



# State of Kansas Office of the Secretary of State

## Uniform Commercial Code (UCC) User Manual

VERSION: 1.0

REVISION DATE: 12/14/2018

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## I. Introduction

This guide provides instructions on how to perform the following functions using the UCC Online System:

- Set up an Entity and Users
- Enter UCC1 Financing Statements and UCC3 Amendments
- Conduct UCC Searches/Obtain Copies of UCC Filings
- Pay Associated Filing and Search/Copy Fees
- View the Monetary Receipt for UCC Filings and Searches/Financial Reporting
- View UCC Filing Details
- View/Print/Save the Acknowledgement of UCC1 and UCC3 Filings

The intended audience for this guide is users who submit UCC Financing Statements, amendments and conduct UCC Searches using the online system.

The UCC Online System is an electronic representation of the UCC paper forms and does not attempt to provide guidance on how to file UCC Financing Statements, amendments or conduct searches. Refer to the UCC forms for instructions related to completing UCC Financing Statements, amendments and conducting searches.

### UCC Financing Statement:

- UCC Financing Statement - [UCC1 Form](#)
- UCC Financing Statement Addendum - [UCC1Ad Form](#)
- UCC Financing Statement Additional Party – [UCC1AP Form](#)

### UCC Financing Statement Amendment:

- UCC Financing Statement Amendment – [UCC3 Form](#)
- UCC Financing Statement Amendment Addendum - [UCC3Ad Form](#)
- UCC Financing Statement Amendment Additional Party - [UCC3AP Form](#)

### UCC Information Request:

- UCC Information Request – [UCCII Form](#)

### **CONTACT US:**

Please contact us if you have questions, concerns or suggestions regarding the UCC Online System.



State of Kansas  
Office of the Secretary of State

Business Services  
Phone: (785) 296-4564  
Email: [kbc@ks.gov](mailto:kbc@ks.gov)

## II. System Security

### A. Initial User

To submit UCC filings and perform searches online, your organization must first request to be set up as an entity in the UCC system. If your organization has not been set up as an entity, follow the instructions listed in the [Entities](#) section. As part of this process, an initial user will be established for your organization.

### B. Your User Account

Your User Account page is where you can view information associated with your user record such as your PIN, your notification settings, the entities your user ID is associated with and your entity access level. From this page you can make changes to your user profile, change your password and view UCCs you have filed and searches you have run.

To view your user account information, from anywhere in the UCC System, click the Account button at the top or bottom of the page.

The screenshot displays the 'Uniform Commercial Code (UCC) Production Extranet' interface for the Kansas Secretary of State. The top navigation bar includes links for Home, Site Map, Help, **Account** (circled in red), and Log Off. Below the header, a horizontal menu lists Reports, 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 Narrative' section provides a brief overview of the system's purpose and contact information for customer support. The 'Menu Options' section lists several key functions: System Entities Menu, UCC Filings Processing Menu, Financials Processing Menu, System Reports Menu, User Logoff, and System User Help Menu. At the bottom of the page, a status bar indicates the user is logged in as 'Karen Clark - External User' (with a circled 'Account' button next to it) and provides a disclaimer about the system's availability and a link to the Privacy Statement.

[Home](#) | [Site Map](#) | [Help](#) | [Account](#) | [Log Off](#)

# Uniform Commercial Code (UCC)

## Production Extranet

### Version 2.0

# Kansas

## Secretary of State

Reports

Entities

Filings

Financials

Your Cart

User Help

Path: [Home](#) > **User Profile**

System Status:

Normal Business Day

Date:

Wednesday, August 15, 2018

Topeka, KS Time:

4:46:12pm

### 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](mailto:ksuccbetatest+karenc@gmail.com)

Phone Number:

785-296-4564

Entity Access Level:

Modify

Demote

Accessible Entities:

Karens Entity

Record Modification Information

Originally Entered:

10/26/2017 5:22:08pm

by: Karen Clark Ph: 296-1848

[karen.clark@ks.gov](mailto:karen.clark@ks.gov)

Last Updated:

07/31/2018 9:19:23am

by: Karen Clark Ph: 296-1848

[karen.clark@ks.gov](mailto:karen.clark@ks.gov)

User Status Information

User Status:




Active

Available Options

Modify Your User Profile

Change Your User Password

Page 3

Field Name	Description
	Modify – Ability to enter filings, conduct searches, add additional users for the entity, and update the entity profile (including payment methods).
Accessible Entities	The entity(ies) the user is associated with. Click the  link to view the <a href="#">Entity Details page</a> .
<b>Record Modification Section</b>	
Originally Entered	The date, time and information about the user who created the user record. Click the  link to view the User Profile page.
Last Updated	The date, time and information about the user who last updated the user record. Click the  link to view the User Profile page.
<b>User Status Information Section</b>	
User Status	Will either be Active or Inactive. If Inactive, the user no longer has access to the UCC system.
<b>Available Options</b>	
Modify Your User Profile	To make changes to your user profile, click the <i>Modify Your User Profile</i> link. Make desired changes, enter your password and click the <i>Modify Profile</i> button.
Change Your User Password	To change your password, follow the <a href="#">Change Your User Password</a> instructions.

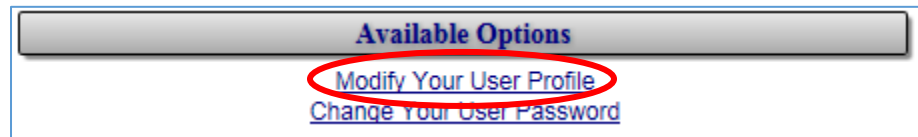
Archived Orders for Your Account					
Total Records Found: 146 Showing: 1 - 10					
Code	Order Date	Description	Pay Method	Amount	Ref #
1908	1/16/2018	Unofficial Search	ECHECK	\$10.00	97AE000000383
1905	1/16/2018	Secured Party Search	ECHECK	\$150.00	97AE000000382
1243	1/04/2018	Unofficial Search	PREPAID	\$10.00	97PN000000531
1234	1/03/2018	Unofficial Search	PREPAID	\$10.00	97PN000000522
1214	1/02/2018	Prepaid Account Add Funds	ECHECK	\$500.00	97PN000000503
1206	1/02/2018	UCC-1 Regular Filing	CREDCARD	\$10.00	2236231532
1205	1/02/2018	UCC-1 Regular Filing	ECHECK	\$10.00	97AE000000386
1203	1/02/2018	UCC-3 Collateral Change	ECHECK	\$10.00	97AE000000365
1201	1/02/2018	UCC-1 Regular Filing	PREPAID	\$10.00	97PN000000494
1176	12/28/2017	UCC-3 Misc Filing Amendment	PREPAID	\$10.00	97PN000000469

Field Name	Description
<b>Archived Orders for Your Account</b>	
This section lists the UCCs you have filed and the searches you have run. Prior filings and searches may be viewed by clicking on an entry in the list. You will be taken to the <a href="#">Monetary Receipt Details page</a> . The <a href="#">Monetary Receipt Details page</a> contains an option to view and print an image of the filing.	
Note: The entries in the list may be sorted in ascending or descending order by clicking on any of the column headings.	

Field Name	Description
Code	The monetary receipt number assigned to the filing or search.
Order Date	The date of the filing or when the search was run.
Description	The description of the filing or search.
Pay Method	The payment method used for the filing or search.
Amount	The payment amount.
Ref #	The Electronic Payment Portal reference code.

## 1. Making Modifications to Your User Account

- a. To make changes to your user account, click *Modify Your User Profile* and make changes to the information in your profile as necessary.



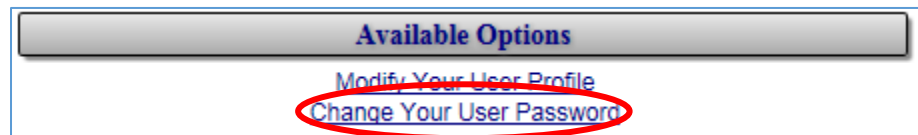
- b. If your entity has selected to receive notifications, you may also select to receive one or more of the different types of notifications at no additional charge. Select the notifications you wish to receive under Auto-Notify Programs. Refer to [Auto-Notify Programs](#) in the Entities section for a description of the different types of notifications.

The image shows a screenshot of a web interface. On the left, there is a grey button labeled 'Auto-Notify Programs:'. To the right of this button, there are four checkboxes with corresponding labels: 'Pending Lapse', 'Non-Owner Amendments', 'Transparent Payments', and 'Competition Area Listing'. Below these checkboxes, there is a red note that reads: 'Entity record must be marked to participate in the notification or these settings have no effect'.

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

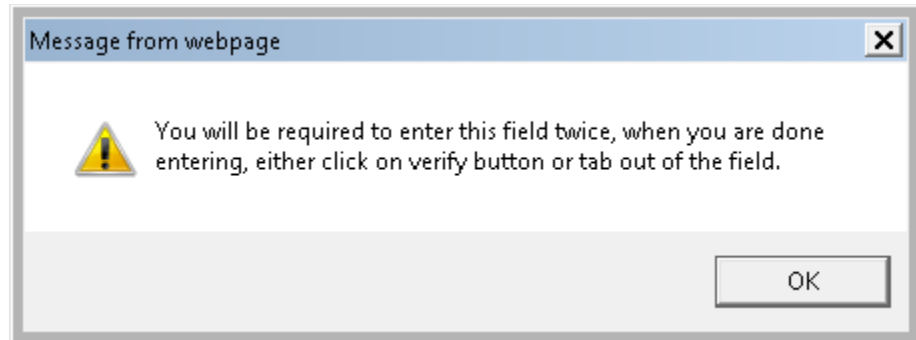
## 2. Change Your Password

- a. To change your password, click *Change Your User Password*.

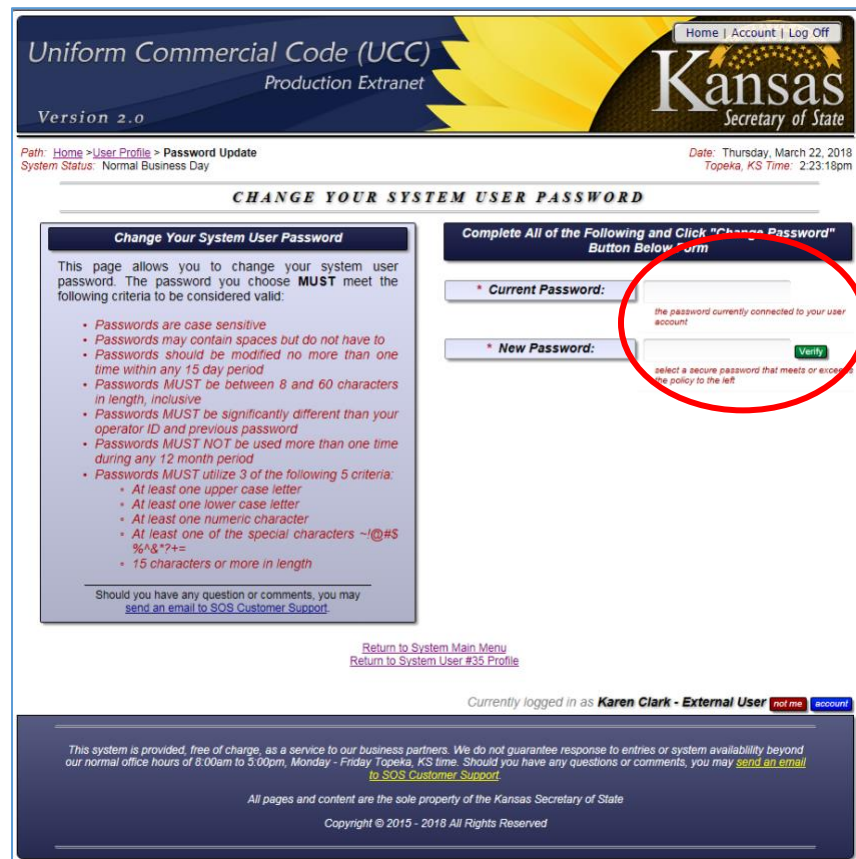


- b. Enter your current password in the Current Password field. Enter a new password in the New Password field, click the *Verify* button and enter it again. Click the blue *Change Password* button that appears under the New Password field after the second entry of the new password.

If you receive the following message, click the *OK* button to finish creating your new password.



Note: The password rules are listed on the left side of 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: Thursday, March 22, 2018  
Topeka, KS Time: 2:23:18pm

### CHANGE YOUR SYSTEM USER PASSWORD

#### Change Your System User Password

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

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

\* **Current Password:**

\* **New Password:**

the password currently connected to your user account

select a secure password that meets or exceeds the policy to the left

[Return to System Main Menu](#)  
[Return to System User #35 Profile](#)

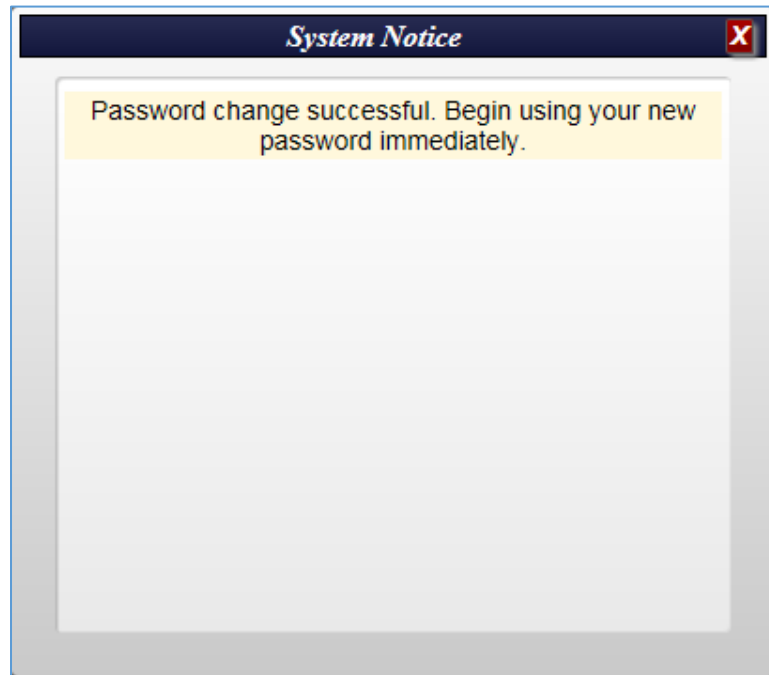
Currently logged in as **Karen Clark - External User** [not me](#) [account](#)

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- c. Close the System Notice box. The System Main Menu (home page) will then be displayed.



Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

**Kansas**  
Secretary of State

Reports

Entities

Filings

Financials

Your Cart

User Help

Path: > Home

System Status: Normal Business Day

System Display Size: [ S - M - L ]

Date: Thursday, August 16, 2018  
Topeka, KS Time: 4:52:58pm

**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
- System Reports Menu**  
...generate and view system reports
- 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](#)

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Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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### 3. Managing Users

Additional options to manage users are available on the *User Account* page to users with Modify Access. A user's account can be viewed from the [Entity Details](#) page.

Option	Description						
Entity Access Level	The user's access may be changed from <i>View</i> to <i>Modify</i> or from <i>Modify</i> to <i>View</i> using the <i>Promote</i> and <i>Demote</i> buttons.						
User Status	A user may be made <i>Inactive</i> or <i>Active</i> using the <i>Inactivate</i> and <i>Reactivate</i> buttons.						
Change Log	<p>Changes made to the user record are viewable in the <i>Change Log Entries</i> section.</p> <p>The information displayed in the Change Log section can be changed by using the toggle buttons.</p> <table border="1"> <tr> <td>All</td><td>Default View – Displays changes made to the user record and related tables.</td></tr> <tr> <td>Table</td><td>Displays only changes made to the user record.</td></tr> <tr> <td>None</td><td>No change log entries are displayed.</td></tr> </table>	All	Default View – Displays changes made to the user record and related tables.	Table	Displays only changes made to the user record.	None	No change log entries are displayed.
All	Default View – Displays changes made to the user record and related tables.						
Table	Displays only changes made to the user record.						
None	No change log entries are displayed.						

**Uniform Commercial Code (UCC) Production Extranet**  
Version 2.0

Home | Site Map | Help | Account | Log Off

**Kansas Secretary of State**

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

Path: [Home](#) > [User Profile](#) Date: Thursday, August 16, 2018  
System Status: Normal Business Day Topeka, KS Time: 5:10:20pm

**SYSTEM USER #2765 PROFILE**

<b>General Information</b> User Full Name: Chloe Clark User Title: Loan Processor Auto Notification Settings: No automatic notifications requested Mailing Address: Memorial Hall 1st Floor 120 SW 10th Avenue Topeka, KS 66612 Address Country Code: USA - Country Of United States Of America Email Address: <a href="mailto:kcbaver1163+chloe@gmail.com">kcbaver1163+chloe@gmail.com</a> Phone Number: 785-296-4564 Entity Access Level: <b>View</b> <b>Promote</b> Accessible Entities: Karen Clark	<b>Record Modification Information</b> Originally Entered: 07/31/2018 10:02:09am by: Karen Clark - External User <a href="mailto:kauccbetatest+karen@gmail.com">kauccbetatest+karen@gmail.com</a> Ph: 785-296-4564 Last Updated: 08/16/2018 5:06:20pm by: Karen Clark - External User <a href="mailto:kauccbetatest+karen@gmail.com">kauccbetatest+karen@gmail.com</a> Ph: 785-296-4564 User Status: <b>Active</b> <b>Inactivate</b> Activate/Deactivate
--	--

**Change Log Entries For This Record and Other Related Records**  
Current View Level: ALL **Table** **None**

- 08/16/2018 5:06:20pm by: Karen Clark - External User [kauccbetatest+karen@gmail.com](mailto:kauccbetatest+karen@gmail.com) 785-296-4564  
Described as: REACTIVATE USER (modified fields only listed below)  
 - [sg\\_code](#) changed, (details suppressed)  
 - [sg\\_inst](#) changed, (details suppressed)  
 - [sg\\_insts](#) changed, (details suppressed)  
 - [sg\\_instop](#) changed, (details suppressed)
- 08/16/2018 5:05:57pm by: Karen Clark - External User [kauccbetatest+karen@gmail.com](mailto:kauccbetatest+karen@gmail.com) 785-296-4564  
Described as: INACTIVATE USER (modified fields only listed below)  
 - [sg\\_code](#) changed, (details suppressed)  
 - [sg\\_inst](#) changed, (details suppressed)  
 - [sg\\_instop](#) changed, (details suppressed)  
 - [sg\\_insts](#) changed, (details suppressed)  
 - [sg\\_instop](#) changed, (details suppressed)

## C. Forgot Your Password

If you cannot remember your password, follow the steps listed below.

1. Click the *I forgot my password* link.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0



Path: > [Log In](#)  
System Status: Normal Business Day

Date: Friday, August 17, 2018  
Topeka, KS Time: 4:54:27pm

**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, please:  
[send an email to SOS Customer Support](#) or  
call (785) 296-4564

**Please Log In to Access KSUCC**

\* eMail Address or Operator ID:

\* Password:

Log In

[I forgot my password](#)

On June 29, 2018, the online UCC system was replaced. Your previous login and password will not work with the new system. If you have not received an email about this change, please apply for an Online UCC entity account and we will email instructions for logging in to the new system.

[Apply for Online UCC Entity](#)

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](#) [Processing and Returns Policy](#)

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2. Enter your email address and your PIN and click *Reset My Account*.

If you cannot remember your PIN, contact the Secretary of State's Office for assistance.

Uniform Commercial Code (UCC)  
Version 2.0  
Production Extranet

Kansas  
Secretary of State

Path: > Log In  
System Status: Normal Business Day

Date: Wednesday, January 17, 2018  
Topeka, KS Time: 4:27:26pm

**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 question or comments, you may [send an email to IT Operations staff](#).

**Please Log In to Access KSCCO**

\* Operator ID or eMail Address:

\* Account Reset PIN:

If you do not remember your PIN, call (785) 296-1664 for assistance with resetting.

[Reset My Account](#)

[I remember 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.

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3. A page will be displayed with the temporary password. **Print this page; the temporary password will not be emailed to you, and the page will not be saved.**

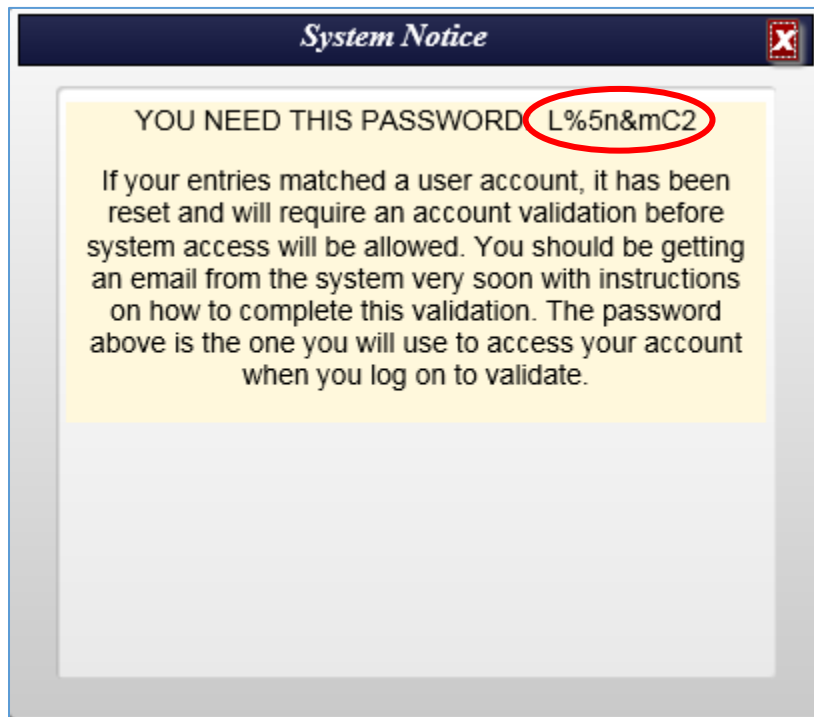
Message from webpage

YOU NEED THIS PASSWORD: L%5n&mC2

If your entries matched a user account, it has been reset and will require an account validation before system access will be allowed. You should be getting an email from the system very soon with instructions on how to complete this validation. The password above is the one you will use to access your account when you log on to validate.

OK

4. Close the System Notice box after printing.



5. Close your browser.
6. Follow the instructions in [Appendix A – User Validation](#).

#### D. Password Expiration

Your password expires every 60 days. At the end of 60 days, you will receive the following notification when you sign on.

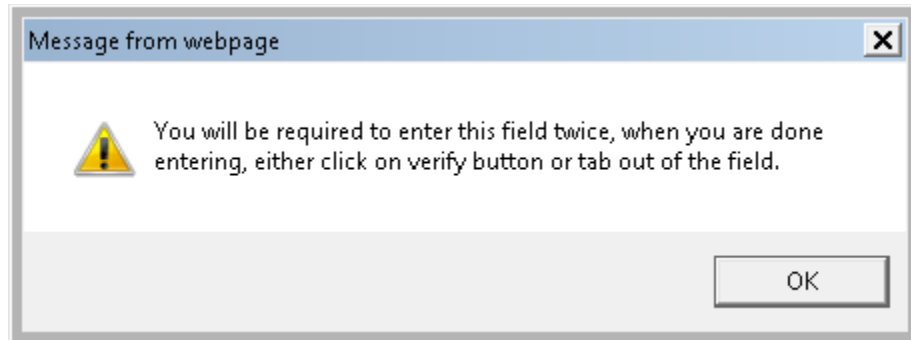


When this occurs, follow the instructions below to change your password.

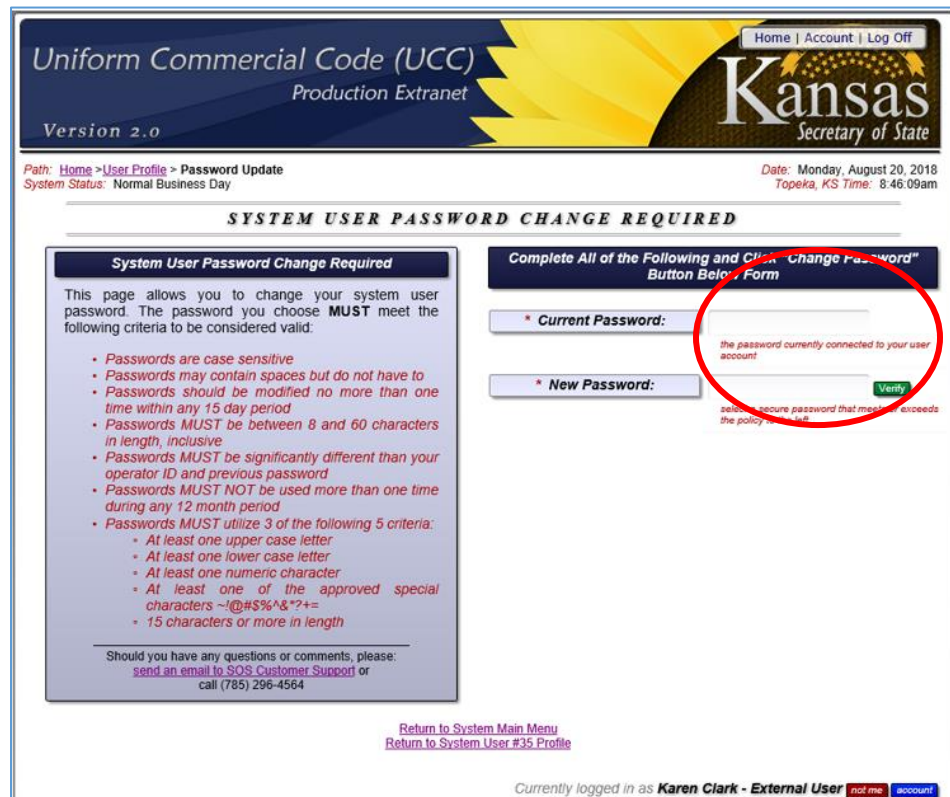
1. Close the System Notice box.

2. Enter your current password in the Current Password field. Enter a new password in the New Password field, click the *Verify* button and enter it again. Click the blue *Change Password* button that appears under the New Password field after the second entry of the new password.

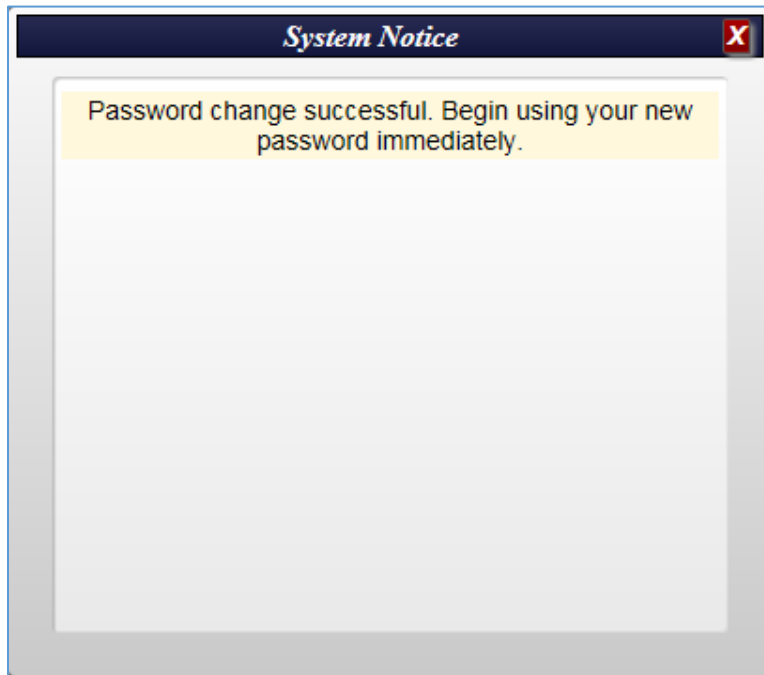
If you receive the following message, click the *OK* button to finish creating your new password.



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



3. Close the System Notice box. The System Main Menu (home page) will then be displayed.



Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

**Kansas**  
Secretary of State

Reports

Entities

Filings

Financials

Your Cart

User Help

Path: > Home

System Status: Normal Business Day

System Display Size: [ S - M - L ]

Date: Thursday, August 16, 2018  
Topeka, KS Time: 4:52:58pm

**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

**System Reports Menu**  
...generate and view system reports

**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](#) or call (785) 296-4564.

Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)


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## E. Logging On/Off the UCC System

### 1. Logging Into the UCC System:

To log into the UCC System, follow the steps listed below.

- a. Go to [https://mykansas.ks.gov/ucc/?p=user\\_login](https://mykansas.ks.gov/ucc/?p=user_login). Enter your email address and password and click the  button.



**Uniform Commercial Code (UCC)**  
Production Extranet  
Version 2.0

**Kansas**  
Secretary of State

Path: > Log In  
System Status: Normal Business Day

Date: Wednesday, August 15, 2018  
Topeka, KS Time: 9:47:12am

**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, please:  
[send an email to SOS Customer Support](#) or call (785) 296-4564

**Please Log In to Access KESUCS**

\* eMail Address or Operator ID:

\* Password:

**Log In**

[I forgot my password](#)

On June 29, 2018, the online UCC system was replaced. Your previous login and password will not work with the new system. If you have not received an email about this change, please apply for an Online UCC entity account and we will email instructions for logging in to the new system.

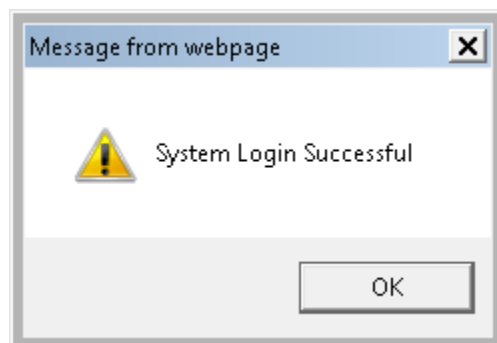
[Apply for Online UCC Entity](#)

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- b. Click the OK button.





- c. The UCC System Main Menu (home page) will be displayed.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

Reports

Entities

Filings

Financials

Your Cart

User Help

Path: > Home

System Status: Normal Business Day   System Display Size: [ S - M - L ]

Date: Wednesday, August 15, 2018  
Topeka, KS Time: 9:58:33am

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

▶ **System Reports Menu**

...generate and view system reports

▶ **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](#) or call (785) 296-4564.

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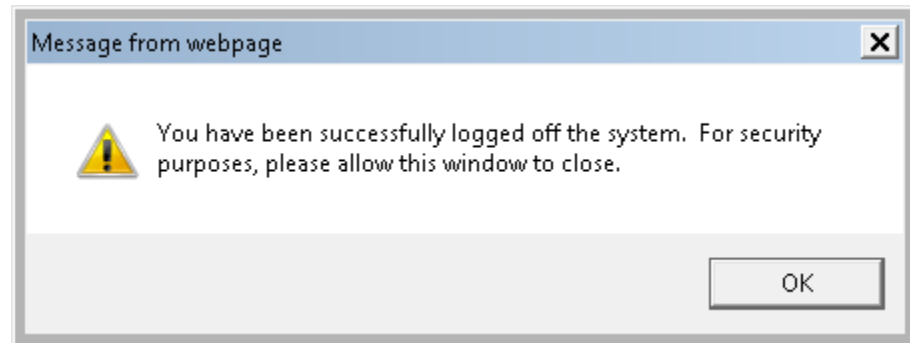
## 2. Logging Off the UCC System:

To log off the UCC System, follow the steps listed below.

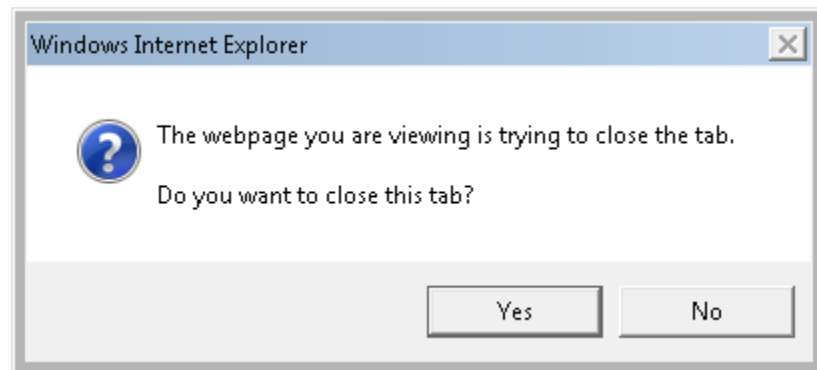
- a. From anywhere in the UCC System, click *Log Off* in the upper right-hand corner of the page. If you are on the System Main Menu (home page), you may also click *User Logoff* in the menu options.

The screenshot displays the 'Uniform Commercial Code (UCC) Production Extranet Version 2.0' interface for the Kansas Secretary of State. At the top right, a navigation bar includes links for Home, Site Map, Help, Account, and Log Off (circled in red). Below this is a horizontal menu with Reports, Entities, Filings, Financials, Your Cart, and User Help. The main content area is titled 'SYSTEM MAIN MENU' and is divided into two columns. The left column, 'Menu Narrative', provides a description of the system and contact information for customer support. The right column, 'Menu Options', lists several menu items: System Entities Menu, UCC Filings Processing Menu, Financials Processing Menu, System Reports Menu, User Logoff (circled in red), and System User Help Menu. At the bottom of the page, it indicates the user is currently logged in as 'Karen Clark - External User' and provides a disclaimer and copyright information.

- b. You will receive a message indicating you have been successfully logged off the system. Click the *OK* button.



- c. When prompted, click *Yes* to close your browser.



### III. Navigating the UCC System

Navigating the UCC System is accomplished in four main ways.

1. From the Menu Bar
2. From Breadcrumbs
3. From Menu Options
4. From Links

**Note: Be sure to use the navigation options within the website and not the browser back and forward buttons.**

#### A. Menu Bar

From the menu bar you may access the menu options for each of the main areas of the UCC system.

- Reports
- Entities
- Filings
- Financials
- Your Cart
- User Help

Note: The options available to users are based on the user's permissions and may be different from user to user.



## B. Menu Options

The same options as above (except for Your Cart) are also available from the System Main Menu (home page).

**Uniform Commercial Code (UCC)**  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

Reports	Entities	Filings	Financials	Your Cart	User Help
---------	----------	---------	------------	-----------	-----------

Path: > Home  
System Status: Normal Business Day    System Display Size: [ S - M - L ]  
Date: Wednesday, August 15, 2018  
Topeka, KS Time: 12:06:21pm

### SYSTEM MAIN MENU

Menu Narrative	Menu Options
The <b>Kansas Secretary of State UCC System</b> 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: <a href="#">send an email to SOS Customer Support</a> or call (785) 296-4564	<b>System Entities Menu</b> ...view and maintain system entity records
	<b>UCC Filings Processing Menu</b> ...entry, searching, printing, viewing of ucc filings
	<b>Financials Processing Menu</b> ...processes for viewing and maintaining system accounting
	<b>System Reports Menu</b> ...generate and view system reports
	<b>User Logoff</b> ...log out of the system
	<b>System User Help Menu</b> ...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](#) or call (785) 296-4564.

Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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Each main area of the system has its own set of menu options. The options available to users may be different based on the user's permissions.

### Examples:

#### Entities Menu:

The screenshot shows the 'Entities Menu' of the 'Uniform Commercial Code (UCC) Production Extranet, Version 2.0'. The header includes navigation links: Home, Site Map, Help, Account, and Log Off. A breadcrumb trail indicates the path: Home > Entities Menu. The system status is 'Normal Business Day' and the display size is set to 'S - M - L'. The date is Wednesday, August 15, 2018, and the time is 12:19:45pm. The menu is titled 'SYSTEM ENTITIES MENU' and is divided into two columns. The left column, 'Menu Narrative', describes the system's purpose and provides contact information for customer support. The right column, 'Menu Options', lists three actions: 'View Your Approved Entities', 'Entity Ownership Search', and 'Request Additional User Account', each with a brief description of its function.

**Uniform Commercial Code (UCC) Production Extranet**  
Version 2.0

Home | Site Map | Help | Account | Log Off

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

Path: [Home](#) > Entities Menu  
System Status: Normal Business Day   System Display Size: [ S - M - L ]  
Date: Wednesday, August 15, 2018  
Topeka, KS Time: 12:19:45pm

**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

#### Filings Menu:

The screenshot shows the 'Filings Menu' of the 'Uniform Commercial Code (UCC) Production Extranet, Version 2.0'. The header includes navigation links: Home, Site Map, Help, Account, and Log Off. A breadcrumb trail indicates the path: Home > Filings Menu. The system status is 'Normal Business Day' and the display size is set to 'S - M - L'. The date is Wednesday, August 15, 2018, and the time is 12:22:00pm. The menu is titled 'UCC FILINGS MAIN MENU' and is divided into two columns. The left column, 'Menu Narrative', describes the system's purpose and provides contact information for customer support. The right column, 'Menu Options', lists four actions: 'UCC1 / UCC3 Filings', 'UCC1 / UCC3 Filings Searches', 'Purchase An Individual Image', and 'Request Notification For A Filing', each with a brief description of its function.

**Uniform Commercial Code (UCC) Production Extranet**  
Version 2.0

Home | Site Map | Help | Account | Log Off

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

Path: [Home](#) > Filings Menu  
System Status: Normal Business Day   System Display Size: [ S - M - L ]  
Date: Wednesday, August 15, 2018  
Topeka, KS Time: 12:22:00pm

**UCC FILINGS MAIN MENU**

**Menu Narrative**

The **Kansas Secretary of State UCC System** allows for the entry and tracking of all Kansas UCC filings. From this menu properly secured users are able to access sub-menus for the entry, processing, maintenance and searching of these filings.

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

**Menu Options**

- ▶ UCC1 / UCC3 Filings**  
...data entry for ucc1 financing statements and ucc3 amendments
- ▶ UCC1 / UCC3 Filings Searches**  
...notification, ownership, official, unofficial and secured party searching
- ▶ Purchase An Individual Image**  
...purchase an image using a known filing number
- ▶ Request Notification For A Filing**  
...request notification when a filing is lapsing

## Financials Menu:

The screenshot shows the 'Financials Menu' of the 'Uniform Commercial Code (UCC) Production Extranet Version 2.0'. The header includes navigation links: Home | Site Map | Help | Account | Log Off. The main menu bar contains: Reports, Entities, Filings, Financials, Your Cart, and User Help. The 'Financials' link is highlighted. Below the menu bar, the path is shown as 'Path: Home > Financials Menu'. The system status is 'Normal Business Day' and the system display size is 'S - M - L'. The date is 'Wednesday, August 15, 2018' and the time is '12:22:51pm'. The main content area is titled 'FINANCIALS MAIN MENU' and contains two sections: 'Menu Narrative' and 'Menu Options'. The 'Menu Narrative' section describes the system's functionality for tracking UCC services and provides contact information for customer support. The 'Menu Options' section lists two options: 'Search For Monetary Receipts' and 'Search For Payments', each with a brief description of their search criteria.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Financials Menu  
System Status: Normal Business Day System Display Size: [ S - M - L ]

Date: Wednesday, August 15, 2018  
Topeka, KS Time: 12:22:51pm

**FINANCIALS MAIN MENU**

**Menu Narrative**

The **Kansas Secretary of State UCC System** allows for the purchase of many different UCC services and tracks these purchases as orders / receipts archived by user and/or entity. From this menu properly secured users are able to access processes for the financial accounting surrounding these receipts.

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

**Menu Options**

▶ **Search For Monetary Receipts**  
...search for monetary receipts by various criteria

▶ **Search For Payments**  
...search for payment records by various criteria

## C. Breadcrumbs

Breadcrumb navigation gets its name from the Hansel and Gretel fairy tale in which the two little children drop breadcrumbs to form a trail back to their home. Breadcrumbs leave a trail from where you came from in the website and show your location within the structure of the website. The links can be clicked to take you to a previous location. In the example below, the user clicked *Filings* in the menu bar. If they were to click the *Home* link they would be taken back to the Home page.

The screenshot shows the 'Filings Menu' of the 'Uniform Commercial Code (UCC) Production Extranet Version 2.0'. The header includes navigation links: Home | Site Map | Help | Account | Log Off. The main menu bar contains: Reports, Entities, Filings, Financials, Your Cart, and User Help. The 'Filings' link is highlighted. Below the menu bar, the path is shown as 'Path: Home > Filings Menu', with 'Home' circled in red. The system status is 'Normal Business Day' and the system display size is 'S - M - L'. The date is 'Wednesday, August 15, 2018' and the time is '12:25:09pm'. The main content area is titled 'UCC FILINGS MAIN MENU' and contains two sections: 'Menu Narrative' and 'Menu Options'. The 'Menu Narrative' section describes the system's functionality for tracking UCC filings and provides contact information for customer support. The 'Menu Options' section lists four options: 'UCC1 / UCC3 Filings', 'UCC1 / UCC3 Filings Searches', 'Purchase An Individual Image', and 'Request Notification For A Filing', each with a brief description of their functionality.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Filings Menu  
System Status: Normal Business Day System Display Size: [ S - M - L ]

Date: Wednesday, August 15, 2018  
Topeka, KS Time: 12:25:09pm

**UCC FILINGS MAIN MENU**

**Menu Narrative**

The **Kansas Secretary of State UCC System** allows for the entry and tracking of all Kansas UCC filings. From this menu properly secured users are able to access sub-menus for the entry, processing, maintenance and searching of these filings.

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

**Menu Options**

▶ **UCC1 / UCC3 Filings**  
...data entry for ucc1 financing statements and ucc3 amendments

▶ **UCC1 / UCC3 Filings Searches**  
...notification, ownership, official, unofficial and secured party searching

▶ **Purchase An Individual Image**  
...purchase an image using a known filing number

▶ **Request Notification For A Filing**  
...request notification when a filing is lapsing

## D. Links

Links are present throughout the UCC system to assist with navigation.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > UCC1 Add  
System Status: Normal Business Day

Date: Wednesday, August 15, 2018  
Topeka, KS Time: 12:28:10pm

### UCC1 FINANCING STATEMENT ENTRY

Complete Financing Statement and Click "Save Filing" Button Below Form

General Info	Debtor(s)	Secured Party(ies)	Collateral	Images	Finalize
<b>* Type of Filing:</b> UCC-1 Regular Filing					
<b>* Alternate Designation:</b> Debtor / Secured Party					
<b>* Collateral Special Designation:</b> <input checked="" type="radio"/> None <input type="radio"/> Held In Trust <input type="radio"/> Administered by Decedents Personal Representative					
<b>Filer Reference Data:</b>					
<b>* Cost of Filing:</b> \$10.00					
<b>Entity Responsible for Payment:</b> ... An Entity MAY be Selected ... <b>Prepaid Balance: \$0.00</b>					

This is necessary if you are paying with a prepaid account or an on-file eChecking account. Also, connecting a filing to an entity will allow all external users authorized for the entity to view the filing at no charge, otherwise you will be the only individual with future no charge viewing ability. Paid official and unofficial UCC searches are always available regardless of this setting.

Next >>

Save/Process Filing | Reset Form Fields | Restart Filing

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Enter UCC1 / UCC3 Filings Menu](#)

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



## E. Misc

### Binoculars Window:

Some pages or sections within pages contain a “binoculars” window feature. This allows you to mouse over the left-most column for a popup details (binoculars) window.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

Reports

Entities

Filings

Financials

Your Cart

User Help

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > [UCC1/3 Search](#) > UCC1 List

Date: Wednesday, August 15, 2018  
System Status: Normal Business Day  
Topeka, KS Time: 1:14:33pm

UCC1 FILINGS TABLE SEARCH RESULT LIST

Total Records Found: 1769 Showing: 1 - 25 ( returned in 1 second )  
Criteria: Authorized Filings Only

Filing #	Filing Timestamp	Lapse Date	Filing Type	Entity Name
115403784	8/14/2018 1:28:35pm	8/14/2023	UCC-1 Regular Filing	The Citizens State Bank
115393662	8/09/2018 3:29:08pm	8/09/2023	UCC-1 Regular Filing	The Kansas State Bank
115388944	8/08/2018 10:12:28am	8/08/2023	UCC-1 Regular Filing	The Citizens State Bank
115387714	8/07/2018 3:41:11pm	8/07/2023	UCC-1 Regular Filing	The Kansas State Bank
115387565			UCC-1 Regular Filing	The Kansas State Bank
115384109			UCC-1 Regular Filing	The Citizens State Bank
115373318			UCC-1 Regular Filing	The Citizens State Bank
115371916			UCC-1 Regular Filing	The Kansas State Bank
115367724			UCC-1 Regular Filing	The Citizens State Bank
115353476			UCC-1 Regular Filing	The Citizens State Bank
115346421			UCC-1 Regular Filing	The Citizens State Bank
115335481			UCC-1 Regular Filing	The Citizens State Bank
115334971			UCC-1 Regular Filing	The Kansas State Bank
115334955			UCC-1 Regular Filing	The Kansas State Bank
115327512			UCC-1 Regular Filing	The Citizens State Bank
115310369			UCC-1 Regular Filing	The Citizens State Bank
115299521			UCC-1 Regular Filing	The Citizens State Bank
115269388			UCC-1 Regular Filing	The Citizens State Bank
115220942			UCC-1 Regular Filing	The Citizens State Bank
115220041			UCC-1 Regular Filing	The Citizens State Bank
115215381			UCC-1 Regular Filing	The Citizens State Bank
115214341			UCC-1 Regular Filing	The Citizens State Bank
115214226			UCC-1 Regular Filing	The Citizens State Bank
115213781	6/25/2018 10:40:09am	6/25/2023	UCC-1 Regular Filing	The Kansas State Bank
115212981	6/25/2018 9:07:14am	6/25/2023	UCC-1 Regular Filing	The Citizens State Bank

UCC Filing #115387714 Summary

UCC1 Code:

115387714

En Code:

103603

Entity Name:

The Kansas State Bank

Filing Status:

ACTIVE

Lapse Date:

8/07/2023

Debtor(s)

Debtor

Address

Tc Homes, LLC

605 N Hemlock St

Ottawa, KS

Secured Party(ies)

Secured Party

Address

Kansas State Bank

Po Box 720 236 N Main St

Ottawa, KS

Entry Timestamp:

8/07/2018 3:41:11pm

Last Timestamp:

8/07/2018 3:41:11pm

Status Timestamp:

8/07/2018 3:41:11pm

Verify Timestamp:

8/07/2018 3:41:11pm

<<

>>

[ 1 ]

[ 2 ]

[ 3 ]

[ 4 ]

[ 20 ]

[ 40 ]

[ 80 ]

[ 160 ]

[ 320 ]

[ 640 ]

[ 1280 ]



## Additional Pages:

Some pages or sections within pages consist of records on more than one page. Use the page forward and page backward icons or individual page numbers to navigate to additional pages.

Uniform Commercial Code (UCC) Production Extranet Version 2.0				
<a href="#">Home</a>   <a href="#">Site Map</a>   <a href="#">Help</a>   <a href="#">Account</a>   <a href="#">Log Off</a>				
<b>Kansas</b> Secretary of State				
Reports	Entities	Filings	Financials	Your Cart
User Help				
Path: <a href="#">Home</a> > <a href="#">Filings Menu</a> > <a href="#">Search Filings</a> > <a href="#">UCC1/3 Search</a> > UCC1 List				
System Status: Normal Business Day				
Date: Wednesday, August 15, 2018 Topeka, KS Time: 3:22:10pm				
UCC1 FILINGS TABLE SEARCH RESULT LIST				
Total Records Found: 493 Showing: 1 - 25 (returned in < 1 second) Criteria: Authorized Filings Only				
Filing #	Filing Timestamp	Lapse Date	Filing Type	Entity Name
473794	1/30/1979 11:14:00am	1/30/2019	UCC-1 Regular Filing	Patriots Bank
681146	11/08/1982 12:34:00pm	11/08/2017	UCC-1 Regular Filing	Patriots Bank
773777	1/26/1984 1:04:00pm	1/26/2019	UCC-1 Regular Filing	Centera Bank
773778	1/26/1984 1:04:00pm	1/26/2019	UCC-1 Regular Filing	Centera Bank
786162	2/27/1984 3:59:00pm	2/27/2019	UCC-1 Regular Filing	Centera Bank
786164	2/27/1984 3:59:00pm	2/27/2019	UCC-1 Regular Filing	Centera Bank
806218	4/18/1984 3:55:00pm	4/18/2019	UCC-1 Regular Filing	Centera Bank
837348	7/11/1984 3:25:00pm	7/11/2019	UCC-1 Regular Filing	Centera Bank
844216	8/03/1984 2:37:00pm	8/03/2019	UCC-1 Regular Filing	Centera Bank
860172	10/04/1984 2:54:00pm	10/04/2019	UCC-1 Regular Filing	Centera Bank
860173	10/04/1984 2:54:00pm	10/04/2019	UCC-1 Regular Filing	Centera Bank
865023	10/22/1984 2:51:00pm	10/22/2019	UCC-1 Regular Filing	Centera Bank
865796	10/24/1984 3:21:00pm	10/24/2019	UCC-1 Regular Filing	Patriots Bank
892964	1/24/1985 2:55:00pm	1/24/2020	UCC-1 Regular Filing	Centera Bank
892965	1/24/1985 2:55:00pm	1/24/2020	UCC-1 Regular Filing	Centera Bank
899738	2/18/1985 1:27:00pm	2/18/2020	UCC-1 Regular Filing	Centera Bank
899739	2/18/1985 1:27:00pm	2/18/2020	UCC-1 Regular Filing	Centera Bank
899740	2/18/1985 1:27:00pm	2/18/2020	UCC-1 Regular Filing	Centera Bank
932887	5/30/1985 2:51:00pm	5/30/2020	UCC-1 Regular Filing	Centera Bank
938375	6/17/1985 3:12:00pm	6/17/2020	UCC-1 Regular Filing	Centera Bank
945474	7/11/1985 1:24:00pm	7/11/2020	UCC-1 Regular Filing	Patriots Bank
971475	9/18/1985 12:37:00pm	9/18/2020	UCC-1 Regular Filing	Patriots Bank
972739	9/20/1985 3:00:00pm	9/20/2020	UCC-1 Regular Filing	Centera Bank
977499	10/04/1985 2:15:00pm	10/04/2020	UCC-1 Regular Filing	Patriots Bank
1027360	2/13/1986 2:53:00pm	2/13/2021	UCC-1 Regular Filing	Centera Bank

## Site Map:

In addition to the navigation options above, you may always click *Home* in the top navigation bar to return to the Home page or click *Site Map* to navigate to different parts of the system.

