



California Secretary of State
Help Guide **bizfile** Online Public Portal -
Business Entities and UCC

Version 1.03



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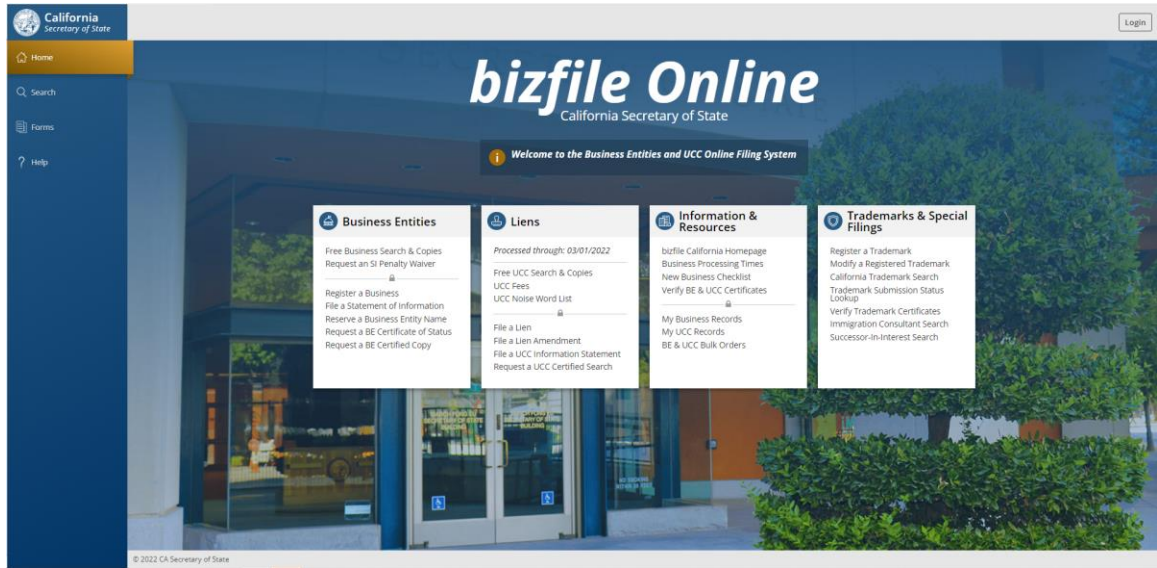
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1. General Navigation

The following section provides an overview of the California Secretary of State's **bizfile** Online portal that includes Business Entities (BE), Uniform Commercial Code (UCC) and Trademarks (TM). Note: Trademarks will take you to a different application and therefore, Trademarks is not covered in this manual.

This manual guides the user through the basic navigation features that are available to users with, or without, an account. If the user creates an account, more options are enabled. These additional options are defined throughout this document and appear below the padlock.



On the left-hand side of the homepage there are 4 links:

1. **Home** – This is the landing page that is presented when first navigating to the **bizfile** Online portal. Clicking this link navigates the user back to the homepage from any other page within the **bizfile** Online portal.
2. **Search** – This link navigates to the search functionality of the site. There are two main searches, Business Search and UCC Search. Once the **Search** is selected, users can toggle back and forth by clicking Business or UCC at the top of the **Search** page. This Search link defaults to the Business Search to access information related to corporations, limited liability companies and limited partnerships. Select UCC at the top of the **Search** page to get to the UCC Search. The UCC Search allows the user to search by Debtor, Secured Party, or File Number. More details on the search page and its functionality are available in section 3 of this document, [Searching and Search Options](#).
3. **Forms** – This link navigates to the forms that are available for filing within the **bizfile** Online portal for Business Entities and UCC. **Note:** To

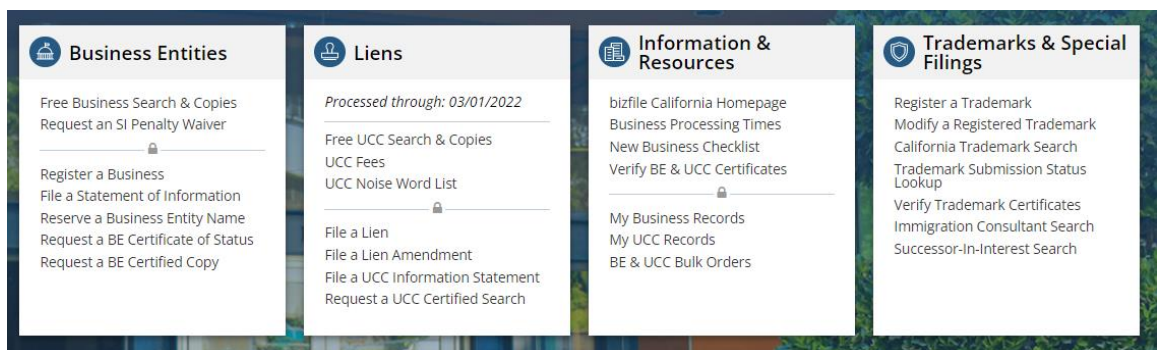
access and file forms, the user must have created and logged into an account. There are four options at the top of the page: Business, BE Orders, UCC and UCC Orders. Business includes Name Reservations and Initial Filings for Limited Liability Companies, Stock Corporations, Nonprofit Corporations, Cooperatives, Common Interest Development Associations, and Limited Partnerships. UCC offers initial lien filings. To file any change filings, users must be logged in and have access to the online record. The exception to this rule is Business Entities Statements of Information and UCC that only require Logged In Access.

4. **Help** – This link is to this user guide intended to help the user navigate and interact with the **bizfile** Online portal.

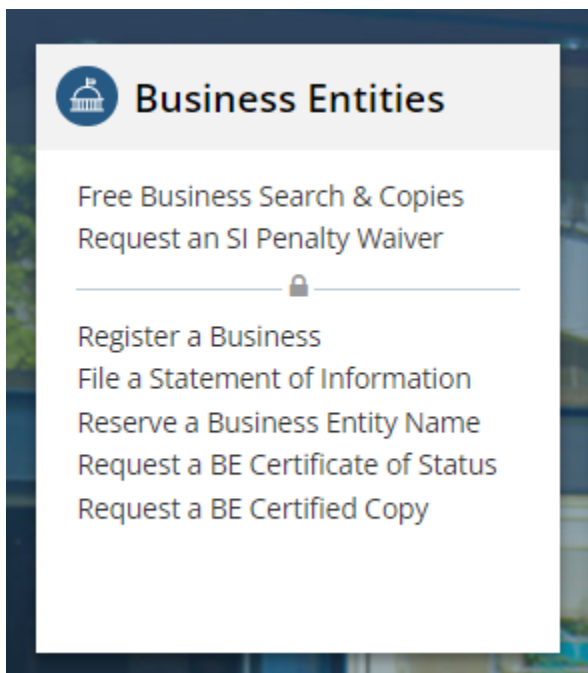
Note: These links are available prior to logging into the site. By logging into an account, additional links become available.

1.1 Quick Reference Navigation Boxes

In the center of the homepage are four navigation boxes. Please note, that the first 3 boxes have a line with a padlock symbol in the center of the box. This helps to differentiate between features that are available with and without being logged into the user account. Everything listed above the padlock line and all Trademarks & Special Filings do not require an account, everything below the padlock line is available only when logged in with an account.



1.1.1 Business Entities Navigation Box



The Business Entities navigation box includes:

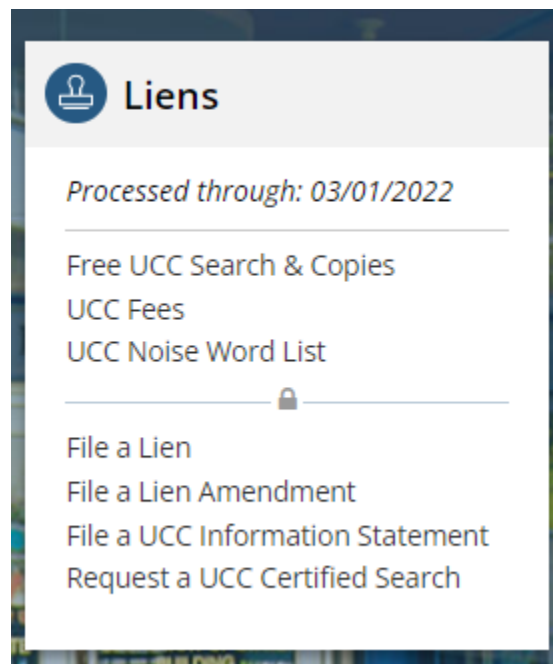
- **Free Business Search & Copies** – Links to the Search page (same search as the link on the left of the page). The **Business Search** includes active Limited Liability Companies (LLC), Corporations and Limited Partnerships (LP).

- **Request an SI Penalty Waiver** – Links to the online Email Penalty Waivers for Failing to File a Statement of Information.

Note: The following links below the padlock are available after the user has logged in.

- **Register a Business** – Links to the Initial Filing Forms for Limited Liability Companies, Stock Corporations, Nonprofit Corporations, Cooperatives, Common Interest Development Associations, and Limited Partnerships (same as using the Forms link on the left of the page)
- **File a Statement of Information** – Links to the **Business Search**. From here, 1) a **Business Search** for the entity can be conducted, 2) once the entity is selected, select the **File Statement of Information** button and 3) complete the online Statement of Information.
- **Reserve a Business Entity Name** – Links to the Business Forms section where the Entity Name Reservation – Corporation, LLC, LP, and the Registration of Foreign Name – Out-of-State Corporation form is available for filing.
- **Request a BE Certificate of Status** – Links to the **Business Search**. From here, 1) a **Business Search** for the active entity can be conducted, 2) once the entity is selected, select the **Request Certificate** button in the top right of the buttons and 3) complete the Business Entities Order selecting the Request Type: Certificate of Status.
- **Request a BE Certified Copy** – Links to the **Business Search**. From here, 1) a **Business Search** for the active entity can be conducted, 2) once the entity is selected, select the **Request Certificate** button and 3) complete the Business Entities Order selecting the Request Type: Certified Copies.

1.1.1 Liens Navigation Box



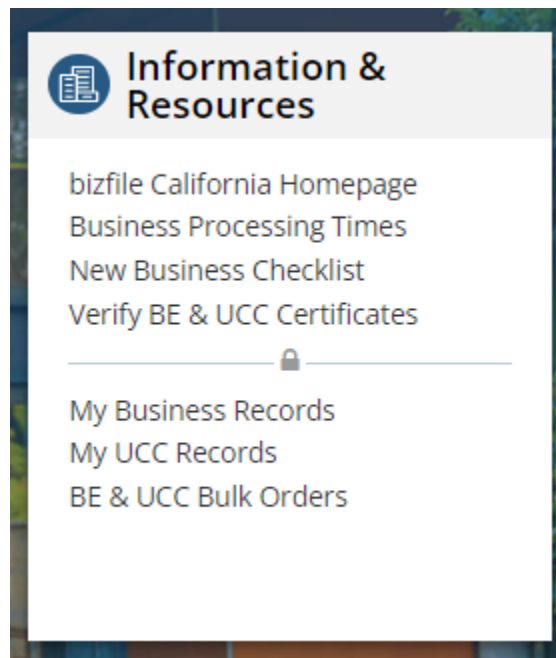
The Liens navigation box includes:

- **The Processed through Date** – Displays the date through which Lien forms have been processed.
- **Free UCC Search & Copies** – Links to the **UCC Search** page (same search as the link on the left of the page).
- **UCC Fees** – Lists all fees associated with UCC filings, UCC Certified Searches, etc. **Note:** plain copies and basic searches are free.
- **UCC Noise Word List** – Links to a current list of UCC Noise Words. UCC Noise Words are excluded from UCC search criteria due to their commonness (e.g., “Inc”, “LLC”, “Co”, “Assoc”, etc.)

Note: The following links are available after the user has Logged In – below the padlock.

- **File a Lien** – Links to the UCC Forms section of the site where the Financing Statement (UCC 1) and other initial Lien forms are available for filing.
- **File a Lien Amendment** – Links to the **UCC Search**. From here, a UCC Search for a document can be conducted and an amendment can be filed against that document.
- **File a UCC Information Statement** – Links to the **UCC Search**. From here, a UCC Search for a document can be conducted and an Information Statement (UCC 5) form can be filed against that document.
- **Request a UCC Certified Search** – Links directly to the UCC 11 Information Request form.

1.1.2 Information & Resources Navigation Box



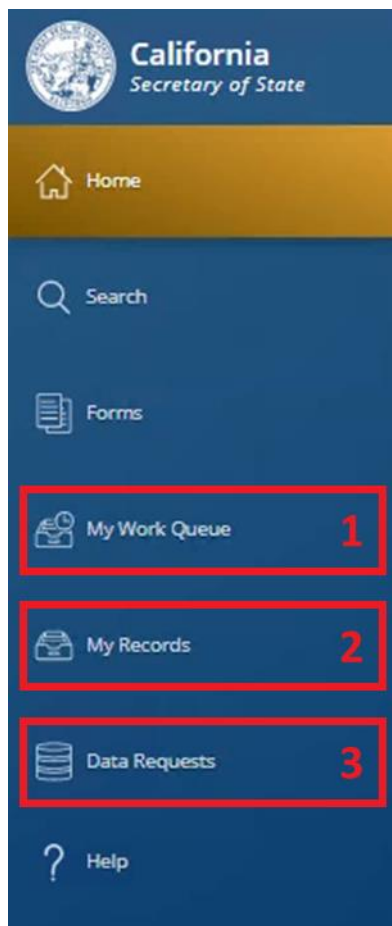
The Information & Resources navigation box includes:

- **bizfile California Homepage**
- **Business Processing Times**
- **New Business Checklist**
- **Verify BE & UCC Certificates**

Note: The following links are available after the user has Logged In – below the padlock.

- **My Business Records** – Links to the user's **My Business Records** section that contains any completed filings submitted by the user. Select **UCC** tab at the top to switch to **My UCC Records**.
- **My UCC Records** – Links to the user's **My UCC Records** section that contains any completed filings submitted by the user. Select **Business** tab at the top to switch to **My Business Records**.
- **BE & UCC Bulk Orders** – Links to the Data Requests (Bulk Orders) section of the site and provides downloads for UCC filing data and images and BE data. Master Unloads for UCC or BE are \$100 each, Weekly Data Unloads are **free**.

1.2 Sidebar Navigation



Once the user has created an account and logged into the **bizfile** Online portal, three additional links become available:

1. **My Work Queue** – This link navigates the user to their work queue. “My Work Queue” displays any saved forms that:
 - a. Are currently being completed;
 - b. Have not been submitted; or
 - c. Are in the review process.
 - d. Forms that are not submitted will stay in this work queue for two months, after which the online forms will be deleted from the queue and the user will have to start over. Similar to **Search**, in **My Work Queue**, the users can toggle between tabs at the top for **Business**, **BE Orders**, **UCC**, **UCC Orders**.
2. **My Records** – This link navigates the user to all records the user has filed, which includes tabs for Business and UCC. **My Business Record** includes all entity records to which the user has access and allows the user to **File Amendments**, **File Statements of Information**, **Request Certificates** and **Manage User Access** to the online entity records; and **My UCC Records** includes the user’s notices of liens, amendments, and certified searches. Copies of the filed documents can be downloaded and printed from here.
3. **Data Requests** – This link navigates the user to the **Data Request** page where a data request can be submitted, and past data requests can be accessed for Business and UCC.

2. Access to Online Business Entity Records

User Access Control is designed to help prevent fraudulent or mistaken online business filings. Users have the ability to gain authorization to file amendments on the entity, while permitting or preventing other parties from doing the same. All users must have an okta account and be logged in to access **bizfile** Online filings and orders. **bizfile** Online portal is designed for the full access user(s) to manage access to the online entity record and who is able to file online amendments on behalf of the entity.

Initial user access, at the time of launch April 7, 2022, to an online entity record can be provided by four methods:

1. Filing an initial filing for an entity through **bizfile** Online portal.
2. Automatic pre-designated access for those that have filed for an existing entity on our legacy online applications and logging in using that previously used email address.
3. A letter with an access PIN (Personal Identification Number) will be mailed to the entity's mailing address of record, if the user has not filed on our legacy online applications.
4. If an entity does not yet have access control established, a user may request access via the **bizfile** Online portal, and a letter with a PIN will be **mailed** to the entity's mailing address of record.

SECURITY



Multifactor Authentication

- Okta access management
- Online ownership of access to file an entity's record
- User Access Control



Benefits

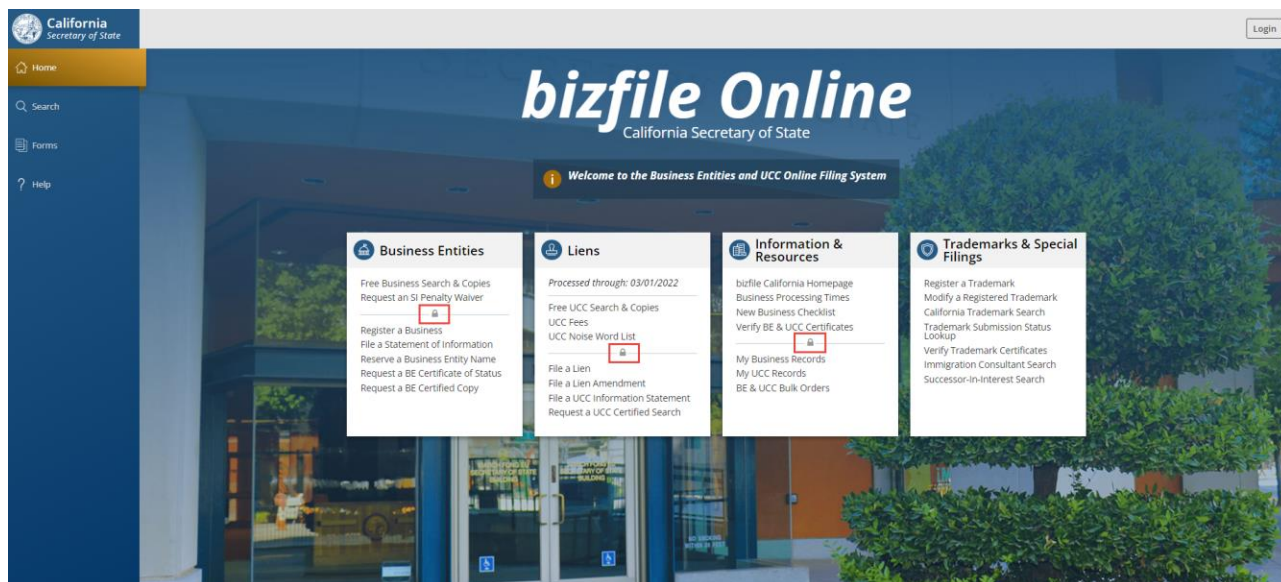
- Prevent fraud & Business Identity Theft
- Prevent mistake filings



How It's Done

- Pre-grant access to subset of users with an email address on file with our office
- All other entities will be provided a PIN
- Confidence in security and the ability to file online

There are four types of access: 1) General; 2) Logged In Access; 3) Basic Access; 4) Full Access.



Anything above the padlock in the center navigation tiles is available for general access. Anything below the padlock line requires at least logged in access.

2.1 General Access (BE and UCC)

General access does not require Log in, Basic or Full Access. With General Access, the user can perform free searches and print free copies of images of limited liability companies, corporations, and limited partnerships as well as UCC filings.

2.2 Log in Access (BE and UCC)

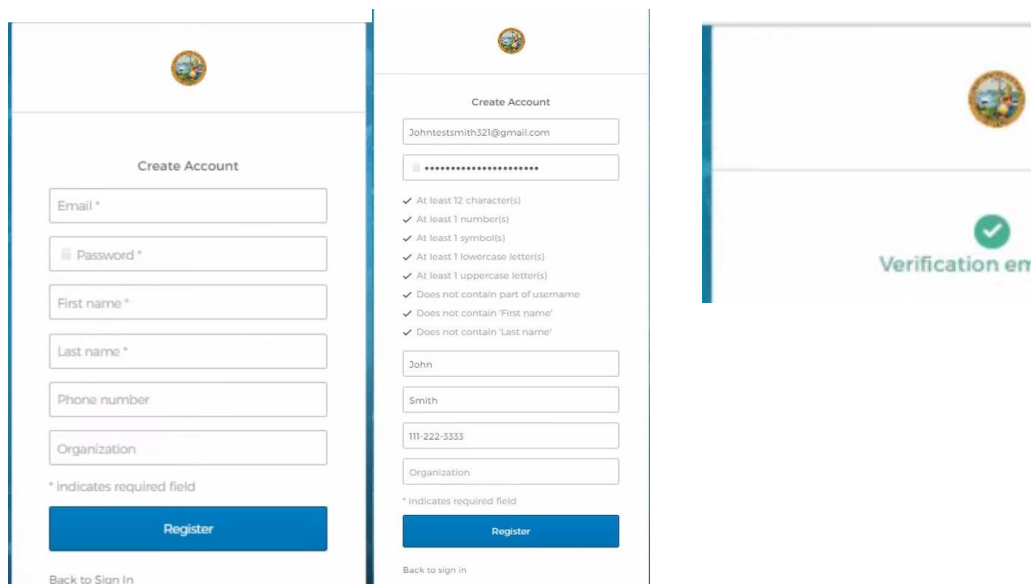
Log in Access requires login to Okta, a third-party multifactor authentication tool that adds extra security to online entity records, filings, and orders. With the Log in Access, a user can order certified copies, certificates of status and UCC certified searches. In addition, Business Entities Name Reservation, Initial Filings, Statements of Information, and individual filings, e.g., Agent Resignation. UCC orders and filings require Log in Access.

If you have an online account, enter your **Username** and **Password** and **Sign In**.

If you do not have an online account, click the "Don't have an account? **Sign up**" link at the bottom and create an online account. Enter all required fields and click Register. **Note:** The password requirements are listed for reference. A confirmation message will appear letting the user know to check their email for next steps.

Once **Logged In**, select **Forms** on the left side and select UCC or Business tab at the top.

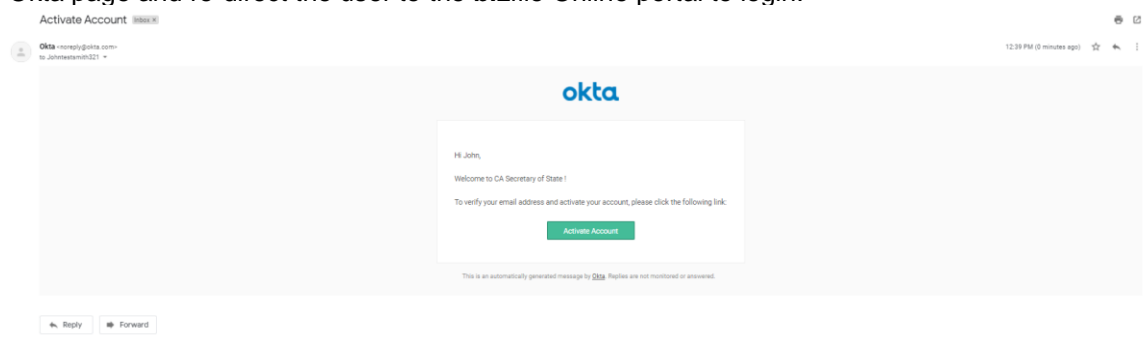
Note: Okta is a 3rd party multifactor authentication application that facilitates secure logins. The user will need an online account to file documents, order certificates and order certified copies and searches online. An online account is not needed to search for records and print plain copies for **free**.



The left screenshot shows the 'Create Account' form with the following fields: Email *, Password *, First name *, Last name *, Phone number, and Organization. Below the fields is a note: '* indicates required field'. A blue 'Register' button is at the bottom. A 'Back to Sign In' link is at the bottom left.

The right screenshot shows the 'Create Account' form with the same fields, but with a 'Verification email' status and a green checkmark. Below the fields is a note: '* indicates required field'. A blue 'Register' button is at the bottom. A 'Back to sign in' link is at the bottom left.

The user will receive an email from Okta. In the email, the user must click on the **Activate Account** button to verify the user's email and activate the user's online account. This will activate the user's online account on the Okta page and re-direct the user to the **bizfile** Online portal to login.



2.3 Basic Access (BE Only)

Basic Access to the online Business Entity Record is granted by those with Full Access. Basic Access grants the requestor the ability to file all documents online on behalf of the entity. (e.g., Terminations, Amendments, Conversions, etc.). Basic Access does not allow the requestor to grant access to the Entity's online record to others.

Business Search

test

Advanced

Results: 42

Entity Information	Initial Filing Date	Status	Formed In	Agent
1505 Agent Test LLC (B20210609457)	03/19/2021	Active	CALIFORNIA	NO AGENT
41488 Test LLC (B20210609556)	04/13/2021	Terminated	CALIFORNIA	Moosa Sabir
A TEST CORPORATION (B20210609332)	02/19/2021	Active	CALIFORNIA	NO AGENT
Another will test llc (B20210609426)	03/17/2021	Active	CALIFORNIA	WILL HUDSON
blue sky juft test llc (B20210609296)	01/29/2021	Terminated	CALIFORNIA	Will Hudson
certify llc test (B20210609533)	04/09/2021	Active	CALIFORNIA	angela
Cooperative filing test (B20210609808)	06/03/2021	Terminated	CALIFORNIA	Sackings
Corp Test (B20210609572)	01/13/2021	Active	American Samoa	NO AGENT
Corp Test 1 (B20210609566)	12/03/2020	Terminated	ALASKA	Seto
corp testing res (B20210609456)	03/19/2021	Active	CALIFORNIA	NO AGENT
Correction Test LLC (B20210609714)	05/06/2021	Active	CALIFORNIA	tatum hall
EVENT TEST 1 LLC (B20210609761)	05/18/2021	Active	CALIFORNIA	MATHER STOCK CORP

A TEST CORPORATION (B20210609332)

Request Certificate

Initial Filing Date: 02/19/2021
Status: Active
Standing - SOS: Good
Standing - FTB: Good
Standing - Agent: Good
Standing - VCFCF: Good
Formed In: CALIFORNIA
Entity Type: Stock Corporation - CA - General
Principal Address: 123 MAIN STREET CITY, CA 90001
Mailing Address: 123 MAIN STREET CITY, CA 90001
Statement of Info Due Date: 02/28/2022
Agent for Service of Process: Individual 000000 NO AGENT AGENT RESIGNED OR INVALID

View History

Request Access

Access to file documents on an online entity record can be requested through the search function. If the user would like access to file on behalf of a specific entity:

1. Search for the entity,
2. Select the entity, and
3. Select **Request Access**.

A pop up will then appear stating that to become an authorized user, the current authorized user (those with Full Access) will need to grant access. Select **Request Access** to send the current authorized user a request.

A message will appear letting the user know that the access has been requested.

The authorized user of the entity (full access user) will receive an email informing them that someone has requested access to their online entity record. The authorized user will then select the record from **My Business Records** and select **Manage User Access** to grant either Basic Access or Full Access to the requestor or deny access.

Business Search

test

Advanced

Results: 42

Entity Information	Initial Filing Date	Status	Formed In	Agent
Test LLC (B20210609457)	03/19/2021	Active	CALIFORNIA	NO AGENT
Test LLC (B20210609556)	04/13/2021	Terminated	CALIFORNIA	Moosa Sabir
TEST CORPORATION (B20210609332)	02/19/2021	Active	CALIFORNIA	NO AGENT
Another will test llc (B20210609426)	03/17/2021	Active	CALIFORNIA	WILL HUDSON
blue sky juft test llc (B20210609296)	01/29/2021	Terminated	CALIFORNIA	Will Hudson
certify llc test (B20210609533)	04/09/2021	Active	CALIFORNIA	angela
Cooperative filing test (B20210609808)	06/03/2021	Terminated	CALIFORNIA	Sackings
Corp Test (B20210609572)	01/13/2021	Active	American Samoa	NO AGENT

To become an **authorized user** of this record, a current **AUTHORIZED USER** will need to grant you access. To request access, click **Request Access** below.

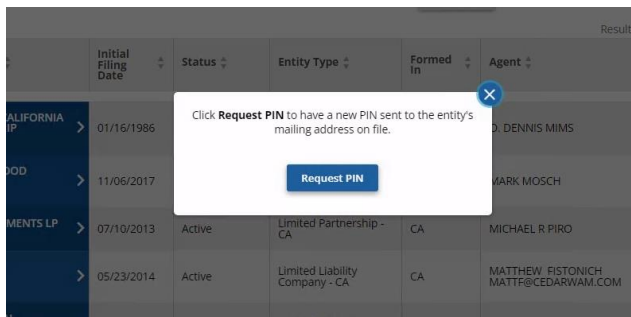
Request Access

2.4 Full Access (BE Only)

Full Access to the online Business Entity Record grants the requestor the ability to grant access to other requestors and file all documents online on behalf of the entity. More than one person may be granted Full Access.

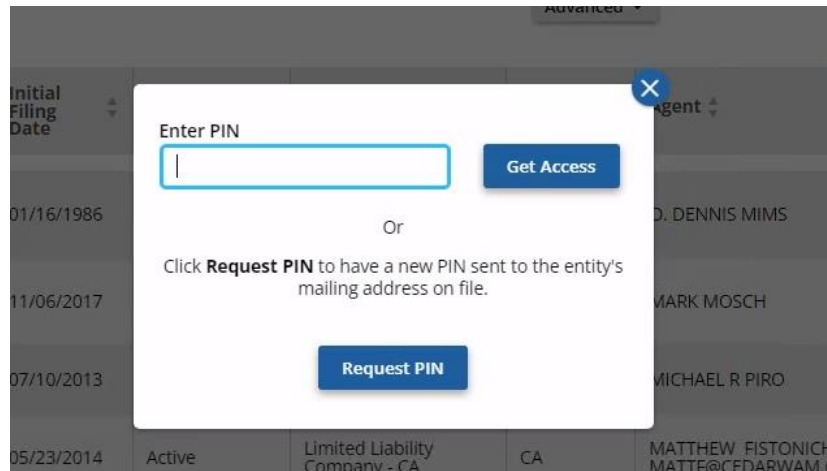
A user submitting an initial filing will be automatically granted Full Access to that online entity record.

If no one has been granted Full Access, access can be requested online, and a PIN will be mailed to the mailing address of the entity.



If the user searches for an entity and requests access, but the entity does NOT have an online Full Access user, the user must select **Request PIN**. A PIN will be **mailed** to the entity's mailing address. Once the PIN is received, log in, select the online entity record, select, **Manage Access** and select Input PIN Now button.

The user then has the option to enter the PIN and **Get Access**. If the PIN was never received or the user requested the PIN for the wrong entity, or the user needs to regenerate a new PIN for any reason, this can also be done here by selecting request PIN. The user cannot request a PIN several times a day, rather the system is configured such that duplicate requests will be blocked and only one PIN will be mailed. After 10 days, however, the user can re-request a PIN, if needed from here.



2.5 Okta Password Reset

Logged in users can change their password at any time, but if a user is unable to log in, the user needs to request help using the following instructions.

- On the login screen, click the link “Need help signing in?” and the “Forgot Password” link will appear.
- Click the “Forgot Password” link.
- Enter the email address or Username and click “Reset via Email”
- The user will receive an email that instructs them to send a request. Click the link “**Sign-in Help**” on the email.
- User will be redirected to the Sign-In Help page.



Sign-In Help

[← Back to Sign-In Page](#)

Okta is an on-demand service that allows you to easily sign-in to all the applications your organization uses through a single login.

Once you sign in, your Okta home page displays all your applications in one location. Simply, click the application's corresponding icon and each application opens in a new browser window or tab and you are automatically logged-in.

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More Help

[Request help](#)

[Send feedback](#)

[Report a bug](#)

Call Support

Call (916) 653-3516 to get help from someone at your organization.

- On the top right, under “More Help”, click **Request Help**. A pop-up Send Message window will appear. Enter email address; select “Cannot log in” in the “What do you need help with?” field and in the “Message” field type “Reset Password” and click on Send Message.
- The email is sent by Okta support to bizfile@sos.ca.gov. An SOS okta admin needs to reset the user’s password manually by providing a temporary password. The user will need to create a new password after logging in with the temporary password.

