Ingenuity

Public Record Search Guide

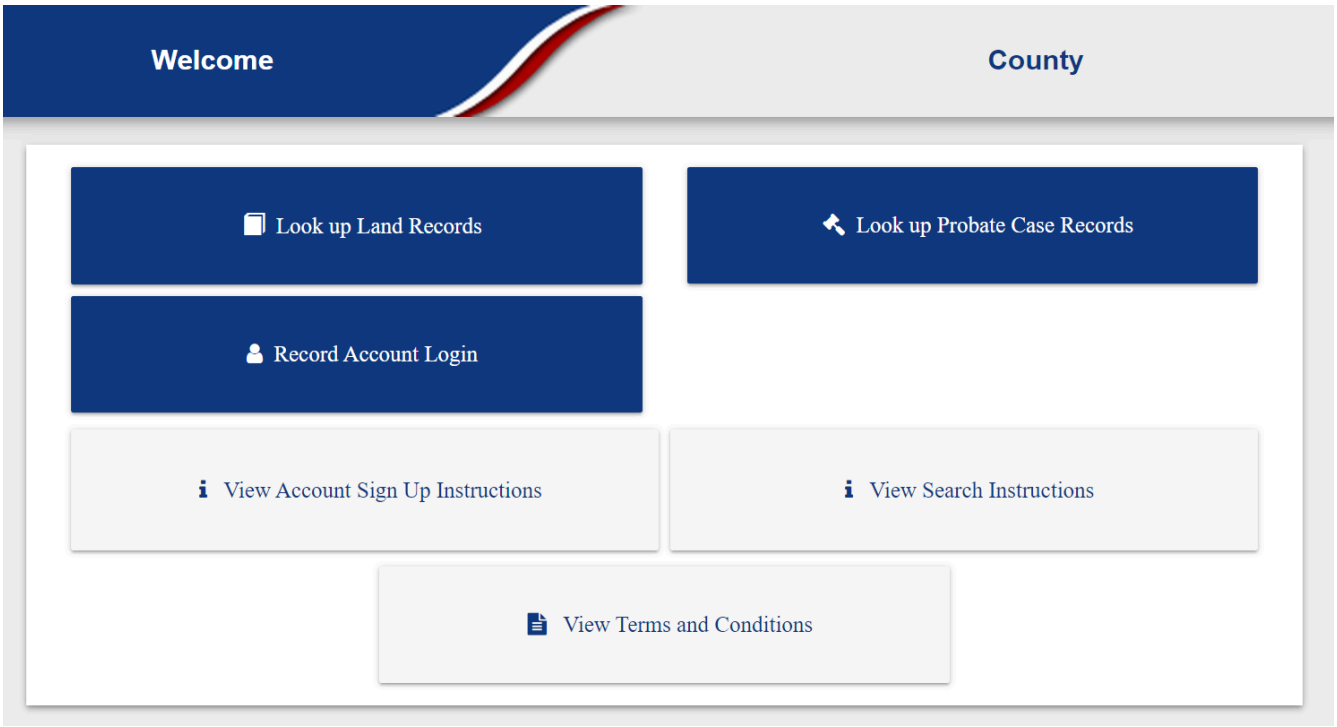
Version 2026.20-07-PPD

Contents

First-Time Users **3**
Getting Help 4
Searching for Records **5**
General Considerations 5
Begin a Search 5
Refining Land Record Search Results 9
Using the Recording Run List 11
Purchasing Documents 13
Account Management **19**
About Accounts 19
Creating an Account 20
Adding Funds To Your Account 21
Viewing Purchases and Receipts 23
Changing Your Username, Email, Phone, or Name 24
Resetting Your Password 25

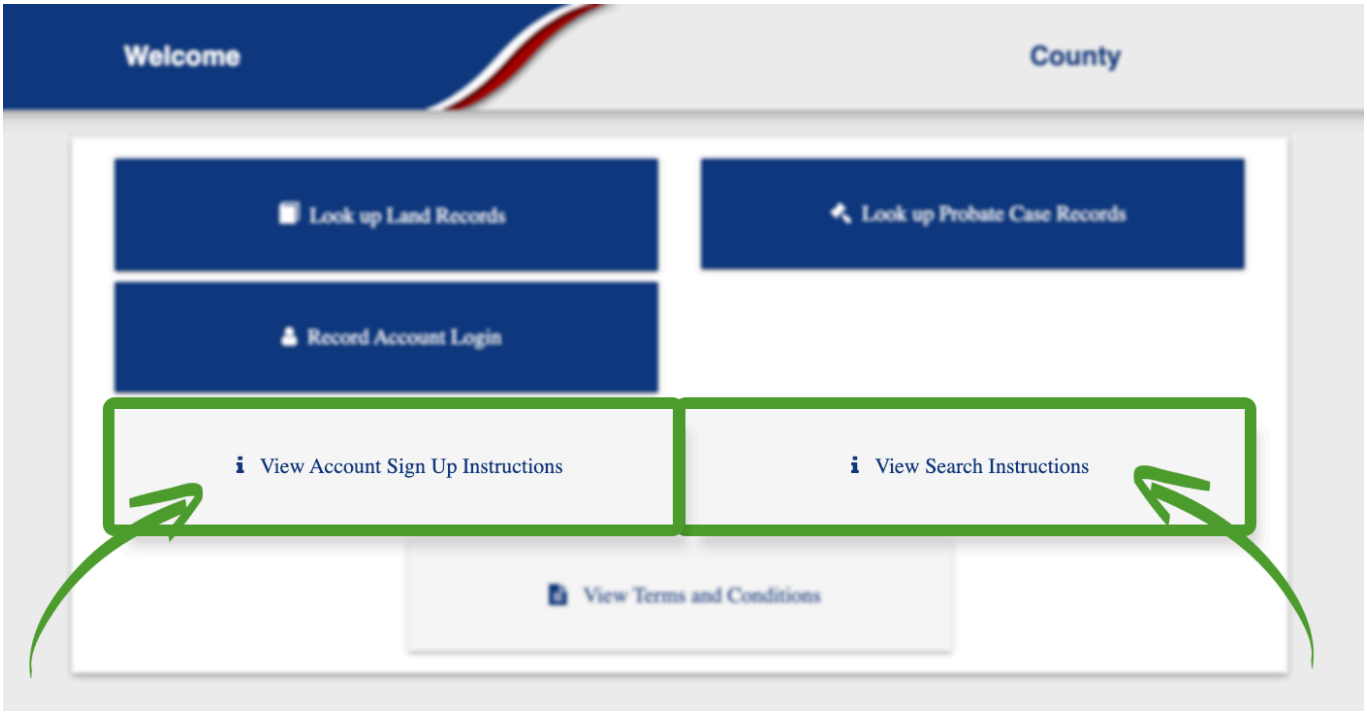
First-Time Users

- Depending on which county you're viewing records in, an account may be required to preview public records. Accounts provide benefits such as viewing recently purchased records, save your payment method, save receipts, etc, an account is a great way to keep track of those documents.
- Throughout this documentation, you may see OLR used as shorthand for *Online Records*.
- It should also be noted that buttons that need to be selected in the step by step directions below will be outlined in red, should it be necessary.



Getting Help

- To get directions on using the Online Record website, simply scroll to the bottom of the homepage and select one of the instructional help guide buttons.



