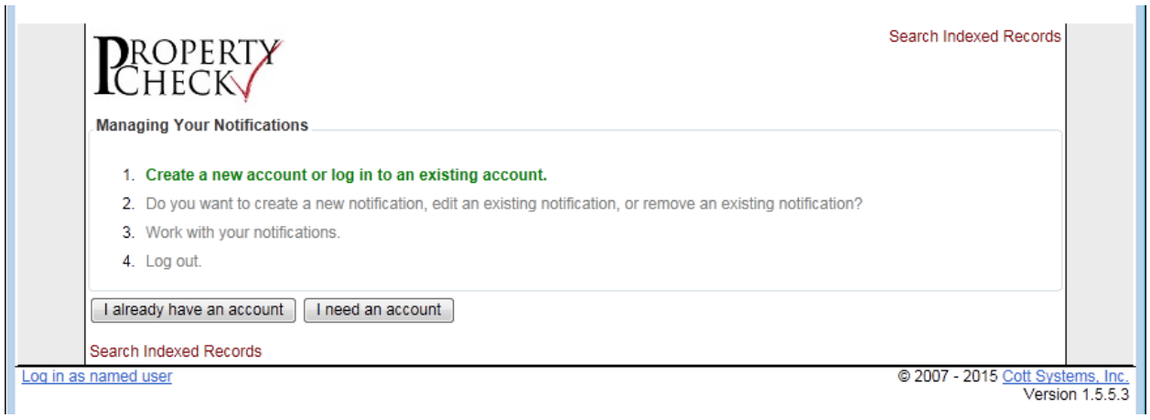
How to Create & Manage your Property Check Notification Account

You can access the Property Check Notification Management Tool by going directly to the Property Check informational page… http://www.lakecountyil.gov/2350/Property-Check and select *"Click here to sign up now!!"*

Links to the Property Check informational page are located on the Lake County Recorder of Deeds Office homepage… http://www.lakecountyil.gov/recorder

You can also get to the Property Check Notification Management Tool via the Online Access login screen…
Please note that you <u>DO NOT</u> need to be an Online Access subscriber to utilize the Property Check notification service

