

LAREDO ANYWHERE USER GUIDE

(Updated 07/2025)

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LAREDO ANYWHERE

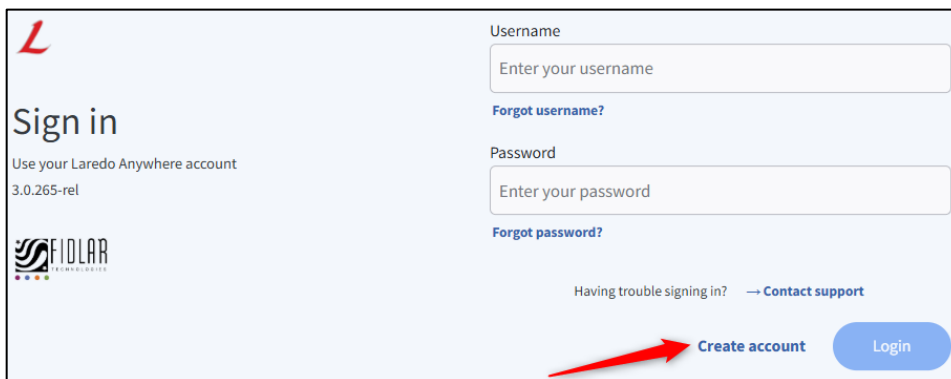
SEARCH GUIDE

(Updated 07/2025)

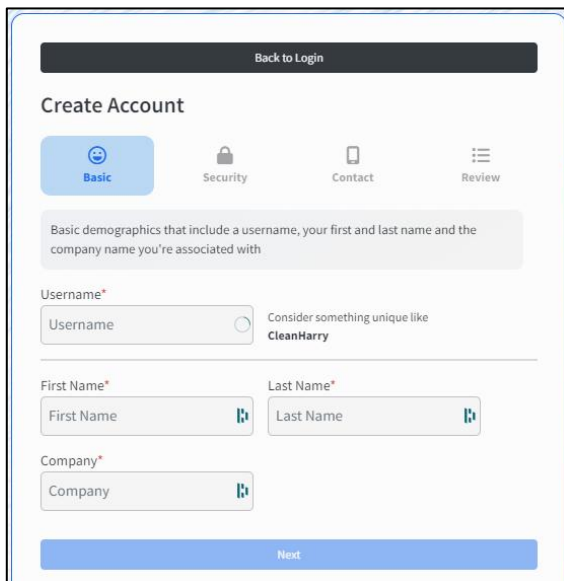
CREATING A LAREDO ANYWHERE ACCOUNT

NOTE: Laredo Anywhere is the new version of Laredo that is replacing the Laredo Desktop search program. In order to start searching in Laredo Anywhere, you will need to first set up a new Laredo Anywhere “umbrella” account then link your existing Laredo Desktop account’s username and password to the new Laredo Anywhere account. If you have multiple Laredo Desktop accounts, you can link all of them in one Laredo Anywhere account. Creating a Laredo Anywhere account does not add any additional cost to your Laredo subscription.

1. Open your internet browser and go to www.LaredoAnywhere.com.
2. Click **Create account**.



The **Create Account** page shown below will display.



3. In the **Basic** screen, enter a **Username** then fill in the rest of the fields. When selecting your username, please remember that you will not be able to change it after completing the signup process. This username is NOT necessarily your Laredo Desktop search program username; this can be any username you wish. However, you *can* utilize the same username as your Laredo Desktop login.

NOTE: Fidlar Technologies and our county partners take your privacy and data security very seriously. The information provided will never be sold or abused.

4. Click **Next**.

Back to Login

Create Account

Basic Security Contact Review

Security, namely just your password

Password*

Confirm Password*

ERROR: Password must be at least 8 characters long

Next

5. In the **Security** screen, enter your desired **Password** then reenter the same password in the **Confirm Password** field. When creating a password, please note that it must be at least eight (8) characters long. Also, this is a unique password of your own creation; you do **not** need to utilize your Laredo program password.

NOTE: This password can be changed by the Laredo user at any time. See page 54 for details on this process.

6. Click **Next**.

Back to Login

Create Account

Basic Security Contact Review

Another bit of general information; important updates will be forwarded to you through these if you so desire

Email Address*

Allow alerts to be sent to this email address?

Yes No

Phone

Next

7. In the **Contact** screen, enter your **Email Address** and **Phone** number. When entering your email address, please be sure to use one that is monitored regularly.

8. We recommend leaving the **Allow alerts to be sent to this email address?** option set as **Yes** so as not to miss any important communications.

NOTE: This contact information will be used to communicate important updates as well as for username/password retrieval.

9. Click **Next**. The **Review** screen shown below will display.

Back to Login

Create Account

Basic Security Contact Review

Make sure all your information is just how you want it - everything can be updated later except for your username. Click a review item to edit

Username SampleLAW

Name Doe, John

Company Fidlar Technologies

Password *****

Email JohnD@fidlar.com

Alerts Yes

Phone ((555) 555-5555)

Create Account

10. Review your information carefully then click the **Create Account** bar at the bottom of the page. The screen shown below will display.

L

Sign in

Use your Laredo Anywhere account
3.0.265-rel

FIDLAR

Username

Enter your username

[Forgot username?](#)

Password

Enter your password

[Forgot password?](#)

Having trouble signing in? → [Contact support](#)

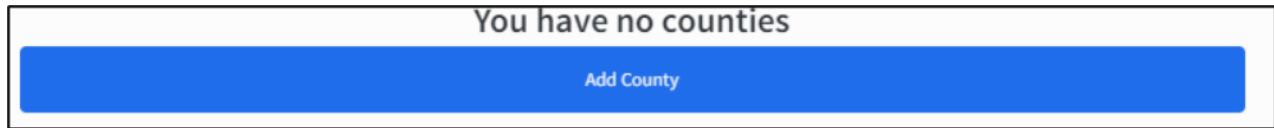
Create account Login

11. To log into Laredo Anywhere, enter your **Username** and **Password** in the **Sign in** screen then click **Login**.

LINKING A COUNTY LAREDO SEARCH ACCOUNT

Once you have set up your general Laredo Anywhere account, you will need to link your county-specific Laredo account(s) to the Laredo Anywhere account. Please be sure that you have created a Laredo Anywhere account (see the steps noted above). Additionally, you will need to have signed a Laredo agreement with each county in which you will be searching and received a username/password for utilizing Laredo.

1. Log in to your Laredo Anywhere account, utilizing your newly-created **Username** and **Password** then click **Login**. The **Add County** bar shown below will display in the dashboard screen.



2. To link your county-specific Laredo search account(s) to the Laredo Anywhere account, click the **Add County** bar in the dashboard screen. The account setup wizard screen shown below will display.

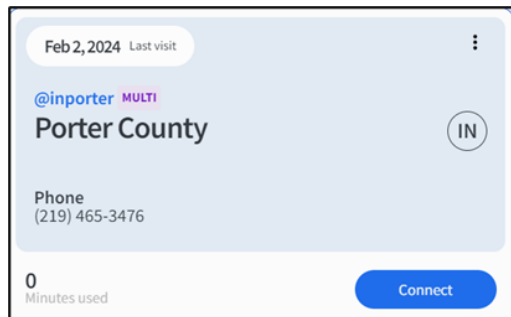
A screenshot of a modal window titled "Add a county" with a close button (X) in the top right corner. Inside the modal, there is a checkbox labeled "Show only Fildar Customers". Below this are two dropdown menus: "State" with the placeholder "Select a State" and "County" with the placeholder "Select a County". Under the "County" dropdown is the text "Connect to the County". Below these are two text input fields: "County @Username" with the placeholder "Enter county username" and "County Password" with the placeholder "Enter county password". At the bottom of the modal is a blue button labeled "Add County".

3. Select the relevant **State** and **County** in which you would like to search for land records.



NOTE: If you see a **Multi** tag next to a county, this means that the county will allow you to link multiple Laredo search usernames from your county subscriptions to the same Laredo Anywhere account. This allows users sharing usernames/passwords to have their own Laredo Anywhere accounts to accommodate their unique searching needs.

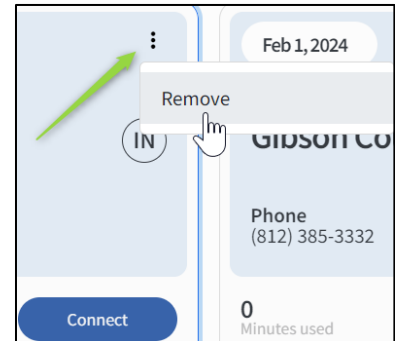
4. Enter your Laredo **Username** and **Password** in the appropriate fields then click **Add County**. A confirmation message will display in the upper right corner of the browser window.
5. You may repeat the above three steps to add additional counties to your Laredo Anywhere account or click the **X** in the top right corner of the wizard to exit.
6. Once a county Laredo login username has been added to your Laredo Anywhere account, a "tile" listing that Laredo username will display on your Laredo Anywhere dashboard screen.



7. Each county's Laredo login tile will display the following information:

- a. The date you last logged into Laredo for the particular county
- b. The Laredo username, preceded by the @ symbol (e.g., "@inporter")
- c. The **MULTI** user identification if the county allows for this functionality (see Page 5 for details)

- d. The state and county name for this Laredo user
 - e. The phone number for this Laredo County
 - f. The number of minutes this particular Laredo username has been logged into Laredo for the current month
8. To remove a Laredo username tile from your Laredo Anywhere dashboard, click the 3 dots in the upper right corner of the tile.
 - a. Click **Remove**.
 - b. **NOTE:** Removing a county Laredo account from your Laredo Anywhere dashboard does NOT delete that county's Laredo account. You will still need to contact the county office to cancel your Laredo subscription if desired.

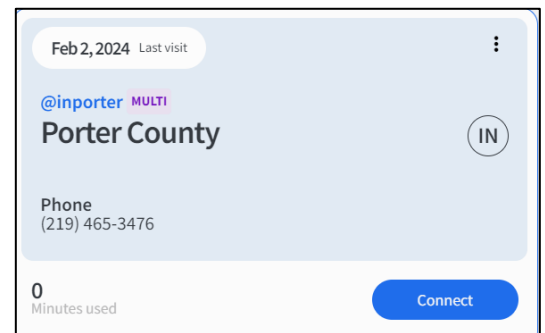


LOGGING INTO LAREDO

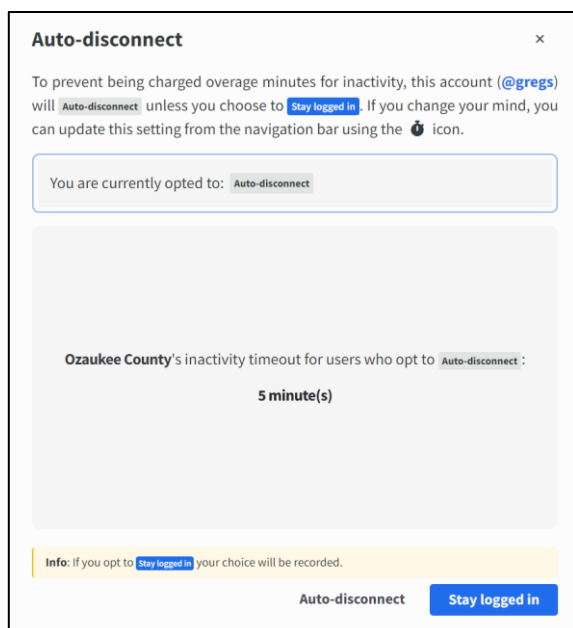
NOTE: The steps below assume that you have set up your general Laredo Anywhere account and have linked a specific county's Laredo account to Laredo Anywhere.

1. Once you have logged into Laredo Anywhere, click the desired county's **Connect** button in the dashboard screen. You will be auto-logged into Laredo.

NOTE: Once you enter your username and password in the **Add a county** screen shown on the previous page, you will not need to enter your username and password again to open Laredo.



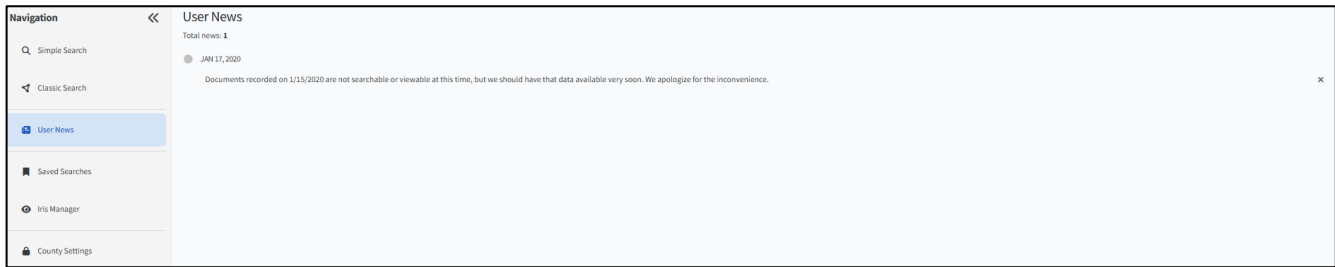
2. If you log into a remote (billable) Laredo account, a screen similar to the following will display when you log in each time.



- a. To auto-disconnect from Laredo after a county-defined amount of inactivity in Laredo, click the **Auto-disconnect** option at the bottom of the screen. This is recommended if your Laredo billing plan is not an unlimited minute plan.
 - b. To stay logged into Laredo, even if there is no activity in the program for a period of time, click the **Stay logged in** option at the bottom of the screen.
- NOTE:** Selecting the **Stay logged in** option could result in being billed for overage minutes by the county for Laredo usage that exceeds your per-minute plan (if applicable).
- c. If you are utilizing Laredo as an "Internal" user (for example, as a county employee), the **Auto-disconnect** window will not display.

LAREDO MENU – PART 1

When you first log into a county Laredo account from the Laredo Anywhere dashboard, the menu bar shown on the left side of the image below will display with the **User News** section open.



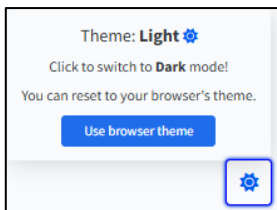
NOTE: Depending on the county's Laredo configuration, the left menu bar may display in a collapsed view (see the image on the right). In the collapsed view you can hover the mouse over any icon in the menu bar to display a popup description of the item.

1. To expand the menu bar view, click the double **Arrow** at the top of the menu bar.

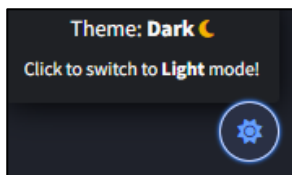
NOTE: See sections later in this manual for a description of the rest of the items in the Laredo menu bar.

DARK AND LIGHT MODE

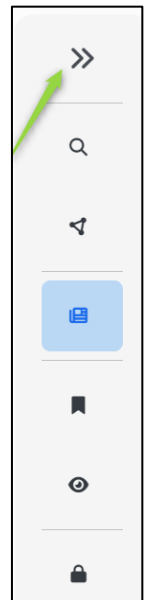
You can set your lighting theme in Laredo Anywhere to either a dark mode or a light mode. By default, the mode for Laredo Anywhere will be set to your web browser theme. The default lighting theme will be indicated by the icon in the lower right corner of the Laredo Anywhere screen. Hover the mouse over the icon to display more information.



1. The sun icon indicates that Laredo Anywhere will display in **Light** mode. To change the theme to **Dark** mode, click the sun icon. The icon will change to a crescent moon and the theme will be changed to dark mode.



2. To change back to Light mode, click the crescent moon icon.

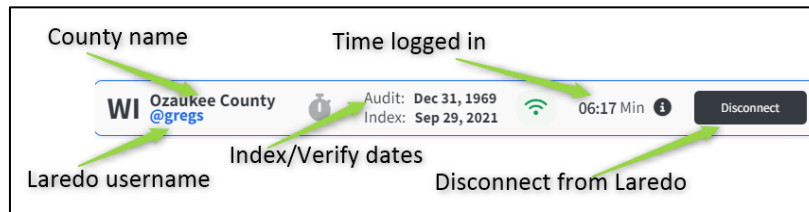


CLASSIC SEARCH

1. To begin searching for documents, click **Classic Search** in the menu bar. The search criteria screen shown below will display.

The screenshot shows the 'Classic Search' interface. At the top, there's a navigation bar with 'Dashboard', 'Library', 'Search', and 'Settings'. The 'Search' section is active, showing 'Classic Search' with a 'Run' button and a 'Clear criteria' button. Below this, there are several search criteria sections: 'Party' (Last/business name, First name, Exact search), 'Document' (Start date, End date, Document type, Search group), 'Additional Criteria' (Address, Associated Documents, Location, Parcel, Subdivision, Survey Map, Tract), and 'Access Codes' (Access code). Each section has an 'Add' button and a 'Delete all' button. The 'Party' section shows 'No parties added'. The 'Document' section shows 'No documents added'. The 'Additional Criteria' section shows 'No subdivision added'. The 'Access Codes' section shows 'No access codes added'. The top bar displays 'WI LaCrosse County @wilacrosse', 'Audit: Apr 25, 2025', 'Index: Apr 25, 2025', '00:35 Min', and a 'Disconnect' button. The sidebar on the left has icons for 'Dashboard', 'Library', 'Search', and 'Settings'.

The following information is displayed at the top of the Laredo Anywhere screen:



- a. The county you are logged into
- b. The Laredo username that is logged in
- c. The number of minutes you have been logged into Laredo for the current session
- d. The recording dates that the county is indexed and verified (audited) up to
- e. The **Disconnect** button for disconnecting from the current session of Laredo

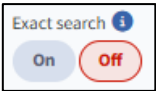
PARTY NAME & DOCUMENT INFORMATION SEARCH

PARTY NAME SEARCH

1. To search by party name, enter the last name in the **Last/business name** field and the first name, or a portion of the first name, in the **First name** field. There is an unseen automatic wild card at the end of both the last name and first name fields so you can enter a portion of the first name and Laredo will return results for any first name that begins with the letters entered. For a business name, enter the entire business name or the first portion of the business name in the **Last/business name** field.
2. Click **Add** then click the **Run** bar at the top of the screen to display the search results. (See the “**SEARCH RESULTS...**” section on page 19 for details on viewing data and images in the search results.)

ADDITIONAL PARTY NAME SEARCH TIPS:

3. To search for multiple names in one search, enter each party name then click **Add** after entering each one. The search results will return records for all party names added.

- a. Click the **X** to remove any of the names you have added. To remove all of the names you have added, click the **Delete All** option above the names.
4. If you are uncertain of the spelling of a party name, enter the % symbol (the wildcard in Laredo) anywhere in the beginning or middle of the name. For example, to search for the last name “Fisher” and “Fischer”, enter “Fis%er”. The single wildcard will fill in multiple letters. (**NOTE:** There is automatically an unseen wildcard at the end of any value you enter in both the **Last/business name** and **First name** fields so there is no need to enter one at the end.)
 - a. **TIP:** For party names entered as trusts, or government entities such as township names, sheriff names, city officials, etc., it is often helpful to enter the wildcard (%) in the beginning of the **Name** field.
 5. To ignore possible spaces and punctuation in names, select the **Off** toggle in the **Exact search** option before you click the **Add** button. (The **Exact search** toggle is typically set to **Off** by default.) For example, with **Exact search** set to **Off**, a search for “Walmart” will return results for “Wal-mart”, “Wal Mart”, etc. Additionally, a search for “Oneil” will return results for “O’neil” and “O neil”.
 - a. To search for an exact match for the name entered, click the **On** option in the **Exact search** field. For example, with **Exact search** set to **On**, a search for “Oneil” will not return results for “O’neil”.
 - i. **NOTE:** With **Exact search** set to **On**, if you enter a portion of the first name in the **First name** field, you will need to manually enter the % sign (wild card) at the end of the letter(s) entered in this field in order to return results for any first name that begins with the letter(s) entered.
 - ii. Related to the previous note, with **Exact search** set to **On**, there is also not an unseen wild card at the end of the **Last/business name** field so a search for “Williams”, for example, will NOT return results for “Williamson”.

- b. If you neglected to click the desired **Exact search** option before you added the name, click the **EXACT SEARCH** field next to the added name to change the setting.
6. To apply any alias names you have created in IRIS, click either **County** or **User** in the **IRIS** option of the **Party** name search criteria.

