Registering For eRecording

El Paso County Clerk's Recording Division

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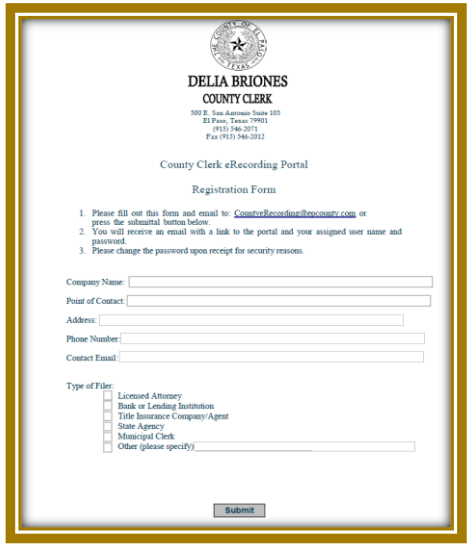
Prepared by the El Paso County Clerk's Office

To secure, preserve and generate public and vital records, upholding the highest standards of integrity as public servants, maximizing the use of technology and e-government services, while providing the utmost accurate, professional and efficient service to our community.

How to Register for eRecording

- Please visit eRecording - Home Page - eRecording (epcountytx.gov)and download the registration form.
- Please note that eRecording is currently only available to authorized filers listed under Local Government Code Section 195.003(a).
- Email your form and any questions you may have to CountyeRecording@epcounty.com



DELIA BRIONES
COUNTY CLERK
500 E. San Antonio Suite 105
El Paso, Texas 79901
(915) 546-2071
Fax (915) 546-2012

County Clerk eRecording Portal

Registration Form

1. Please fill out this form and email to: CountyeRecording@epcounty.com or press the submittal button below.
2. You will receive an email with a link to the portal and your assigned user name and password.
3. Please change the password upon receipt for security reasons.

Company Name:
Point of Contact:
Address:
Phone Number:
Contact Email:

Type of Filer:
- Licensed Attorney
- Bank or Lending Institution
- Title Insurance Company/Agent
- State Agency
- Municipal Clerk
- Other (please specify)

Submit

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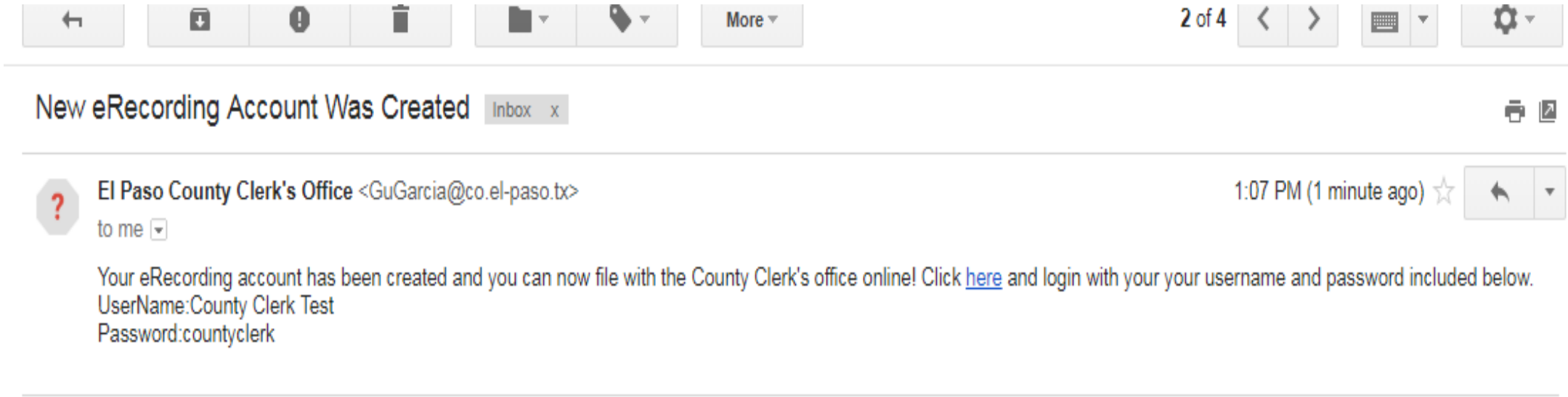
Registration Confirmation Email



