



Central Indexing System

NORTH DAKOTA SECRETARY OF STATE
ALVIN A JAEGER

North Dakota Central Indexing System

User Manual

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1. Introduction

The purpose of this document is to help users understand how to use the North Dakota Central Indexing System (NDCIS). Instructions found in this document will include:

1. Account Creation

- a. Filing Organizations
 - i. Secondary User Creation
- b. Personalization

2. Online Searches Features

- a. Public (Unauthenticated) Search
- b. UCC (Authenticated) Search
- c. UCC-11 Search
- d. Secured Party Search

3. Online Filing Features

- a. UCC (Uniform Commercial Code)
 - i. UCC-1
 - ii. UCC-1 Transmitting Utility
 - iii. UCC-3 Amendment
 - iv. UCC-1/CNS-1
 - v. UCC-3/CNS-3 Amendment
 - vi. UCC-5 Information Statement
- b. CNS (Central Notice System)
 - i. CNS-1
 - ii. CNS-3 Amendment
- c. ASL (Agriculture Statutory Lien)
 - i. ASL-1 Agricultural Processor's Lien/Notice
 - ii. ASL-2 Agricultural Supplier's Lien/Notice
 - iii. ASL-3 Agister's Lien/Notice
 - iv. ASL-4 Statutory Lien/Notice Amendment
 - v. ASL-5 Agricultural Landlord's Lien
- d. MSL (Miscellaneous Statutory Lien)
 - i. MSL-1 Repairman's Lien
 - ii. MSL-1 Insurance Lien
 - iii. MSL-1 Child Support Lien*
 - iv. MSL-2 Amendment
- e. Federal Judgment Lien*

4. Data Sales

5. Report Sales

Page Notes:

***MSL-1 Child Support Liens and Federal Judgment Liens** require special privileges. Users without these privileges will be unable to complete these filings. To obtain access to these filing flows, contact the Secretary of State's office at (701) 328-3662 or (800) 352-0867, option 5.

2. System Requirements

1. Windows Operating Systems 7 or higher
2. NDCIS is fully supported on the following browsers:
 - a. Internet Explorer 8.0 or higher (Internet Explorer 9 is recommended)
 - b. Firefox 4.0 or higher
 - c. Safari 4.0 or higher
 - d. Google Chrome 28.0 or higher
3. Minimum screen resolution 1280 x 758

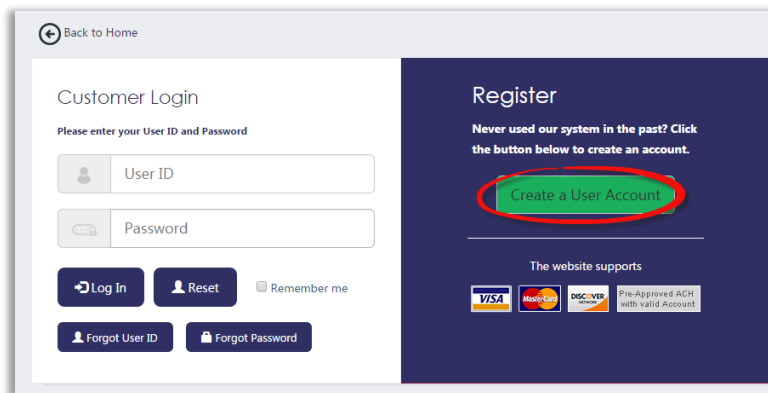
3. User Account

Users will be required to create a user account and login to the NDCIS to access the features of the system (except for the general Public Search, which is accessed without logging into the system). To create a new account or login to the NDCIS, click the **Click Here to Login** button on the **Home** page of the application (<https://cis.sos.nd.gov>).

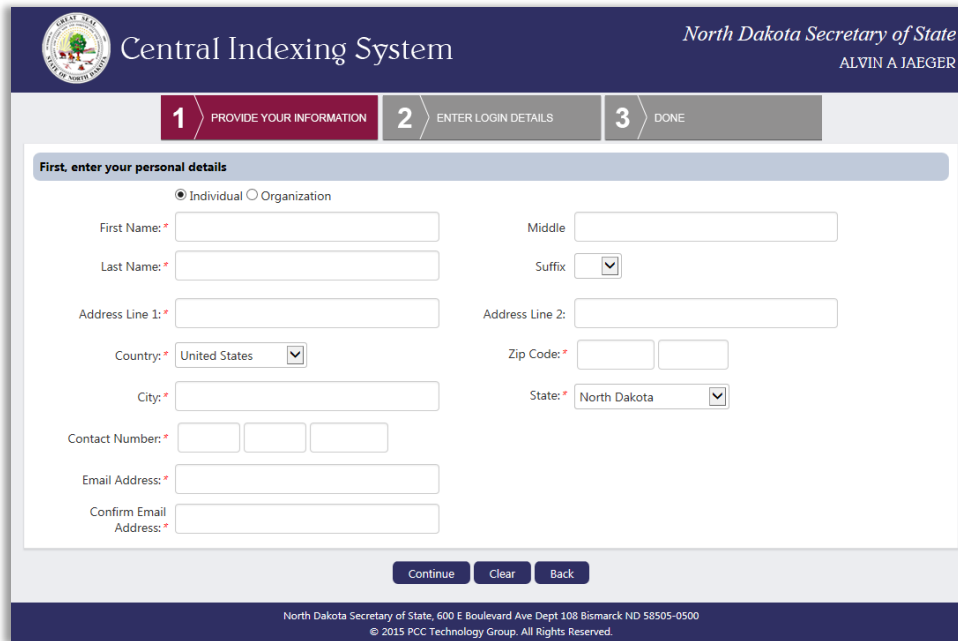


3.1. Account Creation

To create a user account in the NDCIS, click the **Create a User Account** button on the **Login** page.



Enter the information as necessary on the **New Account Creation** page and click the **Continue** button to proceed to the next step.



Central Indexing System

North Dakota Secretary of State
ALVIN A JAEGER

1 PROVIDE YOUR INFORMATION 2 ENTER LOGIN DETAILS 3 DONE

First, enter your personal details

Individual Organization

First Name: * Middle

Last Name: * Suffix

Address Line 1: * Address Line 2:

Country: * Zip Code: *

City: * State: *

Contact Number: *

Email Address: *

Confirm Email Address: *

Continue Clear Back

North Dakota Secretary of State, 600 E Boulevard Ave Dept 108 Bismarck ND 58505-0500
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3.1.1. New Account Credentials Page

On the **New Account Credentials** page, choose a:

1. User ID: Must be between 8 and 32 characters and may only contain alphanumeric characters.
2. Password: Must be between 8 and 26 characters and must contain at least one character from three of the four character types listed below:
 - a. Uppercase letter
 - b. Lowercase letter
 - c. Numeric
 - d. Special character
3. Security question: Choose a question from the dropdown menu and type the answer in the **Your Answer** box. To choose a different question, choose the **Others** option from the dropdown and a text box will appear in which a new question may be typed. This question and answer will be used in case the user forgets his or her password.

Once all of the information has been entered, click the **Create My Account** button. Click the **Back** button to review or edit the personal information entered on the previous page.

Page Notes:

If the entered user ID is already used by another user, the system will display an alert.

The strength meter will help determine the strength of the chosen password.

- 1. Exceeds minimum standards. Strong
- 2. Meets minimum standards. Medium
- 3. Does not meet minimum standards. Weak

3.1.2. New Account Success Page

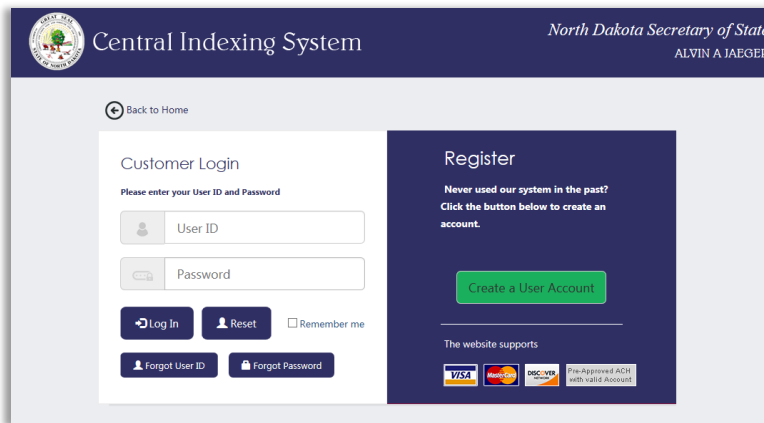
After clicking the **Create My Account** button, the user will be navigated to the **Account Creation Done** page and the user ID and email address will be displayed. Click the **Login** button to login to the system with the user ID and password that was created.

3.2. Logging In

To login to the NDCIS, click the **Click Here to Login** button on the **Home** page of the application (<https://cis.sos.nd.gov>).



Enter a valid user ID and password on the **Login** page and click the **Login** button. If the user fails to successfully login after five attempts, the account will be locked for 30 minutes.



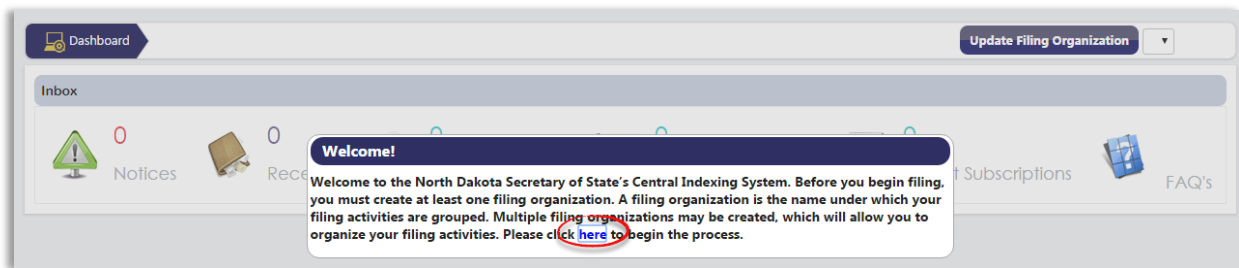
Page Notes:

To run multiple instances of the application, login to each instance separately. Each instance will be displayed in a separate window and can be accessed by clicking on the different tabs.

Use of multiple instances should be limited to searches and the viewing of search results. Refrain from attempting to process multiple filings at once.

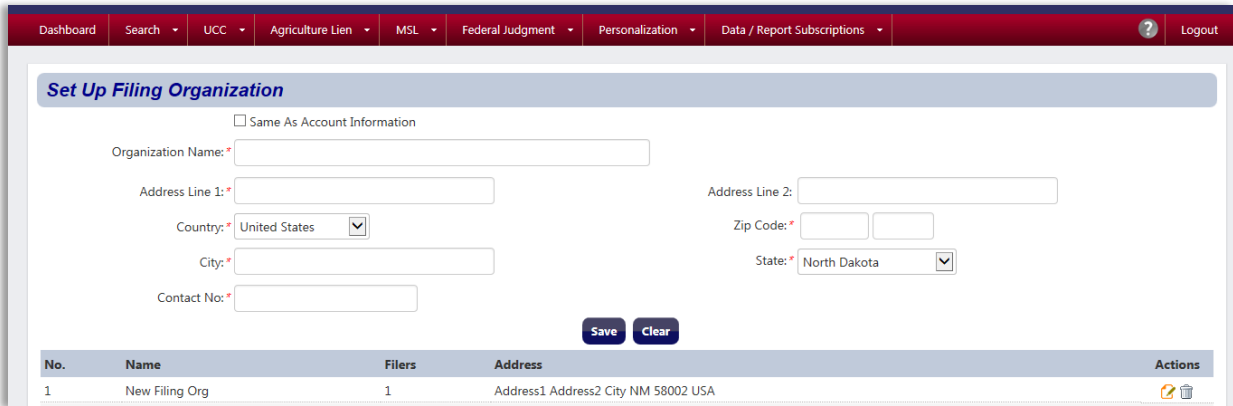
3.3. Filing Organization Creation

A user will be prompted to create a **Filing Organization** the first time that the user logs in to the system. To begin the process, click the blue **here** link as shown below.

