3 NORTH OLD STATE CAPITOL PLAZA, SPRINGFIELD, ILLINOIS 62701
(PHONE) 217.753.4311 (FAX) 217.753.3492
WWW.IDENTI-CHECK.COM
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User Guide for Online Submittals

UCC-1, UCC-1 & UCC-11 Combinations, UCC-1AD, UCC-1AP, UCC-3, UCC-11

If you have trouble with any of these steps, please feel free to call or email us:

Identi-Check, Inc.
217-753-4311
micah@identi-check.com
Jennifer@identi-Check.com

Login

FSA users will login to their county account using the provided username and password.

- Username (email address)
- Password (initial password was sent in email)

Filings/Searches

By clicking the "Filings/Searches" icon users can navigate through all aspects of the UCC fillings and searches with Identi-check. It is the central location to view all activities and forms for accuracy. From this location users can start the process of submitting all variations of UCC-1, UCC-3 and UCC-11. On this page you can access Debtors, Start UUC-1, Start UCC-3, Start UCC-11, access Filings/Searches and My Info.

Submit UCC-1, UCC-1/UCC-11 Combinations, UCC-1AD, UCC-1AP:

UCC-1, UCC-1AD, UCC-1AP, UCC-1 & UCC-11 Combinations

From the "Fillings/Searches" page, Click "**Start UCC-1**"

UCC-1:

- **Item 1** - "Debtor's Exact Full Legal Name"- Please provide All of the Debtors Organization or Individual information in items 1a-1g.
- **Item 2**- ADD A SECOND "Debtor's Exact Full Legal Name"- Please provide Debtors Organization or Individual full information in items 2a-2g.
  - More than two debtors will have to be added using a UCC-1AD. Click the box "Show/Hide Addendum" and/or "Show/Hide Additional Parties" to add the information for the additional debtor or debtors.
  - If the user has previously submitted a UCC-1 on this Debtor, perform a search in the "Lookup Debtor" box. Once the debtor's name is found and selected, all previously provided information will auto-populate.
- **Item 3 - Secured Party Name:** The secured party information is very important please do not forget to select one of the options from the drop down menu.

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- **Item 4 – Covered Collateral:** Use the drop down option to choose the typical collateral description for either CCC or Farm Loans. If neither is appropriate type in a description of the collateral that is being used.
- **UCC-1/UCC-11 Combinations**: If the user wants to run a search after the UCC-1 filing, the user needs to place an "X" in the box **"Run Search for this Debtor"** located under the "Debtor's Exact Full Legal Name" for each debtor.

Next provide all available search information, please be as specific as possible to help Identi-Check search operators narrow down the search. This allows the operator to meet user's expectations accurately and in a timely manner.

These items also need to be considered when filing a UCC-1/UCC-11 Combination:

A. **Search Response**: Select "**All**" or "**Unlapsed**"
B. **Copy Request**: Select "**All**" or "**Unlapsed**"
   All: Search operator will provide BOTH terminated AND active UCC-1 filings
   Unlapsed: Search operator will ONLY provide active UCC-1 fillings
C. **Other identifying information should be provided, if available:**
   - **Search after Date** - If a date is provided, our search operators will only search back to that date. If no date is entered, our search operators will provide all available filings based on provided information.
   - **City, State** - Please provide the City and State, if available, so the search operator can narrow down the search.
   - **Name Variations –** Please enter any possible name variations that could be used on other UCC filings. These will assist the search operator to provide better and more accurate results.
   - **Other –** Users can use this field to provide any additional information to help search operators narrow down search results.

UCC-1AD & UCC-1AP/ Addendums and Additional Parties

If the user needs to access a UCC-AD (Addendum) or UCC-1AP (Additional Parties), please click on the box Under **Item 4** of the UCC-1 screen for the appropriate form:

- **"Show / Hide Addendum"** - Please fill out Items 10 - 18 that best fit the additional information being submitted. Please be most particular when filling out Items 11-12 to ensure the appropriate changes are made to the UCC-1. The name and address of a third debtor can be added under item 11.

- **"Show / Hide Additional Parties"** - Please fill out Items 21a - 23g and provide all available information on up to three Additional Debtors. Please complete each item for each additional debtor.

