

Getting Started Guide

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OVERVIEW

NjCountyRecording.com is the website to electronically submit the Land Record related documents to various partnering County Clerk offices in New Jersey for recording. All you need is a registered account login and a PC with recommended configuration, scanner and internet connection.

This document provides you quick instructions on how you can

- Login to njcountyrecording.com website
- Prepare and submit documents
- Check for Status of documents you submitted.

PC REQUIREMENTS

Item	Requirements
PC Configuration	Microsoft Windows 7 (or latest versions) Minimum 2GB RAM (internal memory) Monitor with minimum display resolution 1280 x 1024
Accessories	TWAIN Compliant Document Scanner connected by USB Or Multi-Function Scanner/Copier
Internet Connection	Broadband
Supported Web Browsers	Microsoft Internet Explorer 10 (or above) Microsoft Edge Chrome Firefox Safari
Image File Requirements	<p>You can directly scan the document into the website if you have a TWAIN compliant document scanner connected to the PC by USB port.</p> <p>You can also upload a pre-scanned image file in either <u>PDF or TIFF</u> file format if you are using a multi-function scanner/copier or a network scanner.</p> <p>PDF File</p> <ul style="list-style-type: none"> - Scan in black & white with standard quality. <p>TIFF File</p> <ul style="list-style-type: none"> - Multi-Page Tiff with G4 compression format (Black & White) - 200 DPI Resolution

LOGIN TO WWW.NJCOUNTYRECORDING.COM

- 1) Open any recommended web Browser such as Microsoft Internet Explorer.
- 2) Go to website <http://www.njcountyrecording.com>
- 3) Click on “Login” Button on the top-right corner of the Home Page
- 4) The Login screen opens as a separate window. (If the login window does not open then check the popup blocker settings in your web browser and allow popups for this site.)
- 5) Enter your login Name and Password. If you don’t already have a valid submitter accounts registered then see the instruction below for submitting an Account Registration Request to the County Clerk Office(s).



The screenshot shows a login window titled "Login". It contains two input fields: "Login Name:" with the text "JOHN" entered, and "Password:" with red dots representing a masked password and a small red eye icon to the right. Below the fields is a blue "Sign In" button. At the bottom right of the window is a link that says "→ [Forgot Password](#)".

- 6) Click “Sign In”
- 7) The Site will Open the Submitter Home Page

Troubleshooting

- Make sure that the login Name and password are correct. If you have the correct Login Name and unable to recollect the password then Use “**Forgot Password**” link if you have a valid registered login account and unable to enter the correct password. You can provide the registered email address and get a temporary password in email.
- To log into the site you will need a Registered Account that at least one County Clerk office approved. If you don’t already have the registered account then to then click the “**New users register here**” link on home page of the site to submit an Account Registration Request to the County Clerk office(s). Follow up with the County Clerk Office(s) to complete required paperwork.

PREPARE AND SUBMIT DOCUMENTS

Steps to submit by Level I (generate summary sheet and Mail) or Level II (Online Submission with Image)

NOTE:

- Submission of a Level I batch involves entry & submission of index information, printing the summary sheet, and mailing the document with the summary sheet to the County Clerk’s office.
- Submission of a Level II batch involves entry of index information, scanning or uploading of the document image, and online submission.

1. Login as a submitter with the given credentials
2. Click on Manage Recording – Go button from the Submitter Home page.


CHOOSE A TASK FROM BELOW	
Manage Recording	Go
Account Administration	Go
View Reports	Go
Advanced Search For Responses	Go

WHAT'S NEW	
•	06/24/2011 - Document Summary Management - Release 2011-2(a) Features
•	09/21/2007 - Document Summary Management - Release 2007-1(c) Features
•	03/30/2006 - State Records Committee (SRC) Certifies Passaic County Clerk's Office for E - Recording
•	02/27/2006 - State Records Committee (SRC)


3. Select the submission county from the list.

Choose A Submission County From the Below List	
	<ul style="list-style-type: none">–SELECT–ATLANTICBURLINGTONCAMDENCAPE MAYCUMBERLANDESSEXMERCERMIDDLESEXMONMOUTHOCEANPASSAIC

