The Clerk's Information System (CIS) Getting Started

**SCC** STATE CORPORATION COMMISSION

The Clerk's Information System (CIS) is a secure online tool that makes it faster and easier to do business in Virginia. CIS allows users to search for and manage business information in one place, so nothing gets lost. Additionally, business owners can submit payments and filings online without the hassle of paper. Learn more about how CIS can simplify your interactions with the SCC.
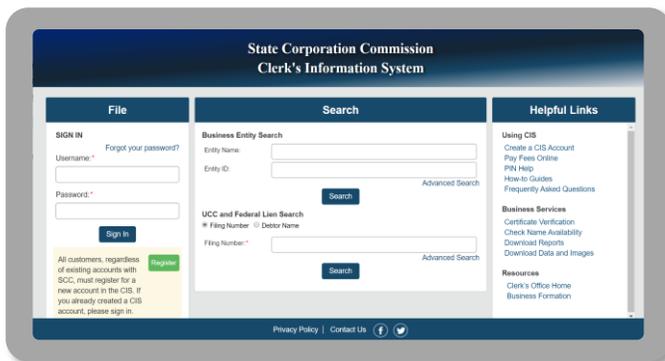
About CIS

Things You Can Do

CIS is for business owners, registered agents, and citizens who need to interact with the SCC. Here are some of the things you can do in CIS:

- Search for businesses in Virginia
- File Annual Reports with changes
- Make online payments
- View recent correspondence
- Request certificate of good standing
- Submit UCC filings
- File amendments
- File reinstatements

Benefits

There are customer advantages to using CIS over paper filing:

- System controls prevent common filing errors
- Real-time approvals, so you don't have to wait to find out if your document was accepted
- Online filing without the hassle of paper and stamps
- Online payments are instantaneous
- Your business activities are in one place on your dashboard

Logging in and Learning CIS

New CIS users need to **register for a new CIS account** on their first visit to the system. Whether you are a business owner, registered agent, or curious citizen, there are many how-to guides, helpful videos, and frequently asked questions to help you get started. You can access the CIS Help page from the right navigation on the CIS homepage or by visiting scc.virginia.gov/clk.

CIS Help Available

Learning Videos

How-to Guides

Questions & Answers

CIS.SCC.Virginia.gov

SCC.Virginia.gov/clk/

Information About PINs

Personal Identification Numbers (PINs) are a required validation step when making changes to business information on record in the Clerk's Office. PINs are assigned to either a **business entity** or to a **registered agent**. PINs are mailed to the registered agent or emailed to the business email on file.

There are two PIN types for CIS

Business entity PINs	Registered agent PINs
"BE####"	**"RA####"**
BE PINs are assigned to the business (**B**usiness **E**ntity) itself	RA PINs are assigned to the person/business filed as the **R**egistered **A**gent
The BE PIN allows you to: • File annual reports with changes • File amendments • File reinstatements …and more!	**The RA PIN allows you to:** • Resign as the registered agent • Update the registered office address
1 PIN per business entity — Multiple CIS profiles can use the BE PIN to update the business. It is up to the business owner to manage PIN usage.	**1 PIN per registered agent** — Registered agents will use the same PIN in CIS to manage all the businesses they serve as a registered agent for.

Questions About PINs

How do I get a PIN?
New businesses registered in CIS receive their PINs via email. If no email is provided, PINs are mailed to the registered agent.

Do I need a PIN to register for an account?
No, a PIN is not needed to create an online user account. PINs are required for certain CIS transactions to ensure the individual acting on behalf of a business has the right level of authority.

What can I do without a PIN?
• Pay annual registration fee
• File annual report with no changes
• Request certificate of good standing or certificate of fact/existence for LLCs

Why did I get 2 PINs?
Business owners who also serve as the registered agent will receive both the BE PIN and RA PIN.

Can I share my PIN?
Yes, but be cautious with distributing the BE PIN! It authorizes all business filings and submissions.

Lost your PIN?
If you have used it in CIS before, you may request a new PIN in your CIS account. If you did not previously use the PIN, you will need to **contact us** to receive a new PIN.