

# LAREDO CONNECT PUBLIC CUSTOMER PORTAL USER GUIDE

(Updated 04/2026)

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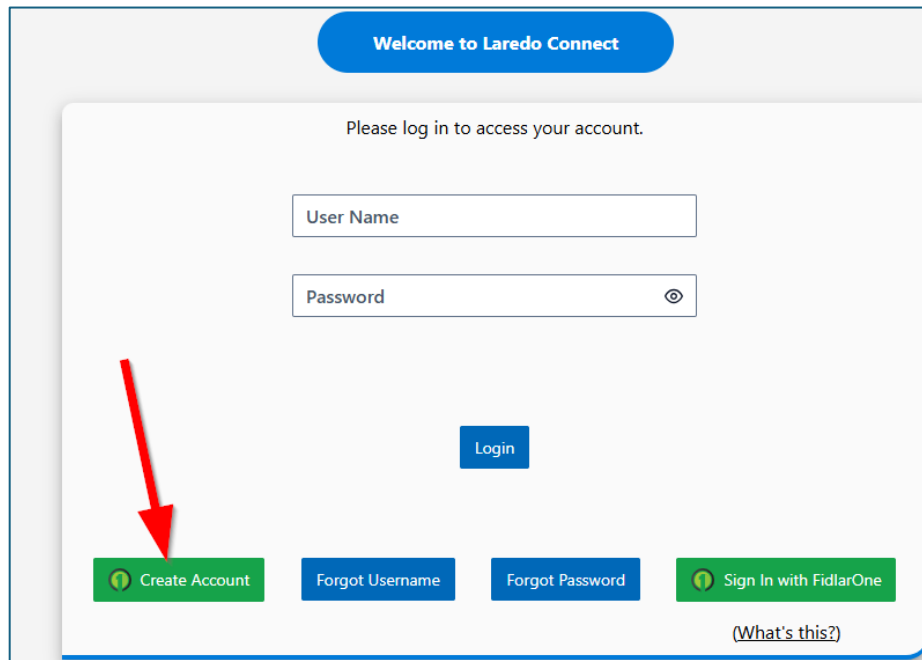
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## LAREDO CONNECT CUSTOMER PORTAL PROFILE SET UP

Laredo Connect allows Users to have access to Laredo Activity in real time, view charge invoices and escrow statements, set up account alerts, and many other features. To receive charge invoices or escrow statements electronically, to see your Laredo activity, and to pay your Laredo bill online, you must have a Laredo Connect Profile set up.

**NOTE:** Fidlar Support is available to assist you with any of the steps outlined below. Feel free to call 563-345-1283 or email [support@fidlar.com](mailto:support@fidlar.com) to contact one of our support team members.

1. To access the Laredo Connect customer portal site, open your internet browser and navigate to the Laredo Connect login page: <https://connect.laredoanywhere.com>. The screen shown on the next page will open.



2. Click the **CREATE ACCOUNT** button on the bottom of the login screen to begin creating a Laredo Connect Profile. The **NEW ACCOUNT** screen shown on the next page will display.

**NOTE:** If you already have a Laredo Connect public portal account set up (that is NOT a FidlarOne account), you can simply enter your already-existing **User Name** and **Password** in the fields shown in the screen above to open your Laredo Connect account screen. If you already have a FidlarOne account set up, you can skip to step number 5 below for instructions on signing in to your Laredo Connect account utilizing the **Sign In with FidlarOne** button shown above.



## NEW ACCOUNT

Complete the form to register a new FidarOne Account. You may only register one FidarOne Account per email address. If you have already created an account, please use the 'Forgot your password?' link to begin a password reset using your confirmed email address. If you never confirmed your email address, use the 'Resend email confirmation' to confirm your email first.

### YOUR PASSWORD MUST MEET THE FOLLOWING REQUIREMENTS:

- ★ Your password cannot be shorter than 8 characters.
- ★ Your password cannot be longer than 128 characters.
- ★ Your password must have an alphabet character.
- ★ Your password must have at least 5 unique character(s).
- ★ Your password may not contain your user name.
- ★ Your password will be checked against a database that tracks leaked passwords and cannot be used if found in the database.

Register

[Return to Login](#)

Need help? Use one of the links below or call us at 563-345-1283

[Create Account](#)

[Forgot your user name?](#)

[Forgot your password?](#)

[Resend email confirmation](#)

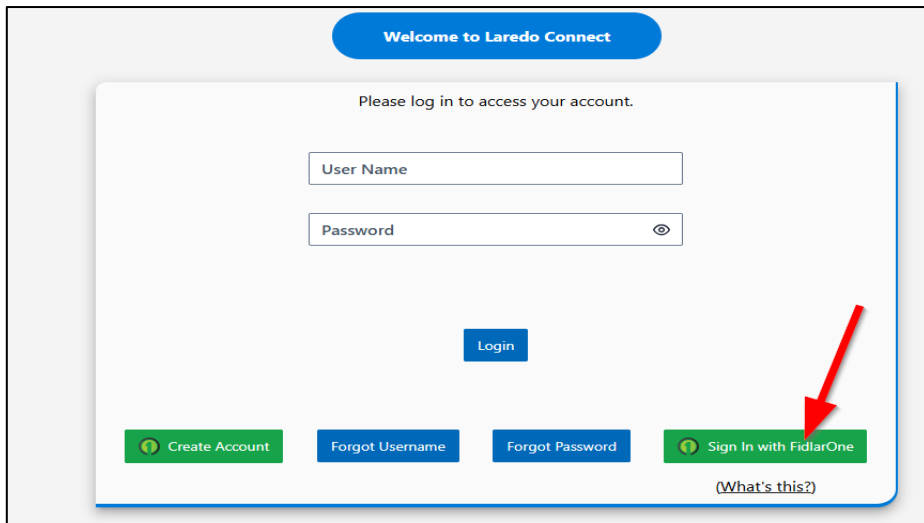
3. Enter a **User Name** (minimum of 6 characters in length) and your **Email Address** in the appropriate fields then enter a **Password** and the same password in the **Confirm Password** fields. Your password must comply with the requirements noted in the screen above.

**NOTE:** The user name and password entered in the fields above are NOT necessarily your Laredo search program user name and password; the values entered here are for your Laredo Connect billing account. However, you can use the same username and password that you utilize for the Laredo Search program if you wish (if they meet the criteria noted above).

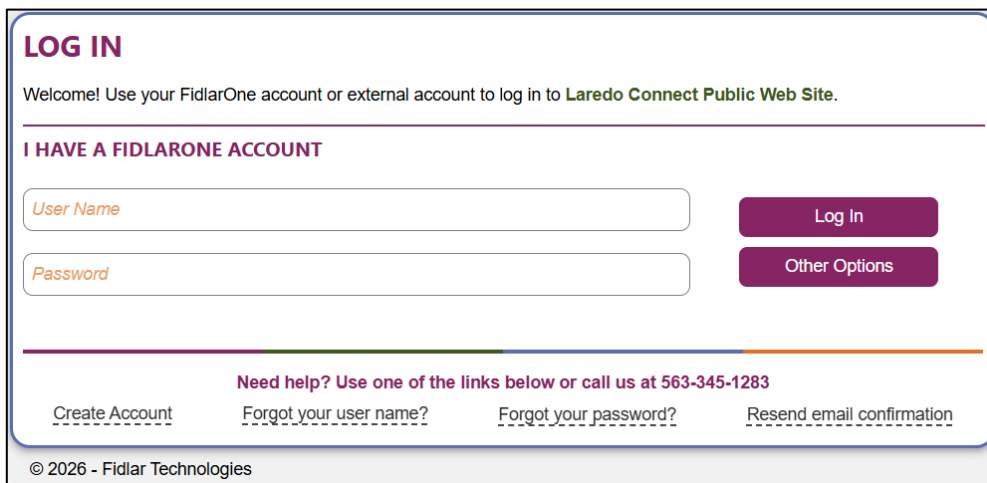
4. Click the **Register** button. The **Welcome to Laredo Connect** public portal login screen shown on the next page will open. You will also receive a confirmation email.

