

ILR BASIC TRAINING SESSION 2

E-Submission 2.0 Recorders Interface

What We'll Cover

Section 1.

Workflow and
Demonstration

Section 2.

Understanding Administrative
Functions

Section 3.

Review of E-Submission
Policies and Best Practices

Section 4.

Restamping Process

Section 5.

E-Stat Reports

Workflow & Demonstration

We will cover these skills:

- Pending Groups
- Documents
- Review Document & Stamp
- Delete All Index Data
- Declining Documents
- Comments
- Search
- Session Timeouts



Pending Groups

- Pending groups are the first thing you see when you log in
- All “Ready for Recorder” groups are displayed here
- Use the scroll bar on the right side of the section to view all pending groups
- Drag the right corner to expand the box size to view more groups

Documents

- Click on a Group Name to display documents in the group
- Each Submission Number is a clickable link that allows you to access document details
- The “Document Details” section will appear after clicking the submission number



Review Document & Stamp

- In the Document Details section, click the Review Document & Stamp button to review the document image and place the stamp
- Click Download and open the downloaded PDF to print
- If you want to print the document, you must download it prior to saving the stamp coordinates
- Review the document and drag the stamp to the correct location. Click the Save button and the image will close

Delete All Index Data Function

- Delete all index data by clicking the “Delete All Index Data Button”
- Removes all information entered by the customer
 - Note: At least one party name is required
- This cannot be undone



