

# Minority Business Expo – Virtual Business Services in West Virginia



West Virginia Secretary of  
State's Office

# Award-Winning Business Start Up Wizard

The WV Business Start Up Wizard has won 2 National Awards



The screenshot shows the 'West Virginia Secretary of State New Business Startup Wizard' interface. At the top left is the West Virginia state seal. The title 'West Virginia Secretary of State New Business Startup Wizard' is displayed. Below the title is a progress bar with four steps: 1. LOCATION (highlighted in green), 2. TYPE, 3. CITY, and 4. TAX. The main content area contains a question: '\*Do you want to form a new West Virginia company or register your existing foreign company?'. There are two radio button options: 'Form a new domestic (West Virginia) company' and 'Register an existing foreign (out of state) company'. At the bottom are 'Previous' and 'Next' buttons.

A web-based application that provides assistance with determining business structure formation

<https://apps.wv.gov/sos/bizwiz>





# Business Start Up Wizard

*The business registration process can be daunting when you do not know where to start, and the West Virginia Secretary of State's Office has created a valuable new tool to help!*

- The new online tool is available through the West Virginia One Stop Business Portal and aims to simplify the business registration process in West Virginia.
- The tool is referred to as the Business Startup Wizard and can be accessed at <https://business4.wv.gov>.
- The Business Startup Wizard is an interactive tool that provides information and guidance to assist with the planning and registration process in order to efficiently and successfully get a business up and running in West Virginia.
- The Business Startup Wizard guides the beginning entrepreneur through an easy to follow Q&A process that collects information about the new business.
- Upon completion, a customized report is generated that provides cross-agency and cross-government resources the entrepreneur will need, including a scoring system to help decide business formation structure. The application is mobile-responsive and makes the report available for print or download.

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# Expedited Services

## By the Numbers in 2020



	Expedite Service			
	24 hour \$25	2 hour \$100	1 hour \$500	Totals
<b>2017*</b> (Sept. 18 to Dec. 31)	1,380 \$34,350 71.4%	37 \$9,250 19.2%	9 \$4,500 9.4%	1,426 \$48,100
<b>2018</b>	5,808 \$145,220 78.4%	108 \$27,000 14.6%	26 \$13,000 7.0%	5,942 \$185,220
<b>2019</b>	6,588 \$164,700 85%	84 \$21,000 11%	16 \$8,000 4%	6,688 \$193,700
<b>2020</b>	7,100 \$177,500 97%	165 \$16,500 2%	55 \$27,500 1%	7,320 \$221,500

## • Expedited Services– Why?

- One of the mottos you will hear us mentioning that we use in the Business Division is “Moving at the Speed of Business”—and offering Expedited Services as an option for our customers is an example of that.
- Many in the business community reached out and expressed to us that if we could find a way to offer filings to be done within an hour, two hours or 24 hours they would be willing to pay an additional fee just to ensure that their important documents would be processed within a specific timeframe
- 24 Hour Service - \$25
- 2 Hour Service - \$250
- 1 Hour Service - \$500

\*WV One Stop Business Center initial start date September 18, 2017.



The SOS Appointments Online service offers the opportunity to make appointments online or from your mobile device or computer, allowing you to avoid the inconvenience of standing in line. The following appointment types are now available.

### MAKE YOUR APPOINTMENT

APPOINTMENT TYPE

APPOINTMENT LOCATION

DATE & TIME

APPLICANT INFORMATION

Select your appointment type

Select an appointment type in order to continue.



#### Apostille or Certificate of Authenticity

Authenticate documents signed by a public official or WV notary public for out of country use



#### Business License

Register a new business in WV - sole proprietor, general partnership, etc. Obtain a WV business license. Make changes to current business license.



#### Business Registration

Register a New Business in WV - Corporation, LLC, Certificate of Authority, etc.



#### Charitable Organizations

Register or renew a charitable organization or fundraiser



#### Contractors License

Register or renew contractor's license.



#### Elections

Election information, voter information, campaign finance, election administrators, city/town elections, etc.



#### Employer Accounts

Register or update an employer account or obtain compliance letters



#### General Business Filing

This appointment type is for filings such as Tradenames, Officer Changes, Terminations, Amendments, etc



#### Licensing Application

Apply for License- Private Investigators/Security Guards, Athlete Agents, Marriage Celebrants etc



#### Multi-agency registration

To file an application with more than one agency at the One Stop Business Center. Please note - WV Division of Labor is only available at One Stop Business Center on Wednesday's.



#### Notary Publics

This appointment is to register as a WV notary public or renew/update an existing notary public commission



#### Service of Process

To file Service of Process legal documents



# Veterans, Active Military and Young Entrepreneurs Incentives



## Veterans & Active Military

**When it comes to serving veterans, West Virginia means business!**

- To encourage economic growth and to facilitate veterans transitioning from serving our country to re-entering the work force the **Boots To Business waiver** was created, which waives the initial Secretary of State business registration fee and the annual report filing fee for the first four years.
- This year we submitted legislation which was passed expanding the Veteran's waiver to include active military and spouses of active military personnel or veterans.

## Young Entrepreneurs

**What is the Young Entrepreneur Waiver?**

- The [Young Entrepreneur Reinvestment Act](#), states any incorporator of an incorporation, member of a limited liability company, or partner of a partnership who is a West Virginia resident under the age of 30 may have their initial Office of Secretary of State registration filing fee waived, if the business is formed between July 1, 2016 or thereafter.
- To take advantage of this waiver you will be required to provide the Secretary of State's Office with proof of your age and West Virginia residency.



# Enterprise Registration & Licensing Services (ERLS)

**Launched Fall 2020 – *erls.wvsos.gov***

In 2019, the Office of the Secretary of State of West Virginia began developing a new cloud-based system that would allow businesses and charitable organizations to complete their entire licensing and registration process online

- The new ERLS meant eliminating nearly 164,000 sheets of paper that would either have to be handed in or scanned and posted online. That makes a tremendous impact in terms of speed, efficiency and flexibility —
- In just a few months of being online, we've found that people are accessing the service and using it very comfortably. The adoption rate from paper to online filings is currently up to 85% in some areas like Notaries.
- The type of filings that can be done on ERLS are: Charities, Notaries, Athlete Agents, Marriage Celebrants, Scrap Metal Dealers, Trademarks and Apostilles.

