

Logging in to eSearch

⇒ To begin your search, log in with your username and password, or click the **Sign in as a Guest** button. If logging in as a guest user, you may not have access to the images.

If you forget your password, click the **Password Reminder** link and your password will be sent to your email address.

Creating your own search account typically grants you access to more features and in some cases, it is the only way to view and print images.

Create a Search Account

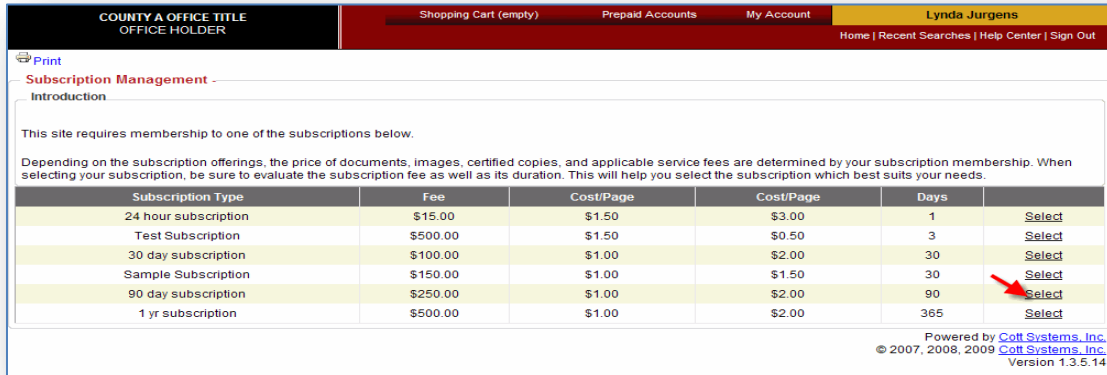
1. On the login screen, click the [Create an Account](#).
2. Click the check box **I agree to the terms outlined above** and click the **I Accept** button.
3. Provide the information in each field appearing in red. All fields are required except for **Title** and **Address Line 2**.
4. A banner will display a message confirming the creation of the user account.
5. If the site requires the purchase of a subscription, click the [Select](#) link on the subscription.

Subscription Type	Fee	Cost/Page	Cost/Page	Days	
Lifetime Subscription	\$0.00	\$2.00	\$2.00		Select

6. The subscription fee will be added to the shopping cart. Click the shopping cart at the top of the screen when you are ready to pay for the subscription.

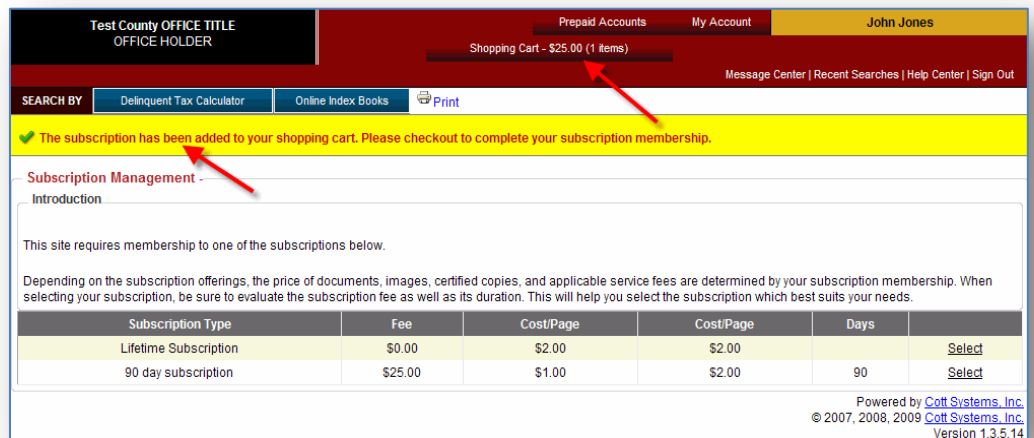
Purchase a Subscription

1. If you have not paid for a subscription or your subscription expired, you will be prompted to select a subscription when attempting to log in with your User ID and Password.



