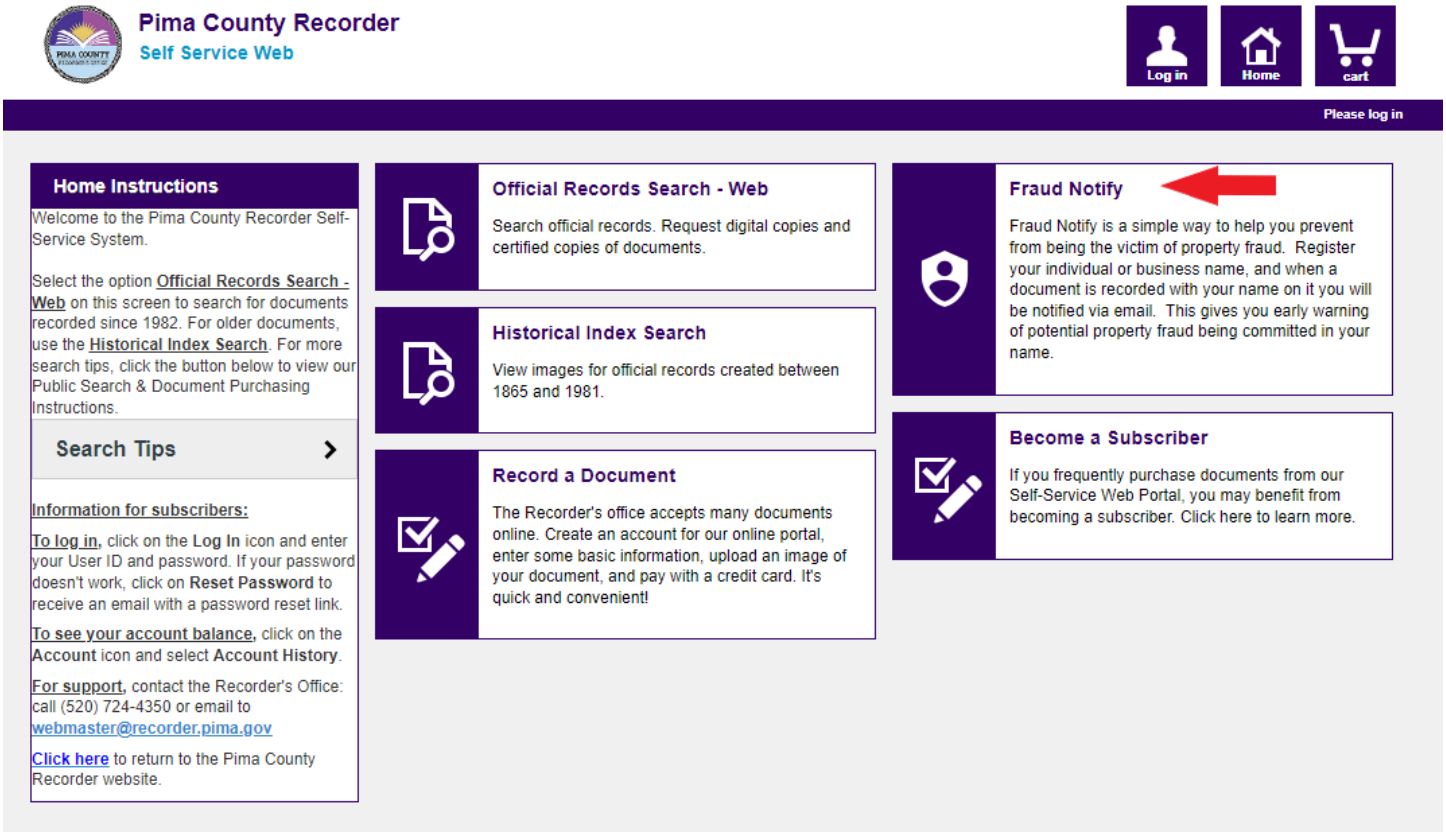
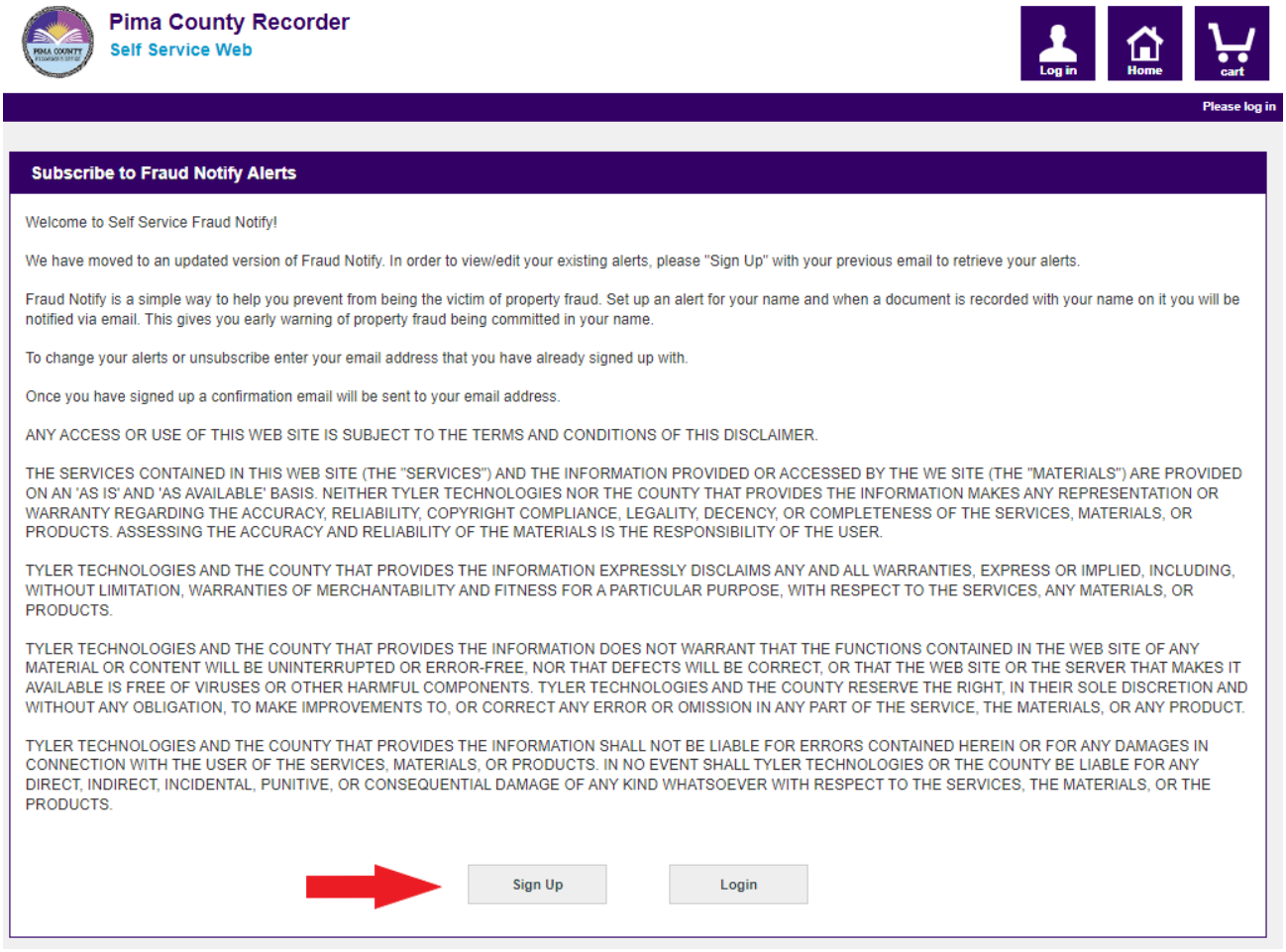
How to set up your Fraud Notify account

