

# **AUTHORIZED USERS: WHAT YOU NEED TO KNOW**

## **The Basics**

The concept is a simple one: online accounts are “Owners” who can designate who can file documents on that entity, the “Authorized Filer.”

### ***How do I become an Owner?***

1. Create an entity online and you automatically become the Owner.

***NOTE:*** As of June 29, 2021, you will be the Owner of any entity you **formed** through your online account.

2. Internally (meaning ACC staff), we can change the Owner designation.

***NOTE:*** In the near future, we will add the ability (1) for Owners to choose which entities they want to remain the Owner of; and (2) for an Owner to designate someone else as the Owner online, through their eCorp account.

**\*\*Following an entity or filing a non-formation document does NOT make you an Owner \*\***

### ***What if I do not want to be an authorized filer?***

- If you are designated as an authorized filer, you will receive an email that tells you to log into your eCorp account and click on Authorized Entities. You will see the option to accept or reject the designation.

### ***What if I don't designate anyone as an authorized filer?***

- Then you will be the only person who can file a document on that entity online.

# What's New?

The “My Entities” link and drop-down menu have been removed. You will now see an Authorized Filer link, an Authorized Entities link, and a Followed Entities drop-down menu.

The screenshot shows the 'My Dashboard' page. At the top, there is a dark blue header bar with the 'ACC' logo, user information ('eCorp Hi, Tanya Gibson Logout'), and a 'Shopping Cart' link. Below the header is a navigation bar with links: 'My Dashboard', 'Online Services', 'My Profile', 'Entity Search', 'Authorized Filers' (which has a red oval around it), 'Authorized Entities' (which has a red oval around it), 'MOD Account', and 'Statutory Agent'. A red arrow points from the text above to the 'Authorized Entities' link. The main content area is titled 'My Dashboard' and contains a message about filing corporation and LLC documents. Below this is a grid of six items, each with a blue header and a yellow footer containing a right-pointing arrow: 'My Alerts (New)', 'Followed Entities', 'My Correspondence', 'My Rejected Filings', 'My Unfinished Filings (12)', 'My Recent Filings/Requests', 'My Shopping Cart', and 'My Recent Payments'. A 'Collapse | Expand' link is located at the top right of the grid. At the bottom of the page is a dark footer bar with a small 'Privacy Policy | Contact Us' link.

**How can I see who is authorized to file on one of my entities? How do I add or remove an authorized filer?**

- You can do both of these by clicking on “Authorized Filers.” You will see a list of all entities that you are the Owner of. You can also search for a particular entity by name to narrow the results.

The screenshot shows the 'Authorized Filers' page. At the top, there is a navigation bar with links: 'My Dashboard', 'Online Services', 'My Profile', 'Entity Search', 'Authorized Filers' (which is highlighted in blue), 'Authorized Entities', 'MOD Account', and 'Statutory Agent'. Below the navigation bar is a search bar labeled 'Filter results by Entity Name:' with a text input field and 'Search' and 'Clear' buttons. The main content area is a table with two columns: 'Business Name' and 'Action'. The 'Business Name' column lists several entity names: 'COME ON NOW, LLC', 'Copper Fit Company', 'Delay Your Start LLC', 'Delayed Today LLC', 'Domestic Insurer Number One, Inc', and 'I am Foreign LLC'. The 'Action' column contains a single link for each entity: 'Authorize Filers'. A purple arrow points from the text above to the 'Action' column of the table.

- When you click on “Authorize Filers” (see above), you will see a grid that shows who is authorized to file on that entity.

- From this screen, under the Action column, you can edit the filer's information or delete the filer completely. You can also add a new authorized filer from this screen (see below).

ACC

eCorp Hi, Tanya Gibson Logout  
Shipping Cart

My Dashboard Online Services My Profile Entity Search Authorized Files Authorized Entities MDD Account Statutory Agent

Authorized Filers for Thursday Foreign Series LLC

Filter results by:

First Name	Last Name	Email Address	Status	Action
derek	brown	dtbrown@acc.gov	Active	<a href="#">Edit</a> <a href="#">Delete</a>
christina	Wheeler	cwheeler@acc.gov	Active	<a href="#">Edit</a> <a href="#">Delete</a>

Add/Update Filers

First Name:
<input type="text"/>
Last Name:
<input type="text"/>
Account Email Address:
<input type="text"/>
Verify Email Address:
<input type="text"/>

[Add](#) [Clear](#)

[Back to Dashboard](#)

### **How do I see the entities that someone else has designated me as an authorized filer on?**

- You can do this by clicking on “Authorized Entities.” When you do this, you will see the names of the entities you can file on. You can also search by entity name to narrow the search. Also, from this screen you can delete yourself as an authorized filer.

ACC

eCorp Hi, Tanya Gibson Logout  
Shipping Cart

My Dashboard Online Services My Profile Entity Search Authorized Files Authorized Entities MDD Account Statutory Agent

Authorized Entities

Business Name	Action
apples are fun llc	<a href="#">Delete</a>
hats and stuff llc	<a href="#">Delete</a>

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