Recording Express User 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 creating through submitting a package to your recording desk. Additional documentation is available for recording desk 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'
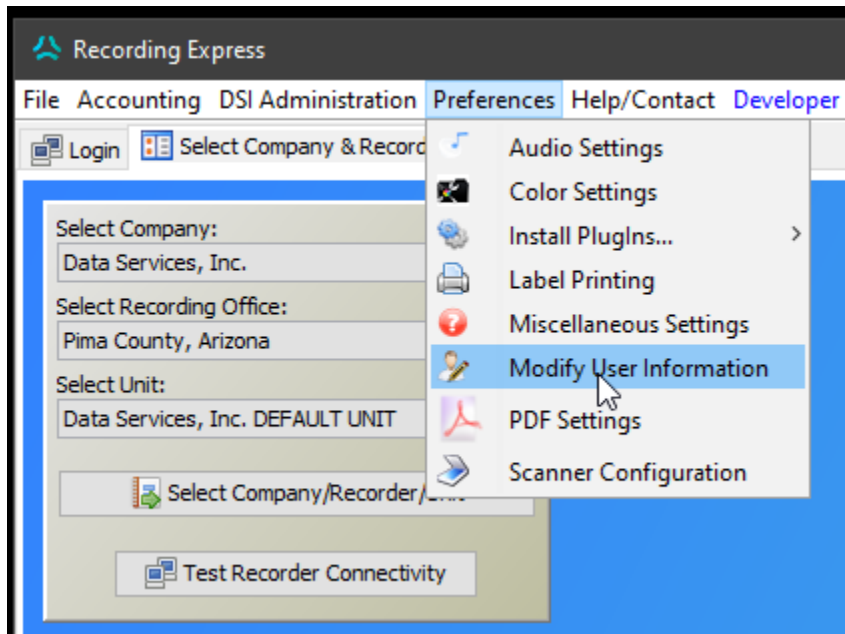
To update your password you MUST provide the current password in the 'Password:' field, then repeat the new password twice below, and check the 'Change Password' box.

Creating a package

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

'Select Company/Recorder/Unit'.

In the upper left-hand corner of the next page you will find the 'Packages to be recorded' section, here you can create new packages and attach any relevant documents. Click 'Create New Package' and give it a name. Click 'Save and Open'

Click 'Create New Document' and name it, selecting whether it requires an affidavit in the pop up window.

You will see a yellow box with a red 'NO' indicating that you need to attach the document or affidavit. Click 'Open'
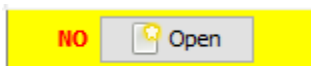
You can do one of three things to attach your document on the next screen:

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)

Once attached 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.

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.

Once all of your documents are attached and in order you can close the package tab by clicking the red X along the top bar to return to the main page, and once ready you can submit to the recording desk by clicking the 'To Recording Desk' button.
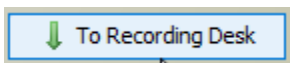
Your part is done! Once the Recording Desk (bottom left-hand quarter)clears your package they can submit it to the recorder(top righthand quarter) and once it's recorded it will generate an email to you with a link to your recorded documents and move to the bottom righthand quarter.