

**OAKLAND COUNTY CLERK/ REGISTER OF DEEDS
LISA BROWN**

Presents

THE OAKLAND COUNTY SUPER INDEX

Oakland County's Super Index is the on-line clearinghouse for Oakland County property records. Users can conduct FREE searches of property records, view indexed information, purchase document copies either individually or via subscription, as well as sign up for Property Records Notification (PRN) alerts.

This document contains basic instructions for Super Index users including:

- **How to sign up/ login** (page 2)
- **Conducting Searches** (page 5)
- **Ordering and Purchasing Documents** (page 11)

Most of what you'll need will be contained in this document. For additional information, you can also contact:

Oakland County Register of Deeds

248-858-0606

deeds@oakgov.com

Fidlar Technical Support

563-345-1283

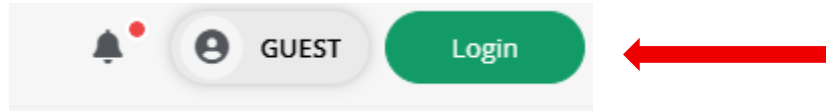
support@fidlar.com

Begin by visiting:

ocmideeds.com

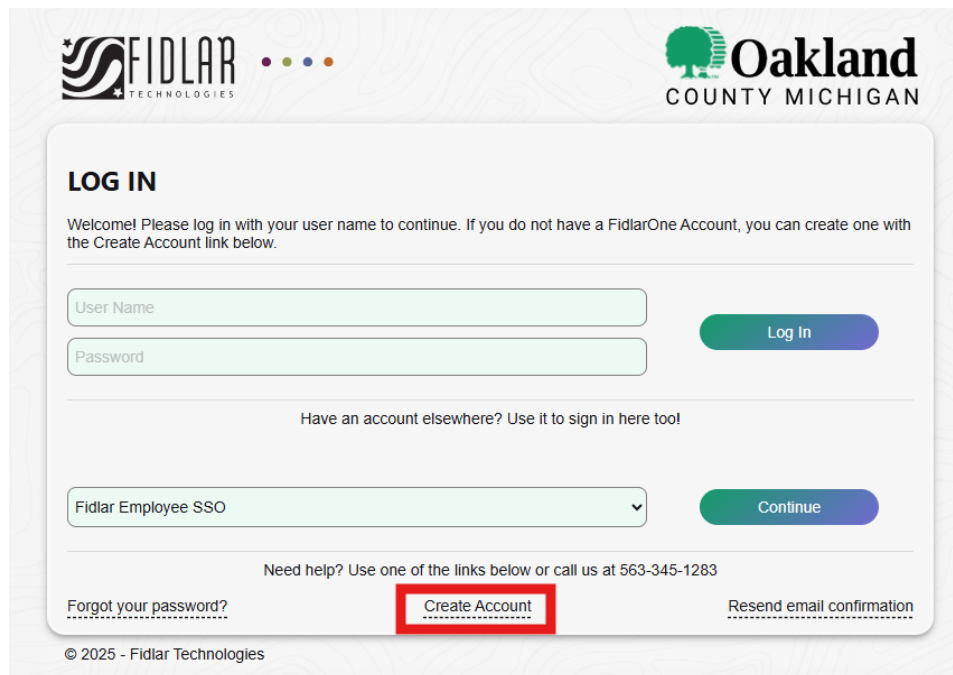
HOW TO SIGN-UP/ LOGIN

Users navigate to the upper right portion of the screen and click the green “Login” button.

