www.androscoggindeeds.com

Welcome to our website

There are three options: <u>Log In</u>, <u>Free Access</u> and <u>Register as a new visitor</u>. The free access option will only allow you to do searches and view documents. Please enter the last and first names only. The least amount of information you enter, the more matches you will receive.

To <u>view</u> documents, on our home page, you will need to download the <u>"Browntech Image Plugin"</u>. When you are back on our home page, go to the <u>"Tools"</u> option on the menu bar, go to <u>"Pop-up Blocker"</u> and <u>"Turn off Pop-up Blocker"</u>.

When back on our home page, under the <u>"Tools"</u> option on the menu bar, go to <u>"Compatibility View settings".</u> In the box that pops up, our website address should appear in the <u>"Add this website:"</u> box. Click the word <u>"Add".</u> The address should now be in the bottom box. Close the window.

To log in, if you have an account already set up through our office, please just use the "Log In" option. If you do not have an account, select "Register as a new visitor", and follow the instruction. This allows you to print 500 pages at home or in your office for free. After the 500, it will be \$.50 per page.

After you have logged in, under the <u>"Main Menu"</u>, go to <u>"Set Viewing/Printing Preferences"</u>. In the boxes that appear, the circle next to <u>"Original Browntech Image Plugin"</u> should be filled in. If not, click the circle and click "Save".

In the office, copy fees are \$1.00 per page, \$5.00 for a plan. There is a \$5.00 fee for certified copies. Payment can be made by cash, check or credit and debit card. There is a bank fee for using a credit and debit card. If requesting by mail, please make sure the check is made payable to "Registry of Deeds". Please include the Book & Page numbers and a return address.

Our mailing address is:

Registry of Deeds 2 Turner St, Unit 4 Auburn, ME 04210

Our phone number is:

(207)753-2500, ext. 1981