

# UCC ONLINE FILING HELP



NEW MEXICO SECRETARY OF STATE

*REVISED MARCH 2024*

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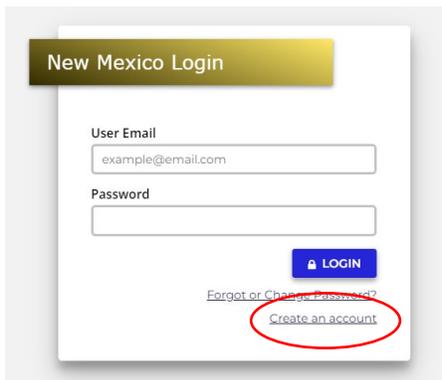
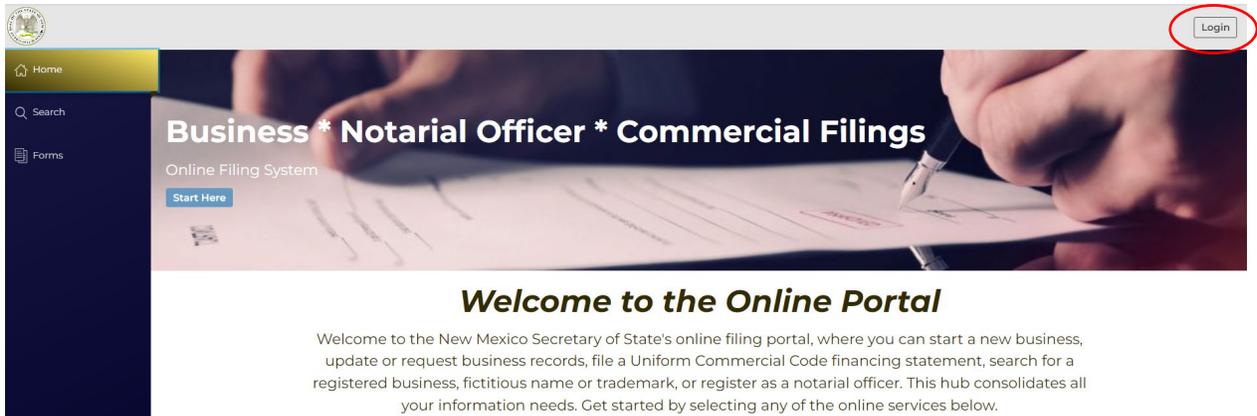
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# Introduction

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](mailto:business.services@sos.nm.gov) with your specific question.

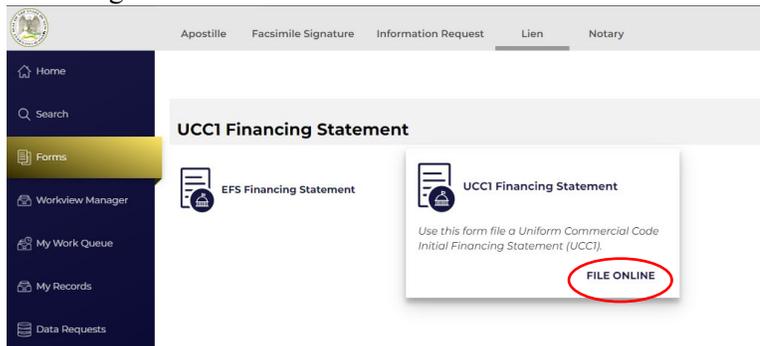
## File a UCC1

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.

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

The screenshot shows the 'UCC1 Financing Statement' wizard interface. On the left is a dark blue 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. The main content area for step 5 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. Its main content area contains four input fields: 'Name\*', 'Address\*' (with a location pin icon), 'STE/APT/FL', and 'Attention'.

5. Filer contact information is the person to contact if there are questions regarding the filing.
6. 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.
7. Click the Add button to add the first Debtor.

The screenshot shows the 'UCC1 Financing Statement' wizard interface at step 7, 'Debtors'. The sidebar on the left has 'Debtors' highlighted in yellow. The main content area has a heading 'Debtors' followed by 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 contains 'None' in the mailing address column. At the bottom 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.

