

EFFECTIVE SEPTEMBER 1, 2023, OUR LOBBY WALK-IN HOURS WILL BE 9 A.M. - 4 P.M. (CENTRAL), MONDAY - FRIDAY.



About
SOS

Elections
& Voting

Business
Services

Notary &
Apostilles

Rules &
Meetings

International
Relations

Forms &
Other
Services

Note - Navigational menus along with other non-content related elements have been removed for your convenience. Thank you for visiting us online.

SOS Portal Account Setup and User Access Guide

Account Setup Guide and Resources

SOS Portal is our new online system for conducting secure business with the State of Texas. Over the next year, we are modernizing all our business and government filing services. Each updated service will be accessible through the SOS Portal. Watch this short video to learn how to create a new account and log in, or follow the step-by-step instructions below.

NOTE: This is NOT the same login account that is used for SOSDirect or SOSUpload. The SOS Portal is a new system, so you must create a new online account for the SOS Portal in order to login.

How to create an SOS customer account and login



Guide Contents

- [How To Create an Account](#)

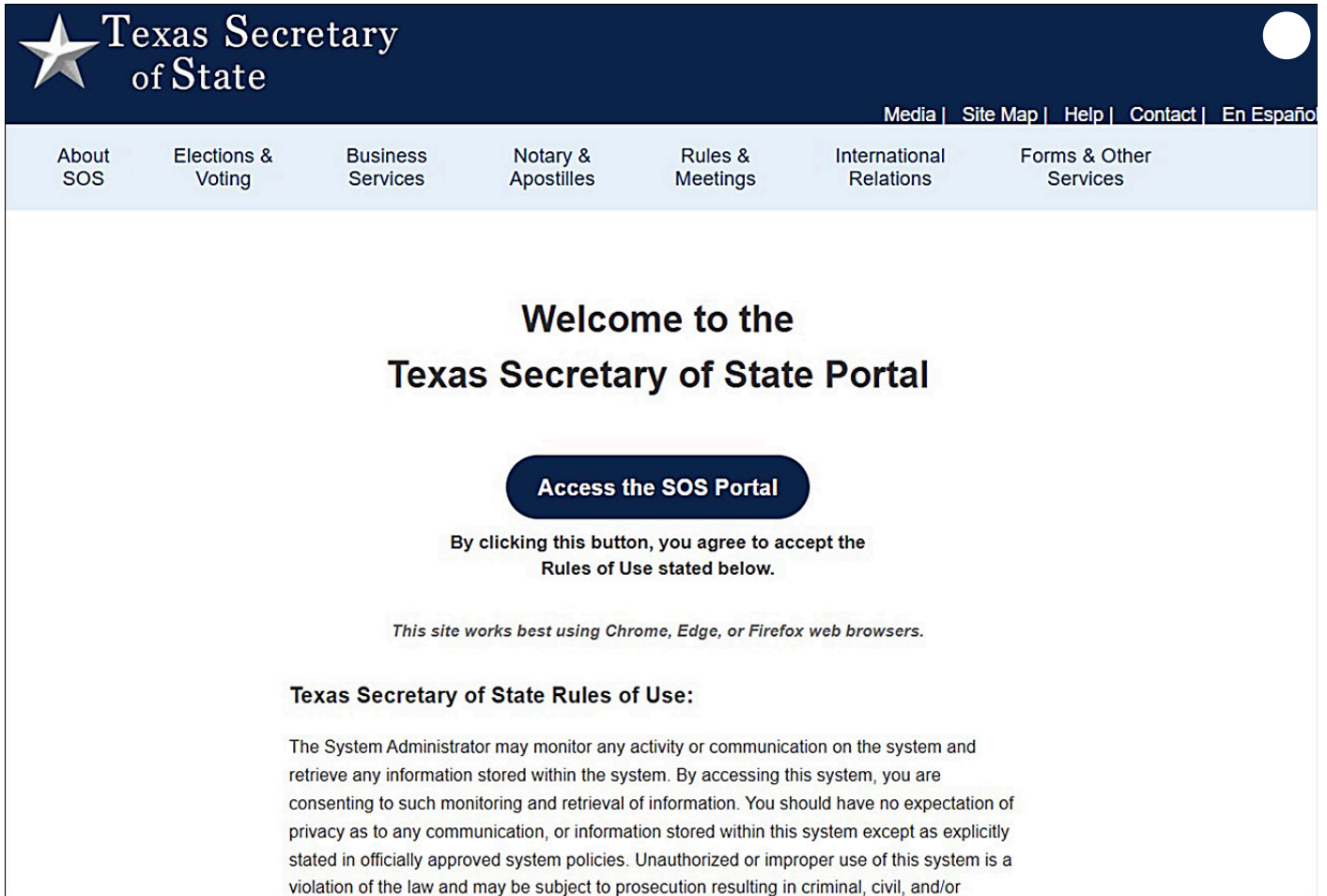
- [How To Log-in to your Account](#)

