1 Access the Utah Online UCC/CFS Filing System
1.1 Creating a Utah-ID and New User Account
Online users must create a Utah ID before they can access the system.

1. Click the **Create a new Account** button.

   Enter Your Utah-ID: *

   Before you begin please have your Utah-ID account information available. If you do not have a Utah-ID account, please [click here].

2. Click on the [click here] link. This will redirect you to the **Utah ID Creation** page.
3. You will choose a Utah-ID, enter your name, submit an email address and password. Optional information includes: alternate email address and mobile phone number. Once you have entered the required information you will click on [Create Account].

4. You will then create three password recovery questions and answers. Select [Submit].

5. This will then send you to the Activate Account page. It will send a code to the email address associated with the Utah ID. Click on [Activate].
NOTE: The **Authorization Code** may go to spam filter. If you do not see the code in your inbox check your spam folder.

6. Once you have activated your account you will return to the UCC/CFS filing page and click the **Create a new Account** button.

   **Enter Your Utah-ID:**
   
   **IFileForYouUtah**
   
   **IFileForYouUtah is available**

   Before you begin please have your Utah-ID account information available. If you do not have a Utah-ID account, please click here.

   **Password:**
   
   ************

   **Re-enter Password:**
   
   ************

   **Back**  **Next**

7. You will enter the Utah-ID and password and click the **Next** button. The system displays the **Personal Details** screen.
8. Complete the fields on the Personal Details screen. Click the Continue button.

**NOTE:** The user may click the Back button to return to the Log In screen or the Clear button to clear all the fields on the Personal Details screen.

Your account has been created successfully, please note your information below.

Utah-ID: IFileForYouUtah
Filer ID: 000876936

9. Click the Log In button, and you will be redirected to the Log In screen.
1.1 Logging In
The user may log in to the application from the Log In screen. This is the first screen displayed when the user visits the Business Services Filing System Online.

1. Enter the **Utah-ID** in the **Utah-ID** field.

2. Enter the **password** in the **Password** field.

3. Click the **Log In** button.

**NOTE:** The system displays the Dashboard screen upon the user’s successful log in.
2 User Maintenance

2.1 Changing Account Information

The user may edit most of their online user information at any time. The user’s address information, contact information.

**NOTE:** The user’s Utah-ID may not be changed.

1. Select Personalization > Change Account Information from the header menu.

The system displays the Change Account Information screen with the user information prepopulated.

2. Edit the user information as necessary.

3. Click the Save button.

The system saves the changes.

2.2 Changing a Password

The user may change their online password at any time.

Go to [https://login.utah.gov/user/portal](https://login.utah.gov/user/portal)
1. Enter your **Utah-ID** and **Password** and click the **Login** button.

2. Click on **My Account** from the header menu.

3. Click on **Change Password** on the left hand side of the page.
4. Enter the current password and then the new password (verify the new password) and click on the **Change Password** button.

2.2 Recovering a Utah-ID

If the user does not have their previously issued Utah-ID, they can initiate the Utah-ID recovery process.

1. Click the **Forgot User ID** button.

**Forgot Utah-ID**

Email Address:*

i@fileyouutah@gmail.com

Please enter the email address you provided while creating your account or contact the State of Utah, Capital Help Desk at 801-538-3440 for help.

Submit
2. Enter the email address associated with the user ID in the Email Address field.

3. Click the Submit button.

The system sends an email to the provided email address that contains the user’s name and Utah-ID.

**NOTE:** The Utah-ID Recovery email may go to spam filter. If you do not see the code in your inbox check your spam folder.

### 2.4 Recovering a Password

If the user does not have their current password, they can initiate the password recovery process.

1. Click the Forgot your password? link.

2. Enter the Utah-ID or associated email and the last name. Click the Continue button.
3. It will then bring up one of the three security questions that you entered when setting up your Utah-ID. Enter your answer and click the Continue button.

4. A Recovery Code will be sent to your email address. Enter the four digit code and click the Continue button.

**NOTE:** The Recovery Code email may go to spam filter. If you do not see the code in your inbox check your spam folder.
5. Enter the new password, verify it and click the Finish button.

3 Filing Organizations and Secondary User Creation

3.1 Creating a Filing Organization

All users must create a filing organization. The user is prompted to complete this process immediately upon logging into the system for the first time. This may also be accessed by clicking the Personalization > Set Up Filing Organization in the header menus.

1. Click the Personalization > Set Up Filing Organization in the header menus.

The system displays the Set Up Filing Organization screen.

2. Complete the required fields in the Filing Organization section.
3. Click the Save button.

The system saves the filing organization information and displays it in the data grid.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Filer</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Filing Org 1</td>
<td>Yes</td>
<td>123 Filing Org Lane, Janesville WI 53545 USA</td>
</tr>
<tr>
<td>2</td>
<td>Filing Org 2</td>
<td>Yes</td>
<td>123 Filing Org Rd, Beloit WI 53504 USA</td>
</tr>
</tbody>
</table>

NOTE: The user may repeat steps 2 and 3 to enter multiple filing organizations after the initial filing organization is created.

3.2 Adding or Editing a Filing Organization Secondary User

Multiple users may be associated with the same filing organization.

3.2.1 Adding a Secondary User

1. Select Personalization > User Creation from the header menu.

NOTE: The Search button can be used to find a specific user for editing or to verify that a user has not already been entered before proceeding.

2. Click on the Add New User button.
3. If adding a new user they will need to have a **Utah-ID** as well (see section 1.1 Creating a Utah-ID…). To create a **Utah-ID** click on the [click here](https://login.utah.gov/user/create) link.

4. After obtaining a **Utah-ID** you will fill out the **User Account Information** page, and click on the **Save** button.

   The user will now show up at the bottom of the **Secondary User Maintenance** page.

   **NOTE:** They will log in with their Utah-ID and Password, but once logged in they will not have access to options found within the **Personalization** tab found in the header menu, with the exception of updating their personal information.

### 3.2.2 Editing a Secondary User

1. Select **Personalization > User Creation** from the header menu.

2. Click on the **Edit** button.
3. Make changes on the **User Account Information** page and click the **Update** button.

### 4 Navigation

#### 4.1 Dashboard

The Dashboard is the first screen that users see upon logging into the system. The user may navigate from this screen to any subsequent screen via the header menus.

#### 4.2 Menus and Navigation

##### 4.2.1 Menus

The Header Menus are displayed on every screen in the system. The user can hover over a menu item to expand the menu. The user may click the menu item to navigate to the selected screen.

##### 4.2.2 Breadcrumbs

The user may use the system’s breadcrumbs function to understand their progress in a particular filing.

The user can use the **Back** button to return to a previous page in the filing.

**NOTE:** Do not use the internet browser’s Back button to attempt to return to a previous screen.

##### 4.2.3 Pagination Controls

The system may display information like search results, work queue items, or filing history in a data grid consisting of lists of records spanning multiple pages. The current page is shown shaded brown.

The pagination control allows the user to navigate the data grid in the following ways:
4.3 Session Timeout
The system will prompt the user to confirm that they wish to remain logged in if they are inactive for 15 minutes. The user will be logged out of the system automatically if they do not respond to the prompt within 30 seconds.

4.4 Logging Out
The user can click the Logout menu item on the right side of the header menu to log out of the system.