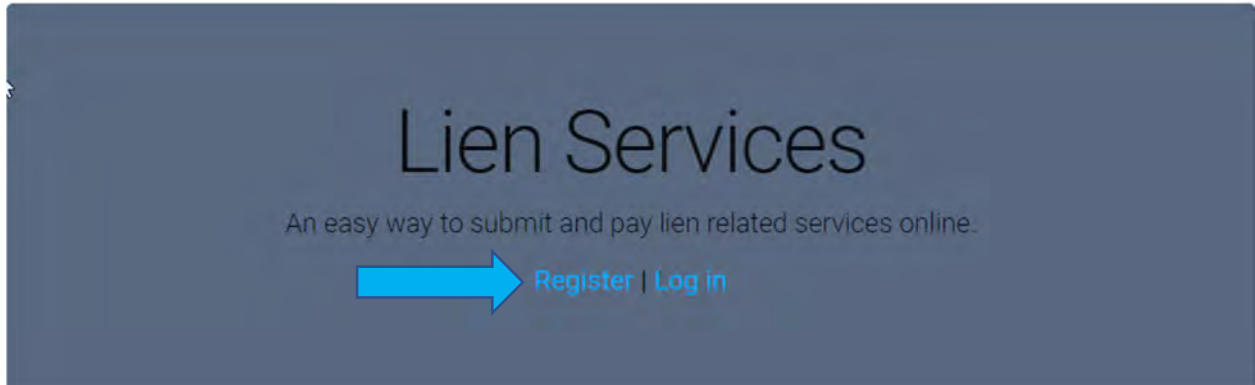


# New Lien Services Webpage

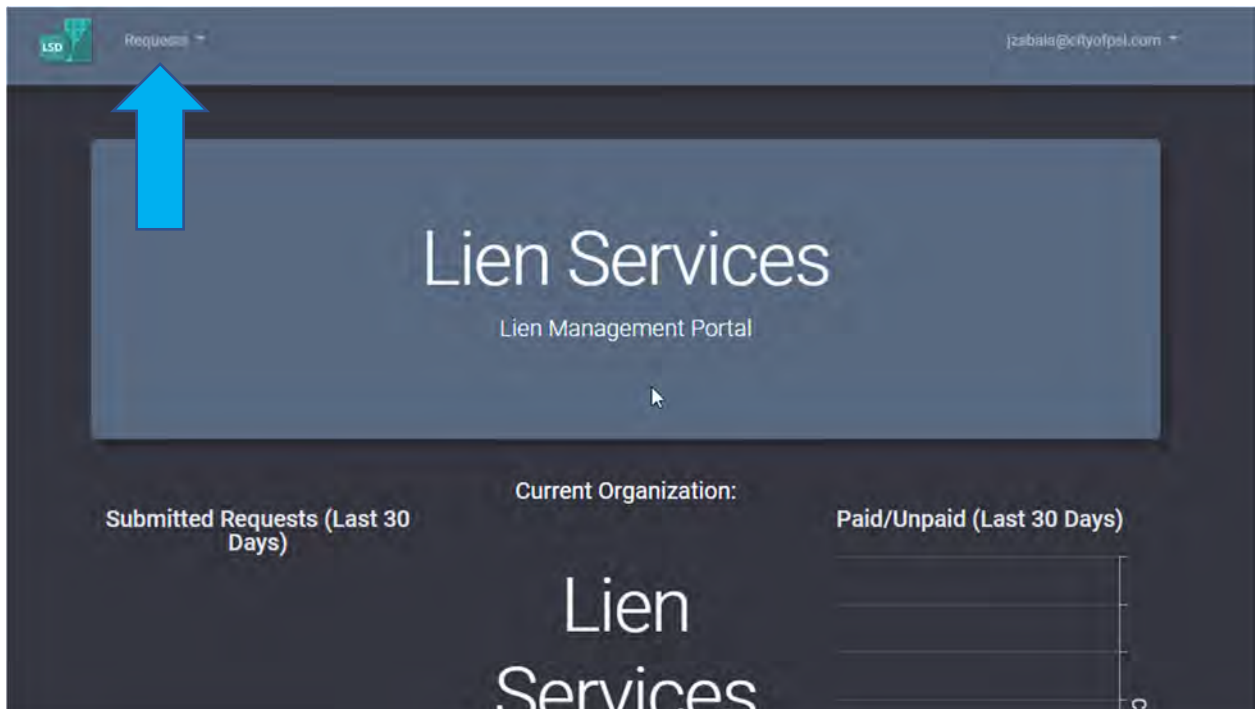
Welcome to the new lien services webpage. Our webpage has been updated to a new user friendly and time saving way to make request for lien searches and modification inquires. Please see the following instructions on getting started.

