

North Dakota Central Indexing System

User Manual

Updated March 2016

Table of Contents

1.	Introc	luction		1			
2.	Syste	m Requ	irements	2			
3.	B. User Account						
	3.1.	Account Creation					
		3.1.1.	New Account Credentials Page	4			
		3.1.2.	New Account Success Page	5			
	3.2.	Logging	g In	6			
	3.3.	Filing Organization Creation					
		3.3.1.	Set Up Filing Organization Page	7			
		3.3.2.	Set Up Filing Organization Table	8			
		3.3.3.	Creating Additional Filing Organizations	8			
	3.4.	Second	lary Users	9			
		3.4.1.	Creating a Secondary User	9			
		3.4.2.	Editing an Existing User	.10			
	3.5.	Dashboard					
		3.5.1.	Notices	.11			
		3.5.2.	Receipts	.11			
		3.5.3.	Filings/Searches	.11			
		3.5.4.	Data Subscriptions	.12			
		3.5.5.	Report Subscriptions	.12			
		3.5.6.	Purchased Subscriptions	. 12			
		3.5.7.	FAQs	. 12			
	3.6.	Logging	g Out	. 12			
	3.7.	Sessior	n Timeout	. 12			
4.	Filing	Types .		.13			
	4.1.	UCC Fi	lings	.13			
		4.1.1.	Requirements	.13			
		4.1.2.	Selecting the UCC Filing Option	.13			
	4.2.	Agricult	tural Lien Filings	. 15			
		4.2.1.	Requirements	. 15			
		4.2.2.	Selecting the Agricultural Lien Filing Options	. 15			
	4.3.	MSL Fi	lings	. 17			
		4.3.1.	Requirements	. 17			

		4.3.2.	Selecting the MSL Filing Option	17				
	4.4.	Federa	I Judgment Filings	19				
		4.4.1.	Requirements	19				
		4.4.2.	Selecting the Federal Judgment Filing Option	19				
	4.5.	Filing D	one Page	20				
		4.5.1.	Confirmed Record	21				
		4.5.2.	Receipt	22				
5.	Payment							
	5.1.	Credit (Card	23				
	5.2.	eCheck	<	23				
6.	Sear	ch		25				
	6.1.	•	ements					
	6.2.	Public Search						
		6.2.1.	Accessing the Public Search	25				
		6.2.2.	Search Criteria Page	26				
		6.2.3.	Results Page	26				
		6.2.4.	Lien Details Page	27				
	6.3.	UCC S	earch	27				
		6.3.1.	Accessing the UCC Search	27				
		6.3.2.	UCC Search Criteria	28				
		6.3.3.	Results Page	28				
		6.3.4.	Lien Details Page	29				
		6.3.5.	Filing Details Page	29				
	6.4.	UCC-1	1 Search	30				
		6.4.1.	Accessing the UCC-11 Search	30				
		6.4.2.	Instructions Page	31				
		6.4.3.	Search Criteria	31				
			6.4.3.1. Debtor Name Search	31				
			6.4.3.2. Filing Number Search	33				
			6.4.3.3. SSN/TIN Search	33				
		6.4.4.	Information Options	34				
		6.4.5.	Review Page	35				
		6.4.6.	Done Page	36				
	6.5.	Secure	d Party Search	36				

		6.5.1.	Accessing the Secured Party Search	36
		6.5.2.	Instructions Page	37
		6.5.3.	Search Criteria	37
		6.5.4.	Secured Party Page	37
		6.5.5.	Information Options	38
		6.5.6.	Review Page	39
		6.5.7.	Done Page	39
7.	Data/	Report S	Subscriptions	40
	7.1.	Data S	ubscriptions	40
		7.1.1.	Instructions Page	41
		7.1.2.	Data Subscriptions Type Page	41
		7.1.3.	Review Page	42
		7.1.4.	Done Page	42
	7.2.	Report	Subscriptions	43
		7.2.1.	Instructions Page	43
		7.2.2.	Report Subscriptions Type Page	43
		7.2.3.	Review Page	44
		7.2.4.	Done Page	44
	7.3.	Buyer's	Report Subscription	45
		7.3.1.	Instructions Page	45
		7.3.2.	Subscription Period Information	45
		7.3.3.	Review Page	46
		7.3.4.	Done Page	46
		7.3.5.	Buyer's Report Installation	47
		7.3.6.	File Extraction	47
		7.3.7.	Application Installation	48
		7.3.8.	Central Indexing Buyer's Report	49

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

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 (<u>https://cis.sos.nd.gov</u>).

	ndexing System Secretary of State	STATE SEC	NORTH DAKOTA SECRETARY OF S Retary North Dakota Uddin Dev
	The Central Indexing System is a computer system contail Uniform Commercial Code (UCC), Central Notice (agricultural statutory lens and notice, miscellareous stati lens, nal state and federal tax lies: concreted to the Co Recorders and the Secretary of State's office. A statewide perfection of a loan can be obtained by Hiling in one of the 54 filing locations. There are aix separate diablase which filing information can be maintained and searched. Uniform Commercial Code (UCC) Index, farm Products Co Notice (CNS) Index, Statutory Lien Notex, Agricultural Statu Len Notex Index, Steaturop Lien Notex, Agricultural Statu	AND, inny ary et in find	Uthat's New?
Public Search	Filing Fees	Statutes	∳ [^O FAQs
NEWS		CONTACT US	
-		Central Indexing (UCC)	
Outings/Events in the Park Outings/Events in the Park Nort Event Date: 4/4/2015 5/7/2017	h Dakota State Parks are a unique location.	Send Mail to: Secretary of State	
Outings/Events in the Park Nort Event Date: 4/4/2015 5/7/2017 Hampton Beach State Park Fair	h Dakota State Parks are a unique location. h (ages 6-11), and children under age 5 are free	Secretary of State State of North Dakota 600 E Boulevard Avenue Dept 108 Bismarck ND 58505-0500	
Outings/Events in the Park Nort Event Date: 4/4/2015 5/7/2017 Hampton Beach State Park Fair Ticket: \$5 for adults, \$3 for yout Event Date: 4/3/2015 5/7/2017 Getting Started with Email Mark	h (ages 6-11), and children under age 5 are free	Secretary of State State of North Dakota 600 E Boulevard Avenue Dept 108	
Outings/Events in the Park Nort Event Date: 4/4/2015 5/7/2017 Hampton Beach State Park Fair Ticket: 55 for adults, 53 for yout Event Date: 4/3/2015 5/7/2017 Getting Started with Email Mark In this demo you will learn how	h (ages 6-11), and children under age 5 are free	Secretary of State State of North Dakota 600 E Boulevard Avenue Dept 108 Bismarck ND 58505-0500 Telephone: 701-328-2900 Toll Free: 800-352-0867	
Outings/Events in the Park Nort Event Date 4/4/2015 - 57/2013 Hampton Beach State Park Rain Tickets 53 for adults, 53 for yout Event Date: 4/2/2015 - 57/2017 Getting Started with Email Mark In this demo you will learn how Event Date: 4/2/2015 - 5/7/2017	h (ages 6-11), and children under age 5 are free	Secretary of State State of North Dakota 600 E Boulevard Avenue Dept 108 Bismarck ND 58505-0500 Telephone: 701-328-2900 Toll Free: 800-352-0867	= North Dakota Webste
Outings/Events in the Park Not Event Date 4/4/2015 - 57/2017 Hampton Beach State Park Fair Tickets 55 for adults, 53 for yout Event Date: 4/2005 - 57/2017 Getting Stanted with Famil Mark In this demo you will earn how Event Date: 4/2/2015 - 57/2017	h (ages 6-11), and children under age 5 are free	Secretary of State State of North Dakota 600 E Boulevard Avenue Dept 108 Bimarek ND 5805-0500 Telephone: 701-328-2900 Toli Free: 600-352-0867 Fax: 701-328-2992	- North Dakota Website = FAQs
Outing/Events in the Park Nort Event Date 4/4/2015 - 5/7/2017 Hampton Beach State Park Rain Tickets 55 for adults, 53 for yout Event Date: 4/2/2015 - 5/7/2017 Getting Started with Email Mark In this Geno you will earn how Event Date: 4/2/2015 - 5/7/2017 USEFUL LINKS	h (ages 6-11), and children under age 5 are free	 Secretary of State State of North Dakota 600 E Boulevard Avenue Dept 108 Bismarck ND 53505-500 Telephone 701-328-2900 Toll Free: 800-332-0867 Fax: 701-328-2992 North Dakota Association of Counties 	

