



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

AGENT NAME  
ADDRESS LINE 1  
ADDRESS LINE 2  
PO BOX  
CITY STATE ZIP

NEW ID: [000000000]

FORMER ID: [000000]

RE: ENTITY NAME

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## NEW: Corporations Online Filing System (COFS)

The Corporations Division is pleased to announce that the Corporations Online Filing System (COFS) will be available on Monday, October 30 at 8:00 a.m. EST.

COFS allows businesses to submit documents and annual filings online, pay filing fees online, order certificates and certified copies online, and provides for expanded search functionality.

Please read the following information – it contains important date and access information.

**The Corporations Division’s office and websites will be unavailable:  
Thursday, October 26 at 5:00 p.m. EST through Monday, October 30 at 8:00 a.m. EST**

The MICH-ELF filing system will no longer be available.

### How to Access COFS

Site	Web Address	Services
Corporations Division's Website	<a href="http://www.michigan.gov/corporations">www.michigan.gov/corporations</a>	Searches Certificate & Certified Copy Orders
Corporations Online Filing System Website	<a href="http://www.michigan.gov/corpfileonline">www.michigan.gov/corpfileonline</a>	Online Document Submission Online Annual Reports/Statements

### Logging into COFS

When prompted for:	Enter:
Customer ID (CID)	[CID]
PIN	[PIN]

#### FOR ASSISTANCE

Please refer to the detailed instructions provided on the Corporations Division website for accessing the entity's online account. You will find an illustrated guide to assist you with using the system. This guide provides a step-by-step walk through along with examples and additional information. If you need further assistance, you may contact the Corporations Division by calling (517) 241-6470. The Corporations Division will have expanded hours for telephone assistance: Monday, October 30 to Friday, November 9 from 8:00 a.m. to 6:00 p.m. EST.