

# cott PROPERTY ICHECK

Use the property check feature to sign up for an alert whenever a filing occurs on the property or property owner you designate.

## Create an Account

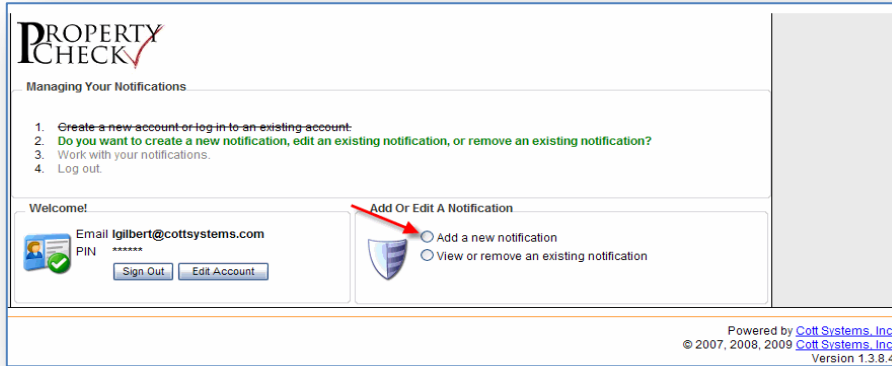
⇒ From the login screen, click the [PropertyCheck™](#) link.

⇒ The line item shown in green indicates the process you are currently performing. If this is your first time using this feature, click **I need an account**. This will provide your contact information for notifications.

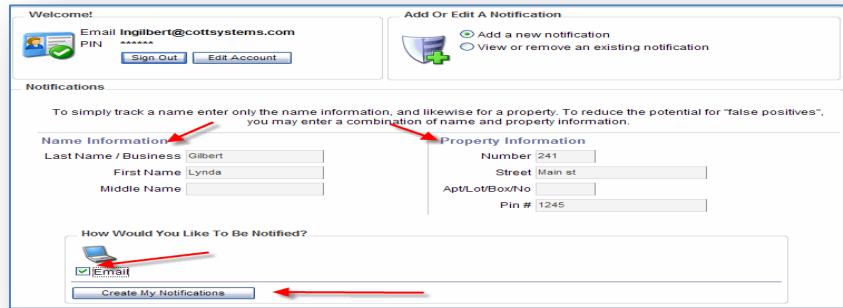
⇒ Provide your personal information and the method by which you prefer to be notified such as email, phone or cell phone text message. Be sure to click the **Send Test Email** and/or **Send Test Message** buttons to confirm that you can receive messages without any issues. When all information is entered, click **Create Account**.

# Create a Notification

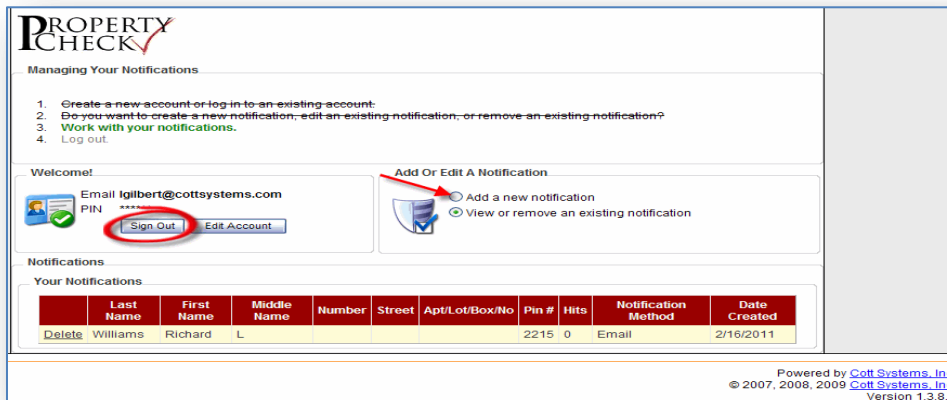
⇒ The next step (shown in green) is to create a notification. The notification determines which property or property owner you would like to place on alert. Click the **Add a new notification** radio button.



⇒ Now you are on step 3 **Work with your notifications**. Type the property owner name and/or type the property location and select the preferred method of notification. When finished, click **Create My Notifications**.

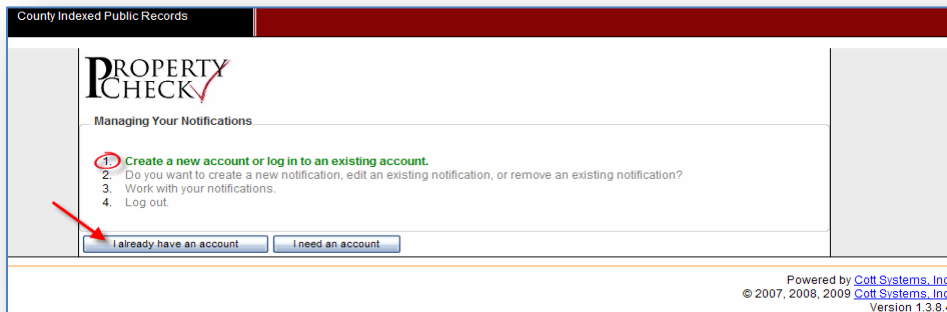


⇒ When added, the screen will automatically put you in view mode to review your new notification. To add another notification, click **Add a new Notification** button or click **Sign Out**.

