

DELAWARE E-FILING User Guide

v1
February 2007

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1 What is Delaware E-filing?

Delaware E-filing is Corporation Service Company's web-based application designed to make filing your Delaware Corporation, Limited Partnership, Limited Liability and General Partnership taxes faster and easier, whether you are filing for one entity or a hundred. Delaware E-filing features include the following:

- A web-based, secure environment.
- A simple batch preparation, filing and payment for all your CSC represented Delaware Domestic Corporations, LLCs, LPs, and GPs.
- The storage of Officer, Director and address information from one year to the next.
- 4 convenient payment options, including ACH Debit/E-check, Credit Card, Check, and Wire.
- An email confirming payment status minutes after the filing is transmitted to the state.
- Extensive reporting with summary and detail reports that includes cost center and client matter number information. All reports may be printed in PDF, emailed or downloaded to a spreadsheet.
- The advantage of CSC's experience in processing filings, so there won't be any nasty surprises when the State sends out delinquent and void notices.

2 Accessing Delaware E-filing

- If you already have a CSC IncSpot password.
 - Go to <http://www.IncSpot.com>.
 - Click on the Delaware E-Filing Now banner.
 - Under Current IncSpot Subscriber, enter your User Name and Password.
 - Click Login.

Please Note: If you log into IncSpot directly from the Welcome page, Delaware E-filing is available under the RecordsCenter tab.

- If you do not have a CSC IncSpot password.
 - Go to <http://www.IncSpot.com>.
 - Click on the Delaware E-Filing Now banner.
 - Under Not an IncSpot Subscriber, enter the CSC Company ID and the Delaware File Number from one of your Delaware Corporation Franchise Tax Notices or your Delaware LP/LLC Tax forms.
 - Click Login.

3 General Application Navigation

Home | Log Off | Contact Us

IncSpot Home Step 1 Companies Step 2 Prepare Step 3 Confirm Step 4 Payment Reports

Welcome to
Delaware E-filing

Be the First to e-File... On Line... On Time!

Corporation Service Company's (CSC's) enhanced E-filing application is easy to use and will save you hours of time! Best of all, your information will be stored in our database, making next year's filing even easier! If you are looking for a specific Annual Report, Tax Notice or Filing Status, click on the Reports tab.

Lets Get Started!

Select the Entity Type you wish to E-File:

Domestic Corporations Franchise Tax Reports - Includes Delinquents

LP/LLC Tax Notices - Includes Delinquents

Let's Proceed to Step 1

Filing Scoreboard	
Corporations	13
LP/LLCs	11

- To navigate between the steps, use either the Step Folder Tabs at the top of the page or the action buttons at the bottom. For purposes of these instructions, I will use the Step tabs to navigate.
- Select the radio button next to the appropriate portfolio Domestic Corps. or LP/LLC/GPs and click on **Step 1 Companies** to begin the filing process or **Reports** to obtain reports of filings already completed. Delaware Domestic Corps are due on March 1 and the LP/LLC/GPs are due on June 1. Foreign Corporations, due June 30, are not available for electronic filing.

Important: Due to software conflicts, it is strongly recommended that you disable **ALL** popup blockers prior to accessing DE E-filing. Popup blockers are included in Internet Explorer and other web browsers as well as in downloaded toolbars, eg., Yahoo, Google, etc.

