

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) at <https://kiosk.suffolkcountyny.gov/>.

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 subscription 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.'

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	1/2/1980	8/30/2017

See: <http://suffolkcountyny.gov/Departments/CountyClerk/OnlineRecords/SubscriptionFeeSchedule2018.aspx> for types of subscriptions available and subscriptions fees.

Note: If you chose to print (.65 per page) you must first fund your account, click **My Account** then click **Add Funds**.

Popup Blockers - either always allow popups from the site (click the flashing tool bar telling user the popup is blocked) or temporarily disable popup blockers.

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/CustomerSubMgt/CustomerSubMgt.aspx

https://kiosk.suffolkcountyny.gov/ - Self Add Subscription - Internet E...

Plan	-Pick A Subscription Plan
Plan description	Please pick
Plan Cost	\$0.00
Credit Card Number	<input type="text"/> - <input type="text"/>
CVC2 code (from back of card)	<input type="text"/> <input type="text"/>
Name on card	First <input type="text"/> <input type="text"/>
Zip Code	<input type="text"/>
Email Address	<input type="text"/>

- Pick A Subscription Plan
- Daily Judgments & Liens
- Daily Land Records
- Daily Lis Pendens
- Daily Lis Pendens - No Tax Map
- Daily UCC
- Monthly Abstract & Abandonment No Maps
- Monthly Full Subscription
- Monthly Judgments & Liens
- Monthly Land Record
- Monthly Lis Pendens
- Monthly Lis Pendens - No Tax Map
- Monthly UCC
- Yearly Abstract & Abandonment No Maps
- Yearly Full Subscription
- Yearly Judgments & Liens
- Yearly Land Records
- Yearly Lis Pendens
- Yearly Lis Pendens - No Tax Map
- Yearly UCC

Use the dropdown menu to select your Subscription Plan

Self Add Subscription - Internet Explorer

Complete form and select **Buy Subscription**


Plan description	Plan	Daily Land Records
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 the email address you enter here in PDF format.

The fee to print is \$ 0.65 per page; you must first fund your account (select My Account then Add Funds).

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

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**

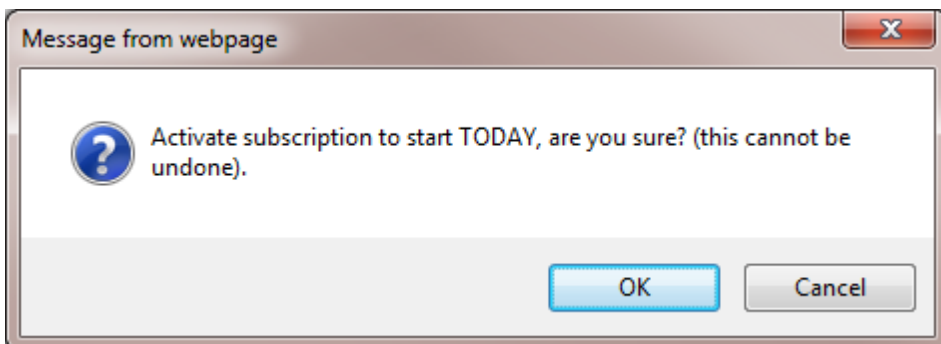
Go back to **My Account – Manage Subscriptions**

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"/>	

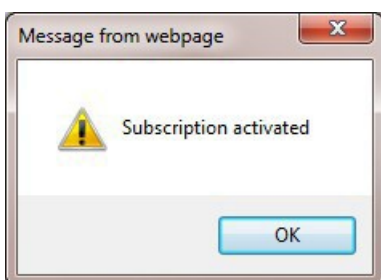
When you click **Activate** a confirmation window will open



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

TimeFrames
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.

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[Go to Website](#)