

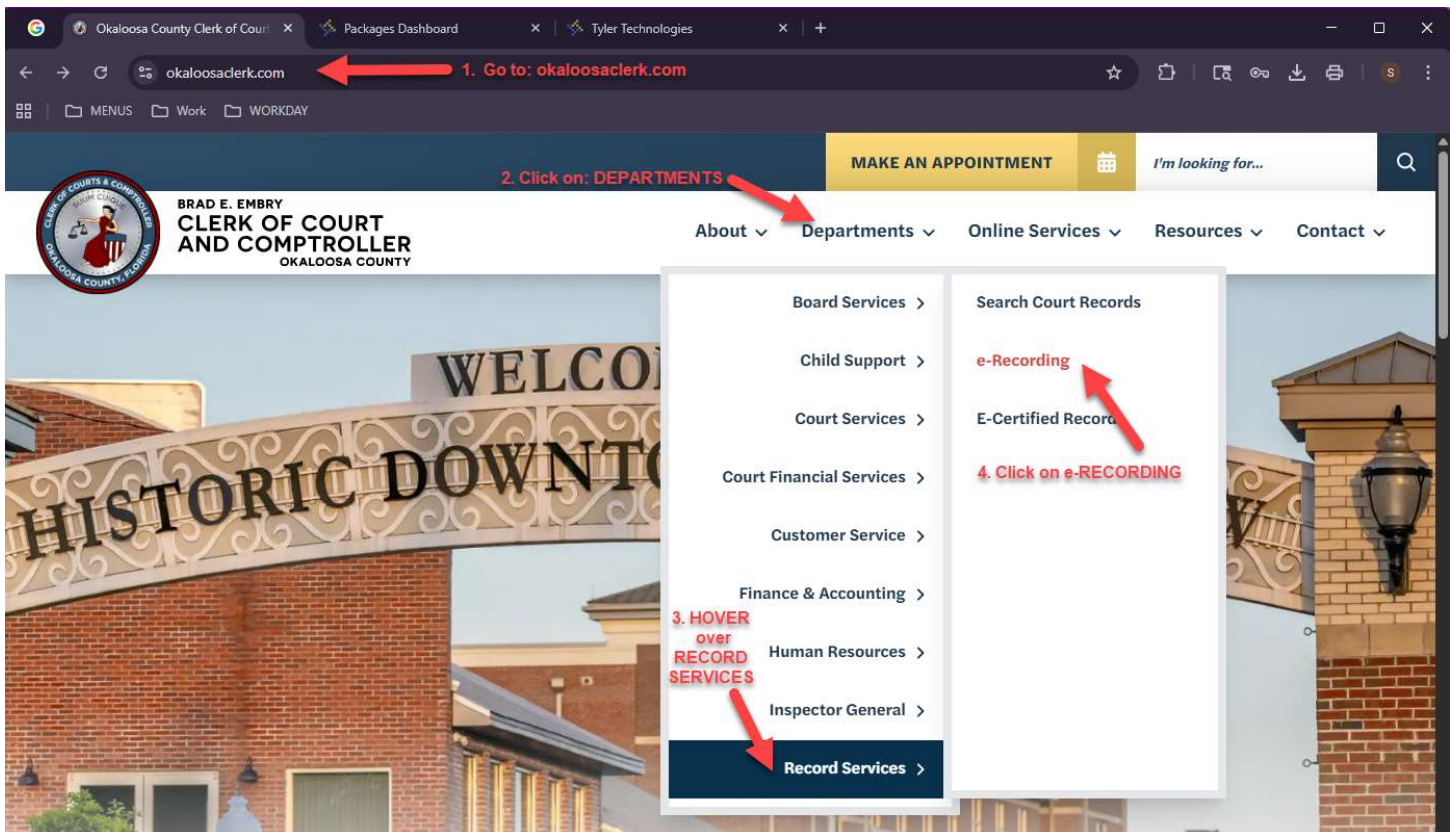
BRAD E. EMBRY

CLERK OF THE CIRCUIT COURT AND COMPTROLLER, OKALOOSA COUNTY, FLORIDA



How to e-record your documents.

1. **Open** your web browser and navigate to <http://okaloosaclerk.com>
2. When the website opens, **CLICK** on "**DEPARTMENTS**"
3. **HOVER** over "**RECORD SERVICES**" for a side-menu to open
4. **CLICK** on [e-Recording](#) to open the e-recording information page.



5. Scroll halfway down the webpage until you see "**e-RECORDING DOCUMENTS**" and **CLICK** on [TYLER DIRECT ACCESS e-RECORDING](#). (see image below)

e-Recording Documents

[e-Recording Business Rules](#)

[Tyler Direct Access e-Recording](#)



Click here

6. After clicking on [Tyler Direct Access e-Recording](#), you will be re-directed to Okaloosa County's e-Recording website hosted by Tyler Technologies.
7. Once the page has opened ([Tyler Direct Access e-Recording](#)) You have 2 options.
 1. If this is your first time e-filing, you will want to take the [tutorial](#) which walks you through registering for an account and will also walk you through submitting your first documents for e-recording.

If you have already registered for an account and viewed the [tutorial](#), you will want to click on **GET STARTED** to start e-recording your documents.

Welcome!
Get connected with your local recording office.

Start eFiling
Register for a new account to start filing. If you already have an account, simply log in to resume your work.
[Get Started](#)

Announcement
New eFiling features are now available for participating counties.
[Click here for a tutorial](#)

7.2 - If you have already registered for an account and viewed the tutorial, click on GET STARTED to start e-recording your documents

7.1 - If you have not already used this site and are registering and e-recording for the first time. Here is a great tutorial that will walk you through registration and your first package creation.

Costs to File Online

Portal Fee: Tyler Tech \$3.00 per e-recording

Credit Card Processing Fee: 3.5% of total amount charged