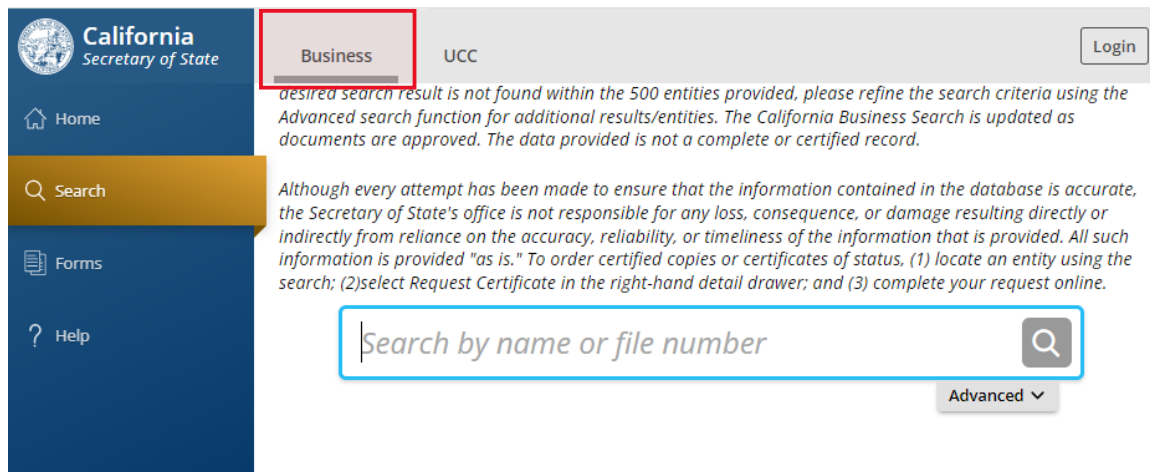
3. Business Search

The following section describes the Business Search. Business Searches are free to the public and do not require an online account. Plain copies of filed business documents can be downloaded, saved, and/or printed for free. The user will need to create an online account, if the user wishes to file a document, **File Statement of Information**, request certified copies of documents, request certificates of status, or manager user accounts.

The Business Search provides access to available information for **limited liability companies**, **corporations**, and **limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over **17 million** imaged business entity documents, including the most recent imaged Statements of Information filed for Limited Liability Companies and Corporations.

Note: The Business Search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation – Corporation, LLC, LP.

3.1 Basic Business Search



California Secretary of State

Business UCC Login

desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

Search by name or file number

Advanced

Note: User must select the Business or UCC Search at the top.

A **Basic Business Search** can be performed using an entity name or entity number. When searching a business name, users provide at least 3 characters for search criteria. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, a **Basic Business Search** will search **only ACTIVE entities** (Limited Liability Companies, Corporations, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The **Basic Business Search** performs a contains "keyword" search. The **Advanced Search** allows for a "Starts with" filter. To search entities that have a status other than **Active** or to refine search criteria, use the **Advanced Search** feature.

3.2 Advanced Business Search

An **Advanced Search** is required when searching for **Publicly Traded Disclosure** information or an entity status other than active or to narrow a user's search. An **Advanced Search** allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by "Starts with" specific search criteria.

3.2.1 Advanced – Entity Information Search

Search by name or file number

Advanced Search

Search Filter (1)

☒ Contains (Keywords)
☐ Starts with

Search Type (2)

☒ Entity Information Search
☐ Publicly Traded Disclosure Search

Entity Type (3)

All ▾

Status (4)

All ▾

Initial Filing Date (5)

Start: MM/DD/YYYY [Calendar Icon] End: MM/DD/YYYY [Calendar Icon]

(6) Search (7) Clear Filters (8) Advanced ^

The **Advanced Search** defaults to an Entity Information Search (2). This **Advanced Search** requires at least 3 characters of the business name to be searched. The user is provided the following options to narrow the user's Business Search:

1. **Search Filter** – Allows the user to search by **Contains (Keywords)** or **Starts with** a minimum of 3 characters in the Search Box.
2. **Search Type** – Allows the user to select **Entity Information Search** which is what is seen in the image above or **Publicly Traded Disclosure Search** which will be described in more details, below.
3. **Entity Type** – Allows the user to search by Entity Type. In addition to each Entity Type, the search criteria includes: All; All Corporations and Cooperatives; All Limited Liability Companies; and All Limited Partnerships.
4. **Status** – Allows the user to search for a specific status or All statuses, Active status, or a specific status. Note: Inactive is a separate status. And if selecting All statuses, you may have to narrow your search further depending on the number of results. Results are limited to the 500 entities closest matching the entered search criteria.
5. **Initial Filing Date** – Allows the user to specify an initial filing date range to be searched.

6. **Search Button** – This button starts the **Advanced Search**.
7. **Clear Filters Button** – This button clears all data entered in the **Advanced Search**.
8. **Advanced Button** – Clicking this will collapse the **Advanced Search** options.

3.2.2 Advanced – Publicly Traded Disclosure Search

The **Advanced Search – Publicly Traded Disclosure Search** allows the user to search on components of the Publicly Traded Disclosure Statement filed annually by Publicly Traded Corporations registered to do business in California. This is the only business search that does not require anything to be included in the “Search by name or file number” field.



The screen shots are divided into two parts, Part A and Part B in this guide, but the search options are continuous in the application.

Part A - Advanced – Publicly Traded Disclosure Search

Search by name or file number

Advanced Search
Search Filter
☒ Contains (Keywords)
☐ Starts with

Search Type
☐ Entity Information Search
☒ Publicly Traded Disclosure Search

Disclosure Filing Date Range
Start  End 

Disclosures
☐ Corporation Bankruptcy
☐ Corporation Legal Proceedings

Director or Executive Officer
(Search by individual name - enter at least 2 characters)
First Name Middle/Initial Last Name

Number of Female Directors on the Board
☐ 3 or more
☐ 2
☐ 1
☐ 0
☒ No Selection

Part A of the **Advanced – Publicly Traded Disclosure Search** provides for the following options to search:

1. **Disclosure Filing Date Range** – Allows the user to specify a filing date range when the Disclosure Statement was filed.

2. **Disclosures** – Allows the user to select Corporation Bankruptcy or Corporation Legal Proceedings to find those Publicly Traded Corporations that answered **Yes** to having a Corporation Bankruptcy or Corporation Legal Proceeding.
3. **Directors or Executive Officers** – Allows the user to search by an individual's name and will return all matches for both Directors and Executive Officers disclosed on the Publicly Traded Disclosure Statement.
4. **Number of Female Directors on the Board** – Allows the user to search by the number of female directors on the board of the Publicly Traded Corporation. The user may specify 3 or more, 2, 1, or 0. This search defaults to No Selection.

Part B of the Advanced – Publicly Traded Disclosure Search

The screenshot displays the 'Advanced' search interface for publicly traded disclosures. It features several filter sections, each highlighted with a red box and a numbered callout (1-7). Callout 1 points to the 'Number of Underrepresented Directors on the Board' section, which includes radio buttons for '3 or more', '2', '1', '0', and 'No Selection' (selected). Callout 2 points to the 'Compensation' section, containing 'From' and 'To' input fields. Callout 3 points to the 'Disclosures' section, which has checkboxes for 'Shares', 'Options', 'Bankruptcy', 'Fraud', and 'Loans to Directors'. Callout 4 points to the 'Independent Auditor' section, which includes a text input field and the instruction '(Search by auditor name - enter at least 2 characters)'. Callout 5 points to the 'Search' button, which has a magnifying glass icon. Callout 6 points to the 'Clear Filters' button. Callout 7 points to the 'Advanced' toggle switch, which is currently turned on and has an upward arrow icon.

Number of Underrepresented Directors on the Board

☐ 3 or more

☐ 2

☐ 1

☐ 0

☒ No Selection

Compensation

From

To

Disclosures

☐ Shares

☐ Options

☐ Bankruptcy

☐ Fraud

☐ Loans to Directors

Independent Auditor

(Search by auditor name - enter at least 2 characters)

Search

Clear Filters

Advanced ^

Part B of the **Advanced – Publicly Traded Disclosure Search** provide for the following options to search:

1. **Number of Underrepresented Directors on the Board** – Allows the user to search by the number of underrepresented directors on the board of the Publicly Traded Corporation. The user may specify 3 or more, 2, 1, or 0. This search defaults to No Selection.
2. **Compensation** – Allows the user to search by a compensation range. Must include numbers with no \$ or punctuation.
3. **Disclosures** – Allows the user to search by disclosures of Shares, Options, Bankruptcy, Fraud or Loans to Directors. Select all that apply.
4. **Independent Auditor** – Allows the user to search by the Corporation's independent auditor and the user must provide at least 2 characters.
5. **Search Button** – This button starts the advanced search.
6. **Clear Filters Button** – This button clears all data entered in the advanced search.
7. **Advanced Button** – Clicking this will collapse the **Advanced Search** options.

3.3 Business Entities Search Results & Timing of Updates

1 Results: 499					
Entity Information 3	Initial Filing Date	Status	Entity Type	Formed In	Agent 2
123 TESTING LLC (202250011646) >	03/17/2022	Active	Limited Liability Company - CA	CALIFORNIA	SAM LANE
123 uat test llc (201702010034) >	01/06/2017	Active	Limited Liability Company - Out of State	DELAWARE	DAIRL JOHNSON
1-HOUR COVID TEST CENTERS INC. (4622544) >	07/31/2020	Active	Stock Corporation - CA - General	CALIFORNIA	DARRYL ZILBERSTEIN

Once the user has clicked the **Search** button, the system will execute the search and display the results.

Note: The **Business Search** can support up to 500 search results.

Items to note when viewing the search results:

1. The number of results is displayed in the upper right-hand corner of the results list. **Business Search** results are limited to the 500 entities closest matching the entered search criteria. If the desired search result is not found within the 500 entities provided, refine the search criteria using the **Advanced Search** function for additional results/entities. It is important to remember that the user can limit the number of results by using the **Advanced** filter and/or being more specific in the search field (e.g., using a first and last name).
2. The **Business Search** results are broken into six columns, **Entity Information**, **Initial Filing Date**, **Status**, **Entity Type**, **Formed In**, and **Agent**.
3. Each column has a set of arrows next to the column name, this indicates that the search results can be sorted. The user can sort the columns by clicking the column name.

The **Business Search** is updated as documents are approved. The data provided is not a complete or certified record.

Disclaimer: Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) Log in to the user's

online account; (2) locate the correct entity using the search; (3) select **Request Certificate** in the right-hand detail drawer; and (4) complete your request online.

3.4 Online Entity Record

The screenshot displays the California Secretary of State bizfile Online Portal. The sidebar on the left contains navigation links: Home, Search, Forms, My Work Queue, My Records, Data Requests, Forms Manager, and Help. The main content area shows a table of entities with columns for Entity Information, Initial Filing Date, and Status. The selected entity, 'A DELAWARE TEST CORPORATION (5001319)', is highlighted in blue. A pop-up drawer on the right displays the entity's details, including buttons for 'File Amendment', 'File Statement of Information', 'Request Certificate', 'View History', and 'Request Access'. Red numbered callouts (1-8) highlight key features: 1. Pop-up drawer, 2. Entity name and number, 3. File Amendment button, 4. File Statement of Information button, 5. Request Certificate button, 6. Information details section, 7. View History button, 8. Request Access button.

Select the desired entity.

1. **Pop-up Drawer** - This will open a pop-up drawer on the right of the page.
2. **Entity Name** - The selected Entity Name and Entity Number will appear at the top in Gold.
3. **File Amendment** - The **File Amendment** button will appear if the user is logged in and been provided Full Access or Basic Access to the online entity record. This button will bring up the available online amendments based on that entity's type and status.
4. **File Statement of Information** - The **File Statement of Information** button will appear if the user is Logged In.
5. **Request Certificate** - The Request Certificate button will appear if the user is Logged In and allows the user to order certified copies and certificates of status for any entity.
6. **Information Details** - Information data includes key data related to the entity.
7. **View History** - The View History allows the user to see the filings and system transactions for this entity.
8. **Request Access** - Those seeking access can use this **Request Access** button to request access to the online record from those with Full Access. See Access section below. Those with Full Access to the online entity record, can manage access using this **Manage User Access** button which replaces the Request Access button.

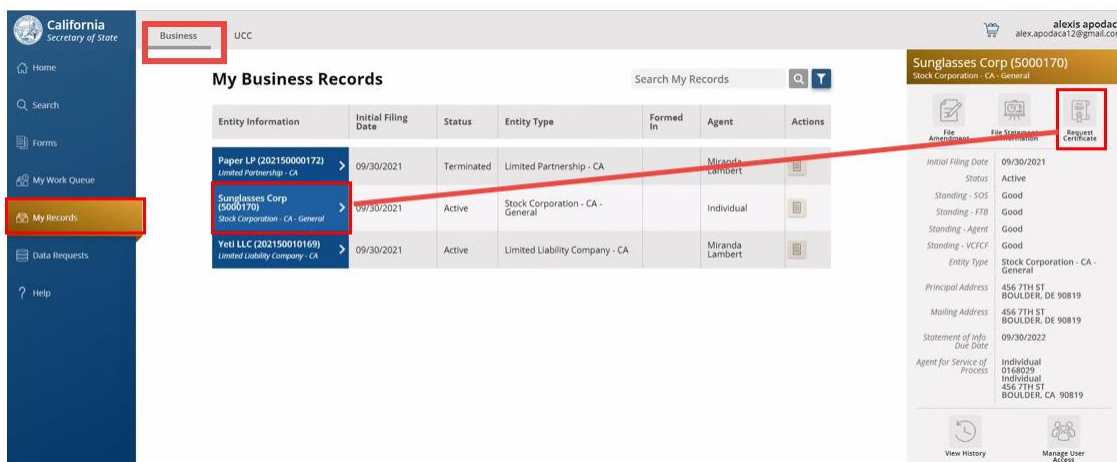


The **History** window displays the initial filing and any additional amendments, including Statements of Information and System Amendments that have been filed on the entity's record.

1. Select the **Download** link at the bottom of the window to download a copy of the filing. If there is not a Download button it means, there is not currently an online image available for that filing. The user will have to request copies via the U.S Mail or Drop Off in Sacramento office. System Amendments will not have a corresponding image.
2. The **Collapse All** button will collapse the window and show the name of the filing or system amendment and the date. **Expand All** button (located where the Collapse All button is) will restore to the detailed view above.

3.5 Business Entities – Certified Copies and Certificates of Status

A user must be **Logged In** to order **Certified Copies** and **Certificates of Status** for Business Entities. The user must run a **Business Search** to find the correct entity. If the user has Full Access or Basic Access to the online entity record, the user can navigate to their **My Business Records** on the left navigation pane. Both paths will take the user to the public entity record. Once the entity record is selected, the right navigation drawer will open. Select the **Request Certificate** button at the top of the right-hand navigation pane. This will take the user to the **Business Entities Orders** wizard, first page Privacy Warning /Terms and Conditions of Use.



3.5.1 Entity Details

The Entity Details tab is prepopulated and cannot be changed. Includes the Entity Name, Entity No., Registration Date, Entity Type, Formed In (Jurisdiction), and Entity Status.

Business Entities Orders

- ☒ Privacy Warning / Terms and Conditions of Use
- ☐ Submitter
- ☐ Entity Details**
- ☐ Request Details
- ☐ Processing Fee
- ☐ Submit

Entity Details

Entity Name
BB Timing Inc

Entity No.
5001090

Registration Date
02/15/2022

Entity Type
Stock Corporation - CA - General

Formed In
CALIFORNIA

Entity Status
Active

3.5.2 Request Details

Request Details tab is where the user will select either a **Certificate of Status** or **Certified Copies**.

Business Entities Orders

- ☒ Privacy Warning / Terms and Conditions of Use
- ☐ Submitter
- ☒ Entity Details
- ☐ Request Details**
- ☐ Processing Fee
- ☐ Submit

Request Type

Request Type *

[Select an option]
[Select an option]
Certificate Of Status
Certified Copies

3.5.3 Certificates of Status

Once **Certificate of Status** is chosen, the user must click **Next Step**. The **Processing Fee** is \$5.00.

Payment Successful

Visit [My Work Queue](#) at any time to view the status of your submitted items.

Certified Copy Request - BE	\$5.00
Total	\$5.00

Submission Detail

Certified Copy Request - BE
Status: Approved

Certificate of Status
10/9/2021

Once paid for and submitted, the Receipt is generated, and the Certificate of Status can be downloaded into a PDF by clicking the Certificate of Status at the bottom of the receipt.

The Certificate of Status can also be obtained in My Work Queue – BE Orders for 90 days.



Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, Ph.D., California Secretary of State, hereby certify:

Entity Name: ERB Baking LLC
Entity No.: 202250010657
Registration Date: 01/12/2022
Entity Type: Limited Liability Company - CA
Formed In: CALIFORNIA
Status: Active

This is an example of a Certificate of Status for an active Entity.

Note: the Certificate No. is under the seal and can be used to verify the Certificate.

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of February 10, 2022.

SHIRLEY N. WEBER, Ph.D.
Secretary of State

Certificate No.: 002539823

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.

3.5.4 Certified Copies

Business Entities Orders

- ☒ Privacy Warning / Terms and Conditions of Use
- ☐ Submitter
- ☒ Entity Details
- ☒ Request Details
- ☒ Processing Fee
- ☐ Submit

Request Type

Request Type *

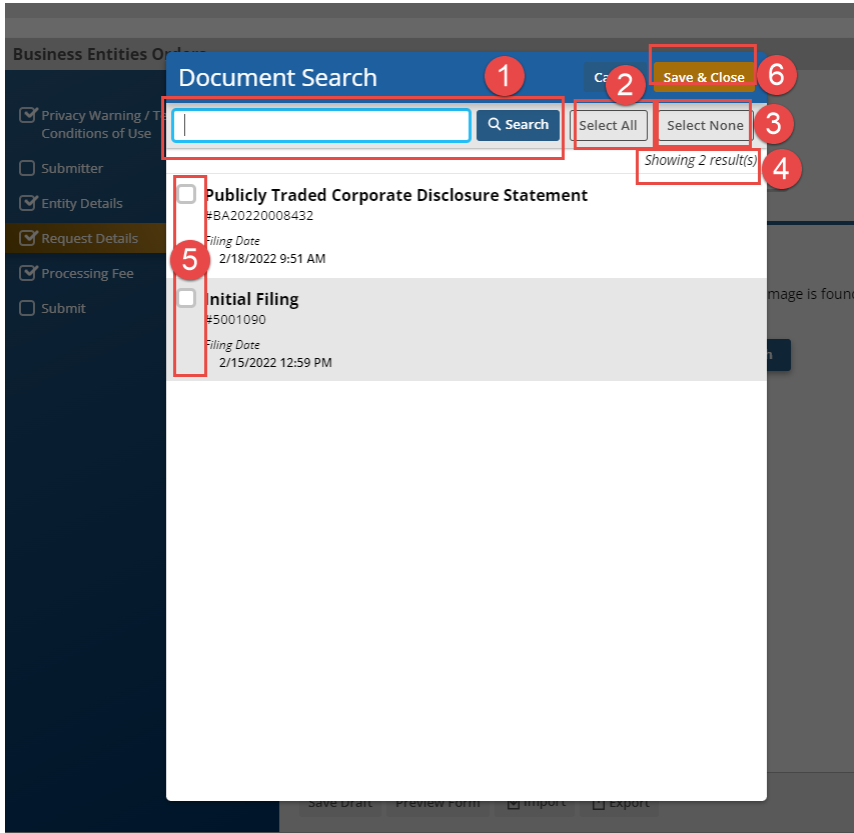
Certified Copies

Certified Copies Request

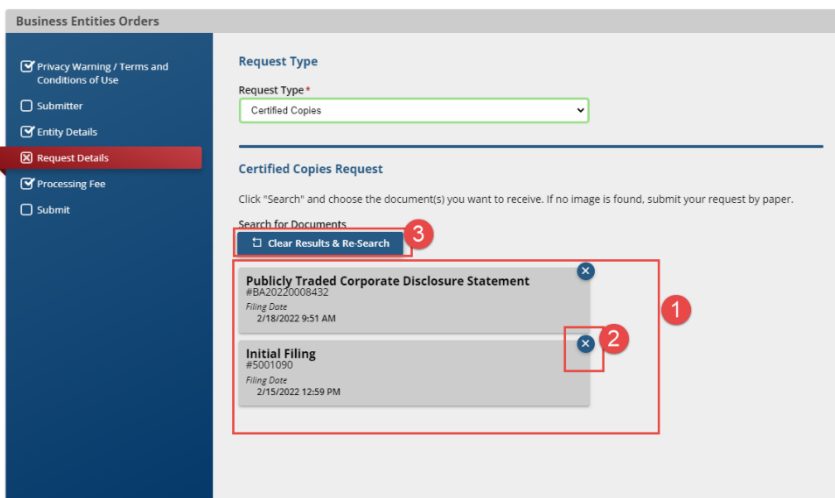
Click "Search" and choose the document(s) you want to receive. If no image is found, submit your request by paper.

Search for Documents

If **Certified Copies** is selected, a **Search** button will appear. Click on the **Search** button. **Note:** it is recommended to leave the **Search** field blank and click the **Search** button. Once the **Search** button is clicked, the **Document Search** window will open.



1. The **Search** field allows the user to search for a particular Document Type for that Entity.
2. If the user wants all documents for that Entity Record, click **Select All** button.
3. If the user changes their mind and wish to deselect all, click **Select None**.
4. **Showing [#] results** tells the user how many documents are in their search result. If nothing is put in the Search field, it will show the number of documents available to be certified for that entity.
5. If the user chooses to pick the documents to be certified, click on the box next to the desired filing(s) desired.
6. Once satisfied with the selection, click **Save & Close** in the top right



- (1) Once the user clicks **Save & Close**, the selected filing(s) will appear in the **Certified Copies Request** Section.
- (2) If the user decides the user only needs the Publicly Traded Corporate Disclosure Statement, the user can click on the blue **X** next to the Initial Filing and the Initial Filing will be removed from the Order.
- (3) If the user needs to search again, click on **Clear Results & Re-Search**. The **Processing Fee** for Certified Copies is **\$5.00 per document**.

3.5.5 Receipt – Certified Copy

Once paid, a receipt will open, which shows, in this case, the \$5.00 flat fee for 1 certified document along with the submission details.

Note: the status is Pending; once ready, the Status will change to Approved.

Once the certified copy has been fulfilled or is ready, the user can access the certified copy from the user's downloads in My Work Queue – BE Orders. Be sure to select the BE Orders tab at the top.

Form Information	Entity No.	Status	Status Date	Actions
Certified Copies (BB christmas Inc) Business Entities Orders	002577520	Approved	03/03/2022	[Download] [Print]
Certified Copies (BB christmas Inc) Business Entities Orders	002555918	Approved	02/18/2022	[Download] [Print]
Certified Copies (EBB Baking llc) Business Entities Orders	002539924	Approved	02/10/2022	[Download] [Print]

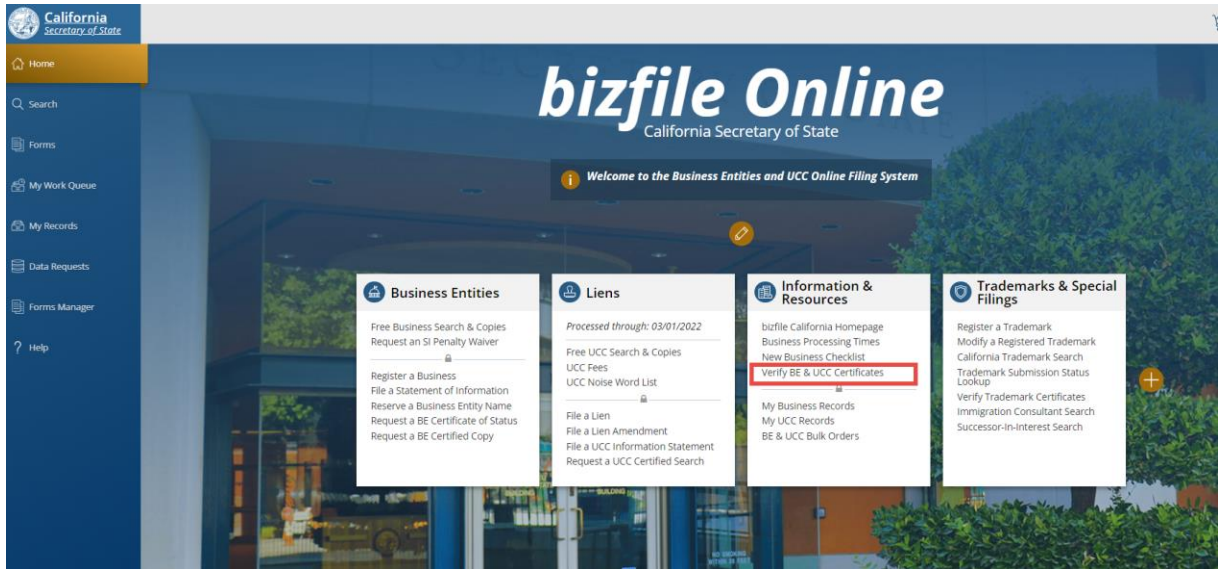
3.5.6 Certified Copy Output

This is an example of a Certified Copy in PDF format. The Certificate Number also known as the Certificate Verification Number and Date the Certified Copy was issued appears in the top right of the Certification page and the left margin of each page of the filing(s) being certified. A list of the documents being certified appears in the middle of the Certification page under Document Listing.

3.5.7 Certification Verification

Any user who has a need to verify a Business Entity or UCC Certificate or Certified Copy may do so through the bizfile Online **Certification Verification** tool on the home page under **Information & Resources**.

Note: Logging into the **bizfile** Online portal is not necessary to verify certificates. Anything above the padlock line indicates that it is a public function without the need to log in.



Once selected, a pop-up **Certification Verification** window will open.

Fill in the **Certification Verification No.** from the Certificate or Certified Copy and Select **Business** or **UCC** depending on the **Certificate Type**. It is assumed that any third party looking to verify a certificate will have this **Certification Verification No.** located at the top of the Certified copy.

Click **Verify Certificate**.

If the certificate is verified, a green box will appear indicating “**This certificate has been verified.**” Additional information about the entity/document also will appear.

Note: This Certification Verification box also directs the user to the Search function where the user can access images associated with an entity/document and its status. The user does not need to be logged in to search but must be logged in to order Certificates of Status or Certified Copies.

If a Certification Verification number is entered that is invalid, an error message will appear in red stating ‘**The Certification Verification Number entered is not valid.**’

Double check the **Certification Verification No.** and that the correct **Certificate Type** was selected and verify again.

4. UCC Search

The following section describes the UCC Search. UCC Searches are free to the public and do not require an account.

The user can search by Debtor Name, Secured Party, or File Number. When searching by name (individual or organization), the UCC Search will provide both Debtors and Secured Parties that match the name.

Both UCC Search results and copies of filed documents can be downloaded, saved, and/or printed for free.

The user will need to create an account if they wish to file amendments or request certified copies of documents.

4.0 UCC Search Basics

The screenshot shows the 'UCC Search' interface. At the top left, the title 'UCC Search' is displayed. To its right is a 'Print' button with a printer icon, labeled with a red box and the number 3. Below the title, a status message reads 'UCC Records have been processed through: 06/25/2020', labeled with a red box and the number 1. A disclaimer follows: 'Disclaimer: This tool allows you to search the California Secretary of State's Uniform Commercial Code database for abstracts of information for lien notices that have been filed with this office. The UCC Search is updated as documents are filed. The data provided is not a complete or certified record.' Below the disclaimer is a large search input field with the placeholder text 'Search by name or file number', labeled with a red box and the number 2. To the right of the search field is a magnifying glass icon, labeled with a red box and the number 4. At the bottom right of the search area is an 'Advanced' dropdown menu, labeled with a red box and the number 5.

There are five main components to the UCC Basic Search page:

1. **Processed Through Date** – Like the processed through date on the homepage, this displays the date through which UCC submissions have been processed.
2. **Search Field** – This is the field where search text can be entered. The user can enter a **Debtor**, **Secured Party**, or **File Number** and the search will return all matching results.
Note: Entering a text search (non-file number) will return all matches for both debtors and secured parties. Must enter at least 3-characters. For example, if the user enters the name “Smith” into the Search field then the system will return all filings with the name “Smith” in the **Debtor** and/or the **Secured Party** fields.
3. **Print Button** – This button will allow the user to download and save the search results as well as print the results.
Note: This button is not active until a search has been executed.
4. **Search Button** – This button starts the search.
5. **Advanced Search Options** – Clicking this tab activates a menu that has several options to assist in refining the UCC Search.

4.1 UCC Advanced Search

The screenshot shows the 'Advanced Search' interface. It includes several filter sections: 'Status' with a dropdown menu (1), 'File Type' with a dropdown menu (2), 'File Date' with 'Start' and 'End' date pickers (3), and 'Lapse Date' with 'Start' and 'End' date pickers (4). At the bottom, there are two buttons: 'Search' (5) and 'Clear Filters' (6). In the bottom right corner, there is an 'Advanced' button with an upward arrow (7).

Should the user want to refine their search further, clicking the **Advanced** button on the lower right of the search field will present this drop down.

The **UCC Advanced Search** menu consists of the following:

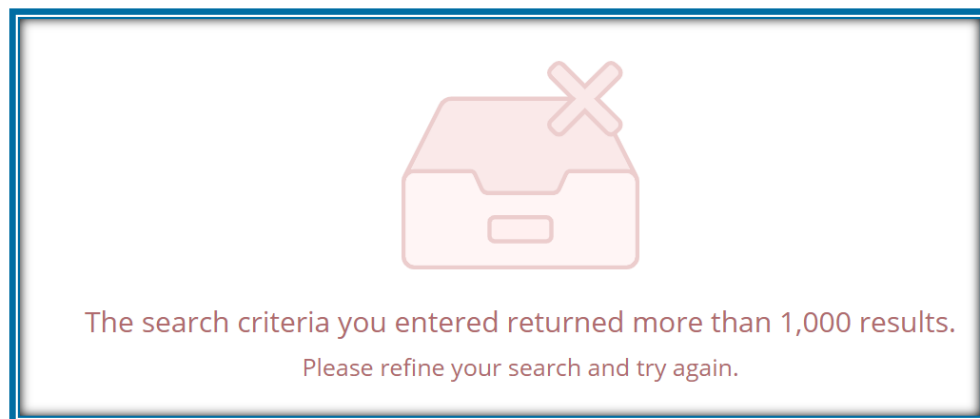
1. **Status** – Allows the user to filter the status of the documents by status - Active (unlapsed), Active (lapsed and unlapsed). By default, the Status is set at All.
2. **File Type** – Allows the user to choose the **File Type** for which the user is searching. The **File Types** are, Financing Statement, Judgment Lien, State Tax Lien, Federal Tax Lien, and Attachment.
3. **File Date** – Allows the user to specify a **File Date** range to be searched.
4. **Lapse Date** – Allows the user to filter the search by a **Lapse Date** range.
5. **Search** Button – This button starts the **Advanced Search**.
6. **Clear Filters** Button – This button clears all data entered in the **Advanced Search**.
7. **Advanced** Button – Clicking this will collapse the **Advanced Search** options.

4.2 UCC Search Results

Results: 502 1						
UCC Type 3	Debtor Info	File #	Secured Party Info	Status	Filing Date	Lapse Date 2
Notice of State Tax Lien	JOHN E. SQUARE ENTERPRISES, LLC - HIGHLAND, CA	207771719506	EMPLOYMENT DEVELOPMENT DEPARTMENT - SACRAMENTO, CA	Active	04/06/2020	04/06/2030
Notice of State Tax Lien	JOHN HUNTER ACOUSTICS, INC. - TUCUNGA, CA	207771732076	EMPLOYMENT DEVELOPMENT DEPARTMENT - SACRAMENTO, CA	Active	04/06/2020	04/06/2030
Notice of State Tax Lien	JOHNNYS MOBILE AUTO REPAIR - SANTA ANA, CA	207771757205	EMPLOYMENT DEVELOPMENT DEPARTMENT - SACRAMENTO, CA	Active	04/06/2020	04/06/2030

Once the user has clicked the **Search** button, the system will execute the search and display the results.