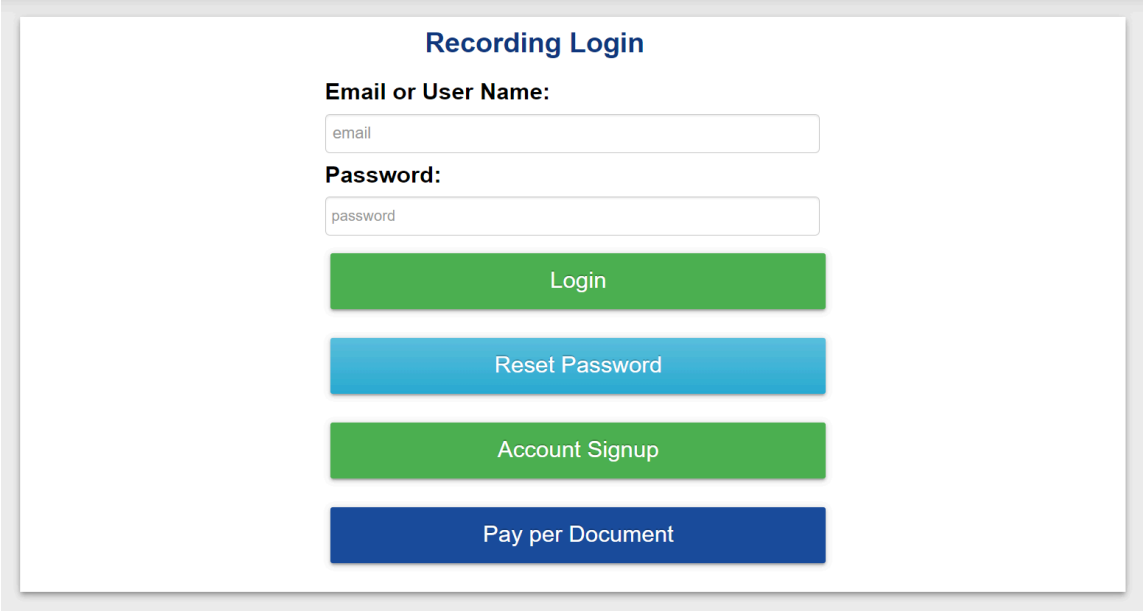
Searching for Records

General Considerations

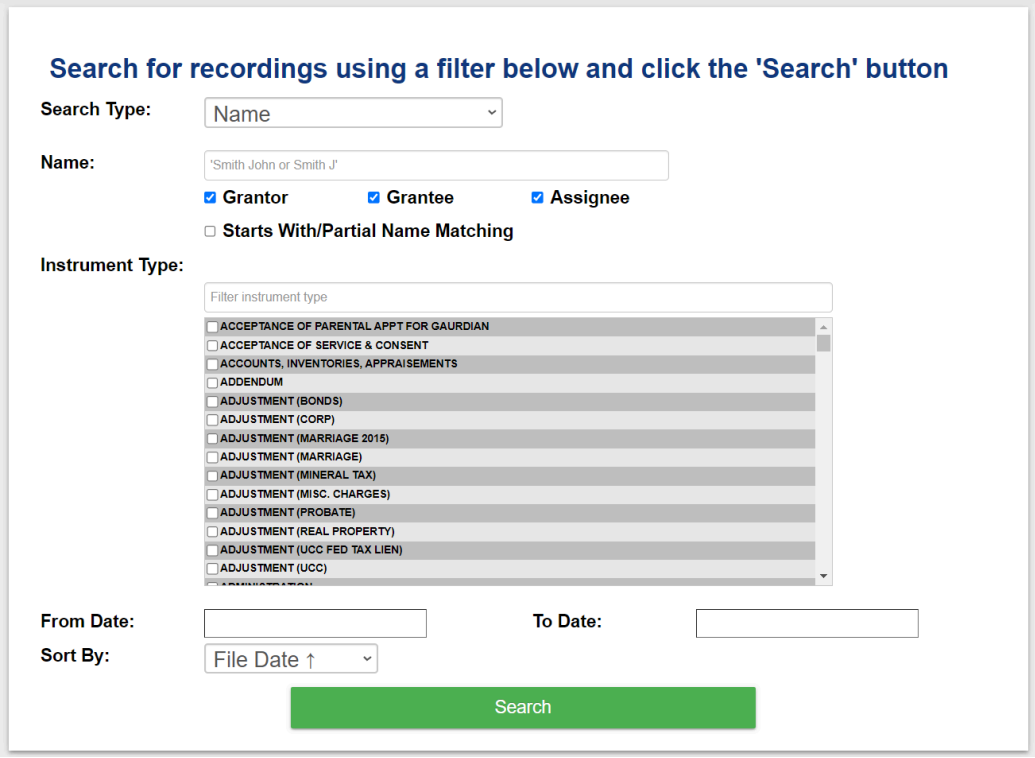
- Some older records, such as Marriage Records and Court Records, may appear under Land Records, as that's the book they used to be stored in, however this is not always the case.

Begin a Search

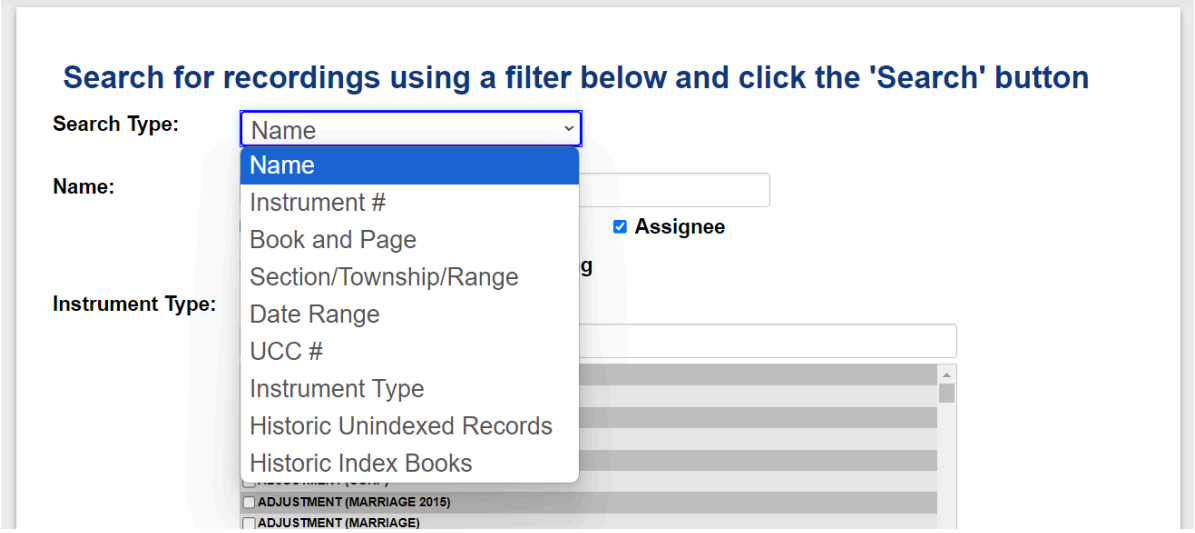
1. To begin a search, select the **Look up Land Records** or **Look Up Probate Case Record** button
2. You will be presented with the options to *Login*, *Reset Password*, *Account Signup*, or *Pay per Document*
    - **Login** – If you have previously created an account on the county's public record search site, you can sign back into your account. Please note OLR accounts are specific to the county
    - **Reset Password** – If you forget or lose your account password, you can begin the password reset process here
    - **Account Signup** – If you frequently access public records and would like to view recently purchased records, an account is a great way to keep track of those documents
    - **Pay per Document** – *(Option may not be present in some counties)* Allows citizens to browse and view documents without creating an account, you can do so with the *Pay per Document* option



3. Once you've either logged in, or chosen *Pay per Document (if applicable)*, you will be presented with the search view. Because of the detail in the Land Record search view, we will examine it:

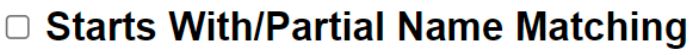


4. In the **Search Type** drop-down box, you can select the method you'd like to use to find the record (e.g. Name, Date Range, Book and Page, Number, etc)



5. Enter any relevant search term information in the **Name** text box
6. Below the *Name* text box, select whether you wish to search by Grantor, Grantee, Assignee, or all of the above

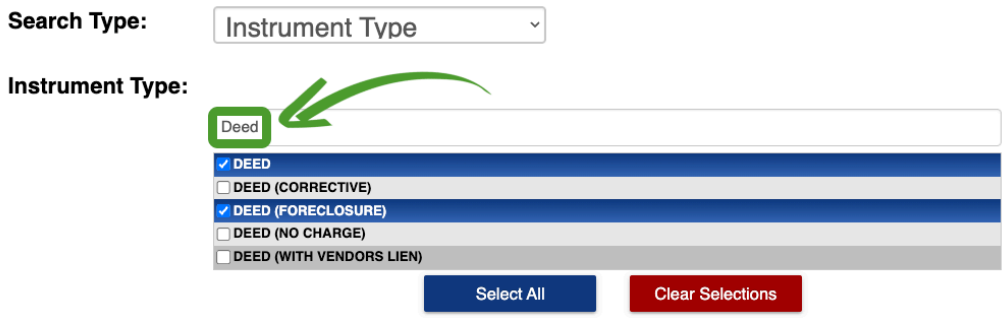
7. Clicking the **Starts With/Partial Name Matching** checkbox will only return results of words that begin with your given terms.



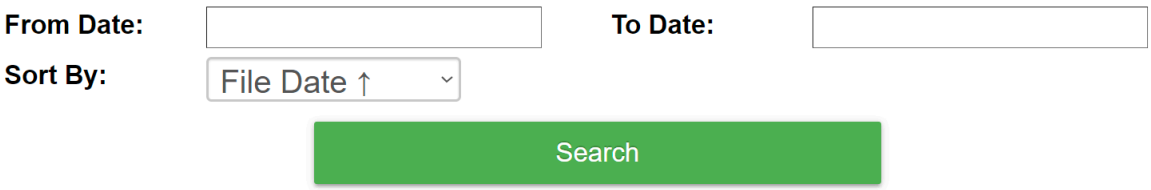
Example: A search term of "*Joh A*" will return results for "*Johns Adam*" and "*Johann Ansley.*" However, leaving *Starts With/Partial Name Matching* unchecked

will return results that contain your search terms (Example: "*Joh A*" would return "*Johrdan Murphy Estate*")

8. The **Instrument Type** field allows you to choose one or more instrument types to search. (Please note that *Instrument Type* is not the same as *Book Type*)
   Tip: To find specific *Instrument Types* such as "*DEED*", you can type it in the **Filter instrument type** text box above the list.



9. Enter a **date range**, if desired, or **Sort By** method, and click the **Search** button when you are ready

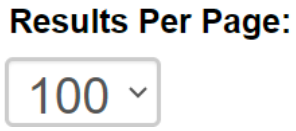


Refining Land Record Search Results

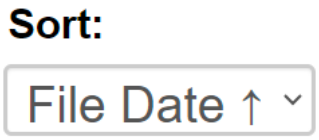
When combing through the results for your desired record(s), you can:

a) Filter records by specific names by selecting **Index Filter**. The Index Filter provides a preview of all matching names, allowing you to narrow results to the specific names you wish to see.

