

Horry County, SC

Recording Notification Service

User Guide & Documentation

****Disclaimer:** The Register of Deeds provides this service free of charge. It is dependent upon you, the end user, to utilize it in the best manner possible to help yourself. The ROD cannot be held liable for a missed notification due to incorrect use of the service by the end user, or a technical glitch which may occur.**

Subscribing to the Recording Notification Service

1. Navigate to: <https://acclaimweb.horrycounty.org/PublicRecordsNotificationWeb/Subscribe>
2. Complete the registration form by entering:
 - a. A valid email address
 - b. At least (1) individual or business name to monitor
 - i. If you wish to monitor more than one name, or instance of a name, you may do so by pressing the “+” button near the end of the line.
 - ii. If you wish to remove a selection you have entered in error you may click the trashcan icon to delete a name from the list.

****Please note:** All names are character specific. Meaning the name you are monitoring must match the name on a document that is being recorded exactly for the name to return a hit. So DOE JOHN is different than DOE JOHN JR, which is different than DOE JOHN J JR, etc. When in doubt if you want to monitor a name completely then have the system monitor all instances of that name.**

SIGN UP




Enter Email Address*

testing@horrycountysc.gov

Re-Enter Email Address*

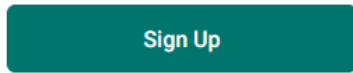
testing@horrycountysc.gov

Enter Identifying Information to be monitored

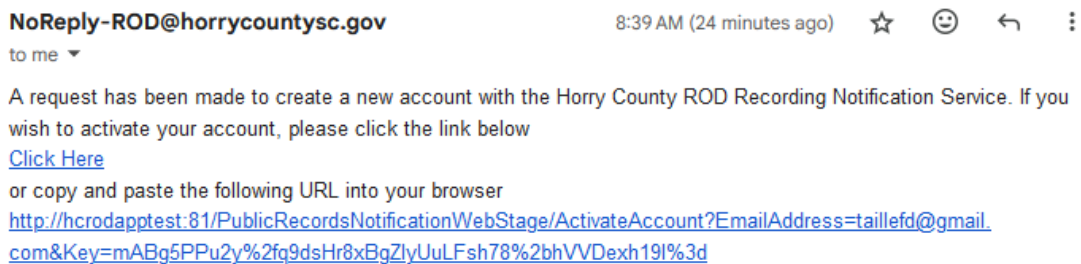
Select*	Last Name*	First Name Middle Name Suffix*	 
Individual Name	Doe	John	
Select*	Business Name*		  
Business Name	ABC Title Company		

3. Click the “Sign Up” button

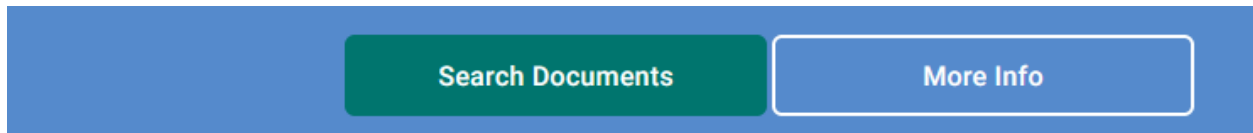
After signing up, check your email and follow the instructions to activate your subscription.



4. You will receive an email at the address you provided. Upon receipt of said email you will need to activate the subscription by completing the following steps:
 - a. Click the activation link provided in the County automated email
 - b. -OR- by copying and pasting the link into your browser



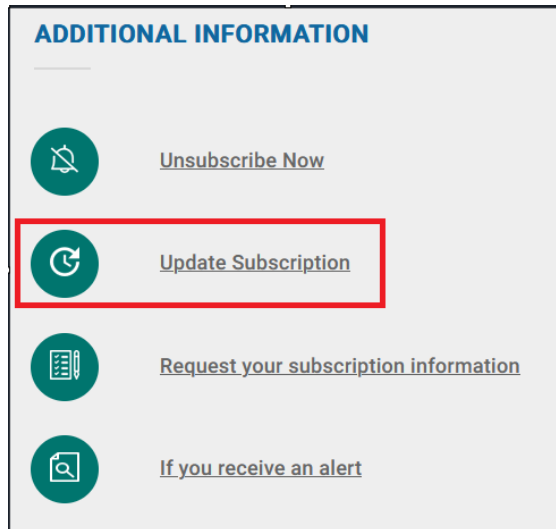
5. You will be taken to an “Activation Successful” confirmation screen on the RNS website upon clicking the link or pasting it into your browser.



ACTIVATION SUCCESSFUL

Updating Existing Recording Subscription:

1. Navigate to: <https://acclaimweb.horrycounty.org/PublicRecordsNotificationWeb/Subscribe>
2. Scroll down to the “Update Subscription” link and click on it



3. Complete the form by entering the email address you originally signed up for the service with and click the submit button.

