



COLLIER CLERK OF COURTS

AUGUST 22, 2013

# What is e-Recording?

Electronically submitting and processing documents for recording in the Clerk's Official Records that would otherwise be manually delivered by mail, overnight service, or courier.

# Why e-Record?



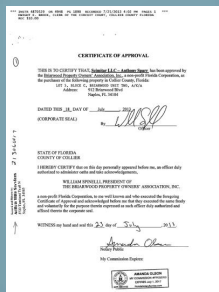
## *SAVE MONEY*

Delivery (Postage/Courier/Fuel), Envelopes, etc.



## *SAVE TIME*

Documents recorded in minutes not days (reduce gap time), Faster Rejection/Re-submission cycle



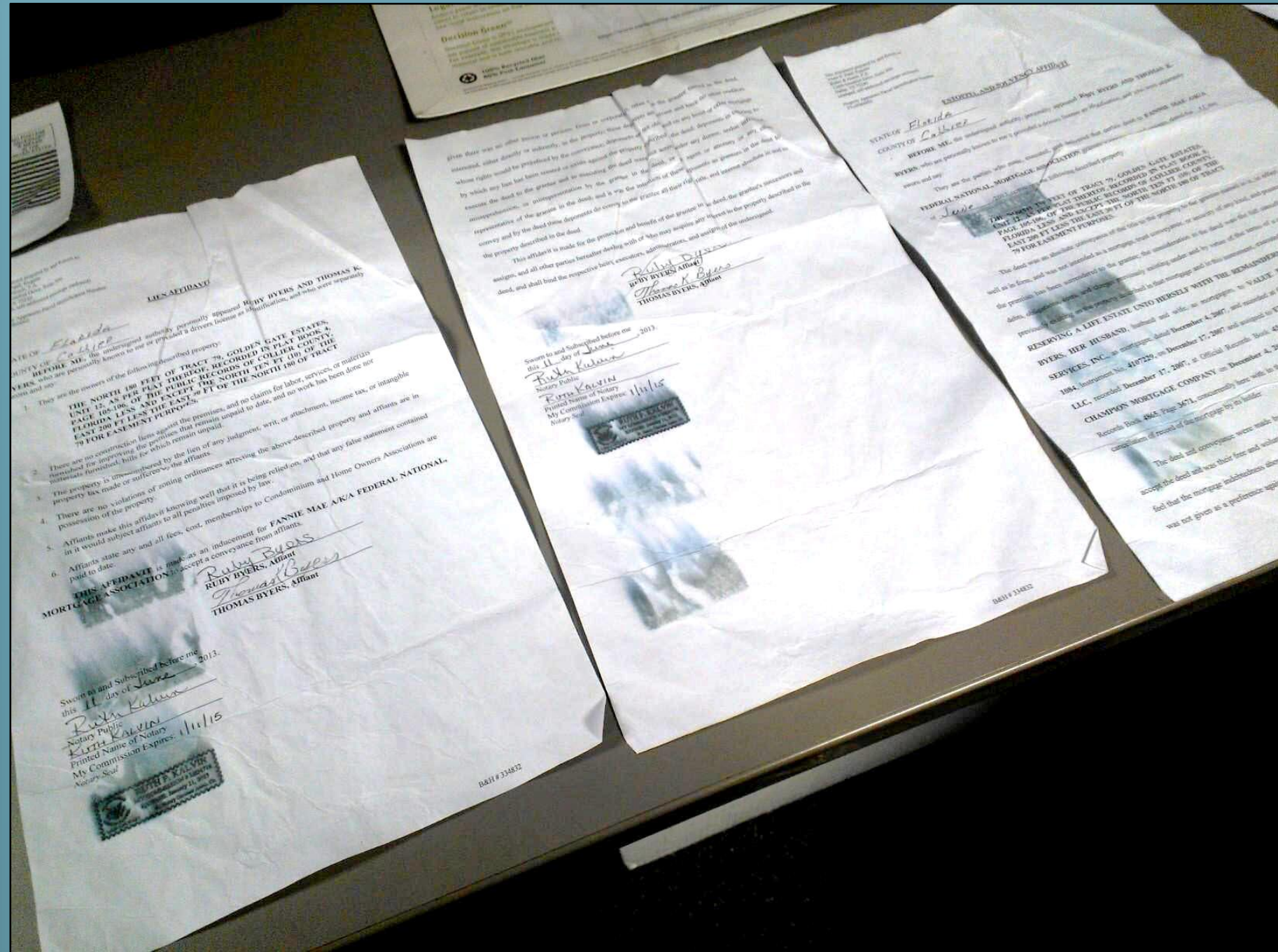
## *INSTANT ACCESS*

to recorded images & receipts through your Business Portal account

# Secure Document Transit

Originals never leave your possession.

Eliminate lost, delayed, or damaged documents.



