

IT / Automation Department

Overview

The IT / Automation Department is responsible for designing, developing, integrating, and maintaining the UCC-1 Filing Automation System. The department ensures that the system operates efficiently, securely, and reliably while supporting automated filing processing, data validation, and system integration.

Key Responsibilities

The IT / Automation team performs the following functions:

- Develop and maintain the UCC-1 Filing Automation System
 - Implement email scanning and attachment extraction automation
 - Design data extraction and categorization mechanisms
 - Integrate the automation system with Loan Origination and verification systems
 - Implement validation rules for filing accuracy
 - Maintain system performance and scalability
 - Ensure data security and access control
 - Monitor system errors and provide technical support
 - Maintain audit logs and system tracking
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System Development Responsibilities

The IT team ensures that:

1. The system automatically scans incoming email folders.
2. Attachments related to UCC-1 filings are extracted and stored.
3. Filing data is captured and categorized.
4. The system cross-verifies filings with loan agreement data.
5. Filing status is automatically updated.
6. Notifications are generated for incomplete or rejected filings.

System Maintenance Responsibilities

- Monitor system performance and uptime
- Fix system errors and bugs
- Perform system upgrades and enhancements

- Maintain database integrity and security
 - Support Operations and Compliance teams
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Supporting Documentation

Refer to the following documents for technical and functional reference:

- Business Requirement [Documentation](#) (BRD)
- Functional Requirement [Documentation](#) (FRD)
- Use Case [Documentation](#)
- RACI [Documentation](#)