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

II. System Security

A. Initial User

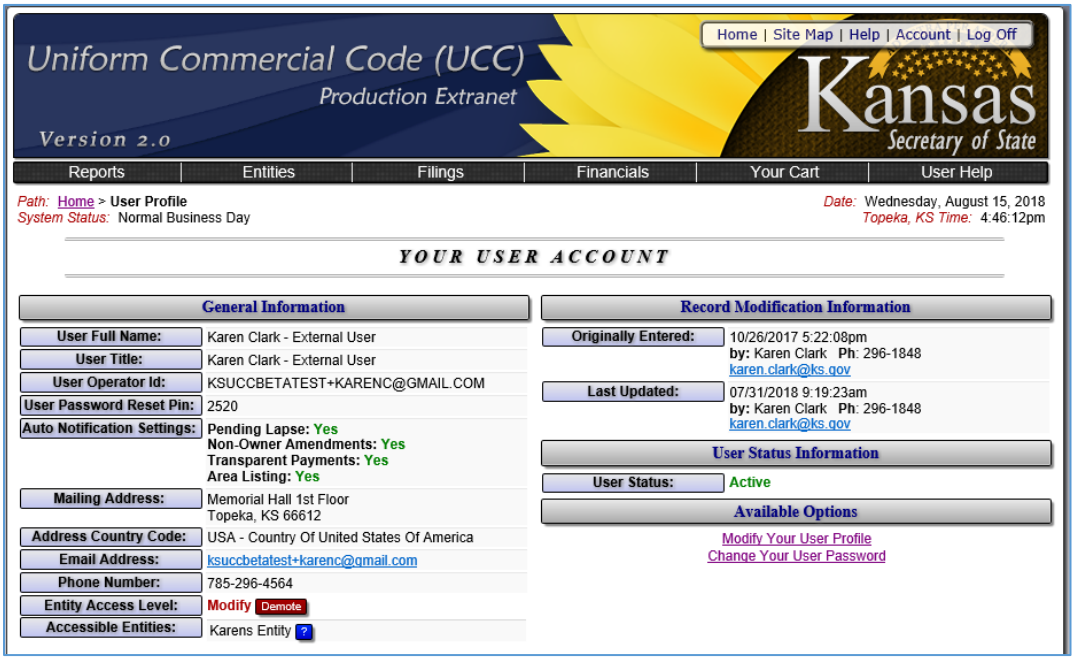
To submit UCC filings and perform searches online, your organization must first request to be set up as an entity in the UCC system. If your organization has not been set up as an entity, follow the instructions listed in the Entities section. As part of this process, an initial user will be established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

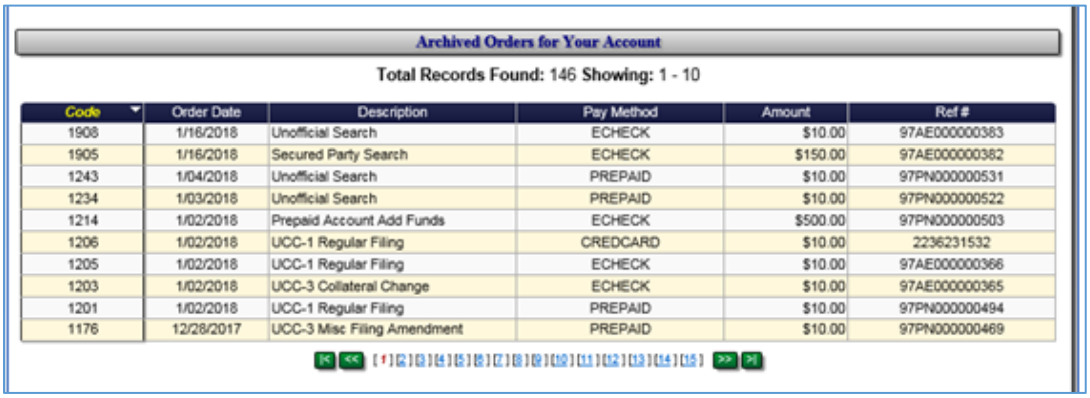
To view your user account information, from anywhere in the UCC System, click the Account button at the top or bottom of the page.

The table below lists the information available on the Your User Account page.



Field Name	Description
General Information Section	
User Full Name	The user's full name.
User Title	The user's job title.
User Operator ID	The user's ID.
User Password Reset PIN	The user's PIN.
Auto Notification Settings	The notifications you have selected to receive. If your entity has selected to receive notifications, you may also receive notifications at no additional charge by following the steps listed under Making Modifications to Your User Account.
Mailing Address/Address Country Code	The user's mailing address.
Email Address	The user's email address.
Phone Number	The user's phone number.
Entity Access Level	The user's access level to the UCC System for the entity(ies) listed in the Accessible Entities field. View Only – Ability to enter filings and conduct searches.

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 Entity Details page.
Record Modification Section	
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.
User Status Information Section	
User Status	Will either be Active or Inactive. If Inactive, the user no longer has access to the UCC system.
Available Options	
Modify Your User Profile	To make changes to your user profile, click the *Modify Your User Profile* link. Make desired changes, enter your password and click the *Modify Profile* button.
Change Your User Password	To change your password, follow the Change Your User Password instructions.



Archived Orders for Your Account

Total Records Found: 146 Showing: 1 - 10

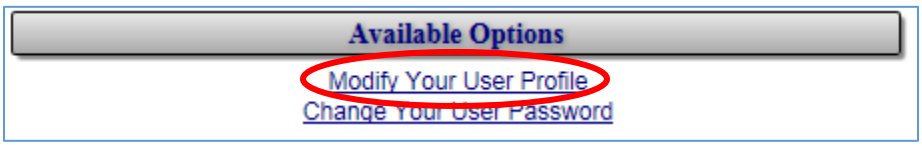
Code	Order Date	Description	Pay Method	Amount	Ref #
1908	1/16/2018	Unofficial Search	ECHECK	$10.00	97AE000000383
1905	1/16/2018	Secured Party Search	ECHECK	$150.00	97AE000000382
1243	1/04/2018	Unofficial Search	PREPAID	$10.00	97PN000000531
1234	1/03/2018	Unofficial Search	PREPAID	$10.00	97PN000000522
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	97AE000000366
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
Archived Orders for Your Account	
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 Monetary Receipt Details page. The Monetary Receipt Details page 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.

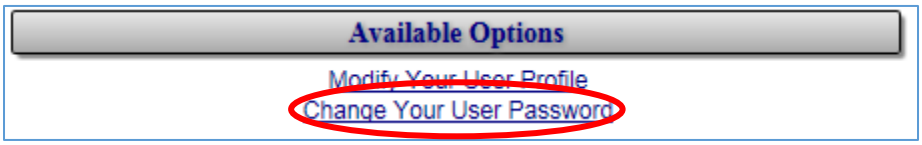


b. If your entity has selected to receive notifications, you may also select to receive one or more of the different types of notifications at no additional charge. Select the notifications you wish to receive under Auto-Notify Programs. Refer to Auto-Notify Programs in the Entities section for a description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

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

2. Change Your Password

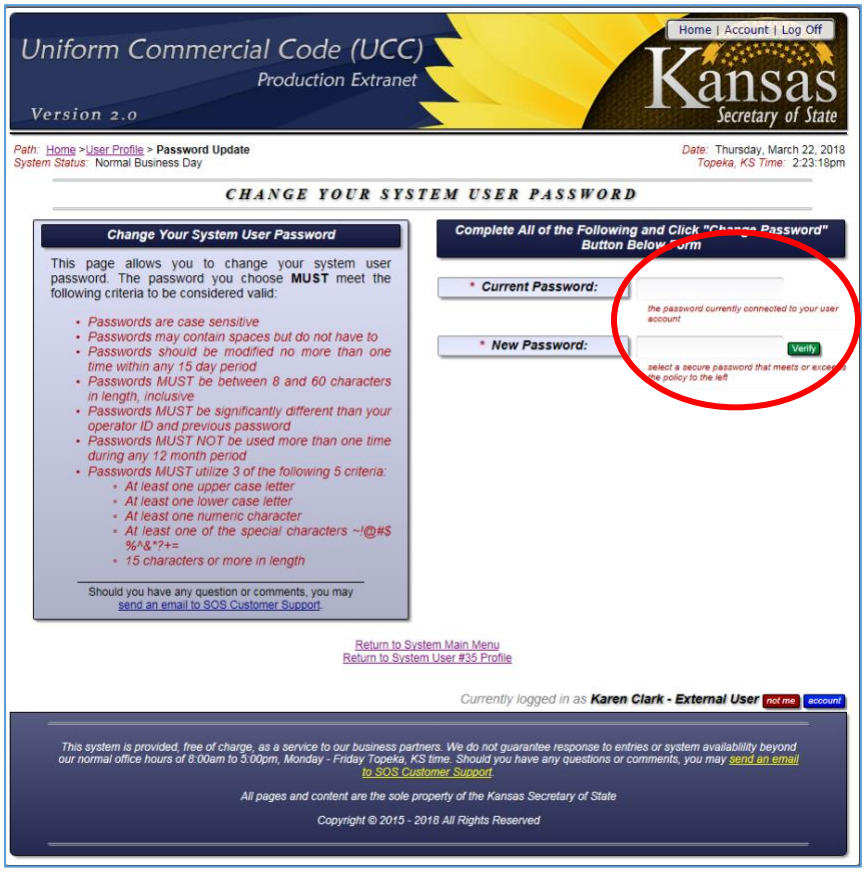
a. To change your password, click *Change Your User Password*.



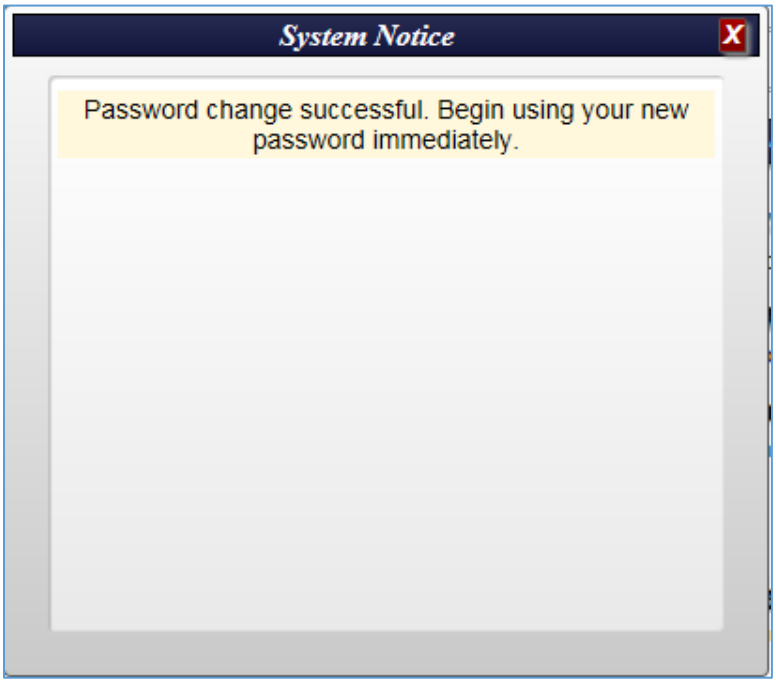
b. Enter your current password in the Current Password field. Enter a new password in the New Password field, click the *Verify* button and enter it again. Click the blue *Change Password* button that appears under the New Password field after the second entry of the new password.

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.



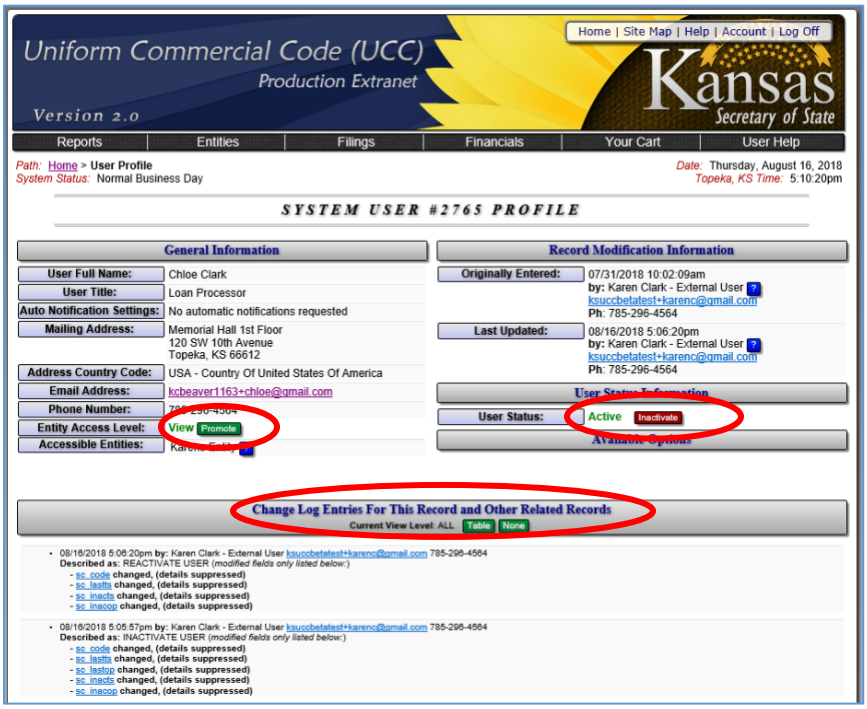
c. Close the System Notice box. The System Main Menu (home page) will then be displayed.



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 *View* to *Modify* or from *Modify* to *View* using the *Promote* and *Demote* buttons.
User Status	A user may be made *Inactive* or *Active* using the *Inactivate* and *Reactivate* buttons.
Change Log	Changes made to the user record are viewable in the *Change Log Entries* section. The information displayed in the Change Log section can be changed by using the toggle buttons. **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.



C. Forgot Your Password

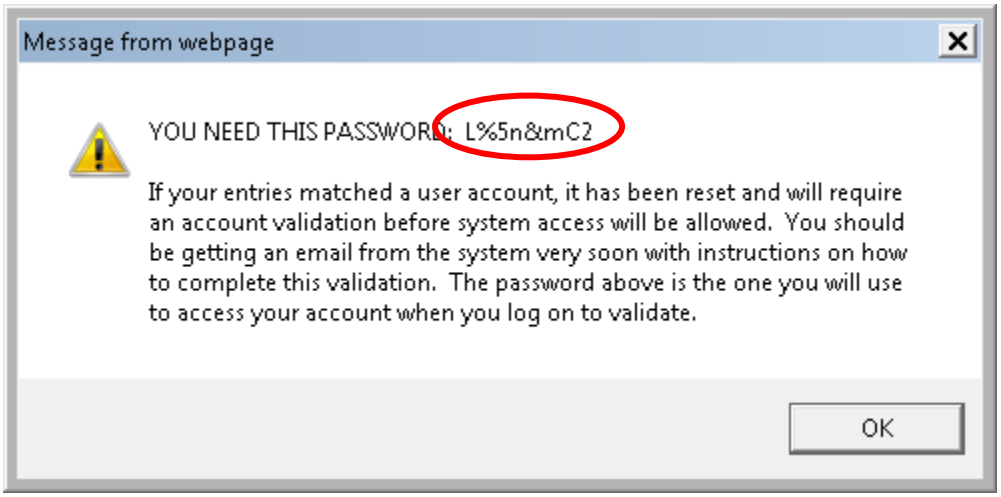
If you cannot remember your password, follow the steps listed below.

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

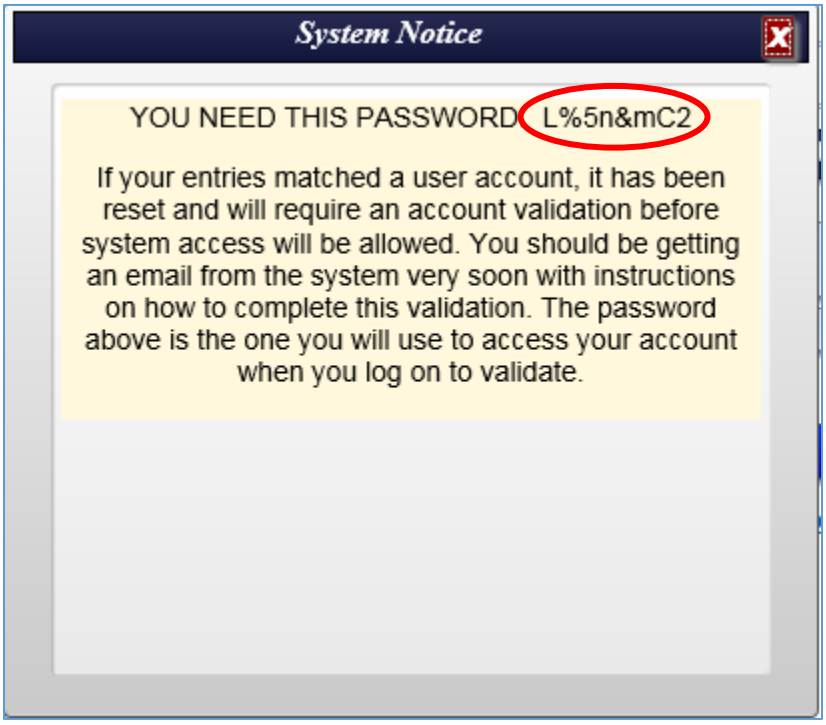
2. Enter your email address and your PIN and click *Reset My Account*.

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

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.**



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.

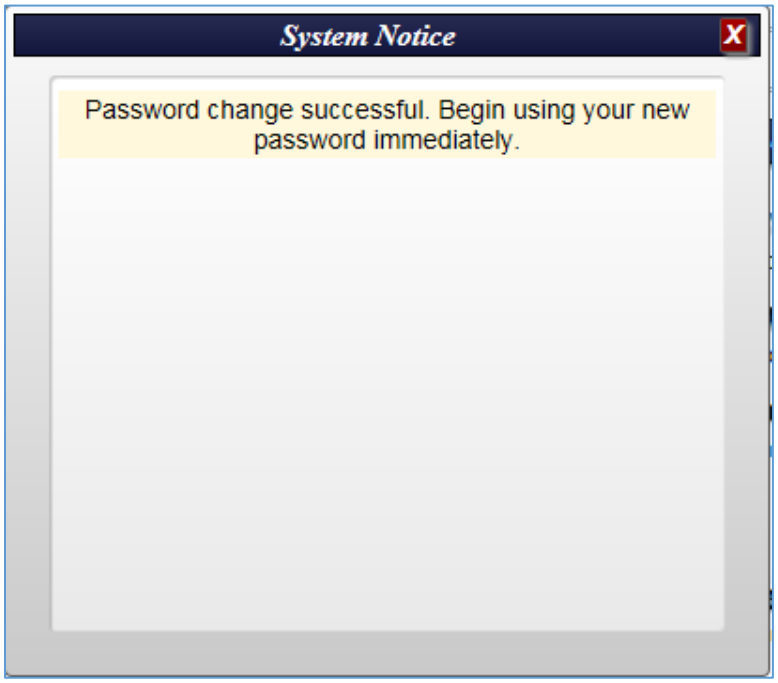
1. Close the System Notice box.

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.



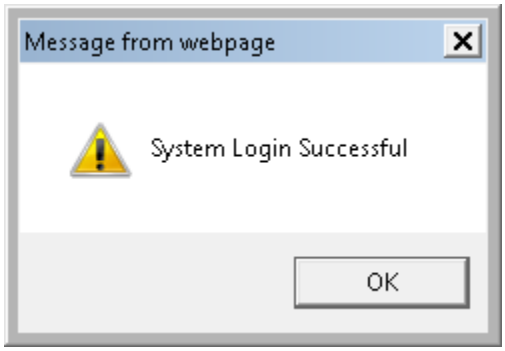
E. Logging On/Off the UCC System

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. Enter your email address and password and click the Log In button.

b. Click the *OK* button.



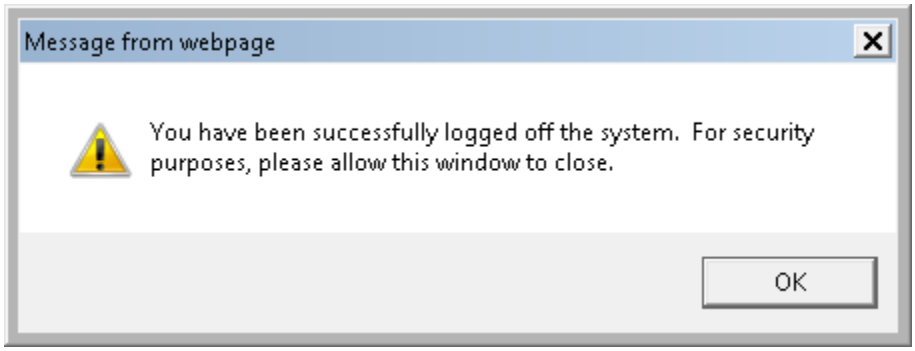
c. The UCC System Main Menu (home page) will be displayed.

2. Logging Off the UCC System:

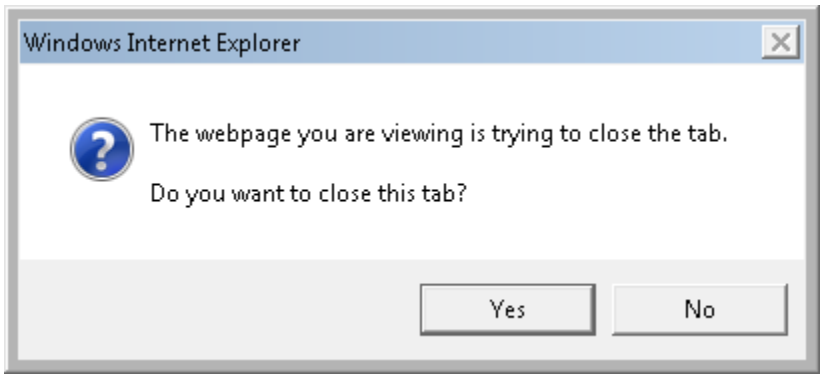
To log off the UCC System, follow the steps listed below.

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.

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.

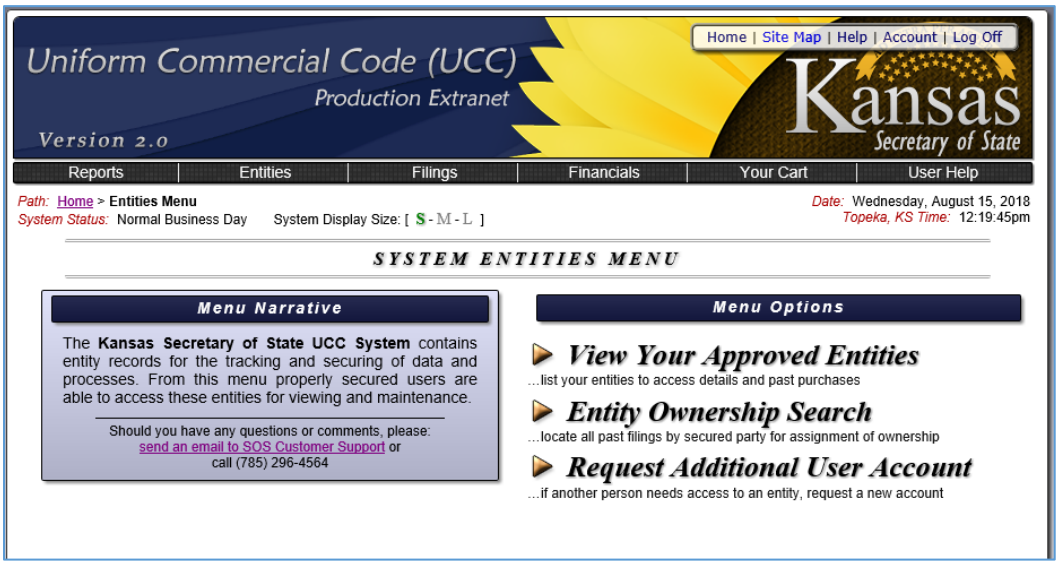
B. Menu Options

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

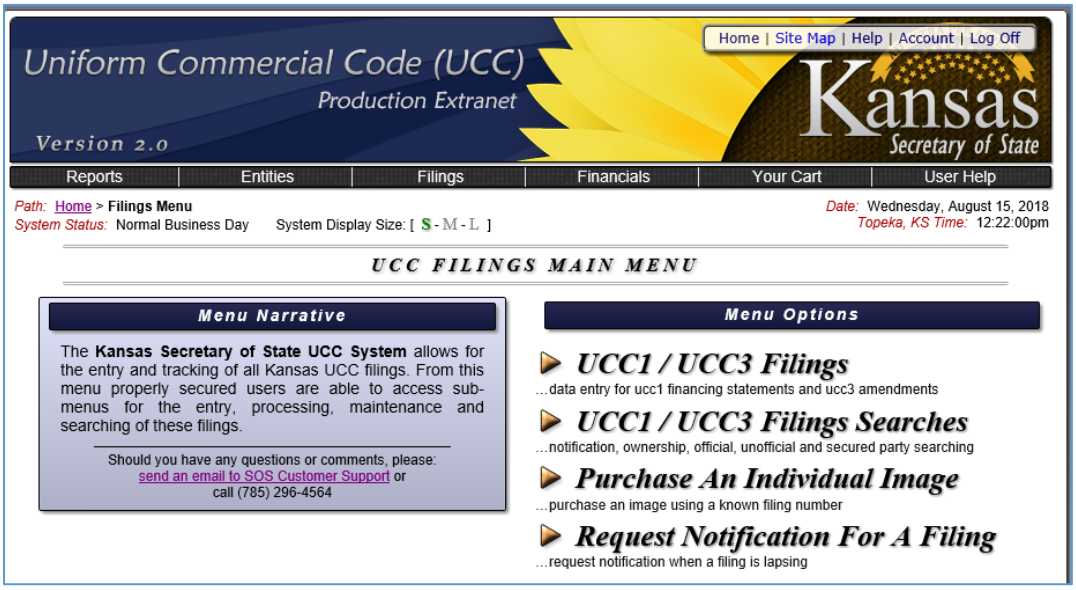
Each main area of the system has its own set of menu options. The options available to users may be different based on the user's permissions.

Examples:

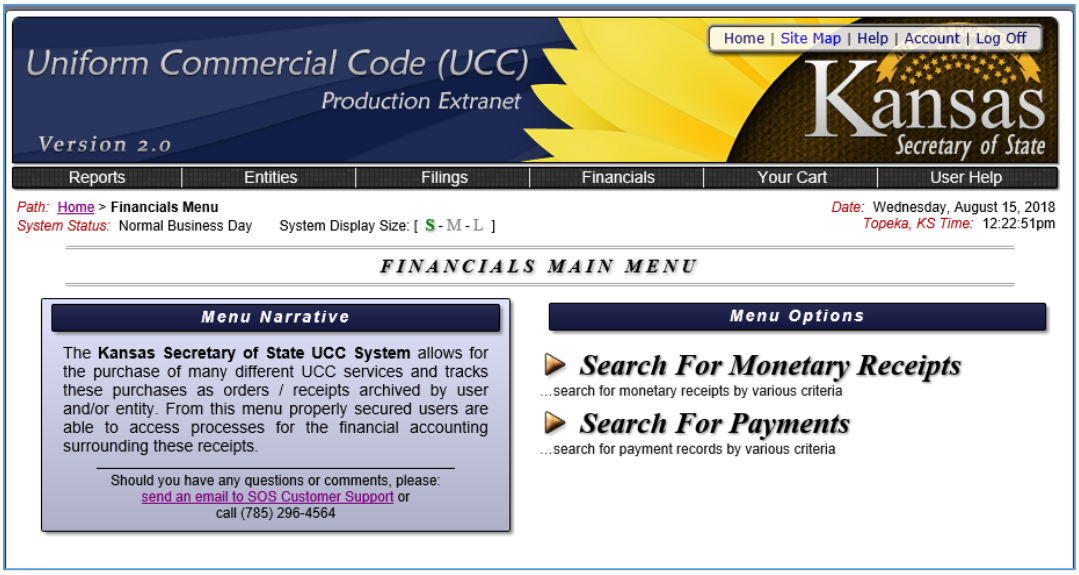
Entities Menu:



Filings Menu:



Financials Menu:



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.

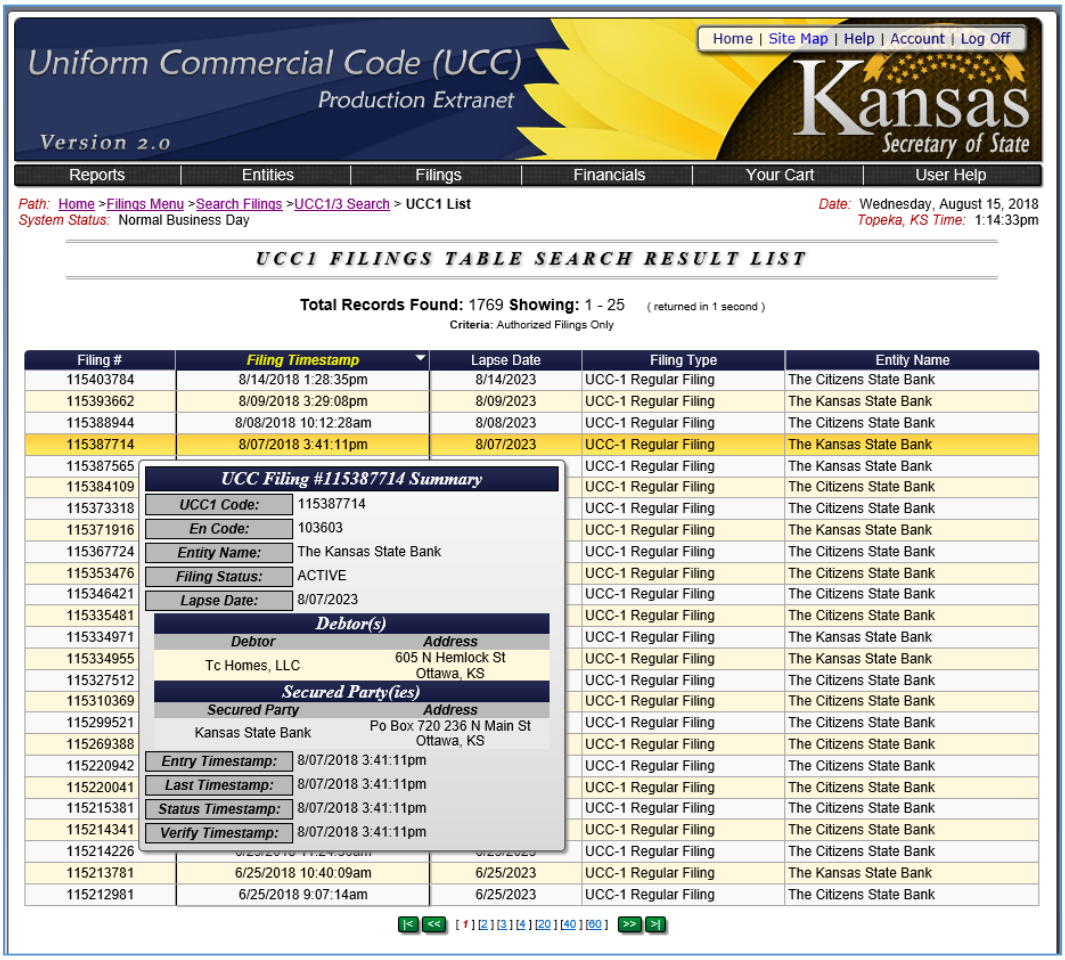
D. Links

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

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.



More Details:

If more details are available, clicking on a line will take you there.