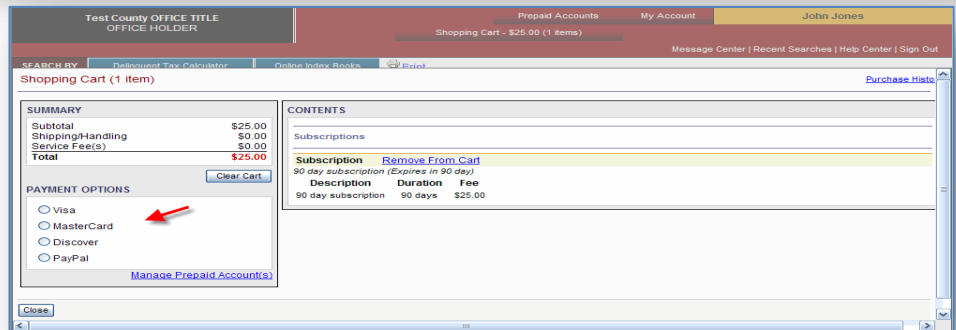
2. Click the **Select** link beside the subscription you wish to purchase.

3. A yellow banner will display a message indicating that the subscription was processed.



4. Click the shopping cart link to process the subscription payment.

5. Click the radio button beside the payment type you wish to use.



6. If you selected a credit card, provide the credit card information and expiration date.

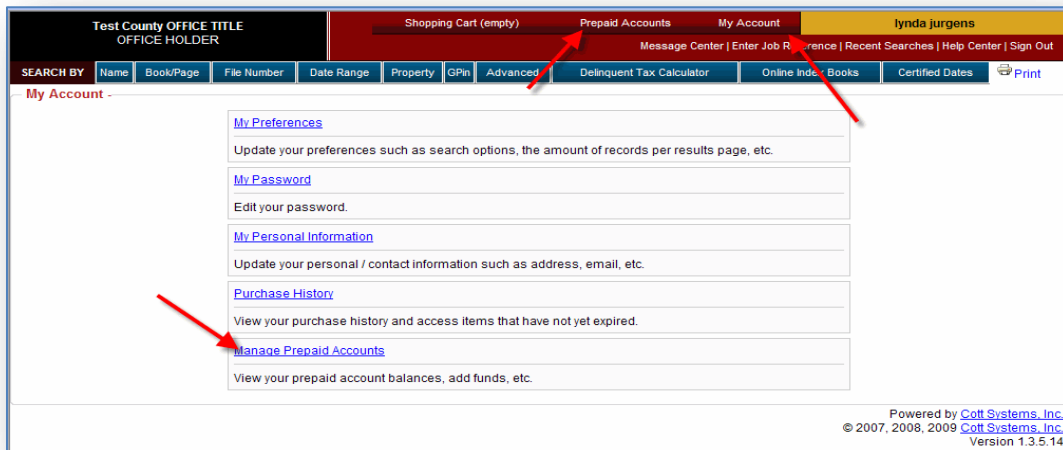
7. Click the **Process** button and then click **OK** to confirm. You will automatically be logged off and back on without interruption.

Create a Prepaid Account

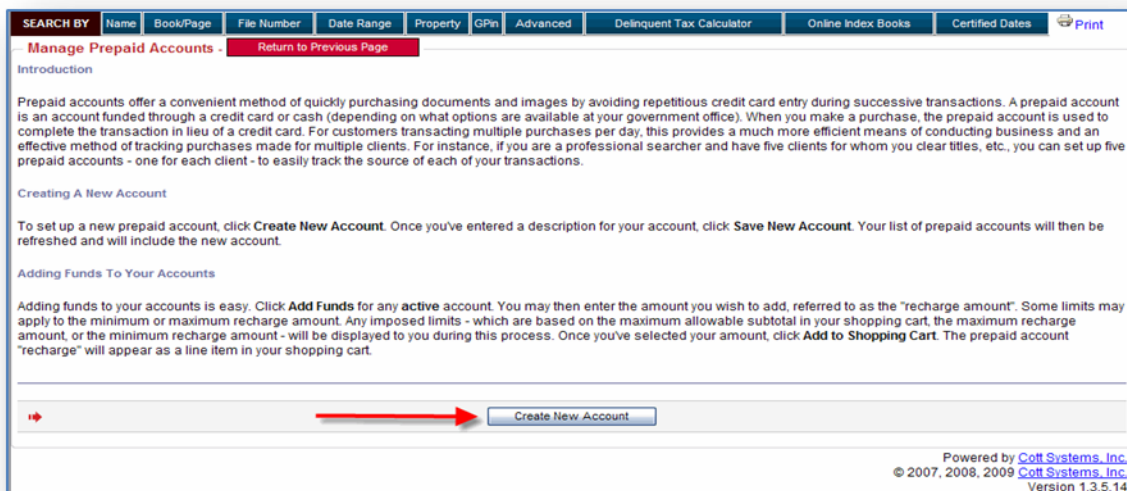
1. This can be accessed in one of two ways.

