




GSCCCA eFiling Portal: Filer Guide



THE CLERKS AUTHORITY  **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority [Log In](#)

[eFile Home](#) [Filings](#) [Account Management](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

START HERE
[Register](#) and start filing right away.

NOTEWORTHY
 **New improvements published to the eFile portal!**
Please click [here](#) for details.

Welcome to the Georgia Superior Court Clerks' Cooperative Authority electronic filing portal.

This portal was created by the GSCCCA in cooperation with the Superior Court Clerks of Georgia in an effort to improve the technology of the Superior Court Clerks' offices and to find new ways to streamline the document filing process at no cost to state or local government. The Authority has created this portal under its legislative mandate in OCGA 15-6-94 to "develop, acquire, and distribute record management systems, information, services, supplies, and materials for superior court clerks of the state."

Identity Verification

Effective January 1, 2025, anyone who files real estate documents electronically will be required to upload their government-issued ID (this could include a driver's license, passport, etc.). The ID will be verified before the filer is allowed to proceed with the filing. [O.C.G.A. § 44-2-39(b)(1)] However, you don't have to wait. Login to your account now and follow the prompts to verify your identification.



ID CHECK

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Getting Started

Overview

The purpose of this user manual is to guide the user in navigating the GSCCCA eFiling portal. The Clerks' Authority has created a portal which Superior Court Clerks may use for the electronic filing of documents. Clerk participation in the GSCCCA eFile portal is mandatory.

In order to use the GSCCCA eFile portal, all users must be registered. Registration is free-of-charge and only a single registration is needed for the Clerks' Authority portal which allows users to file any document type offered by the portal.

Registration

To register for an eFile account, visit <https://efile.gsccca.org> and click [Register](#) at the top right of the page.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority Log In

eFile Home Filings Account Management Support Contact Us GSCCCA.org

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ID CHECK

Complete the Login Information section by creating a username and password then click *Next*.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority Log In

eFile Home Filings Account Management Support Contact Us GSCCCA.org

Home : Account Management : Register

Register

Login Information

Create a username and password * Required

* Username:

* Password:

* Confirm Password:

[Populate Test Data](#)

NEXT **CANCEL**

Then complete the Contact Information section and click *Next*.

Register

Contact Information

Enter your contact information

* First Name:

Middle Name:

* Last Name:

Suffix:

Company Name:

Website Url:

* Address Line 1:

Address Line 2:

* City:

* State:


* Postal Code:

* Email Address:

* Phone Number: Ext.:

Fax Number:

Indicate the filing type(s) to be submitted by clicking on the check boxes then click *Next*.



eFiling Portal

Georgia Superior Court Clerks' Cooperative Authority

[Log In](#)

eFile Home
Filings
Account Management
Support
Contact Us
GSCCCA.org

[Home](#) : [Account Management](#) : **Register**

Register

Filing Type Information

Indicate filing types to be submitted. Check all that apply.

UCC

Real Estate (Deeds, Liens, and Plats)

Review the [eFile Terms of Use](#), click the check box, and select *Next*.

THE CLERKS AUTHORITY **eFiling Portal**
 Georgia Superior Court Clerks' Cooperative Authority [Log In](#)

[eFile Home](#) [Filings](#) [Account Management](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

Home : [Account Management](#) : **Register**

Register

Terms of Use

I have read and agree to the [eFile Terms of Use](#)

BACK **NEXT** **CANCEL**

After reviewing Username and Contact Information, click *Submit*. If any information appears incorrect, select *Back* and update the information.

Register

Login Review

Username: kmfiler

Contact Review

Name:

Company Name: None

Website Url: None

Address: 1875 Century Blvd
Atlanta, Georgia 30047

Email Address: kristen.mcgee@gsocca.org

Phone Number: (404) 327-9836


Fax Number: None

Filing Type Review

Filing Type(s): UCC
Real Estate (Deeds, Liens, and Plats)

BACK **SUBMIT** **CANCEL**

Registration is complete. Select *Done* and click [here](#) at the bottom of the page to begin the Identity Verification Process. Filers intending to eFile real estate documents are mandated to complete ID verification.

Register	
Registration Completed Successfully	
Username:	kmfiler
Name:	Kristen Filer
Address:	1875 Century Blvd Atlanta, Georgia 30047
Email Address:	kristen.mcgee@gsocca.org
Phone Number:	(404) 327-9836
Verify Government Issued ID	
This account cannot file real estate filings until a government issued ID is verified by the system. Click here to verify your identity.	
	Print this confirmation for your records
DONE	

Identity Verification

Effective January 1, 2025, all registered users must complete the identity verification process in order to utilize the GSCCCA eFile portal for filing real estate documents. O.C.G.A 44-2-39 requires the GSCCCA to ensure that “any individual wanting to submit electronic documents for recording, regardless of whether such individual is acting on his or her behalf or on behalf of another person and prior to such individual submitting to a clerk of the superior court any electronic documents for recording, provide through the authority’s electronic filing portal information sufficient to identify such individual.”

Review the [Identity Verification Guide](#) found under the *Support Tab*.

Support Area

Below are links to the pages in the Support area:

- [eFile Update History](#)
Major updates to the eFile system
- [Filer Guide](#)
A guide for filers
- [Filer FAQ](#)
Frequently asked questions for filers
- [Identity Verification Guide](#)
A guide for verifying an identity with eFile

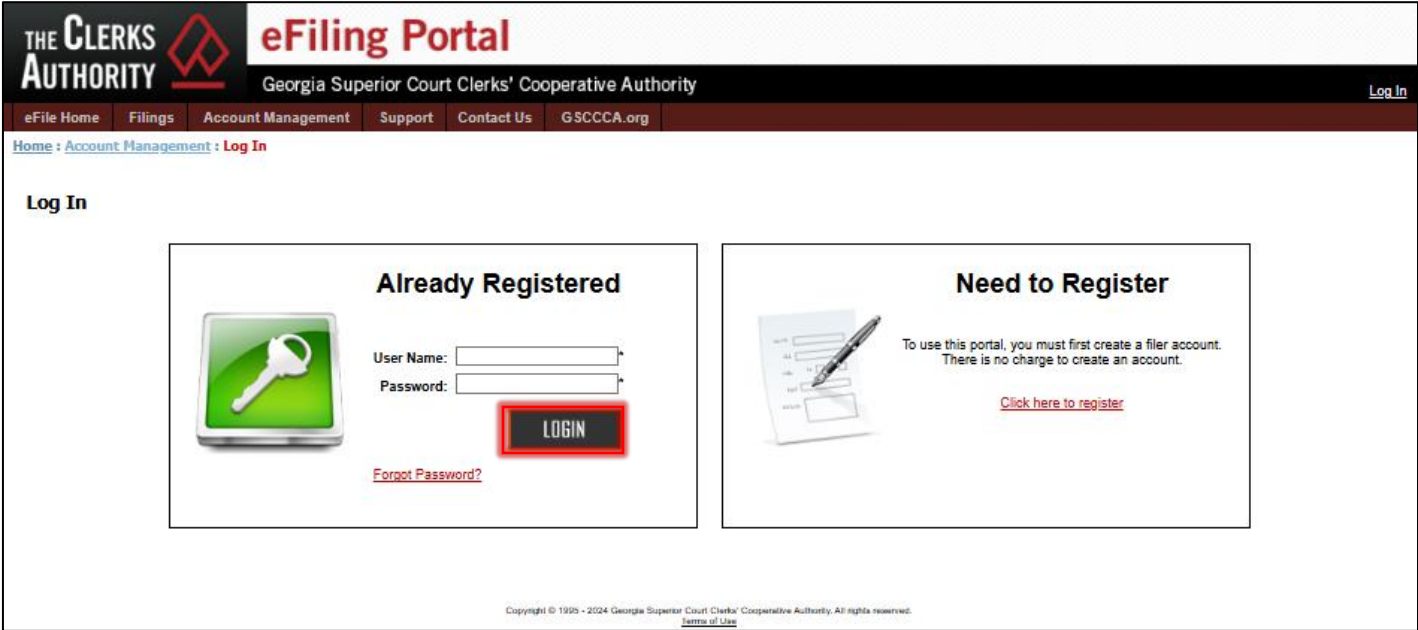
GSCCCA eFiling Portal: Identity Verification Guide

The screenshot shows the GSCCCA eFiling Portal website. At the top, it says "THE CLERKS AUTHORITY" and "eFiling Portal Georgia Superior Court Clerks' Cooperative Authority". There is a navigation menu with "eFile Home", "Filings", "Account Management", "Support", "Contact Us", and "GSCCCA.org". The main content area features a large image of the Georgia state seal with the text "OF GEORGIA" and "CLERKS". To the right, there are two call-to-action boxes: "START HERE" with a "Register" button and "NO TEWORTHY" with a "New Improvements" button. Below the main content, there are two columns of text. The left column is titled "Welcome to the Georgia Superior Court Clerks' Cooperative Authority electronic filing portal." and the right column is titled "Identity Verification" and contains the text: "Effective January 1, 2025, anyone who files real estate documents electronically will be required to upload their government-issued ID (this could include a driver's license, passport, etc.). The ID will be verified before the filer is allowed to proceed with the filing. O.C.G.A. § 44-2-39(b)(1) However, you don't have to wait. Login to your account now and follow the prompts to verify your identification." There is also an "ID CHECK" icon with a checkmark.