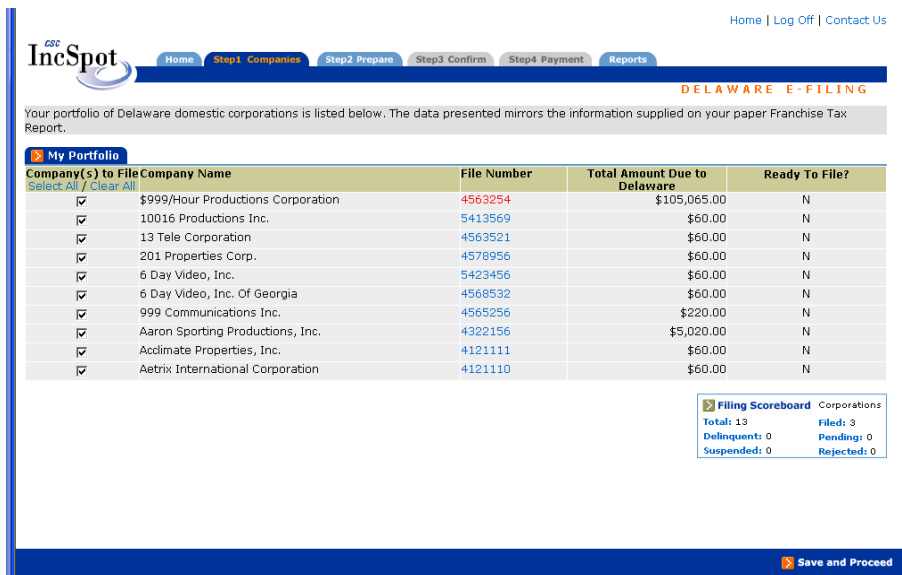
4 Filing Your Corporation Franchise Tax Reports

4.1 Corporate Filing Preparation Overview

- DE E-filing provides 2 ways to enter and update the data required to complete your reports, the Individual Company Preparation mode and the Mass Company Preparation mode. Use the Individual Company Preparation to make changes to individual entities one at a time, to update previously stored information, or to take advantage of the Alternative Franchise Tax calculator. Use the Mass Company Preparation to add or update existing information for all selected entities at one time. As you will see, the application is flexible and if you are filing or updating multiple entities, you will have the ability to use a combination of the two methods.
- When you select one entity, DE E-filing defaults to the Individual Company Preparation mode. In Individual company mode, specific entity details, i.e., entity name and shares will display and the Individual Company Preparation sub tab will be highlighted in orange. When you select more than one entity, DE E-filing defaults to the Mass Company Preparation mode. In Mass Company mode, no entity specific information displays and the Mass Company Preparation sub tab is highlighted.

4.2 Preparing One Corporation At A Time

4.2.1 Step 1 Companies - Review previously filed information and select the corporation that you wish to prepare and file.



The screenshot displays the IncSpot Delaware E-Filing interface. At the top, there is a navigation bar with links for Home, Step1 Companies, Step2 Prepare, Step3 Confirm, Step4 Payment, and Reports. Below the navigation bar, the text reads "Your portfolio of Delaware domestic corporations is listed below. The data presented mirrors the information supplied on your paper Franchise Tax Report." A "My Portfolio" button is visible. The main content is a table with the following columns: "Company(s) to File", "Company Name", "File Number", "Total Amount Due to Delaware", and "Ready To File?". The table lists 10 corporations, each with a checkbox in the "Company(s) to File" column. A "Filing Scoreboard" box in the bottom right corner shows statistics: Total: 13, Filed: 3, Delinquents: 0, Pending: 0, Suspended: 0, and Rejected: 0. A "Save and Proceed" button is located at the bottom right of the interface.

Company(s) to File	Company Name	File Number	Total Amount Due to Delaware	Ready To File?
<input checked="" type="checkbox"/>	\$999/Hour Productions Corporation	4563254	\$105,065.00	N
<input checked="" type="checkbox"/>	10016 Productions Inc.	5413569	\$60.00	N
<input checked="" type="checkbox"/>	13 Tele Corporation	4563521	\$60.00	N
<input checked="" type="checkbox"/>	201 Properties Corp.	4578956	\$60.00	N
<input checked="" type="checkbox"/>	6 Day Video, Inc.	5423456	\$60.00	N
<input checked="" type="checkbox"/>	6 Day Video, Inc. Of Georgia	4568532	\$60.00	N
<input checked="" type="checkbox"/>	999 Communications Inc.	4565256	\$220.00	N
<input checked="" type="checkbox"/>	Aaron Sporting Productions, Inc.	4322156	\$5,020.00	N
<input checked="" type="checkbox"/>	Acclimate Properties, Inc.	4121111	\$60.00	N
<input checked="" type="checkbox"/>	Aetrix International Corporation	4121110	\$60.00	N

Filing Scoreboard Corporations
Total: 13 Filed: 3
Delinquents: 0 Pending: 0
Suspended: 0 Rejected: 0

- Any entities, which have previously stored information, will display Ready to File: Y status on the **Step 1 Companies** page. You can review the previously stored information by clicking on the corresponding File Number link on this page. To review information for multiple reports you may also generate a Detail report from the **Reports** tab, but you must click back to the **Home** tab before you can access the **Reports** tab.