# How much does e-Recording cost?

The Clerk does not charge a fee for submitting documents for e-Recording. Statutory recording fees do apply (the same as paper documents).

If you participate in Electronic Funds Transfers, there is a bank imposed processing fee, currently \$0.26, per transfer (not per document).

# Where to Access eRecording

The screenshot displays the CollierClerk.com website interface. The main navigation bar at the top includes links for Clerk's Office, Records Search, Recording, Court Divisions, Clerk To The Board, Careers, Links, Forms, and Fees. A secondary navigation menu on the left lists various services such as BMR Records, Court Records, Dockets, Foreclosures, Lobbyists, Official / Land Records, Tax Deeds, VAB History 2008-2012, Zoning Maps, Non-Criminal Orders to Seal, Fees, Forms, and FAQs. The 'Official / Land Records' section is highlighted, and a green box around the 'Business Portal' link in the 'Official Records' sidebar indicates the path to eRecording. The 'Business Portal' link is further highlighted with a green box. The main content area on the right features a 'WELCOME TO THE OFFICIAL/LAND RECORDS PUBLIC INQUIRY SYSTEM' banner, followed by 'System Requirements' and a list of links for written and video instructions, and a list of document types. The footer contains sections for 'Pay Traffic Citation', 'Jury Duty', 'Marriage License', and 'Passport', along with a date stamp: 'July 10, 2013 eRecording is Available in Collier County'.

**CollierClerk.com**

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

**WELCOME TO THE OFFICIAL/LAND RECORDS PUBLIC INQUIRY SYSTEM**

**System Requirements**

- This web site requires a JavaScript enabled browser. We strongly suggest using Microsoft Internet Explorer 9 or higher.
- The PDF forms on this web site require the Adobe Acrobat reader for viewing and printing. [Download](#) a free copy of the reader from the Adobe web site.

To begin, select from the available searches on the navigation menu on the left or review our [Public Inquiry System User Guide](#).

- [Written Instructions to Search Official/Land Records](#)
- [Video Instructions to Search Official/Land Records](#)
- [List of Document Types](#)

**Quick Links**

- Pay Traffic Citation**  
Pay online or review options.
- Jury Duty**  
Juror numbers, reporting and instructions.
- Marriage License**  
Requirements and resources to apply for license.
- Passport**  
Requirements and application form.

July 10, 2013  
eRecording is Available in  
Collier County

# Business Portal

- ✓ E-Recording
- ✓ Manage Funds: ACH/EFT Deposit

Account Overview

Edit Account Information

Add/Edit User Logins

View Account History

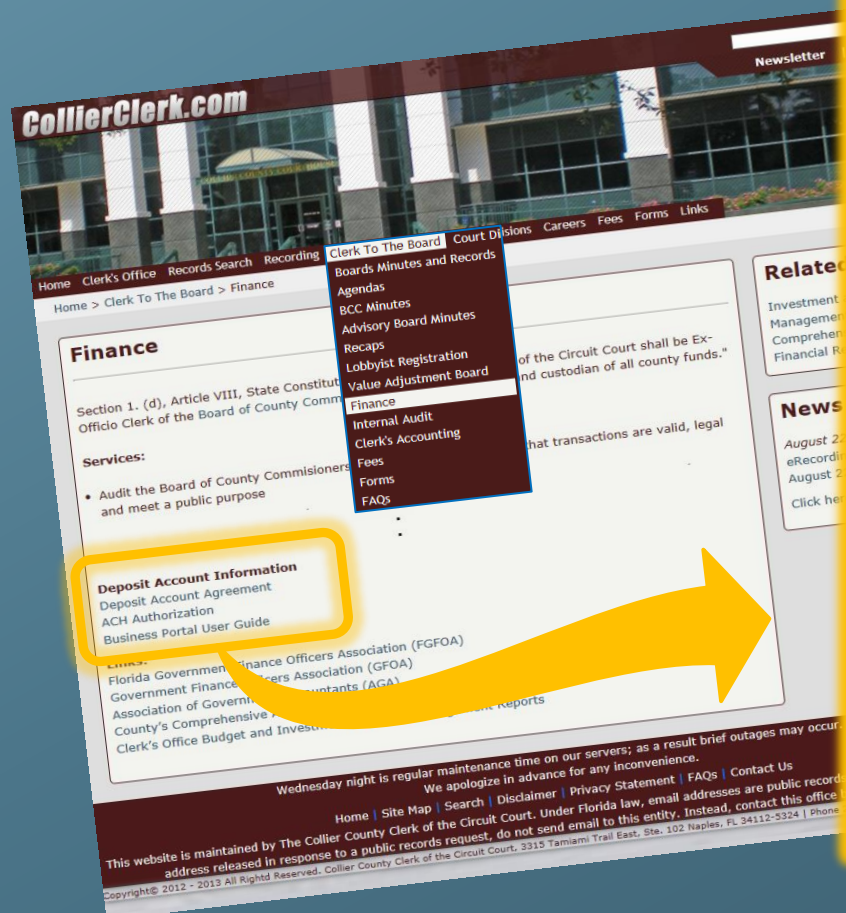
Manage Funds: Withdrawal

Logout

Additional Help

Questions & Answers

# eRecording Begins with Preparation: SIGNUP



## Collier Clerk of Courts Deposit Account - Agreement

THIS AGREEMENT ("Agreement") shall become effective on: \_\_\_\_\_  
and is made between:

