

## Associate 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, users will not be allowed to eFile real estate documents.

To associate a participant ID, go to Account Management then select **Manage Participant IDs** to access the screen below. Select **Add ID**.

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

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.

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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	<b>Type:</b> Trusted User <b>Status:</b> Active <b>Date:</b> 2012-02-23T02:20:15	 <a href="#">Associate</a>
5391862963	Georgia Holding Industries	J Scott Jones	<b>Type:</b> Trusted User <b>Status:</b> Active <b>Date:</b> 2015-03-20T10:50:49	 <a href="#">Associate</a>
2501735471		J Scott Jones	<b>Type:</b> Trusted User <b>Status:</b> Active <b>Date:</b> 2015-03-20T10:54:38	 <a href="#">Associate</a>
3029307685		Surveyor Jones	<b>Type:</b> Trusted User <b>Status:</b> Active <b>Date:</b> 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.

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### 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.

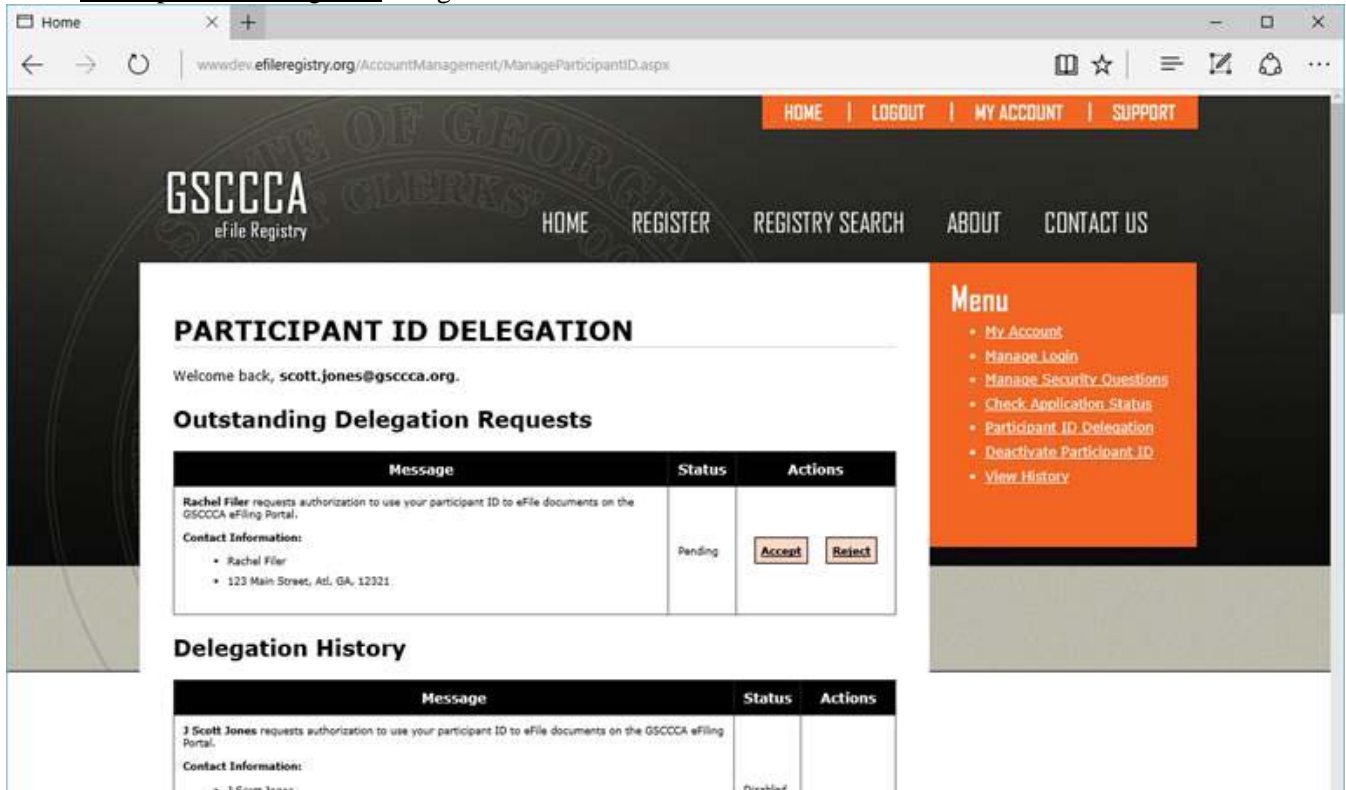
**BACK** **SUBMIT** **CANCEL**

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.

