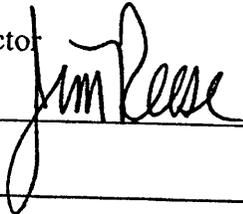


For: County Offices

Using the UCC E-filing System for Farm-Stored Commodity Loans and
Farm Storage Facility Loans

Approved by: State Executive Director



1 Overview

A

Background

Since July 1, 2001, County Offices have been filing UCC documents manually with the Oklahoma UCC Central Filing Office. The State Office has been working with the National Office to obtain an ACH account to process and pay for UCC filings online. At this time, it appears it may be sometime before the mechanics are worked out to pay online.

During the interim, UCC documents may be filed electronically, but payment for the filing will be manual.

B

Purpose

The purpose of this notice is to provide as Exhibit 1, Oklahoma UCC Central Filing Office - Electronic Filing System Guide.

2 County Office Action

A

Using Guide

County Offices shall:

- complete a new "User Registration".
- select "check" as the preferred method of payment

Note: When paying by check the Central Filing Office must wait until receipt of the check before processing the E-filing.

Continued on the next page

Disposal Date Retain Indefinitely 4-3-02	Distribution County Offices
---	---------------------------------------

OK Notice PS-391

2 County Office Action, Continued

A
Using Guide,
continued

-
- begin filing UCC documents electronically

Note: Control number can be a unique number provided by the User/Filer, or the UCC E-filing System can generate the number. Recommend using the State and County Code and loan number as the control number (e.g. 4014100051).

Note: The Oklahoma UCC Filing Office will return an image of the E-filing form as an e-mail attachment. Make a copy of this attachment to submit with check for payment of the filing. Retain a copy with the loan file.

- Process payment by check in the normal manner, attach copy of the E-filing image and mail to the Central Filing Office.

Note: Enter the control number of the E-filing in the "for" section of the check.

B
Description of
Collateral

Describe collateral being financed according to examples in OK Exhibit 2, 8-LP and 1-FSFL.

C
Preview
Completed
Filing

County Office shall review Preview of the completed filing for errors or omissions before clicking the submit button. Refer to page 16 of Exhibit 1.



Oklahoma UCC Central Filing Office

Electronic Filing System Guide

This guide is provided to enable the preparation and submission of a UCC financing statement over the Internet.

July 1, 2001

The Oklahoma UCC Central Filing Office
and the
Oklahoma UCC Electronic Filing System
are maintained by and courtesy of

Carolynn Caudill
Oklahoma County Clerk

System Requirements –

The Oklahoma UCC Central Filing Office's Electronic Filing Application (E-file System) was designed to be user friendly. The system has been designed to take advantage of standard Windows based functions that are familiar to most personal computer (PC) users.

The Filing Office's E-file system has been engineered to function with basic Internet browser applications found on most standard PCs. The user/filer will need to have a unique functional electronic mail (e-mail) address in order to register and receive E-file system acknowledgements.

Finally, the user/filer will need an Internet capable computer that operates using a Pentium or similar class processor, with 16MB of RAM, a modem rated for 28.8mbps or greater, and reliable Internet access.

In summary the following components and services are necessary to use the Oklahoma UCC E-file System.

Hardware -

- Personal Computer with Pentium II or similar class processor.
- 16MB of RAM or greater.
- Modem rated for 28.8mbps or greater.

Software -

- An installed Internet browser: Microsoft Explorer v4.0+ or Netscape Navigator v4.0+.
- Electronic mail application.

Web Services -

- Reliable Internet Service Provider that also provides E-mail services.

Once the above minimum requirements have been met filing over the Internet via the World Wide Web will be available.

To access the Oklahoma UCC Central Filing Office's E-file system please perform the following steps.

1. Establish access with your Internet Service Provider (ISP). *Note: if your computer is not linked to an ISP by a connection that is always on, you will need to follow the procedures set by your ISP for gaining Internet access via telephone dial-up.*
2. Open your Internet browser.
3. Enter the following in the address field – <http://www.oklahomacounty.org> press Enter and left click on File UCC Documents Electronically.
4. Left click on Enter to begin the UCC E-file process.

Getting Started –

The following pages provide information on how to register and file UCC-1s and UCC-3s using the Oklahoma UCC Central Filing Office's E-file System. Once you have left clicked Enter the UCC E-filing System Home Page will be displayed (See example below). The User/Filer can do one of the following; register if a new user, log in and begin filing, or receive an e-mail notice for a forgotten password.

The screenshot shows a web browser window titled "Main Page - Microsoft Internet Explorer" with the URL "https://www.oklahomacounty.org/uccfs/security.asp". The page features the Oklahoma County seal on the left and the title "Oklahoma County UCC Filing System" in the center. Below the title is a central menu with four buttons: "User Login", "New User Registration", "Password Assistant", and "Exit". To the left of the menu is contact information for the UCC Central Filing Office, including the address "320 Robert S. Kerr, Suite 107, Oklahoma City, OK 73102", telephone "1-405-713-1521", and fax "1-405-713-1810". A "Help" icon is located at the bottom left. Four callout boxes on the right side of the page point to the menu items with the following text:

- Left Click User Login to input your User ID, and Password for system access.
- If you are a first time User/Filer left click on New User Registration to access the New User Registration Page.
- If you forget your Password left click here. All of the required information and the system will e-mail your password.
- Left click Exit to quit the application and return to the Enter page.

The User Login, New User Registration, and Password Assistant screens will be reviewed on the following pages.

The UCC E-filing System will prompt you to input any required missing information.

New User Registration –

If you are a first time user it will be necessary for you to register to use the UCC E-filing System. It is important to follow the instructions that appear on the registration screen and fill in all required information fields.

The screenshot shows a web browser window titled "Please fill in the appropriate fields below - Microsoft Internet Explorer". The main heading is "New User Registration" with a help icon. Below the heading are instructions:

- To register with the Oklahoma County UCC E-filing system, fill in the fields below.
- Select your preferred payment method. If you have a pre-paid account with the County for UCC filings, enter that number in the POS Account number field. If you have an account for ACH payment, enter the appropriate account information. If you pay by check, you do not need to enter any account numbers. For information on setting up a pre-paid or ACH account, contact Oklahoma County at (405) 713-1521.
- Make sure that you enter your correct email address. Without a valid email address, you will not be able to complete a filing. You must also enter a valid phone number.
- When choosing a password, make sure it is at least 5 characters long.
- If your registration fails because you left one or more fields blank, you must re-enter your password and confirmation to complete registration.

The form is divided into several sections:

- Company or Individual Information:** Includes fields for "Company or Individual Name", "Company Tax ID or Individual SSN", "Address", "City", "State", and "Zip Code".
- Preferred Method of Payments:** Includes radio buttons for "Check", "POS Pre-paid Account", and "ACH Account". Below are fields for "POS Account Numbers", "ACH Routing Numbers", and "ACH Bank Account Number".
- Contact Information:** Includes fields for "Name", "Phone", "Fax", and "Email".
- Security Information:** Includes fields for "Username", "Password (Must be at least 5 characters long)", and "Confirm Password".

At the bottom are "OK" and "Cancel" buttons. Callout boxes on the right provide detailed instructions for each section:

- Company or Individual Information:** "If registering to file on behalf of your company, please place the company name and Federal ID Number (ex. ABC Company ID: 734567890) in the Company or Individual Name field. If you are registering on your own account, please place your name and Social Security Number here (ex. John Doe, SSN: 444-74-7224)." and "Please enter the address to which we may send all correspondence."
- Preferred Method of Payments:** "Please select the preferred method of payment: Automated Clearing House (ACH) or check. When selecting ACH be sure to enter the routing number and bank account number. (Note: Selecting ACH will allow the filing office to process the filing once it is verified. When you pay by check the filing office will not accept the check before processing the E-filing. POS Pre-paid is not currently an option.)"
- Contact Information:** "Please enter your name, telephone number, and a valid e-mail address in these fields. A fax number is optional."
- Security Information:** "Determine what you would like your user name to be and enter it here." and "Enter a password of your choice and then confirm it. It should contain at least 5 characters. (Tip: Click OK to complete registration.)"

It is important to remember the exact names you used for your Company/Individual Name, your Contact Name, and your User name. These names will be required to receive a forgotten password through the Password Assistant screen. When entering the information into the Password Assistant screen the information must be exactly as it was entered into the Registration screen.

