



GovOS Cloud Search

Registration and Property Alert Setup

*** You must have a **working** email address before starting this registration. ***

REGISTRATION

- 1) Go to www.greenvillecounty.org/rod
*If using a mobile device, click 'Department Menu.'
- 2) Click on '**GovOS Cloud Search.**' (Highlighted in yellow on the 'Department Menu.')
- 3) Click on '**Register.**'
- 4) Enter **First Name.**
- 5) Enter **Last Name.**
- 6) Enter a working email address.
- 7) Create a **password.**
- 8) Click on '**Create Account.**'
- 9) Check your email. You will receive a registration confirmation.
Click on '**Activate Your Registration.**'

PROPERTY ALERT

- 1) **Sign In** using your username (The email that you registered with.) and password.
- 2) Click on '**Property Alert.**' (Upper right part of the screen.)
- 3) Click on '**Enter a Keyword.**'
- 4) There are a few ways to create **Property Alert.**
 - a) Enter the last name, space, first name, space, middle name or initial if necessary. (**Example: Smith John E**) Click on **Create Property Alert.**
 - b) Enter the last name, space, first name, space, middle name or initial if necessary. Press the **enter** key. On the same field you can add as many names as you want. You will need to press the **enter** key after typing in each name. When you add more than one name the following will show up.
Set my alert for these names appearing together
Set my alert to include any of these names
- 5) Click on '**Create Property Alert.**'
- 6) After you create your first alert you will need to **Accept the terms and conditions.** (This will occur once.)
You will receive an email for every property alert you create.
- 7) Click on '**View Property Alert Dashboard.**'
- 8) If you would like to add another alert. Click on 'add' by **Alert Criteria.** (Midway on screen.)
- 9) If a recorded document contains any names for which you've set up an alert, you will receive an email notification. To verify if the document pertains to you, please sign in and search for it. Keep in mind that you may have a common name with other property owners. Please review the document thoroughly. If you discover any fraudulent activity, seek the advice of an attorney.

Our office cannot assist with legal matters.

GovOS Cloud Search

Quick Search and Advanced Search

Sign In using your username (The email that you registered with.) and password.

1) In the **Quick Search** field you can search records by:

- a) Enter the last name, space, first name, space, middle name or initial if necessary. (**Example: Smith John E**)
- b) Subdivision
- c) Document Number

2) Put in the date range for the search.

3) In the **Advanced Search**, you can do a more detailed search. You can search by:

- a) Enter the last name, space, first name, space, middle name or initial if necessary. (**Example: Smith John E**)
- b) Date Range
- c) Document type
- d) Document Number
- e) Volume (Book) and Page