- Check the box next to the one company you wish to file, and Click on the **Step 2 Prepare** tab.

4.2.2 Step 2 – Prepare using Individual Company Preparation

Home | Log Off | Contact Us

IncSpot

Home Step 1 Companies Step 2 Prepare Step 3 Confirm Step 4 Payment Reports

Mass Company Preparation Individual Company Preparation

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\$999/Hour Productions Corporation (File Number: 4563254)

You can add additional individual companies by using the drop down menu at the bottom of the page- see [Filing Instructions/Helpful Hints](#)

Individual Company Entry

Class	Shares Authorized	Par Value
COMMON	20,000,000	0.01
PREFERRED	1,000,000	0.01

TAXES / FEES (as provided by Delaware Secretary of State)

Franchise Tax : \$	105,040.00
Penalty : \$	0.00
Monthly Interest : \$	0.00
Annual Filing Fee : \$	25.00
Previous Credit or Balance : \$	0.00
Amount Due : \$	105,065.00

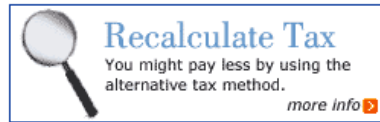
Recalculate Tax
You might pay less by using the alternative tax method.
[more info](#)

Nature of Business
To conduct or engage in any lawful business

Please Note: Remember that when you select more than one entity, DE E-filing defaults to the Mass Company Preparation mode. You can tell you are in the Mass Company Preparation mode, when no entity specific information displays and the Mass Company Preparation sub tab is highlighted in orange. If you are in Mass Company Preparation in error, click back on the **Step 1 Companies** tab, uncheck the incorrectly selected entities, and click back to **Step 2**.

- Complete the entity information template. All information is required, except for the Cost Center/Client Matter No. field. This field is free text for your internal use. It is intended for display in the DE E-filing Reports and will not be submitted to the state.
- Use the Copy and Paste Functions to copy addresses from the Principal Office Address to the Directors Address, from 1 Director to another, or from the Director to the Officer. Here's how it works.
 - a. Click on Copy next to the address that you wish to copy from.
 - b. Click on Paste next to the blank address space that you wish to copy to.
 - c. Modify the Officer or Directors name if necessary.
- For international addresses, the state system requires DE E-filing to transmit a 5 digit zip code even though the format may not apply. Merely enter 5 zeros into the zip code space. Select the country, which will populate the State as N/A and complete your address in the 2 Address lines.

- If you use the Assumed Par Value/Gross Assets method to calculate your Franchise Tax or to view the details of your share structure, from the Individual Company Preparation mode, click on the Recalculate Tax banner. When prompted, simply enter the issued shares, gross assets and gross asset date as you would in the paper reports. DE E-filing communicates with the Delaware system to recalculate your tax, interest, and any penalties..