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**
System Status: Normal Business Day

Date: Wednesday, August 15, 2018
Topeka, KS Time: 3:22:10pm

UCC1 FILINGS TABLE SEARCH RESULT LIST

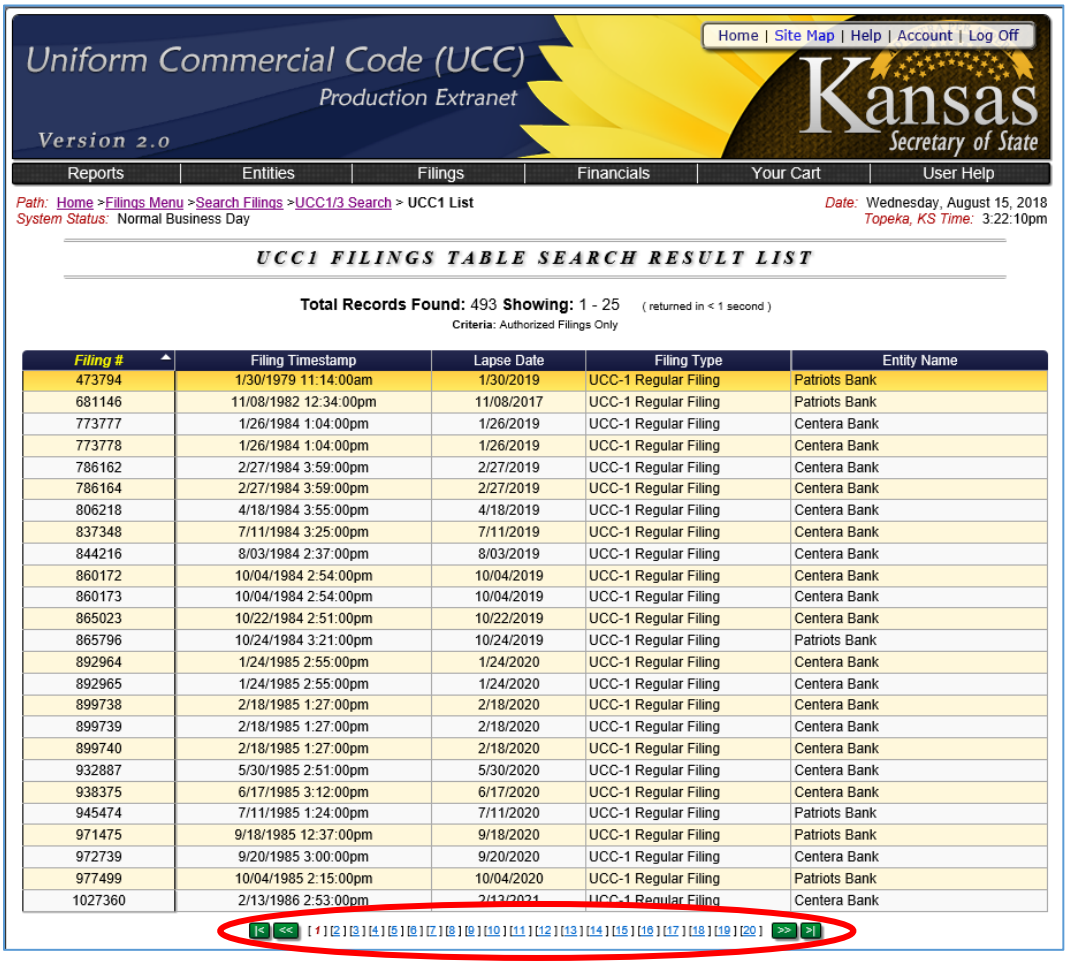
Total Records Found: 493 **Showing:** 1 - 25 (returned in < 1 second)
Criteria: Authorized Filings Only

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

|< << [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12] [13] [14] [15] [16] [17] [18] [19] [20] >> >|

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.



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.

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.

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

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.

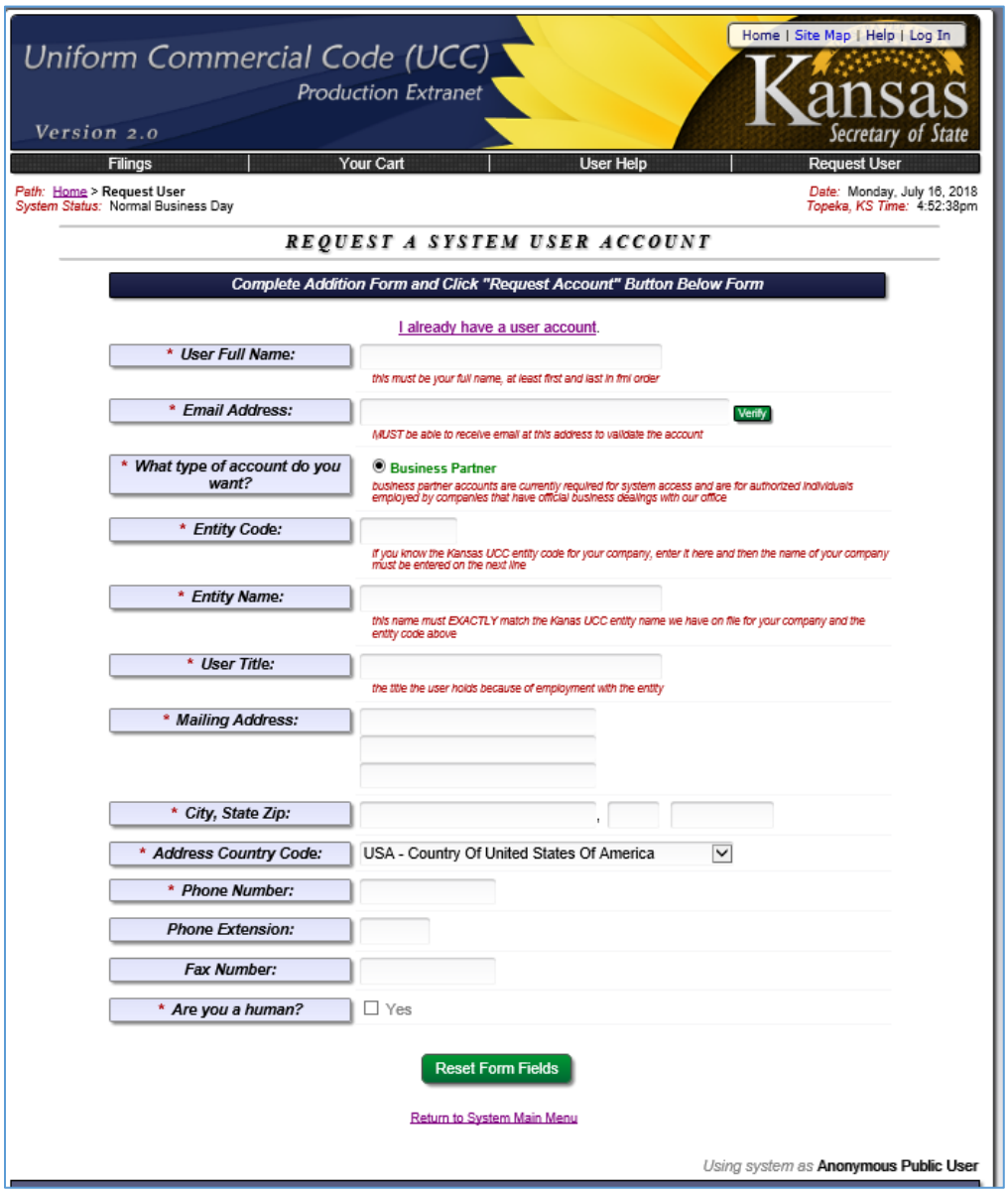
We have provided Quick Notes and a full External Users Guide in the Help section for getting started with your entity. Click on Help at the top right of any page once logged in to the UCC system. You may also call us for live help between 8 AM and 5 PM at 785-296-4564 and ask for UCC Onboarding.

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 Request Account button.

https://mykansas.ks.gov/ucc/?p=user_request

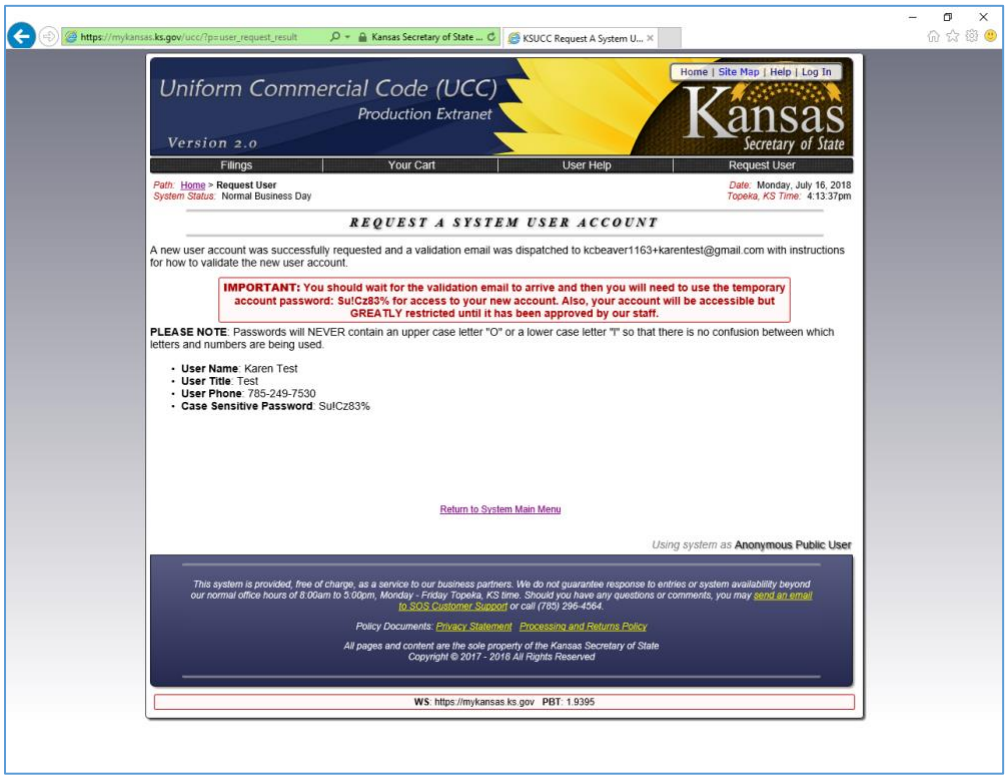


The table below lists the information to be completed and whether or not it is required or optional.

Field Name	Description	Required/ Optional	Field Length (for data entry fields)
User Full Name	The new user's full name.	Required	40
Email Address	The email address for the new user. Enter the email address of the new user and click the Verify button and enter it again for verification. If you receive a message indicating you will be required to enter this field twice…, click the OK button.	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	Enter the Entity Name exactly as it appears on the email attachment that was sent to you. Note – If the name is incorrect, you will have the opportunity to change it later.	Required	40
User Title	The new user's job title.	Required	40
Mailing Address	The new user's mailing address. Note: If the mailing address is not a USA address, use one of the address lines for the	Required	Address Line 1 – 30 Address Line 2 – 30 Address Line 3 – 30 City – 30 State – 2 Zip – 10

Field Name	Description	Required/ Optional	Field Length (for data entry fields)
	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.



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*.

b. Click *View Your Approved Entities*.

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.

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.

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

Entity Contact Information			
Field Name	**Description**	**Required/ Optional**	**Field Length (for data entry fields)**
Entity Name	The name of your organization.	Required	40
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	Monthly email listing with PDF report attachment of all owned* UCCs that have become eligible for 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.** Note: You may request to receive pending lapse notifications for UCCs you did not file via the Unofficial Filing Search, the Official UCC 2 Record Search, the Secured Party Search, and the Request Notification for a Filing option.
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:

Mon 8/6/2018 1:48 PM

KB

Kansas Business Center [KSOS]

KSUCC: Filing Pending Lapse Notification

To Clark, Karen [KSOS]

August 02, 2018 07:05am

On the above date and time it was determined that there are continuation eligible Kansas UCC filings either owned or being tracked by The Citizens State Bank. This is a requested notification of these filings. There is a report attached containing a list of these filings.

You may link to a page in the system from which mass continuation is available using the following link:

https://mykansas.ks.gov/ucc/secure/?p=u1_mass_continue

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.

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 <kbc@ks.gov>
Sent: Tuesday, July 24, 2018 7:05 AM
To: 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

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.

CONFIDENTIALITY NOTICE: This e-mail and any attachments are confidential. If you are not the intended recipient, you do not have permission to disclose, copy, distribute, or open any attachments. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system.

Transparent Payments Example:

CK Clark, Karen [KSOS] Kansas Business Center [KSOS] 10:09 AM

FW: KSUCC: Transparent Payments Notification

From: kbc@ks.gov <kbc@ks.gov>
Sent: Tuesday, July 24, 2018 7:05 AM
To: 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

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

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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Competition Area Listing Example:

Email:

CK Clark, Karen [KSOS] | Kansas Business Center [KSOS] 1 9:49 AM

FW: KSUCC: Monthly Area Listing Report

letter_2018-07-23_000001.pdf
37 KB

From: kbc@ks.gov <kbc@ks.gov>
Sent: Monday, July 23, 2018 7:05 AM
To: rmoritz@bankofhays.com
Cc: Curtis Bears
Subject: KSUCC: Monthly Area Listing Report

07/23/2018 7.05:16

At the above date and time the Kansas UCC system generated an auto-notification list of all new debtor filings within zip codes '67601','67627','67637','67660','67667','67671','67674','67849','67854','67519','67547','67552','67563' as requested by entity #100408 - Bank Of Hays. Please find the report attached.

You are receiving this report because your email address is recorded as the default for the entity. If you feel you received this email in error, please contact our office at (785) 296-4564.

CONFIDENTIALITY NOTICE: This e-mail and any attachments are confidential. If you are not the intended recipient, you do not have permission to disclose, copy, distribute, or open any attachments. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system.

Report:

lib_area_listing

Kansas Secretary of State

Kansas Secretary of State UCC System

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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	002056590	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

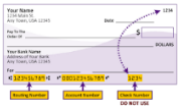
Debtor Information	Secured Party Information
HOUSMAN BRUCE Hanston, KS 67849	HANSTON STATE BANK Hanston, KS 67849
HOUSMAN FARMS Hanston, KS 67849	HANSTON STATE BANK A BRANCH OF BANK OF HAYS PO Box 189 Hanston, KS 67849
HOUSMAN FARMS 21750 SE 225 Rd Hanston, KS 67849	
HOUSMAN MELVIN D Hanston, KS 67849	
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

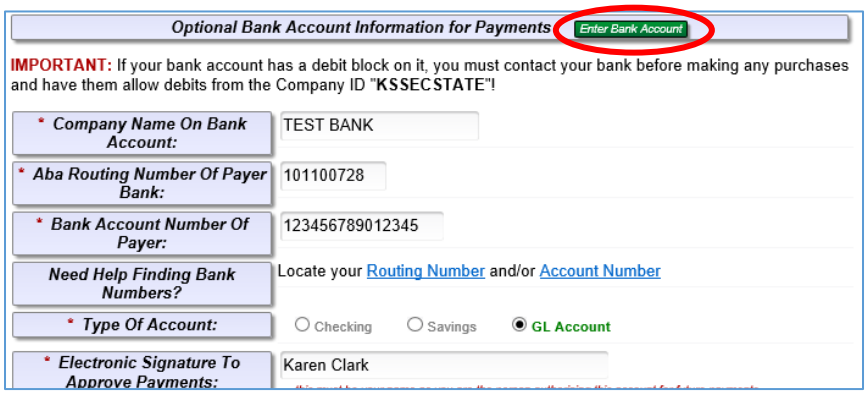
The online UCC system will allow filings and searches to be paid for using the following payment methods:

Payment Method	Checkout Options
eCheck 	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. The eCheck option can only be selected from the shopping cart (Your Cart). If you would like to have an eChecking account on file, follow the eCheck Setup Instructions listed below.
Credit Card	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. The credit card option can only be selected from the shopping cart (Your Cart).
Prepaid Account	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. 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. The prepaid account option can be selected as filings and searches are processed or from the shopping cart (Your Cart). If you would like to establish a prepaid account, email your request to kbc@ks.gov. Once you have been notified that your prepaid account has been set up, follow the Prepaid Account Instructions.

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."



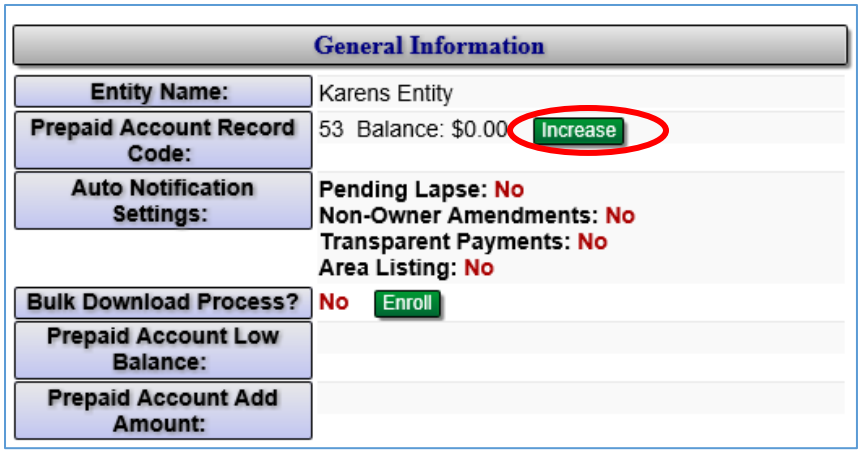
b) Prepaid Account Instructions

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.

<u>Manual Management of Prepaid Account Balance:</u>

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.



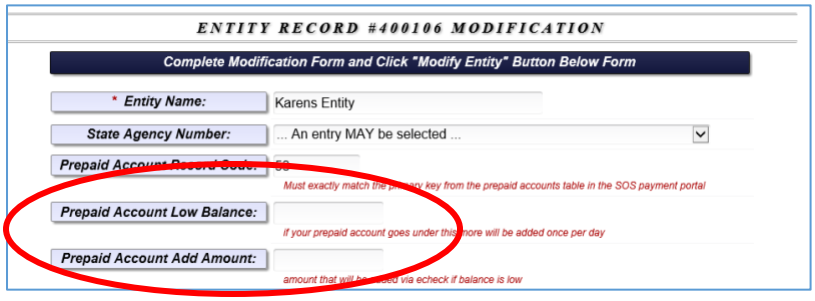
<u>Automated Management of Prepaid Account Balance:</u>

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.



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.

ii. The Entity Details page will then be displayed.

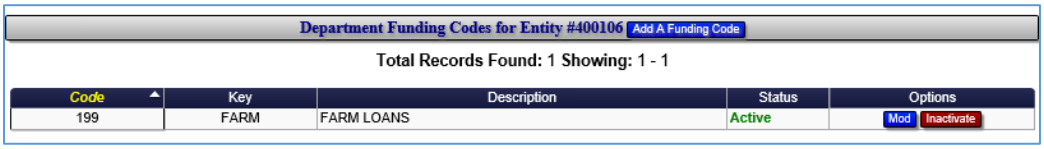
iii. Click the Add A Funding Code button in the Department Funding Codes section.

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.

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.

b. Working With Department Funding Codes

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



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

UCC Search – Prepaid Account Example:

Shopping Cart Example:

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

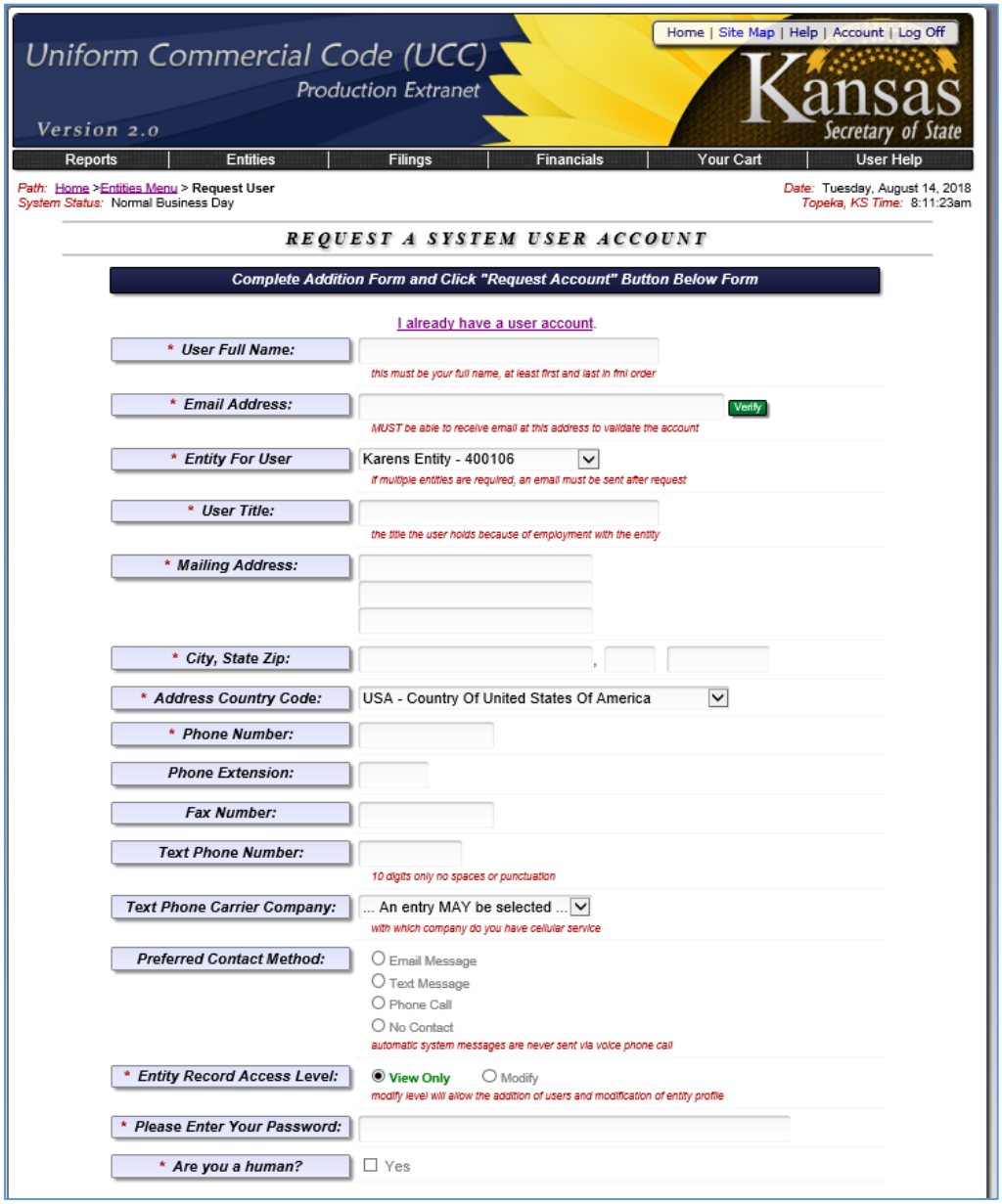
An entity may have as many users as it requires. To request additional users, follow the steps listed below.

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*.

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

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



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

Field Name	Description	Required/ Optional	Field Length (for data entry fields)
User Full Name	The new user's full name.	Required	40
Email Address	The email address for the new user. Enter the email address of the new user and click the Verify button and enter it again for verification. If you receive a message indicating you will be required to enter this field twice…, click the OK button.	Required	
Entity for User	This field will be pre-populated with the entity your user ID is associated with. 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.	Required	9
User Title	The new user's job title.	Required	40
Mailing Address	The new user's mailing address. 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.

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	The new user's access level to the UCC System for your entity. View Only – Ability to enter filings and conduct searches. Modify – Ability to enter filings, conduct searches, add additional users for the entity, and update the entity profile (including payment methods).	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.**

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.

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
General Information Section	
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 kbc@ks.gov. See the Prepaid Account Instructions for additional information on prepaid accounts.
Increase	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 Auto Notify Programs 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.
eCheck Banking Information Section	
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 Payor	

Field	Description
ABA Routing Number of Payer Bank	See the Optional Bank Account Information for Payments section.
Bank Account Number of Payer	
Type of Account	
Electronic Signature On Transaction	
Address Information Section	
Mailing Address	See the Contact Information 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 Contact Information 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 *Modify An Entity Record* link. Make desired changes, enter your password and click the *Modify Entity* button.
Request New User For This Entity	See Requesting Additional Users.

Approved Users Section	
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 Managing Users 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 Add A Funding Code

Total Records Found: 2 **Showing:** 1 - 2

Code	Key	Description	Status	Options
199	FARM	FARM LOANS	Active	Mod Inactivate
200	AUTO	AUTO LOAN	Active	Mod Inactivate

Department Funding Codes Section
See the Department Funding Codes section.

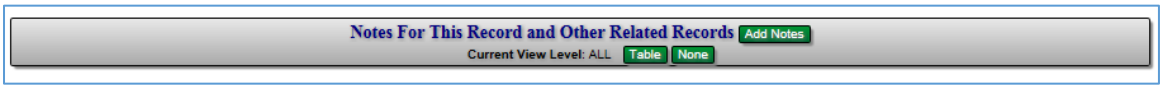
Archived Orders for Entity #57979

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

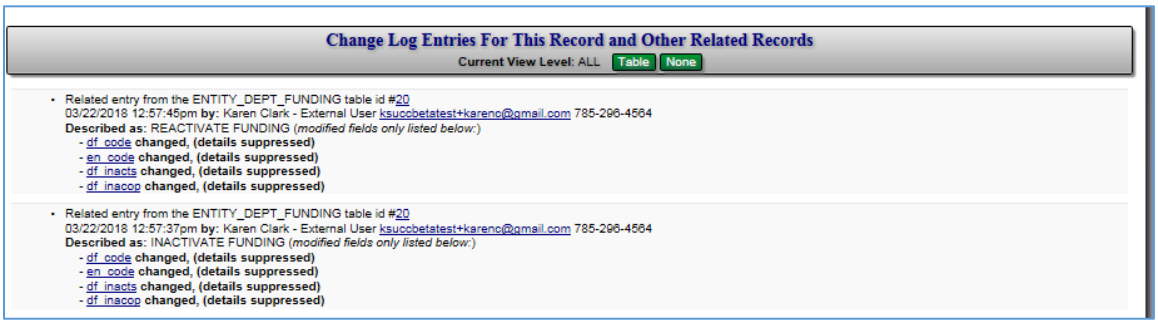
|< << [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12] [13] [14] [15] [16] [17] [18] [19] [20] [21] [22] [23] [24] [25] >> >|

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 Monetary Receipt Details 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.



Notes Section
Users with Modify Access may add notes to their entity record as needed. Notes are viewable by users associated with the entity.
The information displayed in the Notes section can be changed by using the toggle buttons.

All	Default View – Displays notes added to the entity record and related tables. At the current time, only notes added to the entity record are viewable by external users.
Table	Displays only notes added to the entity record.
None	No notes are displayed.



Change Log Section
Changes made to the entity record are viewable by users with Modify access in the Change Log Entries section. The information displayed in the Change Log section can be changed by using the toggle buttons.

All	Default View – Displays changes made to the entity record and related tables.
Table	Displays only changes made to the entity record.
None	No change log entries are displayed.

E. Entity Ownership Search

MPORTANT: Once your entity and users are set up, b**e sure to complete the steps in the <u>Entity Ownership Search</u> 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

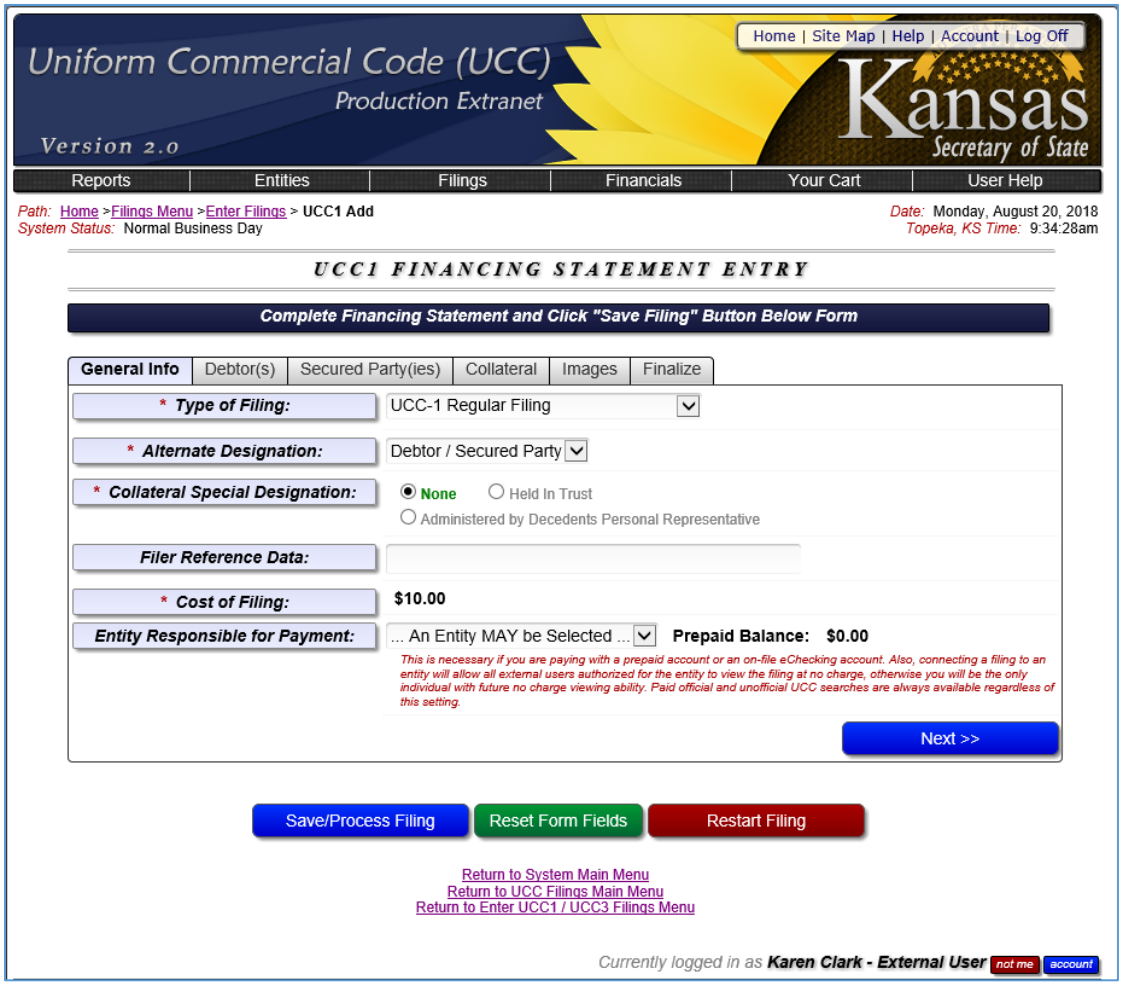
To enter a UCC1 Financing Statement using the online system, follow the steps listed below.

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

2. Click *UCC1/UCC3 Filings*.

3. Click *UCC1 Financing Statement Entry*.

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



The data entry pages are divided into five tabs:

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

A. Working with Filing Options

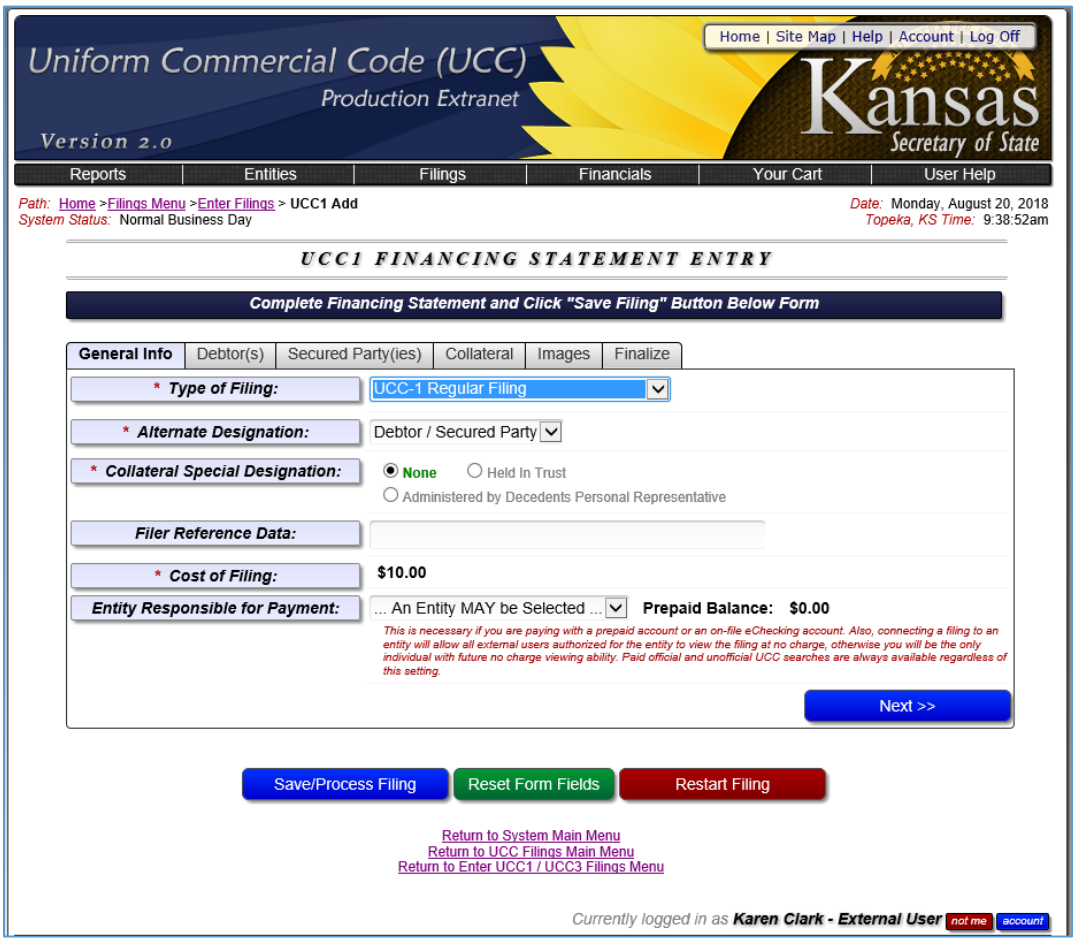
As you complete the entry process, three buttons are available to you in each tab.

Functionality	Description
Save/Process Filing	When you click the *Save/Process Filing* button, one of two actions are performed based on the selection made in the Filing Entry Complete? field on the *Finalize* tab. • **No** - If *No* 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. • **Yes** – If *Yes* is selected, a page to review your entries will be displayed.
Reset Form Fields	The *Reset Form Fields* button will clear fields that have not been saved by clicking on the *Save/Process Filing* button.
Restart Filing	The *Restart Filing* 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 Next >> button.

