

STATUTORY AGENT INSTRUCTIONS

1. Go to <http://ecorp.azcc.gov/> and register as a new user:

The screenshot displays the Arizona Corporation Commission (ACC) website interface. At the top left is the ACC logo with the text "ARIZONA CORPORATION COMMISSION Powering Arizona's Future". To the right is a search bar labeled "Search for an Entity Name". Below this is a dark blue navigation bar for the "Corporations Division Corporation and LLC Filing". The main content area is split into two columns: "Search" and "File". The "Search" column features a magnifying glass icon and the text "for business entities and view documents.". The "File" column contains a "SIGN IN" section with a "Forgot your password" link, input fields for "Email Address" and "Password", and a "Sign In" button. Below the sign-in section is a yellow banner with the text "Please create an eCorp account to begin. If you already have an account, then please sign in." and a green "Register" button. A red arrow points from the "Register" button to the "Forgot your password" link.

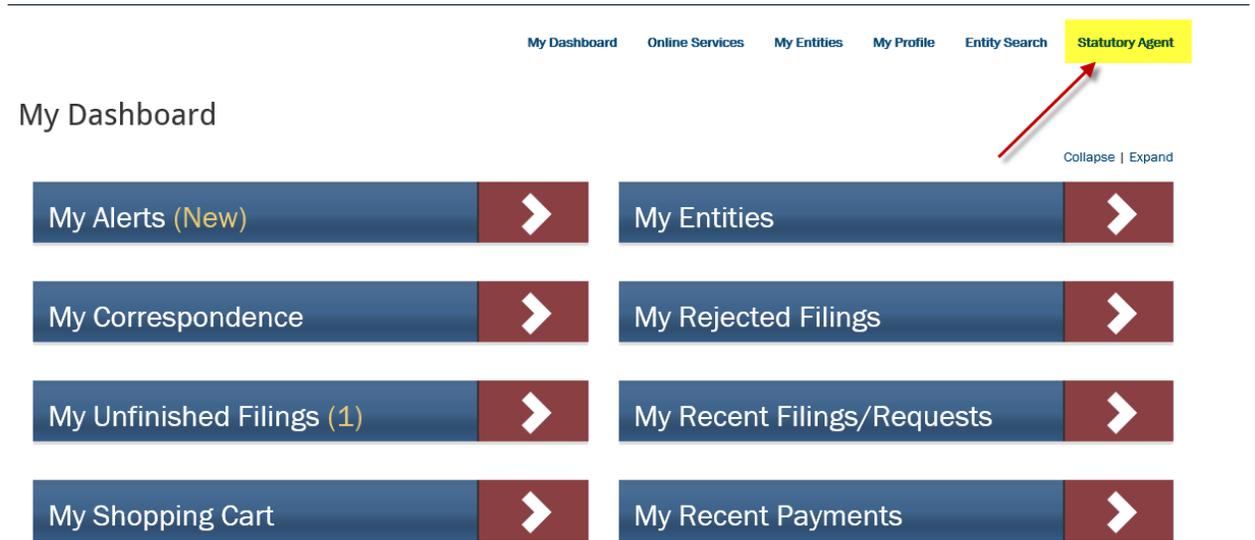
- 1.1 Your email address you enter should be the email address you provided to the ACC.
- 1.2 You will receive an email from the system with a temporary password – COPY THAT PASSWORD.

1.3 Come back to the site and sign in with the temporary password:

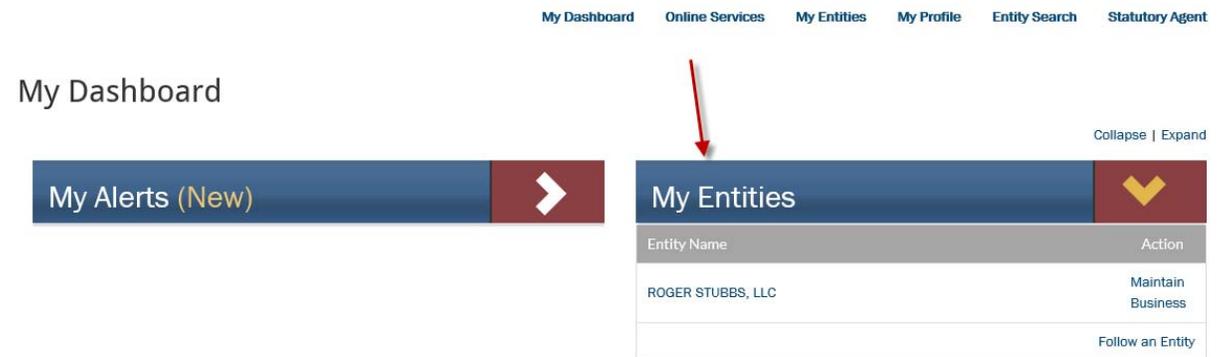
The screenshot shows the Arizona Corporation Commission website. At the top left is the logo with the text "ARIZONA CORPORATION COMMISSION Powering Arizona's Future". To the right is a search bar labeled "Search for an Entity Name" with a magnifying glass icon. Below this is a dark blue header for the "Corporations Division Corporation and LLC Filing". The main content area is split into two columns. The left column is titled "Search" and contains a magnifying glass icon and the text "r business entities and view :uments.". The right column is titled "File" and contains a "SIGN IN" section. A red arrow points from the "SIGN IN" text to the "Email Address" input field. The "SIGN IN" section includes a "Forgot your password" link, an "Email Address" field with a red asterisk, a "Password" field with a red asterisk, and a "Sign In" button. Below the input fields is a yellow box with the text "Please create an eCorp account to begin. If you already have an account, then please sign in." and a green "Register" button.

