

Setting Up Your Online UCC Filings Account



Ohio Secretary of State

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Definitions

These terms and phrases are used in the online UCC filing system:

ACH – Acronym for automated clearinghouse account which allows you to pay for your filings with funds electronically transferred from your checking account.

Corporate Account - An account owned by an organization.

E-mail Addresses - The e-mail address is used for acknowledgements and other communications from the Business Services department.

Entity - A person or organization who may file or pay for a document or who may be a debtor or secured party.

Filer - The person or organization who is responsible for the filing.

Filing - The document filed with the central filing office to protect a security interest in collateral.

Personal Account - An account owned by a specific person, rather than a corporation or other organization. The person may be a representative for a corporate account.

Prepayment Account - An escrow account set up with the Secretary of State, to which you deposit funds and from which filings fees are withdrawn.

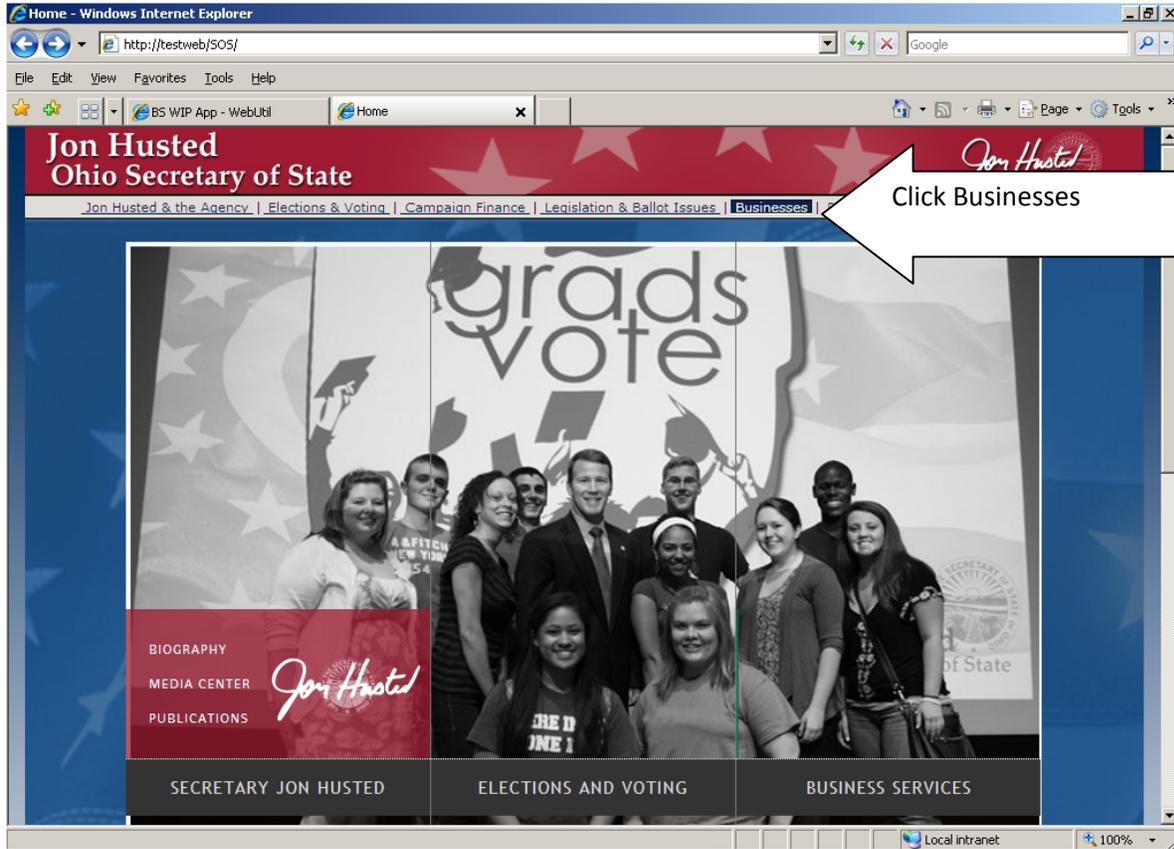
Record - A logical collection of information entered on a particular page or tab, such as all information regarding a single debtor, secured party, collateral, real estate owner, etc.

