

How to Manage your Parish Corporation Online

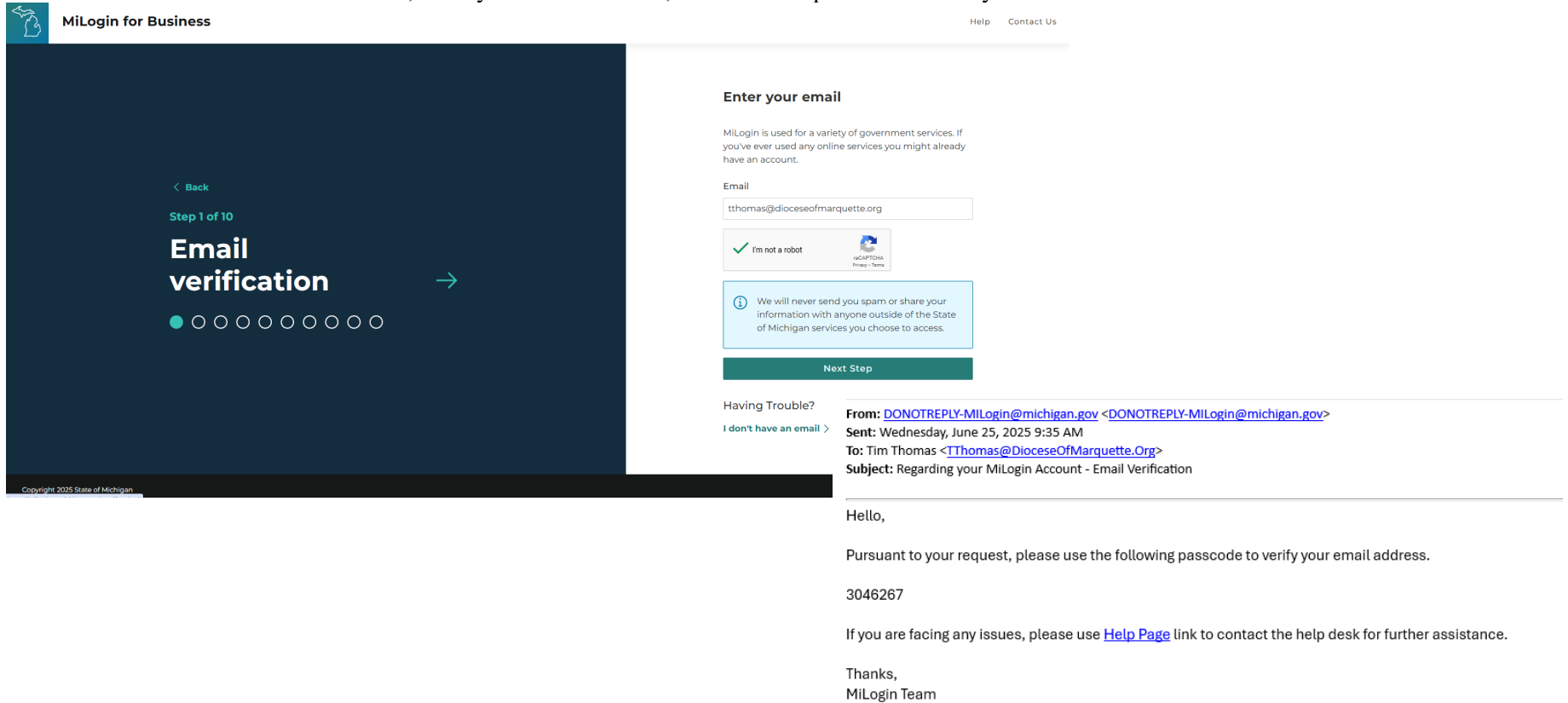
The Michigan Corporations Division transitioned to a new, streamlined system called the MiBusiness Registry Portal on June 23, 2025. This user-friendly system makes it easier for users to submit annual reports and statements and order certificates and copies.



STEP 1: SET UP AN ACCOUNT ON MIBUSINESS REGISTRY PORTAL

To get started, each pastor must create a personal account on the MiBusiness Registry Portal by visiting <https://milogintp.michigan.gov>. **If you already have an account with MiBusiness Registry portal, please skip to Step 2 on page 5 of this guide.**

Click the button to create a new account, enter your email address, and enter the passcode sent to your email address.



The screenshot shows the MiLogin for Business interface. On the left, a dark blue sidebar contains a 'Back' link, 'Step 1 of 10', and 'Email verification' with a right-pointing arrow and a progress indicator. The main content area is titled 'Enter your email' and includes a text box with the email 'tthomas@dioceseofmarquette.org', a CAPTCHA, and a 'Next Step' button. Below this is an email preview with the following details:

Having Trouble? [I don't have an email](#)

From: DONOTREPLY-MILogin@michigan.gov <DONOTREPLY-MILogin@michigan.gov>
Sent: Wednesday, June 25, 2025 9:35 AM
To: Tim Thomas <TThomas@DioceseOfMarquette.Org>
Subject: Regarding your MiLogin Account - Email Verification