When you have filled in the required fields and left clicked OK, the UCC E-filing System will send a confirmation to the e-mail address listed on the registration page.

Password Assistant Screen –

The Password Assistant is designed to send you the password you selected for system access. The system will send your password to your e-mail address. Remember, you must enter the information for the Company/Individual Name, Contact Name, and User name fields exactly as you did on the Registration screen.

Enter the Company/Individual Name, Contact Name, and Username exactly as you did on the New User Registration screen.

When you have filled in the three fields, Left Click Submit – the UCC E-filing System will send your password to your e-mail address.

Once you have filled in the three fields you will need to Left Click the Submit button. The UCC E-filing System will send your password to the e-mail address that you entered during the initial registration process. If you are unsuccessful in your attempt to obtain your forgotten password please contact the Oklahoma UCC Central Filing Office for assistance.

Completed Registration –

Once you have completed the registration process and received confirmation via your registered e-mail address you may begin using the UCC E-filing System.

IMPORTANT – PLEASE READ

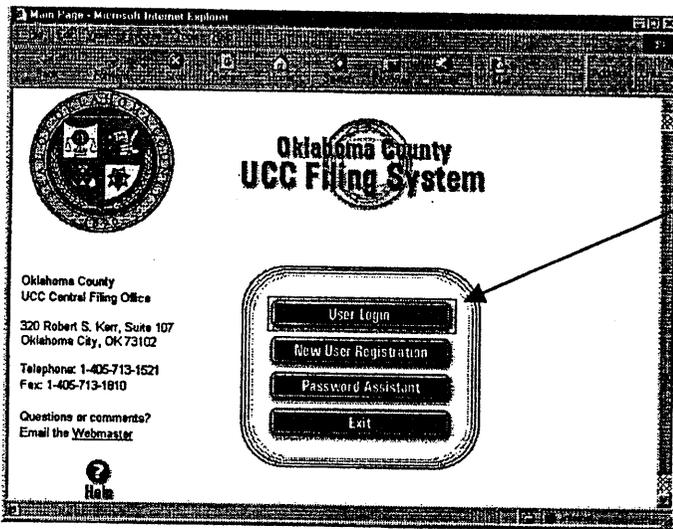
Please note that there will be a delay of two business days between the time registration is accepted and UCC E-filing may begin. This delay is necessary so that the Oklahoma UCC Central Filing Office can confirm the ACH account information provided during registration.

To begin filing using the UCC E-filing System you must logon to the application. To logon Left Click the User Logon button, enter your Username, Password, and Left Click OK.

If your Username and Password are correct you will be presented with the E-filing System's Main Page. The Main Page will allow access to all available User/Filer services.

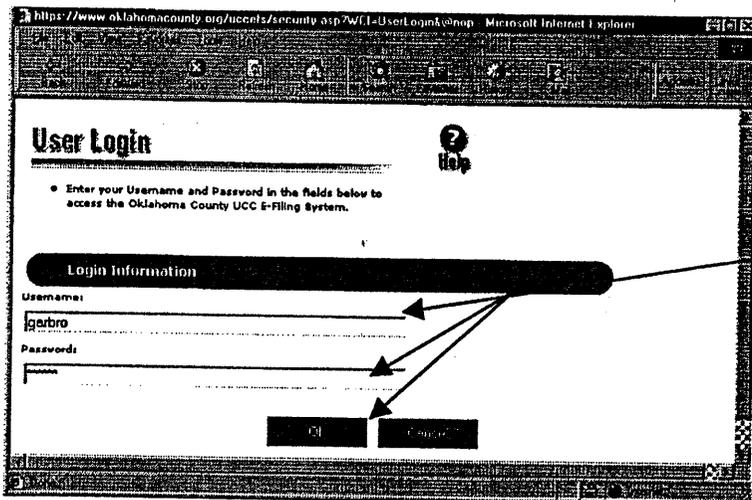
To Begin Filing –

When you first access the system, agree to the terms, and select Enter the following screen appears.



Once your Account has been activated and your Username and Password determined you can begin using the UCC E-filing System by Left Clicking User Login

When the User Login is selected the following screen is presented to the User.

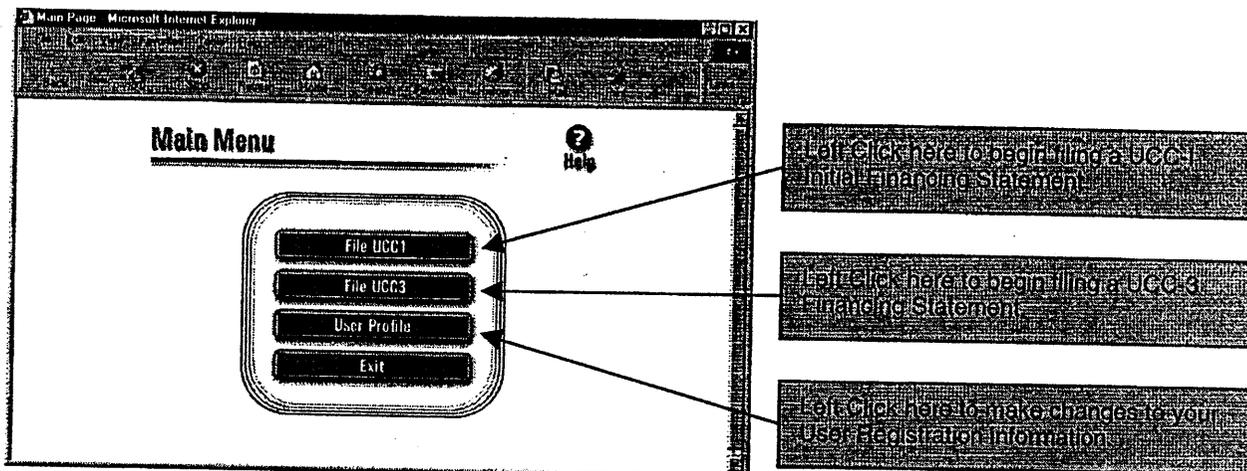


Enter your Username and Password exactly as entered on the Registration Page. Left Click OK to continue the Filing process.

The User/Filer should fill in the Username and Password, then Left Click OK, to continue the UCC E-filing process by accessing the Main Menu.

UCC E-filing Main Menu –

Once you successfully logon to the UCC E-filing System the following screen will be presented to the User/Filer. The Main Menu provides the User/Filer access to all available UCC E-filing services.



The main Menu provides three options from which to choose. The User/Filer may prepare an Initial UCC-1 Financing Statement, a UCC-3 Financing Statement, or change information on the User/Filer's Registration page.

The three options will be reviewed on the following pages beginning with accessing the User Profile page.

User Profile Option –

The User Profile page provides a means for the User to amend or update the information that was initially submitted to the Oklahoma UCC Central Filing Office. The User may wish to change their Username, password, e-mail address, or mailing address for example.

Left Click the User Profile button to access the User Profile page.

To change the information contained in your User Profile, Left Click on the field containing the information, remove the current information, reenter the desired updated information, and the Left Click the Update button.

An example of the Edit User Profile page is displayed on the following page.

User Profile Option – (continued)

Exhibit 1

All of the visible fields on the User Profile page are available for editing by the UCC E-filing System User/Filer. The User/Filer will receive a prompt to supply any required information that is missing.

- Left Click in or any of these fields, delete the current information and substitute the new information in its place.
- You can select this radio appropriate option for desired payment method. (Note: When ACH is chosen, the Routing Number and ACH Bank Account must be provided.)
- In your name, phone number or e-mail address changes, then amend these fields. (Remember that a valid e-mail address is required to perform UCC E-filings.)
- Note: your unique User ID number, etc. will remain as your account number until your account is eliminated.
- In change your username or password amend these fields. (Remember your password must be at least 5 characters long.)

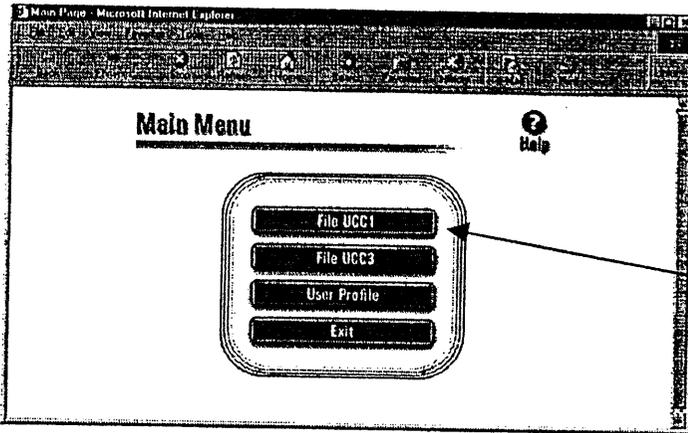
Once you have made the necessary pages Left Click the Update button to complete the process.