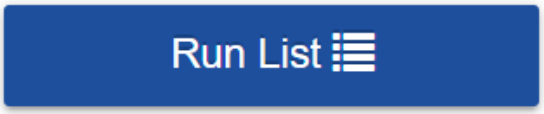
b) Increase or Decrease the number of records displayed:



c) Control how the records are sorted:

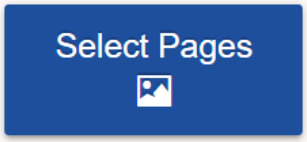


d) View the results in a condensed list by clicking the list button (this action opens a new tab)



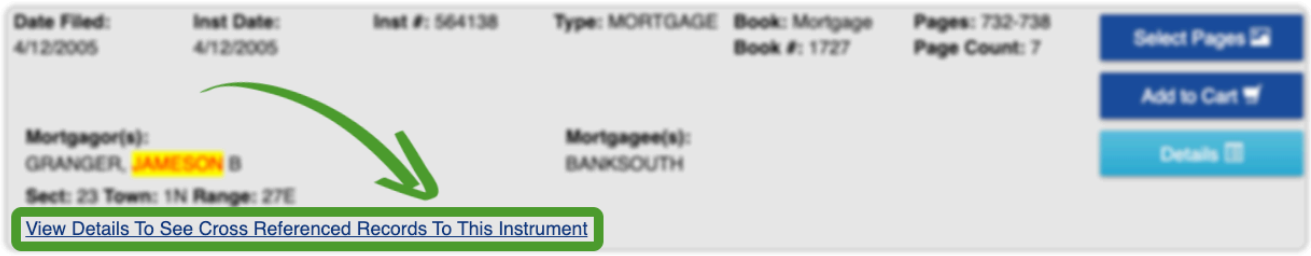
e) If the record is only a single page, this button will allow you to view the document

f) If the record is multiple pages, this button will allow you click-to-select specific pages to purchase



g) This button will add the entire document to your cart

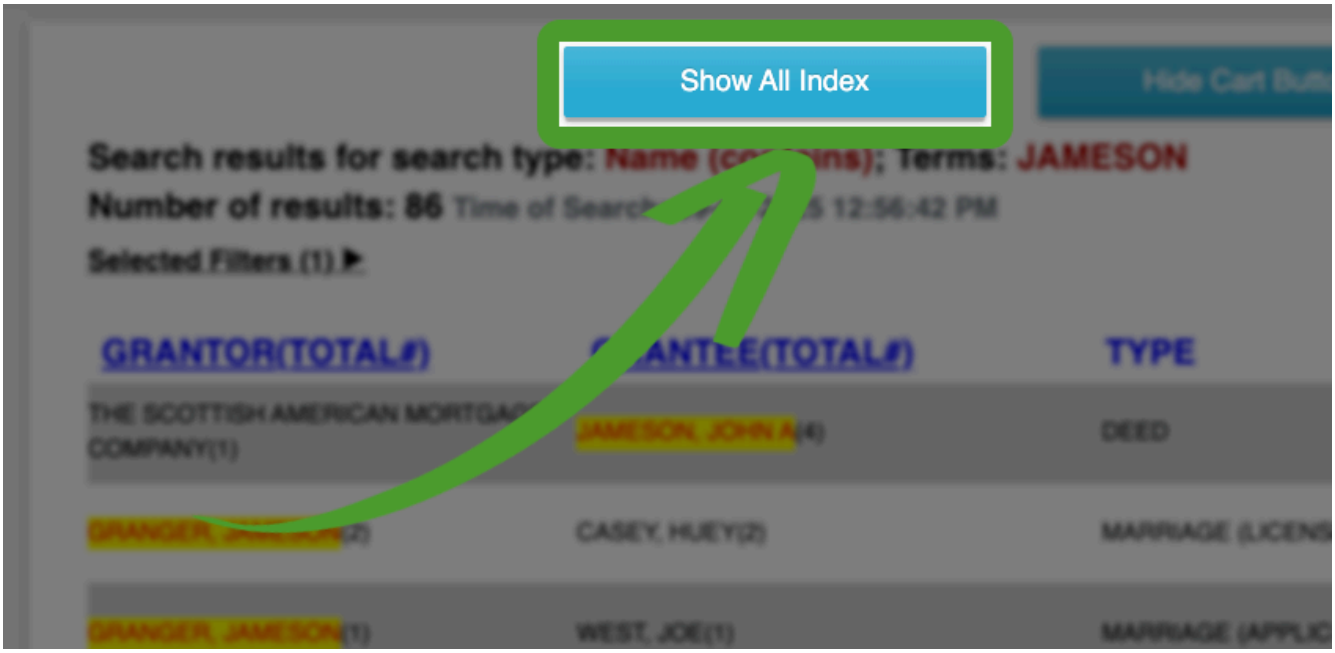
h) If the record has a cross reference, this line will appear. Click it to view details.



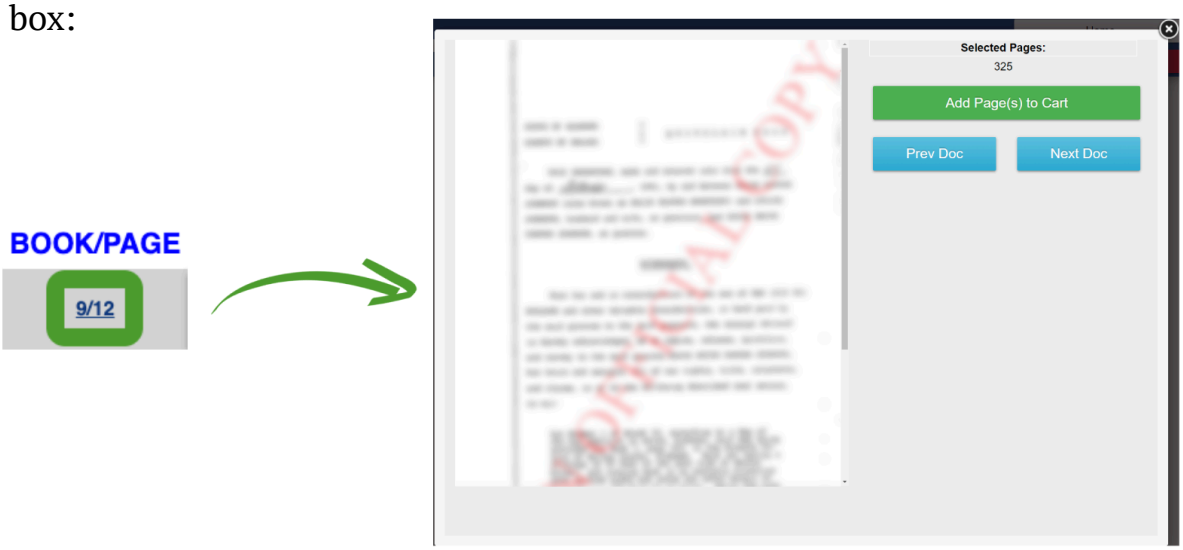
Using the Recording Run List

When using the Condensed Recording List View, you have several tools to help you in your search.

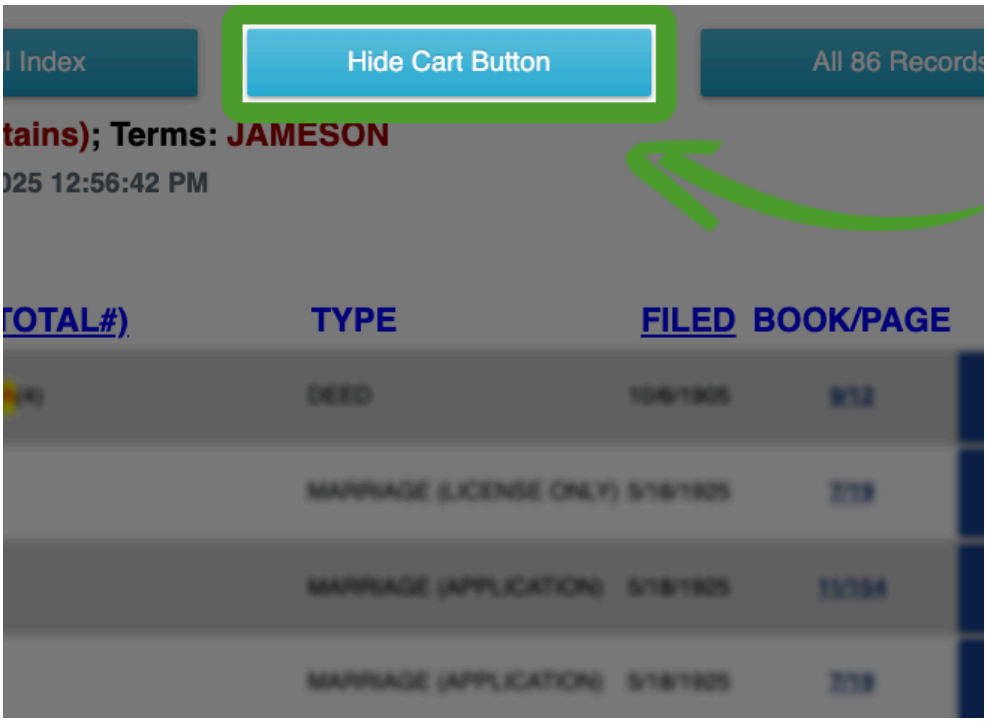
- By default, you will only see the first index for both Grantor and Grantee. To display all indexed names on the records, select the **Show All Index** button



