

SOS Portal Account Setup and User Access Guide



SOS Portal is the new online system for doing secure business with the State of Texas. We are in the process of modernizing our business products, and as each product is modernized, it will be moved to the new SOS Portal. The following instructions walk you through the steps required to create a secure SOS Portal online account.

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.*

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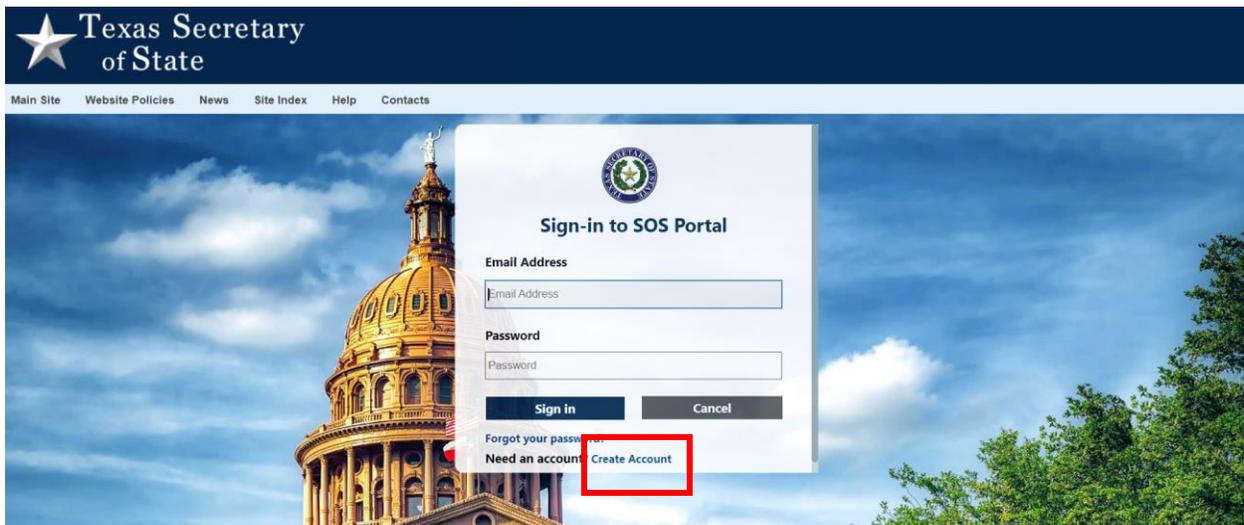
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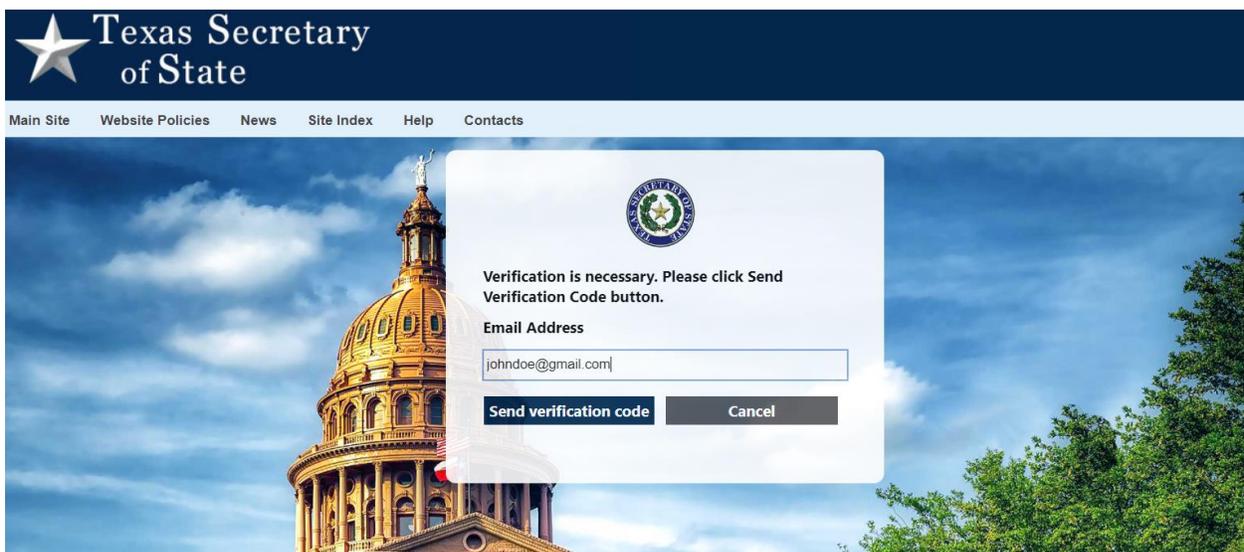
Create an Account

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

STEP 1: From the SOS Portal homepage, click on the **Create Account** option on the page.