3.1. Account Creation

To create a user account in the NDCIS, click the **Create a User Account** button on the **Login** page.

Customer Login	Register
lease enter your User ID and Password	Never used our system in the past? Click the button below to create an account.
User ID	Create a User Account
Password	The website supports
◆ Log In Reset Remember me	VISA DECOVER Pre-Approved ACH with valid Account
L Forgot User ID	

Enter the information as necessary on the **New Account Creation** page and click the **Continue** button to proceed to the next step.

Cen	tral Indexing S y ster	n	North Dakota Se	ecretary of State ALVIN A JAEGER
	$1 ight angle$ provide your information $\left 2 ight angle$	ENTER LOGIN DETAILS		
First, enter your person	al details			
	Individual Organization			
First Name: *		Middle		
Last Name: *		Suffix		
Address Line 1:*		Address Line 2:		
Country:*	United States	Zip Code:*		
City: *		State: *	North Dakota	
Contact Number:*				
Email Address:*				
Confirm Email Address: *				
	Conti	nue Clear Back	3	
	North Dakota Secretary of State, © 2015 PCC Te	600 E Boulevard Ave Dept 10 echnology Group. All Rights F		

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.

🥵 Central Ind	North Dakota Se	ecretary of State ALVIN A JAEGER		
	OUR INFORMATION 2	ENTER LOGIN DETAILS		
Choose your User ID				
Enter Your Desired User ID: *			(8-32 characters)	
	Note: Your User ID ca	n only have alphabets (A-Z,a-	z) and/or numbers (0-9).	
Choose your password				
Password: *		Password Strer	-	
Re-enter Password:*				
Choose a security question				
Security Question:*	What is the name of your	favorite childhood friend?		
Your Answer:*				
	(This is the answer you will	need to remember, in case you fe	orget your password)	
		reate My Account Back		

Page Notes: If the entered user ID is already used by another user, the system will display an alert. Image: Choose your User ID Enter Your Desired User ID: taylor123 already exists, Please choose a different User ID Note: Your User ID can only have alphabets (A-Z,a-2) and/or numbers (0-9). The strength meter will help determine the strength of the chosen password. 1. Exceeds minimum standards. 2. Meets minimum standards. 3. Does not meet minimum standards.

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.

	Central Indexing System North Dakota secretary of State
	1 $ ightarrow$ provide Your information 2 $ ightarrow$ enter Login details 3 $ ightarrow$ done
Congra	tulations test user
	Your account has been created successfully, please note the information below.
	User ID: TestUser1
	Email Address:
	Login

3.2. Logging In

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

	dexing System Secretary of State	STATE SECF	NORTH DAKOTA SECRETARY OF STAT Retary North Dakota uddin Devin Si		
A or with the second se	cy of State Online Business Service Center e Central Indexing System is a computer system containing inform Commercial Code (UCC), Central Notice (CHS) inclutural statutory liens and notices, miscellaneous statutory ns, and state and federal tax liens connected to the Contry corders and the Secretary of State's office. statewide perfection of a loan can be obtained by filing in any e of the 54 filing incontoms. There are susparate databases in ixch filing information can be maintained and searched. "Inform Commercial Code (UCC) Index, Farm Products Central totice (CNS) Index, Statutory Lien Index, Agricultural Statutory en Notice Index, Federal Lien Index.	0	What's New?		
ම Public Search	Filing Fees	Statutes	FAQs		
NEWS		CONTACT US			
Outings/Events in the Park Outings/Events in the Park North I Event Date: 4/4/2015 5/7/2017	Dakota State Parks are a unique location.	Central Indexing (UCC) Send Mail to: Secretary of State State of North Dakota 600 E Boulevard Avenue Dept 108 Bismarck ND 58505-0500 Telephone: 701-328-2900			
Hampton Beach State Park Fair Ticket: \$5 for adults, \$3 for youth (Event Date: 4/3/2015 5/7/2017	(ages 6-11), and children under age 5 are free				
Getting Started with Email Marketi In this demo you will learn how to Event Date: 4/2/2015 5/7/2017	ing easily build an email marketing campaign.	Toll Free: 800-352-0867 Fax: 701-328-2992			
USEFUL LINKS					
USEFUL LINKS		» North Dakota Association of Counties	» North Dakota Website		
		» North Dakota Association of Counties » Filing Officers	» North Dakota Website » FAQs		
» Statutes					

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.

Central Indexing System	North Dakota Secretary of State ALVIN A JAEGER
Back to Home	
Customer Login Please enter your User ID User ID	Register Never used our system in the past? Click the button below to create an account.
Password Cog In Reset Remember me Forgot User ID Forgot Password	Create a User Account The website supports The website supports The website supports The value Account ACM Website Account

Page Notes:

To run multiple instances of the application, login to each instance separately. Each instance will be displayed in a separate window and can be accessed by clicking on the different tabs.

Use of multiple instances should be limited to searches and the viewing of search results. Refrain from attempting to process multiple filings at once.

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.

Dashboard		Update Filing Organization	•
Inbox			
0 Notices	Welcome! Welcome to the North Dakota Secretary of State's Central Indexing System. Before you begin filing, you must create at least one filing organization. A filing organization is the name under which your filing activities are grouped. Multiple filing organizations may be created, which will allow you to organize your filing activities. Please click here to begin the process.		FAQ's

3.3.1. Set Up Filing Organization Page

To create a filing organization, enter the necessary infromation or if only one filing organization will be necessary and the information is the same as the infromation 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.

Dashboard	Search 🔹 UCC	Agriculture Lie	en 🔹 MSL 👻	Federal Judgment 🝷	Personalization 👻	Data / Report S	iubscriptions 👻		?	Logout
Set Ur	o Filing Organiz	vation								
		Same As Accoun	t Information							
	Organization Name:*									
	Address Line 1:*				A	Address Line 2:				
	Country: *	United States	~			Zip Code:*				
	City: *					State:*	North Dakota	\checkmark		
	Contact No: *									
					Save Clear					
No.	Name		Filers	Address					Ac	tions
1	New Filing Org		1	Address1 Addre	ess2 City NM 58002 USA				2	2 🗊 👘



If the **Save** action is successful, an alert box will be displayed.

3.3.2. Set Up Filing Organization Table

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

No.	Name	Filers	Address	Actions
1	New Filing Org	1	Address1 Address2 City NM 58002 USA	2 🗊
2	First Filer	0	22 Address Rd Portal ND 58772 USA	2 🗊
3	2nd Filer	0	1 Long Rd Fargo ND 58103 USA	2 🗊
4	3rd Filer	0	122 New Rd Binford ND 58416 USA	📿 🛱

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.
- 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 addition 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.