- Clicking the record's Book/Page number will open the document in a pop-up box:



- Clicking **Add to Cart** will add the entire document to your cart
- If you wish, you can hide the cart button by clicking, the **Hide Cart Button**

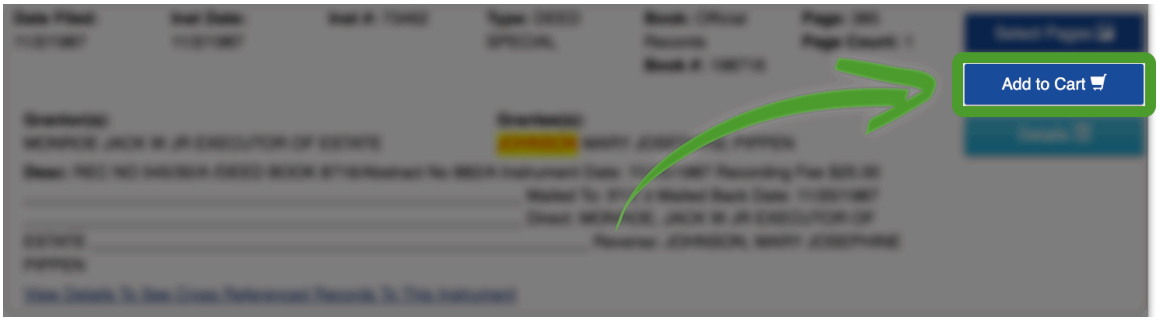


- If there are still too many results to find the record you are searching for, you can use the **CTRL** key in addition to the **F** key (**CTRL + F**) to search for keywords on the web page.
- You may also want to print this view. To do so, use the **CTRL** key in addition to the **P** key (**CTRL + P**) to execute the Print command.

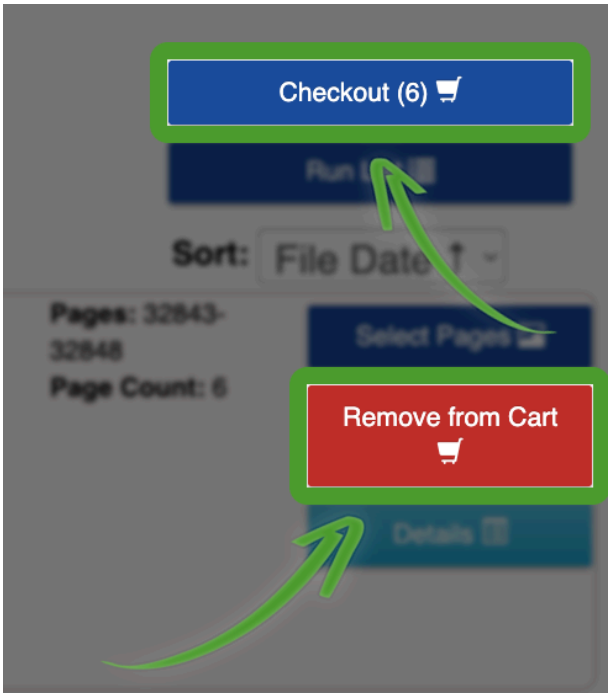
Purchasing Documents

Once you find a record, or pages of a record you'd like to purchase, there are a couple of steps to follow to purchase these documents.

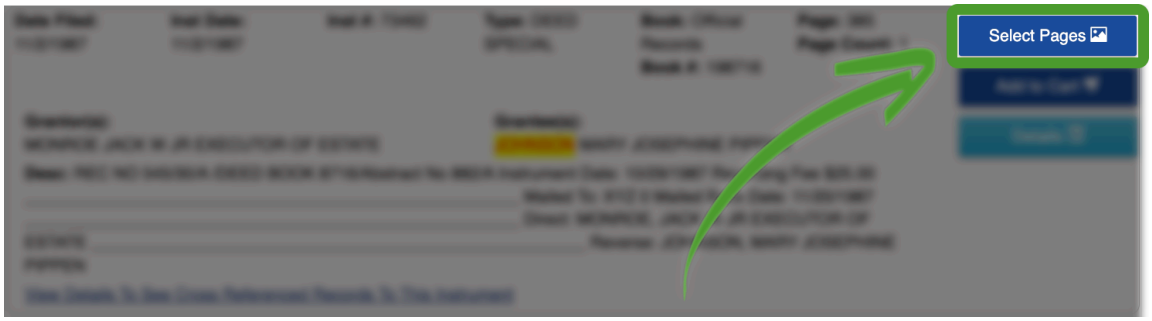
1. **Add to Cart** – If you'd like to add an entire document to the cart, you may select this button from the search results.



   a. Once you select "Add to Cart", the button will change to "Remove to Cart" and there will be a new button above the search results that shows how many pages are contained in your cart.

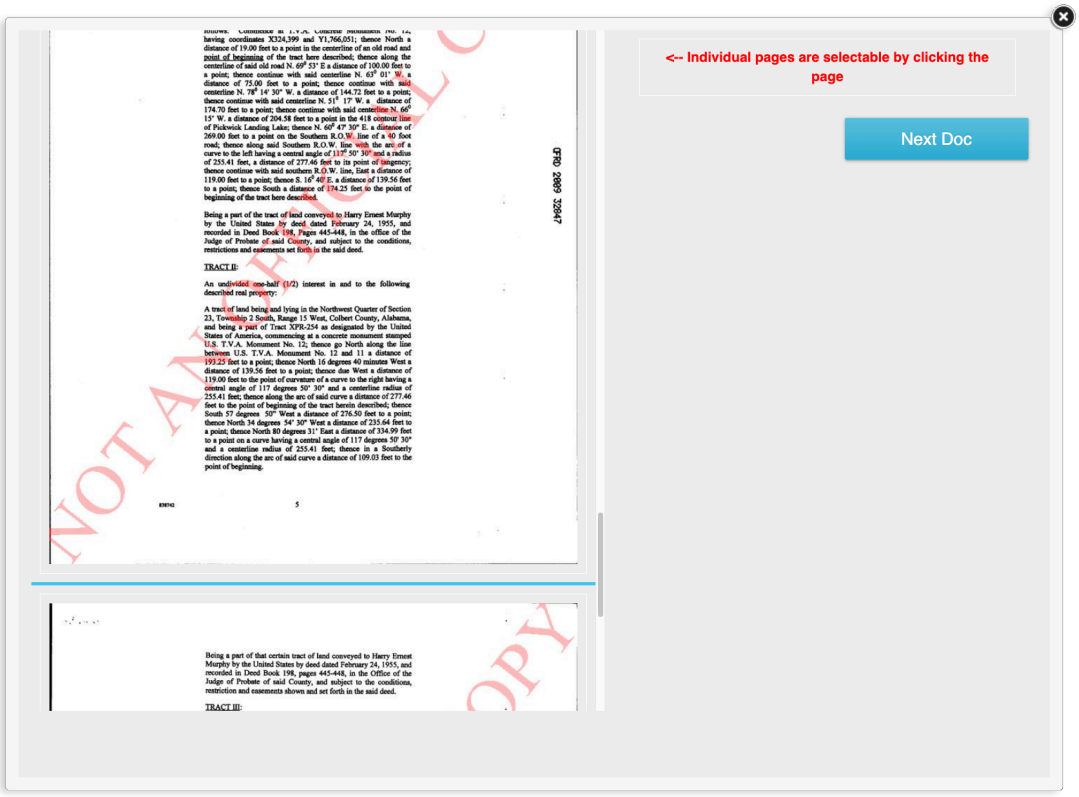


2. **Select Pages** – If you'd only like to preview or select which pages to purchase, you can use the *Select Pages* button from the search results.