whose primary location is: Dwight E. Brock,  
Clerk of the Circuit Court, Collier County Florida ("Clerk")  
3315 Tamiami Trail East, Naples Florida, 34112

and \_\_\_\_\_ ("Customer")

whose primary location is: \_\_\_\_\_

and \_\_\_\_\_

WHEREAS the Clerk cannot provide services prior to payment in accordance with Florida law, and;

WHEREAS the Clerk desires to allow Customer to: deposit funds in a Deposit Account(s) with Clerk to provide an efficient means to pay for services and fees, and to provide an opportunity for Customer to electronically deposit funds in Deposit Account(s) via Automated Clearing House ("ACH") transactions, and to provide an opportunity for Customer to submit electronic document images and data for recording in the Official Records ("e-Recording") and;

WHEREAS the Customer desires to deposit funds with Clerk, and have the opportunity to electronically deposit funds via ACH transactions, and have the opportunity to e-Record documents;

NOW, THEREFORE, the Clerk and the Customer do hereby agree:

1. This agreement shall become effective on the first date mentioned above.
2. This Agreement contains the parties' entire agreement and supersedes all previous agreements between Clerk and Customer regarding Deposit Account(s), electronic access to such accounts via the Clerk's website Portal ("Portal"), ACH transactions made to Deposit Account(s), and e-Recording.
3. The Customer shall deposit funds into the Deposit Account(s) in a timely fashion to maintain a sufficient account balance to pay for incurred fees, charges and costs. Failure to do so may result in the denial of services.



## Collier Clerk of Courts Automated Clearing House (ACH) / Electronic Funds Transfer (EFT) Authorization Form

I have established a Deposit Account with the Collier Clerk of the Circuit Court (CLERK) and have agreed to abide by the Clerk's procedures and the provisions of the Deposit Account Agreement, and I would like to use the on-line access to my Deposit Account as it is available on the CLERK's website to initiate Electronic Funds Transfers from my checking/savings account into my Deposit Account.

THEREFORE, I hereby authorize the CLERK to generate ACH/EFT transactions as required to fulfill my requests as indicated by my use of the Clerk's Deposit Account system to withdraw funds from the checking/savings account indicated below and deposit such funds in my Deposit Account(s); and, if necessary, to make adjustments to correct for errors.

This authority shall remain in effect until an authorized company representative provides written notice to the CLERK of cancellation, and until the CLERK has sufficient time to receive and process my request.

### United States Bank/Financial Institution Information:

Bank Name: \_\_\_\_\_  
Branch: \_\_\_\_\_  
City / St / Zip: \_\_\_\_\_

Type of Account (select one) ☐ Checking ☐ Savings  
Routing Number (9 digits): 

--	--	--	--	--	--	--	--	--

  
Account Number (4 - 17 digits): 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

  
Routing & Account Numbers appear on the bottom of your checks. Include all zeros. DO NOT include check number. Confirm with your bank/financial institution as needed to ensure accuracy.

### Your Business Information:

Business Name: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Your Name: \_\_\_\_\_  
Your Title: \_\_\_\_\_

- ☐ I / We have applied for a new Clerk's Deposit Account and authorize the CLERK to use that account number when it becomes available.  
☐ My / Our existing Clerk's Deposit Account Number is: \_\_\_\_\_

I attest that I have the authority to enter into this agreement and that I have signature authority for the bank account indicated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DO NOT EMAIL THIS FORM - Return completed ORIGINAL forms by mail or in person to:  
Collier Clerk of Courts, Accounting Department, 3299 Tamiami Trail East - Suite 701, Naples, FL 34112-5746

# eRecording Begins with Preparation

## System Requirements

**Internet  
Browser:**



Microsoft Internet Explorer version 10.x or Google Chrome are recommended for use with the Business Portal. These browsers have been tested and provide full functionality. You may use other browsers at your discretion; however, they may restrict certain functions such as uploading multiple images at once, or saving changes to your settings.

# eRecording Begins with Preparation

- ▶ Images must be scanned and saved prior to attaching them to your batch.
- ▶ All images must be scanned at their original size. Do not scan legal documents as “letter size”.
- ▶ Images must be scanned as: Black and White, Single Page, 300 dpi compressed TIFF files.  
*Scanners are different. You must be familiar with your own equipment; however, all scanner software should allow you to scan and save the resulting images as single pages with automatically incremented page numbers.*
- ▶ 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 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.

