

Wyoming UCC E-System
Revised Article 9 E-Filing System
User's Guide



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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) (click here to access the [UCC Fees](#)). 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 the [UCC Agreement and Subscription Form](#) and mail it to the Secretary of State's Office with the appropriate filing fee. The Agreement and Form cover 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 for Prepaid Account is also included with the Agreement and Form.

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 User's Guide 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 (3) 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 three (3) unsuccessful login attempts. The user is then instructed to call the Secretary of State's Business Division to unlock the account.

Citizen Business Government Visitor

Wyoming

WYOMING SECRETARY OF STATE

Wyoming UCC E-System

FEES
F.A.Q.'s
SEARCH RULES
REGISTER
CONTACT INFO
UCC E-SYSTEM
HOME
FILING WIZARD
SEARCH
HISTORY
TOOLS
SHOPPING CART
HELP

Welcome

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.

If you are already an authorized user, please login.

Please Provide your Login Information:

Name:

Password:

Login

Privacy Policy Contact Us Copyright

3.0 Welcome

Once you have successfully logged into the UCC E-System, you are presented with general information about your password and the PAD account associated with your account. Be sure to pay special attention to your PAD balance – filing fees are automatically deducted from your PAD balance.

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

Links appearing in the top left may be accessed by anyone, whether they are an authorized user or not.

The lower portion of the left-hand navigation contains links only available to authenticated users. Following is a brief description of the functionality associated with each link:

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

- **Filing Wizard:** Launches the process to file UCC1s and UCC3s;
- **Search:** Launches the Search Tool
- **History:** Launches a tool to obtain history on a specific filing
- **Tools:** Provides access to defined reports
- **Shopping Cart:** Shows the filings which have been completed and saved to the database during the current sessions.
 - **Data Download:** Access to a zip file of the UCC database (available only to authorized users)
 - **Help:** Quick access to assistance about a particular screen.

4.0 Filing Wizard

The Filing Wizard 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.

The screenshot shows the Wyoming UCC E-System interface. At the top left is the Wyoming state logo. To the right, it says "WYOMING SECRETARY OF STATE" and "Wyoming UCC E-System". Below the header is a navigation 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 "FILING WIZARD" link is highlighted. In the center, there is a large box labeled "Filing Wizard" containing two buttons: "Create a UCC 1 Financing Statement" and "Create a UCC 3 Amendment". At the bottom, there are links for "Privacy Policy", "Contact Us", and "Copyright".

4.1 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).



4.1.1 Filer Information

The first section is used to document the name and address of the individual or organization filing the Financing Statement. This information is optional but highly recommended. Both sections on this screen (Filer's Information and Send Acknowledgment To) will be pre-populated with information obtained from your registered account.

The "Send Acknowledgment To" section of this screen may be automatically duplicated to the "Secured Party" screen by checking the checkbox to "Make this the Default Secured Party/Assignor."

Enter the Filer's Information: Continue >

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

Send Acknowledgment To:

Individual Organization

Individual's Surname:
(first personal name or additional name/initial optional)
First Personal Name:
Additional Name(s)/Initial(s):
Suffix: (optional)
Mailing Address 1:
Mailing Address 2: (optional)
Mailing Address 3: (optional)
City:
State:
Postal Code:
Country:

Make this the Default Secured Party/Assignor

Continue >

Cancel

NOTE: Any information appearing on any of the steps of the wizard may be changed at any time before the filing is submitted, including the pre-populated fields. You can simply use the "<Back" button appearing on most screens.

