



ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS ABOUT **City Register's eRecording**

1. What is eRecording?

eRecording allows for the electronic submission of land records documents. It is the process by which the documents are transmitted via the internet to the New York City Register for official recording.

2. When did the eRecordings option begin?

eRecording started in New York State in September 2012. ACRIS supported eRecording in July 2013.

3. What documents can be eRecorded?

All of the documents you submit to the New York City Register can be eRecorded using the Automated City Register Information System (ACRIS)

4. Is eRecording mandatory?

No, New York State Law gives us permission to accept eRecorded documents but does not mandate that all documents be submitted in this manner.

5. Why should I submit land record documents via eRecording?

- eRecording is convenient, quick, secure and ecofriendly
- Retain control of your original documents throughout the process
- Receive instant email confirmation that your documents have been recorded along with recording and endorsement cover page with the City Register stamp and file number
- There is no activation fee required
- Receive instant email notification outlining the reason(s) for rejection if there is a problem with your submission
- Improve timeliness of transfer tax return filings and recording by reducing initial submission time and document return and re-submission times
- Save the time and cost of postage and courier services

6. When can I eRecord?

eRecord when it's convenient for you. ACRIS accepts eRecorded documents 24/7.

(Note: Documents are recorded during normal business hours)

7. Where can I go to eRecord?

Land record documents can be eRecorded via the Automatic City Register Information System nyc.gov/acris

8. How do I Register?

1. From the ACRIS main menu click create tax form / create cover page.
2. If you have not already done so, click the create an account button to create a NYC.ID Account.
3. Log into ACRIS with your NYC.ID Account.
4. Create an ACRIS profile.
5. Click the register for e-submission button.
6. Complete the *Registered Submitter Registration Agreement and Enrollment for e-Recording* form which opens in a new window.
7. Mail or send via email the completed *Registered Submitter Registration Agreement and Enrollment for e-Recording* form to the Division of Land Records, City Register, NYC Department of Finance, 66 John Street, 13th Floor, New York, NY 10038 or email the City Register at nyc.gov/contactcr.

9. How long will it take before I am able to submit my documents electronically?

Land records will send you a confirmation email.

10. How long is the approval process to complete the application?

Once Land Records receives the signed hard copy, the application is approved. Once the application is approved, Land Records will send you a confirmation email.

11. If I registered to eRecord with another recording office, must I still register with you?

Yes, New York State requires that every submitter must register with each separate recording office, in order to participate.

12. Are there any other requirements?

Yes, you must be able to scan documents into a portable document format (PDF). This will require access to a scanner and software capable of producing PDF files.

13. What if I don't have access to a Scanner?

The City Register office has portable scanners in each location. You can create cover pages at home or use the public terminals in our offices and upload your documents using the scanner.

SUBMITTING DOCUMENTS:**1. What are the steps of the eRecordings process, once I have registered to eRecord?**

1. Prepare the documents:
 - a) Create the tax forms
 - b) Create a cover page
 - c) Scan document into PDF
2. Upload the documents
3. Review what you have uploaded
4. Submit the documents
5. Pay any taxes or fees by (eCheck and credit cards) (Note: ePayments cannot be split amongst multiple checking accounts)
6. Resolve any issues that prevent the submission of your documents

2. Where can I see a step-by-step for this process?

Step-by-step instructions are available in the [eRecording Document Submission Guide](https://www.nyc.gov/acris). Found at [nyc.gov/acris](https://www.nyc.gov/acris)

3. If a transaction involves single and multiple documents, can some be submitted via eRecording and others via the regular submission process?

No, all documents from one transaction must be submitted in the same manner, either via eRecording or via the regular submission process.

4. What do I do if I am having issues with eRecording?

Contact the Division of Land Records at www.nyc.gov/nycr