



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!

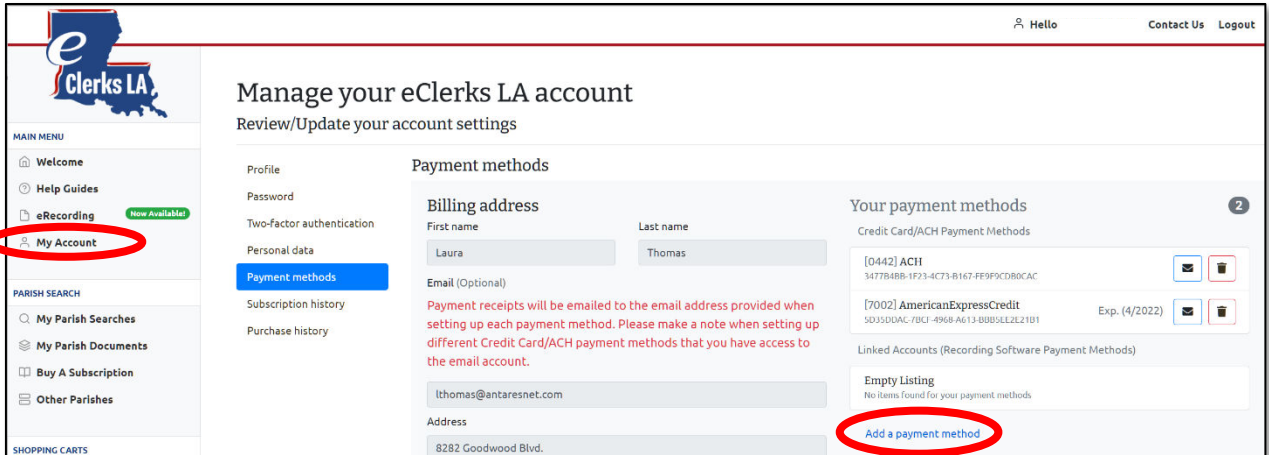
Under Main Menu at the top in the left navigation, click on **eRecording** to take you to your desired section.

The screenshot shows the eClerks LA user interface. On the left, the 'MAIN MENU' includes 'Welcome', 'Help Guides', 'eRecording' (highlighted with a red circle and arrow), and 'My Account'. Below this are sections for 'PARISH SEARCH', 'SHOPPING CARTS', 'UTILITIES', and 'EXTERNAL LINKS'. The main content area is titled 'Welcome to eClerks LA' and contains several informational cards: 'Getting Started' with a list of steps, 'eRecording Now Available' with a date of Tuesday, June 1, 2021, 'Recording Software Account Holders' with contact information for Ascension Parish and Jefferson Davis Parish, and 'Transaction Fee Schedule'. The right sidebar shows 'LCRAA Events' with links to 'E-Bulletin Board', 'Meetings & Notices', and 'Holidays'.

Important Notes:

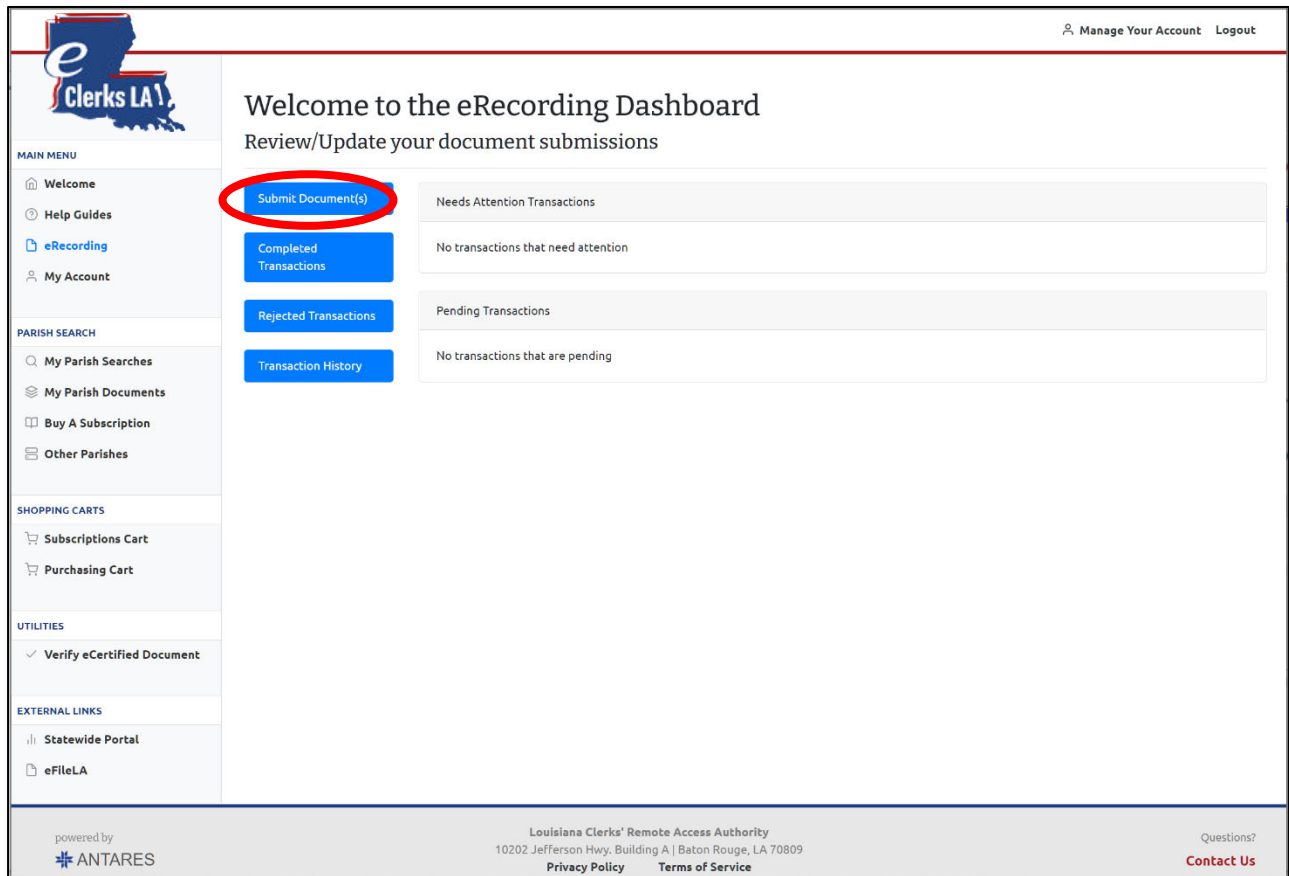
- **eRecording does not require a parish subscription**
An eClerks user can eRecord with any participating parish, just select your desired parish from the dropdown list.

- 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.



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**.



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 in the 'Package' step. The 'Ascension Parish Clerk of Court' dropdown menu is circled in red. The 'Package Information' section includes a 'Package Name' field with 'ASC - 1001', a 'Package Notes' text area with 'SMITH CLOSING DOCUMENTS', and an 'Internal Use Only' section. The 'Next Step' button is also circled in red.

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 in the 'Customer' step. The 'Billing Address' section contains 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.

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)' interface. At the top, there's a dropdown for 'Ascension Parish Clerk of Court' and buttons for 'Return to Dashboard', 'Previous Step', and 'Next Step'. A 'Steps' sidebar on the left has 'Payment' highlighted. The main area is divided into 'Document Charges' and 'Payment Processing'. The 'Document Charges' section contains a table:

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

The 'Payment Processing' section has a 'Choose Payment Method' button circled in red and a message 'Payment method not selected'. A modal window titled 'Set Up Payment Processing' is open, showing a dropdown menu with the following options:

- [0016] VisaCredit
- [1333] ACH

The background page also shows 'Submit Document(s)' and 'Cancel' buttons at the bottom.

