



## 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.

### 3) Ingeo Systems, Inc.

**Barry Sandever**  
Systems Engineer and Philadelphia  
Account Mgr.  
bsandever@ingeo.com  
801-942-3855

**Greg Brown**  
Eastern Region Sales Mgr.  
gbrown@ingeo.com  
404-271-6715

**Jana Goldstein**  
VP Operations  
jgoldstein@ingeo.com  
805-815-3299

Ingeo is currently accepting only Satisfactions for E-Recording in Philadelphia, originating as either Level 2 or Level 3 documents. They are preparing to begin submitting other document types.

### 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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