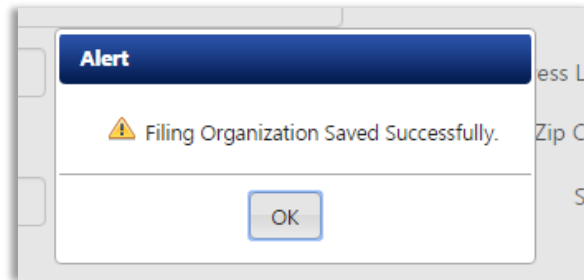


3.3.1. Set Up Filing Organization Page

To create a filing organization, enter the necessary information or if only one filing organization will be necessary and the information is the same as the information provided when the user account was created, check the **Same as Account Information** box. Once the information is entered, click the **Save** button to add the filing organization to the Filing Organization table.



If the **Save** action is successful, an alert box will be displayed.



3.3.2. Set Up Filing Organization Table

Once a Filing Organization has been created, it will appear on the Filing Organization table.

No.	Name	Filers	Address	Actions
1	New Filing Org	1	Address1 Address2 City NM 58002 USA	
2	First Filer	0	22 Address Rd Portal ND 58772 USA	
3	2nd Filer	0	1 Long Rd Fargo ND 58103 USA	
4	3rd Filer	0	122 New Rd Binford ND 58416 USA	

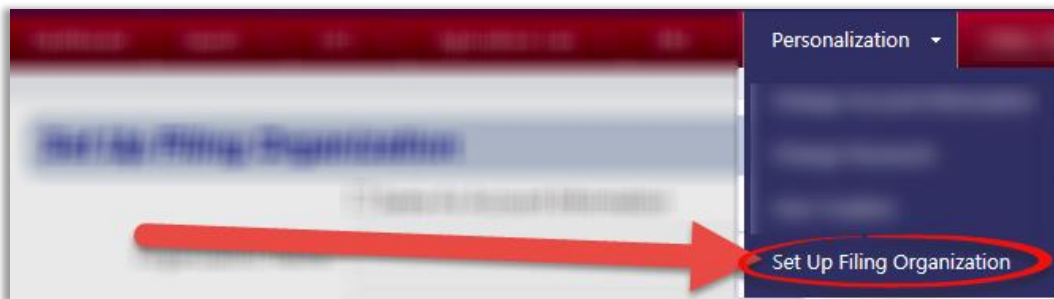
[Back](#)

The Filing Organization table allows a user to:

1. Click the **Edit** button to edit a filing organization. The filing organization entry fields will be populated with the selected filing organization’s information. Edit the information as necessary and click the **Update** button to save the changes.
2. Click the **Delete** button to delete a filing organization. This will prohibit additional filings under that filing organization and any users assigned exclusively to it will be disabled.
3. Click the **Back** button to return to the **Dashboard**.

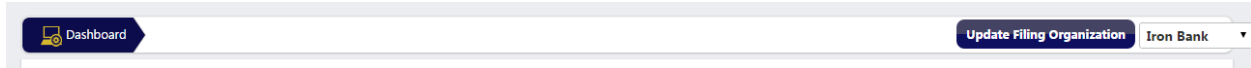
3.3.3. Creating Additional Filing Organizations

To create an addition filing organization, hover over the **Personalization** tab in the **Navigation** menu and click the **Set Up Filing Organization** button.



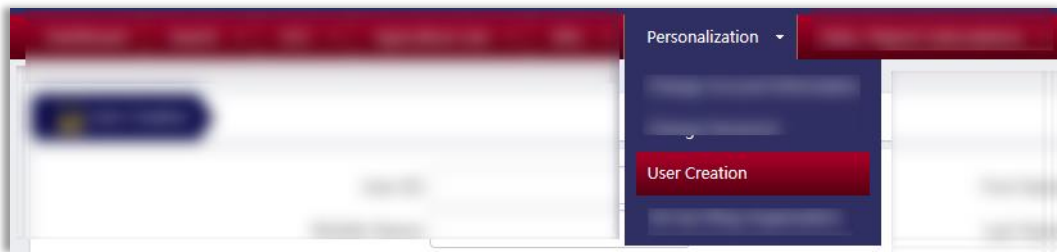
The system will navigate to the **Set Up Filing Organization** page for the user to add, delete, and edit filing organizations as described in the previous steps.

To switch between filing organizations, click the dropdown on the **Dashboard**, select the appropriate filing organization, and click the **Update Filing Organization** button.



3.4. Secondary Users

Once a filing organization has been set up, additional users may be created so that they may complete filings for the filing organization. A user will also be able to edit or delete any secondary users that were previously created by that user. To create, edit, or delete a secondary user, hover over the **Personalization** tab on the **Navigation** menu and click the **User Creation** link.



3.4.1. Creating a Secondary User

To create a secondary user, click the **Add New User** button.

User ID	Name	Active	Actions
SecondaryUser	Secondary1 User11	Yes	

Enter the necessary information on the **Add New User** page and click the **Save** button. To clear the information entered, click the **Clear** button. To cancel creating a new user, click the **Cancel** button.

Add New User

User Details

User ID: ⓘ

First Name:

Last Name:

Middle Name:

Suffix:

Contact Number:

Email:

Password: ⓘ

Confirm Password:

Password Strength:

Filing Organization:

- New Filing Org
- First Filer
- Def. Filer

Status: Active Inactive

Address

Address Line 1:

Address Line 2:

Country: United States

City:

Zip Code:

State: North Dakota

Choose a security question

Security Question: What is the name of your favorite childhood friend?

Your Answer:

(This is the answer you will need to remember, in case you forget your password)

Save Clear Cancel

3.4.2. Editing an Existing User

To edit an existing user, search for the user by entering any combination of information into the search fields and click the **Search** button. To clear the information entered in the search criteria, click the **Clear** button.

Click the **Edit** icon in the **Actions** column to edit the information.

User Creation

User ID:

First Name:

Middle Name:

Last Name:

Suffix:

Filing Organization:

- New Filing Org
- First Filer
- Def. Filer

Status: Active Inactive

Search Clear Add New User

User ID	Name	Active	Actions
SecondaryUser	Secondary1 User1	Yes	

Update the information as necessary and click the **Update** button to save the changes. Click the **Clear** button to clear all of the information. Click **Cancel** to return to the previous page without saving any changes.

3.5. Dashboard

Upon successful login to the NDCIS, the user will be navigated to the user’s **Dashboard**.

3.5.1. Notices

The **Notices** section of the **Dashboard** contains any notices that may be sent to a user regarding a specific filing.

3.5.2. Receipts

The **Receipts** section of the **Dashboard** contains the receipts for filings and UCC-11 and Secured Party search requests submitted by the user.

3.5.3. Filings/Searches

The **Filings/Searches** section of the **Dashboard** contains the confirmed records for any filings submitted by the user and also results from UCC-11 and Secured Party search requests submitted by the user.

3.5.4. Data Subscriptions

The **Data Subscriptions** section of the **Dashboard** contains data files purchased by the user that are available for download.

3.5.5. Report Subscriptions

The **Report Subscriptions** section of the **Dashboard** contains files purchased by the user that are available for download.

3.5.6. Purchased Subscriptions

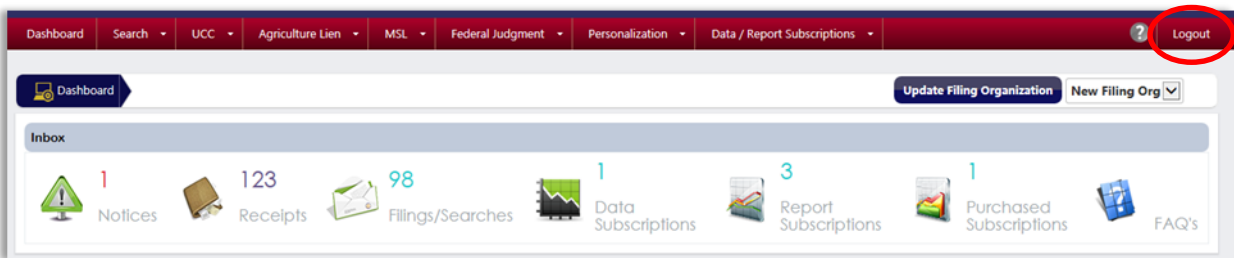
The **Purchased Subscriptions** section of the **Dashboard** contains Buyer's Report files purchased by the user that are available for download.

3.5.7. FAQs

The **FAQs** section of the **Dashboard** provides answers to frequently asked questions related to the NDCIS.

3.6. Logging Out

To logout, click the **Logout** button on the upper right-hand corner of the page.



3.7. Session Timeout

If a user is logged in and is inactive for more than 30 minutes, the user will be required to login again.

4. Filing Types

The NDCIS allows for the processing of UCC filings, agricultural liens, MSL filings, and federal judgments.

4.1. UCC Filings

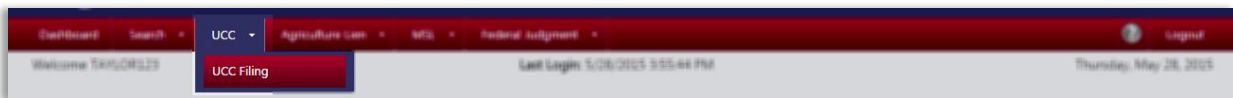
The UCC filings module allows users with appropriate access to file and amend UCC, UCC/CNS, and UCC transmitting utility liens.

4.1.1. Requirements

To file a UCC lien or amendment, the user must have an active login account and privileges with the NDCIS.

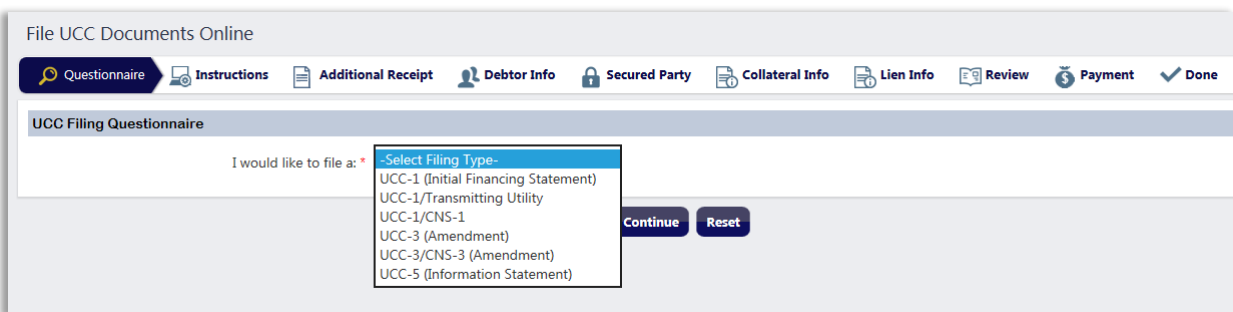
4.1.2. Selecting the UCC Filing Option

From the **Navigation** menu, hover over the **UCC** dropdown and click the **UCC Filing** link to navigate to the **UCC Filing Questionnaire** page.



On the **UCC Filing Questionnaire** page, choose the filing type to be processed:

- UCC-1 (Initial Financing Statement)
- UCC-1/Transmitting Utility
- UCC-1/CNS-1
- UCC-3 (Amendment)
- UCC-3/CNS-3 (Amendment)
- UCC-5 (Information Statement)



If filing an amendment, select the type of amendment to be filed:

- **Termination**
 - Terminations may be filed at any time by the debtor or secured party.
 - Terminations require no payment.

- **Continuation**
 - A Continuation may only be filed within six months prior to the lien’s lapse date.
- **Assignment**
 - Assignments may be performed at any time on unexpired liens.
- **Amendment**
 - Amendments to debtors, secured parties, or collateral may be performed at any time on unexpired liens.

File UCC Documents Online

Questionnaire Instructions Additional Receipt Debtor Info Secured Party Collateral Info Lien Info Review Payment Done

UCC Filing Questionnaire

I would like to file a: * UCC-3 (Amendment)

Amendment Type: --Select Amendment Type--
Termination
Continuation
Assignment
Amendment

Initial Financing Statement #: *

Continue Reset

Once the amendment type is selected, enter the Initial Financing Statement # of the filing to be amended and click the **Continue** button to begin the filing flow.

