

DATA REQUEST SUBSCRIPTION ONLINE

AGRICULTURAL LIEN BUYER'S REPORT



NEW MEXICO SECRETARY OF STATE

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Introduction

The NM Secretary of State system for Agricultural Lien (EFS) Buyer's Reports and UCC Bulk Data Sales 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 with your specific question.

Create a Buyer's Report Subscription

The Buyer's Report is an annual subscription service, providing unlimited access to EFS data once subscribed.

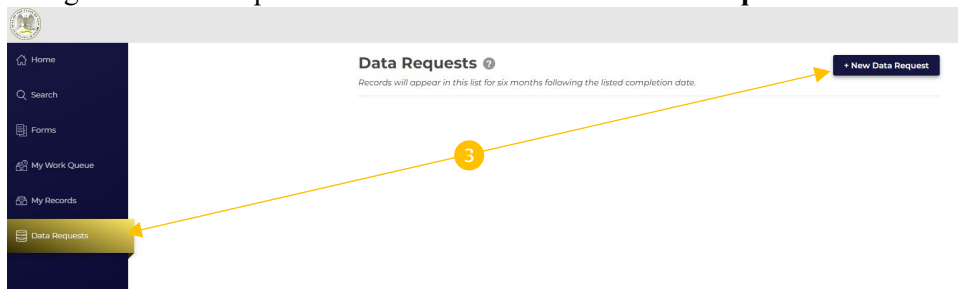
Important note: Knowledge of Excel or another software that supports .csv files is required to utilize the information that is provided by this service. The Secretary of State does not provide this training or instruction on the use of software.

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

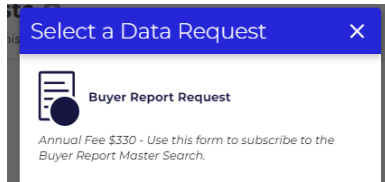
The image shows two screenshots of the New Mexico Secretary of State's online filing portal. The top screenshot is the main portal page, which features a header with a 'Login' button circled in red. The main content area has a banner for 'Business * Notarial Officer * Commercial Filings' and a 'Welcome to the Online Portal' message. The bottom screenshot is the 'New Mexico Login' page, which has fields for 'User Email' (with 'example@email.com' entered) and 'Password'. Below these fields is a 'LOGIN' button and a link for 'Forgot or Change Password?'. The 'Create an account' link is circled in red.

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

3. Navigate to Data Requests in the sidebar. Click **New Data Request**.



4. Select **Buyer Report Request**.



5. Complete the Subscriber Information. Click **Next Step**.

A screenshot of the 'Buyer Report Request' form. On the left is a dark sidebar with a menu containing 'Buyer Report Details' (highlighted), 'Annual Fee', 'Confirm and Sign', and 'Submit'. The main content area is titled 'Subscriber Information' with a subtitle 'Buyer, commission merchant, or selling agent information'. It includes a checkbox 'This entity is an organization'. Below are input fields for 'First Name *', 'Middle/Initial', and 'Last Name *'. There is an 'Address *' field with a copy icon, followed by 'STE/APT/FL', 'Attention', 'City *', 'State *' (a dropdown menu), 'ZIP code *', 'Country *' (a dropdown menu showing 'United States'), 'Phone Number *', and 'Email Address *'. At the bottom left is a 'Save Draft' button, and at the bottom right is a 'Next Step' button.

6. The Annual Fee page provides information about the subscription details and cost. The registration fee is \$30, and the subscription is \$300 annually, for unlimited access to EFS filing data. Click **Next Step**.

7. The Confirm and Sign page provides an opportunity to review the information that has been entered. If changes need to be made, click on any of the previous steps in the left navigation bar. If the information is correct, acknowledge the Signature statement and enter a name and date as the signatory authority for the subscription. Click **Next Step**.

The screenshot shows the 'Buyer Report Request' page with the 'Confirm and Sign' step selected in the left navigation bar. The main content area displays the 'Annual Fee' section with the following details:

- Annual Registration Fee: \$30.00
- Annual Buyers Report Search: \$300.00

Below this, there is a paragraph explaining that users can go to the 'Data Request' tab to manage their subscription and search the Buyer Report Master List. It also states that the yearly subscription will need to be manually resubmitted once the expiration date has passed, and that filing fees may be paid via debit card, credit card, or e-check. A note mentions a \$1.95 convenience fee for debit and credit card transactions.

The 'Signature' section includes a checkbox for 'I, the undersigned, have read this Request, know the contents, and believe the statements contained within to be true.' Below this are input fields for 'Signature' (containing 'Authorizing Signature') and 'Date' (containing '03/05/2024'). A 'Today' button and a calendar icon are also present. At the bottom right, there is a 'Next Step' button.

