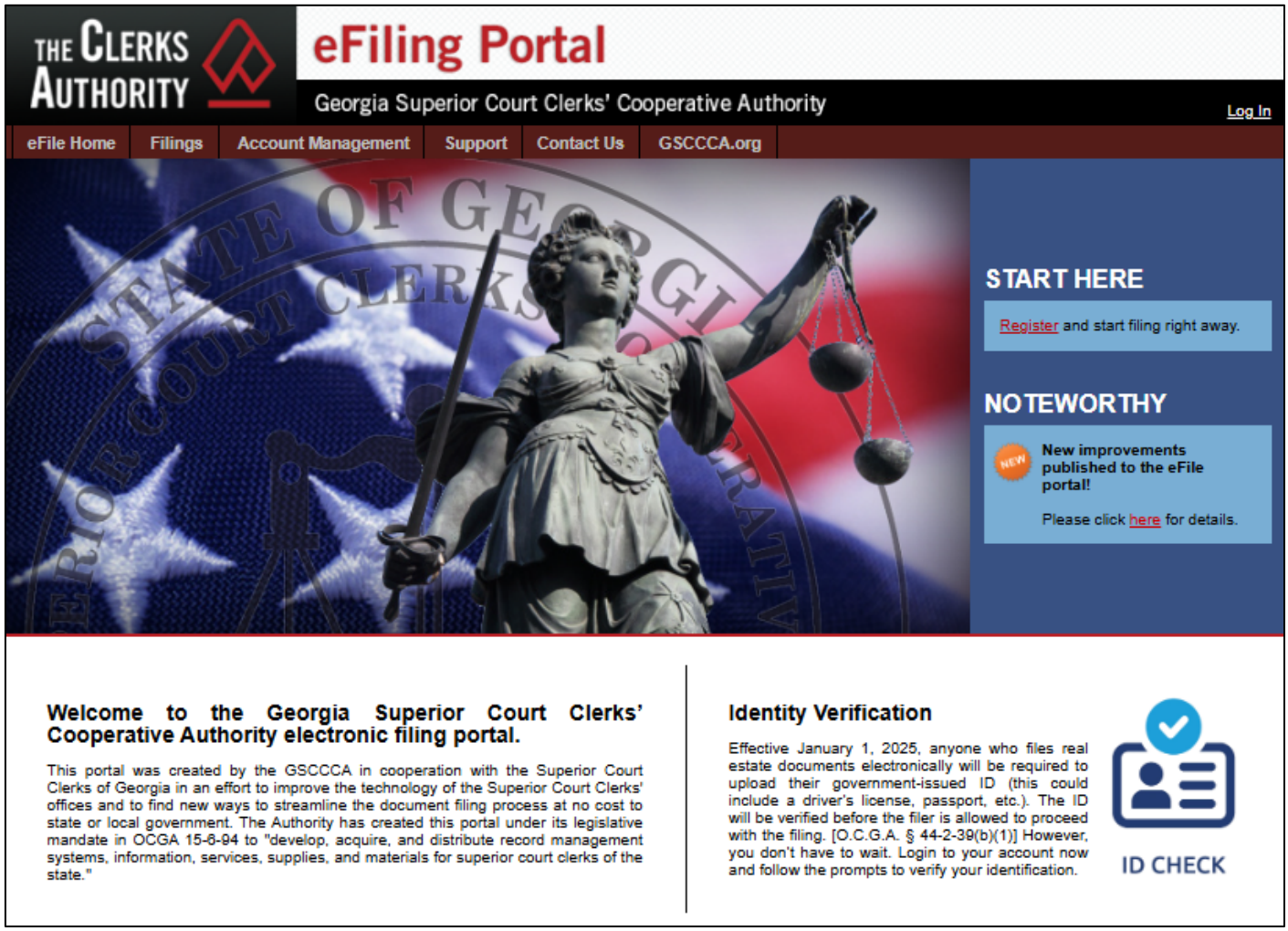
GSCCCA eFiling Portal: Filer Guide



Contents

Getting Started 3
- **Overview** 3
- **Registration** 4
- **Identity Verification** 8

Filing Documents 9
- **File a UCC Document** 9
- **File a Real Estate Document** 13

Authorize Payment 25
- **Pay by Escrow** 26
- **Pay by Credit Card** 28
- **Pay by Bank Account** 30

Manage Filings 32
- **Dashboard Displays** 32
  - **Current Dashboard** 33
  - **Archive Dashboard** 34
- **Sort Filings** 35
- **Filter Filings** 36
- **Resubmit Filings** 37
- **Cancel Filings** 38

Account Management 39
- **Manage Wallet** 40
- **Add Credit Card** 41
- **Add Bank Account** 43
- **Notification Center** 45
- **Edit Account Details** 47
- **Change Password** 48

Funding & Payments 49
- **Fund Escrow Account** 49
  - **Fund by Credit Card** 51
  - **Fund by Bank Account** 54
  - **Fund by Wire Transfer** 57
- **Payment History** 59

Support 60

Contact Us 61

Getting Started

Overview

The purpose of this user manual is to guide the user in 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 mandatory.

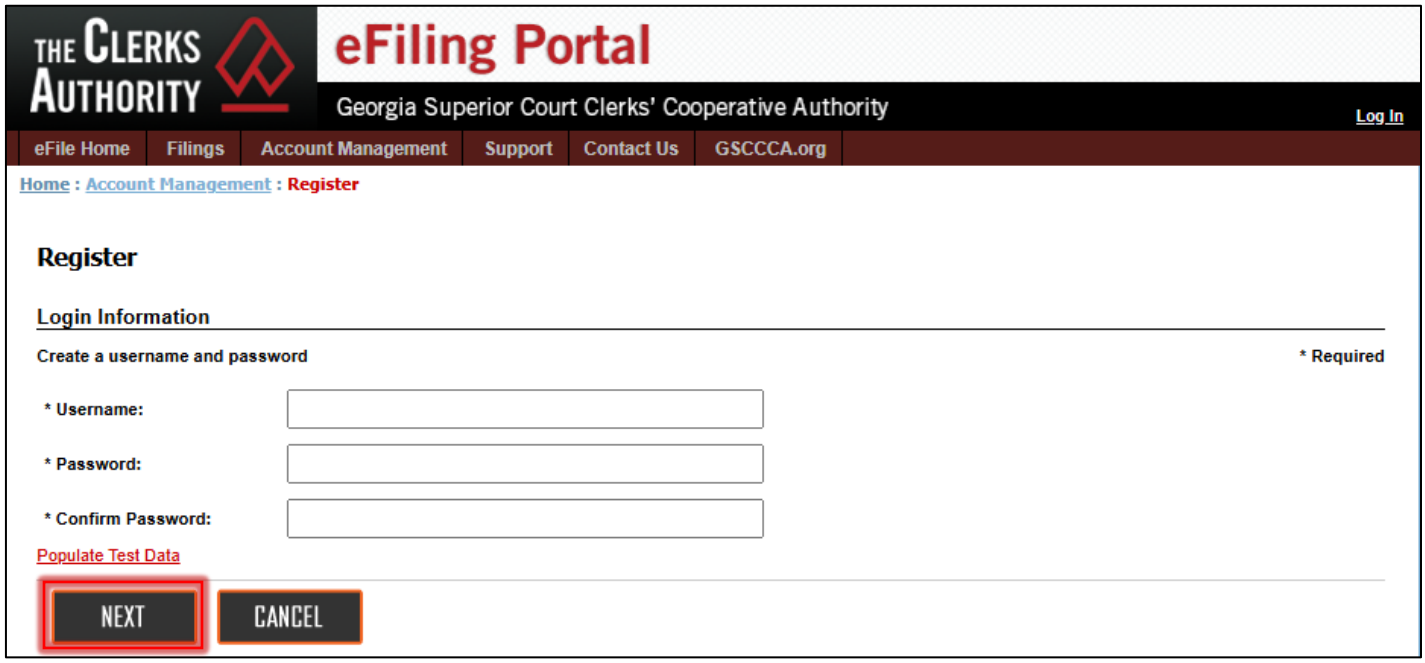
In order to use the GSCCCA eFile portal, all users must be registered. Registration is free-of-charge and only a single registration is needed for the Clerks' Authority portal which allows users to file any document type offered by the portal.

Registration

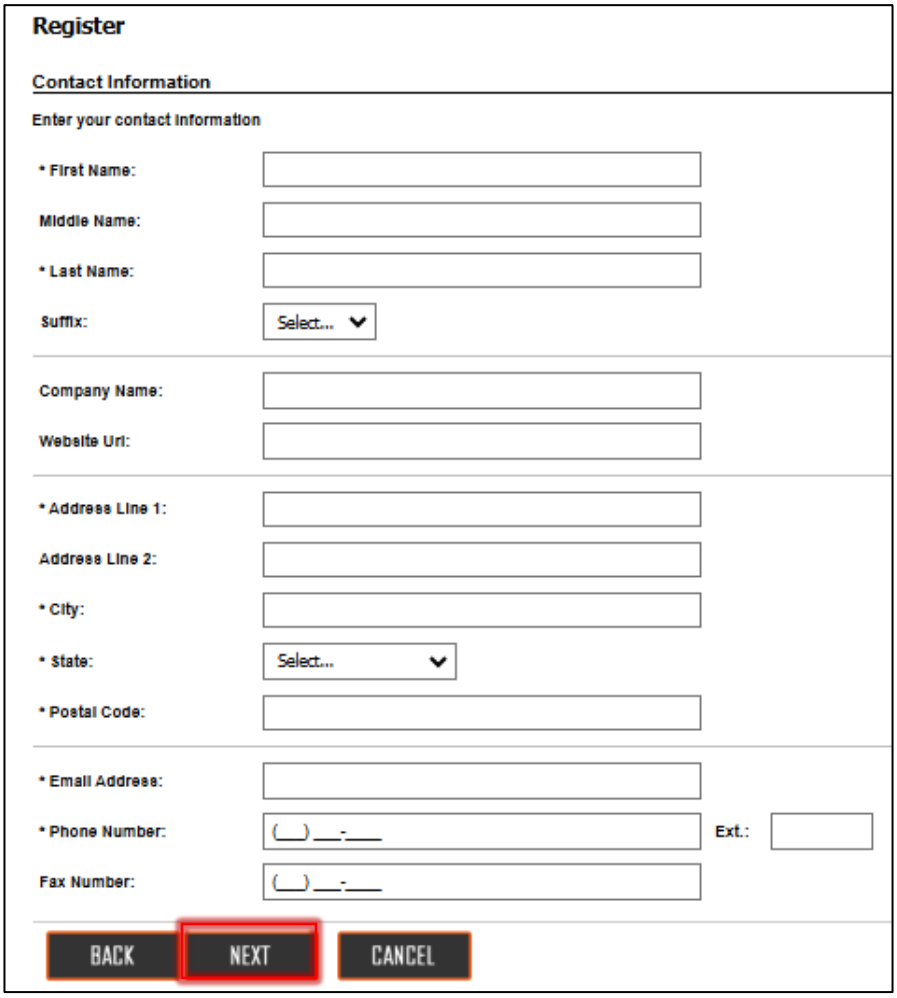
To register for an eFile account, visit https://efile.gsccca.org and click Register at the top right of the page.



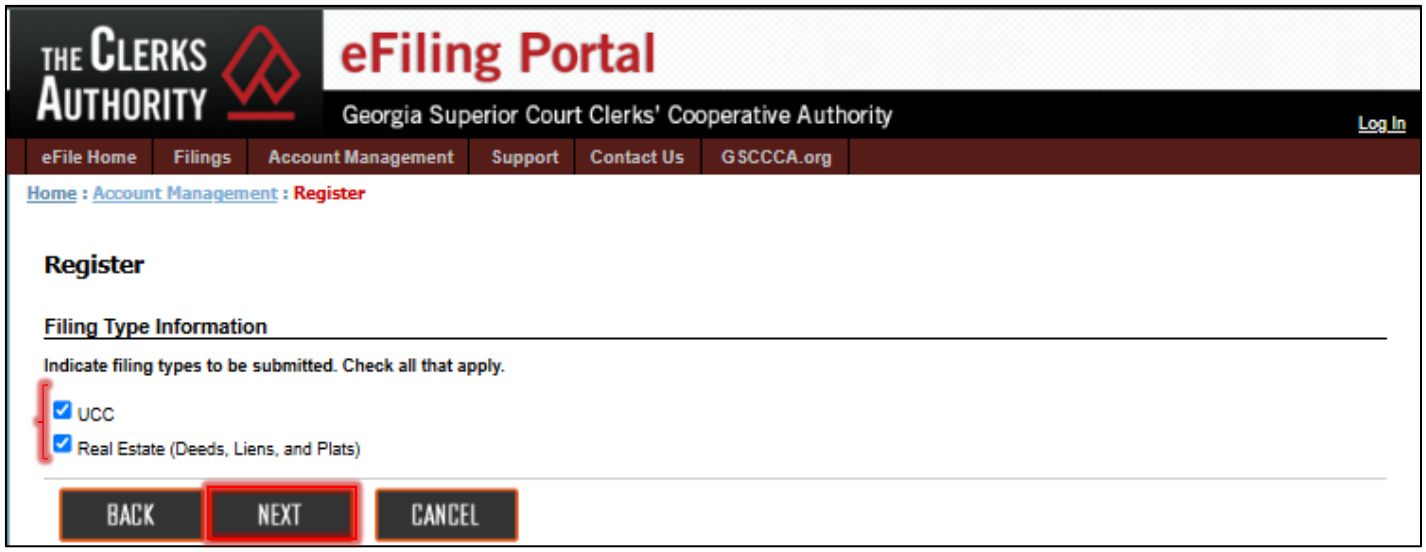
Complete the Login Information section by creating a username and password then click *Next*.



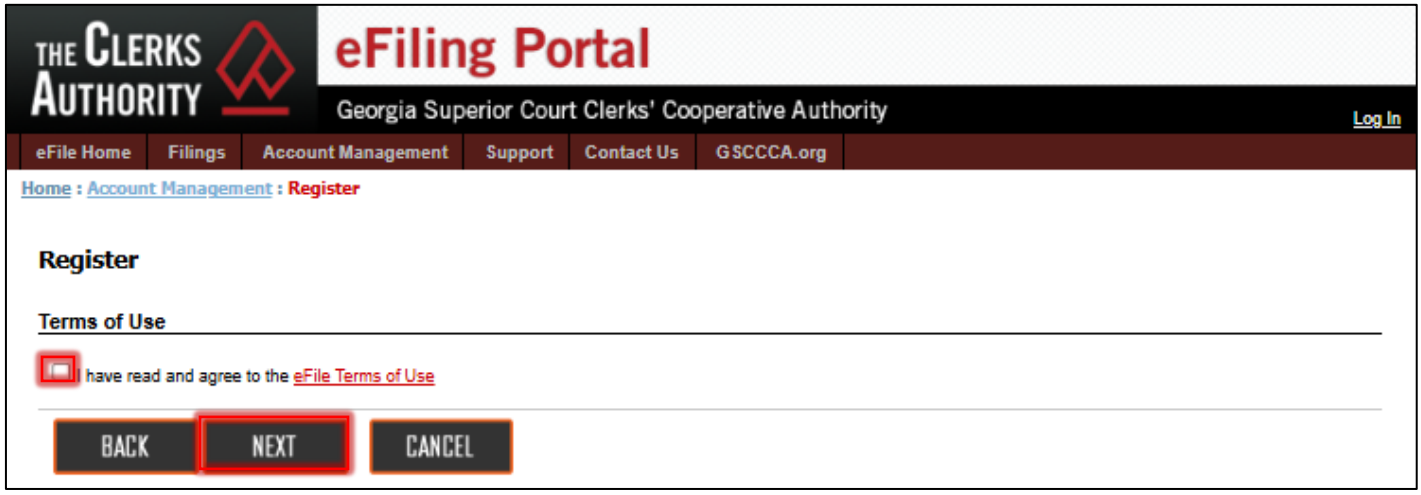
Then complete the Contact Information section and click *Next*.



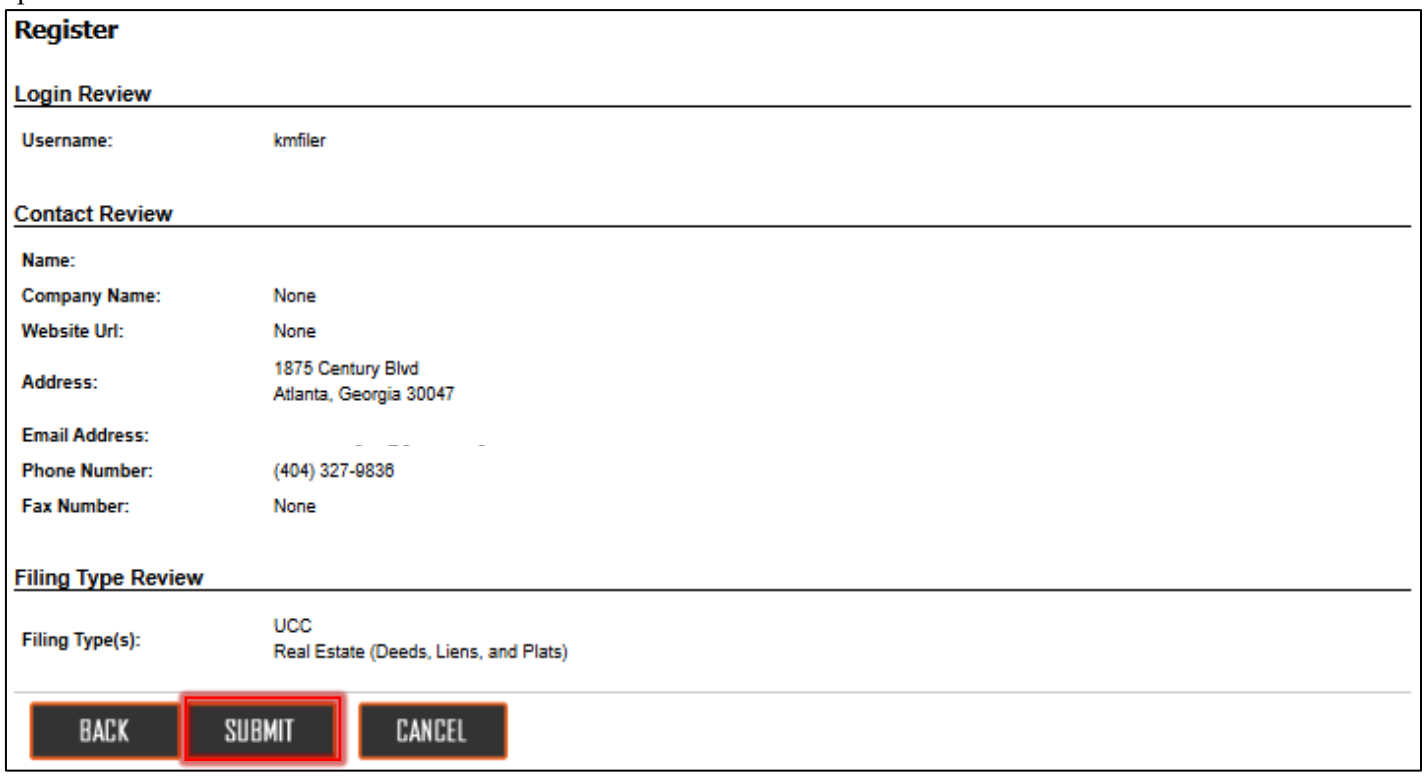
Indicate the filing type(s) to be submitted by clicking on the check boxes then click *Next*.



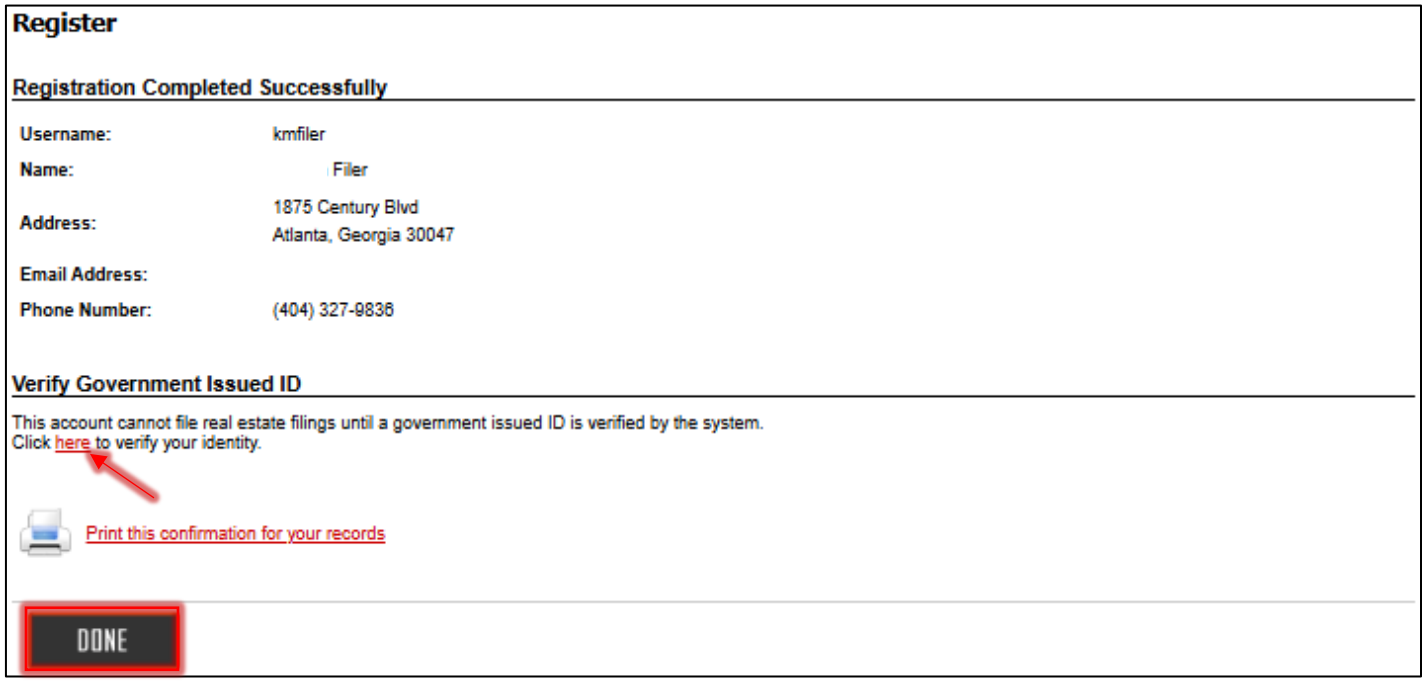
Review the eFile Terms of Use, click the check box, and select *Next*.



After reviewing Username and Contact Information, click *Submit*. If any information appears incorrect, select *Back* and update the information.



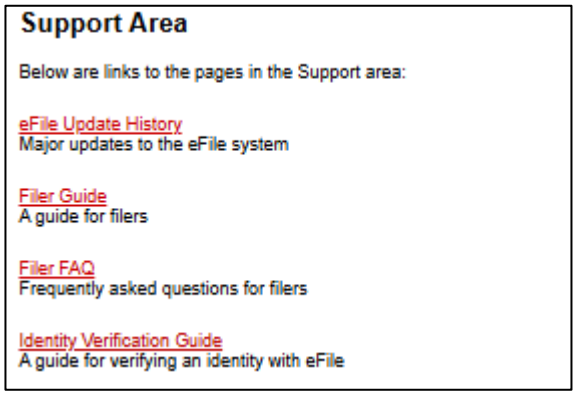
Registration is complete. Select *Done* and click here at the bottom of the page to begin the Identity Verification Process. Filers intending to eFile real estate documents are mandated to complete ID verification.

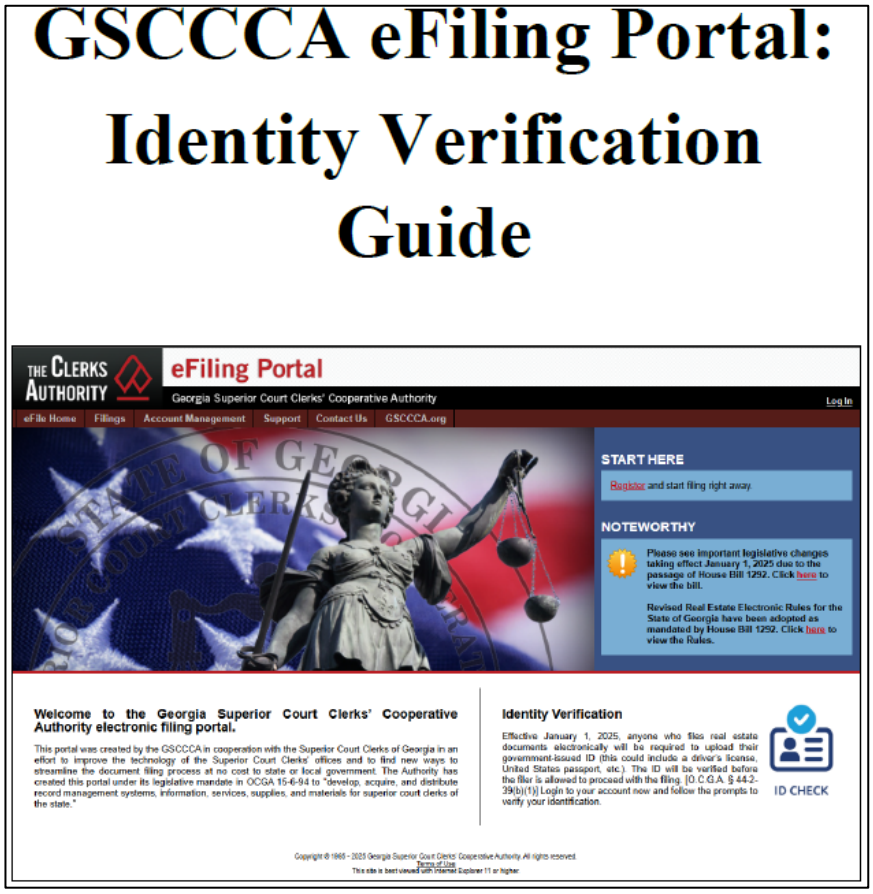


Identity Verification

Effective January 1, 2025, all registered users must complete the identity verification process in order to utilize the GSCCCA eFile portal for filing real estate documents. O.C.G.A 44-2-39 requires the GSCCCA to ensure that "*any individual wanting to submit electronic documents for recording, regardless of whether such individual is acting on his or her behalf or on behalf of another person and prior to such individual submitting to a clerk of the superior court any electronic documents for recording, provide through the authority's electronic filing portal information sufficient to identify such individual.*"

