

## Ingenuity Recording Account Set-up

1. From the Home Page click either “Look up Land Records” or “Record Account Login”
2. On the resulting “Recording Login” screen, click “Account Signup”

### Recording Login

**Email or Login:**

**Password:**

- a.
3. Complete all fields on the “Online Record Access Signup” page and click the Submit button

### Online Record Access Signup

**First Name:**

**Last Name:**

**Phone:**

**Email:**

**Username:**

**Password:**

**Confirm Password:**

- a.
4. Records you purchase while signed into your account will be accessible from “My Documents” for 30 days after purchase, and you can save preferred payment methods, or even add funds to your account to be used in the future.