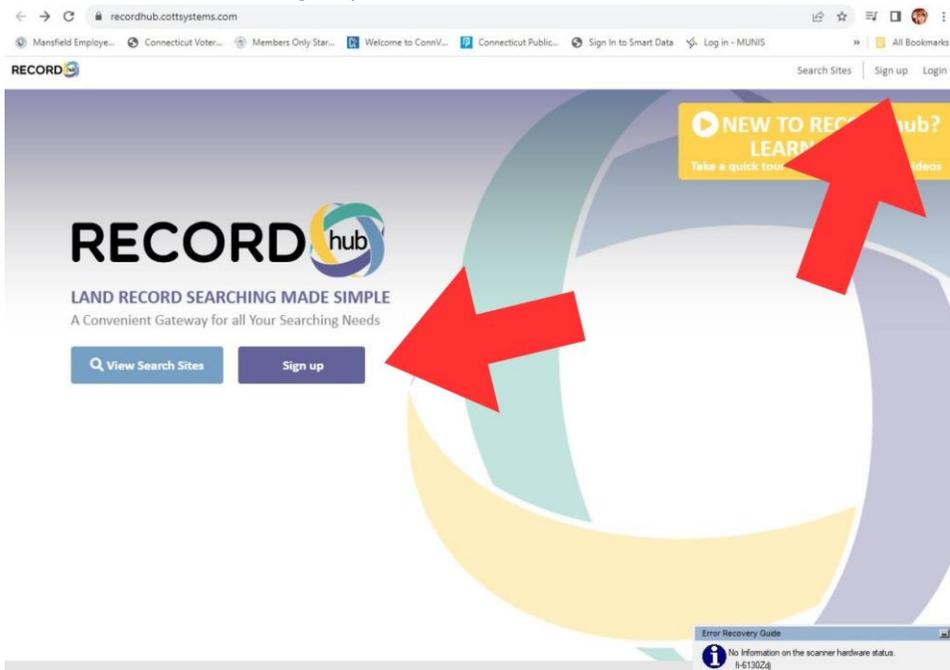
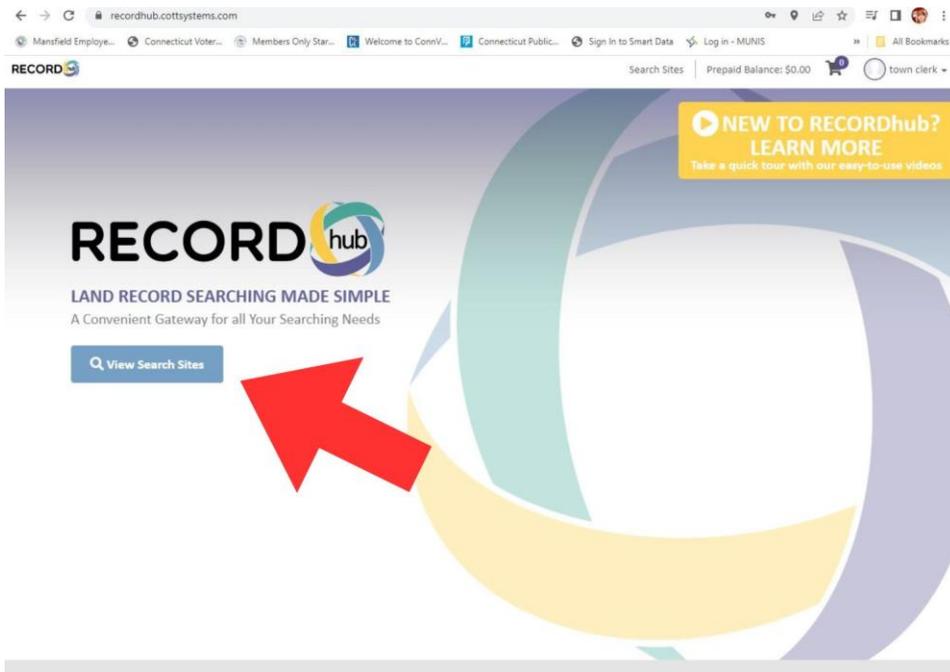


