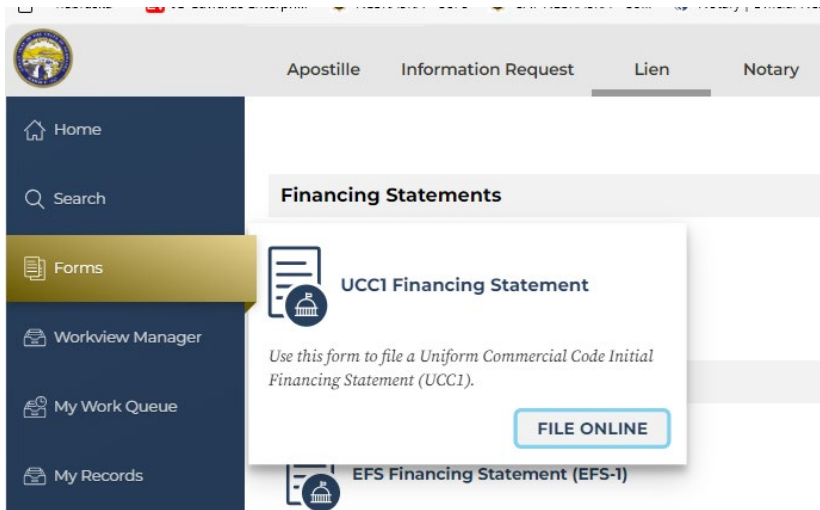


UCC Filings and Searches

UCC-1 Original Financing Statement

To file a UCC1 you will need to be logged into the portal. After logging in navigate to Forms and select Lien at the top of the screen. Next select UCC1 Financing Statement, followed by File Online.



Enter the Submitter contact information (optional). Select Next Step to proceed.

A screenshot of the 'UCC-1 Financing Statement' form. The left sidebar has a list of checkboxes: 'Submitter', 'Debtors', 'Secured Parties', 'Collateral', 'Additional Info', 'Addendum', 'Confirm', and 'File Document'. The 'Submitter' checkbox is selected. The main content area is titled 'Uniform Commercial Code Financing Statement (UCC1) – General Information' and includes a brief description. Below this is the 'Submitter Information' section with the following fields: 'Submitter Name' (text input), 'Name of Contact At Submitter' (text input), 'Address' (text input with a document icon), 'STE/APT/FL' (text input), 'City' (text input), 'State' (dropdown menu), 'ZIP code' (text input), 'Country' (dropdown menu with 'UNITED STATES' selected), 'Phone number of Contact At Submitter' (text input), and 'Email Contact at Submitter' (text input). At the bottom of the form, there are two buttons: 'Save Draft' and 'Next Step'.

Enter any Debtors by selecting Add and entering the Debtor details. Select Next Step to proceed.

The screenshot shows the 'UCC1 Financing Statement' interface. On the left is a dark blue sidebar with a list of sections: Submitter (checked), Debtors (highlighted), Secured Parties, Collateral, Additional Info, Confirm, and File Document. The main content area is titled 'Debtors' and includes a 'Help ?' button. Below the title is the instruction: 'Provide one debtor name per line (individual or organization). A debtor may be added (by selecting add), edited (by selecting the name or address to be changed), or removed (by selecting delete) below:'. A table with columns 'DEBTOR'S NAME', 'Address 1', 'Address 2', 'City', 'State', 'ZIP Code', and 'Country' is shown, with 'None' entered in the 'DEBTOR'S NAME' cell. An 'Add' button is positioned below the table. At the bottom right of the main area are 'Previous Step' and 'Next Step' buttons.

Enter the Secured Parties details by selecting Add. Select Next Step to proceed.

The screenshot shows the 'UCC1 Financing Statement' interface. On the left is a dark blue sidebar with a list of sections: Submitter (checked), Debtors (checked), Secured Parties (highlighted), Collateral, Additional Info, Confirm, and File Document. The main content area is titled 'Secured Parties' and includes a 'Help ?' button. Below the title is the instruction: '(or name of assignee of assignor secured party) A secured party may be added (by selecting add), edited (by selecting the address to be changed), or removed (by selecting delete) below:'. A table with columns 'SECURED PARTY'S NAME', 'Address 1', 'Address 2', 'City', 'State', 'ZIP code', and 'Country' is shown, with 'None' entered in the 'SECURED PARTY'S NAME' cell. An 'Add' button is positioned below the table. At the bottom right of the main area are 'Previous Step' and 'Next Step' buttons.

