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Overview

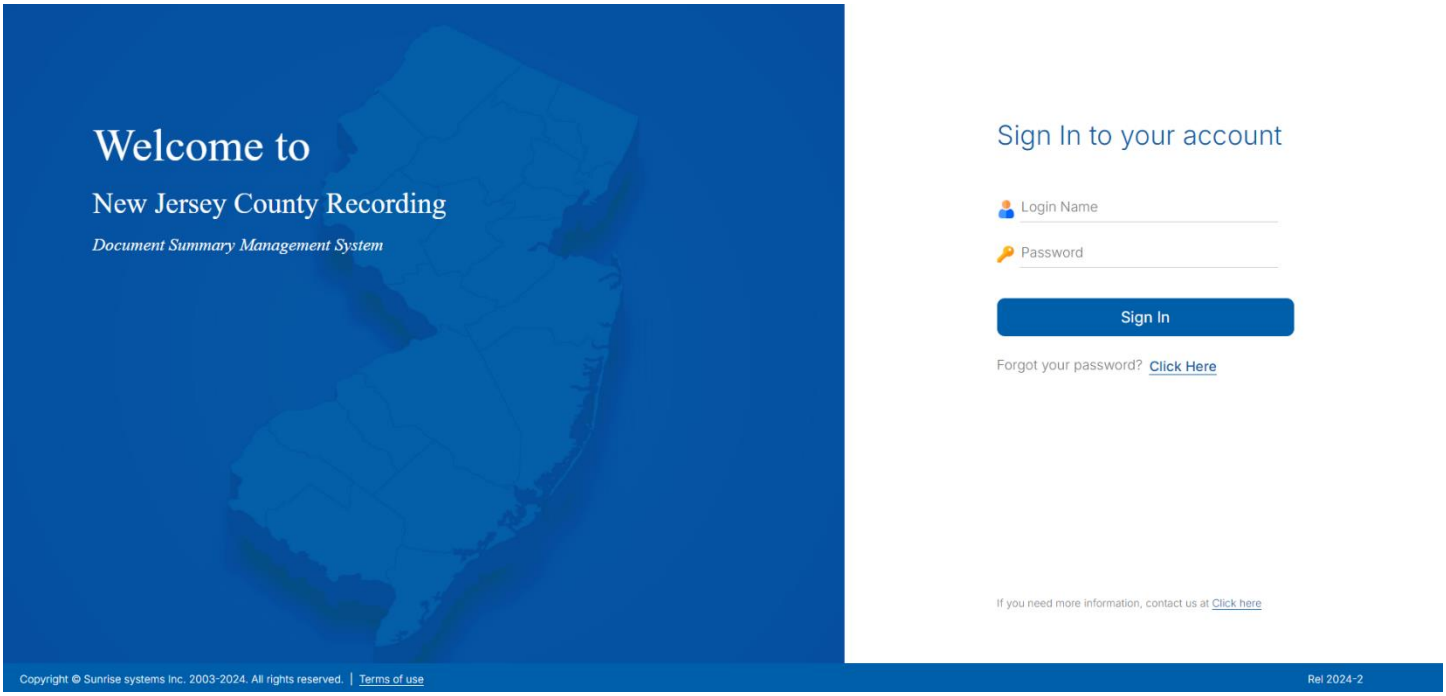
NJCountyRecording.com is the website to electronically submit the Land Record-related documents to various partnering County Clerk offices in New Jersey for recording. All you need is a registered account login and a PC with recommended configuration, scanner, and an internet connection.

This document provides you quick instructions on how you can: -

- Login to the NJCountyRecording.com website.
- Prepare and submit documents.
- Check for the Status of the documents you submitted.
- What hardware and software you need.

Login to www.NJCountyRecording.com

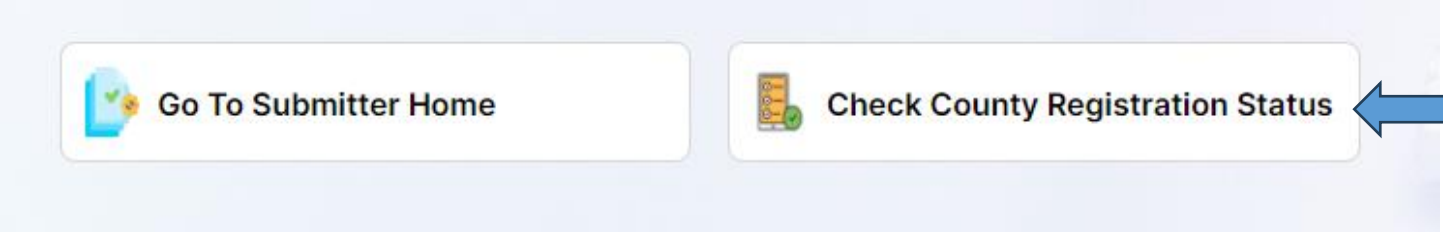
1) Go to website http://www.NJCountyRecording.com using Edge or Chrome or Safari.
2) Click on the "Login" button on the top-right corner of the Home Page.
3) The Login screen opens as a separate window. (If the login window does not open, check the popup blocker settings in your web browser and allow popups for this site.)
4) Enter your Login Name and Password.



5) Click "Sign In"
6) 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 are unable to recollect the password, then use the **Forgot Password, "Click Here**" link if you have a valid registered login account. You can provide the registered email address and get a temporary password in the email.
- To log into the site, you will need a **Registered Account** that is approved by at least one County Clerk's office. If you don't already have the registered account, then click the "**New Users Register**" button on the home page of the site to submit an Account Registration Request to the County Clerk's office(s). Follow up with the County Clerk Office(s) to complete required paperwork.
- The submitter can login only when the county has accepted the registration request. If the account registration requests are submitted to multiple counties, the user can login and see the status of the other counties, as shown below.



