

New Save time, have same day access, schedule concurrent Online Subscriptions.

The Suffolk County Clerk's Office now offers **Online Setup and Management** of your **Online Records Subscription Service** paying with a credit card (*Visa and MasterCard only*).

Log In using your **User ID** and **Password** (select **Sign up** to create a new account)

The screenshot shows the Suffolk County Clerk's Office website. The header includes the office name and the clerk's name, Judith A. Pascale. A navigation menu is visible with 'My Account' selected. A dropdown menu under 'My Account' lists various options, with 'Manage Subscriptions' highlighted. A yellow callout box points to this option with the text: 'Under My Account Select Manage Subscriptions'. Below the menu, there is a table of applications with columns for 'Applications', 'Back File Date', and 'Current Date'. A second yellow callout box points to the table with the text: 'Please check the date ranges for updates of the availability of Index and Documents records.' The table contains the following data:

Applications	Back File Date	Current Date
5217's	1/1/2007	8/18/2017
Deeds	1/1/1987	8/18/2017
Mortgages	1/1/1987	8/14/2017
LisPendens Index	1/1/1982	8/29/2017
LisPendens Documents	9/8/2004	8/29/2017
Judgment Index	1/2/1981	8/17/2017
Judgment Documents	8/18/2004	8/17/2017
Lien Index	5/20/1820	8/30/2017
Lien Documents	7/29/1990	8/30/2017
UCC Index	1/2/1980	8/30/2017
UCC Documents	1/26/2010	8/30/2017

SCCO Virtual Office - Internet Explorer
 https://kiosk.suffolkcountyny.gov/kioskweb/Default.aspx

Suffolk County Clerk's Office
 Judith A. Pascale - Suffolk County Clerk

My Account | Searches | Notebook |

Subscription History

Transaction ID	Date Purchased	Cost	Detail	Activated?	Start Date	End Date	Detail	Activate
Add Subscription								

Select *Add Subscription*

It is strongly recommended you search to ensure what you are looking for is available BEFORE purchasing a subscription

Logged In As: [PAMMIRATI] -- Notebook Being Used is: [MyNotebook]
 https://kiosk.suffolkcountyny.gov/kioskweb/web/CustomSubMgt/CustomSubMgt.aspx

Self Add Subscription - Internet Explorer

Complete form and select *Buy Subscription*

Plan: Daily Land Records

Plan description

Plan Cost: 36.13

Credit Card Number: 1111 - 1111 - 1111 - 1111
Note: Visa or Mastercard only

CVC2 code (from back of card): 111

Expiration Month/Year: 10 / 17

Name on card: First Test Last User

Zip Code: 11901


Email Address: testuser@gmail.com

Please Note: If you choose the option to print the documents will be emailed to this address in PDF format.

When you click *Buy Subscription* your credit card will be charged.

Buy subscription Cancel

http://ccwebdev/kiosksandbox/web/CustomerSubMgt/SubR...



Suffolk County Clerk's Office Subscription Online Purchase

User ID: Tuser
Date: 9/14/2017 10:19:14 AM
Previous Balance: 0
Plan Name: Daily Land Records
Plan Cost: \$36.13
Name On Card: Test User
Zip Code: 11901
Transaction #: 12334

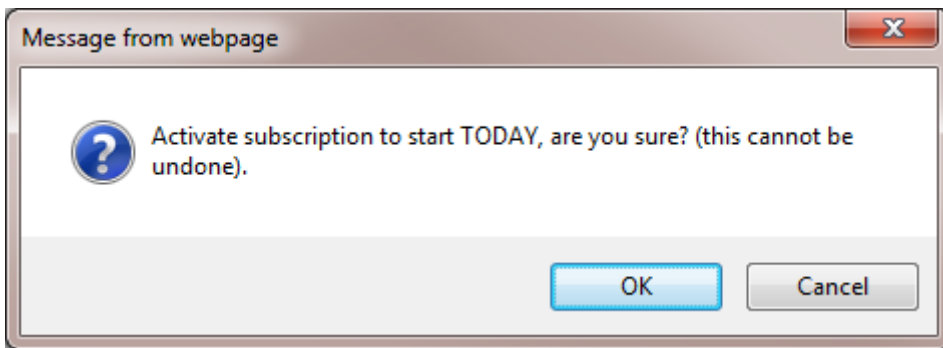
When purchase has processed; you will receive a confirmation with option to **Print**

Go back to **My Account – Manage Subscriptions**

You will see your purchased Subscription(s) in the list; notice the **Activate** column and the **Activate button** below on the right:

Subscription History								
Transaction ID	Date Purchased	Cost	Detail	Activated?	Start Date	End Date	Detail	Activate
334	9/14/2017	59.41	Plan: [Daily Lis Pendens] Cost:59.41 CC ended in 1111 Name on card=[Test User] Zip Code=[11901]	N			<input type="button" value="Detail"/>	<input type="button" value="Activate"/>
338	9/14/2017	36.13	Plan: [Daily Land Records] Cost:36.13 CC ended in 1111 Name on card=[Test User] Zip Code=[11901]	Y	9/14/2017	9/14/2017	<input type="button" value="Detail"/>	

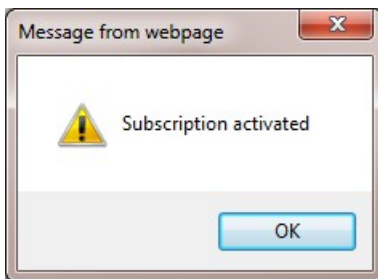
When you click **Activate**; a confirmation window will open



Note: Once you click the **Activate button** you will be activating that subscription at that moment.

Time Frames
Daily Subscription = 1 day (runs from 12:01 am to midnight)
Monthly Subscription = 31 days
Yearly Subscription = 365 days

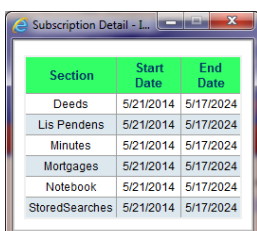
Subscription Activated confirmation window will open, click OK



You can *now* see in your **Manage Subscriptions** list that your subscription is activated by the 'Y' in the activated column and there are dates in the Start Date and End Date columns.

Subscription History								
Transaction ID	Date Purchased	Cost	Detail	Activated?	Start Date	End Date	Detail	Activate
330	9/11/2017	1	Plan: [DSS] Cost: [\$1] CC ended in 1111 Name on card=[test user] Zip Code=[11901]	Y	5/21/2014	5/17/2024	<input type="button" value="Detail"/>	
332	9/14/2017	36	Plan: [Daily Land Records] Cost: [\$36] CC ended in 1111 Name on card=[Test User] Zip Code=[11901]	N			<input type="button" value="Detail"/>	<input type="button" value="Activate"/>

Click the **Detail** button to view Section, Start and End Date information.



Section	Start Date	End Date
Deeds	5/21/2014	5/17/2024
Lis Pendens	5/21/2014	5/17/2024
Minutes	5/21/2014	5/17/2024
Mortgages	5/21/2014	5/17/2024
Notebook	5/21/2014	5/17/2024
StoredSearches	5/21/2014	5/17/2024

Schedule future and or concurrent subscriptions: You may purchase multiple subscriptions at one time. If you purchase and activate two different subscription plans (Land Records and Judgments and Liens), then purchase another Land Records subscription it will remain inactive *until you activate it*. You may activate the subscription even with a currently active subscription; the newly activated subscription will automatically start on the date the prior subscription expires.