

## **Steps to Create a Nonprofit Corporation with the Colorado Secretary of State's Business Division**

**Access the Colorado Secretary of State Website: [www.sos.state.co.us](http://www.sos.state.co.us)**

1. Click on “File a Business Document”
2. Click on “Form a New Nonprofit Corporation”
3. Do a Name Availability Search – type in the name exactly as you wish the name of your organization to be recorded. Organization names can not be identical to another name.
4. After selecting a unique entity name, the online form for the Articles of Incorporation for a Nonprofit Corporation are displayed. When completing the Articles of Incorporation, all fields followed by red asterisks are required.
5. To access instructions on how to complete the Articles of Incorporation (Nonprofit Corporation), select “Help on this Page”. The Articles of Incorporation (Nonprofit Corporation) instructions will open in a new web browser window.
6. Once all required fields have been completed, selected “Submit” to continue to the next page.
7. If required information is missing, an error message will appear on the page indicating the type of information that is missing. Once the required information is provided, you will be able to proceed to the next page.
8. The Articles of Incorporation for a nonprofit corporation are required to include an attachment that states the provisions regarding distribution of assets on dissolution. You can upload this document directly from your computer.
9. To complete the filing of the Articles of Incorporation for a Nonprofit Corporation, a filer must pay \$50.00 using a credit card or prepaid account.
10. You can immediately print a copy of your filed Articles of Incorporation and provide those as an attachment to your Strengthening Communities Fund Grant application to show proof of nonprofit incorporation with the Colorado Secretary of State.