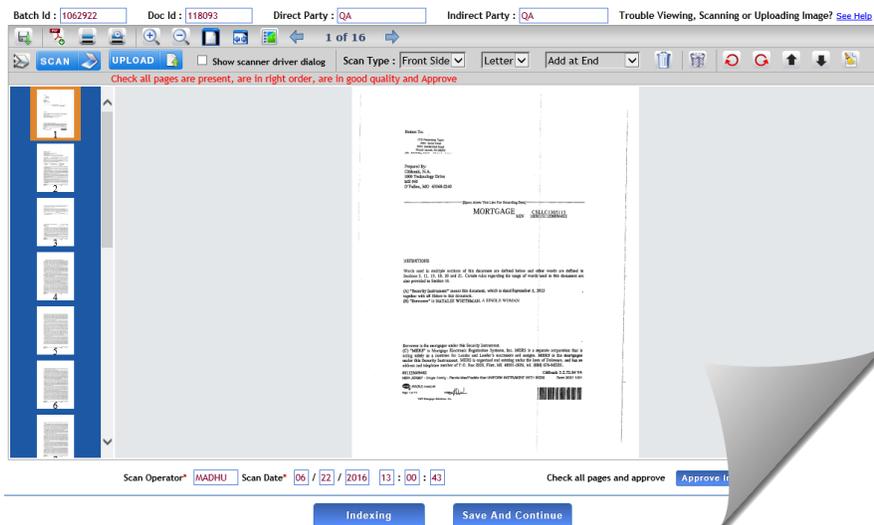


Major Update to the Site Released on Saturday, 06/25/2016

We are excited to present you the new portal website release on Saturday, 6/25/2016! The completely redesigned public site sports a Modern Look, Better user experience and Easier Access to important Information. We have updated all the content. There is a new Getting Started Guide available under HELP section to give a jumpstart to the new submitters who are preparing for their first document submission.



The redesigned Secure Site for the Submitters and the County Clerk offices **now supports all Popular Web Browsers; Microsoft Edge, Microsoft Internet Explorer, Google Chrome and Firefox.** Among several enhancements, the Image Viewing/Scanning screen is completely redesigned to take advantage of the latest online scanning technologies. The New Imaging screen works right Out of the Box. You will no longer need to go thru lengthy Browser security setting changes. You will also get several new features such as PDF download, Image cleanup tools, different Print options, Support for multiple scanners connected to your PC.



IMPORTANT: PC Configuration and Troubleshooting Tips to Submitters:

Review this information and prepare your PC to ensure smooth transition to the New Site

- You are no longer limited to using Microsoft Internet Explorer only. The new site works seamlessly with Google Chrome, Firefox and Microsoft Edge, the new Browser on Windows 10.
- If you are using Microsoft Internet Explorer, Version 10 or 11 is recommended.
- If you are using a PC with Windows XP, then upgrading to Windows 7 or above is recommended. Microsoft no longer supports Windows XP.
- If you are an existing Level II submitter and intend to use Microsoft Internet Explorer then it is recommended to remove “njcountyrecording.com” from compatibility view settings.
- The recommended display resolution is 1280 x 1024 or above. If you are using a display with lower resolution or have higher than 100% zoom for the web pages then you will need to use the scrollbars to pan some screens.
- When you access the Imaging Screen for the first time on your PC, you will be prompted to download and install a small Online Scanning Companion software tool called Kofax Web Capture Service.

The Web Capture Service is not available.
Please follow any prompts to install it or [Click Here](#) to install the Web Capture Service manually.
[Click Here](#) to refresh the browser after the installation.

Click Run to install the software



After install is completed, click on the “Click here” link to start using the screen

The Web Capture Service is not available.
Please follow any prompts to install it or [Click Here](#) to install the Web Capture Service manually.
[Click Here](#) to refresh the browser after the installation.

- The Online Scanning Companion software tool installer requires that you have administrative rights on your PC. If your office IT security policy does not grant administrative access on the PC then follow these instructions to get the software installed.

Select “Save” to download the installer file and save on your PC or Network where you I.T. personal can access.



Have your IT personnel log into your PC with Administrative rights and have them install the software that you saved. Once installed, Log back into your PC with your user credentials and the Imaging screen should now be available.