



## Annual Reports

- If your corporation is in **good standing**, you can file your annual report by selecting **Annual Report** from your dashboard.
- If your corporation is **delinquent** for failing to file one or more annual reports, you can select **Annual Report** from your dashboard to submit any outstanding reports and pay the associated late fees.
- If your corporation is **inactive**, you may select the **Reinstate** option from your dashboard, provided the dissolution occurred within the past six years.
- When filing an Annual Report for a **nonprofit corporation**, you will be asked whether your organization is a Unit or Homeowners Association. You must select **Yes** or **No**, and you must also complete the **Character of Business** field to continue with the filing.

## What is the Status of My Filing?

The ABC system includes a **File Tracker** that shows where your document is in the filing process and provides an estimated completion date.

To check your status:

- From your dashboard, select the **Submission History** tile card located near the top right of your screen.
- Click **View All** to display your full list of submissions.
- If your document is still pending, select the **three dots** in the Action column.
- Choose **Track Status** to view the current stage of your filing and your estimated processing date.

## Authorized Filer Questions

The ABC system includes an **Authorized Filer** feature to help protect your business information.

- When a business is formed online, the individual who completes the filing is automatically designated as the authorized owner.

- From the left-side menu of their dashboard, the authorized owner can select **Authorized Filer** to:
  - Assign a new owner
  - Add or remove other authorized filers
- If you want to become an Authorized Filer so you can submit filings on behalf of a business, you must contact the individual who originally formed the business.
- Only the person who formed the business has the ability to grant Authorized Filer access to others.

## Statutory Agent Email Acceptance

- When a new statutory agent is appointed—whether during business formation or through a change or amendment filing—the filer must provide the **statutory agent's email address**.
- After the filing is submitted, the designated statutory agent will immediately **receive an email** at the address provided.
- The statutory agent must open the email and **accept the appointment** to complete the process.
- If the statutory agent does not accept the appointment within **3 days** (72 hours), the filing will be automatically rejected

## Resubmitting a Rejected Filing

- If your filing was rejected, you can easily resubmit it through your **ABC dashboard**.
- Even if the original submission was made on paper, you may resubmit online as long as you use the **same submitter email address**.
- From your ABC dashboard, open the **Submission History** tile card and select **View All** to see your submissions.
- Your rejected filing will appear **highlighted in red**.
- In the Actions column, click the **three dots**, then select **Refile**. This will take you back through the filing workflow.
- Be sure to **correct all issues** noted in the rejection before resubmitting.
- There is **no additional payment** required when refiling a rejected document.