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1 Notification Subscriptions

The Notification Subscription functionality is a paid feature that allows the user to be notified via email, SMS, or both when specific subsequent filings are filed against a selected UCC filing.

The subsequent filings that will generate a notification include:

- Lapse of filing
- Amendments
- Pending Lapse Notification. (Sent 6 months prior to the lapse date.)
- Pending Lapse Notification. (Sent 1 month prior to the lapse date.)

This paid feature is selected during the filing process and may be maintained on the Notification Subscription screen.

1.1 Creating a Notification Subscription

Notification Subscriptions can be created during the process of filing a UCC-1.

1. Click **UCC > UCC Filing** to begin a UCC filing.

The system displays the File UCC Documents Online Screen.

2. Select UCC-1 Initial Financing Statement from the **Select Filing Type** field.

3. Click the **Continue** button.

The system displays the Send Acknowledgement screen.
NOTE: This procedure pertains to the Notification Subscription functionality only. For additional information regarding acknowledgements or any other filing related questions, refer to the appropriate Online User document.

4. Select the For an Additional $7, I would like to receive enhanced notifications regarding this filing checkbox.

NOTE: The additional $7 will be added to the filing fee.

5. Complete the following:

<table>
<thead>
<tr>
<th>To be notified...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>By email...</td>
<td>Select the I would like to receive notifications by Email checkbox.</td>
</tr>
<tr>
<td>By SMS (text message)...</td>
<td>Select the I would like to receive notifications by SMS checkbox.</td>
</tr>
<tr>
<td>By both email and SMS...</td>
<td>Select the I would like to receive notifications by Email and I would like to receive notifications by SMS checkboxes.</td>
</tr>
</tbody>
</table>

NOTE: The phone number and email address are populated based on the currently logged in user account information.

6. Click the Continue button to proceed to the next screen and continue with the filing.

1.2 Viewing and Maintaining Notification Subscriptions
Notification Subscriptions can be viewed and maintained from the Notification Subscription screen.
1. Click **Subscriptions > Notification Subscriptions** to navigate the Notification Subscriptions screen.

   The system displays a list of all the purchased Notification Subscriptions associated with the currently logged in user account.

   ![Notification Subscriptions table]

2. Complete one of the following...

<table>
<thead>
<tr>
<th>To…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for a specific filing…</td>
<td>Enter an IFS Number in the <strong>IFS#</strong> field and click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>Manage contact details…</td>
<td>Click the <strong>Manage Contact Details</strong> button.</td>
</tr>
<tr>
<td></td>
<td>The system displays the contact details associated with the current user’s account. The user may edit the details as necessary.</td>
</tr>
<tr>
<td>Change alert selection preferences…</td>
<td>Select the <strong>Email, SMS, or both</strong> checkboxes to indicate the alert method preference.</td>
</tr>
</tbody>
</table>
2. Image/Data Subscriptions
The Business Services Filing System Online allows the user to purchase Data Subscriptions. The available subscriptions include:

<table>
<thead>
<tr>
<th>Data Subscription</th>
<th>Report Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Database</td>
<td>Complete Database – Data Only</td>
</tr>
<tr>
<td>UCC Weekly Data Update</td>
<td>Weekly – Data Only</td>
</tr>
<tr>
<td>UCC Weekly Image Update</td>
<td>Weekly – Images Only</td>
</tr>
</tbody>
</table>

2.1 Purchasing Image/Data Subscriptions
Data Subscriptions may be purchased from the Data Subscriptions screen.

1. Click Subscriptions > Image/Data Subscriptions to navigate to the Data Subscriptions screen.

The system displays the Data Subscriptions screen.

2. Click the Continue button.

The system displays the Subscription Selection screen.
3. Select the radio button that corresponds with the desired Image/Data Subscription.

**NOTE:** The user may only select one subscription at a time. The user may repeat this process to purchase additional subscriptions.

4. Click the **Continue** button.

The system displays the Data Period Selection screen.

5. Select the checkbox or checkboxes that correspond to the desired data period(s).

**NOTE:** The user may select multiple data periods. If there is only one available data period, the system selects it by default.

6. Click the **Continue** button.

The system displays the Review screen.
7. Review the information for accuracy and click the button to proceed to payment.

The system adds the selected subscription to the cart and displays the shopping cart. Complete the payment for the subscription from the cart to purchase it.

2.2 Viewing Image/Data Subscriptions
The user may view their purchased Image/Data Subscriptions from Dashboard. The files associated with the subscription are only available to download within 60 days of the purchase date.

1. Click the Data Subscriptions icon on the Dashboard.

The system displays the Data Subscriptions screen with all of the purchased subscriptions in a data grid.

2. Click the link in the Download File column that corresponds with the desired subscription.