Review the Identity Verification Guide found under the *Support Tab.*

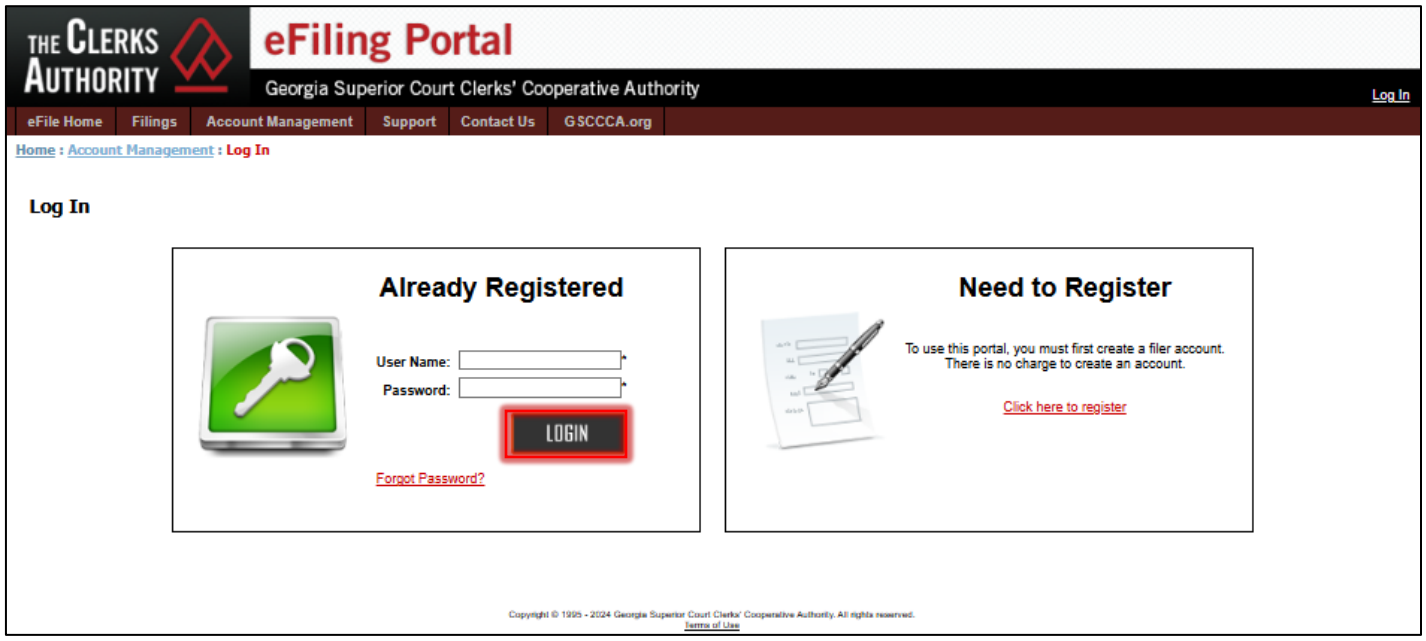




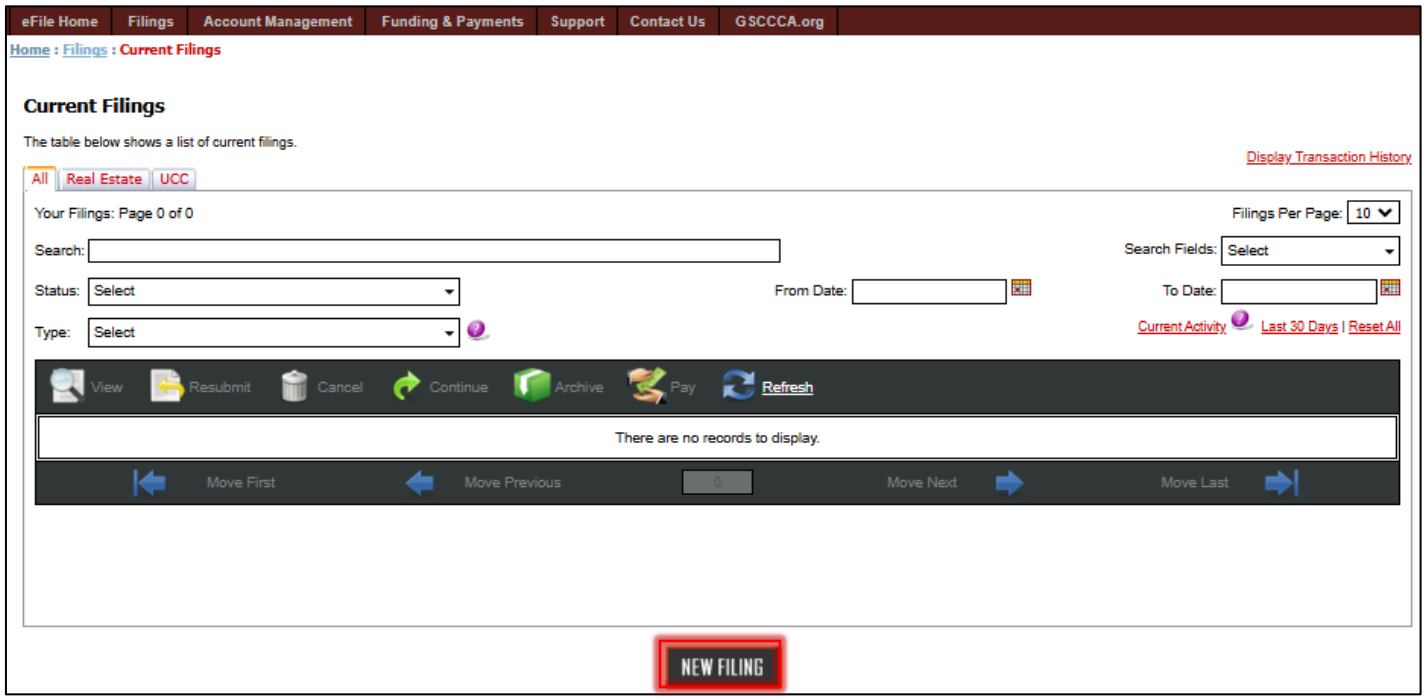
Filing Documents

File a UCC Document

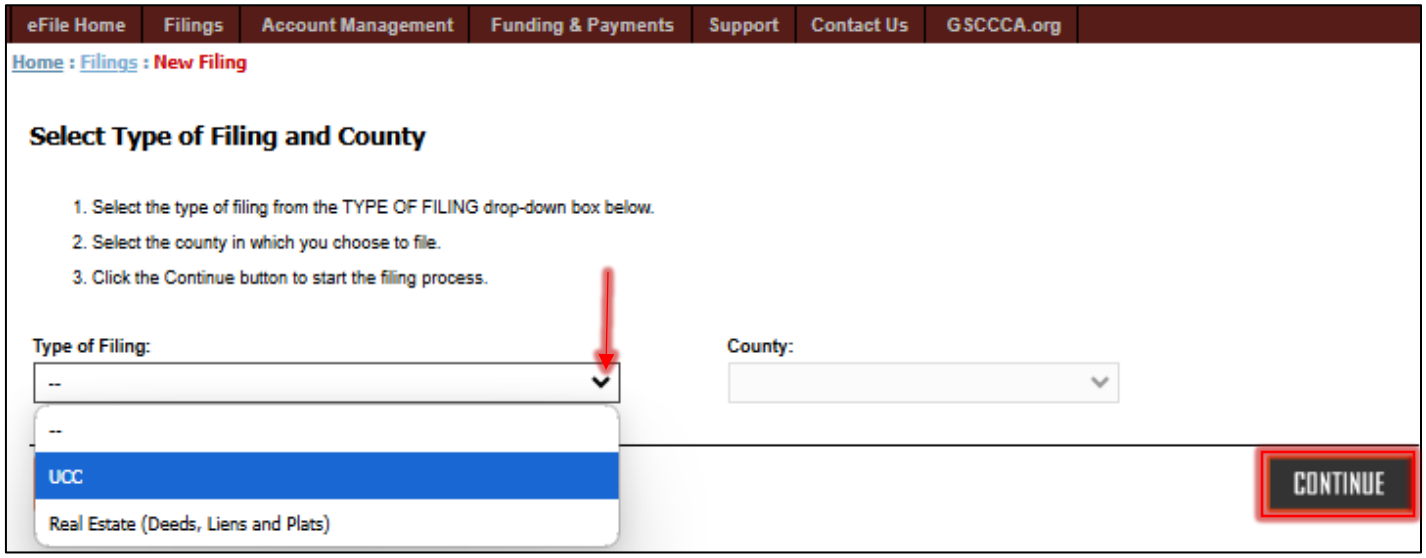
Login to https://efile.gsccca.org



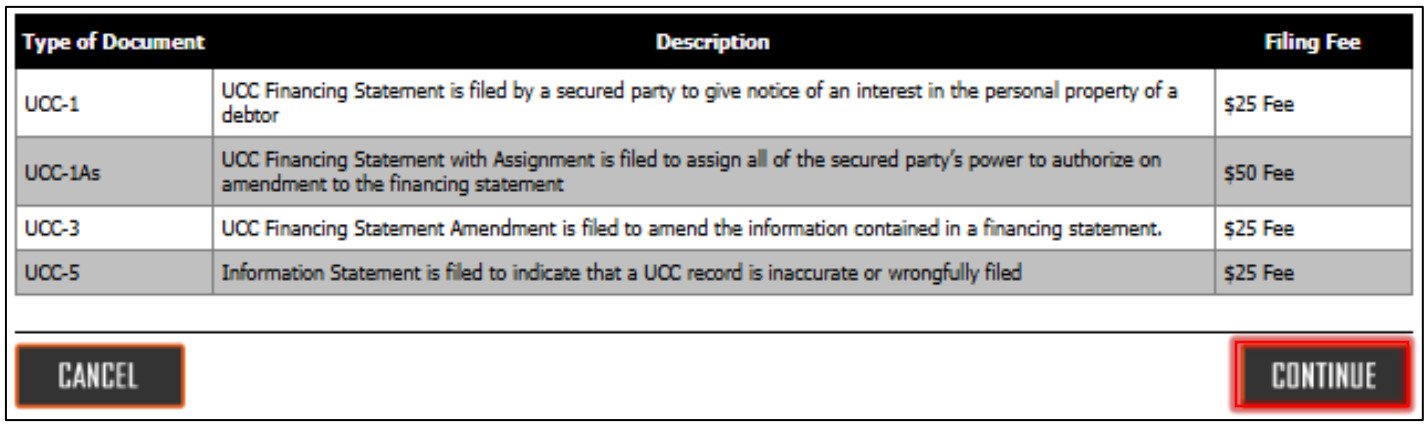
Once logged in, filers are brought to the Current Filings dashboard. Filers can also navigate to this dashboard by clicking on the Filings tab and selecting *Current Filings*. Scroll to the bottom of the page and click *New Filing.*



Use the dropdown box by clicking on the arrow. Select *UCC,* then select the county to file in.



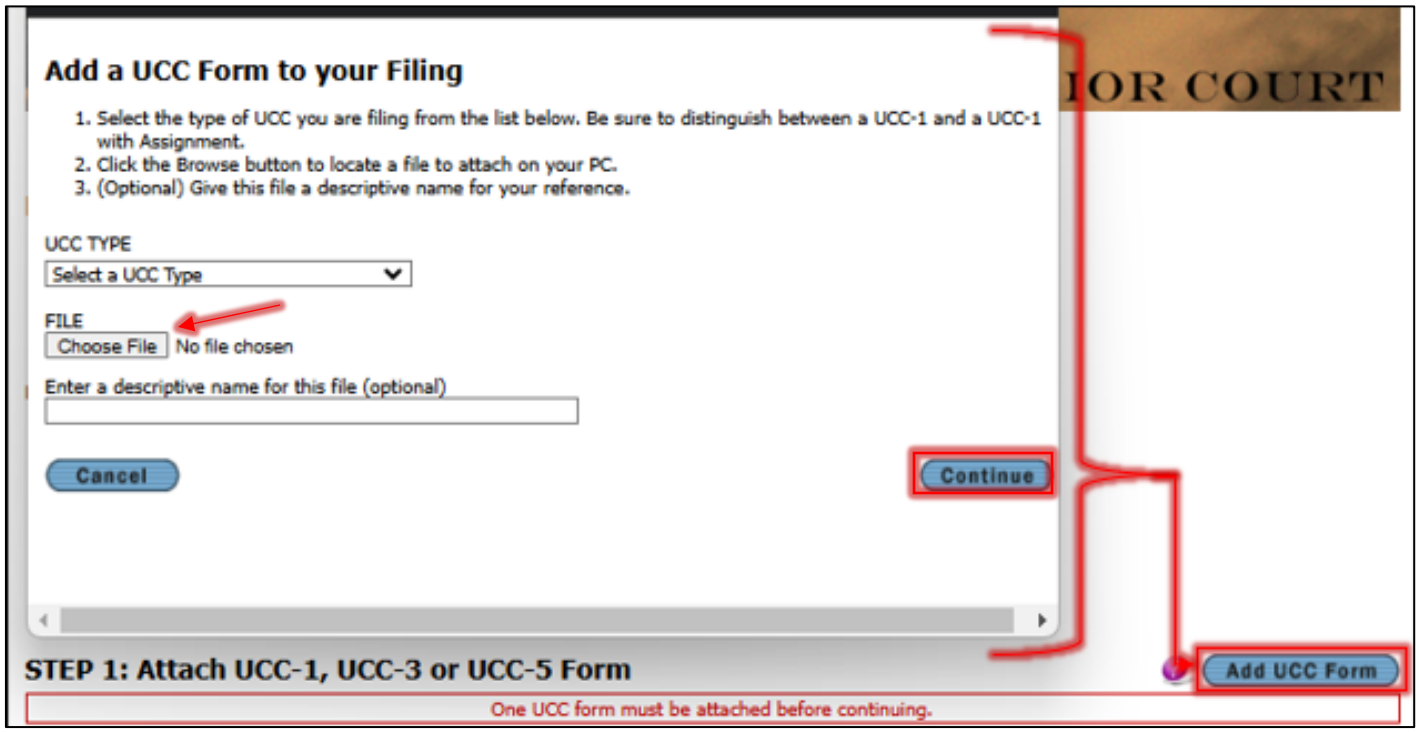
The Type of Document, Description, and Filing Fee table will be presented. Click *Continue*.



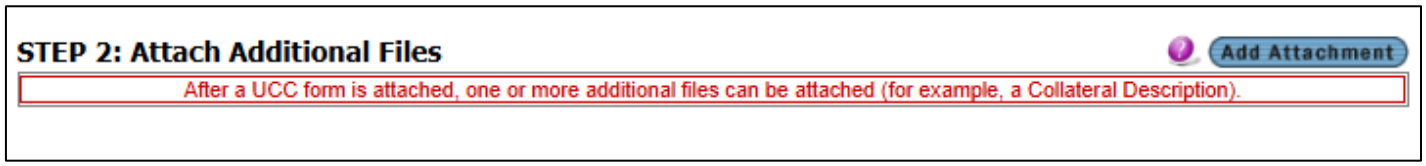
Type of Document	Description	Filing Fee
UCC-1	UCC Financing Statement is filed by a secured party to give notice of an interest in the personal property of a debtor	$25 Fee
UCC-1As	UCC Financing Statement with Assignment is filed to assign all of the secured party's power to authorize on amendment to the financing statement	$50 Fee
UCC-3	UCC Financing Statement Amendment is filed to amend the information contained in a financing statement.	$25 Fee
UCC-5	Information Statement is filed to indicate that a UCC record is inaccurate or wrongfully filed	$25 Fee

Step 1: Click the *Add UCC Form* button. In the pop-up box, select the UCC Type by using the dropdown box. Upload the UCC type by clicking *Choose File* and add a description (optional). Click *Continue* to continue to Step 2.

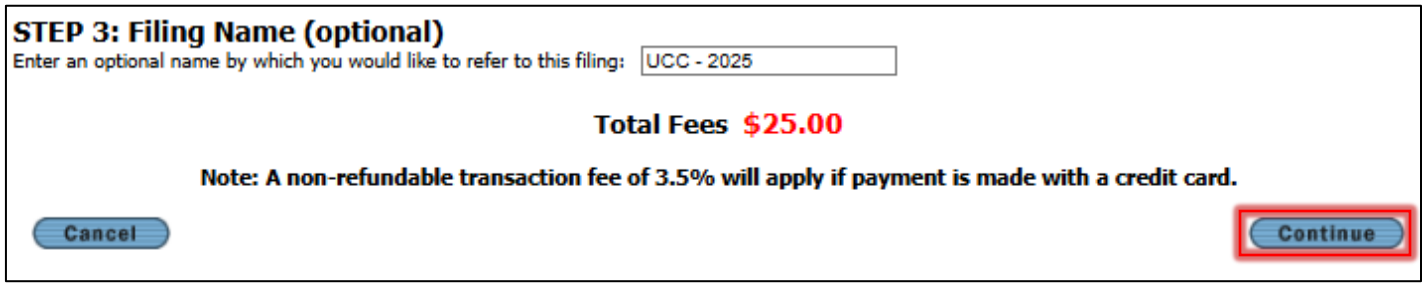
Note: Visit the Support section of this filer guide for more on editable electronic forms for use.



Step 2: Click on the *Add Attachment* button to append any attachments to the original file. If there are no attachments, move on to Step 3.

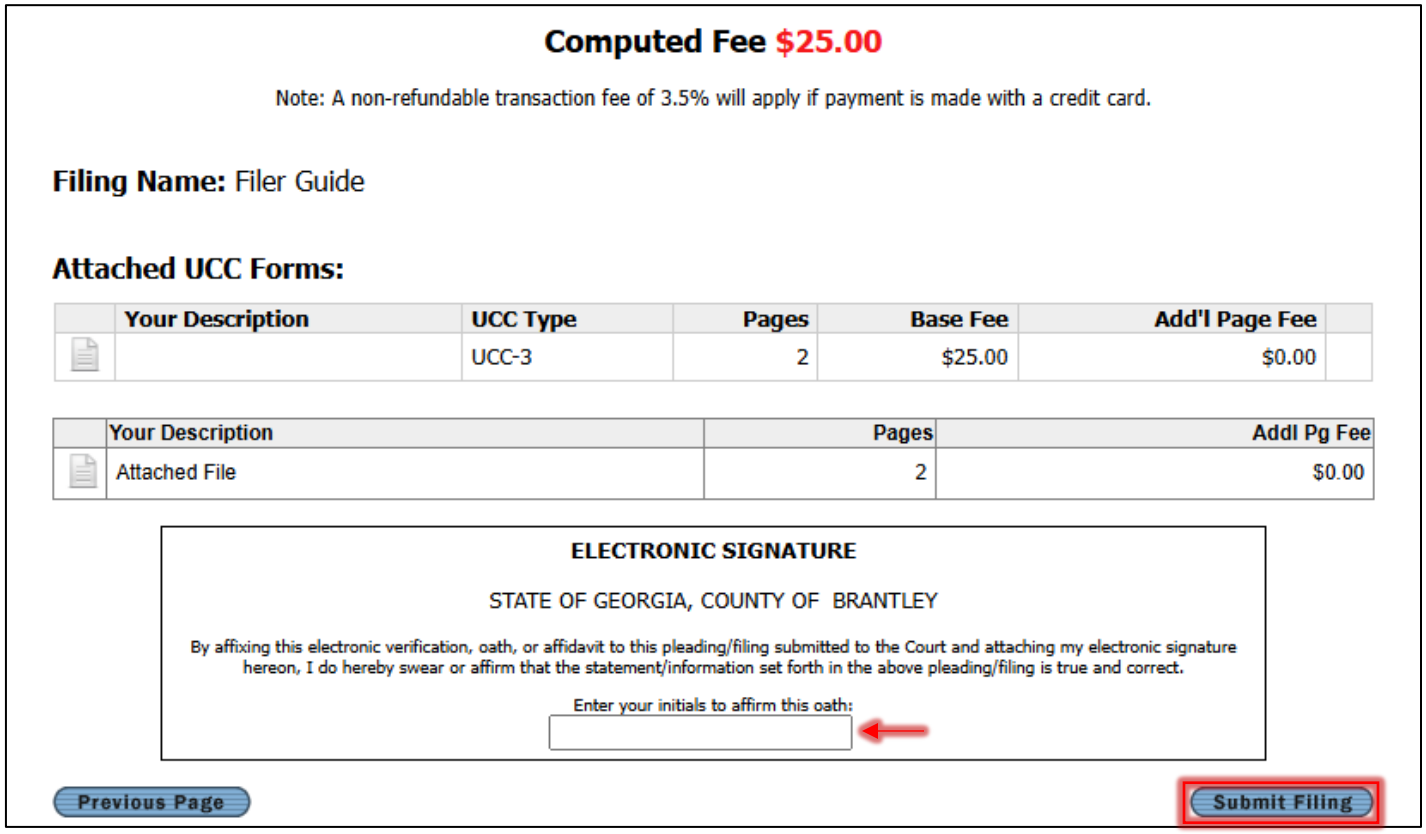


Step 3: Enter a name to assign to this filing (optional), then click *Continue*.



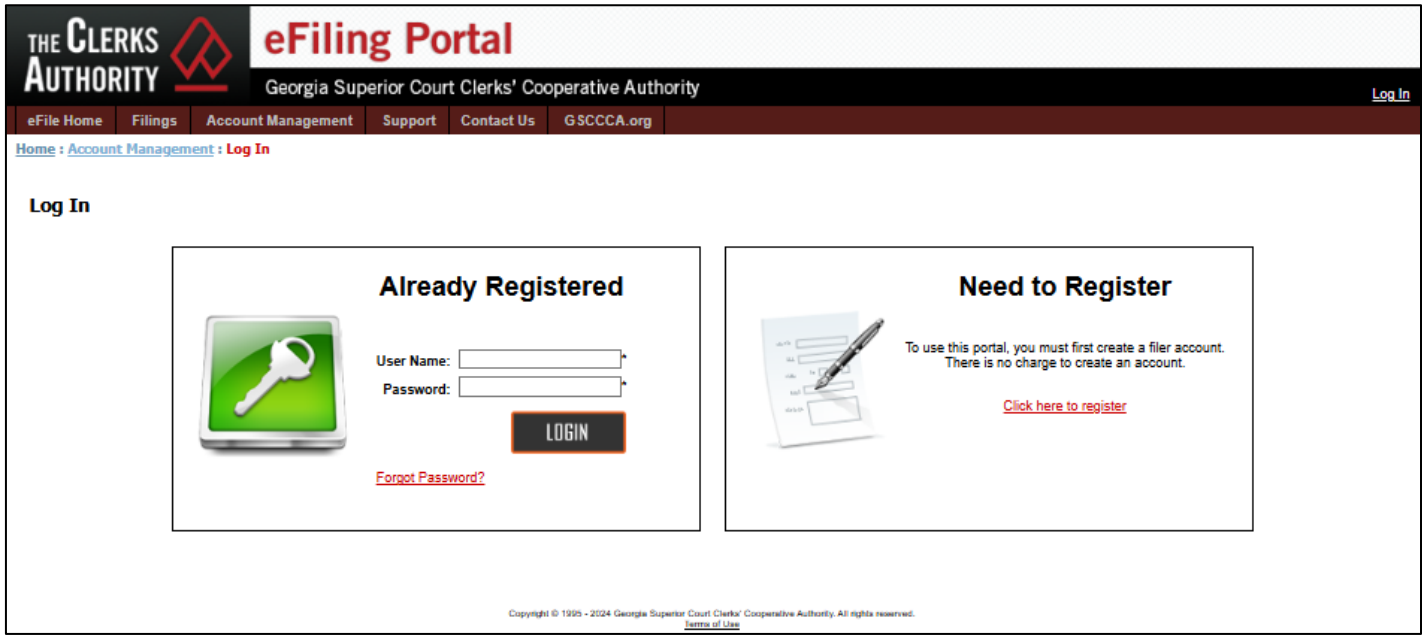
Review filing. Use the *Previous Page* button at the bottom of the page to return to the previous page and make any necessary changes. Enter initials in the Electronic Signature box and click the *Submit Filing* button. Filers are returned to the Current Filings dashboard.

Note: Although 'Submit Filing' was clicked, the filing has not been submitted to the Clerk's office for processing. For UCC documents to be submitted to the Clerk's office for filing, payment must be authorized. Until payment is authorized, the filing will remain in Awaiting Payment status.

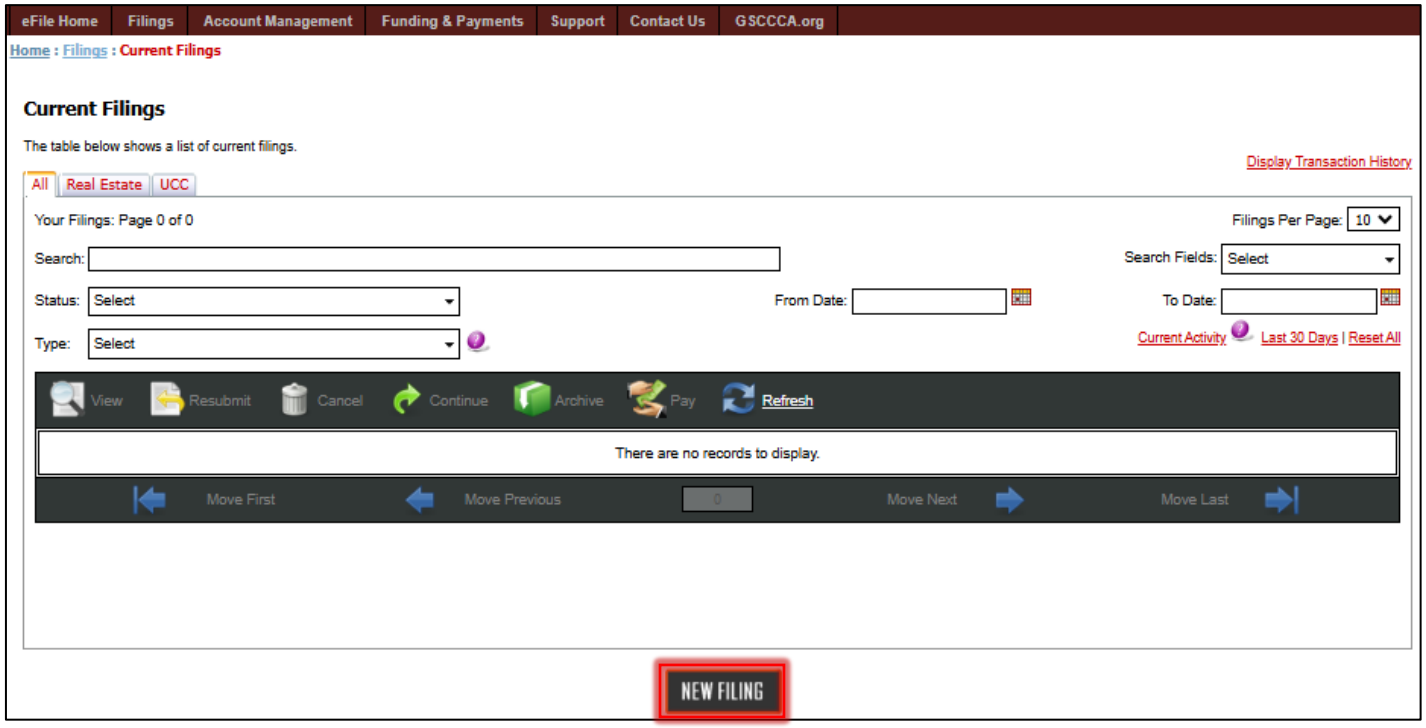


File a Real Estate Document

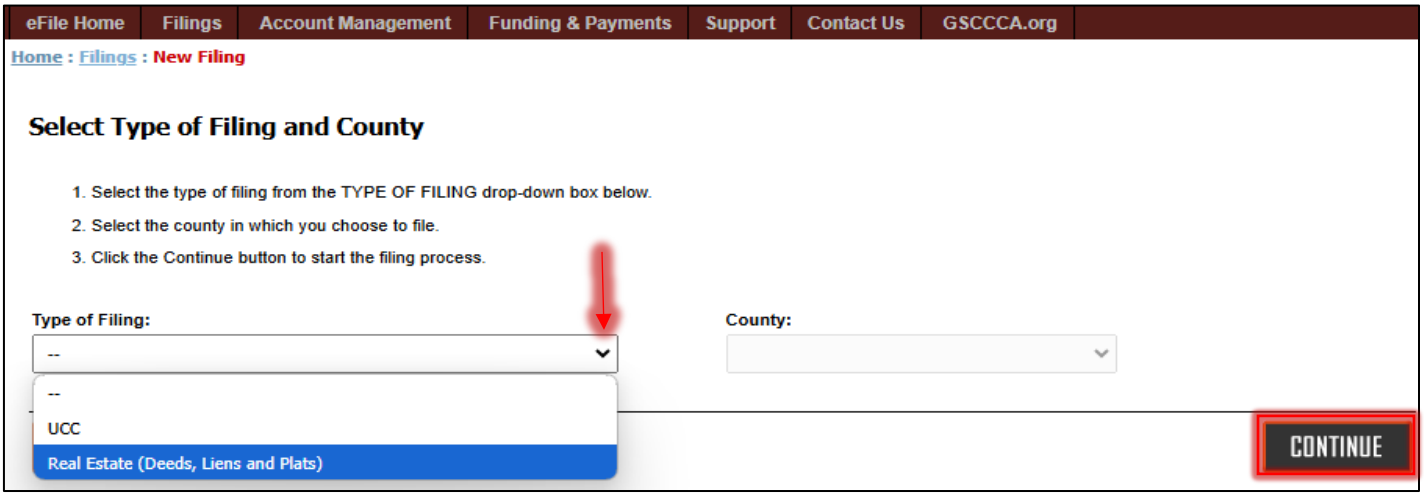
Login to https://efile.gsccca.org



Once logged in, filers are brought to the Current Filings dashboard. Filers can also navigate to this dashboard by clicking on the Filings tab and selecting *Current Filings*. Scroll to the bottom of the page and click *New Filing.*



Use the dropdown box by clicking on the arrow. Select Real Estate (Deeds, Liens and Plats) then select the county to file in.

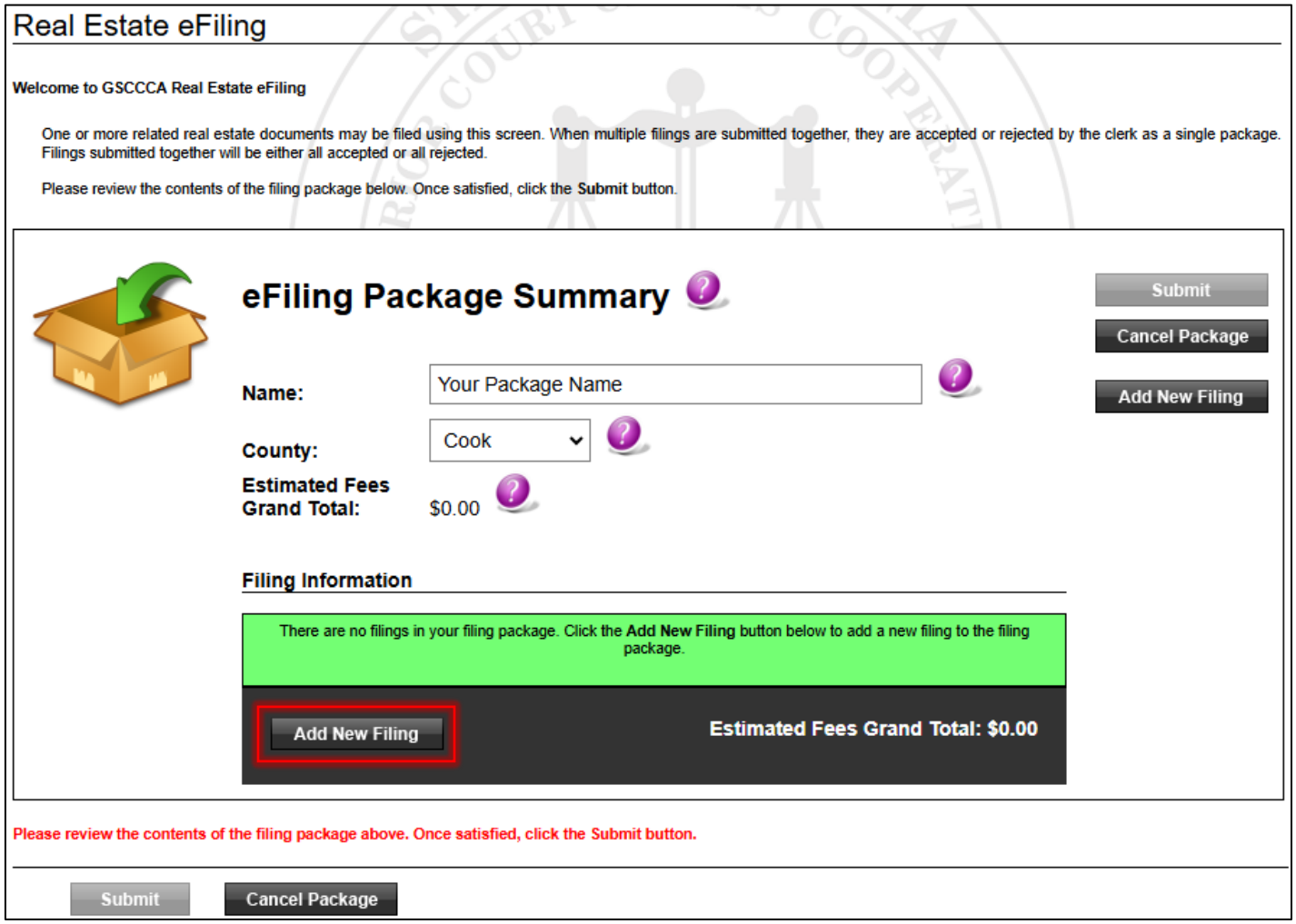


The Type of Document, Description, and Filing Fee table will be presented. Click Continue.