- ▶ Log in with your User ID and Password then click the **My Account** link and then click the [Manage Prepaid Accounts](#) link.
- ▶ Log in with your User ID and Password and then click the **Prepaid Accounts** link.

Prepaid accounts are a payment method in addition to credit card payments. They allow you to deposit funds in advance to a named account and then deduct your purchases from this balance. When the balance is low or depleted, you may add funds to the account.



2. Click the **Create New Account** button.



3. Type an account name and then click the **Save New Account** button.

Manage Prepaid Accounts - Introduction

Prepaid accounts offer a convenient method of quickly purchasing documents and images by avoiding repetitious credit card entry during successive transactions. A prepaid account is an account funded through a credit card or cash (depending on what options are available at your government office). When you make a purchase, the prepaid account is used to complete the transaction in lieu of a credit card. For customers transacting multiple purchases per day, this provides a much more efficient means of conducting business and an effective method of tracking purchases made for multiple clients. For instance, if you are a professional searcher and have five clients for whom you clear titles, etc., you can set up five prepaid accounts - one for each client - to easily track the source of each of your transactions.

Creating A New Account

To set up a new prepaid account, click **Create New Account**. Once you've entered a description for your account, click **Save New Account**. Your list of prepaid accounts will then be refreshed and will include the new account.

Adding Funds To Your Accounts

Adding funds to your accounts is easy. Click **Add Funds** for any **active** account. You may then enter the amount you wish to add, referred to as the "recharge amount". Some limits may apply to the minimum or maximum recharge amount. Any imposed limits - which are based on the maximum allowable subtotal in your shopping cart, the maximum recharge amount, or the minimum recharge amount - will be displayed to you during this process. Once you've selected your amount, click **Add to Shopping Cart**. The prepaid account "recharge" will appear as a line item in your shopping cart.

Create New Account

Account Name

Powered by [Cott Systems, Inc.](#)
© 2007, 2008, 2009 [Cott Systems, Inc.](#)

4. A yellow banner will display a message indicating that it was successfully added.
5. You are now ready to add funds to the account.
6. Click the **Add Funds** link.

SEARCH BY [Name](#) [Book/Page](#) [File Number](#) [Date Range](#) [Property](#) [GPin](#) [Advanced](#) [Delinquent Tax Calculator](#) [Online Index Books](#) [Certified Dates](#) [Print](#)

✓ The account "Forrester Title - B" was created successfully.

Manage Prepaid Accounts - Introduction

Prepaid accounts offer a convenient method of quickly purchasing documents and images by avoiding repetitious credit card entry during successive transactions. A prepaid account is an account funded through a credit card or cash (depending on what options are available at your government office). When you make a purchase, the prepaid account is used to complete the transaction in lieu of a credit card. For customers transacting multiple purchases per day, this provides a much more efficient means of conducting business and an effective method of tracking purchases made for multiple clients. For instance, if you are a professional searcher and have five clients for whom you clear titles, etc., you can set up five prepaid accounts - one for each client - to easily track the source of each of your transactions.

Creating A New Account

To set up a new prepaid account, click **Create New Account**. Once you've entered a description for your account, click **Save New Account**. Your list of prepaid accounts will then be refreshed and will include the new account.

Adding Funds To Your Accounts

Adding funds to your accounts is easy. Click **Add Funds** for any **active** account. You may then enter the amount you wish to add, referred to as the "recharge amount". Some limits may apply to the minimum or maximum recharge amount. Any imposed limits - which are based on the maximum allowable subtotal in your shopping cart, the maximum recharge amount, or the minimum recharge amount - will be displayed to you during this process. Once you've selected your amount, click **Add to Shopping Cart**. The prepaid account "recharge" will appear as a line item in your shopping cart.

	Account Name	Active	Date / Time Created	Balance	
Edit	Forrester Title - B	<input checked="" type="checkbox"/>	8/30/2010 1:32 PM	\$0.00	Add Funds

7. Type the dollar amount you wish to deposit to the account in the **Recharge Amount** box and then click the **Add to Shopping Cart** button. Note that this amount may have a maximum you can deposit.

