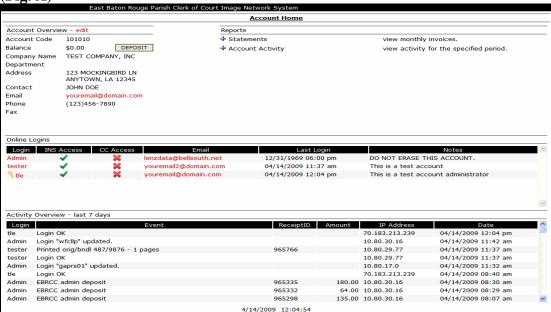# Table of Contents

Escrow Account Management

Once *your Escrow Account Agreement has been processed* by our office, your escrow account will be available. You will have the ability to deposit any amount over $7.00 into your escrow account. If funds have been depleted to a level where there are insufficient funds to cover account charges and recording fees, another method of payment will have to be used until you deposit additional money into the account. The default deposit amount is set at $50.00, but this can be changed to any amount no less than $7.00. If you use a credit card, a 3% surcharge will be added to the total. You will also have the ability to edit your account information, and in the case of online accounts, the information of any other logins authorized to use the escrow funds. You can also view and print statements and activity reports to keep track of usage (Acrobat Reader required www.adobe.com).

How to Manage Your Account:

Upon logging in, you will be taken to your homepage. If you are unable to log in to your account, it may mean that you did not log out of a previous session. You must log out every time you use the service, otherwise you won't be able to log in again. You can log out by clicking the "log out" link from the menu on the left on your home page.

The homepage shows an "Account Overview" section which displays your company information and the balance of your escrow account. You can also change the passwords of logins, update company contact information and deposit funds. There is also a "Reports" section which will allow you to view and print invoices and view/print account activity. Below that is a list of logins that have access to use the escrow funds. Each login can be selected and contact information edited. The "Administrator" account is denoted by the "key" icon next to the name. This account has the ability to update company information, login information, reset passwords, run reports and deposit money. The "Activity Overview" section at the bottom of the page displays the account activity from the last 7 days. (See Fig. A)

(Fig. A)

East Baton Rouge Parish Clerk of Court Image Network System

Account Home

Account Overview - edit

Account Code	101010
Balance	$0.00 DEPOSIT
Company Name	TEST COMPANY, INC
Department	
Address	123 MOCKINGBIRD LN ANYTOWN, LA 12345
Contact	JOHN DOE
Email	youremail@domain.com
Phone	(123)456-7890
Fax	

Reports

✦ Statements	view monthly invoices.
✦ Account Activity	view activity for the specified period.

Online Logins

Login	INS Access	CC Access	Email	Last Login	Notes
Admin	✔	✖	lenzdata@bellsouth.net	12/31/1969 06:00 pm	DO NOT ERASE THIS ACCOUNT.
tester	✔	✖	youremail2@domain.com	04/14/2009 11:37 am	This is a test account
🔍 tle	✔	✖	youremail@domain.com	04/14/2009 12:04 pm	This is a test account administrator

Activity Overview - last 7 days

Login	Event	ReceiptID	Amount	IP Address	Date
tle	Login OK			70.183.213.239	04/14/2009 12:04 pm
Admin	Login "wfcllp" updated.			10.80.30.16	04/14/2009 11:42 am
tester	Printed orig/bndl 487/9876 - 1 pages	965766		10.80.29.77	04/14/2009 11:37 am
tester	Login OK			10.80.29.77	04/14/2009 11:37 am
Admin	Login "gaprs01" updated.			10.80.17.0	04/14/2009 11:32 am
tle	Login OK			70.183.213.239	04/14/2009 08:40 am
Admin	EBRCC admin deposit	965335	180.00	10.80.30.16	04/14/2009 08:30 am
Admin	EBRCC admin deposit	965332	64.00	10.80.30.16	04/14/2009 08:29 am
Admin	EBRCC admin deposit	965298	135.00	10.80.30.16	04/14/2009 08:07 am

4/14/2009 12:04:54

TO LOG IN:

1. Go to our website: www.ebrclerkofcourt.org
2. Click "Hot Topics"
3. Click "Escrow Account Login" under the "Online Access Services" section
4. Enter the "Login" and "Password" you chose when signing the contract (passwords are case-sensitive)
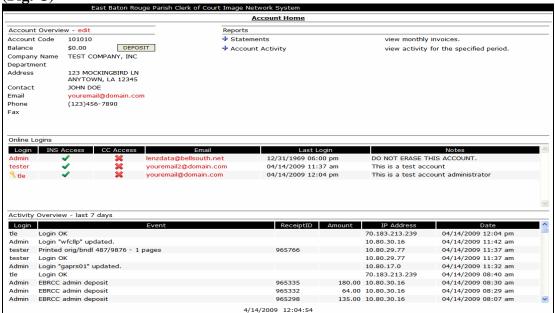5. Click "Submit" or press enter (See Fig. B)

(Fig. B)

East Baton Rouge Parish Clerk of Court

Welcome
Please Login

Login: [   ]
Password: [   ]

SUBMIT ▶▶

General information please email us @ info@ebrclerkofcourt.org
Image comments please email us @ imagecomments@ebrclerkofcourt.org
Redaction comments please email us @ redactioncomments@ebrclerkofcourt.org
Real Estate Index comments please email us @ indexcomments@ebrclerkofcourt.org
DO NOT ENTER MORE THAN 25 CHARACTERS IN A LAST NAME SEARCH
04/07/09 16:01:33 pm

TO UPDATE COMPANY INFORMATION:

1. Log in as the Account Administrator to view the "Account Home" page (See Fig. C)

(Fig. C)

East Baton Rouge Parish Clerk of Court Image Network System

Account Home

Account Overview - edit		Reports	
Account Code	101010	✦ Statements	view monthly invoices.
Balance	$0.00 DEPOSIT	✦ Account Activity	view activity for the specified period.
Company Name	TEST COMPANY, INC		
Department			
Address	123 MOCKINGBIRD LN ANYTOWN, LA 12345		
Contact	JOHN DOE		
Email	youremail@domain.com		
Phone	(123)456-7890		
Fax			

Online Logins

Login	INS Access	CC Access	Email	Last Login	Notes
Admin	✔	✖	lenzdata@bellsouth.net	12/31/1969 06:00 pm	DO NOT ERASE THIS ACCOUNT.
tester	✔	✖	youremail2@domain.com	04/14/2009 11:37 am	This is a test account
tle	✔	✖	youremail@domain.com	04/14/2009 12:04 pm	This is a test account administrator

Activity Overview - last 7 days

Login	Event	ReceiptID	Amount	IP Address	Date
tle	Login OK			70.183.213.239	04/14/2009 12:04 pm
Admin	Login "wfcllp" updated.			10.80.30.16	04/14/2009 11:42 am
tester	Printed orig/bndl 487/9876 - 1 pages	965766		10.80.29.77	04/14/2009 11:37 am
tester	Login OK			10.80.29.77	04/14/2009 11:37 am
Admin	Login "gaprs01" updated.			10.80.17.0	04/14/2009 11:32 am
tle	Login OK			70.183.213.239	04/14/2009 08:40 am
Admin	EBRCC admin deposit	965335	180.00	10.80.30.16	04/14/2009 08:30 am
Admin	EBRCC admin deposit	965332	64.00	10.80.30.16	04/14/2009 08:29 am
Admin	EBRCC admin deposit	965298	135.00	10.80.30.16	04/14/2009 08:07 am

4/14/2009 12:04:54

2. Click "edit" in the "Account Overview" section (See Fig. D)

(Fig. D)

Account Overview - edit	
Account Code	101010
Balance	$0.00 DEPOSIT
Company Name	TEST COMPANY, INC
Department	
Address	123 MOCKINGBIRD LN ANYTOWN, LA 12345
Contact	JOHN DOE
Email	youremail@domain.com
Phone	(123)456-7890
Fax	