Lo Dashboard	Update Filing Organization Iro	n Bank 🔻

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.

User Creation				
User ID: Middle Name:		First Name: Last Name:		
Suffoc		Filing Organization:	New Filing Org	
	Search	r Add New User		
User ID	Name		Active	Actions
SecondaryUser	Secondary1 User1 1		Yes	2

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.

Jser Details			
User ID:*			
	V		
First Name: *		Middle Name:	
Last Name: *		Suffix:	\checkmark
Contact Number:*		Email: *	
Password:*	0	Confirm Password: *	
Password Strength		Filing Organization: *	New Filing Org
Status: *	Active Inactive		
Address			
Address Line 1:*		Address Line 2:	
Country: *	United States	Zip Code:*	
City: *		State: *	North Dakota
Choose a security question			
Security Question:*	What is the name of your favorite childhood	friend?	
Your Answer:*			
	(This is the answer you will need to remember	in case you forget your password)	

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.

User Creation				
User ID:		First Name:		
Middle Name:		Last Name:		
Suffix:		Filing Organization: First Filer	rg	
Status: 🖲	ctive 🔾 Inactive			
	Search Clear	Add New User		
User ID	Name		Active	Actions
SecondaryUser	Secondary1 User1 1		Yes	8

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.

G Add New User			
User Details			
User ID:*	SecondaryUser	0	
First Name: *	Secondary1		Middle Name: 1
Last Name: *	User1		Suffix:
Contact Number:*	120 182 9081		Email:* email@domain.com
Password:*	•••••	9	Confirm Password: *
Password Strength		Fi	iling Organization: * First Filer
Status: *	 Active		
Address			
Address Line 1:*	40 Address		Address Line 2:
Country:*	United States		Zip Code: * 58501
City:*	Bismarck		State: * North Dakota
Choose a security question			
Security Question:*	In what city does your nearest s	ibling live?	
Your Answer:*	Portal		
	(This is the answer you will need	to remember, in case you forget your password)	
		Update Clear Cancel	

3.5. Dashboard

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

Dashboard	Search 🝷	ucc 🚽	Agriculture	Lien 👻	MSL 🝷	Federal Judgme	ent -	Personalization 👻	Data / Rep	ort Subscriptions 👻			?	Logout
Dashbo	ard										Undate Fili	ing Organization	New Filing Or	
											opulaterin		vew ming of	90
Inbox								1		0		1		
	1 Notices		122 Receipts		98 Filings,	/Searches		Data Subscriptions	\swarrow	3 Report Subscriptions	4	Purchased Subscriptions	The second secon	FAQ's

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.

Charlibroard Security -	UCC - Apple affore to	m = MSi = Sudand Julgmant =	Dependent of the second sec
Welcome TRAUDROIDS	UCC Filing	Last Legin 5/28/2825 3:55-44 PM	Thursday, May 28, 2025

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)

File UCC Documents Online							
🔎 Questionnaire 🔄 Instructions 📄 Addi	tional Receipt 🛛 👥 Debtor Info	Secured Party	Collateral Info	Lien Info	E Review	S Payment	🗸 Done
UCC Filing Questionnaire							
I would like to file	-Select Filing Type- UCC-1 (Initial Financing Stater UCC-1/Transmitting Utility	ment)					
	UCC-1/CNS-1 UCC-3 (Amendment)	Continue	Reset				
	UCC-3/CNS-3 (Amendment) UCC-5 (Information Statemen	t)					

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

- Termination
 - o 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.

File UCC Documents Online								
Questionnaire Grant Instructions	Additional Receipt	L Debtor Info	Secured Party	Collateral Info	📑 Lien Info	Review	S Payment	V Done
UCC Filing Questionnaire								
I would like to file a: * UCC-3 (Amendment) Amendment Type- Initial Financing Statement #: *								
			Continue	Reset		A	mendment	

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.

File UCC Documents Online									
🔎 Questionnaire 🔄 Instructions	Additional Receipt	👥 Debtor Info	Secured Party	Collateral Info	Lien Info	E Review	S Payment	🗸 Done	
UCC Filing Questionnaire									
I would like to file a: * UCC-3 (Amendment)									
Initial Financing Statement #: *									
			Continue	Reset					

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 <u>Section 4.5. Filing</u> <u>Done Page</u>).



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.

400000 400 40	Agriculture Lien 👻	al contractor and	AND CONTRACTORS	• • • •
	ASL Filing CNS Filing			

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)

File ASL Documents Online	
👂 Questionnaire 🔙 Instructions 📄 Addit	ional Receipt 📄 Statement of Lien 🛐 Review 💰 Payment 🗸 Done
ASL Filing Questionnaire	
I would like to file a: *	-Select Filing Type-
	-Select Filing Type-
	ASL1 - Agricultural Processor's Lien/Notice
	ASL2 - Agricultural Supplier's Lien/Notice
	ASL3 - Agister's Lien/Notice Reset
	ASL4 - Statutory Lien/Notice Amendment
	ASL5 - Agricultural Landlord's Lien/Notice

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

- CNS-1
- CNS-3

Questionnaire Instructions Additional Receipt Debtor Info Secured Party CNS Collateral Info Lien Info Image: CNS Collateral Info CNS Filing Questionnaire I would like to file a: * Select Filing Type- CNS-1 CNS-3 Continue Reset	File CNS Documents Online								
I would like to file a: * -Select Filing Type- CNS-1	🔎 Questionnaire 🔄 Instructions	Additional Receipt	1 Debtor Info	Secured Party	CNS Collateral Info	🔒 Lien Info	E Review	S Payment	V Done
CNS-1	CNS Filing Questionnaire								
	I would	CNS-1	ng Type-	Continue	Reset				

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

- Termination
 - o 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.

Questionnaire 🔄 🗔 Instruction	ons	Additional Receipt	L Debtor Info	Secured Party	CNS Collateral Info	Lien Info	ा वि Review	S Payment	🗸 Dor
IS Filing Questionnaire									
		ike to file a: * CNS-3	~			Amendment	Termi	uation	pe-
				Continue	Reset		Amen	dment	

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.

Fi	e ASL Docum	ents Online							
	Questionnaire	Instructions	Additional Receipt	Statement of Lien	Review	\delta Payment	🗸 Done		
4	SL Filing Questi	onnaire							
		I would	like to file a: * ASL-4 (Am	endment)				Amendment Type:	Amendment 💙
		Initial Financing	Statement #: *						
					Continue	Reset			
					Continue	Reser			

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 <u>Section 4.5. Filing</u> <u>Done Page</u>).

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.	Alert A Please Select Amendment Type. Please Enter Initial Financing Statement #. OK

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)

Questionnaire Questionnaire	Additional Receipt	Dbligor / Policyholder	Lienholder Info	Statement of Lien	Review	S Payment	✔ Done
-	MSL-1 (In MSL-1 (Cl	epairman's Lien) surance Lien)	ontinue				

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.

🔎 Questionnaire 🛛 🔓 Instructions	Additional Receipt	L Obligor / Policyholder	🔒 Lienholder Info	Statement of Lien	Review	S Payment	🗸 Done
MSL Filing Questionnaire							
I would I Initial Financing S	ike to file a: * MSL-2 (Am tatement #: *	endment)		Amendn	Ter Ass	elect Amendment mination signment nendment	Туре-
		C	ontinue Reset				

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.