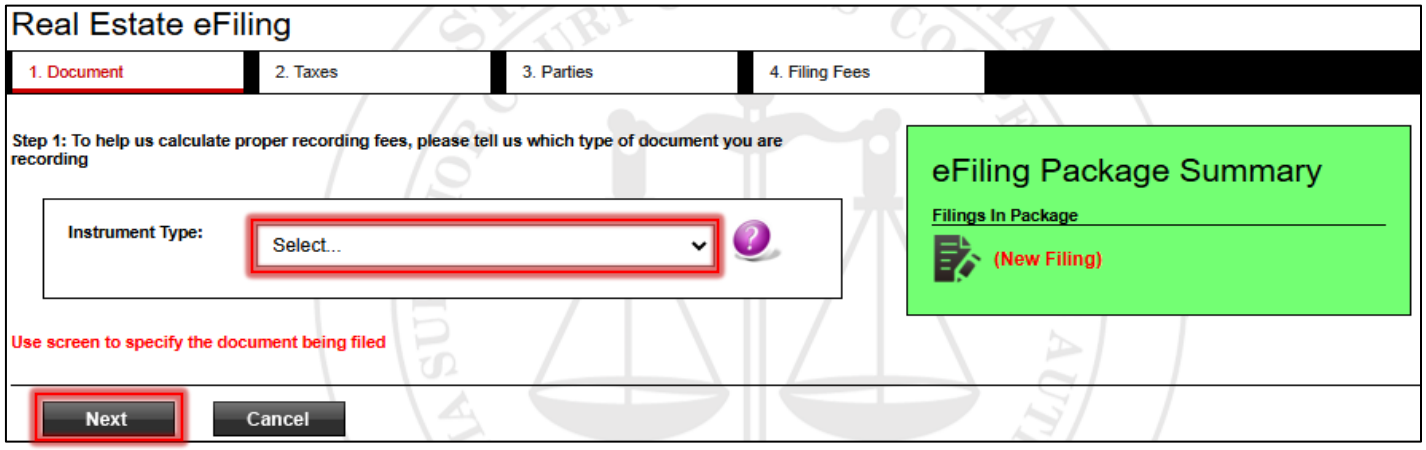
Type of Document	Description	Filing Fee
Deed - Affidavit	Affidavit related to Title to Real Property, or to a Deed.	$25 Fee
Deed - TOD Beneficiary Affidavit (PT-61 required)	Affidavit related to a designated grantee wishing to accept real estate pursuant to a transfer-on-death deed.	$25 Fee
Deed - Conveyance 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.)	$25 Fee
Deed - Foreclosure Deed / Deed in Lieu of Foreclosure (PT-61 required)	Foreclosure Deeds and Deeds In Lieu of Forclosure	$25 Fee
Deed - Security Deed Assignment	Assignments of Security Deeds (excluding other type of assignments such as Assignments of leases and Rents, and Lien Assignments)	$25 Per Assignment
Deed - Security Deed Cancellation	Security Deed Cancellation/Release, or "Quit Claim Deed of Release" (exclude other Quit Claim Deeds).	$25 Per Cancellation
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)	$25 Fee
Deed - Other	All other documents that are to be recorded in the Real estate (aka Grantor/Grantee) Docket. Actual filing fee may vary based on document. Contact the Clerk of Superior Court of the county of filing for further details.	$25 Fee/$25 Fee per Assignment
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)	$25 Fee
Lien - Cancellation	Lien Cancellation, Release, and Satisfaction. (Including partial release/satisfaction)	$25 Per Cancellation
Lien - Assignment	Assignment of Lien(s)	$25 Per Assignment
Lien - Extension / Nulla Bona	Nulla Bona, and Personal Property Lien Extension	$25 Fee
Lien - Other Lien Related Instruments	Any other document that is to be filed in the Superior Court Clerk's Lien docket. This would include various Notices, Lis Pendens, Affidavits, Judgements, Settlements, etc.	$25 Fee
Lien - Bulk Lien	Multiple, one page liens in a single document	$25 Per Instrument
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.)	$10 Per Page

CANCEL CONTINUE

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 real estate document for filing.

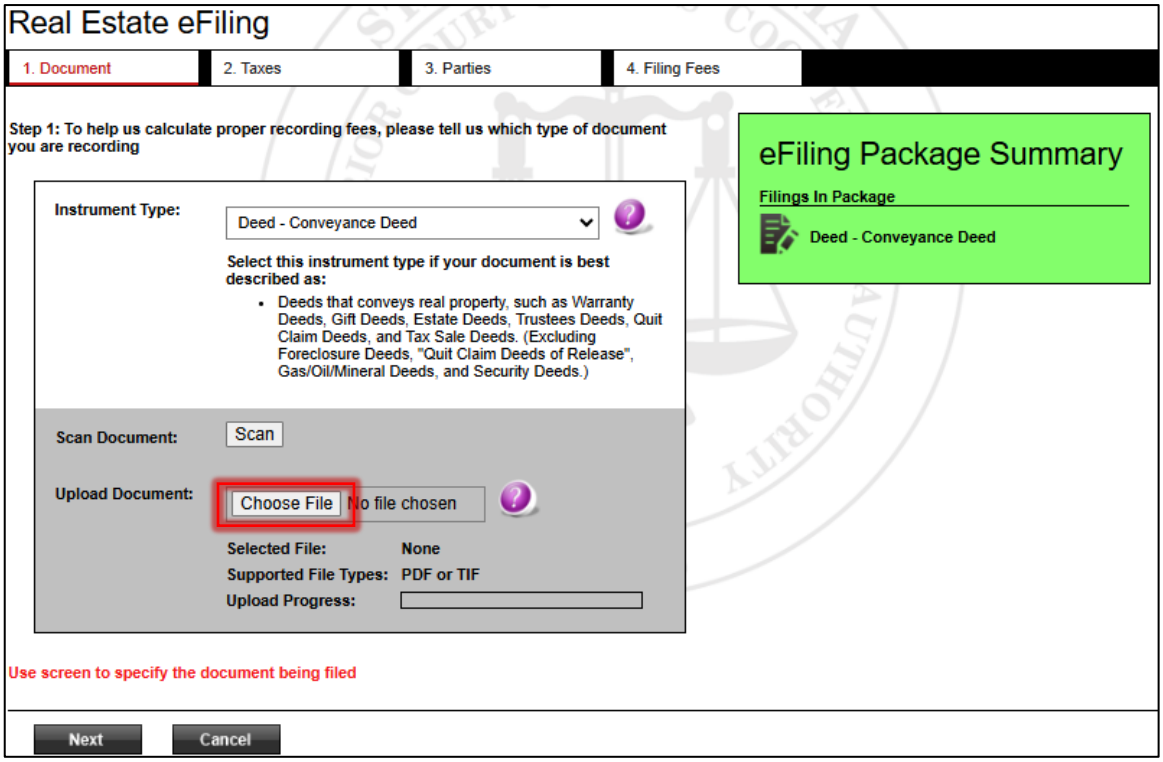


Select the *Instrument Type*. The Authority limits the instrument types. Please select the instrument type that best fits the document being filed. If no instrument type fits, select *Other*.



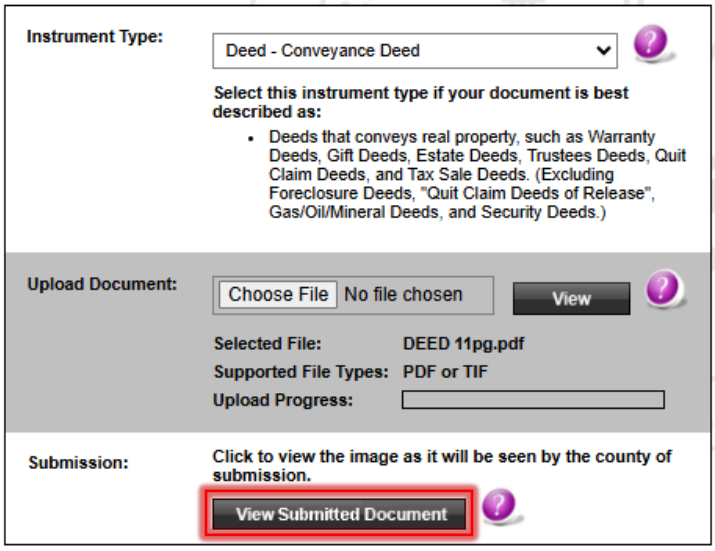
A description of the instrument type will appear along with documentation required to file the selected instrument type.

If using a USB: Select *Choose File*. Some instrument types will ask additional questions regarding the number of instruments being assigned, canceled, etc. This information is required to estimate filing fees. Click *Upload* to upload the chosen file to the filing package.

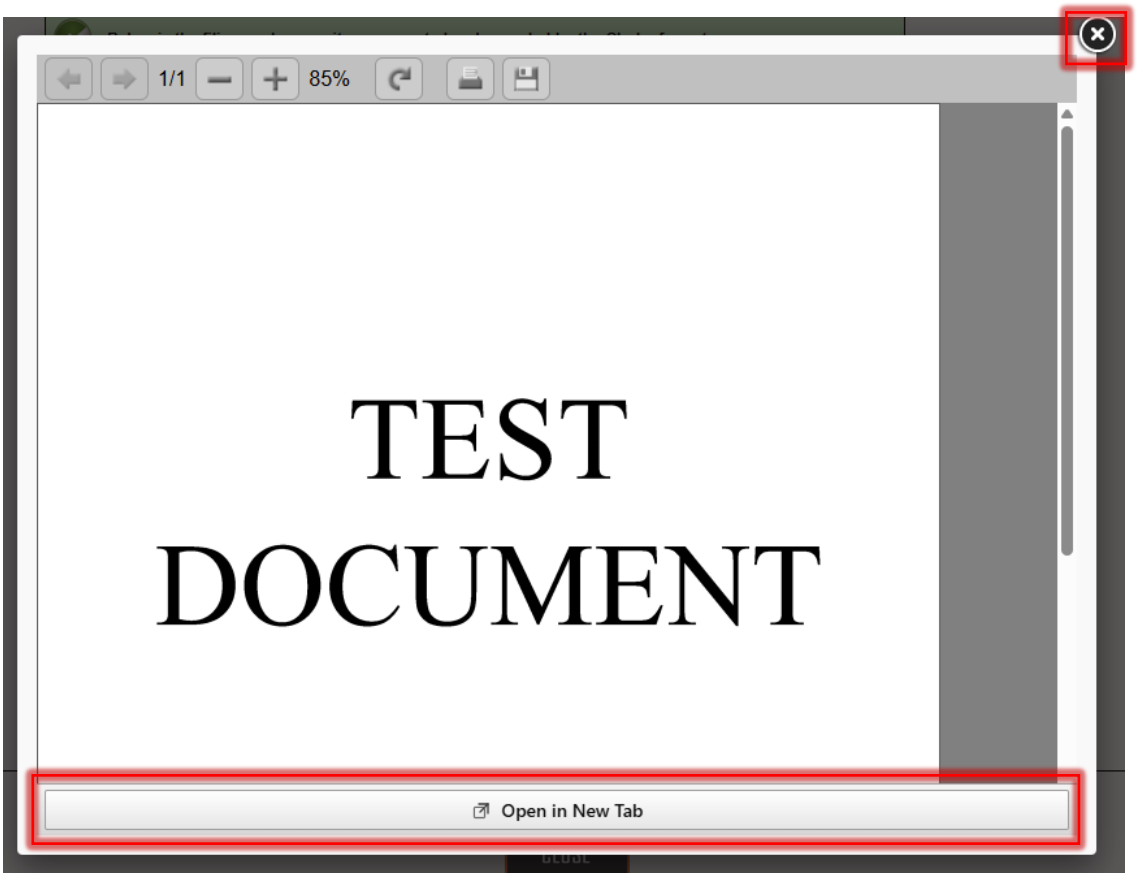


Click *View Submitted Document* to view the image of the document as it will appear to the county. If filing a plat, click the checkbox to affirm that you have reviewed and approved the submitted plat document. If filing a deed or lien, enter taxes, number of security deeds being assigned, PT-61 number, etc. where necessary.

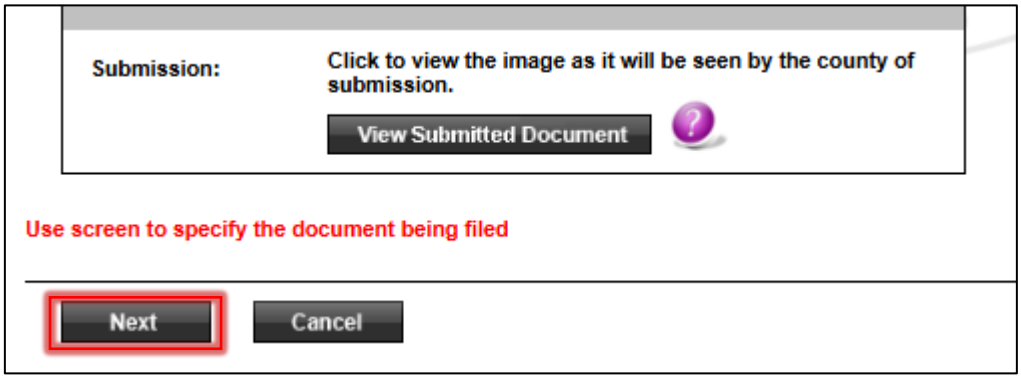
Note: *Submitted* documents may differ in appearance from the uploaded document.



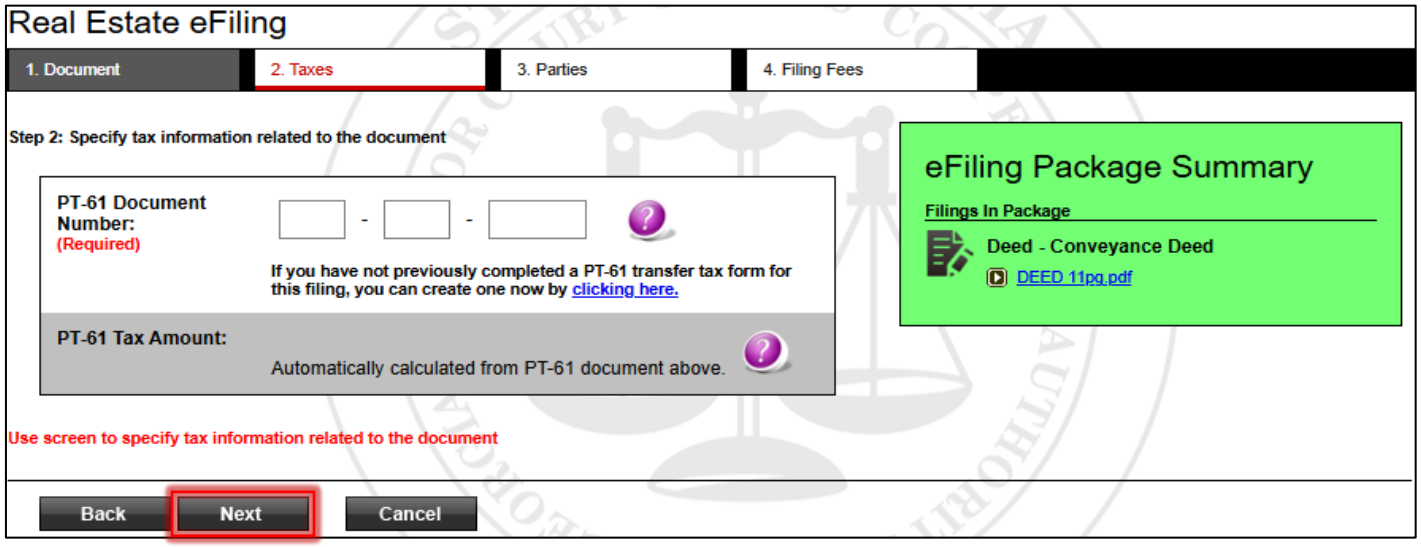
The Image Viewer will open. A button at the bottom of the pop-up opens the image viewer in a browser tab instead of a pop-up.



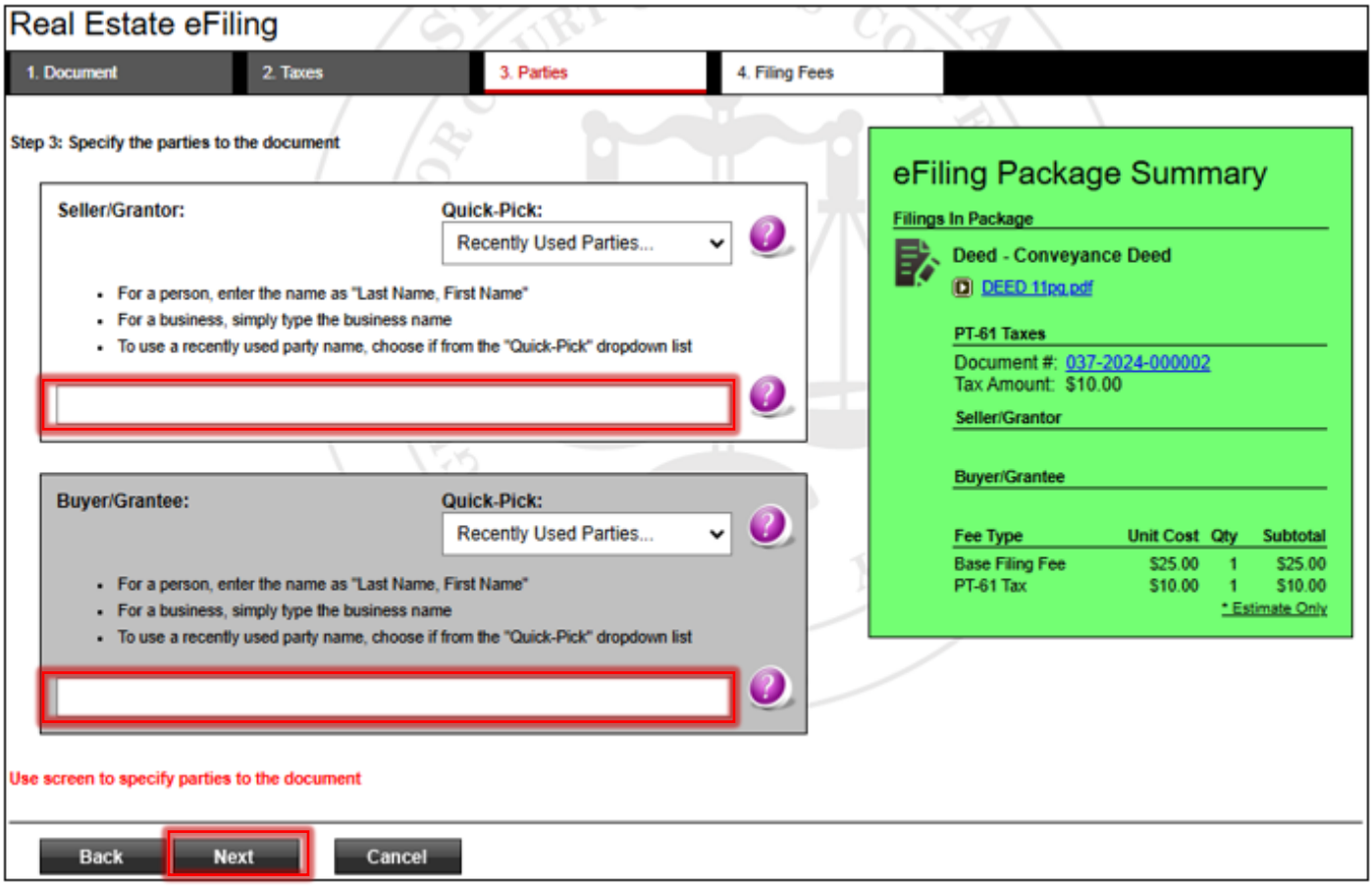
Close out of the browser by clicking the X in the upper right corner after you have viewed all documents. Click *Next*.



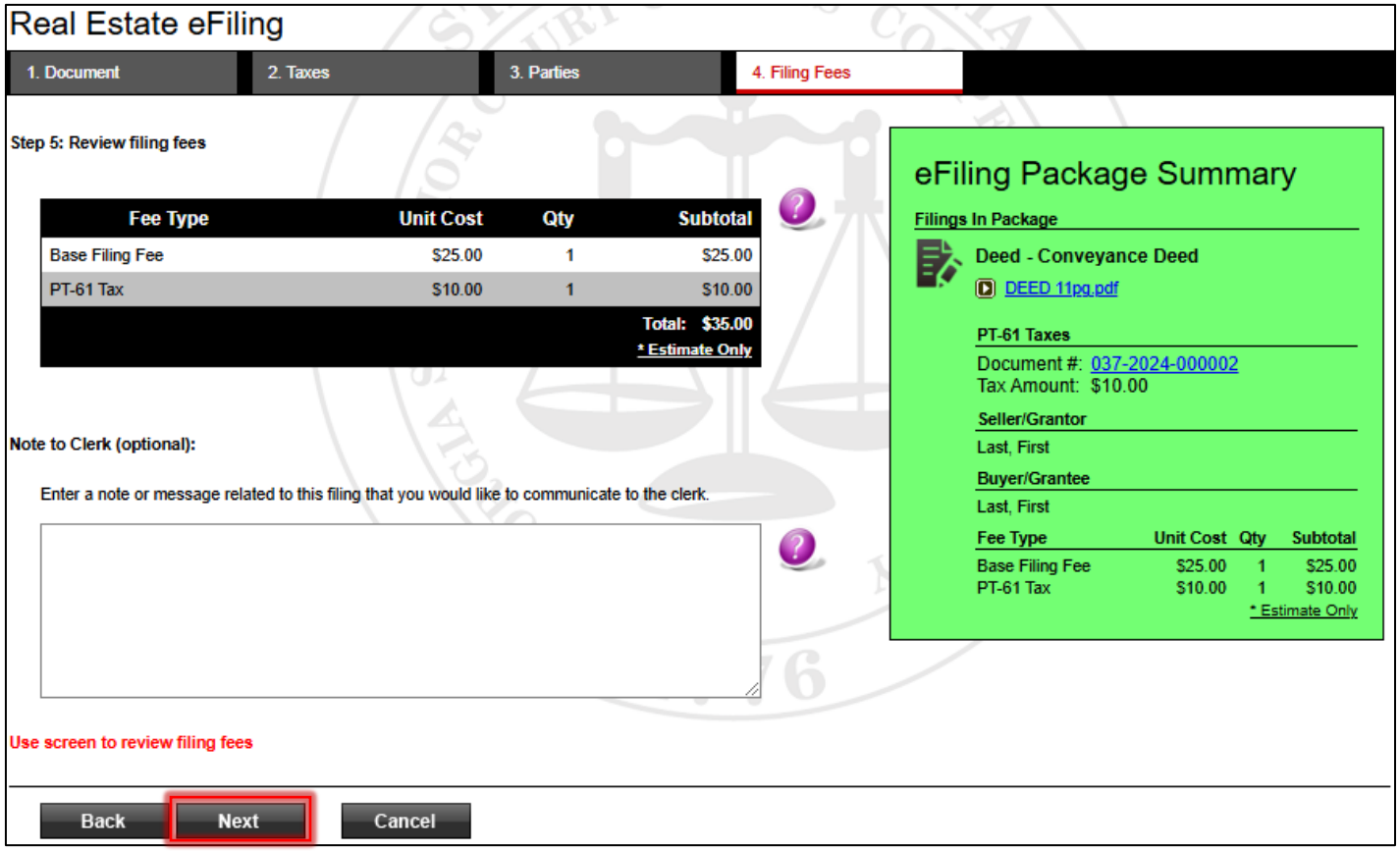
Select *Next* to continue. The attached document will display in the eFiling package summary. If tax information is required, enter the intangible tax amount or enter the **PT-61 file number** to proceed. If no PT-61 document has been filed, a link to file the PT-61 is available. If no tax information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



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



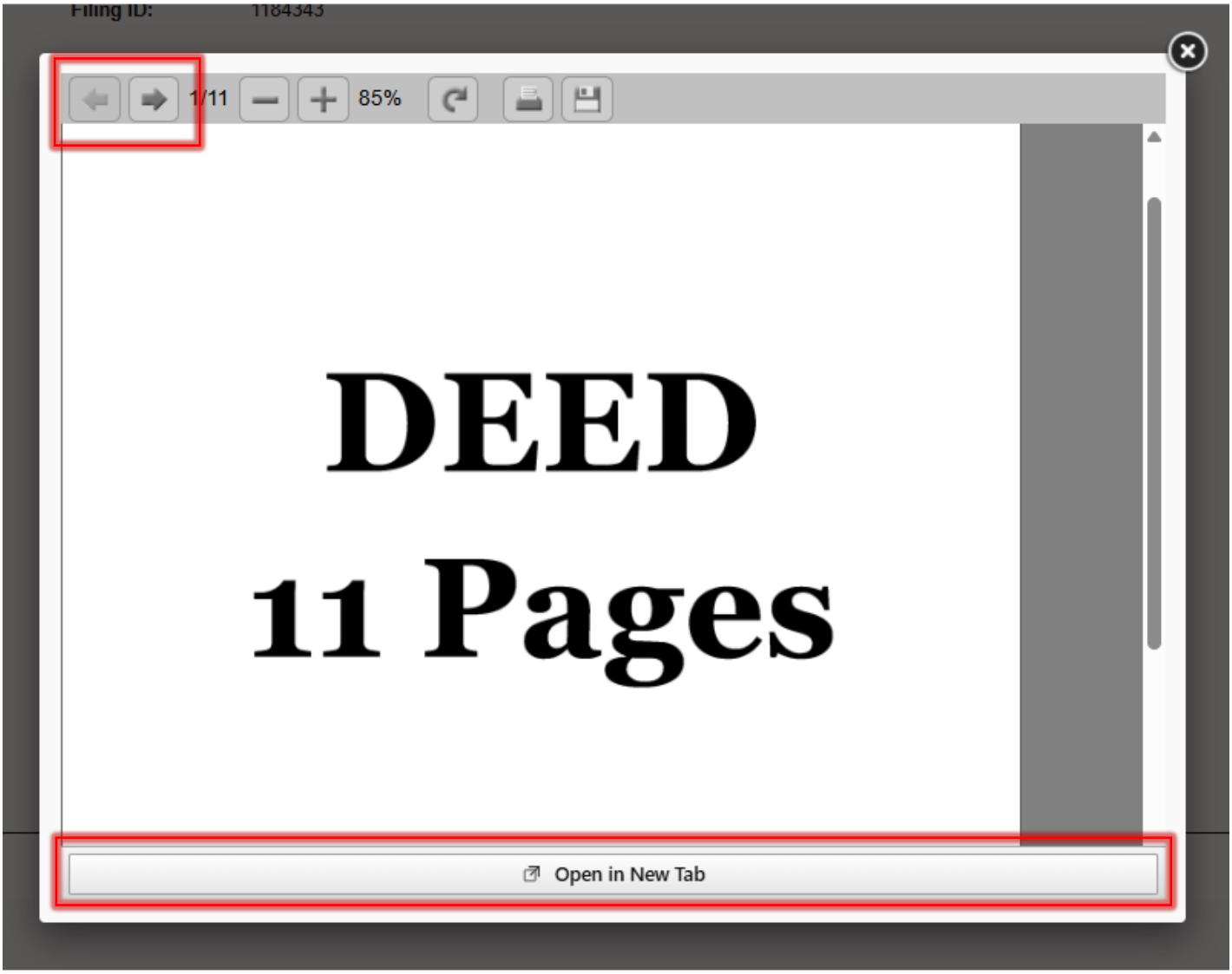
Next, review the estimated filing fees. If including a message or note to the filing office, enter the note in the *Note to Clerk* field, then select *Next* to continue.



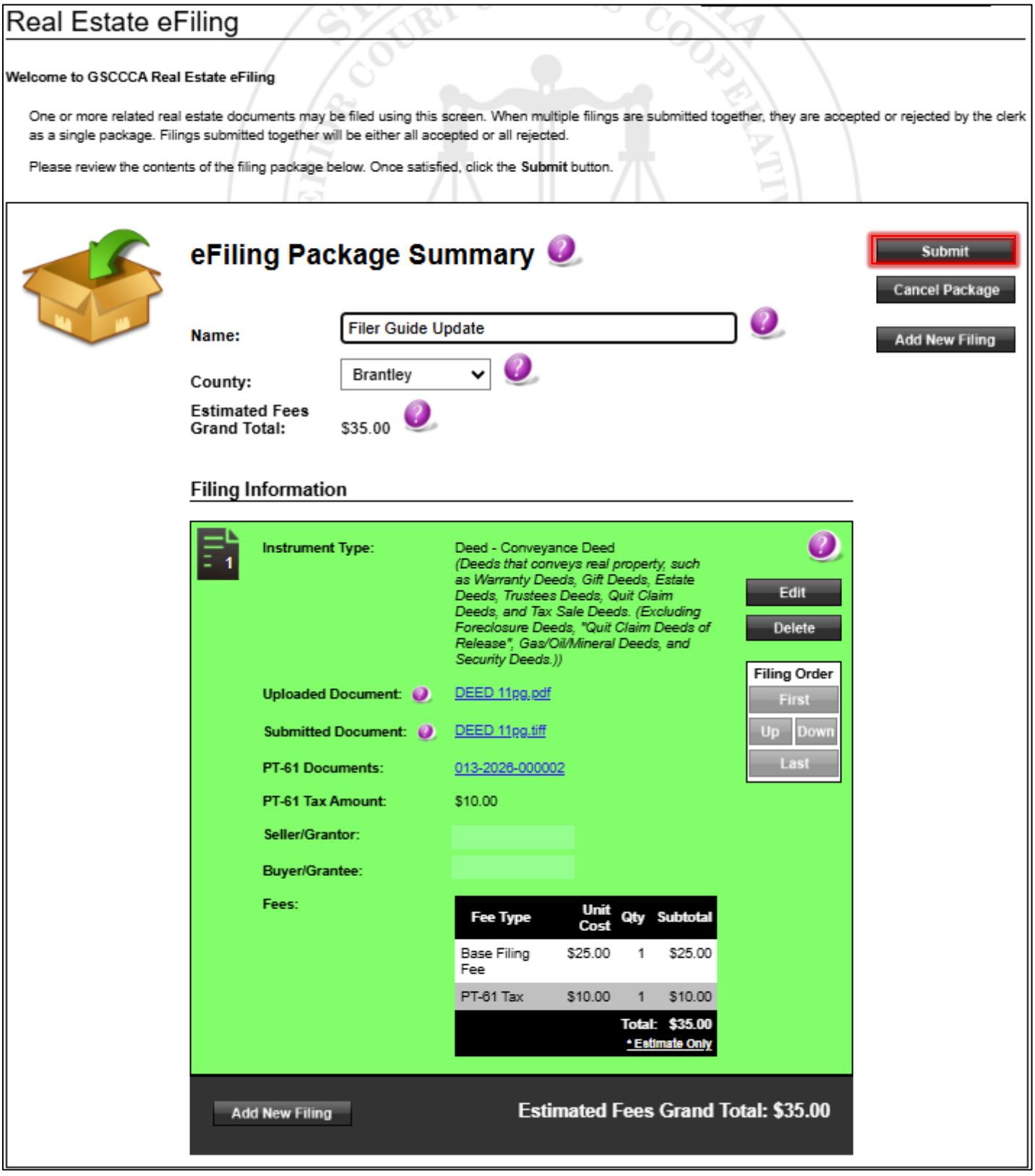
The eFiling Package Summary page will allow the filer to review the uploaded and submitted documents, along with other filing information, before submitting. '?' icons located beside Uploaded Document and Submitted Document explain each document and relay to the filer which one will be presented to the Clerk's office. To view each document, click on the hyperlink.



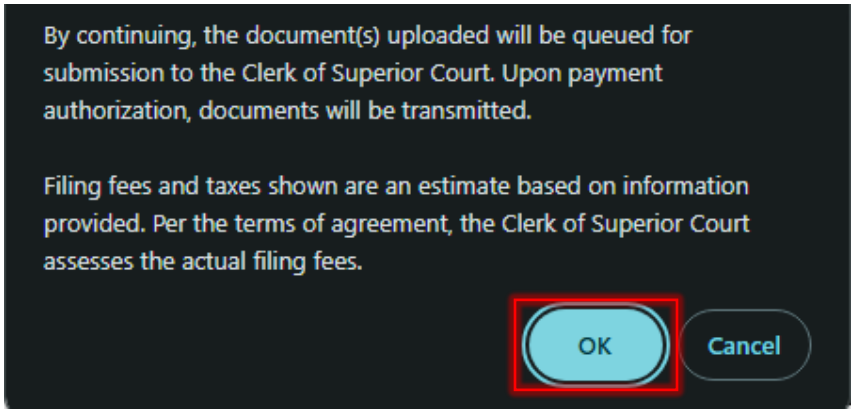
When viewing the Submitted Document, use arrows to flip to additional pages. Click *Open in New Tab* to view the document in a new, large window.



