



E-Recording Submitting Vendors

Overview

The Philadelphia Records Department uses an E-Recording interface system called QuickDocs produced by Tyler Technologies to push electronic submissions through to its internal recording system. QuickDocs is an open system, allowing documents to be submitted from any outside source which presents the recording package according to the interface specifications. It is capable of receiving Level 2 and Level 3 electronic submissions.

Individual document submitting companies such as banks and title companies may write their own E-Recording software to submit to the Department's E-Recording interface, develop all electronic necessary document types, test and maintain their systems, including ongoing training of staff, payment management and problem resolution. However, most document submitters find it much more cost effective to engage an E-Recording submitting vendor to serve as intermediary. Submitting vendors have already established relationships with the Records Department, written and tested their submitting software platforms, built track records of successful submissions and fully support their clients' E-Recording programs.

Three national E-Recording submitting vendors, listed with contact information below, are currently working with the Department of Records. The services of the submitting vendor include development, configuration, installation and testing of the vendor's document submitting software, followed by full training and support. In other words, they provide turn-key software packages. These services enable the document submitter to begin e-recording quickly and without internal development of necessary systems. Each submitting vendor fully supports its own clients, ensuring that submitted document packages are recorded, including remediation in the event a document is rejected by the Records Department, and either handling or facilitating payment processing.

Each of the submitting vendors working with Philadelphia is currently accepting submissions of Level 2 (scanned documents originating as paper with ink signatures) and Level 3 (fully electronic documents with digital signatures) from their clients for e-recording with Philadelphia. Please see restrictions noted under each listing on the next page.

Accepted Document Types

The Philadelphia Department of Records E-Recording interface software is configured to accept all of Philadelphia's recorded document types. Following is a list of those types.

D	Deed
DA	Affidavit of Street Opening
DC	Deed of Condemnation
DCA	Amendment to Declaration of Condominium
DCN	Declaration of Condominium – New
DS	Sheriff's Deed
DM	Miscellaneous Deed
DMT	Miscellaneous Deed Taxable
DST	Certificate of Stock Transfer
A	Assignment of Mortgage
M	Mortgage
R	Release of Mortgage
S	Satisfaction of Mortgage
PA	Power of Attorney
NP	Notary Commission
RP	Railroad Police Commission
SC	All Other Miscellaneous Instruments

Financing Statements

UU	Original Financing Statement
UA	Assignment
UM	Amendment
UC	Continuation
UT	Termination
UR	Release

Department of Records

City of Philadelphia

City Hall, Rm 156

Philadelphia, PA 19107



E-Recording Submitting Vendors

Submitting vendors working with the Philadelphia Records Department

1) Simplifile, Inc.

John Riddell
Pennsylvania Sales Mgr
john.riddell@simplifile.com
610-931-6727

Roger Wilson
Operations Mgr
roger.wilson@simplifile.com
800-460-5657 ext 102

Paul Clifford
CEO
paul.clifford@simplifile.com
800-460-5657 ext 103

Simplifile is currently accepting all Philadelphia document types originating as either Level 2 or Level 3 documents. A list of all document types recorded in Philadelphia is on page 1.

2) Affiliated Computer Systems (ACS), Inc.

Paula Steger
Director of eRX
paula.steger@acs-inc.com
214-887-7473

Donna Brown
Philadelphia Account Mgr
donna.brown@acs-inc.com
214-818-3849

Jason Miley
Systems Analyst
jason.miley@acs-inc.com
214-818-3018

ACS accepts the following document types for E-Recording in Philadelphia
Level 2: Deeds, Sheriffs Deeds, Mortgages, Powers of Attorney
Level 3: Satisfactions of Mortgage, Assignments.

CSC (Corporation Service Company)
www.erecording.com
866-652-0111
erecording@cscglobal.com

Questions?

For questions about Philadelphia's E-Recording interface software specifications, please contact:

Tyler-Technologies, Eagle Division
14142 Denver West Parkway, suite 1500
Lakewood, CO 80401

Karen Snow
E-Recording Mgr
ksnow@tyler-eagle.com
800-554-4434 ext. 244

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