**Uniform Commercial Code (UCC)**  
Production Extranet  
Version 2.0

**Kansas**  
Secretary of State

Home | Site Map | Help | Account | Log Off

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

Path: [Home](#) > [Site Map](#) Date: Wednesday, November 7, 2018  
System Status: Normal Business Day System Display Size: [ S - M - L ] Topeka, KS Time: 1:36:40pm

### SYSTEM SITE MAP

- **Home:** Return To The System Main Menu
- **Reports:** Generate And View System Reports
  - **General Activity Report:** Generate A Financial Activity Report By General Criteria
- **Entities:** View And Maintain System Entity Records
  - **Search For Entities:** Search For Entities By Various Criteria
  - **Entity Ownership Search:** Locate All Past Filings By Secured Party For Assignment Of Ownership
  - **Request User Account:** Request A Business Partner User Account
- **Filings:** Entry, Searching, Printing, Viewing Of UCC Filings
  - **Enter Filings:** Data Entry For UCC1 Financing Statements And UCC3 Amendments
    - **UCC1 Financing Statement:** All Data Entry Necessary To File A New Financing Statement
    - **File Continuations In Mass:** View Filings In Your Notification List And Perform Mass Continuations
    - **UCC3 Filing Amendment:** All Data Entry Necessary To Enter An Amendment To A Filing
    - **File Secured Party Changes In Mass:** Quick Filing Of Secured Party Changes For Owned Filings
  - **Search Filings:** Notification, Ownership, Official, Unofficial And Secured Party Searching
    - **Search Your Entity UCC Filings:** Search For UCC1 / UCC3 Filings Data Using Various Criteria
    - **Unofficial Filing Search:** Unofficial Searching For Non-Certified Result List
    - **Official UCC2 Search:** UCC2 Searching For Certified Result List
    - **Review Past UCC Searches:** Search For Past Unofficial And Official UCC Searches Using Various Criteria
    - **Secured Party Search:** Locate All Filings For Secured Party Search Requests
  - **Purchase Image:** Purchase An Image Using A Known Filing Number
  - **Request Notification:** Request Notification When A Filing Is Lapsing
- **Financials:** Processes For Viewing And Maintaining System Accounting
  - **Search For Monetary Receipts:** Search For Monetary Receipts By Various Criteria
  - **Search For Refund:** Search For Past Refunds Or Payments To Individual Or Entity
- **Your Cart:** Pay For Filings And Searches You Have Requested
- **User Help:** System User Help Documents And Bulletins
  - **Cost List:** Find Out The Costs For System Services
  - **Quick Notes:** User Help With User Login And Request
  - **Bulletins:** Search For Archived User Bulletins By Various Criteria
  - **UCC User Manual:** If you work for a company that submits UCC filings
- **Logoff:** Log Out Of The System

[Return to System Main Menu](#)

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

## IV. Entities

### A. Requesting a New Entity

To submit UCC filings and perform searches online, your organization must first request to be set up as an entity in the UCC system. There is no fee for this.

To request a new entity, follow the instructions listed below.

**Note:** The person who completes this process is the person who will have initial Modify Access for your entity. This will be the initial user for your entity. Their security settings may be changed in the future, but the first person in is the person who will add additional users and have access to financial information for the entity.

Modify Access = Ability to enter filings, conduct searches, add additional users for the entity, and update the entity profile (including payment methods).

1. Click the link below to go to the new UCC system.

<https://mykansas.ks.gov/ucc/secure/>

2. Click the link to Apply for Online UCC Entity.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0



Path: > Log In  
System Status: Normal Business Day

Date: Monday, July 16, 2018  
Topeka, KS Time: 4:48:43pm

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, please:  
[send an email to SOS Customer Support](#) or  
call (785) 296-4564

Please Log In to Access KSUCC

\* eMail Address or Operator ID:

\* Password:

Log In

[I forgot my password](#)

On June 29, 2018, the online UCC system was replaced. Your previous login and password will not work with the new system. If you have not received an email about this change, please apply for an Online UCC entity account and we will email instructions for logging in to the new system.

[Apply for Online UCC Entity](#)


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](#) [Processing and Returns Policy](#)

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3. Complete the application and fax or email it to the Kansas Secretary of State office. The application will be processed within two business days.

KRIS W. KOBACH  
Kansas Secretary of State

  
STATE OF KANSAS

Memorial Hall, 1st Floor  
120 SW 10th Avenue  
Topeka, KS 66612-1594  
785-296-4564  
<http://www.sos.ks.gov>

[PRINT PAGE](#) [CLOSE WINDOW](#)

**Online UCC Entity Application**

To request an online UCC Entity account, fill out the form below, print, and fax to our office.

Kansas Secretary of State  
Attn: UCC  
120 SW 10th Avenue  
Topeka, KS 66612  
Fax: # 785-296-4570

The online UCC Entity application is free. Once an account is created, you may enter bank information for payment of UCC filings.  
Your request will be processed by our UCC department and you will receive an activation email within two business days of faxing.

**Entity/Company Information**

► Entity Name (company name):

► Were you a subscriber to the online UCC system prior to June 29, 2018? ☐ Yes ☐ No

► Contact Name (individual name):

► Entity Address 1:

Entity Address 2:

► Entity City:

► Entity State:

► Entity Zip Code:

► Entity Phone:

Entity Fax:


► Contact E-Mail:

► Your Name:

[PRINT THIS PAGE](#) Date: 7/18/2018

4. Once your application has been processed, an email will be sent to the contact email address with instructions on how to complete entity set up.

**Kris W. Kobach**  
Secretary of State



Memorial Hall, 1st Floor  
120 SW 10th Avenue  
Topeka, KS 66612-1594  
(785) 296-4564

**State of Kansas**

September 21, 2018

Dear UCC Customer:

This email is intended to help you through the process of setting up your first user in the online UCC filing system that went live July 1, 2018.

You were identified as a contact for your business, but you may not be the right person to initiate your account in the new system. The first user in becomes the Account Administrator with automatic modify security access for the entity. This person will manage your entity's UCC account, payment methods, and other services. It is important to choose the correct person in this initial setup stage, as the Account Administrator controls everything regarding the entity's account. However, other users may be given modify access to the entity by the Account Administrator.

Step one: Set up your Account Administrator. This is a two-part process involving a new user request form and new user validation.

First, copy this link to your URL: [https://mykansas.ks.gov/ucc/?p=user\\_request](https://mykansas.ks.gov/ucc/?p=user_request)

After entering your name and email, enter the information below EXACTLY into the form so your account will be automatically approved:

Business Type: Business Partner  
Entity Code: 400106  
Entity Name: Karens Entity

After clicking Request New User, the next page will contain the temporary password. The password will NOT be emailed to you. Write down or print the password page. You will use the temporary password with the validation email you will receive shortly. Follow the directions in the email and the popup boxes to complete validation of the Account Administrator's email. Additional users will also complete this two-step process to sign up and validate their user account emails.


Step two: Once your Account Administrator is created, he or she can request additional users, set up the entity bank account, and select notifications on existing UCCs tied to your entity. The final pdf in Quick Notes will help with this.

We have provided Quick Notes and a full External Users Guide in the Help section for getting started with your entity. Click on Help at the top right of any page once logged in to the UCC system. You may also call us for live help between 8 AM and 5 PM at 785-296-4564 and ask for UCC Onboarding.

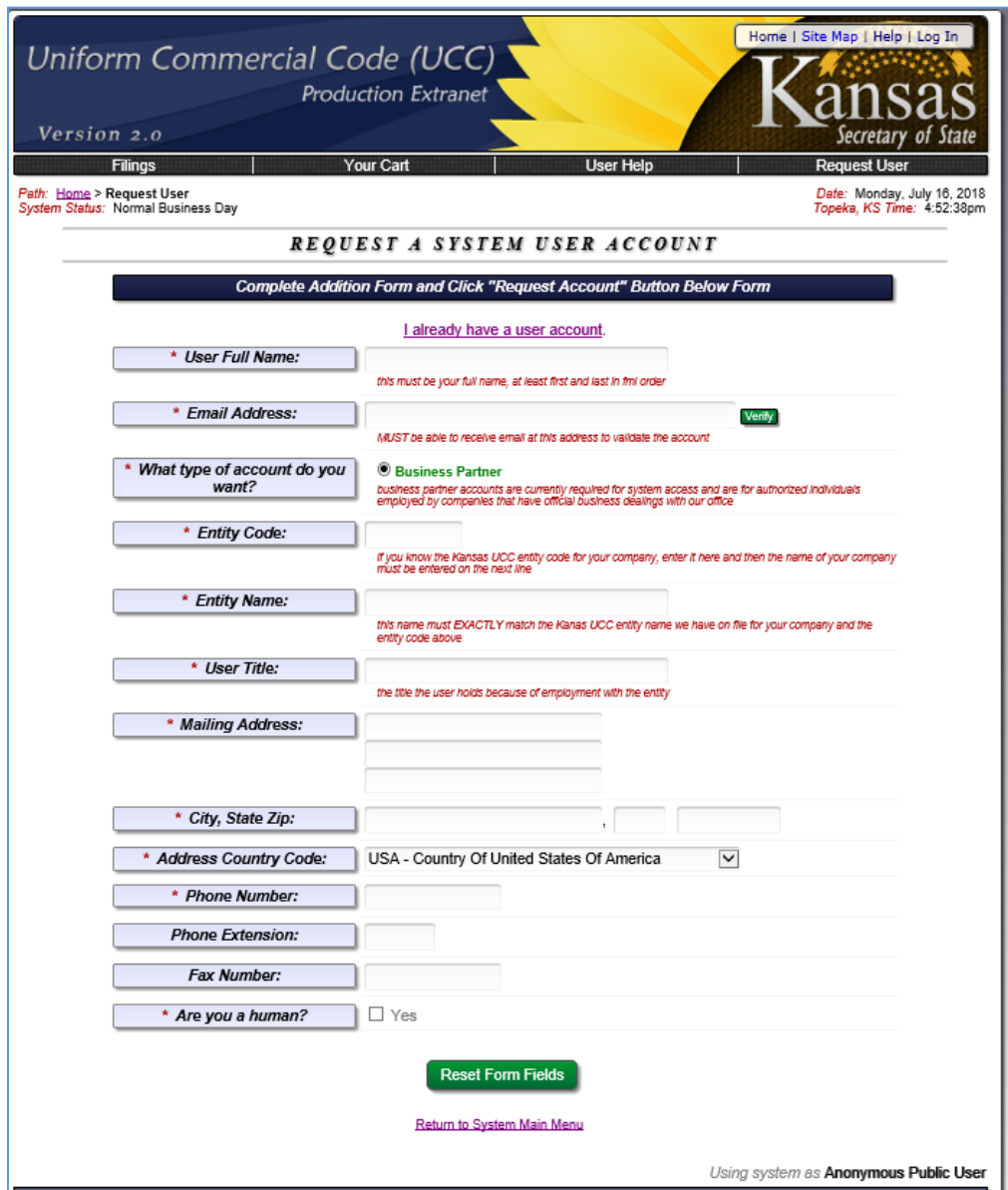
Sincerely,

Kris W Kobach  
Kansas Secretary Of State



5. As specified in the instructions, go to the Request A System User Account page and complete the Request A System User Account form. When complete, click the  button.

[https://mykansas.ks.gov/ucc/?p=user\\_request](https://mykansas.ks.gov/ucc/?p=user_request)



Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Log In

Kansas  
Secretary of State

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

Date: Monday, July 16, 2018  
Topeka, KS Time: 4:52:38pm

**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:  [Verify](#)  
(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:   
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:

\* Are you a human? ☐ Yes

[Reset Form Fields](#)

[Return to System Main Menu](#)

Using system as Anonymous Public User

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	<p>The email address for the new user.</p> <p>Enter the email address of the new user and click 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 the OK button.</p>	Required	
What type of account do you want?	Select Business Partner.	Required	
Entity Code	Enter the Entity Code from the email attachment that was sent to you.	Required	9
Entity Name	<p>Enter the Entity Name exactly as it appears on the email attachment that was sent to you.</p> <p>Note – If the name is incorrect, you will have the opportunity to change it later.</p>	Required	40
User Title	The new user's job title.	Required	40
Mailing Address	<p>The new user's mailing address.</p> <p>Note: If the mailing address is not a USA address, use one of the address lines for the</p>	Required	<p>Address Line 1 – 30</p> <p>Address Line 2 – 30</p> <p>Address Line 3 – 30</p> <p>City – 30</p> <p>State – 2</p> <p>Zip – 10</p>

Field Name	Description	Required/ Optional	Field Length (for data entry fields)
	comparable city, state and zip code.		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	

6. A page will be displayed with the temporary password. **Print this page; the temporary password will not be emailed to you, and the page will not be saved.** Close your browser. Follow the instructions in [Appendix A – User Validation](#).

The screenshot shows a web browser window with the URL [https://mykansas.ks.gov/ucc/prouser\\_request\\_result](https://mykansas.ks.gov/ucc/prouser_request_result). The page header includes the Kansas Secretary of State logo and navigation links. The main content area is titled "REQUEST A SYSTEM USER ACCOUNT" and contains the following information:

- Path:** Home > Request User
- System Status:** Normal Business Day
- Date:** Monday, July 16, 2018
- Time:** Topeka, KS Time: 4:13:37pm

**REQUEST A SYSTEM USER ACCOUNT**

A new user account was successfully requested and a validation email was dispatched to [kcbeaver1163+karentest@gmail.com](mailto:kcbeaver1163+karentest@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: **Su/Cz83%** 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 "I" so that there is no confusion between which letters and numbers are being used.

- **User Name:** Karen Test
- **User Title:** Test
- **User Phone:** 785-249-7530
- **Case Sensitive Password:** Su/Cz83%

[Return to System Main Menu](#)

Using system as Anonymous Public User

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Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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WS: <https://mykansas.ks.gov> PBT: 1.9395

**Note: If you miss printing the temporary password or if problems are encountered with this process, call the Kansas Secretary of State's Office for assistance: 785-296-4564.**

## B. Completing Your Entity Setup

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

**Note:** Only users who have modify permission for your entity will be able to complete these steps.

### 1. Accessing Your Entity Record

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

- a. From the System Main Menu (home page), click *System Entities Menu*.

**Uniform Commercial Code (UCC) Production Extranet Version 2.0**

Home | Site Map | Help | Account | Log Off

Kansas Secretary of State

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

Path: > Home  
System Status: Normal Business Day System Display Size: [ S - M - L ]  
Date: Monday, August 13, 2018  
Topeka, KS Time: 11:53:08am

**SYSTEM MAIN MENU**

Menu Narrative	Menu Options
<p>The <b>Kansas Secretary of State UCC System</b> 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: <a href="#">send an email to SOS Customer Support</a> or call (785) 296-4564</p>	<p><b>System Entities Menu</b> ...view and maintain system entity records</p> <p><b>UCC Filings Processing Menu</b> ...entry, searching, printing, viewing of ucc filings</p> <p><b>Financials Processing Menu</b> ...processes for viewing and maintaining system accounting</p> <p><b>System Reports Menu</b> ...generate and view system reports</p> <p><b>User Logoff</b> ...log out of the system</p> <p><b>System User Help Menu</b> ...system user help documents and bulletins</p>

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

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- b. Click *View Your Approved Entities*.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Entities Menu  
System Status: Normal Business Day   System Display Size: [ S - M - L ]  
Date: Monday, August 13, 2018  
Topeka, KS Time: 12:21:09pm

### SYSTEM ENTITIES MENU

Menu Narrative	Menu Options
The <b>Kansas Secretary of State UCC System</b> 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: <a href="#">send an email to SOS Customer Support</a> or call (785) 296-4564	<b><i>View Your Approved Entities</i></b> ...list your entities to access details and past purchases
	<b><i>Entity Ownership Search</i></b> ...locate all past filings by secured party for assignment of ownership
	<b><i>Request Additional User Account</i></b> ...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](#)

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Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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- c. Click the *Modify* button.

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

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

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

Date: Monday, August 13, 2018  
Topeka, KS Time: 12:26:22pm

**YOUR APPROVED ENTITY LIST**

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

Code	Name	City	Phone	Email	Options
400106	Karens Entity	Topeka, KS	785-296-4564	karen.clark@ks.gov	<a href="#">Mod</a> <a href="#">request User</a>

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](#)

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

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Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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The Entity Record Modification page will be displayed. When changes are complete, enter your password and click the [Modify Entity](#) button.

## 2. Contact Information

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.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

Reports	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: Monday, August 13, 2018  
Topeka, KS Time: 12:53:46pm

ENTITY RECORD #400106 MODIFICATION

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

\* Entity Name:

Karens Entity

State Agency Number:

... An entry MAY be selected ...

Prepaid Account Low Balance:

if your prepaid account goes under this more will be added once per day

Prepaid Account Add Amount:

amount that will be added via echeck if balance is low

\* Auto-Notify Programs:

☐ Pending Lapse  
☐ Non-Owner Amendments  
☐ Transparent Payments  
☐ Competition Area Listing  
Monthly fee of \$35.00 will be charged to prepaid account or eCheck account for any selections

\* Mailing Address:

120 Sw 10th Avenue

\* 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:

Entity Fax Number:

\* Entity Email Address:

karen.clark@ks.gov

\* Please Enter Your Password:

Optional Bank Account Information for Payments [Enter Bank Account](#)

Modify Entity

Reset Form Fields

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

<b>Entity Contact Information</b>			
<b>Field Name</b>	<b>Description</b>	<b>Required/ Optional</b>	<b>Field Length (for data entry fields)</b>
Entity Name	The name of your organization.	Required	40
State Agency Number	If your organization is a state of Kansas agency, select your agency number.	Optional	
Mailing Address	The mailing address of your organization.  Note: If the mailing address is not a USA address, use one of the address lines for the comparable city, state and zip code.	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	



### 3. Auto-Notify Programs

Determine if your organization will subscribe to receive notifications. There is a monthly fee of \$35.00 for this service. The monthly fee covers as one or all four notification types for your entity and as many of the entity's users as wish to be included in the notification emails. You may select to receive one or more of the following types of notifications:

**Note: In order to receive notifications, your entity must have a prepaid account or an eChecking account on file to pay the monthly notification fee.**

Notification Type	Description
Pending Lapse	<p>Monthly email listing with PDF report attachment of all owned* UCCs that have become eligible for continuation.</p> <p><b>IMPORTANT: Be sure to complete the steps in the <a href="#">Entity Ownership Search</a> section to ensure all your historical UCCs are associated with your entity so that you do not miss any pending lapse notifications.</b></p> <p>Note: You may request to receive pending lapse notifications for UCCs you did not file via the <a href="#">Unofficial Filing Search</a>, the <a href="#">Official UCC 2 Record Search</a>, the <a href="#">Secured Party Search</a>, and the <a href="#">Request Notification for a Filing</a> option.</p>
Non-Owner Amendments	Daily email listing of any amendments filed against owned* UCCs 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 initial filings and amendments with debtor address in chosen zip code(s).

The Pending Lapse and the Competition Area Listing will be distributed the first week of the month, normally the first day of the month.

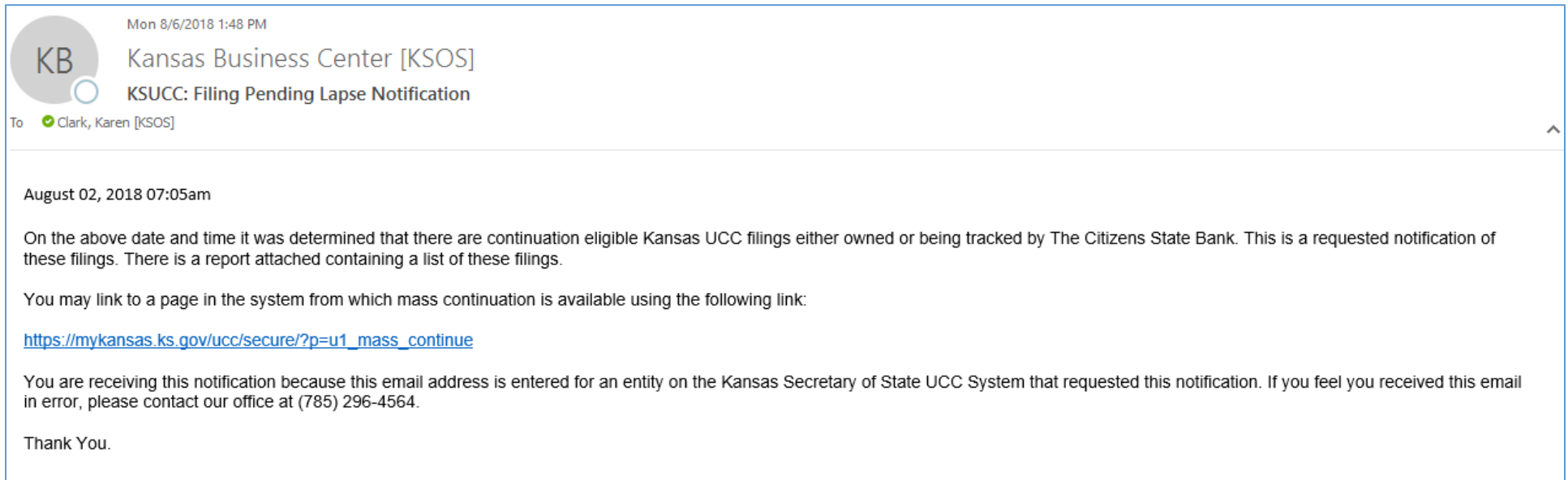
\*Owned UCCs:

- 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.
- UCCs associated with your entity via the [Entity Ownership Search](#) option.

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](#).

## Pending Lapse Example:

### Email:



The pending lapse notification lists UCCs that have been terminated until the lapse date has passed. It does not list UCCs that are within the six-month window to be continued that have been continued (regardless of who filed the continuation).

**IMPORTANT: Be sure to complete the steps in the Entity Ownership Search section to ensure all your historical UCCs are associated with your entity so that you do not miss any pending lapse notifications.**

**Report:**

lib\_area\_listing

# Kansas Secretary of State

## Kansas Secretary of State UCC System

Memorial Hall, 1st Floor .. 120 SW 10th Avenue .. Topeka, KS 66612-1594 .. (785) 296-4564

Page: 1  
08/02/2018  
7:05:27

### *Auto-Notification Pending Lapses as of Aug, 2018*

For The Citizens State Bank

Description of Filing	Filing #	Request TimeStamp	Image #(s)	Pages
UCC-1 Regular Filing	091963661	8/25/2003 5:07:44pm	20015421	1
UCC-3 Debtor Change	092367622	2/23/2004 2:29:27pm	20038136	1
UCC-3 Debtor Change	092367630	2/23/2004 2:29:27pm	20038137	1
UCC-3 Continuation	096121347	2/29/2008 4:39:02pm	20119641	1
UCC-3 Continuation	100220690	4/05/2013 11:10:00am	3472256	1
UCC-3 Debtor Change	100220715	4/05/2013 11:10:00am	3472257	2
UCC-3 Debtor Change	100220731	4/05/2013 11:10:01am	3472258	2
UCC-3 Collateral Change	100220757	4/05/2013 11:10:01am	3472259	1

Debtor Information	Secured Party Information
ENNS, SUSAN J PO Box 598 Hesston, KS 67062	THE CITIZENS STATE BANK PO Box 110 Moundridge, KS 67107
ENNS, SUSAN J PO Box 598, 8201 N Hoover Rd Hesston, KS 67062	
ENNS, SUSAN JO PO Box 598, 8201 N Hoover Rd Hesston, KS 67062	
ENNS, VERNON R PO Box 598 Hesston, KS 67062	
ENNS, VERNON R PO Box 598, 8201 N Hoover Rd Hesston, KS 67062	
ENNS, VERNON ROYCE PO Box 598, 8201 N Hoover Rd Hesston, KS 67062	

Description of Filing	Filing #	Request TimeStamp	Image #(s)	Pages
UCC-1 Regular Filing	091963679	8/25/2003 5:07:44pm	20032118	1
UCC-3 Debtor Change	092367606	2/23/2004 2:29:27pm	20038132	1
UCC-3 Debtor Change	092367614	2/23/2004 2:29:27pm	20038133	1

## Non-Owner Amendments Example:

CK

Clark, Karen [KSOS] | Kansas Business Center [KSOS]

9:02 AM

FW: KSUCC: Unauthorized Amendment Notification

**From:** [kbc@ks.gov](mailto:kbc@ks.gov) <[kbc@ks.gov](mailto:kbc@ks.gov)>  
**Sent:** Tuesday, July 24, 2018 7:05 AM  
**To:** [bmay@firstbankkansas.com](mailto:bmay@firstbankkansas.com)  
**Cc:** Curtis Bears  
**Subject:** KSUCC: Unauthorized Amendment Notification

July 24, 2018 07:05am

On the above date and time it was determined that there were unauthorized filing amendments for Kansas UCC filings owned by First Bank Kansas. This is a requested notification of these filings. The list of these filings is below:

Filing #:100958952-115345936 Type: Continuation Date: 2018-07-23 08:56:37.510 Filer: DEBRA PETERS  
Link: [https://mykansas.ks.gov/ucc/secure/?p=u3\\_detail&u3=115345936&nwlst=1](https://mykansas.ks.gov/ucc/secure/?p=u3_detail&u3=115345936&nwlst=1)


You are receiving this notification because this email address is entered for an entity on the Kansas Secretary of State UCC System that requested this notification. If you feel you received this email in error, please contact our office at (785) 296-4564.

Thank You.

---

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## Transparent Payments Example:

 Clark, Karen [KSOS] | Kansas Business Center [KSOS]

10:09 AM

FW: KSUCC: Transparent Payments Notification

---

**From:** [kbc@ks.gov](mailto:kbc@ks.gov) <[kbc@ks.gov](mailto:kbc@ks.gov)>  
**Sent:** Tuesday, July 24, 2018 7:05 AM  
**To:** [jenniferf@fsbwesty.com](mailto:jenniferf@fsbwesty.com)  
**Cc:** Curtis Bears  
**Subject:** KSUCC: Transparent Payments Notification

July 24, 2018 07:05am

On the above date and time it was determined that there were payments recorded in the Kansas Secretary of State UCC System referencing the entity Farmers State Bank. This is a requested transparency notification of these payments. The list of these payments is below:

Payment/Receipt #:5778 Type: ECHECK Description: UCC-3 Filing Continuation Date: 2018-07-23 11:27:49.163 User: DAUN KROHN  
Link: [https://mykansas.ks.gov/ucc/secure/?p=rc\\_detail&rc=5778&nwlst=1](https://mykansas.ks.gov/ucc/secure/?p=rc_detail&rc=5778&nwlst=1)

Payment/Receipt #:5780 Type: ECHECK Description: UCC-3 Filing Continuation Date: 2018-07-23 11:36:44.690 User: DAUN KROHN  
Link: [https://mykansas.ks.gov/ucc/secure/?p=rc\\_detail&rc=5780&nwlst=1](https://mykansas.ks.gov/ucc/secure/?p=rc_detail&rc=5780&nwlst=1)

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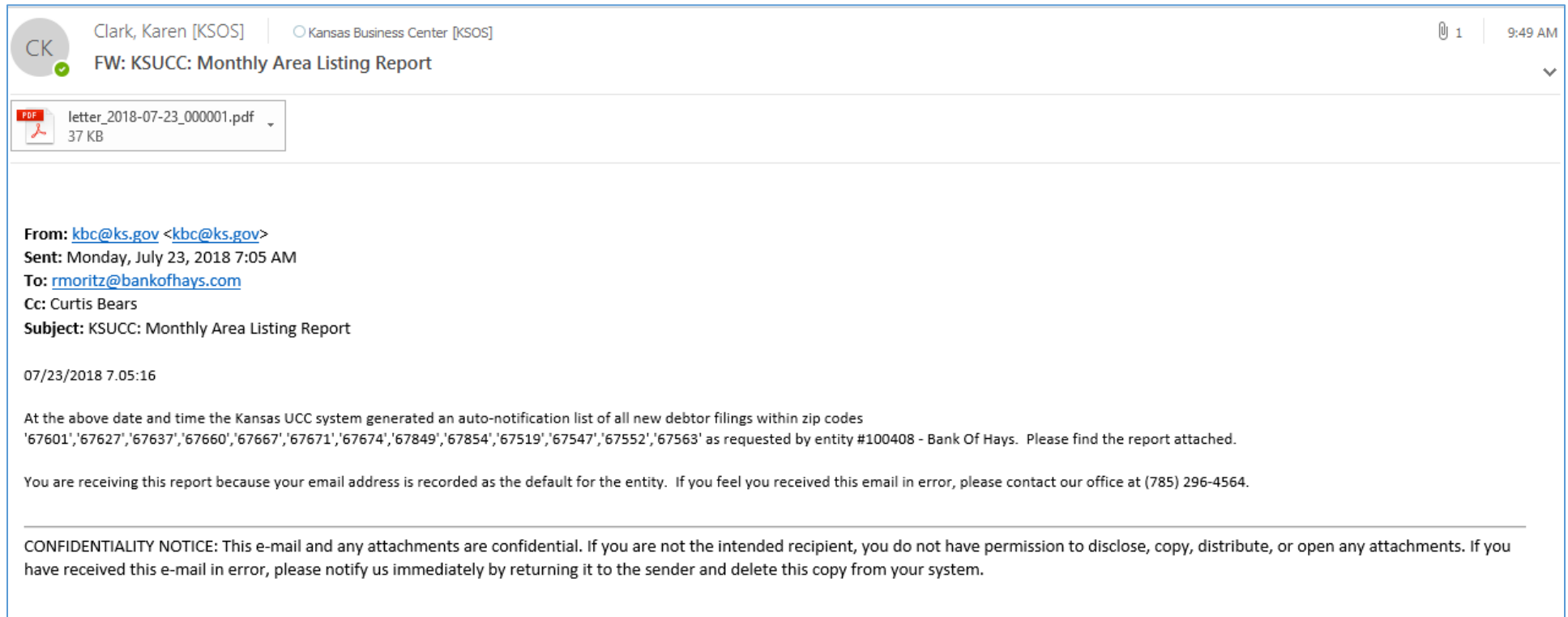
Thank You.

---

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## Competition Area Listing Example:

### Email:



lib\_area\_listing

# Kansas Secretary of State

## Kansas Secretary of State UCC System

Memorial Hall, 1st Floor .. 120 SW 10th Avenue .. Topeka, KS 66612-1594 .. (785) 296-4564

Page: 1  
07/23/2018  
7:05:16

### Auto-Notification Area List for Jul, 2018

Zip Code(s): '67601','67627','67637','67660','67667','67671','67674','67849','67854','67519','67547','67552','67563'

Description of Filing	Filing #	Request TimeStamp	Image #(s)	Pages
UCC-1 Regular Filing	001490094	10/04/1989 1:36:00pm	941416	1
UCC-3 Continuation	002058590	8/31/1994 12:16:00pm	1171646	1
UCC-3 Continuation	009032015	6/04/1999 2:02:00pm	30002825	1
UCC-3 Debtor Change	092788901	8/03/2004 4:20:47pm	20044290	1
UCC-3 Debtor Change	092788919	8/03/2004 4:20:47pm	20044292	1
UCC-3 Continuation	092788927	8/03/2004 4:20:47pm	20044293	1
UCC-3 Secured Party Change	096996443	3/30/2009 11:53:25am	20144843	2
UCC-3 Continuation	097092878	5/12/2009 10:20:47am	20147414	1
UCC-3 Continuation	101648106	4/10/2014 3:18:46pm	3811601	2
UCC-3 Debtor Change	112373827	6/15/2017 4:35:09pm	4865229	2
UCC-3 Debtor Change	115107166	6/06/2018 3:44:51pm	5194617	2
UCC-3 Debtor Change	115107182	6/06/2018 3:44:51pm	5194618	2
UCC-3 Debtor Change	115107207	6/06/2018 3:44:51pm	5194619	2

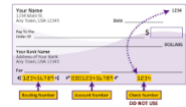

Debtor Information	Secured Party Information
HOUSMAN BRUCE Hanston, KS 67849	HANSTON STATE BANK Hanston, KS 67849
HOUSMAN FARMS Hanston, KS 67849	HANSTON STATE BANK A BRANCH OF BANK OF HAYS PO Box 189 Hanston, KS 67849
HOUSMAN FARMS 21750 SE 225 Rd Hanston, KS 67849	
HOUSMAN MELVIN D Hanston, KS 67849	
HOUSMAN, BRUCE Hanston, KS 67849	
HOUSMAN, BRUCE DEAN 20250 SE 228 Rd Hanston, KS 67849	
HOUSMAN, BRUCE DEAN Rr 1 Box 20a Hanston, KS 67849	
HOUSMAN, MELVIN D Hanston, KS 67849	
HOUSMAN, MELVIN DONALD Rr 1 Box 11 Hanston, KS 67849	
HOUSMAN, PATRICIA ELAINE 21750 SE 225 Rd Hanston, KS 67849	
HOUSMAN, PATRICIA JANE 20250 SE 228 Rd Hanston, KS 67849	

Description of Filing	Filing #	Request TimeStamp	Image #(s)	Pages
UCC-1 Regular Filing	007411929	6/11/2018 4:10:24pm	5198230	1
Debtor Information	Secured Party Information			
DINGES, DALLAS 1903 Ash St Hays, KS 67601-3212	SNAP-ON CREDIT LLC 950 Technology Way, Suite 301 Libertyville, IL 60048-5339			



#### 4. Optional Bank Account Information for Payments

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

Payment Method	Checkout Options
<b>eCheck</b> 	<p>The eCheck option allows fees associated with UCC filings and searches to be paid via ACH from a bank 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>The eCheck option can only be selected from the shopping cart (Your Cart).</p> <p>If you would like to have an eChecking account on file, follow the <a href="#">eCheck Setup Instructions</a> listed below.</p>
<b>Credit Card</b> 	<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>The credit card option can only be selected from the shopping cart (Your Cart).</p>
<b>Prepaid Account</b>	<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>The prepaid account option can be selected as filings and searches are processed or from the shopping cart (Your Cart).</p> <p>If you would like to establish a prepaid account, email your request to <a href="mailto:kbc@ks.gov">kbc@ks.gov</a>. Once you have been notified that your prepaid account has been set up, follow the <a href="#">Prepaid Account Instructions</a>.</p>

a) eCheck Setup Instructions

To store bank information for payments of UCC filings and searches, click the **Enter Bank Account** button and complete the required fields.

**Note: If your bank account has a debit block on it, you must contact your bank before making any purchases and have them allow debits from the Company ID "KSSECSTATE."**

Optional Bank Account Information for Payments **Enter Bank Account**

**IMPORTANT:** If your bank account has a debit block on it, you must contact your bank before making any purchases and have them allow debits from the Company ID "KSSECSTATE"!

* Company Name On Bank Account:	TEST BANK
* Aba Routing Number Of Payer Bank:	101100728
* Bank Account Number Of Payer:	123456789012345
Need Help Finding Bank Numbers?	Locate your <a href="#">Routing Number</a> and/or <a href="#">Account Number</a>
* Type Of Account:	<input type="radio"/> Checking <input type="radio"/> Savings <input checked="" type="radio"/> GL Account
* Electronic Signature To Approve Payments:	Karen Clark

b) Prepaid Account Instructions

Once you have been notified that your prepaid account has been set up, the instructions below are if you will be manually managing the account balance in your prepaid account or if you would like to have it automatically replenished.

**Manual Management of Prepaid Account Balance:**

Your prepaid account balance may be manually increased using an eCheck or credit card.

To increase the amount in your prepaid account manually, click the **Increase** button on the [Entity Details](#) page. You will be sent to the Shopping Cart to add funds to your prepaid account balance.

General Information	
Entity Name:	Karens Entity
Prepaid Account Record Code:	53 Balance: \$0.00 <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Increase</span>
Auto Notification Settings:	Pending Lapse: <b>No</b> Non-Owner Amendments: <b>No</b> Transparent Payments: <b>No</b> Area Listing: <b>No</b>
Bulk Download Process?	<b>No</b> <span style="border: 1px solid green; padding: 2px;">Enroll</span>
Prepaid Account Low Balance:	
Prepaid Account Add Amount:	

### Automated Management of Prepaid Account Balance:

There are three steps to setting up your prepaid account to automatically replenish the account balance.

- i. You must save an eCheck bank account as part of the entity record. A debit will be made to the bank account when additional funds are added to the prepaid account balance (see [eCheck Setup Instructions](#)).
- ii. You must set the Prepaid Account Low Balance on your entity record. If your prepaid account balance falls below this amount, the amount in the Prepaid Account Add Amount will be automatically added to your balance the next business day.
- iii. You must set the Prepaid Account Add Amount on your entity record. This is the amount that will be added to your prepaid account balance via eCheck if your balance falls below the Prepaid Account Low Balance.

ENTITY RECORD #400106 MODIFICATION	
Complete Modification Form and Click "Modify Entity" Button Below Form	
* Entity Name:	Karens Entity
State Agency Number:	... An entry MAY be selected ...
Prepaid Account Record Code:	53 <small>Must exactly match the prepaid key from the prepaid accounts table in the SOS payment portal</small>
Prepaid Account Low Balance:	<div style="border: 2px solid red; border-radius: 50%; padding: 5px;"></div> <small>If your prepaid account goes under this, more will be added once per day</small>
Prepaid Account Add Amount:	<div style="border: 2px solid red; border-radius: 50%; padding: 5px;"></div> <small>amount that will be added via echeck if balance is low</small>

## 5. Department Funding Codes

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

### a. Creating Department Funding Codes

The first step is to create department funding codes that can be selected as filings and searches are processed.

- i. Select the entity to add department funding codes to from the list of your approved entities.

The screenshot displays the 'Uniform Commercial Code (UCC) Production Extranet' interface. The header includes navigation links: Home | Site Map | Help | Account | Log Off. The main title is 'Kansas Secretary of State'. Below the header is a navigation bar with links: Reports, Entities, Filings, Financials, Your Cart, and User Help. The path is shown as 'Home > Entities Menu > Entity List'. The system status is 'Normal Business Day'. The date and time are 'Monday, August 13, 2018' and 'Topeka, KS Time: 12:26:22pm'.

**YOUR APPROVED ENTITY LIST**

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

Code	Name	City	Phone	Email	Options
400106	Karens Entity	Topeka, KS	785-296-4564	karen.clark@ks.gov	<a href="#">Mod</a> <a href="#">Request User</a>

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](#)

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

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- ii. The Entity Details page will then be displayed.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

[Home](#) | [Site Map](#) | [Help](#) | [Account](#) | [Log Off](#)

Kansas

Secretary of State

[Reports](#) | [Entities](#) | [Filings](#) | [Financials](#) | [Your Cart](#) | [User Help](#)

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

Date: Monday, August 13, 2018  
Topeka, KS Time: 2:53:05pm

ENTITY #400106 DETAILS

General Information

Entity Name:

Karens Entity

Prepaid Account Record Code:

53 Balance: \$0.00 [Increase](#)

Auto Notification Settings:

Pending Lapse:

No

Non-Owner Amendments:

No

Transparent Payments:

No

Area Listing:

No

Bulk Download Process?

No

Prepaid Account Low Balance:

Prepaid Account Add Amount:

eCheck Banking Information

**IMPORTANT:** If your bank account has a debit block on it, you must contact your bank before making any purchases and have them allow debits from the Company ID "KSESTATE"!

Name Of Payer:

Test Bank

Aba Routing Number Of Payer Bank:

101100728 - Corefirst Bank & Trust, Topeka

Bank Account Number Of Payer:

\*\*\*\*\*45

Type Of Account:

GI Account

Electronic Signature On Transaction:

Karen Clark

Address Information

Mailing Address:

120 SW 10th Avenue  
Topeka, KS 66612

Entity Address Country:

USA - Country Of United States Of America

View larger map

Record Modification Information

Originally Entered:

07/09/2018 1:23:35pm  
by: Karen Clark Ph: 296-1848  
[karen.clark@ks.gov](#)

Last Updated:

07/31/2018 8:33:47am  
by: Karen Clark Ph: 296-1848  
[karen.clark@ks.gov](#)

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](#)

iii. Click the [Add A Funding Code](#) button in the Department Funding Codes section.

Department Funding Codes for Entity #400106
[Add A Funding Code](#)

No department funding codes currently on file

Page 52

- iv. Enter the Department Funding Key (a short descriptive key to represent the department funding code) and a description for the department funding code then click the **Add Department Funding** button.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Entities Menu](#) > [Entity Details](#) > Funding Add  
System Status: Normal Business Day

Date: Monday, August 13, 2018  
Topeka, KS Time: 2:56:50pm

DEPARTMENT FUNDING CODE ADDITION

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

Entity

400106 - Karens 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 #400106 Details](#)

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- v. You may then view the department funding code just added, or click the link to Add Another Department Funding Code, or go elsewhere in the system if you are finished.

The screenshot displays the 'Uniform Commercial Code (UCC) Production Extranet' interface. At the top, there is a navigation bar with links: Home | Site Map | Help | Account | Log Off. The header includes the text 'Uniform Commercial Code (UCC) Version 2.0', 'Production Extranet', and the 'Kansas Secretary of State' logo. Below the header is a menu bar with links: Reports, Entities, Filings, Financials, Your Cart, and User Help. The main content area shows a confirmation message: 'New department funding code was successfully added. You may view the department funding code just added if you wish or use one of the other links on this page.' The phrase 'view the department funding code just added' is circled in red. Below this message, there is a list of links: 'Add Another Department Funding Code' (circled in red), 'Return to System Main Menu', 'Return to System Entities Menu', 'Return to Entity Table Search Criteria Entry', and 'Return to Entity Table Search Result List'. At the bottom, it indicates the user is logged in as 'Karen Clark - External User' with a 'not me' link and an 'account' link. A footer section contains a disclaimer, policy documents (Privacy Statement, Processing and Returns Policy), and copyright information for 2017-2018.

Uniform Commercial Code (UCC)  
Version 2.0  
Production Extranet  
Kansas  
Secretary of State

Home | Site Map | Help | Account | Log Off

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

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

Date: Monday, August 13, 2018  
Topeka, KS Time: 3:04:25pm

**DEPARTMENT FUNDING CODE ADDITION**

New department funding code was successfully added. You may view the department funding code just added if you wish or use one of the other links on this page.

[Add Another Department Funding Code](#)  
[Return to System Main Menu](#)  
[Return to System Entities Menu](#)  
[Return to Entity Table Search Criteria Entry](#)  
[Return to Entity Table Search Result List](#)

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b. Working With Department Funding Codes

The following options are available from the Department Funding Codes section on the Entity Details page.

Department Funding Codes for Entity #400106 <a href="#">Add A Funding Code</a>				
Total Records Found: 1 Showing: 1 - 1				
Code	Key	Description	Status	Options
199	FARM	FARM LOANS	Active	<a href="#">Mod</a> <a href="#">Inactivate</a>

Department Funding Code Options	Description
<a href="#">Add A Funding Record</a>	This option allows you to add a department funding code.
<a href="#">Mod</a>	This options allows you to make changes to the Department Funding Key and Description.
<a href="#">Inactivate</a>	This option inactivates the department funding code so that it will no longer be available for assignment to new purchases.
<a href="#">Reactivate</a>	This option reactivates a department funding code.
<a href="#">Del</a>	This option deletes a department funding code. A department funding code 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.



c. Assigning Purchases to a Department Funding Code

A department funding code may be assigned wherever a filing or search can be purchased in the system.

**UCC Filing – Prepaid Account Example:**

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > UCC1 Add  
System Status: Normal Business Day

Date: Monday, August 13, 2018  
Topeka, KS Time: 3:25:16pm

**UCC1 FINANCING STATEMENT ENTRY**

Complete Financing Statement and Click "Save Filing" Button Below Form

General Info | Debtor(s) | Secured Party(ies) | Collateral | Images | Finalize

Cost of Filing: \$10.00  
Cost of Extra Images: \$0.00  
Total Amount Due: \$10.00  
Prepaid Account Balance: \$0.00 ☒ Pay Using Prepaid Account  
Department Funding: FARM - Farm Loans  
Filing Entry Complete? ☐ No ☒ Yes

Save/Process Filing | Reset Form Fields | Restart Filing

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Enter UCC1 / UCC3 Filings Menu](#)

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

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## UCC Search – Prepaid Account Example:

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > Filing Search  
System Status: Normal Business Day

Date: Monday, August 13, 2018  
Topeka, KS Time: 3:39:14pm

UNOFFICIAL FILING SEARCH CRITERIA ENTRY

**PLEASE NOTE:** This search method does NOT follow [KAR 7-17-22](#), and this search will not determine whether a name is seriously misleading under [KSA 84-9-506](#). THIS IS NOT CONSIDERED AN OFFICIAL SEARCH UNDER REVISED ARTICLE 9 OF THE UNIFORM COMMERCIAL CODE. While these searches are not "official", they will offer more results which could help you locate records you may have otherwise missed.

If your search results in more than 1,000 filings, you will be notified, returned to this page and not charged for the search.

Enter Input Fields and Search Criteria and Click "Search Filings" Button Below Form

Paying Entity:

Farmers Bank And Trust -

Prepaid Balance: **\$245.00**

selecting an entity will allow for prepaid account access, statistical tracking and search recall by all entity staff

\* What Type of Search?

Unofficial Search

\* Cost of Search:

\$10.00

\* Payment Method?

☒ Pay Using Prepaid Account

all other payment types will go through the shopping cart

Department Funding:

Great Bend

if an entity is paying entity is selected for this purchase, department funding can be used to assign a category or group to aid in tracking and reconciliation

REQUIRED Search Fields ( where there is an \* )

\* Searching for Individual or Organization Debtor?

☐ Individuals Only ☐ Organization Only ☒ Either

choose 'Either' if you want to search individual names and organization both in the same search

\* Debtor Name:

Search: ☒ from start of field ☐ anywhere in the field

see instructions below and do not include prefix or suffix in search or results will be unpredictable

## Shopping Cart Example:

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Your Cart](#) > Cart Pay  
System Status: Normal Business Day

Date: Monday, August 13, 2018  
Topeka, KS Time: 3:47:52pm

**PAY FOR ITEMS IN YOUR CART**

At the [bottom of this page](#) you can see all the details currently in your cart and marked to pay. The total, should you continue, is **\$10.00**. There may be additional steps for different payment methods.

**Complete Required Fields and Click "Make Payment" Button Below Form**

\* **Paying Entity:**

400106 - Karens Entity

\* **Department Funding:**

FARM - Farm Loans

If an entity is selected for this purchase, department funding can be used to assign a category or group to aid in tracking and reconciliation.

\* **Payment Method?**

☐ Prepaid Account ☐ eCheck ☐ Credit Card

Make Payment

Code	Cart Date	Description of Item	Purch Code	Amount
30027	8/13/2018 3:47:21pm	UCC2 Unofficial Search ( Clark Karen )	U2_UNOSRCH	\$10.00

Total Purchase Amount: \$10.00

[Return to System Main Menu](#)  
[Return to UCC Shopping Cart](#)

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### d. Search for Monetary Receipts

If a department funding code is selected when a purchase is made, it is saved on the receipt record. The [Search for Monetary Receipts](#) option can then be used to search for receipts with a given department funding code.

## C. Requesting Additional Users

An entity may have as many users as it requires. To request additional users, follow the steps listed below.

**Note: If problems are encountered with this process, have the new user contact the Kansas Secretary of State's Office for assistance.**

1. From the System Main Menu (home page), select *System Entities Menu*.

**Uniform Commercial Code (UCC) Production Extranet**  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas Secretary of State

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

Path: > Home  
System Status: Normal Business Day System Display Size: [ S - M - L ]  
Date: Tuesday, August 14, 2018  
Topeka, KS Time: 8:05:03am

**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
- System Reports Menu**  
...generate and view system reports
- User Logoff**  
...log out of the system
- System User Help Menu**  
...system user help documents and bulletins

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

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Entities Menu  
System Status: Normal Business Day System Display Size: [ S - M - L ]  
Date: Tuesday, August 14, 2018  
Topeka, KS Time: 8:06:55am

### SYSTEM ENTITIES MENU

Menu Narrative	Menu Options
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.	<b>View Your Approved Entities</b> ...list your entities to access details and past purchases
Should you have any questions or comments, please: <a href="#">send an email to SOS Customer Support</a> or call (785) 296-4564	<b>Entity Ownership Search</b> ...locate all past filings by account party for assignment of ownership
	<b>Request Additional User Account</b> ...if another person needs access to an entity, request a new account

[Return to System Main Menu](#)

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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	<p>The email address for the new user.</p> <p>Enter the email address of the new user and click 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 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	9
User Title	The new user's job title.	Required	40
Mailing Address	<p>The new user's mailing address.</p> <p>Note: If the mailing address is not a USA address, use one of the address lines for the comparable city, state and zip code.</p>	Required	<p>Address Line 1 – 30</p> <p>Address Line 2 – 30</p> <p>Address Line 3 – 30</p> <p>City – 30</p> <p>State – 2</p> <p>Zip – 10</p> <p>Country – Pick from drop down list.</p>

Field Name	Description	Required/ Optional	Field Length (for data entry fields)
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 payment methods).</p>	Required	
Please Enter Your Password	Enter your password to approve the request.	Required	
Are you a human?	Select Yes.	Required	



4. Once the account has been requested, a page will be displayed with the temporary password for the new user. **Print this page; the temporary password will not be emailed to you or the new user.**

The screenshot shows the 'Uniform Commercial Code (UCC) Production Extranet' interface. At the top, there's a navigation bar with links: Home, Site Map, Help, Account, and Log Off. Below this is a header with 'Version 2.0' and the 'Kansas Secretary of State' logo. A menu bar contains links for Reports, Entities, Filings, Financials, Your Cart, and User Help. The main content area displays the path 'Home > Entities Menu > Request User' and the system status 'Normal Business Day'. The date and time are shown as 'Tuesday, August 14, 2018' and 'Topeka, KS Time: 8:43:25am'. The title 'REQUEST A SYSTEM USER ACCOUNT' is centered. A message states: 'A new user account was successfully requested and a validation email was dispatched to kcbearer1163+hope@gmail.com with instructions for how to validate the new user account.' An important note in a red box says: 'IMPORTANT: You will need to contact the new user using the information below to give them their temporary password, ?sl6+t2P 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.' A 'PLEASE NOTE' section explains that passwords will never contain an upper case letter 'O' or a lower case letter 'l'. A list of user details is provided: User Name: Hope Clark, User Title: UCC Specialist, User Phone: 785-296-4564, and Case Sensitive Password: ?sl6+t2P. The password is circled in red. At the bottom, there are links to 'Return to System Main Menu' and 'Return to System Entities Menu'. A status bar at the bottom right indicates 'Currently logged in as Karen Clark - External User' with 'not me' and 'account' links. The footer contains a disclaimer, policy documents (Privacy Statement, Processing and Returns Policy), and copyright information for 2017-2018.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

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

Date: Tuesday, August 14, 2018  
Topeka, KS Time: 8:43:25am

**REQUEST A SYSTEM USER ACCOUNT**

A new user account was successfully requested and a validation email was dispatched to kcbearer1163+hope@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, ?sl6+t2P 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 "l" so that there is no confusion between which letters and numbers are being used.