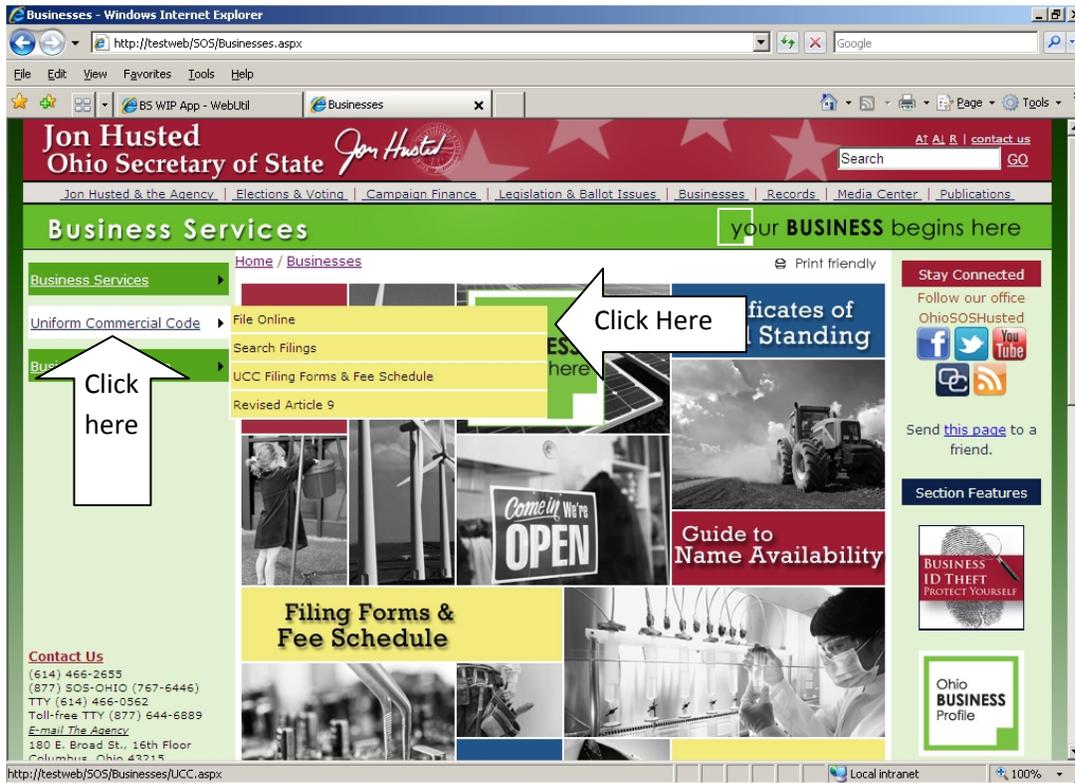
Representative - A representative is a person authorized to submit filings for a corporation.

