



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.

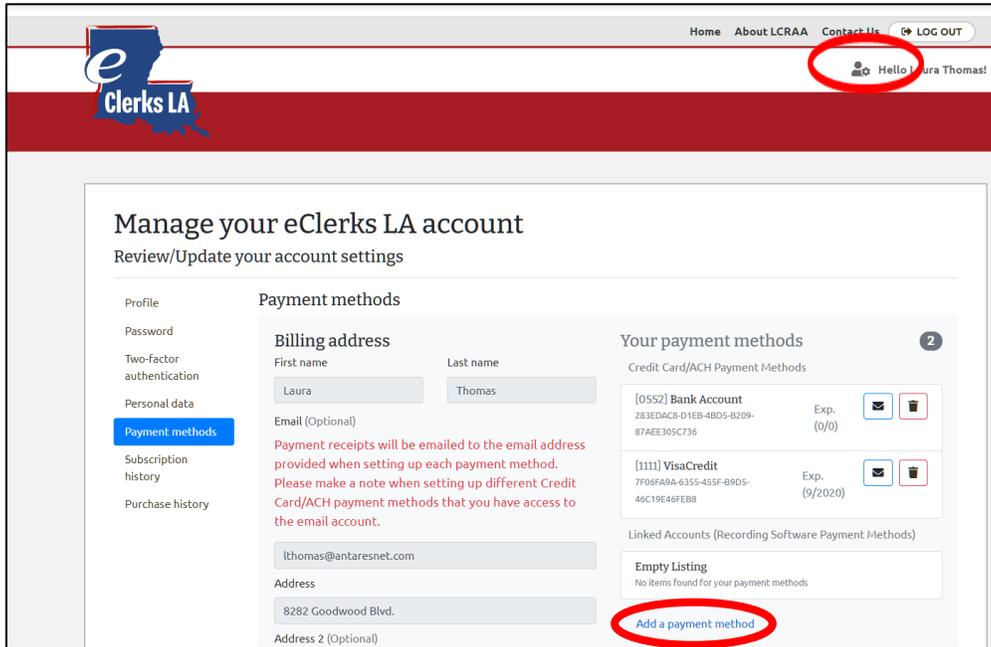
Let's eRecord!

On the Home page, the bottom left box will direct you to eRecording. Be sure you have an eClerks LA account created first. Select your desired parish from the drop-down menu and click "Go to Parish eRecording".

Important Notes:

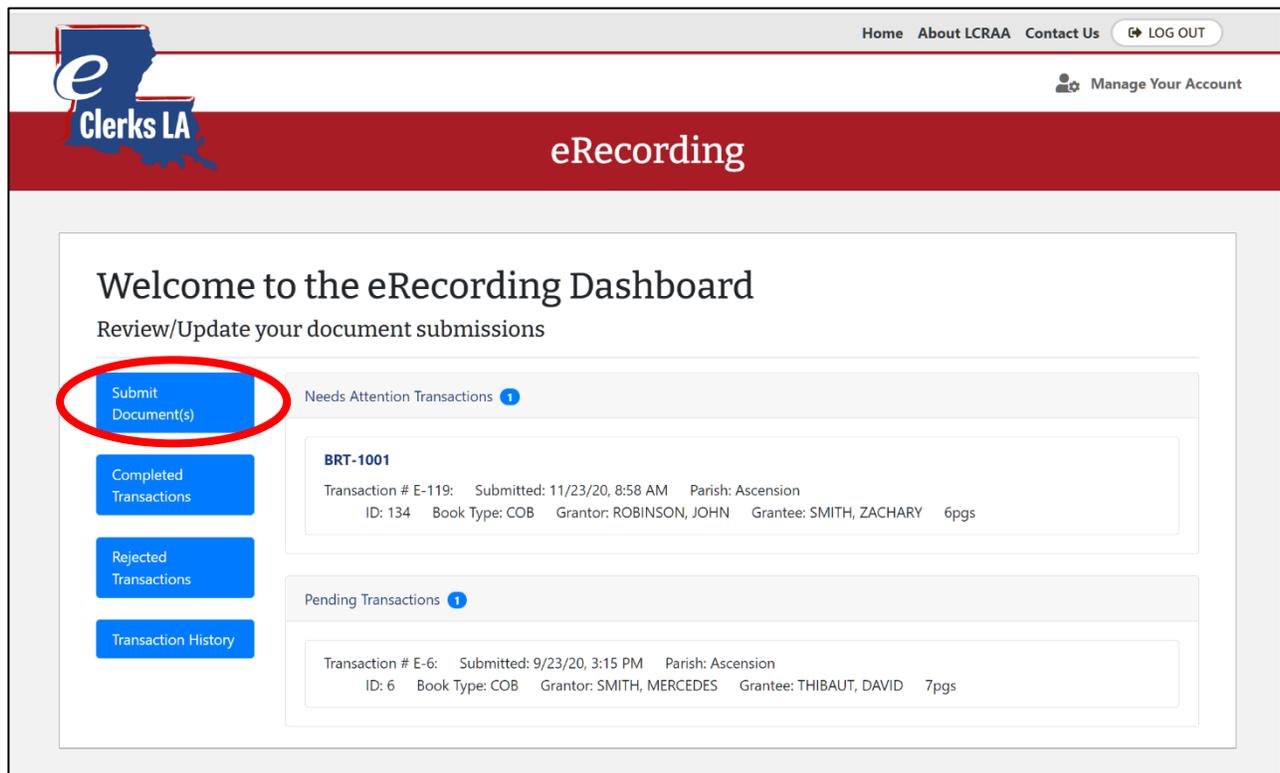
- **eRecording does not require a parish subscription**
An eClerks user can eRecord with any participating parish, just select your desired parish from the dropdown list.

