

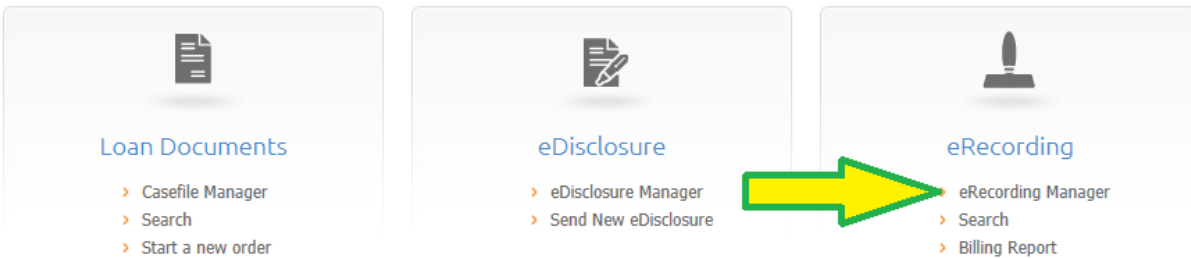
eRecording Documents using PPDocs, Inc.

Login to your PPDocs account and go to your **Account** page. Click on eRecording Manager to start a new transaction.

ACCOUNT

Good morning, Carrie Goff

We have done some remodelling. Please [take a tour](#) to see what's new.

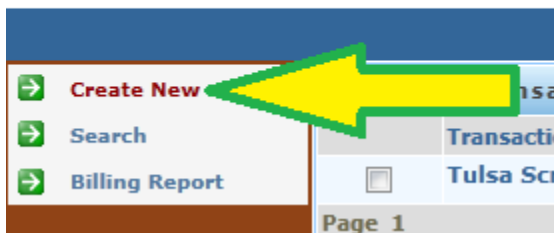


The screenshot shows the 'ACCOUNT' page with three main menu categories:

- Loan Documents**
 - > Casefile Manager
 - > Search
 - > Start a new order
- eDisclosure**
 - > eDisclosure Manager
 - > Send New eDisclosure
- eRecording**
 - > eRecording Manager
 - > Search
 - > Billing Report

A yellow arrow points to the 'eRecording Manager' option under the 'eRecording' category.

Click **“Create New”**

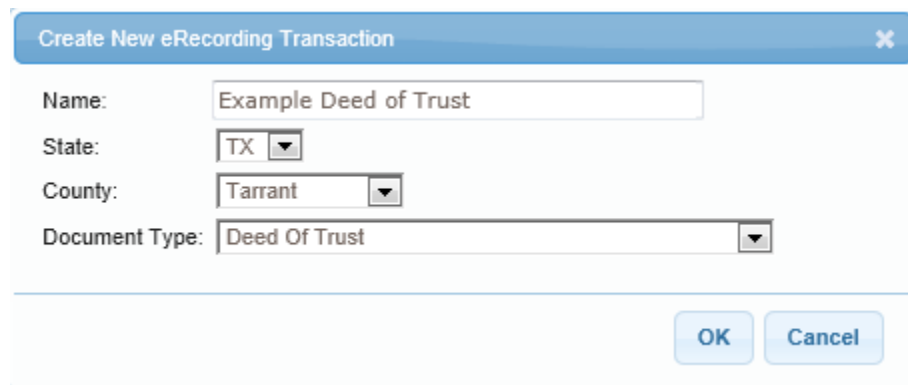


The screenshot shows a sidebar menu with three options:

- Create New**
- Search**
- Billing Report**

A yellow arrow points to the 'Create New' option. Below the menu, there is a 'Page 1' indicator.

