

# GSCCCA eFiling Portal Guide

**GSCCCA.org**  
THE GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY

Welcome, Rachel Clerk

Log Out

eFile Home | Filings | Account Management | Support | Contact Us | AOC | Admin



**START HERE**  
[Register](#) and start filing right away.

**NOTEWORTHY**  
 New improvements published to the Clerks' Authority eFile portal. Please click [here](#) for details.

**WELCOME TO THE GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY ELECTRONIC FILING PORTAL.**

This portal was created by the GSCCCA in cooperation with the Superior Court Clerks of Georgia in an effort to improve the technology of the Superior Court Clerks' offices and to find new ways to streamline the document filing process at no cost to state or local government. The Authority has created this portal under its legislative mandate in OCGA 15-6-94 to "develop, acquire, and distribute record management systems, information, services, supplies, and materials for superior court clerks of the state."

**Voluntary Participation**

The Authority recognizes that the adoption and use of electronic filing technologies may vary from county to county. Participation in this portal by a county is voluntary. Counties may elect to participate in this portal and/or a separate portal of their choosing.



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### **Overview**

The purpose of this user manual is to guide the user navigating the GSCCCA eFiling portal. The Clerks' Authority has created a portal which superior court clerks may use for the electronic filing of documents. Clerk participation in the GSCCCA eFile portal is voluntary and additional portals may be available for eFiling documents in the state of Georgia.

In order to use the GSCCCA eFile portal, all users must be registered. Registration is free-of-charge and only a single registration is needed for the Clerks' Authority eFile portal which allows users to file any document type offered by the portal.

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## Getting Started

### Register

In order to use the GSCCCA portal, all users must register to receive a username and password. To register, go to Account Management, then select **Register**.

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Home : [Account Management](#) : **Register**

### Register

To use this portal, you must first establish a filer account. Certain types of eFiling may require additional information to be provided prior to being allowed to file. Your filer account is used to create, submit, and manage your electronic filings. It is also used to establish and manage payment methods.

**Fields designated with an asterisk (\*) are required.**

#### General Account Information

\* USERNAME  
[Text Box]

\* PASSWORD [Text Box] \* CONFIRM PASSWORD [Text Box] Password must be at least 7 characters

\* EMAIL [Text Box] \* CONFIRM EMAIL [Text Box]

#### Contact Information

\* LAST NAME [Text Box] \* FIRST NAME [Text Box] MIDDLE NAME [Text Box] SUFFIX [Text Box]

COMPANY NAME [Text Box]

\* STREET ADDRESS [Text Box]

\* CITY [Text Box] \* STATE [Dropdown] \* ZIP [Text Box]

PHONE [Text Box] FAX [Text Box]

#### Terms of Use


☐ I have read and agree to the [Terms of Use](#).

Each registration must have a unique email address and passwords must be at least 7 characters. All users must read and agree to the Terms of Use in order to register. Required fields are as follows:

- Username
- Password
- Confirm Password
- Unique Email address
- Last Name
- First Name
- Street Address
- City
- Zip Code
- State



Upon successful registration, the following message will display.

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Log In

eFile HomeFilingsAccount ManagementSupportContact Us

Home : [Account Management](#) : **Register**


**Account Created Successfully**


**User Name:** eFiling User

**Email Address** efileuser@test.com

**Name:** eFile user

**Address:** 123 test st, atlanta, GA, 30303


 [Print this confirmation for your records.](#)



Continue

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Select **Continue** to access the log in page.


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Log In

eFile HomeFilingsAccount ManagementSupportContact Us

Home : [Account Management](#) : **Log In**

**Log In**


**Already Registered**

**User Name:**

**Password:**

LOGIN

[Forgot Password?](#)

**Need to Register**

To use this portal, you must first create a filer account. There is no charge to create an account.

[Click here to register.](#)

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## Log In

Enter User Name and Password then select **LOGIN**.


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[Home](#) : [Account Management](#) : [Log In](#)

### Log In




#### Already Registered

User Name:

Password:

**LOGIN**

[Forgot Password?](#)



#### Need to Register

To use this portal, you must first create a filer account. There is no charge to create an account.

[Click here to register.](#)

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## Current Filings

Once logged in, users are taken to the Current Filings page. The Current Filings page contains a listing of all user filings created, awaiting payment, submitted, accepted or rejected.

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[Home](#) : [Filings](#) : [Current Filings](#)

### Current Filings

The table below shows a record of your current filing activity.

[Switch to Clerk Display Transaction History](#)

[All](#) [Real Estate](#) [UCC](#)

Your Filings: Page 0 of 0 Filings Per Page: 10

Status:  From Date:  To Date:

Type:  [Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)

[View](#) [Resubmit](#) [Cancel](#) [Continue](#) [Archive](#) [Pay](#) [Refresh](#)

There are no records to display.

[Move First](#) [Move Previous](#) [Move Next](#) [Move Last](#)

**NEW FILING**

Real Estate and UCC documents may be eFiled. The Current Filings page provides a summary of all document types created for eFiling. To view Real Estate-only document types, select the Real Estate tab. Similarly, to view UCC only document types, select the UCC tab.

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[Home : Filings : Current Filings](#)

### Current Filings

The table below shows a record of your current filing activity. [Switch to Clerk Display Transaction History](#)

[All](#) [Real Estate](#) [UCC](#)

Your Filings: Page 0 of 0 Filings Per Page: 10

Status:  From Date:  To Date:

Type:  [Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)

[View](#) [Resubmit](#) [Cancel](#) [Continue](#) [Archive](#) [Pay](#) [Refresh](#)

There are no records to display.

[Move First](#) [Move Previous](#) [Move Next](#) [Move Last](#)

**NEW FILING**

## Filing Documents

### Filing a UCC Document

To file a UCC document, click the **New Filing** button, select **UCC** as the filing type then the county in which the UCC is being filed. Select **Continue**.

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[Home : Filings : New Filing](#)

### Select Type of Filing and County


1. Select the type of filing from the TYPE OF FILING drop-down box below.
2. Select the county in which you choose to file.
3. Click the Continue button to start the filing process.

TYPE OF FILING  COUNTY

[Continue](#)

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The fee schedule will display. Select **Continue**.



# CLARKE COUNTY


## SUPERIOR COURT

Welcome to the  
Clarke County Superior Court Clerk's Office

Outline of Fees for Selected Filing Type  
Filing type selected: UCC


Each 1-page UCC-1 form	\$10.00
Each 1-page UCC-1 with assignment form	\$20.00
Each 1-page UCC-3 form	\$10.00
Each 1-page UCC-5 form	\$10.00
Each 1-page UCC-1Ad form	\$2.00
Each 1-page UCC-3Ad form	\$2.00
Each additional page of UCC-1 Form	\$2.00
Each additional page of UCC-1Ad Form	\$2.00
Each additional page of UCC-1As Form	\$2.00
Each additional page of UCC-3 Form	\$2.00
Each additional page of UCC-3Ad Form	\$2.00
Each additional page of UCC-5 Form	\$2.00
Fee per page for freeform attachments	\$2.00

**Cancel****Continue**



BEVERLY LOGAN

Click **Add UCC Form** to attach the completed UCC-1, UCC-3 or UCC-5 form ready for filing.




# CLARKE COUNTY

## SUPERIOR COURT

### Electronic Filing of Uniform Commercial Codes

1. Click the Add UCC Form button and attach a UCC form.
2. Click the Add Attachment button and attach addendum files or freeform attachments.
3. Add as many addendum form and freeform attachments as necessary.
4. Click the Continue button to continue your filing.

Files can be any of the following types:  
Tiff image format (TIFF)    Portable Document Format (PDF)    Microsoft Word format (RTF, DOC or DOCX)

**Important UCC Forms Notice Effective July 1, 2013**

**STEP 1: Attach UCC-1, UCC-3 or UCC-5 Form**

**Add UCC Form**

You must attach one and only one UCC Form to continue your filing.

**STEP 2: Attach Additional Files**

Once you have attached a UCC Form, you may attach 1 or more additional files (for example, a Collateral Description).

**STEP 3: Filing Name (optional)**

Enter an optional name by which you would like to refer to this filing:

**Total Fees \$0.00**

Note: A non-refundable transaction fee of 3.5% will apply if payment is made with a credit card.

**Cancel****Continue**

Step 1: Select the UCC form being filed then click the Browse button to attach the UCC filing form. An optional field is available if you wish to enter a description of the UCC being filed. This description will be displayed with the details of the filed UCC. Select **Continue**.

To add additional documentation to the UCC filing, select **Add Attachment**.



#### Electronic Filing of Uniform Commercial Codes

1. Click the Add UCC Form button and attach a UCC form.
2. Click the Add Attachment button and attach addendum files or freeform attachments.
3. Add as many addendum form and freeform attachments as necessary.
4. Click the Continue button to continue your filing.



Files can be any of the following types:

Tiff image format (TIFF)    Portable Document Format (PDF)    Microsoft Word format (RTF, DOC or DOCX)



#### **Important UCC Forms Notice Effective July 1, 2013**

#### STEP 1: Attach UCC-1, UCC-3 or UCC-5 Form

Your Description	UCC Type	Pages	Base Fee	Add'l Page Fee
 Attached UCC Form	UCC-1	2	\$10.00	\$2.00 

#### STEP 2: Attach Additional Files

**Add Attachment**

Once you have attached a UCC Form, you may attach 1 or more additional files (for example, a Collateral Description).

#### STEP 3: Filing Name (optional)

Enter an optional name by which you would like to refer to this filing:

**Total Fees \$12.00**

Note: A non-refundable transaction fee of 3.5% will apply if payment is made with a credit card.

**Cancel**

**Continue**

Step 2: Select **Browse** to attach the additional documentation for filing then select **Continue**.

Step 3 (Optional): Enter a descriptive filing name to be displayed on the Current Filings page providing easy identification of the filing.



### Electronic Filing of Uniform Commercial Codes

1. Click the Add UCC Form button and attach a UCC form.
2. Click the Add Attachment button and attach addendum files or freeform attachments.
3. Add as many addendum form and freeform attachments as necessary.
4. Click the Continue button to continue your filing.

Files can be any of the following types:

Tiff image format (TIFF)    Portable Document Format (PDF)    Microsoft Word format (RTF, DOC or DOCX)



### **Important UCC Forms Notice Effective July 1, 2013**

#### STEP 1: Attach UCC-1, UCC-3 or UCC-5 Form

	Your Description	UCC Type	Pages	Base Fee	Add'l Page Fee	
	Attached UCC Form	UCC-1	2	\$10.00	\$2.00	

#### STEP 2: Attach Additional Files

**Add Attachment**

	Your Description	Pages	Add'l Pg Fee	
	Attached File	2	\$4.00	

#### STEP 3: Filing Name (optional)

Enter an optional name by which you would like to refer to this filing:

**Total Fees \$16.00**

Note: A non-refundable transaction fee of 3.5% will apply if payment is made with a credit card.

**Cancel**

**Continue**

Select **Continue** to proceed. Computed filing fee will appear. Please review the filing. If ready to submit, enter initials for the Electronic Signature then select **Submit Filing**.



# CLARKE COUNTY

## SUPERIOR COURT

**Review and Submit Your Filing**


- Review your filing.
- Use the Previous Page button at the bottom of this page to return to the previous page and make any necessary changes.
- Enter your initials in the Electronic Signature box below.
- Click the Submit Filing button to submit your filing.

**Computed Fee \$16.00**

Note: A non-refundable transaction fee of 3.5% will apply if payment is made with a credit card.

**Filing Name:** Multi-party filing

**Attached UCC Forms:**

Your Description	UCC Type	Pages	Base Fee	Add'l Page Fee
 Attached UCC Form	UCC-1	2	\$10.00	\$2.00

Your Description	Pages	Add'l Pg Fee
 Attached File	2	\$4.00

**ELECTRONIC SIGNATURE**

STATE OF GEORGIA, COUNTY OF CLARKE


By affixing this electronic verification, oath, or affidavit to this pleading/filing submitted to the Court and attaching my electronic signature hereon, I do hereby swear or affirm that the statement/information set forth in the above pleading/filing is true and correct.

Enter your initials to affirm this oath:

EUF

[Previous Page](#)
[Submit Filing](#)

Although the filing was submitted, it has not been sent to the Clerk's office for filing. For UCC documents to be submitted to the clerk's office for filing, payment must be authorized. Until payment is authorized, the filing will maintain a status of Awaiting Payment.



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**Current Filings**

The table below shows a record of your current filing activity.

You have **1 Filing** that has not yet been paid for. The filing process is not complete until fees are paid.

[Switch to Clerk](#)  
[Display Transaction History](#)

[PAY FEES](#)








[Learn About Payment Options And Fees](#)

**All** | **Real Estate** | **UCC**

Your Filings: Page 0 of 0 Filings Per Page: 10

Status: Select From Date:  To Date:

Type: Select [Current Activity](#) | [Last 30 Days](#) | [Last 60 Days](#) | [Last 90 Days](#)

 View
 Resubmit
 Cancel
 Continue
 Archive
 Pay
 Refresh


There are no records to display.

⏪ Move First
⏴ Move Previous
⏵ Move Next
⏩ Move Last

NEW FILING



To complete the submission process, select **Pay Fees** to authorize payment. Payment may be authorized for a single filing or for multiple filings. All filings awaiting payment will display under Pay Filing Fees. Check the box next to each filing for which payment is being authorized, then select **Continue to Payment Information**.



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Welcome, eFile user

### Pay Filing Fees

The following is a list of unpaid filings associated with your account.

- Select the filings that you wish to pay for at this time by placing a check in the checkbox on the left side of each filing. The total payment for the filings you select will be updated at the bottom of the list.
- When you have finished selecting filings, click **Continue to Payment Information** to advance to the payment options page.

SEL	ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
<input checked="" type="checkbox"/>	10737	8/31/2015 2:29:57 PM	AWAITING PAYMENT	Clarke	UCC "Multi-party filing"	\$16.00

**ESTIMATED FEES FOR THE SELECTED FILINGS: \$16.00**  
*Please note that the fees calculated here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.*

CLOSE

CONTINUE TO PAYMENT INFORMATION

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There are three methods of payment which are accepted, credit card, bank account or a pre-funded draw-down account. Select the desired payment option to authorize payment. For instructions regarding payment options, see Payment Methods.

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Welcome, eFile user


### Pay Filing Fees

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
10737	8/31/2015 2:29:57 PM	AWAITING PAYMENT	Clarke	UCC "Multi-party filing"	\$16.00


**ESTIMATED FEES FOR THE SELECTED FILINGS: \$16.00**

Please note that the fees calculated here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.


### Payment Options



**PAY BY CREDIT CARD**



**PAY BY BANK ACCOUNT**



**PAY BY ESCROW ACCOUNT**

[RETURN TO FILING SELECTION](#)

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Once payment is successfully authorized, a confirmation screen will appear.

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Welcome, eFile user

### Pay Filing Fees

## Bank Account Authorization Successful


Bank account authorized for payment of filing fees, and filings have been transmitted to the Clerk's office for processing. Your bank account will only be charged upon acceptance of the filing(s).

**Reference Number:** b8e78609-cbc2-450b-9199-bb8b0f88f31d [What Is This?](#)

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
10737	8/31/2015 2:29:57 PM	AWAITING CLERK REVIEW	Clarke	UCC "Multi-party filing"	\$16.00

**ESTIMATED FILING FEES: \$16.00**  
**PROCESSING FEES: \$1.00**  
**TOTAL PAYMENT: \$17.00**

Please note that the fees authorized here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.

 [Print this confirmation for your records.](#)

**CLOSE**

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Also, the filing status updates to Awaiting Clerk Review and the filing has been transmitted to the Superior Court Clerk's office for review.

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### Current Filings

The table below shows a record of your current filing activity. [Switch to Clerk Display Transaction History](#)

You have **1 Filing** that has not yet been paid for. The filing process is not complete until fees are paid. [PAY FEES](#) [Learn About Payment Options And Fees](#)

[All](#) [Real Estate](#) [UCC](#)

Your Filings: Page 1 of 1 Filings Per Page: 10

Status:  From Date:  To Date:

[Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)

	View	Resubmit	Cancel	Continue	Archive	Pay	Refresh
* ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/> 10829	9/21/2015 10:00:05 AM	AWAITING CLERK REVIEW		Clarke	UCC "multi-party filing"	\$12.00	AUTH

[Move First](#) [Move Previous](#) [Move Next](#) [Move Last](#)

**NEW FILING**

## Filing a Real Estate Document

To file a Real Estate Document, click the **New Filing** button, then select Real Estate as the type of filing then the county in which the Real Estate document is being filed. Select **Continue**.

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[Home](#) : [Filings](#) : **New Filing**

### Select Type of Filing and County

- Select the type of filing from the TYPE OF FILING drop-down box below.
- Select the county in which you choose to file.
- Click the Continue button to start the filing process.

TYPE OF FILING:

COUNTY:

[Continue](#)

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The fee schedule will display. Select **Continue**.



# CLARKE COUNTY

## SUPERIOR COURT

### Welcome to the Clarke County Superior Court Clerk's Office

This website will calculate an estimate of the filing fees for every document you eFile based on the table below, and information you provide. When the Clerk of Superior Court receives and processes your document, the Clerk will confirm and determine the actual filing fees which in some cases may vary from the estimate displayed to you when you submit your document.