# Business Portal

## Login

**CollierClerk.com**Internet

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:

Password:

Login


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](mailto: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).

[Home](#) | [Site Map](#) | [Search](#) | [Disclaimer](#) | [Privacy Statement](#) | [FAQs](#) | [Contact Us](#)

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# Electronic Recording

## Step 1: Add Batch

**CollierClerk.com**Pat Smith

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

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**Business Portal**

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- Recording History
- Help
- Logout

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

Active BatchesHistoryAs of 7/29/2013 11:00:10 AM

Deposit Account: A-12345 Primary AccountBalance \$830.95

Submitted	Submitter	Batch Name	Status	Estimate
			Projected Balance:	\$830.95
			Minimum Balance:	\$100.00
			Recommended Amount to Add:	\$0.00

Add Batch

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# Electronic Recording

## Step 1: Add Batch

Batch Name

**CollierClerk.com**Pat Smith

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

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

Batch Name:

Deposit Account: A-12345 Primary Account

Type	Pages	Names	Details	Estimate
------	-------	-------	---------	----------


Add Document

Total Estimate: \$0.00

Submit Batch

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# Electronic Recording

## Step 2: Add Document Upload Images

**CollierClerk.com**Pat Smith

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

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**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.

**Upload Image**  

✓ MyDoc 1234 P1.tif	↑ ↓ ✕
✓ MyDoc 1234 P2.tif	↑ ↓ ✕
✓ MyDoc 1234 P3.tif	↑ ↓ ✕

  
Images (3)  [view all](#)

# Electronic Recording

## Step 2: Add Document

## Party Names

### Official Records

Home

OR Document Search

OR Legal Search

OR Case Search

Map Search

Range Information

User Guide

### Business Portal

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### 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.](#)

From Parties:

PUBLIC JOHN Q



Add

To Parties:

SMITH CHARLES E



JONES GEORGE C



Add

Number of unique Parties:

3

Number of unique Parties: 3

# Electronic Recording

## Step 2: Add Document

## Document Type & Fees

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

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**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.](#)

Document Type:  
Agreement for Deed (AD)

Is this exempt from Doc Stamps?  
☒ No ☐ Yes

Percentage of Doc Stamps to apply:  
100 %

Deed Sale or Transfer Amount:  
\$ 1268000

Do Mortgage Stamps Apply?  
☐ No ☒ Yes

Amount Borrowed:  
\$ 895000

Is Intangible Obligation different?  
☒ No ☐ Yes

# Electronic Recording


Step 2:  
Add Document

Save

## Estimated Fees

DOC .35	\$ 3,132.50
INT .002	\$ 1,790.00
DOC .70	\$ 8,876.00
Index Fee:	\$ 1.00
Rec Fee:	\$ 27.00
<hr/>	
Total:	\$ 13,826.50

 Save

 Cancel



# Electronic Recording

Step 2:  
Add Document

Add More?

## Official Records

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[OR Document Search](#)  
[OR Legal Search](#)  
[OR Case Search](#)  
[Map Search](#)  
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## Business Portal

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

Batch Name:

Deposit Account: A-12345 Primary Account

		Type	Pages	Names	Details	Estimate
<div>↑ ↓ edit delete</div>		Deed	3	5	Rec Fee \$27.00 Index Fee \$1.00 DOC .70 \$8,876.00 DOC .35 \$3,132.50 INT .002 \$1,790.00 CONS \$1,268,000.00 OBLD \$895,000.00 OBLI \$895,000.00	\$13,826.50

Total Estimate: \$13,826.50

[Add Document](#)

[Submit Batch](#)



# Electronic Recording

## Step 3: Ensure Sufficient Balance

- Electronic Recording

**CollierClerk.com**Pat Smith

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

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

Active Batches [History](#) As of 7/29/2013 4:15:53 PM

**Deposit Account: A-12345 Primary Account** **Balance \$830.95**

	Submitted	Submitter	Batch Name	Status	Estimate
<a href="#">edit</a> <a href="#">delete</a>		Pat Smith	Closing 13-286		\$13,826.50

[Add Batch](#)

Projected Balance: **(\$12,995.55)**  
Minimum Balance: \$100.00  
Recommended Amount to Add: \$13,095.55

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# Electronic Recording

## Step 3: Ensure Sufficient Balance

- Accounts
- Manage Funds

**CollierClerk.com**Pat Smith

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

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

**Deposit Accounts**

Account #	Account Name	Balance
A-12345	Primary Account	Actual: \$830.95 Projected: (\$12,995.55)

edit view history

Billing: Pat Smith  
123 MAIN STREET STE 504, NAPLES FL 34104-0504  
PSmith@myemailserver.com  
239-555-1212

manage funds

**User Logins**Add User

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

# Electronic Recording

## Step 3: Ensure Sufficient Balance

- Amount to Deposit
- Submit

### Official Records

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### Business Portal

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

**Deposit Account: A-12345**

**Balance: \$830.95**

### 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:  
[AcctingHelp@collierclerk.com](mailto:AcctingHelp@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.

