



## Richland County Premier Online Data Services Subscription Management System

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## **Overview**

The Subscription Management System was developed by the Richland County Information Technology department to provide public access to recorded documents retained by Richland County departments.

An e-mail address is required to set up an account for your subscriptions. After the account is established, users select which subscriptions they would like to purchase; available subscription terms are Daily, Weekly, Monthly or Annually.

Departments currently providing subscription services are:

1. Register of Deeds

Subscribers can view and/or print all document types filed with the Richland County Register of Deeds office via the Public Viewer search screen. Indexed data and images for documents recorded on or after 2/19/1998 are stored on the current system. Only indexed data exists for documents prior to 2/19/1998. Please see the document on page 18 for details on documents images prior to this date.

Documents are retrieved based on indexed data elements as they existed on the document when recorded. Specific details such as middle initial, corporate name and abbreviations are indexed exactly as they appear on the document. Therefore, the results returned on your search depend on how closely you match the indexed formatting. The use of wild cards can assist you when this is not known. See section entitled "[Using Wildcards](#)" for tips on using wild cards.

2. Probate Court

Probate Court has two plans available, Unlimited and Limited.

### Unlimited Subscription Plans

Unlimited Subscription Plans are only available to attorneys, title searchers, CPAs, and abstractors. During the application process, if you are an attorney, you must enter your SC Bar number and the law firm you are a member of. If you are a title searcher, CPA or abstractor, you must enter your business license number and the name of the business that you are a member of. Once you have paid for a subscription and entered into the Probate Court search screen, you can search by estate number (ex.2004-ES-0298), by Descendant's First and/or Last Name, by the Personal Representative's First and/or Last Name, by Date of Death and also by File date.

### Limited Subscription Plans

Limited Subscription Plans are available for a specific estate. During the application process, you must enter the estate number and to be approved, you must be listed as a party of interest on that estate. Once you have been approved and paid for a subscription, you will only have access to that estate.

## Create a new SMS account

1. Click [Create New Account](#)

The new account screen displays.

**Richland County Premier Online Data Services**  
**Subscription Management System**

**Sign Up for Your New Account**

\* First Name:

Middle Name:

\* Last Name:

Company Name:

\* Address1:

Address2:

Address3:

\* City:

\* State: SOUTH CAROLINA

\* Zipcode:

\* Phone Number:   
(Format: 999-999-9999)

\* Email Address:

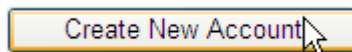
\* Confirm Email Address:

*Add New Account Screen*


**Type in your Name, Address, Phone number and E-mail Address**

**An \* indicates a required field to complete the new account.**

Click create new account



## SMS Account Submission



Richland County Premier Online Data Services  
Subscription Management System

[?](#)

**Your user account has been created. Please check your email account for your password and Login instructions.**

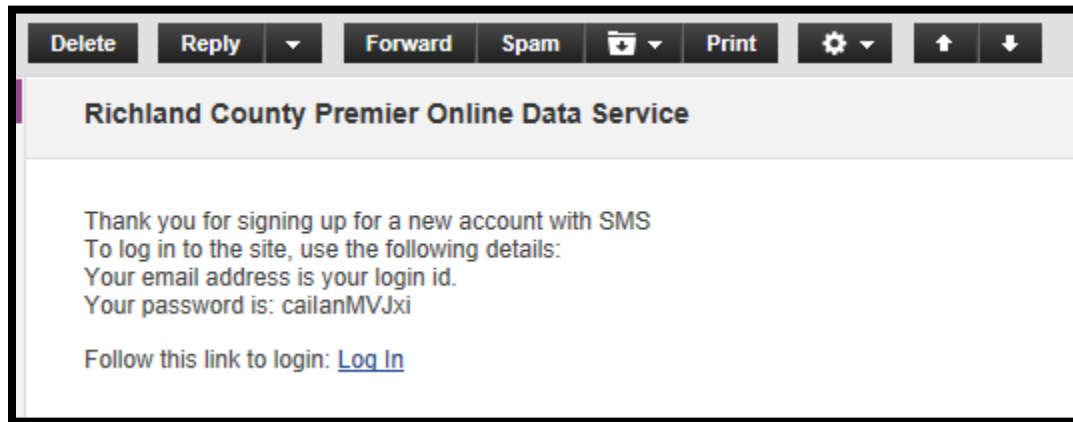
**Sign Up for Your New Account**

\* First Name:   
Middle Name:   
\* Last Name:   
Company Name:   
\* Address1:   
Address2:   
Address3:   
\* City:   
\* State:   
\* Zipcode:   
\* Phone Number:   
(Format: 999-999-9999)  
\* Email Address:   
\* Confirm Email Address:

*Account created; check e-mail*

**An e-mail has been sent to your email address with a password for your login.**

## SMS E-mail Retrieval

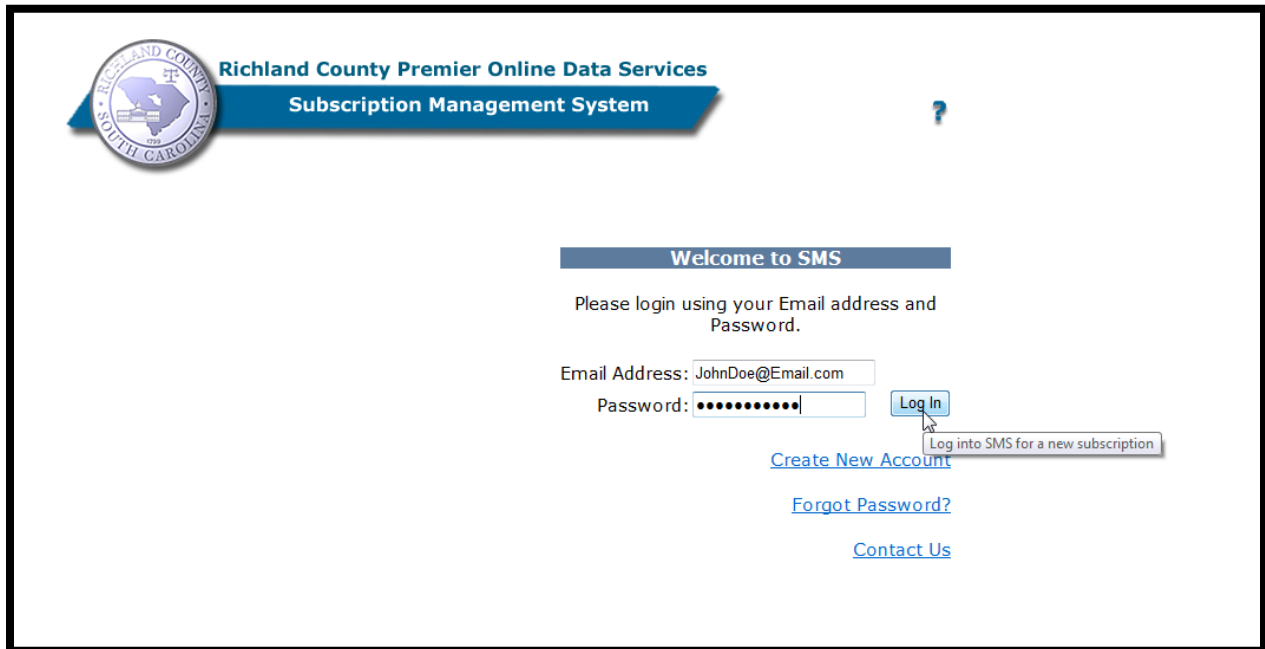


*Subscription successful message*

1. Open the e-mail from [Productionteam@rcgov.us](mailto:Productionteam@rcgov.us)
2. Copy the password within the e-mail (for pasting into the password field on the login screen).
3. Click the [Log In](#) link below the password.

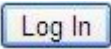
The login screen displays as shown below.

