

*The Georgia Superior Court Clerks' Cooperative Authority is pleased to present training classes for 2024. To register for a training, click on the website link for the session and follow the prompts. For training questions or concerns, email [training@gsccca.org](mailto:training@gsccca.org). For assistance with registration, contact customer support at 1-800-304-5174 or [help@gsccca.org](mailto:help@gsccca.org).*

### **Real Estate Indexing Certification Exam Study Guide: 10-11:00am – Session B**

This one-hour webinar takes an in-depth look at the Indexing Certification Exam, familiarizing users with the testing system and functionality, and answering questions such as:

- What are the pre-requisites to taking the exam?
- What are some tips and tools that can be used to pass this exam?
- What should be remembered when taking the exam?

#### **Registration Website:**

<https://gsccca-org.zoom.us/j/85859205422?pwd=mQ5Y2dvRZVZbke8sWXzBfTaH2qwmtV.1>

#### **Training Dates:**

- January 23<sup>rd</sup>, March 5<sup>th</sup>, June 13<sup>th</sup>, September 13<sup>th</sup>
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### **Get To Know the Authority: 10-11:00am – Session C**

Want to put a face to the name? Then meet the staff of the Authority with this 30-minute webinar! We will look at each department in the Authority, the department's role and how-to contact us, the Authority's history and more. Spend some time with the Authority!

#### **Registration Website:**

<https://gsccca-org.zoom.us/meeting/register/tZErfuuqrT4vH9Cyn5CuU7CYQP27gZLQf8dB>

#### **Training Dates:**

- January 26<sup>th</sup>, March 21<sup>st</sup>, June 5<sup>th</sup>, September 10<sup>th</sup>
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### **How-to Search GSCCCA.org: 10-10:30am – Session D**

This course provides an overview of how-to search the statewide Deed, Lien, Plat, UCC, and Notary indexes on [www.GSCCCA.org](http://www.GSCCCA.org). Included in the training will be sample searches, report this image (and what that means), premium search features, and more! Join us for this 30-minute webinar to get a better understanding of the Authority's website, GSCCCA.org, and become a savvy searcher!

#### **Registration Website:**

<https://gsccca-org.zoom.us/meeting/register/tZYlcO6trToiHdvw20sHVwGtBzLY1FhXWw15>

#### **Training Dates:**

- February 16<sup>th</sup>, May 3<sup>rd</sup>, August 13<sup>th</sup>, October 10<sup>th</sup>



GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY

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### **Authority Services How-to Guide: 10-11:00am – Session E**

This course takes an in-depth look at the services the Authority provides and how-to maximize use of these services. Want to know how-to replace equipment, access MyVault, get access to the clerk resource center, set up new emails, etc? Get the answer to these questions and more in this one-hour guide for Authority services.

#### **Registration Website:**

<https://gsccca-org.zoom.us/meeting/register/tZAkc-mrrj0rHdPFxXWX4bHMftErEjj08FFu>

#### **Training Dates:**

- February 1<sup>st</sup>, April 11<sup>th</sup>, July 16<sup>th</sup>, September 18<sup>th</sup>

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### **eFile – Common Questions: 10-11:00am – Session F**

With the increase of eFiling, the Authority receives questions regarding UCC and Real Estate eFiled instruments on a regular basis. During this one-hour training, we will review common questions as well as scenarios a Clerk's office may face when handling eFilings. This is a great opportunity to learn more about the eFile process and system behavior, and where to go for support!

#### **Registration Website:**

<https://gsccca-org.zoom.us/meeting/register/tZ0kdu-rrzwuGd0Nr1YsrYuJAJWTFQzt9oeK>

#### **Training Dates:**

- February 6<sup>th</sup>, April 30<sup>th</sup>, July 25<sup>th</sup>, October 23<sup>rd</sup>

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### **NEW County User Account(s) Form – Session G**

We are happy to introduce our NEW County User Account(s) Form, which provides a more efficient way to create or update your staff members' County Account credentials. This form gathers required user account information for Authority products such as eFile, eCert, Scansend, and others – all in one place for your convenience. This 20-minute webinar will provide instructions on where to locate the form on our website, how to fill it out, and more.

#### **Registration Website:**

[https://gsccca-org.zoom.us/meeting/register/tZArdOugqzgrHtDd\\_DjbYVNjR5gX0WhR9PEp](https://gsccca-org.zoom.us/meeting/register/tZArdOugqzgrHtDd_DjbYVNjR5gX0WhR9PEp)

#### **Training Dates**

- July 15<sup>th</sup>, August 5<sup>th</sup>, August 19<sup>th</sup>



## **ePay Site Walkthrough – Session H**

Our new ePay site is available for all counties and is a fast and convenient way to submit ACH payments for UCC, Real Estate, and Notary fees. This webinar will be a walkthrough of the site, showcasing registration, adding a bank account, making payments, viewing invoices, and filtering searches. There will also be time at the end for a Q&A. We look forward to seeing you there!

### **Registration Website:**

[https://gsccca-org.zoom.us/meeting/register/tZEpf-ihpjsrHdCfDevuecdb4VFbNEGP\\_c3J](https://gsccca-org.zoom.us/meeting/register/tZEpf-ihpjsrHdCfDevuecdb4VFbNEGP_c3J)

### **Training Dates**

- August 14<sup>th</sup>, August 28<sup>th</sup>, September 11<sup>th</sup>, TBD
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