California Secretary of State

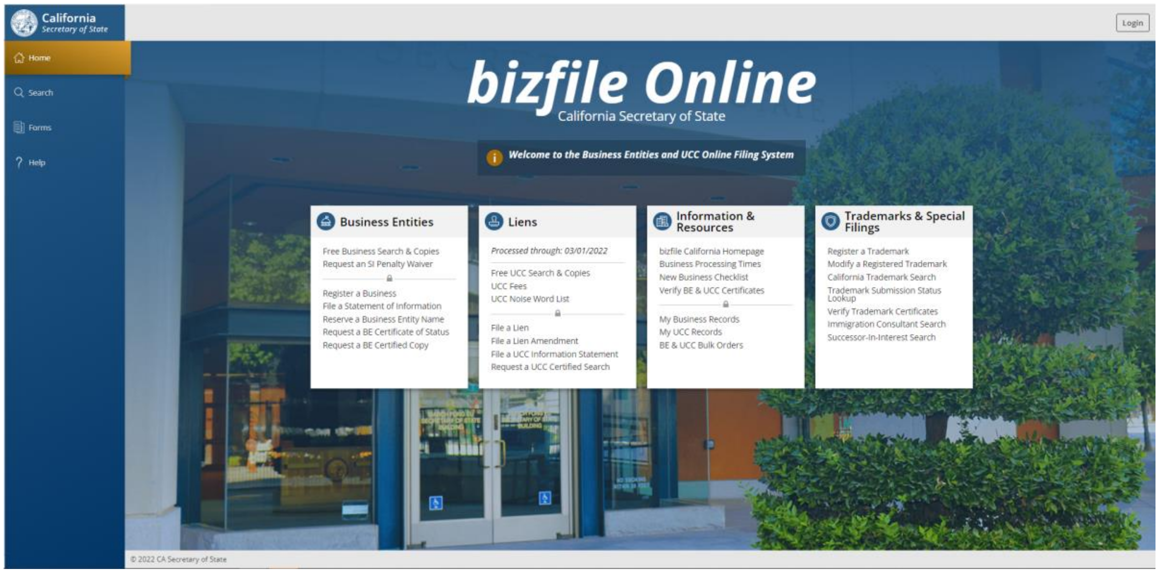
Help Guide **biz**file Online Public Portal - Business Entities and UCC

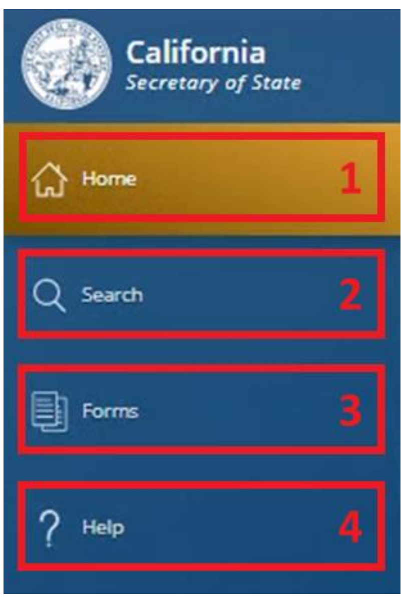
Version 1.03

1. General Navigation

The following section provides an overview of the California Secretary of State's **biz**file 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 **biz**file Online portal. Clicking this link navigates the user back to the homepage from any other page within the **biz**file 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 **biz**file 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.

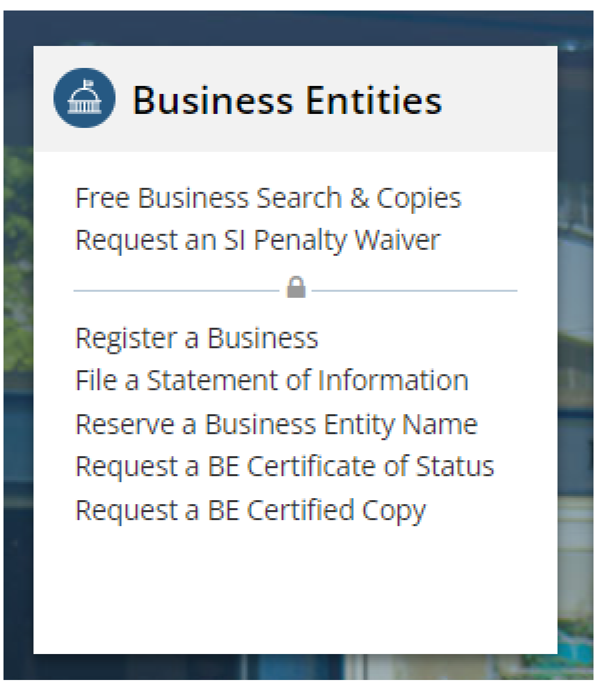
4. **Help** – This link is to this user guide intended to help the user navigate and interact with the **biz**file Online portal.

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:

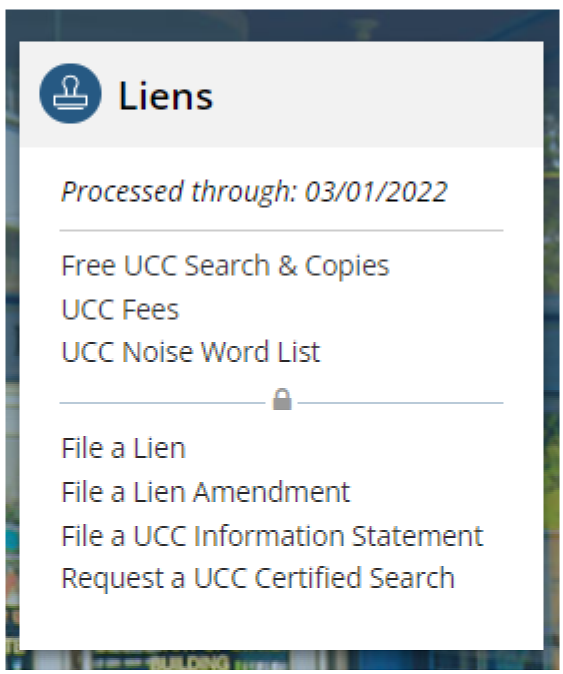
- **Free Business Search & Copies** – Links to the Search page (same search as the link on the left of the page). The **Business Search** includes active Limited Liability Companies (LLC), Corporations and Limited Partnerships (LP).

- **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



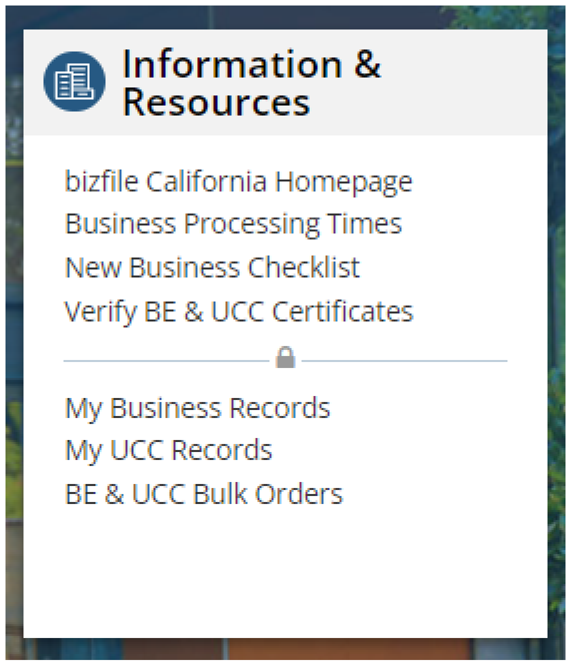
The Liens navigation box includes:

- **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



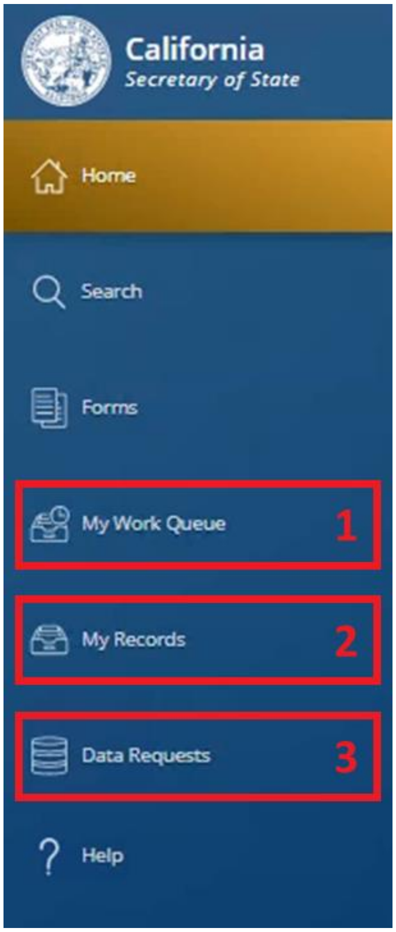
The Information & Resources navigation box includes:

- **biz**file **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 **biz**file Online portal, three additional links become available:

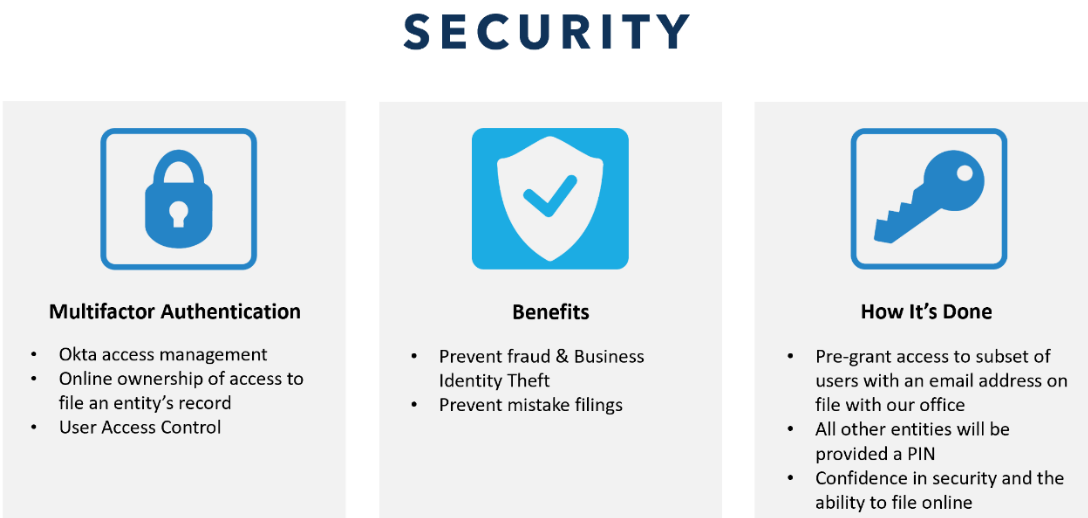
1. **My Work Queue** – This link navigates the user to their work queue. "My Work Queue" displays any saved forms that:
    a. Are currently being completed;
    b. Have not been submitted; or
    c. Are in the review process.
    d. Forms that are not submitted will stay in this work queue for two months, 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

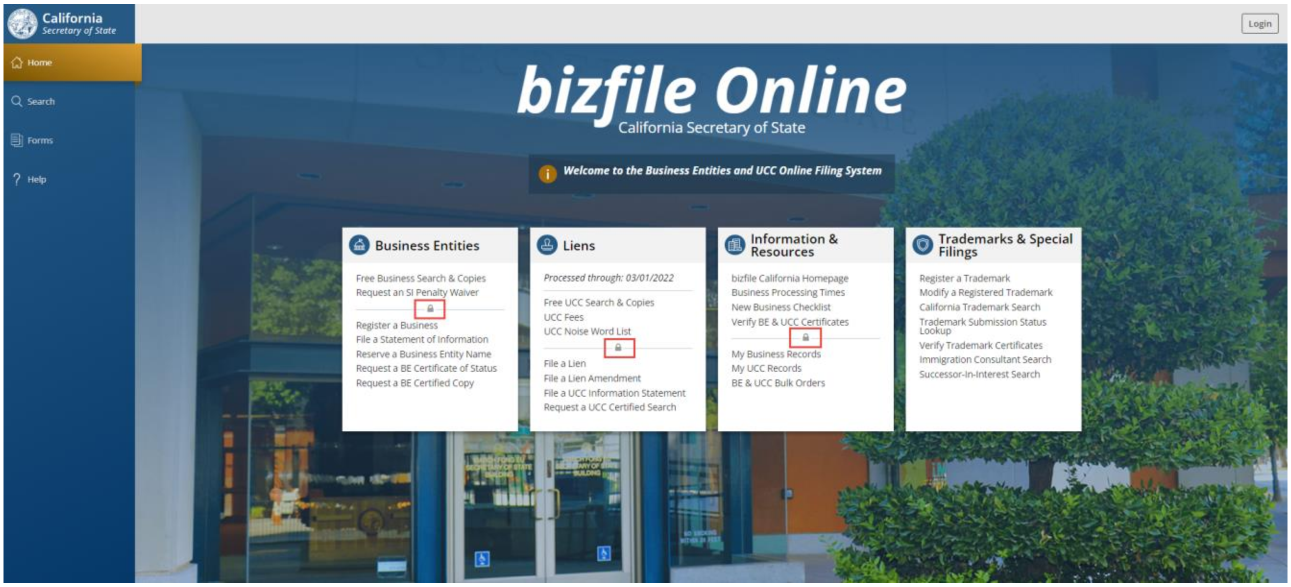
User Access Control is designed to help prevent fraudulent or mistaken online business filings. Users have the ability to gain authorization to file amendments on the entity, while permitting or preventing other parties from doing the same. All users must have an okta account and be logged in to access **biz**file Online filings and orders. **biz**file 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 **biz**file 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 **biz**file Online portal, and a letter with a PIN will be **mailed** to the entity's mailing address of record.



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

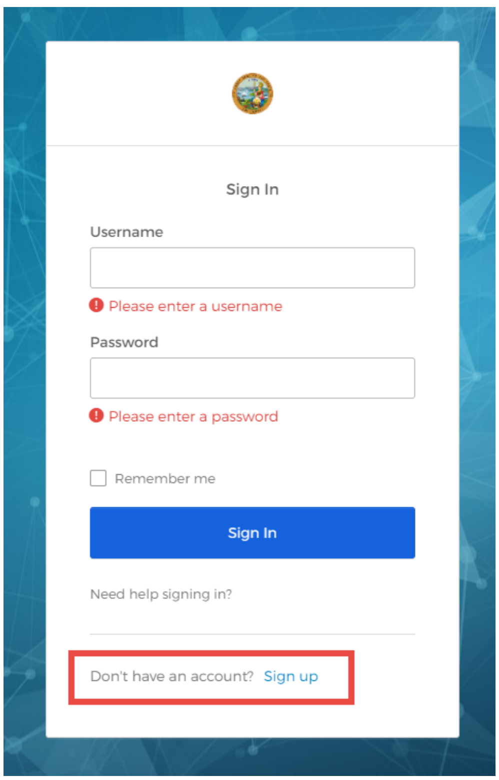


Anything above the padlock in the center navigation tiles is available for general access. Anyting below the paddlock linerequires at least logged in access.

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)



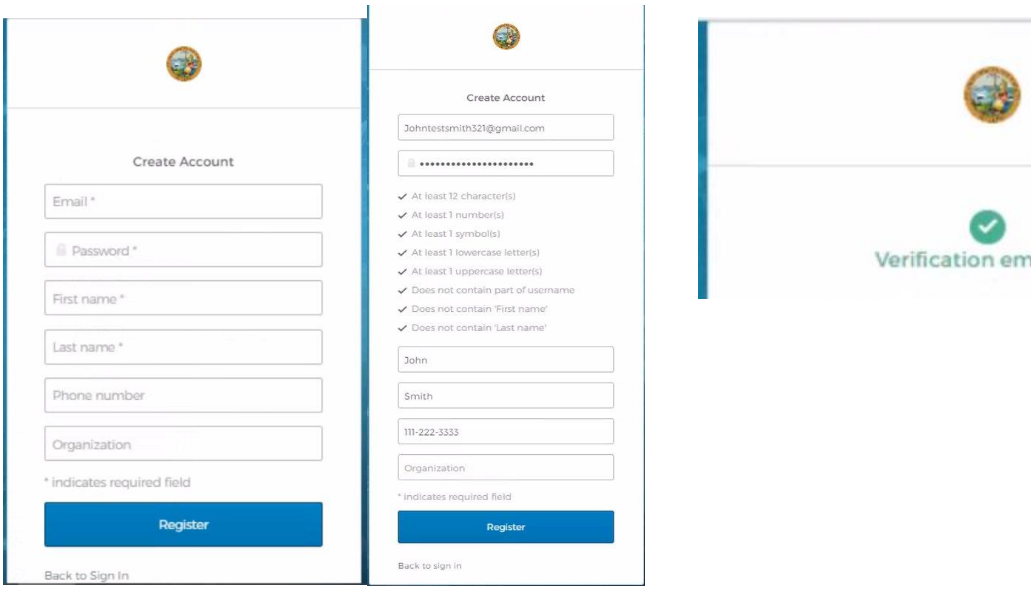
Log in Access requires login to Okta, a third-party multifactor authentication tool that adds extra security to online entity records, filings, and orders. With the Log in Access, a user can order certified copies, certificates of status and UCC certified searches. In addition, Business Entities Name 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**.

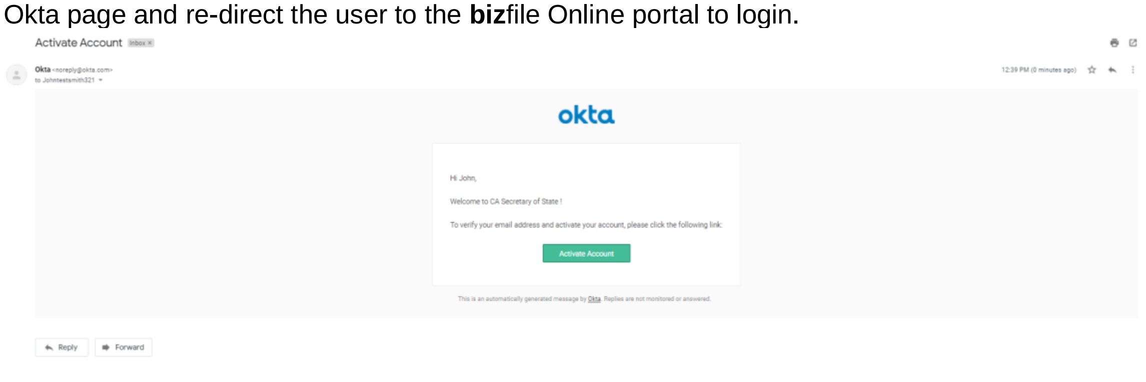
If you do not have an online account, click the “Don't have an account? **Sign up**” link at the bottom and create an online account. Enter all required fields and click Register. ***Note***: The password requirements are listed for reference. A confirmation message will appear letting the user know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

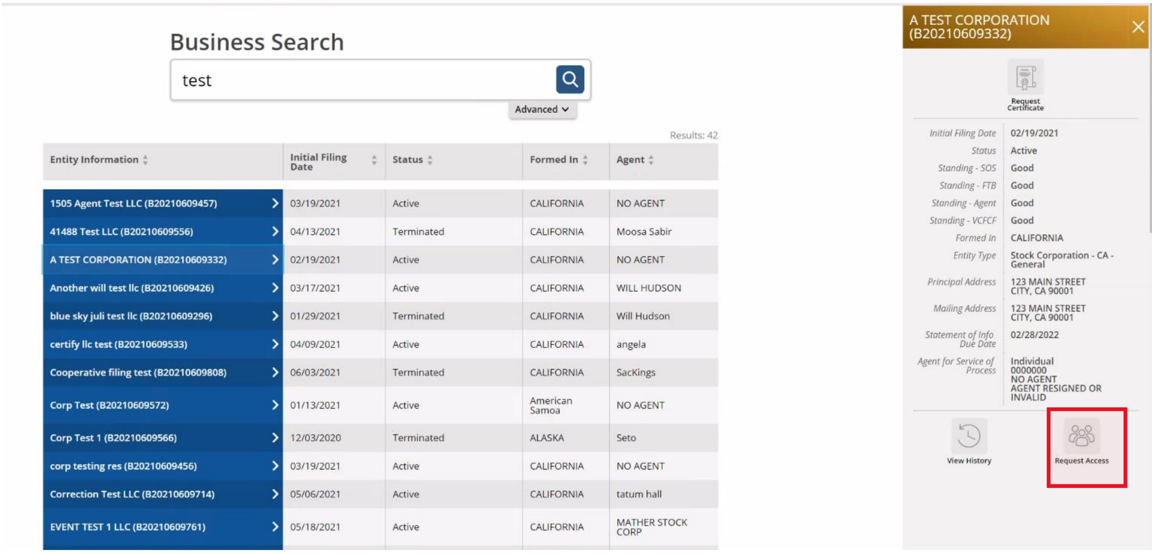


The user will receive an email from Okta. In the email, the user must click on the **Activate Account** button to verify the user's email and activate the user's online account. This will activate the user's online account on the Okta page and re-direct the user to the **biz**file Online portal to login.



2.3 Basic Access (BE Only)

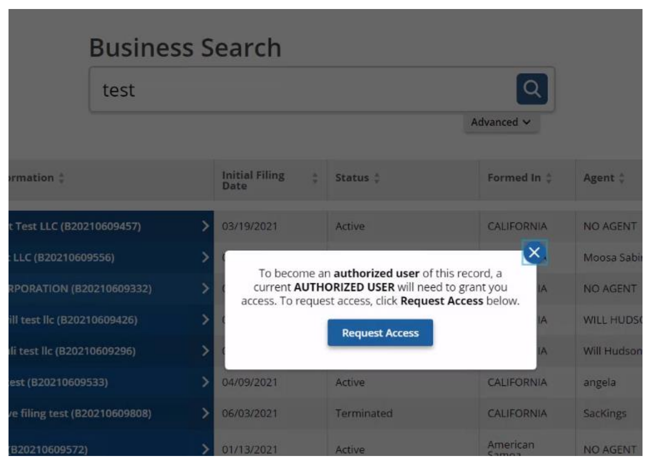
Basic Access to the online Business Entity Record is granted by those with Full Access. Basic Access grants the requestor the ability to file all documents online on behalf of the entity. (e.g., Terminations, Amendments, Conversions, etc.). Basic Access does not allow the requestor to grant access to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



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.

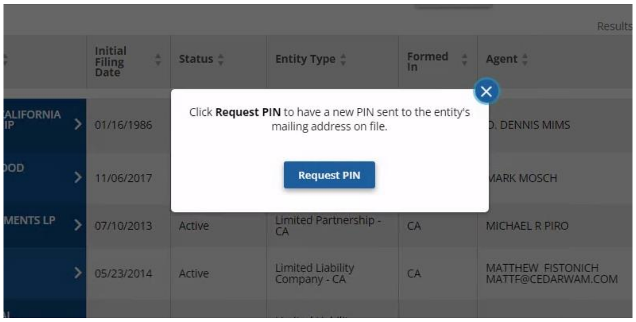
The authorized user of the entity (full access user) will receive an email informing them that someone has requested access to their online entity record. The authorized user will then select the record from **My Business Records** and select **Manage User Access** to grant either Basic Access or Full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

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.

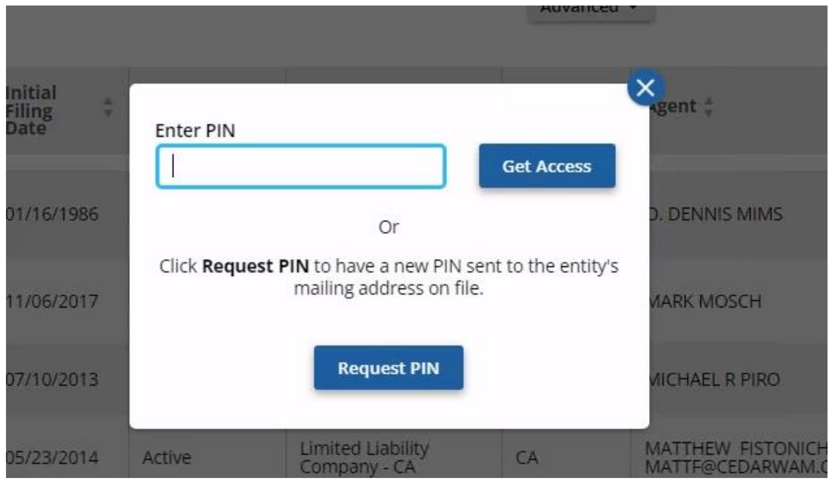
A user submitting an initial filing will be automatically granted Full Access to that online entity record.

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.

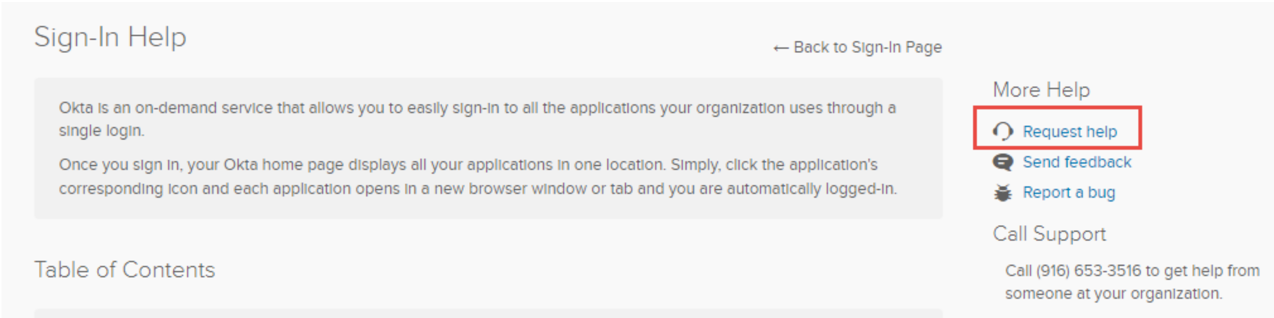
The user then has the option to enter the PIN and **Get Access**. If the PIN was never received or the user requested the PIN for the wrong entity, or the user needs to regenerate a new PIN for any reason, this can also be done here by selecting request PIN. The user cannot request a PIN several times 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.



- 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.

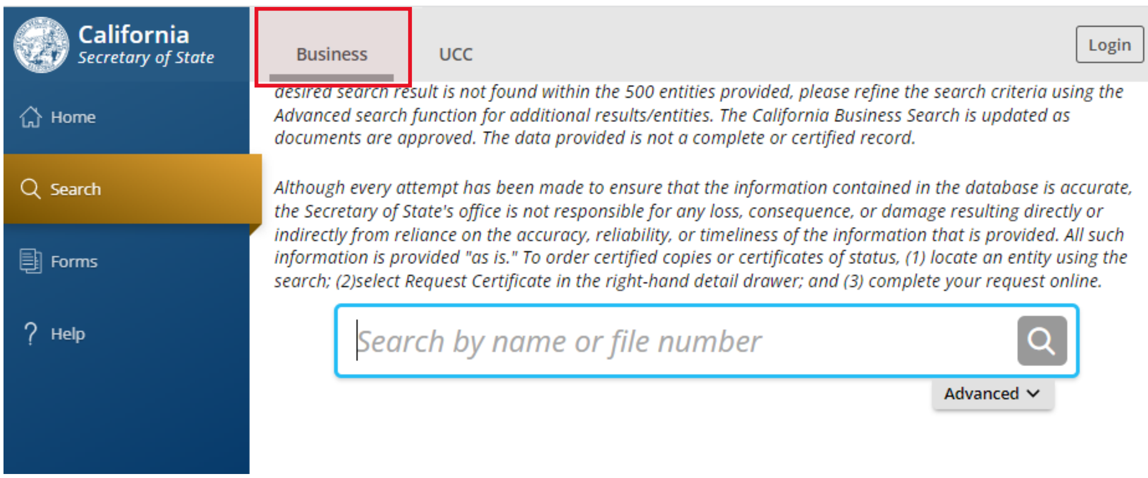
3. Business Search

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



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

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.

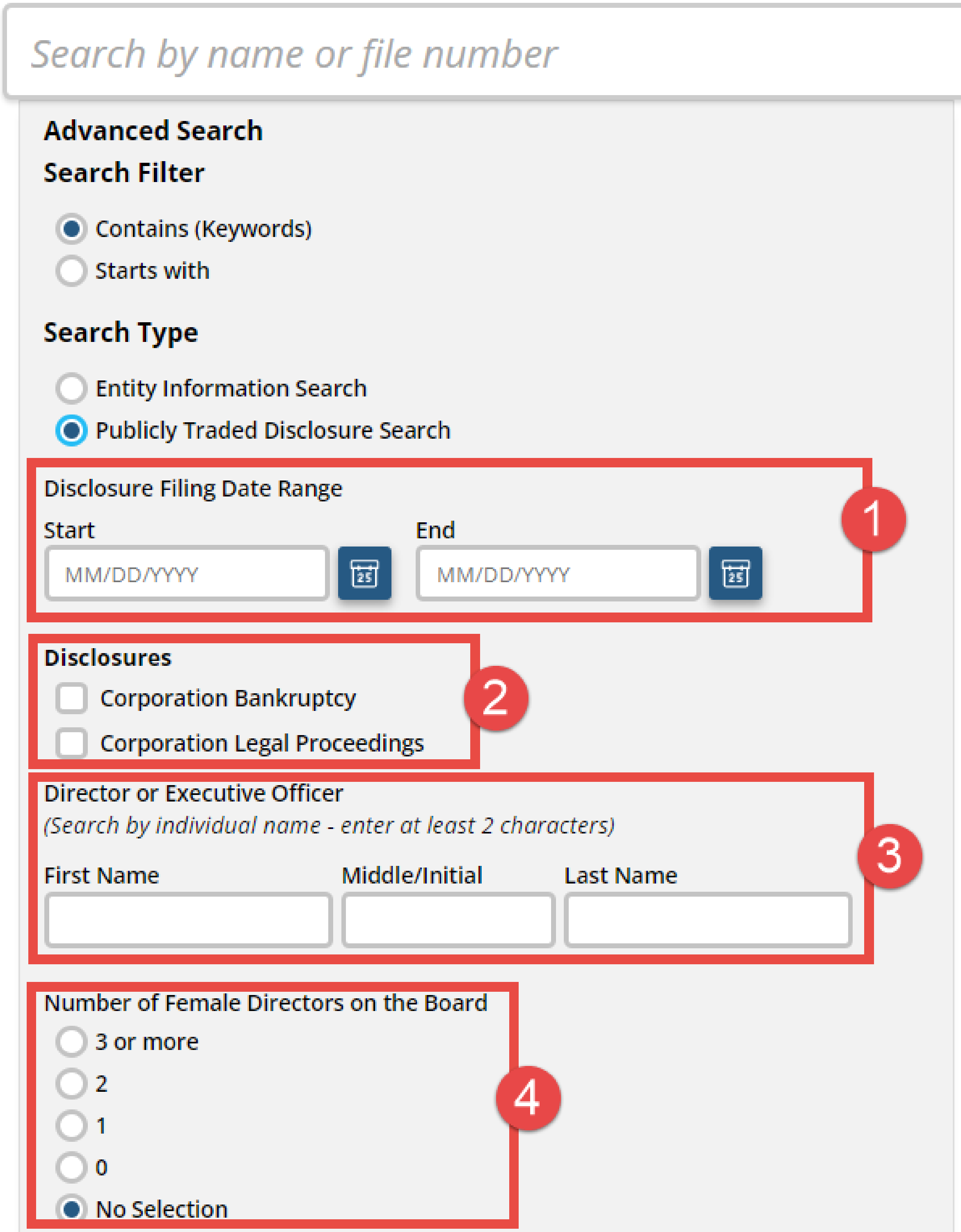
6. **Search Button** – This button starts the **Advanced Search**.
7. **Clear Filters Button** – This button clears all data entered in the **Advanced Search**.
8. **Advanced Button** – Clicking this will collapse the **Advanced Search** options.

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

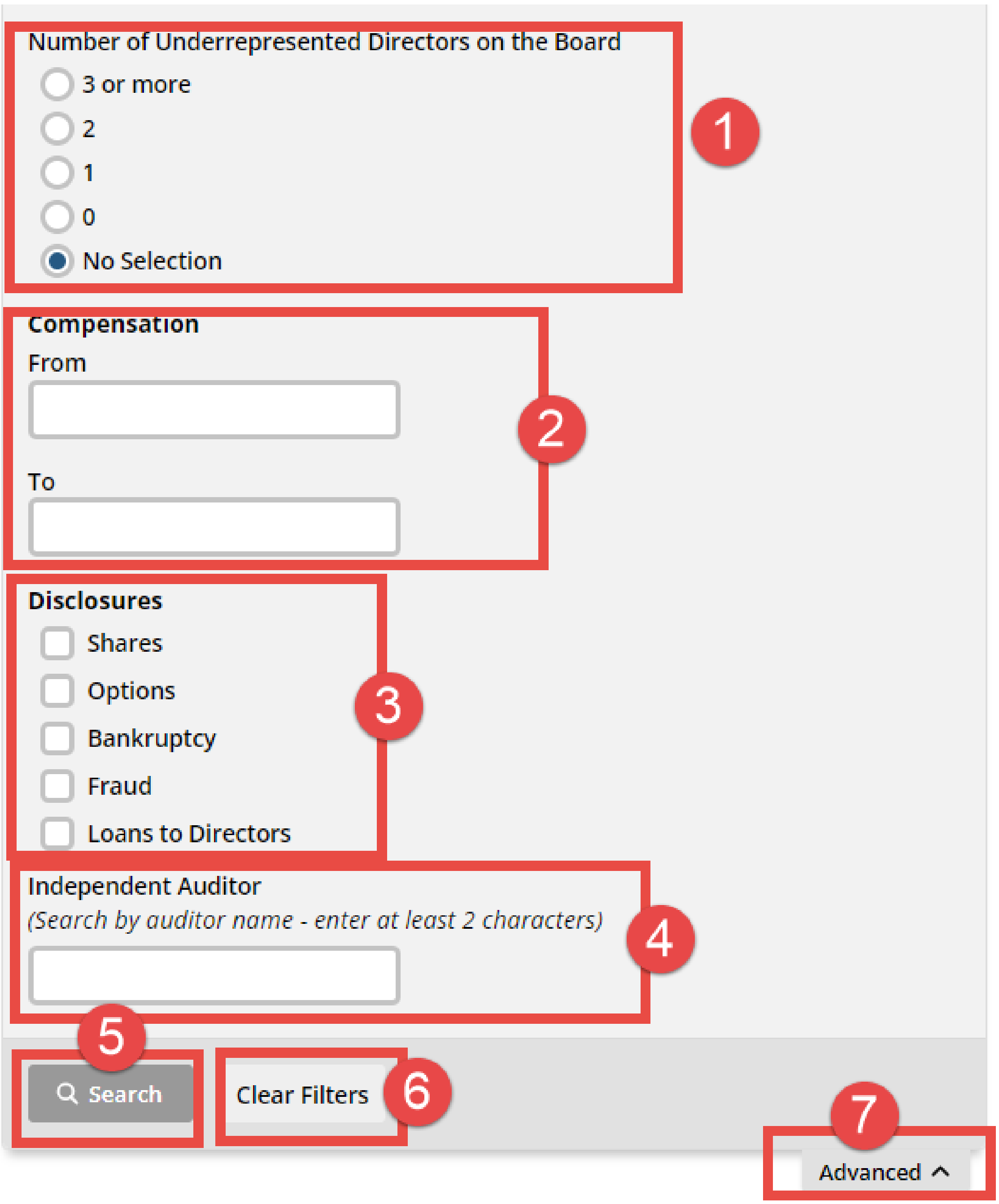


Part A of the **Advanced** – **Publicly Traded Disclosure Search** provides for the following options to search:

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.

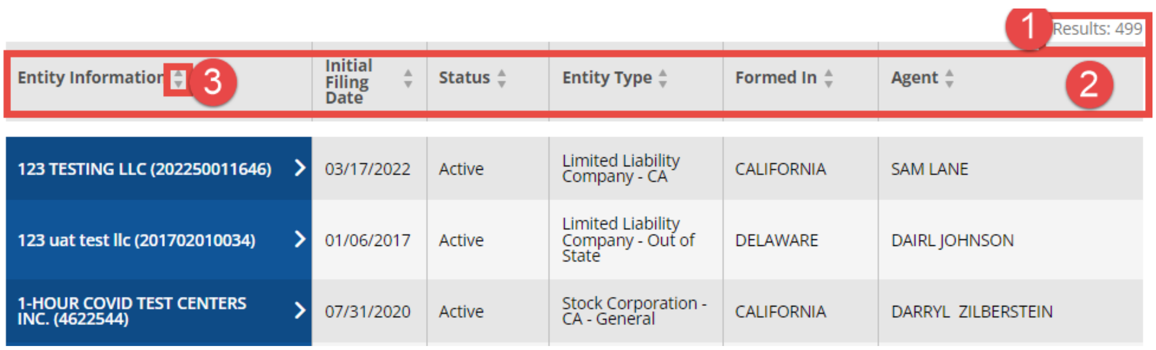
Part B of the Advanced – Publicly Traded Disclosure Search



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



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.

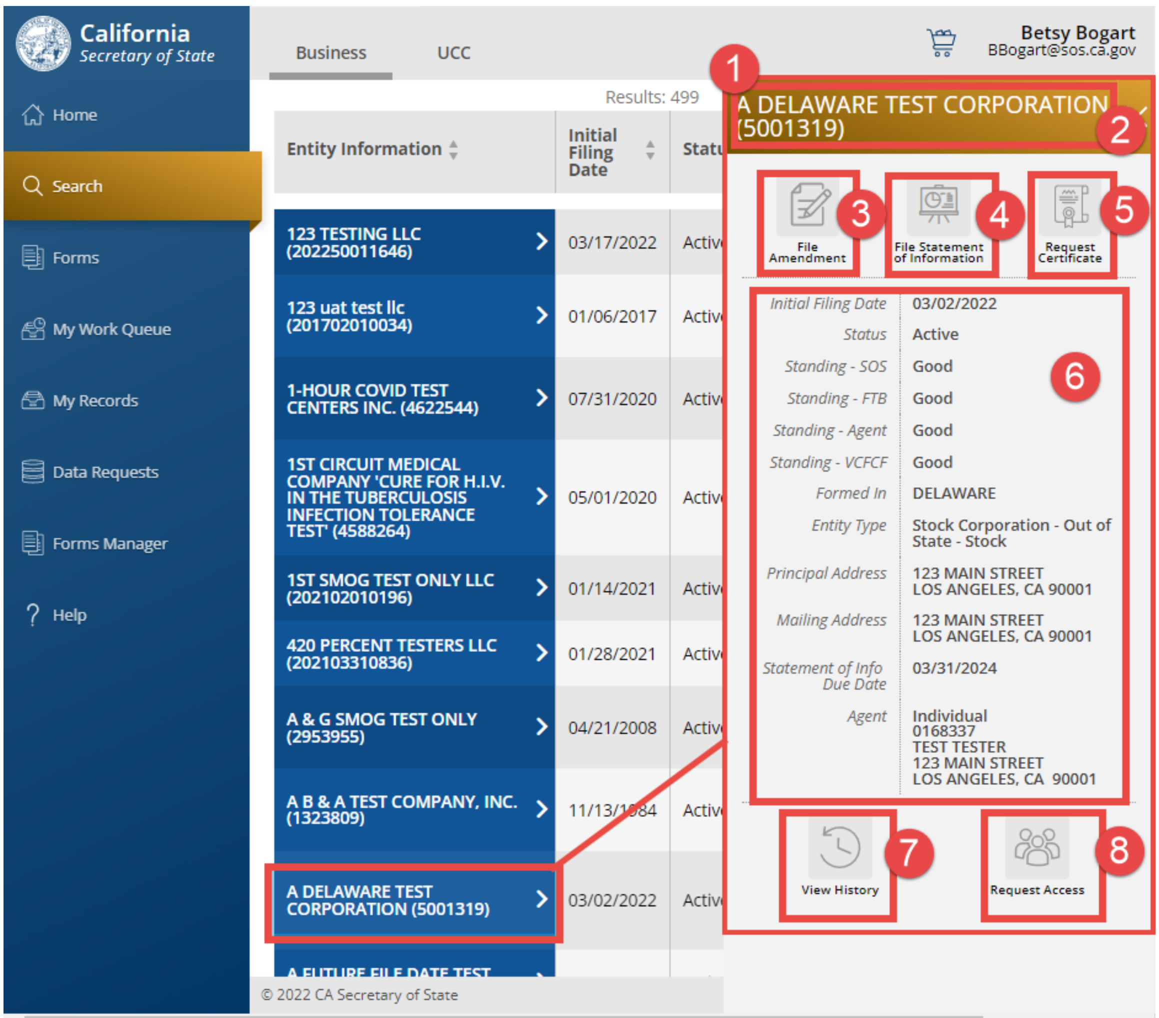
Items to note when viewing the search results:

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.

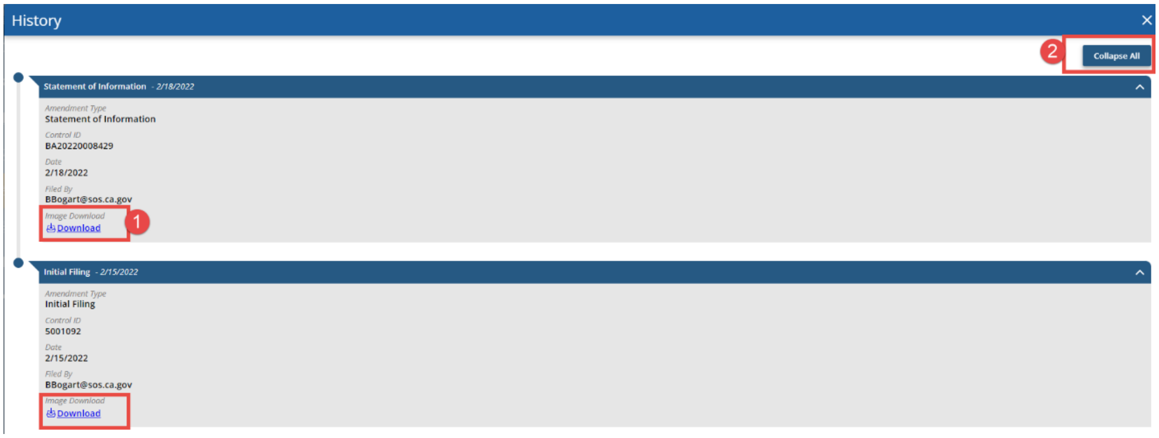
Disclaimer: Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of 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



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.

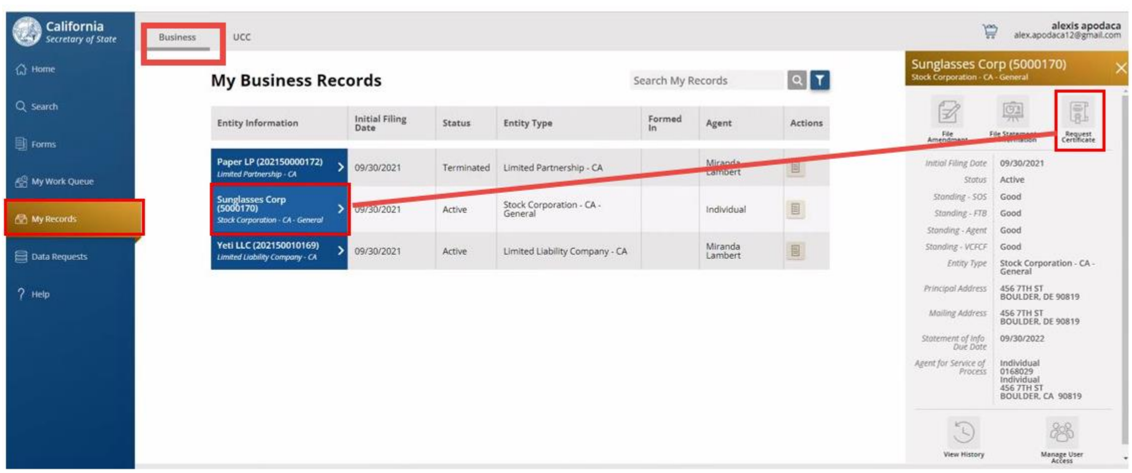


The **History** window displays the initial filing and any additional amendments, including Statements of Information and System Amendments that have been filed on the entity's record.

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.

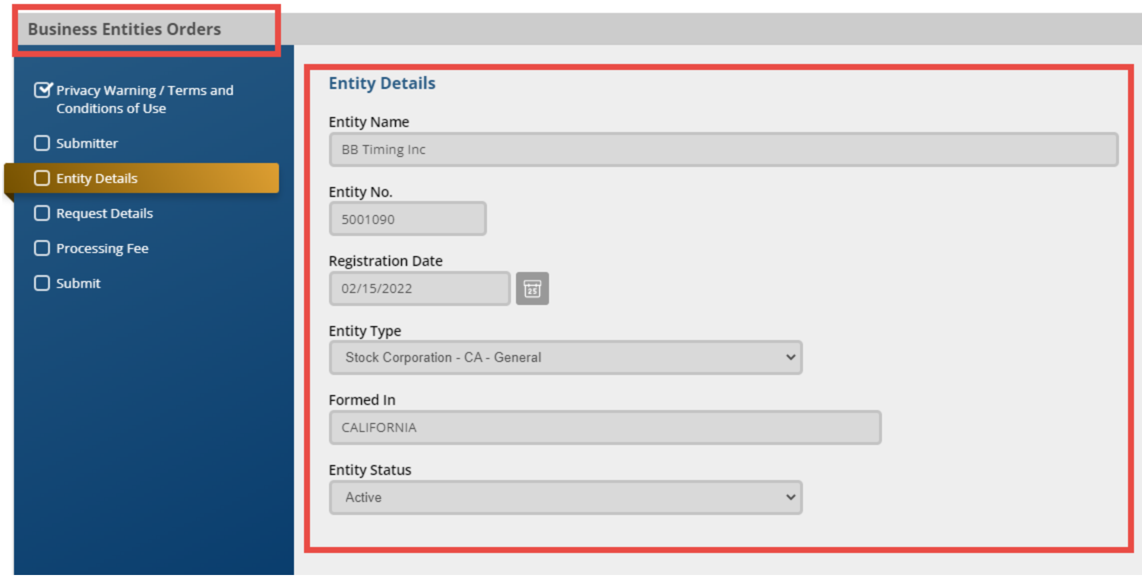
3.5 Business Entities – Certified Copies and Certificates of Status

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.



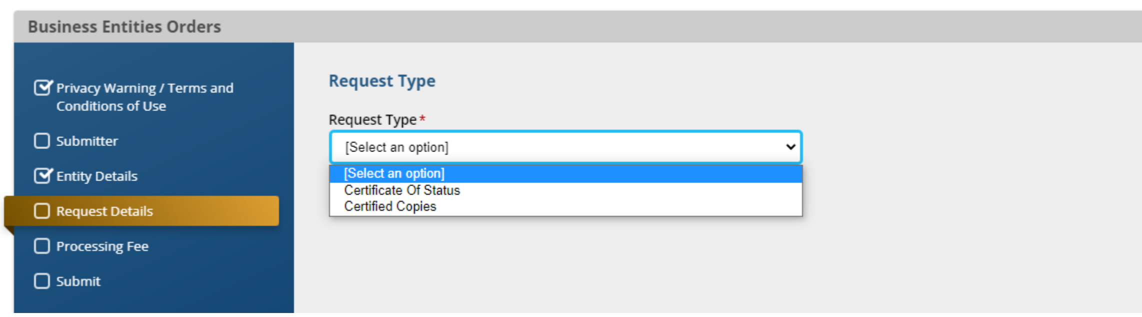
3.5.1 Entity Details

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.



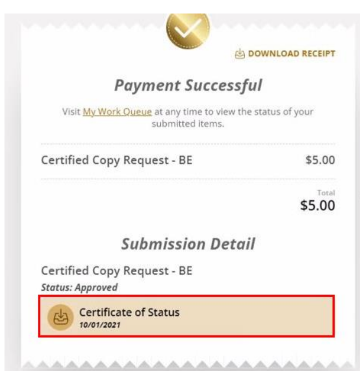
3.5.2 Request Details

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



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

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

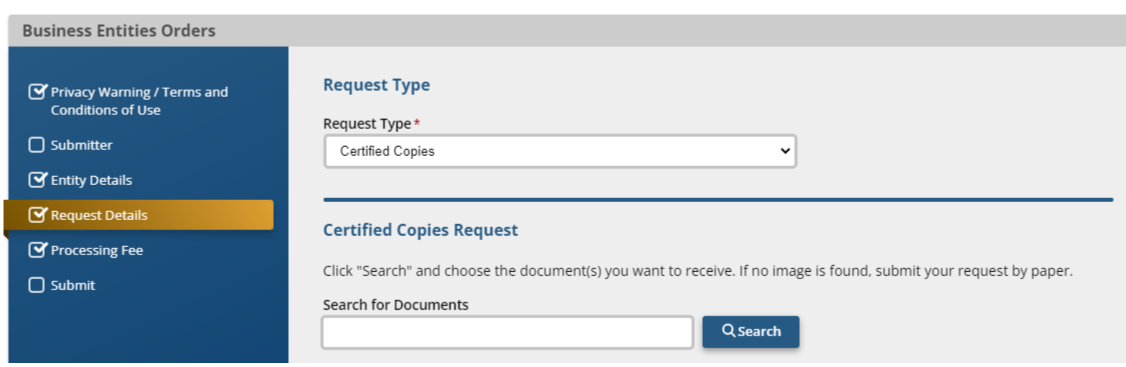
Certificate No.: 002539823

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

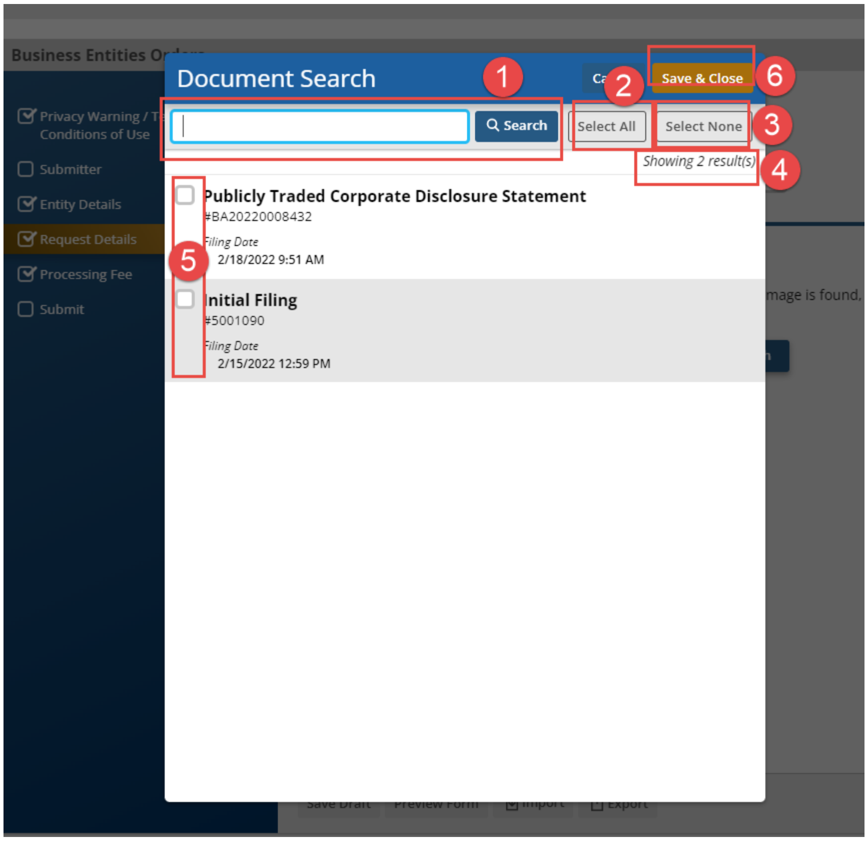
This is an example of a Certificate of Status for an active Entity.

