



# DIY LLC

---

## A STEP-BY-STEP GUIDE FOR REGISTERING YOUR LLC ONLINE IN VIRGINIA

---



By: Brittany S. Johnson, Esq.  
[bsjohnson@bsjohnsonlaw.com](mailto:bsjohnson@bsjohnsonlaw.com)  
(804) 762-0416





B. S. JOHNSON LAW  
P L L C

# TABLE OF CONTENTS

---

Creating an Account .....	1
Beginning the Registration Process .....	2-3
Completing your Articles of Organization ...	4
Entity Search .....	5
Entity Formation .....	6
Registered Agent .....	7
Principal Office Address .....	8
Principal Information .....	9
Supporting Documentation .....	10
Signature Information .....	11
Reiew .....	12
Shopping Cart .....	13
Essential Next Steps .....	14
Operating Agreement .....	15
Our Prepaid Legal Plan .....	16

For general informational purposes only. The information provided in this presentation does not, and is not intended to, constitute legal advice.

[© 2022 B. S. Johnson Law, PLLC](#)



## A. CREATE AN ACCOUNT ON THE SCC WEBSITE

You must have an account on the Virginia State Corporation Commission (SCC) website to register your business.

State Corporation Commission  
Clerk's Information System

File

**SIGN IN**

Login to complete filings, make payments and perform other business activities online.

Forgot your password?

Username.\*

Password.\*

Sign In

All customers, regardless of existing accounts with SCC, must register for a new account in the CIS. If you already created a CIS account, please sign in.

Register

Visit <https://cis.scc.virginia.gov/> to create an account (or sign in if you already have an account).

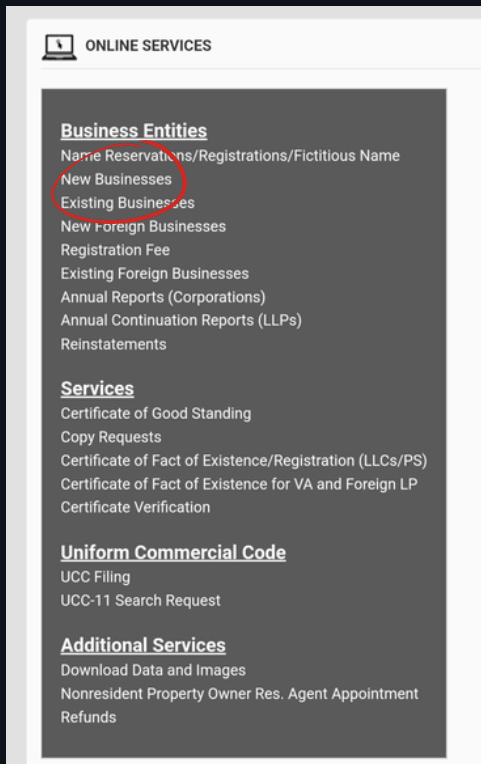


B. S. JOHNSON LAW

PLLC

## B. BEGIN THE REGISTRATION PROCESS

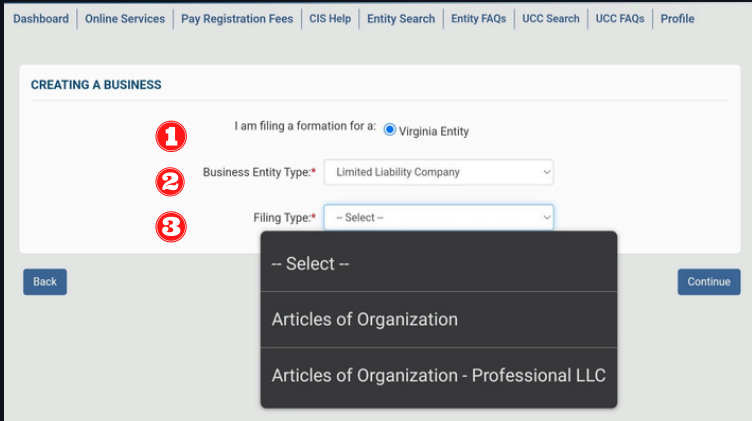
Once you're logged in, select "Online Services" from the top menu and click "New Businesses."



