



Recorder's Office

Alaska Department of Natural Resources

UCC Online Filing System User Guide

This guide is provided to enable the preparation and submission of UCC 1 and UCC 3 filing over the Internet.

Developed and Prepared by
Alaska DNR Business Programming Unit

Creation Date: April 7, 2004
Last Updated: April 7, 2004

Version 1.0

Overview	3
What is UCC Online Filing?	3
Technology Information	3
What is XML?	4
How can I get UCC Online filing?	4
What are Cookies?	4
Summary of Business Processes	5
Starting Out.....	6
User account	6
Enroll	7
Forgot Your Password?	9
Create a New Password.....	10
Change the Registration Information.....	11
To begin Filing.....	12
Sign In	12
UCC Filing Acknowledgment.....	13
Filing.....	15
UCC 1 Filing	16
Debtor Information	16
Security Party Information.....	18
Assignee Information	19
Miscellaneous Information	20
UCC 3 Filing	22
Debtor Information	23
Secured Party Information	23
When a User/Filer selects the Complete button	24
UCC 1 Filing	25
UCC 3 Filing	25
UCC 3 Filing	26
When View All Documents is selected	27
Make a credit card payment	28

Overview

What is UCC Online Filing?

UCC Online filing is an Internet-based application which allows the public to conduct UCC Central File transactions. This application enhances the UCC filing process and provides convenience to the public.

UCC Online filing provides the following benefits.

- Less paper handling for UCC staff and the public
- Customers can file on a 24/7 basis
- Improved efficiency of UCC processing
- Reduced filing lag time
- Reduced postage expense
- Improved search capability
- Improved data quality for the legacy index system

UCC Online filing is not simply a web page or a website. It is an application that happens to be available in a web-browser context.

UCC Online filing is designed to be as user-friendly as possible and to meet International Association of Commercial Administrators (IACA) eXtensible Markup Language (XML) Technical Specifications for UCC revised Article 9.

Since this application adopted and utilized IACA XML technical specifications for UCC Revised Article 9, the data requirements follow the national standard.

This application is only available for filing the national UCC-1, UCC-3, and addendum forms to the UCC Central File Office. Paper based forms are still available to the public for all UCC filings.

Technology Information

This application was written in Natural, XML, Coldfusion, eXtensible Style Language Transformations (XSLT), XSL Formatting Objects (XSL-FO), JavaScript, Java, and Hypertext Markup Language (HTML).

HTML was used to collect UCC forms data. The collected information is loaded to XML and legacy databases. The UCC search pages use the legacy database data. XSL-FO and XSLT is used to dynamically create Portable Document Format (PDF) UCC forms.

What is XML?

XML is an open-standards-based technology, adopted by the World Wide Web Consortium (W3C), to enhance HTML for interchanging and processing data.

How can I get UCC Online filing?

There is no software you need to “get”. Simply point your web browser to the Internet location for this application, <http://www.dnr.state.ak.us/ucc/filing>. No additional software or configuration is required.

Due to the nature of web-based applications, we cannot guarantee that all users on this system with any web browser will have the same user experience. We did try to make this application as web browser neutral as possible. We have done extensive testing on different platforms, and determined browser compatibility as noted below.

Name	Version	Recommended?
Netscape	4.7.x-4.8.x	No
Netscape	7.x	Yes
Internet Explorer	5.5.x	Yes
Internet Explorer	6.x	Yes

Users/Filers must accept all Cookies and have Adobe Acrobat reader installed.

What are Cookies?

Please visit <http://www.microsoft.com/info/cookies.htm> site for a detailed explanation.

Summary of Business Processes

This application allows the User/Filer to conduct either single or multiple filings in a single session and provides functions, which will allow Users/Filers to add new documents, remove documents, and modify entered documents. This is similar to the shopping cart concept. Each user who is logged on to the system will have authority to edit their data.

The final step is making a credit card payment. When the credit card payment is accepted, the system will generate a confirmation of submission notice. After this point, submitted documents cannot be viewed. **Please note that this is a submission and not a filing.**

After the UCC staff reviews and accepts the submitted documents, the filed documents can be viewed through the Department of Natural Resources internal UCC web search pages.

(www.dnr.state.ak.us/int/ucc/search)

During the process, the system dynamically generates PDF documents from the Users/Filers data. The PDF documents are temporary files for viewing. The Adobe reader software will be required to use the preview function.

If you need to install Adobe reader software, please visit the following site to obtain a free download.

<http://www.adobe.com/products/acrobat/readstep2.html>

The UCC Online Filing System will prompt the User/Filer to input any required missing information.

Starting Out

User account

Each User/Filer will be an owner of their data. The user ID will be used for storing and retrieving documents. Therefore the application will require a User/Filer to be logged on. Both frequent and one-time access User/Filer must log on to the system.

The screenshot shows a web browser window displaying the login page for the Alaska Department of Natural Resources Recorder's Office UCC Online Filing system. The page includes a header with the department's logo and name, and a main section titled "UCC Online Filing". Below the title, there is a prompt for new users to enroll and a login form with fields for "UserID" and "Password". There are also links for "Forgot your password?" and "Create a new password?". The page is annotated with several callout boxes:

- Top right:** "If you are a first time Filer, Click on 'Enroll' to create an account." (Points to the "enroll" link)
- Middle right:** "Enter your User ID and Password then click 'Sign In'" (Points to the "Sign In" button)
- Bottom right:** "If you would like to change the registration information, enter your User ID and Password then click 'Change registration Info'." (Points to the "Change Registration Info" button)
- Bottom left:** "If you want to change your password, click on 'Create a new password?'." (Points to the "Create a new password?" link)
- Bottom right (lower):** "If you forgot your Password, click on 'Forgot your password?'." (Points to the "Forgot your password?" link)

The Enroll, Sign In, Change Registration Info, Forgot your password, Create a new password will be reviewed on the following pages.

Enroll

If you are a first time User/Filer, registration is required to use the UCC Online Filing System. The User/Filer must create their account before creating a user ID and password. The following information is required to create an account.

1. Name
2. Address
3. State, Zip, and Country
4. Phone Number
5. Fax Number
6. E-mail address

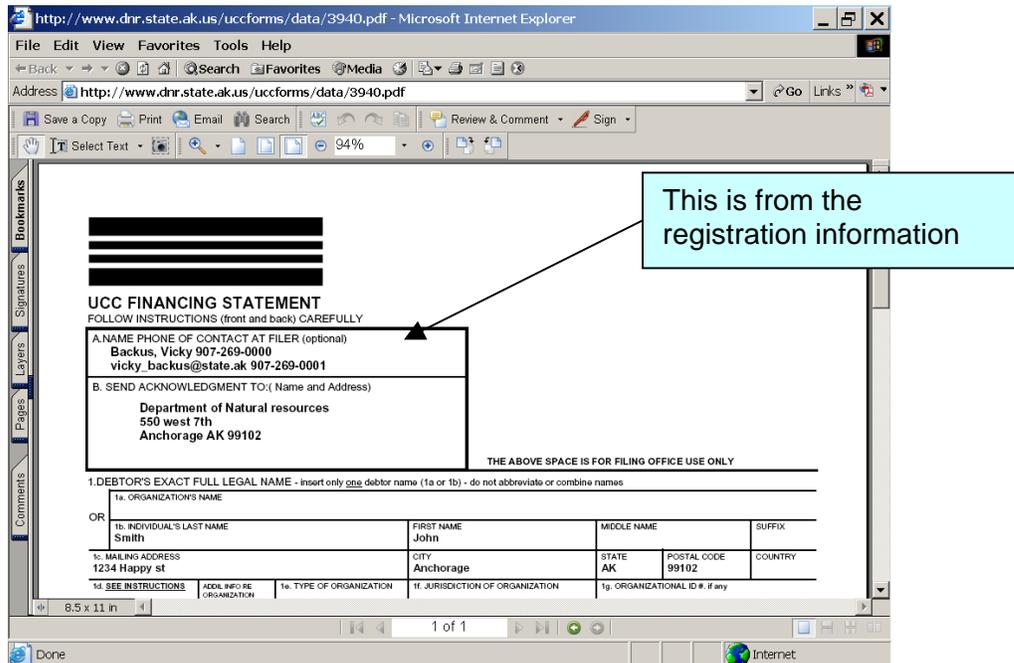
The screenshot shows a web browser window titled "Alaska Department of Natural Resources Recorder's Office UCC Online Filing - Microsoft Internet Explorer". The address bar shows the URL: http://www.dnr.state.ak.us/ssd/ucc/UCC_Form/dsp_form.cfm?account_code=UCC. The page content includes the heading "UCC Online Filing" and "Enrollment Form". Below this, it says "Please provide the following information:". The form fields are: First Name, Middle Name, Last Name, Mailing Address, City, State (a dropdown menu currently showing "Alaska"), Zip, Daytime Phone Number (with a format hint "(###-###-####) No spaces"), Fax Number (with a format hint "(###-###-####) No spaces"), and Email address. A button labeled "I certify the above is true; Continue" is located below the form. At the bottom of the browser window, a status bar indicates "Last updated on 04/02/2004 Site optimized for Netscape 7, IE 6, or above".

