Fictitious Business Name Registration System

User Guide

Courtesy of

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Introduction to the Fictitious Business Name Registration System

General Information

Introduction: This guide will assist the user of the Fictitious Business Name Registration System in registering fictitiously named businesses that do not fall under the categories included in the domain of the Corporations Division of the Secretary of State's office of the State of South Dakota. A fictitiously named business is any business that does not have the owner's last name (or names if there is more than one owner) contained within the name of the business. South Dakota Codified law requires that all such businesses be registered in a centralized filing system with the Secretary of State's office effective July 1, 2004.

Using this manual: The purpose of this guide is to provide information on how to use the BNRS system. It should be able to answer most questions you may have regarding the process. If after reading this guide you have been unsuccessful in getting an answer to your question, please contact the Secretary of State's office. We are here to help you in any way we can.

Accessing the system: The system is available for use by accessing the Secretary of State's web site at: https://www.state.sd.us/Applications/st08bnrs/secure/index.htm

Registering a Fictitious Business Name for the First Time

Introduction:

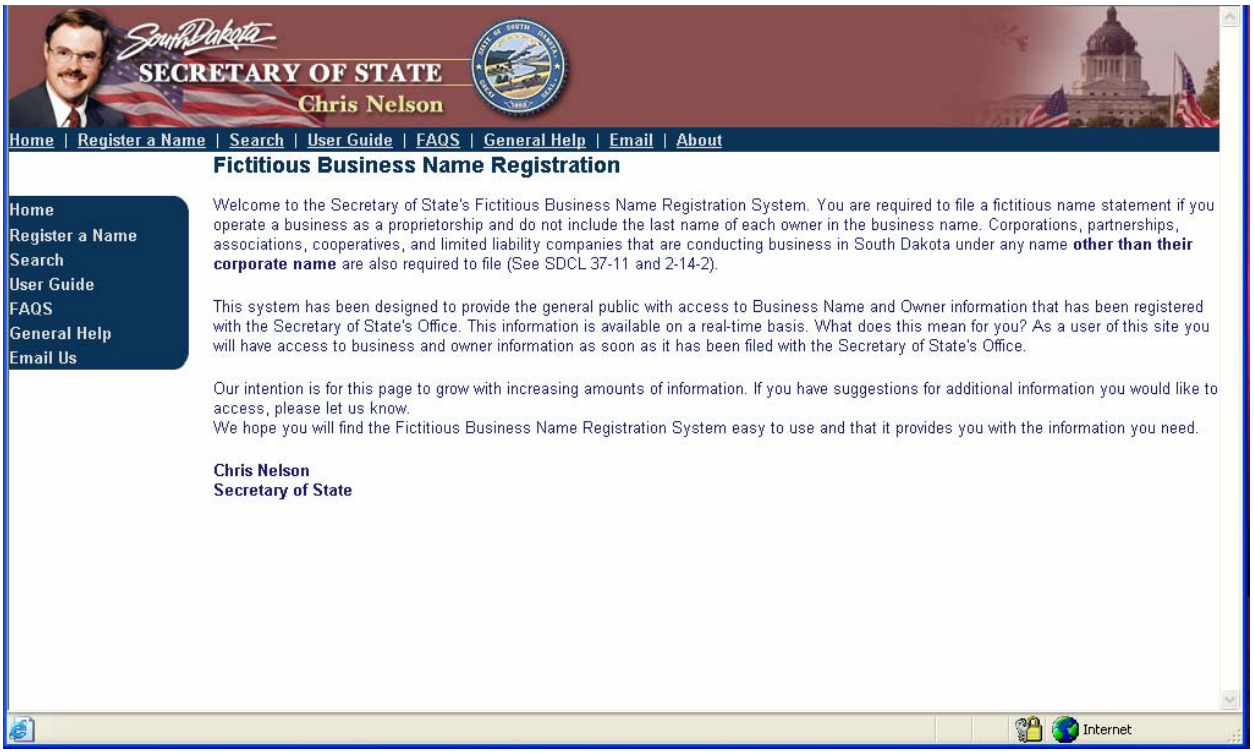
This process is for registering a business that has not been registered with the central filing system for Fictitious Business Name Registrations. If you have not registered your business on or after July 1, 2004, then this is a new registration. All registrations that were filed at the county register of Deeds prior to July 1, 2004, are not in the central system and therefore any renewal or amendment done to a business after July 1, 2004 must be registered as a new registration.

You must have all the pertinent information available to you before beginning this process. That information includes the name, post office address, and residence address of each person interested in the business and the address where the main office of the business is to be maintained, an optional business phone number, and optionally, the owner's phone numbers.

Once you get into the process of registering, the flow is straight forward. You should be able to follow along the process by using the screens and descriptions on the following pages.

New Registration Process:

When you access the system, this main screen will appear:



This screen is the main screen for the system and you will return to this page whenever you have completed a registration, finished with a search, or done any of the other functions that are available. It has links near the top of the screen and on the left. These links are labeled Home, Register a Name, Search, User Guide, FAQS, General Help, Email Us, and About. Clicking on one of the links will take you to that process and let you perform the functions of that process. These links are explained in detail in the separate chapters of this user guide.

The links on the left side will only be displayed when room permits while the links on the top of the page will always be available although they may be different depending on where you are in the process. For example, while you are doing a registration, only the User Guide, FAQS, General Help, and Email Us will appear.

In order to begin a registration, click on the Register a Name link. This will take you to the initial screen for registering a business which is shown here:

You must choose ‘Yes’ or ‘No’ to the question: ‘Is this the first registration for this Business since July 1, 2004’. Neither will be checked upon entry to this screen.

This question is used to determine whether the business exists on the central registration database. If you answer ‘Yes’, then you will be taken to the new registration process. If you answer ‘No’, you will be taken to a search screen to find the business you want to register

Since this section is for processing a new registration you should select ‘Yes’ and then click on the **Next** button. This will take you to the next step in the registration process: Entering the business information.

Clicking on the **Cancel** button will immediately cancel the registration.

The **Screen Help** button will show you a sample screen with an explanation of the data fields.

Register A Business:

You will have to complete the form by filling out the text fields and dropdown boxes on the screen. Each field is described below:

- **Business Name:** This is the Fictitious Name of the business being registered and is required. It will be blank upon screen entry. Enter the business name in this box.
- **Business Address:** This is the address of the main office of the business being registered and is required. It will be blank upon screen entry. Enter the address in this box.
- **City:** This is the city where the business is located and is required. It will be blank upon screen entry. Enter the city in this box.
- **Country/State:** This is a combination of 6 fields which describe the country and state or province of the business. USA and South Dakota are the defaults. One of the radio buttons, USA, Canada, or Other must be selected. Each of the radio buttons work in tandem with a dropdown and input box. If you select USA you must select a state from the State dropdown list. If you select Canada, you must select one of the provinces from the Province dropdown box. If you select Other, you must enter a country name.
- **Zip Code:** This is the zip code of the business being registered. It will be blank upon screen entry. It is a required field if the Country is USA or Canada. It can be left blank if you have selected Other as the Country.

  The US zip code must be in the following format:
  - 99999 – 5 digits.
  - 999999999 – 9 digits.
  - 99999-9999 – 10 digits with a dash in position 6.

  The Canadian Postal code must be in the following format:
  - a9a9a9 – 6 characters.
  - a9a 9a9 – 7 characters with a space in position 4.

- **Phone Number.** This is the business phone number. This is not a required field. If you are entering a phone number, please enter it as numbers only. The system will strip all non-numeric data from the phone number.

When you are finished entering in the business information, click the **Next** button. This will verify the data you have entered and take you to the Owner data entry page if no errors are found.

The **Cancel Registration** button should be used only to cancel the registration process. It will return you to the main BNRS screen.

The **Screen Help** button will show you a sample screen with an explanation of the data fields.

Enter Owner Information:

At this point you are ready to enter the owner information. This screen will appear:

You will have to complete the form by filling out the text fields and dropdown boxes on the screen. Each field is described below:

- **Owner Name:** This is the name of the owner of the business being registered and is required. It will be blank upon screen entry. Enter the owner's name in this box.
- **Owner Address:** This is the address of the owner and is required. It will be blank upon screen entry. Enter the owner's address in this box.
- **City:** This is the city of the owner and is required. It will be blank upon screen entry. Enter the owner's residence city in this box.
- **Country/State:** This is a combination of 6 fields which describe the country and state or province where the owner resides. USA and South Dakota are the defaults. One of the radio buttons, USA, Canada, or Other must be selected. Each of the radio buttons work in tandem with a dropdown and input box. If you select USA you must select a state from the State dropdown list. If you select Canada, you must select one of the provinces from the Province dropdown box. If you select Other, you must enter a country name.
- **Zip Code:** This is the zip code of the owner's residence. It will be blank upon screen entry. It is a required field if the Country is USA or Canada. It can be left blank if you have selected Other as the Country.

  The US zip code must be in the following format:
  - 99999 – 5 digits
  - 999999999 – 9 digits
  - 99999-9999 – 10 digits with a dash in position 6.

  The Canadian Postal code must be in the following format:
  - a9a9a9 – 6 characters
  - a9a 9a9 – 7 characters with a space in position 4

- **Phone Number.** This is the owner's phone number. This is not a required field. If you are entering a phone number, please enter it as numbers only. The system will strip all non-numeric data from the phone number.
- **Different Mailing Address.** This is a check button which determines whether there is a mailing address for the owner. It will be un-checked upon entry into this screen. If the owner has a different mailing address, check this box, otherwise leave it unchecked. If you check the box you should enter the following fields:
    - **Mailing Address:** This is the mailing address of the owner It will be blank upon screen entry. Enter the owner's mailing address in this box.
    - **City:** This is the mailing city of the owner. It will be blank upon screen entry. Enter the owner's mailing city in this box.
    - **Country/State:** This is a combination of 6 fields which describe the country and state or province of the owner's mailing address. USA and South Dakota are the defaults. One of the radio buttons, USA, Canada, or Other must be selected. Each of the radio buttons work in tandem with a dropdown and input box. If you select USA you must select a state from the State dropdown list. If you select Canada, you must select one of the provinces from the Province dropdown box. If you select Other, you must enter a country name.
    - **Zip Code:** This is the zip code of the owner's mailing address. It will be blank upon screen entry. It is a required field if the Country is USA or Canada. It can be left blank if you have selected Other as the Country.
      The US zip code must be in the following format:
        - 99999 – 5 digits
        - 999999999 – 9 digits
        - 99999-9999 – 10 digits with a dash in position 6.
          The Canadian Postal code must be in the following format:
        - a9a9a9 – 6 characters
        - a9a 9a9 – 7 characters with a space in position 4

When you have finished entering the owner data, click the **Add This Owner** button. This will verify the data. If no errors are found, it will take you to the Owner List screen.

The **Cancel Add** button will take you to the Owner List screen.

The **Screen Help** button will show you a sample screen with an explanation of the data fields.

Owner List:

This screen shows a grid list of the current owners being registered for the business along with an **Edit** link on the right side of the grid. There can be more than one owner. This is the screen that will appear:

Clicking the **Edit** link will take you to the owner information page where you will be able to view and/or modify that owner's information.

If there is more than one owner to be registered in the process, a **Remove** link will appear after the Edit link in the grid. Clicking this link will remove the owner from the registration process after confirming that you want to remove it.

The **Add Another Owner** button will take you to the Owner Information screen and allow you to add another owner for this business.

The **Done Adding Owners** button will take you to the Complete Business Registration screen.

Complete Business Registration:

This screen shows a summary grid of the business or businesses to be registered. There will be a Review/Fix link on the right side of the grid for each business being registered.

Below the Total Amount Due is an authorization that you must complete. You must check the check box and enter your full name in the box provided. Doing this signifies to us that you meet the requirements for filing the registration.

If you do not check the check box and provide us with your name, you will not be able to process the registration.

The **Review/Fix** button will take you to the Review Business Information screen where you can review and/or fix the business and/or owner information before completing the registration. Please see the section on Reviewing/Fixing Registrations for more information.

If there is more than one business to be registered in the process, a **Remove** link will appear after the Review/Fix link in the grid. Clicking this link will remove the business from the registration process after you confirm you want to remove it.

The **Register This Business** or **Register These Businesses** button will take you to the Process Credit Card page where you will pay for the registrations. You should carefully review the business and owner information before clicking on this button. By clicking on this button, you are telling the system that the data is correct and accurate. After clicking this button, the business and owner information will be stored in the system and you will not be able to fix the business or owner information without doing an amendment.

