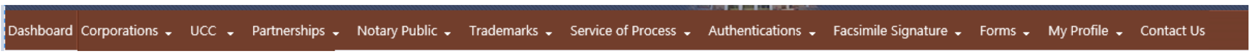
NM Secretary of State's Corporations and Business Services Portal

Credit Card Payment Instructions (2/24/2018)

Our New Credit Card Acceptance Procedure

In order to better secure payment card transactions, protect card holder data, and comply with the latest payment card industry security standards we have changed our credit & debit card acceptance & payment procedures. This change only affects customers paying using a **credit** or **debit** card; those using an **electronic check** or a previously filled **prepaid account** are not affected and can proceed to file their transactions normally using options from the dashboard or top red menu bar (pictured below).



For those choosing to use a credit or debit card the new procedure can be described as a simple three-part process:

- Determine how much your desired filings and transactions are going to cost. This can be done using our filing fee estimation tool or you use a previously determined amount.
- Use your credit or debit card to replenish your prepaid account, an internal account that you can add money to for use in later transactions.
- Proceed with your filing(s) and transaction(s) choosing the "**I wish to pay by prepaid account**" option on the payment page for your transaction.

We currently accept credit and debit cards issued by MasterCard, Visa, and Discover Card.

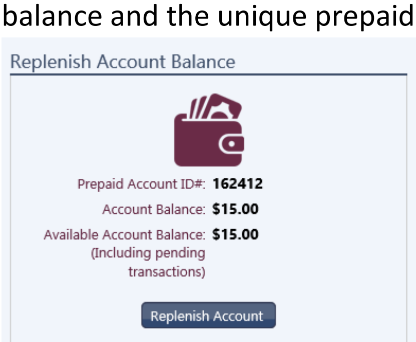
Detailed instructions for the new procedure are shown in the "Step-By-Step Credit Card Payment Instructions" section below.

Step-By-Step Credit Card Payment Instructions

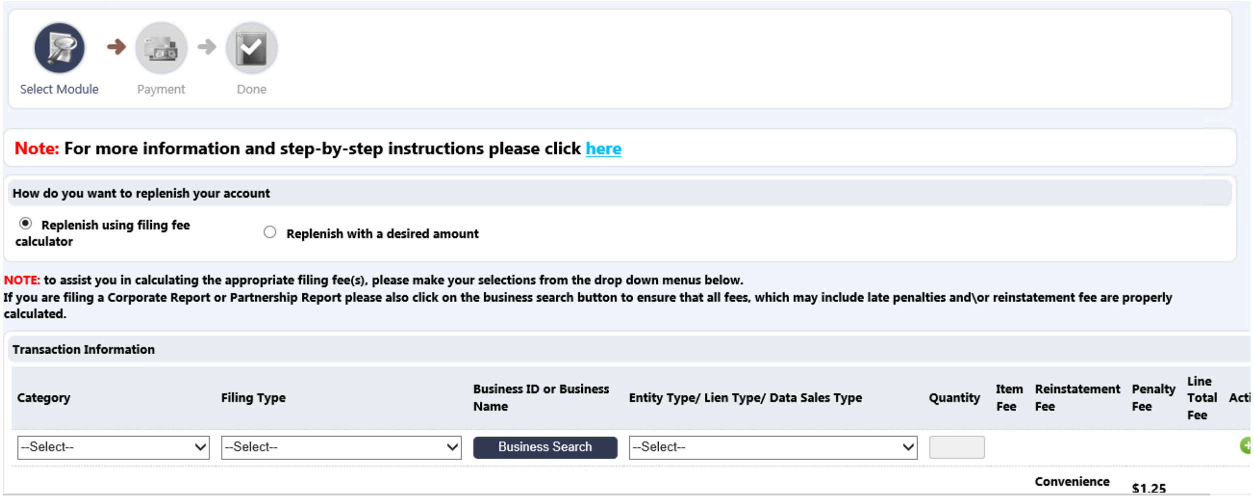
Note: The following instructions will use a Corporate Reports filing as an example because it is one of the most popular transactions that's handled on our site, but the general procedure is similar for all supported transaction types.

Step 1: Estimate Your Transaction Cost

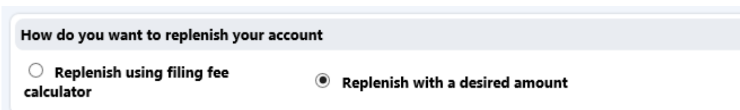
Assuming you have chosen to use a credit or debit card to pay for your transaction the very first thing you must do is click on the blue "Replenish Account" button located near the upper right of the Dashboard screen. It is located in the Replenish Account Balance section of the Dashboard that shows your current account balance and the unique prepaid account number (example pictured below).



