



CNS-3 Amendment Instructions

A CNS-3 Amendment financing statement is filed to amend an initial financing statement perfected under the Central Notice System.

FILING FEE: \$40

ADDITIONAL RECEIPT: To send a copy of the receipt to an additional party, check the box and enter the party's email address.

AMENDMENT INFO: Review the information to confirm that you are amending the correct filing. Select the information that needs to be amended and then select the manner in which the information will be amended. Update the information as needed. Select the secured party that is authorizing the amendment.

If amending the debtor(s) information: If an individual, provide the name as it appears on the individual's driver's license or identity card issued by this state. If no license or identity card has been issued, provide the first personal name and surname. If an organization, provide the name as registered according to the organization's public record. If not registered, provide the correct legal name. **Do not omit, modify or abbreviate any part of the debtor's name.**

REVIEW: Before clicking the "**Process Filing**" button, carefully review the filing for accuracy. Once the financing statement is filed, inaccuracies may only be corrected by filing another CNS-3 Amendment.

PAYMENT: Select the payment method and enter the necessary payment information.