Please Note: The system requires that you enter a password and confirm it each time you update your information. However, you may reenter and reuse the current password if you wish.

File UCC1 Option –

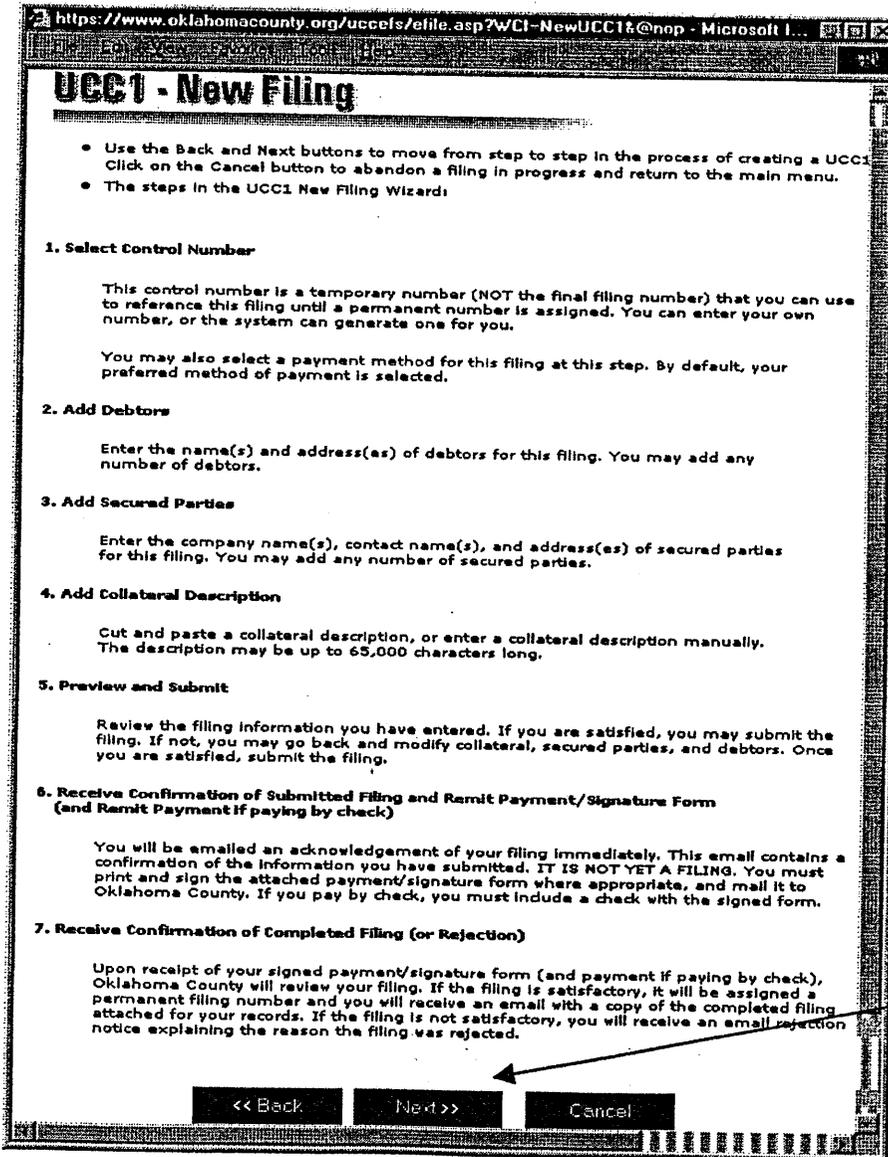
The File UCC1 option allows the User/Filer to prepare and submit a UCC-1 Initial Financing Statement electronically over the Internet via the World Wide Web. Once a User/Filer has successfully logged on to the UCC E-filing System the Main Menu will be presented and the User/Filer can continue.

Left Click the File UCC1 button to access the UCC1 page and begin the filing process. **Exhibit 1**



Left click to access the UCC1 page and begin the filing process

When the File UCC1 button is selected the User/Filer is first shown the instructions displayed below and is provided descriptions of the various fields.



The User/Filer is encouraged to take a moment to read and become familiar with the information provided on the instruction page. Understanding the steps outlined at the left will help to insure a successful and trouble-free filing process.

Left click the Next button to continue the filing process

Once the Next>> button has been selected the User/Filer will be asked to select a Control Number. This may be a unique number provided by the User/Filer, or the UCC E-filing System can generate the number. In either case, the number should be used as the Filer's reference number to the filing until the actual File Number is assigned/affixed. Below are examples of numbers provided by a User/Filer and the UCC E-file System.

Select Control Number - Step 1

- By selecting a control number you can track the status of your pending filing until a permanent number is assigned by Oklahoma County.
- You may choose letters and numbers or you can use your internal "Loan Document Number". If you want the system to generate the control number, simply press the Generate button.
- Select a payment method for this filing. Your preferred payment method is selected by default.

Filing Control Information

Control Number:

Payment Method

Method of Payment: Check POS Pre-paid Account ACH Account

POS Account Number:

Check Reference:

Check Number: ACH Routing Number: ACH Bank Account Number:

A User/Filer provided number may consist of any combination of letters or numbers.

Please note that in this example the Method of Payment chosen is Check and a check number is required in the Check Number field.

The screen below shows a UCC E-filing System generated number.

Select Control Number - Step 1

- By selecting a control number you can track the status of your pending filing until a permanent number is assigned by Oklahoma County.
- You may choose letters and numbers or you can use your internal "Loan Document Number". If you want the system to generate the control number, simply press the Generate button.
- Select a payment method for this filing. Your preferred payment method is selected by default.

Filing Control Information

Control Number:

Payment Method

Method of Payment: Check POS Pre-paid Account ACH Account

POS Account Number:

Check Reference:

Check Number: ACH Routing Number: ACH Bank Account Number:

The UCC E-filing generated Control Number will always consist of the User/Filer's mail address and a system generated random number.

Please note that in this example the User/Filer has selected an ACH Account for payment and displays the routing and Bank Account Numbers provided during the Registration step.

To continue the filing process, Left Click Next>>.

The next step in the filing process will be to add the Debtor's Name and address information. The User/Filer may add as many debtors as necessary to perfect a UCC-1 filing. The Add Debtor(s) and the data entry pages are displayed below.

Left Click the Add button to access the Data entry screen.

When the Add button is selected the following data entry page opens.

Select either Company or Individual name. Only one name type may be selected at any one time. In this example the Individual Name is selected.

Enter the Name and Address information in the appropriate boxes. Note that punctuation is not necessary.

The Contact Name information is optional and is generally used to identify a specific person within the Company Name's office.

When you have completed entering all of the required information into the appropriate data entry fields, Left Click **OK** to continue to the filing process. When the **OK** button is selected the User/Filer will be returned to the Add Debtor(s) screen. The User/Filer may add additional Debtors, edit the information already entered, or delete a Debtor.

The following screen shows the results of the entries made above.

This is how the information input earlier on the Debtor Information screen is displayed on the Add Debtor(s) screen.

This is how the information input on the Debtor Information screen appears on the Add Debtor(s) screen.

To add additional debtors, just click the Add button, and then click OK.

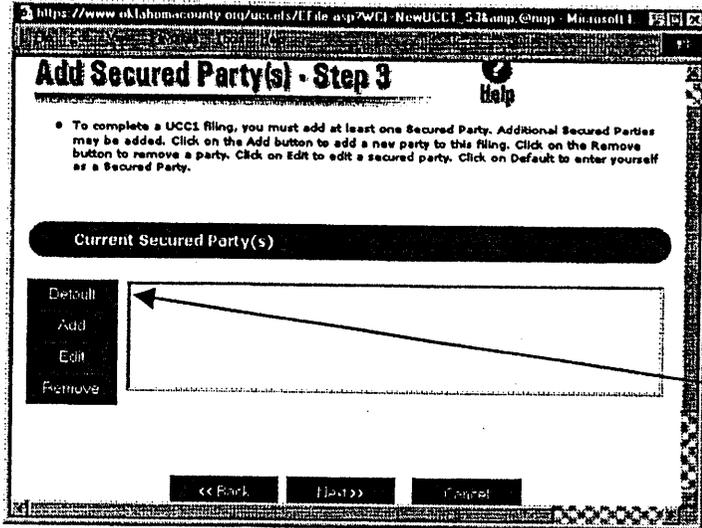
In this example the company name (JLD) has been chosen and the company's name has been entered. (Note that punctuation has been omitted.)
 The contact name has been used to supply a contact for the Debtor. The appropriate address fields have been filled in.
 When all of the required data has been entered, click the OK button to continue.

