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".**

2 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.

3 Enter the name and contact details for the corporation.

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"**.

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50751

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Office manager contact information

Select office manager

Select corporation type

Search by Name

No results found

5 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.
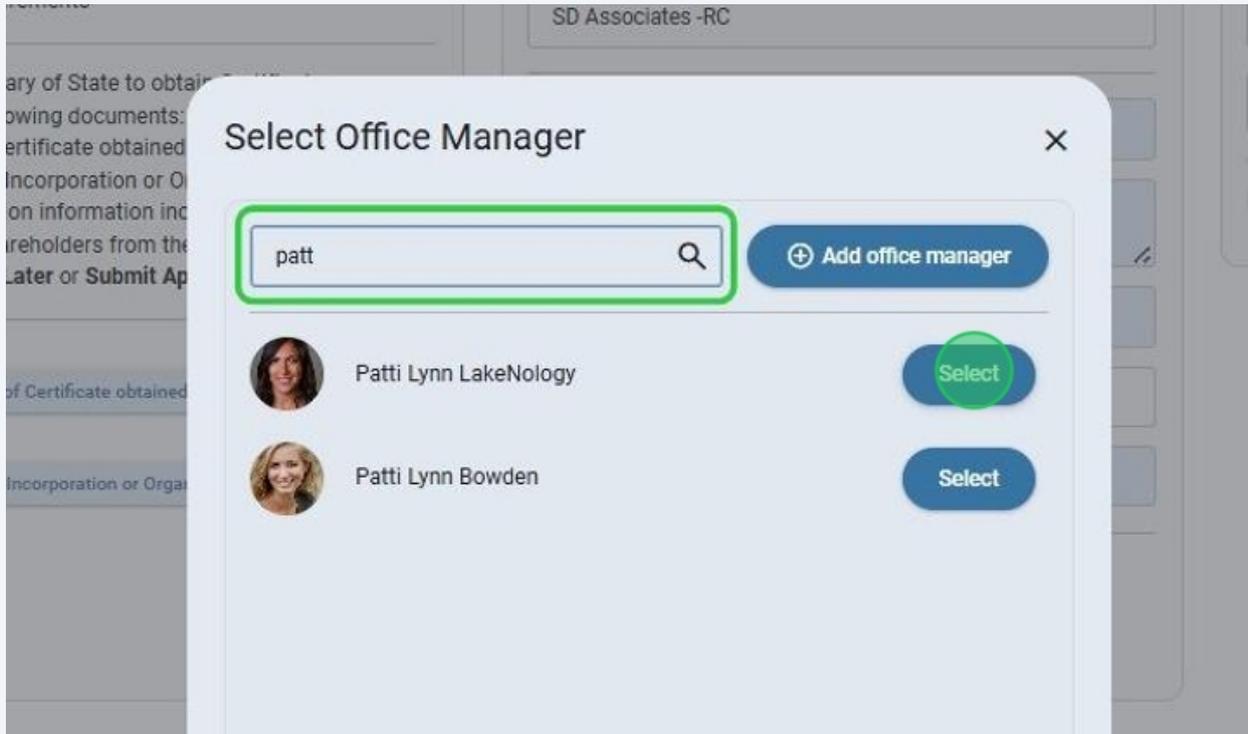
6 If you chose to add a new user, you are prompted to provide all of the required information. Make certain the email-Id you entered is a **valid email** for the user or he/she will not receive the notification with instructions on next steps. Click "**Add**" to send the new user request.

Provide New User Information:

