

# Secretary of State Delbert Hosemann

Uniform Commercial Code (UCC)  
Electronic Filing (E-filing)  
Web Address: [www.sos.ms.gov](http://www.sos.ms.gov)



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# What Is Different in the New System?

1. The new system requires you to electronically file (e-file) the following UCC documents:
  - Initial financing statements (UCC1)
  - Amendments (UCC3) including amendments, continuations, in lieu of filings, terminations
  - Corrections (UCC5)
  - Farm liens (UCC1F)
  - Farm lien amendments (UCC3F)
  - Perform searches (UCC 11)



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# What Is Different in the New System?

2. You can no longer print the UCC form from the MSOS website to hand write or type in the information.
3. **NOW** all you do is type your information online using our easy new “online wizard.”
4. The system verifies your information as you type it in.
5. After you finish typing your information, you can submit the filing one of two ways.



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# What Is Different in the New System?

The two ways to submit your filing are:

1. Submit the filing online with your credit card payment and a minimal convenience fee. Your filing is committed and available to view within 15 minutes (at a reduced cost).

**NOTE:** The convenience fee is on a sliding scale. The more filings you submit at one time for payment, the less the fee per transaction.

OR



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# What Is Different in the New System?

2. Print out the completed filing and mail it to the Secretary of State's (SOS) Office with a check in the amount printed on the filing.

The Secretary of States office will process the data you provided online when the check arrives. When your payment is received and posted, the filing is complete and your electronic acknowledgement will be sent within minutes.



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# How Do I Pay For E-filings?

You can pay for UCC filings in the following ways:

- Credit Card: American Express, Visa, and Mastercard are acceptable
- ACH account for corporations that are approved by the SOS Office
- Searches (UCC11) are free if you do them online.



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# Where is the Login Screen?

- In the middle left of the screen (facing you), under the title Business Services, is a tab labeled User Login.
- Click on the tab and you will see the Login Screen.



The screenshot shows the official website of the Mississippi Secretary of State, Delbert Hosemann. The header features the state seal and the secretary's name. Below the header is a navigation bar with tabs for various services: BUSINESS SERVICES, PUBLIC LANDS, ELECTIONS, REGULATION & ENFORCEMENT, SECURITIES & CHARITIES, EDUCATION & PUBLICATIONS, and POLICY & RESEARCH. The 'Business Services' tab is active, displaying a list of links including Business Services Home, Business Formation and Search, Non-Profits, Universal Commercial Code, Notaries, Trademarks, Fees and Forms, and User Login. The 'User Login' link is highlighted. To the right of the menu, there is a 'Home » Home' breadcrumb and a 'Latest News' section. At the bottom of the page, there is a search bar, font size controls, and a footer with the state seal and the secretary's name.



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# Create an Account or Log in

- At this screen, you can create a user by clicking on “Register.”

OR

- If you already have a user account, enter your user name and password and click “Login.”



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# To Register/Create an Online Account

1. Enter the characters shown on screen to identify yourself as a person.
2. Click Next.



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**Create MS SOS Online Account**  
Please verify you are a person by entering the text below



Please enter the words above:



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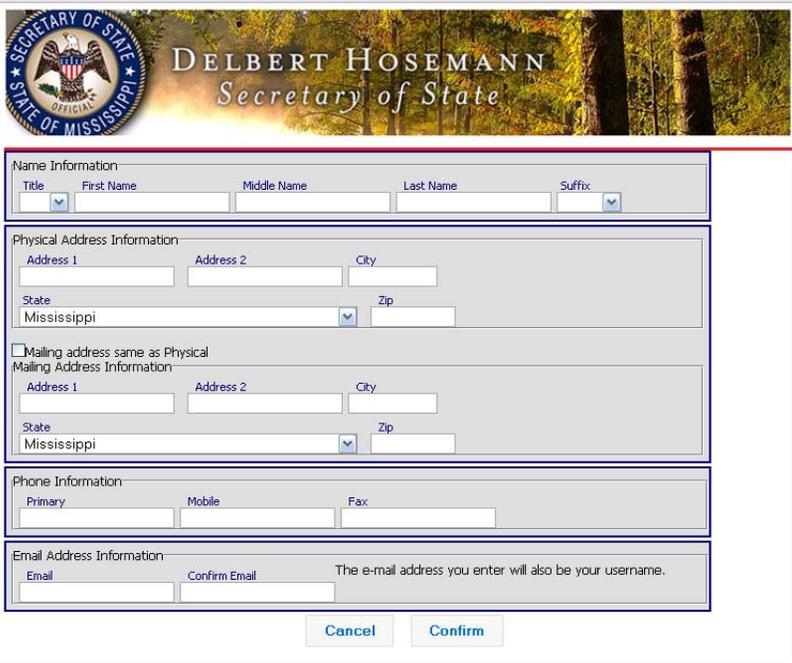
# To Register/Create an Online Account

## 1. Name Information:

- Title (not required)
- First
- Middle Name
- Last Name
- Suffix (not required)

## 2. Physical Address:

- Address 1: street number ,name
- Address 2: if second address line is needed
- City, State, Zip



The screenshot shows a registration form for the Secretary of State of Mississippi. At the top, there is a banner with the official seal and the name "DELBERT HOSEMANN Secretary of State". The form is divided into several sections:

- Name Information:** Fields for Title (dropdown), First Name, Middle Name, Last Name, and Suffix (dropdown).
- Physical Address Information:** Fields for Address 1, Address 2, City, State (dropdown, currently set to Mississippi), and Zip.
- Mailing Address Information:** A checkbox for "Mailing address same as Physical" and fields for Address 1, Address 2, City, State (dropdown, currently set to Mississippi), and Zip.
- Phone Information:** Fields for Primary, Mobile, and Fax.
- Email Address Information:** Fields for Email and Confirm Email, with a note: "The e-mail address you enter will also be your username."

