



Civix Online UCC Application Guide

Mississippi Secretary of State
UCC Online Application

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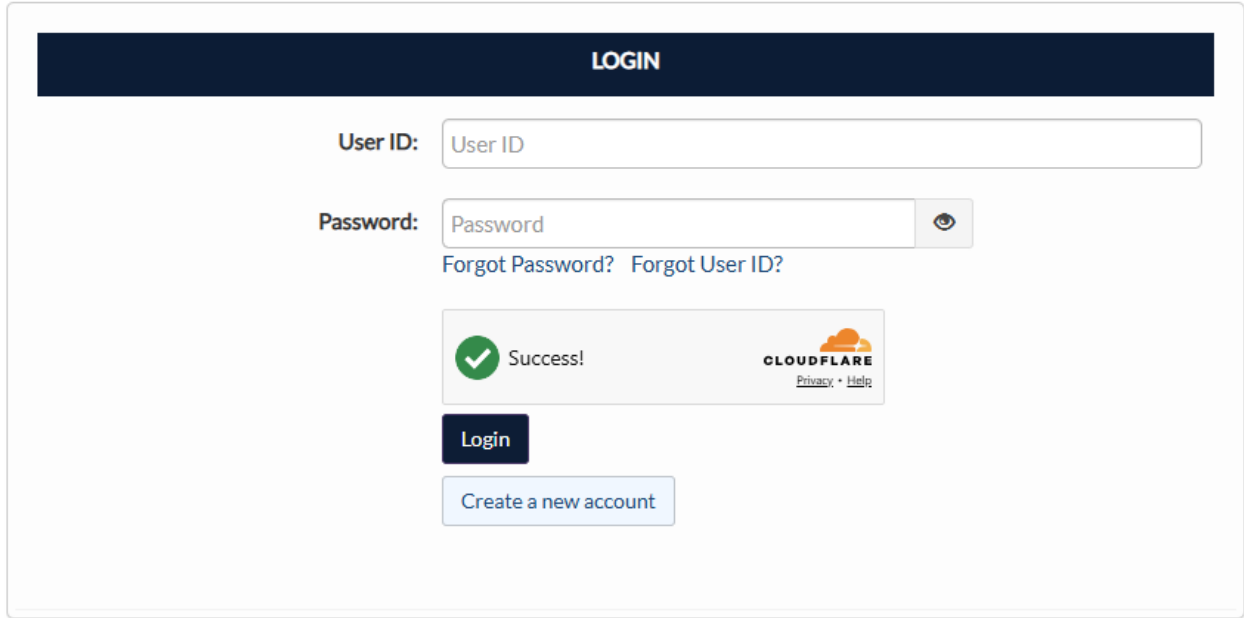
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Account Actions

Creation

1. From the main Login page, <https://publicportalmig-conv.msbus.civixapps.com/>, click the Create a new account button found in the Login box.



The screenshot shows the CIVIX Login page. At the top is a dark blue header with the word "LOGIN" in white. Below the header, there are two input fields: "User ID:" and "Password:". The "User ID:" field contains the text "User ID". The "Password:" field contains the text "Password" and has a toggle icon (an eye) to its right. Below the password field are two links: "Forgot Password?" and "Forgot User ID?". Below these links is a success message: a green checkmark icon followed by the text "Success!". To the right of the success message is the Cloudflare logo and the text "CLOUDFLARE" with links for "Privacy" and "Help". Below the success message is a dark blue "Login" button and a light blue "Create a new account" button.

2. You will be directed to the account creation flow where you will be required to provide:
 - a. First Name
 - b. Last Name
 - c. Mailing Address Line 1
 - d. County
 - e. Zip Code
 - f. City
 - g. State
 - h. Email Address
 - i. Phone Number

1 Provide Your Information
2 Enter Login Details
3 Done

ENTER YOUR PERSONAL DETAILS

First Name*

Last Name*

Organization Name:

Middle Name:

Suffix:

ENTER YOUR MAILING DETAILS

Address Line 1*

Country*

City*

Address Line 2:

Zip Code*

State*

ENTER YOUR CONTACT DETAILS

Email Address*

Phone Number*

Re-enter Email Address*

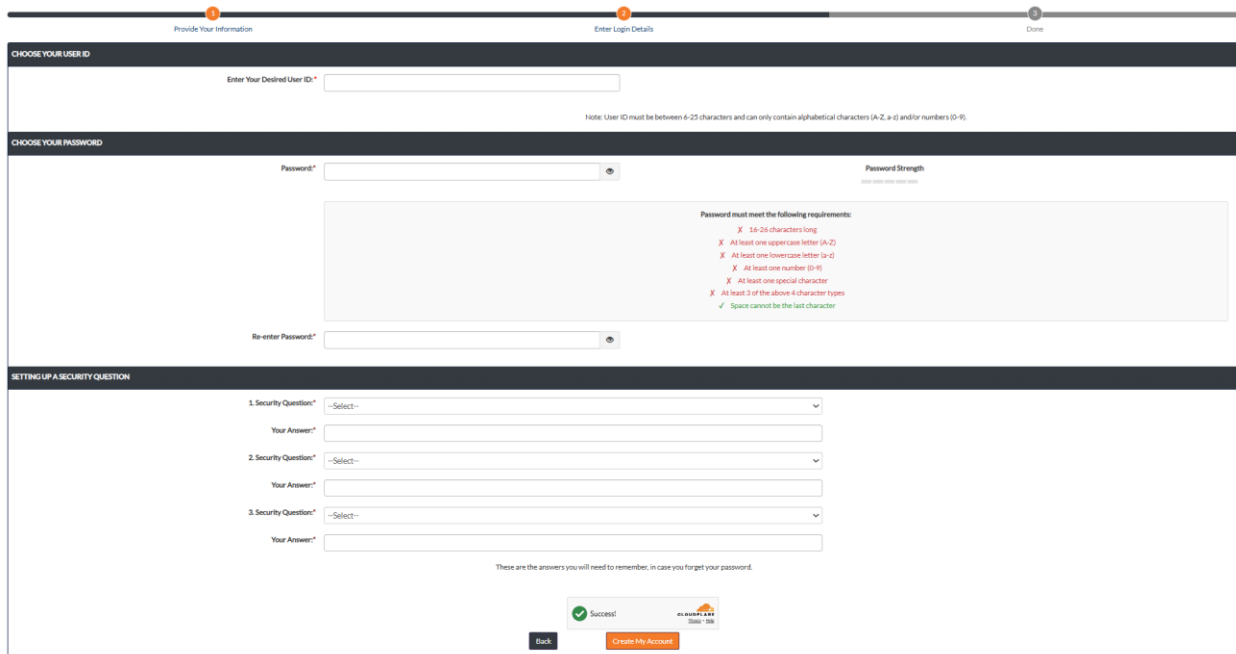
Need Help? Contact Us

Phone Number: 601-359-1633 and 1-800-256-3494

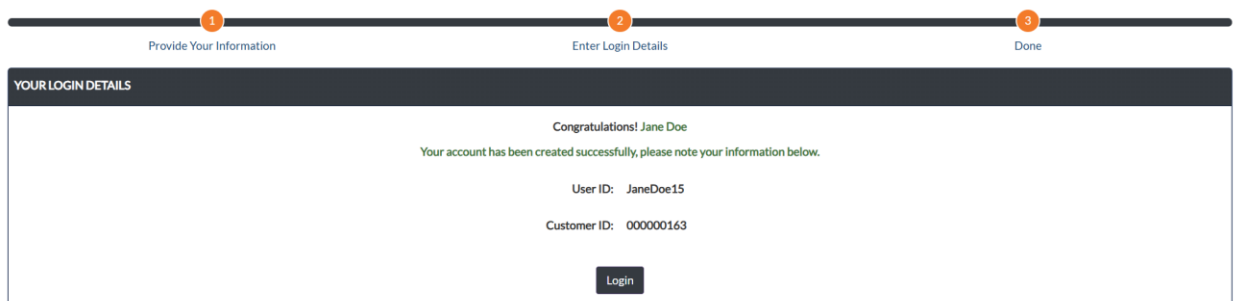
Email: CustomerService@sos.ms.gov

3. Once the required information is entered you may click Continue to move to the Login Details screen.
 - a. If you no longer want to proceed with the account creation, you may click the Back button to go to the Login page.
 - b. If you need to clear the fields to start entering information again, click the Clear button.
4. On the Login Details screen, you will be required to provide:
 - a. User ID
 - i. An onscreen message will indicate if the User ID is available or not.
 - b. Password
 - i. Password must be between 16-26 characters long and must contain at least one character from three of these four-character types: Uppercase alpha, Lowercase alpha, Numeric, Special Character (space cannot be the last character).
 - ii. Click the eye to view the password entered in either box.
 - iii. The password checklist will verify each password requirement as they are met.
 - c. 3 Security Questions with Answers
 - i. Three separate questions must be selected.
 - d. Before creating the account, you must acknowledge the I am a Human checkbox.
 - e. After all required fields are completed, you may click Create My Account.

- i. If you need to fix something on the previous step, click the Back button.

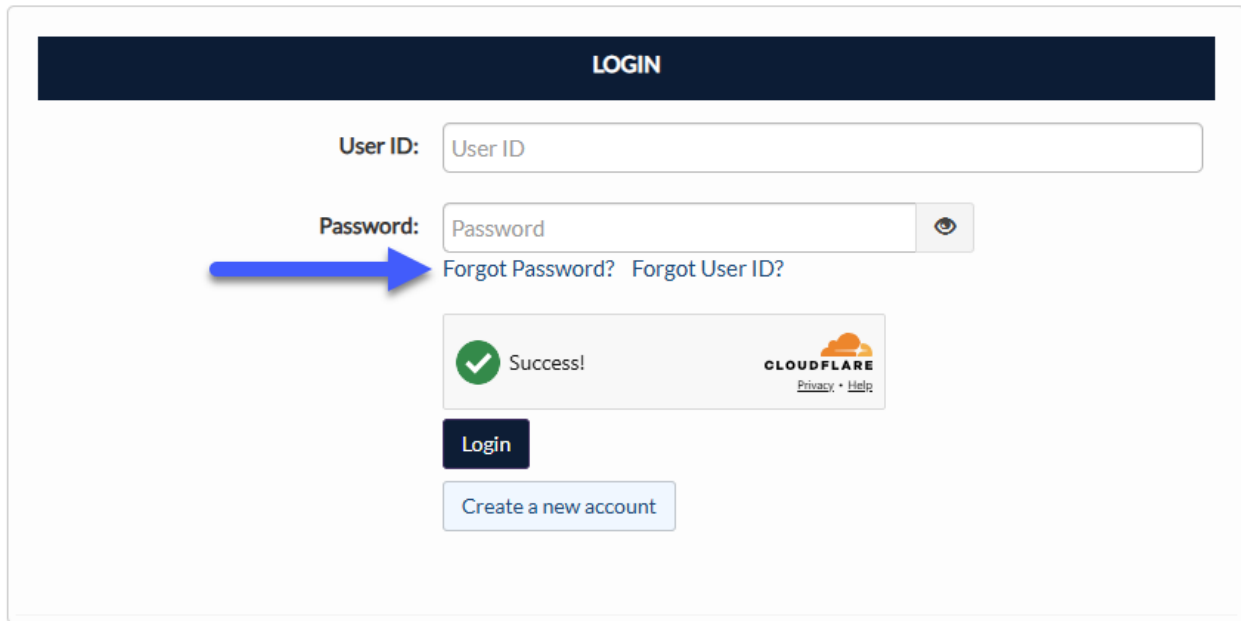


5. Your account will be created, and you will receive a verification email. You are ready to log in and start filing or submitting search requests.

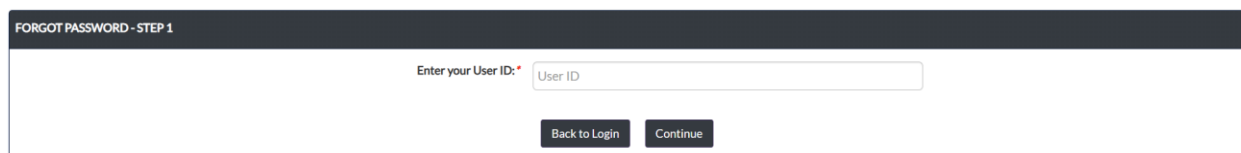


Forgot Password?

1. If you've forgotten your password, you may click the Forgot Password link from the Login page.



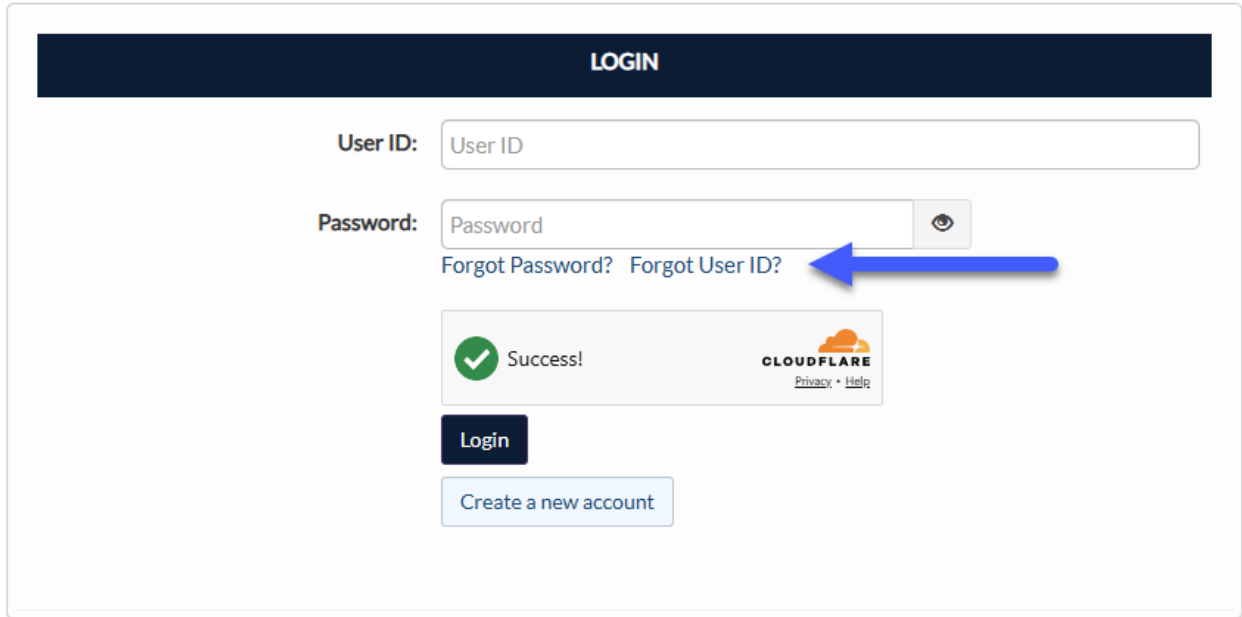
2. Once clicked, you will be required to provide your User ID. (If you've forgotten your User ID, please see the next section)
 - a. Provide your User ID and click Continue.
 - i. If the User ID is not found, you will receive an alert with additional instructions.
 - ii. If the User ID is found, click Continue to proceed to the Security Question step.
 - b. If you wish to cancel this process, click the Back to Login button.