**NOTE:** You do NOT need to confirm your email in order to access the Laredo Connect public portal program.

5. Once you have created your Laredo Connect account, navigate to the Laredo Connect webpage (<https://connect.laredoanywhere.com>) to log into your Laredo Connect account.



6. Click the **Sign In with FidarOne** button in the login window. The window shown below will open.



7. Enter your **User Name** and **Password** then click the **Log in** button to open the **Home** page of the Laredo Connect public portal. The rest of this guide will describe the functions available in the Laredo Connect public portal program.

## LAREDO CONNECT CUSTOMER PORTAL GUIDE

When you log into the Laredo Connect customer portal program, the Laredo Connect **Home** screen, similar to the one shown below, will open.

**NOTE:** If you have any questions about functions not described in this guide, please contact the Fidar Technologies support team (call 563-345-1283 or email [support@fidlar.com](mailto:support@fidlar.com)) for assistance.

### LAREDO CONNECT HOME SCREEN

The Laredo Connect **Home** screen consists of the following sections:

#### ACTIVE ALERTS

Active Alerts				<a href="#">Alert Preferences</a>	<a href="#">Alert History</a>
Alert	County	Sent			
Your Escrow Deposit for [REDACTED] has been completed	Grundy, IL	4/1 9:07 am			
Your Escrow Balance for [REDACTED] is nearing its minimum.	Grundy, IL	4/1 8:37 am			
Your Laredo Account [REDACTED] has been unlocked.	Grundy, IL	4/1 8:37 am			

This section displays all currently relevant alerts related to your Laredo account(s). See the **Setting up Alerts** section below for an explanation of each alert type.

1. To see a list of past alerts related to your Laredo account(s), click the **Alert History** option in the upper right corner of this section.

## ESCROW BALANCE SUMMARY

Escrow Balance Summary			
County	Customer	Balance	Last Updated
Grundy, IL	[REDACTED] TITLE	\$40.50	8 hours ago
Will, IL	[REDACTED] COMPANY	\$560.00	12 hours ago

This section displays a summary of escrow account(s) related to all Laredo account(s) that are linked to your Laredo Connect account, including the balance of all escrow accounts. This section will only display information for counties in which escrow accounts are utilized for payment of Laredo activity.

## CHARGE BALANCE SUMMARY

Charge Balance Summary			
County	Customer	Balance	Last Updated
Will, IL	[REDACTED] TITLE COMPANY		12 hours ago
Livingston, IL	[REDACTED] TITLE COMPANY		12 hours ago

This section provides an overview of all Laredo charge accounts (billed post usage) linked to your Laredo Connect account, including any outstanding balance.

## LAREDO SUMMARY

Laredo Summary				
County / Plan	Minutes	Unbilled Prints	Last Updated	Users
Kankakee, IL Plan D: 2000 Min - \$320	0 / 2000 Ending in a month	\$39.50	a minute ago	[REDACTED]
Will, IL \$400 Unlimited Min Plan	492 / 10000 Ending in a month	\$38.25	a minute ago	[REDACTED]
Bond, IL Plan A - \$75, 250 Minutes	0 / 250 Ending in a month	\$0.00	3 minutes ago	[REDACTED]

A summary of Laredo activity for all linked Laredo accounts will display in this section. The summary includes the following details:

1. The county name(s) in which you have a linked Laredo search program account along with the Laredo plan name and amount of the plan.
2. The number of Laredo usage minutes used for the current month. This value is updated in real time.
3. The amount of all unbilled prints made in the current monthly billing period (for Laredo accounts that are billed post usage). This value is updated in real time.
4. The Laredo search program username(s) for all linked Laredo accounts.

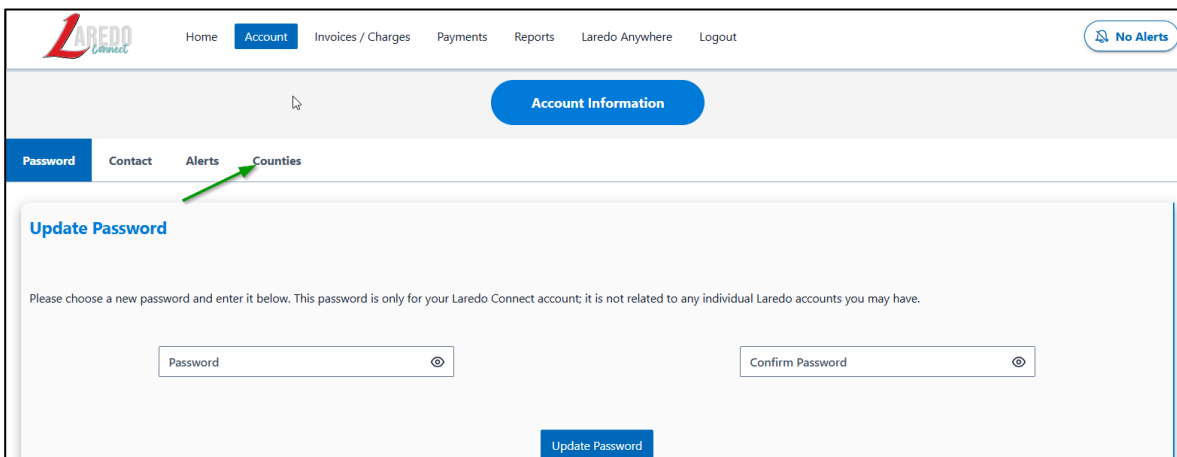
## LINKING YOUR LAREDO SEARCH ACCOUNT TO LAREDO CONNECT

1. To link your Laredo search account (Laredo Anywhere or Laredo Desktop), you must have a Laredo user name and password set up. If you have not done this yet, please contact the County Recorder/Register to set up your Laredo account.

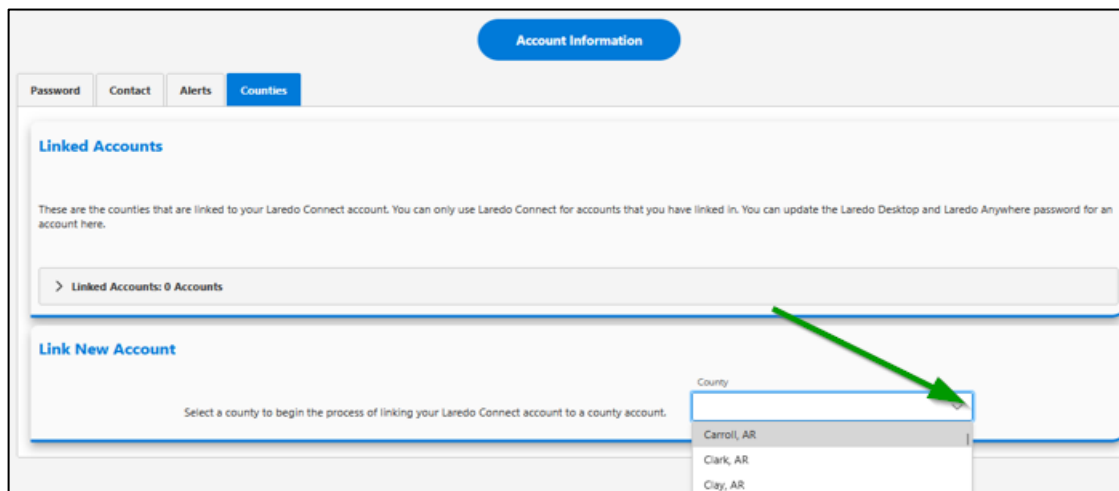
2. In the Laredo Connect customer portal **Home** screen, click the **Account** menu item at the top of the Laredo Connect screen.