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*.

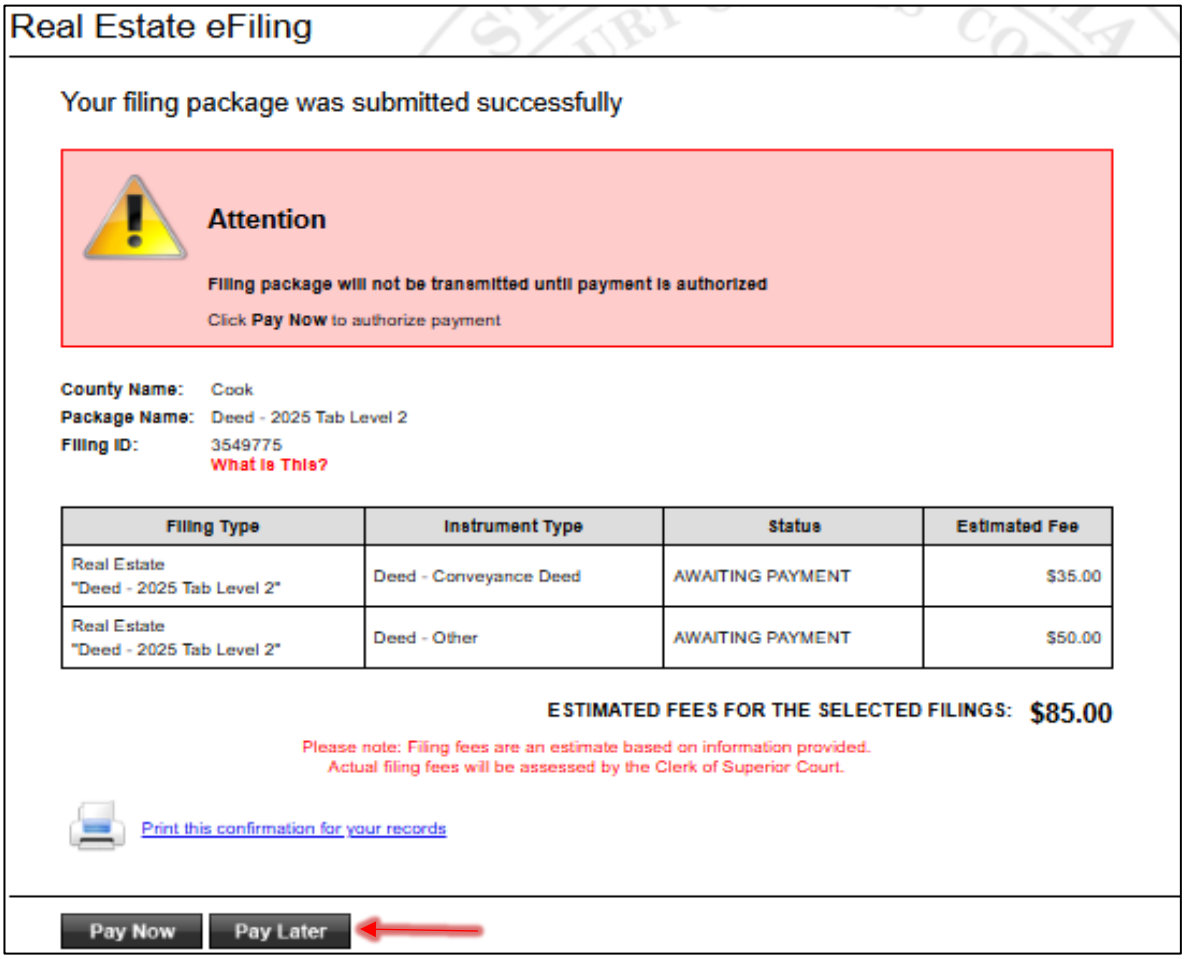


Verify the information, then select *OK*.



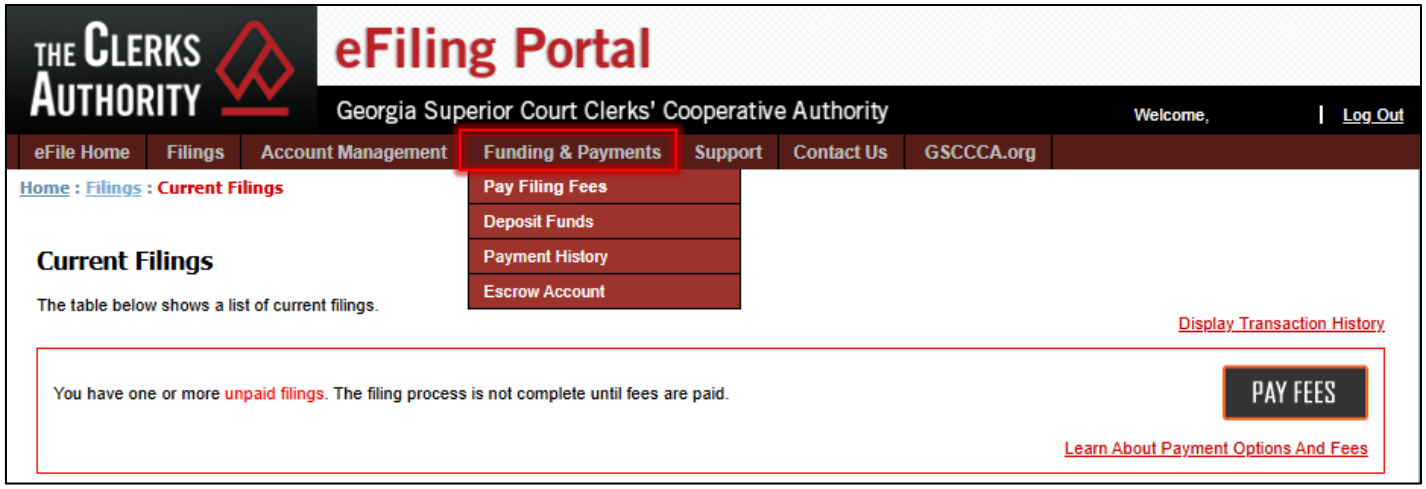
A confirmation screen will appear upon successful submission. To pay immediately, select *Pay Now*. To pay later, select *Pay Later*.

Note: 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 payment authorization, select *Pay Later*. Until payment is authorized, the filing will maintain a status of Awaiting Payment.

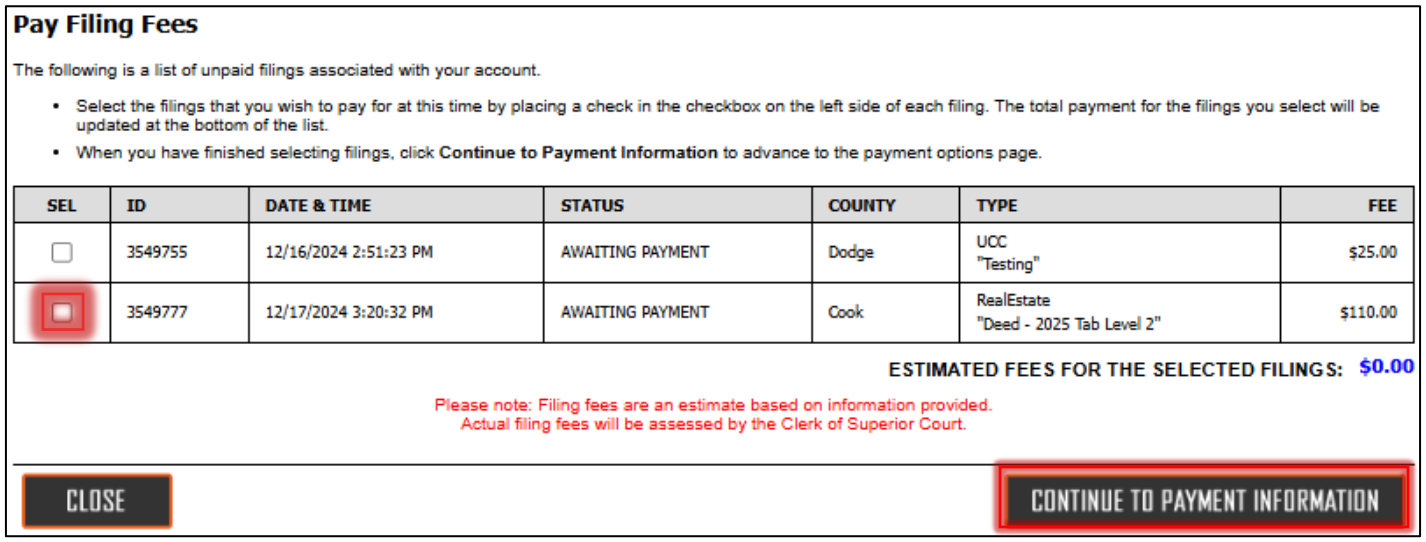


Authorize Payment

To complete the submission process for each filing, filers must authorize payment. Payment may be authorized for a single filing or multiple filings. To authorize payment of estimated filing fees, select the *Funding & Payments* tab, then click *Pay Filing Fees.*

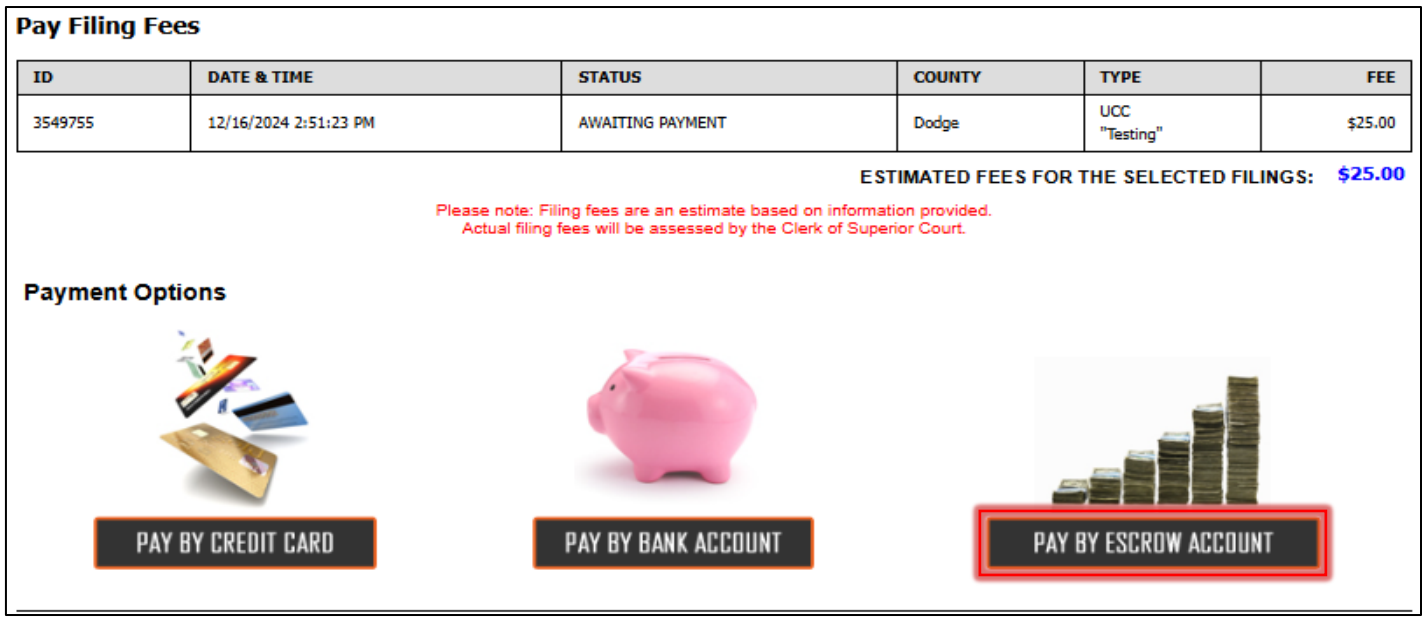


Check the box next to each filing for which payment is being authorized, then select *Continue to Payment Information*. There are three methods of payment: Pre-funded Escrow Account (draw-down account), Credit Card, and Bank Account.

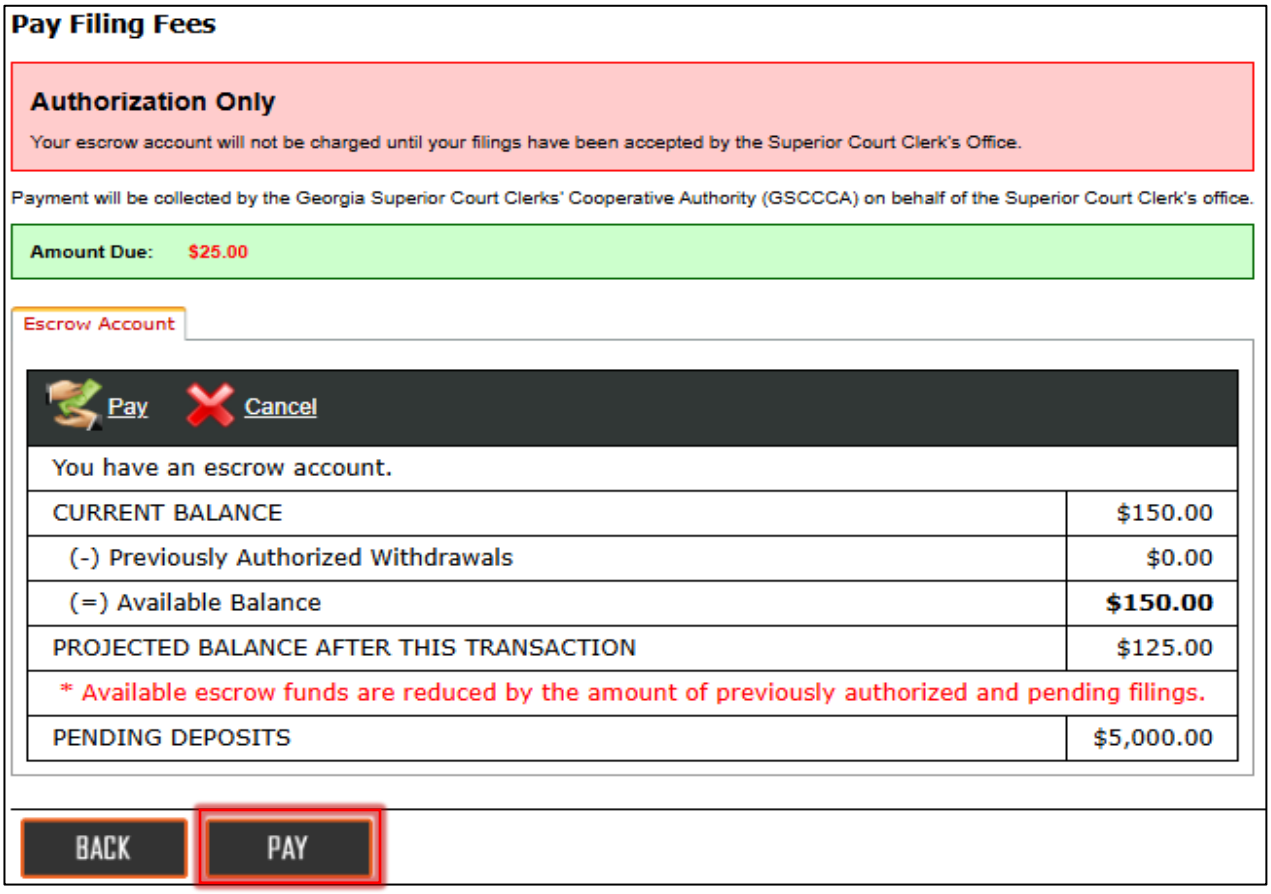


Pay by Escrow

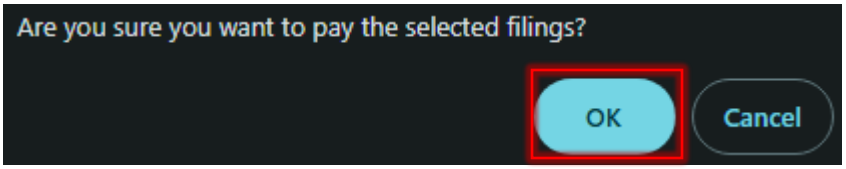
Click *PAY BY ESCROW ACCOUNT* under Payment Options.



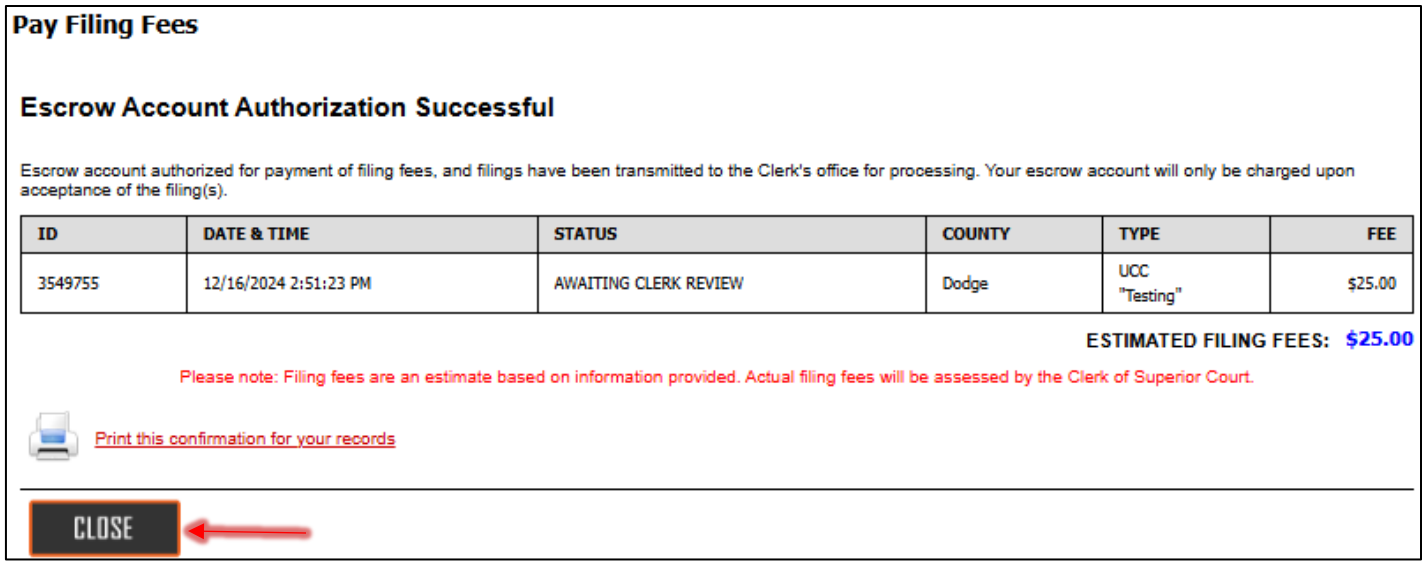
Review the page and click *PAY*.



Select *OK*.

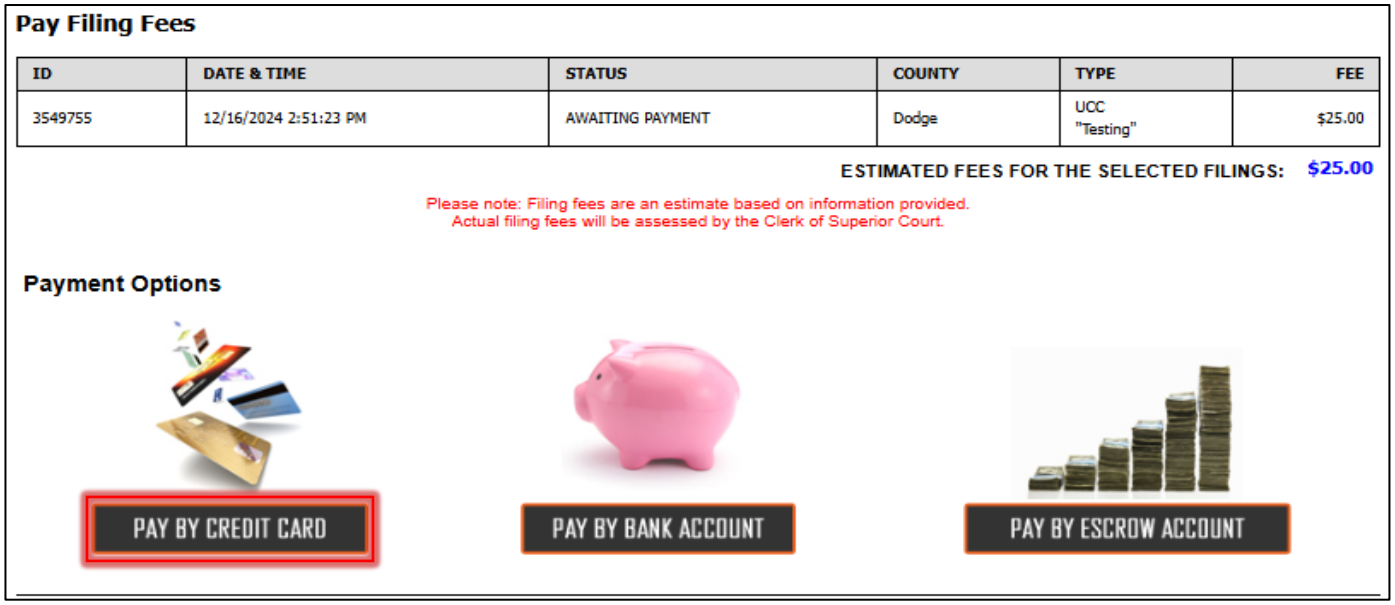


If successful, filers will receive account authorization details. Click *Close* to return to the Current Filings dashboard.

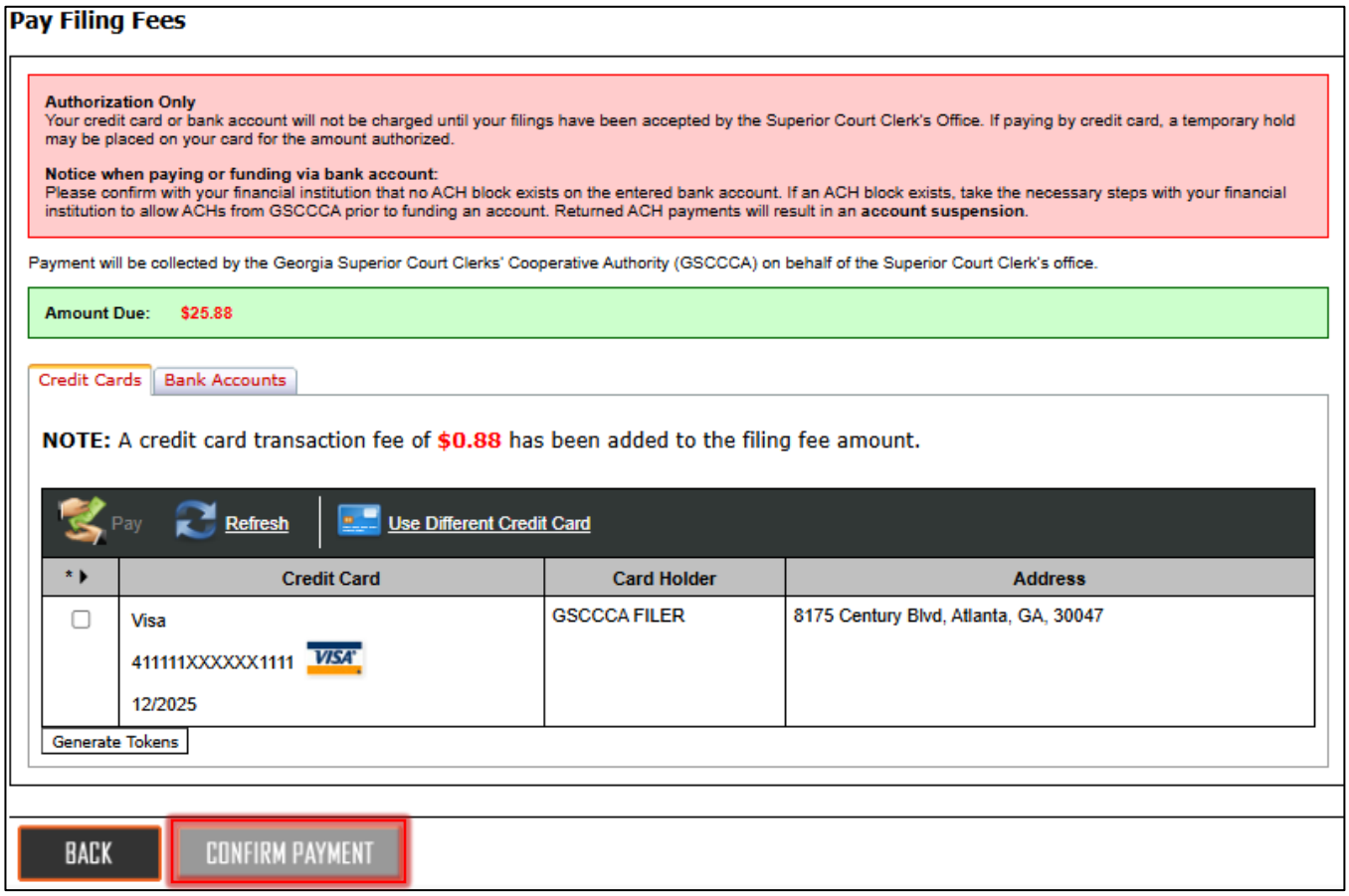


Pay by Credit Card

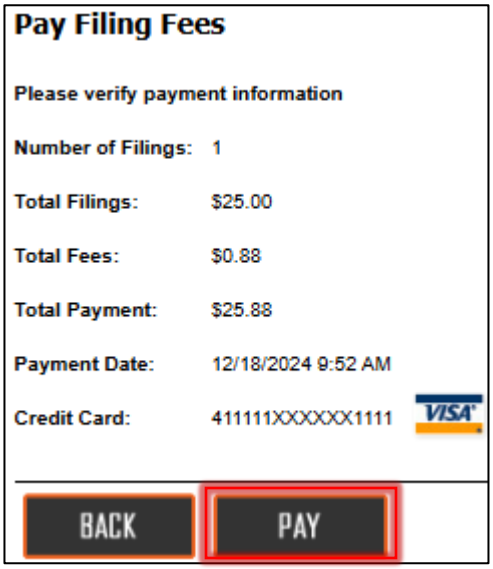
Click PAY BY CREDIT CARD under Payment Options.



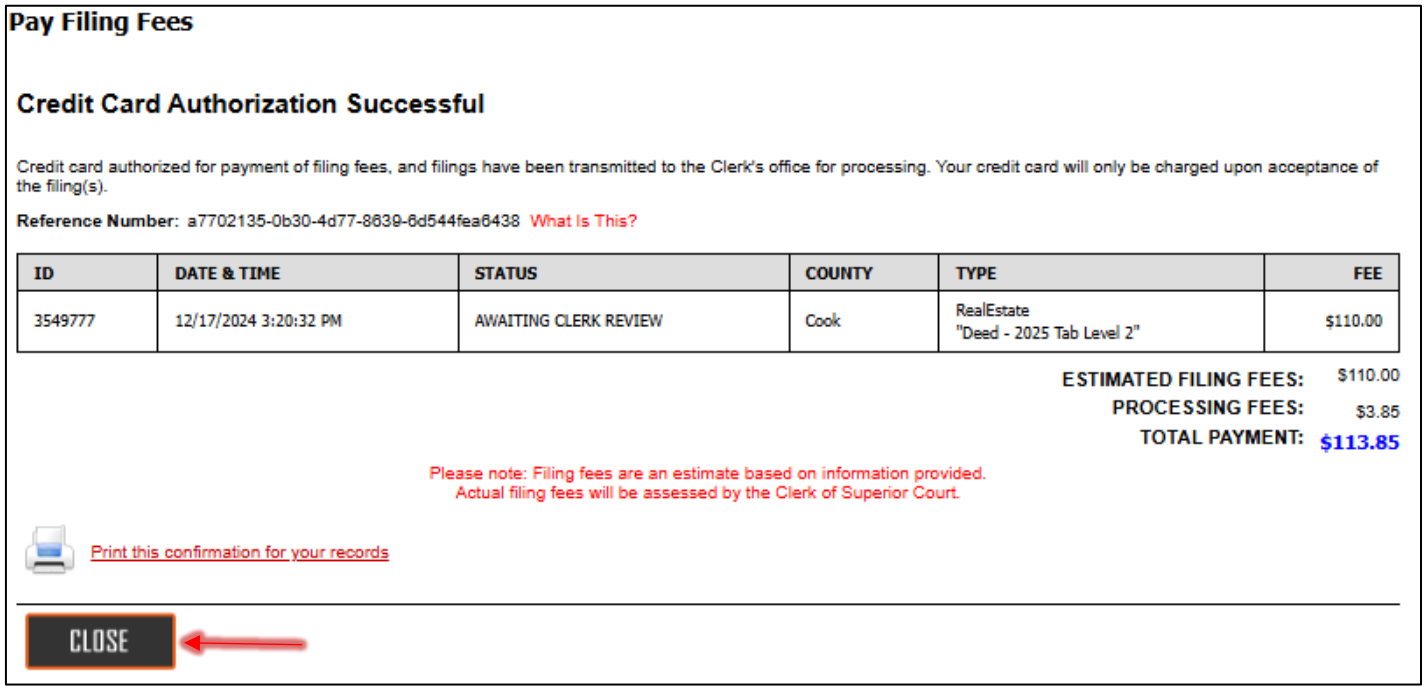
Review the page, select the credit card, and click *CONFIRM PAYMENT.*



Verify payment information and click *PAY.*

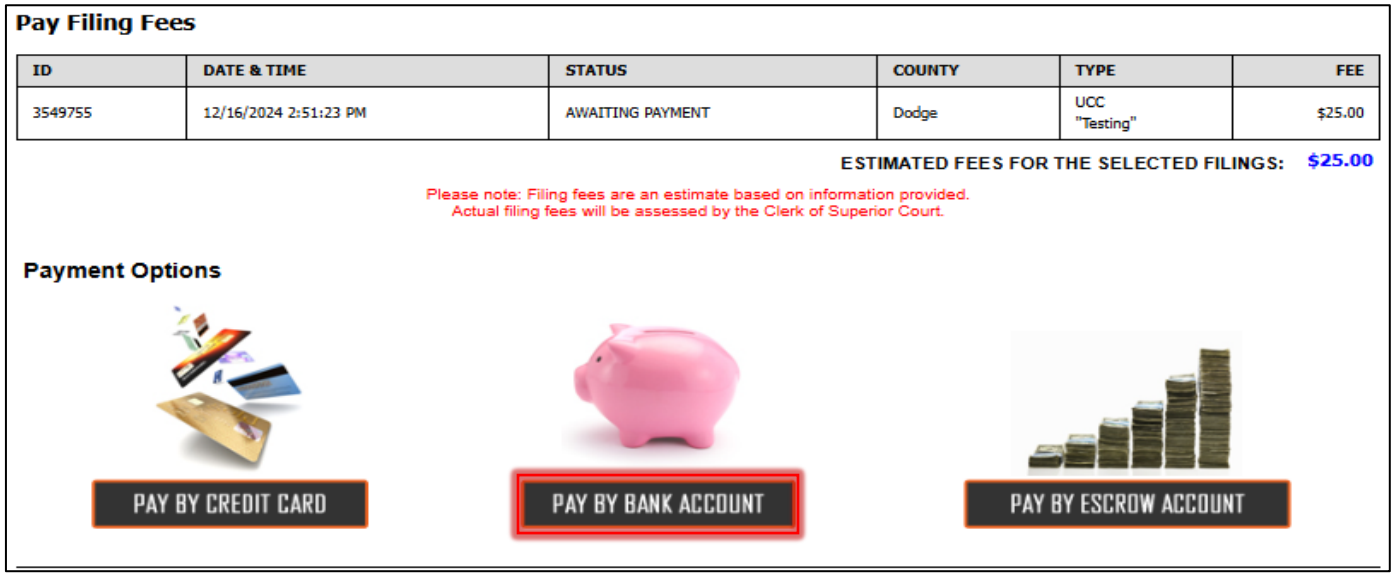


If successful, filers will receive account authorization details. Click *Close* to return to the Current Filings dashboard.