Manage Prepaid Accounts -

Introduction

Prepaid accounts offer a convenient method of quickly purchasing documents and images by avoiding repetitious credit card entry during successive transactions. A prepaid account is an account funded through a credit card or cash (depending on what options are available at your government office). When you make a purchase, the prepaid account is used to complete the transaction in lieu of a credit card. For customers transacting multiple purchases per day, this provides a much more efficient means of conducting business and an effective method of tracking purchases made for multiple clients. For instance, if you are a professional searcher and have five clients for whom you clear titles, etc., you can set up five prepaid accounts - one for each client - to easily track the source of each of your transactions.

Creating A New Account

To set up a new prepaid account, click **Create New Account**. Once you've entered a description for your account, click **Save New Account**. Your list of prepaid accounts will then be refreshed and will include the new account.

Adding Funds To Your Accounts

Adding funds to your accounts is easy. Click **Add Funds** for any **active** account. You may then enter the amount you wish to add, referred to as the "recharge amount". Some limits may apply to the minimum or maximum recharge amount. Any imposed limits - which are based on the maximum allowable subtotal in your shopping cart, the maximum recharge amount, or the minimum recharge amount - will be displayed to you during this process. Once you've selected your amount, click **Add to Shopping Cart**. The prepaid account "recharge" will appear as a line item in your shopping cart.

Add Funds / Recharge Account

Forrester Title - B

Current Balance \$0.00

Recharge Amount

The amount must be lower than **\$100.00** in order to remain below the maximum recharge limit. The amount must also be above the minimum recharge limit of **\$5.00**.

8. A yellow banner will display indicating that the amount was added to the shopping cart.
9. Process the payment by clicking the shopping cart link at the top of the screen.

Getting Started with eSearch

⇒ After logging in you will be directed to the Name Search. If you prefer to search by a different method, click on the appropriate tab.

⇒ For a **Name Search** you must enter at least the first few characters of the Last or Firm Name. Once you have entered or selected your search criteria click **Bypass Names List** to view all names matching your criteria. The

Show Names List will display a listing of unique names where you may select just the names you wish to view and then click the **Return Selected Names** button.

⇒ If your search results exceed the number of documents allowed on one screen, you can view the additional names by clicking on the page number links located at the top and bottom right side of the screen.

Select	Index	Date Filed	Kind	Party Ones	Party Twos	Remarks Not Warranted	Doc Number	Book/Page	References	Amount	Images
1	<input type="checkbox"/>	LAN	7/14/2010 DEED	DUNLAP, KELLEN	FARMERS BANK OF	REMARKS FOR LAND RECORDS INDEX TYPE	6619188			\$17,500.00	2 pages

⇒ To print the page of results, click **New! Print Current Page** link.

SEARCH BY											
Name	Book/Page	Doc Number	Date Range	Property	Pin #	Advanced	Delinquent Tax Calculator	Online Index Books	Certified Dates		
Search Criteria											
Firm/Last Name DUNLAP (BEGINS WITH) First Name KELLEN (BEGINS WITH)											
Name Search <input type="button" value="Begin New Search"/> <input type="button" value="Edit Search"/>											
Displaying records 1 - 11 of 11 at 3:51 PM on 8/19/2010											
Select All Clear All NEW! Print Current Page Expand All Rows Collapse All Rows View Selected Images View Selected Details Clear Flags											
Select	Index	Date Filed	Kind	Party Ones	Party Twos	Remarks Not Warranted	Doc Number	Book/Page	References	Amount	Images
1	<input type="checkbox"/>	LAN	7/14/2010 <small>Not Verified</small>	DEED	DUNLAP, KELLEN ROBERT JR DUNLAP, JULIA ANN	FARMERS BANK OF MECHANICSBURG	REMARKS FOR LAND RECORDS INDEX TYPE	<u>6619188</u>		\$17,500.00	2 pages Flag

⇒ A plus sign in a field **[+]** indicates that there are additional names or property within the instrument. Click on the symbol to expand the row and display the additional names and/or property. Click the minus sign **[-]** to collapse and hide the row.

Select	Index	Date Filed	Kind	Party Ones	Party Twos	Remarks Not Warranted	Doc Number	Book/Page	References	Amount	Images
1	<input type="checkbox"/>	LAN	7/14/2010 <small>Not Verified</small>	DEED	DUNLAP, KELLEN ROBERT JR DUNLAP, JULIA ANN	FARMERS BANK OF MECHANICSBURG	REMARKS FOR LAND RECORDS INDEX TYPE	<u>6619188</u>		\$17,500.00	2 pages Flag
2	<input type="checkbox"/>	LAN	7/14/2010 <small>Not Verified</small>	MORTGAGE	FARMERS BANK OF MECHANICSBURG	DUNLAP, KELLEN ROBERT JR	REMARKS FOR LAND RECORDS INDEX TYPE	<u>6619189</u>		\$27,500.00	2 pages Flag
3	<input type="checkbox"/>	LAN	7/15/2010	DEED	DUNLAP, KELLEN ROBERT	FARMERS BANK OF MECHANICSBURG	GPIn: 10-20-303-404 BAILEY MANOR SUB Block:37A Lot:9972 COMMENTS ADDED IN MANAGERIAL MODIFICATIONS Address: 999 PARKVIEW DRIVE	<u>6619194</u>		\$125,000.00	6 pages Flag