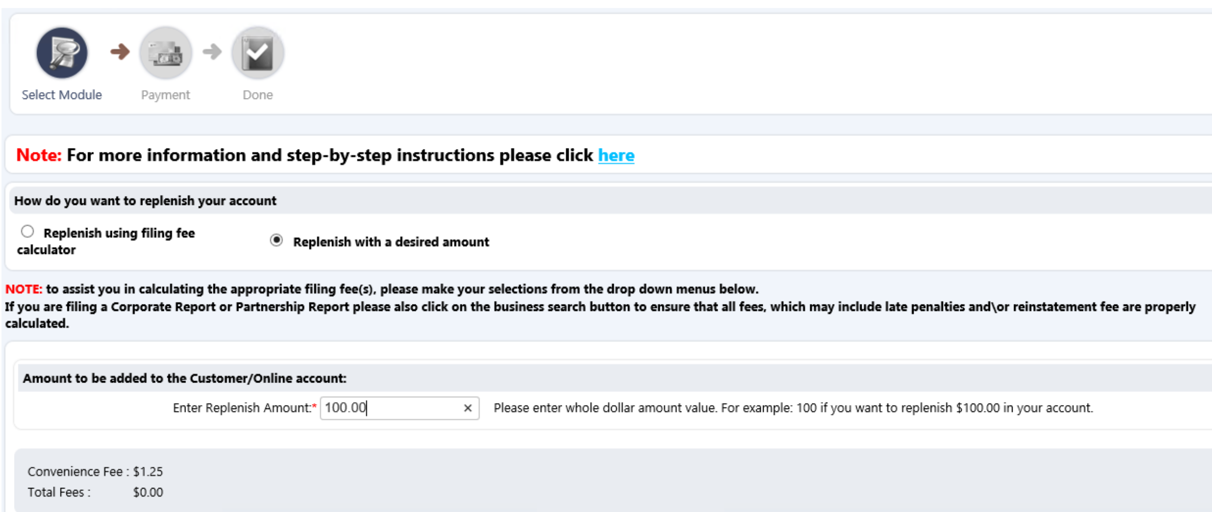
Once you click the Replenish Account button you will be taken to the screen below:



If you already know how much your transaction(s) or filing(s) are going to cost or if you wish to fill your prepaid account with a predetermined funding amount, say $100.00, you can click on the "Replenish with a desired amount" selection.



This will change the screen to the one pictured below and will allow you enter whatever dollar amount desired. In this example $100.00 was chosen.



Once you have entered the desired amount you can **skip to Step 6** as you will not need to use the filing fee calculator tool.

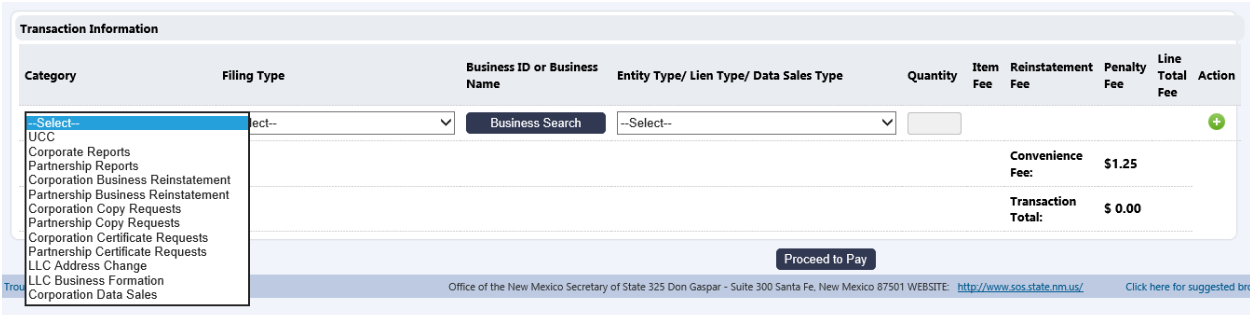
If you don't know the amount of your desired transaction(s) then you can choose the "Replenish using filing fee calculator" to help you determine the cost of your filing(s). This is the default.

Note: Steps 2 through 5 show you how to make use of the filing fee calculator tool.