## SMS Account Log In



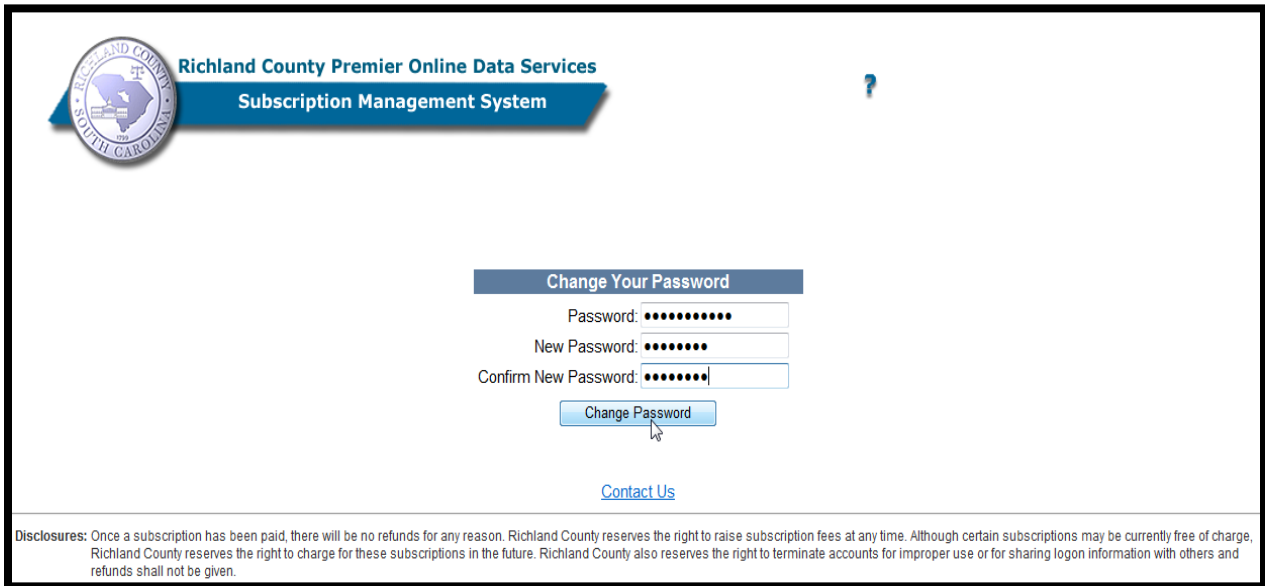
The screenshot shows the login interface for the Richland County Premier Online Data Services Subscription Management System. At the top left is the Richland County, South Carolina seal. To its right is the text "Richland County Premier Online Data Services" and "Subscription Management System". A question mark icon is in the top right. Below this is a "Welcome to SMS" header. The main text reads "Please login using your Email address and Password." There are two input fields: "Email Address: JohnDoe@Email.com" and "Password: [masked]". A "Log In" button is next to the password field, with a tooltip that says "Log into SMS for a new subscription". Below the input fields are three links: "Create New Account", "Forgot Password?", and "Contact Us".

*Login to SMS*

1. Type your e-mail address in the email field
2. Paste the password given to you from the e-mail message into the password field.
3. Click  .



## New Password



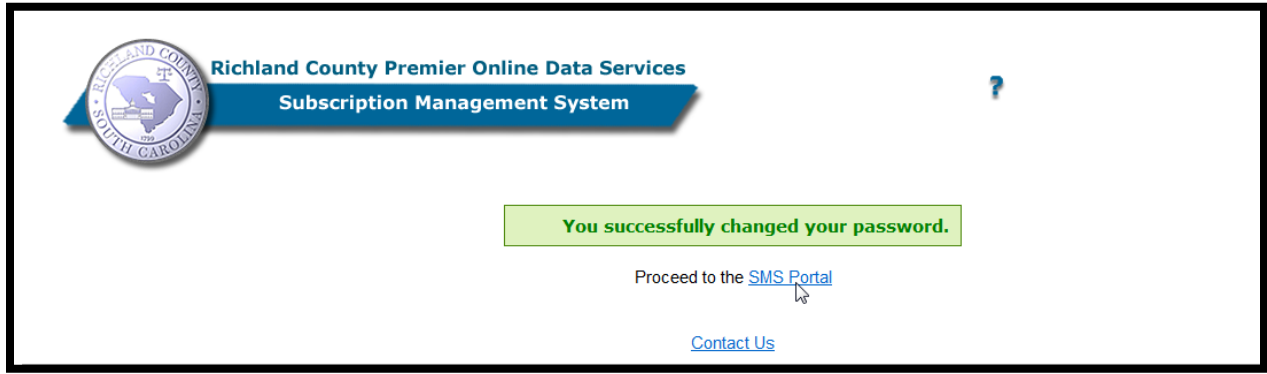
The screenshot shows the 'Change Your Password' form within the Richland County Premier Online Data Services Subscription Management System. The form includes three password input fields: 'Password', 'New Password', and 'Confirm New Password', each with a masked password (dots). A 'Change Password' button is located below the fields, and a 'Contact Us' link is positioned below the button. A 'Disclosures' section at the bottom of the form states: 'Once a subscription has been paid, there will be no refunds for any reason. Richland County reserves the right to raise subscription fees at any time. Although certain subscriptions may be currently free of charge, Richland County reserves the right to charge for these subscriptions in the future. Richland County also reserves the right to terminate accounts for improper use or for sharing logon information with others and refunds shall not be given.'

*You will be prompted to change your password.*

1. Re-enter the given password in the password field.
2. Type in a new password In the New Password field and confirm New Password field.

3. Click on  .

## Proceed to Portal



*SMS Portal Link*

1. Click on the [SMS Portal](#) link

## Adding A Subscription

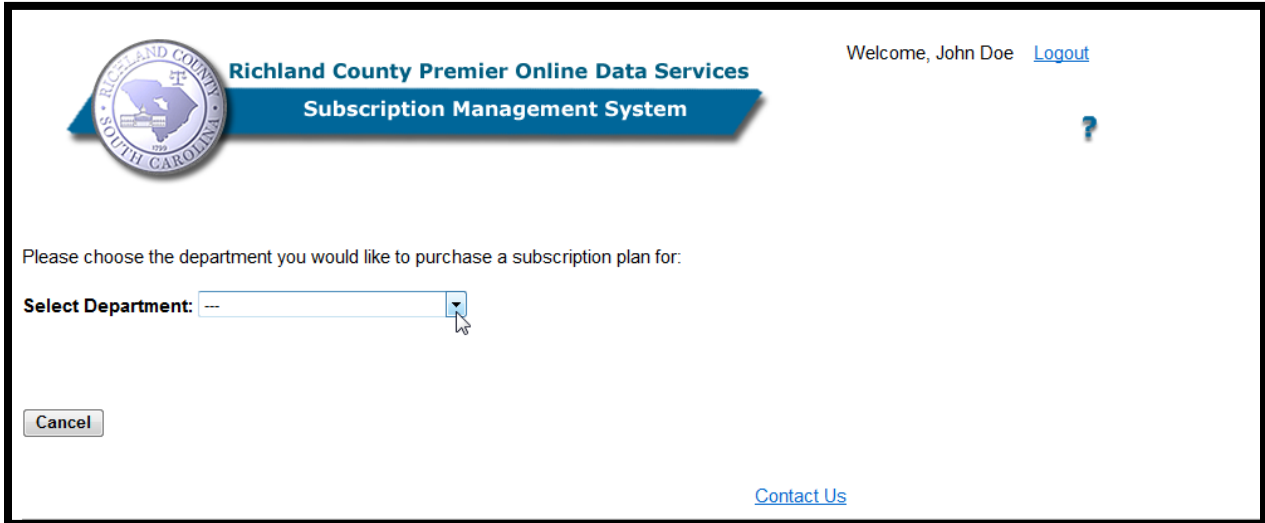
The screenshot shows the user interface of the Richland County Premier Online Data Services Subscription Management System. At the top left is the Richland County logo. The header includes the text "Richland County Premier Online Data Services" and "Subscription Management System". On the top right, it says "Welcome, [John Doe](#) [Logout](#)". Below the header is a "Disclosures" section with the following text: "Disclosures: Once a subscription has been paid, there will be no refunds for any reason. Richland County reserves the right to raise subscription fees at any time. Although certain subscriptions may be currently free of charge, Richland County reserves the right to charge for these subscriptions in the future. Richland County also reserves the right to terminate accounts for improper use or for sharing logon information with others and refunds shall not be given." Below the disclosures is a blue "Add Subscription" button with a tooltip that says "Add a New Subscription". To the right of this button is a link for "Show Subscription History". Below these elements is a section titled "Current Subscriptions" which contains the text "[ No Current Subscriptions ]". At the bottom center of the interface is a "Contact Us" link.

