

WISCONSIN DEPARTMENT OF FINANCIAL INSTITUTIONS (WDFI)

SECURED PARTY SEARCH

User Guide – Online User – Secured Party Search

Contents

1	Online Search Information.....	3
2	Secured Party Search	3
3	Shopping Cart.....	4
3.1.1	Add an Additional Filing or Search.....	4
3.1.2	Delete a Filing from the Shopping Cart.....	4
3.1.3	Pay and Complete Processing.....	5
4	FAQ's/ Search Logic.....	8
4.1	Keying Standards.....	8
4.2	RA9 Search Logic.....	8
4.3	How long does it take to receive my search results or copy request?	9
5	Search Tips	10
5.1	Surnames with prefixes.....	10
5.2	Surnames which are hyphenated	10
5.3	Individuals with degrees and titles	10
5.4	Abbreviations on business names	10
5.5	Initials which make up a business name.....	10
5.5.1	Business names which include Mr, Mrs, Miss, Ms.....	10
5.5.2	Business names which include punctuation	10
5.5.3	Business names which include names of individuals.....	10
5.5.4	Articles as first word in a business name	10
6	County Code List	11

1 Online Search Information



The user may complete four different searches in the WDFI Online Filing System:

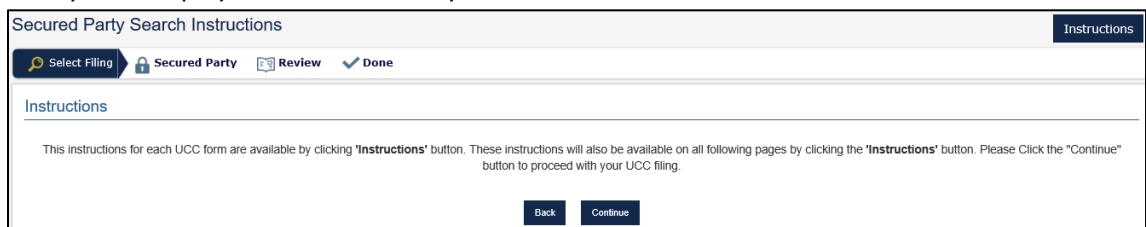
- **UCC Quick Search-Free Search** – a free search that can locate initial financing statements by debtor or file number.
- **UCC-11** - a paid search that can furnish a listing and/or copies of financing statements and tax liens by debtor or file number.
- **Trademark Search** – a free search that can find trademarks by ID, description, applicant information or registration date.
- **Secured Party Search** – a paid search that will furnish a listing with filing history of each financing statements and tax liens by secured party.

All of the search types may be accessed from the **Search** menu in the header.

2 Secured Party Search

1. Select **Search > Secured Party Search** from the header menu.

The system displays the Secured Party Search Instructions screen.



2. Click the **Continue** button.

The system displays the Secured Party Search Criteria screen.

3. Enter the desired search criteria and select the desired search options.

4. Click the **Continue** button.

The system displays the Review screen.

5. Review the information.

6. Click the **Save and Add to Cart** button.

The system adds the search to the shopping cart.

3 Shopping Cart

The shopping cart is displayed when a filing is added to the cart. The user may proceed to payment, delete a filing, or add additional filings.

Item No.	Item	Item Description	Unit Price	Units	Extended Price	Action
1	Tradename Assignment	20131441510	\$15.00	1	\$15.00	Delete
					Total Price:	\$15.00

3.1.1 Add an Additional Filing or Search

The user may click the **Process Additional Filing/Search** button to add an additional filing or search.

3.1.2 Delete a Filing from the Shopping Cart

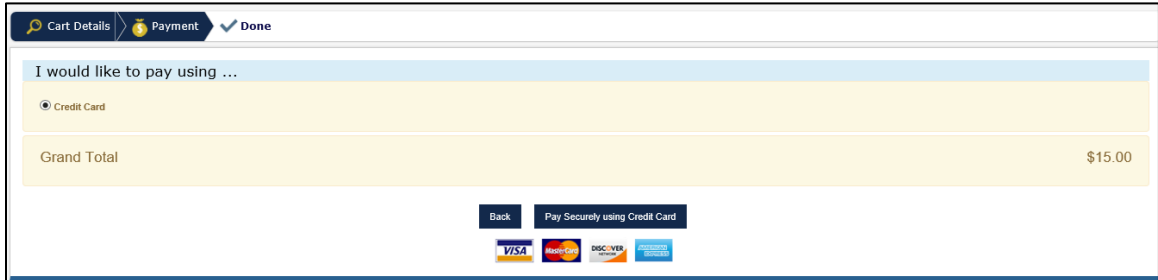
The user may click the **Delete** button to delete a filing from the shopping cart.