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

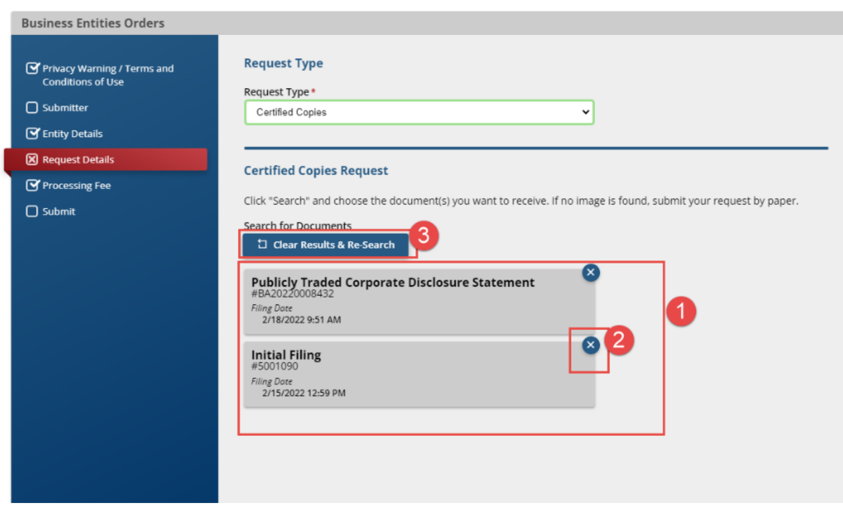
3.5.4 Certified Copies



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

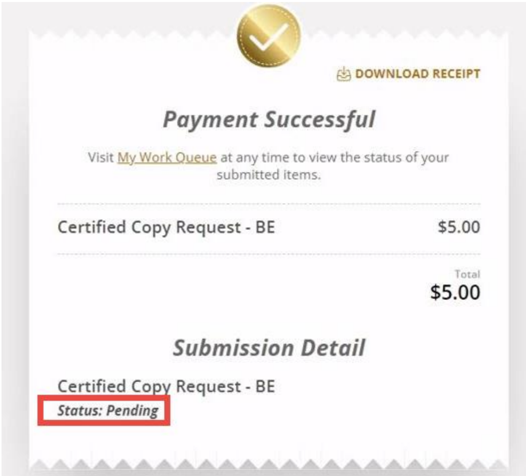


(1) Once the user clicks **Save & Close**, the selected **filing(s)** will appear in the **Certifed Copies Request** Section.

(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.

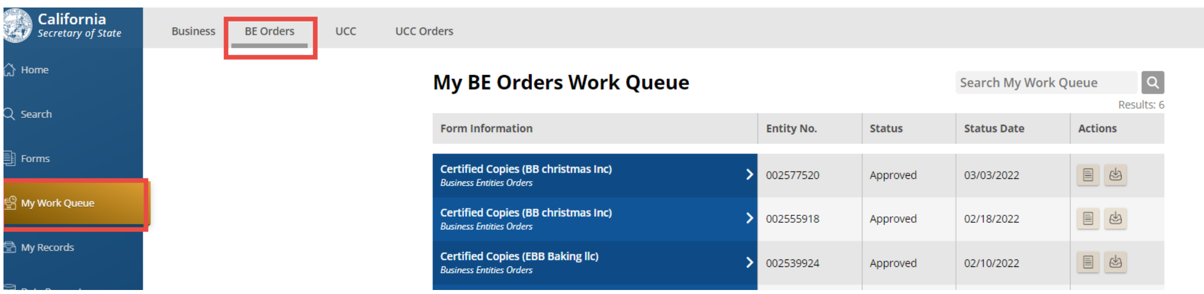
(3) If the user needs to search again, click on **Clear Results & Re-Search**. The **Processing Fee** for Certified Copies is **$5.00 per document**.

3.5.5 Receipt – Certified Copy

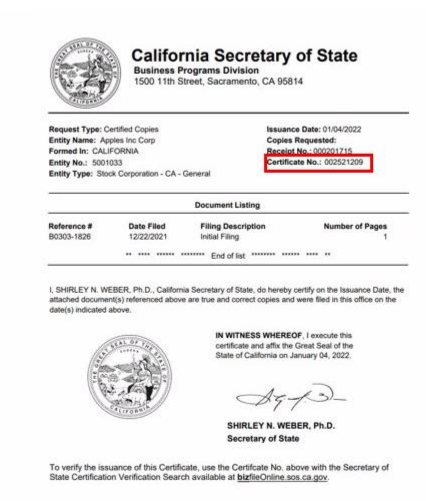


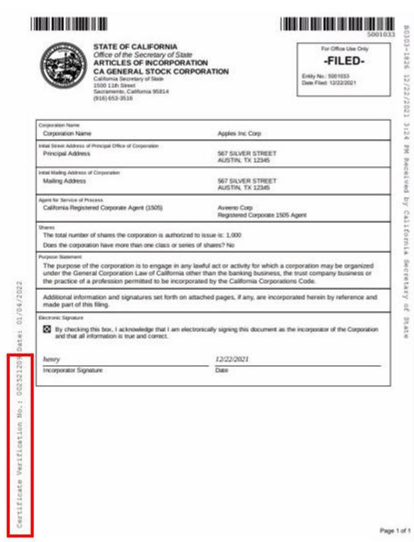
Once paid, a receipt will open, which shows, in this case, the $5.00 flat fee for 1 certified document along with the submission details. ***Note***: the status is Pending; once ready, the Status will change to Approved.

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.



3.5.6 Certified Copy Output



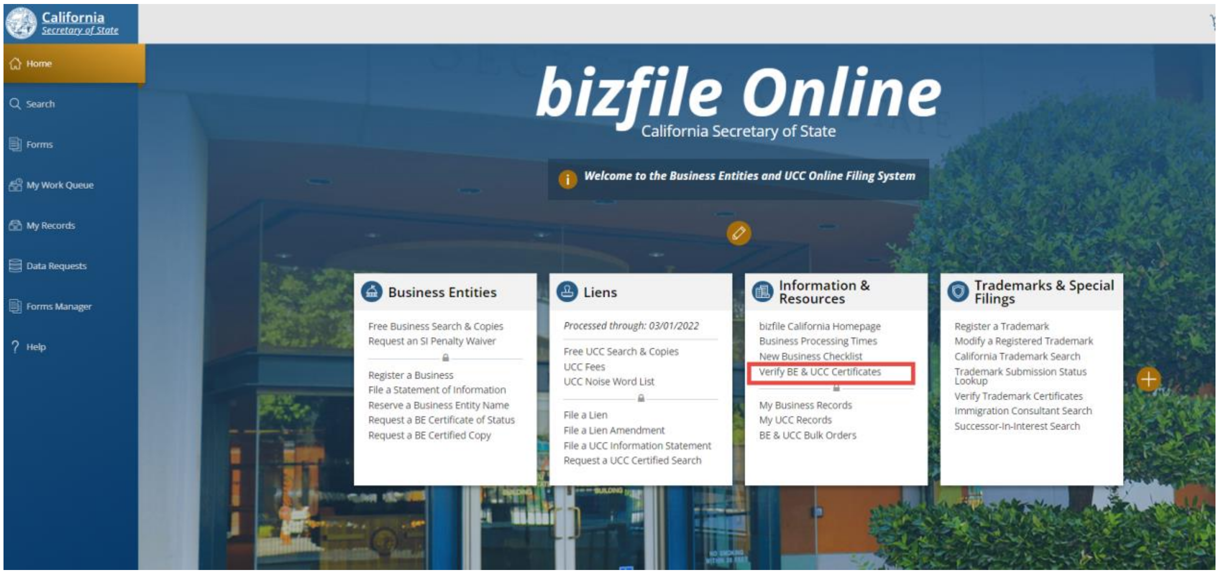


This is an example of a Certified Copy in PDF format. The Certificate Number also known as the Certificate Verification Number and Date the Certified Copy was issued appears in the top right of the Certification page and the left margin of each page of the filing(s) being certified. A list of the documents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

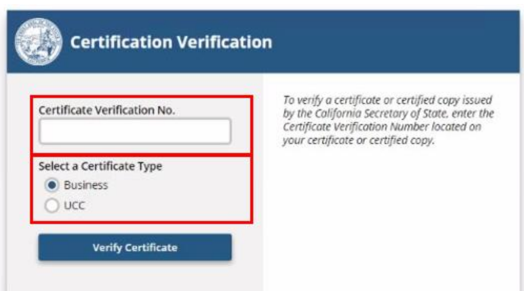
3.5.7 Certification Verification

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

Note: Logging into the **biz**file 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.

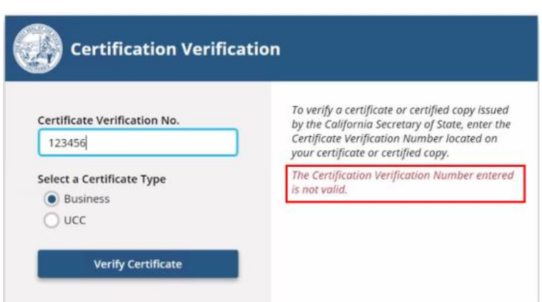


Fill in the **Certification Verification No**. from the Certificate or Certified Copy and Select **Business** or **UCC** depending on the **Certificate Type**. It is assumed that any third party looking to verify a certificate will have this **Certificate Verification No**. located at the top of the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

4. UCC Search

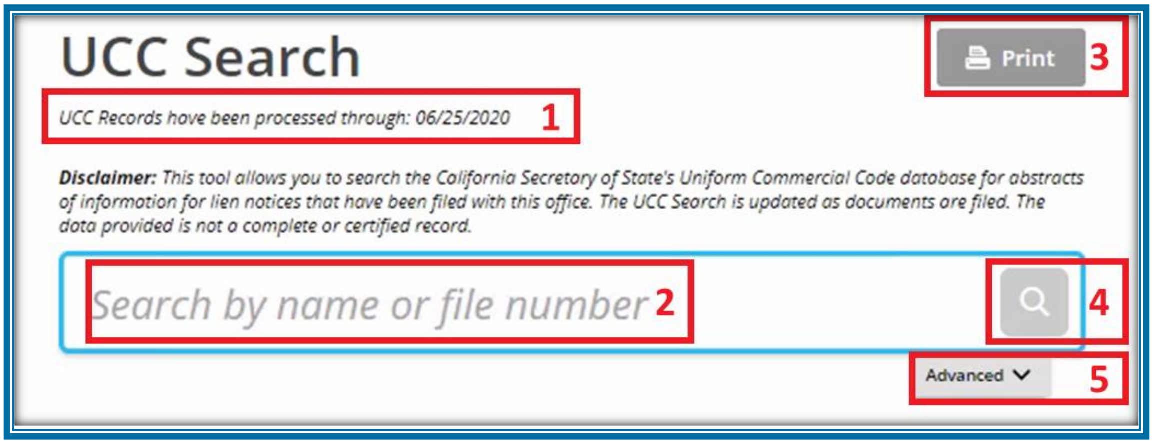
The following section describes the UCC Search. UCC Searches are free to the public and do not require an account.

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



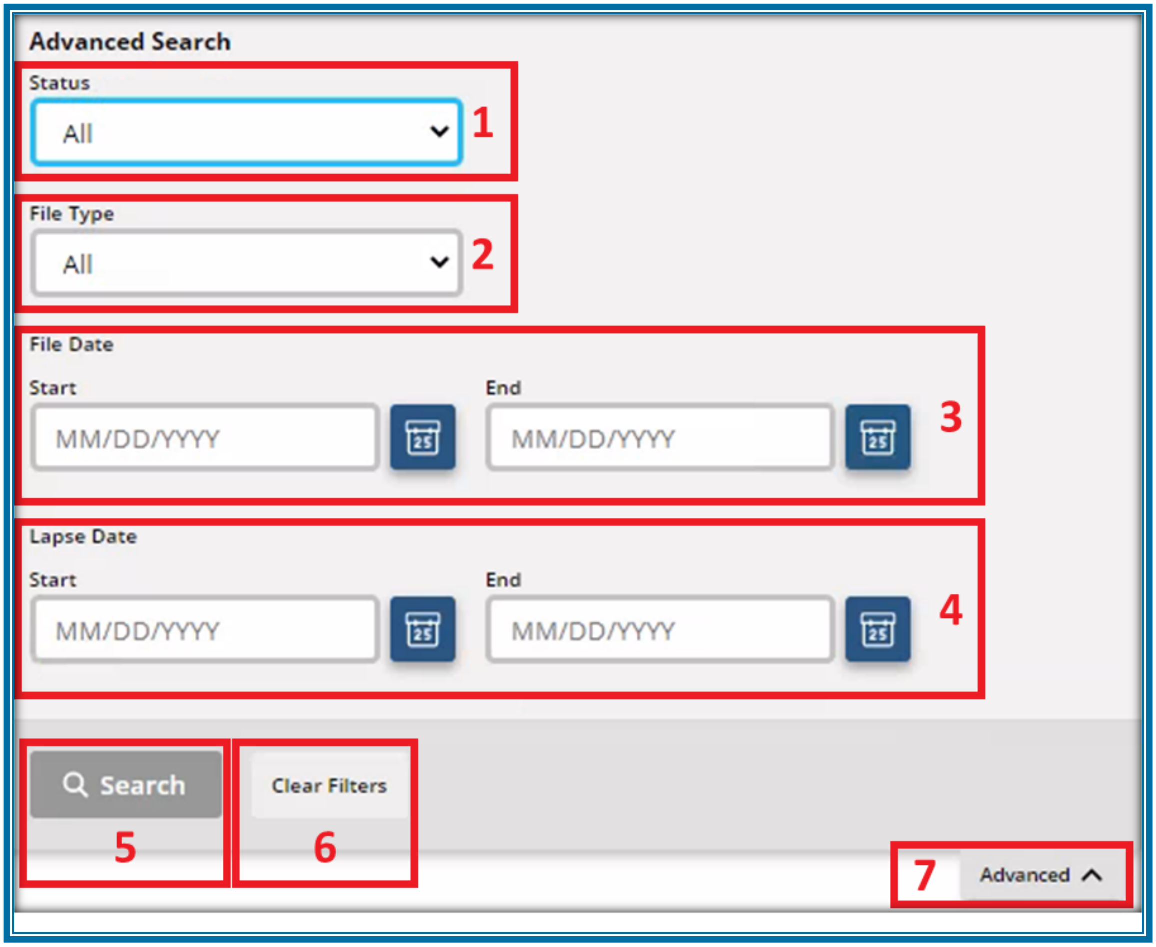
There are five main components to the UCC Basic Search page:

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 Part**y, 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



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.

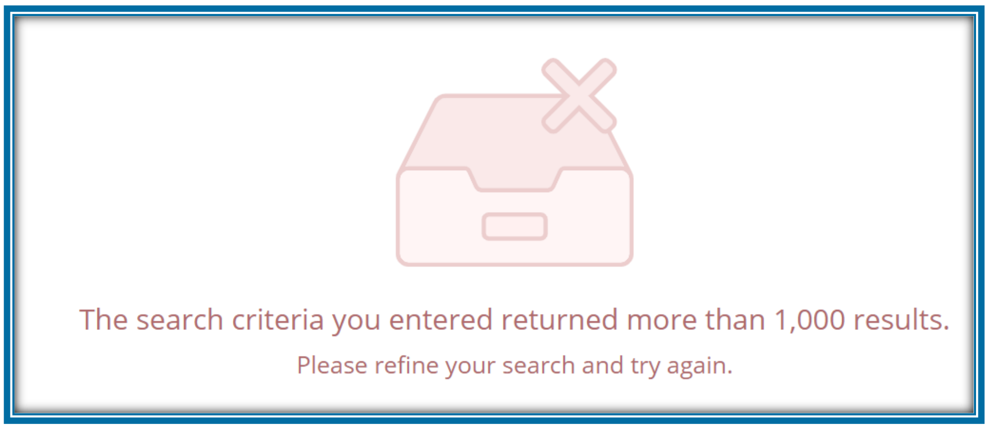
The **UCC Advanced Search** menu consists of the following:

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

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.

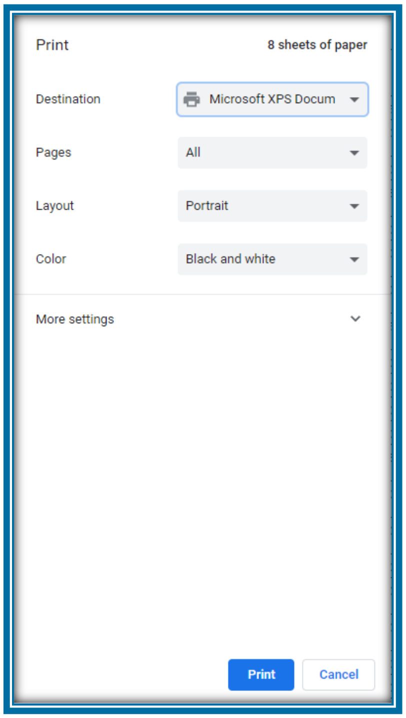


Items to note when viewing the search results:

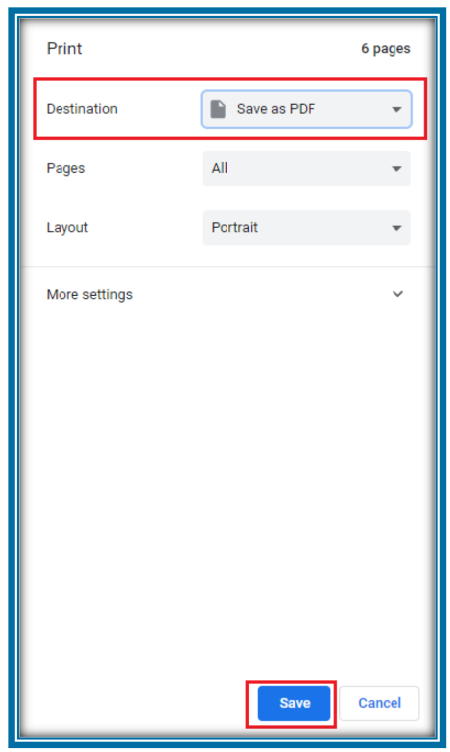
1. The number of results is displayed in the upper right-hand corner of the results list. It is important to remember that the user can limit the number of results by using the **Advanced** filter and/or being more specific in the search field (e.g., using a first and last name).
2. The search results 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.



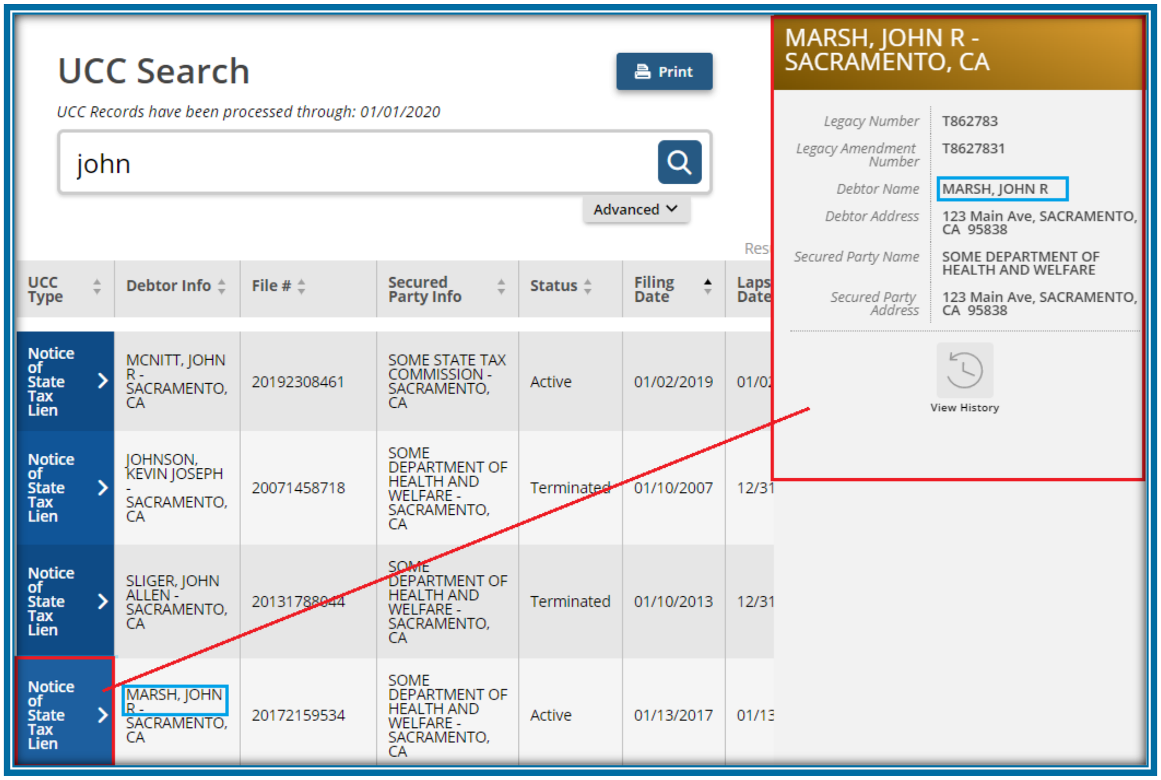
The search results can be printed by selecting an available printer from the **Destination** drop down and then clicking **Print**. The user can also choose a select number of pages to be printed and how many copies the user wants to print.



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



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.

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 **biz**file 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 competed 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.

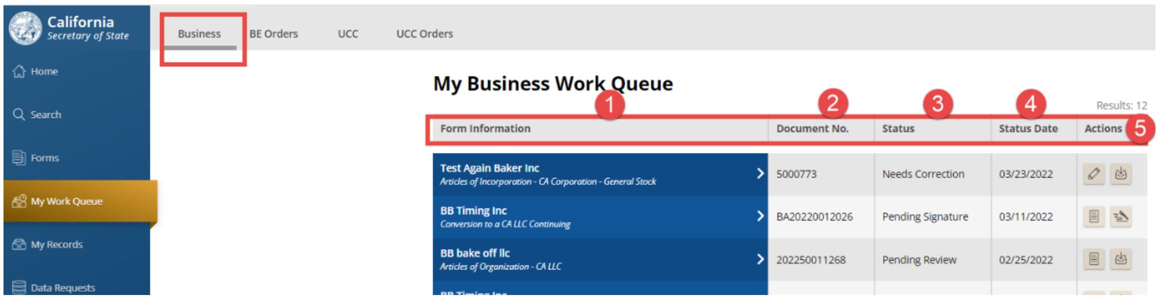
5.2 My Work Queue Actions

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.



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.

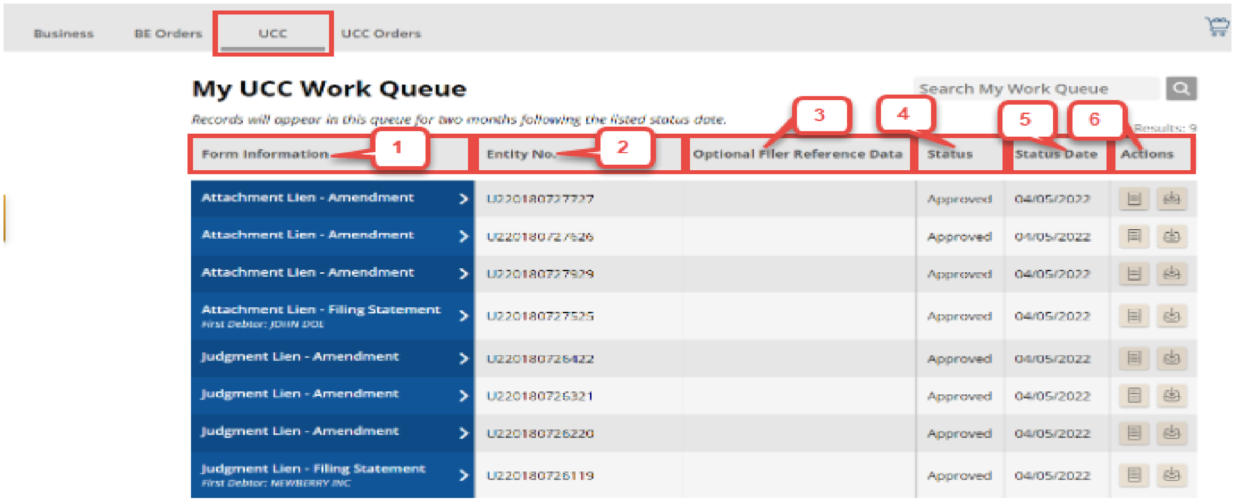
5.3 My BE Orders Work Queue

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.



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.

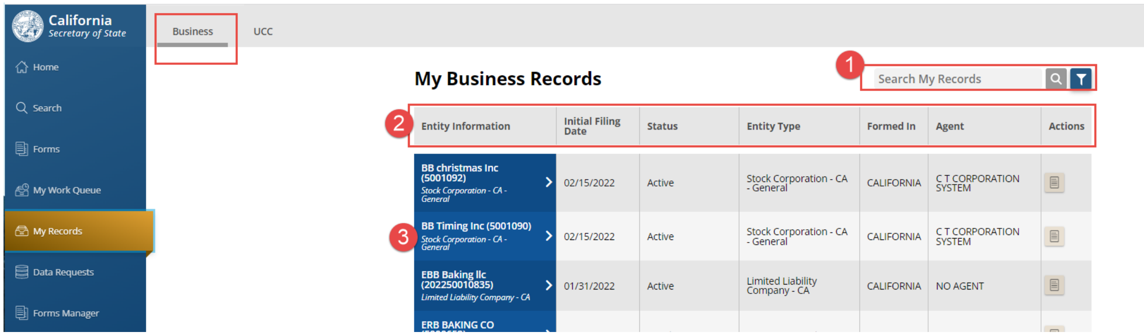
5.5 My UCC Orders Work Queue

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

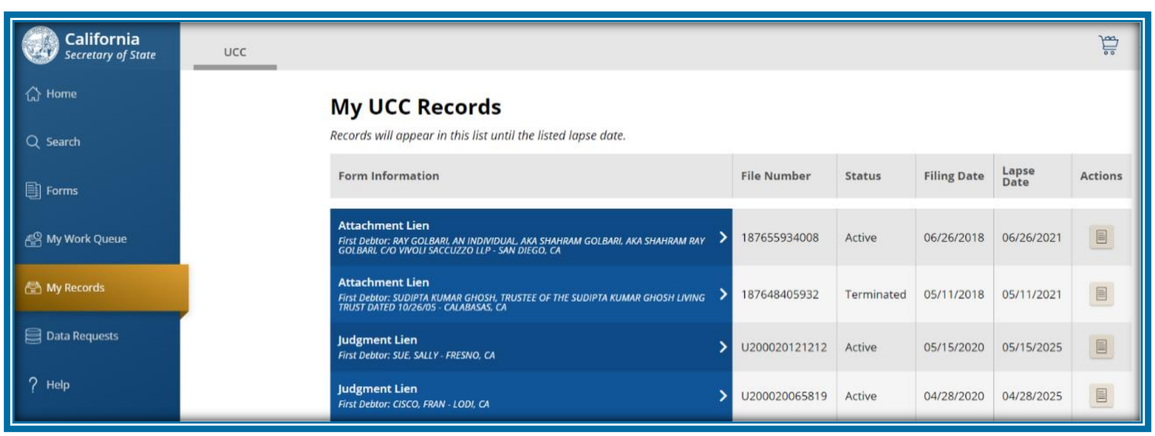
My Business Records is the repository of all the online entity records to which the user has Full Access or Basic Access. Once an online Initial Filing is approved, the submitter will have Full Access to that online entity record and it will appear in that user's **My Business Records**.



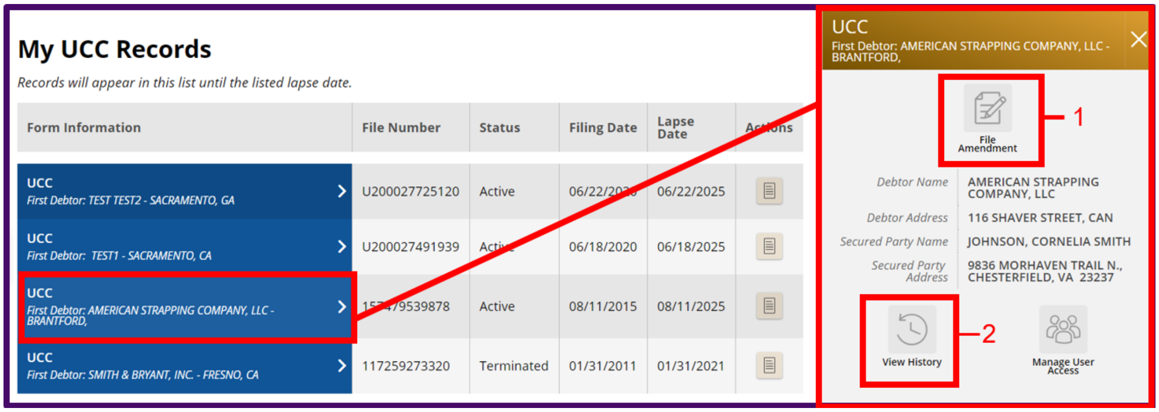
1. **Search My Records** – Allows user to search the online entity records to which the user has access.
2. The Results include **Entity Information**, **Initial Filing Date**, **Status**, **Entity Type**, **Formed In** (Jurisdiction), **Agent** and **Actions**.
3. The **Entity Information** (Blue Box) 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**.



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



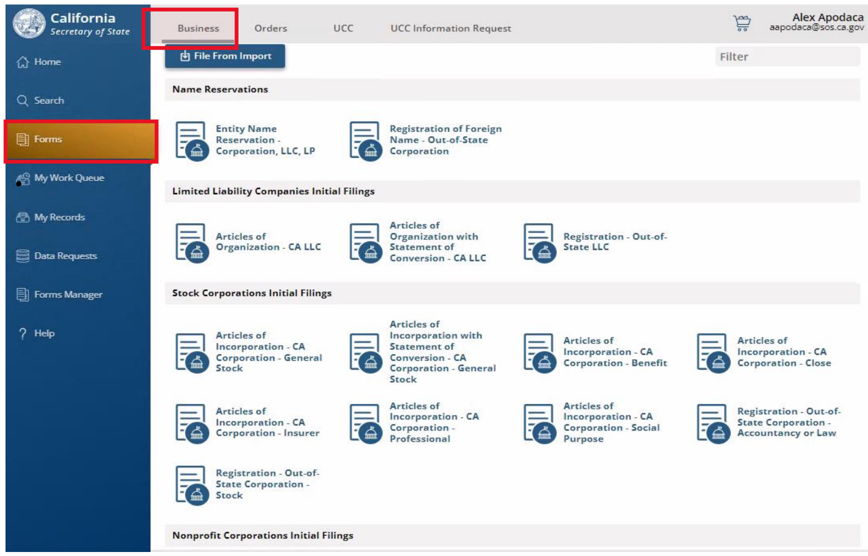
Within the details box, the user can:

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.

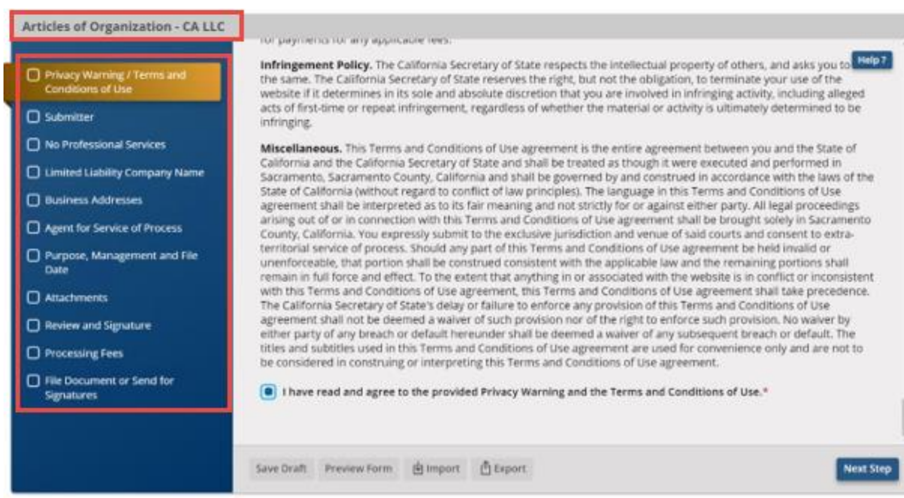
7. Initial Filing – Business Entities

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 **biz**file 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.

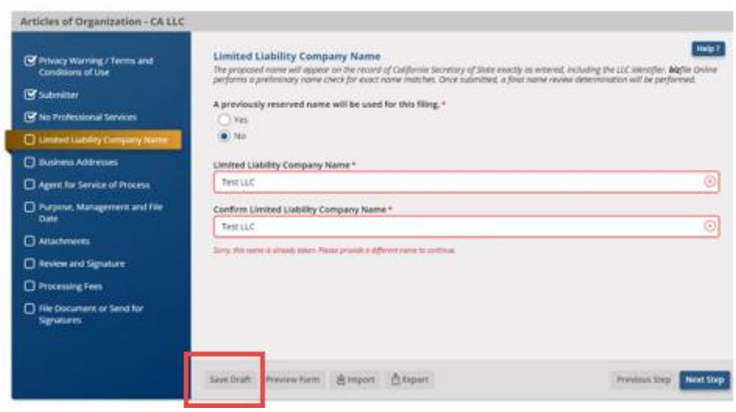
7.3 Entity Name

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.

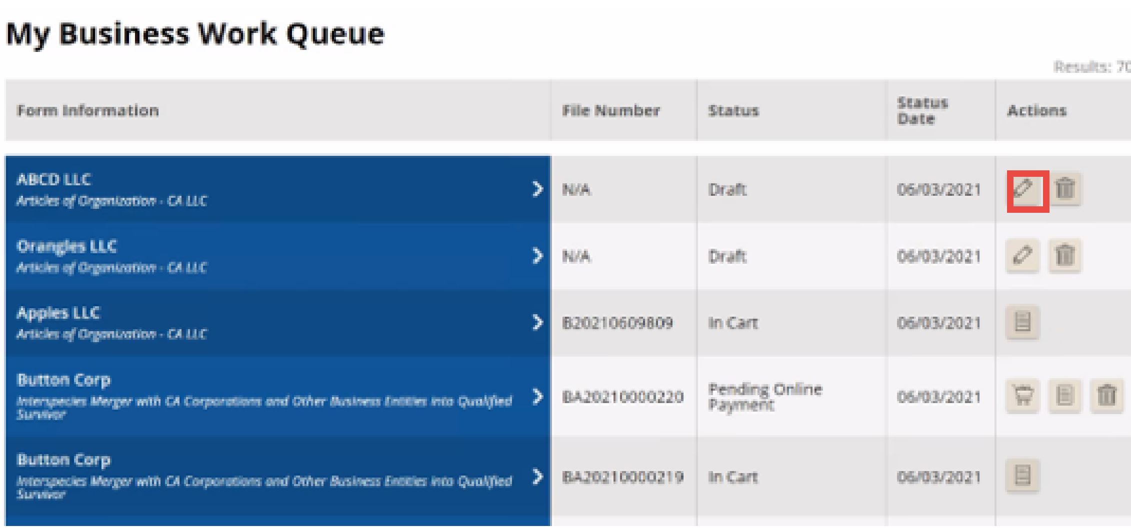
If the customer selects **No** and enters a previously used name, the system will generate an error message letting the customer know the name is taken.

***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.



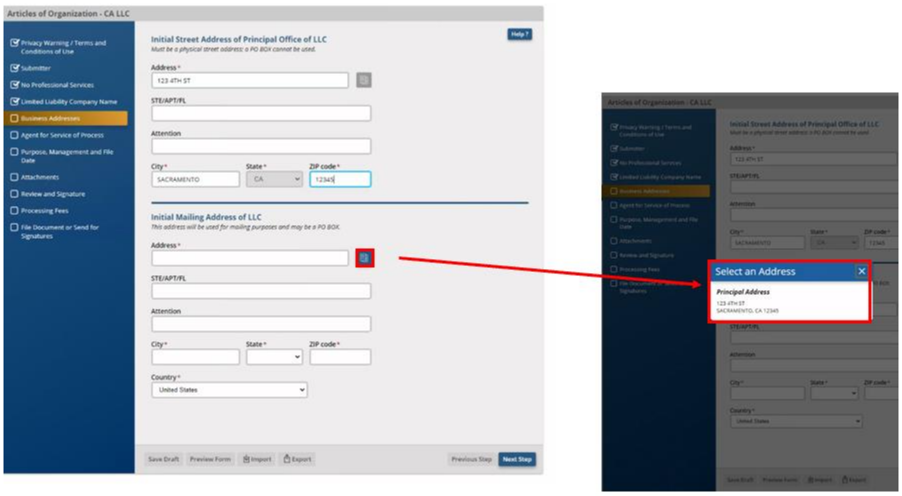
7.4 Save Draft

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.



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.



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

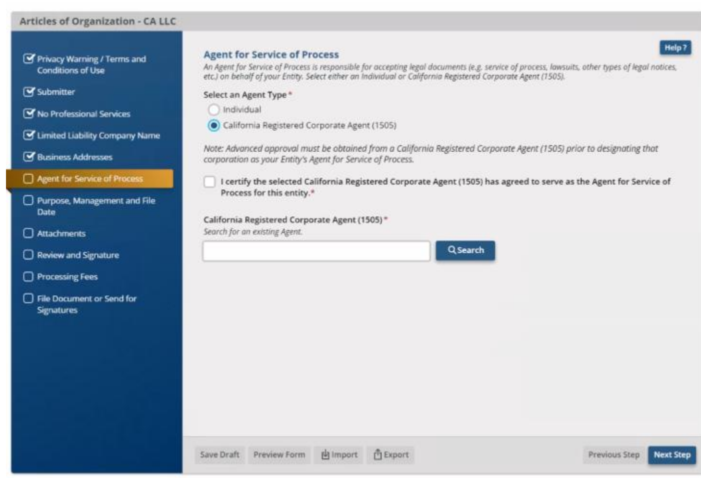
Note: Changes may be made after the address was copied.

7.6 Agent for Service of Process

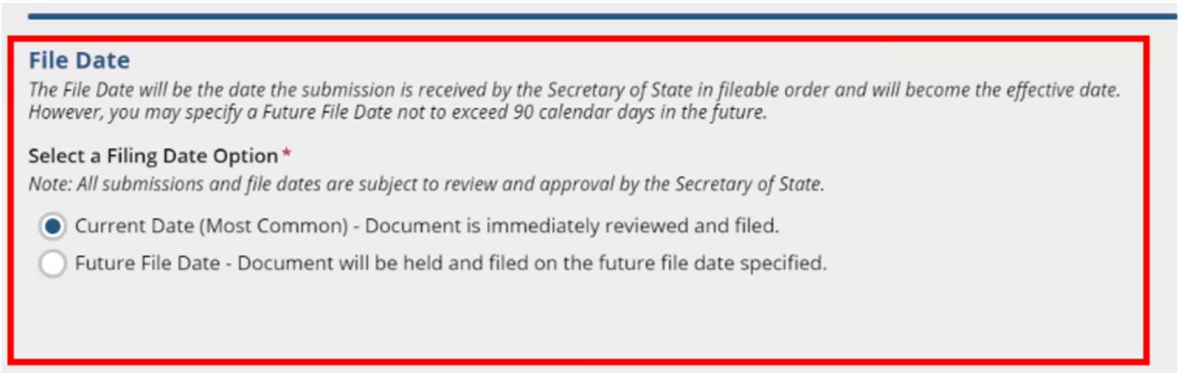
Agent for Service of Process section requires the user to select an Individual over the age of 18 that resides in California **or** a California Registered 1505 Corporate Agent.

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.



7.7 Future File Date and Future Effective Date



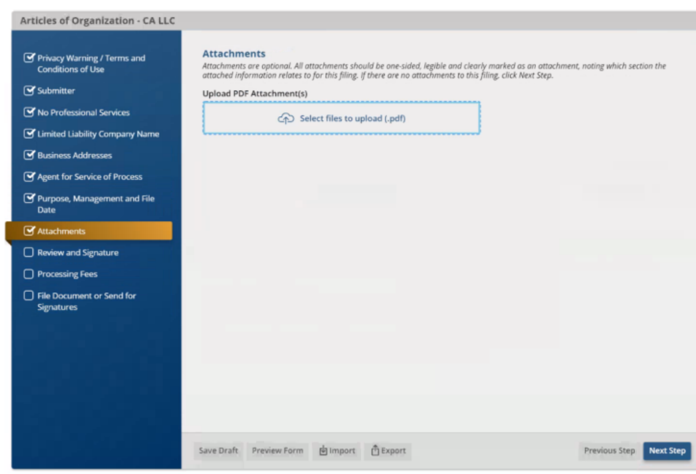
The **File Date** is the date the submission is received by the Secretary of State. In this example, the customer can select the **Current Date** (Most Common) or choose a **Future File Date**.

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

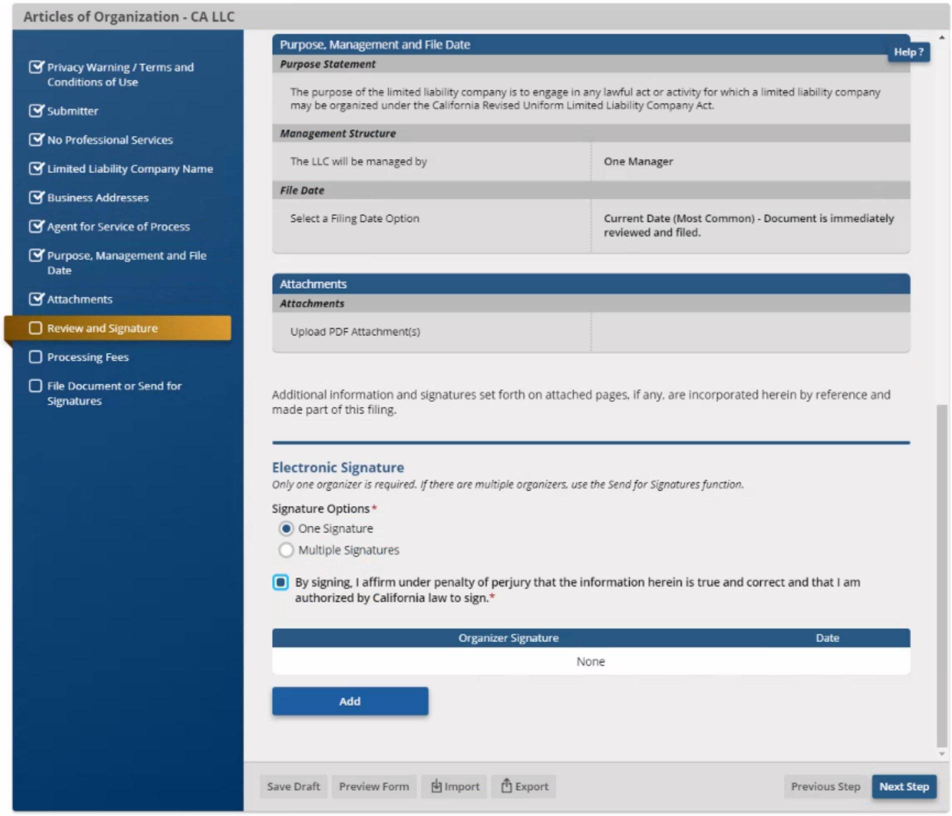
- **Future File Date** allows the document to be held and filed on the future file date specified. Must be within 90 days of submission.
- **Future Effective Date** allows the document to be reviewed and filed but is not effective until the futured effective date specified. Must be within 90 days of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

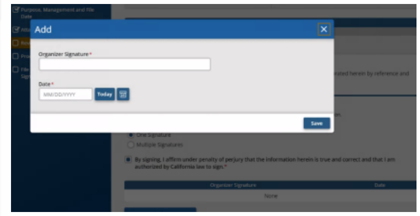
7.8 Attachments

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.



7.9 Review and Signature – One Signature





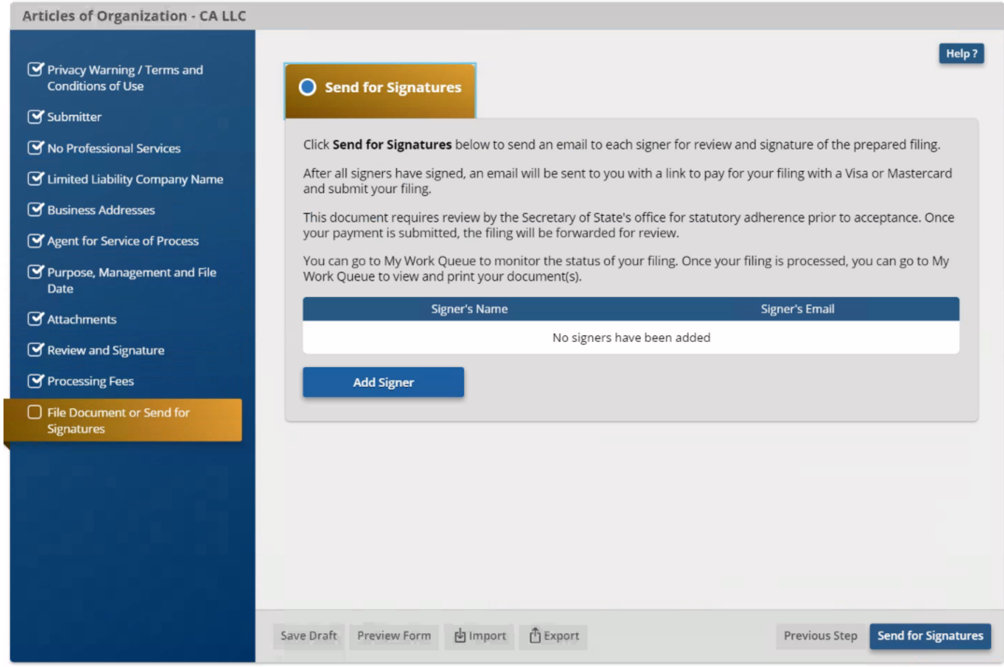
The **Review** page gives the user a chance to review the data that has been entered into the document and may return to any section to make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the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

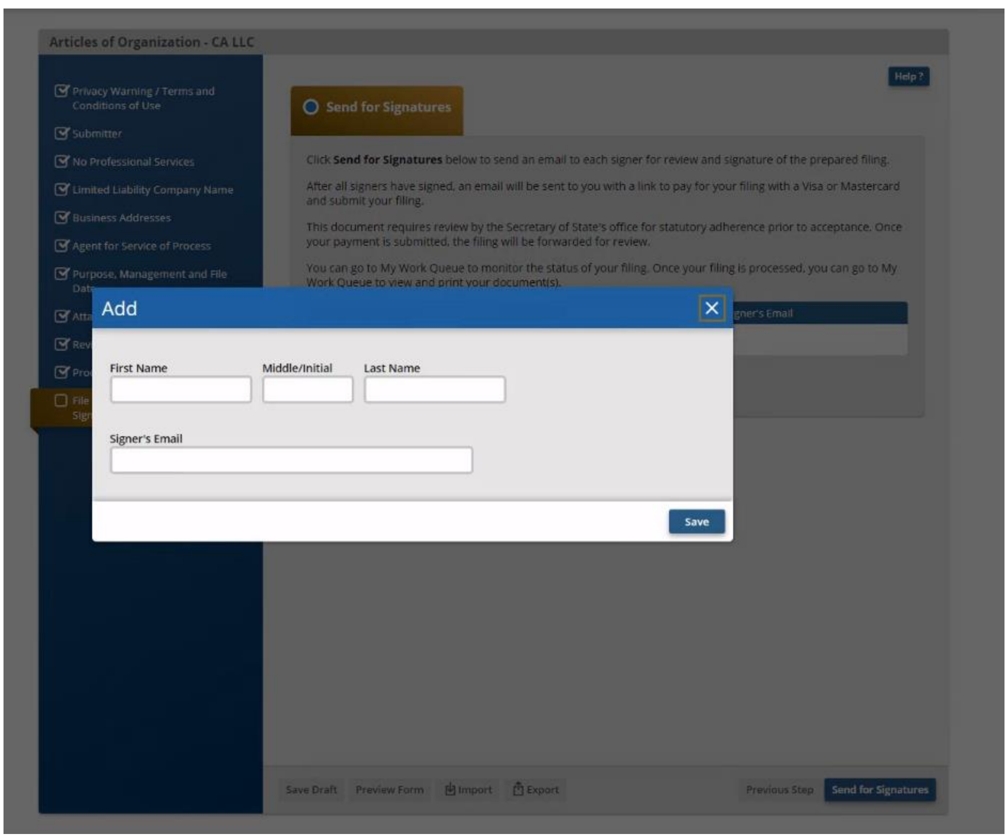
Electronic Signature: The online document must be authorized and signed. The user can select one or multiple signatures. When selecting one signature, a window opens to add the signature and date. If the customer selects multiple signatures, the user will be guided to the next page of the document (Processing 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.

