

your
guide to

Jon Husted
Ohio Secretary of State

UCC Online Filing System

your
BUSINESS
begins here

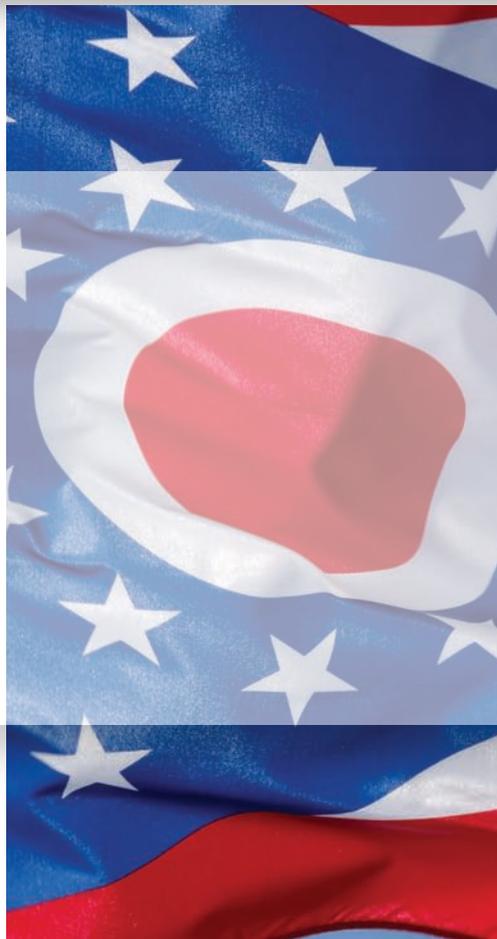
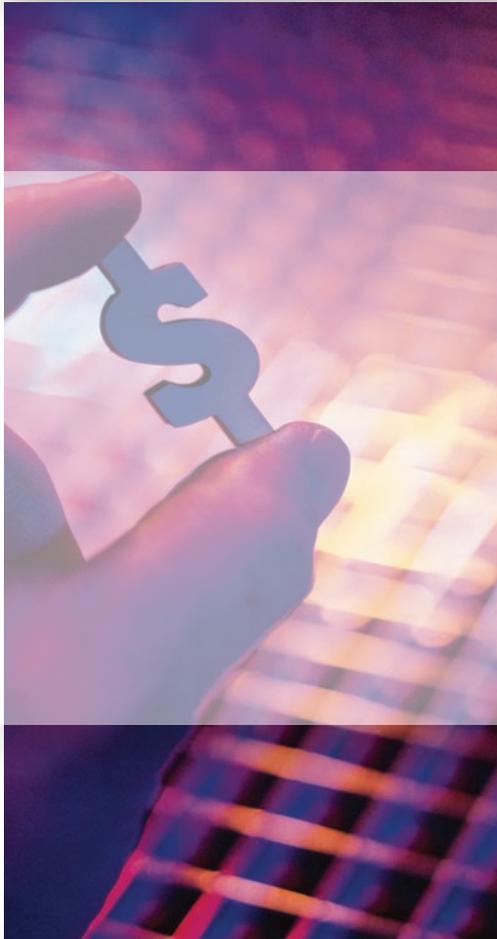


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Introduction

This user guide moves you through the online filing system for UCC filings in the state of Ohio.

Topics covered in this guide include:

- Accessing the filing system, creating an account and logging in
- Creating and submitting new financing statements and amendments
- Editing financing statements, managing collateral and using templates
- Editing your profile and managing your corporate representatives
- Viewing previous filings and acknowledgements

What is the Online UCC Filing System?

The Online UCC Filing System is a web-based system that allows business users to submit financing statements to the Uniform Commercial Code (UCC) database, and to search and retrieve data and images that are maintained in that database. It is accessed from the Ohio Secretary of State's website.

The Uniform Commercial Code database is a collection of files that record secured loan filings submitted to and approved by the Ohio Secretary of State. Lenders (or secured parties) submit filings to the Ohio Secretary of State to record their interest in collateral when borrowers (or debtors) initiate loans from them. Subsequent filings are submitted to keep the debtor, secured party and collateral information current. These filings are recorded and maintained in accordance with the Ohio Revised Code.

UCC filing is required in order to claim an interest in collateral used for a loan and to have the claim indexed for public notice. Lenders protect their rights to collateral offered in a loan transaction by filing UCC statements with the Ohio Secretary of State.

The online system provides a faster and more efficient means of filing UCC records for business users and a more flexible and cost-efficient means of managing those filings for the Ohio Secretary of State. The system complies with Revised Article 9 of the Uniform Commercial Code, which was drafted by the National Conference of Commissioners on Uniform State Laws and the American Law Institute and took effect in most states in 2001. RA-9 established new guidelines for the submission and recording of UCC financing statements and helped pave the way for electronic submissions. The system was updated in 2013 to comply with the amendments to RA-9 that became effective in most states on July 1, 2013.

What Documents Can I File Online?

The system allows UCC1 (initial financing statement) and UCC3 (amendment) filings. Other documents may be filed by using the forms available on the forms page of the Ohio Secretary of State's website.

UCC1 filings include transmitting utility filings, public finance transactions and real estate filings.

