

Digital Plat Submission and Recording

Richard Elkins, GISP, Land Records Manager
NC Department of the Secretary of State

Secretary of State
Elaine F. Marshall



www.sosnc.gov

Notices:



- There are many E-Signing applications available and you may use any application that meets the requirements of the North Carolina Board of Examiners for Engineers and Surveyors for electronic signatures.
- For E-Recording, you must use a service that has Agreements and software integration in place with that county's Register of Deeds.
- For the purpose of this Demo, we have partnered with DocVerify (e-Signatures) and Simplifile (e-Recording).

47-30(o) E-Recording Requirements

- (o) The requirements of this section regarding plat size, reproducible form, and evidence of required certifications shall be met with respect to a plat that is an "electronic document," as that term is defined in G.S. 47-16.2(3), if all of the following conditions have been met:
 - (1) The register of deeds has authorized the submitter to electronically register the electronic document.
 - (2) The plat is submitted by a United States federal or a state governmental unit or instrumentality or a trusted submitter. For purposes of this subsection, "a trusted submitter" means a person or entity that has entered into a memorandum of understanding regarding electronic recording with the register of deeds in the county in which the electronic document is to be submitted.

(Continued)

- (3) Evidence of required certifications appear on the digitized image of the document as it will appear on the public record.
- (4) With respect to a plat submitted by a trusted submitter, the digitized image of the document as it will appear on the public record contains the submitter's name in the following completed statement on the first page of the document image:

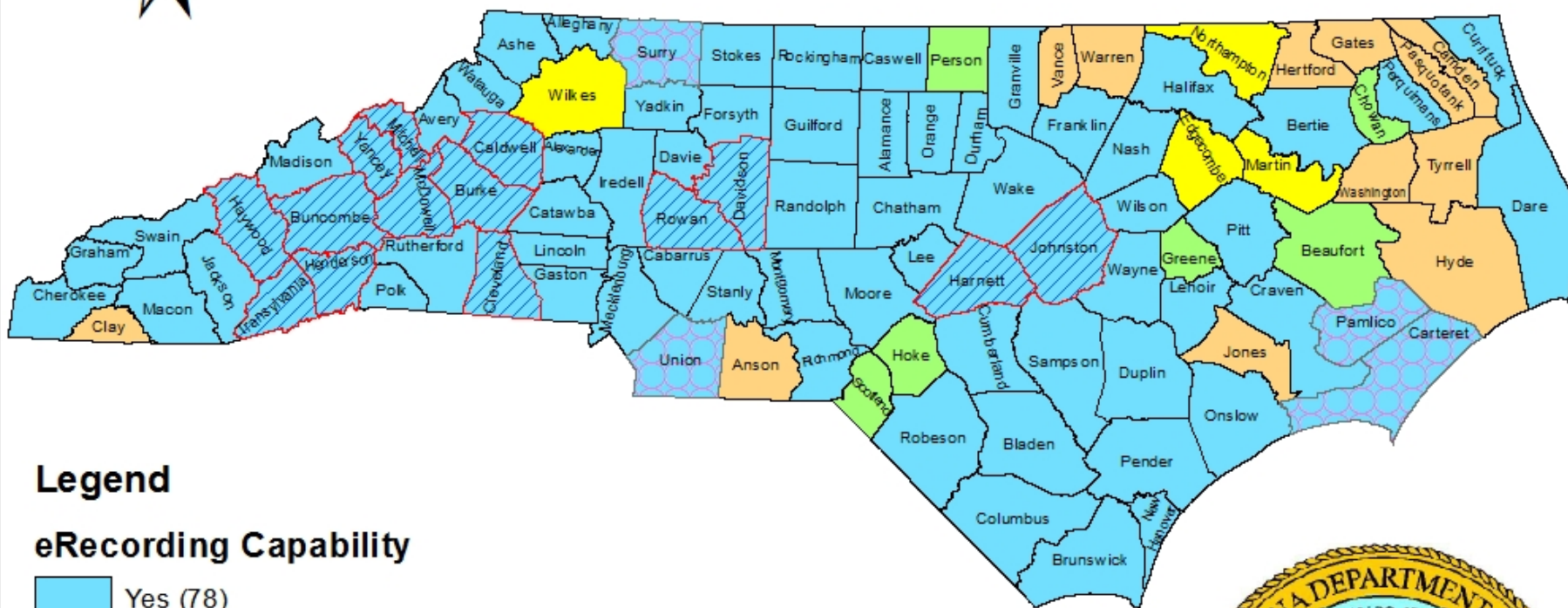
"Submitted electronically by _____ (submitter's name) in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with the _____ (insert county name) County Register of Deeds."

- (5) Except as otherwise provided in this subsection, the digitized image of the plat conforms to all other applicable laws and rules that prescribe recordation. (emphasis added)
- *Note: the statement above will be added by the eRecording vendor. (Step 3 of the process)*



North Carolina E-Recording Counties

July 23, 2019



Legend

eRecording Capability

- Yes (78)
- Satisfactions Only (6)
- Within 12 months (4)
- No (12)

eRecording Maps

- Yes (14)
- Ready (4)

Map prepared by:
Richard Elkins, GISP
Land Records Manager
NC Secretary of State
Land Records Management Program



Digital Plat Recording Process

Consists of Three Phases

Step 1:

(Preliminary)

Use Email (or FTP if available) to submit draft map and make any necessary revisions.

Step 2:

(Digital Signatures)

Use Approved Digital Signature Service to obtain necessary signatures on the map.

Step 3:

(e-Recording)

Use ROD-Approved e-Recording Service to submit signed map to the Register of Deeds.

Throughout the whole process,
The Surveyor guides their map
through the steps from Preliminary
to Signing to Recording



Before Creating your PDF

- Adjust any certificates to conform to the E-Signature format and the date format.

NORTH CAROLINA

BRUNSWICK COUNTY

I, THOMAS W. MORGAN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DESCRIPTION RECORDED IN _____ SEE PLAT _____, THAT THE ERROR OF CLOSURE AS CALCULATED BY COMPUTER IS 1/ _____ NA _____, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES, PLOTTED FROM INFORMATION REFERENCED, THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS _____ DAY OF _____, A.D. 2016.

Thomas W. Morgan

THOMAS W. MORGAN, P.L.S.
C532BBP6P398417...
REGISTRATION NUMBER L-2518
SEAL OR STAMP

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA
COUNTY OF _____ **Orange**

David S. Tuttle

I, _____, REVIEW OFFICER OF _____ **Orange** COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

David S. Tuttle

REVIEW OFFICER
CC9C506488E48D...
2/16/2016

DATE _____

Preliminary Approval: (Step 1)

- 1. The surveyor creates a PDF of their map with the note: "Final Drawing - For Review Purposes Only".
(the surveyor will have to add any required certificates to the plat - the reviewer will not have the option of adding a certificate).
- 2. The surveyor will email (or FTP) this PDF to the individuals that are required to review the plat (Planner, Review Officer, DOT, etc.) asking them to review and comment.

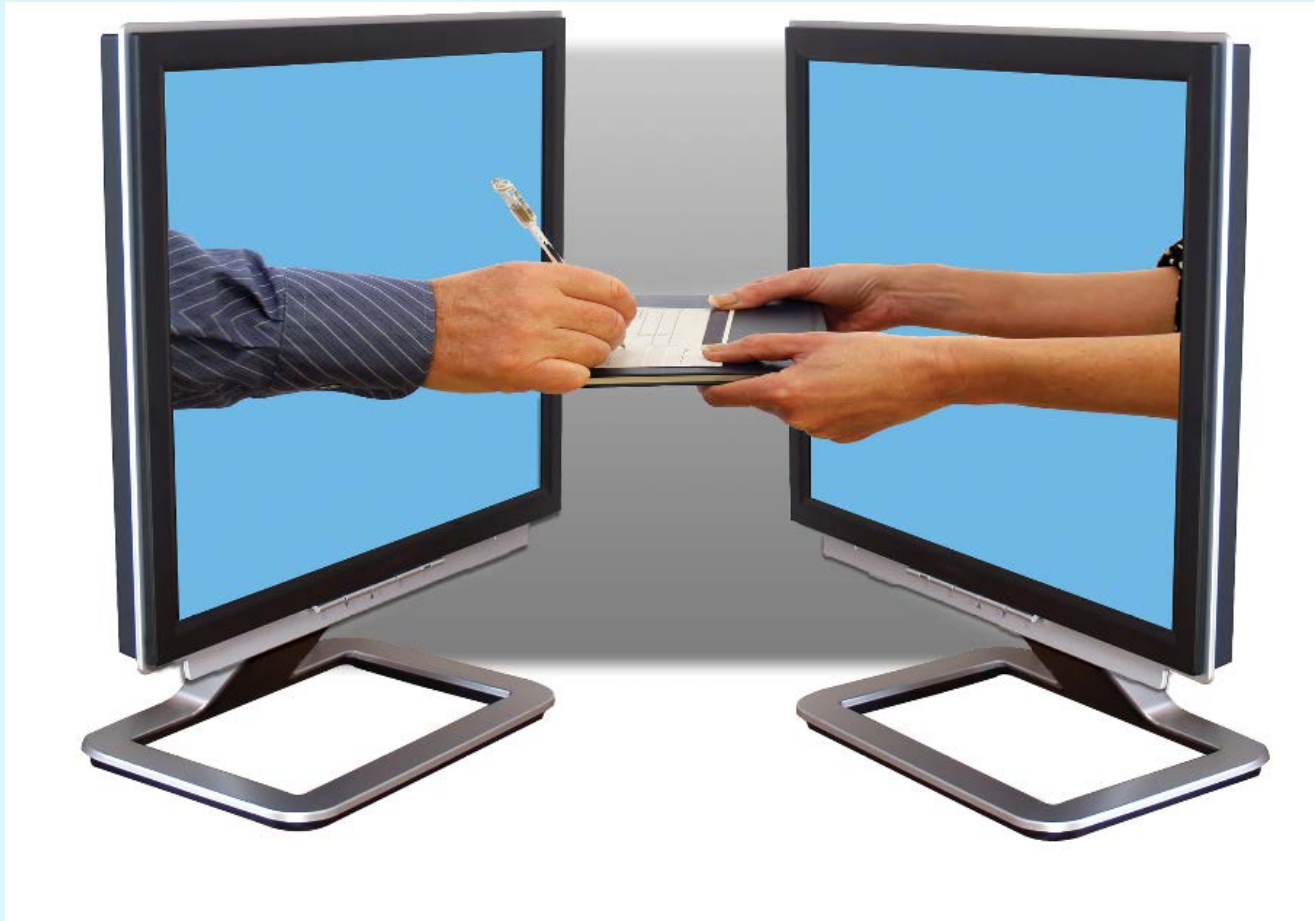


Preliminary Approval: (Step 1)

- 3. The reviewer will perform the review and make any comments regarding revisions that are necessary.
- 4. The Surveyor will make revisions, repeating the process until preliminary approval is achieved.
- During this phase, arrangements for any impact or review fees will need to be paid, and Planning Board approvals (if needed) will take place.

