

# WDFI - BUSINESS SERVICES FILING SYSTEM

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User Guide – Online User – Search

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# Contents

1	Online Search Information .....	3
2	Debtor Quick Search .....	3
3	Trademark/Tradename Search .....	4
3.1	Additional Actions for Trademark/Tradename Search .....	6
4	UCC-11 .....	7
5	Secured Party Search .....	9
6	Shopping Cart.....	10
6.1.1	Add an Additional Filing or Search .....	10
6.1.2	Delete a Filing from the Shopping Cart.....	10
6.1.3	Pay and Complete Processing .....	10

# 1 Online Search Information



The user may complete four different searches in the WDFI Online Filing System:

- **Debtor Quick Search** – a free search that can locate a filing or filings by debtor or file number.
- **Trademark/Tradename Search** – a free search that can find trademarks and tradenames by ID, applicant information, and registration date.
- **UCC-11** - a paid search that can furnish a listing and/or copies of financing statements and tax liens by debtor or file number.
- **Secured Party Search** – a paid search that can furnish a listing and/or copies of financing statements and tax liens for by secured party.

All of the search types may be accessed from the **Search** menu in the header.

## 2 Debtor Quick Search

1. Select **Search > Debtor Quick Search** from the header menu.

The system displays the Debtor Quick Search screen.

The image shows the "Debtor Name Quick Search" form. At the top, there is a "Search By:" field with a dropdown arrow. Below it, there are two radio buttons: "Search By Debtor" (selected) and "Search By File Number". A paragraph of text explains that this tool is for quick identification of debtor names and does not provide an official UCC search. Below the text, there are two radio buttons: "This is an Individual" (selected) and "This is an Organization". There are four input fields: "First Name", "Last Name\*", "Middle Name", and "Suffix". At the bottom, there are three buttons: "Back", "Search", and "Clear".

2. Select the Individual or Organization radio button.

The system refreshes the name fields based on the selection.

- Complete the name fields.
- Click the **Search** button.

The system displays the search results in a data grid.

File Number	Lien Type	Debtor Name	Filing Date	Lapse Date	Status	Action
130015573122	UCC Lien	STAR	12/02/2013	12/02/2018	Lapsed	<input type="checkbox"/>
140006790931	UCC Lien	STAR	05/23/2014	05/23/2019	Active	<input type="checkbox"/>
160005608221	UCC Lien	STAR	04/27/2016	04/27/2021	Active	<input type="checkbox"/>
170008592024	UCC Lien	STAR	06/22/2017	06/22/2022	Active	<input type="checkbox"/>

**NOTE:** The user may select a record and click the **Request Copies** button to request copies. Review the Information Request screen and click the **Save and Add to Cart** button to pay for the requested copies.

### 3 Trademark/Tradename Search

- Select **Search > Trademark/Tradename Search** from the header menu.

The system displays the Trademark/Tradename Search screen.

- Enter the desired search criteria.

**NOTE:** The user may enter additional search criteria in the Advanced Search section to further narrow search results.

- Click the  button..

The system displays the search results in a data grid.

