Signing up for alerts allows you to be notified whenever a document has been filed using your name.
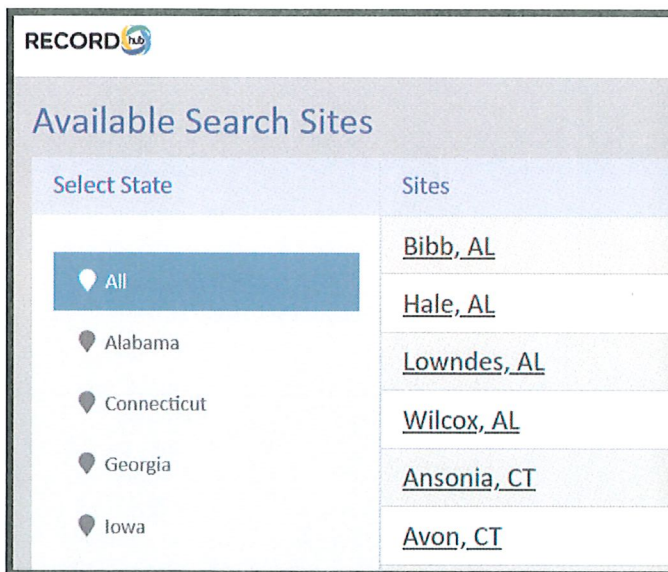
Signing up is simple and easy. Just follow the instructions below.

1. Click **View Search Sites** from the RECORDhub home page as shown in the following example. Or, you can click the Search Sites link in the upper right corner of the page.
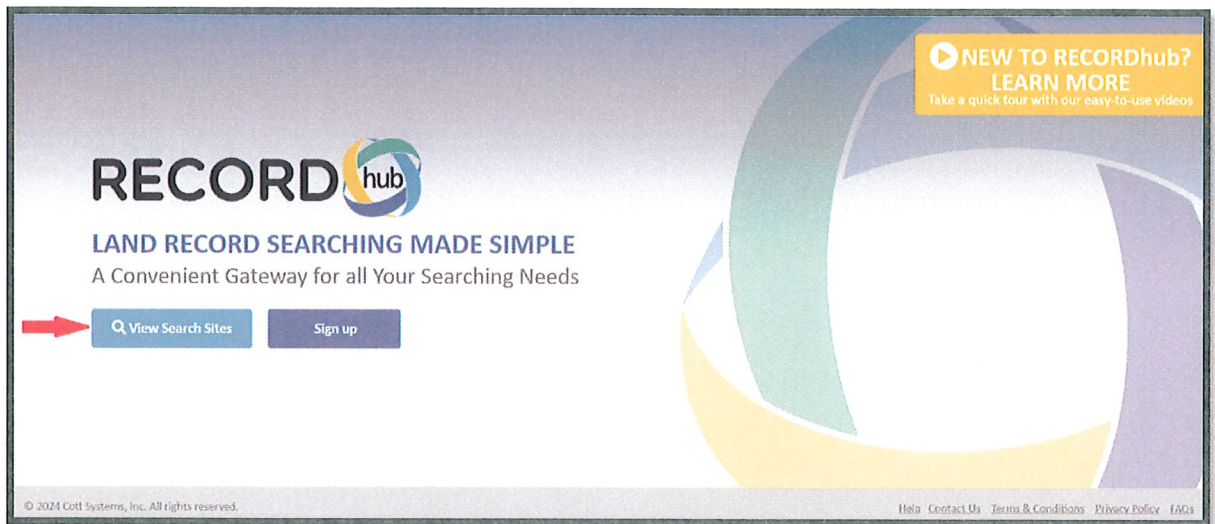
2. All sites display by default. To locate a site in a specific state, click the state in the left pane.

3. This step depends upon whether you have purchased a subscription to the site. Please follow the applicable status.

- If you have subscribed to the site (the word Subscribed will follow the site name), click **View Options**.
- If you have not subscribed to the site, click the site name in the Sites column.

4. If a site offers PropertyCheck, click the **Create Notification** button inside the PropertyCheck box. If you are already logged in to RECORDhub, you will be directed to the Create Notification page. If you are not logged in, you will be directed to the RECORDhub PropertyCheck Login Page where you must login or Sign Up for an account.
5. The following table represents the 3 details required for the name notification type.

Notification Type	Required	Instructions
Name	Last/Business Name - Required First Name - Required if not a business Middle Name - Not required Begins with or Exactly for each name	For all the name fields you enter, you must select either **Begins With** or **Exactly**. • Begins With - Sends alerts if a name is recorded that begins with the value you specified in that name field. When you select this option you must enter a minimum of 2 characters in the Last/Business Name, and if the name is an individual, this minimum will also apply to the first name. • Exactly - Sends alerts only when a name is recorded that fully matches the value you specified in that name field. a. Type the last name or business name. b. If this is a business, click **This is a Business Name** check box. If this box is checked, the first and middle name will be removed from the page. c. Enter a first name if this is an individual. d. Enter a middle name if this is an individual. **Note**: If you specify a middle name in your criteria, you will receive alerts for names matching the first, middle and last name plus those that don't have a middle name. However, if you don't specify a middle name, you will receive alerts for any name that matches the first and last regardless of the middle name.
Notification Method	Yes	If the text 'Select an Option' appears within the Notification Method box, you will have the ability to select a notification preference. The list may include email, text message, or email and text message. If a default notification displays, you cannot choose a method. For example, if a cell phone number was not provided in your profile, you will be limited to email only.

6. Click **Save & Add** to add an additional alert, or click **Save & Close**.

As you add notifications, the notifications will be added to your RECORDhub profile page. In addition, they will be added to the PropertyCheck Notifications list at the bottom of the Create Notification page. Suspended or deleted notifications will not display in the list. From this list, you may search for a notification, print the notification list, delete a notification or activate/deactivate a notification. The list will contain the following columns.

- Created Date & Time - The date the notification was added.
- Monitoring - The values the user selected to have monitored.

- Status - The current status of the notification.
- Actions - Icons to allow the user to activate/deactivate or delete the notification.

If you create a notification that has the same criteria (excluding notification method) of one that already exists for a site, a message will display indicating that you should enable the existing one (if it has been deactivated) or edit the current notification with unique information.

7. If you chose the notification method of email, an email confirmation will be sent after saving the notification.