

Welcome to the Lancaster Recorder of Deeds Kiosk

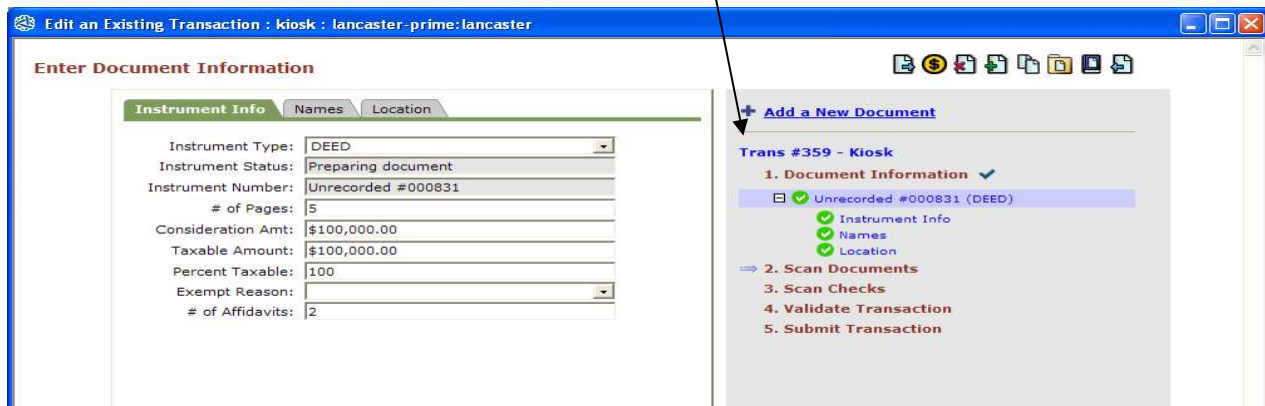
Getting Started

INSTRUMENT # : Unrecorded #2296306



Place the barcode on your already created Cover Page under the Bar Code Reader

Follow the checklist on the right of the screen



✓ Edit/Enter Transaction & Document Information

✓ Scan Documents

- Click "Scan" by the Document you would like to scan
- Put your Cover Page & documents face down in the document scanner, then hit "Scan"

✓ Scan Checks

- Place Checks in the Check Scanner, then click "Save" when done scanning all checks.

Validate Transaction

✓ Validate the Transaction

- Verify that all steps say "**PASSED**"

✓ Submit the Transaction

- Submit all of your documents and checks for recording.
- Place your checks in the slot.

Transaction #359:
Kiosk

Document Information Status: **PASSED**
Document Image Status: **FAILED**
Check Image Status: **FAILED**
Return Email Address Status: **PASSED**