

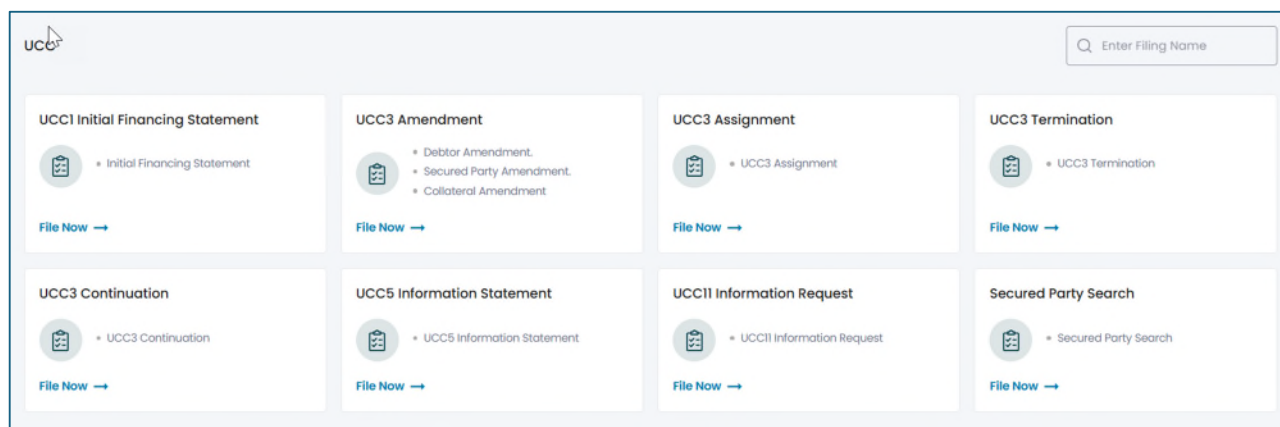


UCC Filings

Step 1: Navigate to the UCC filing options

Select **Filings > UCC** from the menu after logging into the online account. You will see tiles for filing the following:

- UCC1 Initial Financing Statement
- UCC3 Amendment
- UCC3 Assignment
- UCC3 Termination
- UCC3 Continuation
- UCC5 Information Statement



Click on the UCC filing type that you would like to file. This will open the filing flows for that type. The system will guide you through the necessary screens to collect the information needed to complete your filing. Each filing flow is different, depending on the filing type.

Below, you will see an example of a UCC1 Initial Financing Statement.

Click on the **UCC1 Initial Financing Statement** tile.

Step 2: Enter Acknowledgement Information

The system displays the first page of the UCC1 Initial Financing Statement filing flow.

Enter the contact information for where you would like the filing confirmation sent. Then, click **Next**.

Note: The signed in user will always receive acknowledgement information but if you would like someone else to receive acknowledgement don't check box for same logged in user, enter submitter information, like box A and B on paper form. Acknowledgement is like box C on paper form.

UCC1 Initial Financing Statement ?

Acknowledgement Information ?

Submitter

☐ Submitter is the same as the logged on filer.

Select Type

Individual

Last Name

Enter Last Name

First Name

Enter First Name

Middle Name

Enter Middle Name

Suffix

Enter Suffix

Email

Enter Email

Contact

Enter Contact

Send Acknowledgement To

☐ Send Acknowledgement to the logged on filer.

Select Type

Individual

Last Name

Enter Last Name

First Name

Enter First Name

Middle Name

Enter Middle Name

Suffix

Enter Suffix

Email

Enter Email

Contact

Enter Contact

Address

Country

United States

Postal Code (Zip5)

Enter Zip5

Zip4

Enter Zip4

Street Address 1

Enter Street Address 1

Street Address 2

Enter Street Address 2

City

Enter City

State

Wisconsin

Next

Step 3: Enter Debtor Information

The Debtor Information screen will be displayed.

Click on **Add Debtor**.

UCC1 Initial Financing Statement

Debtor Information

+ Add Debtor

Name	Type	Address	Actions
No Records Found			

Back

Next

This will open the Add Debtor form. Fill in the information for the first debtor. Then, click Save Debtor.

UCC1 Initial Financing Statement

Debtor Information

Select Type*

Individual

Individual's Surname*

Enter Individual's Surname

First Personal Name*

Enter First Personal Name

Additional Name(s)/Initial(s)

Enter Additional Name(s)/Initial(s)

Suffix

Enter Suffix

Mailing Address

Country*

United States

Postal Code (Zip5)*

Enter Zip5

Zip4

Enter Zip4

Street Address 1*

Enter Street Address 1

Street Address 2

Enter Street Address 2

City*

Enter City

State*

Wisconsin

Cancel

Save Debtor

Doing this will add the debtor to the grid. Here, you can edit or delete the information as needed.