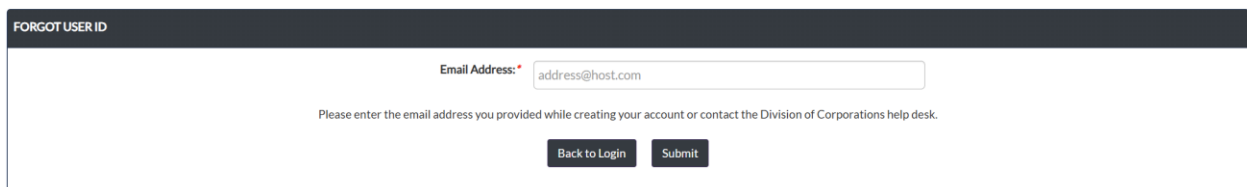
3. On the Security Question step, you may select any one of the three questions you set up.
 - a. Once a correct answer is given, you may click Submit. A temporary password will be sent to your email address. Upon logging in with the temporary password, you will be required to change the password.
 - b. If the answer given is incorrect, you will receive an alert to try again.
 - c. If you wish to cancel this process, click the Back to Login button.

Forgot User ID?

1. If you've forgotten your User ID, you may click the Forgot User ID link from the Login page.



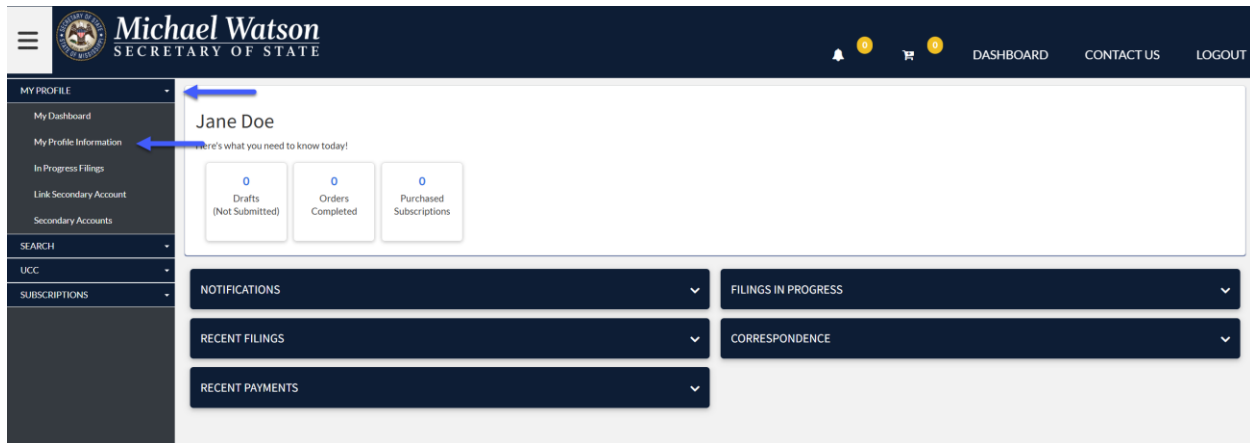
2. Once clicked, you will be required to provide your Email Address.
 - a. Provide your Email Address and click Submit.
 - i. If the Email Address is not found, you will receive an alert with additional instructions.
 - ii. If the Email Address is found, you will receive a message that your User ID has been sent to your email address.
 - iii. The email will contain your User ID, if you've created more than one account using the email address, the email will contain a list of User IDs.
 - b. If you wish to cancel this process, click the Back to Login button.



My Profile

1. If you wish to change your account details, follow the below steps:

- a. From your Dashboard screen, click the My Profile option in the left-hand menu.



- b. Click My Profile Information.
- c. From this screen, you will be able to update all your profile information.

ENTER YOUR PERSONAL DETAILS

First Name:* Jane

Middle Name:

Last Name:* Doe

Suffix: Select

Organization Name:

ENTER YOUR MAILING DETAILS

Address Line 1:* 123 Main St

Address Line 2:

Country:* United States

Zip Code:* 39201

City:* Jackson

State:* Mississippi

ENTER YOUR CONTACT DETAILS

Email Address:*

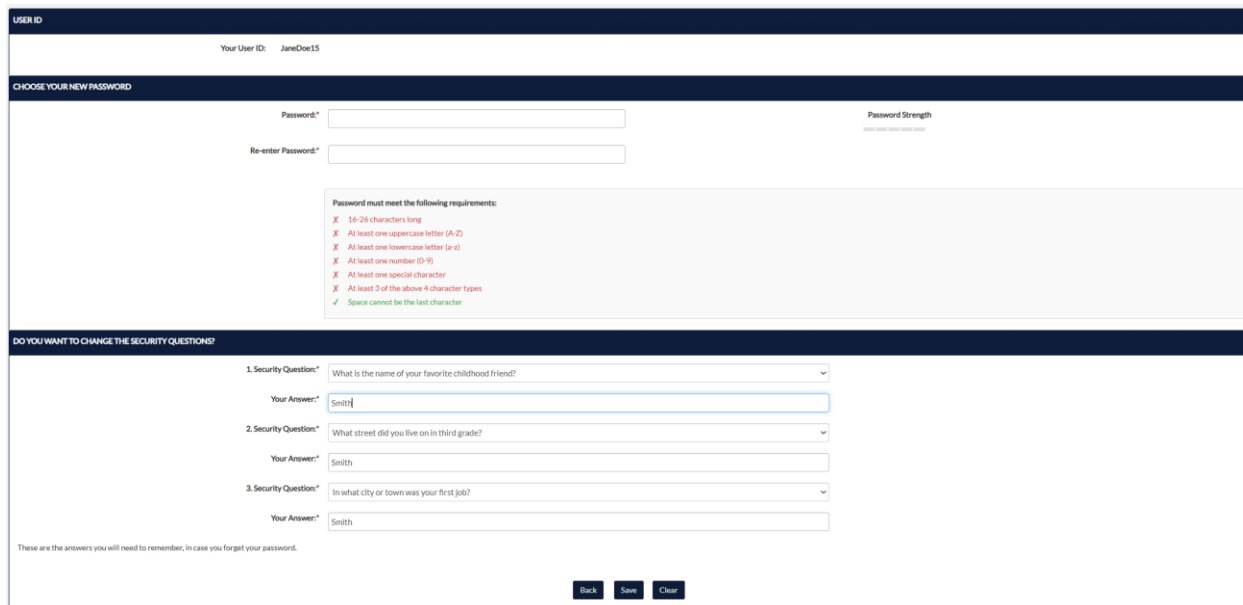
Re-enter Email Address:*

Phone Number:* 123 123 1311

Clear

Continue

- d. If you desire to change your password or security questions, click Continue at the bottom of the screen.
 - i. Clicking Clear will remove all information.
 - ii. If you wish to get out of this process, click the Dashboard option in the header or in the left-hand menu under My Profile.
- e. From this screen, you can change your password or security questions, but you will not be able to change your User ID.



The screenshot shows a user profile page for 'JaneDoe15'. The 'CHOOSE YOUR NEW PASSWORD' section has fields for 'Password*' and 'Re-enter Password*', with a 'Password Strength' indicator. Below these fields, a list of requirements is shown: '16-26 characters long', 'At least one uppercase letter (A-Z)', 'At least one lowercase letter (a-z)', 'At least one number (0-9)', 'At least one special character', and 'At least 3 of the above 4 character types'. The 'DO YOU WANT TO CHANGE THE SECURITY QUESTIONS?' section has three questions: 'What is the name of your favorite childhood friend?', 'What street did you live on in third grade?', and 'In what city or town was your first job?'. Each question has a 'Your Answer*' field. At the bottom, there are 'Back', 'Save', and 'Clear' buttons.

- f. Once completed, click Save and the information will be updated.
 - i. Clicking Back will return you to the account details screen.
 - ii. Clicking Clear will remove all information.
 - iii. If you wish to get out of this process, click the Dashboard option in the header or in the left-hand menu under My Profile.

Lien Searches

Unauthenticated Searches

1. Searching without an account is called an unauthenticated search. From the Login page, click the Lien Search link under Additional Options.

Additional Options

[Authenticate Certificate](#)

[Lien Search](#)



2. You may search by Filing Number or Debtor Name.
 - a. The Filing Number search is an exact match search. Once the filing number is entered, click the Search button.
 - i. If no lien is found with that Filing Number, you will receive a message indicating no records match that criteria.

LIEN SEARCH

I WOULD LIKE TO SEARCH BY:

Select One: ☒ Filing Number ☐ Debtor Name

Filing Number:

ADVANCED SEARCH OPTIONS

Search Clear

b. If Debtor Name is searched:

i. Select Search Logic

1. Defaults to Starts With

2. Options:

a. Standard

- i. This replicates the UCC-11 search logic, it uses RA-9 search logic where punctuation, spaces, and noise words are stripped

b. Starts With

- i. Search will return all records that start with the entered information

c. Exact Match

- i. Search will only return records that match the exact information entered, spaces, punctuation, etc.

d. Contains All Words – In Order

- i. Search will return results for the phrase entered, whether it is in the beginning, middle, or end of the debtor's name

ii. Surname must have at least two characters.

iii. Organization name must have at least three characters.

iv. Advanced Search Options may be desired when searching by Debtor Name.

1. Options include:

- Lien Type
- Filing Type
- Filing Action (based on Filing Type)
- Lien Status
- Filing Date From/To
- Lapse Date From/To

- Lien Search Results

Lien Number	Lien Subtype	Debtor Name	Debtor Address	Debtor Type	Filing Date/Time	Lapse Date/Time	Lien Status
21260621003196-5		Jane Doe	125 S CONGRESS ST, JACKSON, MS, USA	Individual	6/21/2026 9:28:55 PM	6/23/2031 11:59:59 PM	Active

Page 1 of 1 records 1 to 1 of 1

Return to Search

- 11

LIEN DETAILS

LIEN INFORMATION

Lien Number

Status

Date Filed

Lien Type

Subtype

Lapse Date

21260621003196-5

Active

06/21/2026

UCC Lien

6/23/2031

DEBTOR INFORMATION

Debtor Name

Debtor Address

Debtor Type

Jane Doe

125 S CONGRESS ST, JACKSON, MS, USA

Individual

SECURED PARTY INFORMATION

Secured Party Name

Secured Party Address

Secured Party Type

JANE DOE SWEETS LLC

122 S CONGRESS ST, JACKSON, MS, USA

Organization

FILING HISTORY

Filing Number

Filing Type

Filing Action

Filing Status

Date Filed

21260621003196-5

UCC-1

Initial Financing Statement

Approved

6/21/2026 9:28:55 PM

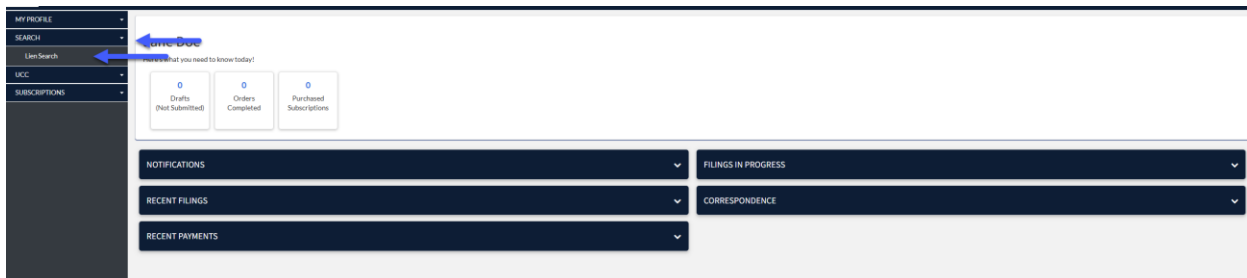
Page 1 of 1, records 1 to 1 of 2

Return to Search

Return to Results

Authenticated Searches

- If you have an account, you may search from your dashboard. Click Lien Search from the left-hand menu.

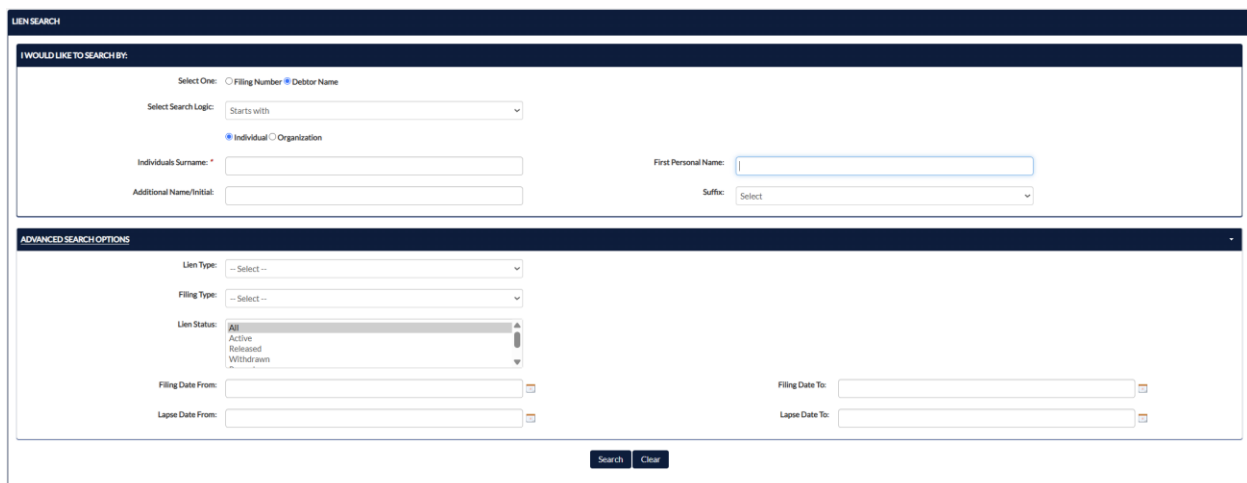


- You may search by Filing Number or Debtor Name.
 - The Filing Number search is an exact match search. Once the filing number is entered, click the Search button.
 - If no lien is found with that Filing Number, you will receive a message indicating no records match that criteria.