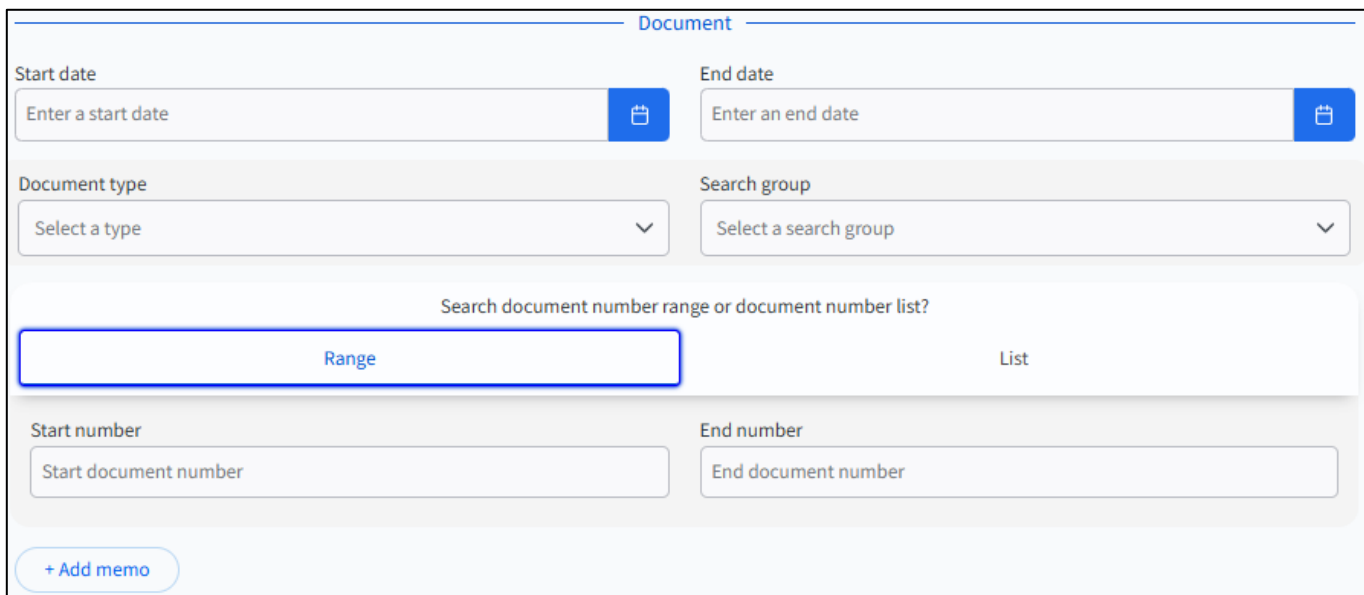
NOTE: See the **IRIS MANAGER** section on page 45 for a description of how to create and modify alias party names, addresses, and subdivision names.



The image shows a small rectangular box with the title 'IRIS' in the top left corner. Inside the box, there are three rounded rectangular buttons arranged horizontally: 'County', 'User', and 'None'. The 'County' button is highlighted with a light blue background, while the other two are white with a thin grey border.

- a. If you neglected to click an **IRIS** option before you added the name, click the **IRIS** box next to the added name to change the IRIS setting to the desired selection.

DOCUMENT INFORMATION SEARCH



The image shows a web form titled 'Document' in a blue header bar. The form is divided into several sections. The first section contains two date input fields: 'Start date' and 'End date', each with a placeholder text and a blue calendar icon button. The second section contains two dropdown menus: 'Document type' and 'Search group', each with a placeholder text and a downward arrow icon. Below these is a section titled 'Search document number range or document number list?' which contains two radio buttons: 'Range' (which is selected and highlighted with a blue border) and 'List'. The final section contains two input fields: 'Start number' and 'End number', each with a placeholder text. At the bottom left of the form is a blue button with a plus sign and the text '+ Add memo'.

NOTE: Multiple search criteria listed above or below can be combined in one search.

1. To search by a recording date range, click in the **Start date** field then type the desired starting date. Press **Tab** – the current date will auto-display in the **End date** field but you can overwrite this with any date you wish. You can also click on the blue calendar on the right side of the **Start date** and **End date** fields to select the desired dates on the calendar that displays.
2. To narrow your search criteria to a particular document type or grouping of document types, click in the **Select a type** field in the **Document type** section. To select the desired document type:
 - a. Scroll down to the desired document type and click it. You can also press the **Down** or **Up Arrow** on the keyboard until the correct document type is highlighted then press the **Enter** key.
 - b. Or, begin typing the document type you wish to search by; all document types that match the letters typed will display; select the correct one.
3. To narrow your search criteria to a particular grouping of document types (known as search groups), click in the **Select a search group** field in the **Search group** section. Follow the steps noted above (for the document type field) to select the desired search group.
4. There are two options by which to search by a specific document number or document number range:

- a. **DOCUMENT NUMBER RANGE:** To search by a sequential document number range, make sure that **Range** is selected then enter the beginning document number in the **Start number** field then press **Tab** to enter the **End number** field. You can overwrite the same document number with a later document number in the ending field to search for a range of sequential document numbers.

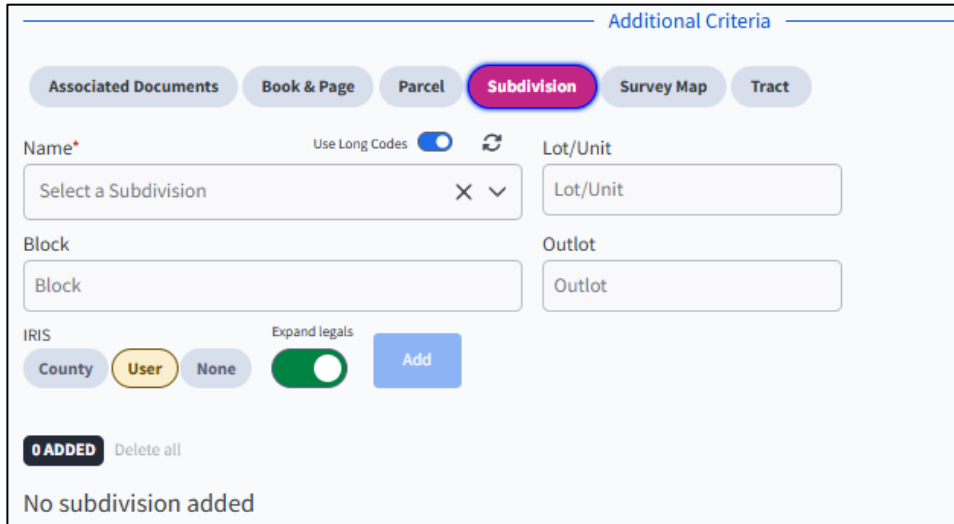
- b. **DOCUMENT NUMBER LIST:** To search for a non-sequential list of document numbers, click the **List** bar in the document number criteria section then enter each document number you wish to search in the **Document number list** field with each number separated by a comma. Then click the **Add** button.
 - i. **TIP:** If you wish to search for a list of document numbers that all begin with the same first few numbers or letters, enter those characters in the **Document number list** field followed by the **% sign** (wild card). For example, "DE101%" will return results that include all document numbers that begin with "DE101" followed by any other characters (DE101-001, DE101-002, etc.).

5. To search by a particular memo (note) value, click the **Add memo** button located under the document number fields then enter the memo value in the **Memo** field.

NOTE: The **Memo** field is not utilized in all counties. If a county does enter data in this field, it is typically a general notes field. (In earlier versions of Laredo, this field was called the "Reference Number" field.)

- a. **TIP:** If you are uncertain of the spelling of a note in the **Memo** field, or you are not sure of how the value was indexed, enter the **%** symbol (the wildcard in Laredo) anywhere in the beginning, middle, and/or end of the value you enter in the field.
6. When the correct document criteria has been entered, click **Run** at the top of the screen to display the search results.
7. See the **SEARCH RESULTS...** sections on pages 19 for details on viewing images and data in the search results screen.

ADDITIONAL CRITERIA SEARCH



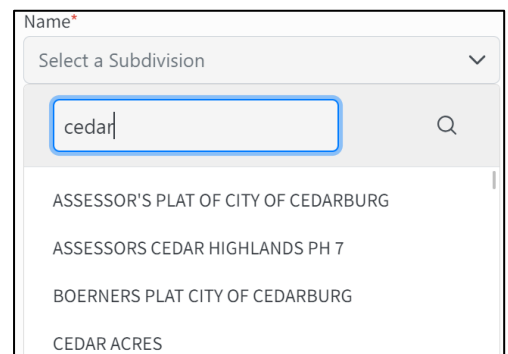
NOTE: The search fields displayed in the image on the left may not be the same for every county since some counties do not index data in certain fields; in these counties, the fields may be hidden from view in Laredo.

SUBDIVISION

1. To search by subdivision, click **Subdivision** in the **Additional Criteria** section. The screen shown above will display.

2. To select a subdivision by the subdivision name, click in the **Name (Select a Subdivision)** field; a list of subdivisions will display. You can either scroll down the list of subdivision names with the mouse wheel or **Down Arrow** on the keyboard then select the desired subdivision or you can filter the list by typing a few letters of the desired subdivision name in the search field; a list will display all subdivisions that match the characters entered.

a. To select the subdivision by the subdivision short code, click the **Use Long Codes** toggle to change the option to **Use Short Codes**.



The subdivisions will then be listed in the **Name** field by short code.

3. Select the correct subdivision name.
4. If you wish to narrow your search to a particular **Lot/Unit**, **Block**, and/or **Outlot** value, enter the values in these fields.
5. Click **Add**.
6. Click **Run** at the top of the search screen to run the search.

ADDITIONAL SUBDIVISION SEARCH TIPS

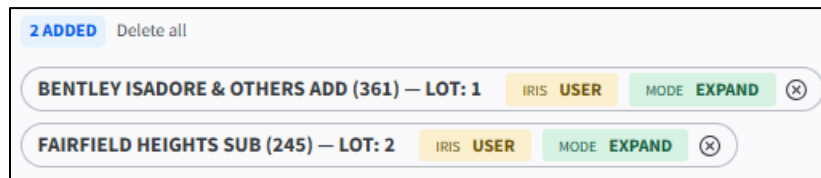
7. **EXPAND LEGALS:** With the **Expand legals** option checked on (green), a search for a particular subdivision Lot, Block, and/or Outlot will return results for the specific values entered as well as documents in which there were no Lots, Blocks, or Outlots indexed.



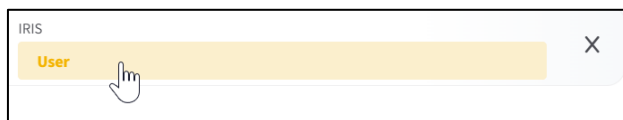
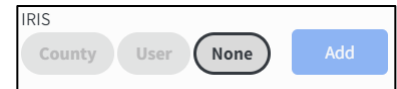
- a. To limit the search results to only display records indexed with the specific Lot, Block, and/or Outlot entered, click the **Expand legals** field to turn off this option (the field name will change to **Exact legals**) before clicking the **Add** button.



- i. **NOTE:** Laredo Anywhere will “remember” the last option selected in the **Expand/Exact legals** field; if you do a new search or log off Laredo then log back in, the most recent option selected for this field will be active.
8. To search for multiple subdivisions (or multiple Lots, Blocks, and/or Outlots) in one search, select each subdivision value then click **Add** after entering each one. The search results will return records for all subdivision values added.



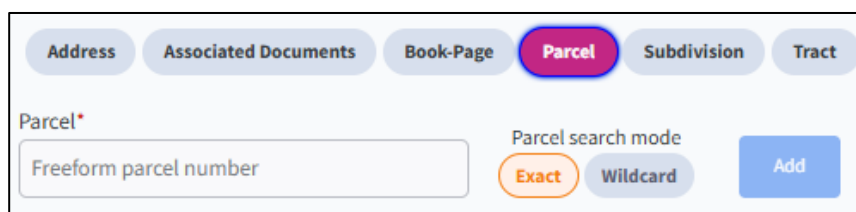
- a. Click the **X** to remove any of the parcel numbers you have added. To remove all of the parcel numbers you have added, click the **Delete All** option.
9. To apply any alias names for subdivisions you have created in IRIS (if the county has enabled IRIS), click either the **County** or **User** option in the **IRIS** section of the subdivision search criteria before you click **Add**.



- a. To apply the IRIS feature after you have clicked **Add**, click in the **IRIS** field to change the **None** value to either **County** or **User**.
- b. **NOTE:** All alias subdivision names previously created in the Desktop version of Laredo will be available to utilize in Laredo Anywhere. See page 45 for a full description of **IRIS**.

PARCEL NUMBER

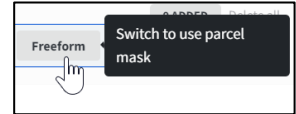
1. To search by parcel ID number, enter the parcel number in the **Parcel** field.



2. Enter the parcel number in the **Parcel (Freeform parcel number)** field, adding the appropriate punctuation, if applicable.
 - a. If the county’s parcel numbers have a standard format (related to number of digits and punctuation), and the county has selected the option to auto-display the punctuation for parcel numbers, **Masked** will

display on the right side of the **Parcel** field. If **Masked** displays, you will not need to manually enter the appropriate punctuation.

- b. If the **Parcel** field is displaying the **Masked** option, and you wish to enter the punctuation of the parcel number manually, click the **Masked** notation to change the notation to **Freeform** then enter the appropriate punctuation along with the parcel number.



- c. Hover the mouse over the ? symbol next to **Masked** or **Freeform** to display details about the county's parcel number format.

3. Once the parcel number has been entered in the **Parcel** field, click **Add**.
4. Click **Run** at the top of the search screen to run the search.

ADDITIONAL PARCEL NUMBER SEARCH TIPS

5. To search for all documents that match the beginning portion of a particular parcel number, click the **Wildcard** option in the **Parcel search mode** section before clicking **Add**. (The default mode is to search for an exact match for the parcel number entered.)
6. To search for multiple parcel numbers in one search, enter each parcel number then click **Add** after entering each one. The search results will return records for all parcel numbers added.

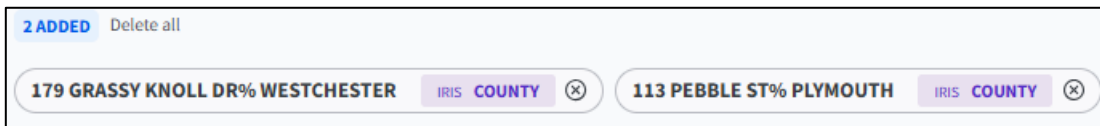
- a. Click the **X** to remove any of the parcel numbers you have added. To remove all of the parcel numbers you have added, click the **Delete All** option.
- b. To change the **Wildcard** or **Exact** option after you have added one or more parcel numbers, click the **Exact** or **Wildcard** option listed to the right of the parcel number to change the option.

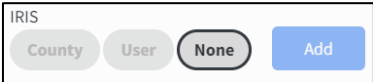
ADDRESS

1. To search by street address, click **Address** in the **Additional Criteria** section then enter a minimum of the **House Number** and **City** in the appropriate fields. You can also enter values in the **Street pre-directional**, **Street name/number**, **Unit**, and **Zip** code fields to narrow your search.
2. Click **Add**.
3. Click **Run** at the top of the search screen to run the search.

ADDITIONAL ADDRESS SEARCH TIPS

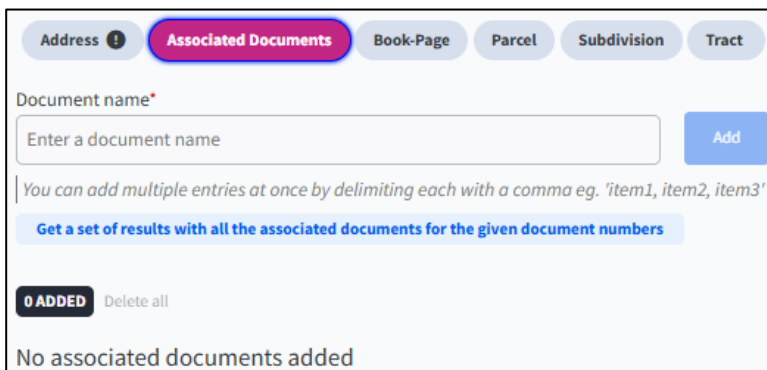
- The **Street pre-directional** field is utilized for any directions (East, North, E, N, etc.) that precede a street name.
- If you are uncertain of the exact format of the indexed address, you can enter the wildcard (%) before, after, or in the middle of any value you enter in any of the address fields. For example:
 - If you are uncertain if the street name (or number) was spelled out or abbreviated, you can enter a % in the middle of the name (e.g., “456 Pat%erson”). There is an unseen wild card automatically added at the end of any value entered in the **Street name/number** field.
 - Similarly, you can enter the % symbol anywhere in the **City** field if you are uncertain of the spelling of a city name. You can also enter the % symbol only in the **City** field if you are uncertain which city may have been indexed.
- To search for multiple addresses in one search, enter each address then click **Add** after entering each one. The search results will return records for all addresses added.



- Click the **X** to remove any of the addresses you have added. To remove all of the addresses you have added, click the **Delete All** option.
- To apply any alias names for street names you have created in IRIS (if the county has enabled IRIS), click either the **County** or **User** option in the **IRIS** section of the Address search criteria before you click **Add**.
 - To apply the IRIS feature after you have clicked **Add**, click in the **IRIS** field to change the **None** value to either **County** or **User**.
 - NOTE:** All alias **Street Names** previously created in the Desktop version of Laredo will be available to utilize in Laredo Anywhere. See page 45 for a full description of **IRIS**.

ASSOCIATED DOCUMENTS

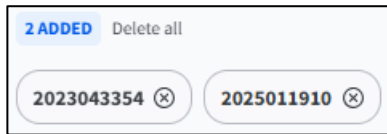
- To search by associated document number, click **Associated Documents** in the **Additional Criteria** section, enter the document number that was indexed as an associated (related, reference) document number in the **Document name** field.



- Click **Add**.
- Click **Run** at the top of the search screen to run the search.

ADDITIONAL ASSOCIATED DOCUMENT SEARCH TIPS

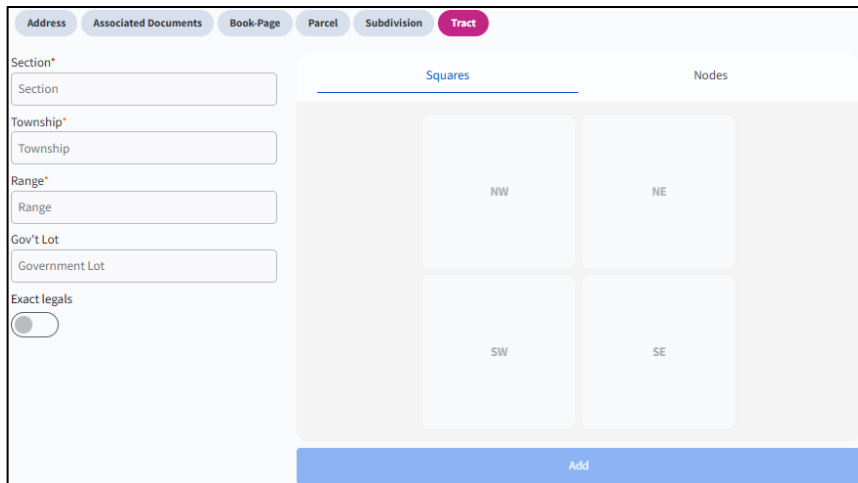
- To search for multiple associated document numbers in one search, enter each document number in the **Document Name** field separated by a comma then click **Add**. The search results will return records for all associated document numbers added.



- Click the **X** to remove any of the associated document numbers you have added. To remove all of the associated document numbers you have added, click the **Delete All** option.

TRACT

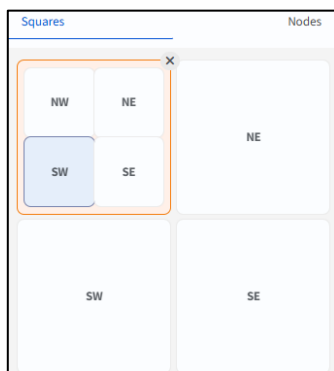
- To search by tract (unplatted land), click **Tract** in the **Additional Criteria** section.



