

UCC ONLINE FILING HELP



NEW MEXICO SECRETARY OF STATE

REVISED MARCH 2024

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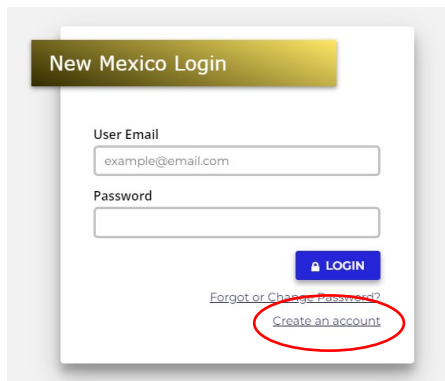
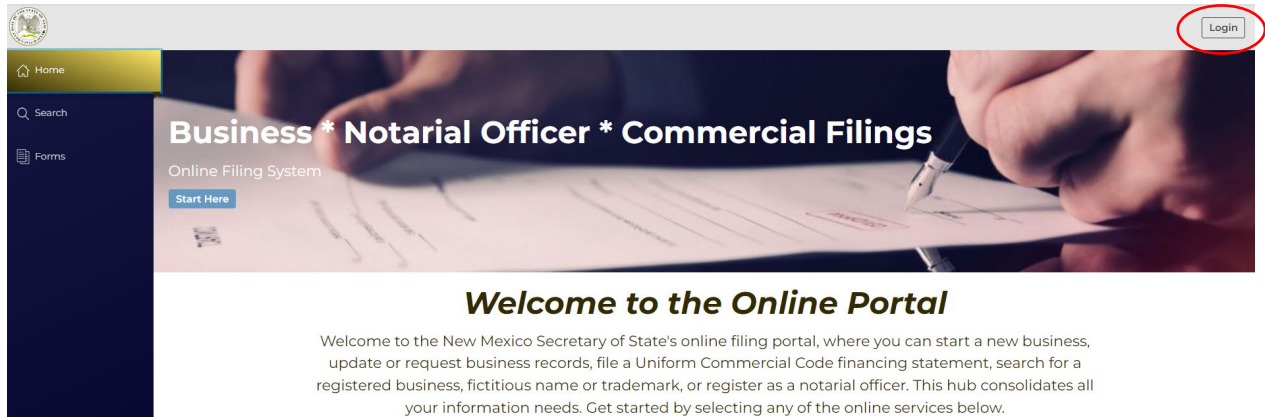
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Introduction

The NM Secretary of State filing system for UCC filings is <https://enterprise.sos.nm.gov>. All filings can be submitted and paid for online. Any uploads submitted must be in PDF format. If you do not find the information you need in this help document, please email business.services@sos.nm.gov with your specific question.

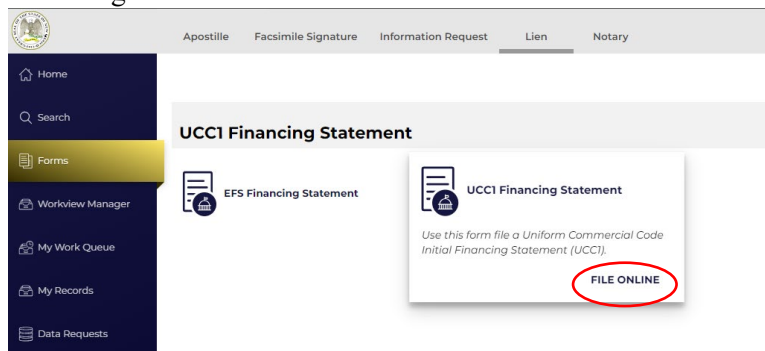
File a UCC1

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 and choose “UCC1 Financing Statement”. Click File Online:



Uniform Commercial Code Financing Statement (UCC1) – General Information

Uniform Commercial Code Financing Statements are filed pursuant to IACA standards statutes. This form is used by creditors, typically financial institutions, or lenders, to file an initial security interest as part of a secured transaction.

The fee for this filing is \$20 or \$120 if Transmitting Utility or Manufactured Home is selected.

The fees for UCC filings are nonrefundable. The nonrefundable policy applies to both accepted and rejected filings.

Note: Filings are only rejected if they are incomplete, or a payment is not received. This applies to paper filed documents only.

- Follow the instructions and filing wizard prompts to complete the filing.

The screenshot shows the 'UCC1 Financing Statement' wizard. On the left is a dark sidebar with a list of steps: Submitter, Debtors, Secured Parties, Collateral, Additional Info, Application Fees, Confirm, and File Document. Step 5, 'Filer contact information', is highlighted in yellow. It contains three input fields: 'Contact Name *', 'Phone Number *', and 'Email Address'. Below the email field is a note: 'If an email is provided here, a notice of lapse date will be sent 150 days prior to lapse.' Step 6, 'Submitter information', is also highlighted in yellow. It contains four input fields: 'Name *', 'Address *' (with a small document icon to its right), 'STE/APT/FL', and 'Attention'.

- Filer contact information is the person to contact if there are questions regarding the filing.
- Submitter information is tied to the record and can be searched by staff when inquiries are made about a UCC filing. Once entered click Next Step to enter Debtors.
- Click the Add button to add the first Debtor.

