

eClerks LA eRecording Guide

Welcome to eClerks LA! Having the latest supported browser is important to ensure your computer has the latest security updates. eClerks LA eRecording is best viewed with **Google Chrome, Microsoft Edge or Firefox browsers**. Microsoft Internet Explorer is not supported.

This guide is designed to be a quick start review to have you quickly eRecording your documents directly with your desired Parish.

Let's eRecord!

Under Main Menu at the top in the left navigation, click on **eRecording** to take you to your desired section.

			은 Hello Contact Us Logout
Clerks L	k	Welcome to eClerks LA	
MAIN MENU		Getting Started	
M Welcome		Wondering what to do next?	Louisiana Clerks' Remote Access Authority (LCRAA) Since 2014
② Help Guides		luesday, June 1, 2021	
B eRecording	Available!	Thank you for confirming your eClerks LA account! You are now ready to join others in searching for Land Records.	LCRAA Events
		Let's Get Started! 1. Purchase a subscription to any participating parish via the Buy A Subscription link 2. Begin searching within your selected parishes by visiting My Parish Searches	E-Bulletin Board Parish Notices Find the latest parish notices here.
PARISH SEARCH		3. Find your recently purchased documents here: My Parish Documents	Meetings & Notices Scheduled Scheduled meetings and notices presented by LCRAA.
O My Parish Searches			
S My Parish Document	5		Holidays Calendar Calendar link to LCRAA scheduled holidays with additional notes.
		eClerks LA eRecording	
Other Parishes		eRecording Now Available	
		eClerks I & eRecording is now available for participating parishes! eClerks I & makes it easy to securely eRecord	
SHOPPING CARTS		mortgages, deeds and other documents online. Ready to eRecord? Head over to our Help Guides to learn more.	
ঢ় Subscriptions	0		
🤃 Purchasing	0	eClerks LA PrePay	
		Recording Software Account Holders	
UTILITIES		Tuesday, June 1, 2021	
✓ Verify eCertified Do	cument	eClerks LA purchases can now be charged to your Recording Software Customer Account. Please contact your Parish representative to ensure a smooth on-boarding process with your existing accounts.	
EXTERNAL LINKS		- Accession Barick Clark of Court contact: keyba@accossionslock.com	
Statewide Portal		Jefferson Davis Parish Clerk of Court, contact: missy@jeffdavisclerk.com	
🗅 eFileLA			
		eClerks LA Purchases	
		Transaction Fee Schedule	
		Tuesday, June 1, 2021	

Important Notes:

• eRecording does not require a parish subscription An eClerks user can eRecord with any participating parish, just select your desired parish from the dropdown list. eRecording uses the Payment methods setup in your eClerks LA "<u>My Account Profile</u>" Make sure your desired payment method is added for you to select when submitting your documents.

				A Hello	Contact Us	Logout
Clerks LA,	Manage your Review/Update your a	eClerks LA accour	nt			
💮 Welcome	Profile	Payment methods				
 Help Guides eRecording Now Available: 	Password	Billing address	Laborer	Your payment methods		2
🐣 My Account	Personal data	Laura	Thomas	Credit Card/ACH Payment Methods		
	Payment methods	Email (Optional)		[0442] ACH 347784BB-1F23-4C73-B167-FE9F9CDB0CAC		
PARISH SEARCH	Subscription history Purchase history	Payment receipts will be emailed to the email address provided when setting up each payment method. Please make a note when setting up		[7002] AmericanExpressCredit Exp. 50350DAC-78CF-4968-A613-B885E2E21B1	(4/2022)	
S My Parish Documents	,	different Credit Card/ACH paymer the email account.	nt methods that you have access to	Linked Accounts (Recording Software Payment Metho	ds)	
Buy A Subscription Other Parishes		lthomas@antaresnet.com		Empty Listing No items found for your payment methods		
		Address		Add a payment method		
SHOPPING CARTS		8282 Goodwood Blvd.		Add a payment method		

eRecording Dashboard

The **Dashboard** is your landing page for all things eRecording in eClerks LA. This section allows you to see the status of submitted document grouped by **Pending Transactions** and **Needs Attention Transactions**. You can start the eRecording process by clicking the **Submit Document** button. The blue box navigation also allows you to see **Completed Transactions**, **Rejected Transactions**, and your full **Transaction History**.

