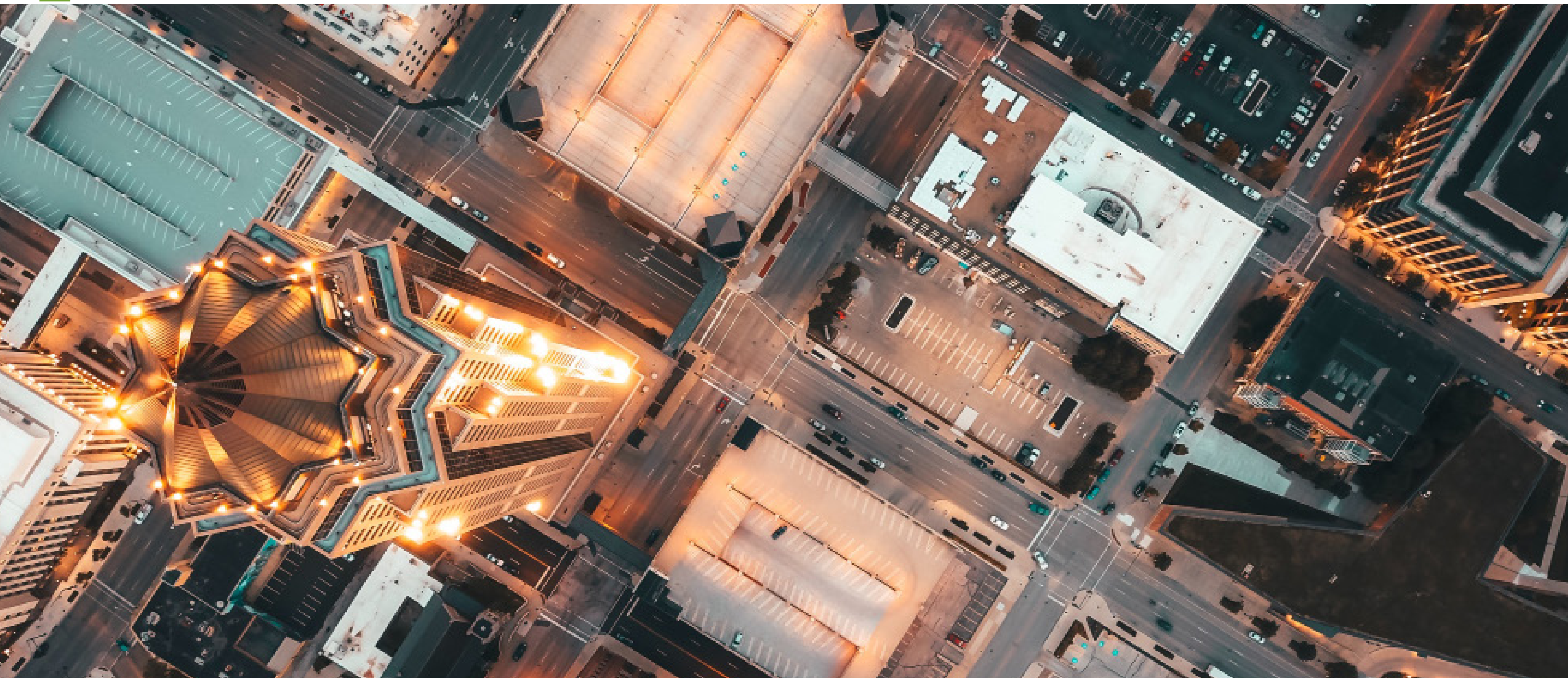
IOWA LAND RECORDS

Search. Submit. Succeed.

Table of Contents



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.

Understanding E-Submission Status

Status	Summary
In Progress	The submitter is working on the document or group but has not yet clicked the Submit Group button.
Ready for Recorder	The document is ready for review by the county recorder.
Recorder Declined	The recorder has declined the document and returned it to the submitter.
Resubmission	The document was returned to the submitter for correction. The document was resubmitted, but the group has not been resubmitted.
Recorder Fee Change	The recorder has changed information, causing the recording fee to increase or decrease.
Ready for Download / Downloaded / Ready for Stamp Preview / Stamped	One of the several messages that indicates the ILR system and the local indexing system are exchanging information.
County Indexed	The status of a document that is indexed, but no recording fee is charged.
County Indexed - Not Paid	The status of a document that has been approved but payment is still pending.
County Indexed - Paid	The final status of a sucessfully submitted and recorded electronic document.

Image Formatting Best Practices

1. Inspect document images prior to submission to ensure proper image quality and orientation.

2. Open the document with Adobe Acrobat Reader after it has been scanned and saved to the file system.

3. If when you open the document, the image is in landscape orientation instead of portait, as is required, you should check equipment settings and rescan the document.

DOCUMENT REQUIREMENTS

- Portrait orientation (only surveys & plats can be submitted in landscape)
- Black and white
- 300 DPI
- Readable from left to right
- 3-inch margins and font of 10 pt. or more

4. If necessary, consult the scanner or multi-function device support provider to ensure the settings are correct.

5. As a general rule, do not use imaging software to rotate a document. Rotation may make a document look like it is in portrait orientation, but the metadata may still specify landscape, leading to document rejection.

