

Start a New Corporation and Submit for Approval

This How-To Guide is intended for public users and licensees to create a new corporation application, select the shareholders and submit it for SDBMOE approval.

1 Login and navigate to your dashboard. Click **"Start a New Corporation"**.

The screenshot displays a user dashboard for an 'Admin' user. The profile section includes a photo, name, address (16125 N.W. 57th Avenue W, Rapid City, SD 72201), phone number (6052017523), and email (patti.barney@lakenology.com). Below the profile is a 'My quick links' section with buttons for 'Personal Info', 'Start a New Application', 'EMS Program Request', 'EMS CE Course Application', 'Start a New Corporation' (highlighted with a green circle), 'Third Party Payment', and 'Edit Corporation'. To the right is a table with columns for 'view Details', 'Order Number', 'Date', and 'Description'. The table lists several applications, including 'Corporation application renewal' and 'Individual application renewal'.

view Details	Order Number	Date	Description
	00510	Sep 12, 2024	Corporation application renewal
	00507	Sep 10, 2024	Corporation application
	00503	Sep 08, 2024	Individual application renewal
	00500	Sep 08, 2024	Individual application renewal
	00496	Sep 08, 2024	Individual application renewal
	00494	Sep 08, 2024	Individual application renewal

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Review the Instructions & Requirements. Click the **"Upload button"** to upload each of the required documents. The document names will appear beneath each button when the upload is complete.

Corporation Application

Instructions & Requirements

1. Contact Secretary of State to obtain Certificate
2. Upload the following documents:
 - a. Copy of Certificate obtained from Secretary of State
 - b. Article of Incorporation or Organization and Bylaws
3. Enter Corporation information including contact details
4. Select your shareholders from the approved search list
5. Click **Save for Later** or **Submit Application and Pay Fee**

[Upload the Copy of Certificate obtained from Secretary of State](#)

[Upload Article of Incorporation or Organization and Bylaws](#)

Office manager contact information
[Select office manager](#)

3

Enter the name and contact details for the corporation.

Select Shareholders

No results found

Office manager contact information

4

Only shareholders or office managers will have access to update corporation details once submitted. In this case you may want to assign an office manager to also have access. Click **"Select office manager"**.

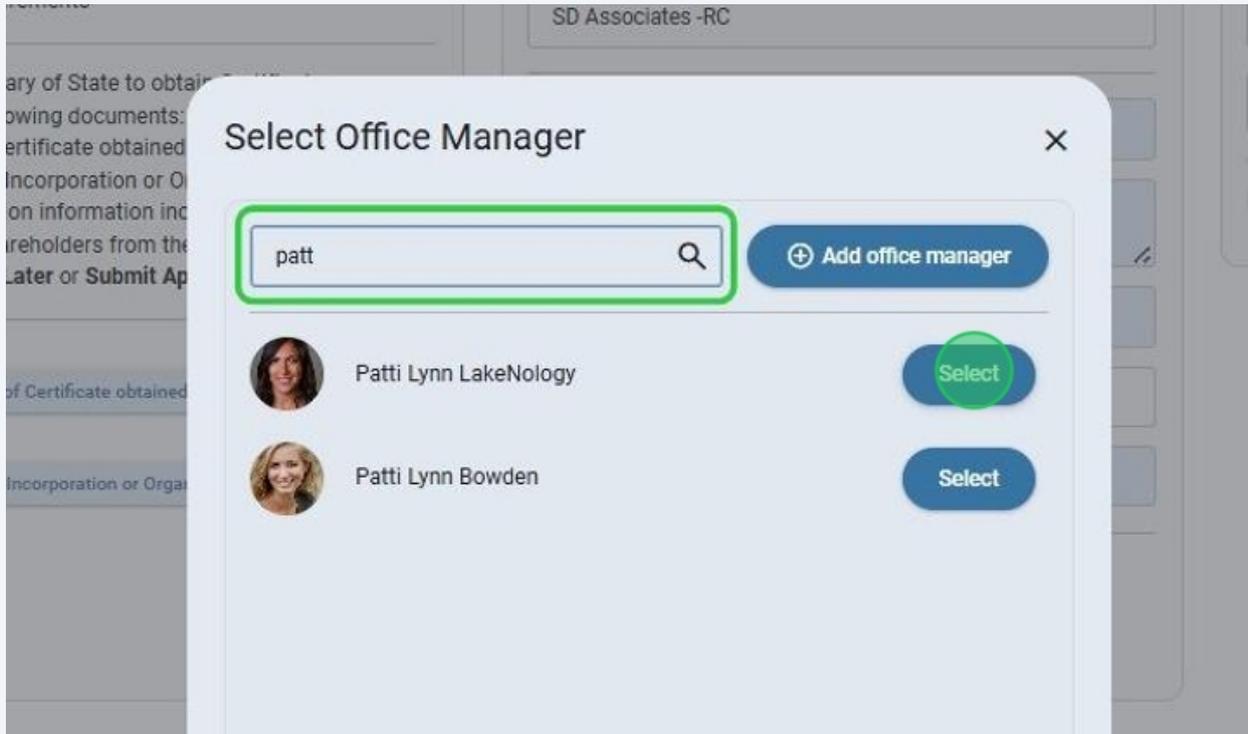
The screenshot shows a web form for updating corporation details. The form is divided into several sections:

