

New User Validation

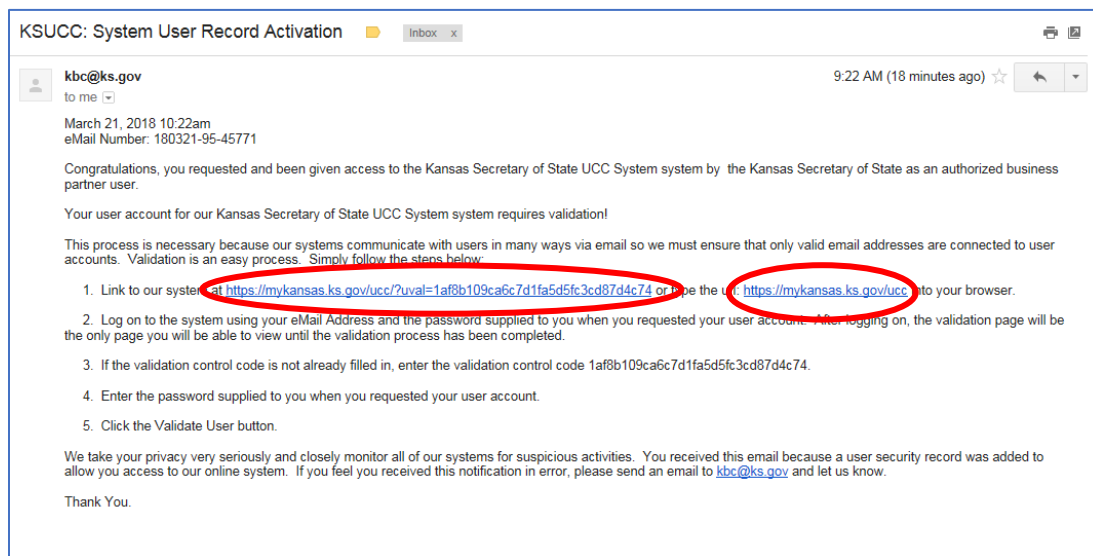
The new UCC system requires a valid email address for each user. To make sure there is one, an email validation process is required before a user is allowed to log in. When a new user security account is added to the UCC system, a message is generated to the email address connected to the account. This email includes instructions for successful completion of the process, as well as links to follow.

Note: Throughout the process, click on OK as prompted by system messages.

1. Go to your email inbox and open up the email sent to you from the UCC system.

The first link in the email includes a control number used by the system for validation. Depending on your email client, the control number may be partially cut off of the address. If this is the case, you will want to use the second link that does not contain the control number.

Click on one of the links, preferably the one with the complete control number.



2. Enter your email address and the temporary password that was provided to you and click on Log In.

Uniform Commercial Code (UCC)
Production Extranet
Version 2.0

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Kansas
Secretary of State

Path: > Log In
System Status: Normal Business Day

Date: Wednesday, March 21, 2018
Topeka, KS Time: 9:59:30am

SYSTEM USER LOG IN

System Use Notification

This computer system is owned by the State of Kansas and is provided for official state business. Explicit permission must be granted prior to accessing this system by the issuance of credentials unique to each individual. Actions will be timestamped with your User ID. Unauthorized access is strictly prohibited and may be subject to punitive action. The system and data therein are monitored for administrative oversight and to ensure proper performance of applicable security features and procedures. If monitoring reveals possible misuse or criminal activity, notice of such may be provided to proper authorities. By choosing to access the system you are agreeing that you accept and understand these controls.