The screenshot shows the 'UCC1 Financing Statement' wizard at step 7, 'Debtors'. The sidebar on the left has 'Debtors' highlighted in yellow. The main area contains instructions: 'Do not omit, modify, or abbreviate any part of the Debtor's name. Provide one debtor name per line (individual or organization). A debtor may be added (by selecting add), edited (by selecting the address to be changed), or removed (by selecting delete) below:'. Below this is a table with two columns: 'DEBTOR'S NAME' and 'MAILING ADDRESS'. The first row has 'None' in the 'MAILING ADDRESS' column. At the bottom of the table is a blue 'Add' button.

8. 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.

UCC1 Financing Statement

☒ Submitter
☐ Debtors
☐ Secured Parties
☐ Collateral
☐ Additional Info
☐ Application Fees
☐ Confirm
☐ File Document

Add

☐ This debtor is an organization

First Name * Middle/Initial Last Name * Suffix

Address * STE/APT/FL Attention City * State * ZIP code * Country * United States

Save

9. If there are additional Debtors, click Add and repeat Step 8.

UCC1 Financing Statement

☒ Submitter
☐ Debtors
☐ Secured Parties
☐ Collateral
☐ Additional Info
☐ Application Fees
☐ Confirm
☐ File Document

Debtors
Do not omit, modify, or abbreviate any part of the Debtor's name. Provide one debtor name per line (individual or organization).
A debtor may be added (by selecting add), edited (by selecting the address to be changed), or removed (by selecting delete) below:

DEBTOR'S NAME	MAILING ADDRESS	
Debtor	DEBTOR ADDRESS ANYWHERE, NM 00000-0000	Copy Delete

Add

10. 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 to enter Secured Parties.
11. Click the Add button to enter the Secured Parties.

UCC1 Financing Statement

☒ Submitter
☒ Debtors
☐ Secured Parties
☐ Collateral
☐ Additional Info
☐ Application Fees
☐ Confirm
☐ File Document

Secured Parties
(or name of assignee of assignor secured party)
A secured party may be added (by selecting add), edited (by selecting the address to be changed), or removed (by selecting delete) below:

SECURED PARTY'S NAME	MAILING ADDRESS	Assignor
	None	

Add

12. 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.

UCC1 Financing Statement

Add

☒ This secured party is an organization ⓘ

Organization*

Address*

STE/APT/FL

Attention

City* State* ZIP code*

Country*

United States

☐ Assignor

Save

13. To add an additional Secured Party, repeat steps 11 and 12.
14. To designate one of the Secured Parties as an assignor, after saving the Secured Party, click on the row of the assignor Secured Party and click the Assignor checkbox. *Note: This option is only available once the Secured Party has been saved, and in the Edit dialogue box.*

UCC1 Financing Statement

Edit

☒ This secured party is an organization ⓘ

Organization*

Organization

Address*

ORGANIZATION ADDRESS

STE/APT/FL

Attention

City* State* ZIP code*

ANYWHERE NM 00000

Country*

United States

☐ Assignor

Save

15. Once all Secured Parties have been entered, click Next Step.
16. When entering collateral, you have the option to key enter the collateral information if it is fewer than 1,000 characters. If it exceeds that limit, you must upload a PDF of the collateral description. You may upload a PDF of the collateral description if you choose, regardless of the number of characters. *Note: The PDF file cannot exceed 30MB.*

UCC1 Financing Statement

☒ Submitter
☒ Debtors
☒ Secured Parties
☐ Collateral
☐ Additional Info
☐ Application Fees
☐ Confirm
☐ File Document

Collateral

Method that collateral information will be provided *

☐ the collateral is fewer than 1,000 characters and will be entered as text
☐ in an attachment

Select if applicable

☐ The collateral is held in a Trust
☐ The collateral is being administered by a Decedent's Personal Representative
☐ The collateral is not held in a trust or administered by a decedent's personal representative

17. If you choose to enter as text, a text box will open, and you can key enter the information.

UCC1 Financing Statement

☒ Submitter
☒ Debtors
☒ Secured Parties
☐ Collateral
☐ Additional Info
☐ Application Fees
☐ Confirm
☐ File Document

Collateral

Method that collateral information will be provided *

☒ the collateral is fewer than 1,000 characters and will be entered as text
☐ in an attachment

The financing statement covers the following collateral *

Maximum of 1,000 characters. If additional collateral is required, upload attachment instead.

Collateral information

18. If you choose to provide an attachment, an upload option will open, and you can choose a PDF file to upload. *Note: Filings that have PDF uploads are not automatically approved. They are reviewed by the SOS for PPI information to be redacted.*

UCC1 Financing Statement

☒ Submitter
☒ Debtors
☒ Secured Parties
☐ Collateral
☐ Additional Info
☐ Application Fees
☐ Confirm
☐ File Document

Collateral

Method that collateral information will be provided *

☐ the collateral is fewer than 1,000 characters and will be entered as text
☒ in an attachment

Collateral uploaded in an attachment.

Upload Collateral* ⓘ

Select files to upload (.pdf)

19. Select one of the options as shown in Step 16, to indicate whether the collateral is held in trust, is being administered by a decedent's personal representative, or if neither of these conditions apply.
20. Once collateral has been entered or uploaded, click Next Step.

