

Recording Express Submitter Guide

Our software allows E-Recording directly to your County Recorder's office. Recording Express is complete with all the requirements for a complex title agency operation. Electronically submit documents from your desktop or enable your centralized recording desk. Recording Express submits documents fast and easily with email notification, hyperlinks to documents, and control throughout the process. Recording Express is available in most counties via DSI's direct connections and partnerships.

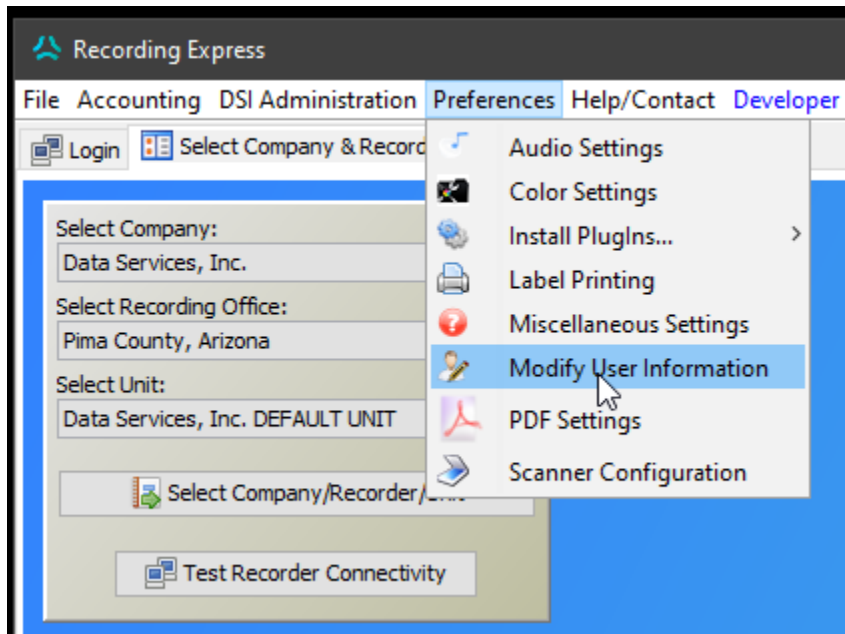
This user guide is intended to guide you through signing in for the first time and managing the recording desk. Additional documentation is available for user and administrator roles.

Recording Express creates a shortcut on your desktop during install, it can also be found in your start menu in the 'Recording Express' folder. Attached below is the Recording Express desktop icon:



After launching you will be presented with the login page, your username and password should be provided to you by either your company administrator or by your IT department after creation. The 'Log in' button will remain greyed-out until a connection to Recording Express's server side is established.

After logging in please take the time to change your password, and update your contact information if necessary, it is only used to contact you regarding package update notifications or in the event you submit a trouble ticket to us. You can do so by selecting 'Preferences', then 'Modify User Information'



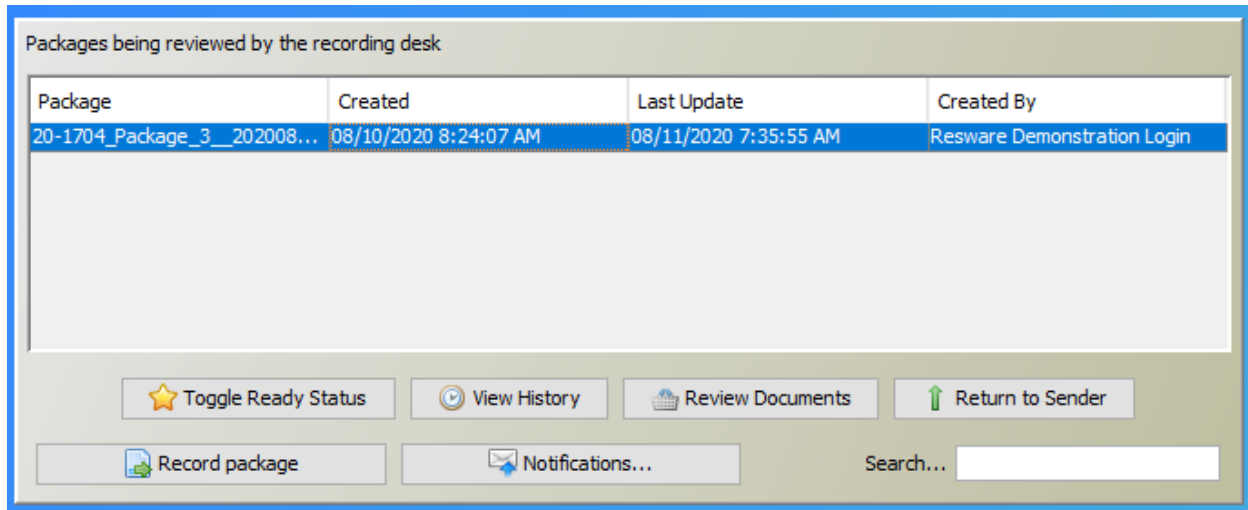
To update your password you MUST provide the current password in the 'Password:' field, then repeat the new password twice below, and check the 'Change Password' box.

