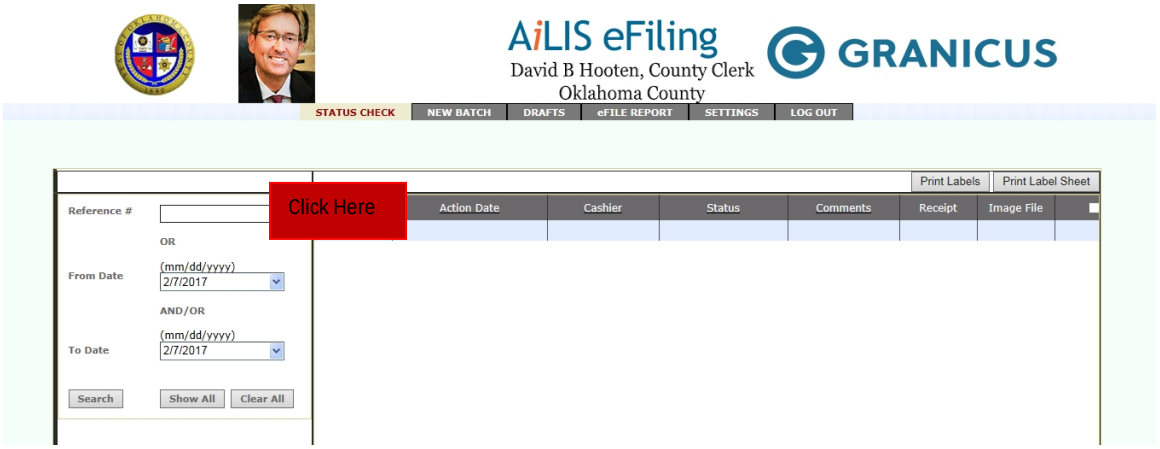
UCC-3 TERMINATION

1. LOG—**IN**



2. CLICK " **NEW BATCH** "



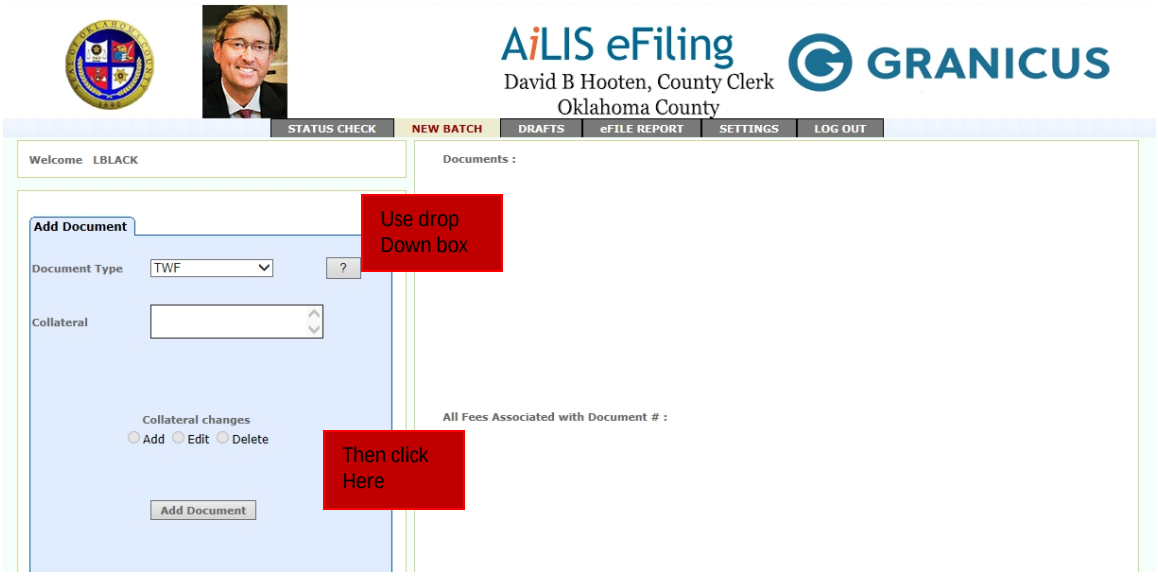
3. SELECT TYPE " **UNIFORM COMMERCIAL CODE** "