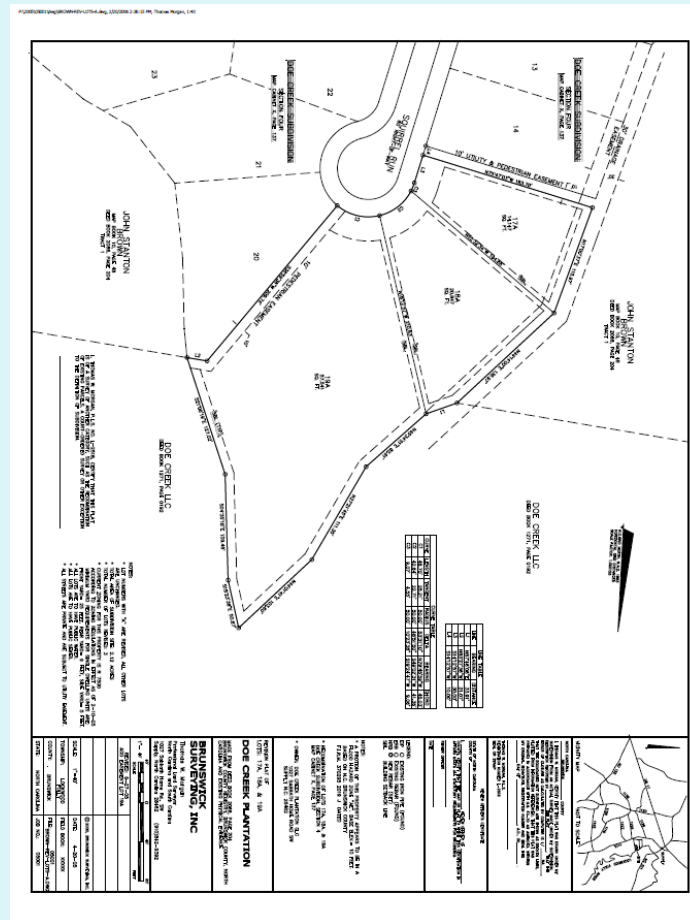


Lets look at the e-Signing Process (Step 2)



First get your plat ready

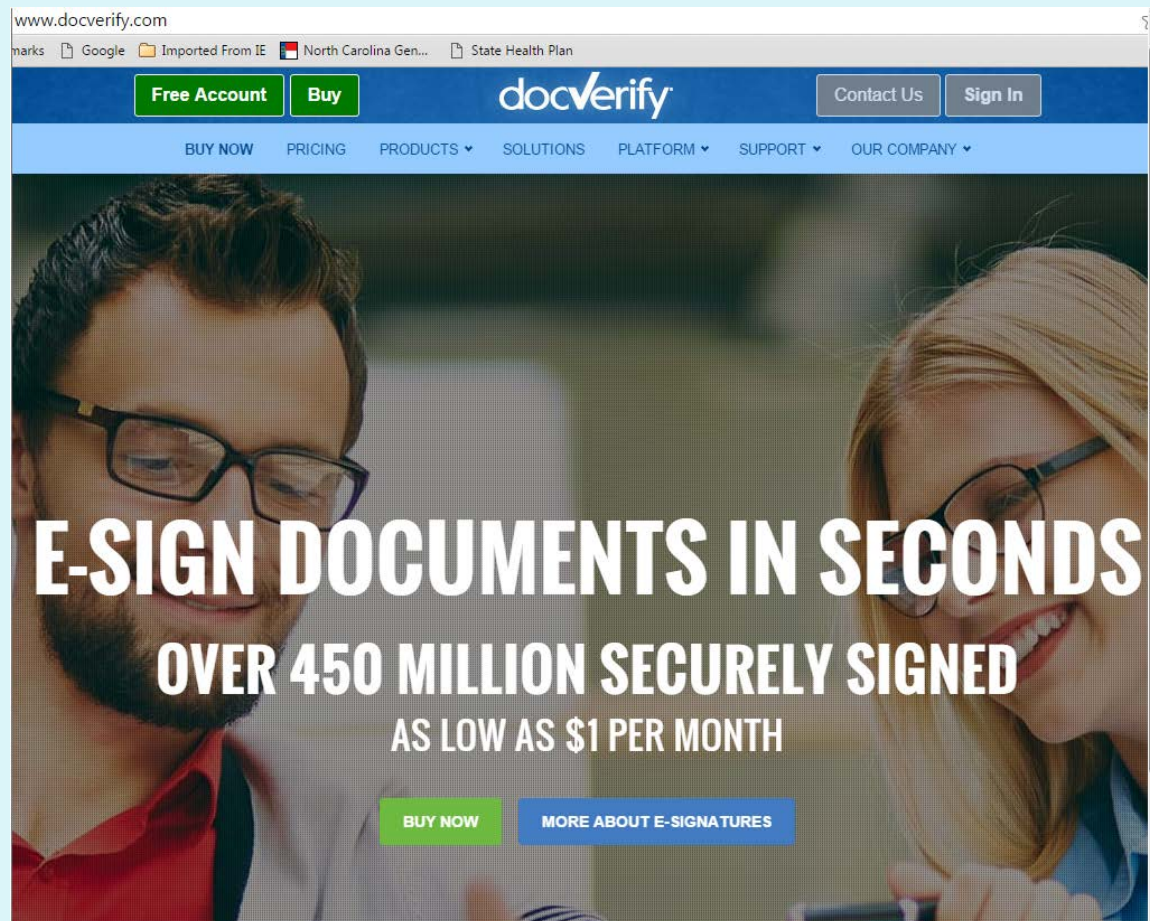
If the plat is not oriented properly it must be fixed before uploading. This system does not have a rotate function.



Now it's time to log in to our E-Signing Vendor.

- There are many e-signing applications available and you may use any application that meets the requirements of the North Carolina Board of Examiners for Engineers and Surveyors for electronic signatures.
- For the purpose of this Demo, we have partnered with DocVerify.
 - <http://www.docverify.com/>
- Be sure to review North Carolina Board of Examiners for Engineers and Surveyors rule 21 NCAC 56 .1103 STANDARD CERTIFICATION REQUIREMENTS for signing and sealing a drawing in paper and electronically.

www.docverify.com



Member Sign In Screen

(You will need to create an account)

Free Account **Buy** docVerify **Contact Us** **Sign In**

BUY NOW **PRICING** **PRODUCTS** **SOLUTIONS** **PLATFORM** **SUPPORT** **OUR COMPANY**

Members Sign In

Sign in to DocVerify to access documents or send documents for e-Signatures.

Username:

Password:

Sign In

[Forgot Password](#), [Forgot Username](#), or [Verify Code?](#)

Not a Member?

Get a Free Account **See Our Pricing Page**

Once you are set up

Let's upload a map for signing.



Contract Management

[Add New E-Sign Document](#)[Get Help](#)

| Credits Used Last Month | Credits Used in March | Created in March | Completed in March |
|--|--|--|--|
| <div><div></div><div>0</div><div>0</div></div> | <div><div></div><div>0</div><div>0</div></div> | <div><div></div><div>0</div><div>0</div></div> | <div><div></div><div>0</div><div>0</div></div> |

Dashboard

[Export Signed to Excel](#)

Out to be Signed

Waiting to be Signed

Signed or Notarized

[Refresh Tab](#)

You have no documents waiting to be Signed

E-signature documents automatically expire 45 days if not complete
*Electronic Notary is not available in all states. Please check with your state.

[Show/Hide Legend](#)

Navigate to the PDF of your plat

The screenshot shows a web interface for adding new documents. At the top is a blue header with the text "Add New Document" and a dark blue button labeled "Info and Help Menu". Below the header is a grey bar with the text "Select Request Type" and a "Help" link. Under this bar are three buttons: "E-Signatures" (highlighted in dark blue), "VeriVault", and "E-Notary Request". Below these is another grey bar with the text "Select a Document" and a "Help" link. Under this bar are three buttons: "Your Drive" (highlighted in dark blue), "Your document library is empty", and "Share URL". Below these buttons is a text input field, a "Select" button, and a large blue arrow pointing to the "Select" button. Below the "Select" button is a dashed box containing the text "Drag and Drop Supported Files Here". At the bottom are two buttons: "Combine Documents" (highlighted in dark blue) and "Document Packet".

Add New Document [Info and Help Menu](#)

Select Request Type [Help](#)

E-Signatures VeriVault E-Notary Request

Select a Document [Help](#)

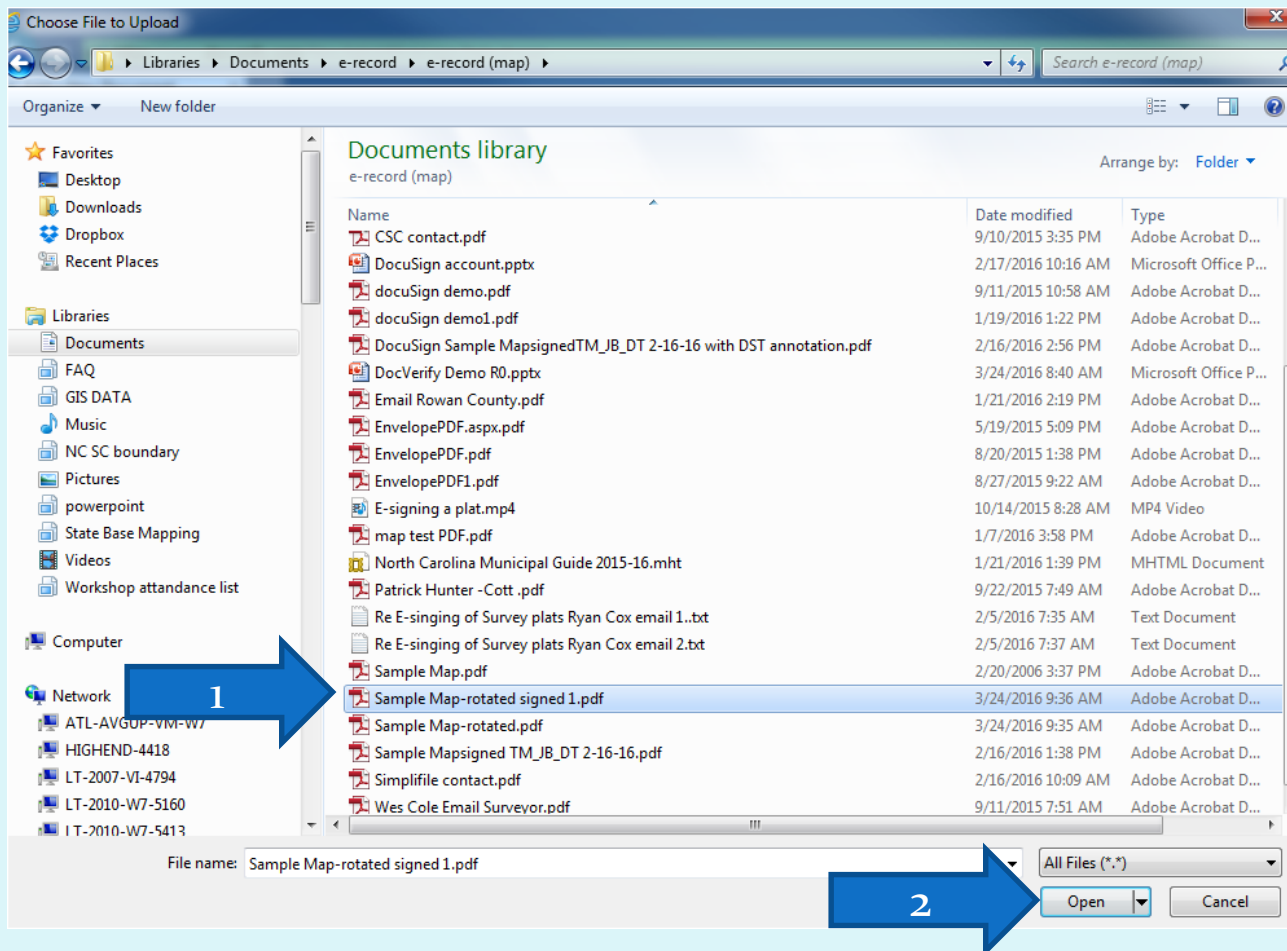
Your Drive Your document library is empty Share URL

Select


Drag and Drop Supported Files Here

Combine Documents Document Packet

Select Your map and “open”.



The next step is to add the email addresses of each signer of the map.



E-Signature Recipients [Help](#)

*Please enter or select up to 20 signers excluding yourself

Add Signer

Signers List
Your signers or recipient list is empty.

Instructions: To add a new signer's email address, simply click on the text box above, enter a new signer by typing in their email address above or select a new email address, and then click "Add Signer".

Total Signers: 0

CC'd Only: - please select email from above, and then click CC. Max 3.