Step 2: Choose Your Filing Category

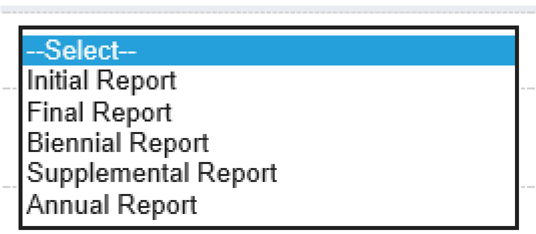
There are numerous types of filings available on our online portal and each of these falls into a particular category. Figuring out which category your filing falls under should be fairly straightforward. For example a corporate annual, biennial, supplemental, or initial report would fall under Corporate Reports while a partnership annual report would fall under Partnership Reports. All UCC related transactions fall under UCC. If it isn't immediately obvious a little trial and error with the drop-down list will show your desired filing type.

For this example we are going to choose Corporate Reports from the Category drop-down list:

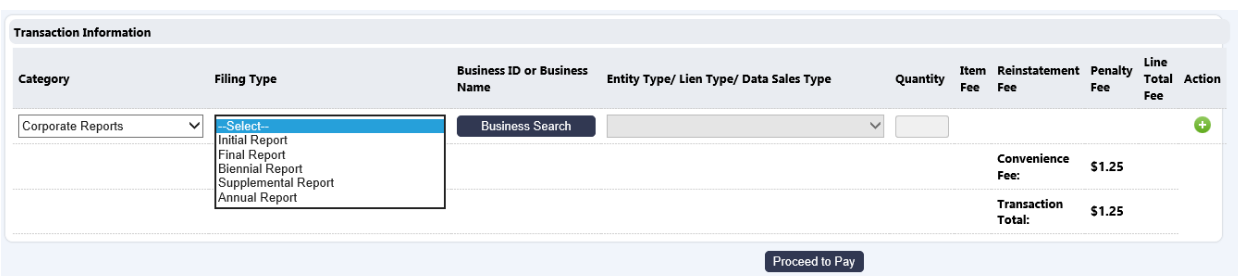


Step 3: Choose Your Filing Type

Next you will choose your filing type. For each category there are different filing types. In our example there are five different options for a Corporate Report.



For some categories there may only be one filing type available, for others there may be many. Pictured below we will choose a biennial report.



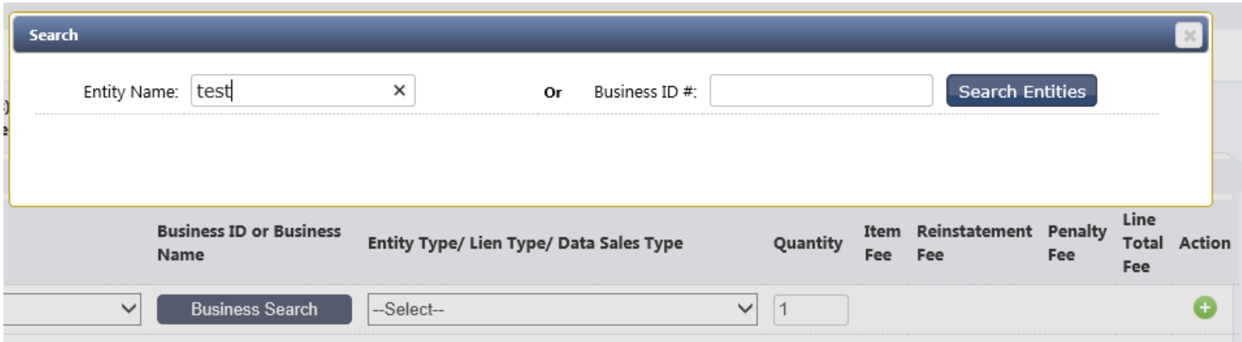
Step 3: Choose Your Business Entity

For some categories choosing an entity is optional and for others, such as Domestic LLC Formations, the Business Search button, and associated entity choice, is disabled because there is no entity to search for yet (it is about to formed). In the case of a Corporate Report the entity choice is currently **required**.

