

# **Land Recording Office Training Manual**

#### **SETUP**

#### FIRST TIME ACCESS ONLY

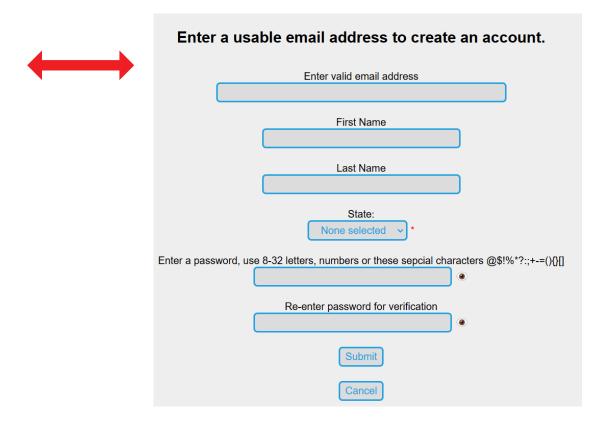


#### Create LRO Account

\*County Assembly approval required

"www.standup.land/LROadmin"

\*Case sensitive



After you select State, you will be prompted to enter County.

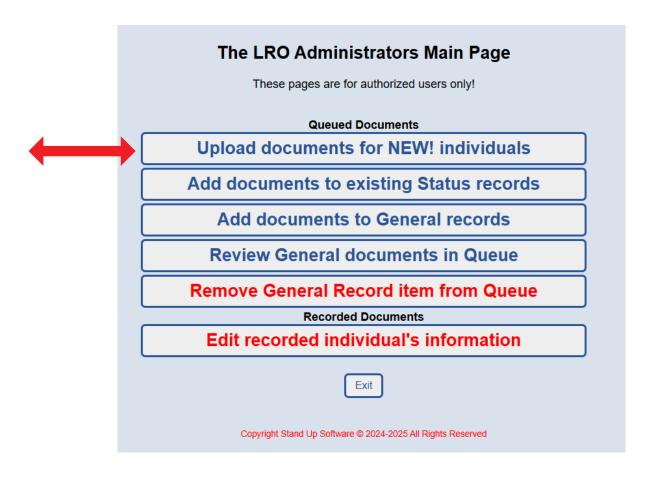
## Part I - Queue "Upload & Identify"



Login "standup.land/LROadmin"

\*Case sensitive

#### **Add New Individual**



Note: not all actions are available on Main Page until new individual information is added to the LRO.

## Enter New Individual Information

(or select from CYS Database if info is available)

Enter ASN infomation below * (required fields)		
First Name:		*
Middle Name (if applicable):		
Last Name:		*
State:	None selected 💙	*
Born Date:	mm/dd/yyyy 🗀	*
Address 1:		*
Address 2:		
City:		*
Zip Code:		*
Email:		
Phone:		
Submit		
Return to main page		

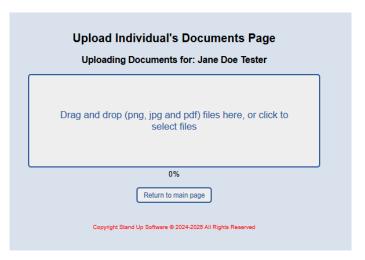
After selecting State, you will be prompted to select County.

#### Checklist:

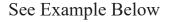
- 1. Autographed, Copyright + Fingerprint in Correct Ink Colors
- 2. County Recording Number written in RED
- 3. Payment Received before Recording Records
- 4. Scan Records & Save as a pdf file.

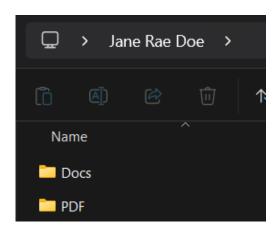
#### Upload the PDF Files for New Individual

\*Only Scanned PDF copies of the original Documents are accepted, JPG for Passport Photo & Fingerprint



Create a File System on your Computer for regular use of Uploading Files for ASNs.





## Desktop/Name

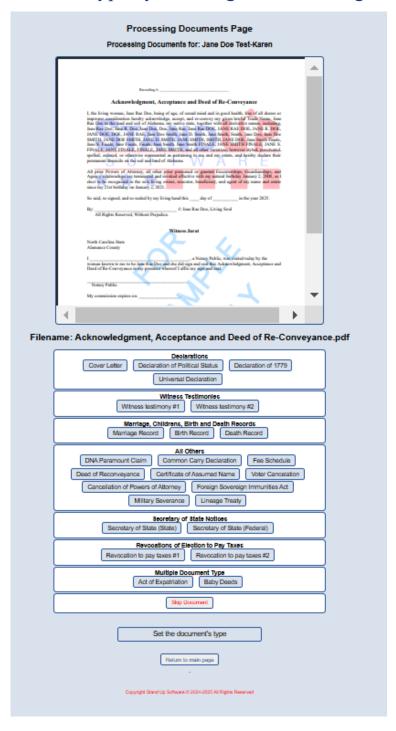
When Doc is edited, Save as PDF File in the PDF Folder, to email to People for Autographs.