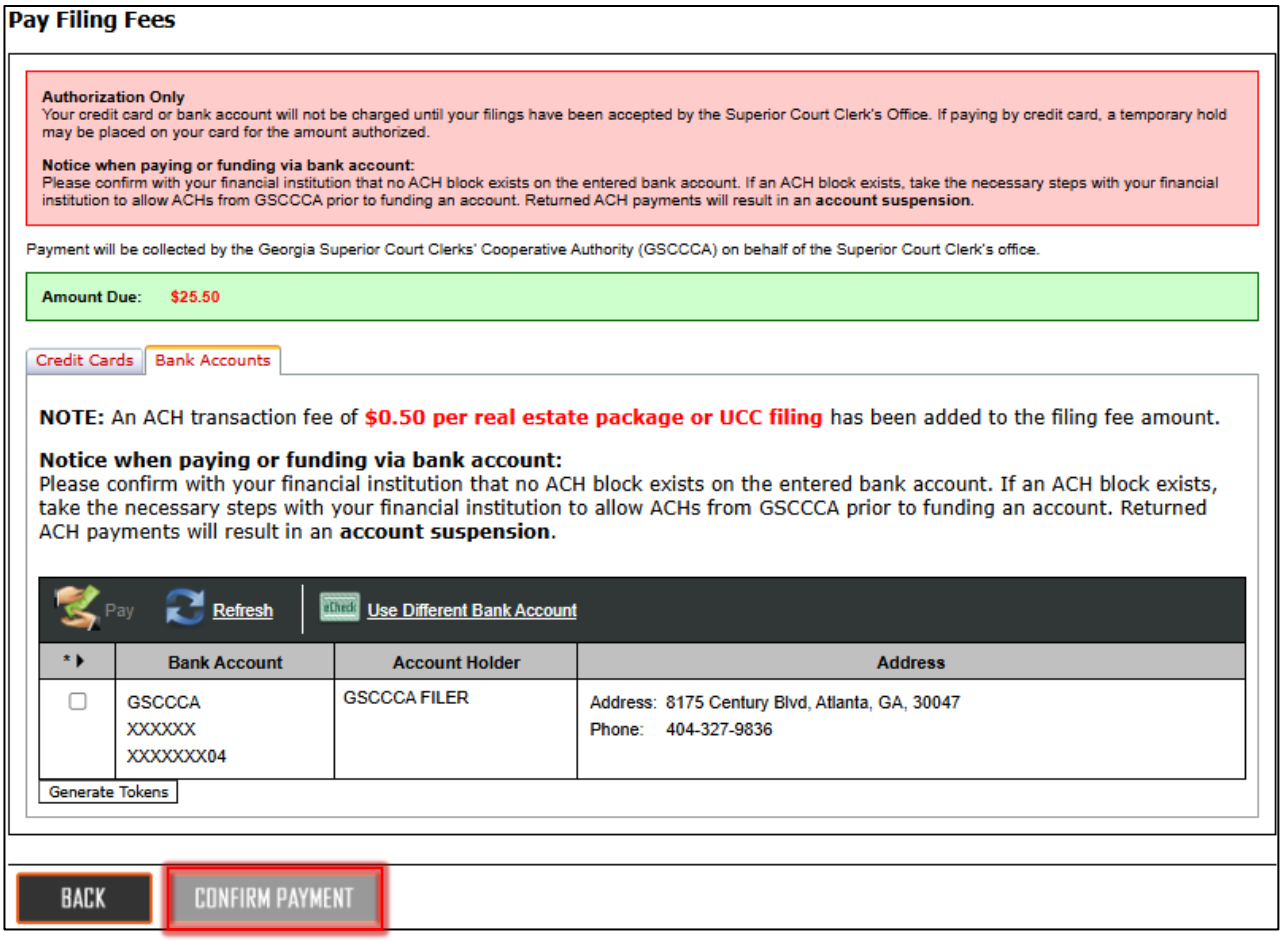


Pay by Bank Account

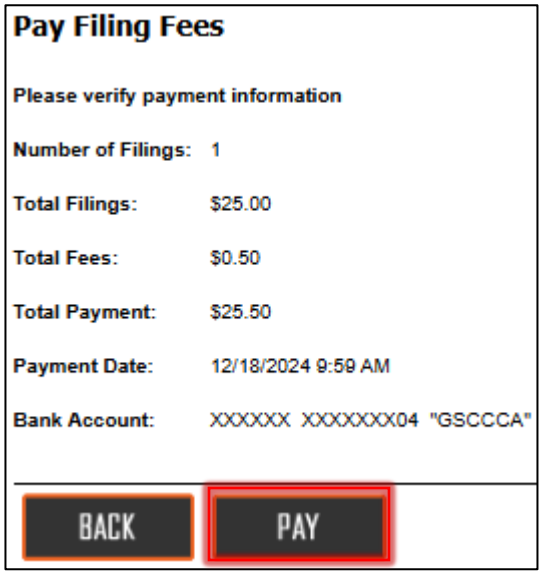
Click *PAY BY BANK ACCOUNT* under Payment Options.



Review the page, select the bank account, and click *CONFIRM PAYMENT*.



Verify payment information and click *PAY*



If successful, filers will receive account authorization details. Click *Close* to return to the Current Filings dashboard.



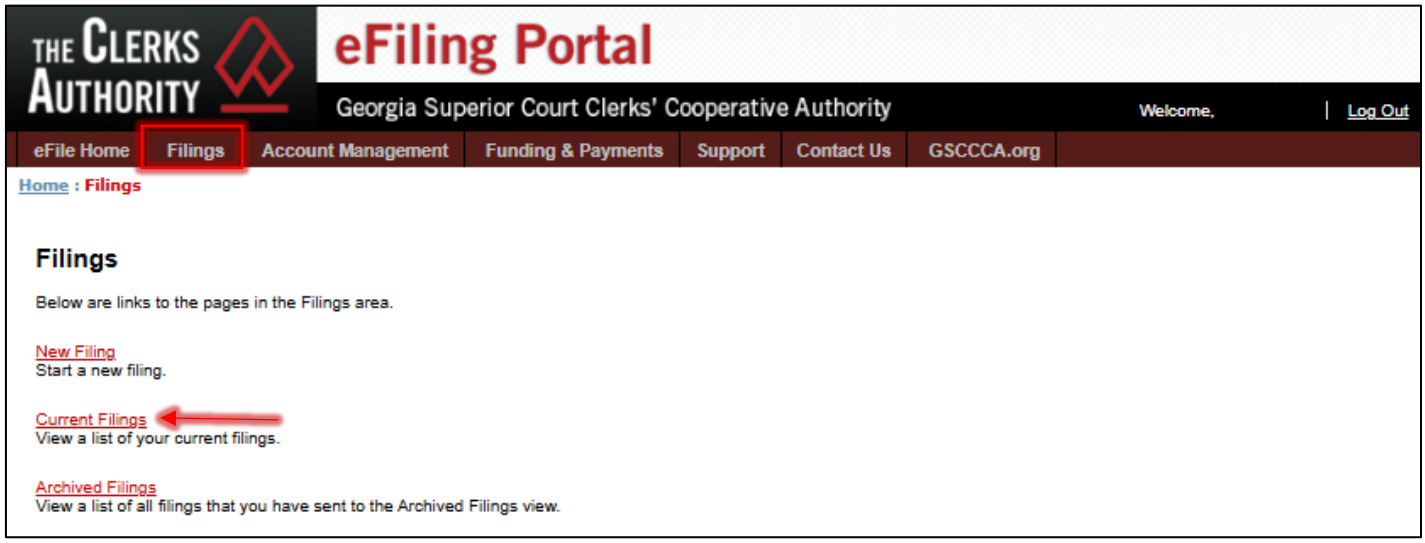
Manage Filings

Dashboard Displays

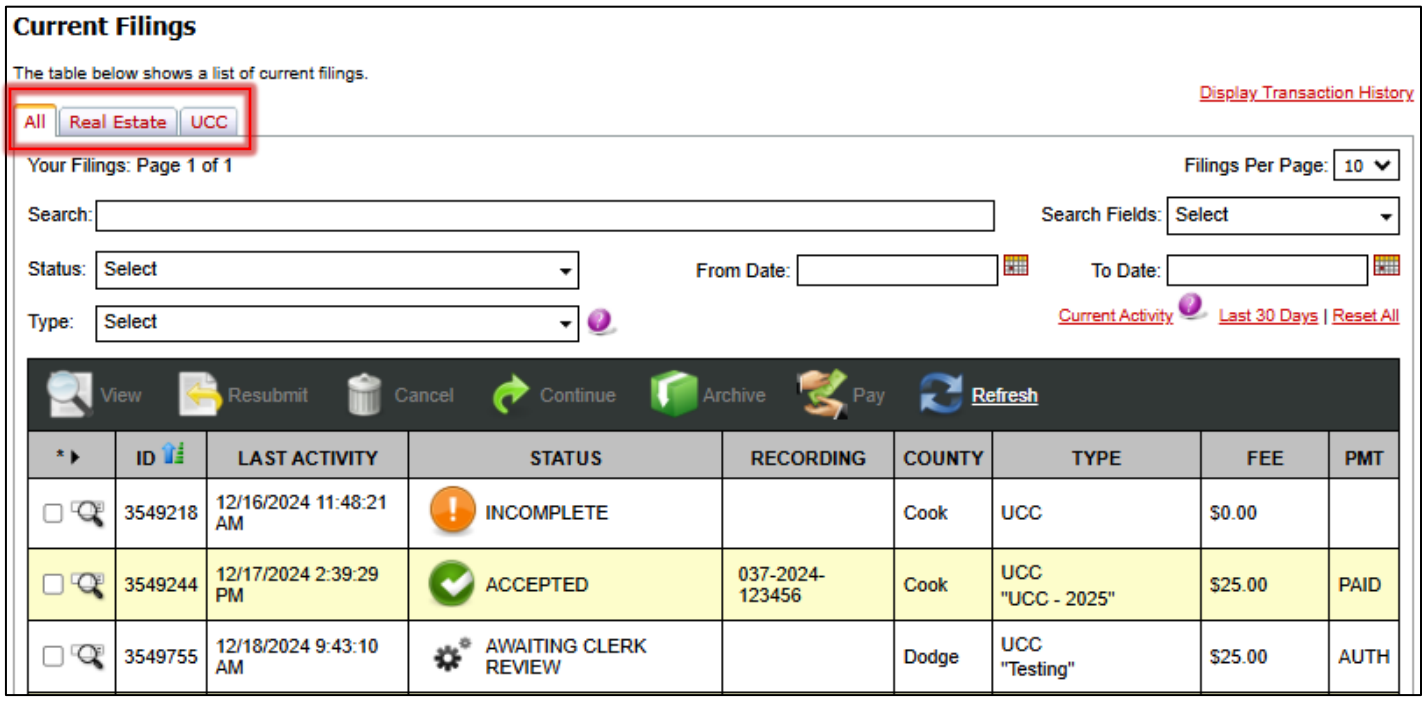
The eFile portal has been designed with a Current Filings dashboard and Archive Filings dashboard to assist in effectively managing eFilings to help streamline workflow, reduce clutter, and improve overall efficiency.

Current Dashboard

The Current Filings dashboard displays all eFilings submitted within the last 60 days that have not been moved to the Archive dashboard. These eFilings can be in any status such as Awaiting Payment, Incomplete, Awaiting Clerk Review, and more. Users can access the Current Filings dashboard by clicking on the Filings tab and selecting *Current Filings.*

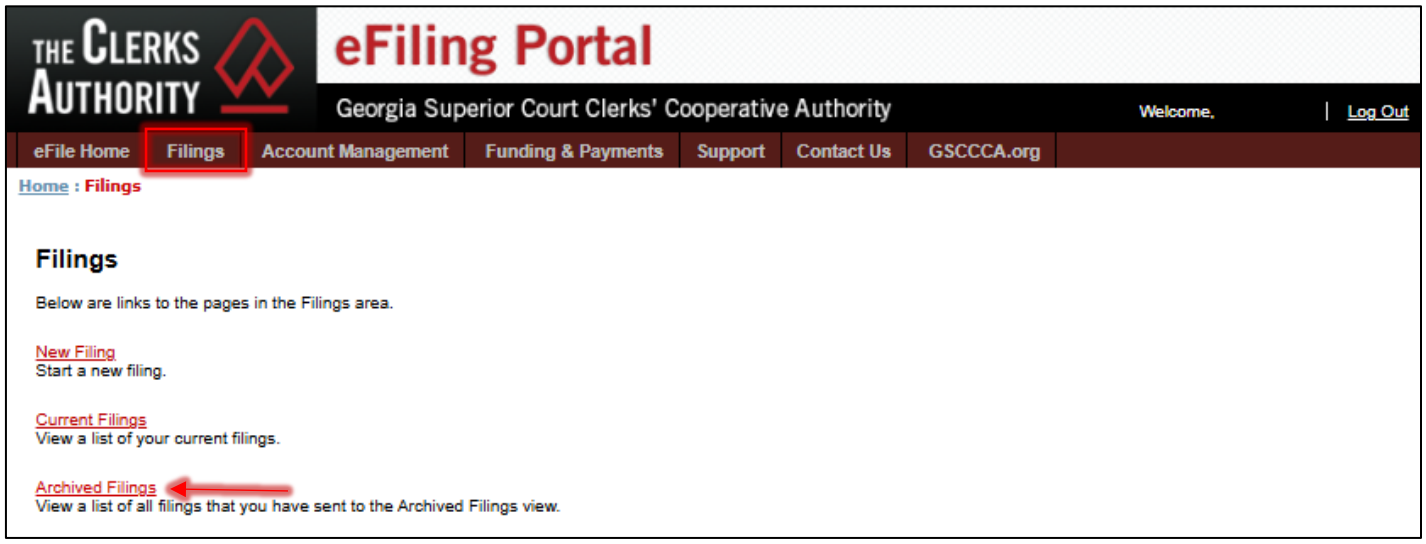


A list of UCC *and* Real Estate eFiling types may be viewed using the ALL tab. Filers can view only real estate filings by selecting the Real Estate tab. UCC eFilings can be viewed separately by selecting the UCC tab.

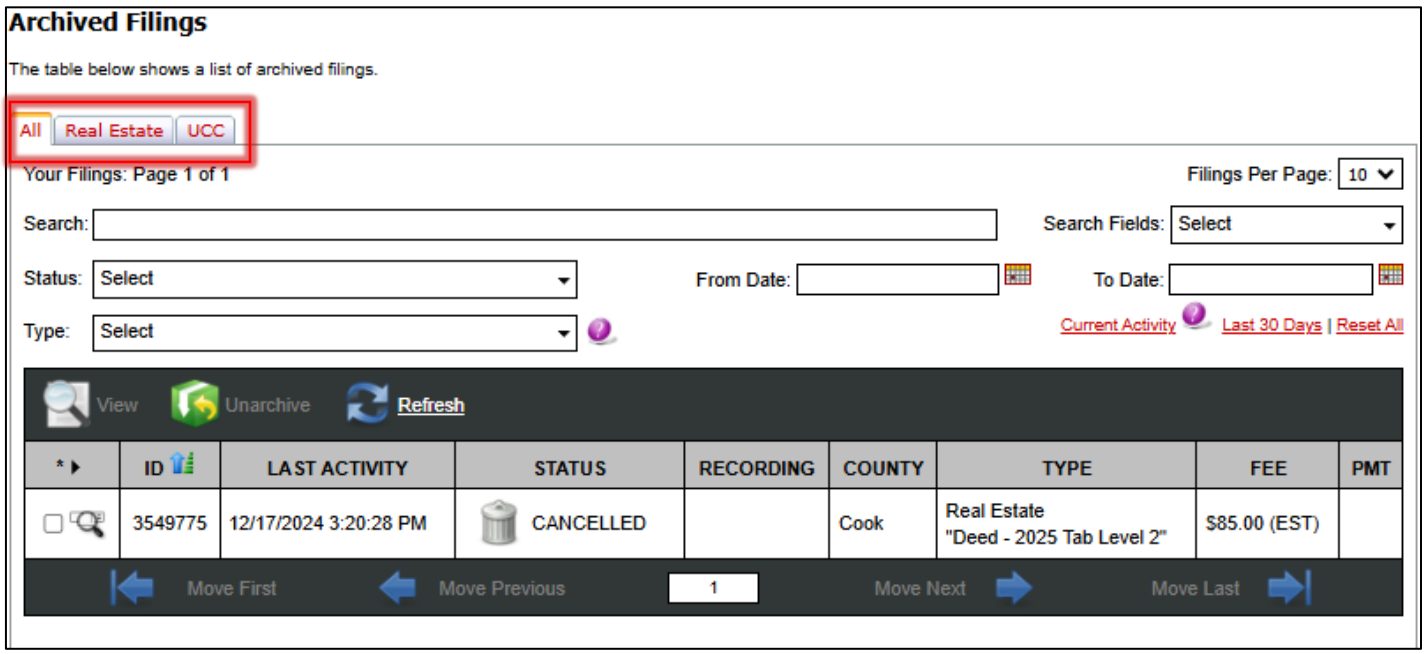


Archive Dashboard

Users can access the Archive Filings dashboard by clicking the Filings tab and selecting *Archive Filings.* This dashboard displays all eFilings that have been processed (Accepted, Rejected, or Cancelled) and moved to Archive Filings. To archive a filing, check the box next to the filing(s) in the Current Filings dashboard then select *Archive.* Multiple filings can be selected at one time.

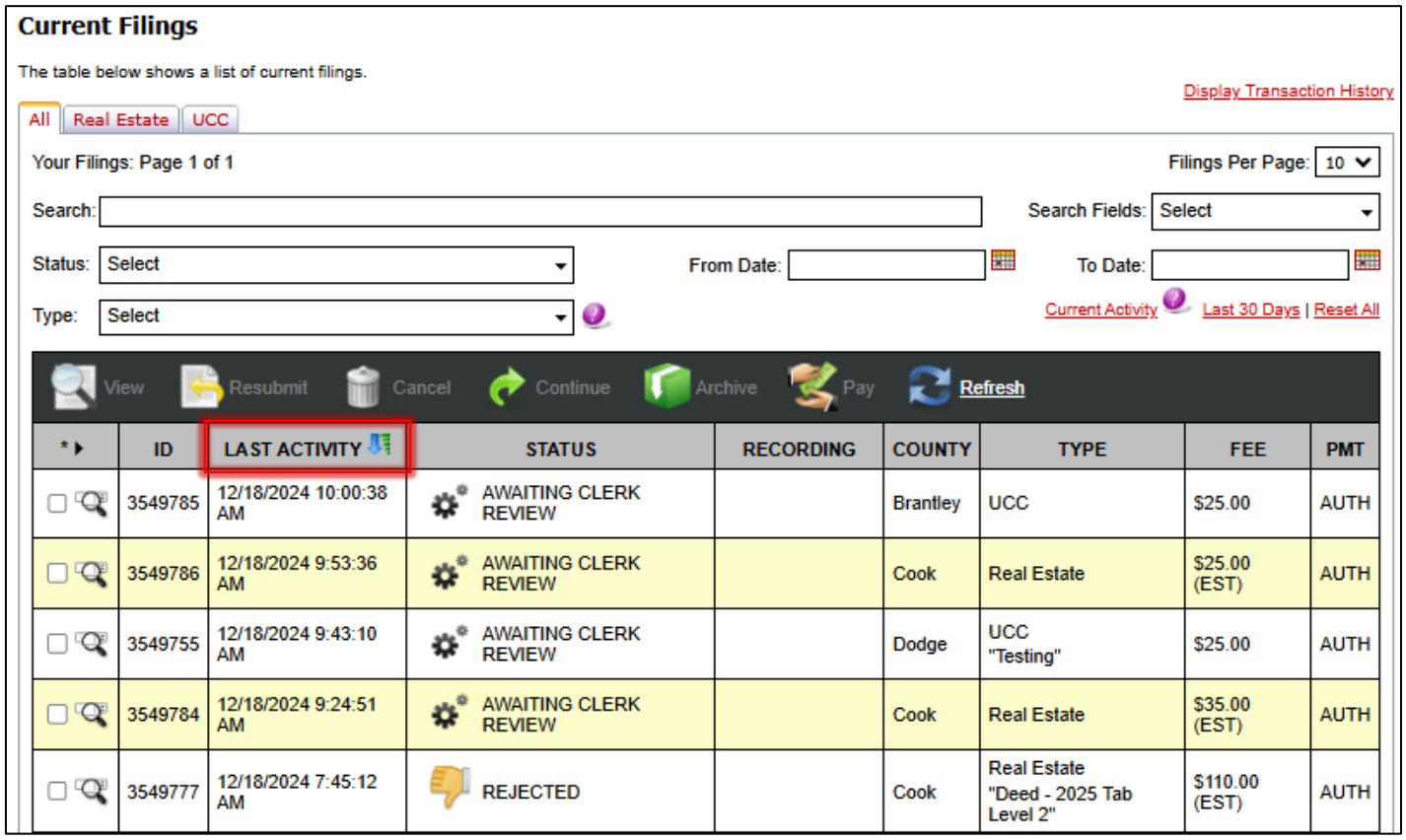


A list of all archived UCC *and* Real Estate eFilings may be viewed using the ALL tab. Filers can view only real estate filings by selecting the Real Estate tab. UCC eFilings can be viewed separately by selecting the UCC tab.



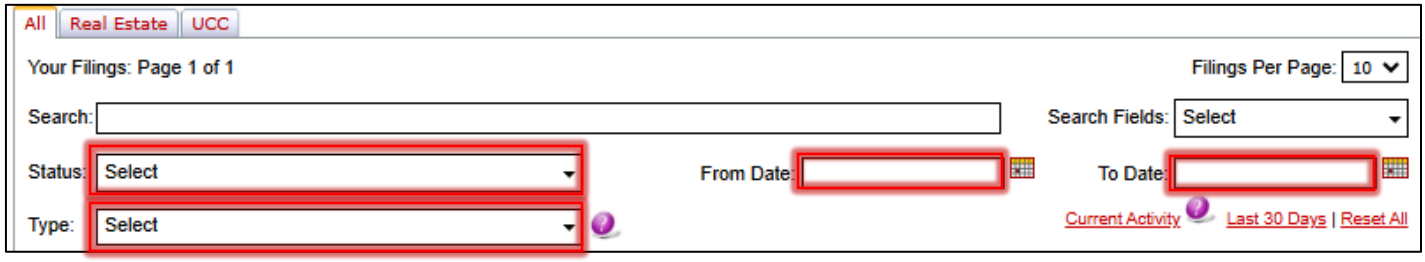
Sort Filings

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.

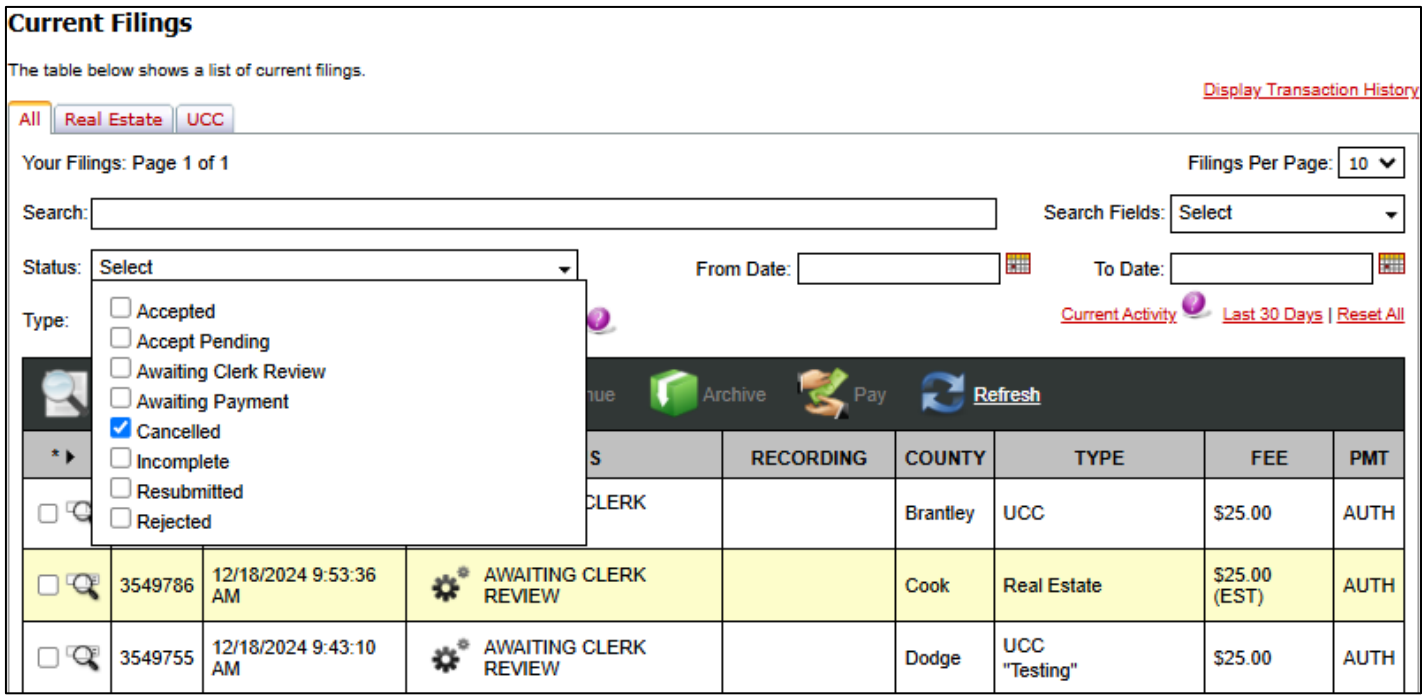


Filter Filings

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.

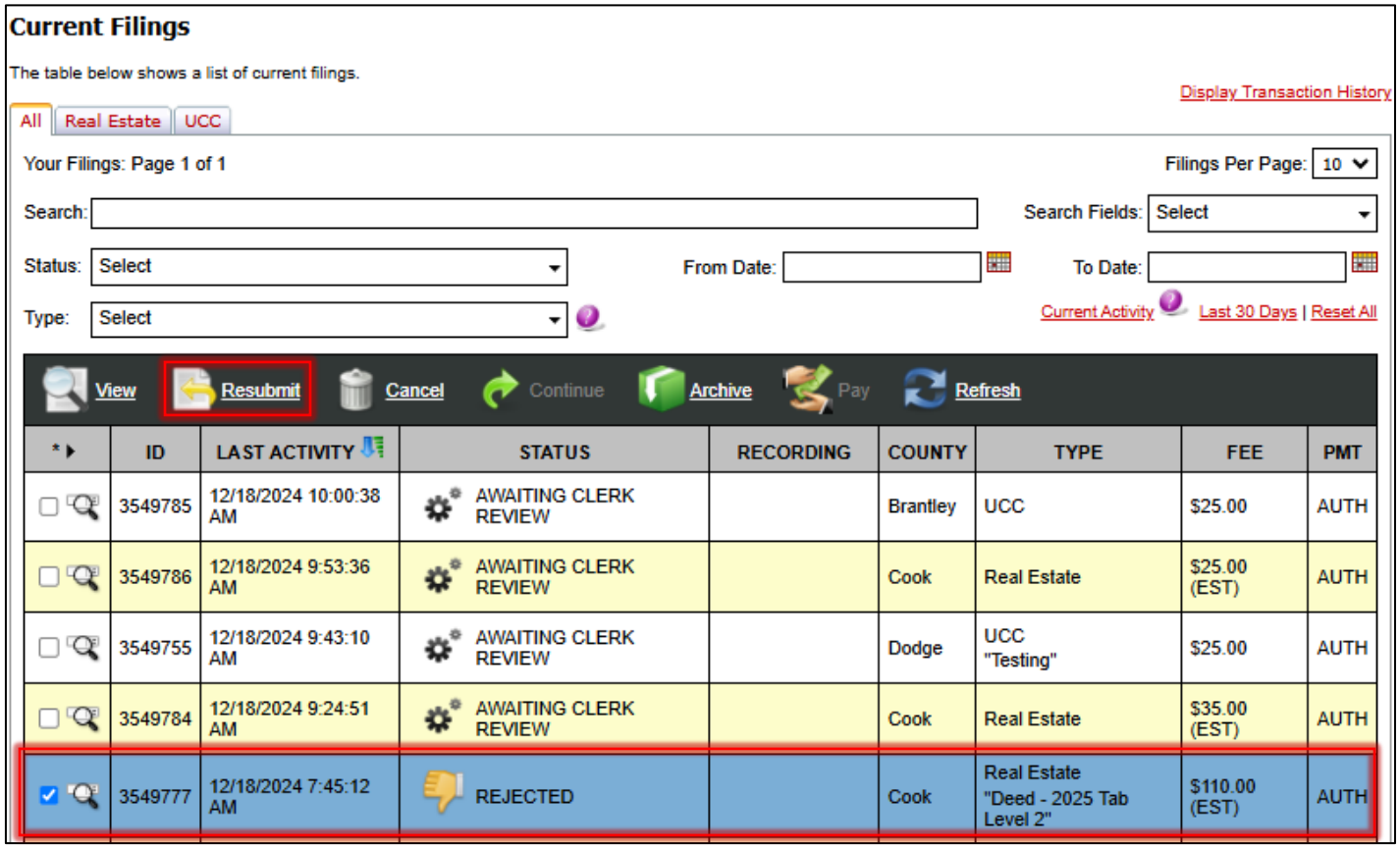


If one or more filters have been applied to either the status or type, then *Filtered* will be displayed. Click the arrow to view which filter has been applied. To add or remove a filter, click the arrow in the filtered box and check or uncheck the box or boxes.