B. General Info Tab

Complete the fields on the General Info tab as follows.



Field Name	Description	Required/ Optional	Field Length
Type of Filing	The type of UCC1 Financing Statement to be filed. • UCC-1 Regular Filing - Default • UCC-1 Public Finance • UCC-1 Manufactured Home • UCC-1 Transmitting Utility	R	
Alternate Designation	The Alternate Designation (if applicable). • Debtor/Secured Party – Default • Bailee/Bailor • Beneficiary • Consignee/Consignor • Creditor • Lessee/Lessor • Licensee/Licensor • Seller/Buyer • Trustee	R	
Collateral Special Designation	If collateral is held in a trust or being administered by a decedent's personal representative, select the appropriate option. • None - Default • Held in Trust • Administered by Decedents Personal Representative Note: If additional information is required, it may be specified in an attachment and uploaded with the filing.	R	
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	The fee associated with the filing will be displayed.	System Generated	
Entity Responsible for Payment	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. By indicating your entity in this field, the system will allow you to pay for the filing	O	

Field Name	Description	Required/ Optional	Field Length
	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. Note: If you are not filing the UCC1 for your entity you may select *An Entity MAY be Selected*. If you select this option, the filing will not be associated with your entity and will not be viewable on the Entity Details page.		
Prepaid Account Balance	If your organization has established a prepaid account to be used to pay for filings and searches, the prepaid account balance will be displayed. 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.	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.

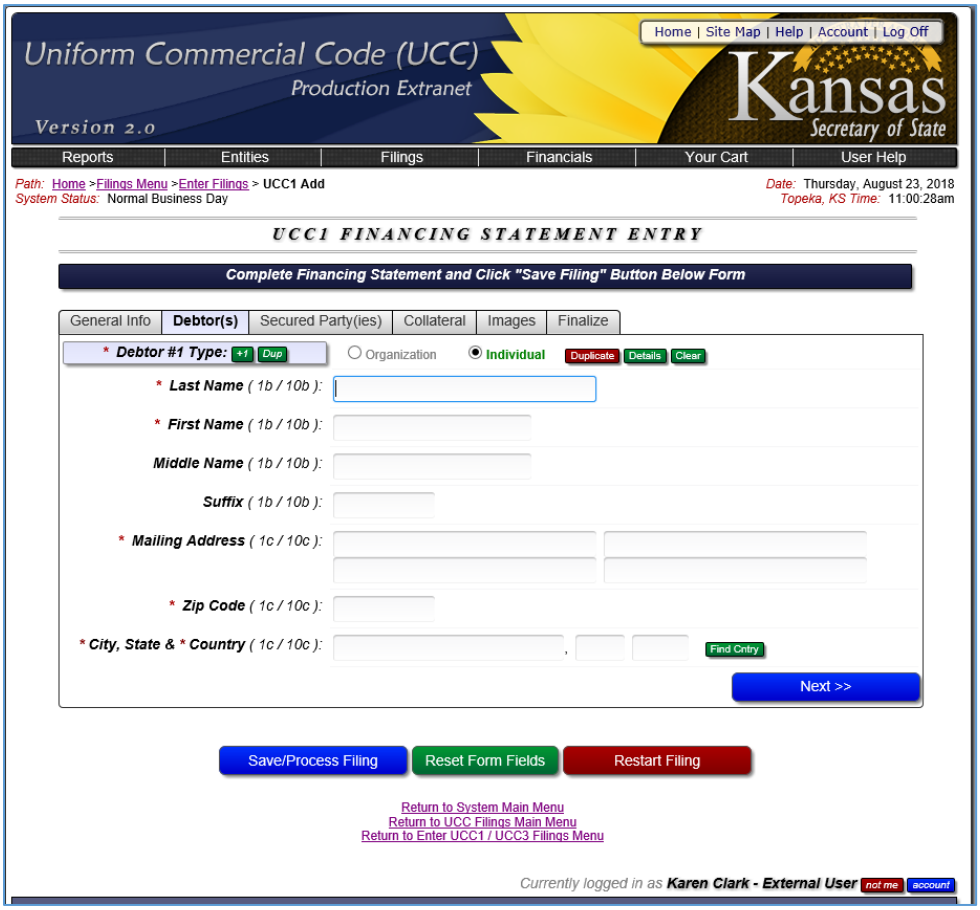
1. Debtor Organization

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

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. 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 *Find Country* 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. Debtor Individual

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



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 *Find*	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.

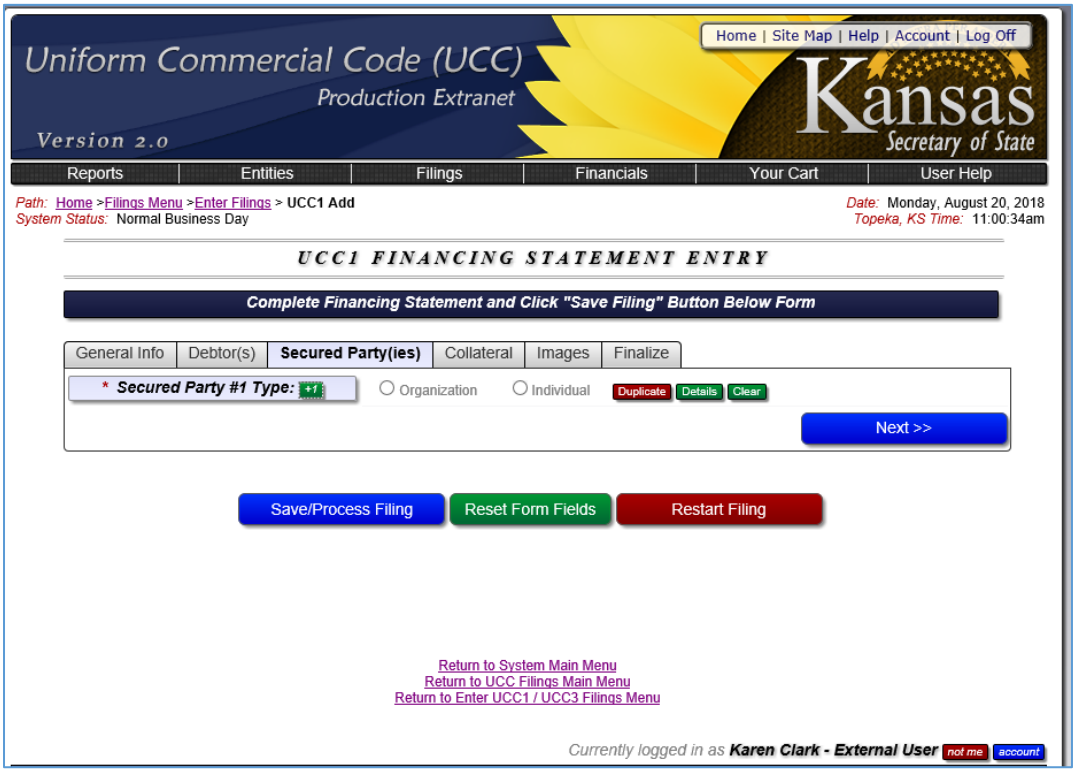
Functionality	Description	Example
Add Additional Debtor	To add an additional debtor, click +1 in the Debtor Type label. You may add as many additional debtors as needed. To add an additional debtor within the same filing with the same mailing address as was just entered, click Dup in the Debtor Type label.	* Debtor #1 Type: +1 Dup
Remove A Debtor	To remove information entered for a debtor, click the *Clear* button.	Clear
Expand/Collapse Details for a Debtor	To expand/collapse the details for a debtor, click the *Details* button.	Details
Duplicate Debtors	To duplicate the debtors entered in your last UCC1 filing, click the *Duplicate* button.	Duplicate

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



1. Secured Party - Organization

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

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 *Find Country* 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:

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 *Find Country* 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 +1 in the Secured Party Type label. You may add as many additional secured parties as needed.	* Secured Party #1 Type: +1
Remove A Secured Party	To remove information entered for a secured party, click the *Clear* button.	Clear
Expand/Collapse Details for a Secured Party	To expand/collapse the details for a secured party, click the *Details* button.	Details
Duplicate Secured Party(ies)	To duplicate the secured party(ies) entered in your last UCC1 filing, click the *Duplicate* button.	Duplicate

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 Next >> 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.

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

button.

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

F. Images Tab

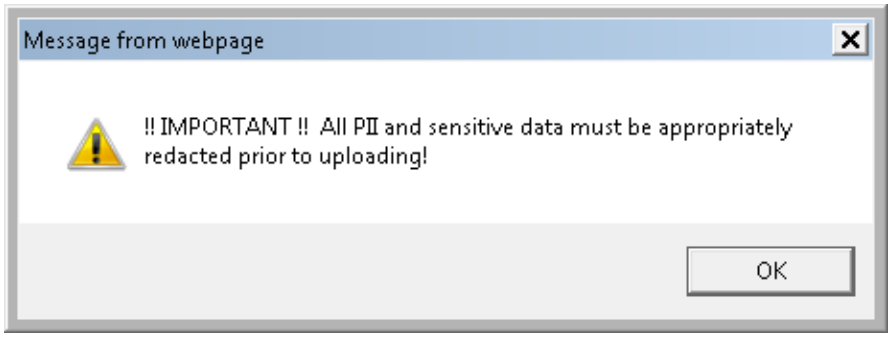
A new feature of the UCC system is the ability to include attachments with online UCC filings.

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.

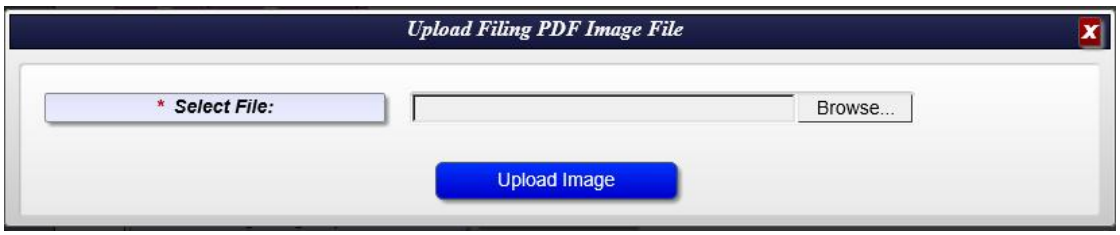
Note: Images to be uploaded must be in PDF format and be no larger than 5mb total or 200kb per page.

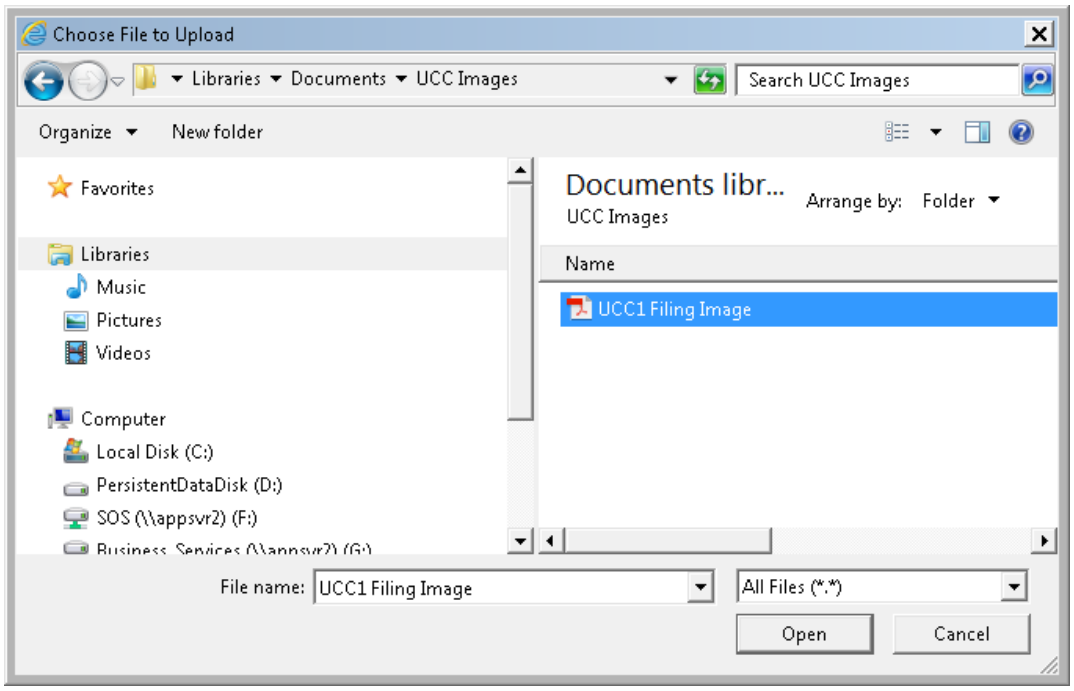
To upload an attachment, click the Upload Scanned Images button.

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.



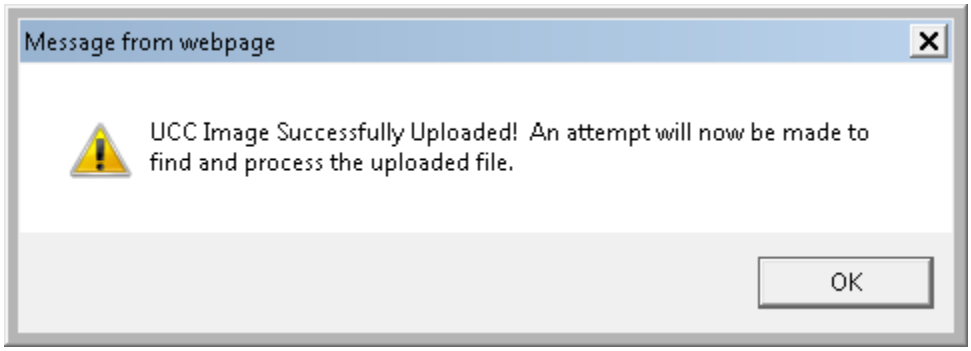
Click the *Browse* button and navigate to the location on your computer or network where the file to be uploaded is saved, and select it.



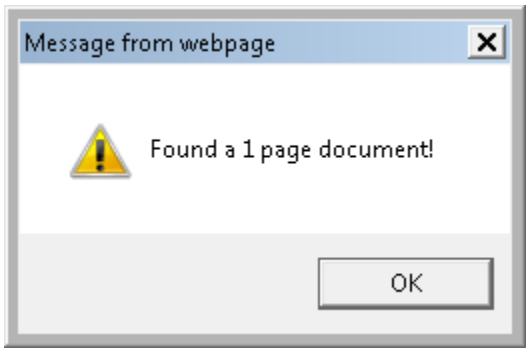


Click the *Upload Image* button.

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

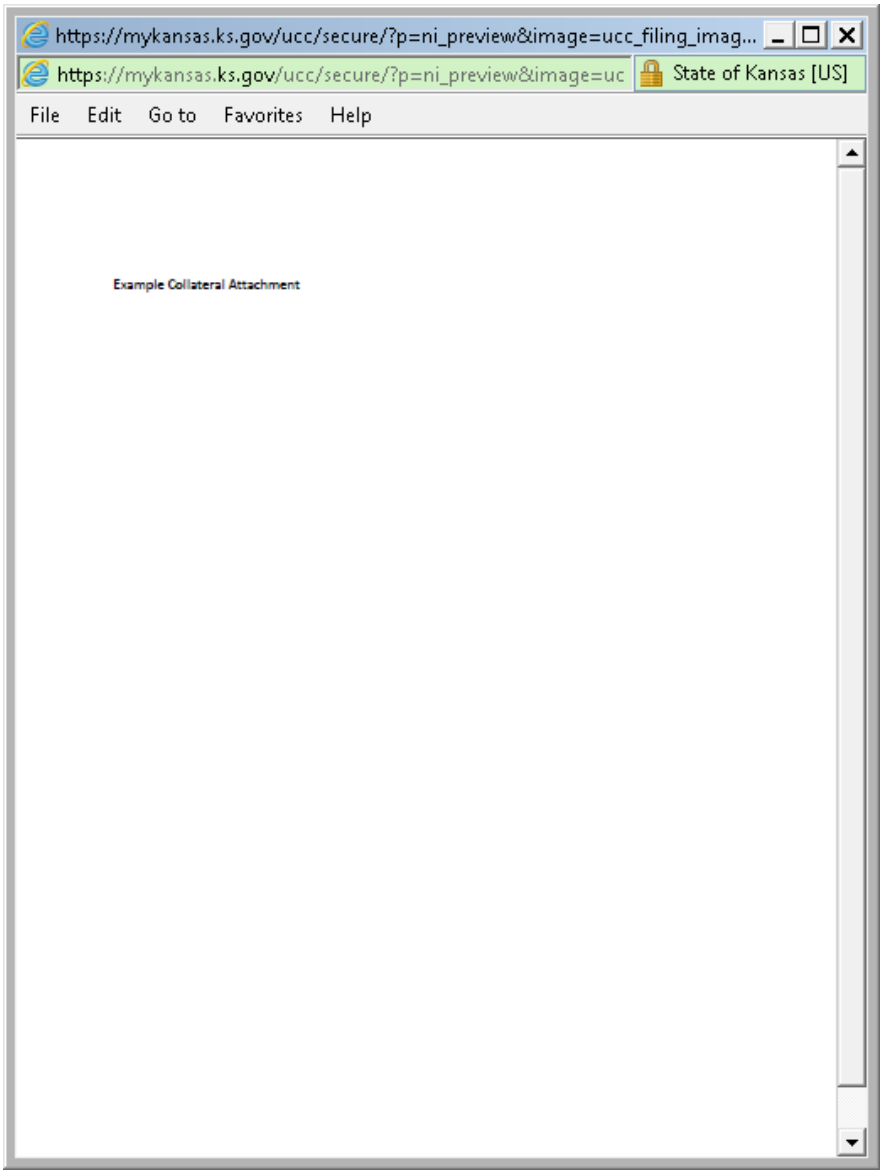


Click the *OK* button when the following message is displayed.

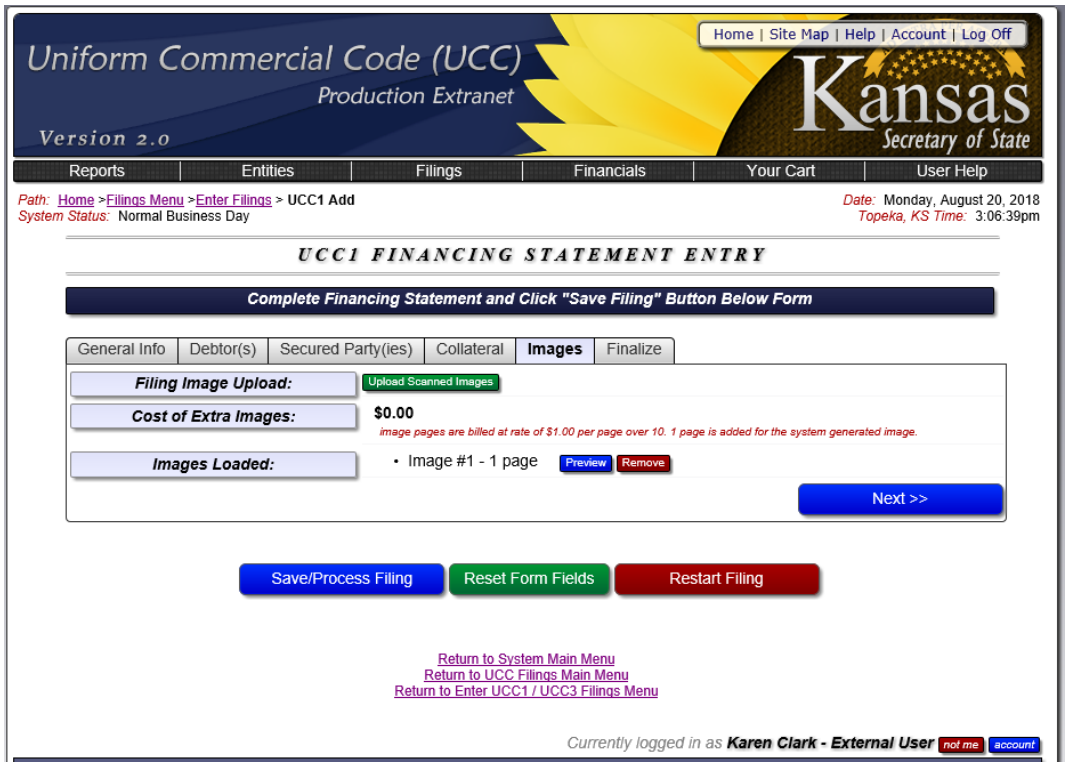


A window will open to display the uploaded pdf document. View the uploaded document to check for accuracy and close the window.

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.

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

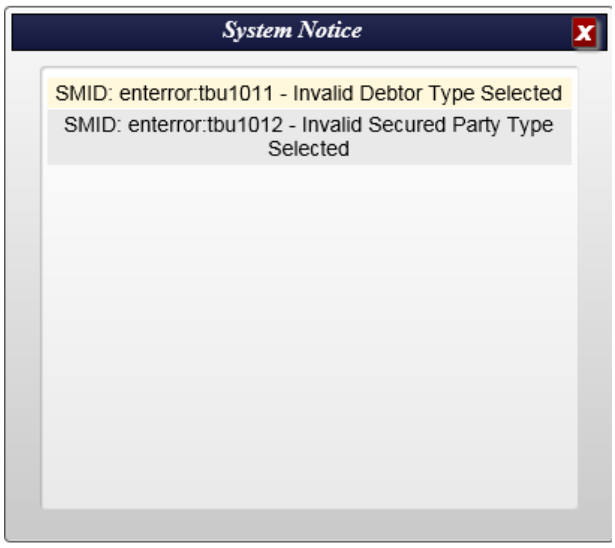
If your organization has set up Department Funding Code entries and you have selected *Pay Using Prepaid Account*, the system will allow you to select the appropriate funding code for this filing.

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.



The tab(s) where the error was detected will be outlined in red.

Click the tab with the error. The error message will be displayed and the field with the error will be identified. Make the corrections needed and repeat for any other tabs with errors.

When all errors have been corrected, click the Finalize tab, select *Yes* in the *Filing Entry Complete?* field and click Save/Process Filing.

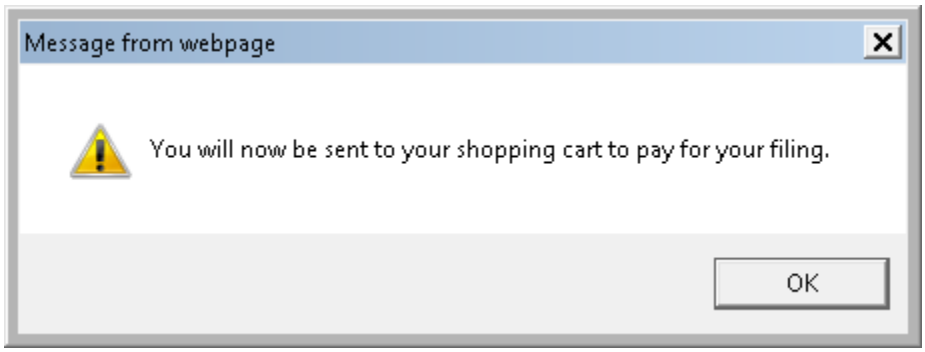
3. Reviewing Your Entries

A page to review your entries will be displayed. If changes are needed, click the Make Changes Before Filing button. You will be returned to the General Info tab and can use the tabs to navigate to the entries that need to be changed. Once necessary changes have been made, return to the Finalize tab, select *Yes* in the *Filing Entry Complete?* field and click Save/Process Filing. You will be returned to the review page.

Once all the entries are correct, click the File Financing Statement button.

If you selected to pay by prepaid account, the UCC has been filed and the UCC1 Filing Details page will be displayed. Otherwise, you will be taken to Your Cart to pay for the filing. Click the *OK* button.

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



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*.

2. Click *UCC1/UCC3 Filings*.

3. Click *UCC3 Filing Amendment Entry*.

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

4. 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.

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

Field Name	Description	Required/ Optional	Field Length
	has not lapsed, Not Valid will change to Valid.		
Choose an Authorizing Party	The name of the party of record authorizing this amendment. Select the authorized party from the drop down list. The drop down list will contain the following options: • The secured part(ies). • The debtor(s). • Secured Party: Unlisted Secured Party • Debtor: Unlisted Debtor If you select an existing secured party or debtor, the authorizing party type, name and mailing address will be automatically populated. 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. If this is an assignment, the authorizing party is the assignor.	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:

Field Name	Description	Required/ Optional	Field Length
Type(s) of Amendment(s)	The type(s) of amendment(s) to be filed. • Termination • Assignment • Continuation (if eligible for continuation) • Debtor Change • Secured Party Change • Collateral Change	R	

Field Name	Description	Required/ Optional	Field Length
	If a debtor is selected as the authorizing party, the only option available will be *Debtor Termination*. See the Allowed UCC3 Amendment Combinations section for types of amendments that can be filed at the same time.		
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	The fee associated with the filing(s) will be displayed. Note: If more than one type of amendment is selected, the fee will be updated accordingly.	System Generated	
Entity Responsible for Payment	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. 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. Note: If you are not filing the UCC3 for your entity, you may choose *An Entity MAY be Selected*. If you select this option, the filing will not be associated with your entity and will not be viewable on the Entity Details page.	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
	searches, the prepaid account balance will be displayed. 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.		

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.

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.

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

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*.

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

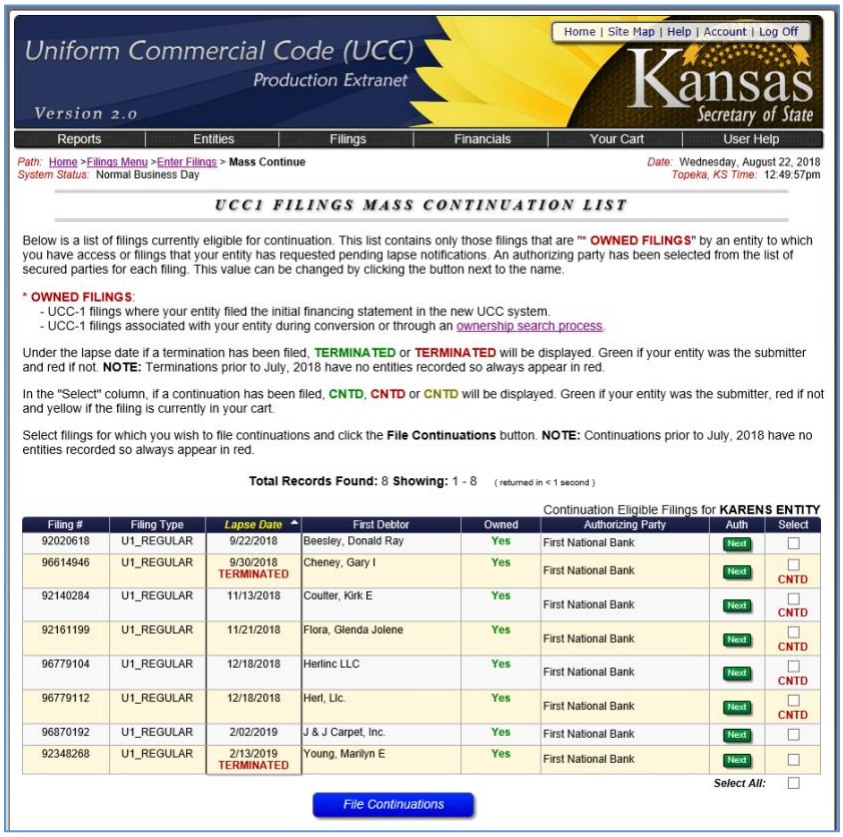
   Note: If your user account is associated with more than one entity, you will need to select the correct entity before the Mass Continuation page will be displayed.

   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.



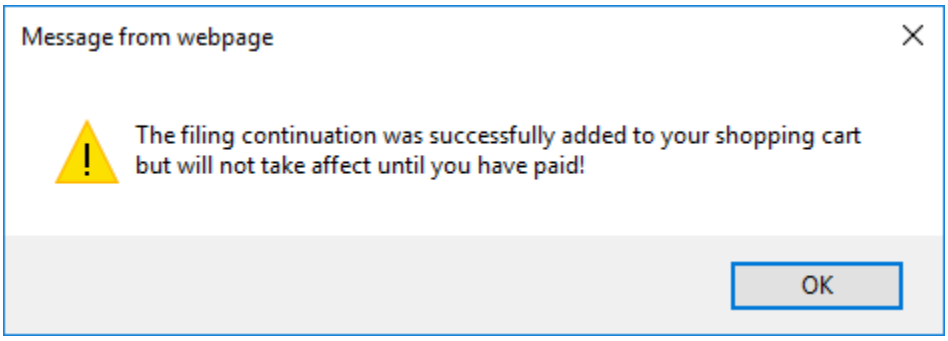
The table below lists the information displayed in the mass continuation list.

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 Next button in this column. The name in the Authorizing Party field will change when the Next 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 *File Continuations* 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.

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

Functionality	Description	Example
Add Additional Debtor	To add an additional debtor, click +1 in the Debtor Type label.	* Debtor #1 Type: +1
Delete A Debtor	To delete a debtor, select Delete Debtor.	☐ 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.	Details

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

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 +1 in the Secured Party Type label.	* Secured Party #1 Type: +1
Delete A Secured Party	To delete a secured party, select Delete Secured Party.	☐ 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.	Details

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

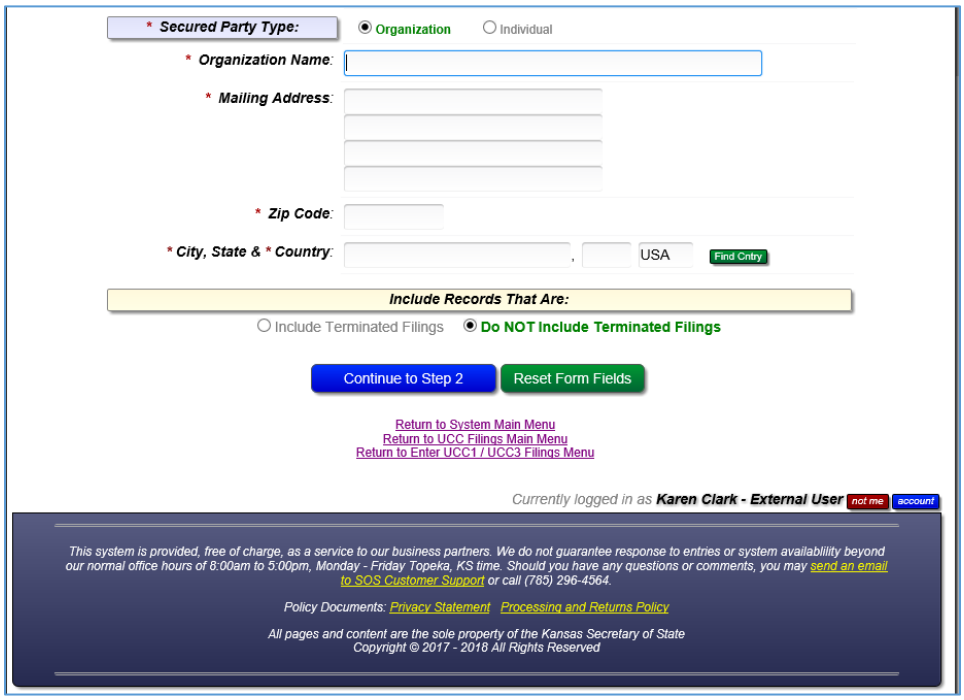
Step 2 – A list of UCCs that will be amended will be displayed. Any UCCs that are not to be included can be deselected.

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*.

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



3. Complete the fields on the Mass Continuation Secured Party Change Step 1 page as follows. When complete, click the Continue to Step 2 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: • All Secured Parties - Default • Individual Secured Parties – Deselect All Secured Parties and select individual secured party name/address combinations to be changed. Note: Only secured party name/address combinations for UCCs owned* by your entity will be displayed in the list.	R
Secured Party Type Secured Party Name Secured Party Address	Indicate the secured party type, name and address to change the selected secured party(ies) to. Refer to the Secured Party(ies) Tab in the Entering a UCC1 Financing Statement section for instructions on how to complete these fields.	R
Include Records That Are	Select whether or not to include terminated filings. Options: • Include Terminated Filings • Do NOT Include Terminated Filings - Default	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.

