

User's Guide – UCC1 Financing Statement

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.

To file a UCC Financing statement:

1. Click the "Add UCC 1" button.

Idaho Secretary of State
UCCOnline - File UCCs online

[Email Feedback](#)

Filing Party

Test

test@test.com

Data Entry **Review & Check Out**

2. If you wish to file a standard UCC Financing Statement with a lifespan of 5 years, ignore the checkboxes in the "UCC1 Type" box. If your financing statement relates to a public-finance transaction, a manufactured-home transaction, or the debtor is a transmitting utility select the appropriate checkbox.

UCC 1 Type

Check only if applicable and check only one box:

Public-Finance Transaction Manufactured-Home Transaction A Debtor is a Transmitting Utility

3. Begin debtor data entry by clicking on the "Add Debtor" button.

Debtor Data Entry

4. You must determine if the debtor is an organization or an individual by selecting the appropriate radio button.

Debtor Data Entry

Pick: Organization Individual

First Personal Name Additional Name(s) Suffix Save Clear

*City *State *Zipcode Country

5. Enter all debtor information into the labeled fields. Note that fields marked with an *asterisk are required. When data entry is complete press [ENTER] on your keyboard or click the save button.

Debtor Data Entry

Test Debtor Save Clear

123 Test Test ID 65432 Country

6. You can continue to add as many debtors as you require by continuing to click on the "Add Debtor" button. Debtor entries may be edited or deleted as necessary.

Debtor Data Entry

TEST DEBTOR Edit Delete

123 TEST TEST ID 65432

7. To add a secured party, click on the "Add Secured Party" button.

Secured Party Data Entry

Add Secured Party

8. Secured party data entry is identical to debtor data entry (except you will be using the “Add Secured Party” button) – see instructions 4, 5, and 6 for more information.

9. To add collateral information click on the “Add Collateral” button.

Collateral Data Entry

Add Collateral

10. Enter your collateral description into the data entry field. You may also wish to mark the “collateral is held in a trust” or “being administered by a decedent’s personal representative” boxes, if necessary. Click the “Update” button to save the information.

Collateral Data Entry

Enter Collateral Description Here

Update Cancel

Check only if applicable and check only one box:
Collateral is held in a Trust being administered by a Decedent's Personal Representative

11. The “Optional Filer Reference Data” field is strictly for your personal use to assist you in identifying the document. To include information in this field click the “Edit” button. Click on the “Update” button, when your entry is complete.

Optional Filer Reference Data:

Edit

Optional Filer Reference Data:

Update Cancel

12. When you are certain that the UCC Financing Statement is complete return to the top and click the “Save UCC” button.

Data Entry Review & Check Out

Add UCC 1 Add UCC 3 Save UCC Reset Help

13. Once you have saved your filing you can either add another filing by clicking on the appropriate button, or you can move to the next step in filing by clicking on the “Review & Checkout” tab. (See the “Review & Checkout User Guide” for more information.)

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UCCOnline - File UCCs online

Filing Party

Test Edit

test@test.com

Data Entry Review & Check Out

Add UCC 1 Add UCC 3 Save UCC Reset Help

The following instruction page from form UCC1 may be helpful in your efforts to file electronically:

Instructions for UCC Financing Statement (Form UCC1)

Please type or laser-print this form. Be sure it is completely legible. Read and follow all Instructions, especially Instruction 1; use of the correct name for the Debtor is crucial.

Fill in form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. The filing office cannot give legal advice.

Send completed form and any attachments to the filing office, with the required fee.

ITEM INSTRUCTIONS

A and B. To assist filing offices that might wish to communicate with filer, filer may provide information in item A and item B. These items are optional.

C. Complete item C if filer desires an acknowledgment sent to them. If filing in a filing office that returns an acknowledgment copy furnished by filer, present simultaneously with this form the Acknowledgment Copy or a carbon or other copy of this form for use as an acknowledgment copy.

