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**Overview**

The Subscription Management System was developed by the Richland County Information Technology department to provide public access to recorded documents retained by Richland County departments.

An e-mail address is required to set up an account for your subscriptions. After the account is established, users select which subscriptions they would like to purchase; available subscription terms are Daily, Weekly, Monthly or Annually.

Departments currently providing subscription services are:

1. **Register of Deeds**
   
   Subscribers can view and/or print all document types filed with the Richland County Register of Deeds office via the Public Viewer search screen. Indexed data and images for documents recorded on or after 2/19/1998 are stored on the current system. Only indexed data exists for documents prior to 2/19/1998. Please see the document on page 18 for details on documents images prior to this date.

   Documents are retrieved based on indexed data elements as they existed on the document when recorded. Specific details such as middle initial, corporate name and abbreviations are indexed exactly as they appear on the document. Therefore, the results returned on your search depend on how closely you match the indexed formatting. The use of wild cards can assist you when this is not known. See section entitled “Using Wildcards” for tips on using wild cards.

2. **Probate Court**

   Probate Court has two plans available, Unlimited and Limited.

   **Unlimited Subscription Plans**

   Unlimited Subscription Plans are only available to attorneys, title searchers, CPAs, and abstractors. During the application process, if you are an attorney, you must enter your SC Bar number and the law firm you are a member of. If you are a title searcher, CPA or abstractor, you must enter your business license number and the name of the business that you are a member of. Once you have paid for a subscription and entered into the Probate Court search screen, you can search by estate number (ex.2004-ES-0298), by Descendant’s First and/or Last Name, by the Personal Representative’s First and/or Last Name, by Date of Death and also by File date.
Limited Subscription Plans

Limited Subscription Plans are available for a specific estate. During the application process, you must enter the estate number and to be approved, you must be listed as a party of interest on that estate. Once you have been approved and paid for a subscription, you will only have access to that estate.
Create a new SMS account

1. Click Create New Account

The new account screen displays.

Add New Account Screen

Type in your Name, Address, Phone number and E-mail Address
An * indicates a required field to complete the new account.

Click create new account.
SMS Account Submission

Account created; check e-mail

An e-mail has been sent to your email address with a password for your login.
SMS E-mail Retrieval

Subscription successful message

1. Open the e-mail from Productionteam@rcgov.us

2. Copy the password within the e-mail (for pasting into the password field on the login screen).

3. Click the Log In link below the password.

   The login screen displays as shown below.
SMS Account Log In

1. Type your e-mail address in the email field
2. Paste the password given to you from the e-mail message into the password field.
3. Click Log In.
New Password

![Password Change Form]

You will be prompted to change your password.

1. Re-enter the given password in the password field.
2. Type in a new password in the New Password field and confirm New Password field.
3. Click on [Change Password].
Proceed to Portal

You successfully changed your password.

Proceed to the SMS Portal

Contact Us

SMS Portal Link

1. Click on the SMS Portal link
Adding A Subscription

The SMS Portal screen displayed allows you to add subscriptions

1. Click the button
   
The select Department screen is displayed.
   
   You will be able to select from a list of Departments that offer subscription plans.
Select the department you want to subscribe to.
Click on the Select link to choose the Unlimited/Full Access plan available from ROD.
ROD: Subscription Term

Available Subscription Term(s):

- Day - $18.00
- Week - $36.00
- Month - $52.00
- Annual - $572.00

Please note: fees displayed are for presentation only and do not necessarily represent the cost of the subscription

1. Select one of the available subscription terms.

2. Enter your quantity.

3. Continue to billing screen.
ROD: Billing Screen

At the top of the screen, you will see the terms of your subscription.

1. Verify that the billing information and credit card information matches the information on your credit card statement.

2. Click Submit.
Once your payment has been sent successfully, click **Continue**.

The Subscription History screen displays.
ROD: Current Subscriptions

Welcome, John Doe. Logout.

Current Subscriptions  Show Subscription History

Note: 1. Disable POPUP blockers before searching.
      2. To start a look-up, you must click on the 'Search' link below.
      3. After clicking 'Search', the search screen may open up as another tab or page.