Trademark / TradeName Search		Search Results						
Search Date/Time : 2/5/2019 2:46:20 PM								
Registration ID	Filing Type	Name or Phrase registered	Description	Applicant Name	Classification	Registration Date	Expiration Date	Status
20131441587	TRADENAME	ORG/DESIGN IN ALL LOWER CASE LETTERS IN A DARK DREEN COLOR, A SPRAY OF LEAVES (7) STARTING BEHIND THE "G" IN "DESIGN" AND GOING OUT THE RIGHT SIDE OF THE "N".	N/A	ORG/DESIGNLLC	46 LEGACY	03/13/2013	03/13/2023	ACTIVE
20151443253	TRADENAME	ATRIUM POST ACUTE CARE OF OCONTO FALLS	N/A	100 E. HIGHLAND DRIVE OPERATING COMPANY, LLC	46 LEGACY	11/11/2015	11/11/2025	ACTIVE
20151443254	TRADENAME	ATRIUM POST ACUTE CARE OF BLACK RIVER FALLS	N/A	1311 TYLER STREET OPERATING COMPANY, LLC	46 LEGACY	11/11/2015	11/11/2025	ACTIVE
20151443255	TRADENAME	ATRIUM SENIOR LIVING OF BLACK RIVER FALLS	N/A	1311 TYLER STREET OPERATING COMPANY, LLC	46 LEGACY	11/11/2015	11/11/2025	ACTIVE
20151443090	TRADENAME	DILLY DALLY IN THE ALLEY	N/A	1908 LLC	46 LEGACY	10/21/2015	10/21/2025	ACTIVE
20170001611	TRADENAME	MILWAUKEE BALLAZ ELITE	N/A	20TH STREET BALLAZ YOUTH BASKETBALL PROGRAM INC.	46 LEGACY	05/17/2017	05/17/2027	ACTIVE
20151443152	TRADENAME	THREE CELLARS - MENOMONEE FALLS	N/A	3C FALLS, LLC	46 LEGACY	10/28/2015	10/28/2025	ACTIVE
20151443356	TRADENAME	WISCONSIN POWER VOLLEYBALL CLUB	N/A	4LV INC	46 LEGACY	11/18/2015	11/18/2025	ACTIVE
20151443357	TRADENAME	TOP TIER VOLLEYBALL CLUB	N/A	4LV INC	46 LEGACY	11/18/2015	11/18/2025	ACTIVE
20151443358	TRADENAME	FUSÃO VOLLEYBALL CLUB	N/A	4LV INC	46 LEGACY	11/25/2015	11/25/2025	ACTIVE
20141443300	TRADENAME	"5 DIAMONDS FASTPITCH". ITALIZED BLOCK LETTERING, ALL CAPS, ENLARGED "5" WITH OVERLAPPING "D", TWO COLOR BORDER. "FASTPITCH", ALL CAPS, SINGLE COLOR, UNDERNEATH	N/A	5 DIAMONDS FASTPITCH, LLC	46 LEGACY	08/20/2014	08/20/2024	ACTIVE
20141440294	TRADENAME	UNDERNEATH "SAFE AUTO GLASS" TEXT, THERE IS A PICTURE OF A BLUE VEHICLE WITH A MAN STANDING BESIDE IT HOLDING THE VEHICLE'S WINDSHIELD TO BE INSTALLED.	N/A	5 STAR AUTO GLASS INC.	46 LEGACY	08/14/2013	08/14/2023	ACTIVE
20161442567	TRADEMARK	N/A	"THE THONZ" - BASKETBALL PLAYE. more	5321T LLC	46 LEGACY	10/05/2016	10/05/2026	ACTIVE
20105002237	TRADENAME	A & J PAINTING AND DRYWALL	N/A	A & J PAINTING AND DRYWALL	46 LEGACY	06/16/2010	06/16/2020	ACTIVE
20115101486	TRADENAME	"ANB HOME TRANSITION SERVICES" - "ANB" ALL THE SAME HEIGHT IN GREEN. "HOME TRANSITION SERVICES" IS BLUE UNDERNEATH	N/A	A NEW BEGINNING HOME TRANSITION SERVICES, LLC	46 LEGACY	02/23/2011	02/23/2021	ACTIVE

### 3.1 Additional Actions for Trademark/Tradename Search

The user may perform additional actions on Trademark/Tradename search results:

- Perform a New Filing
- Request Certificate/Copy
- View Filing History
- View Applicant History

1. Complete the steps for Trademark/Tradename Search.
2. Click the Registration ID of the desired mark or name.

The system displays the Trademark/Tradename Details screen.

3. Complete one of the following...

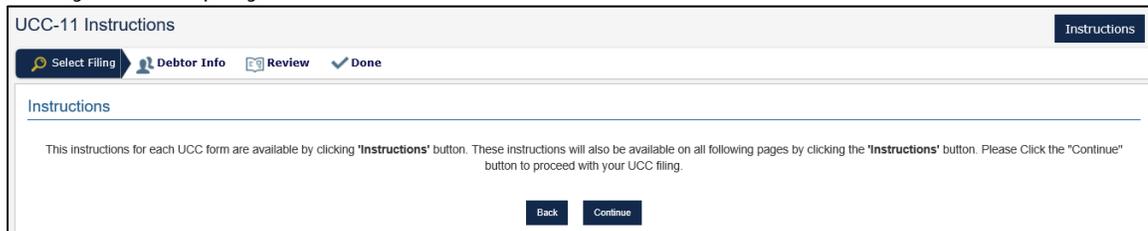
To...	Then...
Perform a new filing related to the selected filing...	<ol style="list-style-type: none"> <li>1. Click the <b>Perform New Filing</b> button.</li> <li>2. See the Online TM/TN Filings Guide for instructions on how to complete the filing.</li> </ol>

Request a copy or certificate for the selected filing...	<ol style="list-style-type: none"> <li>1. Click the <b>Certificate/Copy Request</b> button.</li> <li>2. Select the type of request from the drop-down menu.</li> <li>3. Click the <b>Add to Cart</b> button to pay for the requested copies.</li> </ol>
View the filing history for the selected filing...	Click the <b>Filing History</b> button.
View the applicant history for the selected filing...	Click the <b>Applicant History</b> button.

## 4 UCC-11

1. Select **Search > UCC-11** from the header menu.

The system displays the UCC-11 Instructions screen.



2. Click the **Continue** button.

The system displays the UCC-11 Search Criteria screen.

