


S.D. Secretary of State


VERIFICATION, TERMINATING
AND AUDITING PROCEDURES

Subscriber Login



**SOUTH DAKOTA
SECRETARY OF STATE**

SHANTEL KREBS



(605) 773-3537
sdsos@state.sd.us
Contact us

UCC Services

Login

- **Subscribers** are approved by SOS before being granted access to the UCC System.
- Subscribers can then login with their unique Username and Password.

Pre-paid PAD Account Only.


DO NOT access if you **DO NOT** have a Pre-paid Account. If you have an account from the South Dakota Secretary of State Office, please use it below to access your account and begin filing or searching for UCC documents.

Username:


Password:

Submit

[Forgot Password?](#)



and sent to the South Dakota Secretary of State to request specific information on cataloged UCC Filings.



[Request to Download the UCC Database](#)
File a request to download the UCC database.

Subscriber Login Security

- Each user receives a unique username and password when they are registered in the system.
 - Each individual using the system should have their OWN username and password. "Sharing" usernames is NOT secure and should be avoided.
- Passwords are automatically required to be updated every 6 months.
 - The user will be prompted by the system to create a new password before logging in.
- A user may attempt to log in to their account 3 times within 30 minutes before being locked out.
 - The system will lock that user out for 30 minutes before they can log back in.
 - This helps to deter a fraudulent log in from occurring.
- SOS office does not have access to view current passwords.
 - The SOS office can only reset the forgotten/misplaced password to a generic password that requires updating before logging in.

Filing a UCC3 - Termination



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UCC Services Online

Testing K Rounds | [Logout](#)

UCC Services Online

Forms



[UCC1 Financing Statement](#)

Generate a new financing statement with the online tool. You may file the financing statement online if payment is made using a credit/debit card or e-check, or print the financing statement to mail in with a check.



[UCC3 Financing Statement Amendment](#)

Generate a financing statement amendment. You may file the amendment online if payment is made using a credit/debit card or e-check, or print the financing statement amendment to mail in with a check.



[UCC5 Statement of Claim](#)

Generate a statement of claim. You may file the statement of claim online if payment is made using a credit/debit card or e-check, or print the statement of claim to mail in with a check.



[UCC2 Information Request](#)

Generate an information request. You may obtain results online if payment is made using a credit/debit card or e-check, or print the information request to mail in with a check. Requested copies are delivered immediately (in pdf format) if the request is paid for online.

Tools



[UCC Database Search](#)

Online access to UCC records.



[Tickler](#)

Track and edit documents assigned to the Primary Account.

A **Termination** can be filed by clicking on and following through the *UCC3 Financing Statement Amendment* process.

Filing a UCC3 - Termination

UCC Services > UCC3 or EFS3 Financing Statement Amendment > Data Entry Testing K Rounds | [Logout](#)

UCC3 Financing Statement Amendment

Please Select the Amendment Actions...

Financing Statement:

Financing Statement Doc #: *

(Enter the document number of the UCC 1 Financing Statement)

Document Details:

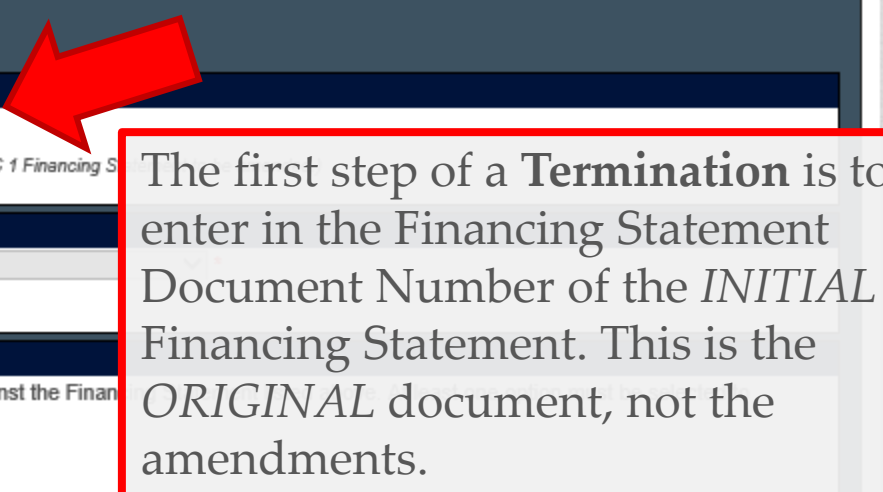
Record Type:

Amendment Options:

Please select the amendment actions that will be performed against the Financing Statement. Continue.

- ☐ Termination
- ☐ Continuation
- ☐ Assignment
- ☐ Amendment to Party Information, the amendment affects:
 - ☐ Debtor ☐ Secured Party
 - Party of record will be: ☐ Changed ☐ Deleted ☐ Added
- ☐ Collateral Change, described collateral will be:
 - ☐ Added ☐ Deleted ☐ Restated ☐ Assigned

Continue



The first step of a **Termination** is to enter in the Financing Statement Document Number of the *INITIAL* Financing Statement. This is the *ORIGINAL* document, not the amendments.

Filing a UCC3 - Termination

UCC Services > UCC3 or EFS3 Financing Statement Amendment > Data Entry Testing K Rounds | [Logout](#)

UCC3 Financing Statement Amendment

Please Select the Amendment Actions...