The types of UCC3 filings that can be submitted online include:

- Collateral Amendments
- Debtor and Secured Party Amendments
- Assignments
- Continuations
- Terminations

If the filing includes an attachment, the filing must be submitted on paper forms to the Ohio Secretary of State's office. Attachments cannot be accepted on the Online Filing System. Information Statements (UCC5) must also be filed using the paper forms.

How Do I get Started?

If you are a new user of the system, you must first establish an account. Refer to the [Online UCC Filing System: Getting Started Guide](#) for help with creating an account.

To contact the Ohio Secretary of State with questions related to UCC filings, email the Business Services department at busserv@ohiosecretaryofstate.gov or call 877-SOS-FILE.

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

Document number – A unique number assigned by the Secretary of State's filing system to the image associated with the filing

Acknowledgement - A document generated by the Secretary of State's UCC filing system that shows the filer's name and address, the financing statement number, the date of the filing and the names and addresses of the debtors and secured parties.

Alternate Capacity - an alternative capacity for a debtor (estate, trust, trustee or none)

Alternate Filing Type - see Filing Type

Alternate Name Designation - see Name Designation

Amendment - A type of filing that changes, adds or deletes information on a previous filing

Assignment - An assignment transfers all or part of the secured party's interest on particular collateral to another party

Collateral - The collateral statement defines the accounts, chattel paper, goods, intangibles, proceeds or property subject to security interest

Continuation - A filing that extends the effectiveness of a financing statement for an additional term

Corporate Account - An account owned by an organization

Debtor - The person or organization that owes a debt (secured by specified collateral)

E-mail Addresses - The notification e-mail address is used for acknowledgements. The billing e-mail address receives invoices. The contact e-mail address receives 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 responsible for the filing

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

Filing Type - The specific type of filing being submitted; may be UCC, Transmitting Utility, Manufactured Home or Public Finance

Financing Statement – The record of a UCC filing, including the Initial Financing Statement and any amendments thereto

Financing Statement Number - A unique number assigned automatically by the UCC filing system to each approved financing statement submitted to the Business Services department

Miscellaneous Number – A unique number assigned automatically by the UCC filing system to each approved amendment submitted to the Business Services department

Name Designation - The name designation specifies the relationship of the secured party to the debtor. The default choice is Debtor/Secured Party. Other choices are: Bailee/Bailor, Consignee/Consignor, Lessee/Lessor, Licensee/Licensor, Buyer/Seller, Beneficiary/Benefactor, Debtor/Creditor and Beneficiary/Trustee

Packet Number - An alphanumeric code entered by the user submitting the filing for their own reference, to help identify the filing in the future

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 corporate representative is a person authorized to submit filings for a corporation

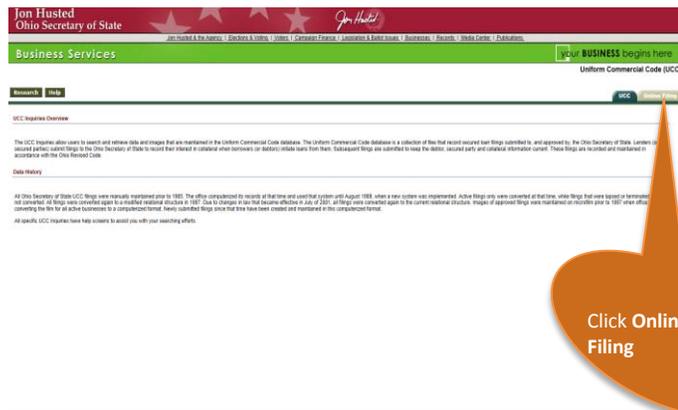
Secured Party - The person or organization that has secured a favorable security interest

Termination - A filing that terminates a debtor's or secured party's interest in the collateral

Template - A template stores frequently used collateral, real estate or party information that may be used in repeated future filings

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 Ohio Secretary of State's website and navigate to the UCC Online Filings page.



Once there, select **Creating a Personal or E-Account**. If you already have an account, select **Online UCC Filings**.

Jon Husted
Ohio Secretary of State

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Business Services

Research Help

Online Filing

Online Uniform Commercial Code Filing

[Payment Notification Form](#) - Click here to complete the ACH Registration
[Creating a Personal or E-Account](#) - Click here to create your account
[First time filer?](#) - Click here for an overview of the filing process.
[Online UCC Filings](#) - Click here to begin filing UCC documents online.

Creating a Personal or E-Account

Online UCC Filings

You must first establish a personal or corporate e-account with the secretary of state. Only one user may access a personal account, but corporate accounts may contain links to several persons. You may use your company's credit card, Automated Clearing House (ACH) account, or Prepay account to pay UCC filing fee(s). [Click here](#) to view the user guide and an overview of the filing process.

Corporate accounts are established with a credit card as an optional form of payment, and in addition, you may select an additional form(s) of payment including an ACH and/or Prepay account. An ACH account is established with a credit card as an optional form of payment, and in addition, you may select an additional form(s) of payment including an ACH and/or Prepay account. An ACH account allows you to make cash deposits and the account can be used until the prepaid balance is no longer sufficient to pay the filing fee(s). Please [click here](#) for more information.

