

E-submission Overview

E-recording allows for the electronic submission (E-submission) of land records documents. E-submission requires prior authorization by the City Register.

This guide will address the following:

- A. Registering for E-submission
- B. Submitting Transactions Electronically

A. Registering for E-submission

Users with an existing NYC.ID account and ACRIS profile(s) can log in to submit a request for E-submission access. The registration process consists of four steps:

1. On the Profile Selection screen, click the Register for E-submission button.
2. On the enrollment screen, select a profile and then verify and digitally sign the enrollment application form.
3. Print the enrollment application form for your records.
4. You will receive an email approving or rejecting your registration.

(1) Click the Register for E-submission Button

After logging in, select the Create Tax Forms/Create Cover Page option. This will take you to the profile selection screen shown below.



1. Click on Register for E-submission.
2. When the pop-up window opens, click OK. You will be taken to the enrollment page.

(2) Complete and Sign the E-Submission Enrollment Form

The screenshot shows the 'ACRIS E-Submission Enrollment' form. At the top, it says 'New York City Department of Finance Office of the City Register'. A 'HELP' button is visible. The form is titled 'ACRIS E-Submission Enrollment' and contains the following sections:

- Instructions:** Chapter 549 of the Laws of 2011 authorized recording officers in New York State to accept the electronic recording of instruments affecting real property. Before submitting electronic instruments for recording, State regulations (Title 9, Part 540.7[h] of the NYCRR) require that a Registered Submitter agree to the recording officer's terms and conditions, and that the agreement include the rights and responsibilities of both the recording officer and the Registered Submitter when participating in electronic recording.
- Registered Submitter Information:** A dropdown menu for 'Select ACRIS Profile' is set to '*ACRIS' (callout 1). Below are input fields for Registered Submitter (JOHN DOE), Business Name (JOHN DOE), Address 1 (300 LEMON ST), Address 2, City (NEW CITY), Province / State (STATE), Zip (11201), Phone (212-487-6300), and Country (UNITED STATES). An email address field (EMAIL@MAIL.COM) is also present.
- Authorization:** A 'Modify ACRIS Profile' link is shown (callout 3).
- Terms and Conditions:** A scrollable area with a checkbox for 'I agree to and acknowledge the Terms and Conditions' (callout 2).
- E-Signature:** A field for 'E-Signature' (callout 3) and a password field 'Enter NYC.ID Account Password' (callout 4).
- Buttons:** 'SUBMIT REGISTRATION' (callout 5) and 'Cancel' buttons are at the bottom.

1. Select the profile you would like to register. The fields will auto-populate from the profile. If these values are not correct you can modify your profile by selecting the Modify ACRIS Profile link.
2. Review the terms and conditions and click the checkbox to acknowledge and agree to them.
3. Type the requestor's name in the signature field.
4. Enter the NYC.ID login password.
5. Click the Submit Registration button. You will be taken to a confirmation screen.

(3) Save or Print the Enrollment Form

The screenshot shows the 'ACRIS E-Submission Enrollment' confirmation screen. At the top, it says 'New York City Department of Finance Office of the City Register'. A 'HELP' button is visible. The form is titled 'ACRIS E-Submission Enrollment' and contains the following information:

- Registered Submitter Information:** A table showing registration details:

Request ID:	201805230002	Submitted Date:	5/23/2018 2:50:11 PM
Registered Submitter:	JOHN DOE	City:	NEW CITY
Business Name:	JOHN DOE	Province / State:	STATE
Address 1:	300 LEMON ST	Zip:	11201
Address 2:		Phone:	212-487-6300
Country:	UNITED STATES	Email Address:	EMAIL@MAIL.COM
- Buttons:** An 'Enrollment Form' link (callout 2) and a 'Back' button are visible.

1. You will receive an email confirming your submission at the address associated with your profile.
2. Click on the [Enrollment Form](#) link to open the form as a PDF to be printed or saved. You will receive an email with the PDF form attached.

A sample enrollment form appears on the following page.

NYC DEPARTMENT OF FINANCE • DIVISION OF LAND RECORDS • OFFICE OF THE CITY REGISTER
**REGISTERED SUBMITTER REGISTRATION AGREEMENT
AND ENROLLMENT FOR E-RECORDING**

To enter into this agreement and enroll as a registered submitter, you must already be a registered ACRIS user. For instructions and information, visit nyc.gov/acris.
By signing and submitting this form, the following Registered Submitter is entering into an agreement with the NYC Department of Finance, City Register's Office relating to the rights and responsibilities of both the Registered Submitter and the City Register as recording officer concerning electronic recording. The Registered Submitter agrees to the following terms and conditions relating to electronic recording and filing established by the City Register's Office:

Authorized Submitter: (referred to in this agreement as "Registered Submitter") JOHN DOE	Date: 6/15/2018
Business Name: DOE INCORPORATED	
Address: 66 JOHN STREET, NEW YORK, NEW YORK 10038 UNITED STATES	
Phone Number: 212-555-1212	Email Address: JOHNDOE@EMAIL.COM

* This email address must be the same email address used to log into ACRIS. The procedure for updating contact information is available within ACRIS on the modify ACRIS/NYC.ID profile screen.