- If Debtor Name is searched:
 - Select Search Logic
 - Defaults to Starts With
 - Options:
 - Standard

- i. This replicates the UCC-11 search logic, it uses RA-9 search logic where punctuation, spaces, and noise words are stripped
- b. Starts With
 - i. Search will return all records that start with the entered information
- c. Exact Match
 - i. Search will only return records that match the exact information entered, spaces, punctuation, etc.
- d. Contains All Words – In Order
 - i. Search will return results for the phrase entered, whether it is in the beginning, middle, or end of the debtor's name
- ii. Surname must have at least two characters.
- iii. Organization name must have at least three characters.
- iv. Advanced Search Options may be desired when searching by Debtor Name.
 - 1. Options include:
 - a. Lien Type
 - b. Filing Type
 - c. Filing Action (based on Filing Type)
 - d. Lien Status
 - e. Filing Date From/To
 - f. Lapse Date From/To



The screenshot shows the 'LIEN SEARCH' interface. At the top, there's a header 'LIEN SEARCH'. Below it, a section titled 'I WOULD LIKE TO SEARCH BY:' contains a 'Select One:' dropdown with options 'Filing Number' and 'Debtor Name'. Under 'Debtor Name', there's a 'Select Search Logic:' dropdown with 'Starts with' selected. Below this, there are radio buttons for 'Individual' (selected) and 'Organization'. To the right, there's a 'First Personal Name:' text input field and a 'Suffix:' dropdown menu. Below these, there are text input fields for 'Individuals Surname:' and 'Additional Name/Initial:'. A section titled 'ADVANCED SEARCH OPTIONS' is expanded, showing several filters: 'Lien Type' (dropdown), 'Filing Type' (dropdown), 'Lien Status' (dropdown menu with options 'All', 'Active', 'Released', 'Withdrawn'), 'Filing Date From:' and 'Filing Date To:' (date pickers), and 'Lapse Date From:' and 'Lapse Date To:' (date pickers). At the bottom, there are 'Search' and 'Clear' buttons.

- v. Once criteria is entered, click Search to find results.

1. If no results are found, you will receive a message indicating no record matches that criteria.
- c. Once results are found, from either search type, results will be shown on the Lien Search Results screen.
 - i. Click the Lien Number in the first column to view the lien details.

LIEN SEARCH RESULTS							
Lien Number	Lien Subtype	Debtor Name	Debtor Address	Debtor Type	Filing Date/Time	Lapse Date/Time	Lien Status
21260621003196-5		Jane Doe	125 S CONGRESS ST, JACKSON, MS, USA	Individual	6/21/2026 9:28:55 PM	6/23/2031 11:59:59 PM	Active
Page 1 of 1, records 1 to 1 of 1							
Return to Search							

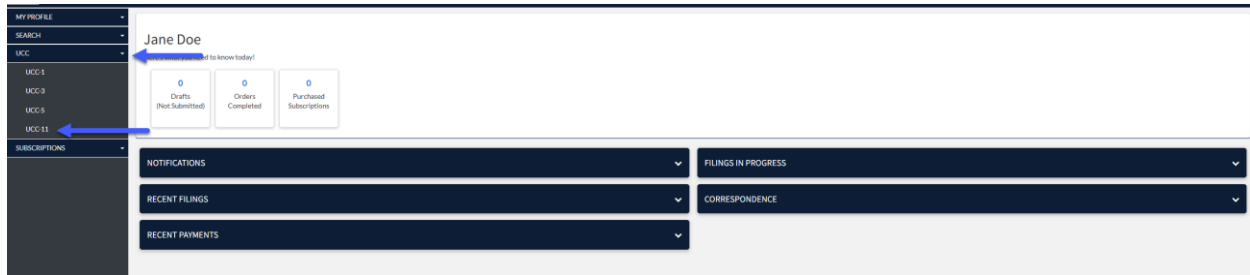
- d. Lien Details will show:
 - i. Lien Number
 - ii. Status
 - iii. Date Filed
 - iv. Lien Type
 - v. Subtype
 - vi. Lapse Date
 - vii. Debtor Information
 - viii. Secured Party Information
 - ix. Filing History

LIEN DETAILS					
LIEN INFORMATION					
Lien Number	Status	Date Filed	Lien Type	Subtype	Lapse Date
21260621003196-5	Active	06/21/2026	UCC Lien		6/23/2031
DEBTOR INFORMATION					
Debtor Name	Debtor Address			Debtor Type	
Jane Doe	125 S CONGRESS ST, JACKSON, MS, USA			Individual	
SECURED PARTY INFORMATION					
Secured Party Name	Secured Party Address			Secured Party Type	
JANE DOE SWEETS LLC	122 S CONGRESS ST, JACKSON, MS, USA			Organization	
FILING HISTORY					
Filing Number	Filing Type	Filing Action	Filing Status	Date Filed	
21260621003196-5	UCC-1	Initial Financing Statement	Approved	6/21/2026 9:28:55 PM	
Page 1 of 1, records 1 to 1 of 1					
Return to Search Return to Results					

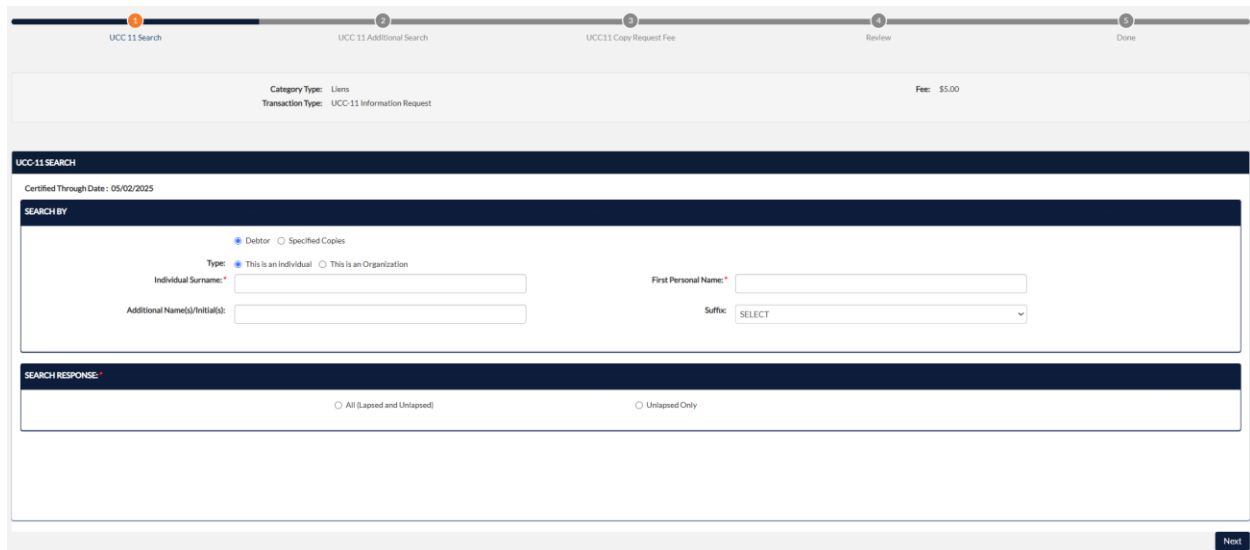
UCC-11 Information Requests

Note: The Standard Search logic described in the sections above can be used to determine what results will return when requesting a UCC-11 search.

1. To request a UCC-11 Search, from the left-hand menu, click UCC Filing and select the UCC-11 Information Request link.

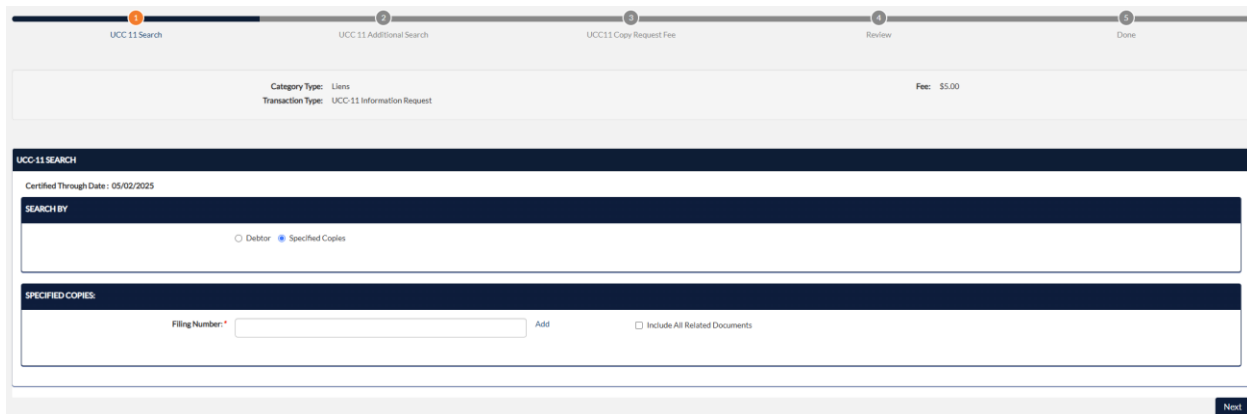


2. Two search options are available. Debtor Name and Specified Copies search.
 - a. If Debtor Name is searched, only a search report will return.
 - b. If specified Copies are requested, full lien image(s) will be returned.
3. If searching by Debtor Name, filing fee \$5.00:
 - a. The following fields are required:
 - i. Individual Surname
 - ii. First Personal Name
 - b. Search response options are:
 - i. All (Lapsed and Unlapsed) – this includes results for active and lapsed liens (lapsed date is less than 365 days from current date)
 - ii. Unlapsed Only – this will only include active liens
 - c. Additional fields such as city and filing date are available on the Additional Search step.

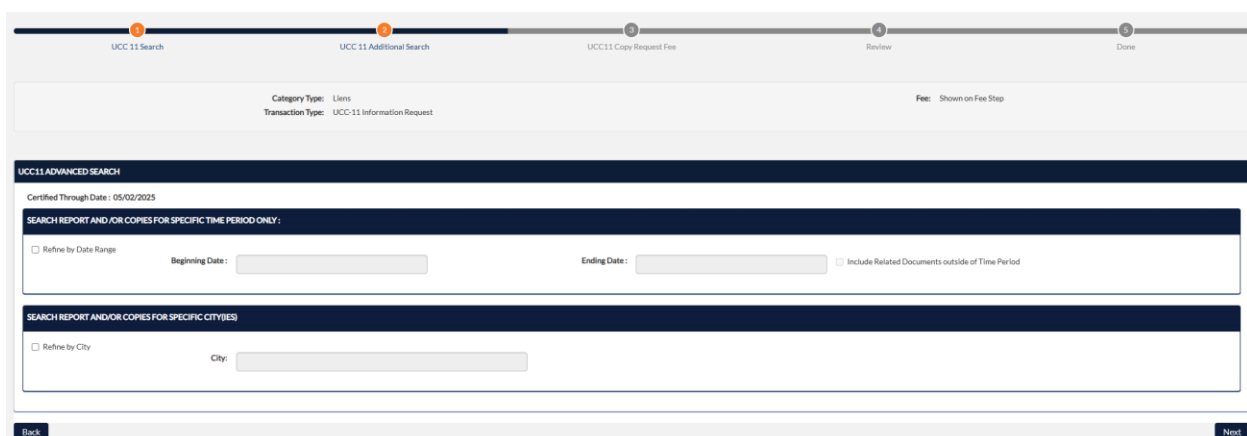


4. If searching by specified copies, base filing fee is \$2 per filing number returned in search.
 - a. Filing Number is required
 - i. If you want to include the full filing chain, click the Include All Related Documents Checkbox.

1. This will result in the full filing chain appearing in the grid. (this step has not added the lien to this search at this point, see next step)
- ii. Click Add once the correct filing number is entered.
 1. If the filing number is invalid, the system will return an error. Update the number and try again.
 2. Filing number(s) will appear in the grid.
- iii. More filing numbers may be added before continuing to the next screen.



5. The UCC-11 Additional Search step is only available for Debtor Name searches. (this step is not required, it is optional)
 - a. Requestors may refine their search by a date range (this is filed date) and city (this is the city associated with the debtor address).
 - b. Check the box in each section to open the fields for entry.



6. On the UCC-11 Copy Request Fee screen, the new total of the UCC-11 search will be reflected. Once verified, click Next to be directed to the Review screen. From there, if everything looks as expected, click Add to Shopping Cart.

- Once payment is completed, you should expect to receive two emails. The first email will indicate the request was received and will contain the receipt. Once the search is completed, you will receive a second email with the search results.

Note: All correspondence will be available on your Dashboard under the Correspondence Widget.

Authenticate Certificate

- If a UCC-11 is certified, the Certificate number assigned can be validated through the application. From the Login page, click the Authenticate Certificate link found under Additional Options.

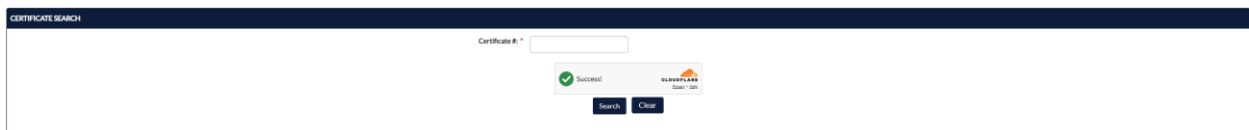
Additional Options

[Authenticate Certificate](#)



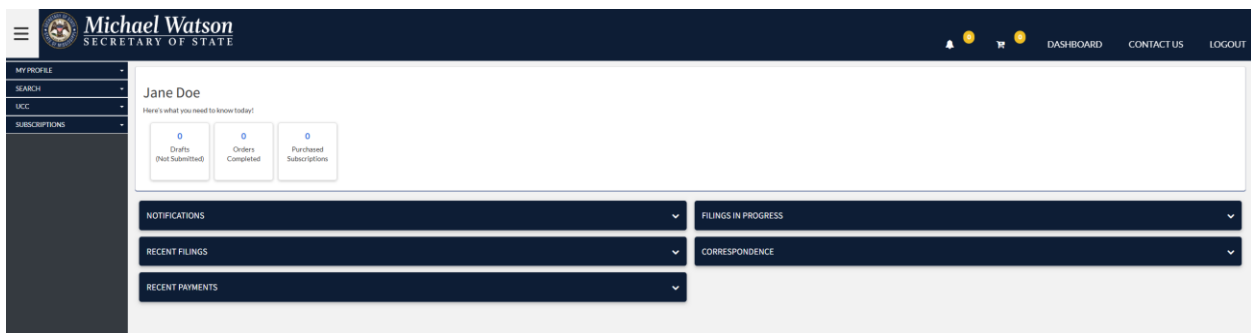
[Lien Search](#)

- Enter the Authentication Number found on the bottom of the certificate.
- Once it returns the record, click the View button to see what the system generated for that Authentication Number.



Dashboard

The Dashboard is the landing page seen upon logging in.



