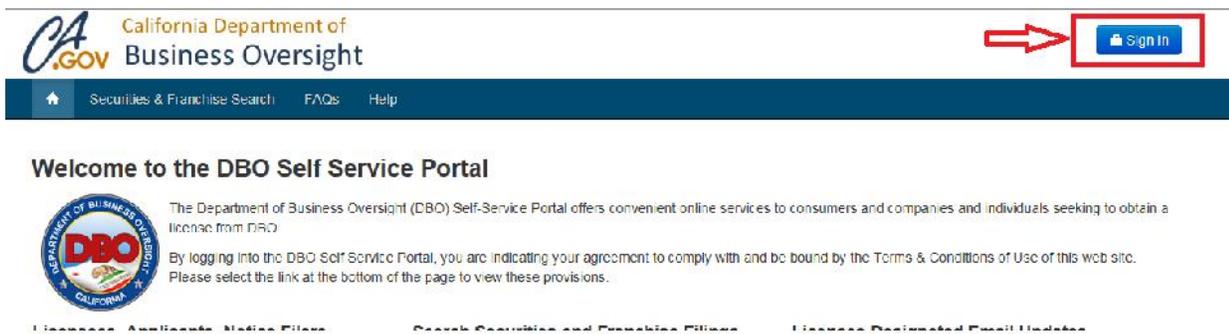
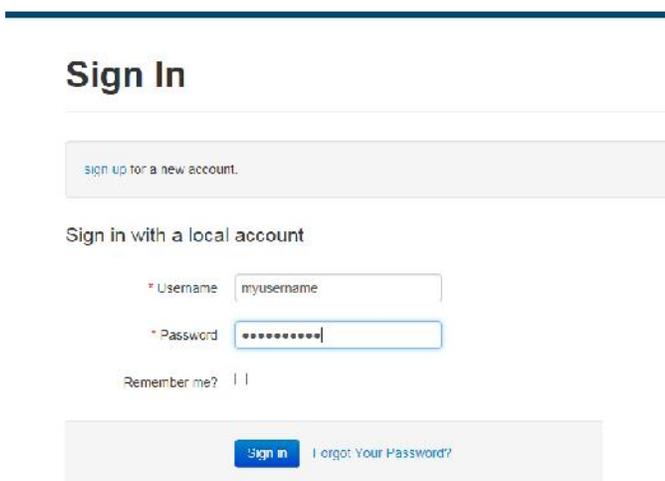


# How to file the CFL Annual Report

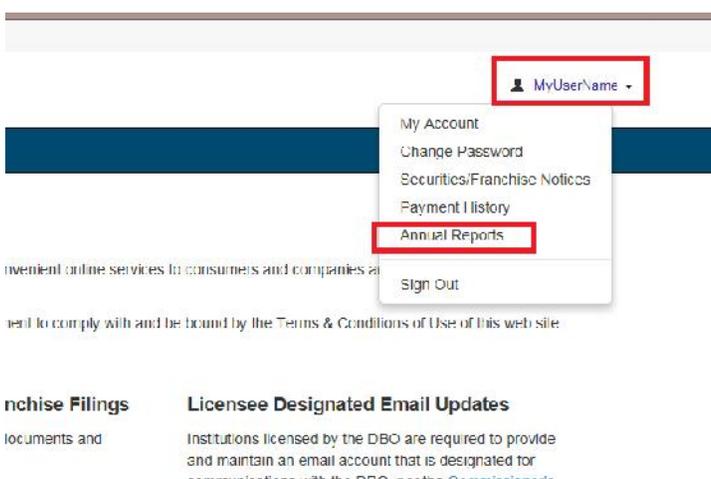
1. Log into the DOCQNET Self-Service Portal by clicking on the “Sign In” button (top-right of screen).



2. Type in your username and password and click the “Sign In” button.



3. Once logged in, the “Sign In” button on the top left corner is replaced by your username and a down arrow symbol. Click on your username and that will bring up a menu. Select “Annual Report” from the menu.



4. You will now be in the CFL Annual Reports submission page. Click the “Browse...” button for each file requested and select the file you wish to upload.

**Note:** The first one, the CFL Annual Report itself, should be the completed (and saved) Excel file. In order to submit, the first page must have a green “NO ERRORS FOUND” message. The rest of the documents are supporting documents in PDF format.

The screenshot shows the U.GOV Business Oversight website. The header includes a home icon and navigation links for 'File a Notice', 'Securities & Franchise Search', 'FAQs', and 'Help'. The main content area features a welcome message and a section titled 'Upload CFL Annual Report Documents:'. This section contains five rows, each with a document name and a 'Browse...' button. Below the list is a blue 'Submit' button.

Document Name	Action
CFL Annual Report (MS Excel)	Browse...
Verification Form (PDF)	Browse...
Request for Confidential Treatment (PDF)	Browse...
Listing of Licensed Locations (PDF)	Browse...
Directory of Directors, Officers, Etc. (Excess of 50) (PDF)	Browse...

[Submit](#)

5. Once you have finished selecting the Excel and all supporting PDFs that you wish to submit, click the “Submit” button. That’s it, you’re finished. You may now logout of the DOCQNET Self-Service Portal.