

Reinstating your entity through Fast Track Filing

Administratively dissolved? No worries! You can reinstate online through Fast Track Filing! Follow the steps below to find out how!

Step One:

First, go to our website at filings.sos.iowa.gov

Login to your account and go into the **Business Filings** tab to **File a Document**.

The screenshot shows the top navigation bar of the Iowa Fast Track Filing website. The header is blue with the text "PAUL D. PATE - IOWA SECRETARY OF STATE". Below the header is a navigation menu with the following items: Home, Business Filings (highlighted in orange), UCC Filings, Notary, 28E Filings, Admin, and Account. There are also icons for a shopping cart and a notification bell. The main content area is titled "Home" and features a "Communication Center" section with a "Need help?" message. The message states: "We have launched the Fast Track Filing Resource Center, a portal that contains knowledge base articles, how to videos, and more. Check out the Resource Center at help.sos.iowa.gov". The date "Jan 22, 2022" is visible at the bottom right of the message. To the right of the message is a blue button labeled "File a Business Document". Below the message is a "Helpful Links" section with a list of links: Biennial Reports, Business FAQ's, Business Entity Forms and Fees, File Business Entity Document, Reinstatement Information, Business Entity Search, UCC Certified Search, File A UCC1, File A UCC3, Pay your charge account, and Iowa Legislature Search.

NOTE: *If you were administratively dissolved due to your duration expiring, you will have to file by paper. Please contact our office for the paperwork to be sent to you with the appropriate code section for an amendment.*

IF YOU WERE ADMINISTRATIVELY DISSOLVED FOR FAILURE TO FILE THE BIENNIAL REPORT, YOU CAN FILE ONLINE WITH THESE INSTRUCTIONS.

Step Two:

Scroll down the **File a Document** page until you get down to **Existing Entities**. You will look for **Application for Reinstatement**. This should be in alphabetical order.

Showing 1 to 11 of 11 entries

Existing Entities

| Name | Type | Details and Filing Fees |
|--|---|---|
| Amended Certificate of Authority | Amended Certificate of Authority | Foreign LLC - \$100 Foreign Nonprofit Corp - \$25 |
| Amended Foreign Registration Statement | Amended Foreign Registration Statement - Profit | Foreign Profit Corp - \$100 |
| Application for Reinstatement | Application for Reinstatement | \$5 + fees for delinquent Biennial Reports |
| Articles of Amendment | Articles of Amendment | Amended Certificate of Organization (LLC) - \$50 Articles of Amendment (Profit Corp) - \$50 Articles of Amendment (Nonprofit Corp) - \$10 |
| Biennial Report | Biennial Report | LLC & LP - \$30 Profit Corp - \$60 Nonprofit Corp - No Fee |

Step Three:

You will search by either your business name or business number.

For which entity is this being filed?

Business Entities Search

Search by Business **Name**

- or -

Search by Business **Number**

Step Four:

The first part of the Reinstatement page will ask you to fill in your EIN number and sign at the bottom.

NOTE: If you do not have an EIN or you file by using your social security number, **DO NOT** enter that number into this form. This will be public record and visible to anyone on our website. Just input 00-000000 to continue if you do not have one.

Application for Reinstatement

TO THE SECRETARY OF STATE OF THE STATE OF IOWA:

Pursuant to Iowa law, the undersigned business entity applies for reinstatement and states:

The name of the business entity on the date of administrative dissolution was: ?

The date of the administrative dissolution was: ?

 

The ground(s) for dissolution did not exist or has been eliminated.

The business entity applies for reinstatement under the name: ?

The federal tax I.D. number of the business entity is: #

Signature(s) ?



I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding is true and correct. Further, I agree to use an electronic signature in lieu of a handwritten signature, and the Secretary of State agrees to accept the electronic signature. The information you provide will be open to public inspection under Iowa Code chapter 22.11.

* - Select Officer Type -

* Full Legal Name

Fee: \$5.00

Save Work

Review & Pay

NOTE: Profit Corporations are required to have an EIN listed for reinstatement.

You will read and mark the paragraph regarding your understanding of the filing and using an electronic signature and select your title and type in your signature.

Step Five:

After hitting **Review & Pay**, you will be directed to a review page. This will give you a chance to review the information before it is submitted to Iowa Workforce Development.

Step Six:

The next page will notate that your filing has been submitted for review by Iowa Workforce Development. They typically review these filings within **2-3 business days**, depending on the demand. You should receive an email with their decision.

ⓘ Attention! Please read the following:

- Your filing submission requires review by the Iowa Workforce Development.
- To submit your filing to Iowa Workforce Development, click OK. Otherwise, click Cancel.

If *rejected*, the email will list the reason and include the PDF of the rejection letter. You will need to contact that office to resolve any issues before submitting another request.

If *approved*, you will be provided a link to continue your filing. If that link does not work, go back into your **dashboard** under the **business filings tab** on your Fast Track Filing account and your filing should say, “*ready to resume filing.*” Click on the name of the company for that reinstatement filing and it will pull up a page confirming approval which includes a button that says **Continue Filing**.

Step Seven:

Once you hit continue filing, the system will generate the required biennial reports you will need to file to reinstate. There will be an optional Change of Registered agent/office form available after you have reviewed the reports.

Step Eight:

You will then be brought to a final review page. You should see + signs beside each filing on the review. Click on each of these + signs to mark the filing as “reviewed.”

The screenshot shows the FastTrackFiling website interface. At the top is a navigation bar with links for Home, Business Filings, UCC Filings, Notary, 28E Filings, and Account. A shopping cart and notification bell icon are on the right. The main heading is 'Application for Reinstatement Filing Process'. Below it is a progress bar with four steps: 1. Application for Reinstatement (checked), 2. Iowa 2021 Biennial Report (checked), 3. Change of Reg. Office/Agent (checked), and 4. Review All (circled with a 4). Below the progress bar is a 'Review All' section containing a list of filings. Each filing has a plus sign (+) to its left. The first filing is 'Application for Reinstatement'. The second is 'Iowa [] Biennial Report for an *Entity Type listed' with a 'Not Reviewed' status and an 'Edit' link. The third is 'Change of Registered Agent' with an 'Optional' tag, 'Not Reviewed' status, and 'Delete | Edit' links. At the bottom of the review section is a large blue 'Proceed to Payment' button.

FastTrackFiling Home Business Filings UCC Filings Notary 28E Filings Account

Application for Reinstatement Filing Process

Application for Reinstatement Iowa 2021 Biennial Report Change of Reg. Office/Agent Review All

Review All

- Please review each filing by clicking the + below for possible errors.
- To make corrections, click on the "Edit" link.
- To delete the filing, click on the "Delete" link.
- To file click "Proceed to Payment" at the bottom of this page.

Back to Dashboard

+ Application for Reinstatement

+ Iowa [] Biennial Report for an *Entity Type listed Not Reviewed Edit

+ Change of Registered Agent Optional Not Reviewed Delete | Edit

Proceed to Payment

NOTE: You will need to click all the + signs to mark each filing as reviewed. Even if you skipped the change of agent/office form, you would still need to click that + to activate the **Proceed to Payment** button.

Step Nine:

You will add the filings to your cart, select your payment method, and submit to file. Our office has these filings reviewed within 2 business days and you will receive notification by email when your filing is complete.