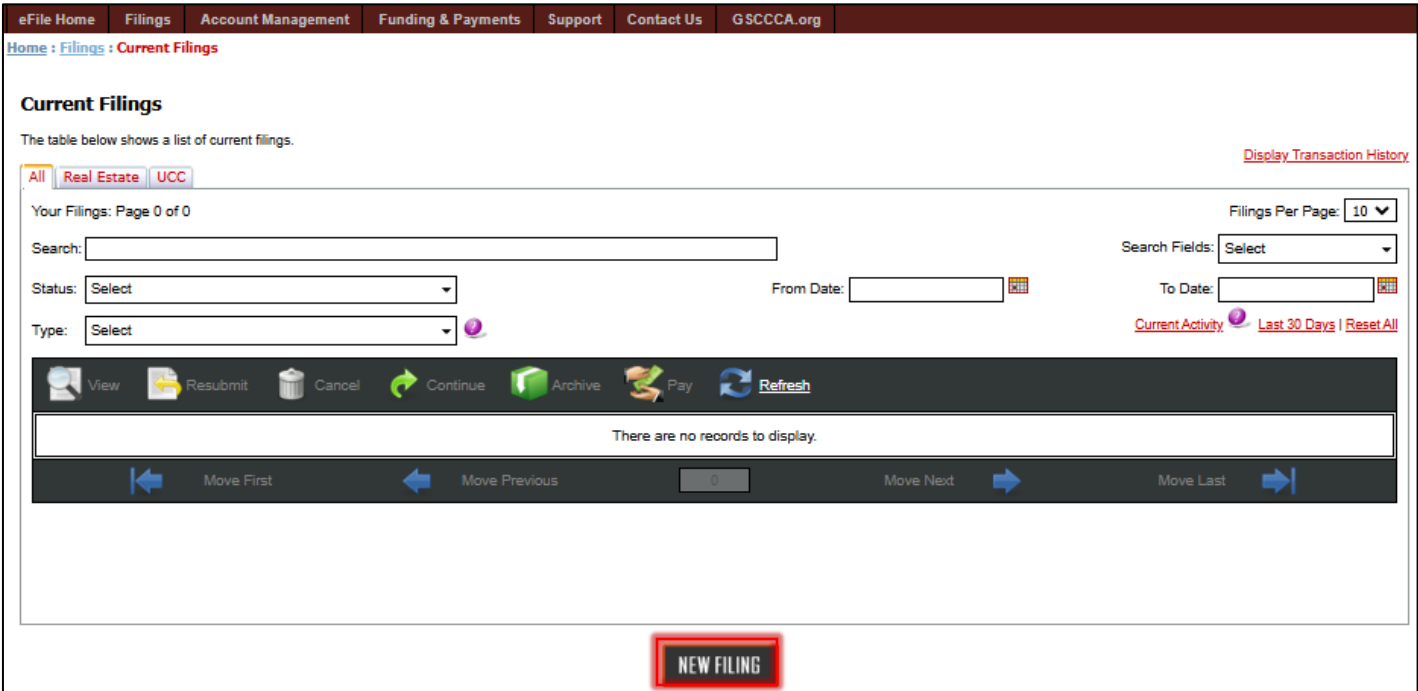
Filing Documents

File a UCC Document

Login to <https://efile.gscca.org>



Once logged in, filers are brought to the Current Filings dashboard. Filers can also navigate to this dashboard by clicking on the Filings tab and selecting *Current Filings*. Scroll to the bottom of the page and click *New Filing*.




Use the dropdown box by clicking on the arrow. Select *UCC* then select the county to file in.

eFile Home Filings Account Management Funding & Payments Support Contact Us GSCCCA.org

Home : Filings : **New Filing**

Select Type of Filing and County

1. Select the type of filing from the TYPE OF FILING drop-down box below.
2. Select the county in which you choose to file.
3. Click the Continue button to start the filing process.

Type of Filing:  County:

UCC
Real Estate (Deeds, Liens and Plats)

CONTINUE

The Type of Document, Description, and Filing Fee table will be presented. Click *Continue*.

Type of Document	Description	Filing Fee
UCC-1	UCC Financing Statement is filed by a secured party to give notice of an interest in the personal property of a debtor	\$25 Fee
UCC-1As	UCC Financing Statement with Assignment is filed to assign all of the secured party's power to authorize on amendment to the financing statement	\$50 Fee
UCC-3	UCC Financing Statement Amendment is filed to amend the information contained in a financing statement.	\$25 Fee
UCC-5	Information Statement is filed to indicate that a UCC record is inaccurate or wrongfully filed	\$25 Fee

CANCEL **CONTINUE**

Step 1: Click the *Add UCC Form* button. In the pop-up box, select the UCC Type by using the dropdown box. Upload the UCC type by clicking *Choose File* and add a description (optional). Click *Continue* to continue to Step 2.

Note: Visit the Support section of this filer guide for more on editable electronic forms for use.

Add a UCC Form to your Filing

1. Select the type of UCC you are filing from the list below. Be sure to distinguish between a UCC-1 and a UCC-1 with Assignment.
2. Click the Browse button to locate a file to attach on your PC.
3. (Optional) Give this file a descriptive name for your reference.

UCC TYPE
Select a UCC Type

FILE
Choose File No file chosen

Enter a descriptive name for this file (optional)

Cancel Continue

STEP 1: Attach UCC-1, UCC-3 or UCC-5 Form

One UCC form must be attached before continuing.

Step 2: Click on the *Add Attachment* button to append any attachments to the original file. If there are no attachments, move on the Step 3.

STEP 2: Attach Additional Files Add Attachment

After a UCC form is attached, one or more additional files can be attached (for example, a Collateral Description).

Step 3: Enter a name to assign to this filing (optional), then click *Continue*.

STEP 3: Filing Name (optional)

Enter an optional name by which you would like to refer to this filing: UCC - 2025

Total Fees \$25.00

Note: A non-refundable transaction fee of 3.5% will apply if payment is made with a credit card.

Cancel Continue

Review filing. Use the *Previous Page* button at the bottom of the page to return to the previous page and make any necessary changes. Enter initials in the Electronic Signature box and click the *Submit Filing* button. Filers are returned to the Current Filings dashboard.

Note: Although the filing was submitted, it has not been sent to the Clerk’s office for filing. For UCC documents to be submitted to the Clerk’s office for filing, payment must be authorized. Until payment is authorized, the filing will maintain a status of Awaiting Payment.


Computed Fee \$25.00

Note: A non-refundable transaction fee of 3.5% will apply if payment is made with a credit card.

Filing Name: Testing

Attached UCC Forms:


Your Description	UCC Type	Pages	Base Fee	Add'l Page Fee
 Attached UCC Form	UCC-3	1	\$25.00	\$0.00

Your Description	Pages	Addl Pg Fee
 Attached File	1	\$0.00

ELECTRONIC SIGNATURE

STATE OF GEORGIA, COUNTY OF DODGE

By affixing this electronic verification, oath, or affidavit to this pleading/filing submitted to the Court and attaching my electronic signature hereon, I do hereby swear or affirm that the statement/information set forth in the above pleading/filing is true and correct.

Enter your initials to affirm this oath:
 

[Previous Page](#)

[Submit Filing](#)

File a Real Estate Document


Login to <https://efile.gscca.org>

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority Log In

[eFile Home](#) [Filings](#) [Account Management](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

[Home](#) : [Account Management](#) : [Log In](#)

Log In




Already Registered

User Name:

Password:

LOGIN

[Forgot Password?](#)



Need to Register

To use this portal, you must first create a filer account.
There is no charge to create an account.

[Click here to register](#)

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Once logged in, filers are brought to the Current Filings dashboard. Filers can also navigate to this dashboard by clicking on the Filings tab and selecting *Current Filings*. Scroll to the bottom of the page and click *New Filing*.

[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

[Home](#) : [Filings](#) : [Current Filings](#)

Current Filings

The table below shows a list of current filings. [Display Transaction History](#)

[All](#) [Real Estate](#) [UCC](#)

Your Filings: Page 0 of 0 Filings Per Page: 10

Search: Search Fields:

Status: From Date:

Type: To Date:

[Current Activity](#) [Last 30 Days](#) | [Reset All](#)

ViewResubmitCancelContinueArchivePayRefresh

There are no records to display.

Move FirstMove Previous0Move NextMove Last

NEW FILING

Use the dropdown box by clicking on the arrow. Select Real Estate (Deeds, Liens and Plats) then select the county to file in.

eFile Home Filings Account Management Funding & Payments Support Contact Us GSCCCA.org

Home : Filings : **New Filing**

Select Type of Filing and County

1. Select the type of filing from the TYPE OF FILING drop-down box below.
2. Select the county in which you choose to file.
3. Click the Continue button to start the filing process.

Type of Filing: County:

UCC

Real Estate (Deeds, Liens and Plats)

CONTINUE

The Type of Document, Description, and Filing Fee table will be presented. Click Continue.

Type of Document	Description	Filing Fee
Deed - Affidavit	Affidavit related to Title to Real Property, or to a Deed.	\$25 Fee
Deed - Conveyance Deed (PT-61 required)	Deeds that conveys real property, such as Warranty Deeds, Gift Deeds, Estate Deeds, Trustees Deeds, Quit Claim Deeds, and Tax Sale Deeds. (Excluding Foreclosure Deeds, "Quit Claim Deeds of Release", Gas/Oil/Mineral Deeds, and Security Deeds.)	\$25 Fee
Deed - Foreclosure Deed / Deed in Lieu of Foreclosure (PT-61 required)	Foreclosure Deeds and Deeds In Lieu of Forclosure	\$25 Fee
Deed - Security Deed Assignment	Assignments of Security Deeds (excluding other type of assignments such as Assignments of leases and Rents, and Lien Assignments)	\$25 Per Assignment
Deed - Security Deed Cancellation	Security Deed Cancellation/Release, or "Quit Claim Deed of Release" (exclude other Quit Claim Deeds).	\$25 Per Cancellation
Deed - Security Deed (Mortgage) and Security Deed Modification	Security Deeds (aka Mortgages and Deeds to Secure Debt). Including modifications of Security Deeds; but excluding subordination Agreements. (Intangible taxes may be due on the Principal amount)	\$25 Fee
Deed - Other	All other documents that are to be recorded in the Real estate (aka Grantor/Grantee) Docket. Actual filing fee may vary based on document. Contact the Clerk of Superior Court of the county of filing for further details.	\$25 Fee/\$25 Fee per Assignment
Lien - Lien	Lien (Includes Writ of Fieri Facias aka FiFa, Federal Tax Lien, Materialman's/Mechanic's Lien, Personal Property Lien, Hospital lien/notice, etc)	\$25 Fee
Lien - Cancellation	Lien Cancellation, Release, and Satisfaction. (Including partial release/satisfaction)	\$25 Per Cancellation
Lien - Assignment	Assignment of Lien(s)	\$25 Per Assignment
Lien - Extension / Nulla Bona	Nulla Bona, and Personal Property Lien Extension	\$25 Fee
Lien - Other Lien Related Instruments	Any other document that is to be filed in the Superior Court Clerk's Lien docket. This would include various Notices, Lis Pendens, Affidavits, Judgements, Settlements, etc.	\$25 Fee
Lien - Bulk Lien	Multiple, one page liens in a single document	\$25 Per Instrument
Plat - Plat, Map, or Floor Plan	All Plats, Maps, and Floor Plans. (They are to be in conformance with Official Code of Georgia Annotated: 15-6-67.)	\$10 Per Page

CANCEL **CONTINUE**


Enter a descriptive name in the Name field to allow easy identification of the real estate eFile package. Select *Add New Filing* to attach a real estate document for filing.