3.1.3 Pay and Complete Processing

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

1. Click the **Complete Processing** button.

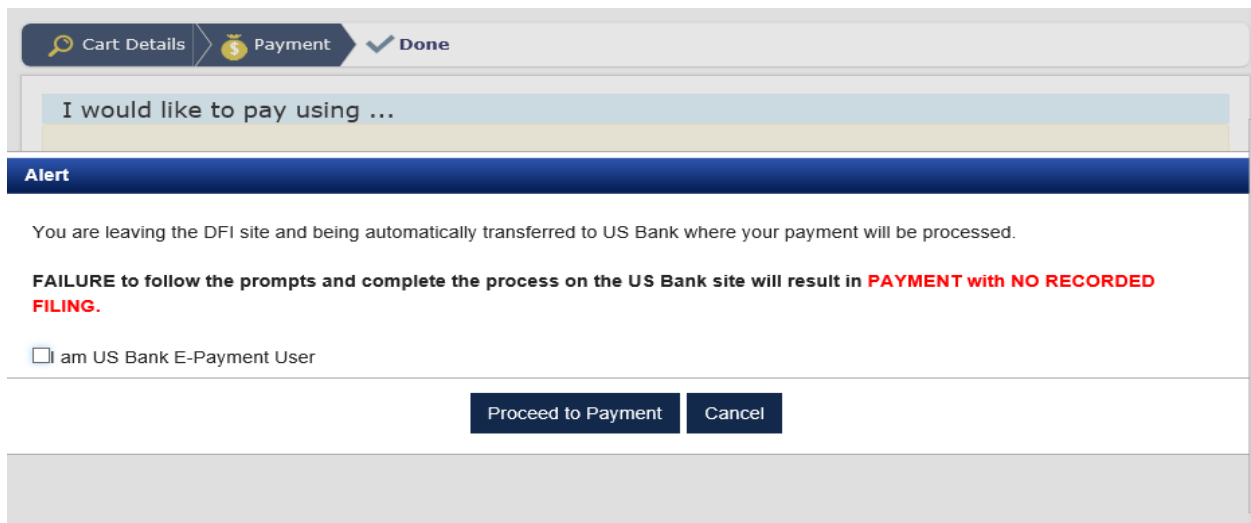
The system displays the Credit Card payment type options.



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.

State of Wisconsin
e-Payment Services

Make a Payment

My Payment

DFI Online CC Purchase
Amount Due \$15.00

Payment Information

Frequency One Time
Payment Amount \$15.00
Payment Date Pay Now

Contact Information

First Name Matt
Last Name Hazard
Company (Optional)
Address 1 123 Online Filer Rd.
Address 2 (Optional)
City/Town Belgium
State/Province/Region WI
Zip/Postal Code 53004
Country USA
Phone Number 5555555555
Email Address mhazard@gcrincorporated.com
[Become a Registered User](#)

Payment Method

Card Number
Expiration Date Month Year
Card Security Code
Card Billing Address Use my contact information address
 Use a different address

Continue [Cancel](#)

4. Enter the payment information.

5. Click the  button.

The system displays the Review Payment screen.



State of Wisconsin e-Payment Services

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	Dept. of Wisconsin Financial Institutions DFI Online CC Purchase https://www.wdfi.org/
Payment Amount	\$15.00
Payment Date	02/04/2019

Payment Method

Payer Name	Matt Hazard
Card Number	*1111
Expiration Date	Dec-2023
Card Type	Visa
Confirmation Email	mhazard@gcrincorporated.com

Billing Address

Address 1	123 Online Filer Rd.
City/Town	Belgium
State/Province/Region	WI
Zip/Postal Code	53004
Country	USA

Contact Information

First Name	Matt
Last Name	Hazard
Address 1	123 Online Filer Rd.
City/Town	Belgium
State/Province/Region	WI
Zip/Postal Code	53004
Country	USA
Phone Number	5555555555
Email Address	mhazard@gcrincorporated.com

[Back](#)

- Click the  button.

