



Quick Reference Guide: Creating a Cover Page

Welcome to the new Recorder of Deeds County Portal designed to provide a convenient and centralized way for you to access documents handled by the Recorder of Deeds.

We are excited about our new recording system and processes and look to serving you in a more efficient way as you do business with our office. It has been and will continue to be our mission to make access to the real estate records maintained in this office available to the public in as expeditious and practical fashion as possible and to facilitate the recording of real estate related documents in our office. It is the purpose of this website to enhance that stated mission. In order to achieve this mission, we have instituted some new processes and recording requirements that we want our submitters to follow to expedite the processing of your documents.

Starting August 3rd, 2009, we are asking our submitters to start creating Cover Pages online to submit with your documents or choose the option to eRecord with our office if you aren't doing so already. Your documents to be processed more quickly and allow you to review the information as well before it presented to lower the risk of having your documents returned for resubmission. As an added benefit, fees are calculated and generated with a detailed breakdown allowing for accurate preparation of the amount to be submitted. You also have the convenience of receiving an email as soon as your document(s) have been recorded

This Guide take you through the steps to create **Cover Page**.

Accessing our County Portal:
Via the Internet, please go to www.lancasterdeeds.com/lanco_rod/site and follow the link to the Public Site.

Please print your completed Cover Pages and place with your documents before mailing them or bringing them into our office.

We hope you find our County Portal helpful as we want to continue to find ways to serve you better.

Bonnie L. Bowman
Recorder of Deeds

Accessing the County Portal

To create Cover Pages, please make sure that you have created an account by selecting 'Create New Account'. Enter the user name & password that you would like to use.

The screenshot shows the Lancaster County Recorder of Deeds website. At the top is a banner with a farm scene and the text "Lancaster County, PA ~ Recorder of Deeds". Below this is a main content area with a white background and a black border. On the left side of this area, there is a section titled "Lancaster County Online Services" with a welcome message and contact information for Bonnie L. Bowman, Recorder of Deeds. A yellow callout box with the text "Click to Create Account" has an arrow pointing to a button labeled "Create New User Account" which is circled in red. On the right side of the main content area, there is a login section. It has two sub-sections: "Guest users please log in here." with a "Login as Guest" button, and "Registered users please log in here." with fields for "Username:" and "Password:", a "Forgot your password?" link, and "Login" and "Clear" buttons. A yellow callout box with the text "Enter User Name & Password" has an arrow pointing to the password field. Below the login section is a "FraudSleuth" logo and a note: "Click the FraudSleuth icon to be directed to a simplified name search." At the bottom left of the page is the copyright notice "©All rights reserved, Lancaster County" and at the bottom right is the text "Powered By RecordFusion" with a logo.

Lancaster County Online Services

Welcome! Our New Online Services provide a convenient and centralized way to access documents recorded in our office. You have the ability to search records and electronically recorded documents.

Additional information about the site is available at www.LancasterDeeds.com

If you want to search records from 1729-1981, you must currently use the eFilm system by clicking [here](#).

Bonnie L. Bowman
Recorder of Deeds

County of Lancaster
Office of Recorder of Deeds
P.O. Box 1478
Lancaster, PA 17608-1478
Office: 717.299.8238 ~ Fax: 717.299.8393

You may create an individual user account by clicking the button below.

Create New User Account

Click to Create Account

Guest users please log in here.

Login as Guest

Registered users please log in here.

Username:

Password:

[Forgot your password?](#)

Login **Clear**

Enter User Name & Password

FraudSleuth

Click the FraudSleuth icon to be directed to a simplified name search.

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Powered By **RecordFusion**

Starting a New Transaction

Select **START A NEW TRANSACTION** from the Main Menu

Lancaster County Recorder of Deeds

Home | Search Public Records | Search Guide | Preferences | Contact Us Log Out

Welcome to Lancaster County Online Services

What would you like to do today?

