



RECORD TIME e-Recording Montgomery County, Pennsylvania



Getting Started:

We are excited that you are interested in eRecording with Montgomery County and CountyFusion's easy-to-use interface. Below you find the Submitter requirements, instructions on setting up an account with the County and instructions on getting started.

The RecordFusion e-Recording Solution

- Submissions are done directly through the County's Public Access: <https://rodviewer.montcopa.org>
- No third party required
- Documents are delivered electronically (to / from)
- Submitters only need internet access and a scanner
- E-Processing is done at the County in the same manner as other documents
- Secure Transactions: 128 Bit Encryption
- Payment Types: ACH, Escrow

Submitter Requirements

- Internet Explorer Version 6 or higher with JavaScript enabled.
- Scanner that can scan multi-page (preferred) or single-page .tif files (300 dpi recommended)
- Ability to easily access the scanned files from computer that will be used for e-recording
- An ACH or Escrow account set-up with the County
- E-mail address that can accept returned recorded documents with receipts
- Payment of Montgomery County's \$3.00 convenience fee for each document submitted.

Step 1. Set-up a User Account

Create a New User via the Montgomery County Recorder of Deeds Public Access Site:

<https://rodviewer.montcopa.org>

Click on Create New User Account.

You will be asked to complete the following information:

Username:

Full Name:

Password:

Email Address:

Address:

Recorder of Deeds Online Services

Welcome! Our New Online Services provide a convenient and centralized way to search and access documents recorded in our office. We are excited about the improved, user-friendly service that we are now able to offer our constituents. We hope you find the site easy to use and navigate. A printable **Search Guide** is available from the main menu to guide you through searching documents.

Additional information about the site is available once you login. You can also visit my Home Page for more information.

Thank you,
Jeanne Sorg

Recorder of Deeds
One Montgomery Plaza
Swede and Ivy Streets ~ Suite 303
P.O. Box 312 ~ Norristown, PA 19304
Office: (610) 278-3289 ~ Fax: (610) 278-3869

You may create an individual user account by clicking the button below.

[Create New User Account](#)

Registered users please log in here.
Username:
Password:
Forgot Password? | Need help?

FraudSleuth
Click the FraudSleuth icon to be directed to a simplified name search.

Click button to create new user account.

Step 2. Complete the Following Information

I'd like to set-up an ACH Account

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

Exact Username set-up in **Step1**: _____

- 1) Desired Account Name: _____
- 2) Bank Name: _____
- 3) Bank Phone: _____
- 4) Name On Account: _____
- 5) 9 Digit Routing Number: _____
- 6) Account Number: _____

I authorize Montgomery County Recorder of Deeds to access my ACH account to transfer funds associated with e-recordings that I or designated users have sent to be recorded at the County.

Signature Required: _____

I'd like to set-up an Escrow Account

For Recording Fees only; Cannot be used for Transfer Taxes

Account Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

Exact Username set-up in **Step1**: _____

I authorize Montgomery County Recorder of Deeds to access my Escrow account to transfer funds associated with e-recordings that I or designated users have sent to be recorded at the County.

Signature Required: _____

Step 3. Submit Completed Form

- Drop off form at County in an envelope Attn: Bookkeeping
- Mail to County:
 Montgomery County Recorder of Deeds
 Attn: Bookkeeping
 One Montgomery Plaza; Suite 303; PO Box 311
 Norristown, PA 19404-0311
- Fax to County: 610-278-3869
- Email completed application to rodfaxcopyrequests@montcopa.org

Questions?

Contact our office with questions regarding this application:

Phone: 610-278-3289

Email: rodnews@montcopa.org

You will receive a confirmation email when you are ready to eRecord with instructions.