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.

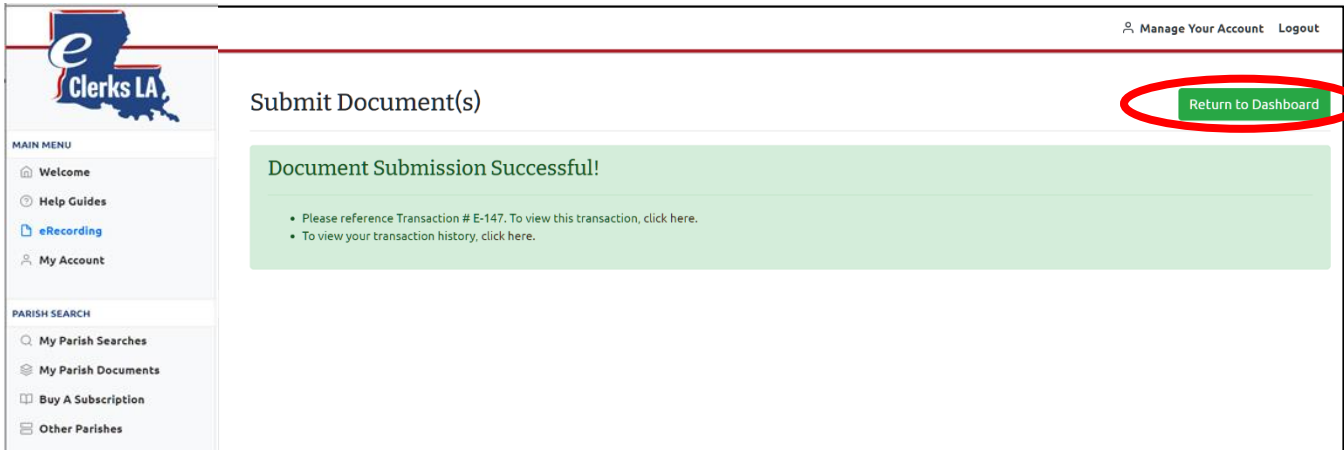
The screenshot shows the 'Submit Document(s)' interface. At the top, there's a dropdown for 'Ascension Parish Clerk of Court' and buttons for 'Return to Dashboard', 'Previous Step', and 'Next Step'. A 'Steps' sidebar on the left has 'Payment' highlighted. The main area is divided into 'Document Charges' and 'Payment Processing'. The 'Document Charges' section contains a table:

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

The 'Payment Processing' section shows the selected payment method '[0016] VisaCredit' and an expiration date 'Exp. (4/2023)'. The 'Submit Document(s)' button is circled in red. The background page also shows 'Cancel' and 'Previous Step' buttons at the bottom.

Congratulations – Submission Successful!