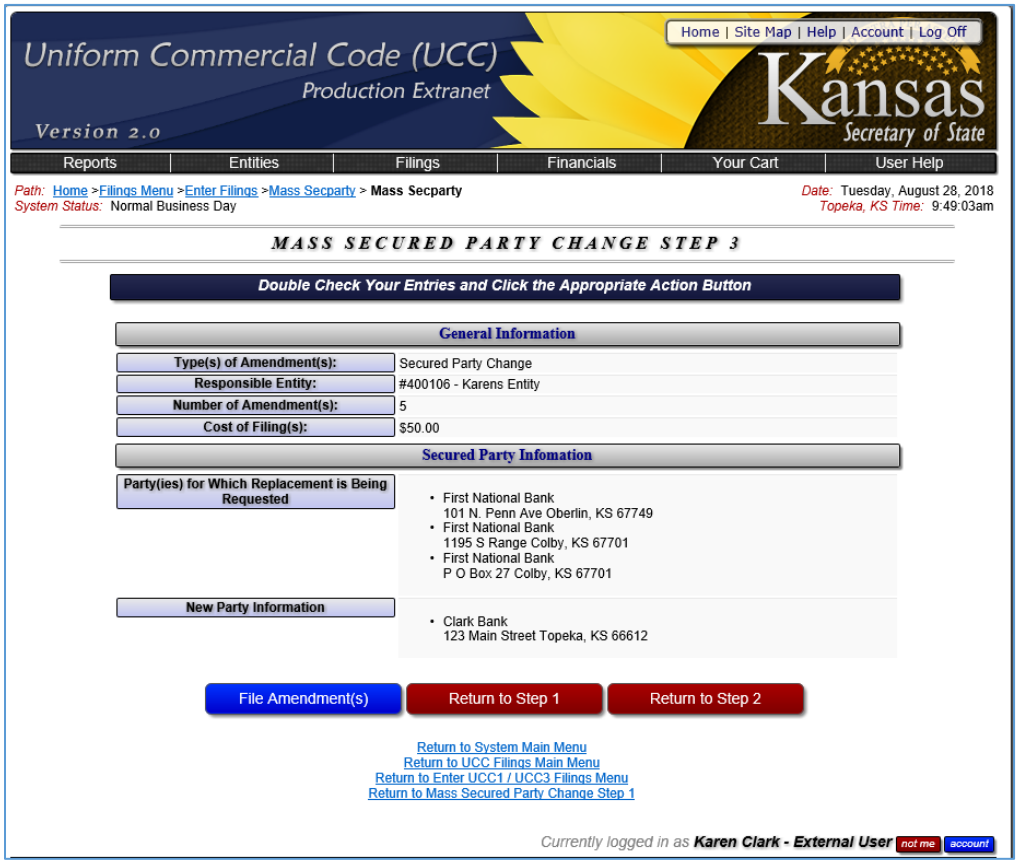
4. A list of UCCs to be amended will be displayed on the Mass Continuation Secured Party Change Step 2 page.

   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.

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.



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.

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

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.

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

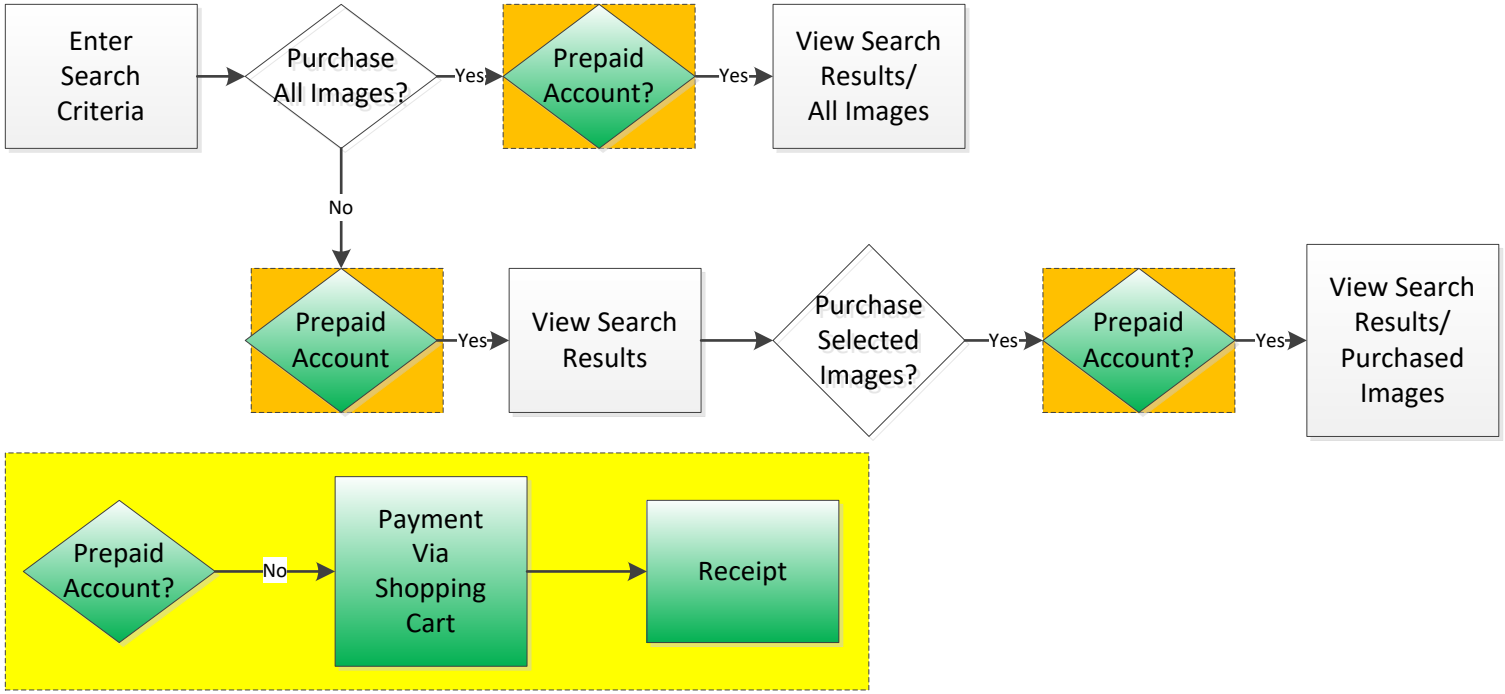
   A fee is not associated with the option to search your entity UCC filings. As a result, the flow of this option is relatively simple. To use this option, enter the search criteria for the UCC filing(s) you are looking for. The search results will then be displayed. To view or print the details of a filing, 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

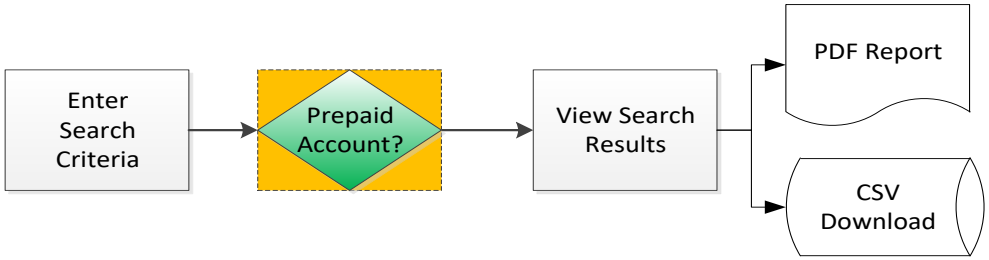
The flow of the Official UCC2 Record Search is the same as the Unofficial Filing Search except that the official search also generates a certified report of the search results in PDF format.

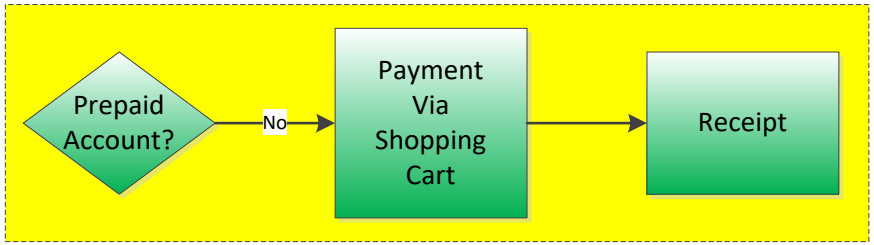
4. Secured Party Search

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.

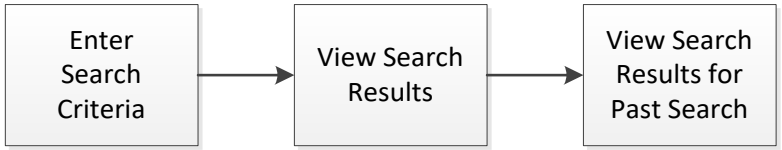
From the search results page you may generate a PDF report and/or download a CSV (Excel) file of the search results.





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*.

2. Click *UCC1/UCC3 Filing Searches*.

3. The Search UCC1/UCC3 Filings Menu will be displayed.

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
Details	In the search results list, use the Details button to toggle back and forth between the summany 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
Buy All UnBuy All	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		
Notify No Notify	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
	• File Continuations In Mass Option • Pending Lapse Notification (if your entity has selected to receive notifications). • Use the No Notify button to reverse the Notify selection.					
Buy $1.00 UnBuy	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. Use the UnBuy button to reverse selecting the Buy $1.00 button. Note: The amount displayed in the button will vary based on the number of pages associated with the filing.		X	X		

Functionality	Description	Search Your Entity UCC Filings	Unofficial Filing Search	Official UCC 2 Record Search	Review Past UCC Searches	Secured Party Search
All Purchased Copies	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			
View	Click the *View* button on the search results page to view, save and/or print purchased images. To display the View button, click the *Details* button.		X	X		
Official Results	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		
Results + Purchased Copies	Click the *Results + Purchased Copies* button to include images you have purchased in the PDF file with the Official Search Results report.			X		
CSV Download	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
PDF Report	Use this option to create a report of the Secured Party Search results to view, save and/or print.					X
Cart Balance: $0.00 Pay For Items	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. To puchase the images, click *Pay For Items*. You will be taken to Your Cart to pay for the images.		X	X		

As you use the searches, two buttons are available to you.

Functionality	Description
Reset Form Fields	The Reset Form Fields button will clear the selected search options.
Use Last Criteria	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.

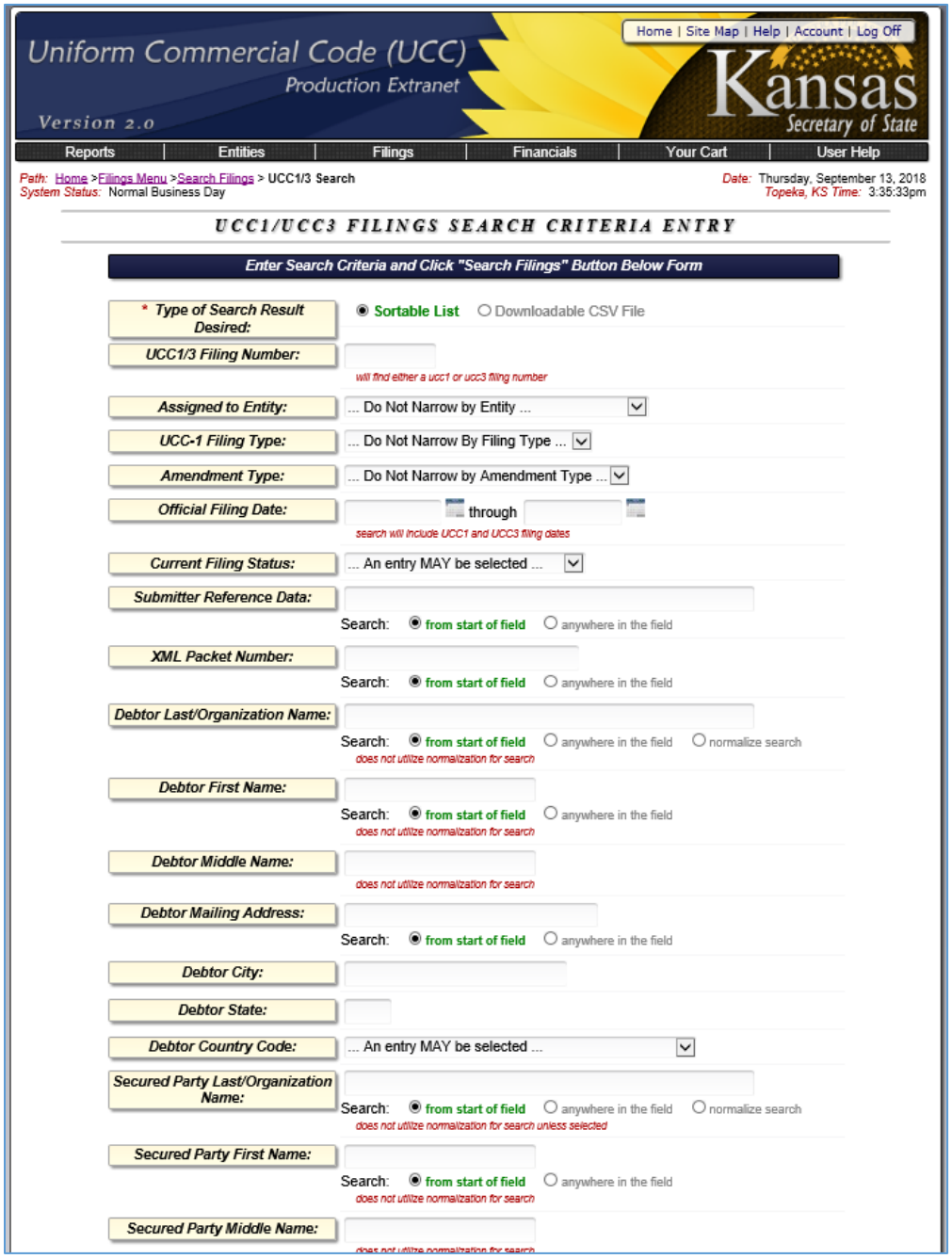
*Owned UCCs:

- 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*.

2. A page to enter the search criteria will be displayed.



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. **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 Search for Monetary Receipts option. This includes assignments and secured party changes.**	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*. • From Start of Field – Default • Anywhere in the Field	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*. • From Start of Field – Default • Anywhere in the Field	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*. • From Start of Field – Default • Anywhere in the Field • 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.	O
Debtor First Name	Enter the individual debtor first name to search for and select the type of search operation to perform*. • From Start of Field – Default • Anywhere in the Field Note: The debtor first name is not normalized.	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*. • From Start of Field - Default • Anywhere in the Field Note: Only the 1st address line is searched.	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*. • From Start of Field – Default • Anywhere in the Field • 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.	O
Secured Party First Name	Enter the individual secured party first name to search for and select the type of search operation to perform*. • From Start of Field – Default • Anywhere in the Field Note: The secured party first name is not normalized.	O
Secured Party Middle Name	Enter the individual secured party middle name to search for. Note: The debtor middle name is not normalized.	O
Secured Party Mailing address	Enter the mailing address for the secured party and select the type of search operation to perform*. • From Start of Field - Default • Anywhere in the Field Note: Only the 1st address line is searched.	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
Include Records That Are		
Type of Filing	Select the type of filing to include in the search. • UCC1 Filings Only • UCC3 Filings Only • Either - Default	R
Type of Debtor	Select the type of debtor to include in the search.	R

Field Name	Description	Required/ Optional
	• Individual Debtors Only • Organization Debtors Only • Either – Default Note: Ensure that the debtor name fields entered correspond to the type of search selected.	
Type of Secured Party	Select the type of secured party to include in the search. • Individual Secured Parties Only • Organization Secured Parties Only • Either – Default Note: Ensure that the secured party name fields entered correspond to the type of search selected.	R

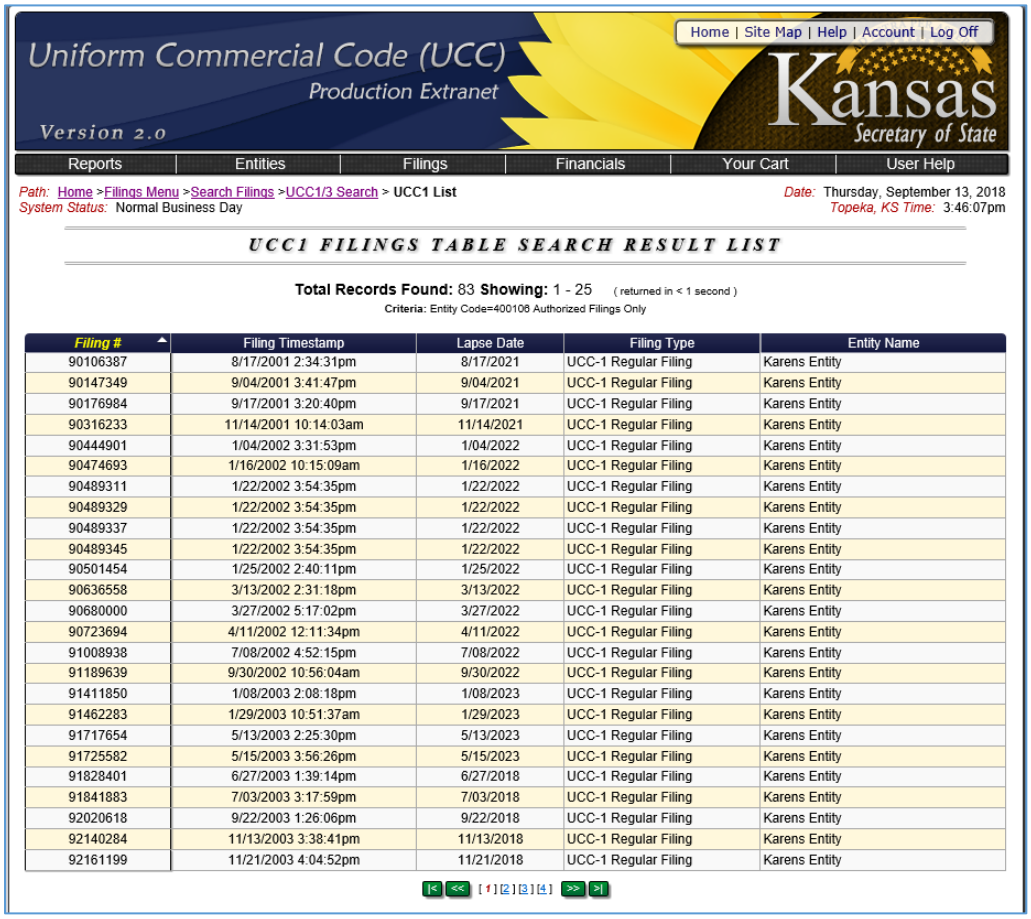
*Search Operation	Description
From Start of Field	Will find records that begin with the search term in the field.
Anywhere in the Field	Will find records with the search term somewhere in the field (beginning, end, or in the middle).

Note: Entering partial information in a search field may cause you to find broader results.

3. 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.



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

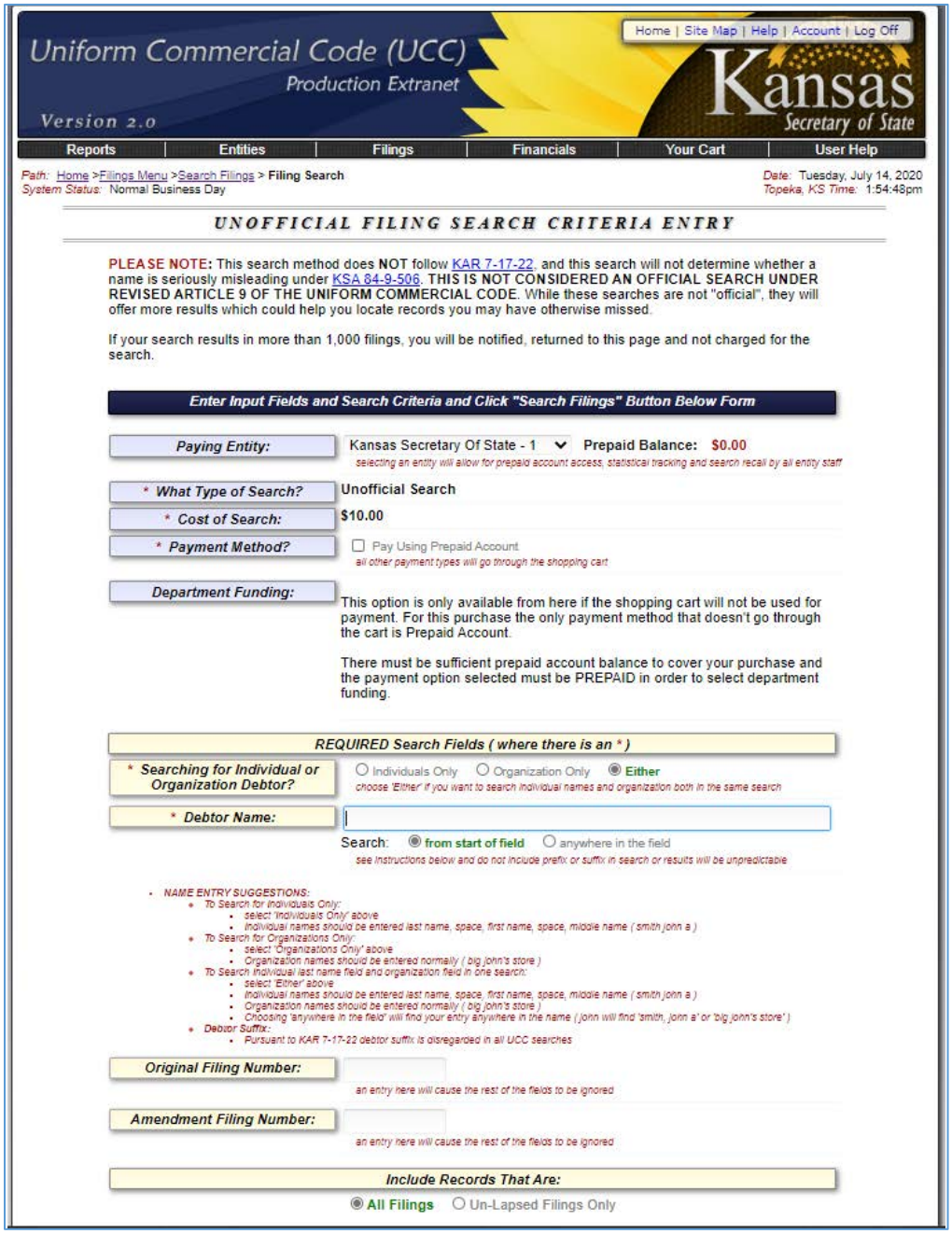
The Unofficial Filing Search is not considered an Official Search. It utilizes the same rules as the official search to normalize the name being searched but it **does not yield results that are an exact match** like the official search does. Instead, the unofficial search provides options to search 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*.

2. A page to enter the search criteria will be displayed.



Complete the fields on the search criteria page as needed and click the Search Filings button.

Field Name	Description	Required/ Optional
Paying Entity	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. 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. Note: If you are not performing this search for your entity you may select *An Entity MAY be Selected*. If you select this option, the search will not be associated with your entity and will not be viewable on the Entity Details page.	O
Prepaid Balance	If your organization has established a prepaid account to be used to pay for filings and searches, the prepaid account balance will be displayed. 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.	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 Your Cart 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 funding code for the search.	O
Required Search Fields Section		
Searching for Individual or Organization Debtor?	Select the type of debtor to search for. • Individuals Only • Organization Only • Either - Default	R

Debtor Name	Enter the name to search for and select the type of search operation to perform*.
	• From Start of Field - Default
	• Anywhere in the Field
	
	Format for Entering Names:
	• Individual – Enter last name space first name without commas or other special punctuation.
	  ○ Example: Smith John A
	• Organization – Enter the name normally.
	  ○ Example: Big John's Store
		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
Include Records That Are Section		
All Filings Un-Lapsed Filings Only	Select if the search results are to include: • All Filings in the UCC database - Default • Un-Lapsed Filings Only 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).

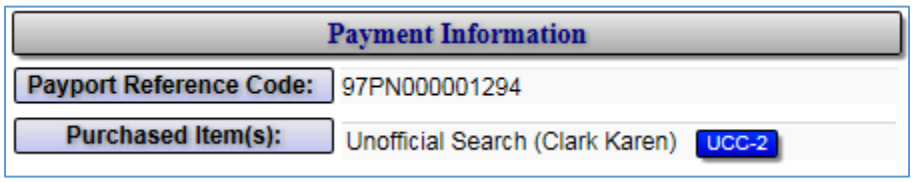
Note: Entering a partial name may cause you to find more results.

- 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.



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
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

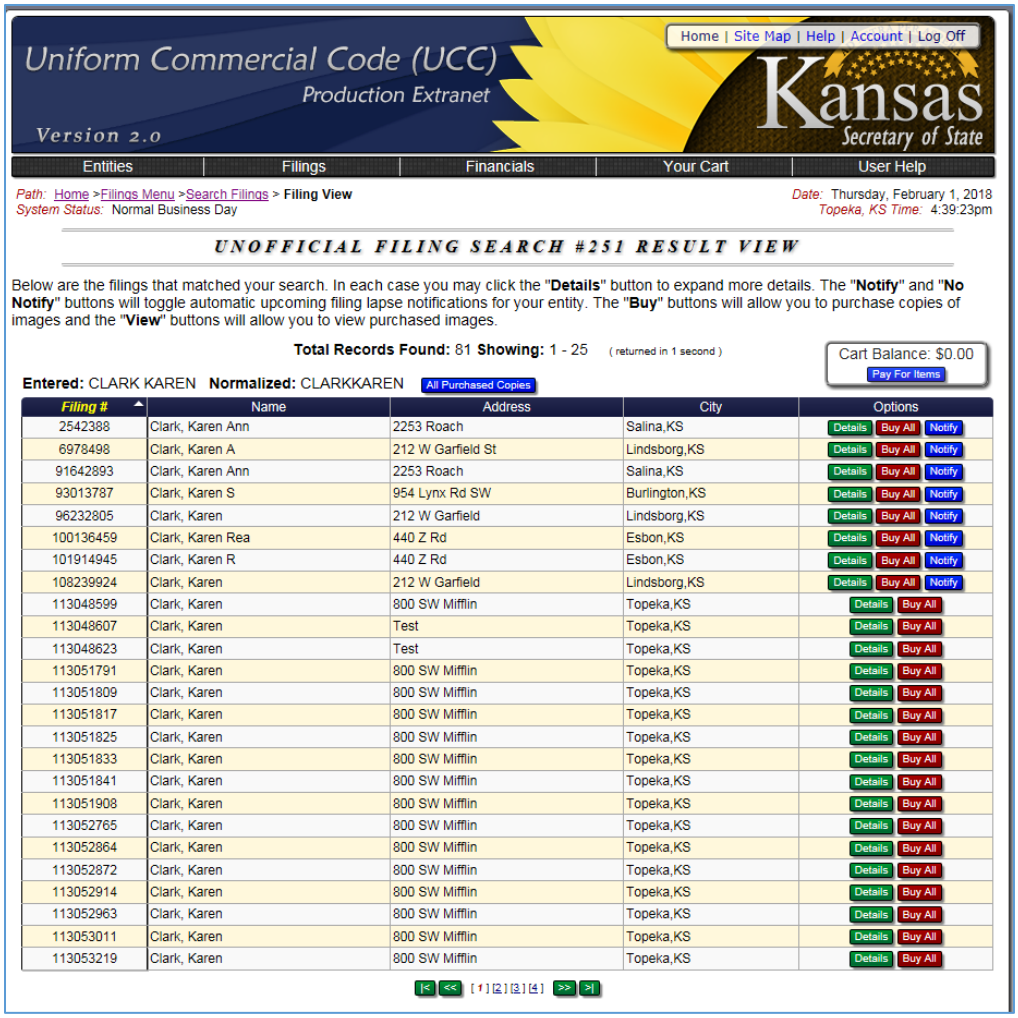
To view and print all purchased images, click the *Generate a PDF Containing All Images* link in the Available Options section

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.



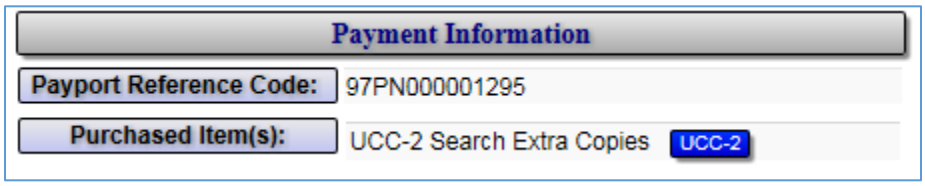
The table below lists the information displayed on the search results page.

Field	Description
Search Record Number	The number assigned to the search by the UCC system. Example: Unofficial Filing Search #251 Result View.
Total Records Found	The total number of matching UCC1s found and the number of records showing on the current page.
Entered	The name of the debtor as it was entered in the Debtor Name field on the search criteria page.
Normalized	The name of the debtor after it has been normalized according to KAR 7-17-22(a).
Filing #	The UCC1 filing number.
Name	The debtor name(s) associated with a UCC that contains a debtor that matches the normalized name.

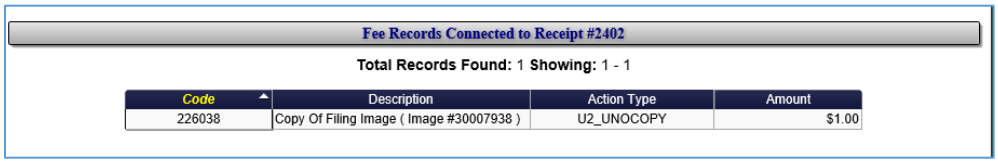
Field	Description
Address	The debtor address(es) associated with a UCC that contains a debtor that matches the normalized name.
City	The debtor city(ies) associated with a UCC that contains a debtor that matches the normalized name.
Options	
See Working with Search Options.	

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).



You may also view and print the images by clicking on the fee record from the Monetary Receipt Details page.



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.

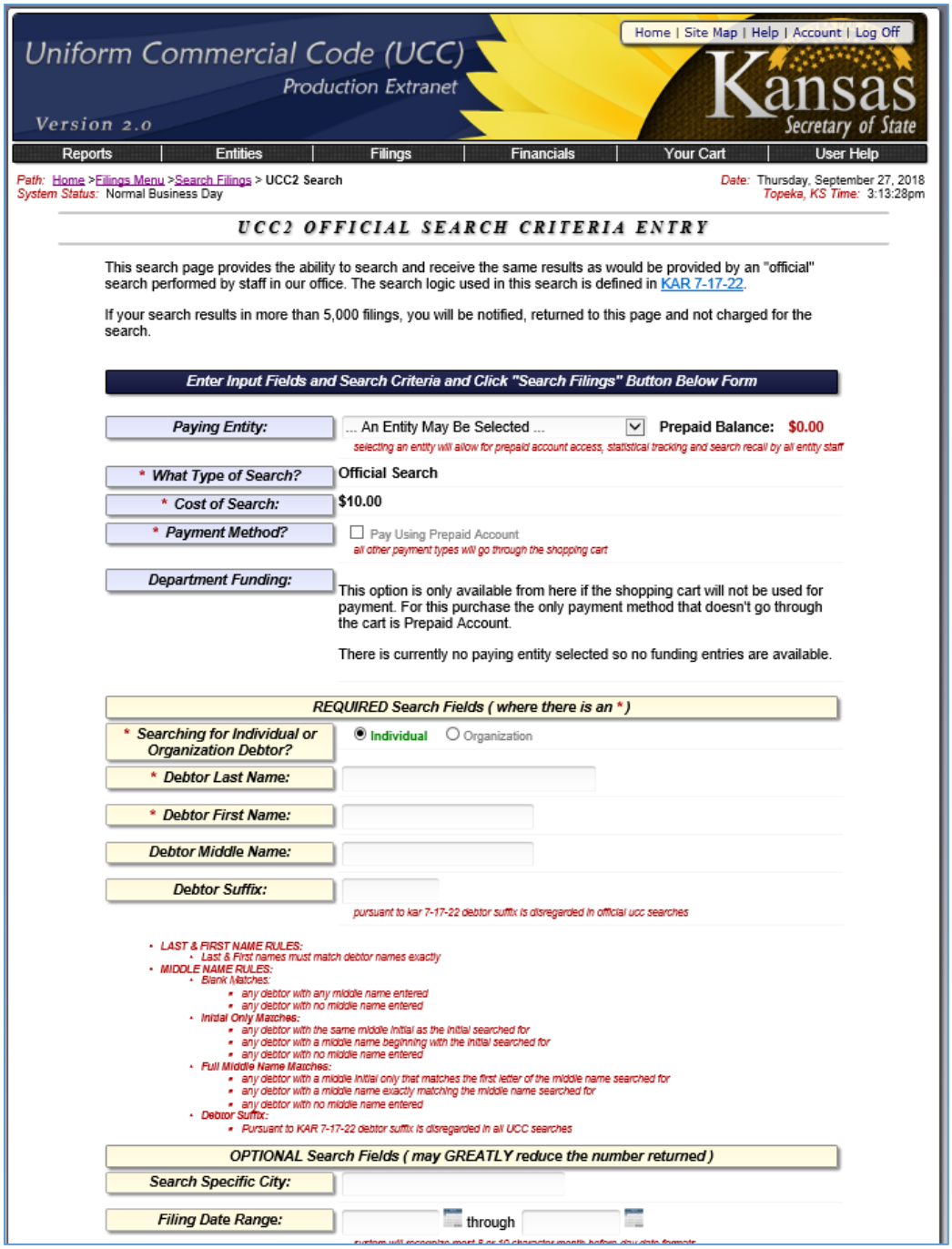
G. Official UCC2 Record Search

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*.

2. A page to enter the search criteria will be displayed.



Complete the fields on the search criteria page as needed and click the Search Filings button.

