

# WISCONSIN DEPARTMENT OF FINANCIAL INSTITUTIONS (WDFI)

## RETRIVING FILINGS AND COPIES FROM YOUR ACCOUNT

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User Guide – Online User – Retrieving from Your Account

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# Quick Guide – Retrieving Your Search Results and Copies

Please note:

All Searches & Filings will be shown and available in your Submission History for 90 days.

1. User must Login to their account:

The screenshot shows the website header with the state seal and the text "State of Wisconsin Department of Financial Institutions" and "Strengthening Wisconsin's Financial Future". Below the header, a welcome message states: "Welcome to our new UCC and Trademark filing system. You will notice several changes from our old system, so please take some time to become familiar with the new accounts structure and features that are available." A note indicates "\* - Required Field".

The main content area is split into two columns. The left column is titled "Customer Login" and contains a form with the following fields and buttons:

- "Please enter your User ID and Password"
- "User ID:\*" field with the text "DFITester"
- "Password:\*" field with masked characters "\*\*\*\*\*"
- "Remember me" checkbox
- "Log In" button
- "Clear" button
- "Forgot User ID" button
- "Forgot Password" button

The right column is titled "Register" and contains:

- Text: "New to the Online UCC system? Click the button below to create an account."
- "Create a User Account" button
- Text: "The website supports"
- Logos for VISA, MasterCard, DISCOVER, and American Express.

Below the login form, there is a section titled "Highlights of the new system include" with a bulleted list:

- User Accounts are mandatory for using the new site. (Creating a User Account is free.)
- All UCC Filing types can now be filed online; including certified searches, filings with attachments, and uncommon filing types.
- Trademark filings are now available for filing online.
- Automated subscription services are available for UCC filing data.

2. Click to view their Submission History:

The screenshot shows a user dashboard with a navigation bar at the top containing: Dashboard, Search, UCC, Trademark/Tradename, Personalization, Subscriptions, and Logout. Below the navigation bar, there is a "Dashboard" header and a "Update Filing Organization" button. A dropdown menu for "DFI Test Org" is visible.

The main content area is titled "Inbox" and contains several widgets:

- "Receipts" with a count of 3
- "Shopping Cart" with a count of 0
- "FAQ's" with a count of 0
- "Submission History" with a count of 3, highlighted with a yellow box
- "Data Subscriptions" with a count of 0
- "Saved for Later" with a count of 0

- Click the 'Work Order Number' for the one they want to review:

Submission History

Submission History

**Work Orders containing filings and search results are available for 90 days.**

Search Options

From Date: (mm/dd/yyyy)  To Date: (mm/dd/yyyy)

Filer Name:  Filing Organization: DFI Test Org

Search Clear

Submission History

Work Order Number	Receipt	Filer Name	Filing Date	Fee
WO201905100000010	View Receipt for WO201905100000010		05/10/2019	\$10.00
WO201905100000009	View Receipt for WO201905100000009		05/10/2019	\$59.00
WO201905100000008	View Receipt for WO201905100000008		05/10/2019	\$7.00

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- Click on the View Link that is available, to download the acknowledgement or search results, etc.

Submission History

Submission History

**Work Order Details**

Work Order #: WO201905100000009

Action	Filing Number	IFS# / Registration ID	Debtor/Applicant Name	Status	Acknowledgement	Filing Image	Filing Date	Fee
UCC-11 Search	S-201905100000008	N/A		Processed	View	N/A	05/10/2019	\$59.00

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5. You can then get the files from the .zip folders and save them wherever you want.