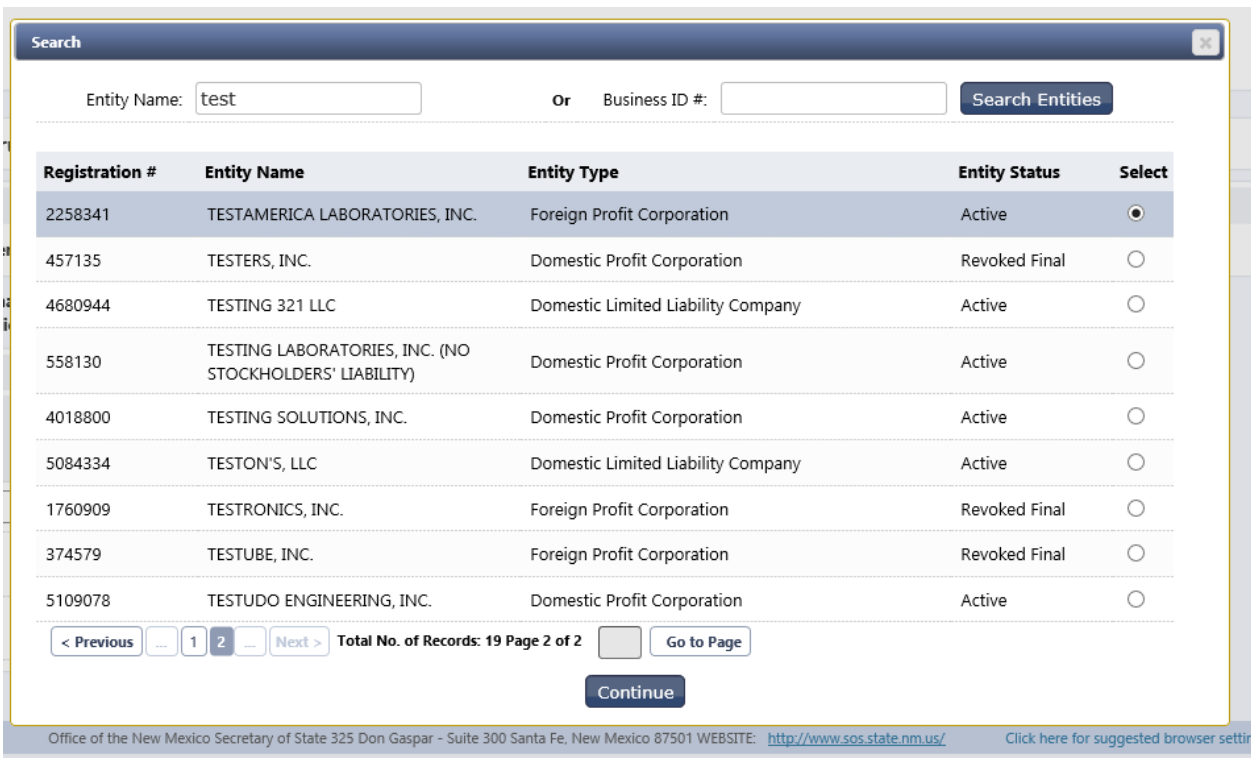
To choose your business entity click on the Business Search button (pictured below).

Once this button is clicked a search window will appear allowing you to search by name or enter a known business entity ID/number.

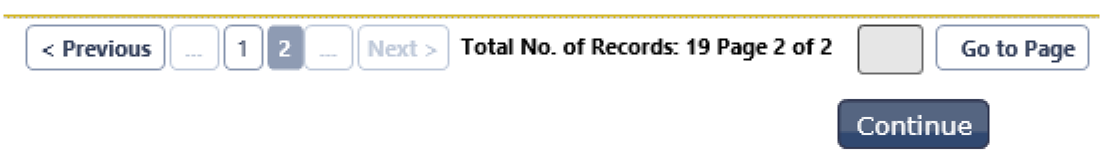
In this example we typed in the word “test” to pull up all entities that start with this word.



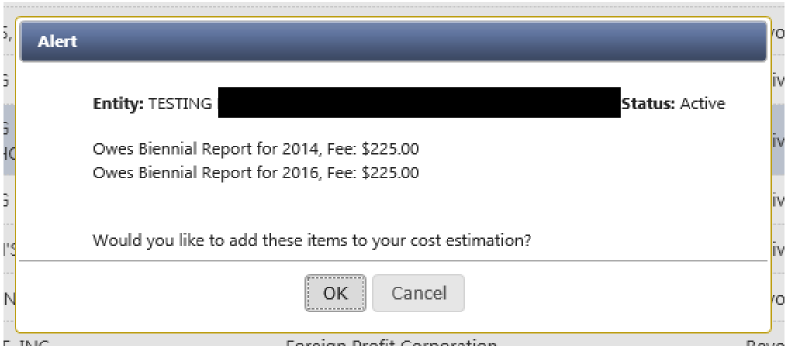
Here numerous entities were retrieved with search term “test”.



