Real example: how I filled the Oregon Business Registry record

Eric Richers, LPC, CADC III · [practice name], Eugene, Oregon · solo telehealth counseling practice

Recreated from my own filing, redacted. Bracketed values are placeholders. Get the current blank form from the Oregon Secretary of State, Corporation Division at https://sos.oregon.gov/business/Pages/find.aspx.

What to notice

This is the public record that exists once the Articles of Organization are accepted. Anyone can pull it from Find a Business, and banks and payers do. It is the first document in the paper trail: the EIN interview, the bank, and every payer form ask for the exact legal name and the registry date shown here.

Read the history table twice. In my second year the annual report slipped, the state administratively dissolved the company on 03-07-2024, and a reinstatement filing on 04-17-2024 put it back to Active. The registry keeps that line forever, and a credentialing analyst who pulls the record will see it. Calendar the renewal the day you file; it comes due on the anniversary of the registry date.

The registered agent here is a commercial agent in Portland. That is a choice, not a requirement; step 2 of the LLC series covers the trade-off between naming yourself and paying an agent.

Entity summary

Registry number	[registry number]
Business name	[practice name]
Entity type	Domestic Limited Liability Company (DLLC)
Status	Active (ACT)
Jurisdiction	Oregon
Registry date	01-09-2023
Next renewal date	01-09-2026
Renewal due?	Yes (renewal notices go to the mailing address below)
Principal place of business	[home address], Eugene, OR
Mailing address	[home address], Eugene, OR
Registered agent	Northwest Registered Agent, LLC, Portland, OR (commercial agent)
Member / Manager	Eric Richers, [home address], Eugene, OR

Associated names

Type	Name	Address
Principal place of business	[practice name]	[home address], Eugene, OR
Mailing address	[practice name]	[home address], Eugene, OR
Registered agent	Northwest Registered Agent, LLC	[agent address], Portland, OR
Member / Manager	Eric Richers	[home address], Eugene, OR

History

Filed	Action	Name / notes
01-09-2023	Articles of Organization	[practice name]
10-18-2023	Amendment to Articles	(an amendment; the public record shows the filing, not the wording)
03-07-2024	Administrative dissolution	Annual report not filed by the due date
04-17-2024	Reinstatement	Back to Active five and a half weeks later
12-11-2024	Change of registered agent / address	Moved to a commercial registered agent
12-16-2024	Amended annual report	Corrected addresses on file
01-2026	Annual report / renewal	Due 01-09-2026 (see step 6 of the LLC series)