At the bottom of the form are "Cancel" and "Confirm" buttons.

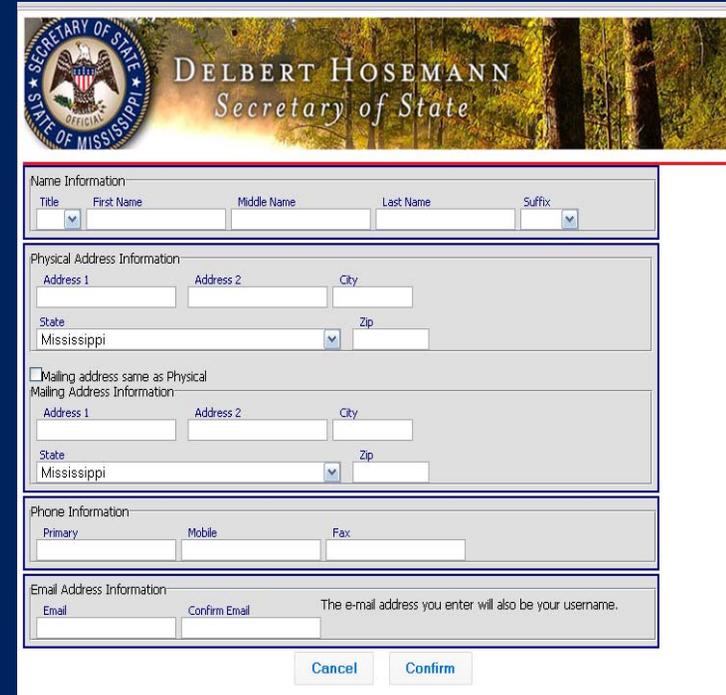


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# To Register/Create an Online Account

3. Click box if mailing address and physical address. If not, enter the mailing address.
4. Enter contact numbers:
  - Primary
  - Mobile
  - Fax
5. Enter email address. \*Required.  
This will become your online user name.
6. Click Confirm to continue.

Note: The system will verify that your address is a valid address. If correct but not verified, click box.



The screenshot shows a registration form for the Secretary of State of Mississippi. At the top, there is a banner with the state seal and the name 'DELBERT HOSEMANN Secretary of State'. The form is divided into several sections:

- Name Information:** Fields for Title, First Name, Middle Name, Last Name, and Suffix.
- Physical Address Information:** Fields for Address 1, Address 2, City, State (dropdown menu), and Zip.
- Mailing Address Information:** A checkbox labeled 'Mailing address same as Physical' followed by fields for Address 1, Address 2, City, State (dropdown menu), and Zip.
- Phone Information:** Fields for Primary, Mobile, and Fax.
- Email Address Information:** Fields for Email and Confirm Email, with a note: 'The e-mail address you enter will also be your username.'

At the bottom of the form, there are 'Cancel' and 'Confirm' buttons.



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# To Register/Create an Online Account

You will get a message that states “Account Created.”

1. Click “Close.”
2. The system takes you back to the log in screen.



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# To Create an Online Filing Account

- Click on Online Filing tab.