Note: The search can support up to 1,000 search results. If the user's search returns more than 1,000 results the following notification will be displayed.

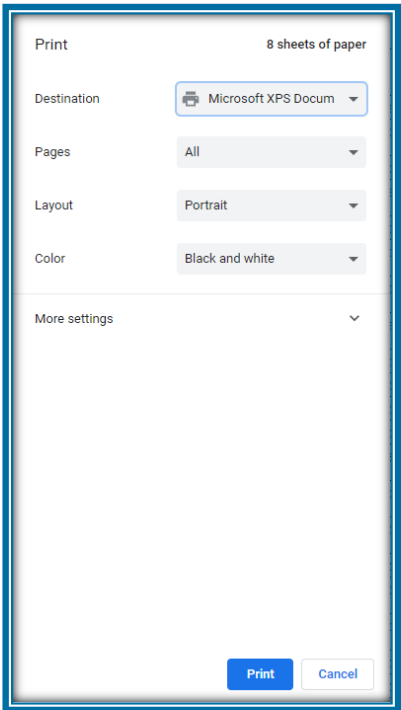


Items to note when viewing the search results:

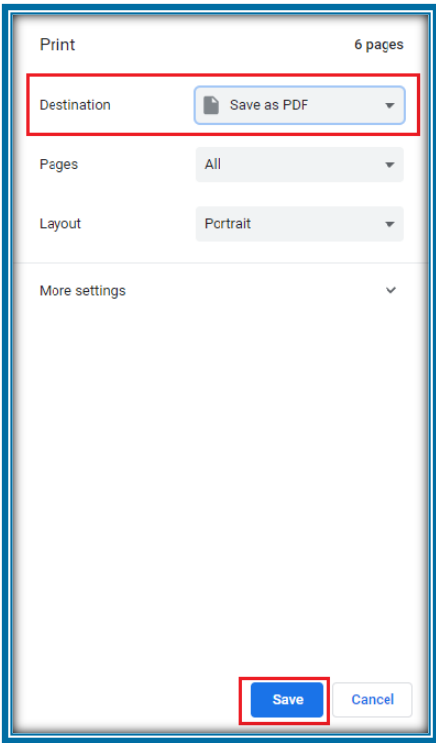
1. The number of results is displayed in the upper right-hand corner of the results list. It is important to remember that the user can limit the number of results by using the **Advanced** filter and/or being more specific in the search field (e.g., using a first and last name).
2. The search results are broken into seven columns, **UCC Type**, **Debtor Information**, **File Number**, **Secured Party Information**, **Status**, **Filing Date**, and **Lapse Date**.
3. Each column has a set of arrows next to the column name, this indicates that the search results can be sorted. The user can sort the columns by clicking the column name.

4.3 Saving and Printing Search Results

Search results can be printed or saved by clicking the **Print** button at the top of the search field. Once the **Print** button is clicked, the following pop-up will be displayed.

A print dialog box titled "Print" with a subtitle "8 sheets of paper". It contains several settings: "Destination" set to "Microsoft XPS Docum...", "Pages" set to "All", "Layout" set to "Portrait", and "Color" set to "Black and white". There is a "More settings" link with a downward arrow. At the bottom, there are "Print" and "Cancel" buttons.

The search results can be printed by selecting an available printer from the **Destination** drop down and then clicking **Print**. The user can also choose a select number of pages to be printed and how many copies the user wants to print.

A print dialog box titled "Print" with a subtitle "6 pages". The "Destination" dropdown is highlighted with a red box and shows "Save as PDF" with a document icon. Other settings include "Pages" set to "All", "Layout" set to "Portrait", and a "More settings" link. At the bottom, the "Print" button has been replaced by a "Save" button, which is also highlighted with a red box, along with a "Cancel" button.

Search results can be saved in the same window by selecting **Save** as PDF from the Destination drop down.

Note: The **Print** button changes to a **Save** button when this option is selected.

4.4 Accessing a Copy of a UCC Filing

UCC Search Print


UCC Records have been processed through: 01/01/2020

john Q Advanced

UCC Type	Debtor Info	File #	Secured Party Info	Status	Filing Date	Laps Date
Notice of State Tax Lien	MCNITT, JOHN R - SACRAMENTO, CA	20192308461	SOME STATE TAX COMMISSION - SACRAMENTO, CA	Active	01/02/2019	01/02/2019
Notice of State Tax Lien	JOHNSON, KEVIN JOSEPH - SACRAMENTO, CA	20071458718	SOME DEPARTMENT OF HEALTH AND WELFARE - SACRAMENTO, CA	Terminated	01/10/2007	12/31/2007
Notice of State Tax Lien	SLIGER, JOHN ALLEN - SACRAMENTO, CA	20131788044	SOME DEPARTMENT OF HEALTH AND WELFARE - SACRAMENTO, CA	Terminated	01/10/2013	12/31/2013
Notice of State Tax Lien	MARSH, JOHN R - SACRAMENTO, CA	20172159534	SOME DEPARTMENT OF HEALTH AND WELFARE - SACRAMENTO, CA	Active	01/13/2017	01/13/2017

MARSH, JOHN R - SACRAMENTO, CA

Legacy Number T862783
Legacy Amendment Number T8627831
Debtor Name MARSH, JOHN R
Debtor Address 123 Main Ave, SACRAMENTO, CA 95838
Secured Party Name SOME DEPARTMENT OF HEALTH AND WELFARE
Secured Party Address 123 Main Ave, SACRAMENTO, CA 95838

 View History

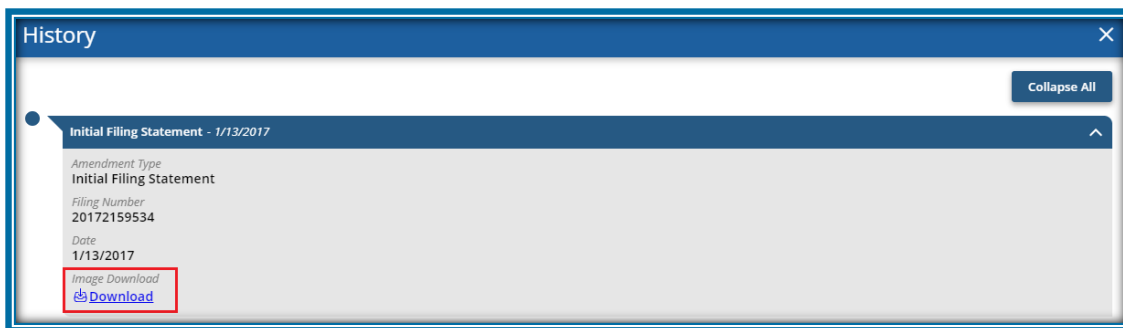
Copies of the filings can be accessed through the search results. Once the desired filing record has been located, click on the blue box next to the filing in the **UCC Type** column. This will open a pop-up to the right of the page.

MARSH, JOHN R - SACRAMENTO, CA

Legacy Number T862783
Legacy Amendment Number T8627831
Debtor Name MARSH, JOHN R
Debtor Address 123 Main Ave, SACRAMENTO, CA 95838
Secured Party Name SOME DEPARTMENT OF HEALTH AND WELFARE
Secured Party Address 123 Main Ave, SACRAMENTO, CA 95838

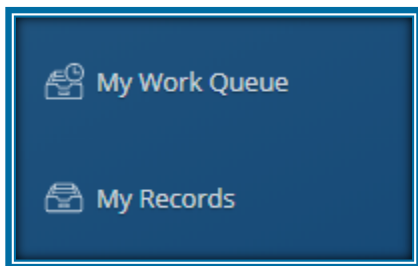
 View History

In the new pop-up, click the **View History** button. A new window titled **History** will be displayed.



The **History** window displays the initial filing and any additional amendments. Select the **Download** link at the bottom of the window to download a copy of the filing. The **Collapse All** button will collapse or close the **History** window.

5. My Work Queue



Users must be logged in to the bizfile Online portal to access either **My Work Queue** or **My Records**. Unfiled forms will be automatically removed from **My Work Queue** after two months and the user will have to start over.

5.1 My Work Queue Actions

The available actions next to each form in **My Work Queue** for Business Entities and UCC will vary depending on which status the form is currently in. For example, items that have been submitted and have been approved or are pending SOS approval will not have a delete option.



1. **Resume Editing** – Available for incomplete forms that have been saved by the user. Allows the user to continue any saved form.



2. **Add to Cart** – Allows the user to place a completed but not submitted form into the shopping cart. This option only becomes available when the user removes a form from the shopping cart prior to checking out.



3. **View filings** – Allows the user to review the data entered into a form.

Note: This does not allow the user to edit the form, this a **read only** view.



4. **Download** – Allows the user to download any documentation associated with the form for viewing.



5. **Delete** – Allows the user to delete forms that are either not complete or removed from the shopping cart prior to submission.

5.2 My Work Queue Actions

My Business Work Queue is the repository of all forms the user is actively working, which includes:

- Forms the user has saved but not completed.
- Forms the user has in the shopping cart.

- Forms that have been removed from the shopping cart. (**Note:** an item can be added back to the shopping cart by clicking Add to Cart under Actions.)
- Electronically filed forms that are waiting for approval.
- Print and Mail forms.
- Recently approved forms.

Note: BE Orders tab at the top must be selected to find Certificates of Status and historical Certified Copy orders.

Form Information	Document No.	Status	Status Date	Actions
Test Again Baker Inc Articles of Incorporation - CA Corporation - General Stock	5000773	Needs Correction	03/23/2022	[Edit] [Print]
BB Timing Inc Conversion to a CA LLC Continuing	BA20220012026	Pending Signature	03/11/2022	[Edit] [Print]
BB bake off llc Articles of Organization - CA LLC	202250011268	Pending Review	02/25/2022	[Edit] [Print]

There are five columns on the **My Business Work Queue** page:

1. **Form Information** – Displays the Entity Name and below that the Document Type.
2. **Document Number** – The unique identifying number for each Document.
Note: if it is an initial filing for Corporations (7-digit number), initial filing for LLC or LP (12-digit number) or an amendment filing (BA plus 12-digit number).
3. **Status** – Displays the current status of each document.
4. **Status Date** – Displays the date the status of the filing was last updated.
5. **Actions** – Lists the available actions for each filing.

5.3 My BE Orders Work Queue

My BE Orders Work Queue can be accessed from the homepage, select “**My Work Queue**” on the left-hand side navigation. Once selected, be sure to select the **BE Orders** tab at the top of the page. **My BE Orders Work Queue** contains business certificates and certified copies the user is actively working on or that have been fulfilled recently by the SOS. These certificates are available for up to 2 months.

5.4 My UCC Work Queue

My UCC Work Queue can be accessed from the homepage, select “**My Work Queue**” on the left-hand side navigation. Once selected, be sure to select the **UCC** tab at the top of the page. **My UCC Work Queue** is the repository of all UCC forms the user is actively working on, which includes:

- Forms the user has saved but not completed.
- Forms the user has in the shopping cart.
- Forms that have been removed from the shopping cart.
- Electronically filed forms that are waiting for approval.
- Print and Mail forms.
- Recently approved forms.

Business BE Orders **UCC** UCC Orders

My UCC Work Queue Search My Work Queue Results: 9

Records will appear in this queue for two months following the listed status date.

1 Form Information	2 Entity No.	3 Optional Filer Reference Data	4 Status	5 Status Date	6 Actions
Attachment Lien - Amendment	U220180727727		Approved	04/05/2022	[Icons]
Attachment Lien - Amendment	U220180727526		Approved	04/05/2022	[Icons]
Attachment Lien - Amendment	U220180727529		Approved	04/05/2022	[Icons]
Attachment Lien - Filing Statement First Debtor: JOHN DOE	U220180727525		Approved	04/05/2022	[Icons]
Judgment Lien - Amendment	U220180726422		Approved	04/05/2022	[Icons]
Judgment Lien - Amendment	U220180726321		Approved	04/05/2022	[Icons]
Judgment Lien - Amendment	U220180726220		Approved	04/05/2022	[Icons]
Judgment Lien - Filing Statement First Debtor: NEWBERRY INC	U220180726119		Approved	04/05/2022	[Icons]

There are six columns on the **My UCC Work Queue** page:

1. **Form Information** – Displays the debtor name and the filing type.
2. **Entity Number** – The unique identifying number for each filing.
3. **Optional Filer Reference Data** – This is an optional field on the filing that the user can leave notes in, any notes left in this field will appear in this column.
4. **Status** – Displays the current status of each document.
5. **Status Date** – Displays the date the status of the filing was last updated.
6. **Actions** – Lists the available actions for each filing.

5.5 My UCC Orders Work Queue

My UCC Orders Work Queue can be accessed from the homepage, select “**My Work Queue**” on the left-hand side navigation. Once selected, be sure to select the **UCC Orders** tab at the top of the page. **My UCC Orders Work Queue** contains UCC certified searches and certified copies the user is actively working on or that have been fulfilled recently by the SOS. These certificates are available for up to 2 months.

6. My Records

6.1 My Business Records

My Business Records is the repository of all the online entity records to which the user has Full Access or Basic Access. Once an online Initial Filing is approved, the submitter will have Full Access to that online entity record and it will appear in that user's **My Business Records**.

My Business Records

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent	Actions
BB christmas Inc (5001092) Stock Corporation - CA - General	02/15/2022	Active	Stock Corporation - CA - General	CALIFORNIA	C T CORPORATION SYSTEM	[Icon]
BB Timing Inc (5001090) Stock Corporation - CA - General	02/15/2022	Active	Stock Corporation - CA - General	CALIFORNIA	C T CORPORATION SYSTEM	[Icon]
EBB Baking Inc (202250010833) Limited Liability Company - CA	01/31/2022	Active	Limited Liability Company - CA	CALIFORNIA	NO AGENT	[Icon]

1. **Search My Records** – Allows user to search the online entity records to which the user has access.
2. The Results include **Entity Information**, **Initial Filing Date**, **Status**, **Entity Type**, **Formed In** (Jurisdiction), **Agent** and **Actions**.
3. The **Entity Information** (Blue Box) includes the **Entity Name**, **Entity Number**, and the **Entity Type**. Clicking on the Entity Name brings up the pop-up drawer on the right with the entity details and access to **File Amendment**, **File Statement of Information**, **Request Certificate**, **View History** and **Manage User Access**.

6.2 My UCC Records

My UCC Records is the repository of all the forms the user has filed and/or amended. Only forms that have been approved by the Secretary of State will appear in the user's **My UCC Records**.

My UCC Records

Records will appear in this list until the listed lapse date.

Form Information	File Number	Status	Filing Date	Lapse Date	Actions
Attachment Lien First Debtor: RAY GOLBARI, AN INDIVIDUAL, AKA SHAHRAM GOLBARI, AKA SHAHRAM RAY GOLBARI, C/O VIVOLI SACCUZZO LLP - SAN DIEGO, CA	187655934008	Active	06/26/2018	06/26/2021	[Icon]
Attachment Lien First Debtor: SUDIPTA KUMAR GHOSH, TRUSTEE OF THE SUDIPTA KUMAR GHOSH LIVING TRUST DATED 10/26/05 - CALABASAS, CA	187648405932	Terminated	05/11/2018	05/11/2021	[Icon]
Judgment Lien First Debtor: SUE, SALLY - FRESNO, CA	U200020121212	Active	05/15/2020	05/15/2025	[Icon]
Judgment Lien First Debtor: CISCO, FRAN - LODI, CA	U200020065819	Active	04/28/2020	04/28/2025	[Icon]

The user can click on any of the boxes within the **Form Information** column to see the details and options available for each form.

My UCC Records

Records will appear in this list until the listed lapse date.

Form Information	File Number	Status	Filing Date	Lapse Date	Actions
UCC First Debtor: TEST TEST2 - SACRAMENTO, GA	U200027725120	Active	06/22/2020	06/22/2025	
UCC First Debtor: TEST1 - SACRAMENTO, CA	U200027491939	Active	06/18/2020	06/18/2025	
UCC First Debtor: AMERICAN STRAPPING COMPANY, LLC - BRANTFORD,	152479539878	Active	08/11/2015	08/11/2025	
UCC First Debtor: SMITH & BRYANT, INC. - FRESNO, CA	117259273320	Terminated	01/31/2011	01/31/2021	

UCC

First Debtor: AMERICAN STRAPPING COMPANY, LLC - BRANTFORD,

1

Debtor Name AMERICAN STRAPPING COMPANY, LLC

Debtor Address 116 SHAVER STREET, CAN

Secured Party Name JOHNSON, CORNELIA SMITH

Secured Party Address 9836 MORHAVEN TRAIL N., CHESTERFIELD, VA 23237

2

View History

Manage User Access

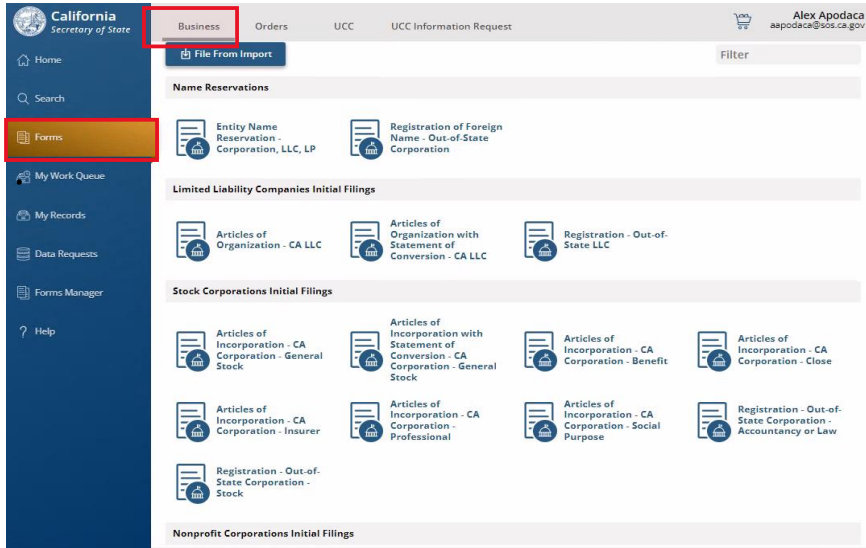
Within the details box, the user can:

1. **File Amendment** – The user can file an amendment to that Record.
2. **View History** – The user can view the form's history and download a copy of the form along with any associated attachments or amendments.

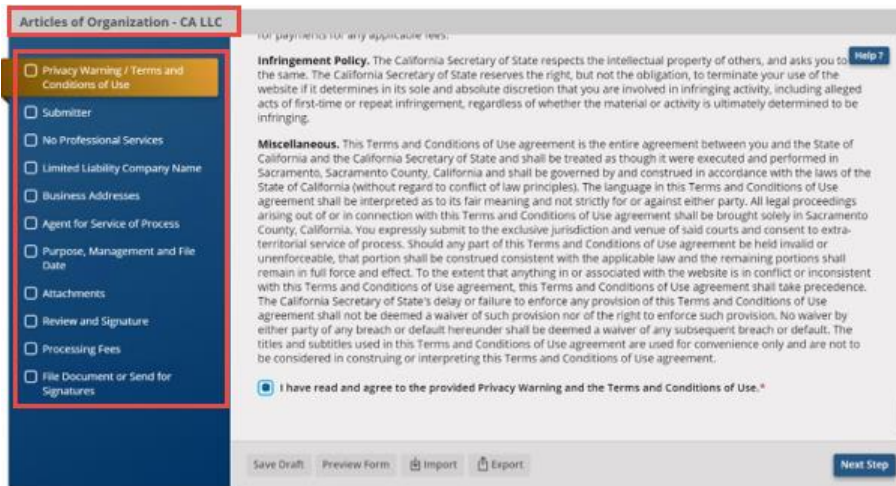
7. Initial Filing – Business Entities

7.1 Select Form

As noted in the Access sections of this document, the user will need to create an online account and log into the **bizfile** Online portal to access and file initial filings or name reservations.



Click on **Forms** on the Left Navigation Pane. Make sure the **Business** tab is selected at the top. Business Entity Initial Filing online documents are organized by Entity Type. Select the desired document, a pop-up window will describe the form and fee, and select File Online.



The Form Type is at the top left. In this case it is Articles of Organization - CA LLC.

Each section of the workflow is listed on the left. By clicking these links, the user is navigated directly to that section of the workflow.

Note: The system automatically guides the user through the online form, however, the customer can select any section to move around the document at any point or select the **Previous Step** button or **Next Step** button. For example, the user can go from the **Submitter** section to the **Attachments** section by clicking on **Attachments** and skip those in between. Prior to submission, the other sections must be completed.

The first page of every online workflow /form is the **Privacy Warning / Terms and Conditions of Use**, which must be agreed to and selected before being able to submit. The user must check the box at the bottom of the text box attesting that the user has read and agrees to the **Privacy Warning and the Terms and Conditions of Use**. If the agreement is not checked, an error message will appear (see below). Scroll to the bottom of the text, click the box, and select **Next Step**.

Note: This Privacy Warnings/Terms section is on every online document, however, depending on the entity type chosen, the various sections that need to be completed will change.

Note: There are over 70 business entity online forms covering over 140 forms, this guide highlights some of the forms and features. This guide does not go through each section or each form. Each form has a **Help** button in the top right corner where available to help the user complete that section.

7.2 Submitter Information

Submitter Information is optional but allows Secretary of State to contact the submitter if there is an issue with the submission. The Secretary of State may use this information to contact the submitter or may instead, send the submission back for correction or reject the submission all together.

7.3 Entity Name

The Name section allows the user to indicate if the user previously reserved the entity name being used with this submission. The user may select **Yes** if a previously reserved entity name will be used - otherwise select **No**. If **Yes** is selected, a drop-down box will appear with the user's previously reserved names that are active. **Name Reservation** is covered in another section.

If **No** is selected, the customer must enter the entity name to be used. In this case a Limited Liability Company with the required LLC ending.

If the customer selects **No** and enters a previously used name, the system will generate an error message letting the customer know the name is taken.










Note: At the time of processing, the SOS staff will make the final determination if the name is acceptable or if the entity name is misleading and, therefore, not available.

7.4 Save Draft

Save Draft Button, located in the lower left corner can be used to save work and return to the Online Form later to complete. Once a user selects **Save Draft**, the user can find the saved draft in their **My Business Work Queue** where the online document can be continued and finalized later by selecting the **Resume Editing** button (pencil icon) under **Actions**. **Resume Editing** will take the user to the section of the form where the user stopped working.

My Business Work Queue

Results: 70

Form Information	File Number	Status	Status Date	Actions
ABCD LLC Articles of Organization - CA LLC	N/A	Draft	06/03/2021	 
Orangles LLC Articles of Organization - CA LLC	N/A	Draft	06/03/2021	 
Apples LLC Articles of Organization - CA LLC	B20210609809	In Cart	06/03/2021	
Button Corp Interspecies Merger with CA Corporations and Other Business Entities into Qualified Survivor	BA20210000220	Pending Online Payment	06/03/2021	  
Button Corp Interspecies Merger with CA Corporations and Other Business Entities into Qualified Survivor	BA20210000219	In Cart	06/03/2021	

7.5 Copy Address Feature

Once the user fills out the principal address, the **Copy Address** button may be used to copy the principal address to the mailing address and other addresses.

Articles of Organization - CA LLC

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ No Professional Services

☒ Limited Liability Company Name

☒ Business Addresses

☐ Agent for Service of Process

☐ Purpose, Management and File Date

☐ Attachments

☐ Review and Signature

☐ Processing Fees

☐ File Document or Send for Signatures

Initial Street Address of Principal Office of LLC
Must be a physical street address; a PO Box cannot be used.

Address *
123 4th ST

STREET/PL

Attention

City * State * ZIP code *

SACRAMENTO CA 12345

Initial Mailing Address of LLC
This address will be used for mailing purposes and may be a PO BOX.

Address *

STREET/PL

Attention

City * State * ZIP code *

Country *

United States

Save Draft Preview Form Import Export Previous Step Next Step

Articles of Organization - CA LLC

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ No Professional Services

☒ Limited Liability Company Name

☒ Business Addresses

☐ Agent for Service of Process

☐ Purpose, Management and File Date

☐ Attachments

☐ Review and Signature

☐ Processing Fees

☐ File Document or Send for Signatures

Initial Street Address of Principal Office of LLC
Must be a physical street address; a PO Box cannot be used.

Address *
123 4th ST

STREET/PL

Attention

City * State * ZIP code *

SACRAMENTO CA 12345

Initial Mailing Address of LLC
This address will be used for mailing purposes and may be a PO BOX.

Address *

STREET/PL

Attention

City * State * ZIP code *

Country *

United States

Save Draft Preview Form Import Export Previous Step Next Step

Select an Address

Principal Address
123 4th ST
SACRAMENTO, CA 12345

The **Copy Address** button will copy over everything entered on the principal address to the mailing address.

Note: Changes may be made after the address was copied.

7.6 Agent for Service of Process

Agent for Service of Process section requires the user to select an Individual over the age of 18 that resides in California or a California Registered 1505 Corporate Agent.

Selecting a California Registered Corporate Agent (1505) allows the user to search for an already registered corporate agent (1505). Select **Search** and an alphabetical list of 1505 agents will appear.

Note: The customer must certify the selected California Registered Corporate Agent (1505) has agreed to serve as the entity's agent for service of process by checking the box.

Articles of Organization - CA LLC

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ No Professional Services

☒ Limited Liability Company Name

☒ Business Addresses

☒ Agent for Service of Process

☐ Purpose, Management and File Date

☐ Attachments

☐ Review and Signature

☐ Processing Fees

☐ File Document or Send for Signatures

Agent for Service of Process

An Agent for Service of Process is responsible for accepting legal documents (e.g. service of process, lawsuits, other types of legal notices, etc.) on behalf of your Entity. Select either an Individual or California Registered Corporate Agent (1505).

Select an Agent Type *

☐ Individual

☒ California Registered Corporate Agent (1505)

Note: Advanced approval must be obtained from a California Registered Corporate Agent (1505) prior to designating that corporation as your Entity's Agent for Service of Process.

☐ I certify the selected California Registered Corporate Agent (1505) has agreed to serve as the Agent for Service of Process for this entity.*

California Registered Corporate Agent (1505) *

Search for an existing Agent.

Search

Save Draft Preview Form Import Export Previous Step Next Step

7.7 Future File Date and Future Effective Date

File Date

The File Date will be the date the submission is received by the Secretary of State in fileable order and will become the effective date. However, you may specify a Future File Date not to exceed 90 calendar days in the future.

Select a Filing Date Option *

Note: All submissions and file dates are subject to review and approval by the Secretary of State.

☒ Current Date (Most Common) - Document is immediately reviewed and filed.

☐ Future File Date - Document will be held and filed on the future file date specified.

The **File Date** is the date the submission is received by the Secretary of State. In this example, the customer can select the **Current Date** (Most Common) or choose a **Future File Date**.

Depending on the type of document, a **Future File Date** or **Future Effective Date** may be selected, if applicable.

- **Future File Date** allows the document to be held and filed on the future file date specified. Must be within 90 days of submission.
- **Future Effective Date** allows the document to be reviewed and filed but is not effective until the future effective date specified. Must be within 90 days of submission.

7.8 Attachments

The online forms have been created to meet the minimum requirements provided by California Law. If additional provisions are desired, provided they comply with law, may be uploaded as an attachment. The attachment must be 8 1/2 x 11 and in PDF format.

Articles of Organization - CA LLC

- ☒ Privacy Warning / Terms and Conditions of Use
- ☒ Submitter
- ☒ No Professional Services
- ☒ Limited Liability Company Name
- ☒ Business Addresses
- ☒ Agent for Service of Process
- ☒ Purpose, Management and File Date
- ☒ **Attachments**
- ☐ Review and Signature
- ☐ Processing Fees
- ☐ File Document or Send for Signatures

Attachments

Attachments are optional. All attachments should be one-sided, legible and clearly marked as an attachment, noting which section the attached information relates to for this filing. If there are no attachments to this filing, click Next Step.

Upload PDF Attachment(s)

Select files to upload (.pdf)

Save Draft Preview Form Import Export Previous Step Next Step

7.9 Review and Signature – One Signature

Articles of Organization - CA LLC

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ No Professional Services

☒ Limited Liability Company Name

☒ Business Addresses

☒ Agent for Service of Process

☒ Purpose, Management and File Date

☒ Attachments

☐ Review and Signature

☐ Processing Fees

☐ File Document or Send for Signatures

Purpose, Management and File Date

Purpose Statement

The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act.

Management Structure

The LLC will be managed by: One Manager

File Date

Select a Filing Date Option: Current Date (Most Common) - Document is immediately reviewed and filed.

Attachments

Upload PDF Attachment(s)

Additional information and signatures set forth on attached pages. If any, are incorporated herein by reference and made part of this filing.

Electronic Signature

Only one organizer is required. If there are multiple organizers, use the Send for Signatures function.

Signature Options *

☒ One Signature

☐ Multiple Signatures

☒ By signing, I affirm under penalty of perjury that the information herein is true and correct and that I am authorized by California law to sign.*

Organizer Signature	Date
None	

Add

Save Draft Preview Form Import Export Previous Step **Next Step**

Add

Organizer Signature:

Date: MM/DD/YYYY

Cancel Save

The **Review** page gives the user a chance to review the data that has been entered into the document and may return to any section to make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the information will be searched.

Electronic Signature: The online document must be authorized and signed. The user can select one or multiple signatures. When selecting one signature, a window opens to add the signature and date. If the customer selects multiple signatures, the user will be guided to the next page of the document (Processing Fees) to complete and will not send for signatures until the customer is at the **File Document or Send for Signatures** page.

7.10 Review and Signature – Send for Signatures

Use the **Send for Signature** feature when the signor is not in the room to complete the signature or when multiple signatures are needed or required. If the user selected **Multiple Signatures** on the **Review and Signature** section, the **Send for Signatures** page will be at the end and allows the user to **Add Signer(s) (one or more)** when there are one or more signatures needed other than the submitter.

Note: The submitter cannot pay and submit the filing until all signatures have been received.

Articles of Organization - CA LLC

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ No Professional Services

☒ Limited Liability Company Name

☒ Business Addresses

☒ Agent for Service of Process

☒ Purpose, Management and File Date

☒ Attachments

☒ Review and Signature

☒ Processing Fees

☐ File Document or Send for Signatures

Send for Signatures

Click **Send for Signatures** below to send an email to each signer for review and signature of the prepared filing.

After all signers have signed, an email will be sent to you with a link to pay for your filing with a Visa or Mastercard and submit your filing.

This document requires review by the Secretary of State's office for statutory adherence prior to acceptance. Once your payment is submitted, the filing will be forwarded for review.

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Work Queue to view and print your document(s).

Signer's Name	Signer's Email
No signers have been added	

Add Signer

Save Draft Preview Form Import Export Previous Step **Send for Signatures**

Clicking on **Add Signer** button will open a window to type in the signer(s) name and email address. Each signer will receive an email, which will contain a link to the document to open and sign. Once each signer has signed the document, the submitter will receive an email notification letting them know the document is signed and ready for payment and submission.

Articles of Organization - CA LLC

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ No Professional Services

☒ Limited Liability Company Name

☒ Business Addresses

☒ Agent for Service of Process

☒ Purpose, Management and File Date

☒ Attachments

☒ Review and Signature

☒ Processing Fees

☐ File Document or Send for Signatures

Send for Signatures

Click **Send for Signatures** below to send an email to each signer for review and signature of the prepared filing.

After all signers have signed, an email will be sent to you with a link to pay for your filing with a Visa or Mastercard and submit your filing.

This document requires review by the Secretary of State's office for statutory adherence prior to acceptance. Once your payment is submitted, the filing will be forwarded for review.

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Work Queue to view and print your document(s).