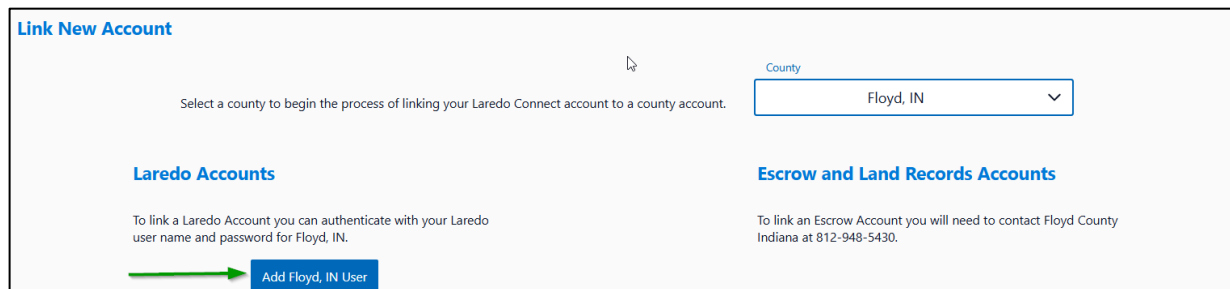
The screen shown below will open.



3. Click **Counties** in the **Account Information** screen to open the following screen.

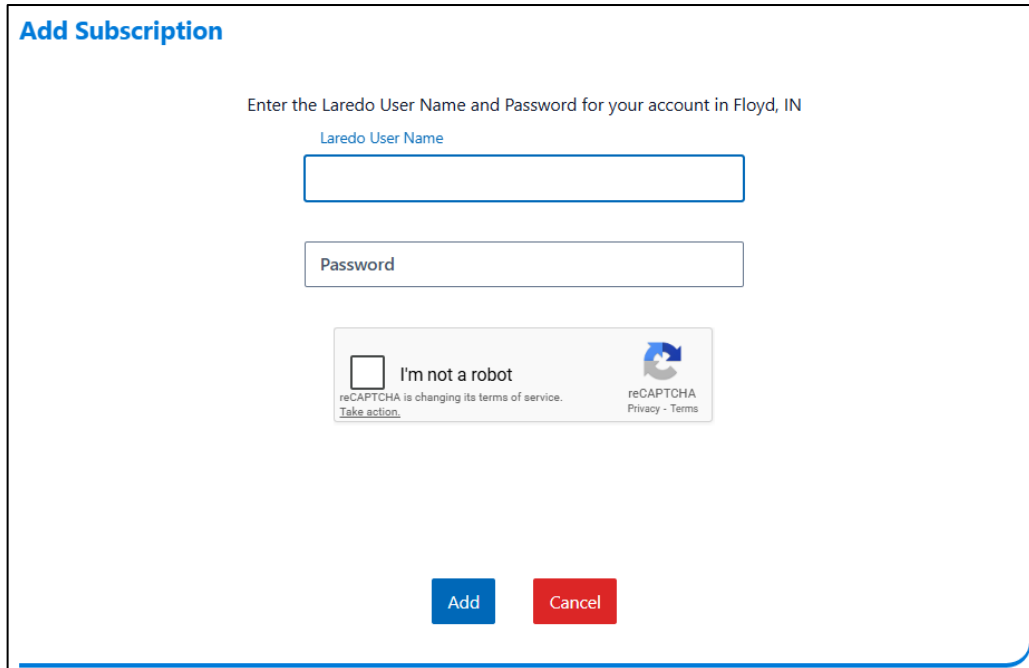


4. In the **Link New Account** section, click the **County** drop down arrow then scroll down to the county in which you have a Laredo search program account. Click the county name to display a screen similar to the following.

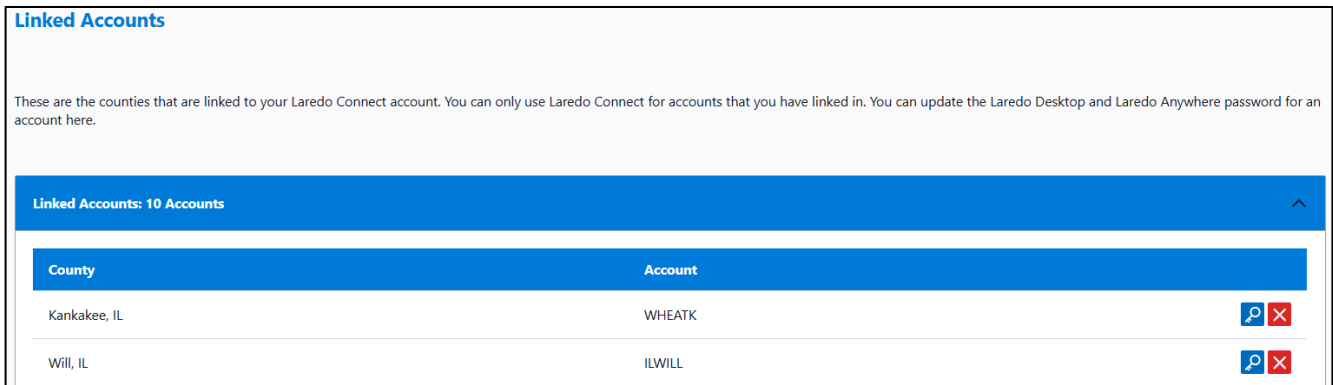


- Click the **Add (County Name) User** button to display the screen shown below.

**NOTE:** If the county in which you have a Laredo account allows for the payment of Laredo fees utilizing escrow, you will need to contact the county to set up your escrow account with them.

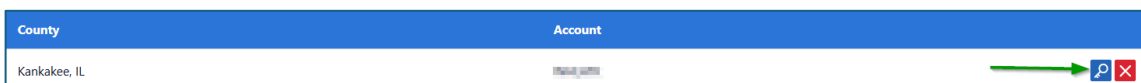


- Enter your existing **Laredo** (search program) **User Name** and **Password** in the appropriate fields, click the **I'm not a robot** checkbox then click the **Add** button. The county name and corresponding Laredo user name will then display in the **Linked Accounts** list in the **Counties** tab of the Laredo Connect **Account Information** screen.



County	Account	
Kankakee, IL	WHEATK	
Will, IL	ILWILL	

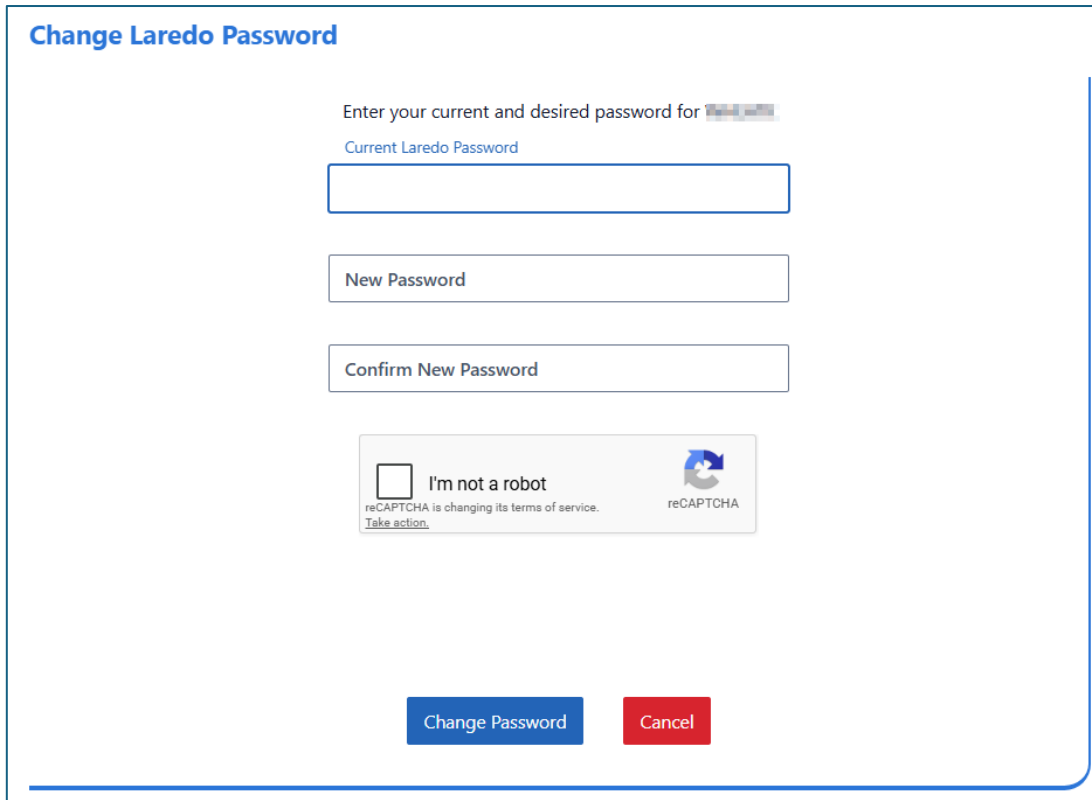
- If you have multiple Laredo search accounts, repeat steps 4-6 above to link each one of them to your Laredo Connect account.
- If you would like to change your Laredo search program (NOT your Laredo Connect public portal password) password, click the **CHANGE PASSWORD** icon on the right side of the line that lists the Laredo username.