Click [here](#) to fill out the "Payment Notification Form" to identify the bank account and/or Prepay account that you will use as a form of payment. Once this form is completed, please print and sign the form, and mail the form to the original signature of the agent/representative who will be responsible for the personal or corporate account. If you have selected an ACH account as a form of payment, upon receipt of this form the secretary of state's office will issue a pre-note number. This pre-note is necessary to confirm the validity of the account and the process takes five (5) business days to complete. An e-mail will be sent to the agent/representative informing them the ACH account has been established.

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 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, select **Creating a Personal or E-Account** (as illustrated above).

The personal account creation page is displayed.

Research Help

User Information

Cancel Create

* Commercial Name
 First Name Middle Name
 Last Name Suffix
 * Address Line 1 Address Line 2
 * City
 Country * State * Zip Code
 * Phone Cell Phone
 Fax * Email

Password Details

* User Id
 * Password
 Verify your Password

To create an account, you must supply a user name, password and information including account name, business address, telephone number and e-mail address. Required fields are flagged with an asterisk.

Select a user ID and password. The user ID must have at least five characters and the password must have at least four characters. When this information is complete, select the **Create** button.

If this account is to be used as a representative for a corporate account, provide the user ID and password to the corporate administrator so the account may be added to the corporate account.

Other information may be required depending on your preferred method of payment. There are three payment options – prepayment account, ACH account, or credit card. The prepayment and ACH options require 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

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.

- **If the prepayment account already exists:** Submit a separate form found on the UCC Online Filing System home page (select **Payment Notification Form** link to print the form). Fill out the sections for the prepayment account and mail the form as directed.
- **Creating a new prepayment account:** This is done by submitting an application for a prepayment account. Select the Uniform Commercial Code link under the Business Services menu and choose **Prepayment Accounts**. Follow the instructions for submitting the application, making the deposit, and completing the contract. Request the account be created for UCC filings. You will be notified when the account is available for filing. This can take up to three business days from date of receipt.

ACH Account

If you would like to use an ACH account to pay for filings, you must first authorize the Ohio Secretary of State to deduct the fees from your bank account. Submit the form found on the UCC Online Filing System home page (select **Payment Notification Form** link to print the form). Fill out the sections for the ACH account and mail the form as directed.

Log into an Account

Once you have received email notification of account activation, and if necessary, set up the account as a corporate representative, you can begin using the account.

An Online UCC Filing account allows you to file documents online, view and edit in-progress filings, create templates, search acknowledgments of recent filings, and update your account profile. To do any of this, you must first log into the account. Select **Online UCC Filings** (as illustrated above). The log in screen is displayed.

* User Name
 * Password **Login**

[Privacy Statement](#)

[Click here to create a new personal account](#)

Enter your user name and password and select the **Login** button.

Once logged in, the filing home page is presented. The menu of options is located on the left. A listing of any in-progress filings is displayed in the center of the page.

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Business Services

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Logged In As: GUIDE

In Progress

[In Progress](#)

[New Financing Statement](#)

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[My Templates](#)

[Acknowledgements](#)

[Edit My Information](#)

[Manage my Representatives](#)

In Progress
 To create a new financing statement or amendment, select either "New Financing Statement" or "New Amendment". To continue working on a filing in progress select "In Progress".

If you have multiple Filer Names listed In Progress, please be sure that only filings for the same Filer Name are put in the cart when preparing for payment.

UCC Filings Not Filed And In Progress

When filings are complete, select box on the left for the filings you wish to add to the cart and click "File Document"

In cart	Edit?	Document Id	Filing Date	Filer Name	Contact Name	Packet #	Filing Type	View	Copy?	Delete?
<input type="checkbox"/>	Edit	201318900525	07/08/2013 01:50 PM	GUIDE ACCOUNT	GUIDE ACCOUNT	1234	Initial	View Image	Copy	Delete

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Menu

In Progress Filings

File Document

From the menu on the left, you can view filings in progress, create new financing statements, create amendments, manage filing document templates, search for recently filed documents and acknowledgments, view and edit account information, and manage corporate account representatives. Selecting **In Progress** from the menu will always return you to the filing home page.

Create a New Financing Statement

To file an Initial Financing Statement (UCC1), select **New Financing Statement** from the menu. The filer information screen will be presented.

New Financial Statement

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New Financing Statement Filing

Filer: GUIDE - GUIDE ACCOUNT

Packet Number ?

Optional Filer Reference Data

Continue

1. Select the filer from the list by selecting the radio button next to the appropriate option. If there are no designated representatives, the filer will default to the account being used.
2. Enter the Packet Number in the designated field. The packet number is optional and represents a unique identifier that is given to the filing by the filer.
3. Optional Filer Reference Data can be added to further identify the filing.
4. Select **Continue**.

Enter Debtor Information

The Debtor Information screen will be presented.



Filer Section Filing Types **Debtors** Secured Party Collateral Additional Information Real Estate

Debtor Information

Please enter debtor information below. When complete, click "Save." Once all debtors have been successfully added, click "Continue."