4. CLICK " **NEXT** "

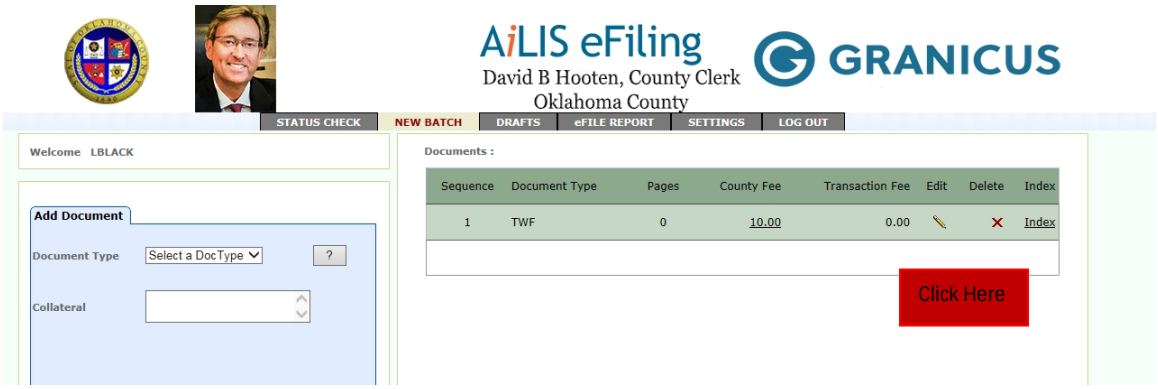


5. DOC TYPE - SELECT " **TWF** "

6. CLICK "**ADD DOCUMENT** "



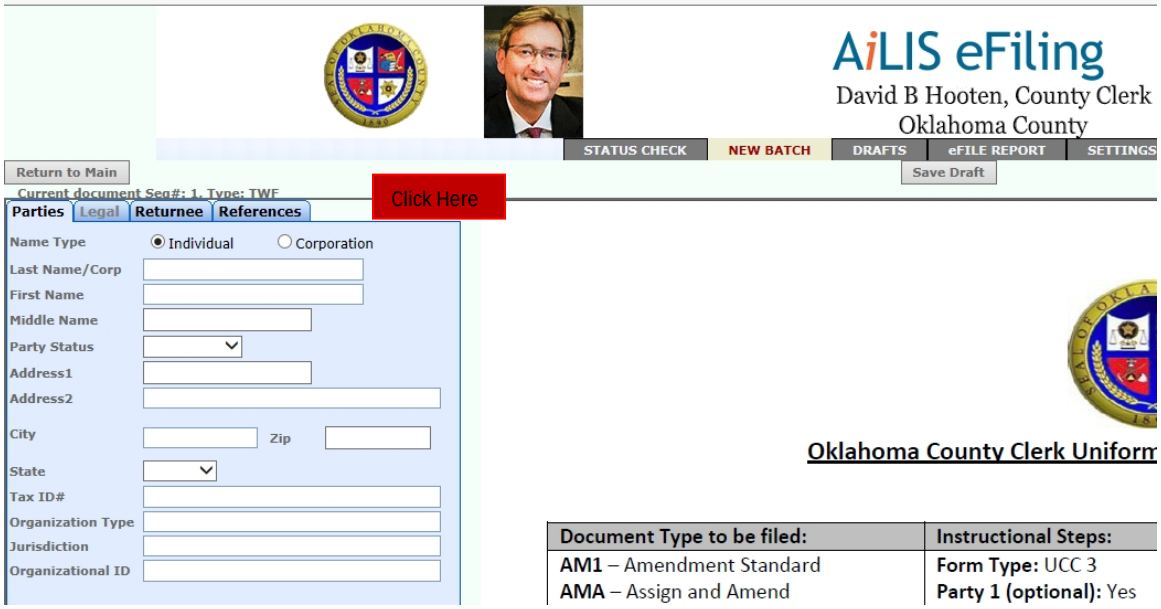
7. CLICK " **INDEX** "



CHOOSE FROM THE FOLLOWING

- TO ADD PARTIES AUTOMATICALLY----GO TO STEP # 8
- TO ADD PARTIES MANUALLY----GO TO STEP #17

8. CLICK ON THE " **REFERENCE TAB**"

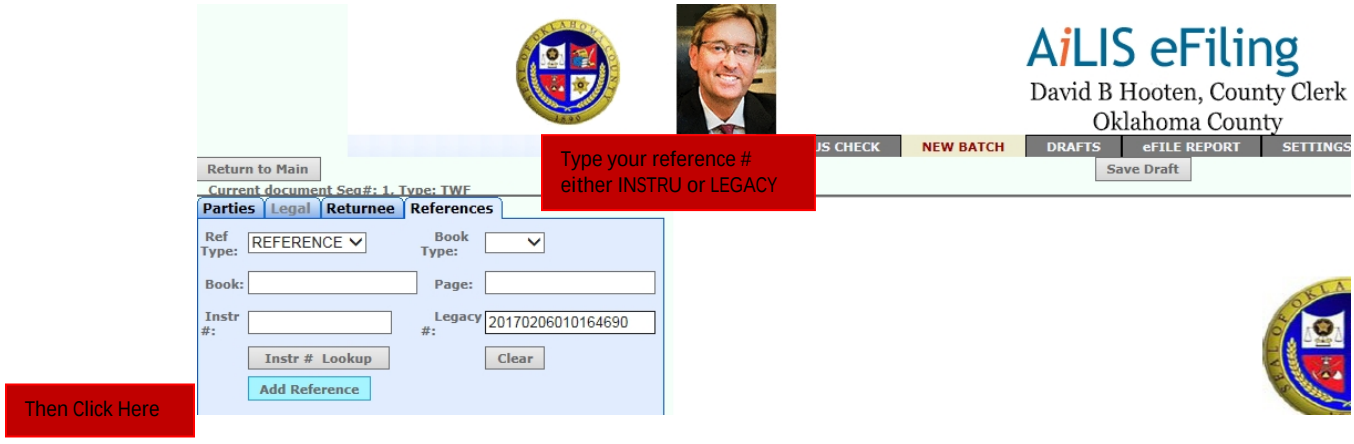


9. TYPE IN THE ORIGINAL **DOCUMENT #.** If it's an old # (filed in the old system 10/18/09 on back) it will go in the legacy field. If it's a new # (filed in the new system 10/19/09 to present day) it will go in the instrument field. *New #'s will have 17 digits.*

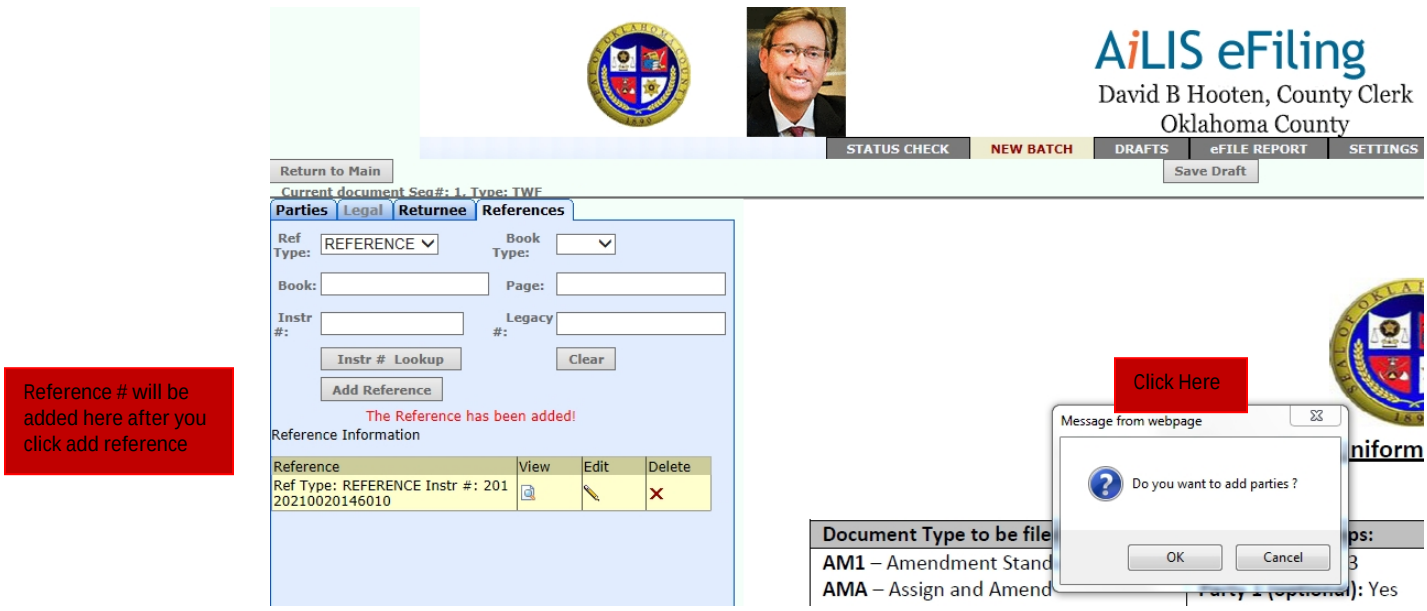
NOTE: If the original # begins with a letter leave that letter out and just input the number, if the number is less then 7 digits you must add zeros to the beginning to make it 7 digits long.