Access the Online UCC Filing System

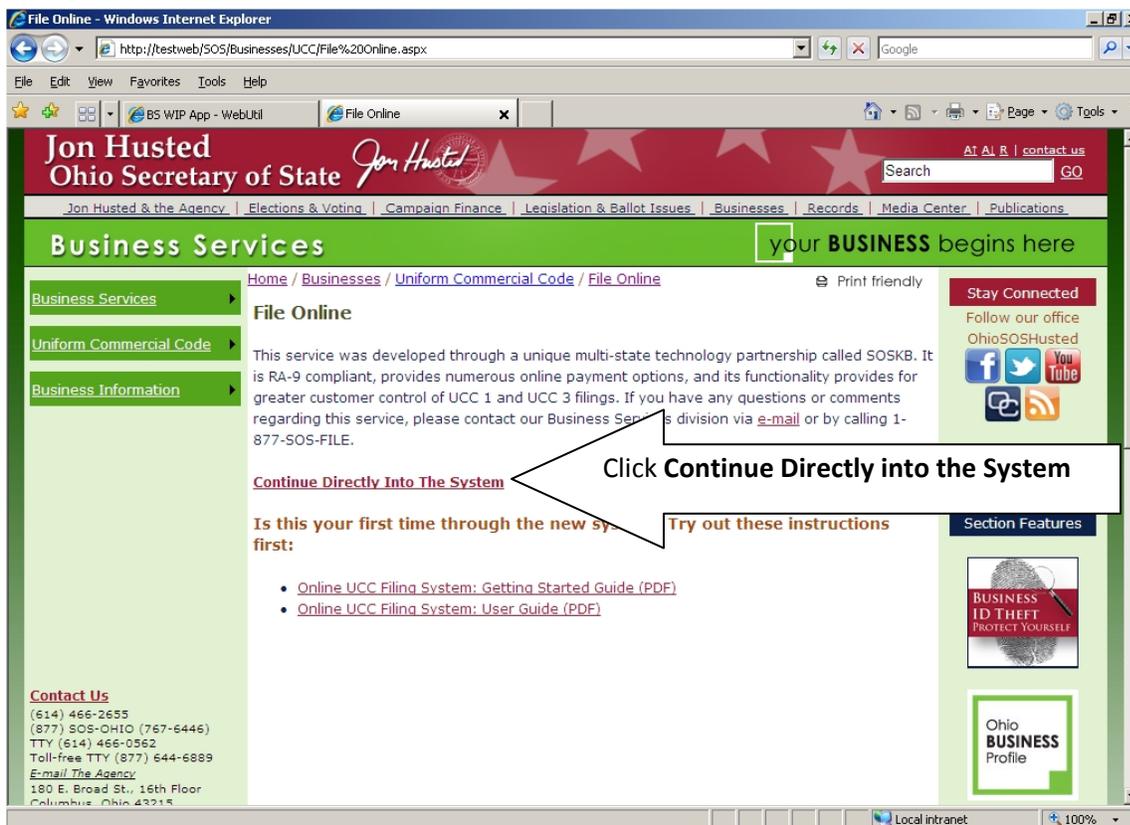
To file UCCs electronically with the Ohio Secretary of State, you must first establish an account.

In order to establish this account, go to the Secretary of State's Web site at www.sos.state.oh.us/. On this Web page, click on **Businesses** then select **Uniform Commercial Code**, followed by **File Online**.