3. All values except "Account Code" can be changed
4. This is the information we use to contact you regarding changes or additions to our services. Please take special care when changing this information, especially the address, email, and phone number (See Fig. E)
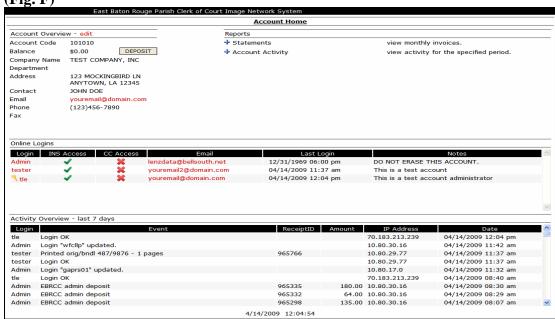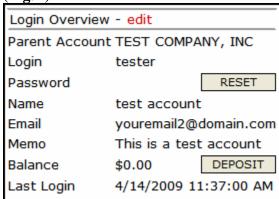
(Fig. E)

TO UPDATE LOGIN INFORMATION:

1. Log in as the Account Administrator to view the "Account Home" page (See Fig. F)

(Fig. F)

2. Click one of the logins in the "Online Logins" section. (See Fig. G)

(Fig. G)

Login	INS Access	CC Access	Email	Last Login	Notes
Admin	✔	✘	lenzdata@bellsouth.net	12/31/1969 06:00 pm	DO NOT ERASE THIS ACCOUNT.
tester	✔	✘	youremail2@domain.com	04/14/2009 11:37 am	This is a test account
tle	✔	✘	youremail@domain.com	04/14/2009 12:04 pm	This is a test account administrator

Online Logins

3. This will bring you to the "Login Home" page. This page is also the homepage of the non-administrator accounts. Here you can edit the login contact information. The Account Administrator can update all logins, but non-administrators can only update themselves. (See Fig. H)

(Fig. H)

East Baton Rouge Parish Clerk of Court Image Network System

Login Home

Login Overview - edit

Parent Account	TEST COMPANY, INC
Login	tle
Password	RESET
Name	account administrator
Email	youremail@domain.com
Memo	This is a test account administrator
Balance	$0.00 DEPOSIT
Last Login	4/8/2009 8:46:19 AM

Activity Overview - last 30 days

Event	ReceiptID	Amount	IP Address	Date
Login "tle" updated.			70.183.213.239	04/08/2009 09:07 am
Login "tle" updated.			70.183.213.239	04/08/2009 09:07 am
Login OK			70.183.213.239	04/08/2009 08:46 am
Login OK			70.183.213.239	04/07/2009 04:03 pm
Login OK			70.183.213.239	04/07/2009 04:01 pm
Login "tle" updated.			70.183.213.239	04/07/2009 03:56 pm
Login "tester" updated.			70.183.213.239	04/07/2009 03:55 pm
Login "tle" updated.			70.183.213.239	04/07/2009 03:54 pm
Login "tester" updated.			70.183.213.239	04/07/2009 03:52 pm

4/8/2009 9:17:42

4. Click "edit" in the "Login Overview" section to modify contact information (See Fig. I)

(Fig. I)

Login Overview - edit

Parent Account	TEST COMPANY, INC
Login	tester
Password	RESET
Name	test account
Email	youremail2@domain.com
Memo	This is a test account
Balance	$0.00 DEPOSIT
Last Login	4/14/2009 11:37:00 AM

5. All values except "Login" can be changed.
6. This is the contact information for the Login ID, not the company. Enter the first name, last name and email address of the person using the login.
7. Click "Submit" to save or "Cancel" to leave it unchanged (See Fig. J)

(Fig. J)

8. The password for the login can also be changed from the "Login Home" page by clicking "Reset" in the "Login Overview" section. (See Fig. K)

(Fig. K)

9. Enter the old password in the appropriate field then enter the new password twice below that, then click "Submit" to save. Passwords are case-sensitive. (See Fig. L)

(Fig. L)

Reset Password - LoginID 123

Parent Account	TEST COMPANY, INC
Login	TESTER
Old Password	
New Password	
Repeat New Password	

SUBMIT   CANCEL

TO DEPOSIT FUNDS:

1. Both administrator and non-administrator accounts can deposit funds from their respective homepages by clicking "Deposit" in the "Account Overview" or "Login Overview" sections. (See Fig. M)