Page 3 of 14

If your financing statement has more than one debtor, repeat this process to add multiple debtors to the debtor grid.

After all the debtors have been added to the grid, click **Next**.

Trademark Registration

Registrant Information

Name	Type	Address	Actions
John James	Individual	123 Example Street, Madison, WI, 53705, USA	<div><div></div><div></div></div>

Next

Step 4: Enter the Secured Party Information

The Secured Party Information screen will be displayed.

Click on **Add Secured Party**.

UCC1 Initial Financing Statement

Secured Party Information

+ Add Secured Party

Secured Party	Assignor	Type	Address	Actions
No Records Found				

Back

Next

This will open the Add Secured Party form. Fill in the information for the first secured party. Then, click Save Secured Party.

UCC1 Initial Financing Statement

Secured Party Information

Select Type*
Individual

Individual's Surname*
Enter Individual's Surname

First Personal Name*
Enter First Personal Name

Additional Name(s)/Initial(s)
Enter Additional Name(s)/Initial(s)

Suffix
Enter Suffix

Mailing Address

Country*
United States

Postal Code (Zip5)*
Enter Zip5

Zip4
Enter Zip4

Street Address 1*
Enter Street Address 1

Street Address 2
Enter Street Address 2

City*
Enter City

State*
Wisconsin

Cancel

Save Secured Party

Doing this will add the secured party to the grid. Here, you can edit or delete the information as needed.

If your financing statement has more than one secured party, repeat this process to add multiple secured parties to the secured party grid.

After all the secured parties have been added to the grid, click **Next**.

UCC1 Initial Financing Statement

Secured Party Information

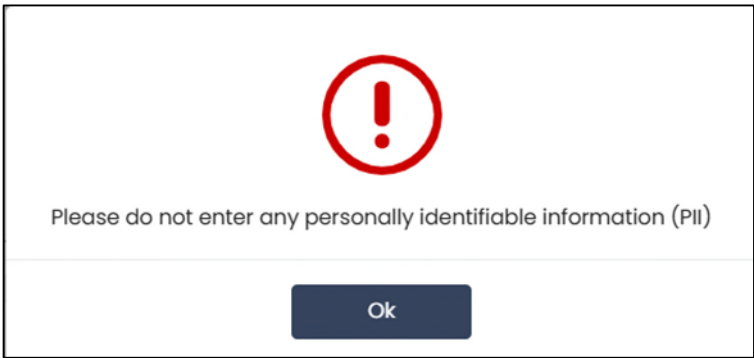
+ Add Secured Party

Secured Party	Assignor	Type	Address	Actions
ABC, LLC		Organization	123 Example Street, Madison, WI, 53705, USA	

Back
Next

Step 5: Enter Collateral Information

First, you will be reminded not to enter any personally identifiable information (PII). Click **Ok**.



On this page, you can enter the collateral information in the text box, by uploading a pdf or both.

When complete, click **Next**.


UCC1 Initial Financing Statement i

Collateral Information (64000 Characters Max) i

Enter Collateral Text

File Upload

Upload .PDF format only, maximum file size allowed is 25 MB.



Drop files here or click to upload

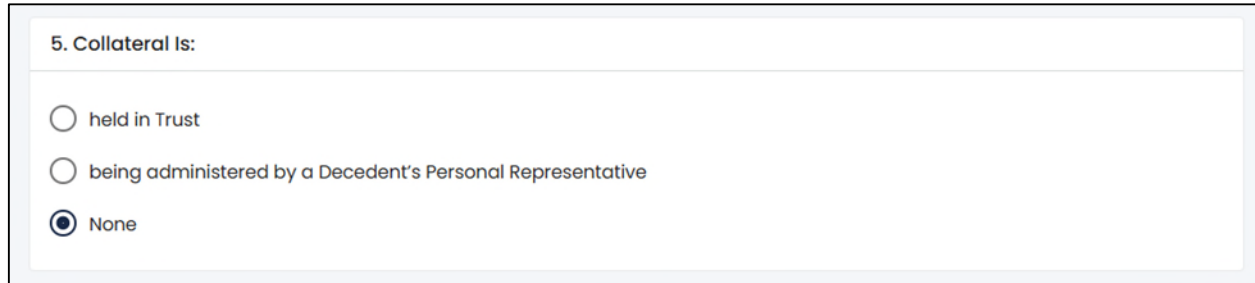
Back

Next

Step 6: Enter lien information.