County	Account	
Kankakee, IL	WHEATK	

**(NOTE:** For most of the function buttons in Laredo Connect you can hover the mouse over the button to display a description of the button.)

9. In the screen that displays, enter your **Current Laredo Password** then your **New Password**. Enter the new password again in the **Confirm New Password** field, check the **I'm not a robot** checkbox then click the **Change Password** button.



**Change Laredo Password**

Enter your current and desired password for [redacted]

Current Laredo Password

New Password

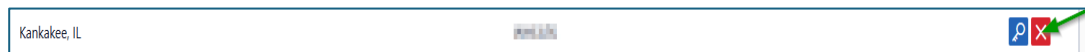
Confirm New Password

I'm not a robot  
reCAPTCHA is changing its terms of service.  
[Take action.](#)

reCAPTCHA

Change Password Cancel

10. To remove a Laredo linked account from your Laredo Connect account, click the **Unlink Account** (the red **X**) on the right side of the line that lists the Laredo user name.

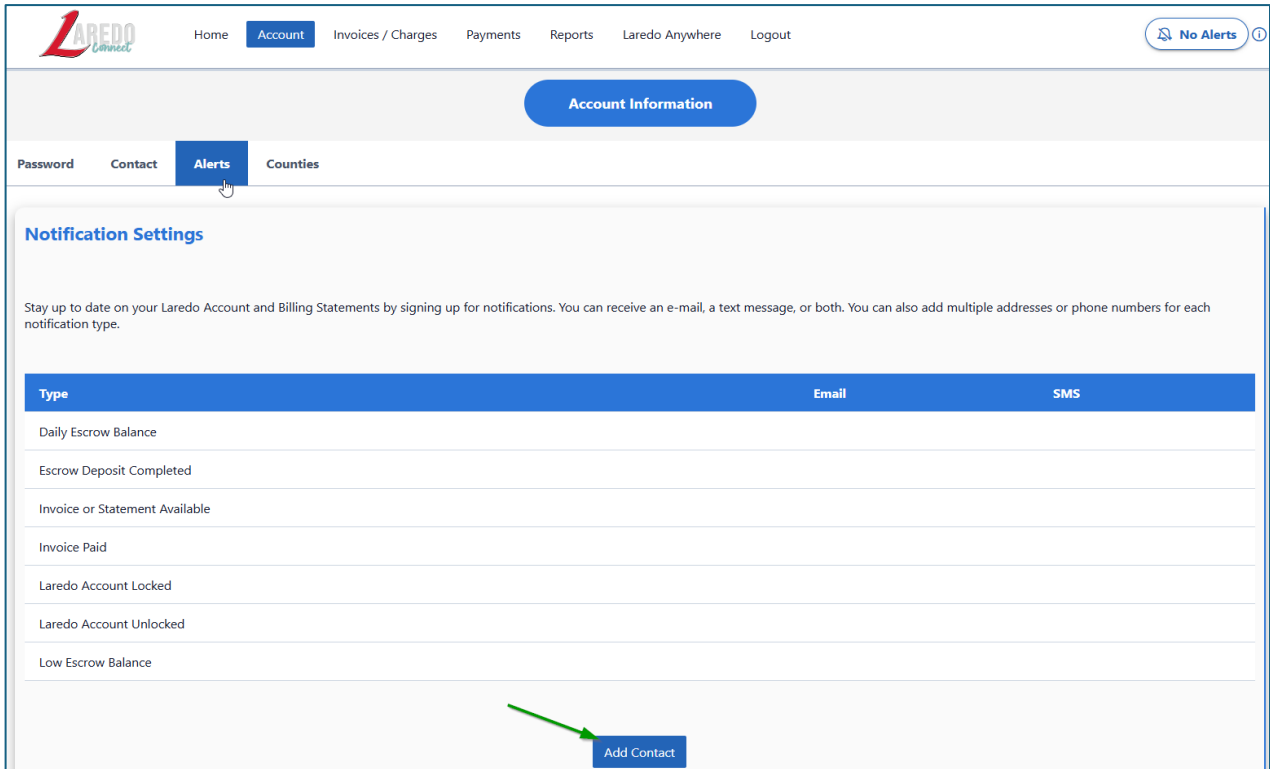


**NOTE:** Unlinking a Laredo account from your Laredo Connect account DOES NOT cancel your Laredo search program account in the county; it simply removes the Laredo account from this particular Laredo Connect account. If you wish to cancel a Laredo search account, you must contact the county Recorder/Register office.

## SETTING UP LAREDO ALERTS

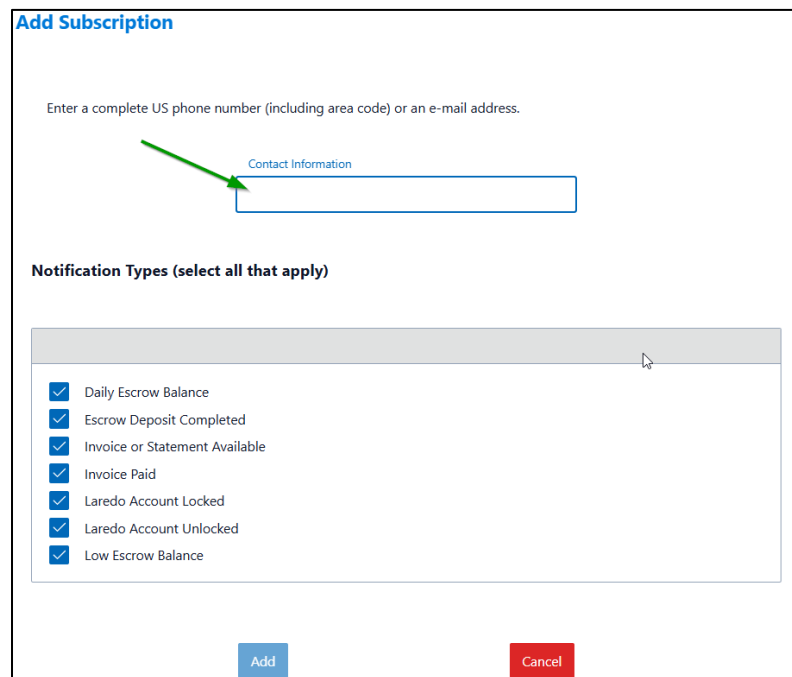
Laredo Connect allows you to activate alerts to inform you of activity on your Laredo account(s).