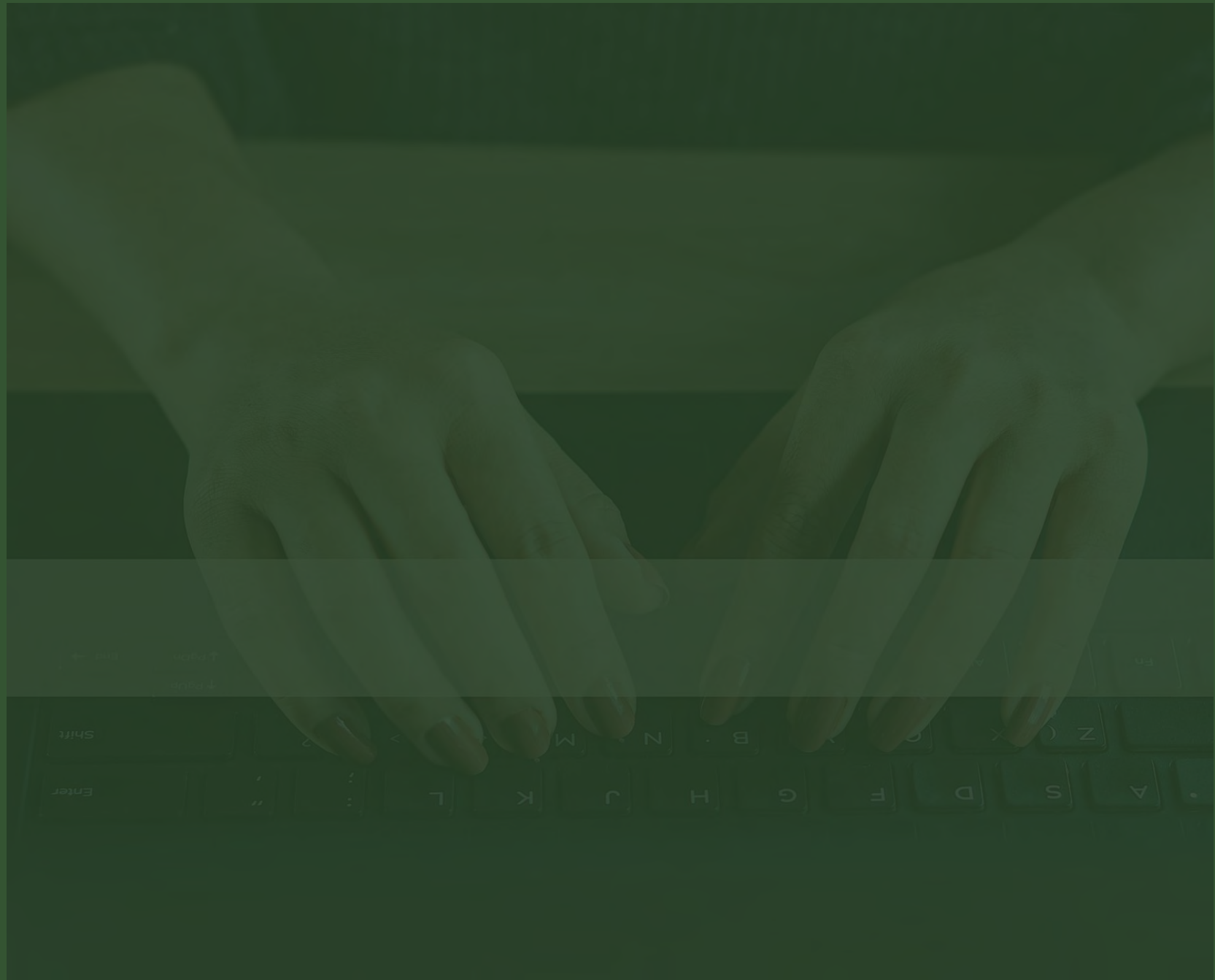
Rejecte

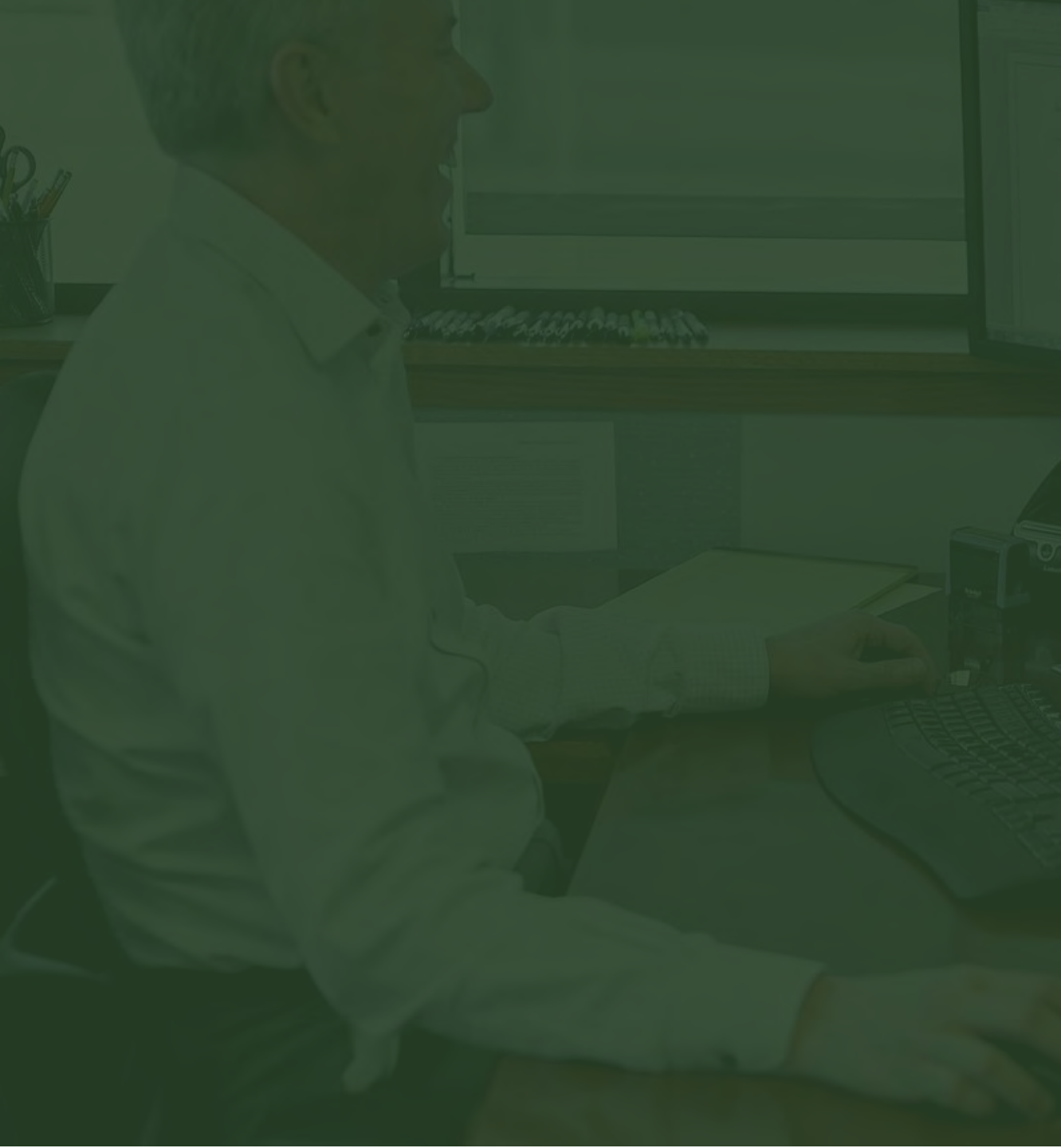
Declining Documents

- Select Decline Document
- Select one or more Decline Reasons
 - Hold the Control button to select multiple Decline Reasons
- Enter a comment
- Select Submit

