

Existing Business Entities and/or Trade Names Online Filing System

Instructions for getting started in Catalyst:

1. Go to www.corporationsandtrademarks.vi.gov.
2. Create user account by clicking the **REGISTER** Button. Refrain from uploading identification as a profile picture.
3. Search for business entity or trade name by clicking in **ONLINE SERVICES > SEARCH FOR AN ENTITY**. Enter name in field; click **SEARCH** button; and scroll down to view results.
4. Click on entity or trade name and **REQUEST AUTHORITY**. A current government-issued identification and authorization letter are required to be uploaded.
5. Once in receipt of email approval notification, log into user account in Catalyst. Click entity name under **My Items** tab.
6. Complete the **UPDATE PROFILE SERVICE**. The gray button is on the left-hand side of the profile. Have on hand a copy of the registration documents (articles, amendments, mergers, if applicable) and the last franchise tax and/or annual reports along with financial statement. The information contained therein is required to be entered within that service. Names, physical, mailing, and email addresses of persons associated with entity (including incorporators, president, treasurer, secretary, chairman, vice chairman, directors, organizers, members, managers, resident agent, sole proprietors, and partners) are required.

Thereafter, business entities and trade name owners have access to file the franchise tax and/annual reports, amendments, mergers, change of principal office, resident agent, withdrawal, if applicable, and request certificate of fact and/or good standing (if the entity's status is Active/In Good Standing) using the online system, 24-hours a day, seven-days a week. The acceptable online payment forms are MasterCard, Visa and ATH. Only the June 30, 2018 and 2019 filings shall be remitted online. The June 30, 2018 filing shall be remitted first. Once approval is granted, then the June 30, 2019 filing shall be remitted. Prior year filings shall be delivered to the office.

If there is assistance required, please contact the division at

Office of the Lieutenant Governor
Division of Corporations and Trademarks
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