

Webb County, TX eCommerce Account Setup and Management

This website gives the public the ability to search index information and purchase document using their credit card or credits that they have deposited into their eCommerce account.

Account Information

There are two types of accounts that a public user can use:

1. Standard Account (Non-Subscription)
 - No cost to create account
 - Ability to purchase credits that can be used to buy documents.
 - Ability to search and view unlimited index information at no charge.
 - Does not have the ability to view images with a watermark.
 - \$6.50 per document purchased (\$5.00 per doc fee and \$1.50 processing fee).
2. Subscription Account
 - Once a standard account has been created you can upgrade to a subscription account by paying a \$75.00 monthly fee.
 - Ability to add up to 5 sub accounts to the subscription account at a cost of \$5.00 per month each.
 - Ability to purchase credits that can be used to buy documents.
 - Ability to search and view unlimited index information at no charge.
 - Ability to view unlimited images with a watermark.
 - \$5.00 per document purchased (\$3.50 per doc fee and \$1.50 processing fee).

The screenshot shows the 'Official Records Search' page of the County of Webb website. At the top, there is a navigation bar with the County of Webb logo and links for 'Official Records' and 'Support'. Below the navigation bar is a search bar with tabs for 'Name', 'Book/Page', 'Doc Type', 'Document #', 'Land', 'Consideration', and 'Record Date'. The main content area is titled 'Official Records Search' and contains seven search options, each with an icon and a description:

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

On the right side of the page, there is a 'Disclaimer' section with the following text:

The County presents the information on this web site as a service to the public. We have tried to ensure that the information contained in this electronic search system is accurate. County makes no warranty or guarantee concerning the accuracy or reliability of the content at this site or at other sites to which we link. Accessing accuracy and reliability of information is the responsibility of the user. The user is advised to search on all possible spelling variations of proper names, in order to maximize search results.

The County shall not be liable for errors contained herein or for any damages in connection with the use of the information contained herein.

If you choose not to accept the conditions stated above please exit this search application.

Accept the conditions above

Below the disclaimer is a 'Secure Login' section with the following fields:

Login As:

User Name:

Password:

Forgot Password

Accept Disclaimer

Getting Started

Step 1 – The public user will need to create a new user account. On the main web page click on the **I'm a New User** button.

Secure Login

Login As

User Name

Password

[Forgot Password](#)

Accept Disclaimer

If you do not have a login please click on the **I'm a New User** button and complete the registration process. If you have completed registration please enter your User Name (Email Address) and password and click **Login**.

Step 2 – Fill out all of the contact information. The email address and password that you create will be used as your username and password to the website. To activate your account you must click on a link that will be sent to you so please use a valid email.

Create Account

Please fill out all available information below. You must enter in a valid email address, this will be used to create your account and log into the website.

Contact Info

Email: Confirm Email:

Password: Confirm Password:

Name: Telephone:

Mailing Address

Address 1: Address 2:

City: State:

Zip Code: Country:

Is International: (do not check for domestic & military addresses)

Billing Address

Billing Address same as Mailing Address:

Address 1: Address 2:

City: State:

Zip Code: Country:

Is International: (do not check for domestic & military addresses)

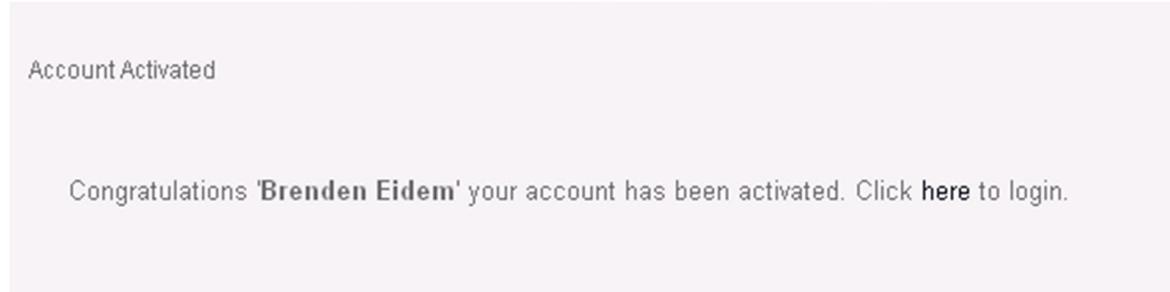
Step 3 – You will receive an email from AcclaimWeb@WebbCountyTX.gov with the subject Webb County, TX Account Registration. Click on the link to activate your account.