File UCC Documents Online

Questionnaire Instructions Additional Receipt Debtor Info Secured Party Collateral Info Lien Info Review Payment Done

UCC Filing Questionnaire

I would like to file a: * UCC-3 (Amendment)

Amendment Type: Amendment

Initial Financing Statement #: *

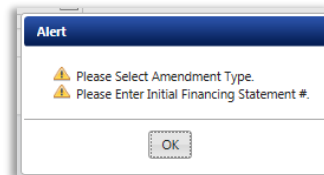
Continue Reset

Once all of the steps in the filing flow have been completed and any necessary payment has been submitted, the user will be taken to the **Done** page (see [Section 4.5. Filing Done Page](#)).

Page Notes:

To reset this page to its default state, click the **Reset** button.

If an amendment is selected, failure to select the amendment type and/or enter a valid Initial Financing Statement # will cause the system to display an error message.



4.2. Agricultural Lien Filings

The agricultural lien filings module allows users with appropriate access to file and amend ASL and CNS liens.

4.2.1. Requirements

To file an agricultural lien or amendment, the user must have an active login account and privileges with the NDCIS.

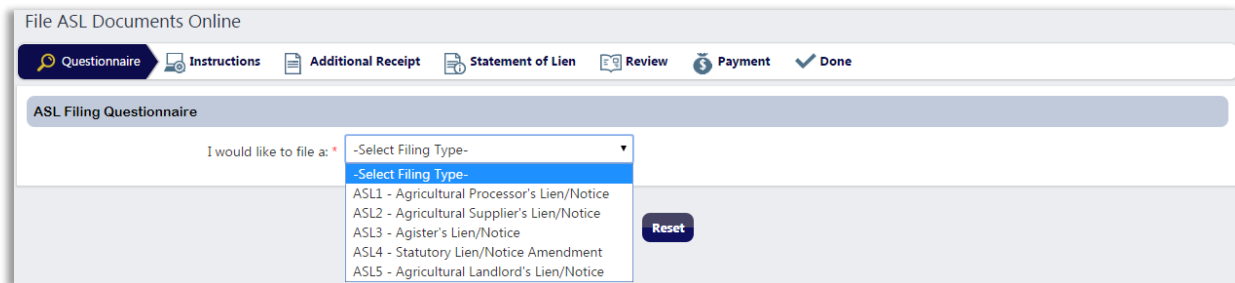
4.2.2. Selecting the Agricultural Lien Filing Options

From the **Navigation** menu, hover over the **Agricultural Lien** dropdown and click the **ASL Filing** link or the **CNS Filing** link to be navigated to the appropriate **Filing Questionnaire** page.



If the **ASL Filing** link is clicked, select the filing type to be processed from **ASL Filing Questionnaire** page:

- ASL-1 (Processor's Lien)
- ASL-2 (Supplier's Lien)
- ASL-3 (Agister's Lien)
- ASL-4 (Amendment)
- ASL-5 (Landlord's Lien)



If the **CNS Filing** link is clicked, select the filing type to be processed from **CNS Filing Questionnaire** page:

- CNS-1
- CNS-3

If filing an ASL or CNS amendment, select the type of amendment to be filed:

- **Termination**
 - Terminations may be filed at any time by the debtor or secured party.
 - Terminations require no payment.
- **Continuation (CNS Only)**
 - A Continuation may only be filed within six months prior to the lien’s lapse date.
- **Assignment**
 - Assignments may be performed at any time on unexpired liens.
- **Amendment**
 - Amendments to debtors, secured parties, or collateral may be performed at any time on unexpired liens.

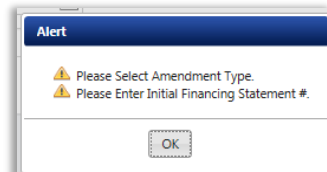
Once the amendment type is selected, enter the Initial Financing Statement # of the filing to be amended and click the **Continue** button to begin the filing flow.

Once all of the steps in the filing flow have been completed and any necessary payment has been submitted, the user will be taken to the **Done** page (see [Section 4.5. Filing Done Page](#)).

Page Notes:

To reset this page to its default state, click the **Reset** button.

If an amendment is selected, failure to select the amendment type and/or enter a valid Initial Financing Statement # will cause the system to display an error message.



4.3. MSL Filings

The MSL filings module allows users with appropriate access to file and amend repairman's liens, insurance liens, and child support liens.

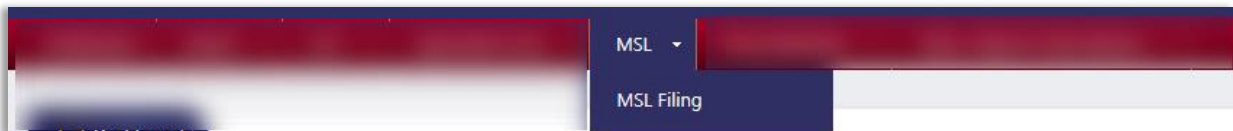
4.3.1. Requirements

To file an MSL lien or amendment, the user must have an active login account and privileges with the NDCIS.

To obtain filing privileges for MSL-1 Child Support Liens, contact the Secretary of State's office at (701) 328-3662 or (800) 352-0867, option 5.

4.3.2. Selecting the MSL Filing Option

From the **Navigation** menu, hover over the **MSL** dropdown and click the **MSL Filing** link to be navigated to the **MSL Filing Questionnaire** page.



On the **MSL Filing Questionnaire** page, choose the filing type to be processed:

- MSL-1 (Repairman's Lien)
- MSL-1 (Insurance Lien)
- MSL-1 (Child Support Lien)
- MSL-2 (Amendment)

The screenshot shows the 'MSL Filing Questionnaire' form. At the top, there is a navigation bar with icons and labels for 'Questionnaire', 'Instructions', 'Additional Receipt', 'Obligor / Policyholder', 'Lienholder Info', 'Statement of Lien', 'Review', 'Payment', and 'Done'. Below this, the form title 'MSL Filing Questionnaire' is displayed. The main content area contains the text 'I would like to file a:' followed by a dropdown menu. The dropdown menu is open, showing the following options: '-Select Filing Type-', 'MSL-1 (Repairman's Lien)', 'MSL-1 (Insurance Lien)', 'MSL-1 (Child Support Lien)', and 'MSL-2 (Amendment)'. To the right of the dropdown menu are two buttons: 'Continue' and 'Reset'.

If filing an amendment, select the type of amendment to be filed:

- **Termination**
 - Terminations may be filed at any time by the debtor or secured party.
 - Terminations require no payment.
- **Assignment**
 - Assignments may be performed at any time on unexpired liens.
- **Amendment**
 - Amendments to the obligor or lienholder may be performed at any time on unexpired liens.

The screenshot shows the 'MSL Filing Questionnaire' form. The 'I would like to file a:' dropdown menu is now set to 'MSL-2 (Amendment)'. To the right, there is a new dropdown menu labeled 'Amendment Type:'. This dropdown menu is open, showing the following options: '-Select Amendment Type-', 'Termination', 'Assignment', and 'Amendment'. Below the dropdown menus is a text input field labeled 'Initial Financing Statement #: *'. At the bottom of the form are two buttons: 'Continue' and 'Reset'.

Once the amendment type is selected, enter the Initial Financing Statement # of the filing to be amended and click the **Continue** button to begin the filing flow.

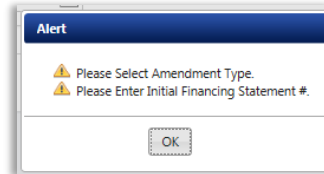
The screenshot shows the 'MSL Filing Questionnaire' form. The 'Amendment Type:' dropdown menu is now set to 'Amendment'. The 'Initial Financing Statement #: *' text input field is empty. The 'Continue' and 'Reset' buttons are still visible at the bottom of the form.

Once all of the steps in the filing flow have been completed and any necessary payment has been submitted, the user will be taken to the **Done** page (see [Section 4.5. Filing Done Page](#)).

Page Notes:

To reset this page to its default state, click the **Reset** button.

If an amendment is selected, failure to select the amendment type and/or enter a valid Initial Financing Statement # will cause the system to display an error message.



4.4. Federal Judgment Filings

The federal judgment filings module allows users with appropriate access to file and amend federal judgment liens.

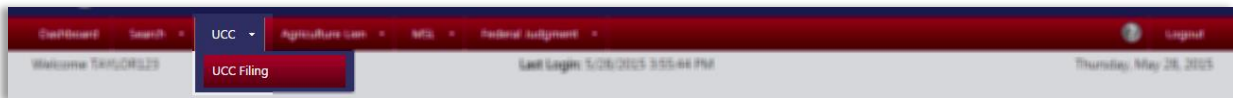
4.4.1. Requirements

To file a federal judgment lien or amendment, the user must have an active login account and privileges with the NDCIS.

To obtain filing privileges for federal judgments, contact the Secretary of State's office at (701) 328-3662 or (800) 352-0867, option 5.

4.4.2. Selecting the Federal Judgment Filing Option

From the **Navigation** menu, hover over the **Federal Judgment** dropdown, and click the **Federal Judgment Filing** link to be navigated to the **Federal Judgment Filing Questionnaire** page.



On the **Federal Judgment Filing Questionnaire** page, choose the filing type to be processed:

- Federal Judgment
- Federal Judgment Amendment
- Federal Judgment Full Release
- Federal Judgment Partial Release



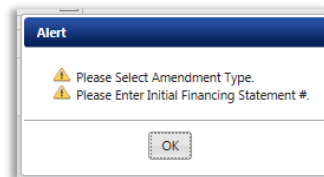
If filing an amendment, full release, or partial release, enter the Initial Financing Statement # of the filing to be amended or released and click the **Continue** button to begin the filing flow.

Once all of the steps in the filing flow have been completed and any necessary payment has been submitted, the user will be taken to the **Done** page (see [Section 4.5. Filing Done Page](#)).

Page Notes:

To reset this page to its default state, click the **Reset** button.

If an amendment is selected, failure to enter a valid Initial Financing Statement # will cause the system to display an error message.




4.5. Filing Done Page

Once the lien has been submitted, the user will be taken to the **Done** page, which will contain:

- The Initial Financing Statement # and Filing Number (if an amendment).
- A **Print Acknowledgment** button to view a PDF copy of the confirmed record.
- A **Print Receipt** button to view a PDF copy of the receipt.
- A **Done** button to navigate to the **Dashboard**.

4.5.1. Confirmed Record

The confirmed record is generated after the filing is submitted and contains the information pertaining to the filing. If any documents are uploaded during the filing process, they will be included in the confirmed record. The confirmed record is emailed to the email address associated to the filer's user ID and may also be viewed from the **Done** page or the **Filings/Searches** section of the **Dashboard**.



Alvin Jaeger
Secretary of State
State of North Dakota

Confirmed Record

07/30/2015

Initial Financing Statement #: 15-00003806-7

Filing Date/Time: 07/30/2015 04:02 PM

Lien Lapse Date: 07/30/2020

Filing #: 15-00003806-7

Lien Type: UCC Lien

Index: UCC Lien Index

Filing Type: UCC-1

Debtor Name	Debtor Type	Debtor Address
First Middle Last	Individual	Address 1 Address 2 Bismarck ND 58503 USA


Secured Party Name	Secured Party Type	Secured Party Address
Secured Party	Organization	99 Money St Bismarck ND 58501 USA

Collateral Description

Lien Information
Collateral is: None
None
Alternate Designation: None
Optional Filer Reference:

4.5.2. Receipt

A receipt is generated upon acceptance of a filing or search request. The receipt is emailed to the email address associated to the filer's user ID and may also be viewed from the **Done** page or the **Receipts** section of the **Dashboard**.