Last Name

Johns

First Name

Denise

Company or Agency Name
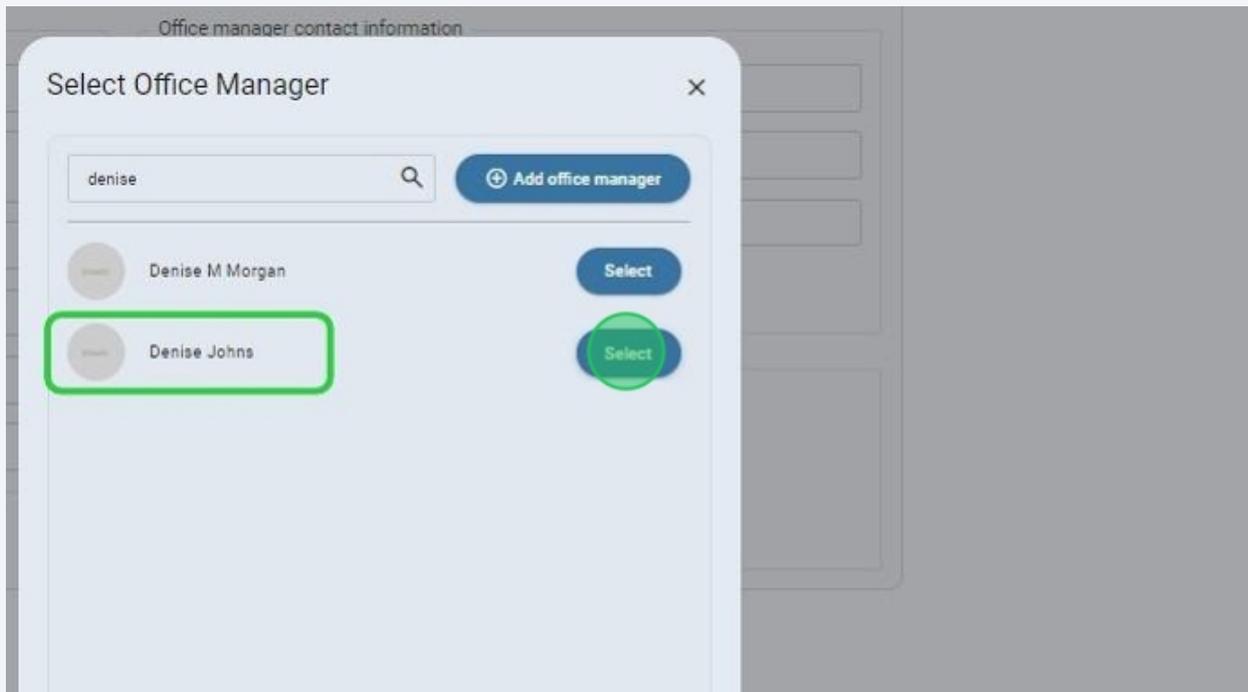
SD associates

Email Address

DeniseJ@gmail.com

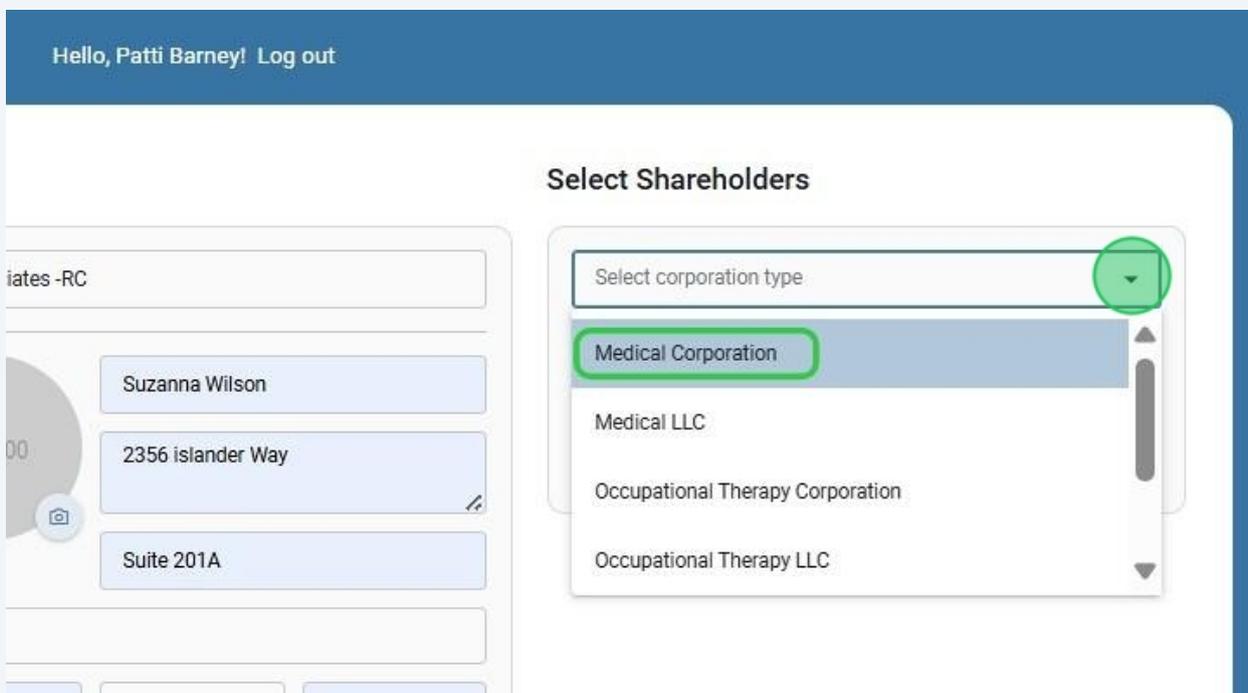Phone Number

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.

8 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.

9 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.

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

11 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@la |

Jason Paul Richard
MD / DO - Physician Surgeon