### *Add Subscriptions*

The SMS Portal screen displayed allows you to add subscriptions

1. Click the  button  
The select Department screen is displayed.  
You will be able to select from a list of Departments that offer subscription plans.

## Register of Deeds (ROD)




The screenshot shows the top of a web application. On the left is the Richland County South Carolina seal. To its right is the text "Richland County Premier Online Data Services" and "Subscription Management System" in a blue banner. In the top right corner, it says "Welcome, John Doe" with a "Logout" link and a question mark icon. Below the banner, a message reads: "Please choose the department you would like to purchase a subscription plan for:". This is followed by a "Select Department:" label and a dropdown menu with a downward arrow. A "Cancel" button is located below the dropdown. At the bottom right of the page area, there is a "Contact Us" link.

**Select Department:** ---

- 
- Probate Court
- Register Of Deeds

Select the department you want to subscribe to.

## ROD: Plan Selection



**Richland County Premier Online Data Services**  
**Subscription Management System**

Welcome, John Doe [Logout](#) [?](#)

Please choose the department you would like to purchase a subscription plan for:

**Select Department:** Register Of Deeds

Please choose the subscription plan/access level you would like to purchase:

	Plan/Access Level	Plan Description
<a href="#">Select</a>	Unlimited/Full Access	Plan will give you the ability to do unlimited searches of ROD documents online.

[Contact Us](#)

Click on [Select](#) link to choose the Unlimited/Full Access plan available from ROD.

## ROD: Subscription Term

**Available Subscription Term(s):**

Day - \$18.00

Week- \$36.00

Month- \$52.00

Annual- \$572.00

*Subscription Terms*

***Please note: fees displayed are for presentation only and do not necessarily represent the cost of the subscription***

- 1. Select one of the available subscription terms.**
- 2. Enter your quantity.**
- 3. Continue to billing screen.**

## ROD: Billing Screen

**Department:** Register Of Deeds **Plan/Access Type:** Unlimited/Full Access  
**Term - Price:** Month- \$52.00 **Quantity:** 1  
**Plan Begin Date:** 10/18/2011 **Plan End Date:** 11/19/2011  
**Total: \$ 52.00**

**Please complete payment for subscription.**

**Billing Information (all fields required)**  
Please verify billing information matches the address information on your credit card statement.

Name:   
Address 1:   
Address 2:   
City:   
State:   
Zipcode:

**Credit Card Information (all fields required)**

Name on Card:   
Type:   
16-digit Card Number:   
Expiration Month/Year:  /


[Contact Us](#)

### Billing Screen

At the top of the screen, you will see the terms of your subscription.

1. Verify that the billing information and credit card information matches the information on your credit card statement.
2. Click  .

## ROD: Successful Payment



**Richland County Premier Online Data Services**  
**Subscription Management System**

Welcome, John Doe [Logout](#) [?](#)

**Department:** Register Of Deeds  
**Term - Price:** Month- \$52.00  
**Plan Begin Date:** 10/18/2011 **Plan End Date:** 11/19/2011

**Plan/Access Type:** Unlimited/Full Access  
**Quantity:** 1  
**Total:** \$ 52.00

**Please complete payment for subscription.**

**Billing Information (all fields required)**  
Please verify billing information matches the address information on your credit card statement.

Name:   
Address 1:   
Address 2:   
City:   
State:   
Zipcode:

**Credit Card Information (all fields required)**

Name on Card:   
Type:   
16-digit Card Number:   
Expiration Month/Year:  /

**Success: Payment sent successfully.**

[Contact Us](#)


### Billing Information Screen

Once your payment has been sent successfully, click  .

The Subscription History screen displays.



## ROD: Current Subscriptions



**Richland County Premier Online Data Services**  
**Subscription Management System**

Welcome, [John Doe](#) [Logout](#)

[?](#)

**Disclosures:** Once a subscription has been paid, there will be no refunds for any reason. Richland County reserves the right to raise subscription fees at any time. Although certain subscriptions may be currently free of charge, Richland County reserves the right to charge for these subscriptions in the future. Richland County also reserves the right to terminate accounts for improper use or for sharing logon information with others and refunds shall not be given.

[Add Subscription](#)

**Current Subscriptions**  **Show Subscription History**

**Note:** 1. Disable POPUP blockers before searching.  
2. To start a look-up, you must click on the '[Search](#)' link below.  
3. After clicking '[Search](#)', the search screen may open up as another tab or page.

	Department	Plan	Start Date	End Date
<a href="#">Search</a>	Register Of Deeds	Unlimited/Full Access	10/18/2011	11/19/2011

[Contact Us](#)

### *Subscription Plan Selection*

Click on the  to view the search screen for the ROD Public Viewer.

## ROD: Performing a Search

The Public Viewer Search selection screen displays.

Viewer - Windows Internet Explorer

Search Result

**Instrument**  
Book:  Document Type:   
Index:   
Number:   
Book:   
Page:   
 Day Book \* Press [Ctrl] to select multiple

**Name**  
Last:  Suffix:   
First:  Middle:   
Firm:   
Party Type:

**File Dates (mm/dd/yyyy)**  
 Use Range

**Property**  
Street:   
City:  State:  Zip:

**Legal Description**  
Sub:  Tract:  Lot:   
Phase:  Block:  TaxMap:   
Other:

**Results List Options**  
 Sort by File Date  Detail Results List  
 Sort By Name  Summary Results List

Proofed through: 6/23/2011

Public Viewer Search Screen

Type in your desired search criteria. Retrieval of records is based on the format of data elements as they existed on the document when recorded. i.e., full name with middle initial, etc. Use wild cards when exact verbiage is unknown. (See section entitled [“Using Wildcards”](#) for search tips regarding using Wild Cards on the Richland County Public Viewer search screen.) In the example below, Mungo% was typed as the firm name to retrieve all records

for the builder, Mungo Homes, regardless of how it has been indexed. Date range specified:  
5/2/2011 – 6/28/2011

<b>Name</b>	
Last: <input type="text"/>	Suffix: <input type="text"/>
First: <input type="text"/>	Middle: <input type="text"/>
Firm: <input type="text" value="Mungo%"/>	
Party Type: <input type="text" value="Debtor"/>	<input type="button" value="Clear Party Type"/>
<input type="text" value="Defendant"/>	
<input type="text" value="Grantee"/>	
<b>File Dates (mm/dd/yyyy)</b>	
<input checked="" type="checkbox"/> Use Range	Begin: <input type="text" value="05/02/2011"/> End: <input type="text" value="06/28/2011"/>
<b>Property</b>	
<input type="text"/>	

Enter Search Criteria with wild card, i.e., Mungo%

The results returned include any record beginning with Mungo; note both Mungo Homes Inc and Mungo Homes Inc DBA have been returned in the Search Results list below.

Search	Result	Drawdown	Printer
<input type="button" value="First"/>	<input type="button" value="Previous"/>	Displaying 1 to 50 of 58	<input type="button" value="Next"/> <input type="button" value="Last"/>
Date:	5/2/2011 12:41:00 PM	Ins:	2011029281
Type:	Deed	Sub:	LONDON PLACE
Legal:		Lot:	80
Address:		Block:	
		Tract:	
		Phase:	TWO
1		Book/Page:	R 1681:192
Name:	MUNGO HOMES INC	Tax Map:	17412 07 12
		Related:	1375:1890
Date:	5/2/2011 12:44:00 PM	Ins:	2011029282
Type:	Deed	Sub:	ARBOR
Legal:		Lot:	75
Address:		Block:	
		Tract:	
		Phase:	TWO
2		Book/Page:	R 1681:197
Name:	MUNGO HOMES INC	Tax Map:	03406 03 04
		Related:	1429:3667
Date:	5/2/2011 12:44:00 PM	Ins:	2011029284
Type:	Deed	Sub:	LAKEPORT
Legal:		Lot:	COURTYARDS
Address:		Block:	21
		Tract:	
		Phase:	
3		Book/Page:	R 1681:204
Name:	MUNGO HOMES INC DBA	Tax Map:	01412 08 14
		Related:	1630:3877

## The R.O.D. Public Viewer System Features

- 1) Search screen provides the ability to sort results in alphabetical or recorded date/time order.

