

## Introduction

**W**elcome to **Access Oakland**, Oakland County's state-of-the-art Internet service offering immediate access to the county's land and property records.

The primary purpose of **Access Oakland** is to help streamline processes for Real Estate and mortgage professionals. The information also provides residents with an economical means to analyze the value of their current residential property, as well as become a well-informed homebuyer and seller.

Located in Oakland County's web site at [www.co.oakland.mi.us](http://www.co.oakland.mi.us), **Access Oakland** allows access to public records 24 hours a day, 7 days a week from any computer with Internet capabilities. No special software is needed.

Using this manual you will learn to:

1. Log on to *Oakland County's Access Oakland's* Internet web site.
2. Use the seven major types of products offered through **Access Oakland**:
  - Residential Property Profile (RPP)
  - Commercial Industrial Profile (C & I P)
  - Recorded Document Profile (RDP)
  - Mortgage Application Acceleration Program (MAAP)
  - Residential Property Analyzer (RPA)
  - Delinquent Tax Statements (DTS)
  - Current Tax Profile (CTP)
  - Map Atlas Viewer (MAV)
3. Access the county database of digital property photographs, digital sketches and maps (*available to REALTOR® subscribers and public-safety officials only*).

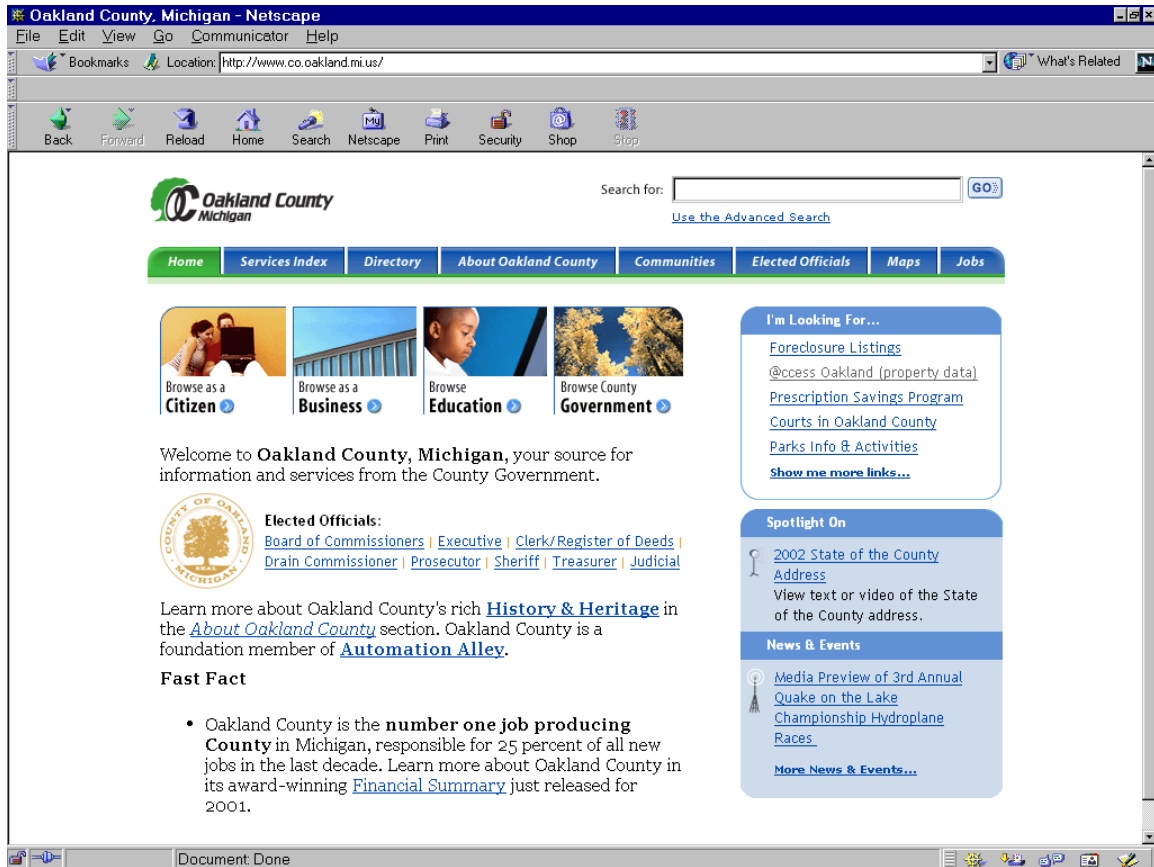
# Access Oakland

## Program Registration for Businesses

To become a subscriber of **Access Oakland**:

1. Register via the Oakland County web site:

- Log on to [www.co.oakland.mi.us](http://www.co.oakland.mi.us)
- Click the **Access Oakland** (property data) link.



# Access Oakland

- On the Welcome to Access Oakland web page click on **Request a Business Account** on the link.



## Welcome to Access Oakland

- [Use a Credit Card](#)
- [Request a Business Account](#)
- [Available Product Data](#)
- [Administrator Access](#)
- [Access Oakland User Agreement](#)
- [Contact Us](#)



Access Oakland currently provides specially-packaged public records online for a fee. You may use these services on a one-time basis, or sign-up for a business account.

