CSC

ePrepare®

ACRIS Cover Sheets

FOR ALL USERS

Discover how to preview the ACRIS cover sheets for submissions to the New York Boroughs!

ePrepare provides a secure electronic document recording (eRecording) solution. It allows submitters to electronically record real estate documents with county offices across the U.S.

![CSC logo] CSC

You can preview the official ACRIS cover pages prior to submitting instruments to the New York boroughs. This invaluable feature can help you avoid unnecessary rejections and prevent costly errors.

ACRIS[1] cover pages offer a unique perspective on each document, making it easy to spot certain kinds of problems, such as missing party names or breaks in the chain of title.

In addition, the City Register's fee breakdown makes it easy to verify that the charges align perfectly with your expectations. If you see a problem, reject the cover sheet and the package is returned to you for correction! What could be simpler?

Check with your inhouse eRecording administrator to ensure the associated ePrepare setting is activated. For more about this important ePrepare setting, see page 3.

Questions? Please contact us. Ready to start? The guide begins on the next page.

CONTENTS

We're ready to talk.

📱 1 855 200 1150   ▸ erecording.com   @ csc-help@cscglobal.com

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NYC DEPARTMENT OF FINANCE OFFICE OF THE CITY REGISTER

This page is part of the instrument. The City Register will rely on the information provided by you on this page for purposes of indexing this instrument. The information on this page will control for indexing purposes in the event of any conflict with the rest of the document.

2022900011000111000002GGG1G

RECORDING AND ENDORSEMENT COVER PAGE	PAGE 1 OF 6

Document ID: 2022900011100001   Document Date: 07-13-2022   Preparation Date: 07-15-2022
Document Type: MORTGAGE
Document Page Count: 5

PRESENTER:	RETURN TO:
YOUR TITLE COMPANY 00000 ANY STREET FAIRLAWN, NY 11111	YOUR TITLE COMPANY 00000 ANY STREET FAIRLAWN, NY 11111

PROPERTY DATA

Borough	Block	Lot		Unit	Address
BRONX	12345	00	Entire Lot		11789 BOGE STREET

Property Type: DWELLING ONLY - 1 FAMILY

CROSS REFERENCE DATA

CRFN _____ or DocumentID _____ or _____ Year _____ Reel _____ Page _____ or File Number _____

PARTIES

MORTGAGOR/BORROWER:	MORTGAGEE/LENDER:
REBEKKA DONNELLY 11789 BOGE STREET BRONX, NY 10404	MORTGAGE VENDOR BANK OF NASSAU 00001 AVENUE PARK PERCUSSION, NY 11112

FEES AND TAXES

Mortgage :			Filing Fee :		
Mortgage Amount:	$	129,500.00		$	0.00
Taxable Mortgage Amount:	$	129,500.00			
Exemption:			NYC Real Property Transfer Tax:		
TAXES: County (Basic):	$	647.50		$	0.00
City (Additional):	$	1,295.00			
Spec (Additional):	$	0.00	NYC Real Estate Transfer Tax:		
TASF:	$	323.75		$	0.00
MTA:	$	358.50			
NYCTA:	$	0.00			
Additional MRT:	$	0.00			

Enabling ACRIS Cover Sheet Preview

The cover sheet preview feature is an optional global setting within ePrepare. This setting affects all users on your eRecording account, and it is disabled by default. Your local ePrepare account administrator activates this feature by following the steps outlined below:

1. Hover the mouse cursor over your name (upper-right corner) …

2. Click ⚙ **Settings** from the pop-up menu …

3. Click **Signatures – Coversheets – Stamps** to open that section …

4. Ensure that **Enable ACRIS Cover Sheet Preview** is ✅ checked …

5. If you made any changes, click SAVE CHANGES .

ATTENTION ePREPARE ADMINISTRATORS

Once enabled, **do not** disable this setting without advising your document preparers.

If this setting is disabled, submissions to New York Boroughs will be sent to the respective county(s) automatically without the user being prompted whether or not they wish to view the associated ACRIS cover sheets.