Edit	Individual's Name/Organization's Name	Mailing Address	City	State Code	Zip	Delete?
	DEBTOR CORPORATION	1234 CORPORATE DRIVE	CORPORATE	OHIO	43215	Delete

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DEBTOR'S NAME: Provide only one Debtor name (Organization's Name or the Individual Debtor's name) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name)

Organization's Name

OR

Individual's Surname First Personal Name

Additional Name(s) / Initial(s) Suffix

• Mailing Address

• City

• State • Postal Code

• Country

Cancel **Save** **Continue**



1. Enter the debtor name and address.
2. Select **Save**. The debtor information will populate at the top of the page.
3. Enter each additional debtor and select **Save** after each entry.
4. After all debtors have been added, select **Continue**.

Note: You can navigate back to the debtor screen by selecting the **Debtors** tab at the top of the page.

Enter Secured Party Information

The Secured Party Information screen will be presented.

Secured Party Tab

Added Secured Parties

Edit	Individual's Name/Organization's Name	Mailing Address	City	State Code	Zip	Assignor?	Delete?
	SP INC.	321 SECURE ST.	SECURE	OHIO	43215	-	Delete
	SP LLC	450 INCORP DR.	INCORP	OHIO	43215	Y	Delete

SECURED PARTY'S NAME (OR NAME OF A ASSIGNEE OR A ASSIGNOR SECURED PARTY):
Provide only one Secured Party name (Organization's Name or the Individual Name)

Secured Party is an assignor

Organization's Name

OR

Individual's Surname First Personal Name

Additional Name(s) / Initial(s) Suffix

* Mailing Address

* City

* State * Postal Code

Country

1. Enter the secured party name and address.
2. Select **Save**. The secured party information will populate at the top of the page.
3. Enter each additional secured party and select **Save** after each entry.
4. After all secured parties have been added, select **Continue**.

Note: You can navigate back to the secured party screen by selecting the **Secured Party** tab at the top of the page.

Enter Collateral

The Collateral page is displayed.

Collateral Tab

Updated Successfully

Enter Collateral

Updated Successfully Message

Collateral

COLLATERAL: This Financing statement covers the following collateral:

All inventory.

Check only if applicable and check only one box: Collateral is:

held in a Trust

being administered by a Decedent's Personal Representative

1. Enter the collateral information.*
2. **Optional:** Indicate whether the collateral is held in a Trust or being administered by a Decedent's Personal Representative by selecting the appropriate box.
3. Review the information and select **Save**. The message at the top changes to **Updated Successfully**.
4. Select **Continue**.

*If the collateral information includes attachments, you cannot use the online filing system. You must submit a paper filing.

Note: You can navigate back to the collateral page by selecting the **Collateral** tab at the top of the page.

Enter Additional Information

The Additional Information page is displayed.

Additional Information

Check only if applicable and check only one box:

Public-Finance Transaction Manufactured-Home Transaction A Debtor is a Transmitting Utility

Check only if applicable and check only one box:

Agricultural Lien Non-UCC Filing

Alternative Designation (if applicable):

Lessee/Lessor Consignee/Consignor Seller/Buyer Bailee/Bailor Licensee/Licensor

Miscellaneous Information

Cancel Save Continue

Additional Information Tab

1. Enter any additional information required for the financing statement*. Select **Save**.
2. Select **Continue**.

* This is optional information. It is possible that a user will not need to select anything on this page.

Note: You can navigate back to the additional information page by selecting the **Additional Information** tab at the top of the page.

Enter Real Estate Information

The Real Estate Information page is displayed.

Real Estate Information

Only complete this section if applicable. If it is not applicable, please click "Complete" to complete the filing

This FINANCING STATEMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS (if applicable)

This FINANCING STATEMENT covers timber to be cut is filed as a fixture filing Covers as-extracted collateral

Name and address of a record owner of real estate:

Description of real estate:

Cancel Save Complete

This section should only be completed if applicable to the filing. It is optional. If the filing does not have real estate information, click **Complete** to complete the filing.

1. Enter the necessary information and select **Save**.
2. Select **Complete** to complete the filing.

Note: You can navigate back to the additional information page by selecting the **Additional Information** tab at the top of the page.

Completing the Filing

After selecting the **Complete** button on the Real Estate Information screen, all of the filing information has been entered. You will return to the filing home page where the newly created financing statement will display in the **In Progress** filings.

Business Services

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In Progress

[In Progress](#)
[New Financing Statement](#)
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To create a new financing statement or amendment, select either "New Financing Statement" or "New Amendment". To continue working on a filing in progress select "In Progress".

If you have multiple Filer Names listed In Progress, please be sure that only filings for the same Filer Name are put in the cart when preparing for payment.

