

**721—40.9(488,489,490,504) Online filing requirements.** The following requirements apply to the electronic filing of documents and the certification of electronic documents. This rule applies to documents filed in conjunction with the filing requirements in Iowa Code chapters 488, 489, 490, and 504.

**40.9(1)** Registered agents who file documents electronically must provide an email address to the secretary of state.

*a.* If a registered agent does not have an email address, the agent shall provide the email address of another individual or entity designated to receive electronic correspondence on behalf of the registered agent.

*b.* The registered agent shall notify the secretary of state within 60 days that the email address provided in compliance with this rule has been changed or discontinued.

*c.* An email address disclosed in compliance with this rule shall not be viewed as a public record under Iowa Code chapter 22 and shall not be disclosed by the secretary of state.

*d.* The secretary of state may use email for official correspondence with an entity, except when law requires delivery by United States mail.

**40.9(2)** For filings requiring an online account, an applicant must follow the terms and conditions on the secretary of state's Internet website for each electronic filing.

**40.9(3)** All correspondence related to an electronic filing shall be handled electronically in accordance with the requirements set forth in the uniform electronic transactions Act, Iowa Code chapter 554D.

**40.9(4)** Documents filed electronically shall be accompanied by the appropriate fee. This fee must be paid by check, credit card, or secretary of state charge account.

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