<table>
<thead>
<tr>
<th>Department</th>
<th>Plan</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register Of Deeds</td>
<td>Unlimited/Full Access</td>
<td>10/18/2011</td>
<td>11/19/2011</td>
</tr>
</tbody>
</table>

Click on the to view the search screen for the ROD Public Viewer.
Type in your desired search criteria. Retrieval of records is based on the format of data elements as they existed on the document when recorded. i.e., full name with middle initial, etc. Use wild cards when exact verbiage is unknown. (See section entitled “Using Wildcards” for search tips regarding using Wild Cards on the Richland County Public Viewer search screen.) In the example below, Mungo% was typed as the firm name to retrieve all records.
for the builder, Mungo Homes, regardless of how it has been indexed. Date range specified: 5/2/2011 – 6/28/2011

Enter Search Criteria with wild card, i.e., Mungo%

The results returned include any record beginning with Mungo; note both Mungo Homes Inc and Mungo Homes Inc DBA have been returned in the Search Results list below.
The R.O.D. Public Viewer System Features

1) Search screen provides the ability to sort results in alphabetical or recorded date/time order.

   \textit{Note: Alpha sorts for the same search criteria will ALWAYS have more results than the same search by date filed because each indexed name is shown as a separate result.}

2) Alphabetical sorts display results are followed by recorded date/time for each name.

3) When no name has been specified, the Search Results displays up to 5 names for each result. When a name has been specified, the Search Results display only the name specified.

4) Related Documents Retrieval for Book/Page searches: This feature is designed to retrieve all related documents for either the original (parent) document or subsequent (child) documents.


9) Date Range selection can be typed in as well as selected from calendar images with year and month drop-downs.

10) New Search by Book Index has been added. They are: Mortgages, Deeds, Liens, Plats, Releases and UCCs.

11) Recorded Tax Map number will display on Search Results.

12) "No Data found" results page can be printed and will include Search criteria and Date specified.

13) Optional Summary Results list displays book/page, document type, and date/time recorded.
**Instruments prior to 2/19/1998**

Indexed data and images for documents recorded on or after 2/19/1998 are stored on the current system. The Search Results lists display documents in either alpha or date order as requested. The list is sequentially numbered; the numbers are color coded to indicate the status of the document at the time of the search. See below:

* Green = Cashiered – No information or image on system.

* Red = Scanned – Image can be viewed but no index information has been entered on system.

* Blue = Indexed -- Image, name and property info can be viewed. *(Not verified.)*

* Black = Proofed -- Proofed – Index information verified.

_Returned To_ information can be viewed by clicking the History tab for documents processed on or after September 12, 2005. See the Sign Out logs in Customer Service for Returned To info for all other documents.

The following table lists the location of indexed data and images for documents recorded prior to February 19, 1998:

<table>
<thead>
<tr>
<th>Book Type (Prefix*)</th>
<th>Previously on AS/400</th>
<th>Prior to AS/400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage (M)*</td>
<td>5/10/1984 thru 2/18/1998</td>
<td>Microfilm or Book</td>
</tr>
<tr>
<td></td>
<td>**** on system ****</td>
<td>Mortgagor/ Mortgagee Books</td>
</tr>
<tr>
<td>Deed (D)*</td>
<td>1/10/1984 thru 2/18/1998</td>
<td>Microfilm or Book</td>
</tr>
<tr>
<td></td>
<td>**** on system ****</td>
<td>Grantor/ Grantee Books</td>
</tr>
</tbody>
</table>

*Previous on AS/400*

<table>
<thead>
<tr>
<th>Indexed Data can be found:</th>
<th>Image can be found in:</th>
<th>Indexed Data can be found in:</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgagor/ Mortgagee Books</td>
<td>Microfilm or Book</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grantor/ Grantee Books</td>
<td>Microfilm or Book</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Prior to AS/400*

<table>
<thead>
<tr>
<th>Microfilm or Book</th>
<th>Mortgagor/ Mortgagee Books</th>
<th>Microfilm or Book</th>
<th>Grantor/ Grantee Books</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Using Wildcards

Wildcards: % (percent) are used to enhance the search results when you want the system to retrieve as many records as possible often when a spelling or name composition is not clear or could mistakenly be easily misspelled.

% is for any number of characters – The % can precede or follow a name, or other identifier. For example, Lake Caro% will retrieve all records beginning as Lake Caro%, Lake Carolina, etc.

Lake Ca% will retrieve all records beginning as Lake Ca and would include Lake Catherine, and Lake Caro.

