

On-line Filing Procedure

If you have not set up a drop down account with our office, you will need to contact the Secretary of State's Office, UCC Division, to do so. The following is required from the customer:

1. A letter asking to set up an account, password you wish to use, contact person, phone number of the contact person, and e-mail address for confirmation notices.
2. A check in the amount you wish to start your account with.

After letter and fees are received, an account will be set up in your name. You will be notified by phone when your account is ready to use. This account can only be used to file UCC 1's.

Accessing Your Account On-line

Please follow these instructions once you are ready to access your account on-line.

1. Enter our web site at www.sec.state.vt.us
2. Click on "Corporations"
3. Click on "UCC Center" – Select "How To File On-line"
4. Click on "If you already have established an account for ucc online filings [enter here to proceed](#)"

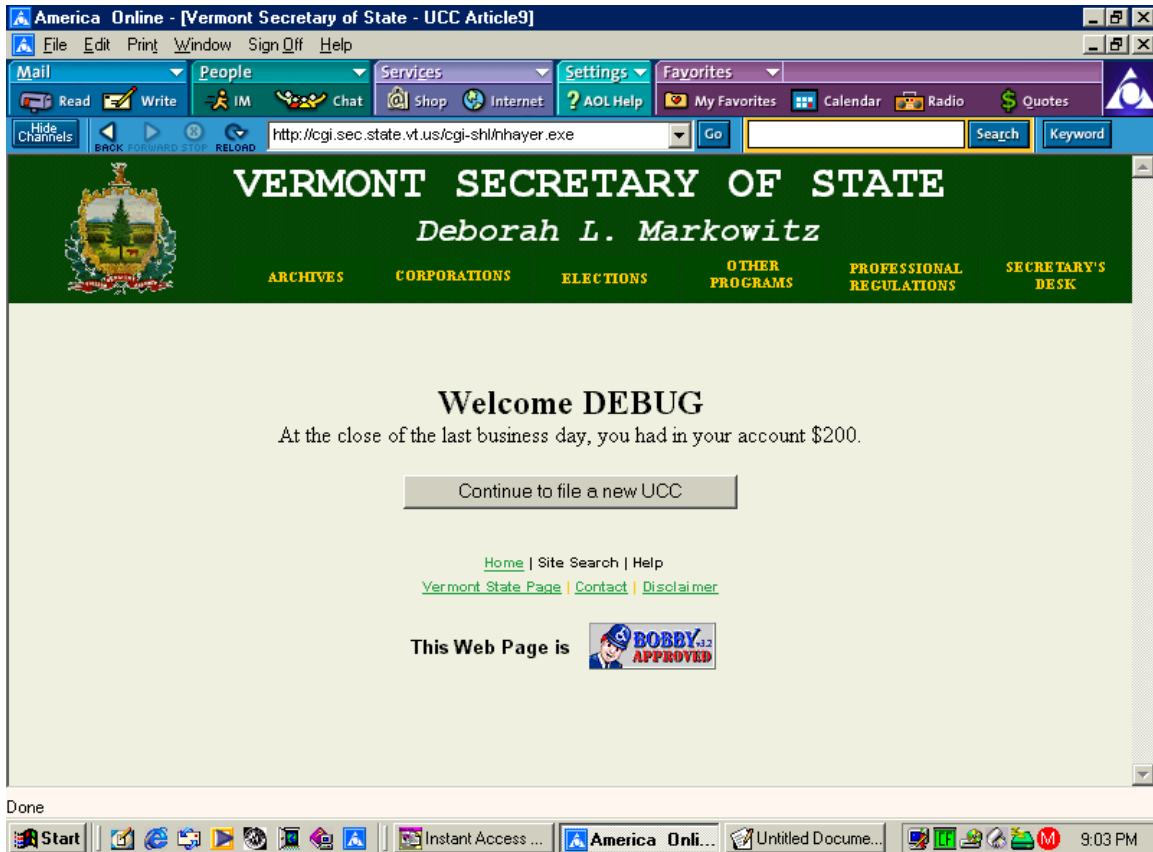
The following is a series of pages you will see when on our web site. Follow these instructions carefully.

