

# EFS ONLINE FILING HELP



NEW MEXICO SECRETARY OF STATE

*REVISED MARCH 2024*

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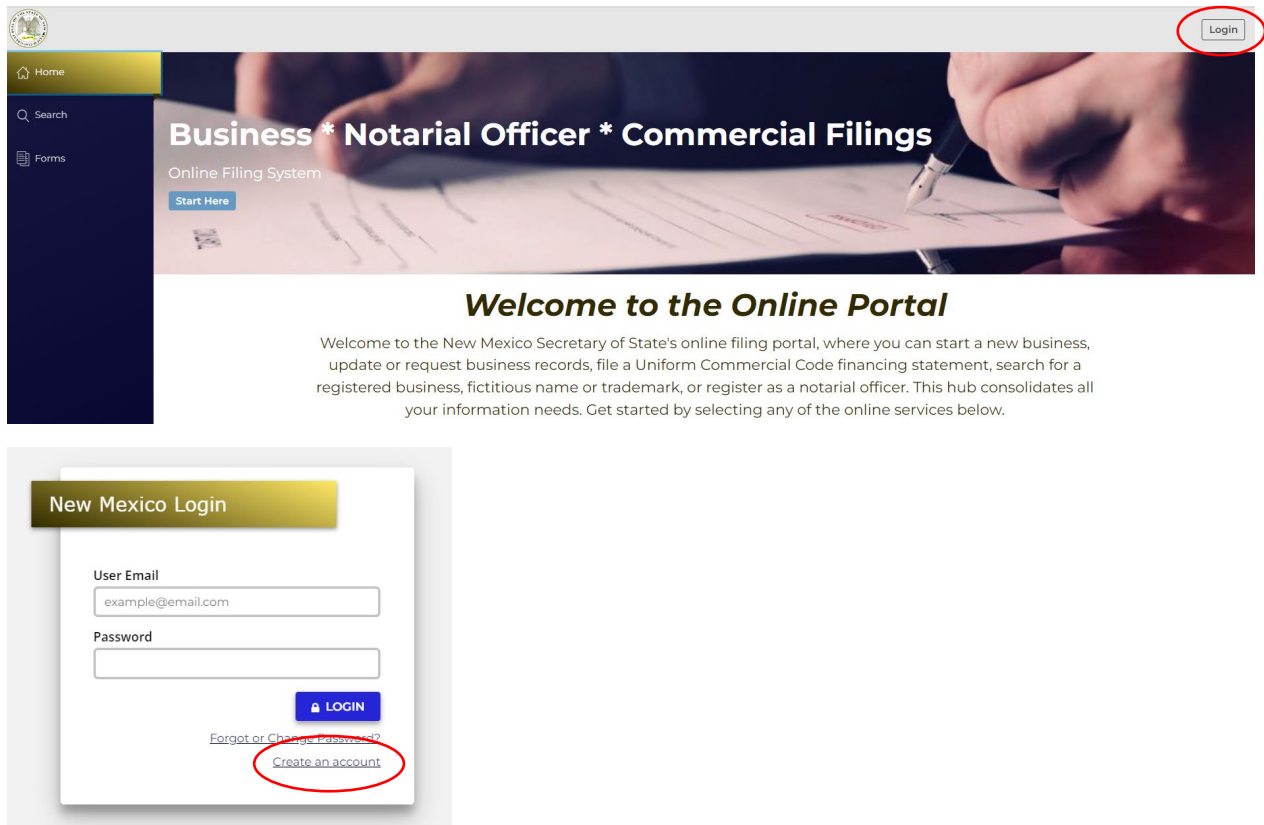
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# Introduction

The NM Secretary of State filing system for Agricultural Lien filings via Effective Finance Statement (EFS) is <https://enterprise.sos.nm.gov>. If you do not find the information you need in this help document, please email [business.services@sos.nm.gov](mailto:business.services@sos.nm.gov) with your specific question.

