

How to: Update the TX Secretary of State filing

Spend priorities and budget

Form 802: Periodic Report Form has to be filed *once every 4 years* through the Texas SOSDirect web portal. However your credentials for the portal needs to be rotated *quarterly*. It might be worth just letting the account lapse until the next filing...

Pre-requisites

- Texas SOSDirect portal credentials. You need to create a personal account because it's tied to your home address
- Open Austin filing number for SOSDirect: 802863851
- All board members' mailing addresses

Instructions

1. Log into the [Texas SOSDirect web portal](#)
2. Follow the [Periodic Report Form instructions](#). ctrl+f for *`To file a periodic report using SOSDirect`* to go directly to the instructions, and follow those steps.
3. Submit your reimbursement for the filing fee.

Confirmation

Update this screenshot with each new filing:

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697



Jane Nelson
Secretary of State

Office of the Secretary of State
Transaction Receipt

Session ID: 062024MR2927
Document #: 1374336920003
June 20, 2024

Your document, or your order for copies or certificates, has been received through SOSDirect. For future reference, please make note of the document number above.

If you submitted a document, this receipt is not evidence that it has been approved for filing. All documents must be reviewed for statutory compliance.

You will be notified by email when your document is either filed or rejected, or when your order is ready.

- To track the progress of a document, visit the Business Filing Tracker at: <https://webservices.sos.state.tx.us/filing-status/status.aspx>
- To return to the SOSDirect Business Organizations menu, [click here](#).

Thank you for allowing us to assist you with your request. Whether you are filing a business or need assistance with another service, the Texas Secretary of State is here to serve you.