

BUSINESS SERVICE ENHANCEMENTS

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Kansas Secretary of State's Office

Jurisdictional Presentation

International Association of Commercial Administrators

2015 Annual Meeting

May 20, 2015

Enhancing Business Services

- Fully involve customers and business in the solution
- Business first, technology second
- Remember that “great” can be the enemy of “good”
- Small things add up

Business Service Initiatives

- Annual Report Email Reminders
- Fraud Notification System for Business Filers
- Push Notifications for Kansas Administrative Regulation changes
- Kansas Business Center
- Business Entity Formation Video Series
- Direct Filing of Annual Reports from Tax Preparation Software via IACA XML Standard

Annual Report Email Reminders

- For the first time, the Kansas Secretary of State's office made use of a third party email service, *Constant Contact*, to notify filers of the upcoming deadlines for Annual Reports.
- This service provides several benefits that improve service, including pre-scanning of email notifications to prevent them from being labeled as spam by internet service providers, and indicating whether the notification has been opened upon receipt.
- Over 60% of email notifications sent in the first round were opened, and we credit use of this service in setting a record for (early) annual report filings in March 2014.
- We continued to use it for notifications this year, sending out over 30,000 in May 2015.

Fraud Notification System

- We developed and implemented a free service to automatically send email notifications to business owners informing them when any amendments related to their business entity registered with the Kansas Secretary of State are processed.
- Since implementation last fall, over 30,000 notifications have been sent.

Notifications for Regulation Changes

- In Kansas, the Secretary of State publishes state rules and regulations.
- One challenge businesses face is keeping up (and complying with) the volume of hundreds of new and modified regulatory requirements each year.
- We deployed a free notification service that emails subscribers when new regulations (or changes) are proposed and directs them to where they can view and comment on the changes online.
- Over 1,100 regulations have been set up by subscribers for monitoring since deployment in fall 2014.



Home · Publications · Legal Publications · Regulations · Proposed Regulations Subscriptions

PROPOSED KANSAS ADMINISTRATIVE REGULATIONS SUBSCRIPTIONS

Check the box below Subscribe/Unsubscribe to receive notification of scheduled public hearings on proposed rules and regulations for a particular agency or agencies. After clicking 'Confirm Subscription' you will receive a confirmation email listing those agencies to which you have subscribed.

Check the box below Subscribe/Unsubscribe and click 'Unsubscribe' to stop receiving future emails for currently selected Agencies.

Currently subscribed agencies will always be listed at the top.

Your email address:



Confirm Subscription

Unsubscribe

Subscribe/ Unsubscribe	Currently Subscribed	Agency Number	Agency Name
<input type="checkbox"/>	<input type="checkbox"/>	132	911 Coordinating Council
<input type="checkbox"/>	<input type="checkbox"/>	85	Abstracters' Board of Examiners
<input type="checkbox"/>	<input type="checkbox"/>	74	Accountancy, Board of
<input type="checkbox"/>	<input type="checkbox"/>	56	Adjutant General, State of Kansas Office of the
<input type="checkbox"/>	<input type="checkbox"/>	1	Administration, Kansas Department of
<input type="checkbox"/>	<input type="checkbox"/>	26	Aging and Disability Services, Kansas Department for (formerly Department on Aging)
<input type="checkbox"/>	<input type="checkbox"/>	12	Agricultural Labor Relations Board
<input type="checkbox"/>	<input type="checkbox"/>	125	Agricultural Remediation Board
<input type="checkbox"/>	<input type="checkbox"/>	4	Agriculture, Kansas Department of
<input type="checkbox"/>	<input type="checkbox"/>	13	Alcoholic Beverage Control Board of Review
<input type="checkbox"/>	<input type="checkbox"/>	14	Alcoholic Beverage Control, Division of—Kansas Department of Revenue
<input type="checkbox"/>	<input type="checkbox"/>	42	Alcoholism, Commission on
<input type="checkbox"/>	<input type="checkbox"/>	9	Animal Health, Division of—Kansas Department of Agriculture (formerly Animal Health Department)
<input type="checkbox"/>	<input type="checkbox"/>	15	Athletic Commission
<input type="checkbox"/>	<input type="checkbox"/>	128	Athletic Commission, Kansas—Department of Commerce
<input type="checkbox"/>	<input type="checkbox"/>	16	Attorney General
<input type="checkbox"/>	<input type="checkbox"/>	103	Bank Commissioner and Savings and Loan Commissioner—Joint Regulations

Kansas Business Center

New website – New Approach: www.kansas.gov/business

- Reorganized by function (Planning, Registering, Operating, Closing, Moving)
- Single sign-on between business formation and tax functions
- Forms Library
- Live Chat
- Integrated videos on choosing business structure

• Work completed in September 2014

• Phase 1 of larger project to implement web-services based Business Center

Kansas Business Center

How?

