North Dakota Central Indexing System

User Manual

Updated March 2016
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1. **Introduction**

The purpose of this document is to help users understand how to use the North Dakota Central Indexing System (NDCIS). Instructions found in this document will include:

1. **Account Creation**
   a. Filing Organizations
      i. Secondary User Creation
   b. Personalization

2. **Online Searches Features**
   a. Public (Unauthenticated) Search
   b. UCC (Authenticated) Search
   c. UCC-11 Search
   d. Secured Party Search

3. **Online Filing Features**
   a. UCC (Uniform Commercial Code)
      i. UCC-1
      ii. UCC-1 Transmitting Utility
      iii. UCC-3 Amendment
      iv. UCC-1/CNS-1
      v. UCC-3/CNS-3 Amendment
      vi. UCC-5 Information Statement
   b. CNS (Central Notice System)
      i. CNS-1
      ii. CNS-3 Amendment
   c. ASL (Agriculture Statutory Lien)
      i. ASL-1 Agricultural Processor’s Lien/Notice
      ii. ASL-2 Agricultural Supplier’s Lien/Notice
      iii. ASL-3 Agister’s Lien/Notice
      iv. ASL-4 Statutory Lien/Notice Amendment
      v. ASL-5 Agricultural Landlord’s Lien
   d. MSL (Miscellaneous Statutory Lien)
      i. MSL-1 Repairman’s Lien
      ii. MSL-1 Insurance Lien
      iii. MSL-1 Child Support Lien*
      iv. MSL-2 Amendment
   e. Federal Judgment Lien*

4. **Data Sales**

5. **Report Sales**

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**Page Notes:**

*MSL-1 Child Support Liens and Federal Judgment Liens* require special privileges. Users without these privileges will be unable to complete these filings. To obtain access to these filing flows, contact the Secretary of State’s office at (701) 328-3662 or (800) 352-0867, option 5.
2. System Requirements

1. Windows Operating Systems 7 or higher
2. NDCIS is fully supported on the following browsers:
   a. Internet Explorer 8.0 or higher (Internet Explorer 9 is recommended)
   b. Firefox 4.0 or higher
   c. Safari 4.0 or higher
   d. Google Chrome 28.0 or higher
3. Minimum screen resolution 1280 x 758
3. User Account

Users will be required to create a user account and login to the NDCIS to access the features of the system (except for the general Public Search, which is accessed without logging into the system). To create a new account or login to the NDCIS, click the Click Here to Login button on the Home page of the application (https://cis.sos.nd.gov).

3.1. Account Creation

To create a user account in the NDCIS, click the Create a User Account button on the Login page.
Enter the information as necessary on the New Account Creation page and click the Continue button to proceed to the next step.

3.1.1. New Account Credentials Page

On the New Account Credentials page, choose a:

1. User ID: Must be between 8 and 32 characters and may only contain alphanumeric characters.
2. Password: Must be between 8 and 26 characters and must contain at least one character from three of the four character types listed below:
   a. Uppercase letter
   b. Lowercase letter
   c. Numeric
   d. Special character
3. Security question: Choose a question from the dropdown menu and type the answer in the Your Answer box. To choose a different question, choose the Others option from the dropdown and a text box will appear in which a new question may be typed. This question and answer will be used in case the user forgets his or her password.

Once all of the information has been entered, click the Create My Account button. Click the Back button to review or edit the personal information entered on the previous page.
If the entered user ID is already used by another user, the system will display an alert.

The strength meter will help determine the strength of the chosen password.

1. Exceeds minimum standards. Strong
2. Meets minimum standards. Medium
3. Does not meet minimum standards. Weak

3.1.2. New Account Success Page

After clicking the Create My Account button, the user will be navigated to the Account Creation Done page and the user ID and email address will be displayed. Click the Login button to login to the system with the user ID and password that was created.
3.2. Logging In

To login to the NDCIS, click the **Click Here to Login** button on the **Home** page of the application ([https://cis.sos.nd.gov](https://cis.sos.nd.gov)).

Enter a valid user ID and password on the **Login** page and click the **Login** button. If the user fails to successfully login after five attempts, the account will be locked for 30 minutes.
3.3. Filing Organization Creation

A user will be prompted to create a **Filing Organization** the first time that the user logs in to the system. To begin the process, click the blue **here** link as shown below.