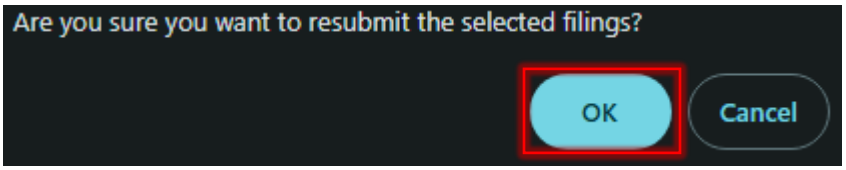


Resubmit Filings

If a UCC 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 filing, select the box next to the rejected filing then select *Resubmit.*

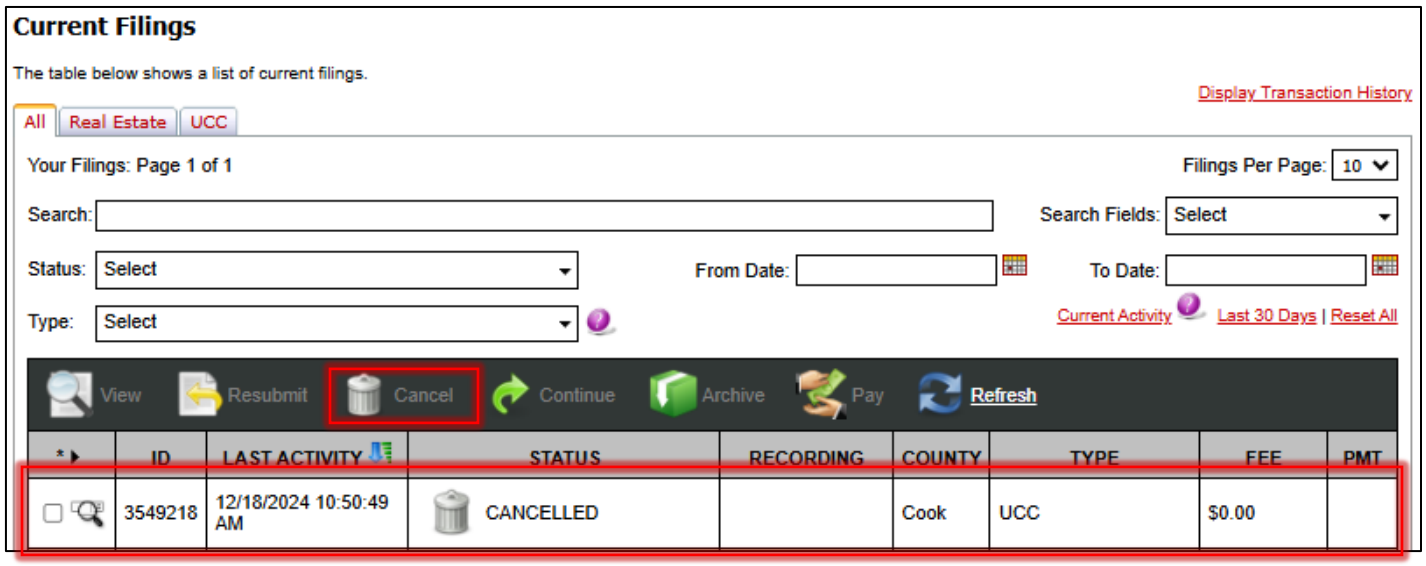


To continue, select OK when prompted.



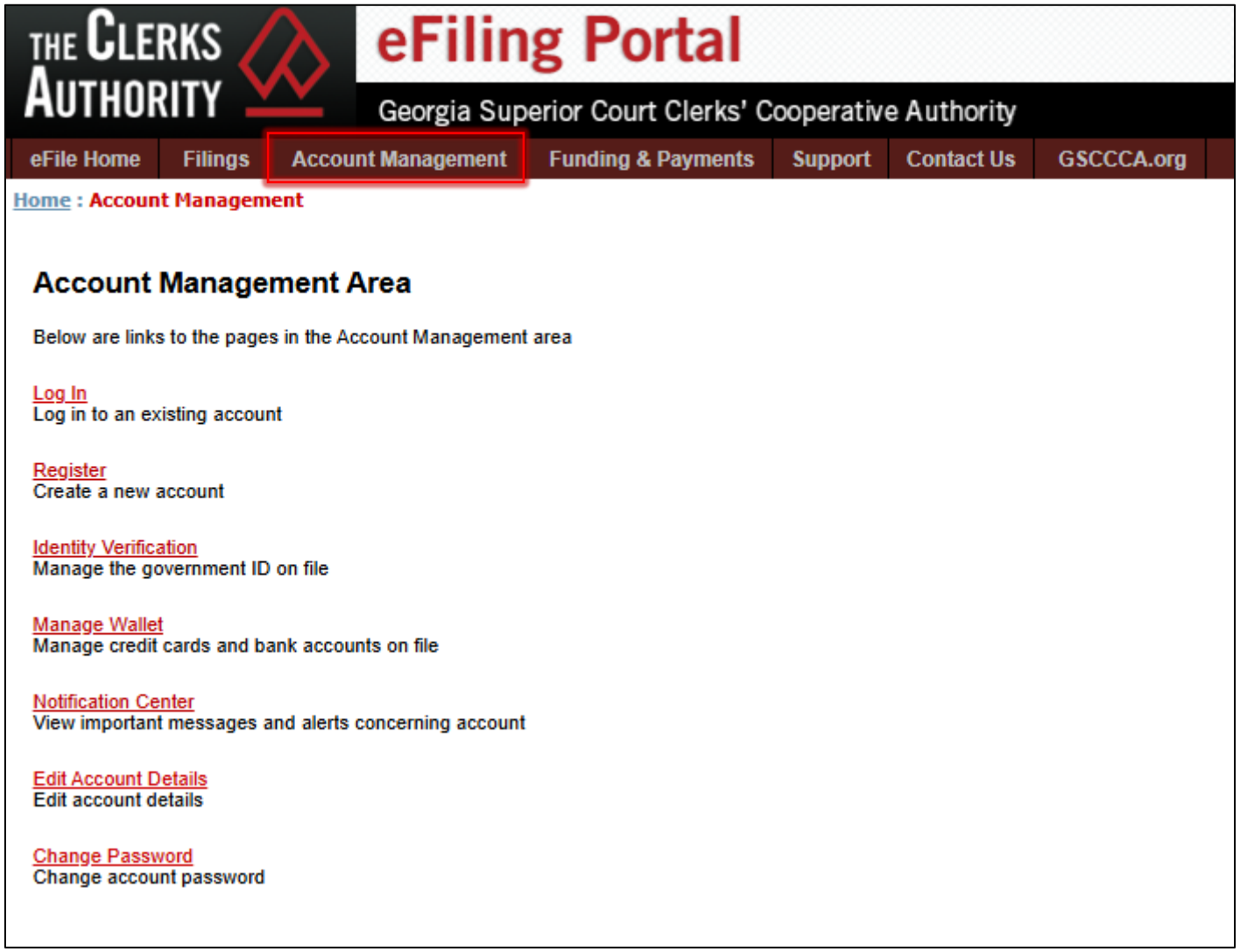
Cancel Filings

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. The filing can be moved to the Archive Filings dashboard.



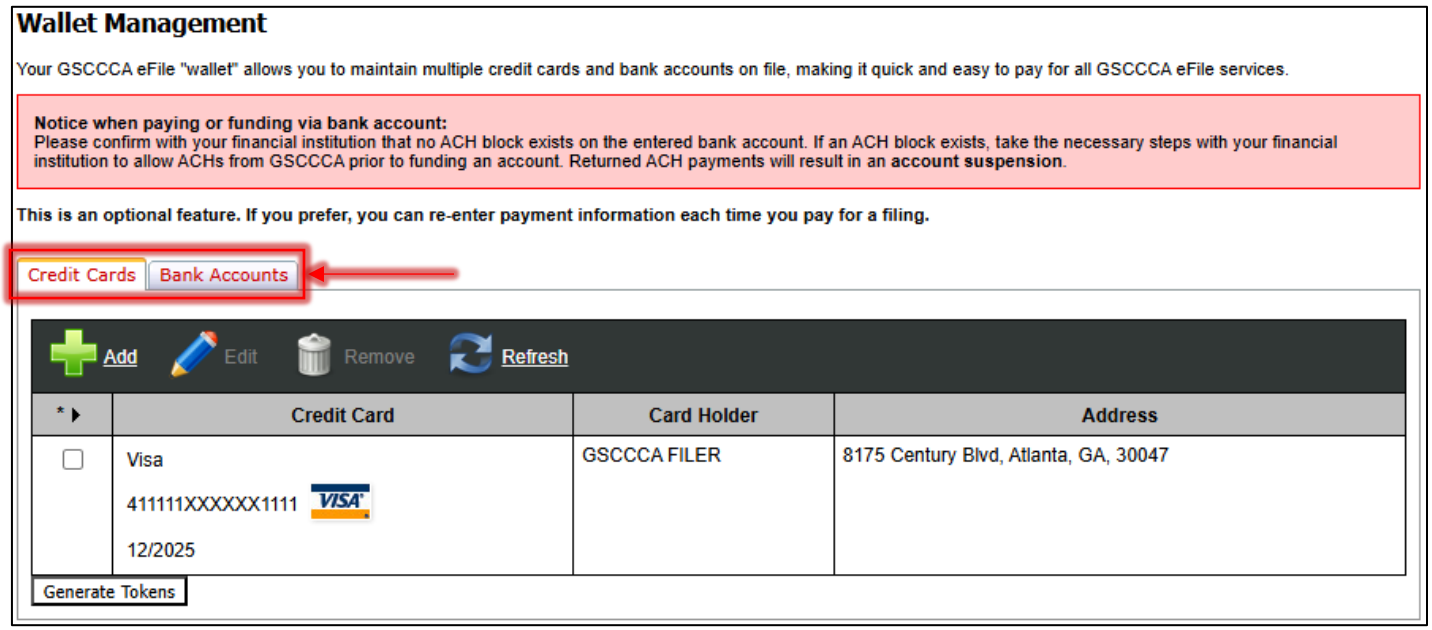
Account Management

Account Management allows filers to manage information and affiliations of their eFile account. To view all available items, click on the *Account Management* tab. Filers can manage the digital wallet, edit account details to include deactivating account, manage the government ID on file, and more.



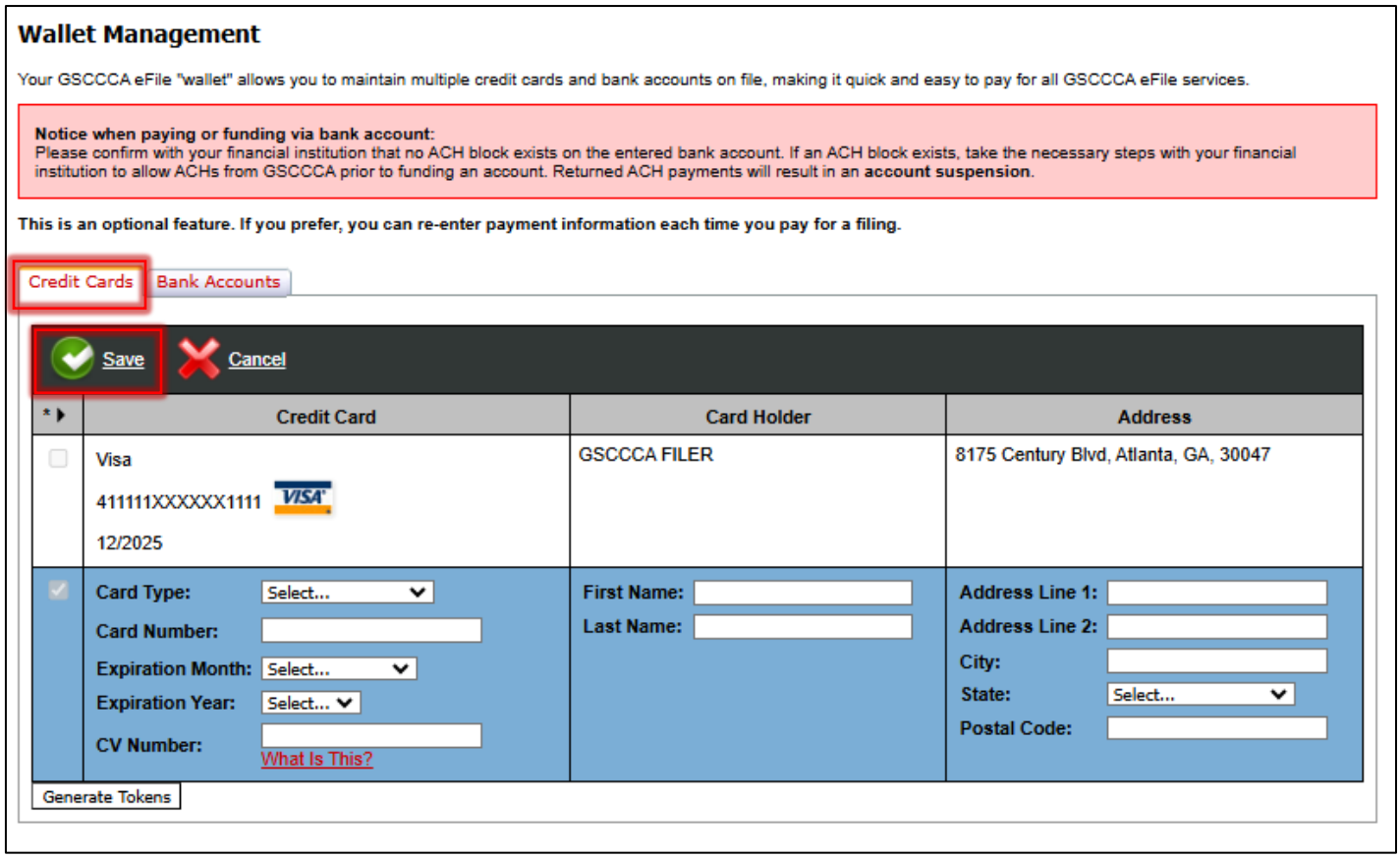
Manage Wallet

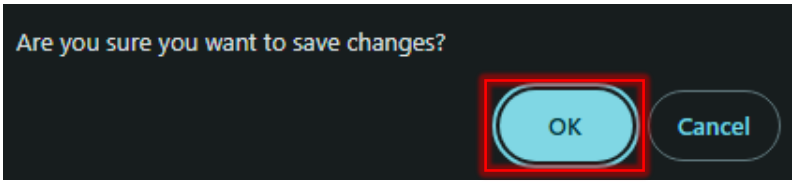
The GSCCCA eFile portal allows users to store multiple **credit card** and/or **bank accounts** on file helping expedite the payment process. Credit card and bank account information is stored in the online Wallet. To manage a wallet, select the *Account Management* tab, then select *Manage Wallet*.

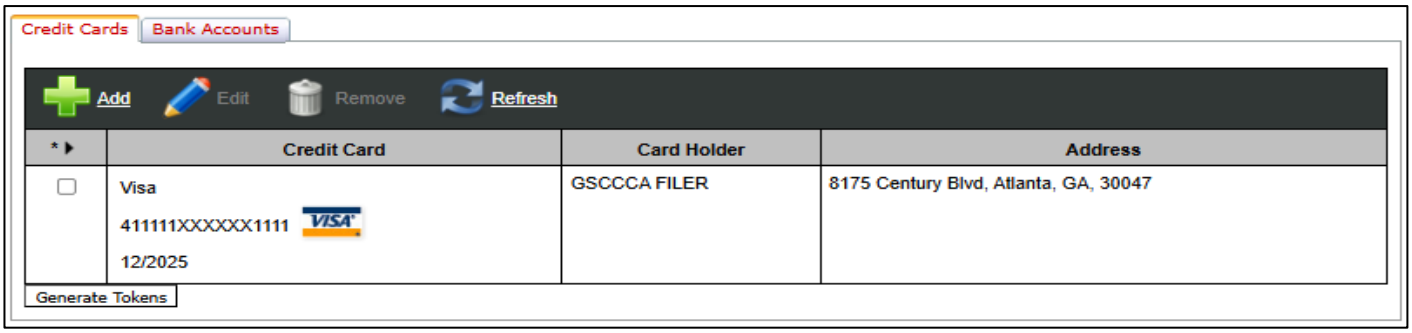


Add Credit Card

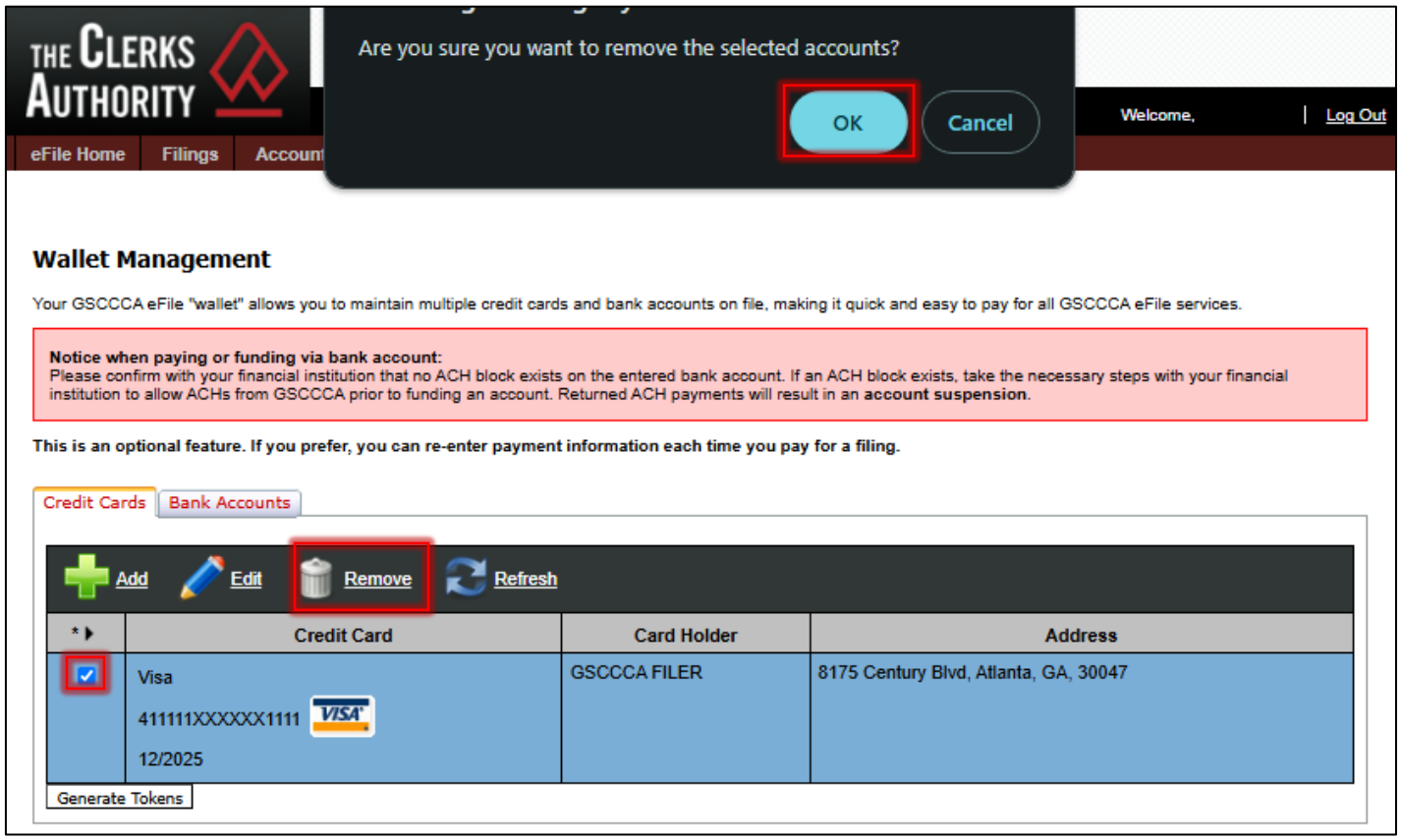
To add a Credit Card, click the *Credit Cards* tab and select the ADD icon. Enter the required information and click the *Save* icon. Review the information, and if correct, select *OK* to add the card to the Wallet. The added card will appear in the *Credit Cards* tab.





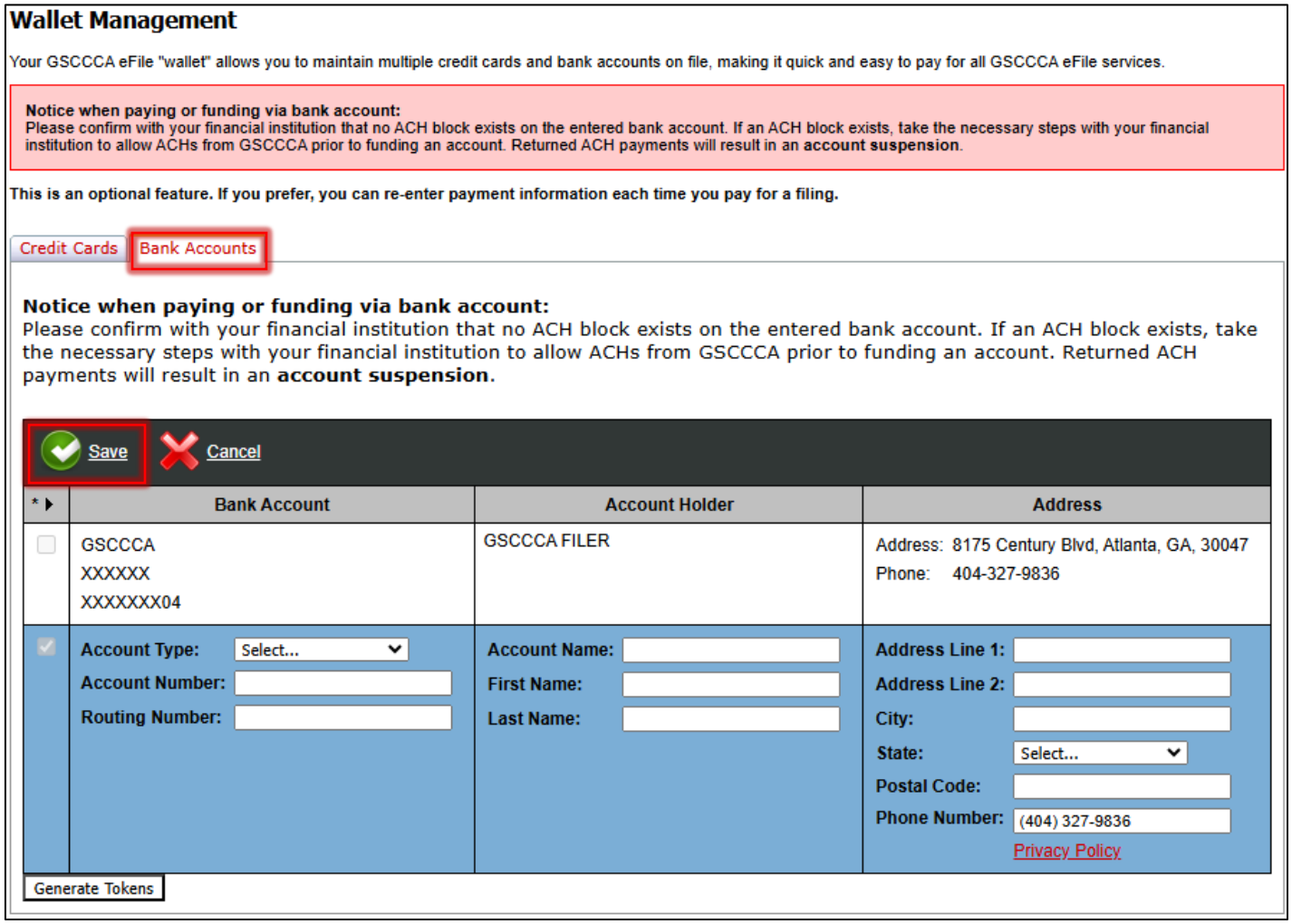


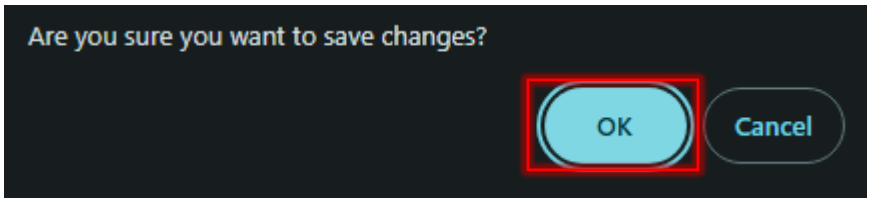
To remove a credit card from the Wallet, select the box next to the credit card to be removed then select *Remove*. To complete the removal, click *OK* when asked if wanting to remove the selected accounts. The credit card will then be removed from the wallet.

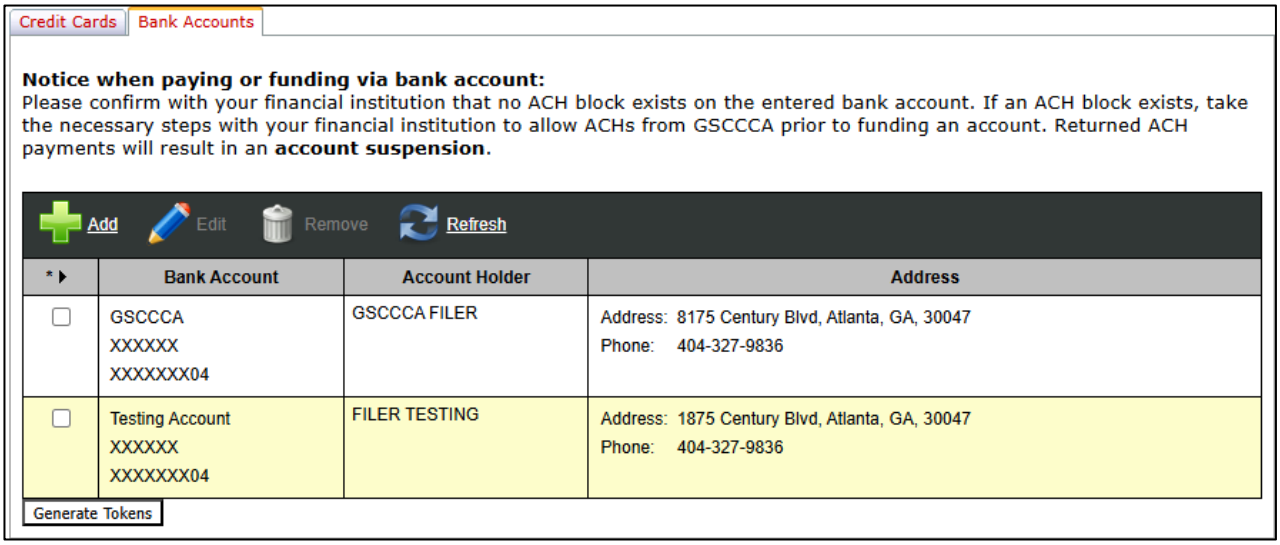


Add Bank Account

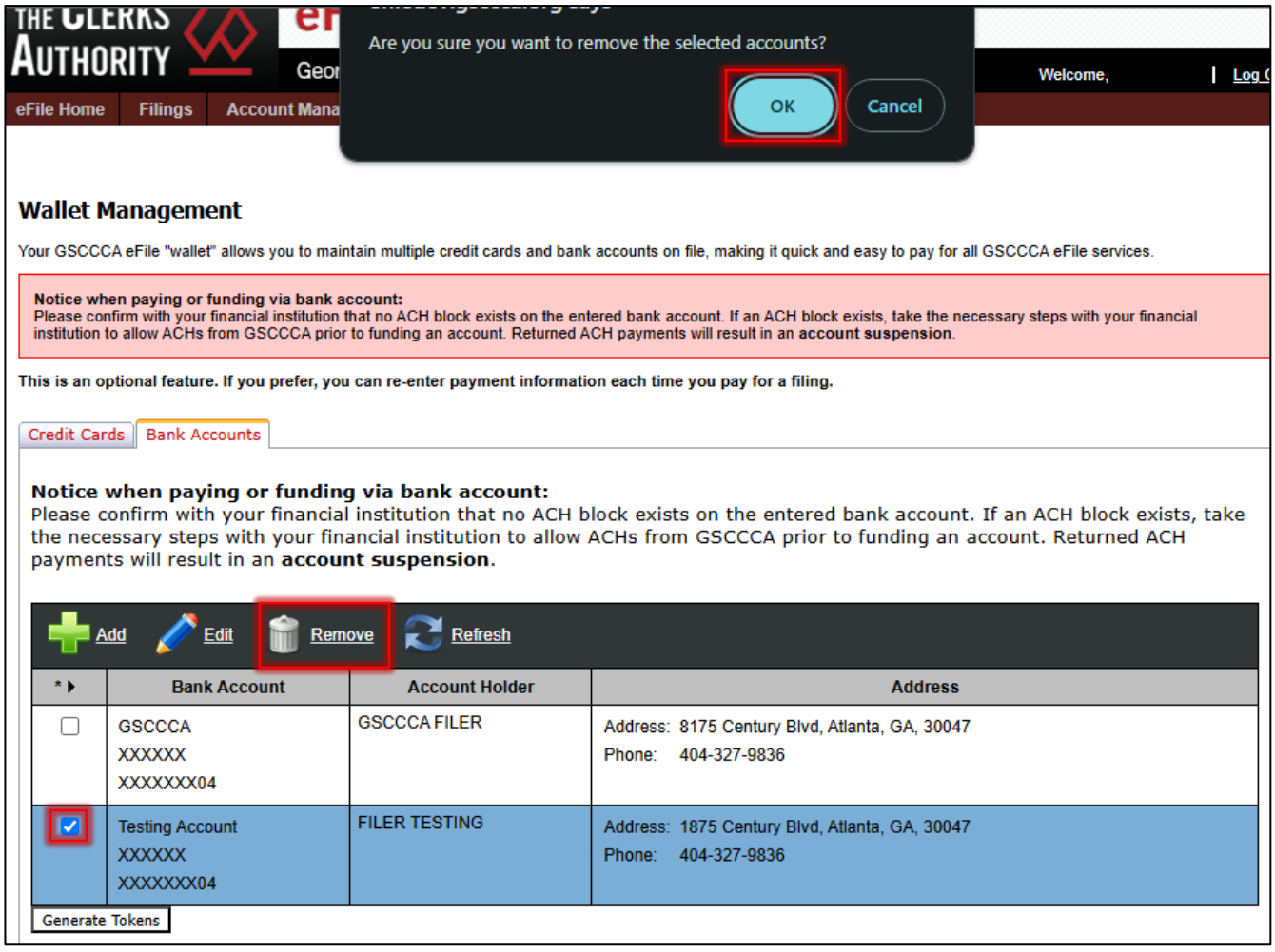
To add a bank account, click the Bank Accounts tab, then select the *ADD* icon. Enter the required information, then click the Save icon. Review the information, and if correct, select *OK* to add the card to the Wallet. The added card will appear in the *Credit Cards* tab.