4.1.2 Document Detail

There are four items to be considered on this step of the wizard:

1. Record Type;
2. Record Sub-Type;
3. Alternate Designation; and
4. Collateral Is.

The screenshot shows a software interface for entering document details. At the top, there is a navigation bar with six tabs: FILER, DOCUMENT DETAIL (which is highlighted in green), DEBTORS, SECURED PARTIES, COLLATERAL, and CONFIRMATION. Below the tabs is a dark blue header bar with the text 'Enter the Document Detail:' on the left and '< Back' and 'Continue >' buttons on the right. The main area contains four dropdown menus: 'Record Type' with 'UCC' selected, 'Record Sub-Type' with 'NONE' selected, 'Alt Designation' with 'DEBTOR/SECURED PARTY' selected, and 'Collateral is:' with 'NONE' selected. At the bottom right of the form area are '< Back' and 'Continue >' buttons. Below the entire form is a 'Cancel' button.

4.1.2.1 Record Type

The Record Type identifies the type of lien being filed. Choices include:

- UCC
- Breeder
- Feeder
- Federal Tax Lien
- In Lieu of Filing
- Manufactured Home Transaction
- Producers Lien Notice
- Public Finance Transaction
- Severance Tax Lien
- Transmitting Utility

4.1.2.2 *Record Sub-Type*

Currently, there are three options for a sub-type:

- None
- Agricultural Lien
- Non-UCC Filing

If the filing is an Agricultural Lien as defined in state statutes or if it is not a UCC security interest filing, you will need to select the appropriate option.

4.1.2.3 *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. You may change this by selecting one of the other options in the drop down box:

- Debtor / Secured Party
- Bailee / Bailor
- Consignee / Consignor
- Lessee / Lessor
- Seller / Buyer
- Licensee / Licensor

4.1.3 Collateral Is:

There are three options to choose from:

- None;
- Being Held in a Trust; or
- Being administered by a decedent's personal representative.

If collateral is held in a trust or is being administered by a decedent's personal representative, the appropriate selection should be made.

NOTE: if more than one Debtor has an interest in the described collateral and your action does not apply to the interest of all debtors, you should consider filing a separate financing statement for each debtor.

4.1.4 Debtors

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.

The screenshot shows the 'Enter the Debtor's Information' form with the 'Individual' radio button selected. The form includes the following fields: Individual's Surname (with a red note: '(first personal name or additional name/initial optional)'), First Personal Name, Additional Name(s) Initial(s), Suffix (optional), Mailing Address 1, Mailing Address 2 (optional), Mailing Address 3 (optional), City, State (pre-filled with WY), Postal Code, and Country (pre-filled with USA). There is a checkbox for 'Make this the Default Debtor Address' and navigation buttons for '< Back', 'Continue >', and 'Cancel'.

When using the default of “Individual,” you have the ability to enter the individual’s personal information.

Enter only one debtor name in each field; do not enter Dick and Jane in the “First Personal Name” field. **The correct debtor name is crucial.** Enter the exact, full legal name of the debtor. Please do not combine a “Doing Business As (DBA)” name with the debtor’s legal name.

Selecting a debtor of “Organization” 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. **You should** enter the organization’s name and address information.

The screenshot shows the 'Enter the Debtor's Information' form with the 'Organization' radio button selected. The form includes the following fields: Organization's Name, Mailing Address 1, Mailing Address 2 (optional), Mailing Address 3 (optional), City, State (pre-filled with WY), Postal Code, and Country (pre-filled with USA). There is a checkbox for 'Make this the Default Debtor Address' and navigation buttons for '< Back', 'Continue >', and 'Cancel'.

Whether entering a debtor that is an organization, you might then check “Make this the Default Debtor Address” box to duplicate the address just entered for subsequent debtors.

Make this the Default Debtor Address

4.1.4.1 Confirm Debtors Screen

The “Confirm Debtors” screen allows you to verify the information just entered and edit it if necessary. The first debtor entered may be edited but **cannot** be deleted.

Selecting the “Add a Debtor” option 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: < Back Add a Debtor Continue >

Current Debtors:

Name: SMITH, JANE Edit Delete

Mailing Address: P.O. BOX 1
CASPER, WY 82602 USA

< Back Add a Debtor Continue >

Cancel

4.1.5 Secured Parties

This tab allows for the entry of any number of secured parties. Like the “Debtors” tab you can select whether the secured party is an individual or an organization. The default is “Organization.” Appropriate fields are displayed based upon your selection.

