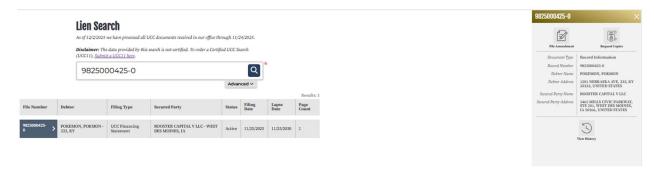
## UCC/EFS Original Document Number Search

To order copies of a specific filing from a lien go to <a href="https://business.nebraska.gov/search">https://business.nebraska.gov/search</a>

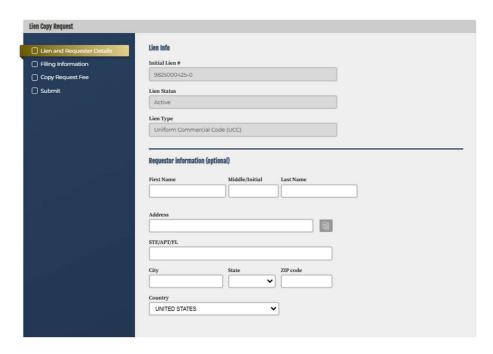
On this page you will need to enter the Initial Financing Statement number (IFS number) of the lien. After entering a valid number, the search will provide some information about the record for confirmation. After selecting the lien number (the number in the blue box) a slide out window will appear where you can select Request Copies. If the lien is inactive, you will not be able to pull up the results.



After selecting Request Copies, you filing choice will appear.



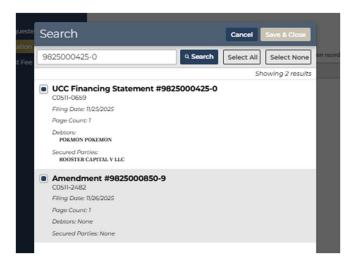
After selecting Lien Copy Request, you can enter the option Submitter information then select Next Step to proceed.



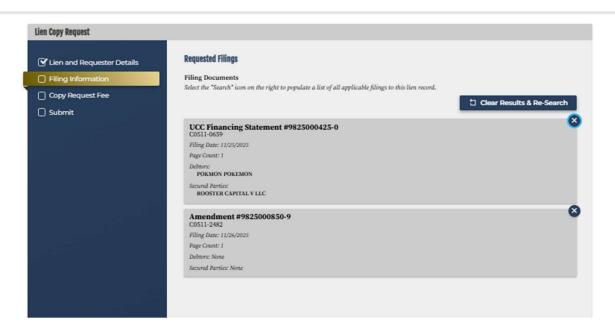
On the filing information page, please click the Search button.



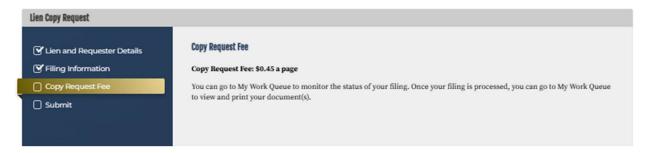
After selecting search, a window will open and display all the filings associated to the IFS number. You may select or deselect any copies you wish to order. Note this page will display the page count for each filing. Once the filing you want are selected please select the button Save & Close.



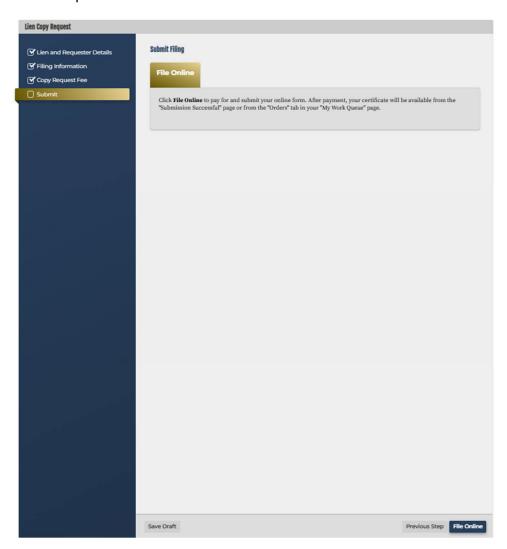
After selecting Save & Close, the filing choices selected will appear on the filing information page. Please confirm these are the copies you wish to order and click next step.



The next step will cover the filing fees of the copies. Each copy is \$0.45 a page. Please select next step.

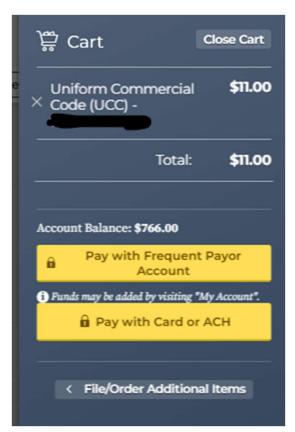


The final step will be to submit the filing. After hitting File Online you may pay for the items in this request.



After selecting 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 of ACH
  - a. By selecting this item, you will be brought to the checkout page to enter your payment information.
- 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.
  - b. If additional items, other than copy requests are added, additional processing fees may be added.



The copies will be available in your My Work Queue at

https://business.nebraska.gov/queue/orders once the order has fulfilled.