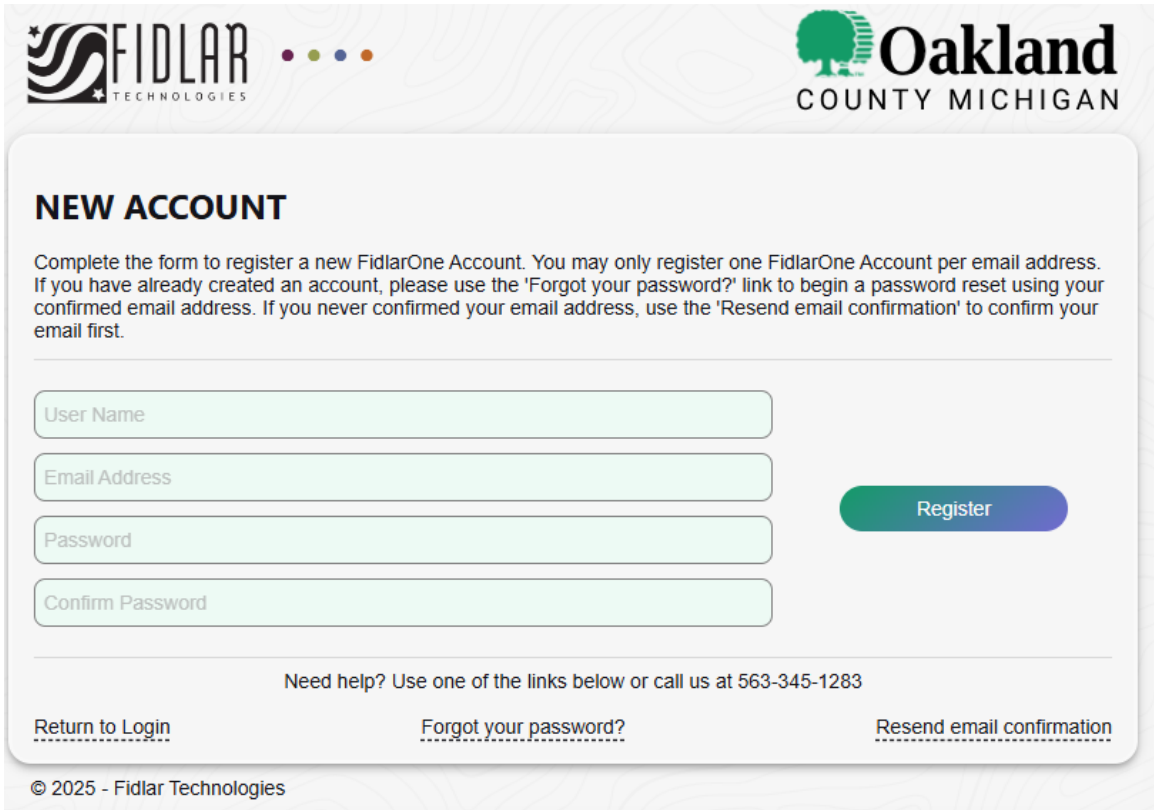


FOR NEW USERS:

Click on the “Create Account” button to create a new account.

The image shows a login interface for FIDLAR TECHNOLOGIES, associated with Oakland County Michigan. At the top left is the FIDLAR logo, and at the top right is the Oakland County Michigan logo. The main content area is titled 'LOG IN' and contains a welcome message: 'Welcome! Please log in with your user name to continue. If you do not have a FidarOne Account, you can create one with the Create Account link below.' Below this are two input fields: 'User Name' and 'Password', followed by a blue 'Log In' button. A link 'Have an account elsewhere? Use it to sign in here too!' is positioned below the password field. Underneath is a dropdown menu labeled 'Fidlar Employee SSO' and a blue 'Continue' button. At the bottom of the form, there is a help message: 'Need help? Use one of the links below or call us at 563-345-1283'. Three links are provided: 'Forgot your password?', 'Create Account' (which is enclosed in a red rectangular box), and 'Resend email confirmation'. The footer of the page reads '© 2025 - Fidar Technologies'.

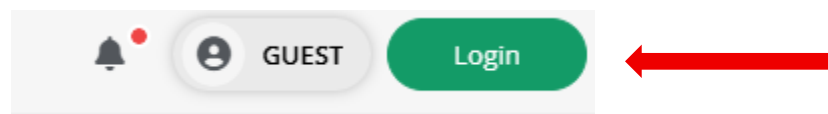
Users will be directed to the following page. Enter a Username, a valid Email Address, and a Password. Click on the “Register” button on the right-hand side to sign up for Super Index. Users will receive a confirmation email once they have registered for an account.



The screenshot shows the registration page for FIDLAR TECHNOLOGIES in Oakland County Michigan. The page is titled "NEW ACCOUNT" and includes instructions: "Complete the form to register a new FidlarOne Account. You may only register one FidlarOne Account per email address. If you have already created an account, please use the 'Forgot your password?' link to begin a password reset using your confirmed email address. If you never confirmed your email address, use the 'Resend email confirmation' to confirm your email first." The form contains four input fields: "User Name", "Email Address", "Password", and "Confirm Password". A blue "Register" button is positioned to the right of the "Email Address" field. Below the form, there is a help section with the text "Need help? Use one of the links below or call us at 563-345-1283" and three links: "Return to Login", "Forgot your password?", and "Resend email confirmation". The footer of the page reads "© 2025 - Fidlar Technologies".

Login for Users with an Account

Users will navigate to the upper right portion of the screen and click the green “Login” button.



Users will enter Username and password and then click the "Login" button on the right,

LOG IN

Welcome! Please log in with your user name to continue. If you do not have a FidlarOne Account, you can create one with the [Create Account](#) link below.

User Name

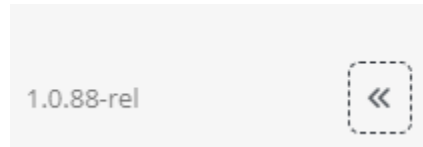
Password

[Log In](#)

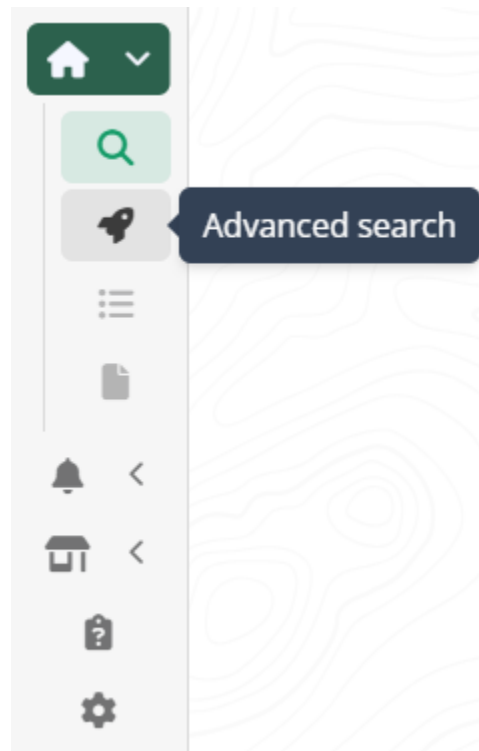
CONDUCTING SEARCHES

Running down the left side of the screen is the Main Menu.

1. User has the option to open or close the Main Menu by clicking the double arrows at the bottom of the menu.



2. When closing the main menu, it does display just icons for each item. Users can hover over the icons to uncover what the item is.



