

## Webb County, TX Search and Shopping Cart

You have the ability to perform 7 different types of searches.

- Name – Search for party name or company.
- Book/Page – Search by Book Type, Book, and Page.
- Doc Type – Search by document type(s) or categories.
- Document # - Search by a book type and Document #.
- Land – Search by the land description of a property.
- Consideration – Search by a lower bound and upper bound consideration amount.
- Record Date – Search a document by the date it was recorded.

The search options can be found along the top of the search page as well as the main search page.



### Official Records Search

 <p><b>Name</b></p> <p>Provides the ability to perform a Party Name (Grantor and/or Grantee) search on Official Records documents.</p>	 <p><b>Book/Page</b></p> <p>Provides the ability to perform a combined Book Type, Number and Page search on Official Records documents.</p>	 <p><b>Doc Type</b></p> <p>Provides the ability to perform a Document Type(s) search on Official Records documents.</p>	 <p><b>Document #</b></p> <p>Provides the ability to perform an Instrument Number search on an Official Records document.</p>	 <p><b>Land</b></p> <p>Provides the ability to perform a Legal Description search on Official Records documents.</p>	 <p><b>Consideration</b></p> <p>Provides the ability to perform a Consideration range (upper &amp; lower bound price) search on an Official Records conveyance document.</p>
 <p><b>Record Date</b></p> <p>Provides the ability to perform a Date search on a single day Official Records.</p>					

Each search type has a Search Tips area that will give assistance in how to perform a search.

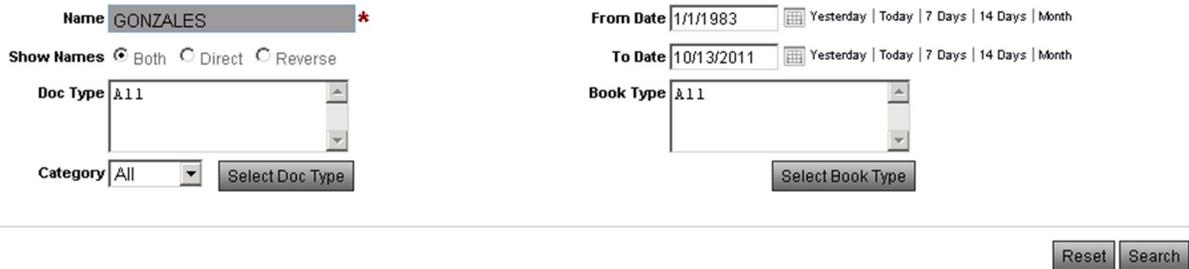


When you hover your mouse over the question mark the search help will pop up.

1. Enter the name, Last name, First name like "Smith John".
1. Name must be atleast 3 characters long.
1. Select / Enter a beginning date.
1. Select / Enter an ending date.
1. Click Search.

## Performing a Search

To perform searches enter in the required information for each search criteria and then click the **Search** button.



The search criteria form includes the following fields and options:

- Name:** GONZALES \*
- Show Names:**  Both  Direct  Reverse
- Doc Type:** &11
- Category:** All
- From Date:** 1/1/1983 (with options: Yesterday | Today | 7 Days | 14 Days | Month)
- To Date:** 10/13/2011 (with options: Yesterday | Today | 7 Days | 14 Days | Month)
- Book Type:** &11
- Buttons:** Select Doc Type, Select Book Type, Reset, Search

If you perform a name search a subset of the names will be displayed which will allow you to narrow down your search results. Select the names that you want to return and click **Done**.



The "Select Names" dialog box displays the following options:

- GONZALES LESVIA (1)
- GONZALES TOM (1)
- All / None
- Done**

The search results will be displayed at the bottom of the page.



The search results are displayed in a table with the following columns and data:

Cart	Purchased?	Party Type	Name	Cross Party Name	Document #	Book Type	BookPage	Doc Type	Record Date	Doc Legal
<input type="checkbox"/>	false	From	GONZALES LESVIA		20110000484	OPR	301/682	MEMORANDUM	09/28/2011 01:29:47	
<input type="checkbox"/>	false	To	GONZALES TOM		20110000260	OPR	301/145	DEED OF GIFT	04/06/2011 09:18:39	

Additional controls include: Search Criteria (Name: GONZALES, Show Names: Both, Name Matching Mode: StartsWith, From Date: 1/1/1983, To Date: 10/13/2011, Doc Type: All, Book Type: All), Export to CSV, Purchased? dropdown (equal), Filter Grid, Reset Grid, Open Name List, Clear Results, Print, and Add to Cart.