- Enter the appropriate values in the **Section**, **Township**, and **Range** fields (and **Gov't Lot** field, if applicable).

- NOTE:** If a county indexes the directionals ("N", "S", "E", "W") along with the numeric values in the **Township** and **Range** fields, you can enter those directional values after the numbers in these fields.

- To narrow your search to a particular quarter section, click the desired **Quarter** section in the **Squares** section.



- If you wish to narrow the search to two quarter sections, click the second **Quarter** section within the first selected quarter section.

- To narrow your search to three quarter sections, click the third **Quarter** section within the second selected quarter section.

- To clear any of the selected quarter sections, click the **X** in the upper corner of the quarter section.



- To select a half section, click the two quarter sections that constitute the half section.

NOTE: Many counties do not index the Quarter-Quarter-Quarter values so it is typically recommended to NOT select a third quarter value.

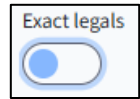
- When all values have been entered and selected, click **Add**.
- Click **Run** at the top of the search screen to run the search.

ADDITIONAL TRACT SEARCH TIPS

- EXPAND LEGALS:** With the **Expand legals** option checked on (green), a search for a particular section, township, and range and quarter section(s) will return results for the specific values entered as well as documents in which there were no quarter sections indexed.



- a. To limit the search results to only display records indexed with the specific quarter sections entered, click the **Expand legals** field to turn off this option (the field name will change to **Exact legals**) before clicking the **Add** button.



- i. **NOTE:** Laredo Anywhere will “remember” the last option selected in the **Expand/Exact legals** field; if you do a new search or log off Laredo then log back in, the most recent option selected for this field will be active.

11. To search for multiple tract values in one search, enter and select each value then click **Add** after entering each one. The search results will return records for all tract values added.

A screenshot of the search interface showing two added tract values. At the top, it says "2 ADDED" and "Delete all". Below this, there are two rows of search criteria. The first row shows "NW" (blue), "NW" (orange), "SECTION: 9 — TOWNSHIP: 11 — RANGE: 3" (grey), and "MODE EXACT" (red) with a close button (X). The second row shows "SE" (blue), "NE" (orange), "SECTION: 9 — TOWNSHIP: 11 — RANGE: 3" (grey), and "MODE EXACT" (red) with a close button (X).

- a. Click the **X** to remove any of the tract values you have added. To remove all of the tract values you have added, click the **Delete All** option.

BOOK-PAGE (LOCATION)

1. To search by book and page (or liber and page or volume and page) values, click **Book-Page** (or **Location**) in the **Additional Criteria** section then enter the appropriate values in the **Book** and **Page** fields.

A screenshot of the "Book-Page" search interface. At the top, there are tabs: "Associated Documents", "Book & Page" (selected, pink), "Parcel", "Subdivision", "Survey Map", and "Tract". Below the tabs, there are two input fields: "Book" and "Page", each with a placeholder "Enter a book" and "Enter a page" respectively. To the right of these fields is a blue "Add" button. Below the input fields, it says "0 ADDED" and "Delete all". At the bottom, it says "No book & page added".

2. Click **Add**.

3. Click **Run** at the top of the search screen to run the search.

ADDITIONAL BOOK-PAGE SEARCH TIPS

4. If you are uncertain if the county utilizes prefixes, leading zeros, or suffixes in the book or page fields, you can enter the wildcard (%) in any place in the book and page fields. For example:
 - a. Enter "%871" in the Book field to search for possible book numbers "0871", "MG871", etc.
 - b. Enter "%10" in the Page field to search for possible page numbers "10", "010", etc.
 - c. Enter % at the end of any value in the Book or Page field, such as "100%" in the Page field.
5. You can also search for an entire book by entering the book number in the **Book** field then just the wildcard (%) in the **Page** field.
6. To search for multiple Book-Page values in one search, enter each value then click **Add** after entering each one.

A screenshot of the search interface showing two added book-page values. At the top, it says "2 ADDED" and "Delete all". Below this, there are two rows of search criteria. The first row shows "BOOK: 100 | PAGE: 1" (grey) with a close button (X). The second row shows "BOOK: 100 | PAGE: 95" (grey) with a close button (X).

The search results will return records for all book-page values added.

- a. Click the **X** to remove any of the book-page values you have added. To remove all of the book-page values you have added, click the **Delete All** option.

CERTIFIED SURVEY MAP (CSM)

1. To search by certified survey map (CSM) or municipality, click **Survey Map** in the **Additional Criteria** section.

NOTE: Not every state utilizes this field for indexing (most Wisconsin Registers of Deeds index the CSMs in this field). Also, some states utilize this field for indexing municipalities, cities, townships, etc.

2. To select a CSM, click in the **CSM List (Select a Survey Map)** field; a list of CSMs will display. You can either scroll down the list of CSM names with the mouse wheel or **Down Arrow** on the keyboard then select the desired CSM or you can filter the list by typing a few letters of the desired CSM name in the search field; a list will display all CSMs that match the characters entered.

- a. To select the CSM by the CSM short code, click the **Use Long Codes** toggle to change the option to **Use Short Codes**. The CSMs will then be listed in the **Name** field by short code.
 - b. **NOTE:** In counties that index municipality or township (or similar) names in the CSM field, the **CSM List** will display municipality, township, etc. names that have been indexed.
3. Select the correct CSM name.
 4. If you wish to narrow your search to a particular **Lot** and/or **Outlot** value, enter the values in these fields.
 5. Click **Add**.
 6. Click **Run** at the top of the search screen to run the search.

ADDITIONAL CSM SEARCH TIPS

7. **EXPAND LEGALS:** With the **Expand legals** option checked on (green), a search for a particular CSM Lot and/or Outlot will return results for the specific values entered as well as documents in which there were no Lots or Outlots indexed.

- a. To limit the search results to only display records indexed with the specific Lot and/or Outlot entered, click the **Expand legals** field to turn off this option (the field name will change to **Exact legals**) before clicking the **Add** button.

8. To search for multiple CSM names (or multiple Lots and/or Outlots) in one search, enter each CSM value then click **Add** after entering each one. The search results will return records for all CSM values added.

- a. Click the **X** to remove any of the CSM values you have added. To remove all of the CSM values you have added, click the **Delete All** option.

ACCESS CODES

Laredo Anywhere now includes a section related to searching for shielded documents. This section, titled “Access Codes” is located in the lower right section of the Classic search criteria screen:

Access Codes

Access code*

What is an access code?

Enter an access code

Add

You can add multiple entries at once by delimiting each with a comma eg. 'item1, item2, item3'

0 of 10 ADDED

Delete all

No access codes added

The functionality of searching utilizing access codes will be described in a future version of the Laredo Anywhere manual.

SEARCH RESULTS – THE BASICS

Navigation

Doc preview

<<

New search

Edit this search

Save search

Criteria

Mode: Classic

Results: 1525

Parties

0

Document Info

2

Additional Criteria

0

Your groups

Pin Stash

0

Recently Viewed

0

Hidden

0

Clear

Save

Results

1525 of 1525

Refine search

Column Visibility

Group by Column

Templates

Rows per page: 200

Distinct docs only

More options

#	Doc Number	Party	Doc Type	Recorded Date	Book & Page	Assoc Doc	Legal
1	2024034796	ECKEL, KELLY J	DEED	Jul 9, 2024, 4:33 PM	B: P:	No Assoc Docs	Sub:1
2	2024034796	ECKEL, KELLY J	DEED	Jul 9, 2024, 4:33 PM	B: P:	No Assoc Docs	Sub:1
3	2024034796	ROTHGEB, KELLY J	DEED	Jul 9, 2024, 4:33 PM	B: P:	No Assoc Docs	Sub:1
4	2024034796	ECKEL, KELLY	DEED	Jul 9, 2024, 4:33 PM	B: P:	No Assoc Docs	Sub:1
5	2024034795	PRAISE LUTHERAN CHURCH INC	RELEASE OF MORTGAGE	Jul 9, 2024, 4:28 PM	B: P:	2011010887 MG	S:2 T:
6	2024034795	PRAISE EVANGELICAL LUTHERAN CHURCH INC	RELEASE OF MORTGAGE	Jul 9, 2024, 4:28 PM	B: P:	2011010887 MG	S:2 T:
7	2024034795	LUTHERAN CHURCH EXTENSION FUND MISSOURI SYNOD	RELEASE OF MORTGAGE	Jul 9, 2024, 4:28 PM	B: P:	2011010887 MG	S:2 T:
8	2024034794	TEAGLE, STACEY	RELEASE OF MORTGAGE	Jul 9, 2024, 4:27 PM	B: P:	2023035852 MG	
9	2024034794	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC	RELEASE OF MORTGAGE	Jul 9, 2024, 4:27 PM	B: P:	2023035852 MG	
10	2024034794	BAILEY & WOOD FINANCIAL GROUP	RELEASE OF MORTGAGE	Jul 9, 2024, 4:27 PM	B: P:	2023035852 MG	
11	2024034793	PROFED FEDERAL CREDIT UNION	MORTGAGE	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
12	2024034793	DOUGHMAN, BARBARA J	MORTGAGE	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
13	2024034793	SORGEN, LINDA D	MORTGAGE	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
14	2024034792	PROFED FEDERAL CREDIT UNION	MORTGAGE	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
15	2024034792	WHITE, ISAAC	MORTGAGE	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
16	2024034792	WHITE, EMILY K	MORTGAGE	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
17	2024034791	KING, JEREMY ALAN	AFFIDAVIT	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
18	2024034791	KING, ALANNA JENE	AFFIDAVIT	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
19	2024034791	KING GREENE, TANISHIA	AFFIDAVIT	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
20	2024034791	GREENE, TANISHIA KING	AFFIDAVIT	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
21	2024034791	GREENE, GREGORY ALAN	AFFIDAVIT	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
22	2024034791	GREENE, GREGORY A	AFFIDAVIT	Jul 9, 2024, 4:27 PM	B: P:	No Assoc Docs	Sub:1
23	2024034790	BIPPUS STATE BANK	AGREEMENT	Jul 9, 2024, 4:25 PM	B: P:	2022048071 MG	S:16 T:
24	2024034790	LENGACHER, MERLIN L	AGREEMENT	Jul 9, 2024, 4:25 PM	B: P:	2022048071 MG	S:16 T:

<<

<

1

2

3

4

5

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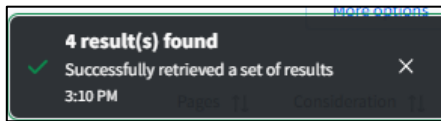
The search results grid that displays when a search is run will initially display a summary of the index data for the documents that match the search criteria entered. (NOTE: The search results rows and columns may display in a different arrangement than is shown in the image above in the county in which you are searching. See the TEMPLATES section on page 34 for details on customizing your search results display.)

When a search has been run, the number of results returned will display in the upper left corner of the search results grid.

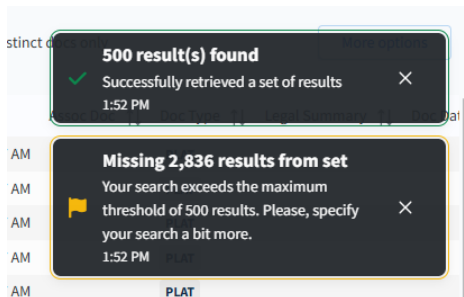
Results

4 of 4

Also, a message similar to the following will display in the upper right corner of the Laredo search results.



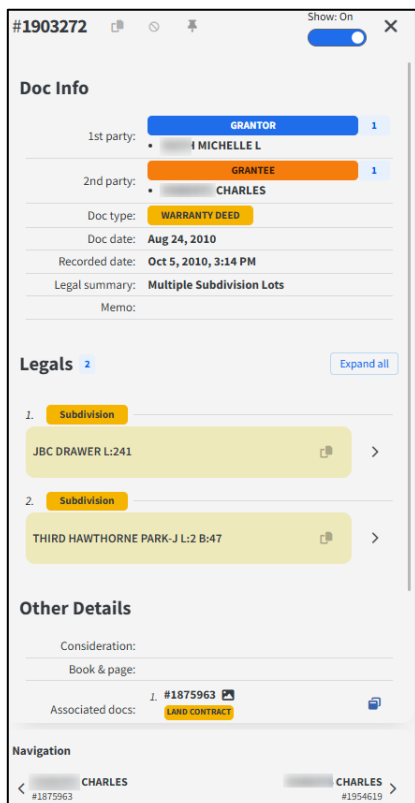
NOTE: There is a maximum number of search results that will display in the Laredo search results. This maximum number varies per county. If your search exceeds the maximum number of results allowed in a search, a message similar to the following will display:



You may wish to narrow your search criteria to more specific parameters in order to view a number of results that fits within the maximum number allowed.

1. With the search results displaying, to view more columns to the right on the screen, click and drag the **scroll bar** at the bottom of the results grid (identified by the green arrow in the image on the previous page). You can also scroll down the page by dragging the **scroll bar** along the right side of the grid or utilizing the **scroll wheel** on your mouse.
2. To scroll through each page of results one page at a time, click the **Page Arrow** at the bottom of the grid (identified by the blue arrow in the image on the previous page). Click the **Double Page Arrow** to navigate to the last or first page of results.
3. To **view the index data** details for any document, click anywhere on the document's row in the results grid. All

index data for the document will display in the **Doc Info** panel on the left side of the results grid.




NOTE: The row for any document result that has been clicked will be highlighted to notify you that you have viewed the details of the particular document.

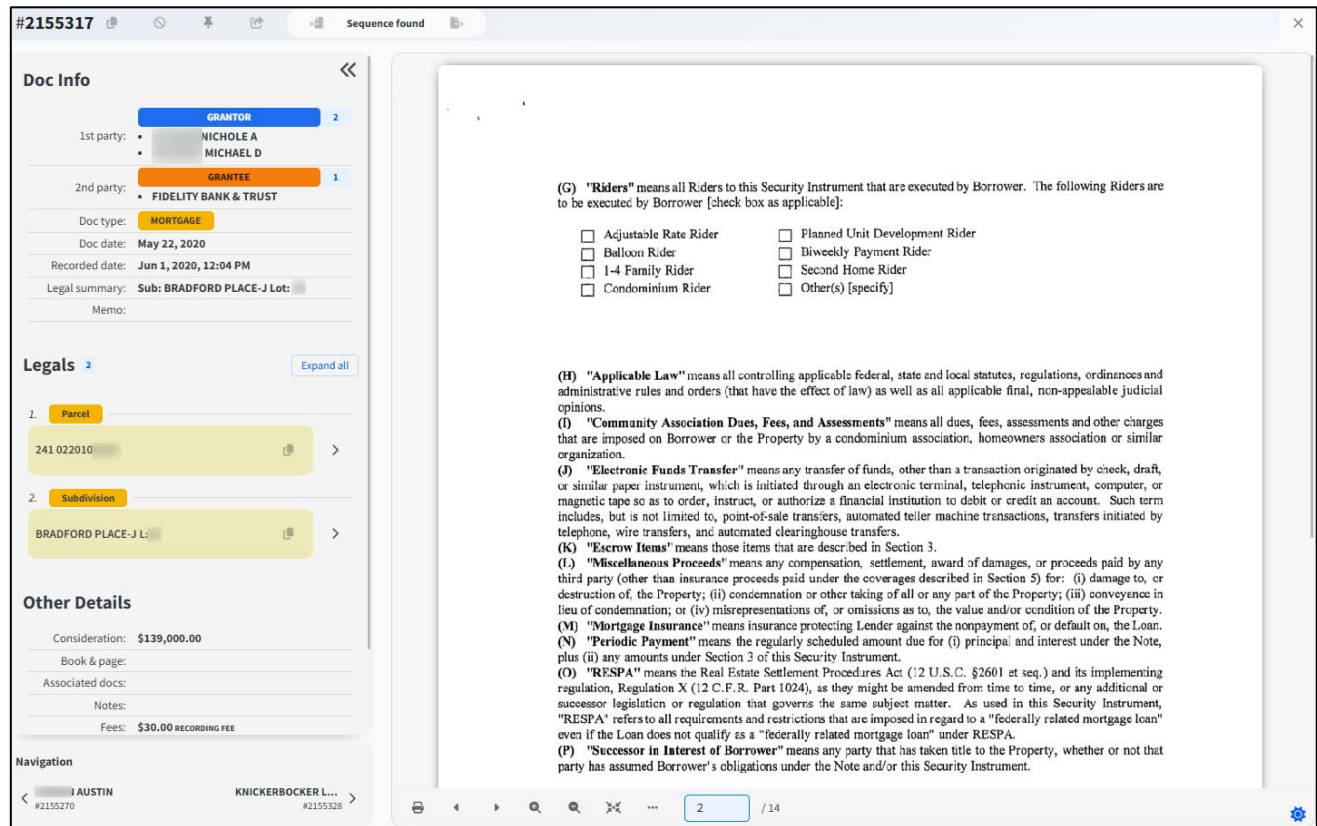
4. Click and drag the **scroll bar** on the right side of this panel (or roll the mouse wheel) to view additional data at the bottom of the panel.
5. To navigate to the document index data for the previous or next document in the search results, click the **Left** or **Right Arrow** in the **Navigation** box at the bottom of the **Doc Info** panel.




- a. You can also scroll through the search results rows by clicking on a row then pressing the **Down** or **Up Arrow** on the keyboard to highlight rows below or above the selected row and display the **Doc Info** panel for each highlighted row.

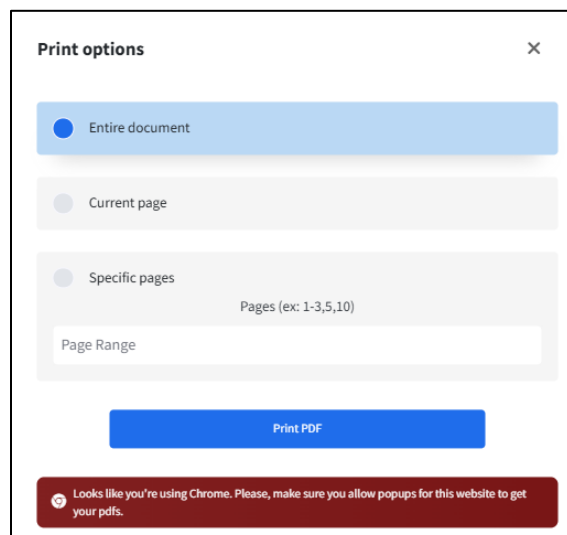
- Click the **X** in the upper right corner of the **Doc Info** panel to close the panel and display the **Criteria** panel.
- To **view a document image**, either click the image icon on the left side of the desired row or double click anywhere on the document's row in the results grid. 162 

The **Navigation** and **Doc Info** (document index details) panels will display on the left side of the screen and the image will display on the right.



The screenshot shows the Laredo Anywhere interface. On the left, the **Doc Info** panel displays document details for document #2155317. The document is a **MORTGAGE** document dated **May 22, 2020**. The parties are **GRANTOR: NICHOLE A MICHAEL D** and **GRANTEE: FIDELITY BANK & TRUST**. The document type is **MORTGAGE**. The recorded date is **Jun 1, 2020, 12:04 PM**. The legal summary is **Sub: BRADFORD PLACE-J Lot:** . Below the Doc Info panel is the **Legals** section, which lists two legal items: **Parcel** (241 022010) and **Subdivision** (BRADFORD PLACE-J L...). Below the Legals section is the **Other Details** section, which shows the consideration of **\$139,000.00**, the book and page, associated docs, notes, and fees of **\$30.00 RECORDING FEE**. At the bottom of the left panel is the **Navigation** section, which shows the document is part of a set of 14 documents, with the current document being page 2. On the right, the document image is displayed, showing a legal document with various sections and definitions. The document is titled **(G) "Riders"** and lists several riders that are to be executed by the Borrower. The riders include: **Adjustable Rate Rider**, **Balloon Rider**, **1-4 Family Rider**, **Condominium Rider**, **Planned Unit Development Rider**, **Biweekly Payment Rider**, **Second Home Rider**, and **Other(s) [specify]**. Below the riders section is the **(H) "Applicable Law"** section, which defines the applicable law for the document. The document is also titled **(I) "Community Association Dues, Fees, and Assessments"**, **(J) "Electronic Funds Transfer"**, **(K) "Escrow Items"**, **(L) "Miscellaneous Proceeds"**, **(M) "Mortgage Insurance"**, **(N) "Periodic Payment"**, **(O) "RESPA"**, and **(P) "Successor in Interest of Borrower"**.

