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.

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.

Sign Out

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