

Complete Your Entity Setup

Follow the steps listed below to complete the setup of your entity record.

Note: Only the Account Administrator – the user who has modify permission for your entity – will be able to complete these steps.

Accessing Your Entity Record

To access your entity record, follow the steps listed below.

1. From the UCC Main Menu, click on System Entities Menu.

Home | Site Map | Help | Account | Log Off

Uniform Commercial Code (UCC)
Production Extranet
Version 2.0

Kansas
Secretary of State

Entities | Filings | Financials | Your Cart | User Help

Path: > Home
System Status: Normal Business Day System Display Size: [S - M - L]
Date: Tuesday, May 1, 2018
Topeka, KS Time: 10:19:30am

SYSTEM MAIN MENU

Menu Narrative

The **Kansas Secretary of State UCC System** was designed to allow for the entry, searching and tracking of Uniform Commercial Code (UCC) financing filings by State staff, business partners and members of the public. Appropriately secured system users may utilize the menu options to the right to access the features of this system.

Should you have any questions or comments, please:
[send an email to SOS Customer Support](#) or
call (785) 296-4564

Menu Options

- ▶ **System Entities Menu**
...view and maintain system entity records
- ▶ **UCC Filings Processing Menu**
...entry, searching, printing, viewing of ucc filings
- ▶ **Financials Processing Menu**
...processes for viewing and maintaining system accounting
- ▶ **User Logoff**
...log out of the system
- ▶ **System User Help Menu**
...system user help documents and bulletins

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2. Click on View Your Approved Entities.

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Path: [Home](#) > Entities Menu
System Status: Normal Business Day System Display Size: [S - M - L]
Date: Tuesday, May 1, 2018
Topeka, KS Time: 10:23:32am

SYSTEM ENTITIES MENU

Menu Narrative

The **Kansas Secretary of State UCC System** contains entity records for the tracking and securing of data and processes. From this menu properly secured users are able to access these entities for viewing and maintenance.

Should you have any questions or comments, please:
[send an email to SOS Customer Support](#) or
call (785) 296-4564

Menu Options

- ▶ View Your Approved Entities**
...list your entities to access details and past purchases
- ▶ Entity Ownership Search**
...locate all past filings by secured party for assignment of ownership
- ▶ Request Additional User Account**
...if another person needs access to an entity, request a new account

[Return to System Main Menu](#)

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3. Click on the Modify button.

Note: If you are an Account Administrator that is associated with more than one entity, you will have an entry in the list for each entity you manage. Repeat the steps listed below for each entity in the list.

The screenshot shows the 'Uniform Commercial Code (UCC) Production Extranet' interface. At the top, there is a navigation bar with links for Home, Site Map, Help, Account, and Log Off. Below this is a header with the text 'Uniform Commercial Code (UCC) Production Extranet Version 2.0' and the 'Kansas Secretary of State' logo. A secondary navigation bar contains links for Entities, Filings, Financials, Your Cart, and User Help. The main content area displays the path 'Home > Entities Menu > Entity List' and the system status 'Normal Business Day'. The date is 'Tuesday, May 1, 2018' and the time is '10:30:37am'. The title of the page is 'YOUR APPROVED ENTITY LIST'. Below the title, it states 'Total Records Found: 1 Showing: 1 - 1 (returned in < 1 second)' and 'Criteria: Approved Entities Only'. A table lists the entity details:

Code	Agy	Name	Phone	Email	Options
57979	N/A	Kcs Entity	785-296-4564	karen.clark@ks.gov	Mod Request User

Below the table, it says 'These are all entities for which you have been given access.' and 'Click on one to see details for the entity and access past purchases including filings, searches and amendments.' At the bottom, there are links for 'Return to System Main Menu' and 'Return to System Entities Menu'. The user is currently logged in as 'Karen Clark - External User'. A footer section contains a disclaimer: 'This system is provided, free of charge, as a service to our business partners. We do not guarantee response to entries or system availability beyond our normal office hours of 8:00am to 5:00pm, Monday - Friday Topeka, KS time. Should you have any questions or comments, you may send an email to SOS Customer Support or call (785) 296-4564.' It also includes links for 'Privacy Statement' and copyright information: 'All pages and content are the sole property of the Kansas Secretary of State Copyright © 2017 - 2018 All Rights Reserved'.