Comments

- Comment character limited increased to 550
- Limit includes the number of characters in the Decline Reason(s) selected





Searching

- Select Search from the menu bar
- Select a Search Option
- Results limited to 500
- Results can be sorted by column headers

Session Timeout

- If you open multiple browser tabs and leave them open, you may get “timed out” without realizing it
- The timeout notice is set to display after 15 minutes of inactivity
- If you open multiple tabs with different e-submission forms and image viewers, you could get “stuck”

Course Progress

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Administrative Functions



Generating Transaction Reports



Updating Users and Passwords



Updating County Information

Generating Transaction Reports

- Transaction Reports are under development
- Use legacy interface until this feature is released

Updating County Information

- Select Admin from the menu bar
- Select County Information
- Select Edit
- Update information
- Select Save

Updating Users

- Select Admin from the menu bar
- Select Users
- Select Edit for the user to be updated
- Update information
- Select Save



A background image showing a person's hand typing on a laptop keyboard. The person is wearing a watch on their left wrist. The image is dimmed and serves as a background for the text overlay.

Updating Passwords

- Select Admin from the menu bar
- Select Users
- Select the arrow under Reset
- Assign temporary password
- Select Save
- User must log in and update password within 30 minutes

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E-Submission Policies & Best Practices

We will cover these skills:

- Policies & Procedures
- Remote Notary & Signatures
- Recording Surveys & Plats
- Records Manual



Use ESS Policies & Procedures as a Guide

- Review, download and save Policies & Procedures (published 11/05/2020) from the Recorder Hub
- Right click to search for a subject
 - Select Find
 - Enter search criteria
 - Select Next to move to next result

E-Submission Policy

ESS – 5.5 Electronic Submission Processing. (Iowa Code Section 331.604, 3(a) and 331.601A

5.5(3) If the submission of information associated with an electronic document is in error, a County Recorder shall make a reasonable attempt to correct the error through the ILR E-Submission service rather than rejecting the document. Examples of errors which may be corrected by a County Recorder include a correction in the spelling of a party name, a document type, or information required to calculate a recording fee such as the number of parcels or any additional transactions.

E-Submission Policy

5.5(4) A County Recorder shall review and process an electronic document submitted through the ILR E-Submission service within one business day. All documents, including electronic documents, should be processed in a timely manner throughout the business day. A County may specify the operation times for the E-Submission service to be consistent with the normal business hours established by the County Recorder. The result of the review and process will either be the official recording of the electronic document in the County, or the rejection and return of the document to the Submitter.

E-Submission Policy Breakdown

- Minor variances should be accepted
- Correct or delete erroneous index information – don't reject for that reason
- Processed/recorded within 24 hours (one business day)
- Electronic documents should be processed throughout the business day (not just morning or afternoon)

Minor Variances

Policy

ESS – 5.4 Electronic Document Formatting.

(Iowa Code Section 331.604, 3(a))

s. Documents which conform to the requirements specified in Section 331.606B of the Iowa Code or Section 3.3 of the ESS policies and procedures shall be accepted by the Electronic Services System and Iowa County Recorders. **Electronic documents with minor variances or imperfections which do not prevent processing, indexing or archiving shall be accepted.** If an electronic document is declined, the Submitter or External Submitter will be notified of the reason for the action.

Surveys & Plats

Policy

ESS – 5.4 Electronic Document Formatting. (Iowa Code Section 331.604, 3(a))

d. Plats, maps, exhibits and other drawings certified by a land surveyor presented for recording shall contain an Index Legend as required in Sections 355.6A, subsection 4(c) and 331.606B of the Iowa Code. U.S. Public Land Survey Corner Certificates are exempt from this requirement.

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f. A document shall be submitted with a portrait orientation. Landscape orientation will not be accepted except when the document type is Surveys and Plats. Document images which are rotated to enable viewing in portrait orientation shall not be accepted through the ILR E-Submission service.