Add

First Name Middle/initial Last Name

Signer's Email

Save

Save Draft Preview Form Import Export Previous Step **Send for Signatures**

7.11 Processing Fees Page

Articles of Organization - CA LLC

☒ Privacy Warning / Terms and Conditions of Use

☐ Submitter

☐ No Professional Services

☐ Limited Liability Company Name

☐ Business Addresses

☐ Agent for Service of Process

☐ Purpose, Management and File Date

☐ Attachments

☐ Review and Signature

☒ Processing Fees

☒ File Document or Send for Signatures

Processing Fee Information

All fees are required at the time of submission.

Processing Fee: \$70.00

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Work Queue to view and print your document(s).

All fees must be paid by Visa or Mastercard.

Note: A Limited Liability Company may have to pay **minimum \$800 tax** to the California Franchise Tax Board each year. For more information, go to <https://www.ftb.ca.gov>.

Certified Copy

☐ I would like to receive a certified copy of this filing (\$5.00).

Service Option

Select one: Standard, Expedited or Same Day Service (see descriptions below) *

☐ Standard

☐ 24-Hour Expedited Service (\$350 + Processing Fee)

☐ Same Day Service (\$750 + Processing Fee)

24-Hour Expedited Service - \$350.00: Filing response guaranteed within 24 hours (e.g., submitted Wednesday at 11:00 a.m., filing confirmation or filing response available Thursday by 11:00 a.m.)

Same Day Service - \$750.00: Filing response guaranteed by 4:00 p.m. the same day. Note: The document must be received by the Secretary of State by 9:30 a.m. and a filing confirmation or filing response will be available the same day.

Save Draft Preview Form Import Export Previous Step Next Step

7.11.1 Processing Fee (1)

All fees are nonrefundable. The **Processing Fee** is provided at the top of the Processing Fees Page.

7.11.2 Certified Copy Fee (2)

The **Processing Fees** page allows the user to select a request for **Certified Copy** as part of their filing. The certified copy fee is \$5 per copy and will be added to the cart during checkout.

7.11.3 Service Option - Online Expedite (3)

The **Processing Fees** page also allows the user to select the **Service Option**. The user must select a Service Option of **Standard**, **24-Hour Expedite**, or **Same Day Expedite**. The service fee is added to the cart at checkout.

Most Business Entity Online Forms, except those processed automatically (e.g., Statements of Information and Terminations), under the **Processing Fees** section, the user may select **Expedite Service**:

- **24 Hour Expedite** (\$350) – A response will be provided in 24 hours from submission. The expedite fee is nonrefundable.
- **Same Day Expedite** (\$750) – The submission must be in by 9:30 a.m. and a response will be provided by 4:00 p.m.

Responses will appear in the user's **My Business Work Queue** by the due date.

7.12 Preview Form

Articles of Organization - CA LLC

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ No Professional Services

☒ Limited Liability Company Name

☒ Business Addresses

☒ Agent for Service of Process

☐ Purpose, Management and File Date

☐ Attachments

☐ Review and Signature

☐ Processing Fees

☐ File Document or Send for Signatures

Purpose Statement

The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act.

Management Structure

Select the LLC management structure.

The LLC will be managed by *

☐ One Manager

☐ More than One Manager

☐ All LLC Member(s)

File Date

The File Date will be the date the submission is received by the Secretary of State in fileable order and will become the effective date. However, you may specify a Future File Date not to exceed 90 calendar days in the future.

Select a Filing Date Option *

Note: All submissions and file dates are subject to review and approval by the Secretary of State.

☐ Current Date (Most Common) - Document is immediately reviewed and filed.

☐ Future File Date - Document will be held and filed on the future file date specified.

Save Draft Preview Form Import Export Previous Step Next Step

STATE OF CALIFORNIA
Office of the Secretary of State
ARTICLES OF ORGANIZATION
CA LIMITED LIABILITY COMPANY
California Secretary of State
1500 11th Street
Sacramento, California 95834
(916) 653-3516

Limited Liability Company Name	BAN LLC
Limited Liability Company Name	BAN LLC
Initial Street Address of Principal Office of LLC	123 4TH ST BOULDER, CA 90819
Principal Address	123 4TH ST BOULDER, CA 90819
Initial Mailing Address of LLC	123 4TH ST BOULDER, CA 90819
Mailing Address	123 4TH ST BOULDER, CA 90819
Agent for Service of Process	Isam hall
Agent Name	99 ARRON BOULDER, CA 90819
Agent Address	
Purpose Statement	The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act.
Management Structure	The LLC will be managed by One Manager
Additional information and signatures set forth on attached pages, if any, are incorporated herein by reference and made part of this filing.	

The **Preview Form** button will open a download option in the browser, where the current document can be downloaded and reviewed in PDF Format.

7.13 Missing Fields

Note: If required sections or fields are skipped, the section will be highlighted in red with an 'X' rather than a checkmark.

The user cannot submit a document if any sections are missing required information.

Articles of Organization - CA LLC

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ No Professional Services

☒ Limited Liability Company Name

☐ Business Addresses

☐ Agent for Service of Process

☐ Purpose, Management and File Date

☐ Attachments

☐ Review and Signature

☐ Processing Fees

☐ File Document or Send for Signatures

8. Business Entities Amendment - Statement of Information

Amendments include any document submitted and approved after the initial filing (e.g., Amendment, Termination, Statement of Information, Conversion, Agent Resignation, etc.). Therefore, **bizfile** Online portal refers to all subsequent filings after the initial filing as “Amendments.”

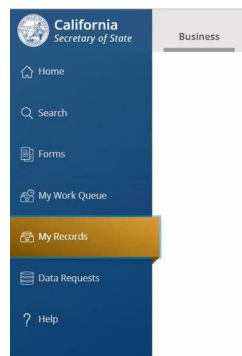
To file a Statement of Information on an entity record, or any amendment for that matter, the user must be Logged In and navigate to **My Business Records** in the left navigation pane and select the Business tab at the top.

Important: The initial Statement of Information and the first Statement of Information filed in 2022 or thereafter, requires a complete Statement of Information due to a law change adding information related to labor judgements and if you want to add an email notification. The **Yes** box must be checked to account for the labor judgement law and if you want to include an email.

8.1 Find the Correct Entity Record

A Statement of Information requires Logged In Access. Once Logged In, the user must locate the online entity record for which the user wishes to file a Statement of Information. This can be done by searching for the entity record in the **Business Search** or if the user has Basic Access or Full Access to that online entity record, in **My Business Records**.

Once logged in, navigate to **My Business Records** by selecting **My Records** in the left navigation pane and selecting the **Business** tab at the top.



8.2 Select File Statement of Information

My Business Records

Entity Information	Initial Filing Date	Status	Formed In	Agent	Actions
1505 Agent Test LLC (B20210609457) Limited Liability Company - CA	03/19/2021	Active - Pending Termination	CALIFORNIA	AGENT 007	
Abhi Corp (B20210609289) Stock Corporation - CA - General	01/27/2021	Terminated	CALIFORNIA	NO AGENT	
Alexis (B20210609399) Foreign Name Registration	03/11/2021	Inactive	KENTUCKY	NO AGENT	
Apples Oranges Corp (B20210609440) Foreign Name Registration	03/18/2021	Active	ARKANSAS	NO AGENT	
Bixcorp (B20210609403) Foreign Name Registration	03/11/2021	Active	KANSAS	NO AGENT	
Button Corp (B20210609427) Stock Corporation - CA - General	03/17/2021	Active	CALIFORNIA	blank	
Chapstick LLC (B20210609355) Limited Liability Company - CA	03/02/2021	Active	CALIFORNIA	april	
Corp Corp (B20210609520) Stock Corporation - CA - General	04/05/2021	Active	CALIFORNIA	Hall	
Correction Test LLC (B20210609714) Limited Liability Company - CA	05/06/2021	Active	CALIFORNIA	tatum hall	
DSR LLC (B20210609366) Limited Liability Company - CA	03/04/2021	Active	CALIFORNIA	James	

Correction Test LLC (B20210609714)
Limited Liability Company - CA

File Amendment | **File Statement of Information** | Request Certificate

Initial Filing Date: 05/06/2021
Status: Active
Standing - SOS: Good
Standing - FTB: Good
Standing - Agent: Good
Standing - VCFCF: Good
Formed In: CALIFORNIA
Entity Type: Limited Liability Company - CA
Principal Address: 123 4TH ST, DENVER, CA 80210
Mailing Address: 123 4TH ST, DENVER, CA 80210
Statement of Info Due Date: 05/31/2022
Agent for Service of Process: Individual 0167974, tatum hall, 99 ARBON, BOULDER, CA 90819

View History | Manage User Access

Click on the correct online entity record, and the right drawer will open with the entity details. Confirm you have the correct entity. Once confirmed, click on the top middle button – **File Statement of Information**. This will open the **Statement of Information** online document. If the information is in the system, the past information / data will be prepopulated. If prepopulated, confirm the information is correct and proceed to the next section. If changes are needed, make the changes, and proceed to the next section.

8.3 Members and Managers

Statement of Information - CA and Out-of-State LLC

☒ Privacy Warning / Terms and Conditions of Use
☒ Submitter
☒ Entity Details
☒ Business Addresses
☒ Manager(s) or Member(s)
☒ Agent for Service of Process
☐ Type of Business and Email Notifications

Manager(s) or Member(s)
If no Managers have been appointed or elected, provide the name and address of each Member.
Note: The Limited Liability Company cannot serve as its own Manager or Member.

Manager or Member Name	Manager or Member Address	
Miranda Lambert	23 BLAH SAN ANTONIO, FM 23453	Copy Delete

Add

This example is a **Statement of Information – CA and Out-of-State LLC**. The corporation Statements of Information are similar with different sections. To add Managers or Members, click on the **Add** button and complete the required information. To copy this information, click on **Copy** and update the name and/or address of the next member or manager. If the name and address are different, click add and continue. If you made a mistake or the Member or Manager is no longer with the entity, click the **Delete** button next to the Member or Manager being deleted.

8.4 Type of Business (1)

The user must enter the **Type of Business** by describing in a few words the primary business activity conducted by the entity.

Statement of Information - CA and Out-of-State LLC

☒ Privacy Warning / Terms and Conditions of Use

☐ Submitter

☐ Entity Details

☐ Business Addresses

☐ Manager(s) or Member(s)

☐ Agent for Service of Process

☒ **Type of Business and Email Notifications**

☐ Chief Executive Officer

☐ Labor Judgment

Type of Business

Type of Business *

Describe the type of business or services of the Entity. Maximum of 50 characters allowed.

Toy Manufacturing

Email Notifications

Select an option to receive entity related notifications, including Statement of Information reminders, via email.

Note: If Yes is selected, you will receive notices via email and will not receive entity related notifications or reminders by USPS mail.

Opt-in Email Notifications *

☒ Yes, I opt-in to receive entity notifications via email.

☐ No, I do NOT want to receive entity notifications via email. I prefer notifications by USPS mail.

This field is required.

8.5 Email Notification (2)

The user has an option to receive entity related notifications, including Statements of Information reminders, via email. Select **Yes** to opt-in to receive entity notifications via email rather than USPS mailed postcards.

Email fields will open, insert email in the field provided. **Confirm Email** to be sure we have the correct email address. To update email address at any time, file a new Statement of Information online at bizfileOnline.sos.ca.gov.

8.6 Signature

☒ Labor Judgment

☒ **Review and Signature**

☐ Processing Fees

☐ File Document

Electronic Signature

☒ By signing, I affirm under penalty of perjury that the information herein is true and correct and that I am authorized by California law to sign.*

Signature	Date
Signature	06/07/2021

Add

Delete

The Statement of Information requires the submitter to electronically sign and affirm that the information is true and correct and that the submitter is authorized by California law to sign. Once all required information is complete, proceed to **File Document** tab and select **File Online**. The user is directed to the **Shopping Cart** for payment. (See Shopping Cart section below for more details regarding payment).

9. Business Entity Amendment – Termination

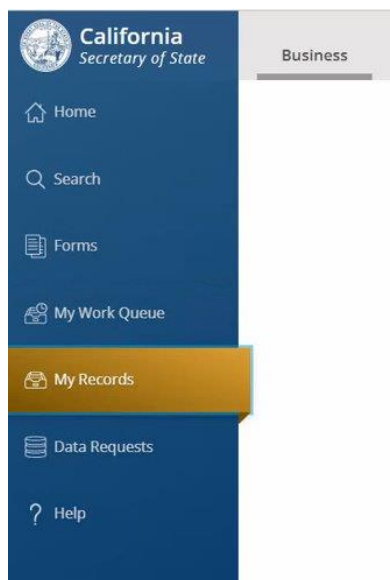
Amendment – An amendment includes any document submitted and approved after the initial filing (e.g., Amendment, Termination, Statement of Information, Conversion, Agent Resignation, etc.). Therefore, the system refers to all subsequent filings after the initial filing as “Amendments.”

To file a Termination and most other Amendments on an online entity record, the user must be Logged In and have been granted **Full Access** or **Basic Access** to the online entity record being terminated. (See Access Section above for more details).

9.1 Find the Correct Entity Record

Once Logged In, the user must locate the online entity record for which the user wishes to file an Amendment. This can be done by searching for the online entity record, in **My Business Records**.

Once logged in, navigate to **My Business Records** by selecting **My Records** in the left navigation pane and selecting the **Business** tab at the top.



9.2 Select File Amendment

My Business Records

Entity Information	Initial Filing Date	Status	Formed In	Agent	Actions
1505 Agent Test LLC (B20210609457) Limited Liability Company - CA	03/19/2021	Active	CALIFORNIA	NO AGENT	
Abhi Corp (B20210609289) Stock Corporation - CA - General	01/27/2021	Terminated	CALIFORNIA	NO AGENT	
Alexis (B20210609399) Foreign Name Registration	03/11/2021	Inactive	KENTUCKY	NO AGENT	
Apples Oranges Corp (B20210609440) Foreign Name Registration	03/18/2021	Active	ARKANSAS	NO AGENT	
Bixcorp (B20210609403) Foreign Name Registration	03/11/2021	Active	KANSAS	NO AGENT	
Button Corp (B20210609427) Stock Corporation - CA - General	03/17/2021	Active	CALIFORNIA	blank	
Chapstick LLC (B20210609355) Limited Liability Company - CA	03/02/2021	Active	CALIFORNIA	april	
Corp Corp (B20210609520) Stock Corporation - CA - General	04/05/2021	Active	CALIFORNIA	Hall	
Correction Test LLC (B20210609714) Limited Liability Company - CA	05/06/2021	Active	CALIFORNIA	tatum hall	
DSR LLC (B20210609366) Limited Liability Company - CA	03/04/2021	Active	CALIFORNIA	james	
Extra (B20210609377) Foreign Name Registration	03/04/2021	Inactive	Japan	NO AGENT	

Corp Corp (B20210609520)
Stock Corporation - CA - General

File Amendment

Initial Filing Date: 04/05/2021
Status: Active
Standing - SOS: Good
Standing - FTB: Good
Standing - Agent: Good
Standing - VCFCF: Good
Formed in: CALIFORNIA
Entity Type: Stock Corporation - CA - General
Principal Address: 123 4TH ST, DENVER, CO 12344
Mailing Address: 123 4TH ST, DENVER, CO 12344
Statement of Info Due Date: 04/30/2022
Agent for Service of Process: Individual 0167956 Hall, 123 4TH ST, DENVER, CA 12344

View History | Manage User Access

Select the **File Amendment** at the top right of the drawer.

9.3 Select the Correct Amendment

Once the **File Amendment** button is selected, a pop-up will appear that allows the user to select the correct **Amendment type**. Amendments are in alphabetical order. Only the available amendment types for the chosen entity will appear based on the **entity type** and the **entity status** as well as the user's access.

My Business Records

Entity Information	Initial Filing Date	Status
BB christmas Inc (5001092) Stock Corporation - CA - General	02/15/2022	Active
BB Timing Inc (5001090) Stock Corporation - CA - General	02/15/2022	Active
EBB Baking llc (202250010835) Limited Liability Company - CA	1/31/2022	Active
ERB BAKING CO (5000652) Name Reservation	01/12/2022	Inactive
ERB Baking LLC (202250010657) Limited Liability Company - CA	01/12/2022	Active
ERB Baking LLC (5000655) Name Reservation	01/12/2022	Inactive
SC testing llc (202250010910) Limited Liability Company - CA	02/03/2022	Active
Test Again Baker Inc (5000773) Stock Corporation - CA - General	01/22/2022	Terminated

File Amendment

3) Includes a Qualified Out-of-State or CA Survivor.
The survivor must initiate the merger.

Publicly Traded Corporate Disclosure Statement - CA and Out-of-State
Online Processing Fee: \$0.00 - File this disclosure statement for California public traded corporations or out-of-state corporations doing business in California.

Resignation of Agent for Service of Process
Online Processing Fee: \$0 - File this document to resign as an Agent for Service of Process in California.

Termination - CA Corporation
Online Processing Fee: \$0.00 - File this document to terminate a California Corporation.

Termination - Short Form - CA Corporation (Formed within 12 Months)
Online Processing Fee: \$0.00 - File this short form document to terminate a California Corporation, that was registered within the last twelve (12) months.

In this example, **Termination - CA Corporation** is chosen.

Note: If the Corporation was formed within 12 months, the **Termination-Short Form- CA Corporation (Formed within 12 Months)** online document could be selected.

Fee: There is no processing fee to Terminate an Entity.

9.4 Termination – CA Corporation

Termination - CA Corporation

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☐ Corporation, Dissolution and Required Statements

☐ File Date

☐ Review and Signature

☐ Processing Fee

☐ File Document or Send for Signatures

Corporation

Corporation Name *
BB christmas Inc

Entity No. *
5001092

Entity Status
Active

Dissolution

Was the dissolution made by a vote of ALL of the shareholders of the California corporation? *

☐ Yes

☐ No

Debts and Liabilities

Select the applicable option. *

☐ The known debts and liabilities have been actually paid or paid as far as its assets permitted.

☐ The known debts and liabilities have been adequately provided for in full or as far as its assets permitted by their assumption. Included in the attachment to this certificate, incorporated herein by this reference, is a description of the provisions made and the name and address of the person, corporation or government agency that has assumed or guaranteed the payment, or the depository institution with which deposit has been made.

☐ The corporation never incurred any known debts or liabilities.

Save Draft Preview Form Import Export Previous Step Next Step

9.4.1 Corporation (1)

The **Entity Name**, **Entity No.** and **Entity Status** are prepopulated as indicated by the grayed fields.

9.4.2 Dissolution (2)

The user must indicate if the dissolution was made by a vote of ALL the shareholders of the California corporation. If **Yes**, proceed to the Debts and Liabilities section. If **No**, an Election to Terminate must be filed prior to this Termination document. Save Draft and return to **My Business Records**, follow sections 8.1 to 8.3 and complete and submit an **Election to Terminate**.

Dissolution

Was the dissolution made by a vote of ALL of the shareholders of the California corporation? *

☐ Yes

☒ No

☐ An Election to Terminate must be filed prior to this Termination document. (California Corporations Code section 1901.) *

9.4.3 Debts and Liabilities (3)

The user must select 1 of 3 applicable options related to the **Debts and Liabilities** of the entity.

9.4.4 Required Statements (4)

Required Statements

The statements below must be true in order to file this document.

The following statements are true:

- 1) The corporation has been completely wound up and is dissolved.
- 2) All final returns required under the California Revenue and Taxation Code have been or will be filed with the California Franchise Tax Board.
- 3) The known assets have been distributed to the persons entitled thereto or the corporation acquired no known assets.

☐ I have read the required statements and agree that all statements are true.*

4

The user must check the box indicating the required statements are true. These statements may not be altered.

9.4.5 File Date

Termination - CA Corporation

- ☒ Privacy Warning / Terms and Conditions of Use
- ☐ Submitter
- ☒ Corporation, Dissolution and Required Statements
- ☒ **File Date**
- ☐ Review and Signature
- ☐ Processing Fee
- ☐ File Document or Send for Signatures

File Date

The File Date will be the date the submission is received by the Secretary of State in fileable order and will become the effective date. However, you may specify a Future File Date or Future Effective Date not to exceed 90 calendar days in the future.

Select a Filing Date Option*

Note: All submissions and file dates are subject to review and approval by the Secretary of State.

- ☒ Current Date (Most Common) - Document is immediately reviewed and filed.
- ☐ Future File Date - Document will be held and filed on the future file date specified.
- ☐ Future Effective Date - Document is immediately reviewed and filed, but not effective until the future date specified.

Select an option.

The **File Date** is the date the submission is received by the Secretary of State in fileable order. In this example, the user can select the **Current Date** (Most Common), **Future File Date** or **Future Effective Date**.

Depending on the type of document, a **Future File Date** or **Future Effective Date** may be selected.

- **Future File Date** allows the document to be held and filed on the future file date specified. Must be within 90 days of submission.
- **Future Effective Date** allows the document to be reviewed and filed but is not effective until the future effective date specified. Must be within 90 days of submission.

Termination – CA Corporation allows for the user to choose a **Current Date** (Most Common), **Future File Date** or a **Future Effective Date**.

10. Request/Manage Access on a Name Reservation

Entity Name Reservations are not required but are a way to save the name until the initial filing or name change are ready to be filed. Name Reservations required logged in access.

If a Name Reservation is needed by someone other than the submitter, access must be granted.

10.1 Search for the Name Reservation

Log in to bizfile Online. Create an online account if this is the first time. See Section 2.

When a user needs access to a name reservation that was initially reserved by someone else, they start by searching for the Name Reservation, making sure the Business tab is selected at the top.

The screenshot shows the California Secretary of State bizfile Online portal. The top navigation bar includes the California Secretary of State logo, the 'Business' tab (selected), and the 'UCC' tab. The user is logged in as 'John Smith' with email 'johnsmith321@gmail.com'. The left sidebar contains links to Home, Search, Forms, My Work Queue, My Records, Data Requests, and Help. The main content area is titled 'Business Search' and contains the following text:

The California Business Search provides access to available information for **corporations**, **limited liability companies** and **limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation – Corporation, LLC, LP.

Basic Search

- A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, a **basic search** will search **only ACTIVE entities** (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains "keyword" search. The Advanced search allows for a "starts with" filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

Advanced Search

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by "begins with" specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

The search bar at the bottom of the page contains the text 'Appliances LLC' and a search button. Below the search bar is an 'Advanced' dropdown menu.

Once found, click on the blue box and the right-hand entity information drawer will open on the right.

10.2 Request Access

Select Request Access.

The screenshot displays the California Secretary of State bizfile Online Portal. On the left is a navigation menu with options: Home, Search, Forms, My Work Queue, My Records, Data Requests, and Help. The main area shows a table of business records. The record for 'Appliances LLC (5002655)' is highlighted with a red box. To the right of the table, a sidebar for 'Appliances LLC (5002655)' shows details: Initial Filing Date (04/20/2022), Status (Active), Formed In (CALIFORNIA), and Entity Group (N/A). At the bottom of this sidebar, the 'Request Access' button is highlighted with a red box.

Business	UCC	Effective Date	Status	Company Name	State	Agent
AK APPLIANCES LLC (202120410869)		07/21/2021	Active	Limited Liability Company - CA	CALIFORNIA	ANDREY KOVALEV
AKURA APPLIANCES CO, LLC (200508210177)		01/31/2005	Active	Limited Liability Company - CA	CALIFORNIA	YUET MAN KWONG
APPLIANCE RECYCLER RENTALS & SALES/ PICK UP OLD APPLIANCES CO., L.L.C. (200004110058)		02/08/2000	Terminated	Limited Liability Company - CA	CALIFORNIA	HARLAN R PEARL III
APPLIANCES 4 AMERICA LLC (201813710182)		05/14/2018	Suspended - FTB	Limited Liability Company - CA	CALIFORNIA	JOSH D TOFELAND
APPLIANCES DELIVERY INSTALLATION LLC (202008610636)		03/12/2020	Active	Limited Liability Company - CA	CALIFORNIA	
Appliances LLC (5002655)		04/20/2022	Active	Name Reservation	CALIFORNIA	NO AGENT
APPLIANCES R US LLC (202013510897)		05/12/2020	Active	Limited Liability Company - CA	CALIFORNIA	SUDI D JOHNSON
APPLIANCES REPAIR SERVICES, LLC (202127811313)		10/01/2021	Active	Limited Liability Company - CA	CALIFORNIA	
APPLIANCESOFT LLC (200334610004)		12/11/2003	Suspended - FTB/SOS	Limited Liability Company - CA	CALIFORNIA	BRUNO TERKALY
AZZARI APPLIANCES, PLUMBING, FLOORING, CABINETS LLC (201915110892)		05/27/2019	Active	Limited Liability Company - CA	CALIFORNIA	DAVID NAT
B & S APPLIANCES LLC (202100711134)		01/04/2021	Active	Limited Liability Company - CA	CALIFORNIA	NESTOR DANIEL REYNOSO NESTORR339@YAHOO.COM
BAY GLASS & APPLIANCES, LLC. (200536110167)		12/20/2005	Suspended - FTB	Limited Liability Company - CA	CALIFORNIA	WOORYONG CHOI
BEE'S APPLIANCES LLC (202105710564)		02/22/2021	Active	Limited Liability Company - CA	CALIFORNIA	BEE YANG
BEVERLY'S APPLIANCES, LLC (202121810599)		08/04/2021	Active	Limited Liability Company - CA	CALIFORNIA	ROBINSON IBARRA
BST APPLIANCES, LLC (201217010079)		05/23/2012	Terminated	Limited Liability Company - CA	CALIFORNIA	YULIYA KOMAROVSKAYA
CALIFORNIA APPLIANCES 4 LESS LLC (202024810548)		09/02/2020	Active	Limited Liability Company - CA	CALIFORNIA	YUXIANG WU

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Once Request Access is selected, a message will appear stating that “To become an authorized user of this online record (e.g., Name Reservation), a current authorized user will need to grant you access. To request access, click Request Access below.” Select the Request Access button.

The screenshot displays the California Secretary of State bizfile Online Portal. The left sidebar contains navigation links: Home, Search, Forms, My Work Queue, My Records, Data Requests, and Help. The main area shows a table of business records under the 'Business' and 'UCC' tabs. A modal dialog box is open, prompting the user to request access to a specific record.

Business	UCC	Initial Filing Date	Status	Entity Group	Initial Filing Date	Status	Entity Group
AK APPLIANCES LLC (202120410869)		07/21/2021	Active	Limited Liability Company - CA	CALIFORNIA	ANDREY KOVALEV	
AKURA APPLIANCES CO. LLC (200508210177)		01/31/2005	Active	Limited Liability Company - CA	CALIFORNIA	YUET MAN KWONG	
APPLIANCE RECYCLER RENTALS & SALES/ PICK UP OLD APPLIANCES CO., L.L.C. (200004110058)		02/08/2000	Terminated	Limited Liability Company - CA	CALIFORNIA	HARLAN R PEARL III	
APPLIANCES 4 AMERICA LLC (201813710182)		05/14/2018	Suspended - FTB	Limited Liability Company - CA	CALIFORNIA	JOSH D TOFTELAND	
APPLIANCES DELIVERY INSTALLATION LLC (202008610636)		03/12/2020	Active	Limited Liability Company - CA	CALIFORNIA		
Appliances LLC (5002655)		04/20/2022	Active	Name Reservation	CALIFORNIA	NO AGENT	
APPLIANCES R US LLC (202013510697)		05/12/2020		Limited Liability Company - CA	CALIFORNIA	JOHNSON	
APPLIANCES REPAIR SERVICES, LLC (202127811313)		10/01/2021					
APPLIANCESOFT LLC (200334610004)		12/11/2003				TERKALY	
AZZARI APPLIANCES . PLUMBING . FLOORING . CABINETS LLC (201915110892)		05/27/2019	Active	Limited Liability Company - CA	CALIFORNIA	DAVID NAT	
B & S APPLIANCES LLC (202100711134)		01/04/2021	Active	Limited Liability Company - CA	CALIFORNIA	NESTOR DANIEL REYNOSO NESTORR339@YAHOO.COM	
BAY GLASS & APPLIANCES, LLC. (200536110167)		12/20/2005	Suspended - FTB	Limited Liability Company - CA	CALIFORNIA	WOQYONG CHOI	
BEE'S APPLIANCES LLC (202105710564)		02/22/2021	Active	Limited Liability Company - CA	CALIFORNIA	BEE YANG	
BEVERLY'S APPLIANCES, LLC (202121810599)		08/04/2021	Active	Limited Liability Company - CA	CALIFORNIA	ROBINSON IBARRA	
BST APPLIANCES, LLC (201217010079)		05/23/2012	Terminated	Limited Liability Company - CA	CALIFORNIA	YULIYA KOMAROVSKAYA	
CALIFORNIA APPLIANCES 4 LESS LLC (202024810548)		09/02/2020	Active	Limited Liability Company - CA	CALIFORNIA	YUXIANG WU	

Request Access

To become an **authorized user** of this record, a current **AUTHORIZED USER** will need to grant you access. To request access, click **Request Access** below.

Appliances LLC (5002655)

File Amendment

Initial Filing Date: 04/20/2022
Status: Active
Formed In: CALIFORNIA
Entity Group: N/A

View History **Request Access**

© 2022 CA Secretary of State

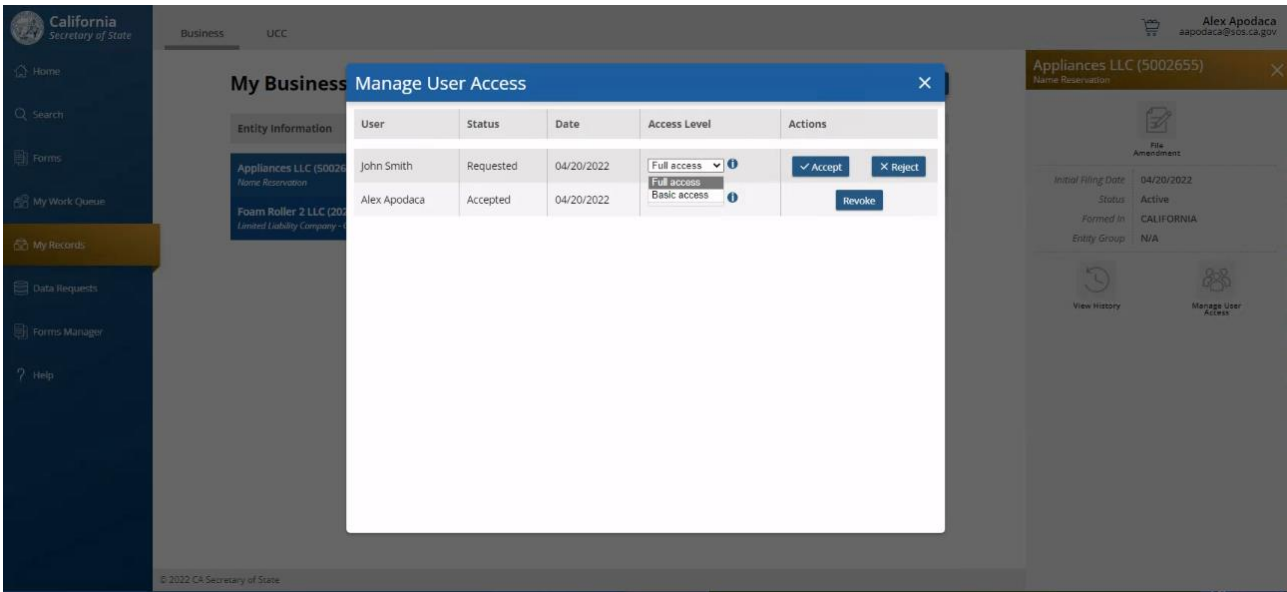
Once Request Access is selected, a message will appear stating “You’ve successfully requested access to this record.” The holder of the Name Reservation will then receive an email letting them know that someone is requesting access to the record and requesting the holder of the Name Reservation log in to the **bizfile** Online portal and navigate to the My Records tab to Manage Access to the online name reservation.