Entry Search fields

1. The Home Page is defaulted to have the Simple Search field available. However, if you would like to search with multiple or precise criteria, advanced search button is below the simple search field.

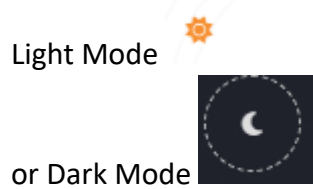


Need more precision?

Try advanced search

Display Mode

1. User can change the display of Super Index in either

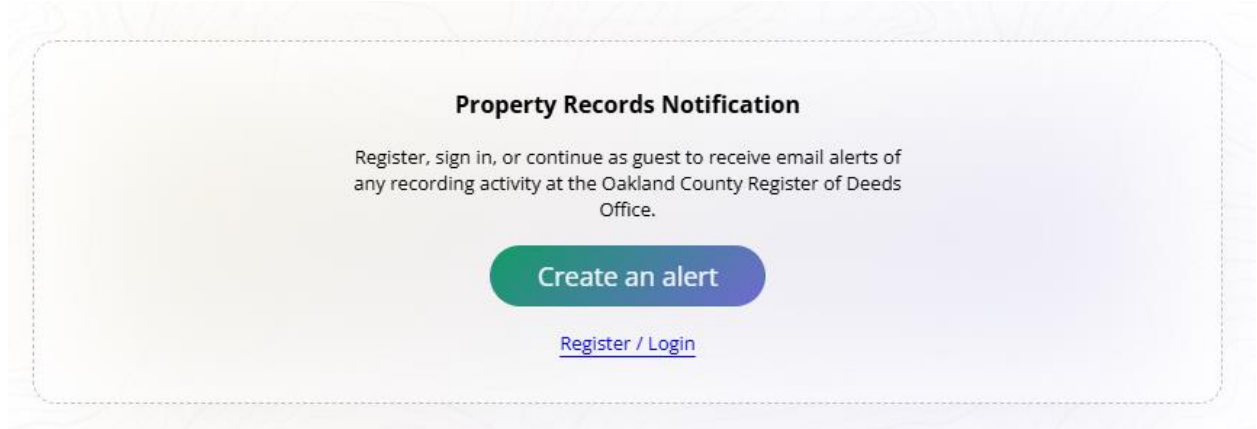


by simply clicking at the bottom right of the screen. This feature is accessible throughout Super Index. This display setting can also be changed in the settings option.

2. Hot key to navigate between light and dark mode: F9 button will switch between the two

Property Records Notification

1. Users can easily set up alerts on the home screen. Alerts can also be set up throughout searching Super Index as well. Refer to “PRN Instructions” document on the Register of Deeds “Property Records” webpage for step-by-step details about PRN.

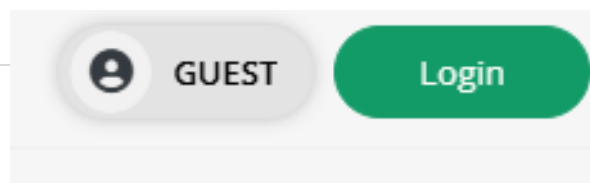


Recording Data

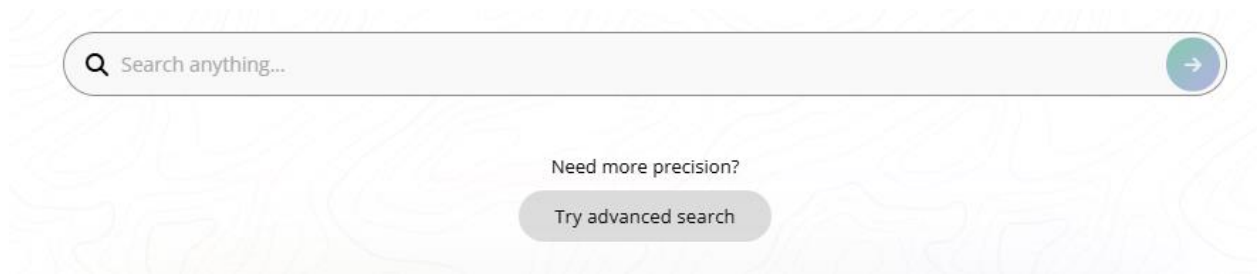
1. Index and Verification data is located at the center top of the home page. This will allow the user to know briefly what index or verification dates they will be searching.

Account Log In

1. At the top right corner, the user information is displayed. If not logged in, it will display “GUEST”. Guest users can search for free but will be required to pay for view of document details or download throughout their searching experience.



Simple Search – “Search anything”



1. Enter any data into the “Search anything” field. For example, search by name (“Olivia Oakland”) or address (“123 Main Street Anytown-in-Oakland-County, MI”) or Property Identification Number (PIN) (“12-03-456-789”)
2. A hot key of CTRL +U can be used to run the search for you in simple search or click the green arrow on the right side of the search bar.

Search Results

1. Documents are available immediately after recording. This means users can search for a document by recording information, such as date, Liber and Page, or Document Number. As our staff completes the indexing detail, additional information including names and legal descriptions will be available.
2. Columns can be sorted by ascending or descending order by clicking on the two directional arrows at the top, seen here:



3. Index and Verification icons will display to the left of each search result.




These icons indicate if the document has been indexed and/or verified by the staff.

4. On the right side of a search result there are two icons:



The flag is where you can report the document to the county with any feedback on this individual document. A message box will appear with the document information that allows the user to enter a custom message to the county.

Report feedback 


Fill out the form below and submit your feedback for this document.