NOTE: If you are using a short # there will be a box that pops up with several numbers in it, you will need to choose which number references your document. (You will need to remove your pop up blocker or else you will not be able to view any information.) You can do this by going into the new public inquiry system http://countyclerk.oklahomacounty.org/roam/search.do click on UCC Search in upper left hand corner, click on advanced search and searching your reference number.

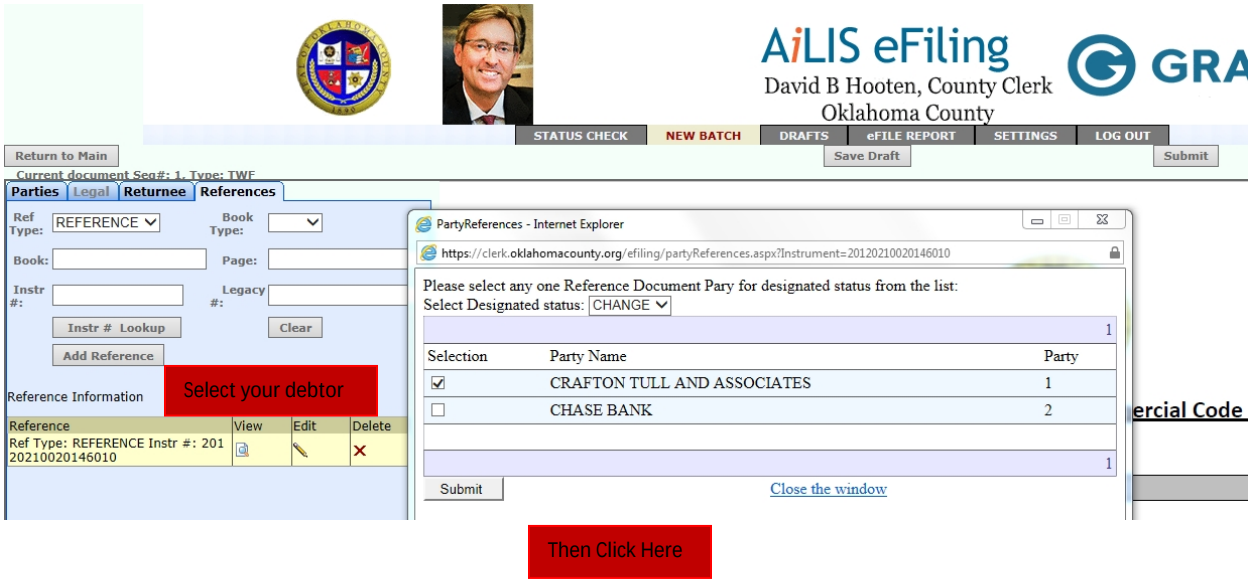
10. CLICK **"ADD REFERENCE**"



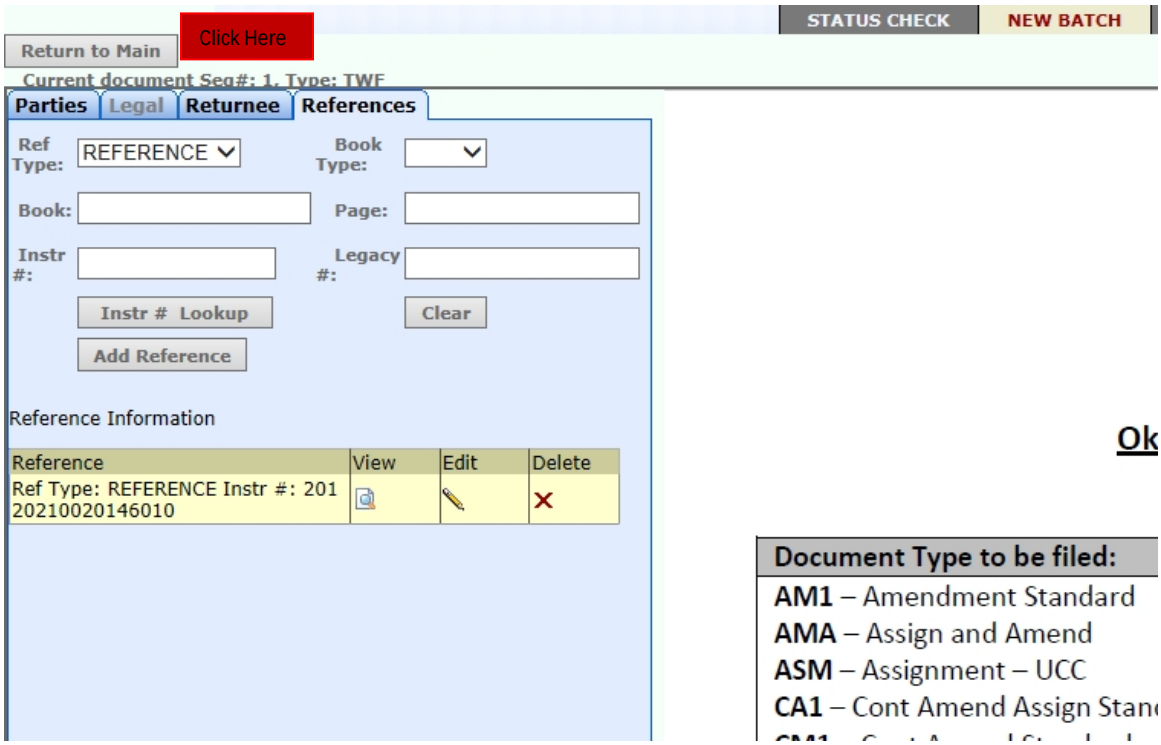
11. Box will pop up that will ask you **“DO YOU WANT TO ADD PARTIES?”** CLICK “**OK**”



