



Missouri Secretary of State
Business Services

REQUEST A RESCISSION PACKET

A STEP-BY-STEP GUIDE TO USING THE
SECRETARY OF STATE'S ONLINE
BUSINESS FILING SYSTEM

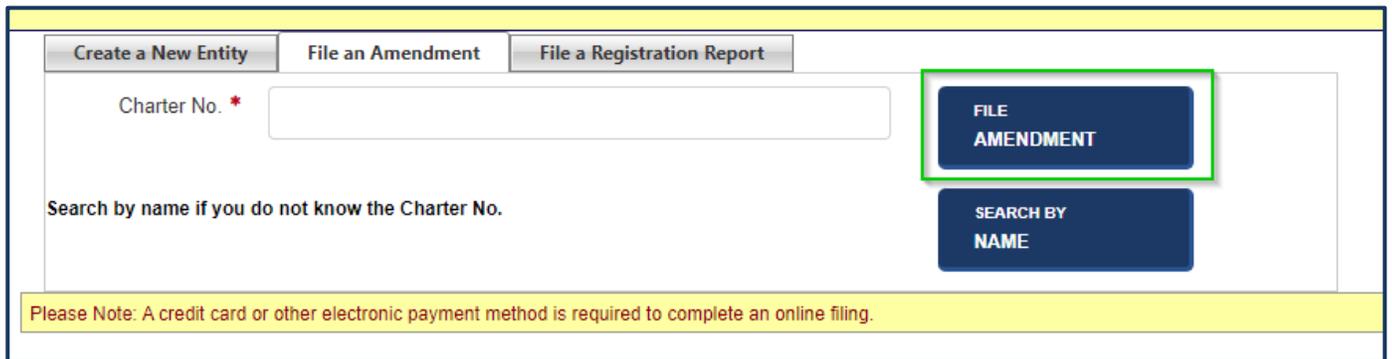


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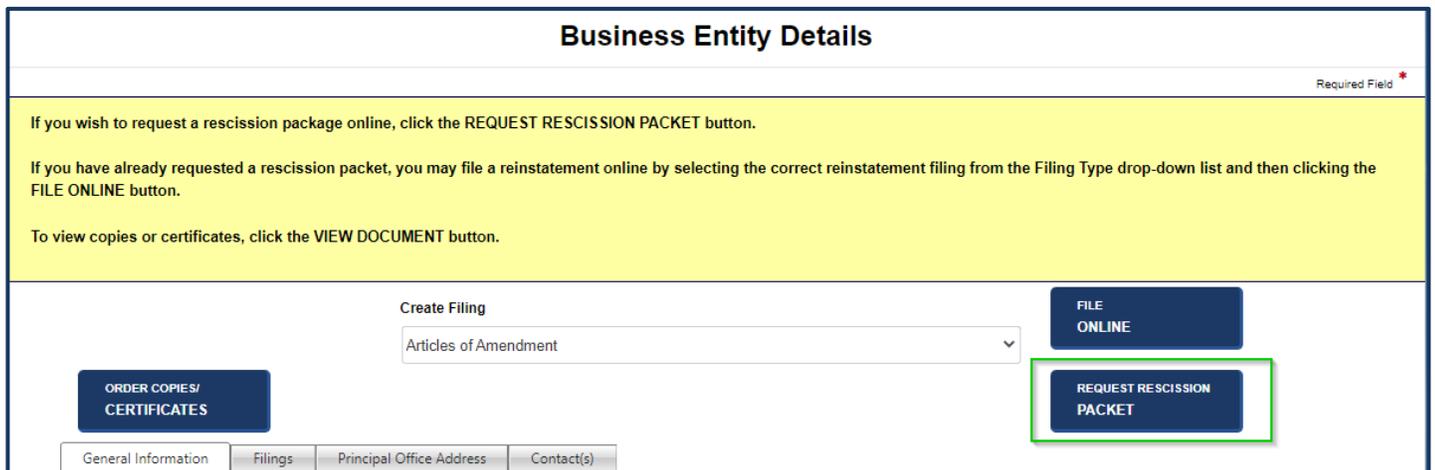
Log into the Business Services Online Portal and click the Request Reinstatement from the Additional Filings menu, shown below.