		은 Manage Your Account Logout
Clerks LA1.	Welcome to the eRecording Dashboard Review/Update your document submissions	
 Welcome Help Guides eRecording 	Submit Document(s) Needs Attention Transactions Completed Transactions No transactions that need attention	
PARISH SEARCH Q. My Parish Searches	Rejected Transactions Pending Transactions Transaction History No transactions that are pending	
 My Parish Documents Buy A Subscription Other Parishes 		
SHOPPING CARTS 및 Subscriptions Cart 및 Purchasing Cart		
UTILITIES V Verify eCertified Document		
EXTERNAL LINKS il: Statewide Portal eFileLA		
powered by	Louisiana Clerks' Remote Access Authority 10202 Jefferson Hwy. Building A Baton Rouge, LA 70809 Privacy Policy Terms of Service	Questions? Contact Us

Steps: Package

The first Step allows you to "Select your Parish" and name your submission documents whether Package, bundle or whatever your business calls them. There is also a place to provide **Package Notes** about your submission. Click **Next Step** once completed.

			은 Manage Your Account Logout			
Clerks LA	Submit Docume	nt(s)	Return to Dashboard			
	Select Parish where you wish to re	cord your document(s	Ascension Parish Clerk of Court Step Next Step			
 Metcome Help Guides eRecording 	Steps:	Package Information				
ິ My Account	Customer	Package Name:	ASC - 1001			
PARISH SEARCH	Documents					
O My Parish Searches	Payment	Package Notes:	SMITH CLOSING DOCUMENTS			
My Parish Documents Image: Buy A Subscription						
Other Parishes		Internal Use Only:	You may provide any relevant package information here to help organize this submission. This information is provided as a convenience and will not be sent to the processing clerk.			
SHOPPING CARTS						
় Subscriptions Cart ় Purchasing Cart			Previous Ste Next Step			
UTILITIES Verify eCertified Document	Submit Document(s)	Cancel				

Steps: Customer

The Customer tab gives you the opportunity to review your billing information. If you see anything that needs to be updated you can click on the link "please update your account settings". When ready click Next Step.

Select Parish where you wis	h to record your document(s): Ascensio	Previous Step Next St		
Steps:	Billing Address			
Package	5 interes			
Customer	Prischame		Last name	
Documents	wittiam		Smith	
Payment	Email (Optional)			
	wsmith@asmetitle.com	1		
	Address			
	12134 Corporate Blvd.			
	Address 2 (Optional)			
	City		State	Zip
	Baton Rouge		LA	70809
	Country	Phone number		
	US	(800) 366-8807		
	If the above billing inf	ormation is incorrect, please update y	your account settings.	
	Also, be sure to review	v your payment methods.		
				Previous St. Next Ste

Steps: Documents

eClerks LA eRecording allows the user to enter the document details and upload copies of the final documents. The system then calculates the estimated recording cost total based on the submission. When eRecording a group of associated documents, the user can submit multiple documents by clicking the "Add Document" tab.

Select Parish where you wis	sh to record your document(s): Asc	ension Parish Clerk of Court 🛛 🗸			Previous Step Next S
Steps:	Document 1 Add D	Document			
Package Customer	Basic Instrument Data				
Documents Payment	Document Type:	CASH SALE		B MISC	
	Grantor:	Last/Entity	First	Middle	Suffix
		JOHNSON	RONALD	L	
	Grantee:	Last/Entity	First	Middle	Suffix
		STREET	DELLA	G	
	Notes:	SALE OF FAMILY HOME			
	Document File				
	Upload View	Clear			
	Document Charges				

Uploading your Documents:

Upload Tip:

When you select the Upload button, remember where you saved your scanned documents so you can find that folder.

eRecord Tip:

Be sure to select the number of names that will need to be indexed.

eVault Tip:

eVault automatically calculates the estimated charges for you allowing you to review the totals before submitting.