O Questionnaire 🕞 Instructions 📄 Addition	onal Receipt 🛛 👥 Oblig	or / Policyholder	🔒 Lienholder Info	Statement of Lien	Review	🕉 Payment	V Done
MSL Filing Questionnaire							
I would like to file a: *	MSL-2 (Amendment)	\checkmark		Amendm	ent Type: Am	nendment	\checkmark
Initial Financing Statement #: *							
		C	continue Reset				

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 <u>Section 4.5. Filing</u> <u>Done Page</u>).

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.	Alert Alert Please Select Amendment Type. Please Enter Initial Financing Statement #. OK

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.

Chertificant Search - UC	cc • Agriculture term	MS. + Tadard Julyment +	Cognit
Walcome TRALOR123	CC Filing	Last Legin 5/20/2025 3:55-64 PM	Thurneling, Way 28, 2025

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

File Federal Judgment Docume	nts Online					
Questionnaire Galactions	1 Judgment Party	Secured Party	Judgment Info	E Review	S Payment	V Done
Federal Judgment Questionnaire						
I would	Federal	Filing Type- Judgment				
	Federal	Judgment Amendmen Judgment Full Release Judgment Partial Relea	Continue	Reset		

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.

File Federal Judgment Documents Online										
🔎 Questionnaire	lnstructions	1 Judgment Party	Secured Party	Judgment Info	ा Review	S Payment	🗸 Done			
Federal Judgment	I would	like to file a: * Federal . File Number: *	Judgment Amendmen	it V						
				Continue	Reset					

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 <u>Section 4.5. Filing</u> <u>Done Page</u>).

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.	Alert Alert Please Select Amendment Type. Please Enter Initial Financing Statement #. OK

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**.

File UCC Initial Financing Statement (UCC-1)							
🔎 Questionnaire 🔪 🔚 Instructions 👌 📄 Additional Receipt 🔪 🥂 Debtor Info 👌 🔒 Secured Party 🖉 🔂 Collateral Info 🖉 🖓 Lien Info 🖉 Review 🖉 👸 Payment 🗸 🗸 Done							
Your UCC-1 Financing Statement has been successfully filed.							
Initial Financing Statement #: 16-000007346-3							
A copy of your UCC filing was sent to the email address provided. An email confirmation of the completed filing was also sent to the email address associated with your login information. To view a PDF of your filing, click the "Print Acknowledgment" button below. If you are unable to view the filing or want to view it at a later time, you can view it from your Dashboard at any time.							
Print Acknowledgment Print Receipt Done							

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**.

					Alv Secretary State of Nort	
		Confirmed Recor	d			
		07/30/2015	u			
Initial Financing Statement #:	15 0000028					
Filing Date/Time:						
Lien Lapse Date:		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
•	15-0000038	06-7				
Lien Type:	UCC Lien					
Index:	UCC Lien In	dex				
Filing Type:	UCC-1					
Debtor Name		Debtor Type		Debtor	Address	
First Middle Last		Individual	Address 1 USA	Address 2	Bismarck NI	58503
Secured Party Name		Secured Party Typ	e	Secured Pa	rty Address	
Secured Party		Organization			k ND 58501	USA
		Collateral Descriptio	DI			
Collateral is: None						
None						
Alternate Designation: None						
Optional Filer Reference:						

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**.

AND ADDREED DE						
	Paym	ent Receipt	t			
		07/30/2015				
Filer Nam TAYLOR12		Filer A ess2 City NM 58002	Address USA			
Filing Organization TAYLOR12		Filing Organi ess2 City NM 58002	zation Address USA			
Fee Amount	Payment Amount	Payment Type	Work Order Number			
\$40.00	\$40.00	Credit Card	201507300003647			
	Initial Financing Staten Filing Date/	Time: 07/30/2015 04:02				
	Lien Lapse Fi					
		Type: UCC Lien				
		ndex: UCC Lien Index				
	Filing	Type: UCC-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.

I would like to pay using		
○ Credit Card ○ eCheck		

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

I would like to pay using					
Credit Card OeCheck					
Credit Card Information:			Billing Address:		
Card Number: *			Mailing Address: *		
Name on Card: *			City: *		
Expiration Date:*	Month: Year:		State: *	North Dakota	
Security Code:*	What is this?		Zip Code: *		
			Country: *	United States	~
		🔒 Pay Securely using	g Credit Card Back		
		VISA MasterCard			
		[*] Indicates	Required Field		

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.

I would like to pay using					
O Credit Card eCheck					
		Your Name Your Address derester Your Bank Name 412:456789 c,00008765- 9 Digit Routing Number Your Acc			
Account Information:			Billing Address:		
Bank Name: *			Mailing Address: *		
Bank Account Number:*			City: *		
Account Holder Name: *			State:*	North Dakota	
Bank Account Type:* Routing Number:*	-Select- V		Zip Code: *		
			Country: *	United States	\checkmark
			sing eCheck Back Required Field		

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.

🔎 UCC Search	Search Results
UCC Search	
	● All ○ UCC Search ○ MSL Search ○ ASL Search ○ CNS Search ○ Federal Search ○ State Tax Search
Debtor Name:	● Starts With ○ Contains ○ Exact Match
○ Filing #:	
	Please type the text as shown in the image (Case sensitive) :* BJC5RW
	Search Reset

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.

Debtor Name	Debtor Address	Debtor Type	Lapse Date
John Doe	99 Logo Ct Enderlin ND 58027 USA	INDIVIDUAL	11/02/2024

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 (<u>Section 6.3. UCC Search</u>, <u>Section 6.4. UCC-11 Search</u>, or <u>Section 6.5. Secured Party Search</u>).

🔍 🔍	Search 🛛 🛣 Search Res	ults					
Search Re	sults					✦Hon	
Lien Info	ormation						
Financia	ng Statement #	Status	Date Filed	Index	Lien Type	Lapse Date/Terminated on	
15-0000	06070-9	ACTIVE	11/28/2015	Federal Lien Index	Federal Judgment Lien	11/02/2024	
Debtor I	nformation						
No.	Debtor Name		Debtor Address			County	
1	Sample Org		Address 1 Address 2 Aber	rombie ND 58001 USA		Richland	
2	2 John Doe 99 Logo Ct Enderlin ND 58027 USA Ransom						
Secured	Party Information						
No.	Secured Party Na	me		Secured Party Address			
1	States Attorney's (Office		655 1st St North Fargo ND 58107 USA			
Filing Inf	ormation						
Filing #		Filing Ty	pe	Action	Date Filed		
15-00000	06070-9	Federal Ju	ıdgment	Initial Financing Stateme	ent 11/28/2015		
15-00000	06072	Federal Ju	idgment Amendment	Amendment	11/28/2015		
15-00000	06074	Federal Ju	udgment Partial Release	Partial Release	11/28/2015		
				_			
				Back			

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.

Dashboard	Search 🔹 UCC 🔹	Agriculture Lien 👻	MSL 👻	Federal Judgment 👻	Personalization 👻	Data / Report Subscriptions 👻		? Logout
	UCC-11							
Dashbo	UCC Search						Update Filing Organization	New Filing Org 🗸
Inbox	Secured Party Search							
	ı . ı	00	00		1	3	1	

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.

DUCC Search	Search Results
	● All ○ UCC Search ○ MSL Search ○ ASL Search ○ CNS Search ○ Federal Search ○ State Tax Searc
Debtor Name:	● Starts With ○ Contains ○ Exact Match
○ SSN / TIN:	
○ Filing #:	
Status:	All
	Search Reset

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.

