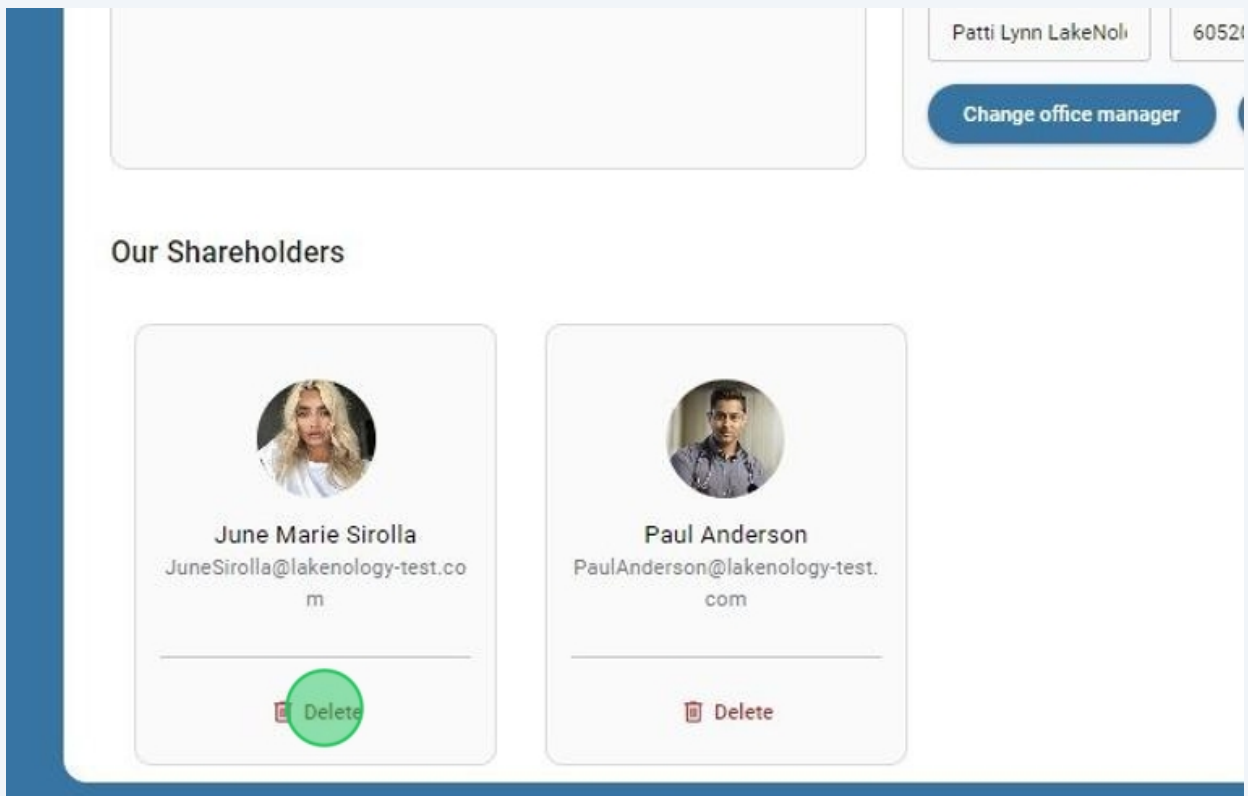
You can also add and/or remove shareholders from the **Select Shareholders** section of the page. Click "**+ icon**" to select and add a new shareholder. The shareholder is displayed under the corporation details along with any other shareholder associated with this Corporation.

The screenshot displays the 'Select Shareholders' section of a web application. On the left, there are input fields for a shareholder's name (Suzanna Wilson), address (12345 Jonesville Road, Suite 100), and location (South Dakota (SD), 50753). Below these are fields for contact information (6052017523, patti.barney@laker). On the right, a search bar contains 'Medical LLC'. Below the search bar is a list of five potential shareholders, each with a profile picture, name, and title (MD / DO - Physician Surgeon). To the right of each name is a blue plus icon. The plus icon for Paul Anderson is highlighted in green, indicating he is the selected shareholder.