This additional debtor now appears in the Add Debtor(s) screen.
 To edit or remove any entry appearing in the Add Debtor(s) list, just click twice (the line will highlight) on the name system. To edit to remove, click Edit, select the user file, will be returned to the Debtor Information screen to make the necessary changes.
 If Remove is selected, the highlighted entry will be deleted.

Once all entries, edits, and deletions have been made, Left click Next>> to continue.

Adding Secured Parties –

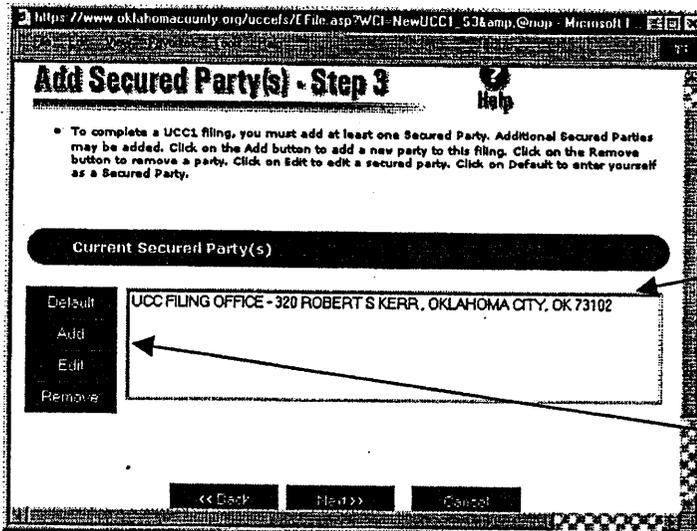
The next step is to add the all secured parties by accessing the Add Secured Party(s) screen.



The Add Secured Party(s) screen is setup and functions in the same manner as the Add Debtor(s) screen with the exception of an additional button.

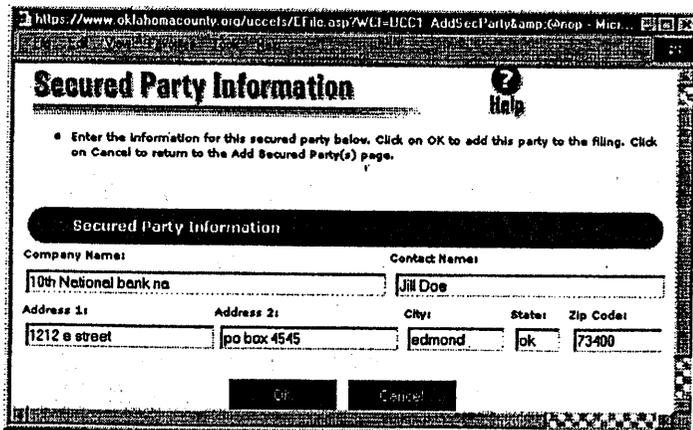
The Add Secured Party(s) screen has a feature that will automatically add the company name and address you provide in the selection. To activate this feature, left click the Default button.

Left click Next >> to continue.



In this example the Default button was selected and the Registered Secured Party Information was automatically added.

Also in this example, an additional secured party will be added to the filing. The additional secured party is added by left clicking the Add button.

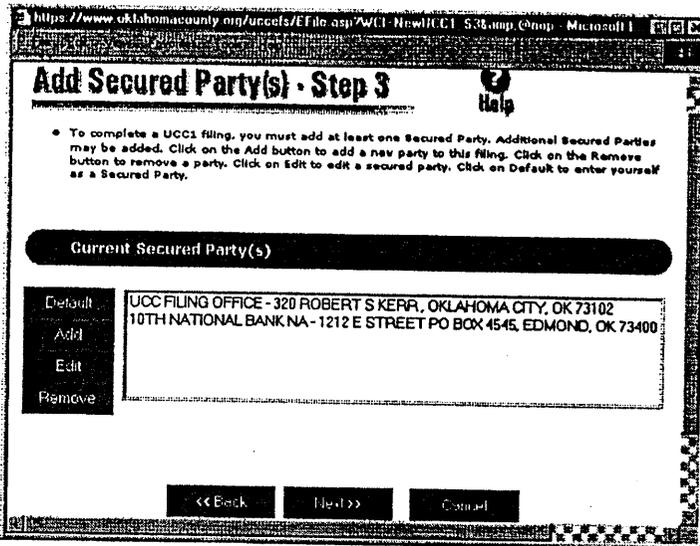


When the Add button is selected the user/filer is sent to the Secured Party Information screen where the new may be added to the financial statement.

When all information has been entered, left click OK to proceed.

When the OK button is selected the User/Filer will be returned to the Add Secured Party(s) page with the updated information now appearing.

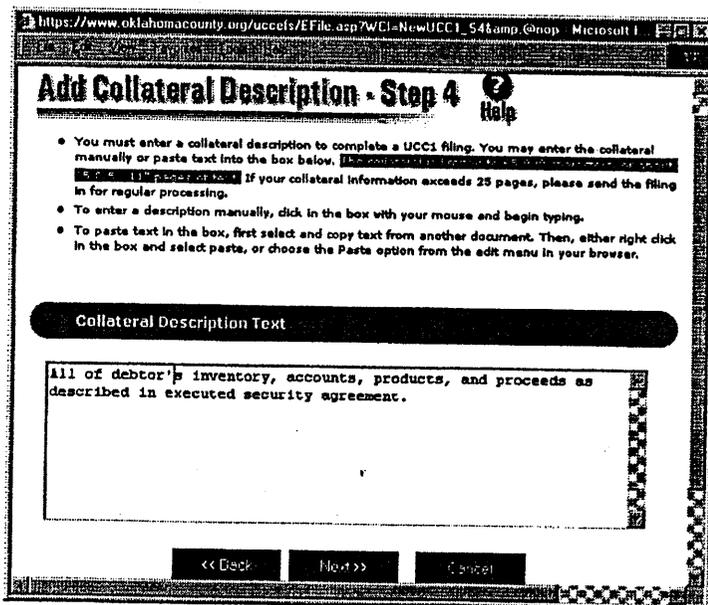
The User/Filer may continue to add, remove, or edit entries as needed until ready to continue with the filing process by selecting **Next>>**.



All of the Secured Party information now appears in the Add Secured Party(s) screen. The User/Filer can now scroll through the list in the Filings process. Edit or Next>> to continue to the Collateral screen.

Adding Collateral –

After completing the Debtor and Secured Parties the User/Filer will be sent to the Add Collateral Description screen.



The Add Collateral Description screen provides the User/Filer with two methods to add collateral descriptions. The collateral description may be typed directly into the Collateral Description field. The User/Filer may also place collateral descriptions from another Windows type document and paste directly into the Collateral Description field.

To enter a collateral description in the Add Collateral Description field the User/Filer may enter text manually by use of the keyboard or by cutting and pasting from another Windows type document.

Once the collateral description has been completed Left Click **Next>>** to preview the finished filing prior to submission.

Preview Completed Filing -

UCC1 Preview

Control Number: garbro@oklahomacounty.org@57782 Oklahoma County Number: PENDING

Payment Method: ACH Account/Check Number: 1234567 - 7654321

Debtor (1)
 Debtor Name: DOE, JOHN T Contact Name:
 Mailing Address: 1234 S STREET P O BOX 1492 OKLAHOMA CITY OK 73102

Debtor (2)
 Debtor Name: JOHN DOES LANDSCAPE SERVICES Contact Name: JOHN DOE
 Mailing Address: 1600 N STREET P O BOX 1492 OKLAHOMA CITY OK 73102

Secured Party (1)
 Company Name: UCC FILING OFFICE Contact Name: GARY BROWNLEE
 Mailing Address: 320 ROBERT S KERR OKLAHOMA CITY OK 73102

Secured Party (2)
 Company Name: 10TH NATIONAL BANK NA Contact Name: JILL DOE
 Mailing Address: 1212 E STREET PO BOX 4545 EDMOND OK 73400

Description of Collateral:
 ALL OF DEBTOR'S INVENTORY, ACCOUNTS, PRODUCTS, AND PROCEEDS AS DESCRIBED IN EXECUTED SECURITY AGREEMENT.