Your Signature:
I do NOT want to sign I want to sign **LAST** I want to sign **FIRST**

E-Signature Options [Help](#)

Hide Options Extended Options Security and Authenticity Options

Do not add yourself as a signer in this list.

E-Signature Recipients [Help](#)

*Please enter or select up to 20 signers excluding yourself

Signers List
Your signers or recipient list is empty.

Instructions: To add a new signer, click the **ADD** button above, enter a new email address in the text box above, enter a new name in the text box above or select a new email address from the dropdown menu above.

Total Signers: 0

CC'd Only: - please select email address

Your Signature:

Owner Email

You cannot add your own email here.

If you want to sign this document, click "**I Sign Last**" or "**I Sign First**" below.

There is a separate option for you to sign First or Last. A Surveyor must sign “First”.

E-Signature Recipients

[Help](#)

*Please enter or select up to 20 signers excluding yourself

Signers List
Your signers or recipient list is empty.

Instructions: To add a new signer's email address, simply click on the text box above, enter a new signer by typing in their email address above or select a new email address, and then click "Add Signer".

Total Signers: 0

CC'd Only: - please select email from above, and then click CC. Max 3.

Your Signature:

E-Signature Options

[Help](#)

DocVerify is used for E-Signatures for all types of documents. You must tell it that you as the originator are one of the signers and what stage your signature should be added to the document.



Now add the other signers in the order they should sign.

The screenshot shows the 'E-Signature Recipients' interface. A blue arrow labeled '1' points to the left side of the interface. Another blue arrow labeled '2' points down to the 'Add Signer' button. The interface includes a header bar with the title 'E-Signature Recipients' and a 'Help' link. Below the header, there is a text input field with the placeholder 'Enter or select signer email address here' and an 'Add Signer' button. A section titled 'Signers List' contains the message 'Your signers or recipient list is empty.' and instructions on how to add a new signer. Below this, there is a 'Total Signers: 0' status bar. A 'CC'd Only' section with a text input field and a 'Max 3' limit is also present. The 'Your Signature' section includes three buttons: 'I do NOT want to sign', 'I want to sign LAST', and 'I want to sign FIRST'. At the bottom, there is an 'E-Signature Options' section with a 'Help' link and three tabs: 'Hide Options', 'Extended Options', and 'Security and Authenticity Options'.

E-Signature Recipients [Help](#)

*Please enter or select up to 20 signers excluding yourself

Enter or select signer email address here **Add Signer**

Signers List
Your signers or recipient list is empty.

Instructions: To add a new signer's email address, simply click on the text box above, enter a new signer by typing in their email address above or select a new email address, and then click "Add Signer".

Total Signers: 0

CC'd Only: - please select email from above, and then click CC. Max 3.

Your Signature:
I do NOT want to sign I want to sign **LAST** I want to sign **FIRST**

E-Signature Options [Help](#)

Hide Options Extended Options Security and Authenticity Options

Who signs the map?

- Maps submitted digitally must have all the same signatures as a hard-copy map. We are just getting those signatures digitally instead of physically.
- During the Preliminary Review, the local jurisdiction should provide email addresses for the governmental signers of the plat. Depending on the situation these may include:
 - DOT
 - Environmental Health
 - Planning
 - Review Officer



Who signs the map?

- You do not include the Register of Deeds in the Step 2 e-Signatures, they are not involved until Step 3 when we record the plat.
- Some jurisdictions require owners to sign the plat (and possibly require that to be notarized.) This complicates the process significantly (as well as taking up valuable space on your map.)
- Jurisdictions can help streamline the process by requiring owners to sign applications, rather than maps. Removing requirements for submitting paper copies facilitates digital submission as well.



Who signs the map?

- Using email addresses of individual employees as signers can be done, but risks significant delay if someone is sick or on vacation.



- Talk to your IT Department about options of shared email boxes or aliases with multiple recipients.
reviewofficer@county.gov
- This prevents one person's absence from holding up the whole process.

We have added 3 to the signing list.

***Please enter or select up to 20 signers excluding yourself**

| | | | |
|--|----------|--|--|
| Signer 1: dstuttle@ncbels.org | Signer ▼ | <input type="button" value="CC Only"/> | <input type="button" value="▲"/> <input type="button" value="▼"/> |
| Signer 2: ostallworth@sosnc.gov | Signer ▼ | <input type="button" value="CC Only"/> | |
| Signer 3: tmorgan@sosnc.gov | Signer ▼ | <input type="button" value="CC Only"/> | |

Total Signers: **3**

CC'd Only: - please select email from above, and then click CC. Max 3.

We can rearrange the order of signers and can change the status to signer receive a carbon copy (CC only)

Drag and
Drop to
change the
order

Extended
Options

The screenshot shows the 'E-Signature Recipients' form. A blue arrow labeled '1' points to the 'Add Signer' button. A blue arrow labeled '2' points to the 'Extended Options' tab. A blue arrow labeled '3' points to the 'Submit' button at the bottom of the page.

E-Signature Recipients [Help](#)

*Please enter or select up to 20 signers excluding yourself

Enter or select signer email address here [Add Signer](#)

| | | | |
|---------------------------------|-------------------------------------|--|-------------------------------------|
| Signer 1: tmorgan@atmc.net | <input type="text"/> | <input type="button" value="CC Only"/> | <input type="button" value="Up"/> |
| Signer 2: ostallworth@sosnc.gov | <input type="text"/> | <input type="button" value="CC Only"/> | <input type="button" value="Down"/> |
| Signer 3: dstuttle@ncbels.org | <input type="text" value="Signer"/> | <input type="button" value="CC Only"/> | |

Total Signers: 4 (including you) [Remove Selected Signer](#)

CC'd Only: - please select email from above, and then click CC. Max 3.

Your Signature:

E-Signature Options [Help](#)

[Hide Options](#) [Extended Options](#) [Security and Authenticity Options](#)

Optional Items [Help](#)

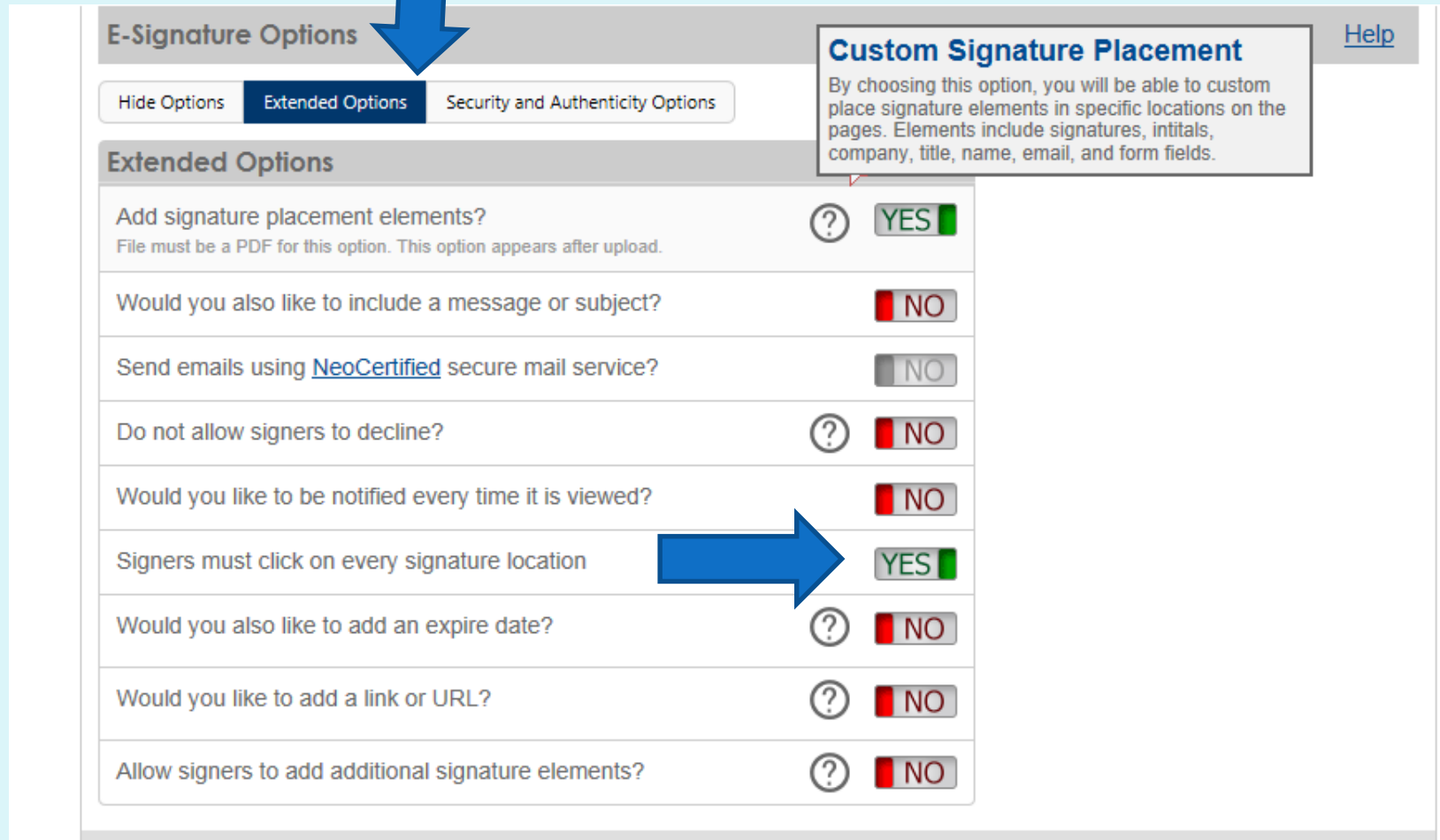
[Hide](#) [Show Name, Description, or Client ID](#)

E-Signature Options: ,

[Submit](#)

Pick submit at the bottom of the page

Under E-Signature options change Signer Must click on every Signature Location to “YES”



The screenshot shows the 'E-Signature Options' interface. A blue arrow labeled '2' points to the 'Extended Options' tab. A callout box titled 'Custom Signature Placement' explains that this option allows customizing signature elements. A second blue arrow points to the 'Signers must click on every signature location' option, which is currently set to 'YES'.

E-Signature Options [Help](#)

Hide Options **Extended Options** Security and Authenticity Options

Extended Options

Add signature placement elements? ? **YES**
File must be a PDF for this option. This option appears after upload.