ACCOUNT REGISTRATION STATUS

County Name	Status	Date
BURLINGTON	Pending	
CAMDEN	Pending	
CAPE MAY	Pending	
ESSEX	Pending	
MERCER	Pending	
MIDDLESEX	Pending	
MONMOUTH	Approved	4/25/2024 9:53:18 AM
OCEAN	Pending	
PASSAIC	Pending	

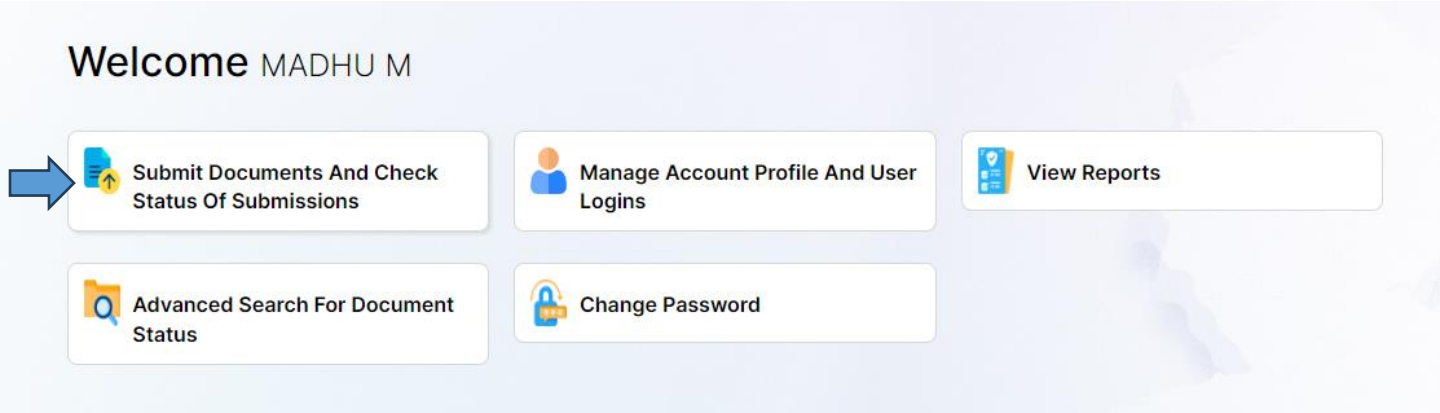
PREPARE AND SUBMIT DOCUMENTS

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

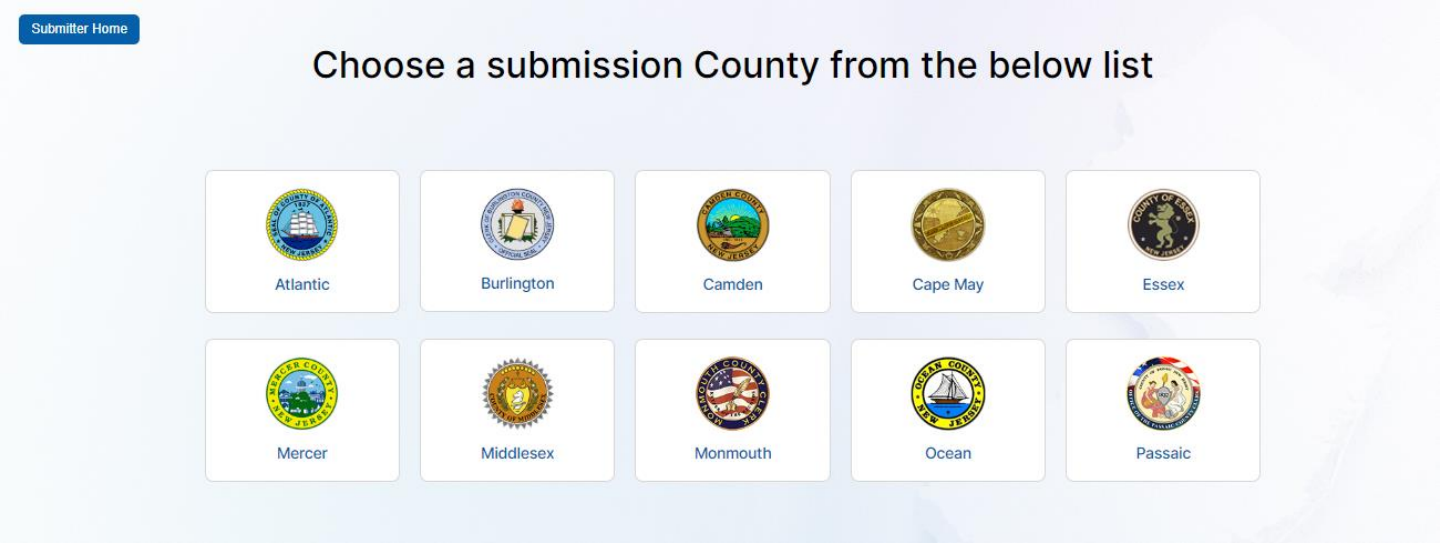
NOTE:

- *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.*

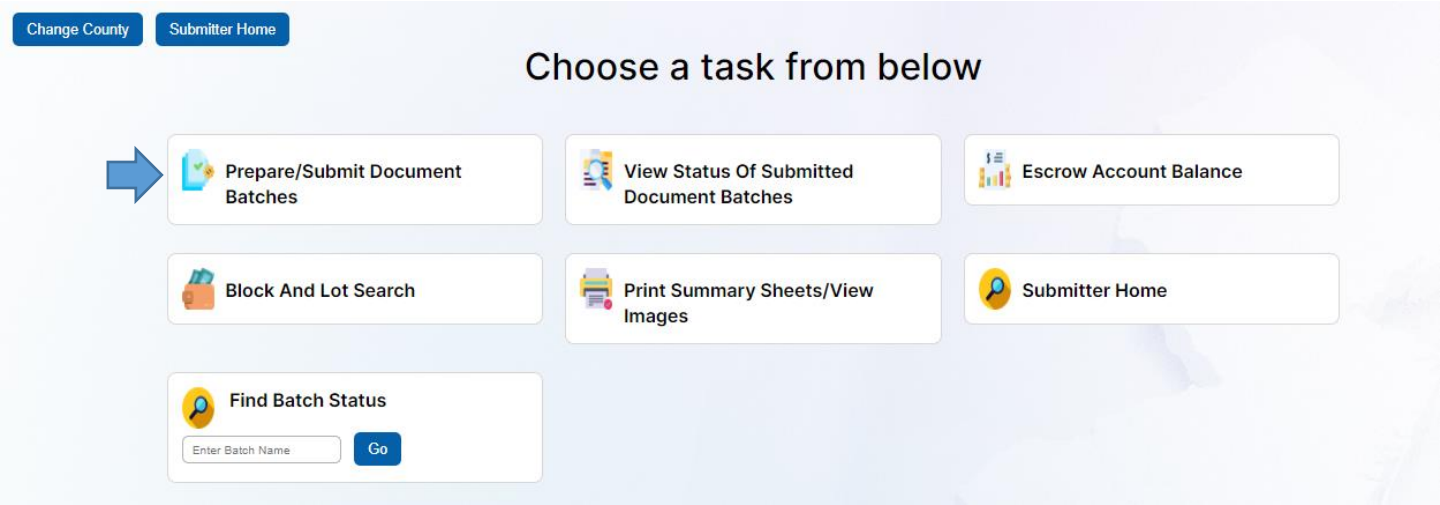
1. Log in as a submitter with valid credentials.
2. Click on "Submit Documents and Check the Status of Submissions" button from the Submitter Home page.