21. On the Additional Info step, choose any applicable designations that apply to your filing:

The screenshot shows the 'UCC1 Financing Statement' interface. On the left is a dark sidebar with a list of steps: Submitter, Debtors, Secured Parties, Collateral, Additional Info (highlighted in yellow), Application Fees, Confirm, and File Document. The main content area is titled 'Designations' and contains three sections. The first section, 'Select the designation which describes this financing statement *', has radio buttons for Livestock Lien, Public-Finance Transaction, Manufactured-Home Transaction, Transmitting Utility, and Not Applicable (selected). The second section, 'Select an additional designation which describes this financing statement *', has radio buttons for Agricultural Lien, Non-UCC Filing, and Not Applicable (selected). The third section, 'Alternative Designations', has radio buttons for Lessee/Lessor, Consignee/Consignor, Seller/Buyer, Bailee/Bailor, Licensee/Licensor, and Not Applicable (selected). At the bottom, there is an 'Optional Filer Reference Data' section with input fields for 'Save Draft', 'Preview Form', 'Import', and 'Export'. Navigation buttons 'Previous Step' and 'Next Step' are at the bottom right.

22. Optional Filer Reference Data is for filer use only. If information is entered here, it will display in the online Work Queue and may be helpful to identify a record in a list of many records. If the filing does not require a UCC1 Addendum, click Next Step.

23. If the filing requires a UCC1 Addendum, click the checkbox for UCC1 Addendum and choose the applicable designations. Once completed, click Next Step.

The screenshot shows the 'UCC1 Financing Statement' interface at the 'UCC1 Addendum' step. The left sidebar is the same as in the previous screenshot, with 'Additional Info' highlighted. The main content area is titled 'UCC1 Addendum' and contains several sections. The first section has a checkbox 'Check here if fields 13 - 17 of the UCC1 addendum are required for this lien' which is checked. Below this is a checkbox 'This FINANCING STATEMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS (if applicable)' which is unchecked. The next section, 'This financing statement:', has three checkboxes: 'covers timber to be cut', 'covers as-extracted collateral', and 'is filed as a fixture filing', all of which are unchecked. Below this is a text input field for 'Name and address of a RECORD OWNER of real estate described below (if Debtor does not have a record interest)'. The next section is 'Description of real estate' with a large text input field. The final section is 'Miscellaneous' with a text input field. Navigation buttons 'Previous Step' and 'Next Step' are at the bottom right.

24. The Application Fee page provides a summary of the fees that are due for the filing. Click Next Step.
25. The Declarations and Summary page requires acknowledgement that the filing information has been entered correctly and that the filer has the authorization to file the document. It also provides a summary review before submission. If there are any edits to be made, click on the section in the left navigation bar to make changes to that section. If after review, the Summary information is correct, click Next Step to file the document.

The screenshot shows the 'UCC1 Financing Statement' interface. On the left is a dark blue navigation bar with a list of sections: Submitter, Debtors, Secured Parties, Collateral, Additional Info, Application Fees, Confirm (highlighted in yellow), and File Document. The main content area is divided into two sections. The 'Declarations' section contains three checkboxes with text: 'I have reviewed the information submitted as part of this online form. I understand that it is public information and will appear exactly as I have entered it.*', 'I verify that I am authorized to submit this document and that the information I am submitting is true in all material respects. In lieu of the foregoing statement, as a service company or law firm representative, I verify that I am authorized to submit this document on behalf of the above-named client.*', and 'I acknowledge that I have electronically submitted this document.*'. The 'Confirm' section below it has a heading 'Confirm' and a subtext 'Review your submission below to confirm the information is exactly as it is to appear on the records of the New Mexico Secretary of State.' It contains a table with filer contact information and submitter information.

Submitter	
Filer contact information	
Contact Name	Filer Name
Phone Number	(555) 555-5555
Email Address	Test@test.com
Submitter information	
Name	Submitter

26. 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.

The screenshot shows the 'UCC1 Financing Statement' interface with the 'File Online' button highlighted in the navigation bar. The main content area displays a 'File Online' button and a text box explaining the process: '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.' On the right side, there is a blue shopping cart panel titled 'Cart' with a 'Close Cart' button. It shows a single item: 'UCC - 20240000000056' for '\$20.00'. The total is '\$20.00'. Below the cart, there are three payment buttons: 'Pay with Credit or Debit Card', 'Pay with Personal ACH', and 'Pay with Business ACH'. At the bottom of the cart panel is a button labeled 'File/Order Additional Items'.

27. Once submitted, the filing is automatically approved, unless collateral has been uploaded or there is information in the keyed collateral that requires redaction for security purposes. An email will only be sent from our office when the filing has been approved or rejected.
28. 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.
29. The filing history or the records will be available in My Records when logged in to the account under which they were filed.

File a UCC3 Amendment

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

The image shows the homepage of the New Mexico Online Filing System. The header includes a 'Login' button circled in red. The main banner reads 'Business * Notarial Officer * Commercial Filings' and 'Online Filing System' with a 'Start Here' button. Below the banner, a 'Welcome to the Online Portal' message is displayed. A sidebar on the left contains links for Home, Search, and Forms. Below the welcome message, a 'New Mexico Login' form is shown with fields for 'User Email' (example@email.com) and 'Password', a 'LOGIN' button, and links for 'Forgot or Change Password?' and 'Create an account' (circled in red).