Should you have any questions or comments, you may [send an email to SOS Customer Service staff.](#)

Please Log In to Access KSUCC

* Operator ID or eMail Address:

* Password:

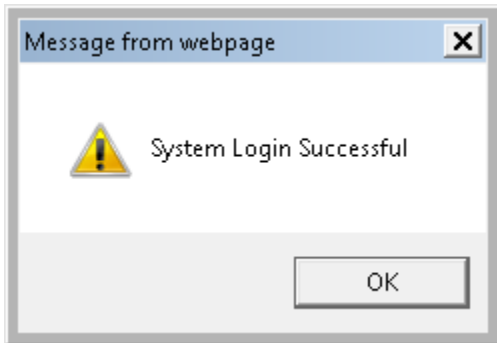
Log In

[I forgot my password](#)

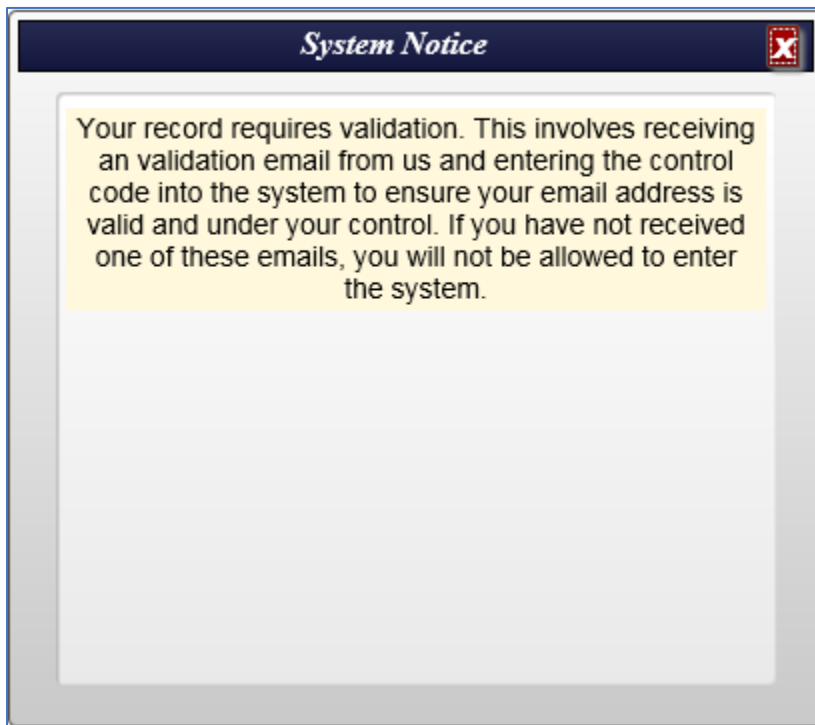
This system is provided, free of charge, as a service to our business partners. We do not guarantee response to entries or system availability beyond our normal office hours of 8:00am to 5:00pm, Monday - Friday Topeka, KS time. Should you have any questions or comments, you may [send an email to SOS Customer Service staff.](#)

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3. Click on the OK button.



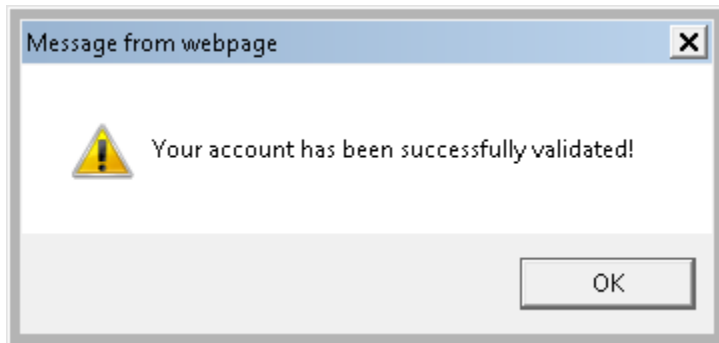
4. Close the System Notice box.



5. If you were able to use the first link, the control number will already be filled in for you. If not, you will want to highlight and copy the control number from the validation email and paste it in the top field on the page. Enter the temporary password and click on the Validate Account button.