---

<table>
<thead>
<tr>
<th><strong>Mortgage Releases (MR)</strong>*</th>
<th><strong>1/3/1984 thru 2/18/1998</strong></th>
<th><strong>Microfilm or Book</strong></th>
<th><strong>Mortgage Release Books</strong></th>
<th><strong>Microfilm or Book</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>**** on system ****</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Plats (P)</strong>*</th>
<th><strong>11/21/1994 thru 2/18/1998</strong></th>
<th><strong>Microfilm, Book, or aperture cards for oversized plats</strong></th>
<th><strong>Plat Books</strong></th>
<th><strong>Microfilm, Book, or aperture cards for oversized plats</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>**** on system ****</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>**Tax Liens (TL) ***</th>
<th><strong>7/5/1988 thru 2/18/1998</strong></th>
<th><strong>File Drawer</strong></th>
<th><strong>See Tax Lien Dept</strong></th>
<th><strong>File Drawer</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>**** on system ****</td>
<td></td>
<td><em>(See Tax Lien Dept.)</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mechanics Liens</strong></th>
<th><strong>n/a</strong></th>
<th><strong>n/a</strong></th>
<th><strong>Mechanics Lien Books</strong></th>
<th><strong>Microfilm or Book</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>UCCs</strong></th>
<th><strong>n/a</strong></th>
<th><strong>n/a</strong></th>
<th><strong>UCC Books</strong></th>
<th><strong>Microfilm or Book</strong></th>
</tr>
</thead>
</table>

* This letter precedes the Book/Page on the Search Results listing.
Examples of Wildcard Searches

The following examples illustrate the use of wildcard characters.

<table>
<thead>
<tr>
<th>Search expression</th>
<th>Description</th>
<th>Sample matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mac%</td>
<td>Finds values beginning with &quot;Mac&quot;</td>
<td>Mac, MacIntosh, Mackenzie</td>
</tr>
<tr>
<td>J%n</td>
<td>Finds values starting with &quot;J&quot; and ending with &quot;n&quot;</td>
<td>Jon, Johnson, Jason, Juan</td>
</tr>
<tr>
<td>%son</td>
<td>Finds values ending with &quot;son&quot;</td>
<td>Son, Anderson</td>
</tr>
<tr>
<td>%sam%</td>
<td>Finds values with &quot;sam&quot; anywhere in the string</td>
<td>Sam, Samson, Grossam</td>
</tr>
<tr>
<td>%Mar%</td>
<td>Finds values in a datetime column that fall in the month of March, regardless of year</td>
<td>3/1/94, 01 Mar 1992</td>
</tr>
<tr>
<td>Mac_ Mac%</td>
<td>Finds values with exactly four characters, the first three being &quot;Mac&quot;</td>
<td>Mack, Macs</td>
</tr>
<tr>
<td>_dam ?dam</td>
<td>Finds values with exactly four characters, the last three being &quot;dam&quot;</td>
<td>Adam, Odam</td>
</tr>
<tr>
<td>%s_n %s?n</td>
<td>Finds values containing &quot;s&quot; and &quot;n&quot; at the end of the value, with any one character between them and any number of characters in front of them</td>
<td>Anderson, Andersen, Johnson, san, sun</td>
</tr>
</tbody>
</table>
Select the department you want to subscribe to.
The Probate Court disclaimer displays which states there may be documents that are not the most current and/or some may be missing; all documents can be viewed at Probate Court’s public office.

You may accept or decline this disclaimer. Accepting will allow you to proceed.
Probate Court: Plan Selection (Limited Plan)

Probate Court offers limited and unlimited subscriptions to estate information. A plan description is included describing who is eligible for the plans offered. There are pre-defined criteria for an unlimited plan which you will see on the Application.

Click on Select link to Select which type of plan suits your needs.
Once you have chosen a plan, click on Fill Out Application.

The Plan application screen displays as shown below.
Complete the Estate and Subscriber Information sections

When complete, click Submit.
Probate Court: Successful Submission (Limited Plan)

After clicking the Submit button, you will be prompted to return to the Home Page.

Click Return to Home Page.
Probate Court: Pending Application (Limited Plan)

Once you have submitted your application, the status changes to pending. Once a decision has been made on your application, an e-mail is sent to the email address that you provided on your account indicating if your application has been approved or denied.