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**.



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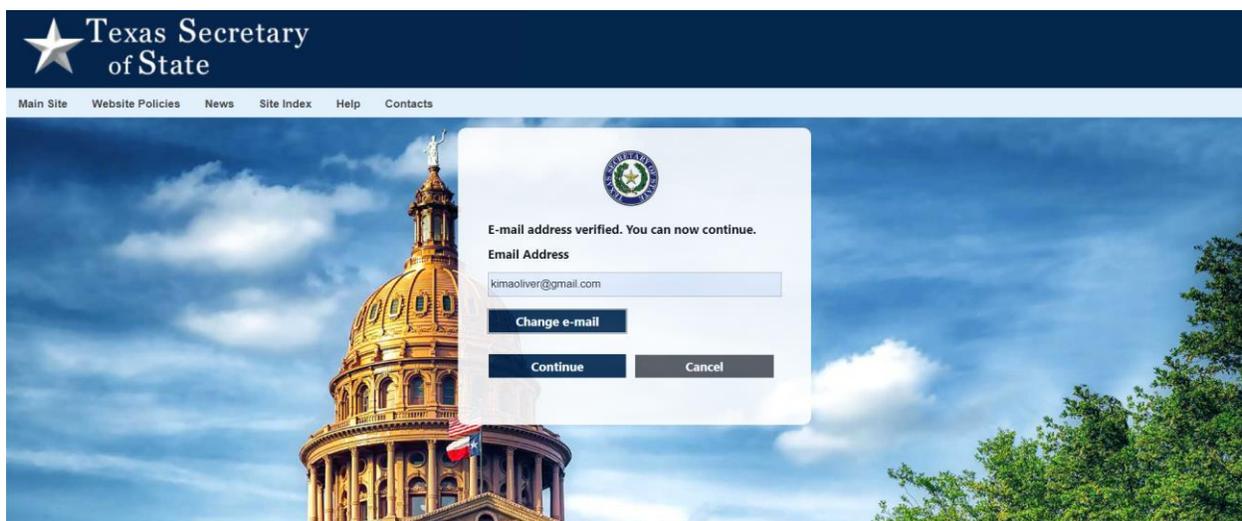
STEP 3: Check your email to locate an email from Texas SOS.

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**.



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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:

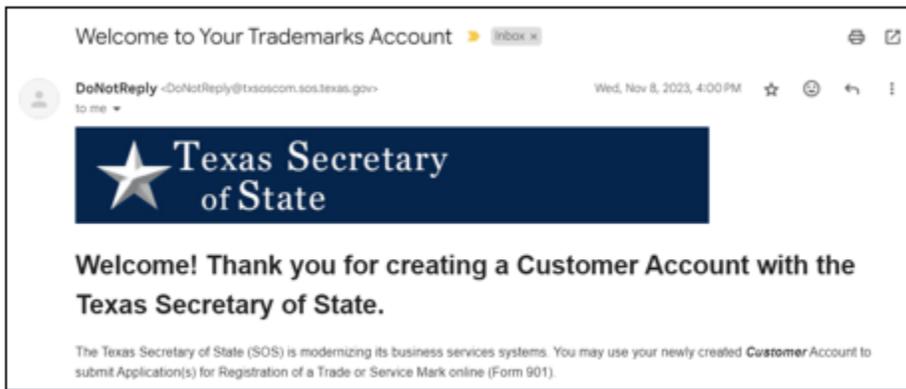
- A lowercase letter
- An uppercase letter
- A digit (0-9)
- A symbol

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

A screenshot of the account setup form. The form is divided into two sections. The first section contains fields for "New Password", "Confirm New Password", "First Name", "Middle Name (Optional)", and "Last Name". The second section contains fields for "Business Name (Optional)" and "Phone Number (Optional)". At the bottom of the second section are two buttons: "Create Account" and "Cancel". Below the buttons is a CAPTCHA widget with a green checkmark and the text "I'm not a robot" and the "reCAPTCHA" logo. A red arrow points to the grey scrollbar on the right side of the form, indicating that the user should scroll down to see additional fields.