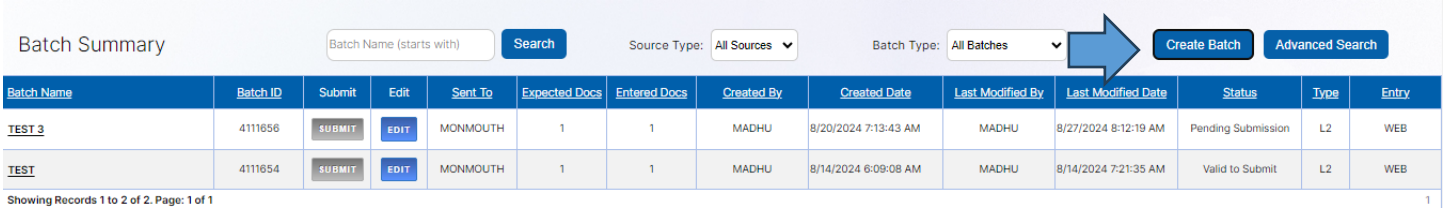
3. Select the submission county from the list. *(If access is given to a single county, the options will not be shown as below)*



4. Click on “Prepare/Submit Document Batches” button as shown below.

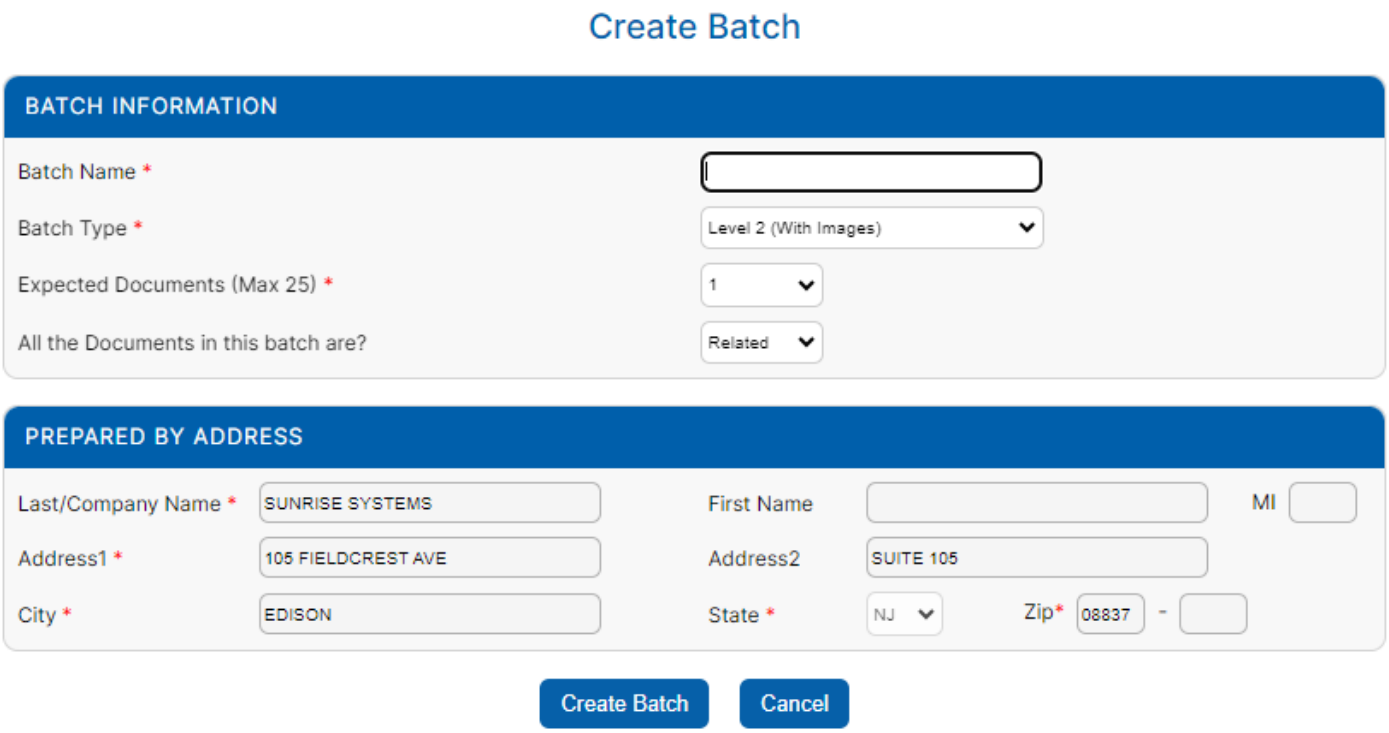


5. Click on “Create Batch” button as shown in the screenshot below:



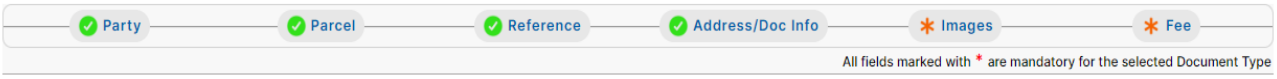
6. In the Create Batch screen, enter the information as below:

- 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 the “Create Batch” button.