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 date 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.

Avoiding Declined Documents

1. Complete the Short Form, including all necessary information. This includes information such as document type, real estate value, exemptions and party information.

2. Ensure that the PDF follows all document formatting standards:

- ✔ Black and white
- ✔ Portrait orientation (except for Surveys & Plats)
- ✔ 300 DPI
- ✔ 3-inch top margin on first page
- ✔ Readable from left to right

3. Review the document images and fees before submitting:
   - Select the Attached Document tab to review the document image.
   - Inspect the document content to ensure that it is complete and correct. (i.e. notary stamps and legal descriptions)
   - Select the Review tab to ensure all the fees listed are accurate.

Replacing Documents

1. To correct an error in a document (PDF), log in to E-Submission and locate the group at the bottom of the home screen. Click on the pencil icon to the left of the group name. This will display the document(s) in the group.

2. Select the Edit function by clicking the pencil icon associated with the document to be replaced.

3. In the next view, select the Attached Doc tab.

4. Click the Choose File button, and locate the corrected document. Select the document (PDF), then click Open. The file name of the corrected document is displayed next to the choose file button.

5. Click the Save button to complete the replacement. Notice that the file name has been changed. Select the Review tab to proceed.

6. Make sure the Resubmit button is selected. Click Submit to complete the process. Don't forget to click Submit Group.

Deleting Documents and Groups

1. To correct an error in a document (PDF), log in to E-Submission and locate the group at the bottom of the home screen. Click on the pencil icon to the left of the group name. This will display the document(s) in the group.

2. Select the Edit function by clicking the pencil icon associated with the document that needs to be deleted.

3. On the next screen, click to select the Review tab for the document

4. Next to the Action heading, select Delete, and then click Submit to complete the process.

5. To delete an entire group, a user must first delete all of the documents in the group using the steps above.

6. Once all of the documents are deleted, click the pencil icon associated with the group that needs to be deleted. Select the Group tab, and click Delete Group.

Payment History for Reconciliation

1. Select Maintain E-Submitter from the E-Submission home page.
Note: Only E-Submitter Admins can access this function.

2. Select Payment History from the menu items by clicking on the magnifying glass icon.

3. On the View Payment History page, enter the date range for which you would like to generate a report. It is common for customers to generate a report for a month-long date range, but reports can be generated for any given period of time.

4. Add any other important criteria, then click Search, and a table of charges for that time period will display.

5. Click the Export button above the search results table to export a report of the transactions.

6. Click Open to view the report, or click Save to save the report on your computer.

Frequently Asked Questions

1. How much does it cost to submit documents electronically through Iowa Land Records?

Customers are charged standard county recording fees, plus a $3 e-submission fee per document. There are no application fees or fees to set up your account. Customers who wish to use credit/debit cards are additionally subject to merchant fees.

2. Who reviews the documents I electronically submit through Iowa Land Records?

County recorders in all 99 Iowa counties use Iowa Land Records, so the local county recorder where you submitted your document to will review and approve or decline your submission.

3. How can I pay for my submission?

Customers have a few options for payment:

- ACH/EFT (We will communicate with your bank to ensure you don't have an ACH block on your account)
- Credit/Debit Card (The fee is .01865% of the recording fee) *You are not charged until your document is successfully recorded.

4. What types of documents can I submit using E-Submission?

Any document you can submit for recording to an Iowa county recorder can be submitted via e-submission.

FAQ (Cont'd.)

5. How is e-submission different than regular over the counter or mail submissions?

There are a variety of benefits to e-submission:

- Documents are filed within 24 hours, sometimes in a matter of hours
- No waiting on the mail
- No postage or courier fees
- No waiting in line
- Fast error correction
- Secure file transmission

6. Are there reports to help my accounting team reconcile our transactions?

Yes, e-submission customers are able to maintain their accounts, which includes the ability to search the account transaction history with instant results. Users can also pull various reports for a date range, but the results will not generate until the following morning. Both of these options allow customers to reconcile charges for a given period.

7. How many employees in my office can use e-submission?

Iowa Land Records allows you to set up an unlimited number of users on your account. Your company can also set up a separate account for various departments or locations within your organization.

FAQ (Cont'd.)

8. How will I know when my document has been recorded?

Iowa Land Records sends our customers a series of emails throughout the e-submission process so that you know the status of your document, including if there was a fee change, if the document needs to be corrected in some way and when the document is successfully recorded.

9. Is there a way to obtain the official recorded document with the recording stamp after it has been recorded?

Yes, there are several ways to obtain a PDF copy of your final recorded PDF document for your records. You will receive an email with a link to the digital file when your document is recorded. If you can't access the document via the link in your email message, you may download the PDF from the Recently Recorded documents section or by using the search function on the e-submission home page menu.

10. Is there training available for my team to learn how to use E-Submission?

Yes, Iowa Land Records offers an e-submission webinar once a month which includes a live step by step demo of the e-submission service. In addition to monthly webinars the Iowa Land Records team is happy to set up a live training with members of your team. In addition to live webinars, Iowa Land Records has a variety of self-help video tutorials and handouts to help customers understand the e-submission service.