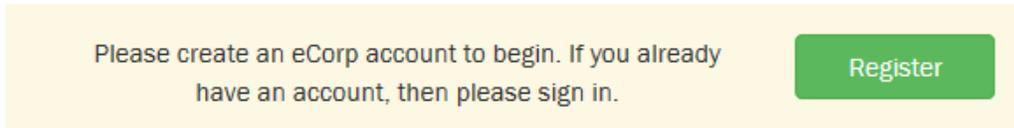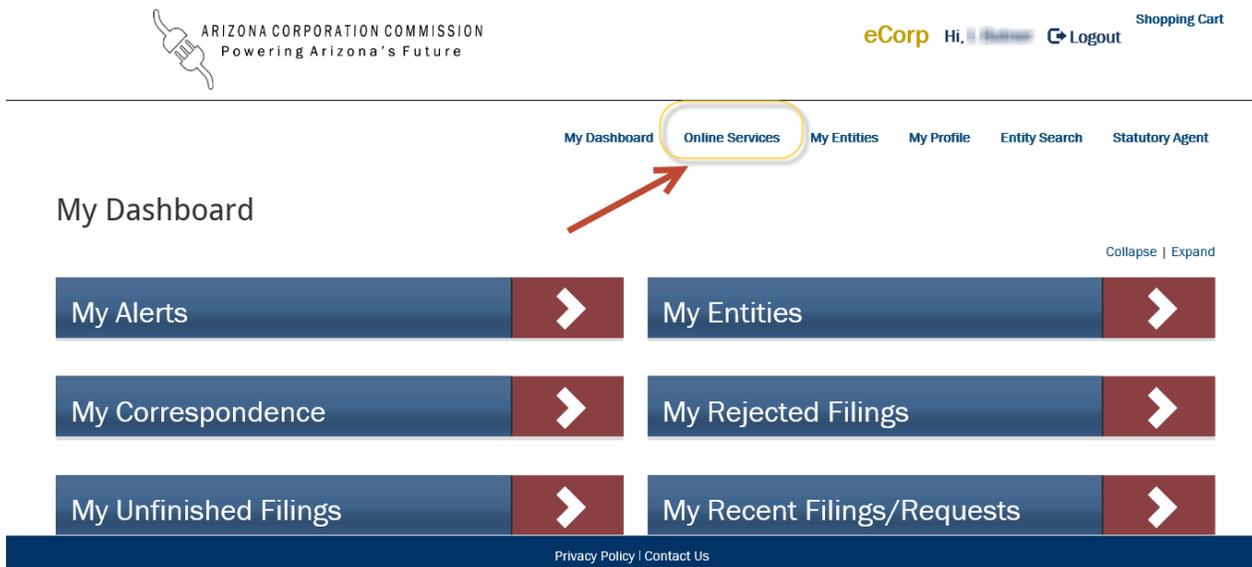**How to File a Corporation Annual Report.**

1. At the Main screen of eCorp.azcc.gov, under the section called File, select the Register button if you have never created an account with us before.

> Please create an eCorp account to begin. If you already have an account, then please sign in.
>
> **Register**

2. If you already have an account, enter your email address and your password and press the "Sign In" button. You can select "Forgot Your Password" if you do not remember it. You will then receive an email with a new password.
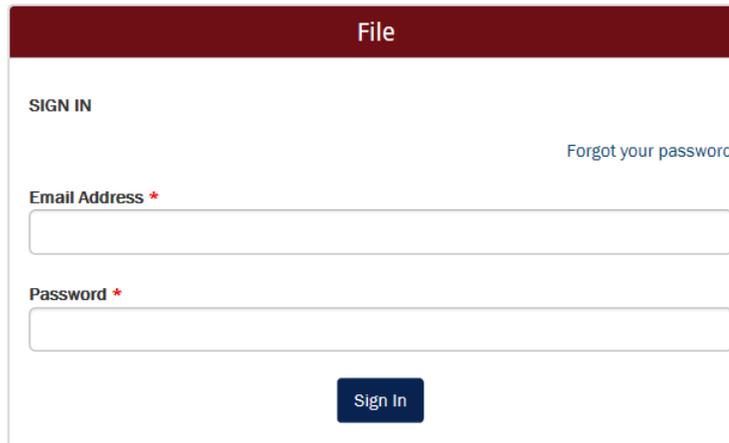
File

SIGN IN

Forgot your password

Email Address *

Password *

Sign In

3. Once logged in, you will see a Dashboard Screen. On the Dashboard Screen, select "Online Services".

ARIZONA CORPORATION COMMISSION
Powering Arizona's Future

eCorp   Hi,   Logout   Shopping Cart

My Dashboard   Online Services   My Entities   My Profile   Entity Search   Statutory Agent

My Dashboard

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My Entities

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My Rejected Filings

My Unfinished Filings

My Recent Filings/Requests

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4. You will then see a list of all our services available, by Category. Select "Submit Corporation Annual Filing"

5. You will then reach a page where you choose which corporation to file against. If you have followed your corporation, it will appear under My Entities for you to select, else you will be able to search for your corporation by name.

   a. If it is there under My Entities, select the radio button, and press Continue

   b. Otherwise, enter the name of your entity OR the file ID of that entity in the All Entities section, and then press Search. Select the entity and press the Next button.

6. Next, you will see options for Annual Report Filing that apply to the type of Corporation you have. Select the appropriate box, after reading the explanation. For example

Submit Corporation Annual Filing

File Annual Report

Corporations are required by law to file an Annual Report and Certificate of Disclosure each year by the specific deadline assigned to the corporation. The online process will allow you to file even if you owe previous years reports, fees, and penalties, and, if applicable, will allow you to upload a required attachment.

7. Now follow through all the screens to update your annual report information, and pay for the filing.