Notice that if there are numerous entities retrieved with your search term you can use the paging/navigation controls at the bottom of the results window to page through the results.



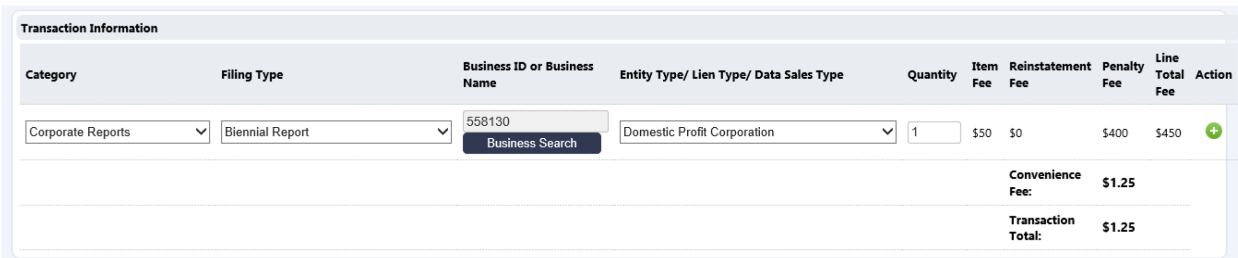
Here we are going to choose a Domestic Profit Entity with overdue reports. If the entity you choose has multiple reports due or is in a revoked status the system will notify you and will show you a display with this information asking if you want to add all relevant report fees and penalties to your shopping cart.



Here we are going to click “OK” and let the system add all these fees and penalties for all overdue reports to the shopping cart\estimation tool.

Note: not all filing types and categories include this penalty calculation tool, but Reports do.

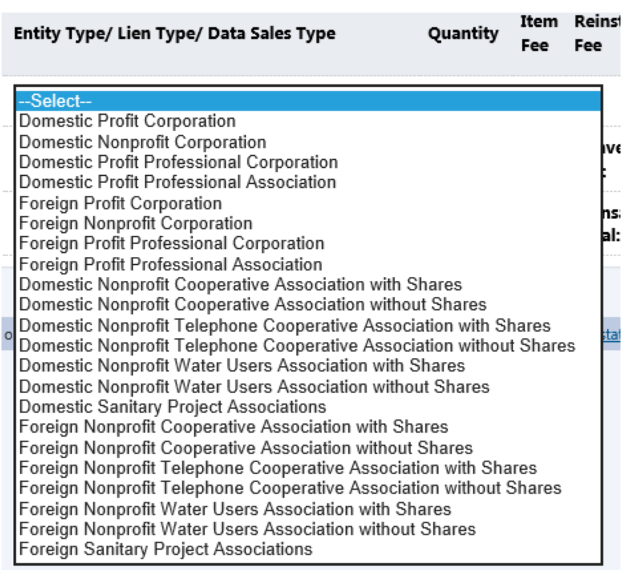
Notice that the choice of entity causes the system to automatically determine the entity type for you. In this case a Domestic Profit Corporation.



<u>Step 4: Choose Your Entity Type (Lien Type or Data Sales Type)</u>

As mentioned in Step 3 above, certain Filing Types and Business Entity selections will automatically determine the Entity Type for you, as is the case with Corporate Reports.

For other Category and Filing Type selections you will need to choose the Entity Type/Lien Type/ Data Sales Type on your own. The selections change depending on your choices in previous steps. The number of types can be quite numerous so select the type carefully.

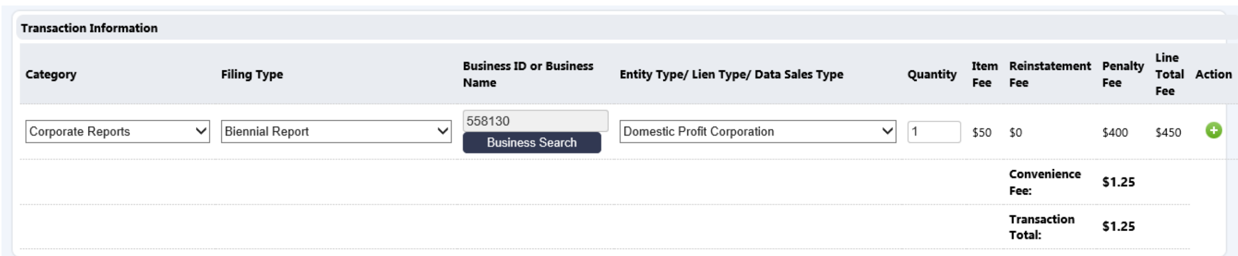


Step 5: Choose The Quantity

In many cases the quantity will be just one. However, if you know you will be doing several of a particular type of transaction, for example, multiple records of a UCC data sales or several Domestic LLC formations you can increase the quantity from the default of 1 to whatever number your require. This will multiply the fee and give you a total amount.