Search Results											
Initial Financing Statement #	Lien Type	Index Type	Debtor Name	Debtor Address	Debtor Type	Lapse Date					
15-000006070-9	Federal Judgment Lien	Federal Lien Index	John Doe	99 Logo Ct Enderlin ND 58027 USA	INDIVIDUAL	11/02/2024					
Page 1 of 1, records 1 to 1 of 1											
			Back								

Page Notes:

Clicking the **Back** button will return the user to the **Search Criteria** page.

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.

pu 🔍	CC Search 🛛 🔀 Search Re	sults							
earch R	esults								
Lien In	formation								
Financ	ing Statement #	Status	Date Filed	Index	Lien Type	1	Lapse Date/Terminated on		
15-000	0006070-9	ACTIVE	11/28/2015 08:31 PM	Federal Lien Index	Federal Ju	dgment Lien	11/02/2024		
Debtor	r Information								
No.	No. Debtor Name			otor Address		County			
1	Sample Org		Add	Iress 1 Address 2 Abercron	nbie ND 58001 USA	Richland	Richland		
2	John Doe		99	99 Logo Ct Enderlin ND 58027 USA			Ransom		
Secure	d Party Information Secured Party Name		Sec	ured Party Address					
1	States Attorney's Offic	e	655	655 1st St North Fargo ND 58107 USA					
Filing In	nformation								
Filing #	ŧ		Filing Type		Filing Action	Date Filed			
15-0000	006070-9		Federal Judgment		Initial Financing Stateme	nt 11/28/2015			
15-000	15-000006072 Federal Judgmen		Federal Judgment Ame	endment	Amendment	11/28/2015			
15-0000	15-000006074 Federal Judgment			ial Release	Partial Release	11/28/2015			
				Back					

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 <u>Section 6.4.</u> <u>UCC-11 Search</u>).

Don 🗸	Search 🔀 Search Resul	ts								
Search Re	ults	_								
Filing No										
15-00000	6070-9									
Lien Info	rmation									
Financia	ig Statement #	Status I	Date Filed	Index		Lien Type	Lapse Date/Te	erminated on		
15-0000	06070-9	ACTIVE	11/28/2015 08:31 PM	Federal Lie	n Index	Federal Judgment Lien	11/02/2024			
Debtor I	nformation									
No.	Debtor Name			Debtor Address				County		
1	Sample Org			Address 1 Address 2 A	bercrombie ND 58001 US	4		Richland		
2	John Doe			99 Logo Ct Enderlin NI	D 58027 USA			Ransom		
Secured	Party Information									
No.	Secured Party Name			Secured Party Addres	s					
1	States Attorney's Office			655 1st St North Fargo ND 58107 USA						
Filing Ty	pe Information									
	ancing Statement									
Initial Fill	anding statement									
11-15-01	il Number									
	udgment Description									
money										
Federal .	udgment Information									
Amoun	of Judgment	Rate of Interest	:% Judg	ment Date	Date of Entry of Judgr	nent	Date of Judgment Release	e		
\$100000		1	11/28	/2015	11/28/2015		11/30/2025			
\$12131		1	6/5/2	014	11/28/2015		11/1/2024			

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.

	Dashboard	Search - UCC	Agriculture Lien	MSL 👻	Federal Judgment 👻	Personalization 👻	Data / Report Subscriptions 👻		2 Logout
		UCC-11							
	Dashbo	UCC Search						Update Filing Organization	New Filing Org 🗸
	Inbox	Secured Party Search							
L		1	122	y 98	1	1	3	1	

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.

UCC-11										
🔎 Questionnaire 🛛 🛃 Instructions 👔 Debtor Info 🔹 Information Options 👔 Review 🗸 Done										
Instructions										
Your UCC-11 search request may take up to 3 business days to be processed.										
When your search results are available for you to view, an email notification will be sent to the email address associated with your account. The results will be available in the "Filings/Searches" section of the Dashboard and may be downloaded in a PDF format at any time.										
Back Continue										

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.

UCC-	11							
୍ୱ 🔍	Questionnaire	Instructions	Debtor Info	Informa	ation Options	ा Review	V Done	
Please	e select you	r search criteria						
Sear	rch By:							
$\overline{\bullet}$	Debtor	0	Filing Number	0	SSN/TIN			
Sele	ect Name Sea	arch Type:						
۲	General	0	Specific					
Sea	irch may be li	imited by one or	two city(s) of the d	ebtor or secu	red party add	ress: (If a city((s) is not listed, the search will reflect all filings).	
			City 1:					
			City 2:					
								_
							Back Continu	le

Page Notes:

Click **Back** to return to the **Instructions** page.

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 <u>Section 6.4.4. Information Options</u>.

UCC-11							
Questionnaire	otor Info.	ा Review	S Payment	🗸 Done			
Debtor to be Searched							
This is an Organization	d						
Organization	Name:*						
		Back Co	ontinue				
UC	C-11						
	O Questionnaire	Debtor Info	o. Informatiio	on Options	Review	S Payment	V Done
D	ebtor to be Searched						
0) This is an Organization	Individual					
	First Name:*					Middle	Name:
	Last Name:*						Suffix:
					Back C	ontinue	
Page Notes:

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

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 <u>Section 6.4.4. Information Options</u>.

UCC-11
🔎 Questionnaire 🔰 Instructions 🖉 Lebtor Info 📄 Information Options 🛐 Review 🗸 Done
Please select your search criteria
Search By:
O Debtor 😨 Filing Number O SSN/TIN
Back Continue

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.

l	JCC-	11							
	<mark>\$</mark> 0	uestionnaire	Instructions	Debtor Info	Informa	tion Options	ा Review	🗸 Done	
	Please	e select you	ir search criteria						
	Sear	ch By:							
	0	Debtor	0	Filing Number	Ō	SSN/TIN			
									Back Continue

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 <u>Section 6.4.4. Information Options</u>.

UCC-11							
Questionnaire	ebtor Info. Informatiion Options	ा प्र Review	S Payment	V Done			
Debtor to be Searched							
● This is an Organization ○ This is an Individu	lal						
Organization	n Name:*						
		Back Co	ontinue				
1							
U	JCC-11						
	Questionnaire	Debtor Info	o. 🔒 Informat	iion Options	ा पु Review	Payment	V Done
t.	Debtor to be Searched						
	○ This is an Organization ● This is an	Individual					
	First Name:*					Middle	Name:
	Last Name:*						Suffix:
					Back C	ontinue	

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 unlasped 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.

UCC-11													
🔎 Questio	nnaire 🔰 <u>जि</u> Instruc	tions $ ightarrow$ Debtor Info	Information Options	Review 🗸 Done									
Check the	Check the box for each index you want to search for the debtor, secured party or SSN/TIN search. (If a box is not checked, all indexes will be searched).												
🗹 All	UCC Index	Statutory Lien Index	Federal Lien Index	State Tax Lien	Farm Products Central Notice	Agricultural Statutory Notice							
Filing State	us to Search:												
O All unlaps	sed filings as of the	certificate date and time											
O All lapsed	d and unlapsed filing	s as of the certificate date	and time										
O All unlaps	sed filings from												
○ All unlap	sed filings from		to Current Date and Time	search is run.									
Informatio	Information Options: (All information requests are certified).												
○ Informat	tion (only)		O Copies (only)		O Information and Copies								
	Back Continue												

Page Notes:

Click **Back** to return to the previous page.

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.