This is the completed UCC-1 Initial Filing Statement ready to be transmitted electronically to the Oklahoma UCC Central Filing Office.

This is the point at which the filing should be reviewed for errors or omissions.

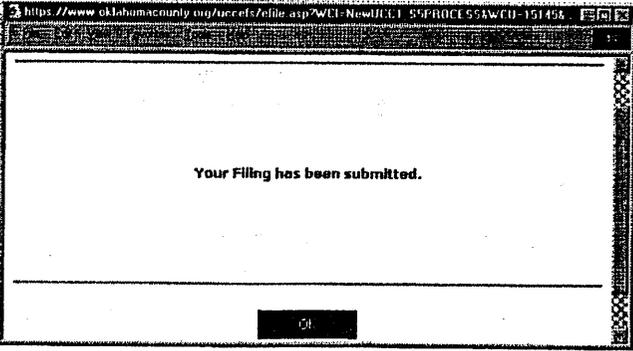
If an error needs to be corrected or additional information added, left click the <<Back button to move back to the previous screens.

If you wish to start over completely, left click Cancel to return to the Main Menu.

If you are satisfied with the filing and ready to send it to the Filing Office, left click Submit.



If you are sure, left click OK. If you wish to edit the filing, left click Cancel to return to Preview.



When your UCC E-filing has been successfully transmitted and received by the UCC Filing Office, the message at the left will appear confirming submission.

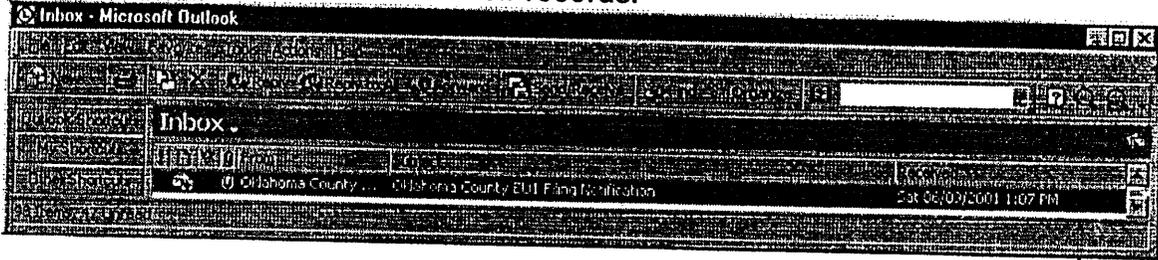
In the event a communication failure occurs, an error message will appear to read: "File" - the cause of the problem should be determined and the filing resubmitted.

Once your filing has been accepted, Left Click OK to return to the Main Menu and start another UCC E-filing.

User Notifications –

Exhibit 1

When the Oklahoma UCC Filing Office receives an E-filing the UCC E-filing System will send an e-mail to the User/Filer confirming Filing Office receipt of the E-filing. An image of the E-filing form is attached to the e-mail and sent for the User/Filer to print and retain for their records.



Oklahoma County UCC Central Filing Office
320 Robert S. Kerr, Suite 107 Oklahoma City, OK 73102
Telephone: 1-405-713-1521 Fax: 1-405-713-1810

Payment/Signature Form
EU1 Filing

This is not a complete filing!

Control Number: garbro@oklahomacounty.org@57782
Oklahoma County Number: PENDING

Payment Method: ACH
Account/Check Number: 1234567 - 7654321

Debtor (1)
Debtor Name: DOE, JOHN T
Contact Name:
Mailing Address: 1234 S STREET P O BOX 1492 OKLAHOMA CITY OK 73102

Debtor (2)
Debtor Name: JOHN DOES LANDSCAPE SERVICES
Contact Name: JOHN DOE
Mailing Address: 1600 N STREET P O BOX 1492 OKLAHOMA CITY OK 73102

Secured Party (1)
Company Name: UCC FILING OFFICE
Contact Name: GARY BROWN, JR

These are examples of e-mail notices using Microsoft Outlook as the e-mail server. Your e-mail interface may look different depending on your e-mail software and e-mail service provider. However, regardless of software or service provider, the attached E-filing image should be viewable and printable.

This is the image of the E-filing sent to the User/Filer as an e-mail attachment. The User/Filer may wish to print this attachment and retain it for their records with a waiting file office acceptance of their E-filing.

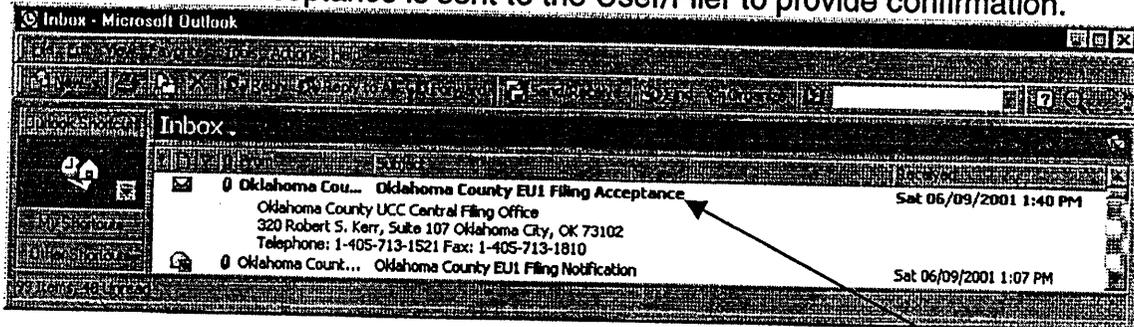
Notice that box that displays the File Number says PENDING. This indicates the current status of the filing. When the Filing Office accepts the filing, another e-mail will be sent with the File Number appearing in the space.

Please note that while the Payment Method is displayed on this e-mail notification, it is not displayed on the Filing Office copy. It is not displayed anywhere in the Filing Office and is not visible on the Oklahoma UCC Central Filing Office's Public Access System.

The information displayed on the attached E-filing form should be exactly as the information that was previewed and submitted by the Filer/User. The E-filing has two notices indicating that the E-filing is awaiting processing by the Filing Office. Please note the statements 'This is not a complete filing!' and PENDING on the form.

When the User/Filer submits their E-filing, it is received and stored in the E-file System Filing Queue. The E-filing waits in the Filing Queue until Filing Office personnel have the opportunity to review for errors and apply the fee payment.

Once the Filing Office accepts the E-Filing it is considered as *Perfected* and an e-mail notice of Acceptance is sent to the User/Filer to provide confirmation.



The HTML message content is a UCC filing form with the following sections:

- Header:** Oklahoma County UCC Central Filing Office, 320 Robert S. Kerr, Suite 107 Oklahoma City, OK 73102. Telephone: 1-405-713-1521 Fax: 1-405-713-1810.
- EU1 Filing**
- Control Number:** garbro@oklahomacounty.org@57782
- Oklahoma County Number:** E0000280
- Payment Method:** ACH
- Account/Check Number:** 1234567 - 7654321
- Debtor (1):**
 - Debtor Name:** DOE, JOHN T
 - Contact Name:** [Blank]
 - Mailing Address:** 1234 S STREET, P O BOX 1492, OKLAHOMA CITY, OK 73102
- Debtor (2):**
 - Debtor Name:** JOHN DOES LANDSCAPE SERVICES
 - Contact Name:** JOHN DOE
 - Mailing Address:** [Blank]

These are examples of e-mail Acceptance notices using Microsoft Outlook as the e-mail server. Your e-mail interface may look different depending on your e-mail software and e-mail service provider. However, regardless of software or service provider, the attached E-filing image should be viewable and printable.

The File Number assigned by the filing Office now appears in the Oklahoma County Number field and signifies a completed UCC filing.

Payment information is displayed only on the User/Filer's copy of the E-filing Acceptance notice.

When the e-mail Acceptance notice is received the User/Filer should either print the filing form and retain in the loan file or store it electronically in a data file.

The receipt of the e-mail Acceptance means the filing process is concluded and the User/Filer now has a perfected UCC Financing Statement on file in the Filing Office.