If you are creating an account for a company, please enter your company name in the Last Name field.

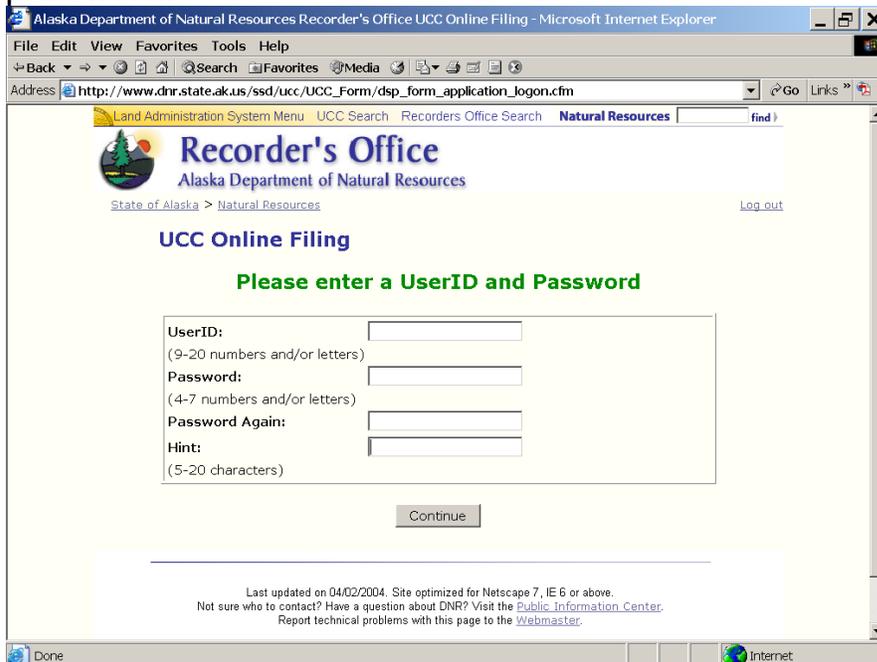
The Phone Number format is 999-999-9999. No spaces please and "-" is required. The Fax Number format is the same as the Phone Number. The Phone Number and Fax Number are optional. They are not required.

An Email address is required.

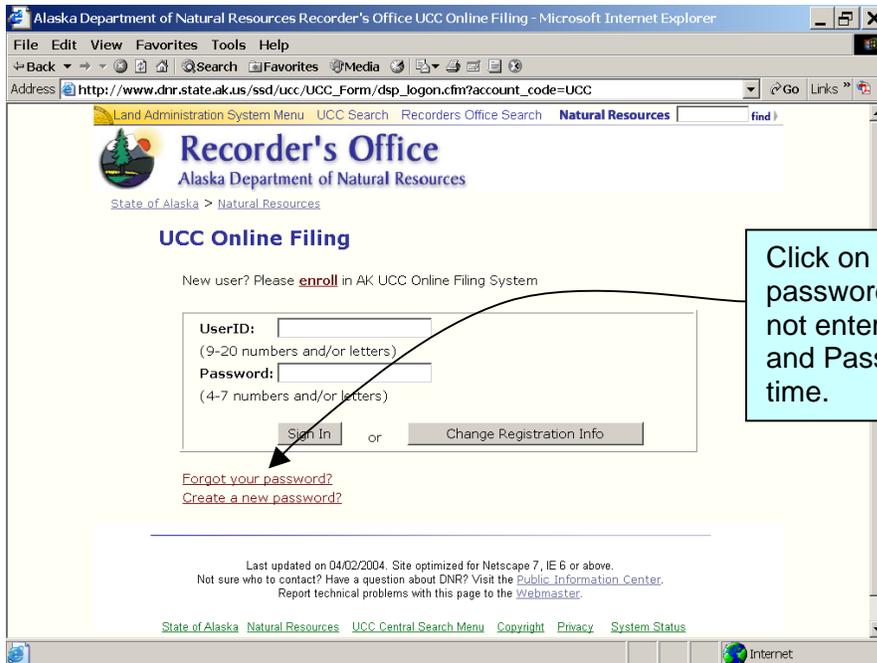
The registration information will then be used in the "A. NAME & PHONE OF CONTACT AT FILER" in UCC forms. This information will also be used for a contact for this filing.



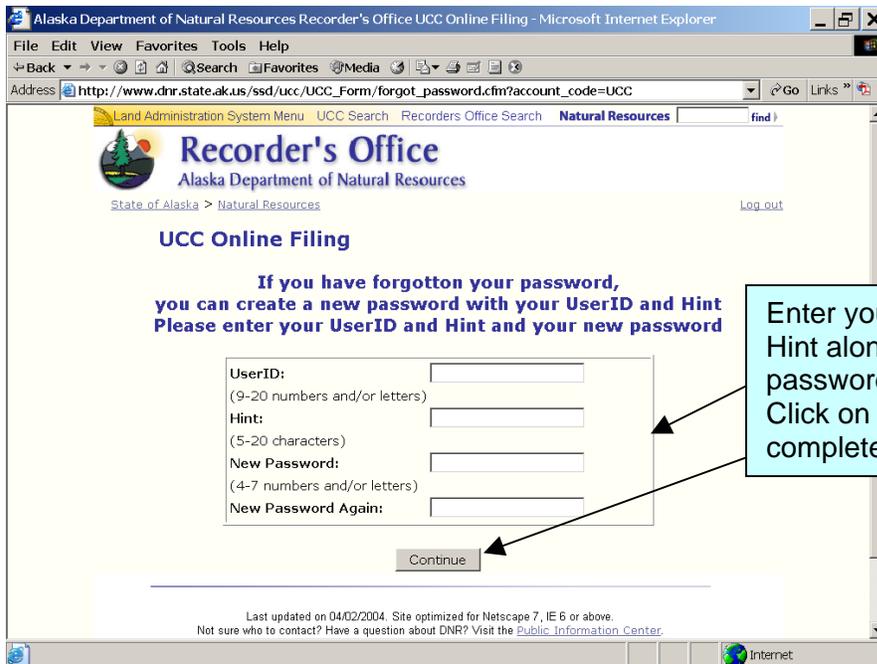
After the account is created, the User/Filer can create their user ID and password along with a hint. The hint will be used for re-assigning a password. The password will only be maintained by you. If the user ID is not used for over 30 days, the user ID will be deleted from the system and the User/Filer will have to recreate a user ID and password.



Forgot Your Password?



