

CNS FARM PRODUCT MONTHLY LIST USER INSTRUCTIONS

Data Report (PDF Text format)

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Minnesota Business & Line System Requirements document can be accessed using link below:

[System Requirements](#)

STEP 1: CNS Buyer receives email

CNS Buyer receives an email from the Office of the Secretary of State regarding the order.

You are receiving this message because your email address was provided as the contact for notification of this completed transaction.

Your CNS Farm Product Monthly List has been processed. To view this transaction, click on the following link:

<http://mbportal.sos.state.mn.us/Document/DownloadInventory?orderid=3eca788f-cd95-e411-ae63-001ec94ffe7f>

If the link does not open the window, you can access the information by copying and pasting the link into your browser address bar, then hit enter.

Note: Your CNS Farm Product Monthly List will expire on June 30, 2015. To avoid duplicate subscriptions do not try to renew your CNS Farm Product Monthly List before June 1, 2015. In June, a reminder will be emailed with instructions for renewing your CNS Farm Product Monthly List.

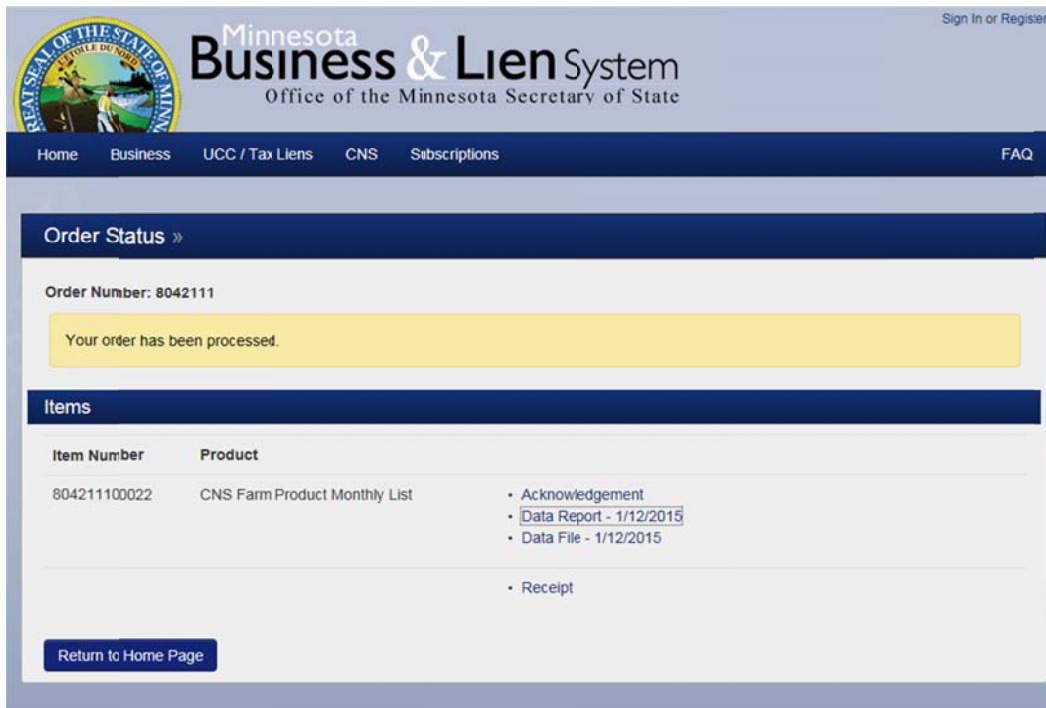
Should you need further assistance, please contact ucc.dept@state.mn.us.

Thank you for your order.

Office of the Minnesota Secretary of State

STEP 2: Order Status

Click on the link in the email and window opens to Order Status.



The screenshot shows the 'Order Status' page of the Minnesota Business & Lien System. The page header includes the state seal and the text 'Minnesota Business & Lien System Office of the Minnesota Secretary of State'. A navigation bar contains links for Home, Business, UCC / Tax Liens, CNS, Subscriptions, and FAQ. The main content area is titled 'Order Status' and displays 'Order Number: 8042111'. A yellow message box states 'Your order has been processed.' Below this is an 'Items' section with a table listing the order details and associated documents.

