



Collier County Clerk of the Circuit Court

Business Portal User Guide

Updated: January 2016

- On-Line Deposit Accounts
- E-Recording Official Records
- Electronic Funds Transfers

Index

Summary.....	3
Login.....	3
Home Screen.....	4
Deposit Accounts	5
Edit	6
Verbal Passcode	6
Minimum Balance	6
View Account History	7
Manage Funds (Transfers & Withdrawals)	8
User Logins.....	5
Add	10
Edit	10
Permissions	10
E-Recording:	
Preparation & Requirements.....	12
Document Images	12
Internet Browser.....	12
Overview	13
Status Indicators	13
Active Batches.....	14
Add or Edit a Batch	15
Add or Edit a Document	16
View e-Recording History	19
QUICK E-Record Example	20
Recording History	21
Help.....	22
Logout	22

SUMMARY

The Clerk's Business Portal provides easy access to:

- Deposit account balance information and document history
- E-Recording documents in the Official Records
- Electronic Funds Transfers & Account Withdrawals

LOGIN

On-line access to deposit accounts is available from the Official Records Search page on the Clerk's website: www.collierclerk.com.

Each customer/firm is assigned a "Primary" login. This is typically assigned to the account holder's finance/bookkeeping personnel responsible for monitoring the account and managing staff access. Note: Customers with multiple deposit accounts may access them from a single login.

From the Navigation Menu
Select **Login**

The screenshot shows the Collier Clerk of Courts Business Services login page. The page has a red header with the CollierClerk.com logo and a navigation menu. The main content area is titled "Collier County Clerk of the Circuit Court Business Services" and features a "Login" section. The login form has fields for "Username:" and "Password:". The username field contains the text "a2zservices". The password field is masked with dots. A "Login" button is located below the password field. To the left of the login form is a sidebar with a "Business Portal" section containing a "Login" link. Annotations with green boxes and arrows point to the username and password fields, stating "Username IS NOT case sensitive" and "Password IS case sensitive" respectively. Below the login form, there is a disclaimer and a footer with links to Home, Site Map, Search, Disclaimer, Privacy Statement, FAQs, and Contact Us.

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Clerk's Office | Records Search | Recording | Court Divisions | Clerk To The Board | Careers | Links | Forms | Fees

Official Records

Home
OR Document Search
OR Legal Search
OR Case Search
Map Search
Range Information
User Guide

Business Portal

Login

**Collier County Clerk of the Circuit Court
Business Services**

Login

Please login with your Username and Password
If you need assistance with your login, please contact your firm's primary login holder.

Username:
a2zservices

Password:
.....

Login

Username IS NOT case sensitive

Password IS case sensitive

To establish a deposit account with the Clerk of Courts and obtain a login to this portal, please contact Clerk's Accounting at: AcctingHelp@collierclerk.com or (239) 252-2734

This portal offers on-line access to business deposit accounts used to pay for Clerk's services.

Disclaimer: By accessing Deposit Account information on this site, the user agrees to indemnify and hold the Clerk harmless for any loss, cost, damage, or expense arising directly or indirectly in connection with such access or any damage suffered by the user or any third party relying on said access or information. In no event shall the Clerk be liable for any damages or for any indirect damages resulting from the access or use of the information herein. Users are solely responsible for the security of their account(s) and account contents including but not limited to the management of username(s) and password(s). The Clerk reserves the right to make improvements, changes, or to discontinue this access at any time without notice and shall be held harmless for the availability or lack of availability of this service. Users shall notify the Clerk immediately if they are aware of any errors, omissions, or security issues regarding their account(s).

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HOME

The home screen provides a quick overview of basic deposit account information and recent e-Recording history.

Current Logged In
User Information

Support Contact(s) – technical assistance
is provided by your designated company
support staff – support staff in turn may
contact the Clerk's office for assistance.

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Official Records

- Home
- OR Document Search
- OR Legal Search
- OR Case Search
- Map Search
- Range Information
- User Guide

Business Portal

- Home
- Accounts
- Electronic Recording
- Recording History
- Help
- Logout

Logged In:
Pat Smith
A TO Z SERVICES
123 ELM STREET
FT. MYERS FL 34206
PSmith@myemailserver.com
239-555-1212

Support Contacts
Pat Smith
PSmith@myemailserver.com
239-555-1212

Deposit Accounts

Account #	Account Name	Balance
A-12345	Court Copies	Actual: \$830.95 Projected: (\$591.55)
	Billing: Pat Smith 123 MAIN STREET STE 504, NAPLES FL 34104-0504 PSmith@myemailserver.com 239-555-1212	
A-85333	Recording Fees	Actual: \$48,229.50 Projected: \$2,427.80
	Billing: Sam Jenkins 123 E 95TH ST, NEW YORK NY 10128-1723 SJenkins@NYemailserver88.com 800-777-1255	