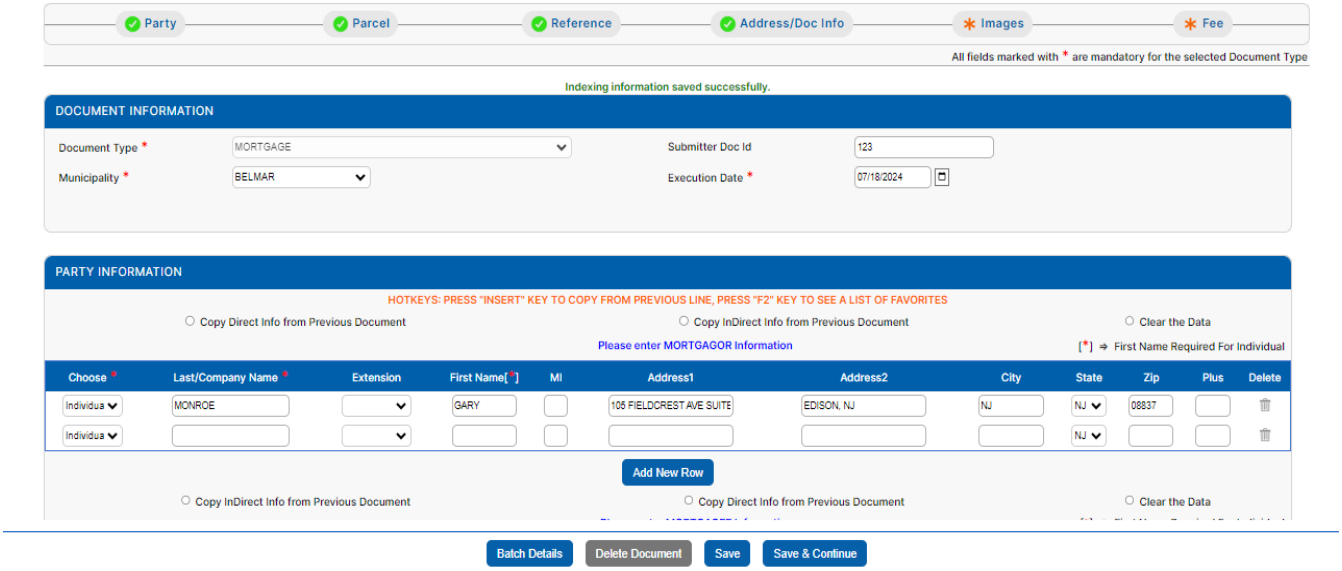


7. In the next indexing screen, enter the details as below: -

- 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 the save button and the message is displayed as “Indexing information saved successfully”.
- Party, parcel, reference, the address should be shown in green tick mark (as shown below) on the top of the screen after saving. If not, go to the respective screen and update all mandatory information.



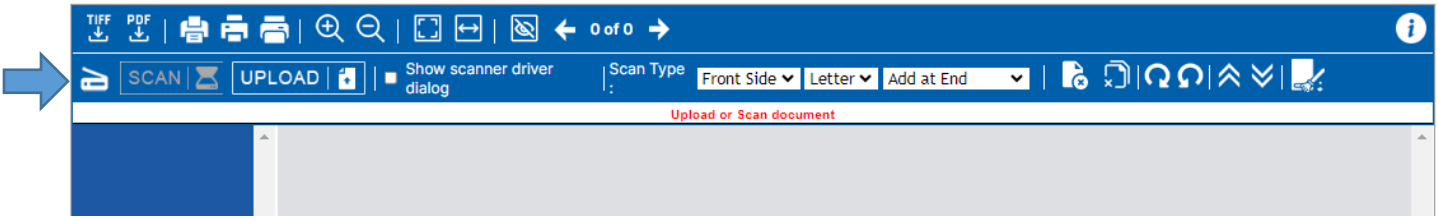
- Click on the ‘Save and continue’ button to go to the next imaging screen.
- If you are using this PC for the first time to scan the document, then you will be prompted to install the ‘Kofax web capture service’. Follow the steps given on step 8 below.



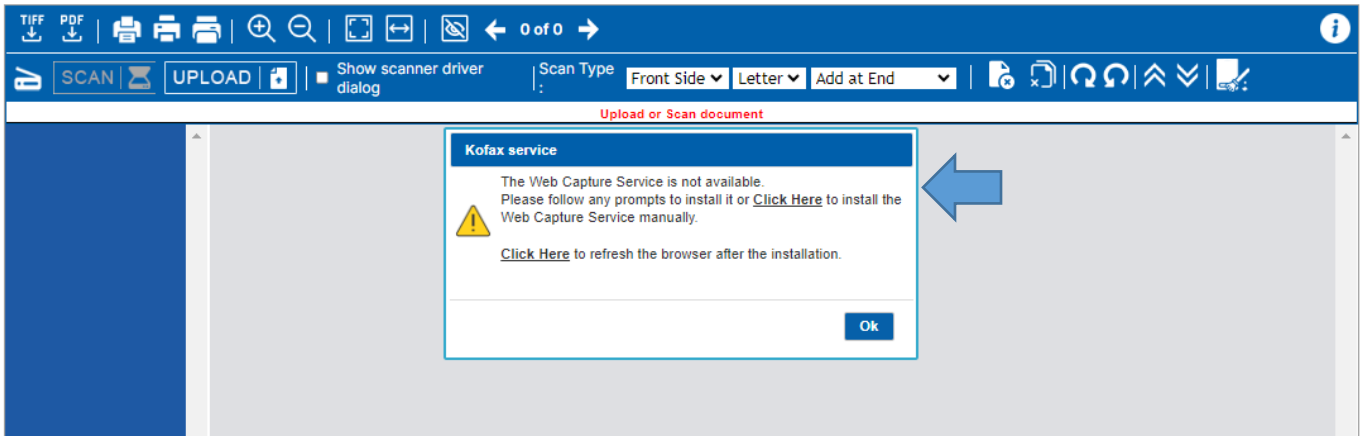
- Click on Save & continue after entering all the required fields.

8. Steps to install the new Imaging control for the submitter.

- Click on the "Select scanner "at the top left of the screen.



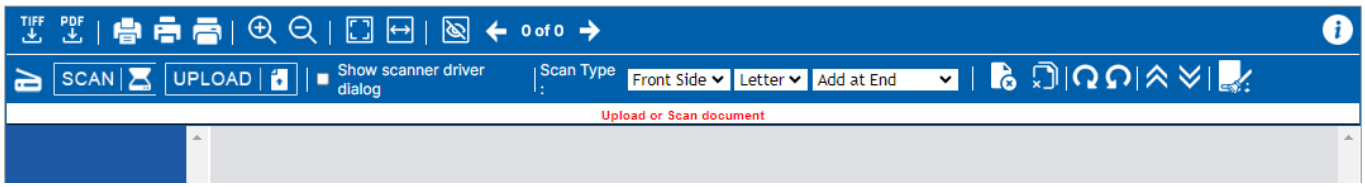
- A message to install the service is displayed below.