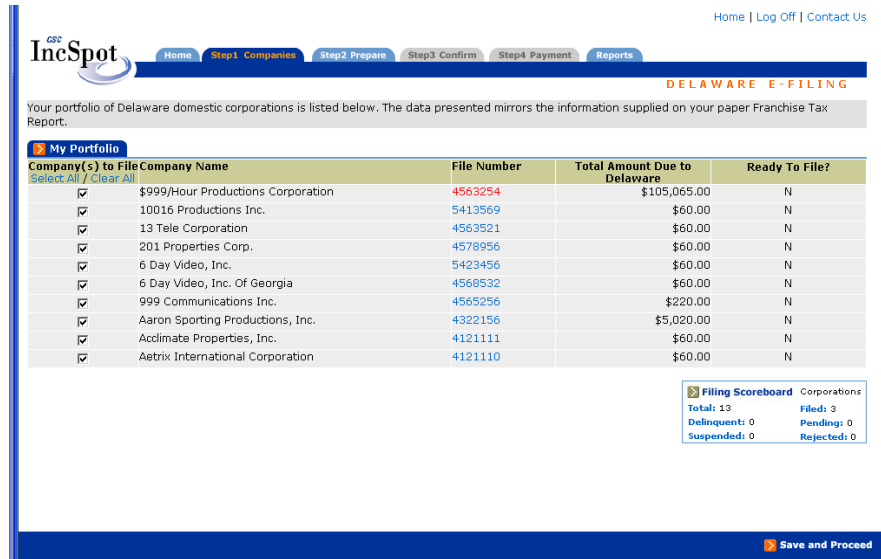


- When you have completed the form, Click on **Step 3 Confirm** and all changes will be stored.
- If you are ready to file your report, click on **Step 4 Payment** to complete your order. (For details, see Sections **4.6 Confirmation** and **4.7 Payment** below.)

Please Note: When you click on the **Step 3 Confirm** step, all updated information is automatically saved until you are ready to submit your order. In other words, you may proceed immediately to **Step 4 Payment** to submit your order, return to **Step 1** to prepare another entity, or log off and return to complete your filings at a later date.

4.3 Working with Multiple Corporations Using Mass Company Preparation

4.3.1 Step 1 Companies - Review previously filed information and plan how to best complete your corporation data.



The screenshot shows the IncSpot Delaware E-Filing interface. At the top, there are navigation tabs: Home, Step 1 Companies (selected), Step 2 Prepare, Step 3 Confirm, Step 4 Payment, and Reports. Below the tabs, the text reads: "Your portfolio of Delaware domestic corporations is listed below. The data presented mirrors the information supplied on your paper Franchise Tax Report." A "My Portfolio" section contains a table with the following data:

Company(s) to File	Company Name	File Number	Total Amount Due to Delaware	Ready To File?
<input checked="" type="checkbox"/>	\$999/Hour Productions Corporation	4563254	\$105,065.00	N
<input checked="" type="checkbox"/>	10016 Productions Inc.	5413569	\$60.00	N
<input checked="" type="checkbox"/>	13 Tele Corporation	4563521	\$60.00	N
<input checked="" type="checkbox"/>	201 Properties Corp.	4578956	\$60.00	N
<input checked="" type="checkbox"/>	6 Day Video, Inc.	5423456	\$60.00	N
<input checked="" type="checkbox"/>	6 Day Video, Inc. Of Georgia	4568532	\$60.00	N
<input checked="" type="checkbox"/>	999 Communications Inc.	4565256	\$220.00	N
<input checked="" type="checkbox"/>	Aaron Sporting Productions, Inc.	4322156	\$5,020.00	N
<input checked="" type="checkbox"/>	Acclimate Properties, Inc.	4121111	\$60.00	N
<input checked="" type="checkbox"/>	Aetrix International Corporation	4121110	\$60.00	N

Below the table is a "Filing Scoreboard" for Corporations:

Total: 13	Filed: 3
Delinquent: 0	Pending: 0
Suspended: 0	Rejected: 0

At the bottom right of the interface is a "Save and Proceed" button.

Please Note: Since Mass Company preparation allows you to add the information for all corporations with common officers and directors at one time, it may be helpful to do some advanced planning. For example, if 6 of your companies have 1 set of Officers and Directors, and another 6 have a different set, check the first 6, and complete the required information. Click on the **Step 3 Confirmation** tab to save your information. Then, click back on the **Step 1 Companies** tab, deselect the first group of companies and select the second group and repeat until all of your companies are ready to file.

- Any entities with previously stored information will display **Ready to File: Y** status on the **Step 1 Companies** page. Review any previously stored information by clicking on the individual File Number links. The File Number links provide a snapshot of currently stored information. If you have many companies, and would like a printout of the stored information, you may generate a Detail report from the **Reports** tab, but you must first click back to the **Home** tab before you may access the **Reports** tab. (See Sect. 6 Reports for instructions on how to obtain reports)
- Select the entities with common Officers and Directors. You can use the “Select All”, “Clear All” and check boxes to modify your selection, and click on **Step 2 Prepare**.