Property Check Home Screen…

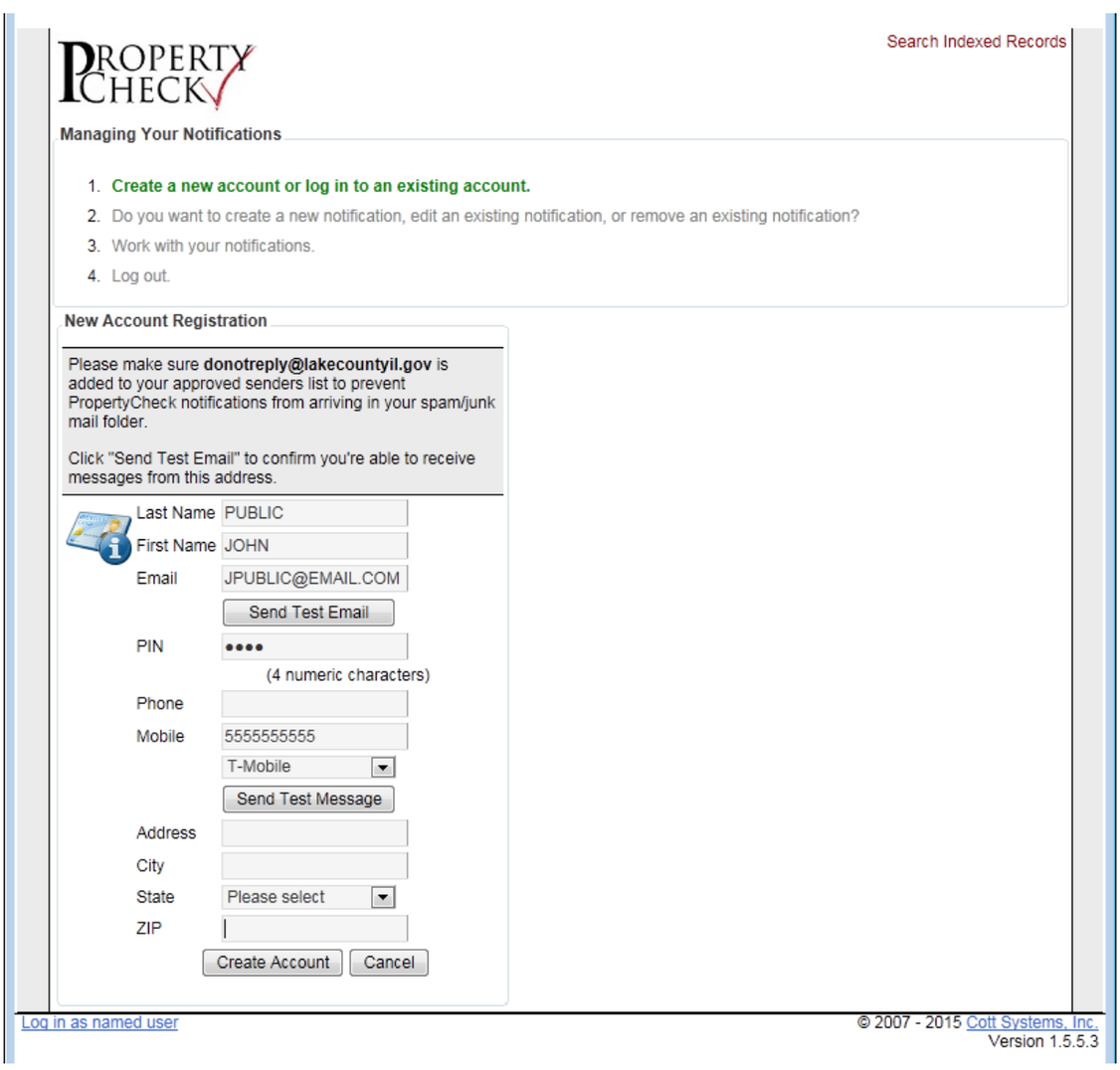


Select either “I already have an account” or “I need an account”

Enter your contact information…

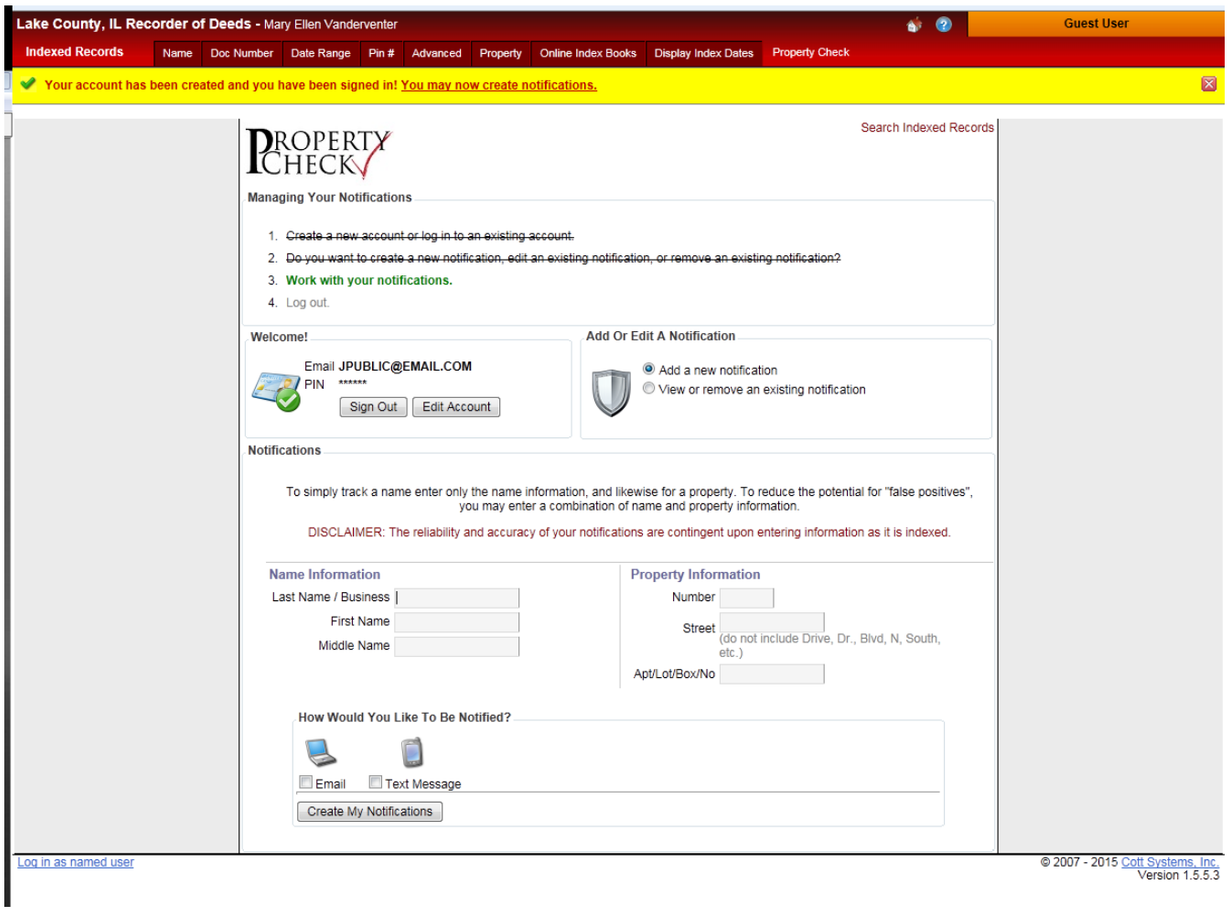
- Last Name (required)
- First Name (required)
- Email (required)
- PIN (required – this is your 4-digit password/access code)
- Phone (optional – this is your home phone)
- Mobile (required if you want to receive text alert)
- Select Carrier (required if you want to receive text alert)
- all address information is optional

