Purchase a Subscription Plan

Online Access Requirements

Popup Blockers - either always allow popups from the website (click the flashing tool bar telling user the popup is blocked) or temporarily disable popup blockers.

Use and Dissemination Agreement – you must scroll down and accept the agreement to access the website.



The Home Page will open after accepting the Use and Dissemination Agreement

An account is required to purchase a subscription.

Click the **Login** button (top right) if you already have an account, enter the **User ID** and **Password** and then click the **Sign In** button.

To create an account, click the **Sign Up** button and enter the Information. When creating your **new password**, be sure to read the *Password Requirements* located above password field. once created you can then **Sign In** with your new User ID and Password.



Logged in Services

Click Logged in Services (black bar at the top of the page), then select Subscriptions and select Add Subscription.

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Use the dropdown menu to select your plan.



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Once you have selected your plan the **Plan Cost** will display.

Note: The Subscription Purchase provides access to **Search** and **View Documents**. To purchase **Plan Copies** (fee is \$0.065 per page), see instructions listed below.

Enter the Credit Card information (Visa and MasterCard only).

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Enter the **Email Address** you want the documents sent to and click the **Buy Subscription Plan** button.

When the purchase has been processed; you will receive a confirmation.

If you should have an issue with credit card approval please contact the **Credit Card Company** prior to contacting the Suffolk County Clerk's Office.

To Use the Subscription Plan

The Subscription Plan must be activated to access documents for viewing. Go to Logged In Services, select Subscriptions, and then select Manage Subscriptions.

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The account Subscription History will list. Activate the subscription.



Plain Copies

Do not add funds until you have purchased a subscription.

If you wish to purchase plain copies the account must be funded first. To add funds, on the black bar select **Logged In Services** and select **Add Funds** (credit card funding is limited to three times per day). Plain copy fee is \$0.65 per page. Purchased documents will be emailed to the account email address (allow 30 minutes). Be sure to check spam and junk mail.

Search, View and Purchase

Each category lists the specific search results for that search (to right of the Search button).

On the black bar select **Search Properties.** You may search by any one of the following categories: **Address, Property Tax Map ID, Last Name/Corporation, Liber and Page, Index Number** or **UCC Number,** however, viewing documents will only be available for the type of subscription that was purchased.

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View a Document

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NOTE: A water mark is on the document when viewing it. If purchased the document will be emailed without the watermark.

You will receive a **"Your documents will be emailed (please allow 30 minutes)"** message when your request has been processed and the fee will be deducted from your account.



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Click the **Green Button** to expand and view document details, then select the document you want to view and or **Purchase a Certified Copy**.

Click the **Purchase Certified Copy** link to purchase Certified Copies. The fee is \$1.25 per page minimum of \$5.00 with maximum of \$40.00.

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