Please Note: If after reviewing the previous years data, you are satisfied with the information, then you can proceed to the **Confirmation** step as follows. When you select multiple entities, the system defaults to Multiple Company Preparation mode, so the template will appear blank except for the generic purpose. The stored information is underneath at the entity level. To proceed without updating information, after the **Step 2** page loads, click on **Step 3** without entering new information. You can then click on **Step 4 Payment** to complete your order. (For details on how to complete your order, see Sections **4.6 Confirmation** and **4.7 Payment** below.)

4.3.2 Step 2 - Prepare using Mass Company Preparation mode, the default if more than one entity is selected.

Home | Log Off | Contact Us

IncSpot

Home Step1 Companies Step2 Prepare Step3 Confirm Step4 Payment Reports

Mass Company Preparation Individual Company Preparation

DELAWARE E-FILING

CSC offers several methods to expedite your filing. The mass company preparation is suggested for batch filings- see Filing Instructions/Helpful Hints

Company Template

Nature of Business

To conduct or engage in any lawful business

Principal place of business outside of Delaware

Address

City

State FIND

Zip

Country The United States of America

Directors (at least one required)

Name

Address

City

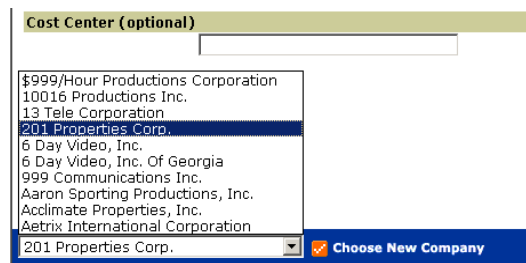
State FIND

Save and Proceed

- Complete the entity information form. All fields are required, except for the Cost Center/Client Matter No. field. This field is free text for your internal use. It is intended for display in the DE E-filing Reports and will not be submitted to the state.
- Use the Copy and Paste Functions to copy addresses from the Principal Office Address to the Directors Address, from 1 Director to another, or from the Director to the Officer. Here's how it works.
 - a. Click on the Copy next to the address that you wish to copy from.
 - b. Click on Paste next to the blank address space that you wish to copy to.
 - c. Modify the Officer or Directors name if necessary.
- For international addresses, the state system requires us to transmit 5 digit zip codes even though the format may not apply. Merely enter 5 zeros into the zip code space. Select the country, which will populate the State as N/A and complete your address in the 2 Address lines.
- When you move to the **Step 3 Confirm** step all updated information is stored for your selected entities until you submit your order. You may proceed immediately to **Step 4 Payment** or return to Step 1 to prepare more entities. When you are ready to complete your order go to **Step 3 Confirmation**.

4.4 Step 2 – Prepare (Use Individual Company Preparation to Update Information for Individual Entities Entered Using the Mass Company Preparation.)

- Use the Individual Company Preparation to modify and customize information previously stored or entered with the Mass Company Preparation for specific entities or to use the Alternative Tax Calculator.
- There are 2 ways to access Individual Company Preparation.
 - a. From **Step 1** - When you select one Company, and click on Step 2, you will automatically get Individual Company Preparation mode.
 - b. From **Step 2** - When you have selected multiple corporation, click on the Individual Company Preparation sub tab. You can navigate between entities that you selected in Step 1 with the drop down list in the lower left corner. As you move between entities in the drop down list or to **Step 3 Confirmation**, all incremental changes will be saved.



4.5 Step 2 Preparation - Updating information stored from previous year.

Depending on the nature of the update, it is recommended that you use a combination of the Mass Company Preparation and Individual Company Preparation.