1. Click the **Alerts** tab in the **Account Information** screen to open the screen shown below.



The screenshot shows the Laredo Connect web interface. At the top, there is a navigation bar with the Laredo Connect logo and links for Home, Account, Invoices / Charges, Payments, Reports, Laredo Anywhere, and Logout. A 'No Alerts' notification is visible in the top right corner. Below the navigation bar, the 'Account Information' section is active, with tabs for Password, Contact, Alerts, and Counties. The 'Alerts' tab is selected, leading to the 'Notification Settings' page. This page includes a brief instruction: 'Stay up to date on your Laredo Account and Billing Statements by signing up for notifications. You can receive an e-mail, a text message, or both. You can also add multiple addresses or phone numbers for each notification type.' Below this is a table with columns for 'Type', 'Email', and 'SMS'. The table lists several notification types: Daily Escrow Balance, Escrow Deposit Completed, Invoice or Statement Available, Invoice Paid, Laredo Account Locked, Laredo Account Unlocked, and Low Escrow Balance. At the bottom of the page, there is a blue 'Add Contact' button, which is highlighted by a green arrow.

2. To select the alert notifications you would like to regularly receive, click the **Add Contact** button at the bottom of the window. The following screen will open.



The 'Add Subscription' dialog box is shown. It prompts the user to 'Enter a complete US phone number (including area code) or an e-mail address.' Below this is a text input field labeled 'Contact Information', with a green arrow pointing to it. Underneath, there is a section titled 'Notification Types (select all that apply)' containing a list of seven notification types, each with a checked checkbox: Daily Escrow Balance, Escrow Deposit Completed, Invoice or Statement Available, Invoice Paid, Laredo Account Locked, Laredo Account Unlocked, and Low Escrow Balance. At the bottom of the dialog, there are two buttons: 'Add' and 'Cancel'.

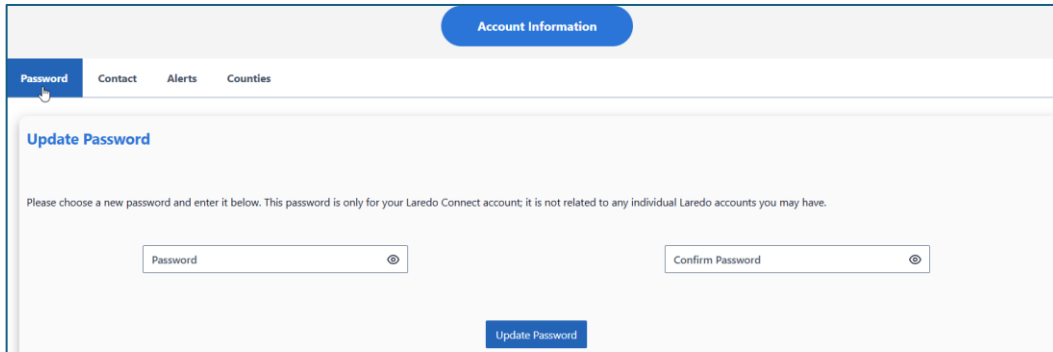
3. Enter either your phone number or email address in the **Contact Information** field.

**NOTE:** If you would like to receive Laredo alerts by phone and by email, follow the steps below, one time for your phone number then repeat the steps for your email address. You can also enter multiple email addresses and/or phone numbers at which to receive alerts, one at a time.

4. Check the box next to the alert **Notification Types** you would like to receive. Here is a description of each notification type:
  - a. **DAILY ESCROW BALANCE:** If you have a Laredo account in a county that allows for escrow accounts from which to draw your Laredo fees, check this alert to receive a daily text or email in which your escrow balance is listed.
  - b. **ESCROW DEPOSIT COMPLETED:** Check this box to receive an alert each time a deposit into your escrow account is made (if applicable).
  - c. **INVOICE OR STATEMENT AVAILABLE:** Since most counties in which Laredo Connect is utilized for Laredo payments will no longer send invoices to their Laredo users, you will be responsible for viewing your monthly Laredo invoice (or statement, in counties that allow for escrow accounts). Check this box to receive a text and/or email each month to notify you of your invoice or statement being available.
  - d. **INVOICE PAID:** Check this box to receive an alert each time your invoice has been paid (either by check to the county or paid online – see later in this guide for details on paying online).
  - e. **LAREDO ACCOUNT LOCKED:** Laredo Connect provides the ability for counties to lock your Laredo search account from being accessed if payment has not been made by a particular date of the month or if your escrow account (if applicable) drops below a minimum threshold. Check this notification if you would like to receive a text or email that notifies you that your account is locked. (**NOTE:** Once payment is made and processed for a Laredo account that has been locked, your account will be automatically unlocked.)
  - f. **LAREDO ACCOUNT UNLOCKED:** Check this box to receive an alert that your payment has been processed and your Laredo account is unlocked and can be accessed.
  - g. **LOW ESCROW BALANCE:** Each county that utilizes escrow accounts can set a minimum threshold amount for your escrow account below which your account will be locked until a payment is made (either online or by check to the county, if permitted by the county) to your escrow account to bring the account above the threshold amount. Check this box if you would like to receive an alert that notifies you that your escrow account balance has dropped below the threshold amount.
5. Once all applicable alert types have been checked, click the **Add** button to return to the **Account Information** screen.

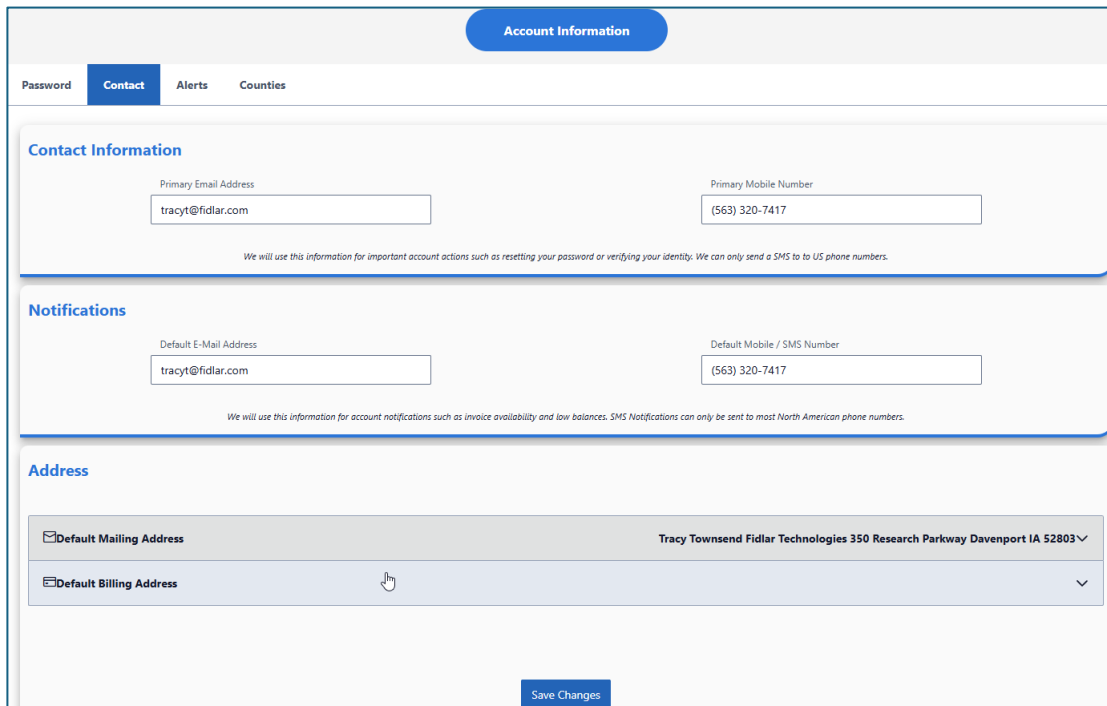
## UPDATING LAREDO CONNECT ACCOUNT PASSWORD & CONTACT INFORMATION

1. To update your Laredo Connect password (NOT your Laredo search program password), click the **Password** tab at the top of the **Account Information** screen.