⇒ File number or book/page numbers appearing in the **References** column indicate that the document is linked to an original. When viewing the details of the document the referenced document will display.

Select	Index	File Date	Kind	GRANTORS	GRANTEES	Description (Not Warranted)	Doc Number	Book/Page	References	Amount	Images
1	<input type="checkbox"/>	LAN	8/3/2010	MORTGAGE	DUNLAP, KELLEN ROBERT	FARMERS BANK OF MECHANICSBURG	GPIn: 10-20-303-404 BAILEY MANOR SUB Block:37A Lot:9972 PULLED THIS IN USING THE FIND BUTTON ON THE ORIGINALS TAB Address: 999 PARKVIEW DRIVE	<u>6619245</u>	<u>6619194</u>	\$75,000.00	6 pages Flag

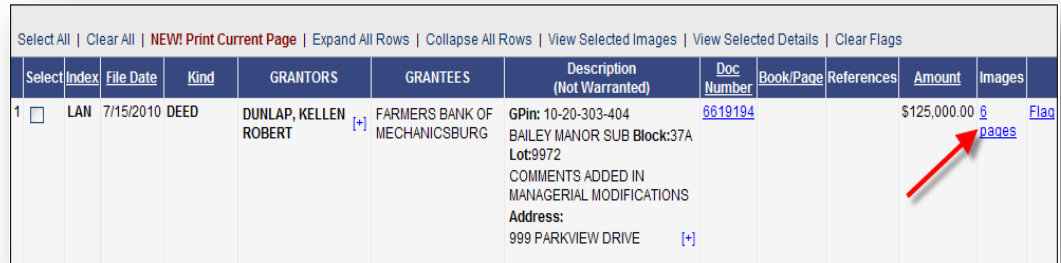
⇒ To view complete details, click the underlined file number or book/page number link.

Select	Index	File Date	Kind	GRANTORS	GRANTEES	Description (Not Warranted)	Doc Number	Book/Page	References	Amount	Images
1	<input type="checkbox"/>	LAN	7/15/2010	DEED	DUNLAP, KELLEN ROBERT	FARMERS BANK OF MECHANICSBURG	GPIn: 10-20-303-404 BAILEY MANOR SUB Block:37A Lot:9972 COMMENTS ADDED IN MANAGERIAL MODIFICATIONS Address: 999 PARKVIEW DRIVE	<u>6619194</u>		\$125,000.00	6 pages Flag
2	<input type="checkbox"/>	LAN	7/15/2010 <small>Incomplete</small>	MORTGAGE	FARMERS BANK OF MECHANICSBURG	DUNLAP, KELLEN ROBERT JR	GPIn: 99-88-777-666 SACOMANO MEADOWS SUB Block:112A Lot:378 COMMENTS FOR SACOMANO MEADOWS SUB Address: 998 PARKVIEW DRIVE	<u>6619199</u>	6619189		4 pages Flag

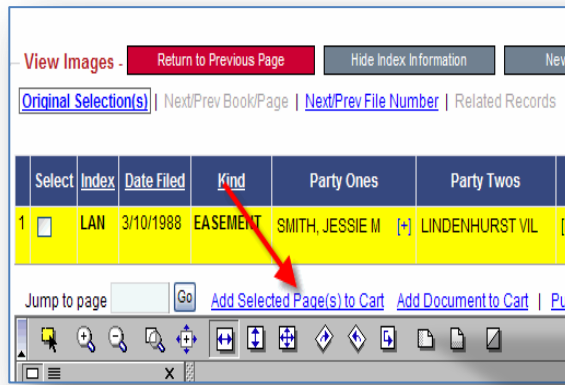
⇒ To return to the previous screen, click the **Return to Previous Page** button.



⇒ To view the image pages associated to the document, click the **Page** link.