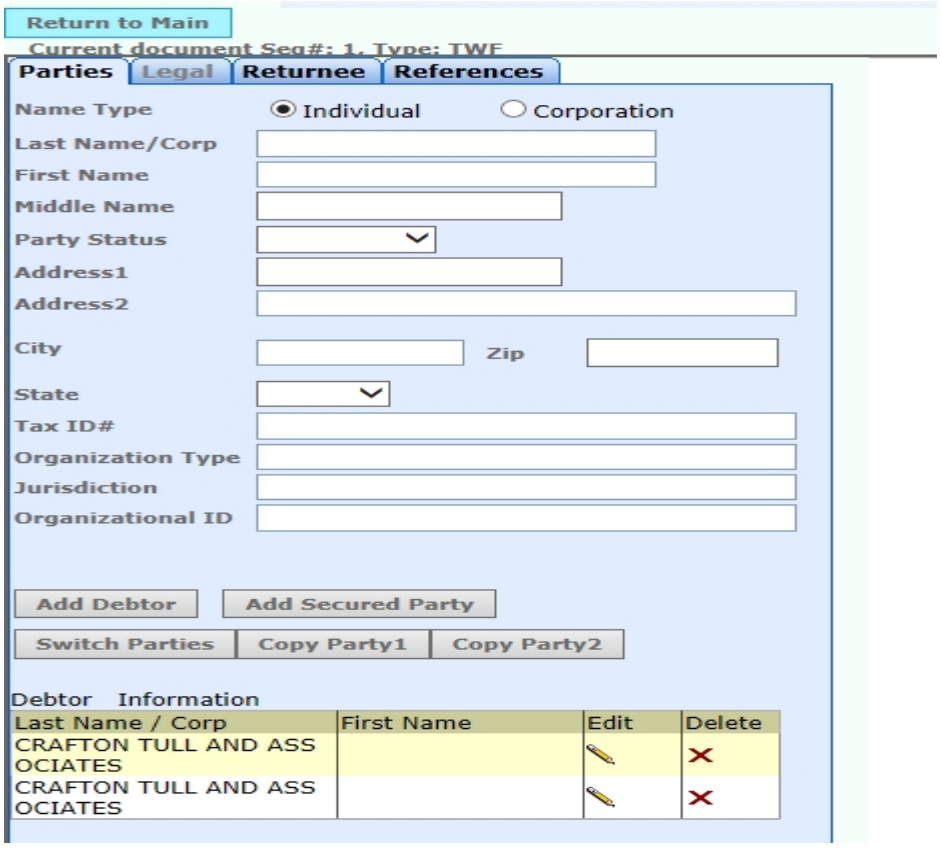
12. Select one of your debtors then CLICK **“SUBMIT”**



13. CLICK THE **“PARTIES TAB”**



NOTE: Scroll down and you will see that the debtor you selected on the previous screen has copied twice.