- **Submit UCC-1 Filing:** Once everything is completed, please review the entire UCC-1 filling to make sure everything is correct and when it is ready to submit, please click **"Submit Filling".**

Submit UCC-3

From the "Fillings/Searches" page, please click "**Start UCC-3**"

Item 1a - "Initial Financing Statement File #" is a required field. Entering the correct number is essential.

Item 1b - Is blank when filing with the Secretary of State

The UCC-3 is to be used for any of the following:

Item 2: Termination

Item 3: Continuation

Item 4: Assignment

Item 5: Amendment

Check the appropriate box and follow the on screen instructions. Items 10 on all UUC-3's shall contain the debtors name and location of the FSA office.

Change Requirements – Users can use Item 6 - 10 to make any changes to the UCC-1. These fields are very similar to the fields on the UCC-1, users can add an addendum or additional parties, which is located below Item 10. Please be very specific when entering information to be changed or added.

Submitting UCC-3 - Please double check all entered information to ensure everything is correct and when it is ready to submit, please click **"Submit Filing."**

Submit UCC-11

From the "Fillings/Searches" page, Click "**Start UCC-11**"

Item 1: Please provide the Name and Address of the Organization or Individual.

Item 2: This section provides information options related to UCC filings and is very helpful for the search operator to narrow down the search and quickly find the information the user is requesting. In addition, it assists keeping the cost down for the user. Please provide as much information as possible.

Item 2a - Search Response: Please select **"All" or "Unlapsed"**

Item 2b - Copy Request: Please select **"All" or "Unlapsed"**

All: Search operator will provide BOTH active and terminated UCC-1 filings

Unlapsed: Search operator will ONLY provide active UCC-1 fillings

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Other identifying information should be provided, if available:

- **Search after Date** - If a date is provided, our search operators will only search back to that date. If no date is entered, our search operators will provide all available filings based on provided information.
- **City, State** - Please provide the City and State, if available, so the search operator can narrow down the search.
- **Name Variations –** Please enter any possible name variations that could be used on other UCC filings. This will help the search operator provide better and more accurate results.
- **Notes –** Users can use this field to can provide any additional information to help search operators narrow down search results.

Submit Search - Double check all information provided on the UCC-11 and if everything is correct, please click **"Submit Search".**

Submit Search With Spouse - If the user needs to add a spouse to the search and all other information is complete, please click **"Submit Search with Spouse".** In the "Notes" field add do not provide copies if already being provided for the spouse listed in item 1. Once completed and double checked, please click **"Submit Search"**.

Reports

From the "Fillings/Searches" page, Click on "**Reports**"
The report section is for invoicing purposes and users can keep track of pricing and activities from a financial perspective for all fillings and searches. The report shows the fees associated with the activities on a user's account.

- **Results**- Under the county office name; you will find UCC-1, UCC-3, UCC-11, and UCC-11 results. If you don't see one of these in your reporting, it is because you had no activity for the system to report.
- **Expanding Arrows** - If your county office does have actives for the system to report, then to the left you will find a little **ARROW**, if you click the arrow it will expand and provide all names, dates, and, totals for all activities in that section.
- **Dates** - Users can enter or select specific dates to show all activities throughout the time period entered at the top of the page in the "Date From" and "Date To" fields.
- **Type** - Users can narrow search results to show a particular type of record. Under "Notes" enter "Do not provide copies if already being provided for the spouse." (Debtor listed in Item #1.)

- **Charge** – Users can narrow the report by showing only items charged a certain amount. The user enters the specific amount, clicks the filter button to select a filtering option from the drop down then the report processes.
- **County Activity -** Users can search through all of their activities to make sure everything is correct for the specified date range. If an error is found please contact Identi-Check so the error can be resolved ASAP.
- **COUNT 1 / COUNT2 / COUNT3** – These fields show the overall totals for the activity from this specific account.

My Info

From the "Fillings/Searches" page, please click "**My Info**". This page will provide personal information associated with the user's account. The user can change a username and password.

Debtor

From the "Fillings/Searches" page, please click "**Debtor**" to search by debtor to easily retrieve filling and searches for a specific debtor.

Email Notifications

Emails are automatically generated when results are ready to be viewed. The emails will come from info@identi-check.com.