⇒ To purchase specific pages of the document, hold down the **CTRL** key on the keyboard while clicking each thumbnail

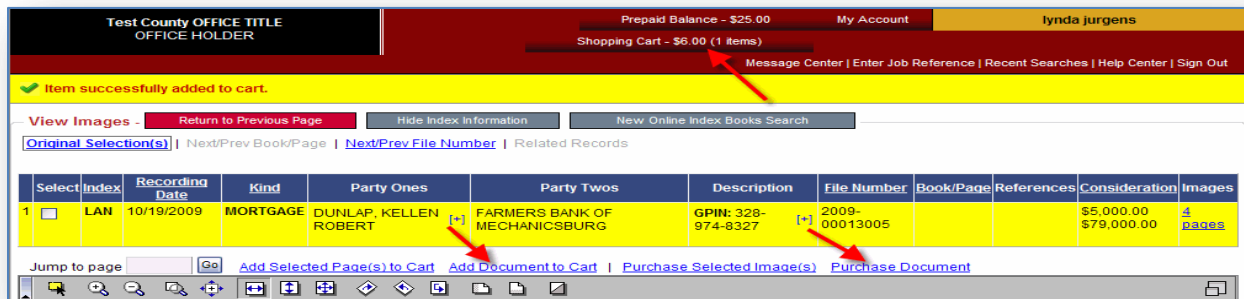


Add Selected Pages to Cart/Add Document to Cart- Adds selections to the shopping cart and can be purchased when you are ready.

Purchase Selected Images/Purchase Document- Quick purchases that occur immediately and are deducted from your prepaid account. Not available when logged in as a guest.

you wish to purchase. Then click the [Add Selected Pages to Cart](#) or [Purchase Selected Image\(s\)](#) link.

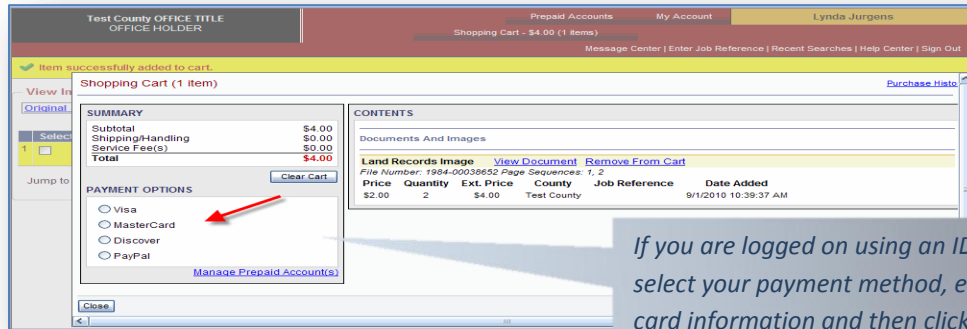
⇒ To select the entire document for purchasing, click the [Add Document to Cart](#) or the [Purchase Document](#) link.



⇒ How you process the payment for the documents depends upon whether you selected to **add to the cart** or **purchase**.

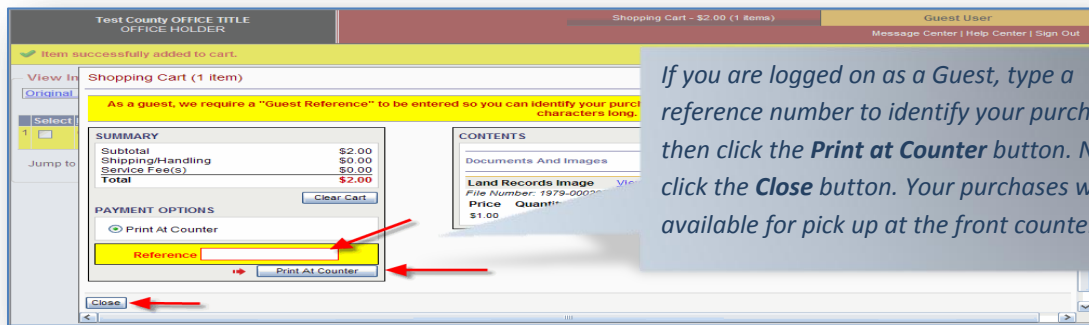
- ▶ If you selected [Add Document to Cart](#) or [Add Selected Pages to Cart](#), click the **Shopping Cart** at the top of the screen.

Logged in as a user with ID and password



If you are logged on using an ID and Password, select your payment method, enter the credit card information and then click the **Process** button. Click **OK** to confirm.

