

Setup Your Account Administrator

If you currently have a subscriber account with Ks.gov, an entity has been established for you in the new UCC system. Follow the instructions listed below to claim your entity and setup your account administrator in the new UCC system.

When you complete this process, UCCs filed under your Ks.gov subscriber number will be automatically associated with your entity in the new UCC system.

Note: It is important that the first person to complete this process is the person you want to be your account administrator who will have Modify Access for your entity.

Modify Access = Ability to enter filings, conduct searches, add additional users for the entity, and update the entity profile (including prepaid account and eCheck account information).

1. From the System Main Menu select Request A System User Account.

Uniform Commercial Code (UCC)
Production Extranet
Version 2.0

Home | Site Map | Help | Log In
Kansas
Secretary of State

Filings | 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: 8:46:49am

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

- ▶ **UCC Filings Processing Menu**
...entry, searching, printing, viewing of ucc filings
- ▶ **System User Help Menu**
...system user help documents and bulletins
- ▶ **Request A System User Account**
...request a business partner user account

Using system as Anonymous Public User

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.

Policy Documents: [Privacy Statement](#)

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

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Path: [Home](#) > Request User
System Status: Normal Business Day
Date: Tuesday, May 1, 2018
Topeka, KS Time: 8:40:01am

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

* **What type of account do you want?**
 Business Partner
business partner accounts are currently required for system access and are for authorized individuals employed by companies that have official business dealings with our office

Entity Code:
if you know the Kansas UCC entity code for your company, enter it here and then the name of your company must be entered on the next line

Entity Name:
this name must EXACTLY match the Kansas UCC entity name we have on file for your company and the entity code above

User Title:
only required if you are requesting a business partner account

* **Mailing Address:**

* **City, State Zip:**

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

* **Phone Number:**

Phone Extension:

Fax Number:

* **Are you a human?** Yes

The table below lists the information 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	The email address for the new user. Enter the email address of the new user and click on the Verify button and	Required	

Field Name	Description	Required/ Optional	Field Length (for data entry fields)
	enter it again for verification. If you receive a message indicating you will be required to enter this field twice..., click on the OK button.		
What type of account do you want?	Select Business Partner.	Required	
Entity Code	Enter the entity code from the notification you received.	Required	9
Entity Name	Enter the entity name from the notification you received.	Required	40
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 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
Are you a human?	Select Yes.	Required	

3. Make a note of the temporary password and close your browser. Follow the New User Validation instructions.

The screenshot displays the 'Uniform Commercial Code (UCC) Production Extranet' website. The header includes the site title, version (2.0), and navigation links (Home, Site Map, Help, Log In). A secondary navigation bar contains 'Filings', 'Your Cart', and 'User Help'. The main content area shows the path 'Home > Request User' and the system status 'Normal Business Day'. The date and time are 'Tuesday, May 1, 2018' and 'Topeka, KS Time: 9:02:57am'. The central heading is 'REQUEST A SYSTEM USER ACCOUNT'. A message states: 'A new user account was successfully requested and a validation email was dispatched to kcbeaver1163+sammymyck@gmail.com with instructions for how to validate the new user account.' A red-bordered box contains an important note: 'IMPORTANT: You should wait for the validation email to arrive and then you will need to use the temporary account password: 2@7Nmh~Y for access to your new account. Also, your account will be accessible but GREATLY restricted until it has been approved by our staff.' Below this, a 'PLEASE NOTE' section explains password restrictions. A bulleted list provides account details: User Name (Sammy Clark), User Title (UCC Specialist), User Phone (785-249-7530), and Case Sensitive Password (2@7Nmh~Y). A 'Return to System Main Menu' link is provided. The footer includes a disclaimer, a privacy statement link, and copyright information for the Kansas Secretary of State (2017-2018).

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REQUEST A SYSTEM USER ACCOUNT

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

IMPORTANT: You should wait for the validation email to arrive and then you will need to use the temporary account password: 2@7Nmh~Y for access to your new account. Also, your account will be accessible but GREATLY restricted until it has been approved by our staff.

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

- **User Name:** Sammy Clark
- **User Title:** UCC Specialist
- **User Phone:** 785-249-7530
- **Case Sensitive Password:** 2@7Nmh~Y

[Return to System Main Menu](#)

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