More 2 of 4

New eRecording Account Was Created Inbox x

El Paso County Clerk's Office <GuGarcia@co.el-paso.tx> 1:07 PM (1 minute ago)

to me

Your eRecording account has been created and you can now file with the County Clerk's office online! Click here and login with your your username and password included below.
UserName:County Clerk Test
Password:countyclerk

eRecording in Four Easy Steps

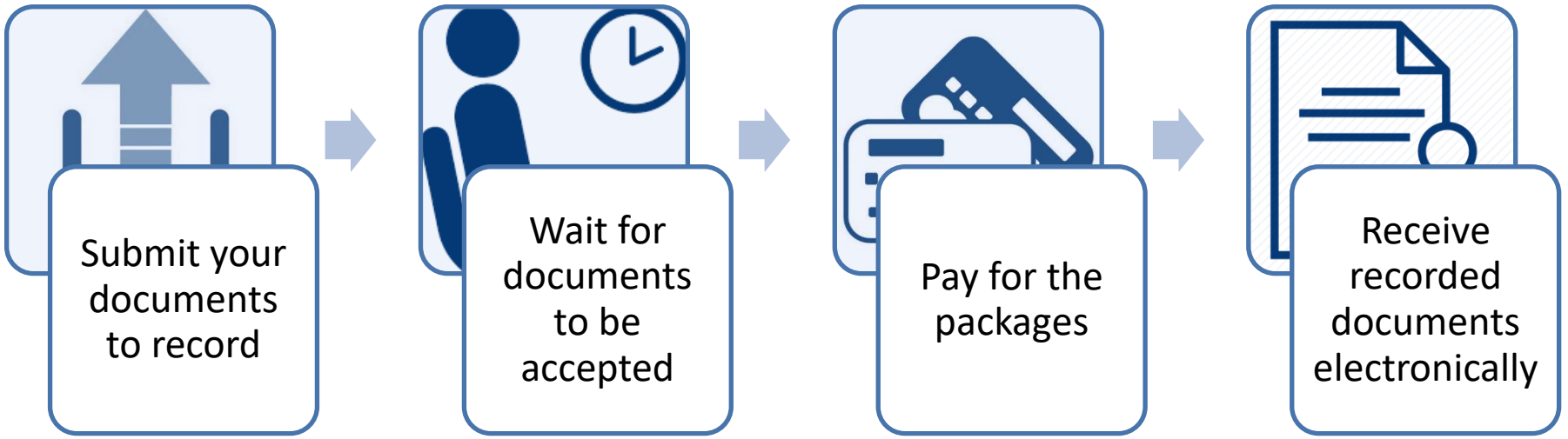
1. Submit your document/package through the eRecording Portal.
   - Select the correct style for each document submitted.
   - Verify the package is submitted as a Tiff file (recommended scan settings: 300 DPI, Black and White, and 0 Degrees.)

2. The County Clerk's Office will review and accept filings during regular business hours.

3. Pay for your package in the pending payments section of eRecording. We are currently only accepting major credit cards and Escrow account payment

4. Once payment is approved, documents will be automatically recorded and assigned an instrument number.

Credit Card Convenience Fees	
Credit	2.19% of total amount
Debit	$2.95 of total amount