Once all necessary changes have been made to the entity contact information, notification preferences, and optional bank account information, click on the  button to save your changes.

Contact Information

1. Review any contact information that has been pre-populated in your entity record. If any of the information is missing or incorrect, update the field(s) with the correct information.

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Production Extranet
Version 2.0

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Kansas
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Entities | Filings | Financials | Your Cart | User Help

Path: [Home](#) > [Entities Menu](#) > [Entity Search](#) > [Entity List](#) > [Entity Details](#) > Entity Mod
System Status: Normal Business Day

Date: Tuesday, May 1, 2018
Topeka, KS Time: 10:49:33am

ENTITY RECORD #57979 MODIFICATION

Complete Modification Form and Click "Modify Entity" Button Below Form

* Entity Name:	Kcs Entity		
State Agency Number:	... An entry MAY be selected ...		
Prepaid Account Low Balance:	<input type="text"/>		
	<i>if your prepaid account goes under this more will be added once per day</i>		
Prepaid Account Add Amount:	<input type="text"/>		
	<i>amount that will be added via echeck if balance is low</i>		
* Auto-Notify Programs:	<input type="checkbox"/> Pending Lapse <input type="checkbox"/> Non-Owner Amendments <input type="checkbox"/> Transparent Payments <input type="checkbox"/> Competition Area Listing <i>Monthly fee of \$35.00 will be charged to prepaid account or eCheck account for any selections</i>		
* Mailing Address:	Memorial Hall 1st Floor 120 Sw 10th Avenue <input type="text"/>		
* Mailing City, State Zip:	Topeka	KS	66612
* Entity Address Country:	USA - Country Of United States Of America		
* Entity Contact Name:	KAREN CLARK		
* Entity Phone Number:	785-296-4564		
Entity Phone Extension:	<input type="text"/>		
Entity Fax Number:	<input type="text"/>		
* Entity Email Address:	karen.clark@ks.gov		
* Please Enter Your Password:	●●●●●●●●		

The table below lists the contact information to be completed and whether or not it is required or optional.

Entity Contact Information			
Field Name	Description	Required/ Optional	Field Length (for data entry fields)
Entity Name	The name of your organization.	Required	40
Mailing Address	The mailing address of your organization	Required	Address Line 1 – 30 Address Line 2 – 30 Address Line 3 – 30 City – 30 State – 2 Zip – 10 Country – Pick from drop down list.
Entity Contact Name	The name of the contact person for your organization.	Required	30
Entity Phone Number	The phone number for the contact person.	Required	15
Entity Phone Extension	The phone extension for the contact person.	Optional	5
Entity Fax Number	The fax number for the organization.	Optional	15
Entity Email Address	The email address for the contact person. Note: The email address listed here is the primary email address notifications will be sent to (if notifications are selected).	Required	

Auto Notify Programs

Determine if your organization will subscribe to receive notifications. You may select to receive one or more of the following types of notifications. There is a monthly fee of \$35.00 to receive notifications. The monthly fee covers as many different types of notifications you wish to receive. This fee would begin when the new system goes live July 1st.

Note: In order to receive notifications, your entity must have an eChecking account or prepaid account on file for payment. Notifications will not be available prior to July 1st due to test system limitations, but choosing notifications now will save time when we go live.