- If minor changes are necessary, use the Individual Company Preparation to update the individual entities. (See Section 4.4 above for details) You may select multiple entities in Step 1 and easily scroll through your entities updating the data incrementally. This method allows you to make small changes, Officer's or Directors names, authorized signers, etc. very easily.
- Mass Company Preparation mode requires that all information for selected entities be reentered. In other words, you will not be able to change one piece of information, address, Officer's or Director's name without reentering the all information for the selected companies. You can take advantage of the Copy functions to make this task easier. This method is recommended for major updates.

4.6 Step 3 Confirmation – Your final review process.

Home | Log Off | Contact Us

IncSpot

Home Step1 Companies Step2 Prepare Step3 Confirm Step4 Payment Reports

DELAWARE E-FILING

You're almost finished!
 Filings for the following companies have been prepared and are ready for transmission to the Delaware Secretary of State. Confirmation of filing(s) will be sent via email to the email address specified below. Normal processing time to receive filing confirmation is within an hour of submission.

Transaction Summary

Company	Amount due to Delaware	Amount Authorized* (\$)
\$999/Hour Productions Corporation	\$1,620.00	\$1,645.00
10016 Productions Inc.	\$60.00	\$85.00
13 Tele Corporation	\$60.00	\$85.00
201 Properties Corp.	\$60.00	\$85.00
6 Day Video, Inc.	\$60.00	\$85.00
6 Day Video, Inc. Of Georgia	\$60.00	\$85.00
999 Communications Inc.	\$220.00	\$245.00
Aaron Sporting Productions, Inc.	\$5,020.00	\$5,045.00
Acclimate Properties, Inc.	\$60.00	\$85.00
Aetrix International Corporation	\$60.00	\$85.00
Number of companies processed : 10	\$7,280.00	\$7,530.00

*Note The amount authorized includes CSC's Service Fee

Filing Scoreboard Corporations
 Total: 13 Filed: 3
 Delinquent: 0 Pending: 0
 Suspended: 0 Rejected: 0

Save and Proceed

- If the entities listed, and amounts authorized (which includes CSC's Service Fee) are correct, click on the **Step 4 Payment** tab.

Please Note: You have flexibility in how you submit your annual reports. Since the information is stored, when you move to the Confirmation page, you can prepare all of your filings individually and submit them at one time; you can prepare your filings at one time, but submit the filings in batches, etc. When you are ready to file, return to **Step 1 Companies**. Check the companies that you wish to submit. Click on the **Step 2 Preparation** tab; then the **Step 3 Confirmation** tab, without making any changes in **Step 2**. All of your selected companies, which are ready to submit, will be displayed in **Step 3**.

4.7 Step 4 Payment - Select how you wish to pay and provide the contact information for the person you wish to receive the email notification of filing status.

The screenshot displays the 'IncSpot' Delaware E-Filing interface. At the top, there is a navigation menu with 'Home', 'Step 1 Companies', 'Step 2 Prepare', 'Step 3 Confirm', 'Step 4 Payment', and 'Reports'. Below this is a sub-menu with 'Payment Details', 'View/Modify Allocated Costs', and 'Order Good Standing'. The page title is 'DELAWARE E-FILING'. The main section is 'Payment Details', which includes a note: 'CSC funds your submission through a depository account and obtains payment directly from you based on one of the three payment options you select.' The form is divided into three sections: 'Personal Information' with fields for Name, Phone, and Email; 'Payment Options' with radio buttons and input fields for ACH Debit, Credit Card, Pay By Check, and Pay By Wire; and 'Service Options' at the bottom. A 'SUBMIT' button is located at the bottom right of the form area.

- Complete Personal Information – i.e., contact name, phone, and e-mail.
- Choose the payment option that best suits your needs.
 - **ACH Debit (aka E-check)** – Requires your selected bank routing number (9 digits) and the corresponding account number. These numbers may be found at the bottom of your checks. Filing will be processed instantaneously and the debit will reflect in your entered bank account within a week.
 - **Credit Card** – CSC accepts American Express, MasterCard and Visa. Your filing will be processed within a week. Please note that due to fees assessed to merchants and the potential for high taxes, CSC places a limit on the amount that can be processed by this method. This amount is calculated based on the total service fee paid to CSC, so if you have multiple entities and higher taxes and you wish to pay by credit card, you may want to think about submitting your entities in batches.
 - **Check** - Filing is pending receipt of payment. Print the Remittance form, which will be generated on submission of filing, and follow mailing instructions. You will receive your confirmation email when CSC receives and acknowledges your payment. In order to ensure timely filing, it is strongly recommended that you follow the Remittance Instructions and include the CSC DE E-filing Order No. on the check. Remember, since you are using CSC's application, payment should **NOT** be sent to the Delaware Division of Corporations.