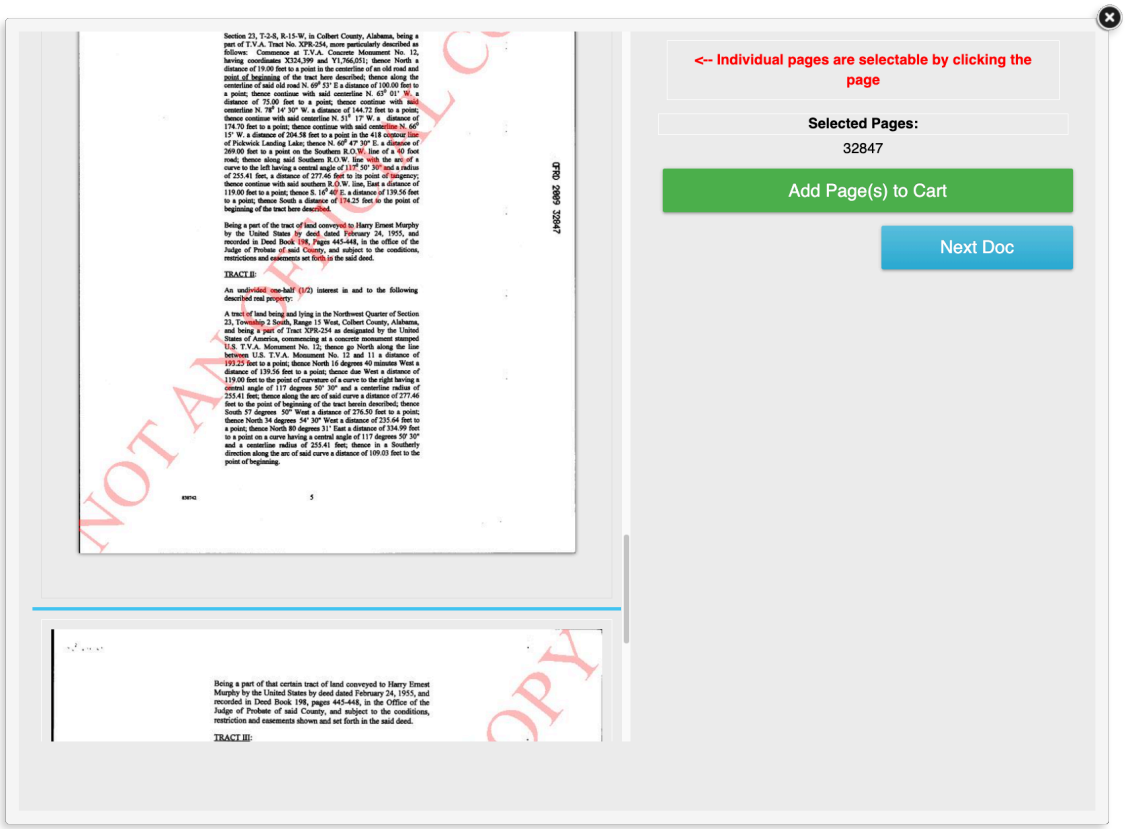


   a. If you choose *Select Pages*, the document preview will appear, and you can click on each page you want to include in your purchase. You will see a border appear around the page when it is selected.

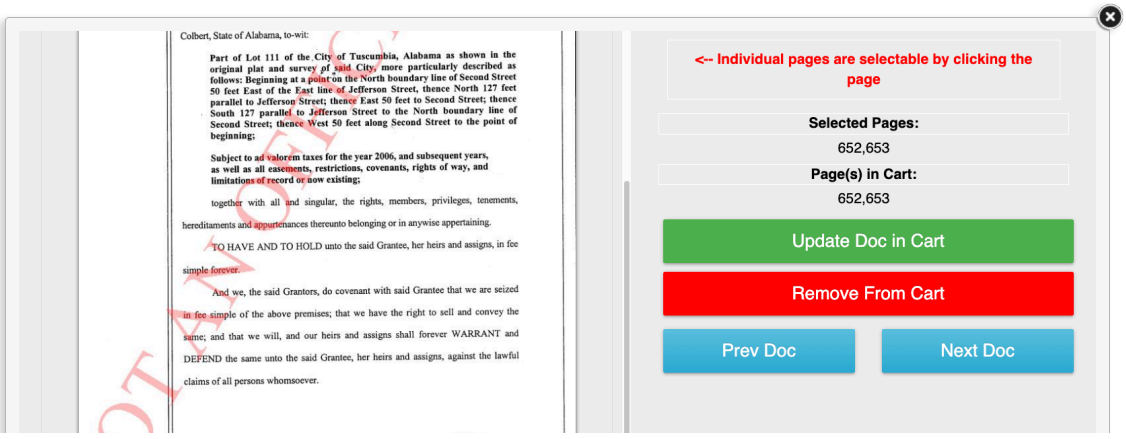
   This is how the page selection screen appears with no pages selected:



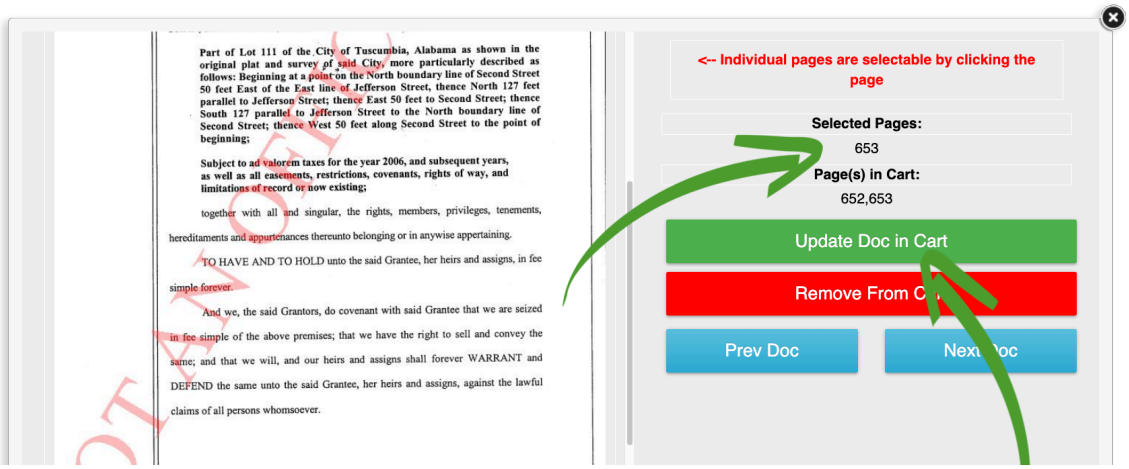
*This is how the page selection screen appears **with** pages selected*:



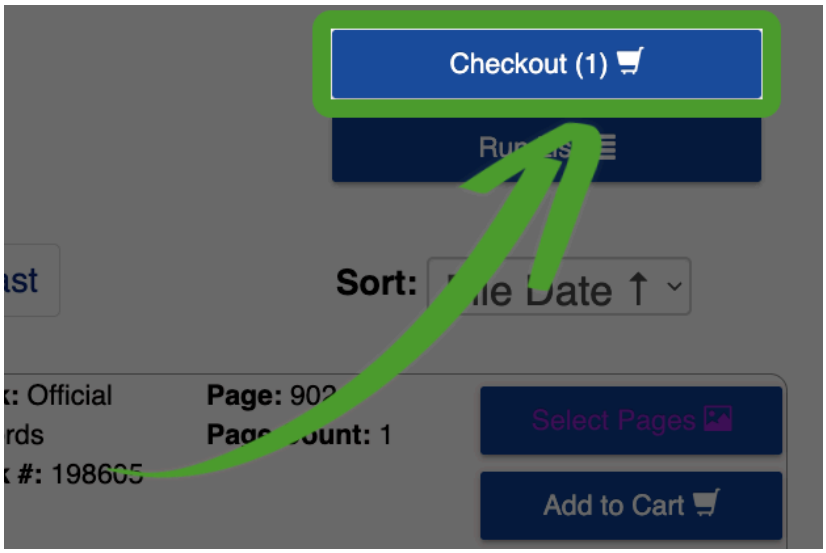
b. Once you click **Add Page(s) to Cart**, the screen will change to show each page from the document that is currently in the cart.



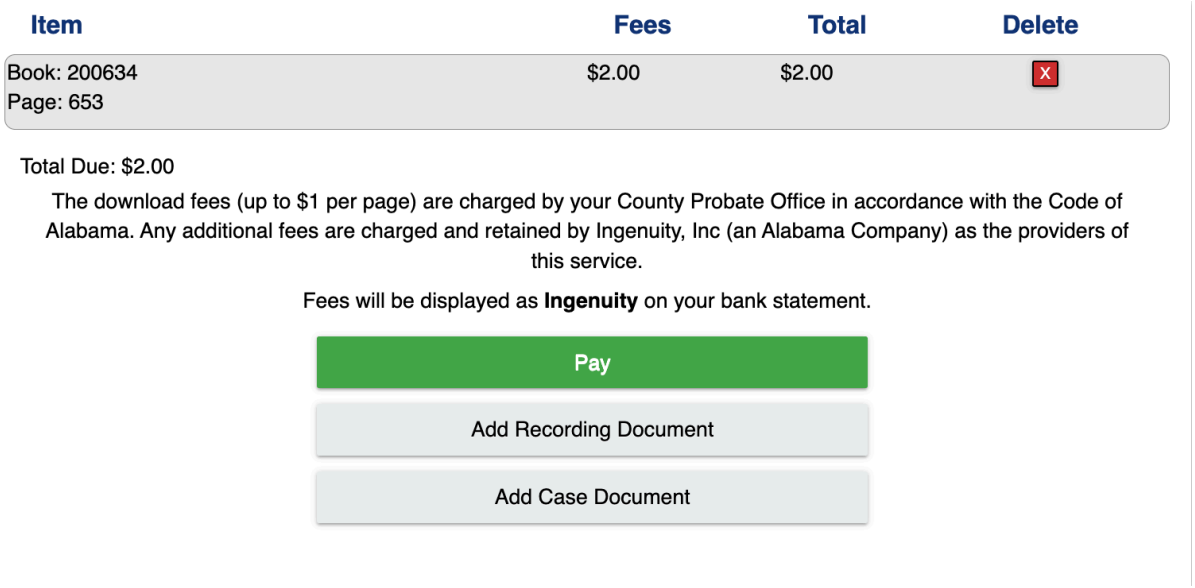
c. If you want to de-select any pages, or select more, you can simply click on the page, which will change the list of page number(s) from the "Selected Pages" section. To apply those changes, make sure to click **Update Doc in Cart**