- ▶ Search Public Records
- ▶ Start a New Transaction [Help?](#)
- ▶ Retrieve an Existing Transaction
- ▶ Search My Transactions
- ▶ eCertified Documents
- ▶ Modify My User Preferences
- ▶ How Do I...
- ▶ Disclaimer
- ▶ Log out


Announcements
The information contained herein includes our complete database from 1981 to the present. The information is updated daily. You will note the proof date on the top left of your search screen. This is a work in progress, and we are continually striving to improve this service for our customers. You may notice that certain images are available, but others are not. We are currently working on uploading images from 1981 to 1986 as well as adding data and images back to 1946..*** For more information, please go to [recorderofdeeds.com](#). Your comments would be email me at [recorder.pa.us](#). For assistance, please click on **Contact Us** in the top right corner. Email directly to [support@recordfusion.com](#) or call 888-380-2430.

At anywhere in the system, you can click on [How Do I...?](#) for more information.

TIPS:

- When using this site, set your Internet Explorer Window to 'Full Screen' to show as much information as possible. (Within Internet Explorer, Go To View – Full Screen. Or, Hit F11)
- Higher resolutions on screen display are also recommended.

Entering a New Transaction

1. Enter Delivery Method and Reference Info. Fields in **RED** are required.
2. Select the type of Document that you would like to add by clicking the  icon.

Lancaster County Recorder of Deeds

[Home](#) | [Search Public Records](#) | [Search Guide](#) | [Preferences](#) | [Contact Us](#)

[Log Out](#)

Enter New Transaction Information



Transaction Info

Transaction #: ?

Order Status:

Delivery Method:

Return Method:

Reference Info:

Submitted By

Name:

Address:

Address1:

City:

State: Zip:

Contact:

Contact Number:

Email:

Return To

Name:

Address:

Address1:

City:

State: Zip:

Contact:

[+ Add a New Document](#)

Entering Transaction Info

Transaction #: This is auto-populated. No entry required.

Order Status: The document status will be shown here. No entry required.

Delivery Method: The method in which you will be delivering your documents to the county.

Return Method: Email

Reference Info: Information to 'label' your transaction. Shows up on Cover Page and can access transactions by this. Submitters usually use File # or client name.



Submitted By: Contact information for the person who is submitting the recordings.

Return To: Contact information for where the document will be returned after processing. If it is the same as the submitter, Click "Copy 'Presenter' to 'Return To'"

NOTE:

- Once you have Created your account, your contact information will be auto-filled.
- Email is required. Without this, you will not be receive your Recorded Cover Page, Receipts, or Rejection Letters.

Entering Document Information

1. Complete all of the **Required Fields** to be able to record your document with the Lancaster County Recorder of Deeds.
2. After you have completed the **Required Fields** in each section, click the **Unrecorded document number** which will change the status from incomplete  to document being completed .

Enter Document Information

Instrument Info

Instrument Type:

Instrument Status:

Instrument Number:

Reference Info:

of Pages:

Consideration Amt:

Taxable Amount:

Percent Taxable:

Exempt Reason:

of Statement of Values:

Municipality:

Add'l Municipality:

% in Muni:

DEFINITION OF FIELDS:








Document Info – Basic Fields

Instrument Type: Select the Document Type to be recorded from the drop-down menu.

Instrument Number: This number is **automatically generated** by the system.
NOTE: THIS IS A TEMPORARY DOC NUMBER. WHEN THE DOC IS RECORDED, A PERMANENT DOC NUMBER IS GENERATED.


Reference Info: This field is used to help you identify a particular document.

Number of Pages: Enter the total number of pages of the official document
DO NOT INCLUDE COVERPAGE IN PAGE COUNT

















[+ Add a New Document](#)
[● Submit Transaction](#)


Trans #2669727 - Test

 Unrecorded #2685929 (DEED)


DEFINITION OF ICONS:

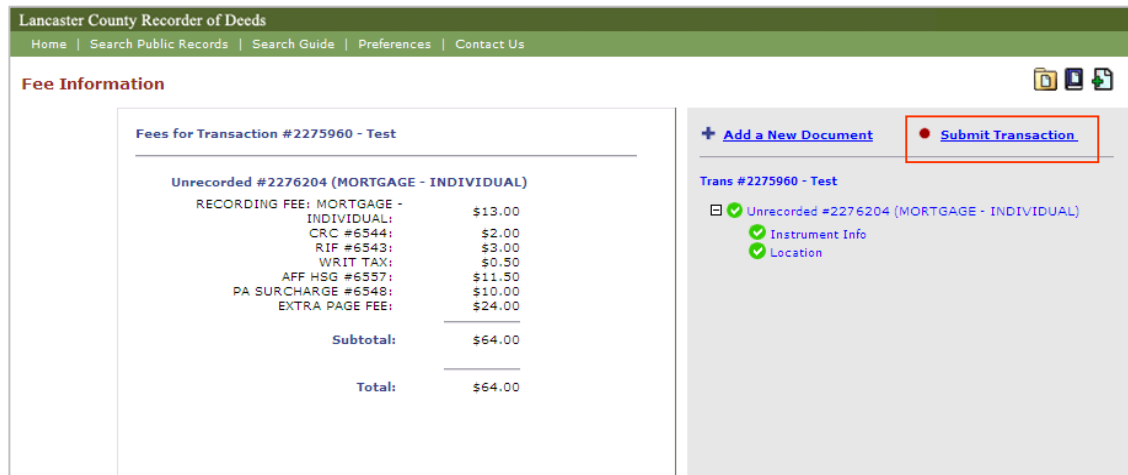
- | | |
|---|---|
|  View/Edit Transaction Information |  Show Fees for Current Transaction |
|  Generate a Cover Page |  Add a New Document |
|  Clone Document |  Remove Current Document |
|  Show Previous Document | |
|  Show Next Document | |

Display of Fee Breakdown

1. After you have added all of the documents you wanted to you transaction, view the **FEES** associated with for your **TRANSACTION** by clicking the  icon.

Submit Transaction

2. Once you have checked that all of the documents have been added correctly and fees verified, you are now ready to submit the transaction to the county.
3. Click  [Submit Transaction](#) to electronically transmit your transaction information to the county.



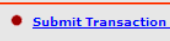
Lancaster County Recorder of Deeds

Home | Search Public Records | Search Guide | Preferences | Contact Us

Fee Information

Fees for Transaction #2275960 - Test

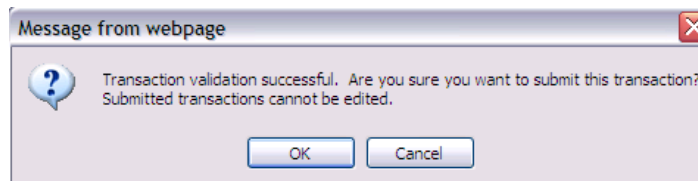
Unrecorded #2276204 (MORTGAGE - INDIVIDUAL)	
RECORDING FEE: MORTGAGE - INDIVIDUAL:	\$13.00
CRC #6544:	\$2.00
RIF #6543:	\$3.00
WRIT TAX:	\$0.50
AFF HSG #6571:	\$11.50
PA SURCHARGE #6548:	\$10.00
EXTRA PAGE FEE:	\$24.00
Subtotal:	\$64.00
Total:	\$64.00

+ Add a New Document 

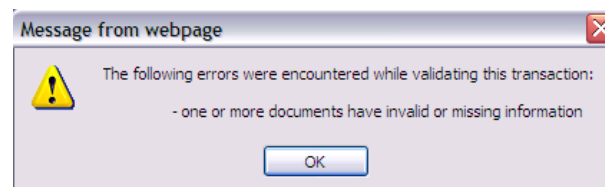
Trans #2275960 - Test

- Unrecorded #2276204 (MORTGAGE - INDIVIDUAL)
- Instrument Info
- Location

4. If you have successfully completed all of the required information pertaining to your transaction, you will see the following pop-up message:




5. If there is required information that was not completed, upon clicking 'Submit Transaction', you will see the following pop-up message:



Generating and Printing your Cover Page

After submitting the transaction to the county, you are now ready print your **Cover Page** for each document of the transaction.

NOTE: Do not print your cover pages until you are done adding all documents to your package.

