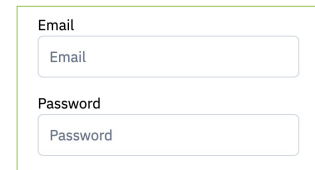


Let's Get Started!

Sending documents for eRecording with Hopdox is simple and fast. Powered by the latest technology—including AI—Hopdox streamlines the entire eRecording process. Here's a quick submission guide to help you start eRecording today.

Sign In

Go to hopdox.com and enter your username and password to sign in.

A sign-in form with two input fields. The first field is labeled "Email" and the second field is labeled "Password". Both fields have placeholder text matching their labels.

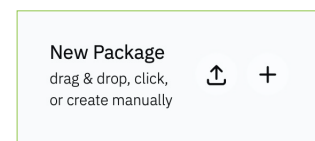
Email

Password

Upload Documents

To upload documents, either drag and drop your files onto the screen or click **New Package** (bottom left).

You can upload all your documents at once and review each individually, or upload and review them one at a time.

A button labeled "New Package" with the text "drag & drop, click, or create manually" below it. To the right of the text are two icons: an upload arrow and a plus sign.

New Package

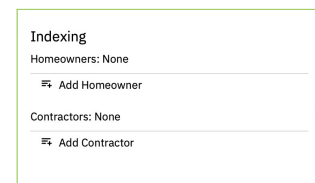
drag & drop, click, or create manually

Verify Package

As your documents upload, Hopdox automatically pulls information from them and populates any required data fields for your review.

Package names are editable—you can name your package however you like. Common options include using a file name, file number, or borrower name.

If the county is not automatically detected, select the correct county from the drop-down menu. Review the package payment account information and choose the accounts you'd like to use.

An indexing form with two sections. The first section is labeled "Homeowners: None" and has a button "Add Homeowner". The second section is labeled "Contractors: None" and has a button "Add Contractor".

Indexing

Homeowners: None

Add Homeowner

Contractors: None

Add Contractor

Verify the fees to ensure they match your expectations. Fees are estimated based on the information available but could change with county adjustments.

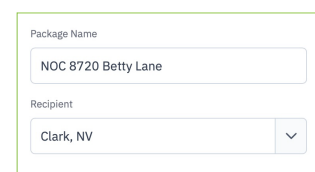
Verify Documents

Click on the documents listed on the left side of the screen to review any required indexing data.

If changes are needed, highlight the data and click the field where you want to add it.

Hover over the index fields to confirm you have reviewed the data. If it's correct, you don't need to click anything.

To add additional documents, drag and drop them onto the screen or click **Add Doc** (bottom left).

A form with two fields. The first field is labeled "Package Name" and contains the text "NOC 8720 Betty Lane". The second field is labeled "Recipient" and contains a dropdown menu with "Clark, NV" selected.

Package Name

NOC 8720 Betty Lane

Recipient

Clark, NV

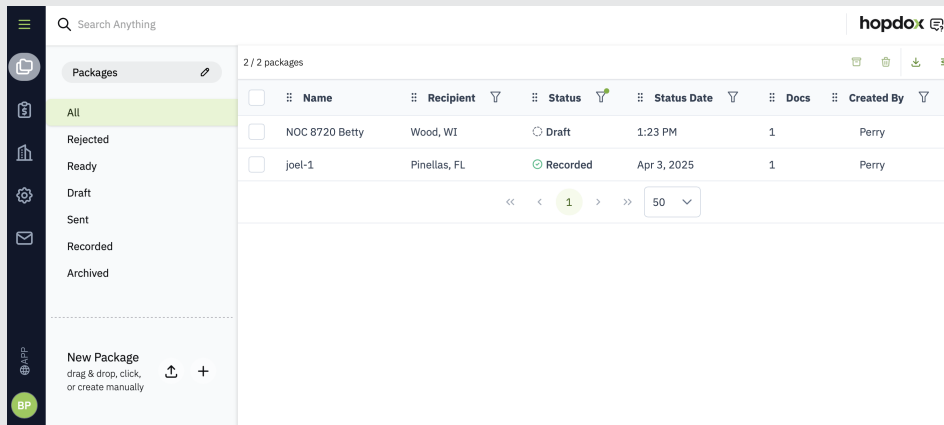
Submit

Once your package is complete and ready to send, click the Submit button.
Review the pop-up data and confirm your submission.

Submit ➤

Track Your Packages

You can track packages on the Packages screen. The current status of each package is displayed.



The screenshot shows the Hopdox interface with a sidebar on the left containing navigation icons and a 'New Package' button. The main area displays a table of packages. The table has columns: Name, Recipient, Status, Status Date, Docs, and Created By. There are two packages listed: 'NOC 8720 Betty' with status 'Draft' and 'joel-1' with status 'Recorded'. A pagination bar at the bottom of the table shows '1' of 50 items.

	Name	Recipient	Status	Status Date	Docs	Created By
<input type="checkbox"/>	NOC 8720 Betty	Wood, WI	Draft	1:23 PM	1	Perry
<input type="checkbox"/>	joel-1	Pinellas, FL	Recorded	Apr 3, 2025	1	Perry

After Recording

When the document is returned recorded, open it and then choose Print, Download, or Archive from the bottom left, based on your needs.

If your package is rejected, open the package, add any additional items required by the county, and resubmit.

