

SEARCHING FOR PREVIOUSLY SUBMITTED DOCUMENTS

1. Log in to your E-Submission account, and click **Search** on the left-hand menu.
2. Select the criteria to **Search by / Sort by**. A user can search or sort by creation date, recording date or submission date.
3. Search by a variety of criteria including data range, county or group. How you search will depend on the information you have available about the document.
4. When searching by county, scroll through the list of counties in the left column. Double-click the **County** name, or highlight and use the arrow, to move the county name to the column on the right.
5. Search additional criteria using the **Add Criteria** dropdown menu. Note: Users most often search by date range and/or group name.
6. Once you've entered all the necessary criteria, click the **Search** button. A table of documents that match the search criteria will appear. The table provides a variety of information, including Submission Status to help customers see where their documents are in the E-Submission process.