#20250106029 DIS OF MORTGAGE

Recorded **Aug 26, 2025** Liber & page **60477:186**

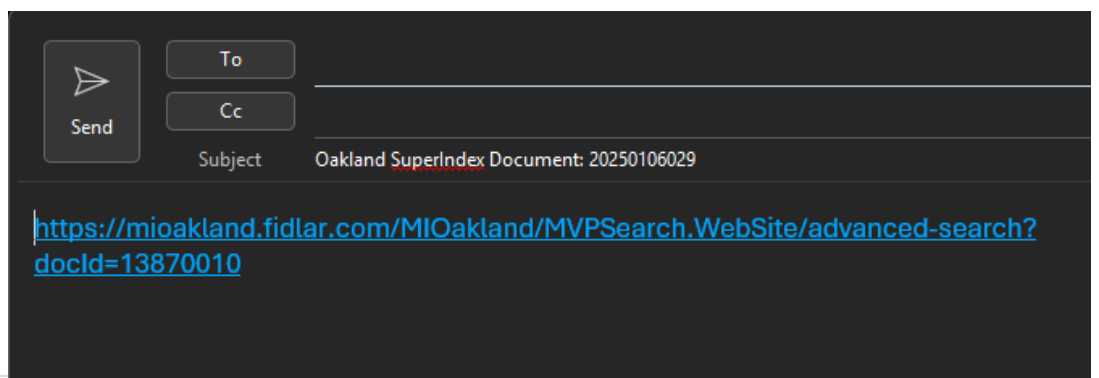
Message* 0/1000

Enter your message. At least 10 characters required.

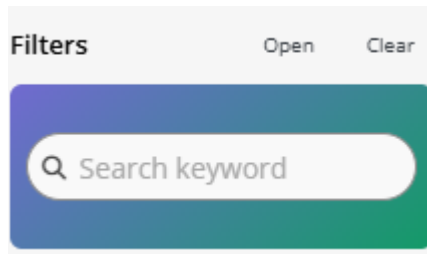
I'm not a robot  reCAPTCHA

Submit report

The envelope icon is where the user can email a link to that specific document to someone. It opens up in your defaulted email browser.

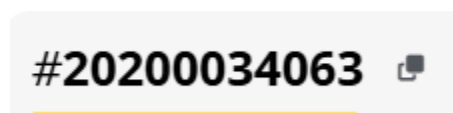


5. The number of pages of search results are located at the bottom of the display of the first page of results. Users can select which page number or utilize the double arrows to jump to the first or last page of results.
6. At this same location, users can also change the **number of results displayed per page**. Default is 50, but can be adjusted to 25, 100, or 200 search results displayed per page.
7. **Filter options** are displayed on the menu to the left of the search results. Filter drop down lists can be opened or closed by the control button on the right or by clicking “open” at the top of the filter menu. Users can also clear any filters once filters have been applied by clicking “clear” at the top of the filter menu.
8. The available filters will be displayed only if the search results relate to it.
9. **Search by Keyword** option is located at the top of the filters menu. Users can simply type in words to search within the results.

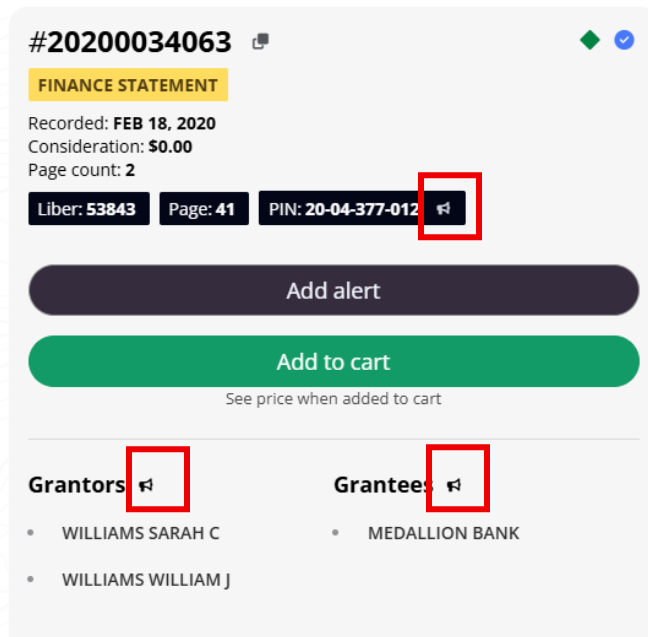


Opening A Document

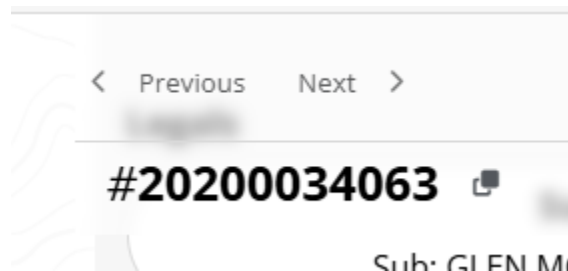
1. To view a document, double click anywhere on the row.
2. A new screen will appear with information specific to that record. Indexed data displays on the left side and a thumbnail image displays on the right side. To return to search results, click the browser’s back button.
3. Above the indexed data is the **document number**. Next to the number is a copy icon. This can be used to copy and paste the document number to be used later.



4. Throughout the indexed data, there are small “megaphone” icons (see below) which allow the user to set up PRN alerts.



5. To navigate to the previous or next document in the results, at the top are two control buttons. Users can either click on the buttons or use a hot key.