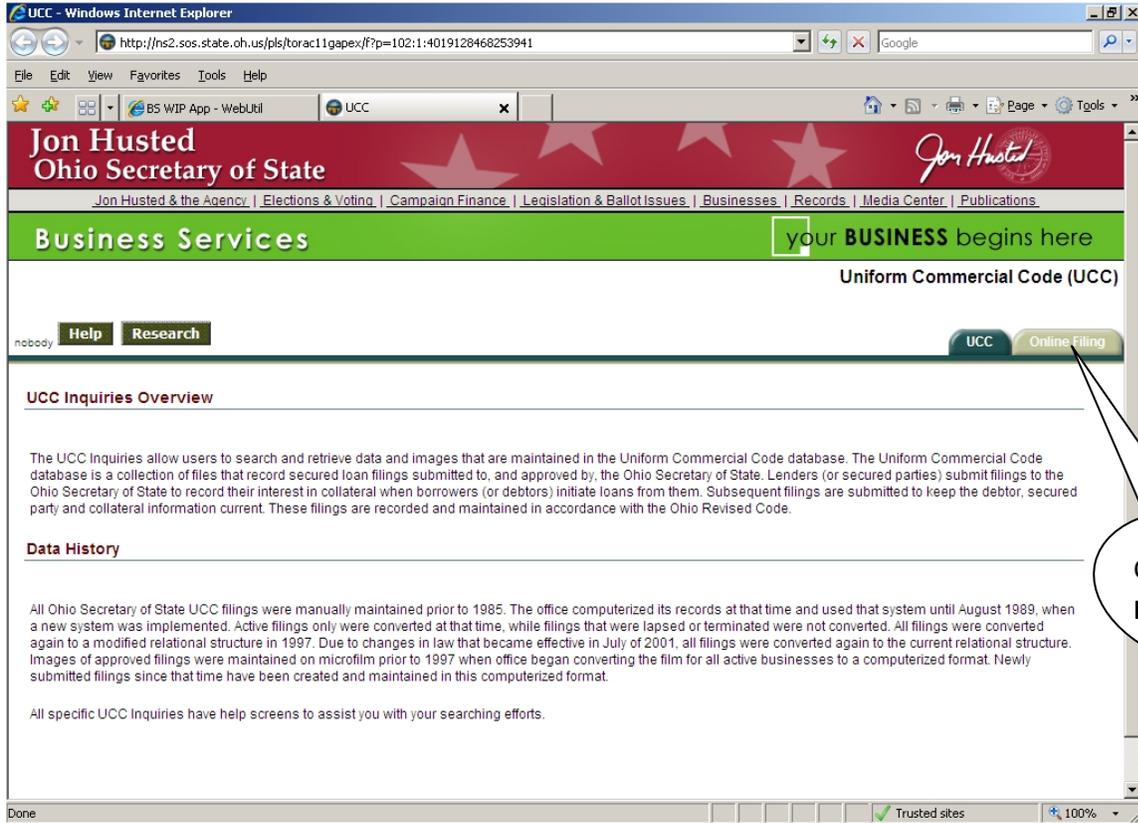




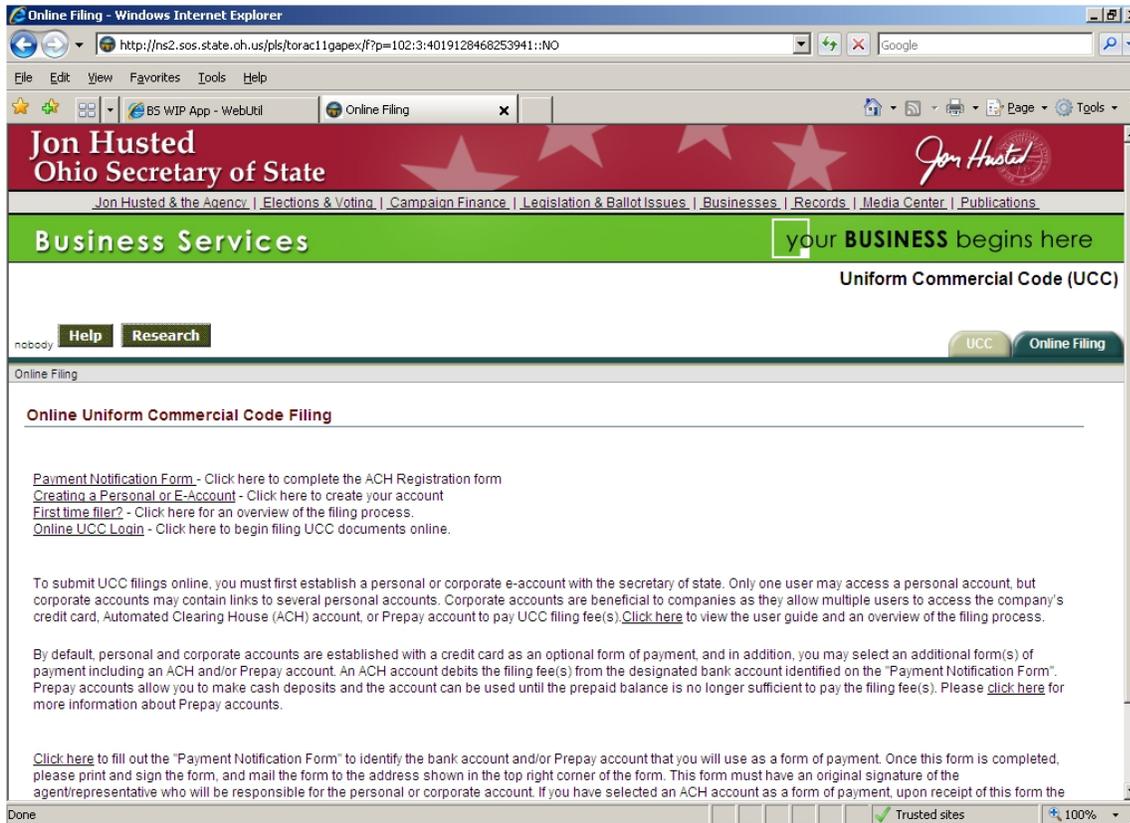
1. If you clicked on the **File Online**, click on **Continue Directly into the System**.