*Note: Alpha sorts for the same search criteria will ALWAYS have more results than the same search by date filed because each indexed name is shown as a separate result.*

- 2) Alphabetical sorts display results are followed by recorded date/time for each name.
- 3) When no name has been specified, the Search Results displays up to 5 names for each result. When a name has been specified, the Search Results display only the name specified.
- 4) Related Documents Retrieval for Book/Page searches: This feature is designed to retrieve all related documents for either the original (parent) document or subsequent (child) documents.
- 8) Book Number includes an identifier on the Search Results which represents the recorded instrument book type. They are R for record Book, M for Mortgage book, MR for Mortgage Releases book, P for Plat book, TL for Tax Liens and D for Deed book.
- 9) Date Range selection can be typed in as well as selected from calendar images with year and month drop-downs.
- 10) New Search by Book Index has been added. They are: Mortgages, Deeds, Liens, Plats, Releases and UCCs.
- 11) Recorded Tax Map number will display on Search Results.
- 12) "No Data found" results page can be printed and will include Search criteria and Date specified.
- 13) Optional Summary Results list displays book/page, document type, and date/time recorded.

## Instruments prior to 2/19/1998

Indexed data and images for documents recorded on or after 2/19/1998 are stored on the current system. The Search Results lists display documents in either alpha or date order as requested. The list is sequentially numbered; the numbers are color coded to indicate the status of the document at the time of the search. See below:

- \* Green = Cashiered – No information or image on system.
- \* Red = Scanned – Image can be viewed but no index information has been entered on system.
- \* Blue = Indexed -- Image, name and property info can be viewed. (*Not verified.*)
- \* Black = Proofed -- Proofed – Index information verified.

**Returned To** information can be viewed by clicking the **History** tab for documents processed on or after September 12, 2005. See the **Sign Out** logs in Customer Service for **Returned To** info for all other documents.

The following table lists the location of indexed data and images for documents recorded prior to February 19, 1998:

	Previously on AS/400		Prior to AS/400	
Book Type (Prefix*)	Indexed Data can be found:	Image can be found in:	Indexed Data can be found in:	Image
Mortgage (M)*	5/10/1984 thru 2/18/1998 **** on system ****	Microfilm or Book	Mortgagor/ Mortgagee Books	Microfilm or Book
Deed (D)*	1/10/1984 thru 2/18/1998 **** on system ****	Microfilm or Book	Grantor/ Grantee Books	Microfilm or Book

<b>Mortgage Releases (MR)*</b>	<b>1/3/1984 thru 2/18/1998</b>  **** on system ****	<b>Microfilm or Book</b>	<b>Mortgage Release Books</b>	<b>Microfilm or Book</b>
<b>Plats (P)*</b>	<b>11/21/1994 – 2/18/1998</b>  **** on system ****	<b>Microfilm, Book , or aperture cards for oversized plats</b>	<b>Plat Books</b>	<b>Microfilm, Book , or aperture cards for oversized plats</b>
<b>Tax Liens (TL) *</b>	<b>7/5/1988 thru 2/18/1998</b>  **** on system ****	<b>File Drawer*</b>	<b>See Tax Lien Dept</b>	<b>File Drawer</b>  <i>*(See Tax Lien Dept.)</i>
<b>Mechanics Liens</b>	<b>n/a</b>	<b>n/a</b>	<b>Mechanics Lien Books</b>	<b>Microfilm or Book</b>
<b>UCCs</b>	<b>n/a</b>	<b>n/a</b>	<b>UCC Books</b>	<b>Microfilm or Book</b>
<b>* This letter precedes the Book/Page on the Search Results listing.</b>				

### Using Wildcards

Wildcards: % (percent) are used to enhance the search results when you want the system to retrieve as many records as possible often when a spelling or name composition is not clear or could mistakenly be easily misspelled.

% is for any number of characters – The % can precede or follow a name, or other identifier. For example, Lake Caro% will retrieve all records beginning as Lake Caro%, Lake Carolina, etc.

Lake Ca% will retrieve all records beginning as Lake Ca and would include Lake Catherine, and Lake Caro

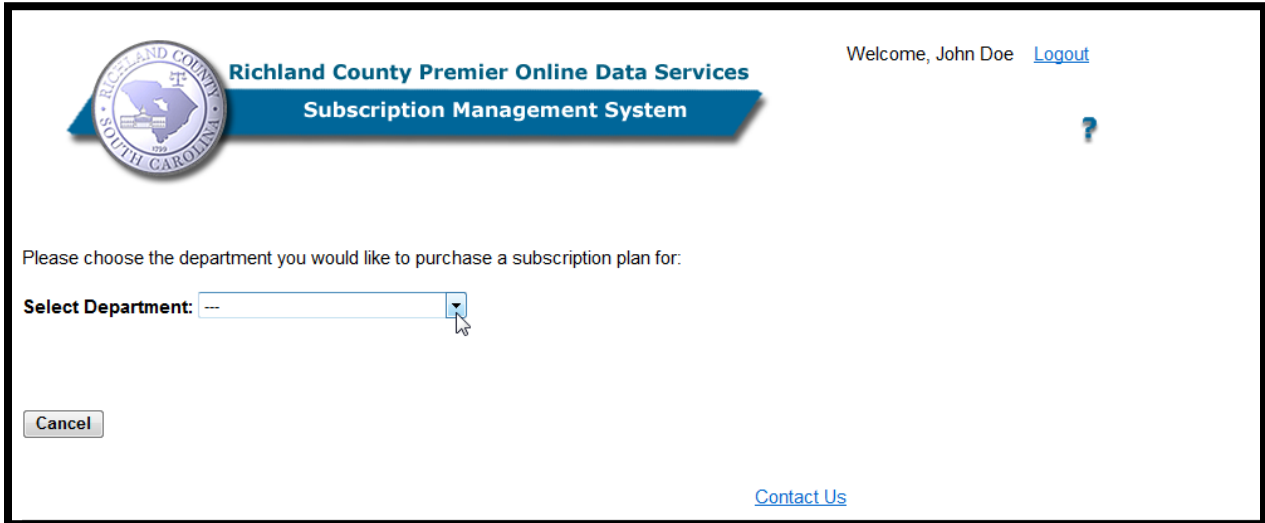
## Examples of Wildcard Searches

The following examples illustrate the use of wildcard characters.

Search expression	Description	Sample matches
Mac%	Finds values beginning with "Mac"	Mac MacIntosh Mackenzie
J%n	Finds values starting with "J" and ending with "n"	Jon Johnson Jason Juan
%son	Finds values ending with "son"	Son Anderson
%sam%	Finds values with "sam" anywhere in the string	Sam Samson Grossam
%Mar%	Finds values in a datetime column that fall in the month of March, regardless of year	3/1/94 01 Mar 1992
Mac_ Mac%	Finds values with exactly four characters, the first three being "Mac"	Mack Macs
_dam ?dam	Finds values with exactly four characters, the last three being "dam"	Adam Odam
%s_n %s?n	Finds values containing "s" and "n" at the end of the value, with any one character between them and any number of characters in front of them	Anderson Andersen Johnson san sun




# Probate Court




The screenshot shows the top of a web application. On the left is the Richland County South Carolina seal. To its right is the text "Richland County Premier Online Data Services" and "Subscription Management System". In the top right corner, it says "Welcome, John Doe" with a "Logout" link and a question mark icon. Below the header, there is a prompt: "Please choose the department you would like to purchase a subscription plan for:". This is followed by a "Select Department:" label and a dropdown menu with a downward arrow. A "Cancel" button is located below the dropdown. At the bottom right of the interface area is a "Contact Us" link.