- Click the **Right** or **Left Arrow** at the bottom of the image to scroll through the pages.
- To print the image, click the **print** icon at the bottom of the image. The **Print Options** dialogue box will display: 

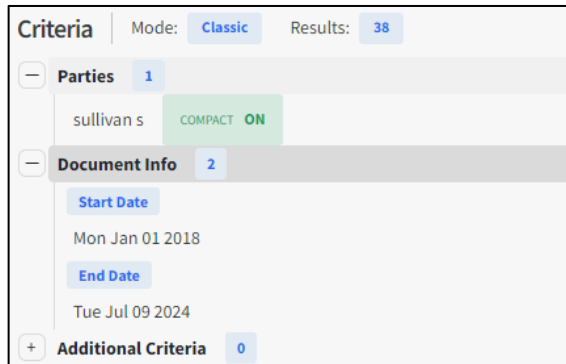


The screenshot shows the **Print options** dialog box. It has a close button (X) in the top right corner. There are three radio button options: **Entire document** (selected), **Current page**, and **Specific pages**. Below the **Specific pages** option is a text input field for **Page Range** with the example text **Pages (ex: 1-3,5,10)**. At the bottom of the dialog box is a blue button labeled **Print PDF**. Below the button is a red banner with a warning icon and the text: **Looks like you're using Chrome. Please, make sure you allow popups for this website to get your pdfs.**

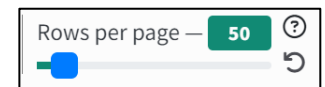
- Click **Entire document** or **Current page** or click the **Specific pages** option then enter the page, pages, or page range you wish to print.
- Click **Print PDF**. A print dialogue box will display. The specific print dialogue box that opens will be determined by the web browser in which you are running Laredo Anywhere.
- Print the image(s) utilizing the functionality of the print dialogue box in which the image displays.

NOTE: Depending on the web browser you are using, the **Print options** dialogue box may display a message at the bottom regarding enabling popups in order to print images.

10. To close the image, click the **X** in the upper right corner of the image or press the **ESC** key.
11. To view the criteria entered for the search in the **Criteria** panel (if the image is not displaying, you may need to close the **Doc Info** panel to view the **Criteria** panel), click the (+) symbol next to **Parties**, **Document Info**, and/or **Additional Criteria**.



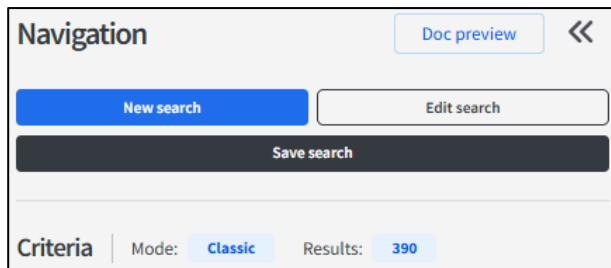
12. To increase the number of rows that display per page (the default number of rows per page is 50), click and hold the **Blue Square** in the **Rows per page** field at the top of the results grid and drag the square to the right until the desired number of rows displays in the green box.
13. To reset the number of rows per page back to 50, click the **Reverse Arrow**.



NOTE: Increasing the number of rows to a large number may result in slower loading times.

The Laredo Anywhere search results will default to 50 rows per page for each search. You can set this number of rows to default to a different number by dragging the blue square to the desired number then setting up (or modifying) a results template. See the **TEMPLATES** section on page 34 of this manual for details on setting up a search template.

14. To run a new search, click the **New search** bar in the **Navigation** panel. (**NOTE:** If the **Doc Info** panel is open, you will need to first click the **X** in the upper right corner of the **Doc Info** panel to display the **Criteria** panel.)



When **New Search** is clicked you will return to the search criteria screen. All existing criteria will be cleared and you can run a new search.

15. To return to the search criteria screen to modify the existing search criteria, click the **Edit search** bar in the **Navigation** panel. You will return to the search criteria screen with all existing criteria still in the fields.

16. Click the **Save search** bar to save this search to be notified if a document is recorded at a later time that matches the criteria entered for the current search. See pages 36 and 43 for more details about the **Save search** function.

NOTE: See page 33 for a description of the **Doc preview** function.

See **SEARCH RESULTS – DETAILS** on the next page for more details on viewing images and data in the search results.

SEARCH RESULTS – DETAILS

Navigation

Doc preview

<<

New search

Edit search

Save search

Criteria

Mode: Classic

Results: 417

Parties 0

Document Info 2

Additional Criteria 0

Your groups

Pin Stash 0

Recently Viewed 0

Hidden 0

Results

417 of 417

Refine search

Refine by keyword

Column Visibility

Doc Number + 8

Group by column

Group by

Templates

Rows per page 300

Distinct docs only

#	Doc Number	Party	Doc Type	Recorded Date	Book & Page	Assoc Doc	Legal Summary
1	2285166	333 LINCOLN STREET LLC • GRANTOR	MORTGAGE	May 19, 2025, 2:24 PM			Multiple Subdivision Lots
2	2285167	333 LINCOLN STREET LLC • GRANTOR	LEASES & RENTS	May 19, 2025, 2:24 PM			Multiple Subdivision Lots
3	2285046	360 DEGREES LLC • GRANTEE	WARRANTY DEED	May 19, 2025, 8:00 AM			Sub: YATES ADDITION-B Multiple L
4	2285048	360 DEGREES LLC • GRANTOR	WARRANTY DEED	May 19, 2025, 8:01 AM			Sub: CHAMBERLIN'S ADDITION-B L
5	2285057	411 NEWCOMB LLC • GRANTOR	AGREEMENT	May 19, 2025, 8:02 AM			Sub: PIXLEY & SHAW'S SECOND AD
6	2285156	615 HOLDINGS LLC • GRANTEE	QUIT CLAIM DEED	May 19, 2025, 1:59 PM			Multiple Legals: See Record
7	2285157	615 HOLDINGS LLC • GRANTOR	MORTGAGE	May 19, 2025, 1:59 PM			Multiple Legals: See Record
8	2285158	615 HOLDINGS LLC • GRANTOR	LEASES & RENTS	May 19, 2025, 1:59 PM			Multiple Legals: See Record
9	2285160	615 HOLDINGS LLC • GRANTOR	LEASES & RENTS	May 19, 2025, 1:59 PM			Multiple Legals: See Record
10	2285159	615 HOLDINGS LLC • GRANTOR	MORTGAGE	May 19, 2025, 1:59 PM			Multiple Legals: See Record
11	2285151	621 HOLDINGS LLC • GRANTEE	LAND CONTRACT	May 19, 2025, 12:50 PM			Sub: LONGVIEW ADDITION-B Multi

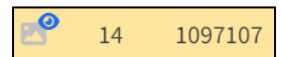
IMAGE & PRINT CONTROLS

An image icon will display on the left side of any search results row if the document has an image.



1. To **view a document image**, click on the image icon or double click anywhere on a document row.

a. The image icon will display a blue eye symbol when an image has been viewed.



The **Navigation** and **Doc Info** (document index details) panels will display on the left side of the screen and the image will display on the right.

Navigation

Doc preview

<<

New search

Edit search

Save search

Criteria

Mode: Classic

Results: 417

Parties 0

Document Info 2

Additional Criteria 0

Your groups

Pin Stash 0

Recently Viewed 1

Hidden 0

#2285166

Sequence found

Doc Info

<<

GRANTOR

2

1st party: 333 LINCOLN STREET LLC • 1410 EAST RACINE STREET LLC

GRANTEE

1

2nd party: FIRST BUSINESS BANK

Doc type: MORTGAGE

Doc date: May 16, 2025

Recorded date: May 19, 2025, 2:24 PM

Legal summary: Multiple Subdivision Lots

Memo:

Legals

4

Expand all

1. Parcel

241 0136

2. Parcel

241 0231

3. Subdivision

ROCKPORT-JL

4. Subdivision

BLACKHAWK ADDITION-JL

Navigation

No previous

333 LINCOLN STREET...

#2285167

MORTGAGE (Continued)

Page 2

or the advances are made pursuant to a commitment. Specifically, without limitation, this Mortgage secures, in addition to the amounts specified in the Note, all future amounts Lender in its discretion may loan to Borrower or Grantor, together with all interest thereon.

THIS MORTGAGE, INCLUDING THE ASSIGNMENT OF RENTS AND THE SECURITY INTEREST IN THE RENTS AND PERSONAL PROPERTY, IS GIVEN TO SECURE (A) PAYMENT OF THE INDEBTEDNESS AND (B) PERFORMANCE OF ANY AND ALL OBLIGATIONS UNDER THE NOTE, THE RELATED DOCUMENTS, AND THIS MORTGAGE. THIS MORTGAGE, INCLUDING THE ASSIGNMENT OF RENTS AND THE SECURITY INTEREST IN THE RENTS AND PERSONAL PROPERTY, IS ALSO GIVEN TO SECURE ANY AND ALL OF BORROWER'S OBLIGATIONS UNDER THAT CERTAIN CONSTRUCTION LOAN AGREEMENT BETWEEN BORROWER AND LENDER OF EVEN DATE HEREWITH. ANY EVENT OF DEFAULT UNDER THE CONSTRUCTION LOAN AGREEMENT, OR ANY OF THE RELATED DOCUMENTS REFERRED TO THEREIN, SHALL ALSO BE AN EVENT OF DEFAULT UNDER THIS MORTGAGE. THIS MORTGAGE IS GIVEN AND ACCEPTED ON THE FOLLOWING TERMS:

GRANTOR'S WAIVERS. Grantor waives all rights or defenses arising by reason of any "one action" or "anti-deficiency" law, or any other law which may prevent Lender from bringing any action against Grantor, including a claim for deficiency to the extent Lender is otherwise entitled to a claim for deficiency, before or after Lender's commencement or completion of any foreclosure action, either judicially or by exercise of a power of sale.

GRANTOR'S REPRESENTATIONS AND WARRANTIES. Grantor warrants that: (a) this Mortgage is executed at Borrower's request and not at the request of Lender; (b) Grantor has the full power, right, and authority, acting alone, to enter into this Mortgage and to hypothecate the Property; (c) the provisions of this Mortgage do not conflict with, or result in a default under any agreement or other instrument binding upon Grantor and do not result in a violation of any law, regulation, court decree or order applicable to Grantor; (d) Grantor has established adequate means of obtaining from Borrower on a continuing basis information about Borrower's financial condition; and (e) Lender has made no representation to Grantor about Borrower (including without limitation the creditworthiness of Borrower).

PAYMENT AND PERFORMANCE. Except as otherwise provided in this Mortgage, Borrower and Grantor shall pay to Lender all indebtedness secured by this Mortgage as it becomes due, and Borrower and Grantor shall strictly perform all Borrower's and Grantor's obligations under this Mortgage.

POSSESSION AND MAINTENANCE OF THE PROPERTY. Borrower and Grantor agree that Borrower's and Grantor's possession and use of the Property shall be governed by the following provisions:

Possession and Use. Until the occurrence of an Event of Default, Grantor may: (1) remain in possession and control of the Property; (2) use, operate or manage the Property; and (3) collect the Rents from the Property.

Duty to Maintain. Grantor shall maintain the Property in tenable condition and promptly perform all repairs, replacements, and maintenance necessary to preserve its value.

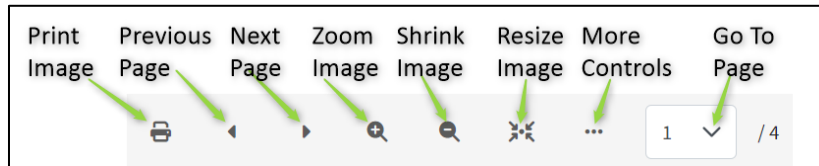
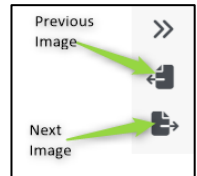
Compliance With Environmental Laws. Grantor represents and warrants to Lender that: (1) During the period of Grantor's ownership of the Property, there has been no use, generation, manufacture, storage, treatment, disposal, release or threatened release of any Hazardous Substances by any person on, under, about or from the Property; (2) Grantor has no knowledge of or reason to believe that there has been, except as previously disclosed to and acknowledged by Lender in writing, (a) any breach or violation of any Environmental Laws; (b) any use, generation, manufacture, storage, treatment, disposal, release or threatened release of any Hazardous Substances on, under, about or from the Property by any prior owners or occupants of the Property; or (c) any actual or threatened litigation or claims of any kind by any person relating to such matters; and (3) Except as previously disclosed to and acknowledged by Lender in writing, (a) neither Grantor nor any tenant, contractor, agent or other authorized user of the Property shall use, generate, manufacture, store, treat, dispose of or release any Hazardous Substances on, under, about or from the Property; and (b) any such activity shall be conducted in compliance with all applicable federal, state, and local laws, regulations and ordinances, including without limitation all Environmental Laws. Grantor authorizes Lender and its agents to enter upon the Property to make such inspections and tests, at Grantor's expense, as Lender may deem appropriate to determine compliance of the Property with this section of the Mortgage. Any inspections or tests made by Lender shall be for Lender's purposes only and shall not be construed to create any responsibility or liability on the part of Lender to Grantor or to any other person. The representations and warranties contained herein are based on Grantor's due diligence in investigating the Property for Hazardous Substances. Grantor hereby (1) releases and waives any future claims against Lender for indemnity or contribution in the event Grantor becomes liable for

Next page

2 / 11

2. To view the image in a larger view, click the double **Arrow** in the **Doc Info** panel to collapse this panel. A small shortcut icon panel will display in the upper left corner of the image window.

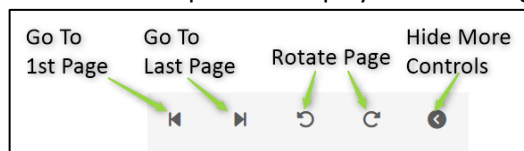
- a. To reopen the **Doc Info** panel, click the small double **Arrow** in the icon panel in the upper left corner of the image window.
 - b. To view the image of the previous or next document in the search results, click the **Previous image** or **Next image** icon in this panel.
3. To print the image, click the **print** icon at the bottom of the image. See page 21 above for more details regarding printing images.
4. The following **image controls** are available at the bottom of the image:



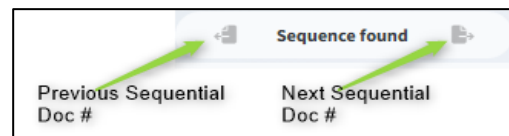
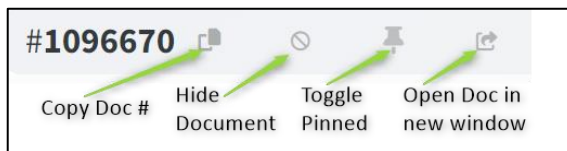
- a. To navigate to a particular page of the document, either click the **Up** or **Down Arrow** in the “Go To Page” field or click after the page number in the field, backspace over the displayed number then type the page you wish to navigate to.



- b. Click the **More Controls** option to display the following additional image controls:

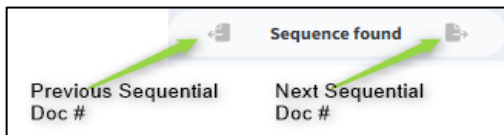


5. The following **Controls** are available in the toolbar in the upper left corner above the image:



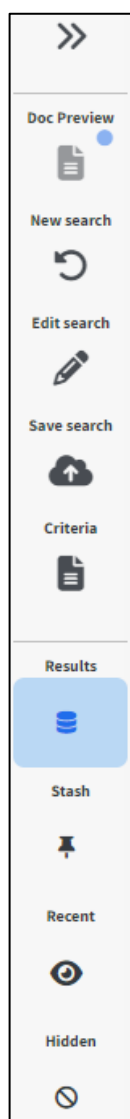
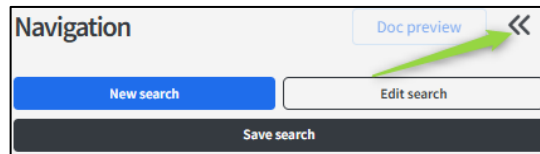
- a. **Copy Doc #:** Click the **Copy document number** icon to copy the document number in order to paste it into any notes you may be taking on your computer or to paste it into the document number field for a new search.
- b. **Hide Document:** Click the **Hide document** icon to hide this document number from the search results grid once you close the image.
 - i. You can also hide a document from the search results grid by right clicking on the document row then clicking **Hide**.
- c. **Toggle Pinned:** See the **PIN DOCUMENTS** section on page 37 of this manual for a description of this feature.
- d. **Open Doc in new window:** Click the **Open document in new window** icon to open the current image in a new window on your computer. This feature will allow you to view the image in a separate browser window so you can carry out other functions in Laredo with the image still open in another window. Also, if you utilize multiple monitors, you can drag the image to another monitor or tile the image with other images if your monitor allows for this functionality.

NOTE: This can be repeated multiple times if you wish to have multiple document images open at the same time.



- e. **Sequence found:** To view the image of the previous document number (sequential document number), whether the document is listed in the search results or not, click the **Left Arrow** in the **Sequence found** field in the toolbar. To view the image of the next sequential document number, click the **Right Arrow** in the **Sequence found** field.

- 6. To view the **image** and **Doc info** panel (if it has not been closed already) **full-screen**, click the double **Arrow** in the upper right corner of the **Navigation** panel. The shortcut bar showing below will display.



The following function icons in this shortcut bar are available when viewing the image full-screen:

- a. Click the **Expand Panel Arrow** icon at the top of the bar to display the **Navigation** panel.
- b. Click **New search** to close the image and return to the search criteria screen to run a new search.
- c. Click **Edit search** to close the image and return to the search criteria screen with the original criteria still listed.
- d. **Save search:** See pages 36 and 43 for a description of the **Save search** function.
- e. Click **Criteria** to display a dropdown box in which the criteria entered for the search will display.





The rest of the function icons showing in this shortcut bar are disabled when viewing an image full-screen. See the **MODIFYING & PRINTING SEARCH RESULTS** on page 28 for a description of these additional function icons.

VIEWING ASSOCIATED (RELATED) DOCUMENT IMAGE

If a document in the search results has an associated document number listed in the **Associated Doc** column of the search results, you can view the image of the associated document without running a separate search for this document.

#	Doc Number	Additional Party	Doc Type	Recorded Date	Assoc Doc
29	2020007206	FIRST FEDERAL SAVINGS BANK	PARTIAL RELEASE OF MORTGAGE	Feb 4, 2020, 5:02 PM	2019008291 MG

1. To view the image of an associated document, click anywhere on the row in which the associated document is listed in the **Associated Doc** column. The **Doc Info** panel will display on the left side of the search results grid.

#2020007206    Show: On  X

Doc Info

Recorded date: Feb 4, 2020, 5:02 PM

Legal summary: Sub: HAMLETS OF WOODLAND RIDGE SEC VI
[REDACTED]

Memo:

Legals 1

1. Subdivision

HAMLETS OF WOODLAND RIDGE SEC VI & VII
(880029715/CAB A PG 85) L: 110


[REDACTED]


Notes:

Other Details

Consideration:

Book & page: B: P:

1. #2019008291 

Associated docs: MORTGAGE 

Notes:

2. Click the document number in the **Associated docs:** section of the **Doc Info** panel (identified by the green arrow in the image on the left). The image of the associated document will display in an **Associated Document Image** window (see the image on the next page).


3. If there are multiple associated documents listed in the **Assoc Doc** column, one of the associated document numbers will be listed in the **Assoc Doc** column of the search results grid followed by the number of additional associated document numbers listed in parentheses. To view the list of associated document numbers, click anywhere on the row.


- a. All of the associated document numbers will be listed in the **Associated docs:** section of the **Doc Info** panel that displays.

