SF Fraud Alert Portal

Step by step Instructions for:

- New Portal Users
- Existing Portal Users
- Modifying account information after Account Creation

In a Web browser go to: <u>https://sfflexsuiteweb.com/sffraudalert.aspx</u> then click on the link "Sign Up" highlighted in yellow on the screenshot below then follow each of the following screenshots in order to:



Create a fraud alert account as a New Portal User

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SF v. 2.0	FlexSuite ® Web		Users		?	6
	First Name	Adam	Email Address	adamuser@titlesearch.net]
	Last Name	User	Password	•••••		
	Company Name or ID	Title Search Company	Retype Password	••••••		
	Title	Researcher				
	Phone Number	555-444-3333				
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Add a fraud alert to an existing Portal Account



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First Name	Adam	Email Address	adamuser@titlesearch.net	
Last Name	User	Current Password		
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Title	Researcher	New Password		
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40			You are about to request access	s to the group Fraud Alert User.		
			Are you sure you want to contin	nue?		
			-	OK Cancel		
	First Name	e Adam		Email Address	adamuser@titlesearch.net	
	Last Name	e User		Current Password		
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546		You are now registered for fr. from SFFlexSuiteWeb about y If you do not receive it within support.	says aud alerts. You should receive an email your request to join the Fraud Alert group. a reasonable time frame, please contact					?	
First Name	Adam		ОК	adamuser@titlesearch.n	et				
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Company Name or ID	Title Search Company		New Email Address						
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46	e ® Wed		www.sfflexsuiteweb.com says Your temporary access to the group accepted. You may request access Application Window to access this	p Fraud Alert User has been to other groups or open the group's applications.	_	?
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	Last Name	User		Current Password		
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		Users	
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Fraud Alert Information			?	6
Fraud Alert Information:				
 New users must sign up (see link above) in order to register for the service. After submitting the sign up form, click the + button on the grid to request access to the fraud alert group. 				
The SF Fraud Alert Portal allows users to register for e-Mail alerts at the following counties: ATCHISON DEKALB GENTRY IRON				
MADISON MERCER PEMISCOT PIKE				
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- The registered users will receive e-Mails every time their name appears on a document being recorded in one of the above counties. The users will have the opportunity to identify the transaction as legitimate or take actions if it is not.
 Go to the User Profile app to change your name or email address if needed if you are registered. Click here for instructions on how to get to the User Profile and here for instructions on how to update the information.



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	Las	t Name	User					Current Password	•••••					
	Company Nam	e or ID	Title Sea	rch Company				New Email Address	adamuser1@	titlesearch.net				
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