Financing Statement:

Financing Statement Doc #: *

(Enter the document number of the UCC 1 Financing Statement to be amended.)

Document Details:

Record Type: *

1st Debtor: TEST DEBTOR - 123 HOME STREET, SACRAMENTO, CA

1st Secured NEW SECURED PARTY TEST - 914 S STREET, SACRAMENTO, Party: CA

Once the Original Financing Statement Doc # is entered, the *Document Details* will appear in a large, bold font, in order for the user to verify that the correct document is being amended.

This information includes:

- Record Type
- 1st Debtor Name and Address
- 1st Secured Party Name and Address

[Continue](#) [Cancel](#)

Filing a UCC3 - Termination

UCC Services > UCC3 or EFS3 Financing Statement Amendment > Data Entry Testing K Rounds | [Logout](#)

UCC3 Financing Statement Amendment

Please Select the Amendment Actions...

Financing Statement:
Financing Statement Doc #: *
(Enter the document number of the UCC 1 Financing Statement to be amended)

Document Details:
Record Type: UCC
1st Debtor: TEST DEBTOR - 123 HOME STREET, SA
1st Secured NEW SECURED PARTY TEST - 914 S STREET, SACRAMENTO
Party: CA

Amendment Options:
Please select the amendment actions that will be performed against the Financing Statement. [Continue](#)

☒ **Termination** ****Please confirm the Debtor and Secured Party information above.**

☐ Continuation

☐ Assignment

☐ Amendment to Party Information, the amendment affects:
☐ Debtor ☐ Secured Party
Party of record will be: ☐ Changed ☐ Deleted ☐ Added

☐ Collateral Change, described collateral will be:
☐ Added ☐ Deleted ☐ Restated ☐ Assigned

[Continue](#) [Cancel](#)

- In the *Amendment Options*, selecting **Termination** pops up a warning statement that asks the user to *“Please confirm the Debtor and Secured Party information above.”*
- The user should verify the information to ensure the correct document is being amended.

Filing a UCC3 - Termination

UCC Services > UCC3 or EFS3 Financing Statement Amendment > Data Entry Testing K Rounds | [Logout](#)

UCC3 Financing Statement Amendment

Financing Statement # 20180171008571 - Termination

Submitter ☐ **Confirmation** ☐ **Auth. Party** ☐ **Payment** ☐

Please provide your name and address.

Submitted By:

Org Name:	TEST *	Country:	USA
Contact Name:	TESTING K ROUNDS *	Address:	500 E CAPITOL AVE
Email:	krista.rounds@state.sd.us *	STE/APT/FL:	
Phone:		City:	PIERRE
Optional Filer Ref:			

Certification:

By checking the box below, you certify the following:


☒ I certify *

- I understand that the information submitted electronically by me will be used to generate an official document that will be filed with the South Dakota Secretary of State;
- I am authorized to file this document;
- The information is accurate;
- I understand it is an offense for any person to knowingly prepare, sign, or file any lien or other document without a reasonable basis or any legal cause to place such lien or encumbrance on such real or personal property.

Certification of Termination:

By checking the box below, you certify the following: *

☒ I accept legal responsibility for terminating this filing.



- The **Submitter Information** will fill automatically with the information in Subscriber/User Profile, but the user is responsible for ensuring its accuracy.
- Click the check box certifying the information for the filing is true and accurate.
- For a **Termination** there is a **SECOND** check box that **MUST** be checked in order to continue with the filing, that reads:

"I accept legal responsibility for terminating this filing."

Filing a UCC3 - Termination

UCC Services > UCC3 or EFS3 Financing Statement Amendment > Data Entry Testing K Rounds | [Logout](#)

UCC3 Financing Statement Amendment

Financing Statement # 20180171008571 - Termination

Submitter ☒ **Confirmation** ☐ **Auth. Party** ☐ **Payment** ☐

Please confirm all details for the UCC Document have been entered correctly.

UCC Financing Statement Amendment

Submitter Send Acknowledgement To: TEST 500 E CAPITOL AVE PIERRE, SD 57501	Document Information Doc #: (New) Date: 01/30/2018 2:31 PM Amendment Actions: Termination Doc State: Active Record Type: UCC Receipt #: Not Available
Authorizing Party Name: Not Provided	
Debtors 1. DEBTOR1 123 HOME STREET SACRAMENTO, CA 12345 2. NEW NAME 112333 DDED, CA 12345 3. TEST DEBTOR 123 HOME STREET SACRAMENTO, CA 12345	Secured Parties 1. NEW SECURED PARTY TEST 914 S STREET SACRAMENTO, CA 95811
Miscellaneous Filing Type Other: Non-UCC Filing	
Total Amount Due: \$0.00 Filing Fee: \$0.00 <small>Please add an additional \$5 if this document will be mailed to the Secretary of State with any additional attachments.</small>	

[Back](#) [Continue](#) [Cancel](#)

- The **Confirmation** page will give all details of the amendment being filed.
- **Terminations** show ALL Debtor and Secured Party information as an additional verification that the amendment being filed is on the correct document.
- The user **MUST** verify this information before continuing.

Filing a UCC3 - Termination

UCC Services > UCC3 or EFS3 Financing Statement Amendment > Data Entry Testing K Rounds | [Logout](#)

UCC3 Financing Statement Amendment

Financing Statement # 20180171008571 - Termination

Submitter ☒ Confirmation ☒ Auth. Party ☐ Payment ☐

Enter either an Organization Name or the First and Surname of an individual. Optionally you may add additional names, initials, and a suffix.