Hello,

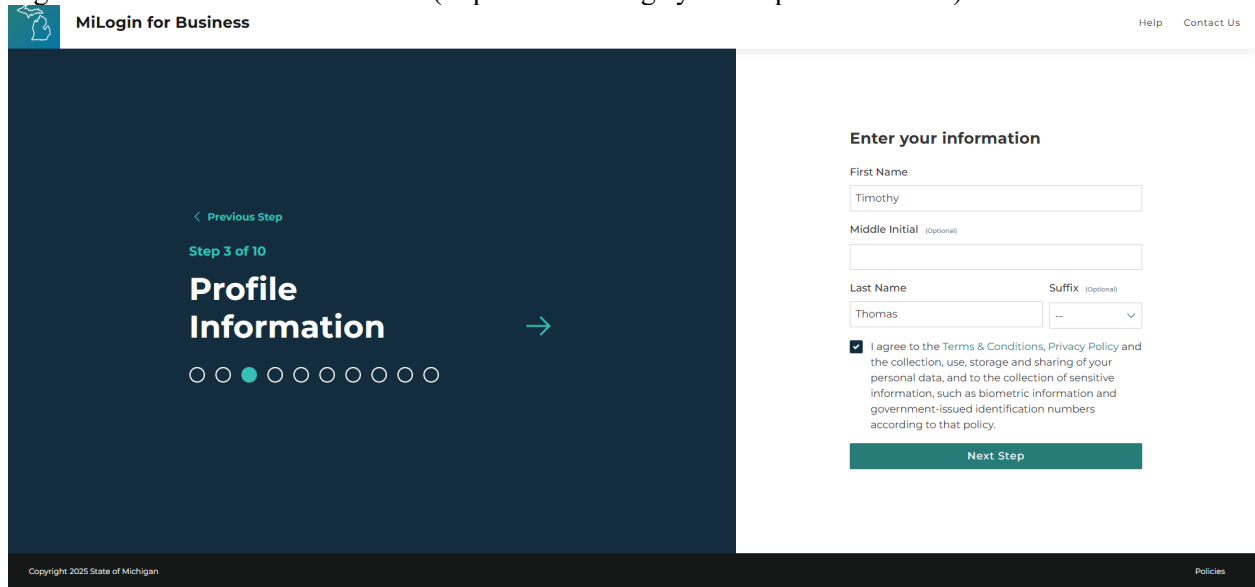
Pursuant to your request, please use the following passcode to verify your email address.

3046267

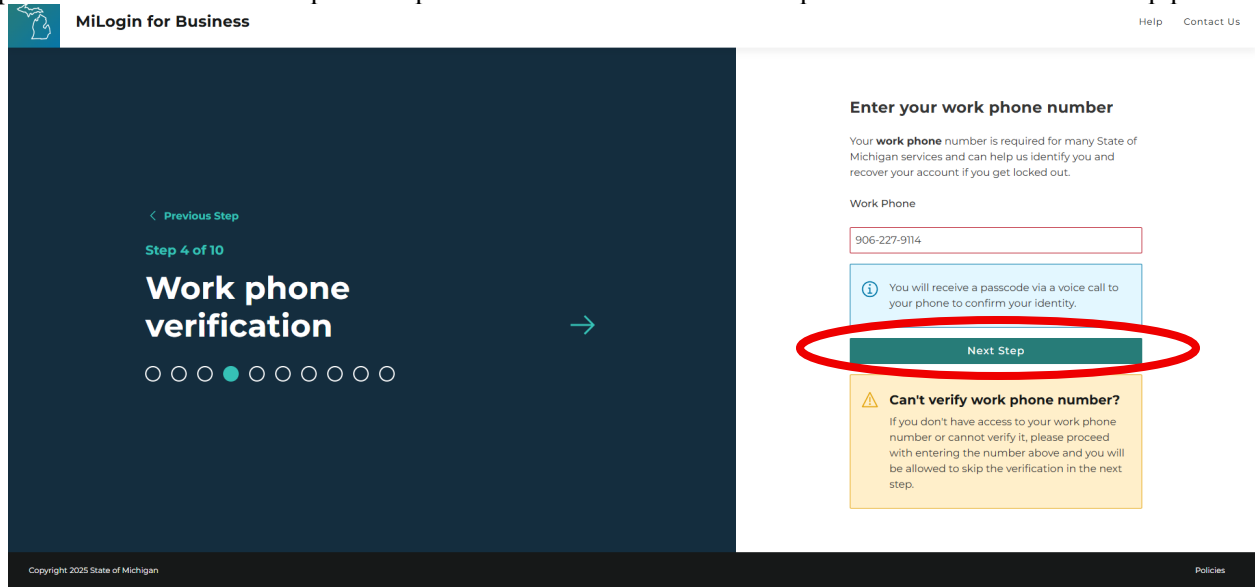
If you are facing any issues, please use [Help Page](#) link to contact the help desk for further assistance.

Thanks,
MiLogin Team

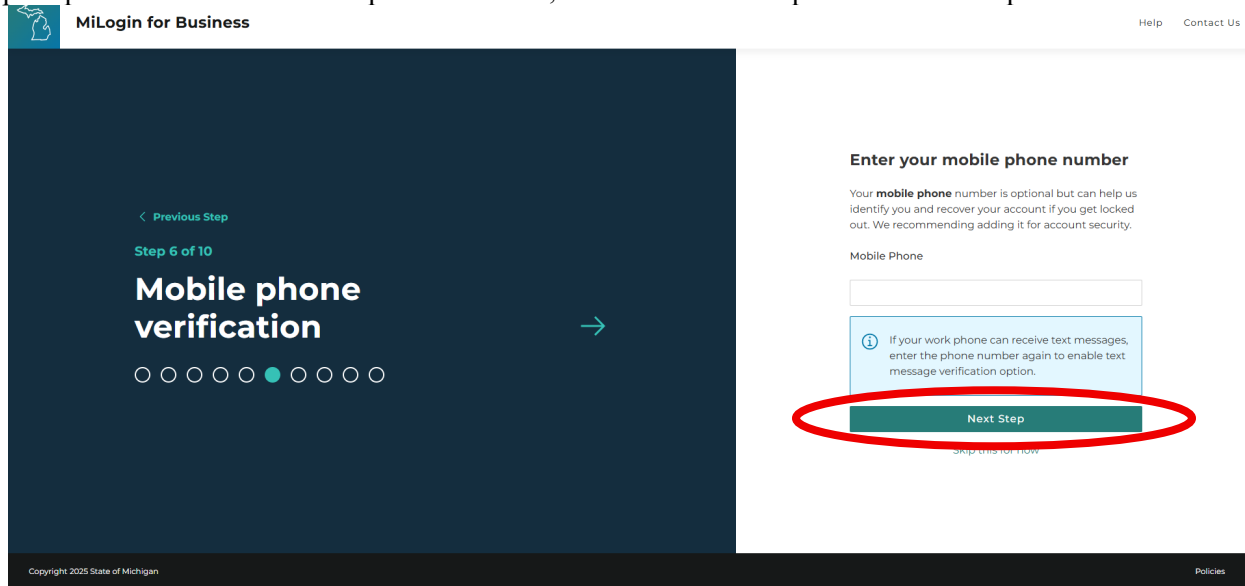
Enter your name and agree to the Terms and Conditions (required to manage your corporation online).