Recent Electronic Recording Activity

Submitted	Batch Name	Status
4/26/2013 2:49:37 PM	Closing 2013-598	Pending Recording
4/16/2013 10:36:24 AM	Closing 4444	Pending Recording
4/16/2013 8:48:13 AM	Problem Documents 43345	Pending Recording
4/16/2013 8:57:47 AM	Notice 8874	Pending Verification
4/16/2013 8:41:54 AM	Mtg 455890	Verified
4/16/2013 8:40:15 AM	Closing 34558	Rejected

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Basic deposit account(s) overview

Real-time account balance and
Projected balance (includes e-Recording
estimates for pending submissions)

Recent e-Recording activity
summary with batch status

ACCOUNTS

The Accounts screen provides access to deposit account management tools. Some functions may not be available to all users depending on their designated permissions.

DEPOSIT ACCOUNTS:

1. EDIT: Deposit account billing/contact information *(Requires "Support" permission)*
2. VIEW HISTORY: Display account history and receipt images
3. MANAGE FUNDS: *(Requires "Funds" permission)*
 - a. Submit: Deposit via electronic funds transfer
 - b. Withdraw: Request a refund check

USER LOGINS: *(Requires "Support" permission to add new users or to edit other user's logins)*

4. Add new logins to your deposit account (one for each staff member)
5. Edit (or disable) existing logins (It is important to disable accounts when staff leave your firm)

CollierClerk.com Pat Smith

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Official Records

- Home
- OR Document Search
- OR Legal Search
- OR Case Search
- Map Search
- Range Information
- User Guide

Business Portal

- Home
- Accounts**
- Electronic Recording
- Recording History
- Help
- Logout

Collier County Clerk of the Circuit Court Business Services - Accounts

Deposit Accounts

Account #	Account Name	Balance
A-12345	Primary Account	\$480.95
Billing: Pat Smith 123 MAIN STREET STE 504, NAPLES FL 34104-0504 PSmith@myemailserver.com 239-555-1212		
A-85333	Secondary Account	Actual: \$1,708.00 Projected: (\$836.50)
Billing: Sam Jenkins 123 E 95TH ST, NEW YORK NY 10128-1723 SJenkins@NYemailserver88.com 800-777-1255		

User Logins

Name	Username	Status
Pat Smith	a2zservices	Enabled, Support, Funds
Betty J. Collins	BJCollinsA2Z	Enabled

Buttons: edit, view history, manage funds, Add User

1 ACCOUNTS: Deposit Accounts: Edit (Requires "Support" permission)

Use this screen to maintain your company address and business contact information. It is important to update this information on a regular basis to reflect any changes. This is the contact/address used for communications regarding your account.

If you maintain multiple accounts for different services (e.g. Recording vs. Courts), name your accounts accordingly to assist the Clerk in charging you correctly.

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Clerk's Office | Records Search | Recording | Court Divisions | Clerk To The Board | Careers | Links | Forms | Fees

Official Records
Home
OR Document Search
OR Legal Search
OR Case Search
Map Search
Range Information
User Guide

Business Portal
Home
Accounts
Electronic Recording
Recording History
Help
Logout

Collier County Clerk of the Circuit Court
Business Services - Deposit Account Settings

Deposit Account: A-12345
Deposit Account Name (Required) is a description used to distinguish this account and how it is used. Examples include: "Primary Account", "Naples Office", or "Court Charges ONLY".

Billing Contact
Contact Name is the full name of the individual to contact for issues concerning this account. This is usually the person responsible for maintaining the account balance.
Contact Email is required. This is the primary form of communication for day to day activities.
Primary and Secondary Phone numbers should include an area code.
Billing Address is where you wish to receive formal mailing concerning this account (refunds are only mailed to this address).

Verbal Passcode:
If you establish a verbal passcode on this account, account holders will be allowed to charge clerk's services on a walk-in basis. Each account holder will be required to provide photo identification and provide the verbal passcode to the account at the time of service. Failure to provide acceptable identification and the current passcode will result in the denial of access to deposit account funds. It is strongly recommended that you change your passcode regularly - especially after a change of staff. It is your responsibility to manage the passcode and secure it from improper use. If you wish to prevent walk-in use of your account, leave the passcode blank.

Preferred Minimum Balance:
You will receive an email each time your account balance falls below this amount. The Clerk requires a \$50.00 minimum balance be maintained.

Deposit Account Name:
Primary Account

Contact Name:
Pat Smith

Contact E-Mail:
PSmith@myemailserver.com

Phone Primary:
239-555-1212

Phone Secondary:
Fax 239-555-9999

Billing Address:
Street:
123 MAIN STREET STE 504
City:
NAPLES
State Abbreviation:
FL
Zip Code:
34104-0504
Country:

Verbal Passcode:
Rumpelstiltskin

Preferred Minimum Balance:
\$ 500

[Save](#) [Cancel](#)

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All law, email addresses are public records. If you do not want your email address released in response to a public request, please contact this office by phone or in writing.