Step 1: Create an account

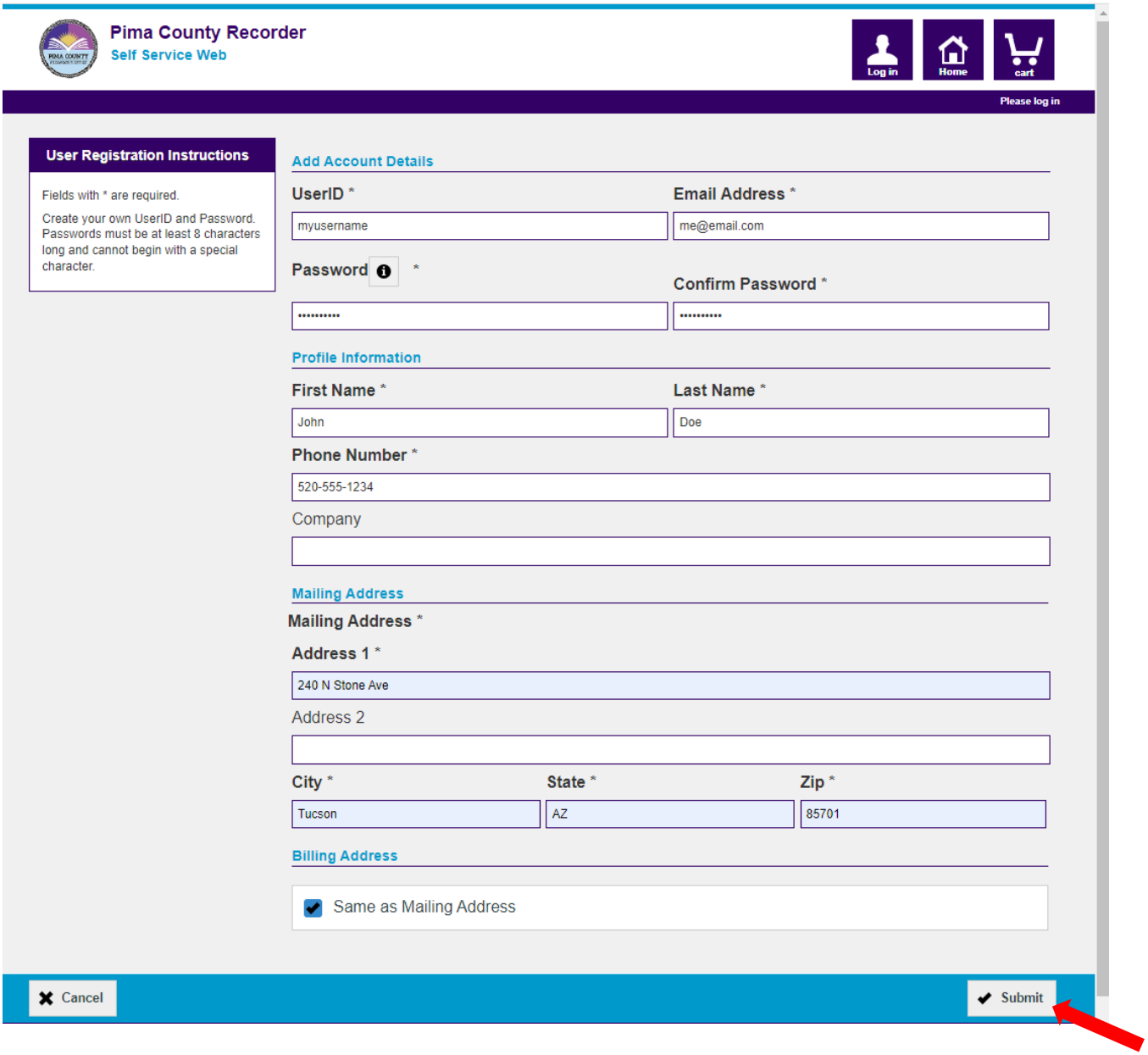
Go to the Pima County Recorder **Self-Service Public Portal** and click on the **Fraud Notify** button.



