

Wyoming UCC E-System

RA9 Web User Training Manual

UCC1
UCC3
Searches

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1.0 Introduction

The Wyoming Secretary of State's on-line UCC E-System provides authorized users with the capability to file all UCCs immediately and conduct searches which will provide immediate results. The delay normally experienced from having to mail in filings is eliminated. Filings cannot be rejected. If an authorized user completes all mandatory fields, the filing is filed immediately. Payment for filings and searches is automated. All fees are deducted directly from the authorized user's prepaid account (PAD) (for a list of fees, see Attachment A). Privacy and security is assured via Secure Sockets Layer (SSL) protocol which encrypts the information being passed between the web server and the authorized user's computer. Unique user IDs, and passwords are assigned to every authorized user.

In order to access the Wyoming UCC E-System, the web user must complete and sign an Internet Filing Contract or an Internet Download Contract and mail it to the Secretary of State's Office with the appropriate filing fee. The Contract covers specifics about the UCC E-System, identifies the authorized users, specifies prepaid account demographics (PAD) and discusses other important aspects of the system and its authorized use. The application to establish a PAD account is part of the Internet Filing Contract.

The Wyoming UCC E-system is designed to be available 24-hours per day, seven days per week. If the system must be taken down for maintenance, users will be notified of that in advance.

We have prepared this training manual to assist in becoming familiar with the Wyoming Secretary of State's on-line UCC E-System. In addition, each page within the application has an associated "Help" file which may be of use. Of course, the Secretary of State's office will be available to assist you as well.

2.0 Login

This page allows an authorized user to login. The upper left side of the page provides links to general information about the UCC filing and search process.

In order to protect the security of the system, after three unsuccessful attempts to login, the user will be locked out of the system. An e-mail will automatically be sent to the authorized user's e-mail account as well as the Secretary of State's UCC Program Administrator. This e-mail will indicate that the account has been locked because of 3 unsuccessful login attempts. The user is then instructed to call the Secretary of State's UCC Program Administrator to unlock the account.

The screenshot shows the Wyoming UCC E-System login page. At the top left is the Wyoming state logo. At the top right, it says "WYOMING SECRETARY OF STATE" and "Wyoming UCC E-System". Below this is a "Welcome" banner. On the left side, there is a vertical menu with links: FEES, F.A.Q.'s, SEARCH RULES, REGISTER, CONTACT INFO, UCC E-SYSTEM, HOME, FILING WIZARD, SEARCH, HISTORY, TOOLS, SHOPPING CART, DATA DOWNLOAD, and HELP. The main content area contains a welcome message: "Welcome to Wyoming's on-line UCC E-System. Our system is a secure Internet website for filing UCCs and conducting searches. Information about gaining access to our system, the various fees and payments associated with the system and other frequently asked questions can be answered using the links to the left." Below this is a prompt: "If you are already an authorized user, please login." A login form is centered, titled "Please Provide your Login Information:", with fields for "Name:" and "Password:", and a "Login" button. At the bottom, there are links for "Privacy Policy", "Contact Us", and "Copyright".

3.0 Welcome

This page provides information about the user's password and PAD account.

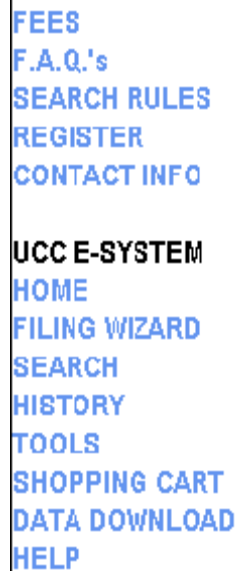
For general information select any of the following on the left side of the screen:

- Fees
- F.A.Q.s
- Search Rules
- Register
- Contact Info

All of the above items can be accessed by anyone, whether they are an authorized user or not.

To begin using the UCC E-System, select one of the following from the left side of the screen:

- "Filing Wizard" to file UCC1s and UCC3s;
- "Search" to perform searches;
- "History" to search for the history related to a specific filing;
- "Tools" to perform specific tasks and access reports;
- "Shopping Cart" to view the status of the session;
- "Data Download" to download a zip file of the UCC database (available only to authorized users); or
- "Help" to obtain program assistance with a particular screen.



