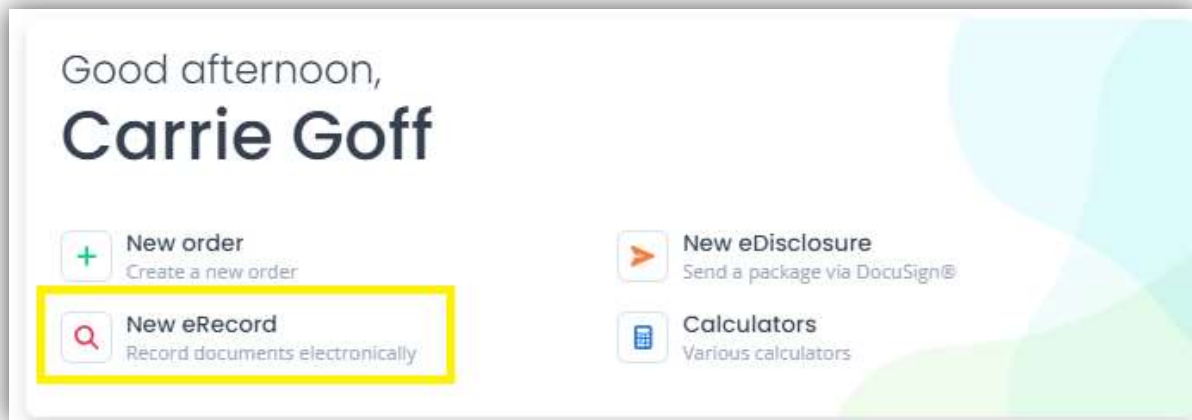




eRecording Documents

Login to your PPDocs account and go to your **Dashboard**. Click **New eRecord** to start a new transaction.



Drag and drop your document into the box or click “Drop your file here” to browse your files. Enter a **Transaction Name**, select the property **State**, **County** and **Document type**, then click Create.

Let's create a new record

Document to record

[Drop your file here](#)

Accepting PDF documents [30 MB Max]

Name	State
<input type="text"/>	<input type="text" value="Select a state"/>
County	Document Type
<input type="text" value="Select a county"/>	<input type="text" value="Select a document type"/>

[Create](#)



In **Transaction Details**, enter the Number of Pages, and Number of Properties, and the Execution Date of the document you are sending.

On the **Members** panel, click **Add** to enter the **Grantee/Grantor** information.

Select the appropriate **Party Type**, and **Entity Type**, then enter the information.

Party Type	Grantor
Entity Type	Individual
First Name	Gary
Middle Name	D.
Last Name	Grantor
Name Suffix	Suffix

Associated Document information is needed, for example, when filing a release of lien or an assignment, to reference the Mortgage/Deed of Trust already on file. You will enter the **Associated Document's** information. (i.e. the Deed of Trust being released, assigned, etc.)





Associated Information

Consideration Type

Consideration Amount

Associated Document

Book Type

Instrument Number

Volume Number

Page Number

Execution Date

Recorded On

Enter the **Property Address** and short **Legal Description**.

Click **Continue**.

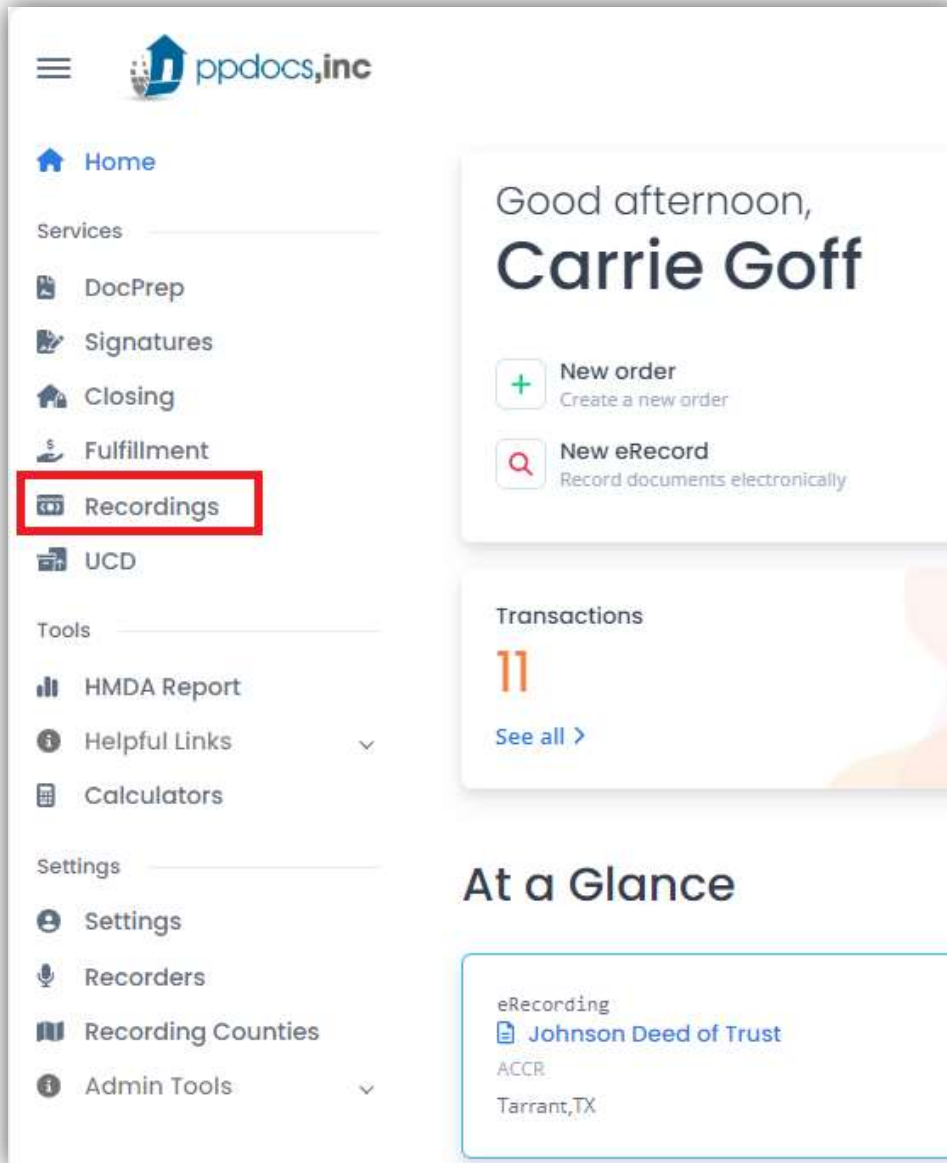
Ensure the document shown and your Transaction Information is correct.

Click **Send**.





All documents will be stored in **Recordings** on the menu to the left.



Once a document has been recorded, you will receive an **email notification** with the recorded document attached.



Additional Information

All documents must be in PDF format and scanned in black and white.

Once a document has been submitted, we have no way to cancel or retract it. You will need to contact the county clerk for further information.

We pass along the county's recording fee, plus an additional \$10 convenience fee, per transaction.

All recordings are billed monthly to the account.