Field Name	Description	Required/ Optional
Paying Entity	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. 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 Accoutn 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. Note: If you are not performing this search for your entity you may select *An Entity MAY be Selected*. If you select this option, the search will not be associated with your entity and will not be viewable on the Entity Details page.	O
Prepaid Balance	If your organization has established a prepaid account to be used to pay for filings and searches, the prepaid account balance will be displayed. 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.	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 *Pay Using Prepaid Account*. Otherwise, leave the Payment Method checkbox blank and you will be taken to Your Cart 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
Required Search Fields Section		

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. See KAR 7-17-22 for the full standardized search logic.
 	
Last and First Name Rules:
• Individual - Last and First names must match debtor names exactly.
• Organization – Organization name must match debtor name exactly.
 	
Middle Name Rules:
• Blank Matches:
  ○ Any debtor with any middle name searched for.
  ○ Any debtor with no middle name searched for.
• 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.		

Searching for Individual or Organization Debtor?	Select the type of debtor to search for. • Individual - Default • Organization	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
Optional Search Fields Section		
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. • Individual - Default • Organization	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
Include Records That Are Section		
All Filings Un-Lapsed Filings Only	Select if the search results are to include: • All Filings in the UCC database - Default • Un-Lapsed Filings Only Note - UCC filings are purged from the database one year after they have lapsed.	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) UCC-2

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

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.

5. If you selected to pay by prepaid account, the UCC2 Official 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.

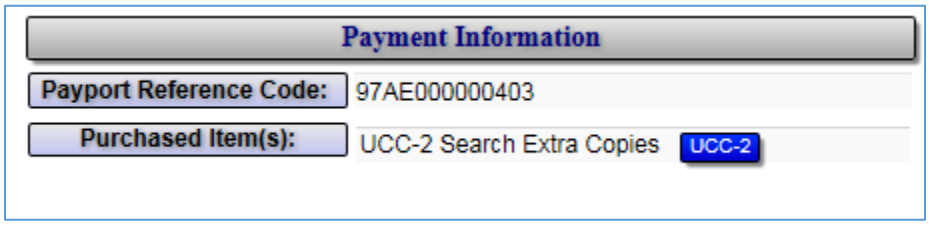
The table below lists the information displayed on the search results page.

Field	Description
Search Record Number	The number assigned to the search by the UCC system. Example: UCC2 Official Search #6342 Result View.
Total Records Found	The total number of matching UCC1s found and the records showing on the current page.
Entered	The name of the debtor as it was entered in the debtor name field(s) on the search criteria page.
Normalized	The name of the debtor after it has been normalized according to KAR 7-17-22(a).
Filing #	The UCC1 filing number.
Name	The debtor name associated with a UCC that matches the normalized name.
Address	The address of the debtor associated with a UCC that matches the normalized name.

Field	Description
City	The city of the debtor associated with a UCC that matches the normalized name.
Options	
See Working with Search Options.	

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).

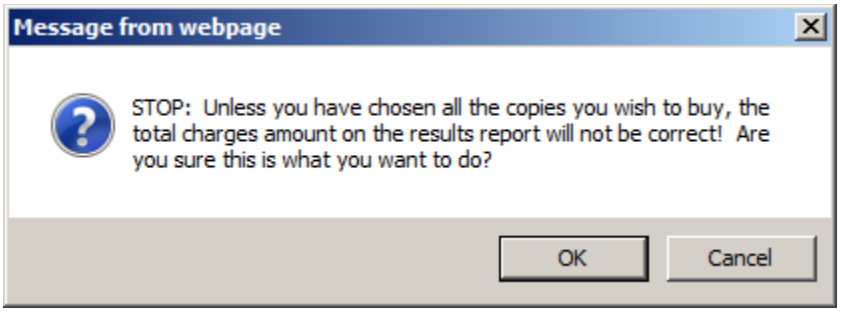


You may also view and print the images by clicking on the fee record from the Monetary Receipt Details page.

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.

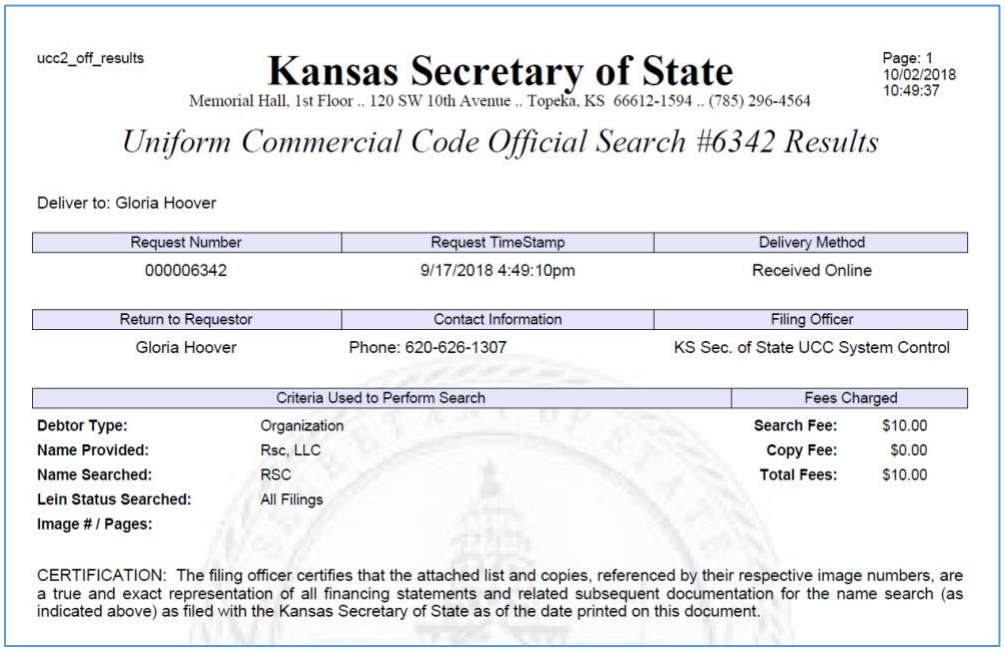
7. To view the Official Search Results report, click the Official Results button. Click the *OK* button to verify that you have purchased all copies you wish to purchase now or *Cancel* to purchase additional copies now. This step is necessary to ensure that the correct fee for copies is included in 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 KAR 7-17-22(a).

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 KAR 7-17-22(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.
Fees Charged	
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.
Search Results	
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*.

2. A page to enter the search criteria will be displayed.

Complete the fields on the search criteria page as needed and click the

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: • Unofficial Search • Unofficial Search No-Charge • Official Search • Official Search No-Charge	O

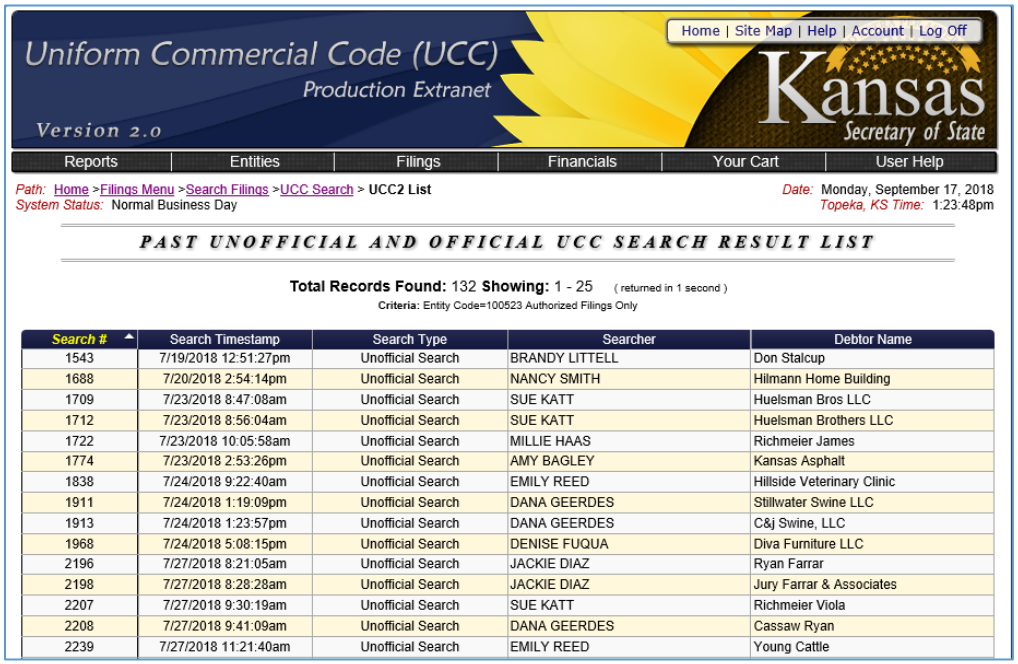
Field Name	Description	Required/ Optional
Original Search Date	The date or date range when the search was originally performed.	O
Debtor Last/Organization Name	Enter the individual debtor last name or organization name to search for and select the type of search operation to perform*. • From Start of Field - Default • Anywhere in the Field	O
Individual First Name	Enter the individual debtor first name to search for and select the type of search operation to perform*. • From Start of Field - Default • Anywhere in the Field	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. • Individual Debtors Only • Organization Debtors Only • Either - Default	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.

3. 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.



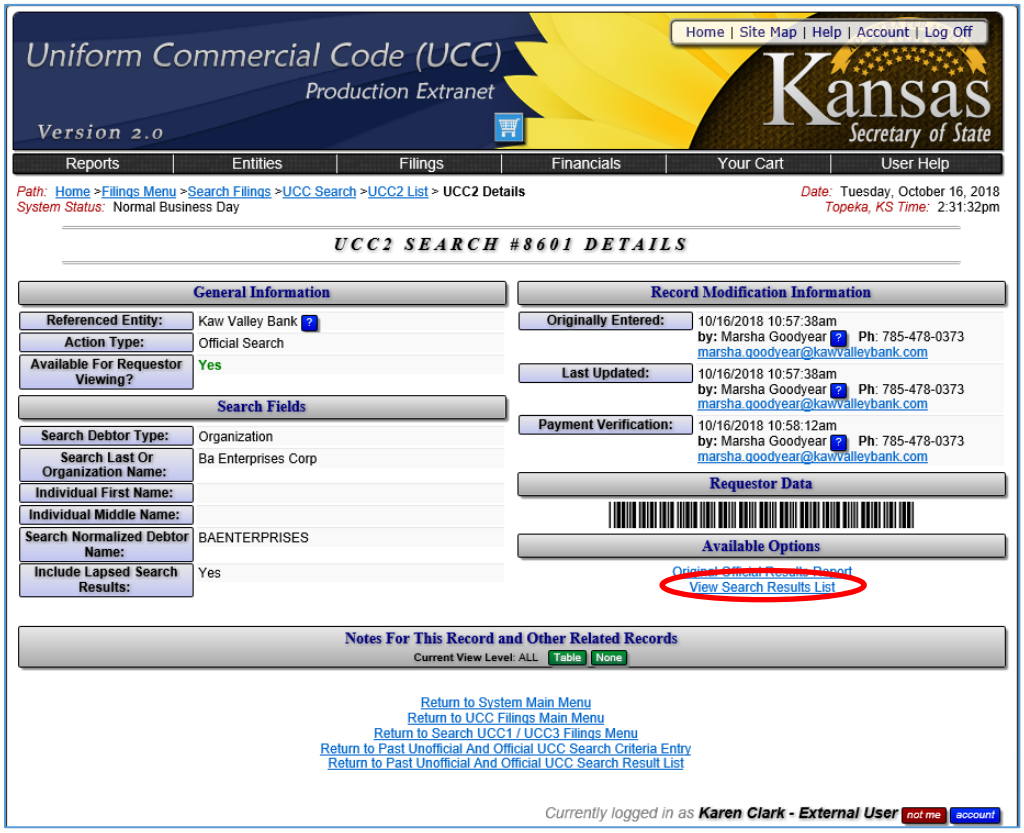
Search #	Search Timestamp	Search Type	Searcher	Debtor Name
1543	7/19/2018 12:51:27pm	Unofficial Search	BRANDY LITTELL	Don Stalcup
1688	7/20/2018 2:54:14pm	Unofficial Search	NANCY SMITH	Hilmann Home Building
1709	7/23/2018 8:47:08am	Unofficial Search	SUE KATT	Huelsman Bros LLC
1712	7/23/2018 8:56:04am	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: • Unofficial Search • Unofficial Search No-Charge • Official Search • Official Search No-Charge
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.



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
General Information Section	
Referenced Entity	The Entity associated with the search. Click the link to view the Entity Details page.
Action Type	The type of search.
Search Fields Section	
The search fields section varies based on the type of search (See tables below).	
Record Modification Section	
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.
Available Options	
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.
Notes Section	
Not currently used by external users.	

Unofficial Search - Search Fields Section	
Search Debtor Type	The type of debtor searched for. • Individual • Organization This field does not display if Either was selected.
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 KAR 7-17-22(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	The type of debtor searched for. • Individual • Organization
Search Last or Organization Name	If Individual, the debtor last name searched for. If Organization, the organization debtor name searched for.
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 KAR 7-17-22(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	If Individual, the secured party last name searched for. If Organization, the organization secured party name searched for.
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 KAR 7-17-22(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

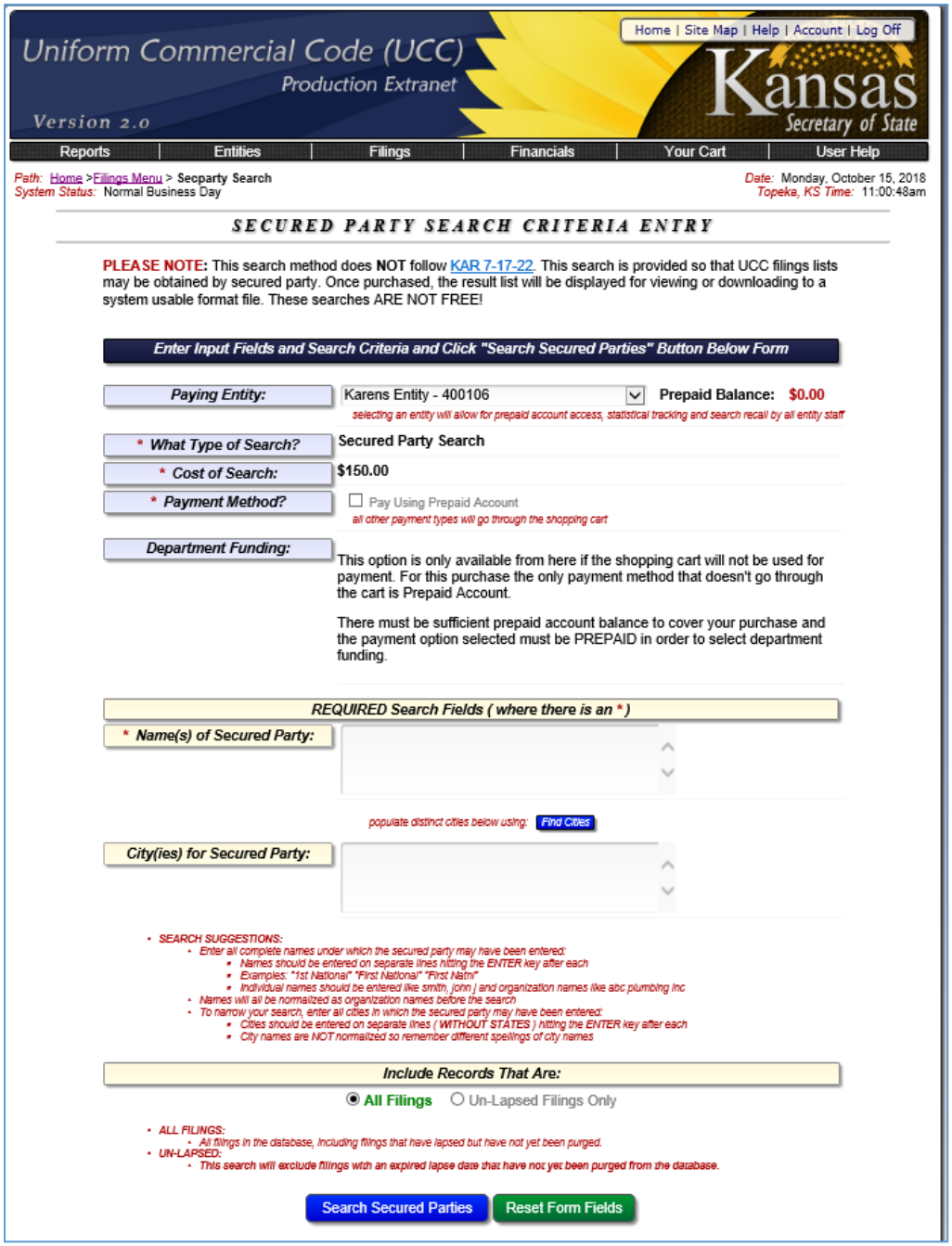
The Secured Party Search allows you to search for UCC filings based on the name of one or more secured parties. It is generally used when secured parties are merging and the new secured party needs to know all UCCs requiring amendment. **The Secured Party Search is not considered an Official Search.**

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*.

2. A page to enter the search criteria will be displayed.



Complete the fields on the search criteria page as needed and click the Search Secured Parties button.

Field Name	Description	Required/ Optional
Paying Entity	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. 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. Note: If you are not performing this search for your entity you may select *An Entity MAY be Selected*. If you select this option, the search will not be associated with your entity and will not be viewable on the Entity Details page.	O
Prepaid Balance	If your organization has established a prepaid account to be used to pay for filings and searches, the prepaid account balance will be displayed. 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.	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 *Pay Using Prepaid Account*. Otherwise, leave the Payment Method	O

Field Name	Description	Required/ Optional
	checkbox blank and you will be taken to Your Cart 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
Required Search Fields Section		

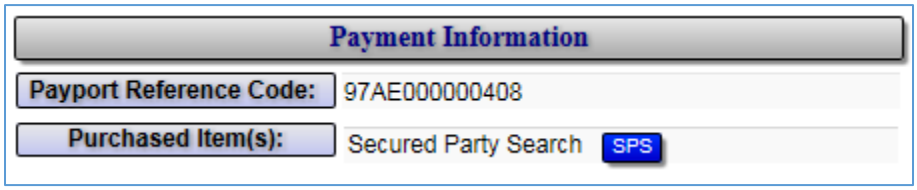
Name(s) of Secured Party	Enter all complete names under which the secured party may have been entered. Names are to be entered on separate lines hitting the Enter key after each name.
	• Example Name Variations – 1st National, First National, First Natnl
	
	Format for Entering Names:
	• Individual – Enter the last name followed by the first name without commas or other special punctuation.
	  ○ Example: Smith John A
	• Organization – Enter the name normally.
	  ○ Example: Big John's Store
	
	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).
		R

City(ies) for Secured Party	To narrow the results of the secured party search, enter the city(ies) associated with the address of the secured party. You may click the Find Cities button to generate a listing of the cities associated with the name of the secured party. Cities must be entered on separate lines hitting the Enter key after each city name. City names are not normalized so remember different spellings of city names.	O
Include Records That Are Section		
All Filings Un-Lapsed Filings Only	Select if the search results are to include: • All Filings in the UCC database - Default • Un-Lapsed Filings Only	R

Field Name	Description	Required/ Optional
	Note - UCC filings are purged from the database one year after they have lapsed.	

3. If you did not select to pay by prepaid account, you will be taken to Your Cart to pay for the search.

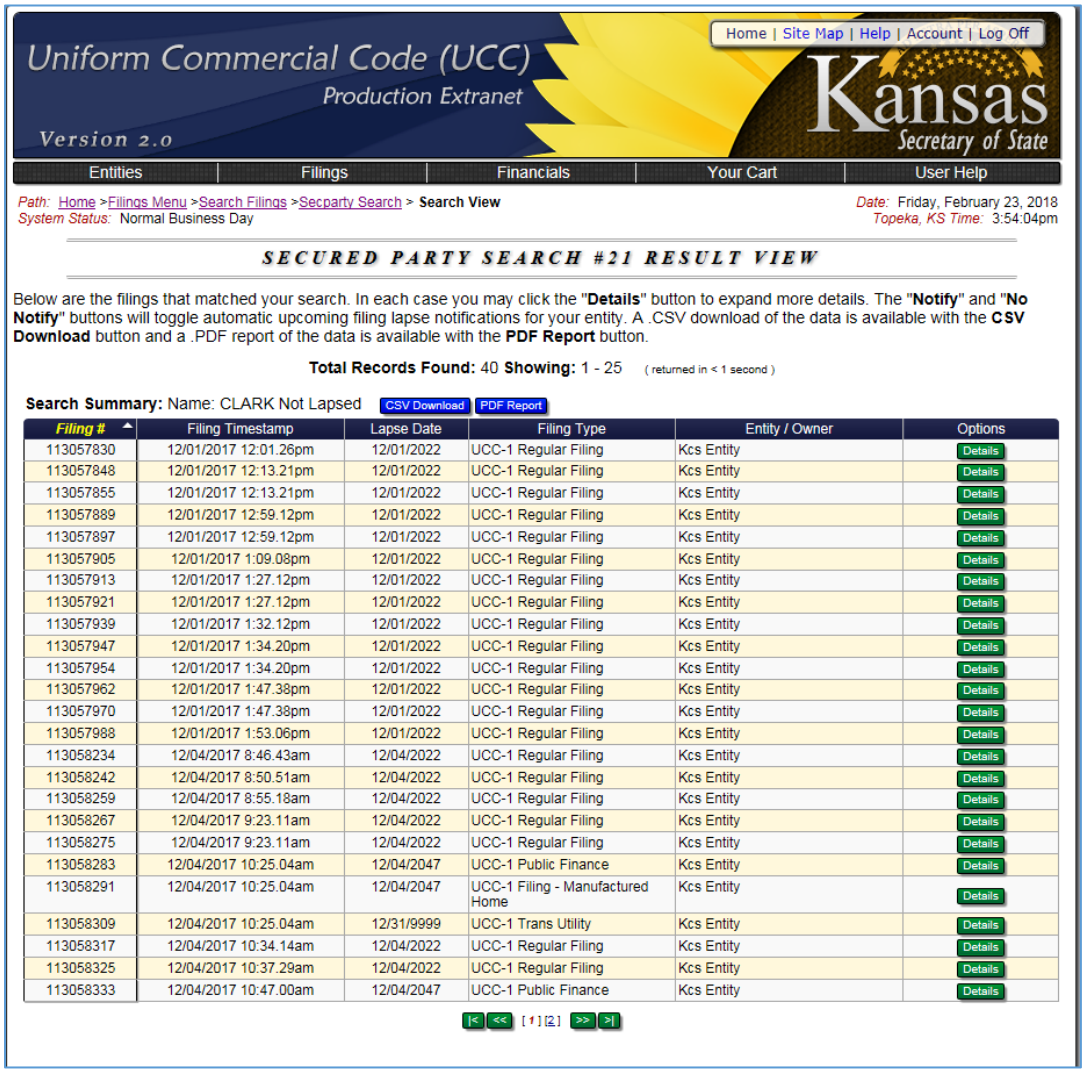
   After paying for the search, you will be taken to the Monetary Receipt Details page. Click the link to the Secured Party Search SPS in the Payment Information section to go to the Secured Party Search Results page.



4. 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 < 1 second)

Search Summary: Name: CLARK Not Lapsed CSV Download PDF Report

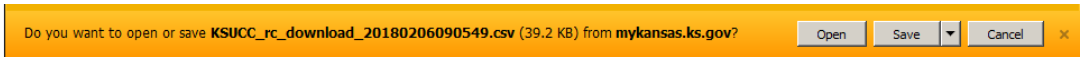
Filing #	Filing Timestamp	Lapse Date	Filing Type	Entity / Owner	Options
113057830	12/01/2017 12:01.26pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057848	12/01/2017 12:13.21pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057855	12/01/2017 12:13.21pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057889	12/01/2017 12:59.12pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057897	12/01/2017 12:59.12pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057905	12/01/2017 1:09.08pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057913	12/01/2017 1:27.12pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057921	12/01/2017 1:27.12pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057939	12/01/2017 1:32.12pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057947	12/01/2017 1:34.20pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057954	12/01/2017 1:34.20pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057962	12/01/2017 1:47.38pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057970	12/01/2017 1:47.38pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113057988	12/01/2017 1:53.06pm	12/01/2022	UCC-1 Regular Filing	Kcs Entity	Details
113058234	12/04/2017 8:46.43am	12/04/2022	UCC-1 Regular Filing	Kcs Entity	Details
113058242	12/04/2017 8:50.51am	12/04/2022	UCC-1 Regular Filing	Kcs Entity	Details
113058259	12/04/2017 8:55.18am	12/04/2022	UCC-1 Regular Filing	Kcs Entity	Details
113058267	12/04/2017 9:23.11am	12/04/2022	UCC-1 Regular Filing	Kcs Entity	Details
113058275	12/04/2017 9:23.11am	12/04/2022	UCC-1 Regular Filing	Kcs Entity	Details
113058283	12/04/2017 10:25.04am	12/04/2047	UCC-1 Public Finance	Kcs Entity	Details
113058291	12/04/2017 10:25.04am	12/04/2047	UCC-1 Filing - Manufactured Home	Kcs Entity	Details
113058309	12/04/2017 10:25.04am	12/31/9999	UCC-1 Trans Utility	Kcs Entity	Details
113058317	12/04/2017 10:34.14am	12/04/2022	UCC-1 Regular Filing	Kcs Entity	Details
113058325	12/04/2017 10:37.29am	12/04/2022	UCC-1 Regular Filing	Kcs Entity	Details
113058333	12/04/2017 10:47.00am	12/04/2047	UCC-1 Public Finance	Kcs Entity	Details

|< << [1][2] >> >|

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.
Options	
See Working with Search Options.	

6. If you select CSV Download, you will be presented with the option to Open or Save the file. Click *Open*.



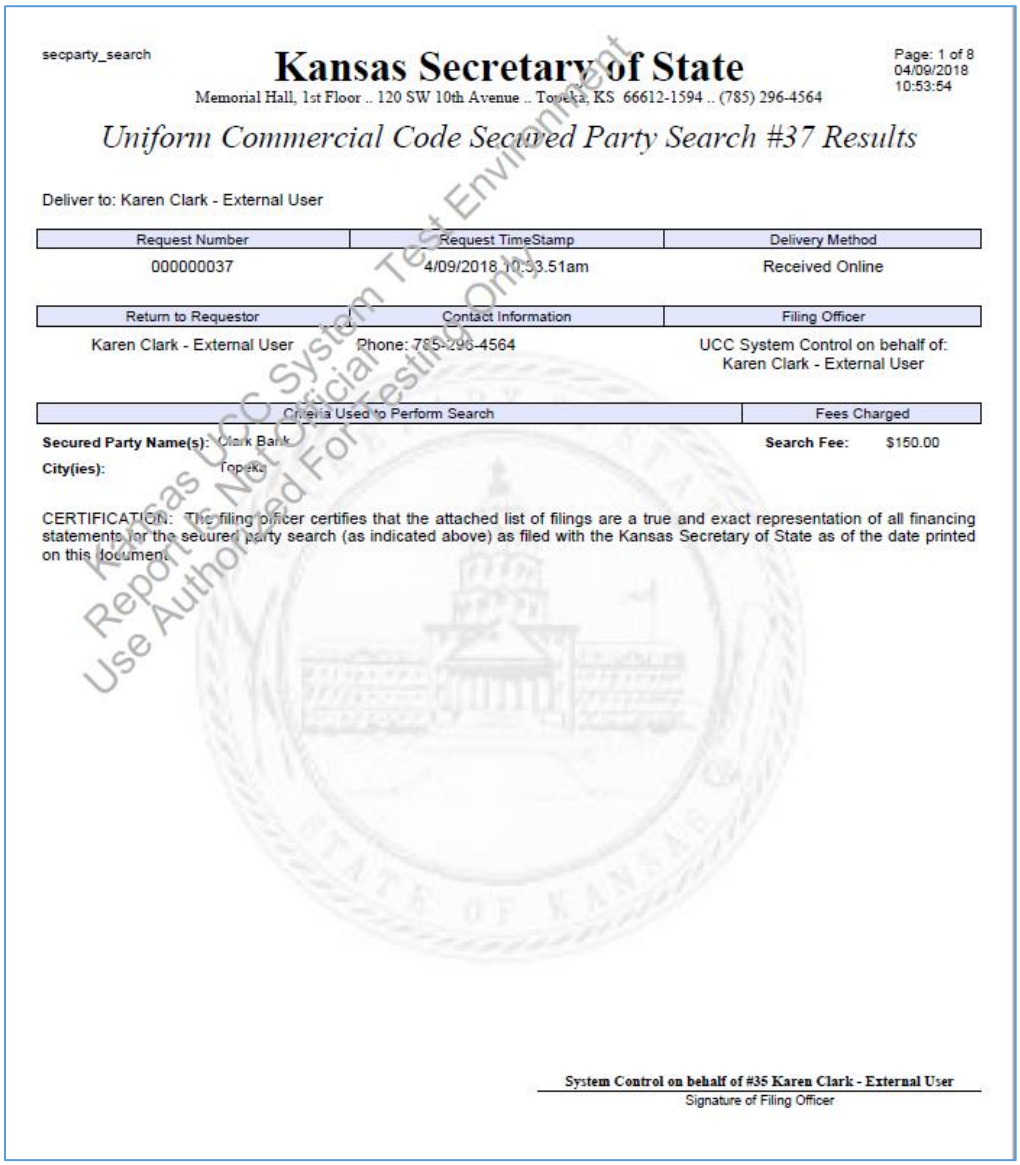
7. Excel will open with the following information for the filings that met the search criteria. You may use the Excel file in whatever manner is needed for your internal process.

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.

Kansas UCC System Test Environment
Reports Not Official
Use Authorized For Testing Only

System Control on behalf of #35 Karen Clark - External User
Signature of Filing Officer

secparty_search

Kansas Secretary of State

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

Page: 2 of 8
04/09/2018
10:53:54

Uniform Commercial Code Secured Party Search #37 Results

This listing reflects filings for a Secured Party with criteria as follows:

Name: CLARK City: TOPEKA Not Lapsed

Please verify the above information is correct and complete. All names have been normalized to narrow searches.

Request Number: 000000037 **Request TimeStamp:** 4/09/2018 10:53.51am

Description of Filing	Filing #	Request TimeStamp	Image #(s)	Pages
UCC-1 Regular Filing	113057830	12/01/2017 12:01.26pm	30007885	1

Debtor Information	Secured Party Information
CLARK, KAREN 800 SW Mifflin Road Topeka, KS 66606	CLARK BANK 1000 SW Jackson Street Topeka, KS 66612

Description of Filing	Filing #	Request TimeStamp	Image #(s)	Pages
UCC-1 Regular Filing	113057848	12/01/2017 12:13.21pm	30007886	1

Debtor Information	Secured Party Information
CLARK, STAN 800 SW Mifflin Road Topeka, KS 66606	CLARK BANK 1000 SW Jackson Street Topeka, KS 66612

Description of Filing	Filing #	Request TimeStamp	Image #(s)	Pages
UCC-1 Regular Filing	113057855	12/01/2017 12:13.21pm	30007887	1

Debtor Information	Secured Party Information
CLARK, KAREN 800 SW Mifflin Road Topeka, KS 66606	CLARK BANK 1000 SW Jackson Street Topeka, KS 66612

The table below lists the information displayed in the Official Search Results Report.

Field	Description
Page	The page number and number of pages in the report.
Date/Time	The date and time the PDF report was generated.
Search Record Number	The number assigned to the search by the UCC system. Example: Uniform Commercial Code Secured Party Search #37 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 report was created.
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.

Field	Description
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	
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.
Fees Charged	
Search Fee	The fee for the search.
Search Results	
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.

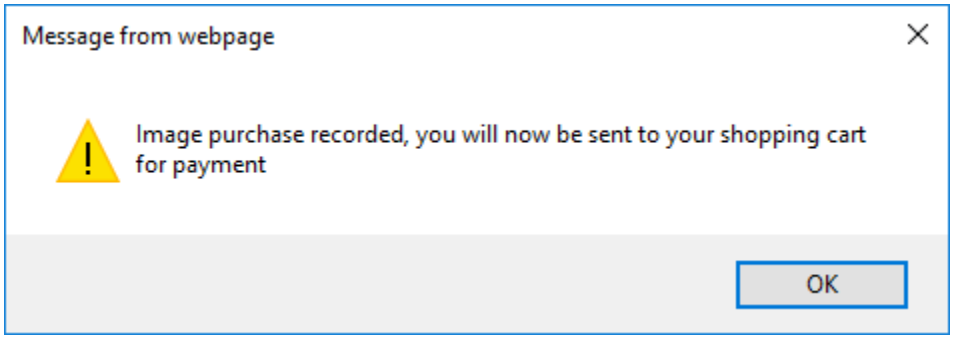
1. From the UCC Filings Main Menu, click *Purchase An Individual Image*.

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.

Field Name	Description	Required/ Optional
Entity Responsible for Payment	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. 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	O

Field Name	Description	Required/ Optional
	system and users associated with your entity will be able to view the filing at any time at no charge. Note: If you are not obtaining the image(s) for your entity, you may select *An Entity MAY be Selected*. 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.	
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.