Create an Account

To Create a new SOS Portal online Account, follow these steps:

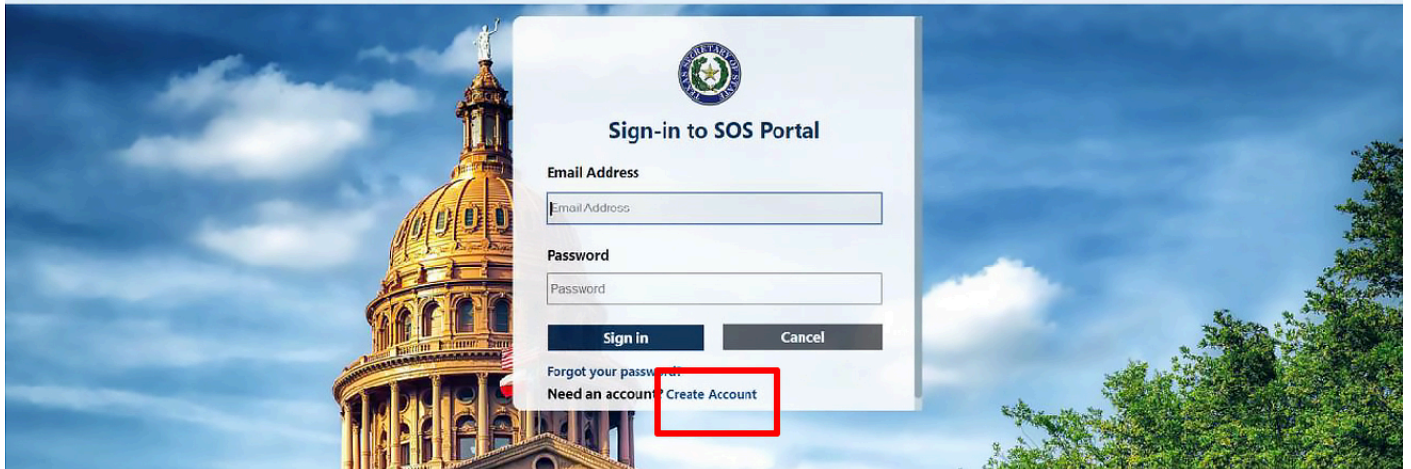
STEP 1:


- Access the [SOS Portal](#) by [clicking on this link](#). You will need to agree to the Terms and Conditions displayed on the screen before beginning. Click the **checkbox** to accept and click the **Sign In/Sign Up** button.