Filing UCC-3s Electronically –

The Oklahoma UCC Central Filing Office's E-filing System provides the User/Filer an opportunity to file selected types of UCC-3s.

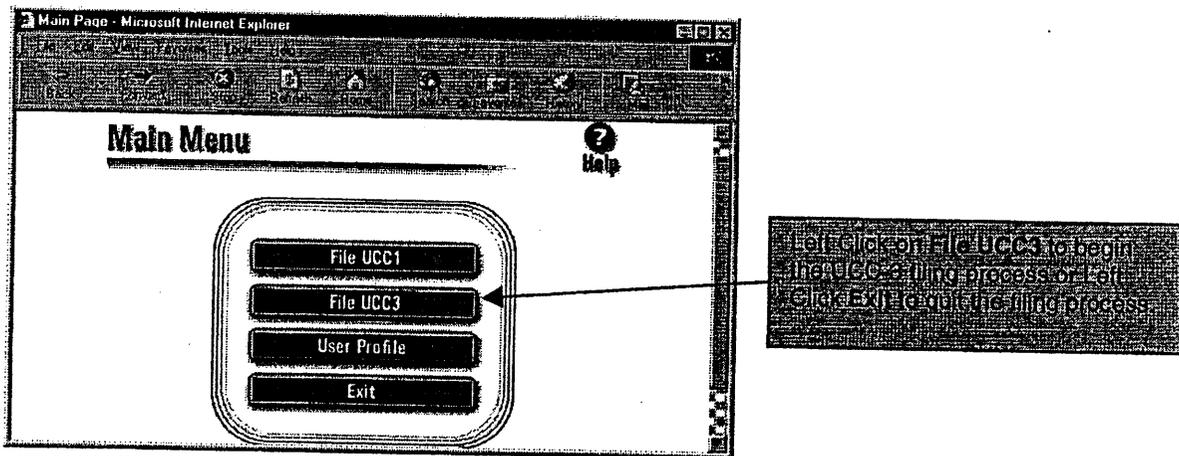
The User/Filer may choose a UCC-3 *amending* the Debtor or Secured Party name and address information, a UCC-3 *assigning* a filing to a New Secured Party, a UCC-3 *continuing* the original UCC-1 for an additional 5 years, or a UCC-3 *terminating* the secured party's interest in a currently effective UCC-1.

The process for filing, one of the available E-file types of UCC-3s, begins in the same way as with the filing of the UCC-1 discussed earlier.

When any type of E-filing is finished and submitted the User/Filer is returned to the Main Menu to begin a new UCC E-filing.

To begin a UCC-3 E-filing, just Left Click on the **File UCC3** button. The User/Filer will be presented with a series of screens that will them through the UCC-3 filing process.

The following examples will demonstrate how to amend the UCC-1 created earlier in the above E-filing explanations.



When the File UCC3 button is selected the User/Filer is first shown the instructions displayed below and is provided with descriptions of the various fields. Exhibit 1

UCC3 - Amendment

- Use the Back and Next buttons to move from step to step in the process of creating a UCC3 filing. Click on the Cancel button to abandon a filing in progress and return to the Main Menu.
- The steps in the UCC3 New Filing Wizard:

1. Enter Original Filing Number

To create a UCC3 filing, you must refer to an original filing number. You must have a valid original filing number and know the year of the original filing to complete a new UCC3 filing.

Enter a control number for the filing. A control number is used to track the filing until it is accepted by Oklahoma County.

You may also select a payment method for this filing at this step. By default, your preferred method of payment is selected.

2. Select Amendment Type

Choose one of the following amendment types: Debtor Amendment, Secured Party Amendment, Continuation, Termination

The next step in the filing depends on the amendment type.

For a Debtor Amendment:
Amend Debtors

Enter the name(s) and address(es) of debtors you wish to Add/Remove/Modify with this amendment. You may enter any number of debtors.

For a Secured Party Amendment:
Amend Secured Parties

Enter the company name(s), contact name(s), and address(es) of secured parties you wish to Add/Remove/Modify with this amendment. You may enter any number of secured parties.

For an Assignment:
Enter Assignee(s)

Enter the company name(s), contact name(s), and address(es) of secured parties you wish to assign the filing to. You may enter any number of assignees.

For a Continuation or Termination:
Continue to Step 3

Notes: Partial Releases may only be submitted via conventional mail or courier.

3. Preview and Submit

Review the filing information you have entered. If you are satisfied, you may submit the filing. If not, you may go back and modify secured parties, debtors, etc. Once you are satisfied, submit the filing.

4. Receive Confirmation of Submitted Filing and Remit Payment/Signature Form (and Remit Payment if paying by check)

You will be emailed an acknowledgement of your filing immediately. This email contains a confirmation of the information you have submitted. **IT IS NOT YET A FILING.** You must print and sign the attached payment/signature form where appropriate, and mail it to Oklahoma County. If you pay by check, you must include a check with the signed form.

5. Receive Confirmation of Completed Filing (or Rejection)

Upon receipt of your signed payment/signature form (and payment if paying by check), Oklahoma County will review your filing. If the filing is satisfactory, it will be assigned a permanent filing number and you will receive an email with a copy of the completed filing attached for your records. If the filing is not satisfactory, you will receive an email rejection notice explaining the reason the filing was rejected.

<< Back Next >> Cancel

The User/Filer is encouraged to take a moment to read and become familiar with the information provided on the instruction pages.

Understanding the steps outlined at the left will help to insure a successful and trouble free filing process.

Once the User/Filer has reviewed the UCC-3 filing instructions, please Left Click Next>> to continue the filing process.

To file any type of UCC-3 the User/Filer is required to provide the Original Initial UCC-1 Financing Statement File Number and Date. The system will not accept any other UCC file number associated with the original filing, only the Original Number and Date. If you receive an error message upon entering the Original File Number and Date please stop the E-filing process, by selecting **Cancel**, and then contact the UCC Central Filing Office for assistance.

Original Filing Number –

The following screen is presented for entry of the Original UCC-1 Filing Number and Date as well as the Control Number.

Note: Original File Numbers and Dates are for any Original UCC-1 currently on file with the Oklahoma UCC Filing Office. File Numbers and Dates from other Filing Offices will not be work with this system.

Enter the Original UCC Filing in the 8 fields available. If your original number does not have a letter, leave the File Prefix field empty. When entering the file number include enough 0's in front of the file number to total 7 digits. (For example, 0001234 is okay, but 001234 is not.) Enter in the 4 digit year in the file year field.

The Control Number and Method of Payment function in the same manner as with the UCC-1 filing discussed earlier.

Once all appropriate information has been entered, Left Click "Next>>" to continue.

When the User/Filer selects Next>> on the Instructions page the following screen will be displayed. The User/Filer may now choose which kind of UCC-3 to file. Once a selection is made, by Left Clicking on the appropriate button, select Next>> to proceed.

Choose to type of filing you wish to make by Left Clicking on 1 of the Buttons opposite the desired amendment types. Please Left Click "Next>>" to continue.

Amend Debtor(s) Information –

In the earlier example in which a UCC-1 was prepared and submitted an error was subsequently discovered after acceptance and perfection. (The error is the Spelling of the City's Name in 2nd Debtor's address information.) The User/Filer now wishes to correct the error by filing a UCC-3 Amendment correcting the error.

In this example the User/Filer entered the original UCC-1 File Number and Date and then selected Debtor Amendment. When the Next>> button was selected the screen shown below is presented.

In this example the User/Filer wishes to modify the spelling of the City in the 2nd Debtor's address field. To make this change the User/Filer has highlighted the second line as shown at the left.

The next step is to left click the Edit button which will display the Debtor Information page.

After highlighting the appropriate Debtor and selecting Edit, the Debtor Information screen shown below is presented. The User/Filer can now edit any information in the data entry fields appearing on the page.

The User/Filer has changed the spelling of the city's name in City Name field.

After reviewing all information in all data entry fields the OK button should be selected to display the Debtor Amendment Preview screen.

