

FirstStop Login, PIN, and Basic Navigation

[FirstStop](#) is the new software for business and licensing functions of the North Dakota Secretary of State's office. It provides customers the ability to submit, and update, business and licensing filings and records online. FirstStop also provides automated support for the staff in the Business Registration, Business Information, Licensing (currently contractors and lobbyists), and Accounting units of the office.

Current Modules

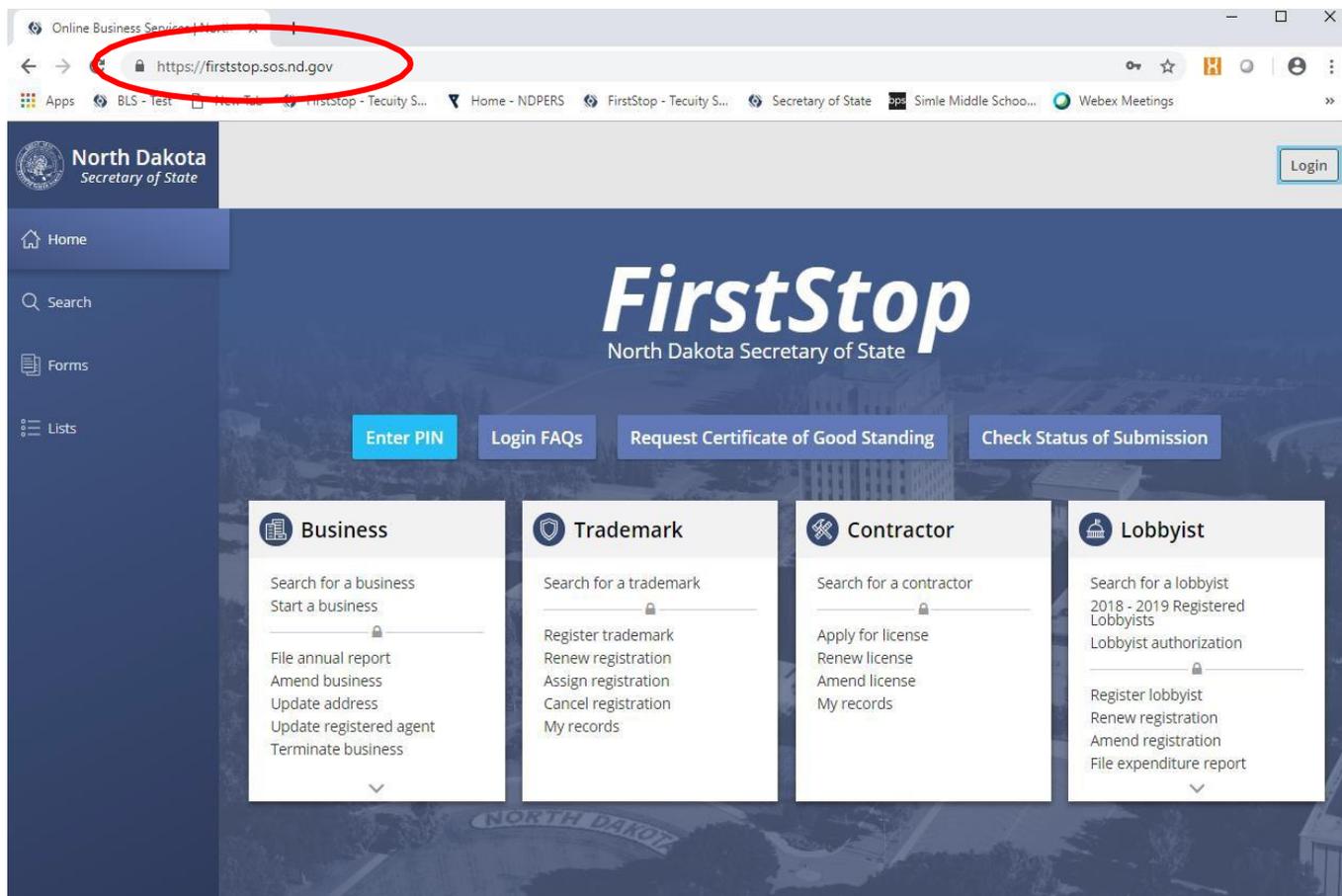
1. Business Module (E.g., Corporations, LLCs, Trade names)
2. Trademark Module
3. Contractor Module
4. Lobbyist Module