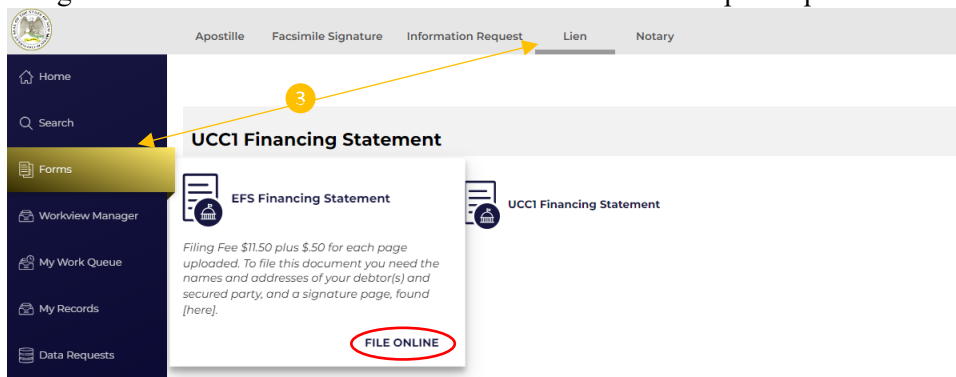
## Filing an Effective Financing Statement (EFS)

1. Navigate to <https://enterprise.sos.nm.gov>
2. If you have an existing account, log in; if you do not, create an account:



*NOTE: The email address that is used as the login is where all notifications related to filings will be sent.*

3. Navigate to “Forms” in the sidebar and select “Lien” in the top tab options. Click **File Online**.



## Instructions for Filing

Debtor(s) name, address, and Social Security Number or Tax ID number, secured party's name, complete address, product codes and product name and signatures for debtor and secured party are all required to complete this filing.

Before you begin, and to complete this online form, you will need to have available to upload the authorization form signed by all debtors and secured parties. This form can be found on our website by clicking [here](#).

4. Filer contact information is the person to contact if there are questions regarding the filing.
5. Submitter information is tied to the record and can be searched by staff when inquiries are made about a filing. Once entered click **Next Step**.

The screenshot shows the 'EFS Financing Statement' form. On the left is a dark blue sidebar with a list of steps: 'Filer Information' (highlighted with a yellow bar and a yellow circle with the number 4), 'Debtors', 'Secured Parties', 'EFS Products', 'Review For Accuracy', and 'File Document'. The main content area is divided into two sections. The top section, 'Contact Information of Filer:', contains a checkbox 'This entity is an organization', followed by input fields for 'First Name\*', 'Middle/Initial', and 'Last Name\*', a 'Contact Phone\*' field, and a 'Contact Email\*' field. The bottom section, 'Submitter:', contains input fields for 'Name\*', 'Address\*' (with a document icon), 'STE/APT/FL', and 'Attention'. At the bottom of the form are buttons for 'Save Draft', 'Preview Form', 'Import', 'Export', and a dark blue 'Next Step' button.

6. Click the Add button to add the first Debtor.

The screenshot shows the 'EFS Financing Statement' form with the 'Debtors' step selected in the sidebar (highlighted with a yellow bar and a yellow circle with the number 6). The main content area has a heading 'Debtors:' followed by a note: 'Provide only one debtor name (organization or individual) at a time. Use exact full name. Do not omit, modify, or abbreviate any part of the Debtor's name. Click "Add" to enter debtor information.' Below this is a table with four columns: 'DEBTOR'S NAME', 'MAILING ADDRESS', 'SSN or FEIN #', and 'SSN/FEIN'. The table currently contains one row with the value 'None' in the 'MAILING ADDRESS' column. At the bottom left of the table is a blue 'Add' button.

- The information fields for Debtor are defaulted to an individual. If the Debtor is an organization, click the checkbox to change the information fields to the organization name. Complete the information and click **Save**.

**Add**

☐ Check the box if the debtor is an organization.