Real Estate eFiling

Welcome to GSCCCA Real Estate eFiling

One or more related real estate documents may be filed using this screen. When multiple filings are submitted together, they are accepted or rejected by the clerk as a single package. Filings submitted together will be either all accepted or all rejected.

Please review the contents of the filing package below. Once satisfied, click the **Submit** button.



eFiling Package Summary ?

Name: ?

County: ?

Estimated Fees

Grand Total: \$0.00 ?

Filing Information

There are no filings in your filing package. Click the **Add New Filing** button below to add a new filing to the filing package.

Estimated Fees Grand Total: \$0.00

Please review the contents of the filing package above. Once satisfied, click the **Submit** button.

Select the *Instrument Type*. The Authority limits the instrument types. Please select the instrument type that best fits the document being filed. If no instrument type fits, select *Other*.

Real Estate eFiling

1. Document
2. Taxes
3. Parties
4. Filing Fees

Step 1: To help us calculate proper recording fees, please tell us which type of document you are recording

Instrument Type: ?

Use screen to specify the document being filed

eFiling Package Summary

Filings In Package

(New Filing)

After selecting the Instrument Type, a description of the instrument type will appear along with documentation required to file the selected instrument type. To attach the document for filing, select Browse. Some instrument types will ask additional questions regarding number of instruments being assigned, canceled, etc. This information is required to estimate filing fees.

Real Estate eFiling

1. Document

2. Taxes

3. Parties

4. Filing Fees

Step 1: To help us calculate proper recording fees, please tell us which type of document you are recording

Instrument Type:

Select this instrument type if your document is best described as:

- Deeds that conveys real property, such as Warranty Deeds, Gift Deeds, Estate Deeds, Trustees Deeds, Quit Claim Deeds, and Tax Sale Deeds. (Excluding Foreclosure Deeds, "Quit Claim Deeds of Release", Gas/Oil/Mineral Deeds, and Security Deeds.)

Upload Document: Choose File No file chosen View

Selected File: DEED 11pg.pdf

Supported File Types: PDF or TIF

Upload Progress:

Use screen to specify the document being filed

Next

Cancel

Select *Next* to continue. The attached document will display in the eFiling package summary. If tax information is required, enter the intangible tax amount or enter the **PT-61 file number** to proceed. If no PT-61 document has been filed, a link to file the PT-61 is available. If no tax information is required, select **Next** to continue.

Real Estate eFiling

1. Document

2. Taxes

3. Parties

4. Filing Fees

Step 2: Specify tax information related to the document

PT-61 Document Number: - -

(Required)

If you have not previously completed a PT-61 transfer tax form for this filing, you can create one now by [clicking here](#).

PT-61 Tax Amount:

Automatically calculated from PT-61 document above.

Use screen to specify tax information related to the document

Back

Next

Cancel

Enter the requested party name information then select *Next*.

Real Estate eFiling

1. Document 2. Taxes **3. Parties** 4. Filing Fees

Step 3: Specify the parties to the document

Seller/Grantor: Quick-Pick:

 Recently Used Parties... ?

- For a person, enter the name as "Last Name, First Name"
- For a business, simply type the business name
- To use a recently used party name, choose if from the "Quick-Pick" dropdown list

?

Buyer/Grantee: Quick-Pick:

 Recently Used Parties... ?

- For a person, enter the name as "Last Name, First Name"
- For a business, simply type the business name
- To use a recently used party name, choose if from the "Quick-Pick" dropdown list

?

Use screen to specify parties to the document

eFiling Package Summary

Filings In Package

Deed - Conveyance Deed
 [DEED 11pg.pdf](#)

PT-61 Taxes

Document #: [037-2024-000002](#)
Tax Amount: \$10.00

Seller/Grantor
McPhaul, Richard

Buyer/Grantee
McPhaul, Richard

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$25.00	1	\$25.00
PT-61 Tax	\$10.00	1	\$10.00
* Estimate Only			

Page 17

Next, review the estimated filing fees. If including a message or note to the filing office, enter the note in the *Note to Clerk* field, then select *Next* to continue.

Real Estate eFiling

1. Document
2. Taxes
3. Parties
4. Filing Fees

Step 5: Review filing fees

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$25.00	1	\$25.00
PT-61 Tax	\$10.00	1	\$10.00
Total:			\$35.00
* Estimate Only			

Note to Clerk (optional):

Enter a note or message related to this filing that you would like to communicate to the clerk.

eFiling Package Summary

Filings In Package

Deed - Conveyance Deed
[DEED 11pg.pdf](#)

PT-61 Taxes
 Document #: [037-2024-000002](#)
 Tax Amount: \$10.00

Seller/Grantor
 Last, First

Buyer/Grantee
 Last, First

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$25.00	1	\$25.00
PT-61 Tax	\$10.00	1	\$10.00
			* Estimate Only

Use screen to review filing fees

Back
Next
Cancel


Review the eFiling package. If additional filings need to be added to the filing package, select *Add New Filing* and repeat the previous steps. If no additional filings and/or edits are needed, select *Submit*.

Real Estate eFiling

Welcome to G\$CCCA Real Estate eFiling

One or more related real estate documents may be filed using this screen. When multiple filings are submitted together, they are accepted or rejected by the clerk as a single package. Filings submitted together will be either all accepted or all rejected.

Please review the contents of the filing package below. Once satisfied, click the **Submit** button.



eFiling Package Summary ?

Name: ?

County: ?

Estimated Fees ?

Grand Total: \$85.00 ?

Submit

Cancel Package

Add New Filing

Filing Information

1

Instrument Type: Deed - Conveyance Deed ?
(Deeds that conveys real property, such as Warranty Deeds, Gift Deeds, Estate Deeds, Trustees Deeds, Quit Claim Deeds, and Tax Sale Deeds. (Excluding Foreclosure Deeds, "Quit Claim Deeds of Release", Gas/Oil/Mineral Deeds, and Security Deeds.))

Documents: [DEED_11pg.pdf](#)

PT-61 Documents: [037-2024-000002](#)

PT-61 Tax Amount: \$10.00

Seller/Grantor: Last, First

Buyer/Grantee: Last, First

Fees:

Fee Type	Unit Cost	Qty	Subtotal
Base Filing Fee	\$25.00	1	\$25.00
PT-61 Tax	\$10.00	1	\$10.00
Total:			\$35.00
* Estimate Only			

Edit

Delete

Filing Order

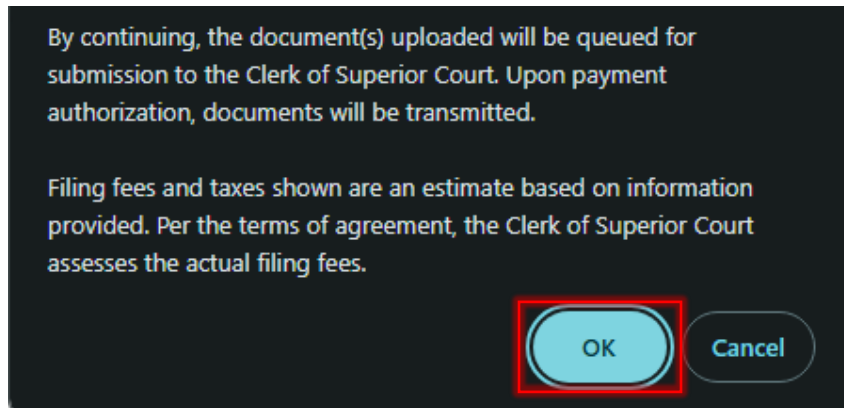
First

Up

Down

Last

Verify the information then select *OK*.




A confirmation screen will appear upon successful submission. To pay immediately, select *Pay Now*. To pay late, select *Pay Later*.

Note: Although the filing was submitted, it has not been sent to the Clerk’s office for filing. For Real Estate documents to be submitted to the clerk’s office for filing, payment must be authorized. To authorize payment immediately, select *Pay Now*. To defer payment authorization, select *Pay Later*. Until payment is authorized, the filing will maintain a status of Awaiting Payment.

Real Estate eFiling

Your filing package was submitted successfully



Attention

Filing package will not be transmitted until payment is authorized


Click **Pay Now** to authorize payment


County Name: Cook
 Package Name: Deed - 2025 Tab Level 2
 Filing ID: 3549775
[What is This?](#)

Filing Type	Instrument Type	Status	Estimated Fee
Real Estate "Deed - 2025 Tab Level 2"	Deed - Conveyance Deed	AWAITING PAYMENT	\$35.00
Real Estate "Deed - 2025 Tab Level 2"	Deed - Other	AWAITING PAYMENT	\$50.00

ESTIMATED FEES FOR THE SELECTED FILINGS: \$85.00

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.