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1. Enter your user name
2. Enter your password
3. Click on "Retrieve Information" button

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This screen should appear. This welcome screen will let you know what your account balance is before you begin to file any other UCC 1's.

Click on the "Continue to file a new UCC" button

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The screenshot shows a web browser window titled "America Online - [Vermont Secretary of State - UCC Article9]". The address bar contains "http://cgi.sec.state.vt.us/cgi-shl/nhayer.exe". The main content area is titled "Secured Party Information" and "Secured Party1 Details". It features a form with the following fields:

- Entity's Name:** A text box containing "Give-A-Loan".
- OR:** A separator between the entity name and individual name options.
- Individual's Last Name, First Name, Middle Name, Suffix:** Four text boxes for individual name entry.
- AND:** A separator between the name and address options.
- Mailing Address, City, State, Country, Postal Code:** Five text boxes for address entry. The values shown are "P.O. Box 1000", "Anywhere", "VT", "US", and "05050".

At the bottom of the form, there are two radio buttons: "Add a Debtor" (selected) and "Add Additional Secured Party". Below these are "Continue" and "Clear" buttons.

1. Enter the Entity's Name or Individual name whom debt is secured with.
2. Enter mailing address of secured party.
(Note: When entering State, use only two letters.)
3. You now have the option to add an additional secured party. **If you wish to do so, click on the "Add Additional Secured Party" box.** Enter the the next secured party.
4. Once all secured parties are listed click on "Add a Debtor, then click on continue.

(Note: If a continuous error message appears, click on "clear" and re-enter information.)

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Previously entered Secured Party1

Entity name GIVE-A-LOAN
Address P.O. BOX 1000
City ANYWHERE
State VT
Postal Code 05050

Debtor Party1 Details

Entity's Name
Snowy Trails Snowmobiles

OR

Individual's Last Name First Name Middle Name Suffix

AND

Mailing Address City State Country Postal Code
2222 Eversnow Lane Anywhere VT US 05050

1. The secured party information will appear at the top of the screen.
2. Enter the name and address of the Entity.

(Note: You can not enter both the entity and the individual's name at the same time. See next page for instructions on how to add the individual's name.)

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Is this a [Organization Debtor](#)? No Yes

S.S. OR Tax I.D.

Entity's State or Country of Organization

Entity's Organizational I.D. #, Check None if None None

[Type of Entity](#)
Check Those That Apply

Trust Trustee Decedent Transmitting Utility Manufactured Home Public Finance Fixture