Use an email address that is checked on a regular basis by more than one person (in case someone is out of the office). You may use multiple addresses if you separate them with a semi-colon
e.g. John@email.com;Mary@email.com

When roles change, or staff leave your organization, update your verbal passcode to limit walk-in access to your account. To restrict all walk-in access, leave this field blank.

2 ACCOUNTS: View History

View History provides a detailed view of all transactions that affected the balance in your account for a specific month and year.

Click for a printable version of the report.

Select the desired Month/Year of activity

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Official Records

- Home
- OR Document Search
- OR Legal Search
- OR Case Search
- Map Search
- Range Information
- User Guide

Business Portal

- Home
- Accounts
- Electronic Recording
- Recording History
- Help
- Logout

Collier County Clerk of the Circuit Court
Business Services - Deposit Account Transaction History

Account #	Account Name	Month
A-13055	Primary Deposit Account	April 2013

[Print Version](#) **Starting Balance: \$0.00**

Date	Receipt	Contact	Address	Amount
04/15/13 03:32 PM	7285595	A TO Z Document Services LLC A TO Z SERVICES	123 ELM STREET FT. MYERS FL 34206	\$165.00
04/15/13 03:38 PM	7285597	A TO Z Document Services LLC A TO Z SERVICES	123 ELM STREET FT. MYERS FL 34206	\$315.95

Current Balance: \$480.95

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Click to view individual receipts

Receipt# 007285595
4/15/2013 3:32:44 PM

Clerk of the Circuit Court

Official Receipt

Customer A TO Z Document Services LLC A TO Z SERVICES 123 ELM STREET FT. MYERS, FL 34206	Deputy Clerk Dianne M Etienne test.nuvivus@gmail.com (239)252-8281	Clerk Office Location Collier County Govt. Center Building LA, 2nd Floor 3315 Tamiami Trl E Ste 102 Naples, Florida 34112-4901
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1 Product

QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
1	EFT Convenience Fee	\$0.36	\$0.36
TOTAL AMOUNT DUE			\$0.36
Deposit Account# A-12345			\$165.00
EFT Transaction ID# 42016040-8CC0-4FBD-ABD9-42F266FB57D7			(\$165.36)
BALANCE DUE			\$0.00

Note:
Disclaimer: All transactions are subject to review/verification. The Clerk reserves the right to correct for clerical errors and to assess or refund charges as needed.

CollierClerk.com Page 1 of 1

3 ACCOUNTS: Manage Funds (Requires "Funds" permission)

This screen and the confirmation screens that follow allow authorized users to deposit electronic funds and request refunds. Only accounts with an ACH/EFT Authorization Form on file with the Clerk's office may perform electronic deposits. All accounts may request refunds.

Current account
balance

Amount to Deposit:

Enter the amount in US dollars and cents (an additional convenience fee will be added on the next screen). Deposits are immediately reflected in your account balance.

Once submitted, deposits cannot be cancelled.

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Official Records

- Home
- OR Document Search
- OR Legal Search
- OR Case Search
- Map Search
- Range Information
- User Guide

Business Portal

- Home
- Accounts
- Electronic Recording
- Recording History
- Help
- Logout

Collier County Clerk of the Circuit Court
Business Services - Manage Funds

Deposit Account: A-12345 **Balance: \$165.00**

Add Funds:
Deposit funds in this account via Electronic Fund Transfer (EFT) from your bank account.
To setup an electronic bank account or modify an existing account, contact Clerk's Accounting at: ActingHelp@collierclerk.com or (239) 252-2734.
IMPORTANT: Each transaction incurs a convenience fee of \$0.36. The Maximum TOTAL amount allowed by the funds processor is \$50,000.

Withdraw Funds:
Specify the amount in US dollars and cents to be refunded.
Refund requests are scheduled to be processed in the next Clerk's refund cycle.

Amount to Deposit:
\$ 315.95
Submit (EFT)

Amount to Withdraw:
\$ 0
Withdraw (Check via USPS)
Cancel

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Amount to Withdraw:

Enter the amount in US dollars and cents that you want refunded from your deposit account (there is no convenience fee). Withdrawal requests are processed as part of the Clerk's standard accounts payable cycle and are not immediately reflected in your account balance. All checks are mailed USPS to the current billing address associated with your account. If you submit a withdrawal request in error, contact the Clerk's Accounting Department immediately to void the request.

Add Funds Confirmation:

After you click "Submit" to deposit funds in your account, the following confirmation screen will display.

