USING THE SHORT FORM

1. Log in to an E-Submission account. Click the Add Group button.

2. Create a name for the group, and select the county in which your documents are to be submitted, then click the Create button.
Note: Group Names must be unique and cannot be reused.

3. Add a document by clicking the Add Document button.

4. Select the appropriate document type, then enter the information as it applies to the document. Note: Anything with an asterisk is required. Grey boxes are deactivated, and therefore are not required fields, but they may reactivate depending on the document type selected.

5. Attach the document you wish to submit by clicking Choose File. Note: The document must be a black and white PDF in portrait orientation. (Only surveys and plats can be submitted in landscape orientation.) Once a file is successfully attached, the document file name will appear.

6. Click Save. This will direct the user to the Review tab. Review the Fees section to ensure the fees match your estimation.

7. If you have more documents to add to the group, next to the More Documents heading click Yes, and another short form will be displayed. If no, click No.

8. If you have the same party information for additional documents, click Yes next to the Same Party Information heading, and the party information will automatically be added to the next form. Click No, and the next form will be blank and ready for you to input new party information.

9. After you've made your selections, click Submit.

10. You will be returned to the Group tab to review the document group. If correct, click Submit Group to proceed.

11. You will be returned to the homepage. A message will display at the top of the page indicating the group has been submitted successfully.