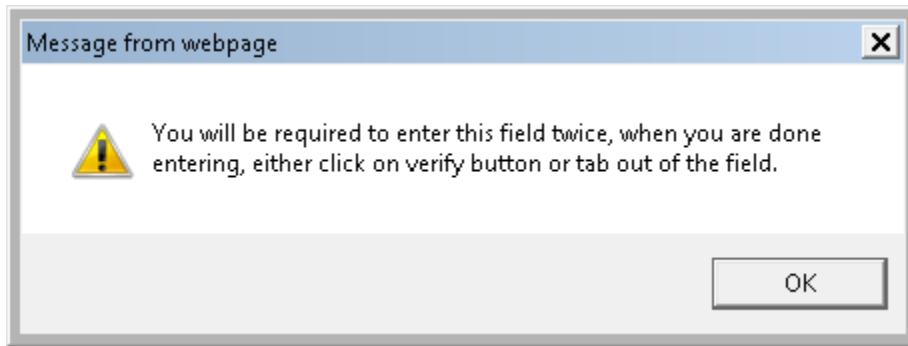


6. You will receive a message that your account has been successfully validated. Click on the OK button and then close the System Notice box.

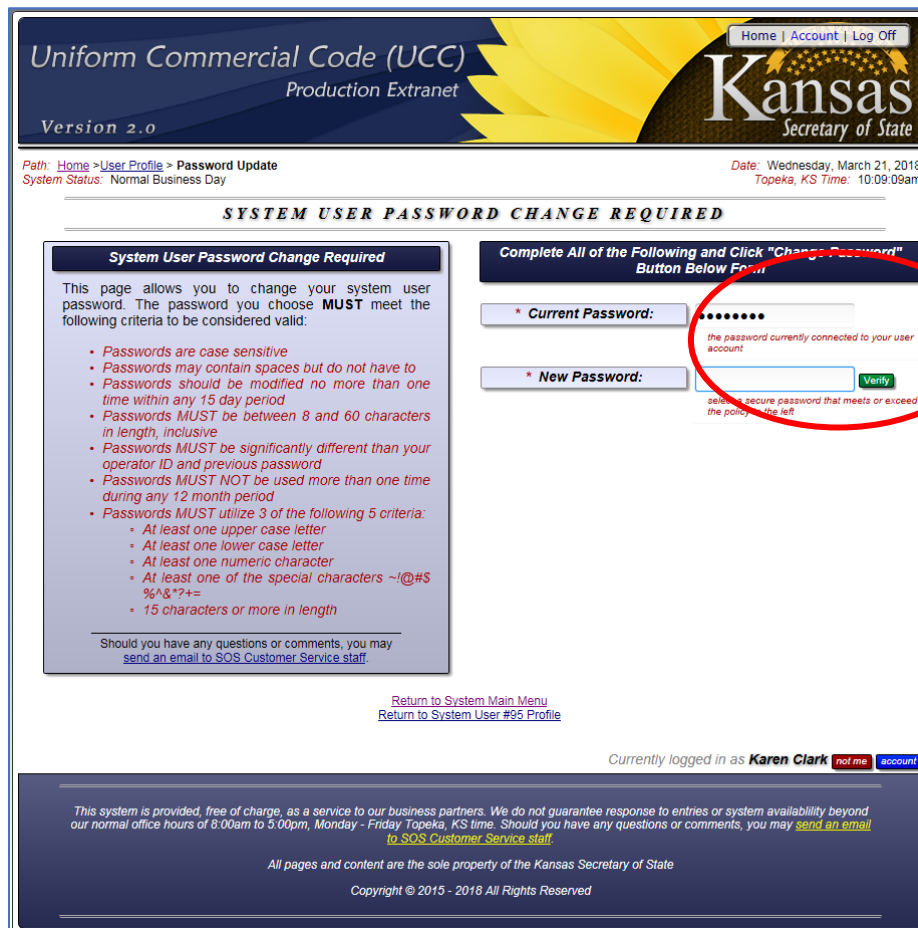


7. Enter the temporary password in the Current Password field. Enter a new password in the New Password field, click on the Verify button and enter it again. Click on the blue Change Password button that appears after entering the password twice.