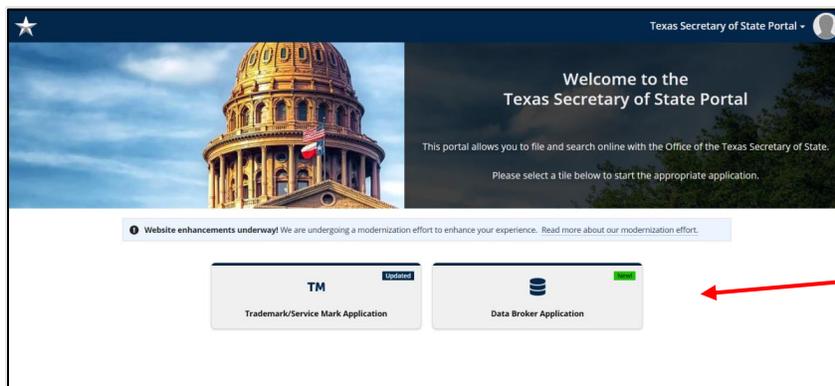
STEP 6: Congratulations! Your SOS online account has now been created. You should receive an email from Texas SOS confirming your customer account creation.

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

Now you're ready! From here, you can click on the business application of your choice in the grey tiles.



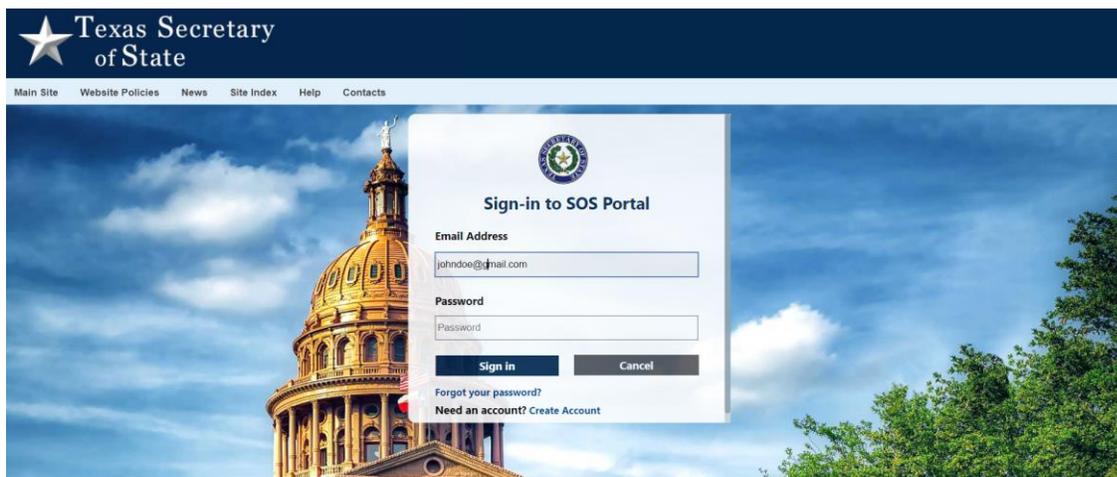
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Account Login

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

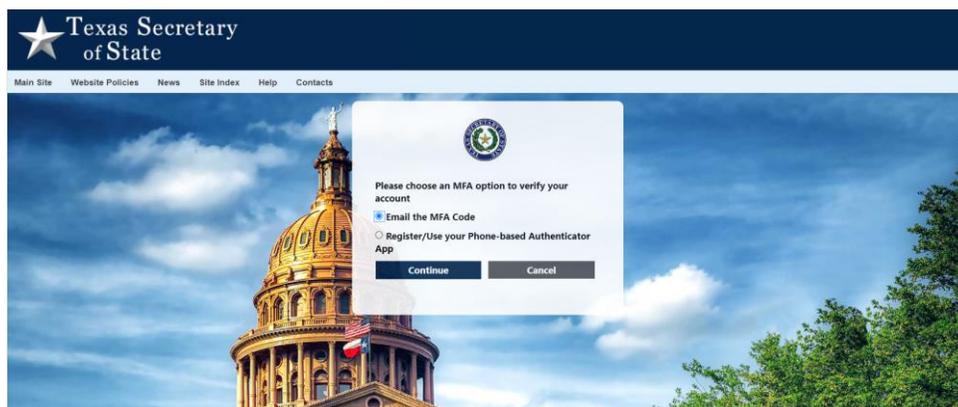
STEP 1: If you have already created an account for the new SOS Portal, enter your email and password and click **Sign In**.