1. Header Links

- a. Notifications Icon 
 - i. Click to view notifications.
- b. Shopping Cart Icon 
 - i. Click to return to the shopping cart.
- c. Dashboard 
 - i. Click at any time to return to the Dashboard.
- d. Contact Us 
 - i. Click to be directed to the Mississippi Secretary of State contact page.
- e. Logout 
 - i. Click to logout of the account.

2. Left-Hand Menu

- a. My Profile
 - i. My Dashboard
 - ii. My Profile Information
 - iii. In Progress Filings
 - iv. Link Secondary Account
 - v. Secondary Account
- b. Search
- c. UCC
- d. Subscriptions

3. Drafts (Not Submitted)

- a. Shows total count of filings that have been started but not completed.
- b. Click widget to see all incomplete filings.
- c. Click the green pencil action icon to return to the filing.
- d. Click the red trash can icon to remove the filing from drafts.
- e. If draft was submitted using Voucher as the payment type, a return to shopping cart option will also be seen. This option may be used to return the transaction to the shopping cart and pay for the transaction using another payment method.

DRAFTS (NOT SUBMITTED)					
These filings are only valid until the entity filing record/history/status changes. If the filing is invalid or if the entity has filings that are being processed internally, you will get an error message and the status will change to "Error".					
Date	Type	Filing Type	Entity Name	Status	Action
08/16/2026	UCC Lien	UCC-1 - Initial Financing Statement		Pending Payment	  
08/16/2026	UCC Lien	UCC-1 - Initial Financing Statement		Unsubmitted	 

Page 1 of 1, records 1 to 2 of 2

[Back](#)

4. Orders Completed

- Shows total count of filings that have been completed by the filer.
- Click widget to see all completed filings.

COMPLETED FILINGS			
Date	Type	Filing Type	Status
08/16/2026	UCC Lien	UCC-1 - Initial Financing Statement	Approved
Page 1 of 1, records 1 to 1 of 1			

Back

5. Purchased Subscriptions

- Once a subscription is purchased, the Bulk Subscription files will be available from the Dashboard under the Purchased Subscription Widget.
 - Farm Lien and UCC Subscription will display and show the purchase and expiration date.
- Once clicked, all purchased subscriptions will be shown. Click the Data link in the far-right column to view the file. If no link is available, the file has not been generated yet. Once generated, the link will appear.

DATA SUBSCRIPTION							
Data Type	Generated Date	Data Date	Purchase Date	Expiration Date	# of Users	Filing Count	Filing Size Download
BULK SUBSCRIPTION	N/A	N/A	08/17/2026	08/17/2027	N/A	N/A	N/A N/A
FARM SUBSCRIPTION	N/A	N/A	08/17/2026	08/17/2027	N/A	N/A	N/A N/A
UCC Database Refresh	08/05/2026	01/01/1965	08/17/2026	N/A	N/A	1,405,059	62.42 Data
Page 1 of 1, records 1 to 3 of 3							

Back

6. Notifications

- To expand, click the Chevron icon in the header.
- Notifications are listed in grid.
- If there are more than five notifications in the grid, click the View All button to see all notifications.
- To remove the notifications, click the Clear All button.
- To refresh the notifications, click the Update button.

NOTIFICATIONS	
Notification Work Order Transaction W2026081608250-621 Pending Work Order W2026081608251-622 Filing 21260816003290-3 Accepted 8/16/2026 9:06:36 PM	
Manage	View All
Clear All	Update

- To select what Notifications will appear, click the Manage button.

- i. Select the desired notifications and click Update.

NOTIFICATIONS

Notifications Management

Click on the Notification Type below to toggle between opt-in or opt-out of receiving the notification type in your Notifications Widget

☒	Work Order Transaction Status Change
☒	Filings Accepted
☐	Annual Report Due Reminder
☐	Foreign Name Registration Expiration Reminder
☒	Work Order Transactions Rejected

Update
Cancel

7. Recent Filings

- a. To expand, click the Chevron icon in the header.
- b. Click View All if there are more than 5 items to view.
- c. Widget shows all recent filings in descending order.

RECENT FILINGS
View All

Name	Type	Filing Type	Status
W2026081608251	UCC Lien	UCC-1 - Initial Financing Statement	Approved

8. Recent Payments

- a. To expand, click the Chevron icon in the header.
- b. Click View All if there are more than 5 items to view.
- c. Widget shows all recent payments and receipts for download in descending order.

RECENT PAYMENTS

View All

Name

Receipt

Transaction Description

Filing Type

W2026081608251

UCC Lien

UCC-1 - Initial Financing Statement

W2026081608250

UCC Lien

UCC-1 - Initial Financing Statement

Page 1 of 1, records 1 to 2 of 2

From:

Filing Type:

-- Select --

To:

User ID:

JaneDoe15

Search

Reset

RECEIPTS

Record ID

Name

Category

Transaction Description

Filing Type

Work Order Number

Correspondence Type

Reports

21260816003290-3

W2026081608251

Liens

UCC Lien

UCC-1 - Initial Financing Statement

W2026081608251

Receipt

View Receipt

W2026081608250

Liens

UCC Lien

UCC-1 - Initial Financing Statement

W2026081608250

Receipt

View Receipt

Page 1 of 1, records 1 to 2 of 2

Back

9. Filings In Progress

- To expand, click the Chevron icon in the header.
- Click View All if there are more than 5 items to view.
- Click widget to see all incomplete filings.
- Click the green pencil action icon to return to the filing.
- Click the red trash can icon to remove the filing from drafts.

FILINGS IN PROGRESS

View All

100 %

COMPLETE

Id: 931

Type: UCC Lien - UCC-1 - Initial Financing Statement

Status: Pending Payment

DRAFTS (NOT SUBMITTED)

These filings are only valid until the entity filing record/history/status changes. If the filing is invalid or if the entity has filings that are being processed internally, you will get an error message and the status will change to "Error".

Date

Type

Filing Type

Entity Name

Status

Action

08/16/2026

UCC Lien

UCC-1 - Initial Financing Statement

Pending Payment

08/16/2026

UCC Lien

UCC-1 - Initial Financing Statement

Unsubmitted

Page 1 of 1, records 1 to 2 of 2

Back

10. Correspondence

- To expand, click the Chevron icon in the header.
- Click View All if there are more than 5 items to view.
- Widget shows all correspondence created by the system for the filer's submissions.



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- d. Correspondence can be filtered using the filters provided in the View All screen.
- e. Click the correspondence hyperlink to download the desired image.

CORRESPONDENCE

View All

Document	Name	Description	Area
Acknowledgement	W2026081608251	UCC-1 - Initial Financing Statement	Liens
Email	W2026081608251	UCC-1 - Initial Financing Statement	Liens
Receipt	W2026081608251	UCC-1 - Initial Financing Statement	Liens
Email	W2026081608250	UCC-1 - Initial Financing Statement	Liens
Receipt	W2026081608250	UCC-1 - Initial Financing Statement	Liens

VIEW ALL CORRESPONDENCE

From:

To:

Area:

Liens

Correspondence Type:

-- Select --

Sent To:

Me

Record ID:

Record Name:

User ID:

JaneDoe15

Filing Type:

-- Select --

Work Order ID:

Search

Reset

Correspondence Type	Record ID	Certificate No.	Record Name	Description	Correspondence Date/Time	Area	Work Order ID	View
Acknowledgement	2126081603290-3	N/A	W2026081608251	UCC-1 - Initial Financing Statement	08/16/2026 09:06 PM	Liens	W2026081608251	
Email	2126081603290-3	N/A	W2026081608251	UCC-1 - Initial Financing Statement	08/16/2026 09:06 PM	Liens	W2026081608251	
Receipt	2126081603290-3	N/A	W2026081608251	UCC-1 - Initial Financing Statement	08/16/2026 09:06 PM	Liens	W2026081608251	
Email		N/A	W2026081608250	UCC-1 - Initial Financing Statement	08/16/2026 08:58 PM	Liens	W2026081608250	
Receipt		N/A	W2026081608250	UCC-1 - Initial Financing Statement	08/16/2026 08:57 PM	Liens	W2026081608250	

Page 1 of 1, records 1 to 3 of 3

Dashboard

Secondary Accounts

If you are an Account Manager, you will be able to link Secondary Accounts to your online account. This action will allow you to see what all secondary accounts have filed in your Recent Filings, Recent Payments, and Correspondence widgets. To link a secondary account to your account, follow the below steps:

1. From the left-hand menu, under My Profile, select Link Secondary Account.

MY PROFILE

My Dashboard

My Profile Information

In Progress Filings

Link Secondary Account

Secondary Accounts

SEARCH

UCC

SUBSCRIPTIONS

Jane Doe

Here's what you need to know today!

10

Drafts

(Not Submitted)

4

Orders

Completed

4

Purchased

Subscriptions

NOTIFICATIONS

RECENT FILINGS

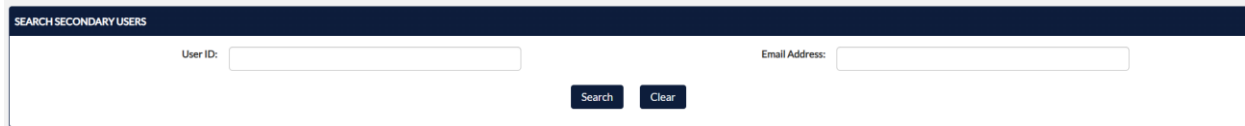
RECENT PAYMENTS

FILINGS IN PROGRESS

CORRESPONDENCE

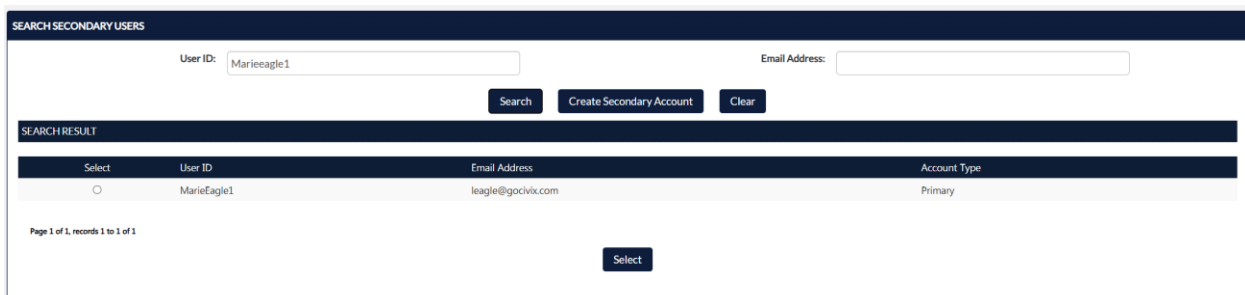
- From the Search Secondary Users screen, enter in the users User ID or Email Address.

Note: They do not have to have an online account created, you may start an account for them during this process.



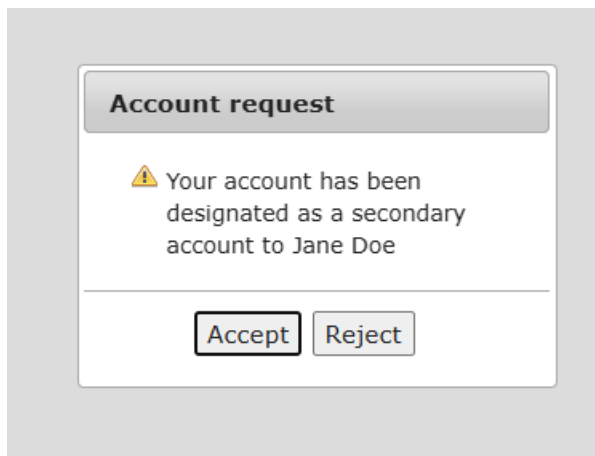
- If the desired user is found, select that user from the grid and click the Select button.

Note: If the users account type is Secondary, this means they have already been designated as a Secondary Account by another Primary Account. They cannot be selected as a Secondary to another Primary Account. You will receive an alert indicating this.



Select	User ID	Email Address	Account Type
☐	MarieEagle1	leagle@gocivix.com	Primary

- Once the account is selected, you will receive an alert stating, “The account holder will receive an alert upon login. They may choose to accept or decline the secondary account request.”
 - The Secondary Account will have the opportunity to accept or reject the account designation upon log in.



5. If the desired Secondary Account is not found (the account has not been created yet), click the Create Secondary Account button.

SEARCH SECONDARY USERS

User ID:

Email Address:

Search

Create Secondary Account

Clear

SEARCH RESULT

Select	User ID	Email Address	Account Type
No records found.			

6. On the Secondary Account Creation screen, enter in the information as it pertains to the filer that will be using the Secondary Account.
 - a. You will be required to provide:
 - i. First Name
 - ii. Last Name
 - iii. Mailing Address Line 1
 - iv. County
 - v. Zip Code
 - vi. City
 - vii. State
 - viii. Email Address
 - ix. Phone Number

Secondary Account Creation

Provide details for the secondary account you are creating. This information will be used to start the account creation process and send an email to the user to complete it.