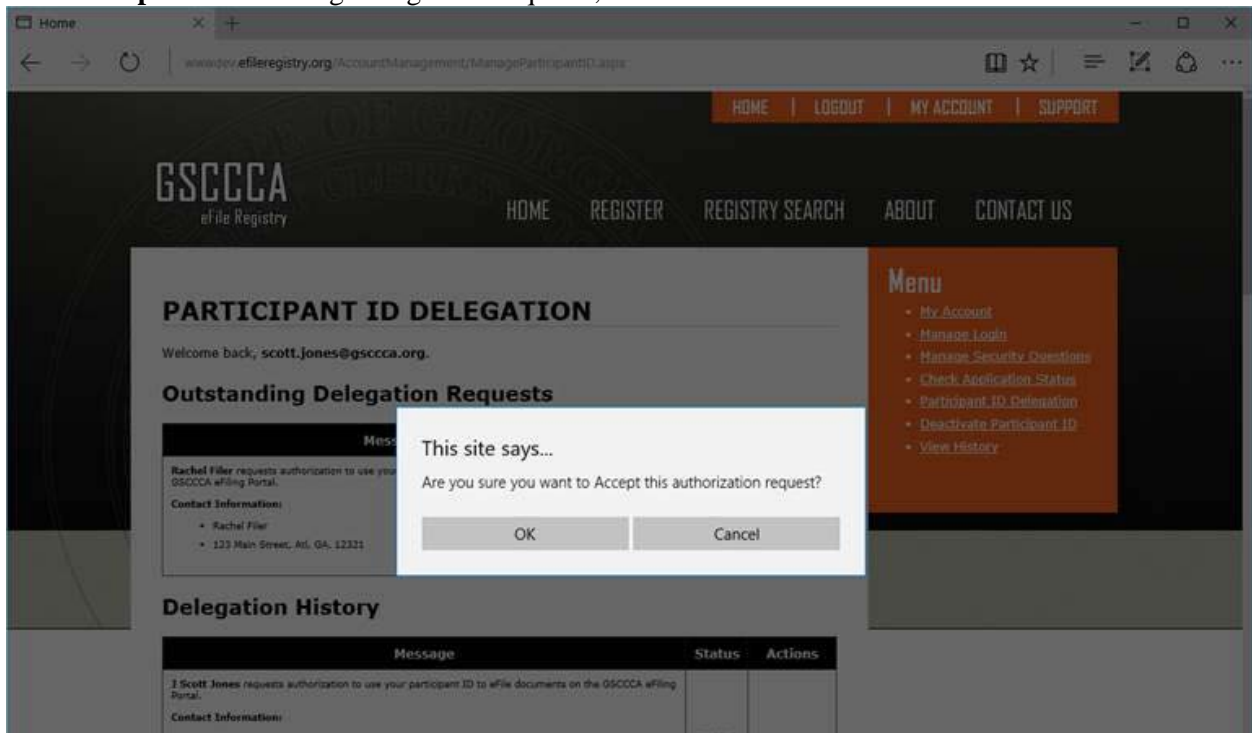
**Authorization status will reflect a Pending status** until the owner of the Participant ID accepts or rejects the association request. Upon acceptance of the request, the authorization status will be Active at which time the user may eFile real estate documents. **Please note: Participant IDs are issued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

* ▶	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

To accept or reject an association request, go to [www.efileregistry.org](http://www.efileregistry.org). Log in, click My Account then select Participant ID Delegation in right menu.



Click **Accept** in Outstanding Delegation Requests, then click **OK**.



The participant ID is now associated with <https://efile.gsecca.org> account and reflects Active status.

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* ▶	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: 8/10/2016 12:43:22 PM Request Date: 8/10/2016 12:39:20 PM