#### Outline of Fees for Selected Filing Type Filing type selected: RealEstate



Type of Document	Description	Filing Fee
Deed - Affidavit	Affidavit related to Title to Real Property, or to a Deed.	\$10 First Page + \$2 for each additional page + \$2 for each required or requested Cross Index
Deed - Conveyance Deed (PT-61 required)	Deeds that conveys real property, such as Warranty Deeds, Gift Deeds, Estate Deeds, Trustees Deeds, Quit Claim Deeds, and Tax Sale Deeds. (Excluding Foreclosure Deeds, "Quit Claim Deeds of Release", Gas/Oil/Mineral Deeds, and Security Deeds.)	\$10 First Page + \$2 for each additional page + \$2 for each required or requested Cross Index
Deed - Foreclosure Deed / Deed in Lieu of Foreclosure (PT-61 required)	Foreclosure Deeds and Deeds In Lieu of Foreclosure	\$10 First Page + \$2 for each additional page + \$2 for each required or requested Cross Index
Deed - Security Deed Assignment	Assignments of Security Deeds (excluding other type of assignments such as Assignments of leases and Rents, and Lien Assignments)	\$5 for each Security Deed being assigned + \$2 for each required or requested cross Index
Deed - Security Deed Cancellation	Security Deed Cancellation/Release, or "Quit Claim Deed of Release" (exclude other Quit Claim Deeds).	\$10 for each Security Deed being cancelled/released + \$2 to cross index each Security Deed and any other requested cross indexes + \$2 for each additional page after the first
Deed - Security Deed (Mortgage) and Security Deed Modification	Security Deeds (aka Mortgages and Deeds to Secure Debt). Including modifications of Security Deeds; but excluding subordination Agreements. (Intangible taxes may be due on the Principal amount)	\$10 First Page + \$2 for each additional page + \$2 for each required or requested Cross Index
Deed - Other	All other documents that are to be recorded in the Real estate (aka Grantor/Grantee) Docket.	\$10 First Page + \$2 for each additional page + \$2 for each required or requested Cross Index
Lien - Lien	Lien (Includes Writ of Fieri Facias aka FiFa, Federal Tax Lien, Materialman's/Mechanic's Lien, Personal Property Lien, Hospital lien/notice, etc)	\$5 First Page + \$2 for each additional page + \$2 for each required or requested Cross Index
Lien - Cancellation	Lien Cancellation, Release, and Satisfaction. (Including partial release/satisfaction)	\$5 for each Lien being cancelled/satisfied/released + \$2 to cross index each Lien and any other requested cross indexes + \$2 for each additional page
Lien - Assignment	Assignment of Lien(s)	\$5 First Page + \$2 for each additional page + \$2 for each required or requested Cross Index
Lien - Extension / Nulla Bona	Nulla Bona, and Personal Property Lien Extension	\$5 First Page + \$2 for each additional page + \$2 for each required or requested Cross Index

Enter a descriptive name in the Name field to allow easy identification of the real estate eFile package. Select **Add New Filing** to attach a document for filing.

CLARKE COUNTY  
Superior Court Clerk's Office




## Real Estate eFiling

Welcome to GSCCCA Real Estate eFiling

You may file one or more related real estate documents using this screen. When multiple filings are submitted together, they are accepted or rejected by the clerk as a single package. All documents filed together will all be accepted or all rejected.

Please review the contents of your filing package below. Once you are satisfied, click the **Submit** button to accept it.



### eFiling Package Summary

**Name:**

**County:**

**Fees Grand Total:** \$0.00

---

#### Filing Information

There are no filings in your filing package. Click the **Add New Filing** button below to add a new filing to the filing package.

Add New Filing

Fees Grand Total: \$0.00

Submit

Cancel Package

Add New Filing

Please review the contents of your filing package above. Once you are satisfied, click the **Submit** button to accept it.

Submit

Cancel Package

Select the **Instrument Type**. The Authority limits the instrument types. Please select the instrument type which best fits the document being filed. If no instrument type fits, select **Other**.

CLARKE COUNTY  
Superior Court Clerk's Office



## Real Estate eFiling

1. Document

2. Taxes

3. Parties

4. Participants


5. Filing Fees

Step 1: To help us calculate proper recording fees, please tell us which type of document you are recording.

**Instrument Type:**

### eFiling Package Summary

**Filings In Package**

 **(New Filing)**






Use this screen to specify the document you are filing.

Next

Cancel

After selecting the Instrument Type, a description of the instrument type will appear along with documentation required to file the selected instrument type. To attach the document for filing, select **Browse**. **In order to proceed, the cross indexes field must be populated.** If no cross references, enter zero. This information is needed to estimate fees.

CLARKE COUNTY  
Superior Court Clerk's Office



Real Estate eFiling

1. Document

2. Taxes

3. Parties

4. Participants

5. Filing Fees

Step 1: To help us calculate proper recording fees, please tell us which type of document you are recording.

Instrument Type:  

Deed - Affidavit

?

Select this Instrument Type if your document is best described as:

- Affidavit related to Title to Real Property, or to a Deed.

Following is some information you will need to collect in order to complete this filing:

- A count of any related deeds specified in your affidavit, and any additional documents your cancellation requests the clerk to cross index.

Upload Document:  

Browse...

View

?


Selected File:  
"AFF with x-refs.pdf"


Supported File Types:  
PDF or TIF


Upload Progress:  
Complete: 107.2 KB

eFiling Package Summary

Filings In Package

 Deed - Affidavit

 [AFF with x-refs.pdf](#)

 [3 page\(s\)](#)

Cross indexes: Deeds specified in instrument, and any requested.  
2

Additional Information about this Document

Cross indexes: Deeds specified in instrument, and any requested.

2

?

Use this screen to specify the document you are filing.

Next

Cancel

17

Select **Next** to continue. The attached document will display in the eFiling package summary. If tax information is required, enter the **PT-61 file number** to proceed. If no PT-61 document has been filed, a link to file the PT-61 is available. If no tax information is required, select **Next** to continue.

**CLARKE COUNTY**  
Superior Court Clerk's Office

### Real Estate eFiling

1. Document    **2. Taxes**    3. Parties    4. Participants    5. Filing Fees

Step 2: Specify tax information related to the document.

No tax information is required for this type of document.

Please click **Next** to continue.

Back    **Next**    Cancel

**eFiling Package Summary**  
Filings In Package  
Deed - Affidavit  
AFF with x-refs.pdf  
3 page(s)  
Cross indexes: Deeds specified in instrument, and any requested.  
2

Enter the requested party name information then select **Next**.

**CLARKE COUNTY**  
Superior Court Clerk's Office

### Real Estate eFiling

1. Document    2. Taxes    **3. Parties**    4. Participants    5. Filing Fees

Step 3: Specify the parties to the document.

Affiant/Property Owner:    Quick-Pick: Recently Used Parties...

Enter the first Affiant/Property Owner specified by the document in the space provided below.

- For a person, enter the name as "Last Name, First Name".
- For a business, simply type the business name.
- To use a recently used party name, choose if from the "Quick-Pick" dropdown list.

Name of Primary Affiant/Property Owner:

Use this screen to specify the parties to the document.

Back    **Next**    Cancel

**eFiling Package Summary**  
Filings In Package  
Deed - Affidavit  
AFF with x-refs.pdf  
3 page(s)  
Cross indexes: Deeds specified in instrument, and any requested.  
2



Select **Participant ID**. If multiple Participant IDs need to be added, select **Add More Participants**. Once all required Participant IDs are added, select **Next**. *Note: For more information regarding Participant IDs and the requirements for eFiling real estate documents, view the Real Estate Electronic Recording Standards for the State of Georgia available on [www.gsccca.org](http://www.gsccca.org).*

**CLARKE COUNTY**  
Superior Court Clerk's Office

**Real Estate eFiling**

1. Document | 2. Taxes | 3. Parties | **4. Participants** | 5. Filing Fees

Step 4: Specify the registered participants to the document.

Filer's Participant ID:

**Add More Participants**

Use this screen to specify the participants to the document.

**eFiling Package Summary**

**Filings in Package**

Deed - Affidavit  
[AFF with x-refs.pdf](#)  
[3 page\(s\)](#)

Cross indexes: Deeds specified in instrument, and any requested.  
 2

First Affiant/Property Owner  
 js smiyh

**Back** **Next** **Cancel**

Next, review the estimated filing fees. If including a message or note to the filing office, enter the note in the **Note to Clerk** field, then select **Next** to continue.

**CLARKE COUNTY**  
Superior Court Clerk's Office

**Real Estate eFiling**

1. Document | 2. Taxes | 3. Parties | 4. Participants | **5. Filing Fees**

Step 5: Review filing fees.

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$10.00	1	\$10.00
Cross-Indexes	\$2.00	2	\$4.00
Additional Pages	\$2.00	2	\$4.00
<b>Total:</b>			<b>\$18.00</b>
			<small>* Estimate Only</small>

Note to Clerk (optional):  
 Enter a note or message related to this filing that you would like to communicate to the clerk.

Use this screen to review the above filing fees for the specified document.

**eFiling Package Summary**

**Filings in Package**

Deed - Affidavit  
[AFF with x-refs.pdf](#)  
[3 page\(s\)](#)

Cross indexes: Deeds specified in instrument, and any requested.  
 2

First Affiant/Property Owner  
 js smiyh

**Participant IDs**  
 3612435217 (Rachel Filer)

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$10.00	1	\$10.00
Cross-Indexes	\$2.00	2	\$4.00
Additional Pages	\$2.00	2	\$4.00
			<small>* Estimate Only</small>

**Back** **Next** **Cancel**

Review eFiling package. If additional filings need to be added to the filing package, select **Add New Filing** and repeat the previous steps. If no additional filings and/or edits are needed, select **Submit**.

## CLARKE COUNTY

Superior Court Clerk's Office

### Real Estate eFiling

#### Welcome to GSCCCA Real Estate eFiling

You may file one or more related real estate documents using this screen. When multiple filings are submitted together, they are accepted or rejected by the clerk as a single package. All documents filed together will all be accepted or all rejected.

Please review the contents of your filing package below. Once you are satisfied, click the **Submit** button to accept it.



### eFiling Package Summary

Name:

Your Package Name

County:

Clarke

Fees Grand Total: \$18.00

Submit

Cancel Package

Add New Filing

#### Filing Information



Instrument Type:

Deed - Affidavit  
(Affidavit related to Title to Real Property,  
or to a Deed.)

Document:

[AFF with x-refs.pdf](#)

Number of Pages:

3

Cross indexes: Deeds  
specified in instrument,  
and any requested.

2

First Affiant/Property  
Owner

js smiyh

Participant IDs:

3612435217 (Rachel Filer)

Fees:

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$10.00	1	\$10.00
Cross-Indexes	\$2.00	2	\$4.00
Additional Pages	\$2.00	2	\$4.00
<b>Total:</b>			<b>\$18.00</b>
* Estimate Only			

Edit

Delete

Filing Order

First

Up

Down

Last

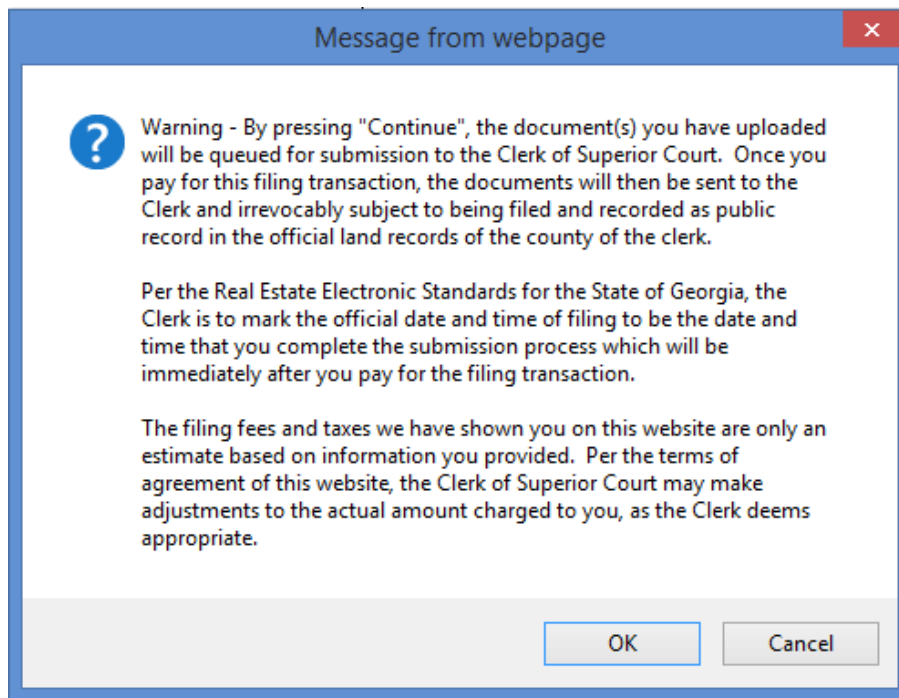
Note to Clerk:

Add New Filing

Fees Grand Total: \$18.00



Verify the information the requested information then select **OK**.



A confirmation screen will appear upon successful submission. To pay immediately, select **Pay Now**. To pay later, select **Pay Later**

CLARKE COUNTY  
Superior Court

### Real Estate eFiling

Your filing package was submitted successfully.

**Attention**

This filing package will not be sent to the clerk until it is paid for.  
Click the **Pay Now** button below to send this filing package to the clerk, otherwise, click **Pay Later**.

County Name: Clarke  
Filing ID: 10738  
[What Is This?](#)

Filing Type	Instrument Type	Status	Fee
Real Estate	Deed - Affidavit	AWAITING PAYMENT	\$18.00

**ESTIMATED FEES FOR THE SELECTED FILINGS: \$18.00**

Please note that the fees shown here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.

[Print this confirmation for your records.](#)

**Pay Now** **Pay Later**



Although the filing was submitted, it has not been sent to the Clerk's office for filing. For Real Estate documents to be submitted to the clerk's office for filing, payment must be authorized. To authorize payment immediately, select **Pay Now**. To defer authorization of payment, select **Pay Later**. Until payment is authorized, the filing will maintain a status of Awaiting Payment.

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[Home](#) : [Filings](#) : [Current Filings](#)

### Current Filings

The table below shows a record of your current filing activity. [Display Transaction History](#)

You have **1 Filing** that has not yet been paid for. The filing process is not complete until fees are paid. **PAY FEES**

[Learn About Payment Options And Fees](#)

[All](#) [Real Estate](#) [UCC](#)

Your Filings: Page 1 of 1 Filings Per Page: 10

Status:  From Date:  To Date:

Type:  [Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)

[View](#) [Resubmit](#) [Cancel](#) [Continue](#) [Archive](#) [Pay](#) [Refresh](#)

	ID	LAST ACTIVITY	STATUS	BOOK/PAGE	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	10830	9/21/2015 10:04:55 AM	AWAITING PAYMENT		Clarke	RealEstate "RE special"	\$12.00 (EST)	
			AWAITING PAYMENT			RealEstate		

To complete the submission process, select **Pay Fees** to authorize payment. Payment may be authorized for a single filing or for multiple filings. All filings awaiting payment will display under Pay Filing Fees. Check the box next to each filing for which payment is being authorized, then select **Continue to Payment Information**.

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Welcome, Rachel Filer

### Pay Filing Fees

The following is a list of unpaid filings associated with your account.

- Select the filings that you wish to pay for at this time by placing a check in the checkbox on the left side of each filing. The total payment for the filings you select will be updated at the bottom of the list.
- When you have finished selecting filings, click **Continue to Payment Information** to advance to the payment options page.

SEL	ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
<input checked="" type="checkbox"/>	10738	8/31/2015 3:23:13 PM	AWAITING PAYMENT	Clarke	RealEstate	\$18.00

**ESTIMATED FEES FOR THE SELECTED FILINGS: \$18.00**

Please note that the fees calculated here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.

**CLOSE** **CONTINUE TO PAYMENT INFORMATION**

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There are three methods of payment which are accepted, credit card, bank account or a pre-funded draw-down account. Select the desired payment option to authorize payment. For instructions regarding payment options, see **Payment Methods**.

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Welcome, Rachel Filer

### Pay Filing Fees

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
10738	8/31/2015 3:23:13 PM	AWAITING PAYMENT	Clarke	RealEstate	\$18.00

**ESTIMATED FEES FOR THE SELECTED FILINGS: \$18.00**

Please note that the fees calculated here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.

### Payment Options

**PAY BY CREDIT CARD**

**PAY BY BANK ACCOUNT**

**PAY BY ESCROW ACCOUNT**

**RETURN TO FILING SELECTION**

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Once payment is successfully authorized, a confirmation screen will appear.

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### Pay Filing Fees

## Escrow Account Authorization Successful

Escrow account authorized for payment of filing fees, and filings have been transmitted to the Clerk's office for processing. Your escrow account will only be charged upon acceptance of the filing(s).

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
10738	8/31/2015 3:23:13 PM	AWAITING CLERK REVIEW	Clarke	RealEstate	\$18.00

**ESTIMATED FILING FEES: \$18.00**

Please note that the fees authorized here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.

[Print this confirmation for your records.](#)

**CLOSE**

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Also, the filing status updates to Awaiting Clerk Review and the filing has been transmitted to the Superior Court Clerk's office for review.

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Home : [Filings](#) : **Current Filings**

**Current Filings**

The table below shows a record of your current filing activity. [Display Transaction History](#)

All **Real Estate** UCC

Your Filings: Page 1 of 1 Filings Per Page: 10

Status:  From Date:  To Date:

Type:  [Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)

[View](#) [Resubmit](#) [Cancel](#) [Continue](#) [Archive](#) [Pay](#) [Refresh](#)

ID	LAST ACTIVITY	STATUS	BOOK/PAGE	COUNTY	TYPE	FEE	PMT
10830	9/21/2015 10:06:48 AM	AWAITING CLERK REVIEW		Clarke	RealEstate "RE special"	\$12.00 (EST)	AUTH

## Filing Requirements

### Associating Participant IDs

In order to eFile real estate documents using the GSCCCA portal, accounts must be set up to eFile real estate documents. To create an account to eFile real estate documents, a valid Participant ID must be associated with the account. If no participant ID is associated with the account, the below message will display.