Receipt Comment: You may enter a comment that will appear on your receipt. *Hint: This is a good way to track your deposits against your e-Recording batches. (Batch names appear on your recording receipts.)*

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Official Records

- Home
- OR Document Search
- OR Legal Search
- OR Case Search
- Map Search
- Range Information
- User Guide

Business Portal

- Home
- Accounts
- Electronic Recording
- Recording History
- User Guide
- Logout

Collier County Clerk of the Circuit Court
Business Services - Manage Funds

Deposit Account: B-04500 **Balance: \$1,994.12**

Add Funds:

Deposit funds in this account via Electronic Fund Transfer (EFT) from your bank account.

To setup an electronic bank account or modify an existing account, contact Clerk's Accounting at: ActingHelp@collierclerk.com or (239) 252-2734.

IMPORTANT: Each transaction incurs a convenience fee of \$0.26. The Maximum TOTAL amount allowed by the funds processor is \$50,000.

Comment for receipt:
This comment will appear on the receipt
MyBatch 2014-12345

Amount to Deposit: \$100.00
EFT Convenience Fee: \$0.26
Transaction TOTAL Amount: \$100.26

Withdraw Funds:

Specify the amount in US dollars and cents to be refunded.

Refund requests are scheduled to be processed in the next Clerk's refund cycle.

Amount to Withdraw:
\$ 0

Click Confirm to process

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4 and 5 USER LOGINS: Add & Edit

(Requires "Support" permission to add new users or to edit other user's logins)

Each deposit account is assigned a Primary user login with both Support and Funds permissions. Primary users are responsible to create, manage, and provide basic support services to other company staff as needed. Primary users may contact the Clerk's office for support assistance.

User Logins:

- It is strongly recommended to create a separate user login for each staff member who will be accessing your account(s) on-line, or charging services at the Clerk's service counters. Counter customers who request services to be charged to a deposit account must have an enabled login.
 - *Hint: if you require someone to charge services at the counter but do not wish them to have on-line access: Create and enable a User Login, provide them with the Verbal Passcode to your account, but DO NOT give them the password for their login.*
- It is important to maintain current information for each user. Logins are not automatically disabled. It is recommended that you disable a user's login immediately when they leave your employ.
- It is recommended that you change the "Verbal Passcode" when a user leaves your employ, periodically, or when you feel the password may have been compromised.
- Passwords do not automatically expire after a set number of days; however, you may change your passwords periodically to enhance your security.
- Logins may be disabled but may not be deleted as they have historical information attached.
- Disabled logins still appear in the list of user logins but are located at the bottom of the list. They may be re-enabled.

Special Permissions: Support & Funds

- Users with "Support" access may add/edit deposit account information as well as all user logins. They may grant/revoke both "Support" and "Funds" access for themselves or other users.
- There must be at least 1 user with "Support" permission for each deposit account(s). Funds access is not required.
- Users with "Funds" access may access the Manage Funds screen to make deposits and request withdrawals.
 - *Hint: If your company has multiple deposit accounts and you need a staff member to have different levels of access for each account, create multiple logins with different access permissions and assign the logins to the same person. The staff member will have to log in separately but it will allow you to control the access based on the account.*

Check the box to enable this login. Uncheck the box to disable the login.

Set or Reset the User Password here. Password rules are shown at left. (All users should reset their own password after a reset.)

Enter the User's name here as it reasonably appears on their photo ID.

You must save your changes. To confirm changes were saved, edit the account again to view the current values.

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Clerk's Office | Records Search | Recording | Court Divisions | Clerk To The Board | Careers | Links | Forms | Fees

Official Records

- Home
- OR Document Search
- OR Legal Search
- OR Case Search
- Map Search
- Range Information
- User Guide

Business Portal

- Home
- Accounts
- Electronic Recording
- Recording History
- Help
- Logout

Collier County Clerk of the Circuit Court
Business Services - User Login Settings

User Name and Password:
Username and password are used to login to the Business Portal.
The use of an email address as a username is recommended.
Passwords require at least: 1 upper case letter
1 lower case letter
1 number or special character
8 characters in length

User Name: a2zservices
Password: *****
☒ Enabled

User Information:
Contact Name: If this user is permitted to walk-in to the Clerk's office and charge services to a deposit account, the Contact Name must reasonably match the users Drivers' License or other Photo Identification.

Contact Name: Pat Smith
Contact E-Mail: PSmith@myemailserver.com
Phone Primary: 239-555-1212
Phone Secondary: Cell 239-555-3455
Mailing Address:
Street: 123 ELM STREET
City: FT. MYERS
State Abbreviation: FL
Zip Code: 34206
Country:

Special Permissions:
Support (Create Users and Edit Account Details)
Funds (Manage and Transfer Funds)

☒ Support
☒ Funds

Accessible Deposit Accounts:
☒ A-12345 Primary Account
☒ A-85333 Secondary Account

Home | Site Map | Search | Disclaimer | Privacy Statement | FAQs | Contact Us
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ELECTRONIC RECORDING**PREPARATION & REQUIREMENTS**

Electronic documents may be submitted to the Clerk for recording in the Official Records. This process begins with good preparation. Each submitter is responsible for their own documents. Failure to prepare documents correctly may result in images being stamped as “poor quality” or in batches being rejected.