Name	Title	Status
Jaimee Lynn Baker	MD / DO - Physician Surgeon	Not Selected
Oliver Scott Officeman	MD / DO - Physician Surgeon	Not Selected
Sally Mae Surgeon	MD / DO - Physician Surgeon	Not Selected
Renee Carol Parker	MD / DO - Physician Surgeon	Not Selected
Paul Anderson	MD / DO - Physician Surgeon	Selected

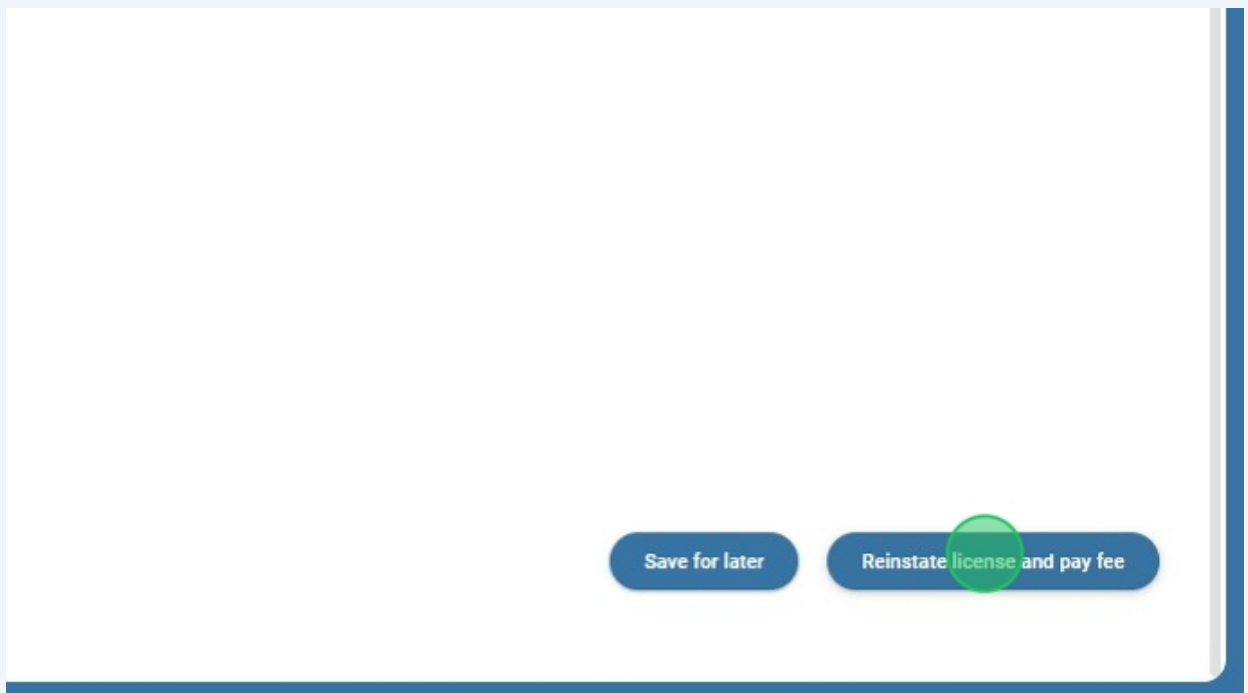
5

Locate a shareholder under the "**Our Shareholders**" section at the bottom of the page. Click "**Delete**" to remove a Shareholder. You will be prompted to Click "**OK**" to permanently remove them as a shareholder.