By entering this agreement, the Registered Submitter agrees to and acknowledges the following terms and conditions, and agrees to comply with all applicable laws, rules, regulations and policies or other requirements of the City Register in connection with e-recording or submitting and recording instruments using the ACRIS system:

- The Registered Submitter shall comply with all laws, rules, regulations and policies that apply to the electronic recording of instruments affecting real property.
- The City Register may, in its sole discretion, enter into agreements for electronic recording with one or more portal companies. If electronic recording is made available through portal companies, this agreement shall apply to the electronic recording using such portal company in the same manner as if the electronic recording was made directly through ACRIS, provided however that in such case the portal company will be considered the Registered Submitter.
- The Registered Submitter agrees to the manner in which the City Register will electronically verify and authenticate their identity. The Registered Submitter's identity will be electronically verified and authenticated each time the user logs into ACRIS using the Registered Submitter's unique user name and password established for the Registered Submitter's account.
- The City Register will accept the following model of electronic recording:
 - Property Records Industry Association Model 2 ("Model 2")
Model 2 consists of: A document either (A) created in paper, signed in ink and converted into an electronic format or (B) created and signed electronically. Such a document is sent to the Recording Officer for recording in an electronic format (ACRIS currently requires a PDF), accompanied by the required indexing information, but without such information being embedded in the document.
The City Register reserves the sole right to change the model of electronic recording at any time.
- Digitized paper documents submitted for electronic recording must be properly submitted in recordable form as required by any law, rule, regulation or policy established for recording with the City Register's office through the ACRIS system. Digitized paper documents submitted for electronic recording that fail to meet such requirements will be rejected.
- The Registered Submitter is responsible for the review of documents submitted, and must preview the documents prior to submission to ensure the submission is complete, accurate and that the cover page and related documents correctly identify and reflect the documents submitted.
- The Registered Submitter shall timely pay all applicable taxes, charges and fees. Any recording or other related fees, taxes or charges due together with or at the time of the electronic submission for recording must be paid in an electronic format. Electronic recording submissions will be rejected if such payments are not made in an electronic format.

(4) E-Submission Enrollment Approval/Rejection

- After review by City Register staff you will receive an email approving or rejecting your registration request. If rejected, a reason will be provided.

C. Cover Page E-Submission Overview

Once approved, the user can choose to E-submit their transaction or submit the actual original paper documents in person or through the mail (paper method). The option to choose to submit the transaction via the paper method or through E-submission is made at the transaction level. Once the option is chosen to either E-submit or paper submit, all documents within the transaction will follow the e-Submit flow or paper submit flow – the customer cannot opt to E-submit one document and submit another manually and vice versa.

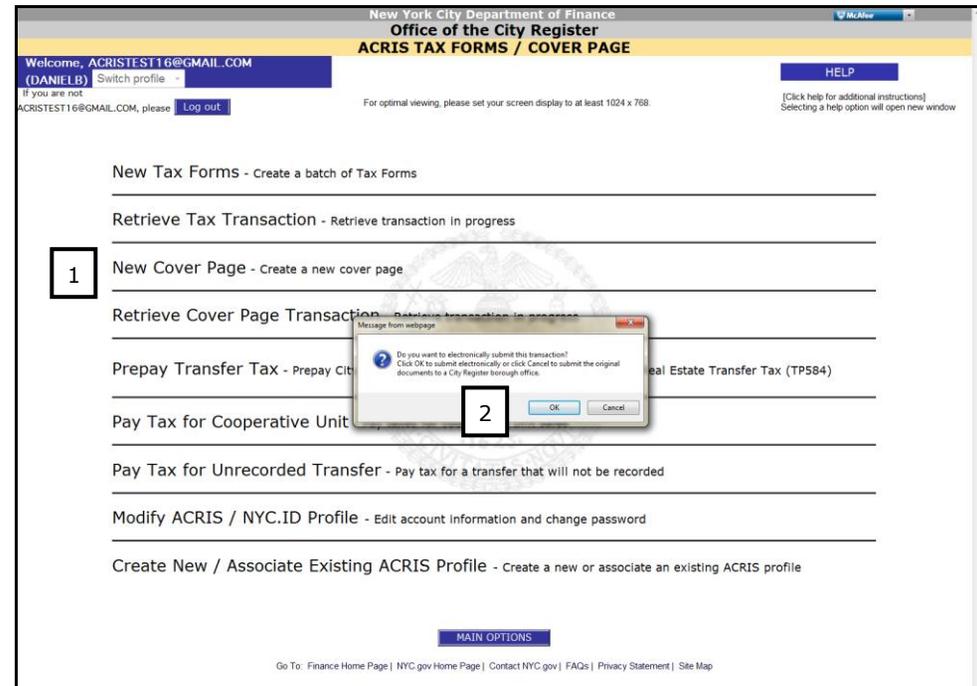
The Cover Page e-submission process consists of 4 steps

1. Click the New Cover Page link (or as appropriate the Prepay Transfer Tax, or Pay Tax for Cooperative Unit, or Pay Tax for Unrecorded Transfer link). In the E-submission pop-up, click the OK button.
2. On the Upload tab, upload the PDF files and then click the Preview button to generate a document with cover pages organized for submission. Be sure to preview the results for any indexing errors or missing / illegible pages.
3. On the Transaction screen, click on Finish and Submit E-Payment. Payment must be made electronically using the E-check or Credit Card payment methods supported by ACRIS electronic payment. ACRIS does not accept Fedwire and other EFT payments. After payment return to the Transaction screen and click on Submit Documents Electronically
4. Email notification of transaction recording or rejection

(1) Click the New Cover Page link

Select the appropriate creation option and to start the process of creating a new cover page form.