First Name\* Middle/Initial Last Name\* Suffix

Address\*

STE/APT/FL

Attention

City\* State\* ZIP code\*

Country\*

United States

SSN or FEIN #

☒ Social Security Number (SSN)

☐ Federal Employee Identification Number (FEIN)

SSN/FEIN\*

9 Digits, exclude dashes.

**Save**

- If there are additional Debtors, click Add and repeat Step 7.
- If the information on a Debtor needs to be edited, click anywhere on the Debtor row and the information fields will reopen. When finished, click **Next Step**.

**EFS Financing Statement**

☒ Filer Information

☒ Debtors

☐ Secured Parties

☐ EFS Products

☐ Review For Accuracy

☐ File Document

**Debtors:**

Provide only one debtor name (organization or individual) at a time. Use exact full name. Do not omit, modify, or abbreviate any part of the Debtor's name. Click "Add" to enter debtor information.

DEBTOR'S NAME	MAILING ADDRESS	SSN or FEIN #	SSN/FEIN
Debtor Organization	DEBTOR ADDRESS ANYWHERE, NM 00000	Federal Employee Identification Number (FEIN)	55555555

**8** **Add**

- Click the Add button to enter the Secured Parties.

**EFS Financing Statement**

☒ Filer Information

☒ Debtors

☒ Secured Parties

☐ EFS Products

☐ Review For Accuracy

☐ File Document

**Secured Parties**

Enter the names of the secured party one at a time. Do not omit, modify, or abbreviate any part of the secured party. Click "Add" to enter information.

SECURED PARTY'S NAME	MAILING ADDRESS
	None

**Add**

11. The information fields for Secured Parties are defaulted to an organization. If the Secured Party is an individual, toggle the checkbox to change the information fields to the individual name. Complete the information and click **Save**.

**Add**

☒ Check the box if the secured party is an organization.

Organization \*

Address \*

STE/APT/FL

Attention

City \* State \* ZIP code \*

Country \*

United States

**Save**

12. To add an additional Secured Party, repeat steps 10 and 11. Click **Next Step**.
13. To enter EFS Products, click the Add button.

**EFS Financing Statement**

☐ Filer Information  
☐ Debtors  
☐ Secured Parties  
☒ EFS Products  
☐ Review For Accuracy

**EFS Products:**  
Enter at least one product and county for each item of collateral. Only farm products are permitted in this section.

EFS Product	County	Crop years	Farm Product Quantity / Description	Additional information
None				

**Add**

**Add**

**Add**

EFS Product \*

County \*

Crop years \*

All Years  
None  
Specified Year Through Duration  
Specified Years

Farm Product Quantity / Description \*

Additional Information

**Save**

- a. Choose the first product from the dropdown menu.
  - b. Choose the county and county code for the product chosen from the County dropdown menu.
  - c. Identify the Crop Years for the product chosen.
  - d. Identify the product quantity/description or leave as ALL.
  - e. Provide any additional information as necessary. Click **Save**.
14. Repeat step 13 to add additional products.
15. Identify whether the Products or Proceeds are covered by this filing.
16. Acknowledge that there is a signed agreement granting a lien on the farm product(s).
17. Upload the signed acknowledgement of the debtors and secured parties. This upload is required and does not add to the cost for the filing. The form is available on the SOS website or by clicking [here](#). Once completed, click **Next Step**.
18. Upload any documents associated with the lien, including a copy of the agreement to make it part of the filing record, images of brands, or any other supporting documentation. This upload is optional and adds \$.50 per page to the fee for the filing.

