



Highland County Administration Bldg.

Highland County Recorder's Office

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Highland County Recorder Announces Fraud Sleuth Option

We will walk you through the process step by step. Please follow these steps according to your situation.

****You MUST have a valid email to use this feature****

Highland County Link - <https://co.highland.oh.us/>

(If picture examples are needed to facilitate your installation they are provided and numbered.)

Let's begin:

1. Click on the Government Tab on the County Website above.
(See Example #1)
2. Toward the bottom left click on the Recorder's Website
(See Example #2)
3. Under the Recorder's picture – click on the Records Search highlighted words.
(See Example #3)

****If you already have a user profile set up within our system, then log in using your username and password. Follow these steps to activate Fraud Sleuth. If you do not have a username setup yet, then skip to the next section marked "New User".**

Current User:

- A. After logging in with your username and password, click on the Preferences tab at the top of the page and locate the Fraud Sleuth Preferences and "Configure FraudSleuth Profile".
(For reference look at Example #4 in the snapshot section of this packet.)
- B. Once you have clicked on the Configure blue highlighted line a new dialog box will open that will allow you to enter your profiles.
(For reference look at Example #5 in the snapshot section of this packet.)
- C. If a new dialog box doesn't open that looks like snapshot #6, then log out and log back in and select preferences and click on the Configure FraudSleuth line again.

If the box does pop up, then click on the Add Profile to the right of the screen. You will now enter the information for your profile and list your name under the profile details as you want them to be monitored.

(For reference look at Example #6 & #7 in the snapshot section of this packet.)

****You will want to add as many versions of your name that you want to be monitored. Also, if your property will be transferred with a trustee name make sure to enter it like this as well. (McConnaughey Chad E, Trustee)****

D. Once you have entered all versions click the Done button to finalize your profile.

New User:

Begin with Steps #1- #3 as listed above under Let's Begin:

E. Once on the Recorder's Search homepage, click on the dark blue "FraudSleuth" beside the magnifying glass.

(See Example #8)

F. A new dialog box will open for you to create a username and profile information. You will use this information to log on to the site each time if needed. Use a username that is easy to remember. Also you must enter a valid email at this step in order to receive any notifications. Click on the Save button.

(See Example #9)

G. The system will now likely have you log in with your new information.

H. Now follow steps A – D under the Current User section to set up your profile.

This will complete your setup to use the GovOS FraudSleuth feature.

Once again, this is a "free" service and is completely optional. The Highland County Recorder's Office believes this to be a valuable feature for Highland County residents to monitor recordings dealing with real estate. If you have questions feel free to contact the Recorder's Office directly, or to GovOS through the website.

Chad E. McConnaughey – Highland County Recorder

Emily Jackson – Chief Deputy

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