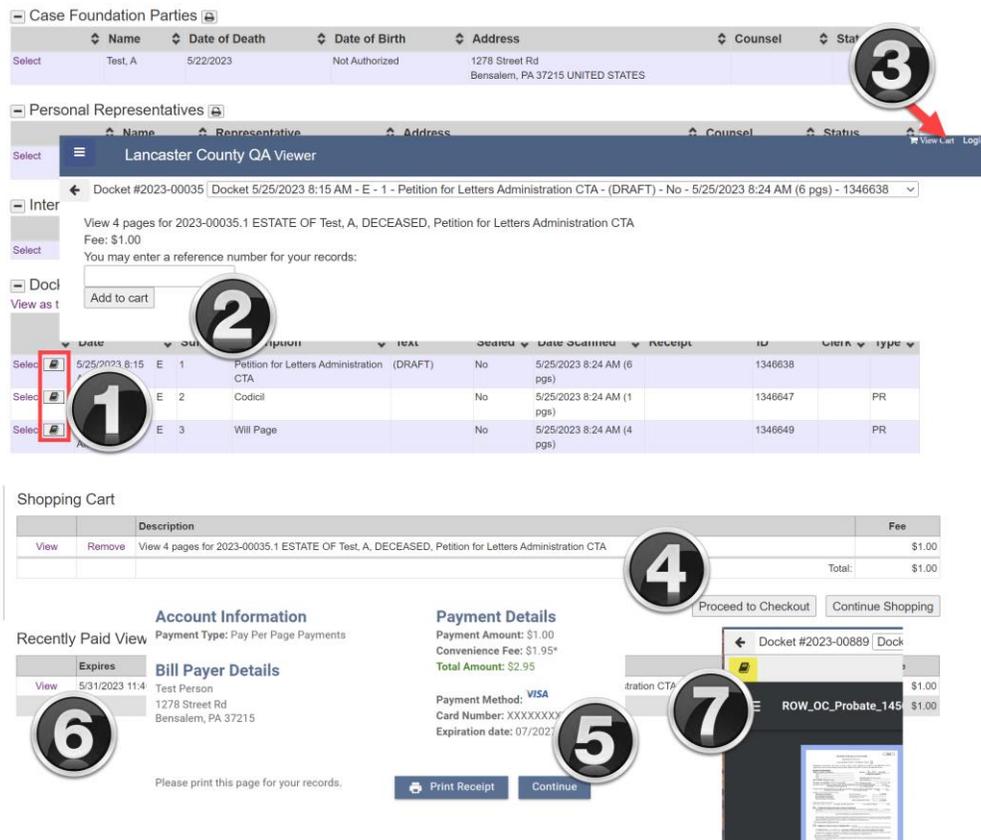


Document Access / Pay-Per-Page

1. Select the document you need to view.
2. Enter in a reference number (any number you will remember) and click “Add to cart”.
3. Repeat steps 1 and 2 for any additional documents you need to view and then click “View Cart”.
4. The Shopping Cart page will show all documents you are paying for – click “Proceed to Checkout”.
- (Note: If you are not a registered user, you will have to provide an email address and then click Continue.)
5. After being redirected to a payment system, enter in your payment method and continue.
6. The page will re-direct back to the Viewer. The paid for pages will be available in the “Recently Paid Views” section by clicking the “View” link for the document. You will also receive an email with the same links to access the documents. Please note that these documents are only available for 24 hours so you will need to take immediate action on them (i.e. save or print them).
7. When more than one attachment is associated with a single docket entry, a Book icon will be present to view all attachments associated with a single docket entry as a single pdf file.



The screenshot illustrates the user interface for document access and payment, with numbered callouts (1-7) highlighting key steps:

- 1:** Selecting a document from the 'Docket #2023-00035' list.
- 2:** Clicking the 'Add to cart' button.
- 3:** Clicking the 'View Cart' button in the top right corner.
- 4:** Clicking the 'Proceed to Checkout' button on the Shopping Cart page.
- 5:** Entering payment details (Payment Method: VISA, Card Number: XXXXXXXX, Expiration date: 07/2021).
- 6:** Clicking the 'View' link in the 'Recently Paid View' section.
- 7:** Clicking the 'View' link for a document in the 'Docket #2023-00889' section.

Contact Us

For assistance with questions or concerns, please contact the Register of Wills at 717-299-8242