

Existing Business Entities and/or Trade Names Online Filing System

Instructions for getting started in Catalyst:

1. Go to www.corporationsandtrademarks.vi.gov, 24-hours a day, seven-days a week.
2. Create user account by clicking the **REGISTER** Button. Refrain from uploading government-issued identification (such as driver's license, passport, passport card, social security card or senior citizen card) as a profile picture.
3. Search for the 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 the entity or trade name and **REQUEST AUTHORITY**. A current government-issued identification and authorization letter are required to be uploaded. The authorization letter is located at <https://ltg.gov.vi/> (Divisions > Corporations & Trademarks > Forms).
5. Once in receipt of the email approval, log into user account in Catalyst. Click entity name under **My Items** tab. If it is a trade name, go to line 6, otherwise skip to line 7.
6. Trade name owners and service providers will have access to renew and withdraw the registration.
7. For business entities (Corporations, Partnerships, and LLC), complete the **UPDATE PROFILE SERVICE**. The gray button is located on the top of the profile. Have on hand a copy of the information below, which is required to be entered within that service.
 - Registration documents (articles, amendments, mergers, if applicable)
 - Last franchise tax and/or annual reports along with financial statement.
 - Names, physical, mailing, and email addresses of persons associated with entity (including president, vice president, treasurer, secretary, chairman, vice chairman, directors, members, managers, partners and resident agent) are required.

Business entities will 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 In Good Standing) using the online system. The acceptable online payment forms are MasterCard, Visa and ATH.

Note: The June 30, 2018 due date annual filing (franchise tax and/or annual report) shall be remitted first and online. Once approval is granted, then the June 30, 2019 followed by subsequent filings shall be remitted through the online Catalyst portal. Prior year filings shall be delivered to the office as a paper submission.

For additional information, visit <https://ltg.gov.vi/> (Division > Corporations & Trademarks > FAQ) for a glossary of terms and frequently asked questions. If assistance is required, please contact the division at:

Office of the Lieutenant Governor / Division of Corporations and Trademarks
5049 Kongens Gade, St. Thomas, VI 00802 – 340.774.2991 (Telephone) – 340.776.4612 (Fax)
1105 Kings Street, Christiansted, VI 00820 – 340.773.6449 (Telephone) – 340.773.0330 (Fax)
Questions - <https://ltg.gov.vi/contact-us/>