Step 6: Review Your Choices & Total and Add To Cart

Once you have finished with a given transaction make sure to review that the selections showing are as you intend them to be.

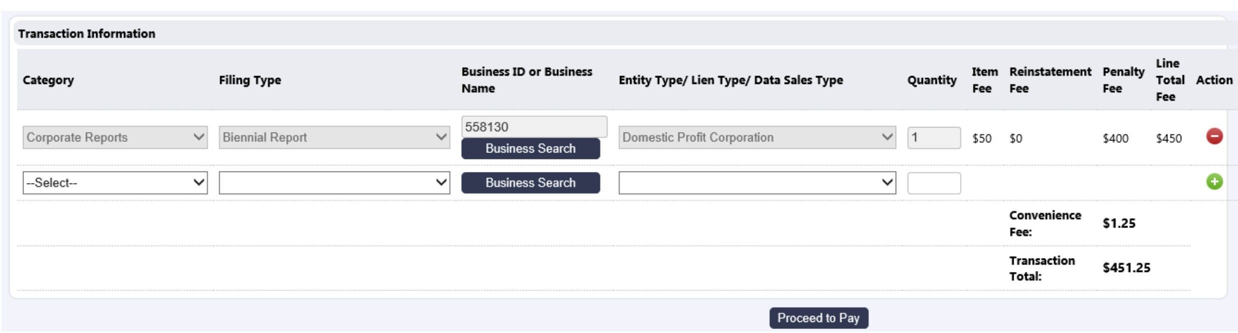


Transaction Information

Category	Filing Type	Business ID or Business Name	Entity Type/ Lien Type/ Data Sales Type	Quantity	Item Fee	Reinstatement Fee	Penalty Fee	Line Total Fee	Action
Corporate Reports	Biennial Report	558130 Business Search	Domestic Profit Corporation	1	$50	$0	$400	$450	
						Convenience Fee:	$1.25		
						Transaction Total:	$1.25		

Once you are certain that a given line item is correct you will add this to the shopping cart\estimation tool by clicking on the green plus sign (pictured below) to the right of the line item you just completed.

You may now add additional line items with different transactions\filings as you choose. You can add as many as you want and, by adding multiple items at once, you incur only a single $1.25 credit\debit card convenience fee.



Transaction Information

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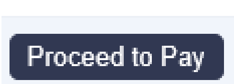
Corporate Reports	Biennial Report	558130 Business Search	Domestic Profit Corporation	1	$50	$0	$400	$450	
--Select--		Business Search							
						Convenience Fee:	$1.25		
						Transaction Total:	$451.25		

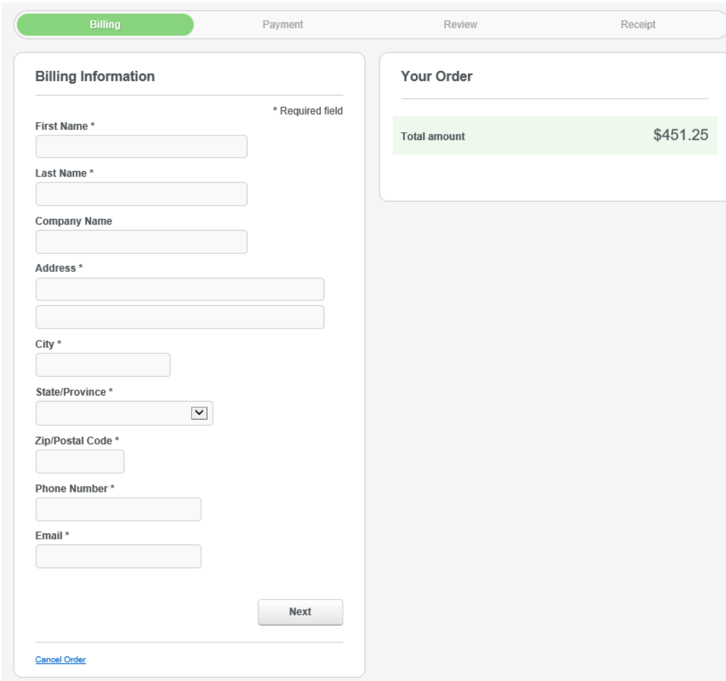
Proceed to Pay

Step 7: Pay For Your Filing(s)

To being the payment process click on the blue “Proceed to Pay” button at the bottom of the page.