The screenshot displays the California Secretary of State bizfile Online Portal. The left sidebar contains navigation links: Home, Search, Forms, My Work Queue, My Records, Data Requests, and Help. The main area shows a table of business entities with columns for entity name, date, status, type, state, and agent. A notification bubble states: "You've successfully requested access to this record." The right sidebar shows details for "Appliances LLC (5002655)", including filing date (04/20/2022), status (Active), and formed in (CALIFORNIA). Below this, there are buttons for "View History" and "Request Access".

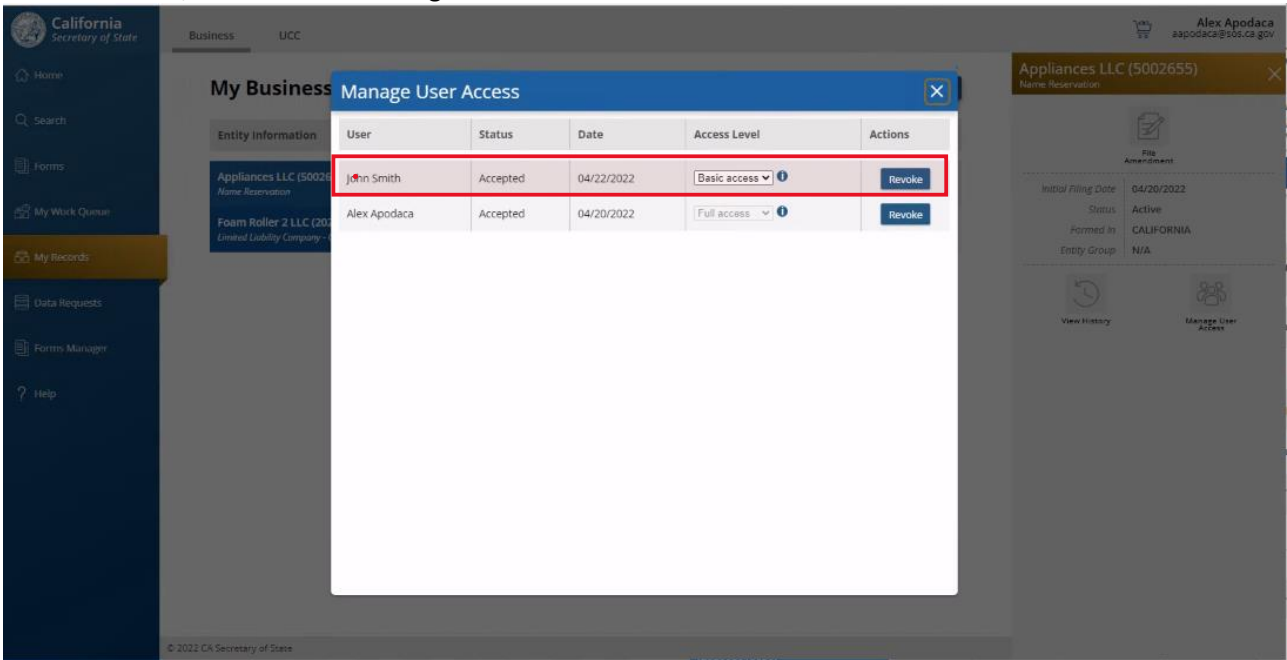
Entity Name	Date	Status	Type	State	Agent
AK APPLIANCES LLC (202120410869)	07/21/2021	Active	Limited Liability Company - CA	CALIFORNIA	ANDREY KOVALEV
AKURA APPLIANCES CO. LLC (200508210177)	01/31/2005	Active	Limited Liability Company - CA	CALIFORNIA	YUET MAN KWONG
APPLIANCE RECYCLER RENTALS & SALES/PICK UP OLD APPLIANCES CO., L.L.C. (200004110058)	02/08/2000	Terminated	Limited Liability Company - CA	CALIFORNIA	HARLAN R PEARL III
APPLIANCES 4 AMERICA LLC (201813710182)	05/14/2018	Suspended - FTB	Limited Liability Company - CA	CALIFORNIA	JOSH D TOFTELAND
APPLIANCES DELIVERY INSTALLATION LLC (202008610636)	03/12/2020	Active	Limited Liability Company - CA	CALIFORNIA	
Appliances LLC (5002655)	04/20/2022	Active	Name Reservation	CALIFORNIA	NO AGENT
APPLIANCES R US LLC (202013510697)	05/12/2020	Active	Limited Liability Company - CA	CALIFORNIA	SUDI D JOHNSON
APPLIANCES REPAIR SERVICES, LLC (202127811313)	10/01/2021				
APPLIANCESOFT LLC (200334610004)	12/11/2003	Suspended - FTB/SOS	Limited Liability Company - CA	CALIFORNIA	BRUNO TERKALY
AZZARI APPLIANCES, PLUMBING, FLOORING, CABINETS LLC (201915110892)	05/27/2019	Active	Limited Liability Company - CA	CALIFORNIA	DAVID NAT
B & S APPLIANCES LLC (202100711134)	01/04/2021	Active	Limited Liability Company - CA	CALIFORNIA	NESTOR DANIEL REYNOSO NESTORR339@YAHOO.COM
BAY GLASS & APPLIANCES, LLC. (200536110167)	12/20/2005	Suspended - FTB	Limited Liability Company - CA	CALIFORNIA	WOQYONG CHOI
BEE'S APPLIANCES LLC (202105710564)	02/22/2021	Active	Limited Liability Company - CA	CALIFORNIA	BEE YANG
BEVERLY'S APPLIANCES, LLC (202121810599)	08/04/2021	Active	Limited Liability Company - CA	CALIFORNIA	ROBINSON IBARRA
BST APPLIANCES, LLC (201217010079)	05/23/2012	Terminated	Limited Liability Company - CA	CALIFORNIA	YULIYA KOMAROVSKAYA
CALIFORNIA APPLIANCES 4 LESS LLC (202024810548)	09/02/2020	Active	Limited Liability Company - CA	CALIFORNIA	YUXIANG WU

10.3 Manage User Access

Once the holder (full access user) of the Name Reservation, in this example, “Appliances LLC”, logs in and navigates to their online entity record, the full access user can select the Name Reservation and the entity information drawer will open on the right. The full access user can then select Manage User Access. The full access user of the online record will have the option to either Accept or Reject, in this example, John Smith’s request and grant either Full Access or Basic Access. Basic Access lets the requestor use the Name Reservation in a filing. Full Access allows the requestor the ability to grant others access as well as use the name reservation in a filing.



In this instance, the full access user granted John Smith Basic Access.



John Smith now has the Name Reservation “Appliances LLC” in their My Business Records tab on the portal.

The screenshot shows the 'My Business Records' page in the California Secretary of State bizfile Online Portal. The user is logged in as John Smith (JohnTestSmith321@gmail.com). The left sidebar contains navigation links: Home, Search, Forms, My Work Queue, My Records (highlighted), Data Requests, and Help. The main content area displays a table of business records.

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent	Actions
Appliances LLC (5002655) Name Reservation	04/20/2022	Active	Name Reservation	CALIFORNIA	NO AGENT	

At the bottom of the page, it says '© 2022 CA Secretary of State'.

Now, when John Smith goes to file an Initial Filing for an LLC, John Smith can use the reserved name of “Appliances LLC”, and it will appear in the dropdown Select a reserved name.

The screenshot shows the 'Articles of Organization - CA LLC' form. The left sidebar contains a list of sections: Privacy Warning / Terms and Conditions of Use, Submitter, No Professional Services, Limited Liability Company Name (highlighted), Business Addresses, Agent for Service of Process, Purpose, Management and File Date, Attachments, Review and Signature, Processing Fees, and File Document or Send for Signatures. The main content area is titled 'Limited Liability Company Name' and includes a help link.

Limited Liability Company Name [Help ?](#)

The proposed name will appear on the record of California Secretary of State exactly as entered, including the LLC identifier. **bizfile** Online performs a preliminary name check for exact name matches. Once submitted, a final name review determination will be performed.

A previously reserved name will be used for this filing. *

☒ Yes
☐ No

Select a reserved name *

[Select an Option] ▼

[Select an Option]
Appliances LLC

At the bottom of the form, there are buttons: Save Draft, Preview Form, Import, Export, Previous Step, and Next Step.

11. Initial Filings - Financing Statement (UCC 1) Workflow

As noted in the previous sections of this document, the user will need to create an account and log into the bizfile Online portal to access and file documents. Click on Forms on the Left Navigation Pane. To file a UCC 1 Financing Statement, select **Financing Statement (UCC 1)** from the available forms.

Note: If the UCC forms are not displayed, check the upper left-hand side of the **Forms** page, and make sure that UCC is selected and not Business, BE Orders or UCC Information Request.

The screenshot shows the 'UCC' tab selected in the top navigation bar. Below it, the 'UCC Information Request' section is active. Under the 'Financing Statements' heading, there are three options: 'Financing Statement (UCC 1)', 'Notice of Judgment Lien (JL 1)', and 'Attachment Lien (ATL 1)'. The 'Financing Statement (UCC 1)' option is highlighted with a red box and a 'FILE ONLINE' button is visible below it. A note states: 'Online Filing Fee: \$5 - To file this document you need the names and addresses of all Debtors and Secured Parties.'

Once the **Financing Statement (UCC 1)** is selected, a smaller window will pop up containing a **FILE ONLINE** button. Click **FILE ONLINE** and a **Financing Statement (UCC 1)** workflow will start.

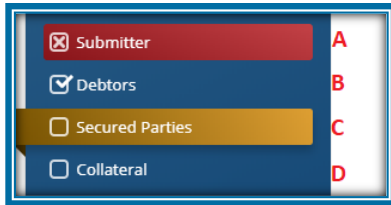
11.1 Financing Statement (UCC 1) Workflow

The screenshot shows the 'Financing Statement (UCC 1)' workflow form. The form is divided into a left sidebar and a main content area. The sidebar contains a list of steps: 'Privacy Warning / Terms and Conditions of Use', 'Submitter', 'Debtor', 'Secured Party', 'Collateral', 'Additional Information', 'Review', and 'File Document'. The 'Privacy Warning / Terms and Conditions of Use' step is highlighted with a red box and labeled '1'. The main content area displays the 'Infringement Policy' and 'Miscellaneous' sections. A 'Help?' button is located in the top right corner of the main content area, labeled '6'. A 'Save Draft' button is located at the bottom left of the main content area, labeled '4'. A 'Next Step' button is located at the bottom right of the main content area, labeled '5'. A red line with a '3' at the end indicates the flow from the 'Save Draft' button to the 'Next Step' button. A red line with a '2' at the end indicates the flow from the 'File Document' step in the sidebar to the 'Next Step' button.

There are a few items to note that will assist the user with navigating the form:

1. The form type is listed in the upper left of the form workflow.

- Each section of the workflow is listed on the left of the page. By clicking these links, the user is navigated directly to that section of the workflow. This area also provides valuable information to the user.



By looking at the section links, the user can see:

- If there is missing required information on a page – highlighted in red.
 - If the page is complete – box is checked.
 - The current page the user is on – highlighted in gold.
 - Pages that have not been touched by the user – empty box next to the section title.
- This is the main workflow area; it changes dynamically as the user moves through the form.
 - Save Draft** – This button allows the user to save their progress while completing the form. Once the user has entered data onto any of the form pages, this **Save Draft** button will become active. Saved drafts can be found in the **My Work Queue** page on the **UCC Online web portal**.
 - The **Next Step** button will move the user to the next page of the form workflow.
 - Clicking the “**Help?**” icon on the upper right corner of the page will open a help text box that provides instructional text relating to the current page.

11.1.1 Privacy Warning and Terms and Conditions of Use

A screenshot of a web form titled 'Financing Statement (UCC 1)'. On the left is a sidebar with a list of steps: 'Privacy Warning / Terms and Conditions of Use' (highlighted in gold), 'Submitter', 'Debtor', 'Secured Party', 'Collateral', 'Additional Information', 'Review', and 'File Document'. The main content area shows the 'Miscellaneous' section of the Terms and Conditions of Use agreement. At the bottom of the main area, there is a red-bordered box containing an unchecked checkbox and the text 'I have read and agree to the provided Privacy Warning and the Terms and Conditions of Use.' Below this box are two buttons: 'Save Draft' and 'Next Step'. A 'Help ?' icon is visible in the top right corner of the main content area.

The first page of the **Financing Statement (UCC 1)** workflow is the Privacy Warning along with the Terms and Conditions of Use. For the form to be accepted and filed, the user must check the box at the bottom of the text box attesting that the user has read and agrees to the Privacy Warning and the Terms and Conditions of Use.

Click **Next Step** to proceed.

11.1.2 Submitter Information

Financing Statement (UCC 1)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☐ Debtor

☐ Secured Party

☐ Collateral

☐ Additional Information

☐ Review

☐ File Document

Submitter Information:

The fields below are optional. If used, the information will be viewable to the public.

Help ?

Contact Name

Organization Name

Phone Number

Email Address

Address

STE/APT/FL

Attention

City

State

CA

ZIP code

Country

United States

Save Draft

Previous Step

Next Step

The **Submitter Information** is optional. The user may add their complete name, phone number, email address and street address here. None of these fields are required and the user can choose to skip one or all this page. If the user enters an address, email address, or phone number, a complete address, email address or phone number must be entered.

Click **Next Step** to proceed.

11.1.3 Debtor Information

A minimum of one Debtor must be added to the form before it can be submitted.

Add Button – Clicking the **Add** button will trigger a pop-up that provides fields to capture the Debtor information as shown below.

Save – Enter the Debtor information and click **Save**.

Required fields are marked with a red asterisk*.

If the Debtor is an organization and not an individual, check the box next to **This entity is an organization** on the Debtor information window and the Debtor name field will change to an organization name field.

After clicking **Save**, the Debtor's information will be displayed on the Debtor Information page. Additional Debtors can be added by clicking the **Add** button and repeating the process. There is no limit to the number of Debtors that can be added to a form.

Debtor Information: Help ?

Using the Add button, enter the name and last known mailing address of all Debtors.

Debtor Name	Mailing Address	
John H Smith	123 4th Street Sacramento, CA 95833	1 Copy Delete 2

Add

1. **Copy** – Clicking the **Copy** button will create a copy of the Debtor information that can be edited by the user. For example, if there are two Debtors that live at the same address, the user can click the **Copy** button and update the name of the Debtor without having to re-enter the address.
2. **Delete** – Debtors can be deleted from this page by clicking the **Delete** button on the corresponding row.

Financing Statement (UCC 1)

☒ Privacy Warning / Terms and Conditions of Use
☒ Submitter
☒ **Debtor**
☐ Secured Party
☐ Collateral
☐ Additional Information
☐ Review
☐ File Document

Debtor Information: Help ?

Using the Add button, enter the name and last known mailing address of all Debtors.

Debtor Name	Mailing Address	
John H Smith	123 4th Street Sacramento, CA 95833	Copy Delete

Add

Save Draft Preview Form Import Export Previous Step **Next Step**

Once all Debtors have been saved to the form, click **Next Step** on the bottom right side of Debtor Information page to proceed.

11.1.4 Secured Party Information

Financing Statement (UCC 1)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Debtor

☐ **Secured Party**

☐ Collateral

Secured Party Information:

Using the Add button, enter the name and last known mailing address of all Secured Parties.

◦ If a Secured Party is also an Assignee or Assignor, designate the Secured Party in the Miscellaneous Information field within the Additional Information step.

Secured Party Name	Mailing Address
None	

Add

A minimum of one Secured Party must be added to the form before it can be submitted. Any number of Secured Parties can be added.

Add Button – Clicking the **Add** button will trigger a pop-up that contains fields to capture the Secured Party information.

Add

☐ This entity is an organization

First Name* Middle/Initial Last Name* Suffix

Address*

STE/APT/FL

Attention

City* State* ZIP code*

Country*

United States

Save

Required fields are marked with a red asterisk*.

Save – Enter the Secured Party information and click **Save**.

☒ This entity is an organization

First Name* Middle/Initial Last Name* Suffix

☒ This entity is an organization

Organization*

If the Secured Party is an organization and not an individual, check the box next to **This entity is an organization** on the Secured Party information window and the Secured Party name field will change to an organization name field.

Secured Party Information:

Using the Add button, enter the name and last known mailing address of all Secured Parties.

- If a Secured Party is also an Assignee or Assignor, designate the Secured Party in the Miscellaneous Information field within the Additional Information step.

Secured Party Name	Mailing Address	
John H Smith	123 4th Street Sacramento, CA 95833	<div>1 Copy</div> <div>Delete 2</div>

Add

After clicking **Save**, the Secured Party's information will be displayed on the page. Additional Secured Parties can be added by clicking the **Add** button and repeating the process. There is no limit to the number of Secured Parties that can be added to a form.

- Copy** – Clicking the **Copy** button will create a copy of the secured party information that can be edited by the user. So, if for example, there are two secured parties that live at the same address, the user can click the **Copy** button and update the name of the secured party without having to re-enter the address.
- Delete** – Secured Parties can be deleted from this page by clicking the Delete button on the corresponding row.

Financing Statement (UCC 1)

- ☒ Privacy Warning / Terms and Conditions of Use
- ☒ Submitter
- ☒ Debtor
- ☐ Secured Party
- ☐ Collateral
- ☐ Additional Information
- ☐ Review
- ☐ File Document

Secured Party Information:

Using the Add button, enter the name and last known mailing address of all Secured Parties.

- If a Secured Party is also an Assignee or Assignor, designate the Secured Party in the Miscellaneous Information field within the Additional Information step.

Secured Party Name	Mailing Address	
John H Smith	123 4th Street Sacramento, CA 95833	<div>Copy</div> <div>Delete</div>

Add

Save Draft

Preview Form

Import

Export

Previous Step

Next Step

Once all Secured Parties have been added and saved to the Secured Party information, click **Next Step** on the bottom right side of Secured Parties page to proceed.

11.1.5 Collateral

The **Collateral** page consists of three sections:

1. This section allows the user to select how documentation of collateral is provided. The user must select **Entered as Text** (this is the default option), **Attach in a File** (if the user wants to attach a PDF description of the collateral), or **Not Applicable** (if the user is not including a description of the collateral). The following section will change dynamically based on which option the user selects.
2. This section allows the user to provide the documentation of collateral based on the method selected in the previous section.
 - a. If the user chooses to **Entered as Text**, the window will stay as it is in the above screenshot and the user can enter up to 10,000 characters of text into the provided text field.
 - b. If the user selects **Attached in a file**, the application will provide an upload option as well as a text field. More details on the upload process are provided below.
 - c. If the user selects **Not Applicable**, this section of the document will collapse.
3. This section allows the user to select if:
 - a. The collateral is **held in a Trust**.
 - b. The collateral is **being administered by a descendant's personal representative**.
 - c. If neither of the prior options is applicable, then the user should select **Not Applicable**

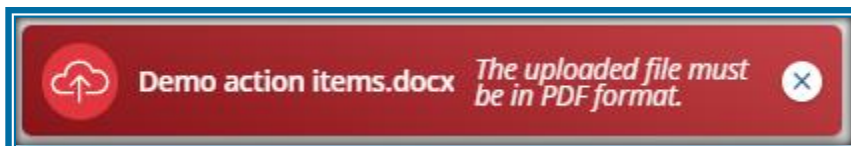
If the user chooses to attach a file as collateral, it must be in PDF format; No larger than 10 MB of data per form. No other formats are accepted. Once the user selects **Attach in a file**, an **Upload PDF as Collateral** option will appear on the page.

When the user clicks on the **Select files to upload (.pdf)**, the user can select a file from their computer to upload and the system will verify that it is in the correct format (PDF and less than 10 MB of data).

If the file is in the correct format and size, the uploaded file success message will look like this image below:



If the format is incorrect, the user will see an error message like the one below:



The user will not be able to complete the filing if there is an incorrect file type attached to the document. Clicking the **X** on the right side of the document attachment will delete the unacceptable attachment.

If the user uploads a file with size greater than 10 MB, the following error message will be displayed.



11.1.6 Additional Information

The screenshot shows the 'Financing Statement (UCC 1)' form. On the left is a sidebar with navigation links: Privacy Warning / Terms and Conditions of Use, Submitter, Debtor, Secured Party, Collateral, **Additional Information** (highlighted), Review, and File Document. The main content area is titled 'Additional Information:'. It contains three sections of radio button options:

- Select an alternate Financing Statement type: ***
 - ☐ Public-Finance Transaction
 - ☐ Manufactured-Home Transaction
 - ☐ A Debtor is a Transmitting Utility
 - ☒ Not Applicable
- Select an additional alternate Financing Statement type: ***
 - ☐ Agricultural Lien
 - ☐ Non-UCC Filing
 - ☒ Not Applicable
- Select an alternative Debtor/Secured Party designation for this Financing Statement: ***
 - ☐ Lessee/Lessor
 - ☐ Consignee/Consignor
 - ☐ Seller/Buyer
 - ☐ Bailee/Bailor
 - ☐ Licensee/Licensor
 - ☒ Not Applicable

At the bottom of the form are buttons for 'Save Draft', 'Previous Step', and 'Next Step'. A 'Help ?' link is in the top right corner.

The **Additional Information** page allows the user to further define the Financing Statement (UCC 1). The options default to **Not Applicable**.

Along with the options to further define the document, this page provides the following fields (see image on the right side):

- A text field for **Optional Filer Reference Information**
- Additional Collateral Information checkbox. Selecting this checkbox will display additional collateral options (see screenshot below)
- Miscellaneous Information where the user can enter up to 300 characters. This field allows the user to enter additional information not provided for the Filing. This field can be used on a UCC1 to note assignor information.

An option to select **Search to Reflect** which will generate a **UCC 11** at the time that the filing has been processed and the Certification date has been reached. **Note:** Selecting **Search to Reflect** will add an additional cost to the filing.

The screenshot shows the 'Optional Filer Reference Information' section of the form. It includes a text input field for the reference information. Below this is a section titled 'Additional Collateral Information:' with a checkbox labeled 'Check this box to see additional UCC Collateral options.' Underneath is another text input field. The next section is 'Miscellaneous Information:' with a note 'Maximum of 300 characters allowed.' and a sub-note 'If using this box to identify an Assignee or Assignor, list the name of the individual followed by their designation (e.g., John Smith - Assignor)'. This is followed by another text input field. The final section is 'Search to Reflect:' with a note 'Additional \$5.00 if submitted online, additional \$10.00 if submitted via paper.' and a checkbox labeled 'Order a Search to Reflect'. At the bottom are buttons for 'Save Draft', 'Previous Step', and 'Next Step'. A 'Help ?' link is in the top right corner.

Help ?

Additional Collateral Information:

☒ Check this box to see additional UCC Collateral options.

☐ This Financing Statement is to be filed in the real estate records (if applicable).

This Financing Statement:

☐ Covers timber to be cut

☐ Covers as-extracted Collateral

☐ Is filed as a fixture filing

Name and address of a Record Owner of real estate described above (if Debtor does not have a record interest):

Description of real estate:

Click **Next Step** on the Additional Information workflow to proceed.

11.1.7 Review

Financing Statement (UCC 1)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Debtor

☒ Secured Party

☒ Collateral

☒ Additional Information

☐ **Review**

☐ File Document

Additional Information

Additional Information:

Select an alternate Financing Statement type:	Not Applicable
Select an additional alternate Financing Statement type:	Not Applicable
Select an alternative Debtor/Secured Party designation for this Financing Statement:	Not Applicable

Optional Filer Reference Information:

--	--

Additional Collateral Information:

Check this box to see additional UCC Collateral options.	No
----------------------------------------------------------	----

Miscellaneous Information:

--	--

Search to Reflect:

Order a Search to Reflect	No
---------------------------	----

Save Draft Previous Step **Next Step**

The **Review** page gives the user a chance to review the data that has been entered into the document and make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the information will be searched.

Click **Next Step** to proceed.

11.1.8 File Document

Financing Statement (UCC 1)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Debtor

☒ Secured Party

☒ Collateral

☒ Additional Information

☒ Review

☐ File Document

☒ File Online ☐ Print and Mail

Help ?

Select **File Online** to pay for your filing with a Visa or Mastercard.

Total Fee for Filing Online: \$5.00

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Records to view and print your document(s).

*If you wish to submit your filing via mail instead, please select the **Print and Mail** option above.*

Save Draft Previous Step File Online

The **File Document** page allows the user to choose between filing the document online or printing and mailing the document.

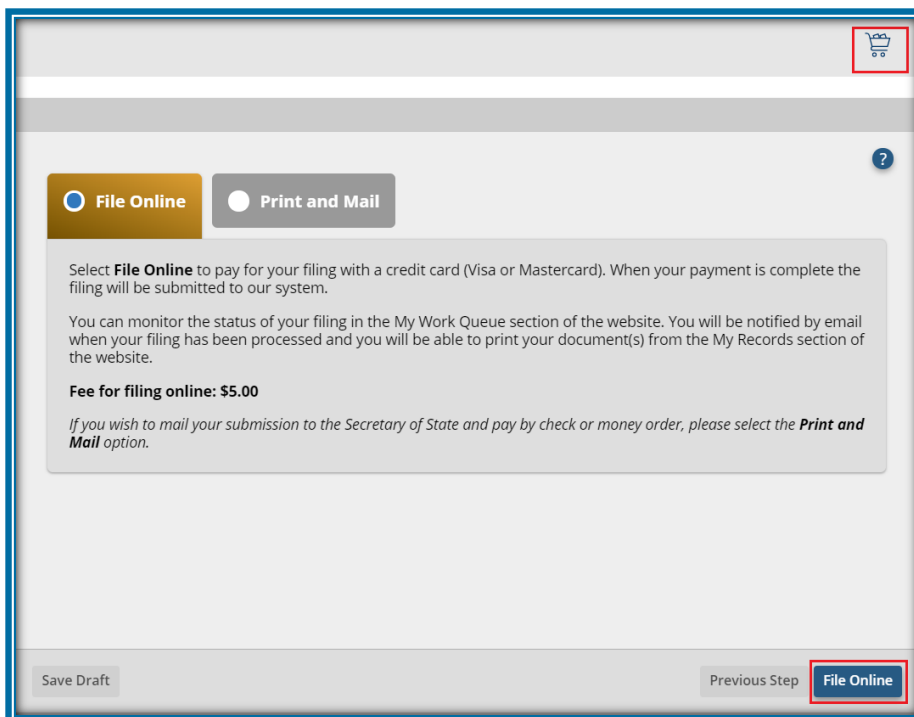
If the user chooses to file the document online, clicking the **File Online** button will send the document to the **Shopping Cart** and from there, the user can pay for the document and have it filed. The next steps for payment are mentioned in [Section 11.2](#) of this document.

If the user chooses the **Print and Mail** option, the user will be prompted to download or print the document and mail it along with payment to the Secretary of State.

11.2 Shopping Cart and Checkout

11.2.1 Overview

The Shopping Cart works the same for Business Entities and UCC. UCC is shown in this section.



File Online **Print and Mail**

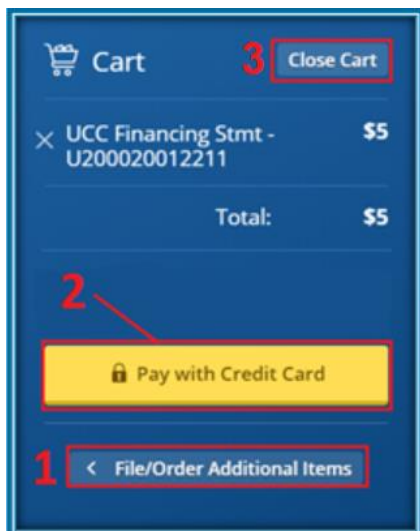
Select **File Online** to pay for your filing with a credit card (Visa or Mastercard). When your payment is complete the filing will be submitted to our system.

You can monitor the status of your filing in the My Work Queue section of the website. You will be notified by email when your filing has been processed and you will be able to print your document(s) from the My Records section of the website.

Fee for filing online: \$5.00

*If you wish to mail your submission to the Secretary of State and pay by check or money order, please select the **Print and Mail** option.*

Save Draft Previous Step **File Online**



Cart 3 **Close Cart**

UCC Financing Stmt - U200020012211 \$5

Total: \$5

2 **Pay with Credit Card**

1 **< File/Order Additional Items**

File Online – If the user chooses to **File Online**, once the user has completed their filing, the document will be sent to the **Shopping Cart**.

The **Shopping Cart** will automatically open on the right-hand side of the page. The Shopping Cart works similarly with Business Entities. UCC is shown in this section. From here, the user has three options:

1. **File/Order Additional Items**. Selecting this option will close the shopping cart but will not remove the document from the cart. The cart in the upper right of the page will show that there is an item in the cart. Selecting this option will close the cart and take the user to My UCC Work Queue page where the document status will appear as “In Cart”



2. **Pay with Credit Card** – This button allows the user to check out at this time and proceed with payment by credit card.

3. **Close Cart** - Selecting this option will close the cart and take the user to My UCC Work Queue page where the document status will appear as

“In Cart”. As with the option above selecting this option will close the shopping cart but will not remove the document from the cart.

11.2.2 Adding and Removing Items

Cart Close Cart

X UCC Financing Stmt - U200020012211 \$5

X UCC Amendment - U200020006916 \$5

Total: \$10

Pay with Credit Card

< File/Order Additional Items

Prior to checking out by selecting **Pay with Credit Card**, the user can add and remove items from the Shopping Cart.

To remove a filing from the Shopping Cart, click on the **X** next to the item. This will send the item to the user's **My Work Queue**.

My UCC Work Queue Search My Work Queue

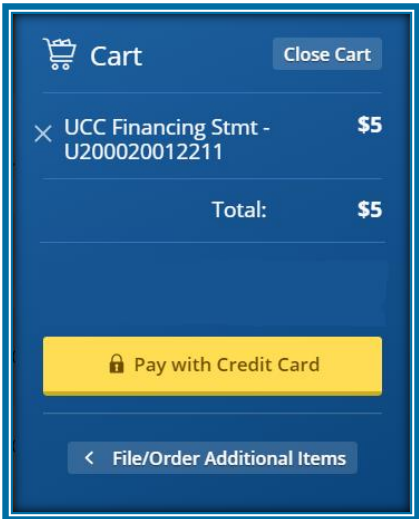
Records will appear in this queue for two months following the listed status date. Results: 15

Form Information	File Number	Optional Filer Reference Data	Status	Status Date	Actions
UCC - Filing Statement First Debtor: JOHN SMITH	(Pending - U200030026011)		Pending Online Payment	07/13/2020	<div>1</div> <div>2</div> <div>3</div> <div>4</div>

Once the filing is in **My UCC Work Queue**, its status will be **Pending Online Payment**. From here there are four options for the filing:

1. **Add to Cart** – The shopping cart button places the filing back into the shopping cart.
2. **View Filing** – This allows the user to review the filing. Note that the filing cannot be edited at this point. If any edits are needed, the user must complete a new filing.
3. **View downloads** – This will show attachments available with the filing if any
4. **Delete** – This allows the user to delete the filing and remove it from their **My UCC Work Queue**.

11.2.3 Checkout and Payment



Cart Close Cart

× UCC Financing Stmt - U200020012211 **\$5**

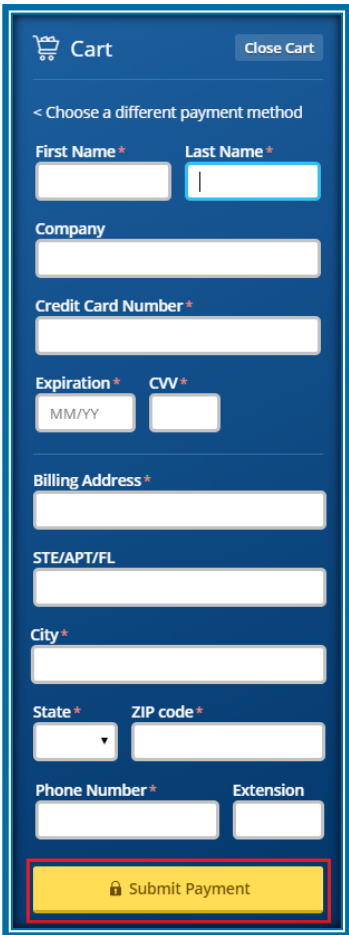
Total: **\$5**

Pay with Credit Card

< File/Order Additional Items

Once the user is ready to check out, proceed by clicking the **Pay with Credit Card** button.