Change office manager   **Remove**

pursuant to SDCL 36-4

Save for later   **Submit application and pay fee**

12 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.


13 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.

14 Click **"Print"** to keep a copy for your records. Close the window by clicking the **"X"** icon or the **"Close"** button.
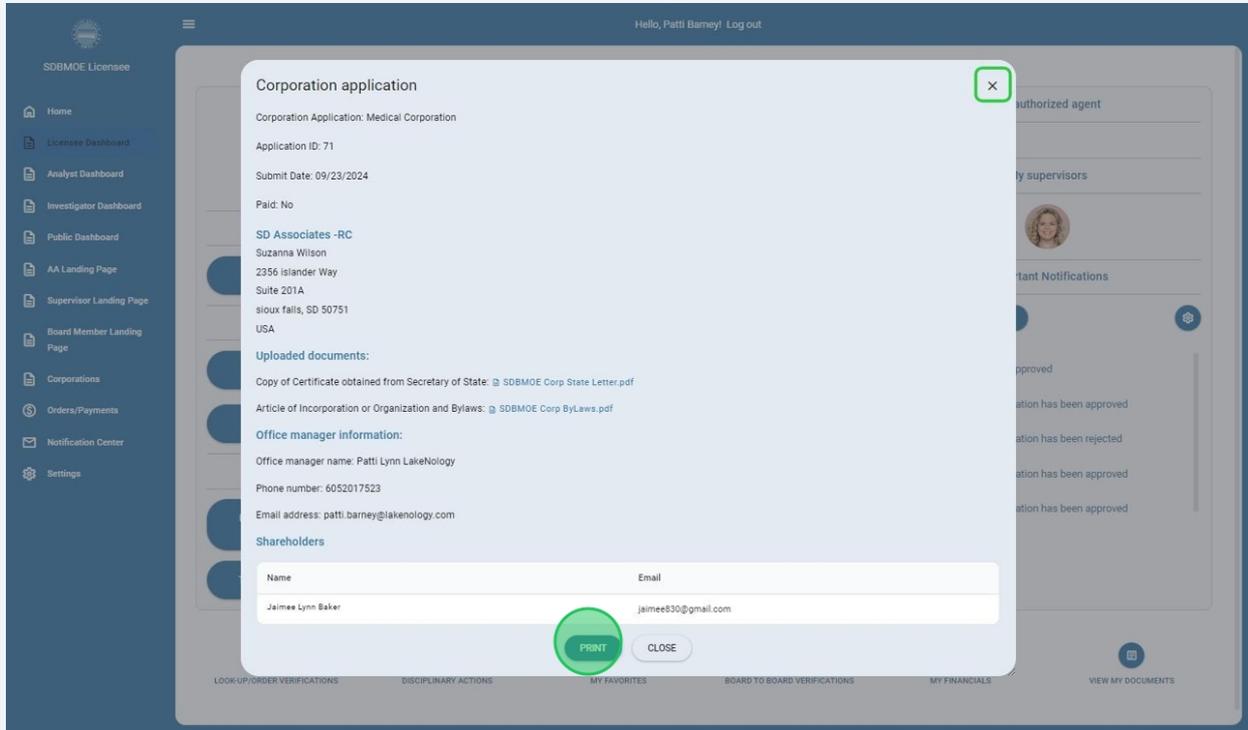
15 When the application is approved, you will receive a notification. Locate the **"Important Notifications"** section on your dashboard to view the message.