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**Attention**

You have selected the option to eFile Real Estate documents, however, your account is not currently setup to eFile Real Estate documents.

According to the ["Real Estate Electronic Recording Standards for the State of Georgia"](#), only certain individuals and entities that satisfy certain requirements are eligible to eFile Real Estate documents in Georgia. (Please note that this is not a requirement of just this website, but a statewide requirements all Clerks of Superior Court must follow.)

According to these Statewide Standards, those who are eligible to eFile Real Estate documents in any county in Georgia are referred to as "Participants", and each participant is uniquely identified by a ten digit **Participant ID** that is provided to them upon completion of a registration process.

In order to setup your account to eFile Real Estate documents, you must "associate" your eFiling account with one or more of these registered participants IDs. These participant IDs must either have been previously applied for and assigned to you, or must belong to an entity who will be asked to confirm that they authorize you to use their existing Participant ID for the purpose of electronically filing Real Estate in the state of Georgia.

If you wish to associate your account with an already existing 10-digit participant ID:

- From the **Account Management** menu above, choose **Manage Participant IDs**, or click [here](#).
- Follow the onscreen instructions to associate a participant ID with your account.

If you wish to register to become a participant and be assigned your own Participant ID, then you may apply to do so [here](#).

If you have additional questions about this process, please contact the GSCCCA Helpdesk at 404-327-9760 or send email to [help@gsccca.org](mailto:help@gsccca.org)

[MANAGE PARTICIPANT IDS](#) [REGISTER FOR PARTICIPANT ID](#) [CANCEL](#)

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Participant IDs associated with an account may be the user's Participant ID or another individual's or business's Participant ID. Multiple Participant IDs may be associated with an account. In order to associate a Participant ID with an account, a user must request association with a Participant ID and must receive approval from the owner of the Participant ID. To associate a Participant ID, select **Manage Participant IDs**.

Users may also go to Account Management then select **Manage Participant IDs** to access the screen below. Select **Add ID**.

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[Home](#) : [Account Management](#) : **Manage Participant IDs**

### Manage Participant IDs

According to the ["Real Estate Electronic Recording Standards for the State of Georgia"](#), only certain individuals and entities that satisfy certain requirements are eligible to eFile Real Estate documents in Georgia. (Please note that this is not a requirement of just this website, but a statewide requirement all Clerks of Superior Court must follow.)

According to these Statewide Standards, those who are eligible to eFile Real Estate documents in any county in Georgia are referred to as "Participants", and each participant is uniquely identified by a ten digit **Participant ID** that is provided to them upon completion of a registration process.

In order to setup your account to eFile Real Estate documents, you must "associate" your eFiling account with one or more of these registered participants IDs. These participant IDs must either have been previously applied for and assigned to you, or must belong to an entity who will be asked to confirm that they authorize you to use their existing Participant ID for the purpose of electronically filing Real Estate in the state of Georgia.

Click the **Add ID** link below and follow the onscreen instructions to associate a participant ID with your account. If you wish to register to become a participant and be assigned your own Participant ID, then you may apply to do so [here](#).

[Add ID](#) [Remove ID](#) [Delete ID](#) [Refresh](#)

There are no records to display.

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Search by name or number to find the Participant ID needing to be associated with an account. Enter the Participating ID or name to search then select **Submit**.

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### Associate Participant ID

In order to associate a Participant ID with your account, the Participant ID must first be located in the statewide Real Estate eFile Registry. The Participant ID being located must be an ID that either belongs to you directly, or that you have received permission to use for the purpose of filing Real Estate through this portal. When you complete a request to use a Participant ID, the owner of the Participant ID will be notified via email that you are attempting to associate the ID with your account. The Participant ID will not be associated with your account until the owner of the Participant ID authorizes your use of the ID via the eFile Registry website.

Please enter your search criteria in the form below:

☒ Search by name  
☐ Search by participant ID number

Name:

Click **Submit** to search or **Cancel** to exit.

**SUBMIT** **CANCEL**

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Search results will display. Click **Associate** to generate a request to the participant ID requesting association for your account.

**Manage Participant IDs**

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### Associate Participant ID

Searched Name: jones

Click the "Associate" link in the "Action" column to associate the Participant ID with your account.

Participant ID	Business/Organization	Name	Participation Information	Action
5476301845		John Jones	Type: Trusted User Status: Active Date: 2012-02-23T02:20:15	<a href="#">Associate</a>
5391862963	Georgia Holding Industries	J Scott Jones	Type: Trusted User Status: Active Date: 2015-03-20T10:50:49	<a href="#">Associate</a>
2501735471		J Scott Jones	Type: Trusted User Status: Active Date: 2015-03-20T10:54:38	<a href="#">Associate</a>
3029307685		Surveyor Jones	Type: Trusted User Status: Active Date: 2013-01-02T04:14:50	<a href="#">Associate</a>

To complete the request, a confirmation of the association request must be completed. Read and accept the agreement, then select **Submit** to complete the association request.

**Manage Participant IDs**

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Welcome, rachel rice

### Associate Participant ID

You have indicated that you would like to associate the following participant to your eFile account:

**Participant ID:** 2501735471  
**Business/Organization:**  
**Name:** J Scott Jones  
**Participant Type:** Trusted User  
**Participation Status:** Active

### Agreement:

By requesting to associate a Participant ID with your eFile User account, you agree to the following:

1. You are the responsible owner of the Participant ID that you are requesting to associate with, or have been given permission from the authorized owner to use the Participant ID.
2. You are aware that the owner of the Participant ID will receive an e-mail with instructions to verify / authorize you to associate and use the Participant ID.

Click **Back** to choose a different participant ID, **Submit** to proceed with this authorization request, or **Cancel** to exit.

**BACK** **SUBMIT** **CANCEL**



A confirmation page which may be printed for your records will generate. The owner of the participant ID must confirm the request to allow association enabling eFile of Real Estate documents. Select **Done** to return to the Participant ID Management page.

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Welcome, rachel rice

### Associate Participant ID

Your request for authorization has been sent to the following participant:

**Participant ID:** 2501735471  
**Business/Organization:**  
**Name:** J Scott Jones  
**Participant Type:** Trusted User  
**Participation Status:** Active  
**Request Date:** 9/2/2015 2:13:21 PM

[Print this confirmation for your records.](#)

Click **Done** to exit.

**DONE**

Authorization status will reflect a Pending status until the owner of the Participant ID accepts or rejects the association request. Upon acceptance of the request, the authorization status will be Active at which time the user may eFile real estate documents. **Please note: Participant IDs are issued through [www.efileregistry.org](http://www.efileregistry.org).**

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Home : [Account Management](#) : **Manage Participant IDs**

### Manage Participant IDs

According to the "[Real Estate Electronic Recording Standards for the State of Georgia](#)", only certain individuals and entities that satisfy certain requirements are eligible to eFile Real Estate documents in Georgia. (Please note that this is not a requirement of just this website, but a statewide requirement all Clerks of Superior Court must follow.)

According to these Statewide Standards, those who are eligible to eFile Real Estate documents in any county in Georgia are referred to as "Participants", and each participant is uniquely identified by a ten digit **Participant ID** that is provided to them upon completion of a registration process.

In order to setup your account to eFile Real Estate documents, you must "associate" your eFiling account with one or more of these registered participants IDs. These participant IDs must either have been previously applied for and assigned to you, or must belong to an entity who will be asked to confirm that they authorize you to use their existing Participant ID for the purpose of electronically filing Real Estate in the state of Georgia.


Click the **Add ID** link below and follow the onscreen instructions to associate a participant ID with your account. If you wish to register to become a participant and be assigned your own Participant ID, then you may apply to do so [here](#).

[Add ID](#) [Remove ID](#) [Delete ID](#) [Refresh](#)

* ▶	PARTICIPANT ID	NAME	PARTICIPATION INFO	AUTHORIZATION INFO
<input type="checkbox"/>	2501735471	J Scott Jones	Type: Trusted User Status: Active Date: 3/20/2015 10:54:38 AM	Status: Pending Request Date: 9/2/2015 2:15:08 PM

## Authorizing Payment

Filings will not be submitted to the Superior Court Clerk's office until payment has been authorized. The GSCCCA portal allows for three methods of payment: credit card, bank account or escrow account. To authorize payment of estimated filing fees, select **Funding & Payments** then select **Pay Filing Fees**. Select the filings to be paid then select **CONTINUE TO PAYMENT INFORMATION**.

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Welcome, Rachel Filer

### Pay Filing Fees

The following is a list of unpaid filings associated with your account.

- Select the filings that you wish to pay for at this time by placing a check in the checkbox on the left side of each filing. The total payment for the filings you select will be updated at the bottom of the list.
- When you have finished selecting filings, click **Continue to Payment Information** to advance to the payment options page.


SEL	ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
<input type="checkbox"/>	10747	9/2/2015 2:22:24 PM	AWAITING PAYMENT	Rabun	UCC "Jane Doe"	\$12.00
<input type="checkbox"/>	10748	9/2/2015 2:23:12 PM	AWAITING PAYMENT	Rabun	UCC "Amendment 2"	\$16.00

**ESTIMATED FEES FOR THE SELECTED FILINGS: \$0.00**

Please note that the fees calculated here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.

[CLOSE](#)[CONTINUE TO PAYMENT INFORMATION](#)

To pay using an escrow account, select **PAY BY ESCROW ACCOUNT**. **Please note:** when paying by escrow account, funds will not be deducted from the account until the filing has been accepted by the Clerk's office.

**GSCCCA.org**  
THE GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY  
Welcome, Rachel Filer


### Pay Filing Fees


ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
10747	9/2/2015 2:22:24 PM	AWAITING PAYMENT	Rabun	UCC "Jane Doe"	\$12.00
10748	9/2/2015 2:23:12 PM	AWAITING PAYMENT	Rabun	UCC "Amendment 2"	\$16.00


**ESTIMATED FEES FOR THE SELECTED FILINGS: \$28.00**

Please note that the fees calculated here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.

### Payment Options

[PAY BY CREDIT CARD](#)

[PAY BY BANK ACCOUNT](#)

[PAY BY ESCROW ACCOUNT](#)

[RETURN TO FILING SELECTION](#)



To authorize payment of funds upon acceptance of the filing by the Clerk's office, select **Pay**.

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Welcome, Rachel Filer

### Pay Filing Fees

**Authorization Only**  
Your escrow account will not be charged until your filings have been accepted by the Superior Court Clerk's Office.

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.

**Amount Due: \$28.00**

Escrow Account

Pay  Cancel	
You have an escrow account.	
CURRENT BALANCE	\$1,616.00
(-) Previously Authorized Withdrawals	(\$223.50)
(=) Available Balance	<b>\$1,392.50</b>
PROJECTED BALANCE AFTER THIS TRANSACTION	\$1,364.50
* Available escrow funds are reduced by the amount of previously authorized and pending filings.	
PENDING DEPOSITS	\$2,000.00

**BACK** **PAY**


A verification message will appear. If choosing to authorize payment, select **OK**.

Message from webpage

Are you sure you want to pay the selected filings?

**OK** Cancel

Once payment is successfully authorized, a confirmation screen will appear and a reference number which uniquely identifies the payment authorization is generated. If there are any questions or concerns regarding the payment, please provide the reference number when contacting our customer support.



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Welcome, Rachel Filer

### Pay Filing Fees


## Escrow Account Authorization Successful

Escrow account authorized for payment of filing fees, and filings have been transmitted to the Clerk's office for processing. Your escrow account will only be charged upon acceptance of the filing(s).

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
10747	9/2/2015 2:22:24 PM	AWAITING CLERK REVIEW	Rabun	UCC "Jane Doe"	\$12.00
10748	9/2/2015 2:23:12 PM	AWAITING CLERK REVIEW	Rabun	UCC "Amendment 2"	\$16.00


**ESTIMATED FILING FEES: \$28.00**

Please note that the fees authorized here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.


[Print this confirmation for your records.](#)

CLOSE


To print the confirmation, click **Print this confirmation for your records**. To exit the screen, select **Close**.



Print
✕


General


Options


Select Printer


 Microsoft XPS Document Writer

☒  PR-CA-5240-01 on PDC-08-IAS-01

 PR-CA-6255-01 on PDC-08-IAS-01

 PR-HP-1606

 PR-HP-M40

 Secure\_Print

Status: Ready ☐ Print to file

Location: Bullpen, Color printer

Comment: Bullpen, Color printer

Preferences

Find Printer...

Page Range

☒ All

☐ Selection

☐ Current Page

Pages:

Enter either a single page number or a single page range. For example, 5-12

Number of copies:

☐ Collate

1

1

2

2

3

3

Print

Cancel

Apply

To pay using credit card, select **PAY BY CREDIT CARD**. **Please note:** When paying by credit card, funds will not be charged to the credit card until the filing has been accepted by the Clerk's office.

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### Pay Filing Fees

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
10747	9/2/2015 2:22:24 PM	AWAITING PAYMENT	Rabun	UCC "Jane Doe"	\$12.00
10748	9/2/2015 2:23:12 PM	AWAITING PAYMENT	Rabun	UCC "Amendment 2"	\$16.00

**ESTIMATED FEES FOR THE SELECTED FILINGS: \$28.00**

Please note that the fees calculated here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.

### Payment Options

**PAY BY CREDIT CARD**

**PAY BY BANK ACCOUNT**

**PAY BY ESCROW ACCOUNT**

[RETURN TO FILING SELECTION](#)

Enter the credit card information then select **CONFIRM PAYMENT**. **Please note:** a 3.5% transaction fee is added to all credit card payments. The total amount due reflects the estimated filing fee plus the 3.5% transaction fee.

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### Pay Filing Fees

**Authorization Only**

Your credit card or bank account will not be charged until your filings have been accepted by the Superior Court Clerk's Office. If paying by credit card, a temporary hold may be placed on your card for the amount authorized.

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.

**Amount Due: \$12.42**

Credit Cards | Bank Accounts


**NOTE:** A credit card transaction fee of **\$0.42** has been added to the filing fee amount.

**Pay** | Use Credit Card from Wallet

Card Type: <input type="text"/>	First Name: <input type="text"/>	Address Line 1: <input type="text"/>
Card Number: <input type="text"/>	Last Name: <input type="text"/>	Address Line 2: <input type="text"/>
Expiration Month: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/>
Expiration Year: <input type="text"/>	Postal Code: <input type="text"/>	
CV Number: <input type="text"/>		

[What Is This?](#)

To authorize payment, select **PAY**.

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### Pay Filing Fees

Payment Confirmation - Please verify the information below.

Number of Filings: 1  
Total Filings: \$12.00  
Total Fees: \$0.42  
Total Payment: \$12.42  
Payment Date: 9/2/2015 2:33 PM  
Credit Card: 411111XXXXXX1111 12/2025

**BACK** **PAY**

Once payment is successfully authorized, a confirmation screen will appear and a reference number which uniquely identifies the payment authorization is generated. If there are any questions or concerns regarding the payment, please provide the reference number when contacting our customer support.

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### Pay Filing Fees

## Credit Card Authorization Successful


Credit card authorized for payment of filing fees, and filings have been transmitted to the Clerk's office for processing. Your credit card will only be charged upon acceptance of the filing(s).

Reference Number: cfdaabd8-a6fe-4f60-b824-4da684cdf16b [What Is This?](#)

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
10751	9/2/2015 2:30:57 PM	AWAITING CLERK REVIEW	Rabun	UCC "CCP"	\$12.00

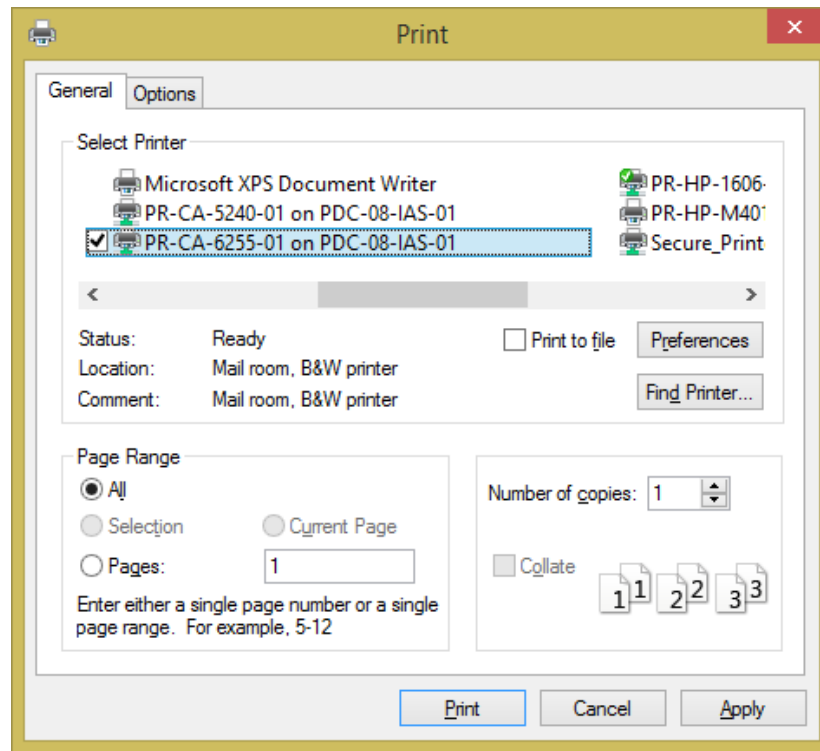
**ESTIMATED FILING FEES:** \$12.00  
**PROCESSING FEES:** \$0.42  
**TOTAL PAYMENT:** **\$12.42**

Please note that the fees authorized here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.