1. **Debtor's name.** Carefully review applicable statutory guidance about providing the debtor's name. Enter only one Debtor name in item 1 -- either an organization's name (1a) or an individual's name (1b). If any part of the Individual Debtor's name will not fit in line 1b, check the box in item 1, leave all of item 1 blank, check the box in item 9 of the Financing Statement Addendum (Form UCC1Ad) and enter the Individual Debtor name in item 10 of the Financing Statement Addendum (Form UCC1Ad). Enter Debtor's correct name. Do not abbreviate words that are not already abbreviated in the Debtor's name. If a portion of the Debtor's name consists of only an initial or an abbreviation rather than a full word, enter only the abbreviation or the initial. If the collateral is held in a trust and the Debtor name is the name of the trust, enter trust name in the Organization's Name box in item 1a.

1a. **Organization Debtor Name.** "Organization Name" means the name of an entity that is not a natural person. A sole proprietorship is **not** an organization, even if the individual proprietor does business under a trade name. If Debtor is a registered organization (e.g., corporation, limited partnership, limited liability company), it is advisable to examine Debtor's current filed public organic records to determine Debtor's correct name. Trade name is insufficient. If a corporate ending (e.g., corporation, limited partnership, limited liability company) is part of the Debtor's name, it must be included. Do not use words that are not part of the Debtor's name.

1b. **Individual Debtor Name.** "Individual Name" means the name of a natural person; this includes the name of an individual doing business as a sole proprietorship, whether or not operating under a trade name. The term includes the name of a decedent where collateral is being administered by a personal representative of the decedent. The term does not include the name of an entity, even if it contains, as part of the entity's name, the name of an individual. Prefixes (e.g., Mr., Mrs., Ms.) and titles (e.g., M.D.) are generally not part of an individual name. Indications of lineage (e.g., Jr., Sr., III) generally are not part of the individual's name, but may be entered in the Suffix box. Enter individual Debtor's surname (family name) in Individual's Surname box, first personal name in First Personal Name box, and all additional names in Additional Name(s)/Initial(s) box.

If a Debtor's name consists of only a single word, enter that word in Individual's Surname box and leave other boxes blank.

For both organization and individual Debtors. Do not use Debtor's trade name, DBA, AKA, FKA, division name, etc. in place of or combined with Debtor's correct name; filer may add such other names as additional Debtors if desired (but this is neither required nor recommended).

1c. Enter a mailing address for the Debtor named in item 1a or 1b.

2. **Additional Debtor's name.** If an additional Debtor is included, complete item 2, determined and formatted per Instruction 1. For additional Debtors, attach either Addendum (Form UCC1Ad) or Additional Party (Form UCC1AP) and follow Instruction 1 for determining and formatting additional names.

3. **Secured Party's name.** Enter name and mailing address for Secured Party or Assignee who will be the Secured Party of record. For additional Secured Parties, attach either Addendum (Form UCC1Ad) or Additional Party (Form UCC1AP). If there has been a full assignment of the initial Secured Party's right to be Secured Party of record before filing this form, either (1) enter Assignor Secured Party's name and mailing address in item 3 of this form and file an Amendment (Form UCC3) [see item 5 of that form]; or (2) enter Assignee's name and mailing address in item 3 of this form and, if desired, also attach Addendum (Form UCC1Ad) giving Assignor Secured Party's name and mailing address in item 11.

4. **Collateral.** Use item 4 to indicate the collateral covered by this financing statement. If space in item 4 is insufficient, continue the collateral description in item 12 of the Addendum (Form UCC1Ad) or attach additional page(s) and incorporate by reference in item 12 (e.g., See Exhibit A). Do not include social security numbers or other personally identifiable information.

Note: If this financing statement covers timber to be cut, covers as-extracted collateral, and/or is filed as a fixture filing, attach Addendum (Form UCC1Ad) and complete the required information in items 13, 14, 15, and 16.

5. If collateral is held in a trust or being administered by a decedent's personal representative, check the appropriate box in item 5. If more than one Debtor has an interest in the described collateral and the check box does not apply to the interest of all Debtors, the filer should consider filing a separate Financing Statement (Form UCC1) for each Debtor.