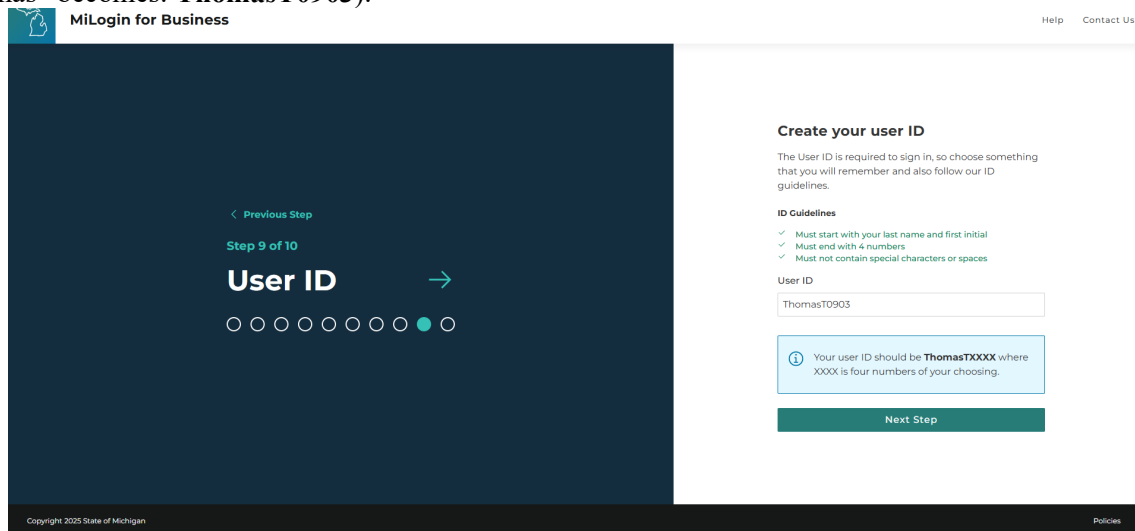
You will then be prompted to confirm a work phone number. This step is optional and pastors can click to the next step after entering their work phone numbers. Click “skip this step for now” on the next screen to proceed with the account setup process.



Pastors will also be prompted to enter their mobile phone numbers, but can choose “skip this for now” to proceed with the account setup.



Choose four numbers to create your user ID as shown below. Your user ID will be your Last name, first initial, and chosen four letters (e.g., the name “Tim Thomas” becomes: **ThomasT0903**).

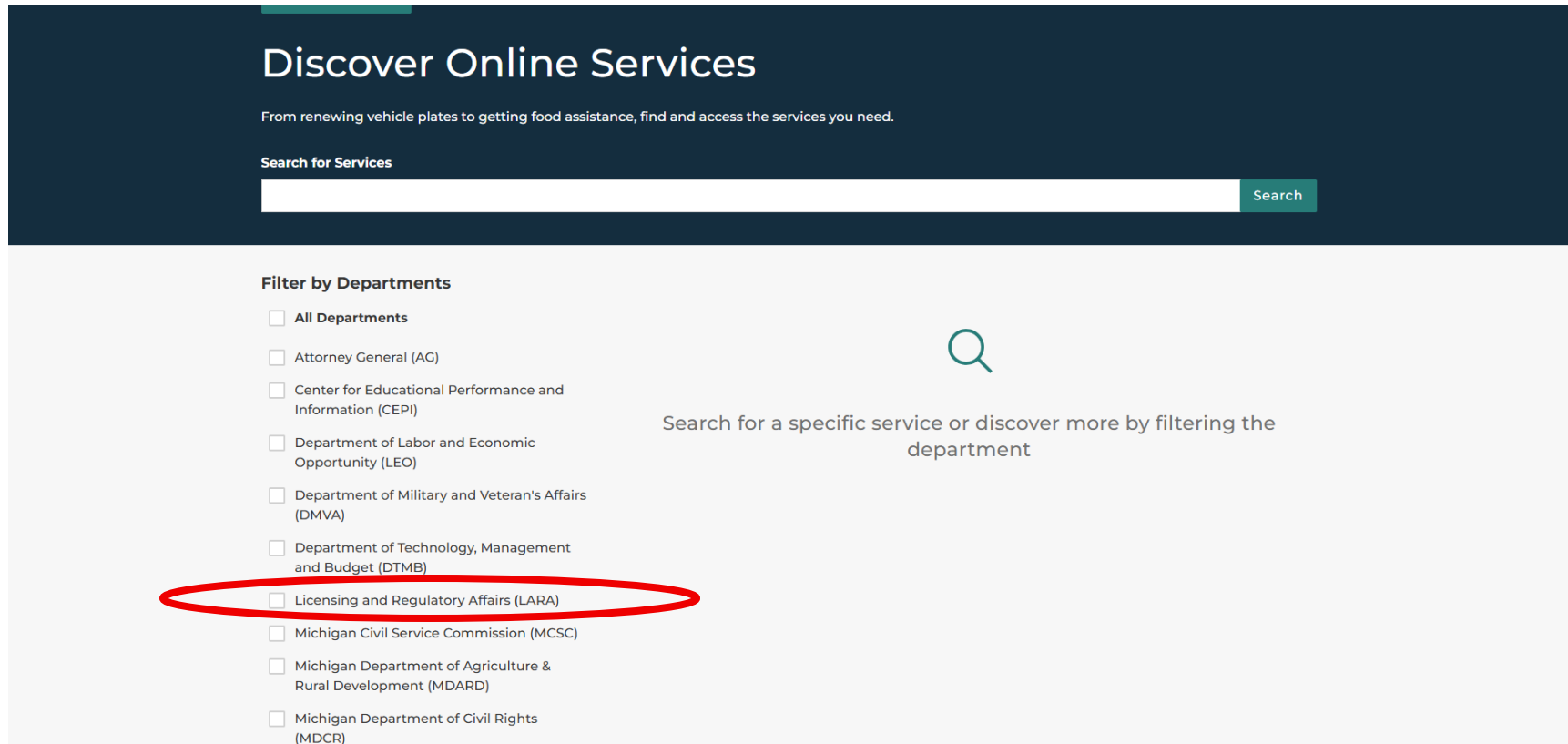
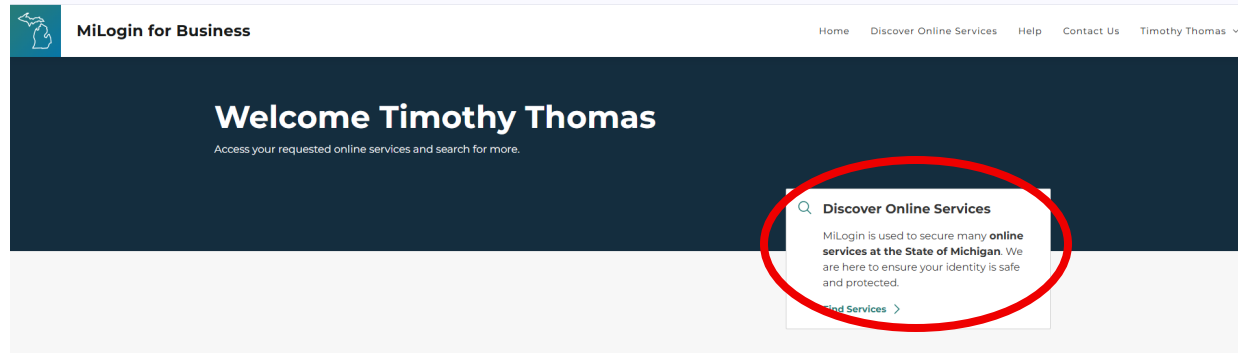