Document Images:

- Images must be scanned and saved prior to attaching them to your batch.
- All images must be scanned at their original size (example: 8 ½” x 11” letter size, or 8 ½” x 14” legal size). Do not scan legal documents as “letter size”.
- Images must be scanned as: Black and White, 300 dpi compressed TIF files (compression = G42D indicated as “CITT T6”). Note: In some instances 300 dpi, black/white PDFs may be accepted depending on the file properties; however, PDFs are not officially supported.
- It is important to ensure that each image is clear, legible, and complete.
 - Check that images are straight and that no portion of an electronic image is “cut-off” or cropped when compared to the original paper document.
 - Confirm that all signatures, notary stamps, etc. are clear and legible.
- Remember, the electronic document you submit becomes the official record. It needs to be the best available image. If you are unsure, re-scan the document/page until you are satisfied with the electronic image(s).

Internet Browser:

It is recommended to use Microsoft Internet Explorer version 10.x or Google Chrome as your Internet browser. These browsers have been tested with the business portal and provide maximum functionality. Other browsers may restrict certain functions – example: other browsers may prohibit you from uploading more than one image/page at a time.

ELECTRONIC RECORDING: Active Batches Tab

The Electronic Recording Summary screen (Active Batches tab) provides pending e-recording information “at a glance” summarized by deposit account.

Overview:

- Documents are submitted in batches. A batch may consist of one or more individual documents.
- Documents are normally recorded in the order they are submitted within a batch. Please ensure that your documents are ordered correctly.
- All recording fees are deducted from the associated deposit account. It is important to ensure you have sufficient funds in your account BEFORE you submit a batch for e-recording.
- Batches may be rejected. In these instances, the batch is highlighted in RED and displays the reason for the rejection. You may edit the contents of the batch to make necessary corrections and resubmit or you may delete the batch without recording it.
- Batches/documents that were successfully recorded do not appear on the “Active Batches” tab. They appear on the “History” tab.

Status Column:

The Status column indicates the flow of the batch through the e-recording process.

- **Blank** = not yet submitted
- **Pending Recording** = submitted but not yet accepted

Note: Batches that have been submitted and are pending recording or verification can no longer be edited or deleted by the submitter. They may be viewed.

- **Pending Verification** = accepted, pending final review

Note: The recording process is not complete and documents are not released to the public record until they pass final review/verification.

- **Rejected** = Batch has been rejected without being recorded and requires you to take further action.

ELECTRONIC RECORDING: Active Batches Tab (continued)

Add a new batch of documents
associated with this deposit account
(See next page for additional details)

Click to refresh the view
with the most current
information.

Status column:
(See previous page
for explanation)

Use Edit to modify or
delete an individual
document within a
batch.

Use Delete to delete
the entire batch
without recording it.

View a pending batch
and its individual
documents.

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Collier County Clerk of the Circuit Court
Business Services - Electronic Recording

Active Batches History As of 4/16/2013 8:59:34 AM

Deposit Account: A-12345 Primary Account Balance **\$480.95**

Submitted	Submitter	Batch Name	Status	Estimate
Projected Balance: \$480.95				
Minimum Balance: \$500.00				
Recommended Amount to Add: \$19.05				

Deposit Account: A-85333 Secondary Account Balance **\$1,698.00**

Submitted	Submitter	Batch Name	Status	Estimate	
edit delete	4/16/2013 8:40:15 AM	Pat Smith	Closing 34558	Rejected	\$844.50
Rejected Reason: Missing Notary Seal					
view	4/16/2013 8:57:47 AM	Pat Smith	Notice 8874	Pending Verification	*
view	4/16/2013 8:48:13 AM	Pat Smith	Problem Documents 43345	Pending Recording	\$1,687.00
edit delete		Pat Smith	Closing 4444		\$42,530.50
Projected Balance: (\$43,364.00)					
Minimum Balance: \$2,000.00					
Recommended Amount to Add: \$45,364.00					

Official Records

Home
OR Document Search
OR Legal Search
OR Case Search
Map Search

Add Batch

Add Batch

Home | Site Map | Search | Disclaimer | Privacy Statement

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Estimates are based on the information you provide for each document/batch. Projected Balance includes all pending batches and displays in red if it is less than the preferred minimum that you established for your account. Numbers in (brackets) are below zero.

ELECTRONIC RECORDING: Add/Edit Batch

Specify a Batch Name. Create a name that will help you to track your batches. The batch will appear on your receipt when the documents are recorded.