3.3.1. Set Up Filing Organization Page

To create a filing organization, enter the necessary information or if only one filing organization will be necessary and the information is the same as the information provided when the user account was created, check the **Same as Account Information** box. Once the information is entered, click the **Save** button to add the filing organization to the Filing Organization table.
If the **Save** action is successful, an alert box will be displayed.

![Alert Box](image.png)

### 3.3.2. Set Up Filing Organization Table

Once a Filing Organization has been created, it will appear on the Filing Organization table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Filers</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Filing Org</td>
<td>1</td>
<td>Address1 Address2 City NM 58772 USA</td>
<td><img src="image.png" alt="Edit" /> <img src="image.png" alt="Delete" /></td>
</tr>
<tr>
<td>2</td>
<td>First Filer</td>
<td>0</td>
<td>22 Address Rd Portal ND 58772 USA</td>
<td><img src="image.png" alt="Edit" /> <img src="image.png" alt="Delete" /></td>
</tr>
<tr>
<td>3</td>
<td>2nd Filer</td>
<td>0</td>
<td>3 Long Rd Fargo ND 58020 USA</td>
<td><img src="image.png" alt="Edit" /> <img src="image.png" alt="Delete" /></td>
</tr>
<tr>
<td>4</td>
<td>3rd Filer</td>
<td>0</td>
<td>122 New Rd Bismar ND 58416 USA</td>
<td><img src="image.png" alt="Edit" /> <img src="image.png" alt="Delete" /></td>
</tr>
</tbody>
</table>

The Filing Organization table allows a user to:

1. Click the **Edit** button to edit a filing organization. The filing organization entry fields will be populated with the selected filing organization's information. Edit the information as necessary and click the **Update** button to save the changes.

2. Click the **Delete** button to delete a filing organization. This will prohibit additional filings under that filing organization and any users assigned exclusively to it will be disabled.

3. Click the **Back** button to return to the **Dashboard**.

### 3.3.3. Creating Additional Filing Organizations

To create an additional filing organization, hover over the **Personalization** tab in the **Navigation** menu and click the **Set Up Filing Organization** button.
The system will navigate to the Set Up Filing Organization page for the user to add, delete, and edit filing organizations as described in the previous steps.

To switch between filing organizations, click the dropdown on the Dashboard, select the appropriate filing organization, and click the Update Filing Organization button.

3.4. Secondary Users

Once a filing organization has been set up, additional users may be created so that they may complete filings for the filing organization. A user will also be able to edit or delete any secondary users that were previously created by that user. To create, edit, or delete a secondary user, hover over the Personalization tab on the Navigation menu and click the User Creation link.

3.4.1. Creating a Secondary User

To create a secondary user, click the Add New User button.

Enter the necessary information on the Add New User page and click the Save button. To clear the information entered, click the Clear button. To cancel creating a new user, click the Cancel button.
3.4.2. Editing an Existing User

To edit an existing user, search for the user by entering any combination of information into the search fields and click the Search button. To clear the information entered in the search criteria, click the Clear button.

Click the Edit icon in the Actions column to edit the information.

Update the information as necessary and click the Update button to save the changes. Click the Clear button to clear all of the information. Click Cancel to return to the previous page without saving any changes.
3.5. Dashboard

Upon successful login to the NDCIS, the user will be navigated to the user’s Dashboard.

3.5.1. Notices

The Notices section of the Dashboard contains any notices that may be sent to a user regarding a specific filing.

3.5.2. Receipts

The Receipts section of the Dashboard contains the receipts for filings and UCC-11 and Secured Party search requests submitted by the user.

3.5.3. Filings/Searches

The Filings/Searches section of the Dashboard contains the confirmed records for any filings submitted by the user and also results from UCC-11 and Secured Party search requests submitted by the user.
3.5.4. **Data Subscriptions**

The **Data Subscriptions** section of the **Dashboard** contains data files purchased by the user that are available for download.

3.5.5. **Report Subscriptions**

The **Report Subscriptions** section of the **Dashboard** contains files purchased by the user that are available for download.

