



AlertMe User Guide

NEW USERS

Step 1: Click **Register here**

Step 2: Fill in the required fields and click **Register**

AlertMe

Log in to manage your notifications

Email

Password

Log In ?
[Forgot password?](#)

Don't have an account?

Register here

For questions regarding your account, please contact DTS via email at: allsupport@dts-doc.com

Register for AlertMe

To register, please complete the below information.

Email

Phone

First Name

Last Name

Password

Text Alerts Optional

123-456-7890 Verizon

Register ?

Step 3: You will receive the message below if the user was created successfully. Click **OK** and proceed to your email inbox or Spam folder to finalize the registration process. You should receive an email from LucasAlertMe@gmail.com. This email is to verify the address and provide an activation link. If the user does not get an email, please have them check their spam/junk folder. If no email is ever received you can send an email to allsupport@dts-doc.com.

User Created. Please check your email for your activation link.

OK

Step 4: You will receive the email notification below. Click on the blue link to confirm your account. It will direct you back to the AlertMe page to Log in.

Thank you for signing up for the Lucas County Recorder AlertMe system.

Please confirm your registration by clicking this link:

[https://lcapps.co.lucas.oh.us/alertme/default.aspx?pin=3146&email=\[REDACTED\]](https://lcapps.co.lucas.oh.us/alertme/default.aspx?pin=3146&email=[REDACTED])

If the link does not direct you to the registration page, copy and paste the link into a new browser address bar.

Please e-mail or call us if you require any assistance.

Note: If the link does not direct you to the registration page, copy and paste the link into a new browser address bar and **Enter**. This confirms your account and takes you back to the AlertMe page to Log in per Step 5 below.

Step 5: Enter your email and password and click **Log In**

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Step 6: Upon logging in, you will be directed to the Manage Notifications page.

AlertMe

TEXT ALERTS

Manage Notifications

Sign Out

Add a new Notification (name info you would like to receive email alerts for)

Add as many name variations below as necessary to ensure you receive the notifications expected. Note that including a middle name could exclude results which do not include a middle name, but if you have a common first and last name it can help to reduce unnecessary matches.

Last Name or Organization First Name Middle Name Create Notification

Current Notifications

Delete	Date	Last	First	Middle
Notification Table Empty				

Emailed Notifications History

Date Sent	Instrument	Doc Type	Last	First Middle
Notification History Table Empty				

Add a new notification by filling in the Last Name or Organization, First Name and Middle Name and clicking **Create Notification**.

Current Notifications displays the active notifications you will be emailed about. (This table will be empty for new users.)

Emailed Notifications History section displays email alerts history previously sent.

Change Password by clicking the Text Alerts gear and selecting **Change Password**. Enter your current password, new password and **Submit**.

AlertMe

TEXT ALERTS

Text Alerts

Change Password

Change Password

Current Password: Current Password

New Password: New Password

Submit

Sign Out

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Last Name or Organization First Name Middle Name Create Notification

Add or Update Mobile Alerts by clicking **Text Alerts** and entering the required information then clicking **Submit**.



You will receive a pop-up message in the upper right corner of the screen verifying the update.



Once finished, click the sign out button at the top right and you will be directed back to the login page.