UCC-11 Search Instructions

Select Filing Debtor Info Review Done

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**UCC-11 Search Criteria**

**Certified Through:** 06/06/2018

**Search By:\***

Search By Debtor    Search By File Number

**Debtor to be Searched:**

This is an Individual    This is an Organization

First Name:    Middle Name:

Last Name:    Suffix:

**General Search Options:**

Search Certificate - Furnish a listing of financing statements and tax liens. No copies are provided.

Search Certificate and Copies - Furnish a listing of copies of financing statements and tax liens.

Face Copies - Furnish copies of the first page only of financing statements and tax liens.

**Additional Search Criteria Options:**

Filing Status:  All (Includes lapsed financing statements)    Unlapsed Financing statements only

Specific Time Period Search

Specific City Search

3. Enter the desired search criteria and select the desired search options.

4. Click the  button.

The system displays the Review screen.

5. Review the information.

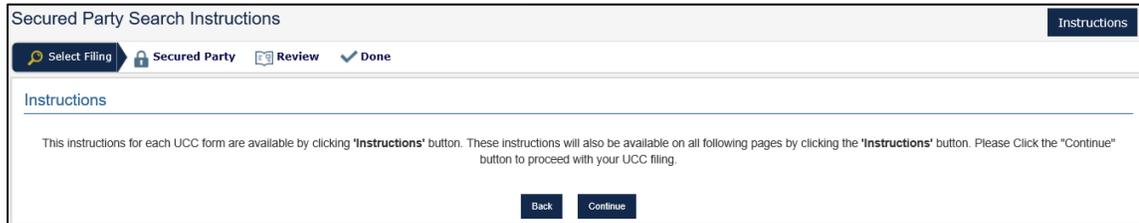
6. Click the  button.

The system adds the UCC-11 search to the shopping cart.

## 5 Secured Party Search

1. Select **Search > Secured Party Search** from the header menu.

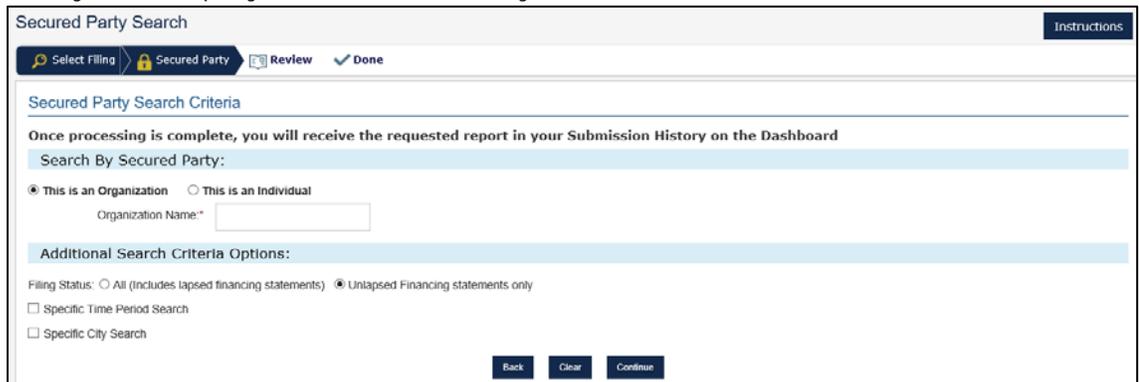
The system displays the Secured Party Search Instructions screen.



The screenshot shows the 'Secured Party Search Instructions' screen. At the top, there is a navigation bar with 'Select Filing', 'Secured Party', 'Review', and 'Done' buttons. A blue 'Instructions' button is in the top right corner. Below the navigation bar, the title 'Instructions' is displayed. The main content area contains a paragraph of text: 'These instructions for each UCC form are available by clicking "Instructions" button. These instructions will also be available on all following pages by clicking the "Instructions" button. Please Click the "Continue" button to proceed with your UCC filing.' At the bottom, there are 'Back' and 'Continue' buttons.

2. Click the **Continue** button.

The system displays the Secured Party Search Criteria screen.



The screenshot shows the 'Secured Party Search Criteria' screen. At the top, there is a navigation bar with 'Select Filing', 'Secured Party', 'Review', and 'Done' buttons. A blue 'Instructions' button is in the top right corner. Below the navigation bar, the title 'Secured Party Search Criteria' is displayed. The main content area contains a paragraph of text: 'Once processing is complete, you will receive the requested report in your Submission History on the Dashboard'. Below this, there is a section titled 'Search By Secured Party:' with two radio buttons: 'This is an Organization' (selected) and 'This is an Individual'. Below the radio buttons is a text input field labeled 'Organization Name:'. Below this, there is a section titled 'Additional Search Criteria Options:' with three checkboxes: 'Filing Status: All (Includes lapsed financing statements)' (unselected), 'Unlapsed Financing statements only' (selected), 'Specific Time Period Search' (unselected), and 'Specific City Search' (unselected). At the bottom, there are 'Back', 'Clear', and 'Continue' buttons.