Document Type:	CASH SALE 🗸			
Grantor:	Last/Entity	First	Middle	Suffix
	JOHNSON	RONALD	L	
Grantee:	Last/Entity	First	Middle	Suffix
	STREET	DELLA	G	
Notes:	SALE OF FAMILY HOME			
Document File				
Upload Viv Clear	464793_original.pdf			
Upload Vy Clear Document Charges	464793_original.pdf			
Upload Vi v Clear Document Charges Names to be indexed: 3	464793_original.pdf	e: 5.2 MB		
Upload Viv Clear Document Charges Names to be indexed: 3 Description	464793_original.pdf	e: 5.2 MB Quantity	Price	Total
Upload Vy Clear Document Charges Names to be indexed: 3 Description 6 to 25 Pages	464793_original.pdf	e: 5.2 MB Quantity 6	Price \$0.00	Total \$200.00
Upload Vy Clear Decument Charges Names to be indexed: 3 Description 6 6 to 25 Pages LCRAA Fee	464793_original.pdf	e: 5.2 MB Quantity 6	Price 50.00 \$5.00	Total \$200.00 \$5.00
Upload Vary Clear Document Charges Names to be indexed: 3 Description 6 to 25 Pages LCRAA Fee eRecording Transmittal	464793_original.pdf	e: 5.2 MB Quantity 6	Price 50.00 55.00 53.00	Total 5200.00 55.00 53.00
Upload Vivy Clear Document Charges Names to be indexed: 3 Description 6 to 25 Pages LCRAA Fee eRecording Transmittal	464793_original.pdf	e: 5.2 MB Quantity 6	Price \$0.00 \$5.00 \$3.00 Estimated Fees:	Total \$200.00 \$55.00 \$33.00 \$6.01

Steps: Payment

This is the last step in the submission process. Note the estimated cost on the far-right column, then click the Choose Payment Method to select your desired choice.

lect Parish where you wish to a	record your document(s): Asconsion D	Parish Clerk of Co	urt Y		Previous Step Next-Step	
teps:	Ascension P	ansi clerk of co	uit *		некозер нех зер	
Package	Document Charges					
Customer	Document 1 - CASH SAL	LE			\$214.01	
Documents Payment				Estimated Total:	\$214.01	
	Payment Processing					
	Choose Payment Me	thod Payment r	net if not selected			
					Previous Step Next Step	
Submit Document(s)	Cancel					
					은 Manage Your Ac	count Lo
			Cot Up Daymont Drococcing			
			Set op Payment Processing			
	Submit Document	t(s)	Select a Payment Method This field is required.		Return	ı to Dashbo
	Submit Document	t(s)	Select a Payment Method This field is required.		Return	to Dashbo
	Submit Document	t(s) rd your documer	Select a Payment Method This field is required.		Return Previous Step	to Dashbo Next S
	Submit Document Select Parish where you wish to recor Steps:	t(s) rd your documer Document	Select a Payment Method This field is required.		Return Previous Step	i to Dashbo Next S
	Submit Document Select Parish where you wish to recor Steps: Package	t(s) rd your documer	Set Op Payment Processing Select a Payment Method This field in required. [0016] VisaCredit [1333] ACH		Return Previous Step	Next S
	Submit Document Select Parish where you wish to recor Steps: Package Customer Documents	t(s) rd your documer Documen Documen	Select a Payment Method This field is required.		Return Previous Step	S214.01
	Submit Document Select Parish where you wish to recor Steps: Package Customer Documents Payment	t(s) rd your documer Documen Documer	Set Op Payment Method This field is required.	Estimat	Return Previous Step ed Total:	to Dashbo Next S \$214.0 \$214.0
	Submit Document Select Parish where you wish to recor Steps: Package Customer Documents Payment	t(s) rd your documer Documen Documen	Set Op Payment Method the field is required Setect a Payment Method the field is required [0016] VisaCredit [1333] ACH httr:/CASH SALE	Estimat	Return Previous Step ed Totat:	to Dashba Next S \$214.0 \$214.0
	Submit Document Select Parish where you wish to recor Steps: Package Customer Documents Paymont	t(s) rd your documer Documen Documen Payment P	Set of prayment Method the field in required Select a Payment Method the field in required [0016] VisaCredit [1333] ACH th 1 - CASH SALE Topossing	Estimat	Return Previous Step ed Total:	to Dashbo Next S \$214.01 \$214.01
	Submit Document Select Parish where you wish to recor Steps: Package Customer Documents Payment	t(s) rd your documer Documen Documen Payment P Choose	Set Up Payment Method The field in required Setect a Payment Method The field in required Toossing Payment Method Payment method not selected	Estimat	Return Previous Step ed Total:	5214.0
	Submit Document Select Parish where you wish to recor Steps: Package Customer Documents Payment	t(s) rd your documer Documen Documen Peyment P Choose	Set Up Payment Method this field in required Setect a Payment Method this field in required (0016) VisaCredit (1333] ACH th - CASH SALE reconsting Payment Method not selected	Estimat	Return Previous Step ed Total:	x to Dashbo Next S \$214.01 \$214.01
	Submit Document Select Parish where you wish to recor Steps: Package Customer Documents Peyment	t(s) rd your documer Documer Documer Peyment P Choose	Set Op Payment Method Setect a Payment Method Setect a Payment Method Setect a Payment Method Setect a Payment Method Payment	Estimat	Return Previous Step ed Total:	a to Dashbo Next S \$214.01 \$214.01
	Submit Document Select Parish where you wish to recor Steps: Package Customer Documents Playmont	t(s) rd your documer Documeri Documeri Peyment P Chocse	Set Up Payment Method Setect a Payment Method Setect a Payment Method Setect a Payment Method Payment Method Payment Method Payment method not selected	Estimat	Return Previous Step	s to Dashbo Next S \$214.0 \$214.0