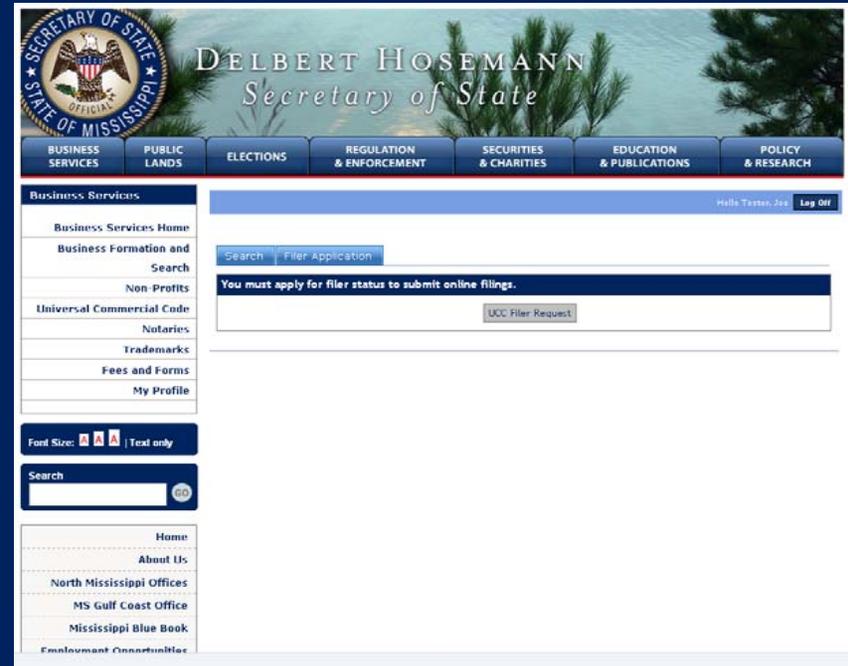
The screenshot displays the official website of the Mississippi Secretary of State, Delbert Hosemann. The header features the state seal and the text 'DELBERT HOSEMANN Secretary of State'. A navigation bar includes tabs for BUSINESS SERVICES, PUBLIC LANDS, ELECTIONS, REGULATION & ENFORCEMENT, SECURITIES & CHARITIES, EDUCATION & PUBLICATIONS, and POLICY & RESEARCH. The 'Business Services' tab is active, showing a sidebar with links like 'Business Services Home', 'Business Formation and Search', 'Non-Profits', 'Universal Commercial Code', 'Notaries', 'Trademarks', 'Fees and Forms', and 'My Profile'. The main content area has a search bar with tabs for 'Search', 'Online Filing', 'Subscriptions', and 'Reports'. The 'Online Filing' tab is selected, and the 'Standard Search' section is visible, including a search form with radio buttons for 'Organization' and 'Individual', and a text input field for 'Organization Name'. A 'Search' button and a 'Clear' button are also present.



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# To Create an Online Filing Account

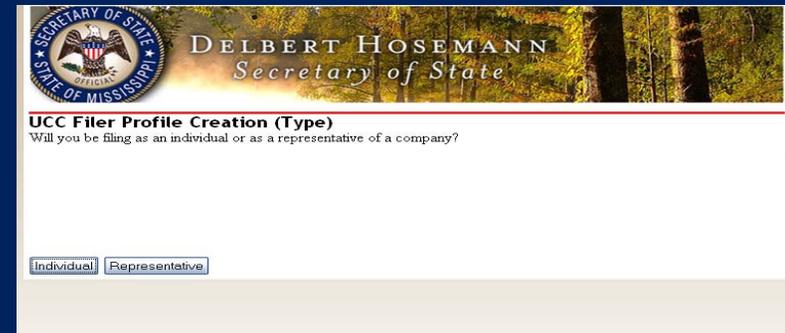
- The system will require you to apply for filer status.
- Click on UCC Filer Request.



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# To Create an Online Filing Account

- Click on Individual or Corporate Representatives. Individual is self-explanatory.
- Assume you are a Corporate Representative for this tutorial.
- You can search for your company name or enter a new one.



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**UCC Filer Profile Creation (Type)**  
Will you be filing as an individual or as a representative of a company?

Individual  Representative



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Please enter your client's company name and click search. If your client does not appear in the search results you may click "new" to continue.

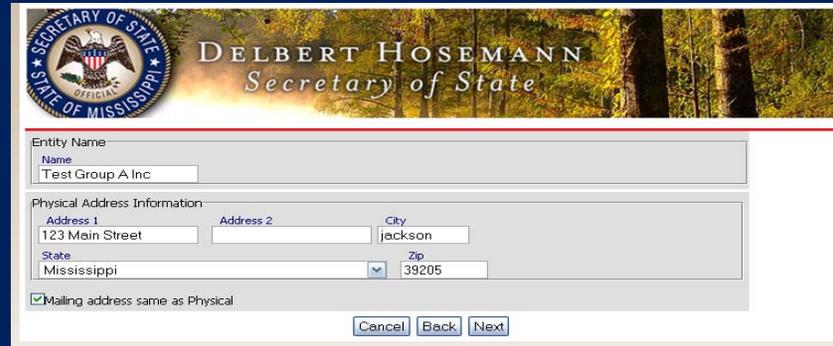
Entity Name:



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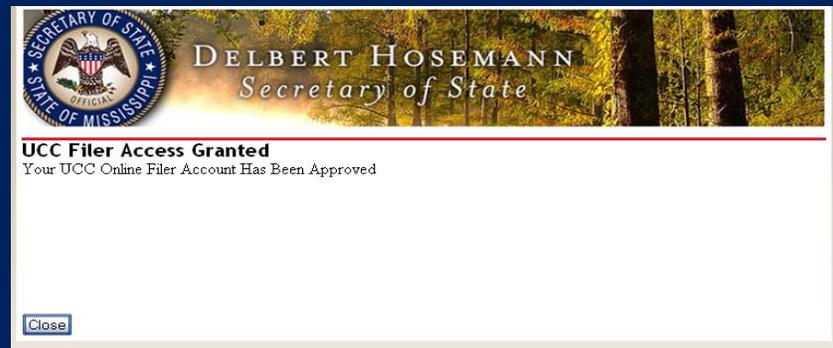
# To Create a Corporate Online Filing Account

- Enter the required data and click next.
- A message stating “filer access granted” is displayed.



