



## Idaho UCC XML Bulk Filing Service Quick Start User Guide

### *Overview*

The Idaho UCC XML Bulk Filing Service allows your company to file multiple UCC-1 liens and UCC-3 lien amendments directly with the Secretary of State's office without prepaying or faxing. This user guide features two sets of instructions. The first set (on page 2) lists the non-technical steps to set up an account, including usernames and passwords. The second, longer document contains technical XML configuration information your company's IT specialist needs to know for proper set up and testing.

### *Benefits*

- \$2 less per lien filing than fax method
- No convenience fees or surcharges
- Same-day filing
- Quick sign-up and "hook-up"
- No prepayment required
- Real-time online billing report access
- Notification of acceptance/rejection
- No charge for processing failures
- Secure, encrypted connection
- Password protected
- Always "open"
- PC and Mac compatible

### *Costs & Billing*

- Annual subscription fee: \$75
- \$4 per XML filing
- Billing reports are available online 24/7 at [www.idaho.gov/subscriber](http://www.idaho.gov/subscriber). Paper invoices will be mailed to you monthly.

# Idaho UCC XML Bulk Filing Service

## Account Set Up Instructions

1. Your company must be registered as a Premium Service Subscriber with Access Idaho (the State of Idaho's official homepage administrator). Request a Subscription Agreement Form in any one of these ways:
  - a. E-mail: [Webmaster@accessidaho.org](mailto:Webmaster@accessidaho.org)
  - b. Phone: 208-332-0102 or 877-443-3468 (toll free)
  - c. Download: <http://www.idaho.gov/subscriber/>, Agreement Form, Premium Subscription Agreement (PDF)
2. Upon receiving your completed Subscription Agreement Form, Access Idaho will:
  - a. Assign usernames and e-mail passwords to your indicated user list
  - b. Fax the username(s) and initial password(s) to your company contact
3. You will also need the following items to begin XML filing with the Secretary of State (SOS):
  - a. An SOS-assigned company ID number. Please call SOS Fiscal Division at 208-334-5355 if you need one or forgot yours.
  - b. Idaho UCC XML Bulk Filing Service *User Implementation Guide*—A technical specifications document (with detailed XML file formats, fields, and protocol) that your IT staff will need to implement the service. If not attached to this sheet, it's available in PDF format on the SOS website at [www.sos.idaho.gov/docs/uccxml.htm](http://www.sos.idaho.gov/docs/uccxml.htm), or by contacting Access Idaho.
4. Contact, test and file with the SOS office:
  - a. *Contact*—For technical information your IT staff needs to contact Hal Barker, [hbarker@sos.idaho.gov](mailto:hbarker@sos.idaho.gov) or 208-332-2856, to implement an XML filing test plan. (Alternately, SOS Information Services Division: 208-334-5354)
  - b. *Test*—After testing the XML file format in the SOS's test environment, your IT staff will be assigned a "go live" date and directed to the live application.
  - c. *File*—For non-technical questions about UCC filing, please contact Jeff Harvey, [jharvey@sos.idaho.gov](mailto:jharvey@sos.idaho.gov) or 208-334-3191.