Notification Type	Description
Pending Lapse	Monthly email listing of all *owned or requested UCC's that have become eligible for continuation.
Non-Owner Amendments	Daily email listing of any amendments filed against *owned UCC's by system users other than those approved.
Transparent Payments	Daily email listing of any payment made against your entity bank account or prepaid account.
Competition Area Listing	Monthly email listing with PDF report attachment of all new filings with debtor address in chosen zip code(s). <ul style="list-style-type: none">• Initial UCC Filings• Debtor Amendments (addition and changes)


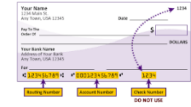
*Owned UCCs:

- UCCs where your entity filed the initial financing statement in the new UCC system.
- UCCs associated with your entity during conversion to the new UCC system.

Notifications will be sent to the email address listed in the Entity Email Address field. If your entity selects to receive notifications, additional users associated with your entity can also receive notifications at no additional charge by following the steps listed under Making Modifications to Your User Account in the User Manual in the User General Help section.

Optional Bank Account Information for Payments

The new online UCC system will allow filings and searches to be paid for using the following payment methods:

Payment Method	Checkout Options
 <p>Credit Card</p>	<p>If paying by credit card, you will be required to enter credit card information for each payment. The UCC system does not store credit card information.</p>
 <p>eCheck</p>	<p>The eCheck option allows fees associated with UCC filings and searches to be paid via ACH from a checking account. Organizations have the option to have an eChecking account on file in the UCC system or the bank routing and checking account numbers can be entered for each payment.</p> <p>If you would like to have an eChecking account on file, follow the eCheck Setup instructions listed below.</p>
<p>Prepaid Account</p>	<p>A prepaid account allows organizations to deposit funds into an account with the Secretary of State that can be used to pay fees associated with UCC filings and searches. When the prepaid account option is selected, fees are automatically deducted from the prepaid account balance.</p> <p>Prepaid account balances can be automatically replenished if eCheck bank account information is stored as part of the entity record or manually increased using an eCheck or credit card.</p> <p>If you would like to establish a prepaid account, contact the Kansas Secretary of State's Office.</p>

eCheck Setup Instructions:

If your organization would like to setup a checking account that will be on file for payments of UCC filings and searches, click on the Enter Bank Account button and complete the required fields.

Optional Bank Account Information for Payments
Enter Bank Account

* **Company Name On Bank Account:**

* **Aba Routing Number Of Payer Bank:** Verify

* **Bank Account Number Of Payer:** Verify

Need Help Finding Bank Numbers? Locate your [Routing Number](#) and/or [Account Number](#)

* **Type Of Account:** Checking Savings GL Account

* **Electronic Signature To Approve Payments:**
this must be your name as you are the person authorizing this account for future payments

Note: For testing, you must enter a valid routing number but the bank account number does not need to be a valid account number. No charges will be made to your bank account prior to our go-live date of July 1st.

Department Funding Codes

Department Funding Codes can be used to tie back purchases of UCC filings and searches to groups within entities. To setup department funding codes, follow the instructions listed below.

1. The first step is to create department funding codes that can be selected as filings and searches are processed.
2. Select the entity to add department funding codes to from the list of your approved entities.

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Path: [Home](#) > [Entities Menu](#) > Entity List
System Status: Normal Business Day
Date: Tuesday, May 1, 2018
Topeka, KS Time: 10:30:37am

YOUR APPROVED ENTITY LIST

Total Records Found: 1 Showing: 1 - 1 (returned in < 1 second)
Criteria: Approved Entities Only

Code	Agy	Name	Phone	Email	Options
57979	N/A	Kcs Entity	785-296-4564	karen.clark@ks.gov	Mod Request User

These are all entities for which you have been given access.

Click on one to see details for the entity and access past purchases including filings, searches and amendments.

[Return to System Main Menu](#)
[Return to System Entities Menu](#)

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- The Entity Details page will then be displayed.

