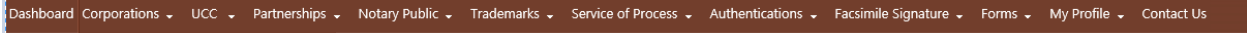


NM Secretary of State's Corporations and Business Services Portal

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:

The screenshot shows a navigation bar with three icons: 'Select Module', 'Payment', and 'Done'. Below it is a note: 'Note: For more information and step-by-step instructions please click [here](#)'. The main section is titled 'How do you want to replenish your account' and has two radio buttons: 'Replenish using filing fee calculator' (selected) and 'Replenish with a desired amount'. A note below states: 'NOTE: to assist you in calculating the appropriate filing fee(s), please make your selections from the drop down menus below. If you are filing a Corporate Report or Partnership Report please also click on the business search button to ensure that all fees, which may include late penalties and/or reinstatement fee are properly calculated.' Below this is a 'Transaction Information' table with columns: 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, and Acti. The table has a row with 'Convenience' and '\$1.25'.

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.

The screenshot shows the same navigation bar and note as the previous screenshot. The 'How do you want to replenish your account' section now has 'Replenish with a desired amount' selected.

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

The screenshot shows the same navigation bar and note. The 'How do you want to replenish your account' section has 'Replenish with a desired amount' selected. Below this is a section titled 'Amount to be added to the Customer/Online account:' with a text input field containing '100.00' and a 'x' icon. A note below the input field says: 'Please enter whole dollar amount value. For example: 100 if you want to replenish \$100.00 in your account.' Below this is a summary table with two rows: 'Convenience Fee : \$1.25' and 'Total Fees : \$0.00'.

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:

The screenshot shows the 'Transaction Information' form. The 'Category' dropdown is open, listing options: UCC, Corporate Reports, Partnership Reports, Corporation Business Reinstatement, Partnership Business Reinstatement, Corporation Copy Requests, Partnership Copy Requests, Corporation Certificate Requests, Partnership Certificate Requests, LLC Address Change, LLC Business Formation, and Corporation Data Sales. 'Corporate Reports' is selected. The 'Filing Type' dropdown is set to 'ect--'. The 'Business ID or Business Name' field has a 'Business Search' button. The 'Entity Type/ Lien Type/ Data Sales Type' dropdown is set to '--Select--'. The 'Quantity' field is empty. The 'Item Fee' column shows 'Convenience Fee: \$1.25' and 'Transaction Total: \$ 0.00'. A 'Proceed to Pay' button is visible at the bottom.

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.

The close-up shows the 'Filing Type' dropdown menu with the following options: Initial Report, Final Report, Biennial Report, Supplemental Report, and Annual Report. The top option is '--Select--'.

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.

The screenshot shows the 'Transaction Information' form. The 'Category' dropdown is set to 'Corporate Reports'. The 'Filing Type' dropdown is open, and 'Biennial Report' is selected. The 'Business ID or Business Name' field has a 'Business Search' button. The 'Entity Type/ Lien Type/ Data Sales Type' dropdown is set to '--Select--'. The 'Quantity' field is empty. The 'Item Fee' column shows 'Convenience Fee: \$1.25' and 'Transaction Total: \$1.25'. A 'Proceed to Pay' button is visible at the bottom.

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 be 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).

The close-up shows the 'Business ID or Business Name' field and the 'Business Search' button.

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.

The screenshot shows a search window titled "Search" with a close button (X) in the top right corner. Below the title bar, there are two input fields: "Entity Name:" with the text "test" and a clear button (X), and "Or Business ID #:" with an empty input field. To the right of these fields is a "Search Entities" button. Below the search fields, there is a table header with columns: "Business ID or Business Name", "Entity Type/ Lien Type/ Data Sales Type", "Quantity", "Item Fee", "Reinstatement Fee", "Penalty Fee", "Line Total Fee", and "Action". Below the header, there is a dropdown menu with "Business Search" selected, a "--Select--" dropdown, a "1" input field, and a green "+" button.

Here numerous entities were retrieved with search term "test".

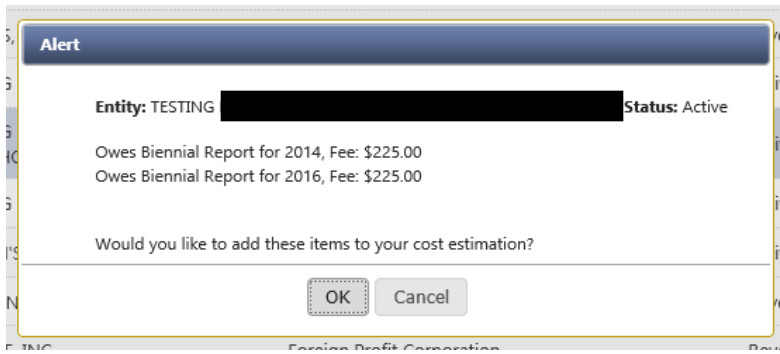
The screenshot shows the search results window titled "Search" with a close button (X) in the top right corner. Below the title bar, there are two input fields: "Entity Name:" with the text "test" and a clear button (X), and "Or Business ID #:" with an empty input field. To the right of these fields is a "Search Entities" button. Below the search fields, there is a table with the following columns: "Registration #", "Entity Name", "Entity Type", "Entity Status", and "Select". The table contains 9 rows of data. Below the table, there are navigation controls: "< Previous", "1", "2" (highlighted), "Next >", "Total No. of Records: 19 Page 2 of 2", and "Go to Page". Below the navigation controls is a "Continue" button. At the bottom of the window, there is a footer with the text: "Office of the New Mexico Secretary of State 325 Don Gaspar - Suite 300 Santa Fe, New Mexico 87501 WEBSITE: <http://www.sos.state.nm.us/> Click here for suggested browser settings".