UCC Filings Not Filed And In Progress

When filings are complete, select box on the left for the filings you wish to add to the cart and click "File Document"

In cart	Edit?	Document Id	Filing Date	Filer Name	Contact Name	Packet #	Filing Type	View	Copy?	Delete?
<input type="checkbox"/>	Edit	201318900525	07/08/2013 01:50 PM	GUIDE ACCOUNT	GUIDE ACCOUNT	1234	Initial	View Image	Copy	Delete
<input type="checkbox"/>	Edit	201318900527	07/08/2013 02:05 PM	GUIDE ACCOUNT	GUIDE ACCOUNT	222	Initial	View Image	Copy	Delete

Function	Description and How to Use
Edit Document	Make modifications to a document(s) previously entered, but not yet filed. Click on the word Edit on the line of the filing you want to change.
Copy Filing to My Templates	Make a copy of the selected filing(s) in the template directory. Click on the words Copy to Templates on the line of the filing you want to copy.
Delete Documents	Delete the filing(s) from the In Progress list (completely removes the document from the system). Click on the words Delete on the line of the filing you want to delete.
File Documents	Submit a filing(s), assuming that all edits have been performed. Select the checkbox for the filing you want to file then click on the button File Document .

At this point, you may edit filings in progress, view an image of the filing, create a template of the filing, or delete the in progress filing. **Please note: These filings have not yet been submitted and are not filed with the Ohio Secretary of State at this point.**

Submit a Filing

When ready to submit a filing, select the **In Cart** checkbox for the filings you wish to submit. You can send multiple filings to the cart from the same user at the same time by clicking multiple checkboxes. The system does not allow you to place filings from different filers in the cart at the same time.

Next select **File Document**.

Logged In As: GUIDE **Research** **Help** **Logout**

Select View Cart to continue

Your filing is not complete until it is purchased from the cart.
 There is 1 item totaling \$12 in your checkout cart. Please click the View Cart button to complete your filing(s)

View Cart
 To create a new financing statement or amendment, select either "New Financing Statement" or "New Amendment".
 To continue working on a filing in progress select "In Progress".

If you have multiple Filer Names listed In Progress, please be sure that only filings for the same Filer Name are put in the cart when preparing for payment.

UCC Filings Not Filed And In Progress

When filings are complete, select box on the left for the filings you wish to add to the cart and click "File Document"

In cart	Edit?	Document Id	Filing Date	Filer Name	Contact Name	Packet #	Filing Type	View	Copy?	Delete?
<input type="checkbox"/>	Edit	201318900525	07/08/2013 01:50 PM	GUIDE ACCOUNT	GUIDE ACCOUNT	1234	Initial	View Image	Copy	Delete

File Document File Document to move selected filings to the cart

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Once a filing has been moved into the cart, the information at the top of the screen will display information about your cart. You must select **View Cart** to submit the filing.

The Check Out screen is displayed.

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Check Out

Current Shopping Cart - Date : 07/08/2013

Remove From Cart	Item Description	Cost	Packet Number	Financing Statement Number	Document Id
<input type="checkbox"/>	Filing Type: Initial Debtor Name: DEBTOR CORPORATION Debtor Address:1234 CORPORATE DRIVE,CORPORATE OH-43215,US	Filing Fee: \$12.00 222	OH00168614062		201318900527

Total: \$12.00

Purchaser:
 Payment Type:

Verify that the list of filings in the cart is correct. If you incorrectly sent a filing to the cart, you can select the checkbox next to the filing and select the **Remove from Cart** button.

Select a purchaser from the drop-down list (the default is the currently logged-in user) and payment type. Only the payment types authorized for the account will show. Select **Continue**.

If you are paying by credit card, you will be directed to a page to enter your credit card information. The Secretary of State's office does not store credit card information, so this information must be entered each time. Once the information is entered, select **Confirm and Proceed**.

Check Out

Item Description	Cost	Packet Number	Financing Statement Number	Document Id
Filing Type: Initial Debtor Name: DEBTOR CORPORATION Debtor Address: 1234 CORPORATE DRIVE, CORPORATE OH-43215, US	Filing Fee: \$12.00 222	OH00168614062		201318900527
Total: \$12.00				

Credit Card Details

- * Credit Card Type:
- * Card Number:
- * Amount: \$12 USD
- * Expiration:
- * CVV # (what is this):

* Required Field

Billing Information

Please enter your information as it appears on your credit card statement.

- * First Name:
- * Last Name:
- * Address 1:
- * Address 2:
- * City:
- * State:
- * Zip Code:
- E-mail:
- Phone:

A payment agreement is displayed. You must accept these terms to proceed with check out. Select **I AGREE**.

Uniform Commercial Code (UCC)

TESTAPEX

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[New Amendment](#)

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Date: 01/10/2011
Agreement to Pay for 'Online Order'

BY COMPLETING UNIFORM COMMERCIAL CODE FILING(S) ONLINE FROM THE SECRETARY OF STATE WEB SITE, I AUTHORIZE THE SECRETARY OF STATE TO DEBIT MY PRE-ESTABLISHED ACH (AUTOMATIC CLEARING HOUSE) BANK ACCOUNT FOR THE TOTAL AMOUNT OF FEES INDICATED ON MY CONFIRMATION NOTICE.

A total amount of \$12.00 will be debited from your automated clearing house account.

If you select **I DISAGREE**, the document stays in the checkout cart and you are returned to the cart to select a different payment type.

Once the payment is processed successfully, the system lists the submitted filings, indicating the filing number, status and cost.

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[New Financing Statement](#)

[New Amendment](#)

[My Templates](#)

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Acknowledgement

Invoice No: 1303769945
Payment Amount: \$12.00

View Image	Doc Id	Status	Amount	Packet Number
OH00165296871	201316800317	ACCEPTED	\$12.00	-

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You can click on the Financing Statement number under **View Image** to view an image of the filed document.