Other Details


Consideration: \$335,000.00


Book & page: B: P:

1. #2019048117 

PARTIAL RELEASE OF MORTGAGE 

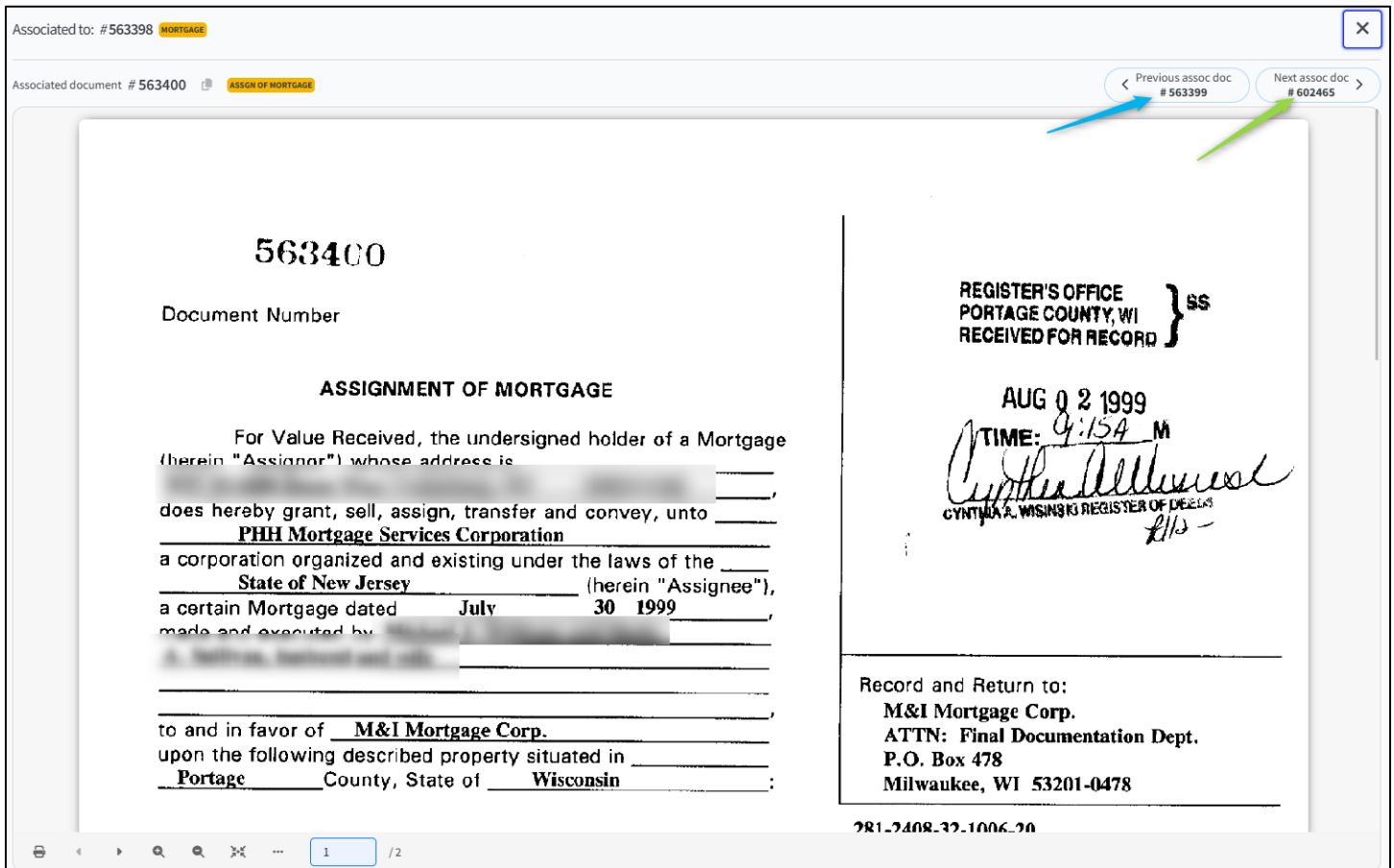
Associated docs:

2. #2020064524 

RELEASE OF MORTGAGE 

- b. Any associated document number for which there is an image available will display an image icon next to the number.

4. Click any associated document number to view the image of that document; the image will display in the **Associated Document Image** window shown on the next page.



5. See page 24 above for a description of the image navigation bar at the bottom of the image.
6. If there are multiple associated documents listed in the **Associated docs:** section of the **Doc Info** panel, click the **Next assoc doc** option (identified by the green arrow in the image above) in the upper right corner of the image window to display the image of the next associated document in the list. Click the **Previous assoc doc** option (identified by the blue arrow in the image above) in the upper left corner of the image window to display the image of the previous associated document (if there is one) in the list.
7. Click the **X** in the upper right corner of the image window (or press the **Esc** key) to close the image of the associated document.

MODIFYING & PRINTING SEARCH RESULTS

VIEWING SEARCH RESULTS FULL-SCREEN

The screenshot shows a search results interface. On the left is a 'Navigation' panel with buttons for 'New search', 'Edit search', and 'Save search'. Below these are 'Criteria' (Parties: 0, Document Info: 2, Additional Criteria: 0) and 'Your groups' (Pin Stash: 0, Recently Viewed: 0, Hidden: 0). The main area is the 'Results' grid, which has a header with 'Results 137 of 137' and a search bar. The grid contains 11 rows of document information, including Doc Number, Party, Doc Type, Recorded Date, Book & Page, Assoc Doc, and Legal Summary.

1. To view the **search results** grid **full-screen**, click the double **Arrow** in the upper right corner of the **Navigation** panel.

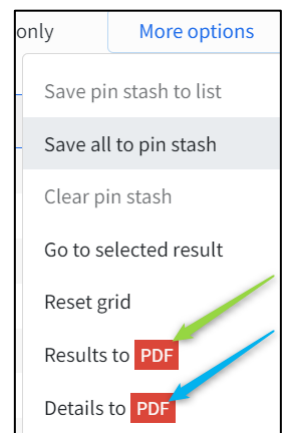


- a. The **Navigation** panel will close and the shortcut bar shown on page 25 will display along the left side of the screen. See page 25 for a description of the shortcut icons in the upper portion of the shortcut bar.
- b. See the **NAVIGATION PANEL – MORE DETAILS** section on page 33 and the **PIN DOCUMENTS** section on page 37 for a description of the **Results**, **Stash**, **Recent**, and **Hidden** functions.

2. To **Print** the **search results**, click the **More options** button in the upper right corner of the print results then click **Results to PDF** (identified by the green arrow in the image on the right). A PDF document displaying the search results will download in your web browser.

NOTE: The printed results will display essentially what is seen on the screen so make sure to order and group the rows and columns on the screen as you wish (and hide any rows you do not wish to display in the print) to view them in the results that are printed. See the sections below for details of these functions.

3. To print a detailed report of the documents in the search results, click the **More options** button then click **Details to PDF** (identified by the blue arrow in the image on the right). A PDF document displaying the search results details will download in your web browser.

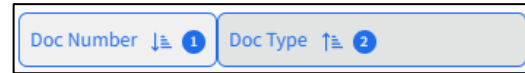


COLUMN SORT

#	Doc Number	Party One	Party Two	Recorded Date	Assoc Doc	Doc Type
5	1097014	ANTHONY	EQUITABLE BANK S S B	Dec 2, 2021, 9:57 AM	No Assoc Docs	MORTGAGE
6	1097015	EQUITABLE BANK S S B		Dec 2, 2021, 12:53 PM	No Assoc Docs	MORTGAGE
7	1097016	EQUITABLE BANK S S B	KOHLBERG, ANTHONY	Dec 2, 2021, 2:03 PM	No Assoc Docs	MORTGAGE

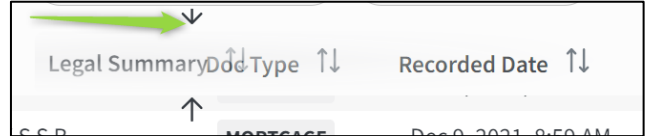
1. To sort by any column in the search results, click the **column header** for that column. The blue arrow will point up to identify that the column is sorted in ascending order. To reverse the sort order, click the column header again – the arrow will point down.

- To sort by multiple columns, click the header of the first column you wish to sort by, press and hold the **CTRL** key on the keyboard then click the header of the second column you wish to sort by. You can repeat this process to sort by more than two columns. If you sort by more than one column, the order the columns in which the columns are sorted will be identified by a number in a blue circle in the column header.



COLUMN ORDER

- Laredo Anywhere allows a user to order the results columns in any order. To reorder the display of the columns, click and hold any **column header** (e.g., "Party One," "Assoc Doc," "Doc Type", etc.) then drag the column to the desired location. When you see the **double arrows** positioned in the correct placement, release the mouse.
- You can move as many columns as you wish. When a new search is executed, the columns will return to the default display order.



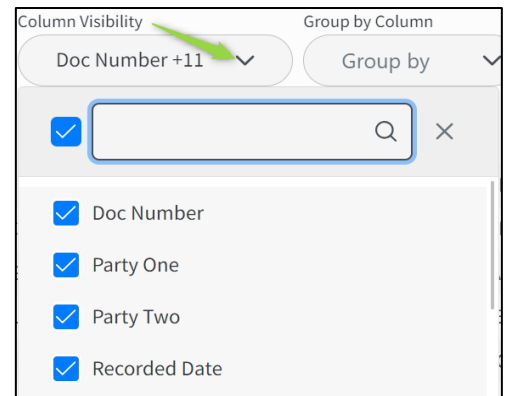
See the section titled **TEMPLATES** section on page 34 of this manual for a detailed description of how to set up customized templates for your search results.

COLUMN VISIBILITY & RESIZE



- To remove (**hide**) columns from the Search Results grid, click the **Column Visibility** dropdown arrow.
- Uncheck any column in the list that you do not wish to display in the search results grid then click the **X** at the top of the list to close the visibility box.
- You can also hide a column from view in the search results by right clicking on the column header then clicking the **Hide** option.

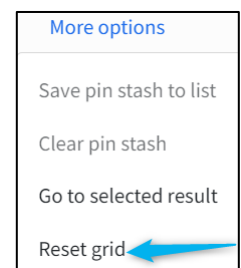
NOTE: The unchecked columns will only be hidden from view for the current search. If you run another search (a new search or an edited search), the unchecked columns will display again. See the section titled **TEMPLATES** on page 34 of this manual for a detailed description of how to set up customized templates for your search results in which you can permanently hide unwanted columns.



- To **resize** the width of a column, hover the mouse between two columns, click and drag the two-sided arrow left or right until the column is at the desired width.

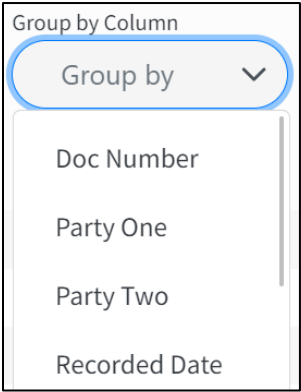


NOTE: If you move any columns to align the columns in a different order, or hide any columns utilizing the **Column Visibility** function, you can reset the results to the original view by clicking **More options** in the upper right corner of the results grid then clicking **Reset grid**.



GROUP BY COLUMN

1. To group search results by any index field column, click the **Group by Column** dropdown arrow.












2. Click the column name by which you would like to group the search results. The results will then display one row for each unique value of the column name you clicked. (See the image below.)
- a. You can also group the results by a particular column by right clicking the column header then clicking the **Group by** option.

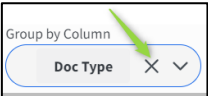
The image on the right displays the first few rows of search results grouped by **document type**. The blue box next to each document type displays the number of documents in each grouping.

#	Doc Number	Party One	Party Two
>	AGREEMENT	1 distinct doc(s)	
>	AMENDMENT	2 distinct doc(s)	
>	ASSIGNMENT	4 distinct doc(s)	
>	DEED	5 distinct doc(s)	

3. To view the list of documents in any group, click the **Arrow** to the left of that group name. The image below displays the four documents in the “ASSIGNMENT” document type group.

▼	ASSIGNMENT	4 distinct doc(s)		
		4	1097043	 COLLEEN
		5	1097050	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS I
		6	1097051	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS I
		7	1097062	QUICKEN LOANS INC

4. In the rows of documents under any grouping, click any row to view the index data details of any document in the **Doc Info** panel and double click any row to view the **image** of any document (or click the image icon).
5. To collapse the list of documents under any grouping, click the **Arrow** to the left of the group name.
6. To reset the search results to the ungrouped view, click the **X** in the **Group by Column** field.



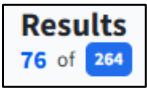
DISTINCT DOCUMENTS

When a search by any criteria other than a Party Name is done in Laredo Anywhere, the search results will display one row per party name, resulting in most documents displaying in multiple rows.



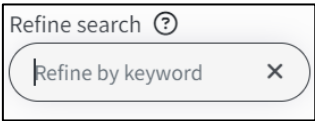
- 1. To remove the duplicate rows and display only one row per document in the results, click the **Distinct docs only** checkbox located on the right side of the top toolbar.

The search results will then display only one row per document. You can still click any document’s row to view the index data details in the left panel and double click any document row to view the image.



When **Distinct docs only** is checked, the number of resulting rows that now display will be listed in the **Results** field in the upper left portion of the results grid along with the original number of results listed after this number.

REFINE SEARCH BY KEYWORD



- 1. To identify documents in the search results that contain a particular description (party name, document type, legal description, etc.) that is listed in the search results, click in the **Refine by keyword** field in the **Refine search** field in the toolbar at the top of the results grid.
- 2. Enter any letters, words or numbers, or word phrases for which you would like to search in the results. The results will then display only the records that contain those words. For example, the image below displays the documents that contain any subdivision in the legal summary column that contains the word “Pheasant”.

Results		Refine search	Column Visibility	Group by column	Templates	Rows per page	Distinct docs only	
2 of 264		montgomery	Doc Number + 8	Group by		200		
#	Doc Number	Party	Doc Type	Recorded Date	Book & Page	Assoc Doc	Legal Summary	
1	2025R007764	REBEKAH MARIE	BORROWER MORTGAGE	Jun 6, 2025, 11:09 AM			Sub: MONTGOMERY FARMS SECTION ONE STONY CREEK ADDITION	
2	2025R007763	REBEKAH MARIE	GRANTEE SPECIAL WARRANTY DEED	Jun 6, 2025, 11:09 AM			Sub: MONTGOMERY FARMS SECTION ONE STONY CREEK ADDITION	

- 3. The **Results** section will display the number of rows showing in the **Results** section in the upper left portion of the results.
- 4. To return to the original search results, click the **X** in the **Refine search** field.

NOTE: The **Refine search** function will only identify records in the search results in which the entered word(s) are listed in the actual results grid. For example, if a record includes index data for a particular legal description, but only “Multiple Legals” is listed in the Legal Summary column (in which case you would need to click the row to view the details of the index data in the left panel), the document would not display in the results grid if you entered that specific legal description in the **Refine search** field.

DOC INFO PANEL – MORE DETAILS

The **Doc Info** panel will display on the left side of the search results grid when any row in the results is clicked.

#2025R007753 Show: On X

Doc Info

1st party: **GRANTOR** 1
• HOSEK INVESTMENTS LP

2nd party: **GRANTEE** 1
• HOSEK INVESTMENTS LP

Doc type: **QUIT CLAIM DEED**

Doc date: **Jun 5, 2025**

Recorded date: **Jun 6, 2025, 10:17 AM**

Legal summary: **S: 30 T: 19 N R:**

Memo:

Legals 2 Expand all

1. **Parcel**
48-12-30-202

2. **Tract**
QQ: NW Q: NW S: 30

Other Details

Consideration:

Book & page:

Associated docs: 1. #1997R027983 X-CONVERTED DEED

Notes:

Fees: \$5.00 SURVEYOR CORNER FEE
\$20.00 RECORDING FEE

Return to: **VALUED CUSTOMER**

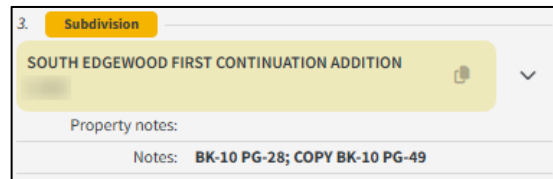
Navigation

< I KENNETH #2025R007740 CANDI ST... #2025R007774 >

1. The number of unique Legal descriptions for the selected document will display in blue next to the **Legals** section header.



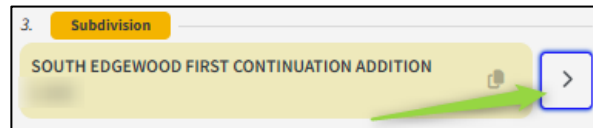
2. To expand the indexing data to reveal any additional notes that may have been indexed for any legal descriptions in the **Legals** section, click the **Expand all** button. (This button will then be labeled **Collapse all**.) Any additional legal notes will display under each legal description.



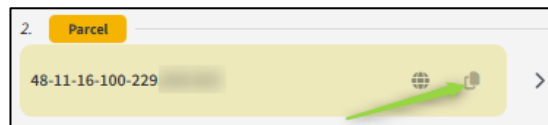
- a. To hide those additional legal notes, click the **Collapse all** button.



3. To view the legal notes of any specific legal description (when the **Expand all** button has not been clicked), click the arrow on the right side of that legal description.



4. To copy any Legal description to the computer clipboard to paste into notes you may be taking on your computer, click the **Copy legal** option on the right side of any legal description in the **Doc Info** panel.



5. If you do not wish to view the **Doc Info** panel each time you click a row in the results grid, click the **Show: On** toggle slide to turn this feature off then click the **X** next to the toggle slide to close the **Doc Info** panel.



With the toggle set to **Show: Off**, the **Doc Info** panel will not display when a row is selected in the search results grid until a new search is run.

- To reactivate the **Doc Info** panel, click the **Doc preview** button at the top of the **Navigation** panel then click the **Show: Off** toggle slide to reactivate the **Doc Info** panel.



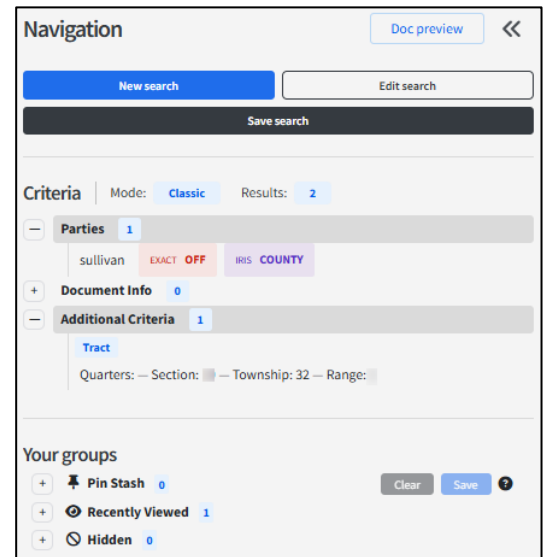
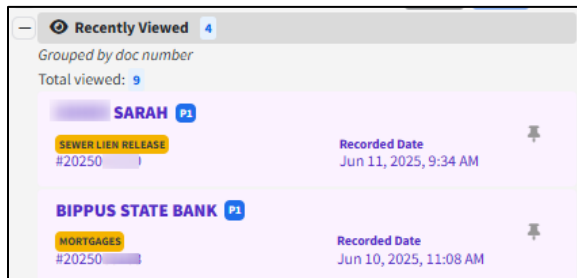
NOTE: With the **Show: On** toggle set to the **Show: Off** position, results rows that are clicked will not highlight.

- Click the **X** in the upper right corner of the **Doc Info** panel to close the panel and return to the **Navigation** panel.

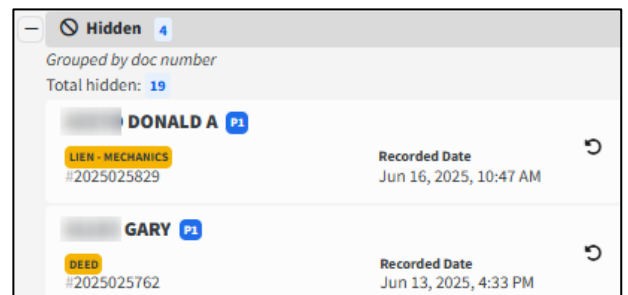
NAVIGATION PANEL – MORE DETAILS

The **Navigation** panel on the left side of the search results will display such information as the number of results returned, the criteria that was entered for a search, and other information. In the **Your groups** section in the lower portion of the **Navigation** panel includes the following information:

- Pin Stash:** See the **PIN STASH** section on page 37 for details regarding the pin stash.
- Recently Viewed:** The document number, document type, and recording date of all documents that have been viewed (the **image** and/or **Doc Info**) will be listed in the **Recently Viewed** section.