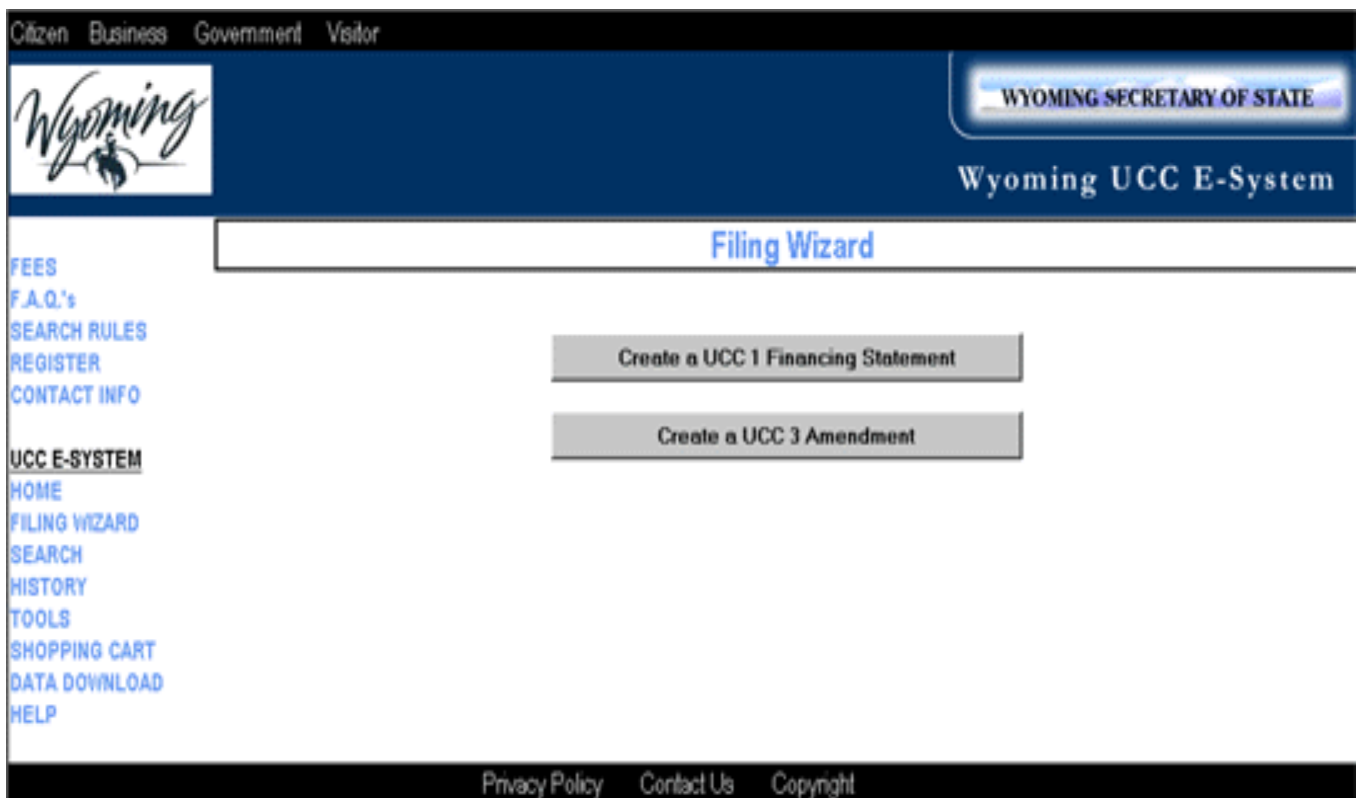
FEES
F.A.Q.'s
SEARCH RULES
REGISTER
CONTACT INFO

UCC E-SYSTEM
HOME
FILING WIZARD
SEARCH
HISTORY
TOOLS
SHOPPING CART
DATA DOWNLOAD
HELP

4.0 Filing Wizard

This screen is the main navigation point for filing a new financing statement and amending an existing financing statement.

- ! The UCC1 Financing Statement button allows you to start the process to file a new initial financing statement.
- ! The UCC3 Amendment button allows you to start the process to file an amendment to an initial financing statement.



5.0 UCC1 - Financing Statement

The financing statement filing process is divided into several sections. Each section allows for the entry of a specific type of information. All information entered on the following screens, with the exception of social security numbers and tax ID numbers, will be displayed on an Official Search with Copies option of a search request (see Section 7.01).



5.01 Filer's Tab

The first section is used to document the name and address of the individual or organization filing the Financing Statement. This information is optional. The "Send Acknowledgment To" section will be pre-populated with information obtained from the user's registered account. The user then might select to automatically duplicate the "Send Acknowledgment To" information.

Information from the Filer screen, specifically the "Send Acknowledgment To" section, may be automatically duplicated to the "Secured Party" screen by checking the "Make this the Default Secured Party/Assignee" checkbox. Any information appearing on these screens may be changed at any time before the filing is submitted, including the pre-populated fields.

FILER DOCUMENT DETAIL DEBTORS SECURED PARTIES COLLATERAL CONFIRMATION

Enter the Filer's Information:

Contact Name: (optional)
Contact Phone: (optional)
Contact Email: (optional)
File Reference: (optional)

Send Acknowledgment To:

Individual Organization

Last Name:
First Name: (first or middle optional)
Middle Name:
Suffix: (optional)
Address Line 1:
Address Line 2: (optional)
Address Line 3: (optional)
City:
State:
Postal Code:
Country:
Make this the Default Secured Party/Assignee:

Continue >

5.02 Document Detail Tab

The user has a choice of selecting one of the following record types:

- ! UCC
- ! Manufactured Home Transaction
- ! Producers Lien
- ! Public Finance Transaction
- ! In Lieu of Filing
- ! Transmitting Utility
- ! Severance Tax Lien

Alternative Designations (Alt Designations):

Alternative designations are relationships between the secured party and the debtor. The parties involved in the filing may have any number of relationships. The default is set for debtor/secured party. The user may make another selection by using the drop down box.

- ! Debtor and Secured Party
- ! Lessee and Lessor
- ! Consignee and Consignor
- ! Bailee and Bailor
- ! Buyer and Seller

Enter the Document Detail:

Record Type: UCC

Alt Designation: DEBTOR/SECURED PARTY

< Back Continue >

Cancel

5.03A Debtors Tab

The Debtors tab allows for the entry of any number of debtors. When this screen is first displayed, the user can select whether the debtor is an individual or an organization and the appropriate fields will then be displayed. To toggle between individual and organization use the arrow keys on the keyboard.

The image displays two side-by-side screenshots of a web form for entering debtor information. The left screenshot shows the 'Individual' tab selected, with fields for Last Name, First Name, Middle Name, Suffix, SSN, Address Line 1-3, City, State (WY), Portal Code, and Country (USA). The right screenshot shows the 'Organization' tab selected, with fields for Organization Name, Organization Type (CORP), Organization ID, Fed. Tax ID, Jurisdiction (WY), Address Line 1-3, City, State (WY), Portal Code, and Country (USA).