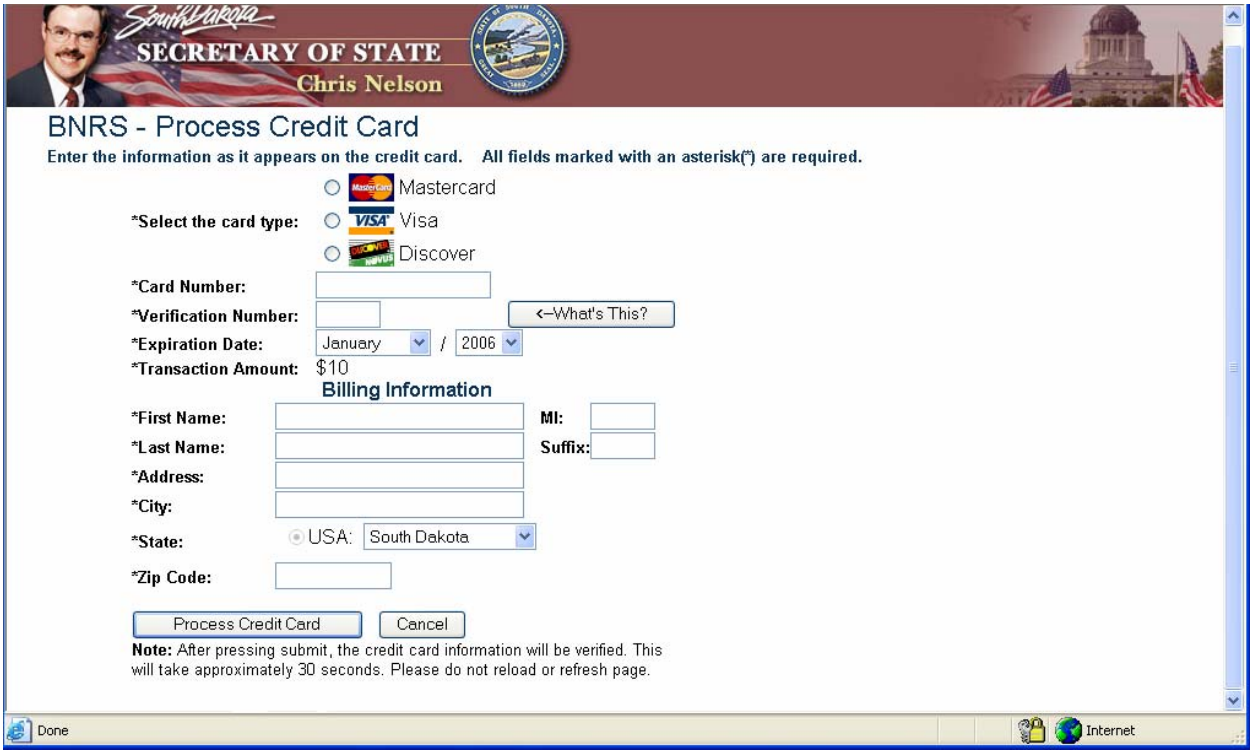
The **Add Another Business** button will take you through the Register a Business process again. This allows you to register more than one business on a single credit card transaction. You will be charged the filing fee for each business filing at the rate of $10.00. For example if you are filing 2 businesses, you will be charged $20.00.

The **Cancel Registration** button will do just that: cancel the registration. Clicking this button will immediately stop the registration process and return you to the main BNRS processing page.

The **Screen Help** button will show you a sample screen with an explanation of the data fields

Process Credit Card:

Once you have completed the authorization boxes and clicked on the Register This Business button, you will be taken to this screen.



The purpose of this screen is for you to enter your credit card information so that you can pay the fees for the business or businesses you are registering. All fields will be blank on entry into this page and all fields except the Middle Name and Suffix are required fields. Each field and button is described below:

- **Select the Card Type:** This is the kind of credit card you are going to use. We only accept Visa, MasterCard and Discover. You must select one of the radio buttons in order to set the card type.
- **Card Number:** This is the number on the face of the credit card. It is usually 16 digits in length very often in 4 separate groups of 4 digits. Please enter the number without the spaces.

- **Verification Number:** This is a number on the back of the card in the signature space. If that number is more that 3 digits, just use the last 3. Click on the **What's This** button to the right of the verification number for a sample of the verification number.
- **Expiration Date:** This is the date the card expires. Select the month and year from the dropdown boxes provided. If your card has a full date, for example: if the expiration date on your card is 06/12/2004, just use June and 2004.
- **First Name:** This is the first name of the card holder and is required. If the card holder name is a business, put the first word of the business name in the 'first name' field and the rest of the card holder name in the 'last name' field.
- **Middle:** This is the middle initial of the card holder. It is not required.
- **Last Name:** This is the last name of the card holder and is required. If the card holder name is a business, put the first word of the business name in the 'first name' and the rest of the card holder name in the 'last name' field.
- **Suffix:** This is a suffix field, for example Jr. or Sr. It is not required.
- **Address:** This is the address associated with this credit card and is required.
- **City:** This is the city associated with this credit card and is required.
- **State:** This is the state associated with this credit card and is required. South Dakota is the default. Select the state from the dropdown list.
- **Zip Code:** This is the zip code associated with the credit card and is required. The zip code must be in one of the two following formats:
    - 99999 – 5 digits
    - 999999999 – 9 digits

The **Process Credit Card** button will verify all the entered information and then actually process the credit card transaction if the information entered is valid. After processing the data and doing the on-line verification of the credit card information you will be taken to one of two places:

- If the card was accepted by the credit card process, you will be taken to the Receipt page where you can print a copy of the receipt for your records.
- If the card was not accepted by the credit card process, you will be taken back to this page with an explanation of the problem highlighted in red. If this happens, you can try again using a different credit card or you can cancel the registration.

The **Cancel** button will take you back to the Complete the Business Name Registration screen.

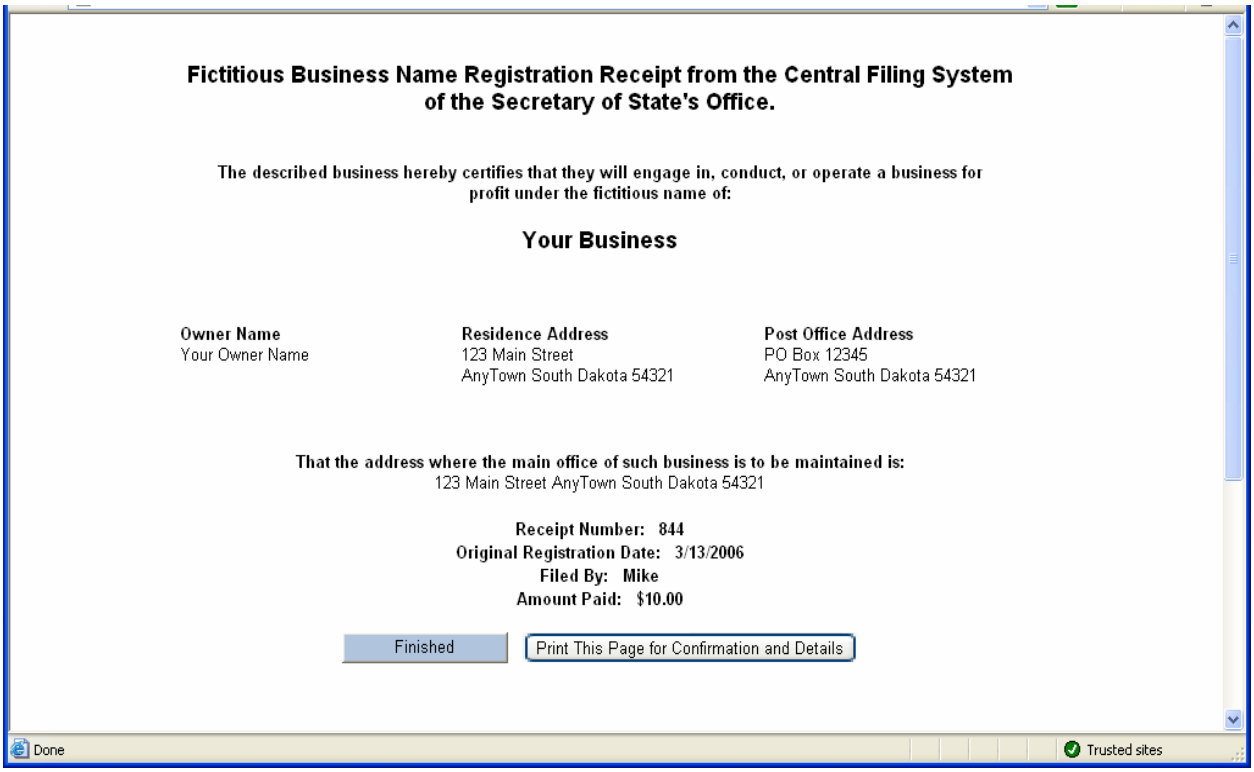
Registration Information Screen:

Up until this point in the registration process, no 'real' data has been added or changed and the registration information is only in a temporary status. At this point the information you entered in the preceding pages has been applied to the central data base and is officially filed. Any user that does a search on the business or owner names in this registration will be able to see that information. If you registered only one business on the receipt you will be taken to the actual receipt screen on page 14. If you registered more than one business on the receipt, the following screen will appear:

Clicking on the **View/Print Certificate** link on the right side of the grid will take you to the screen shown below that will allow you to print the receipt for that business.

Clicking on **Finished** will take you to the main BNRS process screen.

View/Print Receipt



Fictitious Business Name Registration Receipt from the Central Filing System of the Secretary of State's Office.

The described business hereby certifies that they will engage in, conduct, or operate a business for profit under the fictitious name of:

Your Business

Owner Name	Residence Address	Post Office Address
Your Owner Name	123 Main Street AnyTown South Dakota 54321	PO Box 12345 AnyTown South Dakota 54321

That the address where the main office of such business is to be maintained is:
123 Main Street AnyTown South Dakota 54321

Receipt Number: 844
Original Registration Date: 3/13/2006
Filed By: Mike
Amount Paid: $10.00

Finished | Print This Page for Confirmation and Details

Done | Trusted sites

Clicking on **Finished** will take you back to Registration Information Screen if you registered more than one business on the receipt. Otherwise it will take you to the main BNRS screen.

Clicking on **Print This Page for Confirmation and Details** will print the receipt on your default printer.

This completes the registration process for a new business. Please see the section on Renewing or Amending a business registration and the Search section for instructions on those processes. Also, please see the section on the Reviewing and Fixing registrations for instructions on those processes.

Renew/Amend a Business Registration:

Introduction:

This process is for renewing or amending a business registration that exists in the central filing system for Business Name Registrations. All registrations that were done at the county register of Deeds or by the business public via the internet on or after July 1, 2004, are in the system.

You must have all the pertinent information available to you before beginning this process. That information includes the business name, business physical address, an optional business phone number, all owners' names, residence addresses, mailing addresses if different from the residence address, and optionally, the owner's phone numbers.

Once you get into the process of registering, the flow is straight forward. You should be able to follow along the process by using the screens and descriptions on the following pages.

Renew/Amend a Business Registration:

From the BNRS Main processing screen click on the Register a Name link. This will take you to the initial screen for registering a business which is shown here:

You must choose 'Yes' or 'No' to the question: 'Is this the first registration for this Business since July 1, 2004'. Neither will be checked upon entry to this screen.