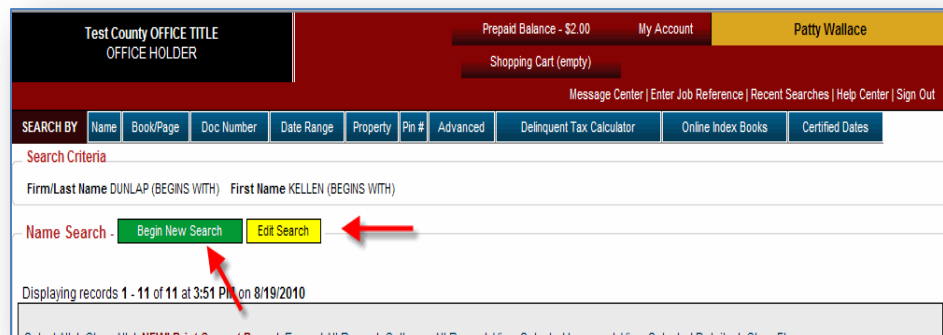
Logged in as a Guest user



If you are logged on as a Guest, type a reference number to identify your purchase and then click the **Print at Counter** button. Next, click the **Close** button. Your purchases will be available for pick up at the front counter.

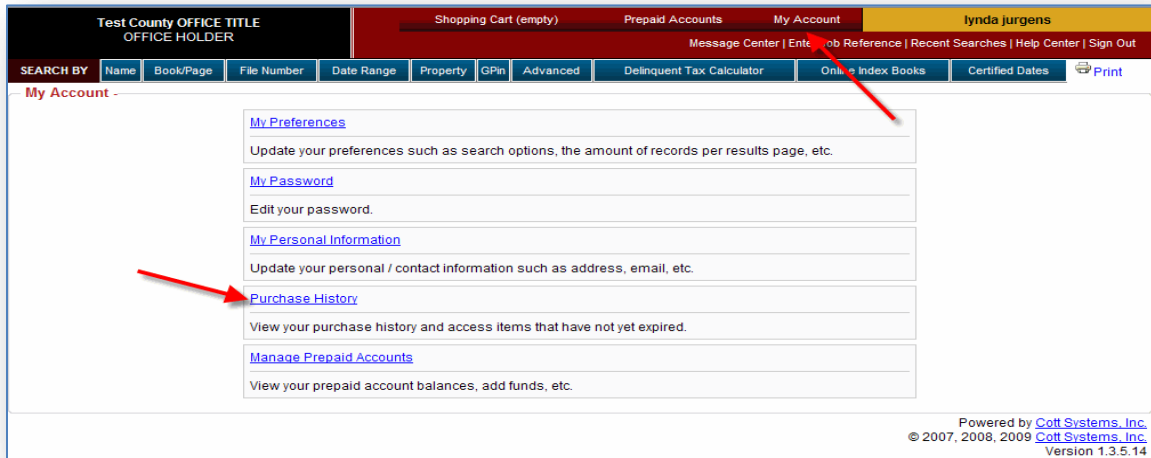
- ▶ If you selected the [Purchase Document](#) or [Purchase Selected Pages](#) links, the purchase screen displays immediately. Select the payment method, enter the credit card information and then click the **Process** Button. Click **ok** to confirm.
- ▶ A yellow banner will confirm your purchase and indicate the receipt number or indicate that the printed copy is available at the counter. Click the **Close** button.

⇒ On most screens you can select to begin a new search or edit the existing search criteria. **Begin New Search** clears all data you've typed in the search fields, whereas **Edit Search** keeps your existing criteria and lets you make changes.