Add Additional Debtor [Add Collateral](#) File UCC

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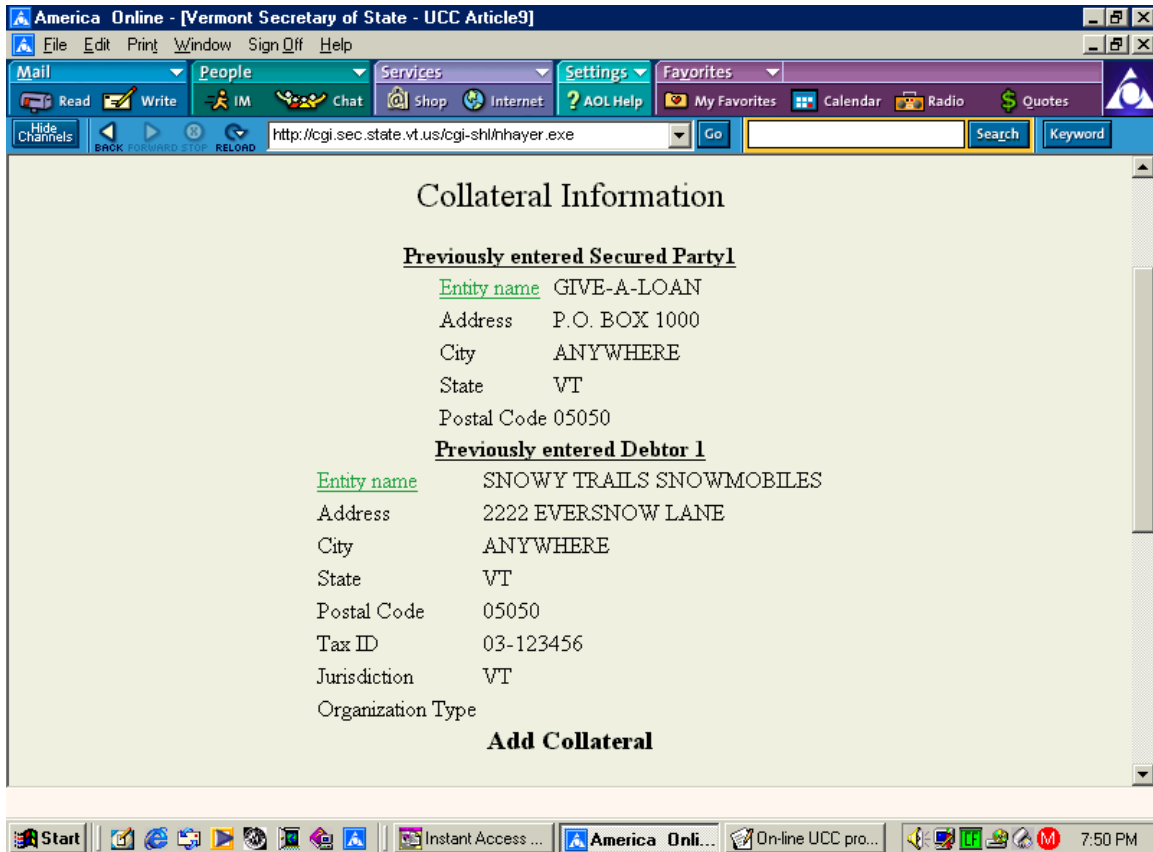
This Web Page is

1. Check if this is an Organization Debtor.
2. Enter Tax number only. SS # is not needed.
3. Enter State or Country of Organization. (Two letters only)
4. Enter Organizational ID # if available. If not, check the “none” box.
5. Check off “Type of Entity”. If none apply, do not check off any.

At this time you may add an additional debtor or an individual’s name to the account. If you wish to do so, click on the “ Add Additional Debtor” box.

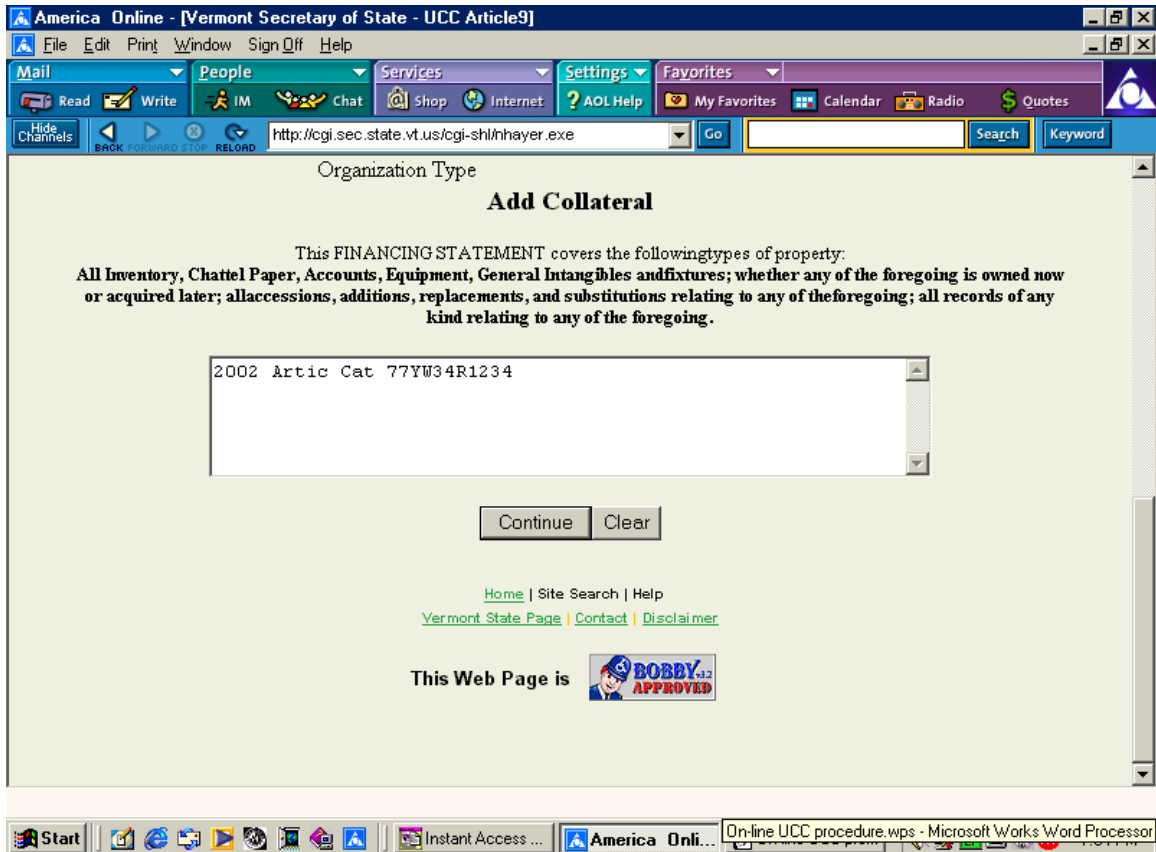
If you do not wish to add an additional debtor, click on “Add Collateral”, then “Continue”.