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

- 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.
- Click the Add button to enter the Secured Parties.

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.

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.*

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

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

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

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 of radio button options:

- Designations:** Select the designation which describes this financing statement \*
  - Livestock Lien
  - Public-Finance Transaction
  - Manufactured-Home Transaction
  - Transmitting Utility
  - Not Applicable
- Alternative Designations:** Select the alternative designation which describes this financing statement \*
  - Agricultural Lien
  - Non-UCC Filing
  - Not Applicable
- Optional Filer Reference Data:** (This section is currently empty)

At the bottom of the form are buttons for 'Save Draft', 'Preview Form', 'Import', 'Export', 'Previous Step', and 'Next Step'.

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 with the 'UCC1 Addendum' section selected. The sidebar on the left is the same as in the previous screenshot. The main content area is titled 'UCC1 Addendum' and contains the following elements:

- Check here if fields 13 - 17 of the UCC1 addendum are required for this lien
- This FINANCING STATEMENT is to be filed [for record] (or recorded) in the REAL ESTATE RECORDS (if applicable)
- This financing statement:**
  - covers timber to be cut
  - covers as-extracted collateral
  - is filed as a fixture filing
- Name and address of a RECORD OWNER of real estate described below (if Debtor does not have a record interest):** (Empty text box)
- Description of real estate:** (Empty text box)
- Miscellaneous:** (Empty text box)

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.

**UCCI Financing Statement**

- Submitter
- Debtors
- Secured Parties
- Collateral
- Additional Info
- Application Fees
- Confirm**
- File Document

**Declarations**

- 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.

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

**UCCI Financing Statement**

- Submitter
- Debtors
- Secured Parties
- Collateral
- Additional Info
- Application Fees
- Confirm
- 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

UCC - 20240000000056 \$20.00

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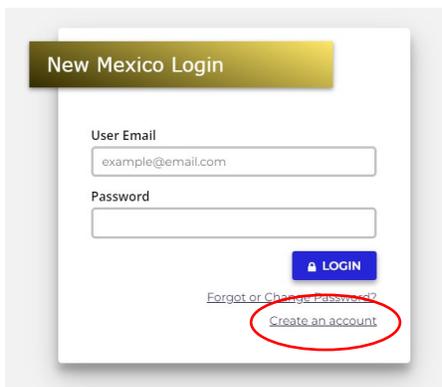
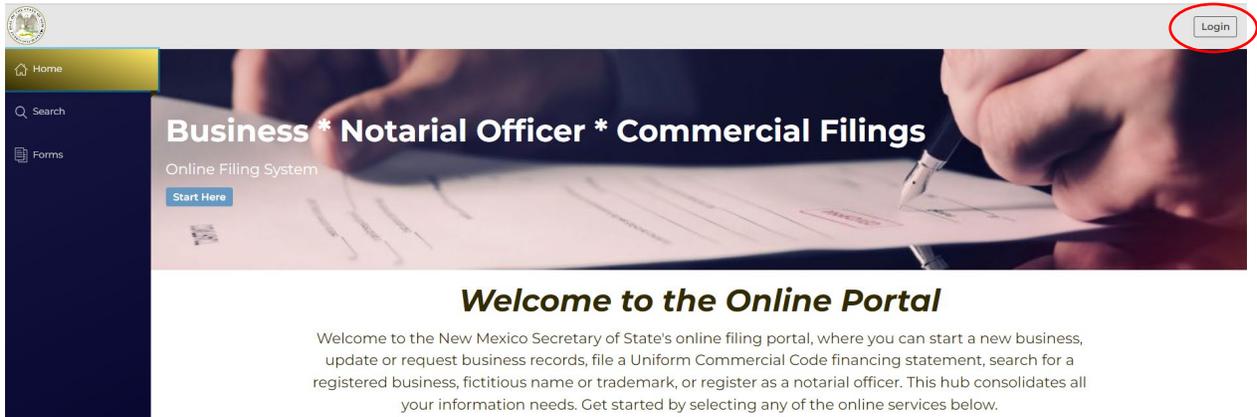
**Total: \$20.00**

[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.