The screenshot shows the homepage of the Texas Secretary of State Portal. At the top left is the logo with a star and the text "Texas Secretary of State". To the right of the logo are navigation links: "Media | Site Map | Help | Contact | En Español". Below this is a horizontal menu with seven categories: "About SOS", "Elections & Voting", "Business Services", "Notary & Apostilles", "Rules & Meetings", "International Relations", and "Forms & Other Services". The main content area features a large heading "Welcome to the Texas Secretary of State Portal" and a prominent dark blue button labeled "Access the SOS Portal". Below the button, it states: "By clicking this button, you agree to accept the Rules of Use stated below." Further down, it notes: "This site works best using Chrome, Edge, or Firefox web browsers." At the bottom, there is a section titled "Texas Secretary of State Rules of Use:" followed by a paragraph of text regarding system monitoring and privacy.

- From the SOS Portal Homepage click on the **Create Account** option on the page.




Sign-in to SOS Portal

Email Address

Password

[Forgot your password?](#)
[Need an account? Create Account](#)

STEP 2:

- Enter your email address to receive a verification code that allows us to verify your email address as a valid email. Click **Send verification code**.

STEP 3:

- Check your email to locate an email from Texas SOS.
- Be sure to check your email's Spam folder, as it may have been filtered there by your email provider. If you find the email in the spam folder, mark it as 'Not Spam' to ensure future communications reach your inbox.
- Find the verification code in the email, and enter the code on the screen. Click **Verify Code**.

STEP 4:

- If you would like to change your account to use a different email, click the **Change e-mail** button, where you will be prompted to repeat the process above with a different email address. Otherwise, click **Continue**.

STEP 5:

- Enter your **information** in all the required fields, and click **Create Account**. Please note, your password must be between 8 and 64 characters, and contain the following:
 - A lowercase letter
 - An uppercase letter
 - A digit (0-9)
 - A symbol

NOTE: Use the grey slider bar to scroll down to additional fields.

First Name

This information is required.

Middle Name (Optional)

Last Name

This information is required.

Business Name (Optional)

Phone Number

This information is required.

Street Address

This information is required.

City

This information is required.

State

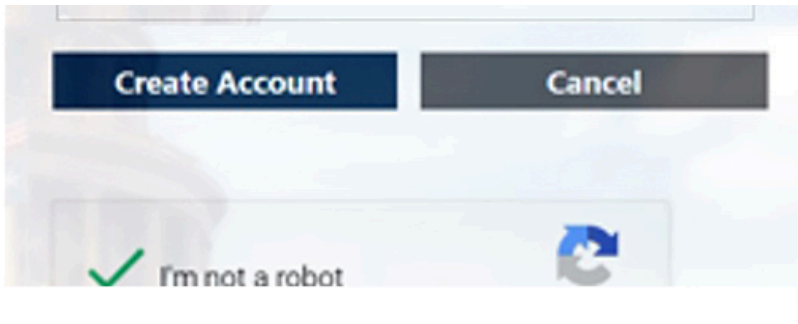
This information is required.

Country

This information is required.

Postal Code

This information is required.



NOTE: If you are not able to move past the Recaptcha checkbox, please confirm that you are using a browser that is a current version on your computer.

