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The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Introduction

This document will provide a guided tour through the LRO.

The LRO is a system designed to:

- Assist Recording Officials while new members are in process of initial status correction
- Assist Recording Officials in recording documents
- Document publishing
- State Nationals/Citizens with Credential Cards and Credential verification service
- Allow for payment of specific fees or donations
- Integration with Sign In America training courses, including purchasing courses

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Home page

<https://members.americanstatenationals.us/>

Recording Officials Login

Sheriff/LEO Everify
Use button below
Sheriff/LEO Everify

For Members Only
Create Your Own Member LRO Account

For Members Only
Member only Login to the LRO

Welcome to The American States Assembly Land Recording Office

This system (LRO) is open to all American State Nationals and American State Citizens. It is a modular, open source development platform owned and operated by The United States of America (an unincorporated Federation) and Anna Von Reitz, Fiduciary

The services offered by this system include:

- Publication and storage of your recorded documents in International Jurisdiction
- Issuance of Credentials as an American State National or an American State Citizen
- Management of Payments for different services on behalf of your State Assembly
- Creation of income streams for the State Assemblies and Anna and her team so that every time you use the LRO you are investing in your Lawful Government
- Future services will be added as we grow

Recording Officials Login

Username

Password

☐ Remember Me

Log In

[Lost your password?](#)

If you do not have a member account in the system, please click on the Button "Create your Own Member LRO Account" and start the process.

If you already have a member account in the system please click on the Button "Member only Login to the LRO" and you will need the password you entered when creating your account.

For more information or support assistance please send an email to: lro@mail.americanstatenationals.us

Recording Officials and Members may login by clicking the correct login button at the top of this page:

- "Recording Officials" on far left.
- "Members" on the far right.

Limited Management Scope

Member Management functionality limits a Recording Official's ability to edit/manage records for which they are authorized.

- County Recording Officials limited to records within the county of their state.
- State Recording Officials limited to records within their state.
- Federation Recording Officials may edit/manage records for all states.

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Member Management Menu

This menu provides access to various functions within the Member Management system.



List

Lists member records which you are allowed to edit/manage.

Add

Add new member record. It is preferred that new members create their own record.

In Process

List member records which have a status of "In Process". In Process members have not recorded their political status.

Contact 1-2-3

This module provides ability to send scheduled email messages to members.

Payment Records

List/Export payment records for your members.

Manual Payments

Allow entering payments which were paid outside of LRO (cash, money order, gold, etc.).

My Profile

View your Recording Official profile.

Logout

Log out of system.

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Members - List

[List](#)

After login you will be taken to the Member List page.

Here you will be able to:

- Search for members based on selected field.
- Sort list of members based on selected field.
- Edit a member record.
- Export the presented list of members to a CSV file suitable for import into a spreadsheet application.

Member List

Search:

(select)

Search

Clear

Sort by:

Last Name

☒ Ascending ☐ Descending

Sort

Total Records Found: 98, showing 25 per page

EDIT LINK	LAST NAME	FIRST NAME	MIDDLE NAME	EMAIL	COUNTY	STATUS	ROLE	WILLING	DATE CREATED
Edit					San Bernardino	In Process			September 15, 2021
Edit					San Diego	In Process			November 1, 2021
Edit									December 16,

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Members - In Process

In Process

List of all members from your state/county which have a status of “In Process”.

This list has an additional column on the right side that gives indication of a members progress toward correcting their status by presenting which documents the member has recorded (and uploaded/published with LRO).

Hover over the red **928** or **1779** to see a list of possible documents for each package. Any document the member has recorded and published will be shown in green letters instead of white.

You may edit a member record by clicking the “Edit” link in the left column.

In Process Members							
Search:							
(select)							
Search Clear							
Sort by:							
Last Name							
<input checked="" type="radio"/> Ascending <input type="radio"/> Descending Sort							
Total Records Found: 75, showing 25 per page							
EDIT LINK	LAST NAME	FIRST NAME	MIDDLE NAME	EMAIL	COUNTY	DATE CREATED	IN PROCESS DOCS
Edit					San Bernardino	September 15, 2021	928 (0/19) 1779 (0/10) Birth Record
Edit					San Diego	November 1, 2021	928 (0/19) 1779 (0/10) Declaration For Americans Declaration For Immigrants
Edit					Santa Clara	December 16, 2021	928 (0/19) 1779 (0/10) Declaration For Federal Persons Declaration Of Political Status
Edit					CA	August 6, 2021	928 (0/19) 1779 (0/10) Witness Testimony 1 Witness Testimony 2
Edit					Los Angeles	October 28, 2021	928 (0/19) 1779 (0/10) Revocation Of Election To Pay Taxes Revocation Of Election To Pay Taxes 2 Voter Cancellation

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Member - Add

Add

This page allows the Recording Official to create a member record and publish (upload) member documents.

Complete all required fields marked with red asterisk (*), under all tabs, then click the **Submit** button.

For brevity we will discuss the content for only the first 3 tabs since they are the only tabs which contain required fields. Other tabs will be discussed under the edit member record section.