4. Click on Manage Batches – Go button as shown in the table below.

CHOOSE A TASK FROM BELOW	
Manage Batches 	<input type="button" value="Go"/>
Print Batch And Document Summary Sheets	<input type="button" value="Go"/>
View Batch Responses	<input type="button" value="Go"/>
View L2 Batch Responses Only	<input type="button" value="Go"/>
Account Administration	<input type="button" value="Go"/>
Change Password	<input type="button" value="Go"/>
Escrow Account Balance	<input type="button" value="Go"/>
Submitter Home	<input type="button" value="Go"/>
Change County	<input type="button" value="Go"/>
Find New Response (Enter Batch Name) <input type="text"/> <input type="button" value="Go"/>	

5. Click on Create Batch button as shown in the screenshot below :

Batch Summary							
<input type="button" value="Create Batch"/> 	<input type="button" value="Advanced Search"/>	Batch Name (starts with) :	<input type="text"/>	<input type="button" value="Search"/>	Source		
Showing Records 1 to 15 of 89. Page: 1 of 6							
Batch Name	Submit	Edit	Sent To	Expected Docs	Entered Docs	Created User	Created Date
LEVEL 2 BATCH	<input type="button" value="SUBMIT"/>	Edit	ESSEX	1	1	MADHU	4/29/2016 5:01:49 AM

6. In the Create Batch screen, enter the information as below :

- Enter Batch name. It is a name you like to identify the batch with. A batch can have multiple documents in it.
- Select Batch type from the drop down with options as Level 2 (With Images) or Summary sheet.
- Select Expected documents. It specifies how many documents you intend to include in this batch. You can have up to 25 documents in a batch
- Select the option from the dropdown whether all the documents in the batch or related or Unrelated to each other.
- Click on Create batch button.

Batch Information	
Batch Name*	<input type="text" value="NAME"/>
Batch Type*	Level 2 (With Images) ▾
Expected Documents (Max 25) *	2 ▾
All the Documents in this batch are?	Related ▾

Prepared By Address					
Last/Company Name*	<input type="text" value="SUNRISE SYSTEMS INC"/>	First Name	<input type="text"/>	MI	<input type="text"/>
Address1*	<input type="text" value="16 PEARL ST"/>	Address2	<input type="text"/>		
City*	<input type="text" value="METUCHEN1"/>	State*	NJ ▾	Zip*	08840 - <input type="text"/>

7. In the indexing screen, enter the details as below:-

- Select the document type from the dropdown in the indexing information screen.
- Enter execution date and municipality mandatory fields.
- The party information segment will become active only when the document type is selected.
- Enter all mandatory fields in party information, Parcel and Reference information fields.
- Click on save button and the message is displayed as “Indexing information saved successfully”.
- The segments like party, parcel, reference, address should be shown in green tick mark (as shown below) on top right of the screen after save. If not, go to the respective screen and update all mandatory information.



- Click on ‘Save and continue’ button to go to the imaging screen.
- If you are using this PC for the first time to scan the document then you will be prompted to install the ‘Kofax web capture service’. Follow the steps given on page 8.

Documents Information

Document Type* MORTGAGE Submitter Doc Id

Execution Date* 4 / 29 / 2016 Municipality* ESSEX COUNTY

Party Information

HOTKEYS: PRESS "INSERT" KEY TO COPY FROM PREVIOUS LINE, PRESS "F2" KEY TO SEE A LIST OF FAVORITES

Copy Direct Info from Previous Document Copy InDirect Info from Previous Document Clear the Data

PLEASE ENTER MORTGAGOR INFORMATION [*] => First Name Required For Individual

Choose*	Last/Company Name*	Extension	First Name[*]	MI	Address1	Address2	City	State	Zip	Plus	Delete
Individual	JONES		STEVE					NJ			X
Individual								NJ			X

Copy InDirect Info from Previous Document Copy Direct Info from Previous Document Clear the Data

