

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 **Search Public Records**
- 3) Click on **New Cloud Search**.
- 4) Click on **Register**.
- 5) Enter **First Name**.
- 6) Enter **Last Name**.
- 7) Enter a working email address.
- 8) Create a **password**.
- 9) Click on **Create Account**.
- 10) 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.

Select one of these two options.

- 1) **Set my alert for these names appearing together**
 - 2) **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.

Cloud Search

Quick Search And Advanced Search

Sign in using your username and password.

- **Username:** The email address you registered with.

If you select **Quick Search**, you can search records by:

- Entering the name of an individual or business entity
- Subdivision
- Document Number

Tip: You can also enter a date range to help narrow your search.

If you select **Advanced Search**, you can perform a more detailed search using the following options:

- **Name:** Enter the last name, a space, the first name, a space, the middle name or the middle initial if necessary.
(Example: Smith John E)
- Date Range
- Document Type
- Document Number
- Book and Page
- Full Document Text (OCR)

The more information you provide in these fields, the narrower and more precise your search results will be.