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How to sign up for the Pulaski County Clerk's Free E-Recording Portal

1. Go to this URL: https://secure.efileanytime.com/pulaski/index.php
2. Click "sign up now!"
3. Complete the form and click the "sign up now!" button below it.

Sign Up For Pulaski County eRecording

Name:	Linda Johnson	*
Username:	ljohnson	*
County of Residence:	Lonoke	*
Contact Person:	Linda Johnson	*
E-mail:	ljohnson@pulaskiclerk.com	*
Phone Number:	501-340-8509	*
Password:	••••••••	*
Verify Password:	••••••••	*

SIGN UP NOW!   **RETURN HOME**

* - Indicates a required field.

4. Log in on the following screen using your username and password.

How to set up your payment

1. Click "Click to add payment option(s)" at the top of the page.

PULASKI COUNTY, AR

You must have payment options setup before you can submit documents.

CLICK TO ADD PAYMENT OPTION(S)

2. Fill out all of these fields and click "Store Bank."

Add a Payment Option for This User:

Routing Number:
Confirm Routing Number:
Checking Account Number:
Confirm Checking Account Number:
Name of Bank:
Add Another Bank: ☐

⑈089430098⑈ 0014098431⑈ 1438

Routing Number   Account Number

The routing number and account number are located on the bottom of your check. Please enter them in the order shown.

Store Bank

3. You can click the checkbox next to "Add Another Bank" to add another account. If you want to add one later, you can click on Account Manager at the top of the page and select "Add Payment Option(s)."
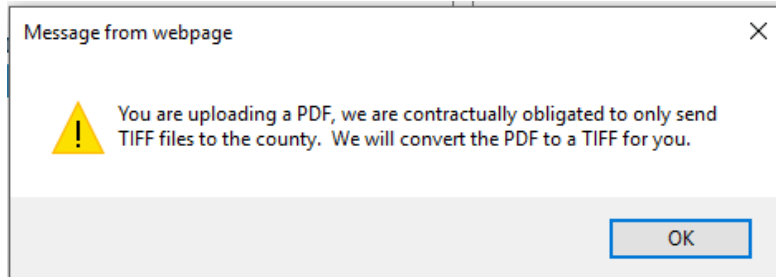
How to submit a recording

1. Select the document type on this drop down menu.

2. Click the "Browse…" button and select the scanned image of your recording. If your document was saved as a PDF, you will see this message:

    Click OK.

    Alternatively, you can save them as a TIFF and they will not need to be converted.

3. Enter in the number of pages in the document in this box.

4. If your document is on legal sized paper, please check the "Nonstandard Document" box.

    Nonstandard Document (+$25.00) ☐

5. If you have additional instruments listed on your document, please note how many there are in this box.

    Additional Instruments Listed (+$15.00 each, $300.00 maximum)

6. Entering in the grantor and grantee information is optional, but it is preferable that you do so to give our clerks a reference point.

7. Select the bank account that you wish to pay with using the drop down menu next to "Account ID."

    Account ID: --Select--

8. Click the **ADD TO BATCH** button.

9. If you would like to submit multiple recordings at the same time, repeat steps 1-8 for each document.
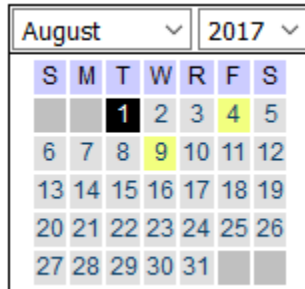
10. When you are ready to submit your documents, click the **CHECK OUT** button.

How to review your submitted recordings

1. Click Full Log in the top left corner of the screen.

   Main Menu | Full Log | Account Manager

2. You will see a calendar displayed. Each day that you submitted recordings will be highlighted in yellow.

3. Click on the date to view the recording(s) that were submitted that day.
4. You will see a list of the recordings along with the current status. Click "View" under details to see a complete log.

   Document File Name: TestDocforE-RecPortal1.tif

   First Grantor: **First Grantee:**

   BATCH RECEIPT || INSTRUMENT RECEIPT || DOCUMENT

Date	Status	Comment
Sep 19 2017 04:08:07:000PM	RECORDED	INSTRUMENT 5000164 HAS BEEN RECORDED: Book: Page: 2017060169 2017.
Sep 19 2017 04:07:59:000PM	LOCKED	INSTRUMENT 5000164 IS CURRENTLY BEING RECORDED BY JOHN HOYT.
Sep 19 2017 04:07:58:000PM	LOCKED	BATCH 5000737 HAS BEEN LOCKED BY JOHN HOYT FROM STATION WK13.
Sep 19 2017 04:07:53:000PM	LOCKED	BATCH 5000737 HAS BEEN LOCKED BY JOHN HOYT FROM STATION WK13.
Sep 19 2017 04:07:21:000PM	ACKNOWLEDGED	INSTRUMENT 5000164 WAS ACKNOWLEDGED BY ANDREA ORTIZ AT 04:07 PM ON 09/19/2017.
Sep 19 2017 04:06:37:000PM	SENT	SUBMITTED FOR RECORDING

   Back to Full Log

5. You will also be able to view your batch receipt, individual instrument receipt, and an image of the final document from this screen by clicking the links above the log.

Note: It can take up to a full business day from when you submit your documents to when they will be verified and available for viewing online. If you cannot view the image of your documents through the portal, please visit our website at www.pulaskiclerk.com and click Real Estate Records under Online Searches. You can search for the document by the instrument number (which is in the log on the e-Recording portal after Book: Page:).

If you run into any problems or have any questions, please call our Real Estate department at 501-340-8433.