



# 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.

## 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 [“My Account Profile”](#)  
Make sure your desired payment method is added for you to select when submitting your documents.

**Manage your eClerks LA account**  
Review/Update your account settings

**MAIN MENU**

- Welcome
- Help Guides
- eRecording Now Available!
- My Account**

**PARISH SEARCH**

- My Parish Searches
- My Parish Documents
- Buy A Subscription
- Other Parishes

**SHOPPING CARTS**

**Payment methods**

**Billing address**

First name: Laura, Last name: Thomas

Email (Optional): lthomas@antaresnet.com

Address: 8282 Goodwood Blvd.

**Your payment methods**

Credit Card/ACH Payment Methods

- [0442] ACH 3477848B-1F23-4C73-B167-FE9F9CD80CAC
- [7002] AmericanExpressCredit 5035500AC-7BC1-4968-A613-B0854E2E2101 Exp. (4/2022)

Linked Accounts (Recording Software Payment Methods)

Empty Listing  
No items found for your payment methods.

**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**.

**Welcome to the eRecording Dashboard**  
Review/Update your document submissions

**MAIN MENU**

- Welcome
- Help Guides
- eRecording**
- My Account

**PARISH SEARCH**

- My Parish Searches
- My Parish Documents
- Buy A Subscription
- Other Parishes

**SHOPPING CARTS**

- Subscriptions Cart
- Purchasing Cart

**UTILITIES**

- ✓ Verify eCertified Document

**EXTERNAL LINKS**

- Statewide Portal
- eFileLA

**Submit Document(s)**

**Needs Attention Transactions**

No transactions that need attention

**Completed Transactions**

**Rejected Transactions**

**Transaction History**

**Pending Transactions**

No transactions that are pending

powered by **ANTARES**

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.

The screenshot shows the 'Submit Document(s)' form with the 'Package' step selected. The 'Select Parish' dropdown is set to 'Ascension Parish Clerk of Court'. The 'Package Information' section includes fields for 'Package Name' (ASC - 1001) and 'Package Notes' (SMITH CLOSING DOCUMENTS). The 'Internal Use Only' section provides a note about providing relevant package information. The 'Next Step' button is circled in red.

**Submit Document(s)** [Return to Dashboard](#)

Select Parish where you wish to record your document(s): **Ascension Parish Clerk of Court** [Previous Step](#) [Next Step](#)

**Steps:**

- Package**
- Customer
- Documents
- Payment

**Package Information**

Package Name: ASC - 1001

Package Notes: SMITH CLOSING DOCUMENTS

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.

[Previous Step](#) [Next Step](#)

[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.

The screenshot shows the 'Submit Document(s)' form with the 'Customer' step selected. The 'Billing Address' section includes fields for 'First name' (William), 'Last name' (Smith), 'Email (Optional)' (wsmith@asmetitle.com), 'Address' (12134 Corporate Blvd.), 'Address 2 (Optional)', 'City' (Baton Rouge), 'State' (LA), 'Zip' (70809), 'Country' (US), and 'Phone number' ((800) 366-8807). A red arrow points to a message: 'If the above billing information is incorrect, please update your account settings. Also, be sure to review your payment methods.' The 'Next Step' button is circled in red.

**Submit Document(s)** [Return to Dashboard](#)

Select Parish where you wish to record your document(s): **Ascension Parish Clerk of Court** [Previous Step](#) [Next Step](#)

**Steps:**

- Package
- Customer**
- Documents
- Payment

**Billing Address**

First name: William Last name: Smith

Email (Optional): wsmith@asmetitle.com

Address: 12134 Corporate Blvd.

Address 2 (Optional):

City: Baton Rouge State: LA Zip: 70809

Country: US Phone number: (800) 366-8807

If the above billing information is incorrect, [please update your account settings](#).  
Also, be sure to review your payment methods.