Choose a password that is at least 8 characters long, not based on your username, and containing one uppercase letter, one lowercase letter, one number and a symbol (@#\$!~&).

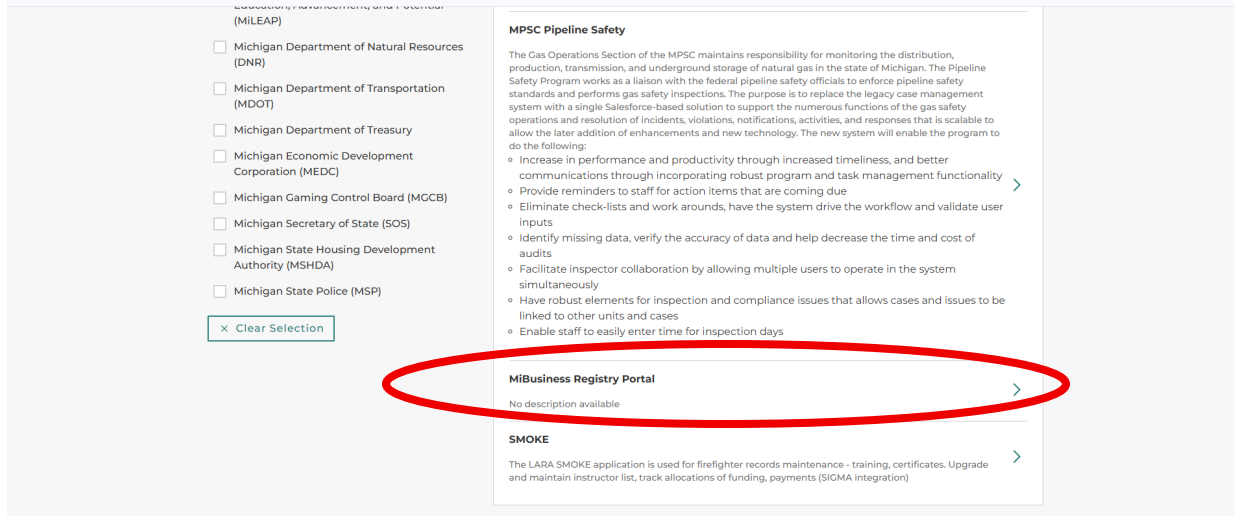
The image shows two overlapping screenshots of the MiLogin for Business interface. The top-left screenshot displays the password creation step, labeled 'Step 10 of 10 Password'. It features a progress indicator with 10 circles, the 10th of which is filled. A 'Previous Step' link is visible. The main content area is dark blue with white text. The bottom-right screenshot shows the 'Create your password' form. It includes a heading, a sub-heading, and a list of password guidelines: 'Must be at least 8 characters in length', 'Should not be based on your User ID', 'Must contain at least one upper and lower case letter, a number, and a symbol (@#\$!~&)', and 'Confirm password must match new password'. Below the guidelines are two input fields for 'Password' and 'Confirm Password', each with a toggle for visibility. A 'Create Account' button is at the bottom. The bottom-right screenshot also shows a 'Welcome Timothy Thomas' banner with a search box and a 'Discover Online Services' button. The banner text reads: 'Welcome Timothy Thomas. Access your requested online services and search for more.' The search box contains the text 'Discover Online Services' and a magnifying glass icon. Below the search box, it says: 'MiLogin is used to secure many online services at the State of Michigan. We are here to ensure your identity is safe and protected. Find Services >'. The top navigation bar of the bottom-right screenshot includes 'Home', 'Discover Online Services', 'Help', 'Contact Us', and 'Timothy Thomas >'. The top-left screenshot has a 'Help Contact Us' link in the top right corner. The bottom-left screenshot has a 'Copyright 2023 State of Michigan' footer in the bottom left corner.