Who

	Who Membership Contact Documents
Nationality *	<div><div></div><div>State where member was born or adopted</div></div>
First Name *	<div></div>
Middle Name	<div></div>
Last Name *	<div></div>
Born	<div><div>mm / dd / yyyy</div><div></div><div>Please use date pick field to ensure proper format</div></div>
Status	<div>Status <input checked="" type="radio"/> In Process <input type="radio"/> American State National <input type="radio"/> American State Citizen <input type="radio"/> Federal Person</div>

Submit

Notes:

- Nationality is the state where member was born or which a foreign born adopted.
 - If uncertain which state then select “In Process” at the bottom of list.
- If uncertain of which status the new member will declare, leave as “In Process”.

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Membership

	Who	Membership	Contact	Documents
Role	Role <input type="checkbox"/> Child <input type="checkbox"/> Continental Marshal <input type="checkbox"/> Coroner <input type="checkbox"/> Coordinator <input type="checkbox"/> County Director <input type="checkbox"/> Justice <input type="checkbox"/> Juror <input type="checkbox"/> Marshal at Arms <input type="checkbox"/> Militia <input type="checkbox"/> Notary <input type="checkbox"/> PKTF <input type="checkbox"/> SLA Coordinator <input type="checkbox"/> Outreach Director <input type="checkbox"/> Recording Secretary <input type="checkbox"/> Sheriff <input type="checkbox"/> Treasurer Select the role(s) that apply to member			
Home State *	Nevada ⌵ Please select from the Dropdown selector on the right state where member lives			
County *	⌵ Please select from the Dropdown selector on the right county where member lives			
Issuing Authority	⌵ Name of the Assembly			
Recording Number	⌵ As assigned by the Issuing Authority			
Picture ^{1 2}	Browse... No file selected. Please Upload a Passport-quality face picture. Recommended size: 600 pixels wide X 900 pixels tall			
Seal ^{1 2}	Browse... No file selected. Please Upload a thumbprint picture. Recommended size: 600 pixels wide X 900 pixels tall			
Document Type	Document Type <input type="checkbox"/> 928 bundle <input type="checkbox"/> Baby Deed <input type="checkbox"/> Birth Record <input type="checkbox"/> Death Record <input type="checkbox"/> Declaration for Americans <input type="checkbox"/> Declaration for Immigrants <input type="checkbox"/> Declaration for Federal Persons <input type="checkbox"/> Declaration of Political Status <input type="checkbox"/> Marriage Record <input type="checkbox"/> Witness Testimony <input type="checkbox"/> Revocation of Election to Pay Taxes <input type="checkbox"/> Voter Cancellation Check each Document Type as appropriate			
Your Land Recorder's Email * !	recorder18@nevadaassembly.org			
Your State Coordinator Email *	⌵			
Password	⌵ Random Password has been chosen for the member.			
Confirm Password *	⌵ Random Password has been chosen for the member.			

Submit

Notes:

- Home State will be auto-populated with your home state
- For County Officials, the County will be auto-populated with your county
- Issuing Authority is your State Assembly
- Your email address will be populated in the Your Land Recorder's Email field
- A random password will be generated and placed in the 2 password fields. The member should then use the "Forgot your Password" link on the login page to set their password.

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Contact

	Who	Membership	Contact	Documents
Mailing Address Line 1 !	<input type="text"/>			
Mailing Address Line 2 !	<input type="text"/>			
Mailing City	<input type="text"/>			
Mailing State	<input type="text"/>			
Mailing Zip Code	<input type="text"/>			
	ZIP			
Phone !	<input type="text"/>			
	Member's primary contact number			
Email * !	<input type="text"/>			
	Enter your Email Address			
Confirm Email *	<input type="text"/>			
	Please repeat your email			

Submit

Notes:

- The memberEmail address is the only required field on this tab. Be sure to enter it in both fields.
- All fields under this tab are editable by the member once they login.

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Contact 1-2-3

[Contact 1-2-3](#)

This module provides a means to send automated email to LRO members which match static or dynamic criteria, through what is called an “engagement”.

Some common uses are:

- Notices/Reminders of regularly scheduled meetings
- Special announcements
- “Drip feed” information to new or prospective people about correcting political status





































Engagements

An engagement is a collection of progressive “steps” for sending of email to recipients.

Contact 1-2-3 Engagements

[State Engagements](#)[County Engagements](#)[Templates](#)

State: Washington (12)

ENABLED	NAME	DESCRIPTION	QUALIFY	CREATOR	ACTION
<input type="checkbox"/>	County Meeting Notice	All County Meeting		Teri	     
<input checked="" type="checkbox"/>	Evidence of Common Law Training	Common Law Training Class		Teri Sahm	     
<input checked="" type="checkbox"/>	Fundraiser	The Washington Assembly Healing Center		Teri Sahm	     
<input type="checkbox"/>	General Meeting Notice	State General Assembly Meeting December 5, 2021 - Zoom Link		Teri	     
<input checked="" type="checkbox"/>	General Meeting Notice	Save the Date - State General Assembly Meeting			     
<input type="checkbox"/>	Golden Rule Reminder	Golden Rule Common Law Farmers Market		Teri	     

Currently, the system is constructed for use primarily by Recording Officials (Recording Secretaries) but will likely change to more of an Outreach Officials role, when such a role becomes more common within all states Assemblies.