Subject: Webb County, TX Account Registration

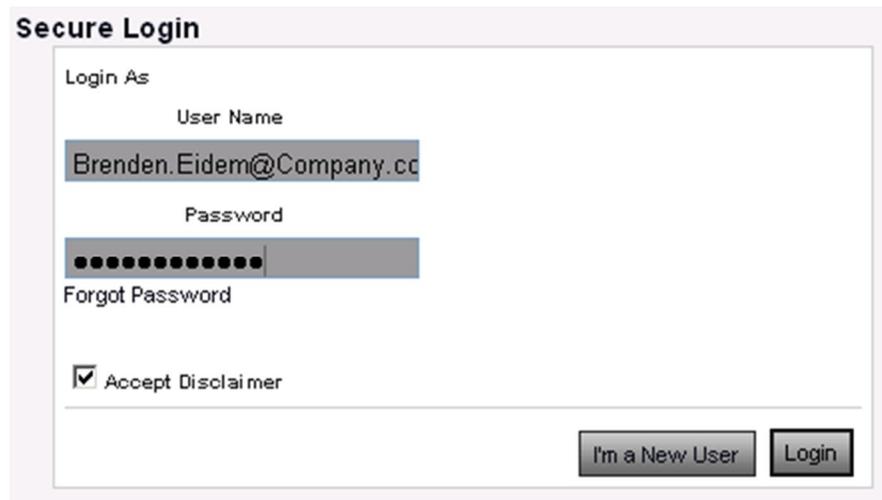
Thank you **Brenden Eidem**.

Your Acclaim Web account with email **Brenden.Eidem@Company.com** has been successfully registered. Please click [this link](#) to activate your account.

If the activation is successful you will see a webpage with a similar message to what is shown below.

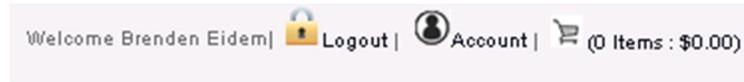


Step 4 – Login to the website with the user name and password that you created.

A screenshot of a "Secure Login" form. The form has a title "Secure Login" in bold. Below the title, there is a "Login As" section. Under "Login As", there are two fields: "User Name" and "Password". The "User Name" field contains the text "Brenden.Eidem@Company.cc". The "Password" field is filled with black dots. Below the "Password" field, there is a link "Forgot Password". At the bottom left, there is a checkbox labeled "Accept Disclaimer" which is checked. At the bottom right, there are two buttons: "I'm a New User" and "Login".

Managing Your Account

Once you have logged into the website with your user name and password click on the **Account** link to manage your account.



The link will bring you to the management section of the website where you can administer your account.

My Account



Purchase History



Customer Account Site



Change Password



Purchase Credits



Public Record Notifications



Manage Accounts



Edit Account

- **Purchase History** – This feature will allow you to view documents that you have purchased as well as documents that you added to your shopping cart at one point and did not purchase.

Agent Purchase History

From Purchase Date:  Yesterday | Today | 7 Days | 14 Days | Month To Purchase Date:  Yesterday | Today | 7 Days | 14 Days | Month

- **Change Password** – This feature will allow you to change your password. Enter in your current (Old) password and the new password that you would like.

Change Password

Please enter in your current password and the new password that you would like.

Old Password	<input type="text"/>	New Password	<input type="text"/>	New Password Confirm	<input type="text"/>
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- **Public Record Notifications** – This feature will allow you to create a public records notification subscription where you will be emailed if a document is recorded in Webb County, TX with one of the aliases that you specify.