Enter only one debtor name in each box, i.e., do not enter Dick and Jane in the “First Name” Box. **The correct debtor name is crucial.** Enter the exact, full legal name of the debtor.

Selecting the “Organization” option allows for the entry of similar information, but for a business entity. Organization means an entity having a legal identity separate from its owner. A partnership is an organization, a sole proprietorship is not, even if it is doing business under a trade name. **Do not** use a debtor’s division name, dba name, etc. in place of or combined with the debtor’s legal name. The user enters the organization’s name, optional tax ID number, address, organization type, jurisdiction, and organizational ID (which is assigned by the organization’s state of origin).

The user might then check “Make this the Default Debtor Address” box to duplicate the address just entered for a subsequent debtor or debtors.

Make this the Default Debtor Address:

5.03B Confirm Debtors Screen

The “Confirm Debtors” screen allows the user to verify the information just entered and edit it, if necessary. The first debtor entered may only be edited and not deleted.

Pressing the “Add a Debtor” button allows the entry of subsequent debtors. If the “Make this the Default Debtor Address Box” was checked on the previous screen when adding the initial debtor information, then the address information from the last debtor will be duplicated in the corresponding fields for any subsequent debtors.

FILER **DOCUMENT DETAIL** **DEBTORS** **SECURED PARTIES** **COLLATERAL** **CONFIRMATION**

Confirm Debtors:

Current Debtors:

Name: JELLY, STRAWBERRY

SSN:

Address: 161 WONDER LANE
SHERIDAN, WY 82801 USA

5.04A Secured Parties Tab

This tab allows for the entry of any number of secured parties. Like the “Debtors” tab, when this screen is first displayed, the user can select whether the secured party is an individual or an organization. The appropriate fields will then be displayed. To toggle between individual and organization use the arrow keys on the keyboard.

If the “Make this the Default Secured Party/Assignee Address” box is checked, the address information from the last secured party entered will be duplicated into the corresponding fields of the new secured party/assignee.

FILED DOCUMENT DETAIL DEBTORS **SECURED PARTIES** COLLATERAL CONFIRMATION

Enter the Secured Party's Information:

Individual Organization

Organization Name:

Address Line 1:

Address Line 2: (optional)

Address Line 3: (optional)

City:

State:

Postal Code:

Country:

Make this the Default Secured Party/Assignee Address:

< Back Continue >

Cancel

5.04B Confirm Secured Parties Screen

The “Confirm Secured Parties” screen allows the user to check the information just entered and edit it, if necessary. The first secured party entered may only be edited and not deleted. Pressing the “Add a Secured Party” button allows the entry of subsequent secured parties/assignees.

FILER **DOCUMENT DETAIL** **DEBTORS** **SECURED PARTIES** **COLLATERAL** **CONFIRMATION**

Confirm Secured Parties:

Current Secured Parties:

Name: ANDREA'S BANK

Address: PO BOX 1
CHEYENNE, WY 82003 USA

If “Add a Secured Party” is selected following the entry of an initial secured party, the user is provided the opportunity to designate assignees simply by marking a checkbox.

Is Assignee:

5.05 Collateral Tab

This section allows for the entry of collateral used for security by the secured party(s). The user may enter an unlimited number of characters. A drop down box of common categories of collateral is provided. In addition, the user can simply click in the text box and begin typing. One final note: for large amounts of collateral it is suggested that the collateral description be composed in a word processing software (Word or WordPerfect) or a simple text editor (Notepad or WordPad) and then copied and pasted into the collateral field.

The screenshot shows a web application interface for entering collateral information. At the top, there is a navigation bar with several tabs: 'FILER', 'DOCUMENT DETAIL', 'DEBTORS', 'SECURED PARTIES', 'COLLATERAL', and 'CONFIRMATION'. The 'COLLATERAL' tab is highlighted in green. Below the navigation bar, the main content area is titled 'Enter the Collateral Description:'. This area contains a 'Common Text:' section with a dropdown menu currently set to 'Accounts' and an 'Add Text' button. Below this is a large, empty text area labeled 'Collateral Description:'. At the bottom right of the form, there are two buttons: '< Back' and 'Continue >'. Below the form, centered, is a 'Cancel' button.

5.06 Confirmation Tab

The user has one more opportunity to review and check data entry prior to submitting the filing to the database. The user may use the "<Back" button to change information previously entered or can simply click on the tab which contains the information needing to be edited.

FILING **DOCUMENT DETAIL** **DEBTORS** **SECURED PARTIES** **COLLATERAL** **CONFIRMATION**

Filing Confirmation:

Document Detail:

Document ID: *System Assigned* **Initial Filing Date:** *System Assigned*
Alt Designation: DEBTOR/SECURED PARTY **Lapse Date:** *System Assigned*
Filing Status: Active **Attachments:** 0
Record Type: UCC
Filer Reference: WORKING ON TRAINING MANUAL

Filer:

Contact Name: ANDREA T. BYRNE
Contact Phone: 307-777-5953
Contact Email: ABYRNE@STATE.WY.US
Name: ANDREA'S BANK
Address: PO BOX 1
CHEYENNE, WY 82003

Debtor(s):

Name: JELLY, STRAWBERRY
SSN:
Address: 161 WONDER LANE
SHERIDAN, WY 82801

Secured Party(s):

Name: ANDREA'S BANK
Address: PO BOX 1
CHEYENNE, WY 82003

Name: ANDREA'S OTHER BANK
Assignee: YES
Address: PO BOX 1
CHEYENNE, WY 82003

Collateral:

Accounts;

< Back Cancel Submit

5.07 Acknowledgment

When the filing is submitted, the user sees an acknowledgment of the filing including the document ID number assigned to the filing, date and time filed and lapse date. This screen is available in a PDF file which may be printed and/or saved. This is the user's acknowledgment. No printed acknowledgment will be mailed by the Secretary of State. (The following graphic is only a partial acknowledgment.)