Authorizing Party:

Organization: *

First Personal Name: * Individual's Surname: *

Additional Name(s)/Initials: Suffix:

Back Continue Cancel

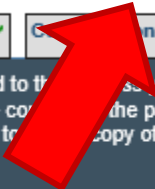
- The **Authorizing Party** of the amendment/termination is the subscriber filing the document, or on whose behalf the subscriber is filing.
- This *SHOULD* be one of the Secured Parties on file for the document.

Filing a UCC3 - Termination

UCC Services > UCC3 or EFS3 Financing Statement Amendment > Data Entry Testing K Rounds | [Logout](#)

UCC3 Financing Statement Amendment

Financing Statement # 20180171008571 - Termination

Submitter ☒  ☒ Auth. Party ☒ Payment ☐

Please proceed to the payment screen to complete your payment now to prevent your UCC3 Financing Statement Amendment from being lost by a system time-out. Once you have completed the payment, the UCC3 Financing Statement Amendment will be processed by the Secretary of State and recorded. You will have an option to download a copy of the document after the payment process is complete.

[Click Here To Pay by PAD Account](#)

PAD Balance:	\$94,431.00
Current Charge:	\$0.00

--or--

If you choose not to complete the online payment, you can print and mail this Financing Statement Amendment to the Secretary of State with payment enclosed.

- For a **Termination** there is no charge, but the “Click Here to Pay by PAD Account” button must still be clicked to submit and complete the filing.
- Here the user should again verify that the amendment is being filed on the correct document number and type of filing before submitting by reviewing the document number in the header.

Filing a UCC3 - Termination

UCC Services > UCC3 or EFS3 Financing Statement Amendment > Amendment Complete

Testing K Rounds | [Logout](#)

Your UCC3 Financing Statement Amendment has been paid and filed with the Secretary of State.

Please print your receipt and a copy of the Financing Statement Amendment for your records by clicking the buttons below before leaving this page.

Print the Amendment Receipt	Print the UCC3 Financing Statement Amendment Receipt.
Print the Amendment Acknowledgement	Print the UCC3 Financing Statement Amendment Acknowledgement.
Print the Amendment Form	Print for your own records a copy of the UCC3 Financing Statement Amendment Form that has been filed.
Return to UCC Services Online	Please remember to print copies of your digital form and receipt before returning to UCC Services Online.

- The **Completion** page allows the user to print a copy of the Receipt, Acknowledgement and Form.
- Print these pages before returning to the UCC Services homepage or before closing this window, as these documents will not be available again.

Tickler Access



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SECRETARY OF STATE

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sdsos@state.sd.us
Contact us

UCC Services Online

Krista - Subscriber Rounds | [Logout](#)

UCC Services Online

- The **Tickler** is a notification system that lists all transactions that have been filed under the PAD account.
- This is where users can track all documents that have been filed using the PAD account.
- Any account that has *Full Access* to the system will have the ability to access the **Tickler** notification system.

Tools



[UCC Database Search](#)

Online access to UCC records.



[My Account](#)

Edit your account information like name, address and password.



[Manage Users](#)

Manage user information and access privileges for your account.



[Tickler](#)

Track and edit documents assigned to the Primary Account.

Tickler

UCC Services > Tickler Krista - Subscriber Rounds | [Logout](#)

Account Tickler

The following list contains a summary of documents in the tickler list for your account.

Documents:

UCC Doc #	User Name	1st Debtor	Filing Date	UCC Lapse Date	EFS Lapse Date	Status	
<input type="text"/>	Add Document						
20130041870201	krista.sub	BAIR FORD MERCURY SALES, INC.	01/04/2013	01/04/2018		Active	Delete
20152741470135	krista.sub	AGRONOMICS INC	10/01/2015	10/01/2020		Active	Delete
20180171008571	krista.sub	TEST DEBTOR	01/17/2018	01/17/2023		Active	Delete

- The **Tickler** gives a real time listing of the documents the subscriber has filed under the PAD account. This information includes *Lapse Date* and *Status* used to track a document.
- Documents filed under the PAD account are automatically added to the Tickler immediately after filing.
- The *Lapse Date* and *Status* are updated in real time as amendments are filed.
 - For example – as soon as a termination has been filed, the status will update in the **Tickler** as terminated.

Tickler - Example


UCC Services > Tickler Krista - Subscriber Rounds | [Logout](#)

Account Tickler

The following list contains a summary of documents in the tickler list for your account.

Documents:

UCC Doc #	User Name	1st Debtor	Filing Date	UCC Lapse Date	EFS Lapse Date	Status	
<input type="text"/>	Add Document						
20130041870201	krista.sub	BAIR FORD MERCURY SALES, INC.	01/04/2013	01/04/2018		Active	Delete
20152741470135	krista.sub	AGRONOMICS INC	10/01/2015	10/01/2020		Active	Delete
20180171008571	krista.sub	TEST DEBTOR	01/17/2018	01/17/2023		Terminated	Delete



- As an example: Even though document number 20180171008571 was terminated by a different user and PAD number, it still shows a status of **Terminated** on the Tickler of the user who originally filed the document as soon as the termination filing has been completed.
- Users should be watching their Ticklers for any status changes on documents in real time.