STEP 2 REQUEST ACCESS TO YOUR PARISH CORPORATIONS

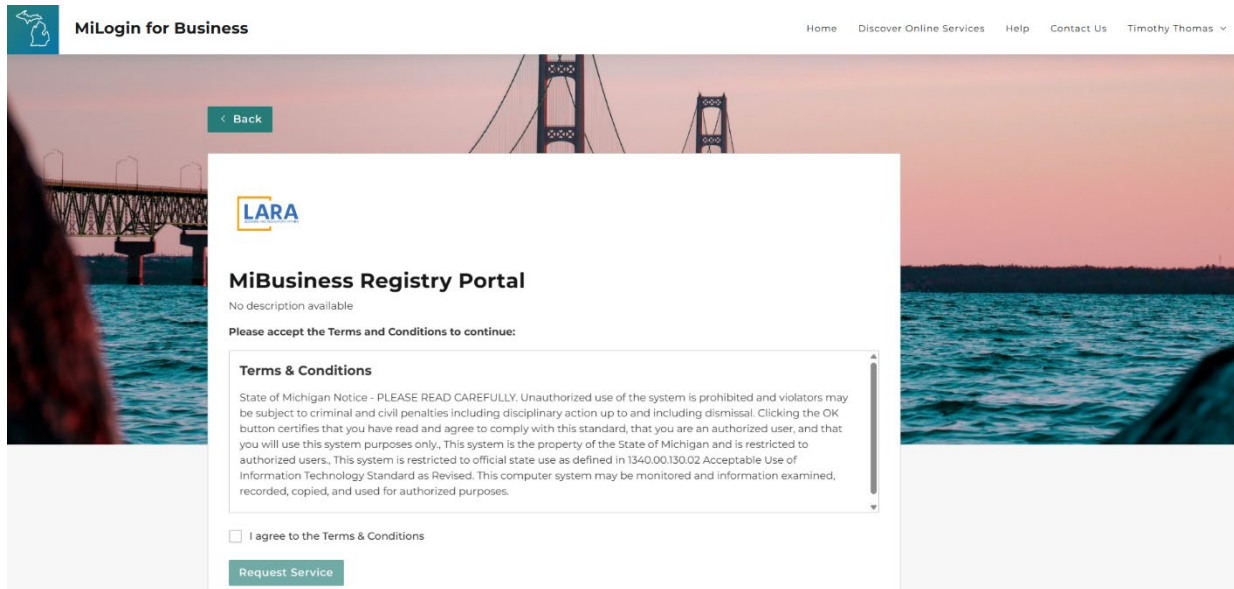
Click to “Discover Online services” and click the checkbox next to Licensing and regulatory affairs (LARA).



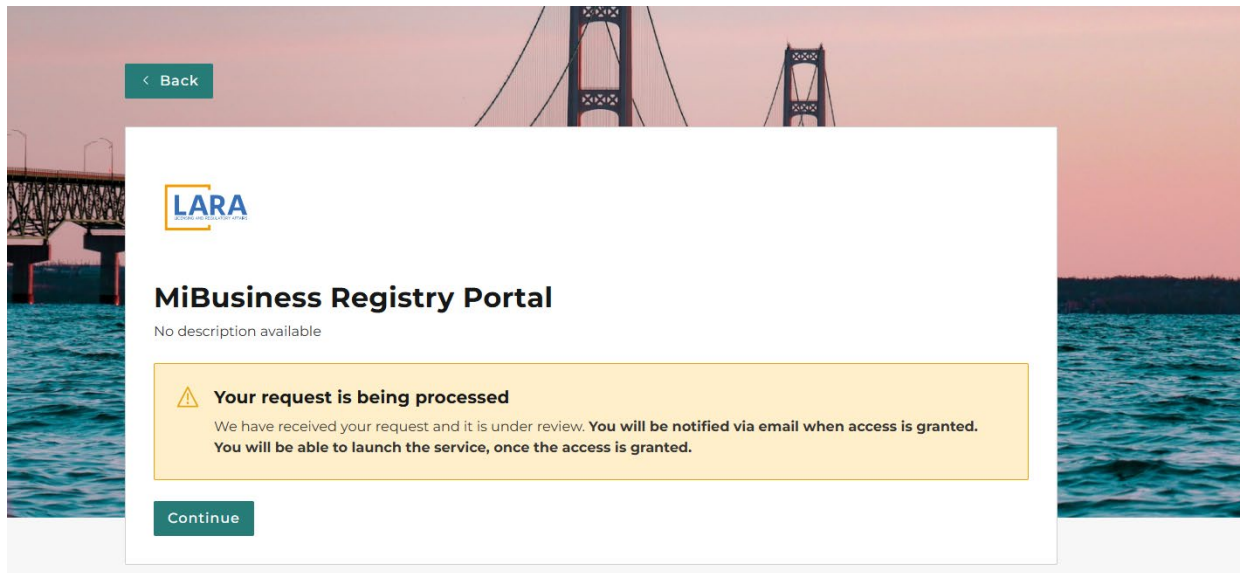
Scroll down and click the “MiBusiness Registry Portal” link from the list of options,



Then agree to the terms and conditions.



You will then receive an email to inform you that your access has been granted. You can either launch the MiBusiness Registry Portal using the link in your email or wait 30 seconds before clicking “continue.”



Once you've reached the homepage, click the "search" button to find your parish corporation(s) and type in the corporation's name.



Click on the search result that matches your corporation below,

Business Search

As of 6/25/2025 we have processed all business filings received in our office through 06/22/2025.

To file a document or annual report/statement for an existing entity, search for the entity, select Request Access from the slide-out drawer, complete the questions, refresh the webpage, and select File Subsequent Document or File Annual Report/Statement.

The same process applies to order certificates and copies.

You must be logged in to file documents or order certificates and copies. Click on the Login button in the top right. If you do not have an account, create one. The credentials from the previous system did not transfer to this system.