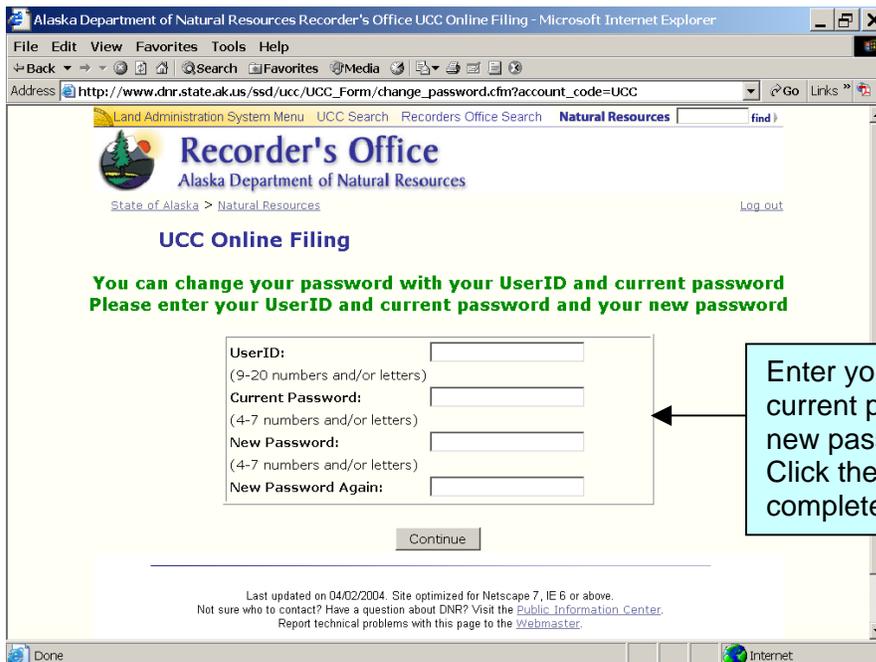
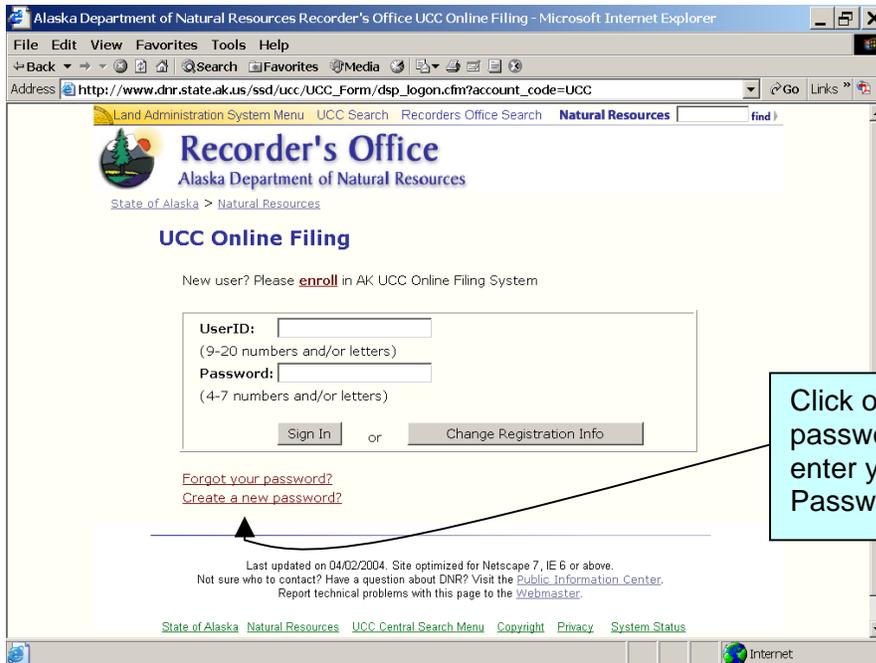
Click on "Forgot your password?". Please do not enter your User ID and Password at this time.



Enter your User ID and Hint along with a new password of your choice. Click on Continue to complete.

The User ID and Hint are required to change your password. When you have filled in all information and click the Continue button, the system will display a confirmation page.

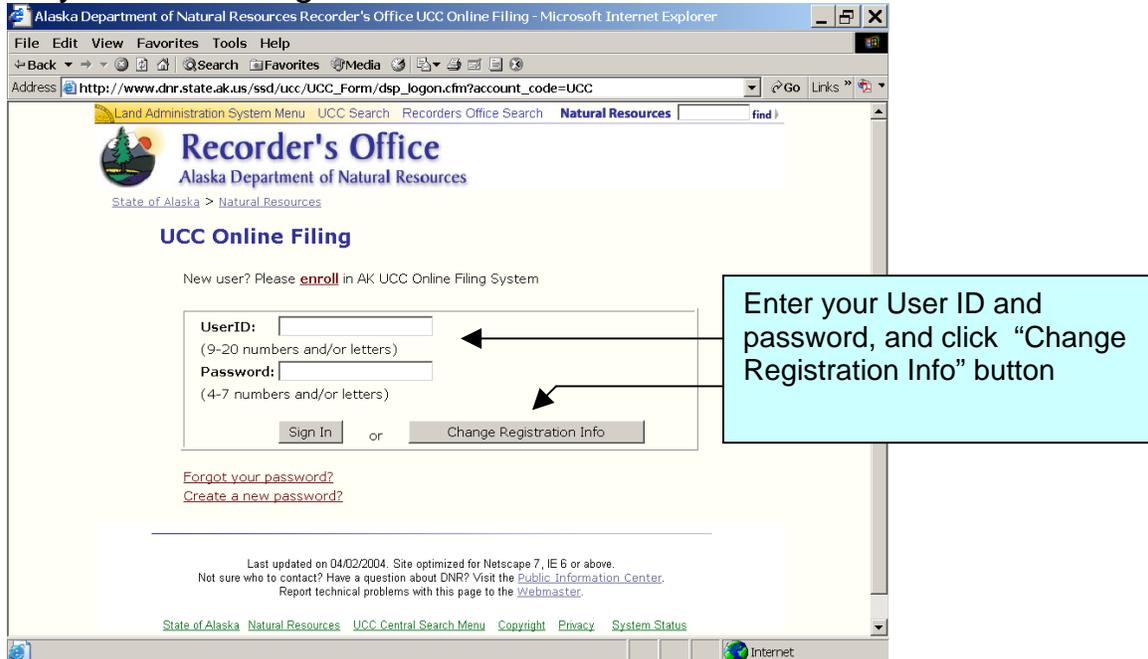
Create a New Password



The User ID and the Current Password are required to change your password. When you have filled in all information and click the Continue button, the system will display a confirmation page.

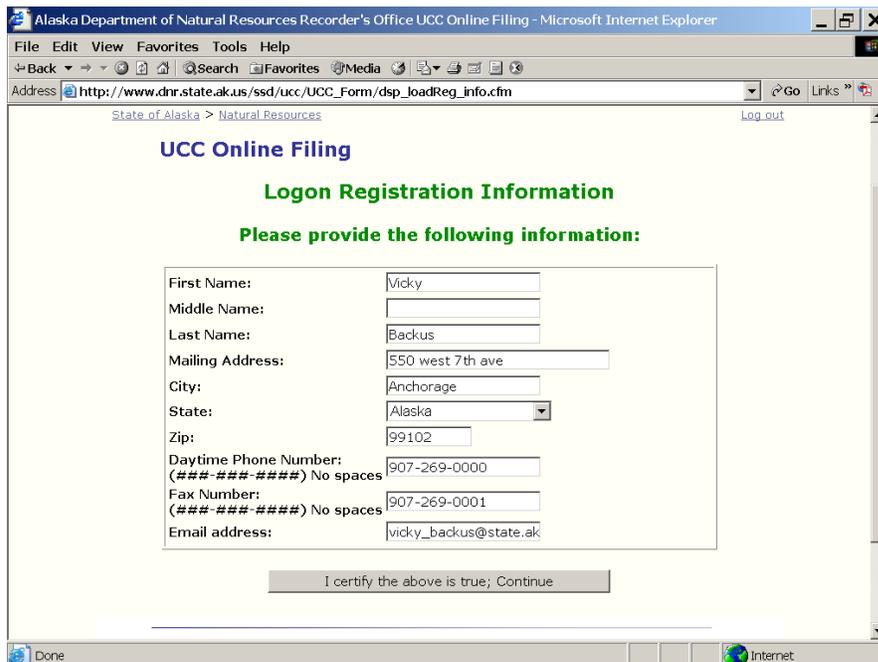
Change the Registration Information

This function provides a means for the User/Filer to amend or update the information that was initially submitted to the system. The user may wish to change their information.