Debtor Name			Edit Debtor Inf
The Debtor Organization			
Search By			Ed
Debtor File Number SSN/TIN			
Select Name Search Type:			Ed
General O Specific			
$\overset{\scriptstyle{@}}{\scriptstyle{\sim}}$ Search may be limited by one or two city(s) of the debtor or secured party address: (If a	city(s) is not listed, the search wi	ill reflect all filings).	Ed
City 1: City 2: Cit			
Check the box for each index you want to search for the debtor, secured party or SSN/TIN s	earch. (If a box is not checked, al	l indexes will be searched).	Ed
All UCC Index Statutory Lien Index Federal Lien Index	🔲 State Tax Lien	E Farm Products Central Notice	Agricultural Statutory Notic
Filing status to search: (Select One)			Ed
All lapsed and unlapsed filings as of the certificate date and time			
Information Options: Select one - (All information requests are certified)			Ed

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**.

UCC-11											
🔎 Questionnaire 🖉 🔙 Instruc	ctions Debtor Info Review V Done										
	Your UCC-11 Search Request has been successfully filed.										
	Search Number: 16-006153										
	Your UCC-11 search request has been received. It may take up to 3 business days to be processed.										
	When your search results are available for you to view, an email notification will be sent to the email address associated with your account. The results will be available in the "Filings/Searches" section of the Dashboard and may be downloaded in a PDF format at any time.										
	Print Receipt Done										

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**.

Dashboard							Update Fi	iling Organization	New Filing (Drg 🗸
Inbox										
A 1 Notices	122 Receipts	(2)	98 Filings/Searches	Data Subscription	~	3 Report Subscriptions	4) Purchased Subscriptions	F	FAQ's

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.

Dashboard	Search 👻	ucc 👻	Agriculture Lien 👻	MSL 🝷	Federal Judgment 👻	Personalization 🝷	Data / Report Subscriptions 👻		Constant
	UCC-11		-						
Dashbo	UCC Search							Update Filing Organization	New Filing Org 🗸
Inbox	Secured Part	y Search							
	1		123 🧹	, 98		1	3	1	
						Data	Keport	erchased Purchased	14

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										
🔎 Questionnaire	Instructions	Secured Party	Information Options	ः व Review	S Payment	V Done					
Instructions											
The fee to perform	m a secured party se	arch is \$500. It may tal	ke up to 3 business days for	the search reque	est to be processe	ed.					
When your search results are available for you to view, an email notification will be sent to the email address associated with your account. The results will be available in the "Filings/Searches" section of the Dashboard and may be downloaded in a PDF format at any time.											
				Back	Continue						

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**.

Secured Party Search
🔎 Questionnaire 🔪 🔚 Instructions 🖉 Gecured Party 📑 Information Options 🛐 Review 🐧 Payment 🗸 Done
Please select your search criteria
Search By:
Secured Party
Select Name Search Type:
● General O Specific
Search may be limited by one or two city(s) of the debtor or secured party address: (If a city(s) is not listed, the search will reflect all filings).
City 1:
City 2:
Back Continue

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.

Secured Party Search	
· · · · · · · · · · · · · · · · · · ·	Getured Party 🔂 Information Options 🔄 Review 🥉 Payment 🗸 Done
Secured Party to be Searched	
● This is an Organization ○ This is an	Individual
Organization Name:*	
	Back Continue
	Secured Party Search
	🔎 Questionnaire 😼 Instructions 🔒 Secured Party 🗟 Information Options 🔄 Review 🐧 Payment 🗸 Done
	Secured Party to be Searched
	O This is an Organization 💹 This is an Individual
	First Name: # Middle Name:
	Last Name: " Suffic 🖌
	Back Continue
	1

Page Notes:

Click Back to return to the Secured Party Search Criteria page.

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 unlasped 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**.

Secured Part	y Search													
🔎 Questionnai	ire	🔒 Secured Party 🔪 💼 Information O	tions 🛐 Review 🥉 Payment 🗸 Do	ne										
Check the box	heck the box for each index you want to search for the debtor, secured party or SSN/TIN search. (If a box is not checked, all indexes will be searched).													
All	UCC Index	Statutory Lien Index	Federal Lien Index	State Tax Lien	Farm Products Central Notice	Agricultural Statutory Notice								
Filing Status t														
	filings as of the certificate	e date and time ne certificate date and time												
O All unlapsed	filings from													
 All unlapsed 	filings from	to Current Dat	and Time search is run.											
Information O	ptions: (All information	requests are certified).												
Information (or	nly)													
				Back Continue										

Page Notes:

To return to the previous page, click the **Back** button.

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.

Secured Party Search				
🔎 Questionnaire	Information Options	Review 🧴 Payment 🗸	Done	
Review Secured Party Search				
Your Payme	nt has not yet been processed. Y	ou will only be charged after	you click the Process Filing button.	
Secured Party Name				Edit Secured Party Info
John Doe Bank				
Select Name Search Type:				Edit
 General Specific 				
Search may be limited by one or two city(s) of the del	otor or secured party address: (I	f a city(s) is not listed, the sea	rch will reflect all filings).	Edit
City 1: City 2:				
Check the box for each index you want to search for th	e debtor, secured party or SSN/	TIN search. (If a box is not ch	ecked, all indexes will be searched).	Edit
All UCC Index Statutory Lien Index	Federal Lien Index	State Tax Lien	Farm Products Central Notice	Agricultural Statutory Notice
Filing Status to Search:				Edit
All lapsed and unlapsed filings as of the certificate date and	l time			
Information Options: (All information requests are ce	tified)			Edit
Information (only)				
		Back Continue		



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**.

Dashboard					Update Filing Org	panization New Filing	g Org 💟
Inbox 1 Notices	Receipts	98 Filings/Searc	thes Data Subscriptions	Report Subsc		chased scriptions	FAQ's

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.

Dashboard	Search 👻	UCC 🔸	Agriculture Lien 🝷	MSL 🝷	Federal Judgment 🔸	Personalization 👻	Data / Report Subscriptions 👻		?	Logout
							Data Subscriptions			
Dashbo	bard						Report Subscriptions	Update Filing Organization New	Filing Org	✓
Inbox							Buyer's Report Subscription			
	1		123	98	·] Data	3 Report	1 Purchased	E	

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.

Data Subscripti	ons Instruction	S				
🔎 Questionnaire	Instructions	Data Subscriptions Type	Data Subscriptions Info	Review	S Payment	V Done
		This will allow yo	u to purchase files containing	CIS data. All fil	es are available	in either .csv or Excel format.
						a four-week update of the UCC database (UCC Database Update). The Database Update file is made available every four weeks.
			Back	Continue		

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)

ata Subscriptio	ons Type					
🔉 Questionnaire	Instructions	Data Subscriptions Type	Data Subscriptions Info	ा Review	S Payment	🗸 Done
elect Data Sales T	уре					
Select	Data Ty	pe			Report Peri	od Type
0	UCC Dat	UCC Database Co			Complete Da	atabase
0	UCC Dat	abase Update			4-Week Upd	ate
			Back	Continue		

Questionnaire		Data Subscriptions Type	Data Subscriptions Info	🛐 Payment 🛛 🗸 Done
Data Period Selec	ct – UCC Database U	lpdate		
Select Report Period	From Date	To Date	Filings Count	Filings Size(MB)
	01/02/2016	01/29/2016	3	0.00
	12/05/2015	01/01/2016	2	0.00
	11/08/2015	12/05/2015	63	0.01
	10/11/2015	11/07/2015	21	0.00

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 <u>Section 5. Payment</u> for payment instructions).

