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1 Online UCC Filings

Note what filing organization you are filing under on the Dashboard screen in the top right corner.

To update the filing organization you are filing under, select the arrow on the dropdown (available if there is more than one filing organization present), choose the filing organization desired, and click Update filing organization then begin filing the type of UCC you desire.

All of the available online UCC filings may be accessed from the UCC header menu.

The user may complete the following UCC filings in the WDFI Online Filing System:

- UCC-1 Initial Financing Statement
- UCC-3 Termination
- UCC-3 Continuation
- UCC-3 Assignment
- UCC-3 Amendment Party
- UCC-3 Amendment Collateral
- UCC-5 Information Statement

**NOTE:** All of the UCC filings begin with the following 4 steps.
1. Select **UCC > UCC Filing** from the header menu to begin a filing.

   The system displays the File UCC Documents Online screen.

   ![File UCC Documents Online Screen](image)

   - Instructions
     - The instructions for each UCC form are available by clicking the "Instructions" button. These instructions will also be available on all following pages by clicking the "Instructions" button. Please click the "Continue" button to proceed with your UCC filing.
     - Please note: Social Security numbers and other personally identifiable numbers are not required on financing statements. To protect customers from identity theft, do not include these numbers.

   - Select UCC Filing
     - Select Filing Type: UCC-1 Initial Financing Statement

2. Select the desired filing type.

   The system may display additional fields based on selection.

3. Complete the additional fields.

4. Click the **Continue** button.

---

2. **UCC-1 Initial Financing Statement**

1. Complete the steps in the Online UCC Filing section of this document to begin a UCC-1 Initial Financing Statement.

   The system displays the Send Acknowledgement/Enhanced Notification screen.

   ![Send Acknowledgement Screen](image)

   - Instructions
     - Notifications will be sent when the following actions are taken on your initial filing:
     - Lapsed/Expired
     - Amend/Remove
     - Lapse/Expiration Notification (next 6 months prior to the expiration date)
     - Lapse/Expiration Notification (next 1 month prior to the expiration date)

   - Checkboxes:
     - [ ] I would like to receive notifications by email.
     - [ ] I would like to receive notifications by phone.

   - Email: example@email.com
   - Phone: 555-555-5555

2. Complete the following as necessary...
<table>
<thead>
<tr>
<th>To...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send an acknowledgement to an email address in addition to that of the filer...</td>
<td>Select the appropriate check box and enter the desired email address.</td>
</tr>
<tr>
<td>Purchase enhanced notifications for this filing...</td>
<td>Select the appropriate check box.</td>
</tr>
</tbody>
</table>

3. Click the **Continue** button.

The system displays the Debtor Information screen.

![Debtor Information Screen]

4. Enter the debtor information.

5. Click the **Save** button.

The system displays the debtor in the data grid.

**NOTE:** Additional debtors may be entered by repeating steps 4 and 5.

6. Click the **Continue** button.

The system displays the Secured Party Information screen.
7. Enter the secured party information.

**NOTE:** The user may select the **Save for Auto-Fill** checkbox to retain the secured party information for auto-filling these fields in later filings. Click the **button** to auto-fill the fields with a previously saved secured party.

8. Click the **Save** button.

The system displays the secured party in the data grid.

**NOTE:** Additional secured parties may be entered by repeating steps 7 and 8.

9. Click the **Continue** button.

The system displays the Collateral Information screen.

Collateral Information

Please enter information in the Collateral Description field. Social Security numbers and other personally identifiable numbers are not required on financing statements. To protect customers from identity theft, do not include these numbers. Collateral text will not be saved until you click the **Continue** button.

Collateral Description:

This financing statement covers the following collateral: 

(25,000 Character Limit)

Select files to upload (Max 10 MB): 

File Description: 

[Select Files] [Upload]
10. Enter the collateral information.

   If you choose to upload an attachment, the file must be a flattened PDF. Submitting a fillable PDF form that has not been flattened will cause all information entered in fillable fields to be deleted.

   **How to flatten a PDF:**

   1. Open the PDF
   2. Click **File**.
   3. Click **Print**.
   4. Select *Adobe PDF or Microsoft Print to PDF* (or similar) from the **Printer** drop-down menu.
   5. Click **Print**.
   6. Select a destination on your computer to save the flattened PDF file, then click **Save**.
   7. The flattened PDF file can now be submitted.

11. Click the **Continue** button.

   The system displays the Misc. Lien Information screen.

```
<table>
<thead>
<tr>
<th>Misc. Lien Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Collateral is:</td>
</tr>
<tr>
<td>- Held in Trust</td>
</tr>
<tr>
<td>- Being administered by a Decedent's Personal Representative</td>
</tr>
<tr>
<td>6a. Financing Statement relates to a:</td>
</tr>
<tr>
<td>- Marine-finance Transaction</td>
</tr>
<tr>
<td>- Manufactured-home Transaction</td>
</tr>
<tr>
<td>6b. Financing Statement is to a:</td>
</tr>
<tr>
<td>- Agricultural Lien</td>
</tr>
<tr>
<td>- Non-UCC Filing</td>
</tr>
<tr>
<td>7. Alternative Designation</td>
</tr>
<tr>
<td>- Lessor/Lessor</td>
</tr>
<tr>
<td>- Consignee/Consignor</td>
</tr>
<tr>
<td>- Seller/Buyer</td>
</tr>
<tr>
<td>- Bank/Borrower</td>
</tr>
<tr>
<td>- Licensee/Licensor</td>
</tr>
</tbody>
</table>

8. Optional Filer Reference Data (100 Character Maximum)

☐ 13. This financing statement is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS (if applicable)
```

12. Select and/or Enter the miscellaneous lien information as necessary.

13. Click the **Continue** button.

   The system displays the review screen.

