



AUGUST 2022

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.





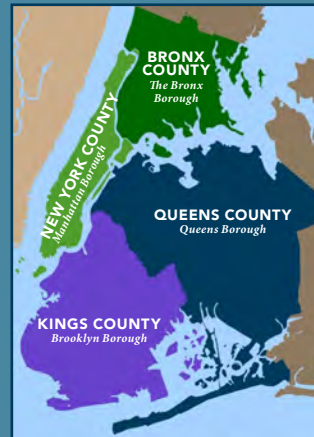
You can preview the official ACRIS cover pages prior to submitting instruments to the New York boroughs. This invaluable feature can help you avoid unnecessary rejections and prevent costly errors.

ACRIS<sup>1</sup> 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.




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We're ready to talk.

☎ 1 855 200 1150    ➡ [erecording.com](https://www1.nyc.gov/site/finance/taxes/acris.page)    @ [csc-help@cscglobal.com](mailto:csc-help@cscglobal.com)



<b>NYC DEPARTMENT OF FINANCE OFFICE OF THE CITY REGISTER</b>	
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.	
	
202290001110001110000002GGG1G	
<b>RECORDING AND ENDORSEMENT COVER PAGE</b> <b>PAGE 1 OF 6</b>	
<b>Document ID:</b> 2022900011100001 <b>Document Date:</b> 07-13-2022 <b>Preparation Date:</b> 07-15-2022	
<b>Document Type:</b> MORTGAGE <b>Document Page Count:</b> 5	
<b>PRESENTER:</b> YOUR TITLE COMPANY 00000 ANY STREET FAIRLAWN, NY 11111	<b>RETURN TO:</b> YOUR TITLE COMPANY 00000 ANY STREET FAIRLAWN, NY 11111
<b>PROPERTY DATA</b>	
<b>Borough</b>	<b>Block</b> <b>Lot</b> <b>Unit</b> <b>Address</b>
BRONX	12345   00   Entire Lot   11789 BOGE STREET
Property Type: DWELLING ONLY - 1 FAMILY	
<b>CROSS REFERENCE DATA</b>	
CRFN _____ or DocumentID _____ or _____ Year _____ Reel _____ Page _____ or File Number _____	
<b>PARTIES</b>	
<b>MORTGAGOR/BORROWER:</b> REBEKKA DONNELLY 11789 BOGE STREET BRONX, NY 10404	<b>MORTGAGEE/LENDER:</b> MORTGAGE VENDOR BANK OF NASSAU 00001 AVENUE PARK PERCUSSION, NY 11112
<b>FEES AND TAXES</b>	
<b>Mortgage :</b>	<b>Filing Fee :</b>
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 MRP: \$ 0.00	

<sup>1</sup>ACRIS (Automated City Register Information System)  
<https://www1.nyc.gov/site/finance/taxes/acris.page>

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## 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

The screenshot shows the CSC ePrepare Administrator Settings interface. At the top right, a user profile for Jennifer Morales is shown with a dropdown menu (1) containing 'Logout' and 'Change Worklist'. Below this, a 'Settings' gear icon (2) opens a menu with options: 'Flags', 'Utilities', 'Users', 'Signature', 'Prefilled Data', 'Offices', 'Jurisdictions', and 'Help'. The main settings page has tabs for 'SETTINGS', 'OFFICES', 'USERS', 'JURISDICTIONS', 'FLAGS', 'SIGNATURE', 'PREFILLED DATA', and 'CUSTOMER REFERENCE FIELDS'. The 'SETTINGS' tab is active, showing sections for 'Processing', 'Other', 'Printing and Downloading', 'Security', 'Notifications', and 'Signatures-Coversheets-Stamps' (3). Under 'Signatures-Coversheets-Stamps', there are three settings: 'Auto-Advance L3 Coversheet Creation' (unchecked), 'Auto-Apply Stamps' (checked), and 'Auto-Load ING Signature' (unchecked). The 'Global' section (4) contains the 'Enable ACRIS Cover Sheet Preview' setting, which is checked. At the bottom right, a 'SAVE CHANGES' button is highlighted with a callout (5).

## 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](mailto: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

The screenshot displays the 'CSC ePrepare' Admin Settings page. The top navigation bar includes 'WORKLIST', 'REPORTS', 'COUNTY KNOWLEDGE', and 'PROPERTY SEARCH'. The left sidebar lists categories: 'Processing', 'Other', 'Printing and Downloading', 'Security', and 'Notifications' (highlighted with a green circle and the number 3). The main content area is titled 'Email Notifications' and contains several settings:

- A dropdown menu set to 'Never' with a description: 'Specifies whether notification emails are sent to you when packages are returned from the county.'
- A dropdown menu set to 'Recorded & Rejected' with a description: 'Controls what kind of packages you get notification emails for.'
- Three checkboxes:
  - ☐ Notify for All Offices.
  - ☐ Notify me when a package I scheduled is sent to the jurisdiction.
  - ☒ Notify me when ACRIS cover sheets are returned and awaiting my approval. (This checkbox is highlighted with a green circle and the number 4.)
  - ☐ Include Document Image as Attachment

At the bottom right, there is a 'SAVE CHANGES' button (highlighted with a green circle and the number 5). In the top right corner, a user profile dropdown for 'Jennifer Morales' is open (highlighted with a green circle and the number 1), showing a 'Settings' option (highlighted with a green circle and the number 2) and other options like 'Logout' and 'Change Worklist'.



