



## eClerks LA QuickStart – easy as 1 – 2 – 3!

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

To get started, Follow these 3 easy steps:

### 1. Sign Up! Create your account

Go to [www.eClerksLA.com](http://www.eClerksLA.com). Create your user account by selecting the 'Sign Up' button near the bottom of the page.

#### On the Register Page:

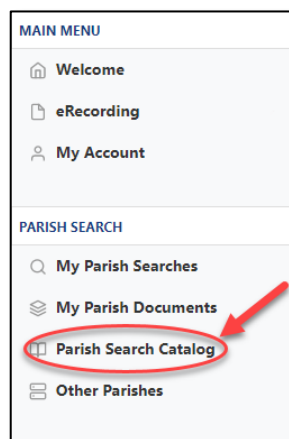
**Fill out the required information.** A valid email address is required to create an account. Click 'Register' button at the bottom to submit your account request.

**Check your inbox for the eClerks LA verification email** sent from [lcraa@laclerksofcourt.org](mailto:lcraa@laclerksofcourt.org). If you don't see the email, please check your Spam or Junk folders. Click on the link provided in the email to complete the sign-up process.

### 2. Buy your Subscription from the Parish Search Catalog

NOTE: If you already have a subscription to your desired Parish's Online Access, you do not need to purchase another subscription. Simply click on the **"Contact Us"** link at the bottom right of the eClerks LA website and complete the form. In the Question/Comment field let us know you have a current subscription with that parish so that it can be honored in eClerks LA.

Once you have logged in, click on the Parish Search Catalog link in the left Navigation.

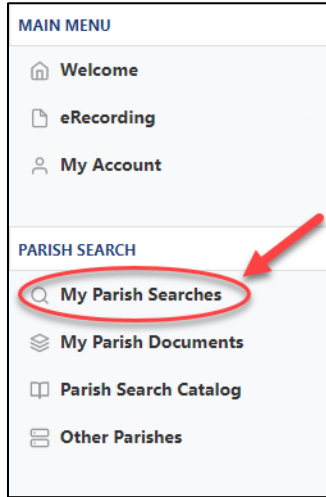


#### [Parish Search Catalog](#) for Purchasing Subscriptions

Find the parish of interest and select the desired subscription level from the drop-down box. Click "Order Now" to purchase your subscription.

### 3. Search!

With your subscription purchased, you can now begin to Search. Click on My Parish Searches in the left navigation to view a list of your active subscriptions.



#### [My Parish Searches – the place to find your documents](#)

Your subscription purchase will include a link to Search the parish land records in the new eClerks LA Land Record search, and, depending on the parish, may also include a link to the Parish's Online Access site where you will be able to search for other records such as civil and criminal case management.

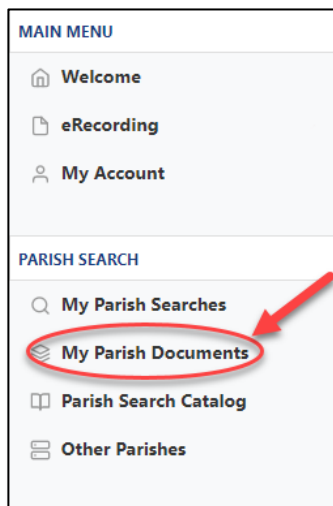
Each Search link will provide for searching of documents, as well as viewing details and images. Image copies can be purchased by adding document pages to your shopping cart.

Note: eClerks LA shopping cart is separate from parish Online access shopping carts.

#### [My Parish Documents – the place to find your recent purchases](#)

Once you've purchased your documents, you can easily find your active documents for download in the My Parish Documents section. Click on the download icon on the far right to view your image.

### My parish documents



| Active documents           |    |   |                |    |   |         |    |   |                                    |    |   |        |    |   |
|----------------------------|----|---|----------------|----|---|---------|----|---|------------------------------------|----|---|--------|----|---|
| Name                       | ↑↓ | ▽ | Description    | ↑↓ | ▽ | Price   | ↑↓ | ▽ | Purchased                          | ↑↓ | ▽ | Status | ↑↓ | ▽ |
| Ascension, Instr#: 2000019 |    |   | Page(s): 1-3   |    |   | \$3.00  |    |   | Tuesday, April 21, 2020 5:52:49 PM |    |   |        |    |   |
| Ascension, Instr#: 2000015 |    |   | Certified Copy |    |   | \$10.00 |    |   | Tuesday, April 21, 2020 5:52:49 PM |    |   |        |    |   |
| Ascension, Instr#: 2000016 |    |   | Page(s): 1-3   |    |   | \$3.00  |    |   | Tuesday, April 21, 2020 5:52:49 PM |    |   |        |    |   |

Credit cards supported:



Credit card: a 2.89% convenience fee with a \$1.50 minimum will apply to all credit card transactions

eCheck: a minimum \$0.50 convenience fee will apply to all eCheck transactions