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Path: [Home](#) > [Entities Menu](#) > [Entity List](#) > Entity Details
Date: Tuesday, May 1, 2018
Topeka, KS Time: 11:42:09am

ENTITY #57979 DETAILS

General Information

Entity Name:	Kcs Entity
Prepaid Account Record Code:	23 Balance: \$993,004.00 Increase
Auto Notification Settings:	Pending Lapse: Yes Non-Owner Amendments: Yes Transparent Payments: Yes Area Listing: Yes Zip Code(s): 66606,66614,66609
Bulk Download Process?	No
Prepaid Account Low Balance:	\$50.00
Prepaid Account Add Amount:	\$500.00

eCheck Banking Information

Name Of Payer:	Karens Entity
Aba Routing Number Of Payer Bank:	101100142
Bank Account Number Of Payer:	*****67
Type Of Account:	Checking
Electronic Signature On Transaction:	Karen Clark

Address Information

Mailing Address:	Memorial Hall 1st Floor 120 SW 10th Avenue Topeka, KS 66612
Entity Address Country:	USA - Country Of United States Of America

[View larger map](#)


Downloadable Supporting Documents [1]

Type	File Description	Size	Date
------	------------------	------	------

Record Modification Information

Originally Entered:	10/26/2017 5:25:21pm by: Karen Clark Ph: 296-1848 karen.clark@ks.gov
Last Updated:	03/23/2018 12:47:04pm by: Karen Clark - External User ksuccbetatest+karenc@gmail.com Ph: 785-296-4564
Entity Status:	Active

Contact Information

Entity Contact Name:	Karen Clark
Entity Phone Number:	785-296-4564
Entity Phone Extension:	
Entity Fax Number:	
Entity Email Address:	karen.clark@ks.gov



Available Options

[Modify An Entity Record](#)
[Request new user for this entity](#)

- Click on the Add A Funding Record button in the Department Funding Records section.

Department Funding Records for Entity #57979 Add A Funding Record

No department funding records currently on file

5. Enter the Department Funding Key (a short descriptive key to represent the funding code) and a description for the funding code and click on the Add Department Funding button.

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Path: Home > Entities Menu > Entity Details > Funding Add
System Status: Normal Business Day

Date: Wednesday, March 21, 2018
Topeka, KS Time: 3:38:47pm

DEPARTMENT FUNDING RECORD ADDITION

Complete Addition Form and Click "Add Department Funding" Button Below Form

Entity: 57979 - Kcs Entity

* Department Funding Key:
short descriptive key to represent the entity funding entry

* Description:

Add Department Funding Reset Form Fields

Return to System Main Menu
Return to System Entities Menu
Return to Entity #57979 Details

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6. You may then click on the link to view the department funding record just added, the link to Add Another Department Funding Record or go elsewhere in the system.

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Kansas Secretary of State

Entities Filings Financials Your Cart User Help

Path: Home > Entities Menu > Funding Add
System Status: Normal Business Day

Date: Wednesday, March 21, 2018
Topeka, KS Time: 3:40:57pm

DEPARTMENT FUNDING RECORD ADDITION

New Department Funding record was successfully added. You may view the [department funding record just added](#) if you wish or use one of the other links on this page.

[Add Another Department Funding Record](#)

Return to System Main Menu
Return to System Entities Menu

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7. Working With Funding Codes

From the Department Funding Record section on the Entity Details page, you have the following options.

Department Funding Records for Entity #57979 Add A Funding Record				
Total Records Found: 1 Showing: 1 - 1				
Code	Key	Description	Status	Options
10	FARM	FARM PROGRAM	Active	Mod Inactivate

Department Funding Code Options	Description
Add A Funding Record	This option allows you to add a funding record.
Mod	This options allows you to make changes to the Department Funding Key and Description.
Inactivate	This option inactivates the funding record so that it will no longer be available for assignment to new purchases.
Reactivate	This option reactivates a funding record.
Del	This option deletes a funding record. A funding record must be inactivated before it can be deleted. Department funding codes that have been assigned to purchases may be inactivated but may not be deleted.

Making Modifications to Your User Account

Additional users that are to receive notification need to follow the instructions listed below.