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At the top of this screen appears all the previously entered information. Scroll down to add collateral information.

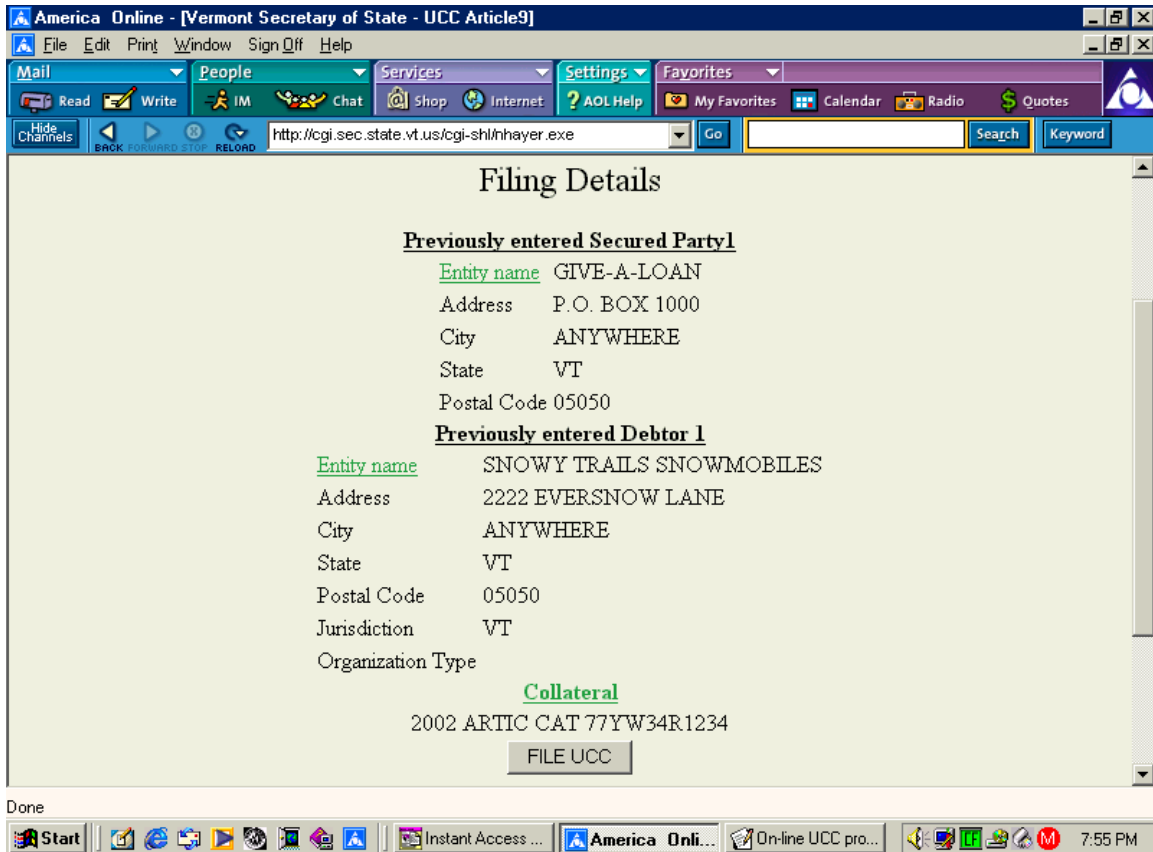
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Enter collateral information. This information can be as detailed as you would like.

