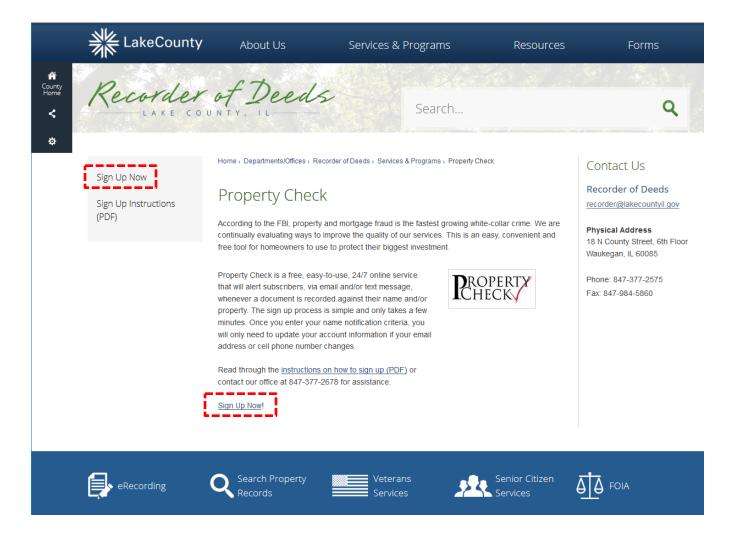# How to Create & Manage your Property Check Notification Account

You can access the Property Check Notification Management Tool by going directly to the Property Check informational page...
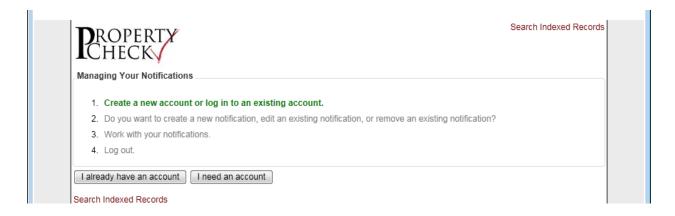http://www.lakecountyil.gov/2350/Property-Check
and select *"Sign Up Now!!"*

You can also get to the Property Check Notification Management Tool via the Online Access login screen by clicking on the Property Check logo or the hyperlink located above the Recorder of Deeds banner...

Please note that you __DO NOT__ need to be an Online Access subscriber to utilize the Property Check notification service
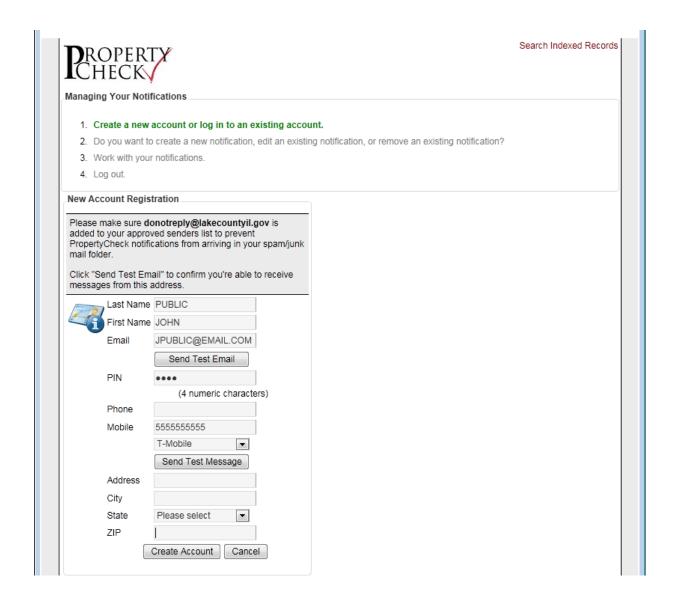
Property Check Home Screen…