The screenshot shows the 'Account Information' screen with the 'Password' tab selected. The page title is 'Update Password'. Below the title, there is a note: 'Please choose a new password and enter it below. This password is only for your Laredo Connect account; it is not related to any individual Laredo accounts you may have.' There are two input fields: 'Password' and 'Confirm Password', both with eye icons for toggling visibility. At the bottom, there is a blue 'Update Password' button.

2. Enter your new **Password**, enter it again in the **Confirm Password** field then click the **Update Password** button.
3. To edit your primary email, default notification email, default mailing address, and/or your default billing address, click the **Contact** tab at the top of the **Account Information** screen.

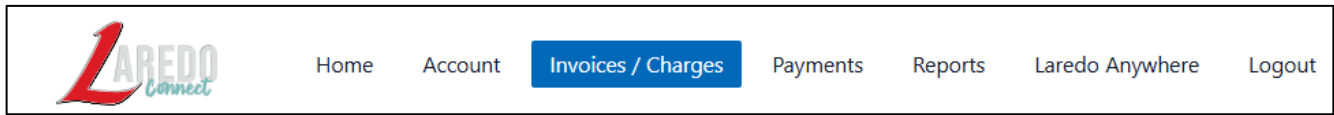


The screenshot shows the 'Account Information' screen with the 'Contact' tab selected. The page title is 'Contact Information'. It contains three sections: 'Contact Information', 'Notifications', and 'Address'.  
- **Contact Information:** Fields for 'Primary Email Address' (tracyt@fidlar.com) and 'Primary Mobile Number' ((563) 320-7417). A note below states: 'We will use this information for important account actions such as resetting your password or verifying your identity. We can only send a SMS to US phone numbers.'  
- **Notifications:** Fields for 'Default E-Mail Address' (tracyt@fidlar.com) and 'Default Mobile / SMS Number' ((563) 320-7417). A note below states: 'We will use this information for account notifications such as invoice availability and low balances. SMS Notifications can only be sent to most North American phone numbers.'  
- **Address:** Two dropdown menus for 'Default Mailing Address' (Tracy Townsend Fidlar Technologies 350 Research Parkway Davenport IA 52803) and 'Default Billing Address'.  
At the bottom, there is a blue 'Save Changes' button.

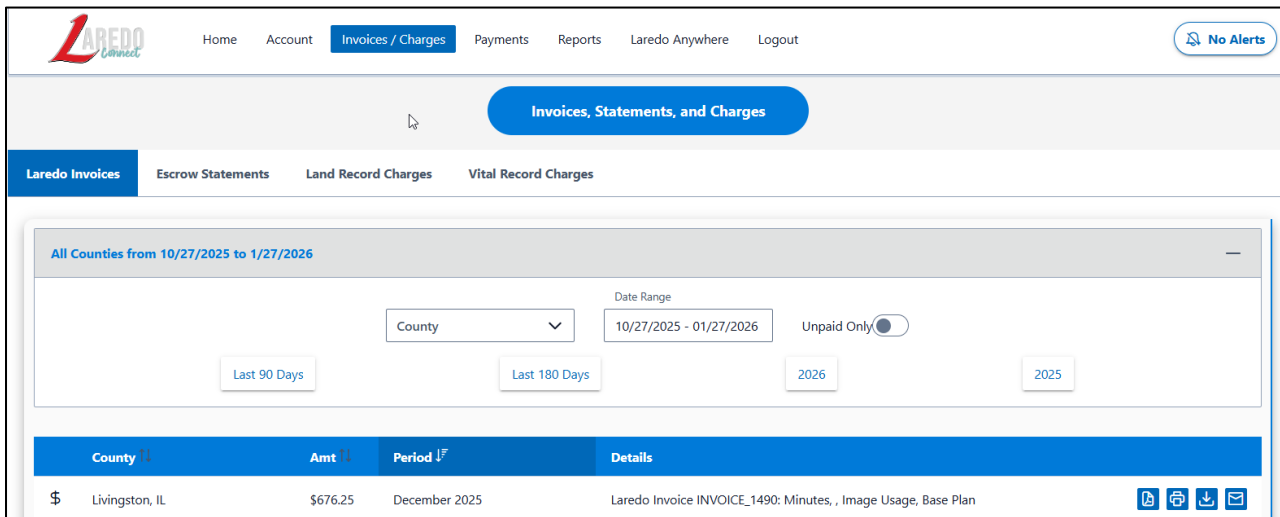
4. Update the appropriate information in one or more of the fields then click the **Save Changes** button at the bottom of the screen.

## LAREDO CONNECT INVOICES & STATEMENTS

- To view your Laredo invoices and/or Laredo escrow statements, click the **Invoices / Charges** menu item at the top of the Laredo Connect screen.

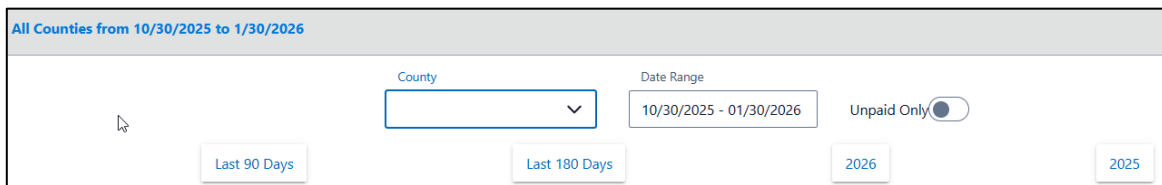


A screen similar to the following will display.



## LAREDO INVOICES

- To view your Laredo invoices, click the **Laredo Invoices** tab in the **Invoices, Statements, and Charges** screen.
- The following filters can be utilized to assist in accessing the desired invoice.



- COUNTY:** If you have linked your Laredo Connect account to multiple county Laredo logins, click the **County** drop down list to filter your invoices by a particular county in which you have a Laredo subscription then click the appropriate county name or names.
- DATE RANGE:** Click in the **Date Range** field to filter the invoices by a date range. You can either enter the date range values manually or select the appropriate dates in the calendar that displays.
- UNPAID ONLY:** To view only invoices that have NOT been paid yet, click the **Unpaid Only** toggle button.
- OTHER DATE FILTER OPTIONS:** You can also filter the invoices by particular date ranges by clicking one of the four date buttons: **Last 90 Days**, **Last 180 Days**, **2026**, or **2025**.

**NOTE:** All invoices that have been paid will display a dollar sign (\$) to the left of the county name.



3. Once you have filtered the invoices as desired, you can view, print, download, and/or email your invoice.
4. To view your invoice, click the **View Invoice** button on the right side of the row of the desired county.

County	Amt	Period	Details
\$ Bond, IL	\$75.50	February 2026	Laredo Invoice INVOICE_853: Base Plan, Minutes, Image Usage

The invoice will open.

### View Document

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**BOND COUNTY ILLINOIS**  
Clerk and Recorder  
206 West Main Street  
Greenville IL 62246

INVOICE #	DATE
INVOICE_853	02/27/2026
<b>TOTAL DUE</b>	<b>\$75.50</b>

**PLAN SUMMARY**

Plan A - \$75.250 Minutes	75.00
02-01-2026 - 02-28-2026	
	75.00

**ACTIVITY SUMMARY**

Minutes	8 Minutes 0 Minutes Over	
Remote Image Print	2 Pages	\$0.50
		\$0.50
<b>All Users Subtotal:</b>		<b>\$0.50</b>

**DETAIL**

Date	Activity Type	Quantity	Amount
02/10/2026	Laredo Minutes	2	
02/16/2026	Laredo Image Usage	2	\$0.50
	PARTY: 1: SPAINHOUR JAMIE JOY 020 (Inv) = 020 (1 additional)		
02/16/2026	Laredo Minutes	2	
02/17/2026	Laredo Minutes	1	
02/17/2026	Laredo Minutes	2	
<b>User Total</b>			<b>0.50</b>
<b>ALL USERS ACTIVITY SUBTOTAL</b>			<b>\$0.50</b>

☐ Print

↓ Download

✉ E-Mail

✕ Close

- a. The first page of the invoice will display the following details regarding your Laredo account payment due:
  - i. The total amount due will display in the top portion of the invoice. The **TOTAL DUE** will represent the total amount of each of the subcategories listed in the rest of the invoice. This is the amount you will need to pay.
  - ii. The **PLAN SUMMARY** section will display the Laredo subscription amount due.
  - iii. The **ACTIVITY SUMMARY** section will display a summary of the number of Laredo subscription minutes used for the month, any printing totals, and any “Sale of Product” sales (purchases made in the Recorder/Register office) incurred during the month.
  - iv. The **DETAIL** section (which may be many pages in length) will display all Laredo activity for the month (usage minutes, prints made, sale of product details, etc.).