Coming Soon Modules

1. Charitable Organizations Module
2. Notary Module

FirstStop “Home”

To access the FirstStop website, [FirstStop.sos.nd.gov](https://firststop.sos.nd.gov) needs to be entered in the address bar found at the top of a webpage. Google Chrome will provide the best functionality and ease of use for FirstStop.



FirstStop Login, PIN, and Basic Navigation

A **North Dakota Login** is used to log in to FirstStop. A one-time **PIN** is needed to securely tie your record to you.

North Dakota Login Page

To view your records, you must log in to FirstStop. Click on the icon in the top right corner of the FirstStop.sos.nd.gov webpage and the box below will appear.

North Dakota
login

Already Registered - **Not sure?**

North Dakota Login

[Forgot Login](#)

Password

[Forgot Password](#)

LOGIN

[Update your account](#)

New to North Dakota Online Services?
Register now!

Personal Account **Business Account**

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#)

For assistance with this North Dakota Login, contact the [Service Desk](#) (877-328-4470).

1. **Register New Account** - A customer who does not have a North Dakota Login account must create one to access their record. A customer can create a personal account or a business account.
 - Personal account:
 - Should only be used by one individual and the login and password should not be shared.
 - My Work Queue section will only include filings that were submitted by that North Dakota Login.
 - Ability to track which person submitted each filing for the business.
 - Business account:
 - Used for online services related to a business where more than one person may need to have access to the same information.
 - Login and password could be shared among users.
 - All users have access to any filings submitted regarding the business, including the status of a filing, any corrections needed for a filing, and any certificates and acknowledgments.
 - Since all filings are submitted under the same North Dakota Login, the system cannot track which person submitted the filing.
2. **Forgot Login** - A customer who has already established a North Dakota Login account, but has forgotten the login, may enter an email address or cell phone number to be sent any North Dakota Logins associated to that email address or cell phone number by selecting “Forgot Login.”
3. **Forgot Password** - A customer who has already established a North Dakota Login account, but has forgotten the password, may reset the North Dakota Login password by entering his or her North Dakota Login after selecting “Forgot Password.”
4. **Update your account** - A customer can update information related to their North Dakota Login, including email, phone number, name, and address. Updates of this information only pertain to the user of the system and will not update any information within FirstStop related to your records.

FirstStop Login, PIN, and Basic Navigation

PIN Entry

Nonprofit organizations registered with the Secretary of State's office were sent 14-digit "welcome letter" PINs. These PINs must be entered by clicking the **Enter PIN** button on the home page. The expiration date for these PINs has been extended to September 3, 2019. A welcome letter with a 14-digit PIN will be mailed to charitable organizations this summer.

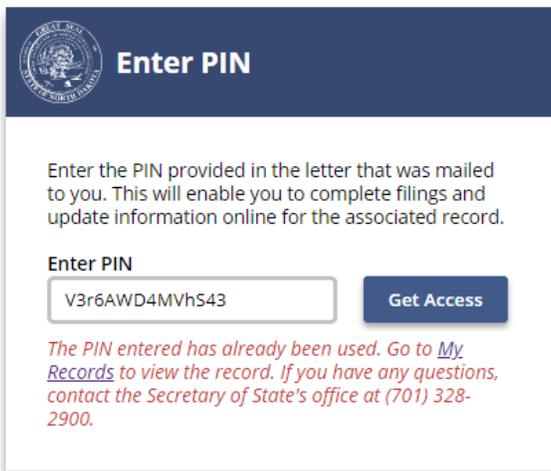


Message if PIN entered has been accepted



Once the PIN has been accepted, the customer will only need to use the North Dakota Login to access the record to complete filings and update information. The PIN will no longer be needed.