You must [use a credit card](#) for one-time transactions, or [request a business account](#). Please [contact us](#) if you have any questions.

### Business Account Sign-in

Username:

Password:

- Click on the "I Accept" button at the bottom of the legal agreement

THE INFORMATION, DOCUMENTS AND RELATED GRAPHICS PUBLISHED ON THIS SERVER COULD INCLUDE TECHNICAL INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY MADE TO THE INFORMATION HEREIN. THE COUNTY MAY MAKE IMPROVEMENTS AND/OR CHANGES IN THE SERVICES AND/OR THE CONTENT(S) DESCRIBED HEREIN AT ANY TIME.

This is an offer to provide Services, and acceptance is expressly conditioned upon your acceptance of these terms and only these terms. Your acceptance of this Agreement is demonstrated by your pushing the "I Accept" button on the bottom of this screen. This Agreement represents the entire agreement between You (the user) and the County, and supersedes any and all other communications, prior, contemporaneous or subsequent.

# Access Oakland

---

- Complete and submit the online form.



## Request a Business Account

- Enter all the details below and click the 'Process' button at the bottom of the page to place your request.
- The fields that have an \* after them are required fields.
- At least one option is required for fields that have an \*\* after them.
- Your request will be reviewed within 5 business days. Upon acceptance, your customer administrator account will be able to setup users within your company to use any or all products from the [list of available product data](#). Please note, you must provide a valid e-mail address to receive the customer administrator account. Your user name and password will be sent to the e-mail address provided in your application.
- If you are a licensed Real Estate Agent or Appraiser and would like to view parcel photographs, you must enter your real estate license number and fax a photocopy of your real estate license to 248-452-8075 attention Access Oakland Support Team.
- Please call the Access Oakland help line at 248-858-2100 for any questions.

## Intent of Program Usage

- Please indicate one or more Access Oakland information usages that apply to you.
- We have discontinued the Personal Program Usage account type. Please use a Credit Card transaction to meet Personal Usage needs.

Program Usage:  Business  Government \*\*

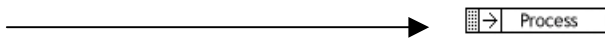
## Customer Details

Company Name:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Address Line 1:	<input type="text"/>	*
Address Line 2:	<input type="text"/>	
City:	<input type="text"/>	*
State:	<input type="text"/>	*
Postal Code:	<input type="text"/>	*
Country:	<input type="text"/>	*
Phone Number:	<input type="text"/>	*
Fax Number:	<input type="text"/>	
E-mail Address:	<input type="text"/>	*
Real Estate License Number:	<input type="text"/>	~SEE ABOVE~

## Access Oakland

---

Residential Property Analyzer	A parcel search and identification mechanism that allows people to search by property characteristics and retrieve information such as sales, property use, etc. This product produces 1-10 files for a customer to download. You will need a spreadsheet tool like Microsoft Excel or Lotus 123 in order to use these files effectively.	n/a	\$20.00	<input type="checkbox"/>
Residential Property Profile	Provides a property profile of a specific parcel	n/a	\$7.50	<input type="checkbox"/>
Commercial & Industrial Property Profile	Provides a commercial and industrial property profile of a specific parcel	Monthly	\$15.00	<input type="checkbox"/>
Recorded Document Profile	Provides current recorded document information and document images. An annual \$200.00 prepaid subscription fee is required. There is a \$.50 charge for each document search. There is a \$.25 charge for each document image selected for viewing. Two reports are now available. A document type report and a city, village, township(CVT) report. Each will cost \$0.17 per line with a minimum charge of \$2.00.	Annually from 10/01/2003 to 09/30/2004	\$200.00	<input type="checkbox"/>
Residential Property Profile	Provides a property profile of a specific parcel	Monthly	\$13.00	<input type="checkbox"/>