If you have questions regarding the status of your application, contact Richland County Probate Court.
Once you have received your approval e-mail, login to SMS. Note the status has changed to Approved. At this time you may click on the link. This will allow you to choose your subscription term.
Probate Court: Subscription Term (Limited Plan)

Please choose the department you would like to purchase a subscription plan for:

Select Department: Probate Court

Please choose the subscription plan/access level you would like to purchase:

<table>
<thead>
<tr>
<th>Plan/Access Level</th>
<th>Plan Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Unlimited Full Access</td>
</tr>
<tr>
<td>Select</td>
<td>Limited Access</td>
</tr>
</tbody>
</table>

Available Subscription Term(s):
- Day: $2.25
- Week: $6.25
- Month: $21.50
- Annual: $103.00

Subscription Terms

Please note: Fees displayed are for presentation only and do not necessarily represent the cost of the subscription

Select a subscription term and price based on the duration you want to be able to view documents related to the subscribed estate.
Probate Court: Subscription Term (Limited Plan)

Available Subscription Term(s):
- Day- $2.25
- Week- $6.25
- Month- $21.50
- Annual- $103.00

Enter Quantity: 1

Subscription Terms

Please note: Fees displayed are for presentation only and do not necessarily represent the cost of the subscription

1. Select one of the available subscription terms.
2. Enter the desired quantity.
3. Continue to billing screen.
Probate Court: Billing Screen (Limited Plan)

The terms of your subscription are displayed at the top of the screen.

1. Please verify that the billing information and credit card information matches the information on your credit card statement.

2. Click Submit.
Probate Court: Successful Payment (Limited Plan)

Once your payment has been sent successfully, click **Continue**.

The Current Subscription screen displays.
Probate Court: Current Subscriptions (Limited Plan)

Click on Search to view the search screen for the Probate Estate Index.
Probate Court offers limited and unlimited subscriptions to estate information. There are pre-defined criteria for an unlimited plan which you will see on the Application.

1. Click on the Select link to select which type of Plan suits your needs.
Complete the Attorney/Business information sections, then click Submit.
Once you have successfully submitted your application, click Return to Home Page.
Probate Court: Application Pending (Unlimited Plan)

Once you have submitted your application, your status changes to pending. Once a decision has been made on your application, an e-mail is sent to the email address that you provided on your account indicating if your application has been approved or denied.

If you have any questions regarding the status decision, please contact Richland County Probate Court.
Probate Court: Application Approved (Unlimited Plan)

Once you have received your approval e-mail, login to SMS; notice the status has changed to Approved. At this time you may click on the link. This will allow you to choose your subscription term.
Probate Court: Subscription Term (Unlimited Plan)

Please choose the department you would like to purchase a subscription plan for:
Select Department: Probate Court

Please choose the subscription plan/access level you would like to purchase:

<table>
<thead>
<tr>
<th>Plan/Access Level</th>
<th>Plan Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlimited/Full Access</td>
<td>Unlimited subscriptions are only available to attorneys, title searchers, CPAs, and abstractors. During the application process, if you are an attorney, you must enter your SC Bar number and the law firm you are a member of. If you are a title searcher, CPA or abstractor, you must enter your business license number and the name of the business that you are a member of.</td>
</tr>
<tr>
<td>Limited Access</td>
<td>Limited subscriptions are available for a specific estate. During the application process, you must enter the estate number and to be approved, you must be listed as a party of interest on that estate.</td>
</tr>
</tbody>
</table>

Available Subscription Term(s):

- Day- $2.25
- Week- $6.25
- Month- $21.50
- Annual- $103.00

Subscription Terms

Please note: Fees displayed are for presentation only and do not necessarily represent the cost of the subscription

You may now select a subscription term and price based on the duration you want to be able to view estate documents.
Subscription Terms

Please note: Fees displayed are for presentation only and do not necessarily represent the cost of the subscription

1. Select one of the available subscription terms.
2. Enter the desired quantity.
3. Continue to billing screen.
Probate Court: Billing Screen (Unlimited Plan)

The terms of your subscription are displayed at the top of the screen.

1. Please verify that the billing information and credit card information matches the information on your credit card statement.