1. Click on the Account button at either the top or bottom of a page.

Uniform Commercial Code (UCC)
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Home | Site Map | Help | **Account** | Log Off

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Path: > Home
System Status: Normal Business Day System Display Size: [S - M - L]
Date: Tuesday, May 1, 2018
Topeka, KS Time: 11:13:40am

SYSTEM MAIN MENU

Menu Narrative	Menu Options
<p>The Kansas Secretary of State UCC System was designed to allow for the entry, searching and tracking of Uniform Commercial Code (UCC) financing filings by State staff, business partners and members of the public. Appropriately secured system users may utilize the menu options to the right to access the features of this system.</p> <p>Should you have any questions or comments, please: send an email to SOS Customer Support or call (785) 296-4564</p>	<ul style="list-style-type: none">▶ System Entities Menu ...view and maintain system entity records▶ UCC Filings Processing Menu ...entry, searching, printing, viewing of ucc filings▶ Financials Processing Menu ...processes for viewing and maintaining system accounting▶ User Logoff ...log out of the system▶ System User Help Menu ...system user help documents and bulletins

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- Click on Modify Your User Profile

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Kansas Secretary of State

Entities Filings Financials Your Cart User Help

Path: [Home](#) > User Profile Date: Tuesday, May 1, 2018
System Status: Normal Business Day Topeka, KS Time: 11:16:29am

YOUR USER ACCOUNT

General Information

User Full Name: Karen Clark - External User

User Title: Karen Clark - External User

User Operator Id: KSUCCBETATEST+KARENC@GMAIL.COM

User Password Reset Pin: 2520

Auto Notification Settings: Pending Lapse: **Yes**
Non-Owner Amendments: **Yes**
Transparent Payments: **Yes**
Area Listing: **Yes**

Mailing Address: Memorial Hall 1st Floor
Topeka, KS 66612

Address Country Code: USA - Country Of United States Of America

Email Address: ksuccbetatest+karenc@gmail.com

Phone Number: 785-296-4564

Entity Access Level: **Modify** **Demote**

Accessible Entities: Kcs Entity ?

Record Modification Information

Originally Entered: 10/26/2017 5:22:08pm
by: Karen Clark Ph: 296-1848
karen.clark@ks.gov

Last Updated: 04/16/2018 11:07:19am
by: Karen Clark - External User ?
ksuccbetatest+karenc@gmail.com
Ph: 785-296-4564

User Status Information

User Status: **Active**

Available Options

[Modify Your User Profile](#)
[Change Your User Password](#)

Archived Orders for Your Account

Total Records Found: 407 Showing: 1 - 10

Code	Order Date	Description	Pay Method	Amount	Ref #
2403	4/27/2018	UCC-1 Regular Filing	ECHECK	\$10.00	97AE000000489
2402	4/26/2018	Unofficial Search - Copies	PREPAID	\$1.00	97PN000001557
2401	4/26/2018	Unofficial Search	PREPAID	\$10.00	97PN000001556
2400	4/26/2018	Official Search - Copies	PREPAID	\$1.00	97PN000001555
2399	4/26/2018	Official Search	PREPAID	\$10.00	97PN000001554
2394	4/25/2018	UCC-3 Regular Amendment	PREPAID	\$10.00	97PN000001549
2393	4/25/2018	UCC-3 Regular Amendment	PREPAID	\$5.00	97PN000001548
2392	4/25/2018	UCC-3 Regular Amendment	PREPAID	\$30.00	97PN000001547
2391	4/25/2018	UCC-1 Regular Filing	PREPAID	\$10.00	97PN000001546
2390	4/24/2018	UCC-3 Filing Continuation	ECHECK	\$30.00	97AE000000488

- Select the notifications you wish to receive under Auto-Notify Programs.

Auto-Notify Programs:

Pending Lapse

Non-Owner Amendments

Transparent Payments

Competition Area Listing

Entity record must be marked to participate in the notification or these settings have no affect

- When finished making changes, enter your password and click on the Modify Profile button.