 [Print this confirmation for your records.](#)

**CLOSE**

. To print the confirmation, click **Print this confirmation for your records**. To exit the screen, select **Close**.



To pay using a bank account, select **PAY BY BANK ACCOUNT**. **Please note:** When paying by bank account, funds will not be withdrawn from the account until the filing has been accepted by the Clerk's office.

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---

**Pay Filing Fees**

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
10754	9/2/2015 2:36:00 PM	AWAITING PAYMENT	Rabun	UCC "BAP"	\$16.00

ESTIMATED FEES FOR THE SELECTED FILINGS: **\$16.00**

Please note that the fees calculated here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.

**Payment Options**

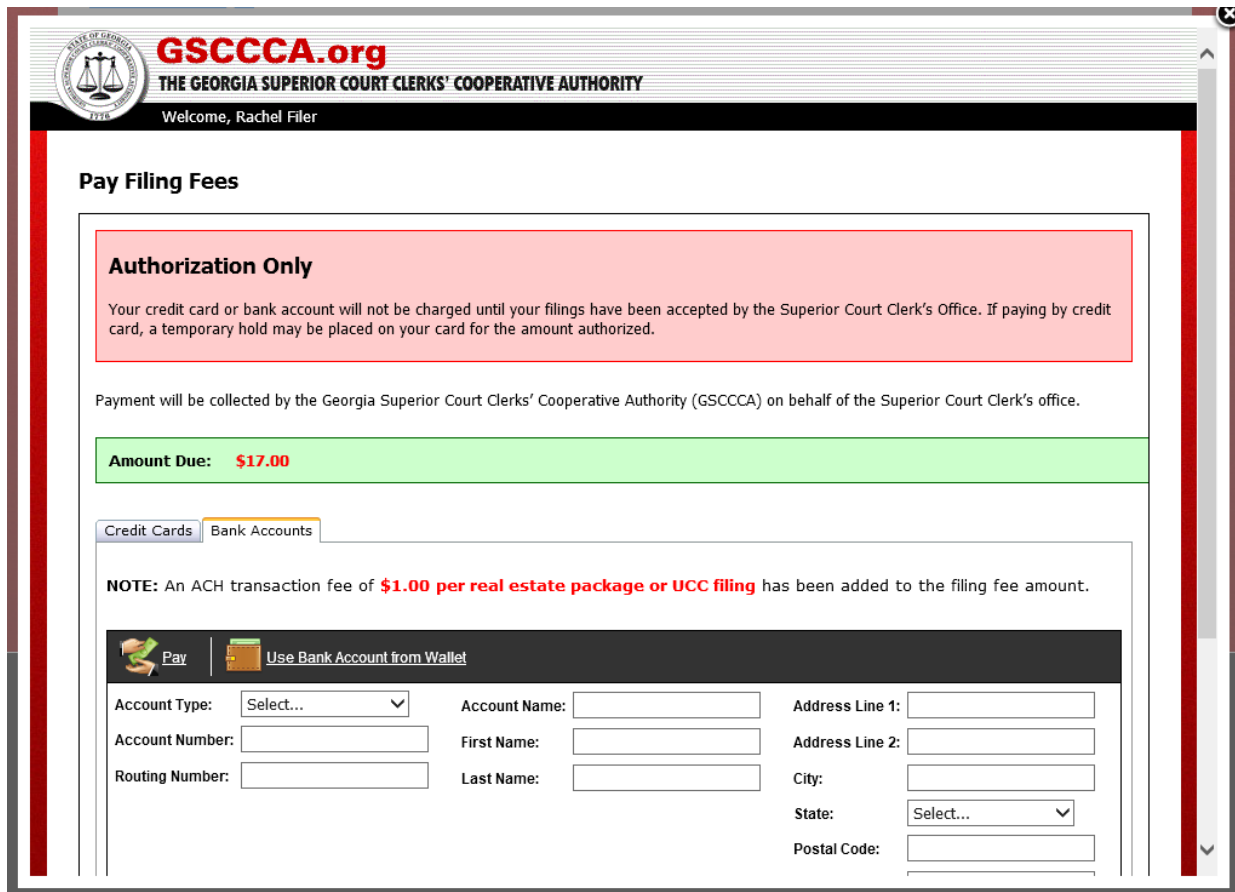
PAY BY CREDIT CARD

PAY BY BANK ACCOUNT

PAY BY ESCROW ACCOUNT

RETURN TO FILING SELECTION

Enter the bank account information then select **CONFIRM PAYMENT**. **Please note:** a \$1.00 per real estate package or UCC filing fee is added to all bank account payments. The total amount due reflects the estimated filing fee plus the \$1.00 per real estate package or UCC filing fee.



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### Pay Filing Fees

**Authorization Only**

Your credit card or bank account will not be charged until your filings have been accepted by the Superior Court Clerk's Office. If paying by credit card, a temporary hold may be placed on your card for the amount authorized.

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.

**Amount Due: \$17.00**

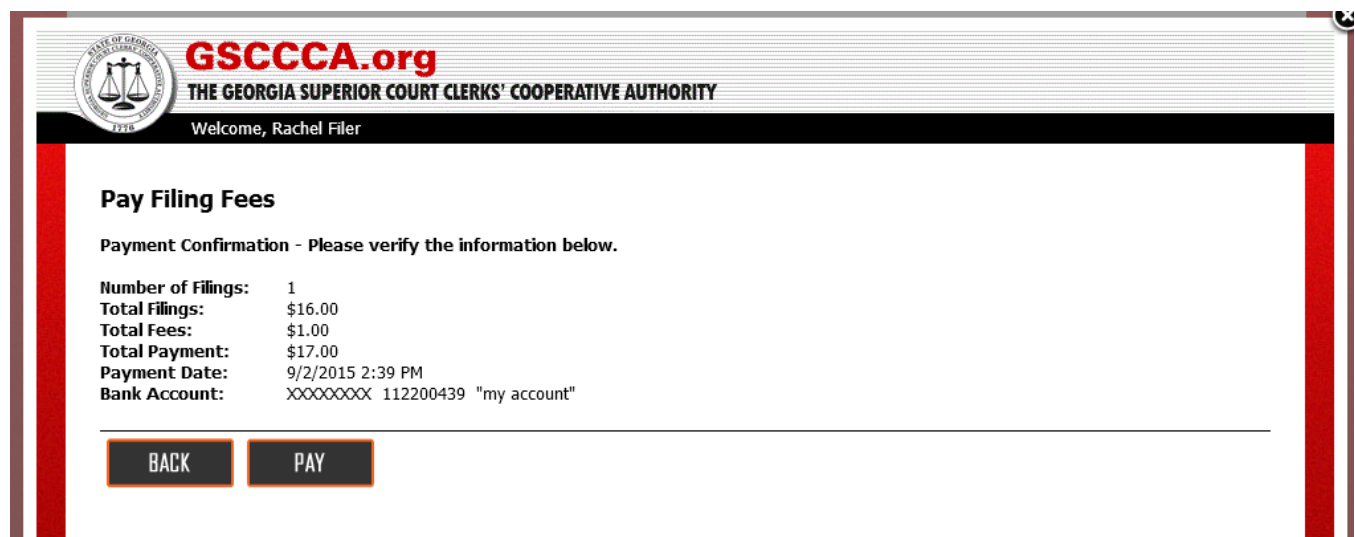
**Credit Cards** | **Bank Accounts**

**NOTE:** An ACH transaction fee of **\$1.00 per real estate package or UCC filing** has been added to the filing fee amount.

**Pay** | **Use Bank Account from Wallet**

Account Type:	Select...	Account Name:		Address Line 1:	
Account Number:		First Name:		Address Line 2:	
Routing Number:		Last Name:		City:	
				State:	Select...
				Postal Code:	

To authorize payment, select **PAY**.



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### Pay Filing Fees

**Payment Confirmation - Please verify the information below.**

Number of Filings:	1
Total Filings:	\$16.00
Total Fees:	\$1.00
Total Payment:	\$17.00
Payment Date:	9/2/2015 2:39 PM
Bank Account:	XXXXXXXX 112200439 "my account"

**BACK** **PAY**

Once payment is successfully authorized, a confirmation screen will appear and a reference number which uniquely identifies the payment authorization is generated. If there are any questions or concerns regarding the payment, please provide the reference number when contacting our customer support.



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### Pay Filing Fees

## Bank Account Authorization Successful


Bank account authorized for payment of filing fees, and filings have been transmitted to the Clerk's office for processing. Your bank account will only be charged upon acceptance of the filing(s).

**Reference Number:** 70fe0c47-6f60-44ab-8e06-9f5d550d70e1 [What Is This?](#)

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
10755	9/2/2015 2:40:41 PM	AWAITING CLERK REVIEW	Rabun	UCC "BAP"	\$16.00

**ESTIMATED FILING FEES:** \$16.00  
**PROCESSING FEES:** \$1.00  
**TOTAL PAYMENT:** **\$17.00**

Please note that the fees authorized here represent an initial estimate and may vary from the actual fees collected by the clerk upon acceptance.


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CLOSE

. To print the confirmation, click **Print this confirmation for your records.** To exit the screen, select **Close.**

Print

General Options

Select Printer

 Microsoft XPS Document Writer  
 PR-CA-5240-01 on PDC-08-IAS-01  
☒  PR-CA-6255-01 on PDC-08-IAS-01  
 PR-HP-1606  
 PR-HP-M40  
 Secure\_Print




Status: Ready  
Location: Mail room, B&W printer  
Comment: Mail room, B&W printer

☐ Print to file Preferences  
Find Printer...

Page Range

☒ All  
☐ Selection ☐ Current Page  
☐ Pages: 1  
Enter either a single page number or a single page range. For example, 5-12

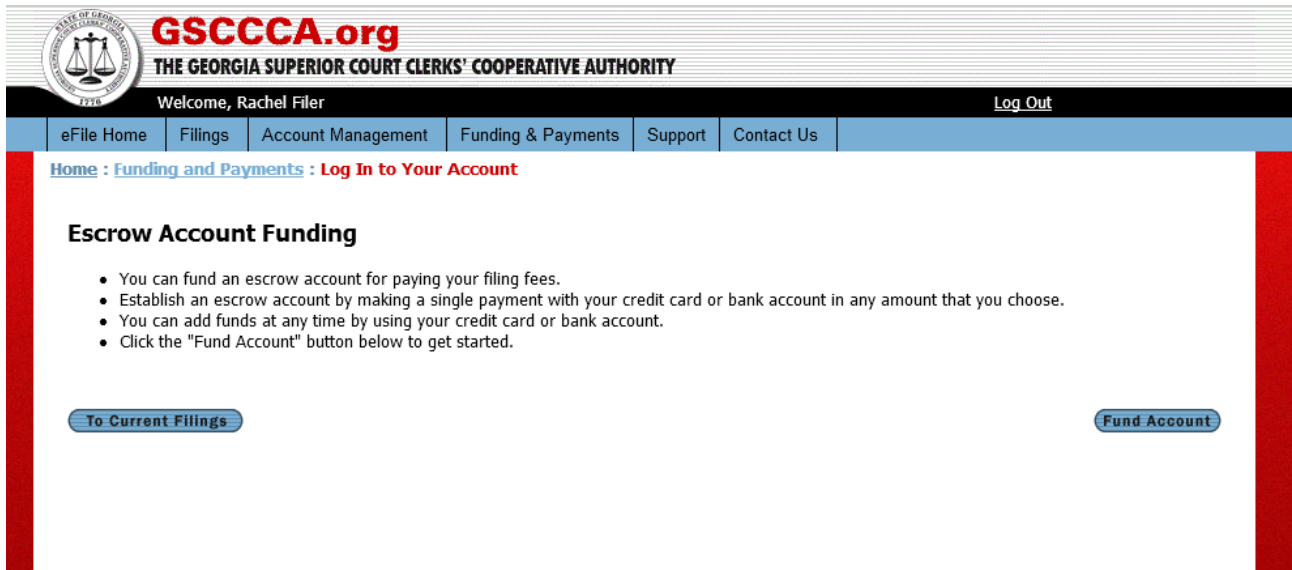
Number of copies: 1  
☐ Collate

 1  2  3

Print Cancel Apply

## Funding Escrow Account

To fund an escrow account, select the **Funding & Payments** tab then select **Deposit Funds**.



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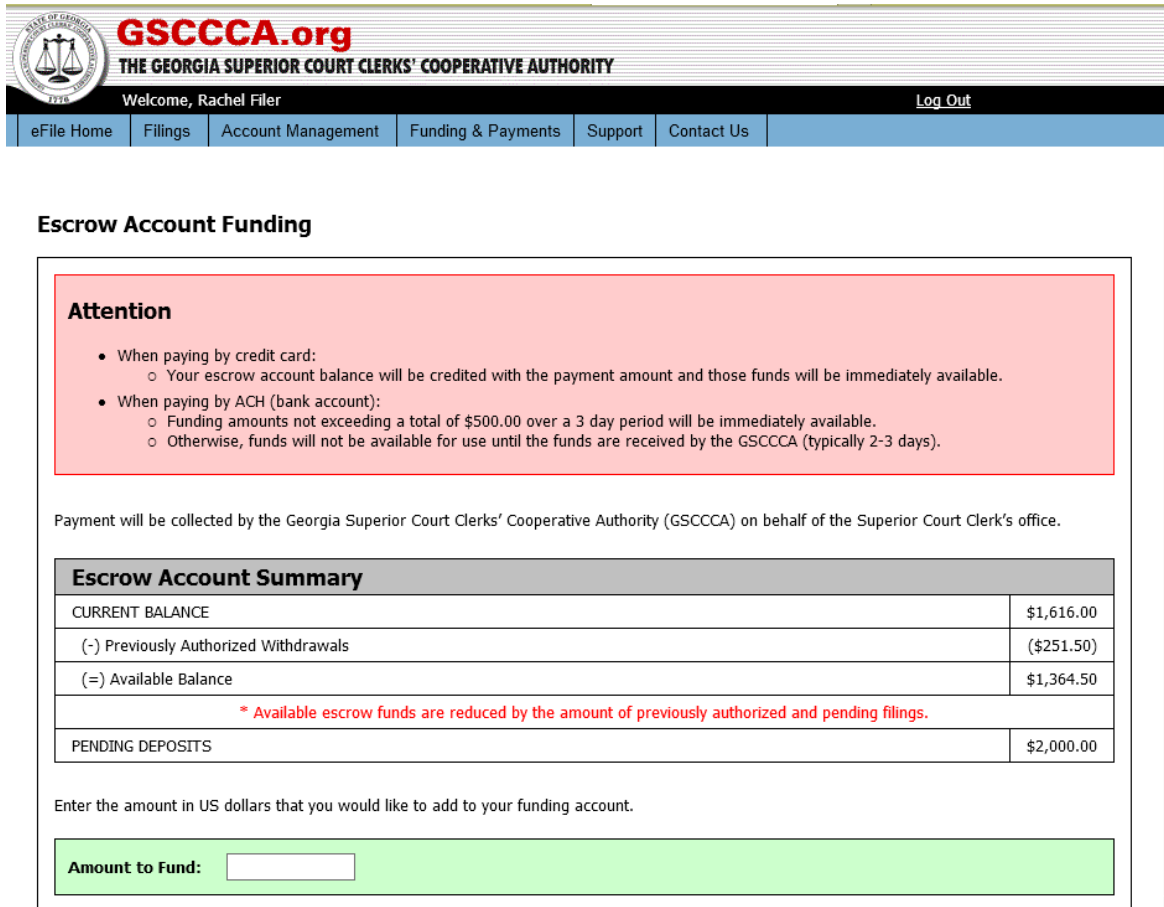
Home : [Funding and Payments](#) : [Log In to Your Account](#)

### Escrow Account Funding

- You can fund an escrow account for paying your filing fees.
- Establish an escrow account by making a single payment with your credit card or bank account in any amount that you choose.
- You can add funds at any time by using your credit card or bank account.
- Click the "Fund Account" button below to get started.

[To Current Filings](#) [Fund Account](#)

Select **Fund Account**.



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### Escrow Account Funding

**Attention**

- When paying by credit card:
  - Your escrow account balance will be credited with the payment amount and those funds will be immediately available.
- When paying by ACH (bank account):
  - Funding amounts not exceeding a total of \$500.00 over a 3 day period will be immediately available.
  - Otherwise, funds will not be available for use until the funds are received by the GSCCCA (typically 2-3 days).

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.

Escrow Account Summary	
CURRENT BALANCE	\$1,616.00
(-) Previously Authorized Withdrawals	(\$251.50)
(=) Available Balance	\$1,364.50
* Available escrow funds are reduced by the amount of previously authorized and pending filings.	
PENDING DEPOSITS	\$2,000.00

Enter the amount in US dollars that you would like to add to your funding account.


**Amount to Fund:**



Accounts may be funded using a credit card or a bank account. Enter the amount to fund in Amount to Fund field, then select the method of funding – credit card or bank account. **Note:** When funding by credit card, a 3.50% transaction fee is added to the amount funded. When funding by bank account, a \$1.00 transaction fee is added to the amount funded.

