

# Commerce Online Filing Instructions and Tips

## MINNESOTA DEPARTMENT OF COMMERCE

The Minnesota Department of Commerce has developed an internet-based application for the electronic filing of franchise application documents. The Department anticipates this will reduce costs for filers and more efficiently process franchise applications, renewals, and amendments. Please follow the instructions for Commerce Online Filing below. Any systems questions should be sent to [COF.Admin@state.mn.us](mailto:COF.Admin@state.mn.us).

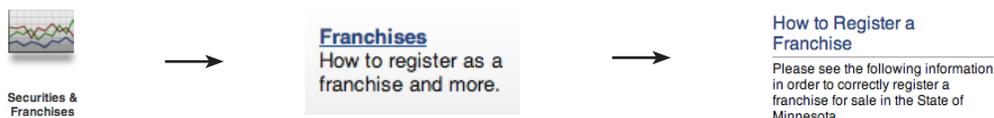
\*The eFile system has been optimized to work with Internet Explorer\*

### Registration Instructions

1. Go to <https://mn.gov/commerce/businessfiling/>

or:

go to [mn.gov/commerce](https://mn.gov/commerce) > Securities & Franchises > Franchises > How to Register a Franchise > Access Online Franchise System



Commerce Online Filing Login:

Already a registered user?	New to Commerce Online Filing?
<p>Commerce Online User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Sign In"/> <input type="button" value="Forgot Password"/></p> <p><small>If you have login trouble please send an email to <a href="mailto:COF.Admin@state.mn.us">COF.Admin@state.mn.us</a></small></p>	<p>In order to eFile a new document, you must be a registered user.</p> <p>Click below to register for Commerce Online Filing.</p> <p><input type="button" value="Register"/></p>

2. Review [How to Register a Franchise](#). Click on the "Register" button and complete the mandatory fields to submit your registration. Your temporary credentials will be sent to the email address you provided.

3. You will receive an email with your password within a few minutes. Your e-mail address will be your User ID.

4. Use the temporary password to login to the application. Upon login, you will be asked to change your password. Passwords must be a minimum of 8 characters and contain a capital letter and a number or special character.

Minnesota Department of Commerce:

85 7th Place East, Suite 500, St Paul, MN 5510

[mn.gov/commerce](https://mn.gov/commerce) | [COF.Admin@state.mn.us](mailto:COF.Admin@state.mn.us)

Connect with the Minnesota Department of Commerce:



@MNCommerce



Find us on Facebook

## Document Formatting

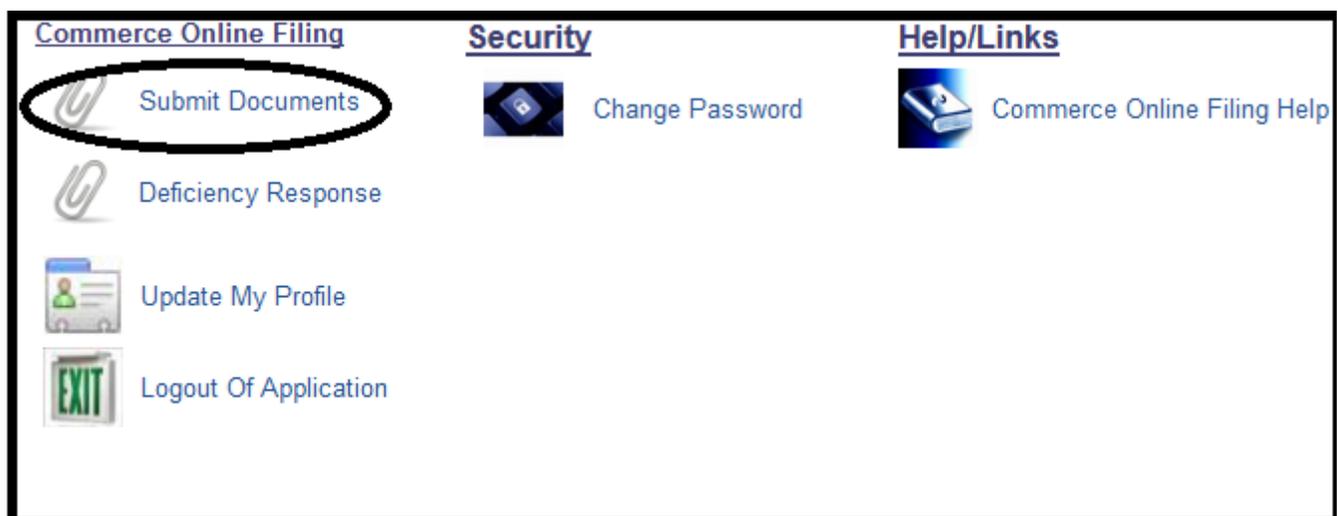
- The document must be a PDF.