- Install the Kofax web capture service by following the prompts.
- Click on the '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 by clicking on the "Click here" link.
- The message on the screen clears after the refresh and the imaging screen will be ready to scan. The scan button should be in enabled state.

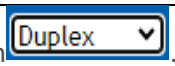
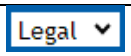
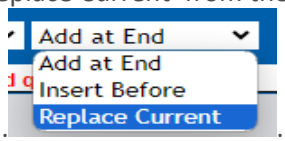
- As an alternative to direct scanning, you can also upload the document if you already have the scanned document as a multipage tiff image file.
- To use direct scanning, you shall have a compatible document scanner connected to your PC by USB. To verify the availability of the scanner, click on the '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.
- Select the duplex option from the dropdown if documents need to be scanned on both sides. The default will be selected as the Front side.

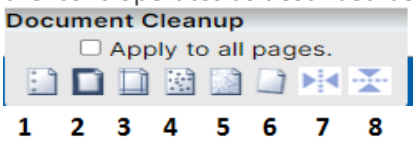
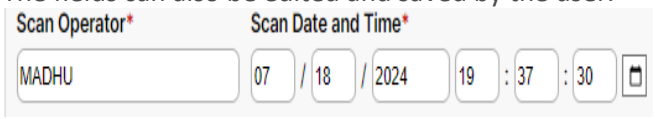
A closer look at the scan control toolbar is as below: -



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

FAQs 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 to the scanner tray. Once the scanner is ready, click on icon.
How to upload documents from a disc?	Click on icon and select and upload the image file.

How do you download the documents from the image screen?	Click on icon to download documents in TIFF format or click on the icon to download documents in PDF format.
How to print the documents from the 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 the whole page into view?	Click on icon to view the entire page in the grid. This is an option being available by default.
How to fit the 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 before the scan. This option opens the scanner driver dialog specific to your scanner.
How to scan both sides of a document?	Select the 'Duplex' option from the dropdown  . The default option selected will be the front side.
How to scan legal-sized documents?	Select the option 'legal'  from the dropdown and do the scan. The default option selected will be for Letter size.
How to place documents in between the existing set of documents by upload or scan?	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.
How to delete pages?	Click on icon to delete the select page and click on icon to delete all the available pages.
How to rotate pages?	Click on icons to rotate the selected page to right and left respectively.

How to swap two pages?	Click on icons to swap the selected page with the page up and down respectively.
Describe the document cleanup functions.	Click on the icon to perform any post-scan image cleanup. There are 8 document cleanup functions, clicking on each of the icons operates as described below.  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.
What are scan operator and Scan date?	Scan operator and date are two mandatory fields that get auto updated on adding documents each time in the imaging screen. The fields can also be edited and saved by the user. 
What is the 'Approve Images 'button?	Check that all pages of the document are scanned or uploaded in the right order and are legible. Click on the 'Approve Images' button to confirm that all pages are present, are in the right order, and are in good quality.

10. SCANNING DOCUMENTS PROCESS:

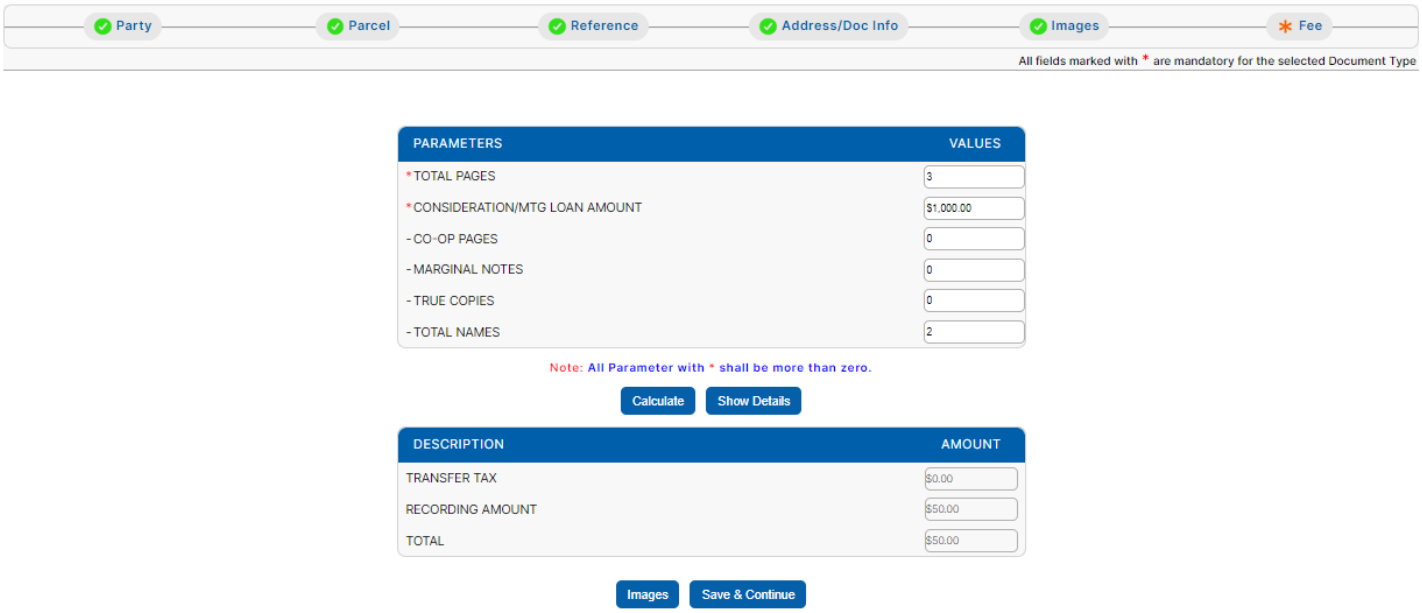
Note: Imaging screen is not available and is not applicable for Batch type as a Summary sheet. Please read the note on Page 4.