6a. If this financing statement relates to a Public-Finance Transaction, Manufactured-Home Transaction, or a Debtor is a Transmitting Utility, check the appropriate box in item 6a. If a Debtor is a Transmitting Utility and the initial financing statement is filed in connection with a Public-Finance Transaction or Manufactured-Home Transaction, check only that a Debtor is a Transmitting Utility.

6b. If this is an Agricultural Lien (as defined in applicable state's enactment of the Uniform Commercial Code) or if this is not a UCC security interest filing (e.g., a tax lien, judgment lien, etc.), check the appropriate box in item 6b and attach any other items required under other law.

7. **Alternative Designation.** If filer desires (at filer's option) to use the designations lessee and lessor, consignee and consignor, seller and buyer (such as in the case of the sale of a payment intangible, promissory note, account or chattel paper), bailee and bailor, or licensee and licensor instead of Debtor and Secured Party, check the appropriate box in item 7.

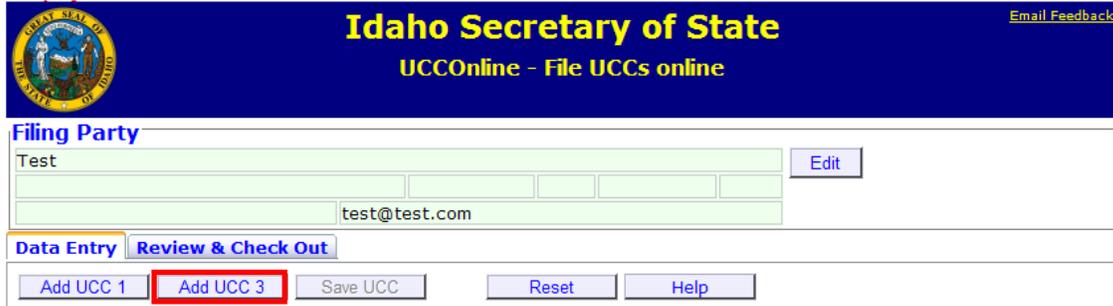
8. **Optional Filer Reference Data.** This item is optional and is for filer's use only. For filer's convenience of reference, filer may enter in item 8 any identifying information that filer may find useful. Do not include social security numbers or other personally identifiable information.

User's Guide – UCC3 Financing Statement Amendment

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.

To file a UCC financing statement amendment:

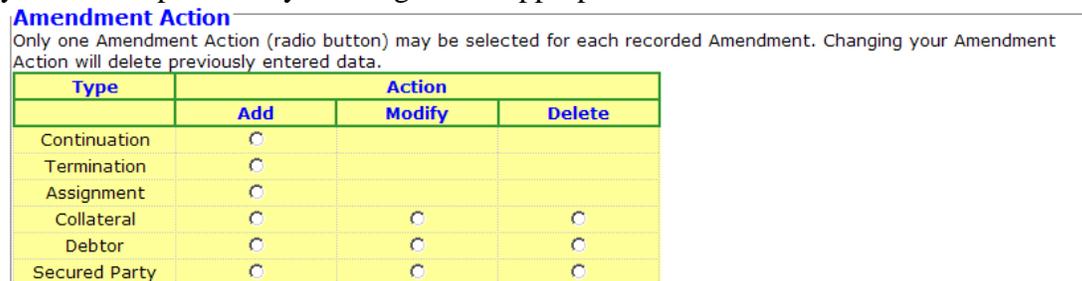
1. Click the "Add UCC 3" button.



2. Enter the initial UCC Financing Statement file number and hit the [ENTER] key, or click the "Verify" button.



3. If the number is valid you will be provided with a table. Select the amendment action you wish to perform by clicking on the appropriate radio button.



Amendment Action
Only one Amendment Action (radio button) may be selected for each recorded Amendment. Changing your Amendment Action will delete previously entered data.