ENTER YOUR PERSONAL DETAILS

First Name:*

Middle Name:

Last Name:*

Suffix:

Organization Name:

ENTER YOUR MAILING DETAILS

Address Line 1:*

Address Line 2:

Country:*

Zip Code:*

City:*

State:*

ENTER YOUR CONTACT DETAILS

Email Address:*

Re-enter Email Address:*

Phone Number:*

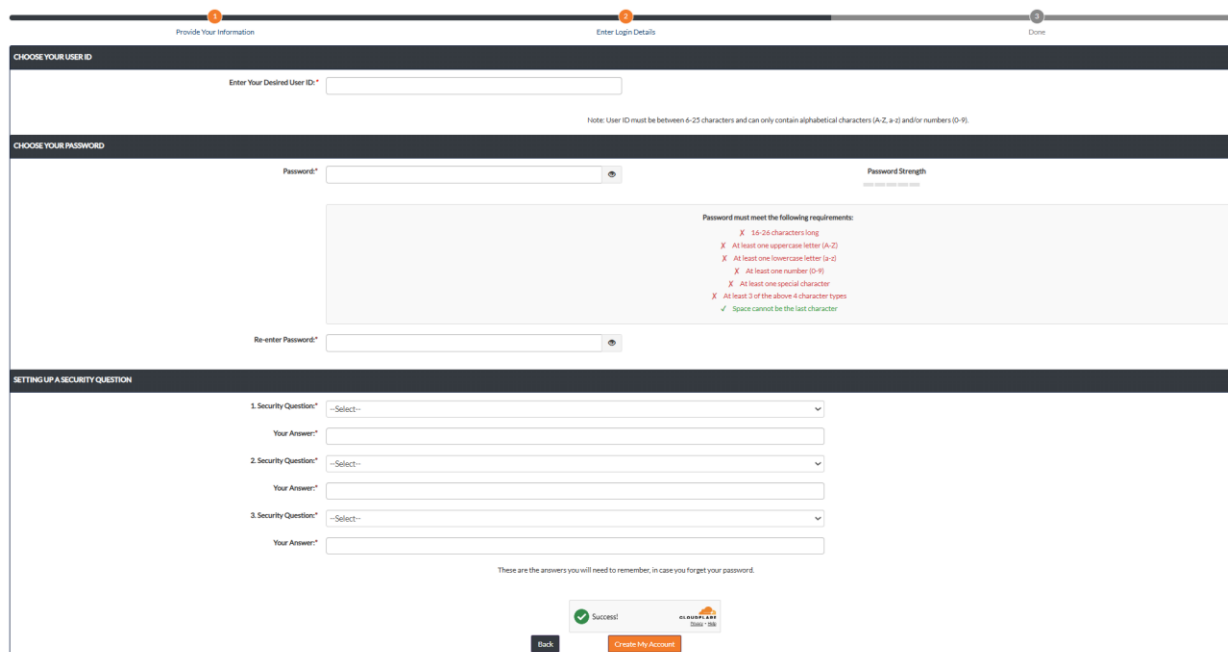
Cancel

Clear

Create

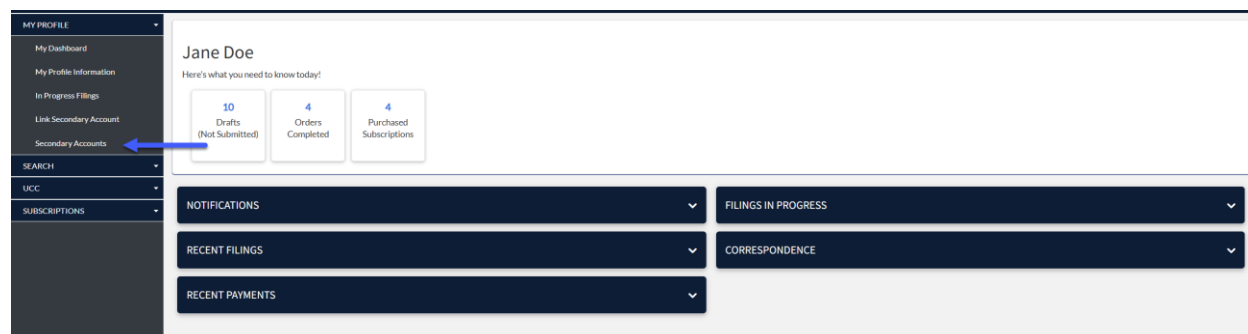
7. Once this information is completed, click the Create button.

- a. At this time, the Secondary Account will receive an email with a link to complete the account creation process.
8. The Secondary Account filer will be required to complete the second part of the account set-up.
 - a. On the Login Details screen, they will be required to provide:
 - i. User ID
 1. An onscreen message will indicate if the User ID is available or not.
 - ii. Password
 1. Password must be between 16-26 characters long and must contain at least one character from three of these four-character types: Uppercase alpha, Lowercase alpha, Numeric, Special Character (space cannot be the last character).
 2. Click the eye to view the password entered in either box.
 3. The password checklist will verify each password requirement as they are met.
 - iii. 3 Security Questions with Answers
 1. Three separate questions must be selected.
 - iv. Before creating the account, you must acknowledge the I am a Human checkbox.
 - v. After all required fields are completed, you may click Create My Account.
 1. If you need to fix something on the previous step, click the Back button.



Secondary Accounts

After the Secondary Accounts have accepted or completed their account creation, they can be found under My Profile → Secondary Accounts option in the left-hand menu.



From this screen, Primary Accounts will be able to view and edit their Secondary Accounts.

Upon screen load, all Secondary Accounts will be displayed. If the list is long, the search results grid may be filtered by the filter options provided.

1. Results can be filtered by:
 - a. User ID
 - b. Email Address
 - c. Last Name
 - d. First Name

SECONDARY ACCOUNT UPDATES

User ID:

Email Address:

Last Name:

First Name:

Search

Clear

SEARCH RESULT

Action	User ID	Last Name	First Name	Email Address	Account Type
	MarieEagle1	Eagle	Marie	leagle@gocivix.com	Secondary

Page 1 of 1, records 1 to 1 of 1

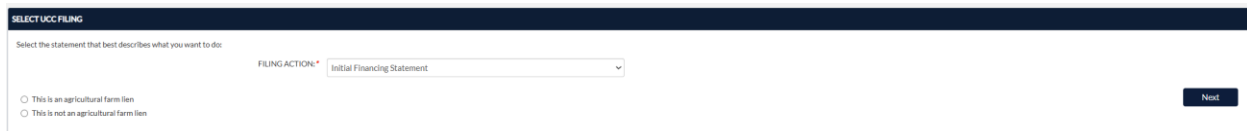
2. To make updates to an account, click the icon under the action column.
3. Update actions include:
 - a. Account Status
 - b. Account Type
 - i. If an account needs to return to a Primary Account status, the update can be made here.
 - ii. By returning to a Primary Account status, the current primary account will no longer have access to that accounts records.
 - iii. If the newly updated Primary Account needs to select now be the Primary Account of the previous Primary Account, they may follow the above steps to associate them as a Secondary Account. If this happens, any secondary accounts that the primary has will now be Secondary Accounts under the new Primary Account.
 - c. Email Address
 - d. Last Name
 - e. First Name
 - f. Subscription Statuses
 - i. This can be toggled on and off based on account requirements.
 - ii. Image Subscriptions can only be turned on for the number of subscriptions paid.
 - g. Once all updates are made, click the Save button to lock in the account changes.
 - h. If not changes are necessary, click the Cancel button to close out the Secondary Account Information section.

Lien Filings

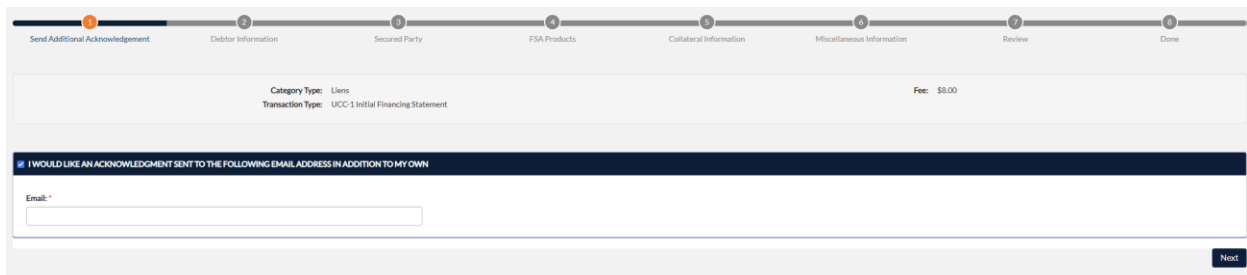
UCC-1 Filings

1. Front the left-hand menu, select UCC then select UCC-1.

2. On the Select UCC Filing screen, select one of the available Filing Actions (Initial Financing Statement is selected by default). The filing fee for each is \$8.00.
 - a. Initial Financing Statement
 - i. This option will require an additional selection. Select if the filing will be an agricultural farm lien or not.
 - b. Manufactured Housing
 - c. Public Financing
 - d. Transmitting Utility

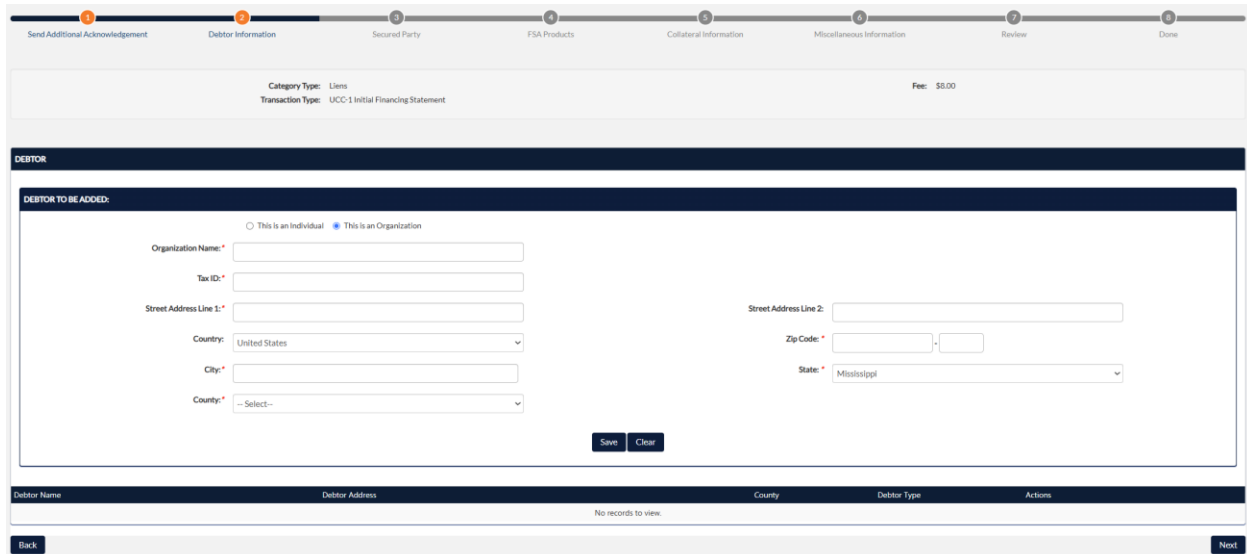


3. The steps in each of the above references are as follows:
 - a. Send Additional Acknowledgement
 - i. This step is not required but will send the filing acknowledgement, upon acceptance, to an email address other than the filers.
 - ii. Check the checkbox if the additional acknowledgement is desired. This will make the entry of an email address required. If you decide to proceed without adding an email address, you must uncheck the box or you will be stopped and unable to proceed.



- b. Debtor Information
 - i. At least one debtor must be added before proceeding to the next step.
 - ii. To add a debtor, complete the information in the Debtor to be Added section. All required fields are denoted with a red asterisk (*). Once all required information is entered, click the Save button to add the debtor to the grid below.
 - iii. If your debtor is an Organization, the below fields are required:
 1. Organization Name
 - a. Note: If this is an agricultural farm lien, Tax ID is required for each Debtor that is an Organization.

2. Street Address Line 1
3. Zip Code
 - a. City and State will update based on zip code entered but can be updated if needed.
4. City
5. State
6. County
 - a. This is only required when the debtor address is in Mississippi



The screenshot shows the 'Debtor Information' section of the CIVIX UCC-1 Initial Financing Statement form. At the top, a progress bar indicates the current step is 'Debtor Information' (step 2 of 8). Below the progress bar, the 'Category Type' is 'Lien' and the 'Transaction Type' is 'UCC-1 Initial Financing Statement'. The 'Fee' is listed as '\$8.00'. The main section is titled 'DEBTOR TO BE ADDED:' and contains two radio buttons: 'This is an Individual' (unselected) and 'This is an Organization' (selected). Below these are several input fields: 'Organization Name', 'Tax ID', 'Street Address Line 1', 'Country' (a dropdown menu currently showing 'United States'), 'City', 'Country' (a dropdown menu currently showing '-- Select --'), 'Street Address Line 2', 'Zip Code' (a field with a hyphen separator), and 'State' (a dropdown menu currently showing 'Mississippi'). At the bottom of this section are 'Save' and 'Clear' buttons. Below the form is a table with columns: 'Debtor Name', 'Debtor Address', 'County', 'Debtor Type', and 'Actions'. The table currently shows 'No records to view'. At the very bottom are 'Back' and 'Next' buttons.

- iv. If your debtor is an Individual, the below fields are required:
 1. Individual's Last Name
 - a. Note: If this is an agricultural farm lien, Social Security Number (SSN) is required for each Individual Debtor.
 2. First Name
 3. Street Address Line 1
 4. Zip Code
 - a. City and State will update based on zip code entered but can be updated if needed.
 5. City
 6. State
 7. County
 - a. This is only required when the debtor address is in Mississippi

Send Additional Acknowledgement Debtor Information Secured Party FSA Products Collateral Information Miscellaneous Information Review Done

Category Type: Liens Transaction Type: UCC-1 Initial Financing Statement Fee: \$8.00

DEBTOR

DEBTOR TO BE ADDED:

☒ This is an Individual ☐ This is an Organization

Individual Surname (Last Name):*

Additional Name(s)/Initials:

SSN:*

Street Address Line 1:*

Country: United States

City:*

Country:* -- Select --

First Personal Name:*

Suffix: SELECT

Street Address Line 2:

Zip Code:*

State:* Mississippi

Debtor Name	Debtor Address	County	Debtor Type	Actions
No records to view				

- v. Once your debtor is added to the grid, they can be edited or deleted using the action buttons, Edit or Delete.

Debtor Name	Debtor Address	County	Debtor Type	Actions
Smith John	123 Main St, Jackson, MS, United States, 39201	Hinds County	Individual	Edit Delete

- vi. When debtor(s) are added, click the Next button to proceed to the Secured Party screen.

c. Secured Party

- At least one secured party must be added before proceeding to the next step.
- To add a secured party, complete the information in the Secured Party section. All required fields are denoted with a red asterisk (*). Once all required information is entered, click the Save button to add the secured party to the grid below.
- The Add Previous Secured Party button is available in the upper right of the screen. When this is clicked, a pop-up will open with the last ten secured parties the filer used listed. To select one, click the select radio button next to the record and click Select. If the secured party is not found, click Close to close the pop-up and manually add the party.

This is an Organization

Select	Secured Party Name	Secured Party Address	Secured Party Type
☒	BLOOM GROCERY	3423 MAIN ST, JACKSON, MS 39201	Organization

iv. If your secured party is an Organization, the below fields are required:

1. Organization Name
2. Street Address Line 1
3. Zip Code
 - a. City and State will update based on zip code entered but can be updated if needed.
4. City
5. State
6. The “This Secured Party is an Assignor” checkbox will be enabled after the first secured party is added to the grid.