The Lien Information page will open. This screen has several sections:

- **Collateral Is:** Indicate whether the lien is held in Trust, administered by a Decedent's Personal Representative or neither using the radio buttons.



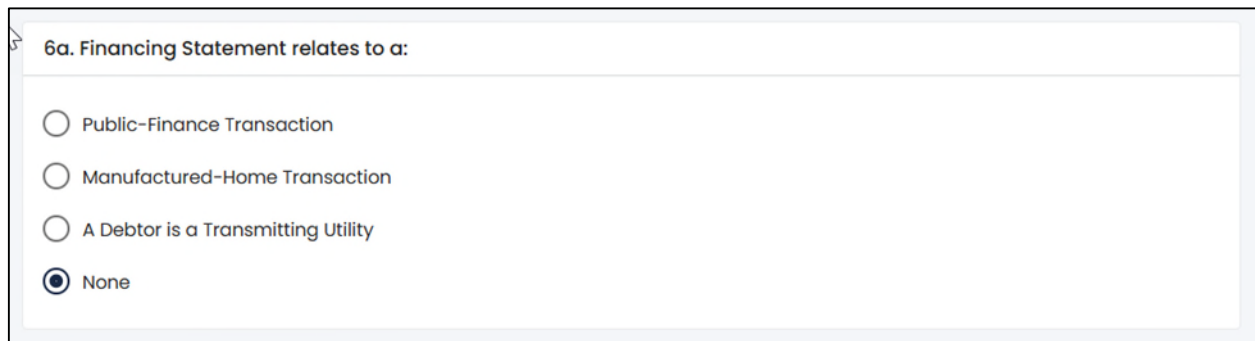
5. Collateral Is:

☐ held in Trust

☐ being administered by a Decedent's Personal Representative

☒ None

- **Financing Statement relates to a:** Indicate whether the financing statement relates to a Public-Finance Transaction, Manufactured-Home Transaction, the Debtor is a Transmitting Utility or none using the radio buttons. These selections carry different filing fees and lapsing rules.



6a. Financing Statement relates to a:

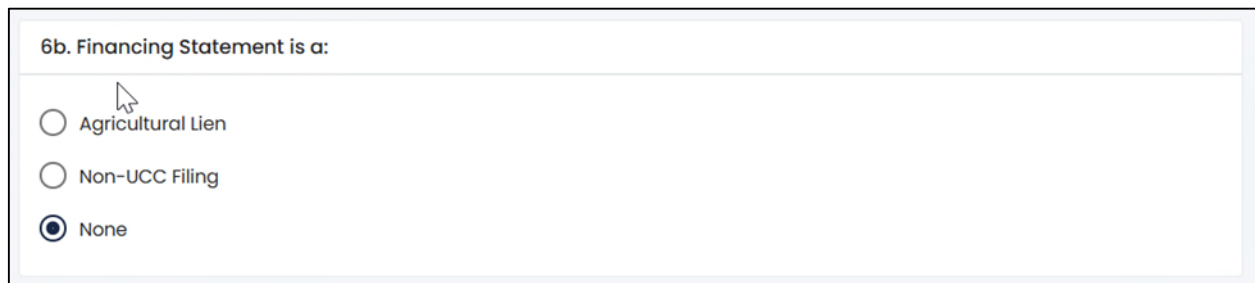
☐ Public-Finance Transaction

☐ Manufactured-Home Transaction

☐ A Debtor is a Transmitting Utility

☒ None

- **Financing Statement is a:** Indicate whether the financing statement relates to an Agricultural Lien, Non-UCC Filing or none using the radio buttons.




6b. Financing Statement is a:

☐ Agricultural Lien

☐ Non-UCC Filing

☒ None

- **Alternative Designation:** Indicate whether one of the listed alternative designations is to be used, or none, using the radio buttons.

 **Alternative Designation:**

☐ Lessee/Lessor

☐ Consignee/Consignor


☐ Seller/Buyer

☐ Bailee/Bailor

☐ Licensee/Licensor

☒ None

- **Optional Filer Reference Data:** Enter any reference date here.
- Click **Next**.



 **8. Optional Filer Reference Data (500 Characters Max)**


Type here

Back Next

Step 7: Enter Addendum Information

The Addendum Information screen will be displayed. This screen has two sections.