On the next page, click on the **Sign Up** button on the bottom of the page:



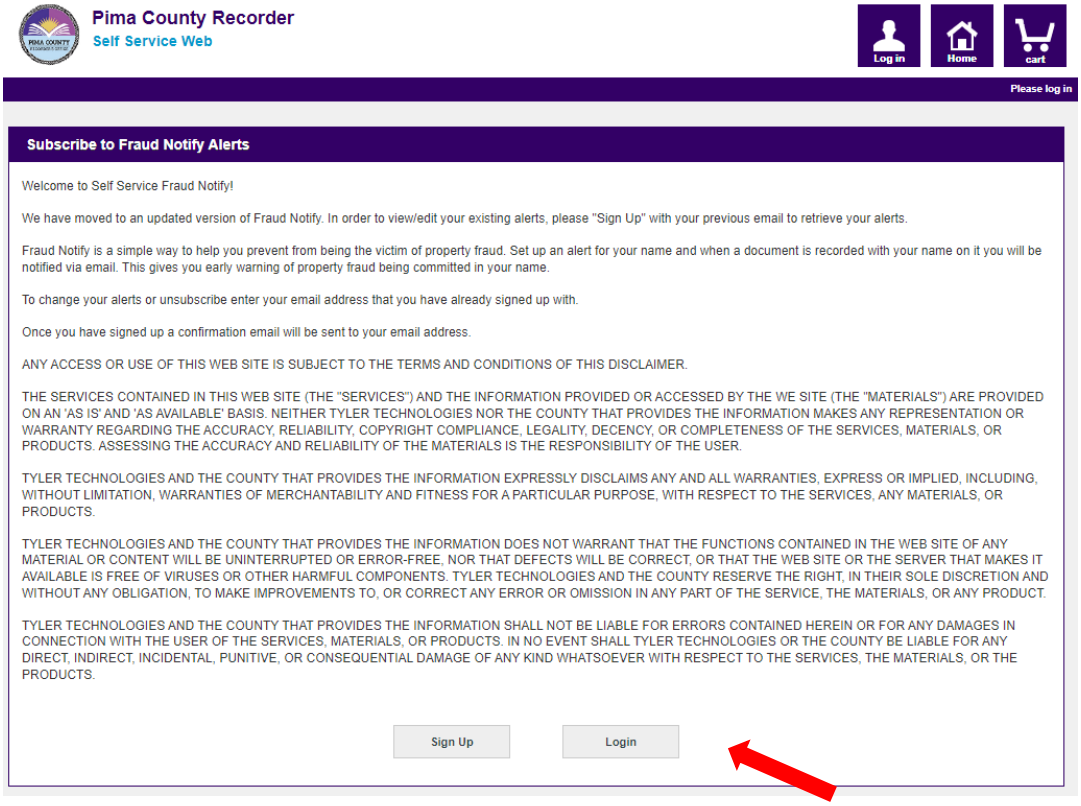
Fill out the Registration Form and then click on the Submit button at the bottom of the page. A verification link will be sent to your email address. Click on the link in the email to verify your email address and activate your account.



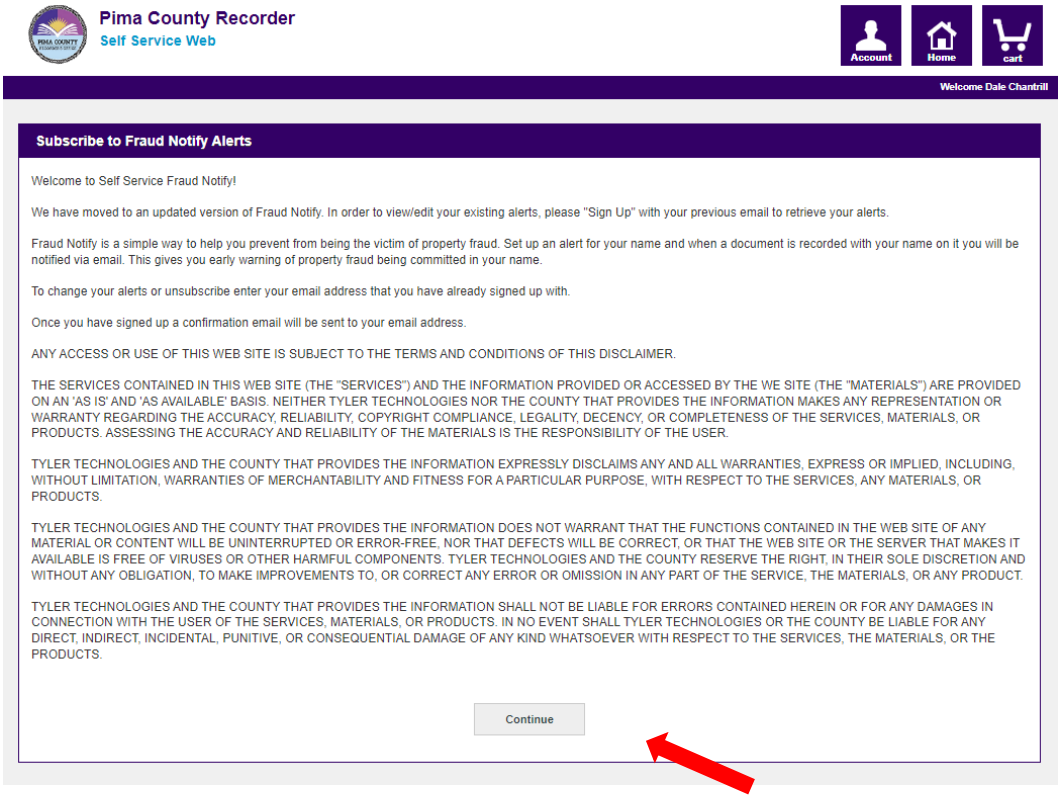
You aren't done yet! To fully set up Fraud Notify and receive notifications you must complete Step 2.