Would you also like to include a message or subject? **NO**

Send emails using [NeoCertified](#) secure mail service? **NO**

Do not allow signers to decline? ? **NO**

Would you like to be notified every time it is viewed? **NO**

Signers must click on every signature location **YES**

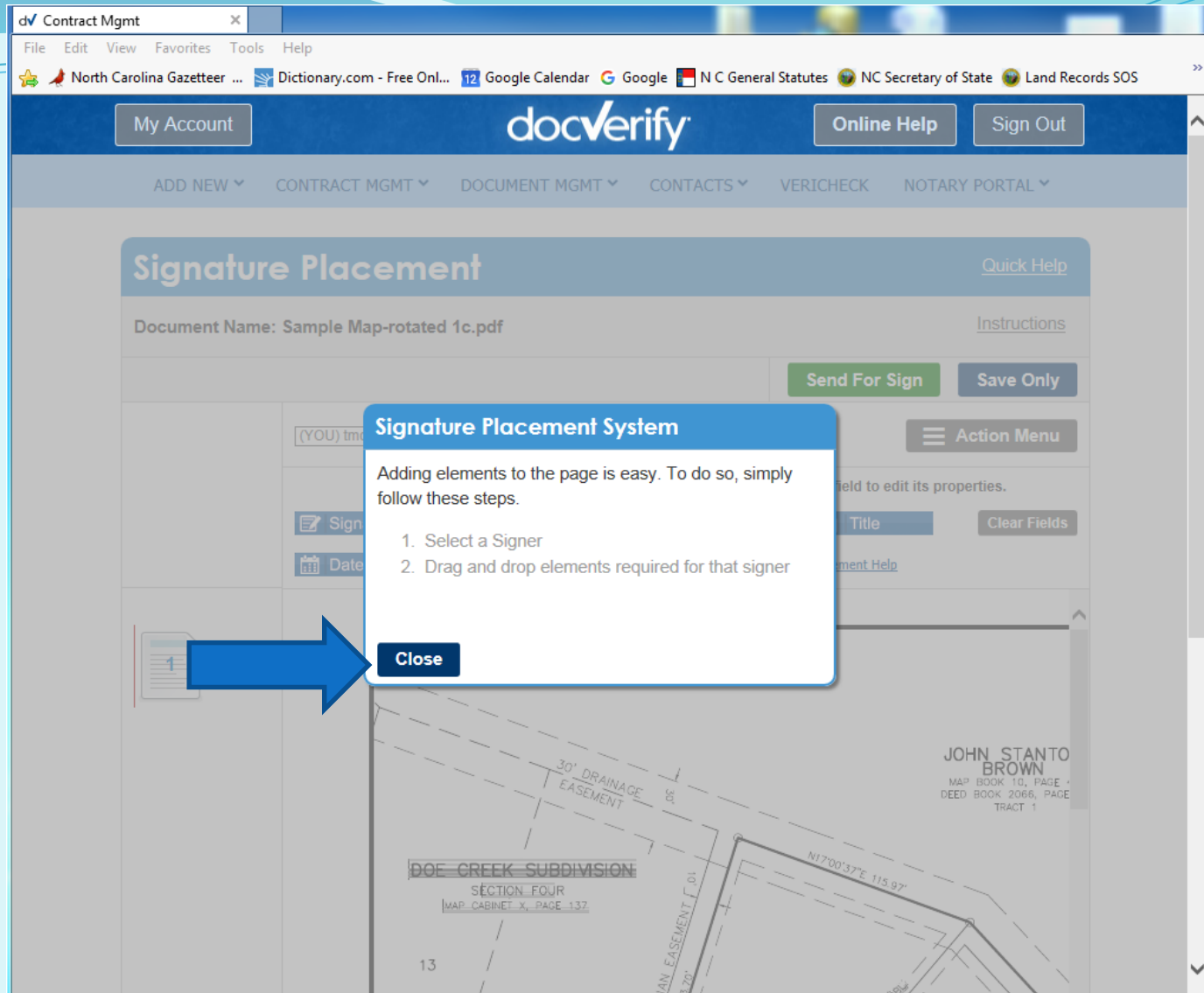
Would you also like to add an expire date? ? **NO**

Would you like to add a link or URL? ? **NO**

Allow signers to add additional signature elements? ? **NO**

Custom Signature Placement
By choosing this option, you will be able to custom place signature elements in specific locations on the pages. Elements include signatures, initials, company, title, name, email, and form fields.

After reading the popup menu, select close.



The Surveyor must set up their own signatures as well as other signers.

The screenshot displays a software interface for creating legal documents. At the top right, there are two buttons: "Send For Sign" (green) and "Save Only" (dark blue). Below these is a dropdown menu showing "(YOU) tmorgan@sosnc.gov" and an "Action Menu" button. A central instruction reads: "Drag and drop elements below onto the document. Right-click on a field to edit its properties." Below this instruction is a toolbar with two rows of buttons. The first row includes "Signature" (with a blue circle '1' next to it), "Initials", "Name", "Company", "Title", and a "Clear Fields" button. The second row includes "Date", "Email", "Form Field", "Checkbox", and a link to "Element Help". On the left side, there is a document icon with a blue circle '2' next to it. The main workspace shows a sample document titled "VICINITY MAP" and "NOT TO SCALE". The text on the document includes: "NORTH CAROLINA BRUNSWICK COUNTY", "I, THOMAS W. MORGAN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DESCRIPTION RECORDED IN SEE PLAT, THAT THE ERROR OF CLOSURE AS CALCULATED BY COMPUTER IS 1/ NA", "THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES, PLOTTED FROM INFORMATION REFERENCED, THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS", and a signature block with "Signature: tmorgan@sosnc.gov" (highlighted with a yellow box and a blue circle '1') and "(s) Date" (with a blue circle '2'). At the bottom, it says "THOMAS W. MORGAN, P.L.S. REGISTRATION NUMBER 1-3518".

If GS 47-30(f)(11) Certification is separate, it must also be signed by the surveyor and dated.

S2: tmorgan@atmc.net (Signer)

Action Menu

Drag and drop elements below onto the document. Right-click on a field to edit its properties.

Signature **Initials** **Name** **Company** **Title** **Clear Fields**

Date **Email** **Form Field** **Checkbox** [Element Help](#)

1

2

NOTES:

- * LOT NUMBERS ARE UNCHANGED
- * TOTAL AREA OF
- * TOTAL NUMBER
- * CURRENT ZONING ACCORDING TO MINIMUM YARD FRONT YARD= ALL LOTS ARE ALL LOTS ARE ALL STREETS ARE

I, THOMAS W. MORGAN, P.L.S. NO. L-2518, CERTIFY THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION

Signature: S2: tmorgan@atmc.net (Sign) **(S2) Date**

1 **2**

Chose each subsequent email from the list and set up that signer's certificate(s).

The screenshot shows a software interface for document signing. At the top, a list of signers is displayed in a dropdown menu:

- (YOU) tmorgan@sosnc.gov
- S2: tmorgan@atmc.net (Signer)
- S3: ostallworth@sosnc.gov (Signer)
- S4: dstuttle@ncbels.org (Signer)

Below the list, a text prompt reads: "Drag and drop elements below onto the document".

A toolbar contains six buttons for adding elements to the document:

- Signature (pencil icon)
- Initials (ID card icon)
- Name (person icon)
- Date (calendar icon)
- Email (envelope icon)
- Form Field (form icon)

The bottom portion of the interface shows a document page with the number "20" and a technical drawing of a road layout. The drawing includes a line labeled "29.74'", a dashed line labeled "10'", and the word "CEMENT" partially visible.

When setting up the signers, they should be in the order they need to sign.

Review Officer is always LAST!

They check for all other required signatures.

S3: ostallworth@sosnc.gov (Signer) Action Menu

Drag and drop elements below onto the document. Right-click on a field to edit its properties.

1 Signature 2 Initials 3 Name 4 Company Title Clear Fields

2 Date Email 4 Form Field Checkbox [Element Help](#)

| LINE | BEARING | DISTANCE |
|------|-------------|----------|
| L1 | N67°46'06"E | 33.91' |
| L2 | N83°27'36"W | 21.07' |
| L3 | S14°12'57"W | 30.00' |
| L4 | S14°12'57"W | 10.00' |

| LENGTH | TANGENT | RADIUS | DELTA | BEARING | CHORD |
|--------|---------|--------|-----------|-------------|--------|
| 46.70' | 25.21' | 50.00' | 53°31'10" | N79°45'59"W | 45.03' |
| 42.64' | 22.71' | 50.00' | 48°51'50" | S49°02'31"W | 41.36' |
| 9.07' | 4.55' | 50.00' | 10°23'38" | S19°24'47"W | 9.06' |

THOMAS W. MORGAN, P.L.S.
REGISTRATION NUMBER L-2518
SEAL OR STAMP

REVIEW OFFICER'S CERTIFICATE

4 (S3) Form Field

3 (S3) Name (S3) Form Field

1 Signature: S3: ostallworth@sosnc.gov

2 (S3) Date

DATE

LEGEND:

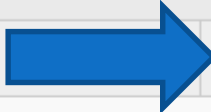
When you are finished placing signature data pick “Send For Sign”

Signature Placement


[Quick Help](#)


Document Name: Sample Map-rotated 1c.pdf

[Instructions](#)





Send For Sign**Save Only**


S4: dstuttle@ncbels.org (Signer) 


 **Action Menu**


Drag and drop elements below onto the document. Right-click on a field to edit its properties.

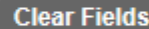
 Signature


 Initials


 Name


 Company


 Title

 Clear Fields

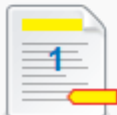
 Date

 Email

 Form Field

 ☒ Checkbox

[Element Help](#)



| | | |
|----|--------------|--------|
| L3 | S14°12'57" W | 30.00' |
| L4 | S14°12'57" W | 10.00' |

| CURVE | LENGTH | TANGENT | RADIUS | DELTA | BEARING | CHORD |
|-------|--------|---------|--------|-----------|-------------|--------|
| C1 | 46.70' | 25.21' | 50.00' | 53°31'10" | N79°45'59"W | 45.03' |
| C2 | 42.64' | 22.71' | 50.00' | 48°51'50" | S49°02'31"W | 41.36' |
| C3 | 9.07' | 4.55' | 50.00' | 10°23'38" | S19°24'47"W | 9.06' |

S3: oostallworth@so...

REVIEW OFFICER

(S3) Date

DATE

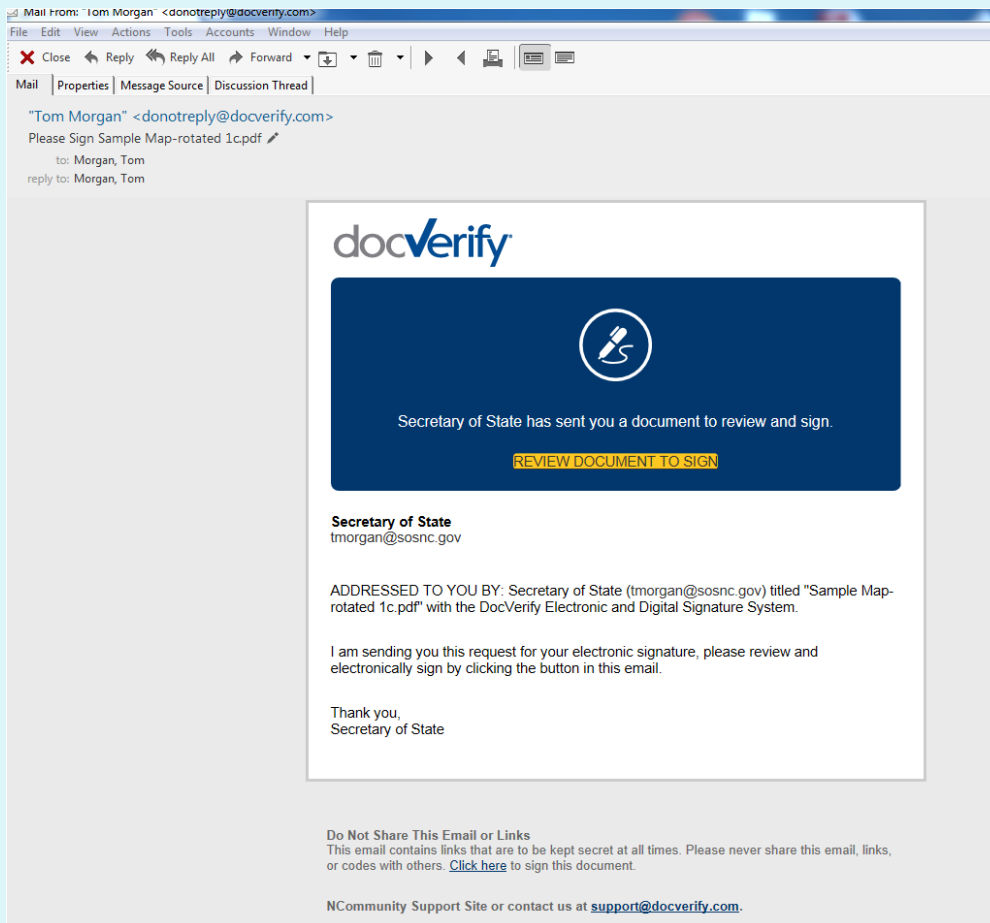
LEGEND:

EIP ☐ EXISTING IRON PI

ERB ☐ EXISTING REBAR

NRB ☒ NEW REBAR (SET

You will receive an email taking you to the portal to affix your digital signature(s).