Click “Create Account” when finished (required)



Property Check Notification Management Tool

NOTE: YOU MUST ADD NOTIFICATIONS IN ORDER TO RECEIVE TEXTS AND/OR EMAILS

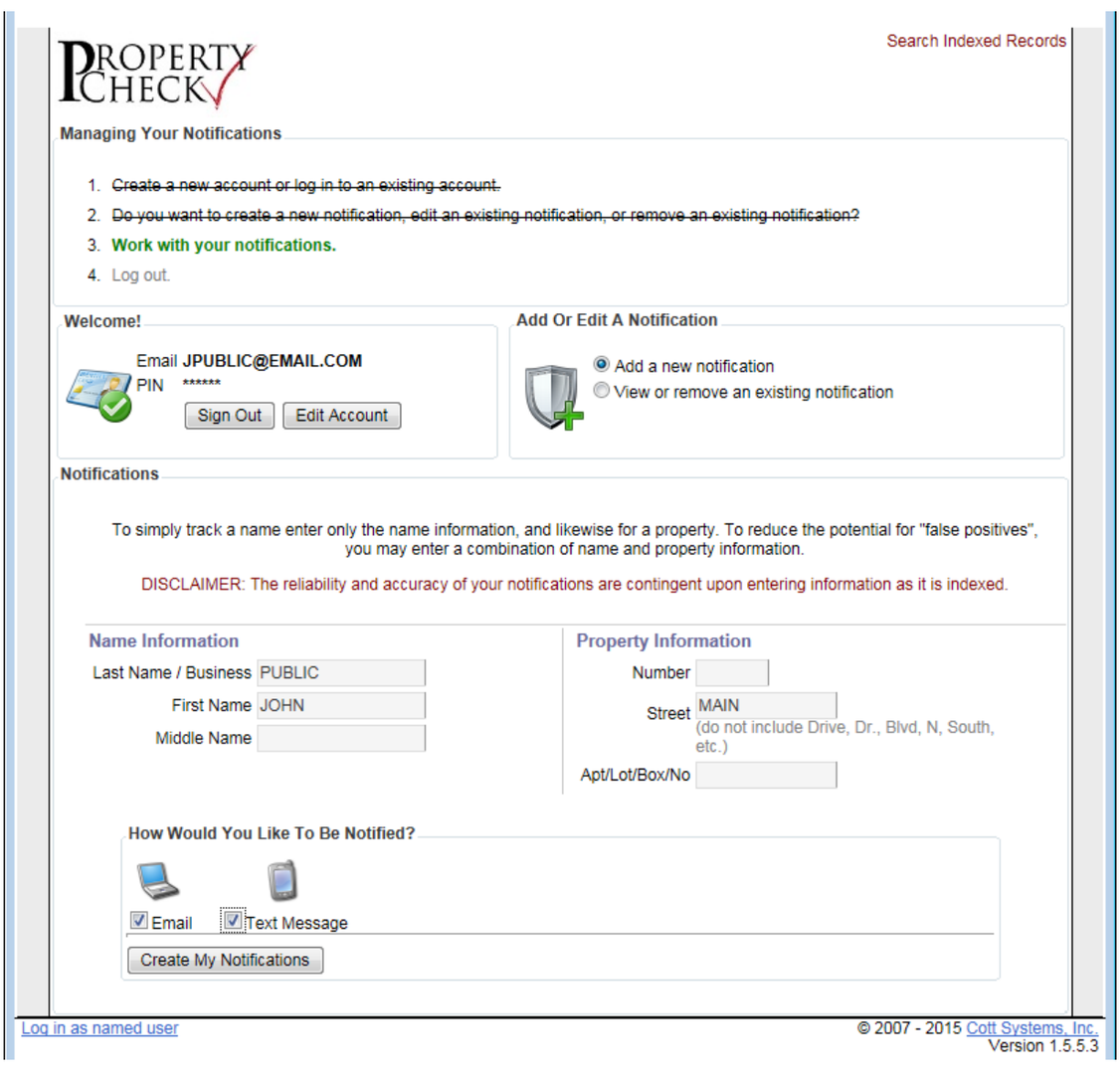


Select "Add a new notification"

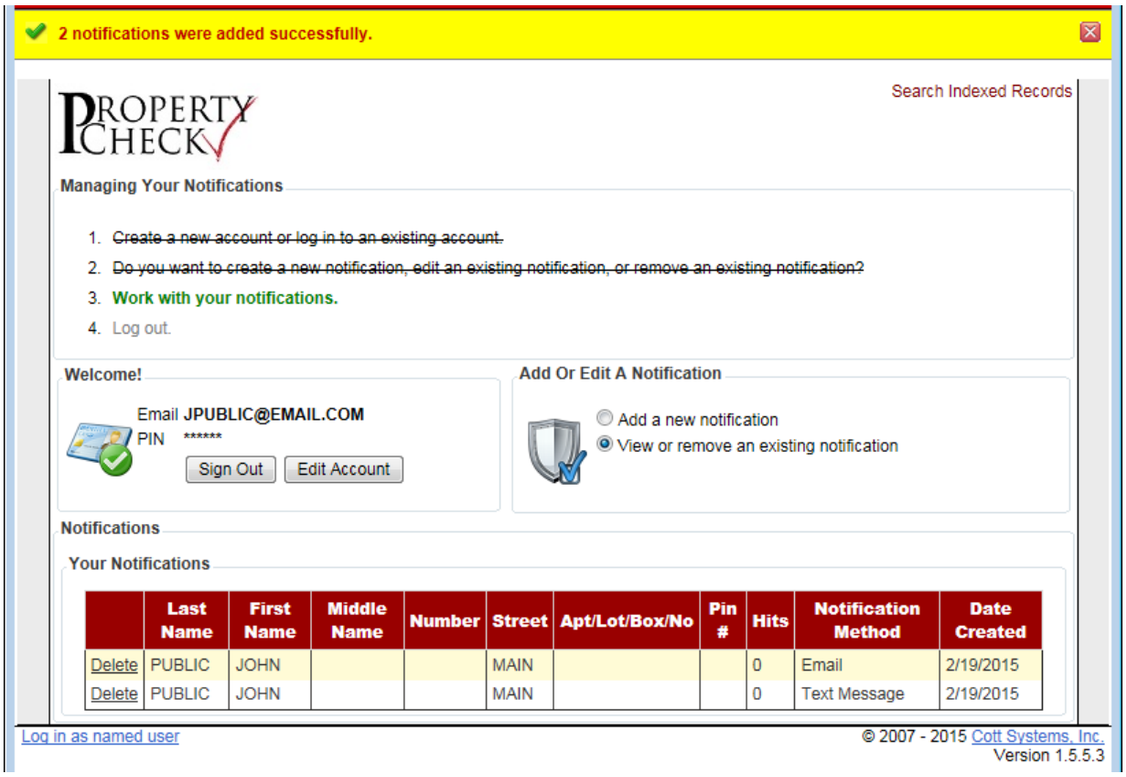
Enter the name information and select notification method preference