Search for Filed Documents/Acknowledgements

The online filing system allows you to search for documents that have been filed within a selected range of dates. You can view filed document image, acknowledgement or invoice. These are PDF files that can be printed or saved for your records.

Business Services

Logged In As: GUIDE **Research** **Help** **Logout**

Acknowledgements

Acknowledgments

The acknowledgements will display only the filings filed in the last 60 days

Start Date

End Date

Search **Search Last 2 Days** **Search For Last 7 Days** **Search For Last 60 Days** **Clear**

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You can search a 2-day, 7-day, or 60-day range by selecting the appropriate button or you can enter a non-standard date range in the date fields.

Note: You can only search a 60-day range. If you attempt to search for documents older than 60 days, you will receive an error message. Please use the public search function on the Ohio Secretary of State's website to access older images of filings.

When you have searched a date range, the list of successful filings will display.

UCC eFiler Reconciliation Report

Date From: 7/1/2013 through: 7/8/2013
 Ordered For: **KATIE ZVOLANEK**

Show Printer Friendly Report

Ordered by: **KATIE ZVOLANEK**

Date	Filing	Ack.	Invoice	Packet No.	Document No.	Description	Amount	Status
07/02/13 09:46 AM	OH00165316350	View	1303769860		201318300313	Initial	\$12.00	Paid
Invoice Total:							\$12.00	
07/08/13 03:25 PM	OH00165296871	View	1303769945		201316800317	Initial	\$12.00	Paid
Invoice Total:							\$12.00	
Invoice Grand Total							\$24.00	

Run List

Filings List

The number under the **Filing** header will be either the Financing Statement number for Initial Financing Statements (beginning with OH) or the Miscellaneous number for Amendments (an 11-digit number beginning with 20).

The acknowledgement can be accessed by selecting **View** under the **Ack.** heading, and displays the filer's name and address, the filing numbers, the date of filing and the debtor names.

The invoice shows the billing information and amount paid.

Create and Use Templates

For users who frequently submit UCC filings, the system provides an option to make filing more efficient. Templates allow a filer to save data that is used repeatedly. An organization that has a standard filing document or a larger number of filings with much of the same data may find it more efficient to create a template, rather than enter the information each time it is needed.

To create a template, create a new financing statement with the template information. You can also create a template by creating a new amendment. On the Filing Home Page, select the document from the In Progress filings to be used as the template and select **Copy**. This will place the document in the **My Templates** section of the system.

To use a template, select **My Templates** from the menu on the left. Select the template you wish to use and select **Copy to Filings**. It will copy the filing to the In Progress list on the filing home page, where you can select **Edit** to edit the template. When ready, you can file it as you would any other filing.

Create an Amendment

If you need to update the information on a financing statement, extend a filing that is about to lapse, or terminate a party's interest in a filing, you can file a Financing Statement Amendment (UCC3). **You must have the Financing Statement Number** for the filing that is being amended.

Note: You can only perform one amendment action with each filing. If you wish to perform multiple amendments (i.e. party amendment and collateral amendment) using the online system, you must submit two separate amendments.

To begin a new amendment, select **New Amendment** from the menu on the left. The New Filing Amendment screen is displayed.

New Amendment

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New Filing Amendment

Filer GUIDE - GUIDE ACCOUNT

Packet Number ?

* Initial Financial Statement Number

* Amendment Type:
 AMENDMENT COLLATERAL
 AMENDMENT PARTIES
 ASSIGNMENT
 CONTINUATION
 TERMINATION

Name of Secured Party of Record

Provide only one name (Organization or Individual)(name of Assignor, if this is an assignment)

If this is an Amendment authorized by a Debtor, Check here and provide name of authorizing Debtor

Organization Name

OR

Individual's Surname First Personal Name

Additional Name(s)/Initial(s) Suffix

Optional Filer Reference Data

Miscellaneous Information



Continue

1. Select the filer from the list by selecting radio button next to the appropriate option. If there are no designated representatives, the filer will default to the filer's account being used.
2. Enter the Packet Number in the designated field. The packet number is optional and represents a unique identifier that is given to the filing by the filer.
3. Enter the Initial Financing Statement Number assigned to the financing statement that is being amended.
4. Select the Amendment Type from the drop-down list. Depending on the type of amendment selected, the screen may populate with an additional drop-down list for Amend Action.
5. Enter the Secured Party of Record Authorizing this Amendment. This information is **not required** to continue the filing.
6. Select **Continue**.

Amend Collateral

To file a Collateral Amendment, choose **Amendment Collateral** in the Amendment Type drop-down list. When all other information required for the filing has been entered, select **Continue**. The Collateral Change screen is displayed.

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Filer Section Filing Types Collateral Change Real Estate

Collateral Change

Check one of these four boxes: ADD Collateral DELETE Collateral RESTATE Covered Collateral ASSIGN Collateral

Indicate Collateral:

Cancel **Save** **Continue To Real Estate** **Complete**

1. Choose the collateral amendment option by selecting the appropriate box at the top of the screen. You must select one box in order to continue the filing.
2. Enter the new and/or revised collateral in the **Indicate Collateral** box.
3. Select the **Save** button. You can either continue to add real estate information or if finished with the filing, select **Complete**.