3.5.6. **Purchased Subscriptions**

The **Purchased Subscriptions** section of the **Dashboard** contains Buyer’s Report files purchased by the user that are available for download.

3.5.7. **FAQs**

The **FAQs** section of the **Dashboard** provides answers to frequently asked questions related to the NDCIS.

3.6. **Logging Out**

To logout, click the **Logout** button on the upper right-hand corner of the page.

3.7. **Session Timeout**

If a user is logged in and is inactive for more than 30 minutes, the user will be required to login again.
4. Filing Types

The NDCIS allows for the processing of UCC filings, agricultural liens, MSL filings, and federal judgments.

4.1. UCC Filings

The UCC filings module allows users with appropriate access to file and amend UCC, UCC/CNS, and UCC transmitting utility liens.

4.1.1. Requirements

To file a UCC lien or amendment, the user must have an active login account and privileges with the NDCIS.

4.1.2. Selecting the UCC Filing Option

From the Navigation menu, hover over the UCC dropdown and click the UCC Filing link to navigate to the UCC Filing Questionnaire page.

On the UCC Filing Questionnaire page, choose the filing type to be processed:

- UCC-1 (Initial Financing Statement)
- UCC-1/Transmitting Utility
- UCC-1/CNS-1
- UCC-3 (Amendment)
- UCC-3/CNS-3 (Amendment)
- UCC-5 (Information Statement)

If filing an amendment, select the type of amendment to be filed:

- Termination
  - Terminations may be filed at any time by the debtor or secured party.
  - Terminations require no payment.
• **Continuation**
  - A Continuation may only be filed within six months prior to the lien’s lapse date.

• **Assignment**
  - Assignments may be performed at any time on unlapsed liens.

• **Amendment**
  - Amendments to debtors, secured parties, or collateral may be performed at any time on unlapsed liens.

Once the amendment type is selected, enter the Initial Financing Statement # of the filing to be amended and click the **Continue** button to begin the filing flow.

Once all of the steps in the filing flow have been completed and any necessary payment has been submitted, the user will be taken to the **Done** page (see Section 4.5. Filing Done Page).

**Page Notes:**

To reset this page to its default state, click the **Reset** button.

If an amendment is selected, failure to select the amendment type and/or enter a valid Initial Financing Statement # will cause the system to display an error message.
4.2. Agricultural Lien Filings

The agricultural lien filings module allows users with appropriate access to file and amend ASL and CNS liens.

4.2.1. Requirements

To file an agricultural lien or amendment, the user must have an active login account and privileges with the NDCIS.

4.2.2. Selecting the Agricultural Lien Filing Options

From the Navigation menu, hover over the Agricultural Lien dropdown and click the ASL Filing link or the CNS Filing link to be navigated to the appropriate Filing Questionnaire page.

If the ASL Filing link is clicked, select the filing type to be processed from ASL Filing Questionnaire page:

- ASL-1 (Processor’s Lien)
- ASL-2 (Supplier’s Lien)
- ASL-3 (Agister’s Lien)
- ASL-4 (Amendment)
- ASL-5 (Landlord’s Lien)

If the CNS Filing link is clicked, select the filing type to be processed from CNS Filing Questionnaire page:

- CNS-1
- CNS-3
If filing an ASL or CNS amendment, select the type of amendment to be filed:

- **Termination**
  - Terminations may be filed at any time by the debtor or secured party.
  - Terminations require no payment.

- **Continuation (CNS Only)**
  - A Continuation may only be filed within six months prior to the lien’s lapse date.

- **Assignment**
  - Assignments may be performed at any time on unlapsed liens.

- **Amendment**
  - Amendments to debtors, secured parties, or collateral may be performed at any time on unlapsed liens.

Once the amendment type is selected, enter the Initial Financing Statement # of the filing to be amended and click the **Continue** button to begin the filing flow.
Once all of the steps in the filing flow have been completed and any necessary payment has been submitted, the user will be taken to the Done page (see **Section 4.5. Filing Done Page**).

**Page Notes:**
To reset this page to its default state, click the Reset button.

If an amendment is selected, failure to select the amendment type and/or enter a valid Initial Financing Statement # will cause the system to display an error message.