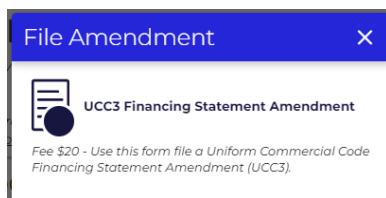
NOTE: The email address that is used as the login is where all notifications related to filings will be sent.

3. Click on Search → Lien.
4. Search for the lien number on which an amendment is to be filed.
5. Choose the record from the results list.
6. A slide out drawer will appear on the right. Click on File Amendment.

The image shows the 'Lien Search' results page. The search bar contains the number '20240000000090' (annotated with a yellow circle 4). Below the search bar, a table displays the search results. The first result is highlighted with a yellow circle 5. On the right side, a slide-out drawer is open, showing details for the selected record (annotated with a yellow circle 6). The drawer includes a 'File Amendment' button and a 'View History' link.

File Number	Debtor	Filing Type	Secured Party	Status	Filing Date	Lapse Date	Page Count
20240000000090	Debtor Organization - ANYWHERE, NM	Lien Financing Statement	Organization - ANYWHERE, NM	Active	3/2/2024 11:23 AM	3/2/2029 11:23 AM	1

7. Choose UCC3 Financing Statement Amendment

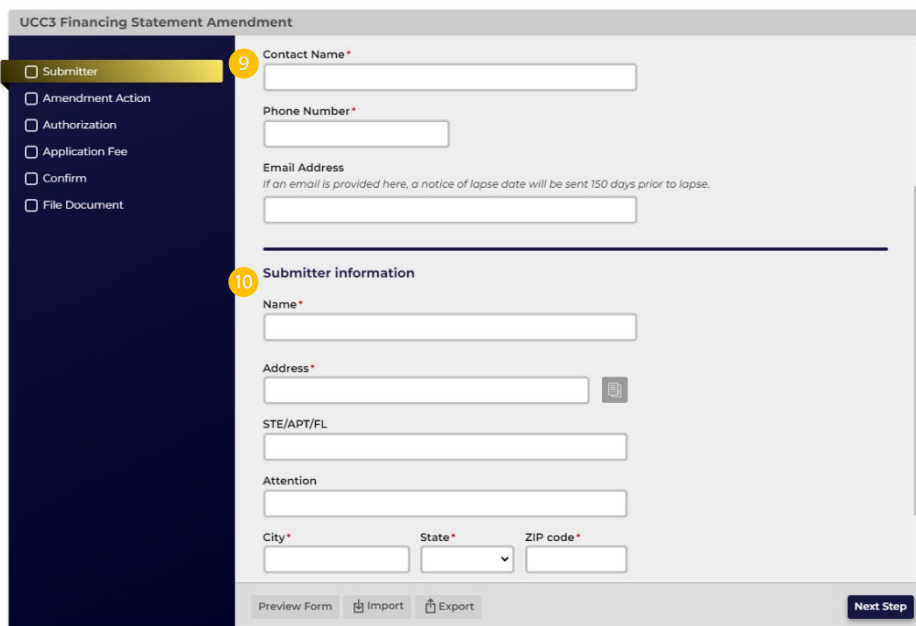


The screenshot shows a window titled "File Amendment" with a close button (X). Below the title bar, there is a document icon and the text "UCC3 Financing Statement Amendment". Below that, it says "Fee \$20 - Use this form file a Uniform Commercial Code Financing Statement Amendment (UCC3)." The window is currently empty of any data.

Uniform Commercial Code Financing Statement Amendment (UCC3) – General Information:

- Uniform Commercial Code Financing Statements may be amended, assigned, continued or terminated.
- The fee for this filing is \$20.
- The fees for UCC filings are nonrefundable. The nonrefundable policy applies to both accepted and rejected filings.
- Please have all information required to file this amendment. There is no “Save Draft” option.

8. Follow the instructions and filing wizard prompts to complete the filing.



The screenshot shows the "UCC3 Financing Statement Amendment" filing wizard. On the left, there is a sidebar with a list of steps: "Submitter", "Amendment Action", "Authorization", "Application Fee", "Confirm", and "File Document". The "Submitter" step is highlighted with a yellow background and a yellow circle containing the number 9. The main area of the wizard is divided into two sections. The first section, labeled "9", contains fields for "Contact Name*", "Phone Number*", "Email Address", and a note: "If an email is provided here, a notice of lapse date will be sent 150 days prior to lapse." The second section, labeled "10", is titled "Submitter information" and contains fields for "Name*", "Address*", "STE/APT/FL", "Attention", "City*", "State*", and "ZIP code*". At the bottom of the wizard, there are buttons for "Preview Form", "Import", "Export", and "Next Step".

9. Filer contact information is the person that will be contacted if there are questions regarding the filing.

10. Submitter information is tied to the record and can be searched by staff when inquiries are made about a UCC filing. Once entered click Next Step to Amendment Action.

UCC3 Financing Statement Amendment

- ☒ Submitter
- ☐ Amendment Action
- ☐ Authorization
- ☐ Application Fee
- ☐ Confirm
- ☐ File Document

Initial Financing Statement File Number
20240000000090

Date Filed
03/02/2024 Today

Amendment Actions

Please select at least one of the following actions:

- ☐ Termination
- ☐ Assignment
- ☐ Debtor Amendment
- ☐ Secured Party Amendment
- ☐ Collateral Amendment
- ☐ You must select an action to proceed

UCC3 Addendum

☐ Check here if fields 15 - 18 of the UCC3 addendum are required for this lien.