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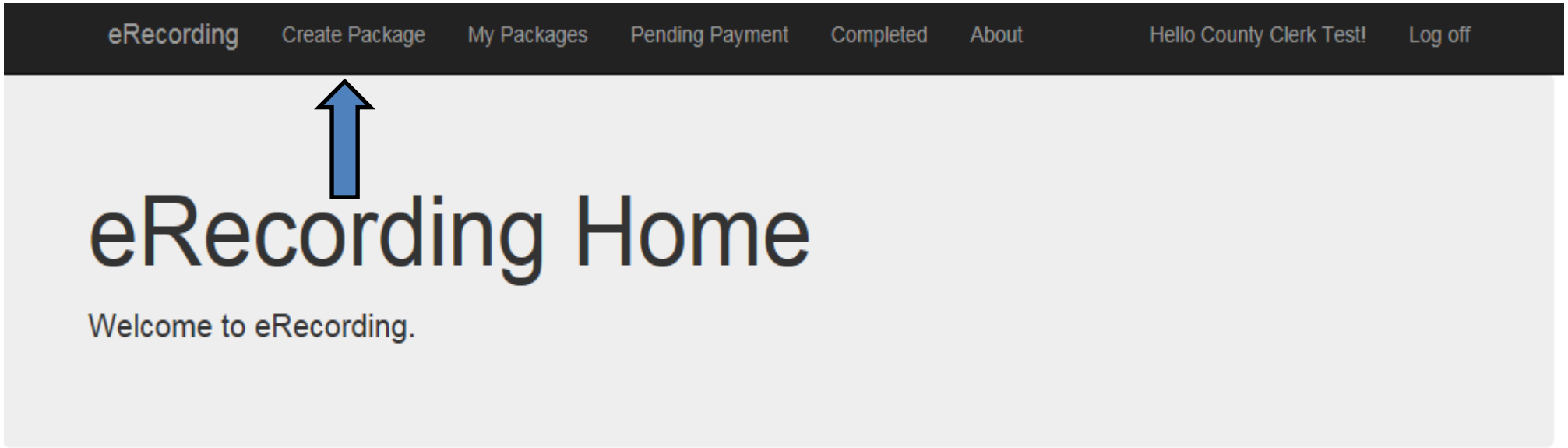
Submitting Your Documents

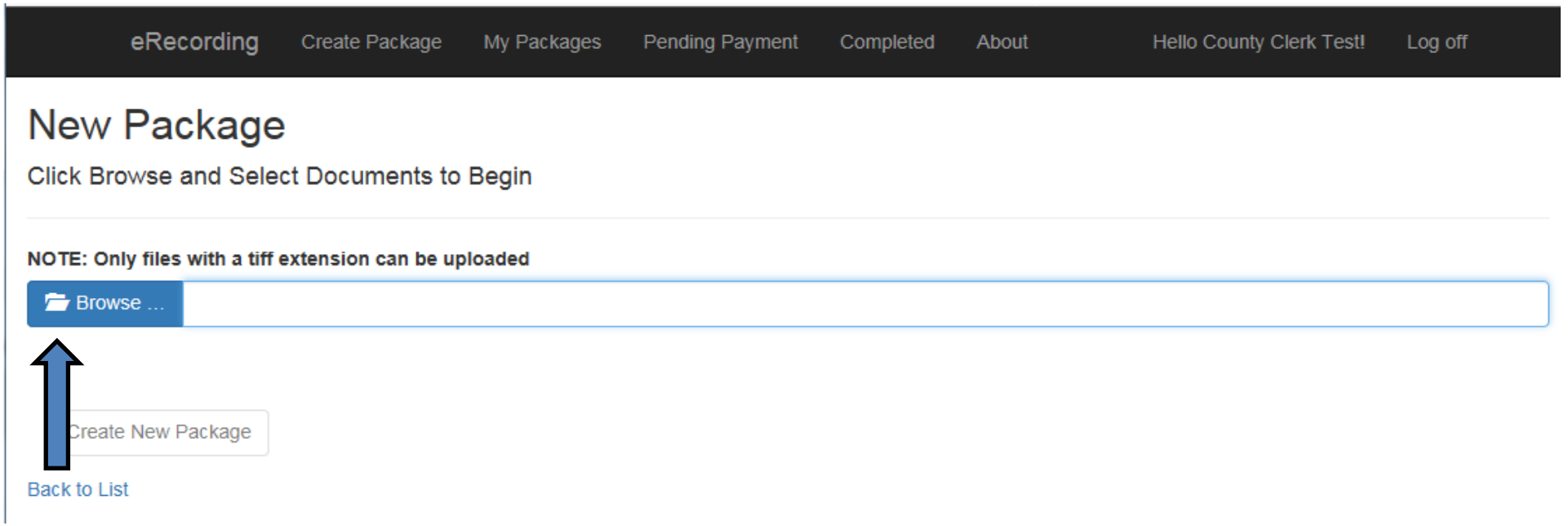
1. Log onto https://apps.epcountytx.gov/eRecording once you have received your username and password.
2. Click on the **Create Package** link at the top to being creating your document package for review.