Alvin Jaeger
Secretary of State
State of North Dakota

Payment Receipt

07/30/2015

Filer Name		Filer Address	
TAYLOR123	Address1	Address2	City NM 58002 USA

Filing Organization Name		Filing Organization Address	
TAYLOR123	Address1	Address2	City NM 58002 USA

Fee Amount	Payment Amount	Payment Type	Work Order Number
\$40.00	\$40.00	Credit Card	201507300003647

Initial Financing Statement #	15-000003806-7
Filing Date/Time:	07/30/2015 04:02 PM
Lien Lapse Date:	07/30/2020
Filing #	15-000003806-7
Lien Type:	UCC Lien
Index:	UCC Lien Index
Filing Type:	UCC-1

Central Indexing Unit
(701) 328-3662

Initial Financing Number: 15-000003806-7
Filing Number: 15-000003806-7

- Page 1 of 1 -

5. Payment

Payments for filings and secured party searches may be made by credit card (Visa, MasterCard, Discover, or American Express) or eCheck.

5.1. Credit Card

On the **Payment** page, select the **Credit Card** radio button.

I would like to pay using ...


Credit Card **eCheck**

Enter the necessary information and click the **Pay Securely using Credit Card** button to process the payment.

I would like to pay using ...

Credit Card **eCheck**

Credit Card Information:	Billing Address:
Card Number: * <input type="text"/>	Mailing Address: * <input type="text"/>
Name on Card: * <input type="text"/>	City: * <input type="text"/>
Expiration Date: * Month: <input type="text"/> Year: <input type="text"/>	State: * North Dakota <input type="text"/>
Security Code: * <input type="text"/> What is this?	Zip Code: * <input type="text"/> <input type="text"/>
	Country: * United States <input type="text"/>



[*] Indicates Required Field

5.2. eCheck

On the **Payment** page, select the **eCheck** radio button.

I would like to pay using ...

Credit Card **eCheck**

Enter the necessary information and click the **Pay Securely using eCheck** button to process the payment.

I would like to pay using ...

Credit Card eCheck

Your Name _____ 1001
Your Address _____
DATE _____
PAY TO THE ORDER OF _____ \$ _____
DOLLARS
Your Bank Name _____
MEMO _____
⑆123456789⑆0000987654321⑆ 1001
9 Digit Routing Number Your Account Number Check Number

Account Information:		Billing Address:	
Bank Name: *	<input type="text"/>	Mailing Address: *	<input type="text"/>
Bank Account Number: *	<input type="text"/>	City: *	<input type="text"/>
Account Holder Name: *	<input type="text"/>	State: *	North Dakota <input type="checkbox"/>
Bank Account Type: *	-Select- <input type="text"/>	Zip Code: *	<input type="text"/> <input type="text"/>
Routing Number: *	<input type="text"/>	Country: *	United States <input type="checkbox"/>

[Pay Securely using eCheck](#) [Back](#)

[*] Indicates Required Field

6. Search

The search features of the NDCIS allow users to search the NDCIS database for information regarding various filings. Users will be able to search the various indexes using the following search options:

- Public Search
- UCC Search
- UCC-11 Search
- Secured Party Search

6.1. Requirements

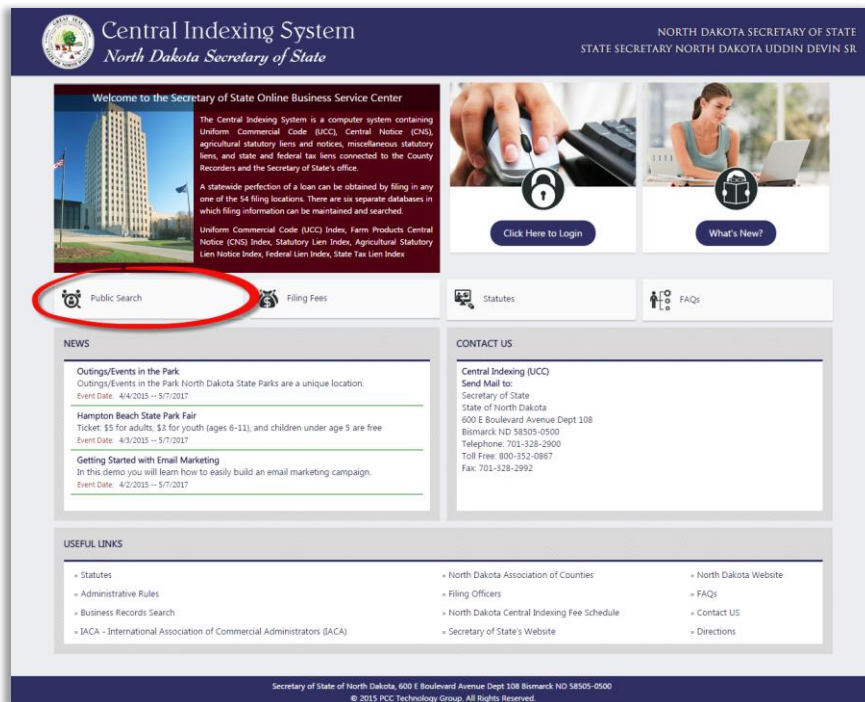
To conduct a UCC Search, UCC-11 Search, or Secured Party Search, the user must have an active login account and privileges with the NDCIS. The Public Search does not require users to login to the system.

6.2. Public Search

The Public Search allows users to search the NDCIS database by debtor name or filing number. Filings matching the search criteria entered will be displayed in the search results page.

6.2.1. Accessing the Public Search

To access the Public Search, click the **Public Search** link on the NDCIS Home page.



6.2.2. Search Criteria Page

To search for filings using the Public Search:

1. Select the index to be searched. Select **All** to search all indexes.
2. Select to search by:
 - a. Debtor Name: Enter the debtor name and choose whether the filing:
 - i. **Starts With** the entered name.
 - ii. **Contains** the entered name anywhere in the debtor name field.
 - iii. Is an **Exact Match** to the entered name.
 - b. Filing #: Enter the filing number.
3. Enter the CAPTCHA code.
4. Click **Search**.

Page Notes:

Click **Reset** to clear all fields and results.

6.2.3. Results Page

Once the search has been performed, the system will display a table containing an overview of filings that match the criteria entered. To view additional lien details, click the respective link in the **Initial Financing Statement #** column.

Initial Financing Statement #	Lien Type	Index Type	Debtor Name	Debtor Address	Debtor Type	Lapse Date
15-000006070-9	Federal Judgment Lien	Federal Lien Index	John Doe	99 Logo Ct Enderlin ND 58027 USA	INDIVIDUAL	11/02/2024

Page Notes:

Click **Back** to return to the **Public Search** page.

6.2.4. Lien Details Page

Information regarding the lien will be displayed on the lien details page. To obtain more information regarding a lien, use one of other search options ([Section 6.3. UCC Search](#), [Section 6.4. UCC-11 Search](#), or [Section 6.5. Secured Party Search](#)).

The screenshot shows the 'Search Results' page for a specific lien. It contains four main sections: Lien Information, Debtor Information, Secured Party Information, and Filing Information.

Lien Information

Financing Statement #	Status	Date Filed	Index	Lien Type	Lapse Date/Terminated on
15-000006070-9	ACTIVE	11/28/2015	Federal Lien Index	Federal Judgment Lien	11/02/2024

Debtor Information

No.	Debtor Name	Debtor Address	County
1	Sample Org	Address 1 Address 2 Abercrombie ND 58001 USA	Richland
2	John Doe	99 Logo Ct Enderlin ND 58027 USA	Ransom

Secured Party Information

No.	Secured Party Name	Secured Party Address
1	States Attorney's Office	655 1st St North Fargo ND 58107 USA

Filing Information

Filing #	Filing Type	Action	Date Filed
15-000006070-9	Federal Judgment	Initial Financing Statement	11/28/2015
15-000006072	Federal Judgment Amendment	Amendment	11/28/2015
15-000006074	Federal Judgment Partial Release	Partial Release	11/28/2015

A 'Back' button is located at the bottom center of the page.

Page Notes:

Click **Back** to return to the **Public Search Results** page.

6.3. UCC Search

The UCC Search allows users with a valid user ID and password to search the NDCIS database by debtor name, debtor SSN/TIN and debtor name, or filing number. This search option also provides additional details regarding associated filings, which is not available in the Public Search.

6.3.1. Accessing the UCC Search

To access the UCC Search, login to the NDCIS. Once logged in, hover over the **Search** dropdown in the **Navigation** menu and click the **UCC Search** link.

The screenshot shows the top navigation bar of the NDCIS system. The 'Search' dropdown menu is open, displaying three options: 'UCC-11', 'UCC Search', and 'Secured Party Search'. The 'UCC Search' option is highlighted in red. The navigation bar also includes links for 'Dashboard', 'Agriculture Lien', 'MSL', 'Federal Judgment', 'Personalization', and 'Data / Report Subscriptions'. A 'Logout' button is visible in the top right corner.

6.3.2. UCC Search Criteria

To search for filings using the UCC Search:

1. Select the index to be searched. Select **All** to search all indexes.
2. Select to search by:
 - a. Debtor Name: Enter the debtor name and choose whether the filing:
 - i. **Contains** the entered name anywhere in the debtor name field.
 - ii. Is an **Exact Match** to the entered name.
 - iii. **Starts With** the entered name.
 - b. SSN/TIN: Enter the SSN/TIN and the exact debtor name
 - c. Filing #: Enter the filing number.
3. Select whether the search should include lapsed filings, unlapsed filings, or both.
4. Click **Search**.

Page Notes:

Click **Reset** to reset all fields to default state.

Using the **Filing #** search will bypass the search results page and the system will navigate the user to the lien or filing details page.

6.3.3. Results Page

Once the search has been performed, the system will display a table containing an overview of filings that match the criteria entered. To view additional lien details, click the respective link in the **Initial Financing Statement #** column.

Initial Financing Statement #	Lien Type	Index Type	Debtor Name	Debtor Address	Debtor Type	Lapse Date
15-000006070-9	Federal Judgment Lien	Federal Lien Index	John Doe	99 Logo Ct Enderlin ND 58027 USA	INDIVIDUAL	11/02/2024

Page 1 of 1, records 1 to 1 of 1

Page Notes:

Clicking the **Back** button will return the user to the **Search Criteria** page.

6.3.4. Lien Details Page

Information regarding the lien will be displayed on the **Lien Details** page. To obtain more information regarding a lien or its associated filings, click respective link in the **Filing #** column to navigate to the **Filing Details** page of that filing.

The screenshot displays the 'Lien Details' page with the following sections:

- UCC Search** and **Search Results** navigation tabs.
- Search Results** header.
- Lien Information** table:

Financing Statement #	Status	Date Filed	Index	Lien Type	Lapse Date/Terminated on
15-000006070-9	ACTIVE	11/28/2015 08:31 PM	Federal Lien Index	Federal Judgment Lien	11/02/2024
- Debtor Information** table:

No.	Debtor Name	Debtor Address	County
1	Sample Org	Address 1 Address 2 Abercrombie ND 58001 USA	Richland
2	John Doe	99 Logo Ct Enderlin ND 58027 USA	Ransom
- Secured Party Information** table:

No.	Secured Party Name	Secured Party Address
1	States Attorney's Office	655 1st St North Fargo ND 58107 USA
- Filing Information** table:

Filing #	Filing Type	Filing Action	Date Filed
15-000006070-9	Federal Judgment	Initial Financing Statement	11/28/2015
15-000006072	Federal Judgment Amendment	Amendment	11/28/2015
15-000006074	Federal Judgment Partial Release	Partial Release	11/28/2015
- Back** button at the bottom.

Page Notes:

Click **Back** to return to the **Search Results** page.

6.3.5. Filing Details Page

The **Filing Details** page displays information regarding the financing statement. To obtain copies of any attached documents, use the UCC-11 Search (see [Section 6.4. UCC-11 Search](#)).

