



Introduction to eRecording for Submitters

Aumentum Technologies

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Preface

The *Introduction to eRecording for Submitters* includes an explanation of the eRecording process, and answers to frequently asked questions (FAQs) about the eRecording process.

Who should read this guide?

This guide is for those who submit electronic versions of real estate documents for recording to counties that use Aumentum Recorder.

General information

General information about Aumentum Technologies and our products can be obtained from our Website:

<http://www.aumentumtech.com/>

Introduction

Electronic Recording (eRecording) is the electronic submission of documents to be recorded at the county office.

eRecording is the ability to quickly and efficiently submit and record documents received from title companies and other businesses. eRecording enables documents to be recorded in seconds, as opposed to hours, by automating the recording process.

In this Guide

This Guide explains the following about eRecording:

- A comparison between the traditional recording process, and the eRecording process.
- An explanation of the eConvey process.
- Frequently-asked questions about eRecording.

Other Documentation for eRecording

There are 3 other eRecording documents that show the technical side of the eRecording process:

- eRecording Web Service Definition Language (WSDL) Methods
- eRecording XML Schema Definition
- eRecording Sample Document

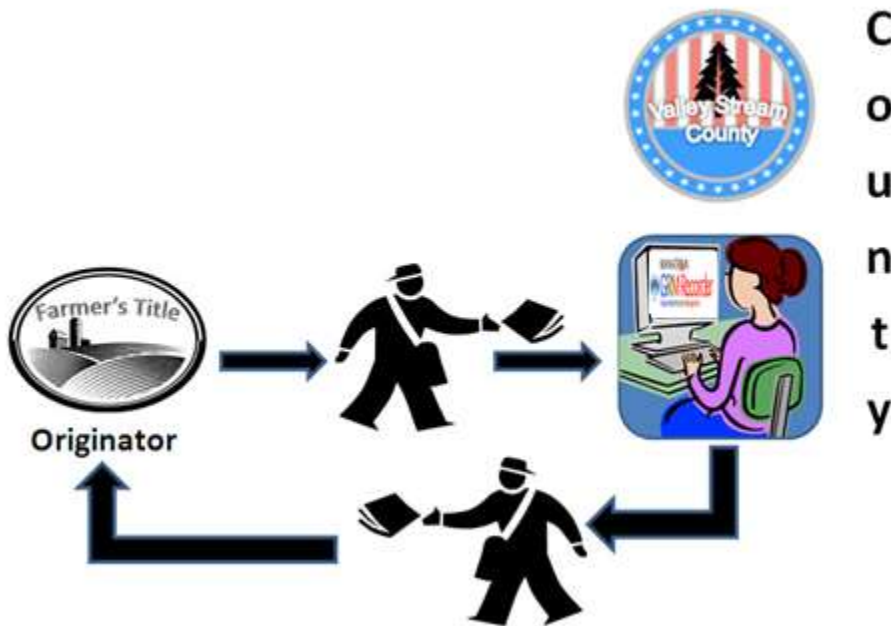
Traditional Recording Process

Traditionally, entities such as title companies, banks, and government agencies deliver paper documents to the county office for recording, either through the mail, or hand-delivered.

Information from the paper documents is entered into the recording software, and each page of the document is scanned into the software. Each document receives an identifying number, which may be stamped or affixed to the document.

Payment for the recording is made by check, or by debiting an account with the county, and a receipt is created.

The paper documents are then returned to the originating entity after recording, by mail, or by giving the documents to an employee or messenger from the originating office.

