E-SUBMISSION **FAQ**

IOWA LAND RECORDS

Q Can I have more than one E-Submitter Admin within an organization?

You may designate more than one administrator within the organization's E-Submission account. You can also designate users as E-Submitter Admins or E-Submitter Users.

Administrators manage users, company and payment information and generate settlement reports.

Q Do I have to add each document one at a time?

Each document must be uploaded to the group separately with the corresponding document details. Multiple documents cannot be added to a group at the same time.

Q Can I change the county I want to submit to after I have created the group?

Select the group from the Pending Groups workspace by clicking on the Group Name, then select the CHANGE COUNTY button and choose the correct county from the dropdown menu. You cannot change the county if the group has been submitted for recording. If you submit to the incorrect county, it will likely be declined by the recorder. To ensure that an erroneous submission is declined, please call the county immediately and ask to have the group declined. Once the group is returned to you, follow the steps above to change the county and resubmit.

Q Before submitting a group, will I be able to see the total fees for the group?

The total group fees are visible documents are added to the group.

CONTINUE

Q Will documents I add to a group be saved if I log out before submitting the group?

You can start a group, logout and return to work on the group later. Please note that any groups that appear in your "Pending Groups" list when you login require your attention. If a group is labeled "In Progress," that group has not been submitted to the county.

Q Do I need to add the real estate value if I'm submitting releases?

The real estate value is not required to submit a release. The real estate value field is active for deeds, warranty deeds and quit claim deeds.

Q Will I be able to recall after submission, but before recording?

Once a group is submitted, the only way to pull the group back into your pending groups workspace is to contact the county directly to ask to have the group declined. Please review the County Recorder Directory to find contact information for all 99 Iowa counties.

Q Is there a place to add comments or questions for the county recorder, such as fee changes or declined documents?

The History section allows you to communicate with the recorder's office. Enter a comment in the text area and select Save. The message will be delivered when the group is submitted to the county.

The recorder will send a message when a document is declined or if a fee is changed. The messages will be included in the body of the declined notification email, and in the history of the submission.

Q What tools are available for users to review "Recently Recorded" documents?

To view Recently Recorded documents, use the E-Search tool on the top menu bar. The E-Search function allows you to search by Recently Recorded documents, Group Name, Submission Number, or by County. You may select a group and then use the blue "Review Document" button to see your stamped documents.

Document images are stored within the e-submission interface for a limited amount of time. Recorded documents are always available for viewing through the Iowa Land Records Search application by clicking on the ILR Search option.

Q Does the E-Submission interface require users to enter a Grantor or Grantee?

The system requires you to enter one party name, and it may be either the grantor or grantee. As a best practice, enter a person's name as the party whenever possible. You may enter a company name if it is a party to the transaction.

Even though you are submitting only one-party name, be assured that all party names in a document will be indexed by the county.

If you are submitting a document that does not have a grantor or grantee designated, such as an Affidavit, simply add the party name. The recorder will correct the party type if there is an error.

Q Will I be charged at the time of submission?

An account is charged when the group is recorded by the county. Submitters using ACH/EFT for payment will see one line item on their bank statement for the charges for one day. Submitters using credit cards for payment will see a line item for each transaction.

Q When I use the E-Search function, will I be able to view the payment details for each submission?

The results displayed in E-SEARCH will not show the charge details for each submission. However, administrators may generate a Settlement Report to view payment details.

Select the ADMIN menu and select Reports, then select Settlement Report. Specify a report period or date range, then select the GENERATE REPORT button. Download the report in one of the specified formats (TEXT, CSV, EXCEL or PDF).

Q How do I review a fee change?

If you have questions about a fee change, please contact the recorder's office user that processed your submission. Their name, email address and phone number appear in the "Reviewer Information" section of the email you received notifying you of the fee change. If you agree with the fee change, you'll need to do the following to acknowledge the change and return your group to the county for recording:

1. Log into the E-Submission application and select the group from the Pending Groups table by clicking on the group name.

2. Any documents with a fee change will have a check box appearing on the screen. Check the box to accept the fee change.

3. After accepting the fee change, navigate to Pending Groups at the top of the page and select Submit Group to return to the county for recording.

Contact us

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