



## Annual Periodic Report Email Reminder Notification

If you operate an LLC, partnership, or corporation in the state of Colorado, you are required to be registered with the Colorado Secretary of State (SOS). Additionally, you are required to file an annual periodic report to pay a small fee and update your contact information.

**The Colorado Secretary of State used to send out an annual postcard to remind business owners to file their periodic report. Since the SOS no longer provides this service, there is now an option to sign up for an email reminder notification. To receive this notification:**

1. Visit [www.sos.state.co.us](http://www.sos.state.co.us)
2. Under the Business and Licensing section, click on the business search link. Here you are able to search for your business by name, trademark, trade name, or Colorado ID.
3. Enter the business information in the search box, click search.
4. On the search results page, find your business and click on the ID number listed beside your business name.
5. Towards the bottom of the summary page there is a list of actions that you may do. Click on the "subscribe to email notification regarding this record" which is the fifth option.
6. Enter in your email address and click subscribe.