Tickler - Exporting

The **Tickler** can be exported to Excel for *AUDITING* and other activity using some simple cut & paste techniques:

1. Click, Drag and highlight the tickler in its entirety. Or if your Tickler is large, you can do it in a couple sections if that is easier.

UCC Services > Tickler

Krista - Subscriber Rounds | Logout

Account Tickler

The following list contains a summary of documents in the tickler list for your account.

Documents:

UCC Doc #	User Name	1st Debtor	Filing Date	UCC Lapse Date	EFS Lapse Date	Status	
<input type="text"/>	Add Document						
20130041870201	krista.sub	BAIR FORD MERCURY SALES, INC.	01/04/2013	01/04/2018		Active	Delete
20152741470135	krista.sub	AGRONOMICS INC	10/01/2015	10/01/2020		Active	Delete
20180171008571	krista.sub	TEST DEBTOR	01/17/2018	01/17/2023		Terminated	Delete

Tickler – Exporting (Cont.)

2. Either right click and select *Copy* or type *Ctrl-C* on the keyboard to copy the information.

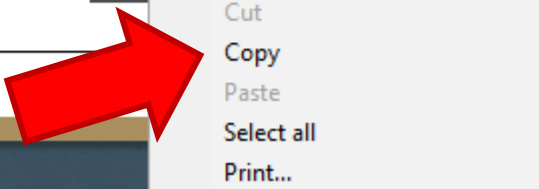
UCC Services > Tickler Krista - Subscriber Rounds | [Logout](#)

Account Tickler

The following list contains a summary of documents in the tickler list for your account.

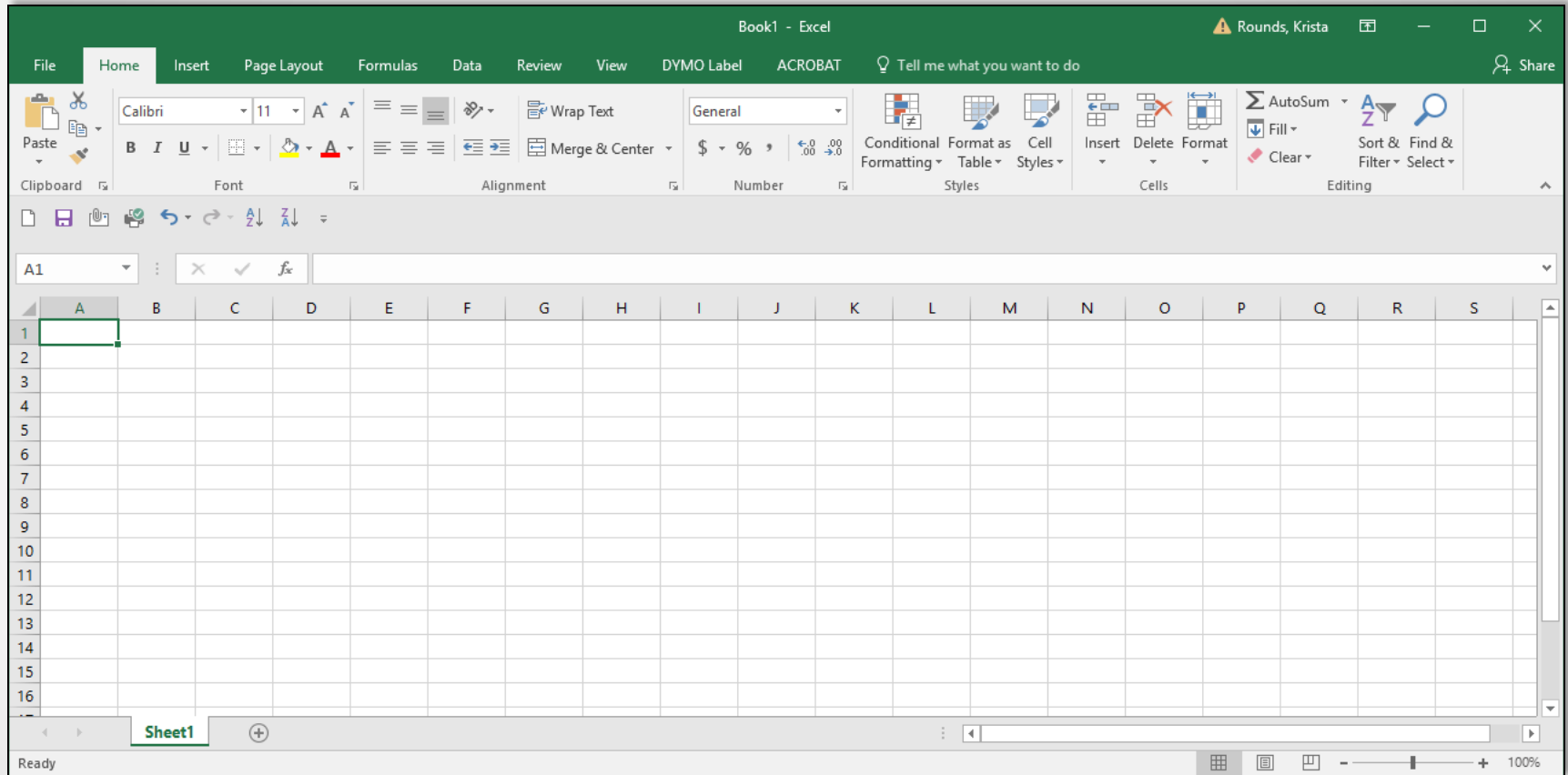
Documents:

UCC Doc #	User Name	1st Debtor	Filing Date	UCC Lapse Date	EFS Lapse Date	Status	
<input type="text"/>	Add Document						
20130041870201	krista.sub	BAIR FORD MERCURY SALES, INC.	01/04/2013	01/04/2018		Active	Delete
20152741470135	krista.sub	AGRONOMICS INC	10/01/2015	10/01/2020		Active	Delete
20180171008571	krista.sub	TEST DEBTOR	01/17/2018	01/17/2023		Terminated	



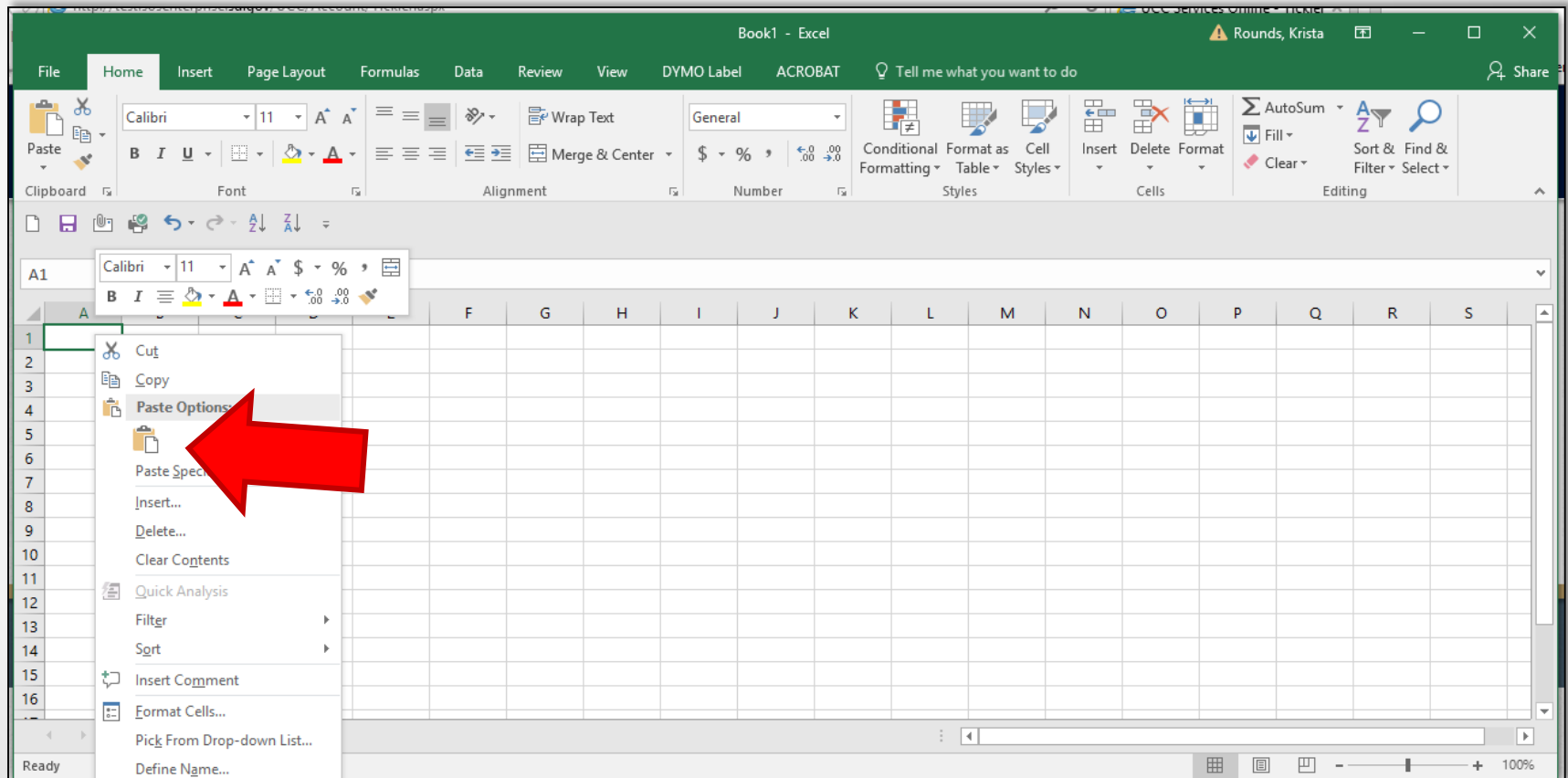
Tickler – Exporting (Cont.)

