CSC

ePrepare®

Announcement Preferences

FOR ALL USERS

Discover how to manage announcement preferences to best suit your workflow!

CSC provides electronic recording (eRecording) Real Estate services, allowing clients to quickly and securely record documents across the U.S. First to the market with this solution, we provide speed and security for real estate transactions. Our web-based application shortens time between closing and recordation, eliminates errors that cause rejections, and improves document tracking for more efficiency. To learn more about our paper and electronic county recording for seamless coast-to-coast coverage, visit cscglobal.com/service/erecording.

We're ready to talk.

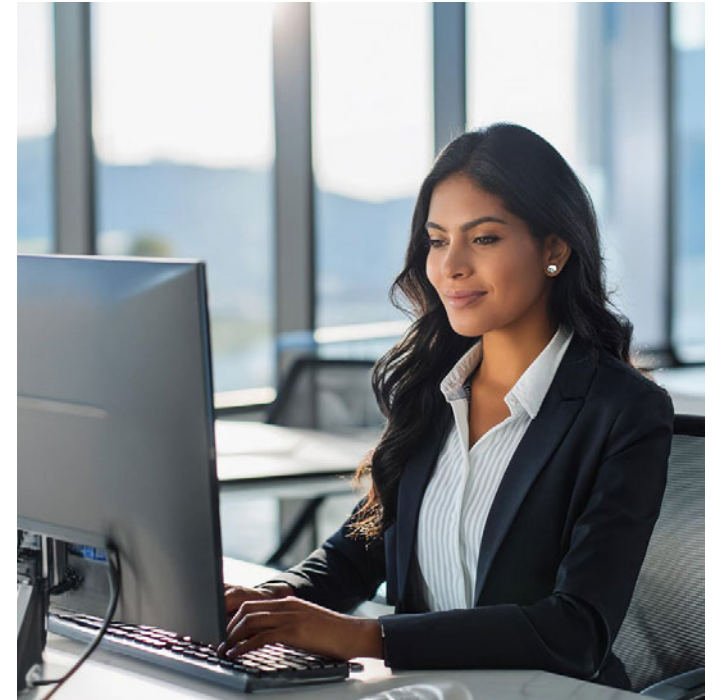📱 **1 855 200 1150**   @ **csc-help@cscglobal.com**   ▸ **cscglobal.com**

Announcement Preferences offer options for managing announcements within ePrepare. Choose which announcements to see — and specify whether to receive emails immediately, daily, weekly — or not at all.

Currently, there are five announcement categories within ePrepare, as explained below:

ALL	View all available announcements matching you
NEW COUNTY	Specific counties that have recently started eRecording through CSC.
COUNTY UPDATE	County closures, news, or recording updates for specific jurisdictions.
GENERAL INFO	Holidays of national or state importance that may result in closures.
APPLICATION ALERTS	Important updates which appear once at login and then disappear.

CSC can also associate jurisdictions to each announcement, if applicable. You may view announcements for all jurisdictions or subscribe to the specific counties or states that interest you.

Questions? Contact our Support Team. **Ready to begin?** The guide begins on the next page!

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We're ready to talk.

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Viewing Announcements

Below are the steps to display any unviewed announcements and how to open ePrepare's *Announcements* page:

FIGURE 1 | ePrepare Announcements

1. Click 🔔 Announcements.

In this example, a badge ❷ icon appears indicating there are two unviewed announcements. When we click on the announcements link, a pop-up window appears as shown below …
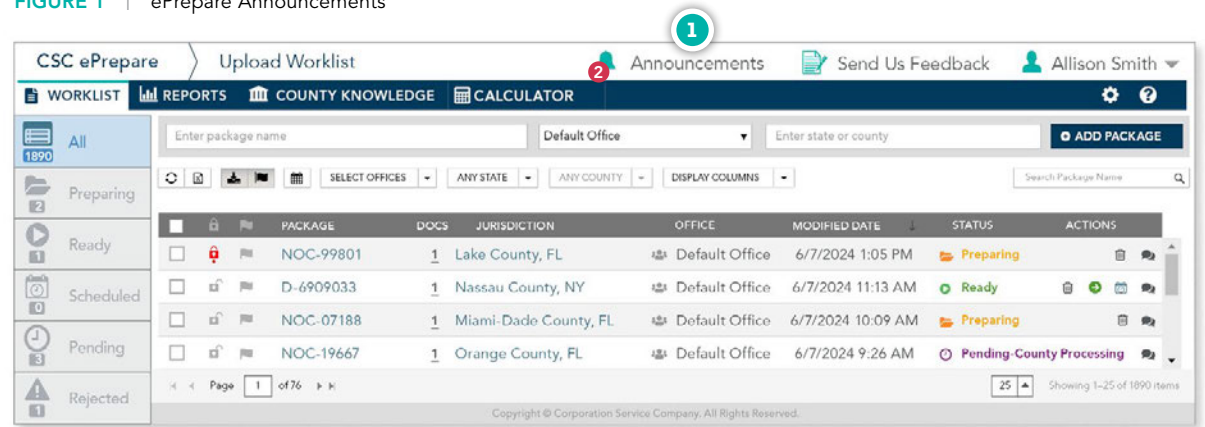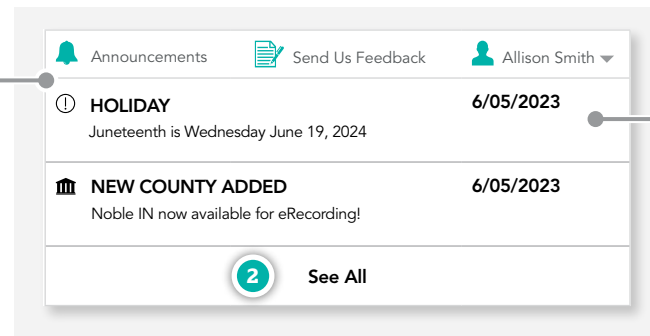
FIGURE 2 | Summary of unviewed announcements

Any unviewed announcements appear in a pop-up summary, as shown at right.

2. To open the Announcements page, click **See All** …

If there are no unviewed announcements, your *Announcements* page opens as shown on the next page.

Click one of the unviewed announcements, and the *Announcements* page appears with the selected announcement open for review.

Overview of ePrepare's *Announcements* page.

The **All** announcement category is selected by default.

If **Show All** is unchecked, only announcements matching your preferences criteria appear here.

Click here to view and/or modify your preferences.

Relevant announcements appear sorted by most recent date.

FIGURE 4 | Anatomy of an Announcement

Published Date

Title

Body

Category

HOLIDAY   06/05/2024

Juneteenth is Wednesday June 19, 2024

U.S. federal holiday commemorating the end of slavery in the United States.

Most observing jurisdictions will be closed on Wednesday June 19, 2024, though some may close on other days this week.

Please schedule time-sensitive document submissions accordingly. Counties often post holiday schedules on their websites.

Category: County Update

Displaying Preferences

Below are the steps to view and modify your preferences:

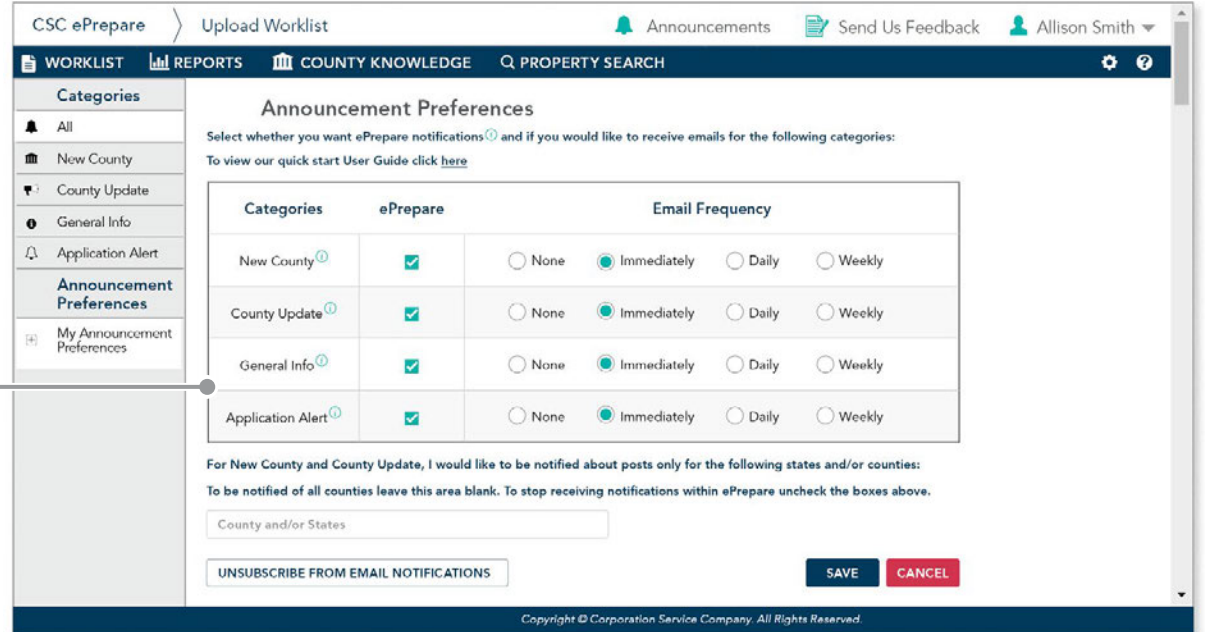**1.** Click ⊞ My Announcement Preferences found on the left ...