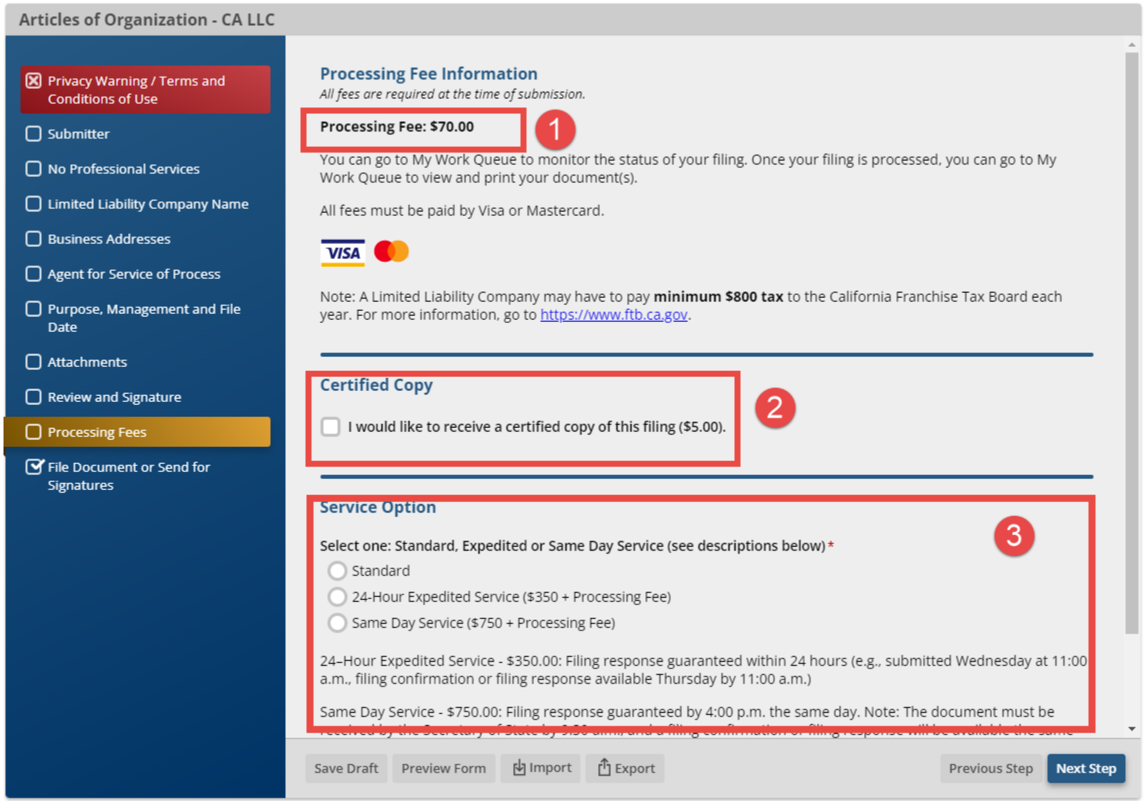
Note: *The submitter cannot pay and submit the filing until all signatures have been received.*





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.

7.11 Processing Fees Page



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)

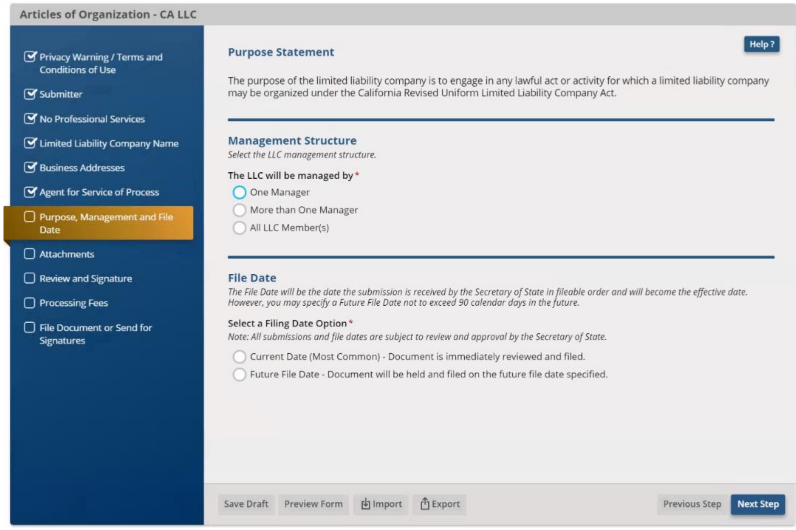
The **Processing Fees** page also allows the user to select the **Service Option**. The user must select a Service Option of **Standard**, **24-Hour Expedite**, or **Same Day Expedite**. The service fee is added to the cart at checkout.

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



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 95814
(916) 653-3516

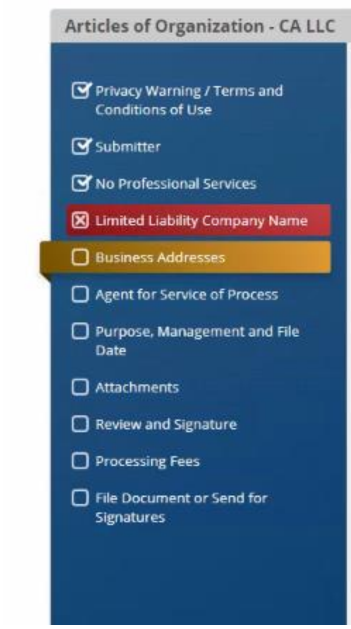
Limited Liability Company Name	
Limited Liability Company Name	BAN LLC
Initial Street Address of Principal Office of LLC	
Principal Address	123 4TH ST BOULDER, CA 90819
Initial Mailing Address of LLC	
Mailing Address	123 4TH ST BOULDER, CA 90819
Agent for Service of Process	
Agent Name	tatum hall
Agent Address	99 ARION BOULDER, CA 90819
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.

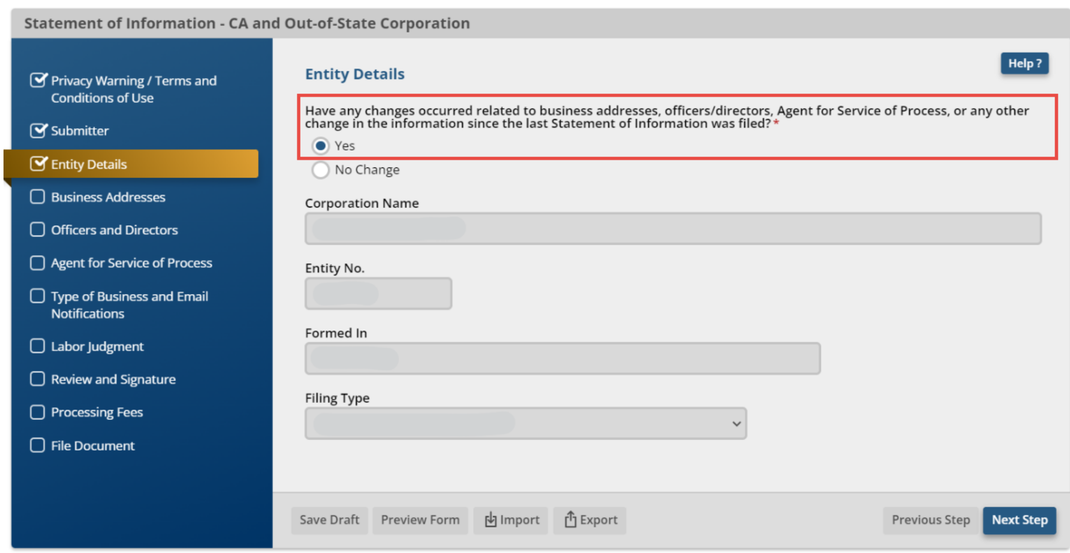


8. Business Entities Amendment - Statement of Information

Amendments include any document submitted and approved after the initial filing (e.g., Amendment, Termination, Statement of Information, Conversion, Agent Resignation, etc.). Therefore, **biz**file 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.

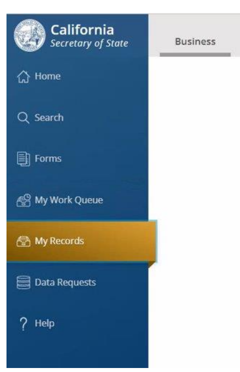
Important: The initial Statement of Information and the first Statement of Information filed in 2022 or thereafter, requires a complete Statement of Information due to a law change adding information related to labor judgements and if you want to add an email notification. The **Yes** box must be checked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



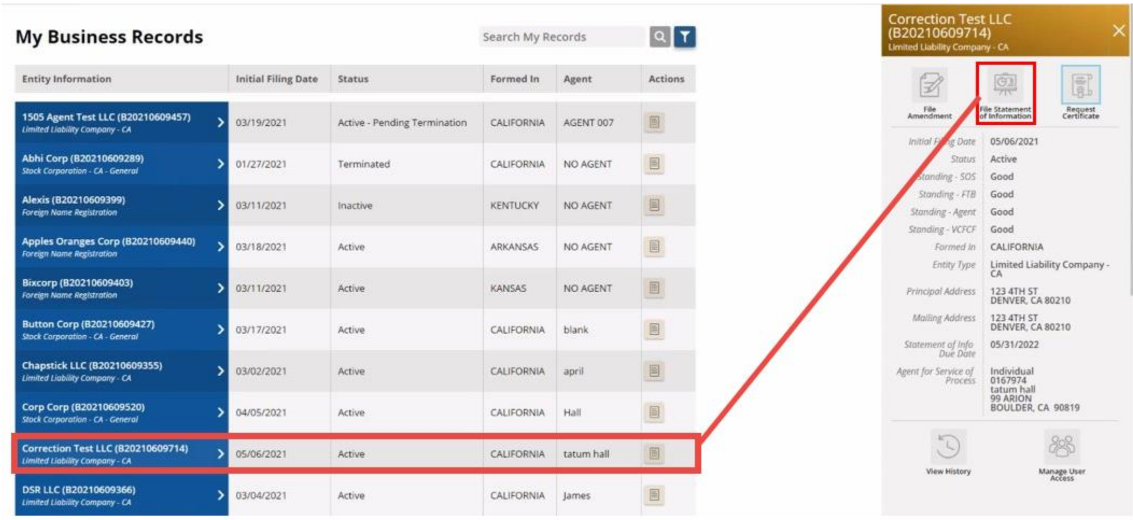
8.1 Find the Correct Entity Record

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.

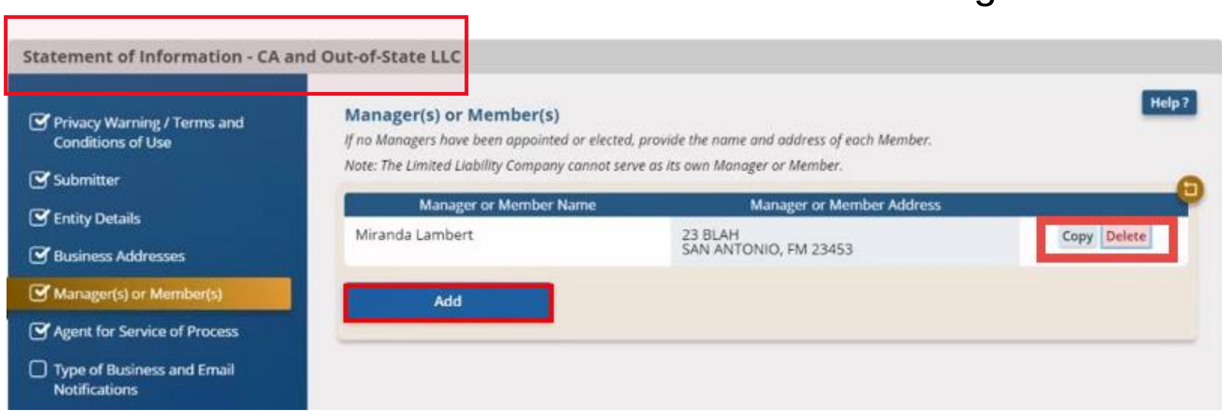


8.2 Select File Statement of Information



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.

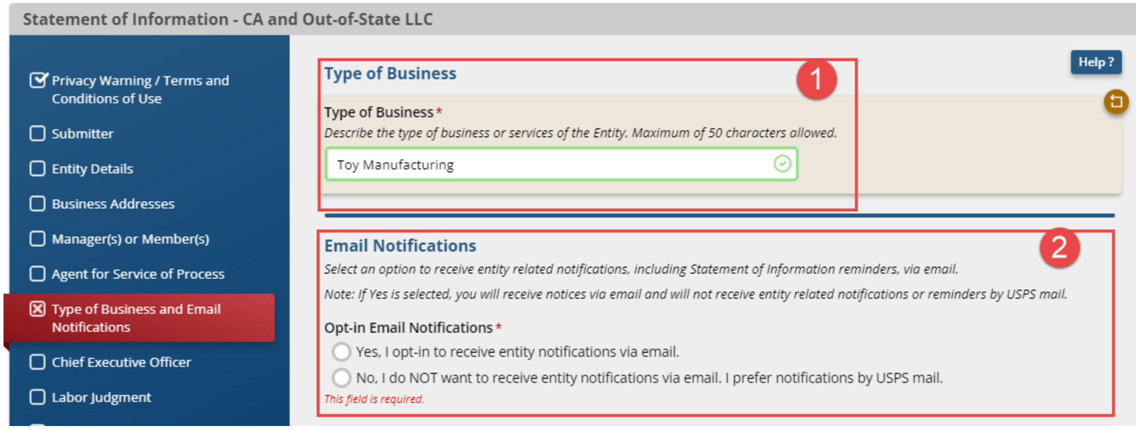
8.3 Members and Managers



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.



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

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

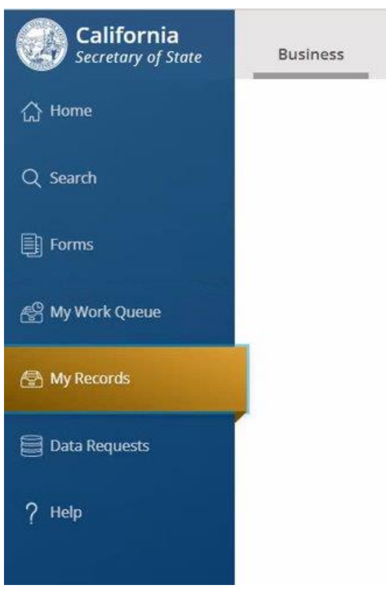
Amendment – An amendment includes any document submitted and approved after the initial filing (e.g., Amendment, Termination, Statement of Information, Conversion, Agent Resignation, etc.). Therefore, the system refers to all subsequent filings after the initial filing as "Amendments."

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).

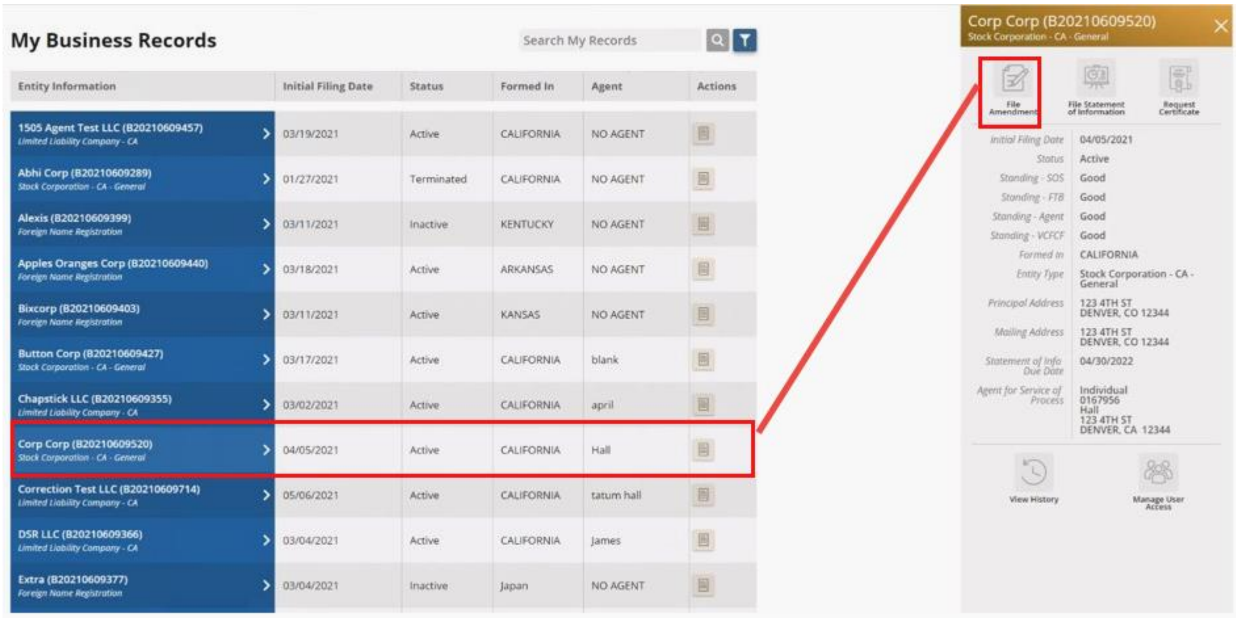
9.1 Find the Correct Entity Record

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.



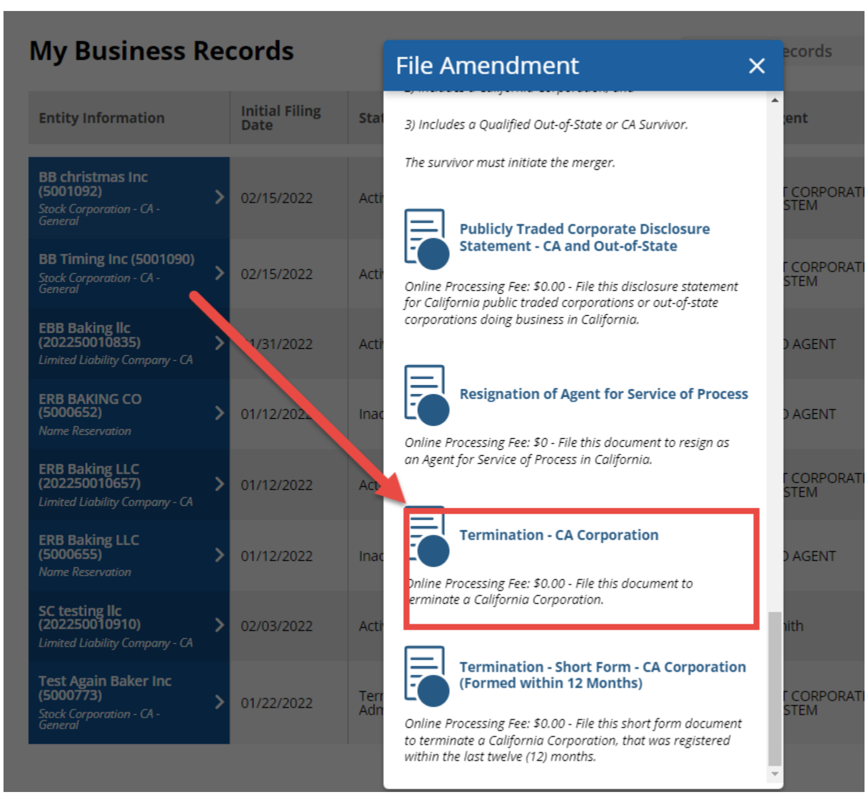
9.2 Select File Amendment



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.

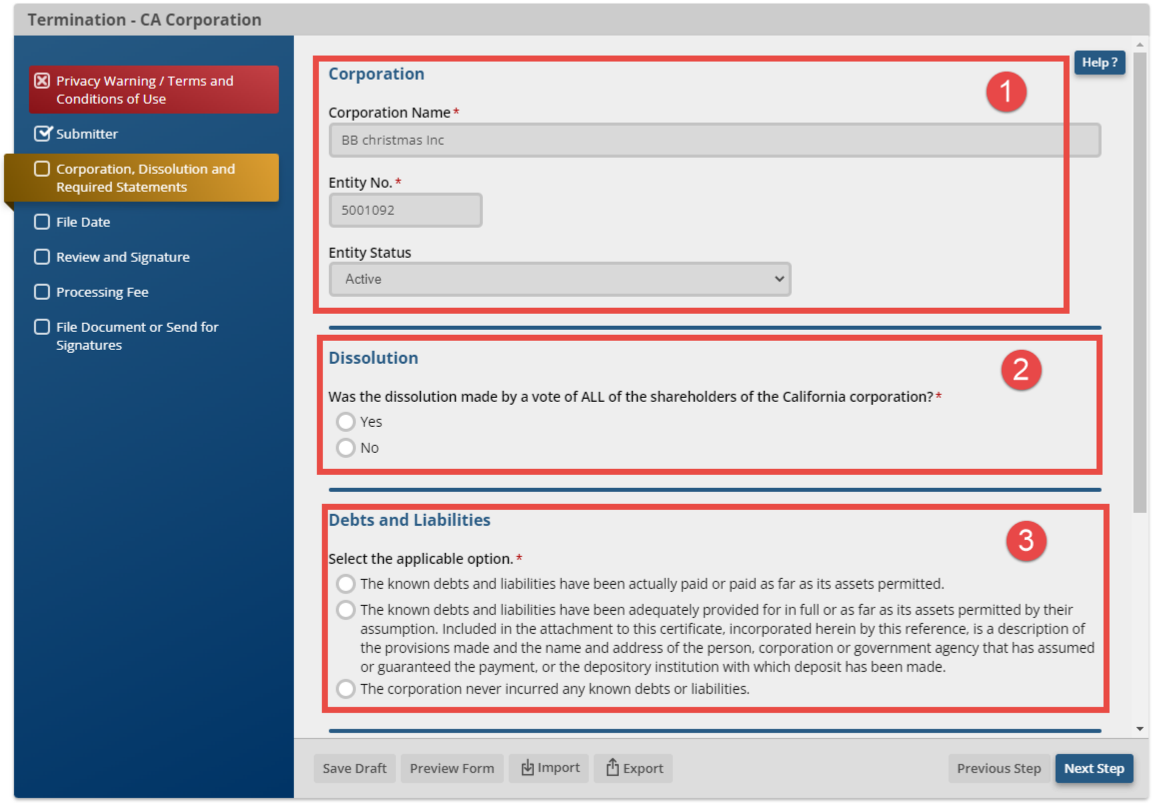


In this example, **Termination - CA Corporation** is chosen.

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

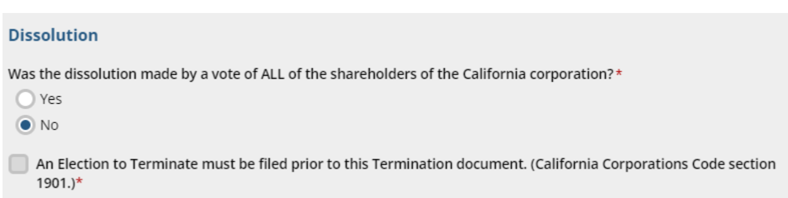


9.4.1 Corporation (1)

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

9.4.2 Dissolution (2)

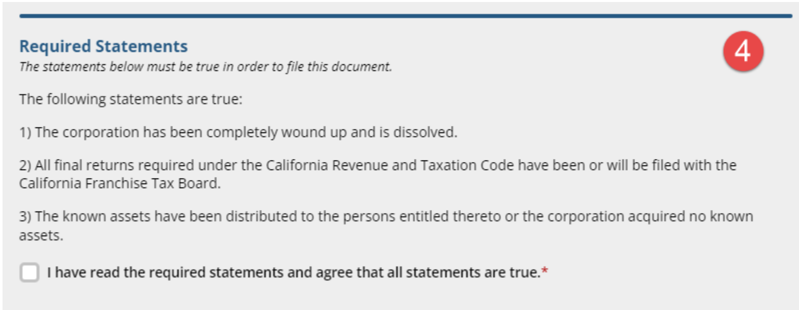
The user must indicate if the dissolution was made by a vote of ALL the shareholders of the California corporation. If **Yes**, proceed to the Debts and Liabilities section. If **No**, an Election to Terminate must be filed prior to this Termination document. Save Draft and return to **My Business Records**,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



9.4.3 Debts and Liabilities (3)

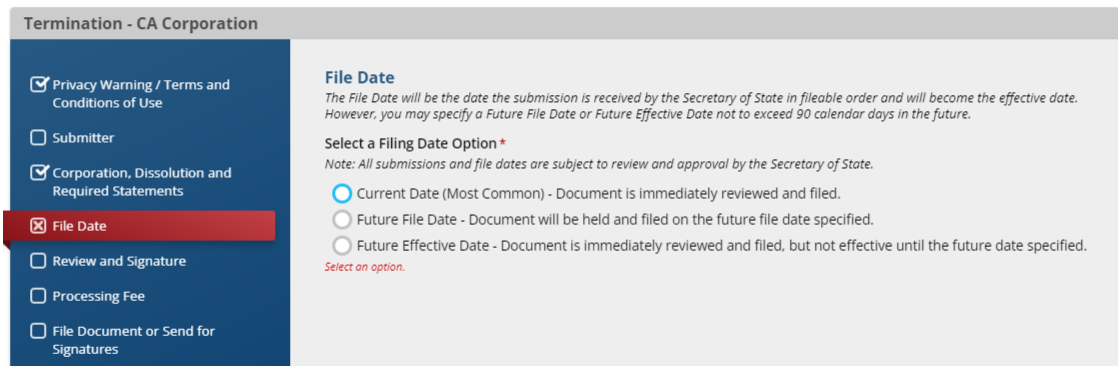
The user must select 1 of 3 applicable options related to the **Debts and Liabilities** of the entity.

9.4.4 Required Statements (4)



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

9.4.5 File Date



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 futured 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

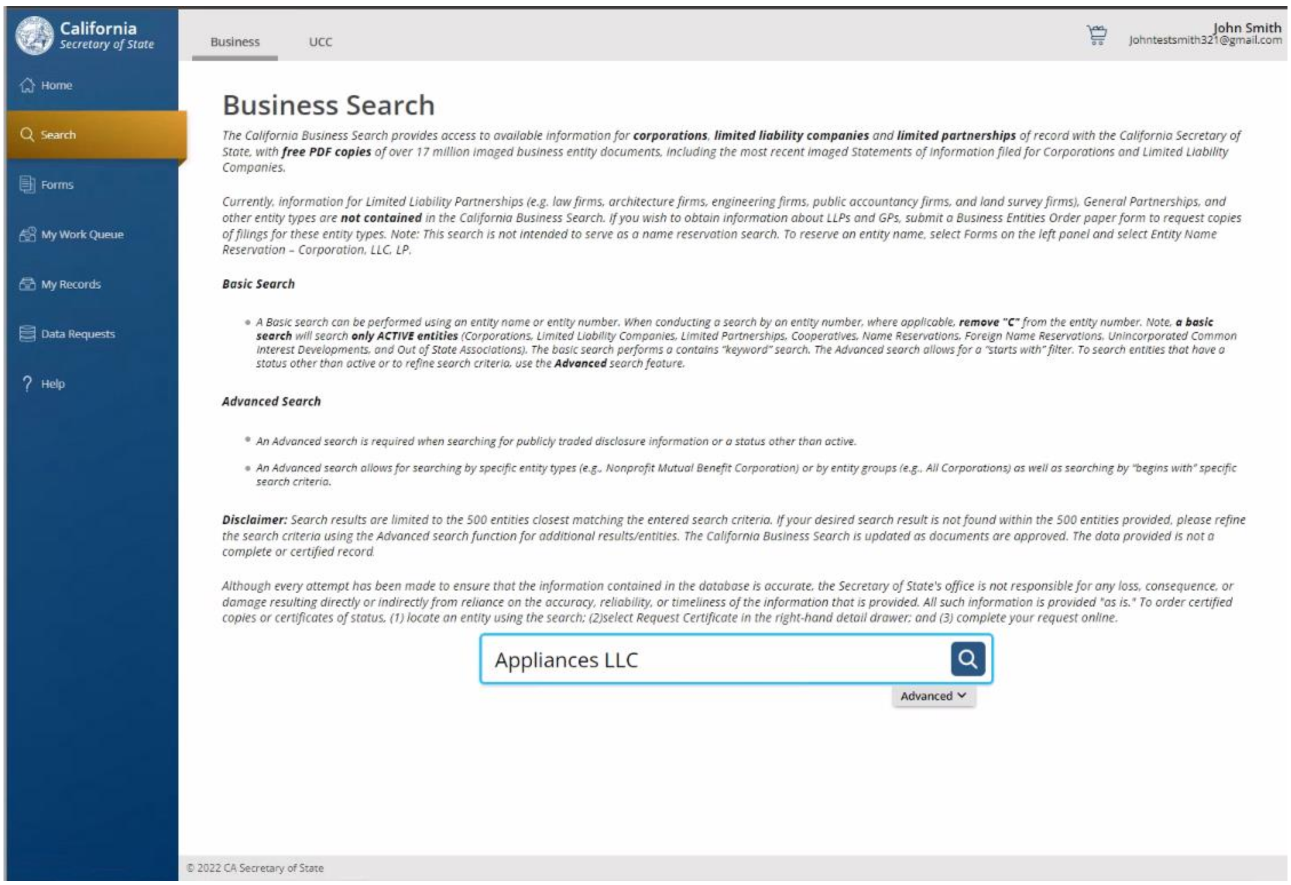
Entity Name Reservations are not required but are a way to save the name until the initial filing or name change are ready to be filed. Name Reservations required logged in access.

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.

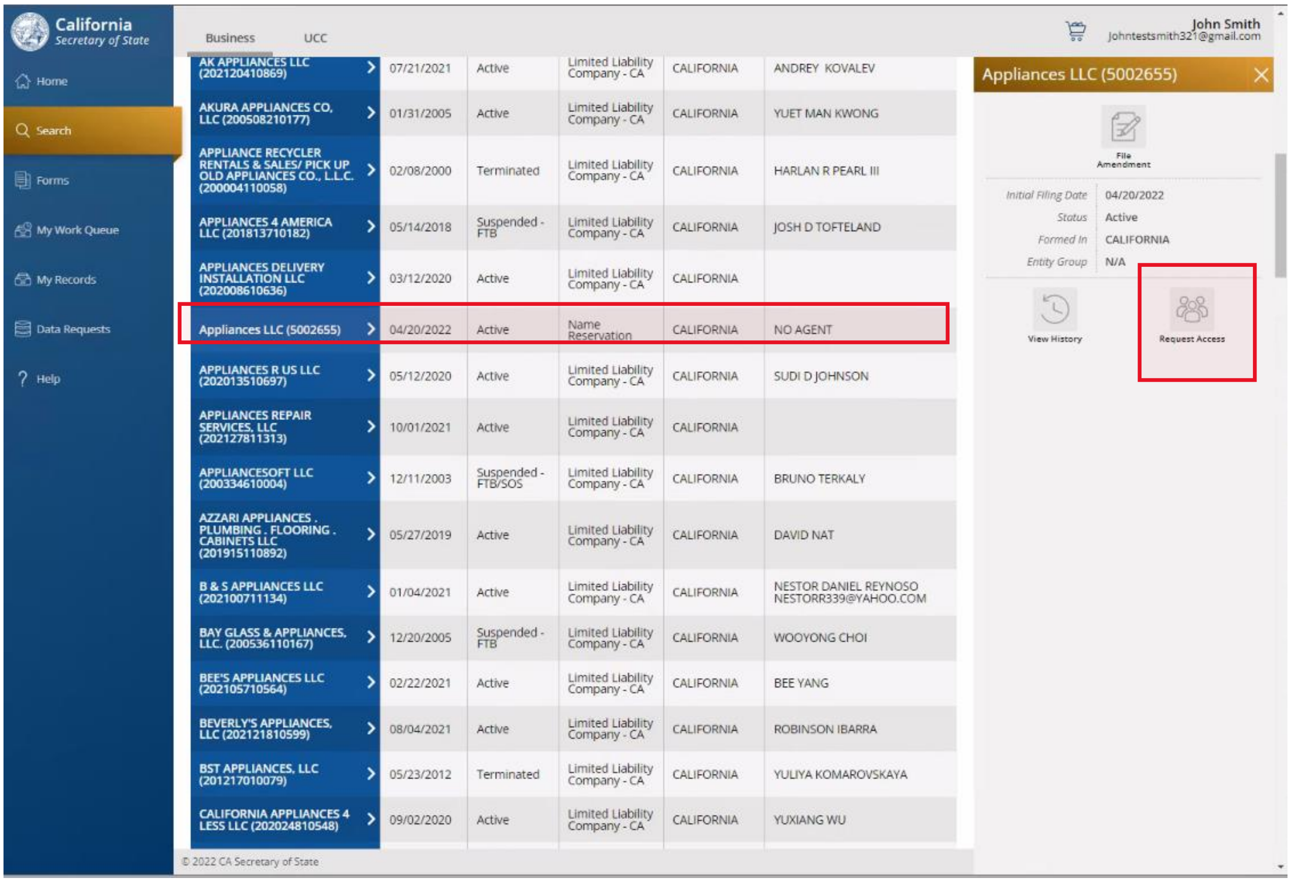
When a user needs access to a name reservation that was initially reserved by someone else, they start by searching for the Name Reservation, making sure the Business tab is selected at the top.



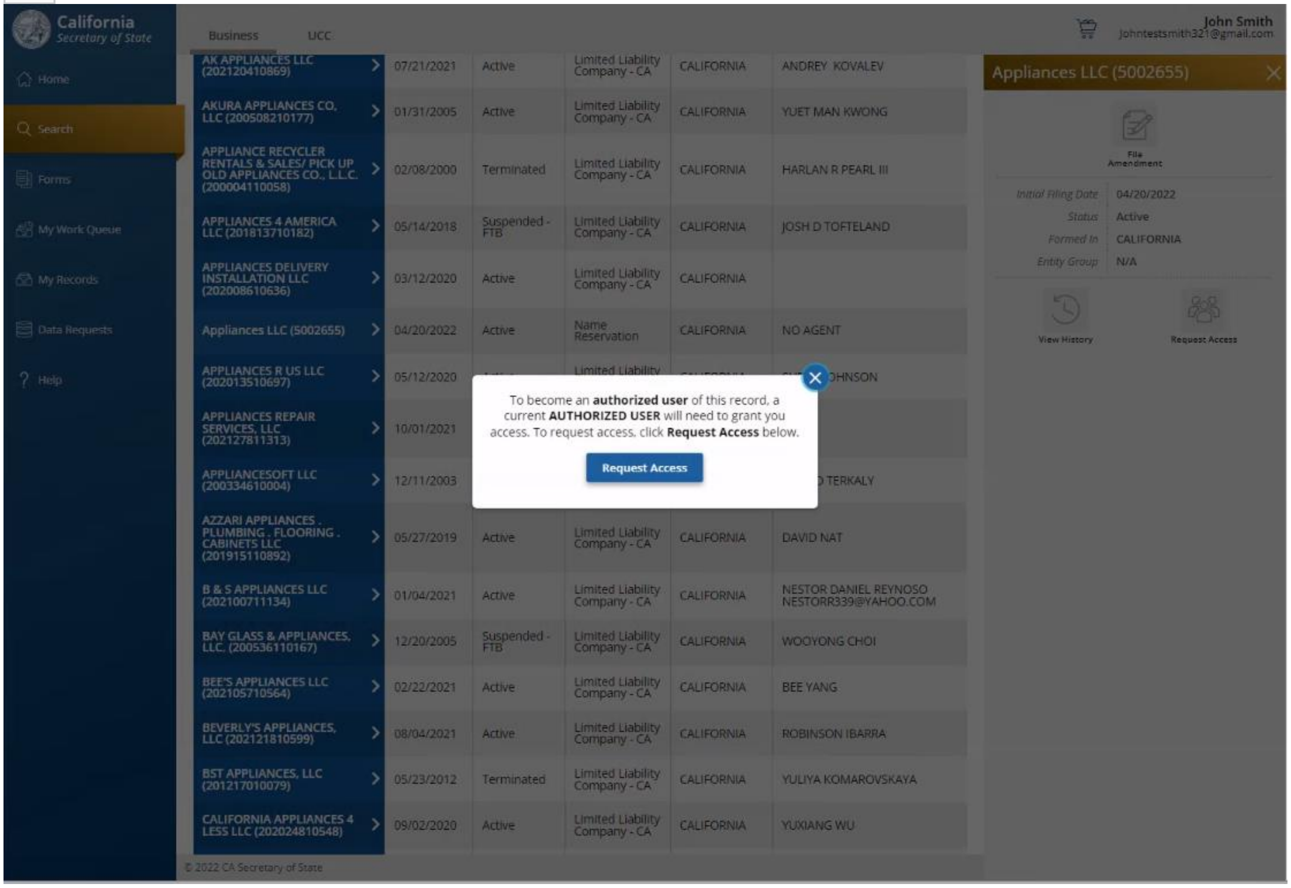
Once found, click on the blue box and the right-hand entity information drawer will open on the right.

10.2 Request Access

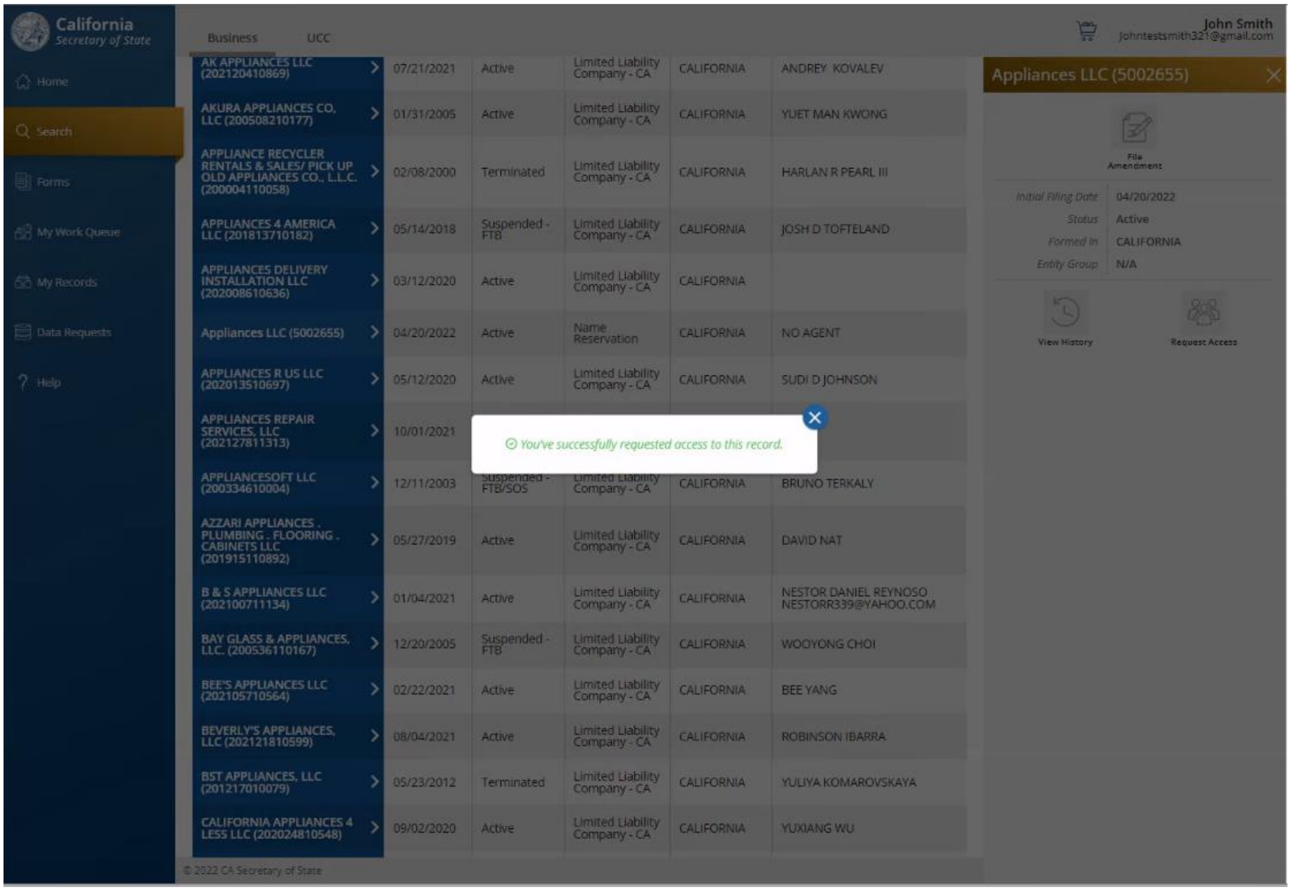
Select Request Access.



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.

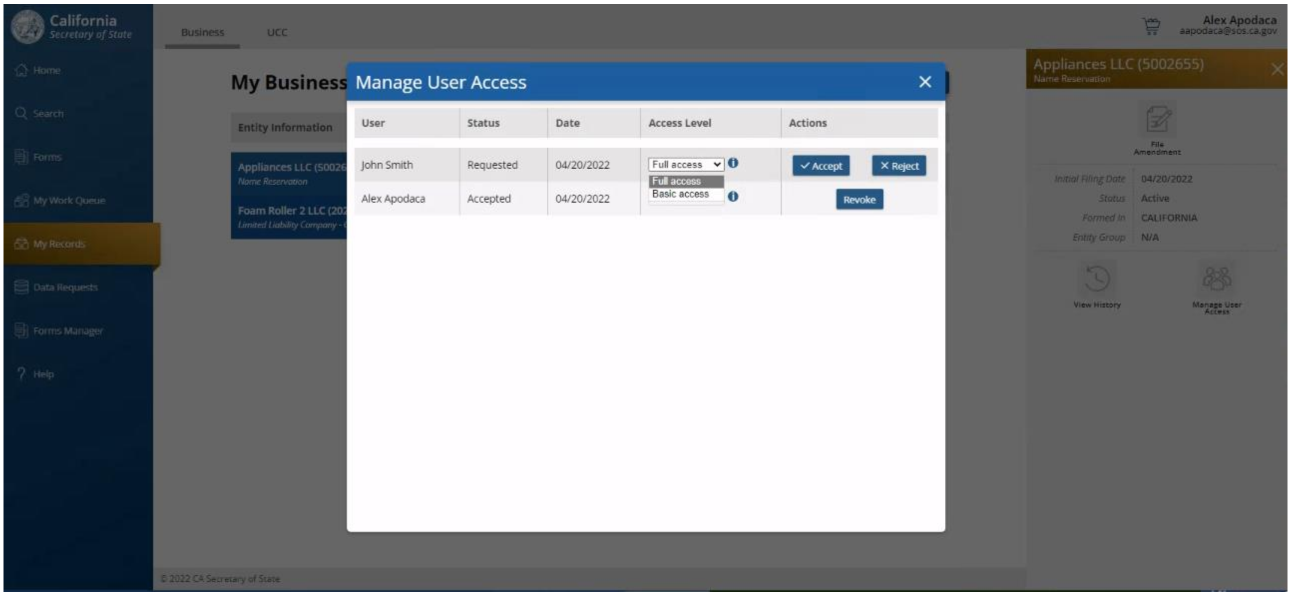


Once Request Access is selected, a message will appear stating “You’ve successfully requested access to this record.” The holder of the Name Reservation will then receive an email letting them know that someone is requesting access to the record and requesting the holder of the Name Reservation log in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

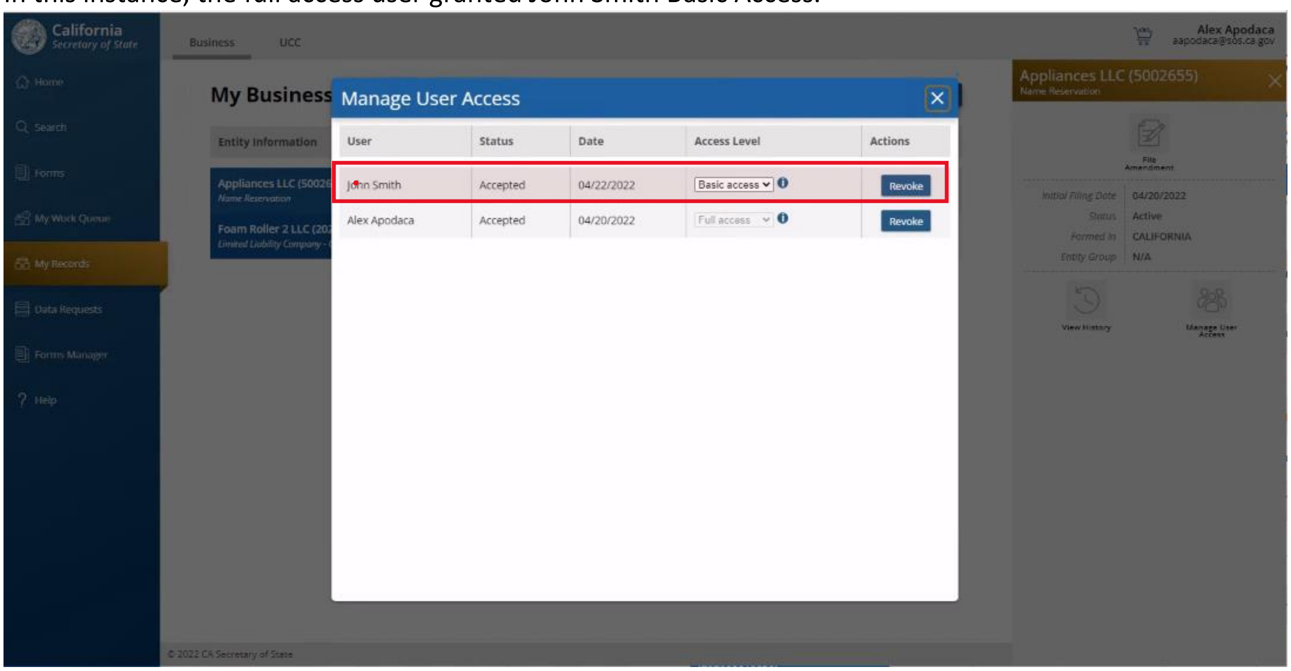


10.3 Manage User Access

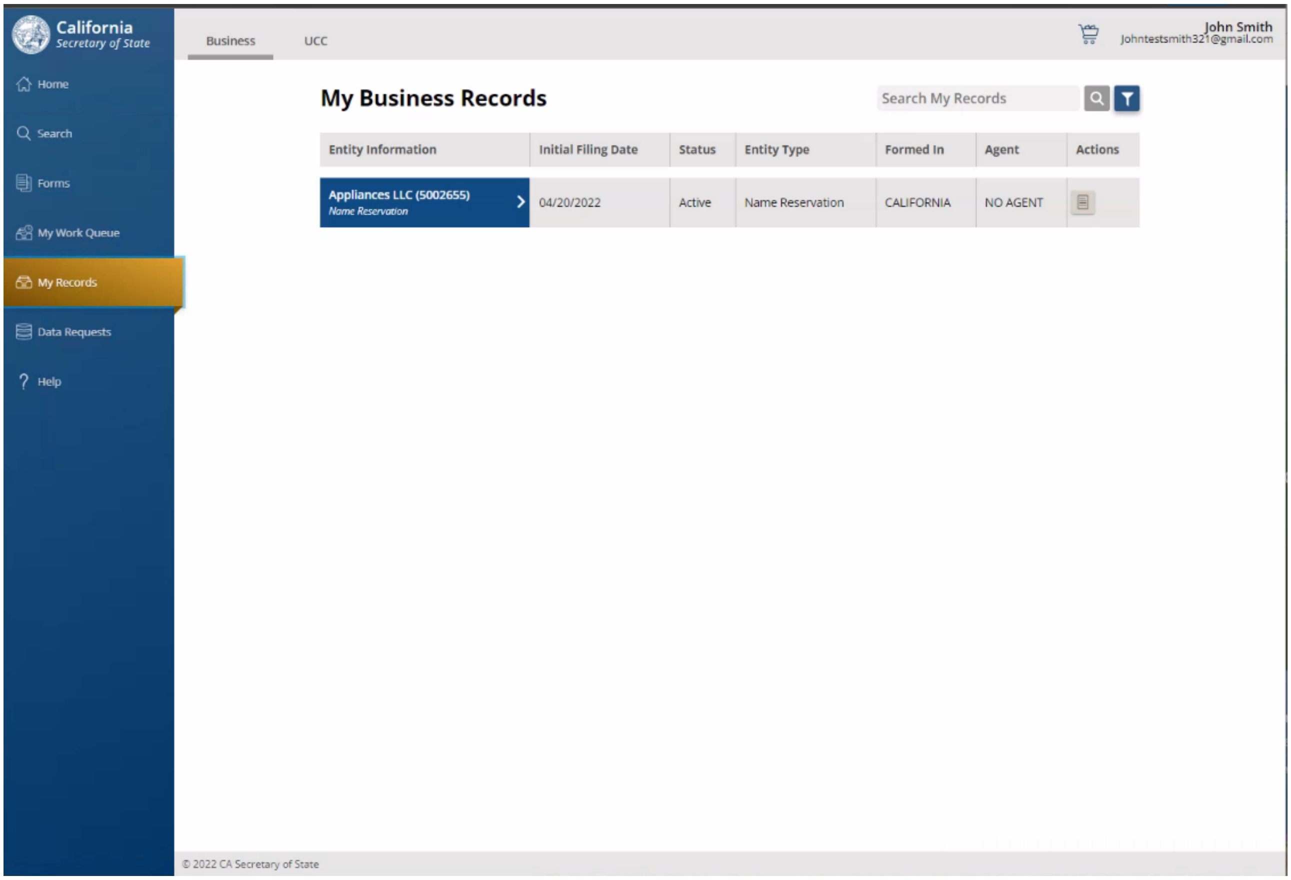
Once the holder (full access user) of the Name Reservation, in this example, “Appliances LLC”, logs in and navigates to their online entity record, the full access user can select the Name Reservation and the entity information drawer will open on the right. The full access user can then select Manage 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.