If you are entering multiple secured parties at the same address, or an Assignor at the same address, be sure to check the box to use the address just entered as the default address for additional secured party or assignor data entry.

FILER DOCUMENT DETAIL DEBTORS SECURED PARTIES COLLATERAL CONFIRMATION

Enter the Secured Party's Information: < Back Continue >

Individual Organization

Organization's Name: _____

Mailing Address 1: _____

Mailing Address 2: _____ (optional)

Mailing Address 3: _____ (optional)

City: _____

State: WY _____

Postal Code: _____

Country: USA _____

Make this the Default Secured Party/Assignor Address

< Back Continue >

Cancel

4.1.5.1 Confirm Secured Parties Screen

The “Confirm Secured Parties” screen allows the user to check the information just entered and edit it if necessary. As with the debtors, the first secured party entered may be edited and **cannot** be deleted.

Selecting the “Add a Secured Party” button allows the entry of subsequent secured parties/assignors.

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

Confirm Secured Parties: < Back Add a Secured Party Continue >

Current Secured Parties:

Name: XYZ BANK Edit Delete

Mailing Address: P.O. BOX 10
CASPER, WY 82602 USA

< Back Add a Secured Party Continue >

Cancel

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

Assignor Secured Party's Name

4.1.6 Collateral

This section allows for the entry of collateral used for security by the secured party(s). You 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 a simple text editor (Notepad or WordPad) and then copied and pasted into the collateral field.

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

Enter the Collateral Description: < Back Continue >

Common Text:
Accounts Add Text

Collateral Description:

< Back Continue >

Cancel

4.1.7 Confirmation

After you have conducted your data entry, you have one more opportunity to review and check your information prior to submitting the filing to the database. You can use the “<Back” button to navigate to the tab where the correction needs to be made. Or you can simply click on the tab which contains the information needing to be edited.

Note that the Confirmation tab provides the fee being assessed for the filing. And, you have the option to have the secured party information you entered copied forward to your next filing.

Review and Submit: < Back Cancel Submit

A fee of \$15.00 will be charged to your account. Carry forward Secured Party

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
Collateral Is: BEING ADMINISTERED BY A DECEDENT'S PERSONAL REPRESENTATIVE

Filer Reference:

Filer:

Contact Name:
Contact Phone:
Contact Email:
Name: DOE, JANE
Mailing Address: 123 MAIN STREET
CASPER, WYOMING 82601 USA

Debtor(s):

Name: SMITH, JANE
Mailing Address: P.O. BOX 1
CASPER, WY 82602 USA

Secured Party(s):

Name: XYZ BANK
Mailing Address: P.O. BOX 10
CASPER, WY 82602 USA

Collateral:

All farm products & accounts;

< Back Cancel Submit

4.1.8 Acknowledgment

Once the filing is submitted, you will be provided an on-screen acknowledgment of the filing which provides the document ID number assigned to the filing, the date and time filed, and the lapse date. This information is also available as a PDF which may be printed and/or saved. This is your acknowledgement. No printed acknowledgment will be mailed by the Secretary of State. (Highlighting in the graphic is for emphasis only and does not appear in the system.)