### 4.3. MSL Filings

The MSL filings module allows users with appropriate access to file and amend repairman’s liens, insurance liens, and child support liens.

#### 4.3.1. Requirements

To file an MSL lien or amendment, the user must have an active login account and privileges with the NDCIS.

To obtain filing privileges for MSL-1 Child Support Liens, contact the Secretary of State’s office at (701) 328-3662 or (800) 352-0867, option 5.

#### 4.3.2. Selecting the MSL Filing Option

From the **Navigation** menu, hover over the **MSL** dropdown and click the **MSL Filing** link to be navigated to the MSL Filing Questionnaire page.

On the **MSL Filing Questionnaire** page, choose the filing type to be processed:

- MSL-1 (Repairman's Lien)
- MSL-1 (Insurance Lien)
- MSL-1 (Child Support Lien)
- MSL-2 (Amendment)
If filing an amendment, select the type of amendment to be filed:

- **Termination**
  - Terminations may be filed at any time by the debtor or secured party.
  - Terminations require no payment.

- **Assignment**
  - Assignments may be performed at any time on unlapsed liens.

- **Amendment**
  - Amendments to the obligor or lienholder may be performed at any time on unlapsed liens.

Once the amendment type is selected, enter the Initial Financing Statement # of the filing to be amended and click the Continue button to begin the filing flow.

Once all of the steps in the filing flow have been completed and any necessary payment has been submitted, the user will be taken to the Done page (see Section 4.5. Filing Done Page).
4.4. Federal Judgment Filings

The federal judgment filings module allows users with appropriate access to file and amend federal judgment liens.

4.4.1. Requirements

To file a federal judgment lien or amendment, the user must have an active login account and privileges with the NDCIS.

To obtain filing privileges for federal judgments, contact the Secretary of State’s office at (701) 328-3662 or (800) 352-0867, option 5.

4.4.2. Selecting the Federal Judgment Filing Option

From the Navigation menu, hover over the Federal Judgment dropdown, and click the Federal Judgment Filing link to be navigated to the Federal Judgment Filing Questionnaire page.

On the Federal Judgment Filing Questionnaire page, choose the filing type to be processed:

- Federal Judgment
- Federal Judgment Amendment
- Federal Judgment Full Release
- Federal Judgment Partial Release
If filing an amendment, full release, or partial release, enter the Initial Financing Statement # of the filing to be amended or released and click the Continue button to begin the filing flow.

Once all of the steps in the filing flow have been completed and any necessary payment has been submitted, the user will be taken to the Done page (see Section 4.5. Filing Done Page).

Page Notes:
To reset this page to its default state, click the Reset button.

If an amendment is selected, failure to enter a valid Initial Financing Statement # will cause the system to display an error message.

4.5. Filing Done Page
Once the lien has been submitted, the user will be taken to the Done page, which will contain:

- The Initial Financing Statement # and Filing Number (if an amendment).
- A Print Acknowledgment button to view a PDF copy of the confirmed record.
- A Print Receipt button to view a PDF copy of the receipt.
- A Done button to navigate to the Dashboard.
4.5.1. Confirmed Record

The confirmed record is generated after the filing is submitted and contains the information pertaining to the filing. If any documents are uploaded during the filing process, they will be included in the confirmed record. The confirmed record is emailed to the email address associated to the filer’s user ID and may also be viewed from the Done page or the Filings/Searches section of the Dashboard.
4.5.2. **Receipt**

A receipt is generated upon acceptance of a filing or search request. The receipt is emailed to the email address associated to the filer’s user ID and may also be viewed from the **Done** page or the **Receipts** section of the **Dashboard**.

