

# Mike Medsker

Cass County Recorder of Deeds  
*Old Historical Courthouse on the Square*

102 East Wall Street  
Harrisonville, Missouri 64701  
816-380-8123  
FAX 816-380-4086  
WEBSITE: casscounty.com  
Or mikem@casscounty.com



## OFFICE USE ONLY

Internet ID # \_\_\_\_\_

Activated Date \_\_\_\_\_

Inactivated Date \_\_\_\_\_

### Internet Customer ID & Password

(All items below must be completed prior to activation of each employee)

**COMPANY NAME:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

(Name of person responsible for payment of account)

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIPCODE:** \_\_\_\_\_

**COMPANY PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**USER NAME:** \_\_\_\_\_

(Person authorized to use company internet access)

**USER PASSWORD CODE:** \_\_\_\_\_

(Maximum of eight characters, letters or numbers)

Company and their employees agree not to share their password with other persons. Company understands that each employee they authorize to use the Company account must set up a separate password with the Recorder's office in order for the Recorder to maintain a secure Website on the Recorder and Company's behalf. **Please note: Web Accounts are for ONE location. If you have two offices (or more), each location will need separate accounts.**

The Company agrees to notify the Recorder's office when employees leave their employment in order to maintain the security of the Recorder's Internet site and the Company's Account.

**FOLLOWING INFORMATION IS REQUIRED IN CASE YOU SHOULD LOSE OR FORGET YOUR PASSWORD CODE.** It will allow us to identify you. This information will be shown in the user directory. We need two different identifiers for your security.

Your Pet's name: \_\_\_\_\_  
(You can choose to use another identifier, but you must remember when ask or we cannot allow access to the password)

Another: \_\_\_\_\_

\_\_\_\_\_  
Signature of person authorizing use of Company Account

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike Medsker, Recorder of Deeds

\_\_\_\_\_  
Date