### Fund by Credit Card

If funding via credit card, click the Credit Cards tab then select the card type and enter the required data. Credit card information may be stored for future use. To do so, check the box next to Save Credit Card to My Wallet for future filings.


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### Escrow Account Funding

**Attention**

- When paying by credit card:
  - Your escrow account balance will be credited with the payment amount and those funds will be immediately available.
- When paying by ACH (bank account):
  - Funding amounts not exceeding a total of \$500.00 over a 3 day period will be immediately available.
  - Otherwise, funds will not be available for use until the funds are received by the GSCCCA (typically 2-3 days).

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.


Escrow Account Summary	
CURRENT BALANCE	\$1,616.00
(-) Previously Authorized Withdrawals	(\$251.50)
(=) Available Balance	\$1,364.50
* Available escrow funds are reduced by the amount of previously authorized and pending filings.	
PENDING DEPOSITS	\$2,000.00

Enter the amount in US dollars that you would like to add to your funding account.

**Amount to Fund:**

[Credit Cards](#)
[Bank Accounts](#)

**NOTE:** A credit card transaction fee of 3.50% will be added to the amount entered above.

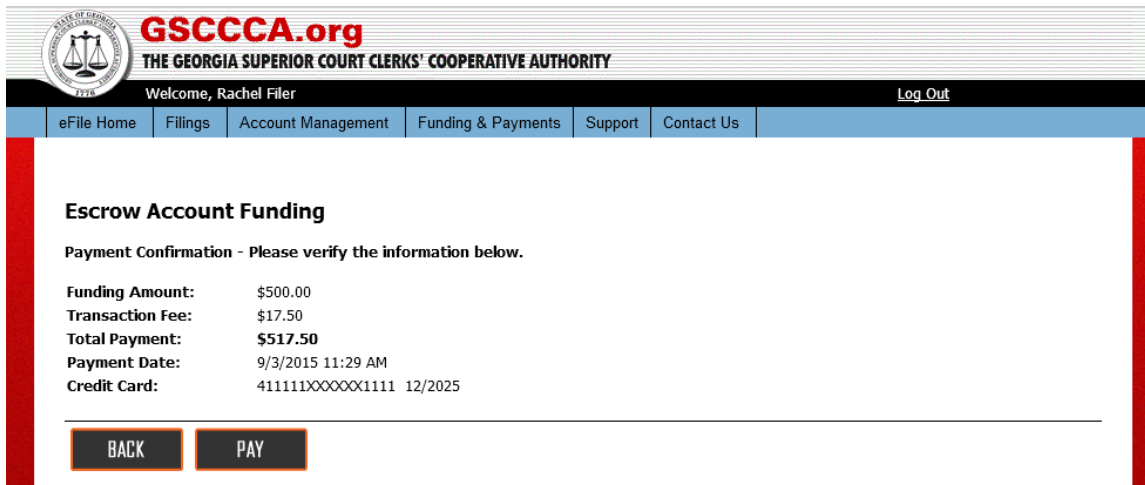

[Refresh](#)
[Use Different Credit Card](#)

* ▶	Credit Card	Card Holder	Address
<input type="checkbox"/>	Visa XXXXXXXXXXXX1111 12/2025	RACHEL FILER	123 smith way, atlanta, GA, 30345

CANCEL

CONFIRM PAYMENT

Once the information is entered, click Confirm Payment. A summary screen will display. Review the information then click PAY to authorize payment.



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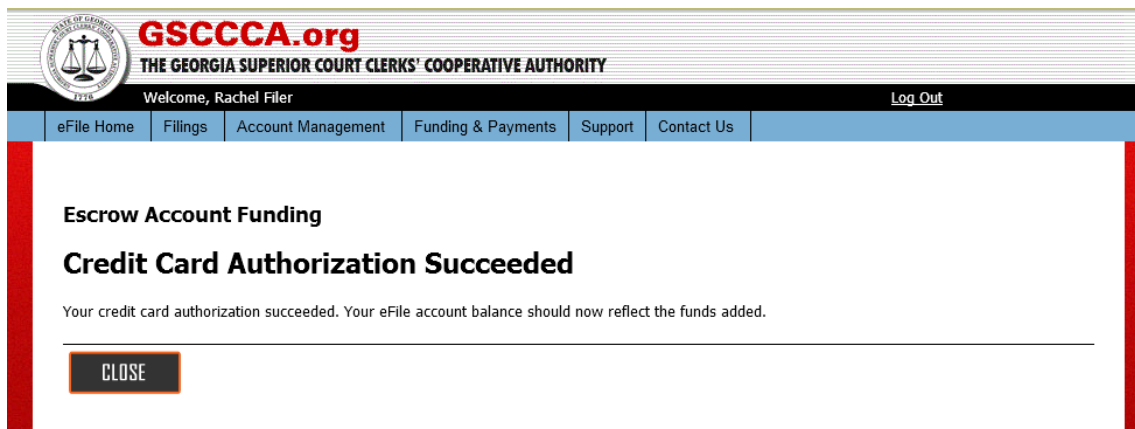
### Escrow Account Funding

Payment Confirmation - Please verify the information below.

**Funding Amount:** \$500.00  
**Transaction Fee:** \$17.50  
**Total Payment:** \$517.50  
**Payment Date:** 9/3/2015 11:29 AM  
**Credit Card:** 411111XXXXXX1111 12/2025

[BACK](#) [PAY](#)

A card authorization notification will appear indicating a successful or failed authorization. If successful, select CLOSE to return to the current filings screen.



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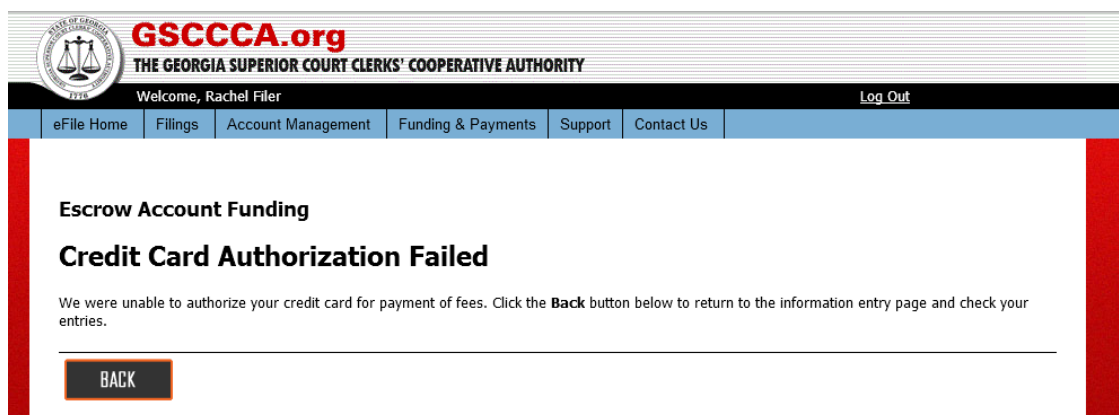
### Escrow Account Funding

## Credit Card Authorization Succeeded

Your credit card authorization succeeded. Your eFile account balance should now reflect the funds added.

[CLOSE](#)

If a failed authorization message is displayed, select BACK to return to the escrow account funding page to make changes.



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### Escrow Account Funding

## Credit Card Authorization Failed


We were unable to authorize your credit card for payment of fees. Click the **Back** button below to return to the information entry page and check your entries.

[BACK](#)

## Fund by Bank Account

If funding via bank account, click the **Bank Accounts** tab then select the account type and enter the required data. Bank account information may be stored for future use. To do so, check the box next to **Save Bank Account to My Wallet** for future filings. *Note: For security purposes, our financial institution requires that a valid phone number be collected for all ACH transactions. The phone number entered will be kept confidential and will not be used for any other purpose than to satisfy the security requirement.* Also, an account name is required for identifying the bank account. All bank account information is stored in a secure setting, and the only identifying factor for users will be the account name.

Once the information is entered, select **Confirm Payment**.

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### Escrow Account Funding

**Attention**

- When paying by credit card:
  - Your escrow account balance will be credited with the payment amount and those funds will be immediately available.
- When paying by ACH (bank account):
  - Funding amounts not exceeding a total of \$500.00 over a 3 day period will be immediately available.
  - Otherwise, funds will not be available for use until the funds are received by the GSCCCA (typically 2-3 days).

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.


Escrow Account Summary	
CURRENT BALANCE	\$2,116.00
(-) Previously Authorized Withdrawals	(\$251.50)
(=) Available Balance	\$1,864.50
* Available escrow funds are reduced by the amount of previously authorized and pending filings.	
PENDING DEPOSITS	\$2,000.00


Enter the amount in US dollars that you would like to add to your funding account.

Amount to Fund: 500.00

Credit CardsBank Accounts

**NOTE:** An ACH transaction fee of **\$1.00** will be added to the amount entered above.

 Pay

 Use Bank Account from Wallet

Account Type: Personal Checking ▼Account Name: File User Account SpecialAddress Line 1: 123 Filing Way

Account Number: First Name: eFileAddress Line 2:

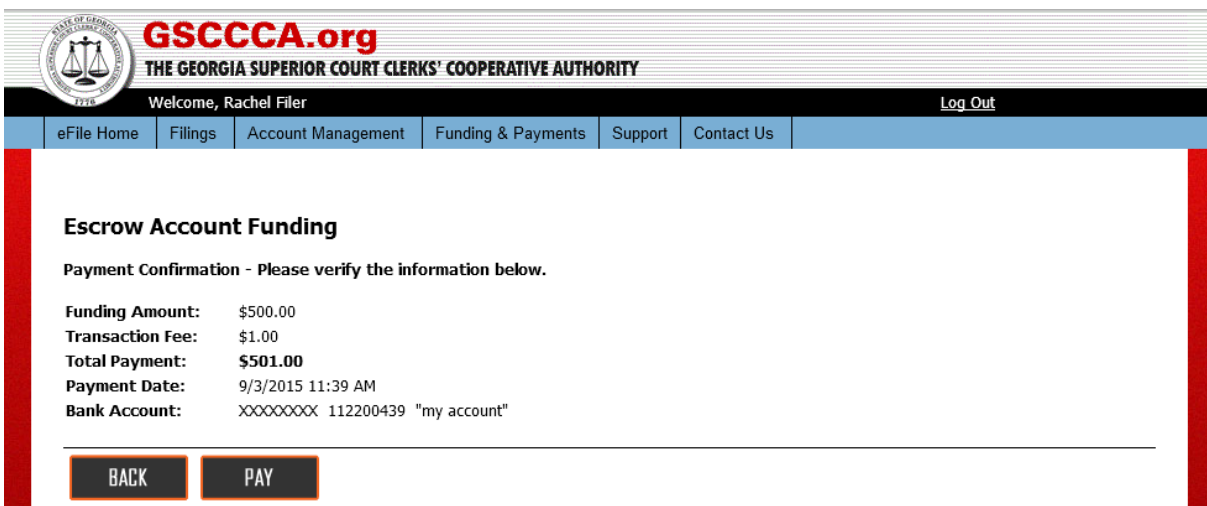
Routing Number: Last Name: UserCity: Atlanta

State: Georgia ▼Postal Code: 30345

Phone Number: 404-444-4444

[Privacy Policy](#)

A summary screen will display. Review the information then click **PAY** to authorize payment.



The screenshot shows the GSCCCA.org website header with the logo and navigation menu. The main content area is titled "Escrow Account Funding" and displays payment confirmation details. At the bottom, there are two buttons: "BACK" and "PAY".

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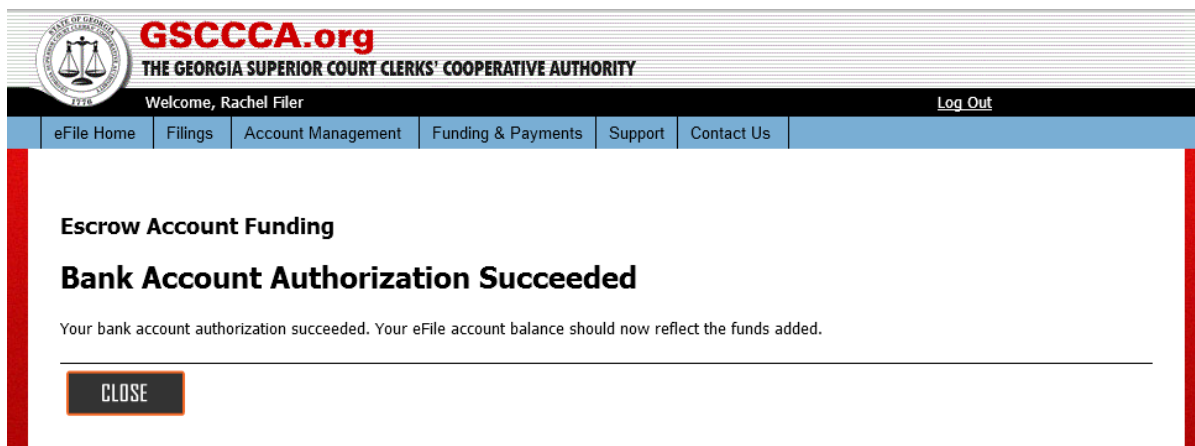
### Escrow Account Funding

Payment Confirmation - Please verify the information below.

Funding Amount: \$500.00  
Transaction Fee: \$1.00  
Total Payment: **\$501.00**  
Payment Date: 9/3/2015 11:39 AM  
Bank Account: XXXXXXXX 112200439 "my account"

**BACK** **PAY**

A bank account authorization notification will appear indicating a successful or failed authorization. If successful, select **Close** to return to the current filings screen.



The screenshot shows the GSCCCA.org website header and navigation menu. The main content area displays a "Bank Account Authorization Succeeded" notification with a "CLOSE" button at the bottom.

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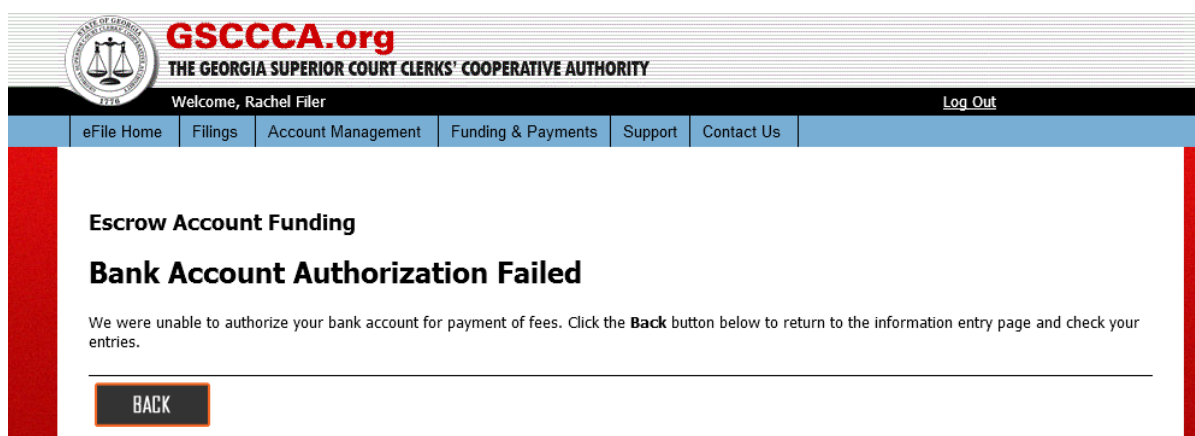
### Escrow Account Funding

## Bank Account Authorization Succeeded

Your bank account authorization succeeded. Your eFile account balance should now reflect the funds added.

**CLOSE**

If authorization fails, then select **BACK** to return to the Drawdown Account Funding page to correct/modify the information.



The screenshot shows the GSCCCA.org website header and navigation menu. The main content area displays a "Bank Account Authorization Failed" notification with a "BACK" button at the bottom.

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### Escrow Account Funding

## Bank Account Authorization Failed

We were unable to authorize your bank account for payment of fees. Click the **Back** button below to return to the information entry page and check your entries.

**BACK**

## Account Management

Account management allows users to manage information and affiliations of their account.

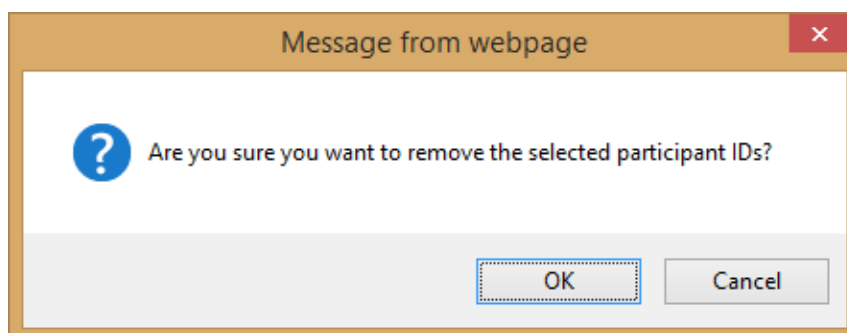
### Manage Participant IDs

To add or remove a participant ID, go to Account Management then select **Manage Participant IDs**. To remove a Participant ID, select the box next to the Participant ID wishing to be removed then select **Remove ID**.