FIGURE 1 | Administrator Settings
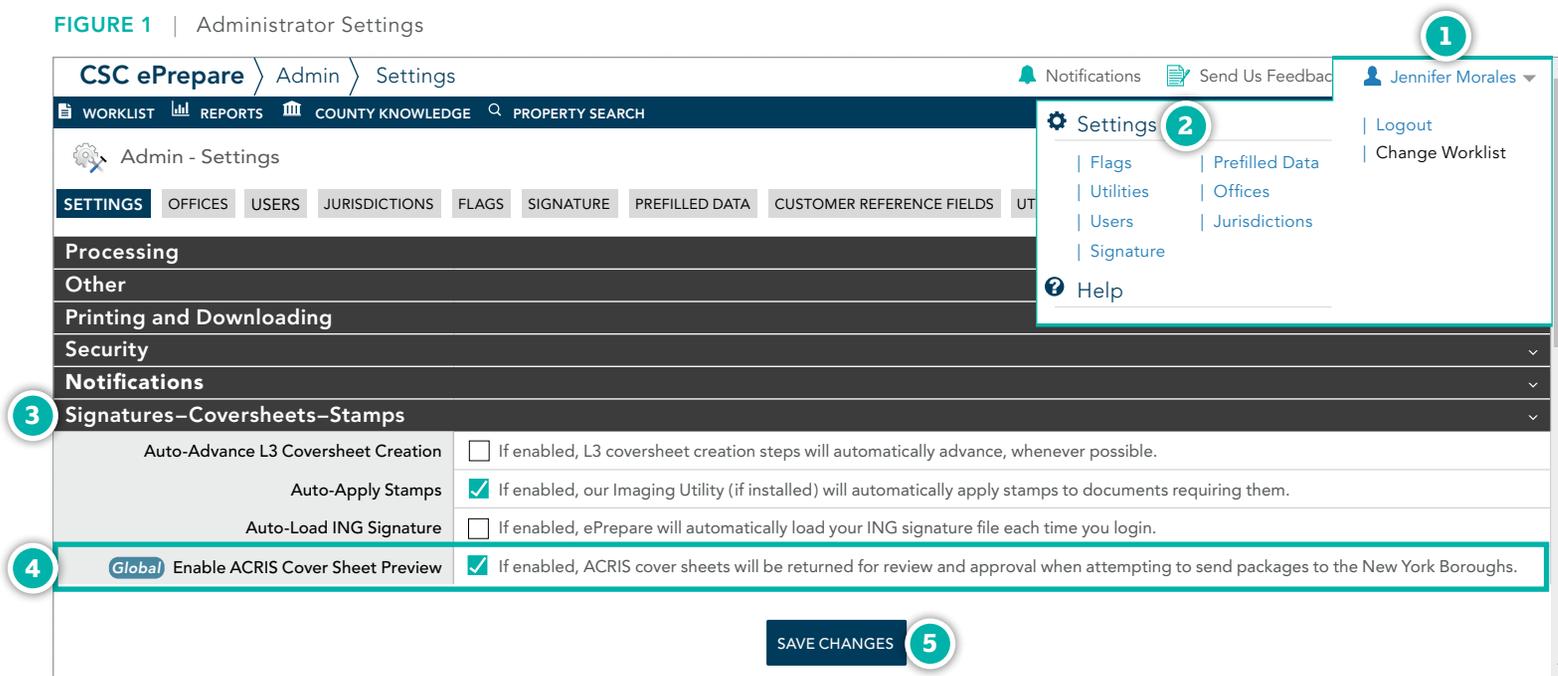
Need Help Identifying Your eRecording Administrator?

Contact your local inhouse supervisor or manager for assistance. If they are not sure who your organization's eRecording administrator is, call us at 1-855-200-1150 option 2 or email csc-help@cscglobal.com. We will contact your administrator on your behalf.

Enabling Email Notifications

When a package is sent to one of the New York Boroughs, it can take a few minutes for ACRIS to generate the applicable cover sheets and return them to us. ePrepare can notify you via email when the cover sheets are available for review and approval.

To enable email notifications for ACRIS cover sheets, each ePrepare user should follow the steps below:

1. Hover the mouse cursor over your name (upper-right corner) …
2. Click ⚙ **Settings** from the pop-up menu …
3. Click **Notifications** to open that section …
4. Ensure that **Notify me when ACRIS cover sheets** is ☑ checked …
5. If you made any changes, click SAVE CHANGES .

FIGURE 2 | User Settings

First, confirm with your local eRecording administrator that the ACRIS Cover Sheet Preview feature is enabled on your ePrepare Account. For details on enabling this feature, see page 3 of this guide. Then follow the steps outlined below:

FIGURE 3 | Sending from the Worklist

To preview official ACRIS cover pages, first ensure the associated ePrepare setting is activated (see page 3). Then send a ready package to one of the New York Boroughs.