Select Department:

- 
- Probate Court
- Register Of Deeds

Select the department you want to subscribe to.

## Probate Court: Disclaimer



**Richland County Premier Online Data Services**  
**Subscription Management System**

Welcome, John Doe [Logout](#)

**PROBATE COURT ESTATE INDEX SEARCH DISCLAIMER**

The Richland County Probate Court cannot warrant the accuracy or timeliness of the information on the Estate Index Search. The Estate Index Search is provided to assist you in locating, reviewing, and printing documents related to specific estates. We scan and index on a daily basis but we cannot guarantee that this website contains all documents filed in the Estate. There maybe documents that are missing or the website may not contain the most current documents. We strive to keep the estates accurate and up to date. If you discover an error, please contact us so that we can correct our error. All official records of the Probate Court may be reviewed by the public at our office.


[Contact Us](#)

Disclosures: Once a subscription has been paid, there will be no refunds for any reason. Richland County reserves the right to raise subscription fees at any time. Although certain subscriptions may be currently free of charge, Richland County reserves the right to charge for these subscriptions in the future. Richland County also reserves the right to terminate accounts for improper use or for sharing logon information with others and refunds shall not be given.

**The Probate Court disclaimer displays which states there may be documents that are not the most current and /or some may be missing; all documents can be viewed at Probate Court’s public office.**

**You may accept or decline this disclaimer. Accepting will allow you to proceed.**

## Probate Court: Plan Selection (Limited Plan)



Welcome, John Doe [Logout](#)

Please choose the department you would like to purchase a subscription plan for:

**Select Department:**

Please choose the subscription plan/access level you would like to purchase:

	Plan/Access Level	Plan Description
<a href="#">Select</a>	Unlimited/Full Access	Unlimited subscriptions are only available to attorneys, title searchers, CPAs, and abstractors. During the application process, if you are an attorney, you must enter your SCBar number and the law firm you are a member of. If you are a title searcher, CPA or abstractor, you must enter your business license number and the name of the business that you are a member of.
<a href="#">Select</a>	Limited Access	Limited subscriptions are available for a specific estate. During the application process, you must enter the estate number and to be approved, you must be listed as a party of interest on that estate.

[Contact Us](#)

Probate Court offers limited and unlimited subscriptions to estate information. A plan description is included describing who is eligible for the plans offered. There are pre-defined criteria for an unlimited plan which you will see on the Application.

Click on [Select](#) link to Select which type of plan suits your needs.



Please choose the department you would like to purchase a subscription plan for:

**Select Department:**

Please choose the subscription plan/access level you would like to purchase:

	Plan/Access Level	Plan Description
<a href="#">Select</a>	Unlimited/Full Access	Unlimited subscriptions are only available to attorneys, title searchers, CPAs, and abstractors. During the application process, if you are an attorney, you must enter your SCBar number and the law firm you are a member of. If you are a title searcher, CPA or abstractor, you must enter your business license number and the name of the business that you are a member of.
<a href="#">Select</a>	Limited Access	Limited subscriptions are available for a specific estate. During the application process, you must enter the estate number and to be approved, you must be listed as a party of interest on that estate.

**Available Subscription Term(s):** To Add a subscription term, please fill out and submit an Application for approval.

- Day- \$2.25
- Week- \$6.25
- Month- \$21.50
- Annual- \$103.00

*Continue to fill out the Application*


[Contact Us](#)

*Plans Available*

Once you have chosen a plan, click on **Fill Out Application**.

The Plan application screen displays as shown below.

# Probate Court: Plan Application (Limited Plan)



**Richland County Premier Online Data Services**  
**Subscription Management System**

Welcome, John Doe [Logout](#)

?

**Changing your address on this application will not update your address in the Probate Court file. Please provide your new address in writing to the Probate Court Office. Please complete this application in order to proceed.**

**Plan Information**

- \* Department Name:
- \* Plan Name:

**Estate Information**

- \* Estate Number:
- \* Party of Interest/Relationship to Deceased:

**Subscriber Information**

- \* First Name:
- Middle Name:
- \* Last Name:
- Account Name:
- \* Address1:
- Address2:
- Address3:
- \* City:
- \* State:
- \* Zipcode:
- \* Phone Number:   
(Format: 999-999-9999)


\* Required fields

[Contact Us](#)

Complete the Estate and Subscriber Information sections

When complete, click .

## Probate Court: Successful Submission (Limited Plan)

 **Richland County Premier Online Data Services**  
**Subscription Management System**

Welcome, John Doe [Logout](#)

**Your Application has been submitted successfully. Please return to home page.**

Changing your address on this application will not update your address in the Probate Court file.  
Please provide your new address in writing to the Probate Court Office.  
Please complete this application in order to proceed.

**Plan Information**

- \* Department Name: Probate Court
- \* Plan Name: Limited Access

**Estate Information**

- \* Estate Number: 2011 -ES40- 41345
- \* Party of Interest/Relationship to Deceased: Son

**Subscriber Information**

- \* First Name: John
- Middle Name:
- \* Last Name: Doe
- Account Name: John Doe
- \* Address1: 916 Surfside Lane
- Address2:
- Address3:
- \* City: Sacramento
- \* State: CALIFORNIA
- \* Zipcode: 94203
- \* Phone Number: 803-555-2011  
(Format: 999-999-9999)

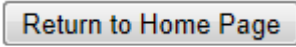
\* Required fields

[Return to Home Page](#)

[Contact Us](#)

After you submit your application, please return to home page.

After clicking the  button, you will be prompted to return to the Home Page.

Click  .

## Probate Court: Pending Application (Limited Plan)

The screenshot shows the user interface for the Richland County Premier Online Data Services Subscription Management System. At the top left is the Richland County logo. To its right, the text reads "Richland County Premier Online Data Services" and "Subscription Management System". In the top right corner, it says "Welcome, [John Doe](#) [Logout](#)". Below this is a blue banner with a question mark icon. A "Disclosures" section follows, containing text about subscription terms. Below the disclosures is a button labeled "Add Subscription". The main section is titled "Applications" and contains a table with the following data:

	Department	Plan	Estate Number	Application Submitted	Status of Application
Select	Probate Court	Limited Access	2011-ES40-41345	10/18/2011	PENDING

Once you have submitted your application, the status changes to pending. Once a decision has been made on your application, an e-mail is sent to the email address that you provided on your account indicating if your application has been approved or denied.

If you have questions regarding the status of your application, contact [Richland County Probate Court](#).

## Probate Court: Plan Selection (Limited Plan)

The screenshot shows the user interface for the Richland County Premier Online Data Services Subscription Management System. At the top left is the Richland County logo. The header includes the text "Richland County Premier Online Data Services" and "Subscription Management System". A user greeting "Welcome, John Doe" and a "Logout" link are visible. A "Disclosures" section contains text about subscription fees and termination. Below this is an "Add Subscription" button. The "Applications" section features a table with columns for Department, Plan, Estate Number, Application Submitted, and Status of Application. A "Select" link is present in the first column of the table. Below the table, there is a "Current Subscriptions" section with a "Show Subscription History" checkbox and a message "[ No Current Subscriptions ]". A "Contact Us" link is located at the bottom right of the interface.

Richland County Premier Online Data Services  
Subscription Management System

Welcome, [John Doe](#) [Logout](#)

**Disclosures:** Once a subscription has been paid, there will be no refunds for any reason. Richland County reserves the right to raise subscription fees at any time. Although certain subscriptions may be currently free of charge, Richland County reserves the right to charge for these subscriptions in the future. Richland County also reserves the right to terminate accounts for improper use or for sharing logon information with others and refunds shall not be given.

[Add Subscription](#)

**Applications**

	Department	Plan	Estate Number	Application Submitted	Status of Application
<a href="#">Select</a>	Probate Court	Limited Access	2011-ES40-41345	10/18/2011	APPROVED

**Current Subscriptions**  [Show Subscription History](#)


[ No Current Subscriptions ]

[Contact Us](#)

Once you have received your approval e-mail, login to SMS. Note the status has changed to **Approved**. At this time you may click on the [Select](#) link. This will allow you to choose your subscription term.