Business Search Info:

Name	Filing Date	Status	AR Standing	Entity Type	Entity ID#	Agent	AR Due Date
HOLY CROSS CEMETERY, ESCANABA AND HOLY CROSS CEMETERY, MARQUETTE	07/01/2023	Active	Good	Domestic Nonprofit Corporation	803057912	THE VERY REVEREND DANIEL MOLL	10/01/2025

Then scroll to the bottom of the record, and click the “request access” icon at the bottom of the record.

Enter the identification number and initial filing date to request access to the parish corporation. These details can be found in Tim Thomas’s letter dated July 2, or on the list on pages 14-16 of this guide.

HOLY CROSS CEMETERY, ESCANABA AND HOLY CROSS CEMETERY, MARQUETTE

AR Standing: Good
AR Due Date: 10/01/2025
Initial Filing Date: 07/01/2023
Last Report with Officers and Directors: 2024
Resident Agent Name: THE VERY REVEREND DANIEL MOLL
Registered Office Street Address: 1004 HARBOR HILLS DR, THE ROMAN CATHOLIC DIOCESE OF MARQUETTE, MARQUETTE, MI 49855
Registered Office Mailing Address: 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855
President Name & Address: MR. TIMOTHY THOMAS 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855
Secretary Name & Address: VERY REVEREND DANIEL MOLL 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855
Treasurer Name & Address: VERY REVEREND TIMOTHY EKAITIS 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855
Directors Names & Addresses: MR. TIMOTHY THOMAS 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855; VERY REVEREND DANIEL MOLL 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855; VERY REVEREND TIMOTHY EKAITIS 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855

Entity Type	Entity ID#	Agent	AR Due Date
Domestic Nonprofit Corporation	803057912	THE VERY REVEREND DANIEL MOLL	10/01/2025

View History & Filings | **Request Access** | Assumed Names

business Search

As of 6/25/2025 we have processed all business filings received in our office through 06/22/2025.

To file a document or annual report/statement for an existing entity, search for the entity, select Request Access from the slide-out drawer, complete the instructions, refresh the webpage, and select File Subsequent Document or File Annual Report/Statement.

The same process applies to order certificates and copies.

You must be logged in to use this feature. Click the Login button in the top right corner to enter your credentials from the previous session.

Business Search Info:

Holy Cross Ce

Results: 1

Filing Date	Status	AR Standing	Entity Type	Identification #	Resident Agent	AR Due Date
07/01/2023	Active	Good	Domestic Nonprofit Corporation	803057912	THE VERY REVEREND DANIEL MOLL	10/01/2025

Manage User Access

Enter identification number and initial filing date to request access to this record

Identification #

*Initial Filing Date

Request Access

HOLY CROSS CEMETERY, ESCANABA AND HOLY CROSS CEMETERY, MARQUETTE

AR Standing	Good
AR Due Date	10/01/2025
Initial Filing Date	07/01/2023
Last Report with Officers and Directors	2024
Resident Agent Name	THE VERY REVEREND DANIEL MOLL
Registered Office Street Address	1004 HARBOR HILLS DR THE ROMAN CATHOLIC DIOCESE OF MARQUETTE, MARQUETTE, MI 49855
Registered Office Mailing Address	1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855
President Name & Address	MR. TIMOTHY THOMAS 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855
Secretary Name & Address	VERY REVEREND DANIEL MOLL 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855
Treasurer Name & Address	VERY REVEREND DANIEL MOLL 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855
Directors Names & Addresses	MR. TIMOTHY THOMAS 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855 VERY REVEREND DANIEL MOLL 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855

Success—you now have access to your parish corporation! You can now navigate to the “My Records” icon on the left side of your screen to find your parish corporation. Clicking on your parish corporation will bring up its corporate information, with three icons to file documents, file annual reports, or request certificates on behalf of the corporation.

STEP 2: FILE YOUR NONPROFIT CORPORATION ANNUAL REPORT

To file your annual report (also known as the CSCL/CD- 2000 – Nonprofit & Ecclesiastical Corporation Annual Report) simply click on the corresponding icon and follow the prompts to complete information for your parish.

The screenshot shows the 'My Business Records' page. A table lists records for 'HOLY CROSS CEMETERY, ESCANABA AND HOLY CROSS CEMETERY, MARQUETTE'. A red arrow points to the 'File Annual Report' icon in the 'Actions' column. To the right, a detailed view of the record is shown, including the entity name, identification number (803057912), jurisdiction (Michigan), and filing date (10/01/2025).

- Processing Information:** Before adding your information, you'll be asked if you want to expedite your service. There is no need for additional service fees! Make sure the "Standard Review" for \$20.00 is selected and click "next step" to continue.

The screenshot shows the 'CSCL/CD- 2000 - Nonprofit & Ecclesiastical Corporation Annual Report' form. The 'Processing Information' section is highlighted, showing options for filing fees and processing options. The 'Filing Fees & Processing Options' section includes a 'Nonrefundable Expedited Service Fee (Optional)' and a 'Nonrefundable Filing Fee (Required)' of \$20.00. A 'Next Step' button is visible at the bottom right.

- Corporate Information:** You will be asked to certify that **no changes have occurred to your parish corporation in the last fiscal year.**

If there have been no changes to the pastor or directors, check the box at the bottom of your screen that reads “on behalf of the corporation, I certify that no changes have occurred in required information since the previously filed report” and click “next step” to continue.

CSCL/CD- 2000 - Nonprofit & Ecclesiastical Corporation Annual Report

- Processing Information
- Corporation Information**
- Resident Agent and Registered Office Address
- Purpose
- Officers / Directors
- Review
- Signature

Nonprofit Corporation Type
Domestic Nonprofit Corporation

Filing Year
2025

On behalf of the corporation, I certify that no changes have occurred in required information since the previously filed report.

If after certifying no changes you see updates needed, you will need to uncheck this certification to then update the applicable fields.

Previous Step **Next Step**

If there have been changes to the corporation’s pastor or board of directors, leave this button unchecked and proceed to the next step.