Enter any Collateral and select Next Step to proceed.

**Note, the selection of how the Collateral will be provided will prompt you to enter a description or upload a document. If you upload an attachment, that attachment must be reviewed by SOS Staff prior to the filing of the lien and will not be automatically filed. Documents will be reviewed in the order they are received during normal business hours.

The screenshot shows a web form titled "UCC-1 Financing Statement". On the left is a dark blue sidebar with a list of steps: "Submitter" (checked), "Debtors", "Secured Parties", "Collateral" (highlighted in yellow), "Additional Info", "Addendum", "Confirm", and "File Document". The main content area is titled "Collateral" and includes a "Help ?" button. It contains two radio button options for "Collateral will be provided *": "the collateral is less than 1,000 characters" (selected) and "in an attachment". Below this is a section for "The financing statement covers the following collateral: *" with a text area and a note: "Maximum of 1,000 characters. If additional collateral is required, upload attachment instead." At the bottom of the form are three buttons: "Save Draft", "Previous Step", and "Next Step".

Next, enter any Designations¹, Alternative Designations, or enter any optional file reference information.

UCC-1 Financing Statement

Submitter
 Debtors
 Secured Parties
 Collateral
 Additional Info
 Addendum
 Confirm
 File Document

Special Financing Statement Designation (if applicable) [Help ?](#)

Public-Finance Transaction
 Manufactured-Home Transaction
 A Debtor is a Transmitting Utility
 Not Applicable

Agricultural Lien/Non-UCC Filing Designation (if applicable)

Agricultural Lien
 Non-UCC Filing

Alternative Designation (if applicable)

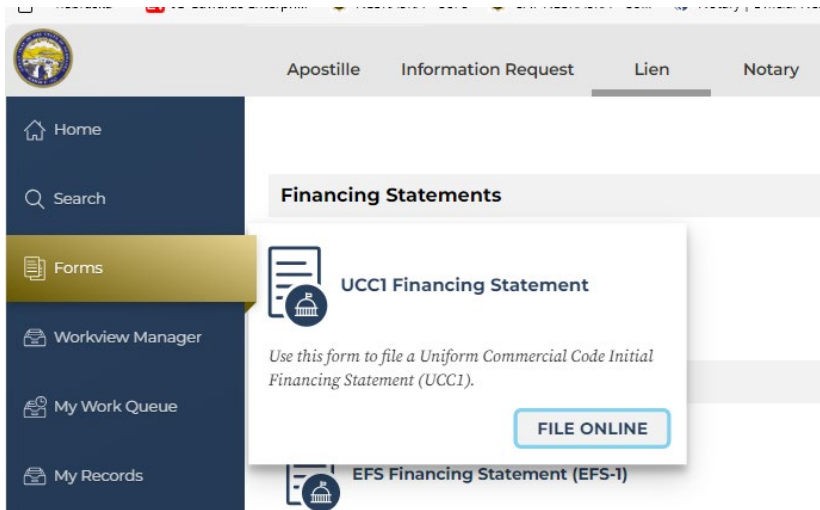
Lessee/Lessor
 Consignee/Consignor
 Seller/Buyer
 Bailee/Bailor
 Licensee/Licenser

Optional Filer Reference Data

UCC Filings and Searches

UCC-1 Original Financing Statement

To file a UCC1 you will need to be logged into the portal. After logging in navigate to Forms and select Lien at the top of the screen. Next select UCC1 Financing Statement, followed by File Online.



Enter the Submitter contact information (optional). Select Next Step to proceed.

A screenshot of the 'UCC-1 Financing Statement' form. The left sidebar has a menu with 'Submitter' selected and other options: 'Debtors', 'Secured Parties', 'Collateral', 'Additional Info', 'Addendum', 'Confirm', and 'File Document'. The main content area is titled 'Uniform Commercial Code Financing Statement (UCC1) – General Information'. Below this is a descriptive paragraph: 'Uniform Commercial Code Financing Statements are filed pursuant to IACA standards statutes. This form is used by creditors, typically financial institutions or lenders, to file an initial security interest as part of a secured transaction.' The 'Submitter Information' section contains the following fields: 'Submitter Name' (text input), 'Name of Contact At Submitter' (text input), 'Address' (text input with a document icon), 'STE/APT/FL' (text input), 'City' (text input), 'State' (dropdown menu), 'ZIP code' (text input), 'Country' (dropdown menu with 'UNITED STATES' selected), 'Phone number of Contact At Submitter' (text input), and 'Email Contact at Submitter' (text input). At the bottom, there are 'Save Draft' and 'Next Step' buttons.