Please note the system will accept Visa and MasterCard payments.



Cart Close Cart

< Choose a different payment method

First Name * Last Name *

Company

Credit Card Number *

Expiration * CVV *

Billing Address *

STE/APT/FL

City *

State * ZIP code *

Phone Number * Extension

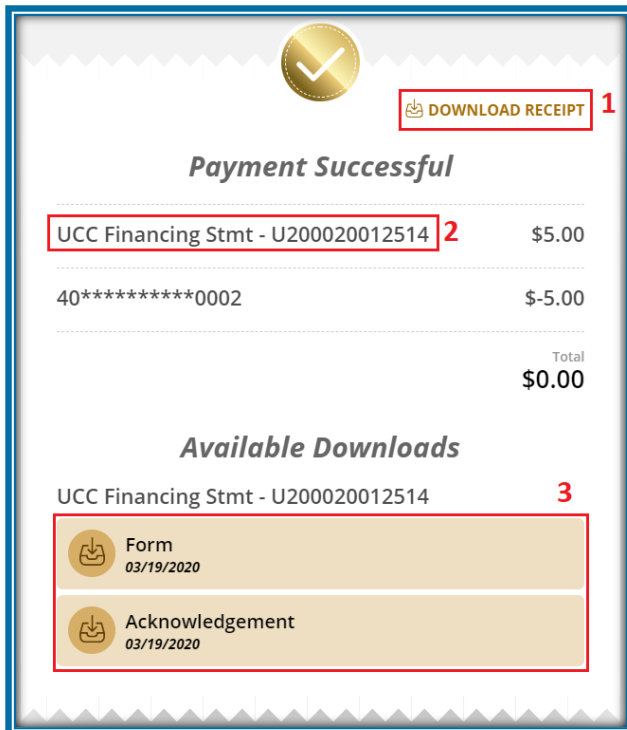
Submit Payment

Complete the required fields and then click **Submit Payment**.

Note: Required fields are marked by a red asterisk *.

If the payment is accepted, the user will be presented with a successful payment confirmation pop-up.

11.2.4 Payment Confirmation



The screenshot shows a 'Payment Successful' confirmation window. At the top, there is a gold checkmark icon and a red-bordered button labeled 'DOWNLOAD RECEIPT' with a red '1' next to it. Below this, the text 'Payment Successful' is centered. A table lists the payment details: 'UCC Financing Stmt - U200020012514' with a price of '\$5.00' (highlighted with a red box and a red '2'), and '40*****0002' with a price of '\$-5.00'. The total is '\$0.00'. Below the table, the section 'Available Downloads' is shown, listing 'UCC Financing Stmt - U200020012514' (highlighted with a red box and a red '3'). Under this, there are two download links: 'Form' dated '03/19/2020' and 'Acknowledgement' dated '03/19/2020', each with a download icon.

The **Payment Confirmation** pop-up provides useful items:

1. **Download Receipt:** A link to download a copy of the **Receipt** for the user's records.
2. The UCC File Number.
3. Download links for a printable PDF copy of the filed **Form** as well as an **Acknowledgment** of the filing.

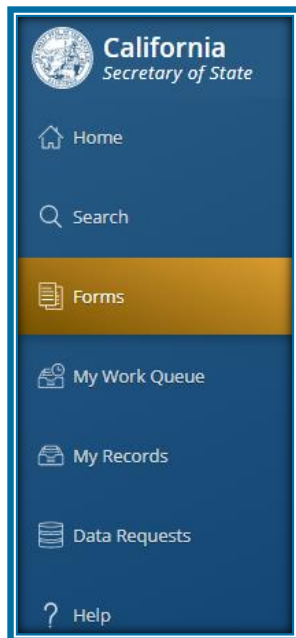
Please note that copies of the **Receipt** and **Acknowledgement** will be available for re-download in the user's **My Work Queue** for up to two months. After two months, items left in the user's **My Work Queue** will be deleted.

Copies of the filing will remain available in the user's **My UCC Records** section of the website until the filing lapses.

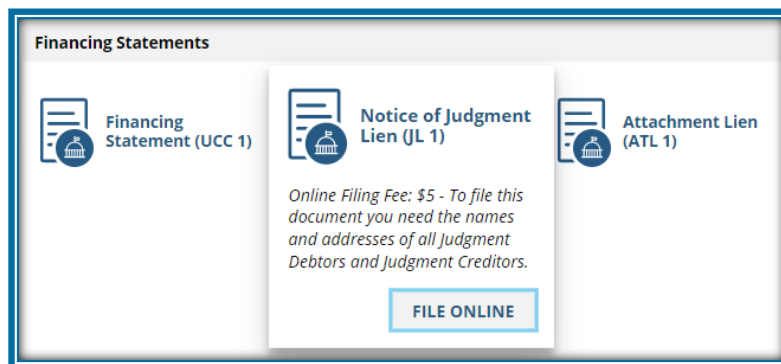


The screenshot shows a 'Lien Acknowledgment' document from the California Secretary of State, Business Programs Division. It includes the state seal and contact information. The document is dated June 23, 2020 7:16 PM. It provides Lien Doc No.: U200027840123 and DLN No.: B0296-8244. A signature of Alex Padilla is present. Below the signature, it lists 'Enclosures: Original Documents'. The document is divided into sections: 'DEBTOR INFORMATION' (Debtor Name: SMITH, JOHN; Debtor Address: 123 4TH ST, LODI, CA 92836), 'SECURED PARTY INFORMATION' (Secured Party Name: TESTED, TESTED; Secured Party Address: 234 6TH ST, SACRAMENTO, CA 95820), and 'FILING INFORMATION' (Lien Type: UCC; Lien Doc #: U200027840123; Filing Date: 6/23/2020 7:15 PM; Lapse Date: 6/23/2025 11:59 PM; Alt Filing Type 1: Not Applicable).

12. Filing a Notice of Judgment Lien (JL 1)



As noted in the previous sections of this document, the user will need to create an account and log into the UCC Online web portal to access and file forms on the UCC Online web portal. Once logged into the site, click the **Forms** link on the left of the homepage to bring up the available forms. Select **Notice of Judgment Lien (JL 1)** and click the **File Online** button.



The following section will walk through each of the sub-sections of a **Notice of Judgment Lien (JL 1)**, starting with the first page and continuing until the form is submitted to the shopping cart.

12.1 Privacy Warning and Terms and Conditions of Use

The first page of the **Notice of Judgment Lien (JL 1)** workflow is the Privacy Warning along with the Terms and Conditions of Use. For the form to be accepted and filed, the user must check the box at the bottom of the

text box attesting that the user has read and agrees to the Privacy Warning and the Terms and Conditions of Use.

Click **Next Step** to proceed.

12.2 Submitter Information

The screenshot shows the 'Notice of Judgment Lien (JL 1)' form. On the left is a dark blue sidebar with a list of steps: 'Privacy Warning / Terms and Conditions of Use' (checked), 'Submitter' (highlighted in orange), 'Judgment Debtor', 'Judgment Creditor', 'Judgment Information', 'Review and Signature', and 'File Document'. The main content area is titled 'Submitter Information:' and includes a note: 'The fields below are optional. If used, the information will be viewable to the public.' Below this are several text input fields: 'Contact Name', 'Organization Name', 'Phone Number', 'Email Address', 'Address' (with a copy icon), and 'STE/APT/FL'. At the bottom of the form are three buttons: 'Save Draft', 'Previous Step', and 'Next Step'. A 'Help ?' button is located in the top right corner.

The **Submitter Information** is optional. The user can add their complete name, phone number, email address and street address here. None of these fields are required and the user can choose to skip one or all this page. If the user enters an address, email address, or phone number, a complete address, email address or phone number must be entered.

Click **Next Step** to proceed.

12.3 Judgment Debtor Information

The screenshot shows the 'Judgment Debtor Information:' section of the form. It includes a note: 'Using the Add button, enter the name and last known mailing address of all Judgment Debtors.' Below this is a table with two columns: 'Judgment Debtor Name' and 'Mailing Address'. The table currently contains one row with the value 'None' in the 'Mailing Address' column. Below the table is a blue 'Add' button, which is highlighted with a red rectangle. The left sidebar is the same as in the previous screenshot, with 'Submitter' checked and 'Judgment Debtor' highlighted. The 'Next Step' button is visible at the bottom right.

A minimum of one **Judgment Debtor** must be added to the form before it can be submitted.

Add Button – Clicking the **Add** button will trigger a pop-up that contains fields to capture the Judgment Debtor information.

Save – Enter the Judgement Debtor information and click **Save**.
Required fields are marked with a red asterisk*.

If the Judgment Debtor is an organization and not an individual, check the **This Judgment Debtor is an organization** check box on the Judgment Debtor information window and the Judgment Debtor name field will change to an organization name field.

After clicking **Save**, the Judgment Debtor's information will be displayed on the Judgement Debtor Information page. Additional Judgement Debtors can be added by clicking the **Add** button and repeating the process. There is no limit to the number of Judgment Debtors that can be added to a form.

Judgment Debtor Information:
Using the Add button, enter the name and last known mailing address of all Judgment Debtors.

Judgment Debtor Name	Mailing Address
John S Smith	1234 4th St. Sacramento, CA 95819

1 Copy Delete 2

Add

Help ?

1. **Copy** – Clicking the Copy button will create a copy of the Judgment Debtor information that can be edited by the user. For example, if there are two Judgment Debtors that live at the same address, the user can click the copy button and update the name of the Judgment Debtor without having to re-enter the address.
2. **Delete** – Judgment debtors can be deleted from this page by clicking the **Delete** button on the corresponding row.

Notice of Judgment Lien (JL 1)

☒ Privacy Warning / Terms and Conditions of Use
☒ Submitter
☐ **Judgment Debtor**
☐ Judgment Creditor
☐ Judgment Information
☐ Review and Signature
☐ File Document

Judgment Debtor Information:
Using the Add button, enter the name and last known mailing address of all Judgment Debtors.

Judgment Debtor Name	Mailing Address
John S Smith	1234 4th St. Sacramento, CA 95819

Add

Copy Delete

Save Draft Preview Form Import Export Previous Step **Next Step**

Help ?

Once all Judgment Debtors have been added and saved to the form, click **Next Step** on the bottom right of the Judgment Debtor Information page to proceed.

12.4 Judgment Creditor Information

A minimum of one Judgment Creditor must be added to the form before it can be submitted. Any number of Judgment Creditors can be added.

Add Button – Clicking the **Add** button will trigger a pop-up that contains fields to capture the Judgment Creditor information.

Required fields are marked with a red asterisk*.

Save – Enter the Judgment Creditor information and click **Save**.

If the Judgment Creditor is an organization and not an individual, check the box next to **This Judgment Creditor is an organization** on the Judgment Creditor information window and the Judgment Creditor name field will change to an organization name field.

After clicking **Save**, the Judgment Creditor's information will be displayed on the page. Additional Judgement Creditors can be added by clicking the **Add** button and repeating the process. There is no limit to the number of Judgment Creditors that can be added to a form.

Judgment Creditor Information:

Using the Add button, enter the name and last known mailing address of all Judgment Creditors.

Judgment Creditor Name	Mailing Address
Jane Smith	123 5th St. Sacramento, CA 95833

1 Copy **Delete** **2**

Add

Help ?

1. **Copy** – Clicking the Copy button will create a copy of the Judgement Creditor information that can be edited by the user. So, if, for example, there are two Judgement Creditors that live at the same address, the user can click the copy button and update the name of the Judgement Creditor without having to re-enter the address.
2. **Delete** – Judgement Creditors can be deleted from this page by clicking the **Delete** button on the corresponding row.

Notice of Judgment Lien (JL 1)

Judgment Creditor Information:

Using the Add button, enter the name and last known mailing address of all Judgment Creditors.

Judgment Creditor Name	Mailing Address
Jane Smith	123 5th St. Sacramento, CA 95833

Copy **Delete**

Add

Help ?

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Judgment Debtor

☒ **Judgment Creditor**

☐ Judgment Information

☐ Review and Signature

☐ File Document

Save Draft **Preview Form** **Import** **Export** **Previous Step** **Next Step**

Once all Judgement Creditors have been added and saved to the form, click **Next Step** on the bottom right side of Judgement Creditor Information page to proceed.

12.5 Judgment Information

On the Judgment Information page, the user must enter:

- A. The name of the court where the judgment was entered.
- B. The title of the action (e.g., Smith v. Jones).
- C. The case number.
- D. The date the judgment was entered.
- E. The dates of subsequent renewal of judgment (if applicable).
- F. The date of this notice.
- G. The amount required to satisfy the judgment at the date of notice.

Note: For Judgment Information Section E, the user may click the **Add** button to open the Renewal Date window.

Select the renewal date and click **Save**.

Click **Next Step** to proceed.

12.6 Review and Signature

Notice of Judgment Lien (JL 1)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Judgment Debtor

☒ Judgment Creditor

☒ Judgment Information

☐ **Review and Signature**

☐ File Document

F. Date of This Notice	6/23/2020
G. Amount Required to Satisfy Judgment at This Date of Notice	\$123,345

All property subject to enforcement of a Money Judgment against the Judgment Debtor to which a Judgment Lien on personal property may attach under Section 697.530 of the Code of Civil Procedure is subject to this Judgment Lien.

Declaration and Signature:

Declaration:*

☒ I am a Judgment Creditor listed on the Judgment Lien.

☐ I am a representative of a Judgment Creditor Organization listed on the Judgment Lien.

☐ I am the Attorney of Record for the Judgment Creditor.

☐ I am representing the legal firm that is the Attorney of Record for the Judgment Creditor.

☐ I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

Signature* **Date***

The **Review and Signature** page gives the user a chance to review the data that has been entered into the document and make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the information will be searched.

For the **Notice of Judgment Lien (JL 1)**, the user must note the position the user holds that provides them the authority to sign this document and provide their electronic signature (type name) and date.

Once the user has reviewed and signed the document, proceed to the filing page by clicking **Next Step**.

12.7 File Document

Notice of Judgment Lien (JL 1)

Help ?

☒ **File Online** ☐ **Print and Mail**

Select **File Online** to pay for your filing with a Visa or Mastercard.

Total Fee for Filing Online: \$5.00

Notice of Judgment Liens (JL 1) require review by the Secretary of State's office for statutory adherence prior to acceptance. Once your payment is submitted, the filing will be forwarded for review.

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Records to view and print your document(s).

*If you wish to submit your filing via mail instead, please select the **Print and Mail** option above.*

Save Draft Previous Step **File Online**

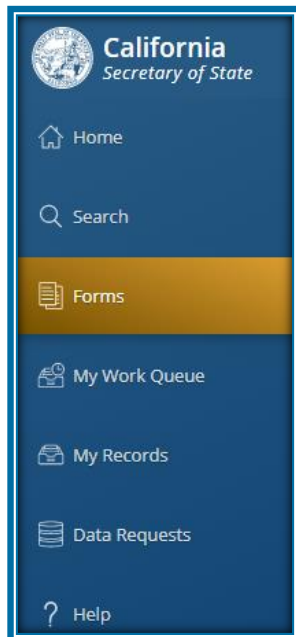
The **File Document** page allows the user to choose between filing the document online or printing and mailing the document.

If the user chooses to file the document online, clicking the **File Online** button will send the document to the **Shopping Cart**, from there the user can pay for the document and have it filed. The steps for payment are same as those mentioned in [Section 11.2](#) of this document.

If the user chooses the **Print and Mail** option, they will be prompted to download and print the document and mail it along with payment to the Secretary of State.

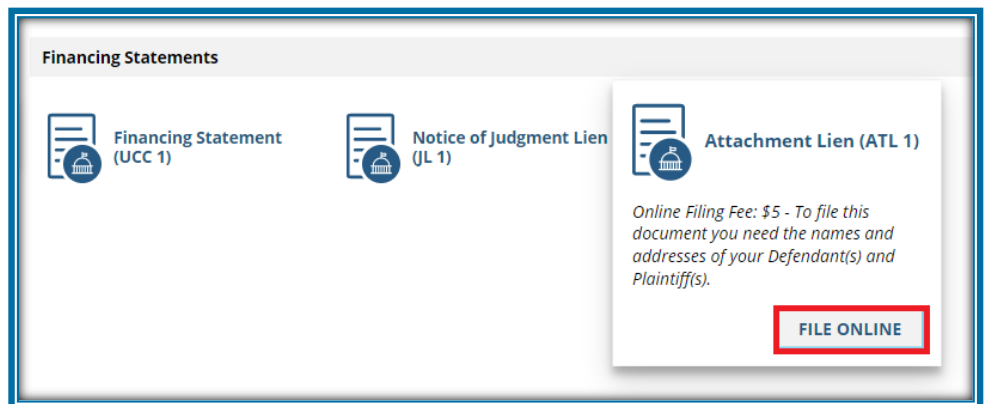
13. Filing an Attachment Lien (ATL 1)

13.1 Getting Started



As noted in the previous sections of this document, the user will need to create an account and log into the UCC Online web portal to access and file forms on the UCC Online web portal. Once logged into the site, click the **Forms** link on the left of the homepage to bring up the available forms.

To file an Attachment Lien, select **Attachment Lien (ATL 1)** from the available forms and click the **File Online** button.



Attachment Lien (ATL 1)

☐ Privacy Warning / Terms and Conditions of Use
 ☐ Submitter
 ☐ Court Order
 ☐ Defendant (Debtor)
 ☐ Plaintiff (Secured Party)
 ☐ Collateral
 ☐ Review and Signature
 ☐ File Document

infringing.

Miscellaneous. This Terms and Conditions of Use agreement is the entire agreement between you and the State of California and the California Secretary of State and shall be treated as though it were executed and performed in Sacramento, Sacramento County, California and shall be governed by and construed in accordance with the laws of the State of California (without regard to conflict of law principles). The language in this Terms and Conditions of Use agreement shall be interpreted as to its fair meaning and not strictly for or against either party. All legal proceedings arising out of or in connection with this Terms and Conditions of Use agreement shall be brought solely in Sacramento County, California. You expressly submit to the exclusive jurisdiction and venue of said courts and consent to extra-territorial service of process. Should any part of this Terms and Conditions of Use agreement be held invalid or unenforceable, that portion shall be construed consistent with the applicable law and the remaining portions shall remain in full force and effect. To the extent that anything in or associated with the website is in conflict or inconsistent with this Terms and Conditions of Use agreement, this Terms and Conditions of Use agreement shall take precedence. The California Secretary of State's delay or failure to enforce any provision of this Terms and Conditions of Use agreement shall not be deemed a waiver of such provision nor of the right to enforce such provision. No waiver by either party of any breach or default hereunder shall be deemed a waiver of any subsequent breach or default. The titles and subtitles used in this Terms and Conditions of Use agreement are used for convenience only and are not to be considered in construing or interpreting this Terms and Conditions of Use agreement.

☐ I have read and agree to the provided Privacy Warning and the Terms and Conditions of Use.*

Save Draft Next Step

The following section will walk through each of the sections of an **Attachment Lien (ATL 1)**, starting with the first page and continuing until the form is submitted to the **Shopping Cart**. Privacy Warning and Terms and Conditions of Use

The first page of the **Attachment Lien (ATL 1)** workflow is a Privacy Warning along with the Terms and Conditions of Use. For the form to be accepted and filed, the user must check the box at the bottom of the text box attesting that the user has read and agrees to the Privacy Warning and the Terms and Conditions of Use.

Click **Next Step** to proceed.

13.2 Submitter Information

The screenshot shows the 'Attachment Lien (ATL 1)' form. On the left is a dark blue sidebar with a list of steps: 'Privacy Warning / Terms and Conditions of Use' (checked), 'Submitter' (highlighted in orange), 'Court Order', 'Defendant (Debtor)', 'Plaintiff (Secured Party)', 'Collateral', 'Review and Signature', and 'File Document'. The main area is titled 'Submitter Information:' and includes a note: 'The fields below are optional. If used, the information will be viewable to the public.' Below this are input fields for 'Contact Name', 'Organization Name', 'Phone Number', 'Email Address', 'Address' (with a copy icon), and 'STE/APT/FL'. At the bottom are 'Save Draft', 'Previous Step', and 'Next Step' buttons. A 'Help ?' button is in the top right corner.

The **Submitter** Information is optional. The user may add their complete name, phone number, email address and street address here. None of these fields are required and the user can choose to skip all this page. If the user enters an address, email address, or phone number, a complete address, email address or phone number must be entered.

Click **Next Step** to proceed.

13.3 Court Order Information

The screenshot shows the 'Attachment Lien (ATL 1)' form. On the left is a sidebar with a list of steps: Privacy Warning / Terms and Conditions of Use, Submitter, Court Order (highlighted in orange), Defendant (Debtor), Plaintiff (Secured Party), Collateral, Review and Signature, and File Document. The main area is titled 'Court Order Information:' and contains three text input fields: 'A. Name of Court That Issued the Order*', 'B. Title of the Order*', and 'C. Case Number*'. A 'Help ?' button is in the top right. At the bottom are 'Save Draft', 'Previous Step', and 'Next Step' buttons.

The **Court Order Information** includes:

- A. The **Name of Court** that issued the order for the **Attachment Lien (ATL 1)**.
- B. The **Title of Case** that appears on the court order (e.g., Smith v. Jones).
- C. The **Case Number** that appears on the court order.

Click **Next Step** to proceed.

13.4 Defendant (Debtor) Information

The screenshot shows the 'Attachment Lien (ATL 1)' form with the 'Defendant (Debtor)' step highlighted in the sidebar. The main area is titled 'Defendant (Debtor) Information:' and includes a 'Help ?' button. Below the title is a text instruction: 'Using the Add button, enter the name and last known mailing address of all Defendants (Debtors) as they appear on the Court document.' There is a table with two columns: 'Defendant (Debtor) Name' and 'Mailing Address'. The first row shows 'None' in the 'Defendant (Debtor) Name' column. Below the table is an 'Add' button.

A minimum of one **Defendant (Debtor)** must be added to the form before it can be submitted.

Add Button - Clicking the **Add** button will trigger a pop-up that contains fields to capture the Defendant (Debtor) information.

Save Button – Clicking the Save Button will save all the Defendant (Debtor) information and close the Add window.

Required fields are marked with a red asterisk*.

If the Defendant (Debtor) is an organization and not an individual, check the box next to **This Defendant (Debtor) is an organization** on the Defendant (Debtor) information window and the Defendant (Debtor) name field will change to an organization name field.

After clicking **Save**, the Defendant's (Debtor's) information will be displayed on the Defendant (Debtor) Information page. Additional Defendants (Debtors) can be added by clicking the **Add** button and repeating the process. There is no limit to the number of debtors that can be added to a form.

Defendant (Debtor) Information: [Help ?](#)

Using the Add button, enter the name and last known mailing address of all Defendants (Debtors) as they appear on the Court document.

Defendant (Debtor) Name	Mailing Address	
John Smith	123 4th St. Sacramento, CA 95820	1 Copy Delete 2

[Add](#)

1. **Copy** – Clicking the Copy button will create a copy of the Defendant (Debtor) information that can be edited by the user. For example, if there are two Defendants (Debtors) that live at the same address, the user can click the copy button and update the name of the Defendant (Debtor) without having to re-enter the address.
2. **Delete** – Defendants (Debtors) can be deleted from this page by clicking the **Delete** button on the corresponding row.

Attachment Lien (ATL 1)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Court Order

☒ Defendant (Debtor)

☐ Plaintiff (Secured Party)

☐ Collateral

☐ Review and Signature

☐ File Document

Defendant (Debtor) Information: [Help ?](#)

Using the Add button, enter the name and last known mailing address of all Defendants (Debtors) as they appear on the Court document.

Defendant (Debtor) Name	Mailing Address	
John Smith	123 4th St. Sacramento, CA 95820	Copy Delete

[Add](#)

[Save Draft](#) [Preview Form](#) [Import](#) [Export](#) [Previous Step](#) [Next Step](#)

Once all Defendants (Debtors) have been added and saved to the form, click **Next Step** on the bottom right side of the Defendant (Debtor) Information page to proceed.

13.5 Plaintiff (Secured Party) Information

Attachment Lien (ATL 1)

☐ Privacy Warning / Terms and Conditions of Use

☐ Submitter

☐ Court Order

☒ Defendant (Debtor)

☐ **Plaintiff (Secured Party)**

☐ Collateral

☐ Review and Signature

☐ File Document

Plaintiff (Secured Party) Information: [Help ?](#)

Using the Add button, enter the name and last known mailing address of all Plaintiffs (Secured Parties) as they appear on the Court document.

Plaintiff (Secured Party) Name	Mailing Address
None	

[Add](#)

[Save Draft](#) [Previous Step](#) [Next Step](#)

A minimum of one Plaintiff (Secured Party) must be added to the form before it can be submitted. Any number of Plaintiffs (Secured Parties) can be added.

Add Button – Clicking the **Add** button will trigger a pop-up that contains fields to capture the Plaintiff (Secured Party) information.

Add [X](#)

☐ This Plaintiff (Secured Party) is an organization.

First Name Middle/Initial Last Name* Suffix

Address*

STE/APT/FL

Attention

City* State* ZIP code*

Country*

United States

[Save](#)

Required fields are marked with a red asterisk *.

Save – Enter the Plaintiff (Secured Party) information and click **Save**.

☐ This Plaintiff (Secured Party) is an organization.

First Name Middle/Initial Last Name * Suffix

☒ This Plaintiff (Secured Party) is an organization.

Organization *

If the plaintiff is an organization and not an individual, check the box next to **This Plaintiff (Secured Party) is an organization** on the Plaintiff (Secured Party) information window and the Plaintiff (Secured Party) name field will change to an organization name field.

After clicking **Save** the Plaintiff (Secured Party) information will be displayed on the page. Additional Plaintiffs (Secured Parties) can be added by clicking the **Add** button and repeating the process. There is no limit to the number of plaintiffs that can be added to a form.

Plaintiffs can be deleted from this page by clicking the Delete button on the corresponding row.

Plaintiff (Secured Party) Information: Help ?

Using the Add button, enter the name and last known mailing address of all Plaintiffs (Secured Parties) as they appear on the Court document.

Plaintiff (Secured Party) Name	Mailing Address
Sally Smith	123 4th St. Sacramento, CA 95820

1 Copy Delete 2

Add

1. **Copy** – Clicking the Copy button will create a copy of the secured party information that can be edited by the user. So, if, for example, there are two secured parties that live at the same address, the user can click the **Copy** button and update the name of the secured party without having to re-enter the address.
2. **Delete** – Plaintiffs (Secured Parties) can be deleted from this page by clicking the Delete button on the corresponding row.

Attachment Lien (ATL 1)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Court Order

☒ Defendant (Debtor)

☐ Plaintiff (Secured Party)

☐ Collateral

☐ Review and Signature

☐ File Document

Plaintiff (Secured Party) Information:

Using the Add button, enter the name and last known mailing address of all Plaintiffs (Secured Parties) as they appear on the Court document.

Plaintiff (Secured Party) Name	Mailing Address	
Sally Smith	123 4th St. Sacramento, CA 95820	<div>CopyDelete</div>

Add

Save Draft

Preview Form

Import

Export

Previous Step

Next Step

Once all Plaintiffs (Secured Parties) have been added and saved to the form, click **Next Step** on the bottom right of the Debtors page to proceed.

Page 94 of 136

13.6 Collateral

The screenshot displays the 'Attachment Lien (ATL 1)' form. On the left is a dark blue sidebar with a list of steps: Privacy Warning / Terms and Conditions of Use, Submitter, Court Order, Defendant (Debtor), Plaintiff (Secured Party), Collateral (highlighted in orange), Review and Signature, and File Document. The main content area is divided into two sections, both outlined in red. The first section, labeled '1', is titled 'Notice is hereby given that:' and contains text stating that the Plaintiff (Secured Party) has acquired an Attachment Lien. It includes a date field with a 'Today' button and a calendar icon. The second section, labeled '2', is titled 'Description of Collateral (Property):' and asks the user to indicate how documentation is provided, with radio button options for 'Entered as Text', 'Attached in a File', and 'Not Applicable'. At the bottom of the form are buttons for 'Save Draft', 'Previous Step', and 'Next Step'.

The Collateral page provides the user with two fields to complete:

1. **Notice is hereby given that:** – At the top of the page, the user can provide the date that the Writ of Attachment was issued.
2. **Description of Collateral (Property)** – The second half of this page provides the user the ability to either enter a description of the collateral in text or upload a PDF related to the collateral. If neither of these options is appropriate the user must select **Not Applicable**.

Click **Next Step** to proceed.

13.7 Review and Signature

Attachment Lien (ATL 1)

- ☒ Privacy Warning / Terms and Conditions of Use
- ☒ Submitter
- ☒ Court Order
- ☒ Defendant (Debtor)
- ☒ Plaintiff (Secured Party)
- ☒ Collateral
- ☒ **Review and Signature**
- ☐ File Document

Collateral

Notice is hereby given that:

Plaintiff (Secured Party) has acquired an Attachment Lien in accordance with the provisions of the California Code of Civil Procedure on the specific property described below.

A Writ of Attachment was issued by the Court on the following date:	7/13/2020
---------------------------------------------------------------------	-----------

Description of Collateral (Property):

Indicate how documentation of Collateral (Property) is provided:	Entered as Text
Description:	Collateral text to be added here

Declaration Signature:

☒ I declare that I am the levying officer (Sheriff or Marshal) authorized to submit this Attachment Lien (ATL 1).*

Signature* Date*

John Smith 07/13/2020 **Today**

Save Draft Previous Step **Next Step**

The **Review and Signature** page gives the user a chance to review the data that has been entered into the document and make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the information will be searched.

After the user has reviewed the document, the user will need to sign the document electronically (type name) before it can be submitted. Select the **Today** button to use today's date. The date cannot be a future date.

Once the user has reviewed and signed the document, proceed to the filing page by clicking **Next Step**.

13.8 File Document

The screenshot shows the 'Attachment Lien (ATL 1)' interface. On the left is a dark blue sidebar with a list of steps: 'Privacy Warning / Terms and Conditions of Use', 'Submitter', 'Court Order', 'Defendant (Debtor)', 'Plaintiff (Secured Party)', 'Collateral', 'Review and Signature', and 'File Document'. The 'File Document' step is highlighted with an orange background. To the right of the sidebar, there are two buttons: 'File Online' (orange) and 'Print and Mail' (grey). Below these buttons, a text box provides instructions: 'Select **File Online** to pay for your filing with a Visa or Mastercard. **Total Fee for Filing Online: \$5.00** Attachment Liens (ATL 1) require review by the Secretary of State's office for statutory adherence prior to acceptance. Once your payment is submitted, the filing will be forwarded for review. You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Records to view and print your document(s). If you wish to submit your filing via mail instead, please select the **Print and Mail** option above.' At the bottom of the interface, there are three buttons: 'Save Draft', 'Previous Step', and 'File Online'.

The **File Document** page allows the user to choose between filing the document online or printing and mailing the document.

If the user chooses to file the document online, clicking the **File Online** button will send the document to the **Shopping Cart** and from there, the user can pay for the document and have it filed. The steps for payment are same as those mentioned in [Section 11.2](#) of this document

If the user chooses the **Print and Mail** option, they will be prompted to download and print the document and mail it along with payment to the Secretary of State.

14. Filing a Financing Statement Amendment (UCC 3)

To file a **Financing Statement Amendment (UCC 3)**, the user must be logged in and the user must first locate the document the user wishes to amend. This can be done by searching for the document using the Document File Number, or the name of the Debtor or Secured Party. If the amendment is for a document that the user submitted, then the Financing Statement Amendment (UCC 3) can be filed through the **My Records** page.

In the following example, a **UCC Search** was done using the Debtor's name.



UCC Search

UCC Documents have been processed through: 07/08/2020

Disclaimer: This tool allows you to search the California Secretary of State's Uniform Commercial Code database for abstracts of information for lien notices that have been filed with this office. The UCC Search is updated as documents are filed. The data provided is not a complete or certified record.

