



Creating a User Account

RI Business Services Online Filing System

This guide is intended to help you register a new user account in the [RI Business Services Online Filing System](#). A user account must be created before submitting a filing or placing an order with the RI Department of State Business Services Division. A user account is not required to search and view filings held in one of our public databases.

If you have questions about creating a new user account or filing a document with the Business Services Division, please contact us! We are available Monday to Friday from 8:30 a.m. to 4:30 p.m. by phone, email, or in person. Reach us at 401-222-3040 or corporations@sos.ri.gov. Be sure to check out the resources available on our [website](#) for more information.

Business Services Division

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Access the RI Business Services Online Filing System

Open a web browser and navigate to <https://ridos.my.site.com/>. This page is the main entry point for all users and provides access to account sign-up, login, and account recovery options. You can also access public databases, such as the Trade Name Database, and verify a certificate or certified copy issued by the RI Department of State.

Create a User Profile

To start your account registration, click “**Sign Up.**” Some notes about account creation:

- You must provide your first and last name. Providing a middle name is optional. Please be aware the first and last name you enter will appear on filings you submit to the RI Department of State.
- You must enter a valid email address that you have access to. You will be required to verify the email address you provide when you create your account password. Confirm that you have typed in your email address correctly by typing the same email address in the “**Confirm Email**” textbox. Copy and paste is not allowed.
- You must choose a unique username for your account. Your username cannot be an email address, and it cannot contain special characters (/ , # , @ , \$, etc.).
- A US mobile phone number is optional but recommended. If we are unable to reach you by email about a filing you submitted, we may contact you by phone.

Once you’ve finished entering your information, click “**Submit.**” Access the email address you entered when registering your user account and look for an email from sos.notification@sos.ri.gov asking you to complete your account registration by clicking a hyperlink to set up your password. Check your spam and junk folders if you don’t see the email in your general inbox.

When you land on the “**Change Your Password**” screen, you must enter a secure, compliant password. Your password must include at least 15 characters, at least one uppercase and one lowercase letter, and at least one number. You may not use your username as part of your password. Make sure you meet all password requirements (indicated by a green check mark over each bullet point) before you click “**Change**

Password” to finalize your account’s registration. You can now login to your user account using your username and password.

Tip: When creating a secure password of at least 15 characters, it is best practice to use a passphrase. Unlike a password, which is often a short string of letters and numbers, a passphrase includes several words memorable to the account owner. Passphrases are easier for you to remember and more difficult for bad actors to guess. A passphrase might include a beloved song lyric, movie quote, or often-repeated phrase you’re likely to remember.

Account Recovery

If you forget your username or password, you can use the account recovery features to regain access to your user account.

If you can’t remember your password, click “**Forgot Password**” and enter the email address you used to create your user account. A password reset link will be emailed to you that will allow you to choose a new password. The new password must meet the requirements listed, and you cannot use your username in your password.

Click “**Forgot Username**” if you’d like to have your username emailed to the email address you used to create your user account.