Troubleshooting Tips

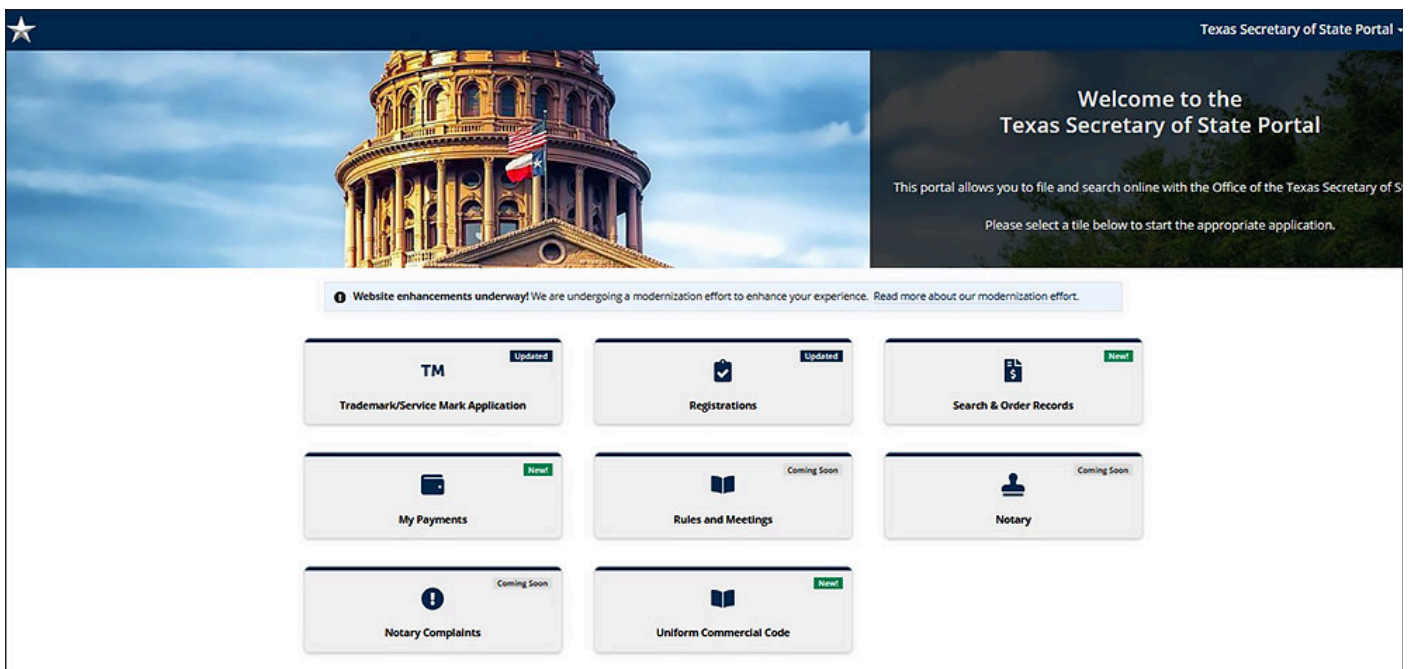
1. Make sure your browser is fully updated (see [minimum browser requirements](#))
2. Check that JavaScript is enabled in your browser
3. Try disabling plugins that might conflict with reCAPTCHA
4. If you're using your company or agency's computer/network to access the SOS Portal, check with your IT support to see if any of their restrictions might be blocking your access. *This also applies to any step below where you are receiving an email from SOS.*

STEP 6:

- Congratulations! Your SOS online account has now been created. You should receive an email from Texas SOS confirming your customer account creation.

After your account is created, you will be taken to the new SOS Portal dashboard.

Now you're ready! From here, you can click on the grey tile that corresponds to the business or government filing service of your choice.