Hot Key to navigate to the next document is CTRL + RIGHT ARROW

Hot Key to navigate to the previous document is CTRL + LEFT ARROW

ORDERING AND PURCHASING DOCUMENTS

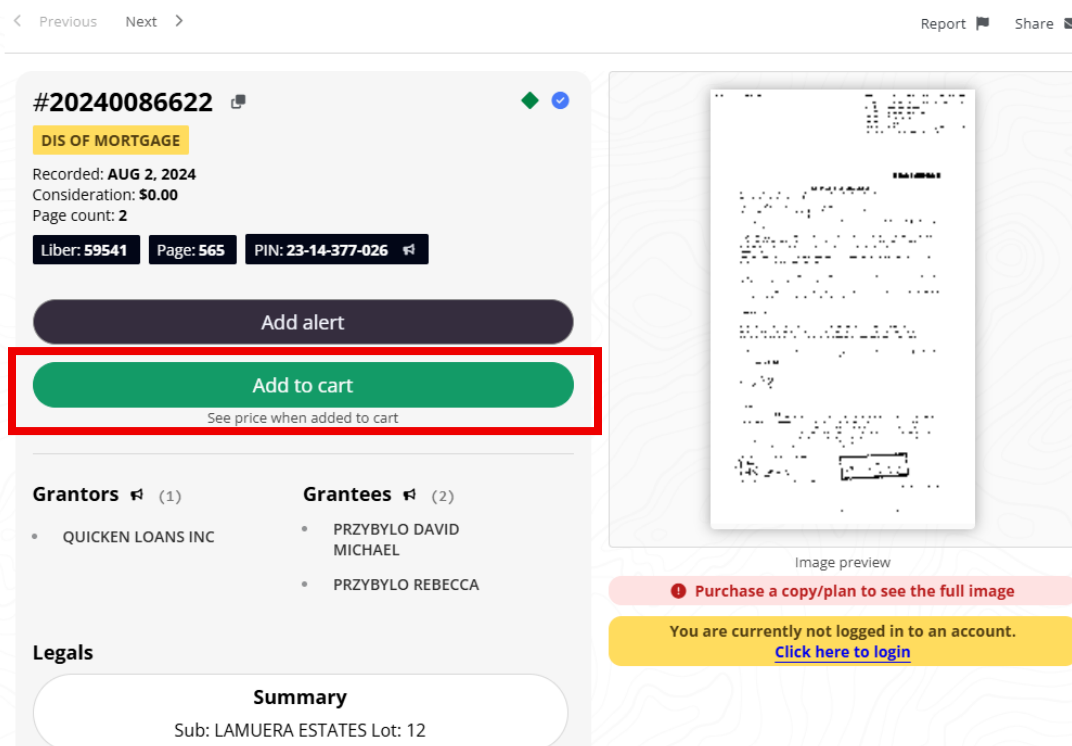
As described above, searching and viewing indexed data of recorded documents is free of charge. Payment is required to view or download document images.

Super Index users have two options to purchase downloads: individually through the shopping cart OR by subscription plan.

How to Complete a Single Purchase

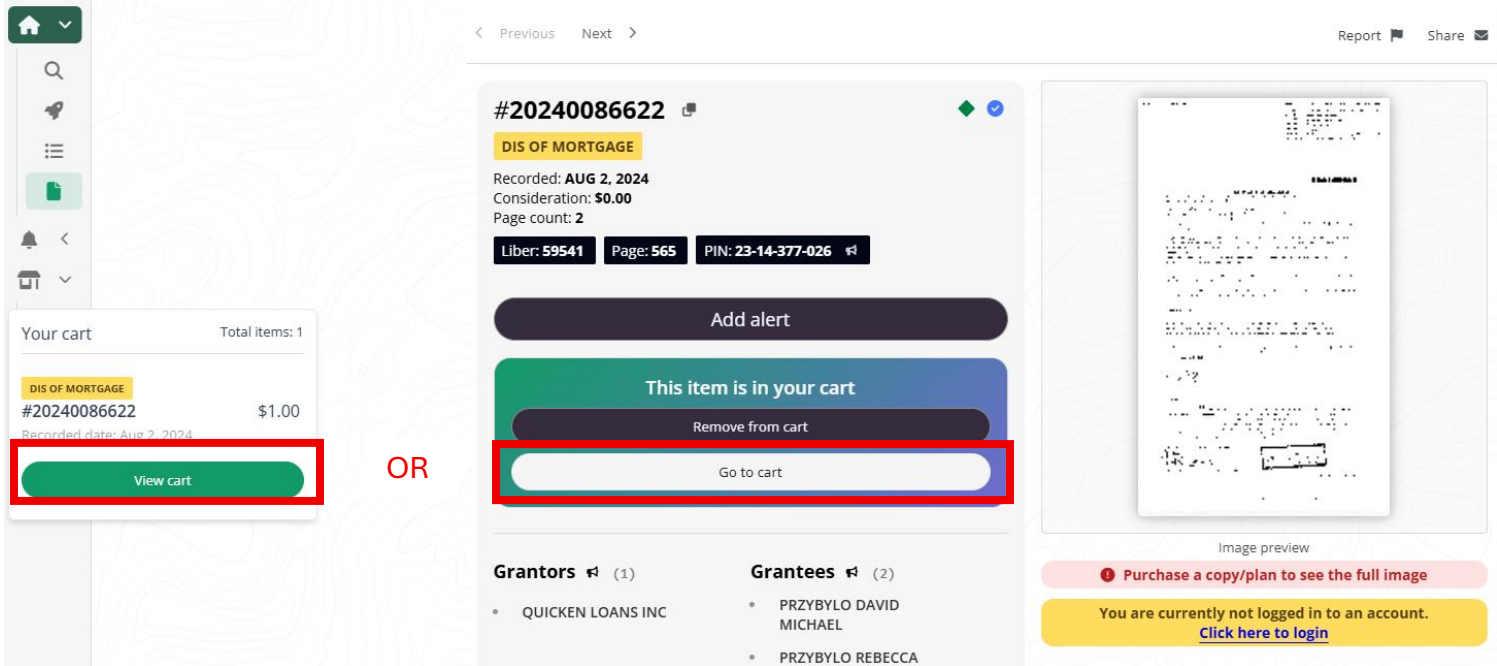
Users can purchase documents to view or download without an account. Here are the steps to complete a purchase to view or download a document image.