Type	Action		
	Add	Modify	Delete
Continuation	<input type="radio"/>		
Termination	<input type="radio"/>		
Assignment	<input type="radio"/>		
Collateral	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Debtor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secured Party	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. The following information applies to the various types of amendments:
 - a. **Continuation** – A continuation is only accepted within a six (6) month window before the UCC lapse date. If you attempt to select “continuation – add” as your amendment action and the UCC is not within that six (6) month window you will get an error message.
 - b. **Termination** – A termination amendment may be filed at any time. However, the filing of an amendment that states “termination” does not affect the status of the UCC in the information management system.
 - c. **Assignment** – An assignment requires additional information and you will be asked to enter assignee information by clicking on the “Add Assignee” button. If you need to add an assignee and you also need to assign specific collateral you must file a paper document with our office.

- d. **Collateral** – Collateral offers three options – Add, Modify, and Delete. Each option provides you with the opportunity to enter a collateral description.
 - i. **Add** – Selecting the “Add” button indicates that you wish to add the newly entered collateral to your original collateral description.
 - ii. **Modify** – Selecting the “Modify” button indicates that you wish to “restate” your original collateral description.
 - iii. **Delete** – Selecting the “Delete” button indicates that you wish to delete the newly entered collateral from your original collateral description.

- e. **Debtor** – The debtor row offers three options – Add, Modify, and Delete. Each option provides you with the opportunity to enter or affect debtor information.
 - i. **Add** – Selecting the “Add” button indicates that you wish to add a new debtor to the UCC financing statement. You must click the “Add Debtor” button and enter the new debtor information before you can proceed.
 - ii. **Modify** – Selecting the “Modify” button indicates that you wish to change existing debtor information. Upon selecting the “Modify” button you must select the debtor that you wish to change, from the debtor list, click the “Add Debtor” button, and then enter the new debtor information.
 - iii. **Delete** – Selecting the “Delete” button indicates that you wish to delete one of the existing debtors. You must select the debtor that you wish to delete from the debtor list.

- f. **Secured Party** - The secured party row offers three options – Add, Modify, and Delete. Each option provides you with the opportunity to enter or affect secured party information.
 - i. **Add** – Selecting the “Add” button indicates that you wish to add a new secured party to the UCC financing statement. You must click the “Add Secured Party” button and enter the new secured party information before you can proceed.
 - ii. **Modify** – Selecting the “Modify” button indicates that you wish to change existing secured party information. Upon selecting the “Modify” button you must select the secured party that you wish to change, from the secured party list, click the “Add Secured Party” button, and then enter the new secured party information.
 - iii. **Delete** – Selecting the “Delete” button indicates that you wish to delete one of the existing secured parties. You must select the secured party that you wish to delete from the secured party list.

5. If you need to add or modify a debtor or a secured party, or if you need to add an assignee, the “Add Debtor,” “Add Secured Party,” and “Add Assignee” buttons will appear at the bottom of the webpage.

Optional Filer Reference Data:

Debtor

Select the Debtor to be amended:

<input type="radio"/>	DAVIS 2538 E 600 N	WILLIAM ST ANTHONY ID	G 83445	
<input type="radio"/>	DAVIS 2538 E 600 N	PAM ST ANTHONY ID		83445

Version: 1.0.4912.20179
Session ID: 1469
Payment ID: not set

Optional Filer Reference Data:

Secured Party

Select the Secured Party to be amended:

<input type="radio"/>	KEY BANK OF IDAHO PO BOX 247 30 W MAIN	ST ANTHONY ID	83445	
<input type="radio"/>	KEYBANK NATIONAL ASSOCIATION 30 W MAIN	ST ANTHONY ID	83445	

Version: 1.0.4912.20179
Session ID: 1469
Payment ID: not set

Optional Filer Reference Data:

Assignment

6. After clicking on the “Add Debtor,” “Add Secured Party,” or “Add Assignee” button you will be prompted to indicate whether the entity is an organization or an individual.

Organization Individual

First Personal Name Additional Name(s) Suffix Save Clear 1469
City State Zipcode Country Payment ID: not set

7. Enter the debtor, secured party, or assignee information into the required fields (denoted with an *asterisk). When you finish entering information hit the [ENTER] key or click the “Save” button.

New Debtor 1469
123 New Debtor ID 81333 Country Payment ID: not set

8. If you select add, modify, or delete collateral a collateral box will appear at the bottom of the page.

Optional Filer Reference Data:

Collateral

Enter the collateral to be added.