Note:

- When enabling/disabling any engagement by clicking the Enabled checkbox in this view, the change takes affect immediately.

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An engagement can, in theory, contain millions of steps. Although it will become increasingly difficult to manage more than 12 steps.

Engagement level types

There are 3 level types for engagements:

- State
- County
- Template. There are 3 types of templates:
 - System
 - State
 - County

Engagement templates

Often a template is used as a starting point for the creation of a new engagement.

* Federation Officials are same as State Officials and may also create System templates.

State Officials may:

- Add State template
- Add County template (for their county)
- System template
 - Copy to State engagement (not template)
 - Copy to County engagement (not template)
- State template
 - Enable/Disable template
 - Copy to State engagement
 - Edit the template
 - Delete the template
- County template (for their county)
 - Enable/Disable template
 - Copy to County engagement
 - Edit the template
- Delete the template

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County Officials may:

- Add County template (for their county)
- System template
 - Copy to County engagement (not template)
- State template
 - Copy to County template (for their county)
 - Copy to County engagement (for their county)
- County template (for their county)
 - Enable/Disable template
- Copy to County template
- Copy to County engagement
 - Edit the template
 - Delete the template

State engagements

State Officials may:

- Enable/Disable engagement
- Copy to State engagement
- Copy to County engagement (for their county)
- Copy as State template
- Copy as County template (for their county)
- Edit the engagement
- Delete the engagement
- Add State engagement

County Officials may:

- Copy to County template (for their county)
- Copy to County engagement (for their county)

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County engagements

State Officials may (for their county):

- Enable/Disable engagement
- Copy to County engagement
- Copy to State engagement
- Copy as State template
- Copy as County template
- Edit the engagement
- Delete the engagement
- Add County engagement




County Officials may:

- Enable/Disable engagement
- Copy to County engagement
- Copy as County template
- Edit the engagement
- Delete the engagement
- Add County engagement

Engagement Add

To add an engagement (or template), click the appropriate Add button at the bottom of the engagement list.


The page will reload with the new engagement shown in the list. All new engagements (not copied) will have the name “New” with a description of “Created by <your name>”.

<input type="checkbox"/>	County: Alameda, California	New	Created by Christopher Martin	   
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Engagement Edit

Click the Edit icon  under the Actions column for the engagement you wish to edit.

The engagement edit page has a common area at the top and a variable number of steps below. A new engagement will not contain any steps.

Contact 1-2-3 Engagement	
	Name: New [template] 
Name	<input type="text" value="New"/> Repeating <input type="checkbox"/> Enabled <input type="checkbox"/>
Description	<input type="text" value="Created by Christopher Martin"/>
Sent From	Name: <input type="text"/> Email Address: <input type="text"/>
Member Qualifies by	<div>Manual Only </div> <div>Asynchronous <input type="checkbox"/></div>
	
Steps	
	
	

Many of the icons and fields will display help text when the cursor is hovering over the item.

The fields in the common area are:

- Name
 - Name of the engagement
- Description
 - Description of what the engagement is intended for
- Sent From (Name/Email Address)
 - The email address and friendly name that the email is sent as (From)
 - Depending on the system configuration, either of these might be overridden by the system settings
- Member Qualifies by
 - Selection criteria for members who will receive the engagement email steps.
Note: Regardless of which type of “qualifies by” selected, members can always join/unjoin an engagement directly from their member account page.

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- Manual Only
 - Members are manually added to list of recipients either by the Official or the members themselves.
- Status
 - In Process
 - American State National
 - American State Citizen
 - Federal Person
- Verified
 - Yes
 - No
- Role
 - Select members if they have any of the same selected options
- Abilities
 - Select members if they have any of the same selected options
- Willing
 - Select members if they have any of the same selected options
- Everyone on <state name>
- Everyone on <county name>
- Asynchronous
 - When unchecked all engagement members will be on the same “step” together -- receive the same email at the same time
 - When checked members will receive the engagement step that they are next scheduled for.
 - Each member can be on different steps
 - Is useful for engagements that send “drip feed” email to people who are “In Process” or have inquired about TASA but haven’t decided to correct their political status.
- Repeating
 - When checked, the engagement will begin again at step 1 once it has sent the final step email... and after the “Days To Wait Before Next Step” has passed.
 - When unchecked, the engagement will stop sending email after the last step has been sent.
- Enabled
 - When checked, the engagement will send email.
 - When unchecked, the engagement will not send any email.

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Engagement Step

 To add a step, click the icon at the bottom of the list of steps.

Each step contains 3 fields; Subject, Body, Days To Wait Before Next Step.

- Subject
 - This is the email Subject
 - Variable substitution is available for this field
- Body
 - This is the email content
 - Variable substitution is available for this field
- Days To Wait Before Next Step
 - After the email for this step is sent, the next step will not send until the specified number of days has passed.

Variable substitution is available for both the Subject and Body fields.

A simple example is to use the variable {first_name} in the Body, such as:

Greetings {first_name}!


When this step is processed the variable {first_name} will be replaced with the value of the members first_name field. Like this:

Greetings Janet!

Note: There are a few image variables for the member's picture, seal, state outline, and assembly seal.