Message if PIN entered has already been entered



Message if PIN entered is invalid (entered incorrectly)

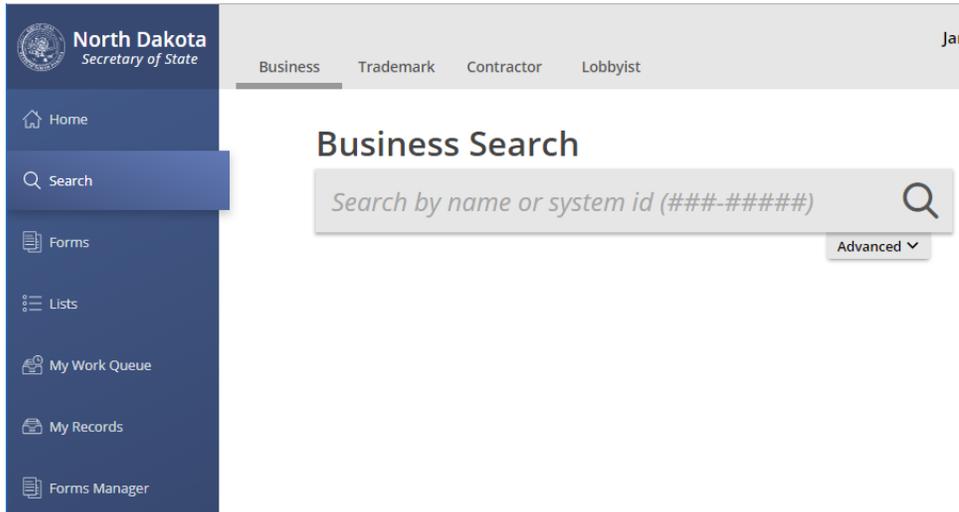


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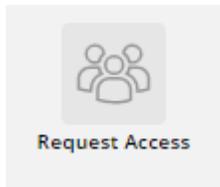
Granting Access to Another User

A user with access to a record can grant access to another user. The user requesting access must first make the request and then the user with access can accept the request.

- Steps for User Requesting Access:
 - Log in to FirstStop.
 - Search for the record using the appropriate search.



- Click on the name of the record.
- Click the **Request Access** button in the record details.



- Click the **Request Access** button in the popup that appears.
- An email will be sent to the user that already has access to the record notifying them that the request has been made and that the user can either “Accept” or “Reject” the request.

- Steps for User with Access:
 - Log in to FirstStop.
 - Go to My Records.
 - Click on the name of the record.
 - Click the **Manage User Access** button in the record details.



- Click **Accept** next to the North Dakota Login name.

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My Records

After you have associated yourself to your record, you can review the record by going to “My Records.” Select the record type you are looking for from the grey bar at the top of the webpage (E.g., Business, Trademark, Contractor, Lobbyist).

North Dakota Secretary of State

Jamie Wilke
jwilke

Business Trademark Contractor Lobbyist

My Business Records

Search [] []

Results: 2

Form Info	SOS Control ID#	Status	Standing	Filing Date
ABC PROMOTIONS, LLC <i>Limited Liability Company - Business - Domestic</i>	0000124177	Active	Good Standing	12/31/2012
DON'S ABC SEAMLESS, INC. <i>Corporation - Business - Domestic</i>	0000001557	Active	Good Standing	05/15/1981

To complete a filing on the record, such as an amendment or annual report, click on the record for which the filing needs to be completed. You are also able to view the history of filings for the record by clicking on **View History** from the record details. A certificate of good standing may be obtained by clicking on **Request Certificate**.