Filing Acknowledgment:		PDF Copy	Back Home
Document Detail:			
Document ID: 2014-58206531	Initial Filing Date: 11-18-2014 10:26 AM		
Alt Designation: DEBTOR/SECURED PARTY	Lapse Date: 11-18-2024 10:26 AM		
Filing Status: Active	Attachments: 0		
Record Type: UCC			
Collateral Is: BEING ADMINISTERED BY A DECEDENT'S PERSONAL REPRESENTATIVE			
Filer Reference:			
Filer:			
Contact Name:			
Contact Phone:			
Contact Email:			
Name: DOE, JANE			
Mailing Address: 123 MAIN STREET			
CASPER, WYOMING 82601 USA			
Debtor(s):			
Name: SMITH, JANE			
Mailing Address: P.O. BOX 1			
CASPER, WY 82602 USA			
Secured Party(s):			
Name: XYZ BANK			
Mailing Address: P.O. BOX 10			
CASPER, WY 82602 USA			
Collateral:			
All farm products & accounts;			

4.2 UCC3 Amendments

A financing statement amendment records changes to the information currently on file for an associated initial financing statement or another 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.

The process of filing a UCC3 amendment, regardless of the amendment type, begins by entering the Document ID or Old Document ID of the active, UCC1 initial financing statement.

4.2.1 Provide a Document ID

The user must enter either the Document ID 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 dashes.

Provide a Document ID:

The Document ID must identify an active UCC1 Initial Financing Statement.
Either the Document ID or the Old Document ID must be entered.

Document ID:

Old Document ID:

4.2.2 Filer Information

The first section is used to document the name and address of the individual or organization filing the Financing Statement. This information is optional but highly recommended. Both sections on this screen (Filer's Information and Send Acknowledgment To) will be pre-populated with information obtained from your registered account.

Information from the "Send Acknowledgment To" section may be automatically copied to the "Authorizing Parties" information 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.

Enter the Filer's Information: Continue >

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

Send Acknowledgment To:

Individual Organization

Individual's Surname:
(first personal name or additional name/initial optional)

First Personal Name:
Additional Name(s)/Initial(s):
Suffix: (optional)
Mailing Address 1:
Mailing Address 2: (optional)
Mailing Address 3: (optional)
City:
State: ...
Postal Code:
Country: ...

Make this the Default Authorizing Party

Continue >

Cancel

NOTE: As with the UCC1, any information appearing on any of the steps of the UCC3 wizard may be changed at any time before the filing is submitted, including the pre-populated fields. You can simply use the "<Back" button appearing on most screens.

4.2.3 Document Detail

Enter the Document Detail: < Back Continue >

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

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

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.

Amendment:

Debtor: Change Add Delete

Secured Party: Change Add Delete

Collateral: Add Delete Restate

< Back Continue >

Cancel

The Document Detail provides the various types of amendments available for filing on the specified UCC1 or UCC3.

You have the ability to file multiple UCC3 Amendment change actions to the same initial financing statement for one fee of \$7.50. Examples are:

- Debtor Amendment;
- Termination;
- Assignment; and
- Collateral Change

OR

- Secured Party Amendment;
- Termination;
- Assignment; and
- Collateral Change

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

If a continuation is to be filed on a UCC1 for which there are multiple amendments, the system will only permit the continuation to be either the first or the last amendment filed. If filed first, the user may process the continuation for a fee of \$15.00. Additional amendments on the same UCC1 must be processed as a separate filing for the additional fee of \$7.50. If the continuation is filed last, the user will be assessed a total fee of \$22.50: \$7.50 for the “regular” amendments and \$15.00 for the continuation.

4.2.3.1 *Assignment*

- 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.

4.2.3.2 *Debtor Amendments*

The debtor amendments include:

- Changes: used to change the name or address of an existing debtor;
- Deletions: used to indicate that a debtor who was previously associated with the financing statement, no longer is; or
- Additions: provides the capability to add additional debtors to a filing.

4.2.3.3 *Secured Party Amendments*

The same functionality available for a debtor is also available for a secured party.

4.2.3.4 *Collateral Amendments*

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.

NOTE: UCC5 Correction Statements are intended for use by debtors only and must be submitted in writing to the Secretary of State’s Office. Therefore, there is no functionality provided to you to process a UCC5 Correction Statement.