Select either "I already have an account" or "I need an account"
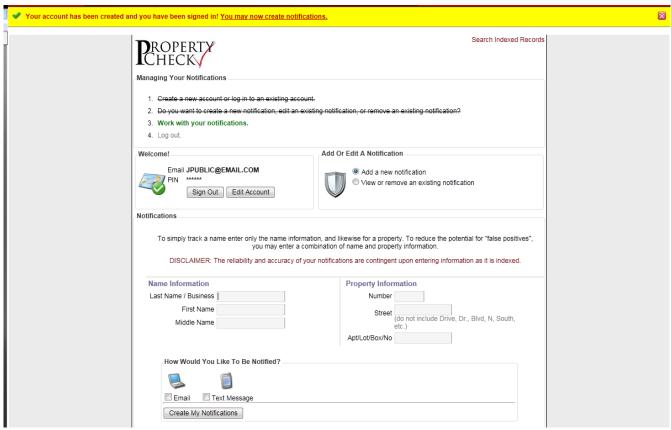
Enter your contact information…

- 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 on this screen

Click "Create Account" when finished (required)

Property Check Notification Management Tool
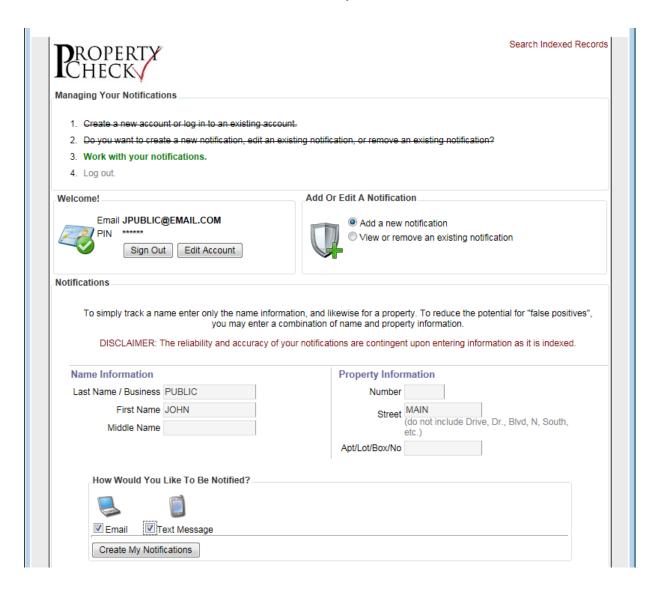## NOTE: YOU MUST ADD NOTIFICATIONS TO RECEIVE TEXT AND/OR EMAIL ALERTS
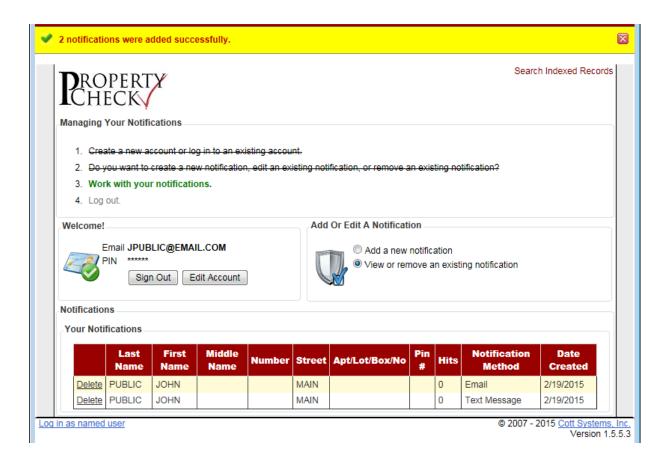

Select "Add a new notification"
Enter the name information and select notification method preference
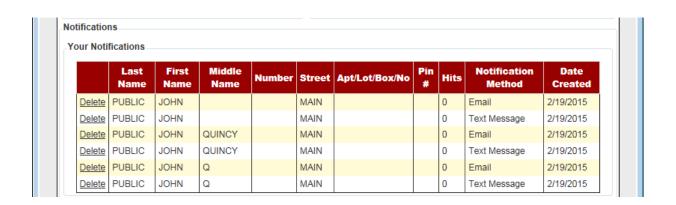**Text Message option will only display if cell phone number has been entered in your account**
Click on "Create My Notifications"

- 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 house NUMBER and 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

Sign Out when finished