3. Open Microsoft Excel and start a new workbook.



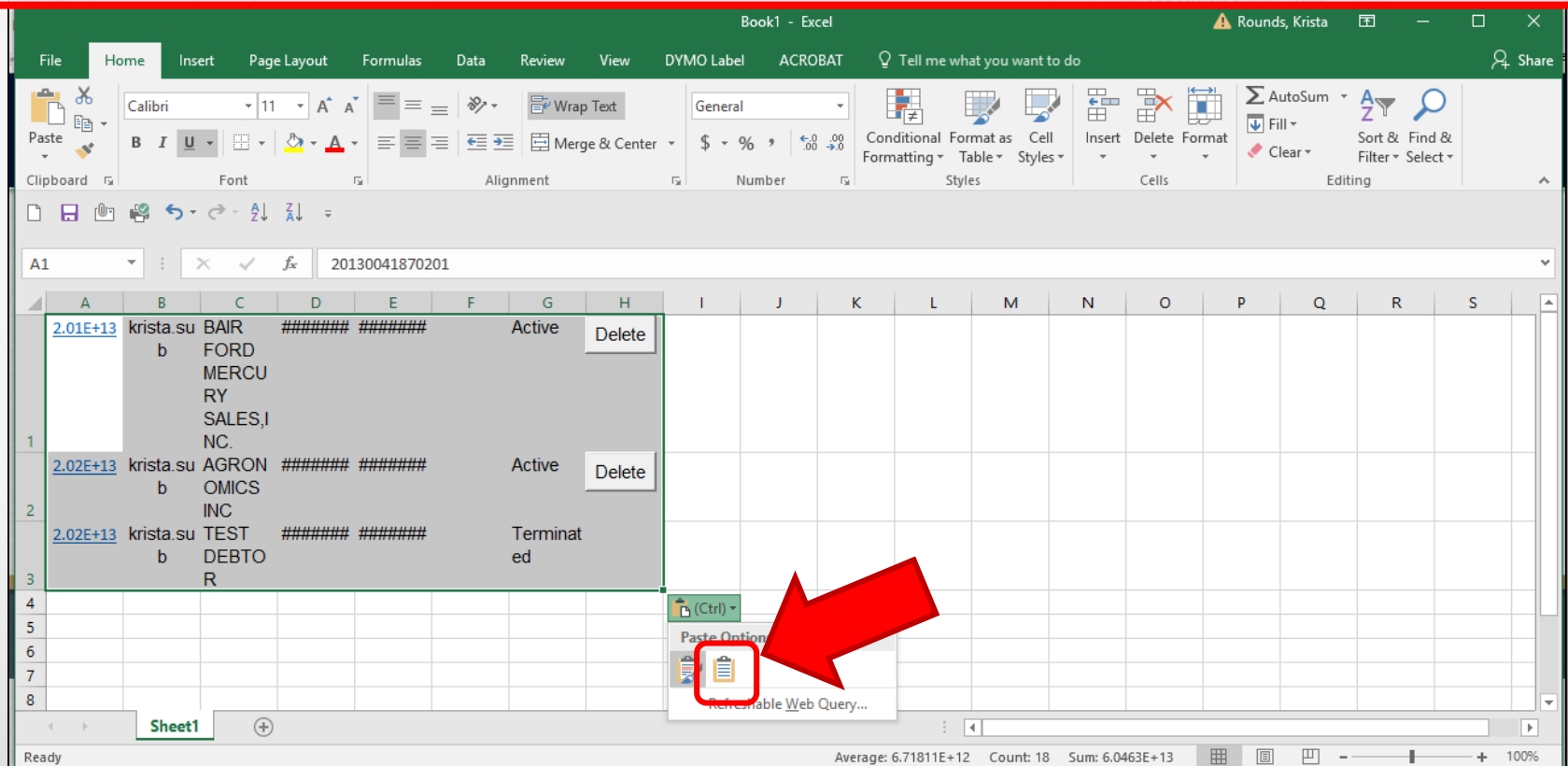
Tickler – Exporting (Cont.)

4. Right click in the first cell and select *Paste* or click *Ctrl-V* on the keyboard to paste.



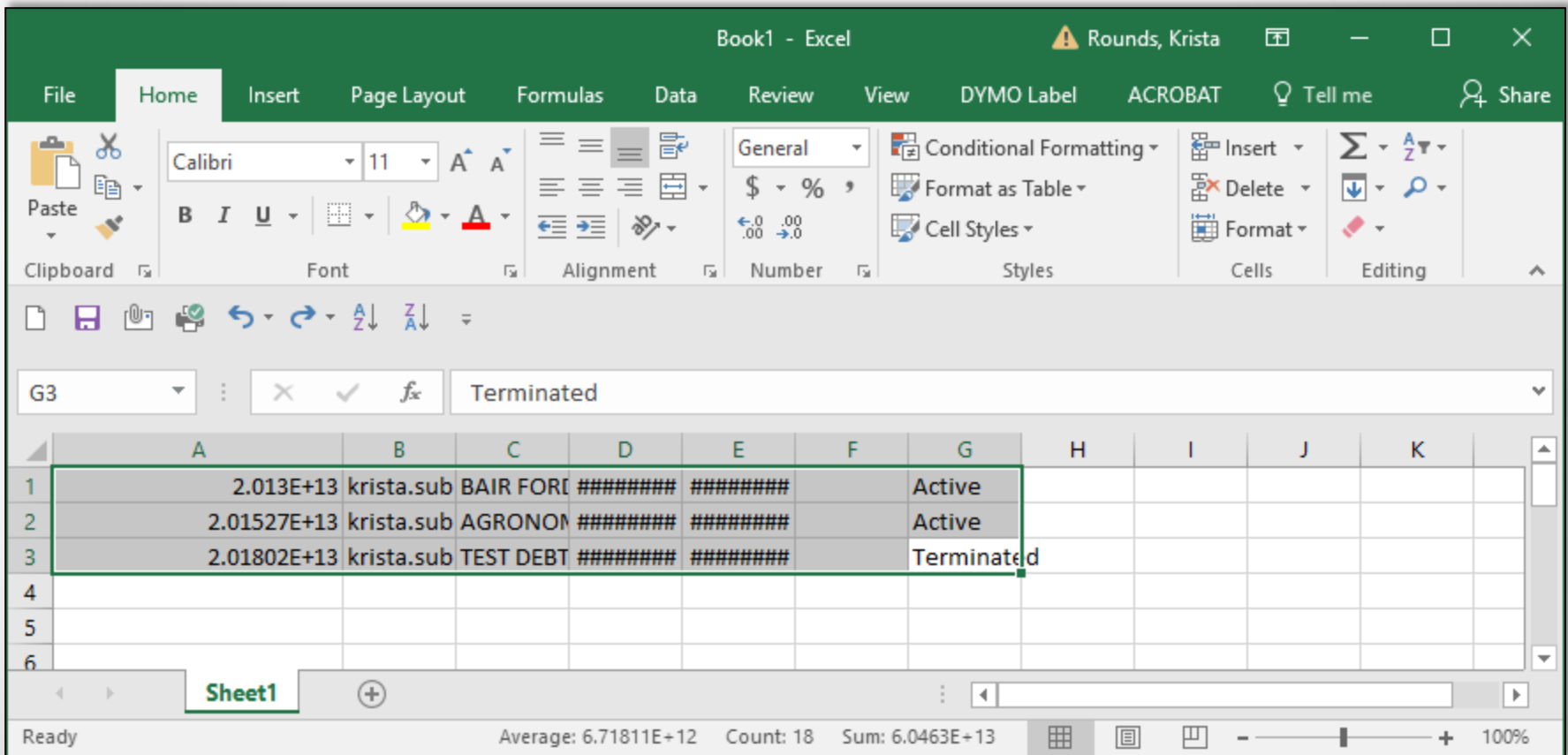
Tickler – Exporting (Cont.)