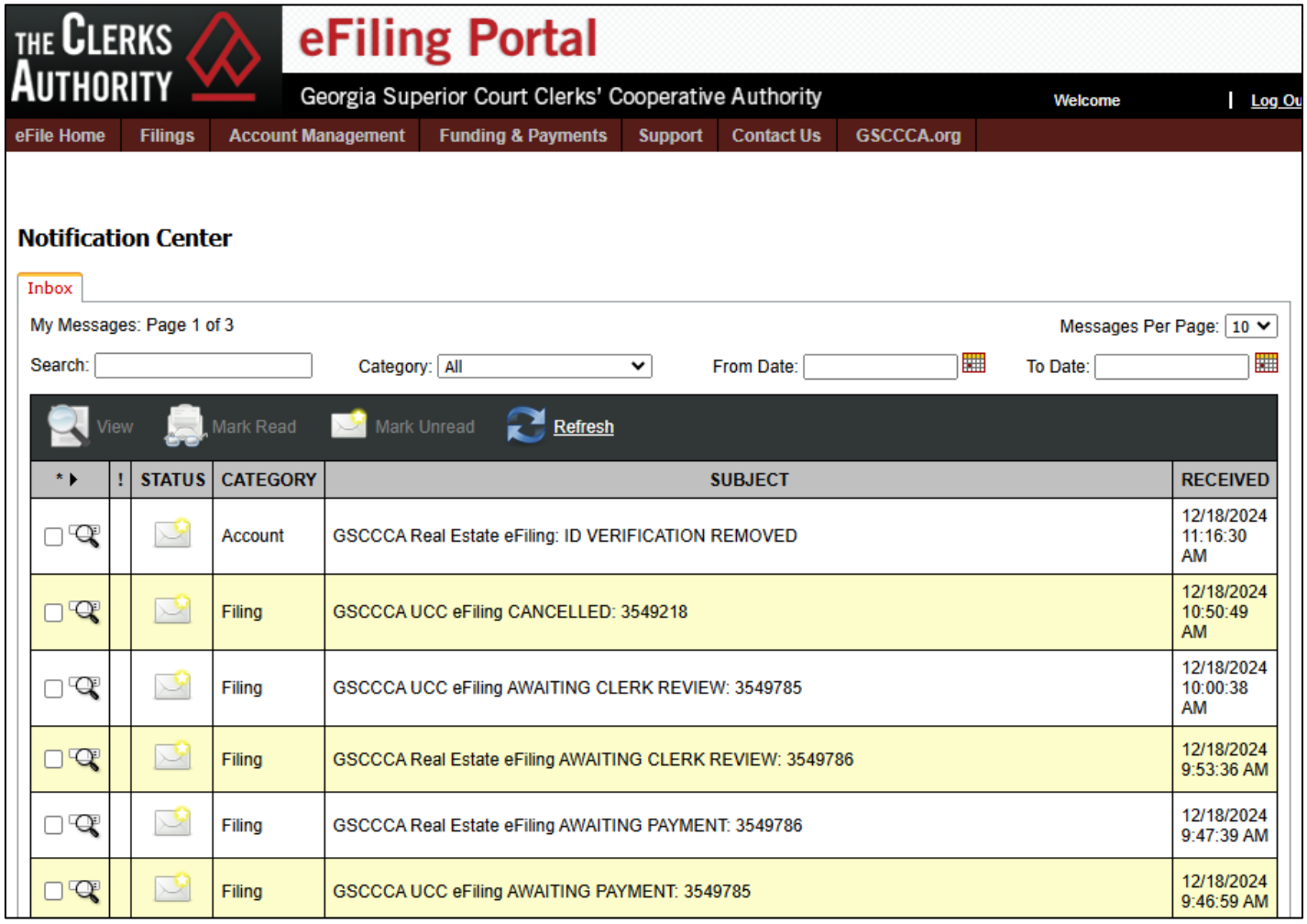


To remove a bank account from the Wallet, select the box next to the account to be removed, then select *Remove*. To complete the removal, click *OK* when asked if wanting to remove the selected accounts. The credit card will then be removed from the wallet.



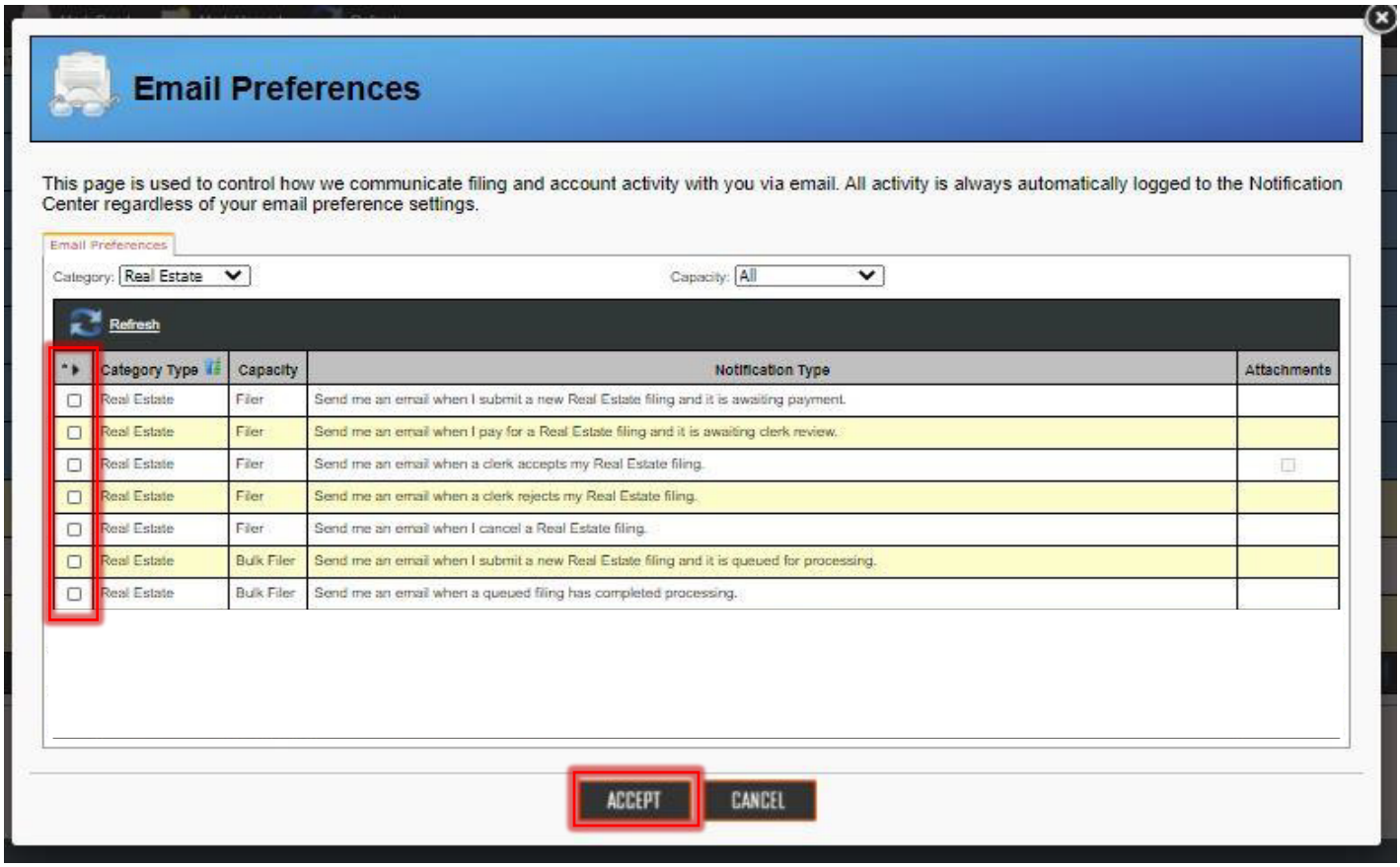
Notification Center

To manage email notifications, select *Account Management*, then select *Notification Center*. The Notification Center defaults to 60 days. If searching for notifications before that date range, the search feature at the top of the page can be used. Search options include a search word or phrase, the category to search for that word or phrase, and a date range for the search. These notifications may also be sorted via the Status, Category, Subject, and Received headings across the top of the table.

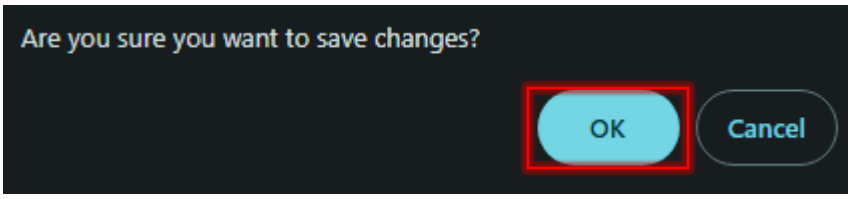


*	!	STATUS	CATEGORY	SUBJECT	RECEIVED
			Account	GSCCCA Real Estate eFiling: ID VERIFICATION REMOVED	12/18/2024 11:16:30 AM
			Filing	GSCCCA UCC eFiling CANCELLED: 3549218	12/18/2024 10:50:49 AM
			Filing	GSCCCA UCC eFiling AWAITING CLERK REVIEW: 3549785	12/18/2024 10:00:38 AM
			Filing	GSCCCA Real Estate eFiling AWAITING CLERK REVIEW: 3549786	12/18/2024 9:53:36 AM
			Filing	GSCCCA Real Estate eFiling AWAITING PAYMENT: 3549786	12/18/2024 9:47:39 AM
			Filing	GSCCCA UCC eFiling AWAITING PAYMENT: 3549785	12/18/2024 9:46:59 AM

To enable or disable notifications, click *Settings* at the bottom of the screen. Next, check all boxes to enable/disable and select *Accept*.

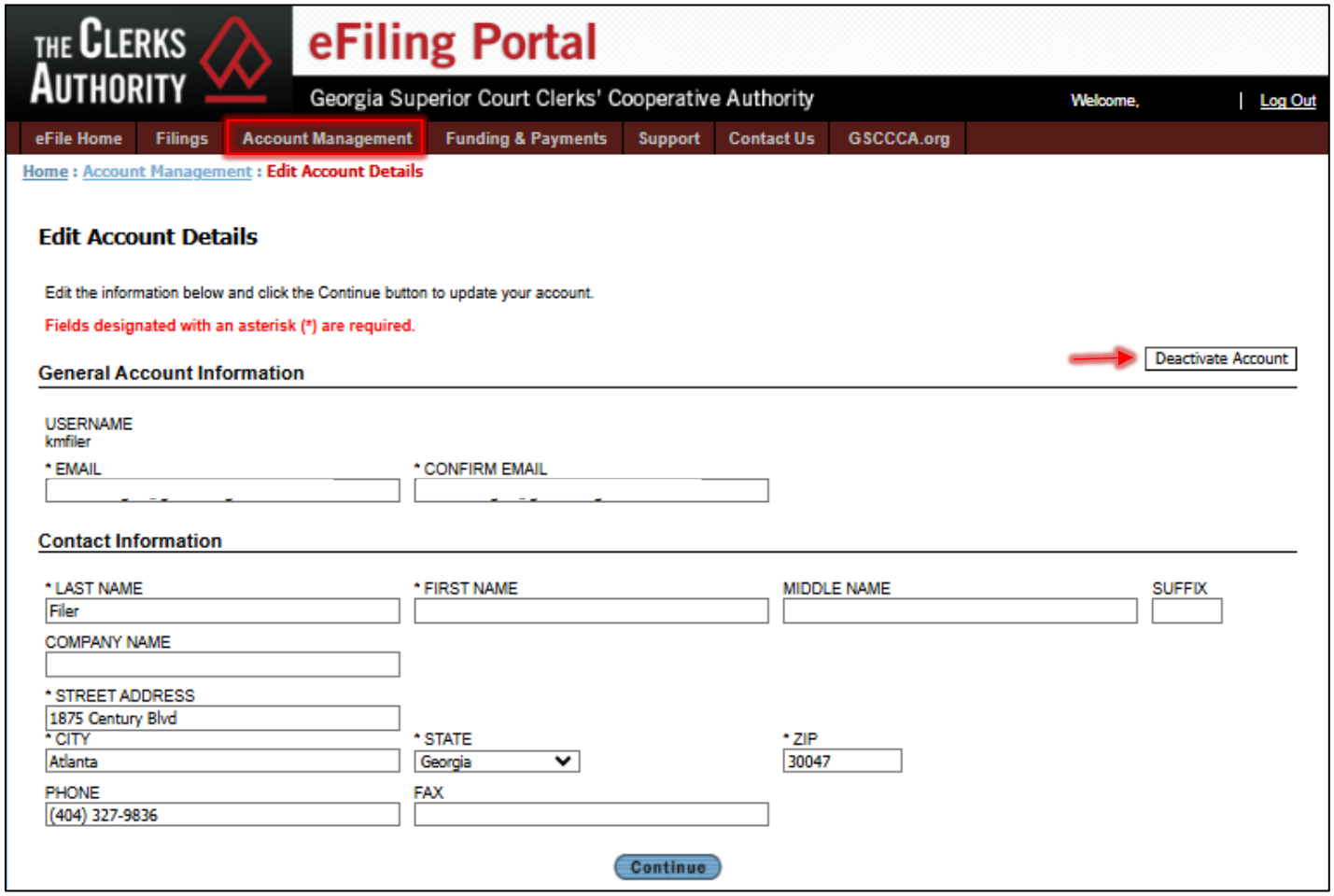


Then click *Ok*.

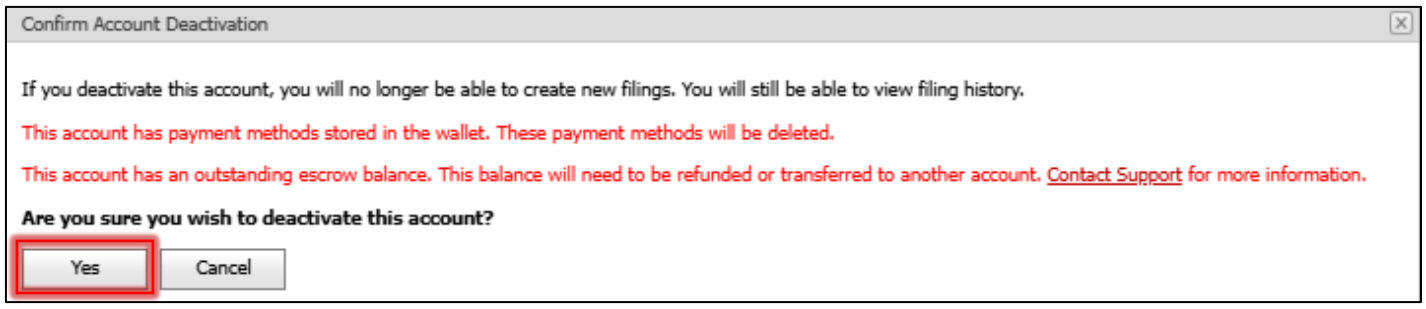


Edit Account Details

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

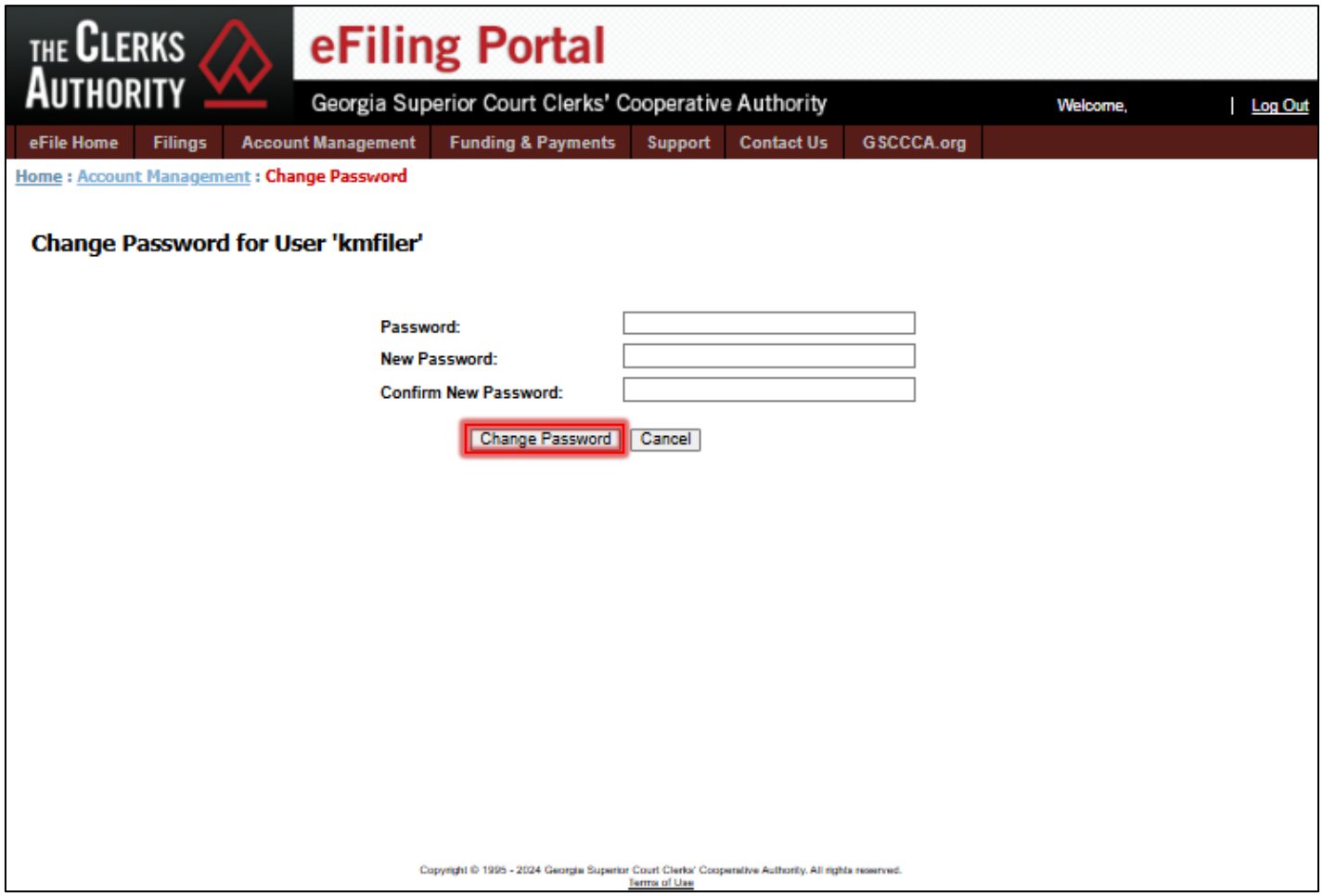


To deactivate an eFile account, click *Deactivate Account,* then click *Yes*.



Change Password

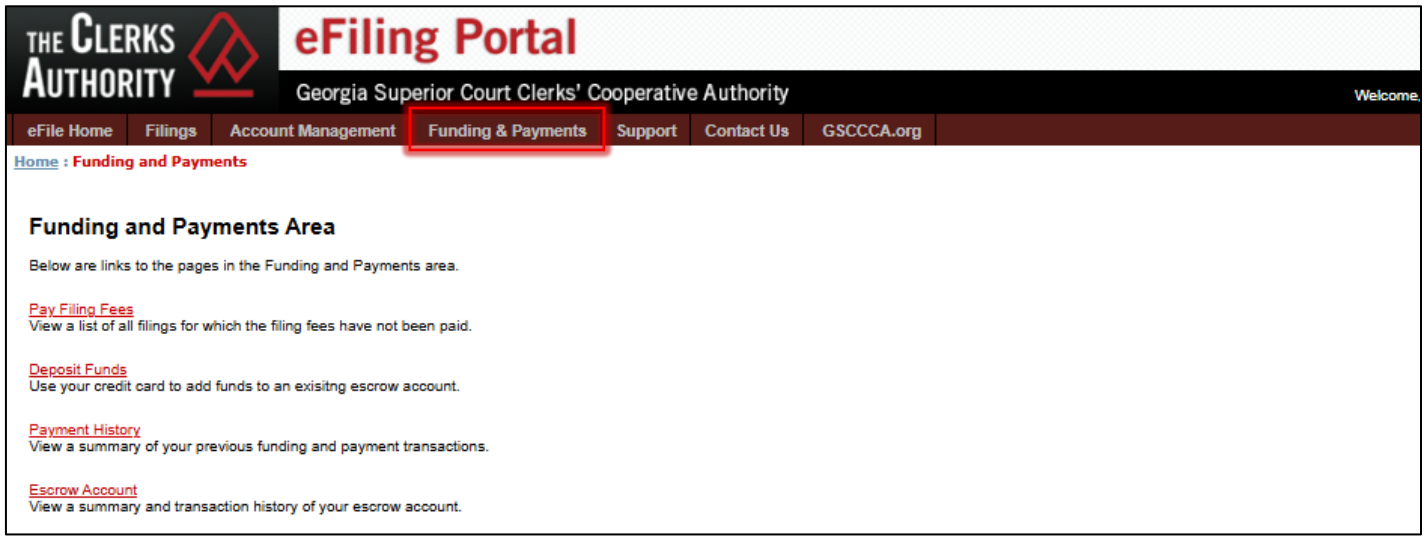
To change the password to the eFile account, select *Account Management* tab, then select *Change Password*. Type in the current password, then type in a new password. Click *Change Password*.



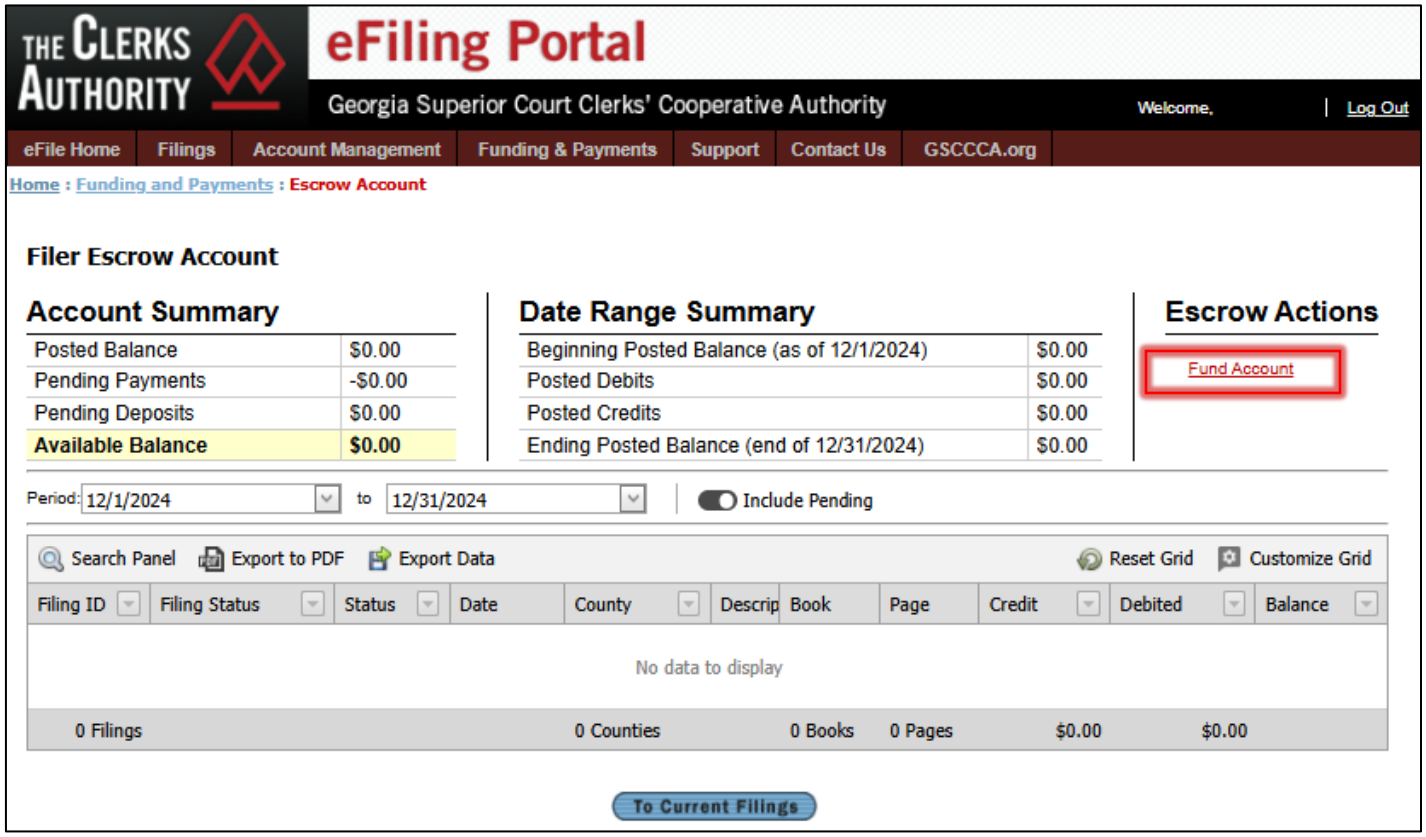
Funding & Payments

Fund Escrow Account

To fund an escrow account, click on the *Funding & Payments* tab and select *Escrow Account.*



Click on *Fund Account*.



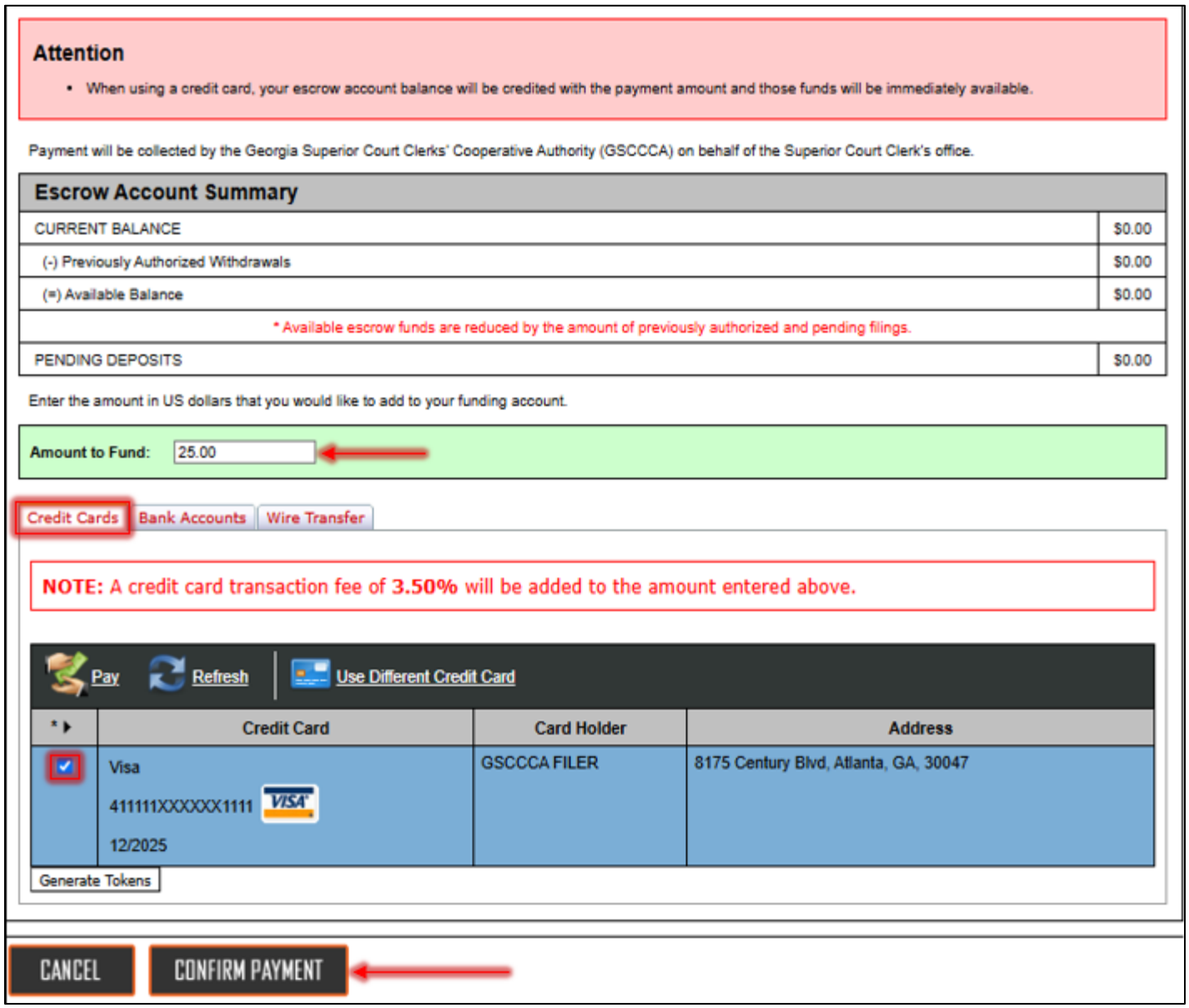
Accounts may be funded using a credit card, bank account, or wire transfer, if eligible. Enter the amount to fund in the Amount to Fund field, then select the method of funding – credit card or bank account.

Note: When funding by credit card, a 3.5% transaction fee is added to the amount funded. When funding by bank account, a $0.50 transaction fee is added to the amount funded. When funding by wire transfer, a $5.00 transaction fee is deducted from the total wire transfer amount. Select *Fund Account*.