Filing Acknowledgment:		PDF Copy	Back Home
Document Detail:			
Document ID: 2002-15475635	Initial Filing Date: 05-10-2002 4:00 PM		
Alt Designation: DEBTOR/SECURED PARTY	Lapse Date: 05-10-2007 11:59 PM		
Filing Status: Active	Attachments: 0		
Record Type: UCC			
Filer Reference: WORKING ON TRAINING MANUAL			
Filer:			
Contact Name: ANDREA T. BYRNE			
Contact Phone: 307-777-5953			
Contact Email: ABYRNE@STATE.WY.US			
Name: ANDREA'S BANK			
Address: PO BOX 1 CHEYENNE, WY 82003			
Debtor(s):			
Name: JELLY, STRAWBERRY			
SSN:			
Address: 161 WONDER LANE SHERIDAN, WY 82801			
Secured Party(s):			
Name: ANDREA'S BANK			
Address: PO BOX 1 CHEYENNE, WY 82003			

6.0 UCC3 Amendments

A financing statement amendment records changes to the information currently on file for an associated initial financing statement or amendment. With the exception of the extension of the lapse date from a continuation, none of the data from a prior filing or amendment is actually changed. Rather, the statement of amendment is added as a related filing. Debtor amendment information is included on all searches along with the associated initial filing.

6.01 Provide a Document ID Screen

The user must enter either a new Document ID (the new number assigned by the online UCC E-System) or the Old Document ID (the number assigned by the Secretary of State prior to July 1, 2002). The numbers can be entered with or without the dashes.

Provide a Document ID:

The Document ID must identify an active UCC1 Initial Financing Statement.

Document ID:

Old Document ID:

6.02 Filer Tab

The first section is used to document the name and address of the individual or organization filing the Financing Statement. This information is optional. The “Send Acknowledgment To” section will be pre-populated with information obtained from the user’s registered account. The user then might select to automatically duplicate the “Send Acknowledgment To” information to the “Authorizing Party” screen.

Information from the Filer screen, specifically the “Send Acknowledgment To” section, may be automatically duplicated to the “Authorizing Parties” screen by checking the “Make this the Default Authorizing Party” checkbox. Any information appearing on these screens may be changed at any time before the filing is submitted, including the pre-populated fields.

The screenshot displays a web form with four tabs at the top: **FILER** (highlighted in green), **DOCUMENT DETAIL**, **AUTHORIZING PARTIES**, and **CONFIRMATION**. The form is divided into two main sections:

- Enter the Filer's Information:** This section contains four text input fields, each with a red "(optional)" label to its right:
 - Contact Name: [text box] (optional)
 - Contact Phone: [text box] (optional)
 - Contact Email: [text box] (optional)
 - Filer Reference: [text box] (optional)
- Send Acknowledgment To:** This section starts with two radio buttons: Individual and Organization. Below are several text input fields, each with a red "(optional)" label to its right:
 - Last Name: [text box]
 - First Name: [text box] (first or middle optional)
 - Middle Name: [text box]
 - Suffix: [text box] (optional)
 - Address Line 1: [text box]
 - Address Line 2: [text box] (optional)
 - Address Line 3: [text box] (optional)
 - City: [text box]
 - State: [text box with "WY" and a dropdown arrow]
 - Postal Code: [text box]
 - Country: [text box with "USA" and a dropdown arrow]

At the bottom of the form, there is a checkbox labeled "Make this the Default Authorizing Party:" and a "Continue >" button.

6.03 Document Detail Tab

FILER **DOCUMENT DETAIL** **AUTHORIZING PARTIES** **CONFIRMATION**

Enter the Document Detail:

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

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

Assignment: Full Partial

Amendment:

Debtor: Change Delete Add

Secured Party: Change Delete Add

Collateral: Restate Delete Add

< Back Continue >

Cancel

This screen specifies the various types of amendments. The user has the ability to file multiple UCC3 Amendment change actions to the same initial financing statement for one fee. For example, the following combinations of amendments, or portions thereof, may be made for one fee of \$7.50:

- ! Termination
- ! Continuation
- ! Assignment
- ! Debtor Amendment
- ! Collateral Change

or

- ! Termination
- ! Continuation
- ! Assignment
- ! Secured Party Amendment
- ! Collateral Change

In accordance with the law, a continuation can only be allowed to be filed within 6 months of the lapse date.

A full assignment is used to assign the security interest in the collateral from one party to another. A partial assignment is used when portions of the collateral are assigned to a new party.

The debtor amendments include changes, deletions or additions. A debtor change amendment is used to change the name or address of an existing debtor. A debtor delete amendment is used to indicate that a debtor who was previously associated with the financing statement, no longer is. A debtor add amendment provides the capability to add additional debtors to a filing. The same functionality available for a debtor is also available for a secured party.

A collateral amendment is used to document a change to the collateral on record. It is used to restate, add or delete the collateral description.