If you receive the following message, click on the OK button.



Note: The password rules are listed on the password change page.



Uniform Commercial Code (UCC)
Production Extranet
Version 2.0

Home | Account | Log Off
Kansas
Secretary of State

Path: [Home](#) > [User Profile](#) > Password Update
System Status: Normal Business Day
Date: Wednesday, March 21, 2018
Topeka, KS Time: 10:09:09am

SYSTEM USER PASSWORD CHANGE REQUIRED

System User Password Change Required

This page allows you to change your system user password. The password you choose **MUST** meet the following criteria to be considered valid:

- Passwords are case sensitive
- Passwords may contain spaces but do not have to
- Passwords should be modified no more than one time within any 15 day period
- Passwords **MUST** be between 8 and 60 characters in length, inclusive
- Passwords **MUST** be significantly different than your operator ID and previous password
- Passwords **MUST NOT** be used more than one time during any 12 month period
- Passwords **MUST** utilize 3 of the following 5 criteria:
 - At least one upper case letter
 - At least one lower case letter
 - At least one numeric character
 - At least one of the special characters ~!@#%&*?+=
 - 15 characters or more in length

Should you have any questions or comments, you may [send an email to SOS Customer Service staff.](#)

Complete All of the Following and Click "Change Password" Button Below Form

* **Current Password:**
the password currently connected to your user account

* **New Password:**
select a secure password that meets or exceeds the policy on the left

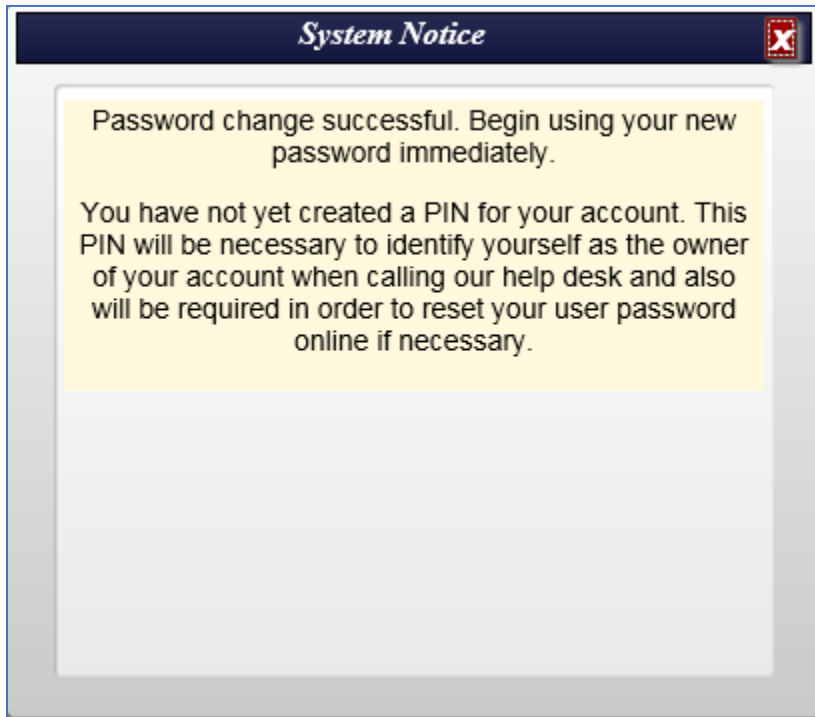
[Return to System Main Menu](#)
[Return to System User #95 Profile](#)

Currently logged in as **Karen Clark** [not me](#) [account](#)