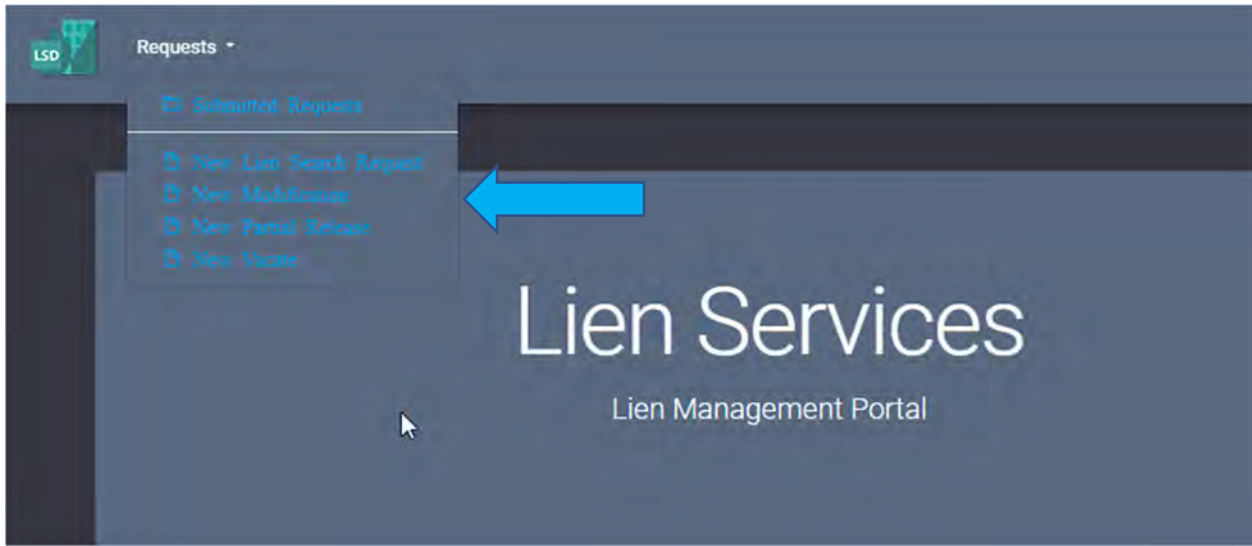
For first time user, a new account would have to be created. To create a new account, click register:



Then you will enter an Email address and a Password (this will be your password to sign in).

After registering / signing in, you will be able to make a lien search request, apply for modification, partial release, vacate, or check on previously submitted requests by clicking on the request button in the top left corner and choosing the applicable option.





If making multiple request (multiple addresses), choose “**submit and add another**”. Once all requests are made then choose “**submit and checkout**” to proceed with the payment.

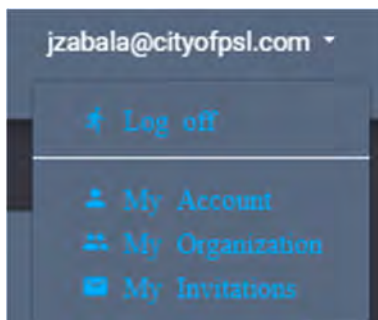
The image shows a 'Lien Search Request' form. The form is divided into two main sections: 'Property Information' and 'Contact Information'.  
1. 'Property Information' section: Contains a 'Property Address \*' text input field. Below it is a checkbox with the text: '\*\*Check - If the address doesn't show up in the auto complete or the address is out of the city lines.\*\*'.  
2. 'Contact Information' section: Contains several text input fields: 'Company Name \*', 'Rep Name \*', 'Email \*', 'Confirm Email \*', 'Phone \*', and 'Phone Ext'.  
At the bottom of the form, there are two buttons: 'SUBMIT AND ADD ANOTHER' (with a blue arrow pointing left) and 'SUBMIT AND CHECKOUT' (with a blue arrow pointing right).

## CREATING AN ORGANIZATION

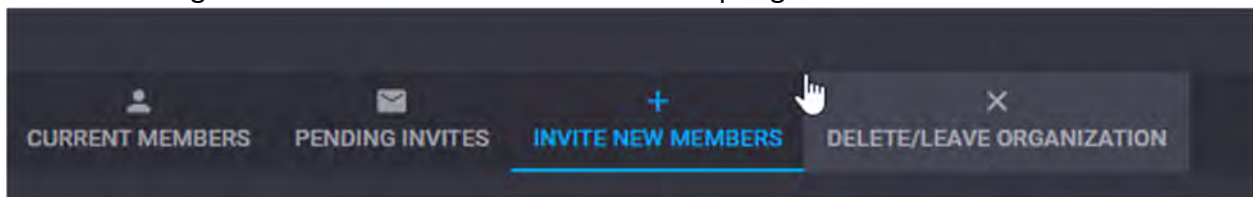
One of the new perks of the updated site is now if your company has multiple representatives, our site allows your company to create an organization. Creating an organization will allow an entire team to see the requests that have been made or are in process to help eliminate any duplicate request. To create an organization, the administrator will begin by registering an account and inviting all user they would like to join.

When on the account, click on the email address in the upper right corner. Here you will have the following four options.

- Log off
- My Account
- My Organization
- My Invitation



By clicking My Organization, the administrator can invite all members to that organization. Please be aware that the invitation is sent via email and that email if they haven't already will be asked to register and create an account before accepting the invitations.



Once the person accepts the invitation, they will be part of the organization.