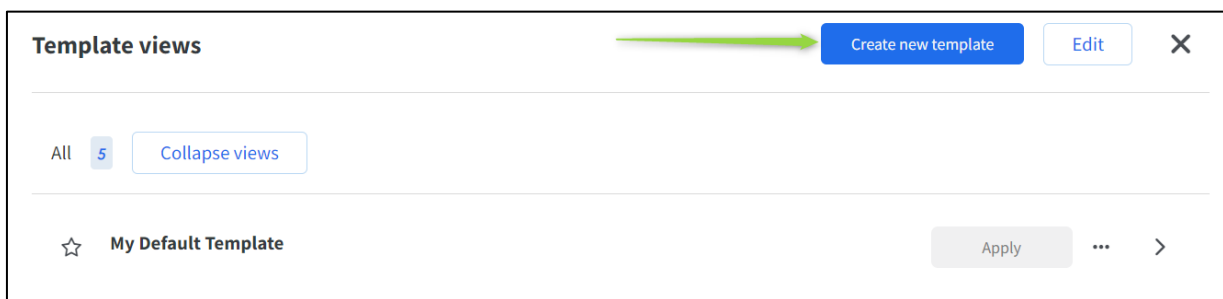
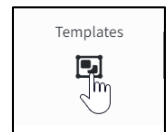
- To view these recently viewed documents, click the **(+)** symbol next to **Recently Viewed**.
 - Click any document number in this list to view the image and index data for the document.
 - Click the **pushpin** to pin the listed document. (See the **PIN DOCUMENTS** section on page 37 for details regarding the pin stash.)
- Hidden Documents:** The document number, document type, and recording date of all documents that have been hidden from the results grid will be listed in the **Hidden** section of the **Criteria** panel. (See page 29 for details on hiding documents listed in the search results.)
 - To view these hidden documents, click the **(+)** symbol next to **Hidden**.
 - Click any document number in this list to view the image and index data for the document.
 - Click the **Circular Arrow** on the right side of each document listing in the **Hidden** window to unhide the document from the search results grid.



TEMPLATES

The **Templates** function in Laredo Anywhere allows for users to create and modify their own search results grid layout.

1. To set unique search results layout templates, first run a search in Laredo Anywhere.
2. In the search results grid, adjust the search results in one or more of the following ways. (**NOTE:** All of the functions listed below are explained in detail earlier in this manual.) The template will be applied after the search results have been set to the desired view.
 - a. Set the **Rows per page** to the desired number.
 - b. Ensure that the **Distinct docs only** setting is set as desired (checked or unchecked).
 - c. **Sort** the columns as you would like them to display.
 - d. Set columns to the desired **width**.
 - e. **Reorder** (drag) the columns to the desired position in the results.
 - f. **Hide** any columns you do not wish to see in the results for this template.
 - g. If you wish, **group** by any desired column.
3. When the search results are set for this new template, click **Templates** on the toolbar at the top of the results grid. A screen similar to the one below will display.



Add template ✕

Name

My Template #2

Description

Enter a description

Use as Global Default: No

☐

Save

4. Click **Create new template**. A screen similar to the one showing on the left will open.

5. Enter a **Name** and a **Description** for this new template.

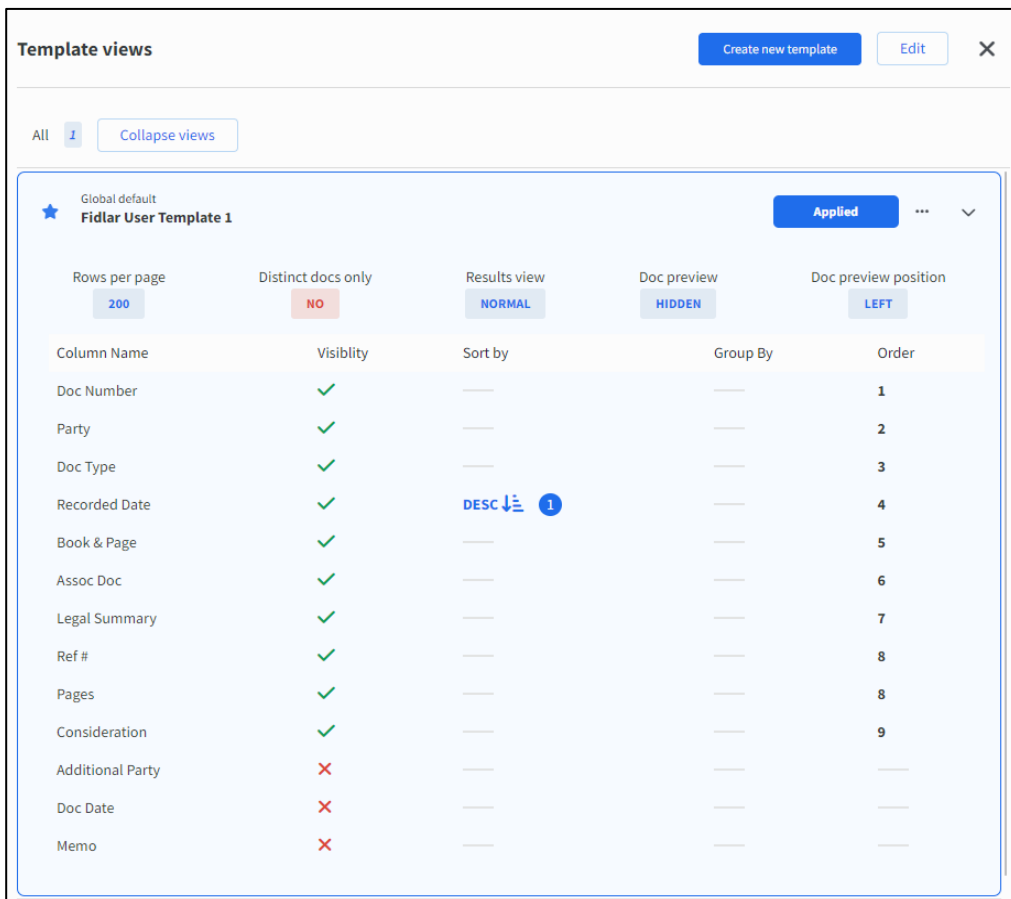
- a. To set this template as your default template for all searches, click the **Use as Global Default:** toggle to turn it on. If you have multiple Laredo user accounts associated with your current Laredo Anywhere global account, this will also be the default template for all of your Laredo logins.

- b. A **blue star** will display on the left side of the template name in the Templates screen for the template that is set as the global default.

6. Click **Save**. The new template name will display in the list of templates.



7. Once the template is saved, click **Apply** in the template bar that displays to set this template as the default template for your searches.
8. To view the template details, click the **Down Arrow** on the right side of the **Template** bar.



NOTE: This is a view-only screen; you cannot edit any template details here.

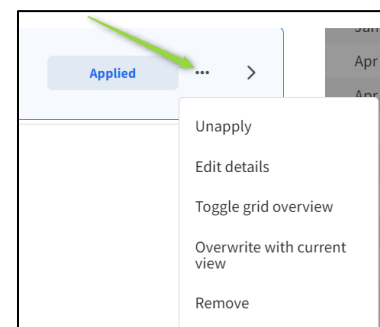
9. To close the **Template views** screen, click the **X** in the upper right corner.

10. To **edit** an existing template:

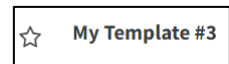
- a. Close the template screen then modify the search results as you wish them to display.
- b. Click **Templates** at the top of the results grid.
- c. Click the **3 dots** on the right side of the template bar to display a function menu.
- d. Click **Overwrite with current view** to apply the new results view to this template.

11. Additional Template menu items:

- a. Click **Unapply** to deactivate the currently-applied template. The search results will then display in the original Laredo template view.
 - i. If you select the menu option for a template that is not the applied template, click **Apply** to apply that template as the search template for the current search.



- b. Click **Edit details** to edit the name or description of the template and to check or uncheck the **Global Default** setting for the template.
 - i. **NOTE:** You can also set a template as your default template by clicking the **Star** on the left side of the template name. The star will turn blue to indicate that this is now the default template.
- c. Click **Toggle grid overview** (or the **Right/Down Arrow**) to collapse or expand the template detail grid.
- d. See #10 above for a description of the **Overwrite with current view** option.
- e. Click **Remove** to delete this template.



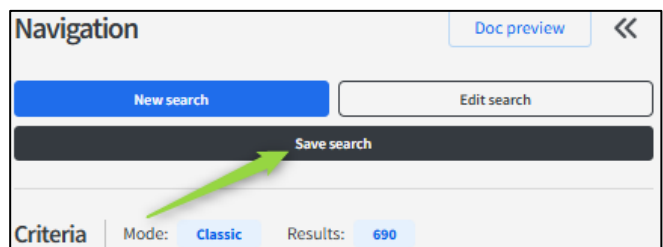
12. To set the search results grid to display in a different template view, click **Templates** at the top of the search results, click **Apply** next to the template you would like to switch to then click the **X** to close the templates screen. This template will then apply to all searches done during the current search session. When you disconnect from Laredo and log in again later, the default template will then apply again to your searches.



SAVE SEARCH

Once a search has been run, you can save this search to easily re-run the search at a later time from the **Saved Searches** section of Laredo Anywhere (see page 43 for a description of this process). You also have the option to be notified by email and/or text (if the county configuration allows for this) if a document is recorded in the future with index data that matches the criteria you searched on.

1. To save a search, with the search results displaying, click the **Save search** button in the **Navigation** panel on the left side of the search results. The window shown below will display.



Save this search

Get updates for all the documents in this set of results

New saved search name*

Enter a name

Contact email (optional)

Enter a email

Contact phone (optional)

(555) 555-5555

Save

2. Enter a description of the saved search in the **New saved search name** field.

3. If you would like to be notified by email if a document is recorded in the future (typically within 90 days of when the search is saved) with index data that matches the criteria you searched on, enter your email address in the **Contact email (optional)** field.

4. If you would like to be notified by text if a document is recorded in the future (typically within 90 days of when the search is saved) with index data that matches the criteria you searched on, enter your phone number in the **Contact phone (optional)** field.

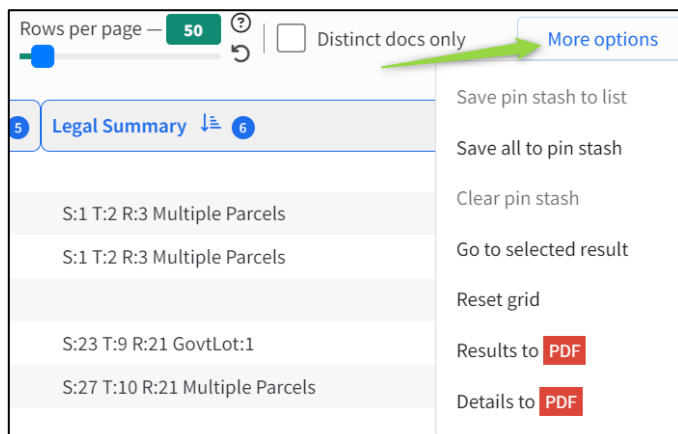
NOTE: The **Contact email (optional)** and **Contact phone (optional)** fields may be deactivated in your county.

5. Click **Save**.

NOTE: If you entered your email and/or phone in the **Save this search** box, and you get a notification that a document has been recorded with index data that matches the criteria you searched on, you can quickly re-run the search to view updated records in the **Saved Searches** section of Laredo Anywhere. See page 43 later in this manual for a description of this section of Laredo Anywhere.

SEARCH RESULTS – MORE OPTIONS

Additional functions are available in the search results screen utilizing the **More options** button in the upper right corner of the search results screen.



1. **Save pin stash to list:** Click this option to save your current pin stash to an existing pin list.

NOTE: This function can also be done from the **Navigation** panel. See the **PIN DOCUMENTS** section on page 37 for details of this process.

2. **Save all to pin stash:** Click this option to save all documents in the search results to an existing pin list.

3. **Clear pin stash:** To remove all documents from your pin stash, click this option.

4. **Go to selected result:** If you have highlighted a document row in the search results then scrolled the

results or navigated to a different page of the results and left that row highlighted, click this option to return the results grid to the highlighted row.

5. **Reset grid:** If you have modified the search results in one of the following ways:

- Reordered columns
- Hidden columns utilizing the **Column Visibility** function
- Modified the **Rows per page**
- Checked the **Distinct docs only** option
- Utilized the **Refine by keyword** function
- Hidden the **Doc Info** panel utilizing the **Show: On** toggle

Click **Reset grid** to return the results to the view that displayed when the search was first run. The results will also return to the first page.

NOTE: The **Reset grid** function will NOT reset the **Group by Column** function.

6. **Results to PDF:** Click this option to print the search results. See page 28 for details on this function.

7. **Details to PDF:** Click this option to print a detailed report of the search results. See page 28 for details on this function.

PIN DOCUMENTS

PINNING DOCUMENTS

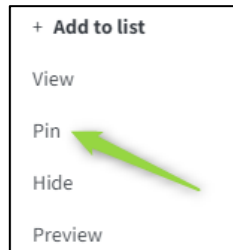
Laredo Anywhere includes the functionality to “Pin” documents in the search results. This function is useful in the following ways:

- The index data (**Doc Info**) and images of pinned documents can be easily viewed from the **Pin Stash** section of the **Navigation** panel during the current search session.
- Pinned documents can be saved to a library for viewing later.

- To pin documents and save them in the **Pin Stash**, click the number on the left side of the document row in the search results grid. A small blue push pin will display to the right of that document’s row number. You can pin multiple documents in the results.

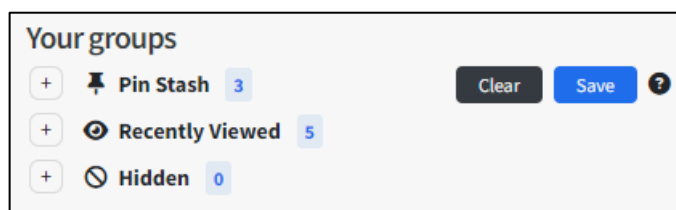
22		20250522493
23		20250522500
24		20250522484

- a. You can also pin a document by right clicking on the document row in the search results grid then clicking **Stash** in the list that displays.

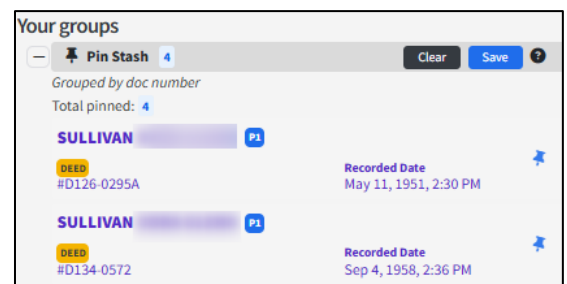


- b. To unpin a document that has been pinned in the search results, click the **blue pin** in the results grid to unpin the document. You can also unpin a pinned document by right clicking anywhere on the pinned document in the results grid then clicking **Unpin** (the “Pin” option changes to “Unpin” for any pinned document).

The pinned documents will display in the **Pin Stash** section of the **Navigation** panel.



2. To view the pinned documents, click the (+) symbol on the left side of the pin stash section. The pinned documents will display in a list that includes the first party name, document number, document type, and recording date.
3. To view the image and document details of any pinned document, click the document number or party name in the list. The **image** and **Doc Info** window will open.
4. To remove a document from the pinned list in the **Pin Stash**, click the **blue pin** to the right of the document.



- a. To remove all documents from the pin list at one time, click the **Clear** button at the top of the Pin Stash list.
- b. You can also remove all documents from the Pin Stash list by clicking the **More options** button in upper right corner of the top toolbar of the search results grid then clicking **Clear pin stash**.
5. To save the pinned documents to a library list, click the **Save** button in the Pin Stash section of the **Navigation** panel. A screen similar to the one shown below will display.

Add documents to pinned list

Adding documents from Pin Stash

1098046 1098006 1097978

Select a pinned list for these documents

Choose a pinned list

Add to new list name

Enter a new list name

Notes

Add optional notes

Add

6. If you have previously-saved pin lists and you would like to add these documents to an existing list, click in the **Choose a pinned list** field then select the correct list name from the list that displays. You can also start typing a previously-created list name in the field to display matching existing list names then select the name.

7. Once you have selected a list name, click in the **Notes** field and enter any notes to help in identifying or describing this pin list. These notes will display in the Laredo Anywhere Library along with the pin list. See the next page for details about the library.

8. Click the **Add** bar.

9. To create a new pin list in which to add the pinned documents, click in the **Enter a new list name** field, type the name of the new list then add any relevant **Notes** for the new list.

10. You can also add a

document to a pin list by right clicking the document row in the search results then clicking **Add to list** in the list that displays.

- The **Add documents to pinned list** screen shown above will display. Follow the instructions in steps 6-9 above to add the document to an existing or new pin list.

LIBRARY (FOR PINNED DOCUMENTS)

The Laredo Anywhere **Library** provides a location in which to access and manage your pinned documents and to create new pin lists.



- To access the pin documents library, click **Library** at the top of the Laredo Anywhere window. A window similar to the one shown below will display:

Your counties

Search counties

Your Library

Williams @gts

Athens County @sam

Porter County @importer

Spencer County @inspencer

Your Library

Last modified

Warren County @ohwarren

Liz List

Date updated May 25, 2025

Marion County @ohmarion

Marion OH Pin

Date updated May 15, 2025

Paulding County @ohpaulding

Paulding list 2

Date updated May 14, 2025

Rock County @wlnrock

Hamilton Save 2

Date updated May 5, 2025

Pinned Lists

Edit

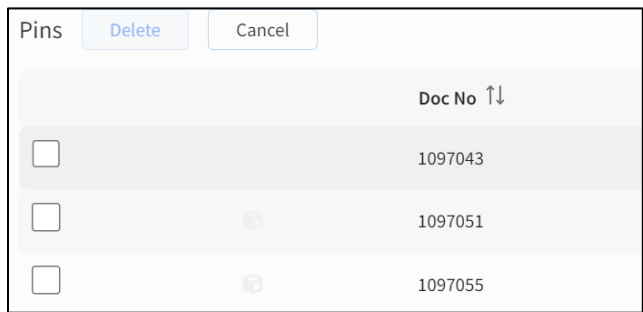
Name	State	County	Username	Documents	Description
G Sullivan List	IN	Porter County	@importer	3	
Wilson 02-9-24	OH	Wood County	@ohwood	2	For clearing

- To search for a particular pin list, begin typing the pin list name in the **Find an item** field. The matching pin list(s) will display. The most recently created or modified pin lists will be listed in tiles at the top of the pin list.

- To view a pin list, double click the list name in the **Name** column or double click one of the tiles. The documents in that list will display.



- NOTE:** If multiple county Laredo logins are linked to your Laredo Anywhere account, and you are not logged into the county Laredo in which you wish to view library documents, you will need to log into that county in order to access the documents in that county's library. To log in to a different county:
 - Either double click on a pin list of that county.
 - Or, click on that county name in the **Your counties** panel along the left side of the library (see below for details).
 - NOTE:** Any time utilized to view documents in a library list will go against your Laredo subscription plan time.
- To view the document details and images of any document in the pin list, double click the document number. The **image** and **Doc Info** window will display within the library screen with the print and navigation toolbar displaying at the bottom of the image. Click the **X** in the upper right corner of the image to close the image and Doc Info window and return to the pin list.
 - To remove any document from the pin list, click the **Edit** button at the top of the list.



- Check the box to the left of any document(s) you wish to delete from the list, click **Delete**, then click the **Delete** button in the confirmation box that displays.
- Click **Cancel** to exit Edit mode.

- To search for a particular document or description (notes) that is currently displaying on the screen in a pin list, click in the **Find an item** field and type the item you are looking for.



