

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

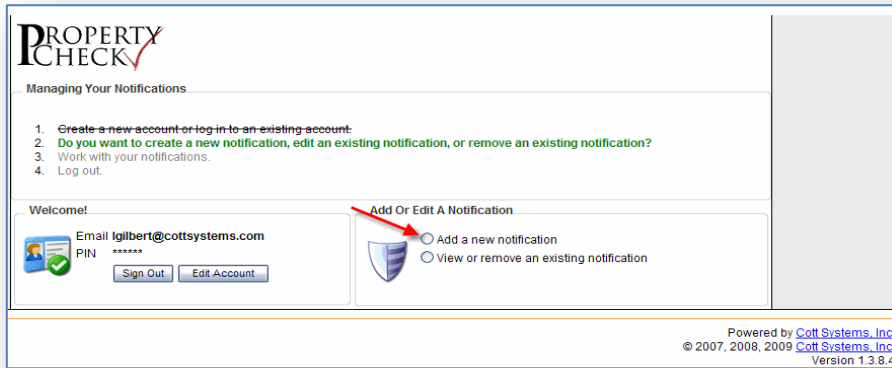
⇒ From the login screen, click the [PropertyCheck™](#) link.

⇒ 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.

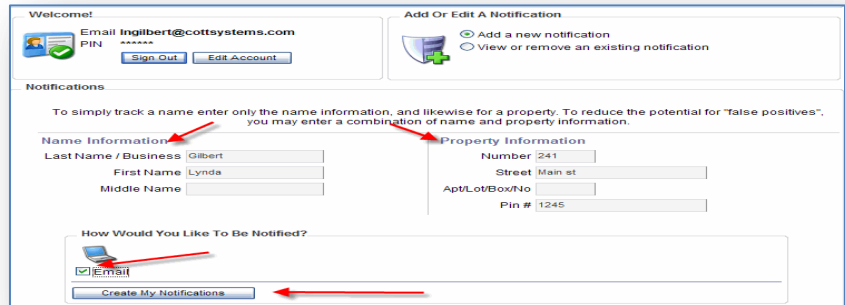
⇒ Provide your personal information and the method by which you prefer to be notified such as email, phone or cell phone text message. Be sure to click the **Send Test Email** and/or **Send Test Message** buttons to confirm that you can receive messages without any issues. When all information is entered,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

Create a Notification

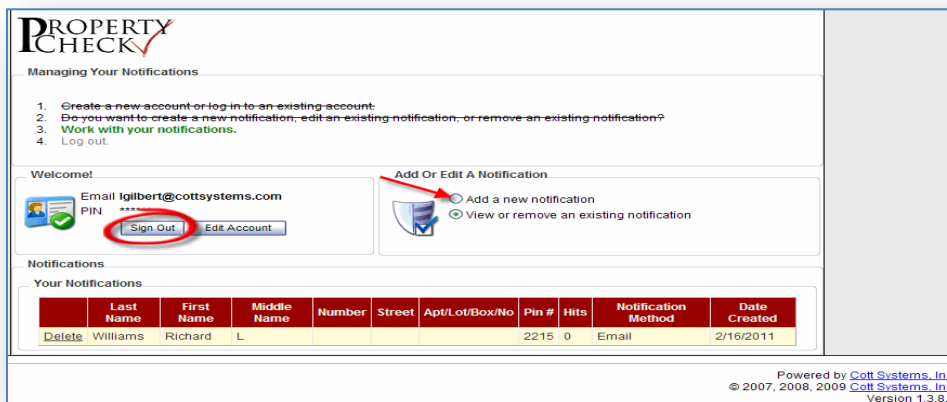
⇒ The next step (shown in green) is to create a notification. The notification determines which property or property owner you would like to place on alert. Click the **Add a new notification** radio button.



⇒ 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**.

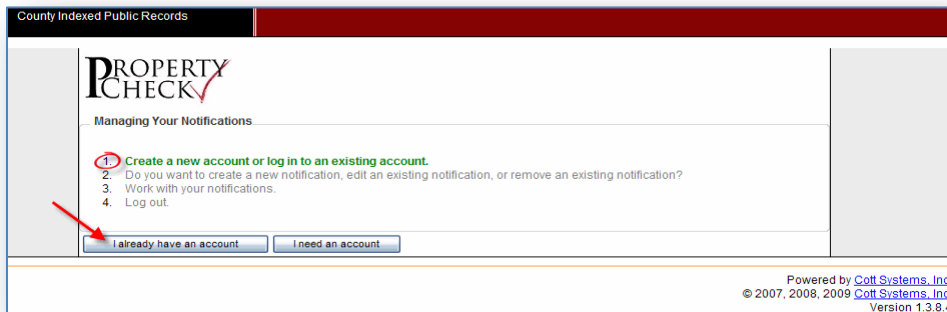


⇒ When added, the screen will automatically put you in view mode to review your new notification. To add another notification, click **Add a new Notification** button or click **Sign Out**.