Each subsequent signer will receive a similar email, but only when the previous signers are complete.

While an option is available to sign by any touch-screen capable device, no special hardware or software is required for signers. It can be done on a PC, tablet, or even smartphone. It only requires email access and a web browser.



Digital Signatures have no requirement to resemble your handwritten signature.

What constitutes a digital signature is your name, combined with other collected information, such as IP and MAC addresses of the device used when digitally signing the map.

You must agree if you are going to sign, then select I agree to continue

Notice the pop up menu at the bottom of the page.

If you allow DocVerify to track your location (IP address, etc), that location will be imbedded in the document's metadata

8/7/2019

The screenshot shows the DocVerify user interface. At the top is a dark blue header with 'My Account', the 'docverify' logo, 'Online Help', and 'Sign Out'. Below this is a light blue navigation bar with links: 'ADD NEW', 'CONTRACT MGMT', 'DOCUMENT MGMT', 'CONTACTS', 'VERICHECK', and 'NOTARY PORTAL'. The main content area is titled 'Please Review and Sign The Documents' and 'Requested by: Thomas W Morgan'. A grey bar contains the text 'Please read the [Electronic Signature and Records Disclosure](#).', a checkbox labeled 'I agree to use electronic signatures and records.', and buttons for 'I Agree' Continue' and 'More Actions'. Below this is a section 'Message from Thomas W Morgan:' with the text 'I am sending you this request for your electronic signature, please review and electronically sign by clicking the button above.' followed by a horizontal line. Further down, it states 'By entering your signature, initials, and clicking to sign, you are agreeing and accepting the [Terms of Use](#), and you also consent to electronic signatures in this request.' and 'You will not be able to download this document again after you Sign it. It will be viewable to you again once all parties have Signed the document. If applicable, your voice recording with VeriVoice will also be recorded and attached to the document.' At the bottom, a yellow-bordered notification bar says 'docverify.com wants to track your physical location.' with buttons for 'Allow once', 'Options for this site', and a close icon. Three blue arrows with numbers 1, 2, and 3 point to the notification bar, the checkbox, and the 'I Agree' Continue' button respectively.

My Account docverify Online Help Sign Out

ADD NEW CONTRACT MGMT DOCUMENT MGMT CONTACTS VERICHECK NOTARY PORTAL

Please Review and Sign The Documents
Requested by: Thomas W Morgan

Please read the [Electronic Signature and Records Disclosure](#).
☐ I agree to use electronic signatures and records. 'I Agree' Continue More Actions

Message from Thomas W Morgan:

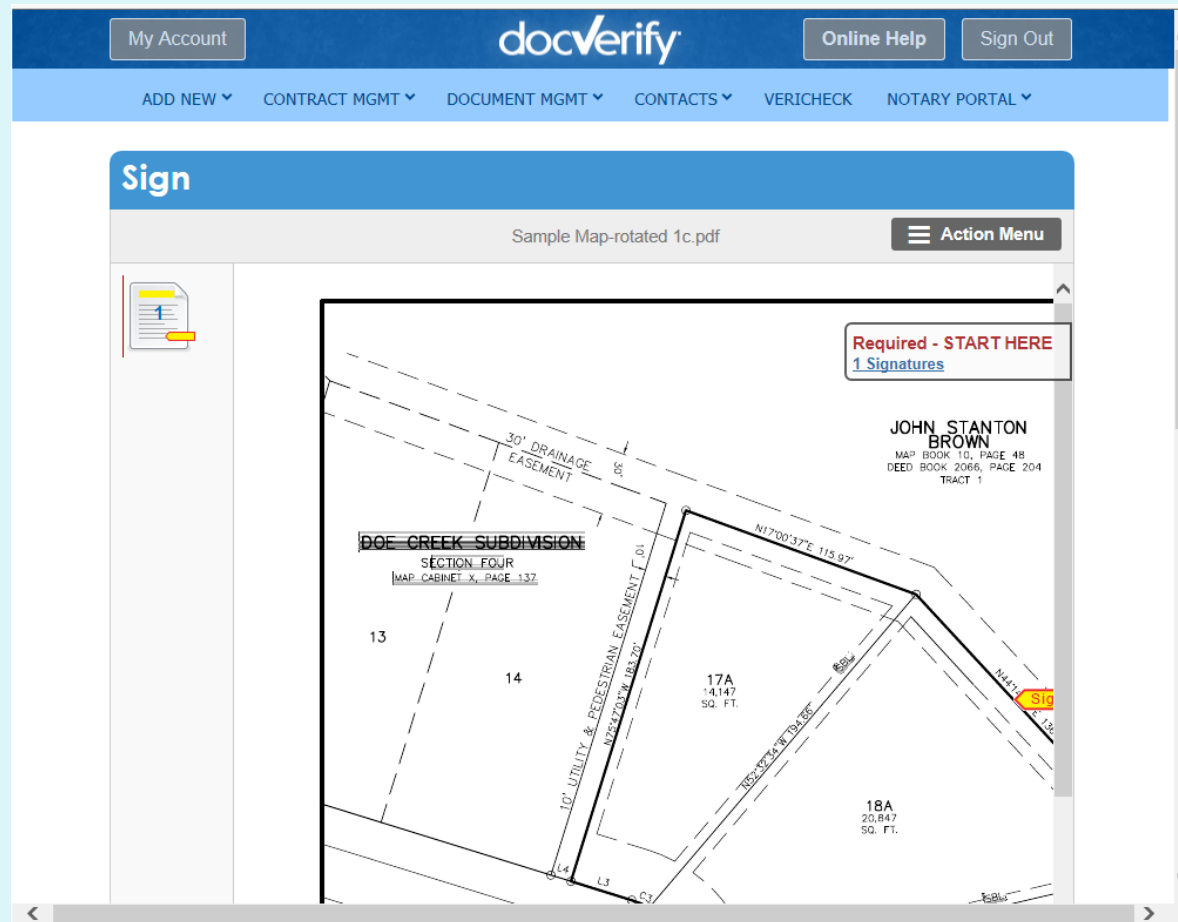
I am sending you this request for your electronic signature, please review and electronically sign by clicking the button above.

By entering your signature, initials, and clicking to sign, you are agreeing and accepting the [Terms of Use](#), and you also consent to electronic signatures in this request.

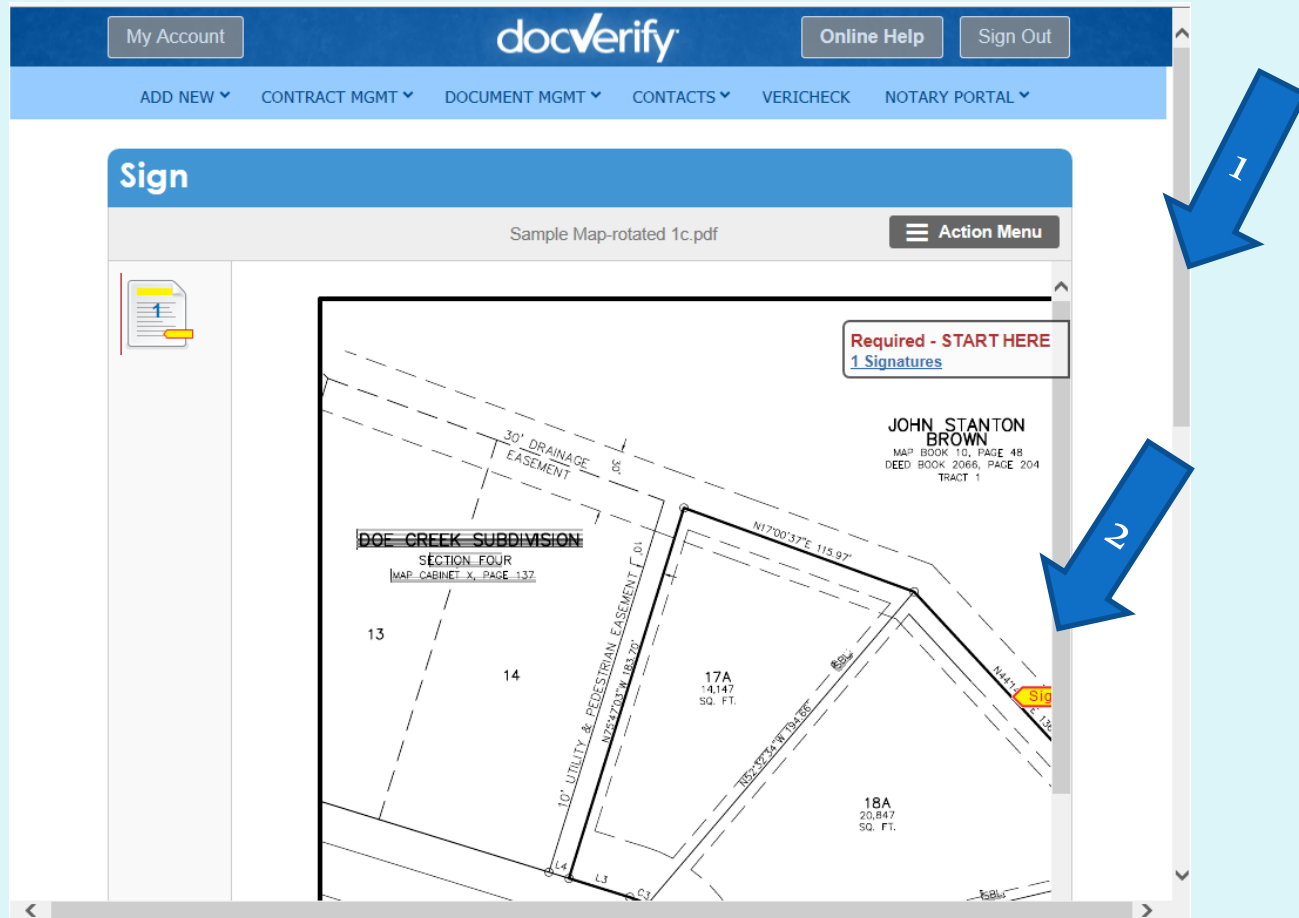
You will not be able to download this document again after you Sign it. It will be viewable to you again once all parties have Signed the document. If applicable, your voice recording with VeriVoice will also be recorded and attached to the document.

docverify.com wants to track your physical location. Allow once Options for this site x

Access to sign the map is via a secure web portal. There are no tools to alter the map, only to sign.



Note: There two sets of Scroll Bars, you will have to use both sets.



Use the outer Scroll Bars to get to the signature area and fill it out.

The screenshot displays a document viewer with a map at the top and a signature pad below. The map shows a subdivision labeled "DOE CREEK SUBDIVISION" and "SECTION FOUR" with a reference to "MAP CABINET X, PAGE 137". A "PEDESTRIAN EASEMENT" is also indicated. The signature pad section includes a "Show Signature Pad" button, a "Sign Below" header, and input fields for a signature and initials. A red instruction states: "Please make sure to use your FULL NAME. Ex: John Smith. Letters only. No numbers or special characters allowed." The signature field contains "Thomas W. Morgan" and the initials field contains "TWM". At the bottom are "Sign This Document" and "Cancel" buttons. Two blue arrows with numbers 1 and 2 point to the signature and "Sign This Document" buttons respectively.

Signature Pad - Optional. Click "Show Signature Pad" to begin. [Show Signature Pad](#)

Sign Below

*Signature: Ex. John Smith. Letters only.

*Initials:

[Sign This Document](#) [Cancel](#)

Note the "Show Signature Pad" option if you do have a touch-screen.

Next, Use the inner Scroll Bars to review the document and to navigate to your signing area

If there are
“form fields” in
the document
you should
populate them
before signing.

Click to sign.

p-rotated 1c.pdf

Action Menu

VICINITY MAP NOT TO SCALE

Start Over

NORTH CAROLINA
BRUNSWICK COUNTY

I, THOMAS W. MORGAN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DESCRIPTION RECORDED IN SEE PLAT THAT THE ERROR OF CLOSURE AS CALCULATED BY COMPUTER IS 1/ NA THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES, PLOTTED FROM INFORMATION REFERENCED, THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE 03/30/2016 WRITER AND SEAL THIS

Thomas W. Morgan

REGISTRATION NUMBER L
SEAL OR STAMP

REVIEW OFFICER'S CERTIFICATE

The Date field
will auto-
populate with
that day's date
when you click
to sign.