The system displays the Confirmation screen.

4 FAQ's/ Search Logic

4.1 Keying Standards

Prior to 7/1/2001 keying guidelines existed within the department which would affect the way a debtor name was indexed. Searchers should be aware that documents filed prior to that date might not be returned when searching the registered corporate name.

Additionally, records filed prior to 7/1/2001 do not contain identifiers for organizations or individuals; therefore matches for individual searches may return organizations that were filed prior to 7/1/2001.

Users searching for organization records that were filed prior to 7/1/2001 should try searching for the organization name in the Individual last name (surname) field as well.

Users searching for individual records that were filed prior to 7/1/2001 should try searching for the individual name in the organization using last name, first name middle.

See [Search Tips](#) for suggestions on alternate ways to search for records.

4.2 RA9 Search Logic

Search results are created by applying standardized search logic to the name presented to the filing officer by the person requesting the search. Human judgment does not play a role in determining the results of the search. All of the following provisions are applied to conduct searches:

- A. The number of matches that may be returned in response to the search criteria is not limited.
- B. No distinction is made between upper and lower case letters.

Example: "Smith" equals "SMITH" which equals "smith"; "Consumer Company" equals "CONSUMER COMPANY" which equals "consumer company".

- C. Punctuation marks and accents are disregarded.

Example: "Brown, Baxter, and Willis" equals "Brown Baxter and Willis"; "Mary/Jones" equals "MaryJones"; "Rene' " equals "Rene"; "René "equals "Ren".

Note: Foreign characters are not recognized and will be treated as accents. Unrecognized characters include but are not limited to: á, æ, ì, ñ, ô, and ü.

Only the letters A to Z in upper or lower case, the numbers 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9, and the symbol &, in any combination, are considered in conducting the search.

"Wesson and Wesson" equals "Wesson & Wesson"; "Two Men and a Truck" does not equal "2 Men and a Truck"; "Jim" does not equal "James"; "Wm" does not equal "William".

D. Words and abbreviations at the end of a name that indicate the existence or nature of an organization are disregarded, including, but not limited to, any of the following or abbreviations of the following:

Agency	National Bank	Association
Assn	Associates	Assc
Assoc	Attorneys at Law	Bank
National Bank	Business Trust	Charter
Chartered	Company	Co
Corporation	Corp	Credit Union
CU	Federal Savings Bank	FSB
General Partnership	Gen part	GP
Incorporated	Inc	Limited
Ltd	Ltee	Limited Liability Company
LC	LLC	Limited Liability Partnership
LLP	Limited Partnership	LP
Medical Doctors Professional	Association	MDPA
Medical Doctors Professional	Corporation	MDPC
National Association	NA	Partners
Partnership	Professional Association	Prof Assn
PA	Professional Corporation	Prof Corp
PC	Professional Limited Liability	Company
Professional Limited Liability Co	PLLC	Railroad
RR	Real Estate Investment Trust	REIT
Registered Limited Liability	Partnership	RLLP
Savings Association	SA	Service Corporation
SC	Sole Proprietorship	SP
SPA	Trust	Trustee
As Trustee		

4.3 How long does it take to receive my search results or copy request?

The length of time that it takes to receive your requested documents varies. Most searches and copy requests can be completed automatically by the system and should be available to you within a few minutes of being submitted.

Some search requests, especially those which return a large number of results, will take longer to generate and may not be available until 20 or 30 minutes after submission.

Some requests cannot be completed automatically by the system. Typically this includes requests which require a copy of a document from prior to 7/1/2001, but may also include other requests. These older document images must be manually searched for and uploaded by staff and will delay the processing of your request.

If you are doing a broad search that will include many pre-2001 filings, consider not choosing to include copies of all documents if you do not actually need those documents. You may find it more time

efficient to request a search without copies and then order copies of only those documents that you need to complete your task.

5 Search Tips

5.1 Surnames with prefixes

When individual surnames are compounded with prefixes, such as D', Mc, O', San, Van, Van Der or Von check names using the apostrophe and/or the space, and also without spaces or apostrophes.

5.2 Surnames which are hyphenated

When surnames are hyphenated, such as Smith-Miller check names using the hyphen and also check without the hyphen. Also check using spaces before and after the hyphen and no spaces before and after the hyphen.

