



MATT SCHULTZ
Secretary of State
State of Iowa

Terms and Conditions of PIN Issuance for E-Services

Terms and Conditions

Applicant agrees to the following terms and conditions relating to electronic services with the Iowa Secretary of State's Office:

1. Applicant shall maintain a current account with the Secretary of State's Office and shall abide by all terms and conditions of said account.
2. The account number and personal identification number (PIN) shall be used by the Iowa Secretary of State's Office as authorization by the applicant to file documents with this office.
3. It shall be the responsibility of the E-services coordinator to maintain the security and integrity of the account and PIN number issued.
4. Filings made pursuant to the account and PIN number are presumed to be valid filings by the applicant and applicant agrees to be responsible for all charges related to said filings.
5. E-services coordinator agrees to contact the Iowa Secretary of State's Office in writing concerning any security and integrity issues related to the use the account and PIN number
6. E-services coordinator may terminate an existing PIN number on behalf of the applicant or request a change of PIN number by contacting the Iowa Secretary of State's Office. The Secretary of State shall notify the E-services coordinator in writing or by e-mail when such number has been changed or terminated and maintain a record of the transaction.
7. Third-party filers (such as law firms, etc.) are responsible for obtaining authorization to file on behalf of each secured party for whom they undertake to file.
8. UCC electronic filings completed pursuant to this agreement are made pursuant to the requirements of *Iowa Code* chapter 554 and 721 IAC 30.
9. This electronic services agreement is associated only with the account listed on this application.
10. The individual listed as the E-services coordinator in this form shall be the official contact for E-services matters related to the applicant account as specified herein. This individual will have the ability to terminate or reissue the PIN number associated with the account number listed on this application.

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