This question is used to determine whether the business exists on the central registration database. If you answer 'Yes', then you will be taken to the new registration process. If you answer 'No', you will be taken to a search screen to find the business you want to register

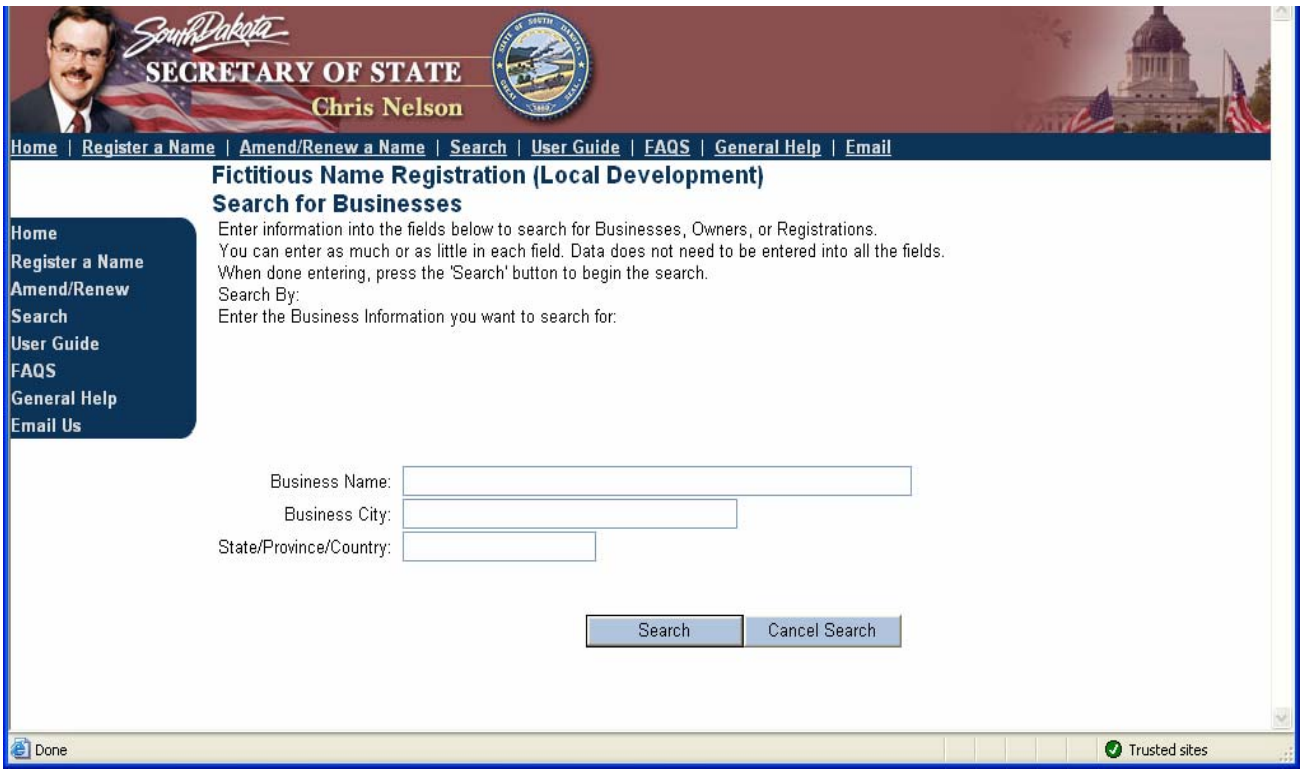
Since this section is for processing an amendment to or a renewal of an existing business you should select 'No' and then click on the **Next** button. This will take you to the next step in the registration process: Searching for the business information.

Clicking on the **Cancel** button will immediately cancel the registration.

The **Screen Help** button will show you a sample screen with an explanation of the data fields.

Search for a Business:

The first step in the renewal/amendment process is to find the business to be registered. This Search for a Business screen will be displayed.



The three text boxes are for entering data to narrow the search for the business. You can enter any part of or all of a business name in the business name box, the city name in the business city box. Any information entered will help to narrow the search results.

For example if you were to enter in 'plumbing' in the business name field and clicked on **Search**, you would find every business that had 'plumbing' in the business name. It would return some possible names such as 'Jack's Plumbing', 'Plumbing Associates', and 'General plumbing'. It would not return a name such as 'Plumber Contractors'. If you type in 'plumb' you would see all four of the samples mentioned because they all have 'plumb' in their name.

If you enter a city, you would get businesses in that city. It too can be a partial name. For example, entering Bran in the city would return a search result of Brandon and Brandt.

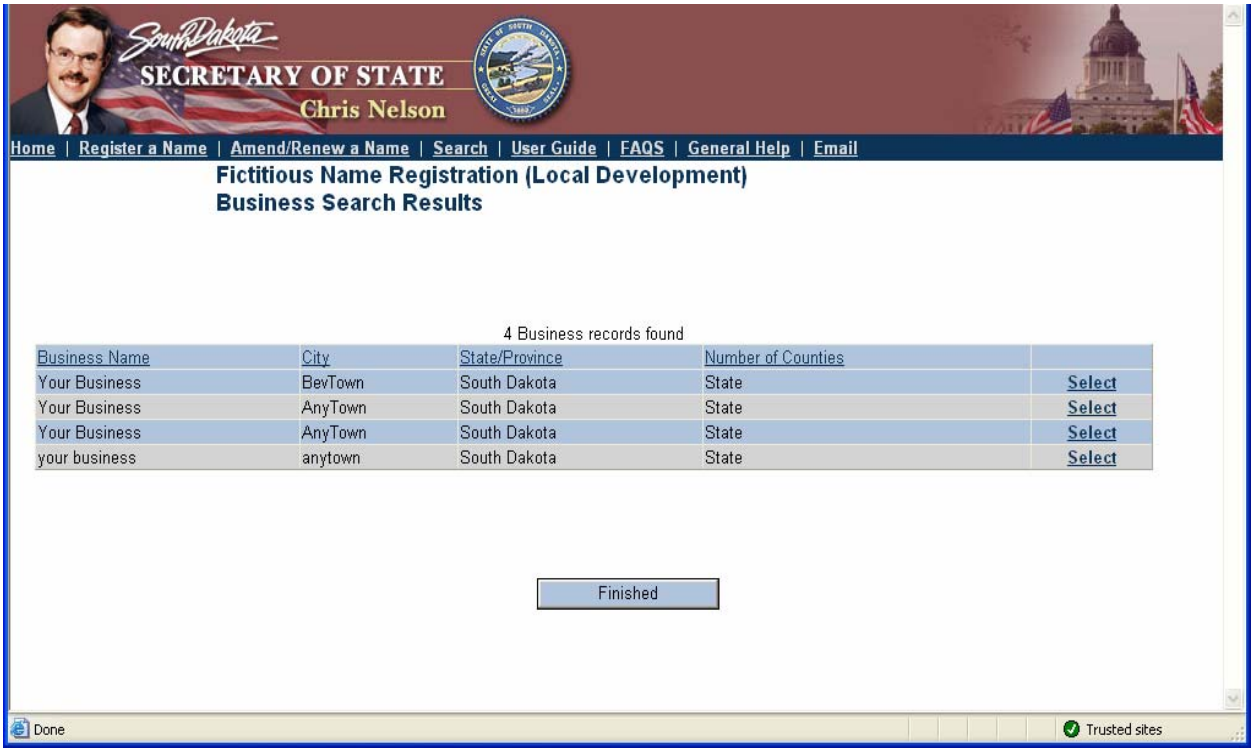
You can use any combination of data such as a business name and city.

The **Search** button will actually do the search and take you to the Search Results page.

The **Cancel Search** button will cancel the renewal or amendment registration process and take you to the BNRS main screen.

Business Search Results:

After clicking on Search, this page will be displayed:



This screen shows a list of businesses that matched the criteria you entered.

The **Select** is a link to the rest of the registration process. Clicking on the **Select** link on the right of the grid will take you to the Register a Business page.

Clicking on the **Finished** button will take you back to the Search for a Business page.

Register a Business:

This page shows the most current information about the business.

The **Registration Type** is a set of radio buttons. Neither will be selected upon screen entry. You must select either Amendment or Renewal.

- Amendment: Use this selection to do an amendment to a business. This is typically done when some substantive item about the business changes. For example, a change in ownership, business name change, addresses change, etc. when an amendment is done it automatically renews the business' registration information and extends the expiration date by making it 5 years from the amendment date.
- Renewal: Use this selection to renew a business' registration. This needs to be done every 5 years if no amendments have been made to the business.

You can change any of the data in the fields just by overtyping the existing data or clicking on a radio button or selecting from a dropdown box.

The **Apply Changes** button will update the information to be registered with the changes that you have made on the screen and then take you to the Review Owner Information page.

The **Review/Add Owners** button will take you to the Review Owner Information page.

The **Finished** button will take you to the Complete Business Registration page.

The **Screen Help** button will show you a sample screen with an explanation of the data fields.

At this point you are in the review/fix section of the process which is described in the next section. Your first page in the process is the Review Owners Information page. After going through the review/fix process you will be taken to the Complete Registration Screen which is described here:

Complete Business Registration:

This screen shows a summary grid of the business or businesses to be registered. Each business will be listed once. There will be a Review/Fix link on the right side of the grid for each business being registered.

Below the Total Amount Due is an authorization that you must complete. You must check the check box and enter your full name in the box provided. Doing this signifies to us that you meet the requirements for filing the registration.

If you do not check the check box and provide us with your name, you will not be able to process the registration.

The **Review/Fix** link will take you to the Review Business Information screen where you can review and/or fix the business and/or owner information before completing the registration. Please see the section on Reviewing/Fixing Registrations for more information.

If there is more than one business to be registered in the process, a **Remove** link will appear after the Review/Fix link in the grid. Clicking this link will remove the business from the registration process after you confirm that you want to remove it.

The **Complete Changes or Complete Renewal** button will take you to the Process Credit Card page where you will pay for the registrations. You should carefully review the business and owner information before clicking on this button. By clicking on this button, you are telling the system that the data is correct and accurate. After clicking this button, the business and owner information will be stored in the system and you will not be able to fix the business or owner information without doing an amendment.

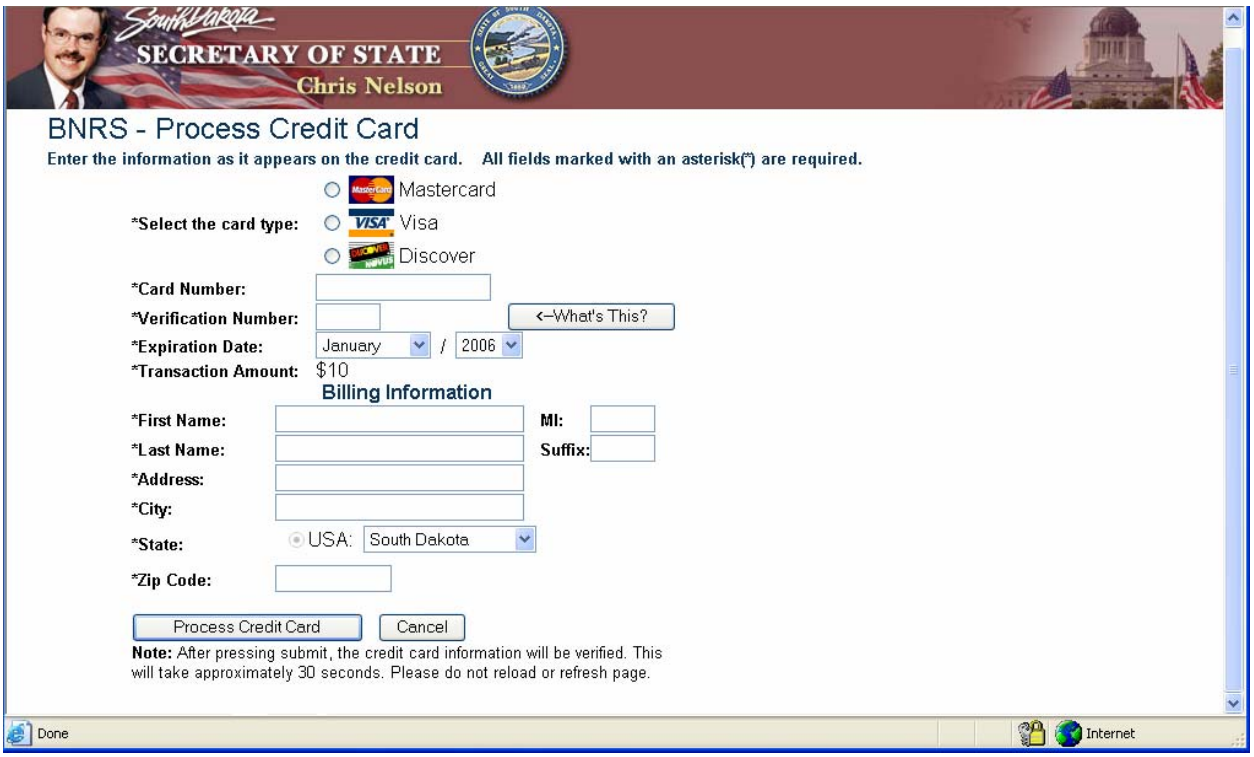
The **Add Another Business** button will take you through the Register a Business process again. This allows you to register more than one business on a single credit card transaction. You will be charged the filing fee for each business filing at the rate of $10.00. For example if you are filing 2 businesses, you will be charged $20.00.