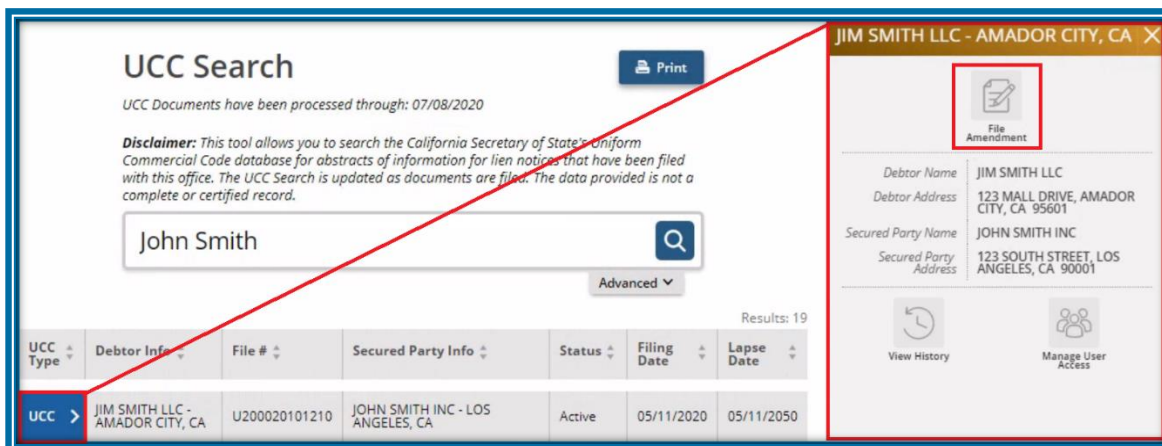
John Smith

Advanced

Results: 19

UCC Type	Debtor Info	File #	Secured Party Info	Status	Filing Date	Lapse Date
UCC	JIM SMITH LLC - AMADOR CITY, CA	U200020101210	JOHN SMITH INC - LOS ANGELES, CA	Active	05/11/2020	05/11/2050

Once the desired filing is located, click on the blue **UCC Type** box next to the corresponding **Debtor Information**. This will bring up a **Details** box to the right of the page.



UCC Search

UCC Documents have been processed through: 07/08/2020

Disclaimer: This tool allows you to search the California Secretary of State's Uniform Commercial Code database for abstracts of information for lien notices that have been filed with this office. The UCC Search is updated as documents are filed. The data provided is not a complete or certified record.

John Smith

Advanced

Results: 19

UCC Type	Debtor Info	File #	Secured Party Info	Status	Filing Date	Lapse Date
UCC	JIM SMITH LLC - AMADOR CITY, CA	U200020101210	JOHN SMITH INC - LOS ANGELES, CA	Active	05/11/2020	05/11/2050

JIM SMITH LLC - AMADOR CITY, CA

File Amendment

Debtor Name: JIM SMITH LLC
Debtor Address: 123 MALL DRIVE, AMADOR CITY, CA 95601

Secured Party Name: JOHN SMITH INC
Secured Party Address: 123 SOUTH STREET, LOS ANGELES, CA 90001

View History

Manage User Access

In the **Details** box, click on the **File Amendment** icon to bring up the **Financing Statement Amendment (UCC 3)** options.

My UCC Records

Results: 9

Form Info	File #	Status	Filing Date	Lapse Date	Actions
Attachment Lien First Debtor: TEST, JOHN - SACRAMENTO, CA	U200020014114	Active	03/23/2020	03/23/2023	
UCC First Debtor: DOE, JOHN - SACRAMENTO, CA	U200020012514	Active	03/19/2020	03/19/2025	
UCC First Debtor: KID, BILLY THE - SACRAMENTO, CA	U200020012211	Active	03/18/2020	03/18/2025	

UCC
First Debtor: DOE, JOHN - SACRAMENTO, CA

File Amendment

Debtor Name: DOE, JOHN
Debtor Address: 123 3RD ST, SACRAMENTO, CA 95820
Secured Party Name: DOE, JANE
Secured Party Address: 123 5TH AVE, LODI, CA 98372

View History Manage User Access

Alternatively, from the **My UCC Records** section of the website, the user can file an **Amendment (UCC 3)**.

File Amendment

Financing Statement Amendment (UCC 3)

Online Filing Fee: \$5.00 - To file this document you will need the initial Financing Statement number of the filing you want to amend as well as any additional information you will need for the Amendment type you select.

Information Statement (UCC 5)

Online Filing Fee: \$5 - Note: This is not an Amendment. This allows for a Debtor or Secured Party to make a statement regarding a particular Financing Statement or Financing Statement Amendment.

Note: The available Amendment is based on the initial Filing Type.

If the user selects an active **Financing Statement (UCC 1)** filing to amend, then the **Financing Statement Amendment (UCC 3)** form will be available.

If the user selects an active **Attachment Lien (ATL 1)**, then the **Attachment Lien Amendment (ATL 3)** form will be available.

If the user selects an active **Notice of Judgment Lien (JL 1)**, then the **Judgment Lien Amendment (JL 3)** will be available.

Select **Financing Statement Amendment (UCC 3)** to start the **Financing Statement Amendment (UCC 3)** workflow.

14.1 Privacy Warning / Terms and Conditions of Use

Financing Statement Amendment (UCC 3)

☐ Privacy Warning / Terms and Conditions of Use

☐ Submitter

☐ Amendment Action

☐ Authorization

☐ Review

☐ File Document

Miscellaneous. This Terms and Conditions of Use agreement is the entire agreement between you and the State of California and the California Secretary of State and shall be treated as though it were executed and performed in Sacramento, Sacramento County, California and shall be governed by and construed in accordance with the laws of the State of California (without regard to conflict of law principles). The language in this Terms and Conditions of Use agreement shall be interpreted as to its fair meaning and not strictly for or against either party. All legal proceedings arising out of or in connection with this Terms and Conditions of Use agreement shall be brought solely in Sacramento County, California. You expressly submit to the exclusive jurisdiction and venue of said courts and consent to extra-territorial service of process. Should any part of this Terms and Conditions of Use agreement be held invalid or unenforceable, that portion shall be construed consistent with the applicable law and the remaining portions shall remain in full force and effect. To the extent that anything in or associated with the website is in conflict or inconsistent with this Terms and Conditions of Use agreement, this Terms and Conditions of Use agreement shall take precedence. The California Secretary of State's delay or failure to enforce any provision of this Terms and Conditions of Use agreement shall not be deemed a waiver of such provision nor of the right to enforce such provision. No waiver by either party of any breach or default hereunder shall be deemed a waiver of any subsequent breach or default. The titles and subtitles used in this Terms and Conditions of Use agreement are used for convenience only and are not to be considered in construing or interpreting this Terms and Conditions of Use agreement.

☐ I have read and agree to the provided Privacy Warning and the Terms and Conditions of Use.*

Next Step

The first page of the **Financing Statement Amendment (UCC 3)** is a Privacy Warning along with the Terms and Conditions of Use. For the form to be accepted and filed, the user must check the box at the bottom of the text box attesting that the user has read and agrees to the Privacy Warning and the Terms and Conditions of Use.

Click **Next Step** to proceed.

14.2 Submitter Information

Financing Statement Amendment (UCC 3)

☒ Privacy Warning / Terms and Conditions of Use

☐ Submitter

☐ Amendment Action

☐ Authorization

☐ Review

☐ File Document

Submitter Information:
The fields below are optional. If used, the information will be viewable to the public.

Help ?

Contact Name

Organization Name

Phone Number

Email Address

Address

STE/APT/FL

Previous Step Next Step

As with the **Financing Statement (UCC 1)** and other filings, the **Submitter Information** is optional. The user may add their complete name, phone number, email address and street address here. None of these fields are required and the user can choose to skip all this page. If the user enters an address, email address, or phone number, a complete address, email address or phone number must be entered.

Click **Next Step** to proceed.

14.3 Amendment Actions

Financing Statement Amendment (UCC 3)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☐ **Amendment Action**

☐ Authorization

☐ Review

☐ File Document

Amendment Action Information:

Initial Financing Statement File Number
117259273320

Date Filed
01/31/2011

Amendment Action *

☐ Termination

☐ Assignment

☐ Debtor Amendment

☐ Secured Party Amendment

☐ Collateral Amendment

A Continuation may be filed within 6 months of a filing's lapse date. The Continuation option will only appear if a filing is within its continuation period.

Previous Step Next Step

The **Amendment Action** Information page is the main page of the **Financing Statement Amendment (UCC 3)**.

The page consists of three main areas:

1. The **Initial Financing Statement File Number** will be automatically populated based on the Initial filing details. **Note:** The Continuation option is only available if the filing is within six months of its lapse date. Depending on which amendment action the user selects, this page will change to provide the user with the appropriate fields to complete the selected action.
2. The filing that is being amended along with the date it was filed (**Date Filed**).
3. The Amendment Actions: The user must identify the Amendment Action by choosing from the following **Actions**:
 - A. **Termination** – Allows user to cancel a Secured Party's claim to a security interest.
 - B. **Assignment** – Allows user to assign rights to a new Secured Party.
 - C. **Debtor Amendment** – Allows the user to add, edit or delete a Debtor.
 - D. **Secured Party Amendment** – Allows the user to add, edit or delete a Secured Party.
 - E. **Collateral Amendment** – Allows the user to add, edit or delete Collateral.

14.4 Authorization

The screenshot shows a web form titled "Financing Statement Amendment (UCC 3)". On the left is a dark blue sidebar with a list of steps: "Privacy Warning / Terms and Conditions of Use", "Submitter", "Amendment Action", "Authorization" (highlighted in orange), "Review", and "File Document". The main content area is light gray. At the top right of the main area is a "Help ?" button. The first section is "Name of Secured Party of Record Authorizing This Amendment:" with a subtext "Provide only one name (name of Assignor, if this is an Assignment)". Below this is a checkbox labeled "If this Amendment is authorized by a Debtor, check this box and select the name of the Authorizing Debtor below." Underneath the checkbox is a label "Authorizing Secured Party Name" and a dropdown menu with "[Select an option]". The next section is "Optional Filer Reference Information:" followed by a text input field. The final section is "Miscellaneous Information:" with a subtext "Maximum of 300 characters allowed." and a larger text input field. At the bottom right are two buttons: "Previous Step" and "Next Step".

The **Authorization** page requires the user to attest to who is authorizing the **Financing Statement Amendment (UCC 3)**.

The **Optional Filer Reference Information** field allows the user to add notes and references that will be displayed in the user's **My Work Queue**.

14.5 Review

Financing Statement Amendment (UCC 3)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Amendment Action

☒ Authorization

☒ **Review**

☒ File Document

Review:
Please review the information carefully. If you need to make corrections, return to the corresponding step and make any necessary changes.

Amendment Action

Amendment Action Information:

Initial Financing Statement File Number	U200020166924
Date Filed	5/25/2020
Amendment Action	Collateral Amendment
Collateral Change	Add Collateral

Collateral:

Indicate how documentation of Collateral is provided:	Entered as Text
Description:	test

Previous Step **Next Step**

The **Review** page gives the user a chance to review the data that has been entered into the document and make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the information will be searched.

Click **Next Step** to proceed.

14.6 File Document

Financing Statement Amendment (UCC 3)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Amendment Action

☒ Authorization

☒ Review

☐ File Document

☒ File Online

☐ Print and Mail

Help ?

Select **File Online** to pay for your filing with a Visa or Mastercard.

Total Fee for Filing Online: \$5.00

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Work Queue to view and print your document(s).

*If you wish to submit your filing via mail instead, please select the **Print and Mail** option above.*

Previous Step **File Online**

The **File Document** page allows the user to choose between filing the document online or printing and mailing the document.

If the user chooses to file the document online, clicking the **File Online** button will send the document to the **Shopping Cart**, from there, the user can pay for the document and have it filed. The steps for payment are same as those mentioned in [Section 11.2](#) of this document.

If the user chooses the **Print and Mail** option, the user will be prompted to download and print the document and mail it along with payment to the Secretary of State.

15. Filing a Judgment Lien Amendment (JL 3)

To file a **Judgment Lien Amendment (JL 3)**, the user must first locate the document the user wishes to amend. This can be done by searching for the document using the document File Number, or the name of the Debtor or Secured Party. If the amendment is for a document that the user submitted, then the amendment can be filed through the user's **My Records** page.

In the following example, a Search was completed for a Debtor.

Once the desired filing is located, click on the blue **UCC Type** box next to the **Debtor Information**. This will bring up a **Details** box to the right of the page.

UCC Search
UCC Records have been processed through: 01/31/2020

Search: katie kershaw

Advanced ▾

Results: 1

UCC Type	Debtor Info	File #	Secured Party Info	Status	Filing Date	Lapse Date
UCC >	KERSHAW, KATIE - SACRAMENTO, CA	U200000020507	SMITH, SUMMER - SACRAMENTO, CA	Active	01/28/2020	01/28/2025

1

KERSHAW, KATIE - SACRAMENTO, CA

File Amendment

Debtor Name: KERSHAW, KATIE
Debtor Address: 192 11TH ST, SACRAMENTO, CA 95814
Secured Party Name: SMITH, SUMMER
Secured Party Address: 2400 O ST, SACRAMENTO, CA 95816

View History | Manage User Access

In the **Details** box click on the **File Amendment** Icon to bring up the **Judgment Lien Amendment (JL 3)** options.

File Amendment

Judgment Lien Amendment (JL 3)

Online Filing Fee: \$5.00 - To file this document you need the original filing number of the Notice of Judgment Lien filed with the California Secretary of State, the name of at least one Debtor on the Judgment Lien, and a digital signature.

Select **Judgment Lien Amendment (JL 3)** to start the **Judgment Lien Amendment (JL 3)** workflow.

Note: The available Amendment is based on the initial Filing Type.

If the user selects an active **Financing Statement (UCC 1)** to amend, then the **Financing Statement Amendment (UCC 3)** will be available.

If the user selects an active **Attachment Lien (ATL 1)**, then the **Attachment Lien Amendment (ATL 3)** will be available.

If the user selects an active **Notice of Judgment Lien (JL 1)**, then the **Judgment Lien Amendment (JL 3)** will be available.

15.1 Privacy Warning / Terms and Conditions of Use

The screenshot displays the 'Judgment Lien Amendment (JL 3)' form. On the left is a dark blue sidebar with a list of steps: 'Privacy Warning / Terms and Conditions of Use' (highlighted in orange), 'Submitter', 'Amendment Action', 'Review and Signature', and 'File Document'. The main content area has a light gray background. At the top, it states: 'website if it determines in its sole and absolute discretion that you are involved in infringing activity, including alleged acts of first-time or repeat infringement, regardless of whether the material or activity is ultimately determined to be infringing.' Below this is a 'Help ?' button. The main text is titled 'Miscellaneous' and contains a detailed legal disclaimer and terms of use. At the bottom of the text area, there is a checkbox labeled 'I have read and agree to the provided Privacy Warning and the Terms and Conditions of Use.*'. A 'Next Step' button is located at the bottom right of the form.

The first page of the **Judgment Lien Amendment (JL 3)** filing is a Privacy Warning along with the Terms and Conditions of Use. For the form to be accepted and filed, the user must check the box at the bottom of the text box attesting that the user has read and agrees to the Privacy Warning and the Terms and Conditions of Use.

Click **Next Step** to proceed.

15.2 Submitter Information

The screenshot shows the 'Judgment Lien Amendment (JL 3)' form. On the left is a dark blue sidebar with a list of steps: 'Privacy Warning / Terms and Conditions of Use' (checked), 'Submitter' (highlighted in orange), 'Amendment Action', 'Review and Signature', and 'File Document'. The main content area is titled 'Submitter Information:' and includes a note: 'The fields below are optional. If used, the information will be viewable to the public.' Below this are input fields for 'Contact Name', 'Organization Name', 'Phone Number', 'Email Address', 'Address' (with a document icon), and 'STE/APT/FL'. At the bottom right are 'Previous Step' and 'Next Step' buttons. A 'Help ?' button is in the top right corner.

As with the **Financing Statement (UCC 1)** and other filings, the **Submitter Information** is optional. The user may add their complete name, phone number, email address and street address here. None of these fields are required and the user can choose to skip all of this page. If the user enters an address, email address, or phone number, a complete address, email address or phone number must be entered.

Click **Next Step** to proceed.

15.3 Amendment Actions

Judgment Lien Amendment (JL 3)

☒ Privacy Warning / Terms and Conditions of Use
☒ Submitter
☒ **Amendment Action**
☐ Review and Signature
☐ File Document

Amendment Action Information:

Initial Notice of Judgment Lien File Number
167546921980

Date Filed
09/19/2016

Amendment Action *

☐ Partial Release
☐ Full Release (Termination)
☐ Subordination

A Continuation can be filed within 6 months of the filing's lapse date. The Continuation option will only appear if you are within the continuation period.

Judgment Debtor Information:
At least one Judgment Debtor listed in the initial Notice of Judgment Lien must be provided.

Judgment Debtor Name	Address
None	

Add

Previous Step Next Step

The **Amendment Action Information** page is the main page of the Judgment Lien Amendment (JL 3).

The page consists of 3 main areas:

1. The **Initial Notice of Judgment Lien File Number** and **Date Filed** will be automatically populated.
2. The Amendment Actions: The user must identify the Amendment Action by choosing from the following **Actions**:
 - A. **Partially Release** – Allows the user to release some, but not all the collateral subject to the **Notice of Judgment Lien (JL 1)**.
 - B. **Full Release** – Allows the user to release **all** the collateral subject to the **Notice of Judgment Lien (JL 1)**.
 - C. **Subordination** – Allows the user to state that some of the collateral is being given lower priority.

Note: The Continuation option is only available if the filing is within six months of its lapse date.
3. Judgment Debtor Information – Allows user to change or add **Judgment Debtor information**.

Click **Next Step** to proceed.

15.4 Review and Signature

Judgment Lien Amendment (JL 3)

Privacy Warning / Terms and Conditions of Use
 Submitter
 Amendment Action
Review and Signature
 File Document

Judgment Debtor Name: john smith
 Address: 123 7th ave sacramento, CA 95820

Collateral:

Indicate how documentation of Collateral is provided:	Not Applicable
-------------------------------------------------------	----------------

Declaration and Signature:

Declaration: *

- ☒ I am a Judgment Creditor listed on the Judgment Lien.
- ☐ I am a representative of a Judgment Creditor Organization listed on the Judgment Lien.
- ☐ I am the Attorney of Record for the Judgment Creditor.
- ☐ I am representing the legal firm that is the Attorney of Record for the Judgment Creditor.

Signature *

Date *
 Today

Previous Step **Next Step**

The **Review and Signature** page gives the user a chance to review the data that has been entered into the document and make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the information will be searched.

The user must also choose one of the following:

- I am a Judgment Creditor listed on the Notice of Judgment Lien (JL 1).
- I am a representative of a Judgment Creditor Organization listed on the Notice of Judgment Lien (JL 1).
- I am the Attorney of Record for the Judgment Creditor.
- I am representing the legal firm that is the Attorney of Record for the Judgment Creditor.

The **Judgment Lien Amendment (JL 3)** cannot be filed without the user selecting one of the above options and typing their name in the **Signature** field and the Date in **Date** field. Select the **Today** button to use today's date. The date cannot be a future date.

Click **Next Step** to proceed.

15.5 File Document

Judgment Lien Amendment (JL 3)

Help ?

☒ **File Online** ☐ **Print and Mail**

Select **File Online** to pay for your filing with a Visa or Mastercard.

Total Fee for Filing Online: \$5.00

Judgment Lien Amendments (JL 3) require review by the Secretary of State's office for statutory adherence prior to acceptance. Once your payment is submitted, the filing will be forwarded for review.

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Work Queue to view and print your document(s).

*If you wish to submit your filing via mail instead, please select the **Print and Mail** option above.*

Previous Step **File Online**

The **File Document** page allows the user to choose between filing the document online or printing and mailing the document.

If the user chooses to file the document online, clicking the **File Online** button will send the document to the **Shopping Cart**, from there the user can pay for the document and have it filed. The steps for payment are same as those mentioned in Section [11.2](#) of this document.

If the user chooses the **Print and Mail** option, they will be prompted to download or print the document and mail it along with payment to the Secretary of State.

16. Filing an Attachment Lien Amendment (ATL 3)

To file an **Attachment Lien Amendment (ATL 3)**, the user must first locate the document the user wishes to amend. This can be done by searching for the document with the Document File Number or the name of the Debtor, or Secured Party. If the amendment is for a document that the user submitted, then the amendment can be filed through the user's **My Records** page.

In the following example, a **UCC Search** was done using the Debtor's name.

Once the desired filing is located, click on the blue **UCC type** box next to the **Debtor Information**, this will bring up a **Details** box to the right of the page.

UCC Search
UCC Records have been processed through: 06/22/2020

Disclaimer: This tool allows you to search the California Secretary of State's Uniform Commercial Code database for abstracts of information for lien notices that have been filed with this office. The UCC Search is updated as documents are filed. The data provided is not a complete or certified record.

Search: john

Advanced

Results: 4

UCC Type	Debtor Info	File #	Secured Party Info	Status	Filing Date	Lapse Date
Attachment Lien	SARKISIAN, JOHN - SAN DIEGO, CA	197724404462	L'POINTE, RICK - SAN DIEGO, CA	Active	07/22/2019	07/22/2022
Attachment Lien	SMITH, JOHNNIE - ROSEMEAD, CA	U200020069625	SHERIDAN, PEGGY - OAKLAND, CA	Terminated	05/18/2020	04/28/2023
Attachment Lien	SURBER, JOHN - LOS GATOS, CA	U200020069019	PARE, MATTIE - SACRAMENTO, CA	Active	05/12/2020	04/28/2023
Attachment Lien	TEST, JOHNNY - SACRAMENTO, CA	U200020238119	TEST, JIMMY - SACRAMENTO, CA	Terminated	06/01/2020	06/01/2023

SURBER, JOHN - LOS GATOS, CA

File Amendment

Debtor Name: SURBER, JOHN
Debtor Address: 4999 DRIFTWOOD ROAD, LOS GATOS, CA 95030
Secured Party Name: PARE, MATTIE
Secured Party Address: 4813 PARK AVE, SACRAMENTO, CA 95814

View History | Manage User Access

In the **Details** box, click on the **File Amendment** Icon to bring up the **Attachment Lien Amendment (ATL 3)** options.

Alternatively, the user can file an amendment from the **My Records** section of the website

File Amendment

Attachment Lien Amendment (ATL 3)

FILING FEE: \$5.00 - To file this document you need the filing number of the original Attachment Lien.

Select **Attachment Lien Amendment (ATL 3)** to start the **Attachment Lien Amendment (ATL 3)** workflow.

16.1 Privacy Warning / Terms and Conditions of Use

The screenshot shows the 'Attachment Lien Amendment (ATL 3)' interface. On the left is a blue sidebar with a list of steps: 'Privacy Warning / Terms and Conditions of Use' (selected), 'Submitter', 'Court Order', 'Amendment Action', 'Review and Signature', and 'File Document'. The main content area displays a 'Privacy Warning' and 'Terms and Conditions of Use' agreement. The text explains that the user is entering information into a public website and that the user agrees to the terms. At the bottom of the text area, there is a checkbox labeled 'I have read and agree to the provided Privacy Warning and the Terms and Conditions of Use.*'. A 'Next Step' button is located at the bottom right of the main content area.

The first page of the **Attachment Lien Amendment (ATL 3)** is a Privacy Warning along with the Terms and Conditions of Use. For the form to be accepted and filed, the user must check the box at the bottom of the text box attesting that the user has read and agrees to the Privacy Warning and the Terms and Conditions of Use.

Click **Next Step** to proceed.

16.2 Submitter Information

The screenshot shows the 'Attachment Lien Amendment (ATL 3)' interface. The left sidebar is the same as in the previous screenshot, but 'Privacy Warning / Terms and Conditions of Use' is now checked, and 'Submitter' is highlighted. The main content area is titled 'Submitter Information:' and includes a note: 'The fields below are optional. If used, the information will be viewable to the public.' Below this note are five text input fields: 'Contact Name', 'Organization Name', 'Phone Number', 'Email Address', and 'Address'. The 'Address' field has a small icon to its right. At the bottom right of the main content area, there are 'Previous Step' and 'Next Step' buttons.

As with the **Financing Statement (UCC 1)** and other filings, the **Submitter Information** is optional. The user may add their complete name, phone number, email address and street address. None of these fields are required and the user can choose to skip all this page. If the user enters an address, email address, or phone number, a complete address, email address or phone number must be entered.

Click **Next Step** to proceed.

16.3 Court Information

The screenshot shows the 'Attachment Lien Amendment (ATL 3)' form. On the left is a dark blue sidebar with a list of steps: 'Privacy Warning / Terms and Conditions of Use' (checked), 'Submitter' (checked), 'Court Order' (highlighted in orange), 'Amendment Action' (unchecked), 'Review and Signature' (unchecked), and 'File Document' (unchecked). The main content area is titled 'Court Order Information:' and contains three text input fields labeled 'A. Name of Court that Issued the Order *', 'B. Title of the Order *', and 'C. Case Number *'. A 'Help ?' button is in the top right corner. At the bottom right are 'Previous Step' and 'Next Step' buttons.

The **Court Information** page allows the user to:

- A. **Court** – Enter the name of the court that issued the order for the Attachment Lien.
- B. **Title of Case** – Enter the title of the case that appears on the court order.
- C. **Number of Case** – Enter the number of the case that appears on the court order.

Note: This is not a required page, and it can be left blank.

Click **Next Step** to proceed.

16.4 Actions

Attachment Lien Amendment (ATL 3)

☒ Privacy Warning / Terms and Conditions of Use
☒ Submitter
☒ Court Order
☐ **Amendment Action**
☐ Review and Signature
☐ File Document

Amendment Action Information:

Initial Attachment Lien File Number *
 U200020069625

Date Filed *
 05/18/2020

Amendment Action *

☐ Termination by Court Order
☐ Termination by Plaintiff
☐ Amendment to Collateral

A Continuation can be filed within 6 months of the filing's lapse date. The Continuation option will only appear if you are within the continuation period.

Defendant (Debtor) Information:
 Enter the name and address of the Defendant (Debtor) on the Attachment Lien.

Defendant (Debtor) Name	Mailing Address
None	
Add	

Plaintiff (Secured Party) Information:
 Enter the name and address of the Plaintiff (Secured Party) on the Attachment Lien.

Plaintiff (Secured Party) Name	Mailing Address
None	
Add	

The Amendment Actions page is the main page of the **Attachment Lien Amendment (ATL 3)**.

The page consists of 3 main areas:

1. The **Initial Attachment Lien File Number** and **Date Filed** will be automatically populated.
2. The **Amendment Actions**: The user must identify the Amendment Action by choosing from the following:
 - A. **Termination by Court Order** use this option if the termination was ordered by the court.
 - B. **Termination by plaintiff** use this option if the Attachment Lien no longer applies to a specific defendant.
 - C. **Amendment to Collateral**—use this option if the collateral needs to be amended.

Note: The Continuation option is only available if the filing is within six months of its lapse date. Depending on what amendment action the user selects, this page will change to provide the user with the appropriate fields to complete the selected action.

3. After selecting an **Amendment Action**, the user must provide the **Defendant/Debtor Information** and the **Plaintiff's/Secured Party Information** from the original attachment lien.

Click **Next Step** to proceed.

16.5 Review and Signature

Attachment Lien Amendment (ATL 3)

☒ Privacy Warning / Terms and Conditions of Use
☒ Submitter
☒ Court Order
☒ Amendment Action
☐ **Review and Signature**
☐ File Document

Etrade 345 9TH AVE
 SACRAMENTO, CA 09378

Amendment to Collateral:

6/24/2020
Indicate how documentation of Collateral is provided: Not Applicable

Declaration and Signature:

☐ I declare that I am the levying officer (Sheriff or Marshal) authorized to submit this Attachment Lien Amendment (ATL 3).

Signature * Date * MM/DD/YYYY

The **Review and Signature** page gives the user a chance to review the data that has been entered into the document and make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the information will be searched.

The user must declare that they are authorized to submit the **Attachment Lien Amendment (ATL 3)**.

The amendment cannot be filed without the user checking the declaration check box and sign this document by providing their electronic signature (type name) and date. Select the **Today** button to use today's date. The date cannot be a future date.

Click **Next Step** to proceed.

16.6 File Document

Attachment Lien Amendment (ATL 3)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Court Order

☒ Amendment Action

☒ Review and Signature

☐ File Document

☒ File Online ☐ Print and Mail

Help ?

Select **File Online** to pay for your filing with a Visa or Mastercard.

Total Fee for Filing Online: \$5.00

Attachment Lien Amendments (ATL 3) require review by the Secretary of State's office for statutory adherence prior to acceptance. Once your payment is submitted, the filing will be forwarded for review.

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Work Queue to view and print your document(s).

*If you wish to submit your filing via mail instead, please select the **Print and Mail** option above.*

Previous Step **File Online**

The **File Document** page allows the user to choose between filing the document online or printing and mailing the document.

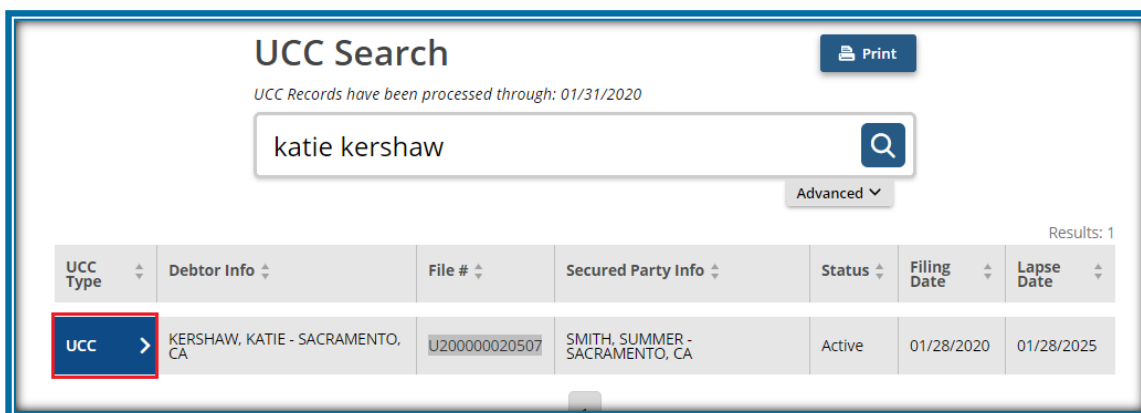
If the user chooses to file the document online, clicking the **File Online** button will send the document to the **Shopping Cart** and from there the user can pay for the document and have it filed. The steps for payment are same as those mentioned in [Section 11.2](#) of this document.

If the user chooses the **Print and Mail** option, the user will be prompted to download or print the document and mail it along with payment to the Secretary of State.

17. Filing an Information Statement (UCC 5)

An **Information Statement (UCC 5)** provides a debtor the opportunity to file a correction on a record that is believed to be inaccurate or wrongfully filed. The filing of an **Information Statement (UCC 5)** does not change the record but will reflect in a search of the debtor named in the record. To file an **Information Statement (UCC 5)**, the user must first locate the document the user wishes to file the **Information Statement (UCC 5)** against. This can be done by searching for the document with the Document File Number, or the name of the Debtor, or Secured Party.

In the following example, a **UCC Search** was done using the Debtor's name.