- Add documents in the scanner tray and click on the 'Scan' button.
- Wait till all the documents scanned are loaded in the left-hand side thumbnail grid of the imaging screen.
- Observe the count and the sequence of the pages scanned on the screen.
- Documents with tiff/pdf format can also be uploaded by clicking on the upload icon.

- Click on the 'Approve Images' button once the scan or upload is done.
- Click on the "Save and Continue" button at the bottom of the screen.
- The user is routed to the fee screen.

11. FEE CALCULATION SCREEN:

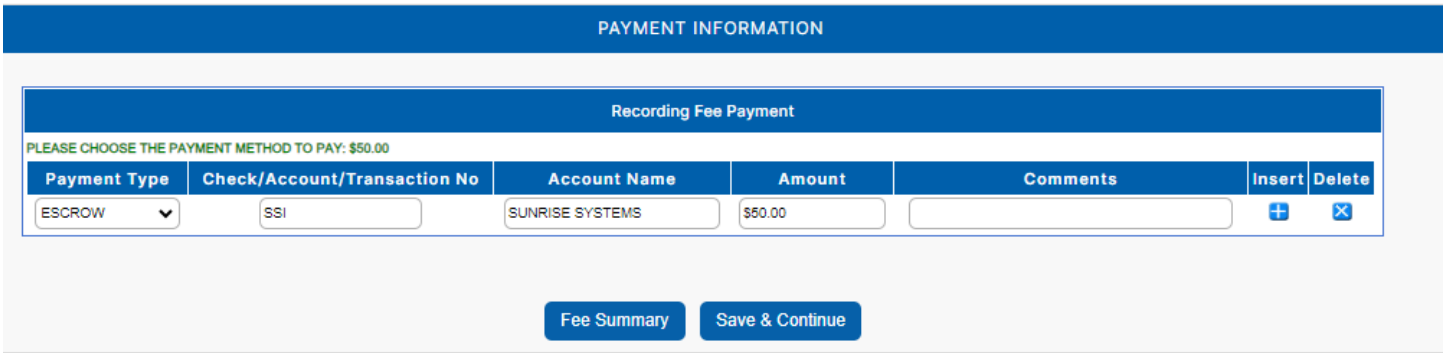
- Verify the total page's count, enter the consideration amount and click on Calculate button.
- On clicking Calculate button, the transfer tax, recording amount, and total are adjusted.
- Click on the 'Show Details' button.
- The detailed fee structure along with the description and amount is shown 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 the 'Show details' button for further details ".

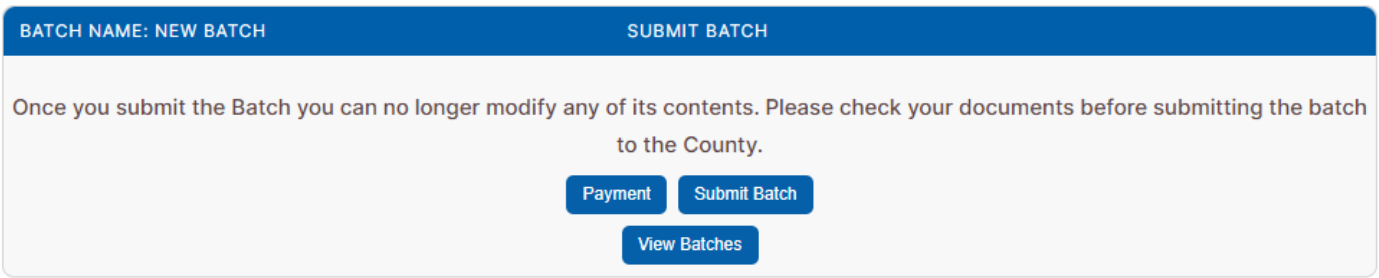


- Click on the 'Save and Continue' button.
- The fee summary view is displayed below. Click on 'create next document 'to add other documents (if any) or click on the payment button to go to the next screen.
- The document status should be "valid to submit" as shown below. If not, go to previous screens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

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.
- 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.

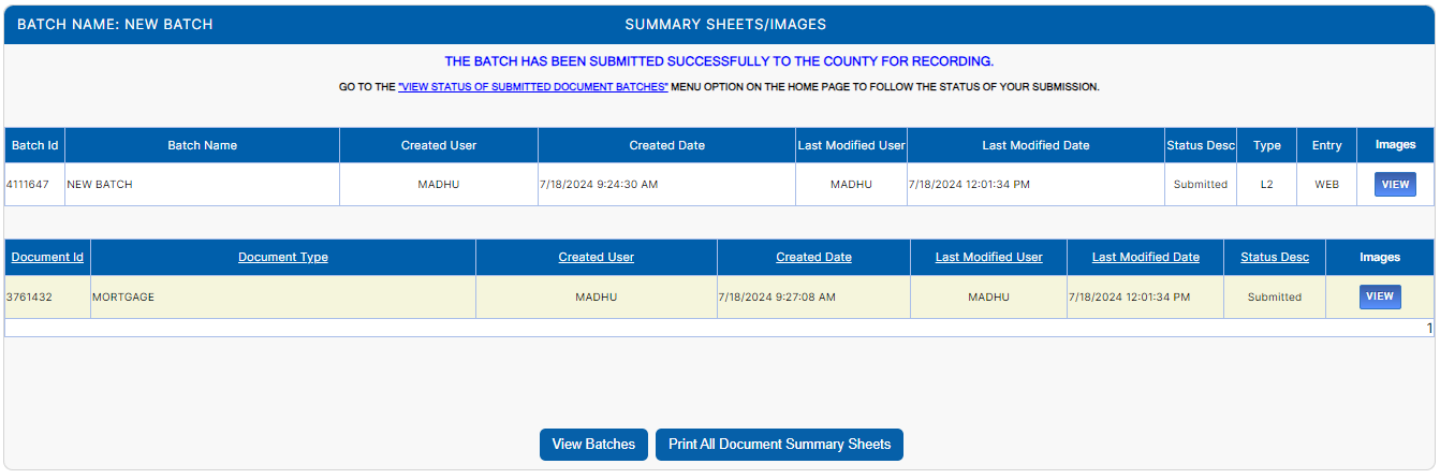




Note: *For Batch Type as a Summary sheet, after submitting the batch, the cover sheet should be printed and mailed to the county along with the documents*.