☒ This is an Individual
 ☒ This is an Organization

Organization Name:
 Street Address Line 1:
 Country:
 City:
 Street Address Line 2:
 Zip Code:
 State:

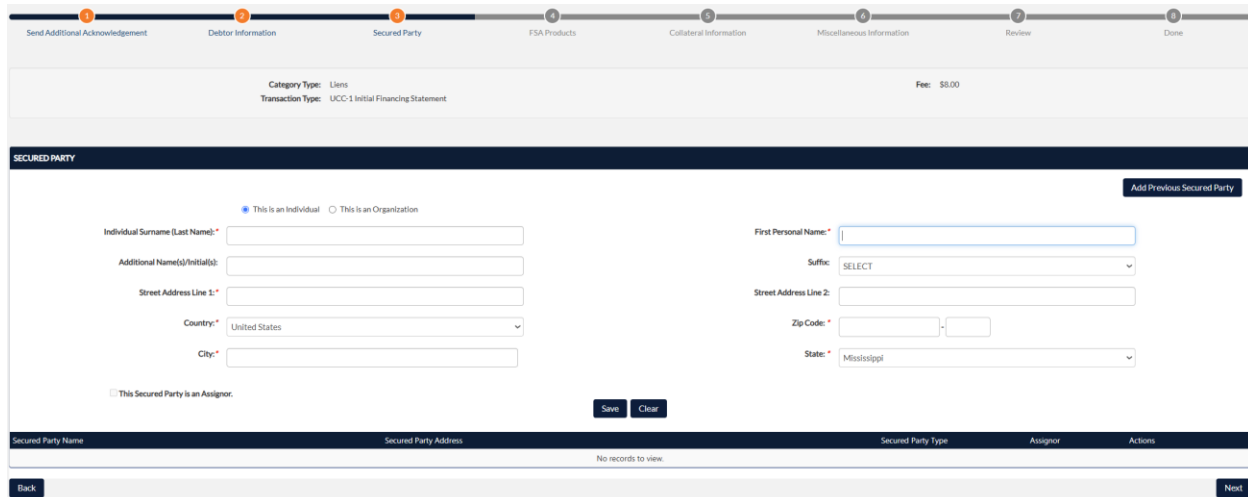
☐ This Secured Party is an Assignor.

Secured Party Name	Secured Party Address	Secured Party Type	Assignor	Actions
No records to view.				

v. If your secured party is an Individual, the below fields are required:

1. Individual’s Last Name
2. First Name
3. Street Address Line 1
4. Zip Code
 - a. City and State will update based on zip code entered but can be updated if needed.
5. City

6. State
7. The “This Secured Party is an Assignor” checkbox will be enabled after the first secured party is added to the grid.



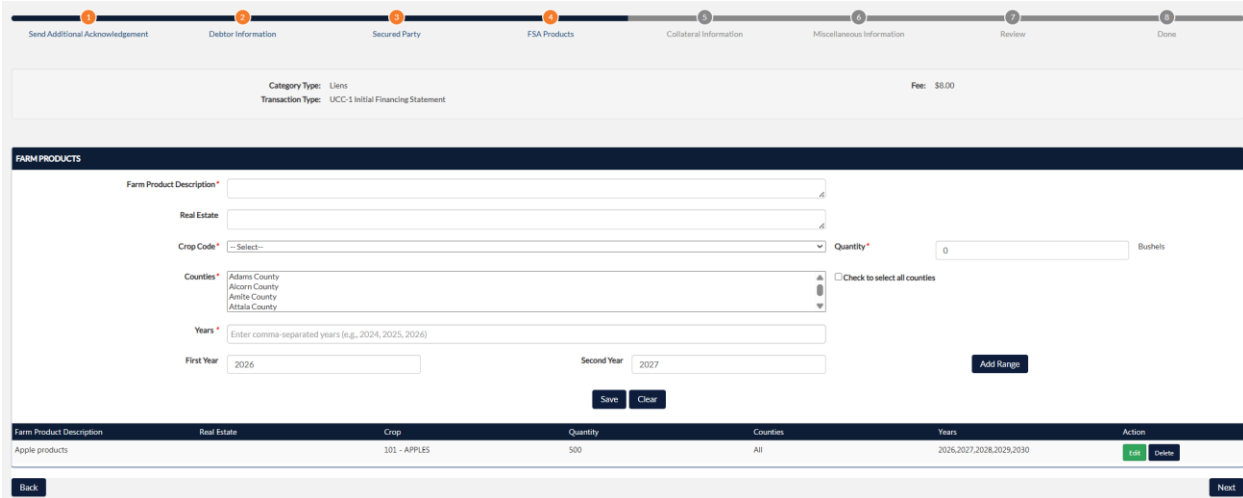
Secured Party Name	Secured Party Address	Secured Party Type	Assignor	Actions
BLOOM GROCERY	3423 MAIN ST, JACKSON, MS, 39201	Organization	No	Edit Delete

- vi. Once your secured party is added to the grid, they can be edited or deleted using the action buttons, Edit or Delete.

Secured Party Name	Secured Party Address	Secured Party Type	Assignor	Actions
BLOOM GROCERY	3423 MAIN ST, JACKSON, MS, 39201	Organization	No	Edit Delete

- vii. When all secured parties are added, click the Next button to proceed to the Collateral Information screen.
- d. If the lien is an Agricultural Farm Lien, the next screen will be the FSA Products screen

- i. The below fields are required, at least one product must be added before proceeding to the next step.
 1. A Farm Product Description
 2. Crop Code
 3. Quantity
 4. County(ies)
 - a. Hold the CTRL key to select more than one in the counties box or use the checkbox to check all counties.
 5. Years
 - a. This can be entered individually, or a range can be entered. If a range is entered, click the Add Range button once the range years are added.
 6. Once a crop is entered, hit the Save button to add to the grid below. More crop(s) may be added at this point.



a. Once your crop is added to the grid, they can be edited or deleted using the action buttons, Edit or Delete.

7. Once all crops have been added, use the Next button to continue to the next step.

e. Collateral Information

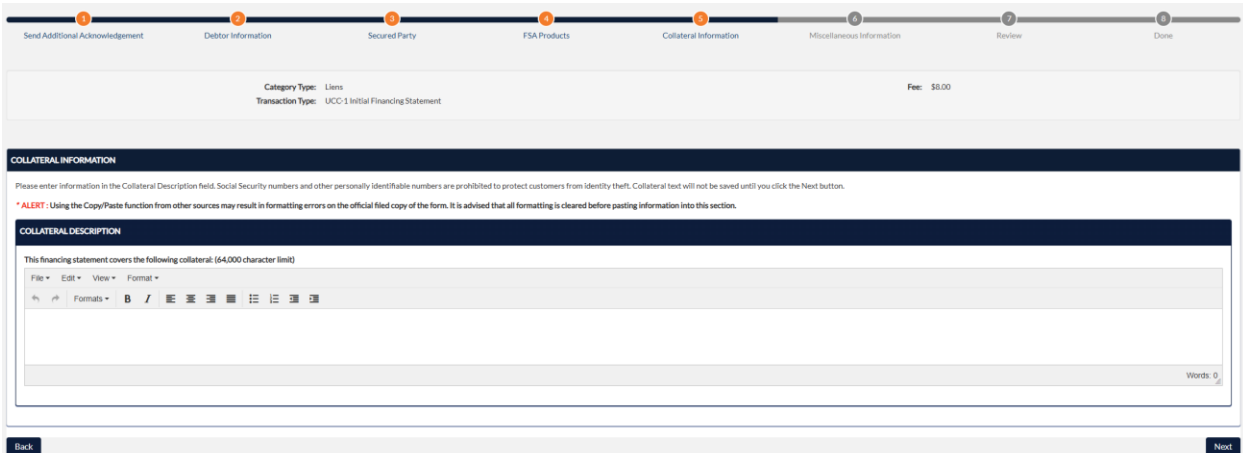
i. Collateral can be added to the text box on the screen

ii. Collateral is required; text must be present before continuing to the next step.

1. For an Agricultural lien, this step is not required.

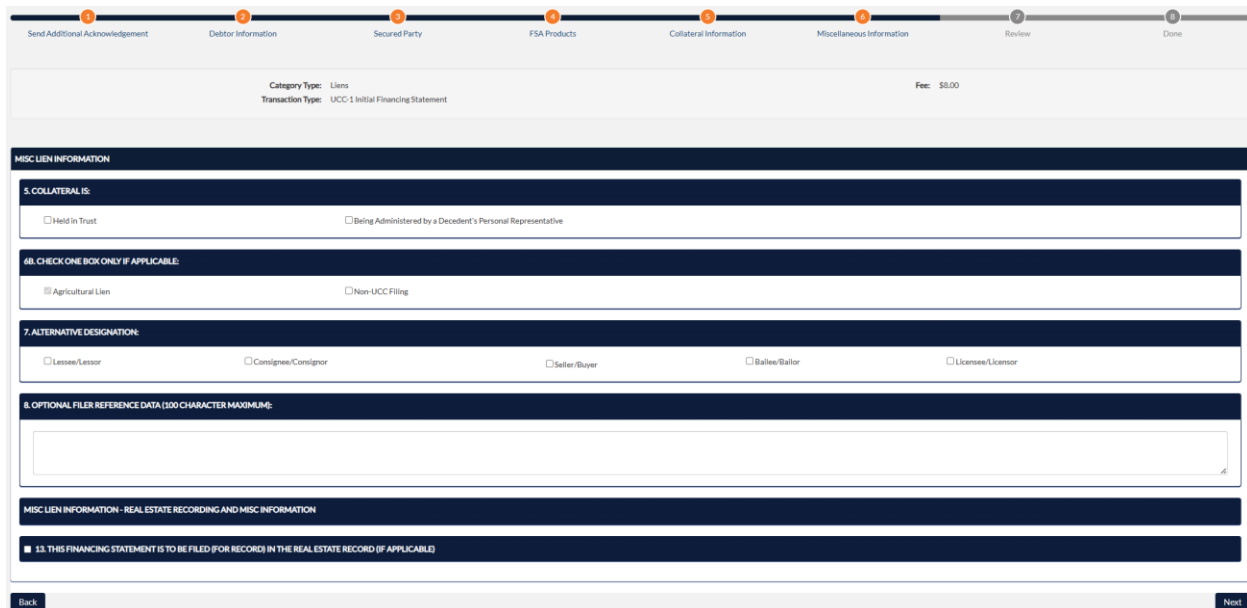
iii. Once collateral has been added, use the Next button to continue to the next step.

Note: The limit on collateral text entered is 64,000. If copy and pasting from another source, it is best to remove formatting before proceeding.



f. Miscellaneous Information

- i. Sections 5 – 7 are optional and are not required to proceed to the review step.
 1. If this is an agricultural lien, 6B will automatically select Agricultural Lien and cannot be updated.
 - ii. If section 13 is checked, sections 13 – 17 will open for entry.
 - iii. Once any desired selections are made, click the Next button to proceed to the next step.
4. **Note:** Sections with checkboxes can only have one option selected. Use the checkbox to check and uncheck options as needed.



- a. Review
 - i. The review screen will show a snapshot of all the previous steps for final review before adding the transaction to the shopping cart.
 - ii. If information needs to be edited, you may click the Edit link in the upper right of the section and will be directed back to that page for editing.
 - iii. Once all the information appears correct, click Add to Shopping Cart.

1 Send Additional Acknowledgement
 2 Debtor Information
 3 Secured Party
 4 FSA Products
 5 Collateral Information
 6 Miscellaneous Information
 7 Review
 8 Done

Category Type: Liens
 Transaction Type: UCC-1 Initial Financing Statement
 Fee: \$0.00

REVIEW

I WOULD LIKE AN ACKNOWLEDGMENT SENT TO THE FOLLOWING EMAIL ADDRESS IN ADDITION TO MY OWN

DEBTOR

Debtor Name	Debtor Address	County	Debtor Type
Apple Market	123 Market St, Jackson, MS, United States, 39201	Hinds County	Organization

SECURED PARTY

Secured Party Name	Secured Party Address	Secured Party Type	Assignor
Bloom Grocery	3423 Main St, Jackson, MS, United States, 39201	Organization	No

FARM PRODUCTS

Farm Product Description	Real Estate	Crop	Quantity	Counties	Years
Apple products		101 - APPLES	500	All	2026,2027,2028,2029,2030

COLLATERAL INFORMATION

Please enter information in the Collateral Description field. Social Security numbers and other personally identifiable numbers are prohibited to protect customers from identity theft. Collateral text will not be saved until you click the Next button.

ALERT: Using the Copy/Paste function from other sources may result in formatting errors on the official filed copy of the form. It is advised that all formatting is cleared before pasting information into this section.

COLLATERAL DESCRIPTION

This financing statement covers the following collateral: (64,000 character limit)

MISC LIEN INFORMATION

5. COLLATERAL IS:

☐ Held in Trust
 ☐ Being Administered by a Decedent's Personal Representative

6B. CHECK ONE BOX ONLY IF APPLICABLE:

☒ Agricultural Lien
 ☐ Non-UCC Filing

7. ALTERNATIVE DESIGNATION:

☐ Lessee/Lessor
 ☐ Consignor/Consignor
 ☐ Seller/Buyer
 ☐ Bailor/Bailor
 ☐ Licensee/Licensee

8. OPTIONAL FILER REFERENCE DATA (100 CHARACTER MAXIMUM):

MISC LIEN INFORMATION - REAL ESTATE RECORDING AND MISC INFORMATION

13. THIS FINANCING STATEMENT IS TO BE FILED (FOR RECORD) IN THE REAL ESTATE RECORD (IF APPLICABLE)

- iv. Once payment is completed, you will receive an email with your receipt, acknowledgement, and copy of your filing if the filing was not sent to the internal review. The correspondence will also be available in your Correspondence Widget on your Dashboard.
- v. If Voucher is chosen as the payment type, the payment must be sent in with the voucher. Once received, the filing will be processed.

Note: Five (5) transactions can be added to your shopping cart before you are required to check out.

UCC-3 Filings

1. Front the left-hand menu, select UCC Filing then select UCC-3.

2. On the Select UCC Filing screen, select one of the available Filing Actions. The filing fee for each is \$8.00.
 - a. Amendment Collateral Delete
 - b. Amendment Collateral Restate
 - c. Amendment Collateral Add
 - d. Debtor Add
 - e. Debtor Change
 - f. Debtor Delete
 - g. Secured Party Add
 - h. Secured Party Change
 - i. Secured Party Delete
 - j. Continuation
 - k. Assignment
 - l. Termination
3. Once a Filing Action is selected, an Initial Financing Statement number is required.
 - a. The Financing Statement must be active, it cannot be in lapsed or inactive status.
 - b. A Continuation may only be filed on a lien in the six (6) months prior to the lapse date.
 - c. When Search is clicked after the Initial Financing Statement Number is entered, the results will return in the grid below for selection. Validate the Filing Date, Debtor Name, and Secured Party when making the selection. Click Next once the correct lien is selected.

SELECT UCC FILING

Please note: Social Security numbers and other personally identifiable numbers are prohibited to protect debtors from identity theft.

