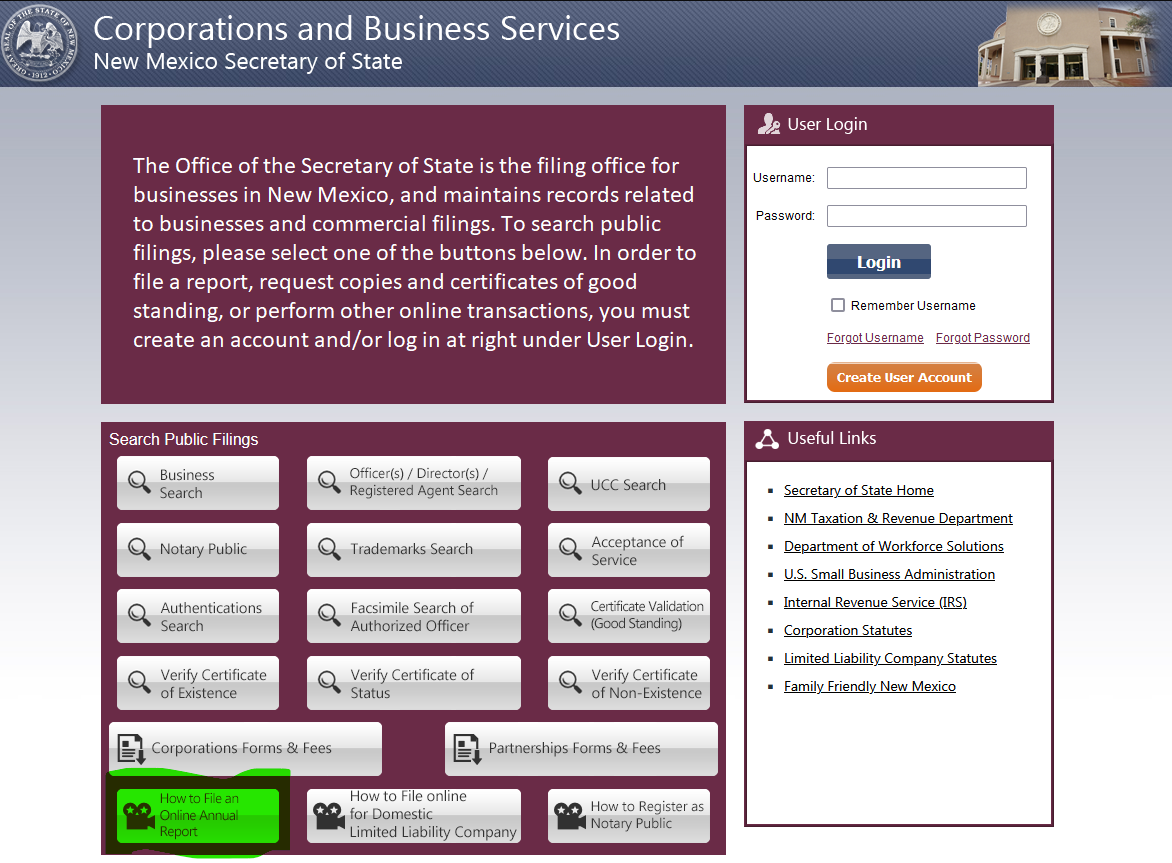
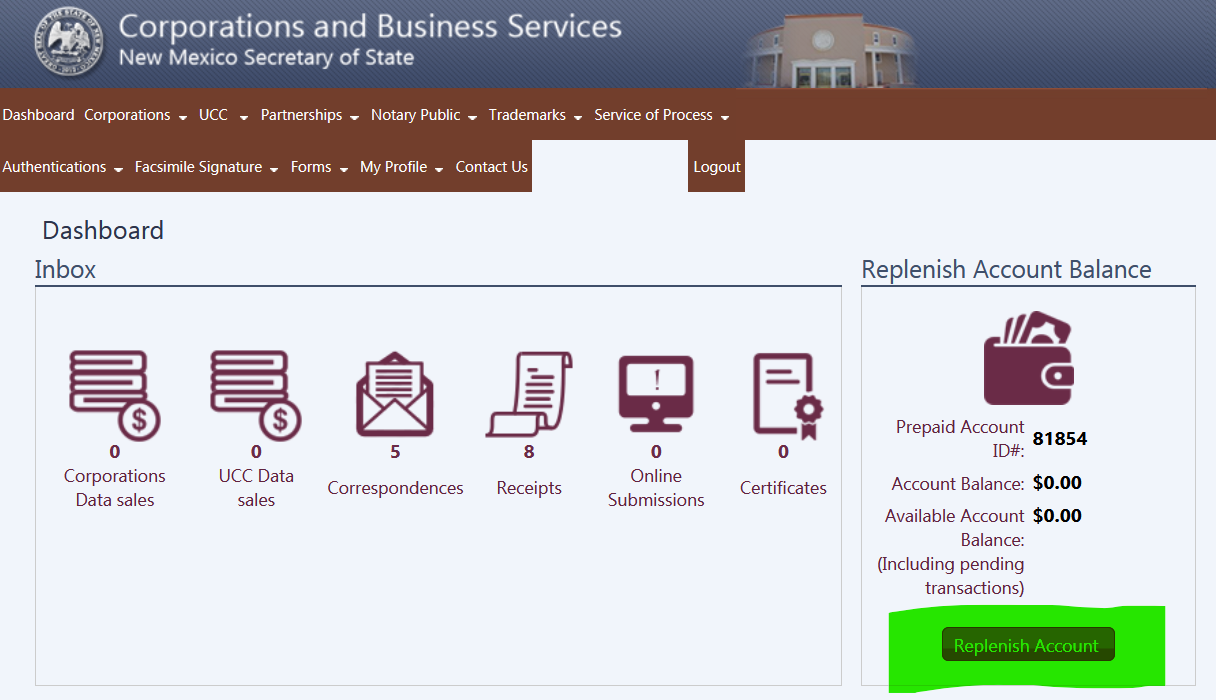
**How to file the NM4W Annual Report with the NM SOS**