- The summary sheets/Images screen will be displayed as shown below.
- Click on the View button to view the summary sheet and documents

- Click on the “Print all document summary sheets” button.
- The document will be displayed in PDF format.
- To check the status of a submitted batch, refer to the next page.



BATCH NAME: NEW BATCH — SUMMARY SHEETS/IMAGES

THE BATCH HAS BEEN SUBMITTED SUCCESSFULLY TO THE COUNTY FOR RECORDING.

GO TO THE "VIEW STATUS OF SUBMITTED DOCUMENT BATCHES" MENU OPTION ON THE HOME PAGE TO FOLLOW THE STATUS OF YOUR SUBMISSION.

Batch Id	Batch Name	Created User	Created Date	Last Modified User	Last Modified Date	Status Desc	Type	Entry	Images
4111647	NEW BATCH	MADHU	7/18/2024 9:24:30 AM	MADHU	7/18/2024 12:01:34 PM	Submitted	L2	WEB	VIEW

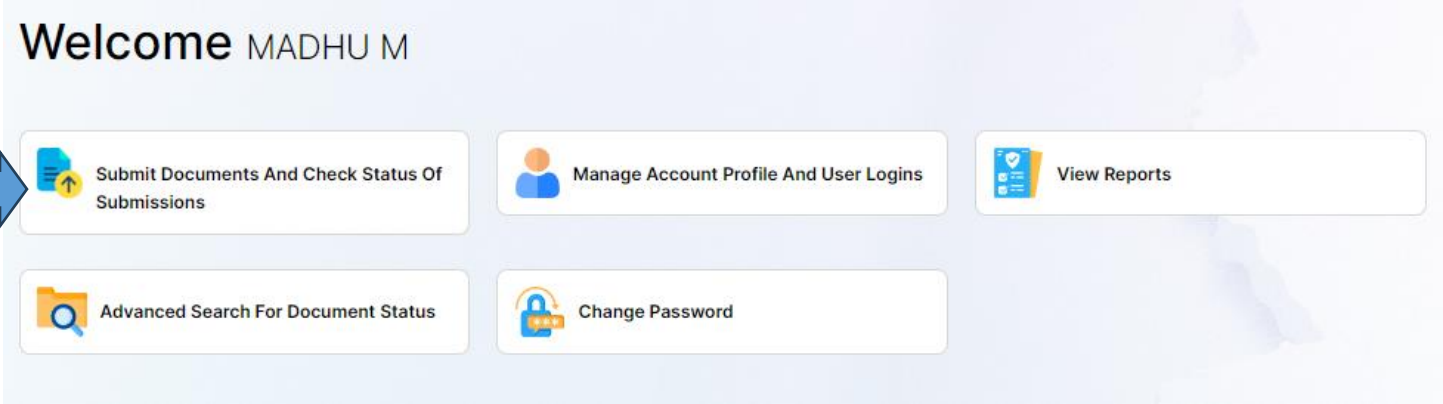
Document Id	Document Type	Created User	Created Date	Last Modified User	Last Modified Date	Status Desc	Images
3761432	MORTGAGE	MADHU	7/18/2024 9:27:08 AM	MADHU	7/18/2024 12:01:34 PM	Submitted	VIEW

1

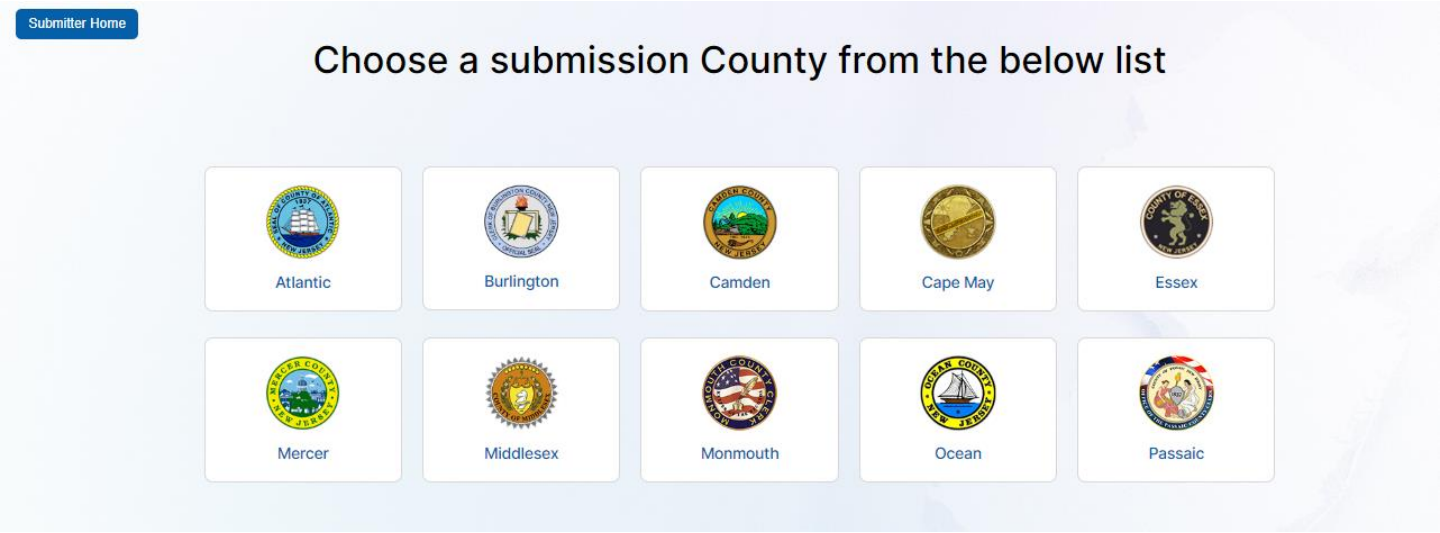
View Batches | Print All Document Summary Sheets

