

How to Setup Your eNoticesOnline.com Account

- 1. You will need to locate your "eNoticeOnline.com Authorization Code." This is located on your latest notice or statement. It will say "eNoticeOnline.com Authorization Code" followed by your Authorization Code.
- 2. Once you have located your "eNoticeOnline.com Authorization Code, go to eNoticeOnline.com and click on **Register** in the top-right portion of the page.





3. In the page that comes up, complete the registration form including the Authorization Code.

Full Name	<u>о</u>
Email	Complete all fields on the form. Make sure you choose a password you can remember.
Confirm Email	
Password	
Passwords must be between 8-100 characters and contain at least 1 uppercase letter, 1 lowercase letter, 1 number or symbol, and must contain at least 6 different characters.	
Confirm password	
Confirm password U have read and accept the Site Terms Of Service	
Confirm password I have read and accept the Site Terms Of Service Authorization Code(s)	Enter your Authorization Code here.
Confirm password I have read and accept the Site Terms Of Service Authorization Code(s) XXX-XXXXXXX Remove	Enter your Authorization Code here.
Confirm password I have read and accept the Site Terms Of Service Authorization Code(s) XXX-XXXXXX Remove Add an Additional Authorization Code Looking for your Authorization Code?	Enter your Authorization Code here. If you have additional Authorization Codes, you can enter them by clicking "Add an Additional Authorization Code."
Confirm password I have read and accept the Site Terms Of Service Authorization Code(s) XXX-XXXXXX Remove Add an Additional Authorization Code Code(s) Code(s)	Enter your Authorization Code here. If you have additional Authorization Codes, you can enter them by clicking "Add an Additional Authorization Code."

4. Once you submit the form, an email is sent to the email address you provided during registration. <u>Important!</u> <u>You MUST click on the "Activate" link in the email message</u> to validate your email address and activate your account. Check your junk/spam email folders if you do not receive the activation link within a couple of minutes. Also, it is a good idea to add help@enoticesonline.com to your email whitelist or safe senders list to ensure you receive important emails regarding your documents and accounts.



- 5. Once activated, you will receive another email indicating your account was successfully activated. The email will list accounts/parcels that were activated.
- 6. If you have more eNoticesOnline.com Authorization Codes to enter, log in to your account and click on Manage Authorization Codes and enter any remaining codes you may have. This will allow you to view all your notices with one eNoticesOnline.com account.



7. Once you have successfully activated your account, Log in and click on **Documents** at the top of the page to view your notice(s).



Note: You are registering for paperless notices and statements when you register at eNoticesOnline.com. It will be your responsibility to keep your email address up to date.



If you need further assistance, please go to: help.enoticesonline.com

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