After running a search, users can select a document to view. Once the document opens, the following screen will appear. Users will click the “Add to Cart” button to purchase a copy of the document.

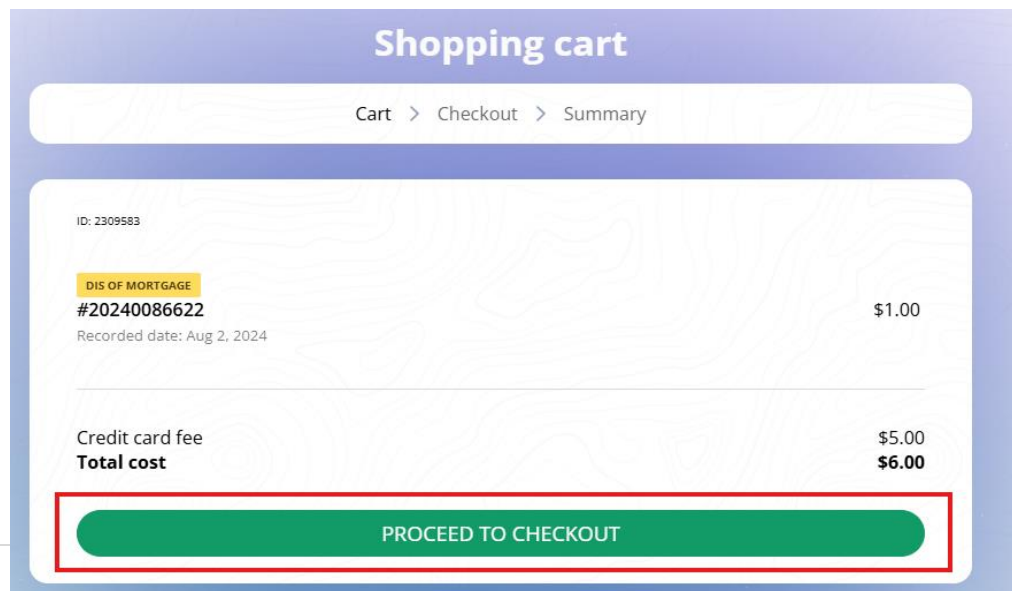


Document View for Non-Registered User

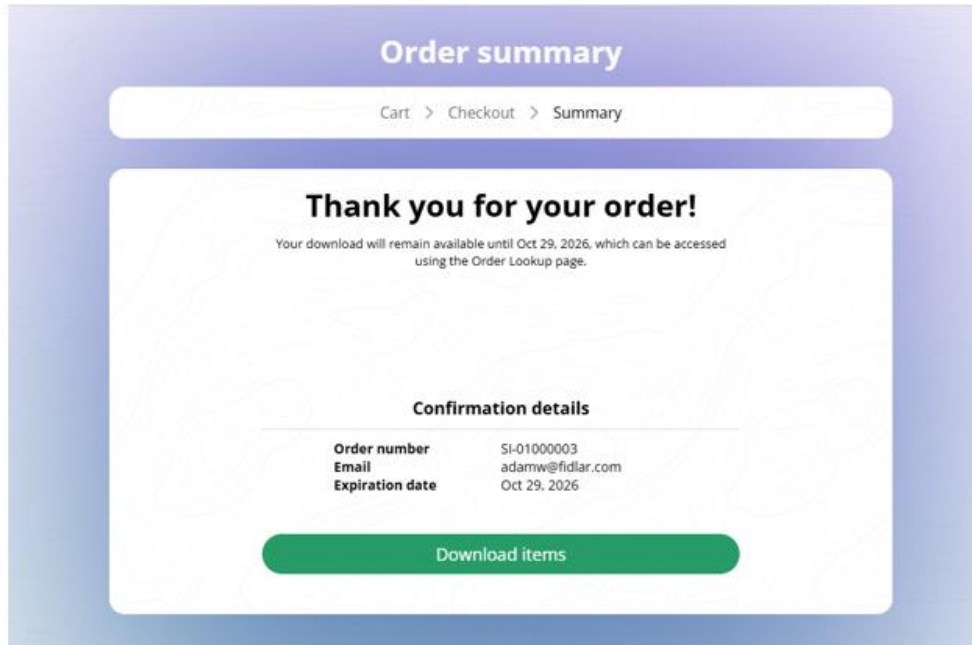
After clicking “Add to Cart” the following screen will appear. Users can click on the “Go to Cart” button, or the pop-up on the left-hand side of the screen. This will take the user to the cart where they will purchase the copy of the document.



When the user navigates to the cart the document and pricing will be listed. They will press on the “Proceed to Checkout” button to complete the purchase.