Preview Form Import Export Previous Step Next Step

11. Choose the appropriate amendment action. You can choose multiple actions, except to combine Debtor and Secured Party Amendments, or to file a Termination, which is a single action amendment.

A. Termination: Choose Termination and click Next Step.

UCC3 Financing Statement Amendment

- ☒ Submitter
- ☒ Amendment Action
- ☒ Authorization
- ☐ Application Fee
- ☐ Confirm
- ☐ File Document

Amendment Information

Initial Financing Statement File Number
20240000000090

Date Filed
03/02/2024 Today

Amendment Actions

Please select at least one of the following actions:

- ☒ Termination

- B. Assignment: Choose Assignment and select the Secured Party to which the collateral is being assigned. *Note: A Secured Party that has been added in this amendment cannot be designated assignment. The Secured Party must first be added in one amendment and designated assignment by filing a subsequent amendment.*

UCC3 Financing Statement Amendment

- ☒ Submitter
- ☒ Amendment Action
- ☒ Authorization
- ☐ Application Fee
- ☐ Confirm
- ☐ File Document

Date Filed
03/02/2024 Today

Amendment Actions

Please select at least one of the following actions:

- ☐ Termination
- ☒ Assignment
- ☐ Debtor Amendment
- ☐ Collateral Amendment

Secured Party Assignee

Enter the information for the secured party to which the collateral is being assigned.

SECURED PARTY'S NAME	Address	
Organization	ORGANIZATION ADDRESS ANYWHERE, NM 00000	Copy Delete

Add

C. Debtor Amendment: Choose Debtor Amendment. Select Add Debtor, Edit Debtor, or Delete Debtor.

- i. To add a debtor, click on the Add button and enter the Debtor information.

The screenshot shows the 'UCC3 Financing Statement Amendment' form. On the left sidebar, 'Amendment Action' is highlighted. In the main content area, 'Debtor Amendment' is selected. Under 'Debtor Action', 'Add Debtor(s)' is selected with a radio button. Below this, there is a section titled 'Debtor Add' with a table for entering debtor information. The table has columns for 'DEBTOR'S NAME' and 'MAILING ADDRESS'. The 'DEBTOR'S NAME' field contains 'None'. A yellow callout bubble with the number 'i' points to the 'Add' button at the bottom of the table.

- ii. To edit a debtor, click on the Debtor name and make the necessary changes.

This screenshot shows the 'Debtor Edit' section of the form. 'Debtor Amendment' is still selected. Under 'Debtor Action', 'Edit Debtor(s)' is now selected with a radio button. The 'Debtor Edit' section includes a table with columns for 'DEBTOR'S NAME' and 'MAILING ADDRESS'. The 'DEBTOR'S NAME' field contains 'Debtor Organization' and the 'MAILING ADDRESS' field contains 'ORGANIZATION ADDRESS ANYWHERE, NM 00000'. A yellow callout bubble with the number 'ii' points to the 'Debtor Organization' text in the table.

- iii. To delete a Debtor, click on the Delete button for the debtor to be deleted.

This screenshot shows the 'Debtor Delete' section of the form. 'Debtor Amendment' is still selected. Under 'Debtor Action', 'Delete Debtor(s)' is now selected with a radio button. The 'Debtor Delete' section includes a table with columns for 'DEBTOR'S NAME' and 'MAILING ADDRESS'. The 'DEBTOR'S NAME' field contains 'Debtor Organization' and the 'MAILING ADDRESS' field contains 'ORGANIZATION ADDRESS ANYWHERE, NM 00000'. A yellow callout bubble with the number 'iii' points to the 'Delete' button at the end of the row.

D. Secured Party Amendment: Choose Secured Party Amendment. Select Add Secured Party, Edit Secured Party, or Delete Secured Party.

- i. To Add Secured Party, click on the Add button and enter the necessary information:

The screenshot shows the 'Secured Party Amendment' form. At the top, there is a checkbox for 'Secured Party Amendment' which is checked. Below it, the 'Secured Party Action' section is circled in red, containing three radio buttons: 'Add Secured Party' (selected), 'Edit Secured Party', and 'Delete Secured Party'. There is also a checkbox for 'Collateral Amendment' which is unchecked. Below this, the 'Secured Party Add' section has a sub-header and a description: 'A secured party may be added (by selecting add), edited (by selecting the address to be changed), or removed (by selecting delete) below:'. It features a table with two columns: 'SECURED PARTY'S NAME' and 'MAILING ADDRESS'. The first row has 'None' in the 'MAILING ADDRESS' column. At the bottom left, there is a yellow circle with the number '1' and a blue 'Add' button.

- ii. To Edit Secured Party, click on the Secured Party to edit and enter the necessary information:

The screenshot shows the 'Secured Party Amendment' form. The 'Secured Party Action' section is circled in red, with 'Edit Secured Party' selected. Below it, the 'Secured Party Edit' section has a sub-header and a description: 'Select the secured party you wish to edit.'. It features a table with two columns: 'SECURED PARTY NAME' and 'MAILING ADDRESS'. The first row has 'Organization' in the 'SECURED PARTY NAME' column and 'ORGANIZATION ADDRESS ANYWHERE, NM 00000' in the 'MAILING ADDRESS' column. At the bottom left, there is a yellow circle with the number 'ii'.

