



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.

Steve McDonald
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.



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 record documents.

To create a new user, please click the button below. Additional information about the site is available once you login.

Steve McDonald
Recorder of Deeds

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Office of Recorder of Deeds
50 N. Duke St.
P. O. Box 83480
Lancaster, PA 17608-3480
Office: 717.299.8238 ~ Fax: 717.299.8393

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

[Create New User Account](#)

Guest users please log in here.

[Login as Guest](#)

Registered users please log in here.

Username:

Password:

[Forgot your password?](#)

[Login](#)

[Clear](#)

FraudSleuth 

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

Starting a New Transaction

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



Welcome External User 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

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

Entering a New Transaction

1. Complete **Submitted By** and **Return To** fields.
2. After all of the Transaction Information is complete, you may select the type of Document that you would like to add by clicking the  icon.

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

Enter New Transaction Information

Transaction Info


Transaction #: ?
Order Status:
Delivery Method:
Reference Info:

Submitted By

Name:
Address:
Address1:
City:
State: Zip:
Contact:
Contact Number:
Email:

Return To

Name:
Address:

 [+ Add a New Document](#)

Add a new document

The "Submitted By" information will be completed with your information when your login has been established.

DEFINITION OF FIELDS

Transaction Info

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

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

Delivery Method: Select an option from the drop down list of how the document should be returned by the County once recorded: Mail, Email, Pick-up or Wait at the county office.

Reference Info: This field is used to help you easily find a transaction.



Submitted by

Enter relevant submitter contact information.

Return To

Enter where the document should be returned once recorded. If the Return To information is the same as the Submitter's click on the "Copy 'Presenter' to 'Return To'" button and the information will automatically populate.

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: MORTGAGE - INDIVIDUAL
Instrument Status: Preparing document
Instrument Number: Unrecorded #2283642
Reference Info:
of Pages:

Mortgagor:

Person Other (Business, Trust, Partnership)


First: Middle:
Last: Suffix:

Name	Type
------	------



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

Trans #2281903 - Test

 Unrecorded #2283642 (MORTGAGE - INDIVIDUAL)

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 PERMANET 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 COVER PAGE OR STATEMENT OF VALUE IN PAGE COUNT.**

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

Entering Name Information



1. Select the type of party (Person or Other).
2. Enter the name of the party and click the **Add Name** icon  (You may enter as many names as needed.)
3. To add another name, click the  icon to clear the name fields, and enter another name.
4. To edit a name, click  icon, and the names will populate into the fields for you to edit. Click the  icon to update which will be reflected below the fields.
5. To delete or remove a name, click the  icon which will remove the name from the list below the name fields.

Grantor:   


Person Other (Business, Trust, Partnership)

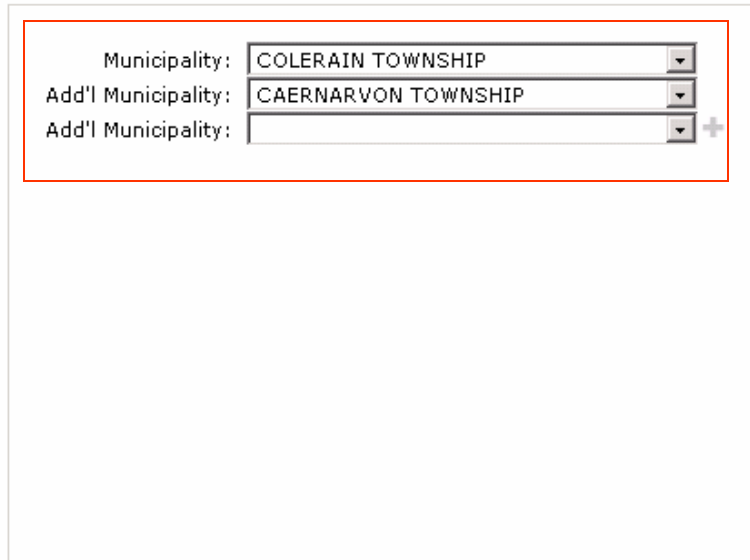
First: Middle:

Last: Suffix:

Name	Type	
John Doe	Person	 

Entering Location Information

1. If your document pertains to Municipality, fields will appear at the bottom of the Instrument Info page based on the document type (ie. Deed). Click the **ADD** icon  to enter as many Municipalities as needed.
2. After you finish entering location information, you are ready to view your **FEES** and print your **COVER PAGE**.




A form with three dropdown menus for selecting municipalities. The first dropdown is labeled "Municipality:" and contains "COLERAIN TOWNSHIP". The second dropdown is labeled "Add'l Municipality:" and contains "CAERNARVON TOWNSHIP". The third dropdown is labeled "Add'l Municipality:" and is empty, with a blue plus icon to its right. A red box highlights the entire form area.

DEFINITION OF ICONS:

 Delete Name

 Edit Name


 Save Changes to Updated Name

 Add Name/ Municipality


 Clear Name Fields

Note: When adding a name  must be clicked for changes to be saved. When editing a name,  must be clicked to save changes.

