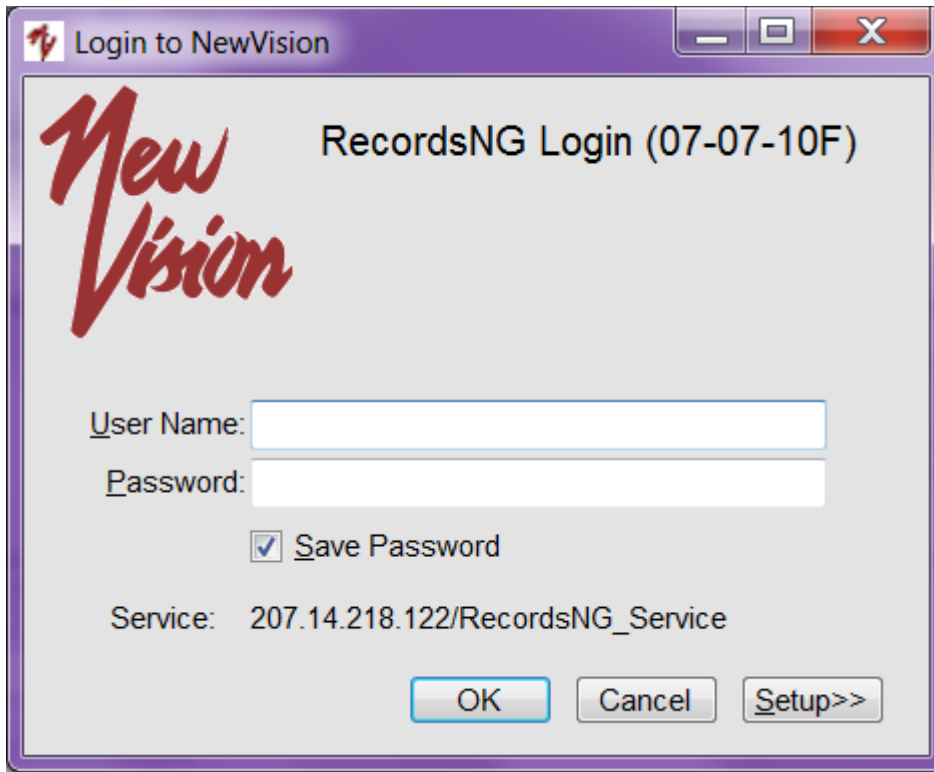


NOTE: You can send the Recorder of Deeds a check to cover the minutes you want to buy for the "Occasional User" (25 cents per minute)

1. Type http://207.14.218.122/searchng_application/ into your browser.
2. Click on **Registered Users** box and enter **User Name** and **Password**. Click **ok**



RecordsNG Login (07-07-10F)

User Name:

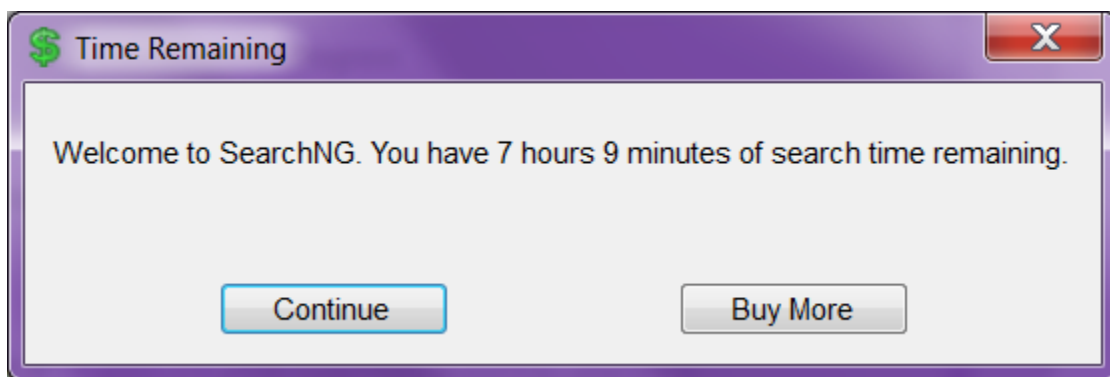
Password:

Save Password

Service: 207.14.218.122/RecordsNG_Service

OK Cancel Setup>>

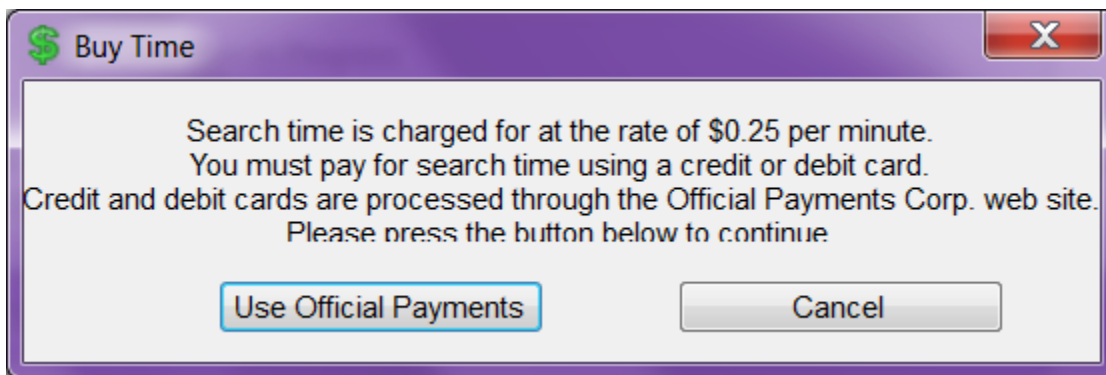
3. Click **Continue** to go directly to Public Search or click **BUY MORE** (time/minutes)
You will be directed to Official Payments Website to purchase more minutes via a Credit/Debit Card



Welcome to SearchNG. You have 7 hours 9 minutes of search time remaining.

Continue Buy More

4. Click **USE OFFICIAL PAYMENTS** to continue with purchase or **Cancel**



5. Read Disclaimer
6. Enter number of Minutes to add in box.

Cass County Recorder of Deeds Online Subscription Service



Welcome to the Cass County Recorder of Deeds Online subscription Service. This service is offered as a convenience to our customers. We have provided for you to purchase time through a partnership with Official Payments Corporation. Please read the disclaimer below.

DISCLAIMER

Purchasing of user time in minute increments may be purchased through Official Payments Corporation.

The Cass County Recorder of Deeds office assumes no responsibility for user contract or transactions with Official Payments Corporation or actions by either party.

Official Payments Corporation will charge a service fee for each transaction. This service fee is a cost of doing business with Official Payments and is **Not** a fee charged or collected by Cass County Recorder of Deeds.

Purchased units of time are non-refundable.

Confirm user name and amount for payment

User name

Price for one minute

Minutes to add

* Payment \$0.0

7. Click **BEGIN PAYMENT**
8. Verify Amount is correct
9. Write down your receipt number for your payment.

Purchased units of time are non-refundable.

Confirm user name and amount for payment

User name

Price for one minute

Minutes to add

* **Payment** \$0.25

Begin Payment

The receipt number for your payment is -45551

Please record this in case you need to contact the Clerk's office.

Press the button below to enter your payment information.

You will be redirected to the Official Payments Corp. web site to enter your payment.

CLICK HERE TO ENTER PAYMENT

10. Click **CLICK HERE TO ENTER PAYMENT**
11. Read Official Payments Terms and Conditions and click **ACCEPT**
12. Fill in **Make A Payment** form with required information
13. Click **Continue** when done.
14. Verify all information is correct. Click **Continue** when done.
15. To continue and process payment click **Submit**
16. You will see "Your Payment is being Processed"
17. See "Your Payment has been completed successfully" Click **Continue**.
You can print a receipt. An email will also be sent for your records.
18. New Vision will let you know "Your payment was successful"
19. Click **Close**
20. Click **Continue** on the "Buy Time" box to continue to SearchNG