8. Finish your subscription by clicking **Submit**.

The screenshot shows the 'Buyer Report Request' page with the 'Submission Request' step selected in the left navigation bar. The main content area displays the 'Submission Request' section with a 'Submission' button. Below the button, there is a paragraph explaining that users should click 'Submit' in the lower right corner of the page to finish their subscription, which will take them to the payment page to set up their payment method. It also states that users can 'Manage' their account from the 'Data Requests' page. At the bottom right, there is a 'Submit' button.

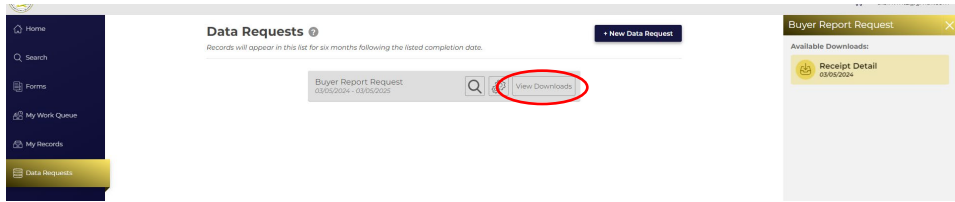
9. It will redirect to the Shopping Cart and checkout options. Complete the checkout process via Credit, Debit, or ACH. There is a convenience fee added to your transaction when a Debit or Credit Card is used.

The screenshot shows the 'Buyer Report Request' page with the 'Submission Request' step selected in the left navigation bar. A shopping cart overlay is visible on the right side of the page. The cart contains one item: 'Buyer Report Request' for \$330.00. The total is \$330.00. Below the total, there are three payment options: 'Pay with Credit or Debit Card', 'Pay with Personal ACH', and 'Pay with Business ACH'. At the bottom of the cart, there is a link to 'File/Order Additional Items'.

10. The request is automatically approved. Click on **Data Requests** in the left navigation bar to see the annual request subscription.

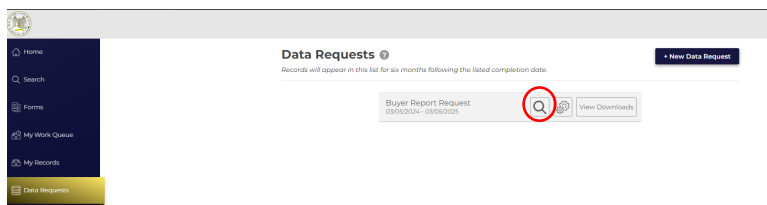
The screenshot shows the 'Data Requests' page. The left navigation bar has 'Data Requests' selected and circled in red. The main content area displays the 'Data Requests' section with a 'New Data Request' button. Below the button, there is a paragraph explaining that records will appear in the list for six months following the listed completion date. At the bottom, there is a search bar and a 'View Downloads' button.

11. Click on **View Downloads** to see the receipt for the subscription purchased.



Search EFS Filings

1. Once a Buyer's Report Subscription has been established, click on the Search icon to start a new search.



2. The default search is by Debtor. Click on **Advanced** to open the search options to include searches by Product/Product Code, range of years, or County, or a combination of these criteria.

Buyers Report Search

The default search is by debtor name, and results can include exact debtor name, variations of that name and any filing that includes your search criteria. Punctuation is ignored.

Use Advanced Search to refine your criteria to include single or multiple crops, year, or county. If no year is selected, ALL crop year results are returned. To search by SSN/FEIN, the number must be entered in the search bar without dashes or spaces.

IMPORTANT NOTE: As a registered Buyer with the New Mexico Secretary of State office it is important to maintain the confidentiality of the information contained within the Buyer Report List. The Buyer Report List reflects personal data, such as Social Security Numbers, which are a key piece of personal identifiable information to assist you in determining the existence of a lien against a specific debtor. The distribution of this information beyond its intended purpose is strictly prohibited. The debtor's tax identification number has been hidden for confidentiality reasons. You may continue to search on a tax ID number and return debtors that match your search criteria.

4 Search by Debtor

Advanced Search
Product Code Name(s)

Year or Range of Year(s)

State
NEW MEXICO
County

☐ Tax Identification Number Search

Advanced ^

3. NOTE: A Master List is ALL Products, ALL Counties, with Year left blank.
4. To search by Debtor, enter the Debtor name into the search bar and click **Search**. This search is a “contains” field and will return all results on search criteria entered. (i.e. a search for “John” will return all debtors with John in the name, including Johnson, Johnny, etc.)
5. Once the desired criteria have been entered, click **Search**.

6. A list will generate that can be downloaded as a .csv file by selecting the download icon. The downloaded list is the Buyer's Report List. It will contain the information that is displayed in the column headers below:

Lien Number ▲▼	Filing Date ▲▼	County	Debtor	Debtor Address	Secured Party	Lapse Date ▲▼
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7. The Buyer's Report Subscription allows unlimited searches. Each search is recorded and on file with the Secretary of State.
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