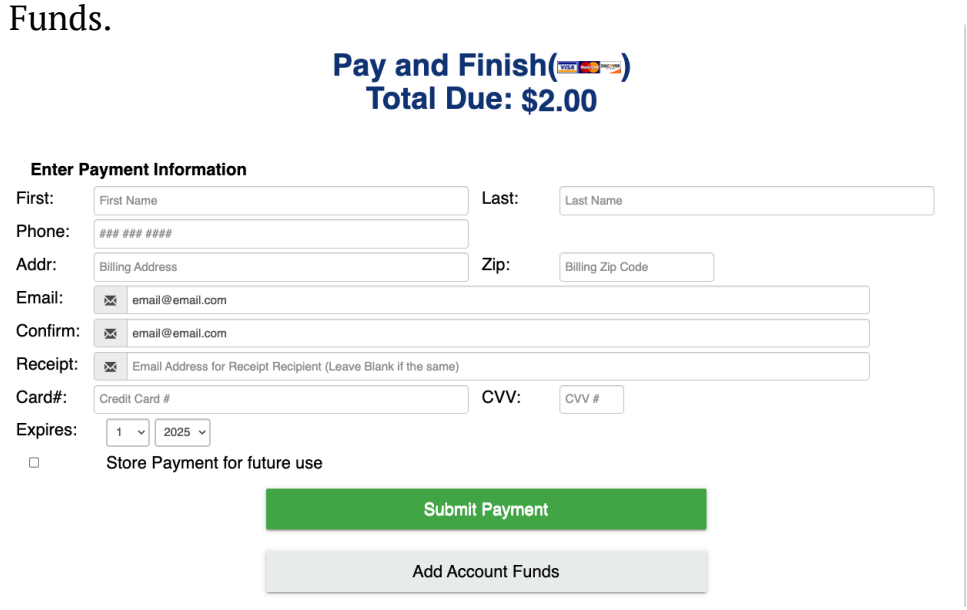
d. Once you are satisfied with the pages added to your cart, you can access the "Checkout" button on the previous page.



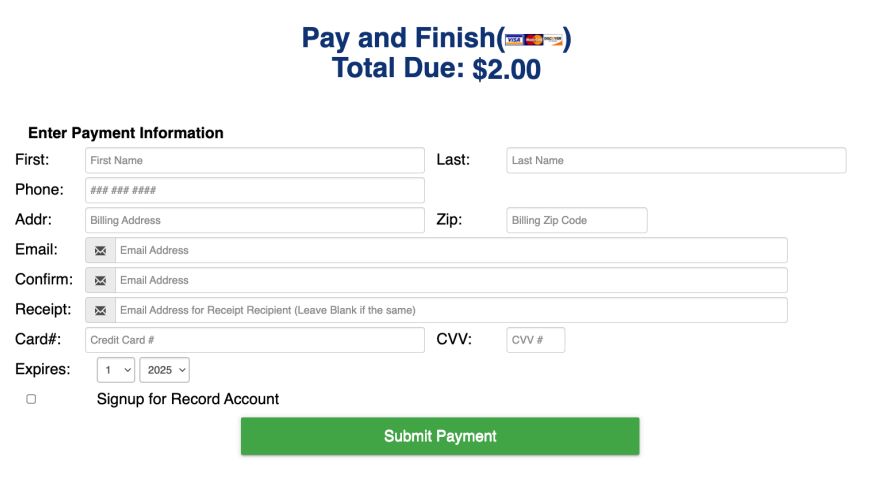
3. Once you've selected **Checkout**, you will view all selected Records and/or pages in your cart. At this point, you can either choose **Pay**, to complete your purchase, or *Add Recording/Case Document* to return to the respective search tool.



4. Finally, we can pay for our Record(s).
    a. **Public Records Accounts** - If you've already created an account and have a saved payment method, your *Pay and Finish* screen will appear with all payment options, including using saved Payment Methods or existing Funds.



b. **Using Pay Per Document** - *(When Applicable)* If you're not signed in, instead using the Pay Per Document viewing functionality, you will be immediately prompted for your payment information. Enter it here and then select Submit Payment to complete the transaction.



5. Once you select **Submit Payment**, you will be presented with a confirmation screen to let you know that an email has been sent containing your receipt.

Account Management

About Accounts

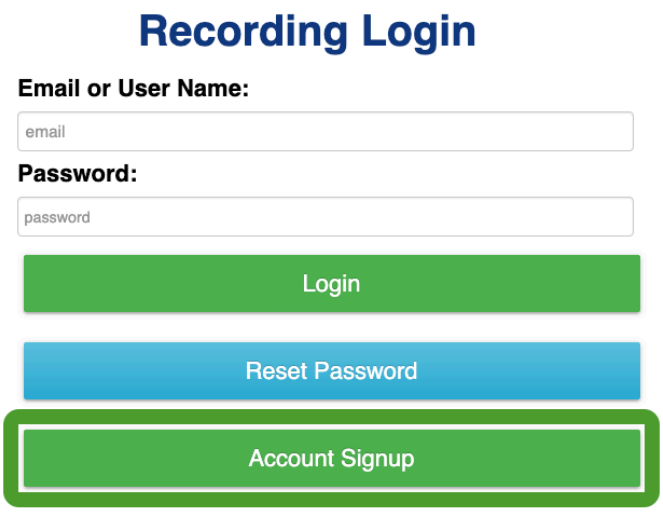
An account is typically required, but not always. However, if you frequently access public records, you will get access to many benefits, including:

- View recently purchased records
- Centralized location for tracking purchased documents
- Ability to save payment method
- View receipts

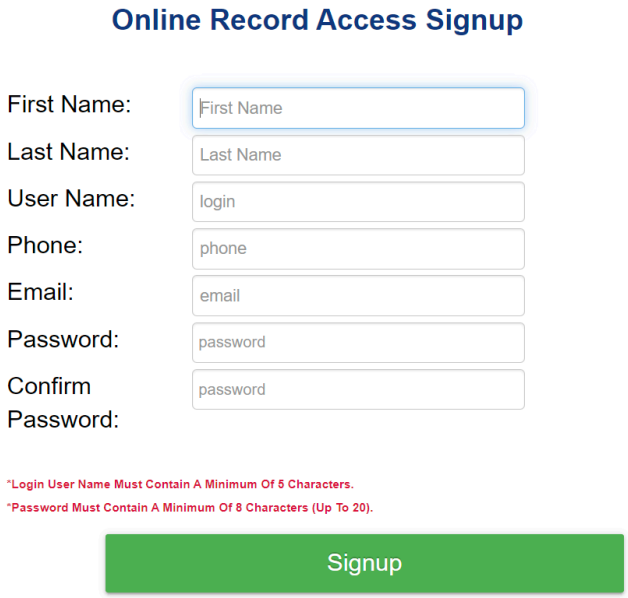
It should also be noted that accounts are county-specific. This means if you will need a new account for each county using Ingenuity.

Creating an Account

1. To create an account, select the **Record Account Login** button



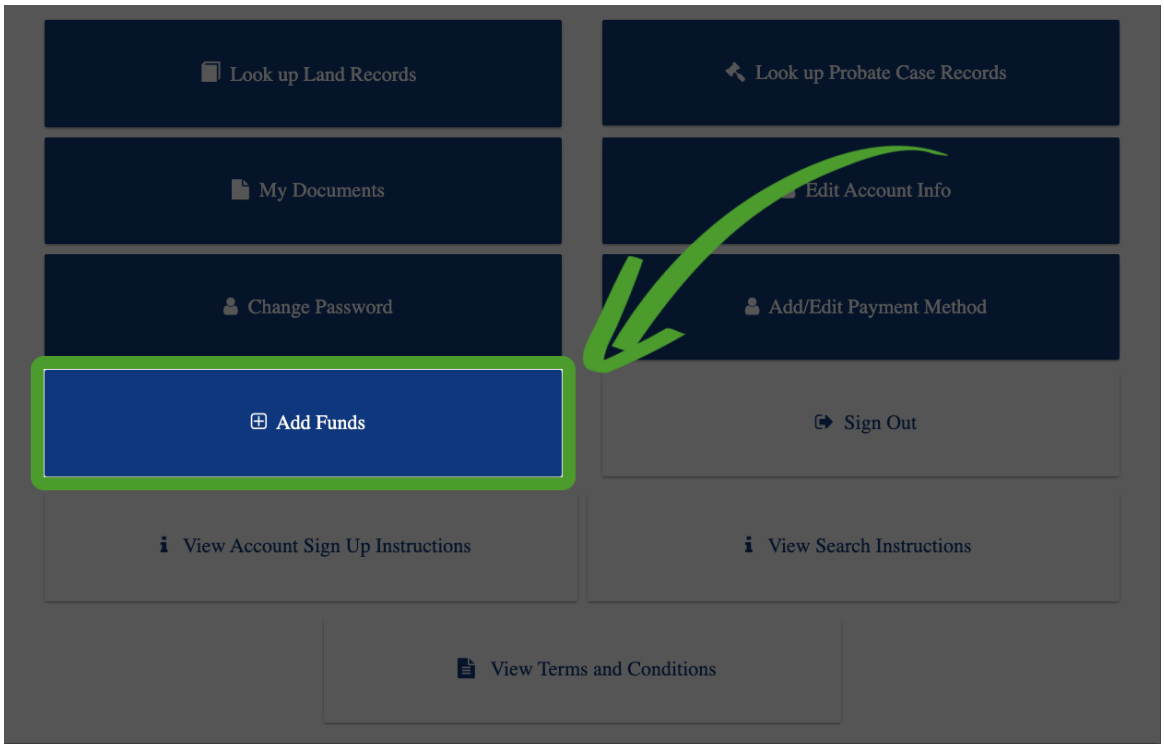
2. Fill out the information for your account, then select **Signup**



3. When you have successfully input all information and your account is created, you will be logged in and redirected to the records home page.