---

**Payment Receipt**

07/30/2015

<table>
<thead>
<tr>
<th>Filer Name</th>
<th>Filer Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAYLOR123</td>
<td>Address1 Address2 City NM 58002 USA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Filing Organization Name</th>
<th>Filing Organization Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAYLOR123</td>
<td>Address1 Address2 City NM 58002 USA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee Amount</th>
<th>Payment Amount</th>
<th>Payment Type</th>
<th>Work Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40.00</td>
<td>$40.00</td>
<td>Credit Card</td>
<td>2015073600003047</td>
</tr>
</tbody>
</table>

- **Initial Financing Statement #:** 15-000003806-7
- **Filing Date/Time:** 07/30/2015 04:02 PM
- **Lien Lapse Date:** 07/30/2020
- **Filing #:** 15-000003806-7
- **Lien Type:** UCC Lien
- **Index:** UCC Lien Index
- **Filing Type:** UCC-1

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Central Indexing Unit
(701) 328-3482

Initial Financing Number: 15-000003806-7
Filing Number: 15-000003806-7

- Page 1 of 1 -
5. Payment

Payments for filings and secured party searches may be made by credit card (Visa, MasterCard, Discover, or American Express) or eCheck.

5.1. Credit Card

On the Payment page, select the Credit Card radio button.

Enter the necessary information and click the Pay Securely using Credit Card button to process the payment.

5.2. eCheck

On the Payment page, select the eCheck radio button.

Enter the necessary information and click the Pay Securely using eCheck button to process the payment.
6. Search

The search features of the NDCIS allow users to search the NDCIS database for information regarding various filings. Users will be able to search the various indexes using the following search options:

- Public Search
- UCC Search
- UCC-11 Search
- Secured Party Search

6.1. Requirements

To conduct a UCC Search, UCC-11 Search, or Secured Party Search, the user must have an active login account and privileges with the NDCIS. The Public Search does not require users to login to the system.

6.2. Public Search

The Public Search allows users to search the NDCIS database by debtor name or filing number. Filings matching the search criteria entered will be displayed in the search results page.

6.2.1. Accessing the Public Search

To access the Public Search, click the Public Search link on the NDCIS Home page.
6.2.2. **Search Criteria Page**

To search for filings using the Public Search:

1. Select the index to be searched. Select **All** to search all indexes.

2. Select to search by:
   a. **Debtor Name**: Enter the debtor name and choose whether the filing:
      i. **Starts With** the entered name.
      ii. **Contains** the entered name anywhere in the debtor name field.
      iii. Is an **Exact Match** to the entered name.
   b. **Filing #**: Enter the filing number.

3. Enter the CAPTCHA code.

4. Click **Search**.

![Screen capture showing search criteria page](image)

**Page Notes:**

Click **Reset** to clear all fields and results.

6.2.3. **Results Page**

Once the search has been performed, the system will display a table containing an overview of filings that match the criteria entered. To view additional lien details, click the respective link in the **Initial Financing Statement #** column.

![Screen capture showing search results](image)

**Page Notes:**

Click **Back** to return to the **Public Search** page.
6.2.4. Lien Details Page

Information regarding the lien will be displayed on the lien details page. To obtain more information regarding a lien, use one of other search options (Section 6.3. UCC Search, Section 6.4. UCC-11 Search, or Section 6.5. Secured Party Search).

Page Notes:
Click Back to return to the Public Search Results page.

6.3. UCC Search

The UCC Search allows users with a valid user ID and password to search the NDCIS database by debtor name, debtor SSN/TIN and debtor name, or filing number. This search option also provides additional details regarding associated filings, which is not available in the Public Search.

6.3.1. Accessing the UCC Search

To access the UCC Search, login to the NDCIS. Once logged in, hover over the Search dropdown in the Navigation menu and click the UCC Search link.
6.3.2. UCC Search Criteria

To search for filings using the UCC Search:

1. Select the index to be searched. Select All to search all indexes.
2. Select to search by:
   a. Debtor Name: Enter the debtor name and choose whether the filing:
      i. Contains the entered name anywhere in the debtor name field.
      ii. Is an Exact Match to the entered name.
      iii. Starts With the entered name.
   b. SSN/TIN: Enter the SSN/TIN and the exact debtor name
   c. Filing #: Enter the filing number.
3. Select whether the search should include lapsed filings, unlapsed filings, or both.
4. Click Search.

Page Notes:

Click Reset to reset all fields to default state.

Using the Filing # search will bypass the search results page and the system will navigate the user to the lien or filing details page.

6.3.3. Results Page

Once the search has been performed, the system will display a table containing an overview of filings that match the criteria entered. To view additional lien details, click the respective link in the Initial Financing Statement # column.
6.3.4. Lien Details Page

Information regarding the lien will be displayed on the Lien Details page. To obtain more information regarding a lien or its associated filings, click respective link in the Filing # column to navigate to the Filing Details page of that filing.