The screenshot shows the login page for the UCC Online Filing system. The browser address bar displays http://www.dnr.state.ak.us/ssd/ucc/UCC_Form/dsp_logon.cfm?account_code=UCC. The page header includes "Recorder's Office Alaska Department of Natural Resources". Below the header, there is a navigation menu with "Land Administration System Menu", "UCC Search", "Recorders Office Search", and "Natural Resources". The main content area features the "UCC Online Filing" logo and a message: "New user? Please **enroll** in AK UCC Online Filing System". A login form contains two input fields: "UserID: (9-20 numbers and/or letters)" and "Password: (4-7 numbers and/or letters)". Below these fields are two buttons: "Sign In" and "Change Registration Info". A callout box with a light blue background and black border points to the "Change Registration Info" button with the text: "Enter your User ID and password, and click 'Change Registration Info' button". At the bottom of the page, there are links for "Forgot your password?" and "Create a new password?".

The User ID and the Password are required to change your Registration Information.



The screenshot shows the "Logon Registration Information" page. The browser address bar displays http://www.dnr.state.ak.us/ssd/ucc/UCC_Form/dsp_loadReg_info.cfm. The page header includes "UCC Online Filing" and "Log out". The main content area features the "Logon Registration Information" title and a message: "Please provide the following information:". Below this message is a form with the following fields: "First Name:" (Vicky), "Middle Name:" (empty), "Last Name:" (Backus), "Mailing Address:" (550 west 7th ave), "City:" (Anchorage), "State:" (Alaska), "Zip:" (99102), "Daytime Phone Number: (###-###-####) No spaces" (907-269-0000), "Fax Number: (###-###-####) No spaces" (907-269-0001), and "Email address:" (vicky_backus@state.ak). Below the form is a button labeled "I certify the above is true; Continue".

The system displays the current Registration Information and allows you to change the displayed information.

To begin Filing

Sign In

Each user who is logged on to the system will have authority to edit their data.

The screenshot shows a web browser window titled "Alaska Department of Natural Resources Recorder's Office UCC Online Filing - Microsoft Internet Explorer". The address bar shows the URL: http://www.dnr.state.ak.us/ssd/ucc/UCC_Form/dsp_logon.cfm?account_code=UCC. The page header includes navigation links: "Land Administration System Menu", "UCC Search", "Recorders Office Search", and "Natural Resources". The main content area features the "Recorder's Office" logo and the text "UCC Online Filing". Below this, it asks "New user? Please enroll in AK UCC Online Filing System". The sign-in form contains two input fields: "UserID: (9-20 numbers and/or letters)" and "Password: (4-7 numbers and/or letters)". There are "Sign In" and "Change Registration Info" buttons. Below the form are links for "Forgot your password?" and "Create a new password?". At the bottom, there is a footer with the text: "Last updated on 04/02/2004. Site optimized for Netscape 7, IE 6 or above. Not sure who to contact? Have a question about DNR? Visit the Public Information Center. Report technical problems with this page to the Webmaster." and a navigation bar with links: "State of Alaska", "Natural Resources", "UCC Central Search Menu", "Copyright", "Privacy", and "System Status".

Log on to the system.
Enter User ID and password
then click "Sign In".

When the User/Filer sign in is selected the following screen is presented to the user.

The screenshot shows a web browser window titled "Alaska Department of Natural Resources Recorder's Office UCC Online Filing - Microsoft Internet Explorer". The address bar shows the URL: http://www.dnr.state.ak.us/ssd/ucc/UCC_Form/UCC_Filing_Disclaimer.cfm. The page header includes navigation links: "Land Administration System Menu", "UCC Search", "Recorders Office Search", and "Natural Resources". The main content area features the "Recorder's Office" logo and the text "UCC Online Filing". Below this, there is a "Log out" link. The disclaimer text reads: "Alaska's UCC electronic filing service is offered as a convenience for our users. Due to the technical nature of electronic transactions, any person or entity that relies on filing UCC transactions electronically does so at his or her own risk. Every effort is made to ensure timeliness in processing electronically transmitted UCC filings. Electronic filings received after UCC Central File regular business hours (Monday through Friday, 8:00 am to 3:30 pm AST), including weekends and holidays, will be processed after 8:00 am on the next UCC Central File business day. Please note that such filings may be processed up to 24 - 72 hours from the time a designated Recorder receives the filing, which may affect the effectiveness of your filing. Any filing you may submit by using this online feature will not necessarily be reflected in the search results you obtain in the Alaska Recorders/UCC search index until all transmitted data has been reviewed and processed by UCC Central File staff. UCC-3's must reference an active UCC-1 initial filing number. Please refer to the UCC search site for further information." At the bottom, there are "Continue" and "Return" buttons.

Please read the Disclaimer, and click the Continue button to continue the UCC Online Filing process if you understand and accept the Disclaimer.

UCC Filing Acknowledgment

When the User/Filer successfully logs on to the system either the Acknowledgment screen or the View All Document screen will be presented to the User/Filer. If the User/Filer does not enter an Acknowledgment, the system will require one.

Alaska Department of Natural Resources Recorder's Office UCC Online Filing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.dnr.state.ak.us/ssd/Ucc/UCC_Form/UCC_Acknowledgment.cfm

Land Administration System Menu UCC Search Recorders Office Search Natural Resources find

Recorder's Office
Alaska Department of Natural Resources

State of Alaska > Natural Resources Log out

UCC Online Filing

Send Acknowledgment to: (Name and Address)

Organization's Name

or

Individual's Last Name First Name Middle Name Suffix

Mailing Address

City State Postal Code Country

UCC Financing Statement
 UCC Financing Statement Amendment

Continue filing

Done Internet

Type of Filing

Enter the Individual Name **or** Organization Name, and address to receive confirmation of a completed filing which is a copy of a filed document.

After the Acknowledgment is entered, select a type of filing.

When all of the required data is entered click the **Continue filing** button to continue.

This Acknowledgment information will be applied to each document.

http://www.dnr.state.ak.us/uccforms/data/3940.pdf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.dnr.state.ak.us/uccforms/data/3940.pdf

Save a Copy Print Email Search Review & Comment Sign

Select Text 94%

Bookmarks Signatures Layers Pages Comments

UCC FINANCING STATEMENT
FOLLOW INSTRUCTIONS (front and back) CAREFULLY

A. NAME PHONE OF CONTACT AT FILER (optional)
Backus, Vicky 907-269-0000
vicky_backus@state.ak 907-269-0001

B. SEND ACKNOWLEDGMENT TO: (Name and Address)

Department of Natural resources
550 west 7th
Anchorage AK 99102

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1. DEBTOR'S EXACT FULL LEGAL NAME - insert only one debtor name (1a or 1b) - do not abbreviate or combine names

1a. ORGANIZATION'S NAME

OR

1b. INDIVIDUAL'S LAST NAME
Smith

FIRST NAME
John

MIDDLE NAME

SUFFIX

1c. MAILING ADDRESS
1234 Happy st

CITY
Anchorage

STATE
AK

POSTAL CODE
99102

COUNTRY

1d. SEE INSTRUCTIONS

1e. TYPE OF ORGANIZATION

1f. JURISDICTION OF ORGANIZATION

1g. ORGANIZATIONAL ID #, if any

8.5 x 11 in 1 of 1

Done Internet

From Acknowledgment

Filing

The filing can be either single or multiple filings in a single session. As long as the document is saved, the final submission of the filing may be done at a later time within 30 days from the initial filing.

This application will use the National UCC-1 and UCC-3 and Addendums forms to collect filing data.