 [Print this confirmation for your records](#)



Authorize Payment

To complete the submission process for each filing, filers must authorize payment. Payment may be authorized for a single filing or multiple filings. To authorize payment of estimated filing fees, select the *Funding & Payments* tab then click *Pay Filing Fees*.

The screenshot shows the 'eFiling Portal' for the Georgia Superior Court Clerks' Cooperative Authority. The navigation menu includes 'eFile Home', 'Filings', 'Account Management', 'Funding & Payments' (highlighted), 'Support', 'Contact Us', and 'GSCCCA.org'. A sub-menu for 'Funding & Payments' is open, showing 'Pay Filing Fees', 'Deposit Funds', 'Payment History', and 'Escrow Account'. The main content area shows 'Current Filings' with a message: 'You have one or more unpaid filings. The filing process is not complete until fees are paid.' A 'PAY FEES' button and a link to 'Learn About Payment Options And Fees' are visible.

Check the box next to each filing for which payment is being authorized, then select *Continue to Payment Information*. There are three methods of payment: Pre-funded Escrow Account (draw-down account), Credit Card, and Bank Account.

The 'Pay Filing Fees' page displays a list of unpaid filings. The table below shows the details for two filings, with the second one selected.

SEL	ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
<input type="checkbox"/>	3549755	12/16/2024 2:51:23 PM	AWAITING PAYMENT	Dodge	UCC "Testing"	\$25.00
<input checked="" type="checkbox"/>	3549777	12/17/2024 3:20:32 PM	AWAITING PAYMENT	Cook	RealEstate "Deed - 2025 Tab Level 2"	\$110.00

ESTIMATED FEES FOR THE SELECTED FILINGS: **\$0.00**

Please note: Filing fees are an estimate based on information provided. Actual filing fees will be assessed by the Clerk of Superior Court.

Buttons: CLOSE, CONTINUE TO PAYMENT INFORMATION

Pay by Escrow

Click *PAY BY ESCROW ACCOUNT* under Payment Options.


Pay Filing Fees

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3549755	12/16/2024 2:51:23 PM	AWAITING PAYMENT	Dodge	UCC "Testing"	\$25.00


ESTIMATED FEES FOR THE SELECTED FILINGS: \$25.00

Please note: Filing fees are an estimate based on information provided. Actual filing fees will be assessed by the Clerk of Superior Court.


Payment Options



PAY BY CREDIT CARD



PAY BY BANK ACCOUNT



PAY BY ESCROW ACCOUNT

Review the page and click *PAY*.

Pay Filing Fees



Authorization Only

Your escrow account will not be charged until your filings have been accepted by the Superior Court Clerk's Office.

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.

Amount Due: \$25.00

Escrow Account

 Pay
 Cancel

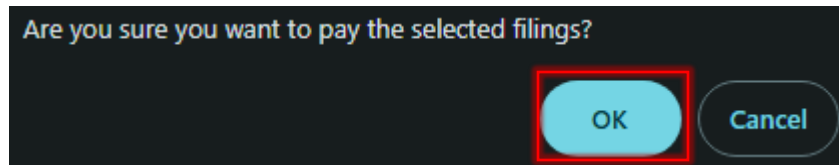
You have an escrow account.

CURRENT BALANCE	\$150.00
(-) Previously Authorized Withdrawals	\$0.00
(=) Available Balance	\$150.00
PROJECTED BALANCE AFTER THIS TRANSACTION	\$125.00
* Available escrow funds are reduced by the amount of previously authorized and pending filings.	
PENDING DEPOSITS	\$5,000.00

BACK

PAY

Select *OK*.



If successful, filers will receive account authorization details. Click *Close* to return to the Current Filings dashboard.

Pay Filing Fees


Escrow Account Authorization Successful

Escrow account authorized for payment of filing fees, and filings have been transmitted to the Clerk's office for processing. Your escrow account will only be charged upon acceptance of the filing(s).

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3549755	12/16/2024 2:51:23 PM	AWAITING CLERK REVIEW	Dodge	UCC "Testing"	\$25.00

ESTIMATED FILING FEES: \$25.00

Please note: Filing fees are an estimate based on information provided. Actual filing fees will be assessed by the Clerk of Superior Court.

 [Print this confirmation for your records](#)

CLOSE ←

Pay by Credit Card


Click PAY BY CREDIT CARD under Payment Options.

Pay Filing Fees


ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3549755	12/16/2024 2:51:23 PM	AWAITING PAYMENT	Dodge	UCC "Testing"	\$25.00

ESTIMATED FEES FOR THE SELECTED FILINGS: \$25.00


Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.



PAY BY CREDIT CARD



PAY BY BANK ACCOUNT



PAY BY ESCROW ACCOUNT

Review the page, select the credit card, and click *CONFIRM PAYMENT*.

Pay Filing Fees

Authorization Only
Your credit card or bank account will not be charged until your filings have been accepted by the Superior Court Clerk's Office. If paying by credit card, a temporary hold may be placed on your card for the amount authorized.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.




Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.


Amount Due: \$25.88

Credit Cards

Bank Accounts

NOTE: A credit card transaction fee of **\$0.88** has been added to the filing fee amount.

 Pay
 Refresh
 Use Different Credit Card

	Credit Card	Card Holder	Address
<input type="checkbox"/>	Visa 411111XXXXXX1111  12/2025	GSCCCA FILER	8175 Century Blvd, Atlanta, GA, 30047

BACK

CONFIRM PAYMENT

Verify payment information and click *PAY*.

Pay Filing Fees

Please verify payment information


Number of Filings: 1

Total Filings: \$25.00

Total Fees: \$0.88

Total Payment: \$25.88

Payment Date: 12/18/2024 9:52 AM

Credit Card: 411111XXXXXX1111 

BACK **PAY**

If successful, filers will receive account authorization details. Click *Close* to return to the Current Filings dashboard.

Pay Filing Fees

Credit Card Authorization Successful


Credit card authorized for payment of filing fees, and filings have been transmitted to the Clerk's office for processing. Your credit card will only be charged upon acceptance of the filing(s).

Reference Number: a7702135-0b30-4d77-8639-6d544fea8438 [What Is This?](#)

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3549777	12/17/2024 3:20:32 PM	AWAITING CLERK REVIEW	Cook	RealEstate "Deed - 2025 Tab Level 2"	\$110.00

ESTIMATED FILING FEES: \$110.00
PROCESSING FEES: \$3.85
TOTAL PAYMENT: \$113.85

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.

 [Print this confirmation for your records](#)

CLOSE ←

Pay by Bank Account

Click *PAY BY BANK ACCOUNT* under Payment Options.


Pay Filing Fees

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3549755	12/16/2024 2:51:23 PM	AWAITING PAYMENT	Dodge	UCC "Testing"	\$25.00


ESTIMATED FEES FOR THE SELECTED FILINGS: \$25.00

Please note: Filing fees are an estimate based on information provided. Actual filing fees will be assessed by the Clerk of Superior Court.


Payment Options



PAY BY CREDIT CARD



PAY BY BANK ACCOUNT



PAY BY ESCROW ACCOUNT

Review the page, select the bank account, and click *CONFIRM PAYMENT*.

Pay Filing Fees

Authorization Only
Your credit card or bank account will not be charged until your filings have been accepted by the Superior Court Clerk's Office. If paying by credit card, a temporary hold may be placed on your card for the amount authorized.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.




Amount Due: \$25.50

Credit Cards

Bank Accounts

NOTE: An ACH transaction fee of **\$0.50 per real estate package or UCC filing** has been added to the filing fee amount.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

 Pay
 Refresh
 Use Different Bank Account

	Bank Account	Account Holder	Address
<input type="checkbox"/>	GSCCCA XXXXXX XXXXXXXX04	GSCCCA FILER	Address: 8175 Century Blvd, Atlanta, GA, 30047 Phone: 404-327-9836

BACK

CONFIRM PAYMENT

Verify payment information and click *PAY*

Pay Filing Fees

Please verify payment information

Number of Filings: 1

Total Filings: \$25.00

Total Fees: \$0.50

Total Payment: \$25.50

Payment Date: 12/18/2024 9:59 AM

Bank Account: XXXXXX XXXXXX04 "GSCCCA"

BACK **PAY**

If successful, filers will receive account authorization details. Click *Close* to return to the Current Filings dashboard.

Pay Filing Fees

Bank Account Authorization Successful


Bank account authorized for payment of filing fees, and filings have been transmitted to the Clerk's office for processing. Your bank account will only be charged upon acceptance of the filing(s).

Reference Number: 15f30f5c-8303-4a53-ae42-ba7957388757 [What Is This?](#)

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3549785	12/18/2024 9:46:35 AM	AWAITING CLERK REVIEW	Brantley	UCC	\$25.00

ESTIMATED FILING FEES: \$25.00
PROCESSING FEES: \$0.50
TOTAL PAYMENT: **\$25.50**

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.

 [Print this confirmation for your records](#)

CLOSE ←

Manage Filings

Dashboard Displays

The eFile portal has been designed with a Current Filings dashboard and Archive Filings dashboard to assist in effectively managing eFilings to help streamline workflow, reduce clutter, and improve overall efficiency.

Current Dashboard

The Current Filings dashboard displays all eFilings submitted within the last 60 days that have not been moved to the Archive dashboard. These eFilings can be in any status such as Awaiting Payment, Incomplete, Awaiting Clerk Review, and more. Users can access the Current Filings dashboard by clicking on the Filings tab and selecting *Current Filings*.

THE CLERKS AUTHORITY **eFiling Portal**
 Georgia Superior Court Clerks' Cooperative Authority

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[eFile Home](#) **[Filings](#)** [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

Home : **Filings**

Filings

Below are links to the pages in the Filings area.