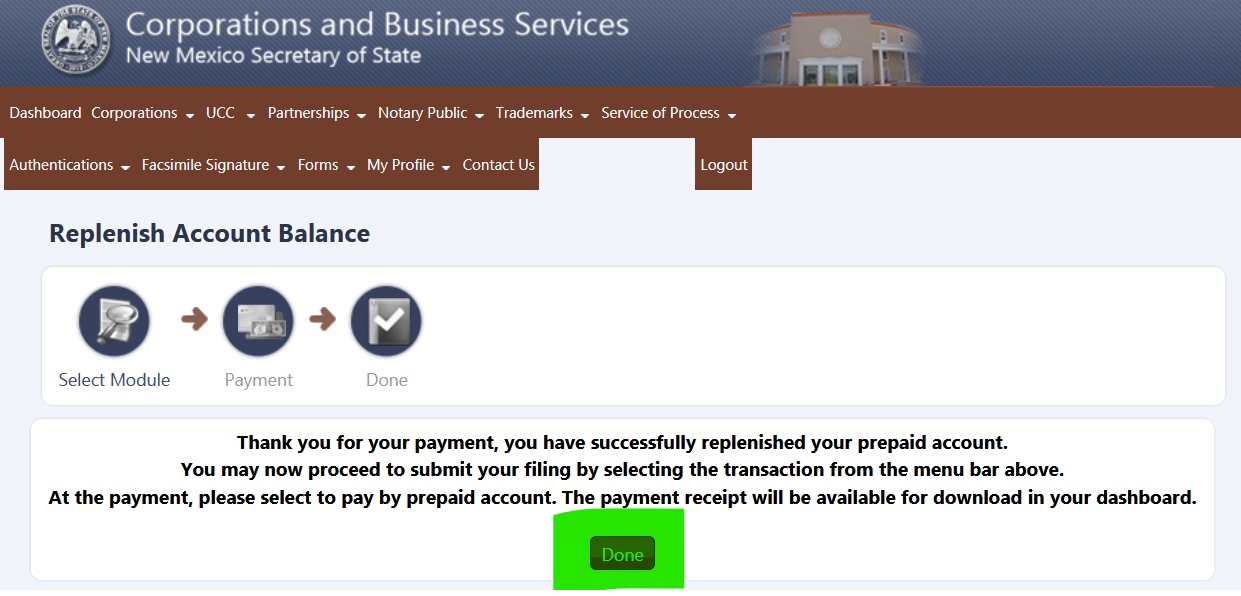
* Go to <https://portal.sos.state.nm.us/bfs/online> To see a video on how to do this click on the green box – or just logon.



* Replenish the account if needed. This transaction will cost $10.