To see a list of available variable names hover the cursor over the icon .

There are 2 buttons for editing the Body.

 The Edit button allows editing in a familiar Word Process-like editor. This is the method most people will use.


 The Edit Raw button allows editing the HTML code directly. This is often needed for complex content.

Important!

After editing the body field you must click the  button, otherwise your edits will be lost!


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While not editing the body content there is a  button in the upper right corner of each step. Click this button to send a test email of the step to yourself. This allows you to verify how the body content will appear in email format.

There are 3 buttons under the step number to allow:

- Add a new step directly after the step (allows inserting step before the following step, if one exists)
- Copy current step to a new step immediately following
- Delete the step

 Be sure to click this Save button at the bottom of the common fields or end of the steps list (they both perform the same save function) after you make any changes, including changes to the Body field of any step.

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Payment Records

Payment Records

The Payment Records page allows you to generate a report of payments that have been made by (or for) members using the members Fees.

Payment Records

PURPOSE	START	END	ACTIONS
<div>Purpose</div> <div><input type="checkbox"/> All</div> <div><input checked="" type="checkbox"/> Credential Card</div> <div><input type="checkbox"/> Publishing Fee</div> <div><input type="checkbox"/> Recording Fee</div> <div><input type="checkbox"/> Document Generator</div> <div><input type="checkbox"/> Training Courses</div> <div><input type="checkbox"/> Background Check</div> <div><input type="checkbox"/> Donate to State Assembly</div> <div><input type="checkbox"/> Donate to County Assembly</div> <div><input type="checkbox"/> Donate to Anna</div> <div><input type="checkbox"/> Other</div>			

Show

Download

Show

Download

Select all the items (purpose) you want to include in the report, optionally enter the start and end dates, which default to the current month.

Show

Click this button to view the records.

Download

Click this button to download the records in CSV format suitable for import into a spreadsheet application.

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Manual Payments

Manual Payments

This page is provided for proper record keeping tasks when someone pays for an item or service using method not supported by the LRO system.
Currently LRO supports only debit/credit card payments.

This page has been largely superseded by the easier method under the Fees tab of each member's record, which reduces the amount of manual input and errors.

Manual Payment Entry

First Name <input style="width: 100%;" type="text"/>	Last Name <input style="width: 100%;" type="text"/>	Email <input style="width: 100%;" type="text"/>
Purpose <input checked="" type="radio"/> Credential Card <input type="radio"/> Publishing Fee <input type="radio"/> Recording Fee <input type="radio"/> Background Check <input type="radio"/> Donate to State Assembly <input type="radio"/> Donate to County Assembly <input type="radio"/> Donate to Anna <input type="radio"/> Other	Quantity <input style="width: 50px;" type="text" value="1"/>	Price Each <input style="width: 50px;" type="text" value="50.00"/>
Payment Method <input type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> Credit Card <input type="radio"/> Money Order <input type="radio"/> Silver <input type="radio"/> Gold Serial/Sequence number <input style="width: 100%;" type="text" value="Check/Money Order/Trans #"/>	Payment Amount <input style="width: 50px;" type="text" value="50.00"/> Payment Date <input style="width: 100%;" type="text" value="mm / dd / yyyy"/>	Payment Fee <input style="width: 50px;" type="text"/>

On the first row, enter the member's first and last name as well as their email address.

Select the Purpose, enter the Quantity and Price Each (fee) for the item.

Select the Payment Method, enter any Serial or Sequence number for the payment method, Payment Amount, Payment Date and any Payment Fee.

The Payment Fee is intended for fees associated with payment, such as a credit card processing fees.

Click the Submit button to record the payment record.

Submit

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Member Record - Edit

Officials viewing a member record, which they are authorized to edit, have ability edit a great majority of the record data.

An Official is “authorized” and may edit a member record when:

- The Official is a State Official and the member lives within the borders of the same state.
- The Official is a County Official and the member lives with the borders of the same county.

A blue rectangular button with the word "Save" in white text.

All tabs which display this Save button are part of the primary and common fields. It is not necessary to save the record after changes to each tab, but only after all changes are completed for the tabs which display this Save button. These tabs are from “Who” – to – “Officials”. Other tabs may be added in the future.

Tabs which do not display the Save button at the bottom of the field list have different methods of saving the data associated with the content of those tabs.

Notes:

- Some common fields are explicitly prohibited from editing by Officials due to the propensity of browser cache and auto-fill features.
 - For example; the fields First Name, Middle Name and Last Name are common field names in HTML forms so the Official’s browser can mistakenly insert the Official’s own personal data in those fields. If the Official does not notice the data substitution and saves the record after editing other field(s) then the record becomes corrupted.

Important!:

When an Official is logged-in and viewing a member record which they are not authorized to edit then the member record will be displayed as if not logged-in... the same as when anyone views a member record. In other words, the Official will not be able to edit any fields and will not have access to any confidential data/documents.

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Who

Under the “Who” tab you may change only the member’s Status.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
Nationality *	Californian								
First Name *	Manuel								
Middle Name	Benedict								
Last Name *	Leslie II								
Born	1st day of August, 1974								
Status	Status <input type="radio"/> In Process <input checked="" type="radio"/> American State National <input type="radio"/> American State Citizen <input type="radio"/> Federal Person								
<div>Save</div>									

If any other field under this tab requires changing, such as if a mistake was made during creation of record or a name change due to marriage, you will need to contact an LRO administrator to request the change.