UCC Search
Search Results

Search Results

Filing Number
15-000006070-9

Lien Information

Financing Statement #	Status	Date Filed	Index	Lien Type	Lapse Date/Terminated on
15-000006070-9	ACTIVE	11/28/2015 08:31 PM	Federal Lien Index	Federal Judgment Lien	11/02/2024

Debtor Information

No.	Debtor Name	Debtor Address	County
1	Sample Org	Address 1 Address 2 Abercrombie ND 58001 USA	Richland
2	John Doe	99 Logo Ct Enderlin ND 58027 USA	Ransom

Secured Party Information

No.	Secured Party Name	Secured Party Address
1	States Attorney's Office	655 1st St North Fargo ND 58107 USA

Filing Type Information
Initial Financing Statement

Case/Civil Number
11-15-012039

Federal Judgment Description
money

Federal Judgment Information

Amount of Judgment	Rate of Interest: %	Judgment Date	Date of Entry of Judgment	Date of Judgment Release
\$100000	1	11/28/2015	11/28/2015	11/30/2025
\$12131	1	6/5/2014	11/28/2015	11/1/2024
Total Balance of Judgment: \$112131				

Page Notes:

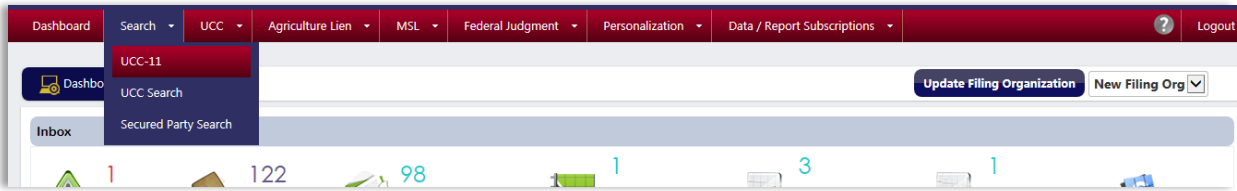
Click **Back** to return to the **Lien Details** page.

6.4. UCC-11 Search

The UCC-11 search allows users with a valid user ID and password to search the NDCIS database to file a UCC-11 Search with the North Dakota Secretary of State. Once this request has been made, the NDCIS will return the information and/or copies requested to the **Filings/Searches** section of the **Dashboard**.

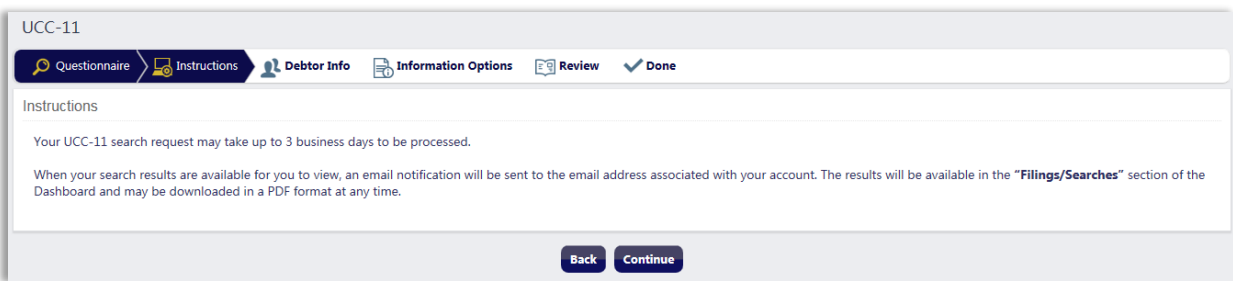
6.4.1. Accessing the UCC-11 Search

To access the UCC-11 Search, login to the NDCIS. Once logged in, hover over the **Search** dropdown in the **Navigation** menu and click the **UCC-11** link.



6.4.2. Instructions Page

Once the **UCC-11 Search** link is selected, the user will be taken to the **UCC-11 Search Instructions** page. Review the instructions and click the **Continue** button to go to the next page.



6.4.3. Search Criteria

A UCC-11 search may be completed by debtor name, filing number, or SSN/TIN.

6.4.3.1. Debtor Name Search

To complete a UCC-11 search by debtor name:

1. Select the **Debtor** radio button in the **Search By** section.
2. Select the name search type:
 - a. General
 - b. Specific
3. To limit the search by one or two city(ies) of the debtor's address, enter the city(ies) in the boxes provided.
4. Click **Continue**.

UCC-11

Questionnaire > Instructions > Debtor Info > Information Options > Review > Done

Please select your search criteria

Search By:

Debtor Filing Number SSN/TIN

Select Name Search Type:

General Specific

Search may be limited by one or two city(s) of the debtor or secured party address: (If a city(s) is not listed, the search will reflect all filings).

City 1:

City 2:

Back Continue

Page Notes:

Click **Back** to return to the **Instructions** page.

Select whether the debtor is an individual or an organization and enter the debtor name in the corresponding text fields. Click the **Continue** button. Proceed to [Section 6.4.4. Information Options](#).

UCC-11

Questionnaire > Instructions > Debtor Info > Information Options > Review > Payment > Done

Debtor to be Searched

This is an Organization This is an Individual

Organization Name:*

Back Continue

UCC-11

Questionnaire > Instructions > Debtor Info > Information Options > Review > Payment > Done

Debtor to be Searched

This is an Organization This is an Individual

First Name:* Middle Name:

Last Name:* Suffix:

Back Continue

Page Notes:

Click **Back** to return to the **UCC-11 Search Criteria** page.

6.4.3.2. Filing Number Search

To complete a UCC-11 search by filing number:

1. Select the **Filing Number** radio button in the **Search By** section.
2. Enter the filing number and click the **Add** button to add the filing number to the search table. If more than one filing number is requested, repeat this step until all filing numbers are listed in the search table. To remove a filing number from the search table, click the **Delete** icon in the **Actions** column.
3. Click **Continue** once all filing numbers have been added to the search table. Proceed to [Section 6.4.4. Information Options](#).

The screenshot shows the 'UCC-11' search criteria selection interface. At the top, there is a navigation bar with tabs: 'Questionnaire', 'Instructions', 'Debtor Info', 'Information Options', 'Review', and 'Done'. Below the navigation bar, the text 'Please select your search criteria' is displayed. Underneath, there is a 'Search By:' section with three radio buttons: 'Debtor', 'Filing Number', and 'SSN/TIN'. The 'Filing Number' radio button is selected. To the right of the radio buttons is an empty text input field and an 'Add' button. At the bottom right of the form, there are 'Back' and 'Continue' buttons.

6.4.3.3. SSN/TIN Search

To complete a UCC-11 search by SSN/TIN:

1. Select the **SSN/TIN** radio button in the **Search By** section.
2. Click **Continue**.

The screenshot shows the 'UCC-11' search criteria selection interface. At the top, there is a navigation bar with tabs: 'Questionnaire', 'Instructions', 'Debtor Info', 'Information Options', 'Review', and 'Done'. Below the navigation bar, the text 'Please select your search criteria' is displayed. Underneath, there is a 'Search By:' section with three radio buttons: 'Debtor', 'Filing Number', and 'SSN/TIN'. The 'SSN/TIN' radio button is selected. At the bottom right of the form, there are 'Back' and 'Continue' buttons.

Select whether the debtor is an individual or an organization and enter the debtor name and SSN/TIN in the corresponding text fields. Click the **Continue** button. Proceed to [Section 6.4.4. Information Options](#).

The screenshot shows the 'UCC-1' interface with a navigation bar containing 'Questionnaire', 'Instructions', 'Debtor Info', 'Information Options', 'Review', 'Payment', and 'Done'. The 'Debtor Info' section is active, titled 'Debtor to be Searched'. It features two radio buttons: 'This is an Organization' (selected) and 'This is an Individual'. Below the radio buttons is a text input field labeled 'Organization Name:'. At the bottom of the form are 'Back' and 'Continue' buttons.

The screenshot shows the 'UCC-1' interface with the same navigation bar. In the 'Debtor Info' section, the 'This is an Individual' radio button is selected. The form includes four text input fields: 'First Name:', 'Last Name:', 'Middle Name:', and 'Suffix:'. The 'Suffix:' field is a dropdown menu. At the bottom are 'Back' and 'Continue' buttons.

Page Notes:

Click **Back** to return to the **UCC-11 Search Criteria** page.

6.4.4. Information Options

On the **UCC-11 Information Options** page:

1. Select the index(es) to be searched. Select **All** to search all indexes.
2. Select the Filing Status to Search:
 - a. All unexpired filings as of the certificate date and time.
 - b. All lapsed and unexpired filings as of the certificate date and time.
 - c. All unexpired filings during a specific time period. Enter the date range.
 - d. All unexpired filings from a specific date until the current date and time the search is completed. Enter the specific date.
3. Select the Information Option:
 - a. Information (only) – includes only the filing information.
 - b. Copies (only) – includes only the filing images.
 - c. Information and Copies – includes both the filing information and images.
4. Click **Continue**.

Page Notes:

Click **Back** to return to the previous page.

6.4.5. Review Page

Review the information on the **Review** page to confirm that the search criteria is correct. To edit the search criteria, click the **Edit** button in the respective section. To submit the search request, click the **Continue** button.

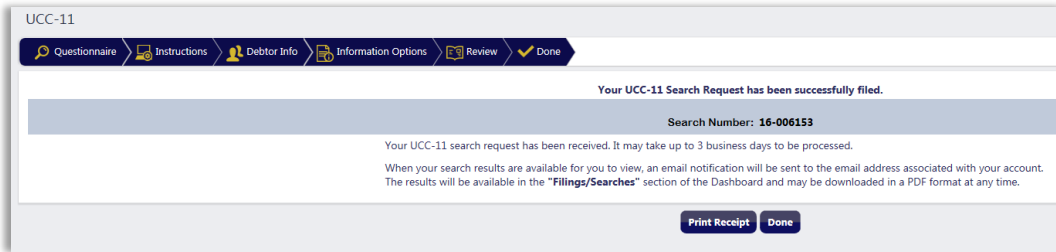
Page Notes:

Click **Back** to return to the **Information Options** page.

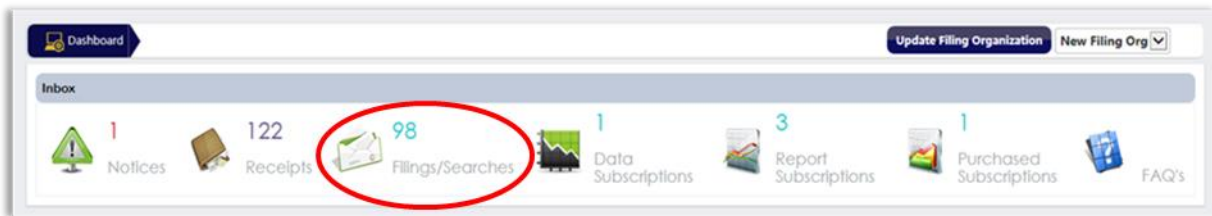
6.4.6. Done Page

Once the UCC-11 search request has been submitted, the user will be taken to the **Done** page, which will contain:

- The **Search Number** for the search request.
- A **Print Receipt** button to view a PDF copy of the receipt.
- A **Done** button to navigate to the **Dashboard**.



After the search request has been processed, an email will be sent to the email address associated with the user ID and the search results will appear in the **Filings/Searches** section of the user's **Dashboard**.

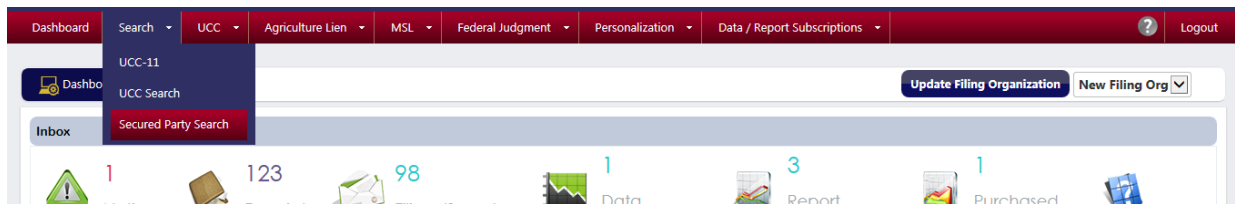


6.5. Secured Party Search

The Secured Party Search allows users with a valid user ID and password to search the NDCIS database for filings by secured party name. Once this request has been made, the NDCIS will return the information requested to the **Filings/Searches** section of the user's **Dashboard**.

6.5.1. Accessing the Secured Party Search

To access the Secured Party Search, login to the NDCIS. Once logged in, hover over the **Search** dropdown in the **Navigation** menu and click the **Secured Party Search** link.



6.5.2. Instructions Page

Once the **Secured Party Search** link is selected, the user will be taken to the **Secured Party Search Instructions** page. Review the instructions and click the **Continue** button to go to the next page.