Item Number	Product	
804211100022	CNS Farm Product Monthly List	<ul style="list-style-type: none">• Acknowledgement• Data Report - 1/12/2015• Data File - 1/12/2015
		<ul style="list-style-type: none">• Receipt

Return to Home Page

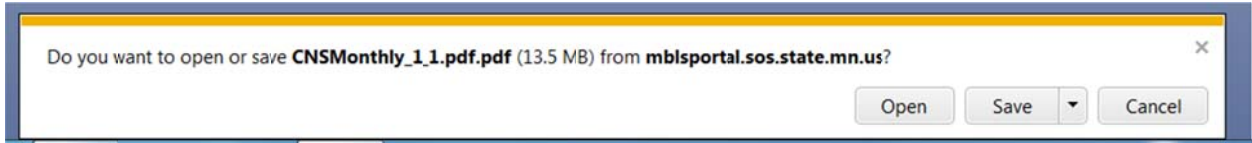
STEP 3: Access Data Report

Double click on "Data Report – (date created)"

• [Data Report - 1/12/2015](#)

STEP 4: Open Data Report

Receive message:



OR

The Data Report will download and display in the lower left corner.



STEP 5: Data Report Displays

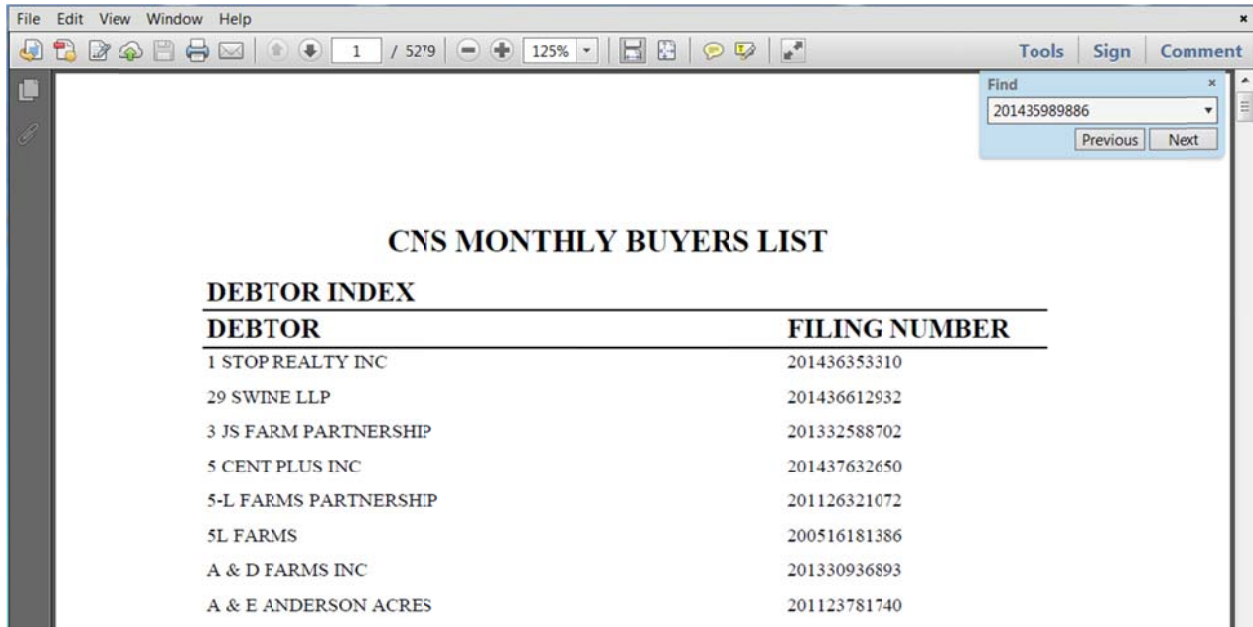
Clicking on link will open in new window. Data Report starts with a debtor name index (alpha-numeric order) and includes the Debtor and Filing Number for the lien notification.