Page Notes:
Click Back to return to the Search Results page.

6.3.5. Filing Details Page

The Filing Details page displays information regarding the financing statement. To obtain copies of any attached documents, use the UCC-11 Search (see Section 6.4, UCC-11 Search).
Page Notes:
Click Back to return to the Lien Details page.

6.4. UCC-11 Search

The UCC-11 search allows users with a valid user ID and password to search the NDCIS database to file a UCC-11 Search with the North Dakota Secretary of State. Once this request has been made, the NDCIS will return the information and/or copies requested to the Filings/Searches section of the Dashboard.

6.4.1. Accessing the UCC-11 Search

To access the UCC-11 Search, login to the NDCIS. Once logged in, hover over the Search dropdown in the Navigation menu and click the UCC-11 link.
6.4.2. Instructions Page

Once the UCC-11 Search link is selected, the user will be taken to the UCC-11 Search Instructions page. Review the instructions and click the Continue button to go to the next page.

6.4.3. Search Criteria

A UCC-11 search may be completed by debtor name, filing number, or SSN/TIN.

6.4.3.1. Debtor Name Search

To complete a UCC-11 search by debtor name:

1. Select the Debtor radio button in the Search By section.
2. Select the name search type:
   a. General
   b. Specific
3. To limit the search by one or two city(ies) of the debtor’s address, enter the city(ies) in the boxes provided.
4. Click Continue.
Select whether the debtor is an individual or an organization and enter the debtor name in the corresponding text fields. Click the **Continue** button. Proceed to Section 6.4.4, Information Options.
6.4.3.2. Filing Number Search

To complete a UCC-11 search by filing number:
1. Select the **Filing Number** radio button in the **Search By** section.
2. Enter the filing number and click the **Add** button to add the filing number to the search table. If more than one filing number is requested, repeat this step until all filing numbers are listed in the search table. To remove a filing number from the search table, click the **Delete** icon in the **Actions** column.
3. Click **Continue** once all filing numbers have been added to the search table. Proceed to **Section 6.4.4. Information Options**.

![Filing Number Search screenshot](image)

6.4.3.3. SSN/TIN Search

To complete a UCC-11 search by SSN/TIN:
1. Select the **SSN/TIN** radio button in the **Search By** section.
2. Click **Continue**.

![SSN/TIN Search screenshot](image)
Select whether the debtor is an individual or an organization and enter the debtor name and SSN/TIN in the corresponding text fields. Click the Continue button. Proceed to Section 6.4.4. Information Options.

Page Notes:
Click Back to return to the UCC-11 Search Criteria page.

6.4.4. Information Options
On the UCC-11 Information Options page:
1. Select the index(es) to be searched. Select All to search all indexes.
2. Select the Filing Status to Search:
   a. All unlapsed filings as of the certificate date and time.
   b. All lapsed and unlapsed filings as of the certificate date and time.
   c. All unlapsed filings during a specific time period. Enter the date range.
   d. All unlapsed filings from a specific date until the current date and time the search is completed. Enter the specific date.
3. Select the Information Option:
   a. Information (only) – includes only the filing information.
   b. Copies (only) – includes only the filing images.
   c. Information and Copies – includes both the filing information and images.
4. Click Continue.
6.4.5. **Review Page**

Review the information on the Review page to confirm that the search criteria is correct. To edit the search criteria, click the Edit button in the respective section. To submit the search request, click the Continue button.

Page Notes:

Click Back to return to the Information Options page.
6.4.6. **Done Page**

Once the UCC-11 search request has been submitted, the user will be taken to the **Done** page, which will contain:

- The **Search Number** for the search request.
- A **Print Receipt** button to view a PDF copy of the receipt.
- A **Done** button to navigate to the **Dashboard**.

After the search request has been processed, an email will be sent to the email address associated with the user ID and the search results will appear in the **Filings/Searches** section of the user’s **Dashboard**.

6.5. **Secured Party Search**

The Secured Party Search allows users with a valid user ID and password to search the NDCIS database for filings by secured party name. Once this request has been made, the NDCIS will return the information requested to the **Filings/Searches** section of the user’s **Dashboard**.

