HOW TO CREATE AN ACCOUNT

In order to register your business with the Office of the Minnesota Secretary of State, you will need to create an Online Account.

Please Note: As of December 8, 2014 an Online Account is required to complete online filings. Any Online Accounts created prior to this date are no longer valid. The Online Account is simply a username and password to complete online filings or orders. You may use one Online Account to complete filings/orders on the Business and Liens system.

1. The creation of an online account is a one-time process. To create an online account:
   • Go to https://www.sos.state.mn.us and then to Business Filings Online, then click on Create an Account
   • Enter your email address in the email address field
   • Create a password you can remember. (See password requirements below)
   • Click on the box to accept the terms and conditions.
   • Click "create online account"

Passwords must:
   • be a minimum of 8 characters in length
   • contain at least one uppercase letter
   • contain at least one lowercase letter
   • password must contain at least one number

2. Wait for a confirmation email from business.services@state.mn.us (link valid for 24 hours).

If you don't get an email within 24 hours, check your spam folder. If you still don't receive one, give us a call at: 651-296-2803

3. Next, confirm your email address:
   • When you receive the email, click the link within the email or right click the link and select 'open hyperlink'.
   • This will take you to a screen where you can enter your email address and password you created in step 1. **This step DOES NOT log you into the site**, it is simply to confirm that we have the correct email for you.

4. Login to the site.

You may now use the same email address and password to login to the site.

Note About Financial transactions through USBank:

The USBank website will ask for a User ID and Password. This is **NOT the same username and password** used for the Secretary of State's website and is NOT associated with your personal or business bank account.

The USBank website is for completing electronic payments through the Secretary of State. The User ID and Password on the USBank website is **NOT REQUIRED**. You may click on **"Pay Without Registering"** to continue to make a payment without signing in to USBank.

PASSWORD AND ACCOUNT HELP

Are you having trouble logging in to your account? Here are some common issues:
Issue #1: Thought you created an account, but it won't let you sign in.

This may mean you never confirmed your email address. After you enter an email address and password and hit the "create account" button, you still need to go to your email and look for a confirmation email from business.services@state.mn.us.

When you receive this email, you will need to click on the link within that email and it will bring you to the website where you will confirm your email address. Once you've confirmed you can click on "Sign In" and log in to the website. You will then complete the registration by entering your delivery information. Once you've entered the information you can click on "Save".

If you did not confirm your email within 24 hours, you will need to start over and click on https://mblsportal.sos.state.mn.us/Account/Register to begin the registration process again.

Issue #2: Forgot your password.

If you have forgotten your password, click on Sign In.
Click on the "Forgot Password?" link.

Enter your email address and click the "Request Password Reset" button.

Wait for the confirmation email from business.services@state.mn.us.

If you did not access the reset password link in your email within 24 hours, you will need to start over and click on 'Forgot Password?' to begin the password reset process again.

Issue #3: When trying to create and account, you receive the message 'Email address is unavailable'

This indicates that your email address is already in our system. You (or someone else using your email address) has already created an account. If you don't remember or don't know the password for this account, you will need to reset your password using the instructions above.

Issue #4: If you receive the message 'Email address or password is invalid'

Try typing your email address and password in again. Did you remember the "@" symbol? Your email address has to have an "@" symbol and has to end with .com, .org .net, etc. If the error message continues to display, you can try creating a new online account.

Issue #5: How do I change the Email Address on my Online Account?

The email address cannot be changed. A new account must be created under the new email address.