Data Subscripti	ons					
🔎 Questionnaire	Instructions	Data Subscriptions Type	Data Subscriptions Info	Review	S Payment	V Done
Data Subscriptions	Info					
From Date		To Date	Filings Count		Filings	Size(MB)
01/02/2016		01/29/2016	3		0.00	
Total Fee : \$500.00			Back	Process Sale	25	

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
🔎 Questionnaire 🔪 🔂 Instructions 👌 🔂 Data Subscriptions Type 🔪 🔂 Data Subscriptions Info 🖉 👰 Review 🖉 🧑 Payment 🖉 🗸 Done
Workorder Number: 201602230006858
Your purchase has been completed. To download the file, click the "Done" button to return to the Dashboard. The file will be available in the "Data Subscriptions" section of the Dashboard and may be downloaded at any time.
Print Receipt Done

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.

	ata Subscriptions Subscriptions						
No.	Purchased Date	Data Type	From Date	To Date	Filings Count	Filing Size	Download File
1	11/28/2015	UCC Database Refresh	01/01/1965	11/15/2015	380744	32.00	Download
Page	1 of 1, records 1 to 1 of 1						
				Back			

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.

Dashboard	Search 🝷	UCC -	Agriculture I	Lien -	MSL 🝷	Federal Judgment	Personalization 👻	Data / Repo	rt Subscriptions 👻			?	Logout
_								Data Subscri	iptions				
Dashboa	ard							Report Subs	criptions	Update Fil	ing Organization	New Filing Org	· •
Inbox								Buyer's Repo	ort Subscription				
	1		123		98	1	1	-	3		1		
4	Notices		Receipts	1-0	Filings/	Searches	Data		Report		Purchased	THE A	

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.

Report Subscriptions Instruction	ons				
🔎 Questionnaire Data Instructions	Report Subscriptions Type	Report Subscriptions Info	Review	S Payment	V Done
	This will allow you to p	urchase files containing CIS data	. All files are a	vailable in either	.csv or Excel format.
		Back	ontinue		

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.

eport Sales Ty	pe		
Select	Report Type	I	Report Period Type
\bigcirc	State Tax Daily Report	[Daily Update
0	Credit Bureau Report	١	Veekly Update
0	Federal Tax Monthly	1	Monthly
0	State Tax Monthly	I	Monthly

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

🔎 Questionnain	e San Instructions	Report Subscriptions Type	Report Subscriptions Info	🗿 Payment 🗸 Done
Report Period Se	elect – Federal Tax M	lonthly		
Select Report Period	From Date	To Date	Filings Count	Filings Size(MB)
	12/01/2015	12/31/2015	4	0.00
	11/01/2015	11/30/2015	27	0.00
	10/01/2015	10/31/2015	7	0.01
	09/01/2015	09/30/2015	15	0.01

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).

Report Subscrip	otions					
🔎 Questionnaire	Instructions	Report Subscriptions Type	Report Subscriptions Info	Review	S Payment	V Done
Report Subscriptio	ns Info					
From Date		To Date	Filings Count		Filings	Size(MB)
12/01/2015		12/31/2015	4		0.00	
Total Fee : \$40.00			Back	Process Sales		

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**.

Report Subscriptions								
🔎 Questionnaire 🔪 🔜 Instructions 👌 🔂 Report Subscriptions Type 🖉 🗟 Report Subscriptions Info								
Workorder Number: 201602230006859								
Your purchase has been completed. To download the file, click the " Done " button to return to the Dashboard. The file will be available in the " Report Subscriptions " section of the Dashboard and may be downloaded at any time.								
Print Receipt Done								

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.

No.	Purchased Date	Report Type	From Date	To Date	Filings Count	Filing Size	Download Report
1	09/17/2015	State Tax Daily Report	07/29/2015	07/29/2015	0	10.414 KB	Download Report
2	09/17/2015	State Tax Daily Report	07/28/2015	07/28/2015	0	10.42 KB	Download Report
3	09/17/2015	State Tax Daily Report	07/22/2015	07/22/2015	0	10.412 KB	Download 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.

Dashboard	Search 🝷	ucc 🗸	Agriculture Lien 👻	MSL 🔹	Federal Judgment 👻	Personalization 👻	Data / Report Subscriptions 👻		Cogout
Dashbo	ard						Data Subscriptions Report Subscriptions	Update Filing Organization	New Filing Org
Inbox							Buyer's Report Subscription		
1	1		123	y 98		1 Data	Report	1 Purchased	

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.

Indexing Buyer Report Subscriptions
🔎 Questionnaire 😼 Instructions 🗟 Subscription Period Info 🛐 Review 💰 Payment 🗸 Done
Subscription Purchase Instructions
This process allows you to purchase subscriptions to the Central Notice/Agricultural Statutory Notice Buyer's Report. The buyer's report is a master list that contains filings for all products in any North Dakota county.
This report is delivered to the "Purchased Subscriptions" section of your Dashboard. You will need to install the setup file (available in the "Purchased Subscriptions" section) on any computer that will be used to view the buyer's report. Once the installation is complete, you will be able to download the buyer's report file. You will be able to search the database by debtor name, SSN/TIN, or file number.
Subscriptions are offered on a yearly basis corresponding to the State's fiscal year (July 1st through June 30th). The yearly subscription fee is \$480.
If you purchase a report for a subscription year that has partially elapsed, your fee will automatically be prorated for the remaining months of the year.
You may download the most recent version of the buyer's report file from the "Purchased Subscriptions" section at any time. The file will be updated on the first of every month. Subscriptions purchased for the next fiscal year will appear as "Not Generated" until after the first update for that year has been generated (August 1st).
Back Continue

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.

Indexing Buyer Report Subscription	5		
🔎 Questionnaire Deal Instructions Deal S	ubscription Period Info 🕅 Review 🧴 Payment 🗸	Done	
Subscription Period Information			
●Yearly ○ Monthly			
Select Subscription Year:	c	urrent Date:	
Select V	0	2/23/2016	
	Accept Report S	ubscription	
Subscription Period Start	Subscription Period End	Fee	Actions
2016-January	2016-January	\$40.00	<u> </u>
	Back	Intinue	

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 <u>Section 5. Payment</u> for payment instructions).

Indexing Buyer Report Subsc	riptions			
🔎 Questionnaire Data Instructions	Subscription Period Info	🗸 🧿 Payment 🛛 🗸 Done		
Product Code/Name	County Produced Code/Name	Subscription Period Start	Subscription Period End	Fee
999-Master	99-All	2016-January	2016-January	\$40.00
			То	tal Fee: \$40.00
		Back Continue		

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**.

Indexing Buyer Report Subscriptions
🔎 Questionnaire 🔪 🔜 Instructions 🖉 🔂 Subscription Period Info 🖉 🔯 Review 🖉 🥇 Payment 🖉 🗸 Done
Workorder Number: 201602230006860
Your Central Notice Buyer's Report Subscription Purchase has been successfully completed. To download your purchase, click the " Done " button to return to the Dashboard. Your files are waiting in the Purchased Subscriptions Inbox on the Dashboard Screen.
Print Receipt Done

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.

(Purchased Subscriptions	,				
L	Purchased Subscriptions					
C	Click here nd Install the setur	p file, in order to search the Stat	e Crops & Liens information			
Ľ	Product Code/Name	County Produced Code/Name	Subscription Period Start	Subscription Period End	Date of Most Recent File Update	Download Report Database File
L	999-Master	99-All	2015-September	2016-June	2015-September	Download
L	Page 1 of 1, records 1 to 1 of 1					
				Back		

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.

