

# Mike Medsker

Cass County Recorder of Deeds

*Old Historical Courthouse on the Square*

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WEBSITE: [casscounty.com](http://casscounty.com)

Or [mikem@casscounty.com](mailto:mikem@casscounty.com)



## REQUIREMENTS FOR ACCESSING THE RECORDER OF DEEDS WEBSITE

### 1. INTERNET ACCESS AGREEMENT

You can download a copy of our Internet Access Agreement from the forms section of our website or obtain a copy from our office. We will mail you a packet with three copies of our access agreement enclosed. One for your company, one for the Recorder's office and one for the Cass County Commissioners. You will need to fill out and sign each agreement. Do not fax please, we require original signatures by someone in your company who is authorized to sign.

This agreement is for one location only. If you have other locations interested in accessing our website, they will need to request a new agreement.

### 2. INTERNET CUSTOMER IDENTIFICATION AND PASSWORD FORM

Fill out, sign and return the completed password form for each employee authorized to use your account. If you need additional forms, feel free to make copies.

### 3. PASSWORD SECURITY UPDATE

If you have more than one employee accessing the website you will need to keep their password information current so if they should leave your employment they will not be able to access your account information. Passwords should be changed and reviewed at least every six months. When an employee leaves your company, notify our office immediately and their password will be deactivated.

Your account will be setup when we receive the agreements and forms back along with your check for \$250.00. After that you will be billed monthly. Payments are due on the 1st of each month. If not received by the 15<sup>th</sup> your account 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](http://www.java.com)

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

Sincerely,

Mike Medsker  
Cass County Recorder of Deeds