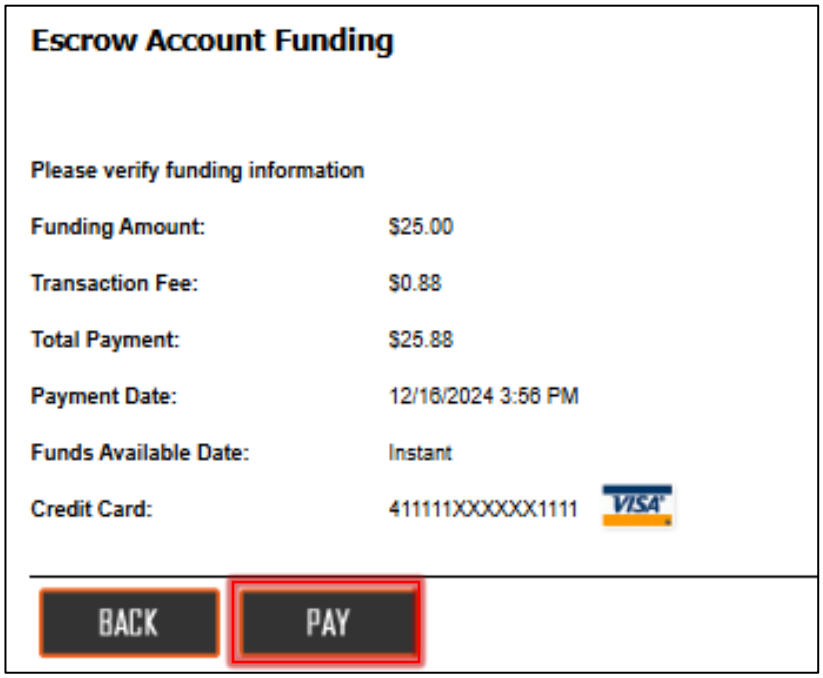


Fund by Credit Card

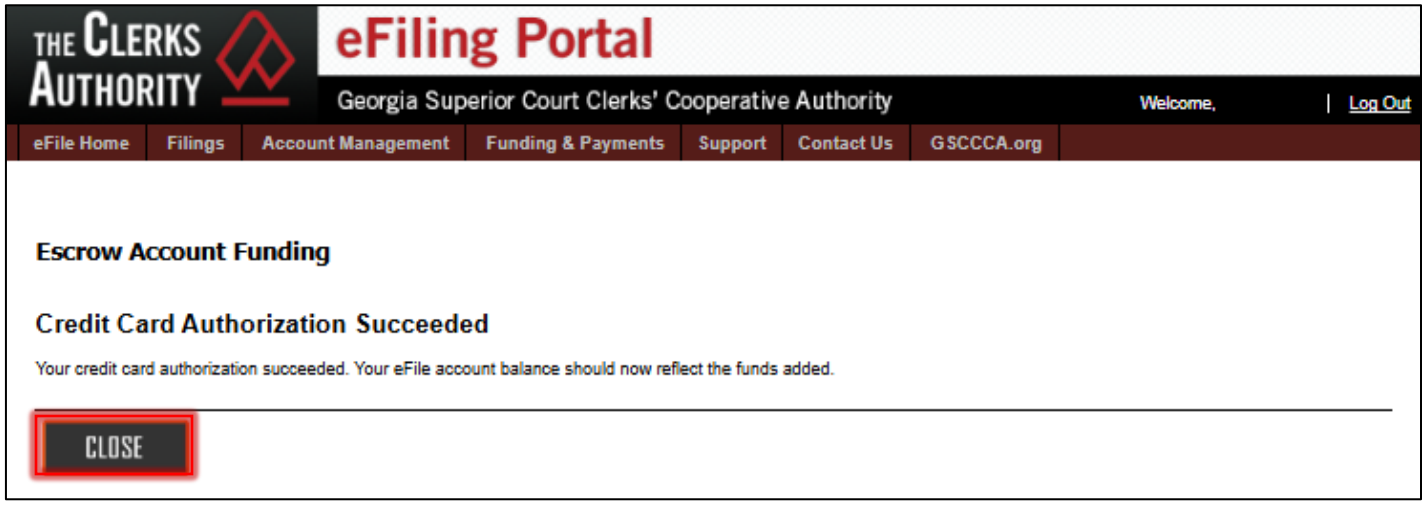
To fund escrow by Credit Card, type the total in the *Amount to Fund* box and click on the *Credit Cards* tab. Then select the checkbox next to the desired credit card. If the filer wishes to use a new/different card, select *Use Different Credit Card*.



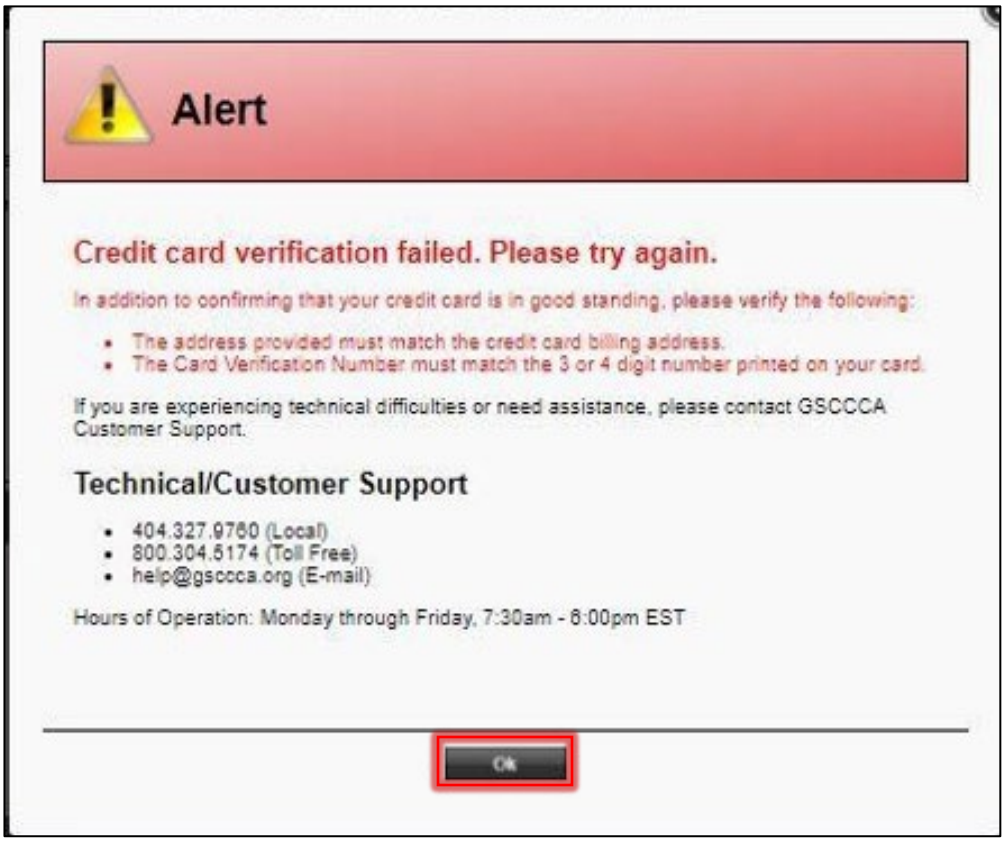
Once the information is entered, click *Confirm Payment.* A summary screen will display. Review the information then click *Pay* to authorize payment.



A Credit Card Authorization will appear indicating a successful or failed authorization. If successful, select *Close* to return to the Current Filings dashboard.

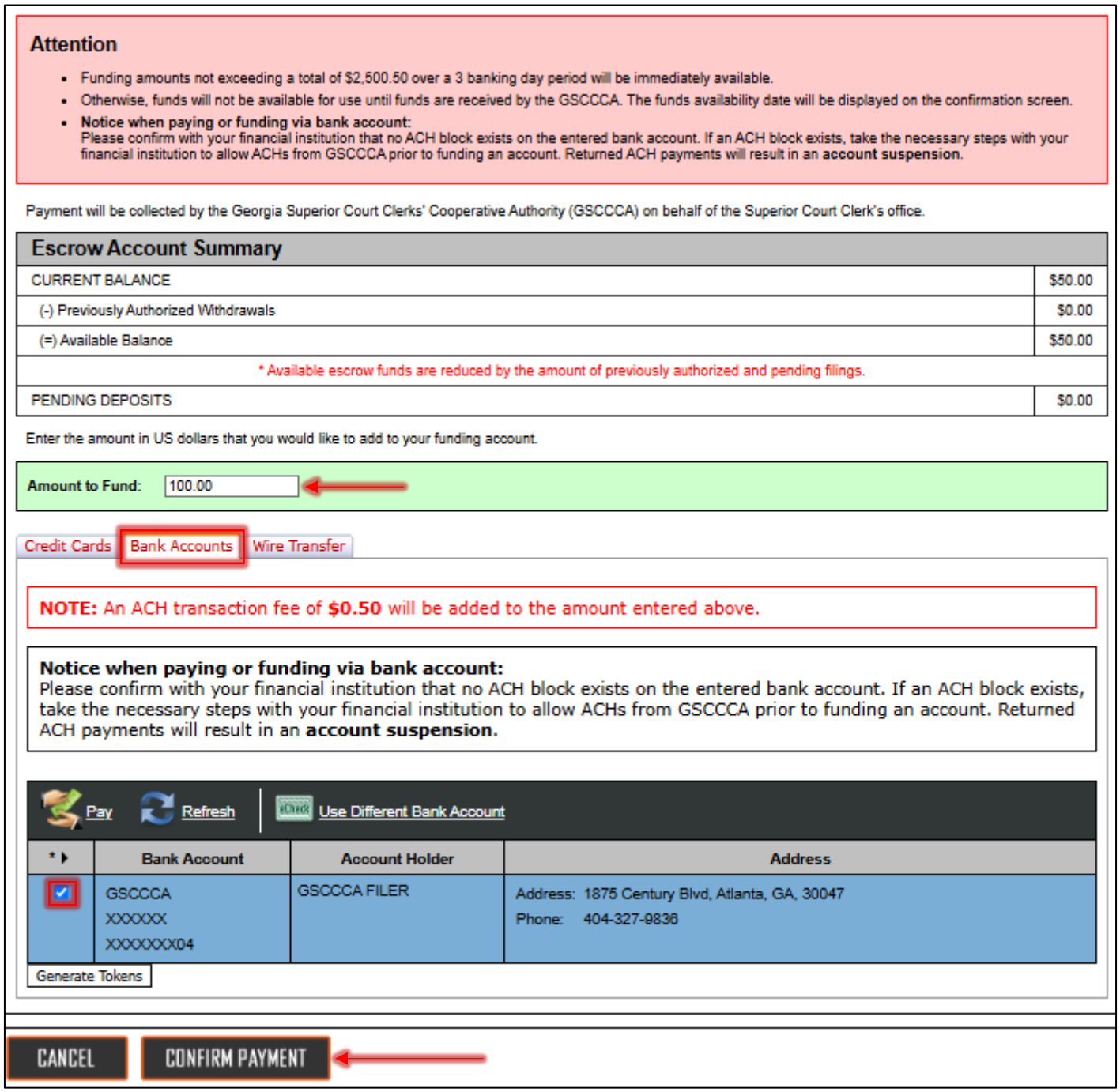


If a failed authorization message is displayed, select *BACK* to return to the escrow account funding page to makes changes.

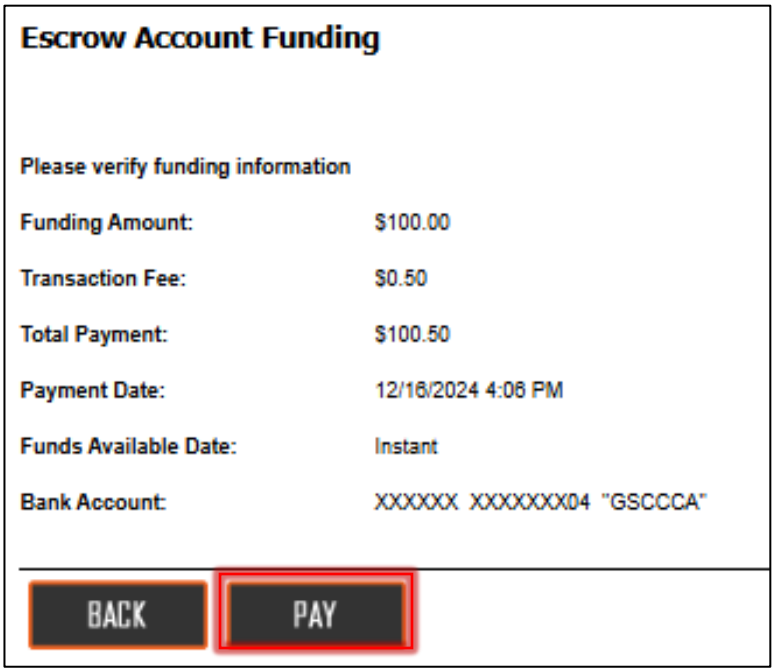


Fund by Bank Account

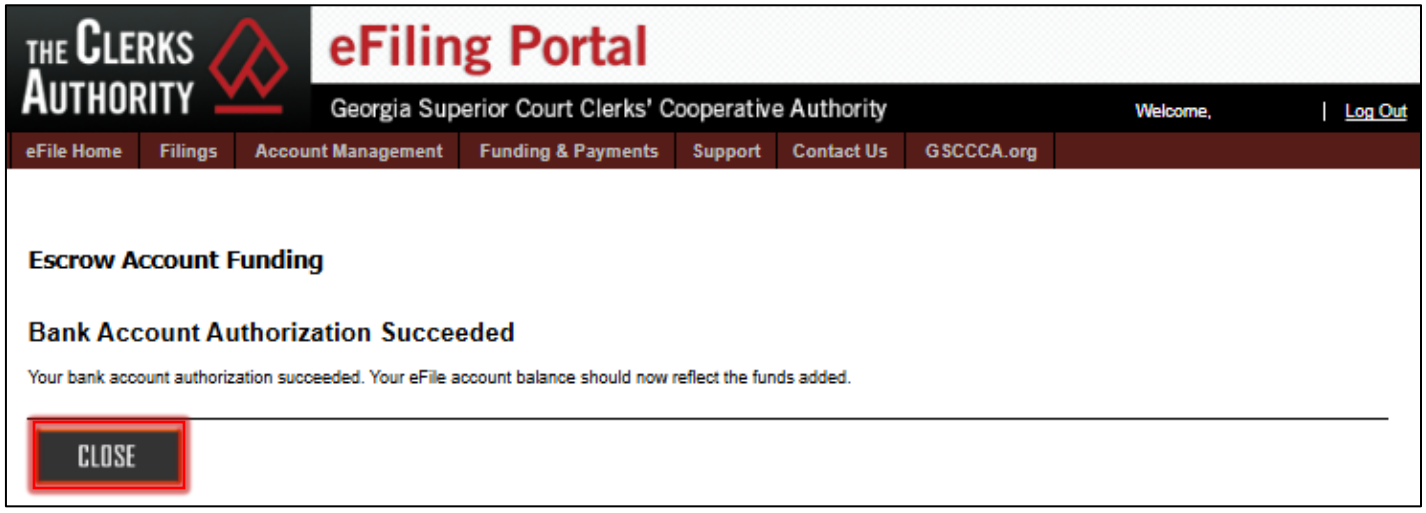
To fund escrow by Bank Account, type the total in the *Amount to Fund* box and click on the *Bank Accounts* tab. Then select the checkbox next to the desired bank account. If the filer wishes to use a new/different bank account, select *Use Different Bank Account*.



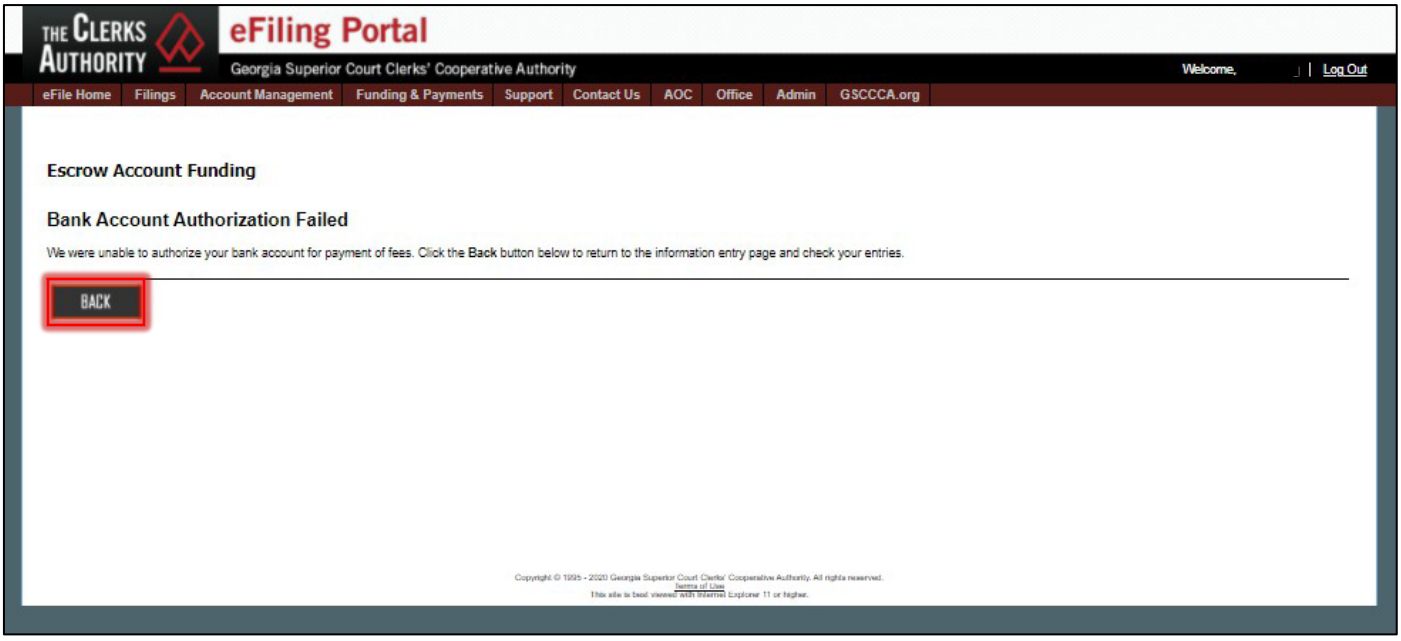
Once the information is entered, click *Confirm Payment.* A summary screen will display. Review the information then click *Pay* to authorize payment.



A Bank Account Authorization will appear indicating a successful or failed authorization. If successful, select *Close* to return to the Current Filings dashboard.

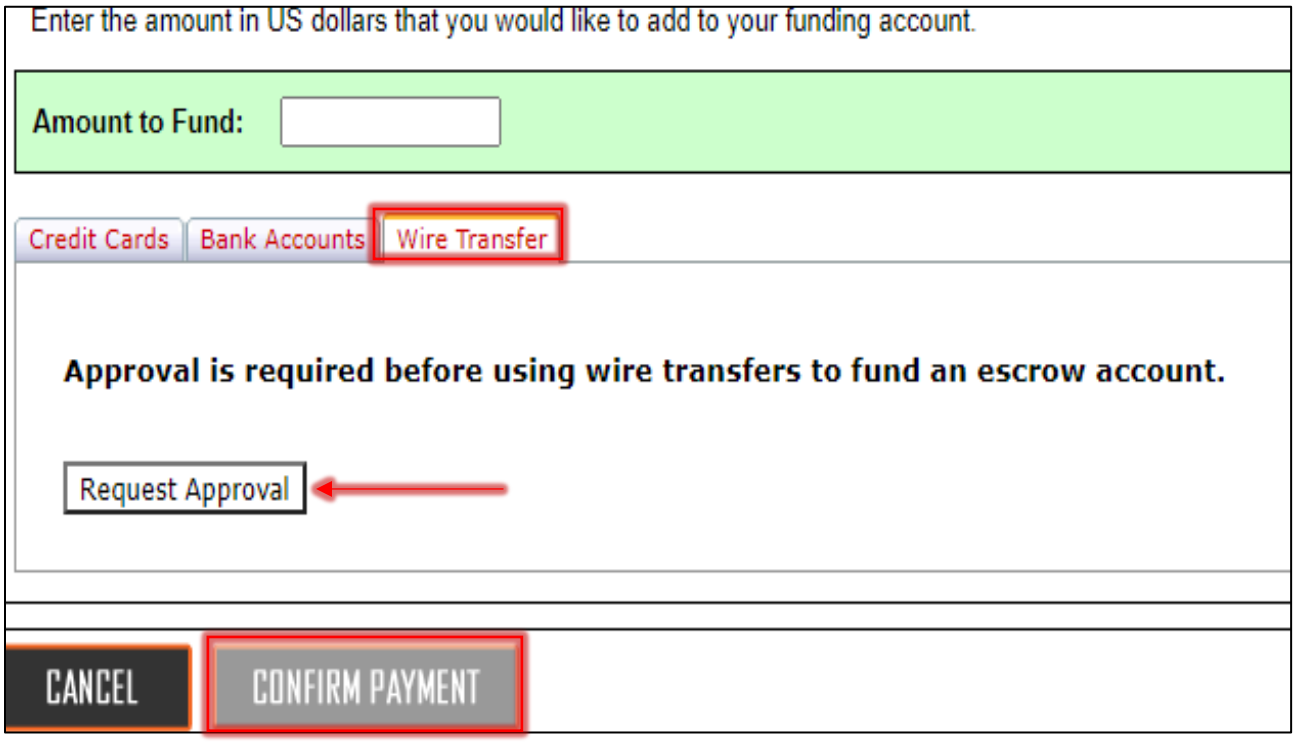


If authorization fails, then select *Back* to return to the Drawdown Account Funding page to correct/modify the information.

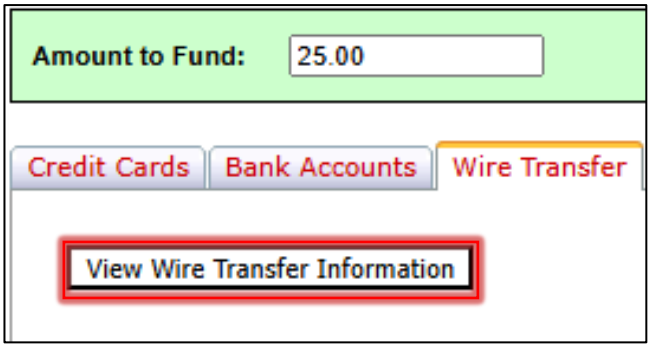


Fund by Wire Transfer

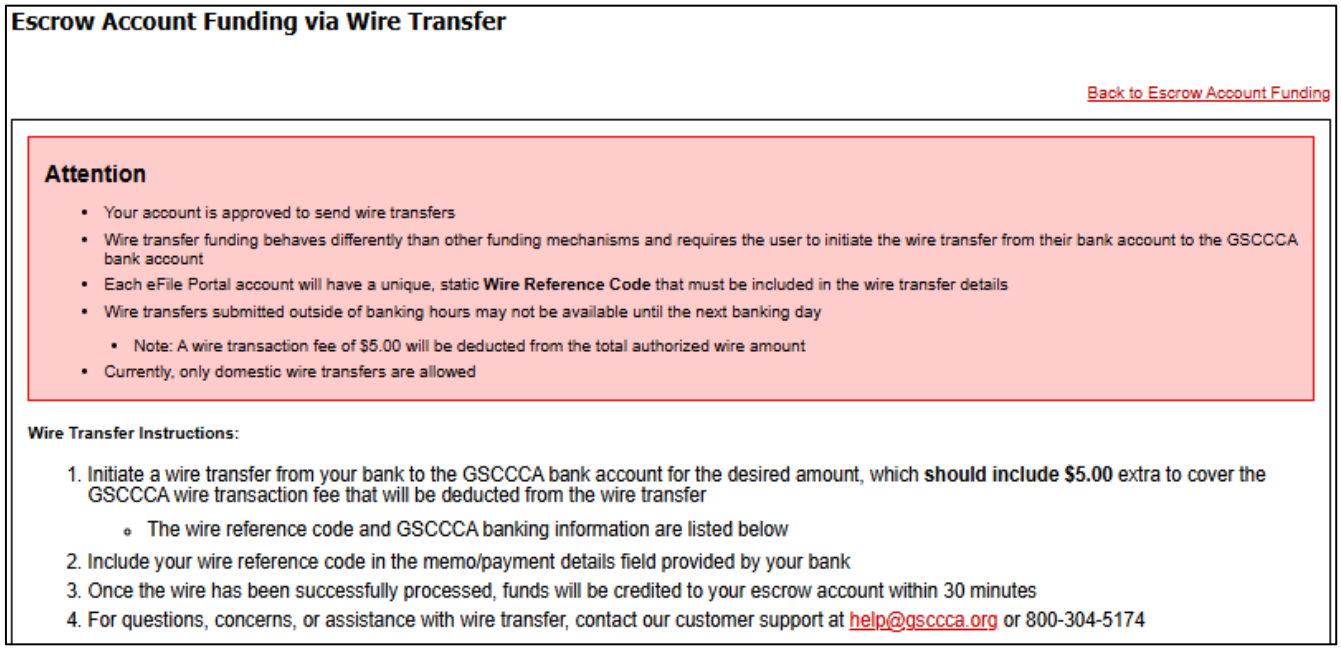
To fund escrow by Wire Transfer, click the *Wire Transfer* tab and if not approved, filers may request approval by clicking *Request Approval*.



Upon approval, view the wire transfer information and follow the instructions in conjunction with your financial institution.

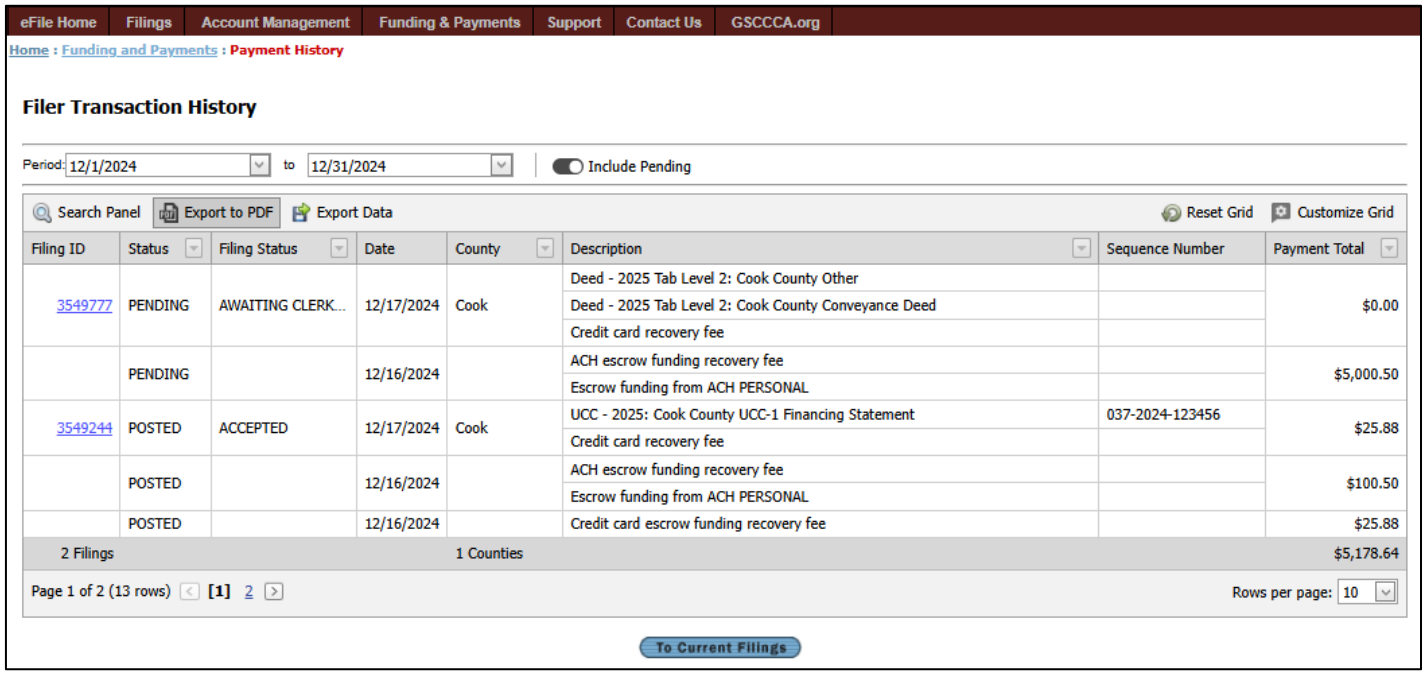


Note: The Wire Reference Code must be included in the wire transfer details for funds to be automatically uploaded to your escrow account.



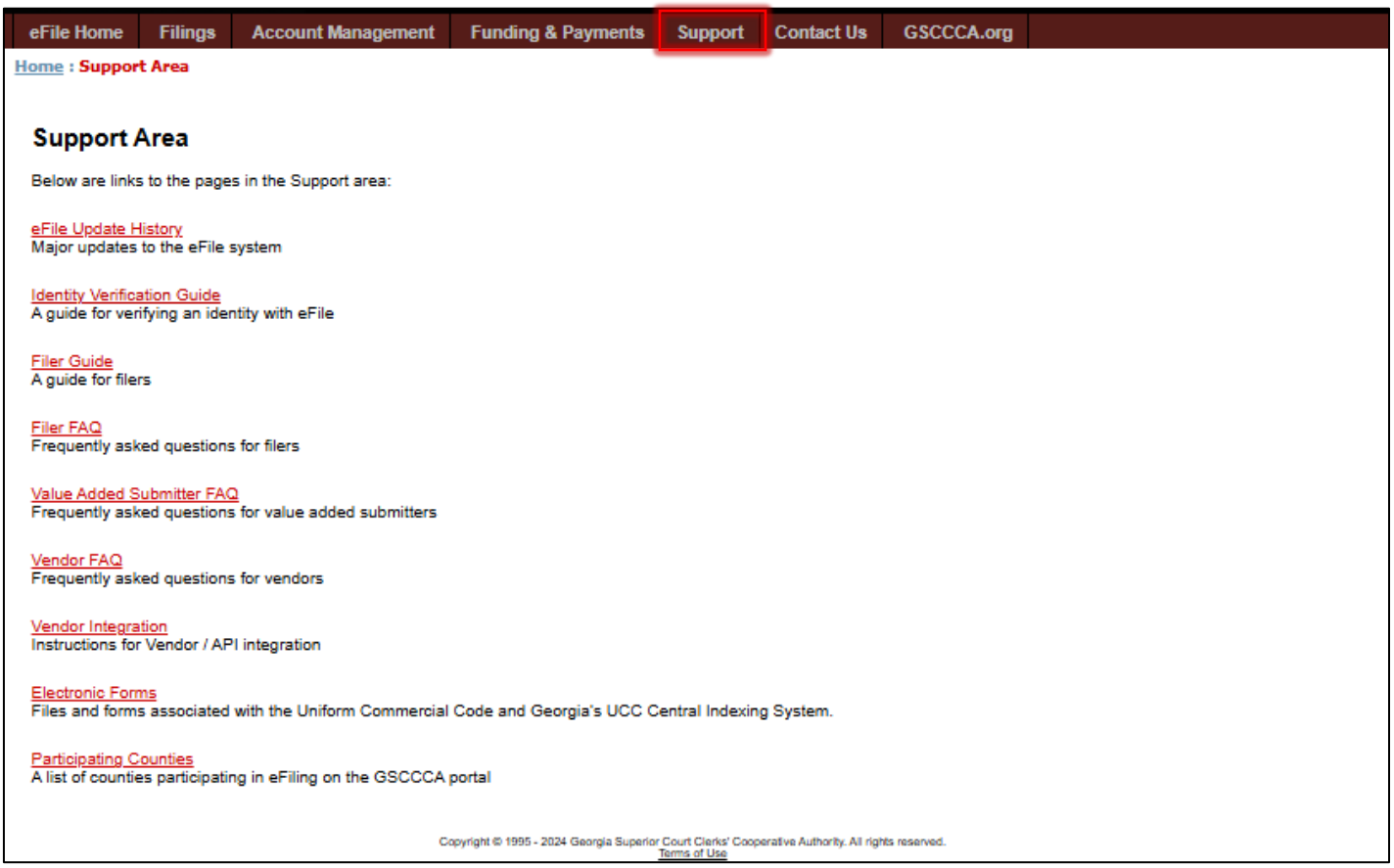
Payment History

To view the transaction history of filings, select *Payment History* under the *Account Management* tab. This will give information on each transaction such as filing ID, status of the filing, the date the document was filed, and a brief description of the filing.



Support

The Support Tab has a section for frequently asked questions, a filer guide, an identity verification guide, electronic forms, and more. Click the *Support* tab to access this area. Other support options include a list of each county and the type of eFiling each participant participates in.



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. Please contact the GSCCCA when there are specific questions or concerns regarding the eFile portal. If there are questions regarding acceptance or rejection of a filing, please contact the county in which the document was filed.