- 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 Information' tab. At the top, there is a navigation bar with 'Home', 'About LCRAA', 'Contact Us', and 'LOG OUT'. Below this is the 'eRecording' header. The main content area includes a 'Return to Dashboard' button, a dropdown menu for 'Ascension Parish Clerk of Court', and 'Previous Step' and 'Next Step' buttons. The 'Steps' sidebar on the left has 'Package' selected. The 'Package Information' section contains a 'Package Name' field with 'ASC - 1001', a 'Package Notes' text area with 'SMITH CLOSING DOCUMENTS', and an 'Internal Use Only' section with a note: '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.' At the bottom right, there are 'Previous Step' and 'Next Step' buttons, with the 'Next Step' button 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' tab. The 'Steps' sidebar on the left has 'Customer' selected. The 'Billing Address' section contains the following information: First name: Laura, Last name: Thomas, Email (Optional): lthomas@antaresnet.com, Address: 8282 Goodwood Blvd., Address 2 (Optional): Suite W-2, City: Baton Rouge, State: LA, Zip: 70806, Country: US, Phone number: (225) 922-7748. At the bottom, there is a red arrow pointing to a link: 'If the above billing information is incorrect, [please update your account settings](#).' 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:
Package
Customer
Documents
Payment

Add Document

Basic Instrument Data

Document Type: CASH SALE COB MOB MISC

Grantor: Last/Entity: JOHNSON First: RONALD Middle: J Suffix:
Grantee: Last/Entity: STREET First: DELLA Middle: G Suffix:
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.

eClerk LA Tip:
The system 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: JOHNSON First: RONALD Middle: J Suffix:
Grantee: Last/Entity: STREET First: DELLA Middle: G Suffix:
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 image displays two screenshots of the 'Submit Document(s)' web interface. The top screenshot shows the 'Payment Processing' section with a red circle around the 'Choose Payment Method' button and the text 'Payment method not selected'. The bottom screenshot shows the same interface with a modal window titled 'Set Up Payment Processing' open, displaying a dropdown menu with options '[0016] VisaCredit' and '[1333] ACH'. The 'Choose Payment Method' button is still circled in red.

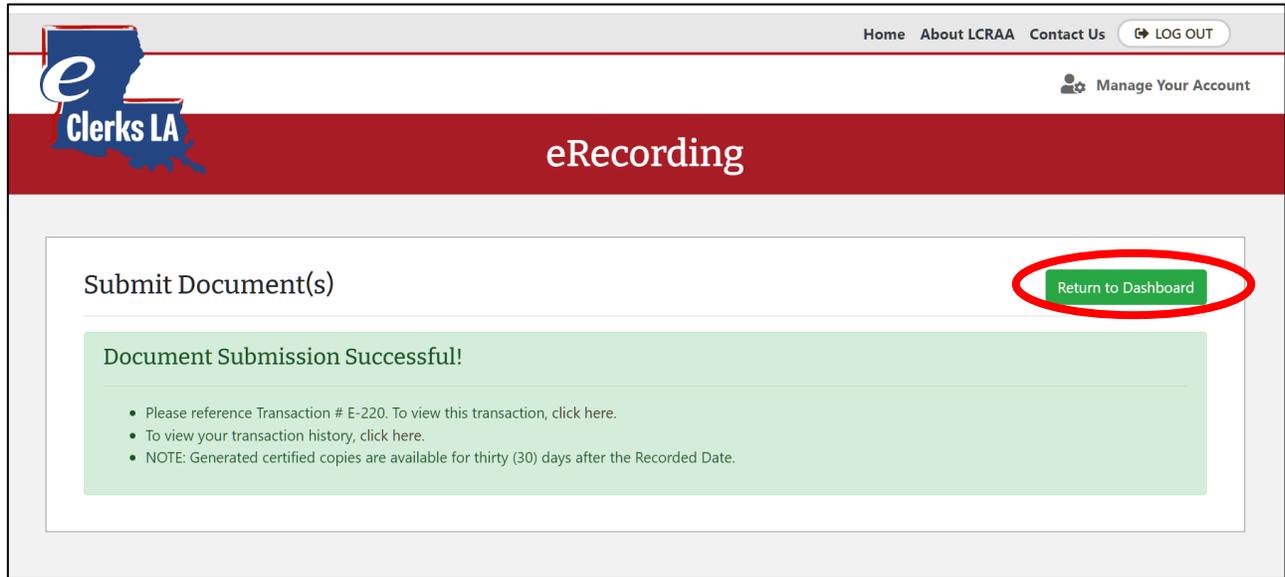
Steps: Submit your Document(s) for eRecording!