The matching item(s) will be highlighted in the list.

- Add custom document:** To add a message or note to any pin list, click the **Add custom document** option in the upper right corner of a pin list. A message box similar to the one shown on the next page will display.

Add custom document ✕

Document name

Missing image

Notes

There is no image for Document #1978-0001

Add

10. Enter a note or message in the **Document name** field and any additional information in the **Notes** field then click **Add**.

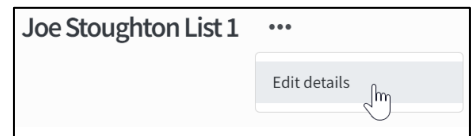
The message/note will display in the pin list with a “Custom document” symbol next to it.

11. To edit the “Document name” or “Notes”, click anywhere on the row of the custom document then edit either value.

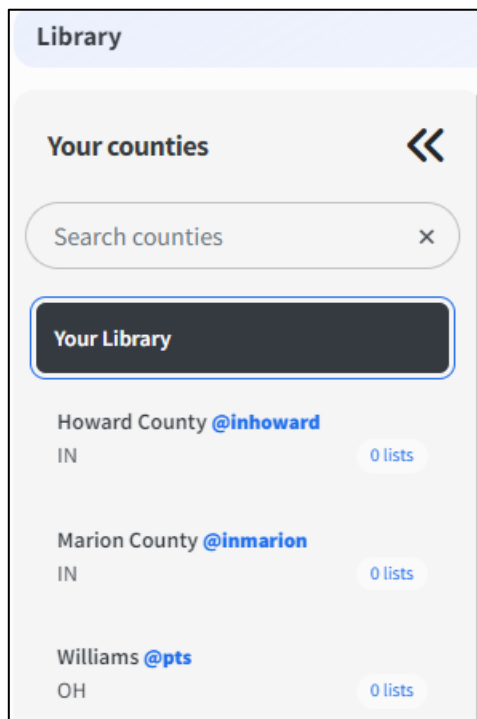
12. Press **Tab** or click away from the edited row to save the edited value.

13. To edit the name of, or notes in, a pin list, click the **three dots** next to the list name at the top of the library screen then click **Edit details**.

- a. Edit the name and/or the description of the pin list in the screen that displays then click **Save**.



When you open the pin library, a navigation panel will display on the left side of the **Library** screen.

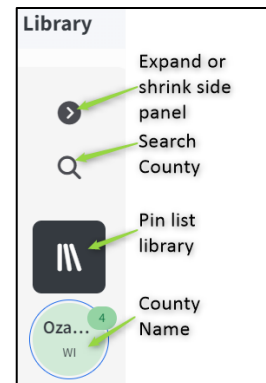


14. Click the double **Left Arrow** to collapse the navigation panel. A shortcut bar will display in the collapsed panel (see image on the right).

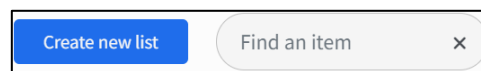
15. To return to a full listing of all of your pin lists from any other screen in the library, click **Your Library**.

16. If you have multiple county Laredo logins associated with your Laredo Anywhere global login, each Laredo login will be listed in the **Your counties** panel. Click the county name icon to return to the Laredo Anywhere dashboard login screen. You will need to then log into the desired county's Laredo then click again on the **Library** option at the top of the Laredo Anywhere window.

17. If you have multiple county Laredo logins, you can search for a particular county by clicking in the **Search Counties** field then entering the county name. A list of matching counties will display. Click the desired county to display that county's pin list.



18. To create a new pin list, click the **Create new list** button in the top right section of the library window.



The image shows a 'Create new list' modal. At the top, it says 'This list will be added under: Starke County @instarke'. Below this is a 'List name' field with a red border and placeholder text 'Enter a list name'. Underneath is a 'Notes' section with a text area and placeholder text 'Add optional notes'. At the bottom is a blue 'Create' button.

19. Enter a name for the list in the **List name** field and a description for the list in the **Notes** field then click **Create**.

20. To archive a pin list so that it doesn't, by default, display in the pin list, click the **Archive list** icon on the far right of a pinned list.

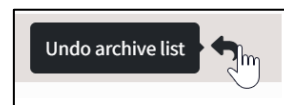
The image shows a 'Pinned Lists' table. It has columns for Name, State, County, Documents, and Description. There are two rows of data. The first row is highlighted in green. On the far right of the table, there is an 'Archive list' icon (a list with a trash can) which is highlighted with a green arrow.

Name	State	County	Documents	Description
1096859 - STOUGHTON, JOE	WI	Ozaukee County @gregs	4	
Joe Stoughton List 1	WI	Ozaukee County @gregs	8	Stoughton Search

a. The archived list will be hidden from the pinned list.

21. To view the archived pin lists, click the **Show Archived** button.

22. To add an archived pin list back to the full pinned list, click **Show Archived** then click the **Undo archive list Arrow**. The list will now display in the full pinned list.

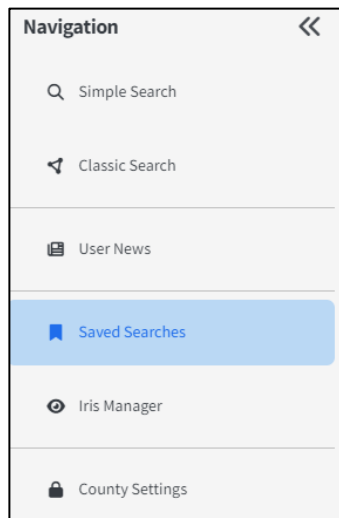


23. To return to the search screen, click **Search** at the top of the library window to return to the search criteria screen.

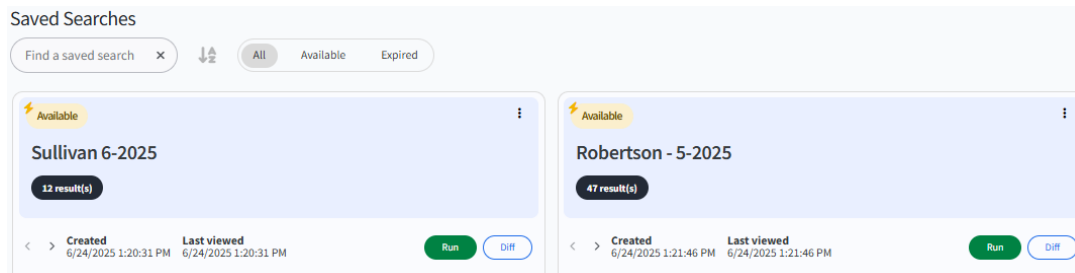


SAVED SEARCHES

Any searches that have been saved, following the steps described on page 36, can be viewed in the **Saved Searches** section of Laredo Anywhere, accessed from the **Navigation** panel.

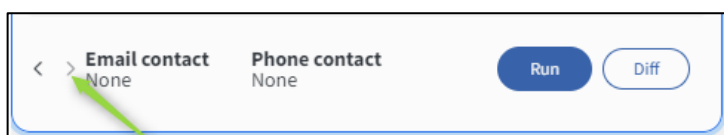


1. Click **Saved Searches** in the Laredo menu bar on the **Navigation** panel to view any searches you have saved. The saved searches will display in the **Saved Searches** screen.

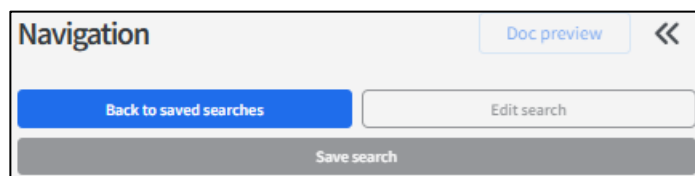


Each Laredo search that has been saved will display in a separate panel.

1. Each panel will display the following information:
 - a. **Available:** If the search has not expired (in most counties, a saved search will expire 90 days after it has been saved), the yellow oval at the top of the panel will display “**Available**”. Hover the mouse over the oval to display the expiration date of the saved search. If the search has expired, this oval will state “**Expired**”. Hover the mouse over the oval to display the date the saved search expired.
 - b. The name of the saved search.
 - c. The number of results the saved search generated.
 - d. **Created:** This field will display the date and time the original search was saved.
 - e. **Last viewed:** This field will display the date and time the search was last run.
 - f. Click the **Right Arrow** next to **Last viewed** (identified by the green arrow in the image below) to view the email address and/or phone number (if applicable) entered when the search was saved.

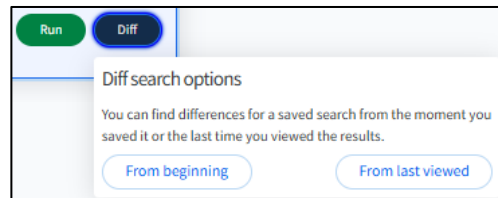


2. To run the search from this window, click **Run**. Laredo Anywhere will run the search utilizing the original search criteria that was entered when the search was first run and saved. You can then order the search results in Recording Date order to view any documents that may have been recorded since the search was originally saved.
 - a. With the search results displaying in Laredo Anywhere, click **Back to saved searches** in the **Navigation** panel on the left side of the search results to return to the **Saved searches** screen.



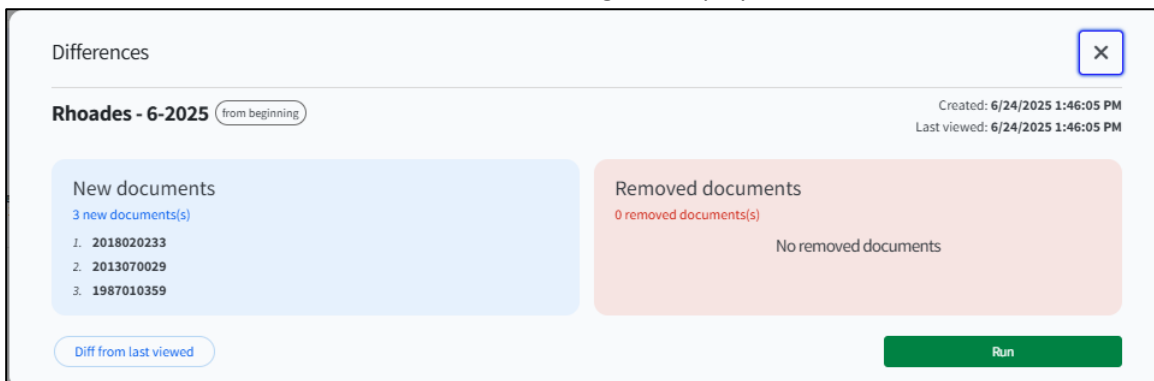
- b. **NOTE:** The **Edit search** and **Save search** buttons are not available when viewing the results of a saved search that has been run from the **Saved Searches** section of Laredo Anywhere.

3. To view a list of any documents matching the index data originally searched that have been recorded in the county since the date the original search was executed and saved, click the **Diff** button in the bottom right corner of any **Saved searches** tile. Also, in the unlikely event that any documents have been removed from the system that were listed in the original search, these removed documents will also be listed. When you click the **Diff** button, the following dialog box will display:



- Click the **From beginning** button to view any documents that have been recorded since you first ran and saved the search.
- Click the **From last viewed** button to view any documents that have been recorded since the last time you ran the search.

When the selected option has been clicked, if there are documents that have been recorded since the search was saved or last run, a screen similar to the following will display:



- If you selected the **From beginning** option for viewing the differences, you can click the **Diff from last viewed** button at the bottom of the screen to switch the view to this option. Similarly, if you selected the **From last viewed** option, you can click the **Diff from beginning** button at the bottom of the screen to switch the view to this option.
- Click the **Run** button at the bottom of the **Differences** box to re-run the saved search.
- Sorting options for saved searches (in the **Saved Searches** screen):



- To find a particular saved search in the list, enter the name of the saved search, or a portion of the name, in the **Find a saved search** field.
- To order your saved searches alphabetically, click the blue **Arrow**.
- To view only the saved searches that have not expired, click the **Available** oval.
- To view only the saved searches that have expired, click the **Expired** oval.

IRIS MANAGER

IRIS has the potential to enhance the integrity and efficiency of your searching in Laredo Anywhere. It can simplify searches involving multiple names or alternate spellings by allowing the creation of alias groups, ensuring comprehensive search results without the need to search multiple different ways for party names and addresses. IRIS empowers users to create and manage their own group names and aliases, customizing searches to their needs.

IRIS ALIAS EXAMPLES

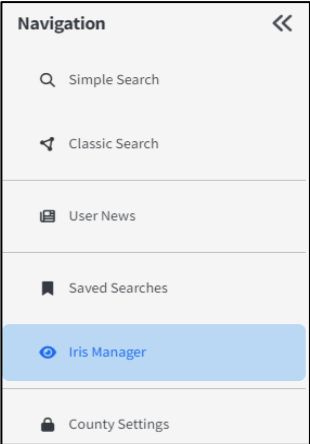
Listed below are a few examples of the types of alias names you may wish to enter in IRIS:

1. FIRST NAMES / NICKNAMES:
 - a. Robert: Bob, Robbie, Robt, Bobby
 - b. Elizabeth: Liz, Beth, Lizzy, Betsy
2. LAST NAMES:
 - a. Anderson: Andersen
 - b. Smith: Smyth
 - c. MacGuire: McGuire, Mac Guire, McGwire, Maguire
3. BUSINESS NAMES:
 - a. Wells Fargo: Wells Fargo Bank, Wells Fargo & Company, Wells Fargo and Company, Wells Fargo and Co
 - b. Department of Natural Resources: Dept of Nat Res, Dept of Natural Resources, Department of Nat Res
 - c. (For companies that have changed names): Wachovia Bank: Wells Fargo, Wells Fargo & Company, Wachovia Bnk, Wachovia Bk
4. ADDRESS STREET NAMES:
 - a. 1st Avenue: First Avenue, First Ave, 1st Ave
 - b. (For streets that have changed names): Main Street: Martin Luther King Blvd, Martin Luther King Boulevard, Main St.
5. SUBDIVISION NAMES:
 - a. "Cotton Subdivision" is the same subdivision as "Cotton Subdivision Addn 1": You can link them as alias subdivision names in IRIS so if you select one of them in the search criteria, results will return for both subdivision names.

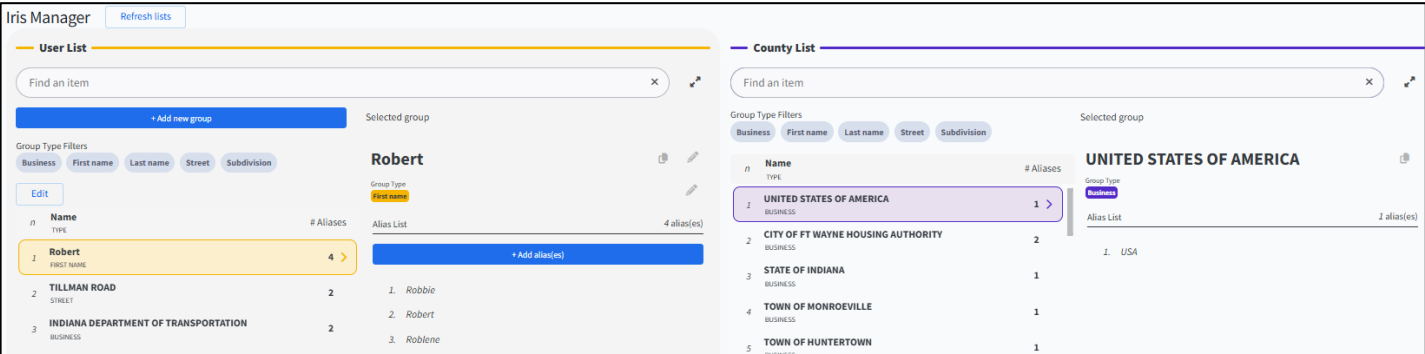
UTILIZING IRIS

NOTE: If "Iris Manager" is not listed on the Navigation panel, the county may not utilize IRIS. You may wish to contact the county Recorder / Register to ask them if they are interested in activating this feature.

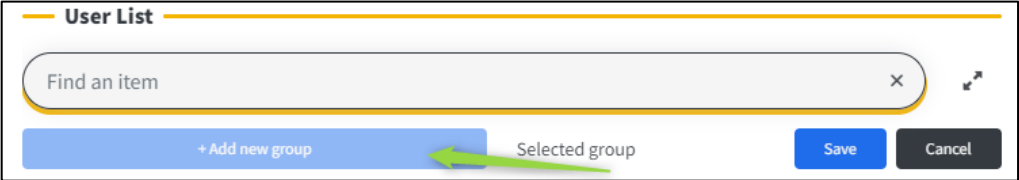
CREATING A NEW IRIS ENTRY



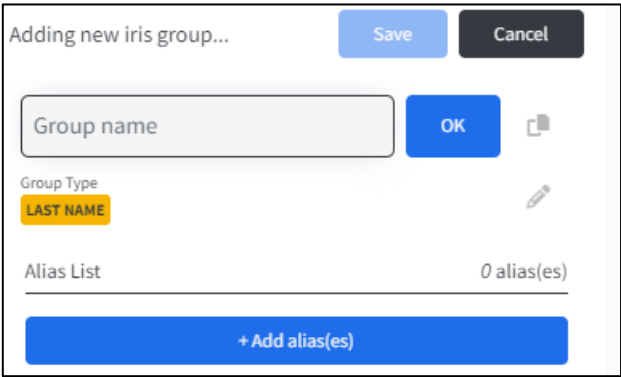
1. To create search aliases and to view and manage your IRIS lists, click **Iris Manager** in the Laredo menu bar on the **Navigation** panel. A screen similar to the one shown below will display.
- NOTE:** The **County List** section of IRIS on the right side of the screen is not utilized by Laredo searchers – it is only accessed by county officials.



1. To create a new IRIS alias group, click **+Add new group**.



2. Enter a first name, last name, business name, or street name in the **Group name** field then click **OK**.



NOTE: The group name is also considered to be one of the alias names so a search in Laredo for either the group name or any of the alias names entered will return results that include documents that match all of the alias names and the group name.

3. Click the **Pencil** in the **Group Type** field to select the correct IRIS group type in the drop down list that displays.



- Select the correct group type in the list.

- Click in the **Enter another alias** field and enter one or more alias names in this field, with multiple names separated by a comma.

- Click **+Add**.
- When all alias names have been entered, click the **Save** button above the group name. The new IRIS group name will then display in the **Name** list on the left side of the Iris Manager window.

EDITING AN IRIS ENTRY

- To edit an alias group, click the group in the **Name** field to highlight the name. The group name will display in the middle of the Iris Manager screen.

Selected group

Ohio Department of Natural Resources

Group Type
BUSINESS

Alias List 3 alias(es)

[+ Add alias\(es\)](#)

1. Department of Natural Resources State of Ohio
2. ODNR

9. Click the **pencil** icon next to the group name (identified by the green arrow in the image on the left) to edit the group name.

Ohio Department of Natural Resources **OK**

10. Edit the name as desired then click **OK**.

11. Click the pencil in the **Group Type** section (identified by the blue arrow in the image on the left) to edit the group type.

12. Select the correct group type from the list.

Group Type

Last name ▼

Business

First name

13. To add additional alias names for any group, with the group name highlighted in the **Name** list, click **+Add alias(es)**.

Alias List 3 alias(es)

[+ Add alias\(es\)](#)

14. Add additional alias names (separated by a comma) then click **+Add**.

Use a comma between each new alias

OHIO DEPT OF NATURAL RESOURCES **+ Add**

15. When all edits to an IRIS group have been made, click the **Save** button above the group name.

Editing group... **Save** **Cancel**

16. To remove an alias name from an IRIS group, click the group in the **Name** field to highlight the name then click the **X** next to any alias name you wish to delete from the group.

Alias List 3 alias(es)

[+ Add alias\(es\)](#)

1. Department of Natural Resources State of Ohio **X** **Remove**

17. To remove one or more group names from the IRIS list, click **Edit** at the top of the **Name** list.

n	Name	# Aliases
	TYPE	
1	COMMERCIAL AND SAVINGS BANK BUSINESS	1
2	Robert FIRST NAME	3

18. Check one or more group names in the list that you wish to delete then click **Remove**.

n	Name	# Aliases
	TYPE	
<input type="checkbox"/>	COMMERCIAL AND SAVINGS BANK BUSINESS	1
<input checked="" type="checkbox"/>	Robert FIRST NAME	3 >

19. Follow the steps listed above to create or edit any IRIS business names, first names, last names, street names or subdivision names.