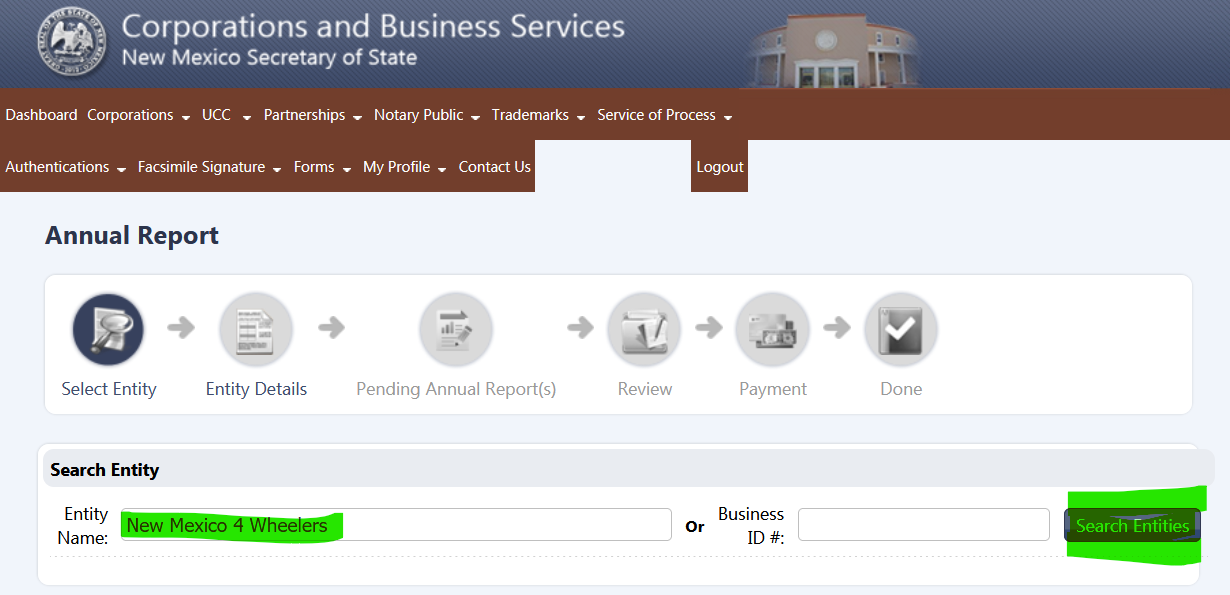
* Then you’ll be here. Click Done:



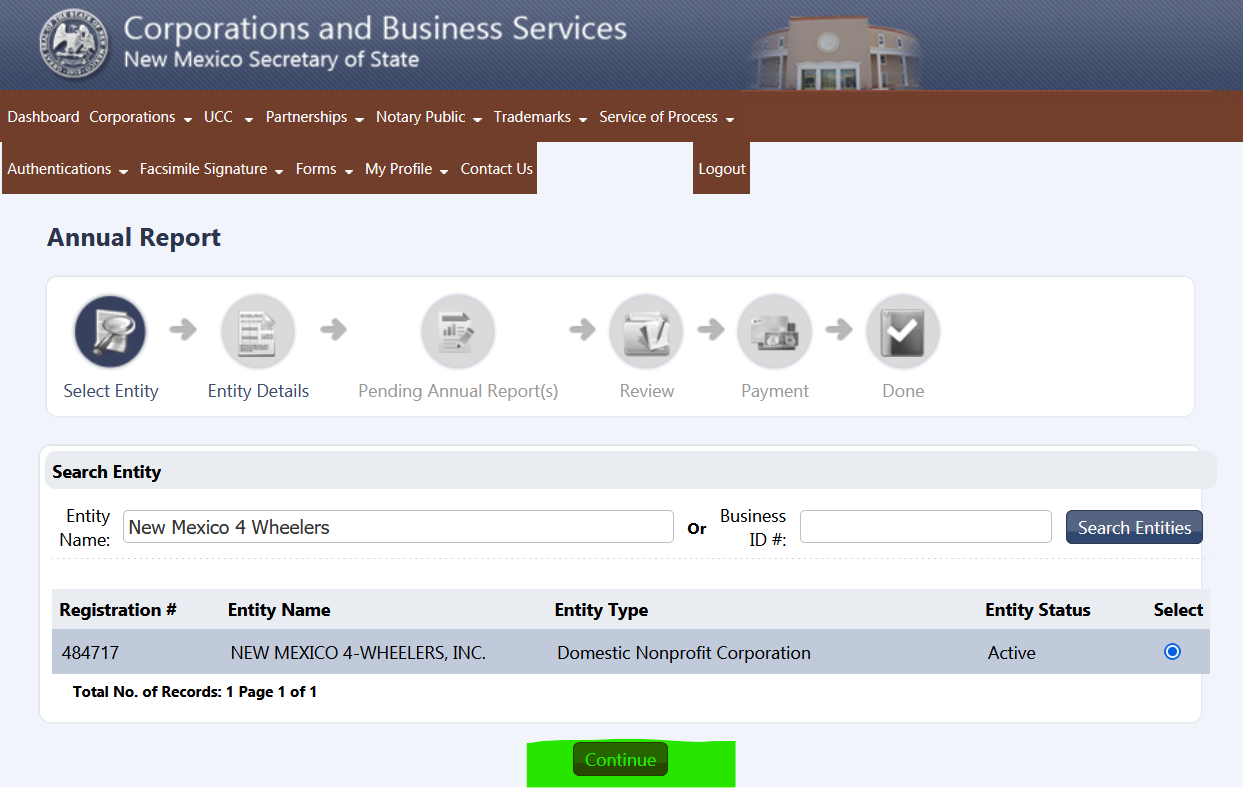
* Now you will be back here. Click on Corporations / Annual Report - Nonprofit.