Previous Step **Next Step**

- Registered Agent and Registered Office Address:** The Resident Agent is someone who receives and records communications for the corporation, including confirmation that your annual report has been received by the state of Michigan. **If you change the Resident Agent email address, please be prepared to forward all corporate communication on the Fr. Dan Moll or Irene McCauley at the diocesan office.**

CSCL/CD- 2000 - Nonprofit & Ecclesiastical Corporation Annual Report

- Processing Information
- Corporation Information
- Resident Agent and Registered Office Address
- Purpose
- Officers / Directors
- Review
- Signature

THE VERY REVEREND DANIEL MOLL
 Address
 1004 HARBOR HILLS DR, THE ROMAN CATHOLIC DIOCESE OF MARQUETTE, MARQUETTE, MI 49855
 Mailing Address
 1004 HARBOR HILLS DRIVE, MARQUETTE, MI 49855

Delivery Method for statutory notices:*
 Email - Notice will be sent to the email address of the Resident Agent. The agent will also be sent an email when a document is filed.
 Mail - Notice will be sent to the mailing address of the Registered Office.

Resident Agent Email Address*

Confirm Resident Agent Email Address*

Previous Step Next Step

- Purpose:** If you indicated that there have been changes to the parish corporation in the last year, you will be asked to describe the corporation’s purpose. Copy the following description on your corporate report and proceed to the next step.

Activities to further the religious and charitable purposes of the corporation, which are carried out via a parish of the Roman Catholic Church of the Diocese of Marquette.

- Officers and Directors:** You will be asked if you want to update the officers and directors for your parish corporation. If you need to make changes to the board of directors, simply click on the name of any individual to edit this information, then proceed to the next step.

Officers and Directors
 List names and complete addresses of all officers and directors.
 Click any row to edit. Use buttons to copy or add new rows.

Title	Full Name	Address	Copy	Delete
President	MR. TIMOTHY THOMAS	1004 HARBOR HILLS DRIVE MARQUETTE, MI 49855	Copy	Delete
Secretary	VERY REVEREND DANIEL MOLL	1004 HARBOR HILLS DRIVE MARQUETTE, MI 49855	Copy	Delete
Treasurer	VERY REVEREND TIMOTHY EKAITIS	1004 HARBOR HILLS DRIVE MARQUETTE, MI 49855	Copy	Delete
Director	MR. TIMOTHY THOMAS	1004 HARBOR HILLS DRIVE MARQUETTE, MI 49855	Copy	Delete
Director	VERY REVEREND DANIEL MOLL	1004 HARBOR HILLS DRIVE MARQUETTE, MI 49855	Copy	Delete
Director	VERY REVEREND TIMOTHY EKAITIS	1004 HARBOR HILLS DRIVE MARQUETTE, MI 49855	Copy	Delete

Add

Do you wish to update the officers and directors?*

Yes
 No

Edit

Title

First Name* Middle/Initial Last Name* Suffix

Address*

STE/APT/FL

City* State* ZIP code*

Country*

Save

Check here if the corporation is a private foundation or formed to provide care to a dentally unde

- **Review and Signature:** the final section of the annual report consists of a review of the information you input and a digital signature. If everything looks correct on the review page, proceed to the next step, checking the three boxes, stating that you are signing for yourself, and typing your name and the date before clicking the “file online” button.

The image displays two screenshots of the CSCL/CD-2000 - Nonprofit & Ecclesiastical Corporation Annual Report web application. The left screenshot shows the 'Review' step, where a table lists three directors: MR. TIMOTHY THOMAS, VERY REVEREND DANIEL MOLL, and VERY REVEREND TIMOTHY EKAITIS, all with addresses in Marquette, MI. Below the table is a question 'Do you wish to update the officers and directors?' with a 'No' response. The 'Signature' section contains three attestation checkboxes, all of which are checked. The right screenshot shows the 'Signature' step, where the user is prompted to sign. It includes a 'Signature(s)' section with a 'File Online' button and a 'Signer's Capacity' dropdown set to 'Self'. The signature field contains 'Tim Thomas' and the date field contains '07/01/2025'. A 'File Online' button is visible at the bottom right.

Once you have signed and submitted your report, you will be prompted to pay the \$20 fee. **Please note that your report will not be filed if payment of this fee is not received.** The \$20 fee can be paid with a credit card or by registering a payment account online using the State of Michigan’s payment portal.

The image shows a screenshot of the MiBusiness Registry Portal payment page. The page title is 'MiBusiness Registry Portal' and it is part of the Michigan Department of Licensing and Regulatory Affairs. The 'Payment Method' section is active, displaying a 'MiBusiness Registry Portal Payment' message. Below the message is a 'Choose Method Of Payment' dialog box with two options: 'Pay with new account' and 'Pay by credit card'. The 'Pay by credit card' option is selected, and the dialog box includes a 'Back' button, a 'Next' button, and an 'Exit' button.

Choose one of the options, pay the \$20 fee, and the annual report process for your parish corporation is complete!