Version: 1.0.4912.20179
Session ID: 1469
Payment ID: not set

Check only if applicable and check only one box:
Collateral is held in a Trust being administered by a Decedent's Personal Representative

9. Enter your collateral description into the data entry field. You may also wish to mark the “collateral is held in a trust” or “being administered by a decedent’s personal representative” boxes, if necessary. Click the “Update” button to save the information

Optional Filer Reference Data:

Collateral
Enter the collateral to be added.

Check only if applicable and check only one box:
Collateral is held in a Trust being administered by a Decedent's Personal Representative

Version: 1.0.4912.20178
Session ID: 1469
Last Modified: not set

10. Select the party that is authorizing the amendment by clicking the radio button next to the appropriate party in the “Authorizing Information” list.

Authorizing Information
Select the Authorizing Party:

<input type="radio"/>	Secured Party	KEY BANK OF IDAHO	PO BOX 247 30 W MAIN	ST ANTHONY ID	83445	
<input type="radio"/>	Secured Party	KEYBANK NATIONAL ASSOCIATION	30 W MAIN	ST ANTHONY ID	83445	
<input type="radio"/>	Debtor	DAVIS	WILLIAM	G		
		2538 E 600 N	ST ANTHONY ID	83445		
<input type="radio"/>	Debtor	DAVIS	PAM			
		2538 E 600 N	ST ANTHONY ID	83445		

11. The “Optional Filer Reference Data” field is strictly for your personal use to assist you in identifying the document. To include information in this field click the “Edit” button. Click on the “Update” button, when your entry is complete.

Optional Filer Reference Data:

Optional Filer Reference Data:

12. When you are certain that the UCC financing statement amendment is complete return to the top and click the “Save UCC” button.

Data Entry | **Review & Check Out**

14. Once you have saved your filing you can either add another filing by clicking on the appropriate button, or you can move to the next step in filing by clicking on the “Review & Checkout” tab. (See the “Review & Checkout User Guide” for more information.)

 **Idaho Secretary of State** [Email Feedback](#)
UCCOnline - File UCCs online

Filing Party

Test

test@test.com

Data Entry | **Review & Check Out**

The following instruction page from form UCC3 may be helpful in your efforts to file electronically:

Instructions for UCC Financing Statement Amendment (Form UCC3)

Please type or laser-print this form. Be sure it is completely legible. Read and follow all Instructions, especially Instruction 1a; correct file number of initial financing statement is crucial.

Fill in form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. The filing office cannot give legal advice.

Send completed form and any attachments to the filing office, with the required fee.

ITEM INSTRUCTIONS

A and B. To assist filing offices that might wish to communicate with filer, filer may provide information in item A and item B. These items are optional.
C. Complete item C if filer desires an acknowledgment sent to them. If filing in a filing office that returns an acknowledgment copy furnished by filer, present simultaneously with this form the Acknowledgment Copy or a carbon or other copy of this form for use as an acknowledgment copy.

Always complete items 1a and 9.

1a. **File Number.** Enter file number of initial financing statement to which this Amendment relates. Enter only one file number. In some states, the file number is not unique; in those states, also enter in item 1a, after the file number, the date that the initial financing statement was filed.

1b. If this Amendment is to be filed in the real estate records or in any other filing office where the name of current Debtor is required for indexing purposes, check the box in item 1b and enter Debtor name in item 13 of Amendment Addendum (Form UCC3Ad). Complete item 13 in accordance with instructions on Amendment Addendum (Form UCC3Ad). If Debtor does not have an interest of record, enter the name and address of the record owner in item 16 of Amendment Addendum (Form UCC3Ad).

Note: Show purpose of this Amendment by checking box 2, 3, 4, 5, or 8 (in items 5 and 8 you must check additional boxes); also complete items 6, 7, and/or 8 as appropriate. Some, but not all filing offices accept multiple actions on an Amendment. Filing offices that accept multiple actions may charge an additional fee. Some filing offices that accept multiple actions may only index one of the actions requested. Consult the administrative rules of the designated filing office to determine the extent to which multiple actions will be accepted, indexed, and the applicable filing fees for multiple actions.