### 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:

\$ 13100

 **Submit (EFT)**

Amount to Withdraw:

\$ 0

 **Withdraw (Check via USPS)**

# Electronic Recording

## Step 3: Ensure Sufficient Balance

- Confirm

**CollierClerk.com**

Pat Smith

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

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

**Deposit Account: A-12345**

**Balance: \$830.95**

**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: [AcctingHelp@collierclerk.com](mailto:AcctingHelp@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.

Amount to Deposit:

\$13,100.00

EFT Convenience Fee:

\$0.26

Transaction TOTAL Amount:

\$13,100.26

✓ Confirm

✕ Cancel

**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

Withdraw (Check via USPS)

21

# Electronic Recording

## Step 3: Ensure Sufficient Balance

- Confirmation & Receipt

The screenshot displays the CollierClerk.com website interface. At the top, the header includes the site name "CollierClerk.com" and a user profile for "Pat Smith". A navigation bar lists various services: Clerk's Office, Records Search, Recording, Court Divisions, Clerk To The Board, Careers, Links, Forms, and Fees. The left sidebar is divided into two main sections: "Official Records" and "Business Portal". The "Official Records" section contains links for Home, OR Document Search, OR Legal Search, OR Case Search, Map Search, Range Information, and User Guide. The "Business Portal" section contains links for Home, Accounts (which is highlighted), Electronic Recording, Recording History, Help, and Logout. The main content area features the title "Collier County Clerk of the Circuit Court" followed by "Business Services - Electronic Funds Transfer - Request Processing". Below this, a confirmation message states "Electronic Funds Transfer Approved. Receipt: 7285620". A "Done" button is positioned below the message. The footer contains a row of links: Home, Site Map, Search, Disclaimer, Privacy Statement, FAQs, and Contact Us. A disclaimer text follows, stating that the website is maintained by The Collier County Clerk of the Circuit Court and that email addresses are public records under Florida law. A circular seal of Collier County, Florida, is located in the bottom right corner.

**CollierClerk.com** Pat Smith

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

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**Collier County Clerk of the Circuit Court**  
Business Services - Electronic Funds Transfer - Request Processing

Electronic Funds Transfer Approved. Receipt: **7285620**

Done

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# Electronic Recording

## Step 4: Submit Batch

- Electronic Recording
- Edit (batch)

### Official Records

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### Business Portal

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

[Active Batches](#)

[History](#)

As of 7/30/2013 9:08:35 AM 

### Deposit Account: A-12345 Primary Account

Balance **\$13,930.95**

	Submitted	Submitter	Batch Name	Status	Estimate
<a href="#">edit</a> <a href="#">delete</a>		Pat Smith	Closing 13-286		\$13,826.50

Projected Balance: \$104.45

Minimum Balance: \$100.00

Recommended Amount to Add: \$0.00

[Add Batch](#)



# Electronic Recording

## Step 4: Submit Batch

- Submit

### Official Records

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### Business Portal

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

Batch Name:

Deposit Account: A-12345 Primary Account

	Type	Pages	Names	Details	Estimate
<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="edit"/> <input type="button" value="delete"/>	Deed	3	5	Rec Fee \$27.00 Index Fee \$1.00 DOC .70 \$8,876.00 DOC .35 \$3,132.50 INT .002 \$1,790.00 CONS \$1,268,000.00 OBLD \$895,000.00 OBLI \$895,000.00	\$13,826.50

Total Estimate: \$13,826.50



# Electronic Recording

## Step 5: Monitor Status

### Official Records

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### Business Portal

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

[Active Batches](#)

[History](#)

As of 7/30/2013 9:11:55 AM 

### Deposit Account: A-12345 Primary Account

Balance \$13,930.95

	Submitted	Submitter	Batch Name	Status	Estimate
<a href="#">view</a>	7/30/2013 9:11:55 AM	Pat Smith	Closing 13-286	Pending Recording	\$13,826.50

Projected Balance: \$104.45

Minimum Balance: \$100.00

Recommended Amount to Add: \$0.00

[Add Batch](#)



# Batch Status

<b>Blank</b>	= not yet submitted (your work in progress)
<b>Pending Recording</b>	= submitted but not yet accepted
<b>Pending Verification</b>	= accepted, pending final review
<b>Rejected</b>	= Batch has been rejected without being recorded and requires you to take further action.

