

## Regional Micro-Enterprise Credential: Company Registration Instructions

(Updated: June 12, 2017)

Small businesses need to complete a series of forms during their start-up phase. These forms inform government agencies at every level (Federal, state and local) about the name of the business and its organizational structure, enabling these government agencies to make sure the new company complies with all applicable laws and pays all applicable taxes.

Entrepreneurs can find it daunting to try to determine which government agencies to contact and which forms to complete.

That's why the Louisiana Secretary of State created the *geauxBIZ* website that integrates the business filing requirements of different Louisiana state and local agencies. The *geauxBIZ* website is a "one stop portal" that streamlines the paperwork requirements of a start-up, making the process of establishing a new business more intuitive and less intimidating.

To help you learn how to file the documents a new small business needs to file, the Louisiana Secretary of State has created the *geauxBIZ* Student Portal: <http://student.geauxBIZ.com>

Your job will be to register a fictitious new business and complete the forms that every new business needs to complete.

### Instructions

Your teacher will assign you to teams to complete this task. Team members will need to work together to: a) complete the task of obtaining a series of new business forms; and b) answer the questions posed below.

To register your fictitious new company, please go to <http://student.geauxBIZ.com> to start this process. **Please note:** Avoid using the back arrow function. Clicking the back arrow will exit you from the program.

There will be videos you can watch to help you understand what you need to do, or you can simply select the [Click Here to Get Started](#) arrow. Then complete the following four tasks.

**Task 1: Complete the *geauxBIZ* Checklist Request (The first option in menu: Find resources to help plan, make key financial decisions, and complete legal activities necessary to start a business)**

The fictional name of your entrepreneur should be: a) the first name of one of your team members; and b) the last name of a different team member.

*Do not use one of your actual names, and do not use any other fictional name.*

Use your school's address as your company's mailing address.

Your company should be one of the following businesses: 1) Car Service and Repair; 2) Accountants; 3) Restaurant; or 4) Computer Services Consulting. Please use one of these four types of companies.

When the system accepts your input, save the Checklist the system provides to prove you've completed the *geauxBIZ* Checklist task.

**Task 2: Reserve a Business Name (Second option in menu: Reserve a business name)**

Please select choosing an LLC (Limited Liability Corporation). Then, to create a business name: a) choose an adjective; b) choose a color; c) use the type of company you’re trying to form.

For example, if you decided your company is a restaurant, a name you could choose to register would be “Delicious Blue Restaurant.” “Delicious” is an adjective. “Blue” is a color. “Restaurant” is the type of business you’re creating.

Request the business name in the name of the fictional name you created to obtain your checklist request. Your contact person name and address should be the same as well (first name of one of your team members, last name of a different team member, your school address).

When the system accepts your input, save the Name Reservation letter the system provides to prove you have completed the Reserve a Business Name task.

**Task 3: Convert Name Reservation to New Business Registration**

Find and select the “Convert Name Reservation to New Business Registration” option. (Under Activities & Actions Menu on right side of the page after you select “alerts”.)

When the system asks you for your registered agent and FEIN (Federal Employer Identification Number), use your teacher’s name as your registered agent and, once again, your school address as the registered agent’s address.

When asked the purpose of your organization, simply select the “any lawful activity” choice. This is what the vast majority of new businesses select. You do not have to enter in any other purpose in the blank space (either for this exercise or in the real world).

When asked for the duration of the company, enter “perpetual.” After all, you expect your business to succeed, now and forever! You should leave the “Other Provisions” box blank, like almost every company in the real world does.

When asked if you want to register for a Sales Tax Account select “Yes.” That way if your new business ever sells anything that is subject to a sales tax you will already be registered and ready to go. Also select “Yes” when it comes time to register for a Corporate Income and Franchise Account.

Indicate that you do have employees when it comes time to do that. Then use the following FEIN:

Type of New Company You Selected	Federal Employer Identification Number (FEIN)
Car Service and Repair	95-5674388
Accountants	90-7103520
Restaurant	85-4760397
Computer Services Consulting	80-4767229

*In the real world your start-up company would need to apply to the Federal government to receive a FEIN. Ask your teacher for the form required to receive a FEIN if you’re interested in seeing how easy it is to complete.*

**Save and print your new company’s Article of Incorporation** (plus the other documents that *geauxBIZ* system will provide you). Submit these documents to your teacher to prove you’ve successfully registered your new company. Then to complete this assignment, answer the questions on the next page.

**Task 4: Answer Six Questions**

Question	Your Team's Answer
Q1 What is a registered agent? What does a registered agent do for a new company?	
Q2 How long is your proposed business name reserved?	
Q3 Do you automatically get approval for the business name you've requested? Why or why not?	
Q4 What different tasks does the <i>geauxBIZ</i> portal enable a business to do?	
Q5 Why does the Secretary of State's <i>geauxBIZ</i> portal provide automatic links to the Louisiana Department of Revenue (the agency that collects state taxes) and the Louisiana Workforce Commission (the agency that helps companies and employees)?	
Q6 If you watch the first demonstration video, you'll notice that the real <i>geauxBIZ</i> portal determines the NAICS code for each new business. What is a NAICS code?	
Q6 Extra credit: Why is it important and logical for the Secretary of State to help a new company determine its NAICS code?	