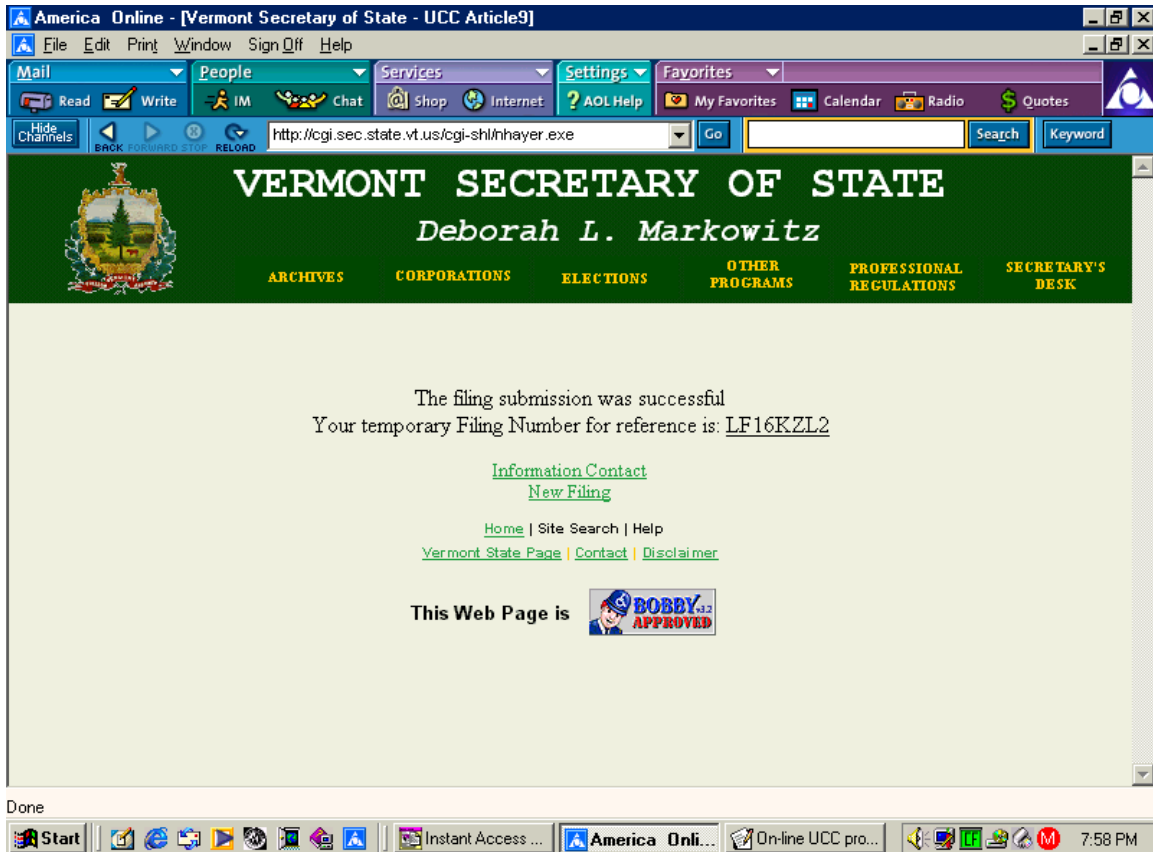
Then click on “Continue”.

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A verification screen will appear. Carefully look over all of the information on the screen before you. If you agree with all information that appears, click on the "File UCC" button.

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You will receive a temporary filing number. A permanent number and file date will be sent to you via e-mail the next business day.