UCC3 - Debtor Amendment Preview Page -

Exhibit 1

UCC3 - Debtor Amendment Preview

Control Number: garbro@oklahomacounty.org@31847 Oklahoma County Number: PENDING

Original Filing Number: E0000280 (2001)

Payment Method: ACH Account/Check Number: 1234567 - 7654321

Debtor (1)
 Debtor Name: DOE, JOHN T Contact Name:
 Mailing Address: 1234 S STREET P O BOX 1492 City: OKLAHOMA CITY State: OK Zip Code: 73102

Debtor (2)
 Debtor Name: JOHN DOES LANDSCAPE SERVICES Contact Name:
 Mailing Address: 1600 N STREET P O BOX 1492 City: OKLAHOMA CITY State: OK Zip Code: 73102

Secured Party (1)
 Company Name: UCC FILING OFFICE Contact Name:
 Mailing Address: 320 ROBERT S KERR City: OKLAHOMA CITY State: OK Zip Code: 73102

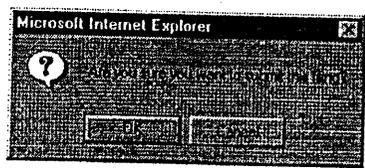
Secured Party (2)
 Company Name: 10TH NATIONAL BANK NA Contact Name:
 Mailing Address: 1212 E STREET PO BOX 4545 City: EDMOND State: OK Zip Code: 73400

Description of Collateral: AMEND DEBTOR(S) AS SHOWN.

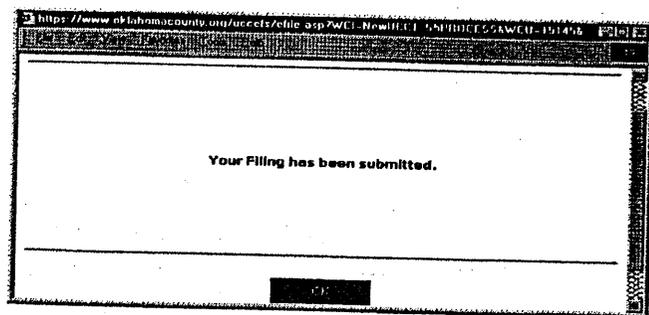
Original UCC3 Filing Statement file Number and year of filing is displayed here.

This is the Debtor Amendment Preview page and represents the filing that you are preparing to send to the UCC Central Filing Office. Please note that the User Filer has corrected the name of the City from Oklahoma City to OKLAHOMA CITY. If the User Filer is satisfied with the changes, the Submit button, which is at the bottom of the Preview Page, should be selected.

A brief notation on what was amended with this filing is shown here.



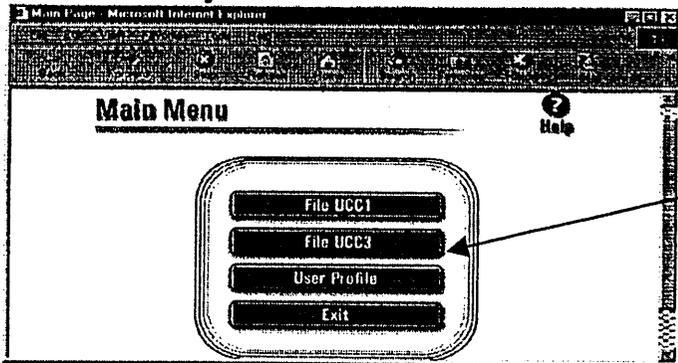
If you are satisfied with the filing, click OK. If you do not, while sending the filing, click Cancel and the application will return to the Main Menu.



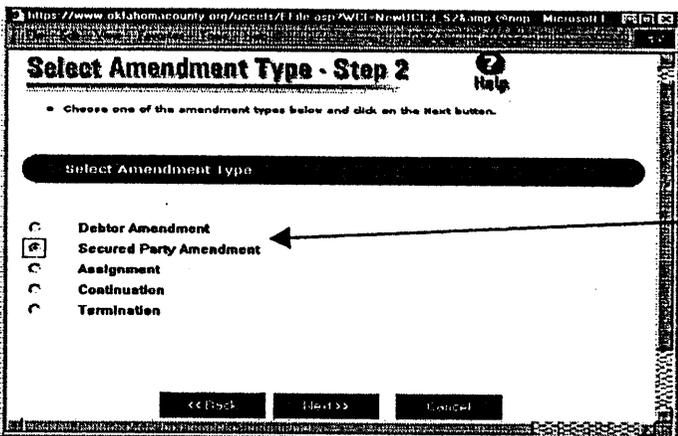
When the filing of the amendment is successfully received, the Filing Home Page shown at the left will be displayed on the User Filers screen.

The following sequence shows the steps to remove a Secured Party from a filing.

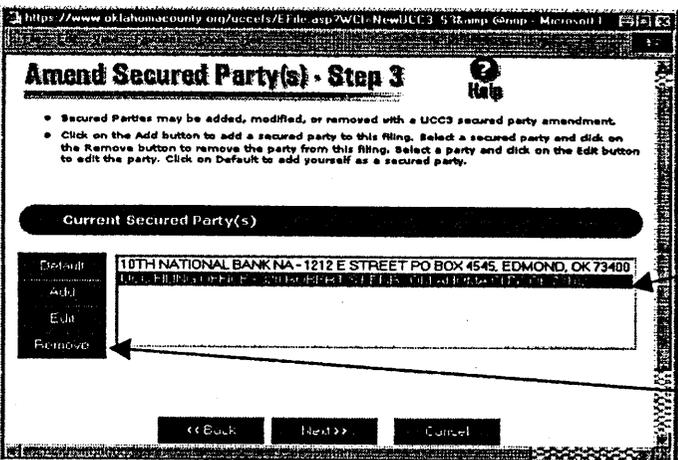
Secured Party Amendment -



To begin the Secured Party Amendment, first click on the File UCC3 button.

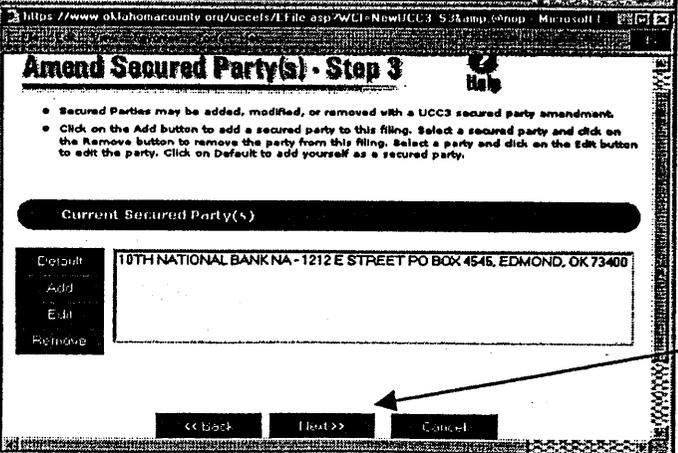


To continue the Secured Party Amendment process, first click the button next to 'Secured Party Amendment'.



Highlight the line containing the Secured Party to be removed. (In this example the 2nd Secured Party has been highlighted.)

To remove the highlighted Secured Party, first click the Remove button.



The 2nd Secured Party has been removed. The User can now proceed with the filing process and first click the Next >> button to display the Secured Party Amendment Preview Page.

Secured Party Amendment Page -

Exhibit 1

The Secured Party Amendment Page reveals that the second Secured Party has been deleted from the previous UCC Filing. If the User Filer is satisfied with the information presented on the UCC-3 E-filing, the filing can be sent to the Filing Office by selecting **Submit** at the bottom of the Preview Page.

https://www.oklahomacounty.org/uccets/Trfile.asp/WCI-NewUCC3-544.asp @nop - Microsoft I...

UCC3 - Secured Party Amendment Preview

Control Number: garbro@oklahomacounty.org@89743
 Oklahoma County Number: PENDING

Original Filing Number: E0000280 (2001)

Payment Method: ACH
 Account/Check Number: 1234567 - 7654321

Debtor (1)
 Debtor Name: DOE, JOHN T
 Contact Name:
 Mailing Address: 1234 S STREET P O BOX 1492
 City: OKLAHOMA CITY
 State: OK
 Zip Code: 73102

Debtor (2)
 Debtor Name: JOHN DOES LANDSCAPE SERVICES
 Contact Name:
 Mailing Address: 1600 N STREET P O BOX 1492
 City: OKLAHOMA CITY
 State: OK
 Zip Code: 73102

Secured Party (1)
 Company Name: 10TH NATIONAL BANK NA
 Contact Name:
 Mailing Address: 1212 E STREET PO BOX 4545
 City: EDMOND
 State: OK
 Zip Code: 73400

Description of Collateral: AMEND SECURED PARTY(S) AS SHOWN.

Original Filing Description of Collateral: ALL OF DEBTOR'S INVENTORY, ACCOUNTS, PRODUCTS, AND PROCEEDS AS DESCRIBED IN EXECUTED SECURITY AGREEMENT.