UCC Search
UCC Records have been processed through: 01/31/2020

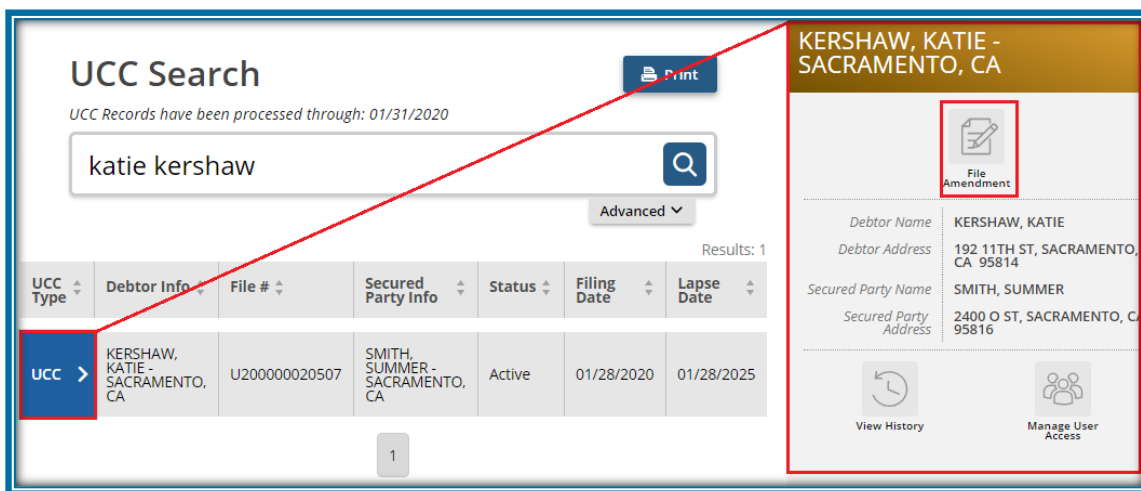
Search term: katie kershaw

Advanced ▾

Results: 1

UCC Type ▾	Debtor Info ▾	File # ▾	Secured Party Info ▾	Status ▾	Filing Date ▾	Lapse Date ▾
UCC >	KERSHAW, KATIE - SACRAMENTO, CA	U200000020507	SMITH, SUMMER - SACRAMENTO, CA	Active	01/28/2020	01/28/2025

Once the desired filing is located, click on the blue **UCC Type** box next to the **Debtor Information**, this will bring up a **Details** box to the right of the page.



UCC Search
UCC Records have been processed through: 01/31/2020


Search term: katie kershaw

Advanced ▾

Results: 1



UCC Type ▾	Debtor Info ▾	File # ▾	Secured Party Info ▾	Status ▾	Filing Date ▾	Lapse Date ▾
UCC >	KERSHAW, KATIE - SACRAMENTO, CA	U200000020507	SMITH, SUMMER - SACRAMENTO, CA	Active	01/28/2020	01/28/2025

KERSHAW, KATIE - SACRAMENTO, CA

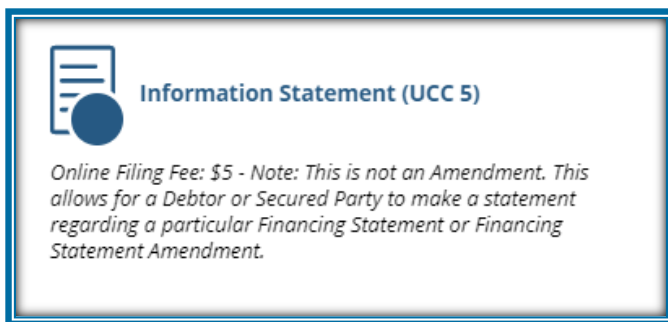
 **File Amendment**

Debtor Name: KERSHAW, KATIE
Debtor Address: 192 11TH ST, SACRAMENTO, CA 95814

Secured Party Name: SMITH, SUMMER
Secured Party Address: 2400 O ST, SACRAMENTO, CA 95816

 **View History**  **Manage User Access**

In the **Details** box, click on the **File Amendment** icon.



Click on the **Information Statement (UCC 5)** icon to bring up the amendment options.

17.1 Privacy Warning / Terms and Conditions of Use

A screenshot of the "Information Statement (UCC 5)" form. On the left is a dark blue sidebar with a list of options: "Privacy Warning / Terms and Conditions of Use" (highlighted in orange), "Submitter", "Initial Filing", "Claim", "Authorization", "Review", and "File Document". The main content area has a light gray background. At the top, it says "Information Statement (UCC 5)". Below this, there is a "Help ?" button. The text describes the monitoring of minor's access and the consequences of use. It then details the "Infringement Policy" and "Miscellaneous" terms. At the bottom, there is a checkbox labeled "I have read and agree to the provided Privacy Warning and the Terms and Conditions of Use.*". A "Next Step" button is located at the bottom right.

The first page of the **Information Statement (UCC 5)** is a Privacy Warning along with the Terms and Conditions of Use. For the form to be accepted and filed, the user must check the box at the bottom of the text box attesting that the user has read and agrees to the **Privacy Warning and the Terms and Conditions of Use**.

Click **Next Step** to proceed.

17.2 Submitter Information

Information Statement (UCC 5)

☒ Privacy Warning / Terms and Conditions of Use

☐ Submitter

☐ Initial Filing

☐ Claim

☐ Authorization

☐ Review

☐ File Document

Submitter Information:
The fields below are optional. If used, the information will be viewable to the public.

Help ?

Contact Name

Organization Name

Phone Number

Email Address

Address

STE/APT/FL

Attention

Previous Step Next Step

As with the **Financing Statement (UCC 1)** and other filings, the **Submitter page** is an optional page. The user may add their name, phone number, email address and street address. None of these fields are required and the user can choose to skip all this page. If the user enters an address, email address, or phone number, a complete address, email address or phone number must be entered.

Click **Next Step** to proceed.

17.3 Initial Filing

The screenshot shows the 'Information Statement (UCC 5)' form. On the left is a dark blue sidebar with a list of steps: 'Privacy Warning / Terms and Conditions of Use', 'Submitter', 'Initial Filing' (highlighted in orange), 'Claim', 'Authorization', 'Review', and 'File Document'. The main area is titled 'Initial Filing Information:' and contains the following fields: 'Initial Financing Statement File Number *' with the value 'U200027840123' and a green checkmark; 'Date Filed *' with the value '06/23/2020' and a calendar icon; and 'Record Information to Which This Information Statement Relates' with an empty text box. A 'Help ?' button is in the top right. At the bottom right are 'Previous Step' and 'Next Step' buttons.

The **Initial Filing Information** contains the **Initial Financing Statement File Number** and the **Date Filed**. This information is prepopulated by the system.

The **Initial Filing Information** also includes an optional field where the user can provide record information to which the **Information Statement (UCC 5)** relates.

Click **Next Step** to proceed.

17.4 Claim

Information Statement (UCC 5)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Initial Filing

☐ **Claim**

☐ Authorization

☐ Review

☐ File Document

Claim Information: [Help ?](#)

Select one of the following: *

☒ Record is inaccurate.

☐ Record was wrongfully filed.

☐ Record filed by person not entitled to do so.

Basis for Claim: *
Provide the reason for the claim being made.

[Previous Step](#) [Next Step](#)

For the **Claim Information**, the user must choose one of the following claims:

- Record is inaccurate.
- Record was wrongfully filed.
- Recorded was filed by person not entitled to do so.

Once the claim reason is selected, the user must provide a basis for the claim in the provided text box.

Click **Next Step** to proceed.

17.5 Authorization

On the Authorization page, the user must state if the Information Statement is authorized by the Debtor or select an Authorizing Secured Party from the drop-down menu.

If the user selects the check box stating that the **Information Statement (UCC 5)** is authorized by a Debtor, then the drop-down menu will change to provide a list of Debtors from the initial filing.

Click **Next Step** to proceed.

17.6 Review

Information Statement (UCC 5)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Initial Filing

☒ Claim

☒ Authorization

☐ **Review**

☐ File Document

Review:

Please review the information carefully. If you need to make corrections, return to the corresponding step and make any necessary changes.

[Help ?](#)

Submitter

Submitter Information:

Phone Number	(837) 723-6382
--------------	----------------

Claim

Claim Information:

Select one of the following:	Record is inaccurate.
Basis for Claim:	the record is inaccurate

Authorization

Name of Party Filing This Information Statement:

If this Information Statement is authorized by a Debtor, check this box and select the name of the Authorizing Debtor below.	Yes
Authorizing Debtor Name	JOHN SMITH

[Previous Step](#) [Next Step](#)

The **Review** page gives the user a chance to review the data that has been entered into the document and make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the information will be searched.

Click **Next Step** to proceed.

17.7 File Document

Information Statement (UCC 5)

☒ Privacy Warning / Terms and Conditions of Use

☒ Submitter

☒ Initial Filing

☒ Claim

☒ Authorization

☒ Review

☐ File Document

☒ File Online

☐ Print and Mail

Help ?

Select **File Online** to pay for your filing with a Visa or Mastercard.

Total Fee for Filing Online: \$5.00

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Work Queue to view and print your document(s).

*If you wish to submit your filing via mail instead, please select the **Print and Mail** option above.*

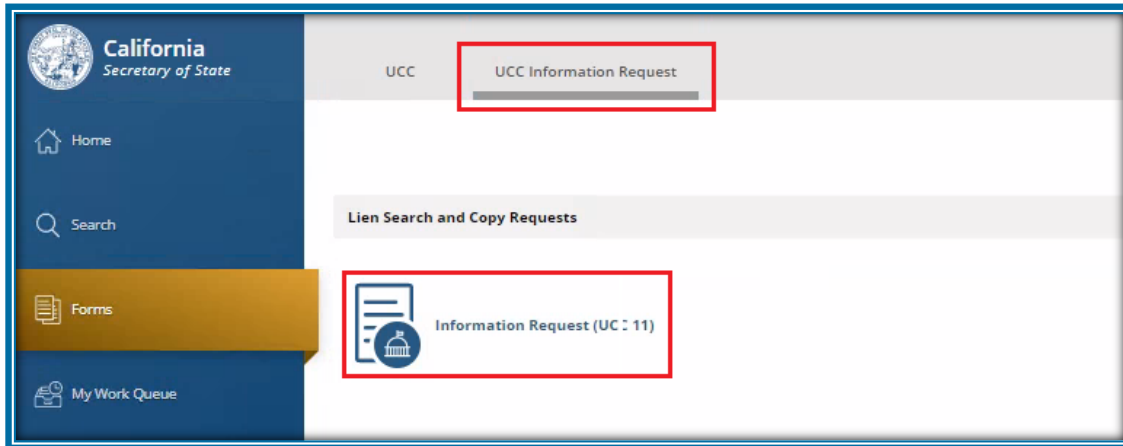
Previous Step File Online

The **File Document** page allows the user to choose between filing the document online or printing and mailing the document.

If the user chooses to file the document online, clicking the **File Online** button will send the document to the **Shopping Cart** and from there, the user can pay for the document and have it filed. The steps for payment are same as those mentioned in [Section 11.2](#) of this document.

If the user chooses the **Print and Mail** option, they will be prompted to download and print the document and mail it along with payment to the Secretary of State.

18. Filing an Information Request (UCC 11)



An **Information Request (UCC 11)** is used to obtain certified searches and/or certified copies of UCC records on file with the Secretary of State's office. Each request relates to a specific debtor, secured party, or file number, and a separate request must be submitted for each search. The **Information Request (UCC 11)** is located in the Forms section of the website. There are two tabs at the top of the Forms page, **UCC** and **UCC Information Request**. Select the **UCC Information Request** tab to locate the **Information Request (UCC 11)**.



Select the **Information Request (UCC 11)** icon and then click **FILE ONLINE**.

18.1 Privacy Warning / Terms and Conditions of Use

The screenshot displays the 'Information Request (UCC 11)' form. On the left is a dark blue sidebar with a list of options: 'Privacy Warning / Terms and Conditions of Use' (highlighted in orange), 'Requester', 'Search', 'Review', and 'File Document'. The main content area has a light gray background and contains the following text:

information to us. This prohibition includes submitting personal information to the State of California or the California Secretary of State as part of a user profile or personalization profile. If you have agreed to allow your minor child, or a child for whom you are the parent or legal guardian (a "Minor"), to use the website, you the parent or legal guardian agree that you shall be solely responsible for: (a) all online conduct of such Minor; (b) monitoring such Minor's access to and use of the website; and (c) the consequences of any use of the website by such Minor, including being responsible for payments for any applicable fees.

Infringement Policy. The California Secretary of State respects the intellectual property of others, and asks you to do the same. The California Secretary of State reserves the right, but not the obligation, to terminate your use of the website if it determines in its sole and absolute discretion that you are involved in infringing activity, including alleged acts of first-time or repeat infringement, regardless of whether the material or activity is ultimately determined to be infringing.

Miscellaneous. This Terms and Conditions of Use agreement is the entire agreement between you and the State of California and the California Secretary of State and shall be treated as though it were executed and performed in Sacramento, Sacramento County, California and shall be governed by and construed in accordance with the laws of the State of California (without regard to conflict of law principles). The language in this Terms and Conditions of Use agreement shall be interpreted as to its fair meaning and not strictly for or against either party. All legal proceedings arising out of or in connection with this Terms and Conditions of Use agreement shall be brought solely in Sacramento County, California. You expressly submit to the exclusive jurisdiction and venue of said courts and consent to extra-territorial service of process. Should any part of this Terms and Conditions of Use agreement be held invalid or unenforceable, that portion shall be construed consistent with the applicable law and the remaining portions shall remain in full force and effect. To the extent that anything in or associated with the website is in conflict or inconsistent with this Terms and Conditions of Use agreement, this Terms and Conditions of Use agreement shall take precedence. The California Secretary of State's delay or failure to enforce any provision of this Terms and Conditions of Use agreement shall not be deemed a waiver of such provision nor of the right to enforce such provision. No waiver by either party of any breach or default hereunder shall be deemed a waiver of any subsequent breach or default. The titles and subtitles used in this Terms and Conditions of Use agreement are used for convenience only and are not to be considered in construing or interpreting this Terms and Conditions of Use agreement.

☒ I have read and agree to the provided Privacy Warning and the Terms and Conditions of Use.*

At the bottom of the form, there are two buttons: 'Save Draft' and 'Next Step'.

The first page of the **Information Request (UCC 11)** is a Privacy Warning along with the Terms and Conditions of Use. For the form to be accepted and filed, the user must check the box at the bottom of the text box attesting that the user has read and agrees to the **Privacy Warning and the Terms and Conditions of Use**.

Click **Next Step** to proceed

18.2 Requester

Information Request (UCC 11)

☒ Privacy Warning / Terms and Conditions of Use

☐ Requester

☐ Search

☐ Review

☐ File Document

Requester Information:
The fields below are optional.

Contact Name

Organization Name

Phone Number

Email Address

Address

STE/APT/FL

Attention

City State ZIP code

CA

Save Draft Previous Step **Next Step**

As with the **Financing Statement (UCC 1)**, and other filings, the **Requester Information** is optional. The user may add their complete name, phone number, email address and street address. None of these fields are required and the user can choose to skip all this page. If the user enters an address, email address, or phone number, a complete address, email address or phone number must be entered.

Click **Next Step** to proceed.

18.3 Search Parameters

The Search Parameters page has several options for the user to refine their search parameters:

1. **Request Type**
 - a. Search request only
 - b. Both search and copy request
 2. **Search Type**
 - a. Debtor Search
 - b. Secured Party Search
 - c. File Number Search
 3. **Search for an individual or organization**
 4. **Start Date** – Adding a date to this field will exclude any filing with a filing date prior to the date entered. Note that this will also exclude any amendments made to initial filings that have a filing date prior to the date entered in this field regardless of the date the amendment was filed.
 5. An option to include **lapsed filings** on the search response
- Complete the options and click **Search**.

Search Information:

Select the applicable search options below. Note: All certified searches and certified copy requests are subject to a fee. Non-certified searches and plain copies are available for free using the Search option on the Main Menu.

Search for UCC Documents

Clear Results & Re-Search

Request Type

☒ Certified Search
☐ Certified Search with Certified Copies

Search Type

☒ Debtor Search ☐ Secured Party Search ☐ File Number Search

Search for an Individual or Organization

☒ Individual ☐ Organization

First Name Middle/Initial Last Name Suffix

After the "Search" button is clicked, the search results will populate at the bottom of the window. The user can redo the search if needed, by clicking the **"Clear Results & Re-Search"** button.

Once the desired file has been located, click **Next Step**.

18.4 Review

Information Request (UCC 11)

Review:

Please review the information carefully. If you need to make corrections, return to the corresponding step and make any necessary changes.

Privacy Warning / Terms and Conditions of Use

I have read and agree to the provided Privacy Warning and the Terms and Conditions of Use. Yes

Requester

Requester Information:

Contact Name
 Organization Name
 Phone Number
 Email Address
 Address

Search

Search Information:

Request Type: Search request only

Save Draft Previous Step **Next Step**

The **Review** page allows the user to check that the data on the request is correct before submitting the form.

18.5 File Document

Information Request (UCC 11)

☒ Privacy Warning / Terms and Conditions of Use

☒ Requester

☒ Search

☒ Review

☐ File Document

File Online

Select **File Online** to pay for your search with a Visa or Mastercard.

Fees for Online Certified Searches:

- Certified Debtor Name, Secured Party Name, or File Number Search: \$5.00
- Certified Copy Fee, **per document**: \$5.00

You can go to the Information Request tab in My Work Queue to view and print your search results and certified copies.

Save Draft Previous Step **File Online**

The **File Document** page allows the user to file the **Information Request (UCC 11)** online.

Clicking the **File Online** button will send the document to the **Shopping Cart** and from there, the user can pay for the **Information Request (UCC 11)** and have it submitted. The steps for payment are same as those mentioned in [Section 11.2](#) of this document.

Note: When checking recently submitted **Information Requests** in **My Work Queue** the status may be set to **Pending**. This **Pending** status should change to **Approved** within a few minutes once the system finishes generating the requested files. If there is a high volume of searches submitted at or around the same time, the system may take longer to generate the files for the search. In this situation it may take up to an hour for the status of the filing to change from **Pending** to **Approved**.

California Secretary of State

UCC UCC Information Request

My UCC Information Request Work Queue

Records will appear in this queue for six months following the listed status date. Results: 18

Form Information	File Number	Status	Status Date	Actions
john smith Information Request (UCC 11)	U200036650424	Pending	09/16/2020	

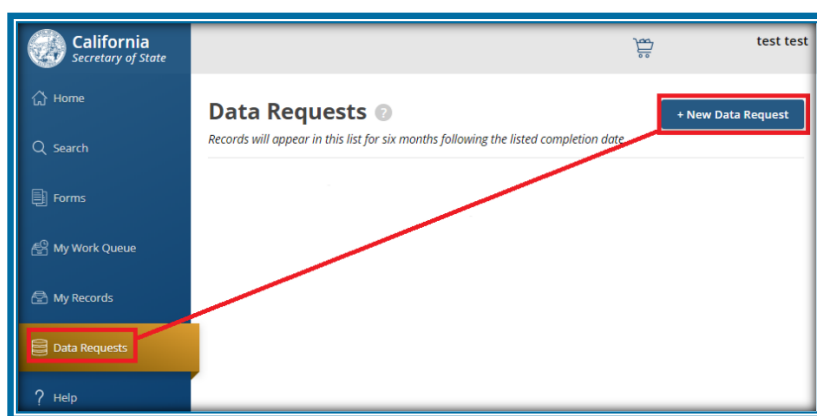
Home Search Forms My Work Queue

19. Data Request

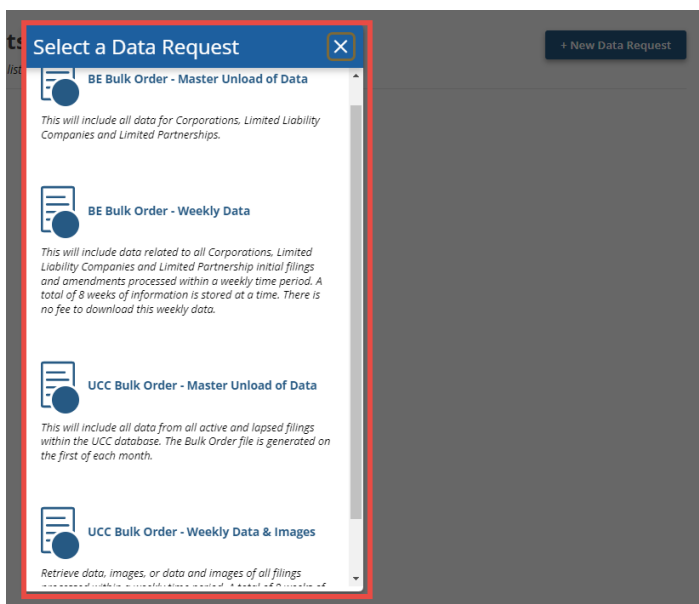
19.1 Types of Bulk Orders

Selecting the **Data Requests** option provides the user the ability to request a bulk order for Business Entities data or UCC data and images. The user must be logged in to access this functionality. There are four types of data requests available:

1. **UCC Bulk Order – Master Unload of Data** (\$100 per Unload)
2. **UCC Bulk Order - Weekly Data & Images** (Free Data and Images)
3. **BE Bulk Order Master Unload of Data** (\$100 per Unload)
4. **BE Bulk Order – Weekly Data & Images** (Free Data)



Once the user has selected the **Data Requests** link on the bottom left of the page, the user will be presented with the **Data Requests** page. Selecting the **+ New Data Request** button in the upper right corner will open a **Select a Data Request** window that allows the user to select a Data Request type.



19.2 UCC Bulk Order – Master Unload of Data

UCC Bulk Order - Master Unload of Data

☐ Privacy Warning / Terms and Conditions of Use

☐ Bulk Order Request

California (without regard to conflict of law principles). The language in this Terms and Conditions of Use agreement shall be interpreted as to its fair meaning and not strictly for against either party. All legal proceedings arising out of or in connection with this Terms and Conditions of Use agreement shall be brought solely in Sacramento County, California. You expressly submit to the exclusive jurisdiction and venue of said courts and consent to extra-territorial service of process. Should any part of this Terms and Conditions of Use agreement be held invalid or unenforceable, that portion shall be construed consistent with the applicable law and the remaining portions shall remain in full force and effect. To the extent that anything in or associated with the website is in conflict or inconsistent with this Terms and Conditions of Use agreement, this Terms and Conditions of Use agreement shall take precedence. The California Secretary of State's delay or failure to enforce any provision of this Terms and Conditions of Use agreement shall not be deemed a waiver of such provision nor of the right to enforce such provision. No waiver by either party of any breach or default hereunder shall be deemed a waiver of any subsequent breach or default. The titles and subtitles used in this Terms and Conditions of Use agreement are used for convenience only and are not to be considered in construing or interpreting this Terms and Conditions of Use agreement.

☐ I have read and agree to the provided Privacy Warning and the Terms and Conditions of Use.*

Next Step

The first page of the **UCC Bulk Order – Master Unload of Data** workflow is a Privacy Warning along with the Terms and Conditions of Use. The user should read the provided text. The user must check the box at the bottom of the text box attesting that the user has read and agrees to the Privacy Warning and the Terms and Conditions of Use.

Click **Next Step** to proceed.

UCC Bulk Order - Master Unload of Data

☒ Privacy Warning / Terms and Conditions of Use

☐ Bulk Order Request

Bulk Order Request Information:
Only Master Unloads of data are available online. To request a Master Unload of Images or a Master Unload of Data and Images, contact UCC Support at UCC_Support@sos.ca.gov.

Select the Master Data Unload Option:

☐ Data through 06/30/2020 11:59 PM

☐ Data through 06/30/2020 11:59 PM

☒ File Online

Select **File Online** to pay for your Bulk Order request with a Visa or Mastercard.

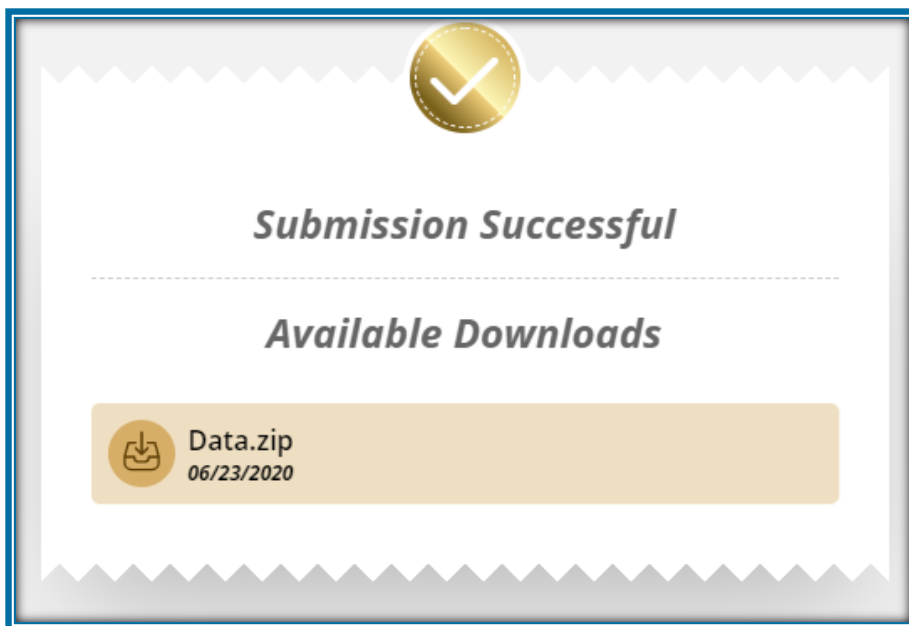
Fee for Master Unload of Data: \$100.00

Once the payment is processed, the information will download. If needed, the Bulk Order information can be retrieved within the Data Requests section for up to 6 months.

Previous Step File Online

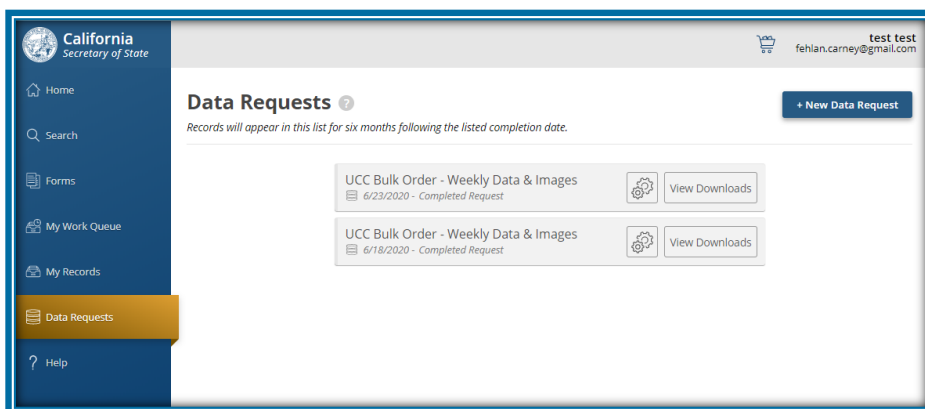
The Bulk Order Request Information allows the user to select which monthly data extract the user wants in their Master Unload order.

The Master unload of **UCC Data** costs \$100.00. Due to the size of the files, if you need a Master unload of **UCC Images** or of **UCC Data and Images**, contact UCC Support at UCC_Support@sos.ca.gov.



After clicking **File Online**, the user will be presented with a Submission Successful notification. Clicking the **Data.zip** button under **Available Downloads** will download the zip file containing the requested files.

If the user wishes to re-download any previous data request, the user can select the Data Request link on the left of the page and any past data request will be available for re-download as shown. Note: Previous downloads will remain available for six months after the request was completed.



19.3 UCC Bulk Order – Weekly Data & Images

UCC Bulk Order - Weekly Data & Images

☐ Privacy Warning / Terms and Conditions of Use

☐ Bulk Order Request

California (without regard to conflict of law principles). The language in this Terms and Conditions of Use agreement shall be interpreted as to its fair meaning and not strictly for against either party. All legal proceedings arising out of or in connection with this Terms and Conditions of Use agreement shall be brought solely in Sacramento County, California. You expressly submit to the exclusive jurisdiction and venue of said courts and consent to extra-territorial service of process. Should any part of this Terms and Conditions of Use agreement be held invalid or unenforceable, that portion shall be construed consistent with the applicable law and the remaining portions shall remain in full force and effect. To the extent that anything in or associated with the website is in conflict or inconsistent with this Terms and Conditions of Use agreement, this Terms and Conditions of Use agreement shall take precedence. The California Secretary of State's delay or failure to enforce any provision of this Terms and Conditions of Use agreement shall not be deemed a waiver of such provision nor of the right to enforce such provision. No waiver by either party of any breach or default hereunder shall be deemed a waiver of any subsequent breach or default. The titles and subtitles used in this Terms and Conditions of Use agreement are used for convenience only and are not to be considered in construing or interpreting this Terms and Conditions of Use agreement.

☐ I have read and agree to the provided Privacy Warning and the Terms and Conditions of Use.*

Next Step

The first page of the **UCC Bulk Order – Weekly Data & Images** workflow is a Privacy Warning along with the Terms and Conditions of Use. The user should read the provided text. The user must check the box at the bottom of the text box attesting that the user has read and agrees to the Privacy Warning and the Terms and Conditions of Use.

Click **Next Step** to proceed.

UCC Bulk Order - Weekly Data & Images

☒ Privacy Warning / Terms and Conditions of Use

☐ Bulk Order Request

Bulk Order Request Information:

Select an option:

☒ Data

☐ Images

☐ Data and Images

Select weekly date range:

☐ 06/17/2020

☐ 06/17/2020

☐ 06/17/2020

☐ 06/18/2020

☒ File Online

Select **File Online** to begin downloading the Bulk Order request.

There is no fee for downloading weekly Bulk Order data and/or images.

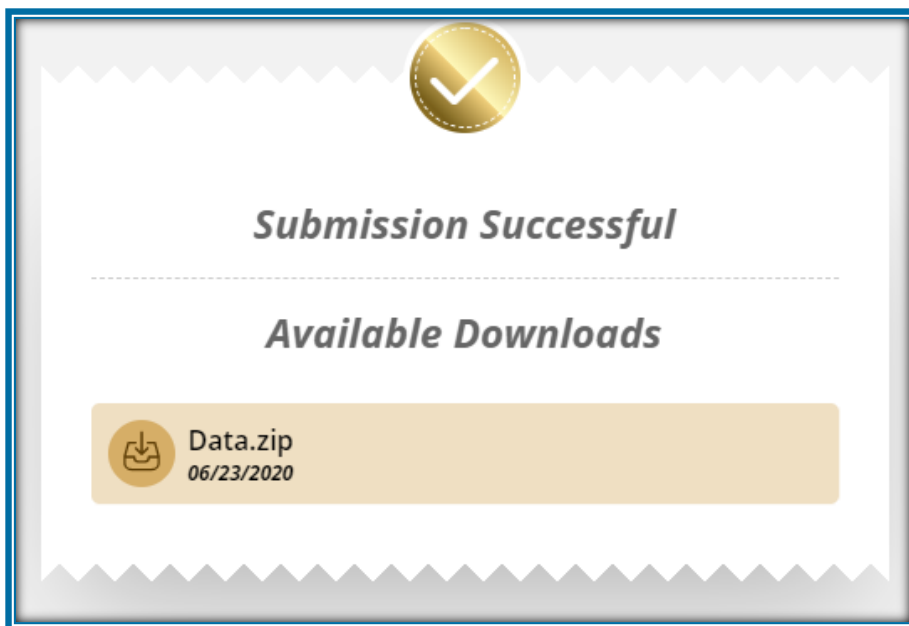
You can go to Data Requests at any time to view your requests and to download your Bulk Order files.

Previous Step **File Online**

The **Bulk Order Request Information** allows the user to select what information the user wants in their weekly bulk order.

1. The user can select from Data, Images, or both Data and Images.
2. Once the user has selected the option the user wants to receive in the weekly bulk order, the user must choose a weekly date range to determine the set of data they wish to receive.

There is no fee associated with the **Bulk Order – Weekly Data & Images** option, so once the user has set their desired **Bulk Order Request Information**, clicking **File Online** will submit the data request.



After clicking **File Online**, the user will be presented with a Submission Successful notification. Clicking the **Data.zip** button under **Available Downloads** will download the zip file containing the requested files.

If the user wishes to re-download any previous data request, the user can select the Data Request link on the left of the page and any past data request will be available for re-download as shown. Note: Previous downloads will remain available for six months after the request was completed.

