



Mike Medsker

Cass County Recorder of Deeds
Old Historical Courthouse on the Square
102 East Wall Street
Harrisonville, Missouri 64701
816-380-8117
FAX 816-380-4086
WEBSITE: casscounty.com
Or mikem@casscounty.com

TO: Whom It May Concern

RE: Internet Access Agreement

Attached please find three (3) copies of the Cass County Internet Access Agreement. One copy for your Company, one copy for our office, and one copy for the Cass County Commissioners. You will need to fill out and sign each agreement so we have original signatures. This agreement is for one location. If you have other locations interested in using the Web, they will need their own agreement.

Fill out, sign and return the completed "Internet Customer ID and Password" form for each employee authorized to use your account. If you need additional forms, feel free to make copies. Review the form carefully.

If you have several employees who will be accessing the website, fill out the "Updating Web User Account" form listing all employees. There is an information sheet enclosed for help in choosing passwords. Please keep a blank copy of this form for future use. If you should need to add employees in the future, fill out this form and send to the Recorder's Office and we will activate them in our system.

If anyone should leave your company, notify us right away so we can deactivate them. This eliminates unauthorized use of your account.

We will set your account up when we receive the agreements and form(s) back along with your check for \$250.00. We will bill you monthly. Payments of \$250.00 are due by the 1st of each month. By the 15th you will be past due and your service will be discontinued.

Please note that under paragraph 6 (6.2), titled "Terms of Agreement" of the Online Service Agreement, "Upon reconciliation of any money owed by Company, either party may terminate this agreement **after providing a thirty day written notice**".

You will need to download the latest version of JAVA at: www.java.com

We appreciate your business. Welcome to the Cass County Recorder's Web service.

Thank you.

Mike Medsker
Recorder of Deeds

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Enclosures