Display of Fee Breakdown

1. To view the **FEES** associated with for your **TRANSACTION** click the  icon.

Generating and Printing your Cover Page

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

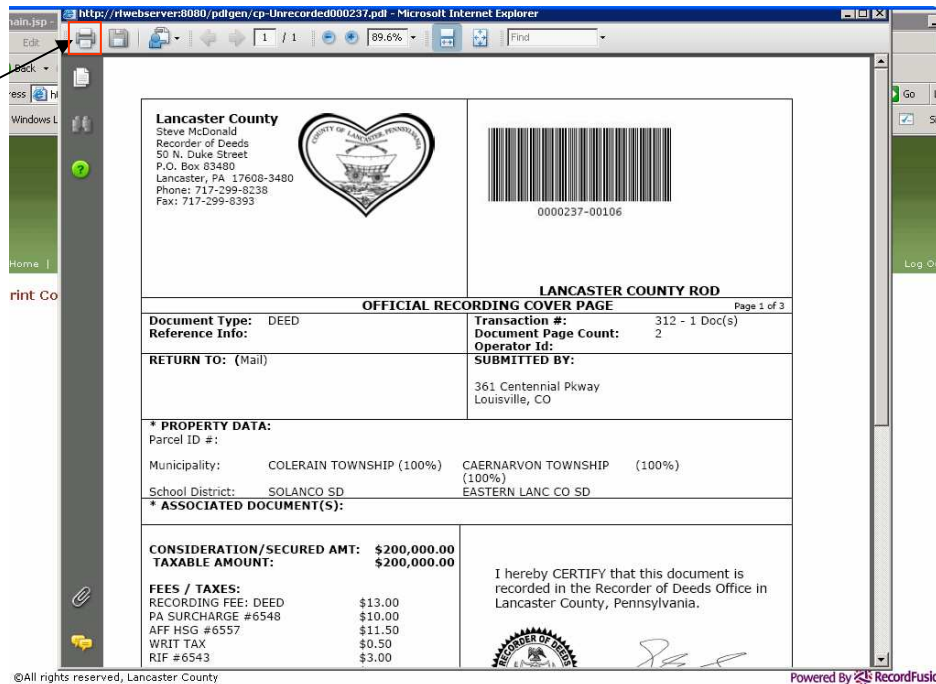
Documents for Transaction #2281903 - Test

✓ Unrecorded #2283642 (MORTGAGE - INDIVIDUAL)

View

4. Your **COVER PAGE** is generated in an Adobe Acrobat PDF format. This **COVER PAGE** should be placed with the associated document when presented for recording.
5. 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** and select **ADD A NEW DOCUMENT** and repeat the preparing process. Fees will then be calculated for **ALL THE DOCUMENTS** on your **TRANSACTION**.

Click to PRINT a copy of the COVER PAGE



http://rwebserver:8080/pdfgen/cp-Unrecorded000237.pdf - Microsoft Internet Explorer

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0000237-00106

LANCASTER COUNTY ROD

OFFICIAL RECORDING COVER PAGE Page 1 of 3

Document Type: DEED	Transaction #: 312 - 1 Doc(s)
Reference Info:	Document Page Count: 2
Operator Id:	
RETURN TO: (Mail)	SUBMITTED BY: 361 Centennial Pkway Louisville, CO

* PROPERTY DATA:
Parcel ID #:

Municipality: COLERAIN TOWNSHIP (100%)	CAERNARVON TOWNSHIP (100%)
School District: SOLANCO SD	EASTERN LANC CO SD

* ASSOCIATED DOCUMENT(S):

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

FEES / TAXES:

RECORDING FEE: DEED	\$13.00
PA SURCHARGE #6548	\$10.00
AFF HSG #6557	\$11.50
WRIT TAX	\$0.50
RIF #6543	\$3.00

I hereby CERTIFY that this document is recorded in the Recorder of Deeds Office in Lancaster County, Pennsylvania.

Recorder of Deeds

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Powered By RecordFusion

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 homepage. At the top is a navigation bar with links: Home | Search Public Records | Search Guide | Preferences | Open Print Queue | Contact Us, and a Log Out button on the right. Below the navigation bar is a green banner with the text "Welcome External User to Lancaster County Online Services". Underneath is a section titled "What would you like to do today?" with a list of options: 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, and Log out. The "Retrieve an Existing Transaction" option is highlighted with a yellow box and an arrow pointing to it from a callout box. Below this option is a text input field labeled "Transaction #:" with a search icon to its right. Another yellow callout box points to this input field. To the right of the main menu is an "Announcements" section, which is empty. A third yellow callout box points to the "Retrieve an Existing Transaction" option. A fourth yellow callout box 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 / Search eRecordings

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. You can also click 'Search eRecordings' at the top menu bar. 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 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.

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

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

Click arrow to go to next page of transactions.

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

Search Criteria

Find All Unrecorded Transactions
 Specify Transaction Search Criteria

Search By: [Dropdown Menu]

Transaction Number
Transaction Information

Reference Info: [Text Field]
Created Date From: [Date Picker] To: [Date Picker]
 Include Accepted Transactions

Search Results

Displaying 1 to 50 of 1810

#	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 ✗

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.



Edit User Preferences

Personal Information X Cancel Save

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

Click “Cancel” to abort changes or “Save” to keep changes.

The form is a web-based interface with two main sections: 'Personal Information' and 'Search Preferences'. The 'Personal Information' section contains several text input fields for Username, Full Name, Password, Confirm Password, Email Address, Address, Address1, City, State, and Zip Code. The 'Search Preferences' section includes dropdown menus for 'Display' (set to 10), 'Record Date Sort Order' (set to Descending), and 'Search Criteria' (set to Clear Previous Search Criteria for New Searches). There is also a checkbox for 'Save Last Search Criteria between Logins'. At the top right of the form, there are 'Cancel' and 'Save' buttons. A yellow callout box with a black border and two arrows points to these buttons, containing the text: 'Click “Cancel” to abort changes or “Save” to keep changes.'