- Corporation Name:** A text input field containing "SD Associates -RC".
- Address:** A large circular area with a "200x200" placeholder and a camera icon. To its right are three stacked text input fields: "Suzanna Wilson", "2356 islander Way", and "Suite 201A".
- Country:** A text input field containing "USA".
- City/State/Zip:** Three stacked text input fields: "sioux falls", "South Dakota (S", and "50751".
- Office manager contact information:** A section with a blue button labeled "Select office manager" highlighted by a green circle.

On the right side of the form, there is a search section with a "Select corporation type" dropdown, a "Search by Name" input field, and a "No results found" message.

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Enter a full or partial name to search for an existing user. If the user is found, Click **"Select"** to make them the office manager. If the user is not found, click **"Add Office Manager"** to add a new user.



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If you chose to add a new user, you are prompted to provide all of the required information. Make certain the email-Id you entered is a **valid email** for the user or he/she will not receive the notification with instructions on next steps. Click "**Add**" to send the new user request.

Provide New User Information:

Last Name
Johns

First Name
Denise

Company or Agency Name
SD associates

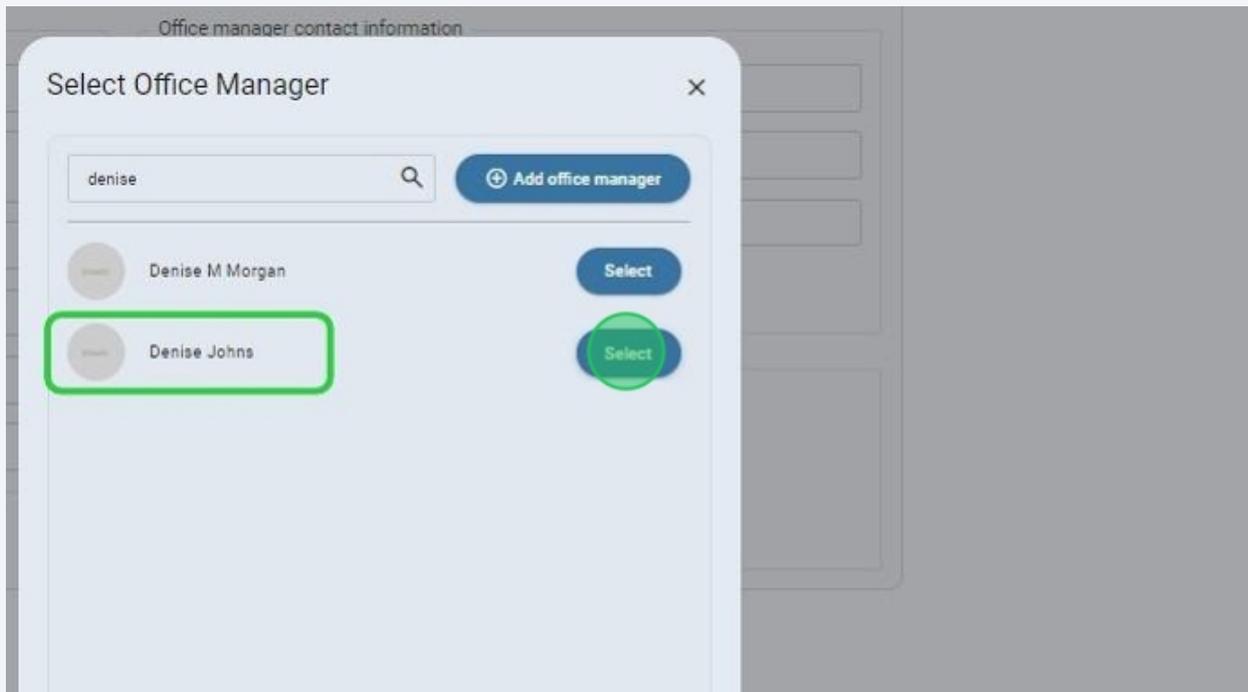
Email Address
DeniseJ@gmail.com

Phone Number
5124856544

Add Cancel

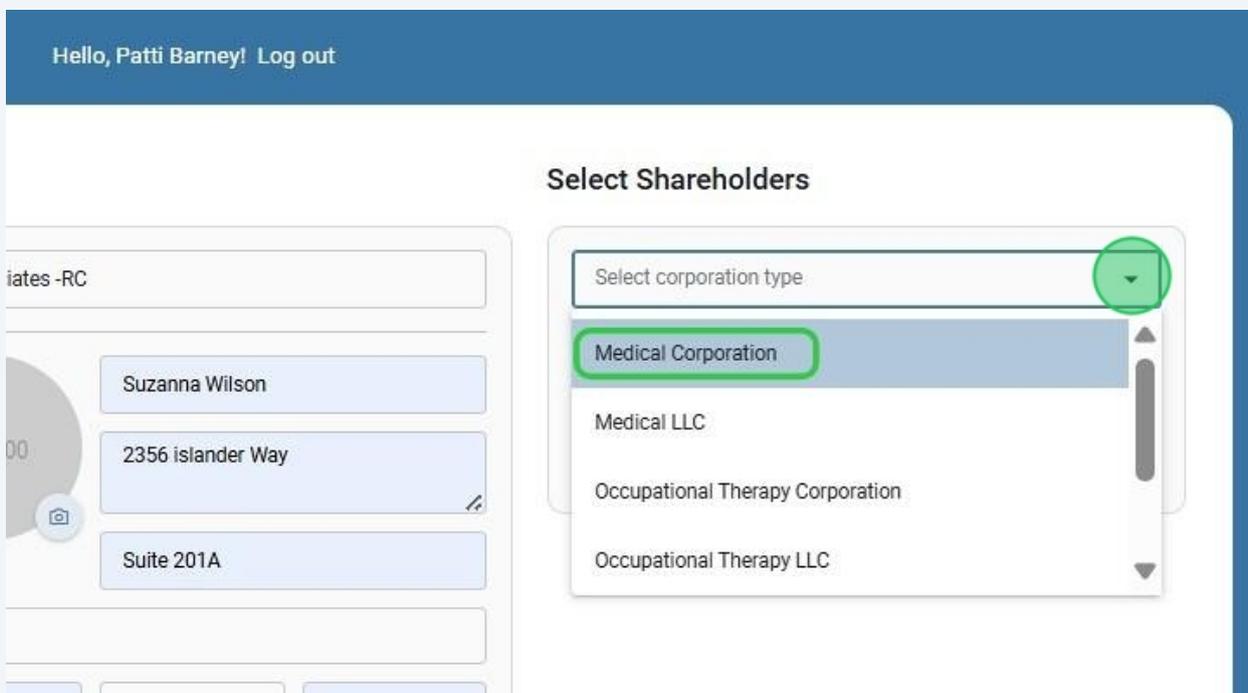
7

Now the new user you added can be found in the search results. Click **"Select"** to make them your office manager.