- User Name: Hope Clark
- User Title: UCC Specialist
- User Phone: 785-296-4564
- Case Sensitive Password: ?sl6+t2P

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

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

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Give the temporary password to the new user to marry with the validation email sent to them for the new user account. Their user ID will be their email address. Walk them thru setting up their new account and/or refer them to [Appendix A – User Validation](#).

**Note: If you miss printing the temporary password for the new user or if problems are encountered with this process, have the new user call the Kansas Secretary of State's Office for assistance at 785-296-4564.**

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

#### D. Entity Details Page

The Entity Details page is where you can view information about your entity.

[Home](#) | [Site Map](#) | [Help](#) | [Account](#) | [Log Off](#)

Uniform Commercial Code (UCC)

Production Extranet

Version 2.0

Kansas

Secretary of State

Reports

Entities

Filings

Financials

Your Cart

User Help

Path: [Home](#) > [Entities Menu](#) > [Entity List](#) > Entity Details

System Status: Normal Business Day

Date: Tuesday, August 14, 2018

Topeka, KS Time: 9:07:22am

ENTITY #400106 DETAILS

General Information

Entity Name:

Karens Entity

Prepaid Account Record Code:

53 Balance: \$0.00 [Increase](#)

Auto Notification Settings:

Pending Lapse: No

Non-Owner Amendments: No

Transparent Payments: No

Area Listing: No

Bulk Download Process?

No

Prepaid Account Low Balance:

Prepaid Account Add Amount:

eCheck Banking Information

IMPORTANT:

If your bank account has a debit block on it, you must contact your bank before making any purchases and have them allow debits from the Company ID "KSSECSTATE"!

Name Of Payer:

Test Bank

Aba Routing Number Of Payer Bank:

101100728 - Corefirst Bank & Trust, Topeka

Bank Account Number Of Payer:

\*\*\*\*\*45

Type Of Account:

GI Account

Electronic Signature On Transaction:

Karen Clark

Address Information

Mailing Address:

120 SW 10th Avenue  
Topeka, KS 66612

Entity Address Country:

USA - Country Of United States Of America

Record Modification Information

Originally Entered:

07/09/2018 1:23:35pm  
by: Karen Clark Ph: 296-1848  
[karen.clark@ks.gov](#)

Last Updated:

07/31/2018 8:33:47am  
by: Karen Clark Ph: 296-1848  
[karen.clark@ks.gov](#)

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](#)

View larger map

Charles Curtis House Museum

120 Southwest 10th Avenue


Google

Map data ©2018 Google

Terms of Use

Report a map error

1. Information Contained on the Entity Details Page

Field	Description
Entity Number	The entity number is contained in the heading of the page.  Example: Entity #400106 Details
<b>General Information Section</b>	
Entity Name	The name of your organization.
Prepaid Account Record Code	The ID # assigned to the prepaid account for your entity and the balance in your prepaid account (if your entity has a prepaid account).  If your organization would like to have a prepaid account, email your request to <a href="mailto:kbc@ks.gov">kbc@ks.gov</a> .  See the <a href="#">Prepaid Account Instructions</a> for additional information on prepaid accounts.
	To increase the amount in your prepaid account manually, click the Increase button. You will be sent to the Shopping Cart to add the additional funds to your account.  Note: A prepaid account may be manually increased using an eCheck or credit card.
Auto Notification Settings	See the <a href="#">Auto Notify Programs</a> section.
Bulk Download Process?	Not applicable to online filings.
Prepaid Account Low Balance	If your prepaid account balance falls below this amount, the amount in the Prepaid Account Add Amount will be automatically added to your balance.  Note: You must have an eCheck account on file in order to use this option.
Prepaid Account Add Amount	Amount that will be added to your prepaid account balance via eCheck if your balance falls below the Prepaid Account Low Balance.  Note: You must have an eCheck account on file in order to use this option.
<b>eCheck Banking Information Section</b>	
<b>IMPORTANT:</b> If your bank account has a debit block on it, you must contact your bank before making any purchases and have them allow debits from the Company ID "KSSECSTATE."	
Name of Payor	

Field	Description
ABA Routing Number of Payer Bank	See the <a href="#">Optional Bank Account Information for Payments</a> section.
Bank Account Number of Payer	
Type of Account	
Electronic Signature On Transaction	
Address Information Section	
Mailing Address	See the <a href="#">Contact Information</a> section.
Entity Address Country	
Record Modification Information Section	
Originally Entered	The date, time and information about the user who created the entity.
Last Updated	The date, time and information about the user who last updated the entity record.
Entity Status	The current status of the entity.
Contact Information Section	
Entity Contact Name	See the <a href="#">Contact Information</a> section.
Entity Phone Number	
Entity Phone Extension	
Entity Fax Number	
Entity Email Address	
Available Options Section	
Modify An Entity Record	To make changes to your entity record, click the <i>Modify An Entity Record</i> link. Make desired changes, enter your password and click the <i>Modify Entity</i> button.
Request New User For This Entity	See <a href="#">Requesting Additional Users</a> .

Approved Users for Entity #400106					
Total Records Found: 2 Showing: 1 - 2					
Code	User Name	eMail	Phone	Security	Options
35	Karen Clark - External User	ksuccbetatest+karenc@gmail.com	785-296-4564	Modify	<a href="#">View</a> <a href="#">Revoke</a> <a href="#">Demote</a>
2765	Chloe Clark	kcbeaver1163+chloe@gmail.com	785-296-4564	View	<a href="#">View</a> <a href="#">Revoke</a> <a href="#">Promote</a>

<b>Approved Users Section</b>	
This section lists the users that have been approved for your entity.	
Listed below are the available options.	
Option	Description
View	Click the View button to view the user's profile. See the <a href="#">Managing Users</a> section.  Note: The User Profile page contains an option to inactivate a user.

Option	Description
Revoke	Click the Revoke button to revoke a user's access to your entity.
Promote/Demote	The user's access may be changed from View to Modify or from Modify to View.

Department Funding Codes for Entity #400106 <a href="#">Add A Funding Code</a>				
Total Records Found: 2 Showing: 1 - 2				
Code	Key	Description	Status	Options
199	FARM	FARM LOANS	Active	<a href="#">Mod</a> <a href="#">Inactivate</a>
200	AUTO	AUTO LOAN	Active	<a href="#">Mod</a> <a href="#">Inactivate</a>

Department Funding Codes Section
See the <a href="#">Department Funding Codes</a> section.

Archived Orders for Entity #57979						
Total Records Found: 246 Showing: 1 - 10						
Code	Order Date	Description	Pay Method	Funding	Amount	Ref #
2211	3/22/2018	UCC-3 Regular Amendment	PREPAID		\$5.00	97PN000001382
2210	3/22/2018	UCC-3 Regular Amendment	PREPAID		\$5.00	97PN000001381
2209	3/22/2018	Unofficial Search	PREPAID		\$10.00	97PN000001380
2208	3/21/2018	Unofficial Search	PREPAID		\$10.00	97PN000001379
2086	2/26/2018	Secured Party Search	PREPAID	FARM	\$150.00	97PN000001333
2085	2/23/2018	Secured Party Search	ECHECK	FARM	\$150.00	97AE000000408
2084	2/23/2018	Secured Party Search	PREPAID	FARM	\$150.00	97PN000001332
2083	2/23/2018	Secured Party Search	ECHECK	FARM	\$150.00	97AE000000407
2082	2/23/2018	Secured Party Search	PREPAID	FARM	\$150.00	97PN000001331
2081	2/23/2018	Secured Party Search	PREPAID	FARM	\$150.00	97PN000001330

Archived Orders Section	
This section lists the UCCs filed by and searches run by users associated with your entity.	
Click the line for a filing or a search to view the <a href="#">Monetary Receipt Details</a> page.	
Code	The monetary receipt number assigned to the filing or search.
Order Date	The date of the filing or when the search was run.
Description	The description of the filing or search.
Pay Method	The payment method used for the filing or search.
Funding	The Department Funding Code.
Amount	The payment amount.
Ref #	The Electronic Payment Portal reference code.

<b>Notes For This Record and Other Related Records</b> <a href="#">Add Notes</a>	
Current View Level: ALL	<a href="#">Table</a> <a href="#">None</a>

Notes Section	
<p>Users with Modify Access may add notes to their entity record as needed. Notes are viewable by users associated with the entity.</p> <p>The information displayed in the Notes section can be changed by using the toggle buttons.</p>	
<div>All</div>	<p>Default View – Displays notes added to the entity record and related tables.</p> <p>At the current time, only notes added to the entity record are viewable by external users.</p>
<div>Table</div>	<p>Displays only notes added to the entity record.</p>
<div>None</div>	<p>No notes are displayed.</p>

<b>Change Log Entries For This Record and Other Related Records</b>	
Current View Level: ALL <a href="#">Table</a> <a href="#">None</a>	
<ul style="list-style-type: none"> <li>             Related entry from the ENTITY_DEPT_FUNDING table id #20              03/22/2018 12:57:45pm by: Karen Clark - External User <a href="#">ksucobetest+karenc@gmail.com</a> 785-296-4564              Described as: REACTIVATE FUNDING (modified fields only listed below):              - <a href="#">df_code</a> changed, (details suppressed)              - <a href="#">en_code</a> changed, (details suppressed)              - <a href="#">df_inacts</a> changed, (details suppressed)              - <a href="#">df_inacop</a> changed, (details suppressed)           </li> <li>             Related entry from the ENTITY_DEPT_FUNDING table id #20              03/22/2018 12:57:37pm by: Karen Clark - External User <a href="#">ksucobetest+karenc@gmail.com</a> 785-296-4564              Described as: INACTIVATE FUNDING (modified fields only listed below):              - <a href="#">df_code</a> changed, (details suppressed)              - <a href="#">en_code</a> changed, (details suppressed)              - <a href="#">df_inacts</a> changed, (details suppressed)              - <a href="#">df_inacop</a> changed, (details suppressed)           </li> </ul>	

Change Log Section	
<p>Changes made to the entity record are viewable by users with Modify access in the Change Log Entries section.</p> <p>The information displayed in the Change Log section can be changed by using the toggle buttons.</p>	
<div>All</div>	<p>Default View – Displays changes made to the entity record and related tables.</p>
<div>Table</div>	<p>Displays only changes made to the entity record.</p>
<div>None</div>	<p>No change log entries are displayed.</p>

## E. Entity Ownership Search

**IMPORTANT:** Once your entity and users are set up, be sure to complete the steps in the Entity Ownership Search section to ensure all your UCCs are associated with your entity.

## V. UCC Online Filings & Fees

### A. UCC1 Online Filings & Fees

The types of UCC1 filings that can be filed online and associated fees are listed below. All other types of UCC1 filings must be filed on paper.

Type of UCC1 Filing	Online Filing Fee	Initial Financing Statement Lapses In
UCC-1 Regular Filing	\$10.00	5 years
UCC-1 Public Finance	\$10.00	30 years
UCC-1 Manufactured-Home Transaction	\$10.00	30 years
UCC-1 A Debtor is a Transmitting Utility	\$50.00	No Lapse
Additional Pages	\$1.00 per page  A fee of \$1.00 per page is charged for each page over 10. The acknowledgement of the UCC1 filing that is generated by the system is counted as 1 page.	



## B. UCC3 Online Filings & Fees

The types of UCC3 filings that can be filed online and associated fees are listed below. All other types of UCC3 filings must be filed on paper.

Type of UCC3 Filing	Online Filing Fee
Party Information Change – Debtor	\$10.00
Party Information Change – Secured Party	\$10.00
Collateral Change	\$10.00
Continuation	\$10.00
Assignment	\$10.00
Termination	\$5.00
Debtor Termination	\$10.00
Additional Pages	\$1.00 per page  A fee of \$1.00 per page is charged for each page over 10. The acknowledgement of the UCC3 filing that is generated by the system is counted as 1 page.

## C. Allowed UCC3 Amendment Combinations

The UCC online system allows more than one type of amendment to be filed at the same time. There is still a fee for each type of amendment, but the system allows the following types of amendments to be filed together:

Type of UCC3 Filing	Allowed Amendment Combinations
Party Information Change – Debtor	Can be filed with any other type of amendment except a termination.
Party Information Change – Secured Party	Can be filed with any other type of amendment except a termination.
Collateral Change	Can be filed with any other type of amendment except a termination and an assignment.
Continuation	Can be filed with any other type of amendment except a termination.
Assignment	Can be filed with any other type of amendment except a termination and a collateral change.
Termination	Cannot be combined with any other type of amendment.
Debtor Termination	Cannot be combined with any other type of amendment.

## VI. Entering a UCC1 Financing Statement

To enter a UCC1 Financing Statement using the online system, follow the steps listed below.

1. From the UCC Main Menu (home page), click *UCC Filings Processing Menu*.

The screenshot shows the 'Uniform Commercial Code (UCC) Production Extranet' Version 2.0. The header includes navigation links: Home | Site Map | Help | Account | Log Off. A secondary navigation bar contains: Reports | Entities | Filings | Financials | Your Cart | User Help. The page status shows 'Path: > Home', 'System Status: Normal Business Day', 'System Display Size: [ S - M - L ]', and the date/time: 'Monday, August 20, 2018 Topeka, KS Time: 8:54:18am'.

The main content area is titled 'SYSTEM MAIN MENU' and is divided into two columns:

- 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** (circled in red)  
...entry, searching, printing, viewing of ucc filings
  - Financials Processing Menu**  
...processes for viewing and maintaining system accounting
  - System Reports Menu**  
...generate and view system reports
  - User Logoff**  
...log out of the system
  - System User Help Menu**  
...system user help documents and bulletins

At the bottom, it states 'Currently logged in as Karen Clark - External User' with links for 'not me' and 'account'. A footer section contains a disclaimer, policy documents (Privacy Statement, Processing and Returns Policy), and copyright information: 'All pages and content are the sole property of the Kansas Secretary of State Copyright © 2017 - 2018 All Rights Reserved'.

2. Click *UCC1/UCC3 Filings*.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > **Filings Menu**  
System Status: Normal Business Day   System Display Size: [ S - M - L ]  
Date: Monday, August 20, 2018  
Topeka, KS Time: 8:56:10am

**UCC FILINGS MAIN MENU**

Menu Narrative	Menu Options
The <b>Kansas Secretary of State UCC System</b> allows for the entry and tracking of all Kansas UCC filings. From this menu properly secured users are able to access sub-menus for the entry, processing, maintenance and searching of these filings.  Should you have any questions or comments, please: <a href="#">send an email to SOS Customer Support</a> or call (785) 296-4564	<b>UCC1 / UCC3 Filings</b> ...data entry for ucc1 financing statements and ucc3 amendments
	<b>UCC1 / UCC3 Filings Searches</b> ...notification, ownership, official, unofficial and secured party searching
	<b>Purchase An Individual Image</b> ...purchase an image using a known filing number
	<b>Request Notification For A Filing</b> ...request notification when a filing is lapsing

[Return to System Main Menu](#)

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

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3. Click *UCC1 Financing Statement Entry*.

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Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Enter Filings  
System Status: Normal Business Day   System Display Size: [ S - M - L ]  
Date: Monday, August 20, 2018  
Topeka, KS Time: 8:57:29am

ENTER UCC1 / UCC3 FILINGS MENU

**Menu Narrative**  
The **Kansas Secretary of State UCC System** allows for the online entry of UCC1 financing statements as well as UCC3 filing amendments. From this menu you are able to select which of these processes you wish to use.  
  
Should you have any questions or comments, please:  
[send an email to SOS Customer Support](#) or  
call (785) 296-4564

**Menu Options**  

 **UCC1 Financing Statement Entry**  
...all data entry necessary to file a new financing statement

 **File Continuations In Mass**  
...view filings in your notification list and perform mass continuations

 **UCC3 Filing Amendment Entry**  
...all data entry necessary to enter an amendment to a filing

 **Mass Secured Party Change**  
...quick filing of secured party changes for owned filings

[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](#) or call (785) 296-4564.

Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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4. The UCC1 Financing Statement Entry page will be displayed.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

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Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > UCC1 Add  
System Status: Normal Business Day

Date: Monday, August 20, 2018  
Topeka, KS Time: 9:34:28am

### UCC1 FINANCING STATEMENT ENTRY

Complete Financing Statement and Click "Save Filing" Button Below Form

**General Info** | Debtor(s) | Secured Party(ies) | Collateral | Images | Finalize

\* **Type of Filing:** UCC-1 Regular Filing

\* **Alternate Designation:** Debtor / Secured Party

\* **Collateral Special Designation:** ☒ None ☐ Held In Trust  
☐ Administered by Decedents Personal Representative

**Filer Reference Data:**

\* **Cost of Filing:** \$10.00

**Entity Responsible for Payment:** ... An Entity MAY be Selected ... **Prepaid Balance: \$0.00**

This is necessary if you are paying with a prepaid account or an on-file eChecking account. Also, connecting a filing to an entity will allow all external users authorized for the entity to view the filing at no charge, otherwise you will be the only individual with future no charge viewing ability. Paid official and unofficial UCC searches are always available regardless of this setting.

Next >>

Save/Process Filing | Reset Form Fields | Restart Filing

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Enter UCC1 / UCC3 Filings Menu](#)




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The data entry pages are divided into five tabs:

- General Info
- Debtor(s)
- Secured Party(ies)
- Collateral
- Images
- Finalize

## A. Working with Filing Options

As you complete the entry process, three buttons are available to you in each tab.

Functionality	Description
	When you click the <i>Save/Process Filing</i> button, one of two actions are performed based on the selection made in the Filing Entry Complete? field on the <i>Finalize</i> tab. <ul style="list-style-type: none"><li>• <b>No</b> - If <i>No</i> is selected, the filing will be saved with your progress so far. The filing will be redisplayed the next time you log on and must be completed before you can process another UCC filing of the type saved.</li><li>• <b>Yes</b> – If <i>Yes</i> is selected, a page to review your entries will be displayed.</li></ul>
	The <i>Reset Form Fields</i> button will clear fields that have not been saved by clicking on the <i>Save/Process Filing</i> button.
	The <i>Restart Filing</i> button will clear the entire filing from all tabs.

Note: As you complete the data entry process, you may click each tab or use the

Next >>

button to go to the next tab. It is recommended that you use the

Next >>

button as the information entered on each tab is saved when you use

the  button.

## B. General Info Tab

Complete the fields on the General Info tab as follows.

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Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > UCC1 Add  
System Status: Normal Business Day

Date: Monday, August 20, 2018  
Topeka, KS Time: 9:38:52am

### UCC1 FINANCING STATEMENT ENTRY

Complete Financing Statement and Click "Save Filing" Button Below Form

General Info

Debtor(s)

Secured Party(ies)

Collateral

Images

Finalize

\* Type of Filing:

UCC-1 Regular Filing

\* Alternate Designation:

Debtor / Secured Party

\* Collateral Special Designation:

☒ None ☐ Held In Trust  
☐ Administered by Decedents Personal Representative

Filer Reference Data:

\* Cost of Filing:

\$10.00

Entity Responsible for Payment:

... An Entity MAY be Selected ...

Prepaid Balance: \$0.00

This is necessary if you are paying with a prepaid account or an on-file eChecking account. Also, connecting a filing to an entity will allow all external users authorized for the entity to view the filing at no charge, otherwise you will be the only individual with future no charge viewing ability. Paid official and unofficial UCC searches are always available regardless of this setting.

Next >>

Save/Process Filing

Reset Form Fields

Restart Filing

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Enter UCC1 / UCC3 Filings Menu](#)

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

Field Name	Description	Required/ Optional	Field Length
Type of Filing	<p>The type of UCC1 Financing Statement to be filed.</p> <ul style="list-style-type: none"> <li>• UCC-1 Regular Filing - Default</li> <li>• UCC-1 Public Finance</li> <li>• UCC-1 Manufactured Home</li> <li>• UCC-1 Transmitting Utility</li> </ul>	R	
Alternate Designation	<p>The Alternate Designation (if applicable).</p> <ul style="list-style-type: none"> <li>• Debtor/Secured Party – Default</li> <li>• Bailee/Bailor</li> <li>• Beneficiary</li> <li>• Consignee/Consignor</li> <li>• Creditor</li> <li>• Lessee/Lessor</li> <li>• Licensee/Licensor</li> <li>• Seller/Buyer</li> <li>• Trustee</li> </ul>	R	
Collateral Special Designation	<p>If collateral is held in a trust or being administered by a decedent's personal representative, select the appropriate option.</p> <ul style="list-style-type: none"> <li>• None - Default</li> <li>• Held in Trust</li> <li>• Administered by Decedents Personal Representative</li> </ul> <p>Note: If additional information is required, it may be specified in an attachment and uploaded with the filing.</p>	R	
Filer Reference Data	<p>This item is optional and is for the filer's use only. You may enter any identifying information you may find useful. Do not include social security numbers or other personally identifiable information.</p>	O	80
Cost of Filing	<p>The fee associated with the filing will be displayed.</p>	System Generated	
Entity Responsible for Payment	<p>If your user account is associated with an entity (an organization), your entity will be pre-selected for you. If your user account is associated with more than one entity, you will need to select the correct entity.</p> <p>By indicating your entity in this field, the system will allow you to pay for the filing</p>	O	



Field Name	Description	Required/ Optional	Field Length
	<p>using a prepaid account or via an on-file eChecking account if these options have been set up by your organization. In addition, the filing will be associated with your entity in the system and users associated with your entity will be able to view the filing at any time at no charge.</p> <p>Note: If you are not filing the UCC1 for your entity you may select <i>An Entity MAY be Selected</i>. If you select this option, the filing will not be associated with your entity and will not be viewable on the Entity Details page.</p>		
Prepaid Account Balance	<p>If your organization has established a prepaid account to be used to pay for filings and searches, the prepaid account balance will be displayed.</p> <p>If you will be paying for the filing using a prepaid account, there must be enough funds in the account to pay for the filing. If your prepaid account balance is running low, notify the person who is responsible for maintaining the prepaid account balance for your organization.</p>	System Generated	

When you have completed the fields on the General Info tab, click the

Next >>

button to go to the next tab.

### C. Debtor(s) Tab

Complete the fields on the Debtor(s) tab as follows.

First, select if the debtor is an organization or an individual.

The screenshot shows the 'UCC1 FINANCING STATEMENT ENTRY' form. At the top, there is a header for 'Uniform Commercial Code (UCC) Production Extranet Version 2.0' and the 'Kansas Secretary of State' logo. A navigation bar includes links for Reports, Entities, Filings, Financials, Your Cart, and User Help. The breadcrumb path is 'Home > Filings Menu > Enter Filings > UCC1 Add'. The system status is 'Normal Business Day', and the date is 'Monday, August 20, 2018' with 'Topeka, KS Time: 9:50:25am'. The form title is 'UCC1 FINANCING STATEMENT ENTRY'. Below the title is a dark blue bar with the text 'Complete Financing Statement and Click "Save Filing" Button Below Form'. The form has several tabs: 'General Info', 'Debtor(s)', 'Secured Party(ies)', 'Collateral', 'Images', and 'Finalize'. The 'Debtor(s)' tab is active. It contains a field for '\* Debtor #1 Type:' with a dropdown menu showing '+1' and 'Dup'. Below this are two radio buttons: 'Organization' and 'Individual'. To the right of the radio buttons are three buttons: 'Duplicate' (red), 'Details' (green), and 'Clear' (green). A blue 'Next >>' button is located at the bottom right of the form. Below the form are three buttons: 'Save/Process Filing' (blue), 'Reset Form Fields' (green), and 'Restart Filing' (red). At the bottom of the page, there are three links: 'Return to System Main Menu', 'Return to UCC Filings Main Menu', and 'Return to Enter UCC1 / UCC3 Filings Menu'. The footer indicates 'Currently logged in as Karen Clark - External User' with 'not me' and 'account' links.

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Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > UCC1 Add  
System Status: Normal Business Day

Date: Monday, August 20, 2018  
Topeka, KS Time: 9:50:25am

**UCC1 FINANCING STATEMENT ENTRY**

Complete Financing Statement and Click "Save Filing" Button Below Form

General Info | **Debtor(s)** | Secured Party(ies) | Collateral | Images | Finalize

\* Debtor #1 Type: [+1](#) [Dup](#) ☐ Organization ☐ Individual [Duplicate](#) [Details](#) [Clear](#)

[Next >>](#)

[Save/Process Filing](#) [Reset Form Fields](#) [Restart Filing](#)

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Enter UCC1 / UCC3 Filings Menu](#)

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## 1. Debtor Organization

If the debtor is an organization, complete the fields for an organization as follows:

Uniform Commercial Code (UCC)  
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Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > UCC1 Add  
System Status: Normal Business Day

Date: Thursday, August 23, 2018  
Topeka, KS Time: 10:59:28am

### UCC1 FINANCING STATEMENT ENTRY

Complete Financing Statement and Click "Save Filing" Button Below Form

General Info | **Debtor(s)** | Secured Party(ies) | Collateral | Images | Finalize

\* Debtor #1 Type: [+1](#) [Dup](#) ☒ Organization ☐ Individual [Duplicate](#) [Details](#) [Clear](#)

\* Organization Name ( 1a / 10a ):

\* Mailing Address ( 1c / 10c ):

\* Zip Code ( 1c / 10c ):

\* City, State & \* Country ( 1c / 10c ):    [Find Cntry](#)

[Next >>](#)

[Save/Process Filing](#) [Reset Form Fields](#) [Restart Filing](#)

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Enter UCC1 / UCC3 Filings Menu](#)

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

Field Name	Description	Required/ Optional	Field Length
Organization Name	The organization debtor name.	R	175
Mailing Address Line 1	The mailing address for the debtor.	R	35
Mailing Address Line 2	Note: When possible, the city, state and country fields will be automatically populated based on the zip code entered but can be overridden. If you need to enter a country other the USA, use the <i>Find Country</i> button to select the appropriate country code.	O	35
Mailing Address Line 3		O	35
Mailing Address Line 4		O	35
Zip Code		R	10
City		R	30
State		R	2
Country		R	3

## 2. Debtor Individual

If the debtor is an individual, complete the fields for an individual as follows:

The screenshot shows the 'UCC1 FINANCING STATEMENT ENTRY' form. At the top, it says 'Uniform Commercial Code (UCC) Production Extranet Version 2.0' and 'Kansas Secretary of State'. There are navigation links: Home, Site Map, Help, Account, Log Off. Below the header, there are tabs: Reports, Entities, Filings, Financials, Your Cart, User Help. The path is 'Home > Filings Menu > Enter Filings > UCC1 Add'. The system status is 'Normal Business Day'. The date is 'Thursday, August 23, 2018' and the time is 'Topeka, KS Time: 11:00:28am'.

The form title is 'UCC1 FINANCING STATEMENT ENTRY'. Below it, a blue bar says 'Complete Financing Statement and Click "Save Filing" Button Below Form'.

The form has several tabs: General Info, Debtor(s), Secured Party(ies), Collateral, Images, Finalize. The 'Debtor(s)' tab is selected.

Under 'Debtor #1 Type:', there are two options: 'Organization' (radio button) and 'Individual' (radio button, selected). There are buttons for 'Duplicate', 'Details', and 'Clear'.

The form fields are:

- \* Last Name ( 1b / 10b ): [Text Box]
- \* First Name ( 1b / 10b ): [Text Box]
- Middle Name ( 1b / 10b ): [Text Box]
- Suffix ( 1b / 10b ): [Text Box]
- \* Mailing Address ( 1c / 10c ): [Text Box]
- \* Zip Code ( 1c / 10c ): [Text Box]
- \* City, State & \* Country ( 1c / 10c ): [Text Box]

There is a 'Find Entry' button next to the City, State & Country field. A 'Next >>' button is at the bottom right of the form.

Below the form, there are three buttons: 'Save/Process Filing' (blue), 'Reset Form Fields' (green), and 'Restart Filing' (red).

At the bottom, there are links: 'Return to System Main Menu', 'Return to UCC Filings Main Menu', and 'Return to Enter UCC1 / UCC3 Filings Menu'.



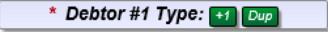



At the very bottom, it says 'Currently logged in as Karen Clark - External User' with links for 'not me' and 'account'.

Field Name	Description	Required/ Optional	Field Length
Last Name	The individual debtor name.	R	35
First Name		R	25
Middle Name		O	25
Suffix		O	10
Mailing Address Line 1	The mailing address for the debtor.  Note: When possible, the city, state and country fields will be automatically populated based on the zip code entered but can be overridden. If you need to enter a country other the USA, use the <i>Find</i>	R	35
Mailing Address Line 2		O	35
Mailing Address Line 3		O	35
Mailing Address Line 4		O	35
Zip Code		R	10

Field Name	Description	Required/ Optional	Field Length
City	Country button to select the appropriate country code.	R	30
State		R	2
Country		R	3

### 3. Working with Debtors

There are several options available to you while working with debtors.

Functionality	Description	Example
Add Additional Debtor	To add an additional debtor, click  in the Debtor Type label. You may add as many additional debtors as needed.  To add an additional debtor within the same filing with the same mailing address as was just entered, click  in the Debtor Type label.	
Remove A Debtor	To remove information entered for a debtor, click the <i>Clear</i> button.	
Expand/Collapse Details for a Debtor	To expand/collapse the details for a debtor, click the <i>Details</i> button.	
Duplicate Debtors	To duplicate the debtors entered in your last UCC1 filing, click the <i>Duplicate</i> button.	

When you have completed the fields on the Debtor(s) tab, click the

 button to go to the next tab.

#### D. Secured Party(ies) Tab

Complete the fields on the Secured Party(ies) tab as follows.

First, select if the secured party is an organization or an individual.

The screenshot displays the 'UCC1 FINANCING STATEMENT ENTRY' form within the 'Kansas Secretary of State' UCC Production Extranet. The interface includes a top navigation bar with links for Home, Site Map, Help, Account, and Log Off. Below this is a secondary navigation bar with tabs for Reports, Entities, Filings, Financials, Your Cart, and User Help. The main content area shows the 'UCC1 FINANCING STATEMENT ENTRY' title and a instruction: 'Complete Financing Statement and Click "Save Filing" Button Below Form'. The form has several tabs: General Info, Debtor(s), Secured Party(ies) (which is currently selected), Collateral, Images, and Finalize. Under the 'Secured Party(ies)' tab, there is a field for 'Secured Party #1 Type:' with a dropdown menu showing '+1'. Below this field are two radio buttons for 'Organization' and 'Individual'. To the right of these radio buttons are three buttons: 'Duplicate' (red), 'Details' (green), and 'Clear' (green). A large blue 'Next >>' button is positioned to the right of the radio buttons. At the bottom of the form, there are three buttons: 'Save/Process Filing' (blue), 'Reset Form Fields' (green), and 'Restart Filing' (red). The footer of the page contains links for 'Return to System Main Menu', 'Return to UCC Filings Main Menu', and 'Return to Enter UCC1 / UCC3 Filings Menu'. It also indicates the user is logged in as 'Karen Clark - External User' with 'not me' and 'account' links.

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Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > UCC1 Add  
System Status: Normal Business Day

Date: Monday, August 20, 2018  
Topeka, KS Time: 11:00:34am

**UCC1 FINANCING STATEMENT ENTRY**

Complete Financing Statement and Click "Save Filing" Button Below Form

General Info | Debtor(s) | **Secured Party(ies)** | Collateral | Images | Finalize

\* Secured Party #1 Type: [+1](#) ☐ Organization ☐ Individual [Duplicate](#) [Details](#) [Clear](#)

[Next >>](#)

[Save/Process Filing](#) [Reset Form Fields](#) [Restart Filing](#)

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Enter UCC1 / UCC3 Filings Menu](#)

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

## 1. Secured Party - Organization

If the secured party is an organization, complete the fields for an organization as follows:

The screenshot shows the 'UCC1 FINANCING STATEMENT ENTRY' form. At the top, it says 'Uniform Commercial Code (UCC) Production Extranet Version 2.0' and 'Kansas Secretary of State'. There are navigation links: Home, Site Map, Help, Account, Log Off. Below the header is a menu bar with Reports, Entities, Filings, Financials, Your Cart, and User Help. The path is: Home > Filings Menu > Enter Filings > UCC1 Add. The system status is Normal Business Day. The date is Thursday, August 23, 2018, and the time is 11:01:54am. The form title is 'UCC1 FINANCING STATEMENT ENTRY'. Below the title is a button 'Complete Financing Statement and Click "Save Filing" Button Below Form'. The form has tabs: General Info, Debtor(s), Secured Party(ies), Collateral, Images, and Finalize. The 'Secured Party(ies)' tab is active. It shows 'Secured Party #1 Type: +1' with radio buttons for 'Organization' (selected) and 'Individual'. There are buttons for 'Duplicate', 'Details', and 'Clear'. The form fields are: 'Organization Name (3a / 11a):', 'Mailing Address (3c / 11c):' (with four lines), 'Zip Code (3c / 11c):', and 'City, State & Country (3c / 11c):' (with a dropdown for 'USA' and a 'Find Entry' button). There is a 'Next >>' button. At the bottom are buttons for 'Save/Process Filing', 'Reset Form Fields', and 'Restart Filing'. There are also links: 'Return to System Main Menu', 'Return to UCC Filings Main Menu', and 'Return to Enter UCC1 / UCC3 Filings Menu'. At the bottom right, it says 'Currently logged in as Karen Clark - External User' with 'not me' and 'account' links.

Field Name	Description	Required/Optional	Field Length
Organization Name	The organization secured party name.	R	175
Mailing Address Line 1	The mailing address for the secured party.  Note: When possible, the city, state and country fields will be automatically populated based on the zip code entered but can be overridden. If you need to enter a country other the USA, use the <i>Find Country</i> button to select the appropriate country code.	R	35
Mailing Address Line 2		O	35
Mailing Address Line 3		O	35
Mailing Address Line 4		O	35
Zip Code		R	10
City		R	30
State		R	2
Country		R	3

## 2. Secured Party - Individual

If the secured party is an individual, complete the fields for an individual as follows:

The screenshot displays the 'UCC1 FINANCING STATEMENT ENTRY' form on the Kansas Secretary of State's website. The form is titled 'Complete Financing Statement and Click "Save Filing" Button Below Form'. It features a navigation bar with tabs: General Info, Debtor(s), Secured Party(ies), Collateral, Images, and Finalize. The 'Secured Party(ies)' tab is active, showing a form for an individual secured party. The form includes fields for Last Name, First Name, Middle Name, Suffix, Mailing Address (split into two lines), Zip Code, and City, State & Country. There are also buttons for 'Duplicate', 'Details', 'Clear', 'Find Entry', 'Next >>', 'Save/Process Filing', 'Reset Form Fields', and 'Restart Filing'. The user is logged in as 'Karen Clark - External User'.






Field Name	Description	Required/ Optional	Field Length
Last Name	The individual secured party name.	R	35
First Name		R	25
Middle Name		O	25
Suffix		O	10
Mailing Address Line 1	The mailing address for the secured party.  Note: When possible, the city, state and country fields will be automatically populated based on the zip code entered but can be overridden. If you need to enter a	R	35
Mailing Address Line 2		O	35
Mailing Address Line 3		O	35
Mailing Address Line 4		O	35



Field Name	Description	Required/ Optional	Field Length
Zip Code	country other the USA, use the <i>Find Country</i> button to select the appropriate country code.	R	10
City		R	30
State		R	2
Country		R	3

### 3. Working with Secured Part(ies)

There are several options available to you while working with secured party(ies).

Functionality	Description	Example
Add Additional Secured Party	To add an additional secured party, click  in the Secured Party Type label. You may add as many additional secured parties as needed.	
Remove A Secured Party	To remove information entered for a secured party, click the <i>Clear</i> button.	
Expand/Collapse Details for a Secured Party	To expand/collapse the details for a secured party, click the <i>Details</i> button.	
Duplicate Secured Party(ies)	To duplicate the secured party(ies) entered in your last UCC1 filing, click the <i>Duplicate</i> button.	

Note: If there has been a full assignment of the initial secured party's right to be secured party of record before filing a UCC1, enter the assignee's name and mailing address as the secured party and, if desired, also specify the assignor secured party's name and mailing address in an attachment to be uploaded with the filing.

When you have completed the fields on the Secured Party tab, click the



button to go to the next tab.

## E. Collateral Tab

There are several options available to indicate the collateral covered by this financing statement.

- 1 Enter the collateral in the Collateral Listing field.
- 2 If your organization's Account Admin has set up collateral templates, you may select a template from the *Use Existing Template* option to populate the Collateral Listing field.

Note: The **Append to Collateral Above** option controls if the template will replace the collateral verbiage or append to it.

- 3 Include an attachment(s) with the filing describing the collateral. To use this option, go to the [Images Tab](#) instructions.

Note: Do not include social security numbers or other personally identifiable information in the collateral.

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

Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > UCC1 Add  
System Status: Normal Business Day

Date: Monday, August 20, 2018  
Topeka, KS Time: 2:32:42pm

**UCC1 FINANCING STATEMENT ENTRY**

Complete Financing Statement and Click "Save Filing" Button Below Form

General Info | Debtor(s) | Secured Party(ies) | **Collateral** | Images | Finalize

\* Collateral Listing:

Use Existing Template  
☐ Append to Collateral Above

... Select to Fill Collateral Listing ...

• USE A TEMPLATE  
• Select the template you want to use from the list.  
• "Append To Collateral Above" will control if the template will replace the collateral verbiage above or append to it.

Next >>

When you have completed the fields on the Collateral tab, click the

Next >>

## 1. Working with Collateral Templates

Users with Modify access (Account Admins) to your entity can add and maintain collateral templates to be accessed by users associated with your entity. The following instructions are for Account Admins only.

Functionality	Description
Add A Template	To add a template, enter the text for the template in the <i>Collateral Listing</i> field, a name for the template in the <i>Template Description</i> field and click the <b>Add</b> button. Click <i>OK</i> when prompted.
Update A Template	To update a template, select the template to be modified from the <i>Use Existing Template</i> drop down list. The text for the template will be displayed in the <i>Collateral Listing</i> field. Make changes as needed and click the <b>Update</b> button. Click <i>OK</i> when prompted.
Delete A Template	To delete a template, select the template to be deleted from the <i>Use Existing Template</i> drop down list and click the <b>Delete</b> button. Click <i>OK</i> when prompted.

Uniform Commercial Code (UCC) Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

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

Path: Home > Filings Menu > Enter Filings > UCC1 Add  
System Status: Normal Business Day

Date: Monday, August 20, 2018  
Topeka, KS Time: 2:52:13pm

### UCC1 FINANCING STATEMENT ENTRY

Complete Financing Statement and Click "Save Filing" Button Below Form

General Info | Debtor(s) | Secured Party(ies) | **Collateral** | Images | Finalize

**\* Collateral Listing:**

**Template Description:**

enter to add a collateral template with this name containing the collateral typed above

**Use Existing Template**  
☐ Append to Collateral Above

... Select to Fill Collateral Listing ... **Delete** **Update**

• **USE A TEMPLATE**  
 • Select the template you want to use from the list.  
 • "Append To Collateral Above" will control if the template will replace the collateral verbiage above or append to it.  
 • **ADD A TEMPLATE**  
 • Enter the collateral text you want to save in the field above.  
 • Type in a unique template description.  
 • Click the Add button next to the text description.  
 • **UPDATE A TEMPLATE**  
 • Select the template you want to modify from the list.  
 • The template will replace the collateral verbiage above.  
 • Modify the verbiage however you wish.  
 • Click the Update button next to the template list.

## F. Images Tab

A new feature of the UCC system is the ability to include attachments with online UCC filings.

Instead of entering text only for the collateral, attachments may be uploaded to the system to be included with the filing. If you choose to upload an attachment to describe the collateral, you must still complete the *Collateral Listing* field. For example, you may wish to indicate a reference to the attachment.

Note: Images to be uploaded must be in PDF format and be no larger than 5mb total or 200kb per page.

The screenshot shows the 'UCC1 FINANCING STATEMENT ENTRY' form, specifically the 'Images' tab. The header includes the 'Uniform Commercial Code (UCC) Production Extranet Version 2.0' logo and the 'Kansas Secretary of State' logo. Navigation links at the top include Home, Site Map, Help, Account, and Log Off. A breadcrumb trail shows the path: Home > Filings Menu > Enter Filings > UCC1 Add. The system status is 'Normal Business Day' and the date is 'Monday, August 20, 2018' with a time of '2:56:08pm'.

The form title is 'UCC1 FINANCING STATEMENT ENTRY'. Below it is a instruction: 'Complete Financing Statement and Click "Save Filing" Button Below Form'. The form has several tabs: General Info, Debtor(s), Secured Party(ies), Collateral, Images (selected), and Finalize.

Under the 'Images' tab, there are three main sections:

- Filing Image Upload:** Includes an 'Upload Scanned Images' button.
- Cost of Extra Images:** Shows '\$0.00' with a note: 'image pages are billed at rate of \$1.00 per page over 10. 1 page is added for the system generated image.'
- Images Loaded:** Includes the text 'An image may be attached if you wish.' and a warning: 'BE AWARE: Uploaded images MUST be in PDF format and be no larger than 5mb total or 200kb per page. Images that do not adhere to these rules, will be rejected.'

A 'Next >>' button is located at the bottom right of the form.

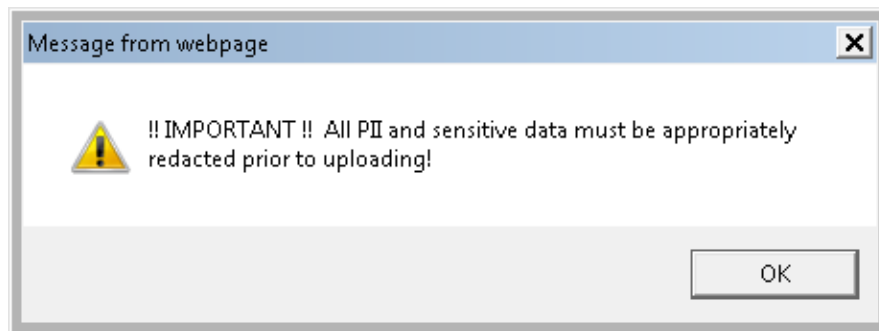
Below the form are three buttons: 'Save/Process Filing' (blue), 'Reset Form Fields' (green), and 'Restart Filing' (red).

At the bottom, there are links: 'Return to System Main Menu', 'Return to UCC Filings Main Menu', and 'Return to Enter UCC1 / UCC3 Filings Menu'.

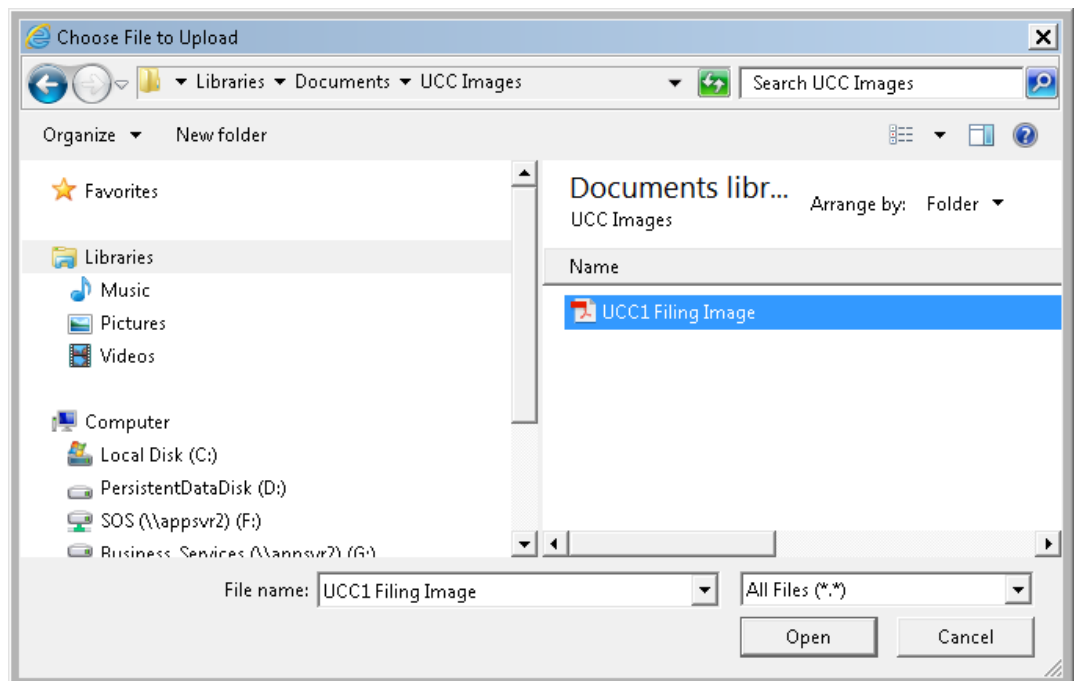
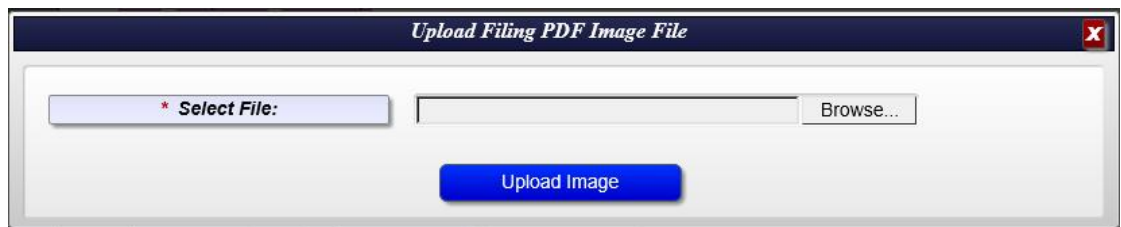
The footer indicates the user is 'Currently logged in as Karen Clark - External User' with links for 'not me' and 'account'.

To upload an attachment, click the **Upload Scanned Images** button.

You will receive a warning message to ensure that you have redacted all Personally Identifiable Information (PII) and sensitive data prior to uploading. Click the *OK* button.



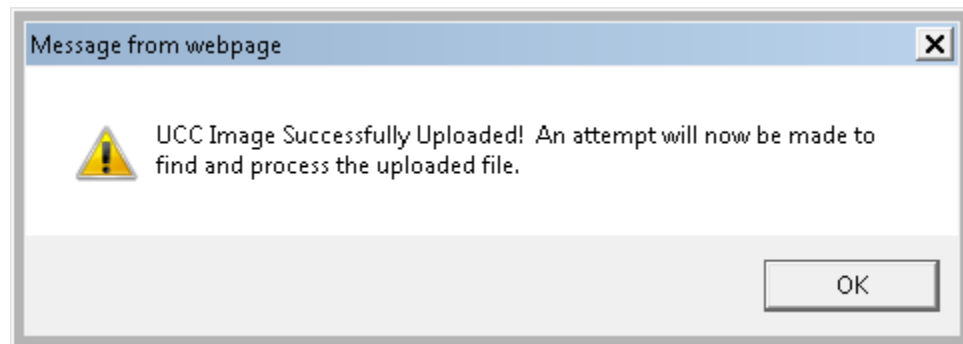
Click the *Browse* button and navigate to the location on your computer or network where the file to be uploaded is saved, and select it.



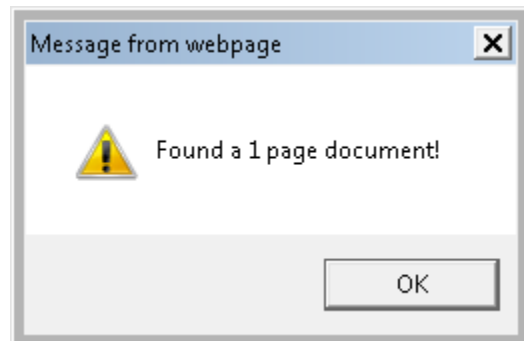
Click the *Upload Image* button.



Click the *OK* button when the following message is displayed.

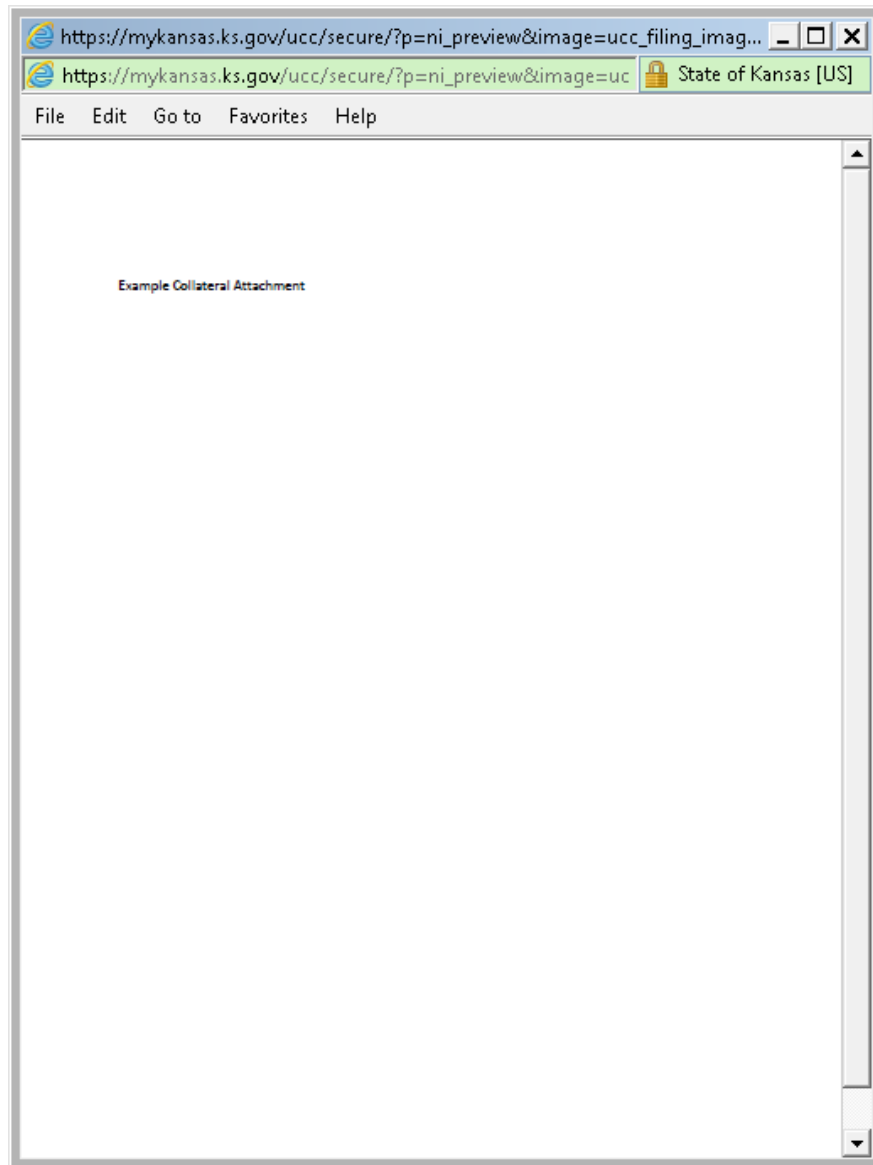


Click the *OK* button when the following message is displayed.



