



# Registering For eRecording



## **El Paso County Clerk's Recording Division**

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Prepared by the El Paso County Clerk's Office



# How to Register for eRecording

- Please visit <http://apps.epcounty.com/erecording> 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 [CountyRecording@epcounty.com](mailto:CountyRecording@epcounty.com)

**DELIA BRIONES**  
COUNTY CLERK  
302 E. San Antonio Street 101  
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 [CountyRecording@epcounty.com](mailto:CountyRecording@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):



# Registration Confirmation Email

Navigation bar with icons for back, forward, search, and other email actions. Includes "2 of 4" and "More" options.

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

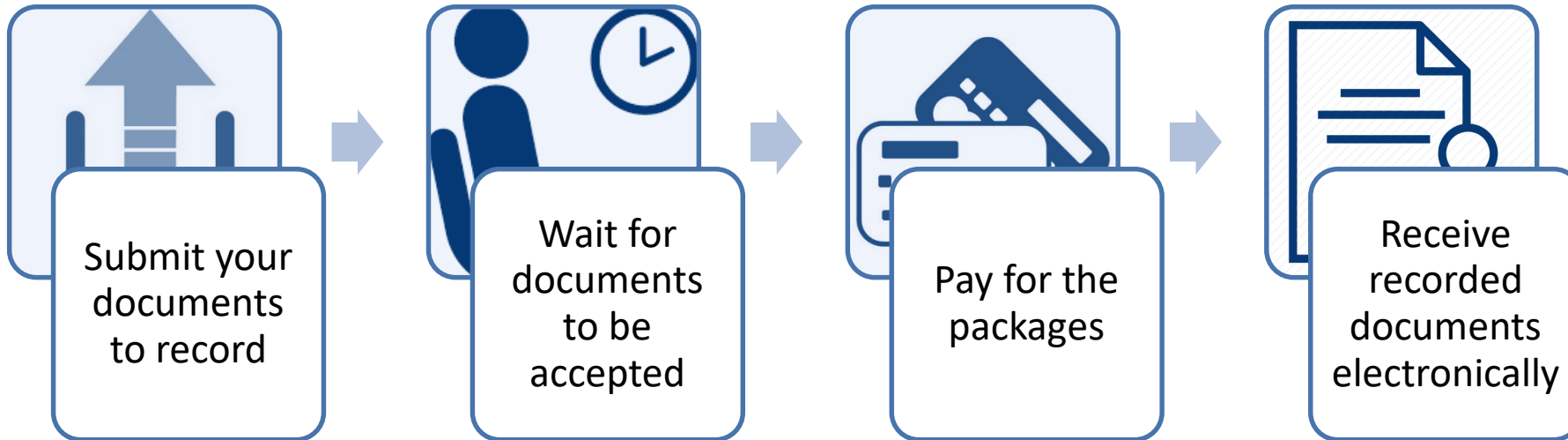
Password:countyclerk



# eRecording in Four Easy Steps

1. Submit your document/package through the eRecording Portal.
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	
Under \$87.00	\$1.95
Over \$87.00	2.25% of total amount

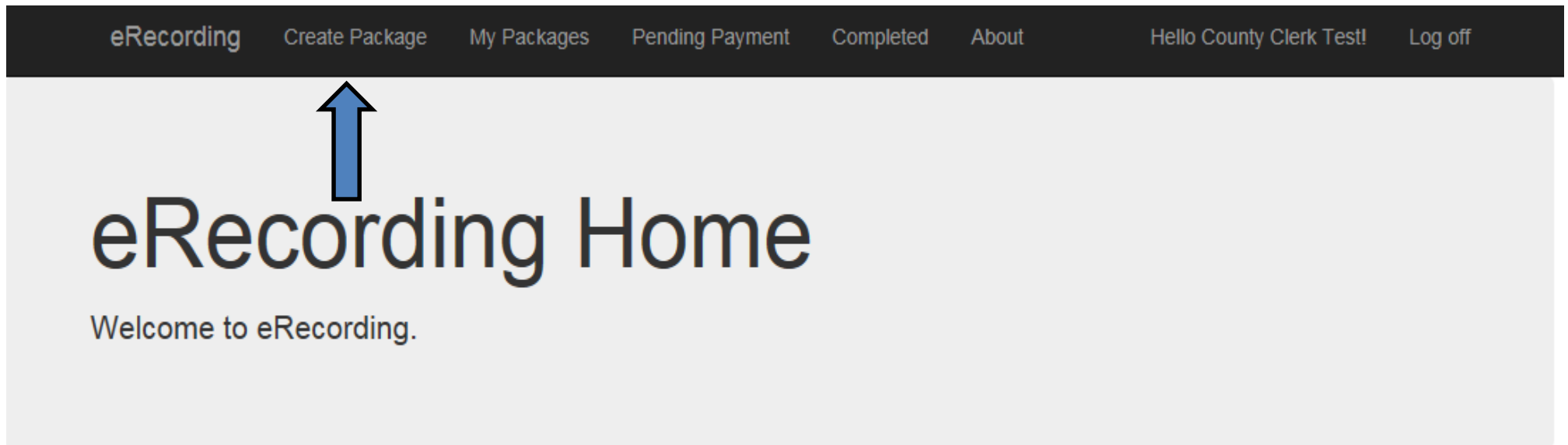


*To secure, preserve and generate public and vital records, upholding the highest standards of integrity as public servants, maximizing the use of technology and e-government services, while providing the utmost accurate, professional and efficient service to our community.*



# Submitting Your Documents

1. Log onto [www.epcounty.com/eRecording](http://www.epcounty.com/eRecording) once you have received your username and password.
2. Click on the **Create Package** link at the top to begin 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: , . / ? ! ' - &).

A screenshot of a web application interface for creating a new package. At the top is a dark navigation bar with links: eRecording, Create Package, My Packages, Pending Payment, Completed, About, Hello County Clerk Test!, and Log off. Below the navigation bar, the page title is "New Package". Underneath, it says "Click Browse and Select Documents to Begin". A note states: "NOTE: Only files with a tiff extension can be uploaded". There is a large blue button with a folder icon and the text "Browse ...". Below this button is a "Create New Package" button and a "Back to List" link. A blue arrow points from the "Create New Package" button up to the "Browse ..." button.

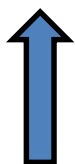


# Submitting Your Documents (cont.)

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

File Name	Document Name	Document Type
Test1tiff-2-1.tif	<input type="text" value="test 1"/>	AFF - AFFIDAVIT
tiffest2-1-1.tif	<input type="text" value="test 2"/>	ADD - ADMINISTRATORS DEED
tiffest2-2-1.tif	<input type="text" value="test 3"/>	ADD - ADMINISTRATORS DEED
tiffest2-3-1.tif.tif	<input type="text" value="test 4"/>	ADD - ADMINISTRATORS DEED
tiffest2-4-1.tif	<input type="text" value="test 5"/>	ADD - ADMINISTRATORS DEED

Create New Package



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# 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** if necessary.

## My Packages

[Create New](#)

Package Status	Package Name	Creation Date	Number of Documents	Submission Date	Cost of Package	
Created	20180709014018County Clerk Test	7/9/2018 1:40:11 PM	5		\$130.00	<a href="#">Submit Package</a>   <a href="#">Details</a>   <a href="#">Recall</a>







# 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	<a href="#">Details</a>   <a href="#">Recall</a>



# 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. (VPS)
- 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.
  - \$1.95 to all transactions under \$87.00
  - 2.25% of total for transactions over \$87.00

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# 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.