The screenshot shows a web form for creating a UCC Filer Account. At the top left is the official seal of the Secretary of State of Mississippi. To the right of the seal, the name "DELBERT HOSEMANN" is displayed in a serif font, with "Secretary of State" in a smaller, italicized font below it. The form itself has a white background with a thin border. It contains the following fields and elements:

- Entity Name:** A text input field with the value "Test Group A Inc".
- Physical Address Information:** A section containing several input fields:
  - Address 1:** "123 Main Street"
  - Address 2:** (empty)
  - City:** "jackson"
  - State:** A dropdown menu showing "Mississippi"
  - Zip:** "39205"
- Mailing address same as Physical:** A checked checkbox.
- Buttons:** "Cancel", "Back", and "Next" buttons are located at the bottom right of the form.



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# To Create a Corporate Online Filing Account

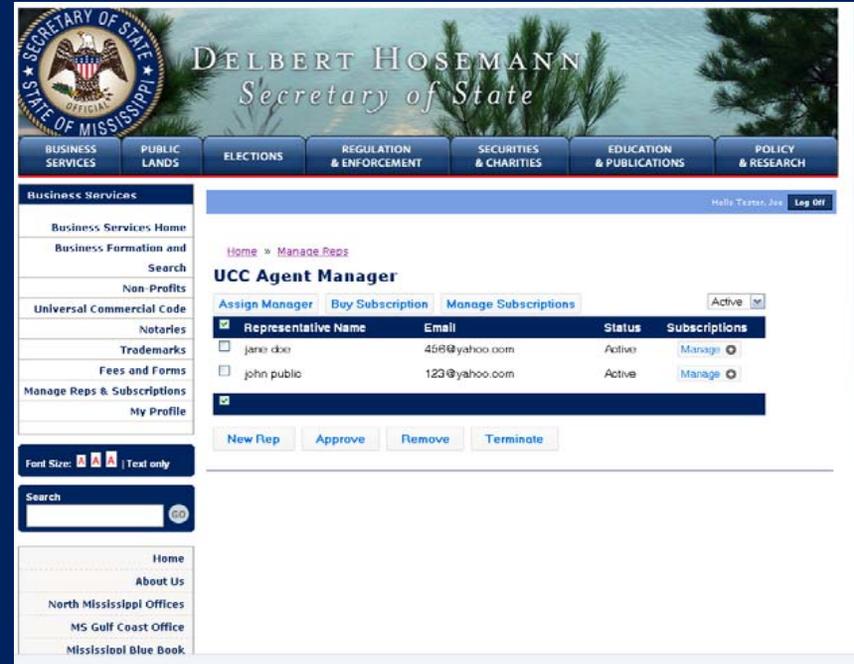
- You can apply to become a representative on a corporate account.



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# To Create a Corporate Online Filing Account

- An email will be sent to the account manager requesting approval of your request.
- This screen is where the manager approves the request.



The screenshot displays the UCC Agent Manager interface. At the top, it features the official seal of the Secretary of State of Mississippi and the name 'DELBERT HOSEMANN Secretary of State'. Below this is a navigation menu with categories: BUSINESS SERVICES, PUBLIC LANDS, ELECTIONS, REGULATION & ENFORCEMENT, SECURITIES & CHARITIES, EDUCATION & PUBLICATIONS, and POLICY & RESEARCH. The main content area is titled 'UCC Agent Manager' and includes a table of active representatives. The table has columns for 'Representative Name', 'Email', 'Status', and 'Subscriptions'. Two representatives are listed: 'jane doe' with email '456@yahoo.com' and 'john public' with email '123@yahoo.com'. Both are marked as 'Active'. Below the table are buttons for 'New Rep', 'Approve', 'Remove', and 'Terminate'. A search bar is located at the bottom left of the interface.

Representative Name	Email	Status	Subscriptions
<input checked="" type="checkbox"/> jane doe	456@yahoo.com	Active	<a href="#">Manage</a>
<input type="checkbox"/> john public	123@yahoo.com	Active	<a href="#">Manage</a>



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# Filing a New Financing Statement

1. Enter your user name.
2. Enter your password.
3. Click Login.



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# Filing a Financing Statement (UCC1)

1. Click on “Online Filing” and this screen displays.
2. Select the type of filing you want to file:
  - Financing Statement (UCC1) – includes UCC1F
  - Amendment (UCC3) – includes UCC3F
  - Statement of Claim (UCC5)
3. Click on **UCC1**.