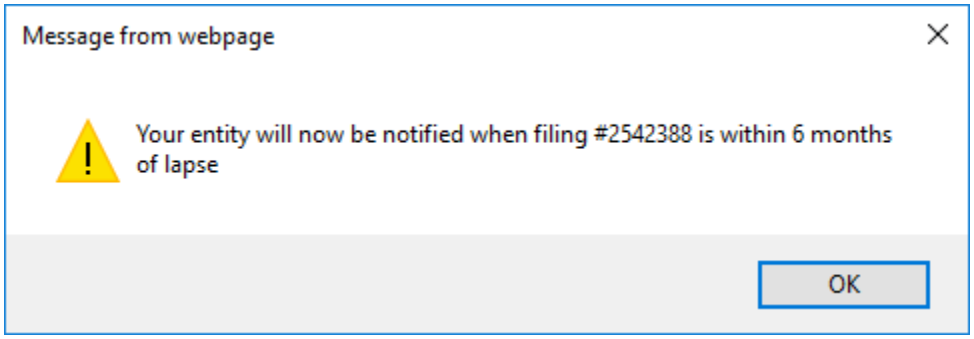
To request a notification, follow the steps listed below.

1. From the UCC Filings Main Menu, click *Request Notification For A Filing*.

2. Complete the fields on the Request Notification For A Filing page as follows. When complete, click the Request Notification button.

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*.

2. From the System Entities Menu, select *Entity Ownership Search*.

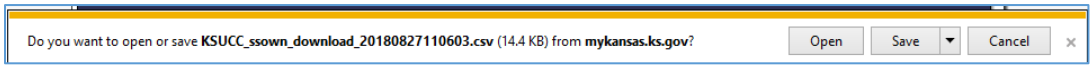
3. The Entity Ownership Search Criteria Entry page will be displayed.

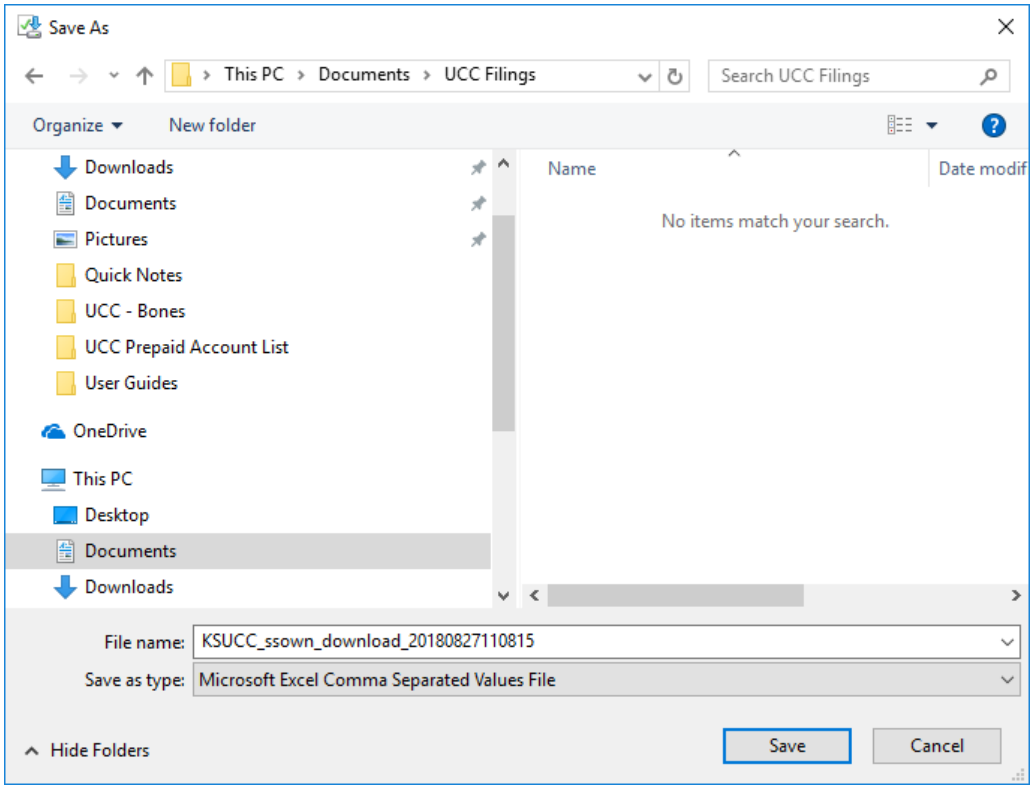
4. Complete the fields on the Entity Ownership Search Criteria Entry page as follows. When complete, click the Locate Filings button.

Field Name	Description	Required/ Optional
Type of Search Result Desired	Options: • Sortable List - Default • Downloadable CSV File 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. Once you have the desired results, select the option to download the file.	R
Name(s) of Secured Party	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. Names need to be entered on separate lines by pressing the *Enter* key after each name. Note: The names that you enter will be normalized as an organization name according to the rules specified in KAR 7-17-22 to find matches in the UCC database.	R
City(ies) for Secured Party	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. Cities need to be entered on separate lines (without states) by pressing the *Enter* key after each name.	O

Field Name	Description	Required/ Optional
	City names are not normalized so you may need to include different spellings of city names. Note: You may use the *Find Cities* 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.	
Un-Lapsed Filings or All Filings	Select if the search results are to include: • All Filings in the UCC database • Un-Lapsed Filings Only - Default UCC filings are purged from the database one year after they have lapsed.	R

5. 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.



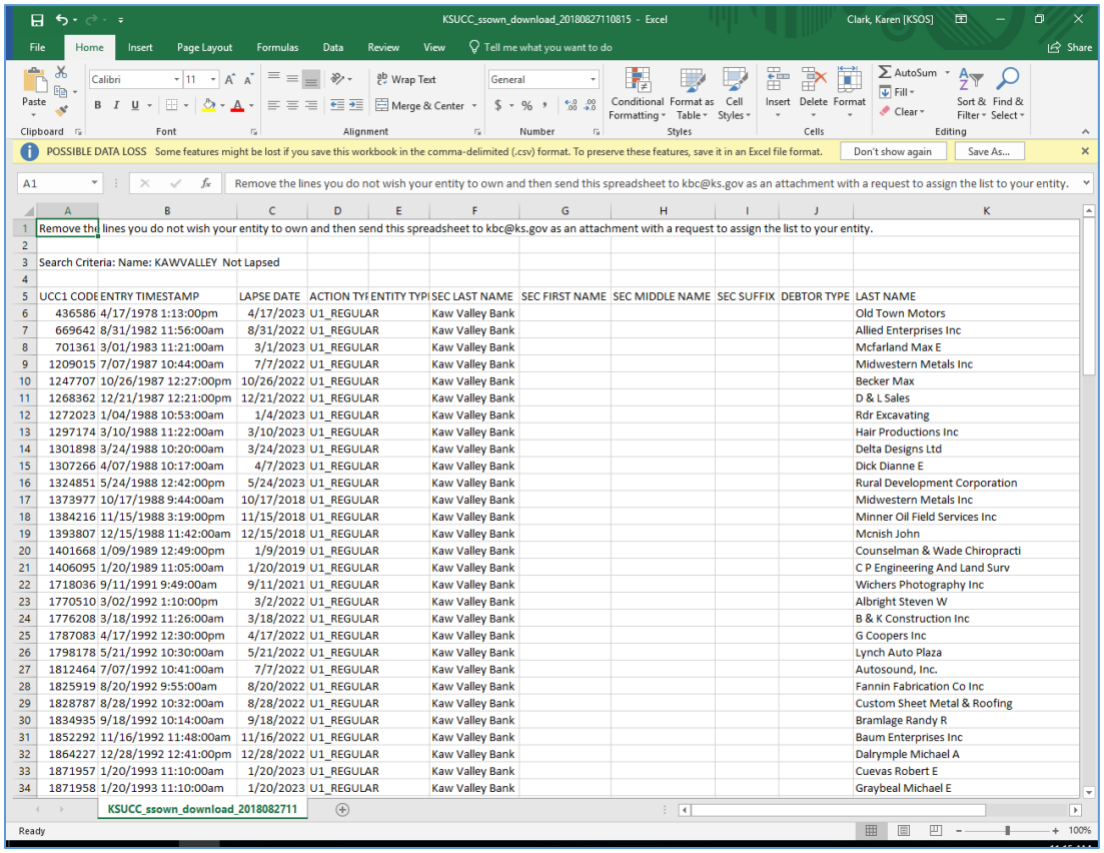


Click *Open* to open the file. It will open as an Excel spreadsheet.

6. 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 TIMESTAMP	LAPSE DATE	ACTION TYI	ENTITY TYPI	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 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.

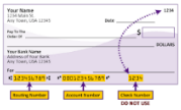
To claim an entity, send an email to kbc@ks.gov with the following information.

- 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
eCheck 	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. The eCheck option can only be selected from the shopping cart (Your Cart). Refer to the Entities section for instructions on how to set up an eChecking account.
Prepaid Account	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. 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. The prepaid account option can be selected at the time of filing/ searching or from the shopping cart (Your Cart). Refer to the Entities section for instructions on how to set up and manage a prepaid account.
Credit Card	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. The credit card option can only be selected from the shopping cart (Your Cart).

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.

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 Remove 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.	Remove
Pay	Use the Pay 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.	Pay
Check/UnCheck All	Use this option to pay or not to pay for all items in your cart at one time.	Check/UnCheck All

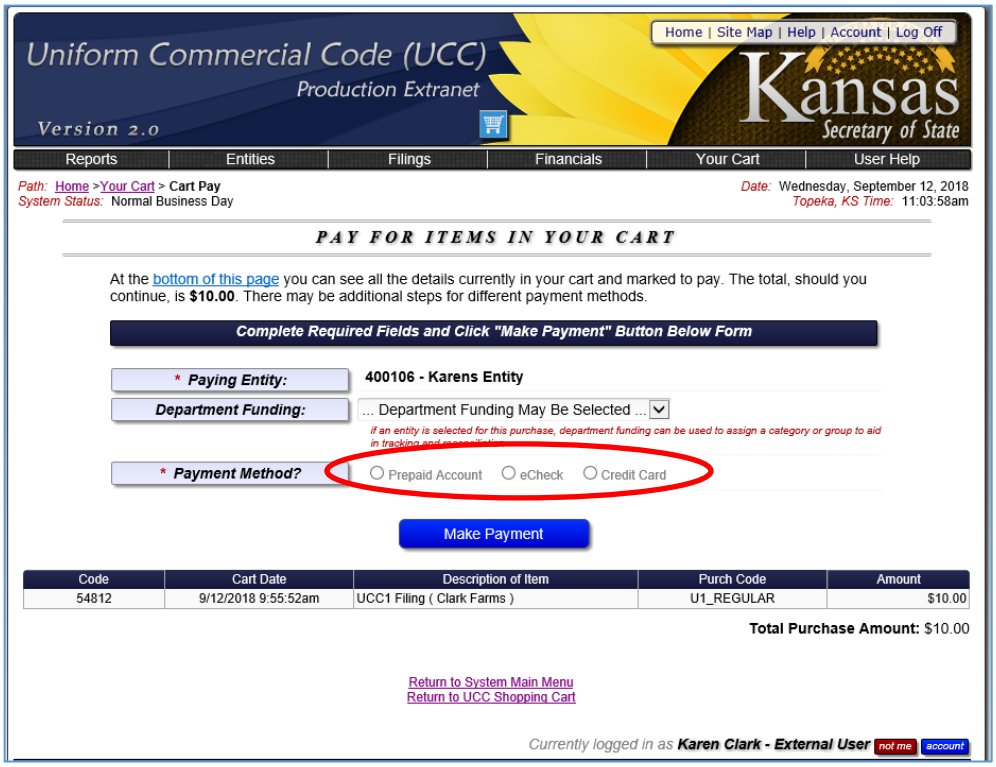
Note – UCC filings are not finalized and filed until payment has been made.

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.

Return to System Main Menu	Filings

When you are ready to make a payment, click the Pay For Items 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).



The following pages illustrate examples of each type of payment method.

2. Example Prepaid Account Payment

If paying using Prepaid Account, select *Prepaid Account* as the Payment Method.

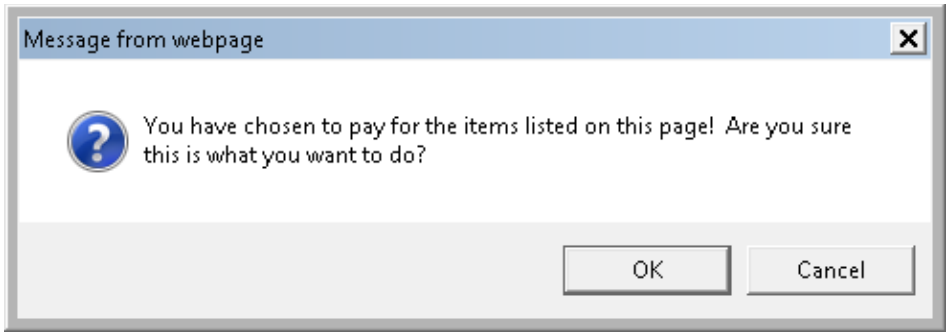
a) Department Funding Code

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.

When your selections have been made, Click the

button.

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.

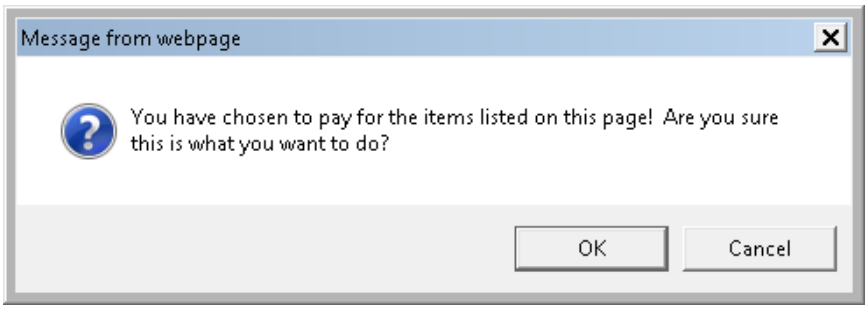
a) Department Funding Code

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.

When your selections have been made, click the

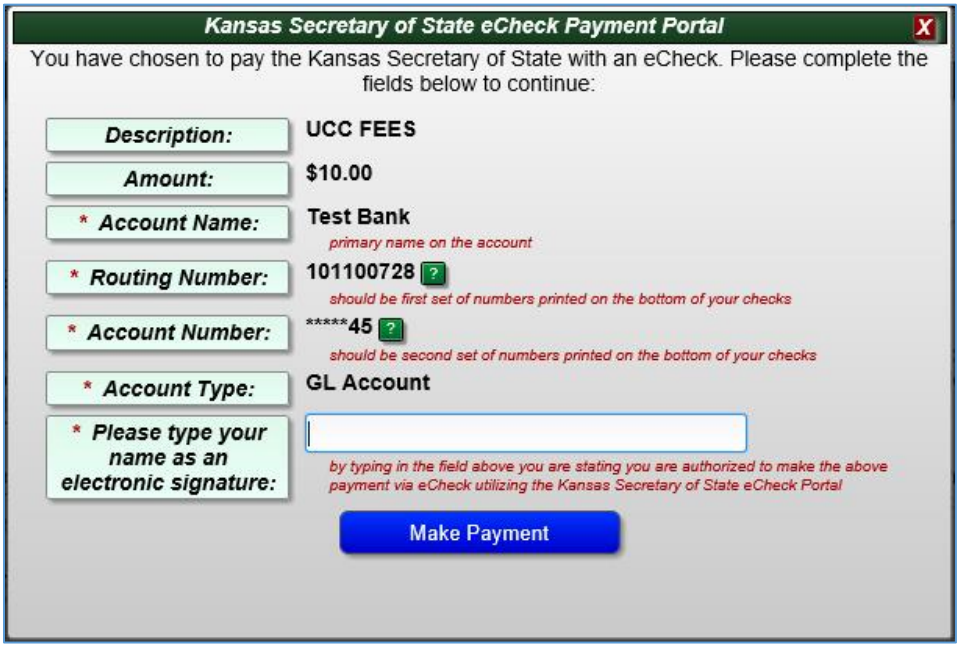
button.

Click the *OK* button.

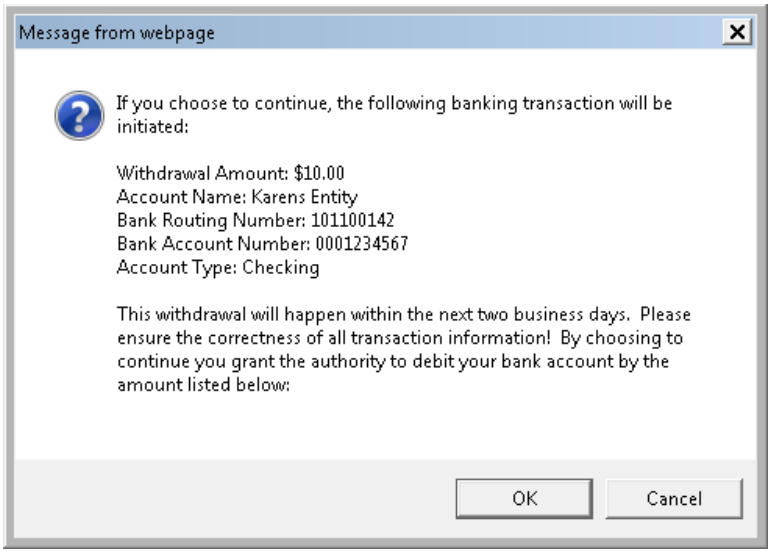


b) Account on File

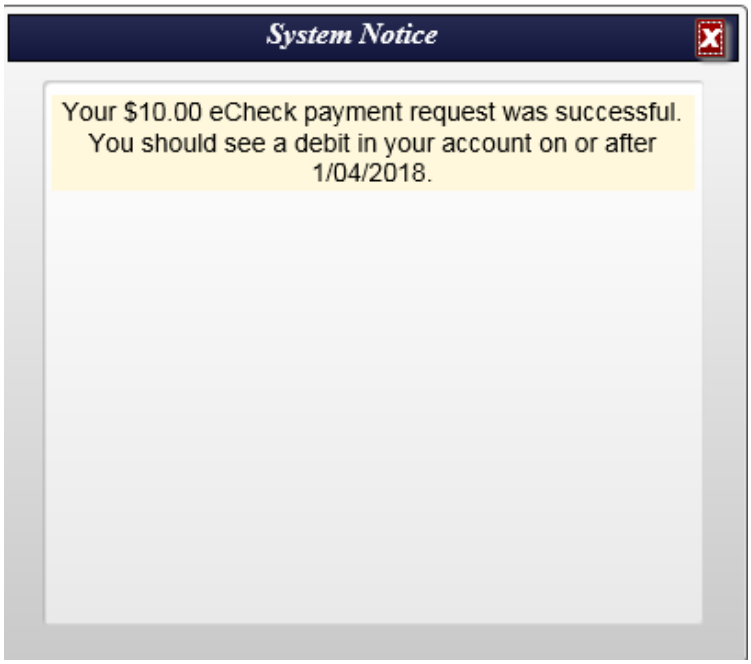
If you selected *Account on File*, you will be taken to the Electronic Payment Portal – Pay Via eCheck page. The bank account information will be populated with the information on file. Complete the Electronic Signature field and click the Make Payment button.



Click *OK* to authorize the payment.



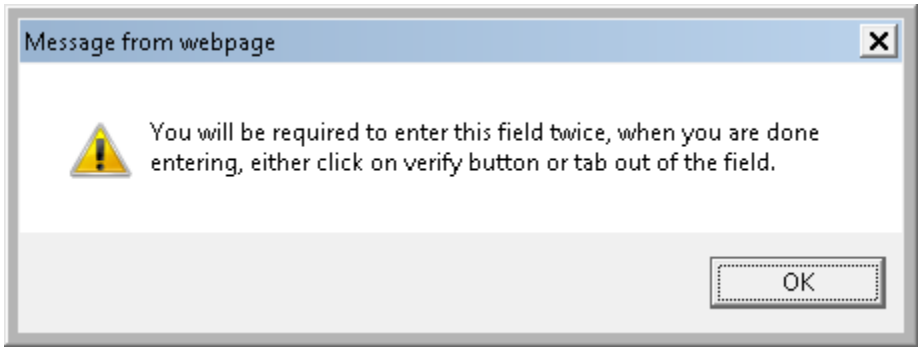
Close the System Notice box.

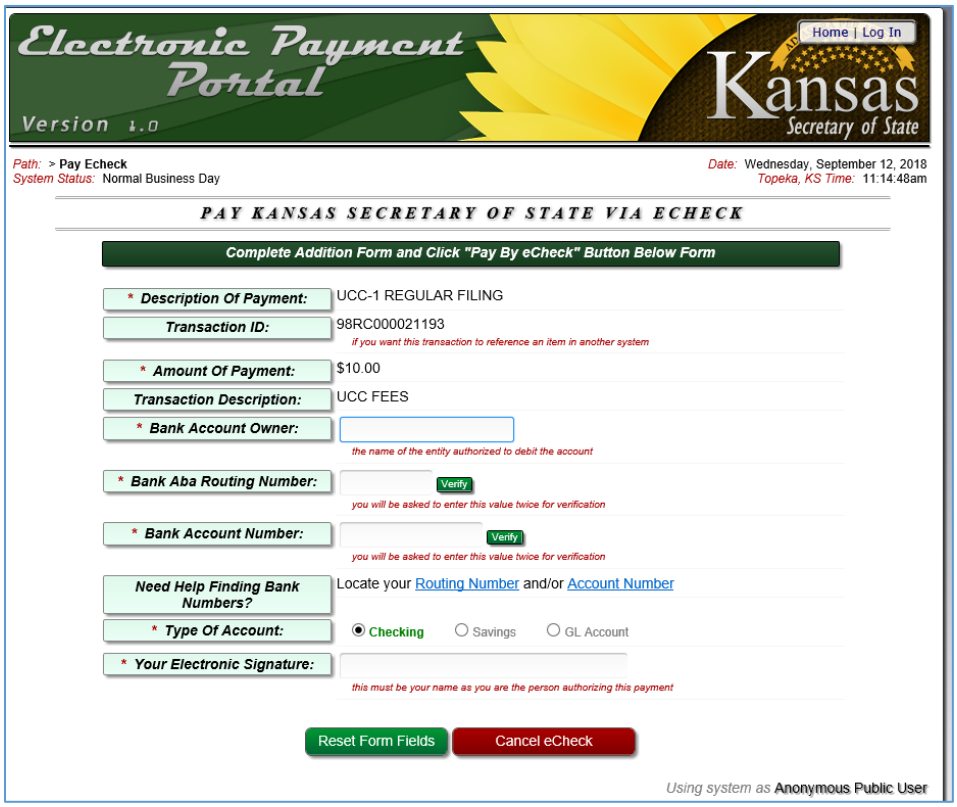


c) Another Account

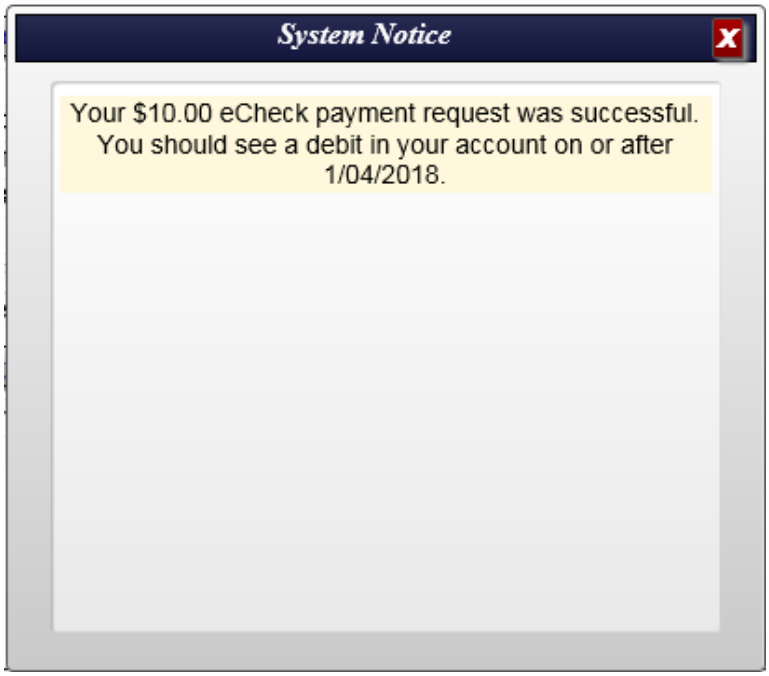
If you selected *Another Account*, you will be taken to the Electronic Payment Portal – Pay Via eCheck page. Complete the Bank Account Owner, Routing Number, Bank Account Number, Type of Account and Your Electronic Signature fields and click the Pay By eCheck button.

Note: You will be prompted to enter both the routing and bank account numbers twice for verification.





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.

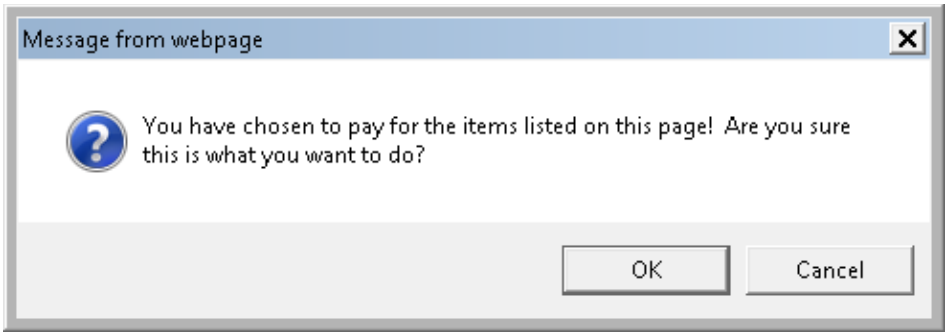
a) Department Funding Code

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.

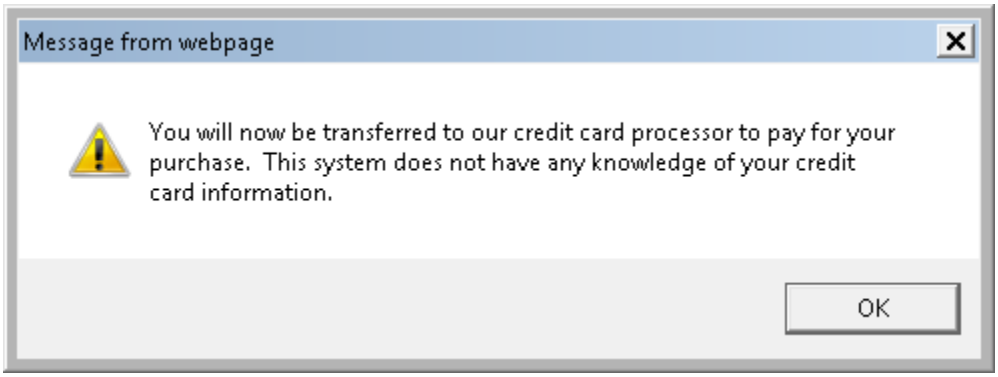
Complete the User Electronic Signature field and click the

button.

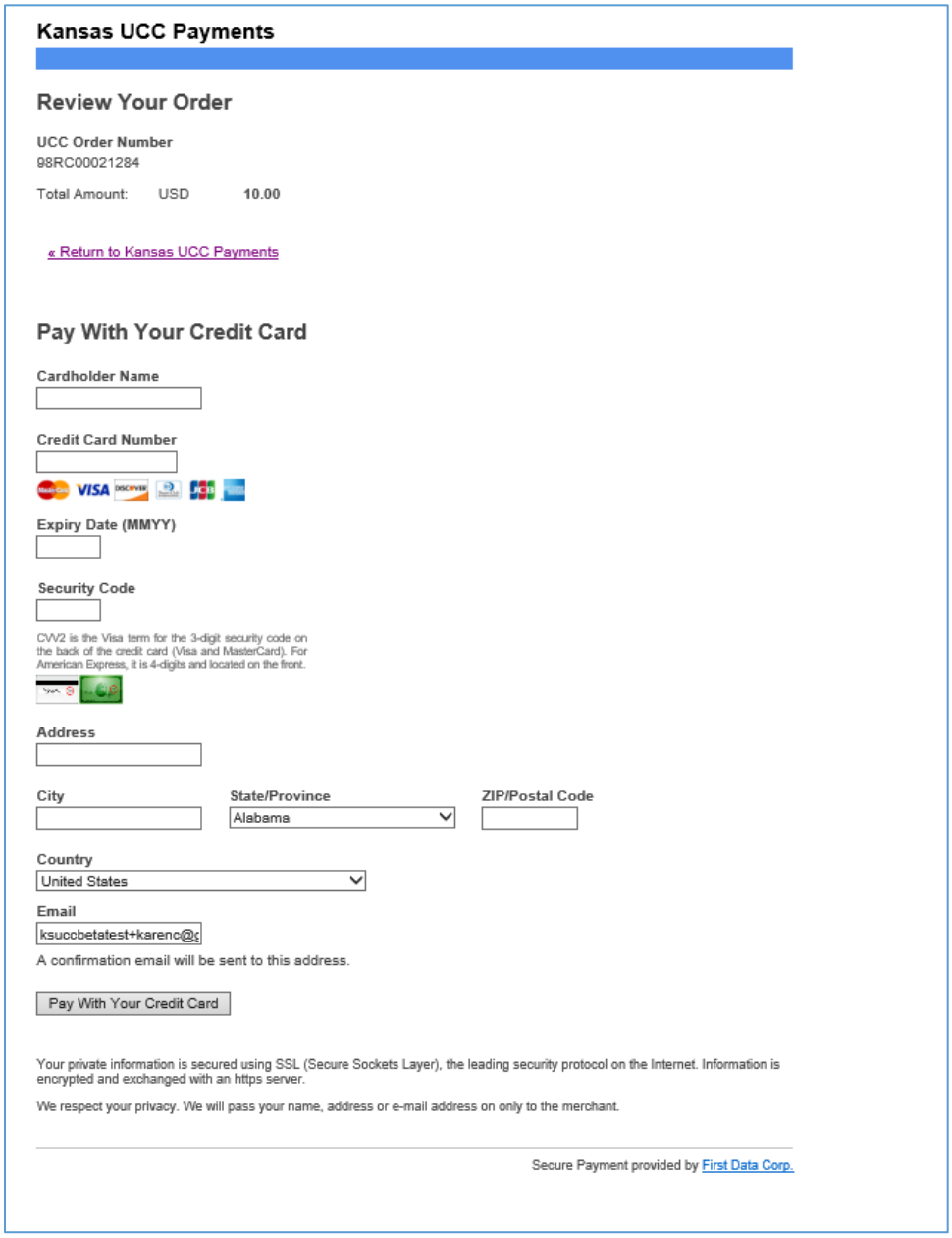
Click the *OK* button.



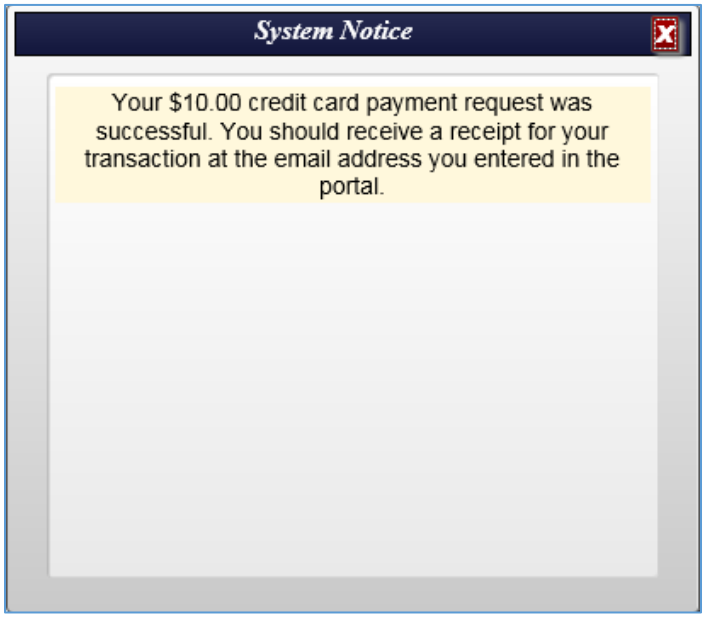
You will be transferred to the credit card processor site to make the payment. Click the *OK* button.



Complete the credit card payment fields and click Pay With Your Credit Card.

