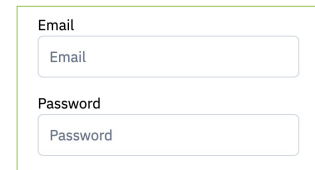# Let's Get Started!

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.

Email

Email

Password
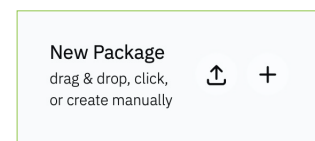
Password

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.
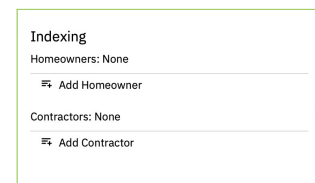
New Package
drag & drop, click, or create manually

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.

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

Indexing
Homeowners: None
≡ Add Homeowner
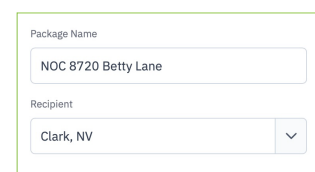
Contractors: None
≡ Add Contractor

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).

Package Name

NOC 8720 Betty Lane

Recipient
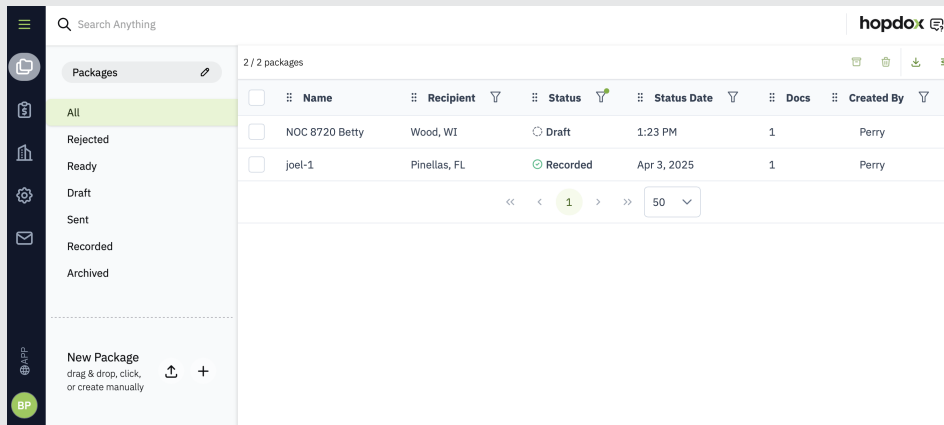
Clark, NV

hopdox

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.

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.

Need help? Call 385.501.5103 or visit hopdox.com

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