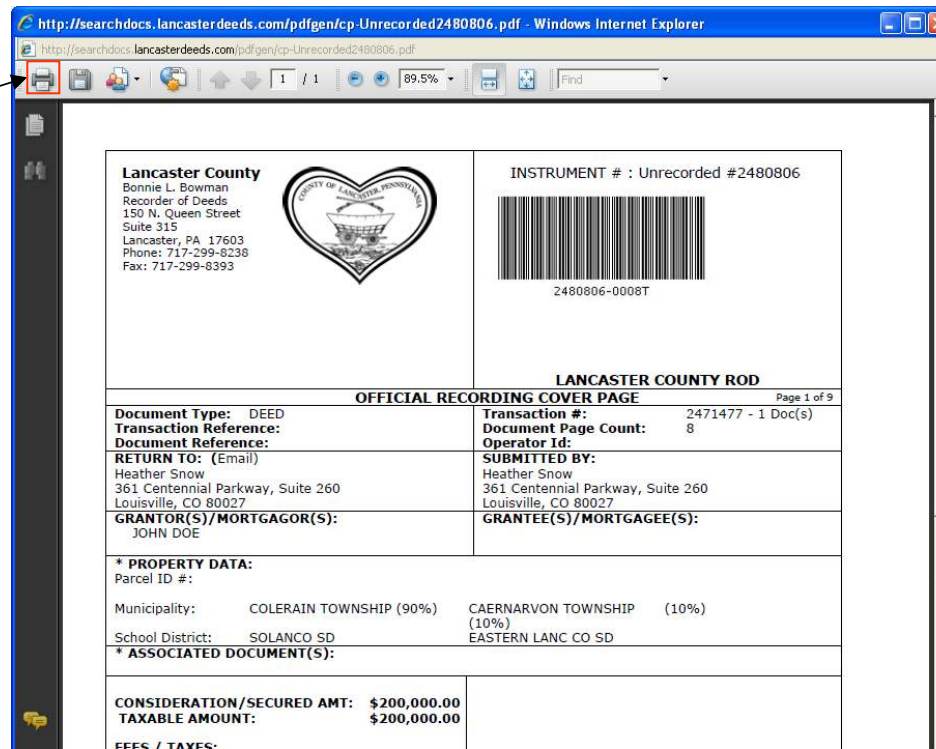
- To generate your **COVER PAGE** click on the  icon
- Click **VIEW** next to the document for which you would like to generate a cover page.

Documents for Transaction #2281903 - Test

Unrecorded #2283642 (MORTGAGE - INDIVIDUAL) [View](#)

- Your **COVER PAGE** is generated in an Adobe Acrobat PDF format. This **COVER PAGE** should be printed and placed on top of the associated document when presented for recording.
- If recording multiple documents that are being returned to the same party and on the check, after you have printed your **COVER PAGE**, close your **COVER PAGE** window and click **VIEW** on the next document in the list so that you generate and print a **COVER PAGE** for that document. You will repeat this process until you have all of your **COVER PAGES** printed for the specific transaction and are ready for delivery to the county.

Click to PRINT a copy of the COVER PAGE




http://searchdocs.lancasterdeeds.com/pdfgen/cp-Unrecorded2480806.pdf - Windows Internet Explorer

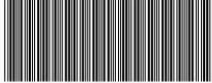
http://searchdocs.lancasterdeeds.com/pdfgen/cp-Unrecorded2480806.pdf

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INSTRUMENT # : Unrecorded #2480806


2480806-0008T

LANCASTER COUNTY ROD

OFFICIAL RECORDING COVER PAGE Page 1 of 9

Document Type: DEED	Transaction #: 2471477 - 1 Doc(s)
Transaction Reference:	Document Page Count: 8
Document Reference:	Operator Id:
RETURN TO: (Email) Heather Snow 361 Centennial Parkway, Suite 260 Louisville, CO 80027	SUBMITTED BY: Heather Snow 361 Centennial Parkway, Suite 260 Louisville, CO 80027
GRANTOR(S)/MORTGAGOR(S): JOHN DOE	GRANTEE(S)/MORTGAGEE(S):

*** PROPERTY DATA:**
Parcel ID #:

Municipality:	COLERAIN TOWNSHIP (90%)	CAERNARVON TOWNSHIP (10%)
School District:	SOLANCO SD	EASTERN LANC CO SD

*** ASSOCIATED DOCUMENT(S):**

CONSIDERATION/SECURED AMT:	\$200,000.00
TAXABLE AMOUNT:	\$200,000.00

FEES / TAXES:

Transaction Packaging Tips

In an effort to insure proper recording of your documents, here are a few tips to adhere by when creating transactions with multiple documents:

1. If you send a document with a separate transaction number, it **MUST** have its own check.
2. If multiple documents that go together are sent in, they **MUST** have the same transaction number.
3. If documents are submitted under the same transaction number, they **MUST** be sent together in the same envelope, not separately.
4. If single documents are submitted, you **MAY NOT** reuse the same cover page for similar documents.