Reviewing a package

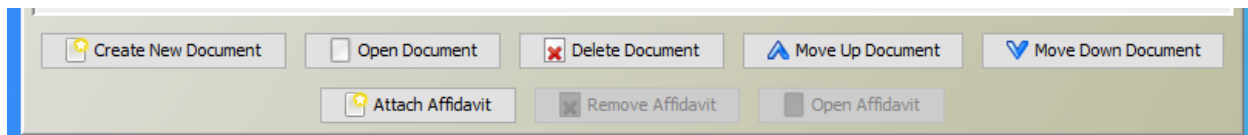
The Select Company & Recorder page is the only place you can select which Company, and County you will have access to until it is changed again here. When done click

'Select Company/Recorder/Unit'. As a Recording Desk user you will automatically see all units within a selected Company and Recorder regardless of what Unit you select here.

The lower left-hand quarter of the next screen is the Recording Desk section, click on a package to review, either double clicking or clicking 'Review Documents'.



The Package viewer screen will allow you to sort the documents, delete, or add additional documents. By clicking 'Open' you can view the attached document, perform document correction or add pages that may have been missed.



Replacing or adding a document

You can do one of three things to attach your document on the next screen:

1. Drag and drop the file onto this icon:



2. Select using the 'File Chooser...'
3. Direct Scan the document if you have a desktop scanner. To enable the scanner for the first time select Scanner Configuration.

Your document will appear inside the table on the left. Please note that only the most recently uploaded or edited and saved document will be uploaded(the bottom one)

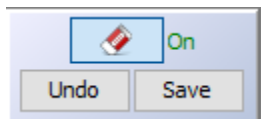
Editing documents

Once opened, your document editor will appear, a pink overlay showing the area in which no text is to appear as dictated by the county you've selected. By holding the Ctrl (Control) key on your keyboard and clicking and dragging you can adjust this to fit. Click 'Clear Pink Area' and 'Accept' to save your document and return to the document pane.

You can erase parts of the page by first clicking the eraser tool:



Then zoom in on where you'd like to make your adjustment, you can click and drag the page around, and use your scroll wheel for zoom. When you're ready to make your selection hold the Alt key on your keyboard, then left click and drag over the area you'd like to erase. Click 'Save' when done.

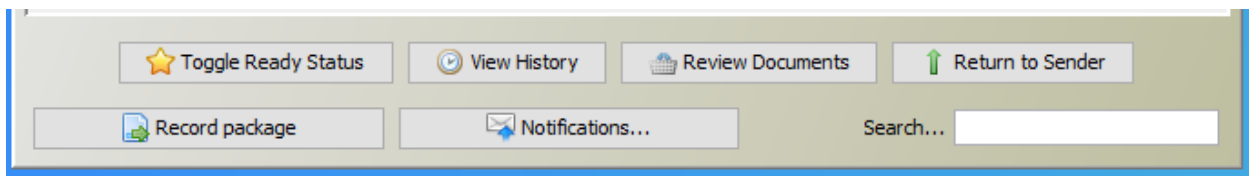


Only by hitting 'Accept' will the document be updated in Recording Express.

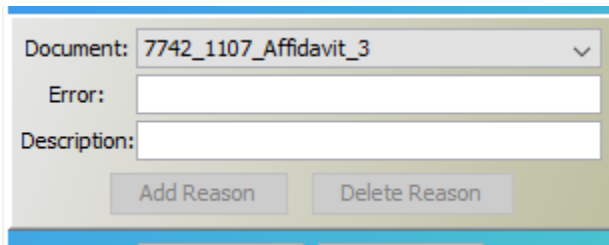
Note: A sample font overlay is displayed to help make sure that your scan will be accepted by the recorder, it will not be on the document when saved.

Rejecting or Approving documents

Once a document has been reviewed you can 'Toggle Ready Status' which will change the document text to green and put [Ready] after the package name, just indicating that you've reviewed the document and it's ready to be sent to the recorder. Once ready to submit you can click 'Record Package' and it will move to the upper right-hand quarter, where the county recorder will record and return the package to the lower right-hand quarter.



If you need to reject the package it will be returned to the upper left-hand quarter and change the text to purple saying [DESK REJ.] You can, but it is not required to, include an error and description as to why, as well as which document(s) caused the issue.



The image shows a screenshot of a web form with a light gray background and a blue border. At the top, there is a dropdown menu labeled "Document:" with the text "7742_1107_Affidavit_3" and a downward arrow. Below this are two empty text input fields, the first labeled "Error:" and the second labeled "Description:". At the bottom of the form, there are two buttons: "Add Reason" on the left and "Delete Reason" on the right.

Feel free to give us a call or submit a trouble ticket if you have any issues or questions!

520-618-7411 or submit a trouble ticket using Help/Contact and Submit Trouble Ticket after logging into Recording Express.