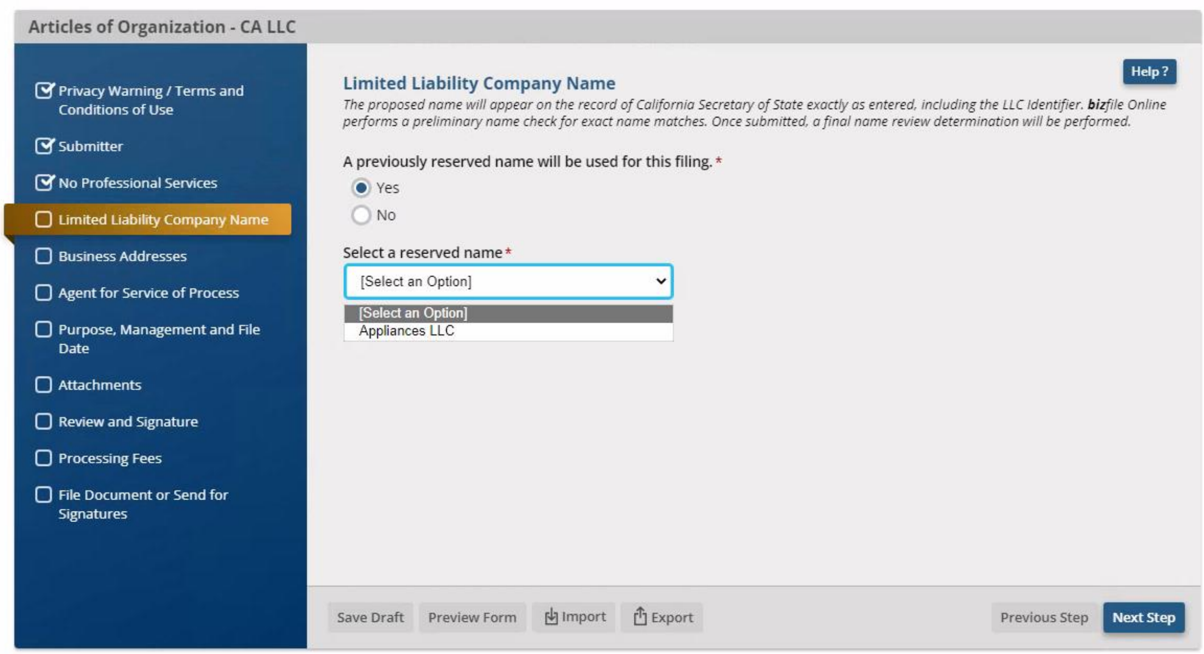
In this instance, the full access user granted John Smith Basic Access.



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



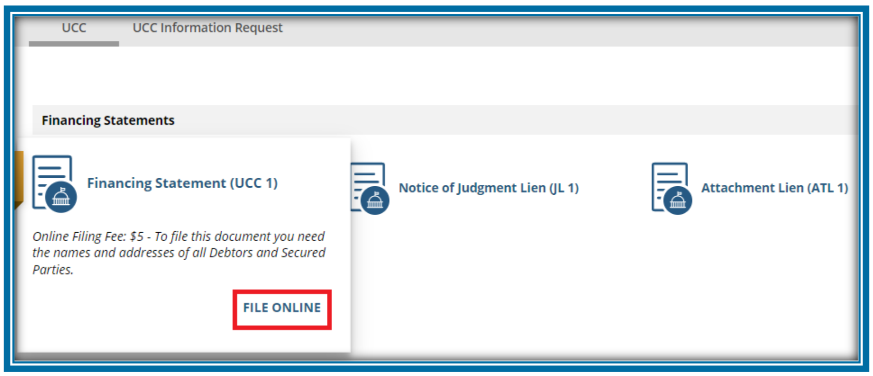
Now, when John Smith goes to file an Initial Filing for an LLC, John Smith can use the reserved name of "Appliances LLC", and it will appear in the dropdown Select a reserved name.



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

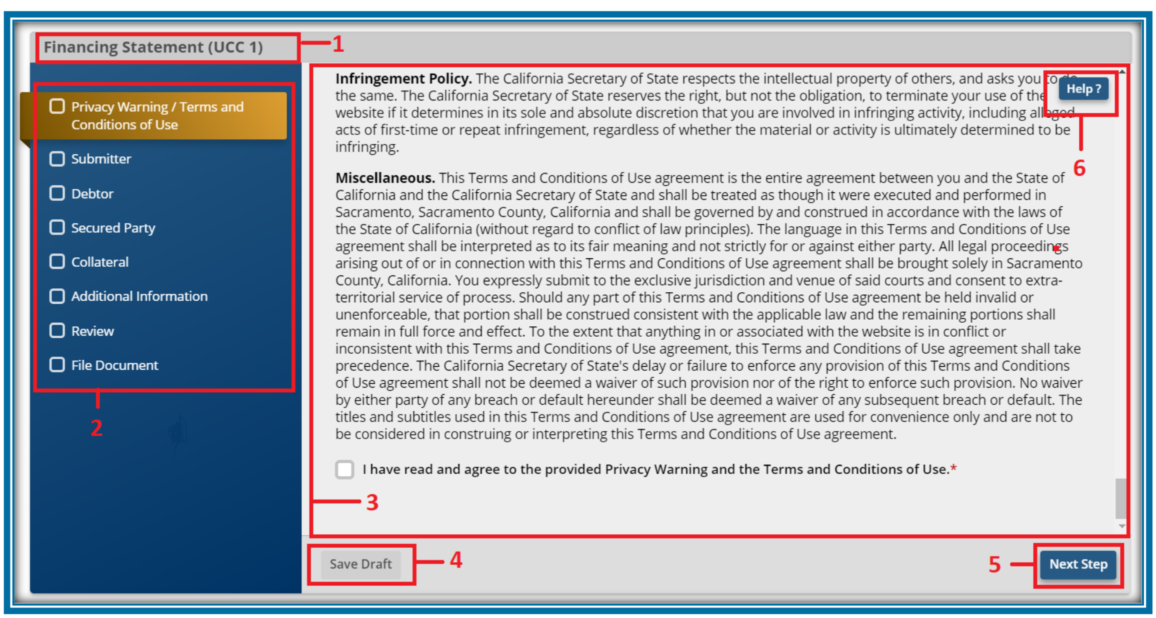
As noted in the previous sections of this document, the user will need to create an account and log into the **biz**file Online portal to access and file documents**.** Click on Forms on the Left Navigation Pane. To file a UCC 1 Financing Statement, select **Financing Statement (UCC 1)** from the available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



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.

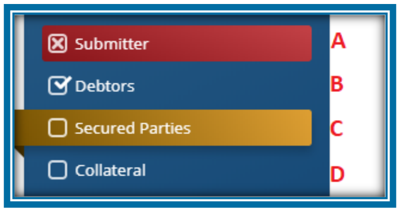
11.1 Financing Statement (UCC 1) Workflow



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.

2. 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:

A. If there is missing required information on a page – highlighted in red.

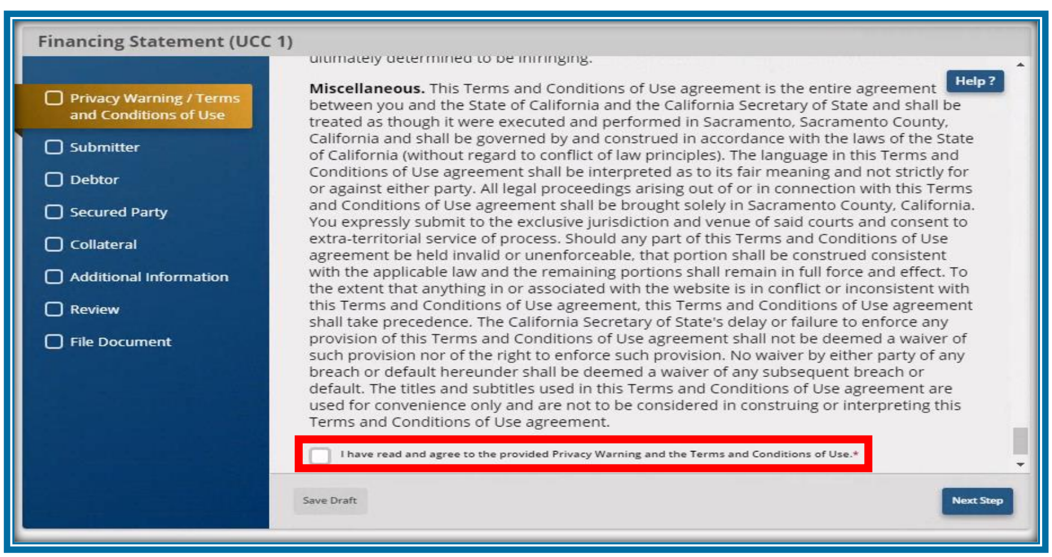
B. If the page is complete – box is checked.

C. The current page the user is on – highlighted in gold.

D. Pages that have not been touched by the user – empty box next to the section title.

3. This is the main workflow area; it changes dynamically as the user moves through the form.
4. **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**.
5. The **Next Step** button will move the user to the next page of the form workflow.
6. 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.

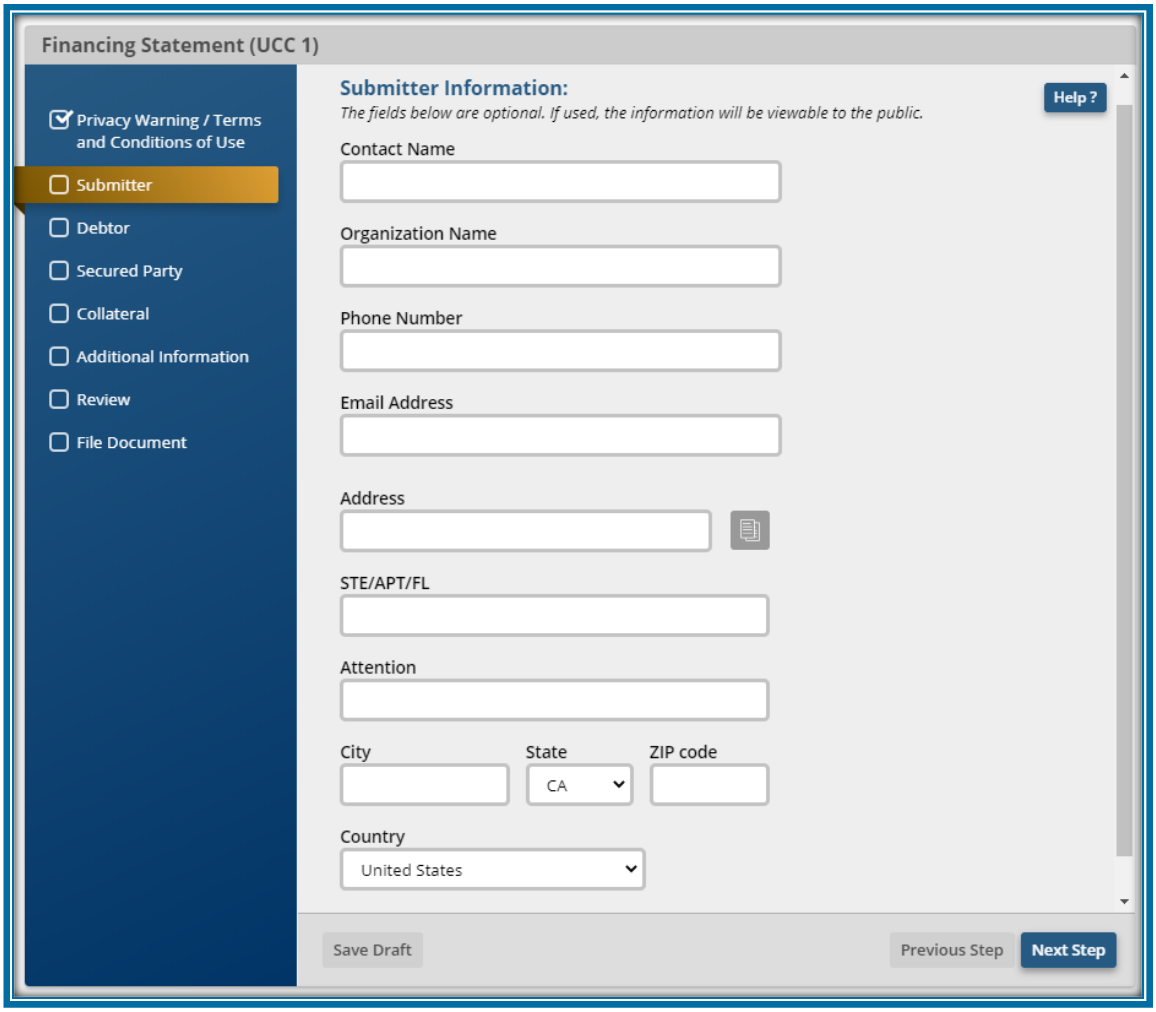
11.1.1 Privacy Warning and Terms and Conditions of Use



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.

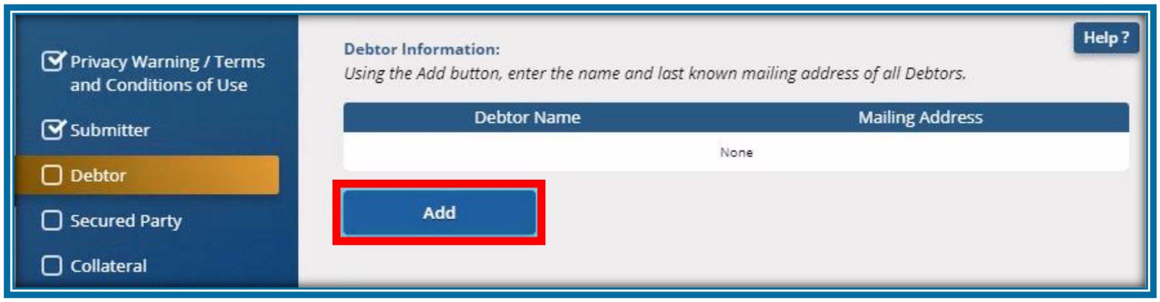
11.1.2 Submitter Information



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.

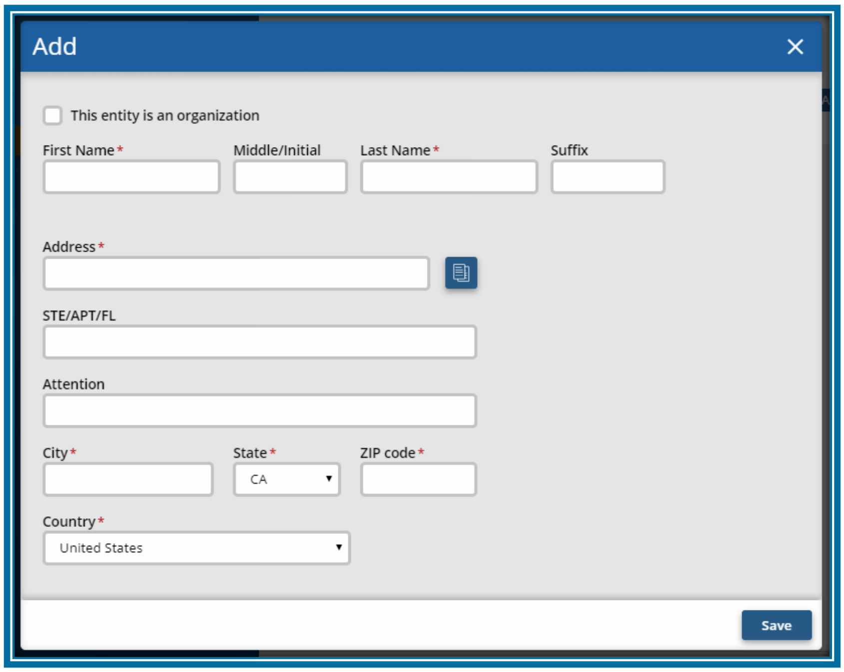
Click **Next Step** to proceed.

11.1.3 Debtor Information



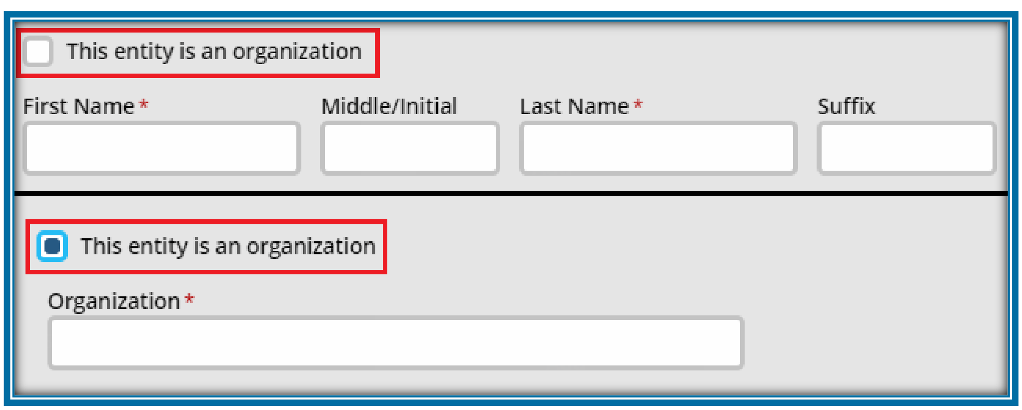
A minimum of one Debtor must be added to the form before it can be submitted.

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



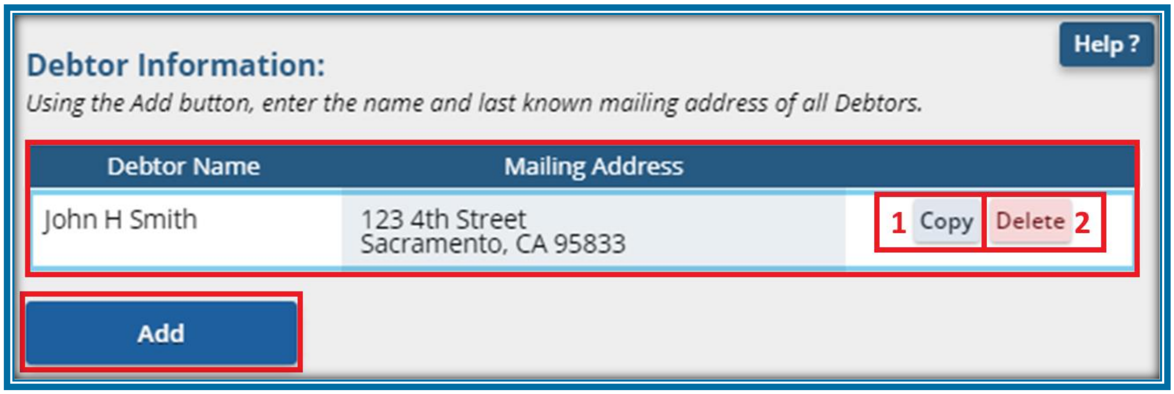
Save – Enter the Debtor information and click **Save**.

Required fields are marked with a red asterisk*.

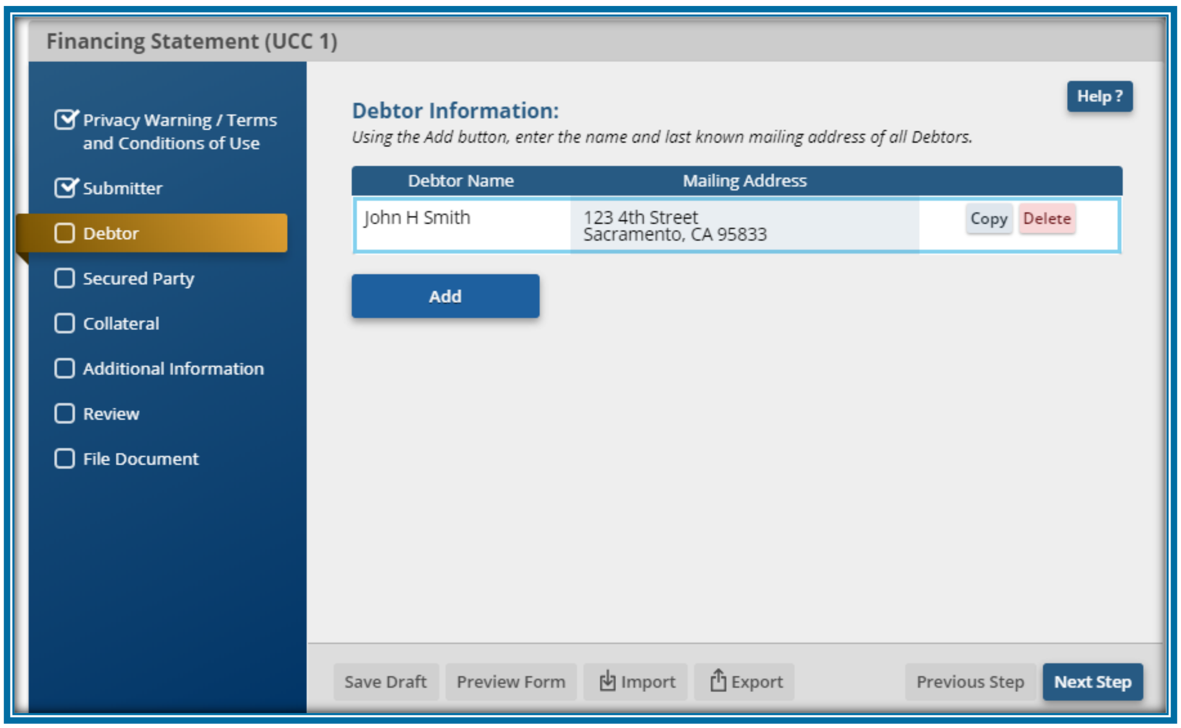


If the Debtor is an organization and not an individual, check the box next to **This entity is an organization** on the Debtor information window and the Debtor name field will change to an organization name field.

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.



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.

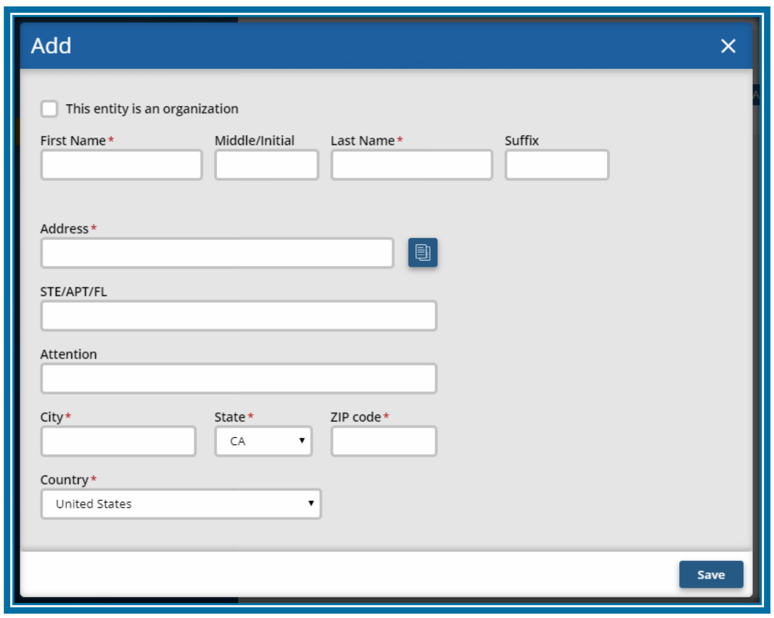


Once all Debtors have been saved to the form, click **Next Step** on the bottom right side of Debtor Information page to proceed.

11.1.4 Secured Party Information

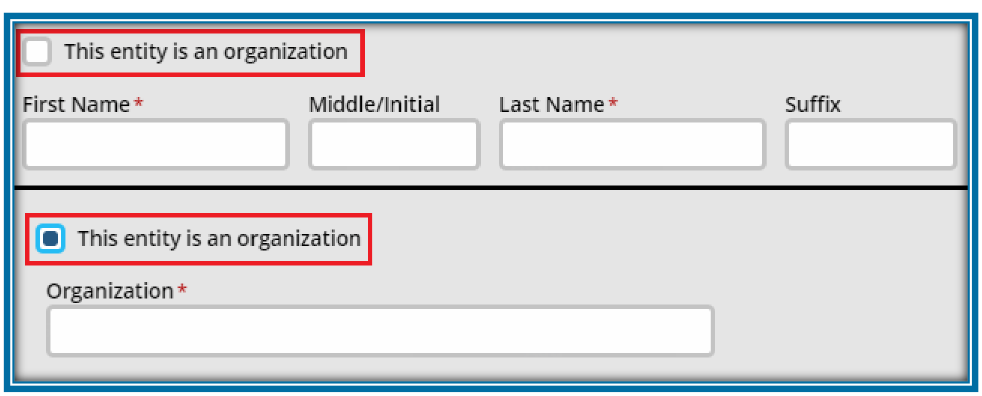
A minimum of one Secured Party must be added to the form before it can be submitted. Any number of Secured Parties can be added.

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

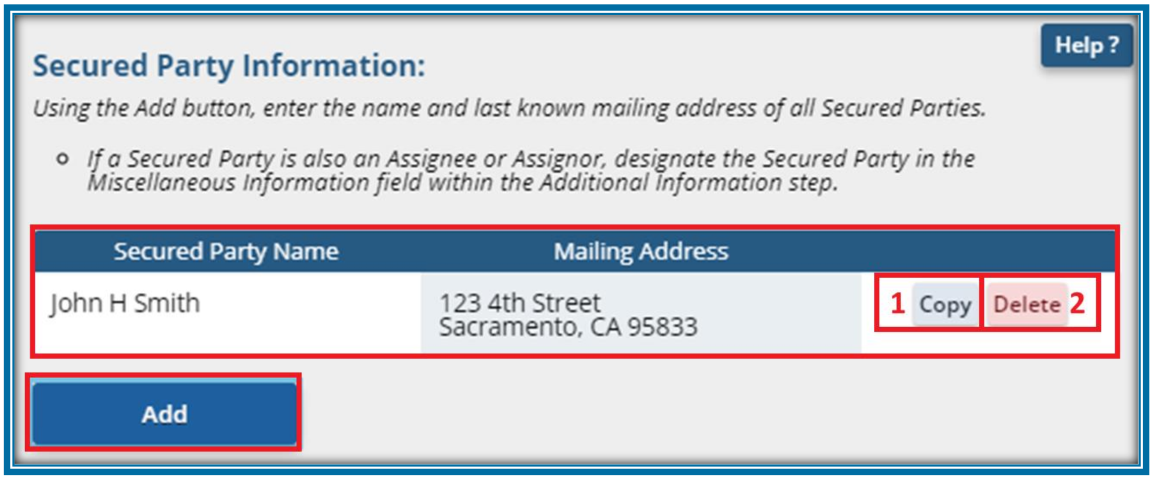


Required fields are marked with a red asterisk*.

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

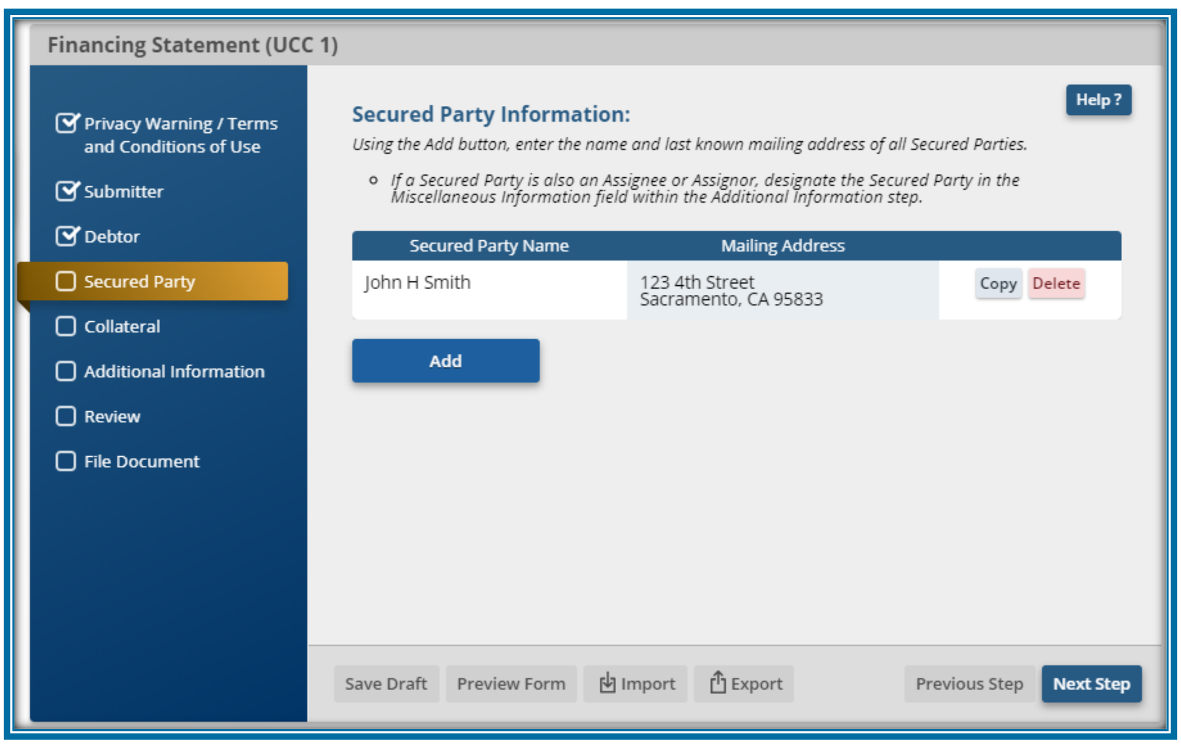


If the Secured Party is an organization and not an individual, check the box next to **This entity is an organization** on the Secured Party information window and the Secured Party name field will change to an organization name field.



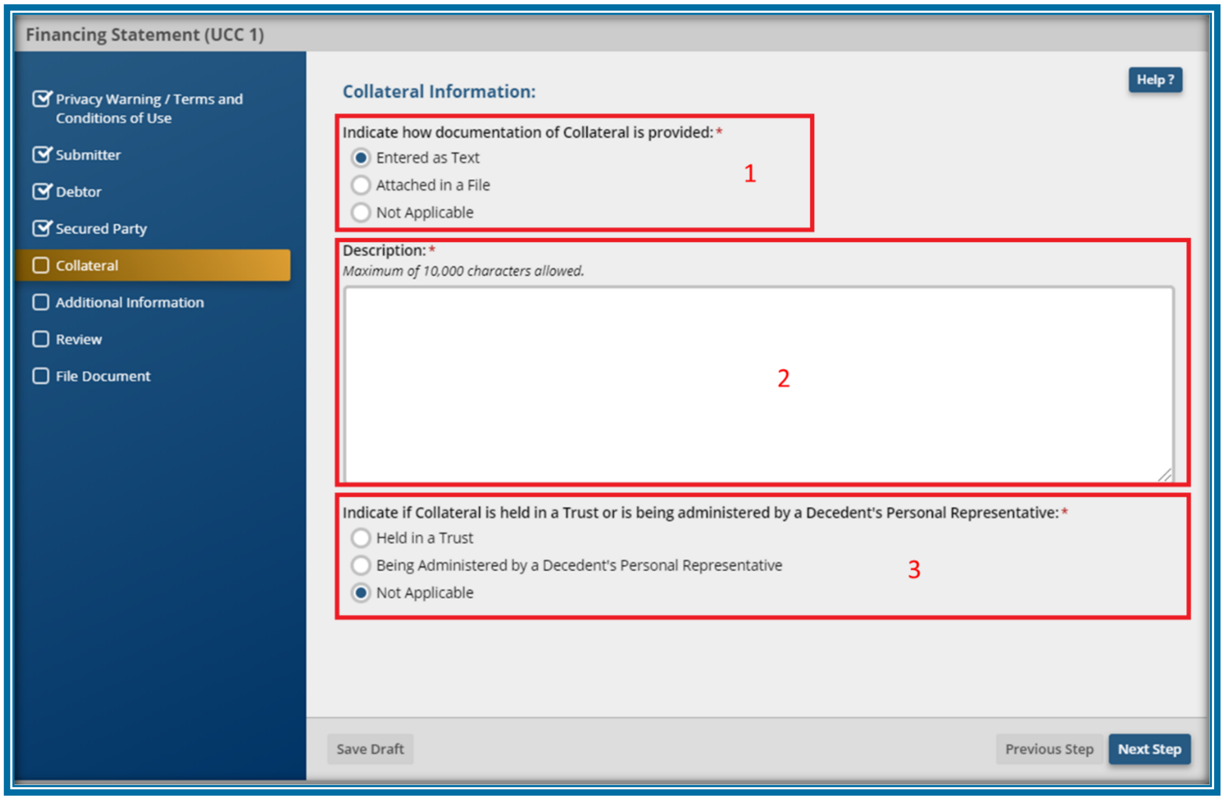
After clicking **Save,** the Secured Party's information will be displayed on the page. Additional Secured Parties can be added by clicking the **Add** button and repeating the process. There is no limit to the number of Secured Parties that can be added to a form.

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 –** Secured Parties can be deleted from this page by clicking the Delete button on the corresponding row.



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.

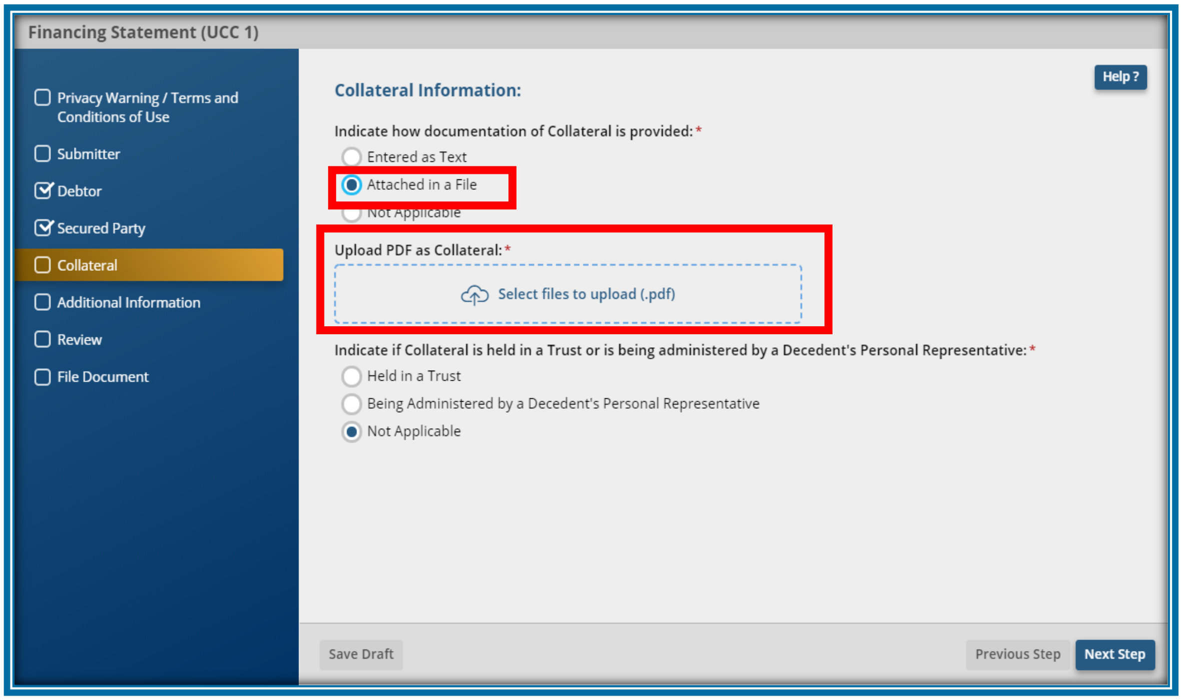
11.1.5 Collateral



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).

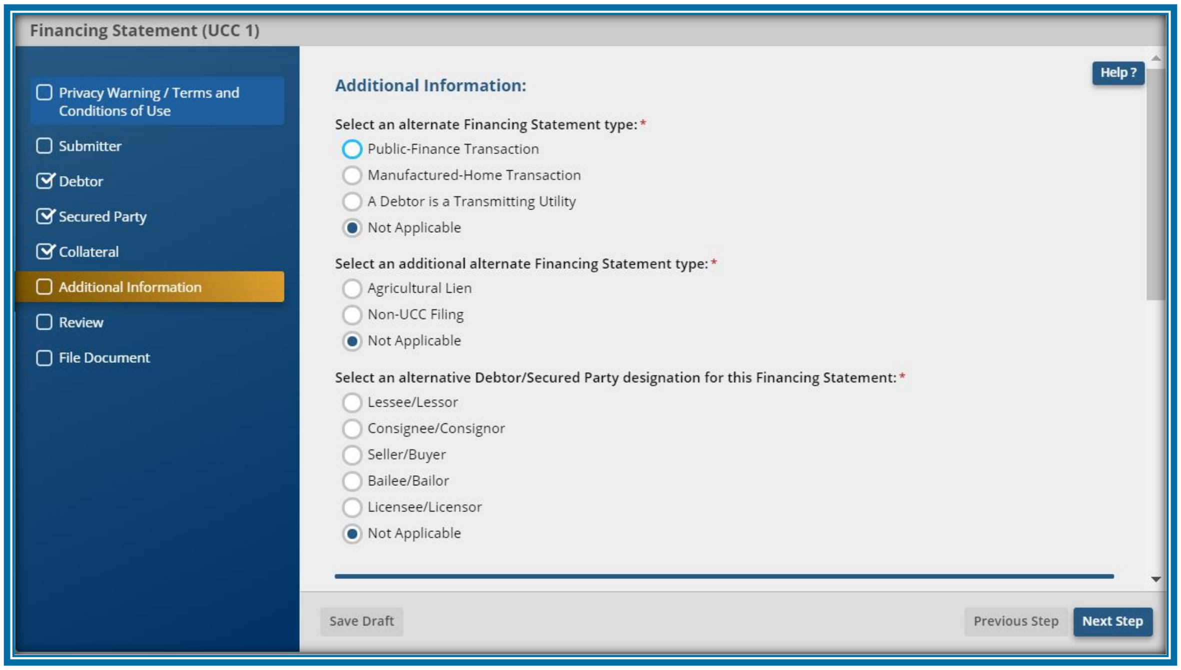
If the file is in the correct format and size, the uploaded file success message will look like this image below:

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.

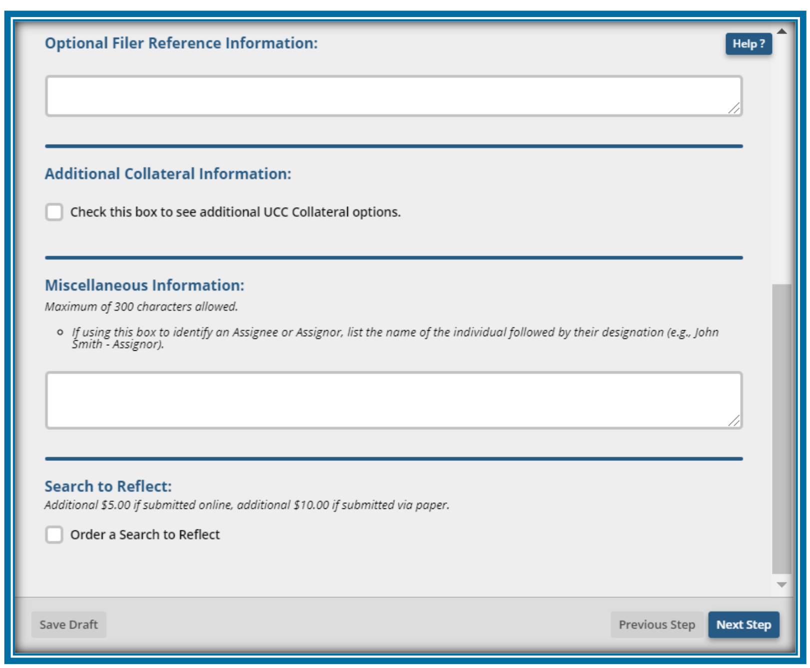
If the user uploads a file with size greater than 10 MB, the following error message will be displayed.

11.1.6 Additional Information



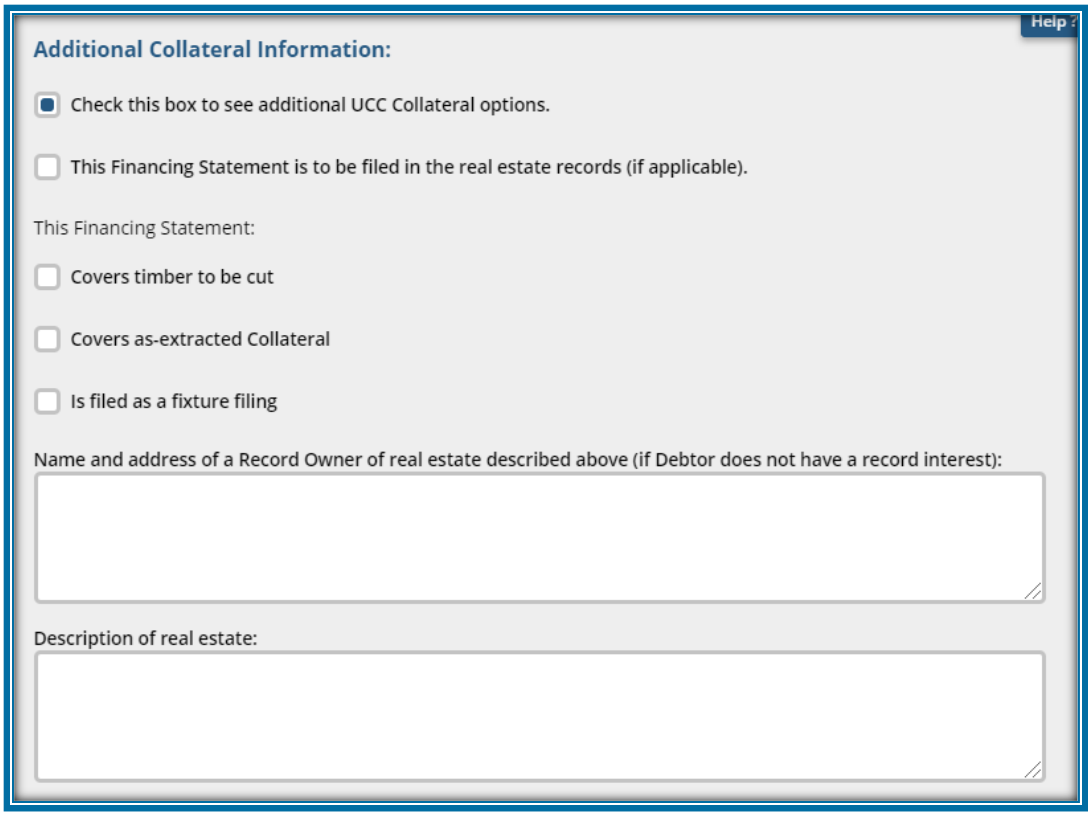
The **Additional Information** page allows the user to further define the Financing Statement (UCC 1). The options default to **Not Applicable**.

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



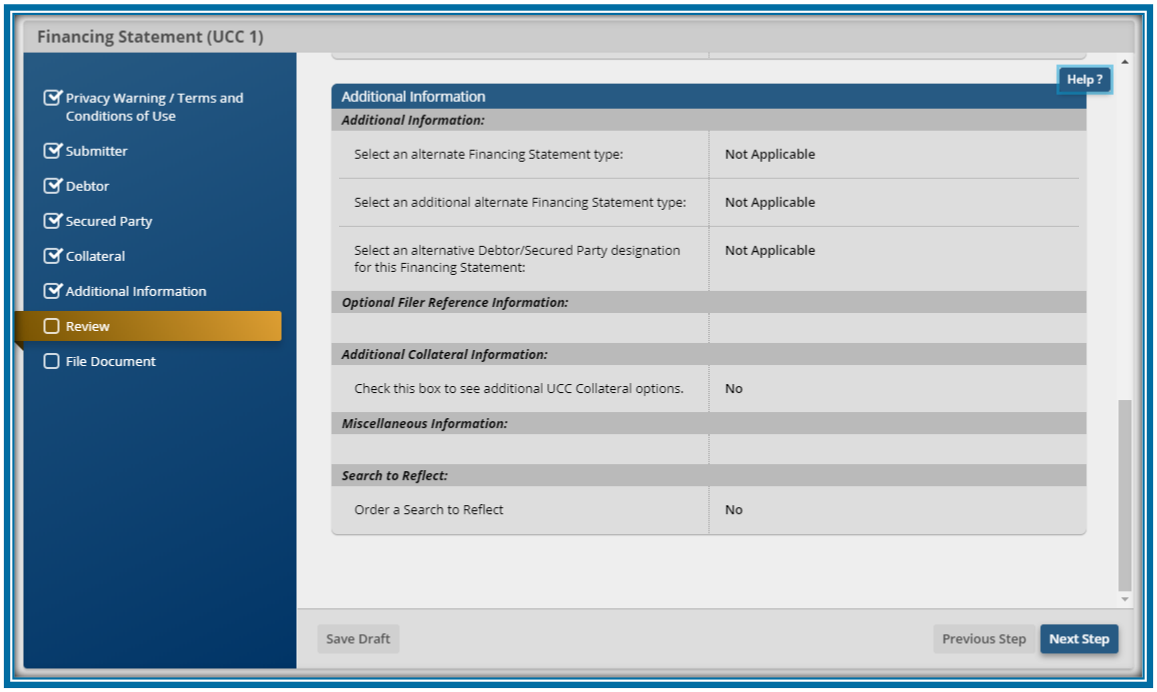
- A text field for **Optional Filer Reference Information**
- Additional Collateral Information checkbox. Selecting this checkbox will display additional collateral options (see screenshot below)
- Miscellaneous Information where the user can enter up to 300 characters. This field allows the user to 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.



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

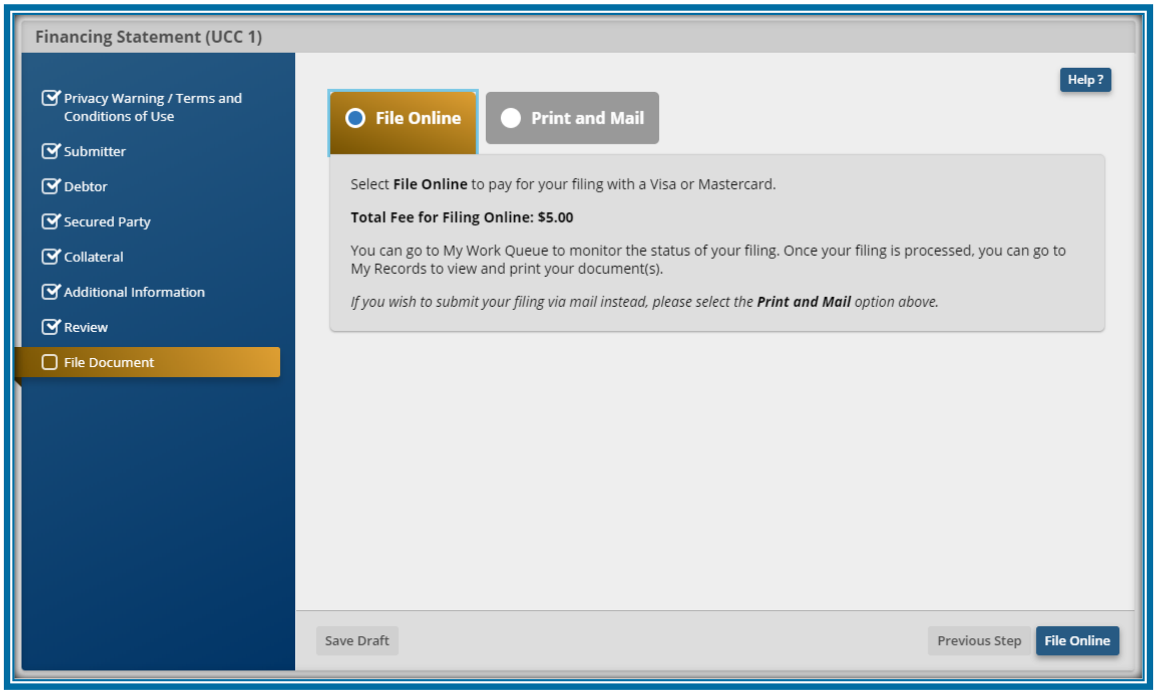
11.1.7 Review



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



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

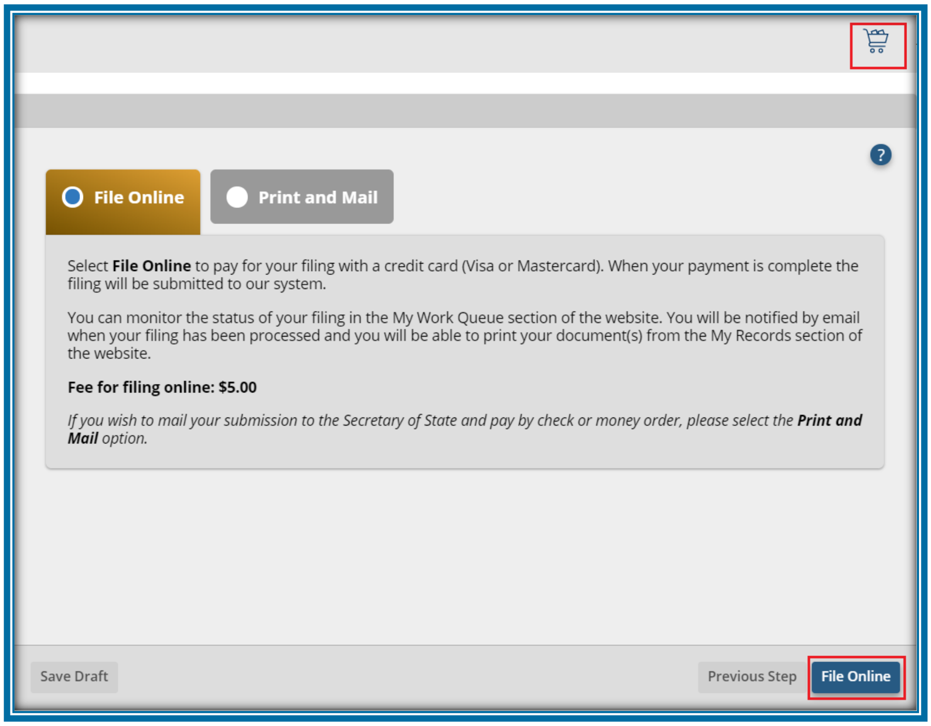
If the user chooses to file the document online, clicking the **File Online** button will send the document to the **Shopping Cart** and from there, the user can pay for the document and have it filed. The next steps for payment are mentioned in Section 11.2 of this document.

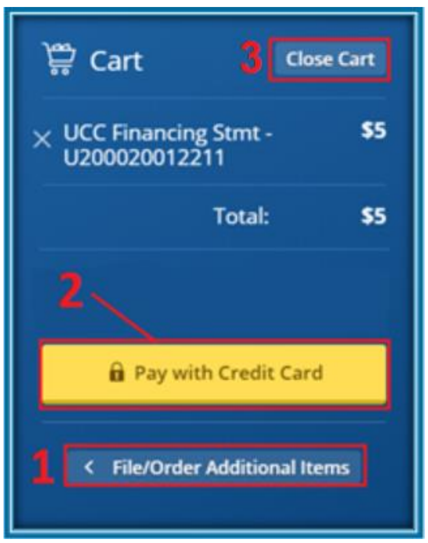
If the user chooses the **Print and Mail** option, the user will be prompted to download or print the document and mail it along with payment to the Secretary of State.