6.5.3. Search Criteria

To complete a Secured Party Search:

1. Select the name search type:
 - a. General
 - b. Specific
2. To limit the search by one or two city(ies) of the secured party’s address, enter the city(ies) in the boxes provided.
3. Click **Continue**.

6.5.4. Secured Party Page

Select whether the secured party is an individual or an organization and enter the secured party name in the corresponding text field(s). Click the **Continue** button.

The screenshot shows the 'Secured Party Search' form with the 'Secured Party' step selected in the navigation bar. Under the heading 'Secured Party to be Searched', there are two radio buttons: 'This is an Organization' (selected) and 'This is an Individual'. Below this is a text input field labeled 'Organization Name: *'. At the bottom right, there are 'Back' and 'Continue' buttons.

The screenshot shows the 'Secured Party Search' form with 'This is an Individual' selected. It features four text input fields: 'First Name: *', 'Middle Name:', 'Last Name: *', and 'Suffix:'. The 'Suffix' field has a dropdown arrow. 'Back' and 'Continue' buttons are located at the bottom right.

Page Notes:

Click **Back** to return to the **Secured Party Search Criteria** page.

6.5.5. Information Options

On the **Secured Party Search Information Options** page:

1. Select the index(es) to be searched. Select **All** to search all indexes.
2. Select the **Filing Status to Search**:
 - a. All unexpired filings as of the certificate date and time.
 - b. All lapsed and unexpired filings as of the certificate date and time.
 - c. All unexpired filings during a specific time period. Enter the date range.
 - d. All unexpired filings from a specific date until the current date and time the search is completed. Enter the specific date.
3. Click **Continue**.

The screenshot shows the 'Secured Party Search Information Options' form. It includes a navigation bar with 'Information Options' selected. A heading reads: 'Check the box for each index you want to search for the debtor, secured party or SSN/TIN search. (If a box is not checked, all indexes will be searched)'. Below this are checkboxes for 'All' (checked), 'UCC Index', 'Statutory Lien Index', 'Federal Lien Index', 'State Tax Lien', 'Farm Products Central Notice', and 'Agricultural Statutory Notice'. The 'Filing Status to Search:' section has radio buttons for 'All unexpired filings as of the certificate date and time', 'All lapsed and unexpired filings as of the certificate date and time', and two options for unexpired filings with date range inputs. At the bottom, there is an 'Information Options: (All information requests are certified)' section with a sub-section for 'Information (only)'. 'Back' and 'Continue' buttons are at the bottom right.

Page Notes:

To return to the previous page, click the **Back** button.

6.5.6. Review Page

Review the information on the **Review** page to confirm that the search criteria is correct. To edit the search criteria, click the **Edit** button in the respective section. To submit the search request, click the **Continue** button.

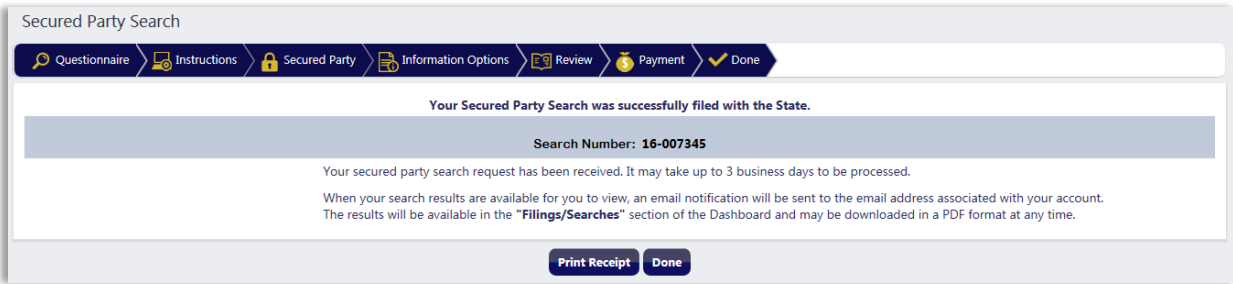
Page Notes:

To return to the previous page, click the **Back** button.

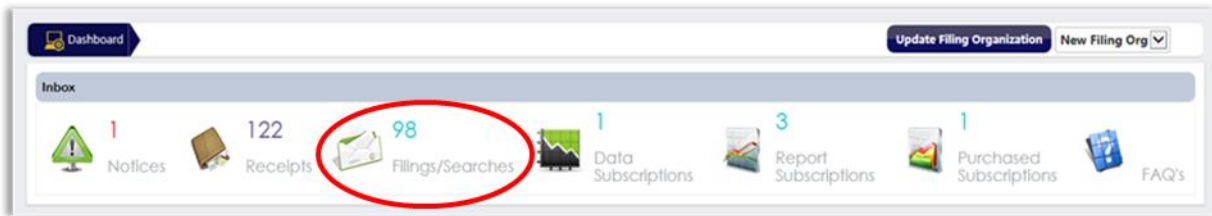
6.5.7. Done Page

Once the Secured Party Search request has been submitted, the user will be taken to the **Done** page, which will contain:

- The **Search Number** for the search request.
- A **Print Receipt** button to view a PDF copy of the receipt.
- A **Done** button to navigate to the **Dashboard**.



Once the search request has been processed, an email will be sent to the email address associated with the user ID and the search results will appear in the **Filings/Searches** section of the user's **Dashboard**.



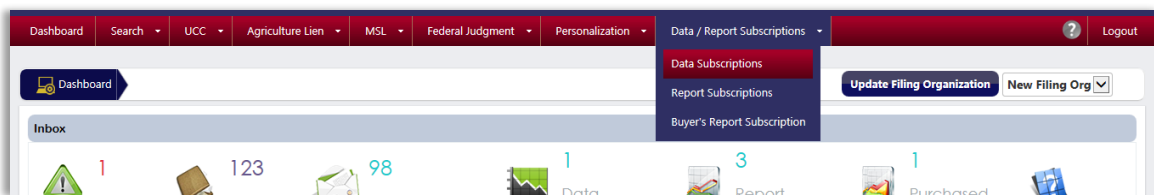
7. Data/Report Subscriptions

Data and report subscriptions may be purchased in the NDCIS. The subscriptions available are:

- Data Subscriptions – Contain all the data in the entire database. Subscription options are the entire database or a four-week update of the database.
- Report Subscriptions – Subscription options are monthly reports for state and federal tax liens, daily reports for state tax liens, and a weekly credit bureau report.
- Buyer's Report Subscription – Contains the listing of all liens filed on debtors' crops and/or livestock.

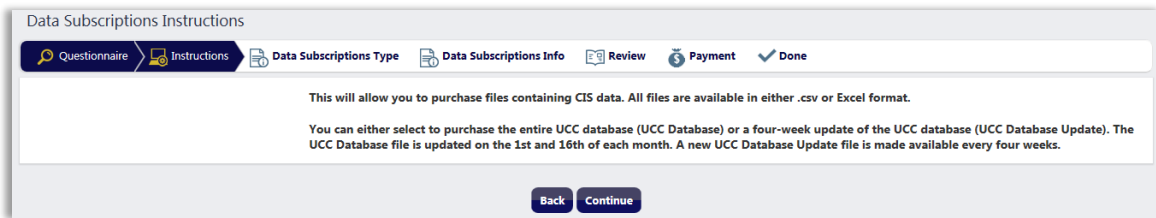
7.1. Data Subscriptions

To purchase a data subscription, hover over the **Data/Report Subscriptions** link in the **Navigation** menu and select the **Data Subscriptions** link.



7.1.1. Instructions Page

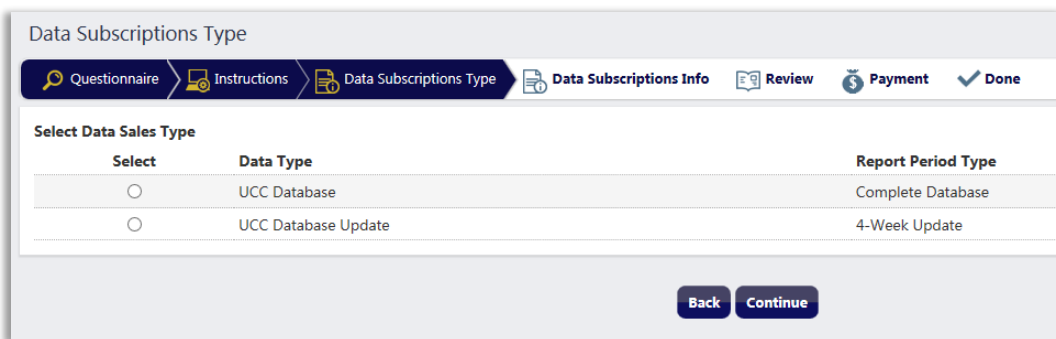
Once the **Data Subscriptions** link is selected, the user will be taken to the **Data Subscriptions Instructions** page. Review the instructions and click the **Continue** button to go to the next page.



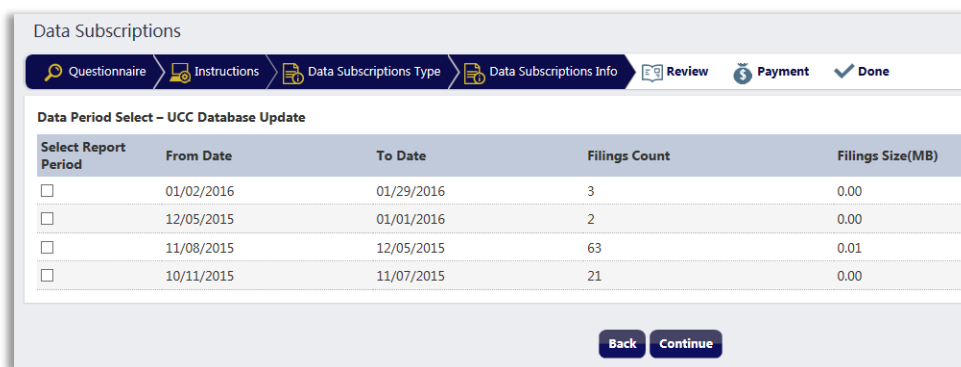
7.1.2. Data Subscriptions Type Page

On the **Data Subscriptions Type** page, select the data type to be purchased and click the **Continue** button:

- UCC Database (entire UCC database)
- UCC Database Update (four-week update of the UCC database)



Select the report period(s) to be purchased and click the **Continue** button.



7.1.3. Review Page

Review the information to confirm the purchase. To edit the information, click the **Edit** button in the respective section. If everything is correct, click the **Process Sales** button to go to the **Payment** page (see [Section 5. Payment](#) for payment instructions).

Data Subscriptions

Questionnaire > Instructions > Data Subscriptions Type > Data Subscriptions Info > Review > Payment > Done

Data Subscriptions Info

From Date	To Date	Filings Count	Filings Size(MB)
01/02/2016	01/29/2016	3	0.00

Total Fee : \$500.00

Back Process Sales

7.1.4. Done Page

Once the payment has been successfully processed, the user will be taken to the **Done** page, which will contain:

- The **Work Order Number** for the subscription purchase.
- A **Print Receipt** button to view a PDF copy of the receipt.
- A **Done** button to navigate to the **Dashboard**.

Data Subscriptions

Questionnaire > Instructions > Data Subscriptions Type > Data Subscriptions Info > Review > Payment > Done

Workorder Number: 201602230006858

Your purchase has been completed. To download the file, click the "Done" button to return to the Dashboard. The file will be available in the "Data Subscriptions" section of the Dashboard and may be downloaded at any time.

Print Receipt Done

Purchased data subscriptions are available for download by clicking on the **Data Subscriptions** link on the user's **Dashboard**. Click the **Download** link in the respective row to open or save the file.