(Fig. M)

Account Overview - edit

Account Code	101010
Balance	$0.00 DEPOSIT
Company Name	TEST COMPANY, INC
Department	
Address	123 MOCKINGBIRD LN ANYTOWN, LA 12345
Contact	JOHN DOE
Email	youremail@domain.com
Phone	(123)456-7890
Fax	

Login Overview - edit

Parent Account	TEST COMPANY, INC
Login	tester
Password	RESET
Name	test account
Email	youremail2@domain.com
Memo	This is a test account
Balance	$0.00 DEPOSIT
Last Login	4/14/2009 11:37:00 AM

2. Enter the desired amount in the "Deposit Amount" field. The default amount is $50.00 and the minimum amount is $7.00
3. Enter the credit card number in the "Card Number" field. No dashes or spaces are necessary, and we accept all card types
4. Choose the expiration date of the card from the drop-down menus labeled "Expiration Date"
5. Enter the Card Security Code number in the "Security Code" field. The code is located on the back of MasterCard, Visa and Discover credit or debit cards and is typically a separate printed group of 3 digits to the right of the signature strip. On American Express cards, the code is a printed group of four digits on the front of the card towards the right.
6. Click the "Make Deposit" button. A 3% surcharge will be added to all credit card transactions. Users must acknowledge this and accept the adjusted amount by pressing "OK" on the information window that appears after the "Make Deposit" button is pressed (See Fig. N)
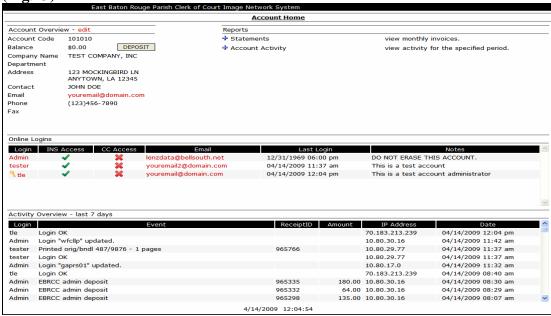
(Fig. N)

7. After the payment has been processed, the funds will be made available and the balance will be updated in the "Login/Account Overview" section on the homepage
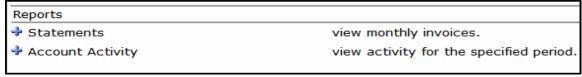
TO VIEW AND PRINT REPORTS:

1. Log in as the Account Administrator to view the "Account Home" page (See Fig. O)

(Fig. O)

2. Click one of the plus-signs next to "Statements" or "Account Activity" in the "Reports" section. This will show the options for whichever report you choose to run. (See Fig. P)

(Fig. P)

Reports	
✛ Statements	view monthly invoices.
✛ Account Activity	view activity for the specified period.

3. To view "Statements", choose an invoice date from the drop-down list, then click "View". The report is in PDF format, so you will need Adobe Reader or any other PDF reader to view it.
4. To view "Account Activity", click "From Date" and "To Date" selecting the date range from the popup calendars. The dates may also be entered manually in the format: mm/dd/yyyy
5. By default, both "show items with a receipt number" and "show items without a receipt number" are selected. You may de-select either one, but at least one of the options must be selected. Items with receipt numbers will display transactions involving money. Items without receipt numbers will display login times and contact information updates
6. Click "View" to generate and display the report. The report is also in PDF format, so you will need Adobe Reader or any other PDF reader to view it. (See Fig. Q)

(Fig. Q)

Account Home

Reports	
━ Invoices	view monthly invoices.
Invoice Date [Wednesday, April 01, 2009 ▼] [VIEW]	
━ Account Activity	view activity for the specified period.
From Date: [ ]	
To Date: [ ]	
☑ show items with a receipt number	
☑ show items without a receipt number	
[VIEW]	

TO LOG OUT:

1. To log out, you must return to your home screen by pressing you browser's "Back" button
2. Once you're at your home screen, click the "Logout" link in the menu on the left. (See fig.R)
3. If you close you browser window without logging out, your session will remain active and you will be unable to log in until the session has been disconnected.