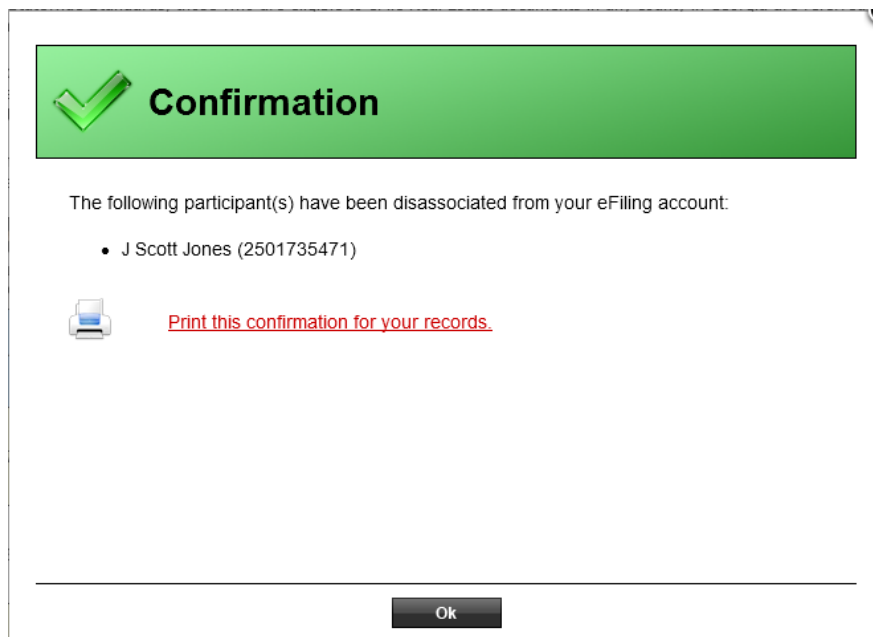
The screenshot shows the GSCCCA.org website interface. At the top, there is a header with the GSCCCA.org logo and the text "THE GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY". Below the header, a navigation bar includes links for "eFile Home", "Filings", "Account Management", "Funding & Payments", "Support", and "Contact Us". The "Account Management" link is highlighted. Below the navigation bar, the page title is "Manage Participant IDs". The main content area contains several paragraphs of text explaining the requirements for eFiling Real Estate documents in Georgia and the process for adding or removing participant IDs. At the bottom of the page, there is a table with four columns: "PARTICIPANT ID", "NAME", "PARTICIPATION INFO", and "AUTHORIZATION INFO". The table lists four participant IDs with their respective details.

* ▶	PARTICIPANT ID	NAME	PARTICIPATION INFO	AUTHORIZATION INFO
<input type="checkbox"/>	2501735471	J Scott Jones	Type: Trusted User Status: Active Date: 3/20/2015 10:54:38 AM	Status: Active Active Date: 3/3/2015 10:58:04 AM Request Date: 3/3/2015 10:57:26 AM
<input type="checkbox"/>	3612435217	Rachel Filer	Type: Trusted User Status: Active Date: 9/26/2013 5:51:55 AM	Status: Active Active Date: 9/27/2013 10:39:52 AM Request Date: 9/27/2013 10:37:45 AM
<input type="checkbox"/>	2153422278	Chas W Williams	Type: Submitter Status: Active Date: 2/23/2012 2:20:15 AM	Status: Pending Request Date: 8/4/2015 1:42:40 PM
<input type="checkbox"/>	8557526755	J Scott Jones	Type: Trusted User Status: Active Date: 7/10/2013 1:51:18 AM	Status: Pending Request Date: 9/26/2013 4:22:46 PM

To complete the removal of the Participant ID, select **OK** when prompted to remove selected Participant ID(s).



Upon successful removal, a confirmation screen will appear. Select **OK** to return to Manage Participant IDs.



The participant ID will have an Authorization Info status of “disabled” indicating the participant ID is no longer associated with the user account. Once disabled, participant IDs may be removed from Manage Participant IDs page. Check the box next to the participant ID then select **Delete ID**.

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[Funding & Payments](#)
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Home : [Account Management](#) : **Manage Participant IDs**

### Manage Participant IDs

According to the "[Real Estate Electronic Recording Standards for the State of Georgia](#)", only certain individuals and entities that satisfy certain requirements are eligible to eFile Real Estate documents in Georgia. (Please note that this is not a requirement of just this website, but a statewide requirement all Clerks of Superior Court must follow.)

According to these Statewide Standards, those who are eligible to eFile Real Estate documents in any county in Georgia are referred to as "Participants", and each participant is uniquely identified by a ten digit **Participant ID** that is provided to them upon completion of a registration process.

In order to setup your account to eFile Real Estate documents, you must "associate" your eFiling account with one or more of these registered participants IDs. These participant IDs must either have been previously applied for and assigned to you, or must belong to an entity who will be asked to confirm that they authorize you to use their existing Participant ID for the purpose of electronically filing Real Estate in the state of Georgia.

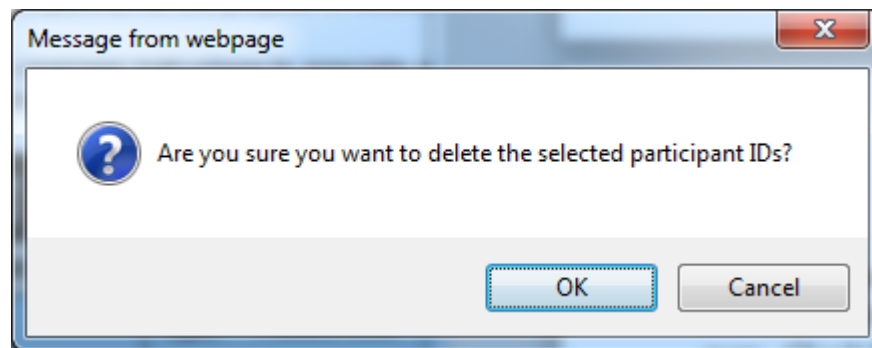
Click the **Add ID** link below and follow the onscreen instructions to associate a participant ID with your account. If you wish to register to become a participant and be assigned your own Participant ID, then you may apply to do so [here](#).

Add ID
 Remove ID
 Delete ID
 Refresh

*▶	PARTICIPANT ID	NAME	PARTICIPATION INFO	AUTHORIZATION INFO
<input checked="" type="checkbox"/>	2501735471	J Scott Jones	Type: Trusted User Status: Active Date: 3/20/2015 10:54:38 AM	Status: Disabled Disabled Date: 9/3/2015 11:46:17 AM Request Date: 3/3/2015 10:57:26 AM
<input type="checkbox"/>	3612435217	Rachel Filer	Type: Trusted User Status: Active Date: 9/26/2013 5:51:55 AM	Status: Active Active Date: 9/27/2013 10:39:52 AM Request Date: 9/27/2013 10:37:45 AM

Turn Submitter


Select **OK** when asked if wanting to delete participant ID.



Upon successful deletion, a confirmation page will appear. Select **OK** to return to Manage Participant IDs.

### Manage Wallet

The GSCCCA eFile portal allows users to store multiple credit card and/or bank accounts on file helping expedite the payment process. Credit card and bank account information is stored in the online Wallet. To manage a wallet, select the **Account Management** tab then select **Manage Wallet**.

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### Wallet Management

Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

**This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.**

Credit Cards Bank Accounts

 **Add**  **Edit**  **Remove**  **Refresh**


* ▶	Credit Card	Card Holder	Address
<input type="checkbox"/>	Visa XXXXXXXXXXXX1111 12/2025	RACHEL FILER	123 smith way, atlanta, GA, 30345

To add a bank account on file, select the **Bank Accounts** tab the select **Add**. Enter the required information then select **Save**.

*Note: For security purposes, our financial institution requires that a valid phone number be collected for all ACH transactions. The phone number entered will be kept confidential and will not be used for any other purpose than to satisfy the security requirement.*



Also, an account name is required for identifying the bank account. All bank account information is stored in a secure setting, and the only identifying factor for users will be the Account name.

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### Wallet Management


Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

**This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.**

Credit Cards

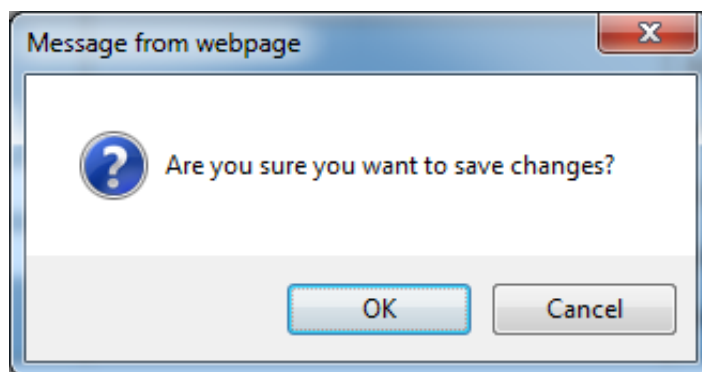
Bank Accounts

 Save


 Cancel

* ▶	Bank Account	Account Holder	Address
<input type="checkbox"/>	my account XXXXXXXX XXXXX0439	RACHEL FILER	Address: 123 file along, atlanta, GA, 30303 Phone: 404-444-4444
<input checked="" type="checkbox"/>	Account Type: <input type="text" value="Select..."/> Account Number: <input type="text"/> Routing Number: <input type="text"/>	Account Name: <input type="text"/> First Name: <input type="text"/> Last Name: <input type="text"/>	Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="Select..."/> Postal Code: <input type="text"/> Phone Number: <input type="text"/> <a href="#">Privacy Policy</a>

Select **OK** to confirm adding account to Wallet.



The added account will appear in the Bank Accounts tab.

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### Wallet Management

Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.


**This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.**

Credit Cards Bank Accounts

 Add  Edit  Remove  Refresh

* ▶	Bank Account	Account Holder	Address
<input type="checkbox"/>	my account XXXXXXXX XXXXX0439	RACHEL FILER	Address: 123 file along, atlanta, GA, 30303 Phone: 404-444-4444

To remove a bank account from the Wallet, select the box next to the account wishing to be removed then select **Remove**.

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### Wallet Management

Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

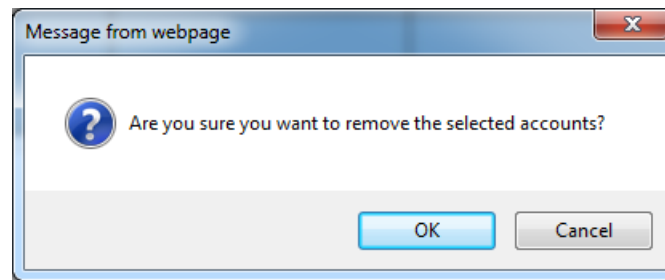
**This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.**

Credit Cards Bank Accounts

 Add  Edit  Remove  Refresh

* ▶	Credit Card	Card Holder	Address
<input checked="" type="checkbox"/>	Visa XXXXXXXXXXXX1111 12/2025	RACHEL FILER	123 smith way, atlanta, GA, 30345

To complete the removal of the account, select **OK** when asked if wanting to remove the selected account(s), and the bank account will no longer appear in the Wallet.



To add a Credit Card on file, select the **Credit Cards** tab the select **Add**. Enter the required information then select **Save**.

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### Wallet Management

Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

**This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.**

**Credit Cards** **Bank Accounts**

* >	Credit Card	Card Holder	Address
<input type="checkbox"/>	Visa XXXXXXXXXXXX1111 12/2025	RACHEL FILER	123 smith way, atlanta, GA, 30345

☒ **Save** ☐ **Cancel**

**Card Type:**

**Card Number:**

**Expiration Month:**

**Expiration Year:**

**CV Number:**  [What Is This?](#)

**First Name:**

**Last Name:**

**Address Line 1:**

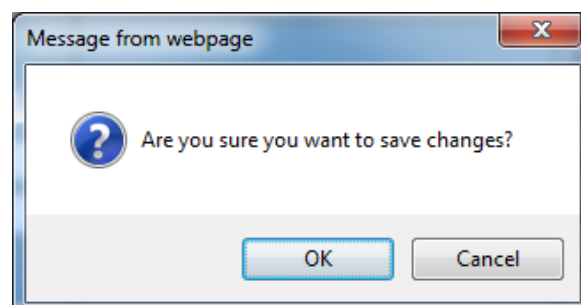
**Address Line 2:**

**City:**

**State:**

**Postal Code:**

Select **OK** to confirm adding account to Wallet.



The added account will appear in the Credit Cards tab.

The screenshot shows the GSCCCA.org website interface. The header includes the GSCCCA.org logo and the text "THE GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY". Below the header is a navigation bar with links: eFile Home, Filings, Account Management, Funding & Payments, Support, and Contact Us. A "Log Out" link is also present. The main content area is titled "Wallet Management" and includes a description of the eFile "wallet" feature. Below this, there are two tabs: "Credit Cards" (selected) and "Bank Accounts". Under the "Credit Cards" tab, there is a table with columns: Credit Card, Card Holder, and Address. The table contains one entry: Visa, XXXXXXXXXXXXX1111, 12/2025, RACHEL FILER, 123 smith way, atlanta, GA, 30345. Above the table are icons for Add, Edit, Remove, and Refresh.

**Wallet Management**

Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.

Credit Cards Bank Accounts

* ▶	Credit Card	Card Holder	Address
<input type="checkbox"/>	Visa XXXXXXXXXXXX1111 12/2025	RACHEL FILER	123 smith way, atlanta, GA, 30345

To remove a credit card from the Wallet, select the box next to the credit card to be removed then select **Remove**.

This screenshot is identical to the previous one, but the checkbox next to the credit card entry is now checked, indicating it has been selected for removal.

**Wallet Management**

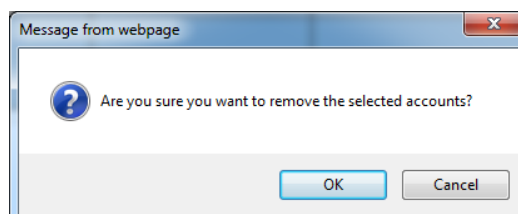
Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.

Credit Cards Bank Accounts

* ▶	Credit Card	Card Holder	Address
<input checked="" type="checkbox"/>	Visa XXXXXXXXXXXX1111 12/2025	RACHEL FILER	123 smith way, atlanta, GA, 30345

To complete the removal of the credit card, select **OK** when asked if wanting to remove the selected account(s). The credit card will no longer appear in the Wallet.



## Edit Account Details

To edit account information and preferences, select the **Account Management** tab then select **Edit Account Details**. Make the desired changes then select **Continue**.

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[Home](#) : [Account Management](#) : [Edit Account Details](#)

### Edit Account Details

Edit the information below and click the Continue button to update your account.

**Fields designated with an asterisk (\*) are required.**

#### General Account Information

USERNAME  
rrfiler

\* EMAIL  \* CONFIRM EMAIL

#### Contact Information

\* LAST NAME  \* FIRST NAME  MIDDLE NAME  SUFFIX

COMPANY NAME

\* STREET ADDRESS

\* CITY  \* STATE  \* ZIP

Account details provide users with the option of receiving email notification when filings are delivered to, accepted by or rejected by the Clerk's office. If a user elects to receive an email confirmation when a filing has been rejected, the email will include the reasons for rejection. If a user elects to receive an email confirmation when a filing has been accepted, the email will include the stamped and filed document.

## Change Password

To change a password, select **Account Management**, then select **Change Password**.

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[Home](#) : [Account Management](#) : [Change Password](#)

### Change Password for User 'rrfiler'

Password:

New Password:

Confirm New Password:

Enter the current password, then enter the new password and confirm the new password. Select **Change Password**. Once password has been changed a notification page will display.

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[Home](#) : [Account Management](#) : [Change Password](#)

### Change Password for User 'rrfiler'

Your password has been changed!

[Continue](#)

## Notification Center

To manage email notifications, select **Account Management**, then select **Notification Center**.

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### Notification Center

Inbox

My Messages: Page 1 of 29 Messages Per Page: 10


Search:  Category:  From Date:  To Date:

* >	! STATUS	CATEGORY	SUBJECT	RECEIVED
<input type="checkbox"/>		Filing	GSCCCA UCC eFiling AWAITING PAYMENT: 6717	11/6/2013 2:49:26 PM
<input type="checkbox"/>		Filing	GSCCCA UCC eFiling AWAITING CLERK REVIEW: 6717	11/6/2013 2:49:42 PM
<input type="checkbox"/>		Filing	GSCCCA UCC eFiling ACCEPTED: 6717	11/6/2013 2:52:44 PM
<input type="checkbox"/>		Filing	GSCCCA UCC eFiling AWAITING PAYMENT: 6752	11/21/2013 9:46:19 AM
<input type="checkbox"/>		Filing	GSCCCA UCC eFiling AWAITING CLERK REVIEW: 6752	11/21/2013 9:47:14 AM
<input type="checkbox"/>		Account	GSCCCA eFile Email Preferences Update Successful	11/21/2013 9:47:39 AM
<input type="checkbox"/>		Filing	GSCCCA UCC eFiling REJECTED: 6752	11/21/2013 9:47:56 AM
<input type="checkbox"/>		Filing	GSCCCA UCC eFiling AWAITING PAYMENT: 6753	11/21/2013 9:49:53 AM
<input type="checkbox"/>		Filing	GSCCCA UCC eFiling AWAITING CLERK REVIEW: 6753	11/21/2013 9:50:07 AM
<input type="checkbox"/>		Filing	GSCCCA UCC eFiling ACCEPTED: 6753	11/21/2013 9:52:25 AM

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[SETTINGS...](#)

Click **Settings**. Next, check all boxes which apply and select **Accept**.




## Email Preferences

This page is used to control how we communicate filing and account activity with you via email. All activity is always automatically logged to the Notification Center regardless of your email preference settings.