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Now that you have completed adding an office manager, navigate to the **"Select Shareholders"** section. Use the drop down menu to choose the corporation type.



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A list of eligible shareholders is displayed. Click the **"Add Shareholder Icon"** next to the licensee you wish to add. Select as many as needed. You may use the **"search box"** to limit the results by typing in a full or partial name.

Select Shareholders

Medical Corporation

Search by Name

- Jaimee Lynn Baker
MD / DO - Physician Surgeon
- Oliver Scott Officeman
MD / DO - Physician Surgeon
- Sally Mae Surgeon
MD / DO - Physician Surgeon
- Renee Carol Parker
MD / DO - Physician Surgeon

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The selected shareholders are displayed at the bottom of the application.

State SD Zip Code 50751

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

- Jaimee Lynn Baker
jaimee830@gmail.com
Delete
- Renee Carol Parker
ReneeCParker@lakenology-test.com
Delete

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

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Click **"Submit application and pay fee"** to submit the application. If you are not ready to submit, click **"Save for Later"**

Office manager contact information

Patti Lynn Lake 6052017523 patti.barney@l...

Change office manager Remove

MD / DO - Physician Surgeon

Jason Paul Richard MD / DO - Physician Surgeon

pursuant to SDCL 36-4

Save for later Submit application and pay fee

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Choose the payment method and Click **"Make Payment"**. You will be asked to enter payment details using a **secure payment interface**. You will receive a message that the application has been submitted if your payment was successful.