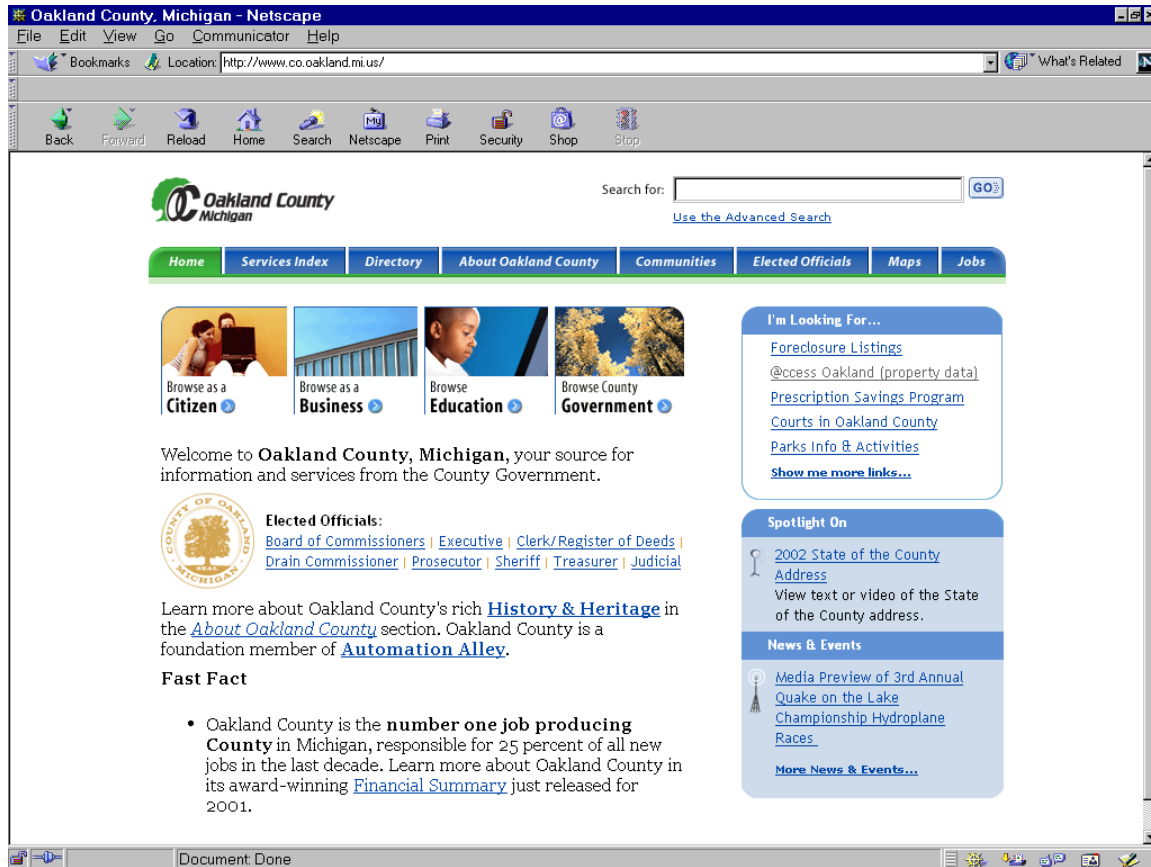
- Select which products you want added to you account and press the Process button. If your account is accepted for a business account you will receive a e-mail with your username and passwords. Your account can take up to 5 business days to review.

# Access Oakland

## Program Registration for Personal Use

To use products on Access Oakland:

1. Log on to the Oakland County web site:
  - Log on to [www.co.oakland.mi.us](http://www.co.oakland.mi.us)
  - Click the Access Oakland (property data) link.



# Access Oakland

- Click on the use a **Credit Card** link.



## Welcome to Access Oakland

- [Use a Credit Card](#)
- [Request a Business Account](#)
- [Available Product Data](#)
- [Administrator Access](#)
- [Access Oakland User Agreement](#)
- [Contact Us](#)



Access Oakland currently provides specially-packaged public records online for a fee. You may use these services on a one-time basis, or sign-up for a business account.

You must [use a credit card](#) for one-time transactions, or [request a business account](#). Please [contact us](#) if you have any questions.

### Business Account Sign-in

Username:

Password:

- Click on the "I Accept" button at the bottom of the legal agreement

THE INFORMATION, DOCUMENTS AND RELATED GRAPHICS PUBLISHED ON THIS SERVER COULD INCLUDE TECHNICAL INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY MADE TO THE INFORMATION HEREIN. THE COUNTY MAY MAKE IMPROVEMENTS AND/OR CHANGES IN THE SERVICES AND/OR THE CONTENT(S) DESCRIBED HEREIN AT ANY TIME.

This is an offer to provide Services, and acceptance is expressly conditioned upon your acceptance of these terms and only these terms. Your acceptance of this Agreement is demonstrated by your pushing the "I Accept" button on the bottom of this screen. This Agreement represents the entire agreement between You (the user) and the County, and supersedes any and all other communications, prior, contemporaneous or subsequent.

I Accept

# Access Oakland

- Complete the Credit Card information and click on **Submit**.



[Access Oakland Home](#)

## Use a Credit Card

Please enter your credit card information below as it appears on your credit card statement.

Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Credit Card Number (Visa or MasterCard)	<input type="text"/>
Expiration Date	<input type="text"/> / <input type="text"/>
	<input type="button" value="Submit"/>

- Note: We only accept Visa or MasterCard and do not put spaces or dashes between your credit card numbers.
- Once you have pressed the **Submit** button the product menu will be displayed. Select the product you choose to use and follow the directions in the proper section of this manual.



[Log Out](#)

[My Products](#)

[Available Product Data](#)

[Help](#)

## Product Menu

### Credit Card Purchases

Select a product	<input type="button" value="Get Info"/>	<input type="button" value="Purchase"/>
<ul style="list-style-type: none"><li>Select a product</li><li>Mortgage Application Acceleration Program</li><li>Residential Property Profile</li><li>Residential Property Analyzer</li><li>Delinquent Tax Statements</li><li>Personnel Administration</li><li>Current Tax Profile</li><li>Recorded Document Profile</li><li>Commercial &amp; Industrial Property Profile</li><li>Map Atlas Viewer</li></ul>	<a href="#">Read Legal Agreement</a> -last updated 09/12/2003	