Enter any Debtors by selecting Add and entering the Debtor details. Select Next Step to proceed.

The screenshot shows the 'UCC1 Financing Statement' interface. On the left, a sidebar contains a list of sections: Submitter (checked), Debtors (highlighted), Secured Parties, Collateral, Additional Info, Confirm, and File Document. The main content area is titled 'Debtors' and includes a 'Help ?' button. Below the title, there is a sub-header 'Debtors' and a note: 'Provide one debtor name per line (individual or organization). A debtor may be added (by selecting add), edited (by selecting the name or address to be changed), or removed (by selecting delete) below:'. A table with columns 'DEBTOR'S NAME', 'Address 1', 'Address 2', 'City', 'State', 'ZIP Code', and 'Country' is shown, with 'None' entered in the 'DEBTOR'S NAME' cell. An 'Add' button is located below the table. At the bottom right, there are 'Previous Step' and 'Next Step' buttons.

Enter the Secured Parties details by selecting Add. Select Next Step to proceed.

The screenshot shows the 'UCC1 Financing Statement' interface. On the left, a sidebar contains a list of sections: Submitter (checked), Debtors (checked), Secured Parties (highlighted), Collateral, Additional Info, Confirm, and File Document. The main content area is titled 'Secured Parties' and includes a 'Help ?' button. Below the title, there is a sub-header 'Secured Parties' and a note: '(or name of assignee of assignor secured party) A secured party may be added (by selecting add), edited (by selecting the address to be changed), or removed (by selecting delete) below:'. A table with columns 'SECURED PARTY'S NAME', 'Address 1', 'Address 2', 'City', 'State', 'ZIP code', and 'Country' is shown, with 'None' entered in the 'SECURED PARTY'S NAME' cell. An 'Add' button is located below the table. At the bottom right, there are 'Previous Step' and 'Next Step' buttons.

Enter any Collateral and select Next Step to proceed.

**Note, the selection of how the Collateral will be provided will prompt you to enter a description or upload a document. If you upload an attachment, that attachment must be reviewed by SOS Staff prior to the filing of the lien and will not be automatically filed. Documents will be reviewed in the order they are received during normal business hours.

The screenshot shows a web form titled "UCC-1 Financing Statement". On the left is a dark blue sidebar with a list of steps: "Submitter" (checked), "Debtors", "Secured Parties", "Collateral" (highlighted in yellow), "Additional Info", "Addendum", "Confirm", and "File Document". The main content area is titled "Collateral" and includes a "Help ?" button. It contains two radio button options for "Collateral will be provided *": "the collateral is less than 1,000 characters" (selected) and "in an attachment". Below this is a section for "The financing statement covers the following collateral: *" with a text area and a note: "Maximum of 1,000 characters. If additional collateral is required, upload attachment instead." At the bottom of the form are three buttons: "Save Draft", "Previous Step", and "Next Step".

Next, enter any Designations¹, Alternative Designations, or enter any optional file reference information.

UCC-1 Financing Statement

Submitter
 Debtors
 Secured Parties
 Collateral
 Additional Info
 Addendum
 Confirm
 File Document

Special Financing Statement Designation (if applicable) [Help ?](#)

Public-Finance Transaction
 Manufactured-Home Transaction
 A Debtor is a Transmitting Utility
 Not Applicable

Agricultural Lien/Non-UCC Filing Designation (if applicable)

Agricultural Lien
 Non-UCC Filing

Alternative Designation (if applicable)

Lessee/Lessor
 Consignee/Consignor
 Seller/Buyer
 Bailee/Bailor
 Licensee/Licenser

Optional Filer Reference Data

Save Draft

Previous Step

Next Step

Addendum

Use this tab if the UCC1 Addendum fields are required and/or if the filing is a Nebraska Agricultural Input Lien or a Statutory Agricultural lien. When you click the checkbox, the required information for each option will populate for you to complete.