Corporate Access Request Information for MiBusiness Registry Portal

Incorporation Name	Identification #	Initial Filing Date
Our Lady of Lourdes Keweenaw Catholic Missions	803057921	7/1/2023
Most Holy Name of Jesus/Saint Kateri Tekakwitha Parish, Assinins	803057984	7/1/2023
Saint Therese Mission, Au Train	803057986	7/1/2023
Saint Ann Parish, Baraga	803057991	7/1/2023
Holy Family Mission, Barbeau	803057995	7/1/2023
Saint Elizabeth Ann Seton Parish, Bark River	803057997	7/1/2023
Saint Kateri Tekakwitha Mission, Bay Mills	803057998	7/1/2023
Saint Ann Mission, Bergland	803058002	7/1/2023
Saint Sebastian Parish, Bessemer	803058006	7/1/2023
Saint Mary Mission, Big Bay	803058020	7/1/2023
Saint Francis Xavier Parish, Brimley	803058022	7/1/2023
Sacred Heart Parish, Calumet	803058024	7/1/2023
Saint Paul the Apostle Parish, Calumet	803058029	7/1/2023
Saint Cecilia Parish, Caspian	803058031	7/1/2023
Sacred Heart Parish, Champion	803058033	7/1/2023
Saint Rose Parish, Channing	803058036	7/1/2023
Saint Anne Parish, Chassell	803058038	7/1/2023
Saint Mary Magdalene Parish, Cooks	803058040	7/1/2023
Guardian Angels Parish, Crystal Falls	803058045	7/1/2023
Saint Timothy Mission, Curtis	803058047	7/1/2023
Sacred Heart Parish, DeTour Village	803058048	7/1/2023
Saint Francis of Assisi Mission, Dollar Bay	803058049	7/1/2023
Saint Florence Mission, Drummond Island	803058050	7/1/2023
Saint Thomas the Apostle Parish, Escanaba	803058278	7/1/2023
Saint Anne Parish, Escanaba	803058279	7/1/2023
Saint Joseph & Saint Patrick Parish, Escanaba	803058280	7/1/2023
Sacred Heart Parish, Ewen	803058282	7/1/2023
Saint Joseph Mission, Foster City	803058284	7/1/2023
Saint John the Baptist Parish, Garden	803058289	7/1/2023
Holy Family Parish, Gladstone	803058291	7/1/2023
All Saints Parish, Gladstone	803058292	7/1/2023
Saint Stanislaus Kostka Parish, Goetzville	803058293	7/1/2023
Holy Rosary Parish, Grand Marais	803058296	7/1/2023
Saint Anthony of Padua Parish, Gwinn	803058297	7/1/2023
Resurrection Parish, Hancock	803058299	7/1/2023
Saint John Neumann Parish, Spalding	803057660	7/1/2023
Our Lady of the Snows Mission, Hessel	803058301	7/1/2023
Saint Albert the Great University Parish, Houghton	803058304	7/1/2023
Saint Ignatius Loyola Parish, Houghton	803058305	7/1/2023
Immaculate Conception Parish, Iron Mountain	803058306	7/1/2023

Incorporation Name	Identification #	Initial Filing Date
Saint Mary & Saint Joseph Parish, Iron Mountain	803058316	7/1/2023
St. Agnes Parish, Iron River	803058318	7/1/2023
Our Lady of Peace Parish, Ironwood	803058319	7/1/2023
Saint John the Evangelist Parish, Ishpeming	803058320	7/1/2023
Saint Joseph Parish, Ishpeming	803058321	7/1/2023
American Martyrs Parish, Kingsford	803058325	7/1/2023
Saint Mary Queen of Peace Parish, Kingsford	803058326	7/1/2023
Saint Joseph Parish, Lake Linden	803058331	7/1/2023
Sacred Heart Parish, L'Anse	803058329	7/1/2023
St. Anne Parish, Mackinac Island	803057666	7/1/2023
Saint Francis de Sales Parish, Manistique	803057665	7/1/2023
Saint Catherine Mission, Marenisco	803057747	7/1/2023
Saint Michael Parish, Marquette	803057754	7/1/2023
Bishop Baraga Association, Marquette	803057668	7/1/2023
Saint Louis the King Parish, Marquette	803057751	7/1/2023
Saint Christopher Parish, Marquette	803057749	7/1/2023
Saint Peter Cathedral, Marquette	803057760	7/1/2023
Holy Cross Cemetery, Escanaba and Holy Cross Cemetery, Marquette	803057912	7/1/2023
Holy Spirit Parish, Menominee	803057758	7/1/2023
Holy Redeemer Parish, Menominee	803057761	7/1/2023
Resurrection Parish, Menominee	803057763	7/1/2023
Immaculate Conception Parish, Moran	803057765	7/1/2023
Sacred Heart Parish, Munising	803057766	7/1/2023
Saint Bruno Parish, Nadeau	803057767	7/1/2023
Saint Andrew Parish, Nahma	803057879	7/1/2023
Saint Stephen Mission, Naubinway	803057887	7/1/2023
Saint Paul Parish, Negaunee	803057891	7/1/2023
Saint Gregory Parish, Newberry	803057899	7/1/2023
Saint Joseph Mission, Northland	803057902	7/1/2023
Saint Mary Parish, Norway	803057906	7/1/2023
Holy Family Parish, Ontonagon	803057909	7/1/2023
Our Lady of Perpetual Help Mission, Palmer	803057746	7/1/2023
Our Lady of Victory Mission, Paradise	803058667	7/1/2023
Saint Joseph Parish, Perkins	803057743	7/1/2023
Saint Charles Borromeo Parish, Rapid River	803057740	7/1/2023
Saint Augustine Parish, Republic	803057736	7/1/2023
Saint Mary Parish, Rockland	803057734	7/1/2023
Saint Joseph Parish, Rudyard	803057729	7/1/2023
Saint Isaac Jogues Mission, Sault Ste. Marie	803057721	7/1/2023
Holy Name of Mary Parish, Sault Ste. Marie	803057725	7/1/2023
Saint Joseph Parish, Sault Ste. Marie	803057719	7/1/2023

Incorporation Name	Identification #	Initial Filing Date
Holy Family Parish, South Range	803057659	7/1/2023
Saint Ignatius Loyola Parish, St. Ignace	803057661	7/1/2023
Precious Blood Parish, Stephenson	803057662	7/1/2023
Sacred Heart Mission, Sugar Island	803057664	7/1/2023
Saint Rita Parish, Trenary	803057692	7/1/2023
Saint Mary Mission, Trout Lake	803057690	7/1/2023
Saint Barbara Parish, Vulcan	803057689	7/1/2023
Immaculate Conception Parish, Wakefield	803057676	7/1/2023
Immaculate Conception Parish, Watersmeet	803057671	7/1/2023
Saint Anthony of Padua Parish, Wells	803064232	7/3/2023
Saint Jude Parish, White Pine	803064233	7/3/2023