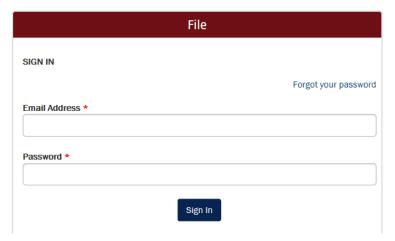
## How to File a Corporation Annual Report.

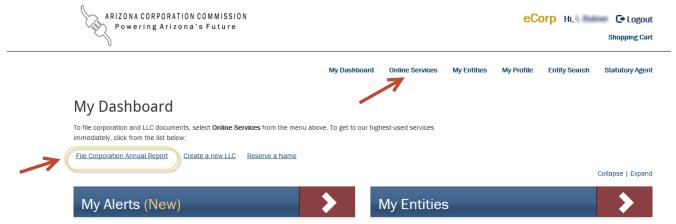
1. At the Main screen of <u>eCorp.azcc.gov</u>, under the section called File, select the Register button if you have never created an account with us before.

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

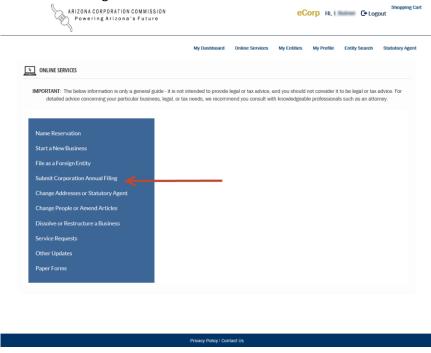
2. If you already have an account, enter your email address and your password and press the "Sign In" button. You can select "Forgot Your Password" if you do not remember it. You will then receive an email with a new password.



3. Once logged in, you will see a My Dashboard Screen. On the My Dashboard Screen. Select our quick link "File Corporation Annual Report" or else select "Online Services.



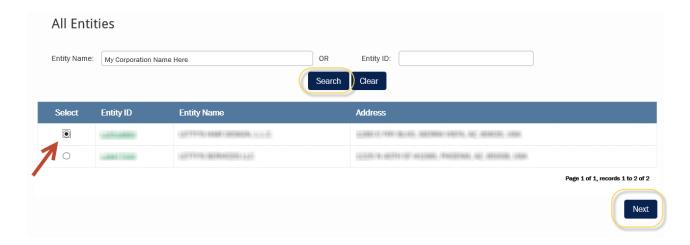
a. If you selected "Online Services" You will then see a list of all our services available, by Category. Select "Submit Corporation Annual Filing"



- 4. 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 Submit Corporation Annual Filing



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.



5. 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:



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