



Pickaway County Recorder's Office
110 Island Rd, STE G
Circleville OH 43113

FRAUDSLEUTH

STEP-BY-STEP INSTRUCTIONS

1. GO TO THE RECORDER'S WEBSITE AT **COUNTYFUSION1.KOFILETECH.US** AND CHOOSE PICKAWAY COUNTY UNDER THE STATE OF OHIO.
2. CLICK THE BUTTON '**CREATE ACCOUNT**'.
3. FILL OUT THE INFORMATION AND **DOUBLE CHECK THAT THE EMAIL ENTERED IS ACCURATE**. HIT '**SAVE**'.
4. LOG IN WITH THE USERNAME AND PASSWORD YOU'VE CREATED.
5. CLICK ON '**PREFERENCES**' TOWARDS THE TOP OF THE SCREEN.
6. UNDER '**FRAUDSLEUTH PREFERENCES**', CLICK '**CONFIGURE FRAUDSLEUTH PROFILE**'
7. CLICK ON '**+ ADD PROFILE**'
 - a. CHOOSE A PROFILE NAME (YOU CAN USE THIS NAME FOR EACH NEW PROFILE)
 - b. ENTER A VARIATION OF THE NAME(S) YOU WANT THE SYSTEM TO TRACK. (EX: ROBERT SMITH; ROBERT A SMITH; ROBERT ADAM SMITH; ROBERT ADAM SMITH JR)
 - c. CLICK 'SAVE'.

REPEAT STEP 7 UNTIL YOU HAVE ENTERED EVERY VARIATION OF THE NAME(S) YOU WISH TO INCLUDE, AS WELL AS ANY ADDITIONAL NAMES THAT MAY APPEAR ON YOUR DOCUMENTS; SPOUSES, ETC.

8. ONCE ALL VARIATIONS HAVE BEEN COMPLETED AND SAVED, CLICK '**DONE**'. YOU MAY LOG OUT IF FINISHED.
9. CLICK '**SAVE**'.

AN EMAIL NOTIFICATION SHOULD BE SENT TO THE ENTERED EMAIL ADDRESS GIVEN IF ANY NAME LISTED HAS BEEN USED ON A RECORDED DOCUMENT *AFTER* THE ACCOUNT HAS BEEN SET UP AND ACTIVATED.

IF YOU DO RECEIVE AN EMAIL ALERT ABOUT A DOCUMENT UNDER YOUR NAME, YOU CAN CHECK THE DOCUMENT ON THE RECORDERS WEBSITE. IF IT IS DETERMINED THAT ANY DOCUMENT IS FRAUDULENT, YOU CAN THEN TAKE THE NECESSARY ACTIONS.

****DISCLAIMER****

FRAUDSLEUTH IS A FREE SERVICE OFFERED AND PROVIDED THROUGH THE SOFTWARE COMPANY GOVOS. WHILE THIS SERVICE OFFERS EXTRA AWARENESS OF TRANSACTIONS WITHIN THE RECORDER'S OFFICE PERTAINING TO YOUR NAME, IT IS NOT MEANT AS FRAUD PREVENTION. IF YOU ARE ALERTED TO ANY FRAUDULENT ACTIVITY, PLEASE CONTACT THE APPROPRIATE AUTHORITIES IMMEDIATELY. THE PICKAWAY COUNTY RECORDERS OFFICE IS NOT RESPONSIBLE FOR THIS SERVICE AND CANNOT GUARANTEE ITS EFFICIENCY. HOWEVER, IF YOU BELIEVE THERE IS AN ISSUE WITH THE SERVICE PROVIDED, PLEASE CONTACT US AND WE WILL HAVE GOVOS LOOK INTO IT.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT THE PICKAWAY COUNTY RECORDERS OFFICE AT (740) 474-5826 AND WE WILL DO OUR BEST TO ASSIST OR DIRECT YOU.