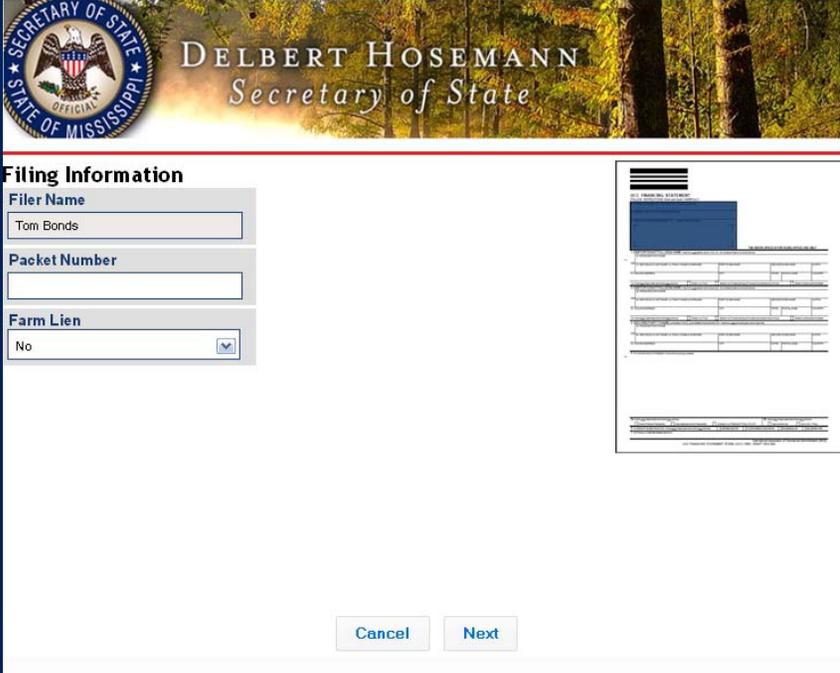
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# Filing a Financing Statement (UCC1)

## Filing Information:

1. Filer Name: Your name is displayed.
2. Packet Number: This field is a tracking number for customer use only. Required.
3. Farm Lien: Please choose Yes or No.

Note: A thumbnail image of the form is shown on the side – highlighted to show you where you currently are.



The screenshot shows the 'Filing Information' section of a web form. At the top left is the official seal of the Secretary of State of Mississippi. To its right, the name 'DELBERT HOSEMANN' and title 'Secretary of State' are displayed against a background of trees. The form itself has a title 'Filing Information' and three input fields: 'Filer Name' with the text 'Tom Bonds', 'Packet Number' (empty), and 'Farm Lien' with a dropdown menu set to 'No'. To the right of these fields is a thumbnail image of the full UCC1 form, with the 'Filing Information' section highlighted in blue. At the bottom of the form are 'Cancel' and 'Next' buttons.



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# Filing a Financing Statement (UCC1)

## Alternate Filing Information:

1. The Filer Name and Packet Number are pre-filled.
2. The system assigns a Tracking Number for the filing.
3. Alternate Filing Type: Click to select if filing will be a transmitting utility, a manufactured home, or a public finance transaction. This will determine the lapse date.
4. Additional Information: This is for customer use only.
5. Click Next.



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**Alternate Filing Information**

Filer Name  
Tom Bonds

Packet Number  
12845

Alternate Filing Type  
(No Alternate Type)

Tracking Number  
100002644

Additional Information

Back Cancel Next



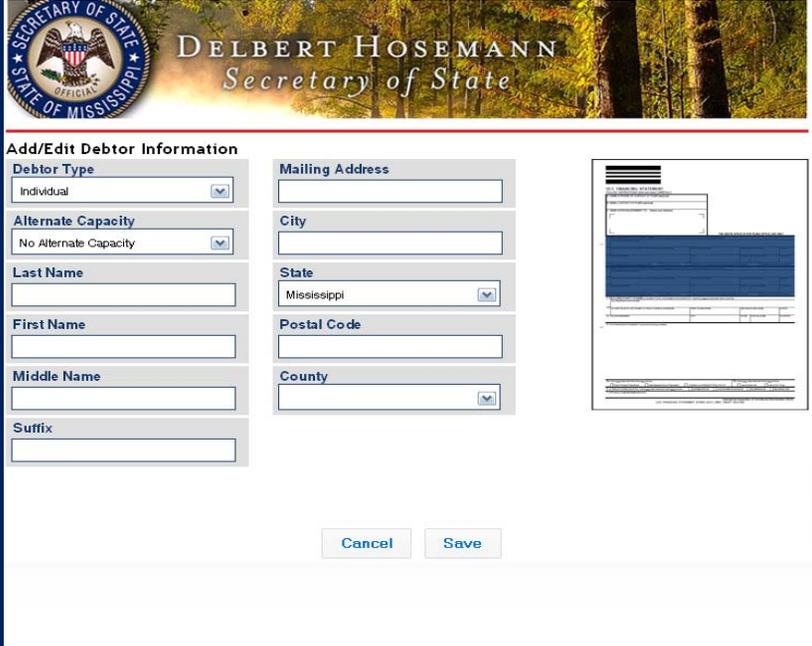
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# Filing a Financing Statement (UCC1)

The next screen is the debtor screen.

1. Click “Add debtor” and this screen is displayed.
2. Enter the name, address and county. These fields are required.
3. Click Save or you can edit/delete your entry.
4. Click Next.

Note: The thumbprint image on the side shows you where you are on the actual filing document.