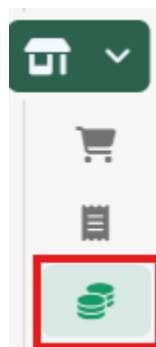


Users will enter information and a credit card to complete the transaction. The summary screen will appear with confirmation details, and a confirmation email will be sent to the email address that was entered. Users can choose to download documents from this screen.



Purchasing Documents with a Subscription Plan:

To purchase a subscription plan, navigate to the Shop > Plan tab on the left-hand side of the screen and select the desired plan.

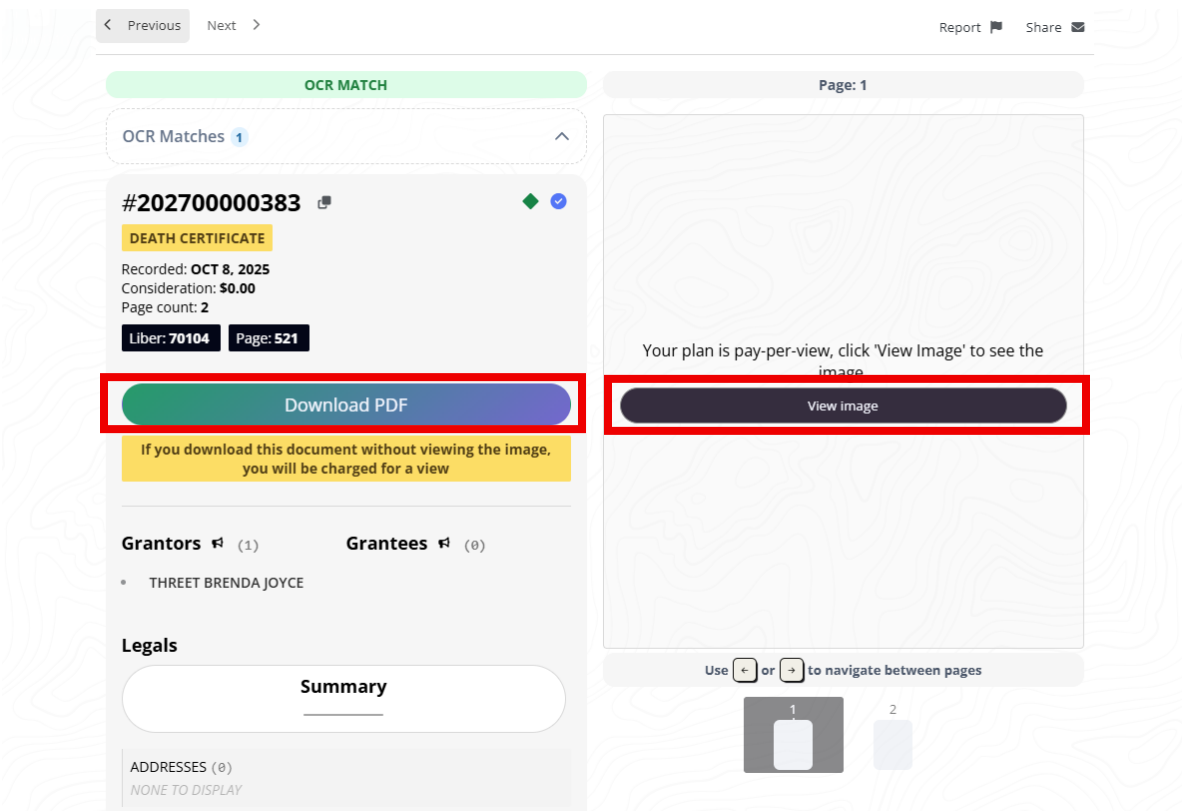


For more information about available subscription plans, visit the FAQ tab on the Super Index menu (the “clipboard question mark” icon on the left). A list of Super Index Subscription Levels and fees is also available on the Register of Deeds website at the “Property Records” page.

Subscription plan users can view details and download any document in the Super Index.

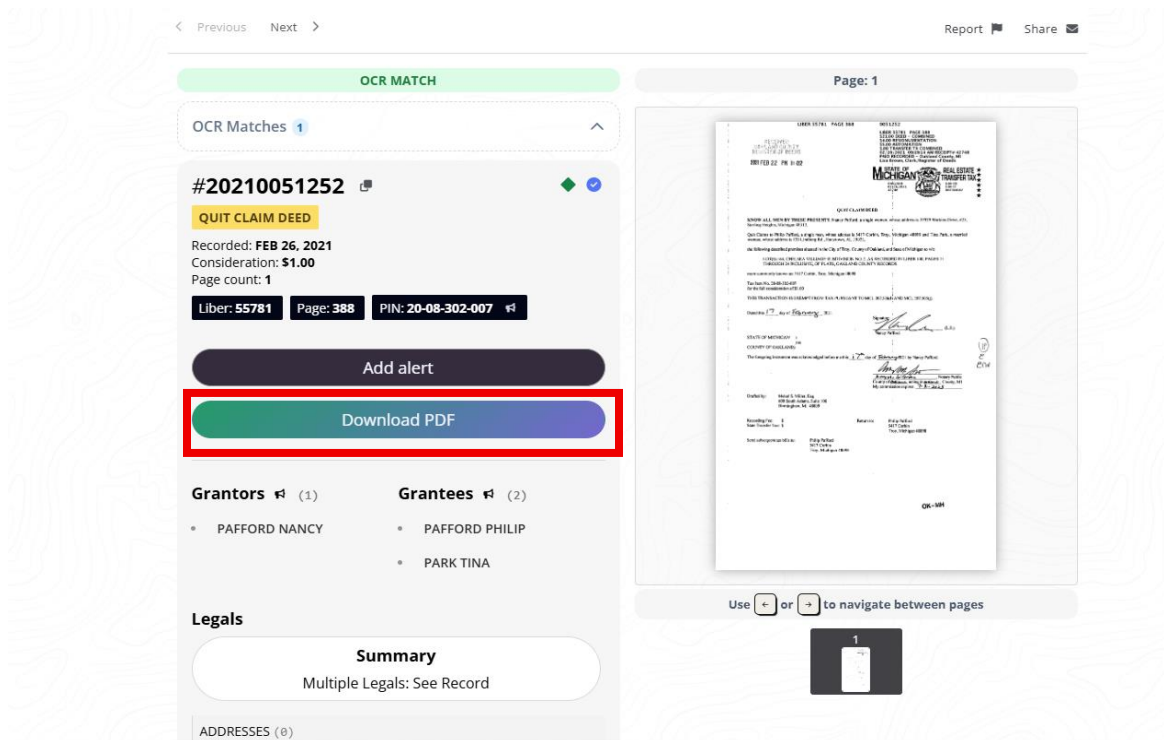
After running a search, users can select a document to view. Once the document opens, the following screen will appear. Users have the option to view the image on the right-hand side of the screen or select Download PDF on the left-hand side.