5. Open up the *Paste Options* menu by selecting the little clipboard in the bottom right corner of your data and select the second clipboard without the paintbrush to paste without formatting. This will remove all the hyperlinks and formatting.



Tickler – Exporting (Cont.)

6. This will leave you with format free data which you can format and manipulate however you see fit for *AUDITING* or review.



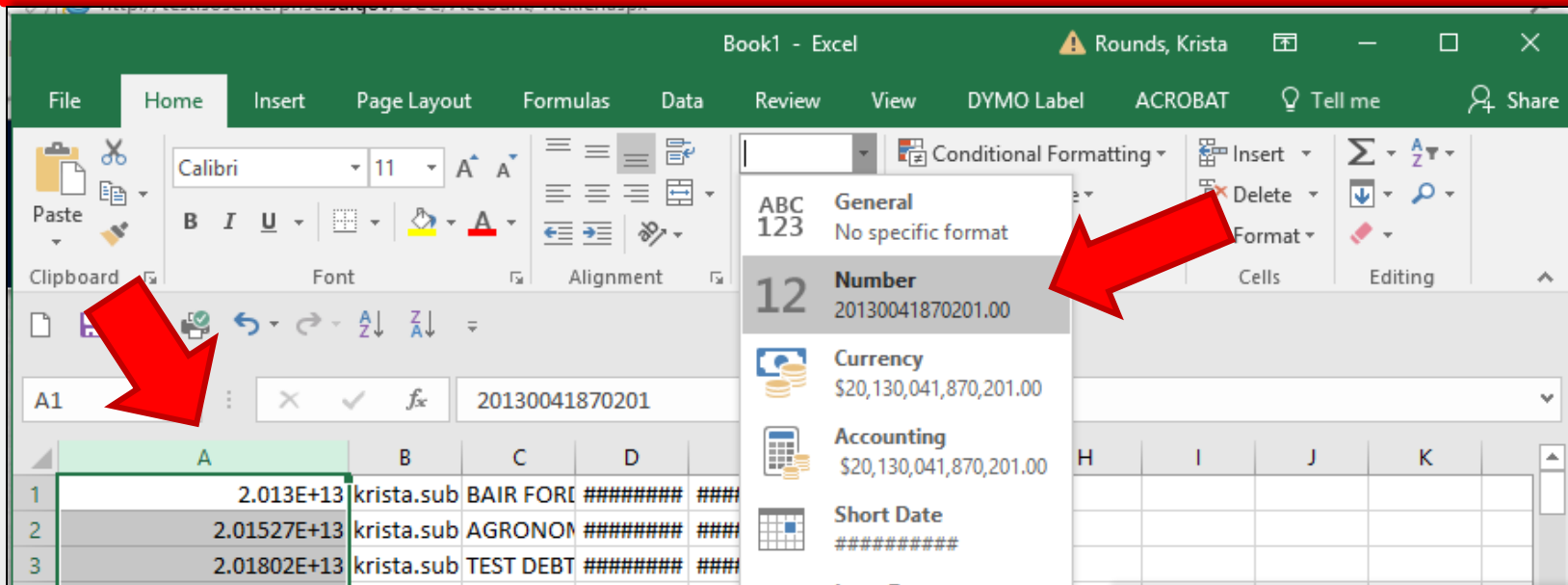
The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The active cell is G3, which contains the text 'Terminated'. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K
1	2.013E+13	krista.sub	BAIR FOR	#####	#####		Active				
2	2.01527E+13	krista.sub	AGRONOM	#####	#####		Active				
3	2.01802E+13	krista.sub	TEST DEBT	#####	#####		Terminated				
4											
5											
6											