## Probate Court: Subscription Term (Limited Plan)



Welcome, John Doe [Logout](#) [?](#)

**Please submit Payment for your subscription.**

Please choose the department you would like to purchase a subscription plan for:

Select Department:

Please choose the subscription plan/access level you would like to purchase:

	Plan/Access Level	Plan Description
Select	Unlimited/Full Access	Unlimited subscriptions are only available to attorneys, title searchers, CPAs, and abstractors. During the application process, if you are an attorney, you must enter your SCBar number and the law firm you are a member of. If you are a title searcher, CPA or abstractor, you must enter your business license number and the name of the business that you are a member of.
Select	Limited Access	Limited subscriptions are available for a specific estate. During the application process, you must enter the estate number and to be approved, you must be listed as a party of interest on that estate.

Available Subscription Term(s):

- Day- \$2.25
- Week- \$6.25
- Month- \$21.50
- Annual- \$103.00

[Contact Us](#)

### Subscription Terms

**Please note: Fees displayed are for presentation only and do not necessarily represent the cost of the subscription**

Select a subscription term and price based on the duration you want to be able to view documents related to the subscribed estate.

## Probate Court: Subscription Term (Limited Plan)

**Available Subscription Term(s):**

Day- \$2.25

Week- \$6.25

Month- \$21.50

Annual- \$103.00


Enter Quantity:

*Subscription Terms*

*Please note: Fees displayed are for presentation only and do not necessarily represent the cost of the subscription*

- 1. Select one of the available subscription terms.**
- 2. Enter the desired quantity.**
- 3. Continue to billing screen.**

## Probate Court: Billing Screen (Limited Plan)



**Richland County Premier Online Data Services**  
**Subscription Management System**

Welcome, John Doe [Logout](#) [?](#)

**Department:** Probate Court      **Plan/Access Type:** Limited Access  
**Term - Price:** Month- \$21.50      **Quantity:** 1  
**Plan Begin Date:** 10/18/2011 **Plan End Date:** 11/19/2011  
**Total: \$ 21.50**

**Please complete payment for subscription.**

**Billing Information (all fields required)**  
Please verify billing information matches the address information on your credit card statement.

Name:   
Address 1:   
Address 2:   
City:   
State:   
Zipcode:

**Credit Card Information (all fields required)**

Name on Card:   
Type:   
16-digit Card Number:   
Expiration Month/Year:  /

[Contact Us](#)


Submit Credit Card Information For Payment

### Billing Screen

The terms of your subscription are displayed at the top of the screen.

1. Please verify that the billing information and credit card information matches the information on your credit card statement.
2. Click  .

## Probate Court: Successful Payment (Limited Plan)

 **Richland County Premier Online Data Services**  
**Subscription Management System**

Welcome, John Doe [Logout](#) [?](#)

**Department:** Probate Court **Plan/Access Type:** Limited Access  
**Term - Price:** Month- \$21.50 **Quantity:** 1  
**Plan Begin Date:** 10/18/2011 **Plan End Date:** 11/19/2011  
**Total:** \$ 21.50

**Please complete payment for subscription.**

**Billing Information (all fields required)**  
Please verify billing information matches the address information on your credit card statement.

Name:   
Address 1:   
Address 2:   
City:   
State:   
Zipcode:

**Credit Card Information (all fields required)**

Name on Card:   
Type:   
16-digit Card Number:   
Expiration Month/Year:  /


**Success: Payment sent successfully.**

*Billing Information Screen*

Once your payment has been sent successfully, click .

The Current Subscription screen displays.

## Probate Court: Current Subscriptions (Limited Plan)



Welcome, [John Doe](#) [Logout](#)

**Disclosures:** Once a subscription has been paid, there will be no refunds for any reason. Richland County reserves the right to raise subscription fees at any time. Although certain subscriptions may be currently free of charge, Richland County reserves the right to charge for these subscriptions in the future. Richland County also reserves the right to terminate accounts for improper use or for sharing logon information with others and refunds shall not be given.

[Add Subscription](#)

**Current Subscriptions**  **Show Subscription History**

**Note:** 1. Disable POPUP blockers before searching.  
2. To start a look-up, you must click on the **'Search'** link below.  
3. After clicking **'Search'**, the search screen may open up as another tab or page.


	Department	Plan	Estate Number	Start Date	End Date
<a href="#">Search</a>	Probate Court	Limited Access	2011-ES40-41345	10/18/2011	11/19/2011

[Contact Us](#)

### *Subscription Plan Selection*

**Click on Search to view the search screen for the Probate Estate Index.**

## Probate Court: Plan Selection (Unlimited Plan)



**Richland County Premier Online Data Services**  
**Subscription Management System**

Welcome, John Doe [Logout](#) [?](#)

Please choose the department you would like to purchase a subscription plan for:

Select Department:

Please choose the subscription plan/access level you would like to purchase:

	Plan/Access Level	Plan Description
<a href="#">Select</a>	Unlimited/Full Access	Unlimited subscriptions are only available to attorneys, title searchers, CPAs, and abstractors. During the application process, if you are an attorney, you must enter your SCBar number and the law firm you are a member of. If you are a title searcher, CPA or abstractor, you must enter your business license number and the name of the business that you are a member of.
<a href="#">Select</a>	Limited Access	Limited subscriptions are available for a specific estate. During the application process, you must enter the estate number and to be approved, you must be listed as a party of interest on that estate.

Available Subscription Term(s): To Add a subscription term, please fill out and submit an Application for approval.


Day- \$2.25  
 Week- \$6.25  
 Month- \$21.50  
 Annual- \$103.00

Probate Court offers limited and unlimited subscriptions to estate information. There are pre-defined criteria for an unlimited plan which you will see on the Application.

1. Click on [Select](#) link to select which type of Plan suits your needs.

Click  .

# Probate Court: Plan Application (Unlimited Plan)



**Richland County Premier Online Data Services**  
**Subscription Management System**

Welcome, John Doe [Logout](#) [?](#)

**Changing your address on this application will not update your address in the Probate Court file. Please provide your new address in writing to the Probate Court Office. Please complete this application in order to proceed.**

**Plan Information**

\* Department Name:

\* Plan Name:

**Attorney/Business Information**

\* SCB or Business License Number:

\* Law Firm or Name of Business:

**Subscriber Information**

\* First Name:

Middle Name:

\* Last Name:

Account Name:

\* Address1:

Address2:

Address3:

\* City:

\* State:

\* Zipcode:


\* Phone Number:   
(Format: 999-999-9999)

\* Required fields

[Contact Us](#)

Complete the Attorney/Business information sections, then click .

# Probate Court: Application Submission (Unlimited Plan)



**Richland County Premier Online Data Services**  
**Subscription Management System**

Welcome, John Doe [Logout](#)

**Your Application has been submitted successfully. Please return to home page.**

Changing your address on this application will not update your address in the Probate Court file. Please provide your new address in writing to the Probate Court Office. Please complete this application in order to proceed.

**Plan Information**

\* Department Name:

\* Plan Name:

**Attorney/Business Information**

\* SCB or Business License Number:

\* Law Firm or Name of Business:

**Subscriber Information**

\* First Name:

Middle Name:

\* Last Name:

Account Name:

\* Address1:

Address2:

Address3:

\* City:

\* State:

\* Zipcode:

\* Phone Number:   
(Format: 999-999-9999)

\* Required fields

[Return to Home Page](#)


[Contact Us](#)

After you submit your application, please return to home page.

Once you have successfully submitted your application, click [Return to Home Page](#).



## Probate Court: Application Pending (Unlimited Plan)



Welcome, [John Doe](#) [Logout](#)

**Richland County Premier Online Data Services**  
**Subscription Management System**

**Disclosures:** Once a subscription has been paid, there will be no refunds for any reason. Richland County reserves the right to raise subscription fees at any time. Although certain subscriptions may be currently free of charge, Richland County reserves the right to charge for these subscriptions in the future. Richland County also reserves the right to terminate accounts for improper use or for sharing logon information with others and refunds shall not be given.