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Clerk's Office | Records Search | Recording | Court Divisions | Clerk To The Board | Careers | Links | Forms | Fees

Official Records

- Home
- OR Document Search
- OR Legal Search
- OR Case Search
- Map Search
- Range Information
- User Guide

Business Portal

- Home
- Accounts
- Electronic Recording
- Recording History
- Help
- Logout

Collier County Clerk of the Circuit Court
Business Services - Electronic Recording - Batch

Batch Name: Deposit Account: A-85333 Recording Fees

Type	Pages	Names	Details	Estimate	
<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="edit"/> <input type="button" value="delete"/>	Mortgage	4	5	Rec Fee \$35.50 Index Fee \$1.00 DOC .35 \$877.80 INT .002 \$501.50 OBLD \$250,750.00 OBLI \$250,750.00	\$1,415.80
<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="edit"/> <input type="button" value="delete"/>	Deed	2	4	Rec Fee \$18.50 DOC .70 \$2,093.00 CONS \$299,000.00	\$2,111.50

Total Estimate: \$3,527.30

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public record request, please contact this office by phone or in writing.

The Arrows allow you to change the order of the documents in the batch.

Use Edit to modify an individual document.

Use Delete to delete an individual document.

Hint: To delete the entire batch, Click "Electronic Recording" on the menu to access the summary screen.

Click to add a document to your batch. A batch may consist of one document or many.

When you are satisfied with the content of your batch, click Submit Batch.

Hint: To check your account balance before submitting a batch, click "Electronic Recording" on the menu to access the summary screen, confirm your balance and make a deposit as needed, then click "edit" to access your batch details again.

ELECTRONIC RECORDING: Add/Edit Document:

The Add (or edit) document screen is shown below with detailed explanations on the next page.

CollierClerk.com Pat Smith

Clerk's Office | Records Search | Recording | Court Divisions | Clerk To The Board | Careers | Links | Forms | Fees

Official Records

- Home
- OR Document Search
- OR Legal Search
- OR Case Search
- Map Search
- Range Information
- User Guide

Business Portal

- Home
- Accounts
- Electronic Recording**
- Recording History
- Help
- Logout

Collier County Clerk of the Circuit Court Business Services - Electronic Recording - Document

Document Images

Scan documents to your local PC as bitonal (black and white) 300 DPI TIFF (G42D) compressed single page document images then upload the pages into their own document.

Collier County does not accept grayscale, color, non-300 DPI or uncompressed TIFF document images.

Tips:

- Try to minimize skew and ensure the content is all clearly legible.
- For colored paper or background you may need to adjust brightness, contrast or noise filters.
- If vertical streaks appear on the page you may need to clean your scanner.
- Follow scanner maintenance procedures recommended by your scanner manufacturer.

Party Names:

Index names exactly as they are spelled/appear on the document. If a name or variation of a name is not shown on the document, it is not indexed. If the same party is spelled multiple ways, each unique spelling counts as a party.

Always format as: LAST FIRST MIDDLE SUFFIX or Business Name
NO PUNCTUATION

For detailed instructions on how to index party names to ensure consistent search results click [here](#).

Instructions for Clerk

Optionally include any additional instructions for the clerk.

Document Type and Fees

Based on the Document Type selected and other related variables different fees and/or percentages of fees shall apply.

Changing of the Document Type will discard any Document Type specific data previously entered.

For detailed instructions on which Document Type to select click [here](#).

Estimated Fees

Document Images Upload Section:

- 1: Upload Image button
- 2: Document list with controls (up, down, delete)
- 3: Images (4) view_all link
- 4: From Parties: Add button
- 5: To Parties: Add button
- 6: Number of unique Parties: 5

Document Details:

Document Type: Mortgage (MTGE)

Amount Borrowed: \$ 250750

Is Intangible Obligation different? ☒ No ☐ Yes

Is the Execution Date Prior to 4/21/2013 ☒ No ☐ Yes

Document Type	Fee
DOC .35	\$ 877.80
INT .002	\$ 501.50
Index Fee:	\$ 1.00
Rec Fee:	\$ 35.50
Total:	\$ 1,415.80

[Save](#) [Cancel](#)

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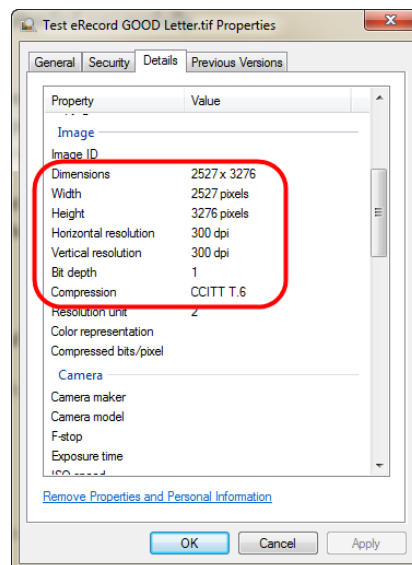
ELECTRONIC RECORDING: Add/Edit Document (continued):**1**

UPLOAD IMAGE: Click to upload your previously scanned images. A green check mark will appear next to each page as confirmation that it has been uploaded successfully.