2. From the UCC Overview Web page, click on **Online Filing**.



3. The next Web page is the home page for the Online UCC Filing System.



Note that there are links on this page for various UCC functions, including online UCC filing functions. This Web page lists the basic steps for creating and logging into a new account (also provided later in this document).

For information on the Research function (upper left), refer to the Uniform Commercial Code link on the Ohio Secretary of State home page.

The links under Online Uniform Commercial Code Filing allow you to print the ACH/Prepay registration form (required to set up an ACH or prepayment accounts), create a new account, establish corporate account representatives, log into an existing account and access help for using the online system. To perform other functions such as filing documents or changing your account profile you must first log into your account.

Create a New Account

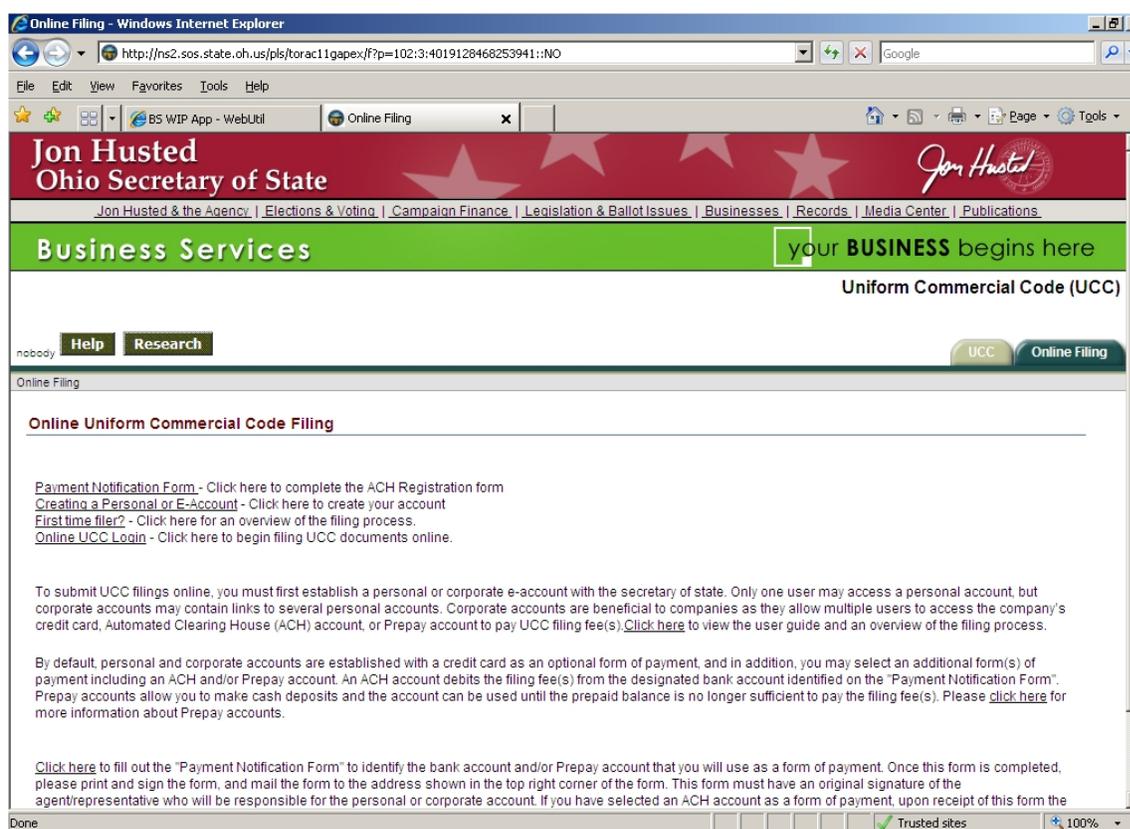
There are two types of accounts used in the Online UCC Filing System: personal and corporate.