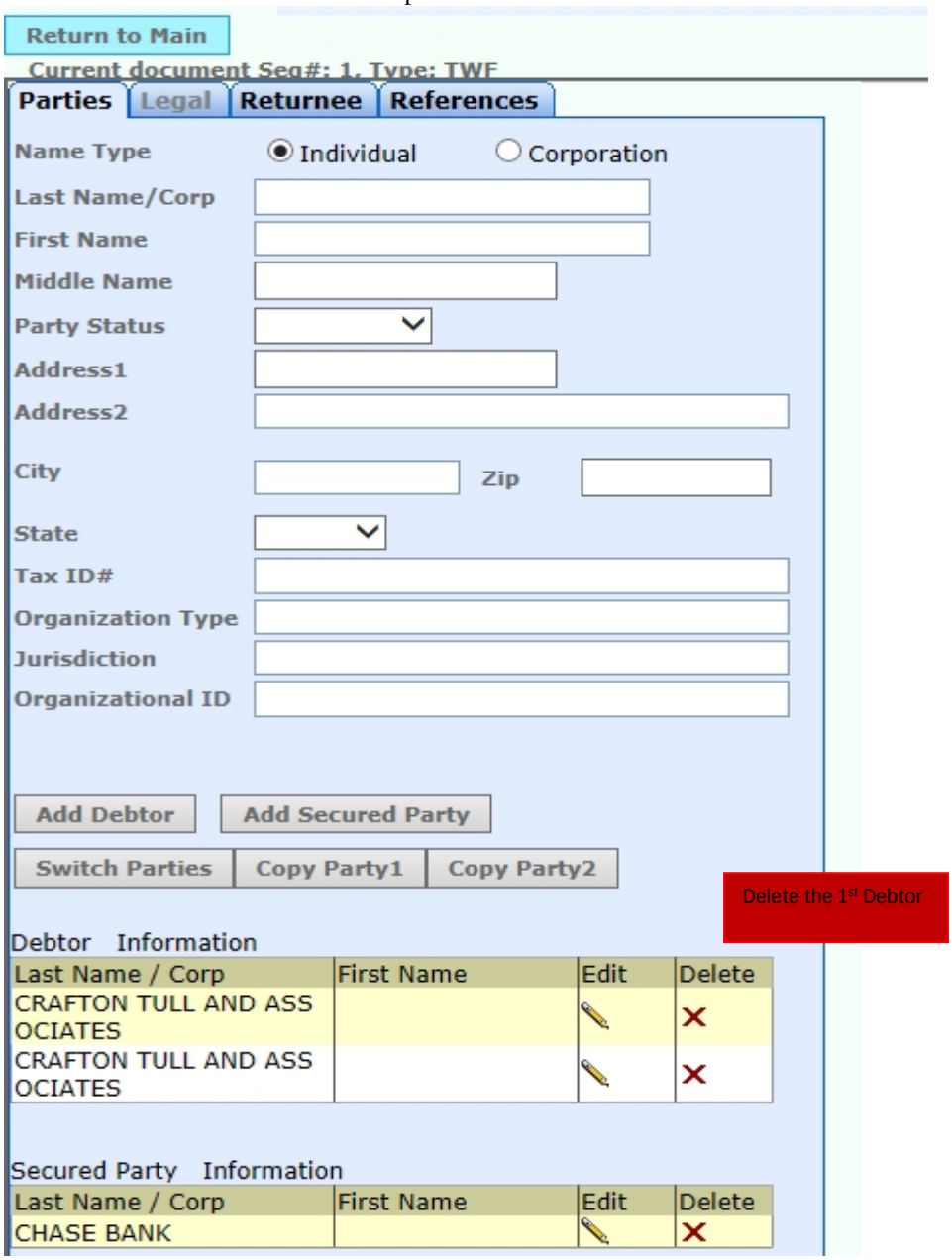


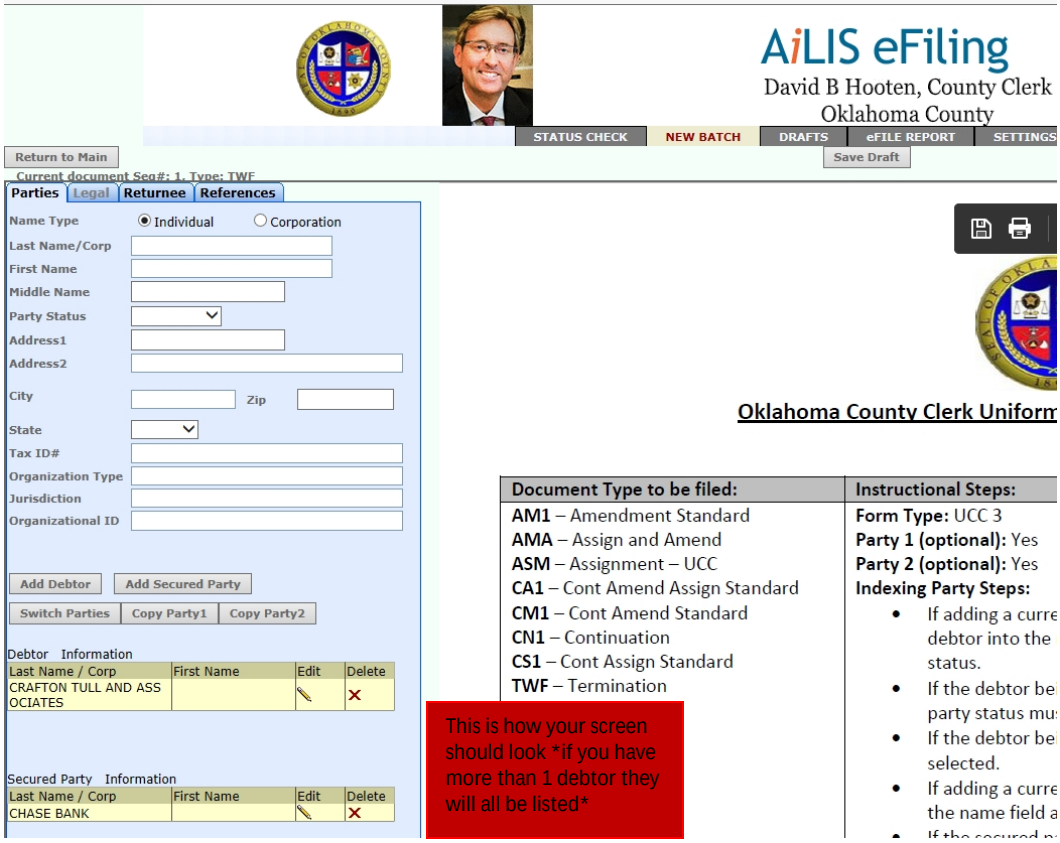
Debtor copied twice

14. **"DELETE THE FIRST DEBTOR"** of the copied ones and keep the bottom one.

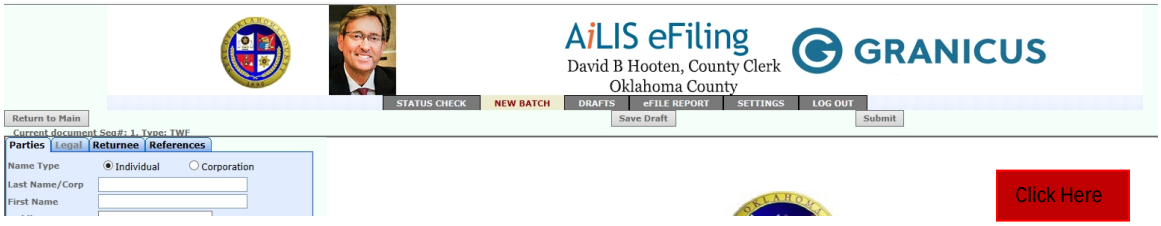
- The 1st debtor always has "CHANGE" in the party status field (you can select **edit** to **view** then **after** you view it select **cancel**)
- The 2nd debtor always has "CURRENT" in the party status field
  You always want to keep the one that says "CURRENT"
- Your secured party has automatically been added for you.

NOTE: The returnee information is optional.