Hint: If you receive a red check mark, confirm that your TIF image is scanned correctly:

Open File Explorer, right click on your TIF image and select Properties. From the Properties window, click the Details tab and scroll down to the "Image" section. Confirm that Height is greater than Width, both Horizontal and Vertical resolution are 300dpi, and Compression is CCITT T.6. If not, you need to rescan your document and save the resulting image with the correct properties.

Example: TIF image with acceptable image properties



Hint: If you scanned your document as single page images you may select and upload multiple images at the same time:

To upload consecutive images:

Selecting the first image file, press and hold the Shift key, click the last file. This will select all the files in-between.

To upload non-consecutive images:

Select the first file, then press and hold the Ctrl key. While holding down the Ctrl key, click to select each of the other files.

2

PAGE POSITION & DELETE: Click the arrows to move an individual page up or down within the document. Click the 'X' to delete an individual page.

3

VIEW ALL: Verify your work by viewing the document (all pages) as it will be submitted. It is recommended that you view each document and confirm the order of pages before you save it.

4

PARTY NAMES: The number of party names on a document affects the cost of recording. It is important to either: 1) enter the total number of party names , or 2) add each party name in the appropriate **From** or **To** category.

5

INSTRUCTIONS FOR CLERK: Enter any special instructions for the clerk. Example: "Please mail certified copy back after recording." (This field is optional)

6

DOCUMENT TYPE and FEES: Click the dropdown and select the appropriate document type. Based on your selection, you will be prompted to provide additional information that is necessary to generate a cost estimate.

Hint: Press the Tab key after entering numeric information to ensure the cost estimate at the bottom of the screen is updated.

ELECTRONIC RECORDING: History Tab

This list represents the history of your completed batches. Receipts are generated by batch and a link to each receipt is provided. Document images are not available here but may be found in RECORDING HISTORY.

History Tab: View batches that have been recorded

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Clerk's Office | Records Search | Recording | Court Divisions | Clerk To The Board | Careers | Links | Forms | Fees

Official Records

- Home
- OR Document Search
- OR Legal Search
- OR Case Search
- Map Search
- Range Information
- User Guide

Business Portal

- Home
- Accounts
- Electronic Recording
- Recording History
- Help
- Logout

Collier County Clerk of the Circuit Court
Business Services - Electronic Recording

Active Batches History As of 5/21/2013 2:17:49 PM

Submitted	Verified	Submitter	Batch Name	Receipt
4/16/2013 8:41:54 AM	4/16/2013 8:54:45 AM	Pat Smith	Mtg 455890	7285598
4/16/2013 8:57:47 AM	5/21/2013 2:17:42 PM	Pat Smith	Notice 8874	7285599

Official Receipt

Receipt# 007285595
4/15/2013 3:32:44 PM

Clerk of the Circuit Court

Customer: A TO Z Document Services LLC, 129 ELM STREET, FT MYERS, FL 34206
Deputy Clerk: Dianne M. Striano, test.murivas@gmail.com, (239)252-6267
Clerk Office Location: Collier County Dist. Center, Building LA, 2nd Floor, 3315 Tamiami Trl E, Box 102, Naples, Florida 34112-4901

1 Product	QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
1		EFT Convenience Fee	\$0.38	\$0.38
TOTAL AMOUNT DUE			\$0.38	\$0.38
Deposited Account: A-12345			\$100.00	\$100.00
EFT Transaction ID# 42016040-8CC0-4F6D-A606-42F266F65701			(\$100.38)	(\$100.38)
BALANCE DUE			\$0.00	\$0.00

Note: Disclaimer: All transactions are subject to review/verification. The Clerk reserves the right to correct for clerical errors and to assess or refund charges as needed.

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CollierClerk.com Page 1 of 1

Click to view the corresponding receipt

QUICK E-Record Example:

This example assumes that your account is set up for Electronic Funds Transfers (recommended for e-recording).