Each web page will edit required data elements that will be based on the UCC statutes, regulations, and National XML Document Type Definitions (DTD) requirements for the different types of filings.

The system will also prompt the User/Filer for required data. This will reduce erroneous filings and rejections.

UCC 1 Filing

Debtor Information

Names, Mailing address, City, State, Postal Code are required.

The screenshot shows the 'Debtor's Information' form on the Alaska Department of Natural Resources Recorder's Office website. The form includes fields for 'Organization's Name' or 'Individual's Last Name', 'First Name', 'Middle Name', 'Suffix', 'Mailing Address', 'City', 'State' (set to Alaska), 'Postal Code', and 'Country'. Below these are fields for 'Type of Organization', 'Jurisdiction of Organization', and 'Organizational ID#'. A 'Submit' button is at the bottom.

Enter either Organization Name or Individual Name. Only one name type must be entered at any time.

If you have entered an Organization name, you must enter an Organization type and Jurisdiction.

For other country, select "Other Country" as a state and enter a country name in the Country field.

When all of the required data has been entered, click the **Submit** button.

The following screen shows the results of the entries made above.

The screenshot shows the 'Complete' results page. It displays the entered information: Individual Name (Last Name: Smith, First Name: John), Mailing Address (1234 Happy st), City (Anchorage), State (AK), Postal Code (99102), Type of Organization, Jurisdiction of Organization, and Organizational ID. At the bottom, there are buttons for 'More Debtors', 'Secured Party', 'Miscellaneous', 'Complete', and 'Return'.

After a minimum requirement for each document type is entered, click the **Complete** button. The system will display all information entered for this document.

To add additional Debtors click the **More Debtors** button.

To add Secured Party click the **Secured Party** button

To add UCC 1 item 4 thru 8 information (i.e. collateral, alternative designation, and request information only search)

For UCC1 filing, at least one debtor and secured party are required as a minimum data requirement. If you need to make changes to the displayed information, click the **Return** button.

The User/Filer may add as many debtors and/or secured parties as necessary to perfect a UCC 1 filing. After all UCC 1 form data is entered, click the **Complete** button.

Security Party Information

This screen is set up and works in the same manner as the Debtor information screen with the exception of **not** requiring an Organization type and Jurisdiction when an Organization Name is entered.

The screenshot shows a web browser window titled "Alaska Department of Natural Resources Recorder's Office UCC Online Filing - Microsoft Internet Explorer". The address bar shows "http://www.dnr.state.ak.us/ssd/ucc/UCC_Form/UCC_Secured_Maint.cfm". The page header includes "Land Administration System Menu", "UCC Search", "Recorders Office Search", and "Natural Resources". The main heading is "Recorder's Office Alaska Department of Natural Resources". Below this is "UCC Online Filing" and a message: "Please correct displayed information". The form contains the following fields:

- SECURED PARTY'S NAME - insert only one debtor name - do not abbreviate or combine names
- Organization's Name:
- or
- Individual's Last Name:
- First Name:
- Middle Name:
- Suffix:
- Mailing Address:
- City:
- State:
- Postal Code:
- Country:

A "Submit" button is located at the bottom of the form. A red dashed box highlights the "Organization's Name" and "Individual's Last Name" fields. A callout box points to these fields with the text: "Enter either the Organization Name or Individual Name but not both."

When all of the required data has been entered, click the **Submit** button.

When the Submit button is selected the User/Filer is sent to the Secured Party information screen to review the entered data.

The screenshot shows the "UCC Online Filing" page with the following information displayed:

- Organization Name: **Awesome Bank**
- Mailing Address: **222 heavenly Rd**
- City: **Anchorage** State: **AK** PostalCode: **99001**

At the bottom, there are five buttons: "More Secured Party", "Debtor", "Assignee", "Miscellaneous", and "Complete". A "Return" button is located below the "More Secured Party" button. Several callout boxes provide instructions:

- To add Secured Party click the More Secured Party button. The User/Filer may add as many Secured Parties as necessary to complete UCC 1 filing.** (Points to "More Secured Party")
- After all (or minimum requirement) information of UCC1 is entered click the Complete button, the system will display the entered information. You may view your data in PDF format.** (Points to "Complete")
- To add an Assignee Click the Assignee button.** (Points to "Assignee")
- If the Return button is selected the User/Filer will be returned to the Secured Party Information screen to make necessary changes.** (Points to "Return")
- To add additional Debtors click the Debtors button.** (Points to "Debtor")
- If the Miscellaneous button is selected, the User/Filer will be directed to the miscellaneous information (i.e. UCC 1 item 4 thru 8, and 18 information) screen. The User/Filer may add miscellaneous information, or edit the information if it is already entered.** (Points to "Miscellaneous")

Assignee Information

This screen is to add the Name and address of a Secured Party Assignee. This screen is set up and works the same way as the Secured Party information screen.

Alaska Department of Natural Resources Recorder's Office UCC Online Filing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.dnr.state.ak.us/ssd/ucc/UCC_Form/UCC_Assignor.cfm

Land Administration System Menu UCC Search Recorders Office Search Natural Resources

Recorder's Office
Alaska Department of Natural Resources

State of Alaska > Natural Resources Log out

UCC Online Filing

Assignee's Information

Secured Party has been added to the system

ASSIGNEE'S NAME - insert only one assignee name - do not abbreviate or combine names

Organization's Name

or

Individual's Last Name First Name Middle Name Suffix

Mailing Address City State Postal Code Country

Submit

Last updated on 04/02/2004. Site optimized for Netscape 7, IE 6 or above.
Not sure who to contact? Have a question about DNR? Visit the [Public Information Center](#).

When all of the required data has been entered, click the **Submit** button.

When the Submit button is selected the User/Filer is sent to the Assignee information screen to review the entered data.

Alaska Department of Natural Resources Recorder's Office UCC Online Filing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.dnr.state.ak.us/ssd/ucc/UCC_Form/UCC_Assignor_Capture.cfm

Land Administration System Menu UCC Search Recorders Office Search Natural Resources

Recorder's Office
Alaska Department of Natural Resources

State of Alaska > Natural Resources Log out

Please review the entered **Assignee's** information.

Individual Name
Last Name: Mickey First Name: bb
Mailing Address: 12345 lane
City: Anchorage State: AK PostalCode: 99102

Secured Party Debtor Complete Return

Last updated on 04/02/2004. Site optimized for Netscape 7, IE 6 or above.
Not sure who to contact? Have a question about DNR? Visit the [Public Information Center](#).
Report technical problems with this page to the [Webmaster](#).

State of Alaska Natural Resources UCC Central Search Menu Copyright

To add additional Debtors click the **Debtors** button

If **Return** is selected the User/Filer will be returned to the Assignee Information screen to make necessary changes.

To add Secured Party click the **Secured Party** button

After all (or minimum requirement) information of UCC1 is entered click the **Complete** button, the system will display the entered information. You can view your data in PDF format.

Miscellaneous Information

This screen is to add the remaining UCC 1 other information which is UCC 1 items 4, 5, 7, 8, and 18 (collateral, alternative designation, request information only search, optional filer reference data, and other filing).

