

Set up your account, then send your first package of documents to St. Clair County for electronic recording.

810-989-6915
TaxCert@StClairCounty.org

WHAT IS SIMPLIFILE?

Simplifile is a web-based eRecording service from ICE Mortgage Technology. As a submitter, you prepare electronic documents, group them into a package, and send the package to St. Clair County. The county reviews the documents, routes them through other offices if needed, then records and returns them electronically.

KEY TERMS

- Package:** a set of one or more documents sent to one county together.
- Recording county (or jurisdiction):** the office that reviews, records, and returns your documents.
- One-click county:** a jurisdiction with no special setup or submission requirements.
- Role:** a permission set assigned to each user. Roles control what a person can do and help create an audit trail.

1 REQUEST YOUR ACCOUNT



- Go to <https://mortgagetechnology.com/products/simplifile>.
- Click **Get Started**.
- Choose the option for a **new** product or service, then select **eRecording**.
- Fill in your information to view pricing plans and complete the wizard.
- A Simplifile representative will follow up to help you if needed.

2 ADD YOUR BANK PAYMENT ACCOUNT



- In the navigation menu, select **Payments**, then **Payment Accounts**.
- Select **Add Account**.
- Choose **Checking** (recommended) or **Savings**.
- Enter the bank name and 9-digit ACH routing number, then re-enter to verify.
- Enter the account number and re-enter to verify.
- Enter the name of the individual on the account.
- Enter an account nickname.
- Select **Next** and follow any remaining prompts.

3 ADD USERS AND ASSIGN ROLES



- In the navigation menu, select **Users**, then **Add User**.
- If you manage more than one organization, select the organizations the user should belong to.
- Enter the user's email address. To add several people at once, select **Add multiple users** and separate the addresses with commas.
- Mark at least one role.
- Select **Finish**. For a single user, you can select **Next** first to add optional contact details.
- Simplifile emails each person an invitation to create an account, or to log in to an existing account and accept the new roles.

4 REGISTER THE COUNTIES YOU RECORD IN



- In the navigation menu, select **Counties**.
- If you belong to several organizations, pick the correct one in the top-left dropdown.
- Select **Register More Counties**.
- To add every jurisdiction that needs no special setup, select **Add all one-click counties**.
- To limit this to one state, select the state first, then use the **Add all one-click counties** link in that state's row.

5 LOG IN



- Open simplifile.ice.com in Google Chrome or Microsoft Edge.
- Click the **Log In** button in the upper-right corner.
- Enter your username and password. Mark **Remember username** if you want it saved.
- Select **Log in**. If prompted, answer your identity verification questions to finish.

6 CREATE A PACKAGE



- Open the **Packages** page from the navigation menu.
- Select the county or jurisdiction where you want to record. You can start typing a name to filter the list. If the county requires registration, selecting it starts that process.
- Enter a descriptive **Package Name**.
- Select **Create**. The Package Details page opens.

7 ADD DOCUMENTS



- On the Package Details page, open the **Select document type** dropdown and choose the document type.
- Upload your document (PDF).
- Repeat for each document in your package.
- Arrange the documents in the order you want the county to record them.

8 SUBMIT AND TRACK



- Review your package for accuracy.
- Click **Submit**.
- You can track the status of your package in the **Packages** page.

DOCUMENT PREPARATION TIPS

- Use clear, legible, scanned PDFs.
- Ensure documents are in the correct order.
- Follow county recording requirements.
- Check for required signatures, acknowledgments, exhibits, and stamps.
- Use standard page size (8.5" x 11").
- Follow any county-specific formatting guidelines.

BEFORE YOU SUBMIT

- All documents are complete and legible.
- Documents are in the correct order.
- Correct county is selected.
- Package name is descriptive.
- Required fees will be paid through your bank account.

NEED HELP?

Simplifile Customer Support
<https://mortgagetechnology.com/products/simplifile>
sales-mortgagetechnology-simplifile@ice.com

St. Clair County Treasurer's Office
 810-989-6915
TaxCert@StClairCounty.org