## Previewing ACRIS Cover Sheets

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:

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 ...

FIGURE 3 | Sending from the Worklist

The screenshot shows the 'CSC ePrepare' 'Upload Worklist' page. At the top, there are navigation tabs: WORKLIST, REPORTS, COUNTY KNOWLEDGE, and PROPERTY SEARCH. Below these are search filters for package name, default office, and state/county. A table lists packages with columns: PACKAGE, DOCS, JURISDICTION, OFFICE, MODIFIED, STATUS, and ACTIONS. The 'MTG - DONNELLY' package is highlighted in blue. In the ACTIONS column for this package, the 'Send' icon (a green arrow) is circled in red with a red arrow labeled '1' pointing to it. Other icons in the ACTIONS column include a trash can, a speech bubble, and a calendar.

PACKAGE	DOCS	JURISDICTION	OFFICE	MODIFIED	STATUS	ACTIONS
NOC - APPLEBY	1	Lake County, FL	Default Office	7/15/2022 9:17 AM	Preparing	[Icons]
MTG - DONNELLY	1	Bronx, NY	Default Office	7/15/2022 9:12 AM	Ready	[Send Icon]
MARKLE	1	Nassau County, NY	Default Office	7/15/2022 8:57 AM	Ready	[Icons]

— or —

### Sending from Package View

1. Open your Boroughs package on the worklist and click **SEND PACKAGE ➡** ...

FIGURE 4 | Sending from Package View

The screenshot shows the 'CSC ePrepare' 'Package' view for 'MTG - DONNELLY'. The package is for 'Bronx, NY' and is in 'Ready' status. The 'Average Turnaround Time' is 6 Business Days, and 'Total Estimated Fees' are \$2,686.75. A red circle with a red arrow labeled '1' points to the 'SEND PACKAGE ➡' button. Below this, there are options to 'Schedule Delivery' (Mon Jul 18, 2022, 1:00 PM) and a 'SCHEDULE' button. A checkbox for 'Send me an email when this package is sent.' is also present. At the bottom, there is a table with columns: NAME/NUMBER, DOCUMENT TYPE, LAST MODIFIED, STATUS, PAGES, RECORDATION ORDER, ESTIMATED FEES, and DELETE. The first row shows 'Document 1' as a 'Mortgage' document, last modified on 7/15/2022 at 9:12 AM, with a status of 'Ready to Send', 5 pages, and an estimated fee of \$2,686.75. A 'Flag' dropdown and a 'GO' button are also visible.

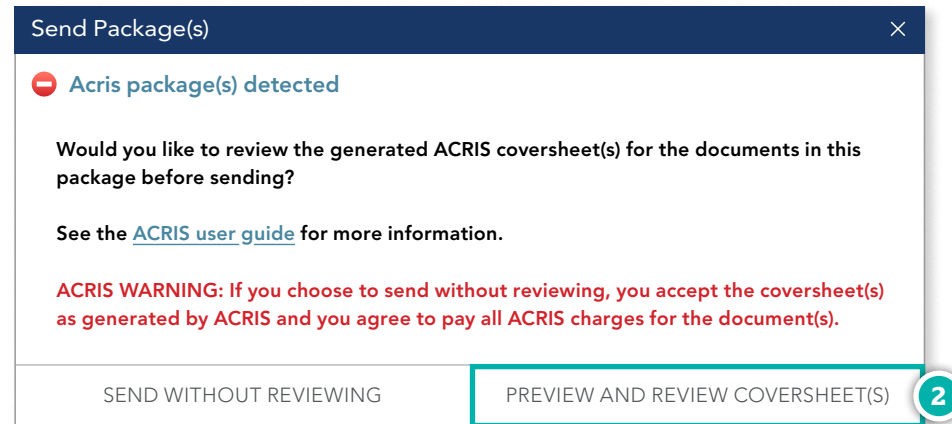
NAME/NUMBER	DOCUMENT TYPE	LAST MODIFIED	STATUS	PAGES	RECORDATION ORDER	ESTIMATED FEES	DELETE
Document 1	Mortgage	7/15/2022 9:12 AM	Ready to Send	5		\$2,686.75	[Icon]



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 ...