Data Subscriptions

Data Subscriptions

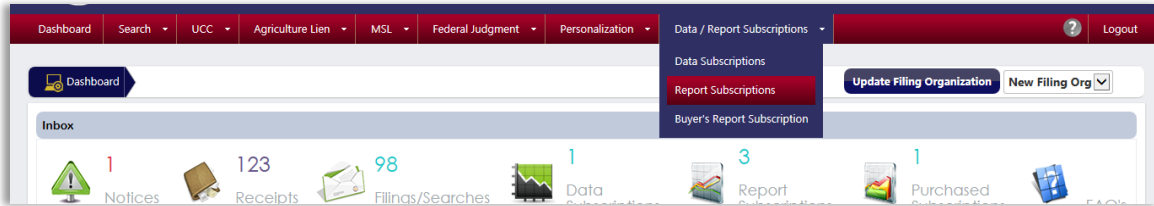
No.	Purchased Date	Data Type	From Date	To Date	Filings Count	Filing Size	Download File
1	11/28/2015	UCC Database Refresh	01/01/1965	11/15/2015	380744	32.00	Download

Page 1 of 1, records 1 to 1 of 1

Back

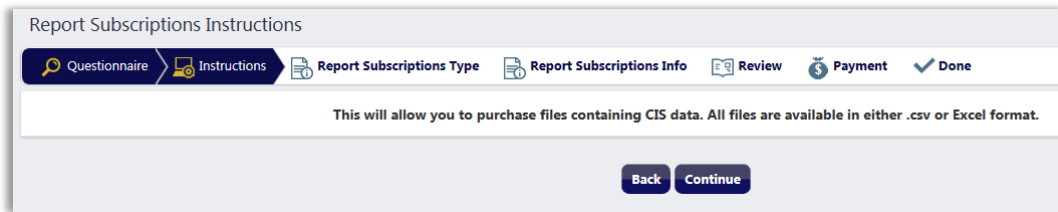
7.2. Report Subscriptions

To purchase a report subscription, hover over the **Data/Report Subscriptions** link in the **Navigation** menu and select the **Report Subscriptions** link.



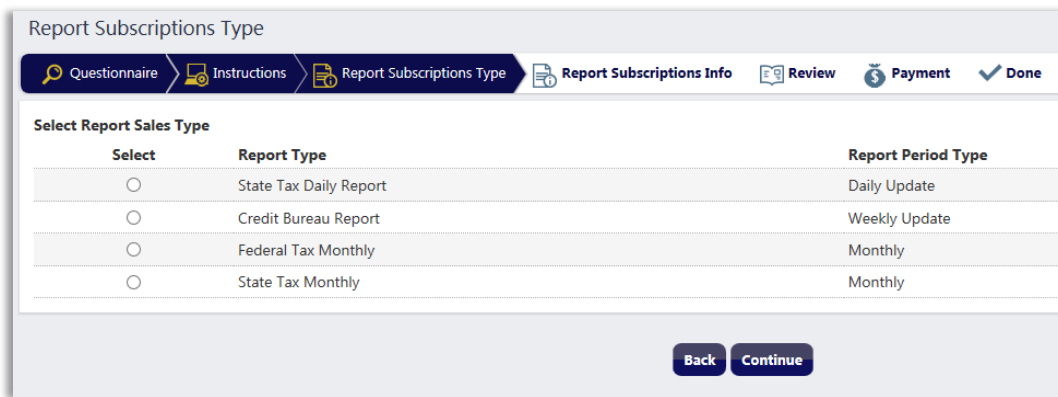
7.2.1. Instructions Page

Once the **Report Subscriptions** link is selected, the user will be taken to the **Report Subscriptions Instructions** page. Review the instructions and click the **Continue** button to go to the next page.

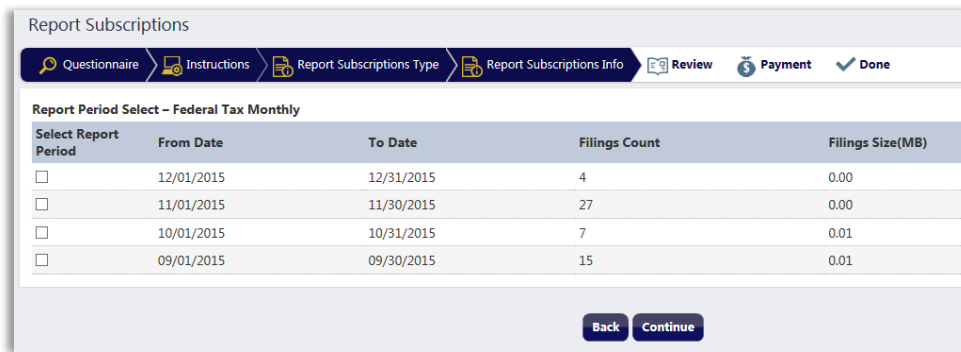


7.2.2. Report Subscriptions Type Page

On the **Report Subscriptions Type** page, select the report type to be purchased and click the **Continue** button.

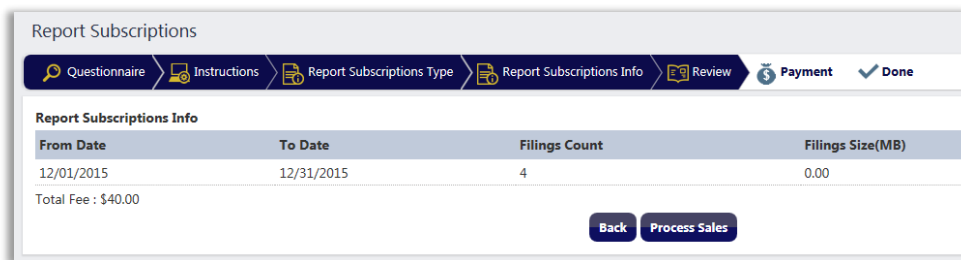


Select the report period(s) to be purchased and click the **Continue** button.



7.2.3. Review Page

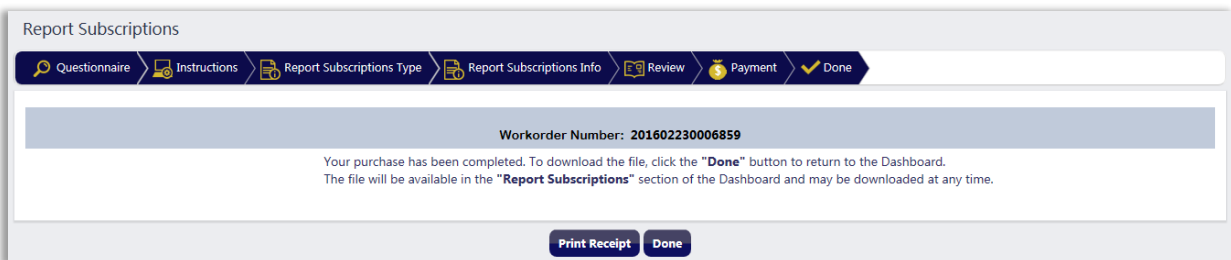
Review the information to confirm the purchase. To edit the information, click the **Edit** button in the respective section. If everything is correct, click the **Process Sales** button to go to the **Payment** page (see [Section 5. Payment](#) for payment instructions).



7.2.4. Done Page

Once the payment has been successfully processed, the user will be taken to the **Done** page, which will contain:

- The **Work Order Number** for the subscription purchase.
- A **Print Receipt** button to view a PDF copy of the receipt.
- A **Done** button to navigate to the **Dashboard**.



Purchased report subscriptions are available for download by clicking on the **Report Subscriptions** link on the user's **Dashboard**. Click the **Download Report** link in the respective row to open or save the report.

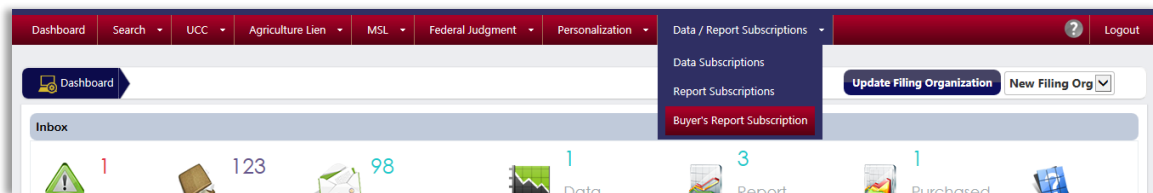
Report Subscriptions							
No.	Purchased Date	Report Type	From Date	To Date	Filings Count	Filing Size	Download Report
1	09/17/2015	State Tax Daily Report	07/29/2015	07/29/2015	0	10.414 KB	Download Report
2	09/17/2015	State Tax Daily Report	07/28/2015	07/28/2015	0	10.42 KB	Download Report
3	09/17/2015	State Tax Daily Report	07/22/2015	07/22/2015	0	10.412 KB	Download Report

Page 1 of 1, records 1 to 3 of 3

[Back](#)

7.3. Buyer’s Report Subscription

To purchase a buyer’s report subscription, hover over the **Data/Report Subscriptions** link in the **Navigation** menu and select the **Buyer’s Report Subscription** link.



7.3.1. Instructions Page

Once the **Buyer’s Report Subscription** link is selected, the user will be taken to the **Buyer’s Report Subscription Instructions** page. Review the instructions and click the **Continue** button to go to the next page.

Indexing Buyer Report Subscriptions

Questionnaire → **Instructions** → Subscription Period Info → Review → Payment → Done

Subscription Purchase Instructions

This process allows you to purchase subscriptions to the Central Notice/Agricultural Statutory Notice Buyer’s Report. The buyer’s report is a master list that contains filings for all products in any North Dakota county.

This report is delivered to the “Purchased Subscriptions” section of your Dashboard. You will need to install the setup file (available in the “Purchased Subscriptions” section) on any computer that will be used to view the buyer’s report. Once the installation is complete, you will be able to download the buyer’s report file. You will be able to search the database by debtor name, SSN/TIN, or file number.

Subscriptions are offered on a yearly basis corresponding to the State’s fiscal year (July 1st through June 30th). The yearly subscription fee is \$480.

If you purchase a report for a subscription year that has partially elapsed, your fee will automatically be prorated for the remaining months of the year.

You may download the most recent version of the buyer’s report file from the “Purchased Subscriptions” section at any time. The file will be updated on the first of every month. Subscriptions purchased for the next fiscal year will appear as “Not Generated” until after the first update for that year has been generated (August 1st).

[Back](#) [Continue](#)

7.3.2. Subscription Period Information

On the **Subscription Period Info** page, select the subscription period to be purchased from the **Select Subscription Year** dropdown. Click the **Accept Report Subscription** button to add the subscription period to the subscription table. Repeat this step until all subscription periods have been added to the table. To remove a subscription period from the subscription table, click the respective **Delete** icon in the **Actions** column. Once all of the subscription periods to be purchased have been added to the table, click the **Continue** button.

Indexing Buyer Report Subscriptions

Questionnaire Instructions Subscription Period Info Review Payment Done

Subscription Period Information

Yearly Monthly

Select Subscription Year: Current Date: 02/23/2016

Accept Report Subscription

Subscription Period Start	Subscription Period End	Fee	Actions
2016-January	2016-January	\$40.00	

Back Continue

7.3.3. Review Page

Review the information to confirm the purchase. To edit the information, click the **Back** button to return to the previous page. If everything is correct, click the **Continue** button to go to the **Payment** page (see [Section 5. Payment](#) for payment instructions).

Indexing Buyer Report Subscriptions

Questionnaire Instructions Subscription Period Info Review Payment Done

Product Code/Name	County Produced Code/Name	Subscription Period Start	Subscription Period End	Fee
999-Master	99-All	2016-January	2016-January	\$40.00
Total Fee: \$40.00				

Back Continue

7.3.4. Done Page

Once the payment has been successfully processed, the user will be taken to the **Done** page, which will contain:

- The **Work Order Number** for the subscription purchase.
- A **Print Receipt** button to view a PDF copy of the receipt.
- A **Done** button to navigate to the **Dashboard**.