2. **Termination.** To terminate the effectiveness of the identified financing statement with respect to the security interest(s) of authorizing Secured Party, check box in item 2. See Instruction 9 below.

3. **Assignment.** To assign (1) some or all of Assignor's right to amend the identified financing statement, or (2) the Assignor's right to amend the identified financing statement with respect to some (but not all) of the collateral covered by the identified financing statement: Check box in item 3 and enter name of Assignee in item 7a or 7b; always enter the Assignee's mailing address in item 7c. Also enter name of Assignor in item 9. If assignment affects the right to amend the financing statement which respect to some (but not all) of the collateral covered by the identified financing statement, check the ASSIGN collateral box and indicate the particular collateral covered in item 8.

4. **Continuation.** To continue the effectiveness of the identified financing statement with respect to the security interest(s) of authorizing Secured Party, check box in item 4. See Instruction 9 below.

5-7. **Party Information Change.** To indicate a party information change, check this box; also check additional boxes (as applicable) and complete items 5, 6, and/or 7 as appropriate.

To change the name and/or address of a party (items 5, 6, and 7): Check box in item 5 to indicate whether this Amendment relates to a Debtor or Secured Party of record; and check the CHANGE name and/or mailing address box in item 5 and enter name of affected party (current record name) in item 6a or 6b; and repeat or enter the new name in item 7a or 7b; always enter the party's mailing address in item 7c.

To add a party (items 5 and 7): Check box in item 5 to indicate whether this Amendment relates to a Debtor or Secured Party of record; and check the ADD name box in item 5 and enter the added party's name in item 7a or 7b; always enter the party's mailing address in item 7c. For additional Debtors or Secured Parties, attach Amendment Additional Party (Form UCC3AP), using correct name format.

To delete a party (items 5 and 6): Check box in item 5 to indicate whether this Amendment relates to a Debtor or Secured Party of record; and check the DELETE name box in item 5 and enter the deleted party's name in item 6a or 6b.

8. **Collateral Change.** To indicate a collateral change, check this box; also check additional box (as applicable) and describe the change in item 8. If space in item 8 is insufficient, continue collateral description in item 14 of Amendment Addendum (Form UCC3Ad). Do not include social security numbers or other personally identifiable information.

To add collateral: Check the ADD collateral box in item 8 and indicate the additional collateral.

To delete collateral: Check the DELETE collateral box in item 8 and indicate the deleted collateral. A partial release is a DELETE collateral change.

To restate covered collateral description: Check the RESTATE covered collateral box in item 8 and indicate the restated collateral.

To assign the right to amend the financing statement with respect to part (but not all) of the collateral covered by the identified financing statement: Comply with Instruction 3 above and check the ASSIGN collateral box in item 8.

If, due to a full release of collateral, filer no longer claims a security interest under the identified financing statement, check box in item 2 (Termination) and not a box in item 8 (Collateral Change).

9. **Name of Authorizing Party.** Enter name of party of record authorizing this Amendment. In most cases, the authorizing party is the Secured Party of record. If this is an Amendment (Assignment), enter Assignor's name in item 9a or 9b. If this is an Amendment (Termination) authorized by a Debtor, check the box in item 9 and enter the name of the Debtor authorizing this Amendment in item 9a or 9b. If this Amendment (Termination) is to be filed or recorded in the real estate records, also enter, in item 12 of Amendment Addendum (Form UCC3Ad), the name of Secured Party of record. If there is more than one authorizing Secured Party or Debtor, enter additional name(s) in item 14 of Amendment Addendum (Form UCC3Ad).

10. **Optional Filer Reference Data.** This item is optional and is for filer's use only. For filer's convenience of reference, filer may enter in item 10 any identifying information that filer may find useful. Do not include social security numbers or other personally identifiable information.

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

[First](#) < 1 > [Last](#)

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

[First](#) < 1 > [Last](#)

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

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	

First < 1 > Last

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	

First < 1 > Last

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.