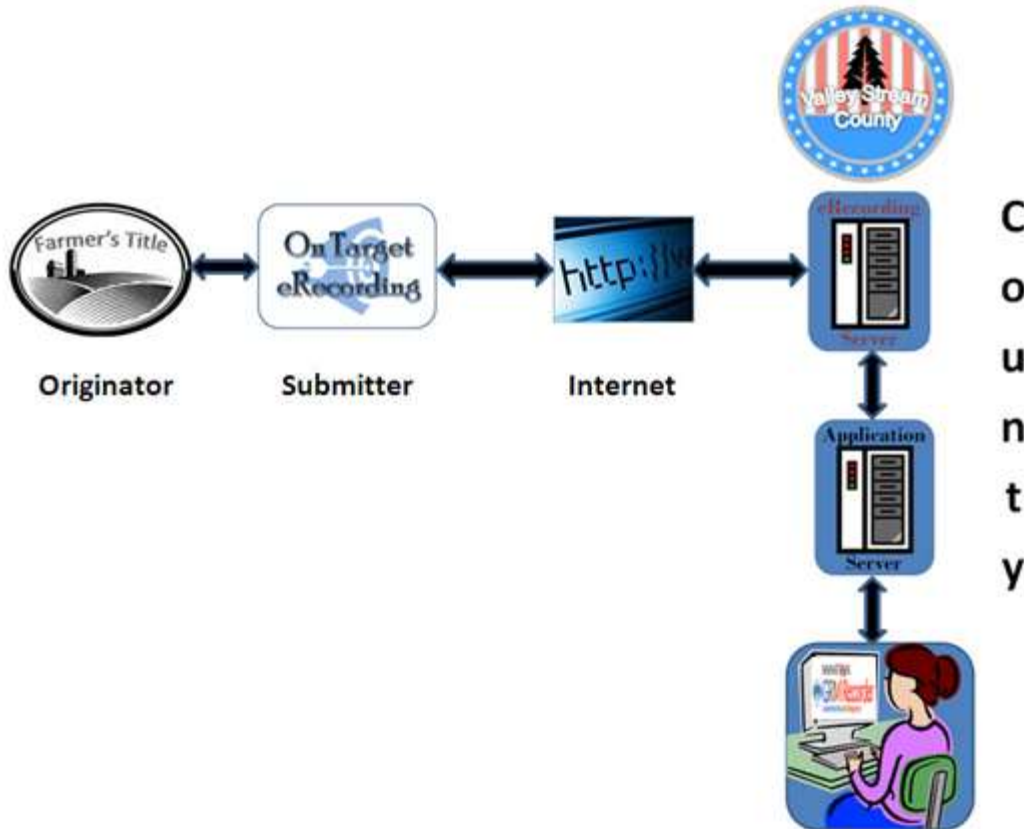


eRecording Process

The eRecording process accomplishes the same function as the traditional process (recording real estate documents), but instead of paper documents, electronic files are used to send information to and from the county.

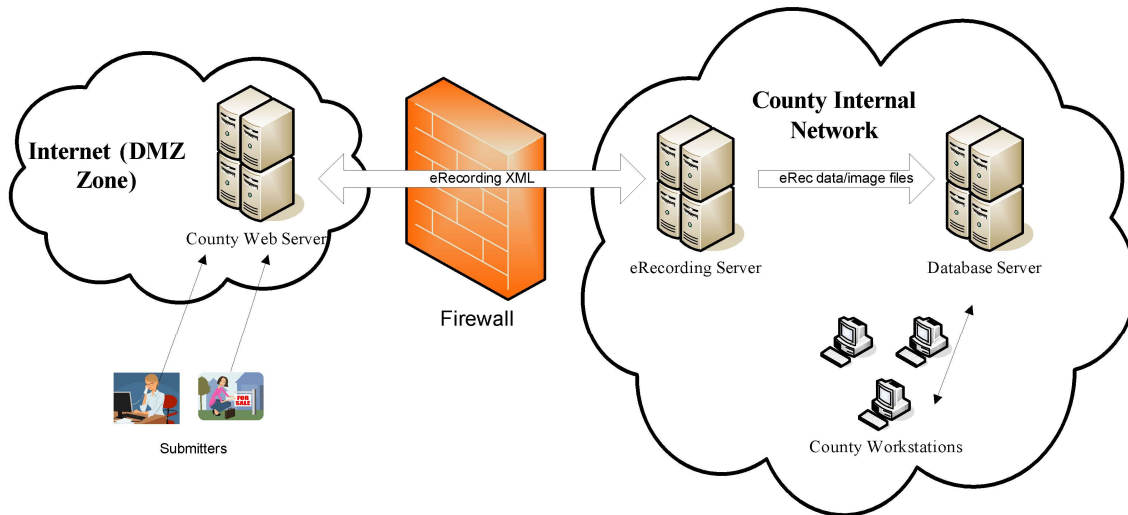
Although it appears that the electronic documents go through a longer process than paper documents, it is actually a faster, easier, and more secure process.