PLEASE ENTER MORTGAGEE INFORMATION [*] => First Name Required For Individual

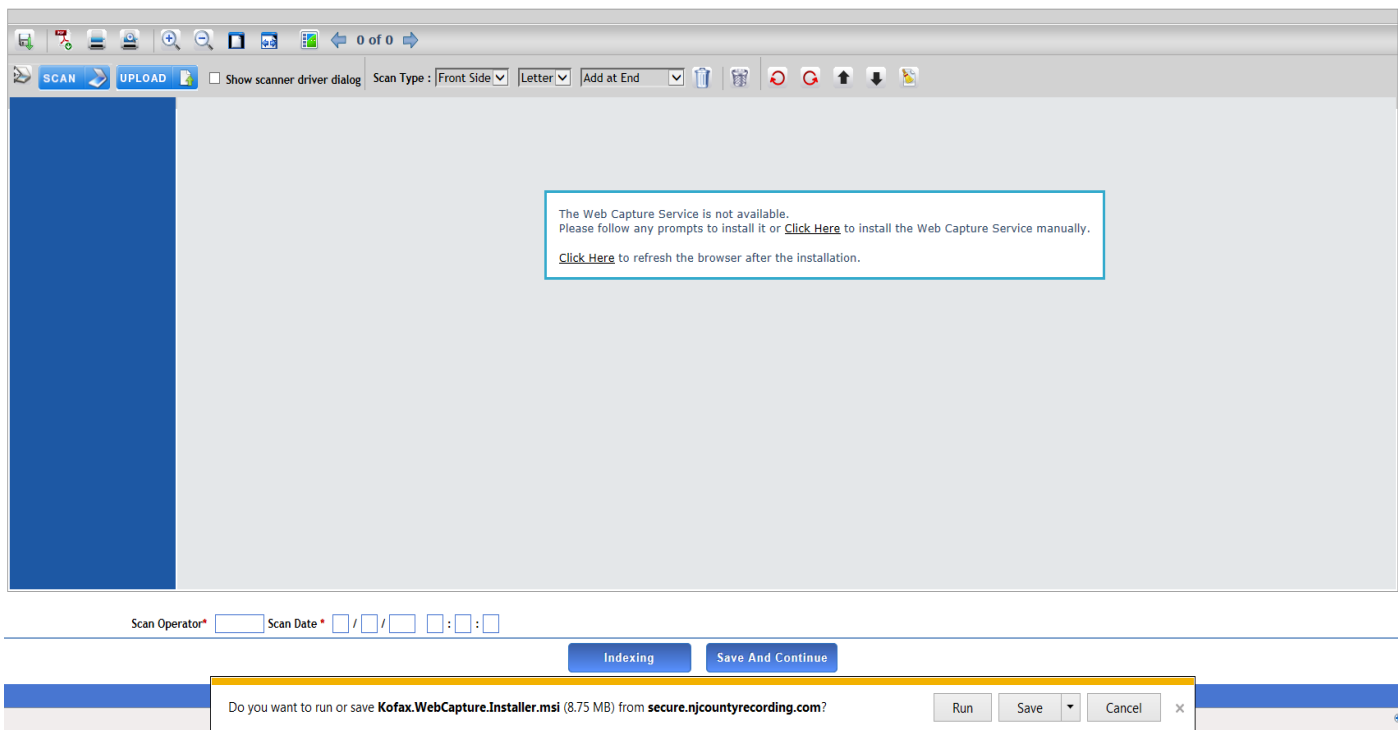
Choose*	Last/Company Name*	Extension	First Name[*]	MI	Address1	Address2	City	State	Zip	Plus	Delete
Individual	MARTIN		BILL					NJ			X
Individual								NJ			X


Parcel Information

Property Type	Block	Lot	Qualifier	Municipality	Address1	Address2	City	State	Zip	Plus	Delete
				ESSEX COUNTY				NJ			X
				ESSEX COUNTY				NJ			X

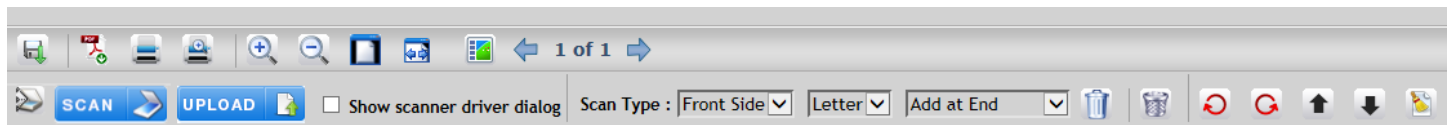
8. Steps to install the new Imaging control for submitter

- A message tooltip to install the file is displayed as below when a user enters an Images' screen.
- Click on the 'Run' button as shown below.
- Click on 'Yes' button if you see the message dialog say "Do you want to allow the following program to install software on this computer?".
- Wait for the installation to complete and then refresh the browser.
- The message tooltip vanishes after the refresh and the imaging screen will be ready to scan.