FILING INFORMATION

Filing Type: UCC-3 Amendment

Filing Action: Amendment Collateral Delete

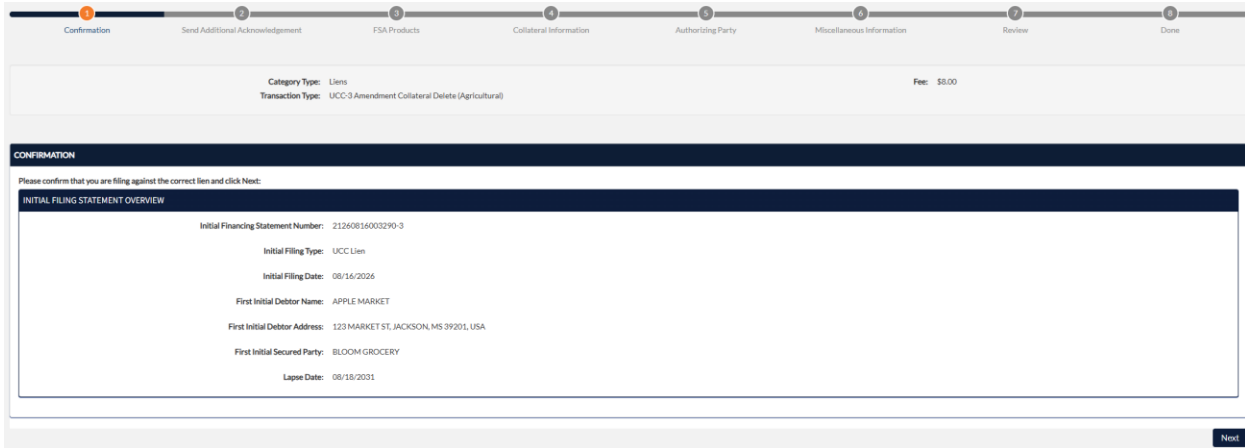
Enter Financing Statement Number: 21260816003290-3

Search

Select	Filing Number	Filing Date	Status	Debtor Name	Secured Party Name
☒	21260816003290-3	8/16/2026	Active	APPLE MARKET	BLOOM GROCERY

Next

4. Each UCC-3 flow will have a Confirmation screen. This screen will appear after the selection screen. Use this screen to verify the lien is correct. Once verified, click Next to proceed.



The screenshot displays the CIVIX UCC-3 filing interface. At the top, a progress bar shows eight steps: 1. Confirmation (highlighted), 2. Send Additional Acknowledgement, 3. FSA Products, 4. Collateral Information, 5. Authorizing Party, 6. Miscellaneous Information, 7. Review, and 8. Done. Below the progress bar, the 'Category Type' is 'Lien' and the 'Transaction Type' is 'UCC-3 Amendment Collateral Delete (Agricultural)'. The 'Fee' is listed as '\$0.00'. The main section is titled 'CONFIRMATION' and contains the text 'Please confirm that you are filing against the correct lien and click Next:'. Below this is a box titled 'INITIAL FILING STATEMENT OVERVIEW' containing the following information:

- Initial Financing Statement Number: 21260816003290-3
- Initial Filing Type: UCC Lien
- Initial Filing Date: 08/16/2026
- First Initial Debtor Name: APPLE MARKET
- First Initial Debtor Address: 123 MARKET ST, JACKSON, MS 39201, USA
- First Initial Secured Party: BLOOM GROCERY
- Lapse Date: 08/16/2031

A 'Next' button is located at the bottom right of the confirmation box.

5. Send Additional Acknowledgement

- This step is not required but will send the filing acknowledgement, upon acceptance, to an email address other than the filers.
- Check the checkbox if the additional acknowledgement is desired. This will make the entry of an email address required. If you decide to proceed without adding an email address, you must uncheck the box or you will be stopped and unable to proceed.

6. Steps in each UCC-3 flow are defined below:

- Amendment Collateral Delete
 - Confirmation (described above)
 - Send Additional Acknowledgement (described above)
 - FSA Product Screen (if Agricultural Farm Lien)
 - Collateral Information
 - Authorizing Party
 - This screen is required, and the Authorizing Party may be an individual or an organization. Only one Authorizing Party may be provided.
 - Optional filer reference data may also be provided. There is a maximum of 100 characters in this field.

1

Confirmation

2

Send Additional Acknowledgement

3

FSA Products

4

Collateral Information

5

Authorizing Party

6

Miscellaneous Information

7

Review

8

Done

Category Type: Liens
 Transaction Type: UCC-9 Amendment Collateral Delete (Agricultural)
 Fee: \$8.00

AUTHORIZING PARTY

Name of Secured Party of Record Authorizing this Amendment

AUTHORIZING PARTY TO BE ADDED:

☐ This is an Individual
 ☒ This is an Organization

Organization Name:

Save

Clear

Authorizing Party Name	Authorizing Party Type	Actions
No records to view.		

OPTIONAL FILER REFERENCE DATA (100 CHARACTERS MAXIMUM)

Back

Next

- vi. Review
- b. Amendment Collateral Restate
 - i. Confirmation (described above)
 - ii. Send Additional Acknowledgement (described above)
 - iii. FSA Product Screen (if Agricultural Farm Lien)
 - iv. Collateral Information
 - v. Authorizing Party
 - vi. Review
- c. Amendment Collateral Add
 - i. Confirmation (described above)
 - ii. Send Additional Acknowledgement (described above)
 - iii. FSA Product Screen (if Agricultural Farm Lien)
 - iv. Collateral Information
 - v. Authorizing Party
 - vi. Review
- d. Debtor Add
 - i. Confirmation (described above)
 - ii. Send Additional Acknowledgement (described above)
 - iii. Debtor Information
 - iv. Authorizing Party
 - v. Review
- e. Debtor Change
 - i. Confirmation (described above)
 - ii. Send Additional Acknowledgement (described above)
 - iii. Current Party Information
 - iv. Debtor Information

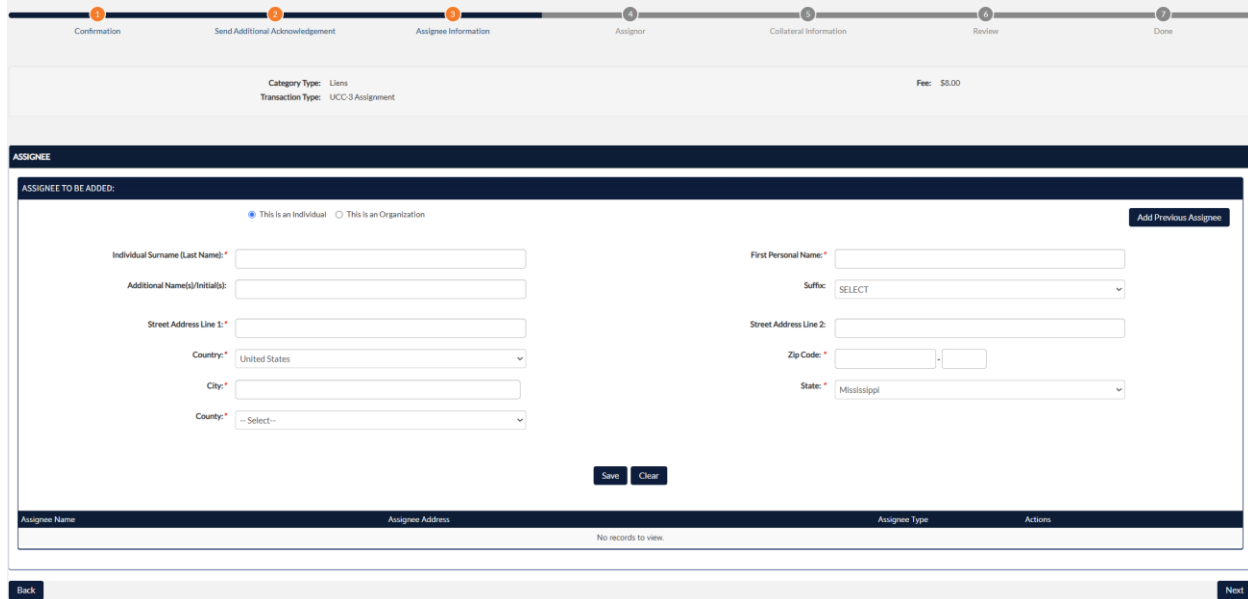


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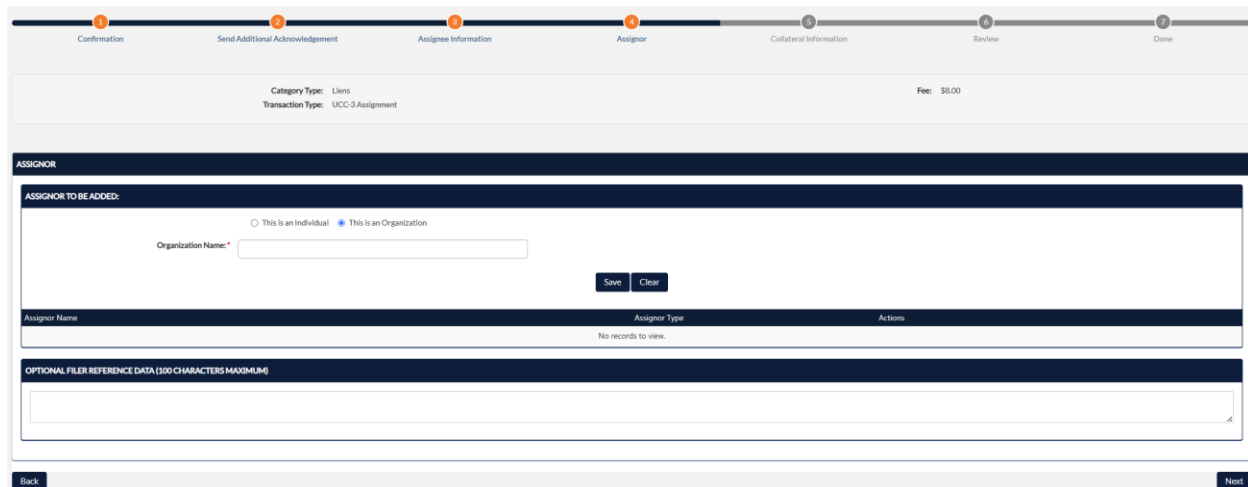
- v. Authorizing Party
 - vi. Review
- f. Debtor Delete
 - i. Confirmation (described above)
 - ii. Send Additional Acknowledgement (described above)
 - iii. Current Party Information
 - iv. Authorizing Party
 - v. Review
- g. Secured Party Add
 - i. Confirmation (described above)
 - ii. Send Additional Acknowledgement (described above)
 - iii. Secured Party
 - iv. Authorizing Party
 - v. Review
- h. Secured Party Change
 - i. Confirmation (described above)
 - ii. Send Additional Acknowledgement (described above)
 - iii. Current Party Information
 - iv. Secured Party
 - v. Authorizing Party
 - vi. Review
- i. Secured Party Delete
 - i. Confirmation (described above)
 - ii. Send Additional Acknowledgement (described above)
 - iii. Current Party Information
 - iv. Authorizing Party
 - v. Review
- j. Continuation
 - i. Confirmation (described above)
 - ii. Send Additional Acknowledgement (described above)
 - iii. Authorizing Party
 - iv. Review
- k. Assignment
 - i. Confirmation (described above)
 - ii. Send Additional Acknowledgement (described above)
 - iii. Assignee Information
 - 1. The assignee may be an individual or organization.

2. Add Previous Assignee button may be used if the filer has filed an assignment before.



iv. Assignor

1. This screen is required, and the Assignor may be an individual or an organization. Only one Assignor may be added.
2. Optional filer reference data may also be provided. There is a maximum of 100 characters in this field.



v. Collateral Information

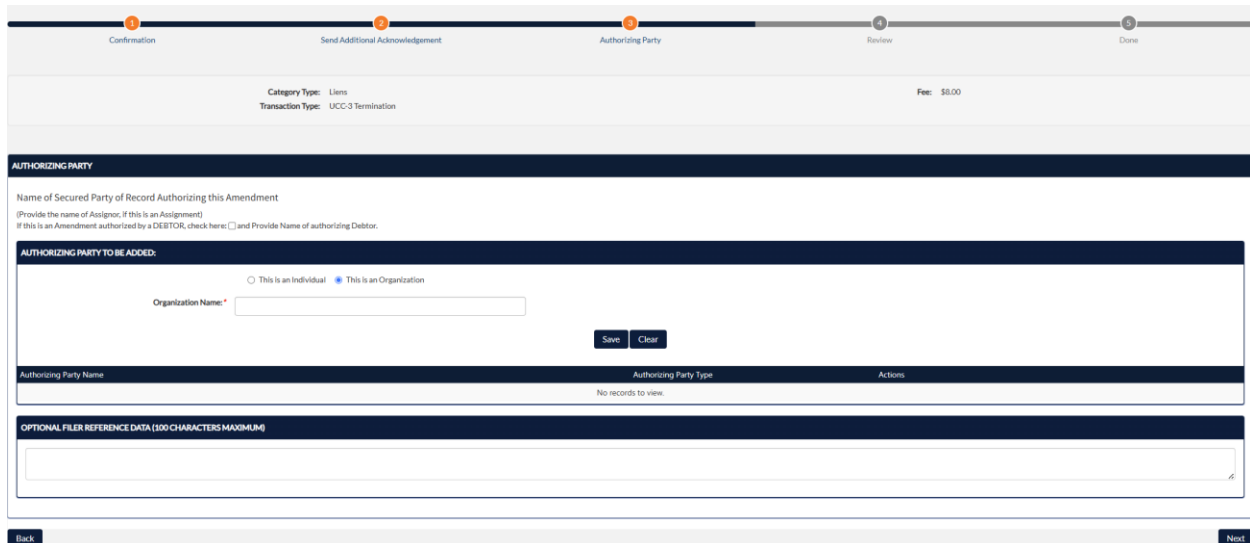
vi. Review

l. Termination

- i. Confirmation (described above)
- ii. Send Additional Acknowledgement (described above)

iii. Authorizing Party

1. This screen is required, and the Authorizing Party may be an individual or an organization. Only one Authorizing Party may be provided.
2. If the termination is authorized by the Debtor, check the checkbox in the upper section.
3. Optional filer reference data may also be provided. There is a maximum of 100 characters in this field.



iv. Review

7. Once the filing(s) are reviewed, click Add to Shopping Cart to checkout and complete the transaction.

UCC-5 Filing

1. From the left-hand menu, select UCC Filing then select UCC-5.
2. An Initial Financing Statement number is required. The filing fee for each is \$10.00.
 - a. The Financing Statement must be active, it cannot be in lapsed or inactive status.
 - b. A Continuation may only be filed on a lien in the six (6) months prior to the lapse date.
 - c. When Search is clicked after the Initial Financing Statement Number is entered, the results will return in the grid below for selection. Validate the Filing Date, Debtor Name, and Secured Party when making the selection. Click Next once the correct lien is selected.

UCC-5 CORRECTION STATEMENT

Please note:
Social Security numbers and other personally identifiable numbers are prohibited to protect debtors from identity theft.