Enter a **Transaction Name**, select the property **State**, **County** and **Document type**



Create New eRecording Transaction

Name: Example Deed of Trust

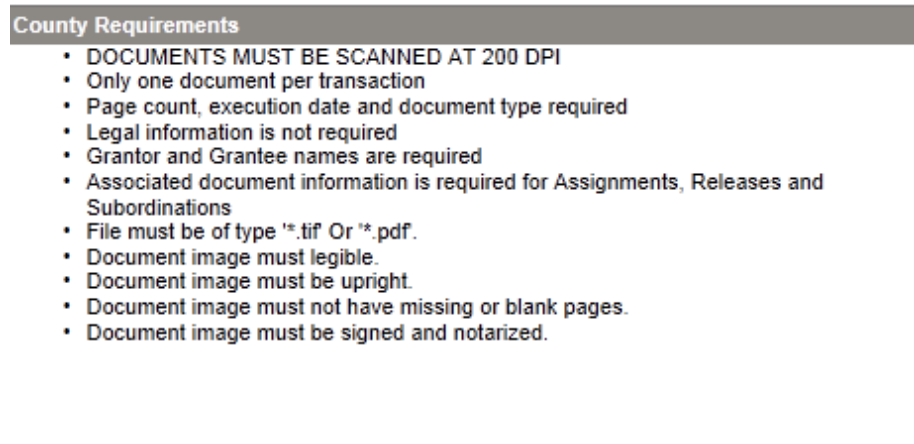
State: TX

County: Tarrant

Document Type: Deed Of Trust

OK Cancel

Take note of the **County Requirements** in the upper right corner



County Requirements

- DOCUMENTS MUST BE SCANNED AT 200 DPI
- Only one document per transaction
- Page count, execution date and document type required
- Legal information is not required
- Grantor and Grantee names are required
- Associated document information is required for Assignments, Releases and Subordinations
- File must be of type *.tif Or *.pdf.
- Document image must legible.
- Document image must be upright.
- Document image must not have missing or blank pages.
- Document image must be signed and notarized.

Enter the **number of pages** in the document, the **Execution Date**, and **Browse** to find the scanned **TIF or PDF** image of your document.

Transaction Name:


Return To: [\[Submitter Info\]](#)

Billing Reference:

County: Tarrant, TX

Document Type: Deed Of Trust

Status: Draft

Number of Pages: 

Execution Date:


Upload File:

Enter Parties on the document by clicking on **“Add Grantee”** and **“Add Grantor”**

Parties


Grantees

None




Grantors

None




Enter as much information as you can, such as Recording Information of associated documents, Notary Information, etc.

Associated Information

Consideration Type: 

Consideration Amount:

Associated Document

Book(Volume) Type: 

Instrument Number:


Volume Number:

Page Number:

Execution Date:

Recording Date:

Notary Information

Commission State: 

Commission County:

Commission Expiration Date:

Enter the property address

Property Address


Street 1:

Street 2:

City/State/Zip: , TX

and a brief Legal Description

Legal Description

Legal Description Type: 

Description

Lot 12, Block 5 of Windmere Estates, Phase II, Tarrant County, Texas.

Then click **“Continue”**

Review the details of your transaction, then click “Send”



Transaction Information

Summary

Transaction Information

Transaction Name : Example Deed of Trust
Transaction Status : Draft
Transaction County : Tarrant, TX
Return To : carrie@ppdocs.com
Company : ABC Lender
Address : 123 Abc
City/State/Zip : Arlington, TX 76013

Document Summary

Filename : [WI Assignments.pdf](#)
Document Type : Deed Of Trust
Page Count : 2
Execution Date : 2/20/2012

Parties

Grantees
• ABC Mortgage, Inc.
Grantors
• Joe Grantor

Property Address

Street 1 : 12345 Elm Street
City/State/Zip : Fort Worth, TX 76010
County : Tarrant

Legal Information

Description : Lot 12, Block 5 of Windmere Estates, Phase II, Tarrant County, Texas.



Close

Back Send

You will then need to agree to the terms of usage which states you will be charged the County’s Recording Fee, plus an additional \$10 Convenience Fee.

After a few seconds, you will see a “Transaction Sent Successfully” confirmation.

When the county records your document you will be notified via email with a stamped image of the document attached. You will also be able to retrieve your document on our site at anytime for up to 90 days.

If you have any questions email Support@ppdocs.com