

## A Guide to Filing Your Annual Report Online

Go to: [www.concord-sots.ct.gov/CONCORD](http://www.concord-sots.ct.gov/CONCORD)

- Read Terms and Conditions, then “**Click to Acknowledge**”
- Click on “**Continue Without Log-In**”
- Type in Name, Address & E-Mail Address, then click “**Continue**”  
(Note: Leave “Country” blank if using a United States address)
- On left side of screen under Online Services select “**File Annual Report**”
- Type in Business Name or Business ID#, then click “**Search Business**”
- Name of Business should come up and should show as “Active”, then click “**Continue**”
- Screen will show report year(s) requiring filing. Click “**Continue**”
- The Mailing & Business addresses for your business will show. This is your opportunity to update this information if necessary
- Type in the Name of the Authorizer and their Capacity/Title
- Check the E-Mail Address Box and enter E-Mail Address, then click “**Continue**”
- This screen will show the name(s) of the principal(s) of the business. If you want to edit the information for an individual, click on their name to open their information. Make any necessary changes, and then click “**Save**”. You may also add or delete principals if necessary. When all changes have been made to the principal(s), click “**Continue**”
- Enter Credit Card Information (MasterCard, Visa, American Express and Discover are valid forms of payment), then click “**Pay Securely Using Card**”
- Click “**File Annual Report**”