Sending from the Worklist

1. Find your Boroughs package on the worklist and click the Send ➔ icon …

— *or* —

FIGURE 4 | Sending from Package View
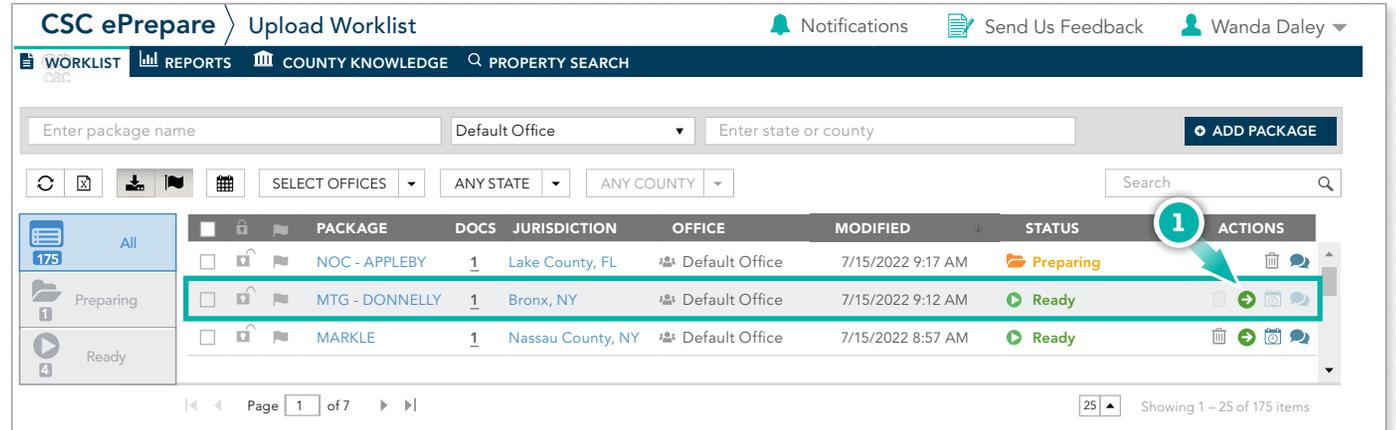
Sending from Package View

1. Open your Boroughs package on the worklist and click **SEND PACKAGE ➔** …
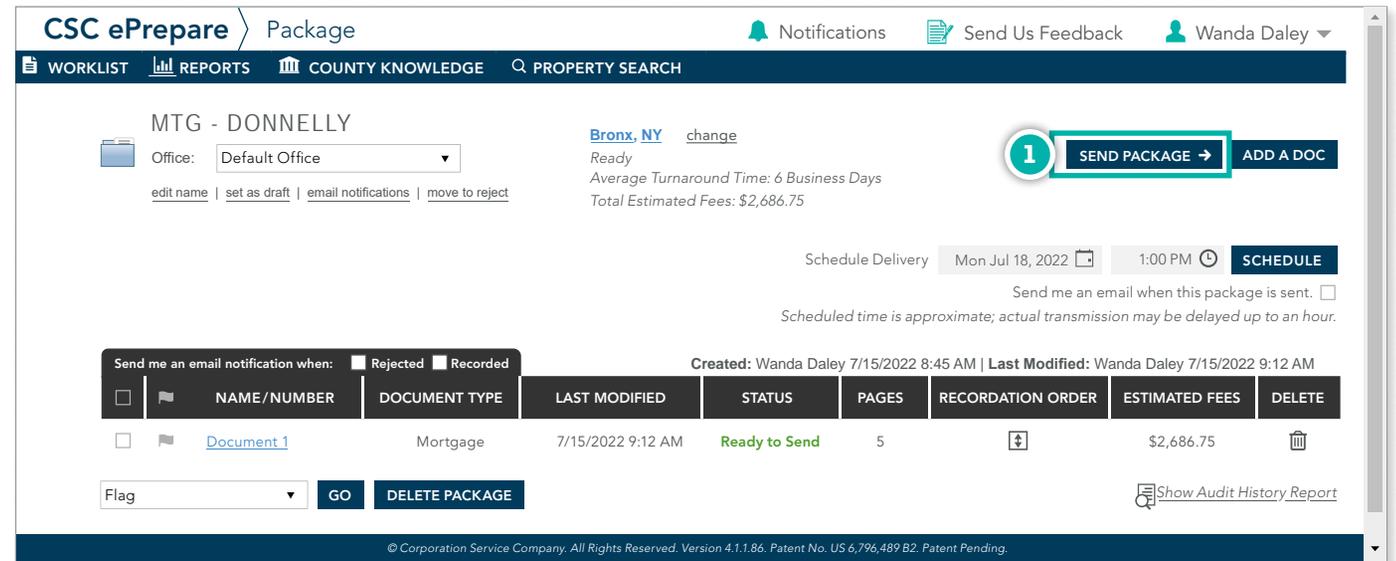
A confirmation dialog appears, giving you the option to send without reviewing, or to preview and review the ACRIS cover sheets.