[Previous Step](#) [Next Step](#)

[Submit Document\(s\)](#) [Cancel](#)

## 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.

Submit Document(s) Return to Dashboard

Select Parish where you wish to record your document(s): Ascension Parish Clerk of Court Previous Step Next Step

Steps: **Document 1** [Add Document](#)

Package  
Customer  
**Documents**  
Payment

Basic Instrument Data

Document Type: CASH SALE ☒ COB ☐ MOB ☐ MISC

Grantor: Last/Entity First Middle Suffix  
JOHNSON RONALD J

Grantee: Last/Entity First Middle Suffix  
STREET DELLA G

Notes: SALE OF FAMILY HOME

Document File

Upload View Clear

Document Charges

No uploaded file

## 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.

Basic Instrument Data

Document Type: CASH SALE ☒ COB ☐ MOB ☐ MISC

Grantor: Last/Entity First Middle Suffix  
JOHNSON RONALD J

Grantee: Last/Entity First Middle Suffix  
STREET DELLA G

Notes: SALE OF FAMILY HOME

Document File

Upload View Clear 464793\_original.pdf

Document Charges

Names to be indexed: 3 Pages: 6 Oversized: No (8.5 X 11) File Size: 5.2 MB

Description	Quantity	Price	Total
6 to 25 Pages	6	\$0.00	\$200.00
LCRAA Fee		\$5.00	\$5.00
eRecording Transmittal		\$3.00	\$3.00
Estimated Fees:			\$6.01
Estimated Total:			\$214.01

Previous Step Next Step

## 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.

The screenshot shows the 'Submit Document(s)' page with the 'Payment' step selected. The 'Choose Payment Method' button is circled in red. A modal window titled 'Set Up Payment Processing' is open, showing a dropdown menu with options '[0016] VisaCredit' and '[1333] ACH'. The 'Submit Document(s)' button is also circled in red.

Document Charges	
Document 1 - CASH SALE	\$214.01
Estimated Total:	\$214.01

Payment Processing

Choose Payment Method Payment method not selected

Submit Document(s) Cancel

## 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.

The screenshot shows the 'Submit Document(s)' page with the 'Payment' step selected. The 'Submit Document(s)' button is circled in red. The 'Choose Payment Method' button is also visible, and the 'Payment Processing' section shows the selected payment method '[0016] VisaCredit'.