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Membership

You may edit all fields under the Membership tab.

Note:

- Once a Credential Card has been printed for the member the Picture and Seal fields are no longer editable.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
Role	<p>Role</p> <p> <input type="checkbox"/> Child <input type="checkbox"/> Continental Marshal <input type="checkbox"/> Coroner <input type="checkbox"/> Coordinator <input type="checkbox"/> County Director <input type="checkbox"/> Justice <input type="checkbox"/> Juror <input type="checkbox"/> Marshal at Arms <input type="checkbox"/> Militia <input type="checkbox"/> Notary <input type="checkbox"/> PKTF <input type="checkbox"/> SIA Coordinator <input type="checkbox"/> Outreach Director <input type="checkbox"/> Recording Secretary <input type="checkbox"/> Sheriff <input type="checkbox"/> Treasurer </p> <p>Select the role(s) that apply to member</p>								
Home State *	<div style="border: 1px solid #ccc; padding: 2px;">Nevada</div> <p>Please select from the Dropdown selector on the right state where member lives</p>								
County *	<div style="border: 1px solid #ccc; padding: 2px;">Washoe</div> <p>Please select from the Dropdown selector on the right county where member lives</p>								
Issuing Authority	<div style="border: 1px solid #ccc; padding: 2px;">The Nevada Assembly</div> <p>Name of the Assembly</p>								
Recording Number	<div style="border: 1px solid #ccc; padding: 2px;">NV16-2021-000019</div>								
Picture ^{1 2}	<div style="display: flex; align-items: center;"> <div> <p>manuel_benedict_leslie_ii-image.jpg</p> <p>Please Upload a Passport-quality face picture. Recommended size: 600 pixels wide X 900 pixels tall</p> </div> </div>								
Seal ^{1 2}	<div style="display: flex; align-items: center;"> <div> <p>manuel_benedict_leslie_ii-seal.jpg</p> <p>Please Upload a thumbprint picture. Recommended size: 600 pixels wide X 900 pixels tall</p> </div> </div>								
Document Type	<p>Document Type</p> <p> <input type="checkbox"/> 928 bundle <input type="checkbox"/> Baby Deed <input type="checkbox"/> Birth Record <input type="checkbox"/> Death Record <input type="checkbox"/> Declaration for Americans <input type="checkbox"/> Declaration for Immigrants <input type="checkbox"/> Declaration for Federal Persons <input type="checkbox"/> Declaration of Political Status <input type="checkbox"/> Marriage Record <input type="checkbox"/> Witness Testimony <input type="checkbox"/> Revocation of Election to Pay Taxes <input type="checkbox"/> Voter Cancellation </p> <p>Check each Document Type as appropriate</p>								
Your Land Recorder's Email * !	<div style="border: 1px solid #ccc; height: 20px;"></div>								

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Contact

All fields are editable by authorized Officials and by the member themselves.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
Mailing Address Line 1 !	<input type="text"/>								
Mailing Address Line 2 !	<input type="text"/>								
Mailing City	<input type="text"/>								
Mailing State	<input type="text" value="Nevada"/>								
Mailing Zip Code	<input type="text"/>								
	ZIP								
Phone !	<input type="text"/>								
	Member's primary contact number								
Email * !	<input type="text"/>								
	Enter your Email Address								
Confirm Email *	<input type="text"/>								
	Please repeat your email								
<input type="button" value="Save"/>									

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Documents

This is where all member documents are located.

There are 2 types of document fields.

- Single document
- Multiple document

Single document fields

Click the Browse button for a document field to select a PDF document to upload into that field. The uploaded document will replace any existing document in the field.

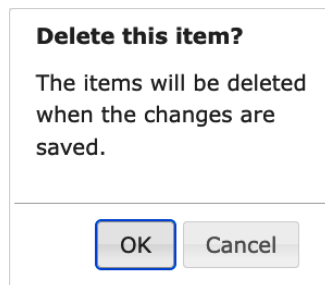
Multiple Document fields

These fields can contain multiple documents for the specific category.



To upload documents into this type of field, either drag & drop the files into the provided upload area or click the button select the documents to be uploaded.

To delete a document in a multiple document field click the **X** button next to the document name. A message will popup reminding that you must save the record before the document is actually deleted.



Notes:

- Uploading a document with a name that already exists in a multiple document field does not replace the previously uploaded document. The document to be replaced must be specifically deleted.



Click this button to export a list of documents and their published dates. The published date is the date the file was uploaded.