Email Preferences

Filing Type: All Capacity: All

 Refresh


* ▶	Filing Type	Capacity	Notification Type	Attachments
<input type="checkbox"/>	Real Estate	Filer	Send me an email when I submit a new Real Estate filing and it is awaiting payment.	
<input type="checkbox"/>	Real Estate	Filer	Send me an email when I pay for a Real Estate filing and it is awaiting clerk review.	
<input checked="" type="checkbox"/>	Real Estate	Filer	Send me an email when a clerk accepts my Real Estate filing.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Real Estate	Filer	Send me an email when a clerk rejects my Real Estate filing.	
<input type="checkbox"/>	Real Estate	Filer	Send me an email when I cancel a Real Estate filing.	
<input type="checkbox"/>	UCC	Filer	Send me an email when I submit a new UCC filing and it is awaiting payment.	
<input type="checkbox"/>	UCC	Filer	Send me an email when I pay for a UCC filing and it is awaiting clerk review.	
<input checked="" type="checkbox"/>	UCC	Filer	Send me an email when a clerk accepts my UCC filing.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	UCC	Filer	Send me an email when a clerk rejects my UCC filing.	
<input type="checkbox"/>	UCC	Filer	Send me an email when a clerk permanently rejects my UCC filing.	
<input type="checkbox"/>	UCC	Filer	Send me an email when I cancel a UCC filing.	

ACCEPT

CANCEL

Click **OK**.

Message from webpage

 Are you sure you want to save changes?

OK


Cancel



## Manage Filings

### Current Filings

All filings created by a user are displayed on the Current Filings page. A list of all filing types may be viewed using the **All** tab.



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### Current Filings

The table below shows a record of your current filing activity.

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All **Real Estate** UCC

Filings Per Page: 10

Status: Select

Type: Select

From Date:  To Date:

[Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)

		LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
* ID	ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
	10830	9/21/2015 10:06:48 AM	AWAITING CLERK REVIEW		Clarke	RealEstate "RE special"	\$12.00 (EST)	AUTH
	10811	9/16/2015 3:08:41 PM	AWAITING CLERK REVIEW		Clarke	RealEstate "Test lien package - COAG"	\$11.00 (EST)	AUTH
	10777	9/9/2015 11:51:59 AM	AWAITING CLERK REVIEW		Coweta	RealEstate "Test County Billed filing #2"	\$16.00 (EST)	AUTH
	10776	9/9/2015 11:49:38 AM	AWAITING CLERK REVIEW		Coweta	RealEstate	\$9.00 (EST)	AUTH
	10771	9/9/2015 10:58:07 AM	INCOMPLETE		Rabun	UCC	\$0.00	
	10760	9/8/2015 11:27:50 AM	CANCELLED		Rabun	UCC "misc filing"	\$10.00	
	10755	9/2/2015 2:41:39 PM	AWAITING CLERK REVIEW		Rabun	UCC "BAP"	\$16.00	AUTH
	10754	9/2/2015 2:40:22 PM	AWAITING CLERK REVIEW		Rabun	UCC "BAP"	\$16.00	AUTH
	10751	9/8/2015 11:41:08 AM	RESUBMITTED		Rabun	UCC "CCP"	\$12.00	AUTH
	10748	9/8/2015 11:34:38 AM	REJECTED		Rabun	UCC "Amendment 2"	\$16.00	AUTH

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NEW FILING

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This site is best viewed with Internet Explorer 7.0 or higher.

To view only real estate documents, select the **Real Estate** tab.


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### Current Filings

The table below shows a record of your current filing activity.

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All
**Real Estate**
UCC

Your Filings: Page 1 of 1 Filings Per Page: 10


Status: 
 From Date: 
 To Date:

Type: 

[Current Activity](#)
[Last 30 Days](#)
[Last 60 Days](#)
[Last 90 Days](#)

	ID	LAST ACTIVITY	STATUS	BOOK/PAGE	COUNTY	TYPE	FEE	PMT
	10830	9/21/2015 10:06:48 AM	AWAITING CLERK REVIEW		Clarke	RealEstate "RE special"	\$12.00 (EST)	AUTH
	10811	9/16/2015 3:08:41 PM	AWAITING CLERK REVIEW		Clarke	RealEstate "Test lien package - COAG"	\$11.00 (EST)	AUTH
	10777	9/9/2015 11:51:59 AM	AWAITING CLERK REVIEW		Coweta	RealEstate "Test County Billed filing #2"	\$16.00 (EST)	AUTH
	10776	9/9/2015 11:49:38 AM	AWAITING CLERK REVIEW		Coweta	RealEstate	\$9.00 (EST)	AUTH

To view only UCC documents, select the **UCC** tab.


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### Current Filings

The table below shows a record of your current filing activity.

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All
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Your Filings: Page 1 of 1 Filings Per Page: 10


Status: 
 From Date: 
 To Date:

[Current Activity](#)
[Last 30 Days](#)
[Last 60 Days](#)
[Last 90 Days](#)

	ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	FEE	PMT
	10754	9/2/2015 2:40:22 PM	AWAITING CLERK REVIEW		Rabun	UCC "BAP"	\$16.00	AUTH
	10755	9/2/2015 2:41:39 PM	AWAITING CLERK REVIEW		Rabun	UCC "BAP"	\$16.00	AUTH

## Archived Filings

Files may be stored in **Archive Filings**. Filings which have the status of Accepted, Rejected or Cancelled may be stored in the Archive Filings page. To archive a filing, check the box next to the filing then select **Archive**.

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### Current Filings

The table below shows a record of your current filing activity. [Display Transaction History](#)

All Real Estate **UCC**

Your Filings: Page 1 of 1

Filings Per Page: 10

Status:

From Date:

To Date:

[Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)

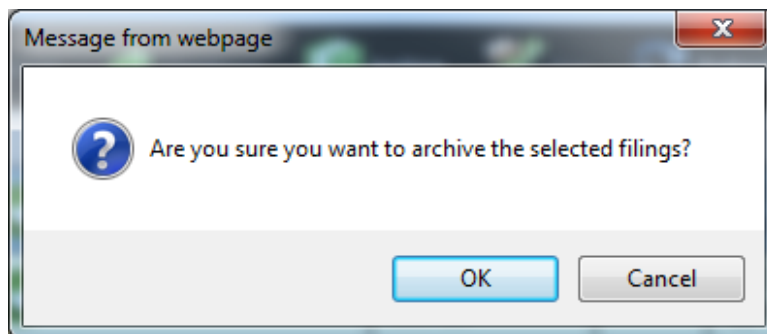
	ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	10755	9/2/2015 2:41:39 PM	AWAITING CLERK REVIEW		Rabun	UCC "BAP"	\$16.00	AUTH
<input type="checkbox"/>	10751	9/8/2015 11:41:08 AM	RESUBMITTED		Rabun	UCC "CCP"	\$12.00	AUTH
<input type="checkbox"/>	10833	9/21/2015 10:18:24 AM	AWAITING CLERK REVIEW		Rabun	UCC	\$12.00	AUTH
<input checked="" type="checkbox"/>	10754	9/21/2015 10:19:03 AM	ACCEPTED	119-2015-001579	Rabun	UCC "BAP"	\$16.00	PAID
<input checked="" type="checkbox"/>	10831	9/21/2015 10:19:44 AM	ACCEPTED	119-2015-001580	Rabun	UCC	\$12.00	PAID
<input checked="" type="checkbox"/>	10832	9/21/2015 10:20:01 AM	ACCEPTED	119-2015-001581	Rabun	UCC	\$16.00	PAID

[View](#) [Resubmit](#) [Cancel](#) [Continue](#) [Archive](#) [Pay](#) [Refresh](#)

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**NEW FILING**

To complete the archiving of the filing, select **OK** when asked if wanting to archive the filing.



The filing will no longer display on the Current Filings page, but it will display on the Archive Filings page. If wanting to move a filing from the Archive Filings page to the Current Filings page, check the box next to the filing then select **Unarchive**. The filing will display on the Current Filings page.

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### Archived Filings

The table below shows a list of your archived filings.

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Status:  From Date:  To Date:

Type:  [Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)

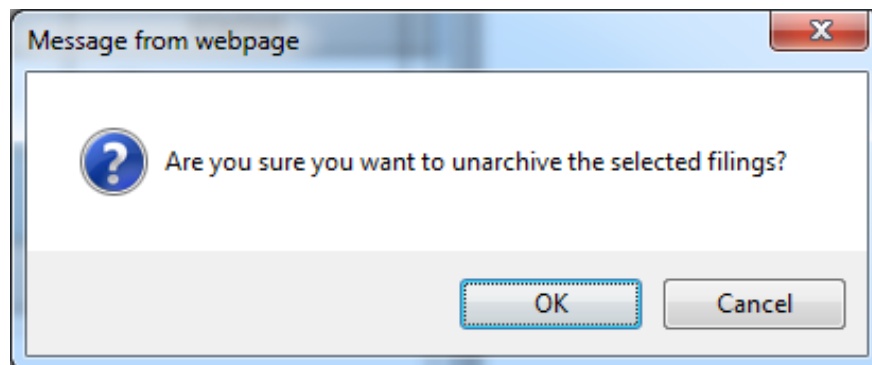
* ▶	ID	LAST ACTIVITY	STATUS	BOOK/PAGE	COUNTY	TYPE	FEE	PMT
<input checked="" type="checkbox"/>	10615	8/12/2015 1:40:43 PM	ACCEPTED	BK:02356, PG:00102	Rabun	RealEstate "Rabun Test 2"	\$11.00	PAID
<input type="checkbox"/>	10613	8/12/2015 1:24:38 PM	ACCEPTED	BK:02356, PG:00102	Rabun	RealEstate "Rabun Test 1"	\$22.00	PAID

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To complete the unarchiving of the filing, select **OK** when asked if wanting to unarchive the filing. The filing will no longer display on the Archived Filings page but will display on the Current Filings page.



Multiple filings may be selected at once. To view each selection option, scroll over the asterisk and arrow on the left-hand side of the screen. Click on the desired selection option.

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**Current Filings**

The table below shows a record of your current filing activity. [Display Transaction History](#)

All | Real Estate | **UCC**

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Status:  From Date:  To Date:

[Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)

[View](#) [Resubmit](#) [Cancel](#) [Continue](#) [Archive](#) [Pay](#) [Refresh](#)

* >	ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	10755	9/2/2015 2:41:39 PM	AWAITING CLERK REVIEW		Rabun	UCC "BAP"	\$16.00	AUTH
<input type="checkbox"/>	10751	9/8/2015 11:41:08 AM	RESUBMITTED		Rabun	UCC "CCP"	\$12.00	AUTH
<input type="checkbox"/>	10833	9/21/2015 10:18:24 AM	AWAITING CLERK REVIEW		Rabun	UCC	\$12.00	AUTH
<input type="checkbox"/>	10754	9/21/2015 10:19:03 AM	ACCEPTED	119-2015-001579	Rabun	UCC "BAP"	\$16.00	PAID
<input type="checkbox"/>	10831	9/21/2015 10:19:44 AM	ACCEPTED	119-2015-001580	Rabun	UCC	\$12.00	PAID
<input type="checkbox"/>	10832	9/21/2015 10:20:01 AM	ACCEPTED	119-2015-001581	Rabun	UCC	\$16.00	PAID

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For example, if wanting to archive all filings which are eligible for archiving, click **Select Archivable**. All filings which may be archived will have a checked check box and will be highlighted. Select **Archive** to move all selected filings to the Archive Filings page.

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**Current Filings**

The table below shows a record of your current filing activity. [Display Transaction History](#)

All | Real Estate | **UCC**

Your Filings: Page 1 of 1 Filings Per Page: 10

Status:  From Date:  To Date:

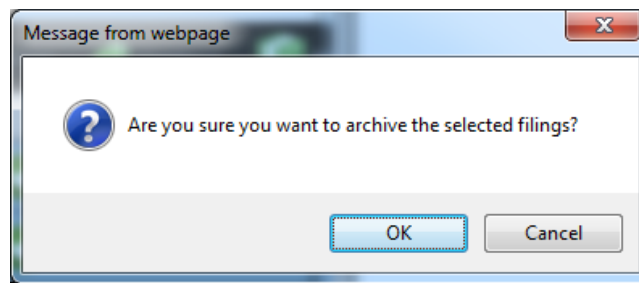
[Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)

[View](#) [Resubmit](#) [Cancel](#) [Continue](#) [Archive](#) [Pay](#) [Refresh](#)


* >	ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	10755	9/2/2015 2:41:39 PM	AWAITING CLERK REVIEW		Rabun	UCC "BAP"	\$16.00	AUTH
<input type="checkbox"/>	10751	9/8/2015 11:41:08 AM	RESUBMITTED		Rabun	UCC "CCP"	\$12.00	AUTH
<input type="checkbox"/>	10833	9/21/2015 10:18:24 AM	AWAITING CLERK REVIEW		Rabun	UCC	\$12.00	AUTH
<input checked="" type="checkbox"/>	10754	9/21/2015 10:19:03 AM	ACCEPTED	119-2015-001579	Rabun	UCC "BAP"	\$16.00	PAID
<input checked="" type="checkbox"/>	10831	9/21/2015 10:19:44 AM	ACCEPTED	119-2015-001580	Rabun	UCC	\$12.00	PAID
<input checked="" type="checkbox"/>	10832	9/21/2015 10:20:01 AM	ACCEPTED	119-2015-001581	Rabun	UCC	\$16.00	PAID

[Move First](#) [Move Previous](#) [Move Next](#) [Move Last](#)

To complete the archiving of the filing, select **OK** when asked if wanting to archive the filing.



Filings will no longer display on the Current Filings page.


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### Current Filings

The table below shows a record of your current filing activity.

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 Cancel
 Continue
 Archive
 Pay
 Refresh

* ▶	ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	10755	9/2/2015 2:41:39 PM	AWAITING CLERK REVIEW		Rabun	UCC "BAP"	\$16.00	AUTH
<input type="checkbox"/>	10751	9/8/2015 11:41:08 AM	RESUBMITTED		Rabun	UCC "CCP"	\$12.00	AUTH
<input type="checkbox"/>	10833	9/21/2015 10:18:24 AM	AWAITING CLERK REVIEW		Rabun	UCC	\$12.00	AUTH

⏪ Move First
⏴ Move Previous
⏵ Move Next
⏩ Move Last

### Cancel Filing

Only filings which have not been submitted to the Clerk's office for filing may be cancelled. If a filing has the status awaiting clerk review, it is not eligible for cancellation. To cancel a filing, check the box next to the filing then select **Cancel**. Please note: Once a filing is cancelled, the cancellation cannot be reversed. No other action may be performed on the filing and it may not be submitted to the Clerk's office for review.

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### Current Filings

The table below shows a record of your current filing activity.

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You have **1 Filing** that has not yet been paid for. The filing process is not complete until fees are paid.

[Learn About Payment Options And Fees](#)

**PAY FEES**

[All](#) [Real Estate](#) [UCC](#)

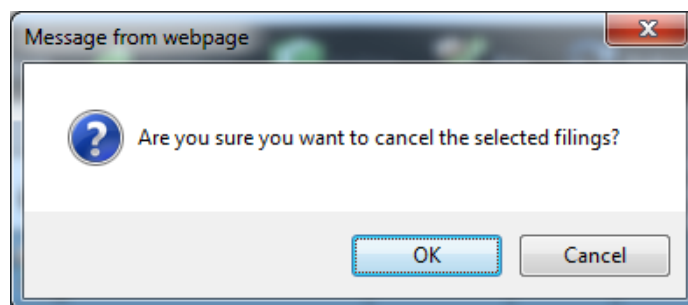
Your Filings: Page 1 of 1

Status:  From Date:  To Date:


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	View	Resubmit	Cancel	Continue	Archive	Pay	Refresh	
* >	ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	FEE	PMT
<input checked="" type="checkbox"/>	10837	9/21/2015 10:28:48 AM	AWAITING PAYMENT		Rabun	UCC	\$12.00	
<input type="checkbox"/>	10833	9/21/2015 10:18:24 AM	AWAITING CLERK REVIEW		Rabun	UCC	\$12.00	

To continue with the cancellation of the filing, select **OK** when asked if wanting to cancel the filing.



To complete the cancellation of the filing, select **Continue**. The filing will be cancelled and may be archived.

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### Filing Submission Cancellation

You have elected to cancel the submission of the following filing. To confirm the cancellation, click the Continue button below.

Filing Type	County	Date Time
UCC - "misc filing"	Rabun	9/8/2015 11:23:41 AM


Click the Continue button below to Cancel the filing.

**Cancel** **Continue**



## Sort Filings

Filings may be sorted by ID number, Last Activity, Status, Recording, Book/Page, File Number, County, Type, Fee or PMT. Click on the header to change the sort. An arrow will appear next to the header controlling the sort. The arrow will also indicate whether the sort is ascending (lowest to highest) or descending (highest to lowest). A downward arrow indicates descending, and an upward arrow indicates ascending.


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### Current Filings

The table below shows a record of your current filing activity.

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You have **1 Filing** that has not yet been paid for. The filing process is not complete until fees are paid.
 

