

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!!"

The screenshot shows the Lake County Recorder of Deeds website. The top navigation bar includes "LakeCounty", "About Us", "Services & Programs", "Resources", and "Forms". Below this 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), "Sign Up Instructions (PDF)", and a "Click here to Sign Up Now!" link (also highlighted with a red dashed box). The text describes the service as a free, 24/7 online tool to protect against property and mortgage fraud. Contact information for the Recorder of Deeds is provided on the right side.

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 - Mary Ellen Vanderverter" login screen. It features an "Account Sign-In" section with fields for "User ID" and "Password", and a "Sign In" button. A "Display Index Dates" section provides information about indexing statistics. A large banner for "PROPERTY CHECK" is highlighted with a red dashed box, featuring the text "Protect yourself from fraudulent filings made on your behalf with PropertyCheck™" and a photo of Mary Ellen Vanderverter, Recorder of Deeds. Below the banner, the text reads "Welcome to the Lake County, IL Recorder of Deeds Land Records Search".

Property Check Home Screen...

The screenshot shows the top of the Property Check website. The logo 'PROPERTY CHECK' is on the left, and 'Search Indexed Records' is on the right. Below the logo is a section titled 'Managing Your Notifications' with a list of four 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. At the bottom of this section are two buttons: 'I already have an account' and 'I need an account'.

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 – create a 4-digit account access code)
- Phone (LEAVE BLANK)
- Mobile (required if you want to receive text alert)
- Select Carrier (required if you want to receive text alert)
- all address information (LEAVE BLANK)

Click “Create Account” when finished (required)

The screenshot shows the 'New Account Registration' form on the Property Check website. The form includes a warning about adding 'donotreply@lakecountyil.gov' to the approved senders list. Below this, there are input fields for Last Name (PUBLIC), First Name (JOHN), Email (JPUBLIC@EMAIL.COM), PIN (masked with four dots), Phone, Mobile (5555555555), Address, City, State (Please select), and ZIP. There are also buttons for 'Send Test Email' and 'Send Test Message'. At the bottom, the 'Create Account' button is highlighted with a red dashed box, and a 'Cancel' button is next to it.

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.' The main content area is titled 'Managing Your Notifications' and includes 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. Below this is a 'Welcome!' section for user 'JPUBLIC@EMAIL.COM' with a 'Sign Out' and 'Edit Account' button. To the right is the 'Add Or Edit A Notification' section, which has a shield icon and two radio buttons: 'Add a new notification' (selected) and 'View or remove an existing notification'. Below these are 'Name Information' and 'Property Information' form fields. The 'Name Information' fields are: Last Name / Business (empty), First Name (empty), Middle Name (empty). The 'Property Information' fields are: Number (empty), Street (empty, with a note: '(do not include Drive, Dr., Blvd, N, South, etc.)'), Apt/Lot/Box/No (empty). 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 interface as the previous one, but with the 'Add Or Edit A Notification' section updated. The 'Add a new notification' radio button is now selected, and a green plus sign is visible next to the shield icon. The 'Name Information' fields are now populated: Last Name / Business (PUBLIC), First Name (JOHN), Middle Name (empty). The 'Property Information' fields are: Number (empty), Street (MAIN, with the same note as before), Apt/Lot/Box/No (empty). The 'How Would You Like To Be Notified?' section now has both 'Email' and 'Text Message' checkboxes checked. The 'Create My Notifications' button is still present at the bottom.

Names will be added to your notification list...

PROPERTY CHECK

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](#) © 2007 - 2015 [Cott Systems, Inc.](#)
Version 1.5.5.3

- 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](#)