STEP 2: The first time you login to the SOS Portal, you will be asked to choose between 2 options to verify your identify 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 Authentication App of your choice. We recommend you only choose this option if you are already familiar with Authentication apps.

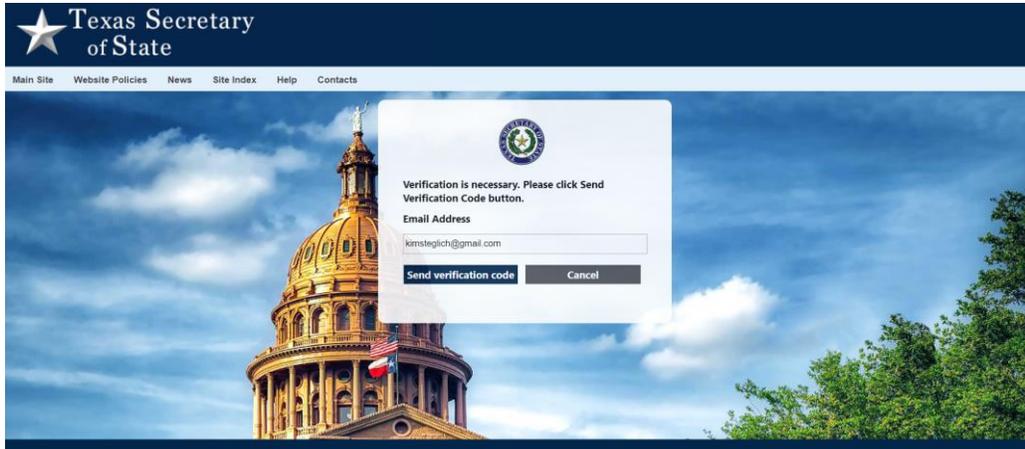


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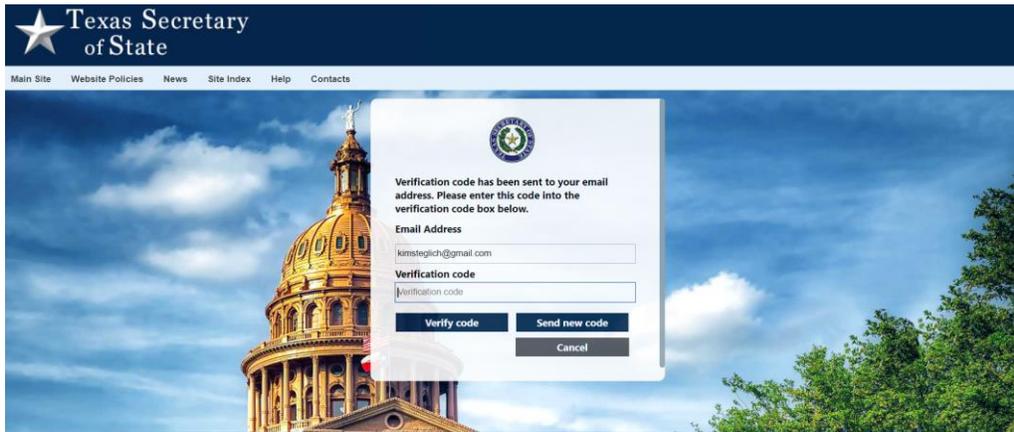


If you selected Option 1 above, continue with **STEP 3**, otherwise continue with **STEP 5**.

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.