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 image displays a screenshot of the 'Submit Document(s)' web interface. 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.

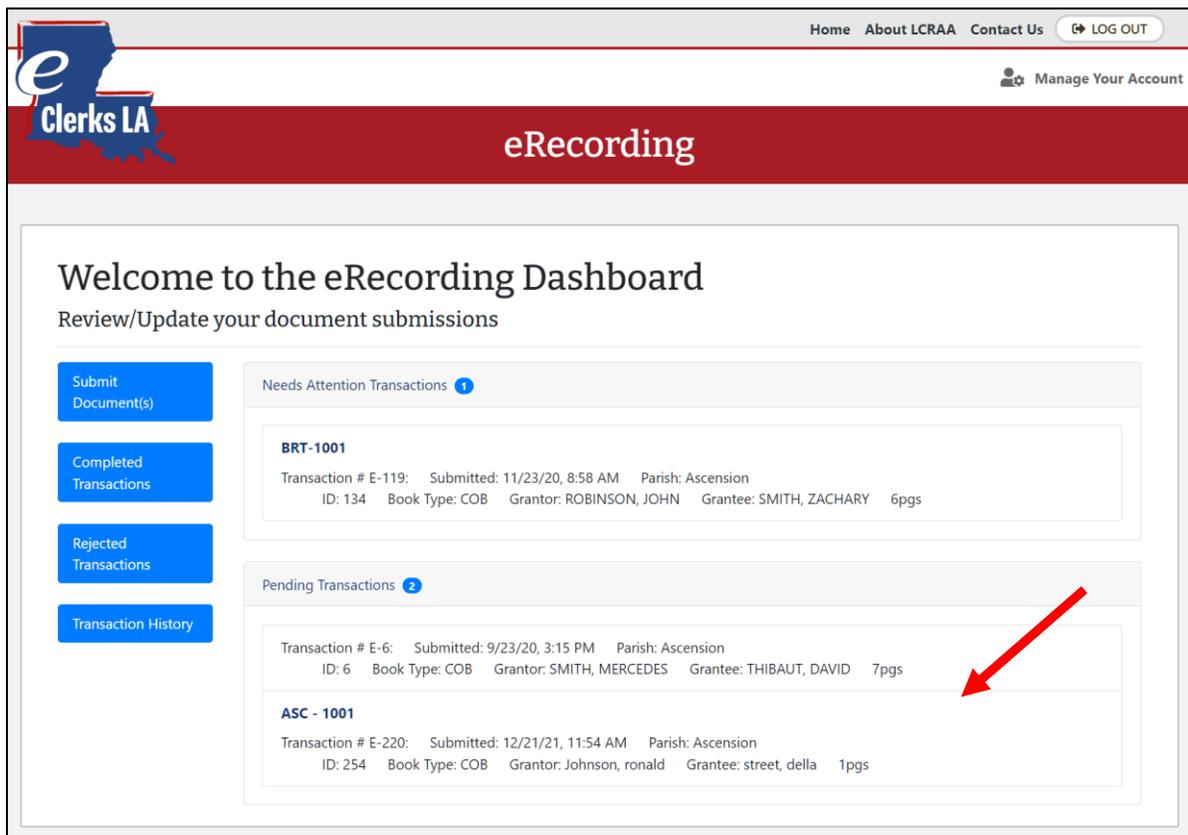
Congratulations – Submission Successful!

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.