## ***IMPORTANT:***

*Once submitted, batches cannot be edited or deleted by the submitter.  
Rejected batches may be edited and resubmitted or deleted by the submitter.*

# Electronic Recording

## Step 5: Monitor Status

- Blank
- Pending Record
- Pending Verification
- Rejected

**CollierClerk.com**Pat Smith

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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
-----------	-----------	------------	--------	----------

[Add Batch](#)

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
<a href="#">edit</a> <a href="#">delete</a>		Pat Smith	Closing 4444		\$42,530.50
<a href="#">view</a>	4/16/2013 8:48:13 AM	Pat Smith	Problem Documents 43345	Pending Recording	\$1,687.00
<a href="#">view</a>	4/16/2013 8:57:47 AM	Pat Smith	Notice 8874	Pending Verification	*
<a href="#">edit</a> <a href="#">delete</a>	4/16/2013 8:40:15 AM	Pat Smith	Closing 34558	<b>Rejected</b>	\$844.50
<b>Rejected Reason:</b> Missing Notary Seal					

[Add Batch](#)

Projected Balance: **(\$43,364.00)**  
Minimum Balance: \$2,000.00  
Recommended Amount to Add: \$45,364.00

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# Electronic Recording

## Step 5: Monitor Status

- History Tab
- Receipt Image

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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	<a href="#">7285598</a>
4/16/2013 8:57:47 AM	5/21/2013 2:17:42 PM	Pat Smith	Notice 8874	<a href="#">7285599</a>

Receipt# 007285599  
4/15/2013 3:32:44 PM

Dwight E. Brock  
Clerk of the Circuit Court

Official Receipt

Customer

Deputy Clerk

Clerk Office Location

A TO Z Document Services LLC  
A TO Z SERVICES  
123 ELM STREET  
FT. MYERS, FL 34206

Dianne M Etienne  
dianne.etienne@collierclerk.com  
(239)252-4207

Collier County Court Center  
Building 1A, 2nd Floor  
3315 Tamiami Trl E Ste 102  
Naples, Florida 34112-4901

1 Product

QUANTITY

DESCRIPTION

UNIT COST

AMOUNT

1

1

EFT Convenience Fee

\$0.36

\$0.36

TOTAL AMOUNT DUE

\$0.36

Capital Assessment A-12345

\$165.00

EFT Transaction ID# 42016540-8CC0-4F8D-A9D8-42F26F857D7

(\$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.

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# Electronic Recording

## Step 5: Monitor Status

- Recording History
- Select Month/Year
- Document Image
- Receipt Image

**CollierClerk.com**  
Pat Smith

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

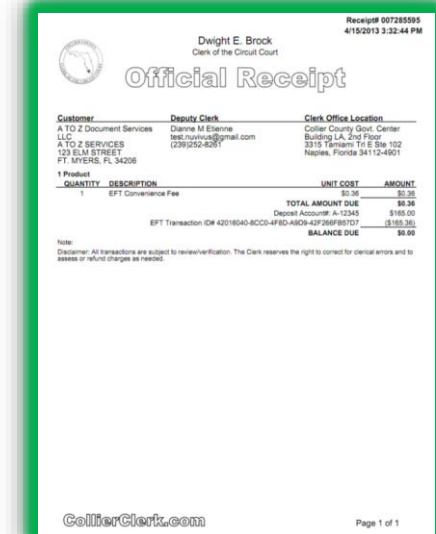
Name	Month
A TO Z SERVICES	April 2013

[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	








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# Business Portal

- ✓ E-Recording
- ✓ Manage Funds: ACH/EFT Deposit
- ✓ Account Overview

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View Account History

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# Business Portal

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### 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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# Business Portal

## Accounts

**CollierClerk.com**Pat Smith

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

**Deposit Accounts**

	Account #	Account Name	Balance
<a href="#">edit</a> <a href="#">view history</a>	A-12345	Primary Account	Actual: \$830.95 Projected: (\$12,995.55)
	Billing: Pat Smith 123 MAIN STREET STE 504, NAPLES FL 34104-0504 PSmith@myemailserver.com 239-555-1212		<a href="#">manage funds</a>

**User Logins**[Add User](#)

	Name	Username	Status
<a href="#">edit</a>	Pat Smith	a2zservices	Enabled, Support, Funds
<a href="#">edit</a>	Betty J. Collins	BJCollinsA2Z	Enabled

# Business Portal

## Accounts

## Edit Account Information

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## 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".

Deposit Account Name:

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## Accounts

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### 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).

Contact Name:

Contact E-Mail:

Phone Primary:

Phone Secondary:

Billing Address:

Street:

City:

State Abbreviation:

Zip Code:

Country:

# Business Portal

## Accounts

## Edit Account Information

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#### 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.