The **Cancel Registration** button will do just that: cancel the registration. Clicking this button will immediately stop the registration process and return you to the main BNRS processing page.

The **Screen Help** button will show you a sample screen with an explanation of the data fields

Process Credit Card:

Once you have completed the authorization boxes and clicked on the Register This Business button, you will be taken to this screen.



The purpose of this screen is for you to enter your credit card information so that you can pay the fees for the business or businesses you are registering. All fields will be blank on entry into this page and all fields except the Middle Name and Suffix are required fields. Each field and button is described below:

- **Select the Card Type:** This is kind of credit card you are going to use. We only accept Visa, MasterCard and Discover. You must select one of the radio buttons in order to set the card type.
- **Card Number:** This is the number on the face of the credit card. It is usually 16 digits in length very often separate in 4 groups of 4 digits. Please enter the number without the spaces.

- **Verification Number:** This is a number on the back of the card in the signature space. If that number is more that 3 digits, just use the last 3. Click on the **What's This** button to the right of the verification number for a sample of the verification number.
- **Expiration Date:** This is the date the card expires. Just select the month and year from the dropdown boxes provided. If your card has a full date, for example: if the expiration date on your card is 06/12/2004, just use June and 2004.
- **First Name:** This is the first name of the card holder and is required. If the card holder name is a business, put the first word of the business name in the 'first name' field and the rest of the card holder name in the 'last name' field.
- **Middle:** This is the middle initial of the card holder. It is not required.
- **Last Name:** This is the last name of the card holder and is required. If the card holder name is a business, put the first word of the business name in the 'first name' and the rest of the card holder name in the 'last name' field.
- **Suffix:** This is a suffix field, for example Jr. or Sr. It is not required.
- **Address:** This is the address associated with this credit card and is required.
- **City:** This is the city associated with this credit card and is required.
- **State:** This is the state associated with this credit card and is required. South Dakota is the default. Select the state from the dropdown list that is associated with the credit card.
- **Zip Code:** This is the zip code associated with the credit card and is required. The zip code must be in one of the two following formats:
    - 99999 – 5 digits
    - 999999999 – 9 digits

The **Process Credit Card** button will verify all the above information and then actually process the credit card transaction if the information entered is valid. After processing the data and doing the on-line verification of the credit card information you will be taken to one of two places:

- If the card was accepted by the credit card process, you will be taken to the Receipt page where you can print a copy of the receipt for your records.
- If the card was not accepted by the credit card process, you will be taken back to this page with an explanation of the problem highlighted in red. If this happens, you can try again using a different credit card or you can cancel the registration.

The **Cancel** button will take you back to the Complete the Business Name Registration screen.

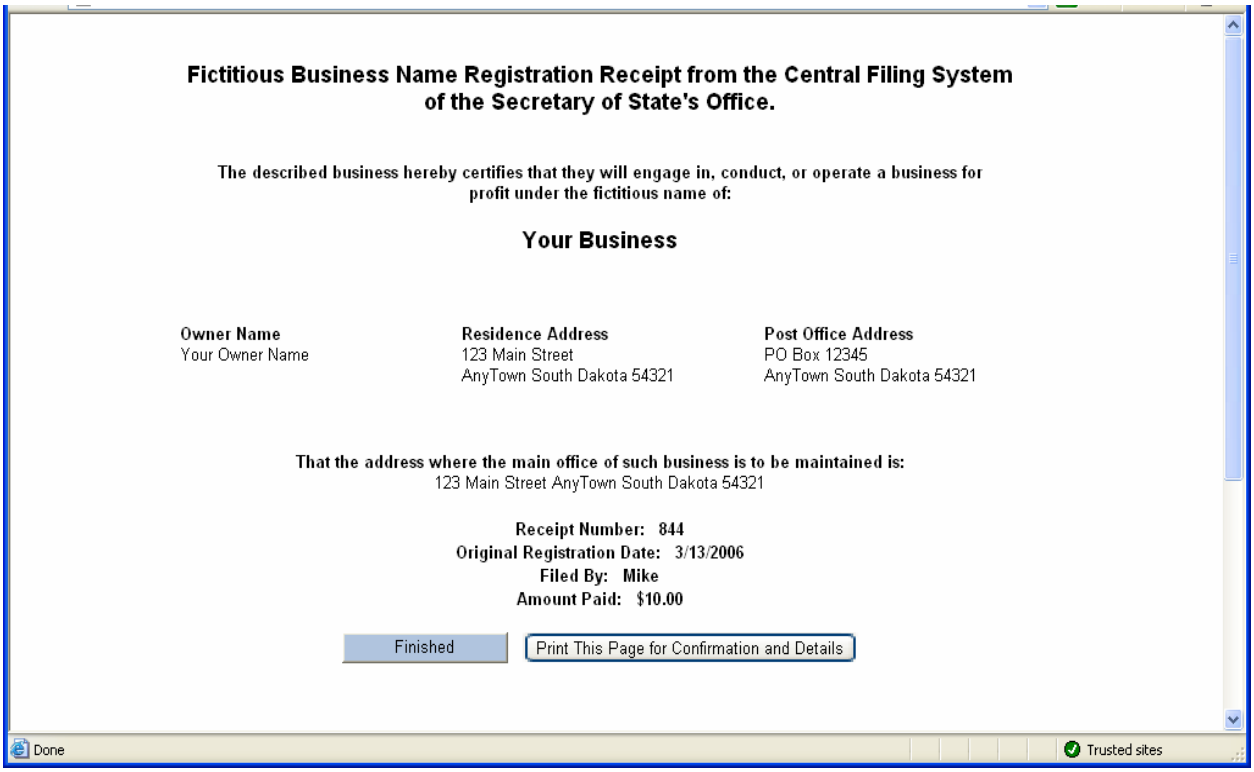
Registration Information Screen:

Up until this point in the registration process, no 'real' data has been added or changed and the registration information is only in a temporary status. At this point the information you entered in the preceding pages has been applied to the central data base and is officially filed. Any user that does a search on the business or owner names in this registration will be able to see that information. If you registered only one business on the receipt you will be taken to the actual receipt screen on page 23. If you registered more than one business on the receipt, the following screen will appear:

Clicking on the **View/Print Certificate** button will take you to the screen shown below that will allow you to print the receipt for that business.

Clicking on **Finished** will take you to the main BNRS process screen.

View/Print Receipt



Fictitious Business Name Registration Receipt from the Central Filing System of the Secretary of State's Office.

The described business hereby certifies that they will engage in, conduct, or operate a business for profit under the fictitious name of:

Your Business

Owner Name	Residence Address	Post Office Address
Your Owner Name	123 Main Street AnyTown South Dakota 54321	PO Box 12345 AnyTown South Dakota 54321

That the address where the main office of such business is to be maintained is:
123 Main Street AnyTown South Dakota 54321

Receipt Number: 844
Original Registration Date: 3/13/2006
Filed By: Mike
Amount Paid: $10.00

Finished | Print This Page for Confirmation and Details

Done | Trusted sites

Clicking on **Finished** will take you back to Registration Information Screen if you registered more than one business on the receipt. Otherwise it will take you to the main BNRS screen.

Clicking on **Print This Page for Confirmation and Details** will print the receipt on your default printer.

This completes the registration process for Renewing or Amending a business registration.

Reviewing/Fixing in the Registration Process:

You can review and fix business and owner information while in the registration process. These functions allow you to correct mistakes in spelling and content before the registration is actually completed. The instructions in this section primarily cover the buttons and there functions. The data fields, text boxes and dropdowns have the same rules as an original registration. Please see those sections for more detailed information regarding those items.

Review Business Registration Information:

This is the first and main screen in the review/fix section:

The information shown is the business data that is to be registered when you actually Complete the Registration. You can change any of the data in the fields just by overtyping the existing data or clicking on a radio button or selecting from a dropdown box.

The **Apply Changes** button will update the information to be registered with the changes that have been made on the screen and then return you back to this page showing the data that was changed.

The **Review/Add Owners** button will take you to the Review Owner Information page.

The **Finished** button signifies that you are finished reviewing and fixing data and takes you to the Complete Business Registration page.

The **Screen Help** button will show you a sample screen with an explanation of the data fields.

Review/Add Owner Information:

This screen shows a list of owners that are going to be registered with this business followed by an **Edit** link on the right side of the grid. The screen will appear like this:

Clicking on the **Edit** link will take you to the Review Owner Detail Information page where you make changes to the owner information.

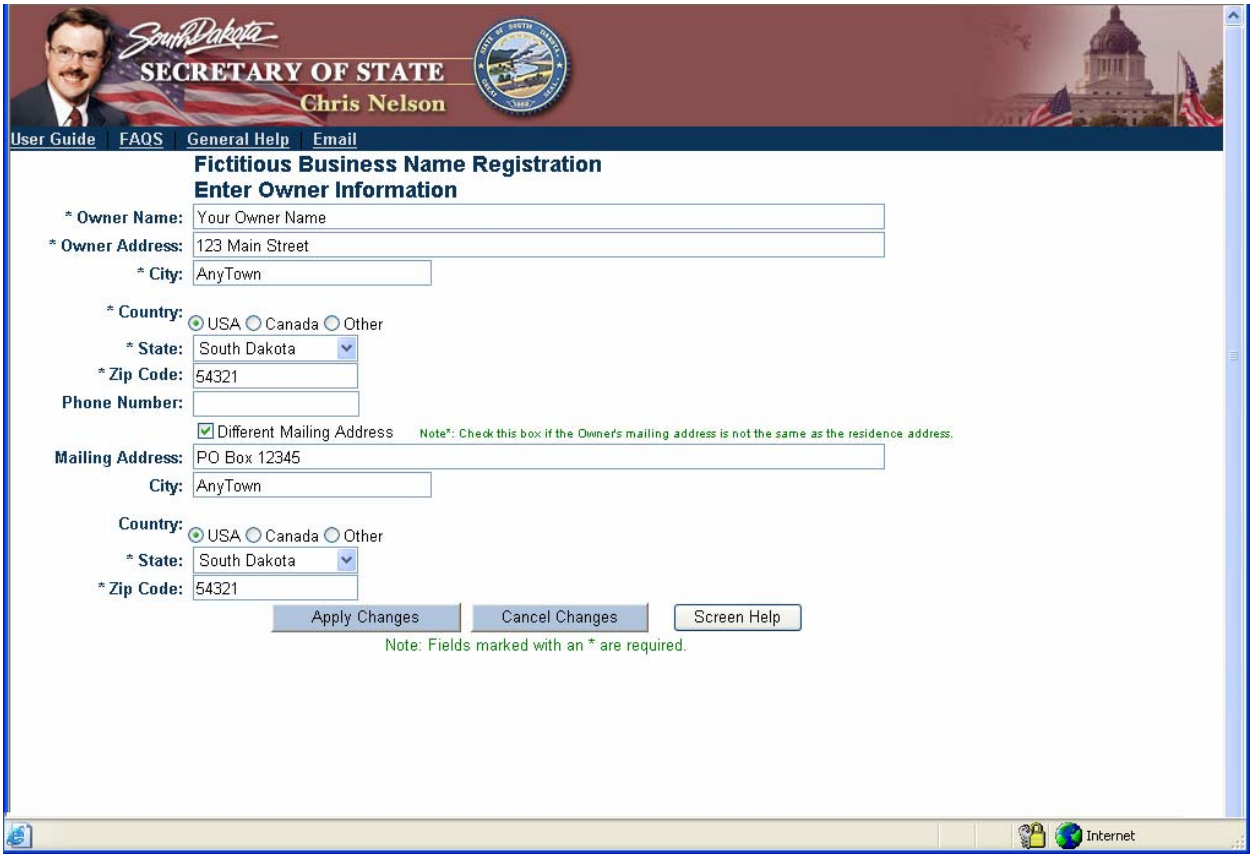
If there is more than one owner to be registered in the process, a **Remove** link will appear after the Edit link in the grid. Clicking this link will remove the owner from the registration process after you confirm the removal.

The **Add Another Owner** button will take you to the Add Owner Information screen where you will be able to add an additional owner to this business registration.

The **Done Adding Owners** button signifies that you are finished reviewing and/or fixing owners and will take you back to the Complete the Business Name Registration.