UCC5 Correction Statements are intended for use by debtors only. UCC5 filings must be submitted in writing to the Secretary of State.

6.04 Authorizing Parties Tab

Amendments must be authorized by a secured party or debtor. The “Authorizing Parties” tab provides a check box to mark if the filing is authorized by the debtor. Any number of authorized parties may be listed.

FILED **DOCUMENT** **AUTHORIZING** **CONFIRMATION**
DETAIL **PARTIES**

Enter the Authorizing Party's Information:

Individual Organization

Last Name:

First Name: (first or middle optional)

Middle Name:

Suffix: (optional)

Address Line 1:

Address Line 2: (optional)

Address Line 3: (optional)

City:

State: ...

Postal Code:

Country: ...

Debtor Authorized:

< Back Continue >

Cancel

6.05 Filing Confirmation

Just like the filing of a UCC1, the user has one more opportunity to review and check data entry prior to submitting the filing to the database. The user may use the “<Back” button to change information previously entered or can simply click on the blue tabs.

6.06 Filing Acknowledgment

When the filing is submitted, the user sees an acknowledgment of the filing including the document ID number assigned to the filing, date and time filed and lapse date. This screen is available in a PDF file which may be printed and/or saved. This is the user’s acknowledgment. No printed acknowledgment will be mailed by the Secretary of State.

7.0 Search

Searches are used to find initial financing statements, amendments, debtor correction statements and lien statements for debtors meeting specified search criteria. The search screen provides this capability.

One of the key components to keep in mind when searching the database is the “through date”. The through date and time is “realtime” - your search results will contain all data meeting the criteria up to the date and time the search is submitted. Each of the official search results will clearly display the through date. Browse searches include all filings entered by the web user and the filing office up to the time of searching.

The main search screen is divided into several sections. Each section allows entry of a specific type of information.

Select Search Type:	
Search Type: <input checked="" type="radio"/> Browse <input type="radio"/> Official	Search By: <input checked="" type="radio"/> Debtor <input type="radio"/> Document ID
Select Search Filters:	
Query Type: <input checked="" type="radio"/> General Search <input type="radio"/> RA9 Standard Search <input type="radio"/> Containing Text Search	Filing Type: <input checked="" type="radio"/> Active Filings <input type="radio"/> Active & Lapsed Filings
Enter the Search Criteria:	
<input checked="" type="radio"/> Individual <input type="radio"/> Organization	
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Suffix:	<input type="text"/>
City:	<input type="text"/>
<input type="button" value="Search"/>	

7.01 Select Search Type

The first section of the search screen, “Search Type”, allows the user to select the search type and the criteria which to search by.

There are two types of searches available: a “browse” search and an “Official” search.

- A. **Browse:** A “Browse” search allows the user to look up and view information by debtor name or by document ID and not be charged a fee. A “Browse, General” query searches the database for exactly what the user has entered. For example, if a last name of “Smith” is entered and only a first initial of “J”, the search engine will only retrieve those records where the name is “J. Smith”.

In addition, a “Browse” search may be conducted using an RA9 query (see Section 7.02) or a containing text query (see Section 7.02). A browse search can be conducted either by debtor name or document ID number.

The search results are not official nor are they provided in an official format.

- B. **Official:** An “Official” search is a report listing debtor records which prints on the Wyoming Secretary of State’s letterhead. The search logic behind the search complies with the logic as prescribed under Revised Article 9. There is no fee associated with an official search.

An “Official” search may only be conducted on the debtor name using an RA9 query.

When a search type of “official” is selected, the user is then provided with two additional options: “No Copies” or “With Copies”.

1. **Official search no copies** - This simply means that the user does not need a copy of any of the filings associated with the search results.
2. **Official search with copies** - Any filings filed after July 1, 2002, will be organized into a PDF file for printing. For any filings filed prior to July 1, 2002, a “request for copies” e-mail will be automatically generated and e-mailed to the Secretary of State’s Office for processing.

To obtain a certified search, contact the Secretary of State’s office. An e-mail link is provided on the main search page window. A certified search includes an identification of the filing officer and the certification of the filing officer.

7.02 Select Search Filters

In the search filters portion of the search main screen, there are two options which should be considered: Query Type and Filing Type.

A. Query Type:

1. **General Search:** This search should only be used for browsing and is NOT an official search which uses the RA9 search logic. It is similar to an exact name search in that a search on the individual name “Janet Smith” will result in an exact match as to the first name and last name provided by the user and if a middle name or middle initial is not provided, the system will extract any middle name or initial.
2. **RA9 Standard Search:** The following rules apply for searching for a specific name under RA9 Standard Search rules:
 - ! No distinction is made between upper and lower case letters;
 - ! Punctuation marks and accents are disregarded;
 - ! Words and abbreviations at the end of a name that indicate the existence or nature of an organization as set forth in the “Ending Noise Words” list (as promulgated and adopted by the International Association of Corporation Administrators) may be disregarded by the searcher by checking a box.
 - ! The word “the” at the beginning of the search criteria is disregarded.
 - ! All spaces are disregarded.
 - ! If a first name is provided, a match will be found on that name as well as any other first name starting with the same first initial. If only an initial is provided, a match will be found on any first name starting with the same initial.
 - ! If a middle name is provided, a match will be found on that middle name, as well as any other middle name starting with the same first initial or having no middle name or initial. If no middle name is provided, the search will retrieve all filings against individual debtors with any name or initial or no name or initial in the middle name field.
 - ! The suffix is ignored on the search.