Please note that both actions are considered a “view” and will result in a charge to the user’s account.



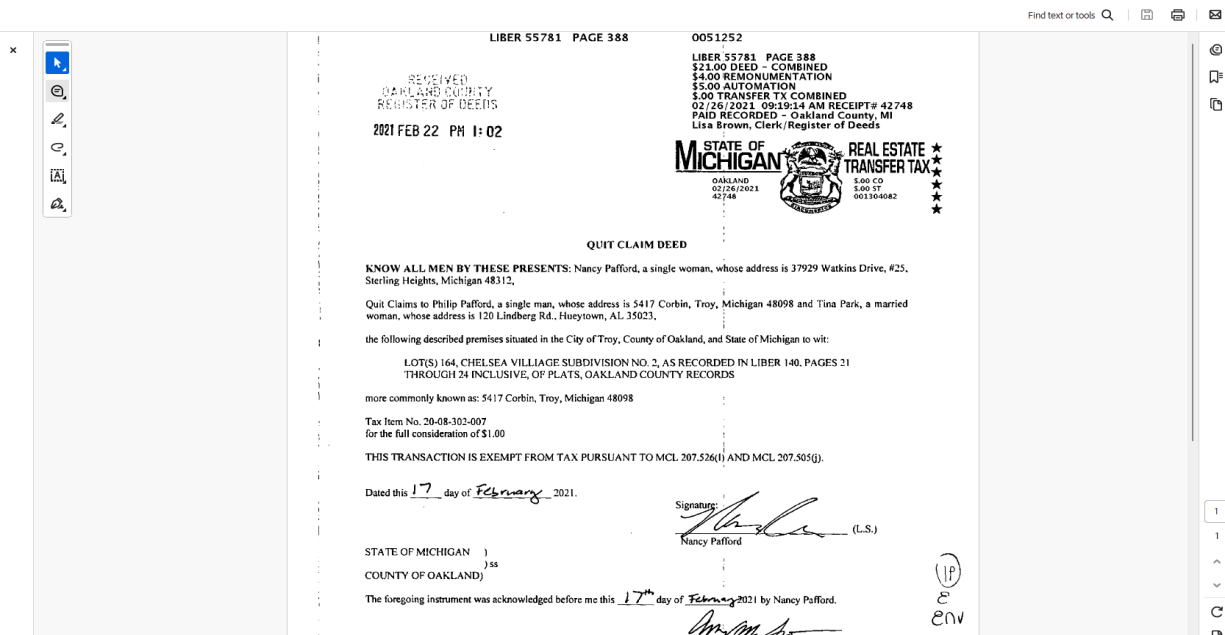
Document View Before Purchase

After the user clicks “View Image” the following screen will appear. The user can download the PDF or click on the image to view it.



Document View After Purchase

After the user clicks “Download PDF”, it will download to the computer and open in a separate PDF.



PDF Document View

Order Lookup

Users have 1 FULL YEAR to retrieve a document that was purchased. The order number and email address must be entered to look for a previous order.

Users will navigate to the “Orders” tab on the left side of the screen. Below is an example of an order lookup using the last 8 digits of the order number and the email address used when purchasing the document.

The user can download the PDF again here for no additional cost as long as it is within the 1-year timeframe.

The screenshot shows a web interface for "Order lookup". It features a sidebar on the left with navigation icons. The main content area has a search form with two input fields: "Order number" (containing "SI-01000003") and "Email address" (containing "adamw@fidlar.com"). Below the inputs is a "Lookup" button. The results section shows a table with one entry and a summary of costs.

#	Status	Doc name	Doc type	Recorded date	Price
1	✓	#20240065263	DIS OF MORTGAGE	Jun 12, 2024	\$1.00

Service fee	\$0.00
Credit card fee	\$5.00
Total cost	\$6.00

Download again

Your documents have been downloaded. Typically, they are located in your downloads folder.

Order Lookup Screen

For assistance with orders, contact:

Oakland County Register of Deeds

248-858-0606

deeds@oakgov.com

Fidlar Technical Support

563-345-1283

support@fidlar.com