The filing is now complete and you will be returned to the filing home screen, where the amendment will be in the list of **In Progress Filings**. To submit the amendment, follow the procedure outlined in the **Submit a Filing** section above.

Amend Parties

To file a Party Amendment, choose **Amendment Parties** in the Amendment Type drop-down list. The screen will populate with a second drop-down menu for **Amend Action**. Here, select the specific party amendment action.

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New Filing Amendment

Filer GUIDE - GUIDE ACCOUNT

Packet Number ?

* Initial Financial Statement Number

* Amendment Type:

Amend Action

- DEBTOR ADD
- DEBTOR CHANGE
- DEBTOR DELETE
- SECURED PARTY ADD
- SECURED PARTY CHANGE
- SECURED PARTY DELETE

Name of Secured Party of Filing

Provide only one name (Organization or Individual)(name of Assignor, if this is an assignment)

If this is an Amendment authorized by a Debtor, Check here and provide name of authorizing Debtor

Organization Name

OR

Individual's Surname First Personal Name

Additional Name(s)/Initial(s) Suffix

Optional Filer Reference Data

Miscellaneous Information

Continue



When all other information required for the filing has been entered, select **Continue**.

Depending on the specific party amendment action selected, the amendment screen will display.

Add a Party (Debtor or Secured Party)

After choosing either **Debtor Add** or **Secured Party Add**, the screen displayed will allow you to enter the new debtor or new secured party.

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Filer Section Filing Types Debtors Real Estate

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Debtor Information

Please enter debtor information below. When complete, click "Save." Once all debtors have been successfully added, click "Continue."

DEBTOR'S NAME: Provide only one Debtor name (Organization's Name or the Individual Debtor's name) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name)

Organization's Name

OR

Individual's Surname First Personal Name

Additional Name(s) / Initial(s) Suffix

* Mailing Address

* City

* State

* Postal Code

* Country

Cancel **Save** **Continue**

1. Enter the new debtor or secured party information and select **Save**. The new party information will populate at the top of the page. You can enter an additional party of the same type (i.e., another new debtor if it's debtor add amendment or another new secured party if it's a secured party add amendment) by entering the information and selecting the **Save** button after each entry.
2. Once all of the additional debtors or additional secured parties have been entered, select **Continue**.

The filing is now complete and you will be returned to the filing home screen, where the amendment will be in the list of **In Progress Filings**. To submit the amendment, follow the procedure outlined in the **Submit a Filing** section above.

Change a Party (Debtor or Secured Party)

After choosing either **Debtor Change** or **Secured Party Change**, the screen displayed will allow you to change existing party information.

Filer Section Filing Types **Secured Party Change** Real Estate

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Current Secured Party Record Information

Organization Name

Individual's Surname First Personal Name

Suffix Additional Name(s)/Initial(s)

Changed Secured Party Information

SECURED PARTY'S NAME(OR NAME OF ASSIGNEE OR ASSIGNOR SECURED PARTY):
Provide only one Secured Party name (Organization's Name or the Individual Name)

Organization's Name

OR

Individual's Surname First Personal Name

Additional Name(s) / Initial(s) Suffix

* Mailing Address

* City

* State

* Postal Code

* Country

Cancel Save Continue To Real Estate Complete

1. Enter the current party information. This is the existing name on the record that is being changed.
2. Enter the information to update either the debtor or secured party.
3. Select **Save**.
4. Select **Complete**.

The filing is now complete and you will be returned to the filing home screen, where the amendment will be in the list of **In Progress Filings**. To submit the amendment, follow the procedure outlined in the **Submit a Filing** section above.

Delete a Party (Debtor or Secured Party)

After choosing either **Debtor Delete** or **Secured Party Delete**, will allow you to enter the name of the debtor or secured party you wish to delete. After entering the name, select **Save** and then select **Complete**.

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Filer Section Filing Types Debtor Delete Real Estate

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Current Debtor Information to be Deleted

DEBTOR'S NAME: Provide only one Debtor name (Organization's Name or the Individual Debtor's name)
(use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name)

Organization Name

Individual's Surname First Personal Name

Suffix Additional Name(s)/Initial(s)

Cancel **Save** **Continue to Real Estate** **Complete**

The filing is now complete and you will be returned to the filing home screen, where the amendment will be in the list of **In Progress Filings**. To submit the amendment, follow the procedure outlined in the **Submit a Filing** section above.

Create an Assignment

To file an Assignment, choose **Assignment** in the Amendment Type drop-down list. When all other information required for the filing has been entered, select **Continue**. The Assignment screen is displayed.