6.5.1. **Accessing the Secured Party Search**

To access the Secured Party Search, login to the NDCIS. Once logged in, hover over the **Search** dropdown in the **Navigation** menu and click the **Secured Party Search** link.
6.5.2. **Instructions Page**

Once the **Secured Party Search** link is selected, the user will be taken to the **Secured Party Search Instructions** page. Review the instructions and click the **Continue** button to go to the next page.

![Secured Party Search Instructions](image)

6.5.3. **Search Criteria**

To complete a Secured Party Search:

1. Select the name search type:
   a. General
   b. Specific

2. To limit the search by one or two city(ies) of the secured party’s address, enter the city(ies) in the boxes provided.

3. Click **Continue**.

![Search Criteria](image)

6.5.4. **Secured Party Page**

Select whether the secured party is an individual or an organization and enter the secured party name in the corresponding text field(s). Click the **Continue** button.
6.5.5. Information Options

On the Secured Party Search Information Options page:

1. Select the index(es) to be searched. Select All to search all indexes.

2. Select the Filing Status to Search:
   a. All unlapsed filings as of the certificate date and time.
   b. All lapsed and unlapsed filings as of the certificate date and time.
   c. All unlapsed filings during a specific time period. Enter the date range.
   d. All unlapsed filings from a specific date until the current date and time the search is completed. Enter the specific date.

3. Click Continue.
6.5.6. **Review Page**

Review the information on the **Review** page to confirm that the search criteria is correct. To edit the search criteria, click the **Edit** button in the respective section. To submit the search request, click the **Continue** button.

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6.5.7. **Done Page**

Once the Secured Party Search request has been submitted, the user will be taken to the **Done** page, which will contain:

- The **Search Number** for the search request.
- A **Print Receipt** button to view a PDF copy of the receipt.
- A **Done** button to navigate to the **Dashboard**.
Once the search request has been processed, an email will be sent to the email address associated with the user ID and the search results will appear in the Filings/Searches section of the user’s Dashboard.

7. Data/Report Subscriptions

Data and report subscriptions may be purchased in the NDCIS. The subscriptions available are:

- **Data Subscriptions** – Contain all the data in the entire database. Subscription options are the entire database or a four-week update of the database.
- **Report Subscriptions** – Subscription options are monthly reports for state and federal tax liens, daily reports for state tax liens, and a weekly credit bureau report.
- **Buyer’s Report Subscription** – Contains the listing of all liens filed on debtors’ crops and/or livestock.

7.1. Data Subscriptions

To purchase a data subscription, hover over the Data/Report Subscriptions link in the Navigation menu and select the Data Subscriptions link.
7.1.1. Instructions Page

Once the Data Subscriptions link is selected, the user will be taken to the Data Subscriptions Instructions page. Review the instructions and click the Continue button to go to the next page.

7.1.2. Data Subscriptions Type Page

On the Data Subscriptions Type page, select the data type to be purchased and click the Continue button:

- UCC Database (entire UCC database)
- UCC Database Update (four-week update of the UCC database)

Select the report period(s) to be purchased and click the Continue button.
7.1.3. **Review Page**

Review the information to confirm the purchase. To edit the information, click the **Edit** button in the respective section. If everything is correct, click the **Process Sales** button to go to the **Payment** page (see Section 5. *Payment* for payment instructions).

![Data Subscriptions](image)

7.1.4. **Done Page**

Once the payment has been successfully processed, the user will be taken to the **Done** page, which will contain:

- The **Work Order Number** for the subscription purchase.
- A **Print Receipt** button to view a PDF copy of the receipt.
- A **Done** button to navigate to the **Dashboard**.

![Data Subscriptions](image)

Purchased data subscriptions are available for download by clicking on the **Data Subscriptions** link on the user’s **Dashboard**. Click the **Download** link in the respective row to open or save the file.
7.2. Report Subscriptions

To purchase a report subscription, hover over the Data/Report Subscriptions link in the Navigation menu and select the Report Subscriptions link.

7.2.1. Instructions Page

Once the Report Subscriptions link is selected, the user will be taken to the Report Subscriptions Instructions page. Review the instructions and click the Continue button to go to the next page.