- iii. To Delete a Secured Party, click on the Delete button for the party to be deleted.

The screenshot shows the 'Secured Party Amendment' form. The 'Secured Party Action' section is circled in red, with 'Delete Secured Party' selected. Below it, the 'Secured Party Delete' section has a sub-header and a description: 'Select the secured party you wish to delete and click DELETE on the far right side of the row.'. It features a table with two columns: 'SECURED PARTY NAME' and 'MAILING ADDRESS'. The first row has 'Organization' in the 'SECURED PARTY NAME' column and 'ORGANIZATION ADDRESS ANYWHERE, NM 00000' in the 'MAILING ADDRESS' column. At the bottom right of the table, there is a yellow circle with the number 'iii' and a red 'Delete' button.

E. Collateral Amendment: Choose collateral Amendment. Select Add Collateral, Edit Collateral, Delete Collateral or Assign Collateral.

- i. To add Collateral, choose Add Collateral

The screenshot shows the 'Collateral Amendment' form. At the top, there is a checkbox for 'Collateral Amendment' which is checked. Below it, the 'Collateral Change' section is circled in red, containing four radio buttons: 'Add Collateral' (selected), 'Restate Collateral', 'Delete Collateral', and 'Assign Collateral'.

- ii. When entering collateral, you have the option to key enter the collateral information if it is fewer than 1,000 characters. If it exceeds that limit, you must

upload a PDF of the collateral description. You may upload a PDF of the collateral description if you choose, regardless of the number of characters. *Note: The PDF file cannot exceed 30MB.*

The screenshot shows the 'UCC3 Financing Statement Amendment' form. On the left is a dark sidebar with a menu: 'Submitter' (checked), 'Amendment Action' (highlighted), 'Authorization', 'Application Fee', 'Confirm', and 'File Document'. The main content area is titled 'Collateral Amendment' and has a sub-section 'Collateral Change' with four radio buttons: 'Add Collateral' (selected), 'Restate Collateral', 'Delete Collateral', and 'Assign Collateral'. Below this is a section titled 'Collateral' with a sub-section 'Collateral will be provided' and two radio buttons: 'the collateral is less than 1,000 characters' and 'in an attachment' (selected). A text field labeled 'Indicate collateral:' is present with a note: 'Maximum of 1,000 characters. If additional collateral is required, upload attachment instead.' Below the form is a larger section titled 'Collateral' with the same 'Collateral will be provided' radio buttons. Below that, it says 'Collateral uploaded in an attachment.' and 'Upload collateral:' followed by a dashed box containing a cloud upload icon and the text 'Select files to upload (.pdf)'.

12. If the filing requires a UCC3 Addendum, click the checkbox for UCC3 Addendum and choose the applicable designations. Once completed, click Next Step.

The screenshot shows the 'UCC3 Addendum' section of the form. It starts with a checkbox labeled 'Check here if fields 15 - 18 of the UCC3 addendum are required for this lien.' Below this is a section titled 'This Financing Statement Amendment' with three checkboxes: 'Covers timber to be cut', 'Covers as-extracted collateral', and 'Is filed as a fixture filing'. Below this is a text field labeled 'Name and address of a RECORD OWNER of real estate described below (if Debtor does not have a record interest):'. Below that is another text field labeled 'Description of real estate:'.

13. Authorization: Choose whether the amendment is authorized by a Debtor or Secured Party. Only current debtors and secured parties can be selected. Click Next Step.

The screenshot shows the 'UCC3 Financing Statement Amendment' form. On the left is a dark blue navigation bar with a list of steps: Submitter, Amendment Action, Authorization (highlighted in yellow), Application Fee, Confirm, and File Document. The main content area is titled 'Name of SECURED PARTY of record authorizing this amendment'. It includes a sub-instruction: 'Provide only one name (name of Assignor, if this is an Assignment). The name must match the name of the secured party or debtor of record EXACTLY. If the secured party is an organization, select the name of the organization.' There is a checkbox labeled 'If this is an amendment authorized by a DEBTOR, check here and select the name of the authorizing debtor.' Below this is a section titled 'Authorizing Secured Party Name *' with a dropdown menu currently showing 'Organization'. Below the dropdown is a text input field containing '[Select an option]' and another dropdown menu showing 'Organization'.

14. Application Fee: The Application Fee page provides a summary of the fees that are due for the filing. Click Next Step.

15. Confirm: The Declarations and Summary page requires acknowledgement that the filing information has been entered correctly and that the filer has the authorization to file the document. It also provides a summary review before submission. If there are any edits to be made, click on the section in the left navigation bar to make changes to that section. If after review, the Summary information is correct, click Next Step to file the document.