5. Click the **Print** button to print the invoice.
6. Click the **Download** button to download the invoice to your computer.
7. Click the **E-Mail** button to email the invoice.
8. You can also print, download, and/or email the invoice from the main **Laredo Invoice** screen by clicking the appropriate button on the right side of the list of the desired county.

County	Amt	Period	Details	
\$ Bond, IL	\$75.50	February 2026	Laredo Invoice INVOICE_853: Base Plan, Minutes, Image Usage	

## ESCROW STATEMENTS

1. To view your Laredo escrow statements (if applicable in the county in which you search), click the **Escrow Statements** tab in the **Invoices, Statements, and Charges** screen. A screen similar to the following will display.

County	Net For Period	Period	
Putnam, IL	-\$6.25	February 2026	
Grundy, IL	\$109.75	February 2026	

2. Most of the same filters described above for invoices can be utilized in this section.
3. To view a county's escrow statement, click the **View Statement** button on the right side of the row of the desired county.

Grundy, IL	\$109.75	February 2026	
------------	----------	---------------	--

The statement (similar to the example shown on the next page) will open.

**View Document**

1 of 1 | Automatic Zoom

**LAREDO ESCROW**  
Activity from 01-01-2026 to 01-31-2026

**PUTNAM COUNTY**  
ILLINOIS CLERK & RECORDER  
120 N FOURTH STREET  
HENNEPIN IL 61327

**ESCROW CUSTOMER**

SUMMARY #	DATE
ESCROWSTATEMENT_715	02/01/2026

Escrow Balance (as of 2/1/2026 7:52:41AM) \$87.15

**Escrow Activity Detail**

Date	Txid	Memo	Amount
1/2/2026		Invoice # INVOICE_5803 Laredo Plan and Minutes	-100.00
1/7/2026	4013156	Escrow Deposit	150.00

**Escrow Activity Summary**

Escrow Deposits	150.00
Escrow Usage	-100.00

Print Download E-Mail Close

- a. The escrow statement will display the following details regarding your Laredo escrow account:
  - i. Your **Escrow Balance** will display below the date in the upper right section of the statement.
  - ii. The **Escrow Activity Detail** section will list your Laredo usage and print activity for the month, the amount of that usage, and any escrow deposits made during the month.
  - iii. The **Escrow Activity Summary** section will display a summary of your monthly Laredo escrow deposits and usage.
4. Click the **Print** button to print the statement.
5. Click the **Download** button to download the statement to your computer.
6. Click the **E-Mail** button to email the statement.
7. You can also print, download, and/or email the invoice from the main **Escrow Statements** screen by clicking the appropriate button on the right side of the list of the desired county.

Grundy, IL \$109.75 February 2026

Print Download E-Mail

## LAREDO PAYMENTS

1. To make a Laredo payment from Laredo Connect, click the **Payments** menu item at the top of the Laredo Connect screen.

**LAREDO Connect** Home Account Invoices / Charges **Payments** Reports Laredo Anywhere Logout

A screen similar to the following will display.

County Customer	Invoice	Amount	<input type="checkbox"/>
Marion, IN ASSOCIATES LLC (COPY ACCT)	⊕Add Escrow Funds	0.00	<input type="checkbox"/>
Johnson, IN ASSOCIATES DBA	⊕Add Escrow Funds	0.00	<input type="checkbox"/>
Sedgwick, KS ASSOCIATES INC	⊕Add Escrow Funds	0.00	<input type="checkbox"/>
Hamilton, IN ASSOC	⊕Add Escrow Funds	0.00	<input type="checkbox"/>
Grundy, IL ASSOCIATES INC	⊕Add Escrow Funds	0.00	<input type="checkbox"/>
LaPorte, IN ASSOC	📄INVOICE_1380 from January 2026	\$60.00	<input type="checkbox"/>
Madison, IL ASSOCIATES INC.	📄INVOICE_4693 from January 2026	\$256.87	<input type="checkbox"/>
LaSalle, IL ASSOCIATES INC	📄INVOICE_2432 from January 2026	\$75.00	<input type="checkbox"/>
Starkie, IN	📄INVOICE_689 from January 2026	\$50.00	<input type="checkbox"/>
			Total Selected: \$0.00

Payment Options

- To make a payment for one or more invoices that are due, check the box(es) to the right of the desired invoice(s). You can pay for more than one invoice (including invoices for multiple counties) at the same time by checking multiple boxes.

📄INVOICE_4693 from January 2026	\$256.87	<input type="checkbox"/>
📄INVOICE_2432 from January 2026	\$75.00	<input type="checkbox"/>

- To add money to your escrow account (if available in the counties in which you have a Laredo account), enter the amount of the escrow payment in the **Amount** field(s). Entering an amount here will automatically check the checkbox on the right.

County Customer	Invoice	Amount	<input type="checkbox"/>
Grundy, IL TITLE	⊕Add Escrow Funds	100.00	<input checked="" type="checkbox"/>
Putnam, IL	⊕Add Escrow Funds	0.00	<input type="checkbox"/>
			Total Selected: \$100.00

Payment Options

- Once the appropriate account payment lines have been checked and/or entered, click the **Payment Options** button to open a screen similar to the one shown on the next page.

Submit New Payment | Past Payments

1 Select Invoices | 2 Payment Details | 3 Receipt

### Selected Payments

[Back to Select Invoices](#)

County Customer	Invoice	Amount
Grundy, IL WHEATLAND TITLE	⊕Add Escrow Funds	\$100.00

Due to bank processing times and account verification, payments made with Check / ACH are subject to a holding period. During this time any Laredo Blocks will not be lifted until the payment clears. Most Check / ACH payments will clear by the given estimated date, but it is possible it may take an additional day or two due to bank processing cut offs and holidays. **If your account is subject to being blocked before the estimated payment clearance date it is highly recommended you pay with a Credit Card. ACH Payments cannot be cancelled once submitted.**

**Pay by Check / ACH** A FEE OF \$1.50 WILL BE ADDED FOR A TOTAL PAYMENT OF \$101.50. **EXPECTED COMPLETION: 4/10**

**Pay by Credit Card** A FEE OF \$5.00 WILL BE ADDED FOR A TOTAL PAYMENT OF \$105.00. **EXPECTED COMPLETION: TODAY**

*THIS TRANSACTION WILL APPEAR ON YOUR BANKING STATEMENT AS FIDLAR TECHNOLOGIES.*

[Payment Details](#)

- a. The payment terms, expected payment dates, and the applicable fees are explained in the **Selected Payments** screen shown above.
5. To pay by electronic check / ACH, click the **Pay by Check / ACH** option. The total amount due, including applicable fees, will display alongside a payment box in the lower right corner of the screen.

Please enter \$101.50 to confirm you wish to pay this amount.

6. Enter the amount of the payment in the box. When the correct amount has been entered, the **Payment Details** screen shown below will display.

**Payment Details**

Please enter your Banking Account details and corresponding billing address.