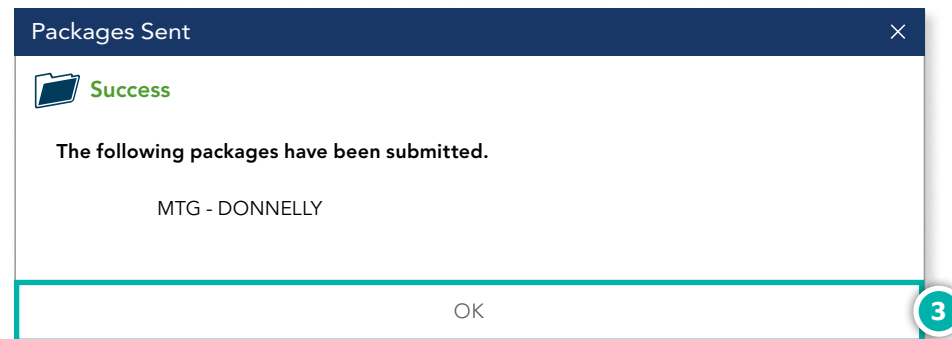


### Preview and Review Coversheet(s)

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.





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.

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 ...

**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 5 | ACRIS Package Sent for Processing

	PACKAGE	DOCS	JURISDICTION	OFFICE	MODIFIED	STATUS	ACTIONS
<input type="checkbox"/>	MTG - DONNELLY	1	Bronx, NY	Default Office	7/15/2022 9:18 AM	Pending	
<input type="checkbox"/>	NOC - APPLEBY	1	Lake County, FL	Default Office	7/15/2022 9:17 AM	Preparing	
<input type="checkbox"/>	MARKLE	1	Nassau County, NY	Default Office	7/15/2022 8:57 AM	Ready	

FIGURE 6 | ACRIS Package Returned for Review

	PACKAGE	DOCS	JURISDICTION	OFFICE	MODIFIED	STATUS	ACTIONS
<input type="checkbox"/>	MTG - DONNELLY	1	Bronx, NY	Default Office	7/15/2022 9:18 AM	Pending - Approve Coversheets	
<input type="checkbox"/>	NOC - APPLEBY	1	Lake County, FL	Default Office	7/15/2022 9:17 AM	Preparing	
<input type="checkbox"/>	MARKLE	1	Nassau County, NY	Default Office	7/15/2022 8:57 AM	Ready	

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

Send me an email notification when: ☐ Rejected ☒ Recorded

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

	NAME/NUMBER	DOCUMENT TYPE	LAST MODIFIED	STATUS	PAGES	ESTIMATED FEES
<input type="checkbox"/>	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.



### 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**.

FIGURE 8 | Reviewing a Document's ACRIS Cover Page

MTG - DONNELLY

Pending

Document 1  
Mortgage

Bronx, NY County Knowledge

Approve Coversheet Document 1 of 1  
\* Provide a rejection message if applicable.

Approve Reject

Indexing

Mortgagor

Rebekka Donnelly 11789 Boge Street, Bronx NY 10404

Mortgagor First Name: Rebekka  
Mortgagor Middle Name:  
Mortgagor Last Name: Donnelly  
Mortgagor Street Address Line 1: 11789 Boge Street  
Mortgagor City: Bronx  
Mortgagor State: NY  
Mortgagor Zip: 10404  
County: UNITED STATES

Mortgagee

Go Back

Main Image ACRIS Coversheet

Zoom Print Region

Page: 1 / 6

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6

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.

20229000110001100000002GGG1G

RECORDING AND ENDORSEMENT COVER PAGE PAGE 1 OF 6

Document ID: 202290001100001 Document Date: 07-13-2022 Preparation Date: 07-15-2022  
Document Type: MORTGAGE Document Page Count: 5

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

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

PROPERTY DATA

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

Property Type: DWEL Y - 1 FAMILY

CROSS REFERENCE DATA

CRFN \_\_\_\_\_ or Document \_\_\_\_\_ or \_\_\_\_\_ Year \_\_\_\_\_ Reel \_\_\_\_\_ Page \_\_\_\_\_ or File Number \_\_\_\_\_

### 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

MTG - DONNELLY

Bronx, NY

Pending - Approve Coversheets

Average Turnaround Time: 6 Business Days

Total Estimated Fees: \$2,686.75

County Batch ID: 2022011000111

REJECT COVERSHEETS 9

Send me an email notification when: ☐ Rejected ☐ Recorded

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

	NAME/NUMBER	DOCUMENT TYPE	LAST MODIFIED	STATUS	PAGES	ESTIMATED FEES
<input type="checkbox"/>	<a href="#">Document 1</a>	Mortgage	7/15/2022 9:18 AM	Rejected	5	\$2,686.75

Show Audit History Report



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
<input type="checkbox"/>	MTG - DONNELLY	1	Bronx, NY	Default Office	7/15/2022 9:18 AM	Rejected	
<input type="checkbox"/>	NOC - APPLEBY	1	Lake County, FL	Default Office	7/15/2022 9:17 AM	Preparing	
<input type="checkbox"/>	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



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