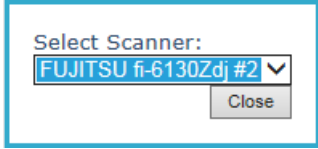











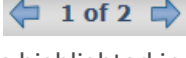
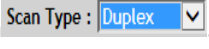


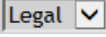
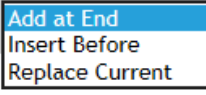







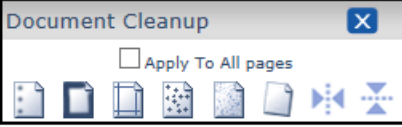
- As an alternative to direct scanning, you can also upload the document if you already have the scanned document as a PDF or a multipage TIFF image file.
- To use the direct scanning you shall have a compatible document scanner connected to your PC by USB. To verify the availability of the scanner, click on the 'select scanner' button  in the toolbar. The select scanner dropdown option will be displayed with the name of the scanner connected.
- Select the page type with drop down options Legal or letter.
- Check duplex checkbox if documents needs to be scanned on both sides.

The closer look of scan control toolbar is as below:-



9. The table below describes the function of each icon in the toolbar:

FAQ's on toolbar functions	Description
How to select a scanner?	Click on the icon  and select the scanner connected to the machine from the dropdown tooltip 
How to scan documents?	Switch ON the scanner and add documents in to the scanner tray. Once the scanner is ready, click on  icon.
How to upload documents from disc?	Click on  icon and select and upload the PDF or TIFF image file.
How to download the documents from the image screen?	Click on  icon to download documents in TIFF format or click on icon  to download documents in PDF format.
How to print the documents from Imaging screen	Click on  icon to print all the pages in the window. Click on  icon to print only the current view of the selected page.
How to use the Zoom feature?	Click on Zoom in  and Zoom out  icons to do the respective operations on the images
How to fit whole page into view?	Click on icon  to view the entire page in the grid. This is option being available by default.
How to fit page to the width?	Click on icon  to fit the entire page width into the grid.
How to show or hide the thumbnails of the images?	Click on icon  each time to show or hide the thumbnails respectively.
How to move to the different pages?	Click on arrow icons  to move to the pages. The selected pages will be highlighted in the thumbnail.
How to see the scanner driver dialog settings?	Check the scanner driver checkbox <input checked="" type="checkbox"/> Show scanner driver dialog before scan. This option opens the scanner driver dialog specific to you scanner.
How to scan both sides of a document?	Select the 'Duplex' option from the dropdown  . The default option selected will be front side.

<p>How to scan legal sized documents?</p>	<p>Select option 'legal'  from the dropdown and do the scan. The default option selected will be for Letter size.</p>
<p>How to place documents in between the existing set of documents by upload or scan?</p>	<p>Click on a document in the thumbnail. Select options 'Insert Before' and 'Replace Current' from the dropdown before any  upload or scan. The new document will be placed based on the option selected from the currently selected document. The option 'Add at End' is the default one.</p>
<p>How to delete pages?</p>	<p>Click on icon  to delete the select page and click on  icon to delete all the available pages.</p>
<p>How to rotate pages?</p>	<p>Click on icons   to rotate the selected page to right and left respectively.</p>
<p>How to swap two pages?</p>	<p>Click on icons   to swap the selected page with the page up and down respectively.</p>
<p>Describe the document cleanup functions.</p>	<p>Click on the icon  to perform any post scan image cleanup. There are 8 document cleanup functions, clicking on each of the icons performs the operation as described below.</p>  <ol style="list-style-type: none"> 1. [Hole Punch Removal] – Removes holes punches from the page. 2. [Border Removal] – Removes borders from the page. 3. [Line Removal] – Removes lines from the page. 4. [Speck Removal] – Removes larger specks from the page. 5. [Despeckle] - Removes specks from the page. 6. [Deskew] – Straightens out the page. 7. Flip selected page Horizontally 8. Flip selected page vertically.
<p>What is scan operator and Scan date?</p>	<p>Scan operator and date are two mandatory fields which gets auto updated on adding documents each time in the imaging screen. The fields can also be edited and saved by the user.</p> <p>Scan Operator* <input type="text" value="ANAND.A"/> Scan Date * <input type="text" value="05"/> / <input type="text" value="05"/> / <input type="text" value="2016"/> <input type="text" value="17"/> : <input type="text" value="21"/> : <input type="text" value="10"/></p>
<p>What is 'Approve Images button'?</p>	<p>Check that all pages of the document are scanned or uploaded in the right order and are legible. Click on 'Approve Images' button to confirm that all pages are present, are in the right order and are in good quality.</p>