A window will open to display the uploaded pdf document. View the uploaded document to check for accuracy and close the window.

**Note: If you are unable to view the uploaded document, change your browser settings to allow pop-ups from mykansas.ks.gov.**



If you need to view the attachment again, click the **Preview** button. If you wish to remove the attachment, click the **Remove** button. If you have more than one attachment, you may upload additional pdf files and they will be concatenated together when the filing is submitted.

Once the attachment(s) have been uploaded, the Cost of Extra Images will be calculated as follows:

Cost of Extra Images = \$1.00 per page over 10 pages

Note: The acknowledgement of the UCC filing that will be generated by the system is counted as 1 page.

When you have completed the fields on the Images tab, click the **Next >>** button to go to the next tab.



## G. Finalize Tab

The Finalize tab will then be displayed listing the cost of the filing, the cost of extra images (if any) and the total amount due.

The screenshot shows the 'UCC1 FINANCING STATEMENT ENTRY' page in the 'Finalize' tab. The page header includes the Kansas Secretary of State logo and navigation links. The breadcrumb path is 'Home > Filings Menu > Enter Filings > UCC1 Add'. The system status is 'Normal Business Day'. The date and time are 'Monday, August 20, 2018' and 'Topeka, KS Time: 3:13:23pm'. The page title is 'UCC1 FINANCING STATEMENT ENTRY'. Below the title is a dark blue bar with the text 'Complete Financing Statement and Click "Save Filing" Button Below Form'. The 'Finalize' tab is selected in the navigation bar. The form displays the following information:

<b>Cost of Filing:</b>	\$10.00
<b>Cost of Extra Images:</b>	\$0.00 <small>Image pages are billed at rate of \$1.00 per page over 10. 1 page is added for the system generated image.</small>
<b>Total Amount Due:</b>	\$10.00
<b>Prepaid Account Balance:</b>	\$0.00 <input type="checkbox"/> Pay Using Prepaid Account
<b>Department Funding:</b>	This option is only available from here if the shopping cart will not be used for payment. For this purchase the only payment method that doesn't go through the cart is Prepaid Account. If you wish to assign department funding to your purchase from here, a sufficient prepaid balance must exist and you must select PREPAID for the type of payment.
<b>Filing Entry Complete?</b>	<input type="radio"/> No <input checked="" type="radio"/> Yes <small>leave this off and SAVE FILING to save your progress and finish later</small>

At the bottom of the form are three buttons: 'Save/Process Filing' (blue), 'Reset Form Fields' (green), and 'Restart Filing' (red). Below the buttons are three links: 'Return to System Main Menu', 'Return to UCC Filings Main Menu', and 'Return to Enter UCC1 / UCC3 Filings Menu'. At the bottom right, it says 'Currently logged in as Karen Clark - External User' with links 'not me' and 'account'.

### 1. Prepaid Account Option

If your organization has established a prepaid account to pay for filings and searches, the prepaid account balance will be displayed. If you wish to pay for the filing using your prepaid account, select *Pay Using Prepaid Account*.

Note: The prepaid account option is also available from *Your Cart* (shopping cart). If you will be processing more than one transaction (UCC filing or search), you may want to wait to pay for all your transactions at the same time from Your Cart. In this case, you would not select Pay Using Prepaid Account on the Finalize tab. This will trigger the filing to be added to your shopping cart.

Note: If you will be paying for the filing using a prepaid account, there must be enough funds in the account to pay for the filing. If your prepaid account balance is running low, notify the Account Admin for your entity.

a) *Department Funding Record*

If your organization has set up Department Funding Code entries and you have selected *Pay Using Prepaid Account*, the system will allow you to select the appropriate funding code for this filing.

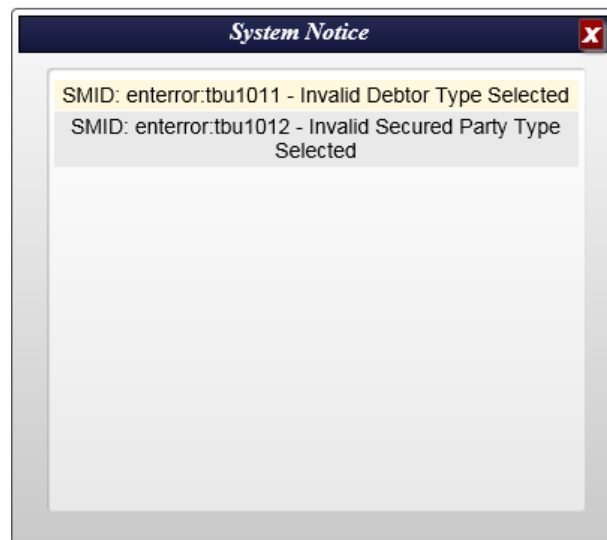
To process the filing, select *Yes* in the *Filing Entry Complete?* field and click

**Save/Process Filing**

**Note: If you do not select *Yes*, your filing will be saved in the filing section, not moved to *Your Cart*. It will be redisplayed the next time you log on and must be completed before you can process another UCC filing of the type saved.**

2. *Error Messages*

If an error is detected, an error message will be displayed. Close the system notice box.



General Info	Debtor(s)	Secured Party(ies)	Collateral	Images	<b>Finalize</b>
--------------	-----------	--------------------	------------	--------	-----------------

General Info	<b>Debtor(s)</b>	Secured Party(ies)	Collateral	Images	Finalize
<div>* <b>Debtor #1 Type:</b> <span style="color: green;">+</span></div> <div>SMID: error:tbu1011 - Invalid Debtor Type Selected</div> <div><input type="checkbox"/> Organization    <input type="checkbox"/> Individual    <span>Duplicate</span> <span>Details</span> <span>Clear</span></div> <div><span>Next &gt;&gt;</span></div>					

Save/Process Filing

3.

**Make Changes Before Filing**

the **File Financing Statement**



## VII. Entering a UCC3 Amendment

To enter a UCC3 amendment using the online system, follow the steps listed below.

**Note:** If your entity did not file the original UCC1 to be amended (including assignments and secured party changes), you will be able to view any amendments you file on it only from the [Monetary Receipt Details page](#). The UCC1 will remain accessible only to the entity who filed it. If your entity is set up to receive notifications, you may use the [Request Notification For A Filing](#) option to receive notification of when a UCC you did not originally file will lapse.

1. From the UCC Main Menu (home page), click *UCC Filings Processing Menu*.

**Uniform Commercial Code (UCC) Production Extranet**  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas Secretary of State

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

Path: > Home  
System Status: Normal Business Day System Display Size: [ S - M - L ]  
Date: Monday, August 20, 2018  
Topeka, KS Time: 8:54:18am

**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
- System Reports Menu**  
...generate and view system reports
- 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](#) or call (785) 296-4564.

Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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2. Click *UCC1/UCC3 Filings*.

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Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > **Filings Menu**  
System Status: Normal Business Day    System Display Size: [ [S](#) - M - L ]  
Date: Monday, August 20, 2018  
Topeka, KS Time: 8:56:10am

**UCC FILINGS MAIN MENU**

**Menu Narrative**  
The **Kansas Secretary of State UCC System** allows for the entry and tracking of all Kansas UCC filings. From this menu properly secured users are able to access sub-menus for the entry, processing, maintenance and searching of these filings.  
  
Should you have any questions or comments, please:  
[send an email to SOS Customer Support](#) or  
call (785) 296-4564

**Menu Options**  

 **UCC1 / UCC3 Filings**  
...data entry for ucc1 financing statements and ucc3 amendments

 **UCC1 / UCC3 Filings Searches**  
...notification, ownership, official, unofficial and secured party searching

 **Purchase An Individual Image**  
...purchase an image using a known filing number

 **Request Notification For A Filing**  
...request notification when a filing is lapsing

[Return to System Main Menu](#)

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3. Click *UCC3 Filing Amendment Entry*.

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Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Enter Filings  
System Status: Normal Business Day System Display Size: [ S - M - L ]  
Date: Wednesday, August 22, 2018  
Topeka, KS Time: 9:23:25am

**ENTER UCC1 / UCC3 FILINGS MENU**

**Menu Narrative**

The **Kansas Secretary of State UCC System** allows for the online entry of UCC1 financing statements as well as UCC3 filing amendments. From this menu you are able to select which of these processes you wish to use.

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

**Menu Options**

- ▶ **UCC1 Financing Statement Entry**  
...all data entry necessary to file a new financing statement
- ▶ **File Continuations In Mass**  
...view filings in your notification list and perform mass continuations
- ▶ **UCC3 Filing Amendment Entry**  
...all data entry necessary to enter an amendment to a filing
- ▶ **Mass Secured Party Change**  
...quick filing of secured party changes for owned filings

[Return to System Main Menu](#)

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Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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Note: You may also file amendments for UCCs filed by your entity from the [UCC1 Filing Details page](#).

- The UCC3 Filing Amendment Entry page will be displayed.

Complete the fields on the UCC3 Filing Amendment Entry page as follows and click the

**Amend Filing** button. The General Info tab will then be displayed.

Note: To be able to file an amendment, the UCC must not have lapsed. An amendment cannot be filed on a lapsed UCC.

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Version 2.0

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

Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > [UCC3 Add](#) > UCC3 Add  
System Status: Normal Business Day

Date: Wednesday, August 22, 2018  
Topeka, KS Time: 9:27:47am

### UCC3 FILING AMENDMENT ENTRY

Enter Filing Number and Click "Amend Filing" Button Below Form

\* Original UCC-1 Filing Number:  Not Valid  
when a valid filing number has been entered, a list of authorizing parties will be available for selection below

\* Choose an Authorizing Party: ... An Authorizing Party MUST Be Selected ...  
select an existing debtor or secured party as the authorizing party or choose to enter a different individual or organization

[Amend Filing](#) [Restart Filing](#)

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Enter UCC1 / UCC3 Filings Menu](#)  
[Return to UCC3 Filing Amendment Entry](#)

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Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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Field Name	Description	Required/ Optional	Field Length
Original UCC-1 Filing Number	<p>The file number of the initial financing statement to which this amendment relates.</p> <p>Note: Once the UCC1 number is entered, if it is a valid UCC1 number and the UCC</p>	R	



Field Name	Description	Required/ Optional	Field Length
	has not lapsed, <b>Not Valid</b> will change to <b>Valid</b> .		
Choose an Authorizing Party	<p>The name of the party of record authorizing this amendment.</p> <p>Select the authorized party from the drop down list. The drop down list will contain the following options:</p> <ul style="list-style-type: none"> <li>• The secured part(ies).</li> <li>• The debtor(s).</li> <li>• Secured Party: Unlisted Secured Party</li> <li>• Debtor: Unlisted Debtor</li> </ul> <p>If you select an existing secured party or debtor, the authorizing party type, name and mailing address will be automatically populated.</p> <p>If you select an unlisted secured party or debtor, you must indicate if the authorizing party is an organization or individual and complete the name fields. Filing an amendment with an unlisted secured party or debtor is highly unusual. It may indicate an issue with the UCC itself requiring additional correction/ amending.</p> <p>If this is an assignment, the authorizing party is the assignor.</p>	R	

Refer to [Working with Filing Options](#) in the Entering a UCC1 Financing Statement section for information on how the Save/Process Filing, Reset Form Fields and Restart Filing buttons can be used in completing the entry process.

## A. General Info Tab

Complete the fields on the General Info tab as follows:

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Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > UCC3 Add  
System Status: Normal Business Day

Date: Thursday, August 23, 2018  
Topeka, KS Time: 12:09:45pm

**AMEND UCC FILING #115419996**

**Complete Financing Statement Amendment and Click "Save Filing" Button Below Form**

**General Info** | Debtor(s) | Secured Party(ies) | Collateral | Images | Finalize

**\* Type(s) of Amendment(s):**

☐ Termination ( \$5.00 )  
*must be selected as the only amendment on the filing*

☐ Assignment ( \$10.00 )  
*requires entry of a new secured party as assignee and allows entry of collateral if assignment is partial*

☐ Debtor Change ( \$10.00 )  
*debtor change requires the adding, deletion or changing of at least one debtor*

☐ Secured Party Change ( \$10.00 )  
*secured party change requires the adding, deletion or changing of at least one secured party*

☐ Collateral Change ( \$10.00 )  
*collateral change requires the entry of some verbiage in the collateral tab even if just to say look at the image*

**Filer Reference Data:**

**\* Cost of Filing:** \$0.00

**Entity Responsible for Payment:** Karens Entity - 400106  **Prepaid Balance:** \$0.00

This connection to an entity allows for paying for this amendment with a prepaid account or an on-file eChecking account. Selection of an entity here has no affect on the owner of the original filing.

[Next >>](#)

[Save/Process Filing](#) [Reset Form Fields](#) [Restart Filing](#)

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Search UCC1 / UCC3 Filings Menu](#)

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Field Name	Description	Required/ Optional	Field Length
Type(s) of Amendment(s)	The type(s) of amendment(s) to be filed. <ul style="list-style-type: none"> <li>Termination</li> <li>Assignment</li> <li>Continuation (if eligible for continuation)</li> <li>Debtor Change</li> <li>Secured Party Change</li> <li>Collateral Change</li> </ul>	R	

Field Name	Description	Required/ Optional	Field Length
	<p>If a debtor is selected as the authorizing party, the only option available will be <i>Debtor Termination</i>.</p> <p>See the <a href="#">Allowed UCC3 Amendment Combinations</a> section for types of amendments that can be filed at the same time.</p>		
Filer Reference Data	This item is optional and is for the filer's use only. You may enter any identifying information you may find useful. Do not include social security numbers or other personally identifiable information.	O	80
Cost of Filing	<p>The fee associated with the filing(s) will be displayed.</p> <p>Note: If more than one type of amendment is selected, the fee will be updated accordingly.</p>	System Generated	
Entity Responsible for Payment	<p>If your user account is associated with an entity (an organization), your entity will be pre-selected for you. If your user account is associated with more than one entity, you will need to select the correct entity.</p> <p>By indicating your entity in this field, the system will allow you to pay for the filing using a prepaid account or via an on-file eChecking account if these options have been set up by your organization. In addition, the filing will be associated with your entity in the system and users associated with your entity will be able to view the filing at any time at no charge.</p> <p>Note: If you are not filing the UCC3 for your entity, you may choose <i>An Entity MAY be Selected</i>. If you select this option, the filing will not be associated with your entity and will not be viewable on the Entity Details page.</p>	O	
Prepaid Account Balance	If your organization has established a prepaid account to pay for filings and	System Generated	


Field Name	Description	Required/ Optional	Field Length
	<p>searches, the prepaid account balance will be displayed.</p> <p>If you will be paying for the filing using a prepaid account, there must be enough funds in the account to pay for the filing. If your prepaid account balance is running low, notify Account Admin for your entity.</p>		

When you have completed the fields on the General Info tab, click the

Next >>

button to go to the next tab. The tab that is displayed next is dependent upon the type(s) of amendment(s) selected.

## B. Termination or Debtor Termination

If *Termination* or *Debtor Termination* is selected, you will be taken to the [Images tab](#) after you click  on the General Info tab.

After a termination is filed, the status of the UCC remains active. Terminations are recorded in the UCC database, but they do not cause a UCC to become inactive or removed from the database. UCCs are inactivated only when the lapse date has passed without a continuation being filed. Lapsed UCCs are removed from the database one year following lapse.

Additional amendments can be filed after a termination is filed until such time that the UCC lapses.

## C. Assignment

If *Assignment* is selected, you will be taken to the Secured Party(ies) tab. An Assignment requires the entry of a new secured party as assignee and allows entry of collateral if assignment is partial. Do not enter collateral if assignment is total.

Refer to the [Secured Party\(ies\) Tab](#) in the Entering a UCC1 Financing Statement section for instructions on how to complete the fields on the Secured Party(ies) tab. Only the option to *Add Additional Secured Party* is allowed on an assignment.

**Note: You must select *New Assignee* for the new secured party or you will receive an error message on the Finalize tab.**

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Path: Home > Filings Menu > Search Filings > UCC3 Add  
System Status: Normal Business Day  
Date: Thursday, August 23, 2018  
Topeka, KS Time: 12:11:53pm

**AMEND UCC FILING #115419996**

Complete Financing Statement Amendment and Click "Save Filing" Button Below Form

General Info | Debtor(s) | **Secured Party(ies)** | Collateral | Images | Finalize

\* Existing Sec Party #1 Type: **Organization** ☐ Individual **Details** ☐ Delete Secured Party

\* Organization Name ( 7a ): CLARK BANK

\* Mailing Address ( 7c ): 123 MAIN

\* Zip Code ( 7c ): 66612

\* City, State & \* Country ( 7c ): Topeka, KS, USA **Find Entry**

\* New Secured Party #2 Type: **Organization** ☐ Individual **Details** **Clear** ☐ **New Assignee**

\* Organization Name ( 7a 24a 25a ):

\* Mailing Address ( 7c 24c 25c ):

\* Zip Code ( 7c 24c 25c ):

\* City, State & \* Country ( 7c 24c 25c ): , USA **Find Entry**

**Next >>**

Save/Process Filing | Reset Form Fields | Restart Filing

When you have completed the fields on the Secured Party(ies) tab, click the **Next >>** button to go to the Collateral tab.

The Assign Collateral option will be selected. If assignment affects the right to amend the financing statement with respect to some (but not all) of the collateral covered by the financing statement, indicate the particular collateral covered.

Refer to the [Collateral Tab](#) in the Entering a UCC1 Financing Statement section for instructions on how to complete the fields on the Collateral tab.

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Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > UCC3 Add  
System Status: Normal Business Day

Date: Wednesday, August 22, 2018  
Topeka, KS Time: 12:42:03pm

**AMEND UCC FILING #115419996**

**Complete Financing Statement Amendment and Click "Save Filing" Button Below Form**

General Info | Debtor(s) | Secured Party(ies) | **Collateral** | Images | Finalize

**\* Collateral Listing:**

☐ Add Collateral ☐ Delete Collateral ☐ Restate Collateral ☒ **Assign Collateral**

**Template Description:**

**Use Existing Template**  
☐ Append to Collateral Above

enter to add a collateral template with this name containing the collateral typed above

... Select to Fill Collateral Listing ...

When you have completed the fields on the Collateral tab, click the [Next >>](#) button to go to the [Images tab](#).

## D. Continuation

The option to continue a UCC will be available only if it is eligible to be continued. A UCC is eligible for continuation per the following rules:

Continuation Rules	
1	The first day on which a continuation statement may be filed shall be six months preceding the month in which the financing statement would lapse and corresponding to the date upon which the financing statement would lapse.
2	If there is no such corresponding day, the first day on which a continuation statement may be filed shall be the last day of the sixth month preceding the month in which the financing statement would lapse.
3	The last day on which a continuation statement may be filed shall be the date upon which the financing statement lapses.
5	Continuations submitted outside of the six-month window are in error.

Note: If a UCC is eligible to be continued, the UCC system allows for more than one continuation to be filed (if necessary).

If *Continuation* is selected, you will be taken to the [Images tab](#) after you click

Next >>

on the General Info tab.

The number of years added when a UCC is continued are listed below.

Type of UCC1 Filing	Initial Financing Statement Lapses In	Number of Years Added When Continued
Regular Financing Statement	5 years	5 years
Public-Finance Transaction	30 years	30 years
Manufactured-Home Transaction	30 years	30 years
A Debtor is a Transmitting Utility	No Lapse	
Ag Input Lien	5 years	5 years
IRS Filing	10	10
Real/Personal Property	No Lapse	
Public Utilities	No Lapse	



## E. File Continuations In Mass

The *File Continuations In Mass* option allows you to continue multiple UCCs at the same time. You will be charged for each continuation as if you had requested them individually, but you will file them all with one process.

To navigate to this option, follow the steps listed below:

1. From the Enter UCC1/UCC3 Filings Menu, click *File Continuations In Mass*.

The screenshot displays the 'Uniform Commercial Code (UCC) Production Extranet' for the Kansas Secretary of State, Version 2.0. The top navigation bar includes links for Home, Site Map, Help, Account, and Log Off. Below this is a secondary navigation bar with Reports, Entities, Filings, Financials, Your Cart, and User Help. The main content area is titled 'ENTER UCC1 / UCC3 FILINGS MENU'. It is divided into two columns: 'Menu Narrative' and 'Menu Options'. The 'Menu Narrative' column contains text about the system and a link to customer support. The 'Menu Options' column lists four options: 'UCC1 Financing Statement Entry', 'File Continuations In Mass' (which is circled in red), 'UCC3 Filing Amendment Entry', and 'Mass Secured Party Change'. Each option has a brief description. At the bottom, there is a footer with a disclaimer, policy documents, and copyright information. The user is currently logged in as 'Karen Clark - External User'.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Enter Filings  
System Status: Normal Business Day System Display Size: [ S - M - L ] Date: Wednesday, August 22, 2018  
Topeka, KS Time: 12:44:08pm

**ENTER UCC1 / UCC3 FILINGS MENU**

**Menu Narrative**

The **Kansas Secretary of State UCC System** allows for the online entry of UCC1 financing statements as well as UCC3 filing amendments. From this menu you are able to select which of these processes you wish to use.

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

**Menu Options**

- ▶ **UCC1 Financing Statement Entry**  
...all data entry necessary to file a new financing statement
- ▶ **File Continuations In Mass**  
...view filings in your notification list and perform mass continuations
- ▶ **UCC3 Filing Amendment Entry**  
...all data entry necessary to enter an amendment to a filing
- ▶ **Mass Secured Party Change**  
...quick filing of secured party changes for owned filings

[Return to System Main Menu](#)

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2. The UCC1 Filings Mass Continuation List page will be displayed.

Note: If your user account is associated with more than one entity, you will need to select the correct entity before the Mass Continuation page will be displayed.

UCCs will only appear in the list if they are eligible to be continued as explained in the [Continuation](#) section **and** they are owned\* by your entity or your entity has requested pending lapse notifications on them as explained under [Auto Notify Programs](#) in the *Entities* section.

\*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.
- UCCs associated with your entity via the [Entity Ownership Search](#) option.

**IMPORTANT: Be sure to complete the steps in the [Entity Ownership Search](#) section to ensure all your historical UCCs are associated with your entity and will display in the mass continuation list.**

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Uniform Commercial Code (UCC)  
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Version 2.0

**Kansas**  
Secretary of State

ReportsEntitiesFilingsFinancialsYour CartUser Help

Path: Home > Filings Menu > Enter Filings > Mass ContinueDate: Wednesday, August 22, 2018  
System Status: Normal Business DayTopeka, KS Time: 12:49:57pm

**UCC1 FILINGS MASS CONTINUATION LIST**

Below is a list of filings currently eligible for continuation. This list contains only those filings that are "" **OWNED FILINGS**" by an entity to which you have access or filings that your entity has requested pending lapse notifications. An authorizing party has been selected from the list of secured parties for each filing. This value can be changed by clicking the button next to the name.

**\* OWNED FILINGS:**

- UCC-1 filings where your entity filed the initial financing statement in the new UCC system.
- UCC-1 filings associated with your entity during conversion or through an [ownership search process](#).

Under the lapse date if a termination has been filed, **TERMINATED** or **TERMINATED** will be displayed. Green if your entity was the submitter and red if not. **NOTE:** Terminations prior to July, 2018 have no entities recorded so always appear in red.

In the "Select" column, if a continuation has been filed, **CNTD**, **CNTD** or **CNTD** will be displayed. Green if your entity was the submitter, red if not and yellow if the filing is currently in your cart.

Select filings for which you wish to file continuations and click the **File Continuations** button. **NOTE:** Continuations prior to July, 2018 have no entities recorded so always appear in red.

Total Records Found: 8 Showing: 1 - 8 ( returned in < 1 second )

Filing #	Filing Type	Lapse Date	First Debtor	Owned	Authorizing Party	Auth	Select
92020618	U1_REGULAR	9/22/2018	Beesley, Donald Ray	Yes	First National Bank	Next	<input type="checkbox"/>
96614946	U1_REGULAR	9/30/2018 TERMINATED	Cheney, Gary I	Yes	First National Bank	Next	<input type="checkbox"/>
92140284	U1_REGULAR	11/13/2018	Coulter, Kirk E	Yes	First National Bank	Next	<input type="checkbox"/>
92161199	U1_REGULAR	11/21/2018	Flora, Glenda Jolene	Yes	First National Bank	Next	<input type="checkbox"/>
96779104	U1_REGULAR	12/18/2018	Hertlinc LLC	Yes	First National Bank	Next	<input type="checkbox"/>
96779112	U1_REGULAR	12/18/2018	Hert, Lic.	Yes	First National Bank	Next	<input type="checkbox"/>
96870192	U1_REGULAR	2/02/2019	J & J Carpet, Inc.	Yes	First National Bank	Next	<input type="checkbox"/>
92348268	U1_REGULAR	2/13/2019 TERMINATED	Young, Marilyn E	Yes	First National Bank	Next	<input type="checkbox"/>



Select All: ☐


File Continuations

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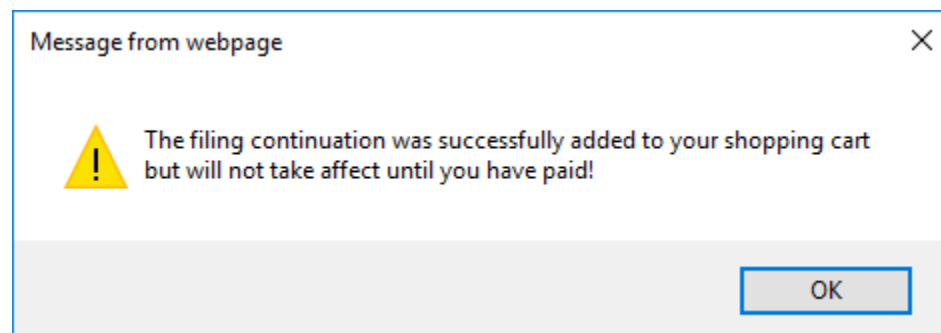
The table below lists the information displayed in the mass continuation list.

Note: The entries in the list may be sorted in ascending or descending order by clicking on the column headings. If your entity owns the UCC, you may click it in the list to see the details related to the UCC on the [Filing Details](#) page.

Field	Description
Filing #	The UCC1 filing number.
Filing Type	The type of UCC1 Filing.
Lapse Date	The date the UCC will lapse if it has not been continued (see Lapse Date Notes below).
First Debtor	The name on the first debtor record associated with the UCC.
Owned	Whether or not your entity owns the UCC as defined above.
Authorizing Party	An authorized party has been selected from the list of secured parties for each filing.
Auth	The authorized party can be changed by clicking the  button in this column. The name in the Authorizing Party field will change when the  button is selected.
Select	Select the individual UCCs to be continued or use the Select All option.

Select the individual filings you wish to continue or *Select All* and click the  button.

You will be taken to [Your Cart](#) to pay for the continuations. Click the *OK* button.



The number of years added when UCCs are continued are explained in the [Continuation](#) section.

#### Lapse Date Notes:

- If you click an entry in the mass continuation list that indicates it has been continued, you will see a Current Filing Lapse Date and a Pending Lapse Date on the UCC1 Filing Details page.
  - Current Filing Lapse Date – The date the UCC would have lapsed had it not been continued.
  - Pending Lapse Date – What the lapse date will be once the Current Filing Lapse Date has passed.

This allows more than one continuation to be filed (if necessary) during the continuation window.

General Information	
Referenced Entity:	Karens Entity ?
Type Of Filing:	UCC-1 Regular Filing
Current Filing Status:	Continuation Eligible
Current Filing Lapse Date:	12/18/2018
Pending Lapse Date:	12/18/2023

#### Termination Notes:

- UCCs that have been terminated stay on the mass continuation list until the lapse date has passed.
- Terminations are recorded in the UCC database, but they do not result in a UCC becoming inactive or removed from the database. UCCs are inactivated only when the lapse date has passed and a continuation has not been filed. They are removed from the database one year following lapse.
- If a termination has been filed, **TERMINATED** or **TERMINATED** will be displayed under the Lapse Date: green if your entity was the submitter and red if not.
- Terminations filed prior to July 2018 have no entities recorded so they will always appear in red.

#### Continuation Notes:

- A continuation can be filed as long as a UCC is active and within the 6-month window allowed for continuations. This is true even if a continuation has already been filed.
- UCCs that have been continued stay on the mass continuation list until the date the UCC would have lapsed has passed.
- In the “Select” column, if a continuation has been filed, **CNTD**, **CNTD**, or **CNTD** will be displayed: green if your entity was the submitter, red if not and yellow if the filing is currently in your cart.
  - Note: **CNTD** and **CNTD** are sorted to the end of the list.

- Continuations prior to July 2018 have no entities recorded so they will always appear in red.

## F. Debtor Change

If Debtor Change is selected, you will be taken to the Debtor(s) tab. A Debtor Change requires the adding, deletion, or changing of at least one debtor.

Refer to the [Debtor\(s\) Tab](#) in the Entering a UCC1 Financing Statement section for instructions on how to complete the fields on the Debtor(s) tab.

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

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > UCC3 Add  
System Status: Normal Business Day

Date: Thursday, August 23, 2018  
Topeka, KS Time: 11:14:54am

**AMEND UCC FILING #115419996**

Complete Financing Statement Amendment and Click "Save Filing" Button Below Form

General Info | **Debtor(s)** | Secured Party(ies) | Collateral | Images | Finalize

\* Existing Debtor #1 Type: [+1](#) [Dup](#) ☐ Organization ☒ Individual [Details](#) ☐ Delete Debtor

\* Last Name ( 7b ): CLARK

\* First Name ( 7b ): KAREN

Middle Name ( 7b ):

Suffix ( 7b ):

\* Mailing Address ( 7c ): 800 SW MIFFLIN ROAD

\* Zip Code ( 7c ): 66606

\* City, State & \* Country ( 7c ): Topeka , KS USA [Find Entry](#)

[Next >>](#)


[Save/Process Filing](#) [Reset Form Fields](#) [Restart Filing](#)




[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Search UCC1 / UCC3 Filings Menu](#)

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You may make the following changes on the Debtor(s) tab.

Functionality	Description	Example
Add Additional Debtor	To add an additional debtor, click <a href="#">+1</a> in the Debtor Type label.	* Debtor #1 Type: <a href="#">+1</a>
Delete A Debtor	To delete a debtor, select Delete Debtor.	<input type="checkbox"/> Delete Debtor

Functionality	Description	Example
Change A Debtor Name and/or Mailing Address	To change a debtor name and/or mailing address, edit the existing debtor name and/or mailing address as necessary.	
Expand/Collapse Details for a Debtor	While working with debtors, to expand/collapse the details for a debtor, click the Details button.	

When you have completed the fields on the Debtor(s) tab, click the  button to go to the Secured Party(ies) tab. Click  to go to the Collateral tab. Click  to go to the [Images tab](#).

Note: You will not be able to make any changes on the Secured Party(ies) tab or the Collateral tab unless that type of amendment was also selected on the General Info tab.

## G. Secured Party Change

If Secured Party Change is selected, you will be taken to the Secured Party(ies) tab. A Secured Party Change requires the adding, deletion, or changing of at least one secured party.

Refer to the [Secured Party\(ies\) Tab](#) in the Entering a UCC1 Financing Statement section for instructions on how to complete the fields on the Secured Party(ies) tab.

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Version 2.0

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Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > UCC3 Add  
System Status: Normal Business Day

Date: Thursday, August 23, 2018  
Topeka, KS Time: 11:17:07am

**AMEND UCC FILING #115419996**

Complete Financing Statement Amendment and Click "Save Filing" Button Below Form

General Info | Debtor(s) | **Secured Party(ies)** | Collateral | Images | Finalize

\* Existing Sec Party #1 Type: [+1](#) ☒ Organization ☐ Individual [Details](#) ☐ Delete Secured Party

\* Organization Name ( 7a ): CLARK BANK

\* Mailing Address ( 7c ): 123 MAIN STREET

\* Zip Code ( 7c ): 66612

\* City, State & \* Country ( 7c ): Topeka , KS USA [Find Entry](#)

[Next >>](#)


[Save/Process Filing](#) [Reset Form Fields](#) [Restart Filing](#)

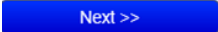
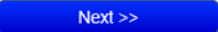
[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Search UCC1 / UCC3 Filings Menu](#)

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You may make the following changes on the Secured Party(ies) tab:

Functionality	Description	Example
Add Additional Secured Party	To add an additional secured party, click <a href="#">+1</a> in the Secured Party Type label.	* Secured Party #1 Type: <a href="#">+1</a>
Delete A Secured Party	To delete a secured party, select Delete Secured Party.	<input type="checkbox"/> Delete Secured Party
Change A Secured Party Name	To change a secured party name and/or mailing address, edit the existing secured party name	

Functionality	Description	Example
and/or Mailing Address	and/or mailing address as necessary.	
Expand/Collapse Details for a Secured Party	While working with secured party(ies), to expand/collapse the details for a secured party, click the Details button.	

When you have completed the fields on the Secured Party(ies) tab, click the  button to go to the Collateral tab. Click  to go to the [Images tab](#).

Note: You will not be able to make any changes on the Collateral tab unless that type of amendment was also selected on the General Info tab.



## H. Mass Secured Party Change

The Mass Secured Party Change option allows you to change the secured party on multiple UCCs at the same time. You will be charged for each of the amendments as if you had requested them individually, but you will file them all with one process.

The Mass Secured Party Change option is divided into three steps.

Step 1 - Select the secured party name/address combination(s) to be changed and indicate the secured party type, name and address to change the secured party to.

Step 2 – A list of UCCs that will be amended will be displayed. Any UCCs that are not to be included can be deselected.

Step 3 – A page to review the changes to be made will be displayed before filing the amendments.

To navigate to this option, follow the steps listed below:

1. From the Enter UCC1/UCC3 Filings Menu, click *Mass Secured Party Change*.

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

Path: [Home](#) > Enter Filings  
System Status: Normal Business Day System Display Size: [ S - M - L ] Date: Wednesday, August 22, 2018  
Topeka, KS Time: 12:44:08pm

**ENTER UCC1 / UCC3 FILINGS MENU**

**Menu Narrative**

The **Kansas Secretary of State UCC System** allows for the online entry of UCC1 financing statements as well as UCC3 filing amendments. From this menu you are able to select which of these processes you wish to use.

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

**Menu Options**

- ▶ **UCC1 Financing Statement Entry**  
...all data entry necessary to file a new financing statement
- ▶ **File Continuations In Mass**  
...view filings in your notification list and perform mass continuations
- ▶ **UCC3 Filing Amendment Entry**  
...all data entry necessary to enter an amendment to a filing
- ▶ **Mass Secured Party Change**  
...quick filing of secured party changes for owned filings

[Return to System Main Menu](#)

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2. The Mass Secured Party Change Step 1 page will be displayed.

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Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > [Mass Secparty](#)  
System Status: Normal Business Day

Date: Tuesday, August 28, 2018  
Topeka, KS Time: 9:24:25am

MASS SECURED PARTY CHANGE STEP 1

This process will allow you to request secured party change amendments against multiple filings recorded as an **\*OWNED FILING** of an entity for which you have access. Secured party additions, deletions and assignments are not available from here. You will be charged for each of the amendments as if you had requested them individually but you will get them all done with one process.

**NOTICE:** Any amendments requested through this process will have **Karens Entity** as the authorizing party!

**\*OWNED FILING:**

- UCC-1 filings where your entity filed the initial financing statement in the new UCC system.
- UCC-1 filings associated with your entity during conversion or through an [ownership search process](#).

STEP 1: Select Secured Parties, Enter New Values and Click "Continue to Step 2"

\* Owned by Entity:

Karens Entity - 400106

\* Secured Party(ies):

☒ All Secured Parties

☒ **First National Bank** (1)  
101 N. Penn Ave  
Oberlin, KS 67749

☒ **First National Bank** (4)  
1195 S Range  
Colby, KS 67701

☒ **First National Bank** (1)  
P O Box 27  
Colby, KS 67701

\* Secured Party Type:

☒ Organization ☐ Individual

\* Organization Name:

\* Mailing Address:

\* Zip Code:

\* City, State & \* Country:

USA

Find Entry

Include Records That Are:

☐ Include Terminated Filings ☒ Do NOT Include Terminated Filings

Continue to Step 2

Reset Form Fields

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Enter UCC1 / UCC3 Filings Menu](#)

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3. Complete the fields on the Mass Continuation Secured Party Change Step 1 page as follows. When complete, click the  button.

Field Name	Description	Required/Optional
Owned by Entity	Your entity will be pre-selected for you.  If your user account is associated with more than one entity, you will need to select the correct entity.	R
Secured Party(ies)	A list containing a distinct combination of secured party name/address will be displayed.  Select the secured party(ies) to be changed.  Options: <ul style="list-style-type: none"> <li>• All Secured Parties - Default</li> <li>• Individual Secured Parties – Deselect All Secured Parties and select individual secured party name/address combinations to be changed.</li> </ul> Note: Only secured party name/address combinations for UCCs owned* by your entity will be displayed in the list.	R
Secured Party Type	Indicate the secured party type, name and address to change the selected secured party(ies) to.  Refer to the <a href="#">Secured Party(ies) Tab</a> in the Entering a UCC1 Financing Statement section for instructions on how to complete these fields.	R
Secured Party Name		
Secured Party Address		
Include Records That Are	Select whether or not to include terminated filings.  Options: <ul style="list-style-type: none"> <li>• Include Terminated Filings</li> <li>• Do NOT Include Terminated Filings - Default</li> </ul>	R

\*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.
- UCCs associated with your entity via the [Entity Ownership Search](#) option.

**IMPORTANT: Be sure to complete the steps in the [Entity Ownership Search](#) section to ensure all your historical UCCs are associated with your entity and will display in the mass secured party list.**

4. A list of UCCs to be amended will be displayed on the Mass Continuation Secured Party Change Step 2 page.

Click the [Details](#) button to view details about a UCC. Click the [View](#) button to view a filing.

Deselect the *Include* option for any UCCs not to be amended. When complete, click the [Continue to Step 3](#) button.

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Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > [Mass Secparty](#) > Mass Secparty  
System Status: Normal Business Day

Date: Tuesday, August 28, 2018  
Topeka, KS Time: 9:31:47am

**MASS SECURED PARTY CHANGE STEP 2**

Below are the filings that will be amended if you continue. In each case you may click the "Details" button to expand more details and you can also un-check the checkbox to the right of each line if you do not want to include the filing in the amendment list.

**STEP 2: Uncheck any You Wish to Exclude and Click "Continue to Step 3" Button Below Form**

Total Records Found: 5 Showing: 1 - 5 ( returned in < 1 second )

Filing #	Name	Address	City	Options
90316233	First National Bank The Bank	P O Box 27 1195 S Range	Colby, KS	<input checked="" type="checkbox"/> Include <a href="#">Details</a>
94764610	First National Bank The Bank	1195 S Range	Colby, KS	<input checked="" type="checkbox"/> Include <a href="#">Details</a>

Debtors	Secured Parties	Archived Filing Activity
Shull, Heide Michelle 2627 County Road 20 Colby, KS 67701	First National Bank 1195 S Range Colby, KS 67701	94764610 UCC-1 Regular Filing ( 1 page ) 9/06/2006 4:16:41pm 98601925 Continuation ( 1 page ) 6/03/2011 2:32:41pm
Shull, Norman Eugene 2627 County Road 20 Colby, KS 67701	The Bank 1195 S Range Colby, KS 67701	99889372 Assignment Change ( 1 page ) 1/08/2013 4:25:08pm 108203086 Continuation ( 1 page ) 6/28/2016 9:48:12am Lapse Date: 9/06/2021

95574357	First National Bank The Bank	1195 S Range	Colby, KS	<input checked="" type="checkbox"/> Include <a href="#">Details</a>
95694882	First National Bank The Bank	1195 S Range	Colby, KS	<input checked="" type="checkbox"/> Include <a href="#">Details</a>
98514003	First National Bank The Bank	101 N. Penn Ave Po Box 367	Oberlin, KS Quinter, KS	<input checked="" type="checkbox"/> Include <a href="#">Details</a>

Continue to Step 3

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Enter UCC1 / UCC3 Filings Menu](#)  
[Return to Mass Secured Party Change Step 1](#)

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5. A page to review the secured party changes to be made will be displayed on the Mass Continuation Secured Party Change Step 3 page. If changes are needed, click the [Return to Step 1](#) button or the [Return to Step 2](#) button. Once necessary changes have been made, return to the Mass Continuation Secured Party Change Step 3 page and click the [File Amendment\(s\)](#) button.

You will be taken to [Your Cart](#) to pay for the secured party change amendments.

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Version 2.0

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Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Enter Filings](#) > [Mass Secparty](#) > Mass Secparty  
System Status: Normal Business Day

Date: Tuesday, August 28, 2018  
Topeka, KS Time: 9:49:03am

MASS SECURED PARTY CHANGE STEP 3

Double Check Your Entries and Click the Appropriate Action Button

General Information

Type(s) of Amendment(s):

Secured Party Change

Responsible Entity:

#400106 - Karens Entity

Number of Amendment(s):

5

Cost of Filing(s):

\$50.00

Secured Party Information

Party(ies) for Which Replacement is Being Requested

- First National Bank  
101 N. Penn Ave Oberlin, KS 67749
- First National Bank  
1195 S Range Colby, KS 67701
- First National Bank  
P O Box 27 Colby, KS 67701

New Party Information

- Clark Bank  
123 Main Street Topeka, KS 66612

[File Amendment\(s\)](#)

[Return to Step 1](#)

[Return to Step 2](#)

[Return to System Main Menu](#)

[Return to UCC Filings Main Menu](#)

[Return to Enter UCC1 / UCC3 Filings Menu](#)

[Return to Mass Secured Party Change Step 1](#)

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## I. Collateral Change

If Collateral Change is selected, you will be taken to the Collateral tab. A Collateral Change requires some kind of entry in the collateral field. Example: See attached.

The screenshot shows the 'AMEND UCC FILING #115419996' form in the 'Collateral' tab. The header includes the 'Uniform Commercial Code (UCC) Production Extranet Version 2.0' logo and the 'Kansas Secretary of State' logo. Navigation links at the top include Home, Site Map, Help, Account, and Log Off. A breadcrumb trail shows the path: Home > Filings Menu > Search Filings > UCC3 Add. The system status is 'Normal Business Day' and the date is Thursday, August 23, 2018, with Topeka, KS Time at 1:21:22pm.

The form title is 'AMEND UCC FILING #115419996'. Below it is a instruction bar: 'Complete Financing Statement Amendment and Click "Save Filing" Button Below Form'. The 'Collateral' tab is selected, with other tabs being General Info, Debtor(s), Secured Party(ies), Images, and Finalize.





Under the 'Collateral Listing:' section, there are four radio buttons: 'Add Collateral' (selected), 'Delete Collateral', 'Restate Collateral', and 'Assign Collateral'. Below these is a large text area for the collateral listing.

At the bottom of the form, there is a 'Use Existing Template' section with a checkbox for 'Append to Collateral Above'. A dropdown menu shows '... Select to Fill Collateral Listing ...'. Below this, a red note states: '• USE A TEMPLATE' followed by two bullet points: '• Select the template you want to use from the list.' and '• "Append To Collateral Above" will control if the template will replace the collateral verbiage above or append to it.'

At the bottom of the form are three buttons: 'Save/Process Filing' (blue), 'Reset Form Fields' (green), and 'Restart Filing' (red). A 'Next >>' button is also present.

Refer to the [Collateral Tab](#) in the Entering a UCC1 Financing Statement section for instructions on how to complete the fields on the Collateral tab.

You may make the following changes on the Collateral tab.

Functionality	Description	Example
Add Collateral	To add collateral, select <i>Add Collateral</i> and indicate the additional collateral.	
Delete Collateral	To delete collateral, select <i>Delete Collateral</i> and indicate the deleted collateral.  A partial release is a delete collateral change.	
Restate Collateral	To restate the covered collateral description, select <i>Restate Collateral</i> and indicate the restated collateral.	
Assign Collateral	To assign collateral, select <i>Assign Collateral</i> and indicate the particular collateral covered.  Note: The option to Assign Collateral is available only if Assignment is selected as the type of amendment.	

When you have completed the fields on the Collateral tab, click the

Next >>

button to go to the [Images tab](#).



## J. Images Tab

Refer to the [Images Tab](#) in the Entering a UCC1 Financing Statement section for instructions on how to include attachments with UCC filings.

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Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > UCC3 Add  
System Status: Normal Business Day  
Date: Thursday, August 23, 2018  
Topeka, KS Time: 1:27:43pm

**AMEND UCC FILING #115419996**

**Complete Financing Statement Amendment and Click "Save Filing" Button Below Form**

General Info | Debtor(s) | Secured Party(ies) | Collateral | **Images** | Finalize

**Filing Image Upload:** [Upload Scanned Images](#)

**Cost of Extra Images:** \$0.00  
image pages are billed at rate of \$1.00 per page over 10. 1 page is added for the system generated image.

**Images Loaded:** An image may be attached if you wish.  
**BE AWARE:** Uploaded images MUST be in PDF format and be no larger than 5mb total or 200kb per page. Images that do not adhere to these rules, will be rejected.

[Next >>](#)

[Save/Process Filing](#) [Reset Form Fields](#) [Restart Filing](#)

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Search UCC1 / UCC3 Filings Menu](#)

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#### K. [Finalize Tab](#)

Refer to the [Finalize Tab](#) in the Entering a UCC1 Financing Statement section for instructions on how to finalize and file the amendment.

Note: For amendments, you will be taken to the [UCC3 Amendment Details page](#) instead of the UCC1 Filing Details page.

## VIII. UCC Searches/Images

### A. UCC Online Searches & Fees

There are several options in the UCC system to search for UCC filings. The types of searches that can be performed and associated fees are listed below.

Type of Search	Online Fee
Search Your Entity UCC Filings	None
Unofficial Filing Search	10.00
Official UCC2 Record Search	10.00
Review Past UCC Searches	None
Secured Party Search	\$150.00
Images	\$1.00 per page

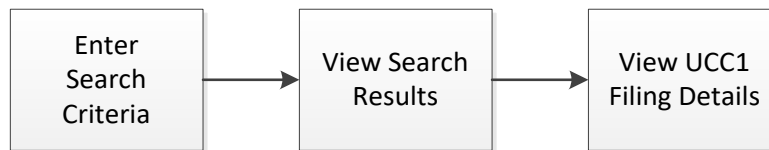
Note: If you already know the UCC1 or UCC3 filing number, you may use the [Purchase An Individual Image](#) option to obtain an image of a filing. The fee for individual images is \$1.00 per page.

## B. Search Process Flow

The flow of the search process is different based on the type of search.

### 1. [Search Your Entity UCC Filings](#)

A fee is not associated with the option to search your entity UCC filings. As a result, the flow of this option is relatively simple. To use this option, enter the search criteria for the UCC filing(s) you are looking for. The search results will then be displayed. To view or print the details of a filing, click an entry in the list. You will be taken to the [UCC1 Filings Details Page](#).

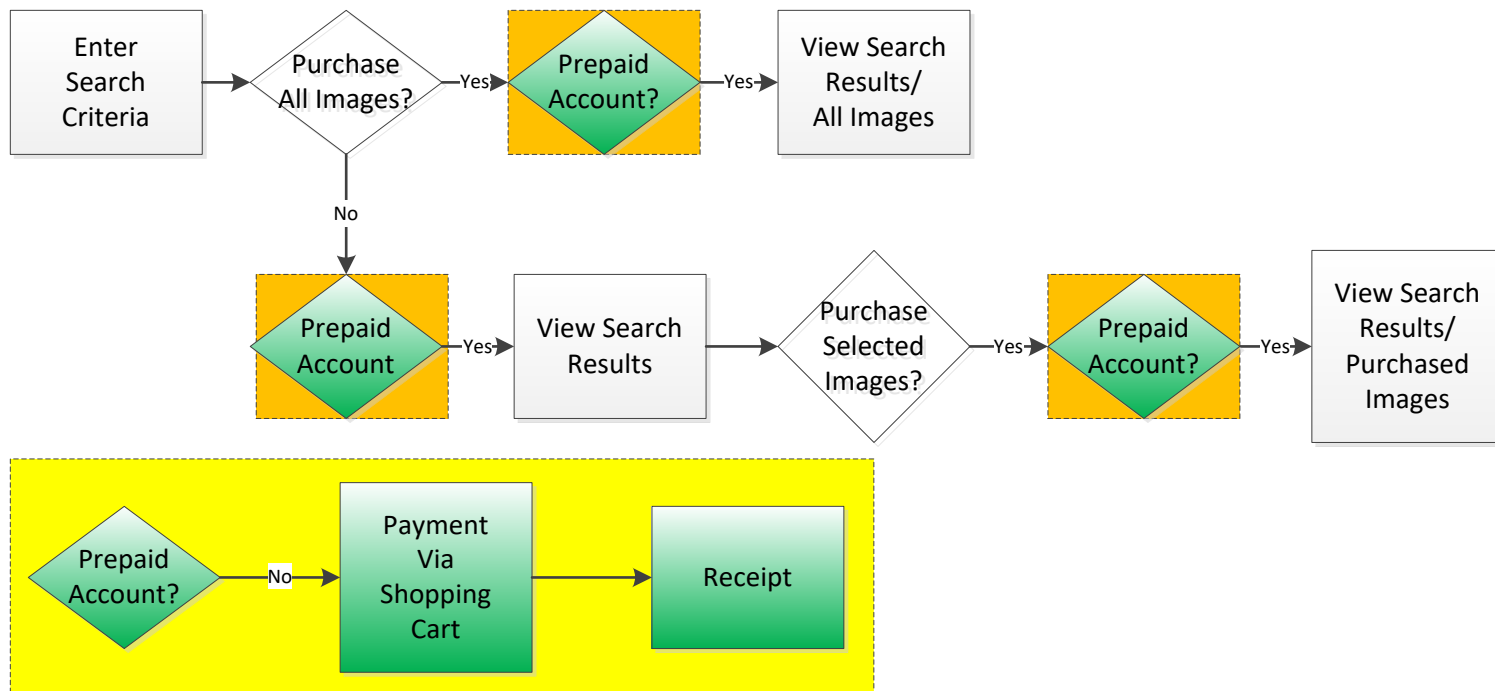


## 2. [Unofficial Filing Search](#)

The flow of the Unofficial Filing Search is different based on:

- Method of payment.
- Whether or not images are purchased in combination with the search or separately. **You do not need to purchase All Images when you purchase the search. You may return to the search results after paying for the search and select individual images to purchase.**

If payment is not made using a prepaid account, substitute the items in the orange boxes with the items in the yellow box below. You will be taken to the shopping cart to process the payment for the search. Once the payment has been processed, you will be taken to the receipt where there will be a link to return to the search.