20. To search for an IRIS alias name in your **User List**, click in the **Find an item** field and type any portion of the alias name to narrow the list that displays in the **Name** list to names that match what is entered.

- You can also filter your list of names by group type by clicking on one or more of the group types in the **Group Type Filters** section.

IRIS SEARCH TIPS

NOTE: Some of this information is mentioned earlier in this manual in the search criteria section.

PARTY NAME SEARCHING

1. To utilize IRIS when searching for a **last name**, **first name** or **business name** (in Classic Search mode), enter the name in the **Last/business name** or **First name** field of Laredo Anywhere.

2. To activate IRIS for the search, click **User** in the **IRIS** section of the **Name** field, click **Add** then click **Run**.

- a. **NOTE:** If the county Recorder/Register office in which you are searching has created an IRIS alias list, click **County** in the **IRIS** section to search for a name utilizing the county-created IRIS list.

The search will return documents in the search results in which any of the IRIS alias names have been indexed.

ADDRESS SEARCHING

1. To utilize IRIS when searching by address, enter the street name (as well as a minimum of a house number and city) in the **Street name/number** field.

The screenshot shows the 'Address' search interface. At the top, there are tabs: Address (selected), Associated Documents, Book-Page, Parcel, Subdivision, and Tract. Below the tabs are input fields for 'House number*', 'Street pre-directional', 'Street name/number', 'Unit', 'City*', and 'Zip'. Each field has a placeholder text 'Enter...'. At the bottom, there is an 'IRIS' section with three buttons: 'County' (selected), 'User', and 'None', followed by an 'Add' button.

2. To activate IRIS for the search, click **User** in the **IRIS** section of the **Address** field, click **Add** then click **Run**.

SUBDIVISION SEARCHING

1. To utilize IRIS for searching for a subdivision name, select a subdivision name in the **Subdivision** field **Name** dropdown list.

The screenshot shows the 'Subdivision' search interface. At the top, there are tabs: Address, Associated Documents, Book-Page, Parcel, Subdivision (selected), and Tract. Below the tabs, there is a 'Name*' dropdown menu which is open, showing 'ACKLEYS 2ND ADDITION' with a search icon and a close button. To the right of the dropdown is a 'Use Long Codes' toggle switch. Below the dropdown are input fields for 'Lot/Unit', 'Block', and 'Outlot'. At the bottom, there is an 'IRIS' section with three buttons: 'County' (selected), 'User', and 'None', followed by an 'Add' button. There is also an 'Expand Legals' toggle switch.

2. If applicable, enter a **Lot/Unit**, **Block**, and/or **Outlot** number then click **User** in the **IRIS** section of the **Subdivision** field, click **Add** then click **Run**. The search results will display documents with legal descriptions that include the selected subdivision and all alias subdivisions that have been linked to the selected subdivision in the IRIS module.

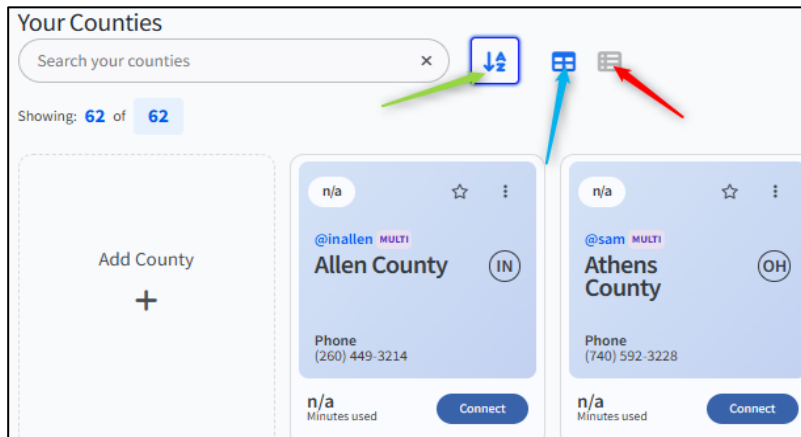
DASHBOARD

The Laredo Anywhere Dashboard lists all of your linked Laredo accounts and is the screen in which you can add additional counties to your Laredo Anywhere account.



1. Click **Dashboard** at the top of the Laredo Anywhere screen to access your dashboard.

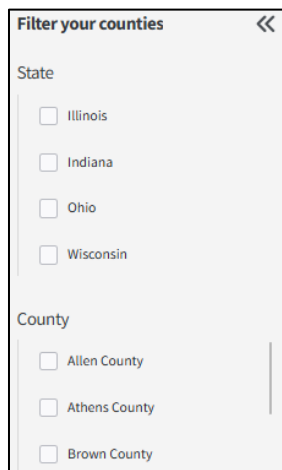
NOTE: See the **LINKING A COUNTY LAREDO SEARCH ACCOUNT** section on page 5 of this manual for a description of the process of adding a new county Laredo login to your Laredo Anywhere account.



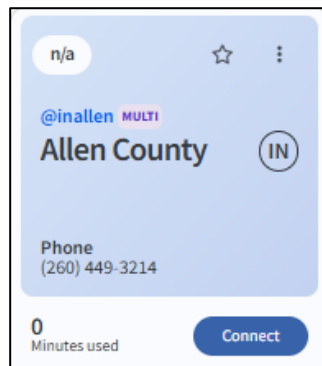
- a. The number of counties that are linked to your Laredo Anywhere account will display in the upper left section of the dashboard screen (“**Showing:...**”).
2. If you have many Laredo accounts linked to your Laredo Anywhere account, the following functions in the dashboard may prove useful:
 - a. List the county you wish to search in the **Search your counties** field at the top of the dashboard to display all matching county names.
 - b. Click the sort button (identified by the green arrow in the image above) to sort the list of county names in ascending or descending alphabetical order. (NOTE: This sort option is only available when viewing the county names in the tile format.)
 - c. Click the tile button (identified by the blue arrow in the image above) to view the information tile for each county (see below for information about these tiles).
 - d. Click the list button (identified by the red arrow in the image above) to view each county in a list format.

#	State	County	Username	Minutes used	Last visit	Phone
1	IL	Lee County	@llee MULTI	0	—	(815) 288-3309
2	IN	Porter County	@inporter MULTI	0	May 9, 2024	(219) 465-3476

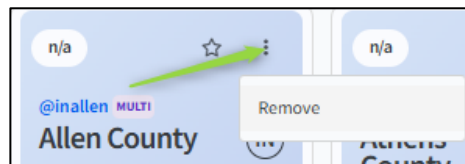
- i. This view will display the county name of all the linked Laredo accounts (and the state), each Laredo username, the number of minutes that each county Laredo search program has been logged in for the month (this value resets each month), the last date (“Last visit”) each county Laredo search program was logged into, and the phone number associated with each Laredo login.
- ii. To sort this list by any column (**County** name, **Username**, etc.), click the desired column header.
- e. You can also filter your Laredo account counties utilizing the **Filter your counties** bar along the left side of the Laredo Anywhere dashboard.



- i. To display the Laredo county names for a particular state or states, click the desired state's checkbox(es) in the **State** section.
 - ii. To display only particular county names in the dashboard, click the desired county (or counties) name(s) in the **County** section.
3. Each County card will display the county name and state, the Laredo account's **username**, the date the Laredo search program was last opened (in the upper right oval), the primary **Phone number** associated with the account, and number of minutes (**Minutes used**) that each particular Laredo user has been logged into Laredo for the current month.

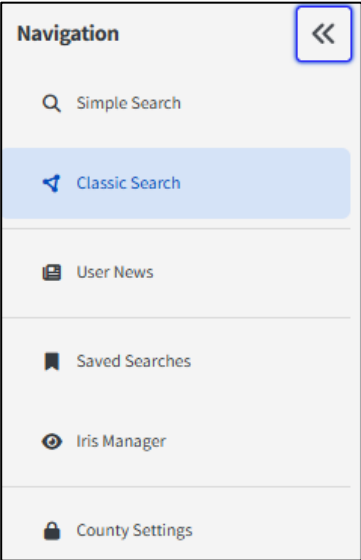


4. To remove a Laredo county from your Laredo Anywhere account, click the **three dots** in the upper right corner of the county card then click **Remove**. The county will be removed from your Laredo Anywhere account.



NOTE: Removing a county from your dashboard does not cancel your Laredo user account; you will still need to contact the county Recorder/Register to cancel any Laredo user accounts.

LAREDO MENU

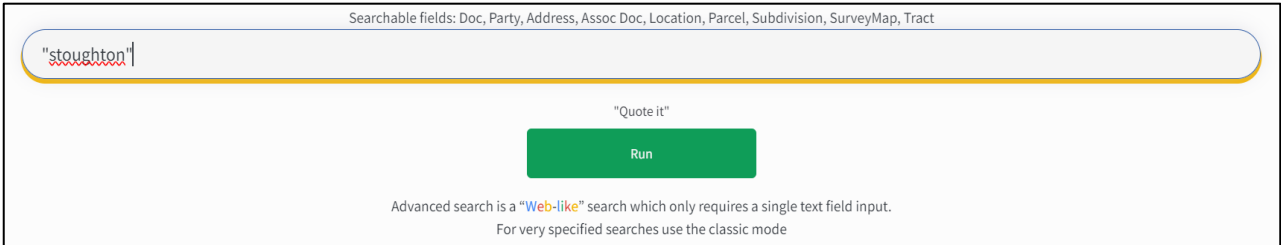


When you log into any Laredo search program from the dashboard of Laredo Anywhere, the following **Navigation** menu will display along the left side of the screen. Each menu item will be described below.

SIMPLE SEARCH

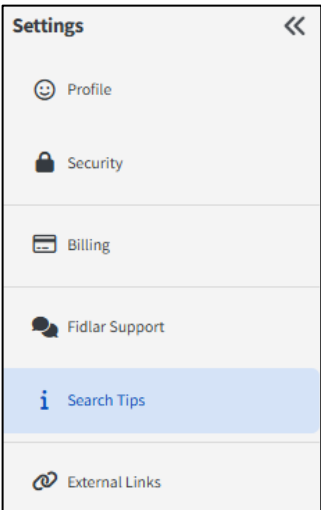
Laredo Anywhere includes the functionality, known as **Simple Search**, to search for documents by entering search criteria in a single text field.

- 1. To access the single text field search option, click **Simple Search** on the left side of the Laredo Search menu. The screen shown below will display.



- 2. Enter the criteria you wish to search for in the text bar then click **Run**.

- 3. For a description of the format in which to enter criteria in the text field, click **Settings** in the toolbar at the top of the Laredo Anywhere screen.

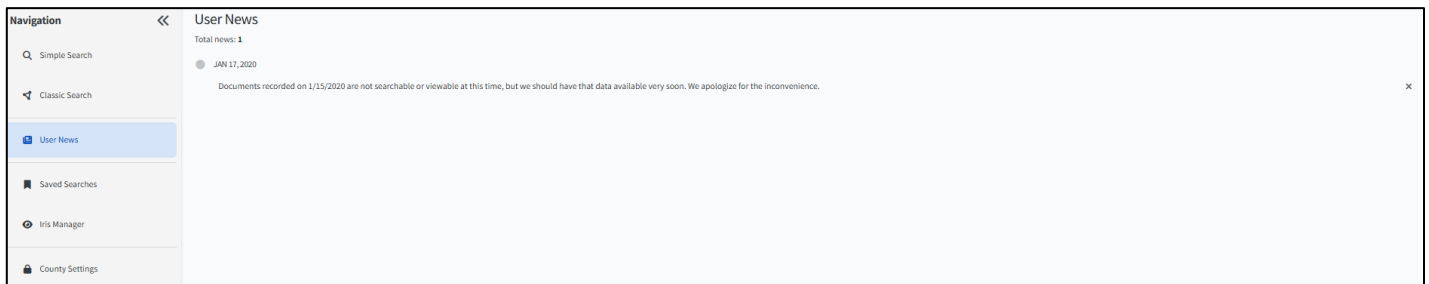


- 4. Click **Search Tips** to open a window in which you will find tips on how to enter criteria in the **Simple search** text field.
- NOTE:** A more detailed description of executing a simple search will be included in a future version of the Laredo Anywhere manual.

(NOTE: The **Classic Search** menu item has been described earlier in this manual.)

USER NEWS

Each Laredo account county can post relevant information in the **User News** section of Laredo Anywhere. This is the screen that will likely display first when you log into the Laredo search program each time. It is recommended that you read these messages each time you log into Laredo.



1. To view the user news for a county, click on **User News** in the Laredo Anywhere menu bar.
2. To delete any **User News** messages, click the “Remove” **X** on the right side of the message.

(NOTE: The **Saved Searches** and **Iris Manager** menu items have been described earlier in this manual.)

COUNTY SETTINGS

1. If you would like to change your Laredo login password (for the Laredo search program) from the password originally entered when you first linked your Laredo account to your Laredo Anywhere global account, click **County Settings** on the left panel of the Laredo Anywhere home **Search** screen. A screen similar to the one shown below will display.

A screenshot of the 'County Settings' form. It has a title 'County Settings' with a lock icon. Below is a 'Contact' section with the text 'Ozaukee County phone number' and a phone icon next to the number '(262) 284-8260'. The next section is 'County password' with three input fields: 'Existing password*', 'New password*', and 'Confirm password*'. Each field has a placeholder text matching its label. At the bottom is a blue 'Update' button.

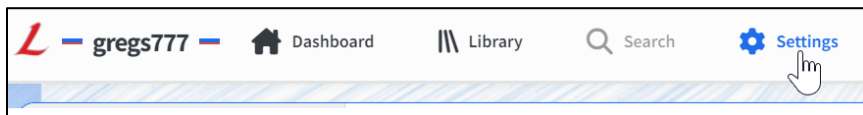
2. Enter your **Existing password** then enter the new password you would like to set in both the **New password** and **Confirm password** fields then click **Update** to save the new password.

LAREDO ANYWHERE “SETTINGS” MENU

In the general Laredo Anywhere **Settings** menu, you can update your Laredo Anywhere profile, change your Laredo Anywhere password, access your Laredo Connect billing information (if applicable), contact the Fidlar Support team, view the simple search tips, and access various Fidlar Technologies program links.

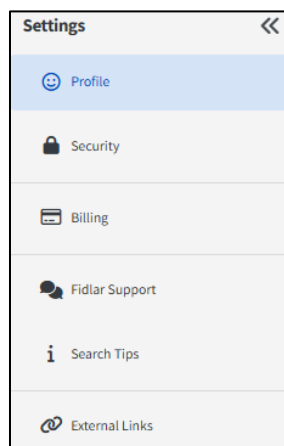
LAREDO ANYWHERE PROFILE

1. To view and edit your Laredo Anywhere profile, click **Settings** in the toolbar at the top of the Laredo Anywhere screen.



A screen similar to the one shown on the right will display.

2. Click **Profile** to open the screen shown below.



Profile

Here are your basic demographics that include:

First Name*

Greg

Last Name*

Sullivan

Company*

Fidlar

Email address*

gregs@fidlar.com

Allow us to send alerts to this email address?

You may want this if you're curious about the status of a saved search

Yes

No

Phone*

(309) 555-1212

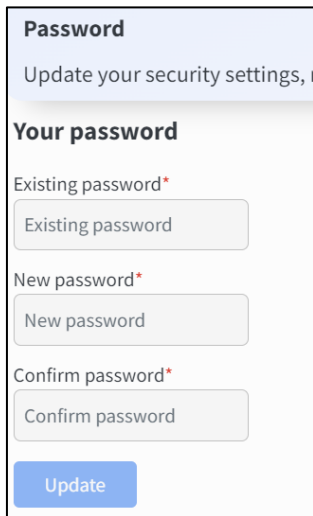
Update

3. Edit any of fields you wish to update then click **Update**.

4. To update your email preference regarding receiving email alerts about the status of a saved search, click **Yes** or **No** in the **Allow us to send alerts to this email address?** section.

LAREDO ANYWHERE PASSWORD

1. To change your Laredo Anywhere password that was set when you first set up your Laredo Anywhere global account (this is NOT your Laredo subscription program password), in the **Settings** menu bar, click **Security**.



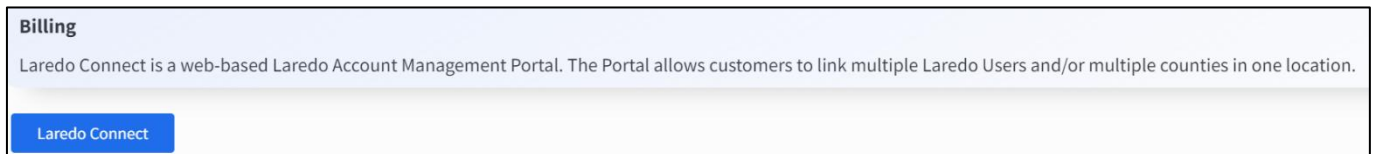
The screenshot shows a web form titled "Password" with the subtitle "Update your security settings, r". Below the title is a section header "Your password". There are three input fields: "Existing password*", "New password*", and "Confirm password*", each with a corresponding label. At the bottom of the form is a blue "Update" button.

2. Enter your **Existing password** then enter your new password in both the **New password** and **Confirm password** fields.
3. Click **Update**.

LAREDO BILLING

If the county in which you have a Laredo account utilizes Laredo Connect to bill you for your Laredo access, you can access your Laredo Connect account from the Laredo Anywhere **Settings** menu.

1. To access your Laredo Connect billing account, click **Billing** in the Laredo Anywhere **Settings** menu bar. The screen shown below will display.

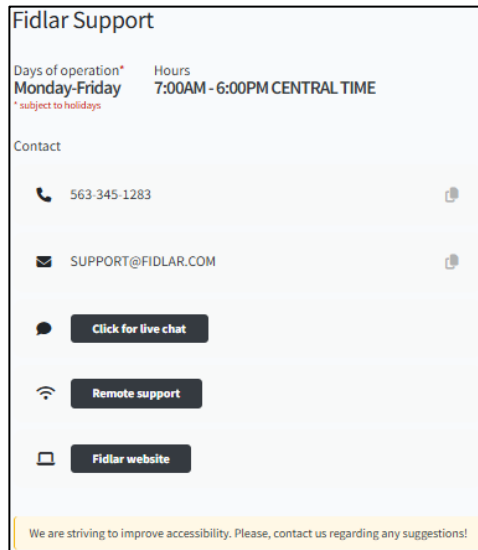


The screenshot shows a web page titled "Billing". Below the title is a paragraph: "Laredo Connect is a web-based Laredo Account Management Portal. The Portal allows customers to link multiple Laredo Users and/or multiple counties in one location." At the bottom of the page is a blue button labeled "Laredo Connect".

2. Click **Laredo Connect** to open the Laredo Connect portal associated with your Laredo account.

FIDLAR SUPPORT

1. To contact the Fidar Support team and view contact information, click **Fidar Support** in the Laredo Anywhere **Settings** menu bar. The screen shown below will display.



2. You may call or email the support team or click the **Click for Live Chat** option to chat with a Fidar support team member.
3. **Remote Support:** If you contact the support team, a team member may wish to connect to your workstation to help troubleshoot an issue you may be having. If so, they will direct you to click the **Remote support** button to access the webpage from which they can connect to your workstation. (**NOTE:** This connection will only be made with your approval and only if you are physically at the workstation they are connecting to.)
4. **Fidar website:** Click on the **Fidar website** button to access the website for Fidar Technologies.

SEARCH TIPS


NOTE: See the **Simple Search** section on page 53 of this manual for a description of the **Search Tips** section of the Laredo Anywhere menu bar.

EXTERNAL LINKS

1. To learn more about additional programs that Fidar Technologies offers, click **External Links** in the **Settings** menu bar to open the screen shown to the right.


External Links

Listed are some external links to our other relevant, web-based products




[Visit](#)

An online subscription service offered to the public that allows them to have their name monitored within the Recorder's office in order to track possible fraudulent recordings that affects their property. The threat of mortgage fraud and identity theft crimes continue to rise, and all too often victims of these types of fraudulent activities are unaware their homes or identity have been stolen.



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