The screenshot shows the 'EFS Financing Statement' form. On the left is a dark sidebar with a list of sections: 'Filer Information', 'Debtors', 'Secured Parties', 'EFS Products' (highlighted in yellow), 'Review For Accuracy', and 'File Document'. The main content area is titled 'EFS Products:' and includes a sub-instruction: 'Enter at least one product and county for each item of collateral. Only farm products are permitted in this section.' Below this is a table with columns: 'EFS Product', 'County', 'Crop years', 'Farm Product Quantity / Description', and 'Additional Information'. The first row contains 'Apples', 'Chaves', 'All years', 'ALL', and an empty field. To the right of the table are 'Copy' and 'Delete' buttons. Below the table is a blue 'Add' button, which is circled with a yellow '14'. Underneath the table are two checkboxes: 'Products Covered' and 'Proceeds Covered', with a yellow '15' next to the first one. A horizontal line separates this section from the 'EFS Signatures and Uploads' section. This section starts with a checkbox 'A signed agreement exists granting a lien on the farm product(s).\*' circled with a yellow '16'. Below it is a required section 'Required: Signed Acknowledgement of debtors and secure parties\*' with a note that the form is required to be signed by all listed debtors and secured parties and can be found at a placeholder. This is followed by a dashed box containing a file upload icon and the text 'Select a file to upload (.pdf)', circled with a yellow '17'. Below that is an optional section 'Optional: Upload agreement or supporting documentation, including brand images, if applicable.' followed by another dashed box with a file upload icon and the text 'Select a file to upload (.pdf)', circled with a yellow '18'. At the bottom of the form are buttons for 'Save Draft', 'Preview Form', 'Import', and 'Export', along with 'Previous Step' and 'Next Step' buttons.

19. The summary page requires an acknowledgement by the filer that the information is accurate and that they are authorized to file the document. It also provides a summary of the information.

EFS Financing Statement

☐ Filer Information  
☐ Debtors  
☐ Secured Parties  
☒ EFS Products  
☒ Review For Accuracy  
☐ File Document

### Summary

☒ I acknowledge that I and have reviewed this filing for accuracy and that I am authorized to file this document.\*

Signature: Test signature      Date: 03/04/2024      Today      🗑️

### EFS Products

EFS Products:

EFS Product	County	Crop years	Farm Product Quantity / Description	Additional Information
Apples	Catron	All years	ALL	

Products Covered: No

Proceeds Covered: No

### EFS Signatures and Uploads

Required: Signed Acknowledgement of debtors and secured parties      3 page test doc.pdf

Optional: Upload agreement or supporting documentation, including brand images, if applicable.

### Debtors

Debtors:

DEBTOR'S NAME	MAILING ADDRESS	SSN or FEIN #	SSN/FEIN
Debtor Organization	12 ANYWEHRE SANTA FE, NM 87501	Federal Employee Identification Number (FEIN)	555555555

### Secured Parties

Secured Parties:

SECURED PARTY'S NAME	MAILING ADDRESS
Organization	SECURED PARTY ADDRESS ANYWHERE, NM 00000

### Review For Accuracy

Summary

I acknowledge that I and have reviewed this filing for accuracy and that I am authorized to file this document.      Yes

Test signature      03/04/2024  
Signature      Date

20. On the File Online page, information regarding online filing is provided. Click **File Online** to be directed to the Shopping Cart and checkout options. Complete the checkout process via Credit, Debit, or ACH. There is a convenience fee added to your transaction when a Debit or Credit Card is used.

EFS Financing Statement

☒ Filer Information  
☒ Debtors  
☒ Secured Parties  
☒ EFS Products  
☒ Review For Accuracy  
☒ File Document

**File Online**

By selecting "File Online," you are allowing your application to be submitted to the New Mexico Secretary of State's office for review. Your application fee can be paid via credit/debit card or e-check on the next page.

Once submitted, your application will be evaluated. You will receive an email from our office after review. You can monitor the progress of your application from your Work Queue.

Please direct any questions to our Business Services Division at (505) 827-3600.

### Cart

Close Cart

× EFS - 20240000000691      \$11.50

Total: \$11.50

Pay with Credit or Debit Card

Pay with Personal ACH

Pay with Business ACH

File/Order Additional Items



21. Once submitted, the filing is automatically approved. An email will only be sent from our office when the filing has been approved or rejected.
  22. The status of the filing can be monitored from My Lien Work Queue while logged in to the account from which the filing was submitted. All correspondence, receipts and downloads are available in My Lien Work Queue.
  23. The filing history of the records will be available in My Records when logged in to the account under which they were filed.
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