

Requesting Additional Users

Once an entity and the Account Administrator for your organization has been established, the Account Administrator user can request additional users for your organization. To request additional users, follow the steps listed below.

1. From the System Main Menu, select System Entities Menu.



The screenshot displays 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 Kansas Secretary of State logo and a navigation menu with options: Entities, Filings, Financials, Your Cart, and User Help. The main content area is titled 'SYSTEM MAIN MENU' and is divided into two columns: 'Menu Narrative' and 'Menu Options'. The 'Menu Options' column lists several menu items, with 'System Entities Menu' highlighted by a red circle. Below the menu options, it indicates the user is logged in as 'Karen Clark - External User'. At the bottom, there is a footer with a disclaimer and copyright information.

Uniform Commercial Code (UCC)
Production Extranet
Version 2.0

Home | Site Map | Help | Account | Log Off

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: Thursday, March 22, 2018
Topeka, KS Time: 11:09:20am

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 question or comments, you may [send an email to SOS Customer Support](#).

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

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

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](#).

All pages and content are the sole property of the Kansas Secretary of State
Copyright © 2015 - 2018 All Rights Reserved

2. From the System Entities Menu, select Request Additional User Account.

Uniform Commercial Code (UCC)
Version 2.0
Production Extranet

Home | Site Map | Help | Account | Log Off

Kansas
Secretary of State

Entities | Filings | Financials | Your Cart | User Help

Path: [Home](#) > **Entities Menu**
System Status: Normal Business Day System Display Size: [S - M - L]
Date: Thursday, March 22, 2018
Topeka, KS Time: 11:11:32am

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 question or comments, you may [send an email to SOS Customer Support](#).

Menu Options

- ▶ **View Your Approved Entities**
...list your entities to access details and past purchases
- ▶ **Entity Ownership Search**
...view 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](#)

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

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](#).

All pages and content are the sole property of the Kansas Secretary of State
Copyright © 2015 - 2018 All Rights Reserved

3. Complete the Request A System User Account form and click on the Request Account button.

Uniform Commercial Code (UCC)
Production Extranet
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas
Secretary of State

Entities | Filings | Financials | Your Cart | User Help

Path: [Home](#) > [Entities Menu](#) > Request User
System Status: Normal Business Day

Date: Tuesday, May 1, 2018
Topeka, KS Time: 9:40:32am

REQUEST A SYSTEM USER ACCOUNT

Complete Addition Form and Click "Request Account" Button Below Form

[I already have a user account.](#)

* **User Full Name:**
this must be your full name, at least first and last in that order

* **Email Address:**
(MUST be able to receive email at this address to validate the account)

* **Entity For User** ... An Entity Must Be Selected ...
if multiple entities are required, an email must be sent after request

* **User Title:**
the title the user holds because of employment with the entity

* **Mailing Address:**

* **City, State Zip:**

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

* **Phone Number:**

Phone Extension:

Fax Number:

Text Phone Number:
10 digits only no spaces or punctuation

Text Phone Carrier Company: ... An entry MAY be selected ...
with which company do you have cellular service

Preferred Contact Method: Email Message
 Text Message
 Phone Call
 No Contact
automatic system messages are never sent via voice phone call

* **Entity Record Access Level:** View Only Modify
modify level will allow the addition of users and modification of entity profile

* **Please Enter Your Password:**

* **Are you a human?** Yes

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

Field Name	Description	Required/ Optional	Field Length (for data entry fields)
User Full Name	The new user's full name.	Required	40
Email Address	<p>The email address for the new user.</p> <p>Enter the email address of the new user and click on the Verify button and enter it again for verification.</p> <p>If you receive a message indicating you will be required to enter this field twice..., click on the OK button.</p>	Required	
Entity For User	<p>This field will be pre-populated with the entity your user ID is associated with.</p> <p>If more than one entity has been established for your organization, you will need to select the appropriate entity from the drop down list. If a user needs to be associated with more than one entity, contact Kansas Secretary of State staff.</p>	Required	
User Title	The new user's job title.	Required	40
Mailing Address	The new user's mailing address.	Required	Address Line 1 – 30 Address Line 2 – 30 Address Line 3 – 30 City – 30 State – 2 Zip – 10

Field Name	Description	Required/ Optional	Field Length (for data entry fields)
			Country – Pick from drop down list.
Phone Number	The new user's phone number.	Required	15
Phone Extension	The new user's extension (if they have one).	Optional	5
Fax Number	The new user's fax number.	Optional	15
Text Phone Number	Not currently used.		
Text Phone Carrier Company	Not currently used.		
Preferred Contact Method	Not currently used.		
Entity Record Access Level	<p>The new user's access level to the UCC System for your entity.</p> <p>View Only – Ability to enter filings and conduct searches.</p> <p>Modify – Ability to enter filings, conduct searches, add additional users for the entity, and update the entity profile (including prepaid account and eCheck account information).</p>	Required	
Are you a human?	Select Yes.	Required	

- Once the new account has been requested, a page will be displayed with the temporary password for the new user.

The screenshot displays 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. The page title is 'Uniform Commercial Code (UCC) Production Extranet Version 2.0'. The main content area is titled 'REQUEST A SYSTEM USER ACCOUNT'. A message states: 'A new user account was successfully requested and a validation email was dispatched to kcbeaver1163+leeclark@gmail.com with instructions for how to validate the new user account.' A red-bordered box contains an important note: 'IMPORTANT: You will need to contact the new user using the information below to give them their temporary password, nC%58Lh# for system access. Since you are an administrative user for your entity, the new user account will not need to be approved by our staff.' Below this, a 'PLEASE NOTE' section explains password requirements. A list of user details is provided: User Name: Lee Clark, User Title: UCC Specialist, User Phone: 785-249-7530, and Case Sensitive Password: nC%58Lh#. At the bottom, there are links to return to the System Main Menu or System Entities Menu, and a status bar indicating the user is logged in as 'Karen Clark - External User'. A footer contains a disclaimer and copyright information for the Kansas Secretary of State.

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 > Entities Menu > Request User
System Status: Normal Business Day

Date: Thursday, March 22, 2018
Topeka, KS Time: 12:25:14pm

REQUEST A SYSTEM USER ACCOUNT

A new user account was successfully requested and a validation email was dispatched to kcbeaver1163+leeclark@gmail.com with instructions for how to validate the new user account.

IMPORTANT: You will need to contact the new user using the information below to give them their temporary password, nC%58Lh# for system access. Since you are an administrative user for your entity, the new user account will not need to be approved by our staff.

PLEASE NOTE: Passwords will NEVER contain an upper case letter "O" or a lower case letter "I" so that there is no confusion between which letters and numbers are being used.

- **User Name:** Lee Clark
- **User Title:** UCC Specialist
- **User Phone:** 785-249-7530
- **Case Sensitive Password:** nC%58Lh#

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

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

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](#).

All pages and content are the sole property of the Kansas Secretary of State
Copyright © 2015 - 2016 All Rights Reserved

Notify the new user of the temporary password and that an email has been sent to them with instructions on how to validate their new account. Their user ID will be their email address. Walk them thru setting up their new account and/or refer them to the New User Validation instructions.

Note: If your organization requires a more advanced setup for your entity(s) and/or users, contact the Kansas Secretary of State's Office and we will work with you to find a configuration that will work for your organization.