10. SCANNING DOCUMENTS PROCESS:

Note: Imaging screen is not available and is not applicable for Batch type as Summary sheet. Please read the note on Page 4.

- Add all pages of the document in the scanner tray in the correct order and in portrait orientation
- Click on ‘Scan’ button.
- Wait till all the pages scanned are loaded in left hand panel of the imaging screen.
- Observe the count and the sequence of the pages scanned on the screen.
- Documents with PDF or TIFF format can also be uploaded by clicking on the upload icon.
- Click on ‘Approve Images’ button once the scan or upload is done.
- Click on Save and Continue button at the bottom of the screen.
- The user is routed to the fee screen.

11. FEE CALCULATION SCREEN :

- Verify the total pages count, enter consideration amount and click on Calculate button.
- On clicking Calculate button, the transfer tax, recording amount and total are adjusted.
- Click on ‘Show Details’ button.
- The detailed fee structure along with description, amount is shown as below.
- A message is also displayed at bottom of the page on clicking Calculate button as “Convenience charge is included in recording amount. Please click ‘Show details’ button for further details“.

Parameters	Values
* TOTAL PAGES	1
* CONSIDERATION/MTG LOAN AMOUNT	\$100,000.00
MARGINAL NOTES	0
TOTAL NAMES	2

Calculate

Hide Details

Description	Amount
COUNTY RECORDING FEE	\$23.00
CONVENIENCE CHARGE	\$3.00
NJ PRESERVATION FEE	\$5.00
TRUST COMMISSION	\$2.00
TOTAL	\$33.00

Images

Save & Continue

- Click on ‘Save and Continue’ button.
- The fee summary view is displayed as below. Click on ‘create next document ‘to add other documents (if any) or click on payment button to go to the next screen.
- The document status should be valid as shown below. If not, got to previous screens and verify the all the mandatory fields.

DocId	Document Type	Recording Order	First Party	Transfer Tax	Recording Amount	Total Amount	Doc Status
1616134	MORTGAGE	1	JOHN STEVE	5.00	\$33.00	\$33.00	VALID
				5.00	\$33.00	\$33.00	

12. PAYMENT AND SUBMIT PROCESS:-

- In the payment screen as shown below, select payment type from the dropdown.
- Based on your account setup, various payment options such as ACH, CHECK, ESCROW, and FEDWIRE are available.
- For each of the selected payment types enter all mandatory information in the row.
- Click on Save and Continue button.
- Click on the “SUBMIT BATCH” button as shown below.
- “The batch (name) has been submitted successfully” message will be displayed.

Payment Information

Recording Fee Payment

PLEASE CHOOSE THE PAYMENT METHOD TO PAY: \$33.00

Payment Type	Check/Account/Transaction No	Account Name	Amount	Comments	Insert	Delete
ESCROW <input type="checkbox"/>	102	SUNRISE SYSTEMS INC	\$33.00		+	x

CONVENIENCE CHARGE IS INCLUDED IN RECORDING AMOUNT.

Fee Summary
Save & Continue

Batch Name: LEVEL 2 BATCH **Submit Batch**

Once you submit the Batch you can no longer modify any of its contents. Please check your documents before submitting the Batch to the County.

Payment Submit Batch
View Batches

Note: For Batch Type as Summary sheet, after submitting batch, the cover sheet should be printed and mailed to the county along with the documents.