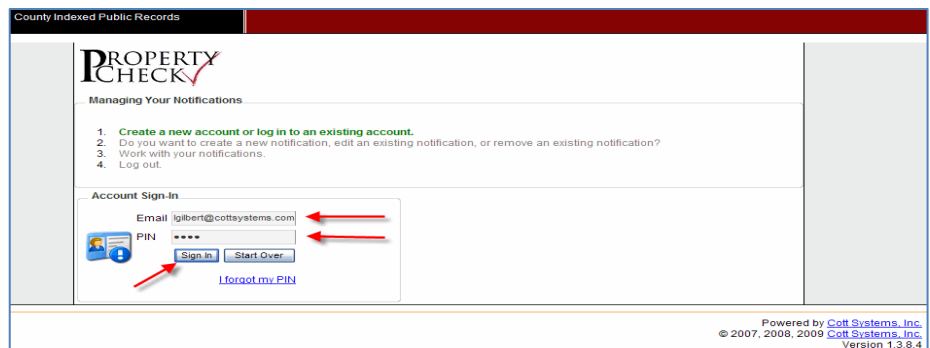


## Sign in with an Existing Account

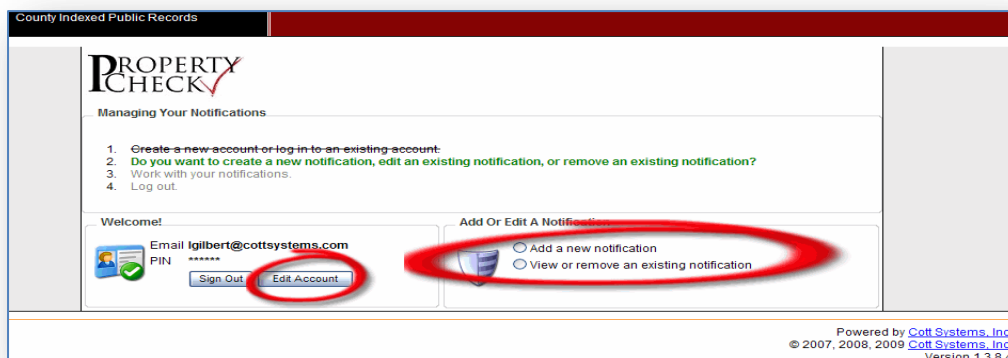
⇒ Once you have an account, you can access the account by clicking **I already have an account**.



⇒ Next, type your email address and your pin number. And click **Sign In**. If you can't remember your pin number, click **I forgot my PIN**, type your email address and click **Send my PIN**. You will receive an email informing you of the PIN number.

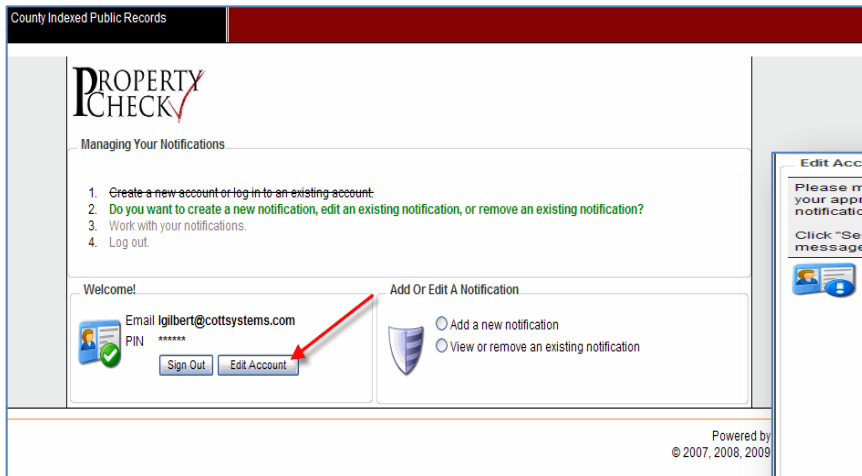


⇒ From here you can add a new notification, view a notification, delete a notification or you can click **Edit Account** to modify your account information such as your name, email address and your preferred method of notification.



## Edit Your Account

⇒ Once you have signed in or after creating an account, click the **Edit Account** button.

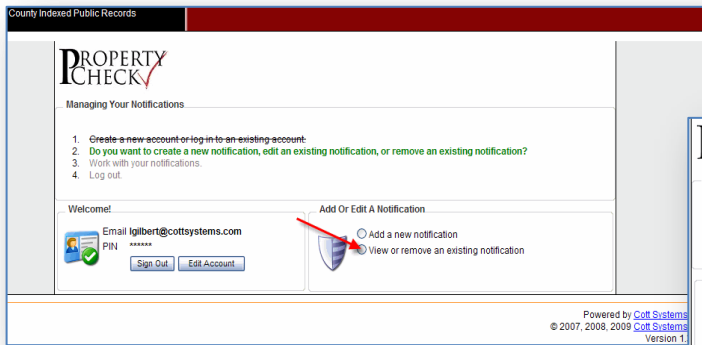


⇒ Make the necessary changes and click **Update Account**.

The 'Edit Account Information' form contains the following fields: Last Name (Gilbert), First Name (Lynda), Email (lgilbert@cottsystems.com), PIN (masked), Phone (8148474405), Mobile (6145832212), Address (6420), City (ostrander), State (OHIO), and ZIP (43061). There are 'Send Test Email' and 'Send Test Message' buttons. The 'Update Account' button is highlighted with a red arrow.

## Remove a Notification

⇒ Once you have signed in or after creating an account, click the **View or remove an existing notification** radio button.



⇒ Next, click the **Delete** link.

The screenshot shows the 'Notifications' section with a table of notifications. The 'Delete' link is highlighted with a red arrow.

	Last Name	First Name	Middle Name	Number	Street	Apt/Lot/Box/No	Pin #	Hits	Notification Method	Date Created
Delete	Williams	Richard	L				2215	0	Email	2/16/2011

## Sign Out

⇒ When you have finished working in the Property Check feature, click the **Sign Out** button.