You are done. Email will now go to the next signer in line.



The screenshot displays the docuVerify web application interface. At the top, there is a navigation bar with links for 'My Account', 'Online Help', and 'Sign Out'. Below this is a secondary navigation bar with dropdown menus for 'ADD NEW', 'CONTRACT MGMT', 'DOCUMENT MGMT', 'CONTACTS', 'VERICHECK', and 'NOTARY PORTAL'. A green notification box at the top left states: 'You have successfully Signed the document. You will be notified by email, and it will appear in your "Signed or Notarized" tab when every party involved has Signed the document.' Below the notification is the 'Contract Management' section, which includes a button for 'Add New E-Sign Document' and a 'Get Help' button. This section features four progress gauges: 'Credits Used Last Month' (0/100), 'Credits Used in March' (3/100), 'Created in March' (3/100), and 'Completed in March' (0/100). Below the gauges is a 'Dashboard' section with tabs for 'Out to be Signed', 'Waiting to be Signed' (which is the active tab), and 'Signed or Notarized'. A 'Refresh Tab' link is located to the right of the tabs. The main content area of the 'Waiting to be Signed' tab displays the message: 'You have no documents waiting to be Signed'. At the bottom of the dashboard, there is a button labeled 'Export Signed to Excel' and a footer note: 'E-signature documents automatically expire 45 days if not complete'.

The Surveyor can log in at any time to see the status of the map, who has signed, and can follow-up on issues delaying the process.

Once all signers have completed the process, the Surveyor will receive an email notifying them and can retrieve the final signed document.

Results after signing--

Page one of the signed map



Sample Map-rotated 1c.pdf

DocVerify ID: 95C3F777-DEB9-4891-AB43-186FF10484EA
Created: March 30, 2016 11:43:55 -7:00
Pages: 1
E-Sign: Yes

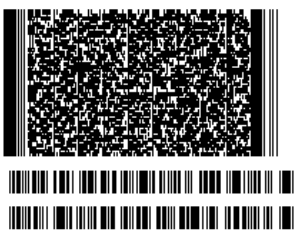
This document is a DocVerify VeriVaulted protected version of the document named above. It is also a DocVerify E-Sign document, which means this document was created for the purpose of Electronic Signatures. Tampered or altered documents can be easily verified and validated with the DocVerify VeriCheck system.

Go to www.docverify.com at any time to verify or validate the authenticity and integrity of this or any other DocVerify VeriVaulted document.

E-Signature Summary

E-Signature 1: Thomas W Morgan (TWM)
Mar 30, 2016 11:53:47 PST [44ABD76FDC33] [199.90.74.9]
tmorgan@sosnc.gov

E-Signature 2: David Tuttle (DT)
Mar 30, 2016 12:33:17 PST [679DB4073A68] [24.199.209.146]
dstuttle@nobels.org



DocVerify documents cannot be altered or tampered with in any way once they are protected by the DocVerify VeriVault System. Best viewed with Adobe Reader or Adobe Acrobat.
All visible electronic signatures contained in this document are symbolic representations of the persons signature, and not intended to be an accurate depiction of the persons actual signature as defined by various Acts and/or Laws.

3/7/2019

DocVerify ID: 95C3F777-DEB9-4891-AB43-186FF10484EA
www.docverify.com

Generated Cover Page | 186FF10484EA



DocVerify documents cannot be altered or tampered with in any way once they are protected by DocVerify VeriVault System.

Best viewed with Adobe Reader or Adobe Acrobat.

All visible electronic signatures contained in this document are symbolic representations of the persons signature and not intended to accurate depiction of the persons actual signature as defined by various acts and/or laws.

Page 2 of the signed map

Save the final map to your PC.



Sample Map-rotated 1c.pdf

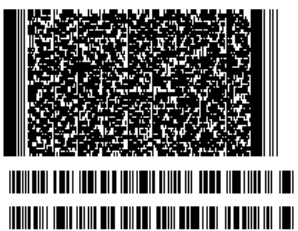
DocVerify ID: 95C3F777-DEB9-4891-AB43-186FF10484EA
Created: March 30, 2016 11:43:55 -7:00
Pages: 1
E-Sign: Yes

This document is a DocVerify VeriVaulted protected version of the document named above. It is also a DocVerify E-Sign document, which means this document was created for the purpose of Electronic Signatures. Tampered or altered documents can be easily verified and validated with the DocVerify VeriCheck system.
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E-Signature Summary

E-Signature 1: Thomas W Morgan (TWM)
Mar 30, 2016 11:53:47 PST [44ABD76FDC33] [199.90.74.9]
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Mar 30, 2016 12:33:17 PST [679DB4073A68] [24.199.209.146]
dstuttle@nobels.org



DocVerify documents cannot be altered or tampered with in any way once they are protected by the DocVerify VeriVault System. Best viewed with Adobe Reader or Adobe Acrobat.
All visible electronic signatures contained in this document are symbolic representations of the persons signature, and not intended to be an accurate depiction of the persons actual signature as defined by various Acts and/or Laws.

3/7/2019
DocVerify ID: 95C3F777-DEB9-4891-AB43-186FF10484EA
Generated Cover Page | 186FF10484EA

You will want to save the whole document to your PC and any back-up system you maintain.

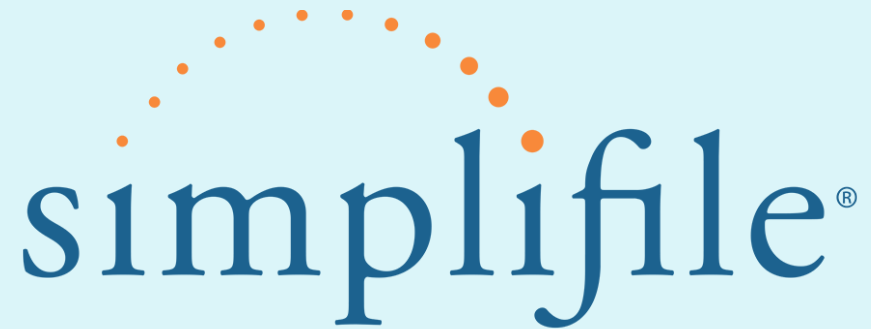
DocVerify will also maintain it in their system, accessible through your login. This is an additional backup in case of catastrophic failure.

Page 1 is for your records, containing document information as well as a summary of each E-Signature affixed to the map, including date, time, IP and MAC addresses, and the email address.

Step 2 (E-Signatures) is complete.

Now we are ready to Send the Plat to the Register of Deeds through an e-Recording vendor **(Step 3)**

- For this demo we have partnered with Simplifile. There are other e-Recording Vendors available. You will need to discuss the options available with the recording Register of Deeds.



E-RECORDING MADE SIMPLE

Marc Arrowood

704-460-0062

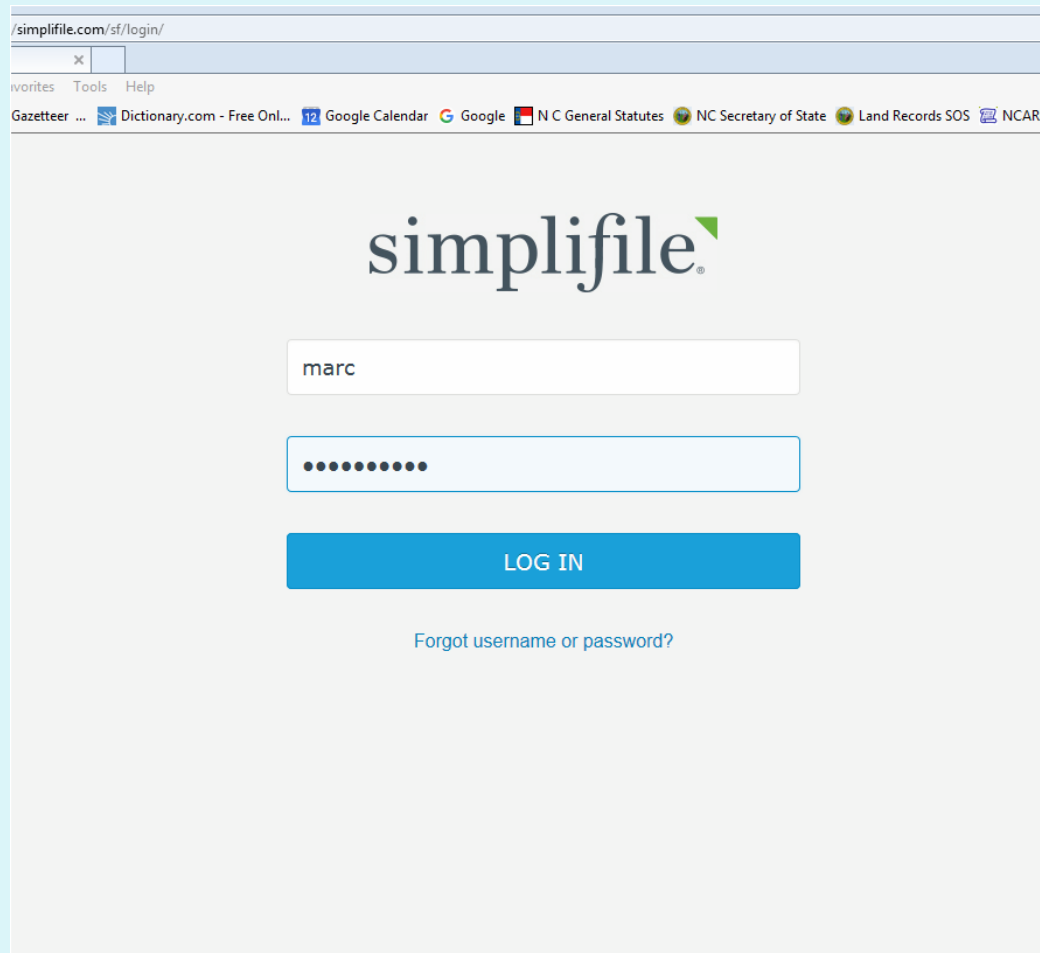
Marc.arrowood@simplifile.com

www.simplifile.com

Step 3 e-Recording

- E-Recording documents with the Register of Deeds requires a “Trusted Submitter” and a method of submission.
- E-Recording Vendors must have a “Memorandum of Understanding” with the County Register of Deeds and software integration to allow the vendor to submit documents directly to them.
- Some counties may only have one E-Recording Vendor, some accept documents from as many as 4 different vendors.
- Vendors will only allow “Trusted Submitters” to use their service, not the public-at-large. These would include attorneys, banks, or surveyors. Surveyors will likely be asked to verify their credentials by providing a copy of their license.
- Vendors will assist clients through the process, including the requirement of individual “Submitter Agreements” with each County as required.
- You will set up payment for the service through EFT (Electronic Funds Transfer)
- One great advantage is that the E-Recording vendor, in addition to their fee for the service, will collect and pay Recording Fees directly to the Register of Deeds for you, so no additional arrangements are necessary.

Log in



A screenshot of a web browser displaying the login page for simplifile.com. The browser's address bar shows the URL /simplifile.com/sf/login/. The browser's toolbar includes a search bar, a close button (X), and a dropdown menu with options for Favorites, Tools, and Help. The browser's bookmark bar shows several links: Gazetteer, Dictionary.com - Free Onl..., Google Calendar, Google, N C General Statutes, NC Secretary of State, Land Records SOS, and NCARD. The main content area of the browser displays the simplifile logo, a username input field containing the text 'marc', a password input field with ten dots, a blue 'LOG IN' button, and a link for 'Forgot username or password?'.