Submitting Your Documents (cont.)

3. You will be directed to the **New Package** screen where you will upload and submit TIFF imaged documents. Do not save documents using special characters (Ex: , . / ? ! ’ - &).

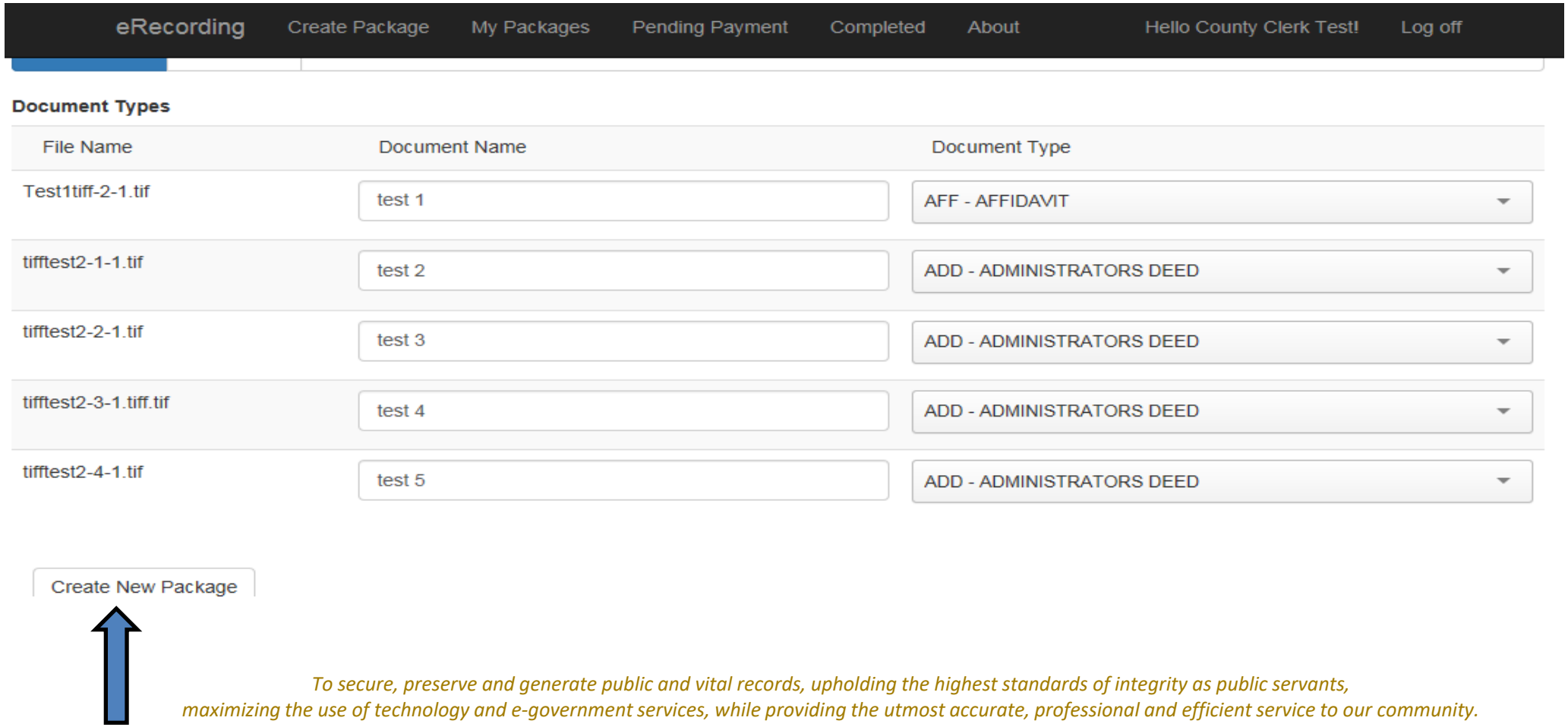
- Recommended scan settings: 300 DPI, Black and White, and 0 Degrees.



Submitting Your Documents (cont.)