3. Enter the desired search criteria and select the desired search options.

4. Click the **Continue** button.

The system displays the Review screen.

5. Review the information.

6. Click the **Save and Add to Cart** button.

The system adds the search to the shopping cart.

## 6 Shopping Cart

The shopping cart is displayed when a filing is added to the cart. The user may proceed to payment, delete a filing, or add additional filings.

Item No.	Item	Item Description	Unit Price	Units	Extended Price	Action
1	Tradename Assignment	20131441510	\$15.00	1	\$15.00	Delete
					<b>Total Price:</b>	<b>\$15.00</b>

### 6.1.1 Add an Additional Filing or Search

The user may click the **Process Additional Filing/Search** button to add an additional filing or search.

### 6.1.2 Delete a Filing from the Shopping Cart

The user may click the **Delete** button to delete a filing from the shopping cart.

### 6.1.3 Pay and Complete Processing

The user must pay for their filings in order to complete processing.

1. Click the **Complete Processing** button.

The system displays the payment type options.

I would like to pay using ...

Credit Card

Grand Total \$15.00

Back Pay Securely using Credit Card

VISA MasterCard DISCOVER AMERICAN EXPRESS

2. Select the radio button that corresponds with the desired payment type.

**NOTE:** Credit Card is selected by default.

3. Click the **Pay Securely using Credit Card** button.

The system displays the payment screen.

 **State of Wisconsin**  
**e-Payment Services**

### Make a Payment

My Payment

**DFI Online CC Purchase**  
Amount Due \$15.00

Payment Information

Frequency One Time  
Payment Amount \$15.00  
Payment Date Pay Now

Contact Information

First Name Matt  
Last Name Hazard  
Company (Optional)  
Address 1 123 Online Filer Rd.  
Address 2 (Optional)  
City/Town Belgium  
State/Province/Region WI  
Zip/Postal Code 53004  
Country USA  
Phone Number 5555555555  
Email Address mhazard@gcrincorporated.com

[Become a Registered User](#)

Payment Method

Card Number    
Expiration Date Month  Year   
Card Security Code   
Card Billing Address  Use my contact information address  
 Use a different address

**Continue** [Cancel](#)

4. Enter the payment information.

5. Click the  button.

The system displays the Review Payment screen.



## State of Wisconsin e-Payment Services

### Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

#### Payment Details

**Description** Dept. of Wisconsin Financial Institutions  
DFI Online CC Purchase  
<https://www.wdfi.org/>  
**Payment Amount** \$15.00  
**Payment Date** 02/04/2019

#### Payment Method

**Payer Name** Matt Hazard  
**Card Number** \*1111  
**Expiration Date** Dec-2023  
**Card Type** Visa  
**Confirmation Email** mhazard@gcrincorporated.com

#### Billing Address

**Address 1** 123 Online Filer Rd.  
**City/Town** Belgium  
**State/Province/Region** WI  
**Zip/Postal Code** 53004  
**Country** USA

#### Contact Information

**First Name** Matt  
**Last Name** Hazard  
**Address 1** 123 Online Filer Rd.  
**City/Town** Belgium  
**State/Province/Region** WI  
**Zip/Postal Code** 53004  
**Country** USA  
**Phone Number** 5555555555  
**Email Address** mhazard@gcrincorporated.com

[Confirm](#) [Back](#)

6. Click the  button.

The system displays the Confirmation screen.



## State of Wisconsin e-Payment Services

### Confirmation

You must click the "Continue" button below in order to return to the state agency's website.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **WS2PCC003111920**

#### Payment Details

<b>Description</b>	Dept. of Wisconsin Financial Institutions DFI Online CC Purchase <a href="https://www.wdfi.org/">https://www.wdfi.org/</a>
<b>Payment Amount</b>	\$15.00
<b>Payment Date</b>	02/04/2019
<b>Status</b>	PROCESSED

#### Payment Method

<b>Payer Name</b>	Matt Hazard
<b>Card Number</b>	*1111
<b>Card Type</b>	Visa
<b>Confirmation Email</b>	mhazard@gcrincorporated.com

#### Billing Address

<b>Address 1</b>	123 Online Filer Rd.
<b>City/Town</b>	Belgium
<b>State/Province/Region</b>	WI
<b>Zip/Postal Code</b>	53004
<b>Country</b>	USA

**Continue**

7. Click the **Process Filing** button to return to the WDFI Online Filing System.

**NOTE:** This step is imperative to submitting your filing for processing.