Step 2: Set up your Fraud Notify alerts.

Go to the [Self-Service Public Portal] and click on the **Fraud Notify** button as shown in Step 1. Then click on the **Login** button at the bottom of the page.

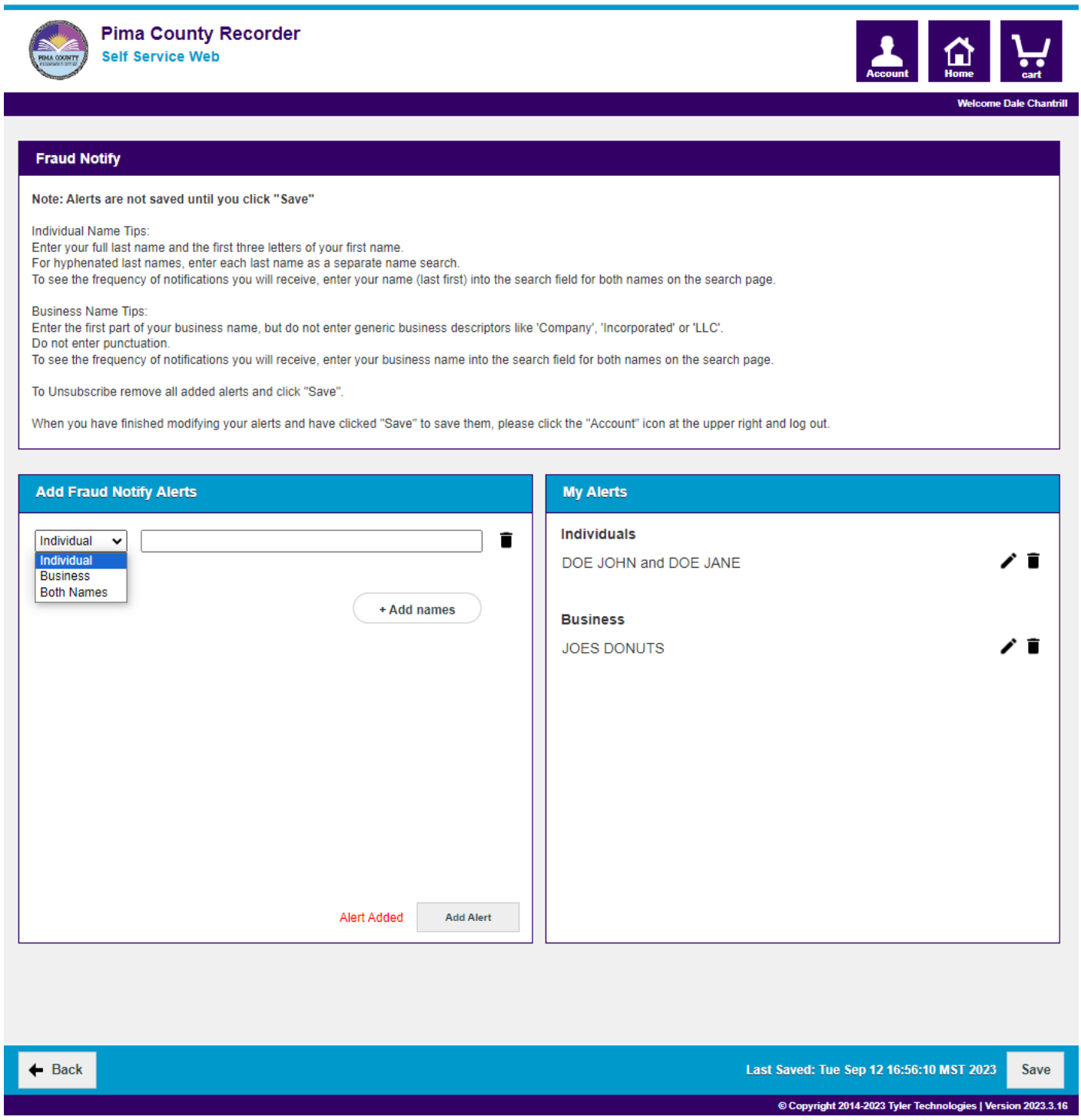


Log in with the UserID and Password you provided on the Registration form. Then click on the Continue button at the bottom of the disclaimer page.



On the Fraud Notify page, follow the instructions to add alerts for the individuals or businesses for which you wish to be notified. **See the last page for important alert instructions.**

- Type an individual name (last name first) or business name in the text box on the left. The pulldown allows you to select Individual, Business, or Both Names.
- Click the **Add Alert** button to add the name to your list of alerts on the right.
- Use the **Add names** button to create an alert on multiple names.
- Click on the Delete icon (garbage can) to remove an alert.
- Be sure to click the **Save** button at the bottom-right corner when you have finished.



Here are some helpful tips to manage your alerts most effectively.

Individual names:

1. Individual names ***must*** be listed with **last name first**, regardless of how the name appears on the document. The database where the records are stored is designed that way so your search must match that to trigger the alert. For example, for a person named Jane Smith, the alert must be entered as "SMITH JANE" to trigger the alert.
2. For name suffixes like "Jr.", "Sr.", "III", enter the suffix after the last name without any punctuation. For example, to receive an alert for "Robert Hyde Jr.", enter the alert as "HYDE JR ROBERT".
3. For hyphenated names, enter a space instead of the hyphen. For example, an "Allyson Reed-Jones" alert would be entered as "REED JONES ALLYSON".