Document Charges	
Document 1 - CASH SALE	\$214.01
Estimated Total:	\$214.01

Payment Processing

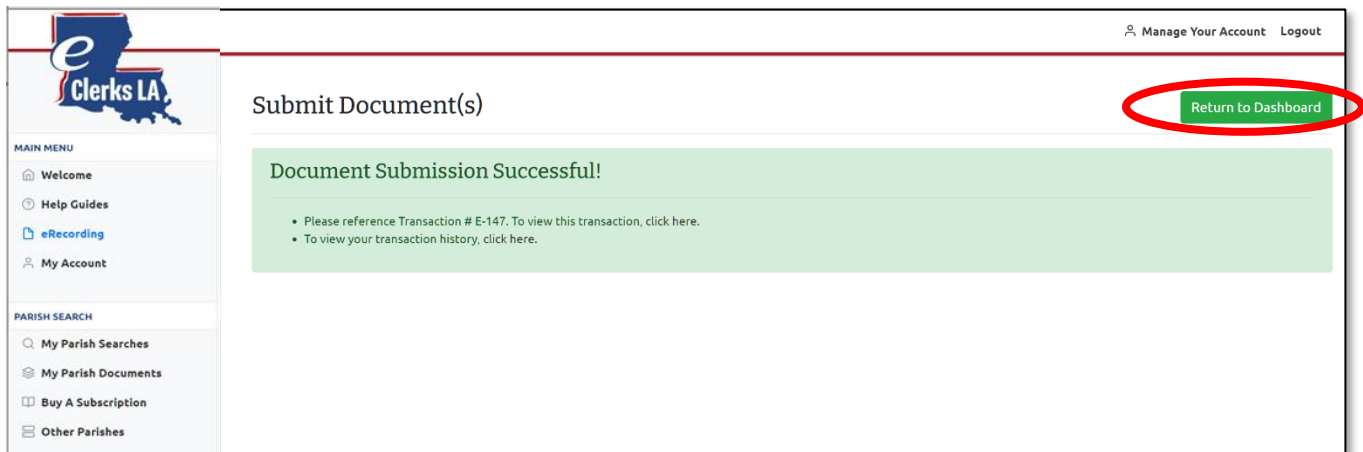
Choose Payment Method

[0016] VisaCredit Exp. (4/2023)  
AC3E00B6-191A-4A53-B8C9-9B3937F8D996

Submit Document(s) Cancel

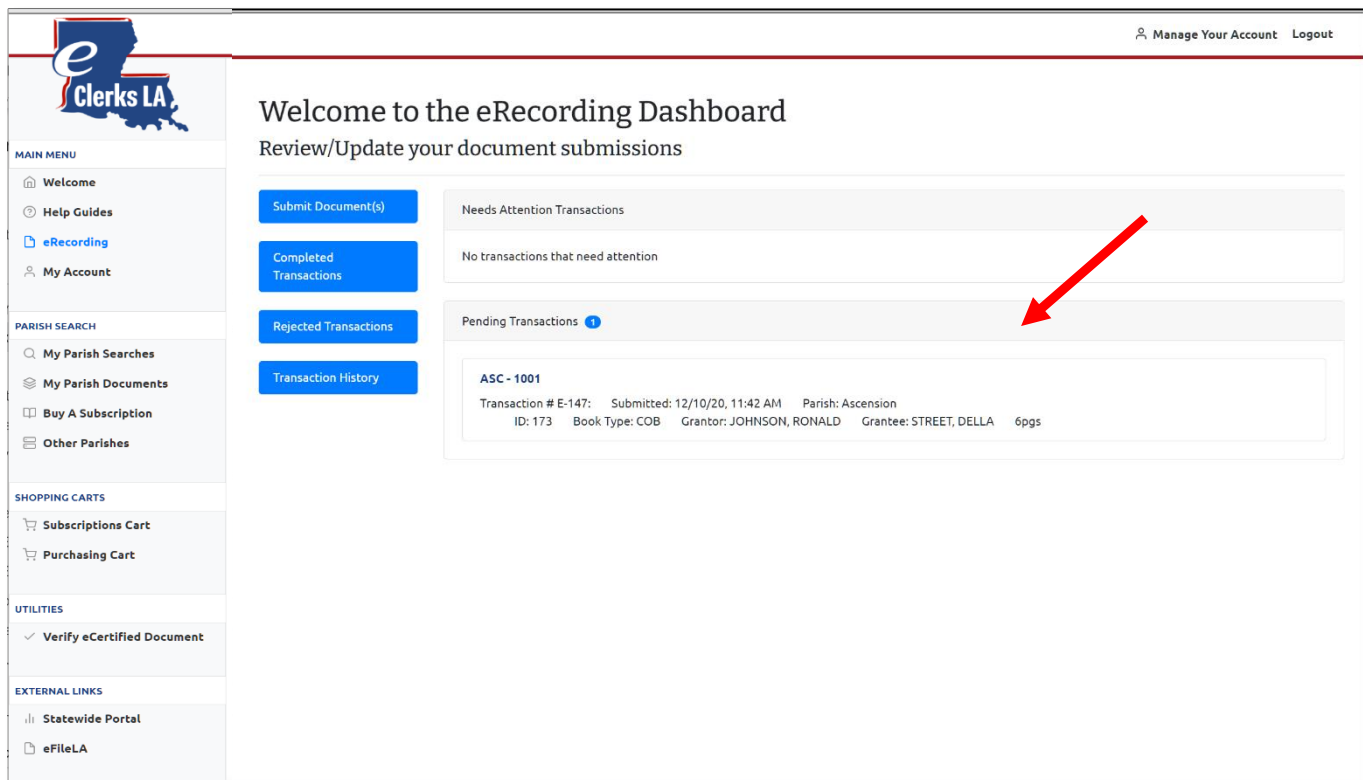
## Congratulations – Submission Successful!

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.



## 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.



### Important Note:

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