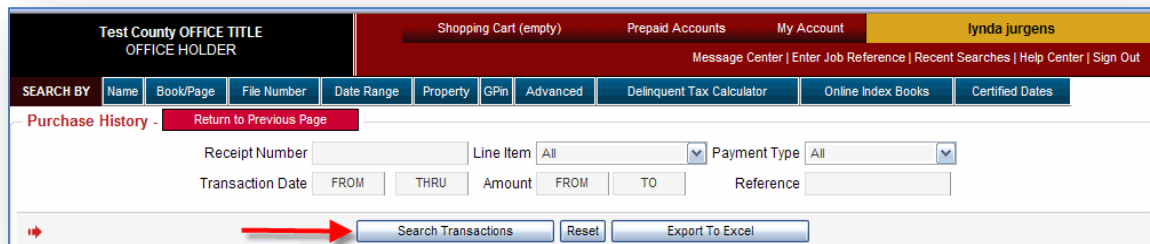


View and Reprint Receipts and Image Pages

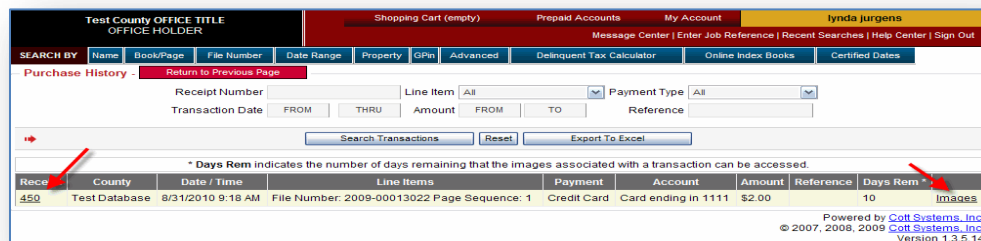
1. Log in using your User Id and Password. Next, click **My Account** and then click the [Purchase History](#) link.



2. To view all your purchases, click the **Search Transactions** button. If you wish to be more specific about your search, supply as much information in the fields as you can and then click the **Search Transactions** button.



3. Click the receipt number link to display a screen where you can select to view/print the receipt and view/print the images, or click the images link to view/print/save the image pages. Either link will allow you to print a receipt and print the image pages.



Receipt Link

This will give you the option to view and print the receipt or view and print the image pages. This also indicates the number of days your purchases will remain available for viewing, printing and saving.

Click the [click here](#) link to display and print the receipt, or click the [image viewer](#) link to display and print the image pages.

Test County OFFICE TITLE
OFFICE HOLDER

Shopping Cart (empty) Prepaid Accounts My Account lynda jurgens

SEARCH BY Name Book/Page File Number Date Range Property GPin Advanced Delinquent Tax Calculator Online Index Books Certified Dates

Purchase History - Return to Previous Page

Receipt 450 Back to Shopping Cart | Purchase History

Username	Purchase Date	Time	Receipt Number	Source Computer	Payment Method	Amount	Days Remaining
Injurgens	8/31/2010	9:18 AM	450	10.10.1.194	Credit Card	\$2.00	10

Item	Description	Price/Unit	Quantity	Ext. Amount	Job Reference
Land Records Image	File Number: 2009-00013022 Page Sequence: 1	\$2.00	1	\$2.00	

- To print this receipt, [click here](#).
- To print your images, click the icon or the **Print All Images** button in the [image viewer](#).
- The documents associated with this transaction will remain available to you for 10 day(s) from the Purchase Date. To access them at a later time, select **Purchase History** under the **My Account** menu option in the top banner.

Close

Image Link

This will display the image pages and buttons to print the receipt, print the image pages or save the document to a location on your computer or on an external source.

Test County OFFICE TITLE
OFFICE HOLDER

Shopping Cart (empty) Prepaid Accounts My Account lynda jurgens

Message Center | Enter Job Reference | Recent Searches | Help Center | Sign Out

View Images - Return to Previous Page Print Receipt Print All Pages Save Document

Select	Index	Recording Date	Kind	Party Ones	Party Two	Description	File Number	Book/Page	References	Consideration	Images
<input type="checkbox"/>	LAN	10/21/2009	DEED	DUNLAP, KELLEN ROBERT	KEY BANK OF CENTRAL OHIO	GPIN: 372-874-8374	2009-00013022			\$7,000.00 \$8,000.00	1 page

⇒ When you have completed your search and purchases, please verify that you have logged off eSearch by clicking **Sign Out**.

OFFICE HOLDER

Shopping Cart (empty)

Message Center | Enter Job Reference | Recent Searches | Help Center | Sign Out

SEARCH BY Name Book/Page Doc Number Date Range Property Pin # Advanced Delinquent Tax Calculator Online Index Books Certified Dates

Name Search - Begin New Search

Last/Firm Name Begins With Middle Index Type
First Name (up to 2) Begins With Title
Same Instrument * Begins With Party Any
Date Filed FROM THRU Kind
LAND RECORDS
MILITARY RECORDS
UCC
GROUPS
COURT DOCUMENT
DD214
DEEDS
LIEN
AFFIDAVIT
AGREEMENT
AGREEMENT-EXTENSION
AGREEMENT-MODIFIC

Continue to Search Results: Bypass Names List Show Names List

Powered by Cott Systems, Inc.
© 2007, 2008, 2009 Cott Systems, Inc.
Version 1.3.5.14