Check for the Status of the documents you submitted

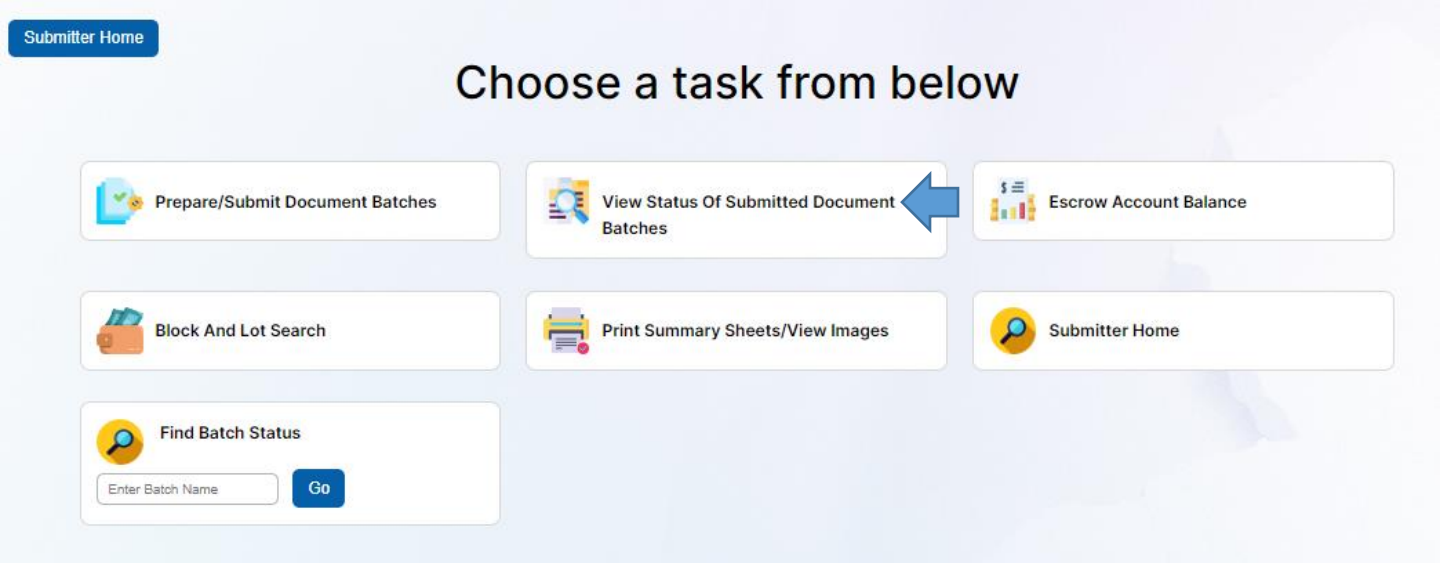
1. Login as a submitter.
2. Click on “Submit Documents and Check Status of Submissions” Button.



3. Select the county option. (The below options do not appear if registered in a single county.)



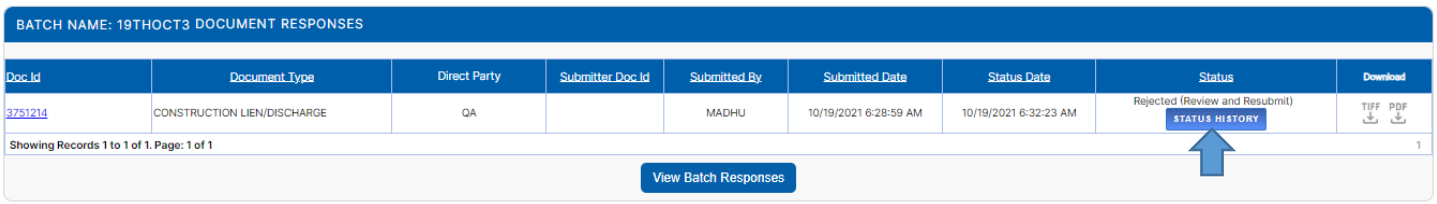
4. Click on ‘View Status of Submitted Document Batches’ – Go button



5. Observe the details of the batches on the table below. Check the different status in the status column.

Batch Name	Batch Id	Action	Submitted By	Submitted Date	Status Date	Status	Type	Entry	Total Docs	Download
21TEST3	4111470	DETAIL	MADHU	10/21/2021 8:46:58 AM	10/21/2021 8:46:58 AM	Submitted	L2	WEB	1	TIFF PDF
21OCTTEST	4111468	DETAIL	MADHU	10/21/2021 8:34:32 AM	10/21/2021 8:34:32 AM	Submitted	L2	WEB	1	TIFF PDF
21OCTTEST2	4111469	DETAIL	MADHU	10/21/2021 8:34:13 AM	10/21/2021 8:34:13 AM	Submitted	L2	WEB	1	TIFF PDF
ROTATE TEST 2	4111467	DETAIL	MADHU	10/19/2021 9:39:47 AM	10/19/2021 9:39:47 AM	Submitted	L2	WEB	1	TIFF PDF
ROTATE TEST	4111466	DETAIL	MADHU	10/19/2021 9:31:19 AM	10/19/2021 9:31:19 AM	Submitted	L2	WEB	1	TIFF PDF
19THOCT3	4111460	DETAIL	MADHU	10/19/2021 6:28:59 AM	10/19/2021 6:32:23 AM	Rejected (Review and Resubmit)	L2	WEB	1	TIFF PDF

6. Click on download buttons for PDF and TIFF files respectively for the batch with verified status. Both buttons will be enabled when the status is verified. After downloading, verify the downloaded files.
7. Click on the '**Details**' button for the batches with another status.
8. Click on the '**STATUS HISTORY'** button for the document and verify the required details.



9. Please find the various statuses and their descriptions in the below table for your reference:

Status	Description
Pending Submission	This means you are still working on the batch/document and have yet to fill in all required information.
Valid to Submit	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 it for recording
Rejected (Review and Resubmit)	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 it 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's office assigned the 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 (Stamped Images available)	It means the county clerk's office completed the verification and released the stamped image. You can view, print, or download the stamped image of the recorded document.

PC Requirements

Item	Requirements
PC Configuration	Microsoft Windows 10/11 or Apple Mac Monitor with minimum display resolution 1280 x 1024
Accessories	TWAIN Compliant Document Scanner Or Multi-Function Scanner/Copier
Internet Connection	Broadband
Supported Web Browsers	Microsoft Edge Google Chrome Safari
Image File Requirements	You can directly scan the document into the website if you have a scanner connected to the PC. Alternatively, you can also upload a pre-scanned image file if you are using a multi-function scanner/copier or a network scanner. You have two options to prepare the image file 1) Multi-Page Tiff file with G4 compression format (Black & White) and 200 DPI Resolution 2) PDF file with Black & White and 200 DPI Resolution