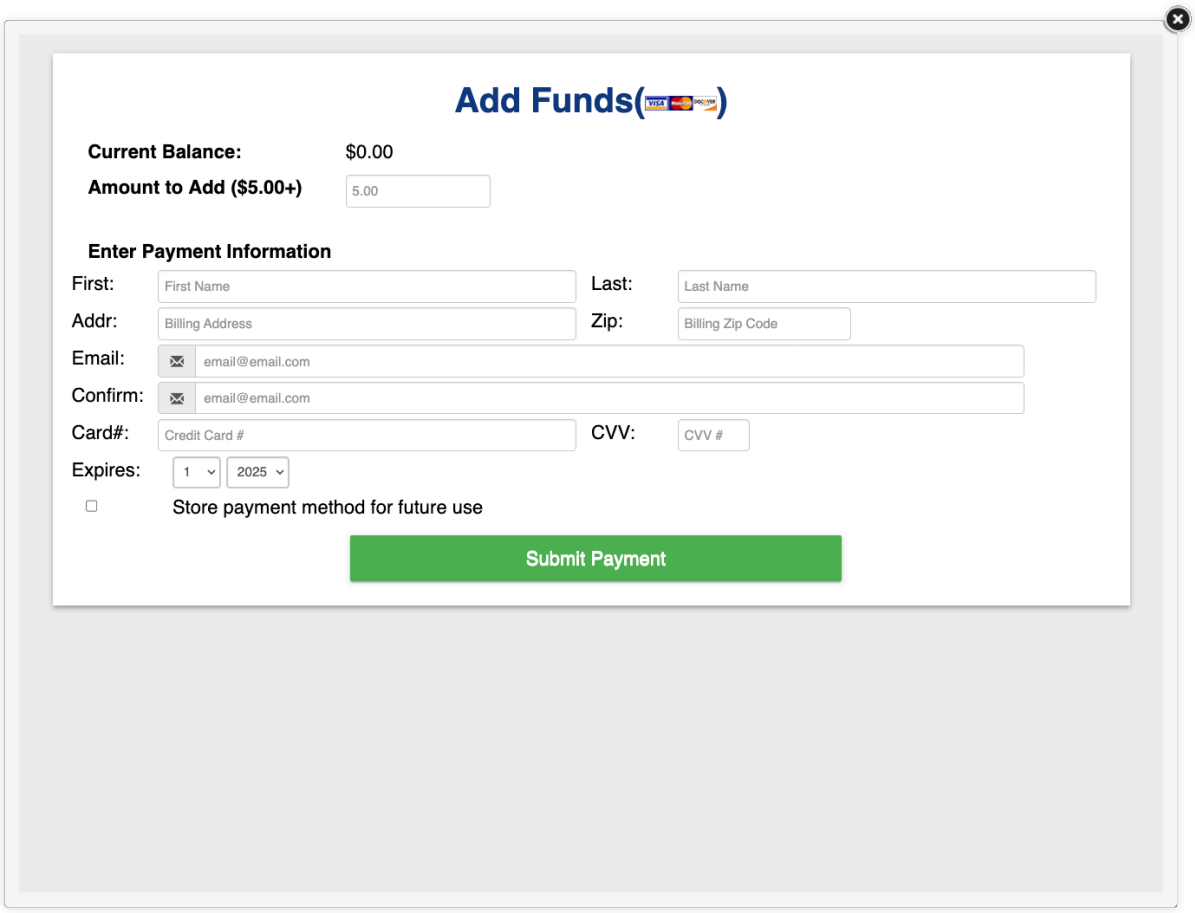
Adding Funds To Your Account

1. From the Online Record Search site home page, once signed in, you can Add Funds to your account. These will add a balance to your account that you can then apply to all available records on the site.



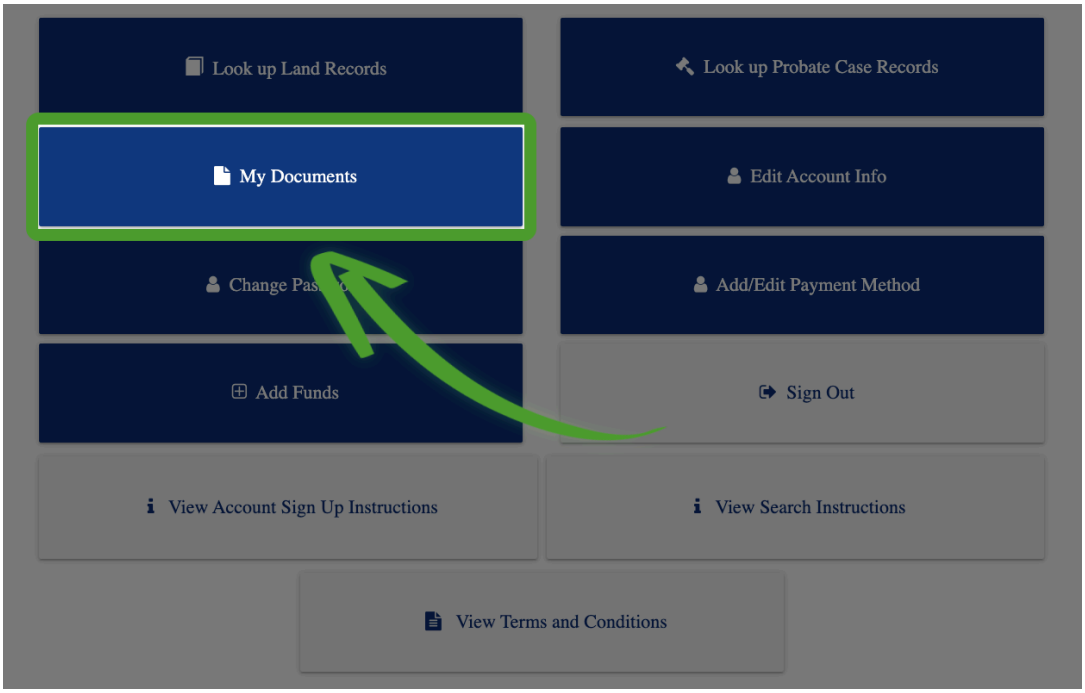
(continued)

2. After clicking *Add Funds*, you will be prompted to enter your payment details. There is a $5 minimum balance to be able to add funds to your account.

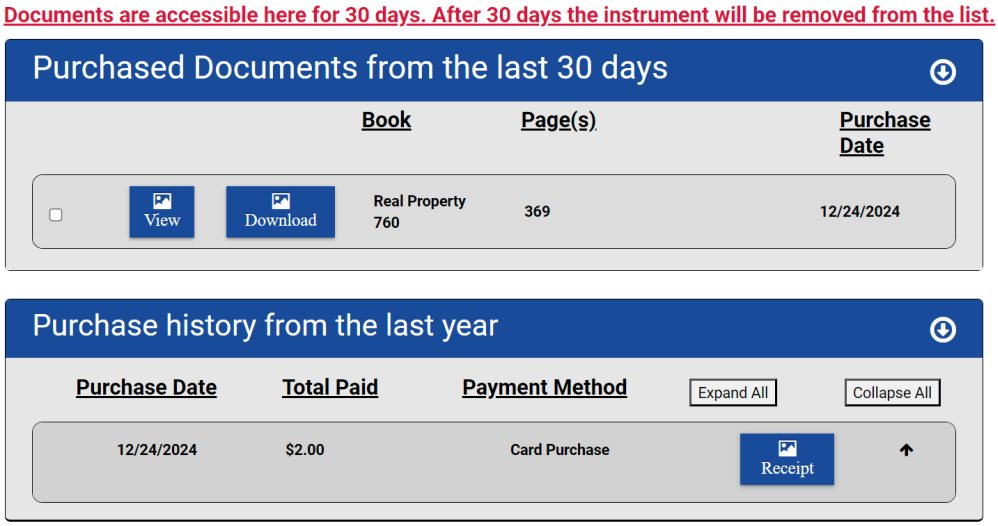


Viewing Purchases and Receipts

1. All user accounts have the ability to view documents that have been purchased in the last 30 days (however this period changes per county). To view these, you must be signed in to the Online Records site. Once logged in, from the home page, select **My Documents**