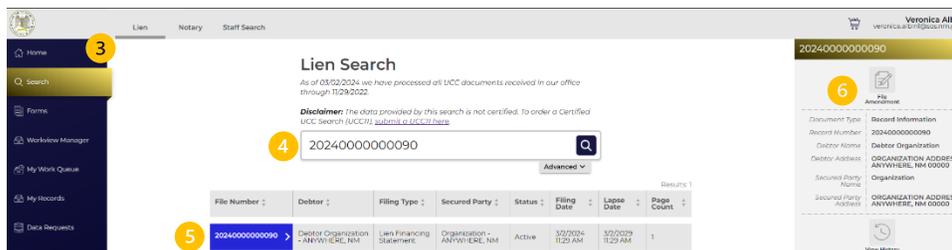
# File a UCC3 Amendment

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



*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.



## 7. Choose UCC3 Financing Statement Amendment



### 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.

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' interface. On the left, a sidebar contains a list of actions: Submitter, Amendment Action (highlighted), Authorization, Application Fee, Confirm, and File Document. The main area is titled 'Debtor Amendment' and includes a 'Debtor Action' section with radio buttons for 'Add Debtor(s)', 'Edit Debtor(s)', and 'Delete Debtor(s)'. The 'Add Debtor(s)' option is selected. Below this is a 'Debtor Add' section with a table for entering debtor information. The table has columns for 'DEBTOR'S NAME' and 'MAILING ADDRESS', with 'None' entered in the mailing address field. A blue 'Add' button is at the bottom right.

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

The screenshot shows the 'UCC3 Financing Statement Amendment' interface. The 'Debtor Action' section has radio buttons for 'Add Debtor(s)', 'Edit Debtor(s)', and 'Delete Debtor(s)'. The 'Edit Debtor(s)' option is selected. Below this is a 'Debtor Edit' section with a table for entering debtor information. The table has 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 letter 'ii' is positioned over the 'Debtor Organization' text.

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

The screenshot shows the 'UCC3 Financing Statement Amendment' interface. The 'Debtor Action' section has radio buttons for 'Add Debtor(s)', 'Edit Debtor(s)', and 'Delete Debtor(s)'. The 'Delete Debtor(s)' option is selected. Below this is a 'Debtor Delete' section with a table for entering debtor information. The table has 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 letter 'iii' is positioned over the 'Delete' button.

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 and contains 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 the form, there is a section titled 'Secured Party Add' with a sub-header 'Secured Party Add' and a note: 'A secured party 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: 'SECURED PARTY'S NAME' and 'MAILING ADDRESS'. The table contains one row with the value 'None' in the 'MAILING ADDRESS' column. At the bottom left of the table 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. 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 and contains three radio buttons: 'Add Secured Party', 'Edit Secured Party' (selected), and 'Delete Secured Party'. There is also a checkbox for 'Collateral Amendment' which is unchecked. Below the form, there is a section titled 'Secured Party Edit' with a sub-header 'Secured Party Edit' and a note: 'Select the secured party you wish to edit.'. Below this is a table with two columns: 'SECURED PARTY NAME' and 'MAILING ADDRESS'. The table contains one row with the value 'Organization' in the 'SECURED PARTY NAME' column and 'ORGANIZATION ADDRESS ANYWHERE, NM 00000' in the 'MAILING ADDRESS' column. At the bottom left of the table 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. 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 and contains three radio buttons: 'Add Secured Party', 'Edit Secured Party', and 'Delete Secured Party' (selected). There is also a checkbox for 'Collateral Amendment' which is unchecked. Below the form, there is a section titled 'Secured Party Delete' with a sub-header 'Secured Party Delete' and a note: 'Select the secured party you wish to delete and click DELETE on the far right side of the row.'. Below this is a table with two columns: 'SECURED PARTY NAME' and 'MAILING ADDRESS'. The table contains one row with the value '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 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 contains 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 has a 'Collateral Amendment' checkbox checked. Below it, the 'Collateral Change' section has radio buttons for 'Add Collateral' (selected), 'Restate Collateral', 'Delete Collateral', and 'Assign Collateral'. The 'Collateral' section has radio buttons for 'the collateral is fewer than 1,000 characters' and 'in an attachment' (selected). Below this is a text input field for 'Indicate collateral:' with a note: 'Maximum of 1,000 characters. If additional collateral is required, upload attachment instead.'