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

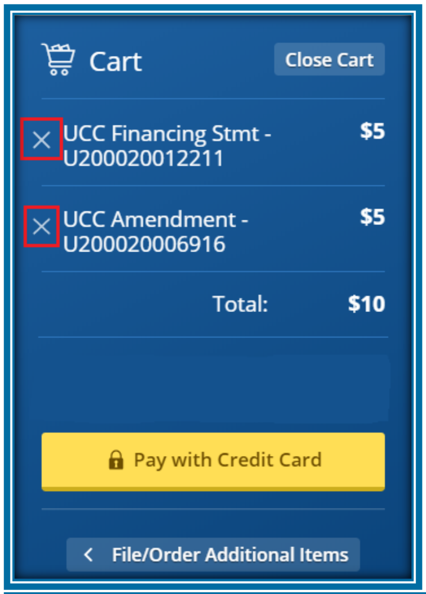
The **Shopping Cart** will automatically open on the right-hand side of the page. The Shopping Cart works similarly with Business Entities. UCC is shown in this section. From here, the user has three options:

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.

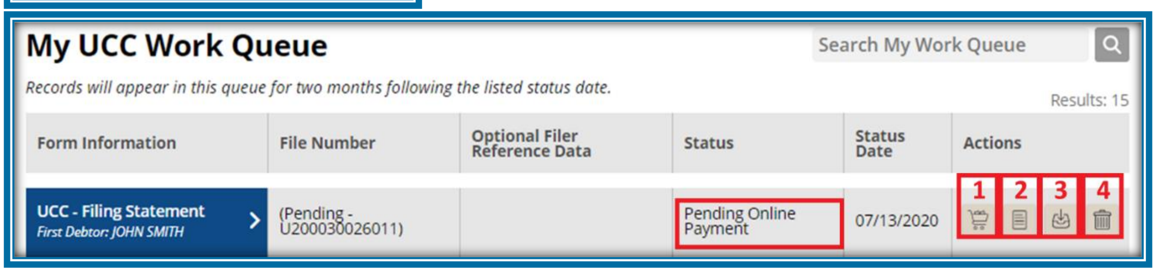
3. **Close Cart** - Selecting this option will close the cart and take the user to My UCC Work Queue page where the document status will appear as “In Cart”. As with the option above selecting this option will close the shopping cart but will not remove the document from the cart.

11.2.2 Adding and Removing Items



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

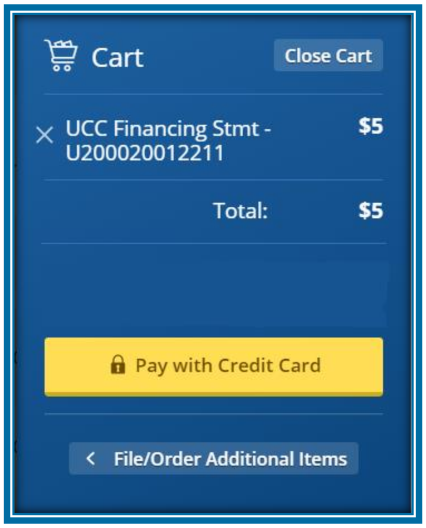
To remove a filing from the Shopping Cart, click on the **X** next to the item. This will send the item to the user's **My Work Queue**.



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:

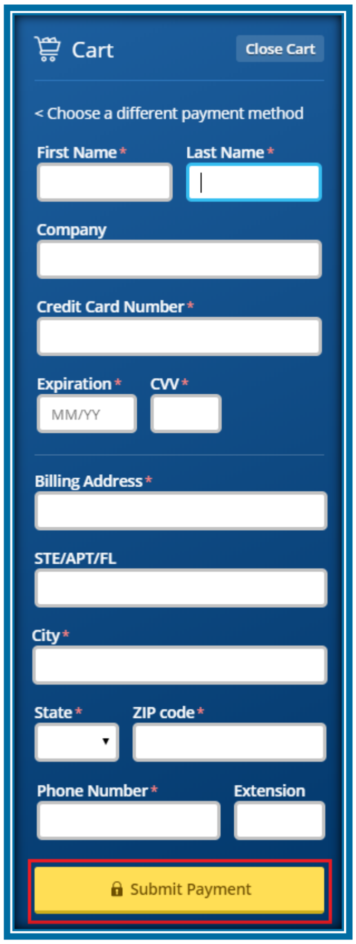
1. **Add to Cart** – The shopping cart button places the filing back into the shopping cart.
2. **View Filing** – This allows the user to review the filing. Note that the filing cannot be edited at this point. If any edits are needed, the user must complete a new filing.
3. **View downloads** – This 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



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.

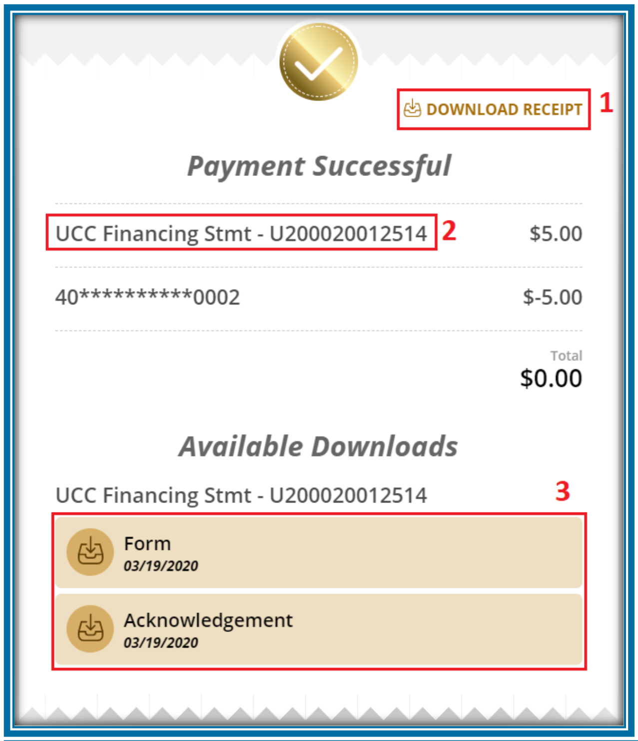


Complete the required fields and then click **Submit Payment**.

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



California Secretary of State
Business Programs Division
1500 11th Street, Sacramento, CA 95814

June 23, 2020 7:16 PM

Lien Doc No.: U200027840123
DLN No.: B0296-8244

Lien Acknowledgment

This acknowledges the filing of the attached Lien document. Please review the data to ensure database information corresponds with information on the submitted Lien form. In the event a discrepancy is found, please note the error and return the entire package to our office. If we may be of any further service to you, please contact us at the number noted below.

Alex Padilla

Enclosures: Original Documents

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

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

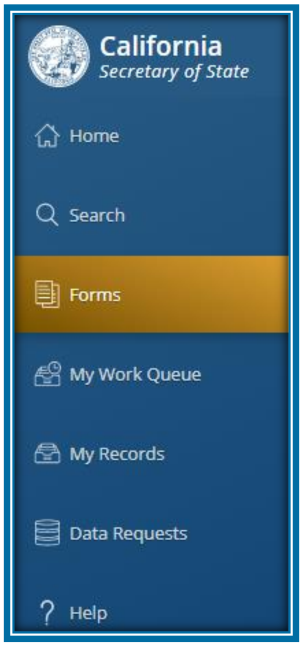
The **Payment Confirmation** pop-up provides useful items:

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.

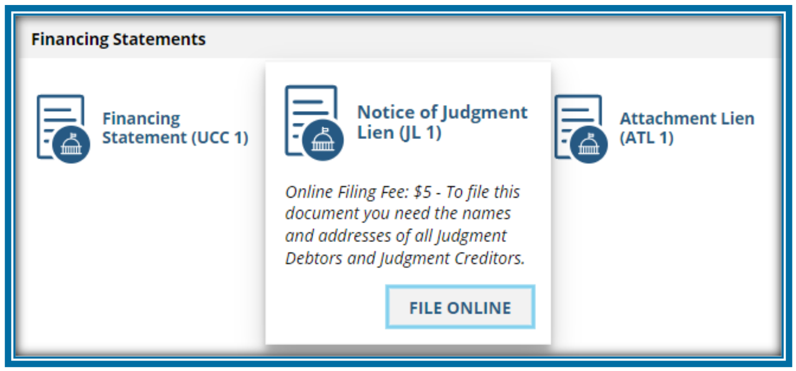
Please note that copies of the **Receipt** and **Acknowledgement** will be available for re–download in the user's **My Work Queue** for up to two months. After two months, items left in the user's **My Work Queue** will be deleted.

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

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

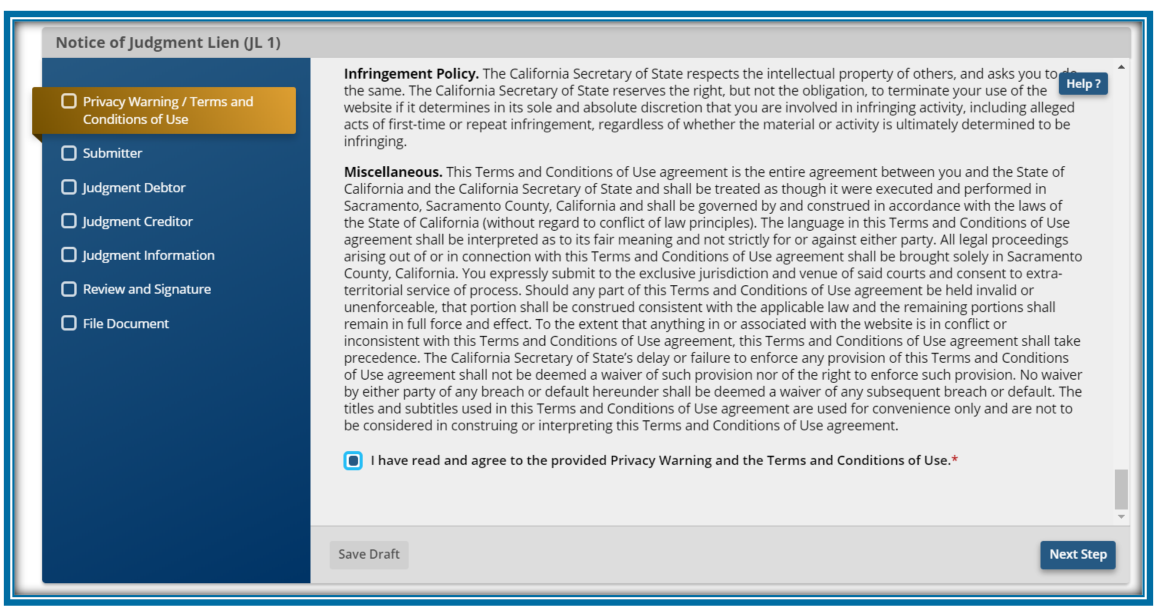


As noted in the previous sections of this document, the user will need to create an account and log into the UCC Online web portal to access and file forms on the UCC Online web portal. Once logged into the site, click the **Forms** link on the left of the homepage to bring up the available forms. Select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

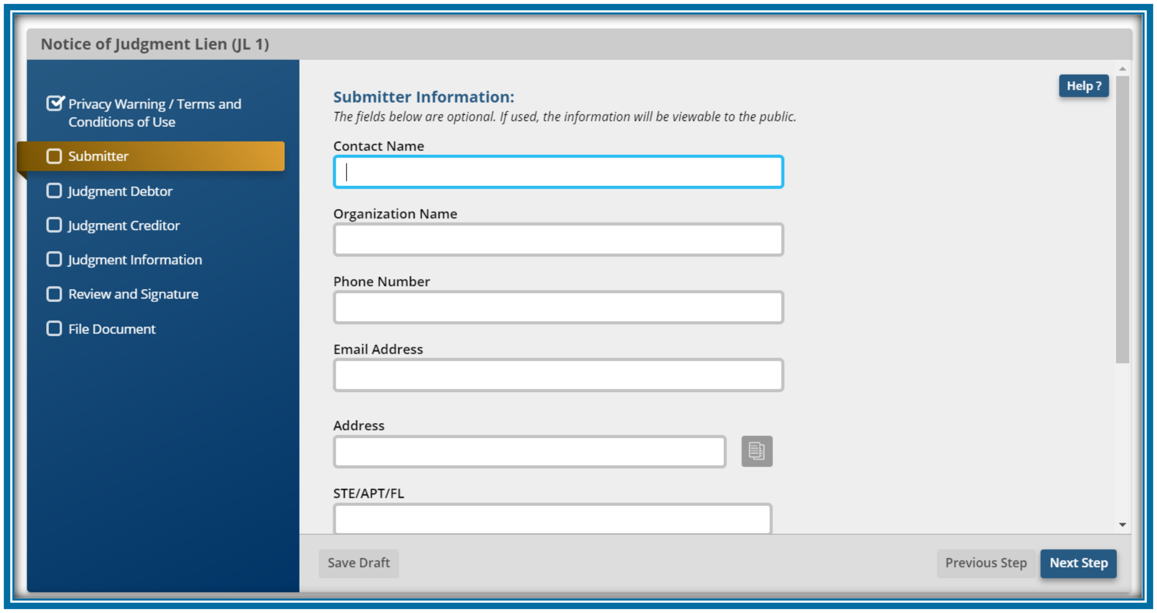
12.1 Privacy Warning and Terms and Conditions of Use



The first page of the **Notice of Judgement 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.

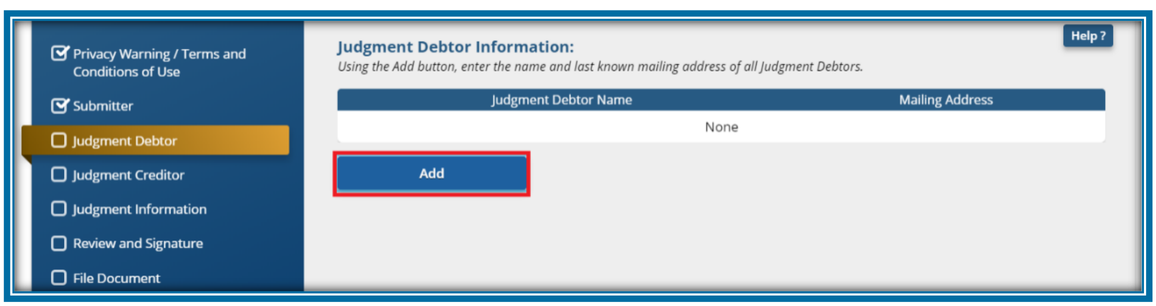
12.2 Submitter Information



The **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.

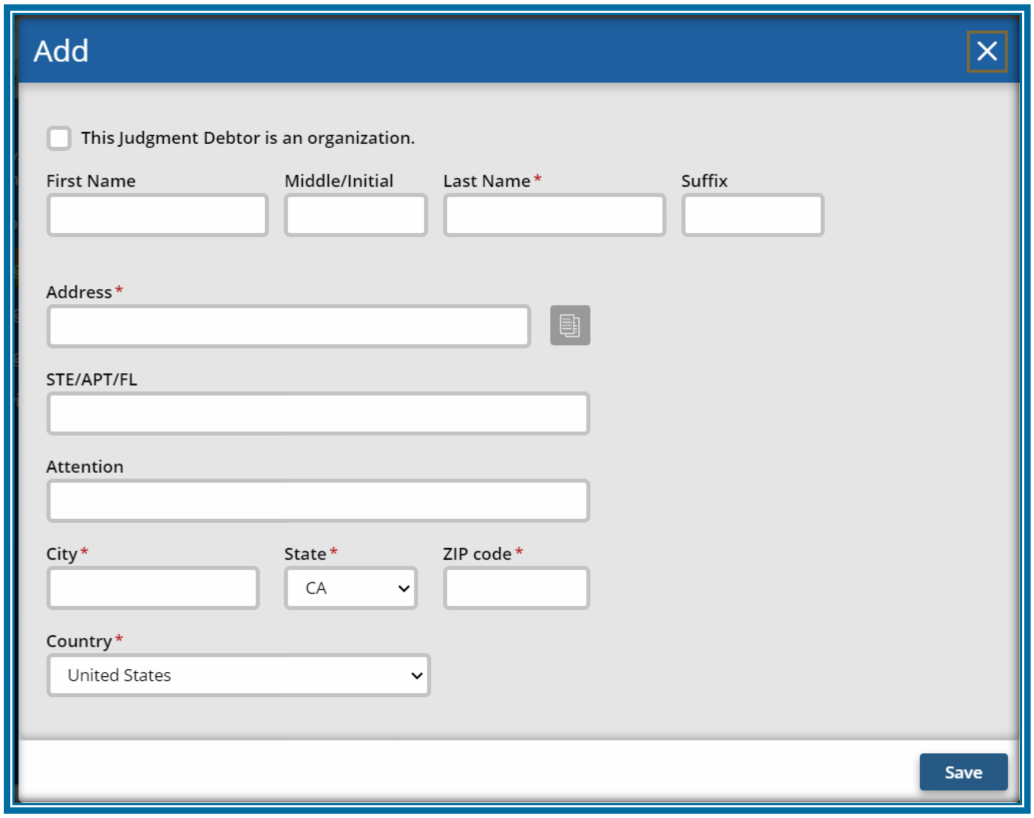
Click **Next Step** to proceed.

12.3 Judgment Debtor Information



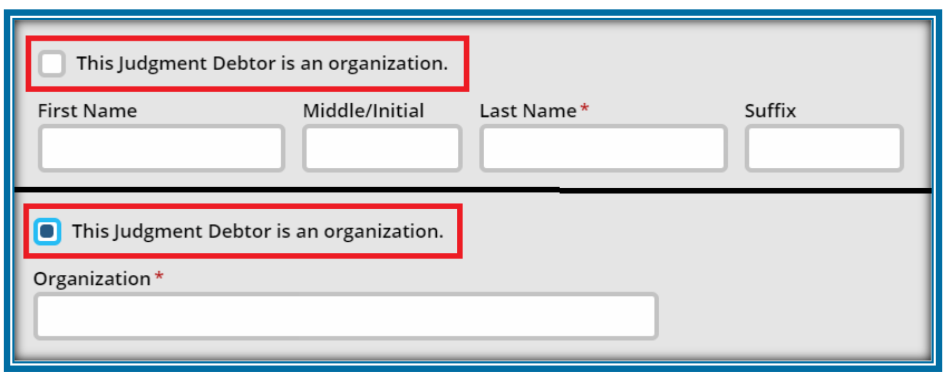
A minimum of one **Judgment Debtor** must be added to the form before it can be submitted.

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



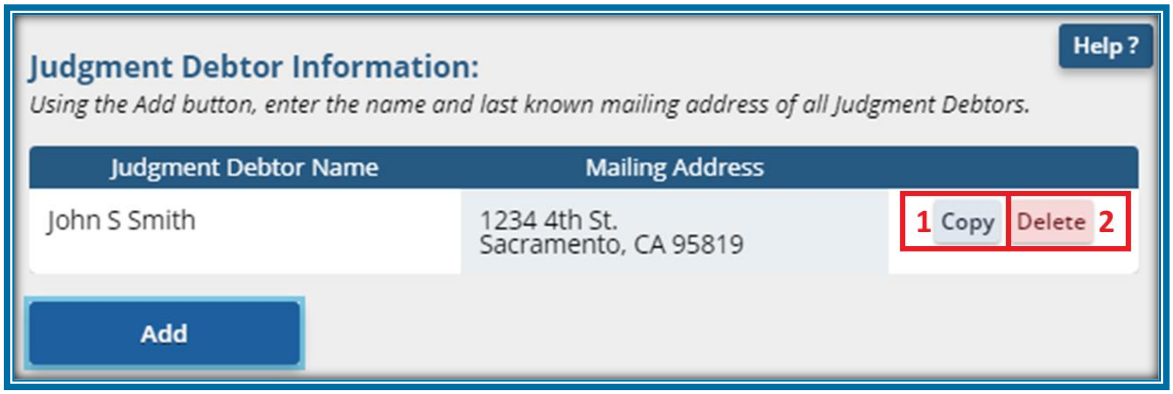
Save – Enter the Judgement Debtor information and click **Save**.

Required fields are marked with a red asterisk*.

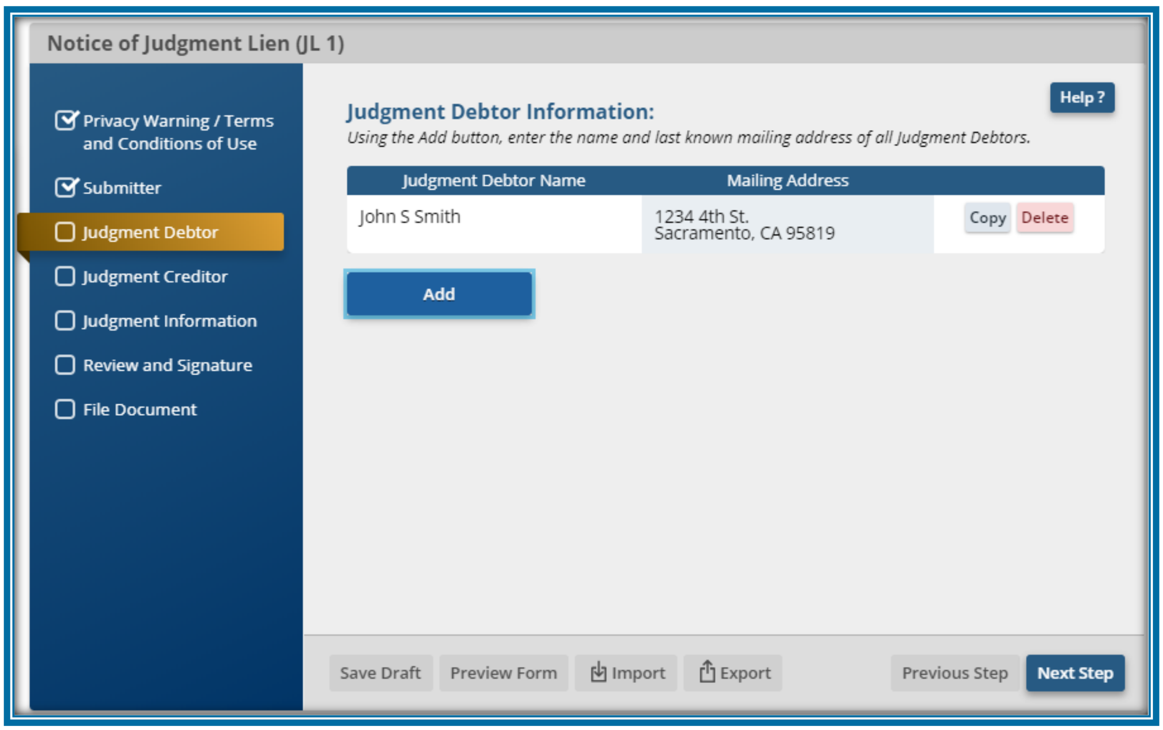


If the Judgment Debtor is an organization and not an individual, check the **This Judgment Debtor is an organization** check box on the Judgment Debtor information window and the Judgment Debtor name field will change to an organization name field.

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.

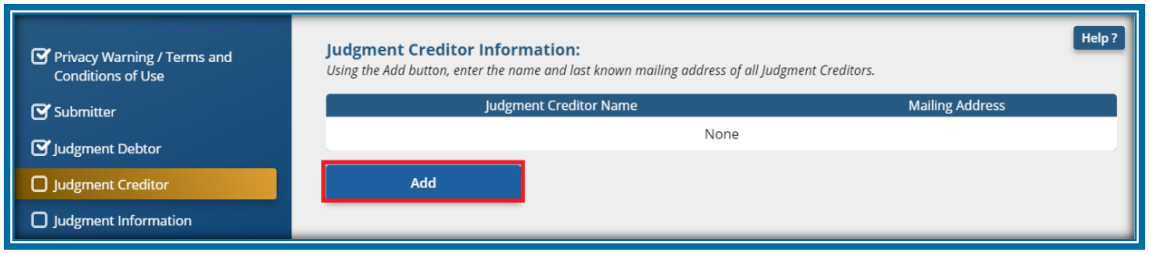


1. **Copy** – Clicking the Copy button will create a copy of the Judgment Debtor information that can be edited by the user. For example, if there are two Judgment Debtors that live at the same address, the user can click the copy button and update the name of the Judgment Debtor without having to re-enter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



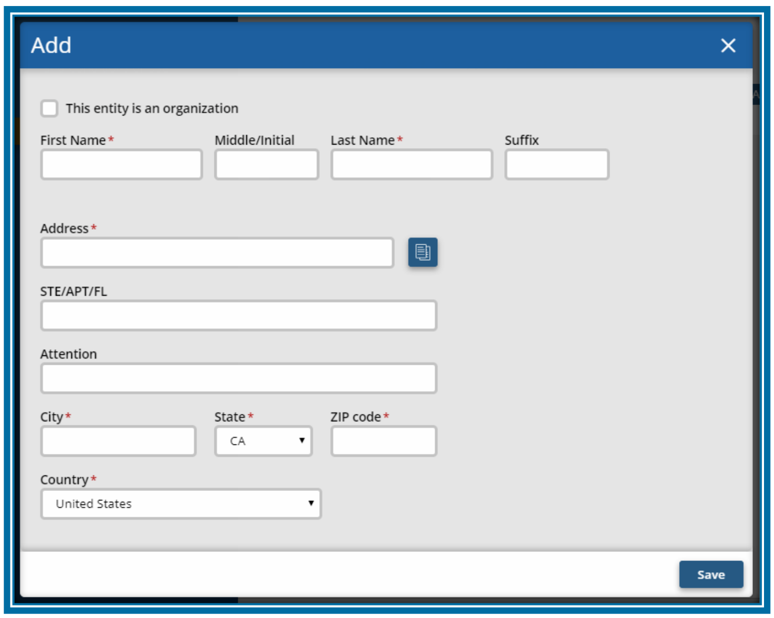
Once all Judgment Debtors have been added and saved to the form, click **Next Step** on the bottom right of the Judgment Debtor Information page to proceed.

12.4 Judgment Creditor Information



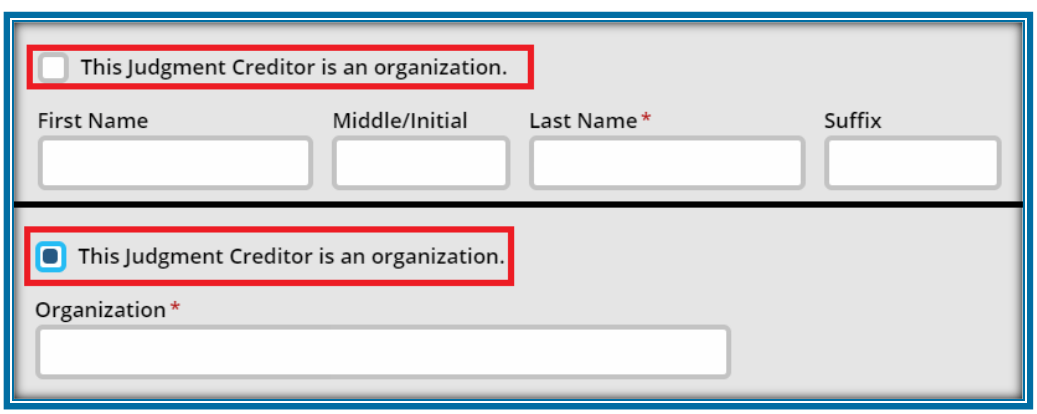
A minimum of one Judgment Creditor must be added to the form before it can be submitted. Any number of Judgment Creditors can be added.

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



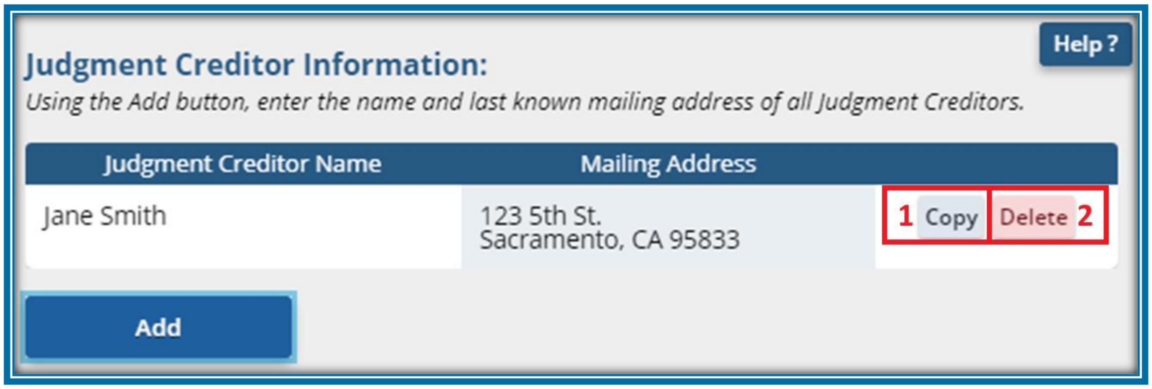
Required fields are marked with a red asterisk*.

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

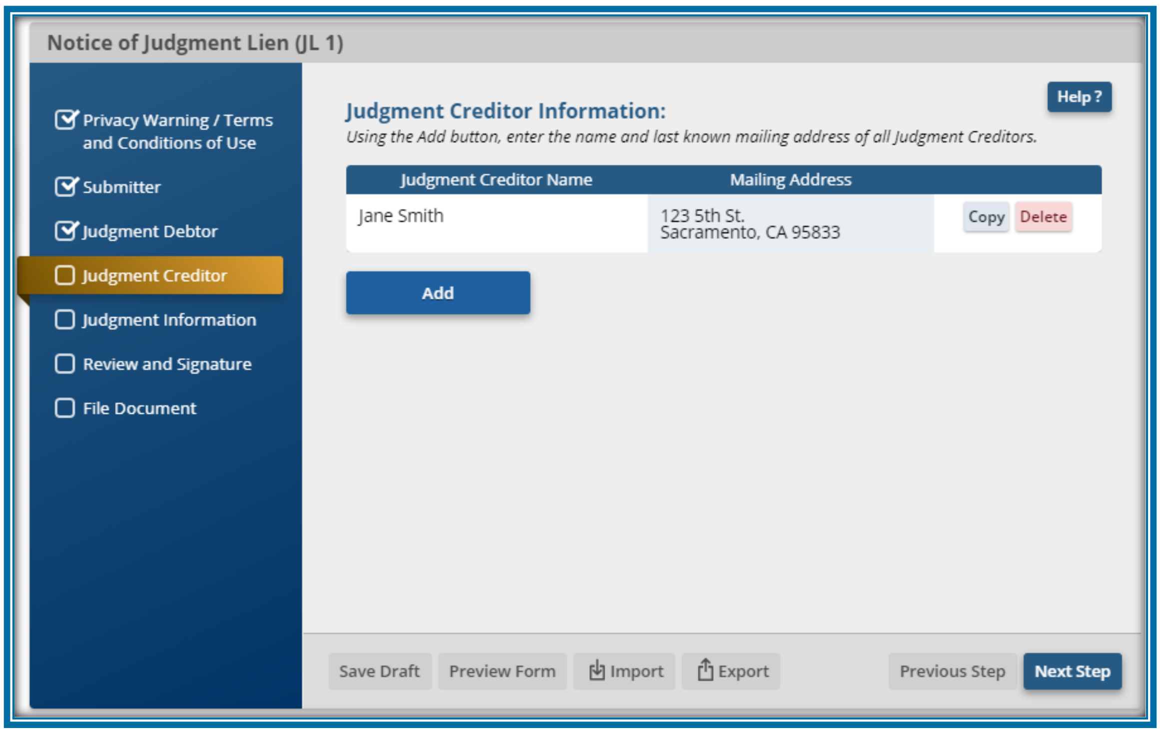


If the Judgement Creditor is an organization and not an individual, check the box next to **This Judgment Creditor is an organization** on the Judgment Creditor information window and the Judgment Creditor name field will change to an organization name field.

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.

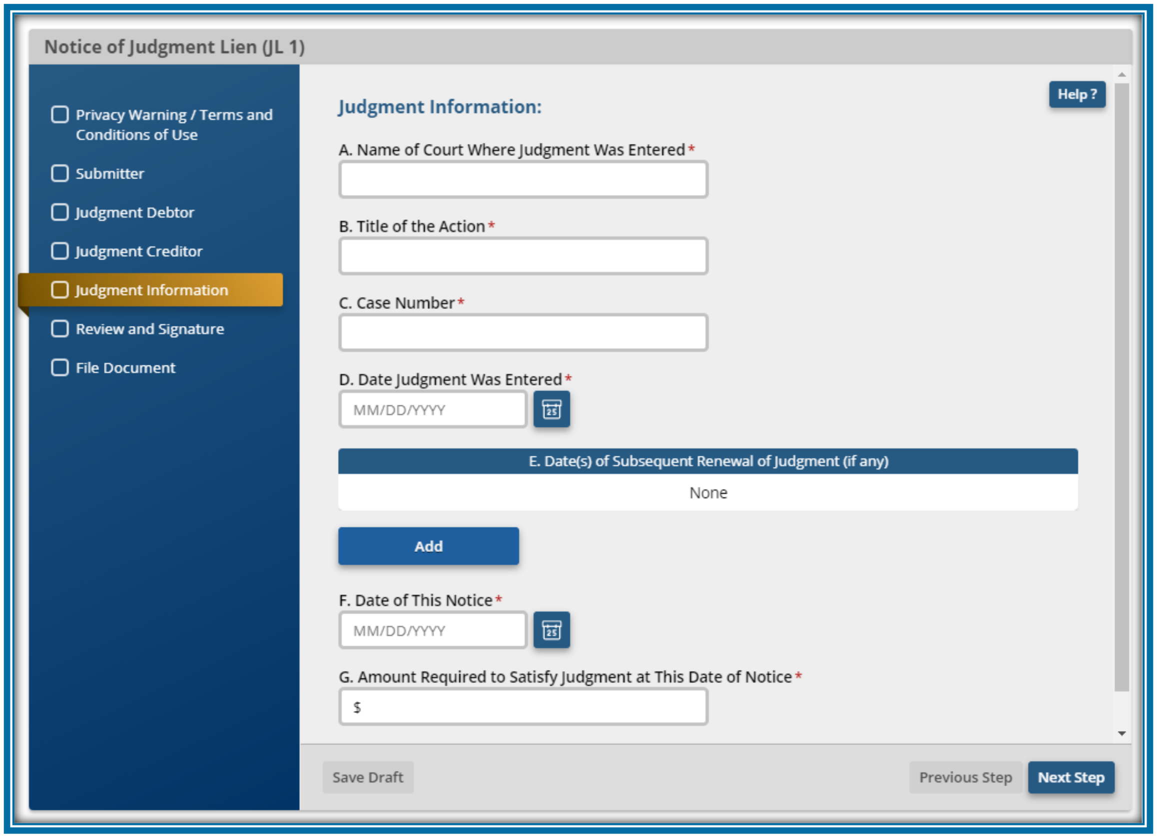


1. **Copy** – Clicking the Copy button will create a copy of the Judgement Creditor information that can be edited by the user. So, if, for example, there are two Judgement Creditors that live at the same address, the user can click the copy button and update the name of the Judgement Creditor without 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.



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.

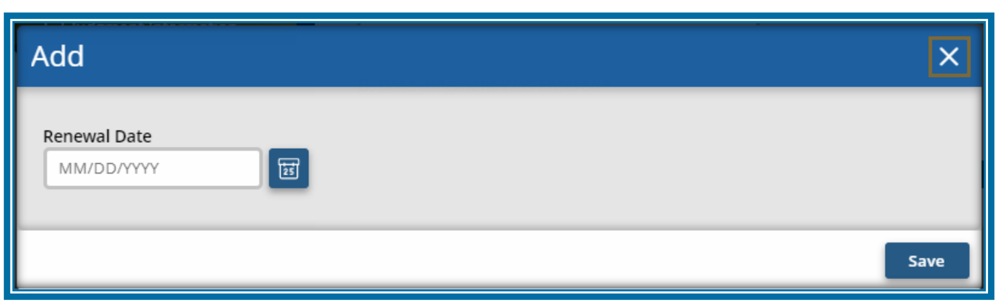
D. The date the judgment was entered.

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.

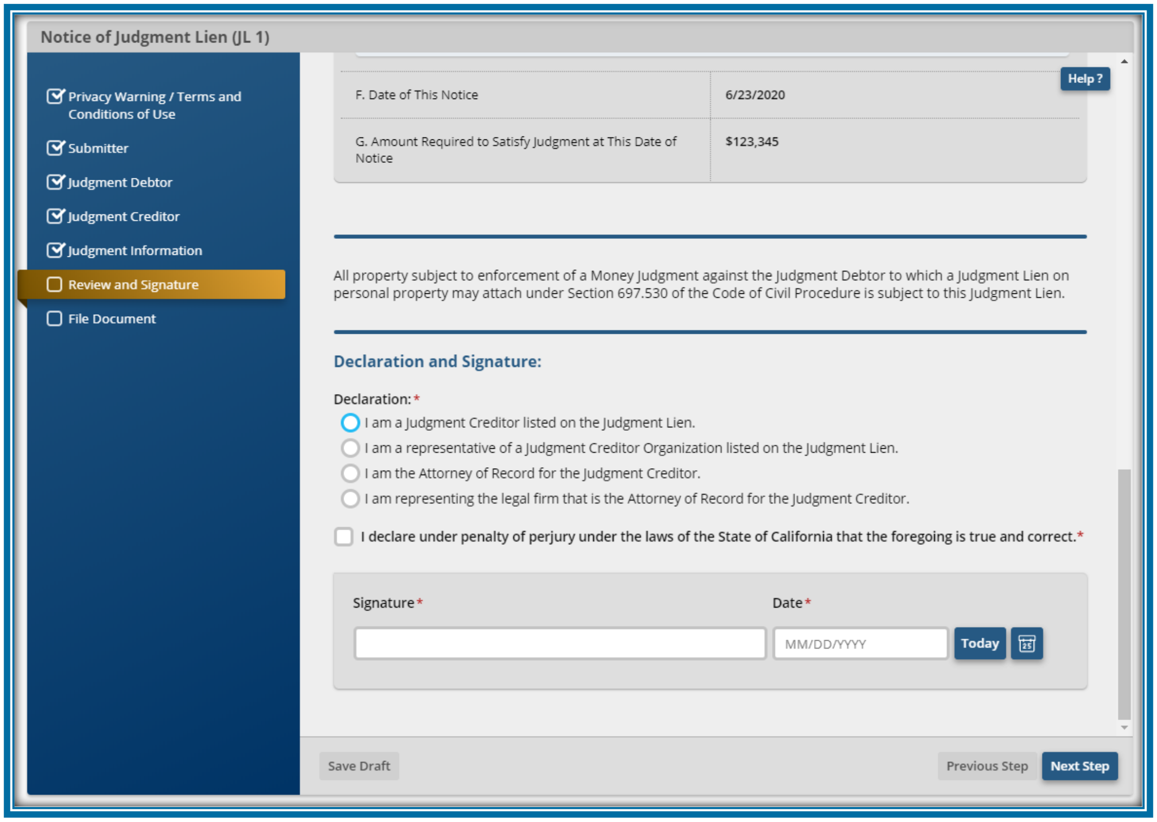
Note: For Judgment Information Section E, the user may click the **Add** button to open the Renewal Date window.



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

Click **Next Step** to proceed.

12.6 Review and Signature

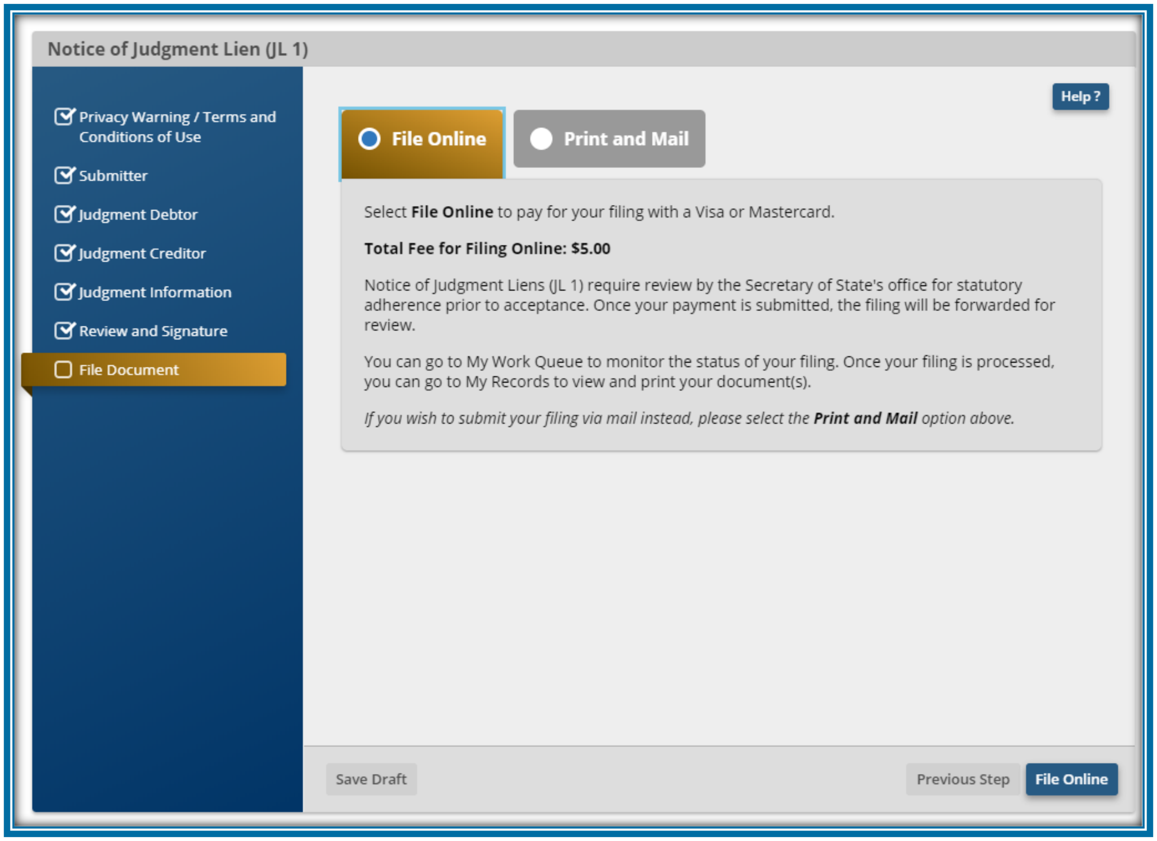


The **Review and Signature** page gives the user a chance to review the data that has been entered into the document and make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the information will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



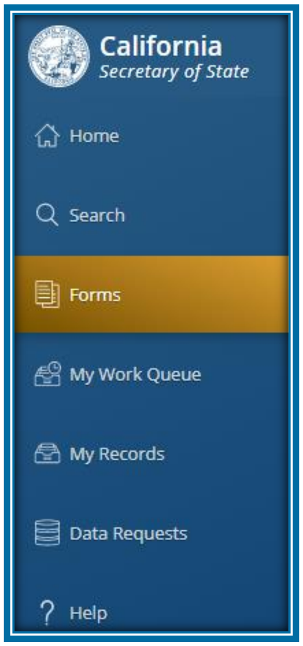
The **File Document** page allows the user to choose between filing the document online or printing and mailing the document.

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.

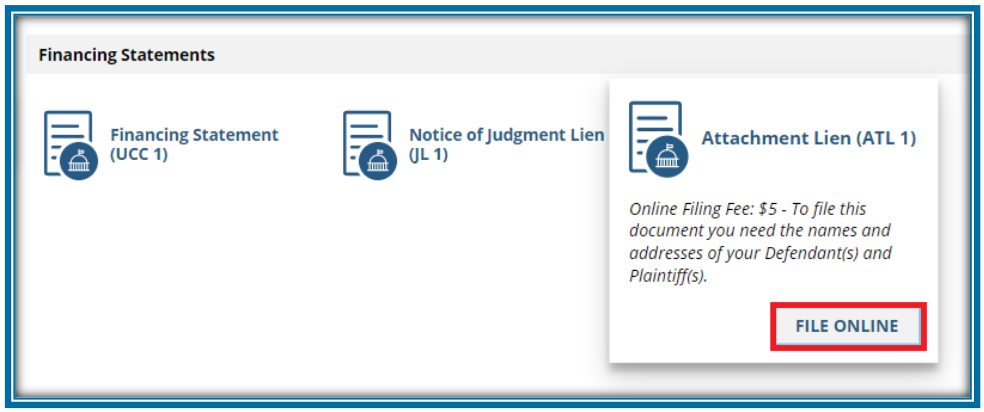
13. Filing an Attachment Lien (ATL 1)

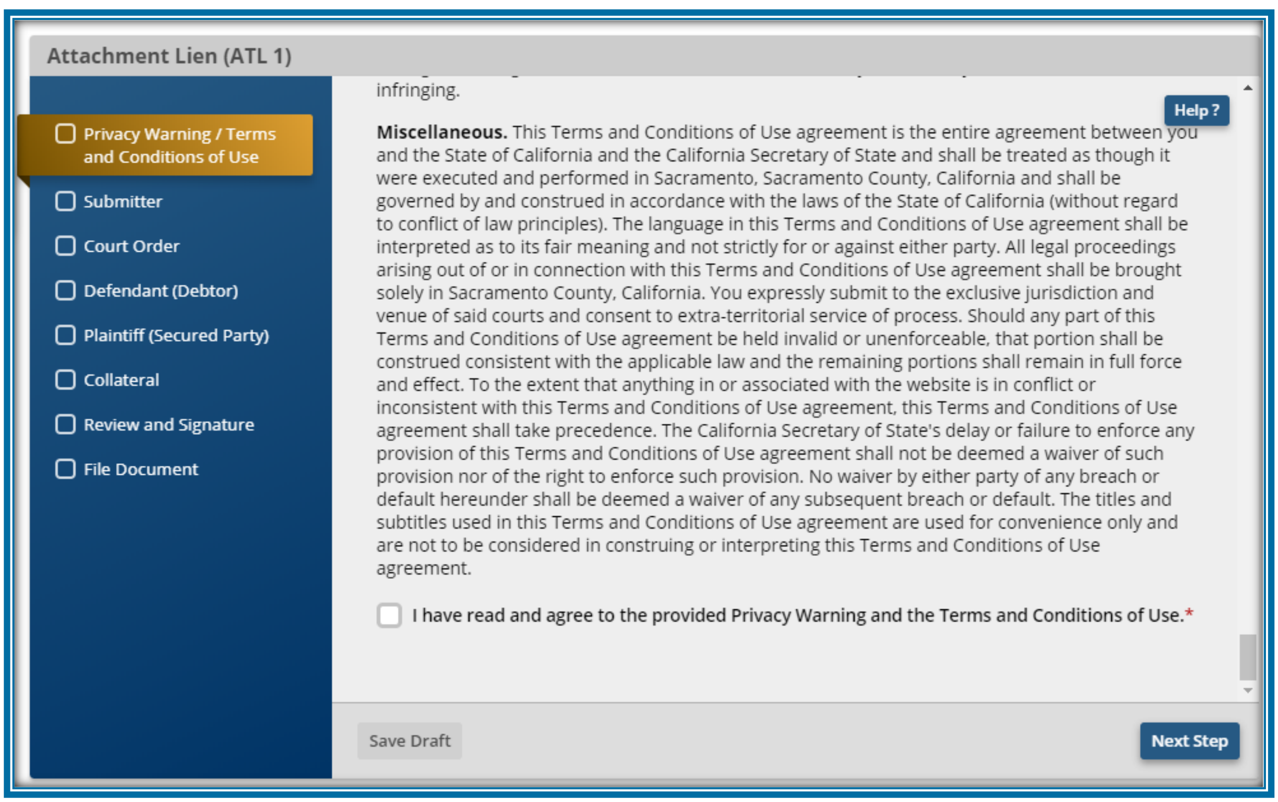
13.1 Getting Started



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.



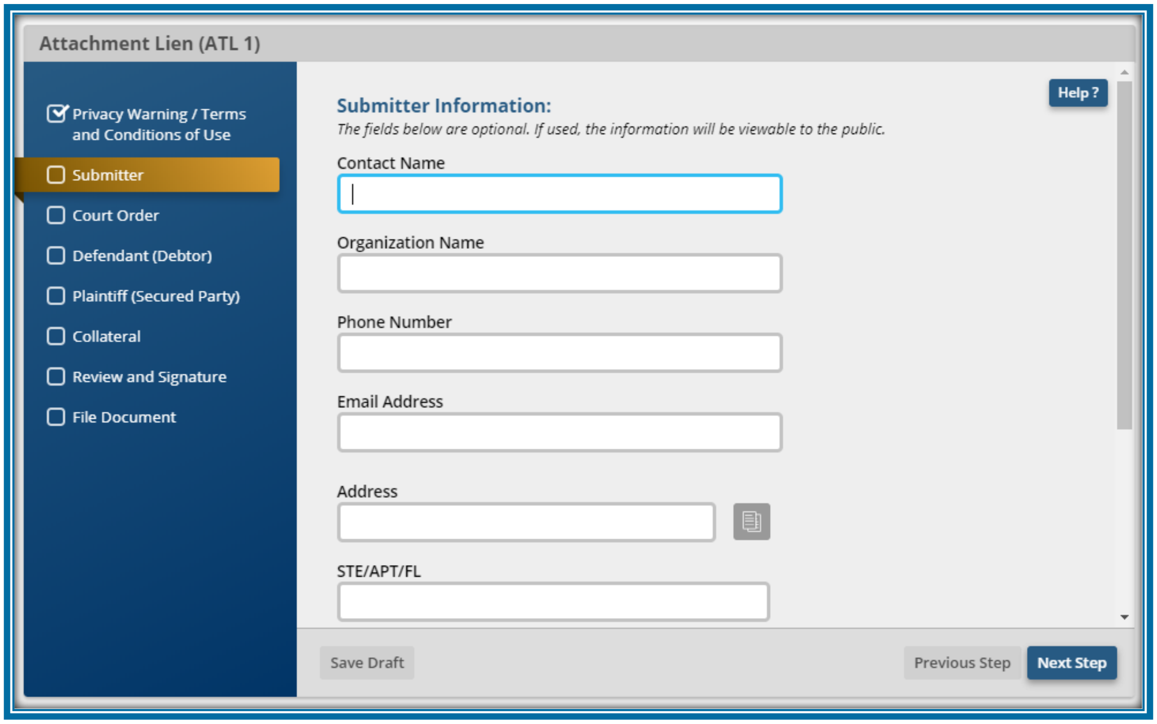


The following section will walk through each of the sections of an **Attachment Lien (ATL 1)**, starting with the first page and continuing until the form is submitted to the **Shopping Cart**. Privacy Warning and Terms and Conditions of Use

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.