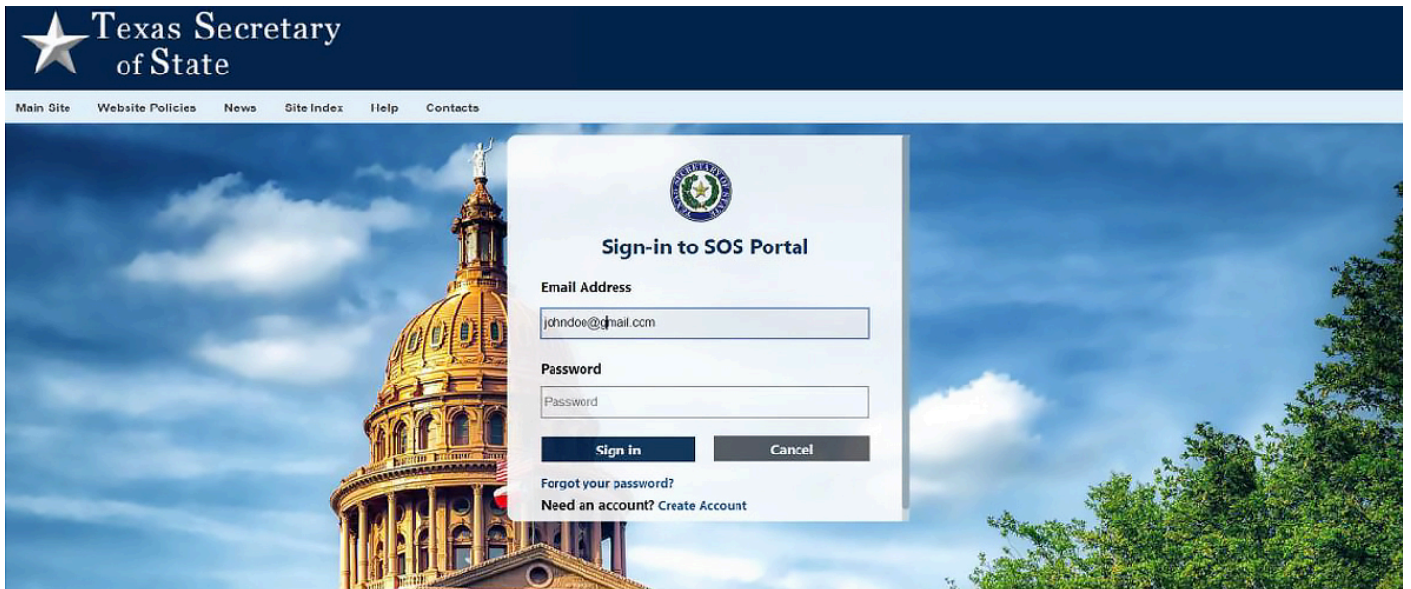


Account Login

To login to your SOS Portal online account, follow these steps:

STEP 1:

- If you have already created an account for the new SOS Portal, enter your email and password and click **Sign In**.



The screenshot shows the Texas Secretary of State website header with a navigation menu (Main Site, Website Policies, News, Site Index, Help, Contacts). The main content area features a large image of the Texas State Capitol building. Overlaid on this image is a white sign-in form titled "Sign-in to SOS Portal". The form includes a circular logo at the top, followed by the title. Below the title are two input fields: "Email Address" (containing "johndoe@gmail.com") and "Password" (containing "Password"). At the bottom of the form are two buttons: "Sign in" and "Cancel". Below the buttons are two links: "Forgot your password?" and "Need an account? Create Account".

STEP 2:

- The first time you login to SOS Portal, you will be asked to choose between 2 options to verify your identity through Multi-Factor Authentication (MFA). Select one of the options below and click Continue.
 - **Option 1:** Email the MFA Code - if you select this option, you will be sent an email with a code.
 - **Option 2:** Register/Use your Phone-based Authenticator App - if you select this option, you will be prompted to select the Authenticator App of your choice.

If you selected "Email the MFA Code" option, continue with STEP 3, otherwise continue with STEP 5.

STEP 3:

- Your email address will automatically be populated on the screen and will not be editable. Click **Send Verification Code** to have the code sent to your email address.

STEP 4:

- Check your email for a Texas SOS email, find the verification code in the email, enter the code on the screen, and click **Verify Code**.
- If the verification code is correct, the system will indicate that your email address has been verified.
- Click **Continue** to go to the SOS Portal homepage. Now you're ready!
- From the homepage, you can select the application of your choice to begin doing business with us.

STEP 5:

- If you selected Option 2 above to **Register/Use your Phone-based Authenticator App**, you will be prompted to select the Authentication App of your choice. Follow the instructions on your phone app to complete the verification.

Save



Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.



Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.

Scan the QR code

You can download the Microsoft Authenticator app or use any other authenticator app of your

STEP 6:

- Once your account has been successfully verified, you should receive an email confirmation. You should also be taken to the new **SOS Portal Homepage**. Now you're ready! From the homepage, you can select the application of your choice to begin doing business with us.