The screenshot shows a PDF viewer window with a menu bar (File, Edit, View, Window, Help) and a toolbar. The main content is a table titled "CNS MONTHLY BUYERS LIST". The table has two columns: "DEBTOR" and "FILING NUMBER". The data is as follows:

DEBTOR	FILING NUMBER
1 STOPREALTY INC	201436353310
29 SWINE LLP	201436612932
3 JS FARM PARTNERSHIP	201332588702
5 CENT PLUS INC	201437632650
5-L FARMS PARTNERSHIP	201126321072
5L FARMS	200516181386
A & D FARMS INC	201330936893
A & E ANDERSON ACRES	201123781740

STEP 6: Data Report ability to Search/Find

To Search for specific information (debtor, filing number, etc), press the Ctrl and the letter F on the keyboard OR click Edit and select Find on the menu and the find box will display.

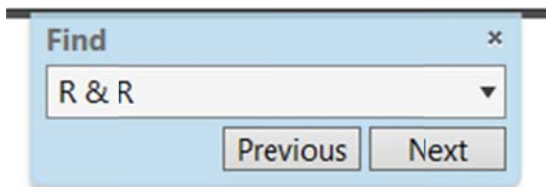


The screenshot shows a web browser window with a menu bar (File, Edit, View, Window, Help) and a toolbar. A 'Find' dialog box is open in the top right corner, containing the text '201435989886' and 'Previous' and 'Next' buttons. The main content area displays the title 'CNS MONTHLY BUYERS LIST' and a table with two columns: 'DEBTOR' and 'FILING NUMBER'. The table contains the following data:

DEBTOR	FILING NUMBER
1 STOP REALTY INC	201436353310
29 SWINE LLP	201436612932
3 JS FARM PARTNERSHIP	201332588702
5 CENT PLUS INC	201437632650
5-L FARMS PARTNERSHIP	201126321072
5L FARMS	200516181386
A & D FARMS INC	201330936893
A & E ANDERSON ACRES	201123781740

STEP 7: Using Find*

Enter name or filing number in the Find box and click Next. Search starts and a status bar will display search progress.

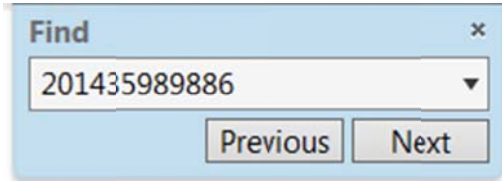


STEP 8: Find Results

Results returned are based on the criteria entered. (See Example: R&R Farms highlighted in blue). If find is correct, then enter filing number and click Next, the filing number is highlighted in blue, click Next a second time, and search resumes to locate lien notification filing. If no results returned or is not correct, click Next until correct match is found.

*The find feature may display differently based on users operating system and browser settings.

R & L FARMS	201334695500
R & L RUDNIK FARMS	6487
R & R FARMS	201435989886



STEP 9: Additional Results

Result is found for criteria entered and filing number is highlighted in blue. Filing shows all data entered into Central Notification System database. The entire file history, including the original filing and any amendments (Continuation or Termination), will display under **Amendment Filing #**.

<u>Filing Office</u>	<u>Original Filing #</u>	<u>Filing Type</u>		
88 Office of the Minnesota Secretary of State	201435989886	Effective Financing Statement		
<u>Filing Date/Time</u>	<u>Lapse Date</u>			
03/26/2014 11:30 AM	03/26/2019 11:59 PM			
Debtor: F. & R FARMS 10286 CO RD 23, HOFFMAN, MN 56339 USA(ID=15373) Secured: STAR BANK PO BOX 219, BARRETT, MN 56311 USA				
<u>Products</u>	<u>Counties</u>	<u>Years</u>	<u>Quantities</u>	<u>Unit Of Measure</u>
100 All Crops	21 Douglas			Other
100 All Crops	26 Grant			Other
100 All Crops	75 Stevens			Other
<u>Amendment Filing #</u>	<u>Filing Type</u>	<u>Filing Datetime</u>		
201435989886	Original Filing	03/26/2014 11:30 AM		

STEP 10: Print Option

You may print one or more pages of the Data Report. Right clicking within the Data Report will enable the Print feature.

STEP 11: Save File Option

By right-clicking user can save the PDF to a location of their choice.

Example: "Save as" selected. User selects a folder on their C Drive and a sub-folder labeled CNS.