3. [Official UCC2 Record Search](#)

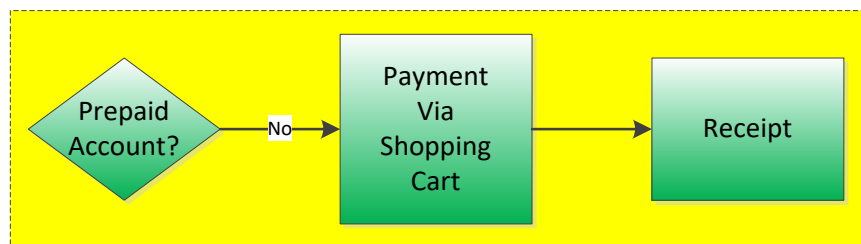
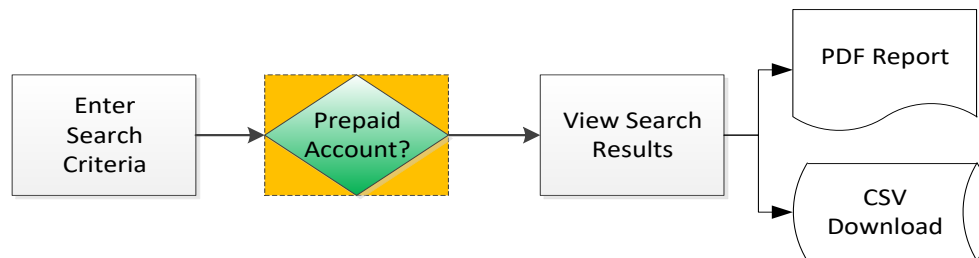
The flow of the Official UCC2 Record Search is the same as the Unofficial Filing Search except that the official search also generates a certified report of the search results in PDF format.

4. [Secured Party Search](#)

The flow of the Secured Party Search is different based on the method of payment. If payment is not made using a prepaid account, you will be taken to the shopping cart to process the payment. Once the payment has been processed, you will be taken to the receipt where there will be a link to return to the search.

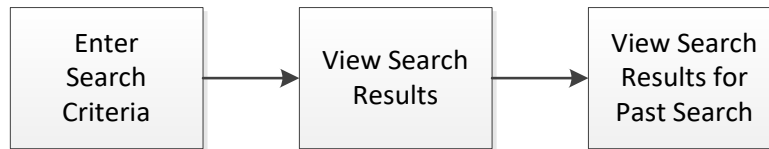
If payment is not made using a prepaid account, substitute the item in the orange box with the items in the yellow box below.

From the search results page you may generate a PDF report and/or download a CSV (Excel) file of the search results.



## 5. [Review Past UCC Searches](#)

A fee is not associated with the option to review past UCC searches. As a result, the flow of this option is relatively simple. To use this option, enter the search criteria for the previous search you are looking for. The search results will then be displayed. To view a previous search not more than 60 days old, click it in the search results list.



## C. Navigating to Search UCC1/UCC3 Filings Menu

Follow the steps listed below to navigate to the Search UCC1/UCC3 Filings Menu.

1. From the UCC Main Menu (home page) click *UCC Filings Processing Menu*.

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Production Extranet  
Version 2.0

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Secretary of State

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

Path: > Home  
System Status: Normal Business Day System Display Size: [ S - M - L ]  
Date: Thursday, September 13, 2018  
Topeka, KS Time: 12:59:37pm

**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
- ▶ **System Reports Menu**  
...generate and view system reports
- ▶ **User Logoff**  
...log out of the system
- ▶ **System User Help Menu**  
...system user help documents and bulletins

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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](#) [Processing and Returns Policy](#)

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2. Click *UCC1/UCC3 Filing Searches*.

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Your Cart

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Path: [Home](#) > Filings Menu

System Status: Normal Business Day    System Display Size: [ [S](#) - [M](#) - [L](#) ]

Date: Thursday, September 13, 2018  
Topeka, KS Time: 1:01:10pm

**UCC FILINGS MAIN MENU**

**Menu Narrative**  
The **Kansas Secretary of State UCC System** allows for the entry and tracking of all Kansas UCC filings. From this menu properly secured users are able to access sub-menus for the entry, processing, maintenance and searching of these filings.  
  
Should you have any questions or comments, please:  
[send an email to SOS Customer Support](#) or call (785) 296-4564

**Menu Options**

- UCC1 / UCC3 Filings**  
... data entry for UCC financing statements and UCC3 amendments
- UCC1 / UCC3 Filings Searches**  
... notification, ownership, official, unofficial and secured party searching
- Purchase An Individual Image**  
... purchase an image using a known filing number
- Request Notification For A Filing**  
... request notification when a filing is lapsing

[Return to System Main Menu](#)

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3. The Search UCC1/UCC3 Filings Menu will be displayed.

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**Kansas**  
Secretary of State

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Path: [Home](#) > Search Filings

System Status: Normal Business Day

System Display Size: [ S - M - L ]

Date: Thursday, September 13, 2018  
Topeka, KS Time: 1:03:14pm

**SEARCH UCC1 / UCC3 FILINGS MENU**

**Menu Narrative**

The **Kansas Secretary of State UCC System** allows for the search of archived UCC1 financing statements and UCC3 filing amendments. Several types of searches are available and accessible from the options on this menu.

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

**Menu Options**

- Search Your Entity UCC Filings**  
...build lists of UCC filings from your approved entities
- Unofficial Filing Search**  
...unofficial searching for non-certified result list
- Official UCC 2 Record Search**  
...ucc2 searching for certified result list
- Review Past UCC Searches**  
...search for past unofficial and official ucc searches using various criteria
- Secured Party Search**  
...locate all filings for secured party search requests

[Return to System Main Menu](#)

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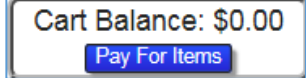
## D. Working with Search Options

While working with searches, there will be several options available to you depending on the type of search.



Functionality	Description	Search Your Entity UCC Filings	Unofficial Filing Search	Official UCC 2 Record Search	Review Past UCC Searches	Secured Party Search
	In the search results list, use the Details button to toggle back and forth between the summary line and the filing detail view. The detail view displays all of the debtors, secured parties and filings associated with a UCC.		X	X		X
 	In the search results list, use the Buy All button to purchase the images of all of the filings associated with a specific UCC. The images will be placed in your cart and the fee for the images will be added to the Cart Balance.  Use the UnBuy All button to reverse selecting Buy All or Buy \$1.00 for the UCC.		X	X		
 	In the search results list, click the Notify button to include a UCC in the:		X	X		X

Functionality	Description	Search Your Entity UCC Filings	Unofficial Filing Search	Official UCC 2 Record Search	Review Past UCC Searches	Secured Party Search
	<ul style="list-style-type: none"> <li>File Continuations In Mass Option</li> <li>Pending Lapse Notification (if your entity has selected to receive notifications).</li> <li>Use the No Notify button to reverse the Notify selection.</li> </ul>					
<div>Buy \$1.00</div> <div>UnBuy</div>	<p>In the search results list, use the Buy \$1.00 button to purchase images for an individual filing associated with a UCC. The images will be placed in your cart and the fee for the images will be added to the Cart Balance.</p> <p>Use the UnBuy button to reverse selecting the Buy \$1.00 button.</p> <p>Note: The amount displayed in the button will vary based on the number of pages associated with the filing.</p>		X	X		

Functionality	Description	Search Your Entity UCC Filings	Unofficial Filing Search	Official UCC 2 Record Search	Review Past UCC Searches	Secured Party Search
<b>All Purchased Copies</b>	When you click the All Purchased Copies button on the search results page, a PDF file of all purchased images will be generated for you to view, save and/or print.		X			
<b>View</b>	Click the <i>View</i> button on the search results page to view, save and/or print purchased images. To display the View button, click the <i>Details</i> button.		X	X		
<b>Official Results</b>	When you click the Official Results button on the search results page a PDF file containing the Official Search Results report will be generated for you to view, save and/or print.			X		
<b>Results + Purchased Copies</b>	Click the <i>Results + Purchased Copies</i> button to include images you have purchased in the PDF file with the Official Search Results report.			X		
<b>CSV Download</b>	Use this option to create a downloadable CSV (Excel) file of the Secured Party Search results.					X

Functionality	Description	Search Your Entity UCC Filings	Unofficial Filing Search	Official UCC 2 Record Search	Review Past UCC Searches	Secured Party Search
	Use this option to create a report of the Secured Party Search results to view, save and/or print.					X
	<p>In the search results list, the Cart Balance displays the fees associated with images that have been selected to be purchased from the search results page.</p> <p>To purchase the images, click <i>Pay For Items</i>. You will be taken to <a href="#">Your Cart</a> to pay for the images.</p>		X	X		

As you use the searches, two buttons are available to you.

Functionality	Description
	The Reset Form Fields button will clear the selected search options.
	If you just ran a search, the Use Last Criteria button populates the search fields with the same criteria used for the search you just ran.

## E. Search Your Entity UCC Filings

The Search Your Entity UCC Filings options allows you to find owned\* UCCs so they may viewed or printed. There is not a fee to search your entity UCC filings.

### \*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.
- UCCs associated with your entity via the [Entity Ownership Search](#) option.

**IMPORTANT:** Be sure to complete the steps in the [Entity Ownership Search](#) section to ensure all your historical UCCs are associated with your entity and will display in the search results list.

1. From the Search UCC1/UCC3 Filings Menu, click *Search Your Entity UCC Filings*.

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Path: [Home](#) > Search Filings  
System Status: Normal Business Day System Display Size: [ S - M - L ] Date: Thursday, September 13, 2018  
Topeka, KS Time: 3:33:35pm

**SEARCH UCC1 / UCC3 FILINGS MENU**

**Menu Narrative**

The Kansas Secretary of State UCC System allows for the search of archived UCC1 financing statements and UCC3 filing amendments. Several types of searches are available and accessible from the options on this menu.

Should you have any questions or comments, please:  
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**Menu Options**

- ▶ **Search Your Entity UCC Filings**  
...build list of UCC filings from your approved entities
- ▶ **Unofficial Filing Search**  
...unofficial searching for non-certified result list
- ▶ **Official UCC 2 Record Search**  
...ucc2 searching for certified result list
- ▶ **Review Past UCC Searches**  
...search for past unofficial and official ucc searches using various criteria
- ▶ **Secured Party Search**  
...locate all filings for secured party search requests

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2. A page to enter the search criteria will be displayed.

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Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > UCC1/3 Search  
System Status: Normal Business Day

Date: Thursday, September 13, 2018  
Topeka, KS Time: 3:35:33pm

**UCC1/UCC3 FILINGS SEARCH CRITERIA ENTRY**

Enter Search Criteria and Click "Search Filings" Button Below Form

\* Type of Search Result Desired:

☒ Sortable List ☐ Downloadable CSV File

UCC1/3 Filing Number:

will find either a ucc1 or ucc3 filing number

Assigned to Entity:

UCC-1 Filing Type:

Amendment Type:

Official Filing Date:

through

search will include UCC1 and UCC3 filing dates

Current Filing Status:

Submitter Reference Data:

Search: ☒ from start of field ☐ anywhere in the field

XML Packet Number:

Search: ☒ from start of field ☐ anywhere in the field

Debtor Last/Organization Name:

Search: ☒ from start of field ☐ anywhere in the field ☐ normalize search  
does not utilize normalization for search

Debtor First Name:

Search: ☒ from start of field ☐ anywhere in the field  
does not utilize normalization for search

Debtor Middle Name:

does not utilize normalization for search

Debtor Mailing Address:

Search: ☒ from start of field ☐ anywhere in the field

Debtor City:

Debtor State:

Debtor Country Code:

Secured Party Last/Organization Name:

Search: ☒ from start of field ☐ anywhere in the field ☐ normalize search  
does not utilize normalization for search unless selected

Secured Party First Name:

Search: ☒ from start of field ☐ anywhere in the field  
does not utilize normalization for search

Secured Party Middle Name:

does not utilize normalization for search



Complete the fields on the search criteria page as needed and click the

[Search Filings](#) button.

Field Name	Description	Required/ Optional
Type of Search Result Desired	Select if you would like to have a sortable list displayed to you or if you would like to have the results downloaded to a CSV (Excel) file.  Default – Sortable List	R
UCC1/3 Filing Number	The UCC1 or UCC3 filing number.  <b>Note: If you are searching for an amendment (UCC3) your entity filed in this system, you will not be able to view it from this search option unless your organization filed the original UCC1. In this case, you will only be able to view the amendment by using the <a href="#">Search for Monetary Receipts</a> option. This includes assignments and secured party changes.</b>	O
Assigned to Entity	If your user account is associated with more than one entity, you will need to select the correct entity.	O
UCC-1 Filing Type	UCC-1 Regular Filing UCC-1 Agricultural Lien UCC-1 – Federal 7 Year UCC-1 Filing – IRS UCC-1 Manufactured-Home Transaction UCC-1 Public-Finance Transaction UCC-1 Public Utilities UCC-1 Real Personal Property UCC-1 A Debtor is a Transmitting Utility	O
Amendment Type	Assignment Collateral Change Continuation Debtor Change Debtor Termination Filing Officer Correction Miscellaneous Change Release Secured Party Change Subordination Termination	O
Official Filing Date	The UCC1 or UCC3 filing date or range of dates to be searched	O
Current Filing Status	Select the filing status to be searched for.	O

Field Name	Description	Required/ Optional
	Active Continuation Eligible Lapsed	
Submitted Reference Data	The UCC1 or UCC3 Filer Reference Data.  Enter the filer reference data to search for and select the type of search operation to perform*. <ul style="list-style-type: none"> <li>• From Start of Field – Default</li> <li>• Anywhere in the Field</li> </ul>	O
XML Packet Number	Enter the packet number assigned to a XML filing to search for and select the type of search operation to perform*. <ul style="list-style-type: none"> <li>• From Start of Field – Default</li> <li>• Anywhere in the Field</li> </ul>	O
Debtor Last/Organization Name	Enter the individual debtor last name or organization name to search for and select the type of search operation to perform*. <ul style="list-style-type: none"> <li>• From Start of Field – Default</li> <li>• Anywhere in the Field</li> <li>• Normalize Search – Select this option to use the normalized individual debtor last name or organization name to perform the search. Otherwise, the name will not be normalized.</li> </ul>	O
Debtor First Name	Enter the individual debtor first name to search for and select the type of search operation to perform*. <ul style="list-style-type: none"> <li>• From Start of Field – Default</li> <li>• Anywhere in the Field</li> </ul> <p>Note: The debtor first name is not normalized.</p>	O
Debtor Middle Name	Enter the individual debtor middle name to search for.  Note: The debtor middle name is not normalized.	O
Debtor Mailing Address	Enter the mailing address for the debtor and select the type of search operation to perform*. <ul style="list-style-type: none"> <li>• From Start of Field - Default</li> <li>• Anywhere in the Field</li> </ul> <p>Note: Only the 1<sup>st</sup> address line is searched.</p>	O
Debtor City	Enter the city for the debtor.	O
Debtor State	Enter the state for the debtor.	O

Field Name	Description	Required/ Optional
Debtor Country Code	Select the country for the debtor.	O
Secured Party Last/Organization Name	Enter the individual secured party last name or organization name to search for and select the type of search operation to perform*. <ul style="list-style-type: none"> <li>From Start of Field – Default</li> <li>Anywhere in the Field</li> <li>Normalize Search – Select this option to use the normalized individual secured party last name or organization name to perform the search. Otherwise, the name will not be normalized.</li> </ul>	O
Secured Party First Name	Enter the individual secured party first name to search for and select the type of search operation to perform*. <ul style="list-style-type: none"> <li>From Start of Field – Default</li> <li>Anywhere in the Field</li> </ul> <p>Note: The secured party first name is not normalized.</p>	O
Secured Party Middle Name	Enter the individual secured party middle name to search for. <p>Note: The debtor middle name is not normalized.</p>	O
Secured Party Mailing address	Enter the mailing address for the secured party and select the type of search operation to perform*. <ul style="list-style-type: none"> <li>From Start of Field - Default</li> <li>Anywhere in the Field</li> </ul> <p>Note: Only the 1<sup>st</sup> address line is searched.</p>	O
Secured Party City	Enter the city for the secured party.	O
Secured Party State	Enter the state for the secured party.	O
Secured Party Country Code	Select the country for the secured party.	O
Filing Lapse Date	Enter the date the UCC has or will lapse or range of dates to be searched	O
<b>Include Records That Are</b>		
Type of Filing	Select the type of filing to include in the search. <ul style="list-style-type: none"> <li>UCC1 Filings Only</li> <li>UCC3 Filings Only</li> <li>Either - Default</li> </ul>	R
Type of Debtor	Select the type of debtor to include in the search.	R

Field Name	Description	Required/ Optional
	<ul style="list-style-type: none"> <li>Individual Debtors Only</li> <li>Organization Debtors Only</li> <li>Either – Default</li> </ul> <p>Note: Ensure that the debtor name fields entered correspond to the type of search selected.</p>	
Type of Secured Party	<p>Select the type of secured party to include in the search.</p> <ul style="list-style-type: none"> <li>Individual Secured Parties Only</li> <li>Organization Secured Parties Only</li> <li>Either – Default</li> </ul> <p>Note: Ensure that the secured party name fields entered correspond to the type of search selected.</p>	R

*Search Operation	Description
From Start of Field	Will find records that begin with the search term in the field.
Anywhere in the Field	Will find records with the search term somewhere in the field (beginning, end, or in the middle).

Note: Entering partial information in a search field may cause you to find broader results.

- The search results page will contain a listing of UCC filings that match the search criteria entered.

To view the details of a filing, click an entry in the list. You will be taken to the [UCC1 Filings Details Page](#).

Note: The entries in the list may be sorted in ascending or descending order by clicking on the column headings.

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Reports	Entities	Filings	Financials	Your Cart
User Help				
Path: <a href="#">Home</a> > <a href="#">Filings Menu</a> > <a href="#">Search Filings</a> > <a href="#">UCC1/3 Search</a> > UCC1 List				Date: Thursday, September 13, 2018 Topeka, KS Time: 3:46:07pm
System Status: Normal Business Day				
UCC1 FILINGS TABLE SEARCH RESULT LIST				
Total Records Found: 83 Showing: 1 - 25 (returned in < 1 second) Criteria: Entity Code=400108 Authorized Filings Only				
Filing #	Filing Timestamp	Lapse Date	Filing Type	Entity Name
90106387	8/17/2001 2:34:31pm	8/17/2021	UCC-1 Regular Filing	Karens Entity
90147349	9/04/2001 3:41:47pm	9/04/2021	UCC-1 Regular Filing	Karens Entity
90176984	9/17/2001 3:20:40pm	9/17/2021	UCC-1 Regular Filing	Karens Entity
90316233	11/14/2001 10:14:03am	11/14/2021	UCC-1 Regular Filing	Karens Entity
90444901	1/04/2002 3:31:53pm	1/04/2022	UCC-1 Regular Filing	Karens Entity
90474693	1/16/2002 10:15:09am	1/16/2022	UCC-1 Regular Filing	Karens Entity
90489311	1/22/2002 3:54:35pm	1/22/2022	UCC-1 Regular Filing	Karens Entity
90489329	1/22/2002 3:54:35pm	1/22/2022	UCC-1 Regular Filing	Karens Entity
90489337	1/22/2002 3:54:35pm	1/22/2022	UCC-1 Regular Filing	Karens Entity
90489345	1/22/2002 3:54:35pm	1/22/2022	UCC-1 Regular Filing	Karens Entity
90501454	1/25/2002 2:40:11pm	1/25/2022	UCC-1 Regular Filing	Karens Entity
90636558	3/13/2002 2:31:18pm	3/13/2022	UCC-1 Regular Filing	Karens Entity
90680000	3/27/2002 5:17:02pm	3/27/2022	UCC-1 Regular Filing	Karens Entity
90723694	4/11/2002 12:11:34pm	4/11/2022	UCC-1 Regular Filing	Karens Entity
91008938	7/08/2002 4:52:15pm	7/08/2022	UCC-1 Regular Filing	Karens Entity
91189639	9/30/2002 10:56:04am	9/30/2022	UCC-1 Regular Filing	Karens Entity
91411850	1/08/2003 2:08:18pm	1/08/2023	UCC-1 Regular Filing	Karens Entity
91462283	1/29/2003 10:51:37am	1/29/2023	UCC-1 Regular Filing	Karens Entity
91717654	5/13/2003 2:25:30pm	5/13/2023	UCC-1 Regular Filing	Karens Entity
91725582	5/15/2003 3:56:26pm	5/15/2023	UCC-1 Regular Filing	Karens Entity
91828401	6/27/2003 1:39:14pm	6/27/2018	UCC-1 Regular Filing	Karens Entity
91841883	7/03/2003 3:17:59pm	7/03/2018	UCC-1 Regular Filing	Karens Entity
92020618	9/22/2003 1:26:06pm	9/22/2018	UCC-1 Regular Filing	Karens Entity
92140284	11/13/2003 3:38:41pm	11/13/2018	UCC-1 Regular Filing	Karens Entity
92161199	11/21/2003 4:04:52pm	11/21/2018	UCC-1 Regular Filing	Karens Entity

The table below lists the information displayed on the search results page.

Field	Description
Total Records Found	The total number of matching UCC1s found and the records showing on the current page.
Criteria	Lists the criteria entered on the search criteria page.
Filing #	The UCC1 filing number.
Filing Timestamp	The UCC1 filing date and time.

Field	Description
Lapse Date	The date the UCC has or will lapse if it has not already been/is not continued.
Filing Type	The type of UCC1 Filing.
Entity Name	The name of the entity associated with the filing.

4. If you selected Downloadable CSV File, you will be presented with the option to Open or Save the file. Click *Open*.



5. Excel will open with the following information for the filings that meet the search criteria. You may use the Excel file in whatever manner is needed for your internal process.

Field	Description
UCC1 CODE	The UCC1 filing number.
EN CODE	The entity number associated with the filing.
ENTITY NAME	The name of the entity associated with the filing.
FILING STATUS	Active Continuation Eligible Lapsed
LAPSE DATE	The date the UCC has or will lapse if it has not already been/is not continued.
REFERENCE DATA	The UCC1 or UCC3 Filer Reference Data.
ENTRY TIMESTAMP	The UCC1 filing date and time.
ENTRY OP	The record entry operator code.
LAST TIMESTAMP	The record last update timestamp.
LAST OP	The record last update operator code.
STATUS TIMESTAMP	The record status update timestamp.
STATUS OP	The record status update operator code.
VERIFY TIMESTAMP	The transaction process verify timestamp.
VERIFY OP	The transaction process verify operator.

## F. Unofficial Filing Search

**The Unofficial Filing Search is not considered an Official Search.** It utilizes the same rules as the official search to normalize the name being searched but it **does not yield results that are an exact match** like the official search does. Instead, the unofficial search provides options to search more broadly to offer more results which could help you locate records you may have otherwise missed.

To perform an Unofficial Filing Search, follow the steps listed below.

Note: A report is not generated for the Unofficial Filing Search. You may print the results using your normal web browser print options. The search results are available from the [Review Past UCC Searches](#) option for 60 days.

1. From the Search UCC1/UCC3 Filings Menu click *Unofficial Filing Search*.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Search Filings  
System Status: Normal Business Day System Display Size: [ S - M - L ] Date: Thursday, September 13, 2018  
Topeka, KS Time: 3:33:35pm

**SEARCH UCC1 / UCC3 FILINGS MENU**

**Menu Narrative**

The **Kansas Secretary of State UCC System** allows for the search of archived UCC1 financing statements and UCC3 filing amendments. Several types of searches are available and accessible from the options on this menu.

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

**Menu Options**

- ▶ **Search Your Entity UCC Filings**  
...build lists of UCC filings from your approved entities
- ▶ **Unofficial Filing Search**  
...Unofficial searching for non-certified result list
- ▶ **Official UCC 2 Record Search**  
...ucc2 searching for certified result list
- ▶ **Review Past UCC Searches**  
...search for past unofficial and official ucc searches using various criteria
- ▶ **Secured Party Search**  
...locate all filings for secured party search requests

[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](#) or call (785) 296-4564.

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2. A page to enter the search criteria will be displayed.

## Uniform Commercial Code (UCC)

Production Extranet

Version 2.0

[Home](#) | [Site Map](#) | [Help](#) | [Account](#) | [Log Off](#)

Reports
Entities
Filings
Financials
Your Cart
User Help

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > Filing Search
Date: Tuesday, July 14, 2020  
Topeka, KS Time: 1:54:48pm

### UNOFFICIAL FILING SEARCH CRITERIA ENTRY

**PLEASE NOTE:** This search method does NOT follow [KAR 7-17-22](#) and this search will not determine whether a name is seriously misleading under [KSA 84-9-506](#). **THIS IS NOT CONSIDERED AN OFFICIAL SEARCH UNDER REVISED ARTICLE 9 OF THE UNIFORM COMMERCIAL CODE.** While these searches are not "official", they will offer more results which could help you locate records you may have otherwise missed.

If your search results in more than 1,000 filings, you will be notified, returned to this page and not charged for the search.

Enter Input Fields and Search Criteria and Click "Search Filings" Button Below Form

**Paying Entity:**

**\* What Type of Search?**

**\* Cost of Search:**

**\* Payment Method?**

**Department Funding:**

Kansas Secretary Of State - 1 Prepaid Balance: \$0.00

selecting an entity will allow for prepaid account access, statistical tracking and search recall by all entity staff

Unofficial Search

\$10.00

☐ Pay Using Prepaid Account  
all other payment types will go through the shopping cart.

This option is only available from here if the shopping cart will not be used for payment. For this purchase the only payment method that doesn't go through the cart is Prepaid Account.

There must be sufficient prepaid account balance to cover your purchase and the payment option selected must be PREPAID in order to select department funding.

**REQUIRED Search Fields ( where there is an \* )**

**\* Searching for Individual or Organization Debtor?**

**\* Debtor Name:**

☐ Individuals Only    ☐ Organization Only    ☒ **Either**  
choose 'Either' if you want to search individual names and organization both in the same search

Search: ☒ from start of field    ☐ anywhere in the field  
see instructions below and do not include prefix or suffix in search or results will be unpredictable

**NAME ENTRY SUGGESTIONS:**

- To Search for individuals Only:
  - select 'Individuals Only' above
  - Individual names should be entered last name, space, first name, space, middle name ( smith john a )
- To Search for Organizations Only:
  - select 'Organizations Only' above
  - Organization names should be entered normally ( big john's store )
- To Search individual last name field and organization field in one search:
  - select 'Either' above
  - Individual names should be entered last name, space, first name, space, middle name ( smith john a )
  - Organization names should be entered normally ( big john's store )
  - Choosing 'anywhere in the field' will find your entry anywhere in the name ( john will find 'smith, john a' or 'big john's store' )
- Debtor Suffix:
  - Pursuant to KAR 7-17-22 debtor suffix is disregarded in all UCC searches

**Original Filing Number:**

**Amendment Filing Number:**

an entry here will cause the rest of the fields to be ignored

an entry here will cause the rest of the fields to be ignored

**Include Records That Are:**

☒ **All Filings**    ☐ Un-Lapsed Filings Only

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Complete the fields on the search criteria page as needed and click the

[Search Filings](#) button.

Field Name	Description	Required/ Optional
Paying Entity	<p>If your user account is associated with an entity (an organization), your entity will be pre-selected for you. If your user account is associated with more than one entity, you will need to select the correct entity.</p> <p>By indicating your entity in this field, the system will allow you to pay for the search using a prepaid account or a saved eChecking account if these options have been set up by your Account Admin. In addition, the search will be associated with your entity in the system and users associated with your entity will be able to view the search for 60 days at no charge.</p> <p>Note: If you are not performing this search for your entity you may select <i>An Entity MAY be Selected</i>. If you select this option, the search will not be associated with your entity and will not be viewable on the Entity Details page.</p>	O
Prepaid Balance	<p>If your organization has established a prepaid account to be used to pay for filings and searches, the prepaid account balance will be displayed.</p> <p>If you will be paying for the search using a prepaid account, there must be enough funds in the account to pay for the search. If your prepaid account balance is running low, notify your entity's Account Admin. The Account Admin may add funds to the prepaid account.</p>	System Generated
What Type of Search?	Unofficial Search	System Generated
Cost of Search	The fee associated with the search will be displayed.	System Generated
Payment Method	If you wish to pay for the search using your prepaid account, select Pay Using Prepaid Account. Otherwise, leave the Payment Method checkbox blank and you will be taken to <a href="#">Your Cart</a> to pay for the search.	O

Field Name	Description	Required/ Optional
Department Funding	If your organization has set up Department Funding Codes and you have selected <i>Prepaid Account</i> as the method of payment, the system will allow you to select the appropriate funding code for the search.	O
<b>Required Search Fields Section</b>		
Searching for Individual or Organization Debtor?	Select the type of debtor to search for. <ul style="list-style-type: none"> <li>• Individuals Only</li> <li>• Organization Only</li> <li>• Either - Default</li> </ul>	R
Debtor Name	Enter the name to search for and select the type of search operation to perform*. <ul style="list-style-type: none"> <li>• From Start of Field - Default</li> <li>• Anywhere in the Field</li> </ul> Format for Entering Names: <ul style="list-style-type: none"> <li>• Individual – Enter last name space first name without commas or other special punctuation. <ul style="list-style-type: none"> <li>○ Example: Smith John A</li> </ul> </li> <li>• Organization – Enter the name normally. <ul style="list-style-type: none"> <li>○ Example: Big John's Store</li> </ul> </li> </ul>	R
Original Filing Number	The UCC1 filing number. By entering the UCC1 filing number, all other criteria entered will be ignored.	O
Amendment Filing Number	The UCC3 filing number. By entering the UCC3 filing number, all other criteria will be ignored.	O
<b>Include Records That Are Section</b>		
All Filings  Un-Lapsed Filings Only	Select if the search results are to include: <ul style="list-style-type: none"> <li>• All Filings in the UCC database - Default</li> <li>• Un-Lapsed Filings Only</li> </ul> Note - UCC filings are purged from the database one year after they have lapsed.	R

*Search Operation	Description
From Start of Field	Will find records that begin with the search term in the field.
Anywhere in the Field	Will find records with the search term somewhere in the field (beginning, end, or in the middle).

Note: Entering a partial name may cause you to find more results.

- Example: Entering *Hope* with *Individuals Only* and *Anywhere in the Field* selected will find names such as:
    - Clark, Hope
    - Marshall, Samantha Hope
    - Hopewell, Cindy
  - Example: Entering *Hope* with *Organization Only* and *Anywhere in the Field* selected will find names such as:
    - Living Hope Church
    - Hope Center
    - City of Hope
3. Select if you want to purchase the search results only or the search results and images of all the UCC filings associated with the search. You may select individual images to purchase from the search results page after making payment for the search.



4. If you did not select to pay by prepaid account, you will be taken to [Your Cart](#) to pay for the search (and images, if selected).

After paying for the search (and images, if selected), you will be taken to the [Monetary Receipt Details page](#). Click the link to the Unofficial Search **UCC-2** in the Payment Information section to go to the UCC2 Unofficial Filing Search Results page.

Payment Information	
Payport Reference Code:	97PN000001294
Purchased Item(s):	Unofficial Search (Clark Karen) <b>UCC-2</b>

If you selected to purchase images of all the UCC filings associated with the search, you may also view and print the images by clicking on the fee record for each image from the Monetary Receipt Details page.

<b>Code</b>	<b>Description</b>	<b>Action Type</b>	<b>Amount</b>
7661	UCC2 Unofficial Search ( Clark Karen )	U2_UNOSRCH	\$10.00
7662	UCC2 Filing Image ( #2542388-0-1243762 )	U2_UNOCOPY	\$1.00
7663	UCC2 Filing Image ( #2542388-91642885-20027440 )	U2_UNOCOPY	\$1.00
7664	UCC2 Filing Image ( #2542388-91757949-20029311 )	U2_UNOCOPY	\$1.00
7665	UCC2 Filing Image ( #2542388-92135805-20034632 )	U2_UNOCOPY	\$1.00
7666	UCC2 Filing Image ( #2542388-96127973-20119810 )	U2_UNOCOPY	\$1.00
7667	UCC2 Filing Image ( #2542388-96735180-20137193 )	U2_UNOCOPY	\$1.00
7668	UCC2 Filing Image ( #2542388-101123091-3667865 )	U2_UNOCOPY	\$1.00
7669	UCC2 Filing Image ( #6978498-0-3437051 )	U2_UNOCOPY	\$1.00
7670	UCC2 Filing Image ( #6978498-72653251-4980639 )	U2_UNOCOPY	\$1.00

To view and print all purchased images, click the *Generate a PDF Containing All Images* link in the Available Options section



Note: The UCC system uses popup windows. We recommend “always allowing” the windows in the UCC system to open. If you are unable to view an image, check your browser popup blocker settings.

5. If you selected to pay by prepaid account, the Unofficial Filing Search Results page will be immediately displayed.
6. The search results page will contain a listing of UCC filings that match the search criteria entered.

Note: The entries in the list may be sorted in ascending or descending order by clicking on the column headings.



Field	Description
Address	The debtor address(es) associated with a UCC that contains a debtor that matches the normalized name.
City	The debtor city(ies) associated with a UCC that contains a debtor that matches the normalized name.
<b>Options</b>	
See <a href="#">Working with Search Options</a> .	

Note: If you select to pay for images from the search results page, you will be taken to [Your Cart](#) to pay for the images.

After paying for the images, you will be taken to the [Monetary Receipt Details page](#). Click the UCC-2 Search Extra Copies **UCC-2** button in the *Payment Information* section under *Purchased Items* to go to the Unofficial Filing Search Results page. You will then be able to view and print the images (see [Working with Search Options](#)).

Payment Information

Payport Reference Code: 97PN000001295

Purchased Item(s): UCC-2 Search Extra Copies **UCC-2**

You may also view and print the images by clicking on the fee record from the Monetary Receipt Details page.

Fee Records Connected to Receipt #2402			
Total Records Found: 1 Showing: 1 - 1			
Code	Description	Action Type	Amount
226038	Copy Of Filing Image ( Image #30007938 )	U2_UNOCOPY	\$1.00

To view and print all purchased images, click the *Generate a PDF Containing All Images* link in the Available Options section

Available Options

[Generate a PDF Containing All Images](#)

Note: The UCC system uses popup windows. We recommend “always allowing” the windows in the UCC system to open. If you are unable to view an image, check your browser popup blocker settings.

## G. Official UCC2 Record Search

The Official UCC2 Record Search option utilizes the standard search logic defined in [KAR 7-17-22](#) and yields results that are an **exact match** to the name requested, as modified by the standardized search logic.

Note: The Official UCC2 Record Search produces a report in pdf format of the results of the search (and images if selected). The search results are also available from the [Review Past UCC Searches](#) option for 60 days.

1. From the Search UCC1/UCC3 Filings Menu click *Official UCC 2 Record Search*.

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Production Extranet  
Version 2.0

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Kansas  
Secretary of State

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

Path: [Home](#) > Search Filings  
System Status: Normal Business Day System Display Size: [ S - M - L ] Date: Thursday, September 27, 2018  
Topeka, KS Time: 3:11:08pm

**SEARCH UCC1 / UCC3 FILINGS MENU**

**Menu Narrative**

The **Kansas Secretary of State UCC System** allows for the search of archived UCC1 financing statements and UCC3 filing amendments. Several types of searches are available and accessible from the options on this menu.

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

**Menu Options**

- ▶ **Search Your Entity UCC Filings**  
...build lists of UCC filings from your approved entities
- ▶ **Unofficial Filing Search**  
...unofficial searching for non-certified result list
- ▶ **Official UCC 2 Record Search**  
...UCC2 searching for certified result list
- ▶ **Review Past UCC Searches**  
...search for past unofficial and official ucc searches using various criteria
- ▶ **Secured Party Search**  
...locate all filings for secured party search requests

[Return to System Main Menu](#)

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

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2. A page to enter the search criteria will be displayed.

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Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > UCC2 Search  
System Status: Normal Business Day

Date: Thursday, September 27, 2018  
Topeka, KS Time: 3:13:28pm

UCC2 OFFICIAL SEARCH CRITERIA ENTRY

This search page provides the ability to search and receive the same results as would be provided by an "official" search performed by staff in our office. The search logic used in this search is defined in [KAR 7-17-22](#).

If your search results in more than 5,000 filings, you will be notified, returned to this page and not charged for the search.

Enter Input Fields and Search Criteria and Click "Search Filings" Button Below Form

Paying Entity:

... An Entity May Be Selected ...

Prepaid Balance: \$0.00

selecting an entity will allow for prepaid account access, statistical tracking and search recall by all entity staff

\* What Type of Search?

Official Search

\* Cost of Search:

\$10.00

\* Payment Method?

☐ Pay Using Prepaid Account

all other payment types will go through the shopping cart

Department Funding:

This option is only available from here if the shopping cart will not be used for payment. For this purchase the only payment method that doesn't go through the cart is Prepaid Account.

There is currently no paying entity selected so no funding entries are available.

REQUIRED Search Fields ( where there is an \* )

\* Searching for Individual or Organization Debtor?

☒ Individual ☐ Organization

\* Debtor Last Name:

\* Debtor First Name:

Debtor Middle Name:

Debtor Suffix:

pursuant to kar 7-17-22 debtor suffix is disregarded in official ucc searches

- LAST & FIRST NAME RULES:
  - Last & First names must match debtor names exactly
- MIDDLE NAME RULES:
  - Blank Matches:
    - any debtor with any middle name entered
    - any debtor with no middle name entered
  - Initial Only Matches:
    - any debtor with the same middle initial as the initial searched for
    - any debtor with a middle name beginning with the initial searched for
    - any debtor with no middle name entered
  - Full Middle Name Matches:
    - any debtor with a middle initial only that matches the first letter of the middle name searched for
    - any debtor with a middle name exactly matching the middle name searched for
    - any debtor with no middle name entered
  - Debtor Suffix:
    - Pursuant to KAR 7-17-22 debtor suffix is disregarded in all UCC searches

OPTIONAL Search Fields ( may GREATLY reduce the number returned )

Search Specific City:

Filing Date Range:

through

customer will receive no more than 5,000 records per month, before due date, however



Complete the fields on the search criteria page as needed and click the

**Search Filings** button.

Field Name	Description	Required/ Optional
Paying Entity	<p>If your user account is associated with an entity (an organization), your entity will be pre-selected for you. If your user account is associated with more than one entity, you will need to select the correct entity.</p> <p>By indicating your entity in this field, the system will allow you to pay for the search using a prepaid account or a stored eChecking account if these options have been set up by your Account Admin. In addition, the search will be associated with your entity in the system and users associated with your entity will be able to view the search for 60 days at no charge.</p> <p>Note: If you are not performing this search for your entity you may select <i>An Entity MAY be Selected</i>. If you select this option, the search will not be associated with your entity and will not be viewable on the Entity Details page.</p>	O
Prepaid Balance	<p>If your organization has established a prepaid account to be used to pay for filings and searches, the prepaid account balance will be displayed.</p> <p>If you will be paying for the search using a prepaid account, there must be enough funds in the account to pay for the search. If your prepaid account balance is running low, notify your entity's Account Admin. The Account Admin may add funds to the prepaid account.</p>	System Generated
What Type of Search?	Official Search	System Generated
Cost of Search	The fee associated with the search will be displayed.	System Generated
Payment Method?	If you wish to pay for the search using your prepaid account, select <i>Pay Using Prepaid Account</i> . Otherwise, leave the Payment Method checkbox blank and you will be taken to <a href="#">Your Cart</a> to pay for the search.	O

Field Name	Description	Required/ Optional
Department Funding	If your organization has set up Department Funding Codes and you have selected Prepaid Account as the method of payment, the system will allow you to select the appropriate entry for the search.	O
<b>Required Search Fields Section</b>		
<p>The Official UCC2 Record Search option utilizes the standard search logic defined in <a href="#">KAR 7-17-22</a> and yields results that are an <b>exact match</b> to the name requested, as modified by the standardized search logic. See <a href="#">KAR 7-17-22</a> for the full standardized search logic.</p> <p><b>Last and First Name Rules:</b></p> <ul style="list-style-type: none"> <li>Individual - Last and First names must match debtor names exactly.</li> <li>Organization – Organization name must match debtor name exactly.</li> </ul> <p><b>Middle Name Rules:</b></p> <ul style="list-style-type: none"> <li>Blank Matches: <ul style="list-style-type: none"> <li>Any debtor with any middle name searched for.</li> <li>Any debtor with no middle name searched for.</li> </ul> </li> <li>Initial Only Matches: <ul style="list-style-type: none"> <li>Any debtor with the same middle initial as the initial searched for.</li> <li>Any debtor with a middle name beginning with the initial searched for.</li> <li>Any debtor with no middle name entered.</li> </ul> </li> <li>Full Middle Name Matches: <ul style="list-style-type: none"> <li>Any debtor with a middle initial only that matches the first letter of the middle name searched for.</li> <li>Any debtor with a middle name exactly matching the middle name searched for.</li> <li>Any debtor with no middle name.</li> </ul> </li> </ul>		
Searching for Individual or Organization Debtor?	Select the type of debtor to search for. <ul style="list-style-type: none"> <li>Individual - Default</li> <li>Organization</li> </ul>	R
Debtor Last Name	If you selected Individual, enter the individual debtor name.  Note: The Suffix field is disregarded in the search.	Required for Individual
Debtor First Name		Required for Individual
Debtor Middle Name		Optional for Individual
Debtor Suffix		Optional for Individual
Organization Name	If you selected Organization, enter the organization debtor name.	Required for Organization
<b>Optional Search Fields Section</b>		
The standard search logic and the names rules listed above for debtors are also applied to secured party names.		

Field Name	Description	Required/ Optional
Search Specific City	The city of the debtor to be searched.	O
Filing Date Range	The filing date or range of filing dates to be searched.	O
Individual or Organization Secured Party?	Select the type of secured party to search for. <ul style="list-style-type: none"> <li>Individual - Default</li> <li>Organization</li> </ul>	O
Secured Party Last Name	If you selected Individual, enter the individual secured party name.	O
Secured Party First Name		O
Secured Party Middle Name		O
Organization Name	If you selected Organization, enter the organization secured party name.	Required for Organization
<b>Include Records That Are Section</b>		
All Filings  Un-Lapsed Filings Only	Select if the search results are to include: <ul style="list-style-type: none"> <li>All Filings in the UCC database - Default</li> <li>Un-Lapsed Filings Only</li> </ul> <p>Note - UCC filings are purged from the database one year after they have lapsed.</p>	R

3. Select whether you want to purchase the search results only or the search results and images of all the UCC filings associated with the search. You may select individual images to purchase from the search results page after making payment for the search.



4. If you did not select to pay by prepaid account, you will be taken to [Your Cart](#) to pay for the search (and images, if selected).

After paying for the search (and images, if selected), you will be taken to the [Monetary Receipt Details page](#). Click the link to the Official Search **UCC-2** in the Payment Information section to go to the UCC2 Official Filing Search Results page.

Payment Information	
Payport Reference Code:	97AE000000402
Purchased Item(s):	Official Search (Clark) <b>UCC-2</b>

If you selected to purchase images of all the UCC filings associated with the search, you may also view and print the images by clicking on the fee record for each image from the Monetary Receipt Details page.

Code	Description	Action Type	Amount
66613	UCC2 Official Search ( Paulseen, Brandon R )	U2_OFFSRCH	\$10.00
66614	UCC2 Filing Image ( #96598041-0-20132994 )	U2_OFFCOPY	\$1.00
66615	UCC2 Filing Image ( #96598041-100178097-3457460 )	U2_OFFCOPY	\$1.00
66616	UCC2 Filing Image ( #96598041-114774528-5065284 )	U2_OFFCOPY	\$1.00
66617	UCC2 Filing Image ( #104789189-0-4267014 )	U2_OFFCOPY	\$1.00
66618	UCC2 Filing Image ( #104789189-105223540-4289560 )	U2_OFFCOPY	\$1.00
66619	UCC2 Filing Image ( #104789189-105578367-4308735 )	U2_OFFCOPY	\$1.00
66620	UCC2 Filing Image ( #104789345-0-4267016 )	U2_OFFCOPY	\$1.00

To view and print all purchased images, click the *Generate a PDF Containing All Images* link in the Available Options section

Available Options
<a href="#">Generate a PDF Containing All Images</a>

Note: The UCC system uses popup windows. We recommend “always allowing” the windows in the UCC system to open. If you are unable to view an image, check your browser popup blocker settings.

- If you selected to pay by prepaid account, the UCC2 Official Filing Search Results page will be immediately displayed.
- The search results page will contain a listing of UCC filings that match the search criteria entered.

Note: The entries in the list may be sorted in ascending or descending order by clicking on the column headings.



Field	Description
City	The city of the debtor associated with a UCC that matches the normalized name.
<b>Options</b>	
See <a href="#">Working with Search Options</a> .	

Note: If you select to pay for images from the search results page you will be taken to [Your Cart](#) to pay for the images.

After paying for the images, you will be taken to the [Monetary Receipt Details page](#). Click the UCC-2 Search Extra Copies **UCC-2** button in the Payment Information section to go to the UCC2 Official Filing Search Results page. You will then be able to view and print the images (see [Working with Search Options](#)).

Payment Information

Payport Reference Code:

97AE000000403

Purchased Item(s):

UCC-2 Search Extra Copies **UCC-2**

You may also view and print the images by clicking on the fee record from the Monetary Receipt Details page.

Fee Records Connected to Receipt #11957			
Total Records Found: 1 Showing: 1 - 1			
Code	Description	Action Type	Amount
29301	UCC2 Filing Image ( #72027530-0-4250624 )	U2_OFFCOPY	\$1.00

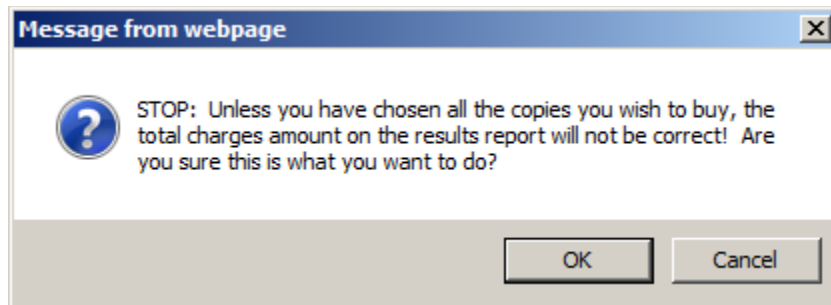
To view and print all purchased images, click the *Generate a PDF Containing All Images* link in the Available Options section.

Available Options

[Generate a PDF Containing All Images](#)

Note: The UCC system uses popup windows. We recommend “always allowing” the windows in the UCC system to open. If you are unable to view an image, check your browser popup blocker settings.

7. To view the Official Search Results report, click the **Official Results** button. Click the *OK* button to verify that you have purchased all copies you wish to purchase now or *Cancel* to purchase additional copies now. This step is necessary to ensure that the correct fee for copies is included in the report.



A PDF file containing the Official Search Results report will be generated for you to open, print and/or save.

To include images you have purchased in the PDF file with the report, click the **Results + Purchased Copies** button.

Example Official Search Results Report:

ucc2\_off\_results

**Kansas Secretary of State**  
Memorial Hall, 1st Floor .. 120 SW 10th Avenue .. Topeka, KS 66612-1594 .. (785) 296-4564

Page: 1  
10/02/2018  
10:49:37

*Uniform Commercial Code Official Search #6342 Results*

Deliver to: Gloria Hoover

Request Number	Request TimeStamp	Delivery Method
000006342	9/17/2018 4:49:10pm	Received Online

Return to Requestor	Contact Information	Filing Officer
Gloria Hoover	Phone: 620-626-1307	KS Sec. of State UCC System Control

Criteria Used to Perform Search		Fees Charged	
Debtor Type:	Organization	Search Fee:	\$10.00
Name Provided:	Rsc, LLC	Copy Fee:	\$0.00
Name Searched:	RSC	Total Fees:	\$10.00
Lein Status Searched:	All Filings		
Image # / Pages:			

CERTIFICATION: The filing officer certifies that the attached list and copies, referenced by their respective image numbers, are a true and exact representation of all financing statements and related subsequent documentation for the name search (as indicated above) as filed with the Kansas Secretary of State as of the date printed on this document.

ucc2\_off\_results

**Kansas Secretary of State**

Memorial Hall, 1st Floor .. 120 SW 10th Avenue .. Topeka, KS 66612-1594 .. (785) 296-4564

Page: 2

10/02/2018

10:49:37

*Uniform Commercial Code Official Search #6342 Results*

Request Number: 000006342

Request TimeStamp: 9/17/2018 4:49:10pm

continued...

