



PLEASE PRINT THESE INSTRUCTIONS FOR EASY REFERENCE.

1. The next screen you see will be the **NUANS Main Menu** screen.
2. Click the **preE-Search** button.
3. Ignore the Reference Info and the Docket Info.
4. For best results it is **strongly recommended** that you click on the **Help** button to obtain more detailed instructions on conducting a search.
5. Enter the name to be searched in the **Name for Search** field.

Please keep in mind the following when conducting a search:

- **DO NOT** include a legal element or similar words identifying company type, either abbreviated or long form, in the search pattern (no LIMITED, INC., CORP., CO., LP, LLP, etc). Refer to Detailed Help for list.
 - Initial names should be searched two ways - e.g. AAA and A.A.A.
 - Search **ONLY** the keyword when it is highly distinctive (e.g. PALL-METTA, TRILOGUE, ZELINSKI).
 - Search the keyword followed by the second word or term when it is a common or diluted word (GENERAL CONSTRUCTION, SMITH DRUGS, TORONTO FOOD, AAA CARTAGE). Refer to Detailed Help for list.
6. Click the **Submit** button. You will then see **Please wait. Your search is in progress...**You will then be presented with the results. Use File/Print on your browser to print the results.
 7. To conduct another search click on the **Back to Search** button. Repeat the above process.

Please note that if you need to view the results again click on the **Back to Main Menu** button. You will be returned to the **NUANS Main Menu**. Click on the **Submitted NUANS Requests** button. Locate the search on the **Submitted NUANS Request** index table and click on the **View** button. To conduct another search, click on the **Back to Main Menu** screen and then click on the **preE-Search** button to conduct your next search.

**If you encounter any difficulties during this session,
DO NOT re-order or purchase a new session.
Call OnCorp Direct at 1-888-577-9177**