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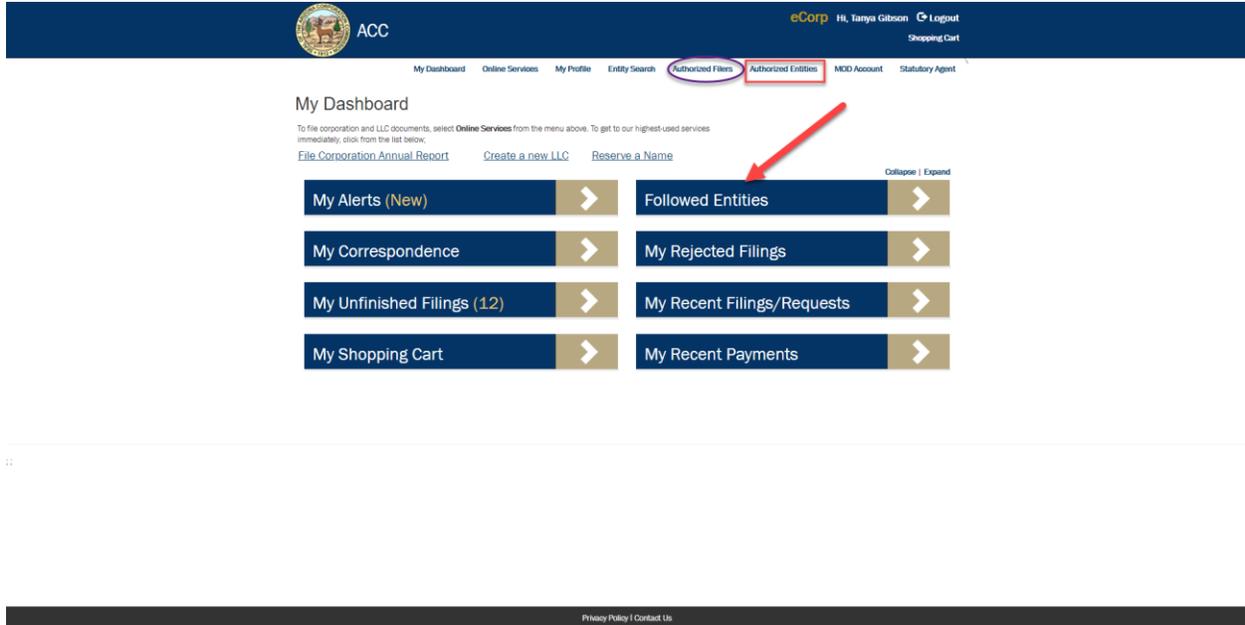
How can I see who is authorized to file on one of my entities? How do I add or remove an authorized filer?

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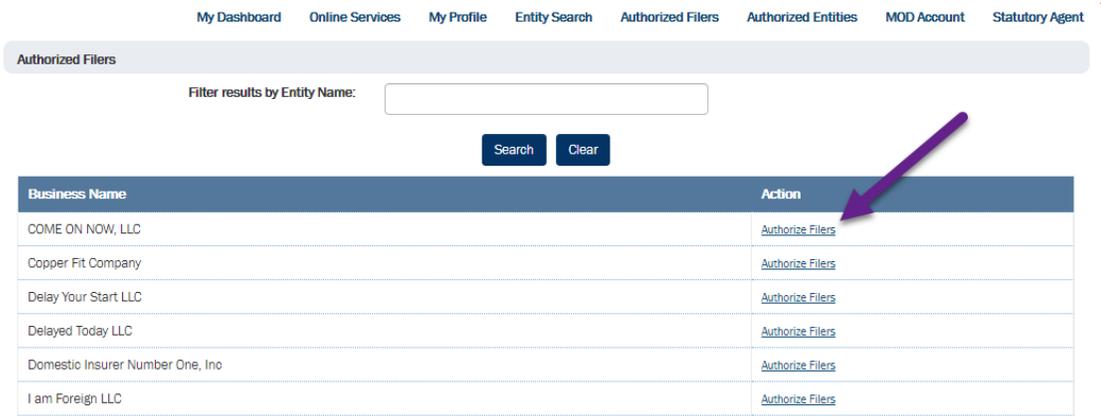
- When you click on "Authorize Filers" (see above), you will see a grid that shows who is authorized to file on that entity.

- 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).

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.