This close-up shows the 'Collateral' section. The 'Collateral will be provided' section has 'in an attachment' selected. Below it, the text reads 'Collateral uploaded in an attachment.' The 'Upload collateral' section has a dashed blue box containing a file upload icon and the text 'Select files to upload (.pdf)'. There is also a small information icon next to the 'Upload collateral' label.

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. It starts with a checkbox 'Check here if fields 15 - 18 of the UCC3 addendum are required for this lien.' followed by a horizontal separator. Below is the section 'This Financing Statement Amendment' with three checkboxes: 'Covers timber to be cut', 'Covers as-extracted collateral', and 'Is filed as a fixture filing'. Another horizontal separator follows. The next section is 'Name and address of a RECORD OWNER of real estate described below (if Debtor does not have a record interest):' with a large text input field. A final horizontal separator is at the bottom, followed by the section 'Description of real estate:' with another large text input field.

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 at the 'Authorization' step. On the left is a dark blue navigation bar with a list of steps: Submitter, Amendment Action, Authorization (highlighted), Application Fee, Confirm, and File Document. The main content area has a title 'Name of SECURED PARTY of record authorizing this amendment' and 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 for 'If this is an amendment authorized by a DEBTOR, check here and select the name of the authorizing debtor.' Below that is a section for 'Authorizing Secured Party Name' with a dropdown menu currently showing 'Organization' and a search box containing '[Select an option]' and '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 at the 'Confirm' step. The left navigation bar is the same as in the previous screenshot, but 'Confirm' is now highlighted. 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 'Confirm' section 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 filer contact information and submitter information.

Submitter	
Filer contact information	
Contact Name	Contact
Phone Number	(505) 555-5040
Submitter information	
Name	Submitter
Address	SUBMITTER ADDRESS ANYWHERE, NM 00000

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.

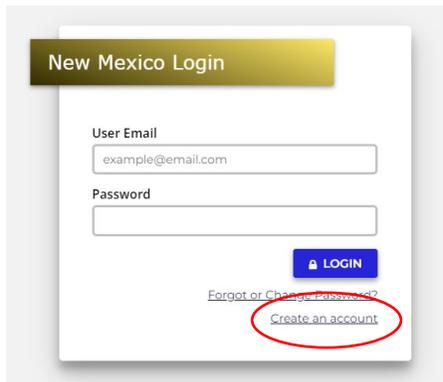
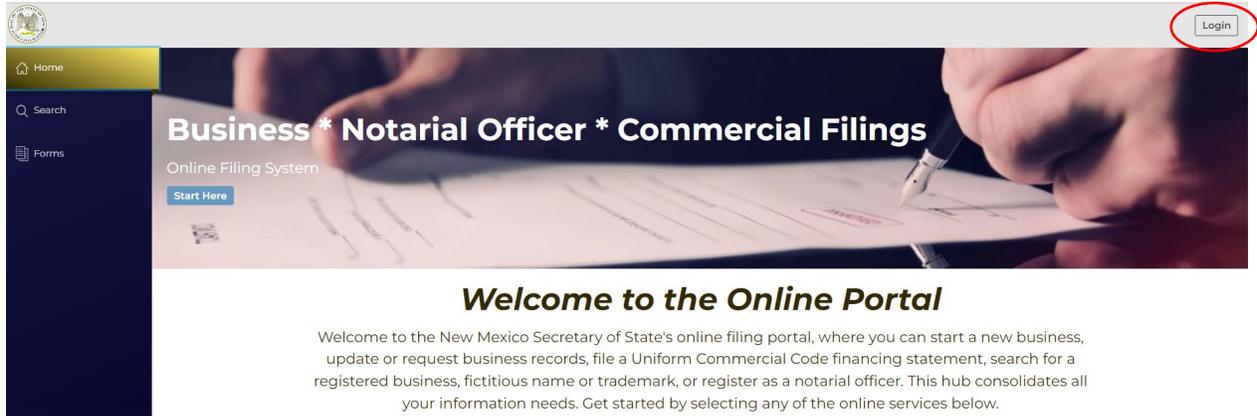
17. Once submitted, the filing is automatically approved, unless collateral has been uploaded or there is information in the keyed collateral that requires redaction for security purposes. Email notification is sent from our office once the filing has been approved or rejected.