PAY FEES

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Status: 
 From Date: 
 To Date:

Type: 

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	ID	LAST ACTIVITY	STATUS	BOOK/PAGE	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	10830	9/21/2015 10:06:48 AM	AWAITING CLERK REVIEW		Clarke	RealEstate "RE special"	\$12.00 (EST)	AUTH
<input type="checkbox"/>	10811	9/16/2015 3:08:41 PM	AWAITING CLERK REVIEW		Clarke	RealEstate "Test lien package - COAG"	\$11.00 (EST)	AUTH
<input type="checkbox"/>	10777	9/9/2015 11:51:59 AM	AWAITING CLERK REVIEW		Coweta	RealEstate "Test County Billed filing #2"	\$16.00 (EST)	AUTH
<input type="checkbox"/>	10776	9/9/2015 11:49:38 AM	AWAITING CLERK REVIEW		Coweta	RealEstate	\$9.00 (EST)	AUTH
<input type="checkbox"/>	10738	8/31/2015 3:33:09 PM	AWAITING CLERK REVIEW		Clarke	RealEstate	\$18.00 (EST)	AUTH
<input type="checkbox"/>	10545	8/6/2015 10:34:31 AM	AWAITING CLERK REVIEW		Clarke	RealEstate "Test Package"	\$1,524.00 (EST)	AUTH
<input type="checkbox"/>	10543	8/6/2015 9:03:16 AM	AWAITING CLERK REVIEW		Clarke	RealEstate "John Smith SD"	\$195.00 (EST)	AUTH
<input type="checkbox"/>	10441	7/15/2015 4:25:24 PM	AWAITING CLERK REVIEW		Rabun	RealEstate	\$16.00 (EST)	AUTH

Move First

Move Previous

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NEW FILING

## Filter Filing

Filings may be filtered by status, date and type. If **no filter** has been selected, the From Date and To Date fields will be blank, and the status and type filters will state Select.

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### Current Filings

The table below shows a record of your current filing activity.

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Status:  From Date:  To Date:

Type:

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If one or more filters have been applied to either the status or type, then they will state Filtered. To view which filter(s) has been applied, click the arrow.

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### Current Filings

The table below shows a record of your current filing activity.

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Status:  From Date:  To Date:

Type:

[View](#) [Resubmit](#) [Cancel](#) [Continue](#) [Archive](#) [Pay](#) [Refresh](#)

* ▶	ID	LAST ACTIVITY	STATUS	BOOK/PAGE	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	10615	8/12/2015 1:40:43 PM	ACCEPTED	BK:02356, PG:00102	Rabun	RealEstate "Rabun Test 2"	\$11.00	PAID

To remove a filter, click the arrow in the filtered box and uncheck the box or boxes.

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### Current Filings

The table below shows a record of your current filing activity.

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From Date:  To Date:

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	BOOK/PAGE	COUNTY	TYPE	FEE	PMT
ERK		Clarke	RealEstate "RE special"	\$12.00 (EST)	AUTH
10811		Clarke	RealEstate "Test lien package - COAG"	\$11.00 (EST)	AUTH
10777		Coweta	RealEstate "Test County Billed filing #2"	\$16.00 (EST)	AUTH

The system default will display filings from the past 120 days. To filter by date, enter a date in the From Date field and/or a date in the To Date field. **Please note, date ranges must be 120 days or less.** To return to the system default of displaying filings from the past 120 days, clear the From Data and To Date fields.

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### Current Filings

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Status:  Filings Per Page:

Type:


From Date:  To Date:

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* ▶	ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	10811	9/16/2015 3:08:41 PM	AWAITING CLERK REVIEW		Clarke	RealEstate "Test lien package - COAG"	\$11.00 (EST)	AUTH
<input type="checkbox"/>	10777	9/9/2015 11:51:59 AM	AWAITING CLERK REVIEW		Coweta	RealEstate "Test County Billed filing #2"	\$16.00 (EST)	AUTH

## Resubmit Filings

If a filing is rejected, it may be resubmitted. Resubmitted filings will get a new date and time as if a new filing, but it allows users to modify the rejected filing. To resubmit a rejected UCC filing, select the box next to the rejected UCC filing then select **Resubmit**.

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### Current Filings

The table below shows a record of your current filing activity.

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You have **1 Filing** that has not yet been paid for. The filing process is not complete until fees are paid. [PAY FEES](#)

[Learn About Payment Options And Fees](#)

All Real Estate **UCC**

Your Filings: Page 1 of 1 Filings Per Page: 10

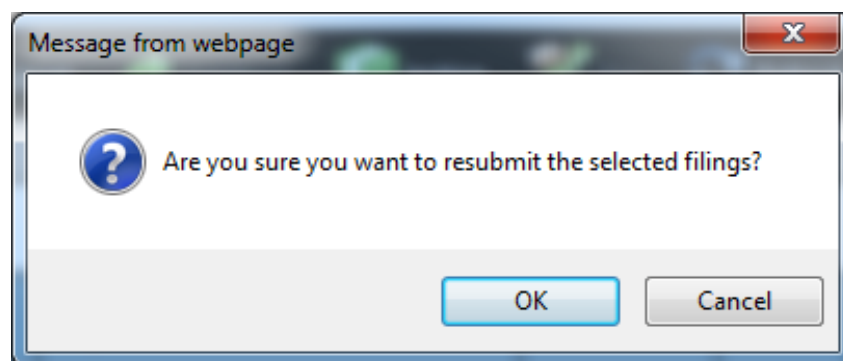
Status:  From Date:  To Date:

[Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)


View Resubmit Cancel Continue Archive Pay Refresh

* ▶	ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	10837	9/21/2015 10:28:48 AM	AWAITING PAYMENT		Rabun	UCC	\$12.00	
<input type="checkbox"/>	10833	9/21/2015 10:18:24 AM	AWAITING CLERK REVIEW		Rabun	UCC	\$12.00	AUTH
<input checked="" type="checkbox"/>	10755	9/21/2015 10:52:13 AM	REJECTED		Rabun	UCC "BAP"	\$16.00	AUTH

To continue with resubmitting the filing, select **OK** when asked if wanted to resubmit filing.



If the county in which the filing is submitted should be changed, select **Change County**. If not, select **Do Not Change County**.



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### Change County of Filing

The filing that you are resubmitting was originally filed in the following county:

**Rabun**

Please select whether you would like to resubmit the filing in the same county or select a different county.

If changing the county, select the county in which the filing will be submitted then select continue. Otherwise, make the necessary modifications to the file then select **Continue**.





#### Electronic Filing of Uniform Commercial Codes

1. Click the Add UCC Form button and attach a UCC form.
2. Click the Add Attachment button and attach addendum files or freeform attachments.
3. Add as many addendum form and freeform attachments as necessary.
4. Click the Continue button to continue your filing.

Files can be any of the following types:

Tiff image format (TIFF)    Portable Document Format (PDF)    Microsoft Word format (RTF, DOC or DOCX)

#### STEP 1: Attach UCC-1, UCC-3 or UCC-5 Form

	Your Description	UCC Type	Pages	Base Fee	Add'l Page Fee	
	CC	UCC-1	2	\$10.00	\$2.00	

NOTE: A credit card transaction fee may be charged in addition to the fees shown above when paying by credit card.

#### Additional Attachments:

[Add Attachment](#)

Once you have attached a UCC Form, you may attach 1 or more additional files (for example, a Collateral Description).

#### STEP 2: Filing Name (optional)

Enter an optional name by which you would like to refer to this filing:

**Total Fees \$12.00**

Note: A non-refundable transaction fee of 3.5% will apply if payment is made with a credit card.

[Cancel](#)

[Continue](#)

Review the filing, then enter initials then select **Submit** to resubmit the filing.



### Review Your Filing

Please review your filing. Use the Previous Page button at the bottom of this page to return to the previous page and make any necessary changes.

**Computed Fee \$12.00**

**Filing Name:** CCP

**Attached UCC Forms:**

Your Description	UCC Type	Pages	Base Fee	Add'l Page Fee
CC	UCC-1	2	\$10.00	\$2.00

Note: A non-refundable transaction fee of 3.5% will apply if payment is made with a credit card.

Once you have attached a UCC Form, you may attach 1 or more additional files (for example, a Collateral Description).

#### ELECTRONIC SIGNATURE

STATE OF GEORGIA, COUNTY OF RABUN

By affixing this electronic verification, oath, or affidavit to this pleading/filing submitted to the Court and attaching my electronic signature hereon, I do hereby swear or affirm that the statement/information set forth in the above pleading/filing is true and correct.

Enter your initials to affirm this oath:

[Previous Page](#)

[Submit](#)

The filing status will be “resubmitted.”

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### Current Filings

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**PAY FEES**

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All Real Estate **UCC**

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 To Date:


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* >	ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	10837	9/21/2015 10:28:48 AM	AWAITING PAYMENT		Rabun	UCC	\$12.00	
<input type="checkbox"/>	10833	9/21/2015 10:18:24 AM	AWAITING CLERK REVIEW		Rabun	UCC	\$12.00	AUTH
<input type="checkbox"/>	10755	9/21/2015 10:53:59 AM	RESUBMITTED		Rabun	UCC "BAP"	\$16.00	AUTH

## Dashboard Display

For a quick view of the document types submitted within a filing, hold the mouse over the TYPE and a pop-up window will display all documents contained within the filing. **Note: When a filter is selected, the pop-up window will only display those filings contained within the filter. Also, this feature only applies to filings created on or after September 23, 2015.**


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### Current Filings

The table below shows a record of your current filing activity.

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Status:  From Date:  To Date:

Type:  [Current Activity](#) [Last 30 Days](#) [Last 60 Days](#) [Last 90 Days](#)

View Resubmit Cancel Continue Archive Pay Refresh

* ▶	ID	LAST ACTIVITY	STATUS	BOOK/PAGE	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	10830	9/21/2015 10:06:48 AM	AWAITING CLERK REVIEW		Clarke	RealEstate "RE special"	\$12.00 (EST)	AUTH
<input type="checkbox"/>	10811	9/16/2015 3:08:41 PM	AWAITING CLERK REVIEW		Clarke	Lien - Lien Test Lien package - COAG	\$11.00 (EST)	AUTH
<input type="checkbox"/>	10777	9/9/2015 11:51:59 AM	AWAITING CLERK REVIEW		Coweta	RealEstate Test County Billed filing #2	\$16.00 (EST)	AUTH
<input type="checkbox"/>	10776	9/9/2015 11:49:38 AM	AWAITING CLERK REVIEW		Coweta	RealEstate	\$9.00 (EST)	AUTH

For a quick view of method of payment of accepted filings, hold the mouse over PAID and a pop-up window will display the method of payment.


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### Archived Filings

The table below shows a list of your archived filings.

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View Unarchive Refresh

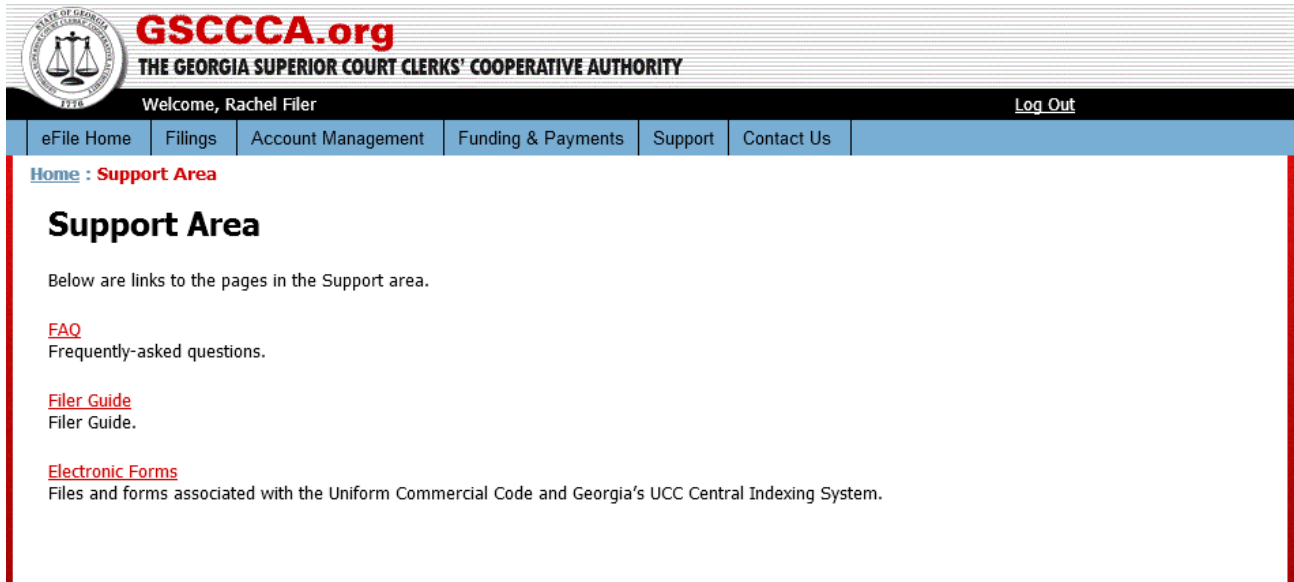
* ▶	ID	LAST ACTIVITY	STATUS	FILE NUMBER	COUNTY	TYPE	Drawdown Account	
<input type="checkbox"/>	10832	9/21/2015 10:20:01 AM	ACCEPTED	119-2015-001581	Rabun	UCC	\$16.00	PAID
<input type="checkbox"/>	10831	9/21/2015 10:19:44 AM	ACCEPTED	119-2015-001580	Rabun	UCC	\$12.00	PAID
<input type="checkbox"/>	10754	9/21/2015 10:19:03 AM	ACCEPTED	119-2015-001579	Rabun	UCC "BAP"	\$16.00	PAID
<input type="checkbox"/>	10771	9/21/2015 10:14:51 AM	CANCELLED		Rabun	UCC	\$0.00	
<input type="checkbox"/>	10748	9/8/2015 11:34:38 AM	REFLECTED		Rabun	UCC	\$16.00	AUTH



## Other

### Support

Support Area has a section for frequently-asked questions, filer guide and electronic UCC forms. Click the **Support** tab to access this area.



The screenshot shows the GSCCCA.org website. The header includes the State of Georgia seal, the GSCCCA.org logo, and the text "THE GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY". Below the header is a navigation bar with tabs: eFile Home, Filings, Account Management, Funding & Payments, Support, and Contact Us. The "Support" tab is selected. The main content area is titled "Support Area" and contains links to "FAQ", "Filer Guide", and "Electronic Forms".

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## Support Area

Below are links to the pages in the Support area.

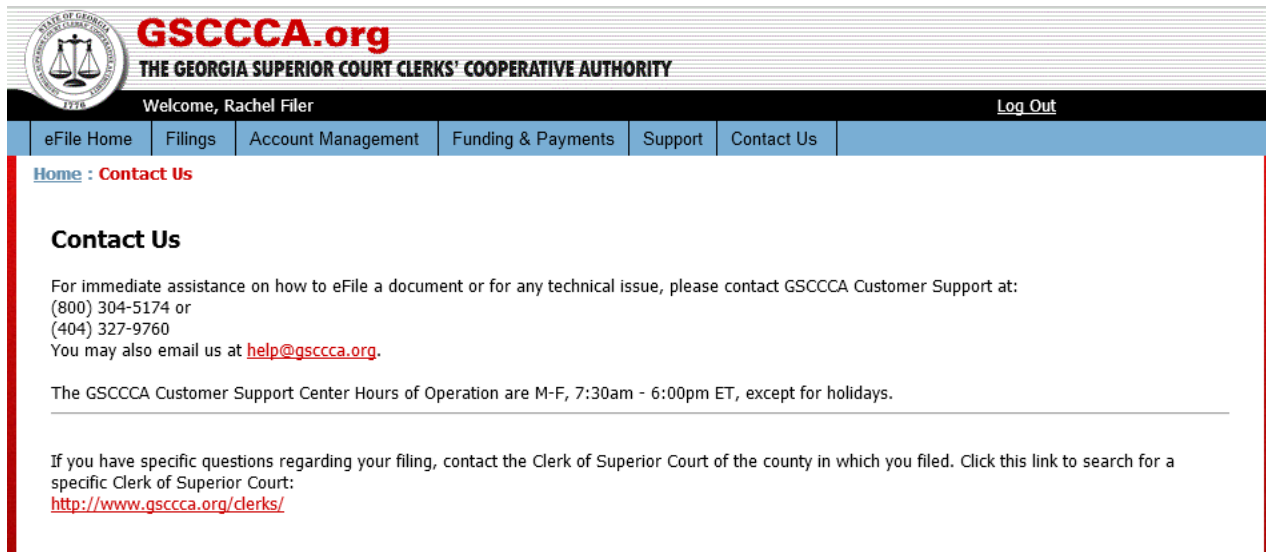
[FAQ](#)  
Frequently-asked questions.

[Filer Guide](#)  
Filer Guide.

[Electronic Forms](#)  
Files and forms associated with the Uniform Commercial Code and Georgia's UCC Central Indexing System.

### Contact Us

To access GSCCCA customer support contact information and hours of operation along with contact information for Superior Court Clerks' offices, select the **Contact Us** tab.



The screenshot shows the GSCCCA.org website. The header includes the State of Georgia seal, the GSCCCA.org logo, and the text "THE GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY". Below the header is a navigation bar with tabs: eFile Home, Filings, Account Management, Funding & Payments, Support, and Contact Us. The "Contact Us" tab is selected. The main content area is titled "Contact Us" and contains contact information for GSCCCA Customer Support, including phone numbers, email, and hours of operation. It also includes a link to search for a specific Clerk of Superior Court.

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## Contact Us

For immediate assistance on how to eFile a document or for any technical issue, please contact GSCCCA Customer Support at:  
(800) 304-5174 or  
(404) 327-9760  
You may also email us at [help@gsccca.org](mailto:help@gsccca.org).

The GSCCCA Customer Support Center Hours of Operation are M-F, 7:30am - 6:00pm ET, except for holidays.

If you have specific questions regarding your filing, contact the Clerk of Superior Court of the county in which you filed. Click this link to search for a specific Clerk of Superior Court:  
<http://www.gsccca.org/clerks/>