If you have further questions, please do not hesitate to contact our office at **717.299.8238**.

Thank you for your cooperation!

Retrieve a Transaction

Transaction and document information can be entered, saved and completed at another time by Retrieving the Transaction. Transaction and document information for recorded documents can also be viewed this way. **Please note, information for documents that have been recorded cannot be edited.**

The screenshot shows the Lancaster County Online Services website. The navigation bar at the top includes links for Home, Search Public Records, Search Guide, Preferences, Open Print Queue, and Contact Us, along with a Log Out button. The main heading is "Welcome External User to Lancaster County Online Services". Below this, there is a section titled "What would you like to do today?" with a list of options: Search Public Records, Start a New Transaction (with a Help? link), Retrieve an Existing Transaction, Search My Transactions, eCertified Documents, Modify My User Preferences, How Do I..., Disclaimer, and Log out. The "Retrieve an Existing Transaction" option is highlighted with a yellow box and an arrow pointing to it. Below this option is a text input field labeled "Transaction #:" with a search icon to its right. A yellow box with the number "3" points to this input field. To the right of the main menu is an "Announcements" section, which is empty. A yellow box with the number "2" points to the "Retrieve an Existing Transaction" option. A yellow box with the number "1" points to the "Home" link in the navigation bar.

1. Click "Home" to get to the Main Menu

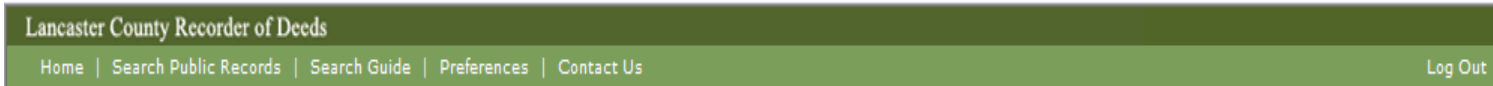
2. Click "Retrieve an Existing Transaction"

3. Enter in the Transaction #

**If you have not submitted your document for Recording, the Cover Page can be changed by going through the fields and editing desired fields.
IF CHANGES ARE MADE, PLEASE DISCARD ORIGINAL COVER PAGE AND PRINT NEW ONE.**

Search My Transactions

Transaction and document information can be entered, saved and completed at another time by Retrieving the Transaction as stated on the previous page or by clicking 'Search My Transactions' from the Home page. Transaction and document information for recorded documents can also be viewed this way. **Please note, information for documents that have been recorded cannot be edited.**



Search My Transactions

You can search all of your Unrecorded Transactions.

You can also search by specific Transaction criteria.

Transaction number assigned by system. Click the number to finish where you left off to Submit the transaction to the county.

Transaction Reference Info. Clicking this will take you to the transaction information page.

The screenshot shows the search interface with the following components and callouts:

- Search Criteria:** Includes radio buttons for "Find All Unrecorded Transactions" and "Specify Transaction Search Criteria". A "Search" button is located to the right.
- Search By:** A dropdown menu with options "Transaction Number" and "Transaction Information".
- Reference Info:** A text input field.
- Created Date From:** A date range selector with "To" and "Include Accepted Transactions" checkbox.
- Search Results:** A table with columns "#", "Reference Info", "Created Date", and "Status". It shows 5 results with a "Displaying 1 to 50 of 1810" indicator.
- Navigation:** A blue arrow button to the right of the table for navigating to the next page.