- The summary sheets/Images screen will be displayed as show below.
- Click on View button to view the summary sheet and documents
- Click on “Print all document summary sheets” button.
- The document will be displayed in PDF format.
- To check the status of a submitted batch refer next page.

Batch Name: LEVEL 2 BATCH **Summary Sheets/Images**

THE BATCH LEVEL 2 BATCH HAS BEEN SUBMITTED SUCCESSFULLY.

Batchid	BatchName	Created User	Created Date	Last Modified User	Last Modified Date	Status Desc	Type	Entry	Images
2369626	LEVEL 2 BATCH	MADHU	4/29/2016 5:01:49 AM	MADHU	4/29/2016 6:22:27 AM	SUBMITTED	LZ	VIEB	VIEW

1

DocId	Document Type	Created User	Created Date	Last Modified User	Last Modified Date	Status Desc	Images
1616134	MORTGAGE	MADHU	4/29/2016 5:02:09 AM	MADHU	4/29/2016 6:22:27 AM	SUBMITTED	VIEW

1

View Batches Print All Document Summary Sheets

CHECK FOR STATUS OF DOCUMENTS YOU SUBMITTED

1. Login to Home page as submitter.
2. Click on Manage Recording – Go Button.

CHOOSE A TASK FROM BELOW	
Manage Recording	<input type="button" value="Go"/>
Account Administration	<input type="button" value="Go"/>
View Reports	<input type="button" value="Go"/>
Advanced Search For Responses	<input type="button" value="Go"/>

WHAT'S NEW
<ul style="list-style-type: none">• 06/24/2011 - Document Summary Management - Release 2011-2(a) Features• 09/21/2007 - Document Summary Management - Release 2007-1(c) Features• 03/30/2006 - State Records Committee (SRC) Certifies Passaic County Clerk's Office for E-Recording• 02/27/2006 - State Records Committee (SRC)

3. Select the submission county from the drop down list

Choose A Submission County From the Below List
<input type="text" value="--SELECT--"/> ATLANTIC BURLINGTON CAMDEN CAPE MAY CUMBERLAND ESSEX MERCER MONMOUTH OCEAN PASSAIC SUSSEX

4. Click on ‘View Batch Responses’ – Go button

CHOOSE A TASK FROM BELOW

Manage Batches	Go	Escrow Account Balance	Go
Print Summary Sheets/View Images	Go	Block And Lot Search	Go
View Batch Responses	Go	Submitter Home	Go
View L2 Batch Responses Only	Go	Change County	Go
Change Password	Go		

Find New Response(Enter Batch Name) [Go](#)