4.2.4 Authorizing Parties

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: WY

Postal Code:

Country: USA

Debtor Authorized:

< Back Continue >

Cancel

4.2.5 Confirmation

Similar to the filing of a UCC1, you have one more opportunity to review and check your information prior to submitting the filing to the database. You can use the “<Back” button to navigate to the tab where the correction needs to be made. Or you can simply click on the tab which contains the information needing to be edited.

Note that the Confirmation tab provides the fee being assessed for the filing. And, you have the option to have the secured party information you entered copied forward to your next filing.

4.2.6 Acknowledgment

Once the filing is submitted, you will be provided an on-screen acknowledgment of the filing which provides the document ID number assigned to the filing, the date and time filed, and the lapse date. This information is also available as a PDF which may be printed and/or saved. This is your acknowledgement. No printed acknowledgment will be mailed by the Secretary of State.

5.0 Search

Searches are used to find initial financing statements (UCC1), amendments (UCC3), and/or debtor correction statements (UCC5) meeting specified search criteria.

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 type="radio"/> General Search <input type="radio"/> RA9 Standard Search <input checked="" type="radio"/> Containing Text Search	Filing Type: <input checked="" type="radio"/> Active Filings <input type="radio"/> Active & Lapsed Filings
--	---

Enter the Search Criteria:

Individual Organization

Individual's Surname:
(first personal name or additional name/initial optional)

First Personal Name:

Additional Name(s)/Initial(s):

Suffix: (optional)

City: (optional)

Need a Certified Search? [Click Here.](#)

To obtain a certified search, use the e-mail link provided at the bottom of the Search Home Page. A certified search includes an identification of the filing officer and a certification by the filing officer.

5.1 Search Type

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

There are two types of searches available: Browse or Official.

1. **Browse:** This search type allows you to look up and view information by debtor name or by document ID and not be charged a fee. The search results are not official nor are they provided in an official format.
2. **Official:** An “Official” search generates a PDF which includes the Wyoming Secretary of State’s letterhead. The search logic behind the search complies with the logic as prescribed under Revised Article 9 and can only be conducted using the RA9 query. There is no fee associated with an official search.

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

Select Search Type:		
Search Type: <input type="radio"/> Browse <input checked="" type="radio"/> Official	Result Type: <input checked="" type="radio"/> No Copies <input type="radio"/> With Copies	Search By: <input checked="" type="radio"/> Debtor <input type="radio"/> Document ID

No Copies – This simply means that you do not need a copy of any of the filings associated with the search results.

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.

5.2 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.

Select Search Filters:	
Query Type:	Filing Type:
<input type="radio"/> General Search	<input checked="" type="radio"/> Active Filings
<input checked="" type="radio"/> RA9 Standard Search	<input type="radio"/> Active & Lapsed Filings
<input type="radio"/> Containing Text Search	

1. Query Type:

- a. 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.

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”.

- b. 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 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.

A “Browse” Search Type may be conducted using an RA9 Query Type using the debtor name.

- c. Containing Text Search: The search engine matches 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”.

In addition, a “Browse” search may be conducted using a containing text query searching by debtor name.

2. Filing Type:

Filing Type:

- Active Filings
- Active & Lapsed Filings

- a. Active Filings: Searching Active Filings only includes active filings which are un-lapsed and terminated filings. Terminated filings are reported on search results just like any other amendment.
- b. 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 within one year of its lapsed (expiration) date.

5.3 Search Criteria

The third section of the search home page is where you will specify your search criteria. You may select to search by “individual” (default search) or “organization.”

Enter the Search Criteria:

Individual Organization

Individual's Surname:
(first personal name or additional name/initial optional)

First Personal Name:
Additional Name(s)/Initial(s):

Suffix: (optional)

City: (optional)

Search

Individual Search: When searching for an individual, you MUST enter the last name and either a first name/initial or a middle name/initial.

If more specific information is available, you may elect to enter a city for the specific debtor being sought.

A one word name, such as “Cher” or “Prince,” should be searched for by entering the name in the last name field and by entering an asterisk (*) in the first name field.