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**Add/Edit Debtor Information**

**Debtor Type**  
Individual

**Alternate Capacity**  
No Alternate Capacity

**Last Name**

**First Name**

**Middle Name**

**Suffix**

**Mailing Address**

**City**

**State**  
Mississippi

**Postal Code**

**County**

Cancel Save

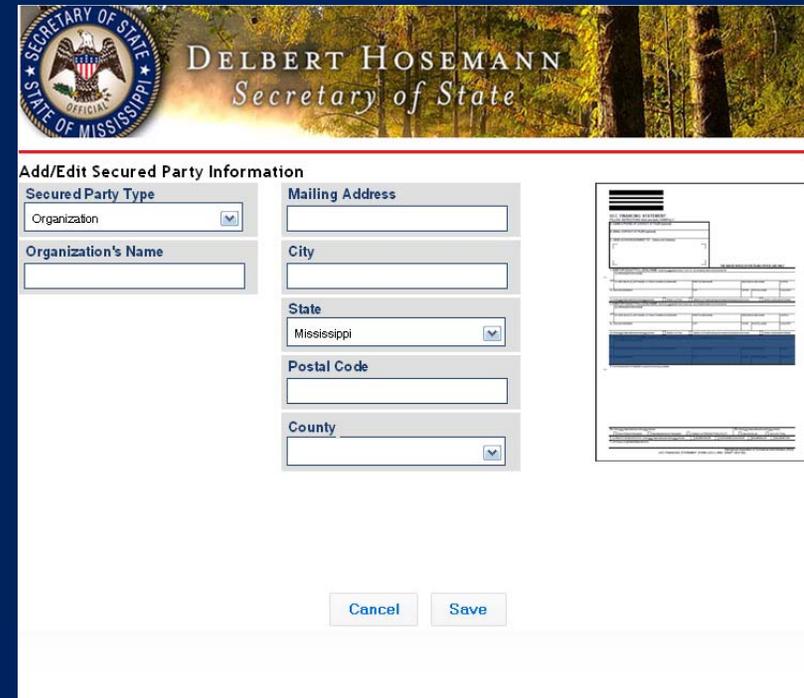


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# Filing a Financing Statement (UCC1)

The next screen is the secured party screen.

1. Click “Add secured party” and this screen is displayed.
2. Select secured party type:  
Organization or Individual
3. Enter the name, address, and county.
4. Multiple secured parties can be added.
5. Click Save.
6. The secured party information displays.
7. Click Next or you can edit/delete your entry.



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Add/Edit Secured Party Information

Secured Party Type  
Organization

Organization's Name

Mailing Address

City

State  
Mississippi

Postal Code

County

Cancel Save

Note: The thumbprint image on the side shows you where you are on the actual filing document.

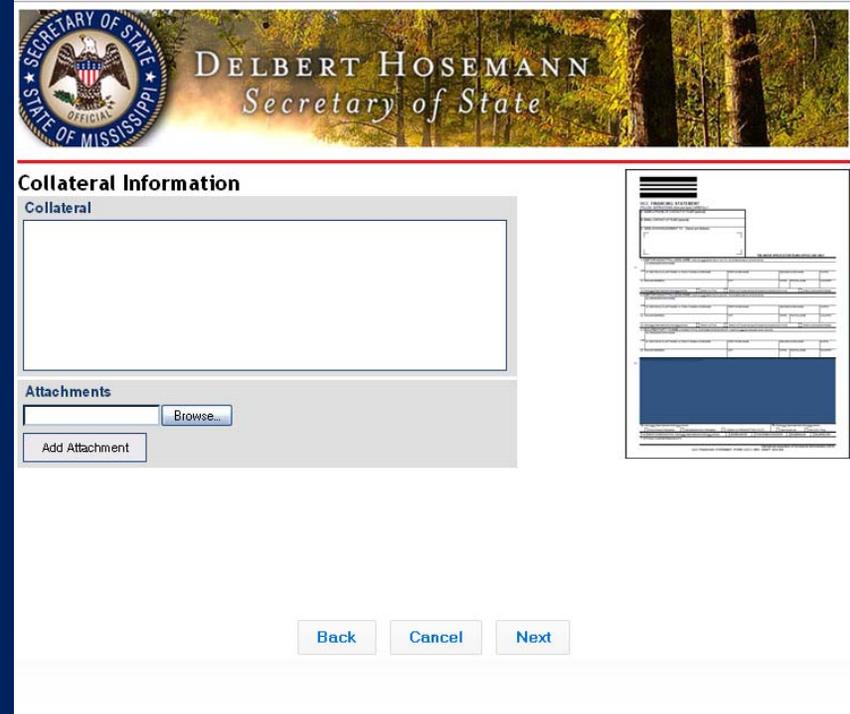


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# Filing a Financing Statement (UCC1)

This is the collateral screen.

1. This is not a required field.
2. You may enter text or attach a document from your computer.
3. Click Next.



The screenshot shows the 'Collateral Information' screen. At the top, there is a header with the Mississippi Secretary of State seal and the name 'DELBERT HOSEMANN Secretary of State'. Below the header, the main content area is titled 'Collateral Information'. It features a large, empty text box for entering collateral details. Below the text box is an 'Attachments' section with a 'Browse...' button and an 'Add Attachment' button. To the right of the main form is a preview of the UCC1 form. At the bottom of the screen, there are three buttons: 'Back', 'Cancel', and 'Next'.



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# Preview of UCC1 Filing

This screen displays a preview of your filing.

1. Review your information to ensure it is accurate.
2. You may choose Print, Back, Cancel, or Confirm.

Confirm takes you to the Payment Page.