To view additional index information about a document or view the watermarked images if you have a subscription account click on one of the records returned.

A new window will open up that will show the document details on the left side of the page and the image on the right hand side if it is available.

### Document Detail Functions

- Ability to Save, Print, and manipulate images based on your account.
- You have the ability to view up to 10 documents simultaneously in the document details tabs.
- Jump to another book/page or Document# from this page.
- Hide, Show, and Expand document information to get more real estate on the screen.
- Return to search results by using Back to Search button.

Document Details - Windows Internet Explorer

Hide Show Expand Reset Back to S

20110000484 HELP

Add to Cart

Book/Page: 301 / 682 Go

Document #: 20110000484 Go

Date: 9/28/2011 1:29:47 PM

Book Type: OPR - OFFICIAL PUBLIC RECORDS

Book Page: 301/682

Document #: 20110000484

Number of Pages: 7

Doc Type: MEMORANDUM - MEMORANDUM

Number of Signatures: 1

Grantor: PEREZ LUCINA GONZALES LESVIA

Grantee: PEREZ ROLANDO

Instrument Date: 10/6/2011

Doc Legal: L 1 B 2 E.D. P 1  
L 2 B 1

Save As: TIFF PDF Print: Doc Page View Fit: Width Height Zoom: + -

Page: 1 of 0 Prev Page Next Problems viewing images? (L 1 B 2 E.D. P 1)

The images for this document have not been verified and released by the county

## Shopping Cart

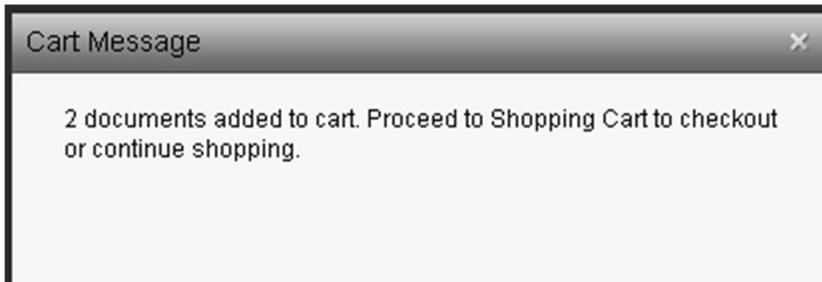
You have the ability to add documents to your shopping cart in two locations.

1. Once you have completed your selected search you can select the documents that you want to add to your shopping cart by checking off the box in the **Cart** column in the search results and then click the **Add to Cart** button.

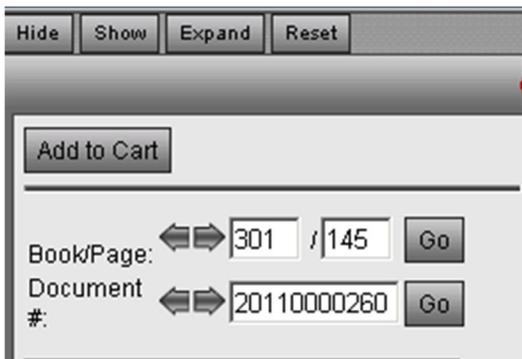
Cart	Purchased?	Party Type	Name	Cross Party Name	Document #
<input checked="" type="checkbox"/>	false	From	GONZALES LESVIA		20110000484
<input checked="" type="checkbox"/>	false	To	GONZALES TOM		20110000260

Add to Cart

You will then receive a message about how many documents have been added to the shopping cart. Click on the X in the upper right to close the window.



2. The second location where you can add documents to your shopping cart is from the Document Details page.



The shopping cart in the upper right hand corner of the website will display the total number of documents in your current shopping cart and the total.



If you click on the shopping cart button it will bring you to the purchase cart section of the website where you can quickly add other documents to your shopping cart based on the book/page or document #, remove and update the documents in your shopping cart, and view the documents and total cost if you purchased them.

**Dashboard**  
County Instructions

1. Please confirm that the items in the cart and amount are correct.
2. If you have made any additional changes to the cart, press the **Update Cart** button to ensure your changes have been saved.
3. Click on the **Proceed to Checkout** button to complete your purchase.