[Add Subscription](#)

**Applications**

	Department	Plan	Estate Number	Application Submitted	Status of Application
Select	Probate Court	Unlimited/Full Access	N/A	10/21/2011	PENDING

**Current Subscriptions**  [Show Subscription History](#)

[ No Current Subscriptions ]

[Contact Us](#)

Once you have submitted your application, your status changes to pending. Once a decision has been made on your application, an e-mail is sent to the email address that you provided on your account indicating if your application has been approved or denied.

If you have any questions regarding the status decision, please contact [Richland County Probate Court](#).

## Probate Court: Application Approved (Unlimited Plan)

The screenshot shows the user interface of the Richland County Premier Online Data Services Subscription Management System. At the top left is the Richland County logo. The header includes the text "Richland County Premier Online Data Services" and "Subscription Management System". A user is logged in as "John Doe" with a "Logout" link. A "Disclosures" section states that once a subscription is paid, there are no refunds, and the county reserves the right to raise fees or terminate accounts for improper use. An "Add Subscription" button is visible. Below is a table of "Applications" with one entry for the Probate Court, Unlimited/Full Access plan, submitted on 10/21/2011, with a status of "APPROVED". A "Select" link is next to this entry. Under "Current Subscriptions", there is a "Show Subscription History" checkbox and a message "[ No Current Subscriptions ]". A "Contact Us" link is at the bottom.

Welcome, [John Doe](#) [Logout](#)

**Richland County Premier Online Data Services**  
**Subscription Management System**

**Disclosures:** Once a subscription has been paid, there will be no refunds for any reason. Richland County reserves the right to raise subscription fees at any time. Although certain subscriptions may be currently free of charge, Richland County reserves the right to charge for these subscriptions in the future. Richland County also reserves the right to terminate accounts for improper use or for sharing logon information with others and refunds shall not be given.

[Add Subscription](#)

**Applications**

	Department	Plan	Estate Number	Application Submitted	Status of Application
<a href="#">Select</a>	Probate Court	Unlimited/Full Access	N/A	10/21/2011	APPROVED


**Current Subscriptions**  [Show Subscription History](#)

[ No Current Subscriptions ]

[Contact Us](#)

Once you have received your approval e-mail, login to SMS; notice the status has changed to **Approved**. At this time you may click on the [Select](#) link. This will allow you to choose your subscription term.

## Probate Court: Subscription Term (Unlimited Plan)



Richland County Premier Online Data Services  
Subscription Management System

Welcome, John Doe [Logout](#) [?](#)

Please submit Payment for your subscription.

Please choose the department you would like to purchase a subscription plan for:  
Select Department:

Please choose the subscription plan/access level you would like to purchase:

	Plan/Access Level	Plan Description
Select	Unlimited/Full Access	Unlimited subscriptions are only available to attorneys, title searchers, CPAs, and abstractors. During the application process, if you are an attorney, you must enter your SCBar number and the law firm you are a member of. If you are a title searcher, CPA or abstractor, you must enter your business license number and the name of the business that you are a member of.
Select	Limited Access	Limited subscriptions are available for a specific estate. During the application process, you must enter the estate number and to be approved, you must be listed as a party of interest on that estate.

Available Subscription Term(s):

- Day- \$2.25
- Week- \$6.25
- Month- \$21.50
- Annual- \$103.00

[Contact Us](#)

### Subscription Terms

**Please note: Fees displayed are for presentation only and do not necessarily represent the cost of the subscription**

**You may now select a subscription term and price based on the duration you want to be able to view estate documents.**

**Available Subscription Term(s):**

Day- \$2.25

Week- \$6.25

Month- \$21.50

Annual- \$103.00

Enter Quantity:

*Subscription Terms*

*Please note: Fees displayed are for presentation only and do not necessarily represent the cost of the subscription*

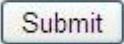
- 1. Select one of the available subscription terms.**
- 2. Enter the desired quantity.**
- 3. Continue to billing screen.**

## Probate Court: Billing Screen (Unlimited Plan)

The screenshot displays the 'Probate Court: Billing Screen (Unlimited Plan)'. At the top left is the Richland County logo and the text 'Richland County Premier Online Data Services Subscription Management System'. A user greeting 'Welcome, John Doe' with a 'Logout' link is at the top right. The main content area shows subscription details: Department: Probate Court, Plan/Access Type: Unlimited/Full Access, Term - Price: Annual- \$103.00, Quantity: 1, Plan Begin Date: 10/24/2011, Plan End Date: 10/25/2012, and Total: \$ 103.00. Below this is a blue bar with the text 'Please complete payment for subscription.' followed by a 'Billing Information (all fields required)' section with a note to verify billing information matches the address information on the credit card statement. The billing information fields are: Name (John Doe), Address 1 (916 Surfside Lane), Address 2, City (Sacramento), State (CA), and Zipcode (94203). Below that is a 'Credit Card Information (all fields required)' section with fields for Name on Card (John Doe), Type (Mastercard), 16-digit Card Number (1234567898765432), and Expiration Month/Year (08/2017). At the bottom are 'Cancel', 'Reset', and 'Submit' buttons. A tooltip 'Submit Credit Card Information For Payment' is visible over the 'Submit' button. A 'Contact Us' link is at the bottom center.

### *Billing Screen*

The terms of your subscription are displayed at the top of the screen.

1. Please verify that the billing information and credit card information matches the information on your credit card statement.
2. Click  .

## Probate Court: Bill Processing (Unlimited Plan)

The screenshot displays the Richland County Premier Online Data Services Subscription Management System. At the top left is the Richland County, South Carolina logo. The header includes the text "Richland County Premier Online Data Services" and "Subscription Management System". A user greeting "Welcome, John Doe" with a "Logout" link is visible in the top right. A help icon (?) is also present.

Subscription details are listed as follows:

- Department: Probate Court
- Plan/Access Type: Unlimited/Full Access
- Term - Price: Annual- \$103.00
- Quantity: 1
- Plan Begin Date: 10/24/2011
- Plan End Date: 10/25/2012
- Total: \$ 103.00

A dark blue bar contains the instruction: "Please complete payment for subscription."

The "Billing Information (all fields required)" section includes a note: "Please verify billing information matches the address information on your credit card statement." Below this, a modal dialog box is displayed with the text: "Processing Your Order . . . Do not click back button or you may be charged multiple times."

The address fields are: City: Sacramento, State: CA, and Zipcode: 94203.

The "Credit Card Information (all fields required)" section includes: Name on Card: John Doe, Type: Mastercard, 16-digit Card Number: 1234567898765432, and Expiration Month/Year: 08 / 2017.

At the bottom of the form are "Cancel", "Reset", and "Submit" buttons, and a "Contact Us" link.

A temporary screen displays indicating that your order is in process.

## Probate Court: Successful Payment (Unlimited Plan)

Please complete payment for subscription.

### Billing Information (all fields required)

Please verify billing information matches the address information on your credit card statement.

Name:

Address 1:

Address 2:

City:

State:

Zipcode:

### Credit Card Information (all fields required)

Name on Card:

Type:

16-digit Card Number:

Expiration Month/Year:  /

Success: Payment sent successfully.

[Continue](#)

[Continue To Home Page](#)

[Contact Us](#)

Once your payment has been received successfully, click [Continue](#) to go to the home page.

## Probate Court: Subscription Search (Unlimited Plan)

The screenshot shows the user interface for the Richland County Premier Online Data Services Subscription Management System. At the top left is the Richland County logo. The header includes the text "Richland County Premier Online Data Services" and "Subscription Management System". On the top right, it says "Welcome, John Doe" with a "Logout" link. Below the header is a "Disclosures" section. A "Add Subscription" button is visible. Under "Current Subscriptions", there is a checkbox for "Show Subscription History". A "Note" section contains three instructions: 1. Disable POPUP blockers before searching. 2. To start a look-up, you must click on the 'Search' link below. 3. After clicking 'Search', the search screen may open up as another tab or page. Below the note is a table with columns: Department, Plan, Estate Number, Start Date, and End Date. The table contains one row for Probate Court with an Unlimited/Full Access plan, N/A estate number, and dates from 10/24/2011 to 10/25/2012. A "Search" link is highlighted in the first column. At the bottom right of the interface is a "Contact Us" link.