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.

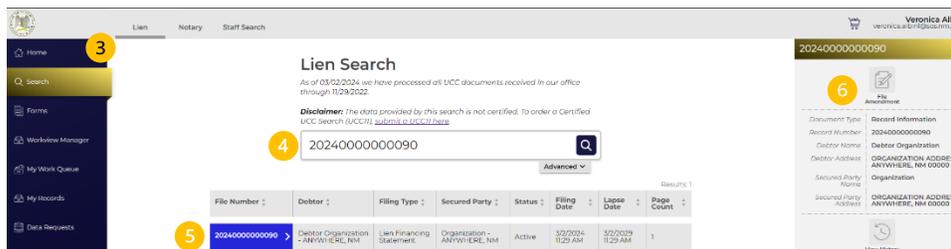
## File a UCC5 Amendment

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

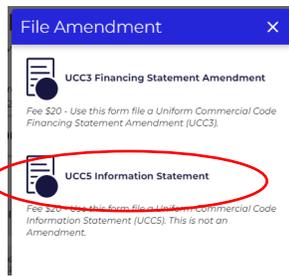


**NOTE:** The email address that is used as the login is where all notifications related to filings will be sent.

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.



## 7. Choose UCC5 Financing Statement 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 form is titled "Identification of Record". It has two required fields: "Initial financing statement file number" with the value "20240000000090" and "Date filed" with the value "03/02/2024". Below these is a section titled "Record information to which this information statement relates" with a text input field. A yellow circle with the number "8" is next to the input field. At the bottom of the form are buttons for "Preview Form", "Import", "Export", and "Next Step".

9. Enter the submitter information and click Next Step.

The screenshot shows the 'UCC5 Information Statement' form at the 'Submitter Information' step. On the left, a dark blue sidebar contains a list of steps: Record Information (checked), Submitter (highlighted), Authorization, Claim, Application Fee, Confirm, and File Document. The main form 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 currently showing 'PA'), ZIP code, and Country (a dropdown menu currently showing 'United States'). At the bottom of the form, there 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 at the 'Name of Person Filing this Information Statement' step. The left sidebar is the same as in the previous screenshot, but 'Authorization' is now highlighted. The main form area is titled 'Name of Person Filing this Information Statement' and includes a 'Check here if the Authorizing Party is a Debtor' checkbox. Below this is a dropdown menu labeled 'Authorizing Secured Party Name \*' with '[Select an option]' in the text and a dropdown arrow. A dropdown menu is 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 at the 'Type of Claim' step. The left sidebar is the same as in the previous screenshots, but 'Claim' is now highlighted. The main form area is titled 'Type of Claim' and includes a note: 'Please select one of the following \*'. There are two radio button options: 'Record is inaccurate' and 'Record was wrongfully filed'. Below these is another note: 'Please select one of the following \*' and a radio button option: 'Record filed by person not entitled to do so'. There are three text input fields with placeholder text: '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.'. Below these is a section titled 'Basis for Claim \*' with a note: '(Please provide a description of the claim being made.)' and a large text input field.

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.\*

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**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 202300000021

**Submitter**

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

Previous 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.