The screenshot shows a user interface for making a payment. On the left is a dark blue sidebar with white text and icons for navigation: Home, Licensee Dashboard, Analyst Dashboard, Investigator Dashboard, Public Dashboard, AA Landing Page, Supervisor Landing Page, Board Member Landing Page, and Corporations. The main content area is white and contains two radio button options: "PAY ONLINE USING CREDIT CARD" (unselected) and "PAY BY MAIL OR THIRD-PARTY" (selected). Below these options is a link that says "CLICK TO VIEW MORE DETAILS". Further down, it displays "Total Amount Due: \$50.00" and a prominent blue button with white text that says "MAKE PAYMENT". A green circle highlights the "MAKE PAYMENT" button.

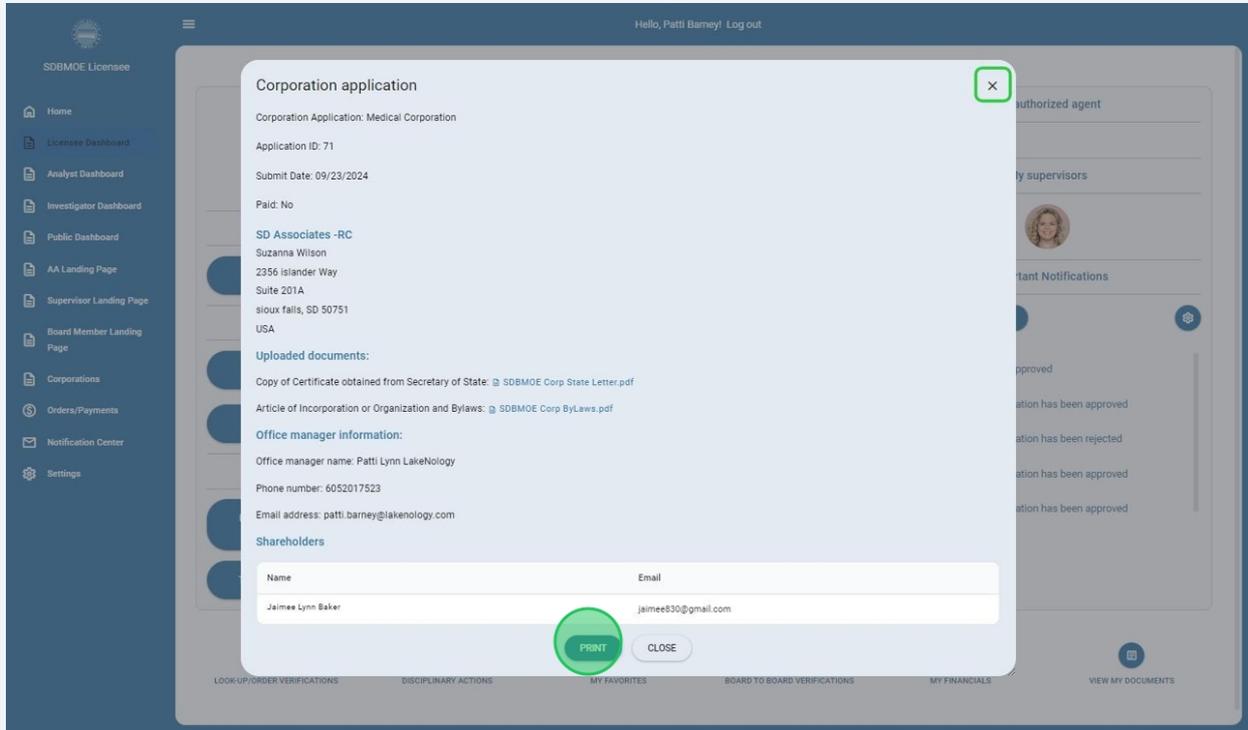
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Navigate to the dashboard and locate the **"What's in Progress"** section. Your corporation application will be listed with a status of **"Submitted"**. An SDBMOE analyst will review the application in the order it was received. Click the **"View Application Icon"** to review the details of the application.

The screenshot shows a dashboard with a "What's in Progress" section. On the left is a sidebar with blue buttons for "Continuing Education", "Application", and "CE Course Application". The main content area is titled "What's in Progress" and lists "My applications" and "My renewals". Under "My applications", there are three items: "MD / DO - Physician Surgeon" (0% progress, Application Started), "Athletic Trainer - Temporary" (75% progress, Checklist), and "SD Associates - RC" (75% progress, Denied). A green circle highlights the "SD Associates - RC" item. Under "My renewals", it says "No records to show". At the bottom of the main content area is a blue button that says "START A NEW APPLICATION". On the right side of the dashboard, there is a "View all notifications" button and a list of notifications with dates and status updates.

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Click **"Print"** to keep a copy for your records. Close the window by clicking the **"X"** icon or the **"Close"** button.



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When the application is approved, you will receive a notification. Locate the **"Important Notifications"** section on your dashboard to view the message.