7.2.2. Report Subscriptions Type Page

On the Report Subscriptions Type page, select the report type to be purchased and click the Continue button.

Select the report period(s) to be purchased and click the Continue button.
7.2.3. **Review Page**

Review the information to confirm the purchase. To edit the information, click the **Edit** button in the respective section. If everything is correct, click the **Process Sales** button to go to the **Payment** page (see Section 5, **Payment** for payment instructions).

7.2.4. **Done Page**

Once the payment has been successfully processed, the user will be taken to the **Done** page, which will contain:

- The **Work Order Number** for the subscription purchase.
- A **Print Receipt** button to view a PDF copy of the receipt.
- A **Done** button to navigate to the **Dashboard**.

Purchased report subscriptions are available for download by clicking on the **Report Subscriptions** link on the user’s **Dashboard**. Click the **Download Report** link in the respective row to open or save the report.
7.3. Buyer’s Report Subscription

To purchase a buyer’s report subscription, hover over the Data/Report Subscriptions link in the Navigation menu and select the Buyer’s Report Subscription link.

7.3.1. Instructions Page

Once the Buyer’s Report Subscription link is selected, the user will be taken to the Buyer’s Report Subscription Instructions page. Review the instructions and click the Continue button to go to the next page.

7.3.2. Subscription Period Information

On the Subscription Period Info page, select the subscription period to be purchased from the Select Subscription Year dropdown. Click the Accept Report Subscription button to add the subscription period to the subscription table. Repeat this step until all subscription periods have been added to the table. To remove a subscription period from the subscription table, click the respective Delete icon in the Actions column. Once all of the subscription periods to be purchased have been added to the table, click the Continue button.
7.3.3. **Review Page**

Review the information to confirm the purchase. To edit the information, click the Back button to return to the previous page. If everything is correct, click the Continue button to go to the Payment page (see Section 5. Payment for payment instructions).

7.3.4. **Done Page**

Once the payment has been successfully processed, the user will be taken to the Done page, which will contain:

- The Work Order Number for the subscription purchase.
- A Print Receipt button to view a PDF copy of the receipt.
- A Done button to navigate to the Dashboard.
7.3.5. **Buyer's Report Installation**

Purchased buyer’s report subscriptions are available for download by clicking on the **Report Subscriptions** link on the user’s **Dashboard**.

The first time a user downloads a buyer’s report file, the user must install and run an application available within the NDCIS to be able to accurately view the information in the file. The application only needs to be installed one time. To automatically begin the installation process for the application, click the blue **Click here** link on the **Purchased Subscriptions** page.

![Image of Purchased Subscriptions page](image1)

Once the blue **Click here** link is clicked, a pop up will appear at the bottom of the page. It is recommended that the Save option be used to save the application’s zip file to an easily accessible location.

![Save ZIP file pop-up](image2)

7.3.6. **File Extraction**

Once the download is complete, extract all of the application files and save them to a new folder.

![Image of file extraction](image3)
7.3.7. Application Installation

Navigate to the folder that contains the extracted files and double-click the setup application icon, which will initiate the InstallShield Wizard.

The InstallShield will navigate the user through the Installation Process. Read the text boxes as they appear and proceed through the steps as needed.
The user will be notified when the **InstallShield Wizard** is complete. Click the **Finish** button.

Once the installation is completed, a **Central Indexing Buyer Report** icon will be available on the user’s desktop or within the PCC Technology Group folder in the user’s program folders.

### 7.3.8. Central Indexing Buyer's Report

Once the Central Indexing Buyer’s Report program is installed, the user may download and view the buyer’s report files. By default, all available information will be displayed. To narrow the search results:

1. Enter information in the **Search For** field.
2. Select the field to be searched:
   a. Debtor Name.
   b. SSN: When searching by SSN, a new Enter SSN and Click Here button will appear to protect debtor SSNs.
   c. Secured Party Name.
d. File Number.

3. Once the search has been executed, the user may:
   a. Print the results.
   b. Clear the search criteria.

The Advanced User checkbox may be checked to allow a user with advanced privileges to view the database without a third party application.

The Update Database link allows a user to import a newer version of the database.