1. Scan documents as 300dpi, Black/White TIF images with CITT-T6 compression (single or multi-page).
2. Login to the Clerk's Business Portal.
3. Click *Electronic Recording* from the menu on the left.
4. Click *Add Batch*.
5. Enter a batch name that will appear on the bottom of your recording receipt (typically your file/case reference number).
6. Click *Add Document*.
7. *Upload* your previously scanned images (for 1 document).
8. Click *View All* and confirm images "look good".
9. Enter Number of Parties, Document Type, etc. (tab between fields).
10. Click *Save*.
11. If you need to add more documents to this batch, Click *Add Document* & repeat from step 7 (documents in the same batch are recorded with consecutive instrument numbers).
12. If needed, click up/down arrows to adjust order of documents (documents are recorded in the order submitted).
13. Click *Submit Batch*.
14. IMMEDIATELY perform an electronic funds deposit to fund your account (a delay may cause a batch to be rejected for insufficient funds):
 - a. Click *Accounts* from the menu on the left
 - b. Click *Add Funds*
 - c. Click *Manage Funds* (right side)
 - d. In the Add Funds section: Enter the amount to electronically deposit (a convenience fee will be added). Click *Submit*.
 - e. In the Comment field: Enter the same batch name you used in step 5 (so it appears on your receipt). Click *Confirm*.
15. **IMPORTANT:** Login in to the Business Portal periodically to confirm that all batches were recorded or to correct problems with rejected batches and resubmit them. It is your responsibility to monitor the status of your batches.

RECORDING HISTORY

Recording History provides a detailed view of all recorded documents associated with your account for a specific month and year. Documents will appear here regardless if they were e-recorded or if they were submitted as paper documents as long as they were associated with account at the time of recording.

Click for a printable version of the report.

Select the desired Month/Year of activity

The screenshot shows the 'Collier Clerk of Courts' website. The top navigation bar includes links for Clerk's Office, Records Search, Recording, Court Divisions, Clerk To The Board, Careers, Links, Forms, and Fees. The user 'Pat Smith' is logged in. The left sidebar has two sections: 'Official Records' (Home, OR Document Search, OR Legal Search, OR Case Search, Map Search, Range Information, User Guide) and 'Business Portal' (Home, Accounts, Electronic Recording, Recording History, Help, Logout). The main content area is titled 'Collier County Clerk of the Circuit Court Business Services - Recording History'. It features a table with columns 'Name' and 'Month'. The 'Name' column has a dropdown menu set to 'A TO Z SERVICES'. The 'Month' column has a dropdown menu set to 'April 2013'. Below this is a 'Print Version' link with a printer icon. A table of recorded documents is displayed with columns: Party Names, Recorded, DocType, Inst #, Book, Page, Pgs, and Receipt. The first row shows a document recorded on 4/16/2013, titled 'NOTICE', with instance number 4751442, book OR 4845, page 2278, and 3 pages. The party names listed are F: SMITH JOHN, T: JENKINS JONATHAN, T: JONES MARY, and T: SMITH DEBRA EST. The document is associated with 'KINGS LAKE BLOCK 1'. A receipt icon is visible in the 'Receipt' column. Callouts with arrows point to the 'Print Version' link, the 'Party Names' column, the 'Receipt' column, and the 'Month' dropdown menu.

Collier Clerk of Courts

Pat Smith

Clerk's Office | Records Search | Recording | Court Divisions | Clerk To The Board | Careers | Links | Forms | Fees

Official Records

- Home
- OR Document Search
- OR Legal Search
- OR Case Search
- Map Search
- Range Information
- User Guide

Business Portal

- Home
- Accounts
- Electronic Recording
- Recording History
- Help
- Logout

Collier County Clerk of the Circuit Court
Business Services - Recording History

Name	Month
A TO Z SERVICES	April 2013

[Print Version](#)

Party Names	Recorded	DocType	Inst #	Book	Page	Pgs	Receipt
F: SMITH JOHN T: JENKINS JONATHAN T: JONES MARY T: SMITH DEBRA EST	4/16/2013	NOTICE	4751442	OR 4845	2278	3	
KINGS LAKE BLOCK 1						V	

[Click to view your recorded document](#)

[Click to view the corresponding receipt](#)

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HELP

Help provides access to this User Guide. Additional technical assistance may be obtained from the Support Contacts shown at the top of the “Home” screen.

The screenshot shows the CollierClerk.com Business Portal. The left sidebar has a 'Business Portal' section with links: Home, Accounts, Electronic Recording, Recording History, Help, and Logout. The 'Home' link is highlighted. The top right header area has a 'Support Contacts' link. The main content area shows 'Deposit Accounts' and 'Recent Electronic Recording Activity'.

Each Deposit Account is assigned a “Primary User Login” with Support privileges. This user may contact the Clerk’s office for additional assistance at the address below. All other users must contact their Primary User(s) for support.

Collier Clerk of Courts
Accounting Department
3299 Tamiami Trail East, Suite 701
Naples, FL 34112-5746

Email: AcctingHelp@CollierClerk.com
Phone: (239) 252-2734

LOGOUT

Logout disconnects you from the business portal and helps to prevent unauthorized access to your account. It is strongly recommended that you logout as soon as you are finished using the portal and before you walk away from your computer.

Note: you may also close your Internet browser window(s) to logout; however, it is important to ensure that all browser windows are closed to ensure that you are completely disconnected.

Note: for security purposes, after approximately 15 minutes of inactivity, you will be automatically logged out and will be required to login again to continue using your account.