Steps: Submit your Document(s) for eRecording!

After you've selected your payment method, you're ready to submit or you can click back to one of the prior steps if you need to review or update anything.

Select Parish where you wis	h to record your document(s): Ascension Parish Clerk of Court 🗸 🗸		Previous Step Next
Steps:	Document Charges		
Customer	Document 1 - CASH SALE		\$214.
Documents		Estimated Total:	\$214.
	Choose Payment Method [0016] VisaCredit Exp. (4/2023) Adv. Seascher Virtua Adv. Seascher Virtua Adv.		
			Previous Step Next

Congratulations – Submission Successful!

This message confirms your document has been accepted and sent to the Parish for review and processing. You can click the Return to Dashboard to Review/Update or Submit additional documents.

P		음 Manage Your Account Logout
Clerks LA .	Submit Document(s)	Return to Dashboard
MAIN MENU		
Welcome Help Guides eRecording My Account	Document Submission Successful! Please reference Transaction # E-147. To view this transaction, click here. To view your transaction history, click here.	
PARISH SEARCH		
Q My Parish Searches		
 My Parish Documents Buy A Subscription Other Parishes 		

eRecording Dashboard

The eRecording Dashboard allows you to see the status of your submitted documents. You can also view your Completed Transactions or your full Transaction History.

		은 Manage Your Account Logout
Clerks LA	Welcome to th	ne eRecording Dashboard
MAIN MENU	Review/Update you	r document submissions
 Welcome Help Guides 	Submit Document(s)	Needs Attention Transactions
eRecording A My Account	Completed Transactions	No transactions that need attention
PARISH SEARCH	Rejected Transactions	Pending Transactions 1
Q My Parish Searches	Transaction History	ASC 1001
My Parish Documents	Humaterion History	Transaction # E-147: Submitted: 12/10/20, 11:42 AM Parish: Ascension
Buy A Subscription		ID: 173 Book Type: COB Grantor: JOHNSON, RONALD Grantee: STREET, DELLA 6pgs
SHOPPING CARTS		
ेः Subscriptions Cart		
ঢ় Purchasing Cart		
UTILITIES		
Verify eCertified Document		
EXTERNAL LINKS		
Statewide Portal		
🗅 eFileLA		

Important Note:

eClerks eRecording allows users to <u>submit documents anytime</u>. If documents are submitted after hours, the clerk's office will process the documents as part of the next business day's workload.