#	Reference Info	Created Date	Status
2275413		08/03/2009 11:30:55 AM	SUBMITTED
2275414	Test	08/03/2009 11:31:34 AM	PREPARING
2275416		08/03/2009 11:33:36 AM	PREPARING
2275422		08/03/2009 11:38:24 AM	PREPARING
2275423		08/03/2009 11:39:32 AM	PREPARING

Click on any of the column titles to sort in ascending or descending order.

Click arrow to go to next page of transactions.

Displays the status of the transaction all the way to 'Recorded and Verified'.

Created Date is date and time when you started the transaction.

Editing Submitter Information

The information pre-populated in the “Submitted By” section when Creating a New Transaction is based off of your User Information. It can be changed by editing your Preferences.

Click on “Preferences” in the Menu Toolbar.

The screenshot shows a web application interface with a green navigation bar at the top containing links: Home | Search Public Records | Search Guide | Preferences | Open Print Queue | Contact Us, and a Log Out link on the right. Below the navigation bar is the title "Edit User Preferences". The main content area is divided into two sections: "Personal Information" and "Search Preferences".

Personal Information

Username: External
Full Name: External User
Password:
Confirm Password:
Email Address: support@recordfusion.com
Address:
Address1:
City:
State:
Zip Code:

Search Preferences

Display: 10 Records per Page
Record Date Sort Order: Descending
Search Criteria: Clear Previous Search Criteria for New Searches
 Save Last Search Criteria between Logins

At the top right of the form area are buttons: X Cancel Save. Arrows point from callout boxes to these buttons and the Search Preferences section.

Callout 1: Click “Cancel” to abort changes or “Save” to keep changes.

Callout 2: **SEARCH PREFERENCES ARE VERY HELPFUL WHEN SEARCHING RECORDS AS WELL:**
- Set display of records to up to 250 per page
- Set sort order of documents to display oldest to newest or newest to oldest.
- Set system to SAVE or CLEAR criteria between searches and / or logins.

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Frequently Asked Questions

1. How is a 'Transaction' defined?

We recommend that a 'transaction' should include related documents that should be recorded together (e.g. Deed, Mortgage), or documents that you would like to use one check for such as a package of Satisfactions. It is important to remember that if one document in the transaction/package is rejected, the entire package will come back. If you want to make sure documents get recorded in a particular order, then they should be in a transaction together as well.

2. Is there a maximum number of documents per transaction?

There is no set limit, but we recommend using the above suggestions in determining size. Also since we will be returning documents via email, consider the size of the package as well if you have email limitations.

3. Can I have multiple email addresses on the return to sender page?

Yes. In the 'Return To:' information that is completed when beginning the transactions, you can add multiple e-mail addresses by separating them with a comma, i.e. jan smith@your company.com, joesmith@your company.com.

4. What is the Reference Info?

There is a Reference Info field when you start the transaction that can be used to help you find your transaction. This will soon be printing on the cover page as well. There is also a Reference Info at the document level that you can enter information to help identify a particular document. This will print on the Cover Page.

5. What do I do when a person leaves my company and has a password? Do I need to call the County?

If you require them to give you their password, you can change it through 'Preferences' so the departed employee would not be able to use the account any longer. If the departed employee does not give you their password, then the County can be contacted to reset the password for you.

6. Where can I find instructions online?

On the Home Page of the site (after you are logged in) there is a section called 'How Do I?'. You will find instructions for Creating a Cover Page and for Searching Public Records.

7. What is the best method for returning rejected documents?

It is best to return the entire fixed document(s) to ensure accurate processing.

What should I expect with the new process?

8. What happens when my hard copy is returned?

Expect to get it in the same state that it was delivered to the office (minus the check of course). There will be no recording information on it. If the document needs to be resubmitted for any reason, then you will receive it back with a copy of the Rejection Notice that was emailed to you as well as the document and check.

9. What happens when my document is rejected?

Expect to immediately receive an email letting you know the document needs to be resubmitted and the reason(s) why. Plan to get the document and money back and resubmit it with the new amount as well as the full document (including the Cover Page) and copy of the rejection notice. You must start a new transaction.

10. What happens when my document is recorded?

Expect to immediately receive an email that tells you the document has been recorder with a PDF attachment that contains the receipt of recording as well as the FINAL Cover Page that becomes permanently part of the document.