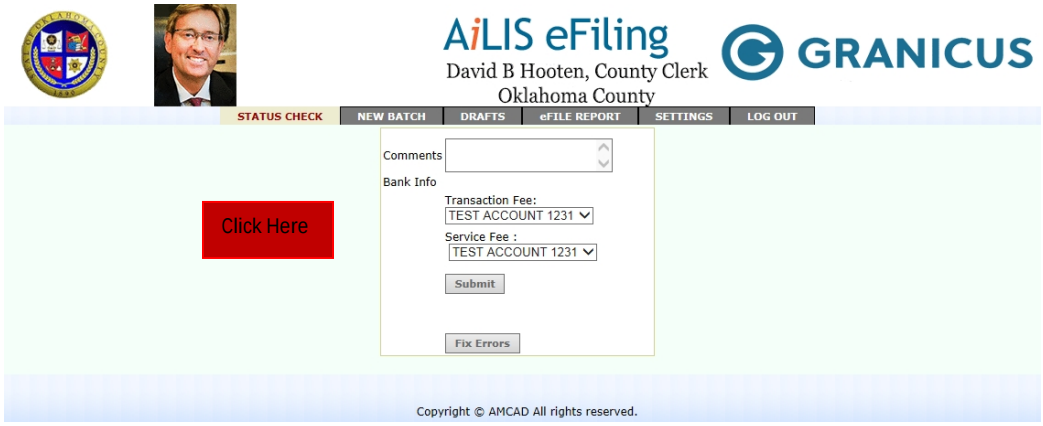




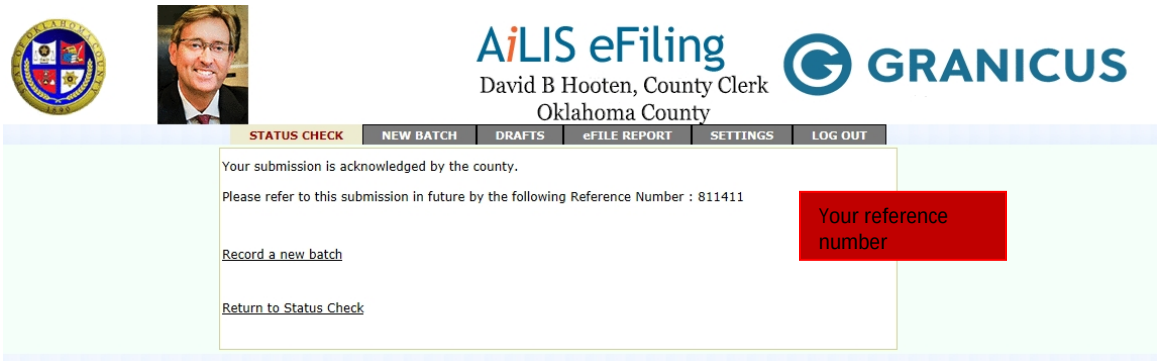
15. CLICK **"SUBMIT"**



16. CLICK **"SUBMIT"** AGAIN

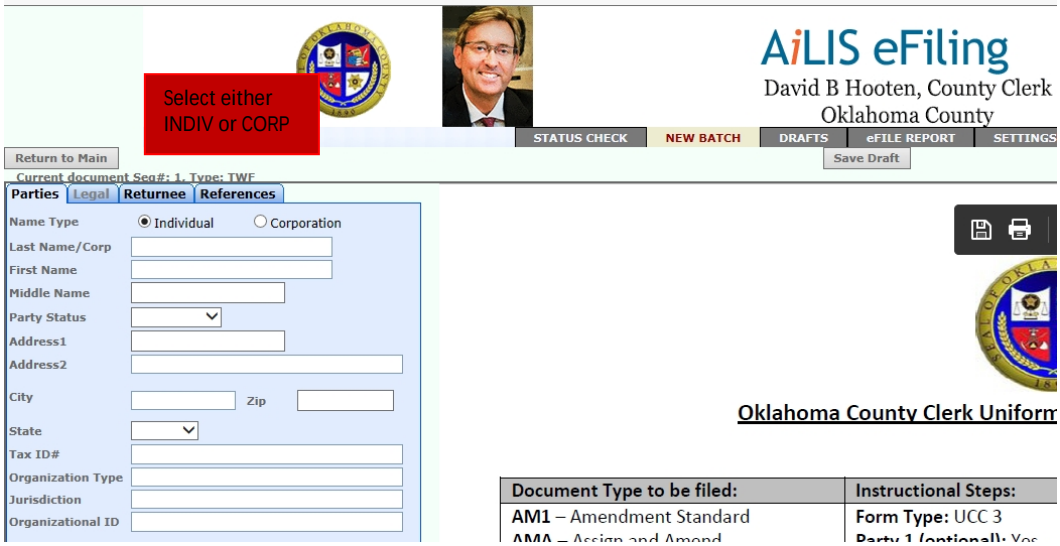


You should get your reference number for the batch you have submitted).