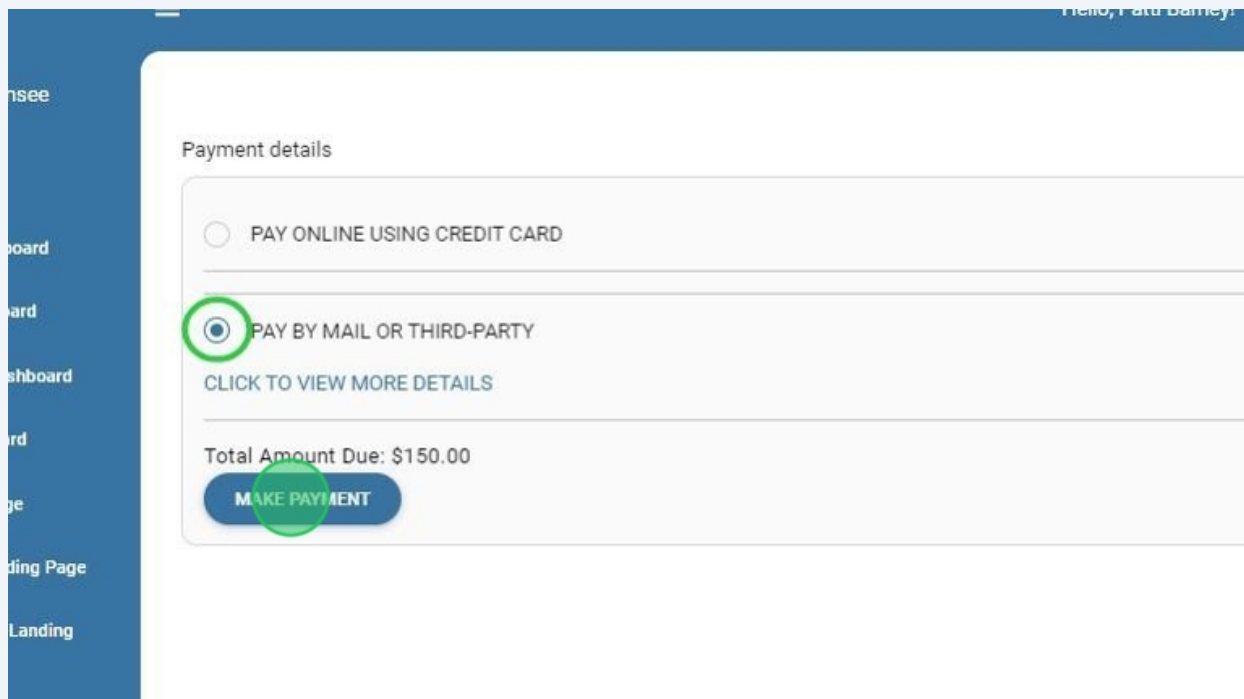
6

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



7

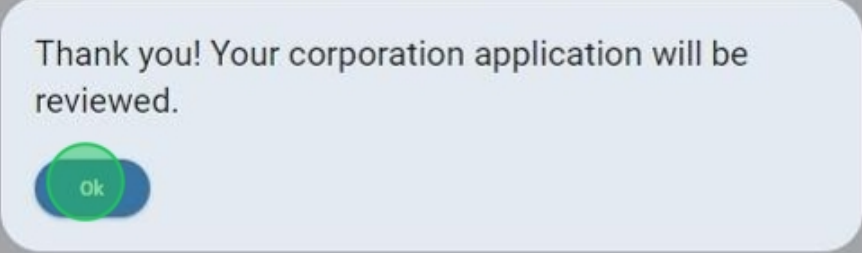
From the "**Payment details**" page, Click to choose a payment method. Click "**MAKE PAYMENT**". Note: If you choose "**Pay by mail or third-party**", your application will not be processed until payment has been received and may delay the reinstatement of your license.



8

A "**Thank You**" message is displayed. Congratulations! Your application has been submitted and the license has been reinstated. If your payment is pending (you selected "**Pay by mail or third-party**") your certificate will be issued after payment is made. Click "**Ok**" to exit.

Click "**Print Certificate**" to view your certificate of registration.



Thank you! Your corporation application will be reviewed.

Ok

9

If your payment is still pending, Click the "**View application**" icon. Note the **application-id** at the top of the page for your third-party provider to make the payment.



MOE Licensee

MOE Licensee Dashboard

MOE Licensee Landing Page

MOE Licensee Supervisor Landing Page

MOE Licensee Member Landing Page

Hello, Renee Parker! Log out

Corporation application

Corporation Application: Medical LLC

Application ID: 81 ←

Submit Date: 09/28/2024

Paid: No

ABC Medical of SD

Julia Lorraine Anthony
2356 islander Way
Bldg C - Suite 107
sioux falls, SD 50751
USA

Uploaded documents:

Copy of Certificate obtained from Secretary of State: [SDBMOE Corp State Letter.pdf](#)

Article of Incorporation or Organization and Bylaws: [SDBMOE Corp ByLaws.pdf](#)

10 Click "**CLOSE**" to exit.

Documents:

ificate obtained from Secretary of State: [SDBMOE Corp State Letter.pdf](#)

orporation or Organization and Bylaws: [SDBMOE Corp ByLaws.pdf](#)

Owner information:

er name: Patti Lynn LakeNology

ir: 6052017523

s: patti.barney@lakenology.com

Users

	Email
Parker	ReneeCParker@lakenology-test.com

PRINT **CLOSE**