- High-level sponsorship from Secretary and Governor
- Formed multi-agency committee to collaborate on development
- Brought in associations, representatives from business community to ID functionality and validate design (card-sorting)
- Used content management system to build and facilitate updates
- Just do all the work – It's harder, but really easier

Kansas Business Center

HOME / BUSINESS

Business



The Kansas Business Center is your one-stop shop for starting and maintaining a business in Kansas. Choose an option below for more information about planning a business, registering a business, operating a business, closing a business, and moving a business to Kansas.

+ Planning Your Business

+ Registering Your Business

+ Operating Your Business

+ Closing Your Business

+ Moving Your Business to Kansas

+ Forms

Kansas Business Center

Sign In

Have Business Questions?

Call, email or chat with a trained referral coordinator for free, personal assistance. A real, live person will discuss your query and guide you to the right resource(s) to help. The referral center is staffed Monday-Friday 8am-5pm.

Live Support Chat

877-521-8600

info@networkkansas.com

Have Technical Questions?

If you are experiencing technical difficulties or have other website related questions, please contact the State of Kansas Help Center. The Help Center hours are Monday-Friday 8am-5pm.

Live Support Chat

800-452-6727

helpcenter@ink.org

Additional Resources

[Steps to Success](#)

[City and County Contacts](#)

[Kansas Chambers of Commerce](#)

[State Agencies and Associations](#)

[Kansas County Clerks](#)

Kansas Business Center

HOME / BUSINESS / REGISTER

✓ Register Your Business

Congratulations on your decision start a new business. We are pleased you have chosen to start and grow your business in the State of Kansas. The **Planning Your Business** section is meant to teach you about resources and filing requirements. The options below will take you directly to links and forms required to comply with Kansas law. We will continue to add information as additional agencies/requirements are identified.

+ Create Business Entity

+ Business Tax Registration

+ Registering as an Employer

+ Trademark / Service Mark

+ Common Business Licenses/Permits

Kansas Business Center

🔑 Sign In

🏢 Business

💡 Planning

✓ Registering

🔧 Operating

👉 Closing

🚚 Moving

📄 Forms

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Kansas Business Center

HOME / BUSINESS / FORMS

☰ Forms

Sort the table below by column to find the form you're looking for. Online filing is available where indicated.

Form Name	File Online	Form Description	Agency Name
ALP	File Now	Limited Liability Partnership Amendment to Statement of Qualification	Secretary of State
AN	File Now	Not-For-Profit Corporation Certificate of Amendment	Secretary of State
AP	File Now	Kansas For-Profit Corporation Certificate of Amendment	Secretary of State
AR	File Now	Corporate Annual Report	Secretary of State
AT		Certificate of Amendment/Termination to Certificate of LLC Merger or Consolidation	Secretary of State
BI-1		Organization's Monthly Report	Department of Revenue
BI-148		Initial Application of Bingo Premises	Department of Revenue
BI-158		Initial Application for Bingo Distributor	Department of Revenue
BI-160		Renewal Application for Bingo Organizations	Department of Revenue
BI-168		Renewal Application for Bingo Premises	Department of Revenue
BI-178		Renewal Application for Bingo Distributors	Department of Revenue

Kansas Business Center

- Since the launch in September 2014, monthly page views have increased by 42% and monthly mobile usage has increased by 80%.
- The most popular areas have been the Registering, Operating and Forms sections. The business entity formation videos are also popular.
- Users have shown strong interest in the integrated online chat feature and phone assistance to help answer questions in real-time, provided by Network Kansas, an organization that connects entrepreneurs with a network of 500+ partners.
- The Network Kansas Referral Coordinators have experienced a 44% increase in monthly phone call volume and a 103% increase in monthly live chat inquiries since launch.

Business Entity Formation Videos

- Feature Kansas Secretary of State discussing the key dimensions of each structure.
- Developed using materials already provided online through the Secretary of State's office
- Eight videos, covering seven business entity structures, plus an introduction
- Supplemented by written transcripts and are available both on *YouTube* and through the Kansas Business Center website.
- Produced at low cost by local Topeka company
- Received over 7,000 views to-date



Kansas Business Center

HOME / BUSINESS / SELECTING A BUSINESS STRUCTURE

Selecting a Business Structure



Audio Version

Choosing the appropriate organizational structure for your business is one of the most important decisions to make at the start of the business, and may require advice from an attorney, an accountant or some other knowledgeable business advisor.

The options below provide brief descriptions of the principle types of business organization, their registration requirements, and the advantages and disadvantages of each. The information is available in video, audio, and text format.

Which Business Structure is Right for You?

- Sole Proprietorship

Select an option below to view or listen to a brief description of the sole proprietorship entity type, its registration requirements, and the advantages and disadvantages of a sole proprietorship.

Secretary of State Business Entity Video Series #...