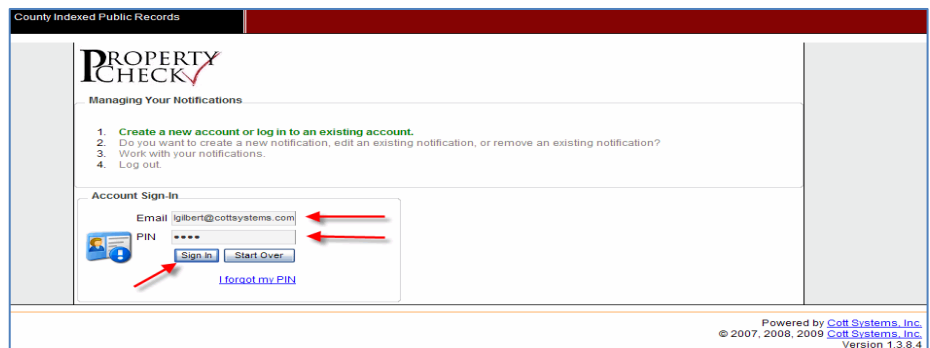


Sign in with an Existing Account

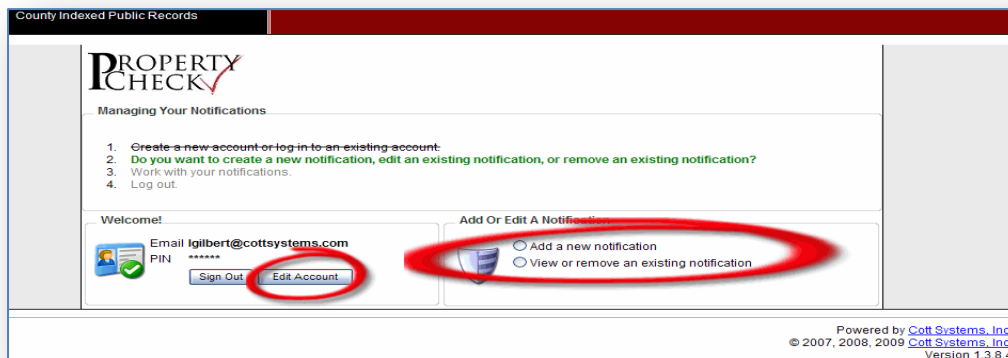
⇒ Once you have an account, you can access the account by clicking **I already have an account**.



⇒ 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.

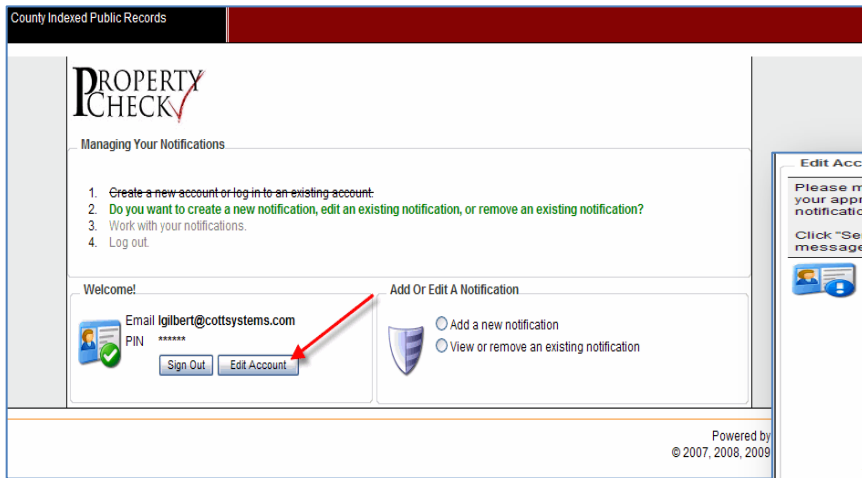


⇒ From here you can add a new notification, view a notification, delete a notification or you can click **Edit Account** to modify your account information such as your name, email address and your preferred method of notification.



Edit Your Account

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

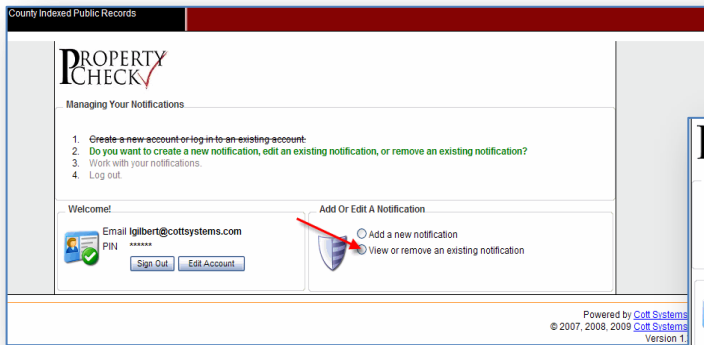


⇒ Make the necessary changes and click **Update Account**.

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). 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 in the first row 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.