Registration #	Entity Name	Entity Type	Entity Status	Select
2258341	TESTAMERICA LABORATORIES, INC.	Foreign Profit Corporation	Active	<input checked="" type="radio"/>
457135	TESTERS, INC.	Domestic Profit Corporation	Revoked Final	<input type="radio"/>
4680944	TESTING 321 LLC	Domestic Limited Liability Company	Active	<input type="radio"/>
558130	TESTING LABORATORIES, INC. (NO STOCKHOLDERS' LIABILITY)	Domestic Profit Corporation	Active	<input type="radio"/>
4018800	TESTING SOLUTIONS, INC.	Domestic Profit Corporation	Active	<input type="radio"/>
5084334	TESTON'S, LLC	Domestic Limited Liability Company	Active	<input type="radio"/>
1760909	TESTRONICS, INC.	Foreign Profit Corporation	Revoked Final	<input type="radio"/>
374579	TESTUBE, INC.	Foreign Profit Corporation	Revoked Final	<input type="radio"/>
5109078	TESTUDO ENGINEERING, INC.	Domestic Profit Corporation	Active	<input type="radio"/>

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.

The screenshot shows a close-up of the paging/navigation controls. It includes buttons for "< Previous", "1", "2" (highlighted), "Next >", "Total No. of Records: 19 Page 2 of 2", and "Go to Page". Below these controls is a "Continue" button.

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.

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		

Step 4: Choose Your Entity Type (Lien Type or Data Sales Type)

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.

Entity Type/ Lien Type/ Data Sales Type	Quantity	Item Fee	Reins Fee
--Select--			
Domestic Profit Corporation			
Domestic Nonprofit Corporation			
Domestic Profit Professional Corporation			
Domestic Profit Professional Association			
Foreign Profit Corporation			
Foreign Nonprofit Corporation			
Foreign Profit Professional Corporation			
Foreign Profit Professional Association			
Domestic Nonprofit Cooperative Association with Shares			
Domestic Nonprofit Cooperative Association without Shares			
Domestic Nonprofit Telephone Cooperative Association with Shares			
Domestic Nonprofit Telephone Cooperative Association without Shares			
Domestic Nonprofit Water Users Association with Shares			
Domestic Nonprofit Water Users Association without Shares			
Domestic Sanitary Project Associations			
Foreign Nonprofit Cooperative Association with Shares			
Foreign Nonprofit Cooperative Association without Shares			
Foreign Nonprofit Telephone Cooperative Association with Shares			
Foreign Nonprofit Telephone Cooperative Association without Shares			
Foreign Nonprofit Water Users Association with Shares			
Foreign Nonprofit Water Users Association without Shares			
Foreign Sanitary Project Associations			

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.

Quantity

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										
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	-	
--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.

[Proceed to Pay](#)

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:

The screenshot shows a payment process interface with four tabs: Billing (active), Payment, Review, and Receipt. The Billing Information section includes fields for First Name, Last Name, Company Name, Address, City, State/Province (dropdown), Zip/Postal Code, Phone Number, and Email. A "Next" button is at the bottom right. A "Your Order" summary box shows a Total amount of \$451.25. A "Cancel Order" link is at the bottom left.

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:

The screenshot shows the Payment Details section of the payment process. It includes fields for Card Type (radio buttons for VISA, Discover, Mastercard), Card Number, CVN (with a small image of a card), and Expiration Date (dropdown menus). "Back" and "Next" buttons are at the bottom. The "Your Order" summary box shows a Total amount of \$451.25. A "Cancel Order" link is at the bottom left.

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

Review your Order

Billing Address [Edit Address](#)

York Maksik
3004 Snipes Road SW
Albuquerque
New Mexico
87121
United States of America

Payment Details [Edit Details](#)

Card Type: Visa
Card Number: xxxxxxxxxxxx7794
Expiration Date: 01-2021

Your Order

Total amount: \$2.25

[Back](#) [Pay](#)

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.

Corporations and Business Services
New Mexico Secretary of State

Dashboard Corporations UCC Partnerships Notary Public Trademarks Service of Process Authentications Facsimile Signature Forms My

Replenish Account Balance

Select Module → Payment → Done

Thank you for your payment, you have successfully replenished your prepaid account.
You may now proceed to submit your filing by selecting the transaction from the menu bar above.
At the payment, please select to pay by prepaid account.

[Print Receipt / Acknowledgement](#) [Done](#)

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

Step 8: Complete 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.

- Corporations ▾ UCC ▾ Partnerships ▾
- Business Search
- Officer(s)/ Director(s)/ RA Search
- Domestic (NM) LLC Formation
- Initial Report - Profit/Nonprofit
- Annual Report - Nonprofit
- Biennial Report - Profit
- Supplemental Report - Profit/Nonprofit
- Final Report
- Business Reinstatement
- LLC Address Change
- Certificate of Good Standing
- Certified Copy Requests
- Plain Copy Requests
- Submit Extensions for Corporate Reports

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.

Entity Name: T.E.S.T., LLC	Entity Status: Inactive	In Good Standing: Yes	Entity Type: Domestic Limited Liability Company
Business ID #:	Fiscal Year End Date:	Filing Fee: \$10.00	

I wish to pay by eCheck I wish to pay by Pre-paid Account

Note: The filing fee will remain in your pre-paid account until this filing transaction has been approved.

I wish to pay by eCheck I wish to pay by Pre-paid Account

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!