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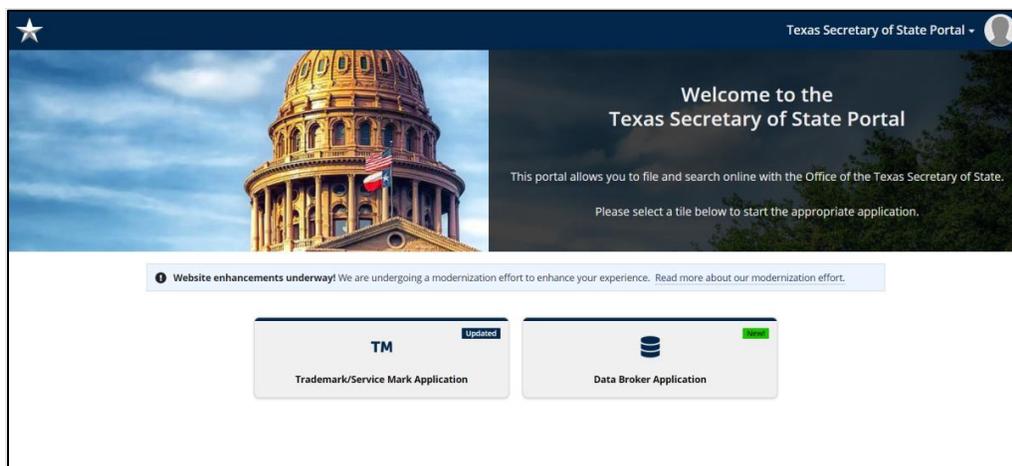


Texas Secretary of State

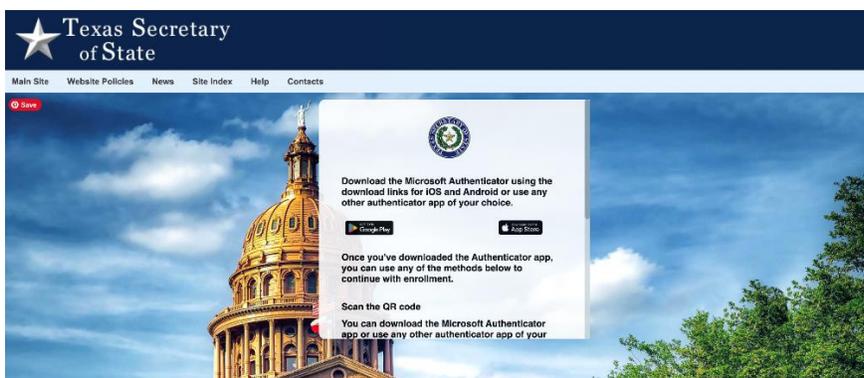
Main Site Website Policies News Site Index Help Contacts



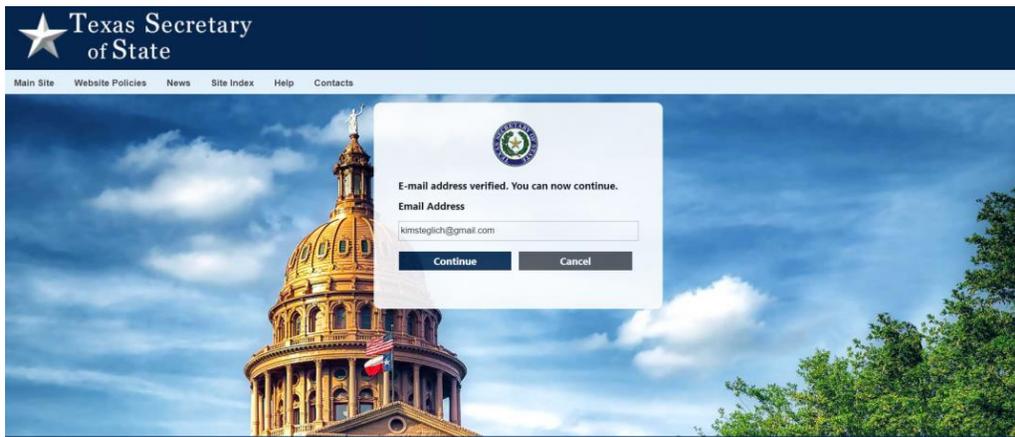
Click **Continue** to go to the SOS Portal homepage. Now you're ready! From the homepage, you can select the application of your choice to begin doing business with us.



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.



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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.