1.4 The system immediately takes you to a page where you can change your password.

1.5 Once you have changed your password, you should see your dashboard:



2. The Global Address Change feature is not functional yet, so you won't see all of your entities. When it is working, you will see them under MY ENTITIES. You will see new entities listed if you recently accepted an appointment.



3. When you are newly-appointed by an entity, you will see an Alert in your dashboard:

[My Dashboard](#) [Online Services](#) [My I](#)

My Dashboard

Entity Name	Date
PB TESTER LLC	5/17/2018

Entity Name
ROGER STUBBS, LLC

3.1 You will also receive an email telling you to sign in to your dashboard to accept or reject the appointment.

3.2 To take action on the appointment, go to your STATUTORY AGENT link and select APPOINTMENT REQUEST.

[My Dashboard](#) [Online Services](#) [My Entities](#) [My Profile](#) [Entity Search](#) [Statutory Agent](#)

My Dashboard

Collapse | Expand

Entity Name	Action
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4. Once you click on APPOINTMENT REQUEST, you will see:

[My Dashboard](#) [Online Services](#) [My Entities](#) [My Profile](#) [Entity Search](#) [Statutory Agent](#)

APPOINTMENT REQUEST QUEUE

Entity Name	Received Date	Statutory Agent Name	Statutory Agent Address	Action
PB TESTER LLC	5/17/2018	Patricia Barfield	123 Main St, PHOENIX, AZ, 85007, USA	Process

[Return to Dashboard](#)

4.1 Click PROCESS, and you will see:

ACCEPTANCE

Step1: Verify the Statutory Agent name and address below.
Step2: Read the language below and complete the acceptance by typing in a signature.

By the signature appearing below,

Patricia Barfield
123 Main St, PHOENIX, AZ, 85007, USA

The person listed above accepts the appointment as Statutory Agent for the entity **PB TESTER LLC**, and acknowledges that the appointment is effective until the appointing entity replaces the statutory agent, or the statutory agent resigns, whichever occurs first. In addition, the person electronically signing below declares and certifies *under penalty of Arizona law* that the information and signature authority indicated below is true and correct, and is submitted in compliance with Arizona law.

Signature:

Date:

[Return to Appointment Queue](#)

[Reject Appointment](#)

[Accept Appointment](#)

4.2 From the above screen, you can either accept or reject the appointment.

4.3 Currently, when you receive the appointment request, you do not have any contact information for the incorporator/organizer. We realize this is a deficiency in the system and we will plan for a future enhancement. If you cannot identify the incorporator/organizer, you can always send it back for a name/address rejection (see below) and give them a chance to contact you.

5. If you accept, a pop-up will confirm that, then you can go back to your dashboard. Now the entity is in your MY ENTITIES section:

[My Dashboard](#) [Online Services](#) [My Entities](#) [My Profile](#) [Entity Search](#) [Statutory Agent](#)

My Dashboard

[Collapse](#) | [Expand](#)

My Alerts

My Entities

Entity Name	Action
PB TESTER LLC	Maintain Business
ROGER STUBBS, LLC	Maintain Business
	Follow an Entity

6. You can reject for two different reasons.

Statutory Agent name and address below.

Acceptance below and complete the acceptance by typing in a signature.

Sign below,

Z, 85007,

accepts that the Statutory Agent is the Statutory Agent for the entity and that the Statutory Agent is qualified to act as the Statutory Agent for the entity in compliance with the law that the entity is organized under.

Rejection of Appointment Request

Name or address is incorrect and needs to be corrected before acceptance of appointment.

Statutory agent does not accept an appointment for this entity.

OK **Cancel**

Reject Appointment

- 6.1 If you reject for an incorrect name or address, the document will return to the Incorporator or Organizer for corrections (it will be under My Rejected Filings in that user's dashboard).

- 6.1.1 The incorporator/organizer will get an email notifying them of the rejected appointment.
- 6.2 If you reject because you do not want the appointment, the document will immediately come to the ACC work queue for rejection.

We appreciate your patience as we refine the global address change feature.

Please contact us if you have additional questions at 602-542-3026.