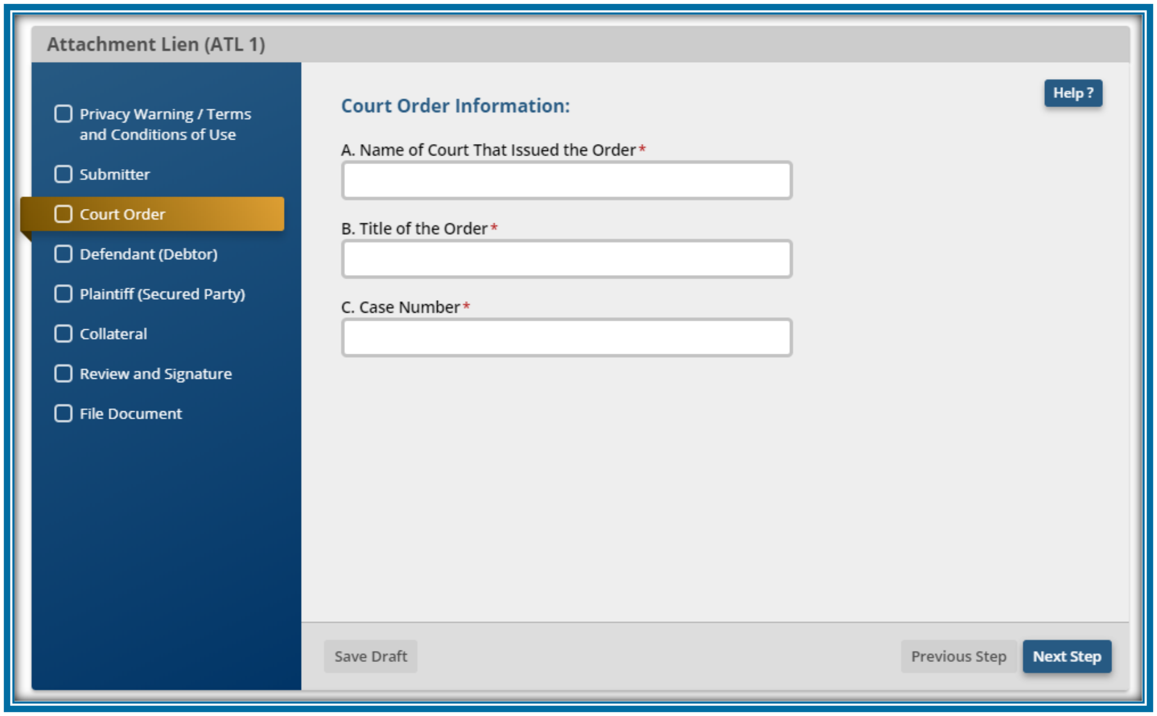
13.2 Submitter Information



The **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 **Court Order Information** includes:

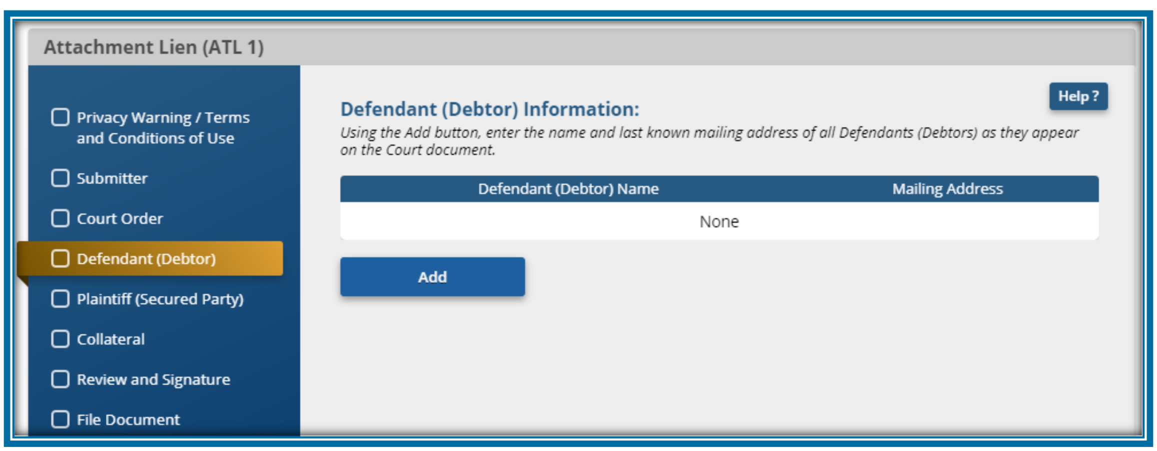
A. The **Name of Court** that issued the order for the **Attachment Lien (ATL 1)**.

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.

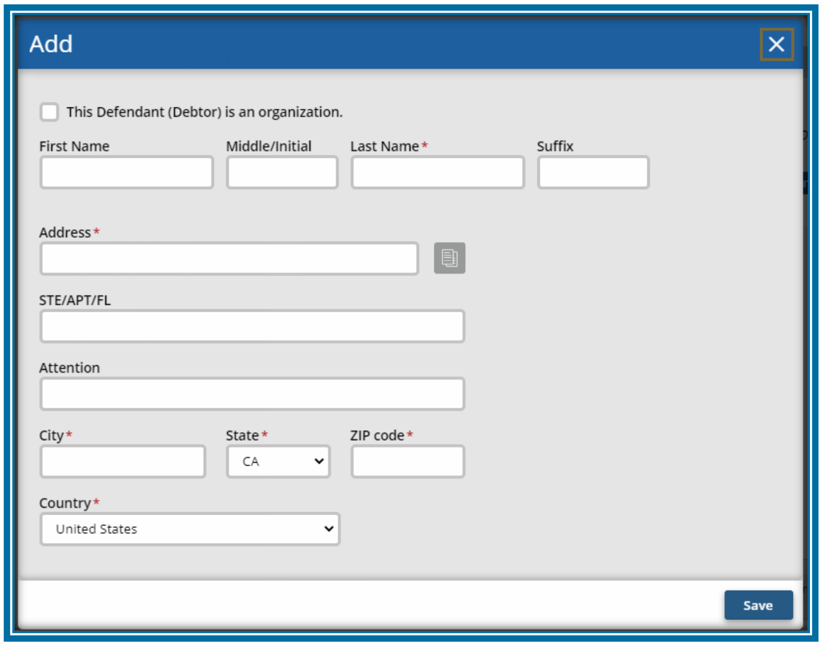
Click **Next Step** to proceed.

13.4 Defendant (Debtor) Information



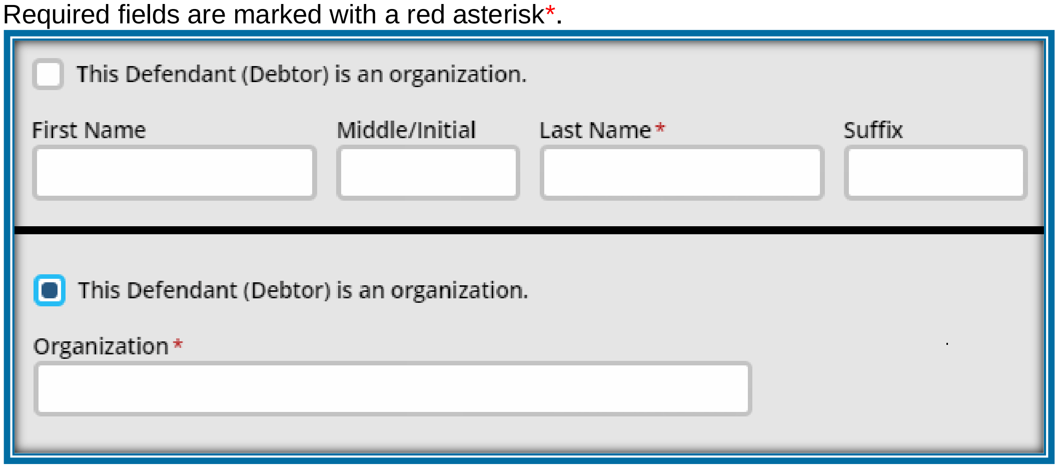
A minimum of one **Defendant (Debtor)** must be added to the form before it can be submitted.

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



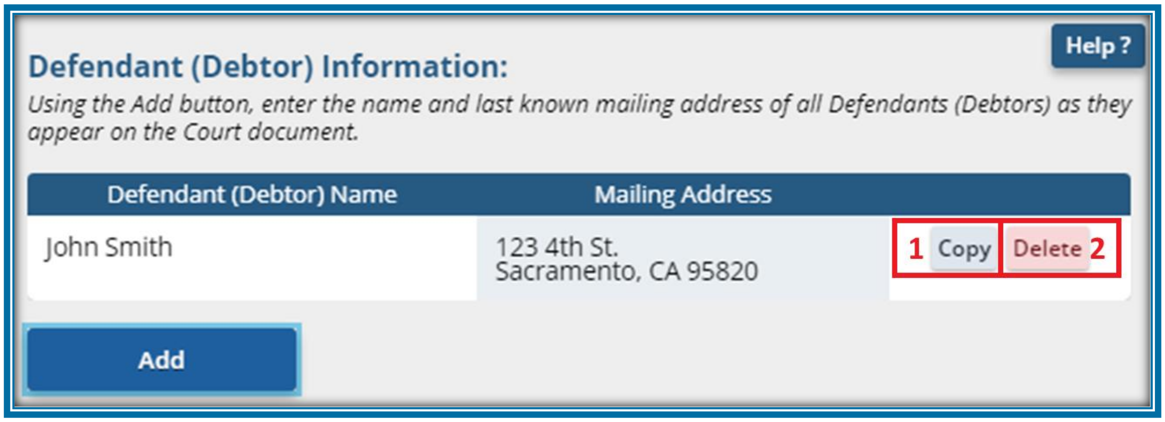
Save Button – Clicking the Save Button will save all the Defendant (Debtor) information and close the Add window.

Required fields are marked with a red asterisk*.

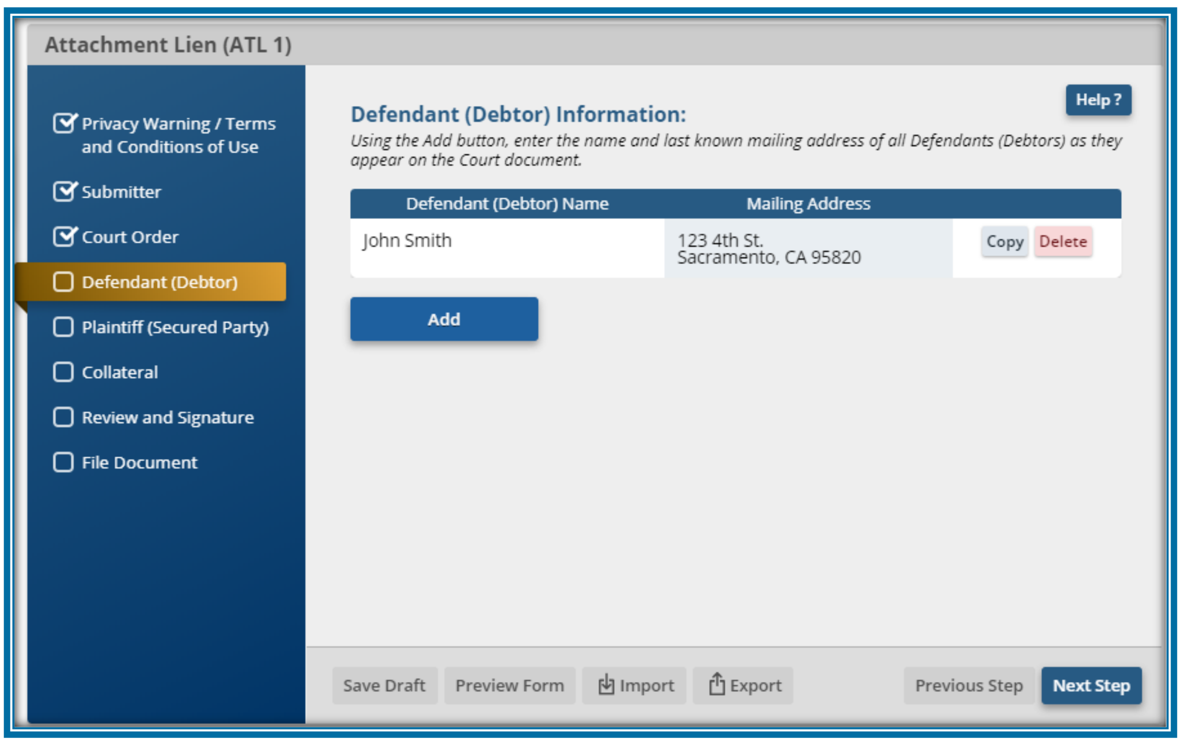


If the Defendant (Debtor) is an organization and not an individual, check the box next to **This Defendant (Debtor) is an organization** on the Defendant (Debtor) information window and the Defendant (Debtor) name field will change to an organization name field.

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.

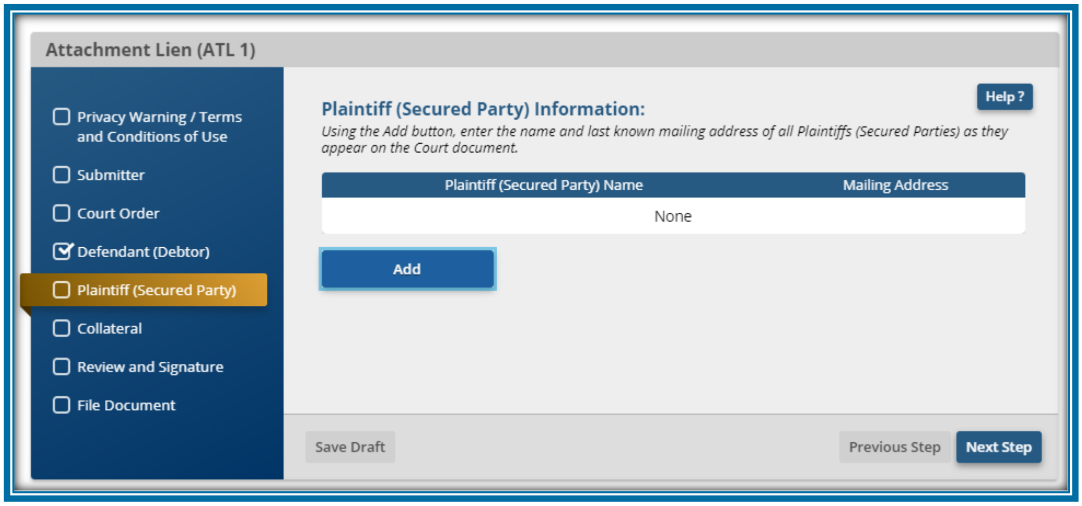


1. **Copy** – Clicking the Copy button will create a copy of the Defendant (Debtor) information that can be edited by the user. For example, if there are two Defendants (Debtors) that live at the same address, the user can click the copy button and update the name of the Defendant (Debtor) without having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



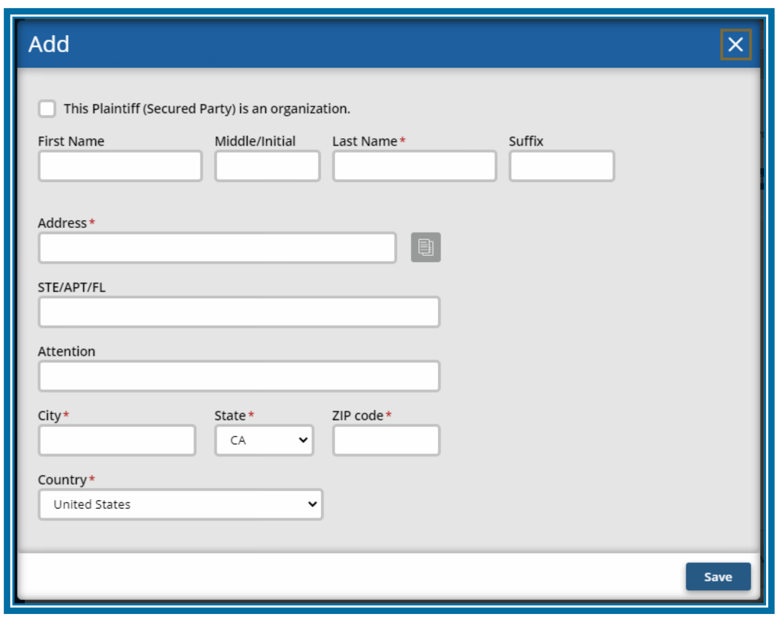
Once all Defendants (Debtors) have been added and saved to the form, click **Next Step** on the bottom right side of the Defendant (Debtor) Information page to proceed.

13.5 Plaintiff (Secured Party) Information



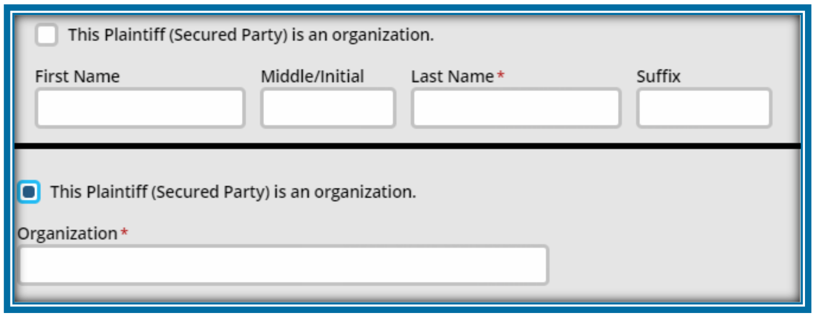
A minimum of one Plaintiff (Secured Party) must be added to the form before it can be submitted. Any number of Plaintiffs (Secured Parties) can be added.

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



Required fields are marked with a red asterisk *.

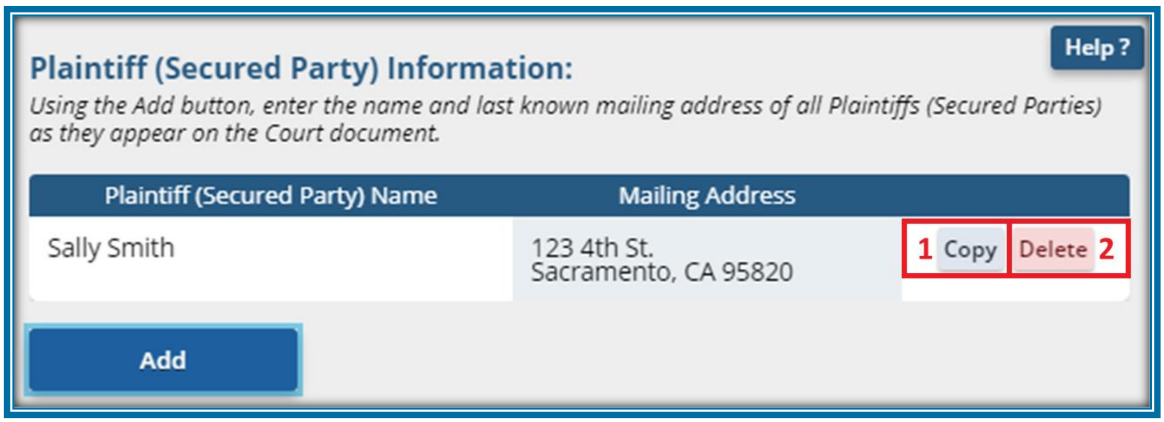
Save – Enter the Plaintiff (Secured Party) information and click **Save**.



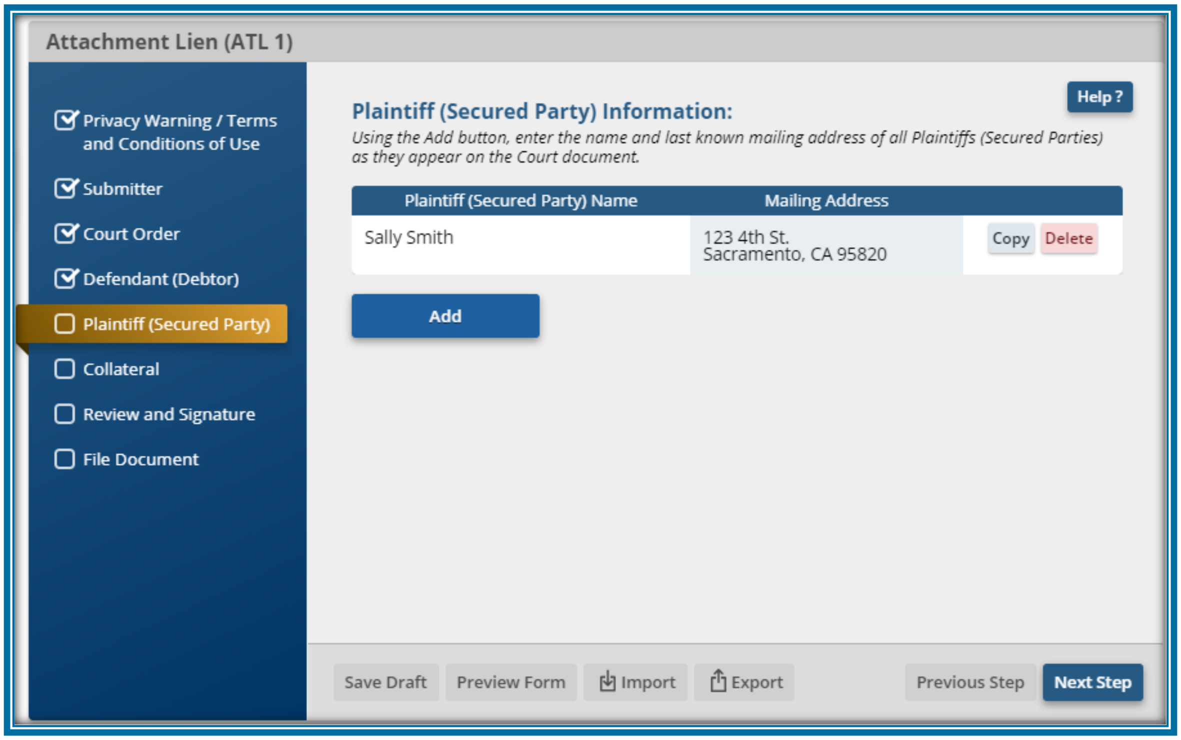
If the plaintiff is an organization and not an individual, check the box next to **This Plaintiff (Secured Party) is an organization** on the Plaintiff (Secured Party) information window and the Plaintiff (Secured Party) name field will change to an organization name field.

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.

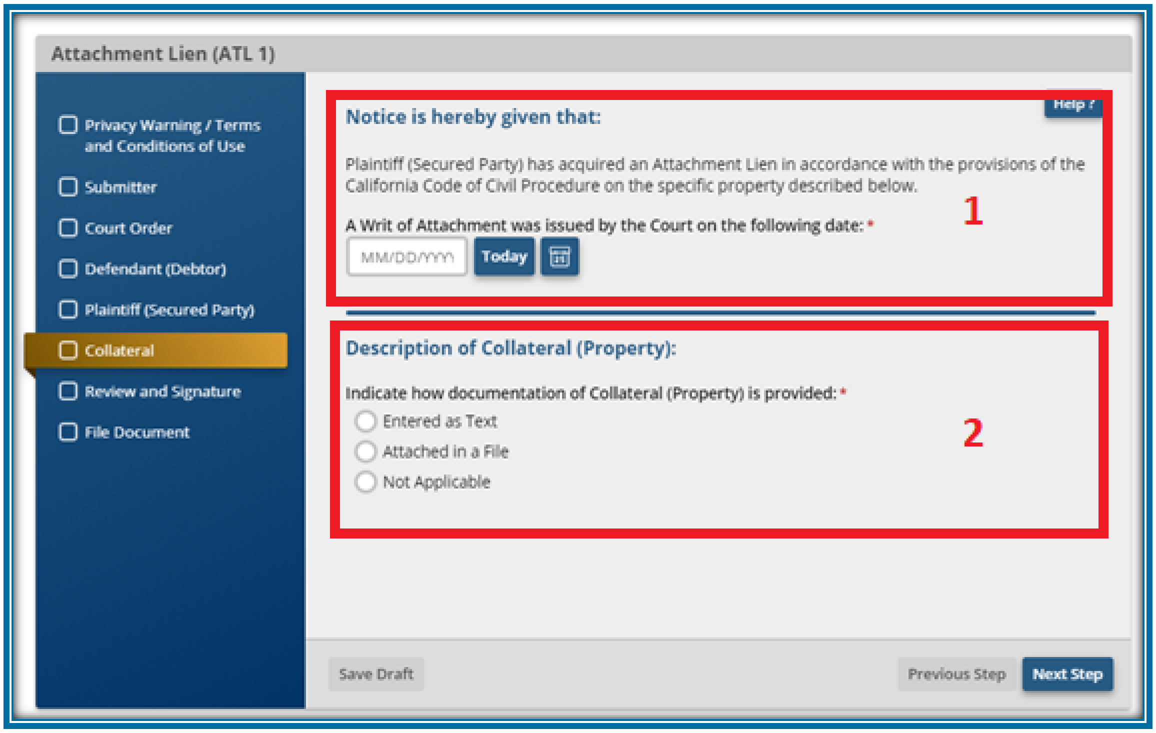


1. **Copy** – Clicking the Copy button will create a copy of the secured party information that can be edited by the user. So, if, for example, there are two secured parties that live at the same address, the user can click the **Copy** button and update the name of the secured party without having to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



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.

13.6 Collateral

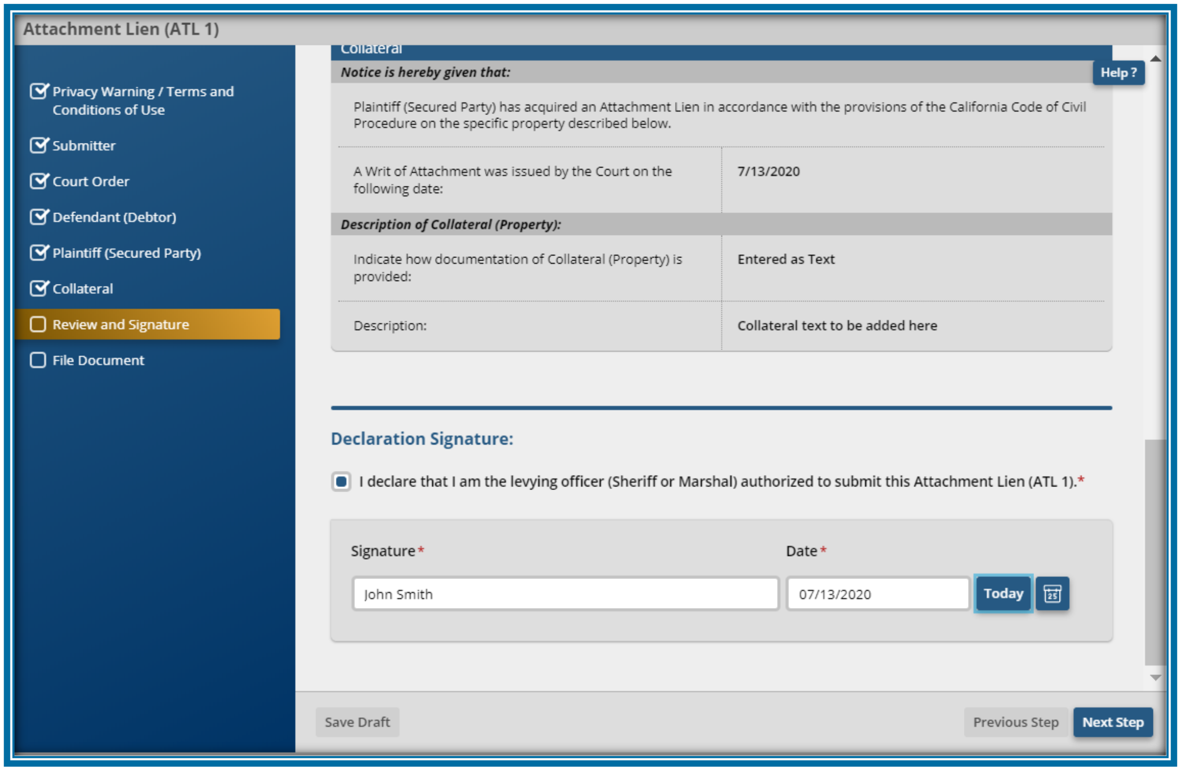


The Collateral page provides the user with two fields to complete:

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

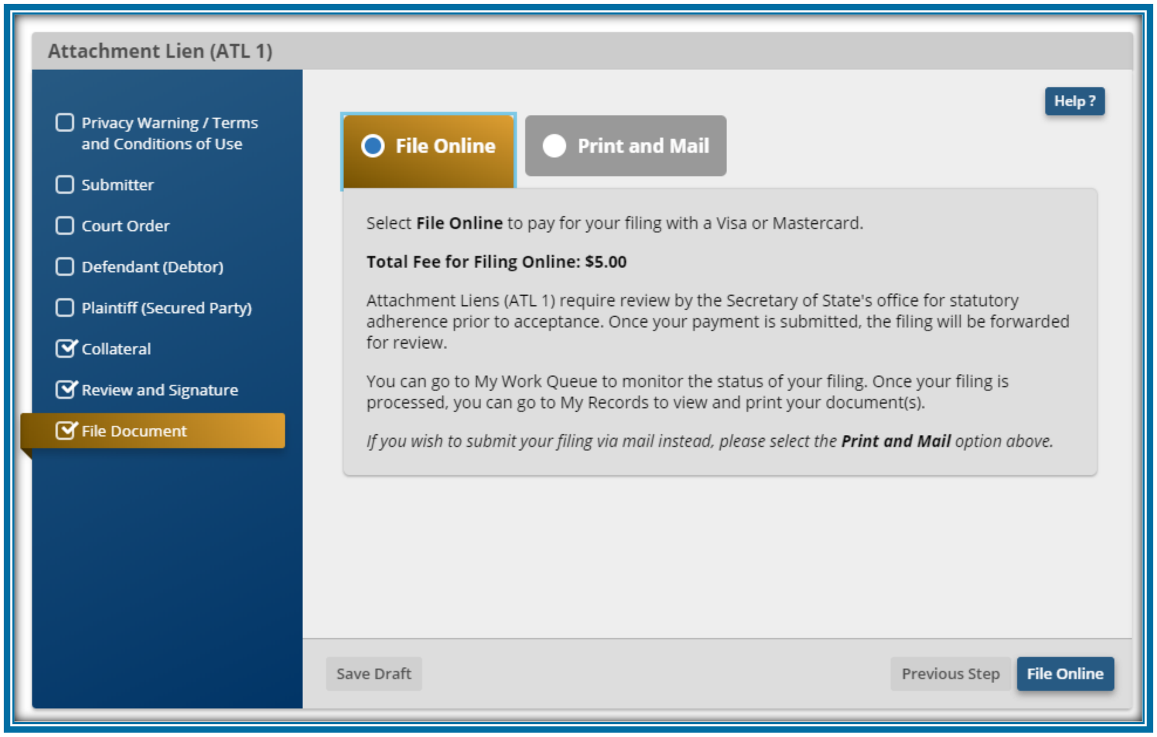


The **Review and Signature** page gives the user a chance to review the data that has been entered into the document and make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the information will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

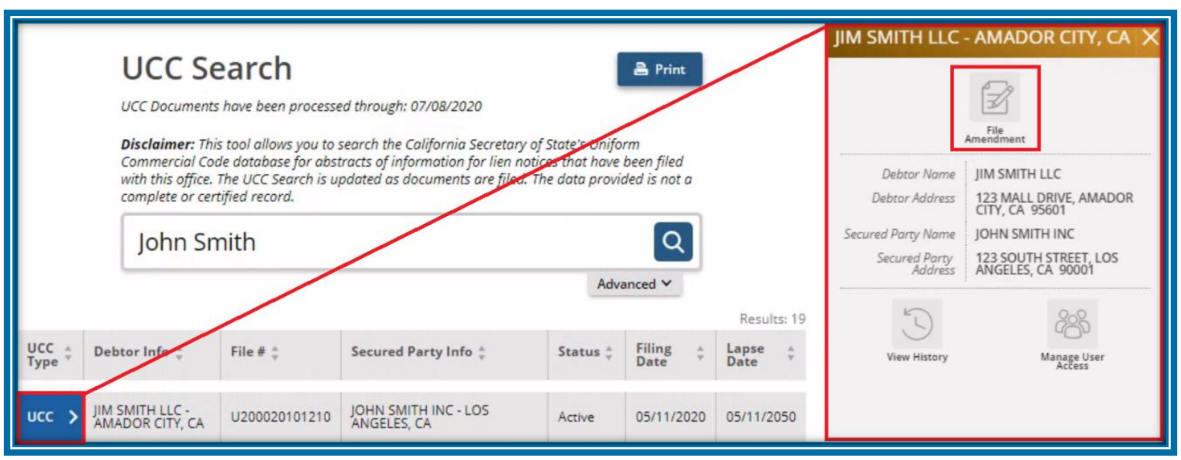
If the user chooses the **Print and Mail** option, they will be prompted to download and print the document and mail it along with payment to the Secretary of State.

14. Filing a Financing Statement Amendment (UCC 3)

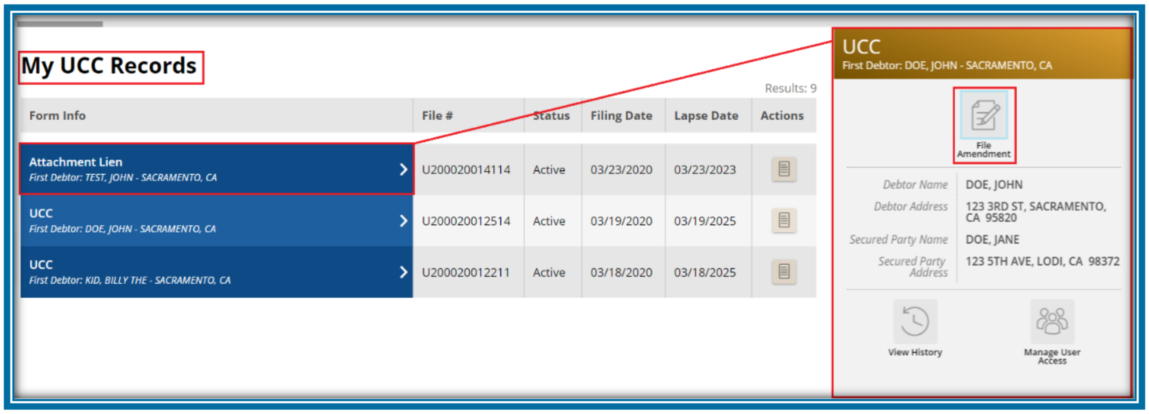
To file a **Financing Statement Amendment (UCC 3)**, the user must be logged in and the user must first locate the document the user wishes to amend. This can be done by searching for the document using the Document File Number, or the name of the Debtor or Secured Party. If the amendment is for a document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

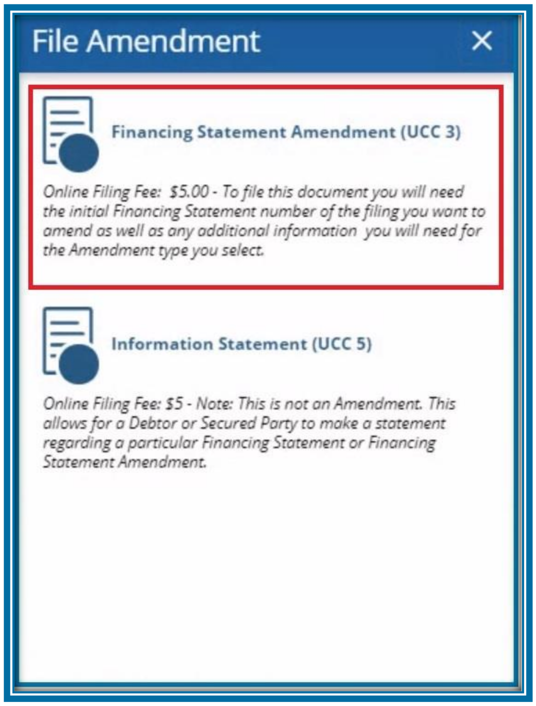
Once the desired filing is located, click on the blue **UCC Type** box next to the corresponding **Debtor Information**. This will bring up a **Details** box to the right of the page.



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



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



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

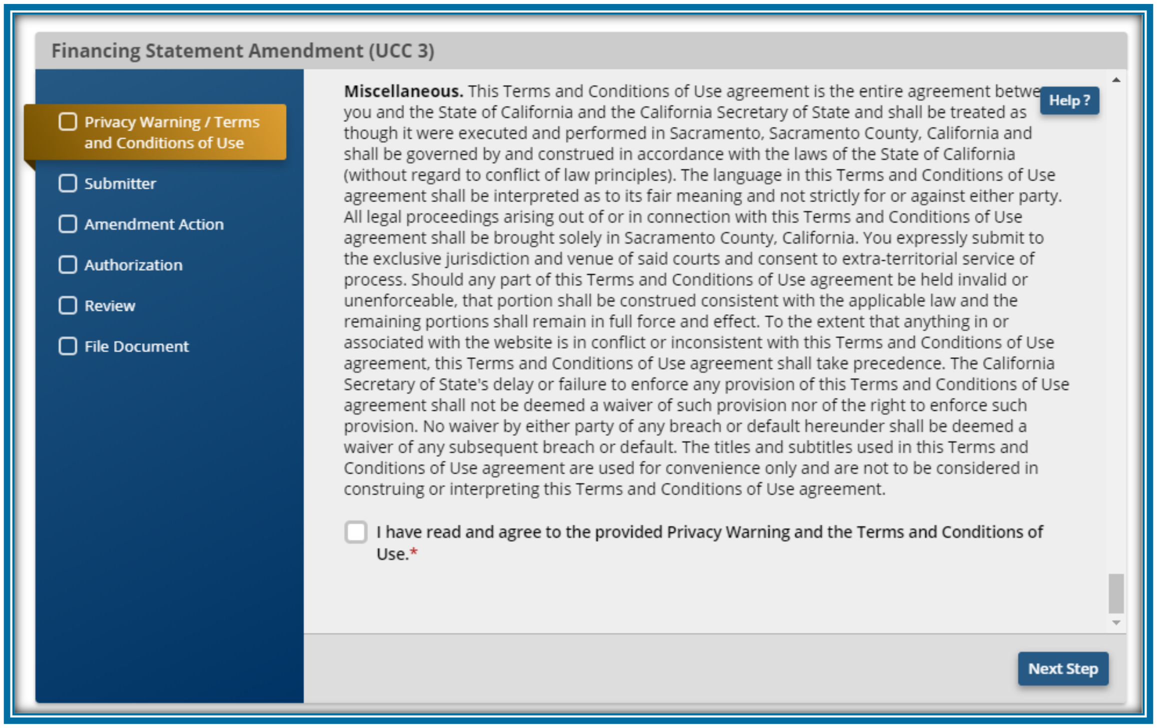
If the user selects an active **Financing Statement (UCC 1)** filing to amend, then the **Financing Statement Amendment (UCC 3)** form will be available.

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.

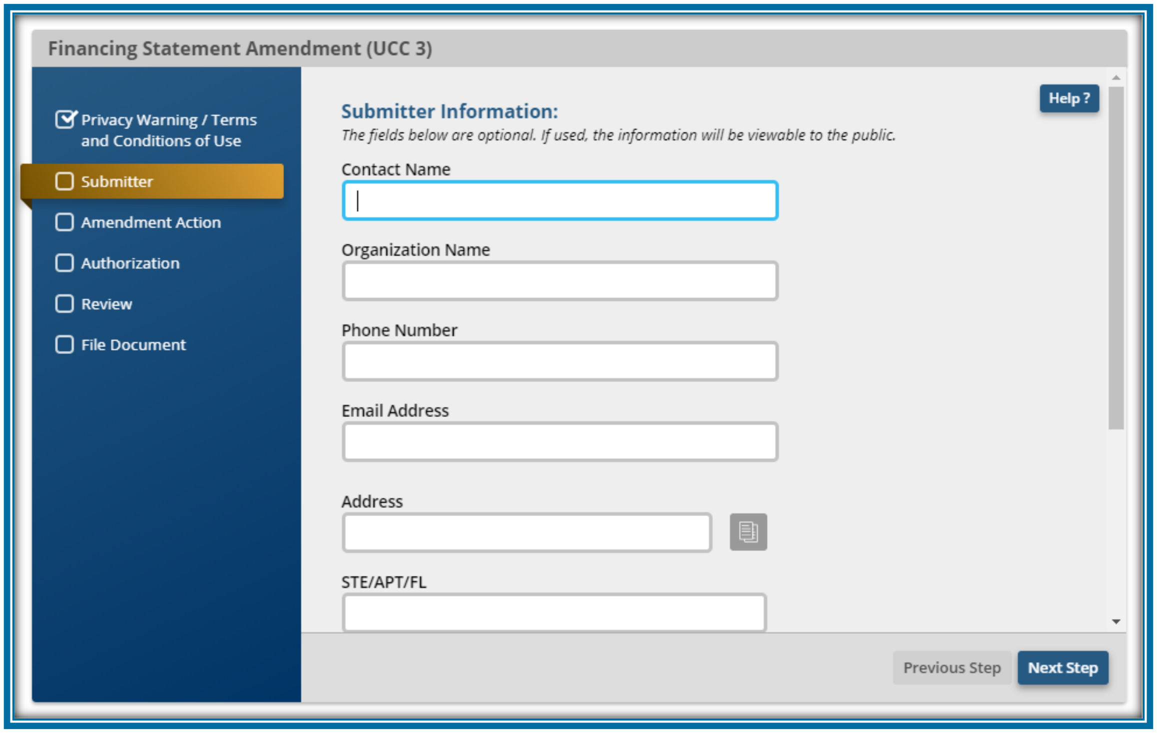
14.1 Privacy Warning / Terms and Conditions of Use



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.

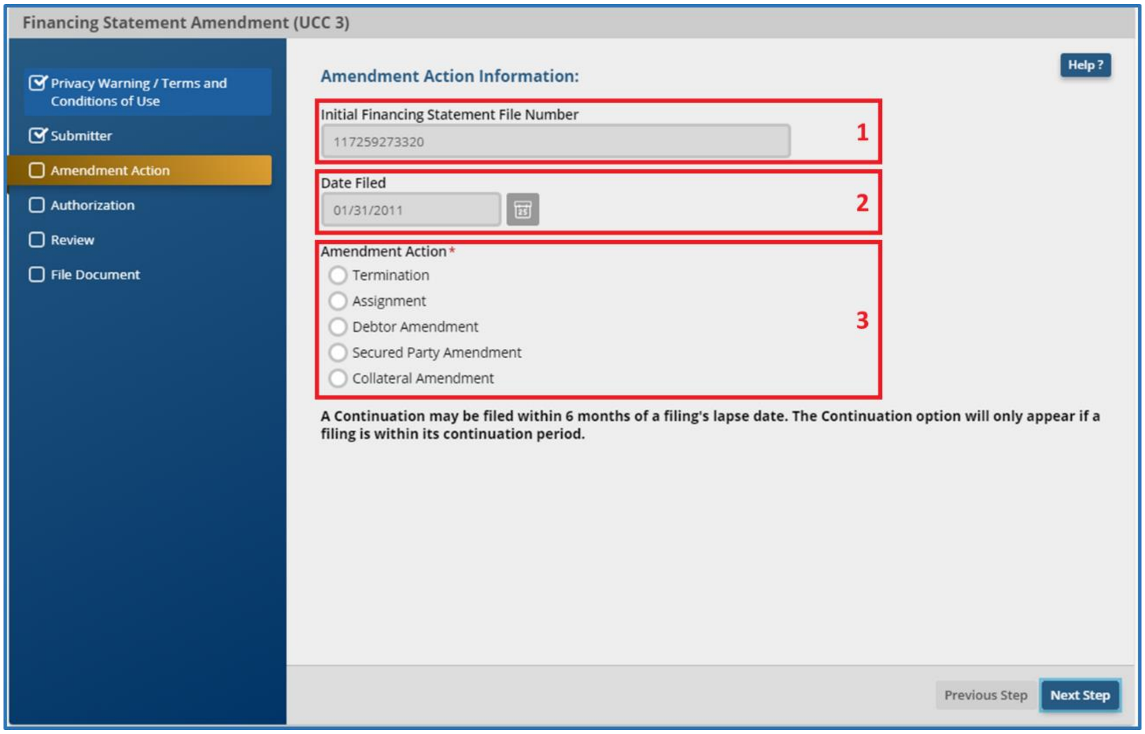
14.2 Submitter Information



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

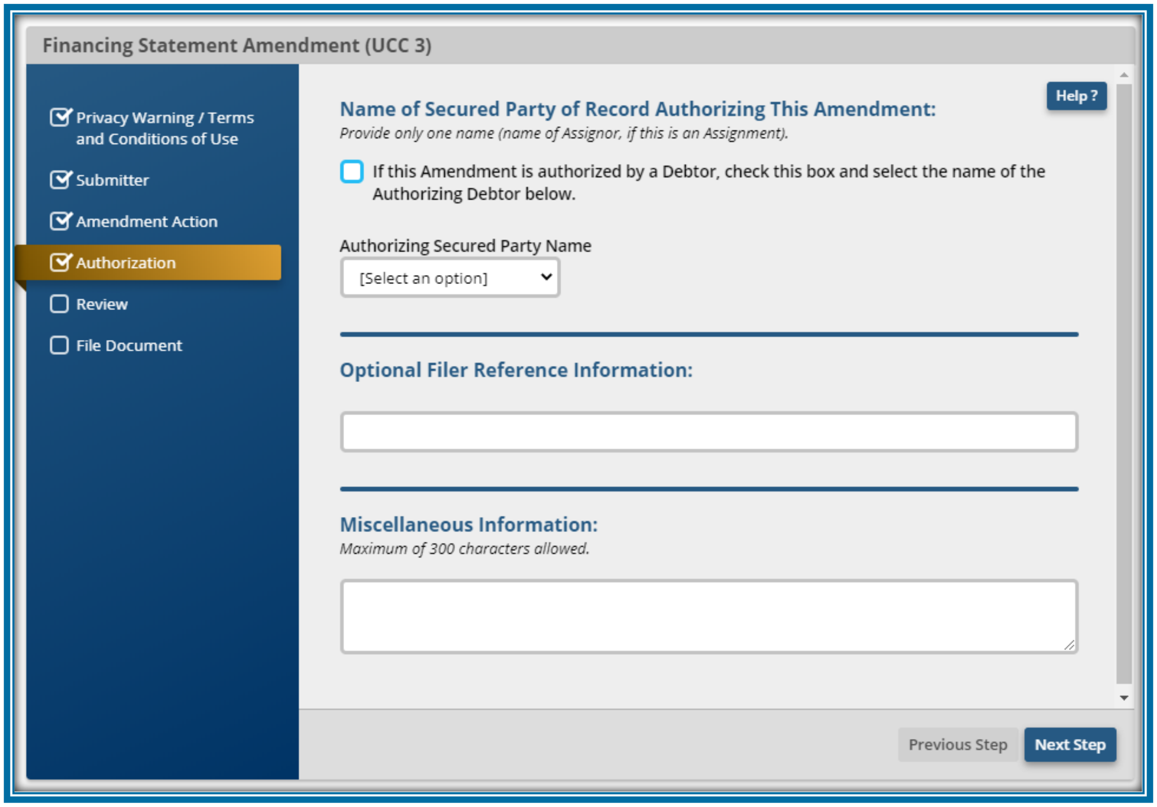


The **Amendment Action** Information page is the main page of the **Financing Statement Amendment (UCC 3)**.

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.

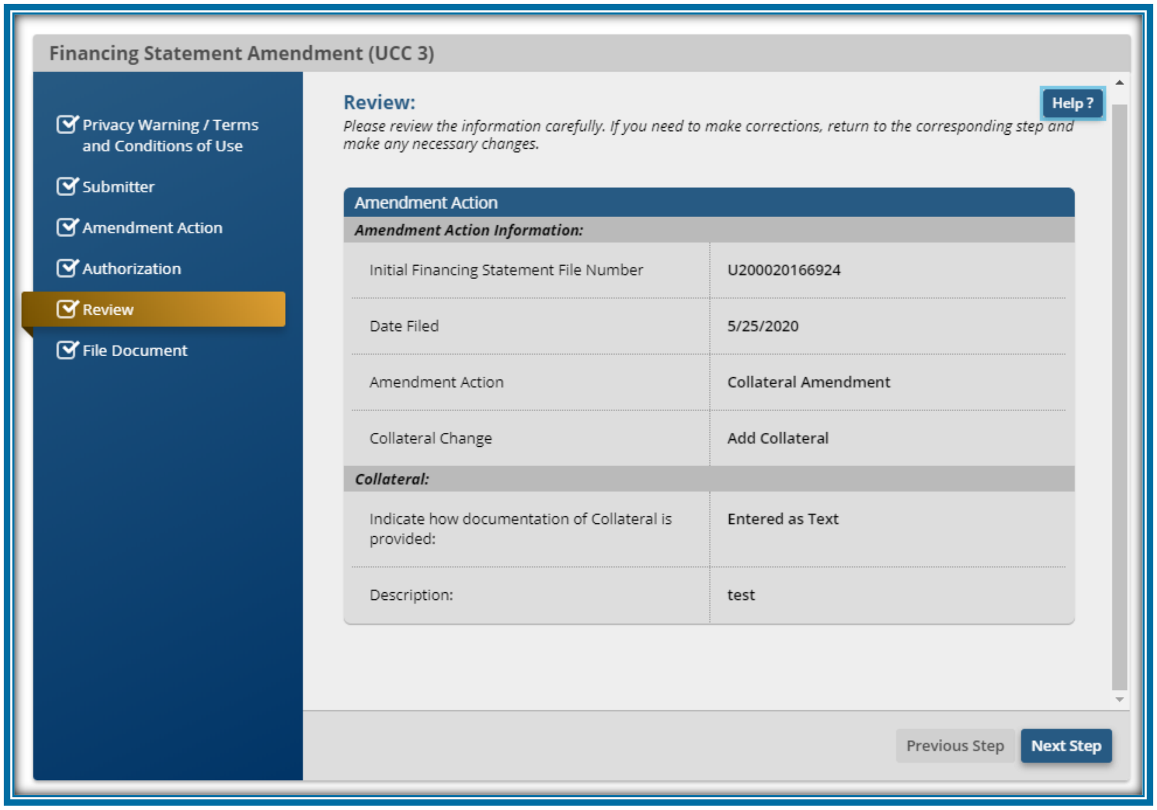
14.4 Authorization



The **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**.