Review Owner Detail Information:

This screen shows the current owner information that is going to be registered upon completion of the registration process. This screen appears as follows:



You can change any of the data in the fields just by overtyping the existing data or clicking on a radio button or selecting from a dropdown box.

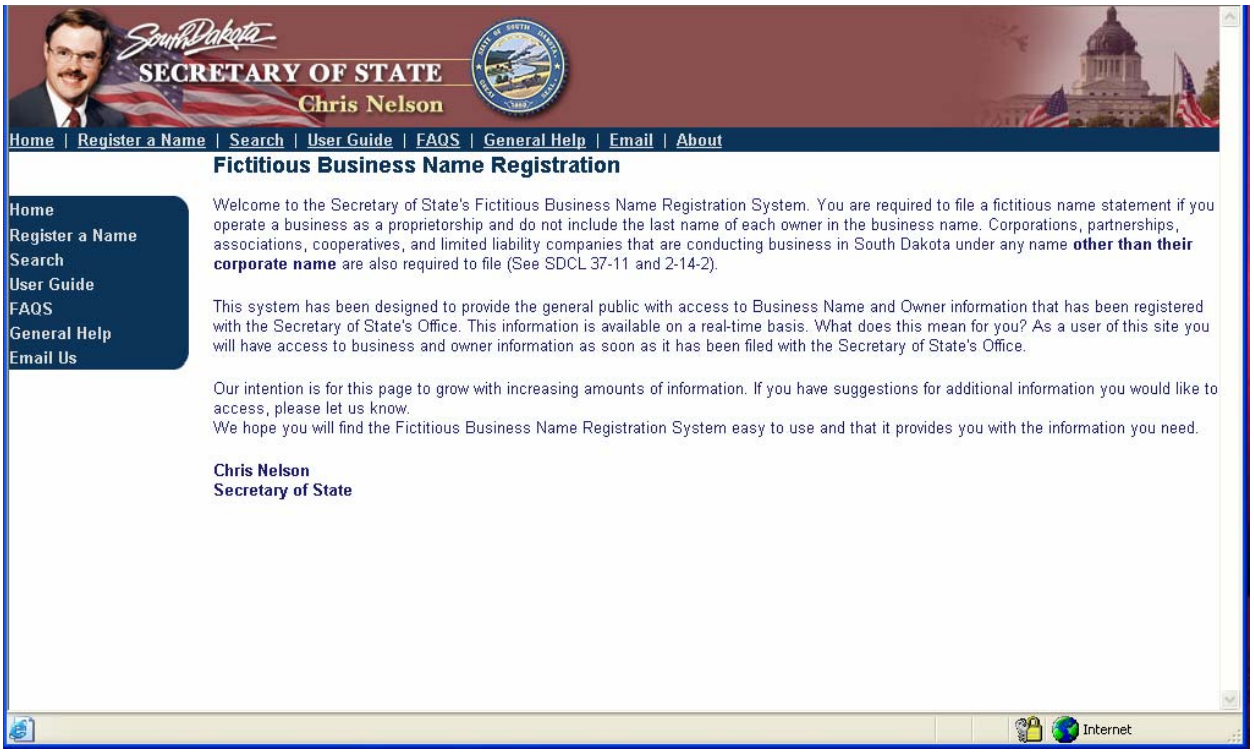
The **Apply Changes** button will update the information to be registered with the changes that you have made on the screen and then take you to the Review Owners Information page.

The **Cancel Changes** button does not update the information to be registered concerning this owner and then it takes you to the Review Owners Information page.

The **Screen Help** button will show you a sample screen with an explanation of the data fields.

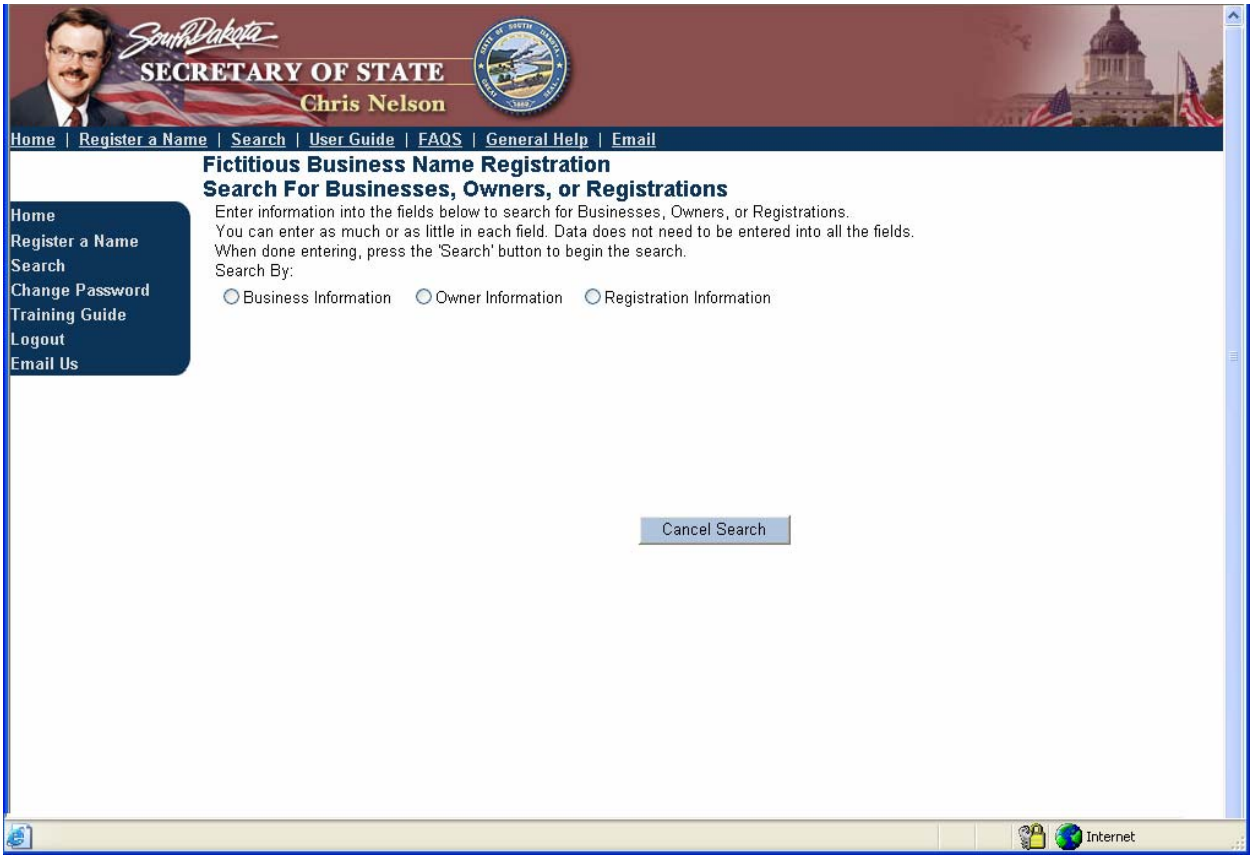
Search Processes:

The search processes in the system are geared toward finding a business or owner by entering as much or as little information you desire in order to find the business you are looking for. The following pages describe those processes. You can access the search functions by clicking on the **Search** links on the top or left side of this page:



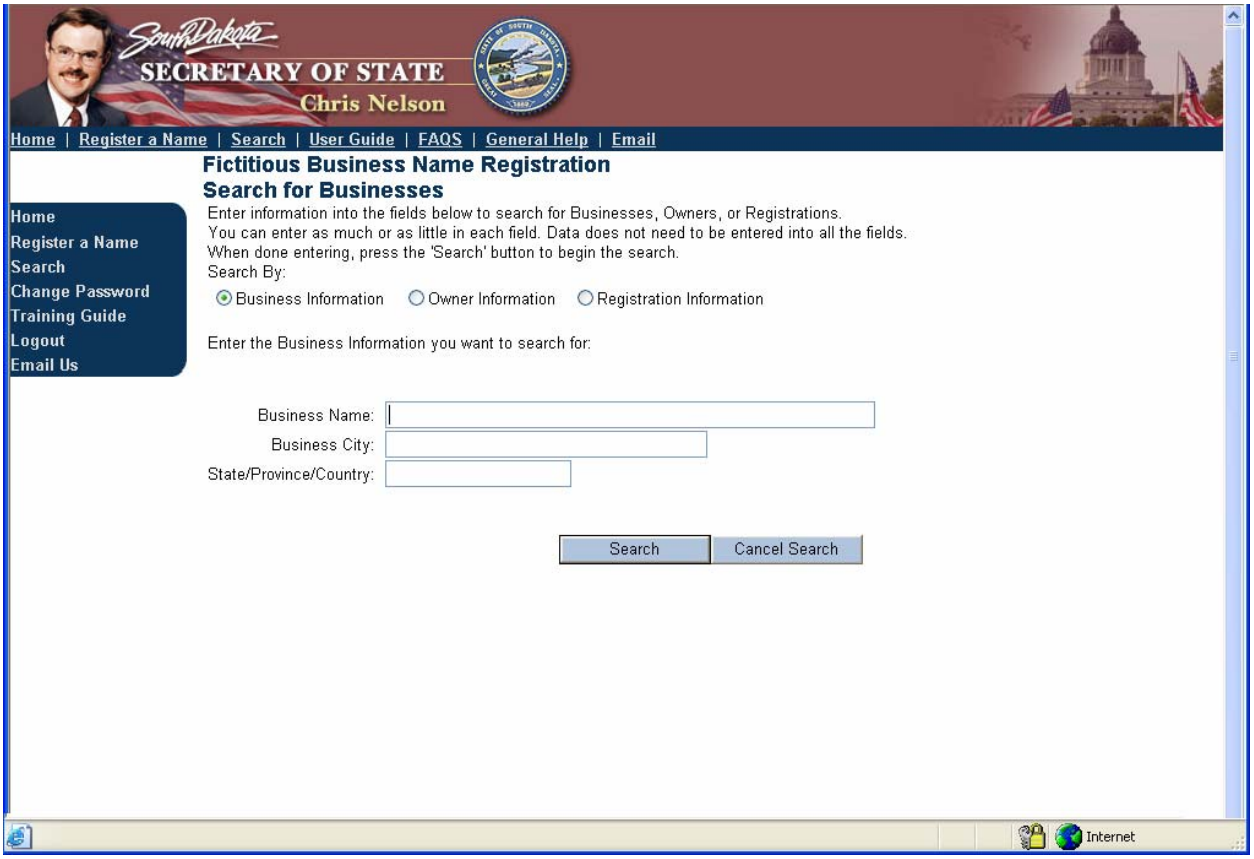
Search for a Business, Owner, or Registration:

This page will then appear:



The three radio buttons are for the purpose of determining whether you want to search for a business, an owner, or a registration. Click on one of them and you will be taken to the appropriate data entry screen for searching.

The screen will now have fields to fill in. These fields are for entering search criteria.

