

User's Guide – Review & Checkout

Welcome to the Idaho Secretary of State's UCC online filing application. We hope that you will find this application user-friendly, and that the following information will answer the majority of your questions.

1. Your completed documents can be found under the heading "Unfiled UCCs."

Unfiled UCCs

Temp #	Entry Date	Type	Description		
2052	6/14/2013	UCC	TE ST T TEST TE	Edit...	Delete
2053	6/14/2013	Amendment	B 585054 Continuation	Edit...	Delete
2054	6/14/2013	UCC	TEST	Edit...	Delete
2055	6/14/2013	Amendment	B 585054 Termination	Edit...	Delete
2056	6/14/2013	Amendment	B 585054 Debtor Add	Edit...	Delete
2057	6/14/2013	Amendment	B 585054 Secured Party Add	Edit...	Delete

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2. At this point you have the option to edit or delete a filing by clicking on the appropriate button.

Unfiled UCCs

Temp #	Entry Date	Type	Description		
2052	6/14/2013	UCC	TE ST T TEST TE	Edit...	Delete
2053	6/14/2013	Amendment	B 585054 Continuation	Edit...	Delete
2054	6/14/2013	UCC	TEST	Edit...	Delete
2055	6/14/2013	Amendment	B 585054 Termination	Edit...	Delete
2056	6/14/2013	Amendment	B 585054 Debtor Add	Edit...	Delete
2057	6/14/2013	Amendment	B 585054 Secured Party Add	Edit...	Delete

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3. One you determine that all of your filings are correct proceed to the "Payment" section.

Payment

Total documents:	4	Pay & File
Total document fees:	\$12.00 (at \$3.00 per document)	
Total Electronic Access fees*:	\$4.00 (at \$1.00 per document)	
Total:	\$16.00	

* Service Fee for Access Idaho

5. "Payment" provides a summary of your filing fees. When you determine that the summary is correct click on the "Pay & File" button.

Payment

Total documents:	4	Pay & File
Total document fees:	\$12.00 (at \$3.00 per document)	
Total Electronic Access fees*:	\$4.00 (at \$1.00 per document)	
Total:	\$16.00	

* Service Fee for Access Idaho

6. Clicking on "Pay and File" will redirect you to the payment portal. If you are a premium subscriber you can simply use your username and password to complete your filings. If you are not a premium subscriber you can enter credit card information to pay for your filings.



IDAHO SECRETARY OF STATE Payment Information (1 of 2)

Ben Ysursa, Secretary of State

Welcome to Access Idaho's instant payment gateway. You've been sent here to pay for the following:

UCOnline filing payment 191

Service: UCC 1 Filing

Description	Cost	Qty	Total
UCOnline filing payment 191	\$19.00	1	\$19.00
Purchased through Idaho.gov Price			\$19.00

Access Idaho Subscribers

You are logged in as **citizen**

An active subscription for this service was not found. Please click "log in as a different user" above to log in with your subscriber account.

Sign in to your subscriber account below to add this transaction to your monthly bill.

Username:

Password:

Instant Payment Customers

Please fill out the following information, and select your desired method of payment. Fields marked with an asterisk (*) are required; your telephone number and e-mail address will be used only for the purpose of contacting you in the event of billing difficulties and/or e-mailing you a copy of your receipt. Billing contact information is strictly confidential and will not be used for marketing purposes. For more information, please read [Access Idaho's privacy policy](#).

* Name:

* Billing Address:

* City:

* State/Province:

Country:

* Postal/Zip Code:

Telephone Number:

(Optional: For billing questions)

* E-mail Address:

(For billing questions and e-mail receipt)

* Payment Method:

7. Please note that to receive a receipt for a credit card transaction you must provide a valid email address – the receipt will be sent to your inbox.

8. When payment is complete you will be redirected back to the “Review & Checkout” page, where you can now find your filings in the “Filed UCCs” section.

Filed UCCs

Temp #	File Date	Print Date	UCC
2052	6/14/2013	<input type="checkbox"/>	Bogus File Number
2053	6/14/2013	<input type="checkbox"/>	Bogus File Number
2054	6/14/2013	<input type="checkbox"/>	Bogus File Number
2055	6/14/2013	<input type="checkbox"/>	Bogus File Number
2056	6/14/2013	<input type="checkbox"/>	Bogus File Number
2057	6/14/2013	<input type="checkbox"/>	Bogus File Number

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9. To print your new filings there are two options. You can print all filings without a print date by clicking on the “Bulk Print” button. Or, you can print each filing

individually by clicking on the filing number (denoted as “Bogus File Number” for this user guide).

Filed UCCs

Temp #	File Date	Print Date	UCC	Bulk Print
2052	6/14/2013	<input type="checkbox"/>	Bogus File Number	<input type="button" value="Bulk Print"/>
2053	6/14/2013	<input type="checkbox"/>	Bogus File Number	
2054	6/14/2013	<input type="checkbox"/>	Bogus File Number	
2055	6/14/2013	<input type="checkbox"/>	Bogus File Number	
2056	6/14/2013	<input type="checkbox"/>	Bogus File Number	
2057	6/14/2013	<input type="checkbox"/>	Bogus File Number	

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10. If you use the “Bulk Print” button each document will have a checkmark and a print date next to it. If you wish to bulk print again, simply remove the checkmark. Any documents without a checkmark are available for bulk printing.

Filed UCCs

Temp #	File Date	Print Date	UCC	Bulk Print
2058	6/14/2013	<input checked="" type="checkbox"/> 6/14/2013	Bogus File Number	<input type="button" value="Bulk Print"/>
2059	6/14/2013	<input checked="" type="checkbox"/> 6/14/2013	Bogus File Number	
2060	6/14/2013	<input checked="" type="checkbox"/> 6/14/2013	Bogus File Number	
2062	6/14/2013	<input checked="" type="checkbox"/> 6/14/2013	Bogus File Number	

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11. At this point you can either exit the online filing application by closing your browser, or go back to the “Data Entry” tab and continue working.