The screenshot shows a web browser window titled "Alaska Department of Natural Resources Recorder's Office UCC Online Filing - Microsoft Internet Explorer". The address bar shows "http://www.dnr.state.ak.us/ssd/ucc/UCC_Form/UCC_1_Misc.cfm". The form content includes:

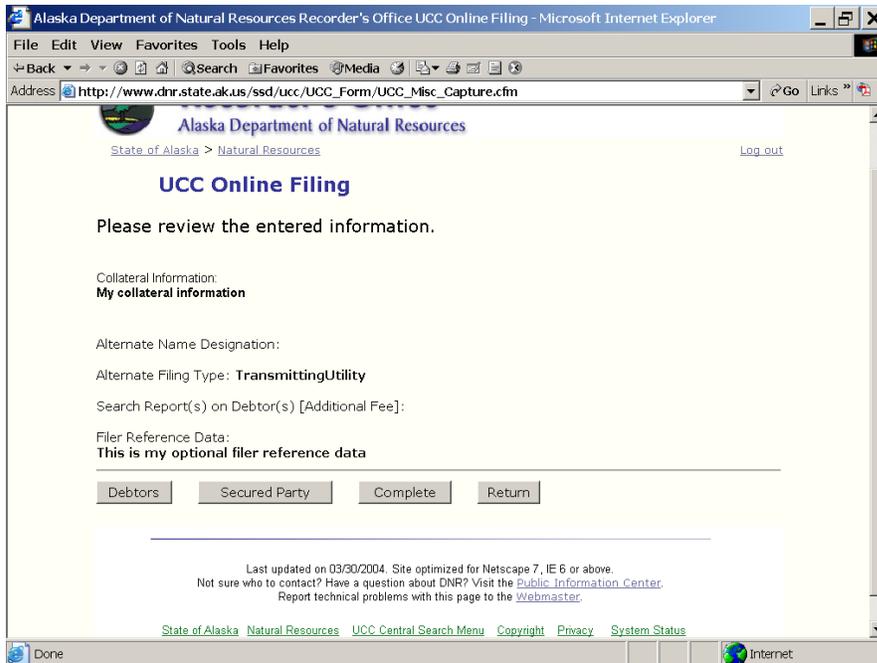
- A text area for collateral information with the placeholder "enter your collateral information".
- Alternative Designation (if applicable) with radio buttons for: Reset select, Lessee/Lessor, Consignee/Consignor, Bailee/Bailor, Seller/Buyer, AG.Lien, and Non-UCC Filing.
- Check only if applicable: Debtor is a Trust or Trustee acting with respect to property held in trust or Decedent's Estate.
- Check only if applicable: Debtor is a TRANSMITTING UTILITY or Filed in connection with a Manufactured-Home Transaction _ effective 30 years.
- Check to REQUEST SEARCH REPORT(S) on Debtor(s) [ADDITIONAL FEE]- Information only, No Copy, with radio buttons for All Debtors, Debtor 1, Debtor 2, and Reset select.
- Optional Filer Reference Data: a text input field.

Callout boxes provide the following instructions:

- Top right: "You can copy a MS Word document to this block. However, the MS Word punctuation marks will not convert correctly. You may need to make adjustments." (points to the collateral text area)
- Middle right: "For a Transmitting Utility filing, check this button." (points to the TRANSMITTING UTILITY radio button)
- Bottom right: "For a filing connection with a Manufactured-Home transaction, check this button." (points to the Manufactured-Home radio button)
- Bottom left: "Enter an optional filer reference data in this block." (points to the Optional Filer Reference Data text field)
- Bottom center: "If you are requesting an information only search, check one of the options. If the User/Filer selects one of the search requests, the fee amount will change depending on your selection." (points to the REQUEST SEARCH REPORT(S) radio buttons)

When all of the required data has been entered, click the **Submit** button.

When the Submit button is selected the User/Filer is sent to the review entered data screen.



After reviewing the entered data, select one of the buttons to continue.

UCC 3 Filing

UCC Financing Statement AMENDMENT

1. Initial Financing Statement File Number :
(If the original UCC is prior to 2001-499128-5 you need to enter 0000- as the year and -0 as the check digit reference. (i.e. 0000-499126-0))

2. TERMINATION: Effectiveness of the Financing Statement identified above is terminated with respect to security interest(s) of the Secured Party.

3. CONTINUATION: Effectiveness of the Financing Statement identified above with respect to security interest(s) of the Secured Party authorized by this Statement is continued for the additional period provided applicable law.

4. ASSIGNMENT (full or partial): Give name of assignee in item 7a or 7b and address of assignee in item 7c; and also give name of assignor in item 7d.

5. AMENDMENT (PARTY INFORMATION): This Amendment affects Debtor or Secured Party of record. Check only one of these two boxes. Also check one of the following three boxes and provide appropriate information in items 6 and/or 7. CHANGE name: and/or address; Please refer to the detailed instructions in regards to changing the name/address of a party. DELETE name: Give record name to be deleted in item 6a or 6b. ADD name: Complete item 7a or 7b, and also item 7c; also complete items 7e - 7g (if applicable).

6. CURRENT RECORD INFORMATION:

6a. Organization's Name

or

6b. Individual's Last Name First Name Middle Name Suffix

7. CHANGE (NEW) or ADDED INFORMATION:

7a. Organization's Name

or

7b. Individual's Last Name First Name Middle Name Suffix

7c. Mailing Address City State Postal Code Country

Additional info. Re Organization Debtor

7e. Type of Organization

7f. Jurisdiction of Organization

7g. Organizational ID#

8. AMENDMENT (COLLATERAL CHANGE): check only one box.
Describe Collateral deleted or added, or give entire restated collateral description, or describe collateral assigned. Reset select

9. NAME OF SECURED PARTY of RECORD AUTHORIZING THIS AMENDMENT (name of assignor, if this is an Assignment). If this is an Amendment authorized by a Debtor which adds collateral or adds the authorizing Debtor, or if this is a Termination authorized, check here and enter name of DEBTOR authorizing this Amendment.

9a. Organization's Name

or

9b. Individual's Last Name First Name Middle Name Suffix

10. Optional Filer Reference Data:

The User/Filer must enter an active Initial File Number. If the Initial File Number is prior to 2001-499128-5 you must enter **0000-** as the year and **-0** as the check digit reference. (i.e. 0000-499126-0)

Select only one function

When you make an amendment to party information, you must select one of the actions.

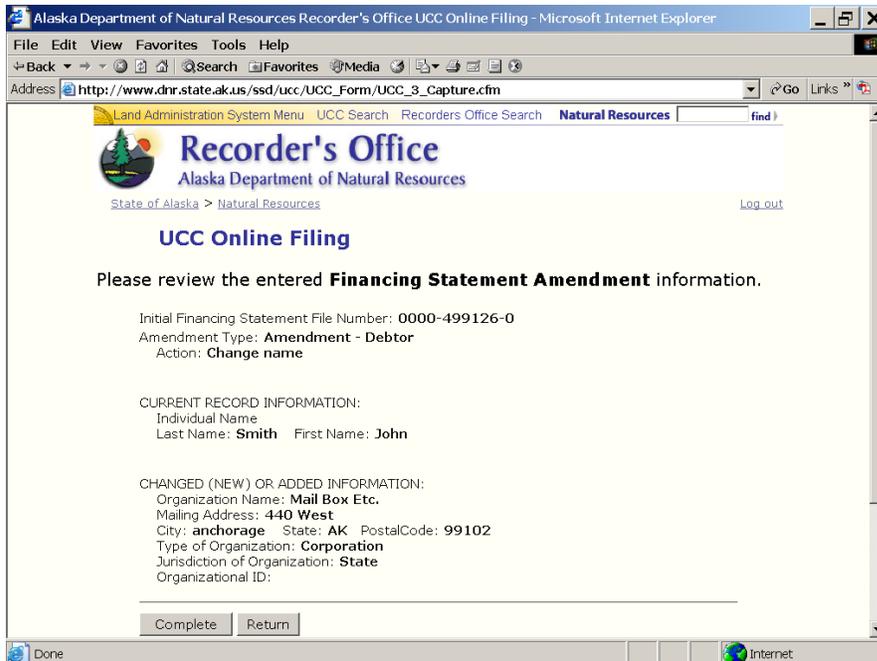
When you make an amendment to collateral information, you must select one of the actions

If a debtor authorizes this amendment, check this box. Otherwise, the secured party is authorizing this amendment. For an Assignment, a name must be entered.

Enter an optional reference data here.

When all of the required data has been entered, click **Next** button.

When the Next button is selected the User/Filer is sent to the review entered data screen.



If the Return button is selected the User/Filer will be returned to the Amendment Information screen to make necessary changes.

If the Complete button is selected, the system will display the entered information and provide an option for viewing your data in a PDF format.