- **Wire/ACH Credit** - Filing is pending receipt of payment. Print the Remittance form, which will be generated on submission of filing, and follow the mailing instructions. You will receive your confirmation email when CSC receives and acknowledges your payment. In order to ensure timely filing, it is strongly recommended that you follow the Remittance Instructions and include the CSC DE E-filing Order No. in the wire.
- You may add, review, or modify the Client Matter No./Cost Center information prior to submission. Use the link in the sub tab or under Service Options.
- Click on the **Submit** button. If you chose the ACH Debit or the Credit Card payment method, your filing will be transmitted to Delaware as soon as you submit your order. If you chose Pay by Check or Pay by Wire payment option, upon submission, Remittance instructions will be generated automatically.

Important Notice about Popup Blockers: Many commercial popup blockers which are included in internet browsers and toolbars may prevent the initial generation of the Remittance instructions, so CSC provides a link to reprint your instructions in the Reports tab. (See Sect. 6 below for details).

5 Filing LP/LLC/GP Tax

5.1 General Navigation and Tips

- There is no preparation step for LP/LLC/GP tax, so there are only 3 steps and all entities will display a status of Ready to File-Y.
- If there is a Delaware credit exceeding the current amount due to Delaware, DE E-filing will not allow duplicate payments. For these entities, the check box will be replaced by the message, “No Payment Due.”

The screenshot shows the IncSpot Delaware E-Filing interface. At the top, there are navigation tabs: Home, Step1 Companies, Step2 Confirm, Step3 Payment, and Reports. Below the navigation is a header for "DELAWARE E-FILING". A message states: "Your portfolio of Delaware LP/LLC's is listed below. The data presented mirrors the information supplied on your paper Tax Notice." Below this is a "My Portfolio" section with a table of companies to be filed. The table has columns for "Company(s) to File", "Company Name", "File Number", "Total Amount Due to Delaware", and "Ready To File?". A "Filing Scoreboard" box is located at the bottom right of the table area, showing statistics for LP/LLCs.

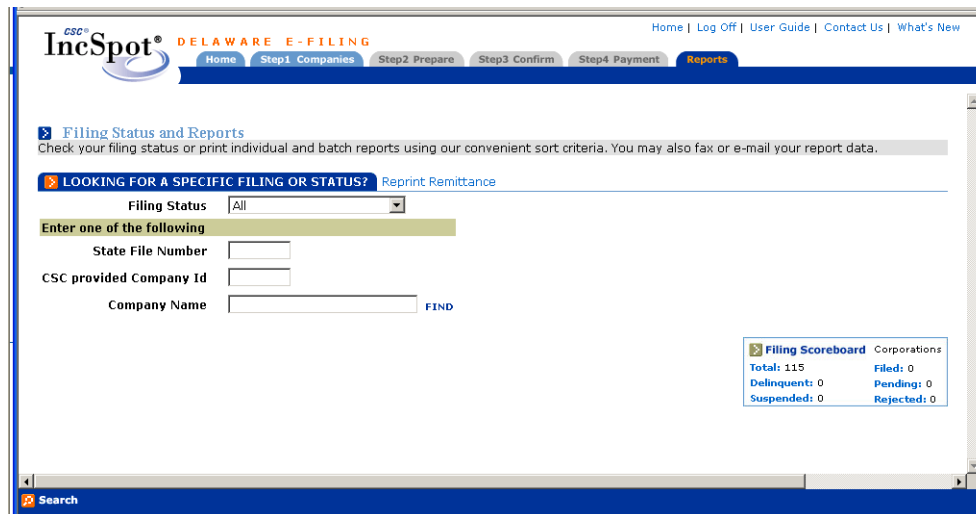
Company(s) to File	Company Name	File Number	Total Amount Due to Delaware	Ready To File?
<input checked="" type="checkbox"/>	Adequate Music LLC	4111234	\$200.00	Y
<input checked="" type="checkbox"/>	Aetrix International, L.L.C.	4211325	\$200.00	Y
<input checked="" type="checkbox"/>	Afrat Films, LLC	4621352	\$200.00	Y
No Payment Due	Ageless Electronics, L.L.C.	5111111	\$0.00	Y
<input checked="" type="checkbox"/>	Ageless Entertainment Software, LLC	4222235	\$200.00	Y
<input checked="" type="checkbox"/>	500% Productions Inc.	4235421	\$200.00	Y
<input checked="" type="checkbox"/>	A.S.P.T. Payroll Company, Inc.	4566521	\$200.00	Y
<input checked="" type="checkbox"/>	Ageless Center, L.P.	5315241	\$200.00	Y
<input checked="" type="checkbox"/>	Arkansas Oil Company, L.P.	5125421	\$200.00	Y