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Status:

Fields that have a document previously uploaded will also have a delete checkbox to delete the document from the record.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
Export Documents Publishing Dates									
Status	Notices	Land	Private Property	Incident Reports					
Declaration for Americans ^{1 2}	manuel_leslie_ii_1779_20210424.pdf Browse...		<input type="checkbox"/> delete						
Declaration for Immigrants ^{1 2}	Browse... No file selected.								
Declaration for Federal Persons ^{1 2}	Browse... No file selected.								
Declaration of Political Status ^{1 2}	Browse... No file selected.								
Birth Record ^{1 2}	Browse... No file selected.								
Witness Testimony ^{1 2}	manuel_leslie_ii_witness_1_20210424.pdf Browse...		<input type="checkbox"/> delete						
Witness Testimony ^{2 1 2}	manuel_leslie_ii_witness_2_20210424.pdf Browse...		<input type="checkbox"/> delete						

Note:

- You must save the record when finished making any/all changes to the record, including document changes (uploading or deleting)

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Notices:

These fields are intended for more general purpose type of documents. Publishing of documents whose purpose is of having given notice to any entity.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
Export Documents Publishing Dates									
Status	Notices	Land	Private Property	Incident Reports					
Miscellaneous Notices		<div><div>select documents</div><div>Drag & Drop Files</div><div>notice_of_rescission_of_signature_dol.pdf</div></div> <div>For notice documents which do not fit any other category</div>							

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Land:

These fields are intended for land patent documents.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
-----	------------	---------	-----------	------------	-----------	---------	---------------	------	-------

Export Documents Publishing Dates

Status	Notices	Land	Private Property	Incident Reports
Land Patent 1		<input type="button" value="Browse..."/> No file selected.		
Land Patent 2		<input type="button" value="Browse..."/> No file selected.		
Land Patent 3		<input type="button" value="Browse..."/> No file selected.		
Land Patent 4		<input type="button" value="Browse..."/> No file selected.		
Land Patent 5		<input type="button" value="Browse..."/> No file selected.		

Save

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Private Property:

Private property documents may be stored here.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
Export Documents Publishing Dates									
Status	Notices	Land	Private Property	Incident Reports					
Automobiles	<div><div>select documents</div> Drag & Drop Files</div> <div>Cars, Trucks, RVs, etc.</div>								
Trailers	<div><div>select documents</div> Drag & Drop Files</div> <div>Any trailer that can be pulled behind an automobile</div>								
Arms	<div><div>select documents</div> Drag & Drop Files</div> <div>Guns, Weapons, etc.</div>								
<div>Save</div>									

Note:

These sub-category document types are an initial starting point. We expect to add more as new ones become evident or if enough people make request for the same sub-category. So send us a message if you would like other to have other sub-category types added besides these (Automobiles, Trailers, Arms).

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Incident Reports:

Here you can upload incident reports made against the governmental services corporations or commercial entities.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
-----	------------	---------	-----------	------------	-----------	---------	---------------	------	-------

Export Documents Publishing Dates

Status	Notices	Land	Private Property	Incident Reports
--------	---------	------	------------------	------------------

Territorial Government	<div><div>select documents</div>Drag & Drop Files</div> <div>Incident reports against Territorial governmental branches, offices, agents</div>
Municipal Government	<div><div>select documents</div>Drag & Drop Files</div> <div>Incident reports against Municipal governmental branches, offices, agents</div>
Commercial Entities	<div><div>select documents</div>Drag & Drop Files</div> <div>Incident reports against Commercial businesses, agents</div>

Save

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Contribute

The fields under this tab are restricted to editing only by the member themselves.

Here the member can specify how they are willing to support their Assembly and what abilities they have.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
Willing	<div>Willing</div> <div><input type="checkbox"/> Continental Marshal <input type="checkbox"/> Coroner <input type="checkbox"/> Coordinator <input type="checkbox"/> County Director <input type="checkbox"/> Justice <input type="checkbox"/> Juror <input type="checkbox"/> Marshal at Arms <input type="checkbox"/> Militia <input type="checkbox"/> Notary <input type="checkbox"/> PKTF</div> <div><input type="checkbox"/> SIA Coordinator <input type="checkbox"/> Outreach Director <input type="checkbox"/> Recording Secretary <input type="checkbox"/> Sheriff <input type="checkbox"/> Treasurer</div>								
Abilities	<div>Abilities</div> <div><input type="checkbox"/> Accounting <input type="checkbox"/> Armory <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Carpentry <input type="checkbox"/> Childcare <input type="checkbox"/> Computer Programming <input type="checkbox"/> Cooking <input type="checkbox"/> Dentistry <input type="checkbox"/> Electrician <input type="checkbox"/> Electronics Repair</div> <div><input type="checkbox"/> Farming <input type="checkbox"/> IT <input type="checkbox"/> Janitorial <input type="checkbox"/> Marketing <input type="checkbox"/> Mechanic <input type="checkbox"/> Medical <input type="checkbox"/> Nutrition/Dietary <input type="checkbox"/> Organizing <input type="checkbox"/> Plumbing <input type="checkbox"/> Public Relations</div> <div><input type="checkbox"/> Radio Communications <input type="checkbox"/> Construction <input type="checkbox"/> Ranching <input type="checkbox"/> Recordkeeping <input type="checkbox"/> Sewing <input type="checkbox"/> Teaching <input type="checkbox"/> Transportation <input type="checkbox"/> Woodworking</div>								
<div>Save</div>									

Note:

These fields can be used by the Contact 1-2-3 module for sending email to people who select any of these various Willing and Abilities options.