[New Filing](#)
Start a new filing.

[Current Filings](#) ←
View a list of your current filings.

[Archived Filings](#)
View a list of all filings that you have sent to the Archived Filings view.

A list of UCC *and* Real Estate eFiling types may be viewed using the ALL tab. Filers can view only real estate filings by selecting the Real Estate tab. UCC eFilings can be viewed separately by selecting the UCC tab.

Current Filings

The table below shows a list of current filings. [Display Transaction History](#)

All **Real Estate** **UCC**

Your Filings: Page 1 of 1 Filings Per Page: 10

Search: Search Fields:

Status: From Date: To Date:

Type: [Current Activity](#) [Last 30 Days](#) | [Reset All](#)

* ▶	ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	3549218	12/16/2024 11:48:21 AM	! INCOMPLETE		Cook	UCC	\$0.00	
<input type="checkbox"/>	3549244	12/17/2024 2:39:29 PM	✓ ACCEPTED	037-2024-123456	Cook	UCC "UCC - 2025"	\$25.00	PAID
<input type="checkbox"/>	3549755	12/18/2024 9:43:10 AM	⚙️ AWAITING CLERK REVIEW		Dodge	UCC "Testing"	\$25.00	AUTH

Archive Dashboard

Users can access the Archive Filings dashboard by clicking the Filings tab and selecting *Archive Filings*. This dashboard displays all eFilings that have been processed (Accepted, Rejected, or Cancelled) and moved to Archive Filings. To archive a filing, check the box next to the filing(s) in the Current Filings dashboard then select *Archive*. Multiple filings can be selected at one time.

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 Georgia Superior Court Clerks' Cooperative Authority | Welcome, | [Log Out](#)

[eFile Home](#) **[Filings](#)** [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

Home : [Filings](#)

Filings
 Below are links to the pages in the Filings area.

[New Filing](#)
 Start a new filing.

[Current Filings](#)
 View a list of your current filings.

[Archived Filings](#) ←
 View a list of all filings that you have sent to the Archived Filings view.

A list of all archived UCC *and* Real Estate eFilings may be viewed using the ALL tab. Filers can view only real estate filings by selecting the Real Estate tab. UCC eFilings can be viewed separately by selecting the UCC tab.

Archived Filings
 The table below shows a list of archived filings.

All **Real Estate** **UCC**

Your Filings: Page 1 of 1 Filings Per Page: 10

Search: Search Fields: Select

Status: Select From Date: To Date:

Type: Select [Current Activity](#) [Last 30 Days](#) [Reset All](#)

[View](#) [Unarchive](#) [Refresh](#)

* ▶	ID 📈	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	3549775	12/17/2024 3:20:28 PM	CANCELLED		Cook	Real Estate "Deed - 2025 Tab Level 2"	\$85.00 (EST)	

← Move First
← Move Previous
1
Move Next →
Move Last →

Sort Filings

Filings may be sorted by ID number, Last Activity, Status, Recording, Book/Page, File Number, County, Type, Fee or PMT. Click on the header to change the sort. An arrow will appear next to the header controlling the sort. The arrow will also indicate whether the sort is ascending (lowest to highest) or descending (highest to lowest). A downward arrow indicates descending, and an upward arrow indicates ascending.

Current Filings

The table below shows a list of current filings. [Display Transaction History](#)

All **Real Estate** **UCC**

Your Filings: Page 1 of 1 Filings Per Page: 10

Search: Search Fields:

Status: From Date: To Date:

Type: [Current Activity](#) [Last 30 Days](#) | [Reset All](#)

View
 Resubmit
 Cancel
 Continue
 Archive
 Pay
 Refresh

* >	ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	3549785	12/18/2024 10:00:38 AM	AWAITING CLERK REVIEW		Brantley	UCC	\$25.00	AUTH
<input type="checkbox"/>	3549786	12/18/2024 9:53:36 AM	AWAITING CLERK REVIEW		Cook	Real Estate	\$25.00 (EST)	AUTH
<input type="checkbox"/>	3549755	12/18/2024 9:43:10 AM	AWAITING CLERK REVIEW		Dodge	UCC "Testing"	\$25.00	AUTH
<input type="checkbox"/>	3549784	12/18/2024 9:24:51 AM	AWAITING CLERK REVIEW		Cook	Real Estate	\$35.00 (EST)	AUTH
<input type="checkbox"/>	3549777	12/18/2024 7:45:12 AM	REJECTED		Cook	Real Estate "Deed - 2025 Tab Level 2"	\$110.00 (EST)	AUTH

Filter Filings

Filings may be filtered by status, date and type. If **no filter** has been selected, the From Date and To Date fields will be blank, and the status and type filters will state Select.

If one or more filters have been applied to either the status or type, then *Filtered* will be displayed. Click the arrow to view which filter has been applied. To add or remove a filter, click the arrow in the filtered box and check or uncheck the box or boxes.

Current Filings

The table below shows a list of current filings.

[Display Transaction History](#)

S	RECORDING	COUNTY	TYPE	FEE	PMT
CLERK		Brantley	UCC	\$25.00	AUTH
3549786	12/18/2024 9:53:36 AM	AWAITING CLERK REVIEW	Cook	Real Estate	\$25.00 (EST) AUTH
3549755	12/18/2024 9:43:10 AM	AWAITING CLERK REVIEW	Dodge	UCC "Testing"	\$25.00 AUTH

Resubmit Filings

If a UCC filing is rejected, it may be resubmitted. Resubmitted filings will get a new date and time as if a new filing, but it allows users to modify the rejected filing. To resubmit a rejected filing, select the box next to the rejected filing then select *Resubmit*.

Current Filings

The table below shows a list of current filings. [Display Transaction History](#)

All Real Estate UCC

Your Filings: Page 1 of 1 Filings Per Page: 10

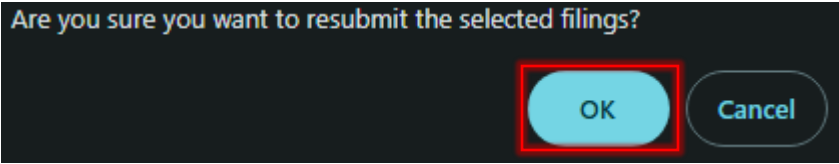
Search: Search Fields: Select

Status: Select From Date: To Date:

Type: Select [Current Activity](#) [Last 30 Days](#) | [Reset All](#)

*▶	ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	3549785	12/18/2024 10:00:38 AM	AWAITING CLERK REVIEW		Brantley	UCC	\$25.00	AUTH
<input type="checkbox"/>	3549786	12/18/2024 9:53:36 AM	AWAITING CLERK REVIEW		Cook	Real Estate	\$25.00 (EST)	AUTH
<input type="checkbox"/>	3549755	12/18/2024 9:43:10 AM	AWAITING CLERK REVIEW		Dodge	UCC "Testing"	\$25.00	AUTH
<input type="checkbox"/>	3549784	12/18/2024 9:24:51 AM	AWAITING CLERK REVIEW		Cook	Real Estate	\$35.00 (EST)	AUTH
<input checked="" type="checkbox"/>	3549777	12/18/2024 7:45:12 AM	REJECTED		Cook	Real Estate "Deed - 2025 Tab Level 2"	\$110.00 (EST)	AUTH

To continue, select OK when prompted.



Cancel Filings

Only filings which have not been submitted to the Clerk’s office for filing may be cancelled. If a filing has the status awaiting clerk review, it is not eligible for cancellation. To cancel a filing, check the box next to the filing then select *Cancel*. Please note: Once a filing is cancelled, the cancellation cannot be reversed. No other action may be performed on the filing and it may not be submitted to the Clerk’s office for review. The filing can be moved to the Archive Filings dashboard.

Current Filings

The table below shows a list of current filings. [Display Transaction History](#)

All **Real Estate** **UCC**

Your Filings: Page 1 of 1 Filings Per Page: 10

Search: Search Fields:

Status: From Date: To Date:

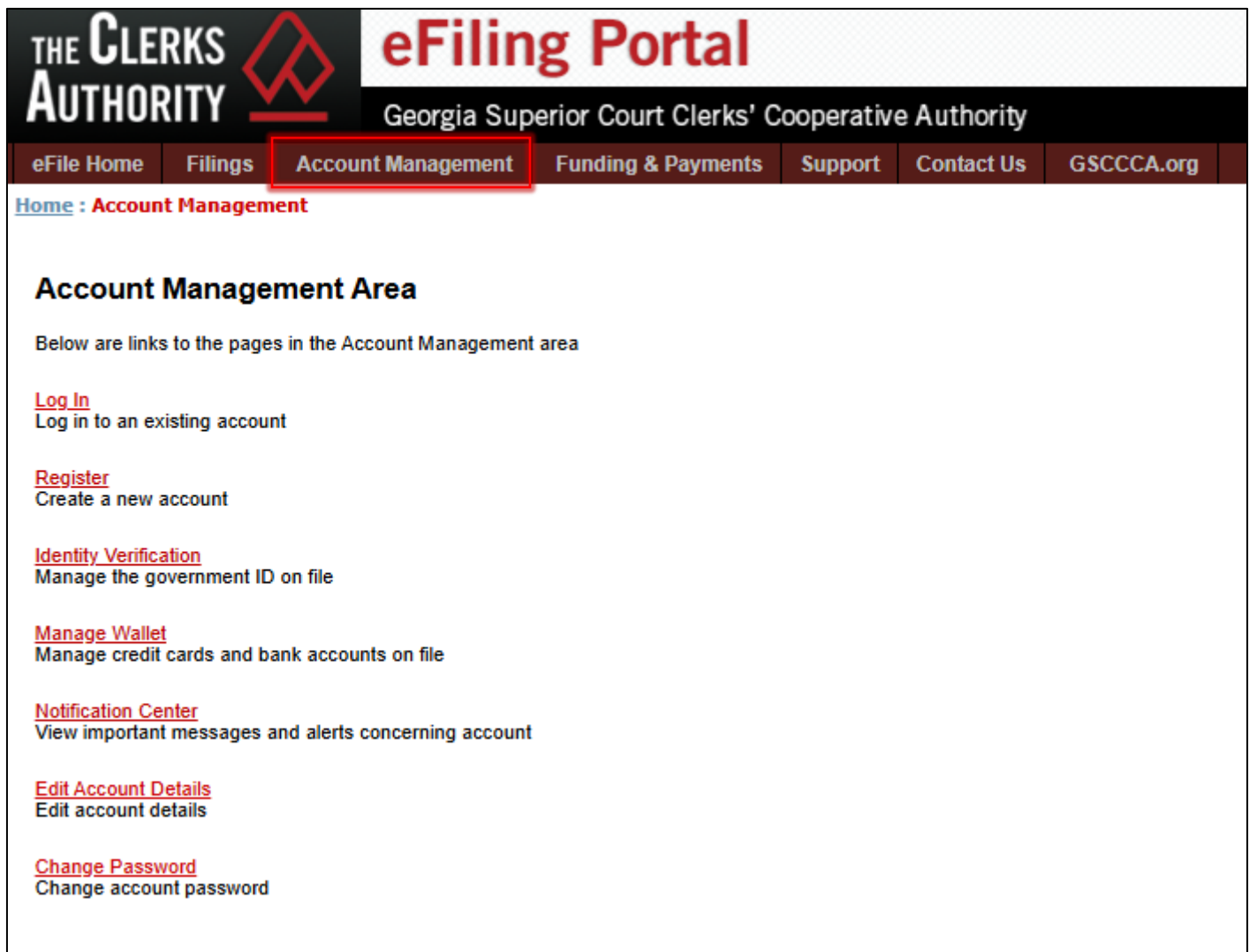
Type: [Current Activity](#) [Last 30 Days](#) [Reset All](#)


