PLAT E-FILING CHECKLIST

	CONTACT PLANNING AND ZONING TO INQUIRE ON APPROVAL 478-836-3199
	ONCE APPROVED, PLATS WILL NEED TO BE SCANNED TO A *TIFF* OR *PDF* FORMAT, NO LARGER THAN 300x300 DPI
	REGISTER AT THE EFILING PORTAL USING THE FOLLOWING STEPS:
	1) VISIT WEBSITE https://efile.gsccca.org
	2) CLICK REGISTER
	3) ENTER USERNAME AND PASSWORD, ENTER CONTACT INFORMATION
	4) CHECK REAL ESTATE (DEEDS, LIENS, AND PLATS) BOX
	5) PARTICIPANT INFORMATION: CLICK "NO", THEN CHECK" I WANT TO FILE A PLAT"
	6) COMPLETE REGISTRATION INFORMATION; ANSWER SECURITY QUESTIONS AND AGREE TO ALL TERMS OF USE
	7) VERIFY CONTACT INFORMATION, CLICK "SUBMIT", THEN CLICK "DONE"
	ONCE REGISTERED, SUBMIT YOUR PLAT USING THE FOLLOWING STEPS:
	1) CLICK "NEW FILING"
	2) SELECT PLAT AND COUNTY FROM DROPBOXES, CLICK "CONTINUE"
	3) SCREEN WILL SHOW WHAT THE SELECTED COUNTY ACCEPTS THROUGH THE E-FILING PORTAL; CLICK "CONTINUE" AT THE BOTTOM OF THE PAGE
	4) CHOOSE EXPRESS (ONE TIME USERS) **OR** STANDARD (REGULAR USERS)
	5) NAME PACKAGE; SELECT COUNTY FROM DROPBOX; CLICK ADD NEW FILING
	6) INSTRUMENT TYPE: PLAT UPLOAD DOCUMENT USING BROWSER
	7) ONCE UPLOADED, DOWNLOAD THE FINAL PLAT DOCUMENT AND CHECK THE PLAT AFFIRMATION BOX AFTER REVIEW
	8) SCROLL TO THE BOTTOM OF THE PAGE, CLICK "NEXT"
	9) INPUT PARTY NAME, CLICK "NEXT"
	10) SELECT FILER'S PARTICIPANT ID, THEN CLICK "NEXT"
	11) REVIEW FILING FEES, CLICK "NEXT"; CLICK "SUBMIT"; CLICK "OK"
	12) CLICK "PAY NOW"
	13) SELECT METHOD OF PAYMENT; ENTER INFORMATION, THEN CLICK "PAY"

METHODS OF PAYMENT INCLUDE CREDIT CARD OR CHECKING ACCOUNT