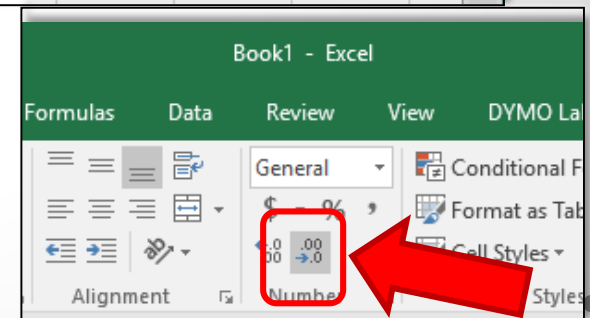
The status bar at the bottom shows 'Ready', 'Average: 6.71811E+12', 'Count: 18', 'Sum: 6.0463E+13', and a zoom level of 100%.

Tickler – Exporting (Cont.)

7. The UCC Document numbers will be formatted in a shorted exponential number that can be changed by highlighting the column (*click on the A*), go to the format section and click “Number” in the drop down.



8. Then click on the *decrease decimal* button twice to make the decimal points disappear.
9. You are now able to manipulate the data as you see fit for your *AUDITING* purposes.



Auditing

For your internal **AUDITING** of documents filed by the subscriber, the monthly account statement, tickler and receipts printed by users can be compared to ensure all documents are filed correctly.

PRE-PAID ACCOUNT MONTHLY STATEMENT
Transactions: 01/01/2018 through 01/31/2018

South Dakota Secretary of State
500 E. Capitol Ave
Pierre, SD 57501-5070
Account No: 99998888

**DO NOT PAY!
This is not a bill.**

Date	Receipt #	Transaction	Deposit	Charge	Balance
					\$94,431.00
Beginning Balance					
01/30/2018	001147067	UCC Amendment Termination; Ref: 20180301408837	\$0.00	\$0.00	
		Deposit Total:			\$94,431.00
		Charge Total:			
Ending Balance					

TEST
TEST PAD
123 FAKE ST
PIERRE, SD 55555

phone (605)773-3537 corporations (605)773-4845 ucc (605)773-4422
Page 1 of 1

RECEIPT

TEST
123 FAKE ST
PIERRE, SD 55555

South Dakota Secretary of State
500 E. Capitol Ave
Pierre, SD 57501-5070

RECEIPT INFORMATION
Receipt #: 001147067
Receipt Date: 01/30/2018

**DO NOT PAY!
This is not a bill.**

Description of Charges	Reference	Quantity	Unit Price	Total
UCC Amendment Termination	20180301408837	1	\$0.00	\$0.00
TOTAL CHARGES PAID				\$0.00

Description of Payment	Reference	Amount
Payment-PAD	99998888	\$0.00
TOTAL PAYMENT		\$0.00

PAD Account: 99998888 - Test

PAD Begin Balance: \$94,431.00
PAD End Balance: \$94,431.00

(605)773-3537 corporations (605)773-4845 ucc (605)773-4422
Page 1 of 1

Monthly Statement

PRE-PAID ACCOUNT MONTHLY STATEMENT

Transactions: 11/01/2017 through 11/30/2017



South Dakota Secretary of State
500 E. Capitol Ave
Pierre, SD 57501-5070

Account No: 000001

SD SECRETARY OF STATE
SDSOS
500 E CAPITOL AVE B04
PIERRE, SD 575015070

DO NOT PAY!
This is not a bill.

Date	Receipt #	Transaction	Deposit	Charge	Balance
Beginning Balance					\$3,013.00
11/06/2017	001146940	UCC/EFS Amendment: Change Secured Party (1); Ref: 20173101208340		-20.00	
11/07/2017	001146944	UCC Amendment: Assignment, Collateral Assignment Ref: 20173111508381		-20.00	
11/09/2017	001146946	UCC/EFS Amendment: Termination; Ref: 20173131008390			
11/13/2017	001146953	UCC Amendment: Termination; Ref: 20173171008434			
11/13/2017	001146956	UCC Financing Stmt: 1 Debtor(s); Ref: 20173171308453		-20.00	
11/13/2017	001146957	UCC Amendment: Termination; Ref: 20173171308460			
11/13/2017	001146963	UCC Amendment: Continuation; Ref: 20173172208479		-32.00	
11/14/2017	001146965	UCC/EFS Amendment: Termination; Ref: 20173181408487			
11/28/2017	001146988	UCC Financing Stmt: 1 Debtor(s); Ref: 20173321508517		-20.00	
11/29/2017	001146989	UCC Certified Search Request; Ref: 20173331208527		-10.00	
11/29/2017	001146989	UCC Copies; Ref: 20173331208527		-30.00	
11/29/2017	001146990	Private Lobbyist Registration - 2018 - Josh - Subscriber Wadsworth; Ref: 1008078		-40.00	
Deposit Total:			\$0.00		
Charge Total:				-\$192.00	
Ending Balance					\$2,821.00

- The **Monthly Statement** is emailed to the PAD account point of contact on the first day of the new month.
- The statement shows ALL filings that were done within the prior month and includes *original filings, amendments AND terminations* and the UCC Document numbers associated to those filings.
- For example: If the **Tickler** shows a document was terminated, but it is not showing on the **Statement**, that means it was potentially terminated by a different PAD/subscriber.