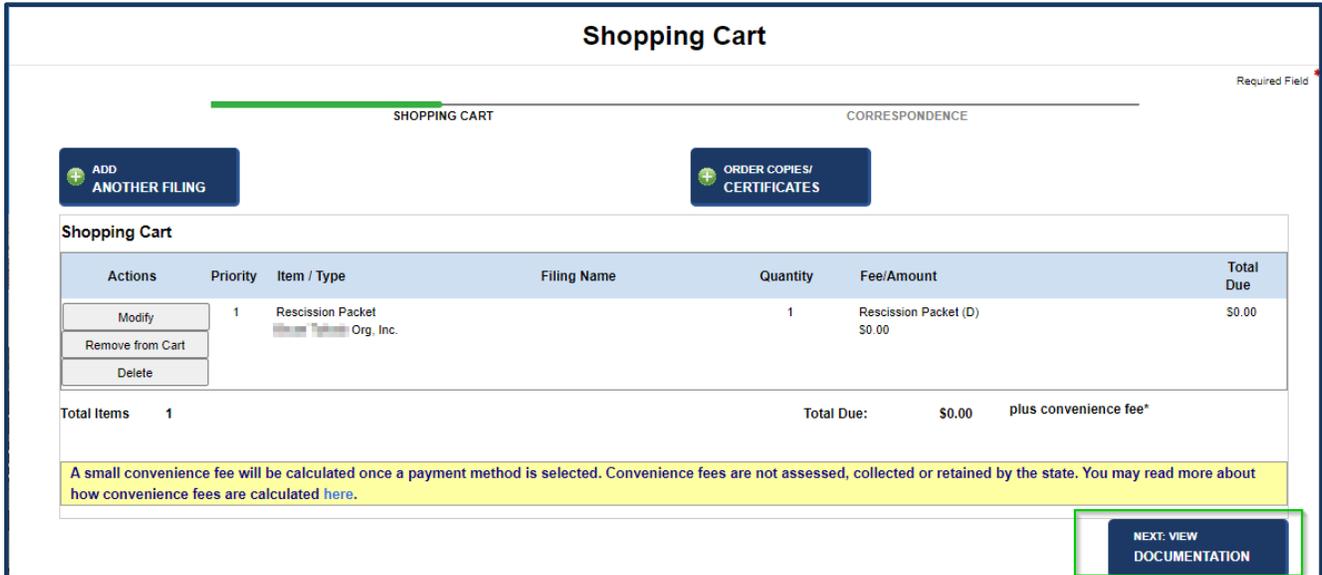
The next page will provide the user with the option to enter their charter number or search by name. The Charter number can be found on the notice of dissolution.



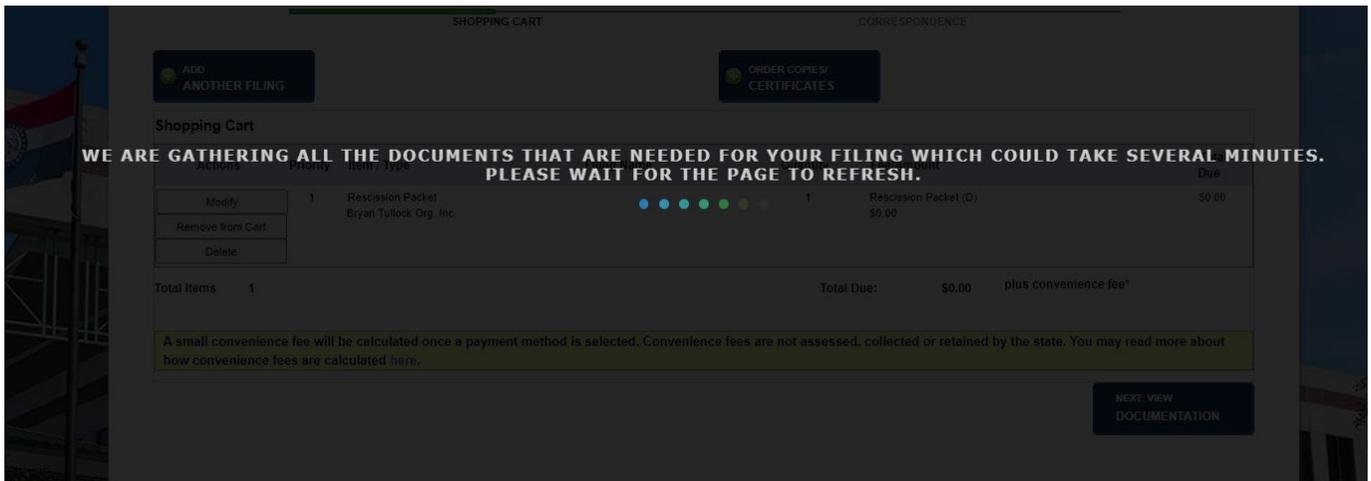
Once "File Amendment" has been selected, the user will be taken to the entity profile where they will select the blue button for "Request Rescission PACKET".



Once the request button has been selected the user will be taken to the shopping cart, there will be an option for "Next View- Documentation", "Order Copies/Certificates", or to "Add another Filing".



Selecting "Next view- Documentation" continues the request process. The system will then gather all the information needed to build the packet. Do not leave this page, do not refresh the page. Do not close the window.



Once completed the order summary screen will display, select view details to download your rescission packet and documents.