ENTER ADDITIONAL FILING INFORMATION

Filing Type: UCC-5 Correction Statement

Enter Filing Number to which this Correction Statement will apply:

21260816003290-3

Search

Select	Filing Number	Filing Date	Status	Debtor Name	Secured Party Name
☒	21260816003290-3	8/16/2025	Active	APPLE MARKET	BLOOM GROCERY

Record Information (UCC-1 or UCC-3) to which this Correction Statement relates.
IPS Number : 21260816003290-3
Filing Type : UCC-5
Filing Action : Initial Financing Statement

Next

3. The UCC-5 flow will contain the below steps:

a. Confirmation screen

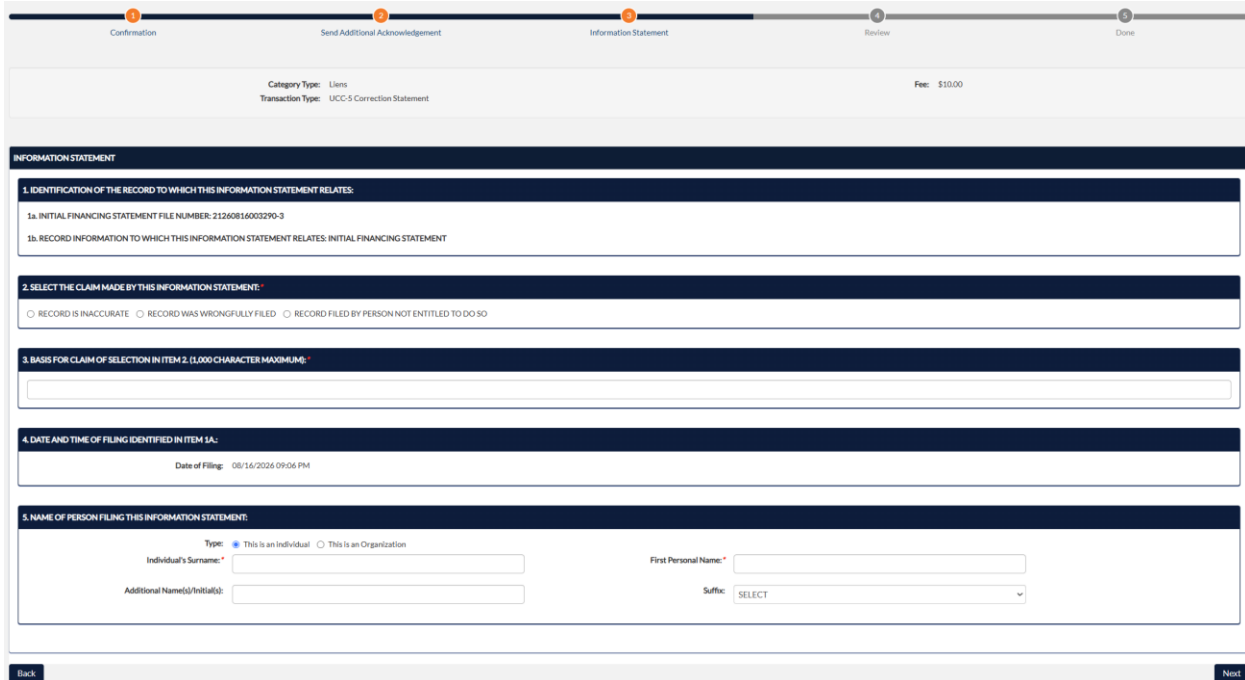
- This screen will appear after the selection screen. Use this screen to verify the lien is correct. Once verified, click Next to proceed.

b. Send Additional Acknowledgement

- This step is not required but will send the filing acknowledgement, upon acceptance, to an email address other than the filers.
- Check the checkbox if the additional acknowledgement is desired. This will make the entry of an email address required. If you decide to proceed without adding an email address, you must uncheck the box or you will be stopped and unable to proceed.

c. Correction Statement

- Section 1 is read-only and contains the initial financing statement number and filing type.
- Section 2 is the place to select the claim for this UCC-5. This section is required.
- Section 3 is to enter why the statement selected in Section 2 was made. This section is required.
- Section 4 is read-only and identifies the filing date and time of the record being corrected.
- Section 5 is to enter the name of the person filing the UCC-5 is required. This may be an individual or an organization.



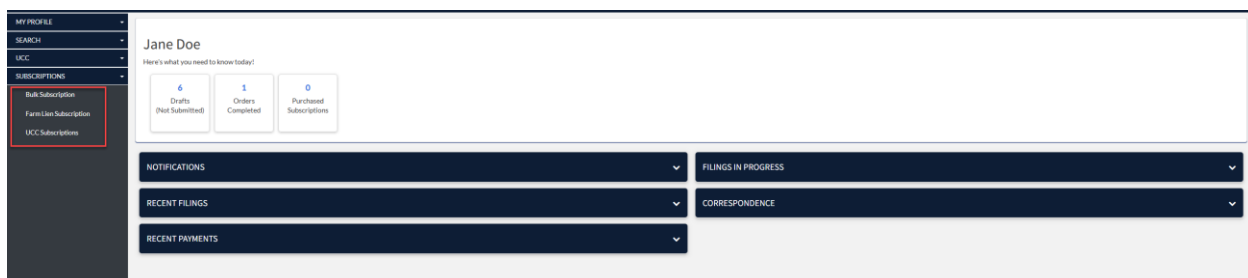
d. Review

4. Once the filing is reviewed, click Add to Shopping Cart to checkout and complete the transaction.

Subscriptions

Purchasing Subscriptions

1. From the left-hand menu, click the Subscription option.



2. Data and Image subscriptions available are:

Note: Subscriptions are only available to Account Managers for purchase.

a. Bulk Subscription

- i. This file is generated on the 5th of every month and contains all the active and lapsed (lapsed + one year) data in 4 data files.

- ii. In the application process, the following fields are required:
 - 1. Submitter/Business Name
 - 2. Address Line 1
 - 3. Country
 - 4. Zip Code
 - a. Zip Code will populate city and state fields
 - 5. City
 - 6. State
 - 7. Phone Number
 - 8. Title
 - 9. Last Name
 - 10. First Name
 - 11. Subscriber Type
 - 12. Business purpose for purchasing the subscription
 - 13. Will the subscription be used for Farm Liens question
- iii. After all required information is provided, you may proceed to review screen. If all the information entered is correct, you may add the request to the shopping cart and proceed to checkout.
- iv. The subscription request will go the State staff for internal review.
- v. This subscription is good for one year from the approval date.

1

Bulk Subscription

2

Review

3

Done

Category Type: Liens

Transaction Type: UCC Data Sales Bulk Subscription

Fee: \$1,500.00

BULK SUBSCRIPTION

SUBSCRIBER DETAILS

Subscriber/ Business Name: *

Address Line 1: *

Country: * United States

City: *

Phone Number: *

Title: *

Last Name: *

First Name: *

Address Line 2: *

Zip Code: *

State: * Mississippi

Middle Name: *

SUBSCRIPTION DETAILS

Indicate the Subscriber Type that matches your business: *

--Select--

List the business purpose and interest in purchasing this subscription: *

Specify any Government Agency or Professional Group that regulates your business:

Specify other Professional or Trade Associations:

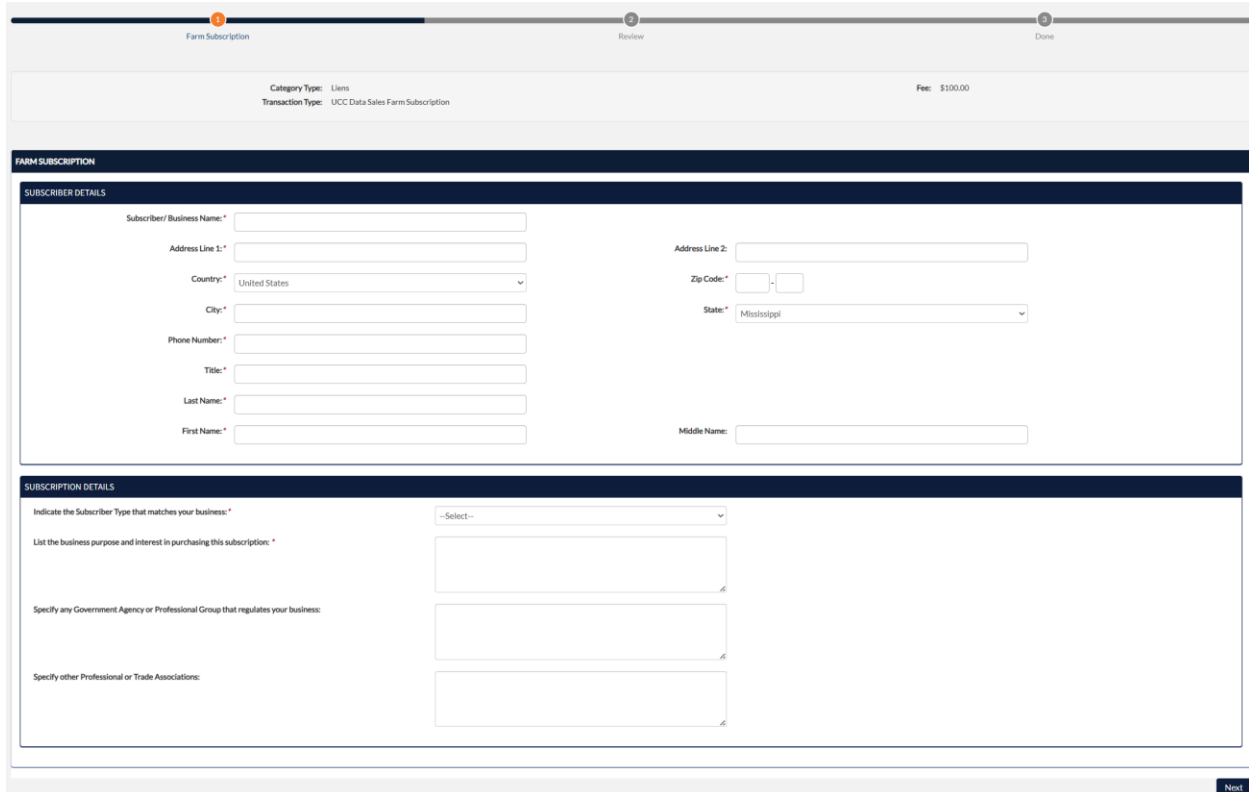
Will you use this subscription to access records of crops and livestock liens? ☐ Yes ☒ No

Next

b. Farm Lien Subscription

- i. This subscription will allow users to search for farm liens by Tax ID, SSN, or Farm Product.
- ii. In the application process, the following fields are required:
 1. Submitter/Business Name
 2. Address Line 1
 3. Country
 4. Zip Code
 - a. Zip Code will populate city and state fields
 5. City
 6. State
 7. Phone Number
 8. Title
 9. Last Name
 10. First Name
 11. Subscriber Type
 12. Business purpose for purchasing the subscription

- iii. After all required information is provided, you may proceed to review screen. If all the information entered is correct, you may add the request to the shopping cart and proceed to checkout.
- iv. The subscription request will go the State staff for internal review.
- v. Once the subscription is approved, on the Lien Search screen, a new option, Farm Lien is available for use.
- vi. This subscription is good for one year from the approval date.



c. UCC Image Subscription

- i. This subscription is to view UCC images from the Lien Search screen.
- ii. In the application process, the following fields are required:
 1. Submitter/Business Name
 2. Address Line 1
 3. Country
 4. Zip Code
 - a. Zip Code will populate city and state fields
 5. City
 6. State
 7. Phone Number
 8. Title

9. Last Name
10. First Name
11. Subscriber Type
12. Business purpose for purchasing the subscription
13. Number of users who will be using the subscription
 - a. Do not include yourself in this count
- iii. After all required information is provided, you may proceed to review screen. If all the information entered is correct, you may add the request to the shopping cart and proceed to checkout.
- iv. The subscription request will go the State staff for internal review.
- v. Once the subscription is approved, after a lien is searched and selected from Lien Search, the lien Filing History will show a magnifying glass icon to view the image in the far-right column.
- vi. This subscription is good for one year from the approval date.

UCC Image Subscription
Review
Done

Category Type: Liens

Transaction Type: UCC Data Sales UCC Image Subscription

Fee: \$250.00

UCC IMAGE SUBSCRIPTION

SUBSCRIBER DETAILS

Subscriber/ Business Name: *

Address Line 1: *

Country: * United States

City: *

Phone Number: *

Title: *

Last Name: *

First Name: *

Address Line 2: *

Zip Code: *

State: * Mississippi

Middle Name: *

SUBSCRIPTION DETAILS

Indicate the Subscriber Type that matches your business: *

List the business purpose and interest in purchasing this subscription: *

Specify any Government Agency or Professional Group that regulates your business:

Specify other Professional or Trade Associations:

Specify the number of users, excluding yourself, who will need access to the subscription: *

Next

Viewing Purchased Subscriptions

1. Once a Bulk Subscription is purchased, the files will be available from the Dashboard under the Purchases Subscription Widget.

Jane Doe

Here's what you need to know today!

8
Drafts
(Not Submitted)

1
Orders
Completed

0
Purchased
Subscriptions

NOTIFICATIONS
FILINGS IN PROGRESS
RECENT FILINGS
CORRESPONDENCE
RECENT PAYMENTS

- Once clicked, all purchased subscriptions will be shown. Click the Data link in the far-right column to view the file. If no link is available, the file has not been generated yet. Once generated, the link will appear.
- For Farm Lien subscriptions, under Search → Lien Search in the left-hand menu, subscribers will see a Farm Lien radio button. When selected, subscribers will have additional search fields.

LIEN SEARCH

I WOULD LIKE TO SEARCH BY:

Select One: ☐ Filing Number ☐ Debtor Name ☒ Farm Lien

Select Search Logic: Starts with

☒ Individual ☐ Organization

Individuals Surname: *

Additional Name/Initial:

SSN:

Farm Crop: Select

First Personal Name:

Suffix: Select

ADVANCED SEARCH OPTIONS

Search Clear

- For UCC Image subscriptions, under Search → Lien Search in the left-hand menu, subscribers will be able to see a view option in Lien Details after a lien has been searched by filing number or debtor name. The filing image may be viewed by clicking the magnifying glass.

LIEN DETAILS

LIEN INFORMATION

Lien Number	Status	Date Filed	Lien Type	Subtype	Lapse Date
21260621003196-5	Active	06/21/2026	UCC Lien		6/23/2031

DEBTOR INFORMATION

Debtor Name	Debtor Address	Debtor Type
Jane Doe	125 S CONGRESS ST, JACKSON, MS, USA	Individual

SECURED PARTY INFORMATION

Secured Party Name	Secured Party Address	Secured Party Type
JANE DOE SWEETS LLC	122 S CONGRESS ST, JACKSON, MS, USA	Organization

FILING HISTORY

Filing Number	Filing Type	Filing Action	Filing Status	Date Filed	View
21260621003196-5	UCC-1	Initial Financing Statement	Approved	6/21/2026 9:28:55 PM	

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