 **UCC1 Initial Financing Statement** 

Addendum Information 

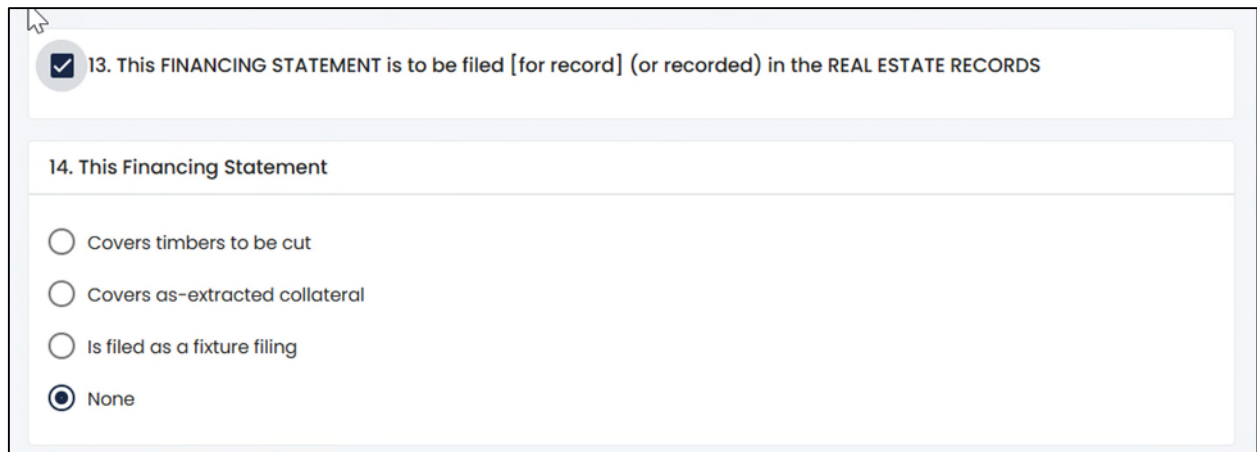
☐ 13. This FINANCING STATEMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS

17. Miscellaneous (500 Characters Max)

Type here

Back Next

- **This FINANCING STATEMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS:** If true, check the box provided. This will open several additional optional sections.
- **This Financing Statement:** Here you will indicate whether the financing statement covers timbers to be cut, covers as-extracted collateral, is filed as a fixture filing or none using the radio buttons.

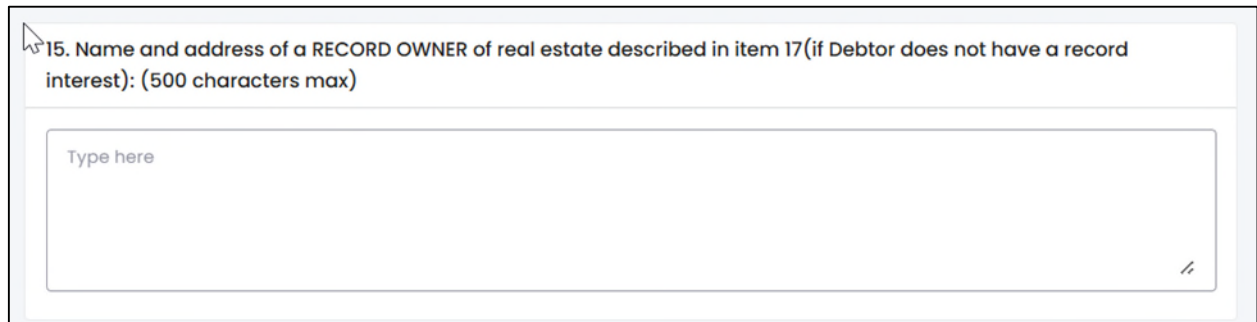


13. This FINANCING STATEMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS

14. This Financing Statement

☐ Covers timbers to be cut
☐ Covers as-extracted collateral
☐ Is filed as a fixture filing
☒ None

- **Record Owner:** Enter the name and address of the real estate record owner.



15. Name and address of a RECORD OWNER of real estate described in item 17(if Debtor does not have a record interest): (500 characters max)

Type here

- **Description of Real Estate:** Enter a description of the real estate.
- Click **Next**.



16. Description of real estate (500 characters max)

Type here

- **Miscellaneous:** Enter miscellaneous information.

17. Miscellaneous (500 Characters Max)

Type here

Back

Next

Click on the **Next** button.

Step 8: Review

The system displays the Review page of the UCC1 Initial Financing Statement. On this screen, you will have an opportunity to review the entered information for accuracy. You can click the edit button in each section to make corrections or click on the Back button. Once the information is reviewed, click **Next**.