/simplifile.com/sf/login/

x

avorites Tools Help

Gazetteer ... Dictionary.com - Free Onl... Google Calendar Google N C General Statutes NC Secretary of State Land Records SOS NCARD

simplifile®

marc

••••••••••

LOG IN

[Forgot username or password?](#)

Enter State, County, Description

https://simplifile.com/sf/submitterMenu.jsp

Simplifile: Main Menu

File Edit View Favorites Tools Help

North Carolina Gazetteer ... Dictionary.com Onl... 12 Google Calen Google N C General Statutes Secretary of State Land Records SOS NCARD Sosnet

simplifile

Main Menu

Marc Arrowood at Marc Sample Title Sign Out

1 2 3

North Carolina Test County 123 Main St Create New Package

Test County NC, NC: Unknown ERT, 1 document in queue

Create Test Packages

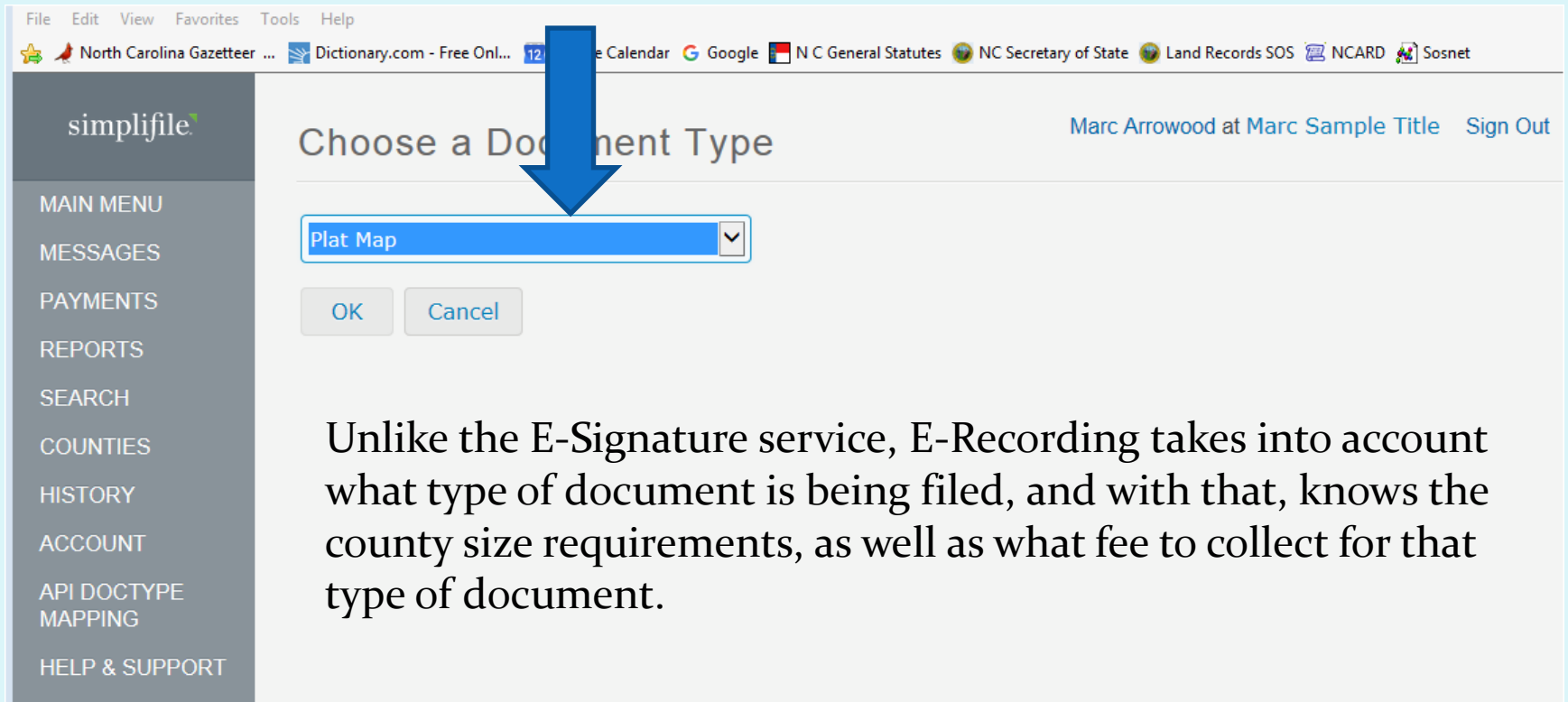
Select: None ☐ Show retrieved. ☐ Play chime.

Download Print Discard Submit

| Package | Recipient | Docs | Status | Status Date |
|--|---------------------|------|----------|-----------------------|
| <input type="checkbox"/> 28907-001 | Test County NC, NC | 2 | Rejected | Mon 05/18/15 11:26 AM |
| <input type="checkbox"/> Untitled Package | Alamance County, NC | 1 | Draft | Tue 06/14/16 1:53 PM |
| <input type="checkbox"/> Test | Dare County, NC | 1 | Draft | Tue 06/14/16 1:49 PM |
| <input type="checkbox"/> Leins | Washington DC, DC | 1 | Draft | Thu 06/09/16 2:40 PM |
| <input type="checkbox"/> Test Beaufort Package | Beaufort County, NC | 0 | Draft | Thu 06/02/16 7:04 PM |
| <input type="checkbox"/> 16001 Smith | Gaston County, NC | 2 | Ready | Fri 06/10/16 11:39 AM |

Submit

Select a Document Type from the Drop Down Menu



The screenshot shows a web browser window with the simplifile application. The browser's address bar shows several tabs, including 'North Carolina Gazetteer', 'Dictionary.com', 'Calendar', 'Google', 'N C General Statutes', 'NC Secretary of State', 'Land Records SOS', 'NCARD', and 'Sosnet'. The simplifile logo is in the top left corner of the page. A sidebar on the left contains a 'MAIN MENU' with links to 'MESSAGES', 'PAYMENTS', 'REPORTS', 'SEARCH', 'COUNTIES', 'HISTORY', 'ACCOUNT', 'API DOCTYPE MAPPING', and 'HELP & SUPPORT'. The main content area is titled 'Choose a Document Type' and features a dropdown menu with 'Plat Map' selected. Below the dropdown are 'OK' and 'Cancel' buttons. A large blue arrow points from the top of the page down to the dropdown menu. In the top right corner of the page, the text 'Marc Arrowood at Marc Sample Title' and a 'Sign Out' link are visible.

Choose a Document Type

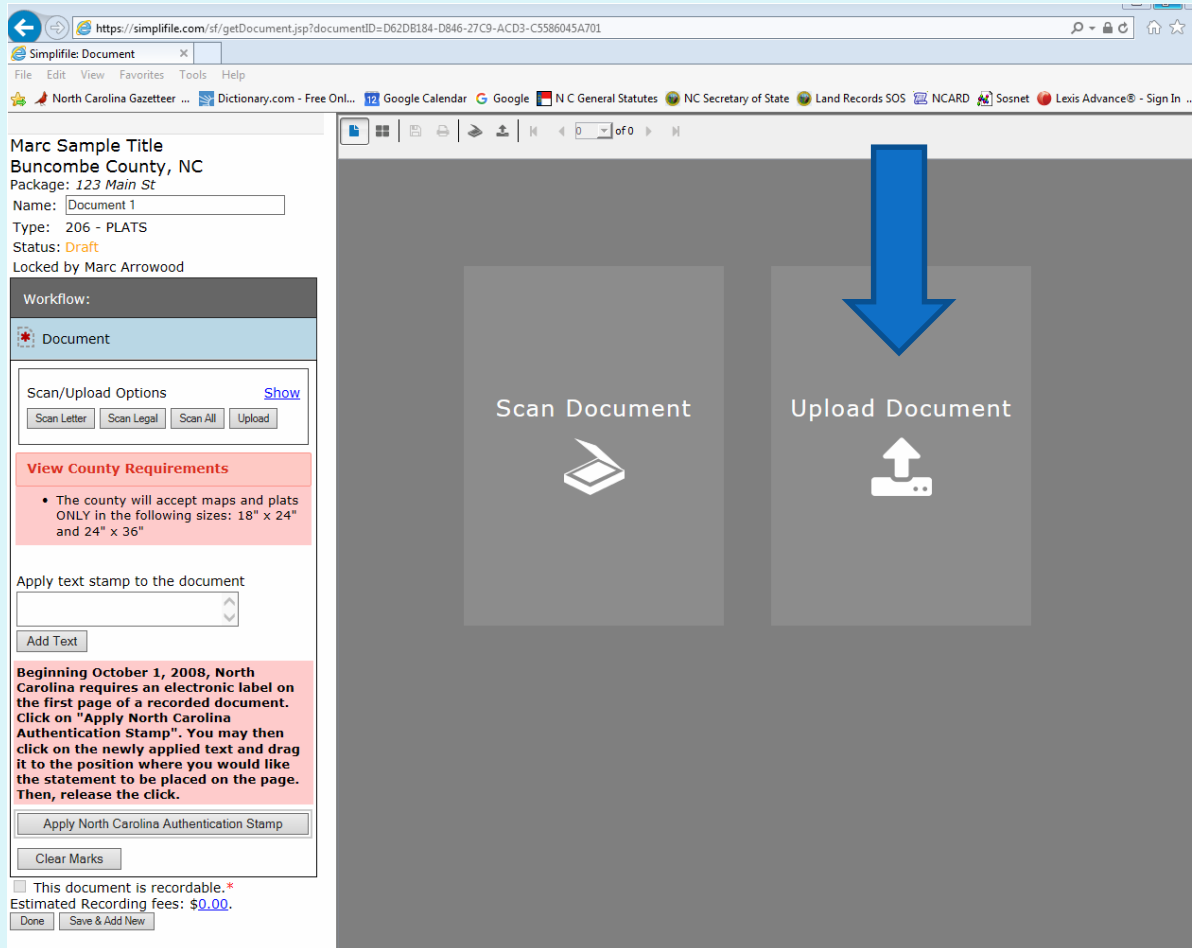
Plat Map

OK Cancel

Marc Arrowood at Marc Sample Title Sign Out

Unlike the E-Signature service, E-Recording takes into account what type of document is being filed, and with that, knows the county size requirements, as well as what fee to collect for that type of document.

Upload Your Document



The screenshot shows a web browser window with the URL <https://simplifile.com/st/getDocument.jsp?documentID=D62DB184-D846-27C9-ACD3-C5586045A701>. The browser's address bar and tabs are visible at the top. The main content area is divided into a left sidebar and a central workspace.

Left Sidebar:

- Marc Sample Title**
Buncombe County, NC
Package: 123 Main St
Name:
Type: 206 - PLATS
Status: **Draft**
Locked by Marc Arrowood
- Workflow:**
Document
- Scan/Upload Options** [Show](#)
- View County Requirements**
 - The county will accept maps and plats ONLY in the following sizes: 18" x 24" and 24" x 36"
- Apply text stamp to the document**
- Beginning October 1, 2008, North Carolina requires an electronic label on the first page of a recorded document. Click on "Apply North Carolina Authentication Stamp". You may then click on the newly applied text and drag it to the position where you would like the statement to be placed on the page. Then, release the click.**
- ☐ This document is recordable.*
Estimated Recording fees: **\$0.00.**

Central Workspace:

The central workspace is a large gray area with two main buttons: "Scan Document" and "Upload Document". A large blue arrow points down towards the "Upload Document" button, which features an upload icon. The "Scan Document" button features a scanner icon.

Navigate to the signed version of the document, select and click open

The screenshot shows a web application interface on the left and a file selection dialog on the right. The web application is for uploading documents to a county's system. It includes fields for document title, location, name, type, status, and a workflow section. There are also scan/upload options and a section for viewing county requirements. A text stamp application section is visible at the bottom. The file selection dialog, titled 'Upload Document', shows a list of files in the 'Signed Sample Map' folder. A blue arrow labeled '1' points to the file 'Sample Map-rotated 1c 1.pdf'. Another blue arrow labeled '2' points to the 'Open' button in the dialog.