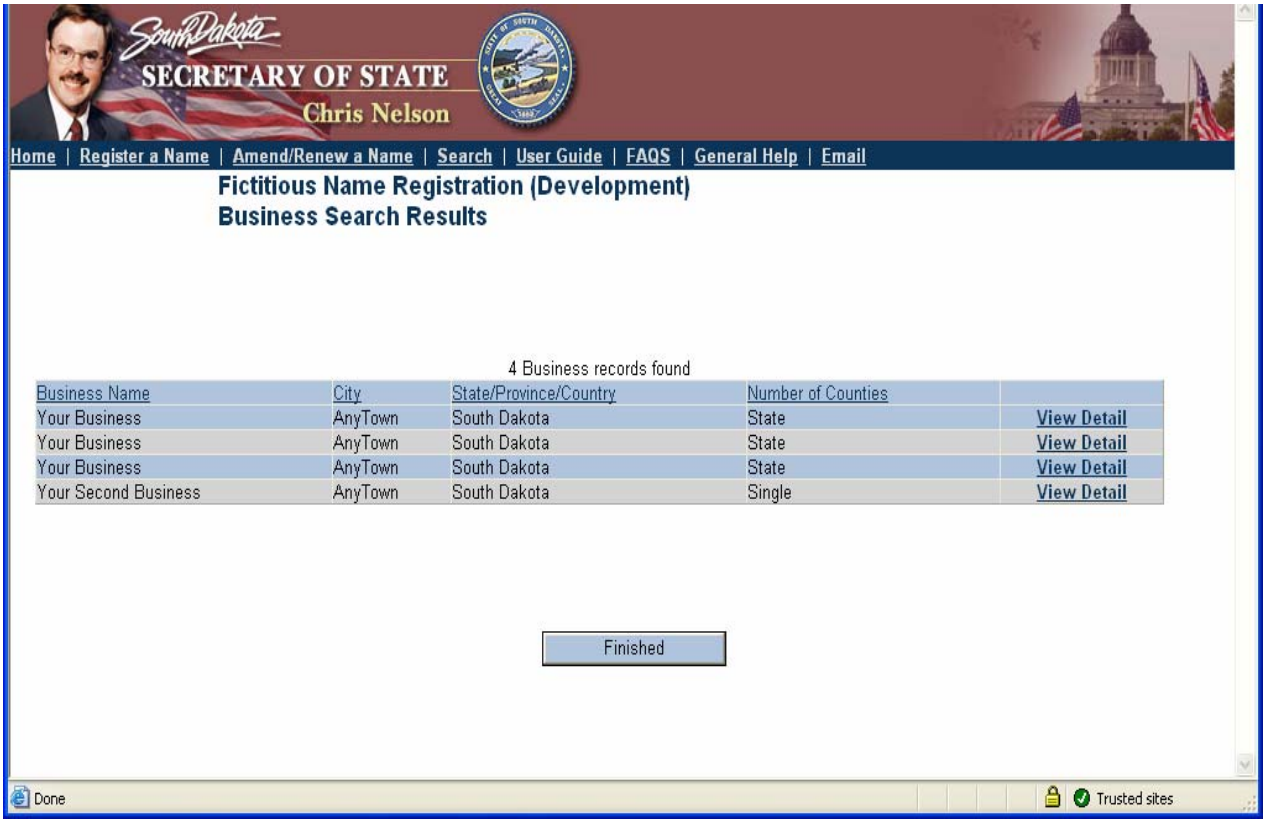


If you clicked on business search, you will see text boxes for business name, city and state. If you clicked on owner search, you will see text boxes for owner name, city, and state. If you clicked on registration search, you will see text boxes for business name, city, state, and a range of registration dates.

The **Search** button will actually do the search and take you to the appropriate Search Results page either Business Search Results or Owner Search Results.

The **Cancel Search** button will cancel the search and take you to the BNRS main processing page.

Business Search Results:

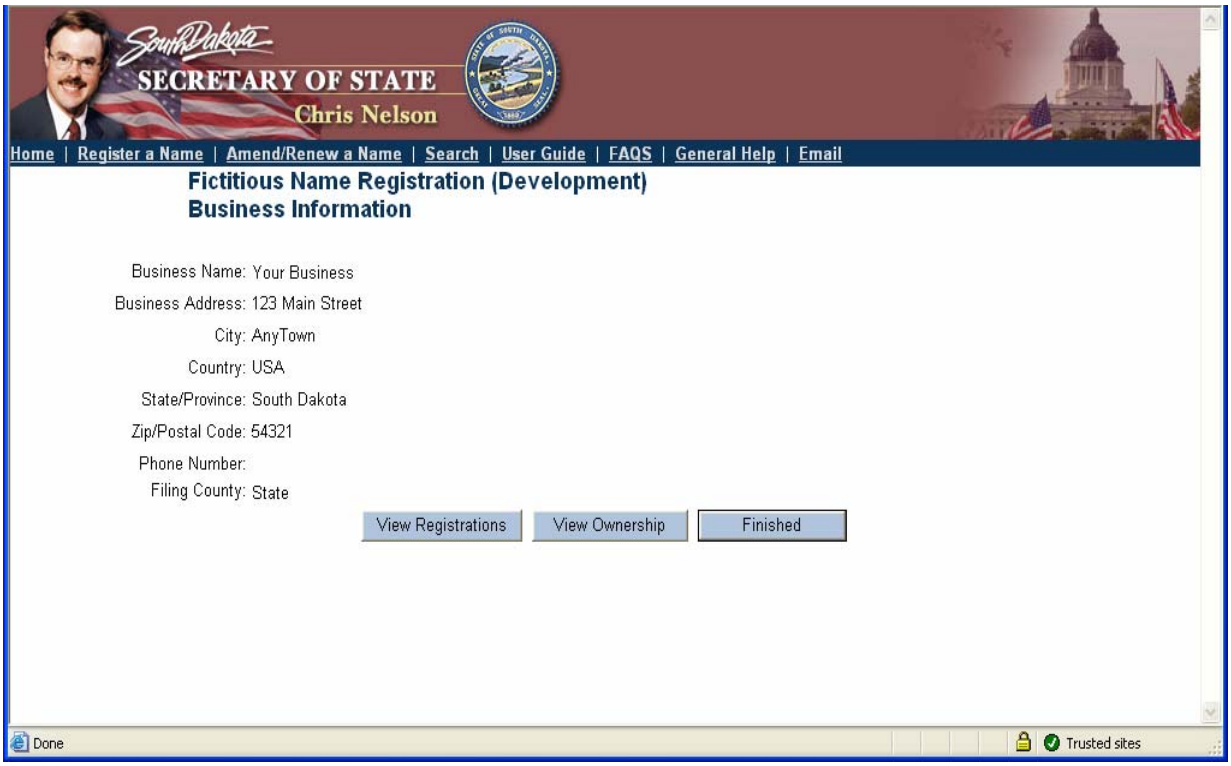


This screen shows a list of the businesses that matched the criteria you entered on the search page. The **View Detail** on the right side of the grid after each business listed is a link to the rest of the search process. Clicking on the **View Detail** link will take you to the Business Information page for that business.

Clicking on the **Finished** button will take you back to the Search for a Business page.

Business Information:

The screen on the following page will appear. It shows the current registration information regarding the business.



The **View Registrations** button will show a list of all registrations that have taken place for this business.

The **View Ownership** button will show a list of all owners of the business.

The **Finished** button will take you back to the Search for a Business or Owner page.

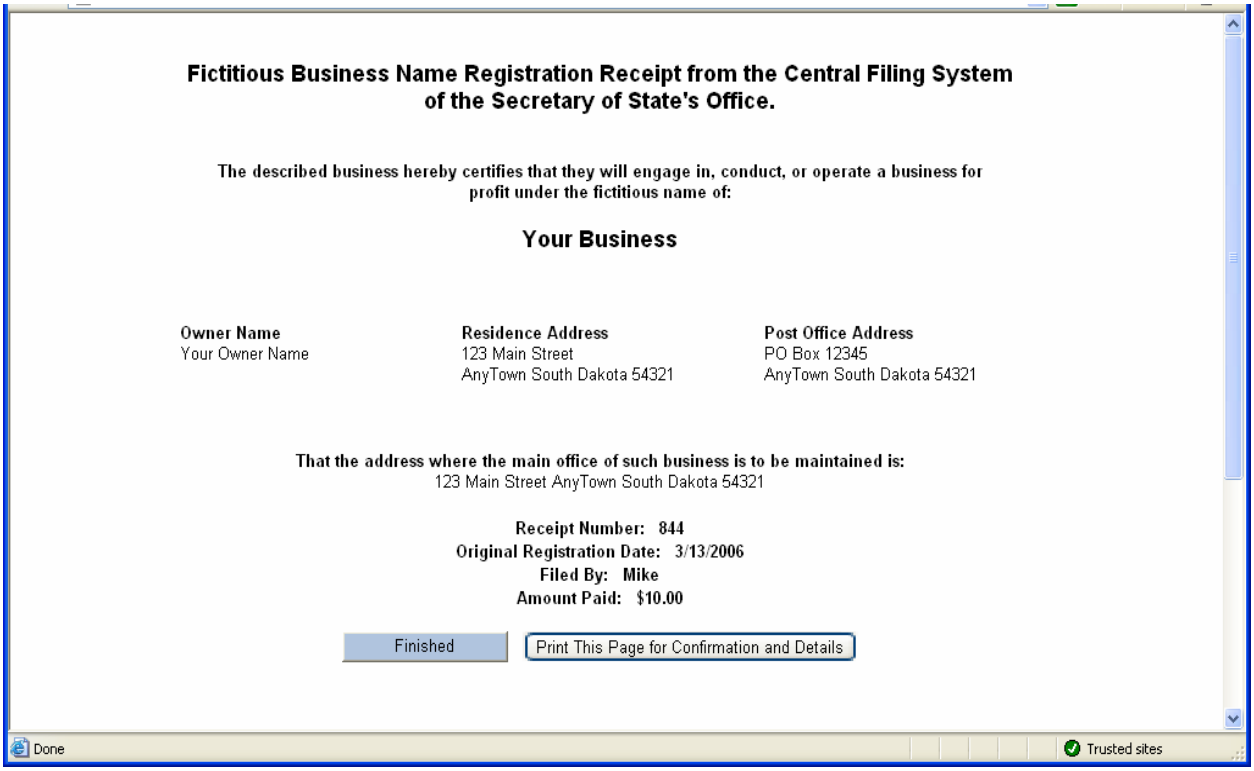
View Registrations:

This screen shows a list of all registrations that have taken place for this business:

The **View Detail** is a link to be able to see the registration detail of that particular registration. Clicking on this link will take you to the View Registration Receipt page.

The **Finished** button will take you back to the Business Information page.

Registration Receipt:



Fictitious Business Name Registration Receipt from the Central Filing System of the Secretary of State's Office.

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123 Main Street AnyTown South Dakota 54321

Receipt Number: 844
Original Registration Date: 3/13/2006
Filed By: Mike
Amount Paid: $10.00

Finished | Print This Page for Confirmation and Details

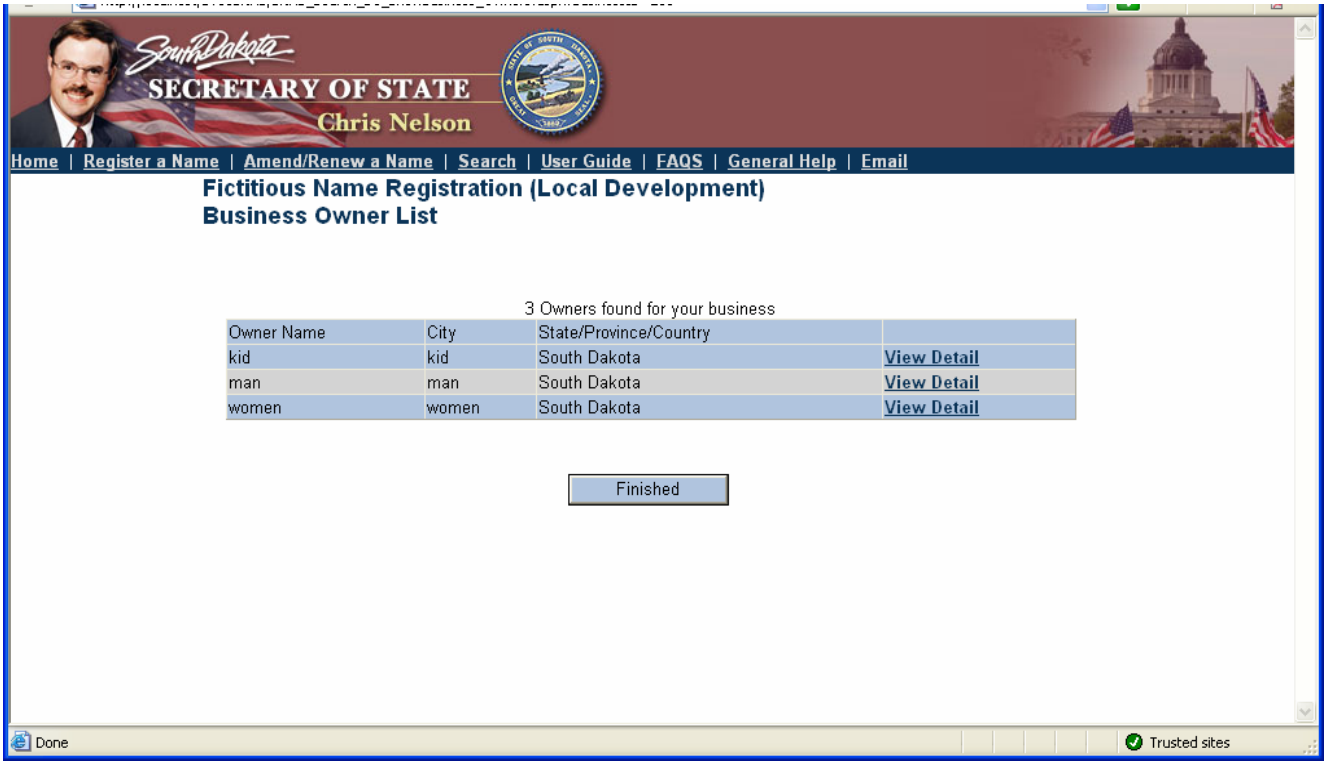
Done | Trusted sites

Clicking the **Finished** button will take you back to the View Registrations Page.