Description of Filing	Filing #	Request TimeStamp	Image #(s)	Pages
UCC-1 Regular Filing	100717770	8/19/2013 2:11:04pm	3616266	1
UCC-3 Continuation	114657188	3/08/2018 4:39:45pm	5039671	1
UCC-3 Secured Party Change	114968866	5/10/2018 12:51:03pm	5163280	1

Debtor Information	Secured Party Information
RSC, LLC 6831 Road R Liberal, KS 67901	THE FIRST NATIONAL BANK OF LIBERAL PO Box 1217 / 1700 N Lincoln Ave Liberal, KS 67901  EQUITY BANK 7701 E Kellogg Dr Ste 100 Wichita, KS 67207

The table below lists the information displayed in the Official Search Results Report.

Field	Description
Page	The page number of the report
Date/Time	The date and time the report was generated.
Search Record Number	The number assigned to the search by the UCC system.  Example: Uniform Commercial Code Official Search #6342 Results.
Deliver to	The name of the person to whom the search report is to be sent.
Request Number	The number assigned to the search by the UCC system.
Request Timestamp	The date and time the search was performed.
Delivery Method	The mode of delivery of the report.  For online searches this will be Received Online.
Return to Requestor	The name of the person to whom the search report is to be sent.
Contact Information	The phone number of the person to whom the search report is to be sent.
Filing Officer	KS Sec. of State UCC System Control
Signature of Filing Officer	KS Sec. of State UCC System Control
Criteria Used to Perform Search	
Debtor Type	The type of debtor (individual or organization).
Name Provided	The name of the debtor as it was entered in the debtor name field(s) on the search criteria page.
Name Searched	The name of the debtor after it has been normalized according to <a href="#">KAR 7-17-22(a)</a> .

Page 167



Field	Description
Lien Status Searched	Un-Lapsed Filings Only or All Filings.
Secured Party Type	The type of secured party (individual or organization).
Secured Party Name Provided	The name of the secured party as it was entered in the secured party name field(s) on the search criteria page.
Secured Party Searched	The name of the secured party after it has been normalized according to <a href="#">KAR 7-17-22(a)</a> .
City Search	The city of the debtor searched for.
Filing Date Range	The filing date or range of filing dates searched for.
Image #/Pages	The image number and number of pages in each UCC filing copy included with the report.
Certification Statement	The certification of the filing officer.
<b>Fees Charged</b>	
Search Fee	The fee for the search.
Copy Fee	The fee for purchased images.
Total Fees	The total fees for the search and purchased images.
<b>Search Results</b>	
The search results section of the report contains a listing of the UCCs that match the search criteria. For each matching UCC found, all of the filings, debtors and secured parties associated with that UCC will be listed.	
Description of Filing	The description of the type of filing.
Filing #	The UCC1 or UCC3 filing number.
Request Timestamp	The filing date and time.
Image #(s)	The number assigned to the image of the filing in the UCC content management system.
Pages	The number of pages in the filing (including attachments).
Debtor Information	The debtor(s) associated with the UCC.
Secured Party Information	The secured party(ies) associated with the UCC

## H. Review Past UCC Searches

The *Review Past UCC Searches* option allows you to search for Unofficial Filing Searches and Official UCC 2 Record Searches performed within the last 60 days by entity(ies) your user ID is associated with.

1. From the Search UCC1/UCC3 Filings Menu click *Review Past UCC Searches*.

The screenshot displays the 'Uniform Commercial Code (UCC) Production Extranet' interface for the Kansas Secretary of State. The page features a navigation bar with links for Home, Site Map, Help, Account, and Log Off. Below the navigation bar, there are tabs for Reports, Entities, Filings, Financials, Your Cart, and User Help. The main content area is titled 'SEARCH UCC1 / UCC3 FILINGS MENU' and is divided into two columns: 'Menu Narrative' and 'Menu Options'.

**Menu Narrative:**

The **Kansas Secretary of State UCC System** allows for the search of archived UCC1 financing statements and UCC3 filing amendments. Several types of searches are available and accessible from the options on this menu.

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

**Menu Options:**

- Search Your Entity UCC Filings**  
... build lists of UCC filings from your approved entities
- Unofficial Filing Search**  
... unofficial searching for non-certified result list
- Official UCC 2 Record Search**  
... ucc2 searching for certified result list
- Review Past UCC Searches**  
... search for past unofficial and official ucc searches using various criteria
- Secured Party Search**  
... locate all filings for secured party search requests

[Return to System Main Menu](#)

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2. A page to enter the search criteria will be displayed.

Complete the fields on the search criteria page as needed and click the **Locate Searches** button.

Field Name	Description	Required/Optional
Type of Search Result Desired	Select if you would like to have a sortable list (default) displayed to you or if you would like to have the results downloaded to a CSV (Excel) file.	R
Search Number	The number assigned to the search when the search was performed.	O
Performed by Entity	The entity that performed the search.	O
Type of Search	The type of search: <ul style="list-style-type: none"> <li>Unofficial Search</li> <li>Unofficial Search No-Charge</li> <li>Official Search</li> <li>Official Search No-Charge</li> </ul>	O

Field Name	Description	Required/ Optional
Original Search Date	The date or date range when the search was originally performed.	O
Debtor Last/Organization Name	Enter the individual debtor last name or organization name to search for and select the type of search operation to perform*. <ul style="list-style-type: none"> <li>• From Start of Field - Default</li> <li>• Anywhere in the Field</li> </ul>	O
Individual First Name	Enter the individual debtor first name to search for and select the type of search operation to perform*. <ul style="list-style-type: none"> <li>• From Start of Field - Default</li> <li>• Anywhere in the Field</li> </ul>	O
Individual Middle Name	Enter the individual debtor middle name to search for.	O
Include Records That Are:	Select the original type of search to search for. <ul style="list-style-type: none"> <li>• Individual Debtors Only</li> <li>• Organization Debtors Only</li> <li>• Either - Default</li> </ul>	O

*Search Operation	Description
From Start of Field	Will find records that begin with the search term in the field.
Anywhere in the Field	Will find records with the search term somewhere in the field (beginning, end, or in the middle).

Note – This is a plain text search. The names entered are not normalized to find corresponding matches.

- The search results page will contain a listing of results that match the search criteria entered.

Note: The entries in the list may be sorted in ascending or descending order by clicking on the column headings.

Uniform Commercial Code (UCC) Production Extranet Version 2.0					Home   Site Map   Help   Account   Log Off
Reports	Entities	Filings	Financials	Your Cart	User Help
Path: <a href="#">Home</a> > <a href="#">Filings Menu</a> > <a href="#">Search Filings</a> > <a href="#">UCC Search</a> > UCC2 List					Date: Monday, September 17, 2018
System Status: Normal Business Day					Topeka, KS Time: 1:23:48pm
PAST UNOFFICIAL AND OFFICIAL UCC SEARCH RESULT LIST					
Total Records Found: 132 Showing: 1 - 25 (returned in 1 second)					
Criteria: Entity Code=100523 Authorized Filings Only					
Search #	Search Timestamp	Search Type	Searcher	Debtor Name	
1543	7/19/2018 12:51:27pm	Unofficial Search	BRANDY LITTELL	Don Stalcup	
1688	7/20/2018 2:54:14pm	Unofficial Search	NANCY SMITH	Hilman Home Building	
1709	7/23/2018 8:47:08am	Unofficial Search	SUE KATT	Huelsman Bros LLC	
1712	7/23/2018 8:56:04am	Unofficial Search	SUE KATT	Huelsman Brothers LLC	
1722	7/23/2018 10:05:58am	Unofficial Search	MILLIE HAAS	Richmeier James	
1774	7/23/2018 2:53:26pm	Unofficial Search	AMY BAGLEY	Kansas Asphalt	
1838	7/24/2018 9:22:40am	Unofficial Search	EMILY REED	Hillside Veterinary Clinic	
1911	7/24/2018 1:19:09pm	Unofficial Search	DANA GEERDES	Stillwater Swine LLC	
1913	7/24/2018 1:23:57pm	Unofficial Search	DANA GEERDES	C&J Swine, LLC	
1968	7/24/2018 5:08:15pm	Unofficial Search	DENISE FUQUA	Diva Furniture LLC	
2196	7/27/2018 8:21:05am	Unofficial Search	JACKIE DIAZ	Ryan Farrar	
2198	7/27/2018 8:28:28am	Unofficial Search	JACKIE DIAZ	Jury Farrar & Associates	
2207	7/27/2018 9:30:19am	Unofficial Search	SUE KATT	Richmeier Viola	
2208	7/27/2018 9:41:09am	Unofficial Search	DANA GEERDES	Cassaw Ryan	
2239	7/27/2018 11:21:40am	Unofficial Search	EMILY REED	Young Cattle	

The table below lists the information displayed on the search results page.

Field	Description
Total Records Found	The total number of matching searches found and the number of records showing on the current page.
Criteria	Lists the criteria entered on the search criteria page.
Search #	The number assigned to the search when the search was performed.
Search Timestamp	The date and time when the original search was performed.
Search Type	The type of search: <ul style="list-style-type: none"> <li>Unofficial Search</li> <li>Unofficial Search No-Charge</li> <li>Official Search</li> <li>Official Search No-Charge</li> </ul>
Searcher	The user that performed the original search.
Debtor Name	The name of the debtor that was originally searched for.

4. To view a search, click an entry in the list. You will be taken to the search details page for that search.

To view the search results, click the *View Search Results List* link.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

ReportsEntitiesFilingsFinancialsYour CartUser Help

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > [UCC Search](#) > [UCC2 List](#) > UCC2 Details  
System Status: Normal Business Day

Date: Tuesday, October 16, 2018  
Topeka, KS Time: 2:31:32pm

UCC2 SEARCH #8601 DETAILS

General Information

Referenced Entity: Kaw Valley Bank ?  
Action Type: Official Search  
Available For Requestor Viewing? Yes

Search Fields

Search Debtor Type: Organization  
Search Last Or Organization Name: Ba Enterprises Corp  
Individual First Name:  
Individual Middle Name:  
Search Normalized Debtor Name: BAENTERPRISES  
Include Lapsed Search Results: Yes

Record Modification Information

Originally Entered: 10/16/2018 10:57:38am  
by: Marsha Goodyear ? Ph: 785-478-0373  
[marsha.goodyear@kawvalleybank.com](mailto:marsha.goodyear@kawvalleybank.com)  
Last Updated: 10/16/2018 10:57:38am  
by: Marsha Goodyear ? Ph: 785-478-0373  
[marsha.goodyear@kawvalleybank.com](mailto:marsha.goodyear@kawvalleybank.com)  
Payment Verification: 10/16/2018 10:58:12am  
by: Marsha Goodyear ? Ph: 785-478-0373  
[marsha.goodyear@kawvalleybank.com](mailto:marsha.goodyear@kawvalleybank.com)

Requestor Data

Barcode

Available Options  
[Original Official Results Report](#)  
[View Search Results List](#)





Notes For This Record and Other Related Records

Current View Level: ALL [Table](#) [None](#)

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Search UCC1 / UCC3 Filings Menu](#)  
[Return to Past Unofficial And Official UCC Search Criteria Entry](#)  
[Return to Past Unofficial And Official UCC Search Result List](#)

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

The table below lists the information displayed on the search details page.

Field	Description
UCC Search Number	The type of search and the search number is contained in the heading for the page.  Example: UCC2 Search #8601 Details
<b>General Information Section</b>	
Referenced Entity	The Entity associated with the search. Click the  link to view the <a href="#">Entity Details page</a> .
Action Type	The type of search.
<b>Search Fields Section</b>	
The search fields section varies based on the type of search (See tables below).	
<b>Record Modification Section</b>	
Originally Entered	The date, time and information about the user who performed the search. Click the  link to view the User Profile page.
Last Updated	The date, time and information about the user who last updated the search record. Click the  link to view the User Profile page.
Payment Verification	The date, time and information about the user who verified the payment for the search. Click the  link to view the User Profile page.
<b>Available Options</b>	
Original Official Results Report	Click the link to view the original official search results report. This option is for official searches only.
View Search Results List	Click the link to view the search results.
<b>Notes Section</b>	
Not currently used by external users.	

Unofficial Search - Search Fields Section	
Search Debtor Type	<p>The type of debtor searched for.</p> <ul style="list-style-type: none"> <li>• Individual</li> <li>• Organization</li> </ul> <p>This field does not display if Either was selected.</p>
Search Last or Organization Name	The name of the debtor searched for.
Individual First Name	N/A
Individual Middle Name	N/A
Search Normalized Debtor Name	The name of the debtor searched for after being normalized according to <a href="#">KAR 7-17-22(a)</a> .
Secured Last or Organization Name	N/A
Secured Normalized Debtor Name	N/A
UCC1/UCC3 Filing Number	The UCC1 or UCC3 filing number searched for.
Include Lapsed Search Results	Whether or not lapsed UCCs were included in the search.

Official Search - Search Fields Section	
Search Debtor Type	<p>The type of debtor searched for.</p> <ul style="list-style-type: none"> <li>• Individual</li> <li>• Organization</li> </ul>
Search Last or Organization Name	<p>If Individual, the debtor last name searched for.</p> <p>If Organization, the organization debtor name searched for.</p>
Individual First Name	If Individual, the debtor first name searched for.
Individual Middle Name	If Individual, the debtor middle name searched for.
Search Normalized Debtor Name	The name of the debtor searched for after being normalized according to <a href="#">KAR 7-17-22(a)</a> .
Search Specific City	The city of the debtor searched for.
Search Starting Filing Date	The filing date or range of filing dates searched for.
Search Ending Filing Date	
Secured Party Last or Organization Name	<p>If Individual, the secured party last name searched for.</p> <p>If Organization, the organization secured party name searched for.</p>
Secured Party Individual First Name	If Individual, the secured party first name searched for.
Secured Party Middle Name	If Individual, the secured party middle name searched for.



Secured Party Normalized Name	The name of the secured party searched for after being normalized according to <a href="#">KAR 7-17-22(a)</a> .
Include Lapsed Search Results	Whether or not lapsed UCCs were included in the search.

5. If you selected Downloadable CSV File, you will be presented with the option to Open or Save the file. Click *Open*.



6. Excel will open with the following information for the previous searches that meet the search criteria. You may use the Excel file in whatever manner is needed for your internal process.

Field	Description
U2 CODE	The number assigned to the search when the search was performed.
EN CODE	The entity number associated with the search.
ENTITY NAME	The name of the entity associated with the search.
SC CODE	The security code number associated with the user who performed the search.
ACTION TYPE	The action type code.  U2_UNOSRCH – Unofficial Search U2_OFFSRCH – Official Search
DEBTOR TYPE	The type of debtor searched for.  B – Individual or Organization E – Organization I - Individual
SEARCH LAST NAME	The name of the organization or last name of the individual debtor searched for.
SEARCH FIRST NAME	The first name of the individual debtor searched for.
SEARCH MIDDLE NAME	The middle name of the individual debtor searched for.
LAPSED FLAG	Whether or not the search included lapsed filings.
AVAILABLE FLAG	Available for requestor viewing indicator.
ENTRY TIMESTAMP	The record entry timestamp.
ENTRY OP	The record entry operator code.
LAST TIMESTAMP	The record last update timestamp.
LAST OP	The record last update operator code.
VERIFY TIMESTAMP	The transaction process verify timestamp.
VERIFY OP	The transaction process verify operator.

## I. Secured Party Search

The Secured Party Search allows you to search for UCC filings based on the name of one or more secured parties. It is generally used when secured parties are merging and the new secured party needs to know all UCCs requiring amendment. **The Secured Party Search is not considered an Official Search.**

To perform Secured Party Search, follow the steps listed below.

Note: The Secured Party Search generates a PDF report and/or a CSV (Excel) file that can be downloaded.

1. From the Search UCC1/UCC3 Filings Menu click *Secured Party Search*.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Search Filings  
System Status: Normal Business Day System Display Size: [ S - M - L ]

Date: Monday, October 15, 2018  
Topeka, KS Time: 10:57:48am

**SEARCH UCC1 / UCC3 FILINGS MENU**

**Menu Narrative**

The Kansas Secretary of State UCC System allows for the search of archived UCC1 financing statements and UCC3 filing amendments. Several types of searches are available and accessible from the options on this menu.

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

**Menu Options**

- ▶ **Search Your Entity UCC Filings**  
...build lists of UCC filings from your approved entities
- ▶ **Unofficial Filing Search**  
...unofficial searching for non-certified result list
- ▶ **Official UCC 2 Record Search**  
...ucc2 searching for certified result list
- ▶ **Review Past UCC Searches**  
...search for past unofficial and official ucc searches using various criteria
- ▶ **Secured Party Search**  
...locate all filings for secured party search requests

[Return to System Main Menu](#)

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2. A page to enter the search criteria will be displayed.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > Secparty Search  
System Status: Normal Business Day

Date: Monday, October 15, 2018  
Topeka, KS Time: 11:00:48am

SECURED PARTY SEARCH CRITERIA ENTRY

**PLEASE NOTE:** This search method does NOT follow [KAR 7-17-22](#). This search is provided so that UCC filings lists may be obtained by secured party. Once purchased, the result list will be displayed for viewing or downloading to a system usable format file. These searches ARE NOT FREE!

Enter Input Fields and Search Criteria and Click "Search Secured Parties" Button Below Form

Paying Entity:

Karens Entity - 400106

Prepaid Balance: \$0.00

selecting an entity will allow for prepaid account access, statistical tracking and search recall by all entity staff

\* What Type of Search?

Secured Party Search

\* Cost of Search:

\$150.00

\* Payment Method?

☐ Pay Using Prepaid Account

all other payment types will go through the shopping cart

Department Funding:

This option is only available from here if the shopping cart will not be used for payment. For this purchase the only payment method that doesn't go through the cart is Prepaid Account.

There must be sufficient prepaid account balance to cover your purchase and the payment option selected must be PREPAID in order to select department funding.

REQUIRED Search Fields ( where there is an \* )

\* Name(s) of Secured Party:

populate distinct cities below using: [Find Cities](#)

City(ies) for Secured Party:

**SEARCH SUGGESTIONS:**

- Enter all complete names under which the secured party may have been entered:
  - Names should be entered on separate lines hitting the ENTER key after each
  - Examples: "1st National" "First National" "First Natn"
  - Individual names should be entered like smith, john | and organization names like abc plumbing inc
- Names will all be normalized as organization names before the search
- To narrow your search, enter all cities in which the secured party may have been entered:
  - Cities should be entered on separate lines ( WITHOUT STATES ) hitting the ENTER key after each
  - City names are NOT normalized so remember different spellings of city names

Include Records That Are:

☒ All Filings ☐ Un-Lapsed Filings Only

- ALL FILINGS:**
  - All filings in the database, including filings that have lapsed but have not yet been purged.
- UN-LAPSED:**
  - This search will exclude filings with an expired lapse date that have not yet been purged from the database.

Search Secured Parties


Reset Form Fields

Complete the fields on the search criteria page as needed and click the

**Search Secured Parties**

button.


Field Name	Description	Required/ Optional
Paying Entity	<p>If your user account is associated with an entity (an organization), your entity will be pre-selected for you. If your user account is associated with more than one entity, you will need to select the correct entity.</p> <p>By indicating your entity in this field, the system will allow you to pay for the search using a prepaid account or a stored eChecking account if these options have been set up by your organization. In addition, the search will be associated with your entity in the system and users associated with your entity will be able to view the search for 60 days at no charge.</p> <p>Note: If you are not performing this search for your entity you may select <i>An Entity MAY be Selected</i>. If you select this option, the search will not be associated with your entity and will not be viewable on the Entity Details page.</p>	O
Prepaid Balance	<p>If your organization has established a prepaid account to be used to pay for filings and searches, the prepaid account balance will be displayed.</p> <p>If you will be paying for the search using a prepaid account, there must be enough funds in the account to pay for the search. If your prepaid account balance is running low, notify your entity's Account Admin. The Account Admin may add funds to the prepaid account.</p>	System Generated
What Type of Search?	Secured Party Search	System Generated
Cost of Search	The fee associated with the search will be displayed.	System Generated
Payment Method	If you wish to pay for the search using your prepaid account, select <i>Pay Using Prepaid Account</i> . Otherwise, leave the Payment Method	O

Field Name	Description	Required/ Optional
	checkbox blank and you will be taken to <a href="#">Your Cart</a> to pay for the search.	
Department Funding Record	If your organization has set up Department Funding Codes and you have selected Prepaid Account as the method of payment, then the system will allow you to select the appropriate entry for this search.	O
<b>Required Search Fields Section</b>		
Name(s) of Secured Party	<p>Enter all complete names under which the secured party may have been entered. Names are to be entered on separate lines hitting the Enter key after each name.</p> <ul style="list-style-type: none"> <li>Example Name Variations – 1<sup>st</sup> National, First National, First Natnl</li> </ul> <p>Format for Entering Names:</p> <ul style="list-style-type: none"> <li>Individual – Enter the last name followed by the first name without commas or other special punctuation. <ul style="list-style-type: none"> <li>Example: Smith John A</li> </ul> </li> <li>Organization – Enter the name normally. <ul style="list-style-type: none"> <li>Example: Big John's Store</li> </ul> </li> </ul> <p>The Secured Party Search utilizes the same rules as the official search to normalize the name(s) searched for and yields exact matches to the normalized name(s).</p>	R
City(ies) for Secured Party	<p>To narrow the results of the secured party search, enter the city(ies) associated with the address of the secured party.</p> <p>You may click the  button to generate a listing of the cities associated with the name of the secured party.</p> <p>Cities must be entered on separate lines hitting the Enter key after each city name.</p> <p>City names are not normalized so remember different spellings of city names.</p>	O
<b>Include Records That Are Section</b>		
All Filings  Un-Lapsed Filings Only	<p>Select if the search results are to include:</p> <ul style="list-style-type: none"> <li>All Filings in the UCC database - Default</li> <li>Un-Lapsed Filings Only</li> </ul>	R

Field Name	Description	Required/ Optional
	Note - UCC filings are purged from the database one year after they have lapsed.	

- If you did not select to pay by prepaid account, you will be taken to [Your Cart](#) to pay for the search.

After paying for the search, you will be taken to the [Monetary Receipt Details page](#).


Click the link to the Secured Party Search  in the Payment Information section to go to the Secured Party Search Results page.

Payment Information

Payport Reference Code:

97AE000000408

Purchased Item(s):

Secured Party Search 

- If you selected to pay by prepaid account, the Secured Party Search Results page will be immediately displayed.

5. The search results page will contain a listing of UCC filings that match the search criteria entered.

Note: The entries in the list may be sorted in ascending or descending order by clicking on the column headings.

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](#) > [Filings Menu](#) > [Search Filings](#) > [Secparty Search](#) > [Search View](#)  
System Status: Normal Business Day

Date: Friday, February 23, 2018  
Topeka, KS Time: 3:54:04pm

**SECURED PARTY SEARCH #21 RESULT VIEW**Below are the filings that matched your search. In each case you may click the "Details" button to expand more details. The "Notify" and "No Notify" buttons will toggle automatic upcoming filing lapse notifications for your entity. A .CSV download of the data is available with the **CSV Download** button and a .PDF report of the data is available with the **PDF Report** button.

Total Records Found: 40 Showing: 1 - 25 (returned in &lt; 1 second )

Search Summary: Name: CLARK Not Lapsed [CSV Download](#) [PDF Report](#)

&lt;&lt; &lt; &gt; &gt;&gt;

The table below lists the information displayed on the search results page.

Field	Description
Search Record Number	The number assigned to the search by the UCC system.  Example: Secured Party Search #21 Result View.
Total Records Found	The total number of matching UCC1s found and the number of records showing on the current page.
Search Summary	Lists the criteria entered on the search criteria page.
Filing #	The UCC1 filing number.
Filing Timestamp	The UCC1 filing date and time.
Lapse Date	The date the UCC has or will lapse if it has not already been/is not continued.
Filing Type	The type of UCC1 Filing.
Entity/Owner	The name of the entity associated with the filing.
<b>Options</b>	
See <a href="#">Working with Search Options</a> .	

- If you select CSV Download, you will be presented with the option to Open or Save the file. Click *Open*.



- Excel will open with the following information for the filings that met the search criteria. You may use the Excel file in whatever manner is needed for your internal process.

Field	Description
RECORD TYPE	Specifies the type of record for the row in the spreadsheet (UCC1, SecParty, or Debtor).
FILING NUMBER	The UCC1 filing number.
FILING TYPE	The type of UCC1 Filing.
FILE TIMESTAMP	The UCC1 filing date and time.
LAPSE DATE	The date the UCC has or will lapse if it has not already been/is not continued.
LAST NAME	The secured party or debtor name.
FIRST NAME	
MIDDLE NAME	
SUFFIX	
ADDRESS 1	The secured party or debtor address.
ADDRESS 2	



Field	Description
ADDRESS 3	
ADDRESS 4	
CITY	
STATE	
ZIP	
COUNTRY	

8. To view the Secured Party Search Results report, click the [PDF Report](#) button. A PDF file containing the report will be generated for you to open and/or save.

Example Secured Party Search Results Report:

secparty\_search

**Kansas Secretary of State**  
Memorial Hall, 1st Floor ... 120 SW 10th Avenue ... Topeka, KS 66612-1594 ... (785) 296-4564

Page: 1 of 8  
04/09/2018  
10:53:54

*Uniform Commercial Code Secured Party Search #37 Results*

Deliver to: Karen Clark - External User

Request Number	Request TimeStamp	Delivery Method
000000037	4/09/2018 10:53:51am	Received Online

Return to Requestor	Contact Information	Filing Officer
Karen Clark - External User	Phone: 785-296-4564	UCC System Control on behalf of: Karen Clark - External User

Criteria Used to Perform Search	Fees Charged
Secured Party Name(s): Clark Bank City(ies): Topeka	Search Fee: \$150.00

CERTIFICATION: The filing officer certifies that the attached list of filings are a true and exact representation of all financing statements for the secured party search (as indicated above) as filed with the Kansas Secretary of State as of the date printed on this document.

System Control on behalf of #35 Karen Clark - External User  
Signature of Filing Officer



Field	Description
Filing Officer	KS Sec. of State UCC System Control
Signature of Filing Officer	KS Sec. of State UCC System Control
<b>Criteria Used to Perform Search</b>	
Secured Party Name(s)	The name of the secured party(ies) as entered on the search criteria page.
City(ies)	The city(ies) as entered on the search criteria page.
Certification Statement	The certification of the filing officer.
<b>Fees Charged</b>	
Search Fee	The fee for the search.
<b>Search Results</b>	
The search results section of the report contains a listing of the UCCs that match the search criteria. For each matching UCC found, all of the filings, debtors and secured parties associated with a UCC will be listed.	
Search Criteria	See Criteria Used to Perform Search above.
Request Number	The number assigned to the search by the UCC system.
Request TimeStamp	The date and time the report was generated.
Description of Filing	The description of the type of filing.
Filing #	The UCC1 or UCC3 filing number.
Request Timestamp	The filing date and time.
Image #(s)	The number assigned to the image of the filing in the content management system.
Pages	The number of pages in the filing (including attachments).
Debtor Information	The debtor(s) associated with the UCC.
Secured Party Information	The secured party(ies) associated with the UCC.

To view Secured Party Searches performed within the last 60 days, click the *Account* button at the top or bottom of the page and find the search in the Archived Orders section for [Your Account](#). You may also view past Secured Party Searches in the Archived Orders section on the [Entity Details Page](#).

## IX. Purchase An Individual Image

If you already know the UCC1 or UCC3 filing number, you may use the *Purchase An Individual Image* option to obtain an image of a filing.

The fee for individual images is \$1.00 per page.

To purchase an individual image, follow the steps listed below.

1. From the UCC Filings Main Menu, click *Purchase An Individual Image*.

The screenshot displays the 'Uniform Commercial Code (UCC) Production Extranet' website. The header includes the title 'Uniform Commercial Code (UCC) Production Extranet Version 2.0' and the 'Kansas Secretary of State' logo. A navigation bar contains links for Reports, Entities, Filings, Financials, Your Cart, and User Help. The page path is 'Home > Filings Menu', and the system status is 'Normal Business Day'. The date is 'Thursday, August 23, 2018' and the time is '2:40:33pm'. The main menu is titled 'UCC FILINGS MAIN MENU' and is divided into two sections: 'Menu Narrative' and 'Menu Options'. The 'Menu Narrative' section describes the system's purpose and provides contact information for customer support. The 'Menu Options' section lists four options: 'UCC1 / UCC3 Filings', 'UCC1 / UCC3 Filings Searches', 'Purchase An Individual Image' (highlighted with a red circle), and 'Request Notification For A Filing'. A 'Return to System Main Menu' link is located below the menu options. The footer contains a disclaimer, policy documents, and copyright information.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > **Filings Menu**  
System Status: Normal Business Day    System Display Size: [ S - M - L ]  
Date: Thursday, August 23, 2018  
Topeka, KS Time: 2:40:33pm

**UCC FILINGS MAIN MENU**

**Menu Narrative**

The **Kansas Secretary of State UCC System** allows for the entry and tracking of all Kansas UCC filings. From this menu properly secured users are able to access sub-menus for the entry, processing, maintenance and searching of these filings.

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

**Menu Options**

- UCC1 / UCC3 Filings**  
...data entry for ucc1 financing statements and ucc3 amendments
- UCC1 / UCC3 Filings Searches**  
...notification, ownership, official, unofficial and secured party searching
- Purchase An Individual Image**  
...purchase an image using a known filing number
- Request Notification For A Filing**  
...request notification when a filing is lapsing

[Return to System Main Menu](#)

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Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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2. Complete the fields on the *Purchase An Individual Image* page as follows. When complete, click the **Purchase Image** button to purchase the image for a filing or the **Purchase Image & Another** button to purchase this image and the image for another filing.

**Uniform Commercial Code (UCC) Production Extranet**  
Version 2.0

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Kansas Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > Image Purchase  
System Status: Normal Business Day

Date: Thursday, August 23, 2018  
Topeka, KS Time: 4:47:47pm

### PURCHASE AN INDIVIDUAL IMAGE

This page provides the ability for users to purchase an image for a filing if they already know the filing number. The images will be billed at a rate of \$1.00 per page.

**Enter Filing Number and Click "Purchase Image" Button Below Form**

Entity Responsible for Payment: Karens Entity - 400106

\* UCC-1 Or UCC-3 Filing Number:

**Purchase Image** **Purchase Image & Another** **Reset Form Fields**

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Search UCC1 / UCC3 Filings Menu](#)

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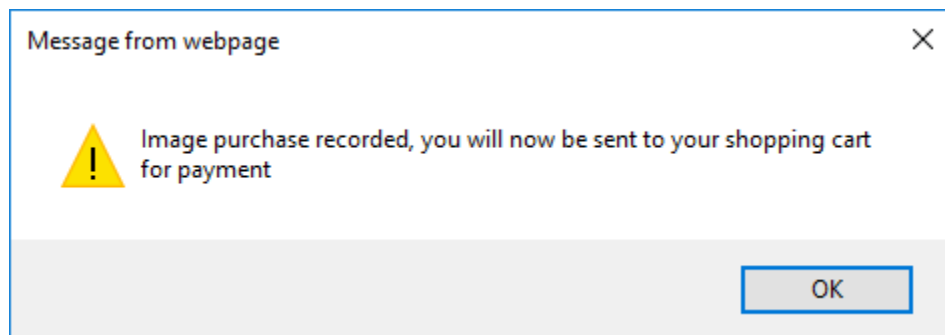
Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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Field Name	Description	Required/ Optional
Entity Responsible for Payment	<p>If your user account is associated with an entity (an organization), your entity will be pre-selected for you. If your user account is associated with more than one entity, you will need to select the correct entity.</p> <p>By indicating your entity in this field, the system will allow you to pay for the image(s) using a prepaid account or a stored eChecking account if these options have been set up by your organization. In addition, the image(s) will be associated with your entity in the</p>	O

Field Name	Description	Required/ Optional
	<p>system and users associated with your entity will be able to view the filing at any time at no charge.</p> <p>Note: If you are not obtaining the image(s) for your entity, you may select <i>An Entity MAY be Selected</i>. If you select this option, the image(s) will not be associated with your entity and will not be viewable on the Entity Details page.</p>	
UCC-1 Or UCC-3 Filing Number	Enter the UCC1 or UCC3 number of the filing you wish to obtain an image of.	R

3. You will be taken to [Your Cart](#) to purchase the image(s).



## X. Request Notification for a Filing

You may use the Request Notification for a Filing option to include a pending lapse notification of a UCC that is not owned by your entity. To use this option, your entity must be set up to receive the monthly pending lapse notification (see [Auto-Notification Programs](#)).

There is no additional fee to the monthly notification fee to use this option.

To request a notification, follow the steps listed below.

1. From the UCC Filings Main Menu, click *Request Notification For A Filing*.

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Version 2.0

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Kansas  
Secretary of State

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Path: [Home](#) > Filings Menu  
System Status: Normal Business Day   System Display Size: [ S - M - L ]  
Date: Thursday, August 23, 2018  
Topeka, KS Time: 2:40:33pm

### UCC FILINGS MAIN MENU

Menu Narrative	Menu Options
<p>The <b>Kansas Secretary of State UCC System</b> allows for the entry and tracking of all Kansas UCC filings. From this menu properly secured users are able to access sub-menus for the entry, processing, maintenance and searching of these filings.</p> <p>Should you have any questions or comments, please: <a href="#">send an email to SOS Customer Support</a> or call (785) 296-4564</p>	<p>▶ <b>UCC1 / UCC3 Filings</b> ...data entry for ucc1 financing statements and ucc3 amendments</p>
	<p>▶ <b>UCC1 / UCC3 Filings Searches</b> ...notification, ownership, official, unofficial and secured party searching</p>
	<p>▶ <b>Purchase An Individual Image</b> ...purchase an image using a known filing number</p>
	<p>▶ <b>Request Notification For A Filing</b> ...request notification when a filing is lapsing</p>

[Return to System Main Menu](#)

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- Complete the fields on the Request Notification For A Filing page as follows. When complete, click the  button.

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Version 2.0

[Home](#) | [Site Map](#) | [Help](#) | [Account](#) | [Log Off](#)

Kansas

Secretary of State

[Reports](#) | [Entities](#) | [Filings](#) | [Financials](#) | [Your Cart](#) | [User Help](#)

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > [Notify Request](#)  
System Status: Normal Business Day

Date: Friday, August 24, 2018  
Topeka, KS Time: 12:08:33pm

REQUEST NOTIFICATION FOR A FILING

This page provides the ability for users to request notification when a filing is within 60 days of changing to lapsed status. **NOTICE:** This process will not work unless your entity is enrolled in our auto-notification service.

Enter Filing Number and Click "Request Notification" Button Below Form

\* Entity to Notify:

Karens Entity - 400106

\* UCC-1 Filing Number:

Request Notification

Reset Form Fields

[Return to System Main Menu](#)  
[Return to UCC Filings Main Menu](#)  
[Return to Search UCC1 / UCC3 Filings Menu](#)

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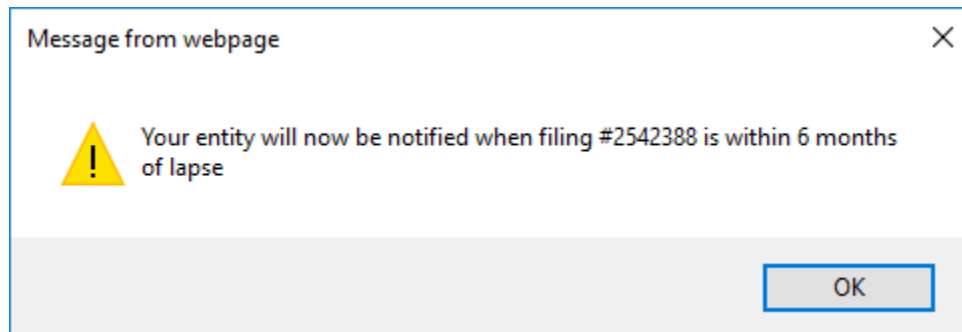
Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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Field Name	Description	Required/ Optional
Entity to Notify	Your entity will be pre-selected for you.  Note: If your user account is associated with more than one entity, you will need to select the correct entity.	R
UCC-1 Filing Number	Enter the UCC1 filing number for the UCC you wish to add to the pending lapse notification.	R



3. The following message will be displayed. Click *OK*. You will be taken back to the Request Notification For A Filing page.



## XI. Entity Ownership Search

The Entity Ownership Search option can be used to find UCCs where your entity (organization) is listed as the secured party but the UCCs were not automatically associated with your entity during conversion to the new system. These are typically historical UCCs that were filed on paper or were not initially associated with your Ks.gov subscriber number. This option will allow you to build an Excel file of historical filings you can send to the Kansas Secretary of State's Office to help us tie historical UCCs to your entity. You will then be able to view them under the [Search Your Entity UCC Filings](#) option, they will automatically appear under the [File Continuations in Mass](#) and the [Mass Secured Party Change](#) options, and be automatically included in [Notifications](#) such as the pending-lapse notification.

There is no fee to use this option.

To complete this process, follow the steps listed below.

1. From the System Main Menu (home page) select *System Entities Menu*.

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Version 2.0

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Kansas Secretary of State

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

Path: > Home  
System Status: Normal Business Day System Display Size: [ S - M - L ]  
Date: Wednesday, August 15, 2018  
Topeka, KS Time: 4:38:07pm

**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
- System Reports Menu**  
...generate and view system reports
- User Logoff**  
...log out of the system
- System User Help Menu**  
...system user help documents and bulletins

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2. From the System Entities Menu, select *Entity Ownership Search*.

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Production Extranet  
Version 2.0

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Secretary of State

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

Path: [Home](#) > **Entities Menu**  
System Status: Normal Business Day    System Display Size: [ [S](#) - [M](#) - [L](#) ]  
Date: Monday, August 27, 2018  
Topeka, KS Time: 10:43:03am

**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](#)

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

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3. The Entity Ownership Search Criteria Entry page will be displayed.

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Production Extranet  
Version 2.0

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Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > Ownership Srch  
System Status: Normal Business Day

Date: Monday, August 27, 2018  
Topeka, KS Time: 10:45:52am

ENTITY OWNERSHIP SEARCH CRITERIA ENTRY

This search is for locating past UCC-1 filings where the selected entity was a secured party for the purpose of assigning ownership of the filing to the entity. You can view the results in a list or choose to build a download file of the results that can be loaded into Excel. Once you have a file containing the filings you wish to obtain ownership of, [send the file as an attachment to us](#) for processing.

**DO NOT CHANGE** anything about the format of the file other than the following:

- Only delete the rows you do not want to be included
- You may get rid of the verbiage at the top of the spreadsheet but leave the column headers
- You may re-sort the data rows however you wish as long as the columns don't change

Enter Search Criteria and Click "Locate Filings" Button Below Form

Type of Search Result Desired:

☒ Sortable List ☐ Downloadable CSV File

Name(s) of Secured Party:

populate distinct cities below using: [Find Cities](#)

City(ies) for Secured Party:

SEARCH SUGGESTIONS:

- Enter all complete names under which the secured party may have been entered:
  - Names should be entered on separate lines hitting the ENTER key after each
  - Examples: "1st National" "First National" "First Natnl"
  - Individual names should be entered like smith, john j and organization names like abc plumbing inc
- Names will all be normalized as organization names before the search
- To narrow your search, enter all cities in which the secured party may have been entered:
  - Cities should be entered on separate lines ( WITHOUT STATES ) hitting the ENTER key after each
  - City names are NOT normalized so remember different spellings of city names

Include Records That Are:

☐ All Filings ☒ Un-Lapsed Filings Only

ALL FILINGS:


- All filings in the database, including filings that have lapsed but have not yet been purged.

UN-LAPSED:

- This search will exclude filings with an expired lapse date that have not yet been purged from the database.

Locate Filings

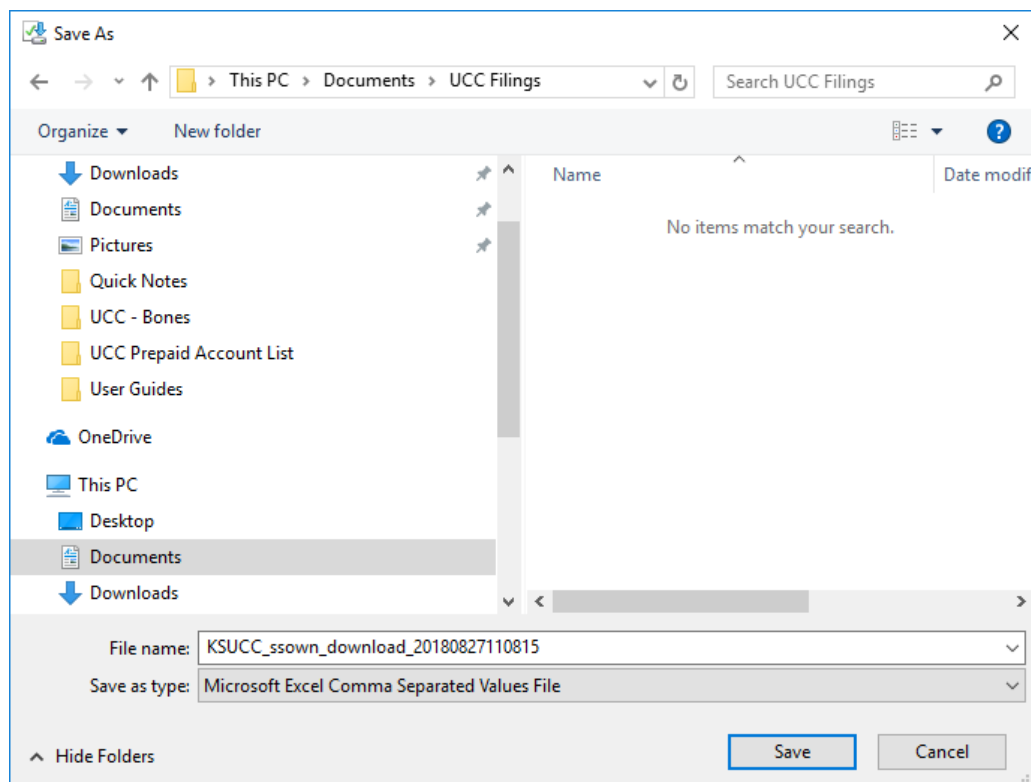
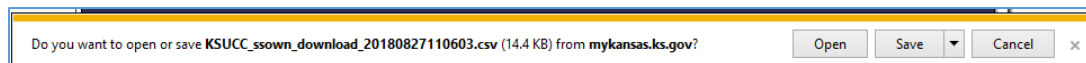
Reset Form Fields

4. Complete the fields on the Entity Ownership Search Criteria Entry page as follows. When complete, click the  button.

Field Name	Description	Required/ Optional
Type of Search Result Desired	<p>Options:</p> <ul style="list-style-type: none"> <li>• Sortable List - Default</li> <li>• Downloadable CSV File</li> </ul> <p>To gain an understanding of how the Entity Ownership Search works, it is suggested that you select Sortable List and then view the search results to determine if you need to refine any of the names and/or cities entered. Click an entry in the search results list to view the details of a filing.</p> <p>Once you have the desired results, select the option to download the file.</p>	R
Name(s) of Secured Party	<p>Enter all complete names/variation of names under which the secured party (your organization) may have been listed as the secured party on historical UCC filings. This includes any organizations you may have acquired in the past.</p> <p>Names need to be entered on separate lines by pressing the <i>Enter</i> key after each name.</p> <p>Note: The names that you enter will be normalized as an organization name according to the rules specified in <a href="#">KAR 7-17-22</a> to find matches in the UCC database.</p>	R
City(ies) for Secured Party	<p>To narrow your search, enter all cities in which the secured party (your organization) may have been listed in the address for the secured party on historical UCC filings. This includes any organizations you may have acquired in the past.</p> <p>Cities need to be entered on separate lines (without states) by pressing the <i>Enter</i> key after each name.</p>	O

Field Name	Description	Required/Optional
	<p>City names are not normalized so you may need to include different spellings of city names.</p> <p>Note: You may use the <i>Find Cities</i> button to create a list of cities where the secured party address for past UCC filings contains the secured party name(s) you entered. You may edit the list of cities as needed.</p>	
Un-Lapsed Filings or All Filings	<p>Select if the search results are to include:</p> <ul style="list-style-type: none"> <li>All Filings in the UCC database</li> <li>Un-Lapsed Filings Only - Default</li> </ul> <p>UCC filings are purged from the database one year after they have lapsed.</p>	R

- When you run the search with the Downloadable CSV File option selected, you will be presented with the option to Open the file or Save it. Select *Save as* under the *Save* option and select a location to save the file.



Click *Open* to open the file. It will open as an Excel spreadsheet.



- Review the contents of the file and remove any UCCs that do not belong to your organization.

Do not change anything about the format of the file other than the following:

- Only delete the rows you do not want to be included.
- You may delete the rows with the verbiage at the top of the spreadsheet but leave the column headers.
- You may re-sort the data rows however you wish as long as the columns don't change.

**Note:** UCCs where your name is listed as the secured party due to an assignment or a secured party change will require authorization from the organization listed as the previous secured party before we can associate the UCC with your entity.

UCC1 CODE	ENTRY TIME	LAPSE DATE	ACTION	TY	ENTITY TYPE	SEC LAST NAME	SEC FIRST NAME	SEC MIDDLE NAME	SEC SUFFIX	DEBTOR TYPE	LAST NAME
436586	4/17/1978 1:13:00pm	4/17/2023	U1	REGULAR		Kaw Valley Bank					Old Town Motors
669642	8/31/1982 11:56:00am	8/31/2022	U1	REGULAR		Kaw Valley Bank					Allied Enterprises Inc
701361	3/01/1983 11:21:00am	3/1/2023	U1	REGULAR		Kaw Valley Bank					Mcfarland Max E
1209015	7/07/1987 10:44:00am	7/7/2022	U1	REGULAR		Kaw Valley Bank					Midwestern Metals Inc
1247707	10/26/1987 12:27:00pm	10/26/2022	U1	REGULAR		Kaw Valley Bank					Becker Max
1268362	12/21/1987 12:21:00pm	12/21/2022	U1	REGULAR		Kaw Valley Bank					D & L Sales
1272023	1/04/1988 10:53:00am	1/4/2023	U1	REGULAR		Kaw Valley Bank					Rdr Excavating
1297174	3/10/1988 11:22:00am	3/10/2023	U1	REGULAR		Kaw Valley Bank					Hair Productions Inc
1301898	3/24/1988 10:20:00am	3/24/2023	U1	REGULAR		Kaw Valley Bank					Delta Designs Ltd
1307266	4/07/1988 10:17:00am	4/7/2023	U1	REGULAR		Kaw Valley Bank					Dick Dianne E
1324851	5/24/1988 12:42:00pm	5/24/2023	U1	REGULAR		Kaw Valley Bank					Rural Development Corporation
1373977	10/17/1988 9:44:00am	10/17/2018	U1	REGULAR		Kaw Valley Bank					Midwestern Metals Inc
1384216	11/15/1988 3:19:00pm	11/15/2018	U1	REGULAR		Kaw Valley Bank					Minner Oil Field Services Inc
1393807	12/15/1988 11:42:00am	12/15/2018	U1	REGULAR		Kaw Valley Bank					McNish John
1401668	1/09/1989 12:49:00pm	1/9/2019	U1	REGULAR		Kaw Valley Bank					Counselman & Wade Chiropracti
1406095	1/20/1989 11:05:00am	1/20/2019	U1	REGULAR		Kaw Valley Bank					C P Engineering And Land Surv
1718036	9/11/1991 9:49:00am	9/11/2021	U1	REGULAR		Kaw Valley Bank					Wichers Photography Inc
1770510	3/02/1992 1:10:00pm	3/2/2022	U1	REGULAR		Kaw Valley Bank					Albright Steven W
1776208	3/18/1992 11:26:00am	3/18/2022	U1	REGULAR		Kaw Valley Bank					B & K Construction Inc
1787083	4/17/1992 12:30:00pm	4/17/2022	U1	REGULAR		Kaw Valley Bank					G Coopers Inc
1798178	5/21/1992 10:30:00am	5/21/2022	U1	REGULAR		Kaw Valley Bank					Lynch Auto Plaza
1812464	7/07/1992 10:41:00am	7/7/2022	U1	REGULAR		Kaw Valley Bank					Autosound, Inc.
1825919	8/20/1992 9:55:00am	8/20/2022	U1	REGULAR		Kaw Valley Bank					Fannin Fabrication Co Inc
1828787	8/28/1992 10:32:00am	8/28/2022	U1	REGULAR		Kaw Valley Bank					Custom Sheet Metal & Roofing
1834935	9/18/1992 10:14:00am	9/18/2022	U1	REGULAR		Kaw Valley Bank					Bramlage Randy R
1852292	11/16/1992 11:48:00am	11/16/2022	U1	REGULAR		Kaw Valley Bank					Baum Enterprises Inc
1864227	12/28/1992 12:41:00pm	12/28/2022	U1	REGULAR		Kaw Valley Bank					Dalrymple Michael A
1871957	1/20/1993 11:10:00am	1/20/2023	U1	REGULAR		Kaw Valley Bank					Cuevas Robert E
1871958	1/20/1993 11:10:00am	1/20/2023	U1	REGULAR		Kaw Valley Bank					Graybeal Michael E

7. Save the file and send it to [kbc@ks.gov](mailto:kbc@ks.gov) as an attachment with a request to assign the list to your entity.

Note: Going forward, new filings submitted to the Kansas Secretary of State's Office on paper will not be associated with your entity unless a prepaid account is used. If your entity is set up to receive notifications, you may use the [Request Notification For A Filing](#) option to receive a notification of when a UCC submitted on paper will lapse.

#### A. Unclaimed Entities

If you are missing UCCs in your [pending lapse notification](#) or when using any of the following options, it may be because they are associated with an unclaimed entity.

- [Search Your Entity UCC Filings](#)
- [File Continuations in Mass](#)
- [Mass Secured Party Change](#)

Unclaimed entities are organizations that filed UCCs using a Ks.gov subscriber number but have not been claimed or activated in the new UCC system. Potential examples are:

- Individual bank branches that have not been claimed.
- Organizations that have been acquired by or merged with other organizations that have not been claimed.

To claim an entity, send an email to [kbc@ks.gov](mailto:kbc@ks.gov) with the following information.

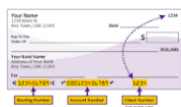

- Your entity name, entity code and address.
- The name(s), address(es) and previous ks.gov subscriber number of the entit(ies) you are claiming.

You will also want to follow the [Entity Ownership Search](#) instructions to catch any unowned historical UCC filings for entit(ies) you are claiming.