Preview and Review Coversheet(s)

2. Click the dialog button
PREVIEW AND REVIEW COVERSHEETS …

Send Package(s)   ✕

🚫 **Acris package(s) detected**

Would you like to review the generated ACRIS coversheet(s) for the documents in this package before sending?

See the ACRIS user guide **for more information.**

ACRIS WARNING: If you choose to send without reviewing, you accept the coversheet(s) as generated by ACRIS and you agree to pay all ACRIS charges for the document(s).

SEND WITHOUT REVIEWING	PREVIEW AND REVIEW COVERSHEET(S)

2

Preview and Review Coversheet(s)

3. Click the dialog button OK …

Your document package is sent to ACRIS for processing. However, because you asked to preview the cover pages, ACRIS will return the package — along with their official cover pages — for your review and approval.

This process may take a few minutes.

Packages Sent   ✕

📁 **Success**

The following packages have been submitted.

MTG - DONNELLY

OK

3
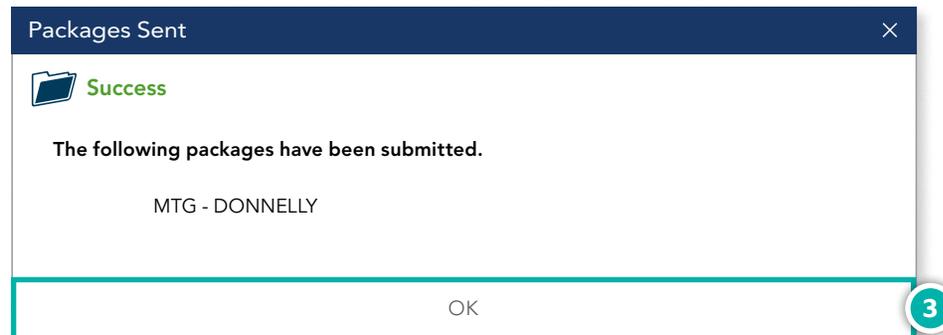
The package moves to the top of the worklist and the status changes to ⏱ **Pending** …

ACRIS automatically generates cover pages for incoming documents based on the information you have indexed.

FIGURE 5 | ACRIS Package Sent for Processing

	🔓	🏳	PACKAGE	DOCS	JURISDICTION	OFFICE	MODIFIED ↓	STATUS	ACTIONS
☐	🔓	🏳	MTG - DONNELLY	1	Bronx, NY	👥 Default Office	7/15/2022 9:18 AM	⏱ Pending	💬
☐	🔓	🏳	NOC - APPLEBY	1	Lake County, FL	👥 Default Office	7/15/2022 9:17 AM	📁 Preparing	🗑 💬
☐	🔓	🏳	MARKLE	1	Nassau County, NY	👥 Default Office	7/15/2022 8:57 AM	▶ Ready	🗑 ➡ 📷 💬

If our cover page preview feature is enabled and you ask to preview cover pages, ACRIS returns your package and the document cover pages for review.

When your package is returned, the status changes to ⏱ **Pending - Approve Coversheets** …

To Review Coversheet(s)

4. Click the package name to open it …

FIGURE 6 | ACRIS Package Returned for Review

	🔓	🏳	PACKAGE	DOCS	JURISDICTION	OFFICE	MODIFIED ↓	STATUS	ACTIONS
☐	🔓	🏳	**④** MTG - DONNELLY	1	Bronx, NY	👥 Default Office	7/15/2022 9:18 AM	⏱ Pending - Approve Coversheets	💬
☐	🔓	🏳	NOC - APPLEBY	1	Lake County, FL	👥 Default Office	7/15/2022 9:17 AM	📁 Preparing	🗑 💬
☐	🔓	🏳	MARKLE	1	Nassau County, NY	👥 Default Office	7/15/2022 8:57 AM	▶ Ready	🗑 ➡ 📷 💬

IMPORTANT TO KNOW

On the following pages, if you reject *any* of the included ACRIS cover pages, the entire package will be rejected by ACRIS and returned to you for correction.