14. Review the previously entered information for accuracy.

15. Click the **Add to Cart** button to add the filing to the shopping cart.
3 UCC-3

3.1 Termination

1. Complete the steps in the Online UCC Filing section of this document to begin a UCC-3 Termination filing.

The system displays the Confirmation screen.

<table>
<thead>
<tr>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please confirm that you are filing against the correct initial lien filing and click continue.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initial Filing Statement Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Filing Statement Number:</td>
</tr>
<tr>
<td>Initial Filing Type:</td>
</tr>
<tr>
<td>Initial Filing Date:</td>
</tr>
<tr>
<td>First Initial Debtor Name:</td>
</tr>
<tr>
<td>First Initial Debtor Address:</td>
</tr>
<tr>
<td>First Initial Secured Party Name:</td>
</tr>
<tr>
<td>Lapse Date:</td>
</tr>
</tbody>
</table>

2. Review the information for accuracy.

3. Click the Continue button.

The system displays the Send Acknowledgment screen.

<table>
<thead>
<tr>
<th>Send Acknowledgement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I would like an Acknowledgement sent to the following email address in addition to my own:</td>
</tr>
</tbody>
</table>

| Email* | |

4. Select the checkbox and enter the email address if necessary.

5. Click the Continue button.

The system displays the Authorizing Party screen.
6. Enter the authorizing party information.

7. Click the **Save** button.

The system displays the authorizing party in the data grid.

8. Click the **Continue** button.

The system displays the review screen.

9. Review the previously entered information for accuracy.

10. Click the **Add to Cart** button to add the filing to the shopping cart.

### 3.2 Continuation

1. Complete the steps in the Online UCC Filing section of this document to begin a UCC-3 Continuation filing.

The system displays the Confirmation screen.
2. Review the information for accuracy.

3. Click the **Continue** button.

   The system displays the Send Acknowledgment screen.

   ![Send Acknowledgment screen]

4. Select the checkbox and enter the email address if necessary.

5. Click the **Continue** button.

   The system displays the Authorizing Party screen.

   ![Authorizing Party screen]

6. Enter the authorizing party information.

7. Click the **Save** button.

   The system displays the authorizing party in the data grid.

8. Click the **Continue** button.

   The system displays the review screen.

9. Review the previously entered information for accuracy.

10. Click the **Add to Cart** button to add the filing to the shopping cart.
3.3 Assignment

1. Complete the steps in the Online UCC Filing section of this document to begin a UCC-3 Assignment filing.

The system displays the Confirmation screen.

```
Confirmation
Please confirm that you are filing against the correct initial lien filing and click continue:

<table>
<thead>
<tr>
<th>Initial Filing Statement Overview</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Filing Statement Number</td>
<td>20190211000008-4</td>
</tr>
<tr>
<td>Initial Filing Type</td>
<td>UCC-1</td>
</tr>
<tr>
<td>Initial Filing Date</td>
<td>02/11/2019</td>
</tr>
<tr>
<td>First Initial Debit Name</td>
<td>Joe Inc</td>
</tr>
<tr>
<td>First Initial Debit Address</td>
<td>123 Smith Rd, Bellevue WA 50004 USA</td>
</tr>
<tr>
<td>First Initial Secured Party Name</td>
<td>Stuff-Mart</td>
</tr>
<tr>
<td>Lapse Date</td>
<td>02/08/2019</td>
</tr>
</tbody>
</table>
```

2. Review the information for accuracy.

3. Click the Continue button.

The system displays the Send Acknowledgment screen.

```
Send Acknowledgment

Select the checkbox and enter the email address if necessary.

Email: 
```

4. Select the checkbox and enter the email address if necessary.

5. Click the Continue button.

The system displays the Assignee Information screen.
6. Enter the assignee information.

**NOTE:** The user may select the **Save for Auto-Fill** checkbox to retain the assignee party information for auto-filling these fields in later filings. Click the **button to auto-fill the fields with a previously saved assignee.**

7. Click the **Save** button.

The system displays the assignee in the data grid.

**NOTE:** Additional assignees may be entered by repeating steps 6 and 7.

8. Click the **Continue** button.

The system displays the Assigner Information screen.

9. Enter the assigner information.
10. Click the **Save** button.

   The system displays the assigner in the data grid.

11. Click the **Continue** button.

   The system displays the review screen.

12. Review the previously entered information for accuracy.

13. Click the **Add to Cart** button to add the filing to the shopping cart.

3.4 **UCC Amendment (Party)**

1. Complete the steps in the Online UCC Filing section of this document to begin a UCC-3 Amendment (Party) filing.

   The system displays the Confirmation screen.