3. **Containing Text Search:** The search engine will match the search criteria within any portion of the name and will return those results. A containing text search will be particularly useful when searching for an organization. The Secretary of State's Office strongly recommends using the "containing text" search only for those unique names and names for which the user is unsure of the exact legal name and NOT for common searches. For example, a good use of this search option would be entering an organization name of "alpine". A poor use of this search option is entering an organization name of "service".

B. Filing Type

1. **Active Filings:** This filing type includes only active filings which are un-lapsed filings which includes terminated filings. Terminated filings are reported on search results just like any other amendment.
2. **Active & Lapsed Filings:** Both active and lapsed filings will be part of the search results if this option is selected. This includes a filing that has lapsed and is one year past its lapsed (expiration) date.

7.03 Search Criteria

The third section of the search menu is where the user will specify the search criteria. The user may select to search by “individual” or “organization”.

A. Individual

1. When searching for an individual, the user **MUST** enter the last name and either a first name/initial or a middle name/initial.
2. If more specific information is available, the user may elect to enter a city of residence for the specific debtor being sought.
3. A one word name, such as “Cher” or “Prince”, would be searched for by entering the name in the last name field and by entering an asterisk (*) in the first name field.

B. Organization

1. When selecting to search by “organization”, the user is prompted to enter the organization name and, if desired, the city in which the organization may be located.
2. If an “Official” search is being conducted, the user is also presented with the opportunity to “Omit Noise Words” from the search.
 - a. “Noise Words” are those words at the end of organization names which indicate a business type. For example, “Inc”, “LLC”, “Co” are just a few. Selecting the “Omit Noise Words” option in a search causes the system to remove the last “noise word” from the end of the search string. A list of noise words is included in this manual as Attachment B.

7.04 Search Results

Following are characteristics common to all search results, whether they are “browse” or “official” searches.

All Search Results: At the top of the search results, the search criteria selected will be reiterated back to the user. It will show the search type, the date and time of the search, the query type, the type of filings searched and the search criteria entered. The number of debtor matches found will also be displayed.

When there are no search results, the user will be informed that no documents meet the search criteria.

If the search results do include a debtor match, the document ID, the old document ID (if applicable), the filing date, the lapse date and the debtor name for each filing that meets the search criteria will be displayed. This applies to all types of searches.

The document ID number in all search results is a link to that document’s information. In addition, once the link has been selected, the user will see a “history” illustrating the activity on either that particular UCC1 or the UCC1 to which the UCC3 relates.

The differences in search results will depend on which type of search is chosen: a “browse” or an “official” search.

Browse search results: When there are results in a “Browse, General” search, a “Browse, RA9 Search” or a “Browse, Containing Text” search, the user will be provided with the kind of filing on which the debtor appears (a UCC1 initial financing statement or a UCC3/UCC5 Amendment) and the total number of amendments, if applicable. The only way to print search results from a “Browse” search is to print the screen of information by clicking “Print” in the web browser.

Official search results: Official search results include a detailed listing of all UCC3s associated with an initial financing statement, whether or not the debtor name appears on the UCC1 or the UCC3/UCC5 Amendment. All official search results have a “PDF copy” button which, upon selecting it, will open a new window containing the PDF file of the search results. This file can then be printed and/or saved.

8.0 History

All users may search for the history of a filing by searching on the Old Document ID number or the new Document ID number. The Document ID number can identify any UCC1, UCC3 or UCC5 filing, whether active or lapsed.

Provide a Document ID:

The Document ID can identify any UCC1, UCC3, or UCC5 Filing; active or lapsed.

Document ID:

Old Document ID:

[Continue >](#)

[Cancel](#)

Once a Document ID is entered, the application will return a list identifying the history, or action taken, on either the UCC1 entered by the user or the history on the original UCC1 to which the UCC3 or UCC5 entered by the user relates. The Document ID entered is identified at the top of the results page. The user has the opportunity to print and/or save the PDF copy of the document.

History for Document 2002-15475635

History: [1 - 3 of 3]		PDF Copy	Back
Document ID	Old Doc ID	Initial Filing Date	Lapse Date
2002-15475635		05-10-2002 4:00 PM	05-10-2007 11:59 PM
UCC1 FINANCING STATEMENT (2 AMENDMENTS)			
2002-15481536		05-13-2002 4:00 PM	
UCC 3 FILING AMENDMENT - DEBTOR - ADD			
2002-15481637		05-13-2002 4:00 PM	
UCC 3 FILING AMENDMENT - COLLATERAL - ADD			

9.0 Tools

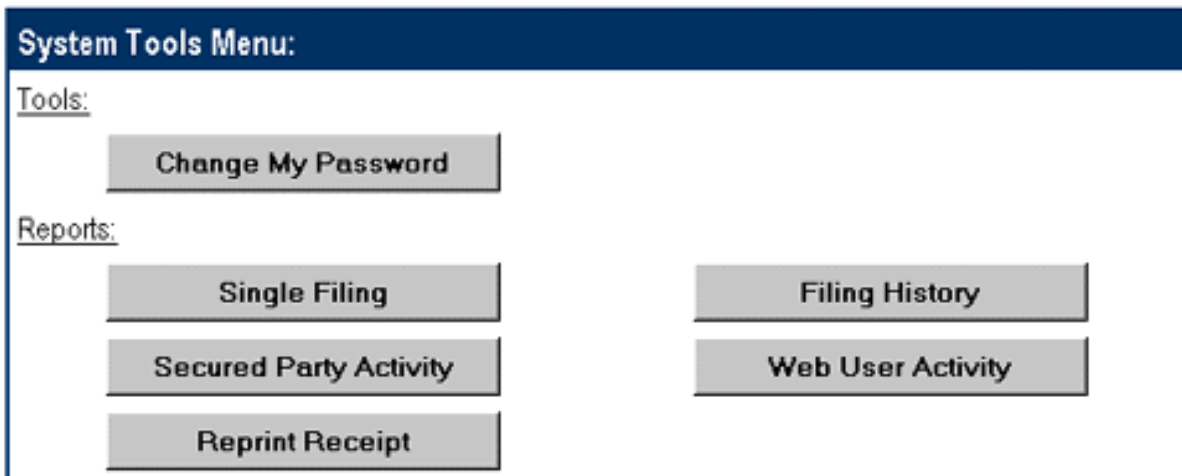
The System Tools Menu actually contains two sections: Tools and Reports.