Which type you create depends on how you will use the account. Both types of accounts can submit filings. However, only corporate accounts can specify representatives that are authorized to file on behalf of the corporate account. Also, corporate accounts can use the prepayment option.

A personal account must be created for all filers, even if a corporate account is used.

To create a new account, proceed as follows:

1. Access the UCC Online Filing System home page. This is described in the previous Chapter.



2. If you are going to submit filings for an existing corporate account, you must first create a personal account. After the account is active, you need to provide your user ID to your corporate administrator so the account can be set up as a representative for the corporate account.
3. To create an account, you must supply a user name, password and entity information including account name, business address, telephone number and e-mail address. Required fields are flagged with an asterisk. However, for the entity name, this only applies to the Commercial Name field if a name is a business name.
4. Other information may be required depending on your payment options. There are three payment options: prepayment account, ACH using funds from your checking account or credit card. The prepayment account requires pre-authorization before it is available. Once

the account is created, only those payment options currently authorized are available when submitting a filing.

Prepayment Account

1. If you would like to use a prepayment account to pay for filings, you must authorize the Ohio Secretary of State to use the prepayment account option. Do one of the following, depending on whether or not the prepayment account already exists:
 - 1.1. Create a new prepayment account - This is done by submitting an application for a prepayment account found on the Ohio Secretary of State Web site. Go to the Ohio Secretary of State Web site at www.sos.state.oh.us, select the Uniform Commercial Code link under the Business Services menu. Select Prepayment Accounts and follow the instructions for submitting the application, making the deposit and filing out the contract. Request the account be created for UCC filings. You will be notified when the corporate account is available for filing with the prepayment account option. Normally, it takes up to 3 business days to process your request upon receipt.
 - 1.2. Use an existing prepayment account - This is done by submitting a separate form found on the UCC Online Filing System home page. Go to that page, click on the [Payment Notification form](#) link, print the form, fill it out and mail it as directed.

Payment Notification Form.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Mark for Redaction Apply Redactions Search and Redact

1 / 1 81.7% Find

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients. Highlight Fields



OFFICE OF THE SECRETARY OF STATE

**Payment notification for
online UCC account**

Office of the Secretary of State
Attn: Business Services Division
180 East Broad Street, 16th Floor
Columbus, Ohio 43215-0421

This form is used to identify the prepay or bank account you want to add to your online UCC account. Completing this form will not establish a new account. The online UCC account must be created before submitting this form. To establish an online UCC account, please visit www.sos.state.oh.us and navigate to the UCC section of this site.

ACCOUNT INFORMATION

Company Name

Contact Person

Telephone Number Email Address

ACH Account Option

I hereby authorize the Office of the Secretary of State to deduct filing fees for online UCC filings from the Bank Account indicated below when I submit online UCC filings.

Routing Number Account Number

Checking Account General Ledger Account Savings Account

Authorized Signature Date

Prepayment Account Option

I hereby authorize the Office of the Secretary of State to deduct filing fees for online UCC filings from the Prepayment Account indicated below when I submit online UCC filings.

Prepayment Account Number

Authorized Signature Date

Create UCC Online Account

1. On the UCC Online Filing System home, click on the **Creating a Personal Account** link and the entity creation page is displayed.