4. Names that are grouped together on a document are stored separately in the database, so separate alerts must be created for each name. For example, the names of a married couple might appear on a document as "HENRY B & TINA M JONES" but they are indexed in the system as "JONES HENRY B" and "JONES TINA M".
5. To only receive alerts that include both (or multiple) persons' names, do NOT put both names on the same line. Instead, use the **+ Add names** button to add multiple names in a single alert. For example, if you use the **Add names** button to enter both "DOE JOHN" and "DOE JANE" names and then click the **Add Alert** button, it will create an alert that says "DOE JOHN and DOE JANE", and an alert will only be sent if both names are in the document.
6. Do NOT enter multiple names separated by a comma. An alert that reads "SMITH WILL, SMITH MARY, SMITH TIM" will never return an alert even if a document contains one or more of those names.

Business names:

1. Do not enter common suffixes like "Company", "Corporation", or "LLC".
2. Do not enter "The" at the beginning of the business name. For example, to receive alerts for a business named "The Money Tree LLC", the best alert to use would be "MONEY TREE".
3. Do not create separate alerts for "MONEY" and "TREE"; this will result in alerts being sent for any document that is recorded with the word "MONEY" or "TREE" in the name.

Other tips:

- Do NOT use any punctuation.
- Do NOT enter common words like "DEED" or "TRUST" as alerts.
- Do NOT enter any of the following as alerts, these items are not indexed:
  - Email Address
  - Physical or Mailing Address
  - Parcel Number
  - Social Security Number
  - Phone Number