1. Tools

- A. **Change User Password:** The “Change User Password” option is used to do exactly what it sounds like: to change the user password. The user must enter their current username and current password and then enter and re-enter the new password. This can be done at any time.

There are a few rules to password selection. The password must:

- ! be at least 6 characters long;
- ! contain a combination of both upper and lowercase letters; and
- ! contain at least one special character (numerals or punctuation).



2. Reports

- A. **Single Filing:** The user is prompted to enter a document ID of any UCC1, UCC3 or UCC5 in order to retrieve and print that single filing.
- B. **Secured Party Activity:** Any secured party name may be searched to determine the number and types of filings for which that specific entity is named as the secured party. The user is prompted to enter the name (whether of an individual or an organization) of a secured party as well as the date range of filings in which to look. The report includes the filing date, document ID, Old document ID, Record Type and Transaction Type for all filings made during the date range selected. The report provides the grand total of UCC filings, and the total number UCC1 financing statements and UCC3 amendments filed.
- C. **Reprint Receipt:** This report allows the user to reprint a receipt. The user is prompted to enter a valid receipt number which can be obtained from the Web user Activity Report.
- D. **Filing History:** This report is another method in addition to the “History” section of the program where a user can obtain the filing history of a Document ID. The user is prompted to enter the document ID of any UCC1, UCC3 or UCC5 document.
- E. **Web User Activity:** This report allows the authorized user to generate a report of his/her filing activity on the UCC E-System. The user is prompted to enter a beginning and ending date in which to search for user activity. The report contains the filing date and time, the Document ID, the Old Document ID, the Receipt ID, the record type and the transaction type for each activity listed.

10.0 Shopping Cart

The shopping cart will provide information as to the unpaid transactions that have been made by the logged-in user. The shopping cart may be checked at any time.

It is very important to check out of the system prior to logging-off. To check out of the system, the user will need to go to the Shopping Cart. All unpaid transactions made during the session will be listed. Select “Check Out” to begin the processing for unpaid items. A receipt will be generated listing the transactions made during this session and the beginning and ending account balances.

If a user attempts to logoff of the system prior to checking out, they will be redirected to the Shopping Cart. In addition, if a user experiences a power failure or is accidentally disconnected from the system or exits the application by closing the browser, the next time that user logs in, they will be redirected to the Shopping Cart. This will ensure that all transactions are paid for prior to any new transactions taking place.

11.0 Data Download

The data download option will only be visible to those entities subscribing to the download function. For most users, this button will not be visible. The download will be a zipped file containing comma delimited, flat files.

12.0 Help

Throughout the entire application, a help file is available. If there is an item on a particular screen which required a definition by the Secretary of State’s Office or something that just needed clarification, that information can be found in the “Help” file for that particular screen. The “Help” document will open in a separate window.

13.0 System Requirements

The minimum system requirements for using the Wyoming Secretary of State's UCC E-System are as follows:

Memory:	32MB
Processor:	166 MHz Pentium
Operating System:	Windows '95
Web Browser:	Netscape 6.x or Internet Explorer 4.x
Other:	Adobe Acrobat Reader Connection to the Internet, either via a modem, T1, DSL or other

The recommended system requirements are as follows:

Memory:	64MB
Processor:	233 MHz Pentium
Operating System:	Windows 2000
Web Browser:	Internet Explorer 5.x

14.0 Information You Should Know

Screen Resolution: The optimal screen resolution for utilizing the Wyoming Secretary of State's UCC E-System is 1024 x 768.

PDF Files: Throughout the program, the user will be presented with PDF reports. All PDF files will open in their own window. The user then has the opportunity to print and/or save the file. When saving the file to a local disk, be sure to include the ".pdf" extension on the file name.

"Back" Button on Browser: We suggest that the user utilize the "<Back" button provided within the application rather than the "Back" button on the web browser. We have worked very hard to ensure that the "Back" button on web browsers will function correctly within the application. It is a guarantee that the "Back" button within the application will function correctly.

Entering of Data: Data entry is not case sensitive. All data is ultimately stored in all capital letters, with the exception of the collateral field. Therefore, in all data entry areas except for the collateral field, the user can input the data in all lower case if they so choose.

Collateral Field: If a long collateral description is desired, the user should type that description in a word processing software (Word or WordPerfect) or a simple text editor (Notepad or WordPad). That description can then be copied and pasted in to the collateral field. The collateral field is the only field within the program where the data entered is not converted to all uppercase.

Internet Explorer Auto Complete: For users using Internet Explorer 5.x and higher, there is a feature called "Auto Complete" which is turned on by default. Auto Complete remembers information you have previously entered and stores it and will provide you with a drop-down box from which you can select an item. To turn this feature off:

1. Open Internet Explorer.
2. Go to Tools ÷ Internet Options.
3. Click on the "Content" tab.
4. In the bottom portion of the form, there is a button for "Auto Complete". Click this button.
5. On the next form, uncheck "Form" and click on "OK".
6. Click on "OK" once again. The Auto Complete has now been turned off.

