

STATE OF NEBRASKA SECRETARY OF STATE'S OFFICE  
1445 "K" ST. • STATE CAPITOL SUITE 1301 • LINCOLN, NE • 68509  
BUSINESS SERVICES DIVISION

Corporations  
P.O. BOX 94608  
(402) 471-4079

Uniform Commercial Code  
P.O. BOX 95104  
(402) 471-4080

Notary  
P.O. BOX 95104  
(402) 471-2558

JOHN A. GALE  
Secretary of State

JUDY JOBMAN  
Deputy Secretary of State

### 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.
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. If entity is going to be a third party filer such as (law firms, title companies, service companies), they must provide a letter of authorization on the company's letterhead giving permission. In the letter it must state they give authorization to such entity to file on their behalf, and be signed and dated by the authorizing company.
4. 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).
5. Nebraska.gov advises the filer when they are set up for online filing and can begin filing.
6. If the third party filer obtains additional clients for whom they will submit on line filings, they must obtain and submit a letter of authorization from the entity on whose behalf they are going to file and let us know who the original electronic agreement is under so we may add them to the correct file. The authorization must be on the entity's letterhead, signed and dated by the authorizing entity. A separate letter of authorization must be obtained from each entity (if they will file for multiple entities). After the initial setup a third party filer must provide additional letters of authorization if they intend to submit on line filings for any additional entities,
7. **Failure to provide authorization letters** initially and for each new entity they file as a third party filer could result in suspension of their online filing privileges.

STATE OF NEBRASKA ♦ SECRETARY OF STATE'S OFFICE  
UNIFORM COMMERCIAL CODE DIVISION

STATE CAPITOL SUITE 1301 • P.O.BOX 95104 • LINCOLN, NE • 68509  
PHONE: (402) - 471 - 4080 • FAX: (402) - 471 - 4429

JOHN A. GALE  
Secretary of State

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Deputy Secretary of State

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 (301 South 13th, Suite 301, 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.
6. Third party filers (such as law firms) **must** obtain authorization from the secured party(ies) on whose behalf they wish to file.

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

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

\_\_\_\_\_  
Secured Party Name (or filer name, see #6 above)

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

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

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

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

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

Return to the Address listed above. You may wish to retain a signed copy for your records.