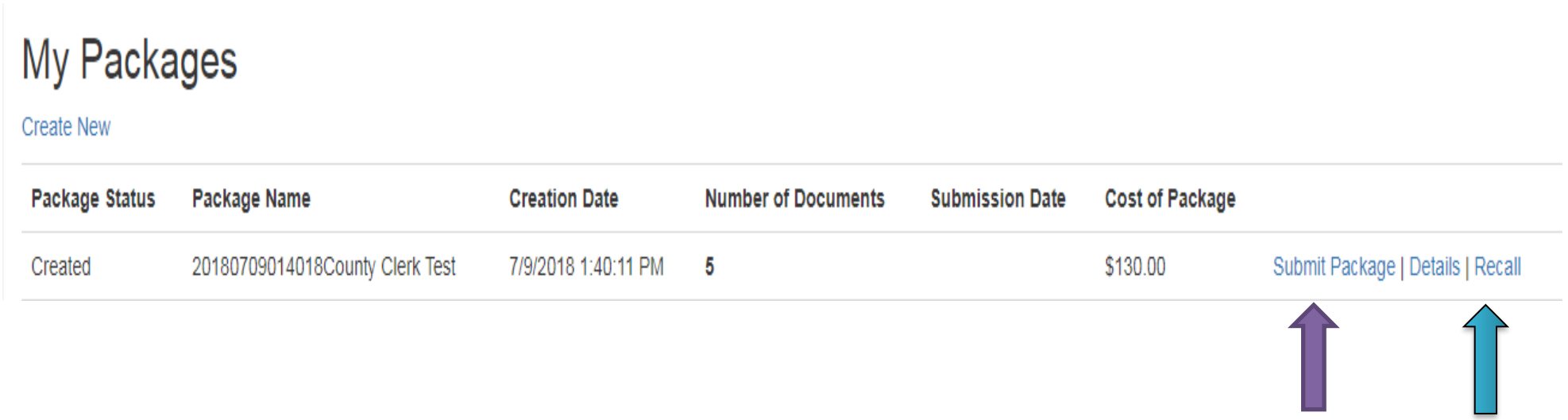
4. Once your documents have been uploaded, enter a document name and type, then click **Create new Package**.

- Select the correct Document Type / Style.



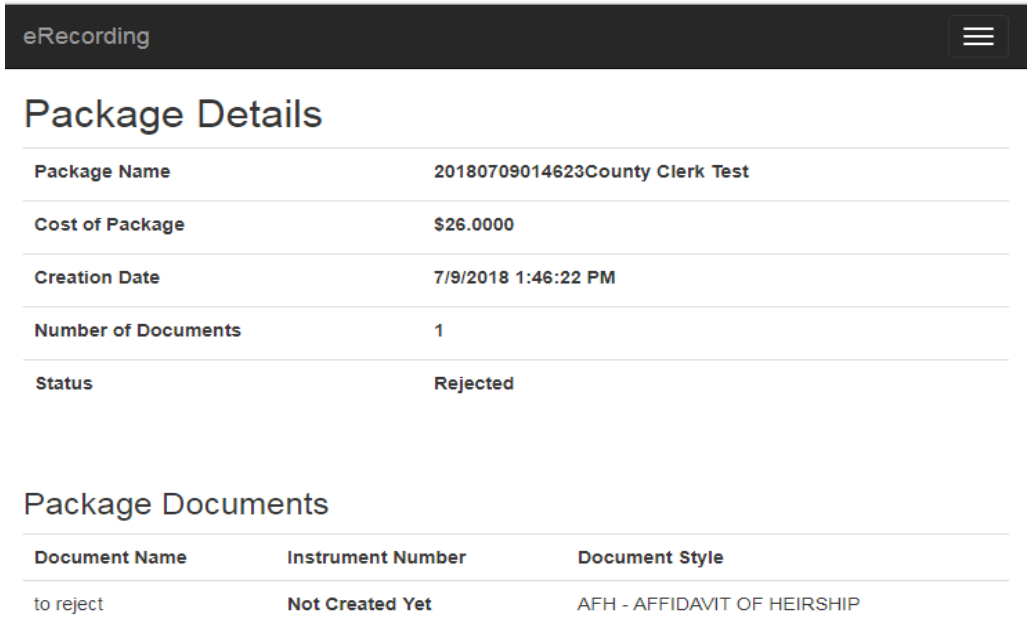
Submitting Your Document (cont.)