Original UCC Financing Statement File Number and year of filing is displayed here.

Notice the second Secured Party has been deleted and only one Secured Party now remains.

A brief notation of what was amended with this filing is shown here.

Original Collateral Description is displayed for reference purposes only and does not appear on accepted filing.

The above filing was successfully submitted and acknowledged by the Filing Office. It is important to remember that a secured party could also have been added or modified at this step, as well as being deleted.

The following sequence illustrates the steps required to Assign a financing statement to a new secured party.

UCC Assignment –

To begin the Assignment process, Left Click the button next to Assignment.

Since the UCC Financing Statement is being assigned the Assignee(s) field is empty.
To continue with the assignment left click the Add button. When the add button is selected the Secured Party Information Page will open and the appropriate data can be entered.

Enter the Assignee information and Left Click OK when finished. The User/Filter will be returned to the Assignment page to add additional Assignees if appropriate or to continue and complete the filing.

In the above sequence the Assignment type was chosen and the User/Filter selected Add from the Assignee(s) page. The new secured party (assignee) has been entered and verified by the User/Filter. Left Click the OK button to continue filing and view the new entry in the Assignee(s) field on the Assignment page.

UCC Assignment – (Continued)

Exhibit 1

The new secured party (assignee) now appears in the Assignment Page's data field. The User/Filer may edit the current information, add additional assignees or delete any entries previously entered. When all changes have been made, Left Click the Next>> button to display the Assignment Preview Page.

Assignment - Step 3

- Assignees may be added, modified, or removed with a UCC3 assignment. You must have at least one secured party on this list to complete this UCC3 filing.
- Click on the Add button to add an assignee to this filing. Select an assignee and click on the Remove button to remove the assignee from this filing. Click on Edit to edit a secured party. Click on Default to add yourself as a secured party.

Assignee(s)

Default	FIRST LOAN ASSOCIATES CO INC - 1555 E STREET, NORMAN, OK 73069
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Newly secured party (assignee) now shows in the data field.

By clicking the appropriate button, additional secured parties can be added or modifications made.

Left Click NEXT>> to view the Assignment Preview page.

UCC3 - Assignment Preview

Control Number: garbro@oklahomacounty.org@38246 Oklahoma County Number: PENDING

Original Filing Number: E0000280 (2001)

Payment Method: ACH Account/Check Number: 1234567 - 7654321

Debtor (1)
 Debtor Name: DOE, JOHN T Contact Name:
 Mailing Address: 1234 S STREET P O BOX 1492 City: OKLAHOMA CITY State: OK Zip Code: 73102

Debtor (2)
 Debtor Name: JOHN DOES LANDSCAPE SERVICES Contact Name:
 Mailing Address: 1600 N STREET P O BOX 1492 City: OKLAHOMA CITY State: OK Zip Code: 73102

Secured Party (1)
 Company Name: FIRST LOAN ASSOCIATES CO INC Contact Name: JOHNNIE M DOUGH
 Mailing Address: 1555 E STREET City: NORMAN State: OK Zip Code: 73069

Description of Collateral: ASSIGN AS SHOWN.

Original Filing Description of Collateral: ALL OF DEBTOR'S INVENTORY, ACCOUNTS, PRODUCTS, AND PROCEEDS AS DESCRIBED IN EXECUTED SECURITY AGREEMENT.

Original UCC3 Filing Number, Filing Number and year of filing is displayed here.

This new secured party (assignee) now appears as the secured party of record.

A brief detail of what was amended with this filing is shown here.

Original Collateral Description is displayed for reference purposes only and does not appear on accepted filing.

UCC Continuation -

To continue a UCC original filing left click the button next to Continuation and select Next>>. Notice that the application moves immediately to the Continuation Preview page, which is because there are no modifications permitted for Continuations or Terminations by the User/Filer.

To begin the continuation process, select the button next to Continuation.

To display the Continuation Preview page, left click the Next >> button.

Since this financing statement is too early, it would be rejected. (Continuations will not be accepted unless within 6 months of 1/2008).

However, the steps to get to this point are the same. One's need say to continue an original UCC financing statement that is nearing its lapse date.

A brief notation of what was amended with this filing is shown here.

The steps to terminate a UCC original financing statement using the UCC E-filing System are identical to those used in the continuation process. The data fields can not be modified by the User/Filer.

Select Amendment Type - Step 2

Choose one of the amendment types below and click on the Next button.

Select Amendment Type

Debtor Amendment

Secured Party Amendment

Assignment

Continuation

Termination

<< Back Next >> Cancel

To terminate an original UCC financing Statement select the button next to Termination.

To continue the termination process click on the Next >> button. The Termination Preview page will then be displayed.

UCC3 - Termination Preview

Control Number: garbro@oklahomacounty.org@91784 Oklahoma County Number: PENDING

Original Filing Number: E0000280 (2001)

Payment Method: ACH Account/Check Number: 1234567 - 7654321

Debtor (1)

Debtor Name: DOE, JOHN T Contact Name:

Mailing Address: 1234 S STREET P O BOX 1492 City: OKLAHOMA CITY State: OK Zip Code: 73102

Debtor (2)

Debtor Name: JOHN DOES LANDSCAPE SERVICES Contact Name:

Mailing Address: 1600 N STREET P O BOX 1492 City: OKLAHOMA CITY State: OK Zip Code: 73102

Secured Party (1)

Company Name: UCC FILING OFFICE Contact Name:

Mailing Address: 320 ROBERT S KERR City: OKLAHOMA CITY State: OK Zip Code: 73102

Secured Party (2)

Company Name: 10TH NATIONAL BANK NA Contact Name:

Mailing Address: 1212 E STREET PO BOX 4545 City: EDMOND State: OK Zip Code: 73400

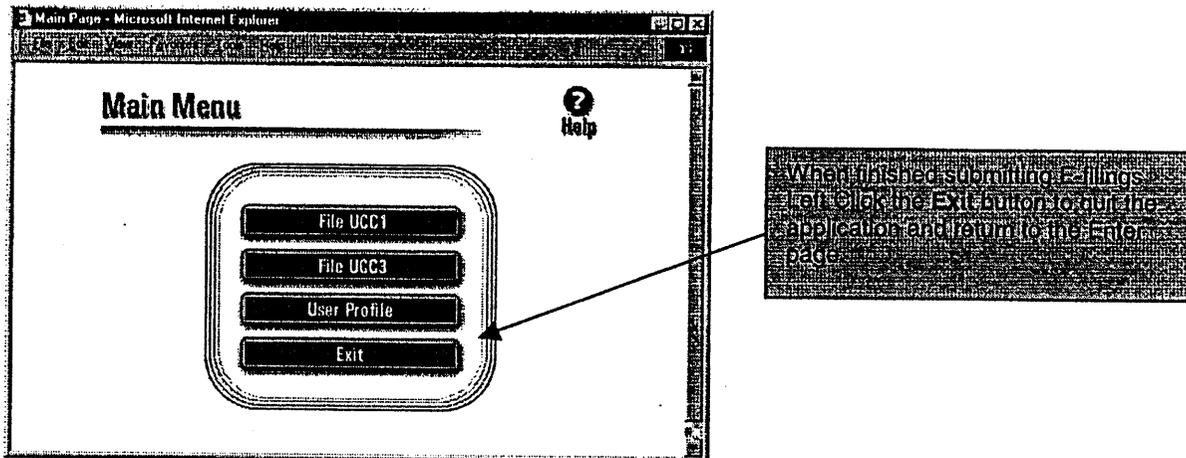
Description of Collateral: TERMINATE FILING.

Original UCC Financing Statement File Number and year of filing is displayed here.

A brief notation of what was amended with this filing is shown here.

If the information and the Original File Number and Date are correct the User/Filer can select the **Submit** button at the bottom of the Termination Preview to transmit the Termination Statement to the Filing Office.

Once the User/Filer has finished transmitting all UCCs for the time being, the **Exit** button should be selected to quit the application and return to the Enter screen.



Remember that to file any type of UCC-3 the User/Filer must provide a valid Original UCC-1 Initial Financing Statement Filing Number and Date.

The application will prevent the User/Filer from completing their UCC-3 filing if the Original filing information is not provided.

In the event the original number you entered is rejected or not recognized please contact the Oklahoma UCC Central Filing Office for assistance and resolution of the problem.