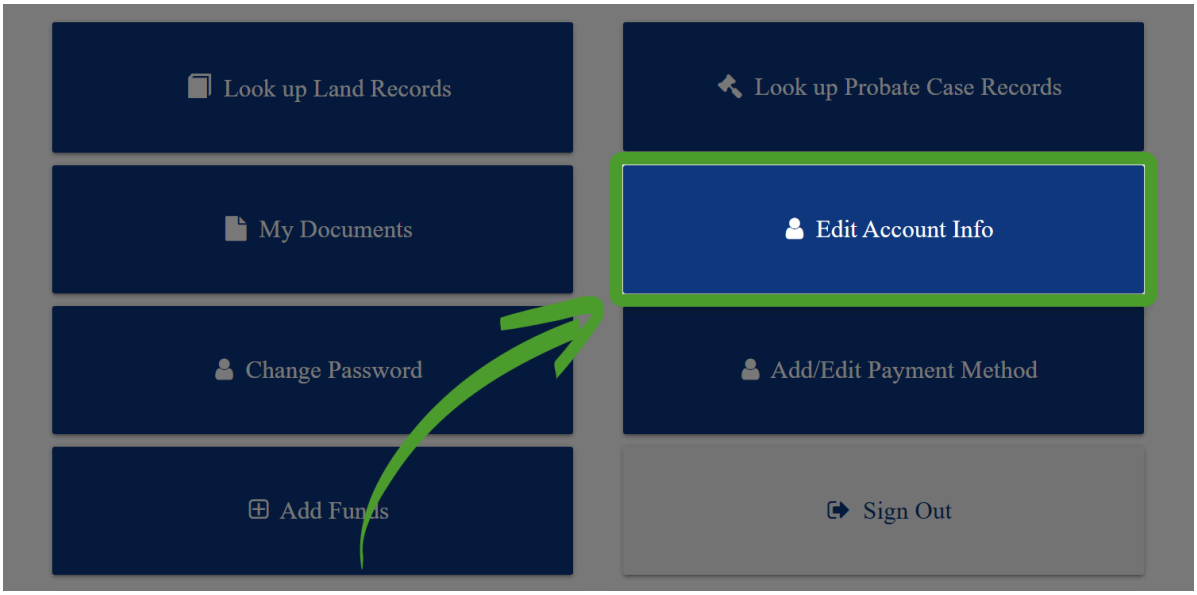


2. The My Documents view will display purchased documents as well as your purchase history from the past year, including receipts.

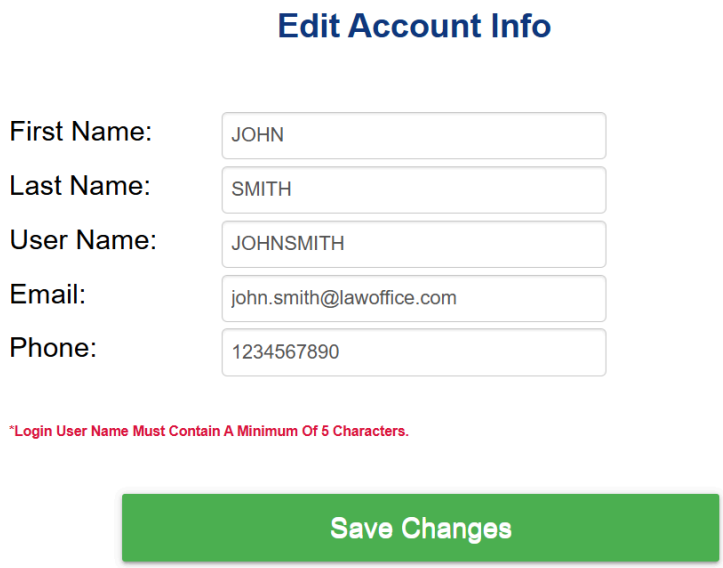


Changing Your Username, Email, Phone, or Name

1. To begin changing your username or password, sign in, then access the **Edit Account Info** button from the Online Record home page



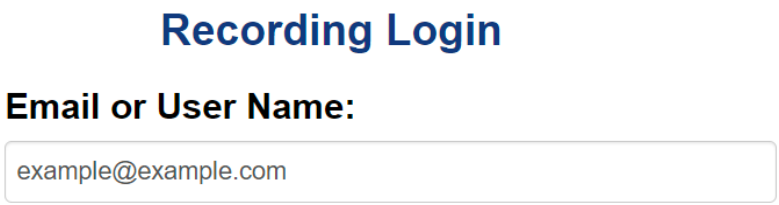
2. Next, review your information. Here, you can change your phone number, email, username, first name, or last name. Make your changes now. Once complete, select **Save Changes**. Your new information is now in effect.



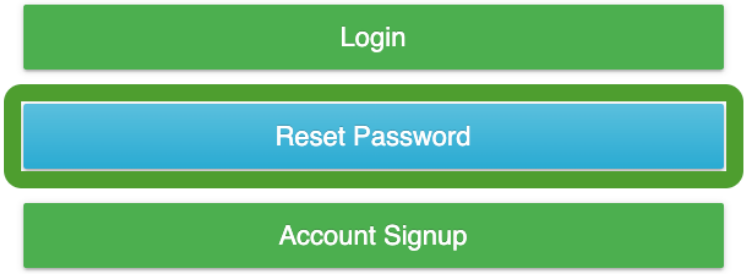
Resetting Your Password

3. To begin resetting your password, select the **Record Account Login** button on the county's Online Record home page

4. Next, enter your Email. (User Names are not acceptable for requesting password resets)



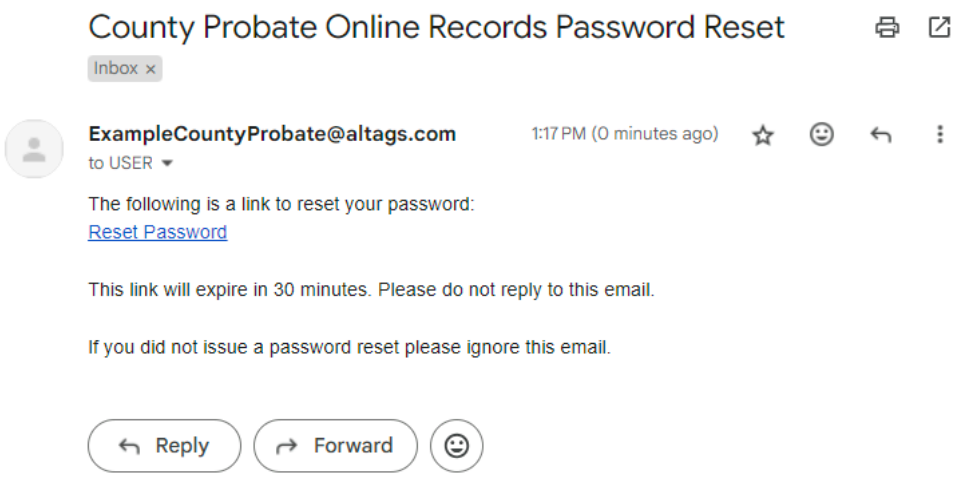
5. Now select the Reset Password button



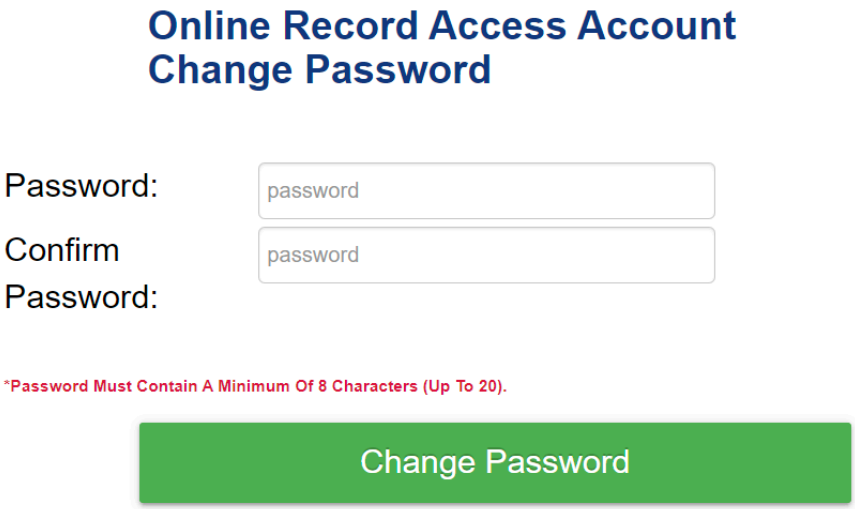
6. If you correctly entered your email address that is associated with your county records account, an email will be sent to you. Please note that accounts do not

work across counties. If you made an account in a different county, you will need to make a new one in your current county.

7. When you receive the email, open it and click the link to Reset Password.



8. Enter your new password, and confirm the password by typing it again in the second text box. When filled, click **Change Password**.



9. After clicking the button, you will be redirected to the county's Online Record home page, and you can now proceed to Log In with your new password.