View Resubmit **Cancel** Continue Archive Pay Refresh

* ▶	ID	LAST ACTIVITY	STATUS	RECORDING	COUNTY	TYPE	FEE	PMT
<input type="checkbox"/>	3549218	12/18/2024 10:50:49 AM	CANCELLED		Cook	UCC	\$0.00	

Account Management

Account Management allows filers to manage information and affiliations of their eFile account. To view all available items, click on the *Account Management* tab. Filers can manage the digital wallet, edit account details to include deactivating account, manage the government ID on file, and more.



THE CLERKS AUTHORITY  **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

[Home](#) : **Account Management**

Account Management Area

Below are links to the pages in the Account Management area

[Log In](#)
Log in to an existing account

[Register](#)
Create a new account

[Identity Verification](#)
Manage the government ID on file

[Manage Wallet](#)
Manage credit cards and bank accounts on file

[Notification Center](#)
View important messages and alerts concerning account

[Edit Account Details](#)
Edit account details

[Change Password](#)
Change account password

Manage Wallet

The GSCCCA eFile portal allows users to store multiple **credit card** and/or **bank accounts** on file helping expedite the payment process. Credit card and bank account information is stored in the online Wallet. To manage a wallet, select the *Account Management* tab then select *Manage Wallet*.


Wallet Management

Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.

Credit Cards **Bank Accounts** ←

* ▶	Credit Card	Card Holder	Address
<input type="checkbox"/>	Visa 411111XXXXXX1111  12/2025	GSCCCA FILER	8175 Century Blvd, Atlanta, GA, 30047

Generate Tokens

Add Credit Card

To add a Credit Card, click the *Credit Cards* tab and select the ADD icon. Enter the required information and click the *Save* icon. Review the information, and if correct, select *OK* to add the card to the Wallet. The added card will appear in the *Credit Cards* tab.

Wallet Management

Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.

Credit Cards
Bank Accounts

Save
 Cancel

	Credit Card	Card Holder	Address
<input type="checkbox"/>	Visa 411111XXXXXX1111 12/2025	GSCCCA FILER	8175 Century Blvd, Atlanta, GA, 30047
<input checked="" type="checkbox"/>	Card Type: <input type="text" value="Select..."/> Card Number: <input type="text"/> Expiration Month: <input type="text" value="Select..."/> Expiration Year: <input type="text" value="Select..."/> CV Number: <input type="text"/> What Is This?	First Name: <input type="text"/> Last Name: <input type="text"/>	Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="Select..."/> Postal Code: <input type="text"/>

Are you sure you want to save changes?

OK
Cancel

Credit Cards
Bank Accounts

Add
 Edit
 Remove
 Refresh

	Credit Card	Card Holder	Address
<input type="checkbox"/>	Visa 411111XXXXXX1111 12/2025	GSCCCA FILER	8175 Century Blvd, Atlanta, GA, 30047

To remove a credit card from the Wallet, select the box next to the credit card to be removed then select *Remove*. To complete the removal, click *OK* when asked if wanting to remove the selected accounts. The credit card will then be removed from the wallet.

The screenshot shows the 'THE CLERKS AUTHORITY' eFile Home interface. A dark modal dialog is open at the top with the text 'Are you sure you want to remove the selected accounts?'. It features two buttons: 'OK' (highlighted with a red box) and 'Cancel'. Below the dialog, the 'Wallet Management' section is visible. It includes a navigation bar with 'Credit Cards' and 'Bank Accounts' tabs. A toolbar contains 'Add', 'Edit', 'Remove' (highlighted with a red box), and 'Refresh' icons. A table lists credit cards with columns for selection, card details, card holder, and address. One Visa card is listed with a checked selection box. A 'Generate Tokens' button is located at the bottom left of the table area.

Are you sure you want to remove the selected accounts?

OK Cancel

Welcome, | [Log Out](#)

eFile Home Filings Account

Wallet Management

Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.

Credit Cards Bank Accounts

+ Add Edit Remove Refresh

* ▶	Credit Card	Card Holder	Address
<input checked="" type="checkbox"/>	Visa 411111XXXXXX1111 12/2025	GSCCCA FILER	8175 Century Blvd, Atlanta, GA, 30047

Generate Tokens

Add Bank Account

To add a bank account, click the Bank Accounts tab, then select the *ADD* icon. Enter the required information then click the Save icon. Review the information, and if correct, select *OK* to add the card to the Wallet. The added card will appear in the *Credit Cards* tab.

Wallet Management

Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.

[Credit Cards](#) [Bank Accounts](#)

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.





Save Cancel

* ▶	Bank Account	Account Holder	Address
<input type="checkbox"/>	GSCCCA XXXXXX XXXXXXXX04	GSCCCA FILER	Address: 8175 Century Blvd, Atlanta, GA, 30047 Phone: 404-327-9836
<input checked="" type="checkbox"/>	Account Type: <input type="text" value="Select..."/> Account Number: <input type="text"/> Routing Number: <input type="text"/>	Account Name: <input type="text"/> First Name: <input type="text"/> Last Name: <input type="text"/>	Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="Select..."/> Postal Code: <input type="text"/> Phone Number: <input type="text" value="(404) 327-9836"/> Privacy Policy

Are you sure you want to save changes?

Credit Cards **Bank Accounts**

Notice when paying or funding via bank account:
 Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

 Add
  Edit
  Remove
  Refresh

* ▶	Bank Account	Account Holder	Address
<input type="checkbox"/>	GSCCCA XXXXXX XXXXXXXX04	GSCCCA FILER	Address: 8175 Century Blvd, Atlanta, GA, 30047 Phone: 404-327-9836
<input type="checkbox"/>	Testing Account XXXXXX XXXXXXXX04	FILER TESTING	Address: 1875 Century Blvd, Atlanta, GA, 30047 Phone: 404-327-9836

Generate Tokens

To remove a bank account from the Wallet, select the box next to the account to be removed then select *Remove*. To complete the removal, click *OK* when asked if wanting to remove the selected accounts. The credit card will then be removed from the wallet.

THE CLERKS AUTHORITY | eFile Home | Filings | Account Management | Welcome, | Log Out

Are you sure you want to remove the selected accounts?

Wallet Management





Your GSCCCA eFile "wallet" allows you to maintain multiple credit cards and bank accounts on file, making it quick and easy to pay for all GSCCCA eFile services.

Notice when paying or funding via bank account:
 Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

This is an optional feature. If you prefer, you can re-enter payment information each time you pay for a filing.

Credit Cards **Bank Accounts**

Notice when paying or funding via bank account:
 Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

 Add
  Edit
  Remove
  Refresh

* ▶	Bank Account	Account Holder	Address
<input type="checkbox"/>	GSCCCA XXXXXX XXXXXXXX04	GSCCCA FILER	Address: 8175 Century Blvd, Atlanta, GA, 30047 Phone: 404-327-9836
<input checked="" type="checkbox"/>	Testing Account XXXXXX XXXXXXXX04	FILER TESTING	Address: 1875 Century Blvd, Atlanta, GA, 30047 Phone: 404-327-9836

Generate Tokens

Notification Center

To manage email notifications, select *Account Management*, then select *Notification Center*. The Notification Center has a default of 60 days. If searching for notifications previous to that, the search feature at the top of the page can be used. Search options include a search word or phrase, the category to search for that word or phrase, as well as a date range for the search. These notifications may also be sorted via the Status, Category, Subject, and Received headings across the top of the table.

eFiling Portal

Georgia Superior Court Clerks' Cooperative Authority

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Notification Center

Inbox

My Messages: Page 1 of 3 Messages Per Page: 10 ▼

Search: Category: All ▼ From Date: To Date:

View
 Mark Read
 Mark Unread
 Refresh

* ▶	!	STATUS	CATEGORY	SUBJECT	RECEIVED
<input type="checkbox"/>			Account	GSCCCA Real Estate eFiling: ID VERIFICATION REMOVED	12/18/2024 11:16:30 AM
<input type="checkbox"/>			Filing	GSCCCA UCC eFiling CANCELLED: 3549218	12/18/2024 10:50:49 AM
<input type="checkbox"/>			Filing	GSCCCA UCC eFiling AWAITING CLERK REVIEW: 3549785	12/18/2024 10:00:38 AM
<input type="checkbox"/>			Filing	GSCCCA Real Estate eFiling AWAITING CLERK REVIEW: 3549786	12/18/2024 9:53:36 AM
<input type="checkbox"/>			Filing	GSCCCA Real Estate eFiling AWAITING PAYMENT: 3549786	12/18/2024 9:47:39 AM
<input type="checkbox"/>			Filing	GSCCCA UCC eFiling AWAITING PAYMENT: 3549785	12/18/2024 9:46:59 AM

To enable/disable the notifications received, click on Settings at the bottom of the screen. Next, check all boxes to enable/disable and select *Accept*.