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**STATE OF MISSISSIPPI**

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**Uniform Commercial Code Filing Preview**

**FILER INFORMATION**  
**CONTACT INFORMATION FOR FILER:**

CONTACT EMAIL 123ars123@gmail.com	CONTACT NAME Tom Bende	CONTACT PHONE	CONTACT FAX
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**SEND ACKNOWLEDGEMENT TO:**

PACKET # 12345	CUSTOMER ACCOUNT # 0000390
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**ORGANIZATION NAME**  
Tom Bende

MAILING ADDRESS	CITY	STATE	POSTAL CODE
COUNTY	COUNTRY		

**FILE RECORD**  
**RECORD DATA**

FILE TYPE Initial	ALTERNATE NAME DESIGNATION	ALTERNATE FILING TYPE
TRACER NUMBER 100002644		

**DEBTOR DATA**  
**INDIVIDUAL'S LAST NAME**  
Ciborra

FIRST NAME Joe	MIDDLE NAME	SUFFIX
MAILING ADDRESS 122 Tooting Avenue	CITY Jackson	STATE MS
COUNTY 25	COUNTRY US	POSTAL CODE 39211

**SECURED PARTY DATA**  
**ORGANIZATION NAME**  
Filing Guide Ltd

MAILING ADDRESS 123 Filer Lane	CITY Jackson	STATE MS	POSTAL CODE 39205
COUNTY 25	COUNTRY US		

**COLLATERAL DATA**

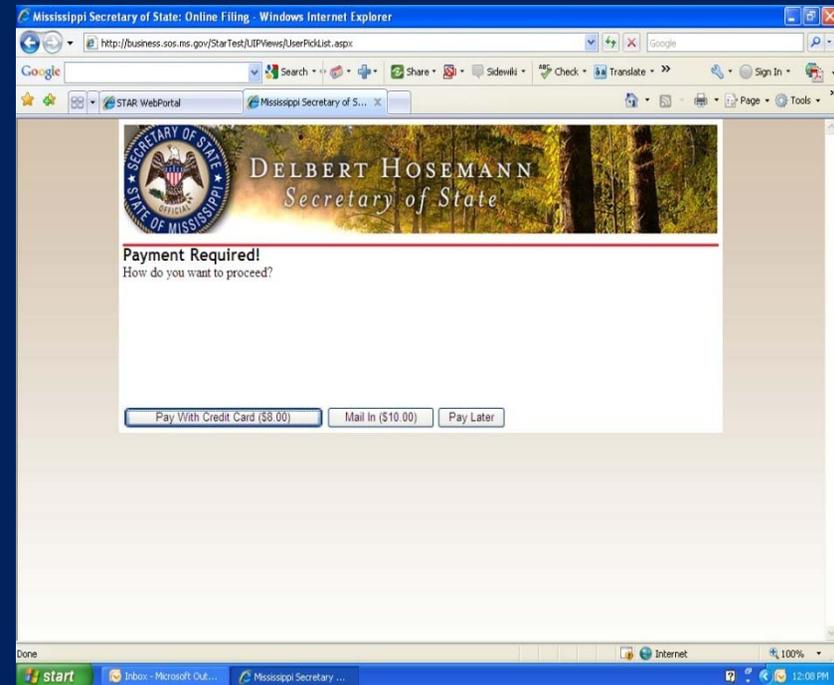
Buttons: [Print](#), [Back](#), [Cancel](#), [Confirm](#)



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# Paying for a UCC

1. This screen offers two payment options:
  - Pay with a credit card for \$8.00
  - Mail in with a check for \$10.00
  - If you are a corporate filer, you may have an additional option for ACH.
2. Click on your choice OR
3. “Pay Later” and add item to your cart for filing all at once.



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# UCC1 is Filed

- You will receive an email Acknowledgement within 15 minutes notifying you that your filing is successful.
- The email will include the acknowledgement and a .pdf of the filing image.
- Your debtor information will be available on the web.
- If you have a subscription, you will access to view the image of the filing on the web.



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# Can you E-file Farm Liens?

Yes! You enter a UCC1F and UCC3F using the same online process that you use for a standard UCC1 and have faster results!

- When you finish typing your information using the online wizard, you can print out the filing, sign it, then mail it to the Secretary of State's (SOS) Office.
- The data you typed online is already processed at the SOS Office and is waiting for the check to arrive. Within minutes of posting your check, your UCC1F or UCC3F is filed and available to view on the web.