1. Once on website, click Sign Up

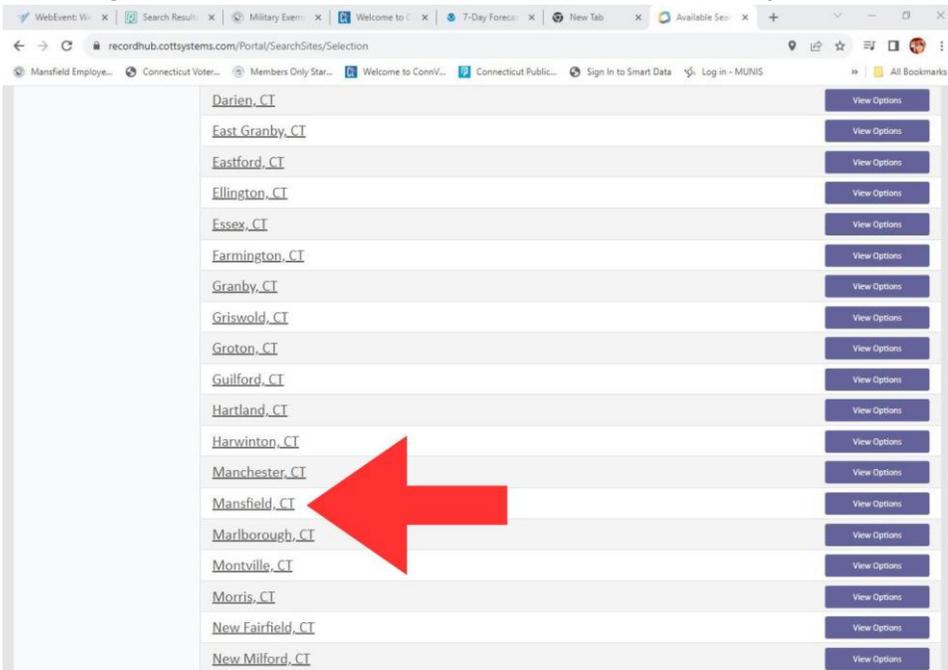


2. Enter all required information.
3. Once the sign up process is complete and you have verified your email, login.
4. Your screen should look like this:

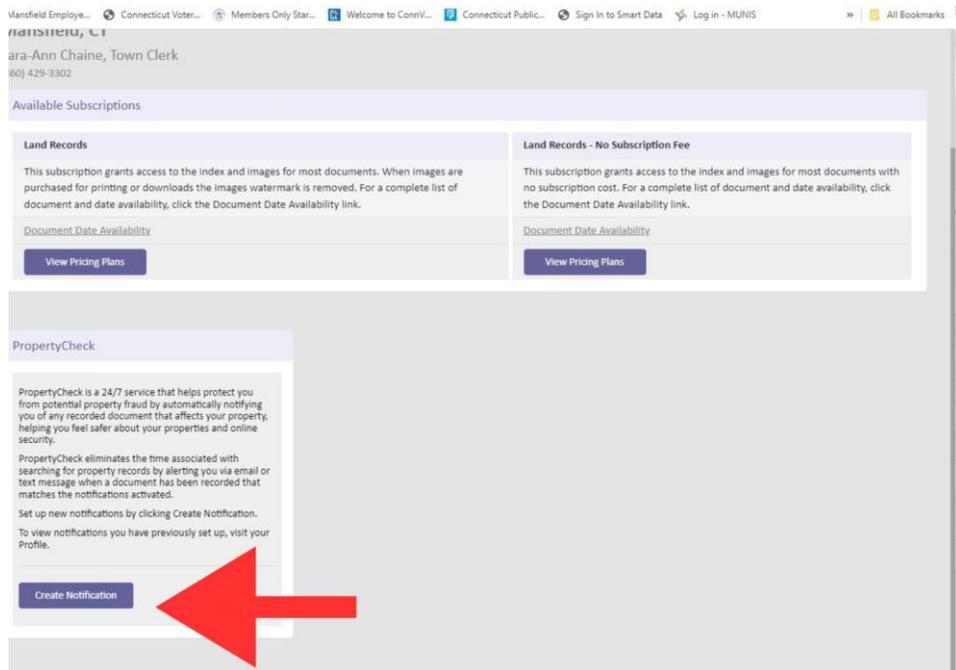


5. Select **VIEW SEARCH SITES**
6. On the left side column headed **Select State**, select **CONNECTICUT**

7. On the right, scroll down and choose **Mansfield, CT**. Click directly on **Mansfield, CT**.



8. On bottom left hand side of the next screen, you will find the **PropertyCheck** sign up area. Choose **Create Notification**.



9. Fill in form. Choose **Save & Add** to enter multiple names. Choose **Save & Close** when you are done.

Mansfield Employe... Connecticut Voter... Members Only Star... Welcome to ConnV... Connecticut Public... Sign In to Smart Data Log in - MUNIS All Bookma

## reate Notification

Add Notification Details

To get started, select a Notification Type.

\*Notification Type NAME X

For each name field in which you provide a value, additionally identify if you want to be notified of all names that begin with the value entered, or if you want to be notified of only names that match the value exactly as entered. Values designated as begins with require a minimum of 2 characters.

\*Last Name/Business huber EXACT X

This is a Business Name  
If the value provided is a business name, check this box.

\*First Name stephanie EXACT X

Middle Name Select an Option

If you do not provide a value for Middle Name, you will be notified of any name that matches the First and Last Name criteria entered, regardless of the Middle Name.  
If you do provide a value for Middle Name, you will be notified of any name that matches the First, Last and Middle Name criteria entered, along with any name that matches the First and Last Name criteria and no Middle Name.

\*Notification Method EMAIL & TEXT MESSAGE X

All notifications will use the information provided in your account.  
If a Cell Phone number is not recorded on your account, you will not see the option to receive notifications by Text Message.

**Save & Add** **Save & Close** Cancel

PropertyCheck Notifications