Bank Account Type:

Routing/Account Number:

Please enter your routing number and account number with a slash separator. EX: 123440192/00046719231

Cardholder First Name:

Cardholder Middle Name:

Cardholder Last Name / Business Name:

Billing Address 1:

Billing Address 2:

Billing Country:

Billing City:

Billing State / Province:


Billing Postal Code:

7. Select and fill in all applicable fields then click the **Submit Payment** button to make your payment.
8. To pay by credit card, click the **Pay by Credit Card** option in the **Selected Payments** screen shown above then enter the payment amount in the box that displays in the lower right corner of the screen. When the correct amount has been entered, the **Payment Details** screen shown below will display:

**Payment Details**

Please enter your credit card details and corresponding billing address. We only accept Visa, Master Card, and Discover.

Credit Card Number  Expiration Month  Expiration Year  CVV Code



Cardholder First Name  Cardholder Middle Name  Cardholder Last Name / Business Name













Billing Address 1  Billing Address 2

Billing Country  Billing City  Billing State / Province  Billing Postal Code

9. Select and fill in all applicable fields then click the **Submit Payment** button to make your payment.
10. To view past payments, click the **Past Payments** tab at the top of the **Online Payments** screen.

Submit New Payment **Past Payments**

All Payments from 1/3/2026 to 4/3/2026 +

Date	Name	Status	Amt	Details	
4/1 4:20 pm	PAYMENT_3905709	Awaiting Bank	\$19,777.02	Estimated Completion: 4/8 62 Laredo Invoice(s)	   
3/26 1:19 pm	PAYMENT_3878898	Completed	\$253.75	\$250.00 deposited into Grundy, IL	   
3/19 3:11 pm	PAYMENT_3855848	Completed	\$262.50	\$250.00 deposited into Putnam, IL	   






11. To filter your payments by a date range or payment type (ACH, Credit Card), click the + sign (indicated by the green arrow in the image above) to display the filter fields shown below.

All Payments from 1/3/2026 to 4/3/2026

Date Range  Payment Type

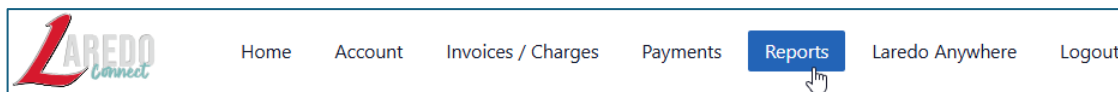
- a. Select the desired date range and/or payment type values.

12. In the **Past Payments** screen you can view, print, download, and email any listed invoice by clicking the appropriate button on the right side of the screen.

	2/4 3:45 pm	PAYMENT_1111111	Completed	\$2,818.40	10 Laredo Invoice(s)	<span style="float: right;">+</span>    
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## REPORTS

The Reports section of Laredo Connect provides detailed information regarding Laredo usage, printing, plan charges, etc. To view this information, click the **Reports** menu item at the top of the Laredo Connect screen.



A screen similar to the one shown on the next page will display.

**Activity and Usage Reports**

**Laredo Activity**    Escrow Activity

Multiple Activities in 2 Counties from 2/1/2026 to 4/3/2026

County: Grundy, IL Putnam, IL    Date Range: 02/01/2026 - 04/03/2026    Activities: 9 Activities

This Month    Last Month    Last 90 Days

County	User	Time	Amt	Details
Putnam, IL	[REDACTED] TITLE	3/31 11:59 pm	\$100.00	Laredo Plan Plan A: 250 Minutes - \$100 for March 2026
Grundy, IL	[REDACTED]	3/31 11:59 pm	\$220.00	Laredo Plan Plan C - 1000 Min - \$220 for March 2026
Putnam, IL	[REDACTED] TITLE	3/31 9:57 am	\$0.00	37 minutes from 9:20 AM - 9:57 AM
Putnam, IL	[REDACTED] TITLE	3/31 9:52 am	\$0.25	Print 1 page(s) of PC003-164 (Book/Libre 3 Page 7) Party 1: [REDACTED] LAND SURVEYOR Party 2: [REDACTED] HILLS

## LAREDO CHARGE ACTIVITY

The **Laredo Activity** tab will display all Laredo activity charged to your Laredo account.

1. You can filter the activity details by a particular **County**, **Date Range**, and/or various Laredo **Activities** (see below for a description of each Laredo activity). This is a view-only screen – there is not an option to print these details. However, many of these details display on the Laredo invoices and statements (see earlier in this guide for details), which can be printed.
2. The following Laredo activities can be filtered and viewed in the **Reports** section of Laredo Connect:
  - a. Minute Usage: The number of minutes of Laredo usage for the selected date range.
  - b. Public Doc Image Print: A list of documents printed from a county public Laredo workstation. These details will include the document number and first Party 1 and Party 2 names of each printed document.
  - c. Remote Doc Image Print: A list of documents printed remotely (utilizing your Laredo subscription) in Laredo.
  - d. Public Doc Image View: A list of document images viewed from a county public Laredo workstation.
  - e. Remote Doc Image View: A list of document images viewed remotely (online) in Laredo.
  - f. Public Search Results Print: A list of search results printed from a county public Laredo workstation.
  - g. Remote Search Results Print: A list of Search results printed remotely in Laredo.
  - h. Plan Charge: A list of amounts charged for your Laredo subscription(s) for each month of the selected date range.
  - i. Ad Hoc Charge: A list of amounts charged for prints and other activities done in the Recorder/Register office that were done outside of billed Laredo activity.

## LAREDO ESCROW ACTIVITY

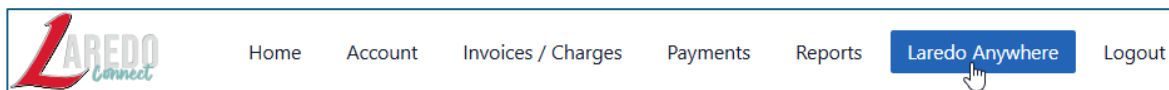
Click the **Escrow Activity** tab to display all escrow activity related to your Laredo account. A screen similar to the following will display.

County	Time	Amt	Details
Putnam, IL	4/1 9:00 am	-\$100.00	Laredo Plan Plan A: 250 Minutes - \$100 for March 2026 CQ-000006067
Grundy, IL	4/1 8:37 am	\$250.00	Escrow Deposit CQ-0000089411
Grundy, IL	4/1 7:00 am	-\$220.00	Laredo Plan Plan C - 1000 Min - \$220 for March 2026 CQ-0000089407
Putnam, IL	3/31 9:58 am	-\$0.25	Print 1 page(s) of PC003-164 (Book/Libre 3 Page 7) Party 1: <b>Blaine C. Hill</b> LAND SURVEYOR Party 2: <b>Travis Hill</b> HILLS CQ-000006060

1. You can filter the activity details by a particular **County**, **Date Range**, and/or various **Laredo Activities** (see below for a description of each Laredo activity). This is a view-only screen – there is not an option to print these details.
2. The following Laredo escrow activities can be filtered and viewed in the **Reports** section of Laredo Connect:
  - a. Escrow Deposit: The amount of escrow deposits made.
  - b. Land Records Transaction: The amount and details of all recording transactions made in the Recorder/Register office that were paid for utilizing your escrow account.
  - c. Laredo Minute Plan: The amount and details of all Laredo subscription plan amounts drawn down from your escrow account.
  - d. Laredo Doc Image: The amount and details of all images printed from Laredo. These details will include the document number and first Party 1 and Party 2 names of each printed document.
  - e. Laredo Search Result: A list of search results printed from Laredo.
  - f. Sale of Product: A list of amounts drawn down from your escrow account for prints and other activities done in the Recorder/Register office that were done outside of billed Laredo activity.

## LAREDO ANYWHERE

1. To access the Laredo Anywhere search program from Laredo Connect, click the **Laredo Anywhere** menu item at the top of the Laredo Connect screen.



Laredo Anywhere will open in a new tab in your web browser.

To log out of Laredo Connect, click the **Logout** menu item at the top of the Laredo Connect screen.