

NAVIGATING THE CASS COUNTY REGISTER OF DEEDS WEBSITE

Website address: www.casscountymi.org

Click **Recorded Documents**.

Click **Enter**.

If you haven't already registered for an online account, click **New Registered User**. Please make note of your User Name and Password.

For registered users, enter User Name and Password and then click **Log In**.

Data from 1994 to the present is indexed by owner name only. Our office recommends searching the **Both Names** field. When searching, enter last name, comma and then the first name. (For example: Smith, John)

To search for a specific document type, uncheck the box at the top where it states **All Types**. When the box is unchecked, a list of document types will drop down. You may then select specific document types to search.

Click **Search**.

From the Search Results screen you may click on a record to view more detailed index information and also to proceed to the Preview Image screen (see below.) If you do not wish to preview the document, you may simply click the **Purchase** box to the right of each record and then **Purchase Selected** at the bottom of the screen.

Click **Preview** under **Document** Images toward the left of the screen to view a low resolution image of the selected document. The indexed information will show at the top of the screen with the image viewable by scrolling to the bottom of the screen.

If you wish to purchase a copy using your credit card, click Add to Cart and follow the screen prompts to process payment. Once the transaction is complete, the image is available to print for one hour only.