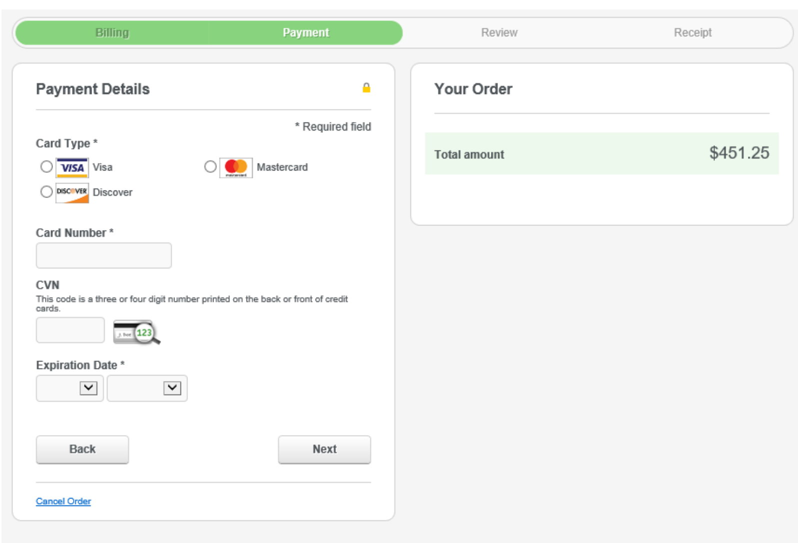
This will take you to our secure payment page hosted by our payment services provider. The payment process is similar to any other web payment platform and consists of several short steps. The first page looks like this:



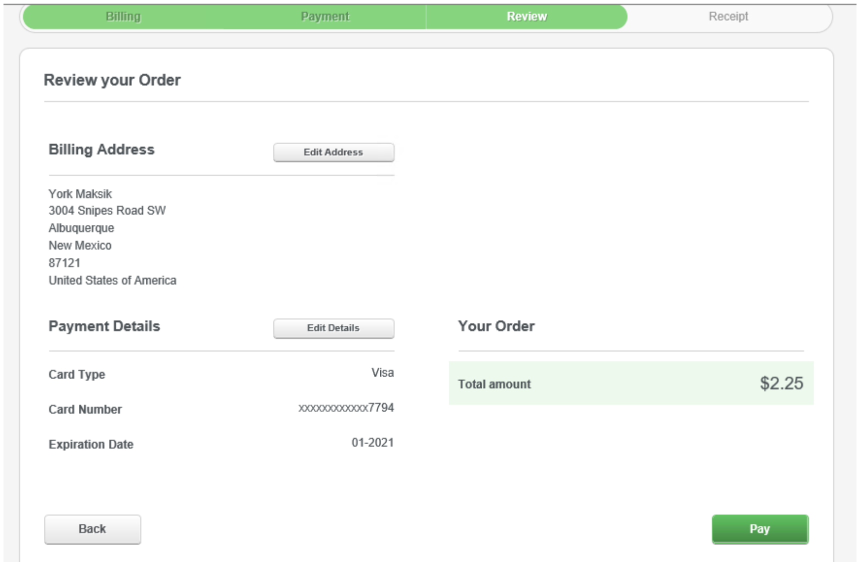
Make sure to enter the Credit Card Billing Information that is associated with the credit\debit card you are using. *It is a common error to use the address of your business entity where that differs from the credit card billing address that the issuing bank has on file.*

When complete click “Next” to proceed to the next page.