2

For general informational purposes only. The information provided in this presentation does not, and is not intended to, constitute legal advice.

## B. BEGIN THE REGISTRATION PROCESS CONT'D



Dashboard | Online Services | Pay Registration Fees | CIS Help | Entity Search | Entity FAQs | UCC Search | UCC FAQs | Profile

### CREATING A BUSINESS

1 I am filing a formation for a:  Virginia Entity

2 Business Entity Type\*: Limited Liability Company

3 Filing Type\*: -- Select --

-- Select --

Articles of Organization

Articles of Organization - Professional LLC

Back Continue

1

SELECT Virginia Entity

2

SELECT "Limited Liability Company".

3

SELECT "Articles of Organization" for standards LLCs.

\*Professional LLCs are for people that for perform licensed professional services, such as lawyers, therapist, etc.



B. S. JOHNSON LAW  
P L L C

## C. COMPLETE YOUR ARTICLES OF ORGANIZATION

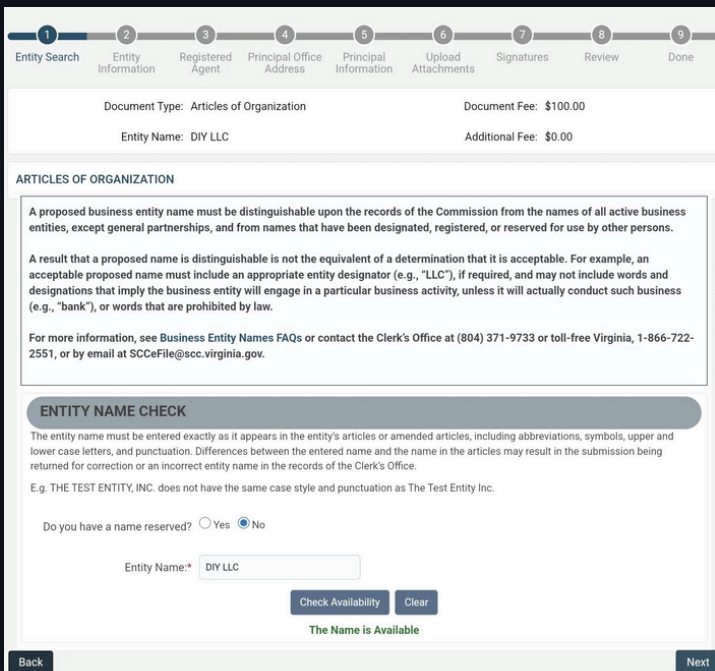
Your Articles of Organization is a document that will consist of basic information about your business, including:

1. Name of the business
2. Business email address and phone number
3. Name and address of the registered agent
4. Principal office address
5. Your Signature

**The process for completing your Articles of Corporation online are broken down into nine steps...**

## STEP 1: ENTITY SEARCH

First, you'll need to enter the proposed name for your LLC to see if the name is available. If you previously reserved a name, click "YES" and follow the steps.



The screenshot shows a multi-step process for entity search. Step 1, 'Entity Search', is highlighted. The process includes: Entity Search, Entity Information, Registered Agent, Principal Office Address, Principal Information, Upload Attachments, Signatures, Review, and Done. Below the progress bar, the document type is 'Articles of Organization' with a fee of \$100.00, and the entity name is 'DIY LLC' with an additional fee of \$0.00. The 'ARTICLES OF ORGANIZATION' section contains instructions on naming requirements and a link to FAQs. The 'ENTITY NAME CHECK' section asks if a name is reserved (selected 'No') and shows the name 'DIY LLC' in a text field. A 'Check Availability' button is present, and a green message states 'The Name is Available'. 'Back' and 'Next' buttons are at the bottom.

Otherwise, click "No," type in the name of your LLC, and click "Check Availability." If your chosen name is available, you may proceed by clicking "Next."