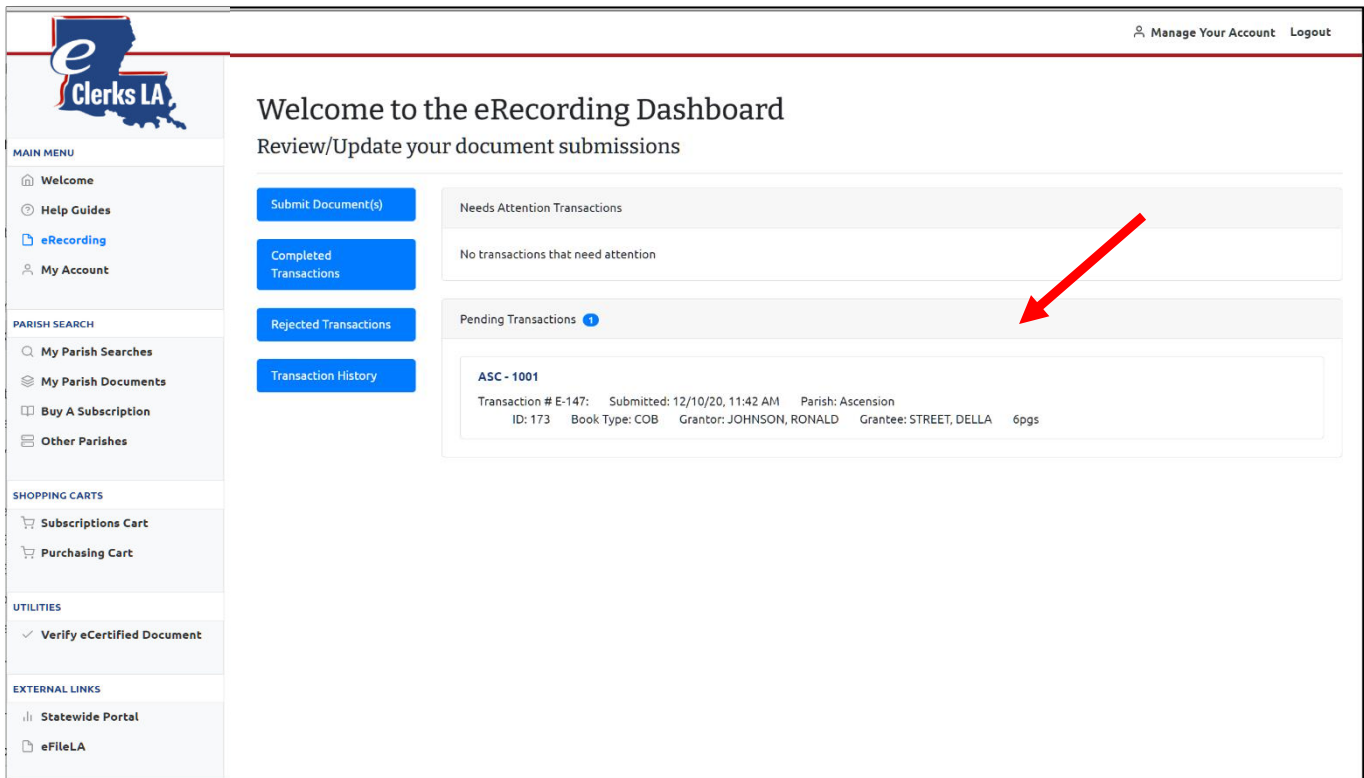
This message confirms your document has been accepted and sent to the Parish for review and processing. You can click the Return to Dashboard to Review/Update or Submit additional documents.



The screenshot shows the eClerks LA interface. On the left is a sidebar with navigation menus: 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), and EXTERNAL LINKS (Statewide Portal, eFileLA). The main content area is titled "Submit Document(s)" and features a green success message: "Document Submission Successful!". Below the message are two bullet points: "Please reference Transaction # E-147. To view this transaction, click here." and "To view your transaction history, click here." In the top right corner, there is a "Return to Dashboard" button, which is circled in red.

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.



The screenshot shows the eRecording Dashboard. The sidebar is identical to the previous screenshot. The main content area is titled "Welcome to the eRecording Dashboard" and "Review/Update your document submissions". On the left, there are four blue buttons: "Submit Document(s)", "Completed Transactions", "Rejected Transactions", and "Transaction History". On the right, there are three sections: "Needs Attention Transactions" (No transactions that need attention), "Pending Transactions" (1), and a transaction detail box for "ASC - 1001" (Transaction # E-147, Submitted: 12/10/20, 11:42 AM, Parish: Ascension, ID: 173, Book Type: COB, Grantor: JOHNSON, RONALD, Grantee: STREET, DELLA, 6pgs). A red arrow points to the "Pending Transactions" section.

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.