Richland County Premier Online Data Services  
Subscription Management System

Welcome, [John Doe](#) [Logout](#)

**Disclosures:** Once a subscription has been paid, there will be no refunds for any reason. Richland County reserves the right to raise subscription fees at any time. Although certain subscriptions may be currently free of charge, Richland County reserves the right to charge for these subscriptions in the future. Richland County also reserves the right to terminate accounts for improper use or for sharing logon information with others and refunds shall not be given.

[Add Subscription](#)


**Current Subscriptions**  Show Subscription History

**Note:** 1. Disable POPUP blockers before searching.  
2. To start a look-up, you must click on the 'Search' link below.  
3. After clicking 'Search', the search screen may open up as another tab or page.


	Department	Plan	Estate Number	Start Date	End Date
<a href="#">Search</a>	Probate Court	Unlimited/Full Access	N/A	10/24/2011	10/25/2012

[Contact Us](#)

When the home screen page displays, you may now search Probate Court documents.

Click on  to view estate documents.




**Richland County Premier Online Data Services**  
**Subscription Management System**

**Probate Query Parameters**

**Probate Document Image Query**

Case#: Year:  Type:  County:  Sequence:  File Date Range: From:  To:

Decedent's Last Name:  Decedent's First Name:  Date of Death:

PR Last Name:  PR First Name:

To start your search, type in the parameters which are unique to the Estate you are searching.

**Year:** indicates the year the Estate was opened.

**Type:** indicates the Estate Type; options are “BX” and “ES”. Most queries will be satisfied using the “ES” option. The “BX” option indicates specially converted documents.

**County:** Richland County Code is 40.

**Sequence:** indicates the case number, assigned sequentially by Probate Court.

Date Range, Decedent’s Last Name and First Name are not required if you have the Sequence. You may also search by Personal Representative Last Name and First Name.

Click on Query once you have completed your search criteria.

The list of documents related to that particular Estate will be displayed. You can click on any column to sort by that column in order to organize your view of the data.

# Subscription Histories



Richland County Premier Online Data Services  
Subscription Management System

Welcome, [John Doe](#) [Logout](#)



**Disclosures:** Once a subscription has been paid, there will be no refunds for any reason. Richland County reserves the right to raise subscription fees at any time. Although certain subscriptions may be currently free of charge, Richland County reserves the right to charge for these subscriptions in the future. Richland County also reserves the right to terminate accounts for improper use or for sharing logon information with others and refunds shall not be given.

[Add Subscription](#)

Current Subscriptions  Show Subscription History

Note: 1. Disable POPUP blockers before searching.  
2. To start a look-up, you must click on the 'Search' link below.  
3. After clicking 'Search', the search screen may open up as another tab or page.

	Department	Plan	Estate Number	Start Date	End Date
<a href="#">Search</a>	Probate Court	Unlimited/Full Access	N/A	10/24/2011	10/25/2012

Subscription History

[ No Historical Subscriptions ]

[Contact Us](#)

As you subscribe to different services, your history of your subscriptions can be viewed by checking the check box *Show Subscription History*.

Upon expiration of a "Current" subscription, the subscription will be moved into the bottom grid titled *Subscription History*.

An expired subscription will be "View Only" but an active subscription will allow you to perform a search.

## **SMS Frequently Asked Questions**

**1) Question: What is the cost of a subscription?**

**Response:** The cost of your subscription depends upon the Department Plan and frequency selected. Available plan frequencies are: *Daily, Weekly, Monthly* or *Annually*. Fees are displayed prior to going through the payment process in the event you do not wish to proceed.

**2) Question: Can I try a search without purchasing a subscription?**

**Response:** No. You must purchase at least the daily plan.

**3) Question: I have selected my plan. How do I access the records?**

**Response:** Click on the Search link next to the Department Plan.

**4) Question: How far back do your online records go for the Register of Deeds?**

**Response:** Please read the following

### **Disclaimer for ROD Searches**

- 1. Only documents from February 19, 1998 to present date are available for online viewing at this time. \*\***
- 2. Online searches can pull indexing information from January 10, 1984 to the present\*\***
- 3. Please note that property addresses and tax map numbers are not required on all documents. Therefore, a search by property address or tax map number may not result in all documents associated with a property being listed in the results list.**
- 4. All oversized plats are available for online viewing from Record Book 1405 to present.**
- 5. Some plats prior to 1405 are available for viewing. The Register of Deeds is currently engaged in a back file project to make all oversized plats available.**
- 6. There is a 6 to 8 week delay from the recording date to make current oversized plats available.**
- 7. If there is a necessity to make a microfilm copy of a record book, the Register of Deeds will temporarily remove the oversized plat images for the book that is being microfilmed. Once the microfilm process has been completed, the images will be made available for viewing.**

\*\* To view images for documents recorded prior to February 19, 1998 or to access Indexed data prior to January 10, 1984, you must visit the Register of Deeds Office at 1701 Main Street, Columbia SC. Please see section entitled [The R.O.D. Public Viewer System Features](#) of this document for details on where to locate images at the ROD office

**5) Question: Can I print documents?**

**Response:** Yes. Click the print icon  above the image.

**6) Question: How do I cancel?**

**Response:** Send an email to: [ProductionTeam@rcgov.us](mailto:ProductionTeam@rcgov.us) and request removal from the system.

**7) Question: How do I search for documents within the Register of Deeds?**

**Response:** You may search for documents based on five categories of information. They are: 1) Instrument number, including Book and Page, 2) Names, 3) File Dates, 4) Property address, and, 5) Legal Description. Documents are retrieved based on the data elements as they appear on the document when recorded. Specific details such as middle initial, corporate name and abbreviations are indexed exactly as they appear on the document. Therefore, the results returned on your search depend on how closely you match the indexed formatting. The use of wild cards can assist you when this is not known. See section entitled "[Using Wildcards](#)" for tips on using wild cards; the ROD system uses the % as the wild card symbol.

**8) Question: Can others use my subscription at the same time I am using it?**

**Response:** No. The system tracks the email address that is used to login so that subscribers cannot have multiple people logged in using the same email address. If a firm wants to share an account, only one person can use it at a time. If you anticipate high usage throughout the day, then you will need to get an account for each user.

**9) Question: Do I have to be on a particular computer to use my subscription?**

**Response:** No. The Premier Online Data Service does not track by IP address. The user can access the system from any computer anywhere – work, home or a neighborhood coffee shop with a hotspot. The subscription is associated with your user login (email address) and password.

**10) Question: Will I be prompted to renew my subscription?**

**Response:** No. The system retains the expiration date based on your previous purchase. If you attempt to access the department search screen after the expiration date, a message displays that the subscription has expired. To renew, click **Add Subscription**, select a department, i.e., **Register of Deeds**, then another subscription term. You do not need to wait until the current subscription expires; the system extends your subscription by adding the days in the new term to the expiration date of the previous term.

**11) Question: How do I change my password?**

**Response:** When you set up your subscription account, a system generated password is sent to you and you may change it at that time. If you would like to change the password again, please contact Production Support at [ProductionTeam@rcgov.us](mailto:ProductionTeam@rcgov.us) and we would be happy to change it for you.

**12) Question: Can I search Tax liens on the Register of Deeds System?**

**Response:** Tax liens are available for searching beginning with the year 2000.

**13) Question: Can I view oversized plats online?**

**Response:** All oversized plats are available for online viewing from Record Book 1405 to the present. However, there is a slight delay (approximately 6 -8 weeks) from the date recorded for oversized plats images to display. When there is a necessity to make a microfilm copy of a record book, as is the case when books are copied and saved for the State Archives, the register of Deeds will temporarily remove the oversized plat images for the book that is being microfilmed and replace it with the page OVERSIZED PLAT. Once the microfilm process has been completed, the images will be made available for viewing.

The Register of Deeds is currently engaged in a back file project to make all oversized plats available; therefore, some plats prior to book 1405 are available for viewing.