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# File a Farm Lien (UCC1F)

1. Enter your user name.
2. Enter your password.
3. Click Login.



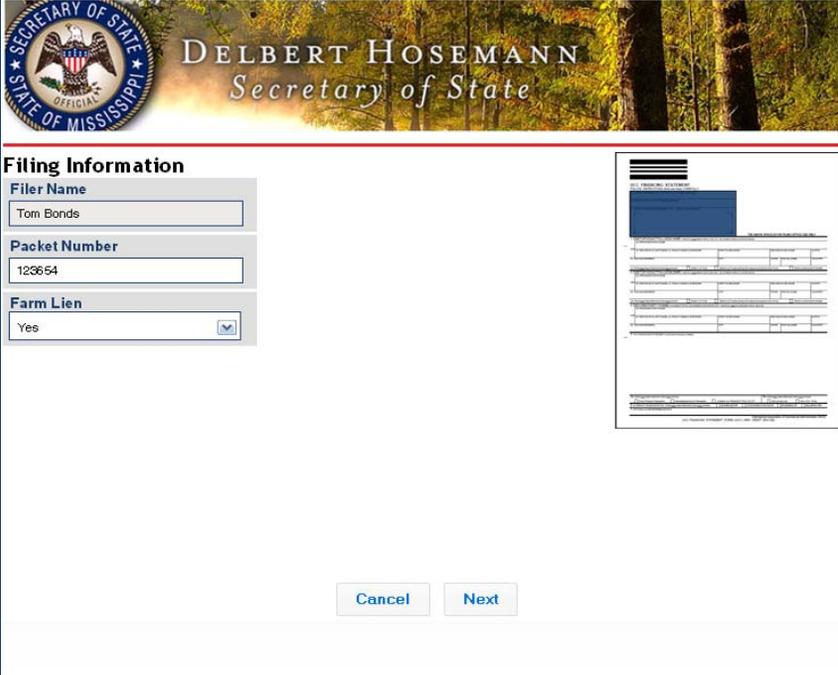
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# File a Farm Lien (UCC1F)

## Filing Information:

1. Filer Name: Your name is displayed.
2. Packet Number: This field is a tracking number for customer use only. Required.
3. Farm Lien: Please choose Yes.

Note: A thumbnail image of the form is shown on the side – highlighted to show you where you currently are.



The screenshot shows the top of a web form for filing a Farm Lien (UCC1F) in Mississippi. At the top left is the official seal of the Secretary of State of Mississippi. To its right, the name "DELBERT HOSEMANN" and title "Secretary of State" are displayed against a background image of a forest. Below this header, the form is titled "Filing Information" and contains three input fields: "Filer Name" with the value "Tom Bonds", "Packet Number" with the value "123654", and "Farm Lien" with a dropdown menu set to "Yes". To the right of these fields is a thumbnail image of the full form, with a blue box highlighting the "Filing Information" section. At the bottom of the form are two buttons: "Cancel" and "Next".



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# File a Farm Lien (UCC1F)

1. The online wizard will take you through the next screens that are the same as the UCC1:

- Alternate Filing Information
- Add Debtor
- Add Secured Party

2. Then you will see the Collateral screen. This screen and the instructions follow.



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# File a Farm Lien (UCC1F)

The collateral screen is different from the UCC1 screens.

1. Click on Add Crop.
2. If you have any attachments, you can download them from this screen. (not to exceed 50 pages)

The screenshot displays the 'Farm Collateral Information' section of the Mississippi UCC-1F Farm Product Filing System. At the top, there is a header with the Mississippi State seal and the name 'DELBERT HOSEMANN Secretary of State'. Below the header, the main content area includes an 'Add Crop' button, an 'Attachments' section with a 'Browse...' button and an 'Add Attachment' button, and a preview of the 'MISSISSIPPI UCC-1F Farm Product Filing Filing Statement' form. At the bottom of the form, there are 'Back', 'Cancel', and 'Next' buttons.



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# File a Farm Lien (UCC1F)

This collateral screen displays.

1. Enter farm product description.
2. Enter quantity.
3. Select crop code from dropdown box.
4. Enter your crop year – you may choose a range.
5. Select county from a dropdown box.
6. Click Save.



The screenshot shows the 'Add/Edit Crop Information' form for filing a UCC-1F. The form includes the following fields and options:

- Farm Product Description:** Text input field containing 'Corn'.
- Quantity:** Text input field containing '1000'.
- Crop Code:** Dropdown menu showing '126 - Corn'.
- Description of Real Estate:** Empty text input field.
- Crop Year:** Radio buttons for 'One Year' and 'Year Range' (selected). Below are 'From' (2003) and 'To' (2010) dropdown menus, and an 'Add Year(s)' button.
- County:** Dropdown menu showing '25 - Hinds', with 'Add County' and 'Remove' buttons, and an 'Out of State' checkbox.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom.
- Thumbnail:** A small preview of the completed form on the right side.



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# File an Amendment (UCC3 )

Filing an amendment (UCC 3) follows the same general process as an initial filing statement. The following rules apply to UCC3s.

- You must have the initial file number and it must exist in the SOS records.
- The online wizard will assign an internal tracking number when you start entering your information.
- Only one action is allowed per e-filing amendment.
- You *only* enter information regarding what you are amending. For example, if you are amending a debtor's name, you will enter the debtor information *only*.
- The online wizard will walk you through the filing process.



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# File a Correction (UCC5 )

Filing a correction to an existing filing (UCC5) follows the same general process as the others. The following rules apply to UCC5s:

1. You must have the initial file number and it must exist in the SOS records.
2. The online wizard will assign an internal tracking number when you start entering your information.
3. You can select the correction type from the dropdown box:
  - Wrongfully filed
  - Inaccurate
4. Enter the correct information and download attachments, if needed.



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