Kris Kobach
Kansas Secretary of State

0:10 / 2:24

Audio Version | Printable Version

+ General Partnership

Kansas Business Center

Sign In

- Business
- Planning
- Registering
- Operating
- Closing
- Moving
- Forms

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Additional Resources

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- State Agencies and Associations
- Kansas County Clerks

Kansas Business Center



[Introduction to Kansas Business Center](#)



Business Entity Formation Videos

YouTube



Upload



Secretary of State Business Entity Video Series #1 - Introduction



KS SecOfState

Subscribe 20

1,209

+ Add to Share ... More

👍 2 👎 1

Up Next

Autoplay



Secretary of State Business Entity Video Series #2 - Sole Proprietorship

by KS Sec Of State
977 views



Secretary of State Business Entity Video Series #3 - General Partnership

by KS Sec Of State
533 views



Secretary of State Business Entity Video Series #4 - Limited Partnership

by KS Sec Of State
382 views



Secretary of State Business Entity Video Series #5 - Limited Liability Partnership

by KS Sec Of State
464 views



Secretary of State Business Entity Video Series #6 - Corporation

by KS Sec Of State
437 views



Secretary of State Business Entity Video Series #7 - Limited Liability Company

by KS Sec Of State
1,262 views

Payment Integration – *eGov Express*

eGovExpress

Sign In

Email Address

testing@example.com

Password

Password

[Forgot password?](#)

Remember my email address

Don't have an account? [Sign up](#) for eGov Express now.

KBC Futures

 Dashboard

Dashboard

\$12.30
Last Transaction

May 14, 2015
Last Transaction Date

 Accounts

Recent Transactions

[View All](#) ▶

 Payment History



5/14/2015

\$12.30

Transaction ID: 12292606 Citation Payment

KBC Futures

eGovExpress Home Dashboard

Accounts

Dashboard
Accounts
Payment History

\$12.30
Last Transaction

Payment Methods

VISA 1111 Exp. 6/16

VISA 1111 Associated Account

+ Add Account

♥
▼

Add Payment Method

Select account type:

Credit / Debit Card Checking/Savings Account

Checking Savings

Name on Account

Account Number

Routing Number

Bank Name

Account Nickname

Select if this payment **IS** being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction (IAT).
[\(IAT Explained\)](#)


Set as Default Payment Method

Address:
25 Main
Olathe, KS 66061
USA
9135486981

+ Add New Address

Close + Add Account

KBC Futures



Review Payment Details

Payment Method

Allowed payment types for this transaction:

- American Express
- Discover
- Master Card
- Visa
- Checking
- Savings

1111 Visa Card [Change](#)

Billing Address

Lynne Robertson
25 Main
Olathe, KS 66061
USA
9135486981

Click Continue to review and finalize your payment.

[Cancel](#) [Continue](#)

[eGov Express Terms & Conditions](#)

Transaction

Qty	Desc	Price
1	Citation Payment	\$12.00

KBC Futures

1 Payment Type 2 Customer Info 3 Payment Info 4 **Submit Payment**

Transaction Detail

The following amounts will be remitted back to the agency.

SKU	Description	Unit Price	Quantity	Amount
tt	Citation Payment	\$12.00	1	\$12.00
Total				\$12.00

Transaction Summary

Citation Payment	\$12.00
Service Fees	\$0.30
Total Payment Amount	\$12.30

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

Payment

Payment Type ✓

eGov Express

Customer Information ✓

Address Lynne Robertson 25 Main Olathe, KS 66061	Phone 9135486001
Country USA	Email Address lynne72@pkuto.org

Payment Info ✓

Credit Card Visa ****1111 Exp. 06/2018	Name on Credit Card Lynne Robertson
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Cancel **Submit Payment**

Direct XML Filing of Annual Reports

- Feedback from accounting community:
"Online Annual Report apps require re-keying data from software we already use – it's easier to just print and mail."
- Approached tax preparation software vendors popular in Kansas to investigate Direct Filing
- Created Annual Report XML filing mechanism based on IACA standard
- First deployment via Thomson Reuters *Ultra Tax CS* product

Thomson Reuters *Ultra Tax CS*

Examples of bottom part of annual report data entry screen where the taxpayer can enter information specific to the various types of annual reports that are supported.

Annual Report Agriculture Attachment		AR AG
Land information	<input type="checkbox"/>	S
Total number of stockholders	<input type="text"/>	
Property in and out of Kansas	<input type="checkbox"/>	S

Limited Liability Company Annual Report		AR LC
Print Limited Liability Company Annual Report (S Corp)	<input type="checkbox"/>	
Members who own 5% or more (C Corp)	<input checked="" type="checkbox"/>	S

Not-for-Profit Annual Report		AR NP
Not-for-profit (Force)	<input type="checkbox"/>	
Total number of members	<input type="text"/>	

Professional Annual Report		AR PA
Shareholders (C Corp)	<input checked="" type="checkbox"/>	S
Amount of capital stock issued (Force)	<input type="text"/>	
Nonqualified persons	<input type="checkbox"/>	S
Types of licensed professionals that practice through the corporation	<input type="checkbox"/>	S

Thomson Reuters *Ultra Tax CS*

[Bank](#)

Additional Information Annual Report

Suppress Kansas annual report electronic file when only filing other returns electronically

Payee information:

Payee first and last name

Address

City, state, zip code

Foreign country

Telephone number

Email address

Notification Emails:

Email 1

Email 2

Email 3

Annual report input on Kansas electronic filing screen.
Notification emails added this year.

Questions?

Kathy Sachs

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Kansas Secretary of State

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