Note: If the user has been authorized to E-submit transactions, clicking on New Cover Page or Prepay Transfer Tax, or Pay Tax for Cooperative Unit, or Pay Tax for Unrecorded Transfer will also bring up the pop-up asking the user if they want to electronically submit this transaction.



1. For most submission, click the New Cover Page link. A pop-up will then ask whether you want to E-submit the transaction or submit the original documents to the City Register borough office.
2. Click the OK button to E-submit the transaction. The Cover Page document tab will be displayed. The Print/Upload tab will display "Upload."

(2) Upload the files and Preview

User completes all the Cover Page tabs as previously done for paper submissions.

1. Click "Upload" tab. The tab lists the PDFs that need to be uploaded and provides a Document Upload Checklist.
2. Click the Browse button for the first file to be uploaded (in the above example the document to be submitted). A file selection window will be displayed for the user to select the appropriate file to upload.
3. Click the Upload button. The file path is cleared and a red check is displayed to mark that a file has been uploaded.

Repeat steps 2 and 3 for each file path displayed.

4. Click the Preview button (to view the documents and acknowledge that the submission is complete, accurate and that the cover page and related documents correctly identify and reflect the documents submitted).

Doing so generates a preview of the cover pages, uploaded documents, and transfer tax forms (if applicable) in 1 Adobe Acrobat window in the following order:

a) Recording and Endorsement Cover Pages (including continuation cover pages)

If applicable, the following are also generated and arranged:

b) Uploaded Document

c) Supporting Document Cover Page(s)

d) Uploaded Supporting Documents

e) RPTT Cover Pages(s)

f) System generated RPTT forms in Tax ID order (as if clicking on Final for each of the RPTT tax forms)

g) Uploaded RPTT Signature Pages and Documentation

h) RETT Cover Pages(s)

i) System generated RETT forms in Tax ID order (as if clicking on Final for each of the RETT tax forms)

j) Uploaded RETT Signature Pages and Documentation

Note that the RP-5217 will not be auto-generated if the Tax ID has an RP-5217. It must be uploaded separately as a Supporting Document PDF.

(3) Pay and Submit Documents Electronically



Transaction: 2018081400026 Search [HELP](#)
Selecting a help option will open new window

If you did not choose to submit documents electronically, the printed cover pages along with all of the documents in a transaction must be mailed or brought to the City Register. Information on mailing addresses and office locations are available by pressing HELP.

Edit Doc. ID	Delete Doc. ID	Change Doc. ID Sequence	Document ID	Document Type	Status
EDIT	DELETE		2018081400026001	RELEASE	COMPLETED
EDIT	DELETE		2018081400026002	UCC3 TERMINATION	COMPLETED

[Add a New Document to the Current Transaction](#) [New Document](#)
[Print Payment Detail for Transaction](#) (opens in new window) [Print Payment Detail](#)
[Finish the Current Transaction and Print Payment Cover Page for Transaction](#) (opens in new window for paper submission) [Finish and Print Payment Cover Page](#) **1**
[Submit Electronic Payment](#) (via Credit Card or E-Check. ACRIS e-Payment cannot be made by a Fedwire transfer.) [Submit E-Payment](#)
If you choose to submit documents electronically, you must click this button or your documents will not be transmitted to the City Register. [Submit Documents Electronically](#) **2**
[Return to the ACRIS Tax Forms / Cover Page Menu](#) [Return to Menu](#)
[Transfer Transaction to another Customer Profile](#) [Show](#)

1. Click Finish and Submit E-Payment. You will be able to pay with an electronic check or credit card.

Note: The user cannot print a Payment Cover Page. Only an e-payment (using the existing ACRIS e-Payment functionality) is accepted for an e-submitted transaction. ACRIS e-Payment requires that a single e-check or a single credit card payment be made for the entire transaction. ACRIS does not accept Fedwire and other EFT payments.

2. After payment has been made, return to the transaction screen and Click Submit Documents Electronically. You will receive a pop-up message confirming the submission. Once you submit the documents, you will not be able to edit or alter them.

(4) Email Notification

1. After review by City Register staff, you will receive an email accepting (and recording) or rejecting your submission.
 - a. Recordation: the email will note that the transaction has been successfully recorded with attached PDF files for your transaction.
 - b. Rejection: the email will list the documents that could not be recorded, with an attached PDF file containing a copy of the notification letter outlining the reasons for rejection.