Text Message option will only display if cell phone number has been entered in your account

Click on "Create My Notifications"

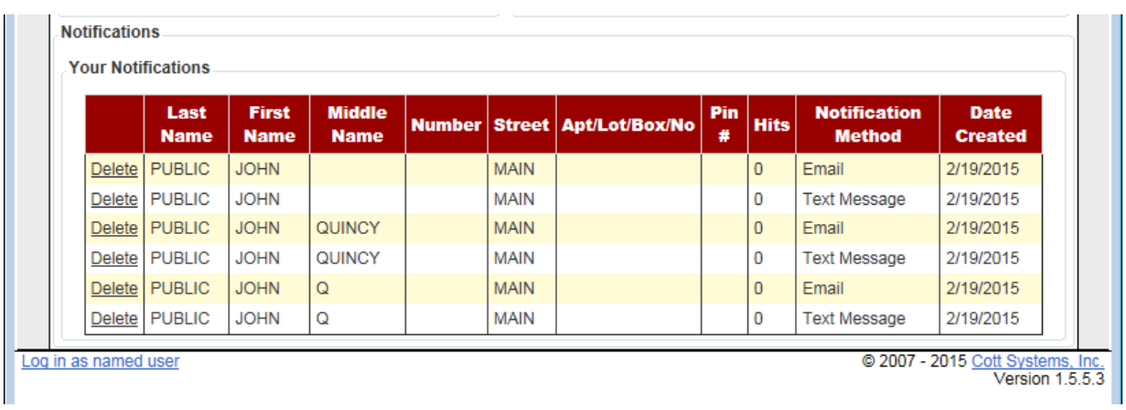


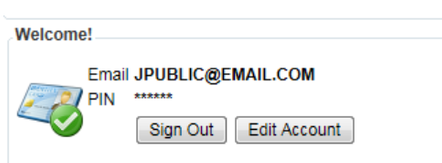
Names will be added to your notification list…



	Last Name	First Name	Middle Name	Number	Street	Apt/Lot/Box/No	Pin #	Hits	Notification Method	Date Created
Delete	PUBLIC	JOHN			MAIN			0	Email	2/19/2015
Delete	PUBLIC	JOHN			MAIN			0	Text Message	2/19/2015

- Most name entries should be entered three times, as only exact matches will trigger a notification …
  - Last Name – First Name
  - Last Name – First Name – Full Middle Name
  - Last Name – First Name – Middle Initial(s)
- Add only the STREET name to each record you create to act as an additional filter to avoid getting notifications for other properties owned by someone that happens to share the same name as you
  - Adding the STREET name is not recommended if you want to track multiple properties – as you would have to repeat the same name entries for each STREET name to ensure finding a true match
- Repeat as needed to add additional co-owner names and/or name variations such as John/Jonathon, Christopher/Chris, etc



	Last Name	First Name	Middle Name	Number	Street	Apt/Lot/Box/No	Pin #	Hits	Notification Method	Date Created
Delete	PUBLIC	JOHN			MAIN			0	Email	2/19/2015
Delete	PUBLIC	JOHN			MAIN			0	Text Message	2/19/2015
Delete	PUBLIC	JOHN	QUINCY		MAIN			0	Email	2/19/2015
Delete	PUBLIC	JOHN	QUINCY		MAIN			0	Text Message	2/19/2015
Delete	PUBLIC	JOHN	Q		MAIN			0	Email	2/19/2015
Delete	PUBLIC	JOHN	Q		MAIN			0	Text Message	2/19/2015

Sign Out when finished