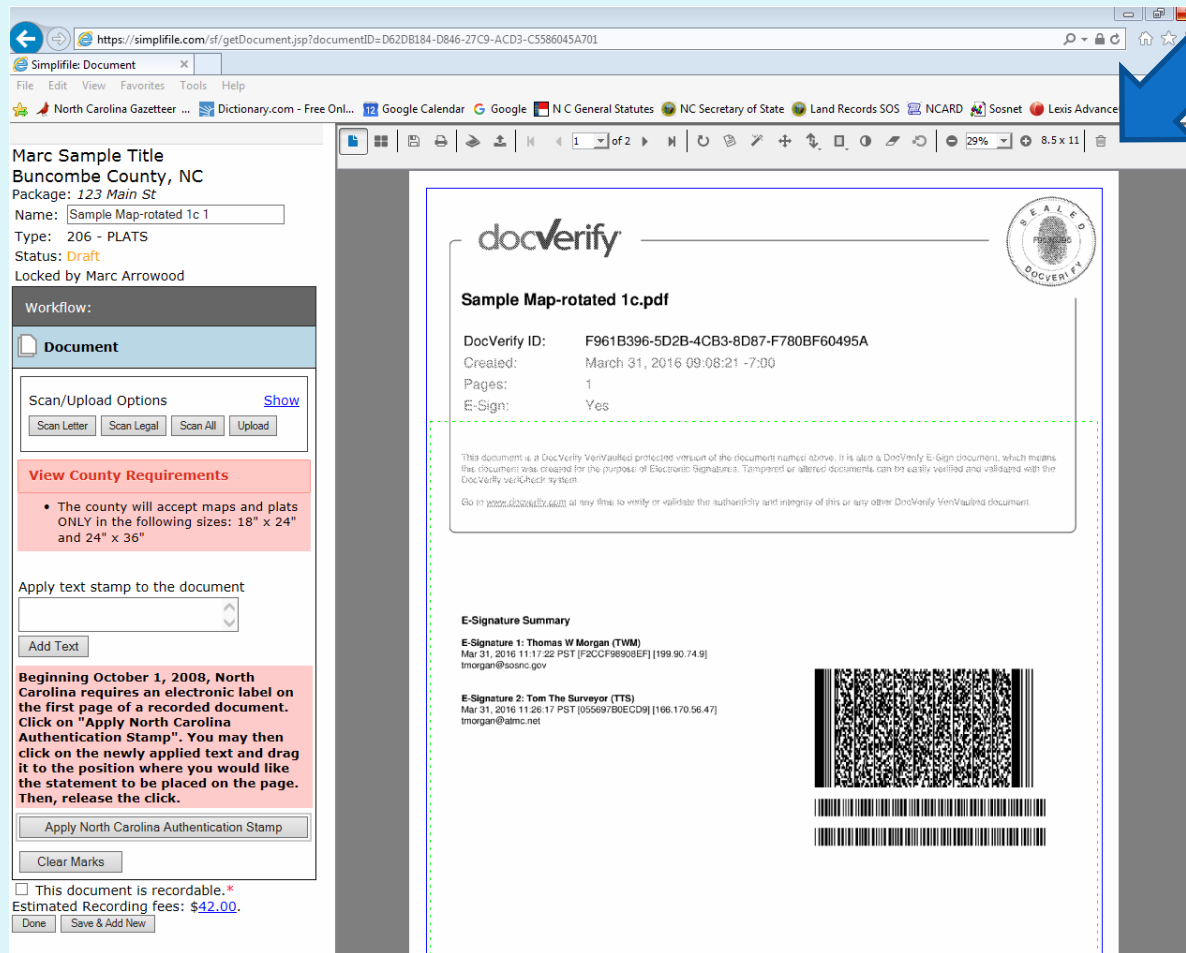
Web Application Interface:

- File Edit View Favorites Tools Help
- North Carolina Gazetteer ... Dictionary.com - Free Onl... Google Calendar Google N C General Statutes NC Secretary of State Land Records SOS NCARD Sosnet Lexis Advance® - Sign In ...
- Marc Sample Title
- Swain County, NC
- Package: 123 Main St
- Name: Document 1
- Type: 206 - PLATS
- Status: Draft
- Locked by Marc Arrowood
- Workflow:
- Document
- Scan/Upload Options [Show](#)
- Scan Letter Scan Legal Scan All Upload
- View County Requirements
- The county will accept maps and plats ONLY in the following sizes: 18" x 24" and 24" x 36"
- Apply text stamp to the document
- Add Text
- Beginning October 1, 2008, North Carolina requires an electronic label on the first page of a recorded document. Click on "Apply North Carolina Authentication Stamp". You may then click on the newly applied text and drag it to the position where you would like the statement to be placed on the page. Then, release the click.
- Apply North Carolina Authentication Stamp
- Clear Marks
- This document is recordable.*
- Estimated Recording fees: \$0.00.
- Done Save & Add New

File Selection Dialog:

- Look in: Signed Sample Map
- Files: Certificate.pdf, Sample Map.pdf, Sample Map-DocUSign signed 1-19-16.pdf, Sample Map-rotated 1c 1.pdf, Sample Map-rotated 1c.pdf
- File name: Sample Map-rotated 1c 1.pdf
- Files of type: All Images
- Open Cancel

This document includes the Cover Sheet.
While on that page, click the trashcan to remove
that page from what is to be recorded.



The screenshot shows a web browser window with the URL <https://simplifile.com/sf/getDocument.jsp?documentID=D62DB184-D846-27C9-ACD3-C5586045A701>. The document title is "Marc Sample Title" for "Buncombe County, NC", with package "123 Main St". The document is a "Sample Map-rotated 1c 1" of type "206 - PLATS", status "Draft", and locked by "Marc Arrowood".

The left sidebar contains a "Workflow" section with a "Document" tab. Under "Scan/Upload Options", there are buttons for "Scan Letter", "Scan Legal", "Scan All", and "Upload". Below this is a "View County Requirements" section with a bullet point: "The county will accept maps and plats ONLY in the following sizes: 18" x 24" and 24" x 36".

Below the requirements is a section for "Apply text stamp to the document" with a text input field and an "Add Text" button. A red box contains instructions: "Beginning October 1, 2008, North Carolina requires an electronic label on the first page of a recorded document. Click on 'Apply North Carolina Authentication Stamp'. You may then click on the newly applied text and drag it to the position where you would like the statement to be placed on the page. Then, release the click." Below this is a button "Apply North Carolina Authentication Stamp" and a "Clear Marks" button.

At the bottom of the sidebar, there is a checkbox "This document is recordable.*" with "Estimated Recording fees: \$42.00." and buttons "Done" and "Save & Add New".

The main content area displays a "docVerify" cover sheet for "Sample Map-rotated 1c.pdf". It includes the DocVerify ID "F961B396-5D2B-4CB3-8D87-F780BF60495A", creation date "March 31, 2016 09:08:21 -7:00", 1 page, and E-Sign status "Yes". A dashed green box contains a disclaimer about the document being a DocVerify Verified document. Below this is an "E-Signature Summary" section with two signatures: "E-Signature 1: Thomas W Morgan (TWM)" and "E-Signature 2: Tom The Surveyor (TTS)". A QR code and a barcode are also present.

A blue arrow labeled "1" points to the trashcan icon in the top right corner of the document viewer. Another blue arrow labeled "2" points to the "Apply North Carolina Authentication Stamp" button in the left sidebar.

III

You must apply the Authentication Stamp

You can move the stamp around the plat and a double click will rotate the stamp 90°

Beginning October 1, 2008, North Carolina requires an electronic label on the first page of a recorded document. Click on "Apply North Carolina Authentication Stamp". You may then click on the newly applied text and drag it to the position where you would like the statement to be placed on the page. Then, release the click.

Apply North Carolina Authentication Stamp

Clear Marks

☐ This document is recordable.*
Estimated Recording fees: \$21.00.

Done

Save & Add New

TRACT 1

Submitted electronically by "Marc Sample Title"
in compliance with North Carolina statutes governing recordable documents
and the terms of the submitter agreement with the Buncombe County Register of Deeds.

https://simplifile.com/sf/getDocumentLeft.jsp?documentID=D62DB184-D846-27C9-ACD3-C5586045A701

You are done – Save the package

Notice the fee you will be charged

lfile

Package Details

Marc Arrowood at Marc Sample Title Sign Out

Back Save

Package Name
123 Main St

Recipient
Buncombe County, NC
Immediate - 2 hours estimated recording time

Package Status
Ready

Package Created Under
Marc Sample Title

Download Print Discard Submit

| Name | Type | Pages | Fees | Status | Date | ID | History | Download/Print |
|-------------------------|-------|-------|---------|--------|--------------------------|----|---------|----------------|
| Sample Map-rotated 1c 1 | PLATS | 1 | \$21.00 | Ready | Wed 06/15/16 1:22 PM EDT | ID | History | Download Print |

- Choose a Document Type - Add Document

Recording Fees: \$21.00 from Main Recording Account (ACH *****5001)

Submission Fee: \$5.00 from Main Recording Account (ACH *****5001)

Total: \$26.00

Internal Preparation Notes:
These notes will not be sent to the county.

Note: \$5 fee is for a package which has an annual fee. Most surveyors will be small volume submitters, for which Simplifile charges \$10 per plat, but no annual fee.

Confirm that you are through

Package Details

Marc Arrowood at Marc Sample Title

Back

Package Name
123 Main St

Package Created Under
Marc Sample Title

Confirm Submission

Would you like to submit the following package?

123 Main St
Buncombe County, NC

Included Documents:
Sample Map-rotated 1c 1

Auto Recipient Processing
☒ None ☐ Auto record ☐ Auto reject

Confirm Cancel

Download Print

| Name | Date | ID | History | Do | | | | |
|-------------------------|-------|----|---------|-------|--------------------------|----|---------|--|
| Sample Map-rotated 1c 1 | PLATS | 1 | \$21.00 | Ready | wed 06/15/16 1:22 PM EDT | ID | History | |

- Choose a Document Type -

Add Document

The Document is Transmitted to the Register of Deeds for recording



The Register of Deeds Office will review the submission, record and index the document if accepted.

You will receive notice when it is recorded.

If the document is rejected for some reason, you will be notified of it and the reason.

If a document is rejected, you will not be charged either fee by Simplifile. Other companies may differ.

[illegible]

Summary Proposed Work Flow:

- 1. The surveyor creates a PDF of his map with the note: "Final Drawing - For Review Purposes Only".
(the surveyor will have to add any required certificates to the plat - the reviewer will not have the option of adding a certificate).
- 2. The surveyor will email this PDF to the individuals that are required to review the plat (Planner, Review Officer, DOT, etc.) asking them to review and comment.
- 3. The reviewer will perform the review and make any comments regarding revisions that are necessary.
- 4. The Surveyor will make revisions, repeating the process until preliminary approval is achieved.

(continued)

- 5. The surveyor will make all required revisions and remove the note: “Final Drawing - For Review Purposes Only” and apply his seal electronically.
- 6. The surveyor will upload the final plat into the E-Signing application and identify each signer along with where the signature and date is to go on the plat.
(Note: No software will be installed on the signers computer and there will be no expense incurred by the signers. The fee will be paid by the Surveyor)
- 7. The surveyor will then commit the plat for signing.

(Continued)

- 8. The E-Signing application will send an email to each signer in the order designated for signing (the surveyor should be the first signer).
- 9. The signer will open up the provided link to a secure portal
- 10. The designated signer will do a final review and if appropriate sign the plat. (If a change is required at this point the E-Signing process will have to start over for all signers after the change has been made.)
- 11. Once all designated signers have completed the signing, the signed plat will be returned to the Surveyor and also to each signer.
- 12. The Plat is now ready to be submitted to the Register of Deeds through a selected E-Recording Vendor



Richard Elkins, GISP (Presenter)

Land Records Manager

relkins@sosnc.gov 919-814-5457 (direct line)

Land Records Main: 919-814-5455