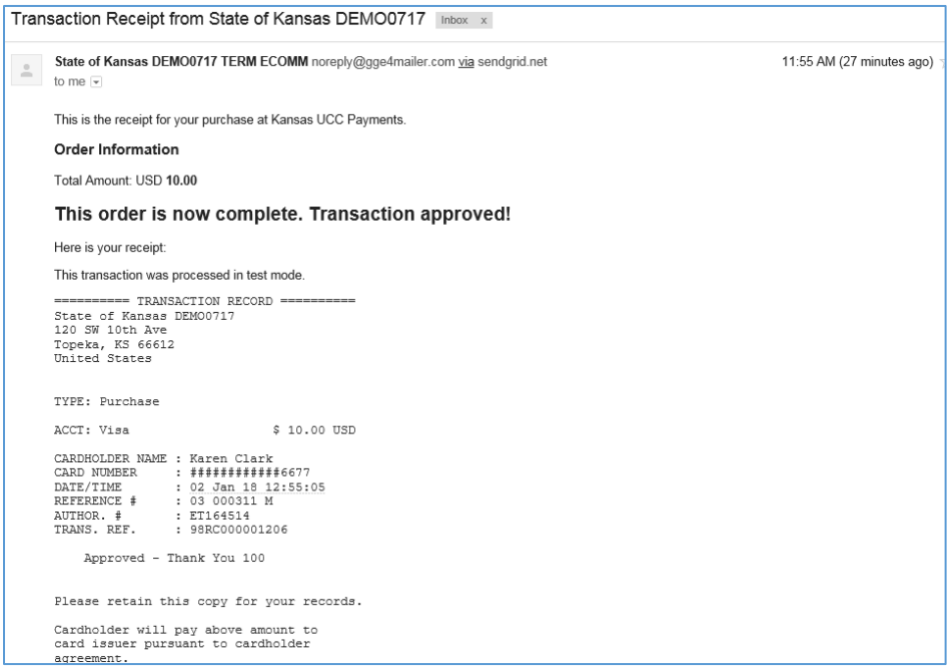


Close the System Notice box.



b) Credit Card Receipt Example

A receipt will be sent to the email address entered in the credit card payment portal.



Transaction Receipt from State of Kansas DEMO0717 Inbox x

State of Kansas DEMO0717 TERM ECOMM noreply@gge4mailer.com via sendgrid.net 11:55 AM (27 minutes ago)
to me

This is the receipt for your purchase at Kansas UCC Payments.

Order Information

Total Amount: USD **10.00**

This order is now complete. Transaction approved!

Here is your receipt:

This transaction was processed in test mode.

```
========== TRANSACTION RECORD ==========
State of Kansas DEMO0717
120 SW 10th Ave
Topeka, KS 66612
United States


TYPE: Purchase

ACCT: Visa                    $ 10.00 USD

CARDHOLDER NAME : Karen Clark
CARD NUMBER     : #############6677
DATE/TIME       : 02 Jan 18 12:55:05
REFERENCE #     : 03 000311 M
AUTHOR. #       : ET164514
TRANS. REF.     : 98RC000001206

    Approved - Thank You 100


Please retain this copy for your records.

Cardholder will pay above amount to
card issuer pursuant to cardholder
agreement.
```

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
Reset Form Fields	The Reset Form Fields button will clear the selected search options.
Use Last Criteria	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

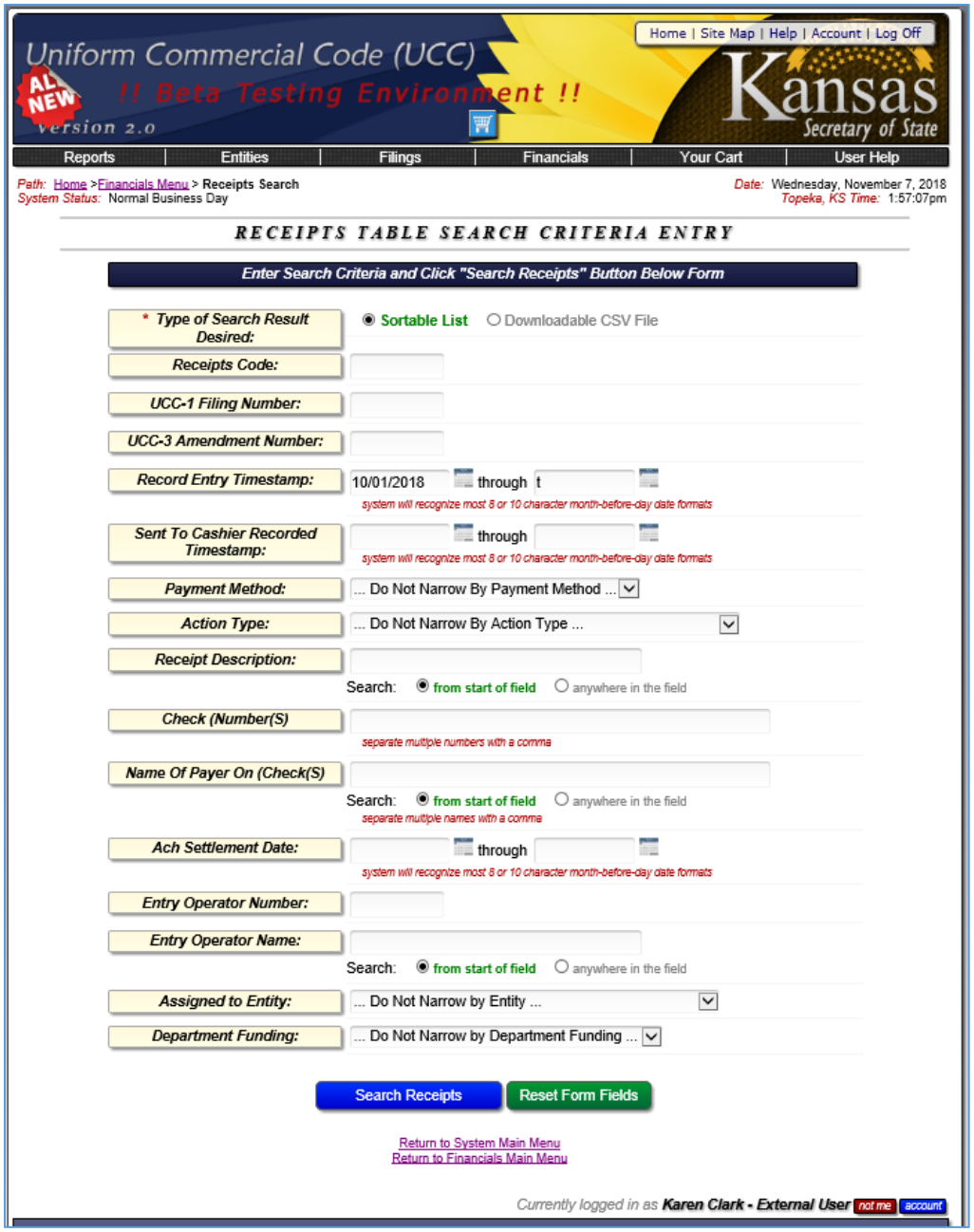
The Search for Monetary Receipts option allows you to search for receipts for UCC filings or searches by your user account's entity(ies).

To search for a receipt, follow the steps listed below.

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

2. Click *Search for Monetary Receipts*.

3. A page to enter the search criteria will be displayed.



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.

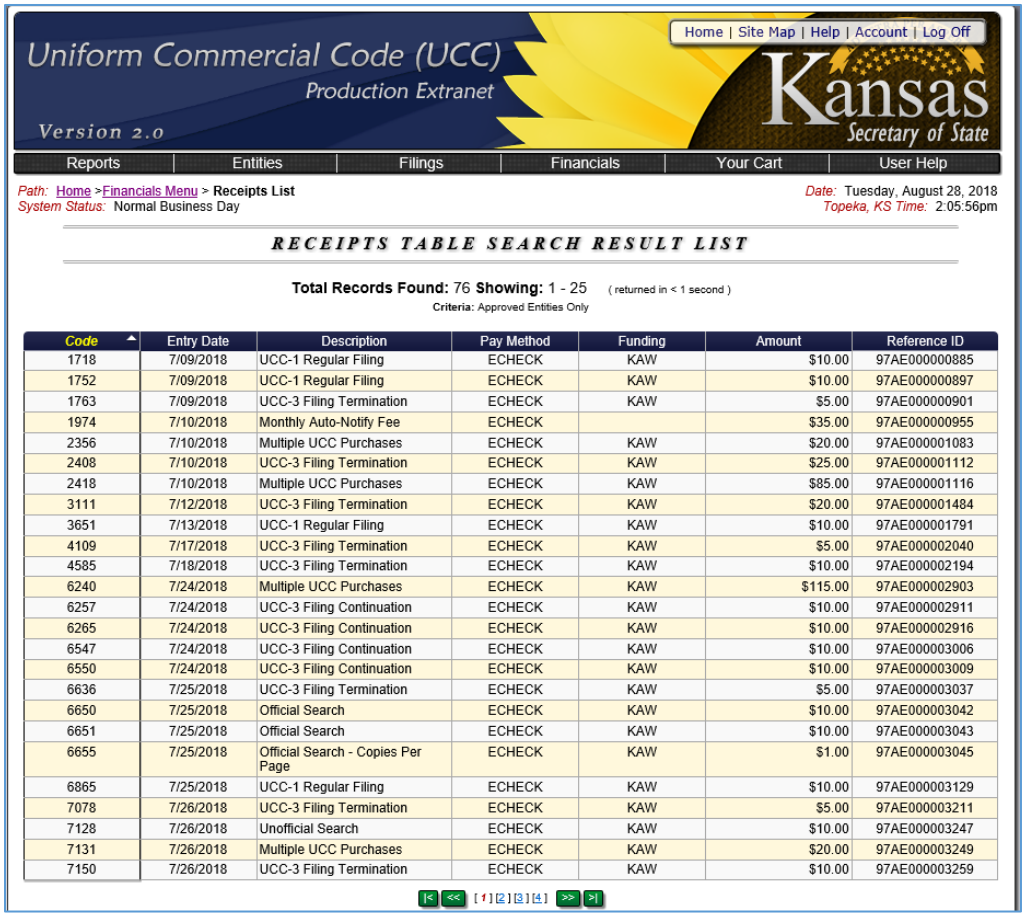
Search Option	Description
Type of Search Result Desired	Select whether you want a sortable list displayed or the results downloaded to a CSV (Excel) file.
Receipts Code	Use if you have the number assigned to the monetary receipt (Monetary Receipt Number) but want to see the receipt.
UCC-1 Filing Number	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. **Use this option as a limiter to get a closer match to a bank statement**.
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 *Multiple UCC Purchases* if more than one item was purchased at the same time from the shopping cart and the type of search operation to perform*. • From Start of Field – Default • Anywhere in the Field
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*. • From Start of Field – Default

Search Option	Description
	• Anywhere in the Field
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.

4. If you selected Sortable List, the Receipts Table Search Result List page will be displayed.



Code	Entry Date	Description	Pay Method	Funding	Amount	Reference ID
1718	7/09/2018	UCC-1 Regular Filing	ECHECK	KAW	$10.00	97AE000000885
1752	7/09/2018	UCC-1 Regular Filing	ECHECK	KAW	$10.00	97AE000000897
1763	7/09/2018	UCC-3 Filing Termination	ECHECK	KAW	$5.00	97AE000000901
1974	7/10/2018	Monthly Auto-Notify Fee	ECHECK		$35.00	97AE000000955
2356	7/10/2018	Multiple UCC Purchases	ECHECK	KAW	$20.00	97AE000001083
2408	7/10/2018	UCC-3 Filing Termination	ECHECK	KAW	$25.00	97AE000001112
2418	7/10/2018	Multiple UCC Purchases	ECHECK	KAW	$85.00	97AE000001116
3111	7/12/2018	UCC-3 Filing Termination	ECHECK	KAW	$20.00	97AE000001484
3651	7/13/2018	UCC-1 Regular Filing	ECHECK	KAW	$10.00	97AE000001791
4109	7/17/2018	UCC-3 Filing Termination	ECHECK	KAW	$5.00	97AE000002040
4585	7/18/2018	UCC-3 Filing Termination	ECHECK	KAW	$10.00	97AE000002194
6240	7/24/2018	Multiple UCC Purchases	ECHECK	KAW	$115.00	97AE000002903
6257	7/24/2018	UCC-3 Filing Continuation	ECHECK	KAW	$10.00	97AE000002911
6265	7/24/2018	UCC-3 Filing Continuation	ECHECK	KAW	$10.00	97AE000002916
6547	7/24/2018	UCC-3 Filing Continuation	ECHECK	KAW	$10.00	97AE000003006
6550	7/24/2018	UCC-3 Filing Continuation	ECHECK	KAW	$10.00	97AE000003009
6636	7/25/2018	UCC-3 Filing Termination	ECHECK	KAW	$5.00	97AE000003037
6650	7/25/2018	Official Search	ECHECK	KAW	$10.00	97AE000003042
6651	7/25/2018	Official Search	ECHECK	KAW	$10.00	97AE000003043
6655	7/25/2018	Official Search - Copies Per Page	ECHECK	KAW	$1.00	97AE000003045
6865	7/25/2018	UCC-1 Regular Filing	ECHECK	KAW	$10.00	97AE000003129
7078	7/26/2018	UCC-3 Filing Termination	ECHECK	KAW	$5.00	97AE000003211
7128	7/26/2018	Unofficial Search	ECHECK	KAW	$10.00	97AE000003247
7131	7/26/2018	Multiple UCC Purchases	ECHECK	KAW	$20.00	97AE000003249
7150	7/26/2018	UCC-3 Filing Termination	ECHECK	KAW	$10.00	97AE000003259

The search results page lists the following information for receipts that meet the search criteria. To view a specific receipt, click an entry in the list. You will be taken to the Monetary Receipt Details page. The following information is found on the receipt.

Field	Description
Code	The number assigned to the monetary receipt (Monetary Receipt Number).
Entry Date	The date the receipt was created.
Description	The type of UCC filing or search or *Multiple UCC Purchases* if more than one item was purchased at the same time from the shopping cart.
Pay Method	Client Init ACH Cash Paper Check Credit Card Electronic Check / ACH Interfund Transfer Prepaid Account

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.

5. 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*.

6. 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*.

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
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
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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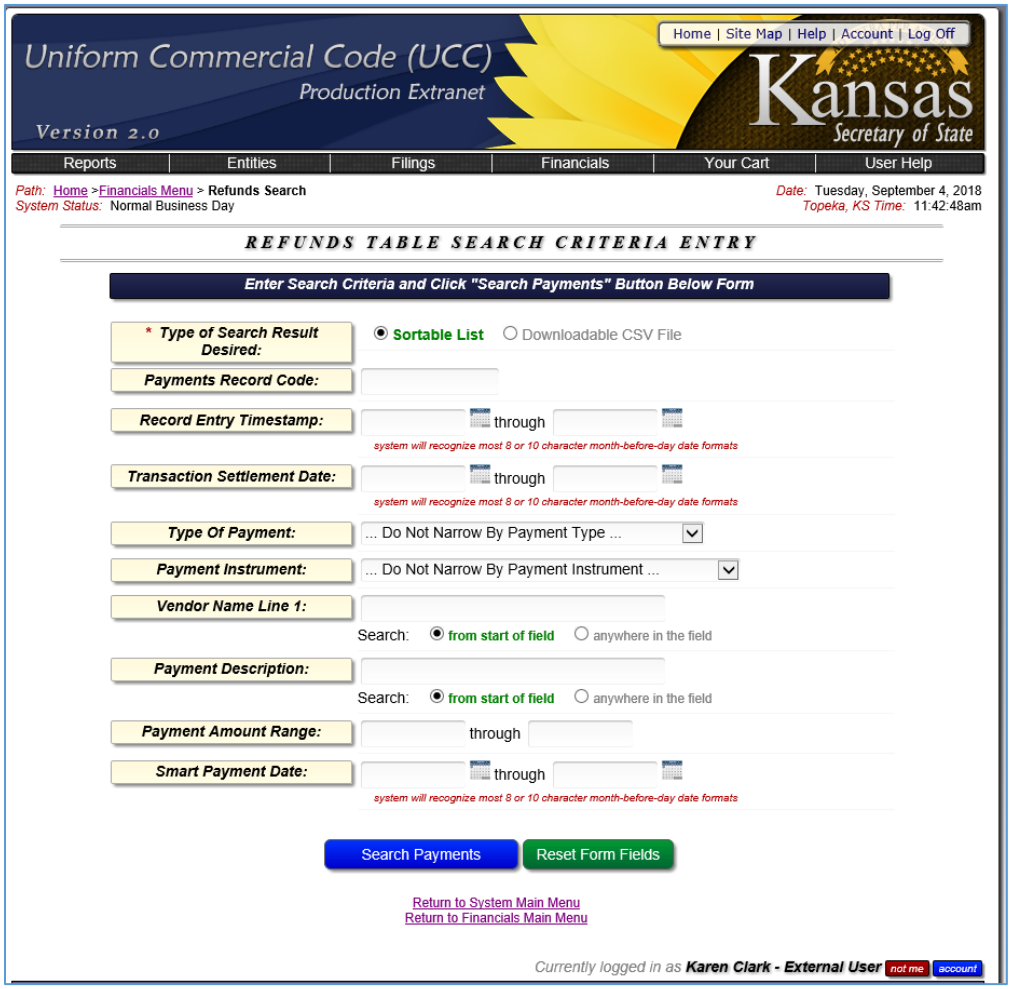
Copyright © 2017 - 2018 All Rights Reserved

2. Click *Search for Refunds*.

3. A page to enter the search criteria will be displayed.



Complete the fields on the search criteria page as desired and click the Search Payments 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*. • From Start of Field – Default • Anywhere in the Field.
Payment Description	The description of the payment. Include the type of search operation to perform*. • From Start of Field – Default • Anywhere in the Field.
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.

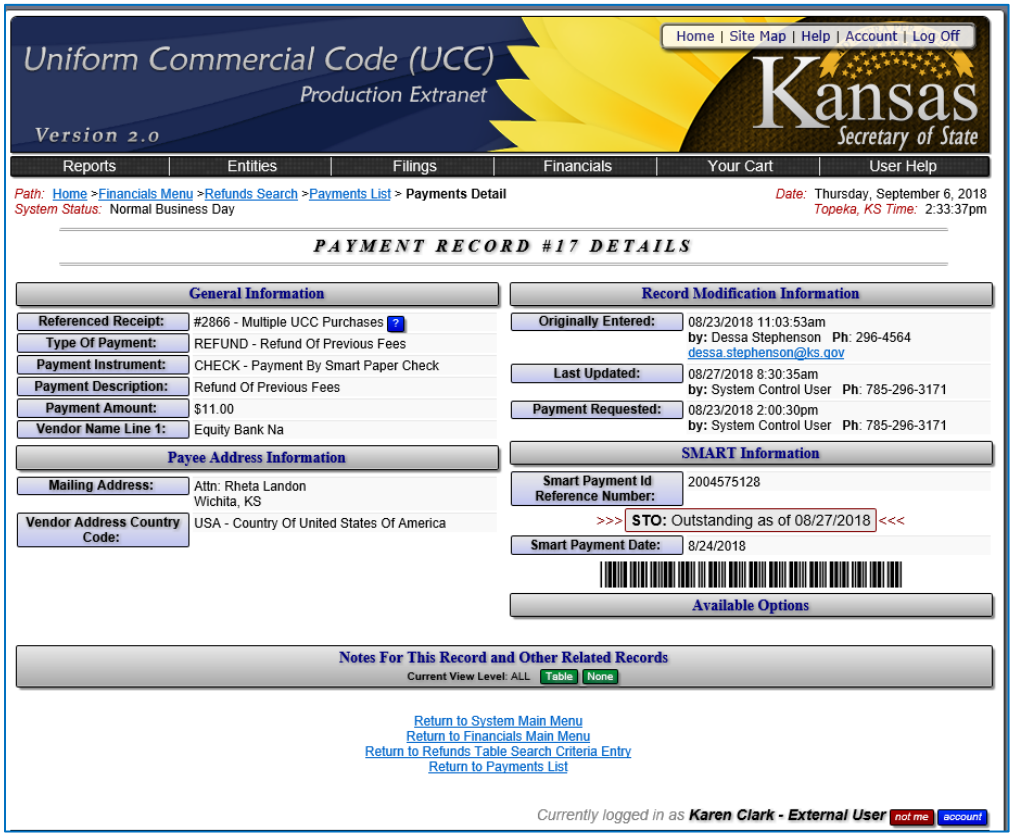
4. If you selected Sortable List, the Payments List search results page will be displayed.

The 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. • Misc Payment • Return of Overpayment Amount • Refund of Previous Fees
Payment Type	The payment type. • MISC • OVERPAMT • REFUND
Amount	The payment amount.
Payment Date	The date the payment (check) was generated.

Note: The entries in the list may be sorted in ascending or descending order by clicking on any of the column headings.

5. To view a refund, click an entry in the list. You will be taken to the Payment Record Details page.

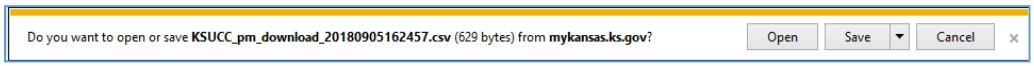


The Payment Record Details Page displays information associated with a refund.

Field	Description
Payment Record Number	The number assigned to the payment record. Example: Payment Record #17 Details
General Information Section	
Referenced Receipt	The original receipt number associated with the payment. Click the ? link to view the Monetary Receipt Details page.
Type of Payment	The payment type. • MISC • OVERPAMT • REFUND
Payment Instrument	ACH Paper Check

Field	Description
	Interfund Transfer For external users, this should always be paper check.
Payment Description	The description of the type of payment. • Misc Payment • Return of Overpayment Amount • Refund of Previous Fees
Payment Amount	The payment amount.
Vendor Name Line 1	The name of the entity or individual the payment was issued to.
Payee Address Information Section	
Mailing Address	The mailing address payment (check) was sent to.
Record Modification Information Section	
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.
SMART Information Section (Kansas Statewide Management Accounting and Reporting Tool)	
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.
Available Options Section	
Not currently used.	
Notes Section	
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. • MISC • OVERPAMT • REFUND
PAYMENT INSTRUMENT	ACH Paper Check Interfund Transfer For external users, this should always be paper check.
DESCRIPTION	The description of the type of payment. • Misc Payment • Return of Overpayment Amount • Refund of Previous Fees
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*.

2. Click *General Activity Report*.

3. A page to enter criteria to generate the report will be displayed.

Complete the fields on the report criteria page as desired and click the

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.

4. Click the link to view the report.

Example Financial Activity Report:

sys_report_5

Page: 1
09/06/2018
11:07:58

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

Entity #104403 Financial Activity Report 8/01/2018 - 9/06/2018

Date	Description	Funding Code	Pay Method	Amount
8/01/2018	UCC-1 Regular Filing		Prepaid Account	$10.00
8/01/2018	UCC-3 Filing Termination		Prepaid Account	$5.00
8/01/2018	UCC-3 Filing Termination		Prepaid Account	$5.00
8/01/2018	UCC-3 Filing Termination		Prepaid Account	$5.00
8/01/2018	UCC-3 Filing Termination		Prepaid Account	$5.00
8/01/2018	UCC-3 Filing Termination		Prepaid Account	$5.00
8/01/2018	UCC-3 Filing Termination		Prepaid Account	$5.00
8/01/2018	UCC-3 Filing Termination		Prepaid Account	$5.00
8/01/2018	UCC-3 Filing Termination		Prepaid Account	$5.00
8/01/2018	UCC-3 Filing Termination		Prepaid Account	$5.00
8/08/2018	UCC-1 Regular Filing		Prepaid Account	$10.00
8/15/2018	UCC-3 Filing Continuation		Prepaid Account	$30.00
8/15/2018	UCC-3 Filing Continuation		Prepaid Account	$40.00
8/16/2018	Auto-Increase Prepaid Account Balance		Electronic Check / Ach	$200.00
8/16/2018	UCC-3 Filing Continuation		Prepaid Account	$10.00
8/17/2018	UCC-3 Filing Termination		Prepaid Account	$20.00
8/20/2018	UCC-1 Regular Filing		Prepaid Account	$10.00
8/27/2018	UCC-1 Regular Filing		Prepaid Account	$10.00
8/27/2018	UCC-1 Regular Filing		Prepaid Account	$10.00
8/27/2018	UCC-1 Regular Filing		Prepaid Account	$10.00
9/06/2018	UCC-1 Regular Filing		Prepaid Account	$18.00
			Grand Total:	**$423.00**

The table below lists the information displayed in the Financial Activity Report.

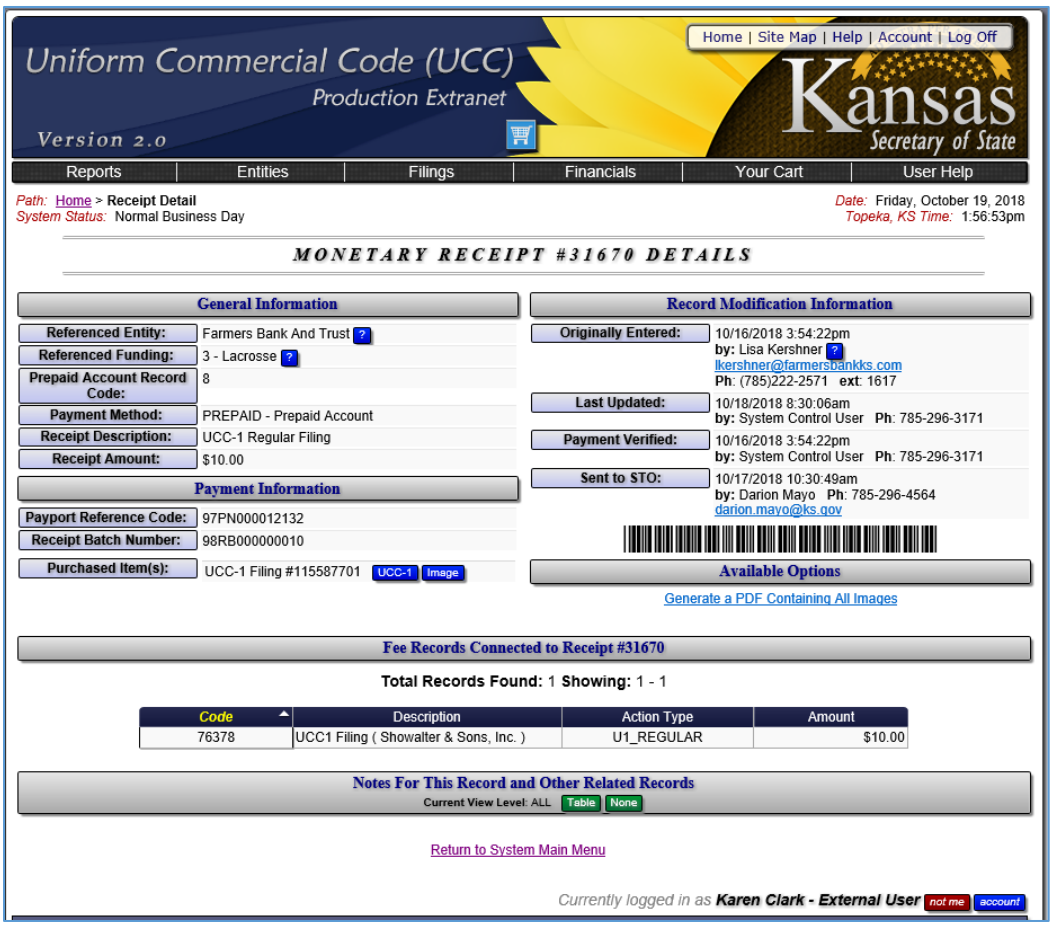
Field	Description
Page	The page number of the report
Date/Time	The date and time the report was generated.
Entity Number	The entity number associated with the report.
Date Range	The date range for the report.
Date	The date of the filing or search.
Description	The type of UCC filing or search or *Multiple UCC Purchases* if more than one item was purchased at the same time from the shopping cart
Funding Code	The Department Funding Code.
Pay Method	Client Init ACH Cash Paper Check Credit Card Electronic Check / ACH Interfund Transfer Prepaid Account
Amount	The receipt amount.
Grand Total	The grand total for the report.

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



B. eCheck 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 >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:	98RB000000006
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 **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
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

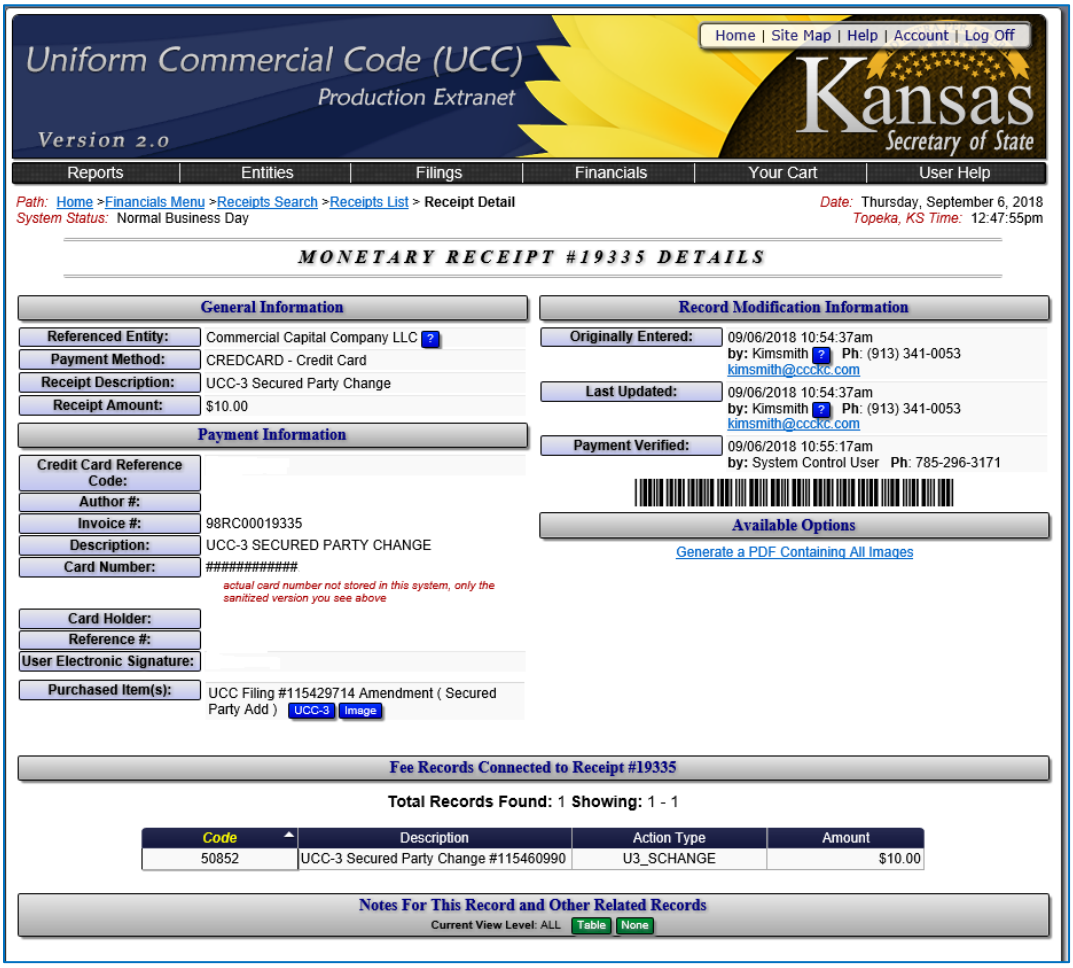
Notes For This Record and Other Related Records

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

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: 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) UCC-3 Image

Record Modification Information

Originally Entered:	09/06/2018 10:54:37am by: Kimsmith ? Ph: (913) 341-0053 kimsmith@ccckc.com
Last Updated:	09/06/2018 10:54:37am by: Kimsmith ? Ph: (913) 341-0053 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_SCHANGE	$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
	General Information Section	
	Referenced Entity	The Entity associated with the UCC filing(s) and/or search(es). Click the ? link to view the Entity Details page.
	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 *Multiple UCC Purchases* 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).
	Payment Information Section	
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)	***Filings:*** 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. **Examples:** UCC1: Link to UCC1 Filings Details Page - UCC-1 Link to Acknowledgement of UCC1 Filing - Image

Payment Method	Field	Description
		UCC3: Link to UCC3 Filings Details Page - UCC-3 Link to Acknowledgement of UCC3 Filing - Image 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. ***Searches:*** For a UCC search this will be a link to the search. **Examples:** Unofficial Search: Link to Unofficial Search Results Page- UCC-2 Official Search: Link to Official Search Results Page- UCC-2 Images: Search Copies – Link to Search Results Page- UCC-2 Link to Individual Image Purchases - Image Secured Party Search: Link to Secured Party Search Results Page - SPS If more than one item was purchased, there will be a listing for each item purchased.
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.
	Record Modification Information Section	

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.

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
General Information Section	
Referenced Entity	The Entity associated with the UCC1 filing. Click the link to view the Entity Details page. 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 Monetary Receipt Details page.
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).
Debtor Information Section	
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.
Secured Party Information Section	
This section contains a record for each secured party associated with the UCC. This includes the original filing and amendments.	