Note: The direction arrows indicate that electronic information and data can be sent both forward and backward through the process.

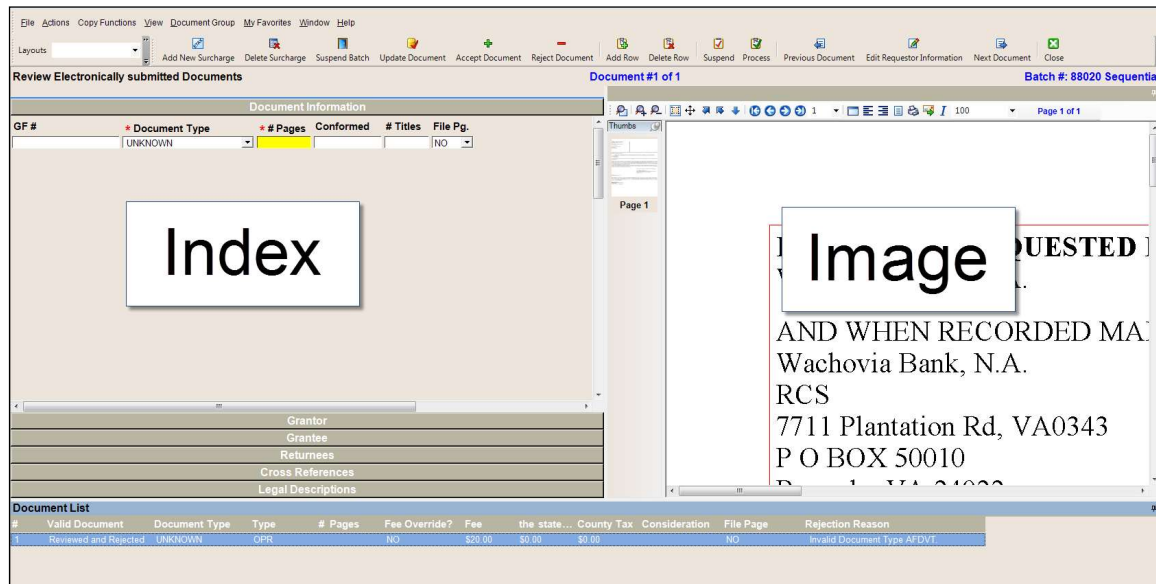


- **Originator** - Title companies, escrow companies, attorneys, government agencies, etc., produce documents that they want to have recorded by the County office. That is where the documents originate, so for eRecording purposes, they can be referred to as "Originators". **Note:** Farmer's Title is a fictional company used as an example.
- **Submitter** – The Submitter is a company that provides specialized eRecording software and services for the Originator. The software puts the document information (such as grantor, grantee, legal description, etc.), and an image of the document, into a standard electronic format that can be sent to the County. A single document or group of documents sent electronically is called a packet or batch. (The packet comes in a format called XML). The Submitter must have either a voucher or escrow account with the County. The account is used to pay for the recording fees and any other charges.

Note: There are several companies that provide this service. On Target Recording is a fictional company used as an example.