B. S. JOHNSON LAW  
P L L C

## STEP 2: ENTITY INFORMATION

1 Entity Search 2 Entity Information 3 Registered Agent 4 Principal Office Address 5 Principal Information 6 Upload Attachments 7 Signatures 8 Review 9 Done

Document Type: Articles of Organization      Document Fee: \$100.00  
Entity Name: DIY LLC      Additional Fee: \$0.00

ARTICLES OF ORGANIZATION

**Entity Information**

Entity Name: DIY LLC  
Entity Type: Limited Liability Company

1 Entity Email Address: diyllc@gmail.com  
Contact Number: (888) 555-5555

**Business Type**

2 Industry Code: 0 - General

**Duration**

3  Perpetual (forever)  
 Period of Duration will end on this date:

Back Next

- 1 ENTER your entity's email address and phone number.
- 2 SELECT an Industry Code. This will likely be "0 - General."
- 3 SELECT how long your entity will last. Most people select "Perpetual," which means forever.

6

For general informational purposes only. The information provided in this presentation does not, and is not intended to, constitute legal advice.





B. S. JOHNSON LAW  
P L L C

## STEP 3: REGISTERED AGENT

1 Entity Search   2 Entity Information   3 Registered Agent   4 Principal Office Address   5 Principal Information   6 Upload Attachments   7 Signatures   8 Review   9 Done

Document Type: Articles of Organization      Document Fee: \$100.00  
Entity Name: DIY LLC      Additional Fee: \$0.00

### ARTICLES OF ORGANIZATION

#### Registered Agent Information

Registered Agent Search

Type:  Individual    Entity

First Name:

Middle Name:

Last Name:\*

Suffix: -- Select --

-OR-

7

For general informational purposes only. The information provided in this presentation does not, and is not intended to, constitute legal advice.



B. S. JOHNSON LAW  
P L L C

## STEP 4: PRINCIPAL OFFICE ADDRESS

The Principal Office Address is the primary physical address where the business and its essential documents will be located.

The screenshot shows a multi-step registration process. The progress bar at the top indicates the current step is 4, 'Principal Office Address'. The form is titled 'ARTICLES OF ORGANIZATION' and 'Principal Office Address'. It contains the following fields:

- Document Type: Articles of Organization
- Document Fee: \$100.00
- Entity Name: DIY LLC
- Additional Fee: \$0.00
- Attention:
- Address Line 1:
- Address Line 2:
- Country:
- Zip Code:
- City/Town:
- State:

Navigation buttons 'Back' and 'Next' are located at the bottom left and right of the form, respectively.

8

For general informational purposes only. The information provided in this presentation does not, and is not intended to, constitute legal advice.



B. S. JOHNSON LAW  
P L L C

## STEP 5: PRINCIPAL INFORMATION

This section is for choosing your LLC's management structure. However, you are NOT REQUIRED to make a selection here. Instead, you can include this information in the LLC's Operating Agreement (discussed later).

1 Entity Search 2 Entity Information 3 Registered Agent 4 Principal Office Address 5 Principal Information 6 Supporting Documentation 7 Signatures 8 Review 9 Done

Document Type: Articles of Organization Document Fee: \$100.00  
Entity Name: DIY LLC Additional Fee: \$0.00

**ARTICLES OF ORGANIZATION**

Principal Information  
Manager/ Member Information

This section is NOT required. Selection will insert the management s

Management Structure: -- Select Management Structure --

Back Next

**Manager-managed** - the LLC is run by someone that is not an owner.

**Member-managed** - the LLC is run by its owner(s).



B. S. JOHNSON LAW  
P L L C

## STEP 6: SUPPORTING DOCUMENTATION

THIS SECTION IS NOT REQUIRED but can be used to upload supporting documents.