Debtor Information

Adding debtors works the same as a UCC 1 filing.

Secured Party Information

Adding secured parties works the same as a UCC 1 filing.

When a User/Filer selects the Complete button

The system displays all Debtors, Secured Parties, Assignee, Collateral and any miscellaneous information entered for a particular document for reviewing.

This application provides similar to the shopping cart concept. All data is captured in the system and will be modifiable until the payment is made, which will be the final step. After the payment is made, all filed/paid documents will no longer be available to view or modify.

The system will allow the User/Filer to view the entered form data in the PDF format.

UCC 1 Filing

UCC Online Filing

Please review the following information
Document Sequence number: 23
Initial

Instructions for [UCC 1](#) [Addendum](#) [Additional Party](#)

Acknowledgment Information
Modify

Individual Name:
Last Name: **min** First Name: **yeonsoon**
Mailing Address: **550 west 7th avenue**
City: **anchorage** State: **AK** PostalCode: **99102**

Debtor Information
Modify Delete

Organization Name: **xxx corp**
Mailing Address: **550 west 7th ave**
City: **anchorage** State: **AK** PostalCode: **99102**
Type of Organization: **Corporation**
Jurisdiction of Organization: **state**

Assignee Information
Modify Delete

Organization Name: **Well Fargo**
Mailing Address: **12345 bank street**
City: **anchorage** State: **AK** PostalCode: **99102**

Secured Party Information
Modify Delete

Individual Name: **John, Doe**
Mailing Address: **550 west 7th ave**
City: **anchorage** State: **AK** PostalCode: **99102**

Individual Name: **min, speedy**
Mailing Address: **550 very fast street**
City: **anchorage** State: **AK** PostalCode: **99102**

Miscellaneous Information
Modify Delete

This FINANCING STATEMENT covers the following collateral:
collateral information goes here

Alternate Designation:
Search Report(s) on Debtor(s) [Additional Fee]: **Debtor1**

Filing Fee \$35

[Process Checked Item](#) [Add Debtor](#) [Add Secured Party](#) [PDF View](#)
[Filing a New UCC 1](#) [Filing a New UCC 3](#) [New Acknowledgment](#) [Make Payment](#) [View All Documents](#)

The system will copy over the acknowledgment that you have created before to each document. You may make a correction to this filing only by selecting the Modify option.

The User/Filer can delete or modify the entered Debtor information. For UCC1 at least one Debtor is required.

The User/Filer can delete or modify the entered Assignee information.

The User/Filer can delete or modify the entered Secured Party information. For UCC1 at least one Secured Party is required.

The User/Filer can delete or modify the entered Other Information.

The User/Filer can view their entered data in PDF format. Adobe Acrobat Reader is required.

After selecting one of the options, press the "Process Checked Item" button. The system will direct the User/Filer to the proper screen.

The User/Filer may add a new acknowledgment. At that point any document filed will use the new acknowledgment.

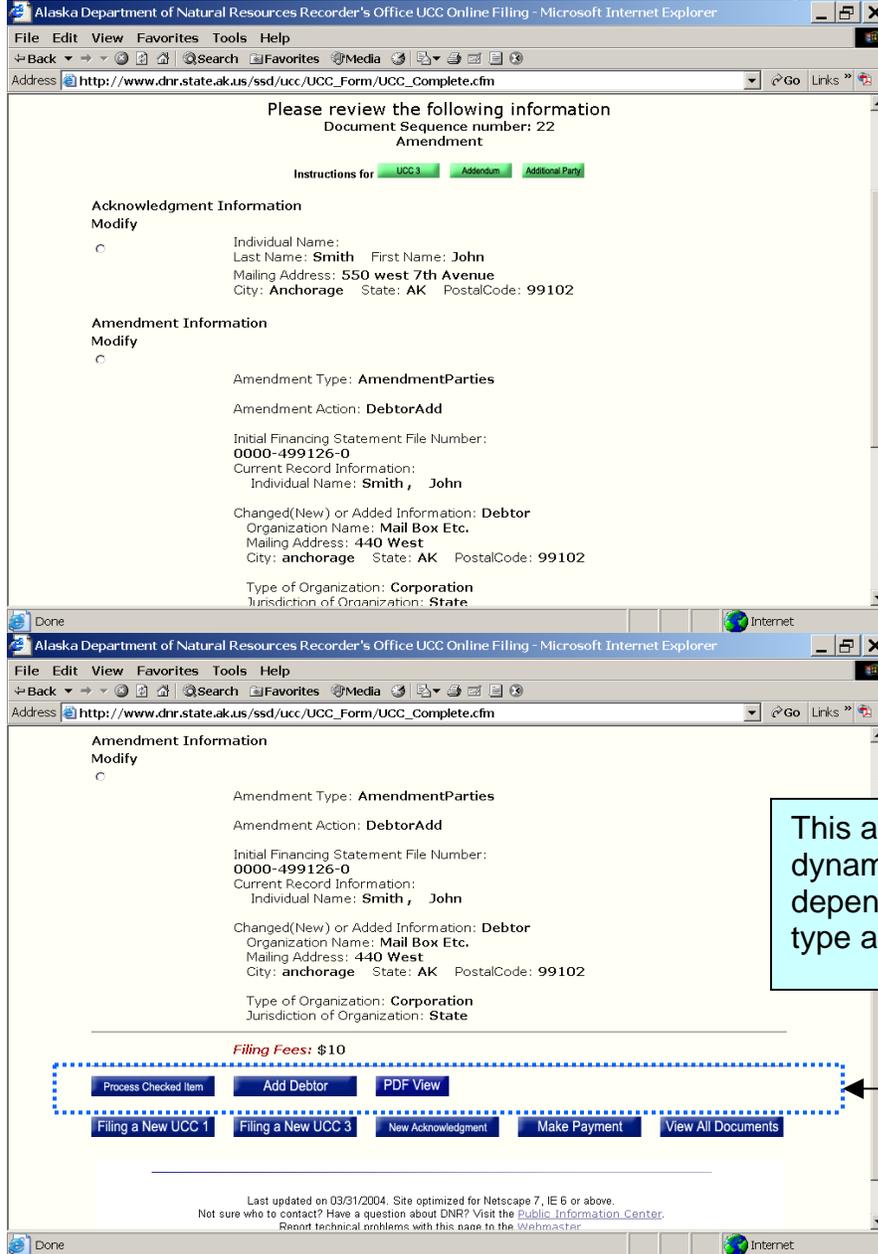
The User/Filer can add many Debtors and Secured Parties. Depending on the number of Debtors and Secured Parties, the system will create an ADDENDUM and Additional Party forms.

Click this button to see all of the documents that you have filed but payment is not yet made.

Click this button to make a payment for this document only.

UCC 3 Filing

This screen works the same as the UCC 1 Complete screen.



This area of buttons will be dynamically loaded depending on document type and action.

When View All Documents is selected

Alaska Department of Natural Resources Recorder's Office UCC Online Filing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.dnr.state.ak.us/ssd/ucc/UCC_Form/UCC_Maintenance.cfm

Land Administration System Menu UCC Search Recorders Office Search Natural Resources

Recorder's Office
Alaska Department of Natural Resources

State of Alaska > Natural Resources [Log out](#)

UCC Online Filing

Instructions for [UCC 1](#) [Addendum](#) [Additional Party](#) Instructions for [UCC 3](#) [Addendum](#) [Additional Party](#)

Please review the following information

Modify Delete Document Type: Amendment **Filing Fees: \$10**

**** Acknowledgment Information ****
Document Created: 03/09/2004
Individual Name:
Last Name: **Smith** First Name: **John**
Mailing Address: **550 west 7th Avenue**
City: **Anchorage** State: **AK** PostalCode: **99102**

Amendment Type: **AmendmentParties**

**** Current Record Information ****
Individual Name: **Smith, John**

Modify Delete Document Type: Initial **Filing Fees: \$35**

**** Acknowledgment Information ****
Document Created: 03/16/2004
Individual Name:
Last Name: **min** First Name: **yeonsoon**
Mailing Address: **550 west 7th avenue**
City: **anchorage** State: **AK** PostalCode: **99102**

**** First Debtor's Information ****
Organization Name: **xxx corp**
Mailing Address: **550 west 7th ave**
City: **anchorage** State: **AK** PostalCode: **99102**
Type of Organization: **Corporation**
Jurisdiction of Organization: **state**

Total Filing Fees: \$45

[Process Checked Item](#) [Filing a New UCC 1](#) [Filing a New UCC 3](#) [New Acknowledgment](#) [Make Payment](#)

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[Copyright](#) [Privacy](#)

Each document filing fee amount is calculated.