UPDATE SUBSCRIPTION

Enter Email Address*

testing@horrycountysc.gov

Submit

4. The site will generate a confirmation email to validate your identity before proceeding. You will confirm your request to edit your subscription by completing the following steps:
 - a. Click the activation link provided in the County automated email
 - b. -OR- by copying and pasting the link into your browser

NoReply-ROD@horrycountysc.gov

8:56 AM (2 minutes ago)



to me ▾

A request was made to update the account associated with your email address. If you wish to update the account information, please click the link below

[Click Here](#)

or copy and paste it into your browser



<http://hcrodapptest:81/PublicRecordsNotificationWebStage/ConfirmVerification?EmailAddress=taillefd@gmail.com&Key=mABg5PPu2y%2fq9dsHr8xBgZlyUuLFsh78%2bhVVDexh19l%3d&VerificationNumber=627944>

Verification Number: 627944

****Please Note:** Your verification number should be automatically entered once you've clicked on the link provided in the automated email. This will redirect you to a screen that should appear as follows:

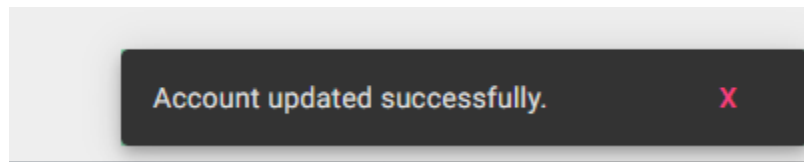
UPDATE SUBSCRIPTION

Enter Identifying Information to be monitored

Select* Individual Name ▾	Last Name DOE	First Name Middle Name Suffix JOHN	 
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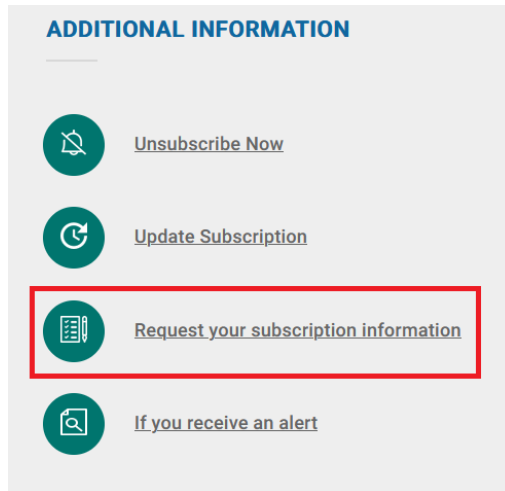
Update Subscription

5. Make any changes to the subscription you wish at this time and click the "Update Subscription" button when complete. A small window should appear in the lower right-hand corner to indicate that your update was successful.



Requesting a list of registered RNS subscribed names:

1. Navigate to: <https://acclaimweb.horrycounty.org/PublicRecordsNotificationWeb/Subscribe>
2. Scroll down to the “Request your subscription information” link and click on it



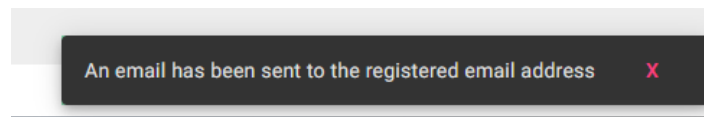
3. Complete the form by entering the email address you originally signed up for the service with and click the “request names” button.

REQUEST YOUR SUBSCRIPTION INFORMATION

Enter Email Address*
testing@horrycountysc.gov

Request Names

4. The site will generate a confirmation email to validate the user’s identity before proceeding. A confirmation window will appear in the lower right-hand corner of the screen.



5. You will receive an email containing the list of registered names you have requested to be monitored.

NoReply-ROD@horrycountysc.gov

9:11AM (2 minutes ago)



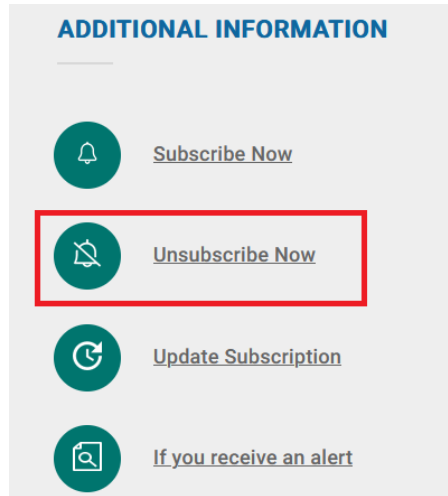
to me ▾

You have requested to receive notification when the following subscription criteria, (NAMES), are used in a document presented for recording at the Horry County Register of Deeds.

DOE, JOHN JR

Unsubscribing from the RNS:

1. Navigate to: <https://acclaimweb.horrycounty.org/PublicRecordsNotificationWeb/Subscribe>
2. Scroll down to the “Unsubscribe Now” link and click on it.



3. Complete the form by entering the email address you originally signed up for the service with and click the “Unsubscribe” button.

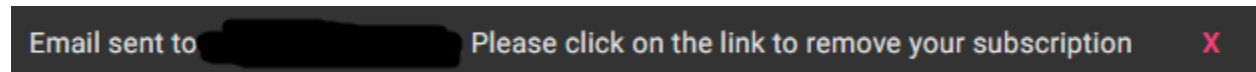
UNSUBSCRIBE

Enter Email Address*

testing@horrycountysc.gov

Unsubscribe

4. The site will generate a confirmation email to validate the user’s identity before proceeding. A confirmation window will appear in the lower right-hand corner of the screen.



5. The user will confirm their request to unsubscribe by completing the following steps:
 - a. Click the activation link provided in the County automated email
 - b. -OR- by copying and pasting the link into your browser

NoReply-ROD@horrycountysc.gov

9:21AM (21 minutes ago)



to me ▾

A request was made to unsubscribe from the Horry County ROD Recording Notification Service. If you requested this change please click the link below:

[Click Here](#)

or copy and paste the following URL into your browser

<http://hcrdadptest:81/PublicRecordsNotificationWebStage/ConfirmUnsubscribe?EmailAddress=taillefd@gmail.com&Key=mABg5PPu2y%2fq9dsHr8xBgZlyUuLFsh78%2bhVVDexh19I%3d>

6. If the user successfully unsubscribed from the service the following window should appear:

UNSUBSCRIBE SUCCESSFUL

Unsubscribed successfully.

END DOCUMENT