Organization Search:

Enter the Search Criteria:

Individual **Organization**

Organization's Name: Omit Noise Words:

City: (optional)

When selecting to search by “organization”, you must enter the organization name and, if desired, the city in which the organization may be located.

If an “Official” search is being conducted, you are also presented with the option to “Omit Noise Words” from the search.

REMINDER: "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 can be found on the UCC E-Filing System website.](#)

5.4 Search Results

Your search results will contain all data meeting the criteria up to the date and time the search is submitted as the UCC database is a real time filing system. Your search results will clearly display the date and time through which the search was conducted.

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 you selected will be listed. The results 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.

Search Results: [Documents 1 - 6 of 6]

Search Results Include Filings Through 12-01-2014 11:31 AM

Search By: Debtor, Individual	Search Date: 12-01-2014 11:31 AM
Query Type: Standard RA9	Search Criteria: DEBTOR NAME AS SEARCHED
Filing Type: Active Filings	6 Debtor Matches

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

Document ID	Old Doc ID	Initial Filing Date	Lapse Date	Debtor
No documents meet your search criteria.				

If the search results include a debtor match, the Document ID, the Old Document ID (if applicable), the Initial Filing Date, the Lapse Date and the Debtor Name for each filing meeting the search criteria will be displayed. This applies to all types of searches.

Document ID	Old Doc ID	Initial Filing Date	Lapse Date	Debtor
2014-XY Z123		07-07-2014 8:33 PM	07-07-2024 8:33 PM	DEBTOR NAME AS SEARCHED
UCC 1 FINANCING STATEMENT				
Secured Party: SECURED PARTY NAME CITY AND STATE				
2013-XY Z121		11-25-2013 8:33 PM	11-25-2023 8:33 PM	DEBTOR NAME AS SEARCHED
UCC 1 FINANCING STATEMENT				
Secured Party: SECURED PARTY NAME CITY AND STATE				
2012-XY ZZ12		10-29-2012 9:12 PM	10-29-2017 9:12 PM	DEBTOR NAME AS SEARCHED
UCC 1 FINANCING STATEMENT				
Secured Party: SECURED PARTY NAME CITY AND STATE				
2011-XY Y 121		11-10-2011 8:25 PM	11-10-2016 8:25 PM	DEBTOR NAME AS SEARCHED
UCC 1 FINANCING STATEMENT				
Secured Party: SECURED PARTY NAME CITY AND STATE				
2010-XY Z221		03-01-2010 8:56 PM	03-01-2015 8:56 PM	DEBTOR NAME AS SEARCHED
UCC 1 FINANCING STATEMENT				
Secured Party: SECURED PARTY NAME CITY AND STATE				
2005- XXZ121		09-15-2005 10:15 AM	09-15-2015 10:15 AM	DEBTOR NAME AS SEARCHED
UCC 1 FINANCING STATEMENT (1 AMENDMENTS)				
Secured Party: SECURED PARTY NAME CITY AND STATE				

The document ID number in all search results is a link to that document. Once the link has been selected, you will see a “history” illustrating the activity on either that particular UCC1 or the UCC1 to which the UCC3 relates.

Filing Detail: UCC 3 Filing Amendment		PDF Copy	Back
Document History:			
2010-44634638 - UCC1 FINANCING STATEMENT			
2010-44651230 - UCC3 AMENDMENT - DEBTOR - CHANGE			
2012-52254230 - UCC3 AMENDMENT - TERMINATION			
Document Detail:			
Document ID: 2010-44651230	Filing Date: 08-05-2010 10:02 AM		
Original Doc ID: 2010-44634638	Original Filing Date: 08-03-2010 4:10 PM		
Amendment Type: CHANGE DEBTOR	Attachments: 0		
Filer Reference:			
Filer:			
Contact Name: NAME ON RECORD			
Contact Phone: 307- XXX-XXXX			
Contact Email: EMAIL ON RECORD			

Your search results will display different information and have different functionality depending upon which type of search was chosen: a “browse” or an “official” search.