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Assignment - Provide Name and Address of Assignee

ASSIGNEE'S NAME: Provide only an Assignee name (Organization's Name or the Individual Name)

Organization's Name

OR

Individual's Surname First Personal Name

Additional Name(s) / Initial(s) Suffix

* Mailing Address

* City

* State * Postal Code

* Country

For Partial Assignment, also indicate affected Collateral by clicking the "Continue to Collateral Adjustment" button

Cancel **Save** **Continue To Real Estate** **Continue To Collateral Adjustment** **Complete**

Enter the name of the Assignee and select **Save**. If this is a full assignment, select **Complete** to finish the filing. The filing is now complete and you will be returned to the filing home screen, where the amendment will be in the list of **In Progress Filings**. To submit the amendment, follow the procedure outlined in the **Submit a Filing** section above.

If this is a partial assignment, select **Continue to Collateral Adjustment** to adjust the collateral. The Collateral Adjustment page will display.

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Filer Section Filing Types Assignment Secured Party

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For Partial Assignment, also indicate affected Collateral

Indicate Collateral:

Cancel **Save** **Continue To Real Estate** **Complete**

Indicate the affected collateral and select **Save**. Select **Complete** to finish the filing. The filing is now complete and you will be returned to the filing home screen, where the amendment will be in the list of **In Progress Filings**. To submit the amendment, follow the procedure outlined in the **Submit a Filing** section above.

File a Continuation

To file a Continuation, choose **Continuation** in the Amendment Type drop-down list. When all other information required for the filing has been entered, select **Continue**.

The filing is now complete and you will be returned to the filing home screen, where the amendment will be in the list of **In Progress Filings**. To submit the amendment, follow the procedure outlined in the **Submit a Filing** section above.

Note: A continuation can only be filed in the six months before a filing is set to lapse. A continuation cannot be filed outside of this six-month window.

File a Termination

To file a Termination, choose **Termination** in the Amendment Type drop-down list. When all other information required for the filing has been entered, select **Continue**.

The filing is now complete and you will be returned to the filing home screen, where the amendment will be in the list of **In Progress Filings**. To submit the amendment, follow the procedure outlined in the **Submit a Filing** section above.

Manage Representatives

Representatives are individuals authorized to file documents on behalf of a corporate account. Using representatives, a business can have several agents make filings with all the charges going to a central account. The administrator of the corporate account must authorize the representatives for the account. Prior to authorizing, the representatives must have personal accounts in the system.

View your Representatives

To view a list of your representatives, select **Manage my Representatives** from the menu on the left. The Representative Management screen will be displayed.

Business Services

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Manage My Reps

Representative Management

User Name: **Select** **Cancel**

My Representatives

Delete	Representative	Address	City	State	Zip	
X	TEST PREPAY 2	TEST PREPAY 2 ADDRESS	TEST PREPAY 2 ADDRESS	OH	43215	-

1 - 1

List of Representatives

The names and addresses of your representatives are listed in the **My Representative** box.

Add or Delete a Representative

To add a user to the list of representatives, log into the corporate account and select **Manage my Representatives** from the menu on the left. The Representative Management screen will be displayed.

Enter the Login ID of the representative you wish to add in the **User Name** field. The representative must have a personal account to be added. When you have located the personal account to be added, chose **Select**. The page reloads, adding the account to the **User List**.

Manage My Reps

Representative Management

User Name: **Select** **Cancel**

User List

	CUSTOMER NAME	FIRST NAME	LAST NAME	MIDDLE NAME	SUFFIX	ADDRESS	CITY	STATE	ZIP
Add	TEST123	TEST 123	-	-	-	123 MAIN	COLUMBUS	OH	43215

1 - 1

My Representatives

Delete	Representative	Address	City	State	Zip	First Name	Last Name	Middle Name	Suffix
X	TEST PREPAY 2	TEST PREPAY 2 ADDRESS	TEST PREPAY 2 ADDRESS	OH	43215	-	-	-	-

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Add

Search Field

Select **Add** to add the representative. The page will reload with an updated **My Representatives** list.

Manage My Reps

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Representative Management

User Name:

User List

	CUSTOMER NAME	FIRST NAME	LAST NAME	MIDDLE NAME	SUFFIX	ADDRESS	CITY	STATE	ZIP
Add	TEST123	TEST 123	-	-	-	123 MAIN	COLUMBUS	OH	43215

1 - 1

My Representatives

Delete	Representative	Address	City	State	Zip	First Name	Last Name
X	TEST123	123 MAIN	COLUMBUS	OH	43215	TEST 123	-
X	TEST PREPAY 2	TEST PREPAY 2 ADDRESS	TEST PREPAY 2 ADDRESS	OH	43215	-	-

1 - 2

You can delete a representative by selecting the **X** button under the **Delete** heading in the list of representatives.

View and Edit Your Profile

You can view and edit your user information by selecting **Edit My Information** on the menu on the left. The user information is displayed.

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User Information

* Commercial Name

First Name Middle Name

Last Name Suffix

* Address Line 1 Address Line 2

* City * State * Zip Code

Country

* Phone

Fax

Cell Phone

* Email

Password Details

* User Id

* Password

Verify your Password

This page displays the contact information used in the filer section of any filed financing statements. It also displays ACH information, if available for the account. You can change your contact information and password on this page. After making any desired changes, select **Save**.

Any changes made will not be applied to saved templates or filings already in progress. You will have to edit those documents if you wish them to reflect the updated information.

Note: You cannot change the User ID using this page. You must contact the office at 877-SOS-FILE in order to update the User ID.