Do you want to open or save DISK1.zip (1	18 MB) from ndcisonline.pcctg.net ?	Open	Save 🔻	Cancel	×

7.3.6. File Extraction

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

File Edit View Tools Organize • Extract all			#≕ ▼	0	
🔆 Favorites	• Name	~	Туре	Col	
🚺 Downloads	📕 🚺 DISK1		File folder		
ConeDrive Recent Places Desktop	÷ 4		Select a Destination and Extra Files will be extracted to this folder: CUBERSMERICOLOGMICSEALDISEE		Browse
DISK1 Date mo	odified: 9/9/2015 3:43 PM Type: File folder				
	CALL CALL				

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**.

🌆 💽 🚺 = I	DISK1		-	- 🗆 🗙
File Home Share	View			~ ?
🔄 🏵 🗸 🕇 🌗 🗗 DIS	K1	~ Č	Search DISK1	Q,
🔆 Favourites	Name	Date modified	Туре	Size
🔲 Desktop	ISSetupPrerequisites	09-09-2015 20:53	File folder	
〕 Downloads	퉬 program files	09-09-2015 20:54	File folder	
🗐 Recent places	👜 0x0409	23-03-2010 16:44	Configuration sett	22 KB
	🔀 Central Indexing Buyer Report	09-09-2015 15:40	Windows Installer	1,035 KB
🝊 OneDrive	😇 setup	09-09-2015 15:40	Application	1,443 KB
	📰 Setup	09-09-2015 15:40	Configuration sett	7 KB
🖳 This PC				

The InstallShield will navigate the user through the Installation Process. Read the text boxes as they appear and proceed through the steps as needed.

Central						
2	Centra Install setup	aring to Install I Indexing Buyer Rep Shield Wizard, which v process. Please wait. uring Windows Install	ort Setup is prepa vill guide you throu			
		Ready to Install t		er Report - Install	Shield Wiz	ard ×
这 Central Indexin	Welcome to the Central Indexin	exit the wizard. Current Settings: Setup Type: Typical Destination Folde C: \Program Fi - InstallShield Wizza	r: les (x86)/PCC Techn ard ard ard ard ard ard ard ard ard ard	f your installation setting alogy Group/Central Ind < Back		
Z	Next.		Central Inde Installing Central The program feature Please we Report.	ning Buyer Report – Ins Indexing Muyer Report res you selected are being read with the broatball within the may take several movies. new files	slied.	2
			InstallShield	< Ba	d Next	> Cancel



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.

_	*	
PCC Technolog	gy Group	
	Central	-
Back	Buyer Report	
Search program	ns and files 🔎]

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.

Search	For:	In	Debtor Name Debtor Name	2	OPrint	Reset (4)			5 🔲 Advanced User	6Update Database
	Debtor Nar	me	SSN Secured Party Name	Debtor City		Secured Party Name		Secured Party City	File Number	
•			File Number	BISMARCK		DAKOTA COMMUNITY BANK		MANDAN	00-000908688	
	SANDRA	F MILLS		BISMARCK		DAKOTA COMMUNITY BANK		MANDAN	00-000908688	
	EUGENE	GRONNEBER	G	HANNAFORD		SECURITY STATE BANK OF NORTH DAKOT/		HANNAFORD	00-000908780	
	PAULETTE	GRONNEBE	RG	HANNAFORD		SECURITY STATE BANK OF NORTH DAKOT/		HANNAFORD	00-000908780	
	JANET	I SCHMIDT		BISMARCK		DAKOTA COMMUNITY BANK		MANDAN	00-000908830	
7	THOMAS	R SCHMIDT JF	۹.	BISMARCK		DAKOTA COMMUNITY BANK		MANDAN	00-000908830	
	DARNELL	LURA		CARRINGTON		SECURITY STATE BANK OF NORTH DAKOTA	·	NEW ROCKFORD	00-000908877	
	PHILIP	LURA		CARRINGTON		SECURITY STATE BANK OF NORTH DAKOTA		NEW ROCKFORD	00-000908877	
	JEANNE	SCHAEFER		CATHAY		SECURITY STATE BANK OF NORTH DAKOTA	·	NEW ROCKFORD	00-000908885	
	LOUIS SCHAEFER			CATHAY		SECURITY STATE BANK OF NORTH DAKOTA		NEW ROCKFORD	00-000908885	
	KENT	FLORHAUG		KENSAL		SECURITY STATE BANK OF NORTH DAKOT/	۰	CARRINGTON	00-000910395	
	0.00000	51 A BULLIO		UTNON				0100000700	00.000040005	
ile Nu Debtor	mber:	of 24032 > > 00-000908688 ROBERT J N	IILLS	Date/Time Filed: Secured Party Name:	1/3/2000 9:3 DAKOTA COI	4:21 AM IMUNITY BANK]			
Johtor	Addman	6970 LINCOLN ROAD Secured Part		Coursed Party Address	cured Party Address: PO BOX 609					
Jebioi				Secured Faily Address	MANDAN	ND.				
		BISMARCK ND			MANDAN	ND	9			
Lien In			irleigh CATTLE leigh HAY	AI Ali	NI Ali Ali	A V	Ŭ			

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.

		Nort	h Dakota Secretary of State Cr	ops & Liens			- 🗗 🗡
Search For:	In SSN	Enter SSN and Click Here	rint Reset			Advanced User	Update Database
Debt	tor Name	Debtor City	Secured Party Name		Secured Party City	File Number	^
ADAM	MS CHRISTOPHER J	GRAND FORKS	UNITED VALLEY BANK		GRAND FORKS	13-000836490	
ADAM	MS CHRISTOPHER J		Open		×	14-000916269	
ADAN	MS CHRISTOPHER JOSEPH					10-000641305	
ADAM	MS CHRISTOPHER JOSEPH	🗲 🏵 🔻 🕆 퉬 🕨 This	PC → New Volume (D:) → ND	✓ C Search ND	Q	13-000834258	
ADAM	MS CORRINE F.	Organise 🔻 New folder			≣ - □ 0	02-00008779	
ADAM	MS CORRINE F.	^	Nama	Data modified	Туре	02-000040495	
ADAM	MS CYNTHIA JO	ConeDrive				06-000315697	
ADAM	MS CYNTHIA JO	Onconve	AGVANCEND.mdb	07-05-2015 15:51	MDB File	08-000459764	
ADAM	MS DARLA K	🍋 This PC				14-000890992	
ADAM	MS DAVID LEE	📔 Desktop				06-000315697	
ADAM	MS DAVID LEE	Documents				08-000459764	
		📕 Downloads				90 000770620	~
14 4 14	4 of 20422 🕨 🕨	🚺 Music					
File Number:	03-000122446	E Pictures					
Debtor Name	e: ADAMS HEIDI R.	📑 Videos					
Debtor Adda	ress: 8389 29TH AVE NW	Local Disk (C:)					
		👝 New Volume (D:)					
	LANSFORD ND 587509726						
Lien In Deta	all: 001-WHEAT/DURUM BOTTINEAU 003-BARLEY BOTTINEAU	🗣 Network 🗸 🧹			>		
	011-SUNFLOWERS BOTTINEAU 009-FLAX BOTTINEAU 018-PEAS BOTTINEAU	AI File nam A	e: AGVANCEND.mdb	 ✓ Access Databa Open 	ase (*.mdb) V Cancel		
		L					