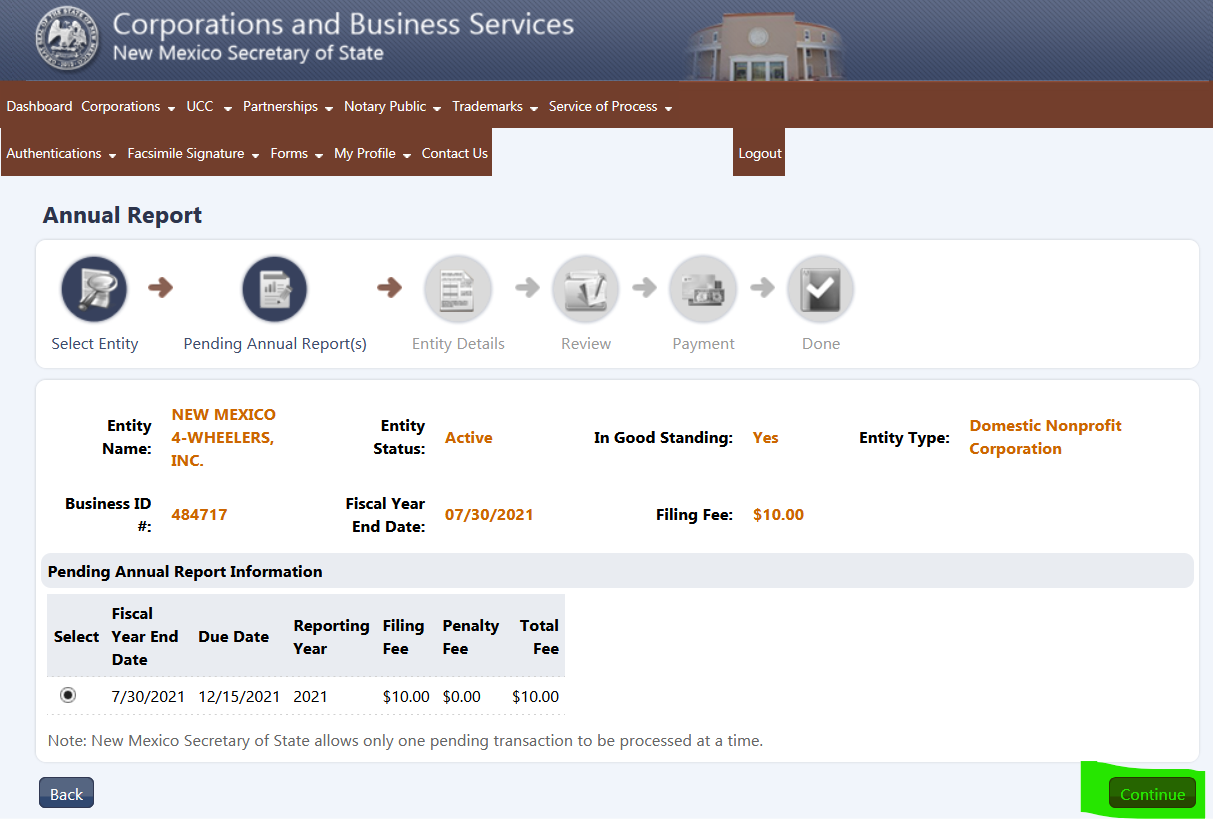
* Enter Entity Name as shown and press Search Entities:



* You should see this screen. Press Continue:



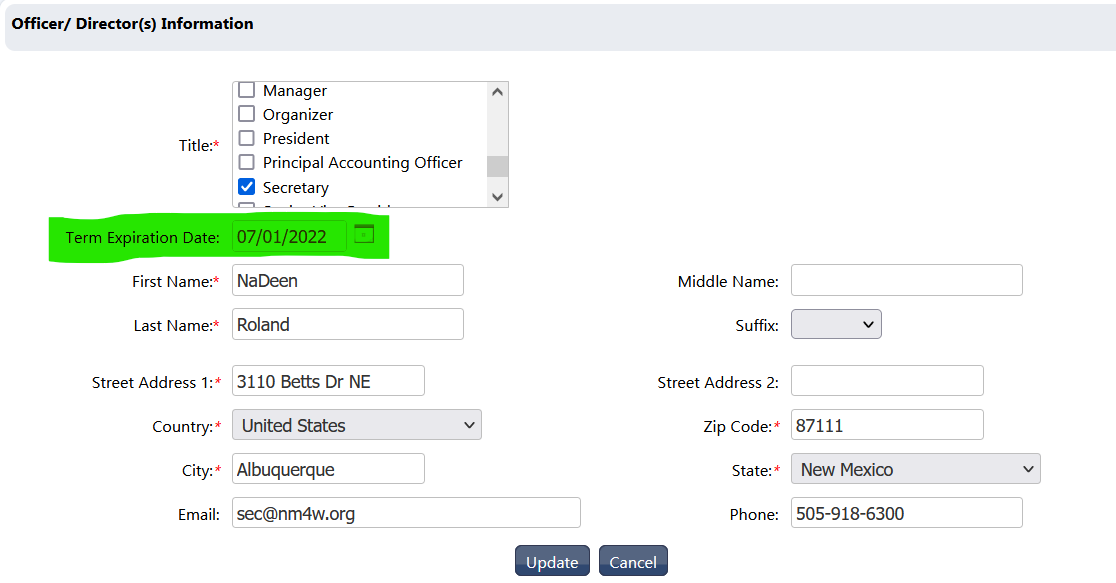
* You should now be here. Press Continue:



* At the bottom of the page, and using the Club website, update the list with ALL of the NM4W Elected Officers Information and press Continue. I find it easier to just Edit the valid Titles and Delete any others:



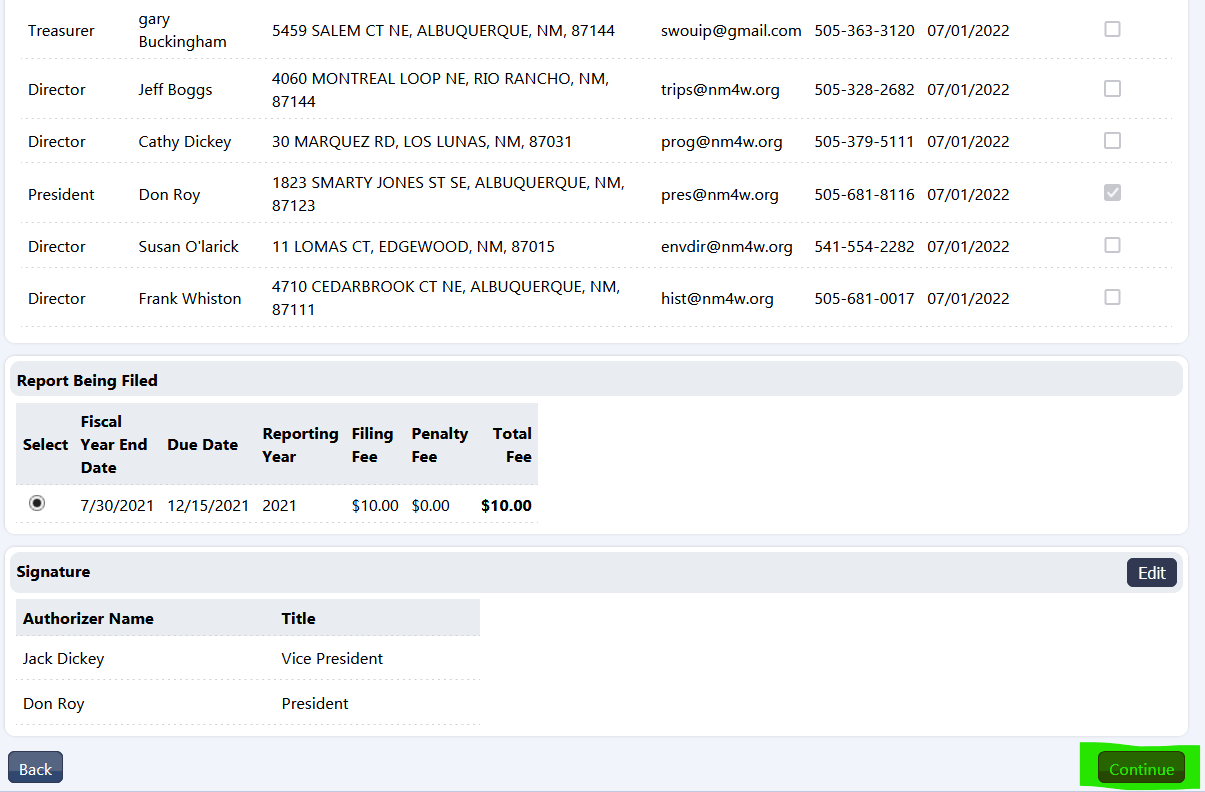
Don’t forget to update the Term Expiration Date:



Here’s a completed list for 2021/2022. Also - check the 2 boxes indicated below (Pres and Vice Pres) then press Continue:

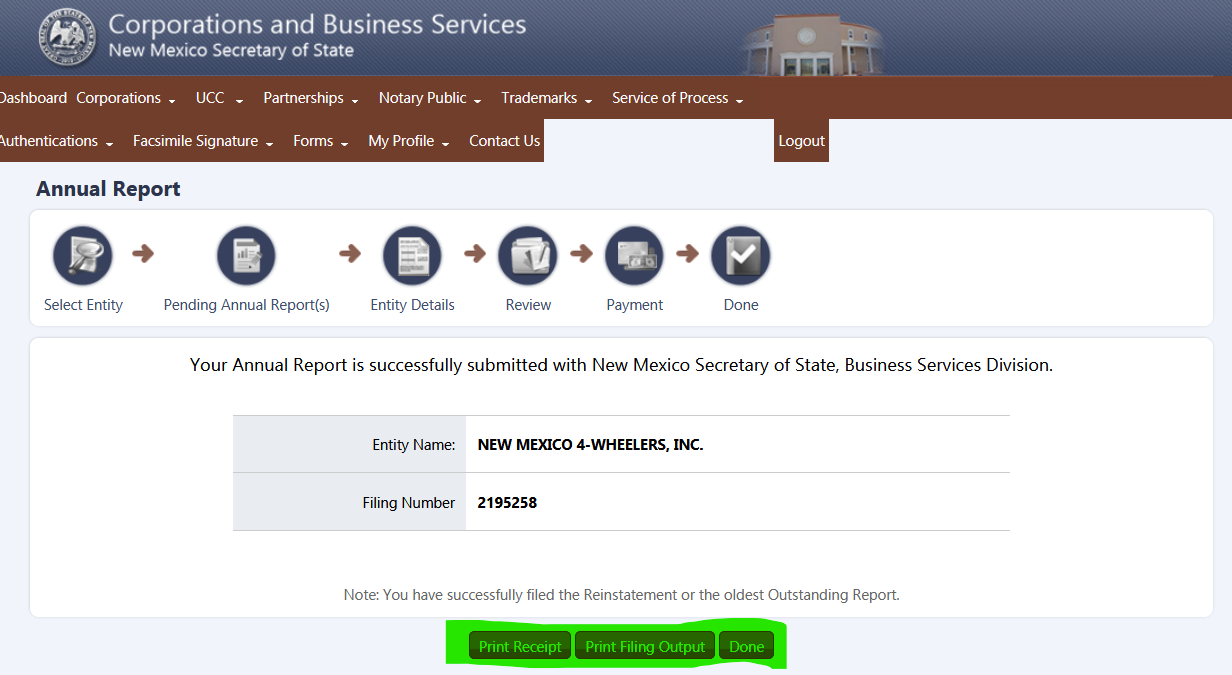


* At the bottom right on the next screen press Continue:



\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Congratulations – you are done! It’s a good idea to print the Receipt and Filing Output. Save a copy and send a copy of each one to the NM4W Pres.



GaryB 12/4/2021