

# HOW TO OPEN A PREPAID INTERNET ACCOUNT

## COOK COUNTY RECORDER OF DEEDS



A prepaid **Internet Account** lets you print documents online without having to take time to process each transaction individually, or pay credit card transaction fees. There is no fee to open a Internet Prepaid Account. Once you load it with your first minimum \$100, you can replenish the account at any time.

### STEP ONE: FILL OUT AN APPLICATION FORM

The application form can be printed from our [CookRecorder.com](http://CookRecorder.com) website. Click on the “Forms” option in the top blue menu line, then select Cook County Recorder of Deeds Internet Account Application. The document is in PDF format. \*

### STEP TWO: SEND THE APPLICATION AND PAYMENT

Please mail the completed application along with a check for at minimum of \$100 to:

Cook County Recorder of Deeds  
Attention: Accounting Department  
118 N. Clark Street, Room 228  
Chicago, Illinois 60602  
312-603-5061

You may also bring cash to the address above, if you prefer (credit cards not accepted for account setup at this time). Just visit Room 230 and ask to speak to someone in Accounting about setting up an Internet Account. **Do not send cash through the mail.**

### STEP THREE: YOU WILL BE CONTACTED WITHIN FIVE (5) BUSINESS DAYS

Once your order is processed, an account number, username and password will be assigned. We will notify you upon the successful completion of your account setup. This can take approximately five (5) business days. Cash signups may receive immediate activation.

### STEP FOUR: RELOAD YOUR ACCOUNT WHEN YOU CHOOSE

You can add funds to your account at any time, in any increment over \$100, by mailing a check to CCRD at the same address you used to open your account. Please include your account number on the check. Accounts may also be replenished in person. Cash transactions must be made in person at our Chicago Office. Please note that we may disable accounts that fall below a \$10 balance.

\*By creating a Prepaid Internet Account for use on the Cook County Recorder of Deeds website, you agree to the terms and conditions expressed therein. If you do not agree, you should not sign-up and use this site. Full disclaimer and usage policy can be found by visiting [CookRecorder.com](http://CookRecorder.com)

# PREPAID INTERNET ACCOUNT APPLICATION

## COOK COUNTY RECORDER OF DEEDS



<b>APPLICANT</b>			
<b>Company Name</b>	<b>Direct Phone</b>	<b>Business Phone</b>	<b>Email</b>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP</b>
<b>Contact Name</b>	<b>Dept. and Extension</b>	<b>Billing Contact</b>	<b>Billing Contact Direct Phone</b>
<b>Select Your Username (alphanumeric)</b>		<b>Select Your Password (FORMAT*) please print clearly</b>	

\*All passwords must be at least 8 characters in length, contain a one capital letter, one special character (e.g., @,!, \*, #, etc), and one number. Example = Myp@ssw0rd (do not choose this example as your password)

The undersigned, acting as representative for the applicant named above, does hereby agree to abide by all policies and rules set forth by CCRD in the use of the Internet application and that any violation of stated rules or policy or fraudulent use can result in account termination.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

A \$100.00 check (or more) payable to the Cook County Recorder of Deeds must accompany this application (unless paid in cash) and be mailed to:

**Cook County Recorder of Deeds**  
**Attention: Accounting Department**  
**118 N. Clark Street, Room 228**  
**Chicago, Illinois 60602**

Contact person will be notified when account becomes active. Please allow five business days.

<b>OFFICE USE ONLY</b>	
<b>Account Number</b>	