



Adam M. Beaudry, CPA, LLC

Certified Public Accountant

### Annual Report Instructions

STEP 1: Request your CID and PIN. *(If you have your CID and PIN, skip this step.)*

Send an email to the following address: **[corpcid@sec.state.ma.us](mailto:corpcid@sec.state.ma.us)**

1. Subject Line- Name of Business CID and PIN
2. Copy and paste the following message into the email.

Can I please have the CID and PIN for *BUSINESS NAME GOES HERE?*

You should receive your CID and PIN within 24 hours. Keep this information for your records.

STEP 2: Click on the filing link:

<https://corp.sec.state.ma.us/corpweb/loginsystem/externallogin.aspx>

- Enter your CID and PIN and click Submit
- Click Annual Report and Submit
- Select the year (towards the top)
- Check to be sure information is correct
- Fill in Filer's Contact Information
- Sign, click accept, and Click Here to Submit this Information

STEP 3: Review your information

STEP 4: Make payment

STEP 5: If you would like us to keep copies of the filing report, feel free to upload a copy to your client center.

Reach out if you have any questions.

Your friends at Adam M. Beaudry, CPA, LLC