5. You will be directed to the **My Packages** screen where you will be able to view the package you created, the amount of documents, estimated cost (convenience fees not included) and have the option to **submit** the package or **recall** it if necessary. Once the package is paid, it **cannot** be recalled. Please ensure all final packages are correct before making the payment.



Rejected Documents

6. If something is found to be incorrect, the entire package will be rejected. You will have to recreate and submit the package again.



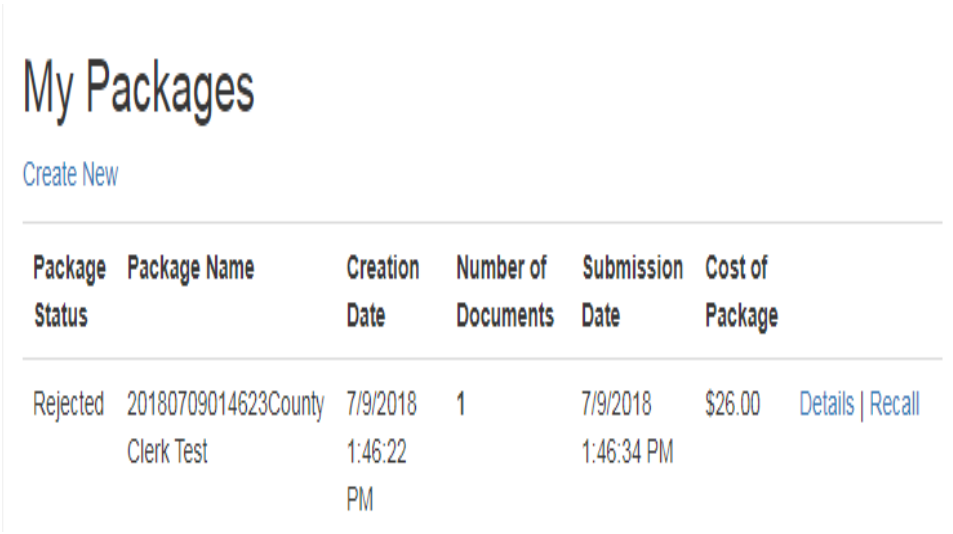
eRecording

Package Details

Package Name	**20180709014623County Clerk Test**
Cost of Package	**$26.0000**
Creation Date	**7/9/2018 1:46:22 PM**
Number of Documents	**1**
Status	**Rejected**

Package Documents

Document Name	Instrument Number	Document Style
to reject	**Not Created Yet**	AFH - AFFIDAVIT OF HEIRSHIP



My Packages

Create New

Package Status	Package Name	Creation Date	Number of Documents	Submission Date	Cost of Package	
Rejected	20180709014623County Clerk Test	7/9/2018 1:46:22 PM	1	7/9/2018 1:46:34 PM	$26.00	Details | Recall

Payments

All documents are immediately recorded UPON payment

once they have been reviewed and accepted by the County Clerk's Office.

- Payments for all electronically recorded documents will be processed through the County's credit card vendor. (MSB)
- eRecording accepts all major credit cards.
- We are also accepting payments using Escrow accounts. To set up and Escrow account please contact the County Clerks Office for more details.
- At this time, checks and cash payments are not available.
- Credit card convenience fees will apply to all transactions as follows.
  - $2.95 for debit
  - 2.91% for credit

Why eRecording?

If you are an authorized filer pursuant to Local Government Code Section 195.003(a), you can save money with eRecording

- Save on paper and toner by submitting documents electronically.
- Save a trip to the courthouse and submit from the comfort of your own office.
- Submit up to 10 packets and pay for them in one single transaction.

FAQ

- Will there be any extra costs associated with eRecording?
  - Aside from recording fees and any convenience fees associated with credit card payments, there are no additional fees.
- Once a package is rejected can it be accepted afterwards?
  - A package cannot be amended after being rejected. A new package will have to be created.
- If a mistake is made after my package has been approved but before payment, can it still be recalled?
  - Yes, a package can be recalled any time *before* payment is made.
- Where can I check the status of my submitted documents?
  - Please visit the MY PACKAGES section of your eRecording account. Please be proactive in checking status and paying for packages that have been approved by our office.