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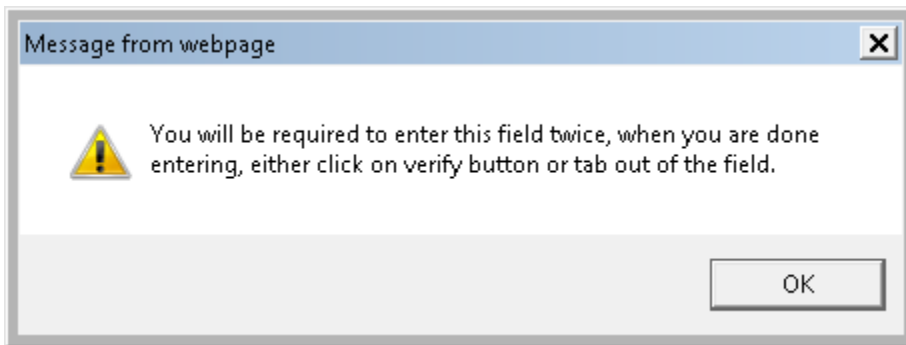
8. Close the System Notice box.



9. Create a PIN for your account. The PIN must be between 4 and 10 alpha-numeric characters consisting of numeric digits 0 through 9 and letters only. You will need your PIN to reset your password or to contact the Kansas Secretary of State's Office regarding questions about your account. Keep your PIN in a safe place.

Enter your PIN, click on the Verify button, and enter it again. Click on the Create PIN button.

If you receive the following message, click on the OK button.



Uniform Commercial Code (UCC)
Production Extranet
Version 2.0

Home | Account | Log Off
Kansas
Secretary of State

Path: [Home](#) > [User Profile](#) > Create A Pin
System Status: Normal Business Day

Date: Wednesday, March 21, 2018
Topeka, KS Time: 10:15:30am

USER PASSWORD RESET PIN CREATION REQUIRED

User Password Reset Pin Creation Required

This page provides you with the ability to create a PIN for your user account. Creation of this PIN is required before you will be allowed further user of the system. Once created, write your PIN down someplace safe as you will need your PIN if you need to call our help desk to identify yourself as your account owner. You will also need your PIN if you ever forget your password and need to reset it online.

Your PIN must be between 4 and 10 alpha-numeric characters consisting of numeric digits 0 through 9 and letters only.

Should you have any questions or comments, you may [send an email to SOS Customer Service staff](#).

Complete All of the Following and Click "Create PIN" Button Below Form

* **User Password Reset Pin:**

If you need to reset your password or contact our help desk, write this pin so write it down someplace safe

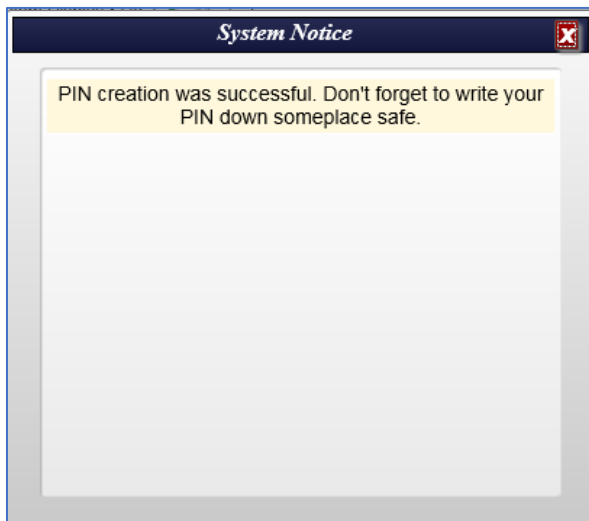
[Return to System Main Menu](#)
[Return to System User #95 Profile](#)

Currently logged in as **Karen Clark** [not me](#) [account](#)

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10. Close the System Notice box.



11. The Main Menu will then be displayed and you may begin using the system.

Uniform Commercial Code (UCC)
Production Extranet
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas
Secretary of State

Entities Filings Your Cart User Help

Path: > Home System Status: Normal Business Day System Display Size: [S - M - L] Date: Wednesday, March 21, 2018 Topeka, KS Time: 10:17:51am

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, you may [send an email to SOS Customer Service staff](#).

Menu Options

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

Currently logged in as **Karen Clark** [not me](#) [account](#)

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