1 Entity Search   2 Entity Information   3 Registered Agent   4 Principal Office Address   5 Principal Information   6 Supporting Documentation   7 Signatures   8 Review   9 Done

Document Type: Articles of Organization      Document Fee: \$100.00  
Entity Name: DIY LLC      Additional Fee: \$0.00

### ARTICLES OF ORGANIZATION

#### Supporting Documentation

An attachment is not required for this filing. You may wish to upload a document that will become the articles of organization. **Please check the box below if these are the documents you are uploading. If you choose to upload a document the filing will require an internal review which will delay your approval.**

The uploaded document will act as the filing image.

The SCC will not accept documents such as: meeting minutes, bylaws, etc. or documents that contain personally identifiable information (PII) such as social security number or birth date. Uploading these documents will result in your filing being returned for correction.

Attach Documents: Attach

**Note: Only PDF uploads with a maximum size of 50 MB are allowed. Multiple files may be uploaded if needed.**

File Name	Action
No records to view.	

Back Next

10

For general informational purposes only. The information provided in this presentation does not, and is not intended to, constitute legal advice.



B. S. JOHNSON LAW  
P L L C

## STEP 7: SIGNATURE INFORMATION

Here is where you acknowledge and sign your Articles of Organization.

ARTICLES OF ORGANIZATION

**Signature Information**

The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a document that is false in any material respect with the intent that it be delivered to the Commission for filing.

Signing as:  Individual  On Behalf of Business Entity

Signature

Signature:\*

Title:\*

Printed Name

First Name:\*

Middle Name:

Last Name:\*

Suffix:

Printed Name	Signature	Title	Action
No records to view.			



B. S. JOHNSON LAW  
P L L C

## STEP 8: REVIEW

You can review all the information you have entered on the review page.

**\*\*Please make sure the information is accurate.\*\***

If everything looks good, click "Add to Shopping Cart."

Document Type: Articles of Organization Document Fee: \$100.00  
Entity Name: DY LLC Additional Fee: \$0.00

### REVIEW OF ARTICLES OF ORGANIZATION

**Entity Information** [Edit](#)

Entity Name: DY LLC  
Entity Type: Limited Liability Company  
Entity Email Address: dyllc@gmail.com Contact Number:

(888) 555-5555

**Business Type**

Industry Code: 0 - General

**Duration**

Perpetual (Forever)

**Registered Agent Information** [Edit](#)

RA Capacity: Member of the Virginia State Bar  
Type: Individual  
 Individual is a resident of Virginia

Name	Address	Email
Brittany Johnson	101 N Pinetta Dr Unit 358E3, North Chesterfield, VA, 23235-7037, USA	

**Principal Office Address** [Edit](#)

Address  
101 N Pinetta Dr Unit 358E3, North Chesterfield, VA, 23235-7037, USA

**Principal Information** [Edit](#)

Manager/ Member Information  
This section is NOT required. Selection will insert the management structure into SYSTEM-CREATED ARTICLES ONLY.  
Management Structure:

**Supporting Documentation** [Edit](#)

File Name  
No records to view.

**Signature Information** [Edit](#)

The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a document that is false in any material respect with the intent that it be delivered to the Commission for filing.

Printed Name	Signature	Title
Brittany Johnson	Brittany Johnson	Organizer

[Back](#) [Add To Shopping Cart](#)



B. S. JOHNSON LAW  
P L L C

## STEP 9: SHOPPING CART

The final step is for you to pay the required filing fee.

### SHOPPING CART

**Payment Policy**

Pursuant to statute, there is no filing fee for an annual report.

Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely.

A filing fee paid for one document cannot be transferred to another document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Filings				Grand Total: \$100.00
Document Type	Entity Name	Created Date/Time	Fee	Action
Articles of Organization	DIY LLC	09/05/2022 08:17 PM	\$100.00	

[Checkout](#) [Add Another Filing](#)



B. S. JOHNSON LAW  
P L L C

## ESSENTIAL NEXT STEPS

Registering an LLC is gratifying, but it is only the first step.



Additional steps you may take, include:

- executing an Operating Agreement
- applying for a tax ID (EIN) number
- opening a business bank account
- signing up for a small business legal plan