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Officials

This tab contains fields specific to the functions of authorized Officials.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
Printed Date	<input type="text"/>								
Verified	<input type="checkbox"/> Member has been verified to qualify as an American State National								
Paid	<input type="checkbox"/> Member has paid for Credential Card								
Record Actions									<button>Drop From Cache</button>

Save

Fields

- Printed Date
 - The date their Credential Card was printed.
- Verified
 - Check this once the member has been verified to be an ASN, regardless of whether or not they publish any documents through LRO.
- Paid
 - Flag to indicate a member has paid for an LRO Credential Card.
- Record Actions
 - Drop From Cache will force the member record out of cache and thereby force it to reload properly in case a change was not picked-up by the backend. Generally, an Official would not need to use this but it will cause no harm to use it as often as you like.

Once a member record has been marked as Verified then it is not possible for the Official to change this field. (You can't un-verify one of the people)

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
Printed Date	<input type="text" value="May 17, 2021"/>								
Verified	<input checked="" type="checkbox"/> Yes								
Paid	<input checked="" type="checkbox"/> Member has paid for Credential Card								
Record Actions									<button>Drop From Cache</button>

Save

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Courses

This tab shows available training courses and the status of the member for each course.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
Title	Description					Price	Status		
Sign In America Training Course - Part 1	<div>Thank you for your interest in the Sign-In America and for enrolling in the Sign-In America Initial Training Course Part 1. There will be other follow on courses that will address different topics coming soon.</div> <div>The purpose of this training course is to provide background understanding relative to the fact</div>					Various	No Account		

This tab is provided to authorized Officials for informational purposes only. Only the member may interact with the content of the page.

When the member is logged-in they will have options to interact with available courses. They will be able to:

- Go to Sign In America (SIA) site to create an account
- Purchase a course directly from this tab
- Go to the SIA site to continue a training course
- Go to their SIA account

For more detailed information, please see LRO Guide for Users.

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Contact 1-2-3

This page is available to authorized Officials and shows list of all available, and enabled, engagements for the member's state and county.

Both Officials and the member may join or un-join an engagement at any time.

If a member has previously clicked an "optout" link from an engagement email the Optout field will contain "Yes" and the Join checkbox will be disabled.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
Engagements: State (Washington)									
Join	Optout	Name	Description	Next Step					
<input checked="" type="checkbox"/>	No	Evidence of Common Law Training	Common Law Training Class	Done					
<input checked="" type="checkbox"/>	No	Fundraiser	The Washington Assembly Healing Center	Done					
<input checked="" type="checkbox"/>	No	General Meeting Notice	Save the Date - State General Assembly Meeting	Done					
<input type="checkbox"/>	No	Litigation Call ASC	Litigation discussion and training with all 50 states - Thursday 2 pm						
<input type="checkbox"/>	No	Litigation Call ASN	Litigation discussion and training with all 50 states - Thursday 2 pm Pacific						
<input type="checkbox"/>	No	Private American	Welcome Home						

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Fees

Here authorized Officials will see the member's payment history, for payments made through the LRO.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
-----	------------	---------	-----------	------------	-----------	---------	---------------	------	-------

Payment History

Date	Purpose	Fee	Qty	Payment	Info	Comment
2021-11-27 12:34:09-P	Course:Sign In America Training Course - Part 1	25.00	1	25.00	TxnId:6772702855:123456	
2021-07-07 00:00:00-P	Recording Fee	25.00	1	25.00	Cash	
2021-07-07 00:00:00-P	Publishing Fee	25.00	1	25.00	Cash	
2021-05-05 14:50:24-P	Credential Card	50.00	1	50.00	TxnId:07H858994T182794A	
2021-05-05 14:47:42-P	Publishing Fee	25.00	1	25.00	TxnId:87M40226UP9398117	N/A

Item	Fee	Qty	Cost	Note/Comment
<div style="background-color: #808000; color: white; padding: 2px 5px; display: inline-block;">Add Item</div>				

If a payment record was manually entered by **you**, then certain fields (date, fee, quantity) will have a grey background. This signifies the fields that **you** may edit, in the event you entered the date, fee or quantity incorrectly.

To edit any of those fields, click on the field value, make the correction and click the Save button for that field.

Who	Membership	Contact	Documents	Contribute	Officials	Courses	Contact 1-2-3	Fees	Sites
-----	------------	---------	-----------	------------	-----------	---------	---------------	------	-------

Payment History

Date	Purpose	Fee	Qty	Payment	Info	Comment
2021-11-27 12:34:09-P	Course:Sign In America Training Course - Part 1	25.00	1	25.00	TxnId:6772702855:123456	
07 / 07 / 2021	Recording Fee	25.00	1	25.00	Cash	
2021-07-07 00:00:00-P	Publishing Fee	25.00	1	25.00	Cash	

Notes:

- You may edit only the manual type payment records that you created.
- When click save, the change is applied immediately.

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

Making payment

Anyone may access the Fees tab for the purpose of making payment on behalf of the member for limited items. (They will see only the portion for making payments)

Add Item

Click this Add Item button to add a new item to be purchased.

Enter the Fee (the Credential Card fee will populate for you) and Quantity and optional comment.