Verbal Passcode:

#### 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.

Preferred Minimum Balance:

 Save

 Cancel

# Business Portal

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## Accounts

## Add/Edit User

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Pat Smith

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

**Deposit Accounts**

Account #	Account Name	Balance
A-12345	Primary Account	Actual: \$830.95 Projected: (\$12,995.55)

edit view history

Billing: Pat Smith  
123 MAIN STREET STE 504, NAPLES FL 34104-0504  
PSmith@myemailserver.com  
239-555-1212

manage funds

**User Logins**

edit

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

Add User

# Business Portal

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## Add/Edit User

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## 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:

Password:

☒ Enabled

# Business Portal

## Accounts

## Add/Edit User

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### 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:

# Business Portal

## Accounts

## Add/Edit User

**CollierClerk.com**Pat Smith


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

**Accessible Deposit Accounts:**  
☒ Support  
☒ Funds  
  
☒ A-12345 Primary Account  
☐ A-85333 Secondary Account

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# Business Portal

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## Collier County Clerk of the Circuit Court Business Services - Accounts

### Deposit Accounts

	Account #	Account Name	Balance
	A-12345	Primary Account	Actual: \$830.95 Projected: (\$12,995.55)
edit view history	Billing: Pat Smith 123 MAIN STREET STE 504, NAPLES FL 34104-0504 PSmith@myemailserver.com 239-555-1212		manage funds

### User Logins

Add User

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

# Business Portal

## Accounts: View History

Click to view  
individual  
receipts

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## 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	
	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

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

Dwight E. Brock  
Clerk of the Circuit Court

**Official Receipt**

Customer A TO Z Document Services A TO Z SERVICES 123 ELM STREET FT. MYERS, FL 34206	Deputy Clerk Dianne M. Elmore 1865 County 200m.com (239)202-4287	Clerk Office Location Collier County Court Center Building LA, 2nd Floor 2015 Tenthon Rd E Box 422 Naples, Florida 34112-4901
--	---	---

1 Product	QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
	1	EFT Confirmation Fee	\$0.38	\$0.38
		TOTAL AMOUNT DUE		\$0.38
		Deposit Account A-13055		\$165.00
		EFT Transaction ID# 42016040-8000-4FED-A00A-43F26F8B7D71		(\$165.35)
		BALANCE DUE		\$0.38

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

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- ✓ **Manage Funds: Withdrawal**

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## Manage Funds

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

**Deposit Accounts**

Account #	Account Name	Balance
A-12345	Primary Account	Actual: \$830.95 Projected: (\$12,995.55)

edit

view history

Billing: Pat Smith  
123 MAIN STREET STE 504, NAPLES FL 34104-0504  
PSmith@myemailserver.com  
239-555-1212

manage funds

**User Logins**

edit

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

edit

Add User

# Business Portal

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

**Deposit Account: A-12345**

**Balance: \$830.95**

### 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:  
[AcctingHelp@collierclerk.com](mailto:AcctingHelp@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.

Amount to Deposit:

\$

 **Submit (EFT)**

### 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:

\$

 **Withdraw (Check via USPS)**

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## Collier County Clerk of the Circuit Court

### Business Services - Electronic Funds Transfer - Request Processing

The refund request has been successfully submitted.

Done

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## Logout



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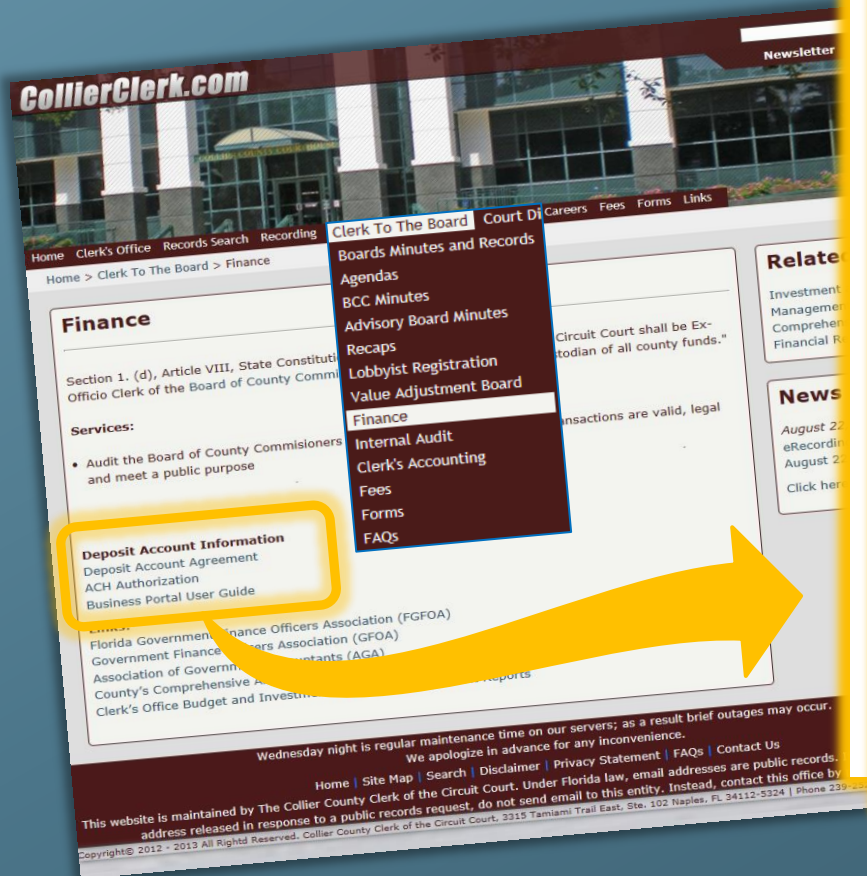
### ⓧ Session has timed out

Your session has timed out and we are unable to continue processing.