Clicking on **Print This Page for Confirmation and Details** will print the receipt on your default printer.

View Owner:

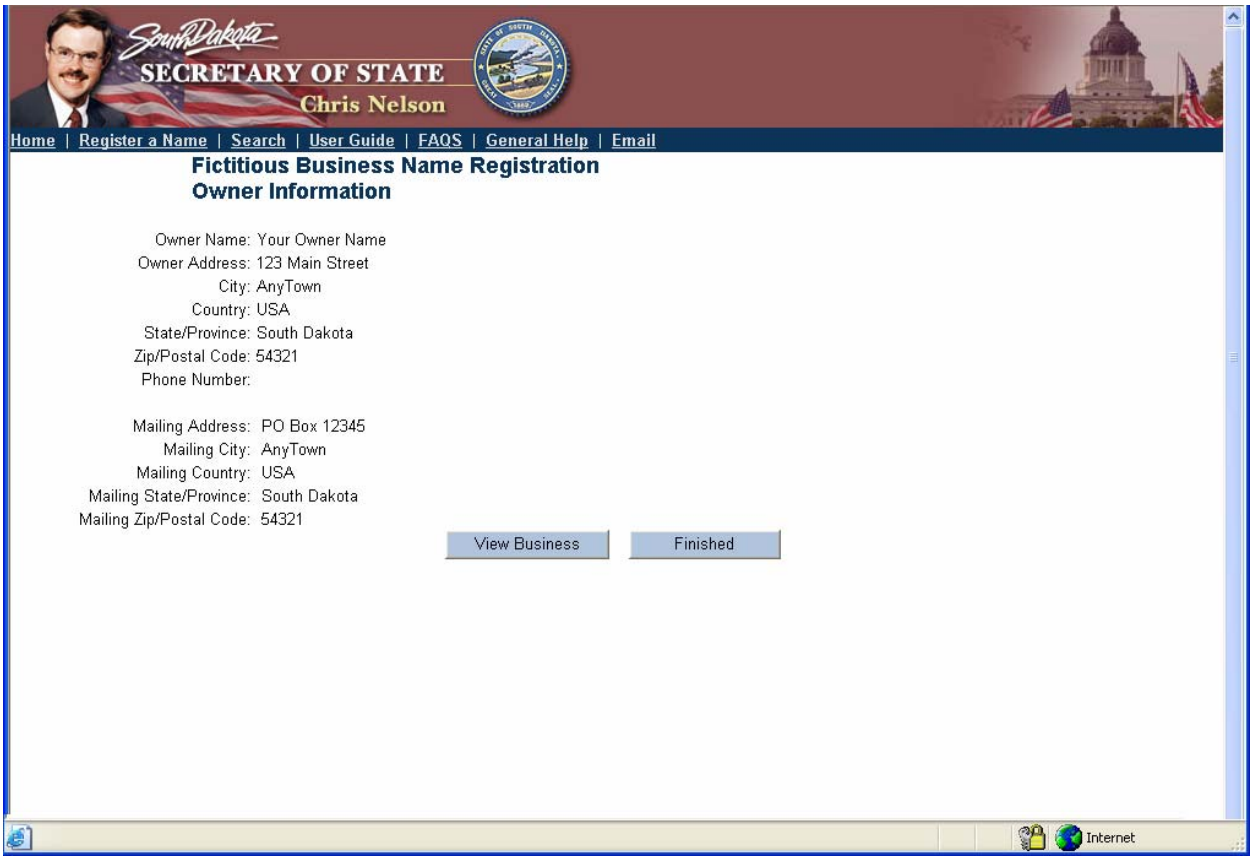
This screen shows a list of the owners of the business:



The **Finished** button will take you back to the Business Information page.

View Owner Information:

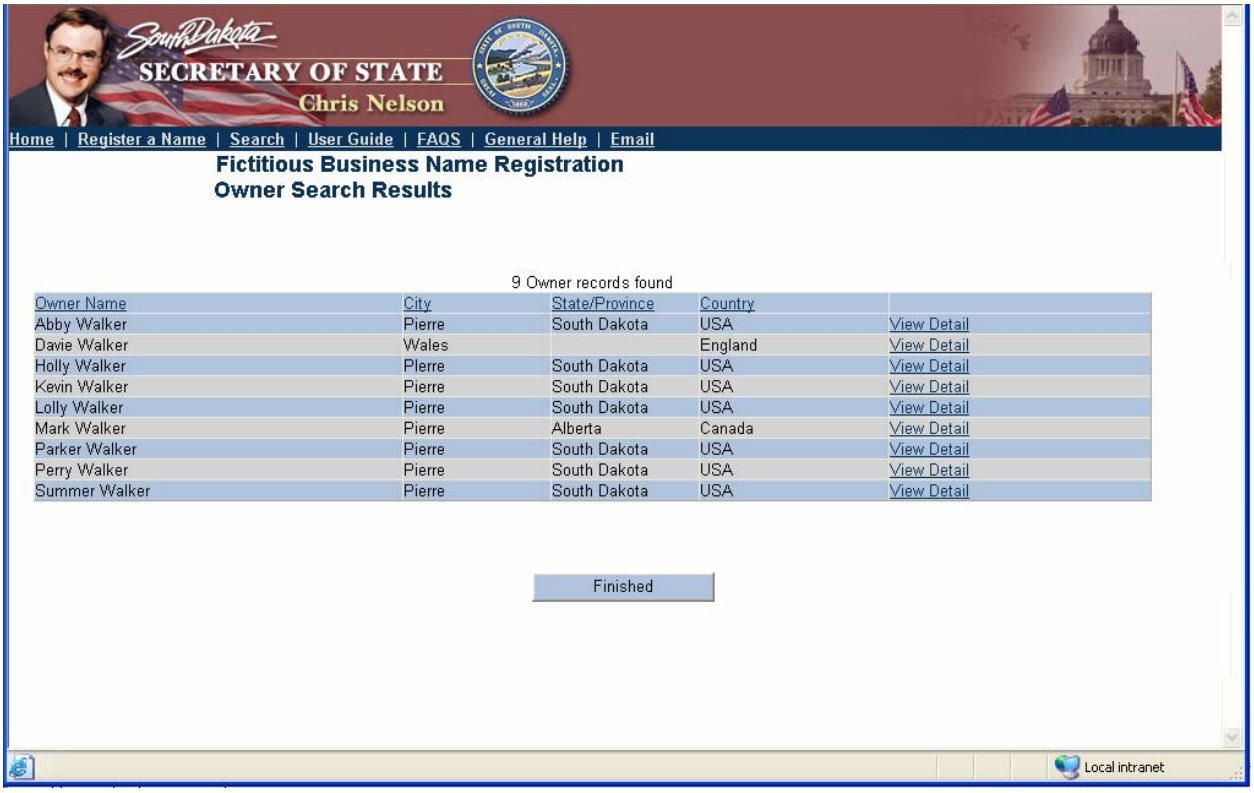
This screen shows the detail information about the owner of the business:



The **View Business** button will take you to the View Business Information page.

The **Finished** button will take you back to the View Owner screen.

Owner Search Results:



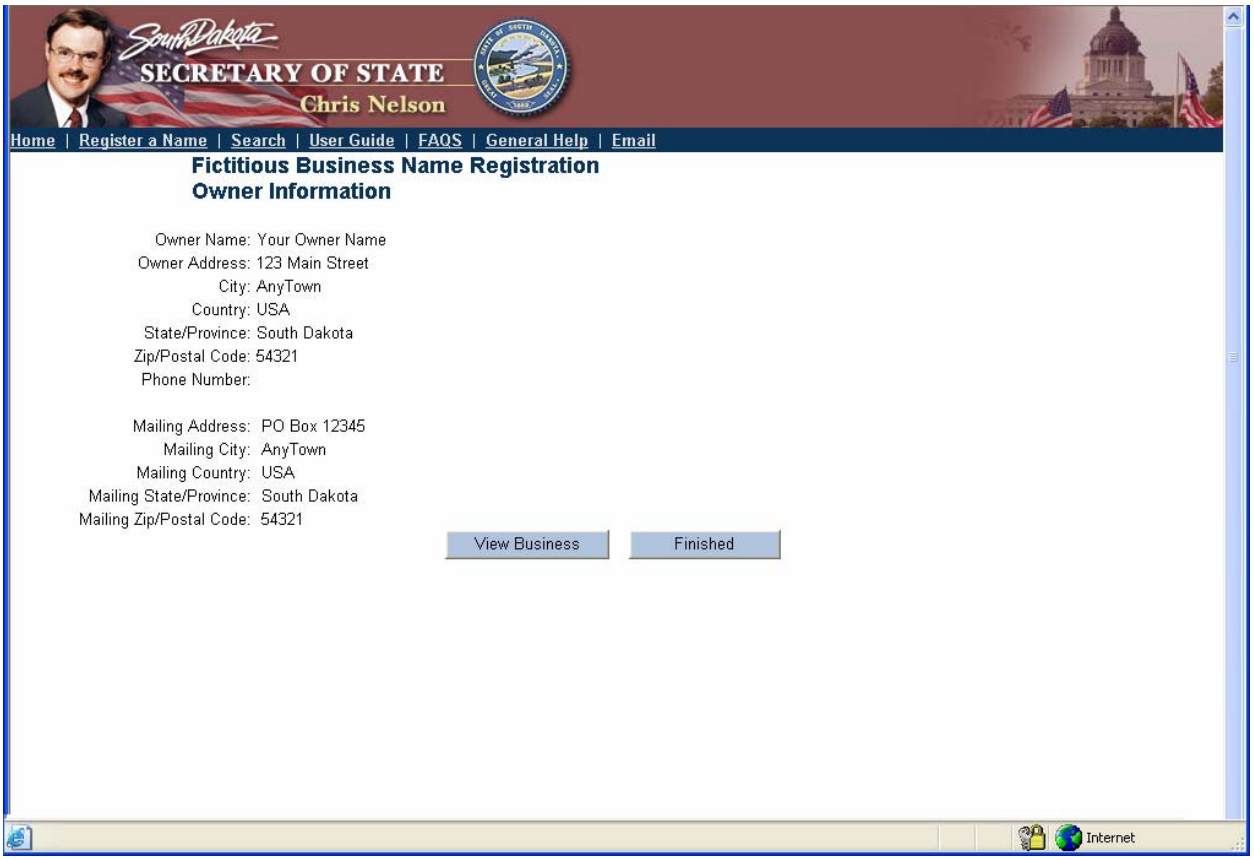
Owner Name	City	State/Province	Country	
Abby Walker	Pierre	South Dakota	USA	View Detail
Davie Walker	Wales		England	View Detail
Holly Walker	Pierre	South Dakota	USA	View Detail
Kevin Walker	Pierre	South Dakota	USA	View Detail
Lolly Walker	Pierre	South Dakota	USA	View Detail
Mark Walker	Pierre	Alberta	Canada	View Detail
Parker Walker	Pierre	South Dakota	USA	View Detail
Perry Walker	Pierre	South Dakota	USA	View Detail
Summer Walker	Pierre	South Dakota	USA	View Detail

This screen shows a list of the owners that matched the criteria you entered on the search page. The **View Detail** on the right side of the grid after the owner information is a link to the Owner Information. Clicking on it will take you to the Owner Information page.

Clicking on the **Finished** button will take you back to the main Search page.

