



How To Guide

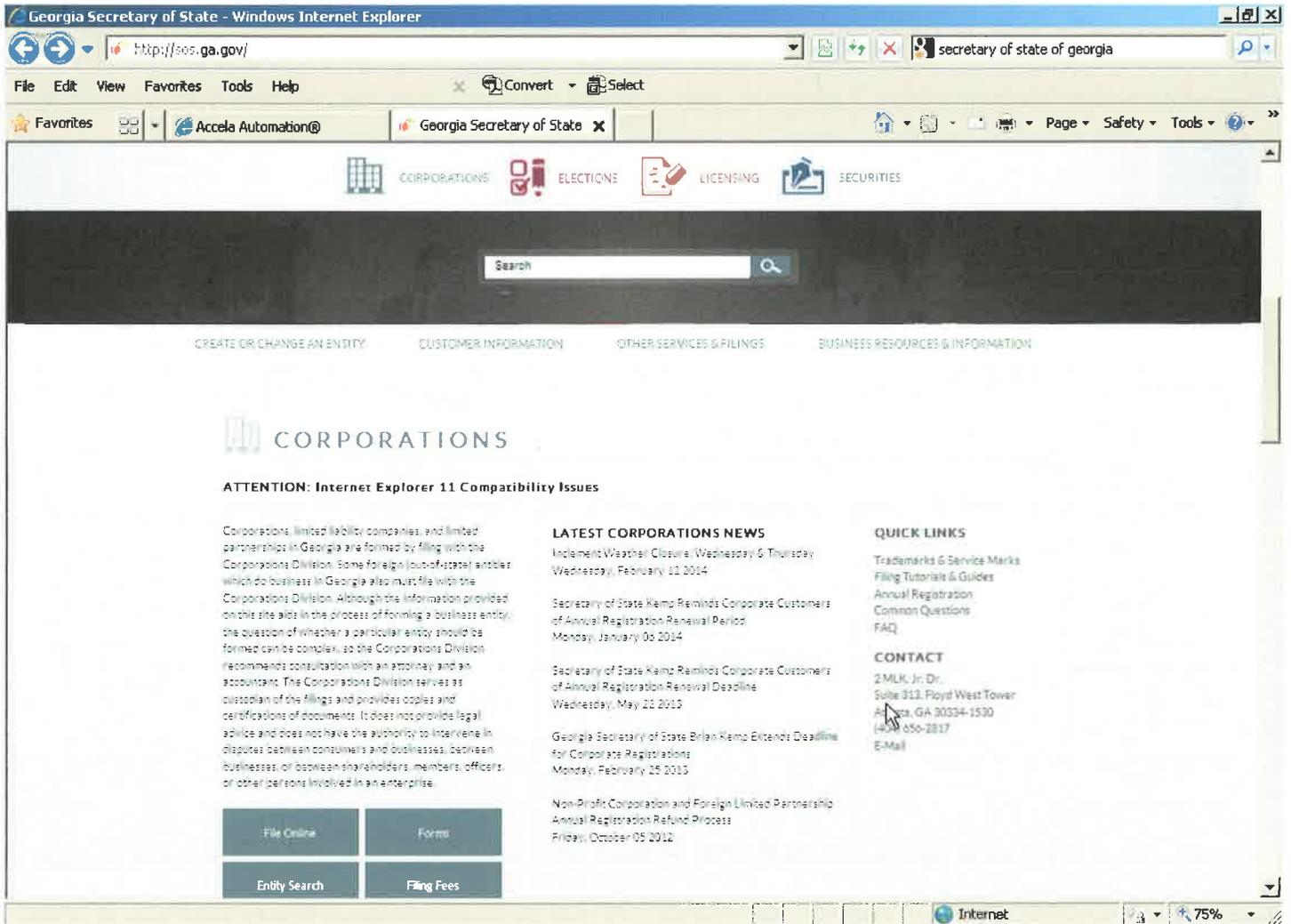
Identifying HOA's Using Secretary of State Website

Cobb County Community Development

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From the Entry page of the Secretary of State:
Select Corporations;
Select File on Line



At the Log On Screen:
Create a Username and Password
Once this is done, Log in

The screenshot shows a Windows Internet Explorer browser window displaying the log on page for the Georgia Secretary of State Corporations Division. The browser's address bar shows the URL: <https://cgov.sos.state.ga.us/Account.aspx/LogOn?ReturnUrl=%2fhome.aspx>. A yellow security warning banner is visible, stating: "To help protect your security, Internet Explorer has blocked this website from displaying content with security certificate errors. Click here for options...".

