

**Whatcom County
Auditor's Office**

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TO: Recording customers

FROM: Debbie Adelstein, County Auditor

RE: New Recording System

DATE: September 16, 2015

The Auditor's Office has been working for several months toward implementation of a new recording system. We're very excited about the enhanced functionality offered by the new product from Helion Software, Inc. Enhancements in the new system include:

- A Windows user interface
- Improved search capabilities
- Fully integrated on-line marriage applications
- Easy method to add historical records to the system
- Ability to transmit records to the State Digital Archives
- Automation of a number of processes currently handled manually
- Improved process for e-Recording

We are scheduled to go live with the new system on September 28, 2015. Work-flow will look the same to you, our customers, but there will be a new look and feel to the web search interface and receipts generated by the system. If you are using e-Recording to submit documents for recording, there will be a simplified document type list based on fee groups.

Additionally, the format for document numbers will be changing. Effective September 28, 2015, the Auditor File Number (AFN) will change from the current 10 digit number to an 11 digit number; for example 2015-0900001. That number is comprised of the year, month, and a 5 digit number.

Helion will be providing in-depth training, and we will be doing everything we can to make sure staff is comfortable with the new system prior to going live. However, for those of you who will be recording documents the week of the 28th, your patience will be appreciated if transactions take a little longer than you currently experience. Once the office is fully up to speed with the new functionality, we expect improved efficiencies in document processing.

If you have any questions as we're rolling out the new system, please don't hesitate to contact Stacy Henthorn, Recording Supervisor, at 360-778-5120, or Diana Bradrick, Chief Deputy Auditor, at 360-778-5130.

Licensing

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We gladly accept
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