Email Preferences

This page is used to control how we communicate filing and account activity with you via email. All activity is always automatically logged to the Notification Center regardless of your email preference settings.

Category: Real Estate Capacity: All

Category Type	Capacity	Notification Type	Attachments
<input type="checkbox"/>	Filer	Send me an email when I submit a new Real Estate filing and it is awaiting payment.	
<input type="checkbox"/>	Filer	Send me an email when I pay for a Real Estate filing and it is awaiting clerk review.	
<input type="checkbox"/>	Filer	Send me an email when a clerk accepts my Real Estate filing.	<input type="checkbox"/>
<input type="checkbox"/>	Filer	Send me an email when a clerk rejects my Real Estate filing.	
<input type="checkbox"/>	Filer	Send me an email when I cancel a Real Estate filing.	
<input type="checkbox"/>	Bulk Filer	Send me an email when I submit a new Real Estate filing and it is queued for processing.	
<input type="checkbox"/>	Bulk Filer	Send me an email when a queued filing has completed processing.	
<input type="checkbox"/>	Court Personnel	Send me an email when a Real Estate filing has been paid and is awaiting clerk review.	
<input type="checkbox"/>	Court Personnel	Send me an email when I accept a Real Estate filing.	<input type="checkbox"/>
<input type="checkbox"/>	Court Personnel	Send me an email when I reject a Real Estate filing.	

ACCEPT CANCEL

Then click *Ok*.

Are you sure you want to save changes?

OK Cancel

Edit Account Details

To edit account information and preferences, select the *Account Management* tab then select *Edit Account Details*. Make the desired changes, then select *Continue*.

THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Welcome, | [Log Out](#)

[eFile Home](#) | [Filings](#) | **Account Management** | [Funding & Payments](#) | [Support](#) | [Contact Us](#) | [GSCCCA.org](#)

[Home](#) : [Account Management](#) : [Edit Account Details](#)

Edit Account Details

Edit the information below and click the Continue button to update your account.

Fields designated with an asterisk (*) are required.

General Account Information [Deactivate Account](#)

USERNAME
kmfiler

* EMAIL * CONFIRM EMAIL

Contact Information

* LAST NAME * FIRST NAME MIDDLE NAME SUFFIX

COMPANY NAME

* STREET ADDRESS

* CITY * STATE * ZIP

PHONE FAX

[Continue](#)

To deactivate an eFile account, click *Deactivate Account*, then click *Yes*.

Confirm Account Deactivation

If you deactivate this account, you will no longer be able to create new filings. You will still be able to view filing history.

This account has payment methods stored in the wallet. These payment methods will be deleted.

This account has an outstanding escrow balance. This balance will need to be refunded or transferred to another account. [Contact Support](#) for more information.

Are you sure you wish to deactivate this account?

Change Password

To change the password to the eFile account, select *Account Management* tab, then select *Change Password*. Type in the current password then type in a new password. Click *Change Password*.

The screenshot shows the 'eFiling Portal' interface for the Georgia Superior Court Clerks' Cooperative Authority. The header includes the logo for 'THE CLERKS AUTHORITY' and the text 'eFiling Portal'. Below the header is a navigation menu with tabs for 'eFile Home', 'Filings', 'Account Management', 'Funding & Payments', 'Support', 'Contact Us', and 'GSCCCA.org'. The 'Account Management' tab is selected. The main content area is titled 'Change Password for User 'kmfiler'' and contains three input fields labeled 'Password:', 'New Password:', and 'Confirm New Password:'. Below the input fields are two buttons: 'Change Password' (highlighted with a red box) and 'Cancel'. At the bottom of the page, there is a copyright notice: 'Copyright © 1995 - 2024 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. Terms of Use'.

Funding & Payments

Fund Escrow Account

To fund an escrow account, click on the *Funding & Payments* tab and select *Escrow Account*.

THE CLERKS AUTHORITY **eFiling Portal**
 Georgia Superior Court Clerks' Cooperative Authority Welcome.

[eFile Home](#) [Filings](#) [Account Management](#) **[Funding & Payments](#)** [Support](#) [Contact Us](#) [GSCCCA.org](#)

Home : [Funding and Payments](#)

Funding and Payments Area

Below are links to the pages in the Funding and Payments area.

[Pay Filing Fees](#)
View a list of all filings for which the filing fees have not been paid.

[Deposit Funds](#)
Use your credit card to add funds to an existing escrow account.

[Payment History](#)
View a summary of your previous funding and payment transactions.

[Escrow Account](#)
View a summary and transaction history of your escrow account.

Click on *Fund Account*.

THE CLERKS AUTHORITY **eFiling Portal**
 Georgia Superior Court Clerks' Cooperative Authority Welcome. | [Log Out](#)

[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

Home : [Funding and Payments](#) : [Escrow Account](#)

Filer Escrow Account

Account Summary		Date Range Summary		Escrow Actions	
Posted Balance	\$0.00	Beginning Posted Balance (as of 12/1/2024)	\$0.00	Fund Account	
Pending Payments	-\$0.00	Posted Debits	\$0.00		
Pending Deposits	\$0.00	Posted Credits	\$0.00		
Available Balance	\$0.00	Ending Posted Balance (end of 12/31/2024)	\$0.00		

Period: to Include Pending

Search Panel [Export to PDF](#) [Export Data](#) [Reset Grid](#) [Customize Grid](#)

Filing ID	Filing Status	Status	Date	County	Descrip	Book	Page	Credit	Debited	Balance
No data to display										
0 Filings		0 Counties		0 Books		0 Pages		\$0.00	\$0.00	

[To Current Filings](#)

Accounts may be funded using a credit card, bank account, or wire transfer, if eligible. Enter the amount to fund in the Amount to Fund field, then select the method of funding – credit card or bank account.

Note: When funding by credit card, a 3.5% transaction fee is added to the amount funded. When funding by bank account, a \$0.50 transaction fee is added to the amount funded. When funding by wire transfer, a \$5.00 transaction fee is deducted from the total wire transfer amount. Select *Fund Account*.

The screenshot shows the eFiling Portal interface. At the top left is the logo for 'THE CLERKS AUTHORITY' with a red diamond icon. To its right is the text 'eFiling Portal' in red, followed by 'Georgia Superior Court Clerks' Cooperative Authority' in black. On the far right of the top bar, it says 'Welcome,' and a 'Log Out' link. Below this is a navigation menu with buttons for 'eFile Home', 'Filings', 'Account Management', 'Funding & Payments', 'Support', 'Contact Us', and 'GSCCCA.org'. The 'Funding & Payments' button is highlighted. Below the menu, the breadcrumb trail reads 'Home : Funding and Payments : Deposit Funds'. The main heading is 'Escrow Account Funding'. Below this heading is a bulleted list: 'An escrow account may be funded for paying filing fees', 'To establish an escrow account, submit a single payment in any amount of your choice by credit card, bank account, or wire transfer', 'Add funds at any time using credit card, bank account, or wire transfer', and 'Click "Fund Account" below to get started'. At the bottom of the page, there are two buttons: 'To Current Filings' on the left and 'Fund Account' on the right, which is highlighted with a red border.

Fund by Credit Card

To fund escrow by Credit Card, type the total in the *Amount to Fund* box and click on the *Credit Cards* tab. Then select the checkbox next to the desired credit card. If the filer wishes to use a new/different card, select *Use Different Credit Card*.

Attention

- When using a credit card, your escrow account balance will be credited with the payment amount and those funds will be immediately available.

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.

Escrow Account Summary	
CURRENT BALANCE	\$0.00
(-) Previously Authorized Withdrawals	\$0.00
(=) Available Balance	\$0.00
* Available escrow funds are reduced by the amount of previously authorized and pending filings.	
PENDING DEPOSITS	\$0.00

Enter the amount in US dollars that you would like to add to your funding account.

Amount to Fund: ←

Credit Cards
Bank Accounts
Wire Transfer

NOTE: A credit card transaction fee of 3.50% will be added to the amount entered above.

	Pay	Refresh	Use Different Credit Card
* ▶	Credit Card	Card Holder	Address
<input checked="" type="checkbox"/>	Visa 411111XXXXXX1111 12/2025	GSCCCA FILER	8175 Century Blvd, Atlanta, GA, 30047
<input type="button" value="Generate Tokens"/>			


CANCEL

CONFIRM PAYMENT ←

Once the information is entered, click *Confirm Payment*. A summary screen will display. Review the information then click *Pay* to authorize payment.


Escrow Account Funding

Please verify funding information

Funding Amount:	\$25.00
Transaction Fee:	\$0.88
Total Payment:	\$25.88
Payment Date:	12/16/2024 3:56 PM
Funds Available Date:	Instant
Credit Card:	411111XXXXXX1111 

[BACK](#) [PAY](#)

A Credit Card Authorization will appear indicating a successful or failed authorization. If successful, select *Close* to return to the Current Filings dashboard.

THE CLERKS AUTHORITY  **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority Welcome, | [Log Out](#)

[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

Escrow Account Funding

Credit Card Authorization Succeeded

Your credit card authorization succeeded. Your eFile account balance should now reflect the funds added.