UCC1 Addendum

UCC-1 Financing Statement

- Submitter
- Debtors
- Secured Parties
- Collateral
- Additional Info
- Addendum**
- Confirm
- File Document

UCC1 Addendum

Check here if the fields of the UCC1 addendum are required for this lien

This FINANCING STATEMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS (if applicable)

This financing statement:

- covers timber to be cut
- covers as-extracted collateral
- is filed as a fixture filing

Name and address of a RECORD OWNER of real estate described below (if Debtor does not have a record interest)

Description of real estate

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

Addendum

Use this tab if the UCC1 Addendum fields are required and/or if the filing is a Nebraska Agricultural Input Lien or a Statutory Agricultural lien. When you click the checkbox, the required information for each option will populate for you to complete.

UCC1 Addendum

UCC-1 Financing Statement

- Submitter
- Debtors
- Secured Parties
- Collateral
- Additional Info
- Addendum
- Confirm
- File Document

UCC1 Addendum

Check here if the fields of the UCC1 addendum are required for this lien

This FINANCING STATEMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS (if applicable)

This financing statement:

- covers timber to be cut
- covers as-extracted collateral
- is filed as a fixture filing

Name and address of a RECORD OWNER of real estate described below (if Debtor does not have a record interest)

Description of real estate

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

Nebraska Agricultural Input Lien

This filing will require you to upload a completed form. The form can be downloaded at <https://sos.nebraska.gov/sites/default/files/doc/business-services/UCC/API.pdf>.

Nebraska Agricultural Production Input Lien

This filing will require an notification statement for Nebraska Agricultural Production Input Lien

Attached is a notification statement for Nebraska Agricultural Production Input Lien

Nebraska Agricultural Production Input Lien Form - PDF format required * 1
Please download the form here [NEBRASKA AGRICULTURAL PRODUCTION INPUT LIEN](https://sos.nebraska.gov/sites/default/files/doc/business-services/UCC/API.pdf)

 Select a file to upload (.pdf)

Select Next Step to proceed.

Confirm the information entered is correct and select Next Steps to proceed.

UCC-1 Financing Statement

- Submitter
- Debtors
- Secured Parties
- Collateral
- Additional Info
- Addendum
- Confirm
- File Document

Confirm

Review your submission below to confirm the information is exactly as it is to appear on the records.

Submitter

Submitter information

Submitter Name	
Name of Contact At Submitter	
Address	
Phone number of Contact At Submitter	
Email Contact at Submitter	

Debtors

Debtors

Debtor's Name	Address
---------------	---------

Secured Parties

Secured Parties

Secured Party's Name	Address
----------------------	---------

Collateral

Collateral

Collateral will be provided	the collateral is less than 1,000 characters
-----------------------------	--

Save Draft Previous Step **Next Step**

Select File Online to file and submit the payment. Acceptable payment types are listed.

UCC-1 Financing Statement

- Submitter
- Debtors
- Secured Parties
- Collateral
- Additional Info
- Addendum
- Confirm
- File Document

File Online

By selecting "File Online," you are allowing the filing to be submitted to the Nebraska Secretary of State. Your filing fee can be paid via ACH credit/debit card on the next page.

- For payments using a credit card, an additional \$1.75 plus 2.49% will be added to the total in your cart at checkout.
- For payments using an ACH (Automated Clearing House), an additional \$1.75 will be added to the total in your cart at checkout.

Once submitted, your application will be filed. Copies of the filing document can be found in your my work queue.

Please direct any questions to the UCC Division at sos.ucc@nebraska.gov

Save Draft Previous Step **File Online**

You will be brought to your Cart. You will have the following options:

1. Pay with Frequent Payor Account
 - a. If you are set up with a Customer Account (see that section) you will be able to pay with that account and see your current balance by selecting this option.
2. Pay with Card or ACH
 - a. By selecting this item, you will be brought to the checkout page to enter your payment information.
 - i. For payments using a credit card, an additional \$1.75 plus 2.49% will be added to the total in your cart at checkout.
 - ii. For payments using an ACH (Automated Clearing House), an additional \$1.75 will be added to the total in your cart at checkout.
3. File/Order Additional Items
 - a. By selecting this option, you will be able to add more items to your cart to check out at the very end.