You will be redirected to the [Home Page](#) in a few seconds.

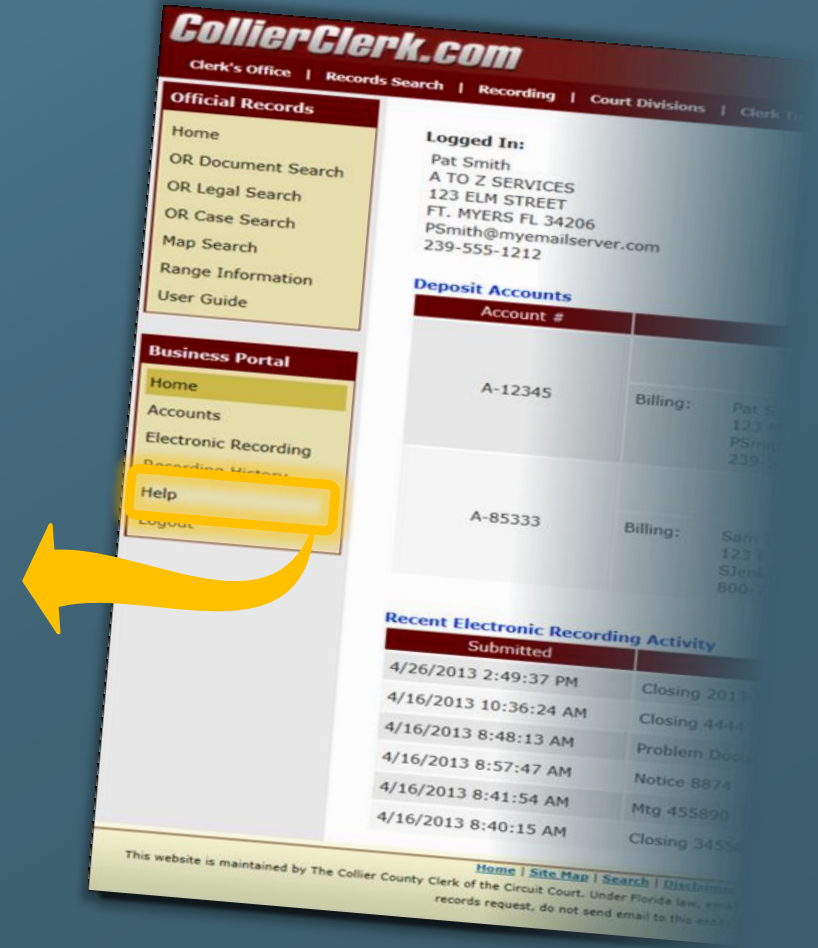


# Where to Find Help



## Collier County Clerk of the Circuit Court Business Portal User Guide

- On-Line Deposit Accounts
- E-Recording Official Records
- ACH/EFT Funds Transfers



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**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)
A-85333	Recording Fees	Actual: \$48,229.50
		Projected: \$2,427.80

**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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## Financial Questions:

Acctinghelp@CollierClerk.com  
(239) 252-2734

## Recording Questions:

RecordingHelp@CollierClerk.com  
(239) 252-7242

## Technical Support:

Your Company Support Contact(s)  
Helpdesk@CollierClerk.com  
(239) 252-8368

# Common Questions & Answers

**Q) I have an existing Deposit Account do I need to sign the new Account Agreement?**

**A) YES – ALL ACCOUNTS MUST HAVE A NEW AGREEMENT ON FILE**

**Q) I'm logged into the Business Portal and some of the functions don't work?**

**A) CHECK YOUR INTERNET BROWSER: INTERNET EXPLORER 10.x OR GOOGLE CHROME**

**Q) Title company regulations prohibit me from paying in advance from my escrow account. How does this work with Electronic Funds Transfers?**

**A) ELECTRONIC FUNDS TRANSFERS ARE EQUIVALENT TO A PAPER CHECK**

**Q) Where do I obtain sign-up forms?**

**A) [WWW.COLLIERCLERK.COM](http://WWW.COLLIERCLERK.COM) (Clerk to the Board – Finance)**



# *Thank You*

COLLIER CLERK OF COURTS

AUGUST 22, 2013