Total filing fee amount is calculated.

After selecting one of the options, press the "Process Checked Item" button.

When the Modified option is selected, the system will transfer the User/Filer to the Complete screen.

When the Delete option is selected, the system will prompt the verification of deleting a document.

Click this button to make a payment for all documents.

Make a credit card payment

This is the final step for filing a document. The fee is based on the type of filings and/or information only search request.

This function will utilize Secure Socket Layer (SSL) to process the credit card information. The SSL security protocol provides data encryption, server authentication, message integrity, and optional client authentication for a TCP/IP connection. The credit card information will be processed within a secured environment.

If the user enters an invalid credit card number, expiration date and/or an inadequate amount, the system will display an error message.

When the credit card payment is accepted, the system will generate a confirmation of submission notice.

Enter remitter and credit card information.

Credit Card Payment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.dev.dnr.state.ak.us/cc_payment/Payment_Form.cfm?x2=A7959EA7-0AF6-B17F-FF31C85DAF1C

Case Files Land Records Recorder's Office Contact Us Natural Resources find

Make Credit Card Payment

To continue with this transaction, please enter your remitter and credit card information below, then click on the **Continue** button.

Step 1: Remitter Information

Last name / Business Name:

First name:

Middle Initial:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone: Ext:

Email Address (optional):

Step 2: Credit Card Information

Card Type: Visa MasterCard

Card Number:

Expiration Date:

Amount Due: \$20

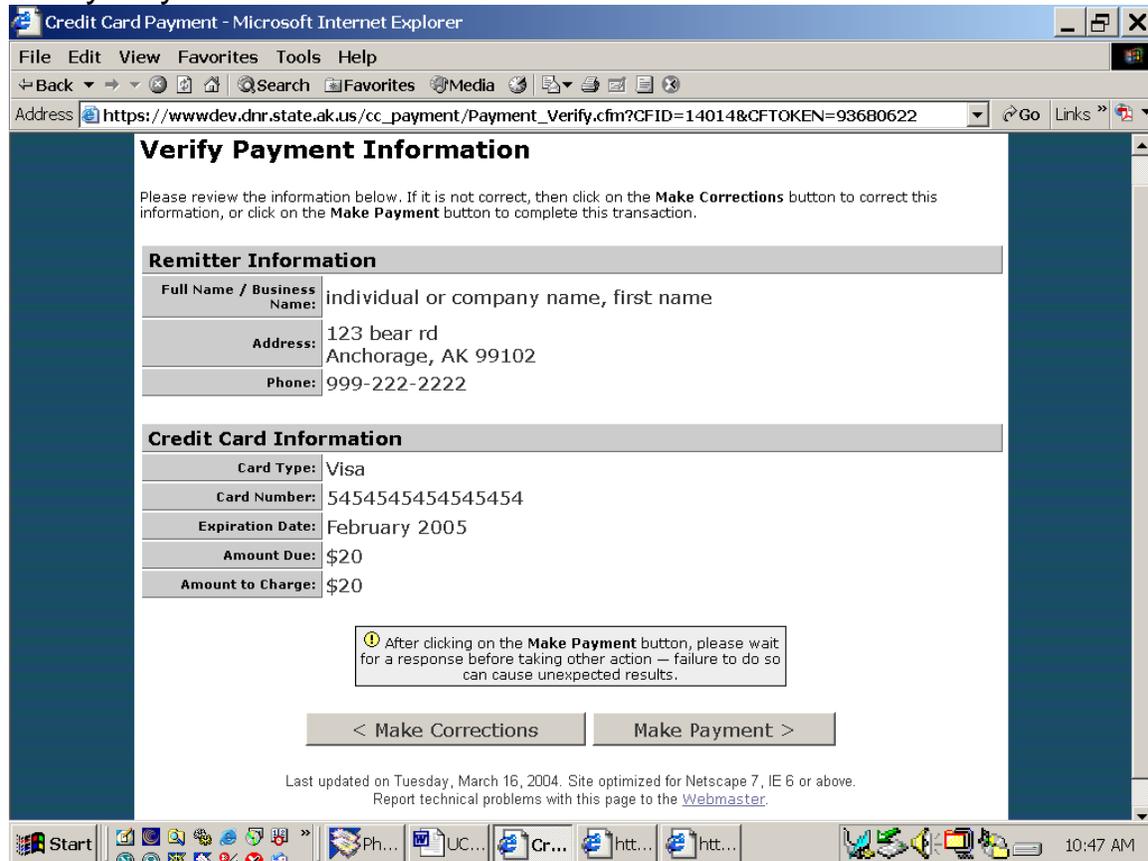
Amount to Charge: \$20

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State of Alaska Natural Resources Division of Support Services LRIS Copyright Privacy System Status

Done Internet

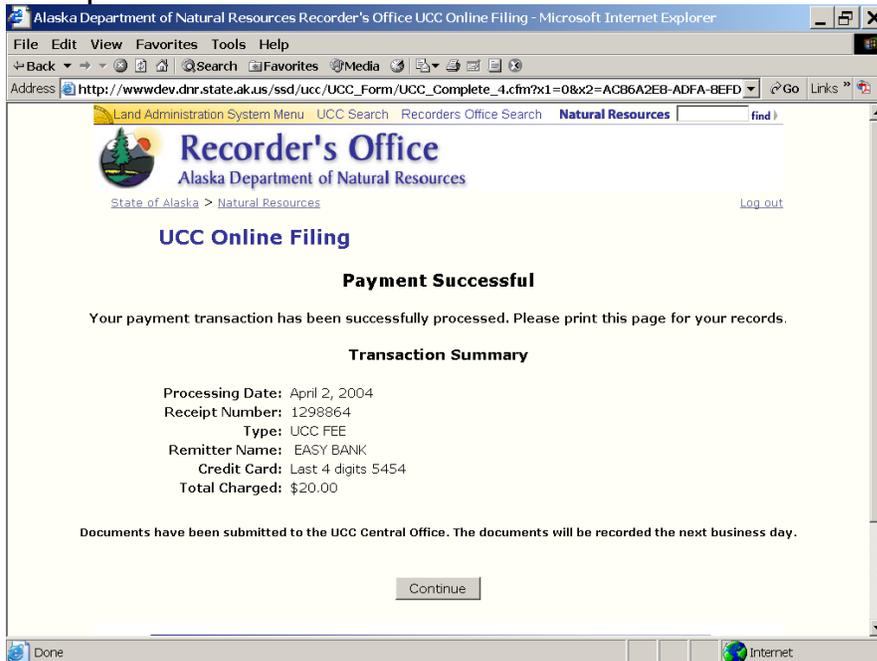
When the Continue button is selected the User/Filer is sent to the Verify Payment Information screen to review the entered data.



The User/Filer may make a correction to the credit card payment information by clicking the Make Corrections button or click the Make Payment button to continue. After clicking on the Make Payment button, please wait for the system response. Failure to follow directions may cause unexpected results.

The credit card system will display the system response message. It can be either successful or unsuccessful processed message. If the User/Filer did not receive the system response message, please contact the UCC web master.

When the User/Filer credit card payment is successfully processed, the system will display the following message. This will be your receipt.



When the Continue button is selected, the system will direct the User/Filer to the View All Document screen. At this point, you could file more documents or log out the system.

Thank you for using our system!