

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.lakecountylil.gov/2350/Property-Check>

and select "Sign Up Now!!"

The screenshot shows the Lake County Recorder of Deeds website. The header includes the Lake County logo and navigation links: About Us, Services & Programs, Resources, and Forms. Below the header is a banner for the Recorder of Deeds with a search bar. The main content area is titled 'Property Check' and includes a 'Sign Up Now' button highlighted with a red dashed box. The text describes the service as a free, easy-to-use, 24/7 online service that alerts subscribers via email and/or text message. A 'Sign Up Now!' button is also highlighted with a red dashed box at the bottom of the main content area. The footer includes links for eRecording, Search Property Records, Veterans Services, Senior Citizen Services, and FOIA.

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

The screenshot shows the Lake County, IL Recorder of Deeds Online Access login screen. The page features an 'Account Sign-In' form with fields for User ID and Password, and a 'Sign In' button. Below the form is a tip: 'Tip: Password is case-sensitive. Password Reminder | Create an Account'. To the right of the form is a banner for the Property Check service, which includes the Property Check logo and the text 'Protect yourself from fraudulent filings made on your behalf with PropertyCheck™'. Below the banner is a photo of Mary Ellen Vanderver, the Recorder of Deeds, and the text 'RECORDER OF DEEDS MARY ELLEN VANDERVER'. At the bottom of the page is the text 'Welcome to the Lake County, IL Recorder of Deeds Land Records Search'.

Property Check Home Screen...

PROPERTY CHECK

Search Indexed Records

Managing Your Notifications

1. **Create a new account or log in to an existing account.**
2. Do you want to create a new notification, edit an existing notification, or remove an existing notification?
3. Work with your notifications.
4. Log out.

Search Indexed Records

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

Search Indexed Records

Managing Your Notifications

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New Account Registration

Please make sure **donotreply@lakecountyil.gov** is added to your approved senders list to prevent PropertyCheck notifications from arriving in your spam/junk mail folder.

Click "Send Test Email" to confirm you're able to receive messages from this address.

Last Name PUBLIC

First Name JOHN

Email JPUBLIC@EMAIL.COM

PIN ****
(4 numeric characters)

Phone

Mobile 5555555555

T-Mobile

Address

City

State Please select

ZIP

Property Check Notification Management Tool

NOTE: YOU MUST ADD NOTIFICATIONS TO RECEIVE TEXT AND/OR EMAIL ALERTS

The screenshot shows the 'Property Check' website interface. At the top, a yellow banner reads: 'Your account has been created and you have been signed in! You may now create notifications.' Below this is the 'Managing Your Notifications' section with a list of steps: 1. Create a new account or log in to an existing account. 2. Do you want to create a new notification, edit an existing notification, or remove an existing notification? 3. Work with your notifications. 4. Log out. The 'Add Or Edit A Notification' section is highlighted, showing a shield icon and two radio buttons: 'Add a new notification' (selected) and 'View or remove an existing notification'. Below this is the 'Notifications' section with a disclaimer and a form for entering name and property information. The 'Name Information' section has fields for Last Name / Business, First Name, and Middle Name. The 'Property Information' section has fields for Number, Street (with a note: 'do not include Drive, Dr., Blvd, N, South, etc.'), and Apt/Lot/Box/No. At the bottom, there is a 'How Would You Like To Be Notified?' section with checkboxes for 'Email' and 'Text Message', and a 'Create My Notifications' button.

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”

This screenshot shows the same 'Property Check' website interface as the previous one, but with the 'Add Or Edit A Notification' section now showing a green plus sign next to the shield icon. The 'Name Information' section has been filled out with 'PUBLIC' for Last Name / Business, 'JOHN' for First Name, and an empty field for Middle Name. The 'Property Information' section has 'MAIN' entered in the Street field. In the 'How Would You Like To Be Notified?' section, both 'Email' and 'Text Message' checkboxes are checked. The 'Create My Notifications' button is now visible and highlighted.

Names will be added to your notification list...

PROPERTY CHECK

Search Indexed Records

Managing Your Notifications

1. Create a new account or log in to an existing account.
2. Do you want to create a new notification, edit an existing notification, or remove an existing notification?
3. Work with your notifications.
4. Log out.

Welcome!

Email JPUBLIC@EMAIL.COM
PIN *****

Sign Out Edit Account

Add Or Edit A Notification

Add a new notification
 View or remove an existing notification

Notifications

Your Notifications

	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

Log in as named user

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- 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

Notifications

Your Notifications

	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

Welcome!

Email JPUBLIC@EMAIL.COM
PIN *****

Sign Out Edit Account