

# Fraud Notify

## HOW TO SET UP ALERTS

### CREATE AN ACCOUNT

*To set up Fraud Notify alerts first you must create an account.*

1. Visit us at [www.lancasterdeeds.com](http://www.lancasterdeeds.com).  
*You must accept the disclaimer content to proceed to the site.*
2. Click on the **Fraud Notify button**.
3. On the next page, click the **Sign Up button**.
4. Fill out the registration form and click the **Submit button** at the bottom of the page.  
*You will need to create your own UserID and Password. Passwords must be at least 8 characters long and cannot begin with a special character.*
5. A verification link will be sent to the email address you provided on the form. Click on the link in the email to verify your email address and activate your account.

### SET UP ALERTS

*Once you have created your account, you can begin setting up alerts.*

1. Return to our Records Public Access site.
2. Click on the **Fraud Notify button**
3. Click on the **Login button** and use the UserID and Password you created on the registration form.
4. Review the disclaimer information and hit the **Continue button** at the bottom of the page.
5. To add alerts, type an individual name (last name first) or business name in the text box on the left, then click the **Add Alert button** to add your alert to the list of alerts on the right.  
*Use the Refine Alert button to create an alert on multiple names.*
6. Click the **Save button** in the bottom-right corner when you are finished adding alerts.  
*You will receive an email confirmation that your alerts have been set-up.*