Your individual preferences appear here. We explain your options on the next page.

Modifying Preferences

Below are the steps to subscribe to specific announcements:

Choose whether to display ePrepare announcements for each available category.

Choose the frequency for each available category.

1. Click once to place your mouse cursor in the *Search* field …

… the search field becomes available …

Here we show how to subscribe to a county.

2. Type "san francisco" (or the county name you want) …

3. Click the desired county from the match list …

FIGURES 10–12 | Modifying Your Preferences

San Francisco County CA is added. If you change your mind, remove it by clicking the delete ✕ icon.

> For New County and County Update, I would like to be notified about posts only for the following states and/or counties:
>
> To be notified of all counties leave this area blank. To stop receiving notifications within ePrepare uncheck the boxes above.
>
> County and/or States
> San Francisco County, CA ✕   Search
>
> UNSUBSCRIBE FROM EMAIL NOTIFICATIONS   SAVE   CANCEL

Here we show how to subscribe to a state …

4. Type "nv" for Nevada (or the abbreviation you want) …

5. The matching state abbreviation should appear at the top of the match list — click to select that state …

> For New County and County Update, I would like to be notified about posts only for the following states and/or counties:
>
> To be notified of all counties leave this area blank. To stop receiving notifications within ePrepare uncheck the boxes above.
>
> County and/or States
> San Francisco County, CA ✕   nv| ④
>
> NV ⑤
> Storey County NV
> Washoe County NV
>
> SAVE   CANCEL

The state of Nevada is added. If you change your mind, remove it by clicking the delete ✕ icon.

6. Click the **SAVE** button to save any changes.

> For New County and County Update, I would like to be notified about posts only for the following states and/or counties:
>
> To be notified of all counties leave this area blank. To stop receiving notifications within ePrepare uncheck the boxes above.
>
> County and/or States
> San Francisco County, CA ✕   NV ✕   Search
>
> UNSUBSCRIBE FROM EMAIL NOTIFICATIONS   ⑥ SAVE   CANCEL

Repeat to add as many counties or states as desired.

Click this button to remove all customizations.

💡 **Congratulations — This concludes our guide!**
If you have any questions, please contact us:

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Feature Guides

Announcement Preferences	Master Accounts ⓘ
Borrower Notification Letters	Multi-Titled Documents
Calculator	North Carolina Judgment Search ⓘ
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Document Editing Guides

Add Margins Tool	PDF Conversion Threshold
Auto Correct Tool	Scanning Documents to ePrepare
Auto Deskew Tool	Selection Tool
Eraser Tool	Shift Image Tool
Modifying Pages	Stamp Tool
Page Size Tool	Text Tool

Troubleshooting Guides

- Adding CSC as a Trusted Website
- Clearing Cache and Cookies
- ePrepare Package Statuses
- Quickstart Toolbar Guide
- Removing Headers and Footers
- Troubleshooting Tips for ePrepare

Supplemental Guides

- Active County List
- CeRTNA | SECURE Document Queues
- County Authorization Guide ⓘ
- ePrepare User Guide
- ePrepare Administrative User Guide ⓘ

ⓘ Guides for Administrators or users assigned applicable roles.

Website Resources

- Beginner's eRecording Guide
- Register for ePrepare Training
- Remote Online Notarization
- Reset Login Password for ePrepare
- State Holidays
- SEC⦿RE Holidays

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