When Returned, Scan & Save as PDFs into the **Record** File. Then Upload into LRO.

### Set Document Type

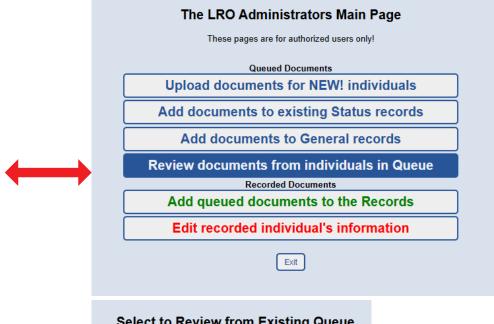
After Scan File is uploaded, One by one, each document will be presented on the screen..

Select the Document Type by selecting from the categories below.



## Part II - Queue Table - "Review & Record"

## Review documents from individuals in Queue







Notice on this screen that sufficient documents have been submitted and the type of document has been set for each document.

This moves us into the "Change Readiness" phase, which means that documents have been reviewed and now ready to move to the last phase, which is Record.



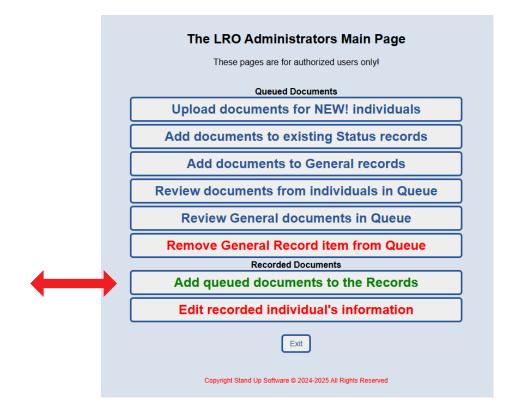


"Return to main page" will be the ONLY OPTION if the individual is MISSING Documents.

The system will not allow a recording secretary to change status within the LRO without all documents uploaded. This is a safety feature & ensures a complete Record.

After Uploading the Remaining Documents & Reviewing the Documents, the Option of **Ready for Recording** within the LRO is now available. Select that option and you receive confirmation that:





## Submit for Recording is the Final Phase in the Land Recording Office.

Enter New Individual's Recording No.

From the Record, enter the Recording Number in both boxes. The numbers must match in order to be accepted. This is the County Recording Number.

Confirm Recording Individuals Documents



needed

Move Status Documents to Recording

The Records have Successfully Been Updated!!

This individual's documents have been recorded & their name is automatically removed from the Queue.

Move Status Documents to Recording Processing Documents for: Jane Doe Test-Karen /250810-US-NC-10001\_StandUP-J DBCat: Cover Ubdate Successful US-NC-10001 StandUP-JD-8-10-2025 Del DBCat: DoPS 10001 StandUP-JD-8 DBCat: D1779 Update Successful DBCat: WT1 Update Successful 810-US-NC-10001\_St DBCat: WT2 Update Successful 10-US-NC-10001 Sta DBCat: DPC Update Successful HUS-NC-10001 Star DBCat: CCD Update Succession 250810-US-NC-1000 DBCat: FS Update Successful 10-US-NC-10001\_Sta DBCat: DoR Update Successful US-NC-10001 Stand DBCat CoAN Update Successful DBCat: CoPoA NC-10001 Standl DBCat FSIA 001 StandUP-JD-8-10 DBCat ActorExpat Update Successful 001 StandUP-JD-8-1 DBCat ActorExpat Update Successfult 001 StandUP-JD-8-1 DBCet ActofExpet Update Successful 001 StandUP-JD-8-1 DBCat ActorExpat Update Successful 001 StandUP-JD-8-DBCat Actoffixpat Update Successful 001 StandUP-JD-8-1 DBCat ActorExpet Update Successfut S-NC-10001 StandUP-JD DBCat: BittyDeats Table created successfull Update Successfull The records have successfully been updated!

You have successfully recorded on the Land Recording Office for your Assembly.

StandUp Software was started in the Fall of 2024 as a private business designing software for American assemblies.

The Correct Your Status Document Generator provides the People with the power to create their own documents and correct their status from a US Citizen to an American. Thru the Document Generator, this tool accelerates outreach efforts for assemblies.

The Land Recording Office provides the Assembly a digital platform to organize & upload the records of American State National for publishing.

The Primary Stakeholder is the County Assembly who own and manage the records, while Recording Secretaries validate and record. Finally, the People have the power to operate their government with honor, truth, and peace.

StandUP is honored that your assembly chose us to provide you with this service. We are committed to you the People.

By supporting Assemblies for Success, we also welcome innovative ideas that will build strong assemblies of peace-loving American Patriots.

We are in this Mission Together!

Thank You for Accepting the Challenge to restore our great Nation! It is our nation's History at stake, Our Values, Our Sense of Duty, and Our Pride to be the very Best that we can be.

ONWARDS!!

Karen Scalf