The screenshot shows a web browser window titled "New Customer Information - Windows Internet Explorer". The address bar displays the URL: <http://ns2.sos.state.oh.us/pls/torac11gapex/f?p=131:14:3229301110417937::NO:14>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search engine (Google) and a search icon. The page content includes a navigation bar with "Research" and "Help" buttons, and "UCC" and "Online Filing" buttons. The main form area is titled "User Information" and contains the following fields:

- Commercial Name (required)
- First Name (required)
- Middle Name (optional)
- Last Name (required)
- Suffix (optional)
- Address Line 1 (required)
- Address Line 2 (optional)
- City (required)
- State (dropdown menu, currently set to OHIO)
- Zip Code (required)
- Phone (required)
- Cell Phone (optional)
- Fax (optional)
- Email (required)

Below the "User Information" section is the "Password Details" section, which includes:

- User Id (required)
- Password (required)
- Verify your Password (required)

At the top left of the form area, there are "Cancel" and "Create" buttons. The browser's status bar at the bottom shows "Trusted sites" and "100%" zoom level.

2. Enter the commercial name or the Personal first name, last name (required) and the middle name and Suffix (Optional).
3. Enter Street Address, City, State, ZIP Code and Phone Number (including area code). These are all required - the account cannot be created without them. If you have a cell or fax number you may enter it in the designated field.
4. Enter the primary correspondence e-mail address in the E-mail field (required).
5. If you would like to use ACH to pay for your filings, click on the [Payment Notification form](#) link, print the form, fill it out and mail it as directed.
6. Finally, you must select a User ID and password. Enter your User ID in the designated field (it must have at least 5 characters). Enter your password in the designated fields (it must have at least 4 characters). It is good security practice to mix alpha and numeric characters when creating your password.
7. Click on the Create Button.
8. If this account is to be used as a representative for a corporate account, provide your user ID to the corporate administrator so this account may be established as a corporate representative. Once that is completed, you can begin filing for the corporate account using your personal account.

Access Help

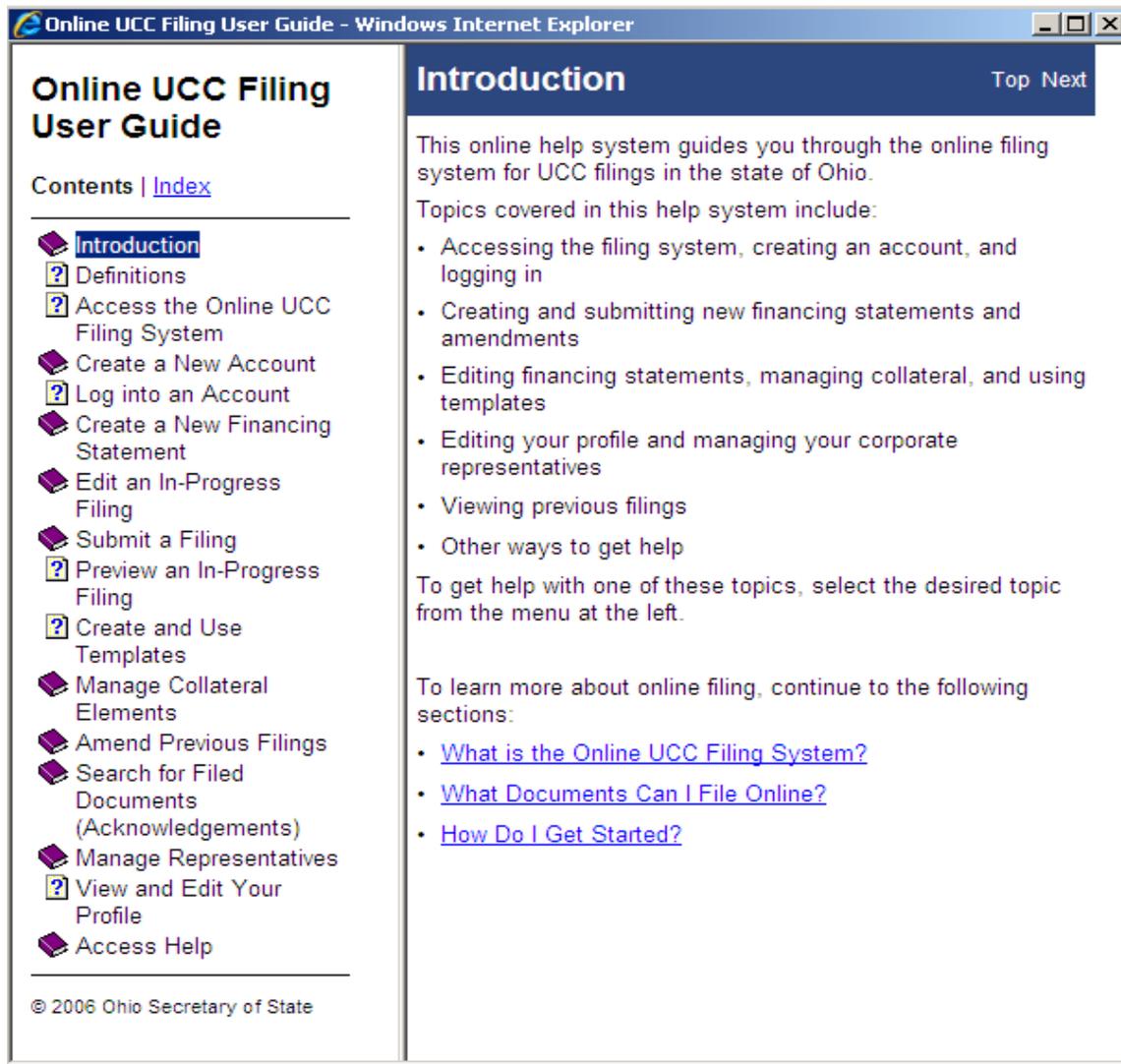
In addition to the instructions provided on the Online UCC Filing System home page, there are several types of help provided by the system:

- The Online UCC Filing System User Guide - this is a PDF document providing a complete description of the system and instructions for using the system. You may freely download and print a copy of this document or simply view it in your browser window by [clicking here](#).
- The Online UCC Filing System Getting Started Guide - (this document) this is a short, easy-to-follow set of steps for using the system, also provided as a PDF document. You may freely download and print a copy of this document or simply view it in your browser window by [clicking here](#).
- The Online UCC Filing System "Help" link - this link is provided on every Web page. Clicking the link opens a help window. See [Navigating the Help Window](#) for a brief tutorial on this help system.
- Finally, if you have any questions or problems that cannot be solved using the system help, please contact the Customer Service Department at 877-SOS-FILE.

Note: To view PDF files, download the Adobe Reader. [Please click here for the latest free version.](#)

Navigating the Help Window

When you select the **Help** link from an Online UCC Filing System Web page, a separate help window is displayed.



This window consists of two panes:

Navigation The left pane provides navigation links to access specific help topics.
Topic The right pane provides the help information for the selected topic.

Navigation

In this pane, you can select between the **Contents** view and the **Index** view. Simply click on the selected view name at the top of the pane. These are used as follows:

Contents	This is the default view when you select the Help link. Topics are listed in a table of contents fashion. Click on the topic in which you are interested.
Index	This view lists, in alphabetical order, key words or phrases related to the help topics. Clicking an entry causes the corresponding help information to be displayed in the topic pane.

Topic

The help topics are displayed in this pane. The information displayed may be descriptions of Online UCC Filing System web pages or features, or procedures for accomplishing tasks in the Online UCC Filing System.

Sometimes there are hyperlinks in the help topics to other procedures or related information. Clicking on those links replaces the existing information in the Topic pane with the selected information.

To return to a previous topic, there are three options:

- a) Use your browser's navigation links (for example, the Back and Forward buttons)
- b) Select the link to that topic in the help window Navigation pane.
- c) Use the navigation links at the upper right of the Topic pane. There are three links provided here:
 - Top - moves to the beginning of the Help information (Introduction)
 - Previous - moves sequentially to the previous topic as shown in the Contents
 - Next - moves sequentially to the next topic as shown in the Contents

Note that using your browser's navigation links or the Topic pane links cause the active link in the Navigation pane to be updated.