- **Internet** – The County provides the Submitter with an Internet address to which they send the eRecording information.
Note: Many safety features are in place so that the data is secure as it is sent back and forth through the Internet.
- **eRecording Server** – The eRecording Server is a computer, usually located at the County. The software on the server automatically reviews what is in the packet to make sure that the information and format meet basic County standards. If the packet meets basic standards, it is sent on to the Application Server. If it doesn't meet standards, the packet is rejected and sent back to the Submitter.
Note: Valley Stream County is a fictional county used as an example.
- **Application Server** – The Application Server is a computer, usually located at the County, which communicates with the Aumentum Recorder software. The server reads the packet information and enters it into index fields in the Aumentum Recorder or Anthem database. Images are also associated in Aumentum Recorder or Anthem with the index information for that document. The documents in the packet become a batch of documents waiting in a queue to be further processed, by a county user.
- **Local Workstations** – Authorized Aumentum Recorder users at the jurisdiction open the eRecording batch. When the user views the documents in the batch in, many of the index fields are already completed (depending on the information included in the packet), and the image of the document is also on display.



The Jurisdiction's user reviews the information in the index fields, and the image, and then indicates if it is accepted, or rejected.

- Accepted documents go on to receive instrument numbers, appropriate stamps (instrument number, date, time, County seal, etc.) on the document image, and are further processed.
- Rejected documents are not processed, they are returned to the Submitter. The Submitter can choose to fix and resend the information.

The payment for the recording and other fees is automatically debited from the Submitter's account with the County, and a receipt is created. The processed files are made available for the Submitter to retrieve. The Submitter notifies the Originator that the documents were received and processed.

Once the documents are recorded, they become available online to the public, or to subscribing users.

eConvey and eRecording

eConvey is an eRecording software tool that is used by various jurisdictional departments (currently in the State of Washington) to review Real Estate Excise Tax Affidavit (REETA) forms, and related real estate documents, which have been sent electronically to the county for recording.

The processing of the REETA documents has traditionally been a paper-based process requiring multiple county agencies to review, approve, and stamp the documents before they are recorded.

eConvey allows users from various county agencies to process electronically-submitted documents through the same process, using an electronic format.

eConvey will accommodate users from the county Treasurer's Office and Assessor's Office. The outcome of the processing affects the recording process in the Recording Division of the Auditor's Office.

Once the documents in the eConvey packet are reviewed and stamped by the appropriate offices, the packet (batch) is moved into the queue for review by a county user. The documents are processed as any other eRecorded documents, but the user will see that the images display with stamps from the other offices.

Other Documentation for eConvey

There is other eConvey document that shows the technical side of the eConvey process:

- eConvey Schema Description

Frequently Asked Questions (FAQs) About Aumentum Technology's eRecording

- Is the Aumentum Technology's interface open to all submitters?

Yes. Aumentum Technology does not have any exclusionary relationships that prohibit any submitter from sending electronic documents to Aumentum Technology's counties. Participation in eRecording, however, is subject to County policy.

- Is the interface proprietary?

No. Aumentum Technology uses a standard, published interface for all Aumentum Technology jurisdictions which is contained in this document.

- What delivery method does Aumentum Technology's eRecording system use?

Aumentum Technology uses Web Services standard and SSL (Secure Socket Layer) transmissions are supported via Web Services and standard SOAP interfaces.

- Is the interface different for every county?

No. Aumentum Technology uses the same interface for every county.

- Does Aumentum Technology charge submitters a fee to eRecord?

No. Aumentum Technology does not assess any per document fee or subscription to participate in a county's eRecording program.

- Does Aumentum Technology charge for submitter support?

Aumentum Technology reserves the right to assess a reasonable fee for support of new submitters. However, a submitter can elect to participate in an alliance agreement with Aumentum Technology. For more information contact our customer support center at 866-917-4354, option 1 or AumentumRecorder.support@AumentumTech.com.

- Does Aumentum Technology support PRIA DTD 1.2?

Aumentum Technology currently supports PRIA 1.x, 2.x, and CeRTNA standard, and is working on support for PRIA 3.x

- What eRecording document levels are supported by Aumentum Technology?

Aumentum Technology currently supports Levels 1, 2 and 3 (provided they are converted to a TIFF image prior to transmission).

- What methods of payment are supported by Aumentum Technology?

Currently, Thomson Reuters supports the use of an escrow or voucher account at the Jurisdiction's level.

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