5.3 Individuals with degrees and titles

Titles and college or university degrees are entered such as DDS, MD and Trustee. The title appears after the first personal name and additional name(s)/initial(s) for filings dated prior to 7/1/2001. For filings dated 7/1/2001 and after, DDS, MD, etc should be entered in the suffix field.

5.4 Abbreviations on business names

When business names include the following words: Corporation (Corp), Company (Co), Incorporated (Inc), Limited (Ltd), Division (Div), And (&), Saint (St), Brothers (Bros), abbreviations are used. Also check the name in its entirety.

5.5 Initials which make up a business name

When initials make up part or all of the business name, check using spaces between the letters and also with no spaces between the letters.

5.5.1 Business names which include Mr, Mrs, Miss, Ms

When these abbreviations are used as part of the business name, check the abbreviations, and also check as if it were written Mister, Mistress, etc.

5.5.2 Business names which include punctuation

When punctuation is included as part of the name, check using punctuation and without punctuation. Also check using spaces before and after the punctuation and check with no spaces.

5.5.3 Business names which include names of individuals

When business or organization names are composed of names of individuals, check using the individuals first personal name as the first word of the business name and also using the individuals first personal name as the last word of the business name.

5.5.4 Articles as first word in a business name

When the business name is comprised of an article (a, an, the), check using the article at the very beginning and the very end of the business name.

6 County Code List

Code	County	Through Date	Code	County	Through Date
001	ADAMS	6/29/2001	038	MARINETTE	6/28/2001
002	ASHLAND	6/29/2001	039	MARQUETTE	6/29/2001
003	BARRON	6/29/2001	040	MILWAUKEE	6/29/2001
004	BAYFIELD	6/29/2001	041	MONROE	6/29/2001
005	BROWN	6/29/2001	042	OCONTO	6/29/2001
006	BUFFALO	6/29/2001	043	ONEIDA	6/29/2001
007	BURNETT	6/29/2001	044	OUTAGAMIE	6/29/2001
008	CALUMET	6/29/2001	045	OZAUKEE	6/29/2001
009	CHIPPEWA	6/29/2001	046	PEPIN	6/29/2001
010	CLARK	6/29/2001	047	PIERCE	6/29/2001
011	COLUMBIA	6/29/2001	048	POLK	6/29/2001
012	CRAWFORD	6/29/2001	049	PORTAGE	6/29/2001
013	DANE	6/29/2001	050	PRICE	6/29/2001
014	DODGE	6/29/2001	051	RACINE	6/27/2001
015	DOOR	6/29/2001	052	RICHLAND	6/29/2001
016	DOUGLAS	6/29/2001	053	ROCK	6/29/2001
017	DUNN	6/29/2001	054	RUSK	6/29/2001
018	EAU CLAIRE	6/29/2001	055	ST CROIX	6/29/2001
019	FLORENCE	6/28/2001	056	SAUK	6/29/2001
020	FOND DU LAC	6/29/2001	057	SAWYER	6/29/2001
021	FOREST	6/29/2001	058	SHAWANO	6/29/2001
022	GRANT	6/29/2001	059	SHEBOYGAN	6/29/2001
023	GREEN	6/29/2001	060	TAYLOR	6/29/2001
024	GREEN LAKE	6/29/2001	061	TREMPEALEAU	6/29/2001
025	IOWA	6/29/2001	062	VERNON	6/29/2001
026	IRON	6/29/2001	063	VILAS	6/29/2001
027	JACKSON	6/29/2001	064	WALWORTH	6/29/2001
028	JEFFERSON	6/29/2001	065	WASHBURN	6/29/2001
029	JUNEAU	6/29/2001	066	WASHINGTON	6/29/2001
030	KENOSHA	6/29/2001	067	WAUKESHA	6/29/2001
031	KEWAUNEE	6/29/2001	068	WAUPACA	6/29/2001
032	LA CROSSE	6/29/2001	069	WAUSHARA	6/29/2001
033	LA FAYETTE	6/29/2001	070	WINNEBAGO	6/29/2001
034	LANGLADE	6/29/2001	071	WOOD	6/29/2001
035	LINCOLN	6/29/2001	072	MENOMINEE	6/29/2001
036	MANITOWOC	6/29/2001	075	DFI	6/29/2001
037	MARATHON	6/29/2001			