

**NEBRASKA SECRETARY OF STATE ♦ ROBERT B. EVNEN**

1201 N STREET, SUITE 120 • LINCOLN, NE • 68508

**BUSINESS SERVICES DIVISION**

**Corporations**

P.O. Box 94608  
Lincoln, NE 68509  
(402) 471-4079  
[sos.corp@nebraska.gov](mailto:sos.corp@nebraska.gov)

**Uniform Commercial Code**

P.O. Box 95104  
Lincoln, NE 68509  
(402) 471-4080  
[sos.ucc@nebraska.gov](mailto:sos.ucc@nebraska.gov)

**Notary**

P.O. Box 95104  
Lincoln, NE 68509  
(402) 471-2558  
[sos.notary@nebraska.gov](mailto:sos.notary@nebraska.gov)

**Electronic Filing Services Agreement Instructions**

In order to become an electronic filer with the Nebraska Secretary of State's Office, Uniform Commercial Code Division, the following must be accomplished.

1. The filer must complete the Electronic Filing Service Agreement and return by mail or fax to 402-471-4429.
2. The agreement can be found at [http://www.sos.state.ne.us/business/ucc/pdf/agreement\\_3.pdf](http://www.sos.state.ne.us/business/ucc/pdf/agreement_3.pdf) or obtained by calling the Secretary of State's UCC office at 402-471-4080.
3. Once approved by the Secretary of State's office, the electronic filing services agreement is faxed to Nebraska.gov for their account setup. The setup provides the filers information such as (account number, username and password).
4. Nebraska.gov advises the filer when they are set up for online filing and can begin filing.

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**NEBRASKA SECRETARY OF STATE  
UNIFORM COMMERCIAL CODE DIVISION  
ELECTRONIC FILING SERVICES  
AGREEMENT**

The below named party (hereinafter "filer" or "filer/secured party") does hereby agree to the following terms and conditions relating to the Electronic Filing of documents with the Nebraska Secretary of State's Office, Uniform Commercial Code Division.

1. The filer/secured party shall maintain a current account with Nebraska.gov (1135 M Street, Suite 220, Lincoln, NE 68508) for electronic data access and filing services with the State of Nebraska.
2. The user identification and password issued by Nebraska.gov shall be the identifier issued by the Secretary of State for electronic filing purposes pursuant to Neb. Rev. Stat. §52-1314 and Neb. Rev. Stat. (UCC) §9-406.
3. It shall be the responsibility of the filer to maintain the security and integrity of the user identification and password issued by Nebraska.gov. Filings made under a particular user identification and password shall be presumed valid filings by the filer issued those identifiers.
4. If the filer is concerned about the security and integrity of their user identification because of an employee termination, etc., you may contact Nebraska.gov to terminate existing identifiers and create new ones.
5. Filings done electronically pursuant to this agreement and appropriate Nebraska law shall have the full legal force and effect of a manual (paper) filing.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Secured Party Name (or filer name)

\_\_\_\_\_  
Printed name of Agent

\_\_\_\_\_  
Secured Party Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Fax number

Please return to the Uniform Commercial Code address listed above.  
You may wish to retain a signed copy for your records.