There are 3 items that anyone may pay on behalf of the member (as well as the member themselves):

- Recording Fee
- Publishing Fee
- Credential Card
 - This is available only when the member has corrected their status by recording the at least the 1779 document and witness testimonies.

Item	Fee	Qty	Cost	Note/Comment	
<div>✓ choose item</div> <div>Credential Card</div> <div>Recording Fee</div> <div>Publishing Fee</div> <div>Other</div>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<div>Remove</div>

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

After adding all the items to purchase, click the “Check Out” button.

Item	Fee	Qty	Cost	Note/Comment	
Recording Fee	25	1	25.00		Remove
Publishing Fee	25	1	25.00		Remove
Total:			50.00		
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> Add Item Check Out </div>					

Select the payment method.

Payment method:

Choose Method

✓ Credit Card

-- Manual --

Cash

Check

Money Order

Silver

Gold

The options under the “-- Manual --” line are record keeping options. This is the replacement, and preferred method, for the previously described 18 page.

Note:

For Credit Card payment method it is recommended to instruct the member to make payment using their own credit/debit card, whenever possible, for proper record keeping purposes.

Manual payment methods

Selecting one of the Manual methods will display additional fields:

- Payment Date
 - This is the date that the member gave you the monies
- Check Number
 - For Check method
- Money Order Number
 - For Money Order method

Submit

Clicking the Submit button records the manual payment record. No actual transaction occurs. This is for record keeping purposes only.

The American States Assemblies Land Recording Office (LRO)

User Guide for Officials

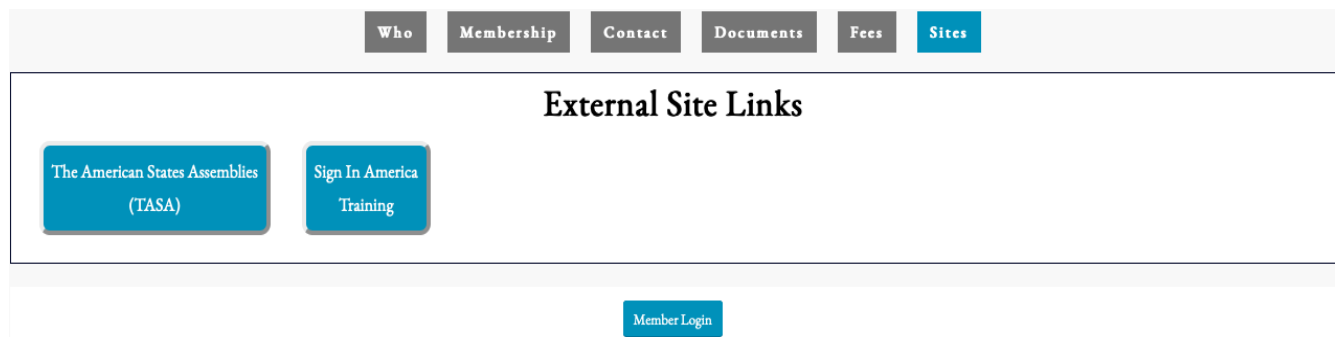
Sites

The Sites tab contains buttons and/or links to external sites.

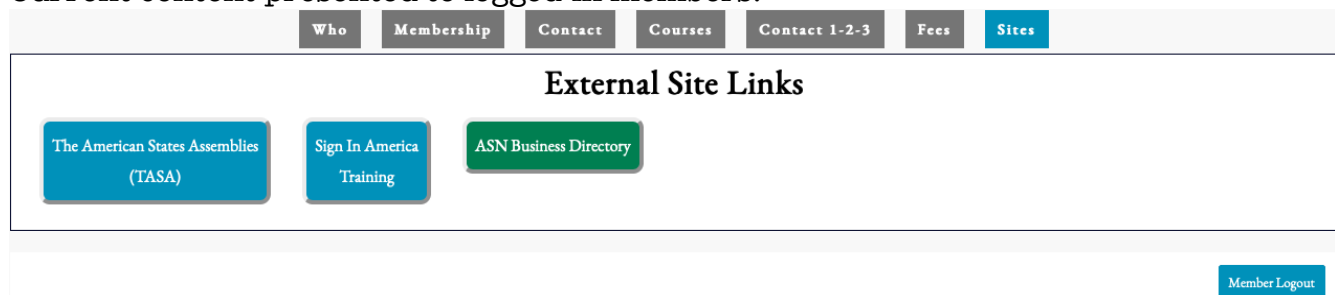
There are two purposes for the existence of this tab:

1. Convenient location of links to public TASA related sites.
 - (a) Anyone viewing a member record will have access to these links.
2. Starting point for access to private/ASN members only content on external sites.
 - (a) Only logged-in LRO members will have access to these links.

Current content presented to public (not logged-in):



Current content presented to logged-in members:



The ASN Business Directory site (still under development) provides a venue for ASN businesses to make known their presence to other ASN's. At this time there is concern that some businesses might become targets of non-ASN persons/entities so portions of the site are restricted to ASN's only. Currently the LRO provides the only means to integrate known ASN's into this site.

Note:

Currently this is an experimental feature with regard to location. In future the content of this tab might be presented in another format or location either on or off the member record page.

Only members logged-in will see the protected sites. Officials must login to their own member account!