Click the first link to create a new subscription or click the second link to unsubscribe from using this feature.

Public Records Notification

Our 'Public Records Notification' offering allows the public to create an email subscription to receive notifications when documents containing a matching name are recorded and released. Use the links below to create a new subscription, update an existing subscription, or unsubscribe from the service.

- Click [here](#) to create a new subscription.
- Click [here](#) to unsubscribe.

Enter in your email address and the individual or company name that you would like monitor. You can also have an additional 4 aliases that will be monitored. Click on Submit when you have completed the form.

Public Records Notification - Subscribe

Email address *

Confirm Email *

Individual Name *

Aliases

- **Edit Account** – This feature will allow you to edit your contact information, mailing address, and billing address. You cannot change the email address for your account. Click on the Submit button when you are finished.
- **Customer Account Site** – This feature will open you up to a new webpage that will allow you to view your transaction history in Webb County.

The screenshot shows the top navigation bar of the Webb County TX website with the logo and the text 'WEBBCOUNTYTX.GOV'. Below the navigation bar are links for 'Login', 'Transaction Summary', 'Transaction Details', 'Image Viewer', 'Contact Us', and 'Support'. The main content area is titled 'Login' and contains two input fields: 'Login Name : *' and 'Password : *'. A note below the fields states '* Required Fields.' and a 'Login' button is positioned at the bottom of the form.

- **Purchase Credits** – This feature will allow you to purchase credits which can be used to buy documents instead of using your credit card for each document purchase.

Enter in the amount of money that you would like to deposit and click on the Proceed to Check Out button. You will then be taken to the shopping cart where you can check out and deposit credits in your account using your credit card.

Purchase Credits

Enter the amount that you want to deposit to your account.

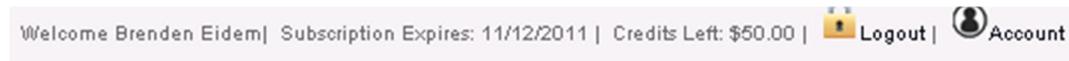
Account Deposit

Create a new Credit Account?
Enter the amount that you want to deposit to your account.

Deposit amount:

[Proceed to Check Out](#)

The total credits in your account will show in the upper right hand corner of the website.



- **Manage Accounts** – This feature will allow you to turn your standard account into a subscription account and add sub accounts if you have a subscription account.

This page will allow you to select the amount of months that you would like to purchase for your subscription account and when your current subscription account will expire. You have the ability to purchase up to 18 subscription months at \$75.00 per month.

Manage Accounts

Your current subscription ends on: 11/12/2011

Extend Parent Subscription: months

The renewal fee is \$75.00 per month. Select the number of months and proceed to checkout.

When you log into the website it will display when your subscription expires in the upper right hand portion of the webpage.



You can also add up to 5 sub accounts to your subscription account at a cost of \$5.00 per month for each sub account.

If you would like to add a sub account:

1. Click on the Add Sub Account button
2. You will then need to fill out the contact information for the new account, click Submit when you are done.
3. Click on the activation email link that you receive.

Add Sub Account

Active	Sub Account Name	Email	Subscription Expires On	Renew	Length
<input checked="" type="checkbox"/>	Brenden Eidem Sub1	TestAccount1@AptitudeSolutions.com		<input type="checkbox"/>	0
<input checked="" type="checkbox"/>	Brenden Eidem Sub1	TestAccount2@AptitudeSolutions.com		<input type="checkbox"/>	0

To add subscription months to a sub account check off the Renew box next to the item and choose the length of months that you would like to purchase and click the Save Changes button. You cannot purchase months for the sub account past the expiration date of the main account.

Renew	Length
<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	0
<input type="checkbox"/>	0

The Account Summary information on the bottom of the screen will then allow you to proceed to the checkout to purchase the sub account subscription.

Account Summary

- Renew / Extend Brenden Eidem Sub1 for 1 months.