To Add Parties Manually

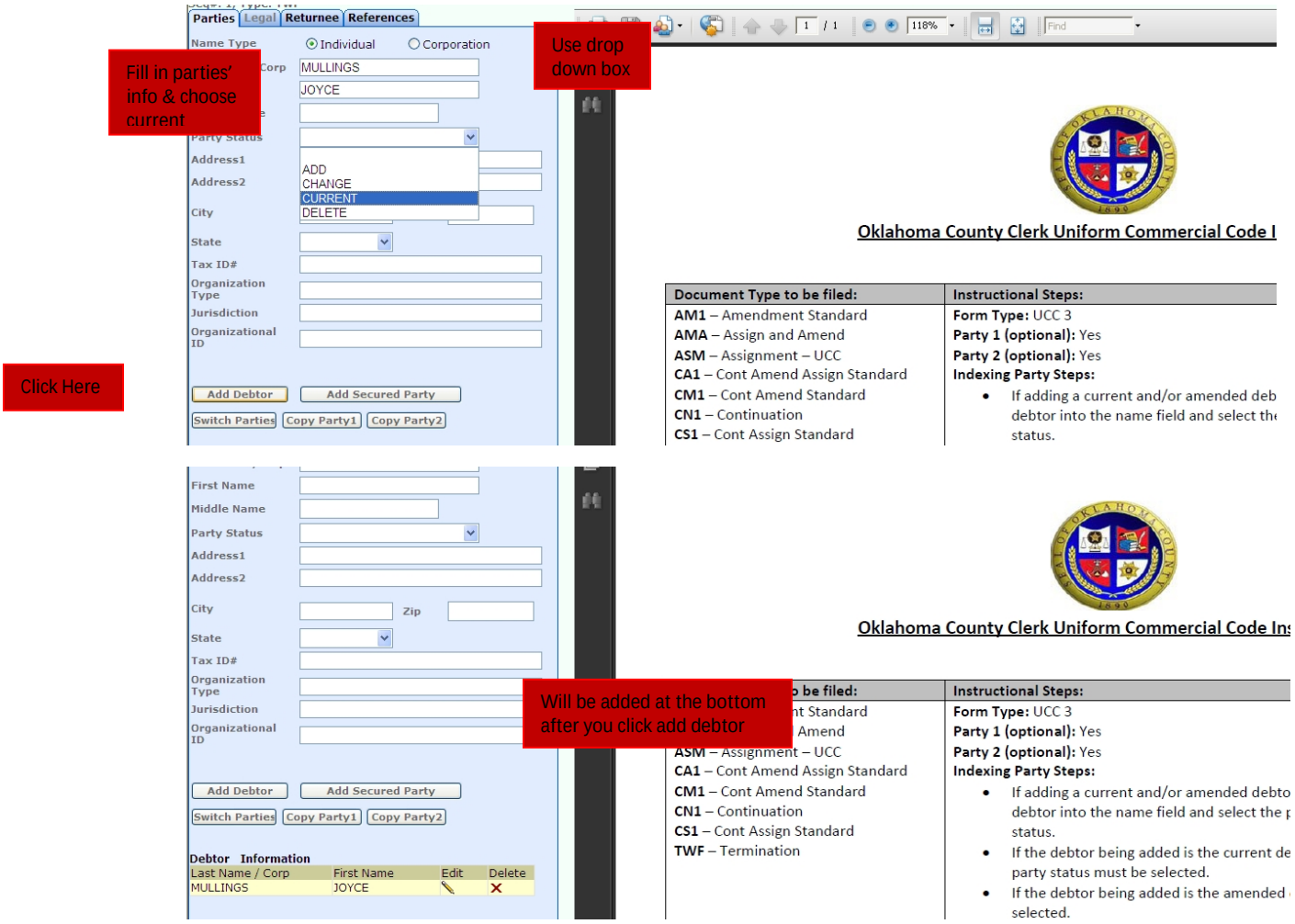
17. SELECT **"NAME TYPE"**



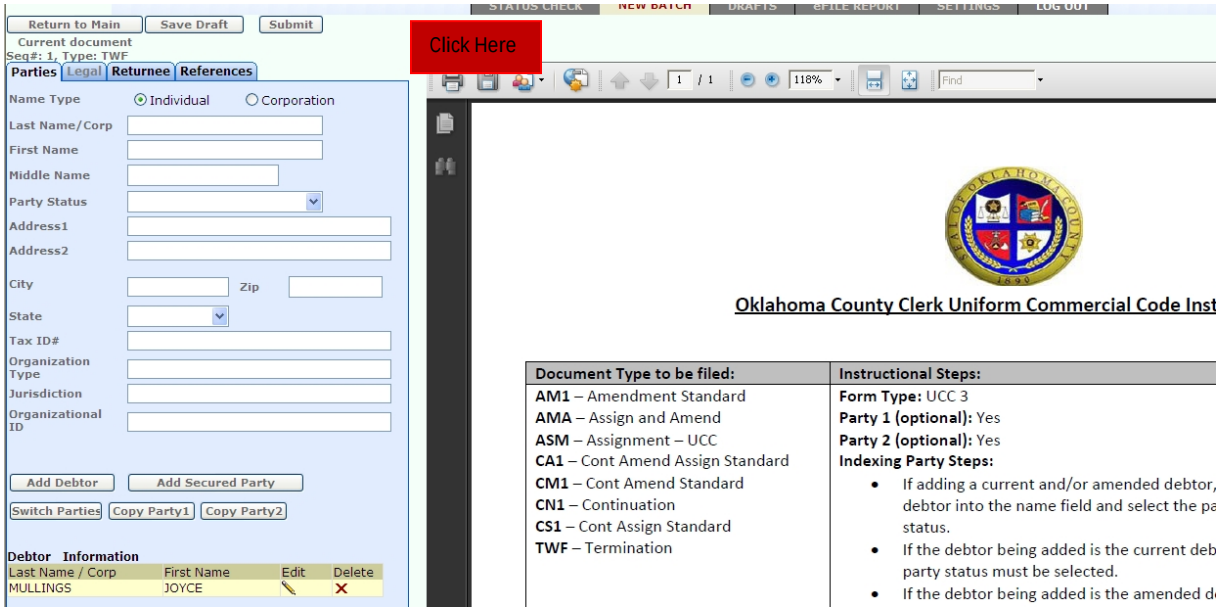
18. **TYPE IN THE DEBTORS NAME** (Only 1 debtor is necessary & you don't have to type in the address)

19. PARTY STATUS **"CURRENT"**

20. CLICK **"ADD DEBTOR"** (If you need to have your secured party showing on your document repeat steps 17. 18 & 20, then click on add secured party)