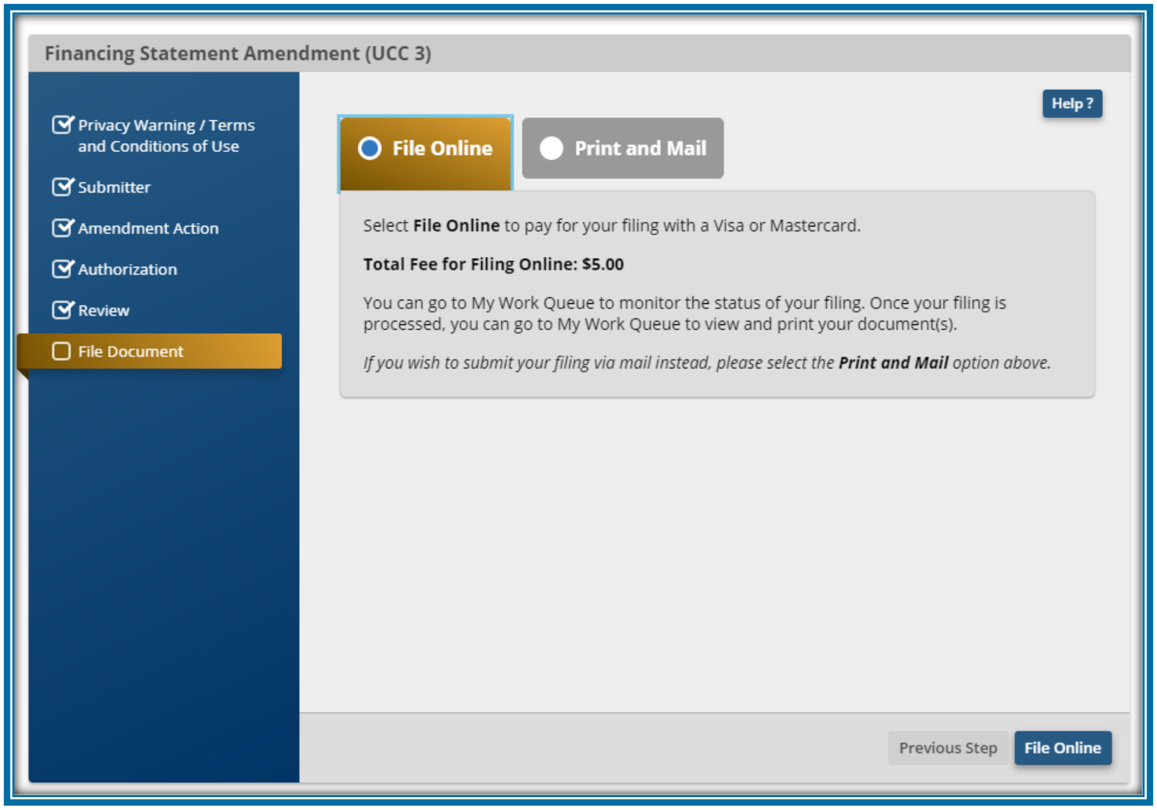
14.5 Review



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



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.

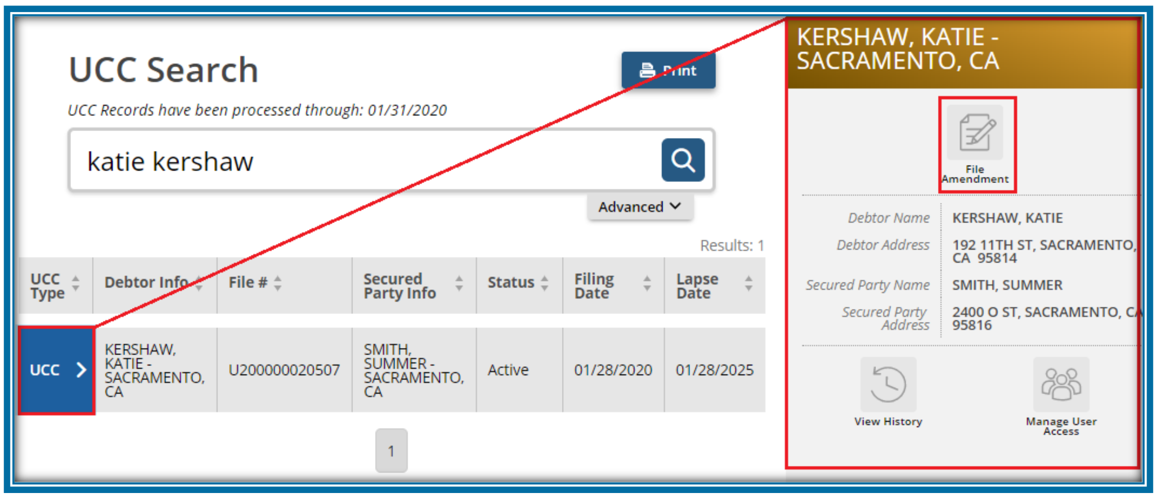
If the user chooses the **Print and Mail** option, the user will be prompted to download and print the document and mail it along with payment to the Secretary of State.

15. Filing a Judgment Lien Amendment (JL 3)

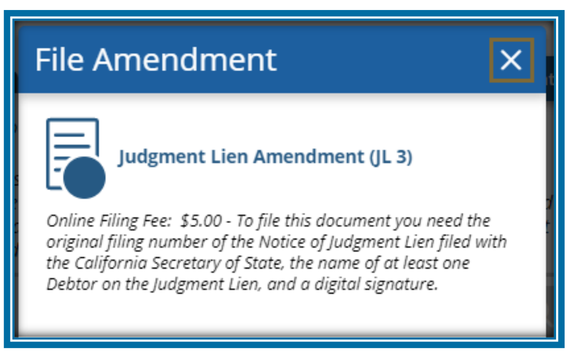
To file a **Judgement Lien Amendment (JL 3)**, the user must first locate the document the user wishes to amend. This can be done by searching for the document using the document File Number, or the name of the Debtor or Secured Party. If the amendment is for a document that the user submitted, then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



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



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

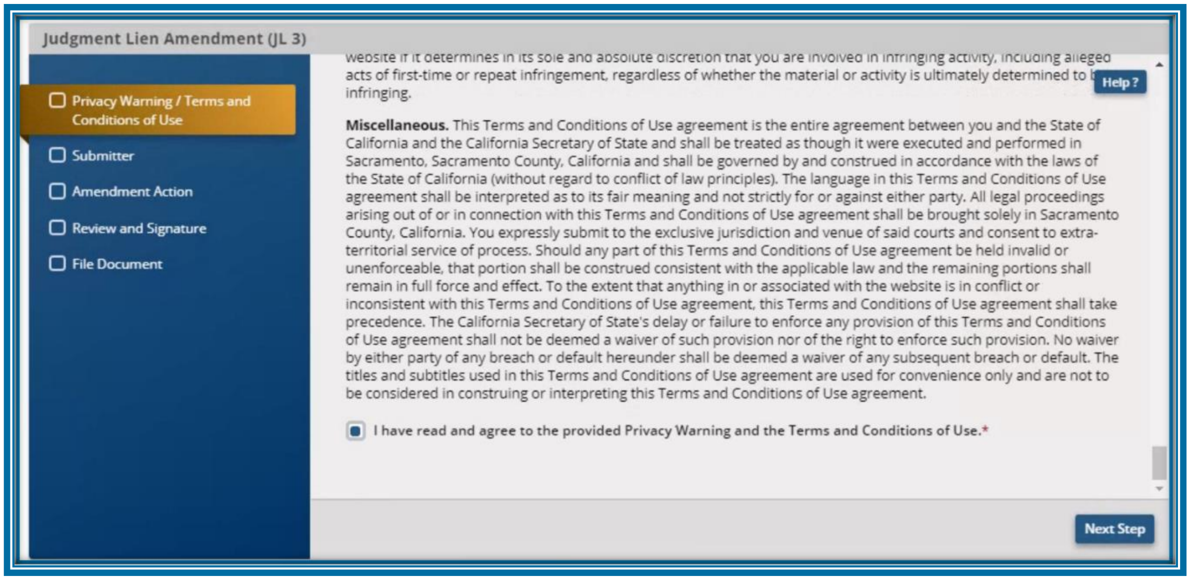
Note: The available Amendment is based on the initial Filing Type.

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.

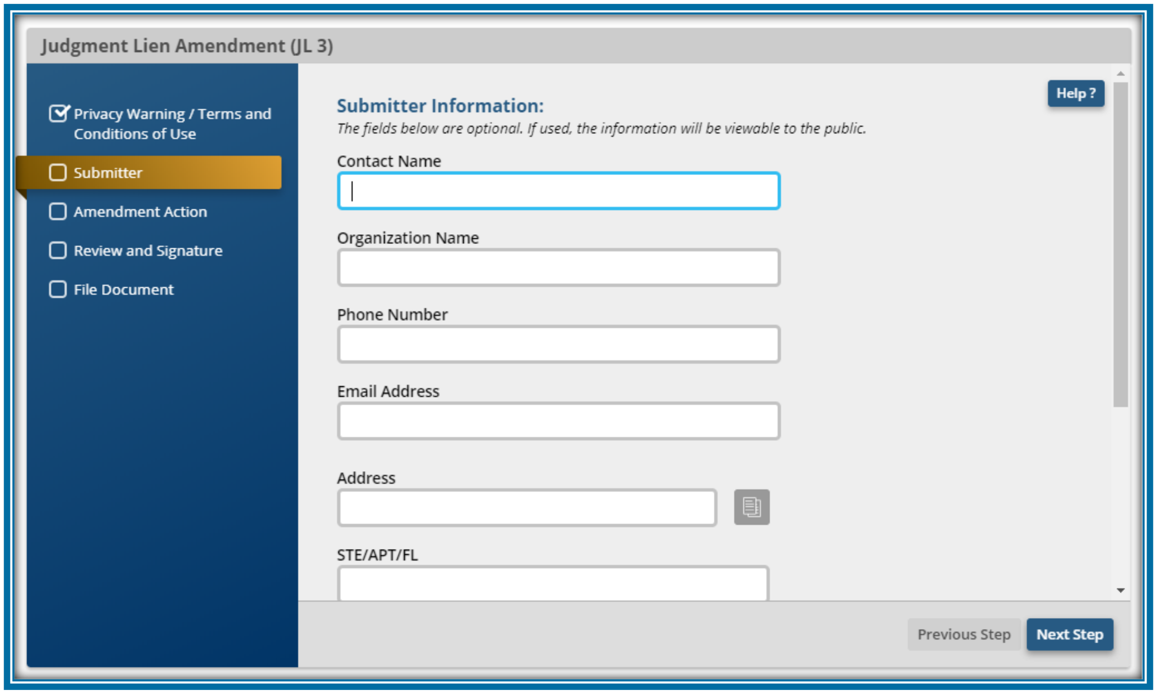
15.1 Privacy Warning / Terms and Conditions of Use



The 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.

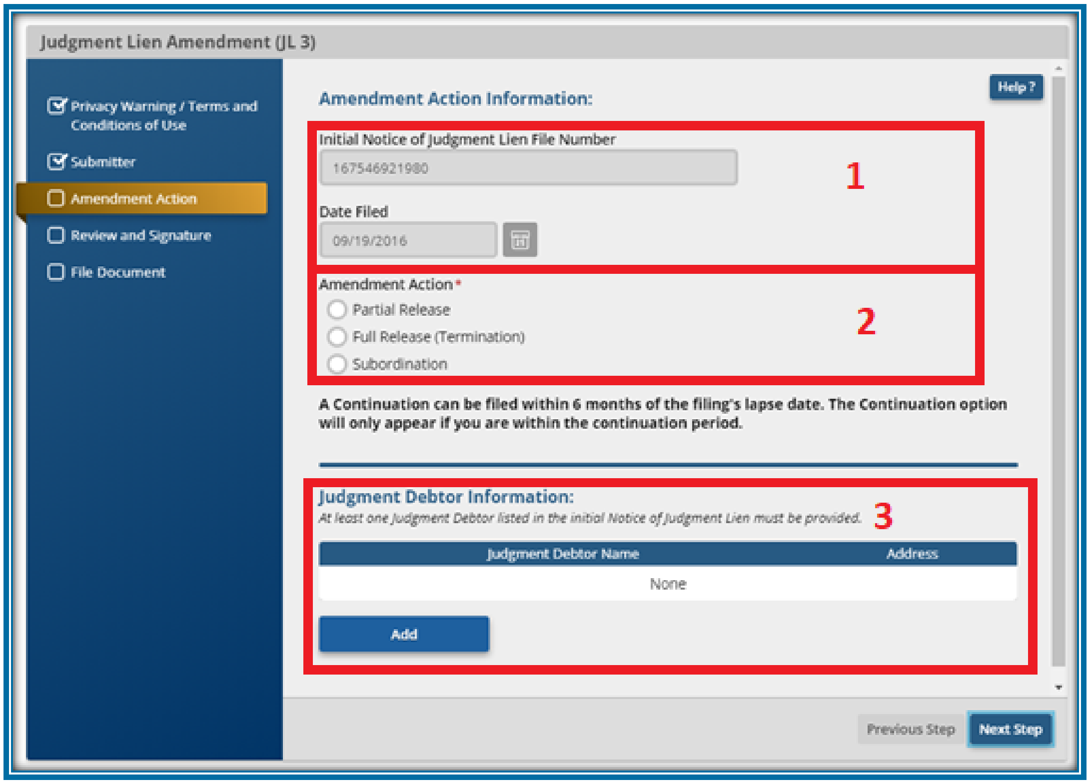
15.2 Submitter Information



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



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)**.

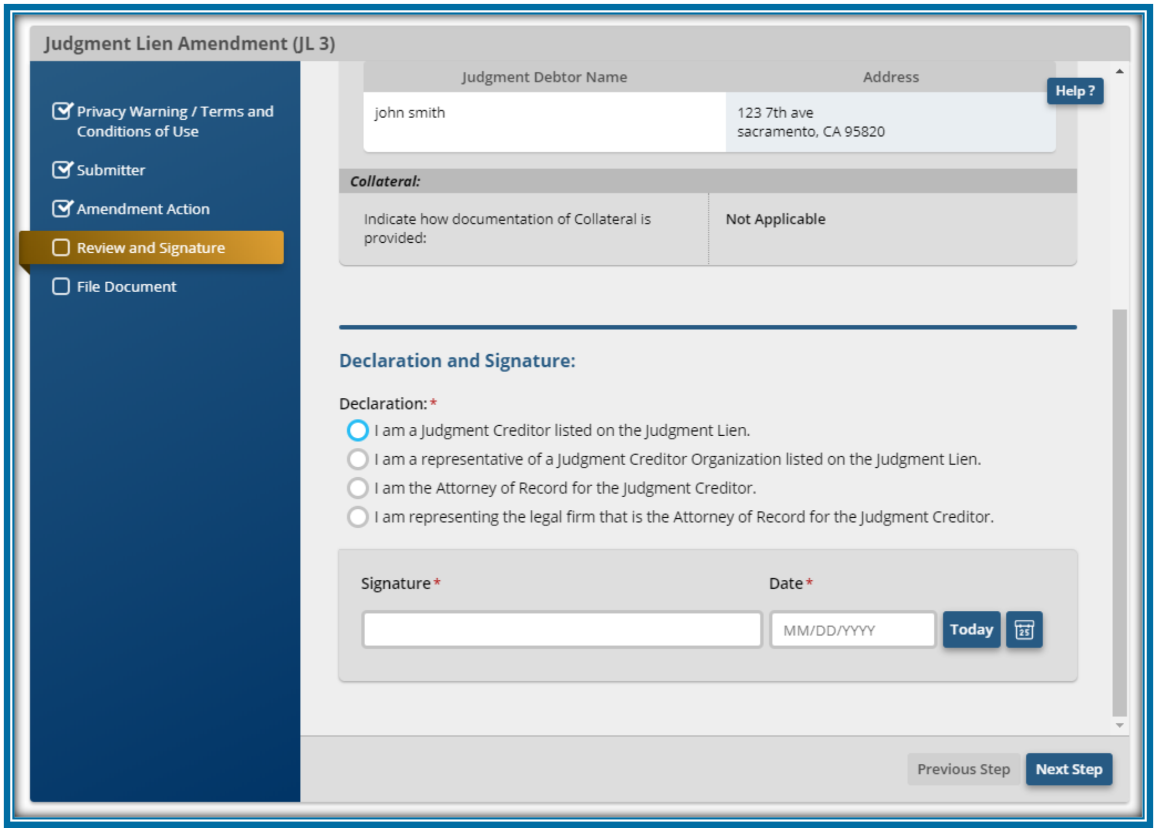
   C. **Subordination** – Allows the user to state that some of the collateral is being given lower priority.

   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



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.

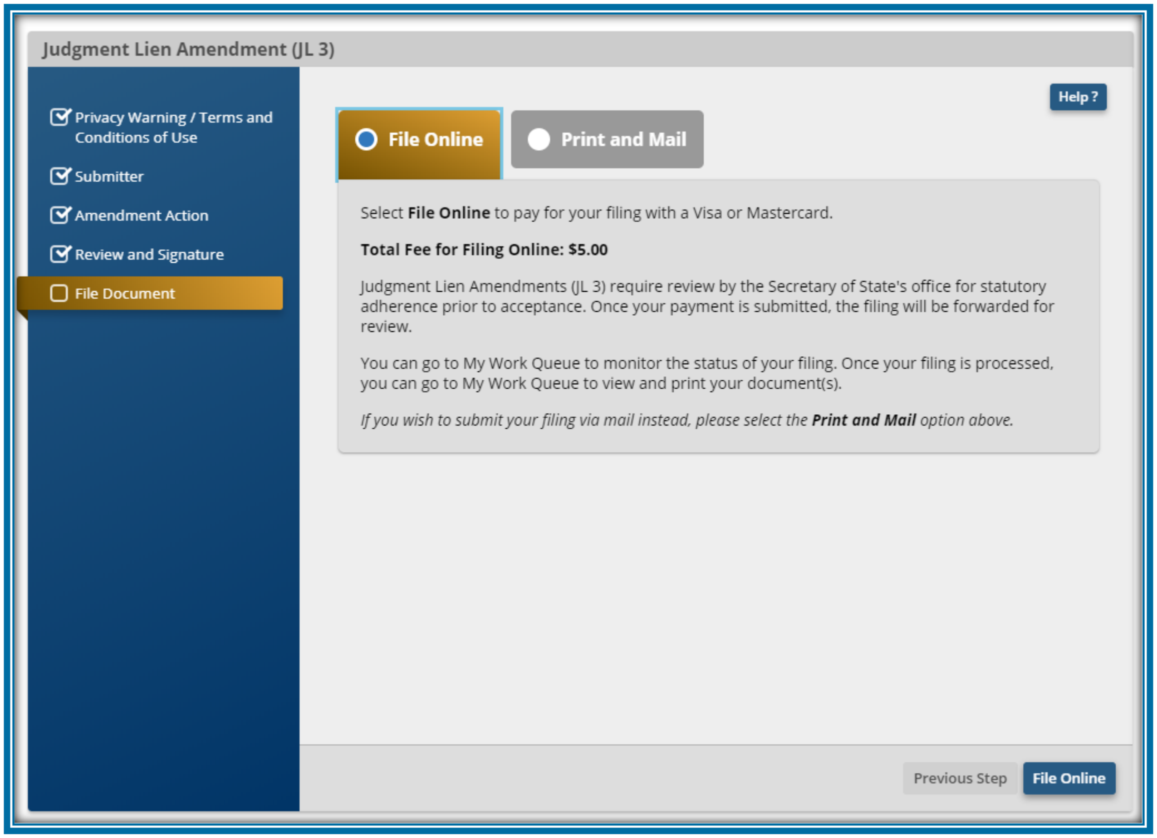
The user must also choose one of the following:

- 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 **Judgement 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



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.

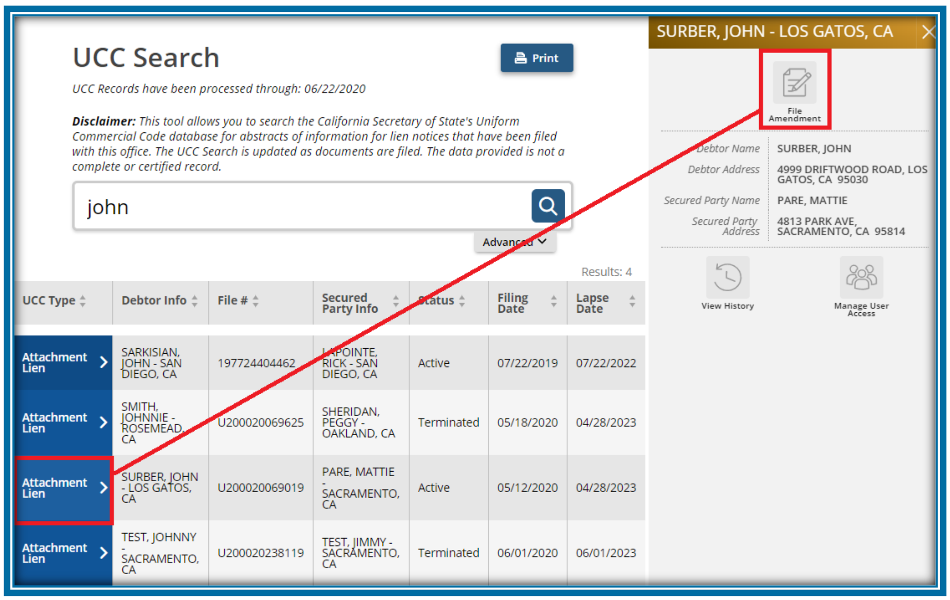
If the user chooses the **Print and Mail** option, they will be prompted to download or print the document and mail it along with payment to the Secretary of State.

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.

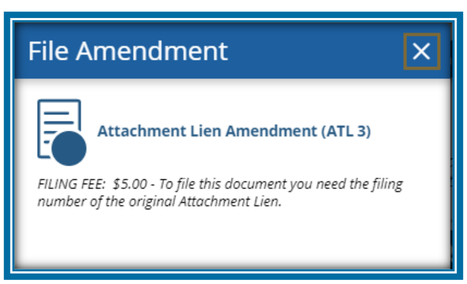
In the following example, a **UCC Search** was done using the Debtor's name.

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.



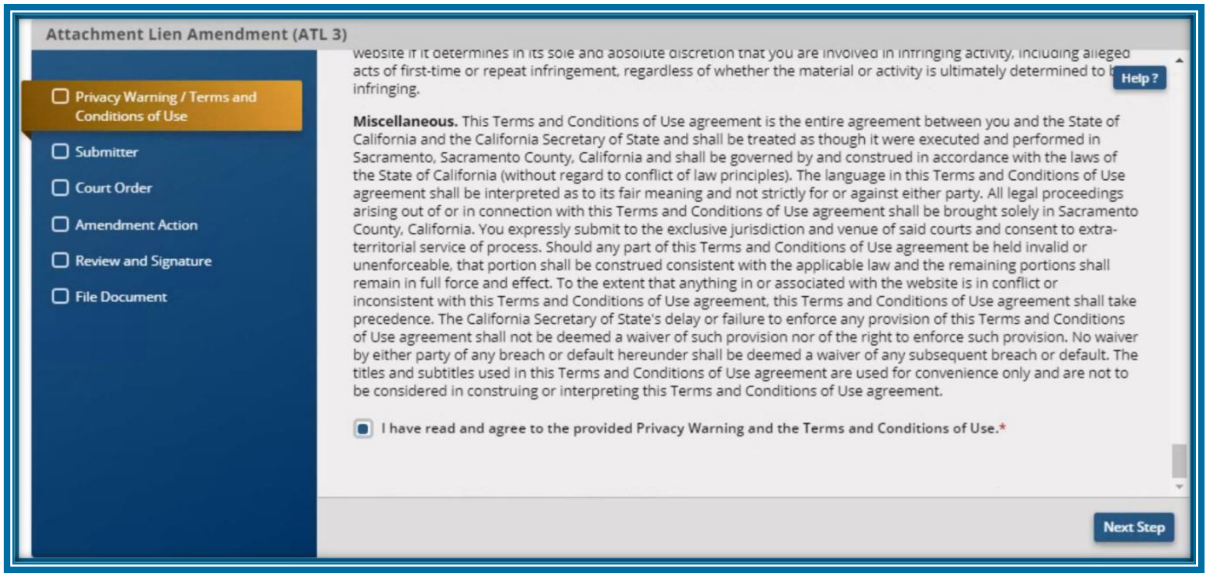
In the **Details** box, click on the **File Amendment** Icon to bring up the **Attachment Lien Amendment (ATL 3)** options.

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



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

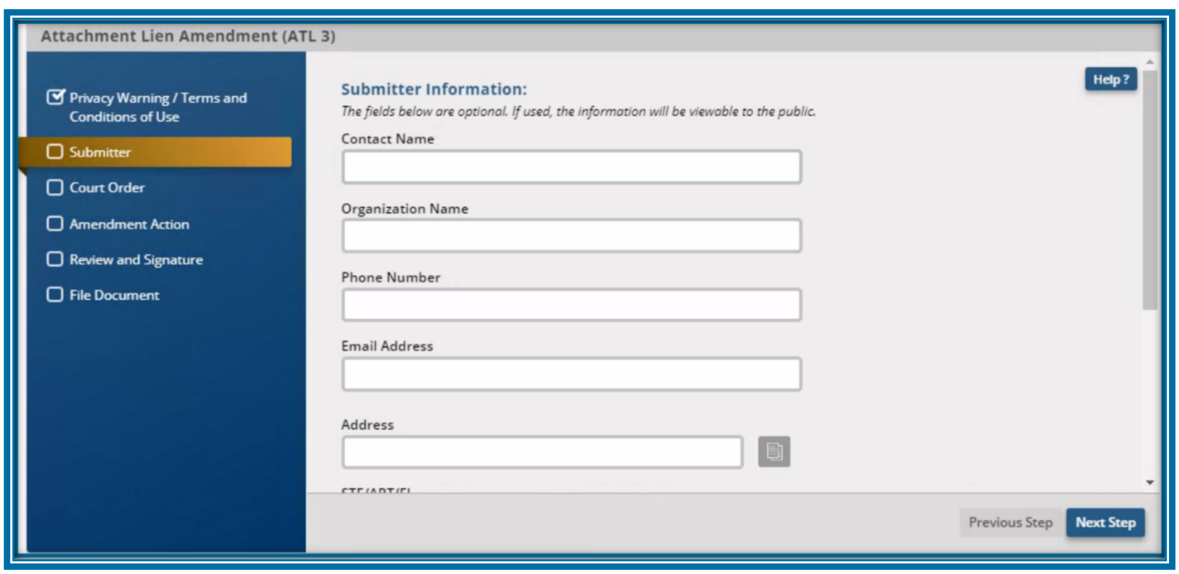
16.1 Privacy Warning / Terms and Conditions of Use



The 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.

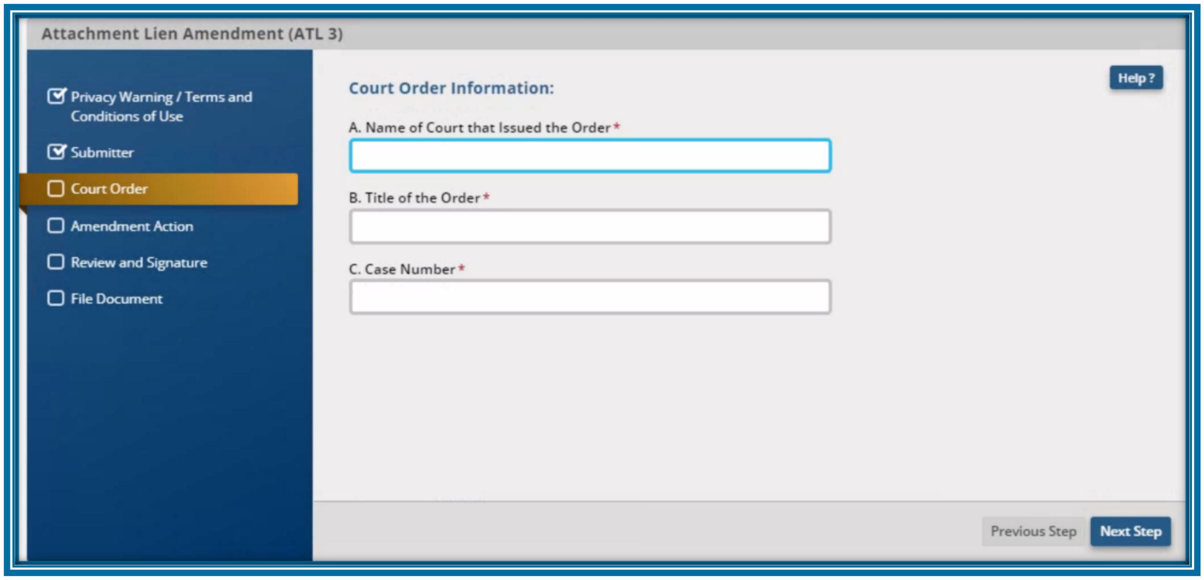
16.2 Submitter Information



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

A. **Court** – Enter the name of the court that issued the order for the Attachment Lien.

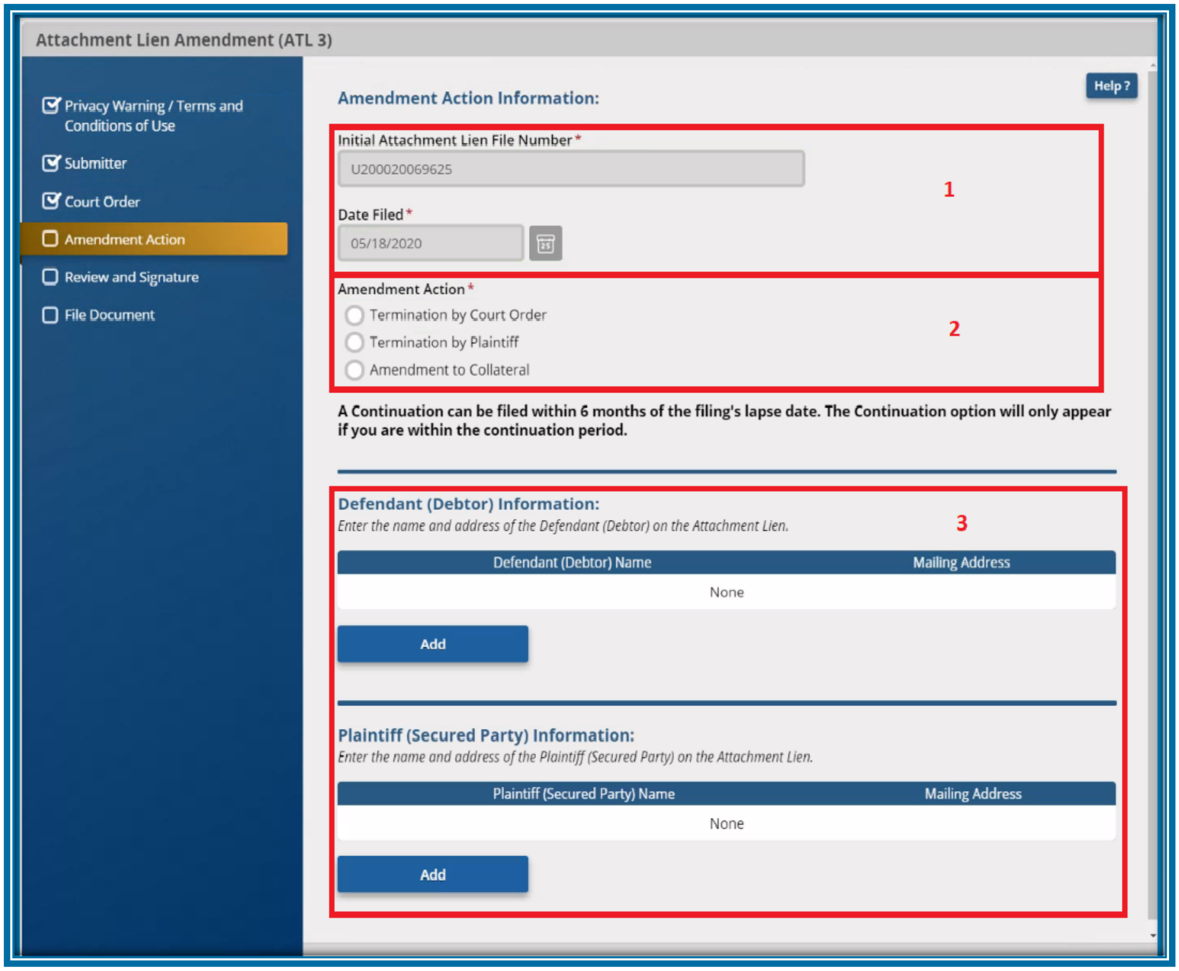
B. **Title of Case** – Enter the title of the case that appears on the court order.

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



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.

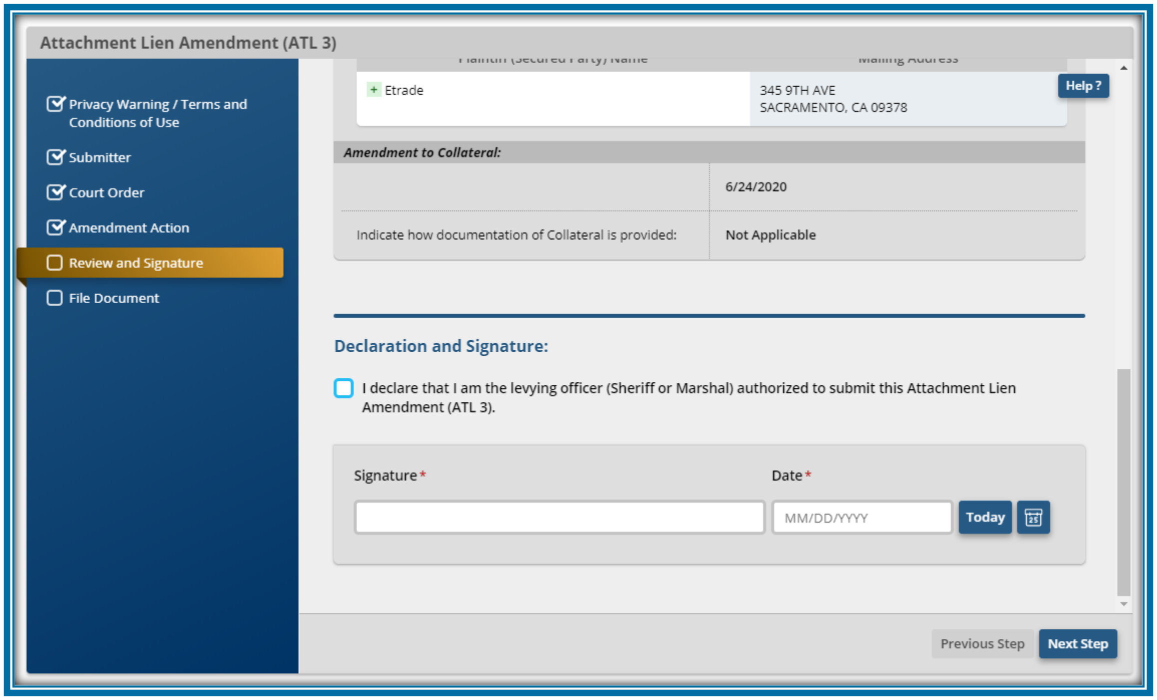
   C. Amendment to Collateral–use this option if the collateral needs to be amended.

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



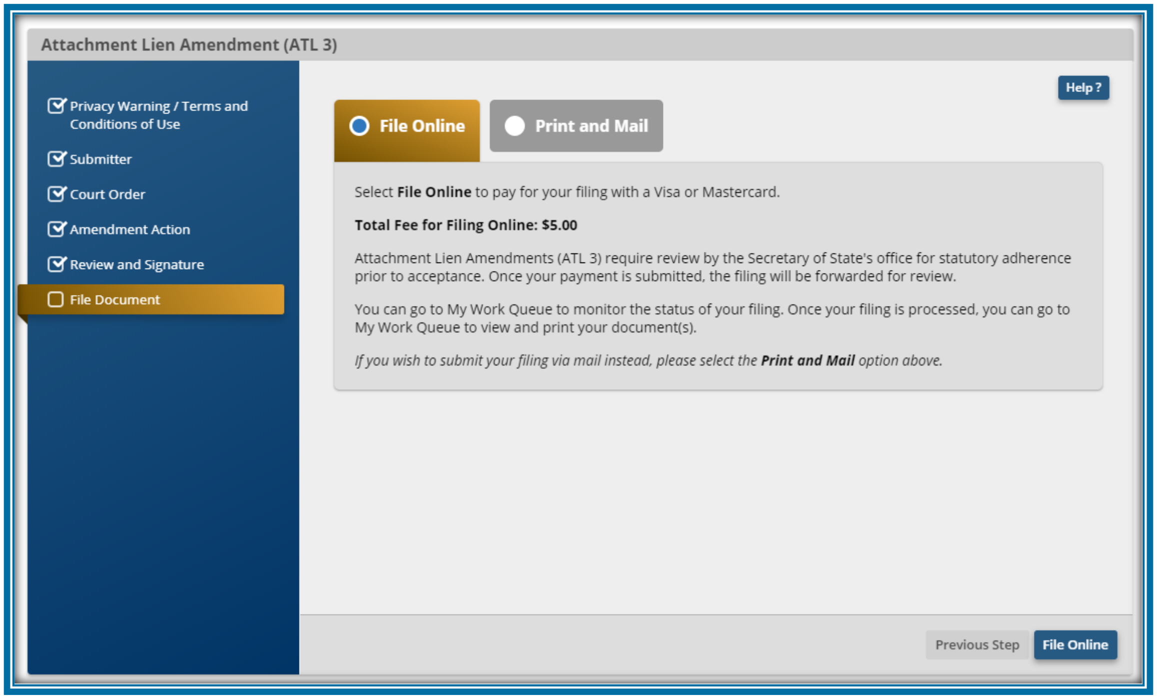
The **Review and Signature** page gives the user a chance to review the data that has been entered into the document and make any final changes that may be needed. The user is strongly encouraged to review the data closely since this is what will appear in the public record and how the information will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



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

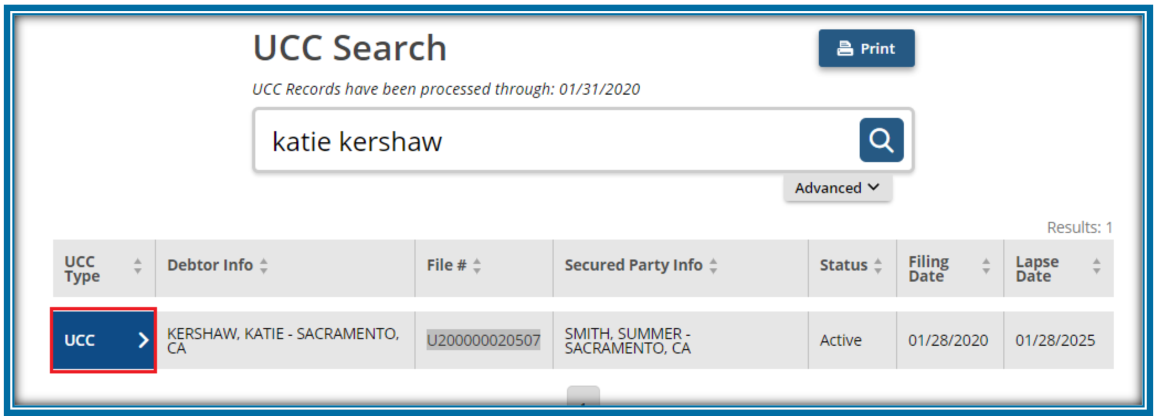
If the user chooses to file the document online, clicking the **File Online** button will send the document to the **Shopping Cart** and from there the user can pay for the document and have it filed. The steps for payment are same as those mentioned in Section 11.2 of this document.

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.

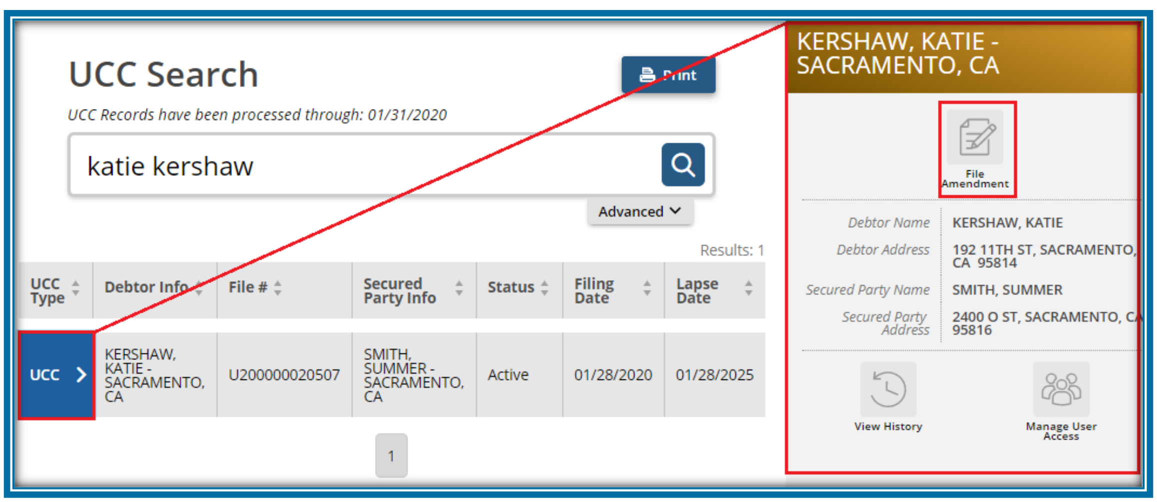
17. Filing an Information Statement (UCC 5)

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.

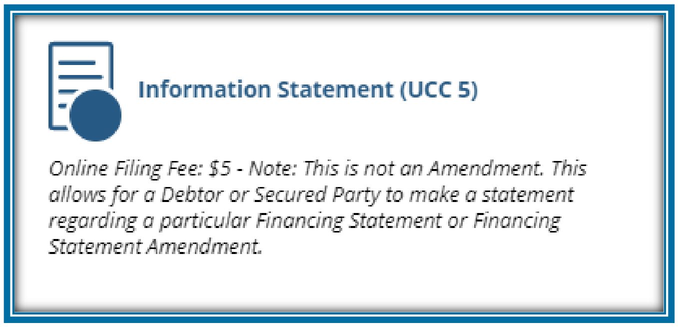
In the following example, a **UCC Search** was done using the Debtor's name.



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.

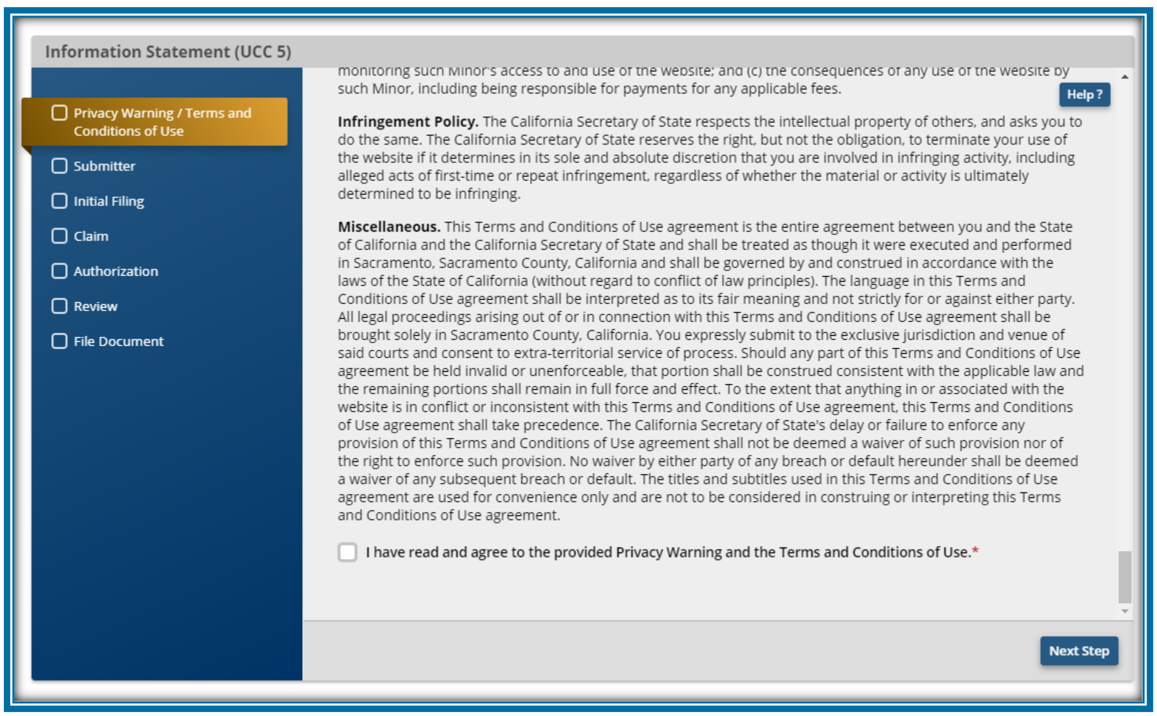


In the **Details** box, click on the **File Amendment** Icon.



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

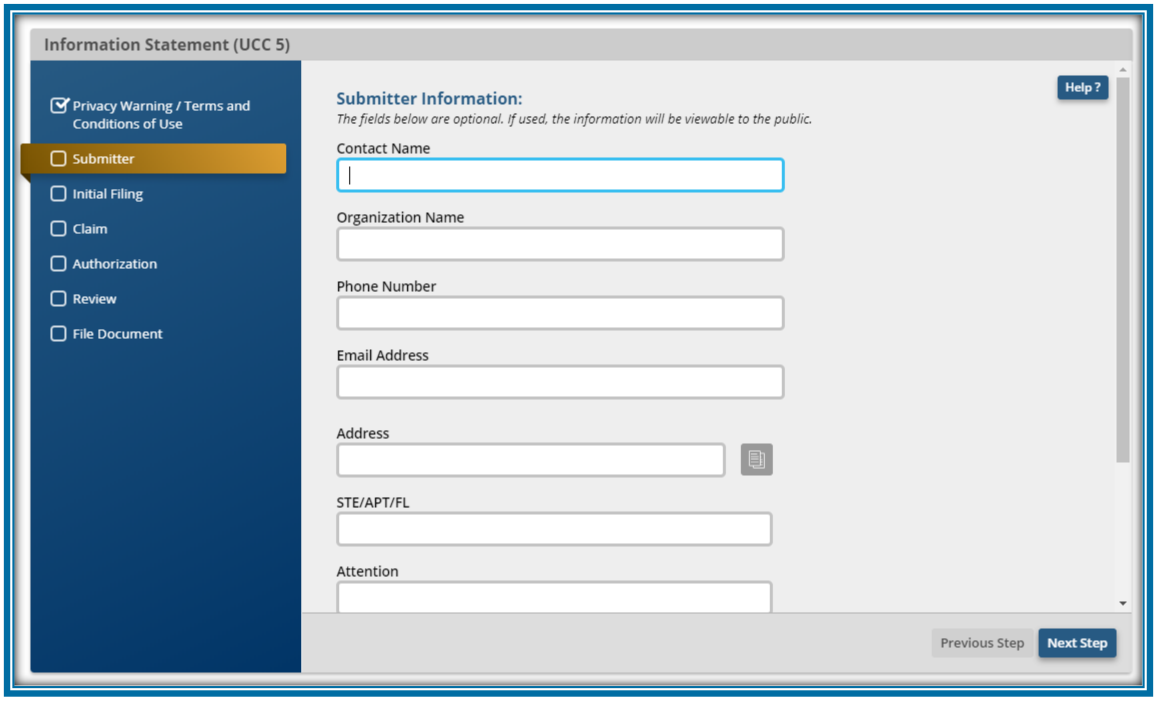
17.1 Privacy Warning / Terms and Conditions of Use



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.