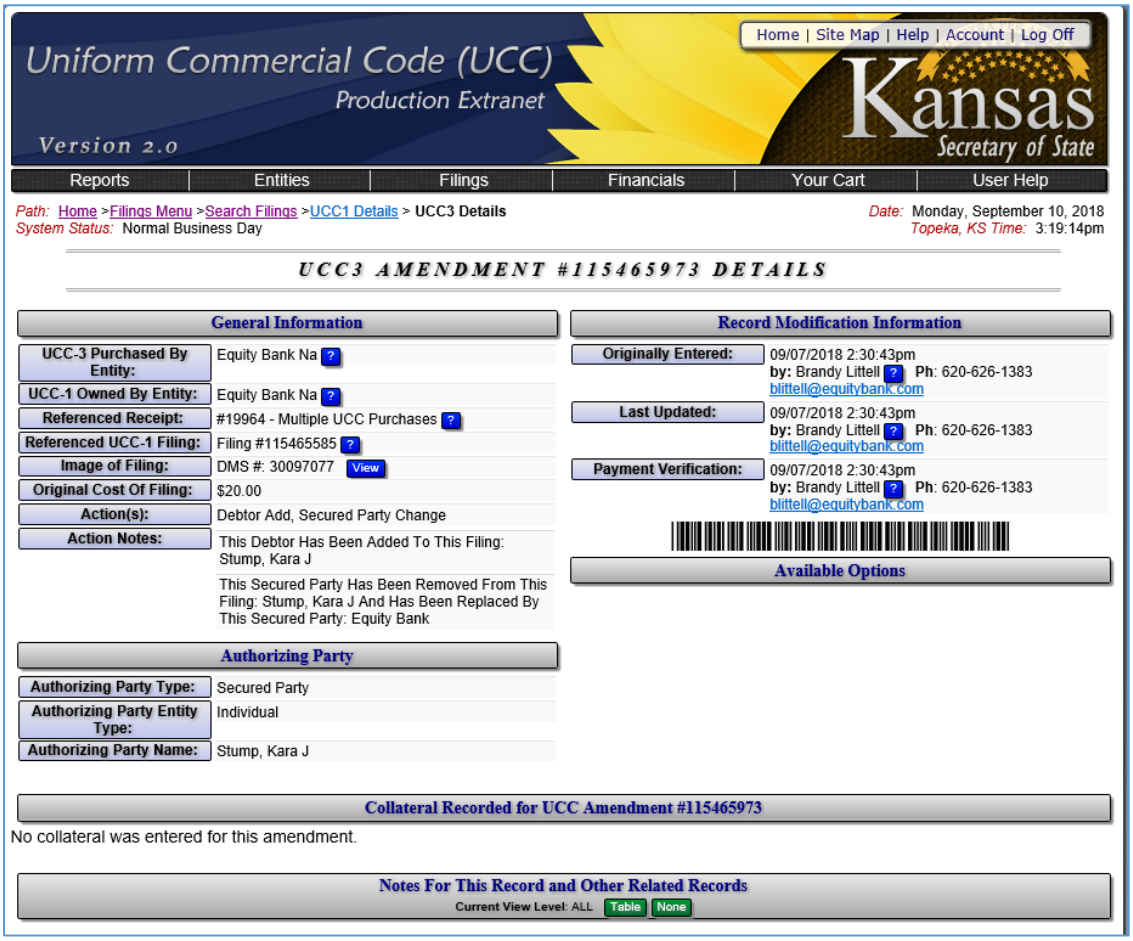
Field	Description
To view additional information about a secured party, such as the filing the secured party record is associated with, the type of secured party (individual or organization) and how the name is normalized for searches, click the secured party record to view the Secured Party Details 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.
Record Modification Information Section	
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.
Available Options Section	
UCC1 Financing Statement Entry	Click this link to go to the UCC1 Financing Statement Entry page to file a UCC1.
Collateral Section	
Collateral Recorded for UCC Filing	If the collateral for the UCC1 was data entered it will be listed here. Be sure to click the View button for each filing to view collateral associated with each filing. Collateral may be included in the filing or attachments.
Filing and Amendment Details Section	
To view the Filing Details page for an amendment, click the line for the amendment in the list. The UCC3 Amendment Details page will be displayed.	
File an Amendment Button	To file an amendment for this UCC, click the File an Amendment 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	To view or print a filing and any attachments, click the View button. 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.
Notes Section	
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.



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
General Information Section	
UCC-3 Purchased By Entity	The Entity who filed the UCC3 filing. Click the ? link to view the Entity Details page.
UCC-1 Owned By Entity	The Entity who filed the UCC1. Click the ? link to view the UCC1 Filing Details page. 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 Monetary Receipt Details page.
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 UCC1 Filing Details page. 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 View 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).
Authorizing Party Section	
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.
Downloadable Supporting Documents Section	
Not currently used.	
Record Modification Information Section	
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.
Available Options Section	
Not currently used.	
Collateral Section	
Collateral Recorded for UCC Filing	If the collateral for the UCC3 was data entered it will be listed here. Be sure to click the View button. The collateral associated with an amendment may be included in the filing or attachments.
Notes Section	
Not currently used by external users.	

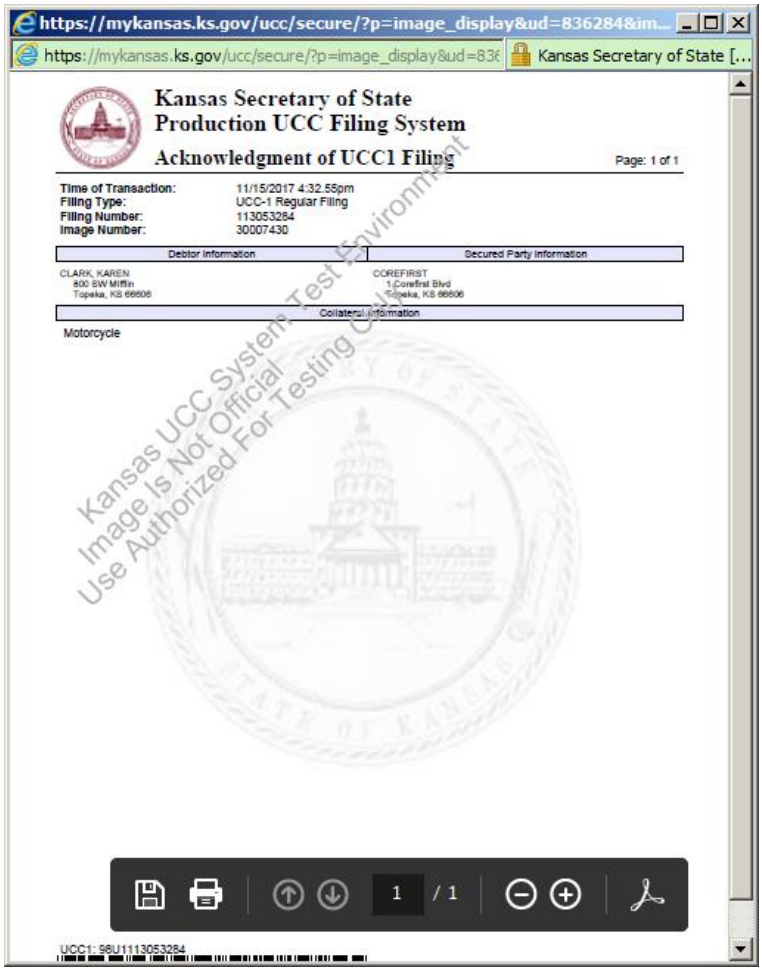
XVIII. Acknowledgement of UCC1 Filing

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



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 UCC1 Online Filings & Fees.
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.

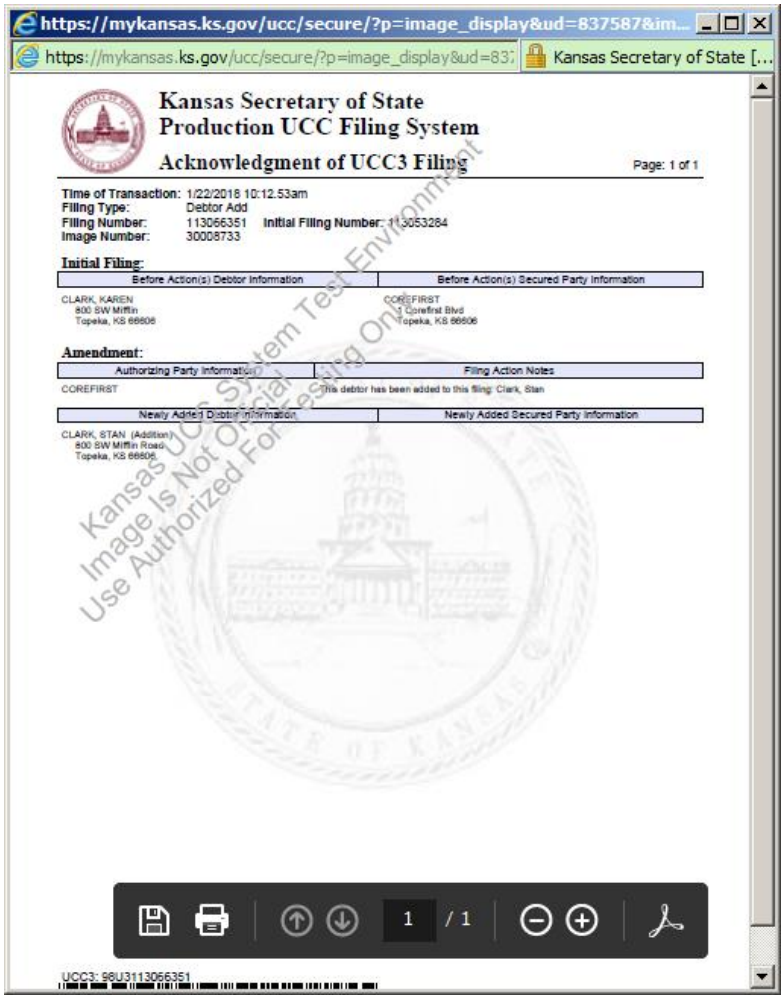
XIX. Acknowledgement of UCC3 Filing

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



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 UCC3 Online Filings & Fees.
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.
Initial Filing Section	
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.	
Amendment Section	
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

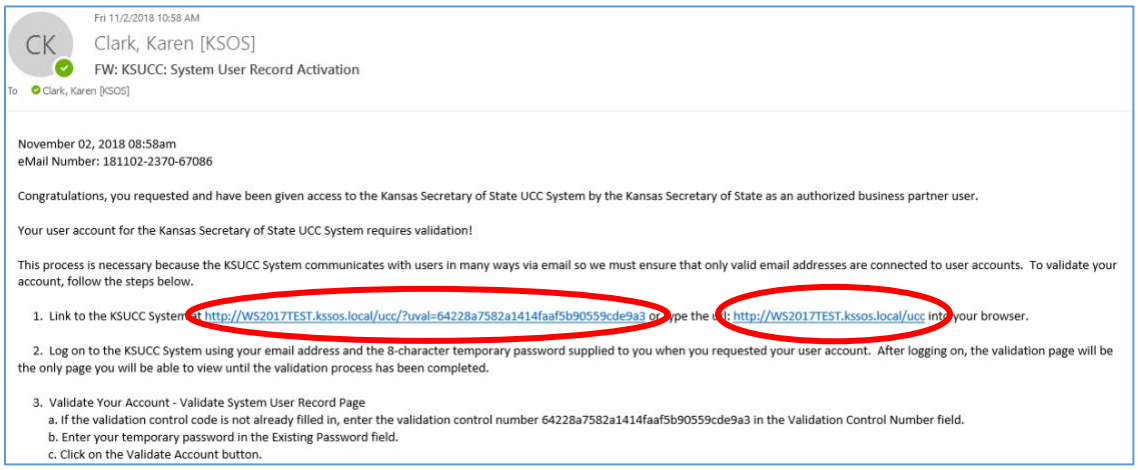
The UCC system requires a valid email address for each user. To make sure there is one, an email validation process is required before a user may log in. When a new user security account is added to the UCC system or an account is reset, a message is generated to the email address connected to the account. 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.



Fri 11/2/2018 10:58 AM

CK Clark, Karen [KSOS]

FW: KSUCC: System User Record Activation

To Clark, Karen [KSOS]

November 02, 2018 08:58am
eMail Number: 181102-2370-67086

Congratulations, you requested and have been given access to the Kansas Secretary of State UCC System by the Kansas Secretary of State as an authorized business partner user.

Your user account for the Kansas Secretary of State UCC System requires validation!

This process is necessary because the KSUCC System communicates with users in many ways via email so we must ensure that only valid email addresses are connected to user accounts. To validate your account, follow the steps below.

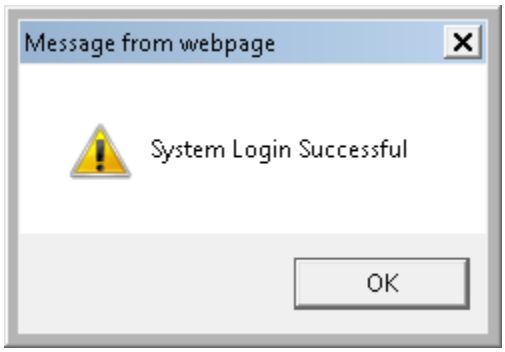
1. Link to the KSUCC System at http://WS2017TEST.kssos.local/ucc/?uval=64228a7582a1414faaf5b90559cde9a3 or type the URL: http://WS2017TEST.kssos.local/ucc into your browser.

2. Log on to the KSUCC System using your email address and the 8-character temporary password supplied to you when you requested your user account. After logging on, the validation page will be the only page you will be able to view until the validation process has been completed.

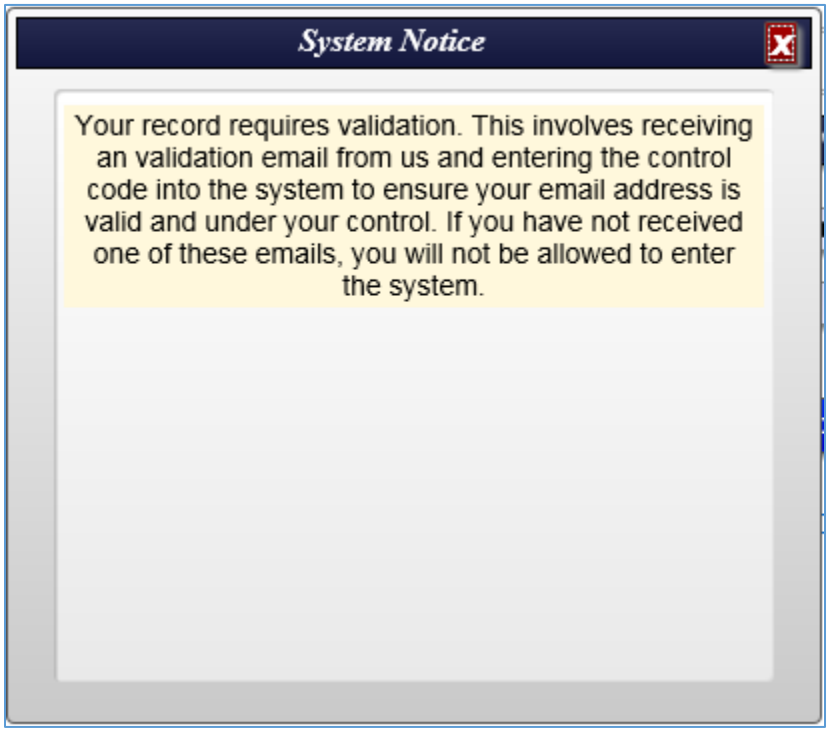
3. Validate Your Account - Validate System User Record Page
   a. If the validation control code is not already filled in, enter the validation control number 64228a7582a1414faaf5b90559cde9a3 in the Validation Control Number field.
   b. Enter your temporary password in the Existing Password field.
   c. Click on the Validate Account button.

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.

3. Click the *OK* button.



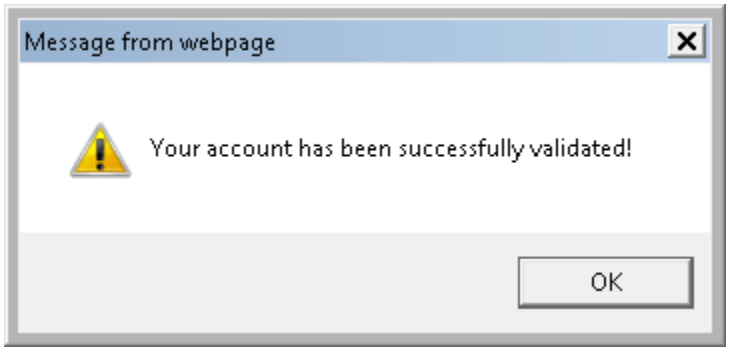
4. Close the System Notice box.

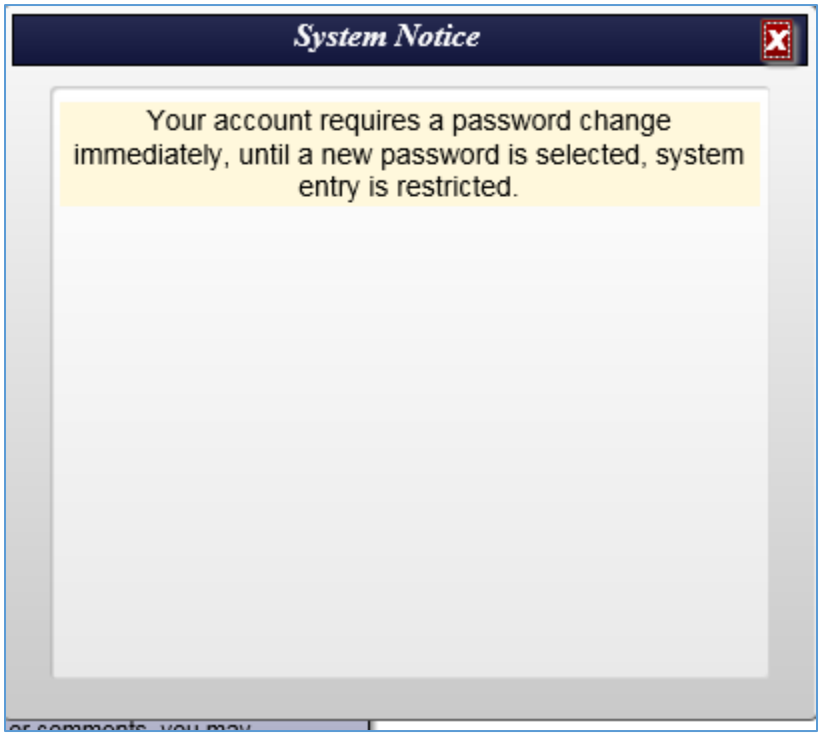


5. If you were able to use the first link from the email, the control number will be auto-populated in the top field. If not, highlight and copy the control number from the validation email and paste it in the top field on the page.

   Enter the temporary password in the Existing Password field and click the *Validate Account* button.

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

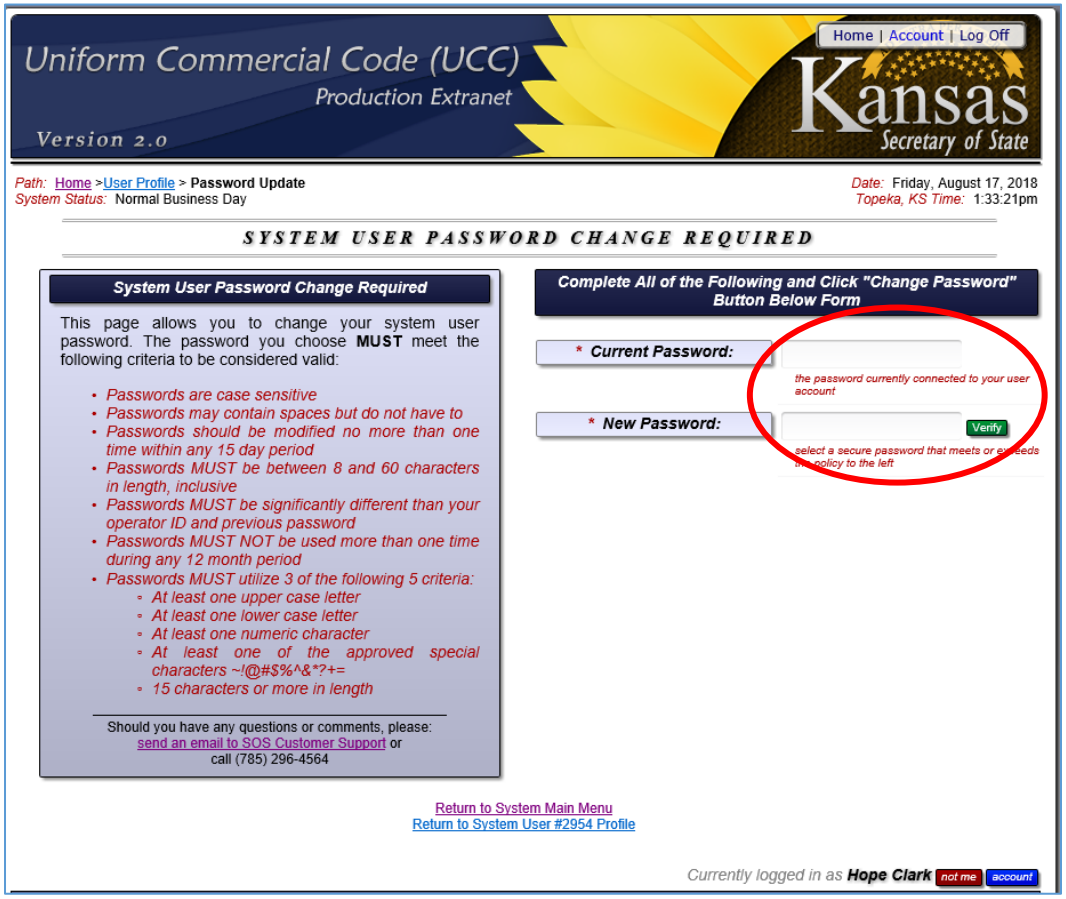




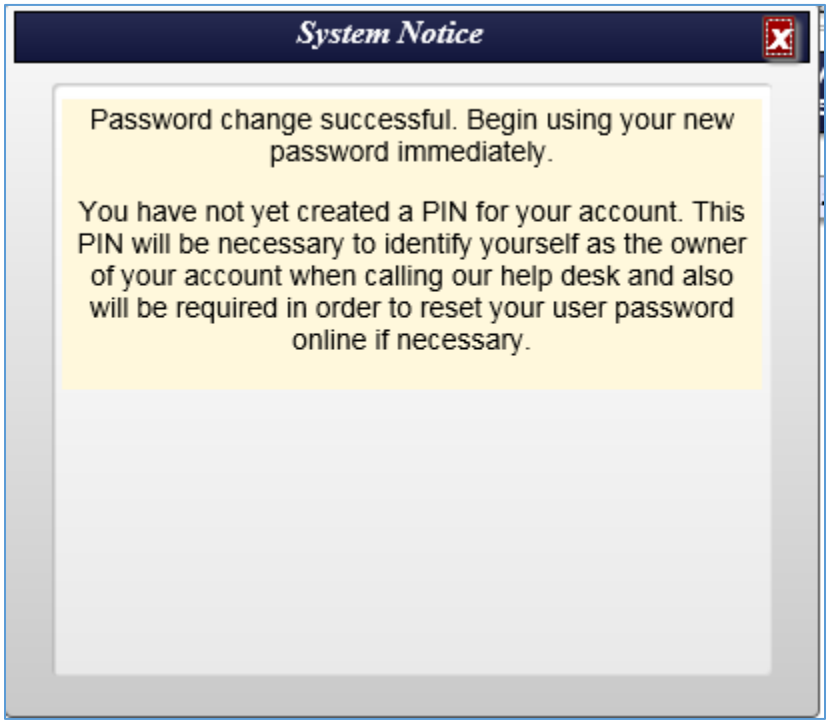
7. Enter the temporary password in the Current Password field. Enter a new password in the New Password field, click the *Verify* button and enter it again. Click the blue *Change Password* button that appears under the New Password field after the second entry of the new password.

   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.



8. Close the System Notice box.

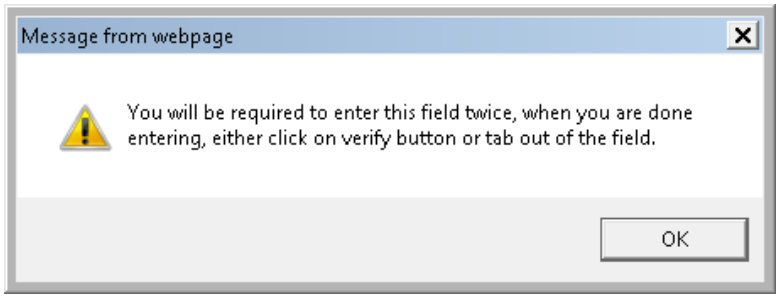


9. Create a PIN for your account. The PIN must be between 4 and 10 alpha-numeric characters consisting of numeric digits 0 through 9 and letters only. You will need your PIN to reset a forgotten password or to contact the Kansas Secretary of State's Office regarding questions about your account.

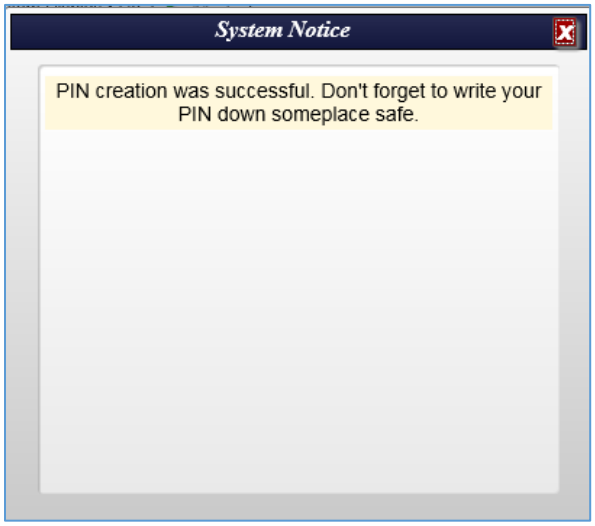
   Enter a PIN, click the *Verify* button and enter it again. Click the blue *Create PIN* button that appears after the second entry.

   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.



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

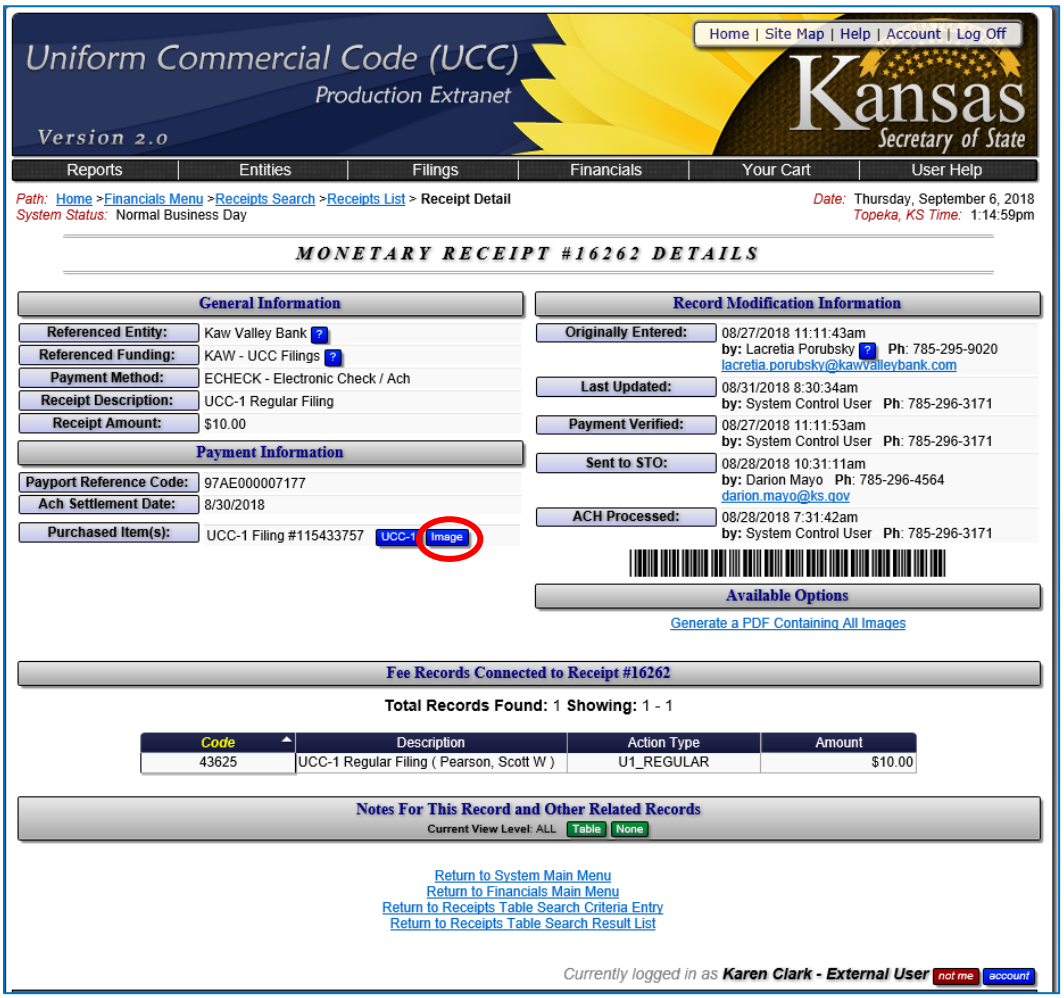
Filings may be found and printed several ways in this system. All archived filings owned *by your entity may be printed for free at a later date by any entity user.

*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.

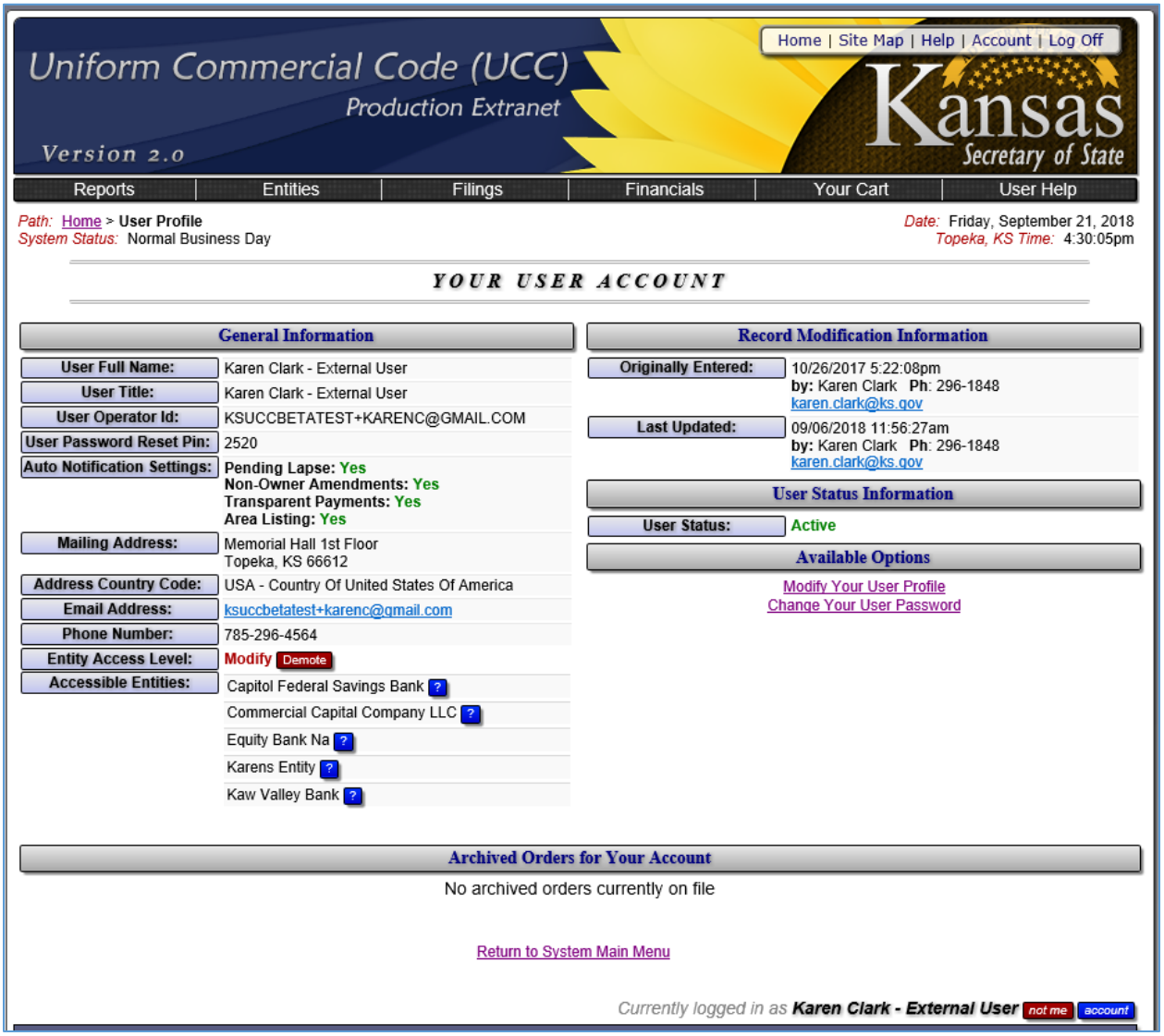
Note: the UCC system uses popup windows. We recommend "always allowing" the windows in the UCC system to open. This will aid in finding your filings.

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 Image button.



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).



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 View 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.