21. CLICK ON THE " **REFERENCE TAB**"

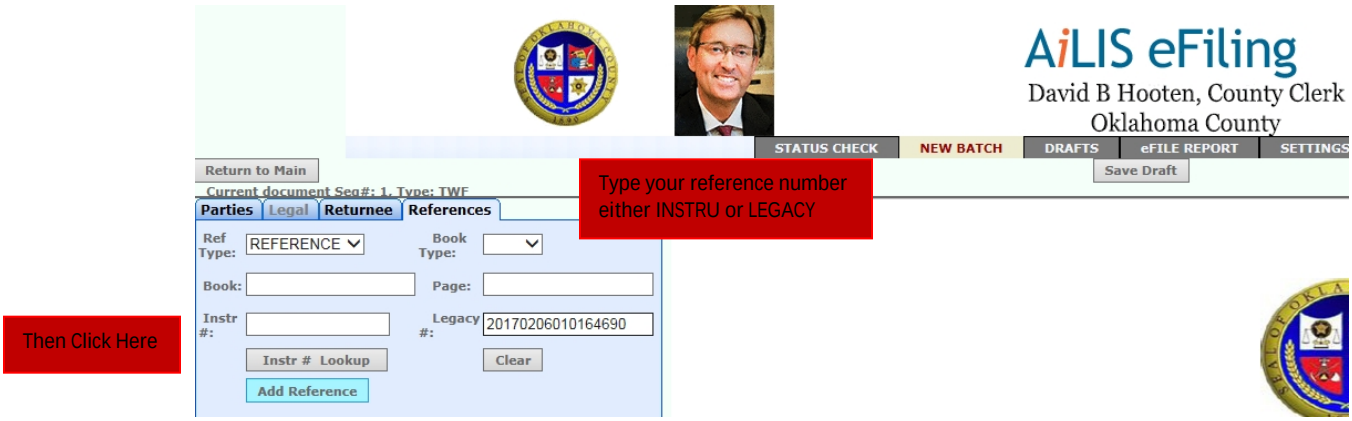


22. TYPE IN THE ORIGINAL **DOCUMENT #.** If it's an old # (filed in the old system 10/18/09 on back) it will go in the legacy field. If it's a new # (filed in the new system 10/19/09 to present day) it will go in the instrument field. *New #'s will have 17 digits.*

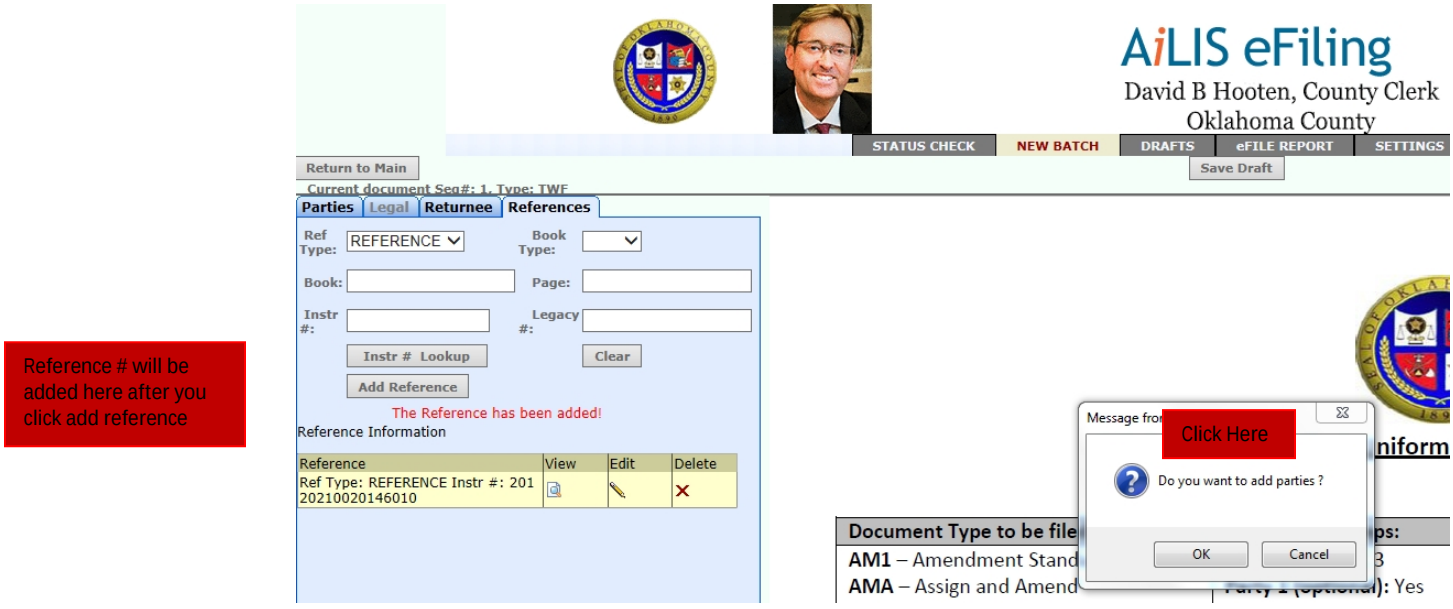
NOTE: If the original # begins with a letter leave that letter out and just input the number, if the number is less then 7 digits you must add zeros to the beginning to make it 7 digits long.

NOTE: If you are using a short # there will be a box that pops up with several numbers in it, you will need to choose which number references your document. (You will need to remove your pop up blocker or else you will not be able to view any information.) You can do this by going into the new public inquiry system http://countyclerk.oklahomacounty.org/roam/search.do click on UCC Search in upper left hand corner, click on advanced search and searching your reference number.

23. CLICK **"ADD REFERENCE**"



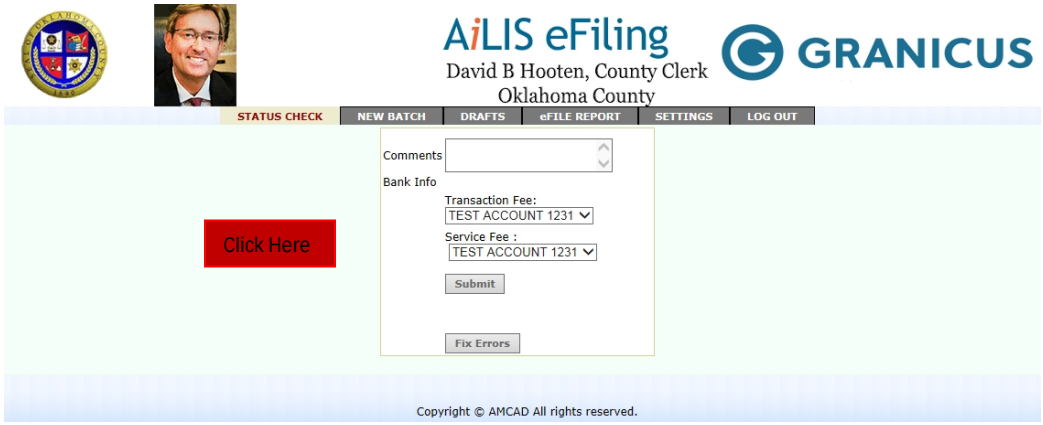
24. Box will pop up that will ask you **"DO YOU WANT TO ADD PARTIES?"** CLICK "**CANCEL**"



25. CLICK **“SUBMIT”**



26. CLICK **“SUBMIT”** AGAIN



You should get your reference number for the batch you have submitted).