5. Observe the details in the Batch doc responses page in the table below. Check the different status in status column.

Records 1 to 15 of 4389. Page: 1 of 293

Batchid	Batch Name	Action	Submitted User	Submitted Date	Response Date	Status	Type	Entry	Total Docs	Action
1055134	030607-022	DETAIL	RESOLUTIONS	3/6/2007 4:59:30 PM	7/17/2015 5:40:48 AM	ACCEPTED	SS	V/E/B	1	DOWNLOAD
1048745	01/18/2007	DETAIL	RESOLUTIONS	1/18/2007 11:16:58 AM	9/20/2013 3:58:34 PM	ACCEPTED	SS	V/E/B	1	DOWNLOAD
1048501	COSCIA	DETAIL	CCARCHIA	1/17/2007 9:41:12 AM	9/20/2013 3:57:14 PM	ACCEPTED	SS	V/E/B	1	DOWNLOAD
1047727	SOVER BANK-042	DETAIL	DFOGARTY	1/9/2007 11:07:01 PM	9/20/2013 3:51:03 PM	REJECTED	SS	V/E/B	1	DOWNLOAD
1048161	11107-018	DETAIL	TMENDEZ	1/12/2007 10:43:11 AM	9/19/2013 12:18:57 PM	ACCEPTED	SS	V/E/B	2	DOWNLOAD
1039527	10/25/06-012	DETAIL	AVERDEROSA	10/25/2006 12:32:57 PM	9/13/2013 4:45:27 PM	ACCEPTED	SS	V/E/B	1	DOWNLOAD
1047562	1907-009	DETAIL	JOGLIMOUR	1/9/2007 10:41:16 AM	9/13/2013 12:56:26 PM	PARTIALLY ACCEPTED	SS	V/E/B	2	DOWNLOAD
1048779	01/18/2007-001	DETAIL	RESOLUTIONS	1/18/2007 1:22:33 PM	6/23/2011 3:45:18 PM	ACCEPTED	SS	V/E/B	1	DOWNLOAD
1047988	BOA-042	DETAIL	CGRENIER	1/11/2007 9:30:14 AM	6/23/2011 2:08:13 PM	ACCEPTED	SS	V/E/B	1	DOWNLOAD
1051790	SCAGLIONE	DETAIL	THERZOG	2/12/2007 12:45:45 PM	6/23/2011 1:05:53 PM	REJECTED	SS	V/E/B	2	DOWNLOAD
1038511	SOVER BANK-023	DETAIL	DFOGARTY	10/16/2006 6:42:15 PM	6/22/2011 2:43:07 PM	REJECTED	SS	V/E/B	1	DOWNLOAD
1041971	11/17/06-012	DETAIL	NPUSTAE	11/17/2006 6:43:50 PM	6/21/2011 11:34:39 AM	REJECTED	SS	V/E/B	1	DOWNLOAD
1038975	10/19/06-010	DETAIL	RESOLUTIONS	10/19/2006 4:38:55 PM	6/21/2011 11:33:32 AM	ACCEPTED	SS	V/E/B	1	DOWNLOAD
1060789	082707.JIV	DETAIL	FLTEST	8/27/2007 3:34:04 PM	8/29/2007 11:17:38 AM	VERIFIED	L2	V/E/B	4	DOWNLOAD
1060792	MONM0824	DETAIL	FLTEST	8/28/2007 10:39:59 AM	8/29/2007 8:47:30 AM	ACCEPTED	L2	V/E/B	2	DOWNLOAD

Records 1 to 15 of 4389. Page: 1 of 293

6. Click on ‘Download’ button for the batch with verified status. Verify the downloaded file.
7. Click on ‘Details’ button for the batches with other status.
8. Click on ‘Responses’ button for the document and verify the required details.

Batch Name: 080707 Document Responses

Showing Records 1 to 4 of 4. Page: 1 of 1

Doc Id	Document Type	Direct Party	Submitter Doc Id	Submitted User	Submitted Date	Response Date	Response Desc	Action
115356	MORTGAGE	LISTO		FLTEST	8/8/2007 11:02:55 AM	8/10/2007 2:40:36 PM	VERIFIED	RESPONSES
115357	MORTGAGE	LISTO		FLTEST	8/8/2007 11:02:55 AM	8/10/2007 2:40:36 PM	VERIFIED	RESPONSES
115358	MORTGAGE	LLOYD SR		FLTEST	8/8/2007 11:02:55 AM	8/10/2007 2:40:36 PM	VERIFIED	RESPONSES
115359	MORTGAGE	MCCUDDEN		FLTEST	8/8/2007 11:02:55 AM	8/8/2007 11:02:55 AM	SUBMITTED	RESPONSES

Showing Records 1 to 4 of 4. Page: 1 of 1

9. Please find the various status and its description in the below page for your reference:-

Status	Description
In Progress	Means that you are still working on the batch/document and yet to fill in all required information.
Valid	You filled in all required information and can be submitted
Submitted	You submitted the batch of documents to the County for Recordation.
Accepted	The County Clerk office did an initial review of the Document and accepted for recording
Rejected	The County Clerk office did an initial review of the Document and Rejected the document. You will need to review the rejection reason and submit again as another batch. Sometimes the county clerk’s office could accept for recording first, but reject the document later in the process in their county recording system also.
Moved to County	Some Counties give this status to indicate that the document moved into their recording queue from the portal
Recorded	The County Clerk office assigned book/page and instrument number to the document and will initiate payment transfer. The stamped images are not yet available to download at this point
Indexed	Intermediate status some counties give before verifying a document
Scanned	Intermediate status some counties give before verifying a document
Verified	Means the county clerk office completed the verification and released the stamped image. You can view, print or download the stamped image of the recorded document.

End of the document