5. Click the first document name to open it …

If there are multiple documents in the package, you must open each one for review. To send the package, you must accept all cover pages.

FIGURE 7 | Package View

MTG - DONNELLY

📁 Office: [Default Office ▼]

edit name | email notifications

Bronx, NY

Pending - Approve Coversheets
Average Turnaround Time: 6 Business Days
Total Estimated Fees: $2,686.75
County Batch ID: 2022011000111

Created: Wanda Daley 7/15/2022 8:45 AM | **Last Modified:** Acris User 7/15/2022 9:22 AM

Send me an email notification when: ☐ Rejected ☐ Recorded

☐	🏳	NAME/NUMBER	DOCUMENT TYPE	LAST MODIFIED	STATUS	PAGES	ESTIMATED FEES
☐		**⑤** Document 1	Mortgage	7/15/2022 9:18 AM	Needs Review	5	$2,686.75

📄 *Show Audit History Report*

If ACRIS email notifications are enabled (see page 4 of this guide), you will receive an email from NoReply@cscglobal.com when your package is returned from ACRIS with each document's cover sheet.

FIGURE 8 | Reviewing a Document's ACRIS Cover Page

IMPORTANT TO KNOW

CSC cannot offer to modify cover pages for you because we did not create them. If you find errors with any cover page, reject them and ACRIS will return the package to you for correction.

6. Review the document's cover page carefully. It reflects the exact amount to be charged.

7. If you find no errors and the charges match your expectations, click **Approve** .

8. For this example, assume we found errors with the property data, chain of title, or the amount to be charged. We will therefore click **Reject** .

IMPORTANT TO KNOW

This is the official ACRIS cover page and it reflects the exact amount you will be charged by the county. ACRIS creates cover pages based on the indexing. If you find any errors, reject any cover page and the package will be returned to you for correction.

FOUND ERRORS?

Reject any document's cover page and ACRIS can return the package to you for correction.

9. Click **REJECT COVERSHEETS** and ACRIS returns the package to you for correction.

FOUND NO ERRORS?

Once all cover pages have been approved, you can send the package by clicking **APPROVE COVERSHEETS** .

FIGURE 9 | Package View

REJECTED PACKAGES

Click on any rejected package name to open it and prepare it for resubmission. Once you have corrected the indexing, go ahead and resubmit it.

FIGURE 10 | Your Package is Rejected

			PACKAGE	DOCS	JURISDICTION	OFFICE	MODIFIED	STATUS	ACTIONS
☐	🔓	🏳	MTG - DONNELLY	1	Bronx, NY	👥 Default Office	7/15/2022 9:18 AM	⚠ Rejected	💬
☐	🔓	🏳	NOC - APPLEBY	1	Lake County, FL	👥 Default Office	7/15/2022 9:17 AM	📁 Preparing	🗑 💬
☐	🔓	🏳	MARKLE	1	Nassau County, NY	👥 Default Office	7/15/2022 8:57 AM	▶ Ready	🗑 ➡ 📷 💬

💡 **Congratulations!**

This concludes our guide. If you have any questions, please contact us:

@ **csc-help@cscglobal.com**   📱 **1 855 200 1150 option 2**

SUPPLEMENTAL GUIDES

ACRIS Cover Sheets

ACRIS Rejections - Missing Attachments

CSC Active County List

CSC County Authorization Guide

ePrepare User Guide

New York Boroughs

WEBSITE RESOURCES

Beginner's Guide to Document Recording

Register for ePrepare Training

Remote Online Notarization by State

Reset ePrepare® Login Password

State Holiday Closings

State Holiday Closings – SECURE Portal

We're ready to talk.

📱 1 855 200 1150 ➤ **erecording.com** @ **csc-help@cscglobal.com**

CSC® provides a secure electronic document recording (eRecording) solution that allows document submitters, including title companies, banks, and law firms, to electronically record real estate documents with county offices throughout the U.S. Our system bridges the gap between submitters and county offices, and enables easier document creation on the submitter side and faster recordation, indexing, and acknowledgment on the recorder side. CSC was first to market with an eRecording solution, and our services remain the benchmark for speed, efficiency, and security. For more on how CSC can improve the way you work, visit erecording.com.