Browse Search Results: When using the “Browse: Search Type in combination with other searches, 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.

6.0 History

You can search for the history of a filing by searching by the Old Document ID number or the new Document ID number. The Document ID number (whether old or new) 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.

Either the Document ID or the Old Document ID must be entered.

Document ID:

Old Document ID:

[Continue >](#)

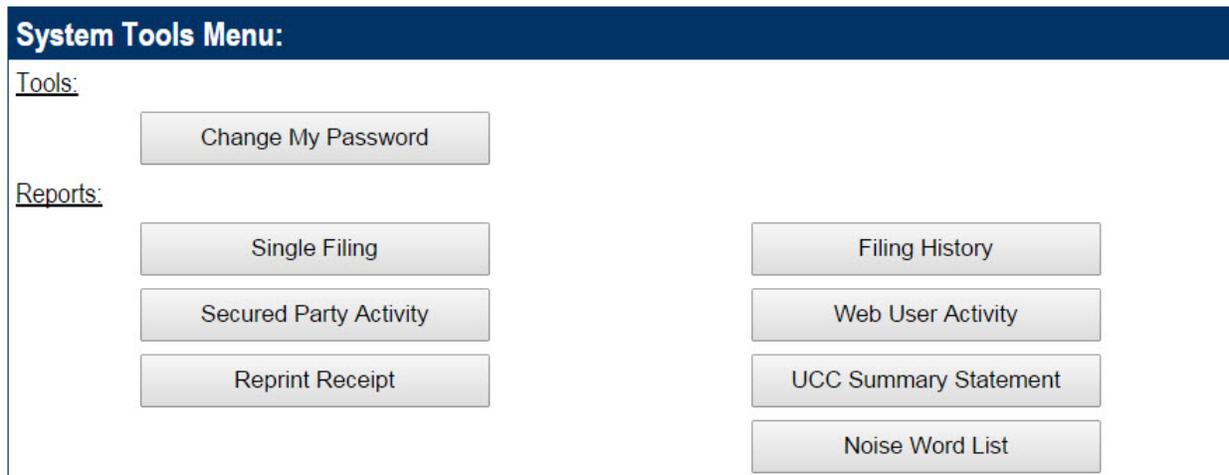
Once a Document ID is entered, the application will return a list identifying the history, or action taken, on a filing. The Document ID entered is identified at the top of the results page. You have the opportunity to print and / or save the PDF copy of the document.

History for Document 2002-15475635

History: [1 - 5 of 5]		PDF Copy	Back
Document ID	Old Doc ID	Initial Filing Date	Lapse Date
1997-10976149	97119141B03	04-29-1997 2:00 PM	04-29-2017 2:00 PM
UCC 1 FINANCING STATEMENT (4 AMENDMENTS)			
2002-15475635	02045162D09	02-14-2002 12:00 AM	
UCC 3 FILING AMENDMENT - CONTINUATION			
2007-31450334		01-12-2007 1:38 PM	
UCC 3 FILING AMENDMENT - CONTINUATION			
2007-31478848		01-17-2007 09:36 AM	
UCC 3 FILING AMENDMENT - SECURED PARTY - CHANGE			
2011-48708641		11-01-2011 09:30 AM	
UCC 3 FILING AMENDMENT - CONTINUATION			

7.0 Tools

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



1. **Tools:**

- a. **Change User Password:** The “Change User Password” option does exactly what it sounds like: provides the ability to change your password. You must enter your current password and then enter and re-enter the new password. You can do this whenever you feel like it. If you don’t manually change your password, the system will require you to change it every ninety (90) days.