The page header features a blue banner with a city skyline on the left, the word "Georgia" in large white font, and the "Secretary of State Corporations Division" logo on the right. Below the banner, there are links for "Home", "Edit Account", and "Log Out".

Log On

To log into the system and access our online services, including **corporation filings, annual registrations, name reservations, certified copy orders, and view filed documents**, you will need a free cGov360 account. To create an account, use the following link:
[Register for a cGov360 account.](#)

Please enter your username and password.

Account Information

Username:

Password: (If you have forgotten your password, [click here.](#))

The Secretary of State Corporations Division is pleased to announce a new online portal to the businesses of Georgia. In addition to improved online services, the site upgrade will also feature a redesigned look and feel.

In addition to our current online services, by creating an online account in the new system, customers will be able to file Domestic Limited Partnerships, Foreign Corporations, Limited Liability Companies, and Limited Partnerships. User accounts will also allow online filing customers to save and edit filings, upload documents, and correct deficiencies.

Click [here to access help, training documents, and online tutorials.](#)

Please enter search criteria below for entity searches.

Search

The browser's status bar at the bottom shows "Done" and "Internet" with a zoom level of 100%.

At the below screen you will be able to enter the HOA name or a portion of the name and search. You can enlarge or narrow the field by using the entity types and status.

The screenshot shows a Windows Internet Explorer browser window displaying the website <https://cgov.sos.state.ga.us/Home.aspx>. The browser's address bar shows the URL and the page title "secretary of state of georgia". The website header features the Georgia Secretary of State Corporations Division logo and a navigation menu with "Home", "Edit Account", and "Log Out".

The main content area is titled "Business Filings Search" and contains a search form with the following fields:

- Inquiry:** A text input field containing "chestnut hill" and a "Search" button.
- Search Type:** A dropdown menu set to "Entity Name".
- Search Depth:** Radio buttons for "Exact Match", "Starts With", and "Contains".
- Entity Status:** A dropdown menu set to "Select ...".

Below the search form is a "Search Results" section with a table header:

Name	Control Number	Effective Date	Status	ModelType	Locale	Qualifier
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At the bottom of the search results area, there are navigation controls including "Previous", "Next", and a page number "15".

Once you have the results, you can scroll through to select the one of interest. By clicking on the entity you will be able to see the President, or other officers of the HOA.

The screenshot shows a web browser window displaying the Georgia Secretary of State Corporations Division website. The page features a search interface with the following elements:

- Search Criteria:**
 - Inquiry:
 - Search Type: (dropdown)
 - Search Depth: Exact Match Starts With Contains
 - Entity Status: (dropdown)
- Search Results:** A table with 7 columns: Name, Control Number, Effective Date, Status, Model Type, Locale, and Qualifier.

Name	Control Number	Effective Date	Status	Model Type	Locale	Qualifier
CHESTNUT HILL, INC.	0209030	2/04/2002	Diss./Cancel/Terminat	Corporation	Domestic	For-Profit
CHESTNUT HILL, LLC	0235683	7/12/2002	Automated Administrative dissolution/Revocation	Limited Liability Company	Domestic	None
CHESTNUT HILL INVESTMENTS, LLC	0580462	12/01/2005	Admin. Dissolved	Limited Liability Company	Domestic	None
CHESTNUT HILLS NEIGHBORHOOD ASSOCIATION, INC.	0606593	1/17/2006	Active/Owes Current Year AR	Corporation	Domestic	Non-Profit