Owner Information:

This screen shows the detail information about the owner of the business:

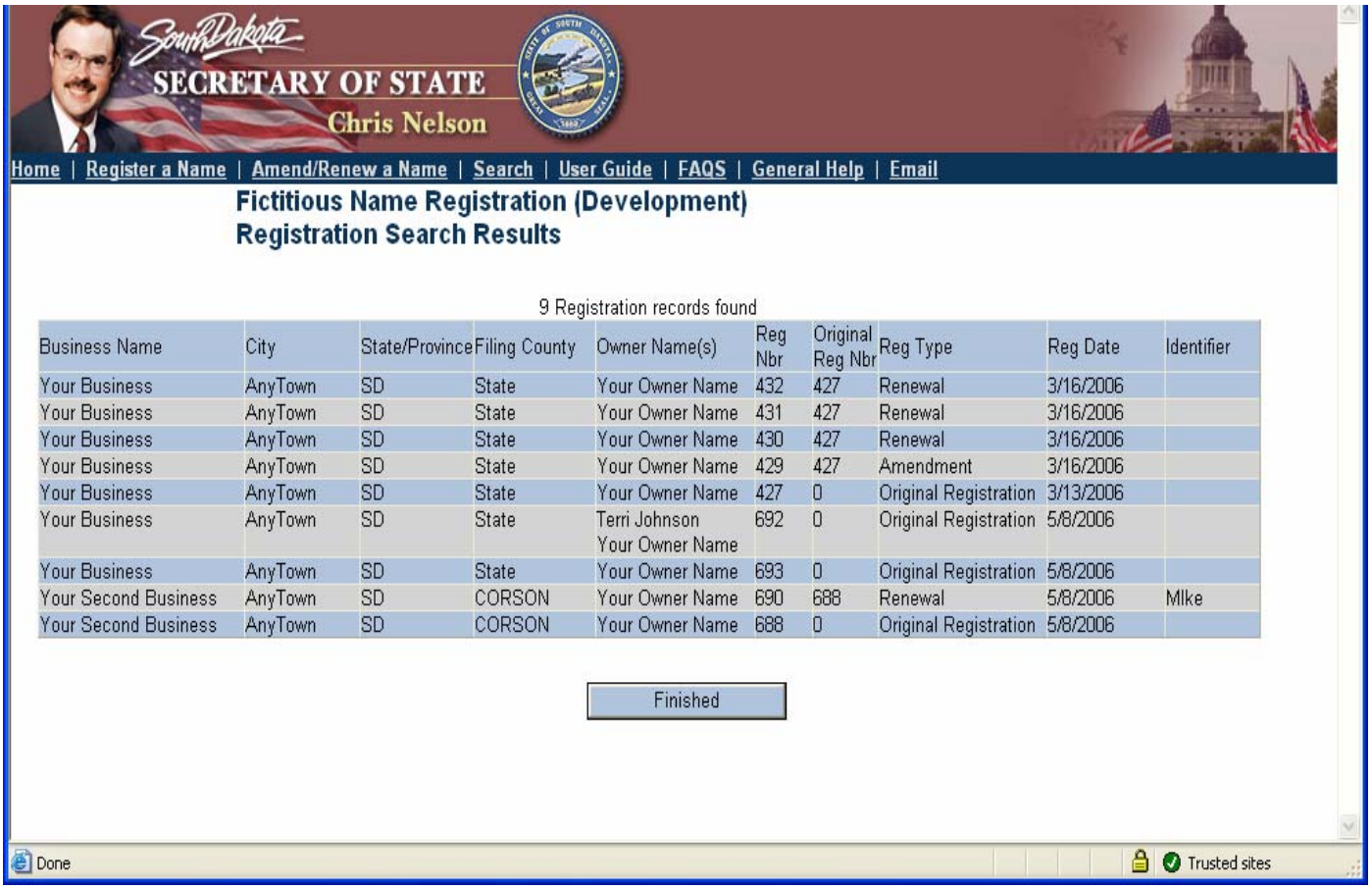


The **View Business** button will take you to the View Business Information Page.

The **Finished** button will take you back to the View Owner screen.

Registration Search Results:

This screen shows the results of the search for registration information.



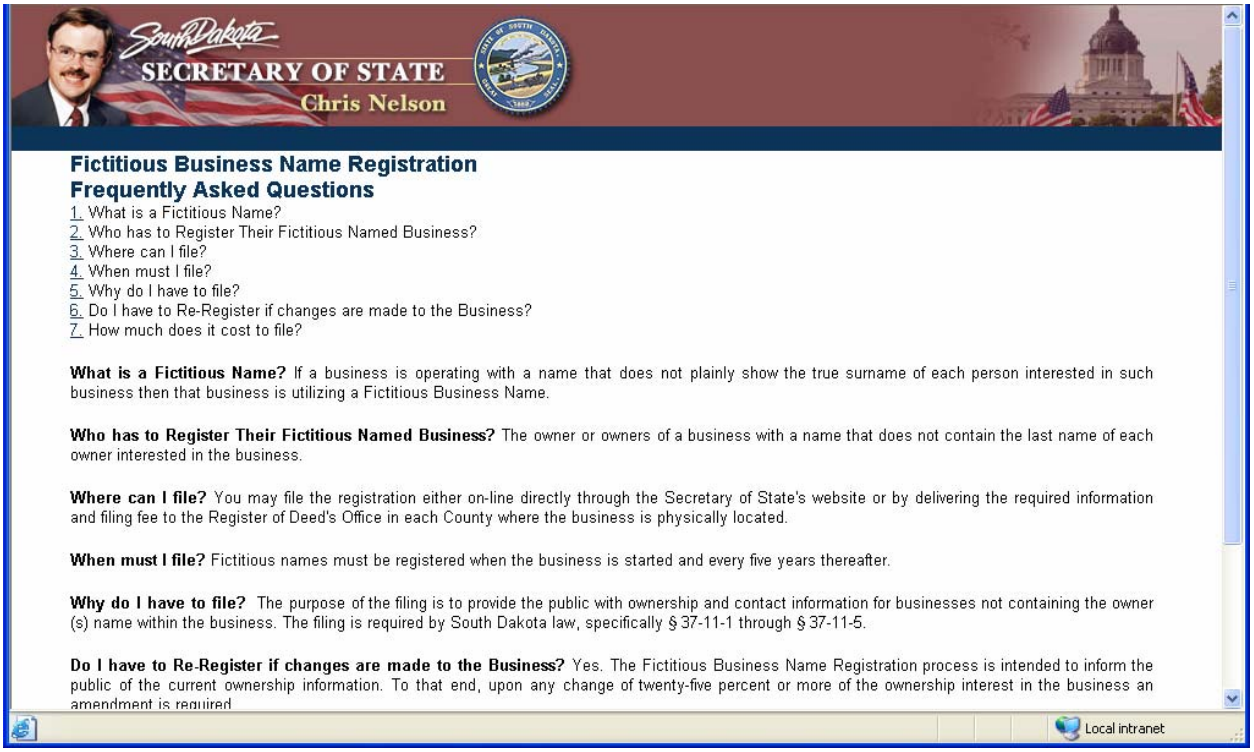
Business Name	City	State/Province	Filing County	Owner Name(s)	Reg Nbr	Original Reg Nbr	Reg Type	Reg Date	Identifier
Your Business	AnyTown	SD	State	Your Owner Name	432	427	Renewal	3/16/2006	
Your Business	AnyTown	SD	State	Your Owner Name	431	427	Renewal	3/16/2006	
Your Business	AnyTown	SD	State	Your Owner Name	430	427	Renewal	3/16/2006	
Your Business	AnyTown	SD	State	Your Owner Name	429	427	Amendment	3/16/2006	
Your Business	AnyTown	SD	State	Your Owner Name	427	0	Original Registration	3/13/2006	
Your Business	AnyTown	SD	State	Terri Johnson Your Owner Name	692	0	Original Registration	5/8/2006	
Your Business	AnyTown	SD	State	Your Owner Name	693	0	Original Registration	5/8/2006	
Your Second Business	AnyTown	SD	CORSON	Your Owner Name	690	688	Renewal	5/8/2006	MIke
Your Second Business	AnyTown	SD	CORSON	Your Owner Name	688	0	Original Registration	5/8/2006	

Clicking on the **Finished** button will take you back to the main Search page.

FAQS Process:

The FAQS process link is on every page in the system. Anytime you want to access the Frequently Asked Questions page, you can do so just by clicking on the **FAQS** link on the top or left side of the page. Clicking on the link will actually open a new browser page leaving the original browser screen where it was so you can return to it and work on it while the FAQS page is still open.

The link will display this page:



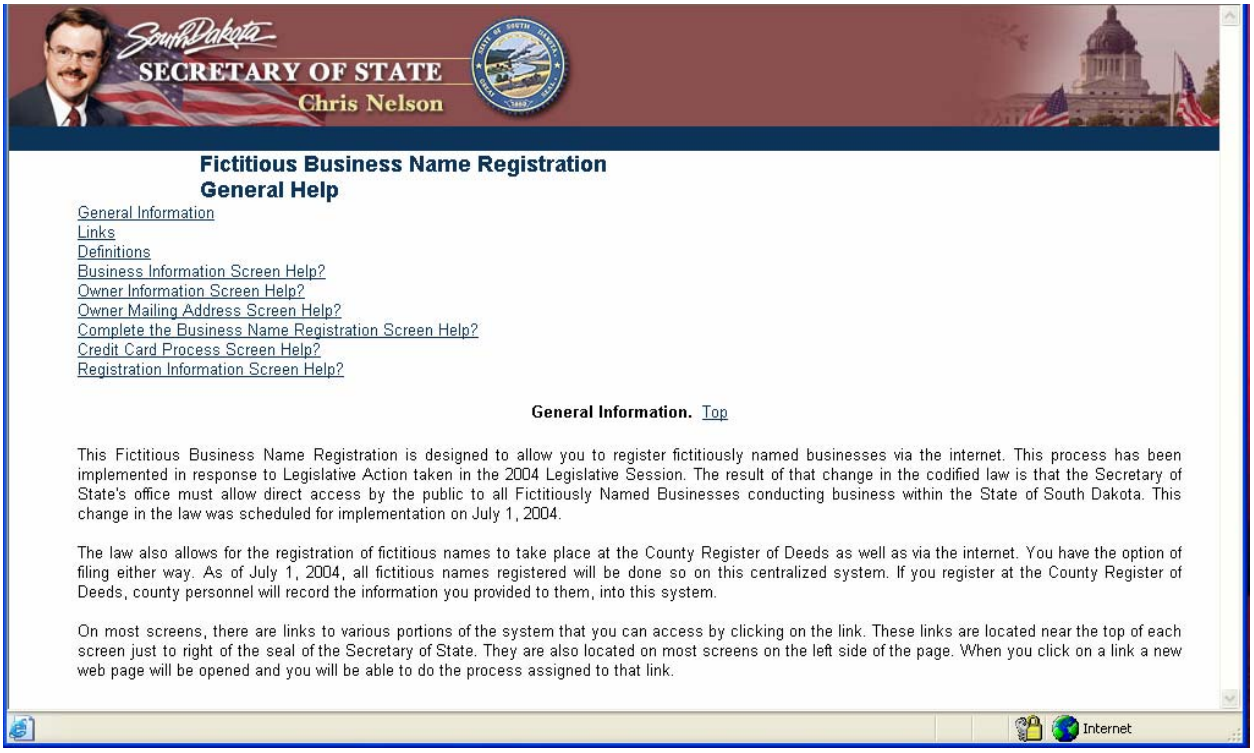
Clicking on any of the links on the page will scroll down to that spot in the document. At the end of the FAQS page is a **Close Window** button. Click on it to close the FAQS browser page.

General Help:

The General Help process is on every page in the system. The purpose of it is to allow quick access to a general help screen that may answer some of your questions.

Click on the **General Help** link on the top or left side of the page. Clicking on the link will actually open a new browser page leaving the original browser screen where it was so you can return to it and work on it while the General Help page is still open.

The link will display this page:



Clicking on any of the links on the page will scroll down to that spot in the document. At each section of the document there is a Top link that will take you back to the top of the page. At the end of the help page is a **Close Window** button. Click on it to close the General Help browser page.

Email Us Process:

The email process is on every page in the system. The purpose of it is to send an email to the BNRS administrator. These emails can be used to comment on the system or let us know about a problem you are having. Anytime you want to send an email to us, just click on the **Email Us** link on the top or left side of the page. Clicking on the link will actually open a new browser page leaving the original browser screen where it was so you can return to it and work on it while the Email page is still open.

The link will display this page:

You must enter a valid email address in the Your Email Address text box. This is done so we can reply to your email. The subject text box should be filled in with the subject matter of the email.

The Message text box should contain as much detail as you can. Full descriptions of the problem helps us better understand the problem you are having.

Clicking on the **Send** button will send the email to us and close the Email browser page.

Clicking on the **Close Window** button will cancel the email and close the Email browser page.