## XII. Payment Methods

The online UCC system allows the fees for filings and searches to be paid using the following payment methods:

Payment Method	Checkout Options
<b>eCheck</b> 	<p>The eCheck option allows fees associated with UCC filings and searches to be paid via ACH from a bank account. Organizations have the option to save an eChecking account on file in the UCC system or enter the bank routing and checking account numbers for each payment.</p> <p>The eCheck option can only be selected from the shopping cart (Your Cart).</p> <p>Refer to the <a href="#">Entities</a> section for instructions on how to set up an eChecking account.</p>
<b>Prepaid Account</b>	<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 by an Account Admin using an eCheck or credit card.</p> <p>The prepaid account option can be selected at the time of filing/ searching or from the shopping cart (Your Cart).</p> <p>Refer to the <a href="#">Entities</a> section for instructions on how to set up and manage a prepaid account.</p>
<b>Credit Card</b> 	<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. You may pay for multiple items from the shopping cart at one time. The items would then be accessed through a single monetary receipt.</p> <p>The credit card option can only be selected from the shopping cart (Your Cart).</p>

## A. Your Cart

Your Cart (shopping cart) contains UCC filings, searches and images prior to payment. The cart lists the following information for each item in your cart:

Field	Description
Code	The number assigned to the item by the UCC system while it is in your cart.
Cart Date	The date and time the item was placed in your cart.
Description of Item	Description of the item being purchased.
Purch Code	The Action Type code. This code is used by the UCC system to determine the fee for the item being purchased.
Amount	The fee associated with the item being purchased.

Uniform Commercial Code (UCC)  
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Version 2.0

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Kansas

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[Financials](#)
[Your Cart](#)
[User Help](#)

Path: [Home](#) > Your Cart
System Status: Normal Business Day
Date: Wednesday, September 12, 2018  
Topeka, KS Time: 9:56:53am

### UCC SHOPPING CART

Code	Cart Date	Description of Item	Purch Code	Amount	Select	Options
54812	9/12/2018 9:55:52am	UCC1 Filing ( Clark Farms )	U1_REGULAR	\$10.00	<a href="#">Remove</a>	<input checked="" type="checkbox"/> <a href="#">Pay</a>
54817	9/12/2018 9:56:40am	UCC2 Unofficial Search ( Clark Karen )	U2_UNOSRCH	\$10.00	<a href="#">Remove</a>	<input checked="" type="checkbox"/> <a href="#">Pay</a>

Total Amount in Cart: \$20.00
[Check/Uncheck All](#)

[Pay For Items](#)

[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](#) or call (785) 296-4564.

Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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## 1. Working with Your Cart


There are several options available to you while working with your cart.

Functionality	Description	Example
Remove	To remove an item from your cart, click the  button. The item will be removed from your cart and the filing or search (along with any images associated with an unpaid search) will be deleted.	
Pay	Use the   checkbox to select which items in the cart you would like to pay for. Items that are unchecked will remain in your cart to be paid at a later time.	
Check/UnCheck All	Use this option to pay or not to pay for all items in your cart at one time.	

**Note – UCC filings are not finalized and filed until payment has been made.**

If you wish to add additional items to your cart before making payment, click the *Return to System Main Menu* (home page) link or on the *Filings* option on the menu bar to return to the UCC Filings Main Menu.

<a href="#">Return to System Main Menu</a>	
--	--

When you are ready to make a payment, click the  button. A page to select a method of payment for the items in your cart will be displayed.

Select the method of payment you wish to use (Prepaid Account, eCheck, Credit Card).

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Path: [Home](#) > [Your Cart](#) > Cart Pay  
System Status: Normal Business Day

Date: Wednesday, September 12, 2018  
Topeka, KS Time: 11:03:58am

PAY FOR ITEMS IN YOUR CART

At the [bottom of this page](#) you can see all the details currently in your cart and marked to pay. The total, should you continue, is **\$10.00**. There may be additional steps for different payment methods.

Complete Required Fields and Click "Make Payment" Button Below Form

\* **Paying Entity:**

400106 - Karens Entity

\* **Department Funding:**

... Department Funding May Be Selected ...

*if an entity is selected for this purchase, department funding can be used to assign a category or group to aid in tracking and reporting.*

\* **Payment Method?**

☐ Prepaid Account ☐ eCheck ☐ Credit Card

Make Payment

Code	Cart Date	Description of Item	Purch Code	Amount
54812	9/12/2018 9:55:52am	UCC1 Filing ( Clark Farms )	U1_REGULAR	\$10.00

Total Purchase Amount: \$10.00

[Return to System Main Menu](#)  
[Return to UCC Shopping Cart](#)

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The following pages illustrate examples of each type of payment method.

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## 2. Example Prepaid Account Payment

If paying using Prepaid Account, select *Prepaid Account* as the Payment Method.

### a) Department Funding Code

If your Account Admin has set up Department Funding Code entries, the system will allow you to select the appropriate entry for this filing or search.

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Path: [Home](#) > [Your Cart](#) > Cart Pay  
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Date: Wednesday, September 12, 2018  
Topeka, KS Time: 11:55:20am

**PAY FOR ITEMS IN YOUR CART**

At the [bottom of this page](#) you can see all the details currently in your cart and marked to pay. The total, should you continue, is **\$10.00**. There may be additional steps for different payment methods.

**Complete Required Fields and Click "Make Payment" Button Below Form**

\* **Paying Entity:** 103592 - Kaw Valley Bank

**Department Funding:** ... Department Funding May Be Selected ...

\* **Payment Method?** ☒ Prepaid Account ☐ eCheck ☐ Credit Card

You have chosen to pay with an entity prepaid account. Your account balance is currently **\$0.00** which is **insufficient** to cover the item total. Please add more funds to your prepaid account or choose another method of payment.

**Make Payment**

Code	Cart Date	Description of Item	Purch Code	Amount
54954	9/12/2018 11:54:51am	UCC1 Filing ( Clark Farms )	U1_REGULAR	\$10.00

**Total Purchase Amount: \$10.00**

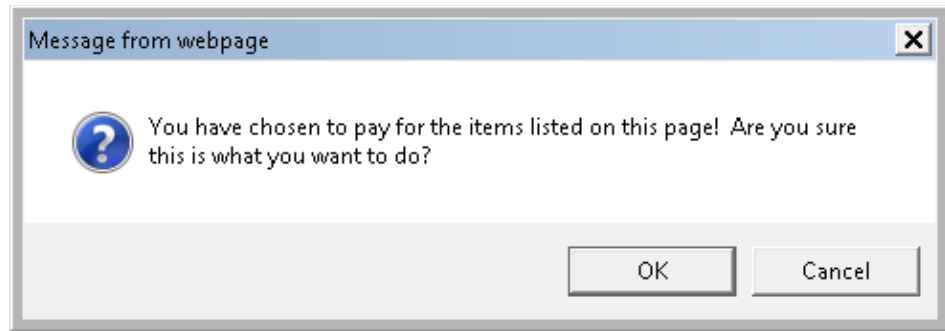
[Return to System Main Menu](#)  
[Return to UCC Shopping Cart](#)

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

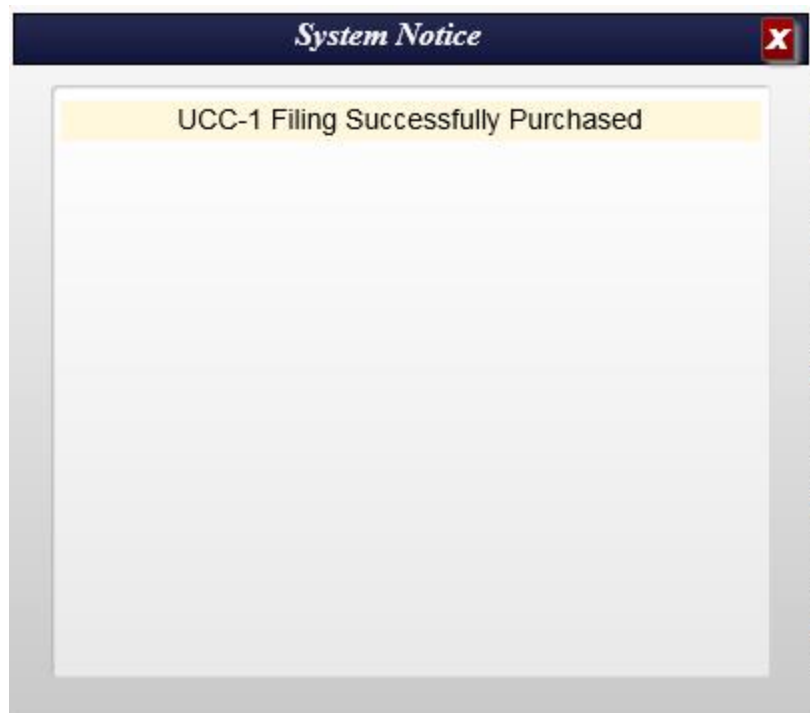
When your selections have been made, Click the button.

**Make Payment**

Click the *OK* button.



Close the System Notice box.



Depending on the type of item and the number of items being paid for at the same time, you will either be taken to the [UCC1 Filing Details page](#), the [UCC3 Amendment Details page](#) or the [Monetary Receipt Details page](#).

### 3. Example eCheck Payment

If paying using eCheck, select *eCheck* as the Payment Method. If your organization has opted to have an eChecking account on file, select *Account on File*; otherwise, select *Another Account* to enter checking account information.

#### a) Department Funding Code

If your Account Admin has set up Department Funding Code entries, the system will allow you to select the appropriate entry for this filing or search.

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Path: [Home](#) > [Your Cart](#) > Cart Pay  
System Status: Normal Business Day

Date: Wednesday, September 12, 2018  
Topeka, KS Time: 11:00:20am

### PAY FOR ITEMS IN YOUR CART

At the [bottom of this page](#) you can see all the details currently in your cart and marked to pay. The total, should you continue, is **\$10.00**. There may be additional steps for different payment methods.

**Complete Required Fields and Click "Make Payment" Button Below Form**

\* **Paying Entity:** 400106 - Karens Entity

**Department Funding:** ... Department Funding May Be Selected ...  
If an entity is selected for this purchase, department funding can be used to assign a category or group to aid in tracking and reconciliation.

\* **Payment Method?** ☐ Prepaid Account ☒ eCheck ☐ Credit Card

You have chosen to pay with an eCheck against a bank account to which you have access. There are no additional charges for paying by eCheck. **PLEASE NOTICE:** All eCheck payment requests will arrive at your bank as debit ACH entries with a Company ID of "KSSECSTATE". If your bank account has debit blocks installed, please make sure "KSSECSTATE" is allowed.

Since the entity connected to these items has banking information on file, you have multiple options for paying by eCheck. You can either pay for these items using the account ending in \*\*\*\*\*45 or you can use another account not currently on file. Please make your choice below:

\* **Which Bank Account?** ☒ Account On File #\*\*\*\*\*45 ☐ Another Account

**Make Payment**

Code	Cart Date	Description of Item	Purch Code	Amount
54812	9/12/2018 9:55:52am	UCC1 Filing ( Clark Farms )	U1_REGULAR	\$10.00

**Total Purchase Amount: \$10.00**

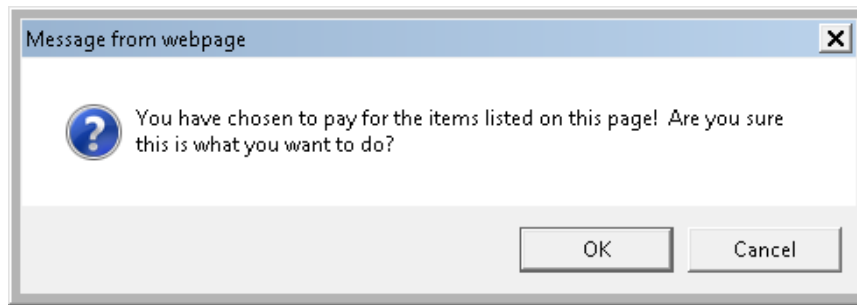
[Return to System Main Menu](#)  
[Return to UCC Shopping Cart](#)

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

When your selections have been made, click the button.

**Make Payment**

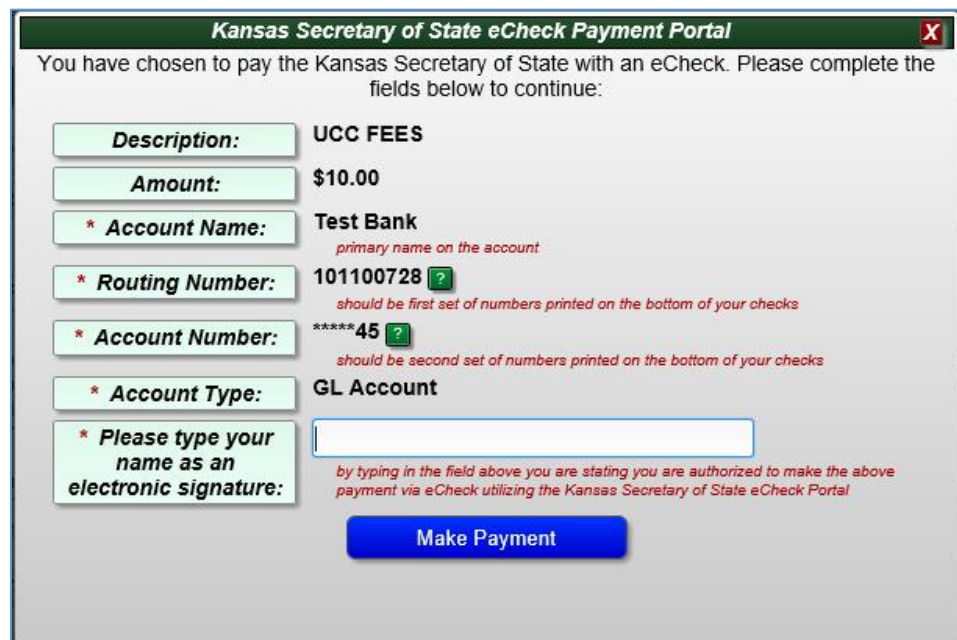
Click the *OK* button.



b) [Account on File](#)

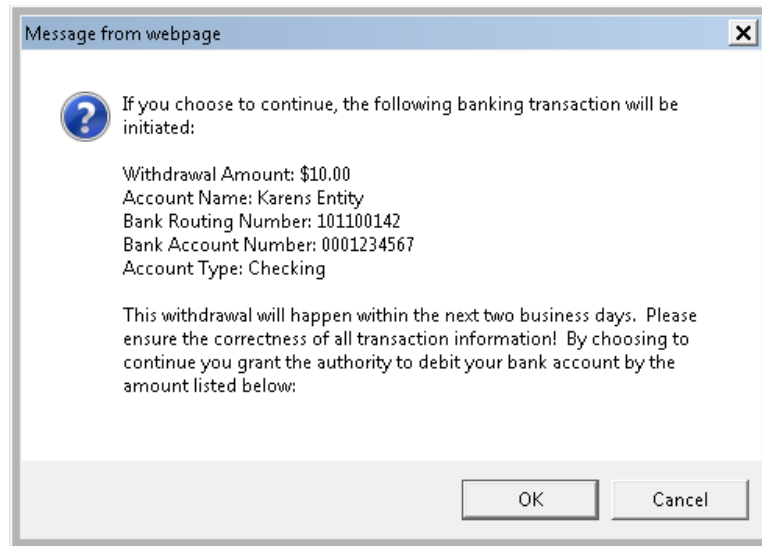
If you selected *Account on File*, you will be taken to the Electronic Payment Portal – Pay Via eCheck page. The bank account information will be populated with the information on file. Complete the Electronic Signature field and click

the  button.

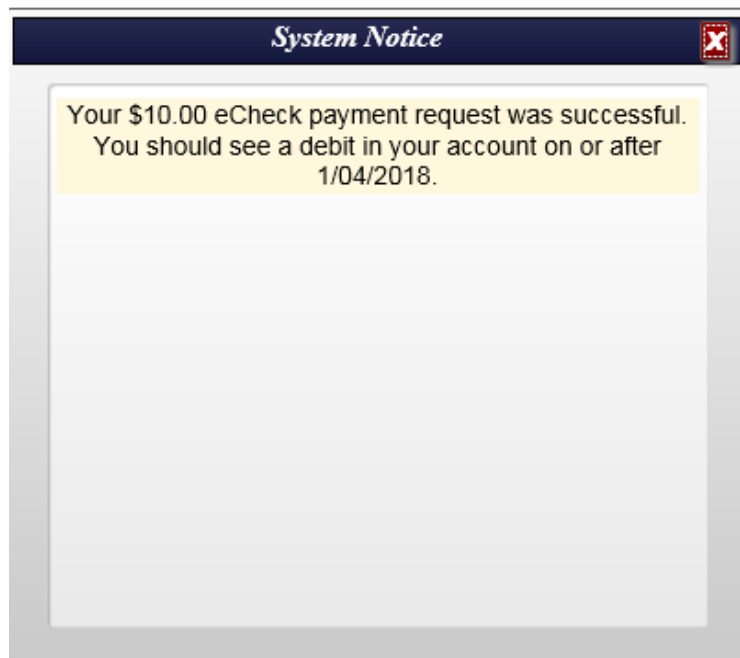




Click *OK* to authorize the payment.



Close the System Notice box.

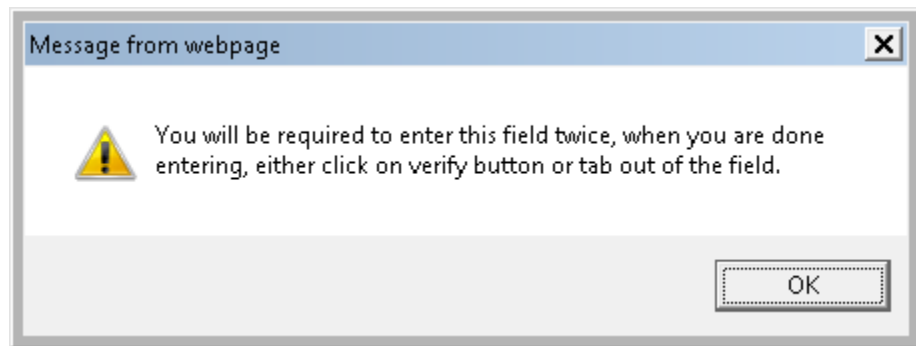


c) Another Account

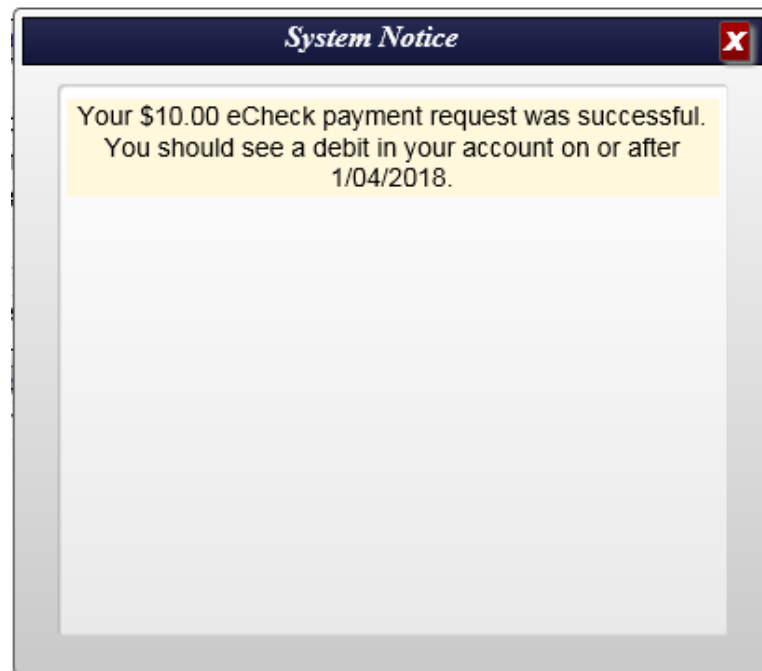
If you selected *Another Account*, you will be taken to the Electronic Payment Portal – Pay Via eCheck page. Complete the Bank Account Owner, Routing Number, Bank Account Number, Type of Account and Your Electronic Signature

fields and click the  button.

Note: You will be prompted to enter both the routing and bank account numbers twice for verification.

The form is titled "Electronic Payment Portal" with "Version 1.0" and the "Kansas Secretary of State" logo. It includes a "Home | Log In" link. The page path is "> Pay Echeck" and the system status is "Normal Business Day". The date is "Wednesday, September 12, 2018" and the time is "Topeka, KS Time: 11:14:48am". The main heading is "PAY KANSAS SECRETARY OF STATE VIA ECHECK". A green bar instructs the user to "Complete Addition Form and Click 'Pay By eCheck' Button Below Form". The form fields are: "Description Of Payment:" (UCC-1 REGULAR FILING), "Transaction ID:" (98RC000021193, with a note "If you want this transaction to reference an item in another system"), "Amount Of Payment:" (\$10.00), "Transaction Description:" (UCC FEES), "Bank Account Owner:" (empty, with a note "the name of the entity authorized to debit the account"), "Bank ABA Routing Number:" (empty, with a "Verify" button and note "you will be asked to enter this value twice for verification"), "Bank Account Number:" (empty, with a "Verify" button and note "you will be asked to enter this value twice for verification"), "Need Help Finding Bank Numbers?" (text), "Type Of Account:" (radio buttons for "Checking" (selected), "Savings", and "GL Account"), and "Your Electronic Signature:" (empty, with a note "this must be your name as you are the person authorizing this payment"). At the bottom are "Reset Form Fields" and "Cancel eCheck" buttons. The footer says "Using system as Anonymous Public User".

Close the System Notice box.



Depending on the type of item payment is being made for and the number of items being paid for at the same time, you will either be taken to the [UCC1 Filing Details page](#), the [UCC3 Amendment Details page](#) or the [Monetary Receipt Details page](#).

#### 4. Example Credit Card Payment

If paying by credit card, select *Credit Card* as the Payment Method.

##### a) Department Funding Code

If your Account Admin has set up Department Funding Code entries, the system will allow you to select the appropriate entry for this filing or search.

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Path: Home > Your Cart > Cart Pay  
System Status: Normal Business Day

Date: Wednesday, September 12, 2018  
Topeka, KS Time: 1:12:40pm

**PAY FOR ITEMS IN YOUR CART**

At the [bottom of this page](#) you can see all the details currently in your cart and marked to pay. The total, should you continue, is **\$10.00**. There may be additional steps for different payment methods.

**Complete Required Fields and Click "Make Payment" Button Below Form**

\* **Paying Entity:** 400106 - Karens Entity

**Department Funding:** ... Department Funding May Be Selected ...  
If an entity is selected for this purchase, department funding can be used to assign a category or group to aid in tracking and reconciliation

\* **Payment Method?** ☐ Prepaid Account ☐ eCheck ☒ Credit Card

You have chosen to pay with a credit card. The total for this transaction will be **\$10.00**.

To signify you understand and agree to pay the above amount, please type your full name in the field below. By typing in this field and clicking the Make Payment button, you are providing an electronic signature which, under Kansas law, has the same weight as a regular ink signature.

\* **User Electronic Signature:**   
type your name in this field to signify you agree to continue the payment process

**Make Payment**

Code	Cart Date	Description of Item	Purch Code	Amount
54812	9/12/2018 9:55:52am	UCC1 Filing ( Clark Farms )	U1_REGULAR	\$10.00

**Total Purchase Amount: \$10.00**

[Return to System Main Menu](#)  
[Return to UCC Shopping Cart](#)

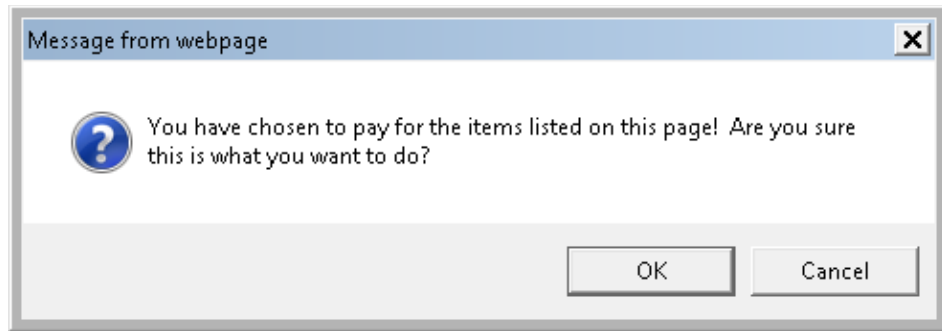
Currently logged in as **Karen Clark - External User** [not me](#) [account](#)

Complete the User Electronic Signature field and click the

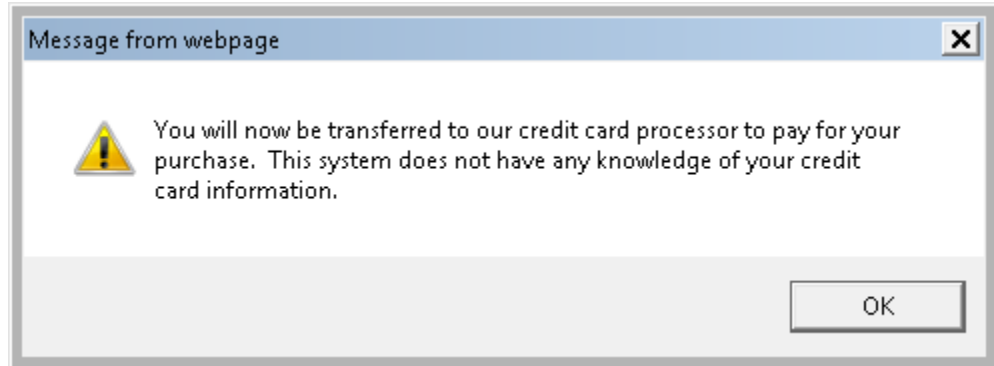
**Make Payment**

button.

Click the *OK* button.



You will be transferred to the credit card processor site to make the payment. Click the *OK* button.



Complete the credit card payment fields and click

**Pay With Your Credit Card**

## Kansas UCC Payments

### Review Your Order

UCC Order Number  
98RC00021284

Total Amount:    USD    10.00

[« Return to Kansas UCC Payments](#)

### Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date (MMYY)

Security Code

CVA2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



Address

City

State/Province

ZIP/Postal Code

Country

Email

A confirmation email will be sent to this address.

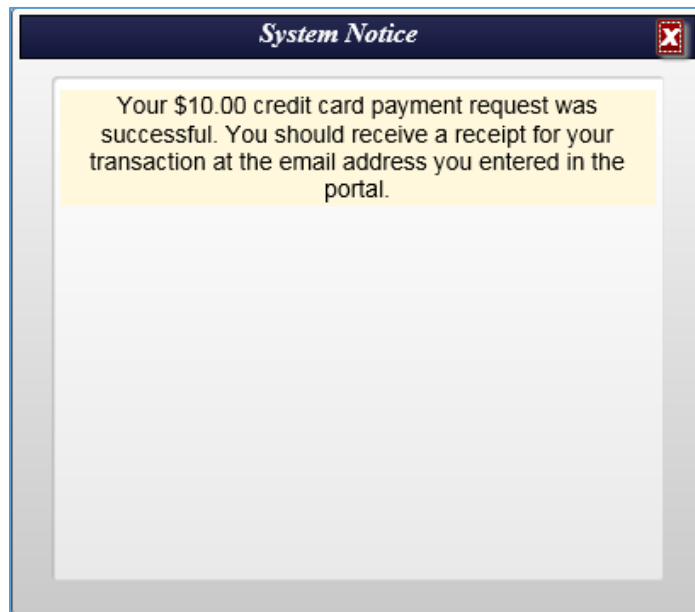
**Pay With Your Credit Card**

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

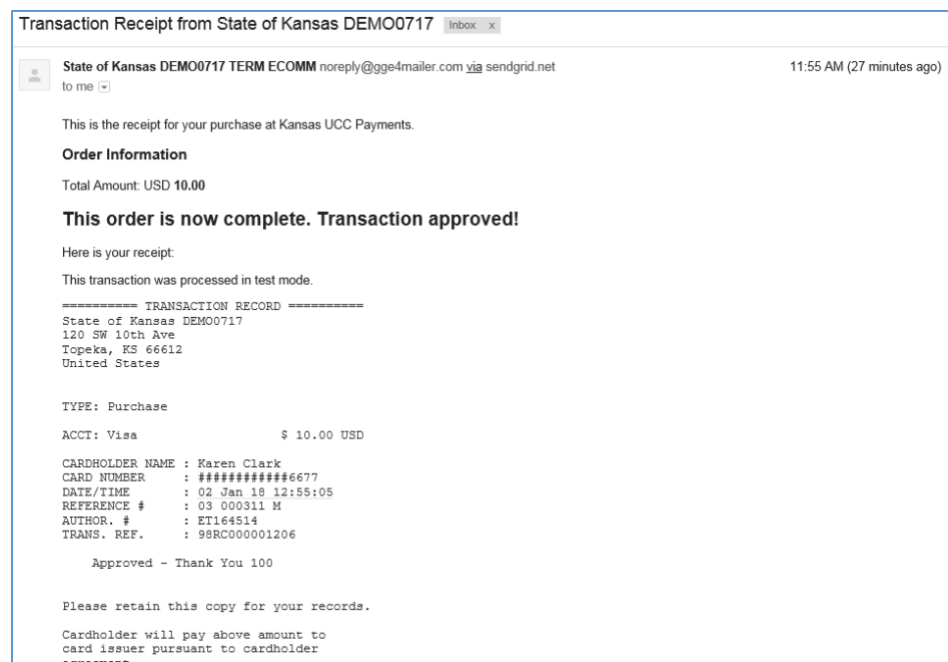
Secure Payment provided by [First Data Corp.](#)

Close the System Notice box.



#### b) Credit Card Receipt Example

A receipt will be sent to the email address entered in the credit card payment portal.



Depending on the type of item payment is being made for and the number of items being paid for at the same time, you will either be taken to the [UCC1 Filing Details page](#), the [UCC3 Amendment Details page](#) or the [Monetary Receipt Details page](#).





### XIII. Financials

The Financials option consists of two options:

- Search for Monetary Receipts
- Search for Refunds

There is no fee for running either of these searches.

Two buttons are available to you while searching:

Functionality	Description
	The Reset Form Fields button will clear the selected search options.
	If you just ran a search, the Use Last Criteria button populates the search fields with the same criteria used for the search you just ran.

Note: Financial information is only available for UCC filings and searches run in this system. The system does not contain financial information for paper filings or online filings prior to July 1, 2018.

## A. Search for Monetary Receipts

The Search for Monetary Receipts option allows you to search for receipts for UCC filings or searches by your user account's entity(ies).

To search for a receipt, follow the steps listed below.

1. From the UCC Main Menu (home page), click *Financials Processing Menu*.

**Uniform Commercial Code (UCC)**  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: > Home  
System Status: Normal Business Day System Display Size: [ S - M - L ]  
Date: Tuesday, August 28, 2018  
Topeka, KS Time: 11:25:40am

**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
- ▶ **System Reports Menu**  
...generate and view system reports
- ▶ **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](#)

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Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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2. Click *Search for Monetary Receipts*.

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Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Financials Menu  
System Status: Normal Business Day    System Display Size: [ S - M - L ]

Date: Tuesday, August 28, 2018  
Topeka, KS Time: 11:27:05am

**FINANCIALS MAIN MENU**

**Menu Narrative**

The **Kansas Secretary of State UCC System** allows for the purchase of many different UCC services and tracks these purchases as orders / receipts archived by user and/or entity. From this menu properly secured users are able to access processes for the financial accounting surrounding these receipts.  
  
Should you have any questions or comments, please:  
[send an email to SOS Customer Support](#) or  
call (785) 296-4564

**Menu Options**

 **Search for Monetary Receipts**  
...search for past orders for yourself and your entity

 **Search for Refunds**  
...search for past refunds or payments to yourself or your entity

[Return to System Main Menu](#)

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3. A page to enter the search criteria will be displayed.

Uniform Commercial Code (UCC)  
**AL NEW !! Beta Testing Environment !!**  
version 2.0

Home | Site Map | Help | Account | Log Off

**Kansas**  
Secretary of State

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

Path: [Home](#) > [Financials Menu](#) > Receipts Search  
System Status: Normal Business Day

Date: Wednesday, November 7, 2018  
Topeka, KS Time: 1:57:07pm

**RECEIPTS TABLE SEARCH CRITERIA ENTRY**

Enter Search Criteria and Click "Search Receipts" Button Below Form

\* Type of Search Result Desired:

☒ Sortable List ☐ Downloadable CSV File

Receipts Code:

UCC-1 Filing Number:

UCC-3 Amendment Number:

Record Entry Timestamp:

10/01/2018 through t

system will recognize most 8 or 10 character month-before-day date formats

Sent To Cashier Recorded Timestamp:

through

system will recognize most 8 or 10 character month-before-day date formats

Payment Method:

... Do Not Narrow By Payment Method ...

Action Type:

... Do Not Narrow By Action Type ...

Receipt Description:

Search: ☒ from start of field ☐ anywhere in the field

Check (Number(S))

separate multiple numbers with a comma

Name Of Payer On (Check(S))

Search: ☒ from start of field ☐ anywhere in the field  
separate multiple names with a comma

Ach Settlement Date:

through

system will recognize most 8 or 10 character month-before-day date formats

Entry Operator Number:

Entry Operator Name:

Search: ☒ from start of field ☐ anywhere in the field

Assigned to Entity:

... Do Not Narrow by Entity ...

Department Funding:

... Do Not Narrow by Department Funding ...

Search Receipts

Reset Form Fields

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

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Complete the fields on the search criteria page as desired and click the

**Search Receipts**

button. You may choose only one field to search by or mix and match. If your combinations are not compatible with the system, you will receive an error message. Try something less complex.

Search Option	Description
Type of Search Result Desired	Select whether you want a sortable list displayed or the results downloaded to a CSV (Excel) file.
Receipts Code	Use if you have the number assigned to the monetary receipt (Monetary Receipt Number) but want to see the receipt.
UCC-1 Filing Number	Use if you have the UCC1 filing number and want to see the information or image.
UCC-3 Amendment Number	Use if you have the UCC3 filing number and want to see the information or image.
Record Entry Timestamp	Use if you know the date the receipt was created or have a range of dates to be searched.
Sent To Cashier Recorded Timestamp	Use if you want to limit the search to payments sent to the State Treasurer's Office for processing. <b>Use this option as a limiter to get a closer match to a bank statement.</b>
Payment Method	Client Initiated ACH Cash Paper Check Credit Card Electronic Check / ACH Interfund Transfer Prepaid Account
Action Type	Use if you're looking for a specific type of filing. The Action Type code is used by the UCC system to determine the fee for the item purchased.
Receipt Description	The type of UCC filing or search or <i>Multiple UCC Purchases</i> if more than one item was purchased at the same time from the shopping cart and the type of search operation to perform*. <ul style="list-style-type: none"> <li>• From Start of Field – Default</li> <li>• Anywhere in the Field</li> </ul>
Check (Number(s))	Use to find a filing or search paid by paper check. Enter the check number(s) associated with the payment.
Name of Payer on Check(s)	Use to find a filing or search paid by paper check. Enter the name(s) of the payer(s) associated with the payment and the type of search operation to perform*. <ul style="list-style-type: none"> <li>• From Start of Field – Default</li> </ul>

Search Option	Description
	<ul style="list-style-type: none"> <li>Anywhere in the Field</li> </ul>
ACH Settlement Date	The date or range of dates the ACH transaction was settled by the Federal Reserve Bank. Use as a limiter to more closely match a bank statement.
Entry Operator Number	Use if you know the user number associated with the receipt.
Entry Operator Name	Use if you know the user name associated with the receipt.
Department Funding	When a department funding code is selected at the time of purchase, it is saved on the receipt record. Use this option to search for receipts containing the selected department funding code.

*Search Operation	Description
From Start of Field	Will find records that begin with the search term in the field.
Anywhere in the Field	Will find records with the search term somewhere in the field (beginning, end, or in the middle).

Note: Entering partial information in a search field may cause you to find broader results.

- If you selected Sortable List, the Receipts Table Search Result List page will be displayed.



Field	Description
Funding	If a Department Funding Code entry was selected, it will be displayed here.
Amount	The receipt amount.
Reference ID	The Electronic Payment Portal reference code.

Note: The entries in the list may be sorted in ascending or descending order by clicking on any of the column headings.

- If you selected Downloadable CSV File, you will be presented with the option to Open or Save the file. In Explorer, this option appears at the bottom of the screen. Click *Open*.



- Excel will open with the following information for receipts that meet the search criteria. You may use the Excel file in whatever manner is needed for your internal process.

Field	Description
RC CODE	The number assigned to the monetary receipt (Monetary Receipt Number).
EN CODE	The entity number associated with the receipt.
ENTITY NAME	The name of the entity associated with the filing.
DF CODE	The number assigned to the Department Funding Code.
FUNDING KEY	The Department Funding Key.
FUNDING DESCR	The Department Funding Code description.
UCC1 CODE*	The UCC1 number associated with a filing.
UCC3 CODE*	The UCC3 number associated with a filing.
U2 CODE*	The number assigned to a search request.
REFERENCE DATA*	The Filer Reference Data entered on a UCC1 or UCC3 filing.
PAYPORT CODE	The Electronic Payment Portal reference code.
BAMS CODE	The Credit Card Reference Code. The transaction ID number assigned by the credit card processor.
PAYMENT METHOD	Client Init ACH Cash Paper Check Credit Card Electronic Check / ACH Interfund Transfer Prepaid Account
DESCRIPTION*	The type of UCC filing or search or Multiple UCC Purchases.
CHECK NUMBER	For filings and searches paid by paper check, the check number(s) associated with the payment.



Field	Description
NAME ON CHECK	For filings and searches paid by paper check, the name(s) of the payer(s) associated with the payment.
SMART PYMNT ID	SMART payment ID reference number.
SETTLEMENT	The ACH settlement date.
RECEIPT AMT	The receipt amount.
ENTRY TIMESTAMP	The date and time the receipt was created.
ENTRY OP	The record entry operator code.
OP NAME	The entry operator name.
LAST TIMESTAMP	The record last update timestamp.
LAST OP	The record last update operator code.
VERIFY TIMESTAMP	The transaction process verify timestamp.
VERIFY OP	The transaction process verify operator.
CASHIER TIMESTAMP	The sent to cashier timestamp.
CASHIER OP	The sent to cashier operator code.
ACH SENT TIMESTAMP	ACH file generation timestamp.
ACH SENT OP	ACH file generation operator code.
ACH RTN TIMESTAMP	ACH return recorded timestamp.
ACH RTN OP	ACH return recorded operator code.

\* - The receipt download lists information at the receipt level. If multiple items are purchased on a receipt, the information in these fields may not be available or may contain only information associated with the first item on a receipt.

## B. [Search for Refunds](#)

The Search for Refunds option allows you to search for a refund **if** a refund has been issued to your organization. As a rule, refunds are not issued for UCC filings or searches but are issued for overpayments received by the Kansas Secretary of State's Office that are greater than \$5.00.

To search for a refund, follow the steps listed below.

1. From the UCC Main Menu (home page), click *Financials Processing Menu*.



2. Click *Search for Refunds*.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

**Kansas**  
Secretary of State

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

Path: [Home](#) > Financials Menu

System Status: Normal Business Day   System Display Size: [ S - M - L ]

Date: Tuesday, September 4, 2018  
Topeka, KS Time: 11:38:46am

**FINANCIALS MAIN MENU**

**Menu Narrative**

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**Menu Options**

- ▶ **Search for Monetary Receipts**  
...search for past orders for yourself and your entity
- ▶ **Search for Refunds**  
...Search for past refunds or payments to yourself or your entity

[Return to System Main Menu](#)

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Policy Documents: [Privacy Statement](#)   [Processing and Returns Policy](#)

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3. A page to enter the search criteria will be displayed.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

[Home](#) | [Site Map](#) | [Help](#) | [Account](#) | [Log Off](#)

Kansas  
Secretary of State

Reports

Entities

Filings

Financials

Your Cart

User Help

Path: [Home](#) > [Financials Menu](#) > Refunds Search

Date: Tuesday, September 4, 2018

System Status: Normal Business Day

Topeka, KS Time: 11:42:48am

REFUNDS TABLE SEARCH CRITERIA ENTRY

Enter Search Criteria and Click "Search Payments" Button Below Form

\* Type of Search Result Desired:

☒ Sortable List ☐ Downloadable CSV File

Payments Record Code:

Record Entry Timestamp:

through

system will recognize most 8 or 10 character month-before-day date formats

Transaction Settlement Date:

through

system will recognize most 8 or 10 character month-before-day date formats

Type Of Payment:

... Do Not Narrow By Payment Type ...

Payment Instrument:

... Do Not Narrow By Payment Instrument ...

Vendor Name Line 1:

Search: ☒ from start of field ☐ anywhere in the field

Payment Description:

Search: ☒ from start of field ☐ anywhere in the field

Payment Amount Range:

through

Smart Payment Date:

through

system will recognize most 8 or 10 character month-before-day date formats

Search Payments

Reset Form Fields

[Return to System Main Menu](#)

[Return to Financials Main Menu](#)

Currently logged in as Karen Clark - External User

[not me](#) [account](#)

Complete the fields on the search criteria page as desired and click the

 button.

Search Option	Description
Type of Search Result Desired	Select whether you want a sortable list displayed or the results downloaded to a CSV (Excel) file.
Payments Record Code	Use if you know the number assigned to the payment record.
Record Entry Timestamp	Use if you know the date or range of dates when the payment record was created.
Transaction Settlement Date	Not used.
Type of Payment	Misc Payment Return of Overpayment Amount Refund of Previous Fees
Payment Instrument	Use if you know how payment was originally tendered: ACH Paper Check Interfund Transfer For external users, this would always be paper check.
Vendor Name Line 1	Use if you know the name of the entity or individual the payment was issued to. Include the type of search operation to perform*. <ul style="list-style-type: none"> <li>From Start of Field – Default</li> <li>Anywhere in the Field.</li> </ul>
Payment Description	The description of the payment. Include the type of search operation to perform*. <ul style="list-style-type: none"> <li>From Start of Field – Default</li> <li>Anywhere in the Field.</li> </ul>
Payment Amount Range	The amount or range of amounts of the payment to be searched.
SMART Payment Date	The date the payment (check) was generated or range of dates to be searched.

*Search Operation	Description
From Start of Field	Will find records that begin with the search term in the field.
Anywhere in the Field	Will find records with the search term somewhere in the field (beginning, end, or in the middle).

Note: Entering partial information in a search field may cause you to find broader results.

4. If you selected Sortable List, the Payments List search results page will be displayed.

The screenshot shows the 'Uniform Commercial Code (UCC) Production Extranet Version 2.0' interface. The top navigation bar includes links for Home, Site Map, Help, Account, and Log Off. The main menu has tabs for Reports, Entities, Filings, Financials, Your Cart, and User Help. The path is 'Home > Financials Menu > Payments List' and the system status is 'Normal Business Day'. The date is 'Tuesday, September 4, 2018' and the time is 'Topeka, KS Time: 1:24:58pm'. The page title is 'PAYMENTS LIST'. It shows 'Total Records Found: 1 Showing: 1 - 1' (returned in < 1 second) with criteria 'Approved Entities Only'. A table lists one record with Code 17, Entry Date 8/23/2018, Description 'Refund Of Previous Fees', Payment Type 'REFUND', Amount '\$11.00', and Payment Date 8/24/2018. Below the table are links to 'Return to System Main Menu' and 'Return to Financials Main Menu'. The user is logged in as 'Karen Clark - External User'. The footer contains a disclaimer, policy documents, and copyright information.

The search results page lists the following information for refunds that meet the search criteria.

Field	Description
Code	The number assigned to the payment record.
Entry Date	The date the payment record was created.
Description	The description of the type of payment. <ul style="list-style-type: none"> <li>Misc Payment</li> <li>Return of Overpayment Amount</li> <li>Refund of Previous Fees</li> </ul>
Payment Type	The payment type. <ul style="list-style-type: none"> <li>MISC</li> <li>OVERPAMT</li> <li>REFUND</li> </ul>
Amount	The payment amount.
Payment Date	The date the payment (check) was generated.

- To view a refund, click an entry in the list. You will be taken to the Payment Record Details page.

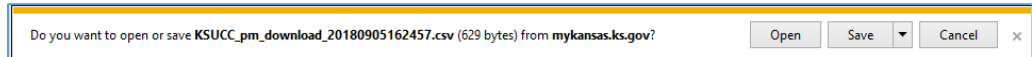
The Payment Record Details Page displays information associated with a refund.

Page 230

Field	Description
	Interfund Transfer  For external users, this should always be paper check.
Payment Description	The description of the type of payment. <ul style="list-style-type: none"> <li>• Misc Payment</li> <li>• Return of Overpayment Amount</li> <li>• Refund of Previous Fees</li> </ul>
Payment Amount	The payment amount.
Vendor Name Line 1	The name of the entity or individual the payment was issued to.
<b>Payee Address Information Section</b>	
Mailing Address	The mailing address payment (check) was sent to.
<b>Record Modification Information Section</b>	
Originally Entered	The date, time and information about the user associated with the payment record.
Last Updated	The date, time and information about the user who last updated the payment record.
Payment Requested	The date and time payment was sent to the SMART system for processing.
<b>SMART Information Section (Kansas Statewide Management Accounting and Reporting Tool)</b>	
SMART Payment ID Reference Number	The SMART payment ID reference number.
STO	STO (State Treasurer Office) payment status.
SMART Payment Date	The date the payment (check) was generated by SMART.
<b>Available Options Section</b>	
Not currently used.	
<b>Notes Section</b>	
Not currently used by external users.	



6. If you selected Downloadable CSV File, you will be presented with the option to Open or Save the file. In Explorer, this appears at the bottom of your screen. Click *Open*.



7. Excel will open with the following information for refunds that meet the search criteria. You may use the Excel file in whatever manner is needed for your internal process.

Field	Description
PM CODE	The number assigned to the payment record.
EN CODE	Not used.
SC CODE	Not used.
RC CODE	The original receipt number associated with the payment.
UF CODE	Not used.
PAYMENT TYPE	The payment type. <ul style="list-style-type: none"> <li>• MISC</li> <li>• OVERPAMT</li> <li>• REFUND</li> </ul>
PAYMENT INSTRUMENT	ACH Paper Check Interfund Transfer  For external users, this should always be paper check.
DESCRIPTION	The description of the type of payment. <ul style="list-style-type: none"> <li>• Misc Payment</li> <li>• Return of Overpayment Amount</li> <li>• Refund of Previous Fees</li> </ul>
PAYMENT AMOUNT	The payment amount.
VENDOR NAME 1	The name of the entity or individual the payment was issued to.
VENDOR COUNTRY	The mailing address payment (check) was sent to.
VENDOR ADDR 1	
VENDOR ADDR 2	
VENDOR ADDR 3	
VENDOR ADDR 4	
VENDOR CITY	
VENDOR STATE	
VENDOR ZIP	
SETTLEMENT	Not used.
SMART PYMNT ID	The SMART (Kansas Statewide Management Accounting and Reporting Tool) payment ID reference number.
SMART PYMNT DATE	The date the payment (check) was generated by SMART.

Field	Description
ENTRY TIMESTAMP	The date and time the payment record was created.
ENTRY OP	The record entry operator code.
LAST TIMESTAMP	The record last update timestamp.
LAST OP	The record last update operator code.

## XIV. Reports

The Reports option allows you to generate a financial activity report in PDF format based on a given date range as well as additional criteria.

To generate a financial activity report, follow the steps listed below.

1. From the UCC Main Menu (home page), click *System Reports Menu*.

**Uniform Commercial Code (UCC)**  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: > Home  
System Status: Normal Business Day   System Display Size: [ S - M - L ]  
Date: Tuesday, August 28, 2018  
Topeka, KS Time: 11:25:40am

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**SYSTEM MAIN MENU**

**Menu Narrative**

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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
- ▶ **System Reports Menu**  
...generate and view system reports
- ▶ **User Logoff**  
...log out of the system
- ▶ **System User Help Menu**  
...system user help documents and bulletins

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2. Click *General Activity Report*.

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Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Reports  
System Status: Normal Business Day   System Display Size: [ S - M - L ]  
Date: Thursday, September 6, 2018  
Topeka, KS Time: 10:27:36am

SYSTEM REPORTS MENU

Available System Reports

The KSUCC system provides some reports that can be generated and/or accessed when necessary. In most cases, archival of the generated report PDF is available if necessary for future access and audit purposes.  
  
Should you have any questions or comments, please:  
[send an email to SOS Customer Support](#) or  
call (785) 296-4564

Menu Options

 **General Activity Report**  
...generate a financial activity report by general criteria

[Return to System Main Menu](#)

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- A page to enter criteria to generate the report will be displayed.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

[Home](#) | [Site Map](#) | [Help](#) | [Account](#) | [Log Off](#)

Reports
Entities
Filings
Financials
Your Cart
User Help

Path: [Home](#) > [Reports](#) > Activity Rpt  
System Status: Normal Business Day

Date: Thursday, September 6, 2018  
Topeka, KS Time: 10:37:33am

### GENERAL ACTIVITY REPORT

**Complete Report Request Form and Click "Generate Report" Button Below Form**

\* Activity Date Range:

through   
ranges larger than 13 months are not allowed

\* Report Entity

Kaw Valley Bank

Report Prepaid Account Activity Only?

☒ No ☐ Yes  
ignored if entity selected does not have a prepaid account

Report Operator

... An operator MAY be selected ...

Generate Report

Reset Form Fields

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

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Complete the fields on the report criteria page as desired and click the

**Generate Report** button.

Report Criteria Option	Description
Activity Date Range	Enter the date range for the report.  Note: Date ranges larger than 13 months are not allowed.
Report Entity	The Report Entity field will be prepopulated with your user account's entity.  If your user account is associated with more than one entity, select the correct entity for the report.
Report Prepaid Account Activity Only?	If your entity has a prepaid account, select whether the report should include only activity where your prepaid account was used as the payment method.

Report Criteria Option	Description
Report Operator	Select whether to narrow the report to activity for a specified user.

- Click the link to view the report.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Reports](#) > [Activity Rpt](#) > Activity Rpt  
System Status: Normal Business Day

Date: Thursday, September 6, 2018  
Topeka, KS Time: 10:59:13am

**GENERAL ACTIVITY REPORT**

Your report has been built and you may [click here to view the report](#)

[Return to System Main Menu](#)  
[Return to System Reports Menu](#)  
[Return to General Activity Report](#)

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](#) or call (785) 296-4564.

Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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## XV. Monetary Receipt Details Page

The Monetary Receipt Details Page (receipt) displays the payment information associated with one or more UCC filings and/or searches. It also contains links to view and print an image of a filing.

The information displayed on the page is different depending on the method of payment.

### A. Prepaid Account Example Receipt

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > Receipt Detail  
System Status: Normal Business Day

Date: Friday, October 19, 2018  
Topeka, KS Time: 1:56:53pm

**MONETARY RECEIPT #31670 DETAILS**

**General Information**

Referenced Entity: Farmers Bank And Trust ?  
Referenced Funding: 3 - Lacrosse ?  
Prepaid Account Record Code: 8  
Payment Method: PREPAID - Prepaid Account  
Receipt Description: UCC-1 Regular Filing  
Receipt Amount: \$10.00

**Payment Information**

Payport Reference Code: 97PN000012132  
Receipt Batch Number: 98RB000000010  
Purchased Item(s): UCC-1 Filing #115587701 [UCC-1](#) [Image](#)


**Record Modification Information**

Originally Entered: 10/16/2018 3:54:22pm  
by: Lisa Kershner ?  
[lkershner@farmersbanks.com](mailto:lkershner@farmersbanks.com)  
Ph: (785)222-2571 ext: 1617

Last Updated: 10/18/2018 8:30:06am  
by: System Control User Ph: 785-296-3171

Payment Verified: 10/16/2018 3:54:22pm  
by: System Control User Ph: 785-296-3171

Sent to STO: 10/17/2018 10:30:49am  
by: Darion Mayo Ph: 785-296-4564  
[darion.mayo@ks.gov](mailto:darion.mayo@ks.gov)



**Available Options**  
[Generate a PDF Containing All Images](#)

**Fee Records Connected to Receipt #31670**

Total Records Found: 1 Showing: 1 - 1

Code	Description	Action Type	Amount
76378	UCC1 Filing ( Showalter & Sons, Inc. )	U1_REGULAR	\$10.00

**Notes For This Record and Other Related Records**  
Current View Level: ALL [Table](#) [None](#)

[Return to System Main Menu](#)

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



## B. eCheck Example Receipt

# Uniform Commercial Code (UCC)

Production Extranet

Version 2.0

[Home](#) | [Site Map](#) | [Help](#) | [Account](#) | [Log Off](#)

Reports
Entities
Filings
Financials
Your Cart
User Help

*Path:* [Home](#) > [Financials Menu](#) > [Receipts Search](#) > [Receipts List](#) > Receipt Detail

*System Status:* Normal Business Day

*Date:* Friday, October 19, 2018

*Topeka, KS Time:* 2:00:43pm

### **MONETARY RECEIPT #31213 DETAILS**

**General Information**

**Referenced Entity:** Golden Plains Credit Union ?

**Referenced Funding:** UCC - UCC Filing ?

**Payment Method:** ECHECK - Electronic Check / Ach

**Receipt Description:** UCC-1 Regular Filing

**Receipt Amount:** \$10.00

**Payment Information**

**Payport Reference Code:** 97AE000013657

**Receipt Batch Number:** 98RB0000000006

**Ach Settlement Date:** 10/18/2018

**Purchased Item(s):** UCC-1 Filing #115558702 [UCC-1](#) [Image](#)

**Record Modification Information**


**Originally Entered:** 10/15/2018 5:41:36pm  
by: Yadira Vargas ?  
[yvargas@gpcu.org](mailto:yvargas@gpcu.org)  
Ph: 620-275-2151 ext: 1408

**Last Updated:** 10/19/2018 8:30:00am  
by: System Control User Ph: 785-296-3171

**Payment Verified:** 10/15/2018 5:41:52pm  
by: System Control User Ph: 785-296-3171

**Sent to STO:** 10/16/2018 10:21:40am  
by: Darion Mayo Ph: 785-296-4564  
[darion.mayo@ks.gov](mailto:darion.mayo@ks.gov)

**ACH Processed:** 10/16/2018 7:30:52am  
by: System Control User Ph: 785-296-3171



**Available Options**

[Generate a PDF Containing All Images](#)

**Fee Records Connected to Receipt #31213**

Total Records Found: 1 Showing: 1 - 1

Code	Description	Action Type	Amount
75464	UCC-1 Regular Filing ( Gardea Garcia, Victor M )	U1_REGULAR	\$10.00

**Notes For This Record and Other Related Records**

Current View Level: ALL [Table](#) [None](#)

[Return to System Main Menu](#)  
[Return to Financials Main Menu](#)  
[Return to Receipts Table Search Criteria Entry](#)  
[Return to Receipts Table Search Result List](#)

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

## C. Credit Card Example Receipt

# Uniform Commercial Code (UCC)

Production Extranet

Version 2.0

[Home](#) | [Site Map](#) | [Help](#) | [Account](#) | [Log Off](#)

Reports
Entities
Filings
Financials
Your Cart
User Help

**Path:** [Home](#) > [Financials Menu](#) > [Receipts Search](#) > [Receipts List](#) > Receipt Detail

**System Status:** Normal Business Day

**Date:** Thursday, September 6, 2018

**Topeka, KS Time:** 12:47:55pm

### MONETARY RECEIPT #19335 DETAILS

**General Information**

**Referenced Entity:** Commercial Capital Company LLC

**Payment Method:** CREDCARD - Credit Card

**Receipt Description:** UCC-3 Secured Party Change

**Receipt Amount:** \$10.00

**Payment Information**

**Credit Card Reference Code:**

**Author #:**

**Invoice #:** 98RC00019335

**Description:** UCC-3 SECURED PARTY CHANGE

**Card Number:** #####

actual card number not stored in this system, only the sanitized version you see above

**Card Holder:**

**Reference #:**

**User Electronic Signature:**


**Purchased Item(s):** UCC Filing #115429714 Amendment ( Secured Party Add )

**Record Modification Information**

**Originally Entered:** 09/06/2018 10:54:37am  
by: Kimsmith Ph: (913) 341-0053  
[kimsmith@ccckc.com](mailto:kimsmith@ccckc.com)

**Last Updated:** 09/06/2018 10:54:37am  
by: Kimsmith Ph: (913) 341-0053  
[kimsmith@ccckc.com](mailto:kimsmith@ccckc.com)

**Payment Verified:** 09/06/2018 10:55:17am  
by: System Control User Ph: 785-296-3171



**Available Options**

[Generate a PDF Containing All Images](#)

**Fee Records Connected to Receipt #19335**




Total Records Found: 1 Showing: 1 - 1








Code	Description	Action Type	Amount
50852	UCC-3 Secured Party Change #115460990	U3_CHANGE	\$10.00





**Notes For This Record and Other Related Records**

Current View Level: ALL [Table](#) [None](#)

D. Information Contained on the Monetary Receipt Details Page

Payment Method	Field	Description
	Monetary Receipt Number	The number assigned to the Monetary Receipt record is contained in the heading for the page.  Example: Monetary Receipt #31670 Details
<b>General Information Section</b>		
	Referenced Entity	The Entity associated with the UCC filing(s) and/or search(es). Click the  link to view the <a href="#">Entity Details page</a> .
	Referenced Funding	If a Department Funding Code entry was selected, it will be displayed here.
Prepaid Account	Prepaid Account Record Code	The prepaid account number associated with the payment for the UCC filing(s) and/or search(es).
	Payment Method	The payment method used to pay the UCC filing and/or search fee(s).
	Receipt Description	The type of UCC filing or search or <i>Multiple UCC Purchases</i> if more than one item was purchased at the same time from the shopping cart.
	Receipt Amount	The total amount paid for the UCC filing(s) and/or search(es).
<b>Payment Information Section</b>		
Prepaid Account  eCheck	Payport Reference Code	The Electronic Payment Portal reference code.
Prepaid Account  eCheck	Receipt Batch Number	The batch number the receipt was deposited in.
eCheck	ACH Settlement Date	The date the ACH transaction was settled by the Federal Reserve Bank.
	Purchased Item(s)	<p><b>Filings:</b> For a UCC filing, the Purchased Item(s) section will contain a link to the corresponding filing details page and a link to the acknowledgement of the filing (image of the filing). Both options will allow you to view and print filings.</p> <p><b>Examples:</b>  <u>UCC1:</u>  Link to <a href="#">UCC1 Filings Details Page</a> -   Link to <a href="#">Acknowledgement of UCC1 Filing</a> - </p>

Payment Method	Field	Description
		<p><u>UCC3:</u>  Link to <a href="#">UCC3 Filings Details Page</a> -   Link to <a href="#">Acknowledgement of UCC3 Filing</a> - </p> <p>Note: The UCC system uses popup windows. We recommend “always allowing” the windows in the UCC system to open. If you are unable to view an image, check your browser popup blocker settings.</p> <p><b><i>Searches:</i></b>  For a UCC search this will be a link to the search.</p> <p><b><i>Examples:</i></b>  <u>Unofficial Search:</u>  Link to Unofficial Search Results Page-   <u>Official Search:</u>  Link to Official Search Results Page-   <u>Images:</u>  Search Copies – Link to Search Results Page-   Link to Individual Image Purchases -   <u>Secured Party Search:</u>  Link to Secured Party Search Results Page - </p> <p>If more than one item was purchased, there will be a listing for each item purchased.</p>
Credit Card	Credit Card Reference Code	The transaction ID number assigned by the credit card processor.
Credit Card	Author #	The credit card authorization number.
Credit Card	Invoice #	The number assigned to the receipt record by the UCC system.
Credit Card	Description	A description of the item(s) purchased.
Credit Card	Card Number	The last four digits of the credit card number.
Credit Card	Card Holder	The card holder name.
Credit Card	Reference #	The reference number assigned by the credit card processor.
Credit Card	User Electronic Signature	The name entered in the User Electronic Signature field when payment was made.
<b>Record Modification Information Section</b>		

Payment Method	Field	Description
	Originally Entered	The date, time and information about the user associated with the receipt. Click the  link to view the User Profile page.
	Last Updated	The date, time and information about the user who last updated the receipt. Click the  link to view the User Profile page.
	Payment Verified	The date, time and information about the user who verified the payment for the receipt. Click the  link to view the User Profile page.
Prepaid Account eCheck	Sent to STO	The date, time and information about the user who sent the receipt to the State Treasurer’s Office. Click the  link to view the User Profile page.
eCheck	ACH Processed	The date, time and information about the user who generated the ACH file to send to State Treasurer’s Office.
	Available Options Section	
	Generate a PDF Containing All Images	If there is more than one image associated with a receipt, click this link to generate a PDF file containing all of the images.
	Fee Records Connected to Receipt Section	
	Code	The number assigned to the fee record by the UCC system.
	Description	The description of the fee.
	Action Type	The Action Type code. This code is used by the UCC system to determine the filing or search fee.
	Amount	The amount of the filing or search fee.
	If more than one item was purchased, there will be a fee record for each item purchased.  If a fee record is for the purchase of an image, you may view and print the image by clicking on the fee record.	
	Notes Section	
Not currently used by external users.		

## XVI. UCC1 Filing Details Page

The UCC1 Filing Details page displays the initial UCC1 filing and any amendments that have been filed for the UCC. It also contains links to view and print an image of the original filing and any amendments.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

ReportsEntitiesFilingsFinancialsYour CartUser Help

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > [UCC1/3 Search](#) > [UCC1 List](#) > UCC1 Details  
System Status: Normal Business Day

Date: Monday, September 10, 2018  
Topeka, KS Time: 2:55:52pm

UCC1 FILING #115436339 DETAILS

General Information

Referenced Entity:

Capitol Federal Savings Bank

Referenced Receipt:

#16539 - UCC-1 Regular Filing

Type Of Filing:

UCC-1 Regular Filing

Current Filing Status:

Active

Current Filing Lapse Date:

8/27/2023

Original Cost Of Filing:

\$10.00

Filer Reference Data:

171288-100

Debtor Information

Code	Debtor Name	Debtor Address	Entry
588357	Select One Safety And Fire Co	331 Maple St Lawrence, KS 66044	8/27/2018

Secured Party Information

Code	Sec Party Name	Sec Party Address	Entry
422994	Capital City Bank	Po Box 1433 Topeka, KS 66601	8/27/2018

Record Modification Information

Originally Entered:

08/27/2018 4:15:31pm  
by: Julie A Foster Ph: (785)270-6103  
[jfoster@capfed.com](mailto:jfoster@capfed.com)

Last Updated:


08/27/2018 4:15:31pm  
by: Julie A Foster Ph: (785)270-6103  
[jfoster@capfed.com](mailto:jfoster@capfed.com)

Payment Verification:

08/27/2018 4:15:31pm  
by: Julie A Foster Ph: (785)270-6103  
[jfoster@capfed.com](mailto:jfoster@capfed.com)

Last Status Update:

08/27/2018 4:15:31pm  
by: Julie A Foster Ph: (785)270-6103  
[jfoster@capfed.com](mailto:jfoster@capfed.com)



Available Options

[UCC1 Financing Statement Entry](#)

Collateral Recorded for UCC Filing #115436339

All Inventory, Chattel Paper, Accounts, Equipment and General Intangibles WHETHER ANY OF THE FOREGOING IS OWNED NOW OR ACQUIRED LATER: ALL ACCESSIONS, ADDITIONS, REPLACEMENTS, AND SUBSTITUTIONS RELATING TO ANY OF THE FOREGOING: ALL RECORDS OF ANY KIND RELATING TO ANY OF THE FOREGOING: ALL PROCEEDS RELATING TO ANY OF THE FOREGOING (INCLUDING INSURANCE, GENERAL INTANGIBLES AND ACCOUNTS PROCEEDS).

Filing and Amendment Details Recorded for UCC Filing #115436339

[File an Amendment](#)



Total Records Found: 1 Showing: 1 - 1







Filing #	Entry Timestamp	Filing Type	Entry Type	Pages	Image
115436339	8/27/2018 4:15:31pm	Original Filing	Online Entry	1	30094113 <a href="#">View</a>

Notes For This Record and Other Related Records


Current View Level: ALL [Table](#) [None](#)

A. Information Contained on the UCC1 Filing Details Page

Field	Description
UCC1 Filing Number	The UCC1 filing number is contained in the heading for the page.  Example: UCC1 Filing #115436339 Details
<b>General Information Section</b>	
Referenced Entity	The Entity associated with the UCC1 filing. Click the  link to view the <a href="#">Entity Details page</a> . This link only appears if a UCC entity has this UCC in its library.
Referenced Receipt	The receipt associated with the UCC1 filing. Click the  link to view the <a href="#">Monetary Receipt Details page</a> .
Current Filing Status	Active Continuation Eligible Lapsed
Current Filing Lapse Date	If the UCC has not been continued, the date the UCC has or will lapse.  If the UCC has been continued and the lapse date has not passed, the date the UCC would have lapsed had it not been continued.
Pending Lapse Date	If the UCC has been continued and the lapse date has not passed, what the lapse date will be once the Current Filing Lapse Date has passed.
Original Cost of Filing	The UCC1 filing fee.
Alternate Designation	The Alternate Designation for the UCC (if applicable).
Collateral Special Designation	The Collateral Special Designation for the UCC (if applicable).
Filer Reference Data	The Filer Reference Data for the UCC1 (if applicable).
<b>Debtor Information Section</b>	
This section contains a record for each debtor associated with the UCC. This includes the original filing and amendments.  To view additional information about a debtor, such as the filing the debtor record is associated with, the type of debtor (individual or organization) and how the name is normalized for searches, click the debtor record to view the Debtor Details page.	
Code	The number assigned to the debtor detail record by the UCC system.
Debtor Name	The debtor name.
Debtor Address	The mailing address for the debtor.
Entry	The date the debtor information was entered.
<b>Secured Party Information Section</b>	
This section contains a record for each secured party associated with the UCC. This includes the original filing and amendments.	

Field	Description
To view additional information about a secured party, such as the filing the secured party record is associated with, the type of secured party (individual or organization) and how the name is normalized for searches, click the secured party record to view the Secured Party Details page.	
Code	The number assigned to the secured party detail record by the UCC system.
Secured Party Name	The secured party name.
Secured Party Address	The mailing address for the secured party.
Entry	The date the secured party information was entered.
<b>Record Modification Information Section</b>	
Originally Entered	The date, time and information about the user who entered the UCC1. Click the  link to view the User Profile page.
Last Updated	The date, time and information about the user who last updated the UCC1. Click the  link to view the User Profile page.
Payment Verified	The date, time and information about the user who verified the payment for the UCC1. Click the  link to view the User Profile page.
Last Status Update	The date, time and information about the user associated with the last status update for the UCC1. Click the  link to view the User Profile page.
<b>Available Options Section</b>	
UCC1 Financing Statement Entry	Click this link to go to the UCC1 Financing Statement Entry page to file a UCC1.
<b>Collateral Section</b>	
Collateral Recorded for UCC Filing	If the collateral for the UCC1 was data entered it will be listed here. Be sure to click the  button for each filing to view collateral associated with each filing. Collateral may be included in the filing or attachments.
<b>Filing and Amendment Details Section</b>	
To view the Filing Details page for an amendment, click the line for the amendment in the list. The <a href="#">UCC3 Amendment Details</a> page will be displayed.	
File an Amendment Button	To file an amendment for this UCC, click the  button.
Filing #	The UCC1 or UCC3 filing number.
Entry Timestamp	The filing date and time.
Filing Type	The Filing Type listed will fall into one or more of the following categories:  Original Filing Assignment



Field	Description
	Collateral Change Continuation Debtor Change Debtor Termination Filing Officer Correction Miscellaneous Change Release Secured Party Change Subordination Termination
Entry Type	Online Entry Paper Filing XML Upload Old System Electronic
Pages	The number of pages in the filing (including attachments).
Image	The number assigned to the image of the filing in the content management system.
View Button	<p>To view or print a filing and any attachments, click the  button.</p> <p>Note: The UCC system uses popup windows. We recommend “always allowing” the windows in the UCC system to open. If you are unable to view an image, check your browser popup blocker settings.</p>
<b>Notes Section</b>	
Not currently used by external users.	

## XVII. UCC3 Amendment Details Page

The UCC3 Amendment Details page displays information specific to an amendment filed for a UCC. It also contains links to view and print the image of an amendment.

**Note:** If your entity did not file the UCC1 that was amended (including assignments and secured party changes), you will only be able to view the UCC3 Amendment Details page. The UCC1 will remain accessible only to the entity who filed it. If your entity is set up to receive notifications, you may use the [Request Notification For A Filing](#) option to receive notification of when a UCC you did not originally file will lapse.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > [UCC1 Details](#) > UCC3 Details  
System Status: Normal Business Day

Date: Monday, September 10, 2018  
Topeka, KS Time: 3:19:14pm

**UCC3 AMENDMENT #115465973 DETAILS**

**General Information**

UCC-3 Purchased By Entity:

Equity Bank Na [?](#)

UCC-1 Owned By Entity:

Equity Bank Na [?](#)

Referenced Receipt:

#19964 - Multiple UCC Purchases [?](#)

Referenced UCC-1 Filing:

Filing #115465585 [?](#)

Image of Filing:

DMS #: 30097077 [View](#)

Original Cost Of Filing:

\$20.00

Action(s):

Debtor Add, Secured Party Change

Action Notes:

This Debtor Has Been Added To This Filing:  
Stump, Kara J

This Secured Party Has Been Removed From This Filing:  
Stump, Kara J And Has Been Replaced By  
This Secured Party: Equity Bank

**Record Modification Information**

Originally Entered:


09/07/2018 2:30:43pm  
by: Brandy Littell [?](#) Ph: 620-626-1383  
[blittell@equitybank.com](mailto:blittell@equitybank.com)

Last Updated:

09/07/2018 2:30:43pm  
by: Brandy Littell [?](#) Ph: 620-626-1383  
[blittell@equitybank.com](mailto:blittell@equitybank.com)

Payment Verification:

09/07/2018 2:30:43pm  
by: Brandy Littell [?](#) Ph: 620-626-1383  
[blittell@equitybank.com](mailto:blittell@equitybank.com)



**Available Options**

**Authorizing Party**

Authorizing Party Type:

Secured Party

Authorizing Party Entity Type:

Individual

Authorizing Party Name:

Stump, Kara J






**Collateral Recorded for UCC Amendment #115465973**





No collateral was entered for this amendment.

**Notes For This Record and Other Related Records**

Current View Level: ALL [Table](#) [None](#)

A. Information Contained on the UCC3 Amendment Details Page

Field	Description
UCC3 Filing Number	The UCC3 filing number is contained in the heading for the page.  Example: UCC1 Filing #115465973 Details
<b>General Information Section</b>	
UCC-3 Purchased By Entity	The Entity who filed the UCC3 filing. Click the  link to view the <a href="#">Entity Details page</a> .
UCC-1 Owned By Entity	The Entity who filed the UCC1. Click the  link to view the <a href="#">UCC1 Filing Details page</a> .  Note: You will only see this link if your entity filed the UCC1.
Referenced Receipt	The receipt associated with the UCC3 filing. Click the  link to view the <a href="#">Monetary Receipt Details page</a> .
Referenced UCC 1 Filing or UCC-1 Filing Number	If your entity filed the UCC1 associated with the UCC3 filing you will see Referenced UCC-1 Filing. Click the  link to view the <a href="#">UCC1 Filing Details page</a> .  If your entity did not file the UCC1 you will see the UCC-1 Filing Number but there will not be a link to view the UCC1.
Lapse Date to Assign	If this is a continuation, the new lapse date will be displayed in this field.
Image of Filing	The number assigned to the image of the filing in the content management system.  Click the  button to view or print the filing and any attachments.  Note: The UCC system uses popup windows. We recommend “always allowing” the windows in the UCC system to open. If you are unable to view an image, check your browser popup blocker settings.
Original Cost of Filing	The UCC3 filing fee.
Action(s)	The action(s) taken on the amendment.
Action Notes	The notes associated with the action(s) taken.
Filer Reference Data	The Filer Reference Data for the UCC3 (if applicable).
<b>Authorizing Party Section</b>	
Authorized Party Type	Secured Party or Debtor
Authorizing Party Entity Type	Individual or Organization

Field	Description
Authorizing Party Name	The name of the authorizing party.
<b>Downloadable Supporting Documents Section</b>	
Not currently used.	
<b>Record Modification Information Section</b>	
Originally Entered	The date, time and information about the user who entered the UCC3. Click the  link to view the User Profile page.
Last Updated	The date, time and information about the user who last updated the UCC3. Click the  link to view the User Profile page.
Payment Verified	The date, time and information about the user who verified the payment for the UCC3. Click the  link to view the User Profile page.
<b>Available Options Section</b>	
Not currently used.	
<b>Collateral Section</b>	
Collateral Recorded for UCC Filing	If the collateral for the UCC3 was data entered it will be listed here. Be sure to click the  button. The collateral associated with an amendment may be included in the filing or attachments.
<b>Notes Section</b>	
Not currently used by external users.	

## XVIII. Acknowledgement of UCC1 Filing

Once a UCC1 has been filed, the UCC system will generate an Acknowledgement of the UCC1 filing. The acknowledgement is viewable from the [Monetary Receipts Detail page](#) and the [UCC1 Filing Details page](#).

The filing acknowledgment will be opened in pdf format. If you hover over the bottom of the page, options will appear to print, save and page through the document. These options are also available via the menu bar.

Note: The UCC system uses popup windows. We recommend “always allowing” the windows in the UCC system to open. If you are unable to view an image, check your browser popup blocker settings.

### A. Example Acknowledgement of UCC1 Filing

**Kansas Secretary of State  
Production UCC Filing System  
Acknowledgment of UCC1 Filing** Page: 1 of 1

Time of Transaction: 11/15/2017 4:32:55pm  
Filing Type: UCC-1 Regular Filing  
Filing Number: 113053284  
Image Number: 30007430

Debtor Information	Secured Party Information
CLARK, KAREN 800 SW Mifflin Topeka, KS 66606	COREFIRST 1 Corefirst Blvd Topeka, KS 66606

Collateral Information

Motorcycle

*Watermark: Kansas UCC System Test Environment. Image Is Not Official. Use Authorized For Testing Only.*

UCC1: 98U1113053284

B. Information Contained in the Acknowledgement of UCC1 Filing

Field	Description
Page _ of _	The page number of the filing acknowledgement and the total number of pages in the filing acknowledgement.  Note: This does not include pages in attachments.
Time of Transaction	The filing date and time.
Filing Type	The type of UCC1 Filing.  See <a href="#">UCC1 Online Filings &amp; Fees</a> .
Filing Number	The UCC1 filing number.
Image Number	The number assigned to the image of the filing in the content management system.
Alternative Designation	The Alternate Designation (if applicable).
Collateral Special Designation	The Collateral Special Designation (if applicable).
Filer Reference Data	The Filer Reference Data (if applicable).
Debtor Information	The debtor(s) name and address.
Secured Party Information	The secured party(ies) name and address.
Collateral Information	The collateral entered in the Collateral Listing field.
Attachments	Any attachments that were uploaded will be concatenated together with the Acknowledgement of the UCC1 Filing.

## XIX. Acknowledgement of UCC3 Filing

Once a UCC3 has been filed, the UCC system will generate an Acknowledgement of the UCC3 filing. The acknowledgement is viewable from the [Monetary Receipts Detail page](#), the [UCC1 Filing Details page](#) (if your entity filed the UCC1) and the [UCC3 Details page](#).

The filing acknowledgment will be opened in pdf format. If you hover over the bottom of the page, options will appear to *print*, *save* and *page through* the document. These options are also available via the menu bar.

Note: The UCC system uses popup windows. We recommend “always allowing” the windows in the UCC system to open. If you are unable to view an image, check your browser popup blocker settings.

### A. Example Acknowledgement of UCC3 Filing

**Kansas Secretary of State  
Production UCC Filing System  
Acknowledgment of UCC3 Filing** Page: 1 of 1

Time of Transaction: 1/22/2018 10:12:53am  
Filing Type: Debtor Add  
Filing Number: 113066351 Initial Filing Number: 113053284  
Image Number: 30008733

**Initial Filing:**

Before Action(s) Debtor Information	Before Action(s) Secured Party Information
CLARK, KAREN 800 SW Mirfin Topeka, KS 66606	COREFIRST 12 Corefirst Blvd Topeka, KS 66606

**Amendment:**

Authorizing Party Information	Filing Action Notes
COREFIRST	This debtor has been added to this filing Clark, Stan

Newly Added Debtor Information	Newly Added Secured Party Information
CLARK, STAN (Addition) 800 SW Mirfin Road Topeka, KS 66606	

UCC3: 98U3113066351

B. Information Contained in the Acknowledgement of UCC3 Filing

Field	Description
Page _ of _	The page number of the filing acknowledgement and the total number of pages in the filing acknowledgement.  Note: This does not include pages in attachments.
Time of Transaction	The filing date and time.
Filing Type	The type of UCC3 Filing.  See <a href="#">UCC3 Online Filings &amp; Fees</a> .
Filing Number	The UCC3 filing number.
Initial Filing Number	The UCC1 filing number.
Image Number	The number assigned to the image of the filing in the content management system.
Filer Reference Data	The Filer Reference Data (if applicable).
Attachments	Any attachments that were uploaded will be concatenated together with the Acknowledgement of the UCC3 Filing.
<b>Initial Filing Section</b>	
Initial Filing Date/Time	The filing date and time of the initial UCC filing.
Last Amendment Date/Time	The filing date and time of the last amendment filed for the UCC.
Before Action(s) Debtor Information	The debtors associated with the UCC as they were before the amendment was filed.
Before Action(s) Secured Party Information	The secured party(ies) associated with the UCC as they were before the amendment was filed.
Note: Once an amendment has been filed, changes to debtor(s) and secured party(ies) made by the amendment will be incorporated into the initial filing section on subsequent amendments/acknowledgements.	
<b>Amendment Section</b>	
Authorizing Party Information	The authorizing party for the amendment.
Filing Action Notes	Description of the change(s) made by the amendment.
Newly Added Debtor Information	Changes made to debtor(s) by the amendment are listed here.
Newly Added Secured Party Information	Changes made to secured party(ies) by the amendment are listed here.
Collateral Information	Changes made to the collateral by the amendment are listed here (when present).



## Appendix A – User Validation

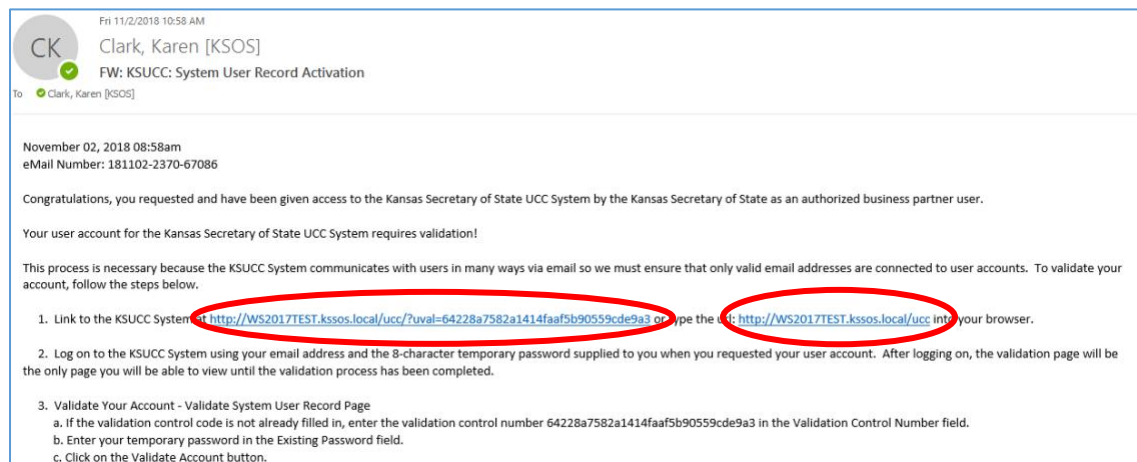
The UCC system requires a valid email address for each user. To make sure there is one, an email validation process is required before a user may log in. When a new user security account is added to the UCC system or an account is reset, a message is generated to the email address connected to the account.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

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

1. Go to your email inbox and open 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 from the address. If this is the case, you will want to use the second link that does not contain the control number.

Click 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 by either your Account Admin or with your PIN reset and click Log In.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0



Path: > Log In  
System Status: Normal Business Day

Date: Friday, August 17, 2018  
Topeka, KS Time: 1:27:45pm

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, please: [send an email to SOS Customer Support](#) or call (785) 296-4564

Please Log In to Access KSUCC

\* eMail Address or Operator ID:

\* Password:

Log In

[I forgot my password](#)

On June 29, 2018, the online UCC system was replaced. Your previous login and password will not work with the new system. If you have not received an email about this change, please apply for an Online UCC entity account and we will email instructions for logging in to the new system.

[Apply for Online UCC Entity](#)

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](#) [Processing and Returns Policy](#)

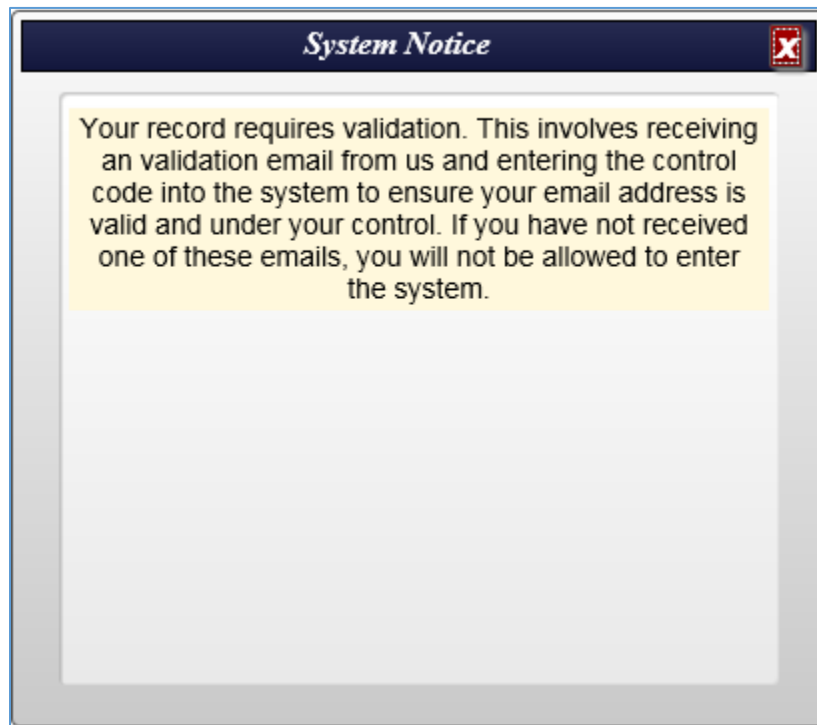
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3. Click the OK button.



Page 257

4. Close the System Notice box.



5. If you were able to use the first link from the email, the control number will be auto-populated in the top field. If not, highlight and copy the control number from the validation email and paste it in the top field on the page.

Enter the temporary password in the Existing Password field and click the *Validate Account* button.

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Account | Log Off  
**Kansas**  
Secretary of State

Path: > User Validate  
System Status: Normal Business Day

Date: Friday, August 17, 2018  
Topeka, KS Time: 1:30:07pm

**VALIDATE SYSTEM USER RECORD**

**Menu Narrative**  
Your user record is marked as in need of validation. In order to utilize this system, our policies require that we have a valid email address for you. You should have received an email to the address connected to your account containing a link and a validation control number. Enter this number and your existing account password in the fields to the right to gain entry to the system. You may also utilize the link to the right to have the email resent if you did not receive it for some reason.  
  
Should you have any questions or comments, please:  
[send an email to SOS Customer Support](#) or  
call (785) 296-4564

Please Complete the Following:

\* Validation Control Number: b3453c3536620ae1ab27950b6215f

\* Existing Password:

Validate Account

[Resend the validation email](#)

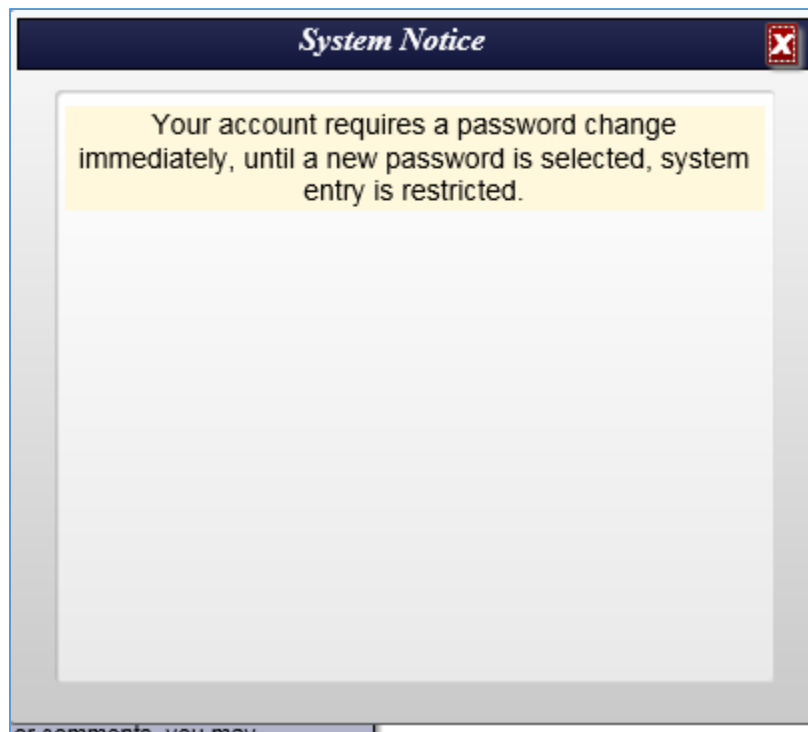
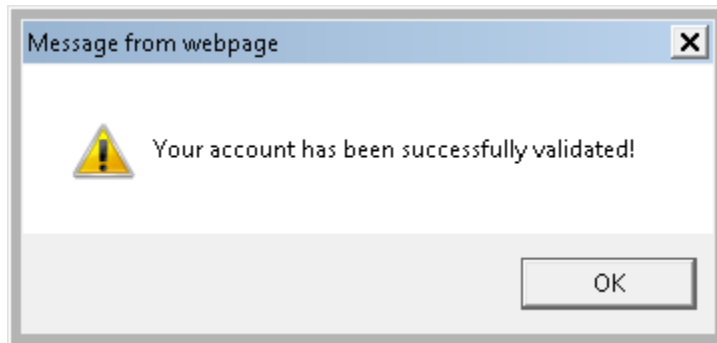
Currently logged in as **Hope Clark** [not me](#) [account](#)

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](#) or call (785) 296-4564.

Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

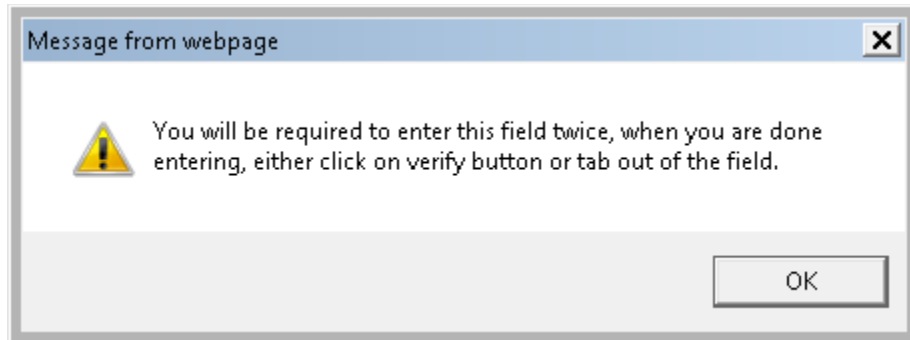
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6. You will receive a message that your account has been successfully validated. Click the *OK* button and then close the System Notice box.



7. Enter the temporary password in the Current Password field. Enter a new password in the New Password field, click the *Verify* button and enter it again. Click the blue *Change Password* button that appears under the New Password field after the second entry of the new password.

If you receive the following message, click the *OK* button to finish creating your new password.



Note: The password rules are listed on the left side of 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: Friday, August 17, 2018  
Topeka, KS Time: 1:33:21pm

**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 approved special characters ~!@#\$\$%^&\*?+=
  - 15 characters or more in length

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

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

\* Current Password:

the password currently connected to your user account

\* New Password:

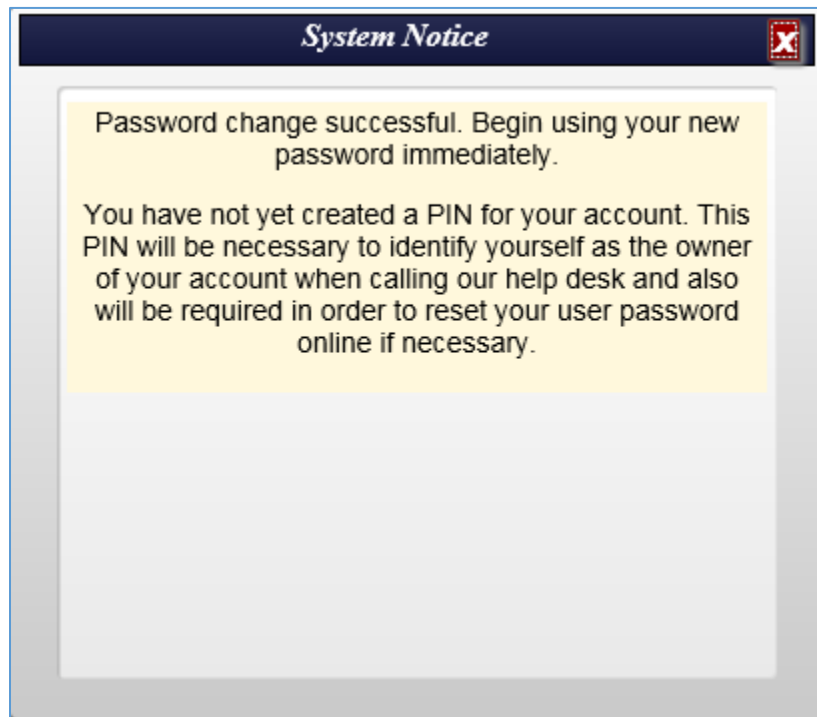
select a secure password that meets or exceeds the policy to the left

Verify

[Return to System Main Menu](#)  
[Return to System User #2954 Profile](#)

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

8. Close the System Notice box.

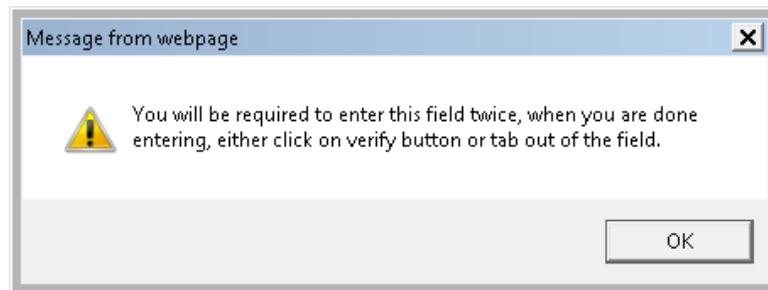


9. Create a PIN for your account. The PIN must be between 4 and 10 alpha-numeric characters consisting of numeric digits 0 through 9 and letters only. You will need your PIN to reset a forgotten password or to contact the Kansas Secretary of State's Office regarding questions about your account.

Enter a PIN, click the *Verify* button and enter it again. Click the blue *Create PIN* button that appears after the second entry.

If you receive the following message, click the *OK* button to complete PIN creation.

**Note: You will not be prompted to create a PIN if you clicked the "I forgot my password" link and used your PIN to reset the password.**



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: Friday, August 17, 2018  
Topeka, KS Time: 1:37:28pm

**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, please, [send an email to SOS Customer Support](#) or call (785) 296-4564.

**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, you will use this pin so write it down someplace safe.

[Return to System Main Menu](#)  
[Return to System User #2954 Profile](#)

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

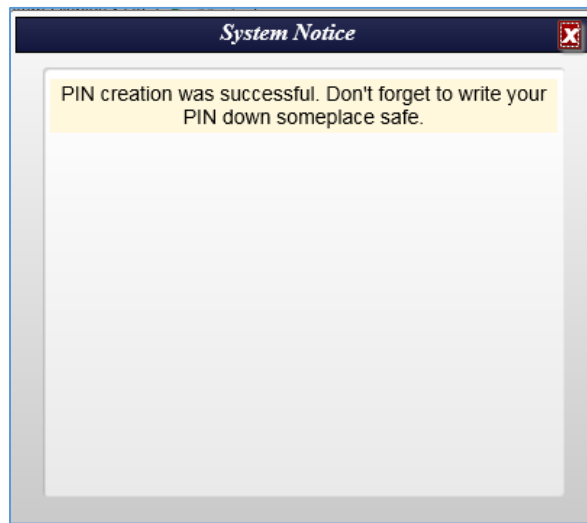
This system is provided, free of charge, as a service to our business partners. We do not guarantee response to entries or system availability beyond our normal office hours of 8:00am to 5:00pm, Monday - Friday Topeka, KS time. Should you have any questions or comments, you may [send an email to SOS Customer Support](#) or call (785) 296-4564.

Policy Documents: [Privacy Statement](#) [Processing and Returns Policy](#)

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10. Close the System Notice box.



11. The Main Menu (home page) will be displayed and you may begin using the system.




## Appendix B – Finding and Printing Your UCCs

Filings may be found and printed several ways in this system. All archived filings owned \*by your entity may be printed for free at a later date by any entity user.

\*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.
- UCCs associated with your entity via the [Entity Ownership Search](#) option.

Note: the UCC system uses popup windows. We recommend “always allowing” the windows in the UCC system to open. This will aid in finding your filings.

1. The user may print a UCC1 or UCC3 filing from the [Monetary Receipt Details page](#) displayed immediately after payment is complete by clicking on the  button.



Uniform Commercial Code (UCC) Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas Secretary of State

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

Path: [Home](#) > [Financials Menu](#) > [Receipts Search](#) > [Receipts List](#) > Receipt Detail  
System Status: Normal Business Day

Date: Thursday, September 6, 2018  
Topeka, KS Time: 1:14:59pm

### MONETARY RECEIPT #16262 DETAILS

General Information		Record Modification Information	
Referenced Entity:	Kaw Valley Bank	Originally Entered:	08/27/2018 11:11:43am by: Loretta Porubsky Ph: 785-295-9020 <a href="mailto:loretta.porubsky@kawvalleybank.com">loretta.porubsky@kawvalleybank.com</a>
Referenced Funding:	KAW - UCC Filings	Last Updated:	08/31/2018 8:30:34am by: System Control User Ph: 785-296-3171
Payment Method:	ECHECK - Electronic Check / Ach	Payment Verified:	08/27/2018 11:11:53am by: System Control User Ph: 785-296-3171
Receipt Description:	UCC-1 Regular Filing	Sent to STO:	08/28/2018 10:31:11am by: Darion Mayo Ph: 785-296-4564 <a href="mailto:darion.mayo@ks.gov">darion.mayo@ks.gov</a>
Receipt Amount:	\$10.00	ACH Processed:	08/28/2018 7:31:42am by: System Control User Ph: 785-296-3171

**Payment Information**

Payport Reference Code: 97AE000007177  
Ach Settlement Date: 8/30/2018  
Purchased Item(s): UCC-1 Filing #115433757 [UCC-1](#) 

**Available Options**

[Generate a PDF Containing All Images](#)

**Fee Records Connected to Receipt #16262**

Total Records Found: 1 Showing: 1 - 1

Code	Description	Action Type	Amount
43625	UCC-1 Regular Filing ( Pearson, Scott W )	U1_REGULAR	\$10.00

**Notes For This Record and Other Related Records**

Current View Level: ALL [Table](#) [None](#)

[Return to System Main Menu](#)  
[Return to Financials Main Menu](#)  
[Return to Receipts Table Search Criteria Entry](#)  
[Return to Receipts Table Search Result List](#)

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

2. The user may click the *Account* button in the upper right or bottom right of the screen while logged in to go to the [user's account](#). All filings by the user will be displayed at the bottom of the user account screen under *Archived Orders for Your Account* with the most recent filings displayed first/on top of the list.

Click any filing to open and display an option to view the image from the Monetary Receipt Details Page (see #1 above).

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

ReportsEntitiesFilingsFinancialsYour CartUser Help

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

Date: Friday, September 21, 2018  
Topeka, KS Time: 4:30:05pm

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](mailto:ksuccbetatest+karenc@gmail.com)

Phone Number: 785-296-4564

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

Accessible Entities: Capitol Federal Savings Bank ?  
Commercial Capital Company LLC ?  
Equity Bank Na ?  
Karens Entity ?  
Kaw Valley Bank ?

Record Modification Information

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

Last Updated: 09/06/2018 11:56:27am  
by: Karen Clark Ph: 296-1848  
[karen.clark@ks.gov](mailto:karen.clark@ks.gov)

User Status Information

User Status: **Active**

Available Options

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

Archived Orders for Your Account

No archived orders currently on file


[Return to System Main Menu](#)

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

3. The user may search all filings owned by the entity for free, including the user's own filings.

From the System Main Menu, go to [Search Your Entity UCC Filings](#), enter whichever search criteria you have, and click the blue *Search Filings* button.

As long as the filing exists in the system and the search criteria is sufficient to produce a result, you will be taken to the exact filing or a list of filings that match the criteria.

If you get the exact filing, scroll down to the *Filing and Amendment Details Recorded for ...* section and click the  button to see the image.

If you get a list of filings, you may sort by clicking on the column headings. Click the filing you want to be taken to the [UCC1 filing details page](#).

Uniform Commercial Code (UCC)  
Production Extranet  
Version 2.0

Home | Site Map | Help | Account | Log Off

Kansas  
Secretary of State

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

Path: [Home](#) > [Filings Menu](#) > [Search Filings](#) > [UCC1/3 Search](#) > [UCC1 List](#) > UCC1 Details  
System Status: Normal Business Day

Date: Monday, September 10, 2018  
Topeka, KS Time: 2:55:52pm

**UCC1 FILING #115436339 DETAILS**

**General Information**

Referenced Entity: Capitol Federal Savings Bank

Referenced Receipt: #16539 - UCC-1 Regular Filing

Type Of Filing: UCC-1 Regular Filing

Current Filing Status: Active

Current Filing Lapse Date: 8/27/2023

Original Cost Of Filing: \$10.00

Filer Reference Data: 171288-100

**Debtor Information**

Code	Debtor Name	Debtor Address	Entry
588357	Select One Safety And Fire Co	331 Maple St Lawrence, KS 66044	8/27/2018

**Secured Party Information**

Code	Sec Party Name	Sec Party Address	Entry
422994	Capital City Bank	Po Box 1433 Topeka, KS 66601	8/27/2018

**Record Modification Information**

Originally Entered: 08/27/2018 4:15:31pm  
by: Julie A Foster  
jfoster@capfed.com

Last Updated: 08/27/2018 4:15:31pm  
by: Julie A Foster  
jfoster@capfed.com

Payment Verification: 08/27/2018 4:15:31pm  
by: Julie A Foster  
jfoster@capfed.com

Last Status Update: 08/27/2018 4:15:31pm  
by: Julie A Foster  
jfoster@capfed.com



**Available Options**  
[UCC1 Financing Statement Entry](#)

**Collateral Recorded for UCC Filing #115436339**

All Inventory, Chattel Paper, Accounts, Equipment and General Intangibles WHETHER ANY OF THE FOREGOING IS OWNED NOW OR ACQUIRED LATER: ALL ACCESSIONS, ADDITIONS, REPLACEMENTS, AND SUBSTITUTIONS RELATING TO ANY OF THE FOREGOING: ALL RECORDS OF ANY KIND RELATING TO ANY OF THE FOREGOING: ALL PROCEEDS RELATING TO ANY OF THE FOREGOING (INCLUDING INSURANCE, GENERAL INTANGIBLES AND ACCOUNTS PROCEEDS).

**Filing and Amendment Details Recorded for UCC Filing #115436339**

[File an Amendment](#)

Total Records Found: 1 Showing: 1 - 1

Filing #	Entry Timestamp	Filing Type	Entry Type	Pages	Image
115436339	8/27/2018 4:15:31pm	Original Filing	Online Entry	1	30094113 <a href="#">View</a>

**Notes For This Record and Other Related Records**

Current View Level: ALL [Table](#) [None](#)