Filing Scoreboard LP/LLCs
 Total: 11 Filed: 2
 Delinquent: 0 Pending: 0
 Suspended: 0 Rejected: 0

5.2 Filing LP/LLC/GPs Process

- From DE E-filing Home Page, select the LP/LLC radio button and click on the **Step 1 Companies** tab.
- Once you have selected the companies that you wish to file, click on **Step 2 Confirmation** tab.
- The confirmation and payment process is identical to Corporations, except since there is no preparation step, you must use the links available on the Payment Details page to enter your Cost Center/Client Matter Nos., and of course, there are only 3 steps for LP/LLCs. (See Sects. 4.6 & 4.7 above for details.)

6 Obtaining Summary or Detail Reports of E-filing Activity or reprinting Remittance Instructions



6.1 Accessing the Reports tab:

- If you have just completed your filing, you can click directly on the **Reports** tab.
- Before or after your filings, login to DE E-filing with your IncSpot or Non IncSpot access. From the DE E-Filing **Home** page, choose Delaware Domestic Corporation Franchise Tax Report or LP/LLC Tax Notice. You will not be able to access the **Reports** tab while processing an order, so if you are in the process of filing, you must return to the DE E-filing **Home** page before clicking on the **Reports** tab.

6.2 Generating Reports.

- Click on the **Reports** tab.
- Click on the **Filing Scoreboard** link for the appropriate status or select the status from the drop down menu and click Search button in the lower left.
 - a. Filed – The Annual Report and tax payment has been accepted by Delaware.
 - b. Suspended – The Annual Report has been filed, payment has been received, but the Alternative Tax Calculation is under review. If the Delaware Tax Examiner requires additional information, i.e., proof of gross assets or an amended Annual Report, Delaware will contact the company directly at a subsequent date.
 - c. Pending – CSC is awaiting receipt of payment by check in order to submit the Annual Report to Delaware.
 - d. Rejected – Delaware rejected the Annual Report filing. The most common causes for rejection are that the report was previously filed, or the entity dissolved or merged out prior to the filing. CSC monitors all rejections and if there is a rejection for any reason other than previously listed, CSC will complete the filing and contact the user if there are any questions or problems.
- To generate a report, click **Generate Report** in lower left.



- Select the desired delivery method, print, e-mail, fax, or download and report type, Summary Report (transaction report) or a Detail Report (reprint of the contents of your filings).
- Click on OK.

Please Note: if you are unable to generate a report, it is most likely due to popup blockers on your computer or in your network. Please disable all blockers and try again.

6.3 Reprinting Remittance Instructions

- Click on Reports.
- Click on the Reprint Remittance link.
- Click on your Order No.
- Once the Remittance generates, click on the Print command on the form.

7 For Further Information or Questions

If you need further information for this application or you have CSC represented entities that are not appearing in your Portfolio, please contact the Delaware Tax Hotline at **(888) 690-2468**.