


Printing an Online Copy by Credit Card

- From Home Page, click on **Search Public Records**

What would you like to do today?

 Search Public Records

- Search for Copy to be Printed** using the variables that are applicable to your search. Please see the Search Guide for searching public records from 1965 to Present listed in the “How do I...” section.

General Criteria

Search Type: Land Corner

Display: All Names
Instrument Number
Liber Page

Specific Criteria

Land Corner

- Once your Document is located, click **“Print Image”** to open **Print Options Screen**. Make your selection and press **“Print”** or **“Add to Print Queue.”**

Print Options

Print All Pages

Print Current Page

Print Visible

Print Range

From: to (Max Page: 1)

Print Selected Pages

Pages:

(Separate multiple pages with commas)

- Select **“Credit Card”** as Payment Method and click **“Accept”** on Print Image screen

Print Image

Print Fees for Selected Pages: \$1.00

Payment Method: Escrow Account

Login Name: Escrow Account
Credit Card

Escrow PIN:

- Enter Credit Card Information** into form and Click **“Submit”**
Note: the Red Fields are required fields where information must be entered.

Payment Amount: \$2.00

Credit Card Information

Credit Card Type:

First Name on Card:

Last Name on Card:

Account Number:

Card Verification: ?

Expiration Date:

Billing Information

Account Type: Individual Corporate

Address:

Address1:

City:

State:

Zip Code:

Country: United States

Email Address:

Phone Number:

- Once the Transaction is processed, you will arrive at the Payment Confirmation screen. IF you want to print a receipt, click the blue "Receipt Number" link as once you click "Print" to print your Document, you will not be able to access your receipt. Click "Print" to print your document.

Payment Processing Details

Payment Processing Successful

Receipt Number: [1200398](#)

Approval Code: 000000

Transaction Id: 0

Transaction Details: (TESTMODE) This transaction has been approved.