UCC1 Initial Financing Statement ⓘ

Acknowledgement Information ⓘ

Submitter

Submitter Name
N/A

User Type
Individual

Email
N/A

Contact
N/A

Send Acknowledgement To

Name
N/A

User Type
N/A

Email
N/A

Contact
N/A

Debtor Information ⓘ

Name	Type	Address
John James	Individual	123 Example Street, Madison, WI, 53705, USA

Secured Party Information ⓘ

Secured Party	Assignor	Type	Address
ABC, LLC		Organization	123 Example Street, Madison, WI, 53705, USA

Collateral Information ⓘ

Collateral Text
Example collateral text.

File(s) Uploaded

File Name
No Records Found

Lien Information ⓘ

5. Collateral Is
None

6a. Lien Type is a
None

6b. Financing Statement is a
None

7. Alternative Designation
None

Addendum Information ⓘ

14. This Financing Statement
N/A

15 Name and address of RECORD OWNER
N/A

16. Description of real estate
N/A

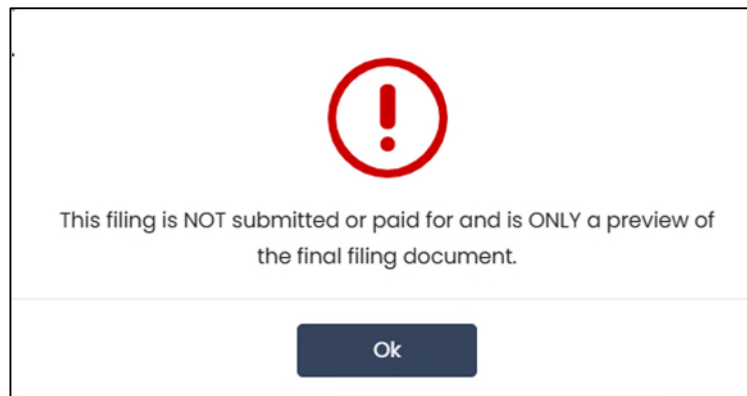
17. Miscellaneous
N/A

Back

Next

Step 9: Preview your filing.

A reminder that you are about to see a preview of your filing will appear. The filing is not submitted to the state until payment is made. Click **Ok**.



The filing image that will be generated as the final filing document using the information that you entered on the processing screens will be displayed for your review.


If you need to make changes at this step, you are still able to click the **Back** button and amend the information.

When you are ready to file, click **Add to Cart** to add your filing to the shopping cart and proceed to the payment process.

You will repeat many of the same steps for other UCC filings. UCC 3 and UCC 5 filings will require you to first enter an initial financing number to begin a subsequent filing.

1 of 2

— + Automatic Zoom ▾



State of Wisconsin
Department of Financial Institutions
UCC Financing Statement

NAME OF SUBMITTER:

PHONE NUMBER OF SUBMITTER:

EMAIL OF SUBMITTER:

SEND ACKNOWLEDGEMENT TO:

DEBTOR INFORMATION

INDIVIDUAL'S SURNAME: James

ADDITIONAL NAME(S)/INITIAL(S):

MAILING ADDRESS:

CITY: Madison

FIRST PERSONAL NAME: John

SUFFIX:

123 Example Street

STATE: WI

POSTAL CODE: 53705

COUNTRY: USA

SECURED PARTY INFORMATION

ORGANIZATION'S NAME:

MAILING ADDRESS:

CITY: Madison

ABC, LLC

123 Example Street

STATE: WI

POSTAL CODE: 53705

COUNTRY: USA

COLLATERAL INFORMATION

This financing statement covers the following collateral:

Example collateral text.

COLLATERAL DESIGNATION

Held in Trust: No

Being administered by a Descendant's Personal Representative: No

FILING TYPE

Public Finance: No

Transmitting Utility: No

Manufactured Home: No

Non-UCC Filing: No

Agriculture Lien: No

ALTERNATIVE DESIGNATION

Lessee/Lessor: No

Licensee/Licensor: No

Consignee/Consignor: No

Bailee/Bailor: No

Seller/Buyer: No

FINANCING STATEMENT IN RELATION TO REAL ESTATE

This is to be filed (recorded) in the real estate records: Yes

This statement covers timber to be cut: No

This statement covers as-extracted collateral: No

This statement is filed as a fixture filing: No

Name and address of a Record Owner of real estate as described below (if Debtor does not have a record interest):

Description of real estate:

OPTIONAL FILER REFERENCE DATA

MISCELLANEOUS

Back

Add to Cart