[CLOSE](#)

If a failed authorization message is displayed, select *BACK* to return to the escrow account funding page to makes changes.



Alert

Credit card verification failed. Please try again.

In addition to confirming that your credit card is in good standing, please verify the following:

- The address provided must match the credit card billing address.
- The Card Verification Number must match the 3 or 4 digit number printed on your card.

If you are experiencing technical difficulties or need assistance, please contact GSCCCA Customer Support.

Technical/Customer Support

- 404.327.9760 (Local)
- 800.304.5174 (Toll Free)
- help@gscoca.org (E-mail)

Hours of Operation: Monday through Friday, 7:30am - 8:00pm EST

OK

Fund by Bank Account

To fund escrow by Bank Account, type the total in the *Amount to Fund* box and click on the *Bank Accounts* tab. Then select the checkbox next to the desired bank account. If the filer wishes to use a new/different bank account, select *Use Different Bank Account*.

Attention

- Funding amounts not exceeding a total of \$2,500.50 over a 3 banking day period will be immediately available.
- Otherwise, funds will not be available for use until funds are received by the GSCCCA. The funds availability date will be displayed on the confirmation screen.
- Notice when paying or funding via bank account:**
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.

Escrow Account Summary	
CURRENT BALANCE	\$50.00
(-) Previously Authorized Withdrawals	\$0.00
(=) Available Balance	\$50.00
* Available escrow funds are reduced by the amount of previously authorized and pending filings.	
PENDING DEPOSITS	\$0.00

Enter the amount in US dollars that you would like to add to your funding account.

Amount to Fund: ←

Credit Cards
Bank Accounts
Wire Transfer

NOTE: An ACH transaction fee of **\$0.50** will be added to the amount entered above.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

Pay
 Refresh
 Use Different Bank Account

* ▶	Bank Account	Account Holder	Address
<input checked="" type="checkbox"/>	GSCCCA XXXXXX XXXXXXXX04	GSCCCA FILER	Address: 1875 Century Blvd, Atlanta, GA, 30047 Phone: 404-327-9836

CANCEL
CONFIRM PAYMENT ←

Once the information is entered, click *Confirm Payment*. A summary screen will display. Review the information then click *Pay* to authorize payment.


Escrow Account Funding

Please verify funding information

Funding Amount:	\$100.00
Transaction Fee:	\$0.50
Total Payment:	\$100.50
Payment Date:	12/16/2024 4:08 PM
Funds Available Date:	Instant
Bank Account:	XXXXXX XXXXXXXX04 "GSCCCA"

[BACK](#) [PAY](#)

A Bank Account Authorization will appear indicating a successful or failed authorization. If successful, select *Close* to return to the Current Filings dashboard.



eFiling Portal

Georgia Superior Court Clerks' Cooperative Authority

Welcome, | [Log Out](#)

- [eFile Home](#)
- [Filings](#)
- [Account Management](#)
- [Funding & Payments](#)
- [Support](#)
- [Contact Us](#)
- [GSCCCA.org](#)

Escrow Account Funding

Bank Account Authorization Succeeded

Your bank account authorization succeeded. Your eFile account balance should now reflect the funds added.

[CLOSE](#)

If authorization fails, then select *Back* to return to the Drawdown Account Funding page to correct/modify the information.

The screenshot displays the eFiling Portal interface. At the top left, the logo for 'THE CLERKS AUTHORITY' is shown next to the text 'eFiling Portal' and 'Georgia Superior Court Clerks' Cooperative Authority'. A navigation menu below the header includes links for 'eFile Home', 'Filings', 'Account Management', 'Funding & Payments', 'Support', 'Contact Us', 'AOC', 'Office', 'Admin', and 'GSCCCA.org'. On the right side of the header, there is a 'Welcome, J | Log Out' notification. The main content area features the heading 'Escrow Account Funding' followed by the sub-heading 'Bank Account Authorization Failed'. Below this, a message states: 'We were unable to authorize your bank account for payment of fees. Click the Back button below to return to the information entry page and check your entries.' A prominent 'BACK' button is located below the message. At the bottom of the page, a small copyright notice reads: 'Copyright © 1995 - 2020 Georgia Superior Court Clerks' Cooperative Authority. All rights reserved. This site is best viewed with Internet Explorer 11 or higher.'

Fund by Wire Transfer

To fund escrow by Wire Transfer, click the *Wire Transfer* tab and if not approved, filers may request approval by clicking *Request Approval*.

Enter the amount in US dollars that you would like to add to your funding account.

Amount to Fund:

Credit Cards Bank Accounts **Wire Transfer**

Approval is required before using wire transfers to fund an escrow account.

←

Upon approval, view the wire transfer information and follow the instructions in conjunction with your financial institution.

Amount to Fund:

Credit Cards Bank Accounts **Wire Transfer**

Note: The Wire Reference Code must be included in the wire transfer details for funds to be automatically uploaded to your escrow account.

Escrow Account Funding via Wire Transfer

[Back to Escrow Account Funding](#)

Attention

- Your account is approved to send wire transfers
- Wire transfer funding behaves differently than other funding mechanisms and requires the user to initiate the wire transfer from their bank account to the GSCCCA bank account
- Each eFile Portal account will have a unique, static **Wire Reference Code** that must be included in the wire transfer details
- Wire transfers submitted outside of banking hours may not be available until the next banking day
 - Note: A wire transaction fee of \$5.00 will be deducted from the total authorized wire amount
- Currently, only domestic wire transfers are allowed

Wire Transfer Instructions:

1. Initiate a wire transfer from your bank to the GSCCCA bank account for the desired amount, which **should include \$5.00** extra to cover the GSCCCA wire transaction fee that will be deducted from the wire transfer
 - The wire reference code and GSCCCA banking information are listed below
2. Include your wire reference code in the memo/payment details field provided by your bank
3. Once the wire has been successfully processed, funds will be credited to your escrow account within 30 minutes
4. For questions, concerns, or assistance with wire transfer, contact our customer support at help@gsccca.org or 800-304-5174

Payment History

To view the transaction history of filings, select *Payment History* under the *Account Management* tab. This will give information on each transaction such as filing ID, status of the filing, the date the document was filed, and a brief description of the filing.

eFile Home Filings Account Management Funding & Payments Support Contact Us GSCCCA.org									
Home : Funding and Payments : Payment History									
Filer Transaction History									
Period: <input type="text" value="12/1/2024"/> to <input type="text" value="12/31/2024"/> <input type="checkbox"/> Include Pending									
<input type="text" value="Search Panel"/> <input type="button" value="Export to PDF"/> <input type="button" value="Export Data"/> <input type="button" value="Reset Grid"/> <input type="button" value="Customize Grid"/>									
Filing ID	Status	Filing Status	Date	County	Description	Sequence Number	Payment Total		
3549777	PENDING	AWAITING CLERK...	12/17/2024	Cook	Deed - 2025 Tab Level 2: Cook County Other		\$0.00		
					Deed - 2025 Tab Level 2: Cook County Conveyance Deed				
					Credit card recovery fee				
	PENDING		12/16/2024		ACH escrow funding recovery fee		\$5,000.50		
					Escrow funding from ACH PERSONAL				
3549244	POSTED	ACCEPTED	12/17/2024	Cook	UCC - 2025: Cook County UCC-1 Financing Statement	037-2024-123456	\$25.88		
					Credit card recovery fee				
	POSTED		12/16/2024		ACH escrow funding recovery fee		\$100.50		
					Escrow funding from ACH PERSONAL				
	POSTED		12/16/2024		Credit card escrow funding recovery fee		\$25.88		
2 Filings				1 Counties				\$5,178.64	
Page 1 of 2 (13 rows) <input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value=">"/> Rows per page: <input type="text" value="10"/>									
<input type="button" value="To Current Filings"/>									

Support

The Support Tab has a section for frequently asked questions, a filer guide, an identity verification guide, electronic forms, and more. Click the *Support* tab to access this area. Other support options include a list of each county and the type of eFiling each participant participates in.

[eFile Home](#) [Filings](#) [Account Management](#) [Funding & Payments](#) [Support](#) [Contact Us](#) [GSCCCA.org](#)

[Home](#) : **Support Area**

Support Area

Below are links to the pages in the Support area:

- [eFile Update History](#)
Major updates to the eFile system
- [Identity Verification Guide](#)
A guide for verifying an identity with eFile
- [Filer Guide](#)
A guide for filers
- [Filer FAQ](#)
Frequently asked questions for filers
- [Value Added Submitter FAQ](#)
Frequently asked questions for value added submitters
- [Vendor FAQ](#)
Frequently asked questions for vendors
- [Vendor Integration](#)
Instructions for Vendor / API integration
- [Electronic Forms](#)
Files and forms associated with the Uniform Commercial Code and Georgia's UCC Central Indexing System.
- [Participating Counties](#)
A list of counties participating in eFiling on the GSCCCA portal

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[Terms of Use](#)

Contact Us

To access GSCCCA customer support contact information and hours of operation along with contact information for Superior Court Clerks' offices, select the *Contact Us* tab. Please contact the GSCCCA when there are specific questions or concerns regarding the eFile portal. If there are questions regarding acceptance or rejection of a filing, please contact the county in which the document was filed.

eFile Home	Filings	Account Management	Funding & Payments	Support	Contact Us	GSCCCA.org
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[Home](#) : **Contact Us**

Contact Us

For immediate assistance on how to eFile a document or for any technical issue, please contact GSCCCA Customer Support at:
(800) 304-5174 or
(404) 327-9760
You may also email us at help@gsccca.org.

The GSCCCA Customer Support Center Hours of Operation are M-F, 7:30am - 6:00pm ET, except for holidays.

If you have specific questions regarding your filing, contact the Clerk of Superior Court of the county in which you filed. Click this link to search for a specific Clerk of Superior Court:
<http://www.gsccca.org/clerks/>