**Order Summary**  
Total : \$10.00  
**Proceed to Check Out**

**Quick Search and Add Document to my order**

Book/Page:  Book Type: OPR - OFFICIAL PUBLIC RECORDS **Add**

Document #:  Book Type: OPR - OFFICIAL PUBLIC RECORDS **Add**

To save your changes, click

<input type="checkbox"/>	Name	Reverse Name	Book/Page	Document #	# of Pages	Total
<input type="checkbox"/>	PEREZ LUCINA	PEREZ ROLANDO	301/682	20110000484	7	Document charge: \$3.50 Processing Fee: \$1.50 \$5.00
<input type="checkbox"/>	EIDEM BRENDEN	GONZALES TOM	301/145	20110000260	1	Document charge: \$3.50 Processing Fee: \$1.50 \$5.00

To check out and purchase your documents click on the **Proceed to Check Out** button.

**Order Summary**

Total : \$10.00

**Proceed to Check Out**

The next page will show you a breakout of the fees for the transaction and you can choose your form of payment.

**Dashboard**  
County Instructions

1. Once you click the **Continue** button at the bottom of the screen you will be redirected to a secure payment processor website where you will enter your credit card information.
2. Press the **Continue** button only once. If you have any problems do not resubmit the payment, please contact support at 1.866.278.4765.
3. Enter your email address on the payments page if you wish to receive an email confirmation.

**Order Summary**

Current Credit Balance :	\$50.00
<b>Cart Sub Total :</b>	<b>\$7.00</b>
Fee Total: (Fees are non-refundable)	\$3.00
Total to be charged :	\$10.00

**Select Payment Option**

Credit Card

Escrow account. (To pay with your Credits, you must have a Credit Balance greater than the Total Amount to be charged.)

### Purchasing Documents

You have the ability to purchase documents using your **Credit Card** or if you have Credits you can select **Escrow Account**. Once your order is complete you will receive an email that contains your transaction #, receipt number, and the amount.

- Credit Cards – If you purchase documents using your credit card you will be redirected to a secure 3<sup>rd</sup> party website. Once you complete your purchase you will be sent back to Webb County's eCommerce website.

The information from your account will populate the purchase form. You will need to enter in your Credit Card #, enter in the Card Holders name, select the Card Type, enter the CVV Code, and the Expiration Date. When you have completed the form click on the **Review Transaction** button.

Billing Information	
Please enter your Billing Instructions here	
Company Name : <input type="text"/>	
First Name : Brenden Eidem	Last Name : Brenden Eidem
Address : 851 Trafalgar Court	Address 2 : <input type="text"/>
City : Maitland	State : FL
Postal Code : 32751	
Phone Number : <input type="text"/> (xxx-xxx-xxxx)	Email : <input type="text"/>
Shipping Information	
Please enter your Shipping Instructions here	
Name : <input type="text"/>	
Address : <input type="text"/>	Address 2 : <input type="text"/>
City : <input type="text"/>	State : <input type="text" value="Select"/>
Postal Code : <input type="text"/>	
Payment Information	
Please enter your Payment Instructions here	
<input checked="" type="radio"/> Credit Card	
Credit Card # : <input type="text"/> *	Card Holder : <input type="text"/> *
Card Type : <input type="text" value="Select"/> *	CVV Code : <input type="text"/> * 
Exp Date : <input type="text"/> (mm/yyyy)*	
Amount(\$): 5.00	
<input checked="" type="radio"/> One Time Transaction	
* = required fields	
<input type="button" value="Review Transaction"/>	



- Escrow Account – If you have enough credits in your Escrow Account you can purchase documents via this method. You will not be redirected to a 3<sup>rd</sup> party website.

This is an example of a Completed Transaction.

## Transaction Complete

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Thank you for your payment. Here is a summary of your recent transaction. You can get your documents by accessing the 'Purchase History' page on the website.

Agent name - Brenden Eidem

Escrow balance - \$40.00

Receipt number - 201100293

Transaction Id - 1182

**Print Receipt**

**Go to documents**

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If you click on the Print Receipt link you will be able to print out a detailed receipt on the next page. If you click on the **Go to documents** link it will bring you to the **Purchase History** page where you can print out your documents.

Receipt of Completed Transaction sent via Email

Brenden Eidem,

Summary:

Transaction Id: 1182

Receipt Number: 201100293

Amount: \$ 10.00

Click [here](#) to access the site.