### Tips to reduce document size:

- All files must be less than 10MB in size. You may need to divide documents into parts to meet this limitation. Each submission is limited to 10 documents.
- Converting a word document into PDF will give you the smallest file size.
- Scanning papers to PDF will quickly produce large document sizes.
- If you are authorized to file for multiple entities, you only need **one account**.
- “Sales Person Disclosure Forms” are considered private documents in the system. All other documents submitted are considered public documents. The Department does not accept documents containing Social Security numbers or personal addresses. Submit all of your documents at the same time in order to receive only one submission number.

## Document Submission

1. Prepare your document(s) for filing in a location you can easily find on your computer. Make sure the documents are less than 10MB. The system will not accept special characters (e.g.,\$&#\*). Remove special characters from file numbers and when entering the franchise name.
2. Login to the application and choose the “Submit Documents” menu choice.



Minnesota Department of Commerce:

85 7th Place East, Suite 500, St Paul, MN 5510

[mn.gov/commerce](http://mn.gov/commerce) | [COF.Admin@state.mn.us](mailto:COF.Admin@state.mn.us)

Connect with the Minnesota Department of Commerce:



@MNCommerce



Find us on  
Facebook

3. Follow the instructions to complete your submission.

**Introduction to Submit Documents**

**Step 1 - Verify User Information**  
Confirm user information and update as necessary.

**Step 2 - Document Information**  
Provide information about the document you intend to file.

**Step 3 - Select Documents for Upload**  
Identify document(s) to be submitted from your local computer. Each document must be less than 10MB for successful upload. Documents 10MB or larger should be split into parts and uploaded separately, the first as part 1 of 2 and the second part 2 of 2.

**Step 4 - Documents Submission Summary**  
Review the details of your submission for accuracy and make changes before you submit. View the document one last time to ensure you uploaded the correct document. Until you choose submit, your document(s) have not been filed.

**Step 5 - Submit Document**  
Select submit to file the document. Once it is received, it will be held in an online queue pending staff review.

**Step 6 - Document Upload Confirmation**  
This page serves as confirmation of the successful submission. Save this page for your records.

**Step 7 - Finish - Next Steps**  
You have completed your submission and may navigate to other options.

[Next >>](#)

4. You will be directed to a page that confirms the documents were successfully uploaded.

**Submit Documents**

**Step 6 - Document Upload Confirmation**  
Your submission has been eFiled with DOC and is pending verification. Submissions in this status are considered received. Once the submission is accepted, you will receive an email notification. If there is a problem with the submission, it will be rejected and you will be notified by email. For more information about acceptance of documents, go to Help.

Submission Number: 1-201310  
Submission Date/Time: 10/21/2013 12:01 PM

**Filer Information**

First Name	Wynia, Donny
Company or Dept Name	
Email Address	██████████@gmail.com
Phone Number	612-██████████

**Document Information**  
Describes the document you intend to submit.

Business Area	Franchise
File Number	2202222
Franchisor	Test
Franchise Name	Test
Year	1000

**Uploaded Documents Information**  
Verify the accuracy of the information you provided.

Selected Document	Type	Document Type	Additional Information
TEST2.pdf	Public	Advertisement	

[Print Confirmation Page](#) [Next](#)



## After Document Submission

1. Print a copy of the confirmation page to keep for your records.
2. Department staff will review the submission for accuracy. eFiled documents will be given priority to any paperwork submitted by mail to the Department. Submissions will be accepted once they are determined to be accurate. You will receive an e-mail telling you the submission has been accepted.
3. Once accepted by the Department public documents in the submission will be immediately available under the Franchise Registrations area of interest in the Commerce CARDS application.

<https://www.cards.commerce.state.mn.us/CARDS>

4. Deficiencies will be communicated in an e-mail to the registered filer.

## Responding to a “Deficiency Correction” email request

1. Prepare a new document that only contains the deficiency corrections.
2. Login to the application, following the steps above, and select “Deficiency Response”.



3. Submit the new deficiency correction document.

## Making a payment

At the time you E-File, please mail a check with the appropriate fees to the Department of Commerce along with a copy of the Application Page (Form A) to:

Minnesota Department of Commerce  
Accounting  
85 7th Place East, Suite 500  
St. Paul, MN 55101

---

Minnesota Department of Commerce:

85 7th Place East, Suite 500, St Paul, MN 5510

[mn.gov/commerce](http://mn.gov/commerce) | [COF.Admin@state.mn.us](mailto:COF.Admin@state.mn.us)

Connect with the Minnesota Department of Commerce:



@MNCommerce



Find us on  
Facebook