Printing Background Images in Internet Explorer: If a user plans on printing the regular, html pages and would like to include background images and colors when printing, they need to do the following:

1. Open Internet Explorer.
2. Go to Tools ÷ Internet Options.
3. Click on the “Advanced” tab.
4. Scroll down until the “Printing” category is viewable.
5. Place a checkmark in the box by clicking on it to include background images and colors when printing.
6. Click on “OK”.
7. Click on “OK” once again.

Receipts: The area on a receipt in which the document ID of a UCC1 or a UCC3 appears is limited in size. Therefore, that section of the receipt can only accommodate up to 16 document ID numbers. We recommend that the user processes 16 filings, checks-out through the Shopping Cart” and then re-enters the system to begin a new receipt.

Navigating through the Screens: All of the screens have a tab order set within them so the user can simply “Tab” through each field or use the mouse to click into specific fields. When tabbing through a screen, the user simply has to hit “Enter” on their keyboard to select a button.

Radio Buttons: The radio buttons appearing on any given screen are part of the tab order for that screen. To change a selection from one radio button to another, use the arrow keys on the keyboard.

Check Boxes: To place a check mark in a check box on any given screen, the user simply needs to tab into that field and hit the spacebar on the keyboard.

Numeric Formats: When entering numbers in a numeric field, e.g. date, phone, document ID, the user does not have to enter the dashes (-) or slashes (/) as all numeric fields are pre-formatted.

User Session Length: A user session may sit idle for 30 minutes. If there is no activity for 30 minutes, the user will be disconnected.

Organization Names: Organization names may be up to 128 characters in length.

Search Results: Search results will contain up to 2,000 results.

Attachment A

All fees associated with filing and searching on the UCC E-System will be deducted from the authorized user's prepaid account (PAD). At this time, fees cannot be charged to a credit card.

E-System Fees

UCC1 Financing Statement	\$10.00
UCC3 Amendment	\$7.50 *
UCC3 Termination	No Fee
Official Search	No Fee
Internet Filing Service Annual Fee (up to 10 users)	\$150.00
Internet Download Service Annual Fee	\$2,000.00

Paper Filing Fees

UCC1 Financing Statement (up to 2 pages)	\$20.00
UCC1 Financing Statement (more than 2 pages)	\$35.00
UCC3 Amendment (up to 2 pages)	\$15.00
UCC3 Amendment (more than 2 pages)	\$30.00
UCC3 Termination (if the initial filing is on or after 7.1.2001)	No Fee
UCC3 Termination (if the initial filing is prior to 7.1.2001)	\$5.00
Certified Search (one debtor)	\$10.00
Copies (per page)	\$.50

* The user has the ability to file multiple UCC3 Amendment change actions to the same initial financing statement for one fee. For example, the following combinations of amendments, or portions thereof, may be made for one fee of \$7.50:

- ! Termination
- ! Continuation
- ! Assignment
- ! Debtor Amendment
- ! Collateral Change

or

- ! Termination
- ! Continuation
- ! Assignment
- ! Secured Party Amendment
- ! Collateral Change

Attachment B Noise Words

The E-System will also check the organization name for the words “A” and “An” used in conjunction with the noise words and phrases listed below.

!	AGENCY	!	LTEE
!	AS TRUSTEE	!	MDPA
!	ASSC	!	MDPC
!	ASSN	!	MEDICAL DOCTORS PROFESSIONAL
!	ASSOC	!	CORPORATION
!	ASSOCIATES	!	MEDICAL DOCTORS PROFESSIONAL
!	ASSOCIATION	!	ASSOCIATION
!	ATTORNEYS AT LAW	!	NA
!	BANK	!	NATIONAL BANK
!	BUSINESS TRUST	!	NATIONAL ASSOCIATION
!	CHARTER	!	PA
!	CHARTERED	!	PARTNERS
!	CO	!	PARTNERSHIP
!	COMPANY	!	PC
!	CORP	!	PLLC
!	CORPORATION	!	PROF ASSN
!	CREDIT UNION	!	PROF CORP
!	CU	!	PROFESSIONAL ASSOCIATION
!	FEDERAL SAVINGS BANK	!	PROFESSIONAL CORPORATION
!	FSB	!	PROFESSIONAL LIMITED LIABILITY CO
!	GEN PART	!	PROFESSIONAL LIMITED LIABILITY
!	GENERAL PARTNERSHIP	!	COMPANY
!	GP	!	RAILROAD
!	INC	!	REAL ESTATE INVESTMENT TRUST
!	INCORPORATED	!	REGISTERED LIMITED LIABILITY
!	LC	!	PARTNERSHIP
!	LIMITED COMPANY	!	REIT
!	LIMITED LIABILITY CO	!	RR
!	LIMITED	!	RRLP
!	LIMITED LIABILITY COMPANY	!	SA
!	LIMITED PARTNERSHIP	!	SAVINGS ASSOCIATION
!	LIMITED LIABILITY PARTNERSHIP	!	SC
!	LLC	!	SERVICE CORPORATION
!	LLP	!	SOLE PROPRIETORSHIP
!	LP	!	SP
!	LTD LIABILITY CO	!	SPA
!	LTD LIABILITY COMPANY	!	TRUST
!	LTD	!	TRUSTEE

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