Your password must meet the following criteria:

- 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:** You are 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 associated with the secured party. You are 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 (UCC, Manufactured Home, etc.) for all filings made during the date range selected. The “Total of UCC Filings” and the total number of UCC1 financing statements and UCC3 amendments filed can be found at the end of the report.
- c. Reprint Receipt: This report allows you to reprint a receipt. You are prompted to enter a valid receipt number (which can be obtained from the Web user Activity Report) and will regenerate to a PDF the associated receipt.
- d. Filing History: This link is another mechanism to obtaining History for a specific filing. The functionality is identical to that of [Section 6.0, History](#).
- e. Web User Activity: This report provides you the ability to generate a report of your filing activity on the UCC E-System. You are 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.
- f. UCC Summary Statement: You have the ability to generate this report for your user account for a specified timeframe. The report provides information about the account (User Name, Full Name, and Last Login Date) as well as information about the filings you have made and/or official searches you have conducted. Information includes the Date/Time, Receipt #, Transaction Type, Document ID and Charge.
- g. Noise Word List: This option generates a PDF of the RA9 Noise Words.

8.0 Shopping Cart

The Shopping Cart provides information as to unpaid transactions that have been made during your session. You may check out of your shopping cart at any time, but certainly should do so prior to ending your session.

All unpaid transactions made during your session are listed in the Shopping Cart. Select “Check Out” to begin the processing for unpaid items. A receipt is generated showing the beginning and ending account balances as well as listing the transactions made during your session.

If you attempt to logoff of the system prior to checking out, you are redirected to the Shopping Cart. In addition, if you experience a power failure, are accidentally disconnected from the system, or you exit the application by closing the browser, the next time that you login, you will be redirected to the Shopping Cart. This will ensure that all transactions are paid for prior to any new transactions taking place.

Shopping Cart

Unpaid Items:			
Document ID	Filing Type	Entry Date	Filing Cost
2012- XYZABC	UCC1 FINANCING STATEMENT UCC BY USER WHO PROCESSED FILING	05-03-2012 09:09 AM	\$15.00
2012- 123789	UCC1 FINANCING STATEMENT UCC BY USER WHO PROCESSED FILING	05-03-2012 09:12 AM	\$15.00
Check Out		Total Cost:	\$30.00

9.0 Data Download

The data download option is only visible to those entities or individuals subscribing to the download function. Most users will not see this option. The download file is a zip file containing comma delimited, flat files as well as a schema document.

10.0 Help

Throughout the entire application, a help option 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 opens in a separate pop-up window.

11.0 Important 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.

Pop-Ups: The E-Filing System utilizes pop-up windows to present requested PDF files of filings, reports, receipts, etc. Please be sure to allow pop-ups from this site.

PDF Files: Throughout the program, you will be presented with PDF reports. All PDF files will open in their own pop-up window. You then have 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, you can input the data in all lower case if you so choose.

Collateral Field: If a long collateral description is required, we recommend that the description first be typed in a word processing software (i.e. Word) or a simple text editor (Notepad or WordPad). That description can then be copied and pasted in to the collateral field.

Remember: The collateral field is the only field within the program where the data entered is not converted to all uppercase.

Auto Complete: Most web browsers have a feature called "Auto Complete" or "Autofill" which is generally turned on by default. This feature remembers information you have previously entered, stores it, and provides you with drop-down boxes from which you can select an item, or it automatically completes a form for you based on previous entries. For the E-Filing System, it is recommended that this feature be turned off in your preferred browser.

Receipts: A physical receipt from our system can accommodate 16 transactions. Therefore, we recommend that you check-out through the Shopping Cart" once you have processed 16 transactions. Once you have checked-out, you can then continue with additional filings if necessary.

Screen Navigation: All screens within the E-Filing System have a tab order set so you can simply "Tab" through each field.

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

Check Boxes: If you are a keyboarder: 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, you do not have to enter the dashes (-) or slashes (/) as all numeric fields are pre-formatted.

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

Organization Names: Organization names may be up to 250 characters in length.

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