Indexing Buyer Report Subscriptions

Questionnaire Instructions Subscription Period Info Review Payment Done

Workorder Number: 201602230006860

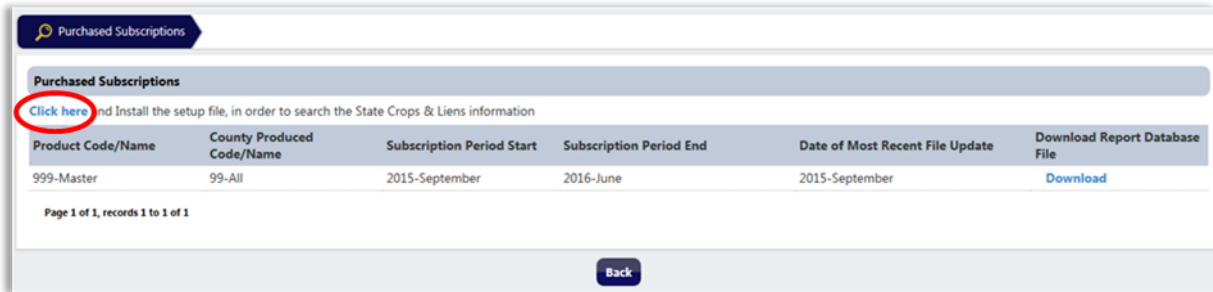
Your Central Notice Buyer's Report Subscription Purchase has been successfully completed. To download your purchase, click the "Done" button to return to the Dashboard. Your files are waiting in the Purchased Subscriptions Inbox on the Dashboard Screen.

Print Receipt Done

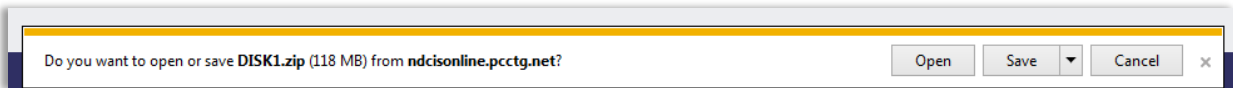
7.3.5. Buyer’s Report Installation

Purchased buyer’s report subscriptions are available for download by clicking on the **Report Subscriptions** link on the user’s **Dashboard**.

The first time a user downloads a buyer’s report file, the user must install and run an application available within the NDCIS to be able to accurately view the information in the file. The application only needs to be installed one time. To automatically begin the installation process for the application, click the blue **Click here** link on the **Purchased Subscriptions** page.

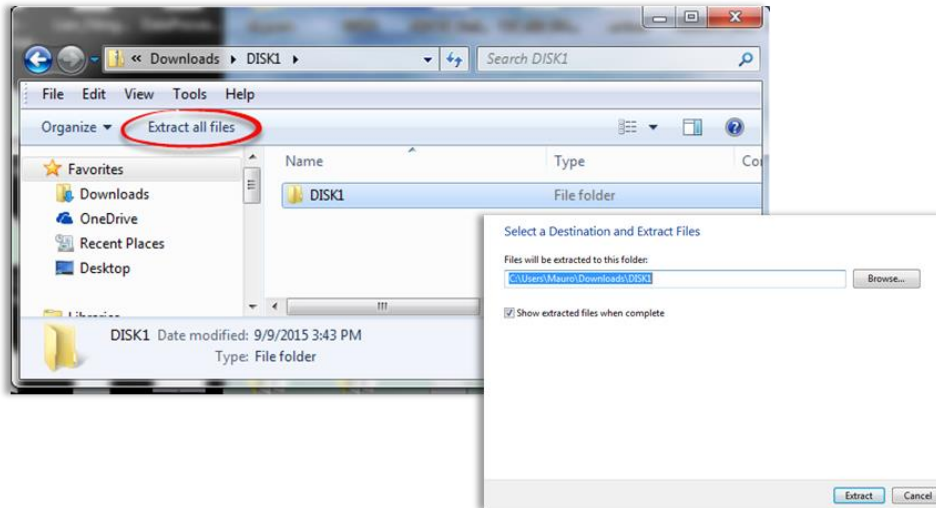


Once the blue **Click here** link is clicked, a pop up will appear at the bottom of the page. It is recommended that the Save option be used to save the application’s zip file to an easily accessible location.



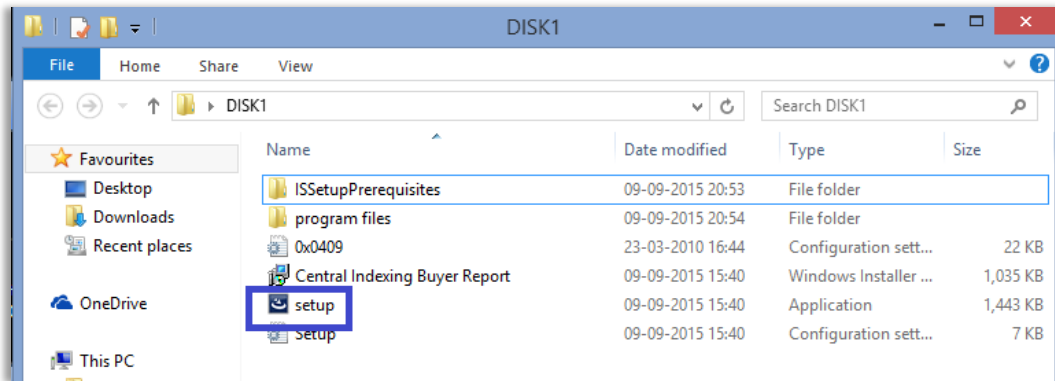
7.3.6. File Extraction

Once the download is complete, extract all of the application files and save them to a new folder.

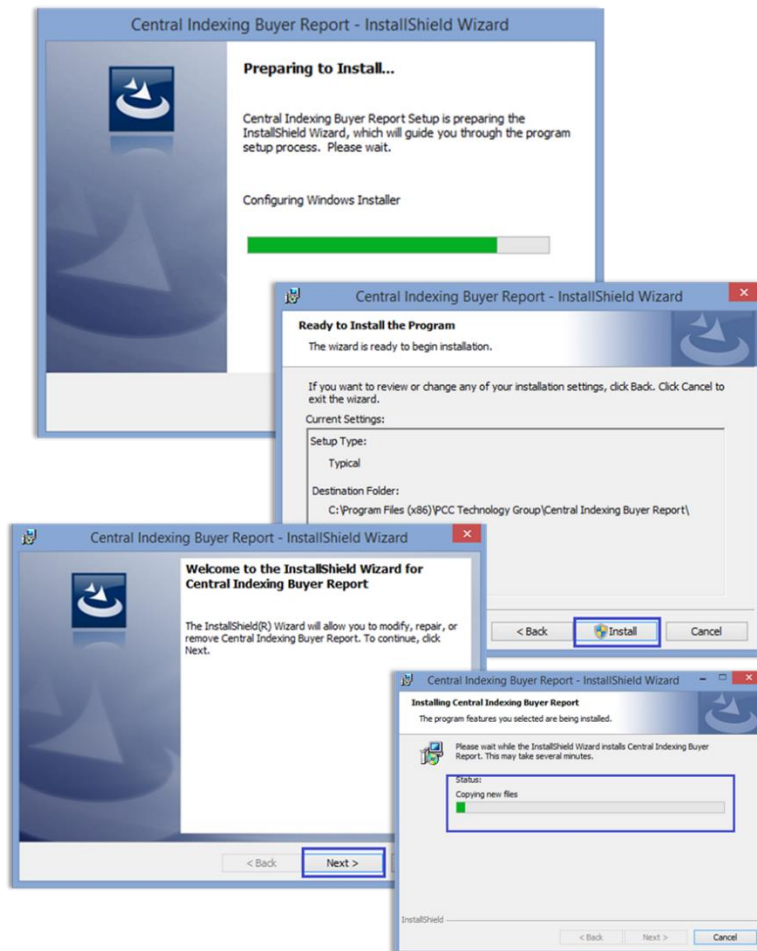


7.3.7. Application Installation

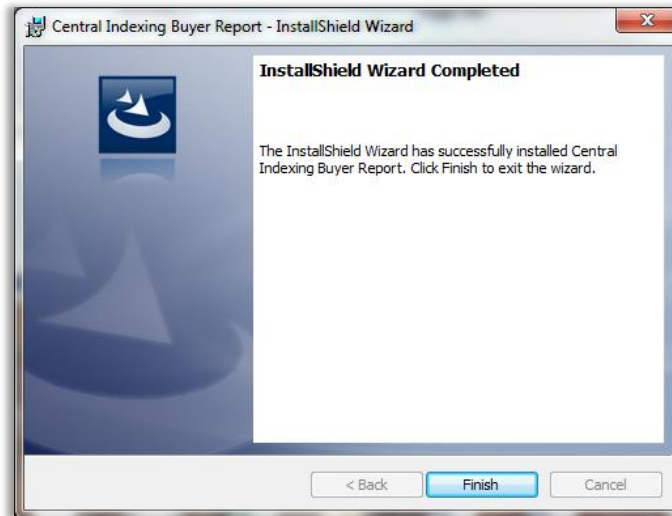
Navigate to the folder that contains the extracted files and double-click the **setup** application icon, which will initiate the **InstallShield Wizard**.



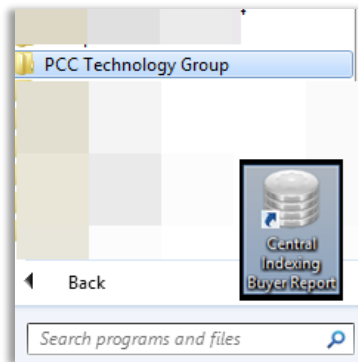
The InstallShield will navigate the user through the Installation Process. Read the text boxes as they appear and proceed through the steps as needed.



The user will be notified when the **InstallShield Wizard** is complete. Click the **Finish** button.



Once the installation is completed, a **Central Indexing Buyer Report** icon will be available on the user's desktop or within the PCC Technology Group folder in the user's program folders.

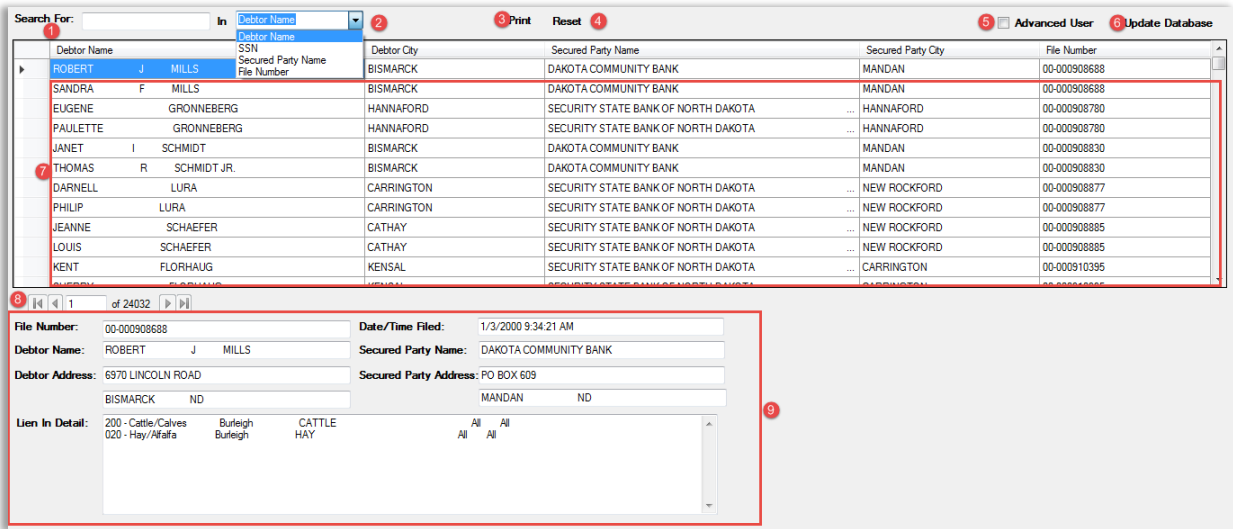


7.3.8. Central Indexing Buyer's Report

Once the Central Indexing Buyer's Report program is installed, the user may download and view the buyer's report files. By default, all available information will be displayed. To narrow the search results:

1. Enter information in the **Search For** field.
2. Select the field to be searched:
 - a. Debtor Name.
 - b. SSN: When searching by SSN, a new Enter SSN and Click Here button will appear to protect debtor SSNs.
 - c. Secured Party Name.

- d. File Number.
- 3. Once the search has been executed, the user may:
 - a. Print the results.
 - b. Clear the search criteria.



The **Advanced User** checkbox may be checked to allow a user with advanced privileges to view the database without a third party application.

The **Update Database** link allows a user to import a newer version of the database.