The screenshot shows the 'UCC3 Financing Statement Amendment' form, Confirm step. The left navigation bar is the same as in the previous screenshot, with 'Confirm' highlighted in yellow. The main content area is titled 'Declarations' and contains three checkboxes with text: 'I have reviewed the information submitted as part of this online form. I understand that it is public information and will appear exactly as I have entered it.', 'I verify that I am authorized to submit this document and that the information I am submitting is true in all material respects. In lieu of the foregoing statement, as a service company or law firm representative, I verify that I am authorized to submit this document on behalf of the above-named client.', and 'I acknowledge that I have electronically submitted this document.*'. Below the declarations is a section titled 'Confirm' with the instruction: 'Review your submission below to confirm the information is exactly as it is to appear on the records of the New Mexico Secretary of State.' This section contains a table with two parts: 'Filer contact information' and 'Submitter information'. The 'Filer contact information' table has two columns: 'Contact Name' and 'Contact', with 'Phone Number' and '(505) 555-5040' in the second row. The 'Submitter information' table has two columns: 'Name' and 'Submitter', with 'Address' and 'SUBMITTER ADDRESS ANYWHERE, NM 00000' in the second row. At the bottom of the form are buttons for 'Preview Form', 'Import', 'Export', 'Previous Step', and 'Next Step'.

16. 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 the transaction when a Debit or Credit Card is used.
17. Once submitted, the filing is automatically approved, unless collateral has been uploaded or there is information in the keyed collateral that requires redaction for security purposes. Email notification is sent from our office once the filing has been approved or rejected.
18. The status of the filing can be monitored from My Lien Work Queue while logged in to the account from which it was filed. All correspondence, receipts and downloads are available in My Lien Work Queue.

19. The filing history or the records will be available in My Records when logged in to the account under which they were filed.

File a UCC5 Amendment

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

New Mexico Login

User Email
example@email.com

Password

LOGIN

[Forgot or Change Password?](#)

[Create an account](#)

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

3. Click on Search → Lien.
4. Search for the lien number on which an amendment is to be filed. *Note: Amendments can only be filed on the original lien number; not on an amendment or information statement filing number.*
5. Choose the record from the results list.
6. A slide out drawer will appear on the right. Click on File Amendment.

Lien Search

As of 03/02/2024 we have processed all UCC documents received in our office through 11/29/2022.

Disclaimer: The data provided by this search is not certified. To order a Certified UCC Search (UCCS) [click here](#)

20240000000090

File Number	Debtor	Filing Type	Secured Party	Status	Filing Date	Loan Date	Page Count
20240000000090	Debtor Organization - ANYWHERE, NM	Lien Financing Statement	Organization - ANYWHERE, NM	Active	3/2/2024 11:20 AM	3/2/2024 11:20 AM	1

File Amendment

Record Information

Record Number: 20240000000090

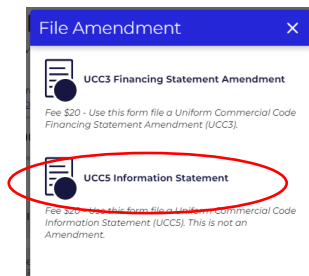
Debtor Name: ANYWHERE, NM 0000

Debtor Address: ANYWHERE, NM 0000

Organization

Organization Address: ANYWHERE, NM 0000

7. Choose UCC5 Financing Statement Amendment



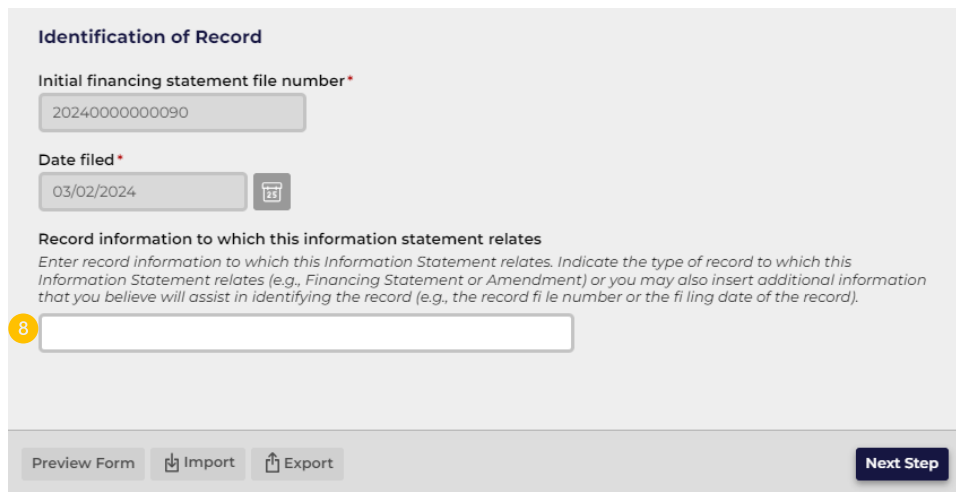
The screenshot shows a window titled "File Amendment" with a close button (X). It contains two options, each with a document icon and a description:

- UCC3 Financing Statement Amendment**
Fee \$20 - Use this form file a Uniform Commercial Code Financing Statement Amendment (UCC3).
- UCC5 Information Statement** (circled in red)
Fee \$20 - Use this form file a Uniform Commercial Code Information Statement (UCC5). This is not an Amendment.

Uniform Commercial Code Information Statement (UCC5) – General Information

- Uniform Commercial Code Financing Statements are filed pursuant to IACA standards statutes. This form may be used to show how a UCC record is inaccurate or to show that a document was wrongfully filed. The filing of an information statement does not affect the effectiveness of an initial financing statement or other filed UCC record.
- The fee for this filing is \$20.
- The fees for UCC filings are nonrefundable. The nonrefundable policy applies to both accepted and rejected filings.
- This is not an Amendment and does not change the effectiveness of the UCC record to which it relates. A person may file an Information Statement with respect to a record indexed under that person's name if the person believes the record was inaccurate or wrongfully filed or if the secured party of record believes that the person that filed the record was not entitled to do so.