   ![Confirmation Screen]

   2. Review the information for accuracy.

   3. Click the **Continue** button.

   The system displays the Send Acknowledgment screen.

   ![Send Acknowledgment Screen]

   4. Select the checkbox and enter the email address if necessary.
5. Click the **Continue** button.

The system displays the Debtor or Secured Party information screen based on the type of UCC-3 Amendment (Party) filing selected.

6. Add or edit the debtor or secured party information as necessary.

7. Click the **Continue** button.

The system displays the Authorizing Party screen.

8. Enter the authorizing party information.

9. Click the **Save** button.

The system displays the authorizing party in the data grid.

10. Click the **Continue** button.

The system displays the review screen.

11. Review the previously entered information for accuracy.

12. Click the **Add to Cart** button to add the filing to the shopping cart.

### 3.5 UCC-3 Amendment (Collateral)

1. Complete the steps in the Online UCC Filing section of this document to begin a UCC-3 Amendment (Party) filing.
The system displays the Confirmation screen.

<table>
<thead>
<tr>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please confirm that you are filing against the correct initial lien filing and click continue.</strong></td>
</tr>
<tr>
<td><strong>Initial Filing Statement Overview</strong></td>
</tr>
<tr>
<td><strong>Initial Filing Statement Number:</strong></td>
</tr>
<tr>
<td><strong>Initial Filing Type:</strong></td>
</tr>
<tr>
<td><strong>Initial Filing Date:</strong></td>
</tr>
<tr>
<td><strong>First Initial Debtor Name:</strong></td>
</tr>
<tr>
<td><strong>First Initial Debtor Address:</strong></td>
</tr>
<tr>
<td><strong>First Initial Secured Party Name:</strong></td>
</tr>
<tr>
<td><strong>Lien Date:</strong></td>
</tr>
<tr>
<td><strong>[Back] [Continue]</strong></td>
</tr>
</tbody>
</table>

2. Review the information for accuracy.

3. Click the **Continue** button.

The system displays the Send Acknowledgment screen.

<table>
<thead>
<tr>
<th>Send Acknowledgment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I would like an acknowledgment sent to the following email address in addition to my own:</strong></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
</tr>
<tr>
<td><strong>[Back] [Continue]</strong></td>
</tr>
</tbody>
</table>

4. Select the checkbox and enter the email address if necessary.

5. Click the **Continue** button.

The system displays the Collateral Information screen.

<table>
<thead>
<tr>
<th>Collateral Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please enter information in the Collateral Description field. Social Security numbers and other personally identifiable numbers are not required on financing statements. To protect customers from identity theft, do not include these numbers. Collateral text will not be saved until you click the Continue button.</strong></td>
</tr>
<tr>
<td><strong>Deleted Collateral Description:</strong></td>
</tr>
<tr>
<td><strong>This financing statement covers the following collateral:</strong> (45,000 Character Limit)</td>
</tr>
<tr>
<td><strong>Select file(s) to upload (Max 10 MB):</strong></td>
</tr>
<tr>
<td><strong>Select File</strong> <strong>Upload</strong></td>
</tr>
<tr>
<td><strong>File Description:</strong></td>
</tr>
<tr>
<td><strong>[Back] [Continue]</strong></td>
</tr>
</tbody>
</table>

6. Complete the collateral information.
7. Click the **Continue** button. The system displays the Authorizing Party screen.

![Authorizing Party Screen](image)

8. Enter the authorizing party information.

9. Click the **Save** button. The system displays the authorizing party in the data grid.

10. Click the **Continue** button. The system displays the review screen.

11. Review the previously entered information for accuracy.

12. Click the **Add to Cart** button to add the filing to the shopping cart.

4 UCC-5 Information Statement

1. Complete the steps in the Online UCC Filing section of this document to begin a UCC-3 Amendment (Party) filing.

   The system displays the Confirmation screen.
2. Review the information for accuracy.

3. Click the **Continue** button.

The system displays the Send Acknowledgment screen.

4. Select the checkbox and enter the email address if necessary.

5. Click the **Continue** button.

The system displays the Claim Information screen.

6. Enter or select the claim information.

7. Click the **Continue** button.
The system displays the review screen.

8. Review the previously entered information for accuracy.

9. Click the Add to Cart button to add the filing to the shopping cart.

5 Pay and Complete Processing

The user must pay for their filings in order to complete processing.

1. Click the Complete Processing button.

The system displays the Credit Card payment type options.

NOTE: Credit Card is selected by default.

2. Click the Pay Securely using Credit Card button.

3. A pop up will display to allow you to sign or create a US Bank account by checking the box or you can choose the Proceed to Payment to continue without signing into or creating a US Bank account.
The system displays the payment screen.

4. Enter the payment information.

5. Click the Continue button.

The system displays the Review Payment screen.
6. Click the Confirm button.

The system displays the Confirmation screen.
7. Click the **Process Filing** button to return to the WDFI Online Filing System.

**NOTE:** This step is imperative to submitting your filing for processing.