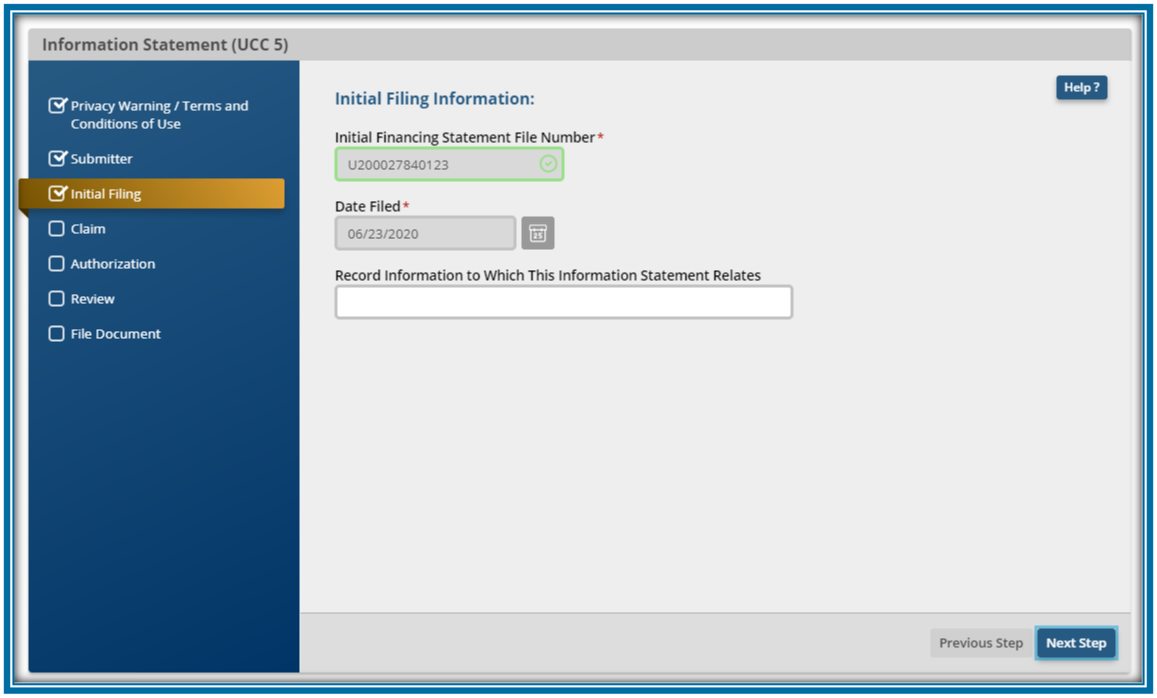
17.2 Submitter Information



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

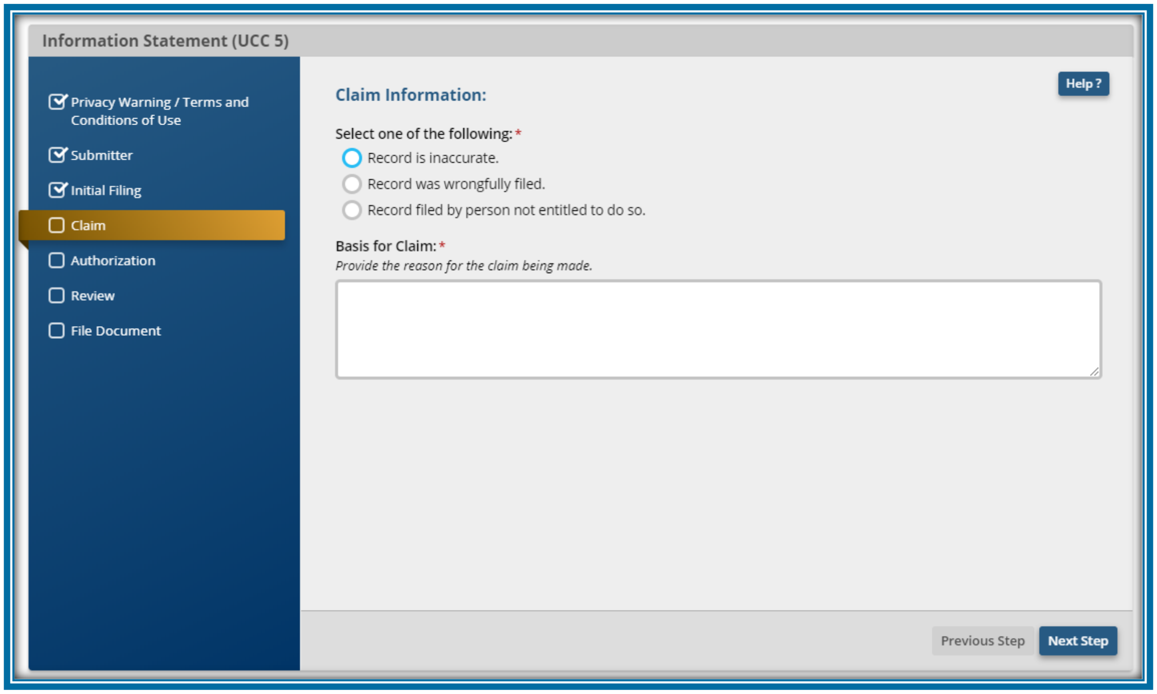


The **Initial Filing Information** contains the **Initial Financing Statement File Number** and the **Date Filed**. This information is prepopulated by the system.

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



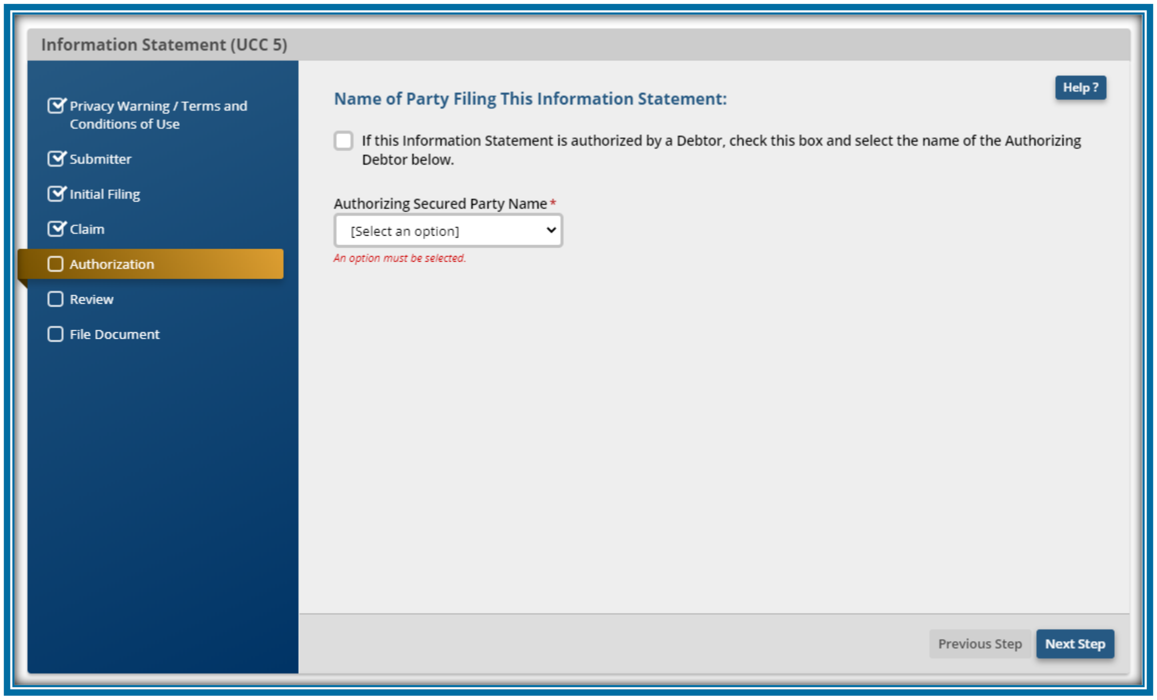
For the **Claim Information**, the user must choose one of the following claims:

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

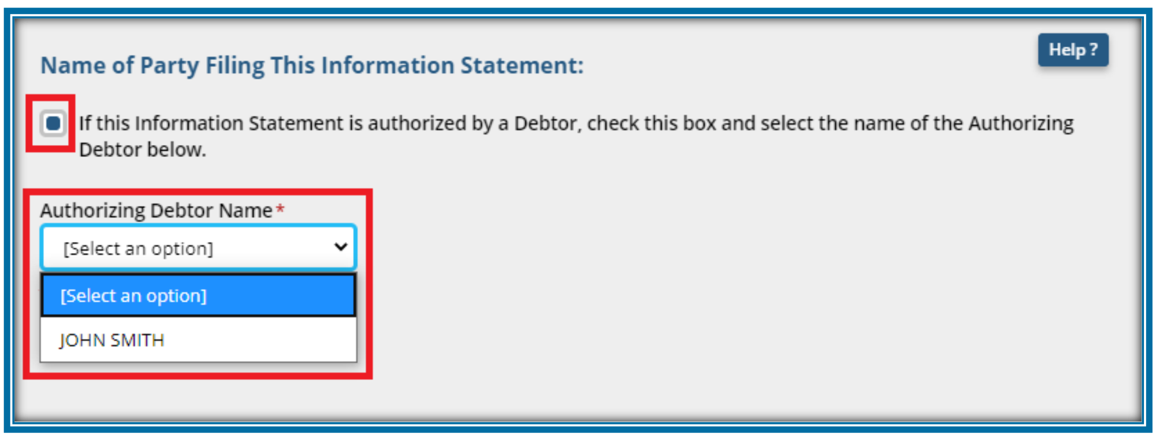
Once the claim reason is selected, the user must provide a basis for the claim in the provided text box.

Click **Next Step** to proceed.

17.5 Authorization



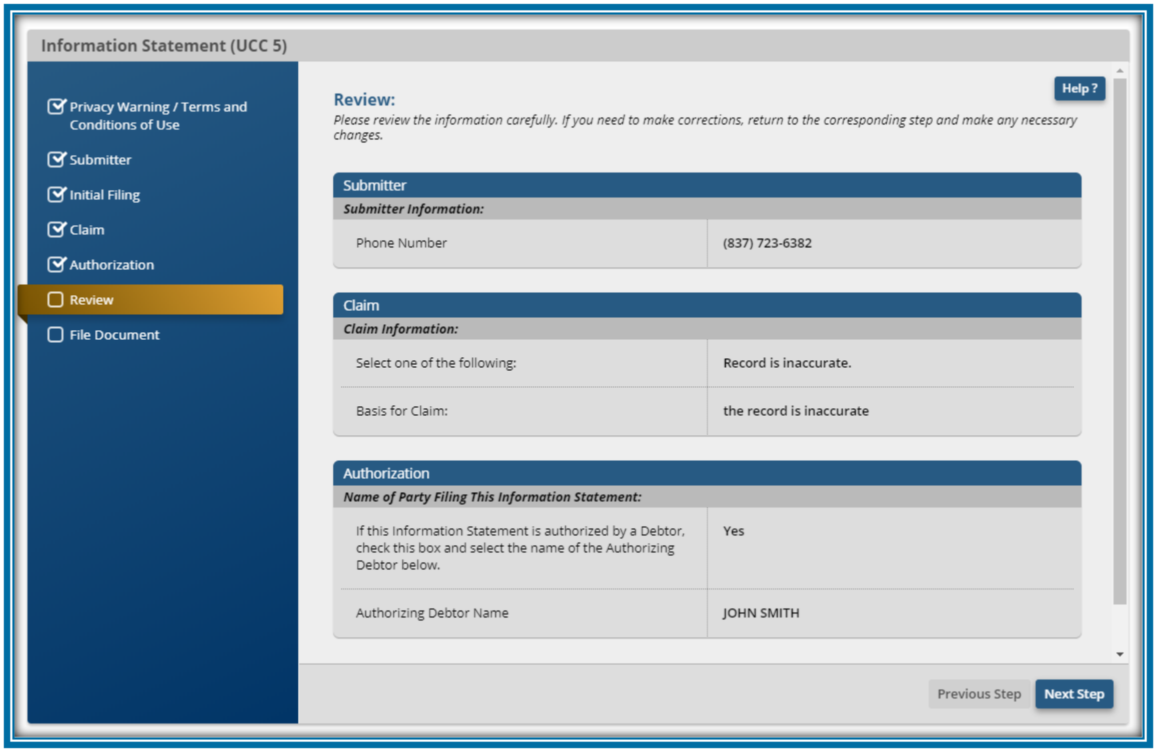
On the Authorization page, the user must state if the Information Statement is authorized by the Debtor or select an Authorizing Secured Party from the drop-down menu.



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.

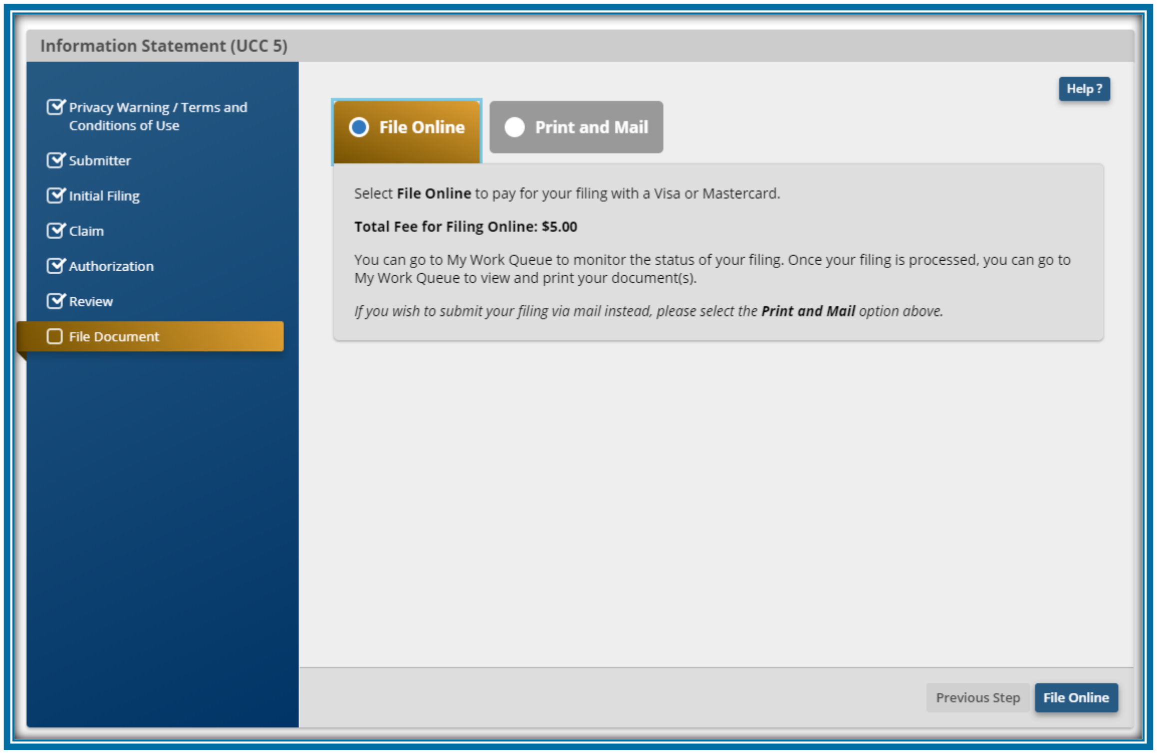
17.6 Review



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

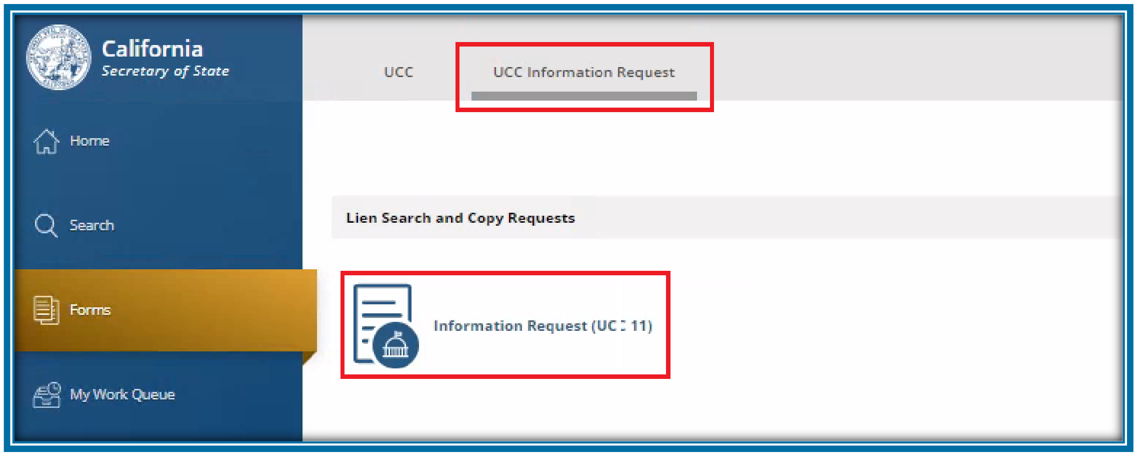


The **File Document** page allows the user to choose between filing the document online or printing and mailing the document.

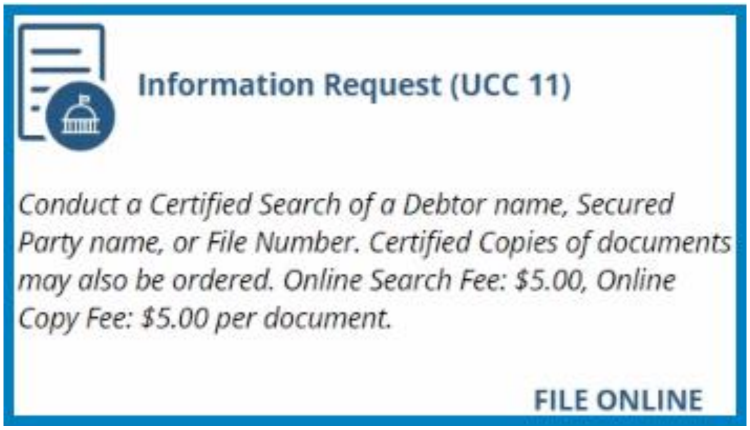
If the user chooses to file the document online, clicking the **File Online** button will send the document to the **Shopping Cart** and from there, the user can pay for the document and have it filed. The steps for payment are same as those mentioned in Section 11.2 of this document.

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)

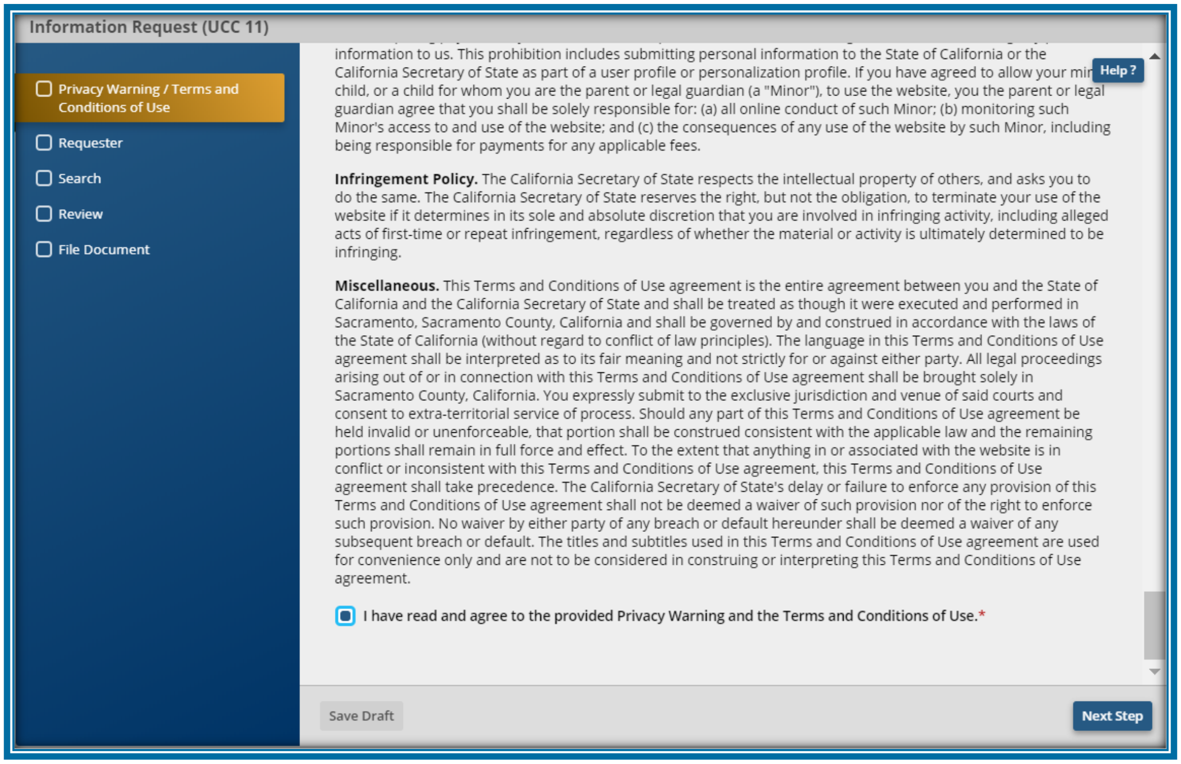


An **Information Request (UCC 11)** is used to obtain certified searches and/or certified copies of UCC records on file with the Secretary of State's office. Each request relates to a specific debtor, secured party, or file number, and a separate request must be submitted for each search. The **Information 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.**

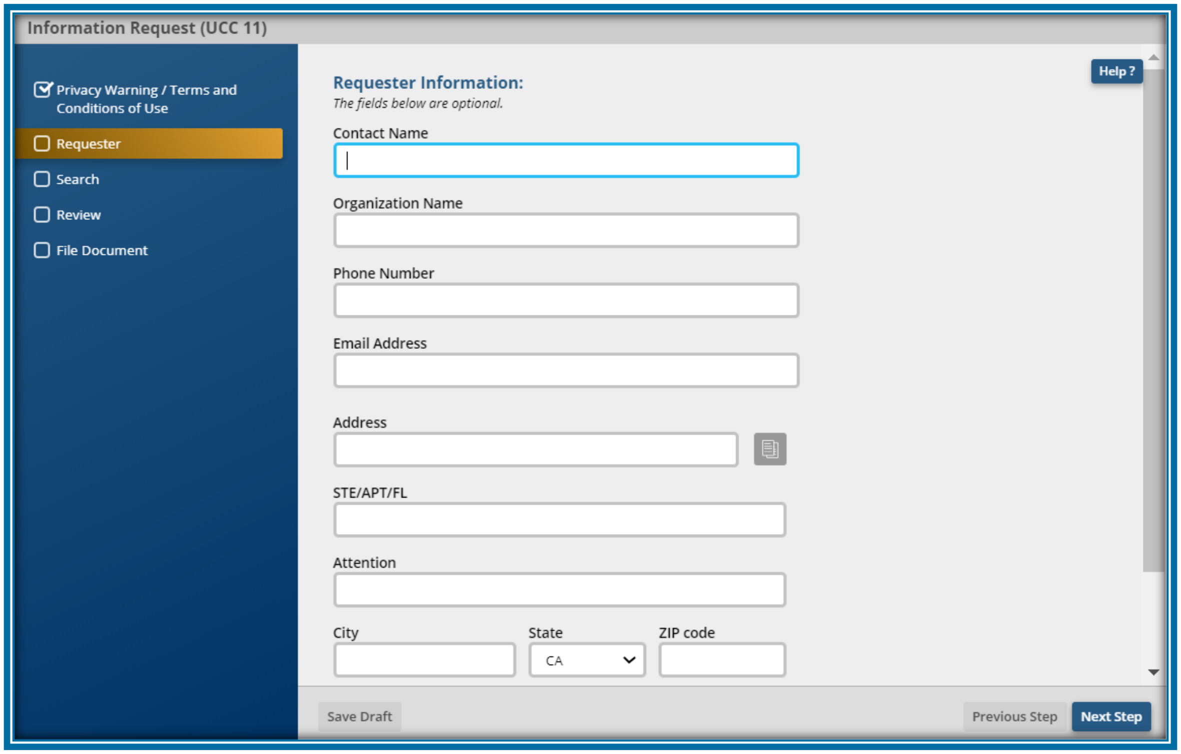
18.1 Privacy Warning / Terms and Conditions of Use



The 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

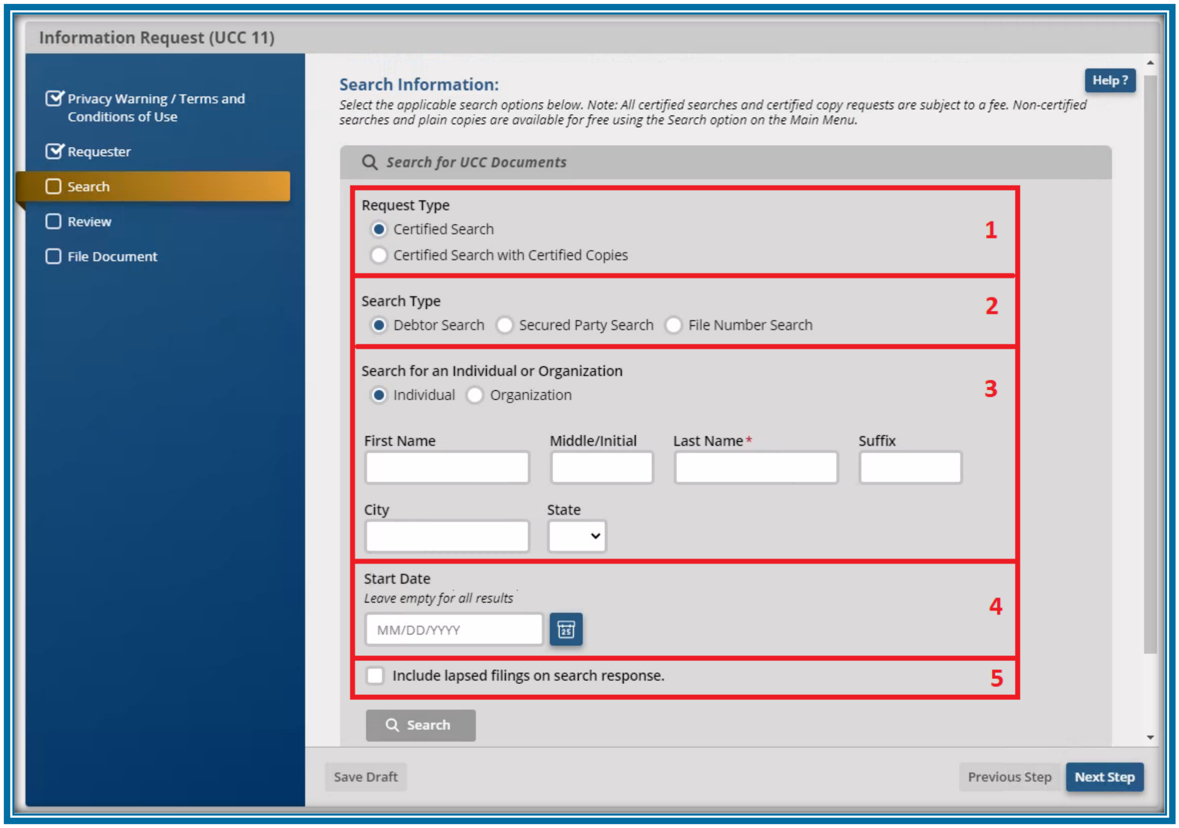
18.2 Requester



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.

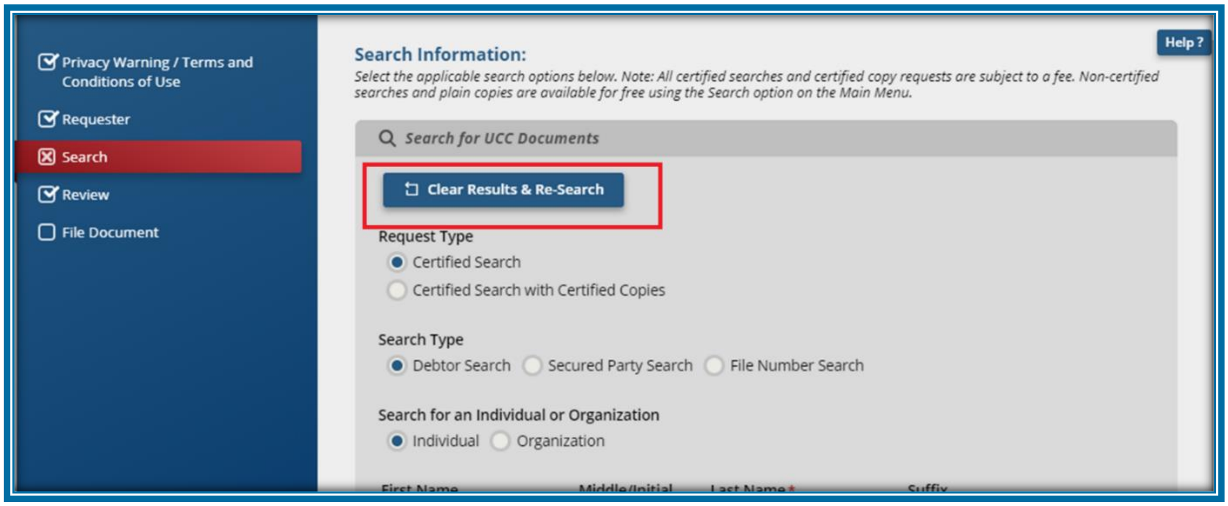
18.3 Search Parameters



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

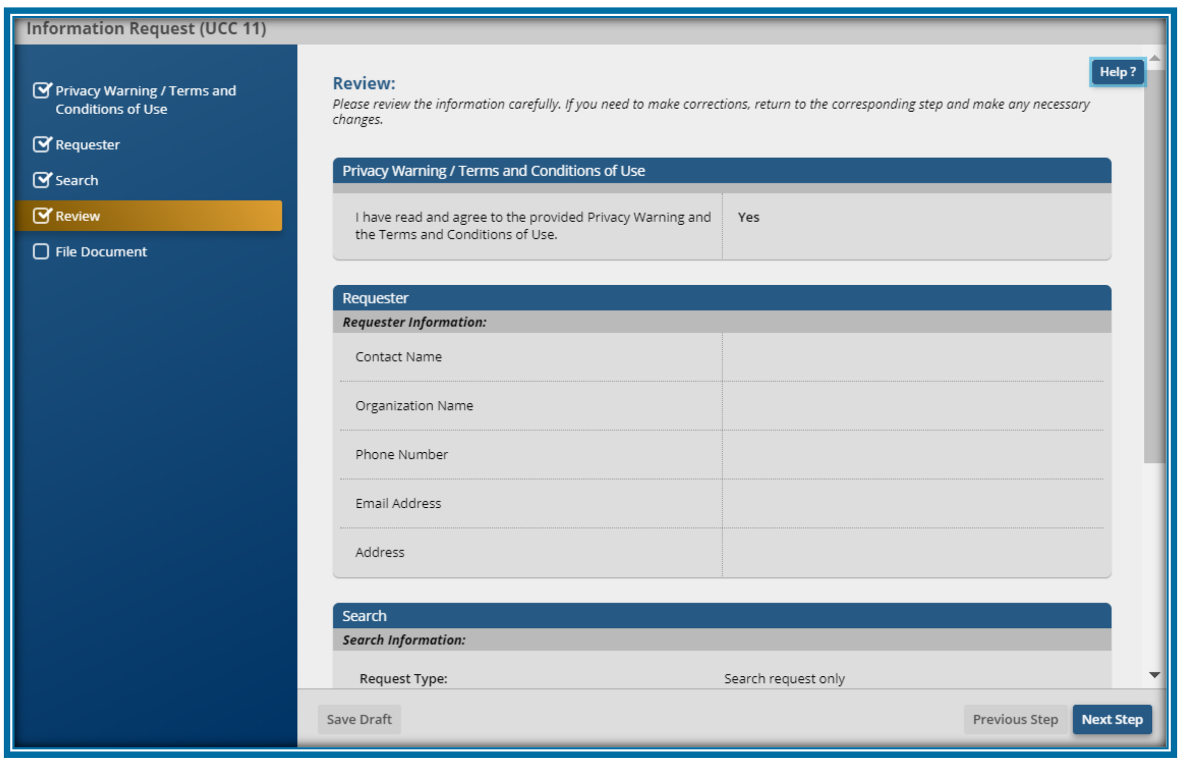
Complete the options and click **Search**.



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.

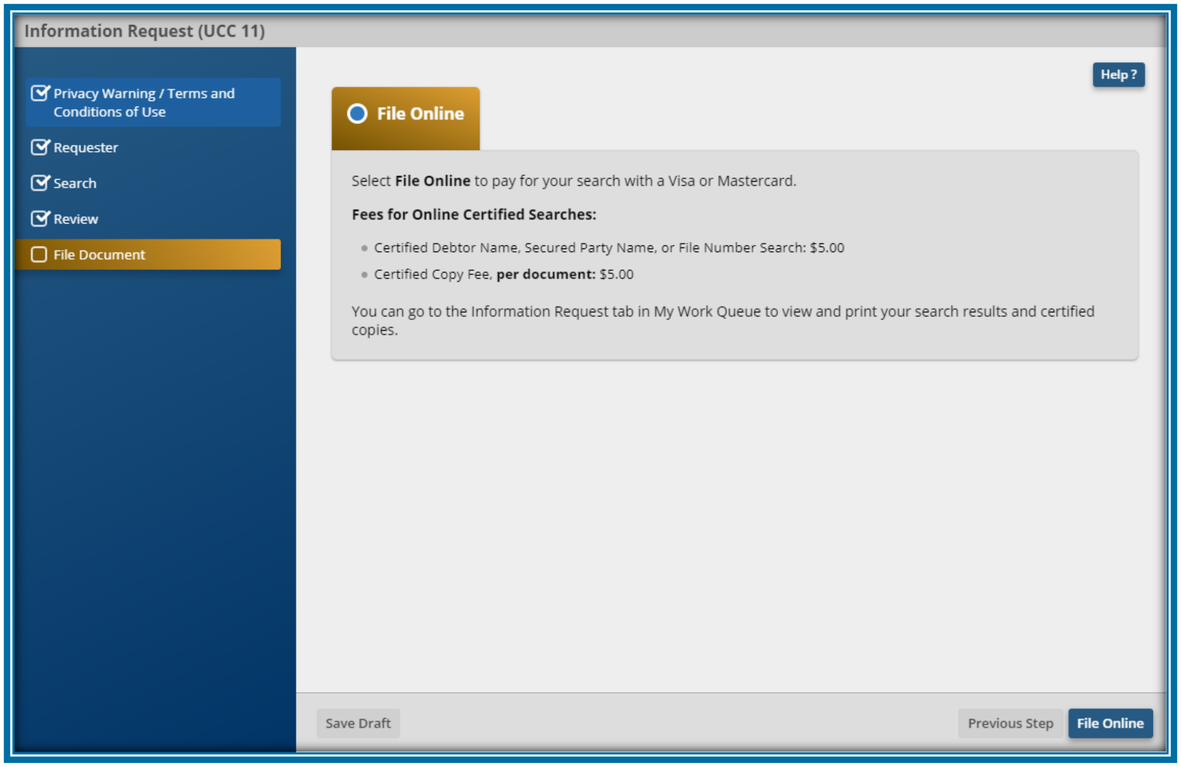
Once the desired file has been located, click **Next Step.**

18.4 Review



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

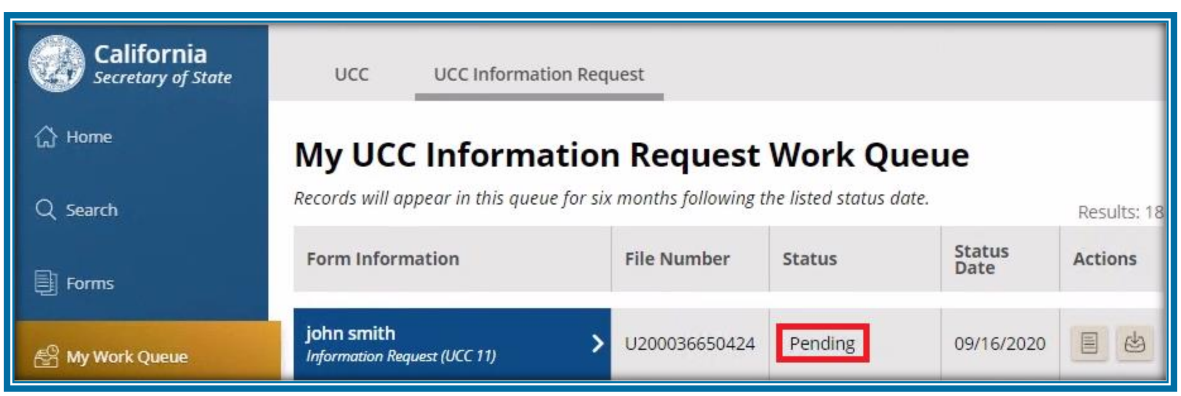
18.5 File Document



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**.

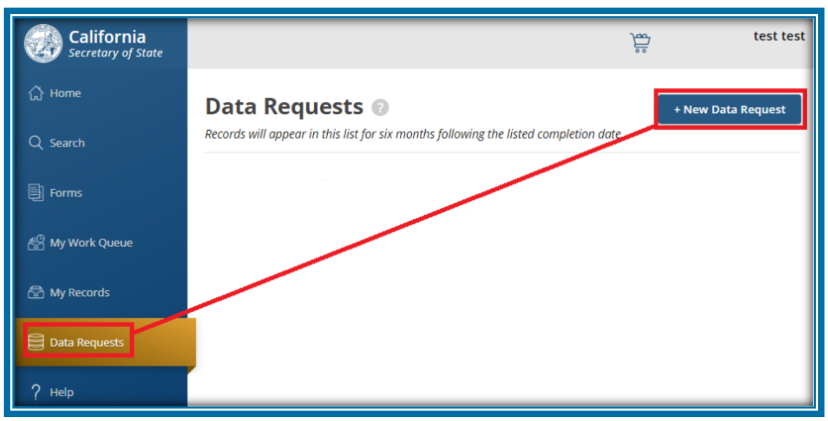


19. Data Request

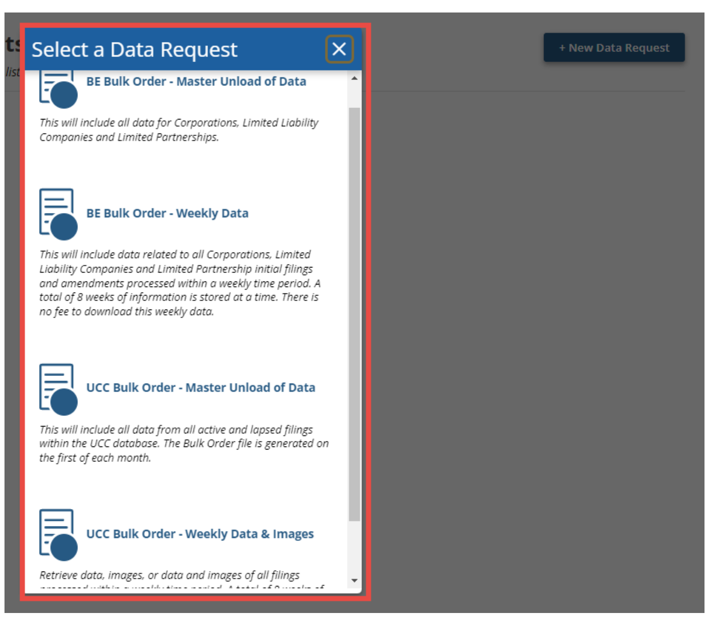
19.1 Types of Bulk Orders

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:

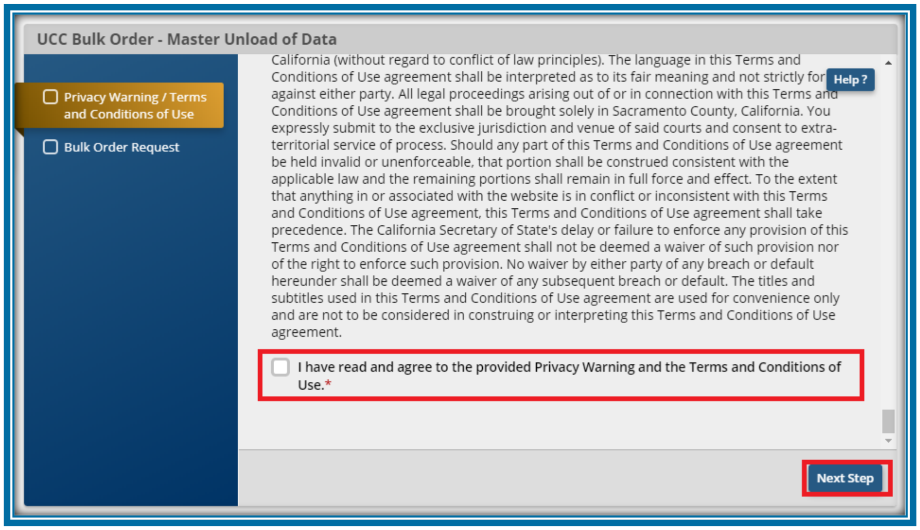
1. **UCC Bulk Order – Master Unload of Data** ($100 per Unload)
2. **UCC Bulk Order - Weekly Data & Images** (Free Data and Images)
3. **BE Bulk Order Master Unload of Data** ($100 per Unload)
4. **BE Bulk Order – Weekly Data & Images** (Free Data)



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.

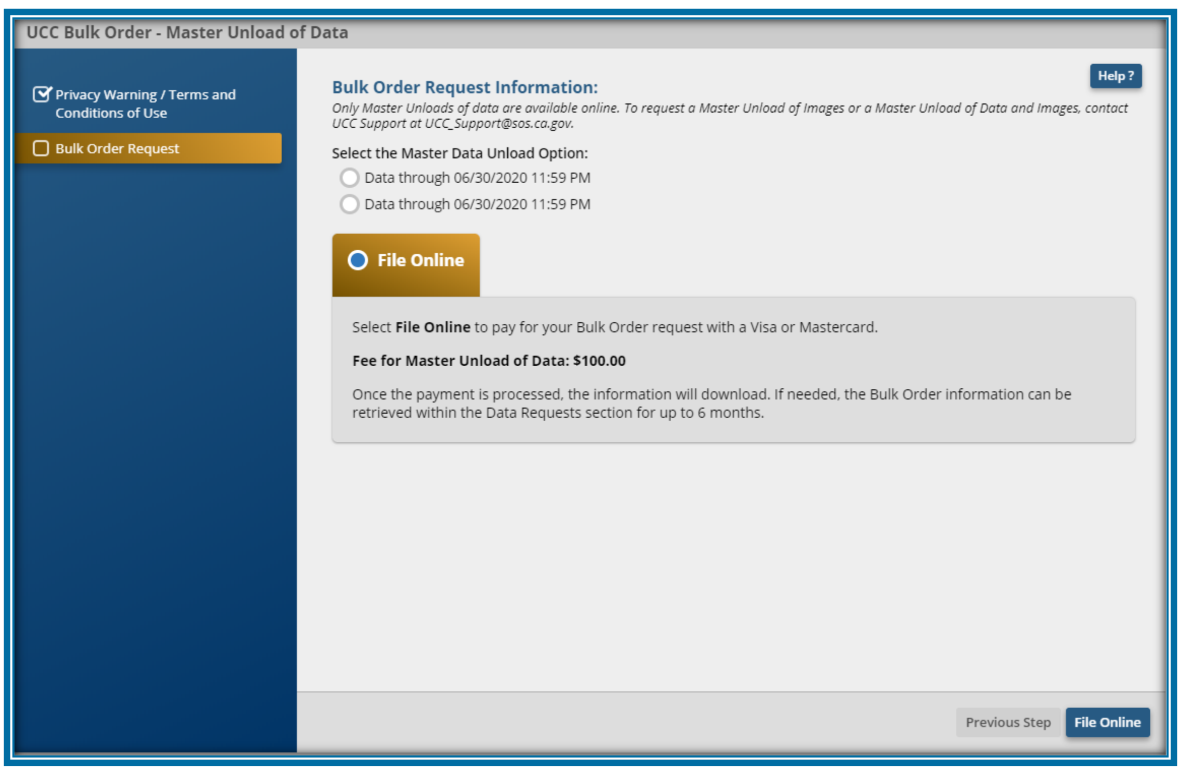


19.2 UCC Bulk Order – Master Unload of Data



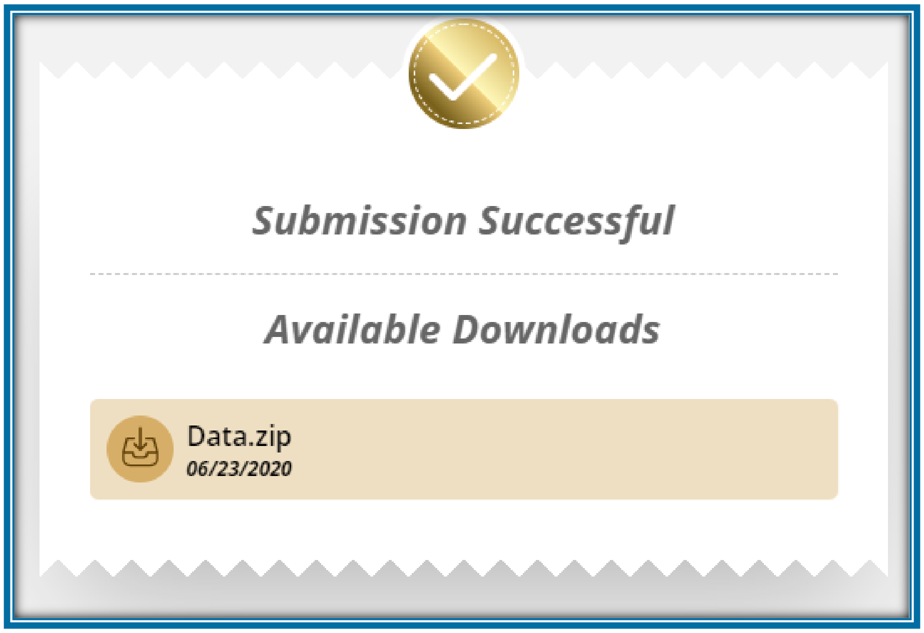
The first page of the **UCC Bulk Order – Master Unload of Data** workflow is a Privacy Warning along with the Terms and Conditions of Use. The user should read the provided text. The user must check the box at the bottom of the text box attesting that the user has read and agrees to the Privacy Warning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

Click **Next Step** to proceed.



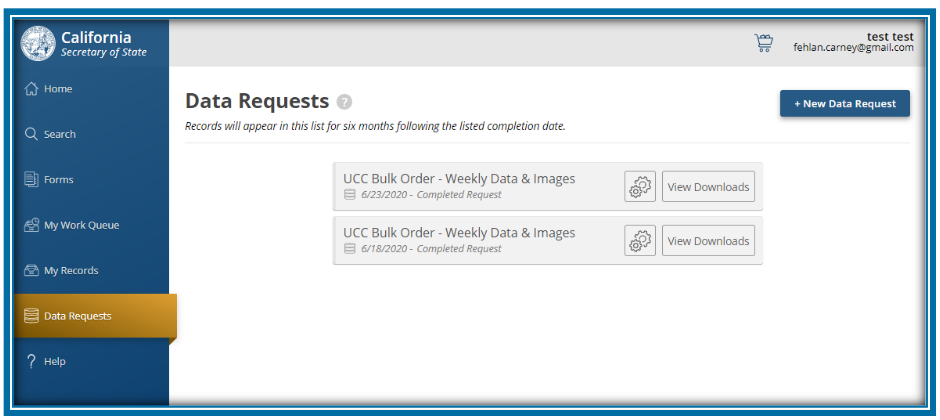
The Bulk Order Request Information allows the user to select which monthly data extract the user wants in their Master Unload order.

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.

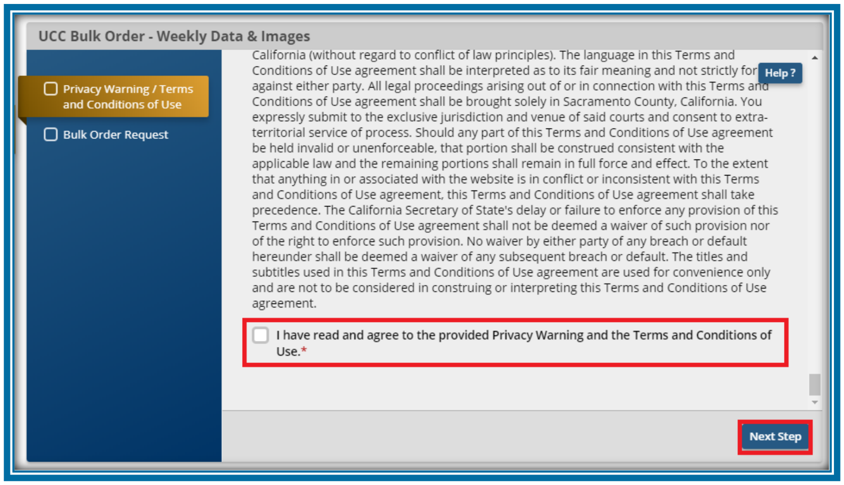


After clicking **File Online**, the user will be presented with a Submission Successful notification. Clicking the **Data.zip** button under **Available Downloads** will download the zip file containing the requested files.

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.

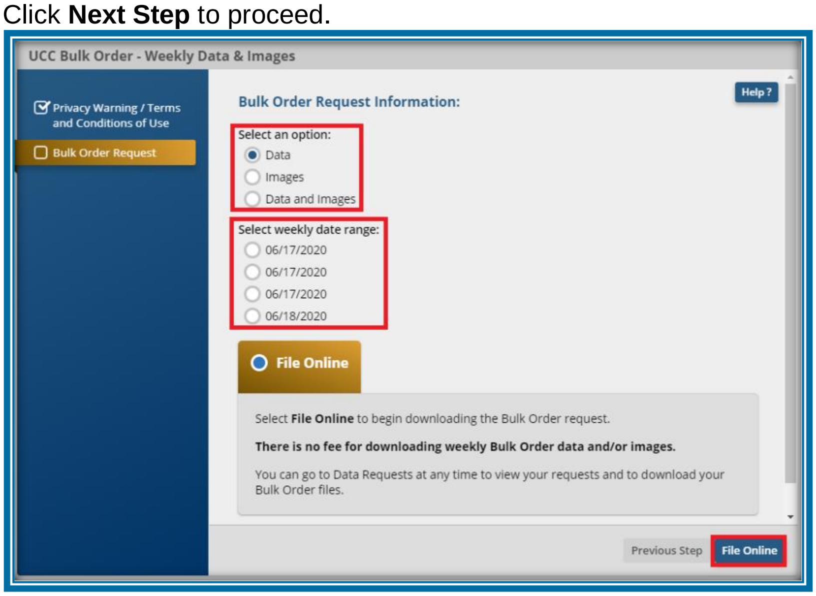


19.3 UCC Bulk Order – Weekly Data & Images



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.

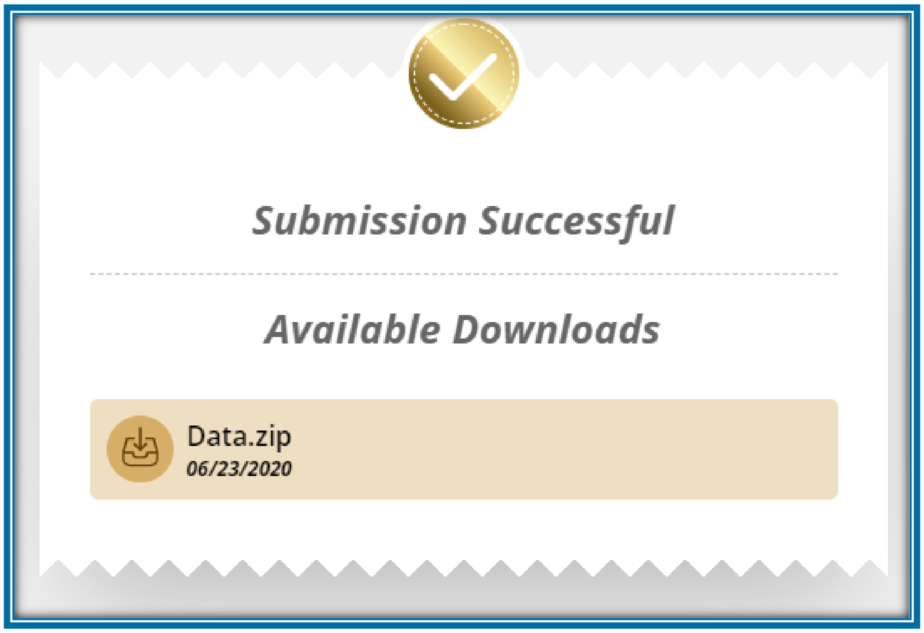
Click **Next Step** to proceed.



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.