8. An information statement must be filed on the lien record number, which will be prepopulated. The filing to which the Information Statement relates should be identified, indicating either the filing number or the type of filing. Click Next Step.



The screenshot shows a form titled "Identification of Record". It contains the following fields and controls:

- Initial financing statement file number ***: A text box containing "20240000000090".
- Date filed ***: A date picker showing "03/02/2024".
- Record information to which this information statement relates**: A text area with a yellow circle containing the number "8" to its left. Below the text area is a small input box.
- Footer**: Buttons for "Preview Form", "Import", "Export", and a prominent "Next Step" button.

9. Enter the submitter information and click Next Step.

The screenshot shows the 'UCC5 Information Statement' form. On the left is a dark blue sidebar with a list of steps: Record Information (checked), Submitter (highlighted in yellow), Authorization, Claim, Application Fee, Confirm, and File Document. The main content area is titled 'Submitter Information' and includes a 'Help ?' button. Below the title is a note: 'The fields below are optional. If used, the information will be viewable to the public.' The form contains several input fields: Contact Name, Organization Name, Phone Number, Email Address, Address (with a copy icon), STE/APT/FL, Attention, City, State (a dropdown menu showing 'PA'), ZIP code, and Country (a dropdown menu showing 'United States'). At the bottom of the form are buttons for 'Preview Form', 'Import', 'Export', 'Previous Step', and 'Next Step'.

10. Identify the party authorizing the Information Statement. Only current debtors or secured parties can authorize a UCC5.

The screenshot shows the 'UCC5 Information Statement' form. The sidebar on the left has 'Record Information' (checked), 'Submitter' (checked), and 'Authorization' (highlighted in yellow). The main content area is titled 'Name of Person Filing this Information Statement'. It includes a checkbox labeled 'Check here if the Authorizing Party is a Debtor'. Below this is a section for 'Authorizing Secured Party Name *' with a dropdown menu showing '[Select an option]'. A dropdown menu is also open below the main dropdown, showing '[Select an option]' and 'Organization'.

11. Identify the type of information statement. Depending upon the authorizing party, choose a reason, and enter a basis for the claim. Click Next Step.

The screenshot shows the 'UCC5 Information Statement' form. The sidebar on the left has 'Record Information', 'Submitter', 'Authorization', and 'Claim' (highlighted in yellow). The main content area is titled 'Type of Claim'. It includes a section 'Please select one of the following *' with two radio button options: 'Record is inaccurate' and 'Record was wrongfully filed'. Below this is another section 'Please select one of the following *' with one radio button option: 'Record filed by person not entitled to do so'. There are three text input areas with instructions: 'Enter below the basis for the belief by the Debtor of Record that the Record is inaccurate and indicate the manner in which the person believes the Record should be amended to cure the inaccuracy.', 'Enter below the basis for the belief by the Debtor of Record that the Record was wrongfully filed.', and 'Enter below the basis for the belief by the Secured Party of Record that the person that filed the Record was not entitled to do so under UCC Section 9-509.' At the bottom is a section 'Basis for Claim *' with the instruction '(Please provide a description of the claim being made.)' and a large text input area.

12. Application Fee: The Application Fee page provides a summary of the fees that are due for the filing. Click Next Step.
13. Confirm: The Declarations and Summary page requires acknowledgement that the filing information has been entered correctly and that the filer has the authorization to file the document. It also provides a summary review before submission. If there are any edits to be made, click on the section in the left navigation bar to make changes to that section. If after review, the Summary information is correct, click Next Step to file the document.

UCC5 Information Statement

☒ Record Information
☒ Submitter
☒ Authorization
☒ Claim
☒ Application Fee
☒ Confirm
☐ File Document

Declarations [Help ?](#)

☐ I have reviewed the information submitted as part of this online form. I understand that it is public information and will appear exactly as I have entered it.*

☐ I verify that I am authorized to submit this document and that the information I am submitting is true in all material respects. In lieu of the foregoing statement, as a service company or law firm representative, I verify that I am authorized to submit this document on behalf of the above-named client.*

☐ I acknowledge that I have electronically submitted this document.*

Confirm
Review your submission below to confirm the information is exactly as it is to appear on the records of the New Mexico Secretary of State.

Record Information
Identification of Record

Record information to which this information statement relates	Amendment filed 2/2/2023, filing number 2023000000211
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Submitter
Submitter Information

Contact Name	Submitter
Phone Number	(505) 555-5050
Email Address	Test@test.com

[Preview Form](#) [Import](#) [Export](#) [Previous Step](#) [Next Step](#)

14. On the File Document 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.
15. Once submitted, the filing is automatically approved, unless collateral has been uploaded or there is information in the keyed collateral that requires redaction for security purposes. Email notification is sent from our office once the filing has been approved or rejected.
16. The status of the filing can be monitored from My Lien Work Queue while logged in to the account from which it was filed. All correspondence, receipts and downloads are available in My Lien Work Queue.
17. The filing history or the records will be available in My Records when logged in to the account under which they were filed.