

How to eFile a Plat from a Search Terminal

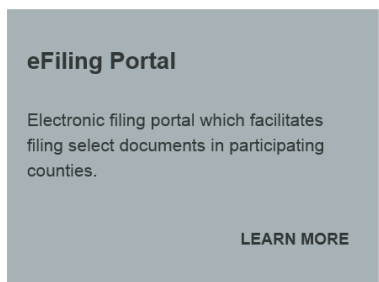
- Click File



- Click eFiling

eFiling

- Click eFiling Portal



- Register using the “Registration for Plat eFiling document”
- Once registration is successfully completed and the user has selected **Submit**, the filer will be taken to the **Current Filings** page
- Scroll to the bottom of the page and click **New Filing**



- Select the Type of Filing, **Real Estate (Deeds, Liens and Plats)**

Type of Filing:

- Select the County where the plat is being filed

County:

- Click Continue
- Scroll to the bottom of the page, and click Continue again
- Click Add New Filing


Standard Filing Mode | [Switch](#)

Real Estate eFiling

Welcome to GSCCCA Real Estate eFiling

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

Please review the contents of the filing package below. Once satisfied, click the **Submit** button.



eFiling Package Summary

Name:

County:

Estimated 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.

Estimated Fees Grand Total: \$0.00

- Select Instrument Type of **Plat – Plat, Map or Floor Plan**

Real Estate eFiling

1. Document
2. Taxes
3. Parties
4. Participa

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

Instrument Type:

Select this instrument type if your document is best described as:

- All Plats, Maps, and Floor Plans. (They are to be in conformance with Official Code of Georgia Annotated: 15-6-67.)

Upload Document:

Selected File: None

Supported File Types: PDF or TIF (300dpi or higher)

Upload Progress:

- Click Browse, to browse the search terminal for the document. **Please Note: the disc or USB drive should be input into the terminal**
- Double-click on the document to be filed



- Click **Upload**

Upload Document: ?

Selected File: None

Supported File Types: PDF or TIF (300dpi or higher)

Upload Progress:

- Once uploaded, download the Final Plat Document and check the Plat Affirmation box after review

Plat Affirmation: Check the box to affirm that you have reviewed and approved the final plat document to be transmitted (Plat Electronic Recording Rule 5.4)

?

- Scroll to the bottom of the page and click **Next**
- Input Party Names, then click **Next**

Step 3: Specify the parties to the document


Name of condominium, subdivision or property owner: **Quick-Pick:** ?

- 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

?

- Select **Filer's Participant ID:** then click **Next**

Step 4: Specify the registered participants to the document


Filer's Participant ID: 

Add More Participants

- Review filing fees, then click **Next**

Step 5: Review filing fees

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$8.00	1	\$8.00
Cross Indexes	\$2.00	0	\$0.00
Additional Pages	\$8.00	0	\$0.00
Total:			\$8.00
<i>* Estimate Only</i>			





- Click **Submit**




eFiling Package Summary 


Submit
Cancel Package
Add New Filing

Name: 

County: 

Estimated Fees
Grand Total: \$8.00 

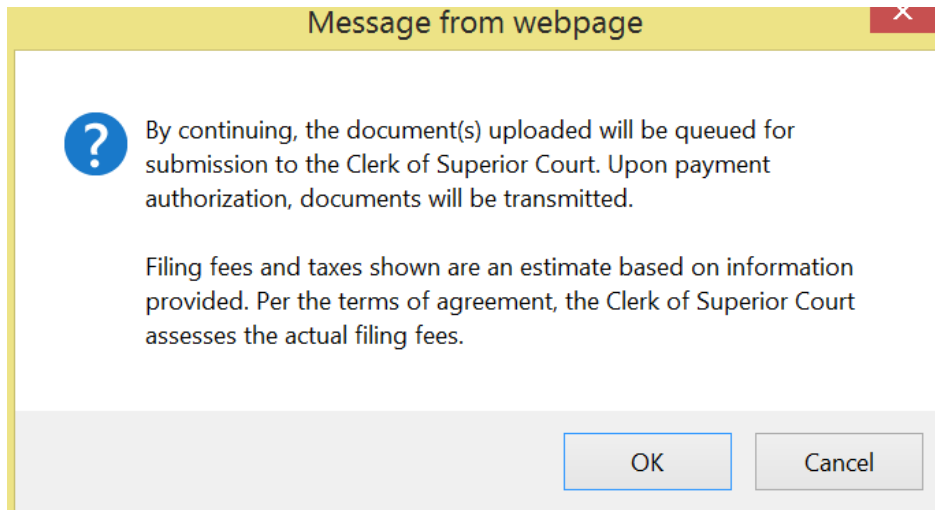
Filing Information

Instrument Type: Plat - Plat, Map, or Floor Plan
(All Plats, Maps, and Floor Plans. (They are to be in conformance with Official Code of Georgia Annotated: 15-6-67.)) 

Document: [Single-page Landscape.tif](#)

Edit
Delete


- Click **OK**



- Click **Pay Now**

Real Estate eFiling

Your filing package was submitted successfully



Attention

Filing package will not be transmitted until payment is authorized

Click **Pay Now** to authorize payment

County Name: Camden

Filing ID: 125656

[What Is This?](#)

Filing Type	Instrument Type	Status	Estimated Fee
Real Estate	Plat - Plat, Map, or Floor Plan	AWAITING PAYMENT	\$8.00

ESTIMATED FEES FOR THE SELECTED FILINGS: \$8.00

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.



[Print this confirmation for your records](#)

Pay Now

Pay Later

- Select method of payment

GSCCCA.org
THE GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY

Welcome, Rachel Filer

Pay Filing Fees - Confirmation

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
125656	12/16/2016 9:37:33 AM	AWAITING PAYMENT	Camden	RealEstate	\$8.00

ESTIMATED FEES FOR THE SELECTED FILINGS: \$8.00

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.

Payment Options

PAY BY CREDIT CARD

PAY BY BANK ACCOUNT

PAY BY ESCROW ACCOUNT

- Enter Payment information

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Welcome, Rachel Filer

Pay Filing Fees - Confirmation

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: \$8.28

Credit Cards | Bank Accounts

NOTE: A credit card transaction fee of **\$0.28** has been added to the filing fee amount.

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

BACK

CONFIRM PAYMENT

- Confirm Payment

- Click Pay



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Welcome, Rachel Filer

Pay Filing Fees - Confirmation

Payment Confirmation - Please verify the information below.

Number of Filings: 1
Total Filings: \$8.00
Total Fees: \$0.28
Total Payment: \$8.28
Payment Date: 12/16/2016 9:40 AM
Credit Card: 411111XXXXXX1111 12/2025

- Upon successful confirmation, the document is submitted to the clerk's office for filing



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Welcome, Rachel Filer

Pay Filing Fees - Confirmation

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: df2ab482-744e-4aa6-82a5-207423050f65 [What Is This?](#)

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
125656	12/16/2016 9:37:33 AM	AWAITING CLERK REVIEW	Camden	RealEstate	\$8.00

ESTIMATED FILING FEES: \$8.00
PROCESSING FEES: \$0.28
TOTAL PAYMENT: \$8.28

Please note: Filing fees are an estimate based on information provided.
 Actual filing fees will be assessed by the Clerk of Superior Court.

 [Print this confirmation for your records](#)

- Click **Close**, then **Log Out**
- To return the search terminal to the Authority home page, click the **GSCCCA Home** tab