North Dakota Secretary of State

Jamie Wilke
jwilke

Business Trademark Contractor Lobbyist

My Business Records

Search [] []

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ABC PROMOTIONS, LLC

Limited Liability Company - Business - Domestic

File Amendment File Annual Report Request Certificate

Filing Type Limited Liability Company - Business - Domestic
Status Active
Standing - AR Good
Standing - RA Good
Standing - Other Good
Formed In NORTH DAKOTA
Term of Duration Perpetual
Initial Filing Date 12/31/2012
Principal Address 715 N 5TH ST
DOUGLAS, WY 82633-2246
Mailing Address 715 N 5TH ST
DOUGLAS, WY 82633-2246
AR Due Date 11/15/2019
Registered Agent WILLIAM J BRUDVIK
231 9TH AVE SE
PO BOX 547
MAYVILLE, ND 58257-0547

View History Manage User Access

FirstStop Login, PIN, and Basic Navigation

My Work Queue

When a filing has been submitted, you can review the status and find additional documents that are available by going to “My Work Queue.” Select the record type you are looking for from the grey bar at the top of the webpage (E.g., Business, Trademark, Contractor, Lobbyist). The status of each filing is shown in the “Status” column.

North Dakota Secretary of State

Jamie Wilke
jwilke

Business Trademark Contractor Lobbyist

My Business Work Queue

Results: 2

Form Info	SOS Control ID#	Status	Status Date	Actions
ABC PROMOTIONS, LLC <i>Business Limited Liability Company Annual Report</i>	0000124177	Approved	05/20/2019	
Jamie Test2 LLC <i>Business Limited Liability Company Articles of Organization</i>	0002708030	Needs Correction	05/03/2019	

To find any related documents to the filing, click on the record name. In this example, the form (submitted annual report), receipt, and annual report acknowledgment are all available for download.

North Dakota Secretary of State

Jamie Wilke
jwilke

Business Trademark Contractor Lobbyist

My Business Work Queue

Results: 2

Form Info	SOS Control ID#	Status	Status Date	Actions
ABC PROMOTIONS, LLC <i>Business Limited Liability Company Annual Report</i>	0000124177	Approved	05/20/2019	
Jamie Test2 LLC <i>Business Limited Liability Company Articles of Organization</i>	0002708030	Needs Correction	05/03/2019	

ABC PROMOTIONS, LLC

Business Limited Liability Company Annual Report

Available Downloads:

- Form
05/20/2019
- Receipt
05/20/2019
- Annual Report Acknowledgment
05/20/2019

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Online Filing

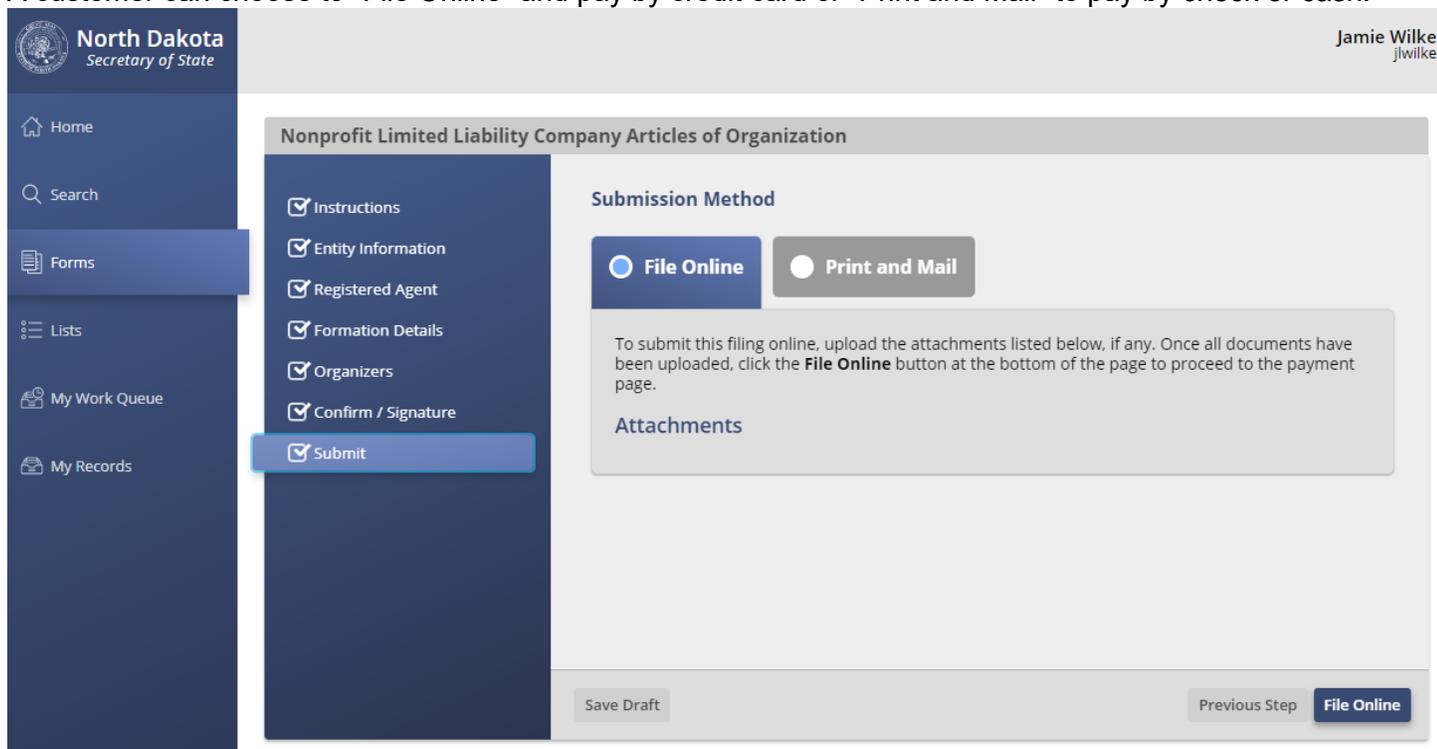
Online forms are available for many functions.

- **Help in the online forms**

The online forms include assistance regarding proposed names. This includes , descriptive text, and customized messages.

- **Filing methods**

A customer can choose to “File Online” and pay by credit card or “Print and Mail” to pay by check or cash.



The screenshot shows the North Dakota Secretary of State's FirstStop online filing interface. The header includes the North Dakota Secretary of State logo and the name "Jamie Wilke" with the email "jwilke". The main content area is titled "Nonprofit Limited Liability Company Articles of Organization". On the left, there is a navigation menu with options: Home, Search, Forms (highlighted), Lists, My Work Queue, and My Records. The main content area has a list of steps: Instructions, Entity Information, Registered Agent, Formation Details, Organizers, Confirm / Signature, and Submit (highlighted). Below this list is a "Submission Method" section with two radio buttons: "File Online" (selected) and "Print and Mail". A text box below the radio buttons states: "To submit this filing online, upload the attachments listed below, if any. Once all documents have been uploaded, click the **File Online** button at the bottom of the page to proceed to the payment page." Below this text is an "Attachments" section. At the bottom of the page, there are buttons for "Save Draft", "Previous Step", and "File Online".

- **Email notifications**

When a filing has been filed, needs correction, or is rejected by the Secretary of State’s office, the North Dakota login user will receive an email. Below is an example of an email for a successfully filed filing.



CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe.

Dear Jamie Wilke,

The following document has been filed by the North Dakota Secretary of State's office:

Business Limited Liability Company Articles of Organization
Jamie LLC

Log in to your [FirstStop](#) account to view the filing in the My Work Queue section.

Thank you for using FirstStop.

This is an automated message. This mailbox is not monitored and emails sent to it will not be answered. Do not reply to this message. For questions or further information, call (701) 328-2900.