Recent Policy Updates

- Deletion of Recorded Documents Policy
- Re-Stamping Policy



Document Deletion Policy

Periodically ILR receives an inquiry about whether it is permissible to delete all or a part of document after it has been recorded

CASE STUDY

The full document was recorded, but after the fact the submitter requested that the unintended pages be deleted (expunged) from the recorded document and that those pages should not be publicly accessible locally and electronically through ILR

Recorder determined that the record could not be partially expunged absent a court order



Unaltered Archive

Policy

1. Section 3.11(2) of the ESS Policies and Procedures is amended by adding a new unnumbered paragraph to clarify policies and procedures for requests for expunging all or a portion of a recorded document from the public record.

3.11(2) A County shall permanently archive an unaltered version of each recorded document or instrument. A document or instrument may be archived in its original format, as an electronic document, or in another format suitable for preserving information in the document or instrument.



Court Order Required

A County shall not remove or delete a recorded document, or any portion of a recorded document, from the local land records management system, the Image Archiving System, or any other official archive managed by the County, except when explicitly directed to do so by an order of a recognized United States federal court or recognized judicial authority in the State of Iowa.





Electronic Transactions

ESS Terms of Use – “Organizations and users agree that they are responsible for assuring that documents submitted through the Iowa Land Records Electronic System Service are valid and comply with all requirements for recording.

- Electronic transactions and signatures are legal
 - Uniform Electronic Transactions Act
- When a preparer or submitter submits a document for recording and accepts responsibility for its validity – on what basis can we say no?

Recorder's Manual

- Updates have been collected from volunteers and a new version will be published soon

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A hand is shown using a black ink stamp on a document. The stamp is being pressed onto the paper, and the ink is visible. The background is a dark, textured surface.

Re-Stamping

Policy

1. Section 3.11 of the ESS Policies and Procedures is amended by adding a new subsection to establish policies and procedures for re-stamping a document after it has been recorded and archived in the Image Archiving System.

3.11(4) Notwithstanding the requirement in Section 3.11(2) that a County shall permanently archive an unaltered version of each recorded document or instrument, a county may alter or replace the recording stamp for a document provided that the alteration or replacement of the recording stamp is for one or more of the following purposes:

a. The document is erroneously recorded in an incorrect sequence, or a sequence not intended by the submitter

A hand is holding a small, grey, rectangular recording device with a red circular lens or sensor. The device is positioned over a document, which is partially visible at the bottom. The background is dark and out of focus.

Re-Stamping (Cont'd)

b. The document is erroneously recorded with a recording time which is not within the normal operating hours of the recorder's office

c. The recording fee represented in the stamp is incorrect or does not reflect the actual recording fee after an adjustment is made to the fee paid

3.11(4a) A County Recorder shall maintain a log which documents any alteration of a recording stamp and the associated image maintained in the Image Archiving System for each recorded Traditional Paper Document.

A person in a dark suit is shown from the chest down, holding a blue stamping device over a document. The device has a rectangular frame and a blue handle. The person's hand is positioned to press the device onto the paper. The background is blurred, showing what appears to be an office setting.

Re-Stamping (Cont'd)

3.11(4b) The ESS E-Submission Service shall maintain a log which documents any alteration of a recording stamp and the associated image maintained in the Image Archiving System for each recorded Electronic Document. The interface provided to the County for processing an electronic document submitted for recording shall include a method for specifying nature and purpose of the re-stamping action.

3.11(4c) The respective logs shall identify the recording reference number, the date of the recording, the date of the re-stamping action, and a description of the nature and purpose of the re-stamping action.

3.11(4d) A County Recorder shall not alter or replace the recording stamp for a document after five business days following the date and time of the initial recording.

A close-up photograph of a person's hand operating a mechanical stamping device. The hand is positioned on the left, with fingers resting on a metal frame. The device itself is a complex of metal parts, including a vertical plunger and a horizontal base. A small, dark rectangular stamp is visible on the base. The background is a plain, light-colored surface.

Re-Stamping (Cont'd)

3.11(4e) When any action to re-stamp a document is completed as described in this section the County Recorder shall ensure that following associated actions have been completed.

- a.** A document image associated with a re-stamped Traditional Paper Document archived in the Image Archiving System is transferred successfully to the Iowa Land Records system and database
- b.** A document image associated with a re-stamped Electronic Document is downloaded from the ESS E-Submission service, archived in the Image Archiving System and then transferred successfully to the Iowa Land Records system and database
- c.** The recording fee represented in the stamp is correct and reflects the actual recording fee after an adjustment is made to the fee paid

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E-Stat Reports

E-Stat Reports

Using the e-stat report in your county

- Use your e-stat report to report your e-submission activity to your County Supervisors
- Track trends in submission over time
- Currently only available in legacy E-Submission
- Will be replaced with a “report” in the new recorders’ interface.





THANK YOU!