Here you enter the specific credit\debit card information:

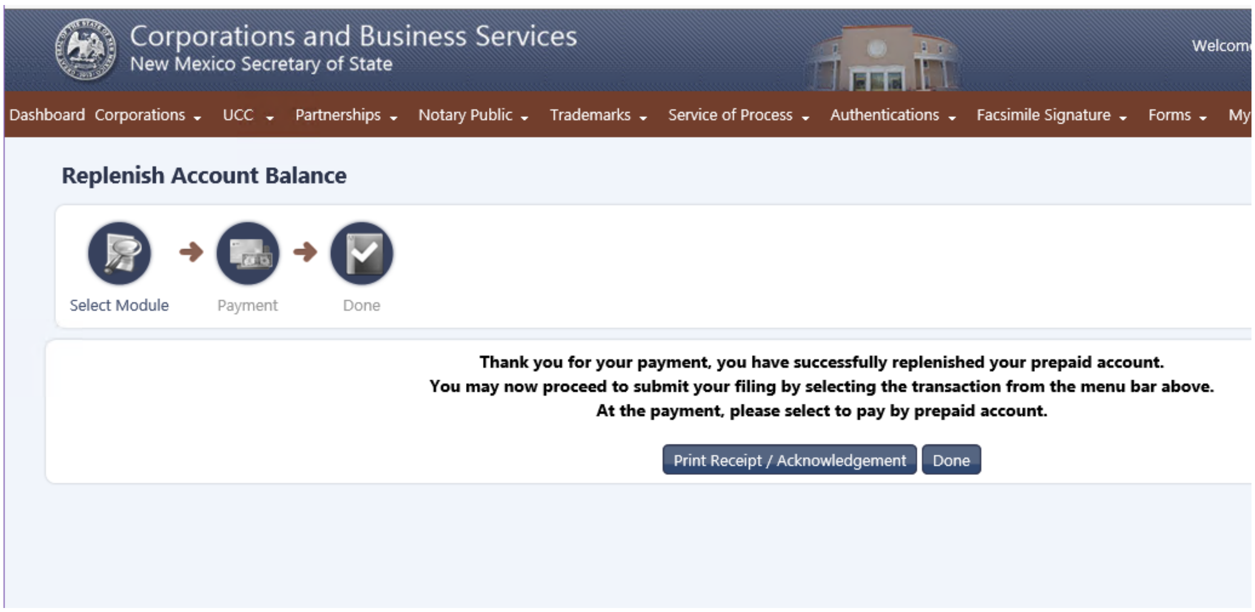


When this is complete click “Next” again. You will be taken to the review page:



Make sure the total and other payment details are correct at this stage. This is your last chance before your card is actually charged. Once you are certain all is correct click the green "Pay" button at the bottom left.

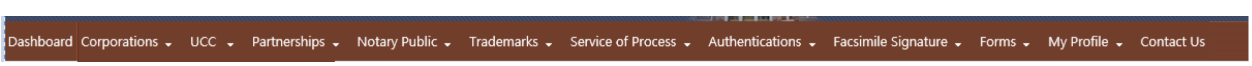
Assuming your payment is successful you will be taken to the payment completion screen shown below.



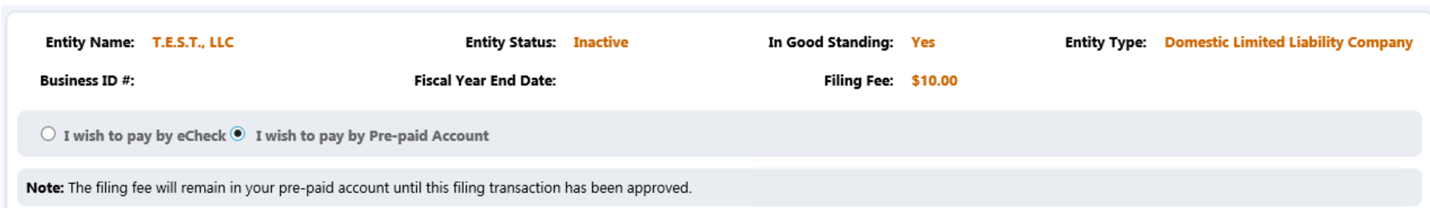
While your payment is now complete you may not be done!

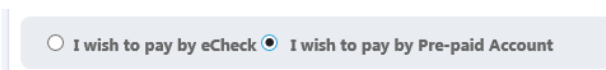
Step 8: Compete Your Filing

Now that you have replenished your prepaid account balance you are ready to actually file your transactions. You can do this from the page above by clicking on one of the menu options from the red menu bar and proceed through the transaction as directed.



At the payment page, remember to choose the “I wish to pay by Pre-paid Account” option to make use of the funds you just added with your credit\debit card.





If you have multiple reports, filings, or transactions you may need to repeat the filing process multiple times. Once you complete your filing(s) – you are done. Congratulations!