

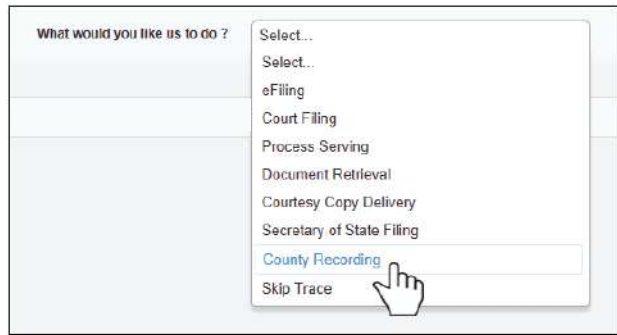
In order to avoid submission errors, we require that the documents be uploaded, so that we can compare them with the originals received in the mail, and so that nothing is submitted out of order. We will only submit original documents scanned and uploaded by our personnel.

On the provided login page, type in your email, password and click on the "Login" button.

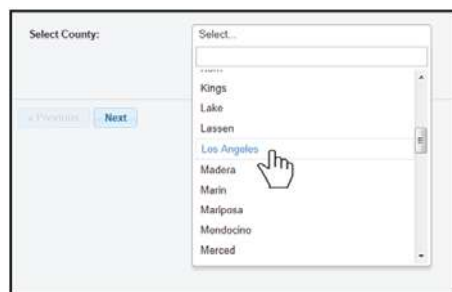
Once you are logged into the customer portal, click on **"Place an Order."**



2 In the "What would you like us to do?" field, select **"County Recording."**



3 Choose the **County** of where you want your document to be recorded and then **click next**.



What would you like us to do ?

Order Info | Case Info | Case Participants | Documents | Order Details

Select County:

Jurisdiction:

« Previous **Next** Save As Draft

Step 4.

Click on the checkbox indicating you do not have a case number and Click Next.

Order Info **Case Info** Case Participants Documents Order Details

Case Number:

Check here if you do not have a Case Number.

Step 5.

Click on person or organization, enter the name of who you are recording for and your file # if applicable and Click Next.

Add Party

Organization Person

Role:*

Name:*

Is this your Lead Client ? Yes No

Billing Code:

Step 6.

Click on Existing Document and when the Existing Uploaded Document screen pops up (see the next image) Immediately click on Cancel. Enter your Exact Document Title (For Each Document), Attach File and Click Next.

Order Info Case Info Case Participants **Documents** Order Details

Mail Existing Documents

Type the Document Title using: Starts with Contains [Court defined Document Titles](#)

Document Title:

Existing Uploaded Documents

Order #	Title	Date Uploaded	Action	Select
There is no existing uploaded documents for this case.				

Show entries Showing 0 to 0 of 0 entries

Step 7. Choose level of service and Click Submit

When would you like this recorded?

Record by **Monday 5:00 PM** for \$99.95 (Urgent) *

Record by **Wednesday 5:00 PM** for \$49.95 (Routine) *

* Prices listed and service times displayed are only an estimate based on the information provided. If you need your order processed sooner than the times listed above, please call us at (800) 675-5376

[Click Here to Register or log in and Place Order](#)