2. Click **Submit**.
Probate Court: Bill Processing (Unlimited Plan)

A temporary screen displays indicating that your order is in process.
Once your payment has been received successfully, click to go to the home page.
Probate Court: Subscription Search (Unlimited Plan)

When the home screen page displays, you may now search Probate Court documents.

Click on __Search__ to view estate documents.
To start your search, type in the parameters which are unique to the Estate you are searching.

Year: indicates the year the Estate was opened.

Type: indicates the Estate Type; options are “BX” and “ES”. Most queries will be satisfied using the “ES” option. The “BX” option indicates specially converted documents.

County: Richland County Code is 40.

Sequence: indicates the case number, assigned sequentially by Probate Court.

Date Range, Decedent’s Last Name and First Name are not required if you have the Sequence. You may also search by Personal Representative Last Name and First Name.

Click on Query once you have completed your search criteria.

The list of documents related to that particular Estate will be displayed. You can click on any column to sort by that column in order to organize your view of the data.
Subscription Histories

As you subscribe to different services, your history of your subscriptions can be viewed by checking the check box **Show Subscription History**.

Upon expiration of a “Current” subscription, the subscription will be moved into the bottom grid titled **Subscription History**.

An expired subscription will be “View Only” but an active subscription will allow you to perform a search.
SMS Frequently Asked Questions

1) Question: What is the cost of a subscription?
   Response: The cost of your subscription depends upon the Department Plan and frequency selected. Available plan frequencies are: Daily, Weekly, Monthly or Annually. Fees are displayed prior to going through the payment process in the event you do not wish to proceed.

2) Question: Can I try a search without purchasing a subscription?
   Response: No. You must purchase at least the daily plan.

3) Question: I have selected my plan. How do I access the records?
   Response: Click on the Search link next to the Department Plan.

4) Question: How far back do your online records go for the Register of Deeds?
   Response: Please read the following

   Disclaimer for ROD Searches
   1. Only documents from February 19, 1998 to present date are available for online viewing at this time. **
   2. Online searches can pull indexing information from January 10, 1984 to the present**
   3. Please note that property addresses and tax map numbers are not required on all documents. Therefore, a search by property address or tax map number may not result in all documents associated with a property being listed in the results list.
   4. All oversize plats are available for online viewing from Record Book 1405 to present.
   5. Some plats prior to 1405 are available for viewing. The Register of Deeds is currently engaged in a back file project to make all oversized plats available.
   6. There is a 6 to 8 week delay from the recording date to make current oversize plats available.
   7. If there is a necessity to make a microfilm copy of a record book, the Register of Deeds will temporarily remove the oversize plat images for the book that is being microfilmed. Once the microfilm process has been completed, the images will be made available for viewing.

   ** To view images for documents recorded prior to February 19, 1998 or to access Indexed data prior to January 10,1984, you must visit the Register of Deeds Office at 1701 Main Street, Columbia SC. Please see section entitled The R.O.D. Public Viewer System Features of this document for details on where to locate images at the ROD office.
5) Question: Can I print documents?
Response: Yes. Click the print Icon above the image.

6) Question: How do I cancel?
Response: Send an email to: ProductionTeam@rcgov.us and request removal from the system.

7) Question: How do I search for documents within the Register of Deeds?
Response: You may search for documents based on five categories of information. They are: 1) Instrument number, including Book and Page, 2) Names, 3) File Dates, 4) Property address, and, 5) Legal Description. Documents are retrieved based on the data elements as they appear on the document when recorded. Specific details such as middle initial, corporate name and abbreviations are indexed exactly as they appear on the document. Therefore, the results returned on your search depend on how closely you match the indexed formatting. The use of wild cards can assist you when this is not known. See section entitled “Using Wildcards” for tips on using wild cards; the ROD system uses the % as the wild card symbol.

8) Question: Can others use my subscription at the same time I am using it?
Response: No. The system tracks the email address that is used to login so that subscribers cannot have multiple people logged in using the same email address. If a firm wants to share an account, only one person can use it at a time. If you anticipate high usage throughout the day, then you will need to get an account for each user.

9) Question: Do I have to be on a particular computer to use my subscription?
Response: No. The Premier Online Data Service does not track by IP address. The user can access the system from any computer anywhere – work, home or a neighborhood coffee shop with a hotspot. The subscription is associated with your user login (email address) and password.

10) Question: Will I be prompted to renew my subscription?
Response: No. The system retains the expiration date based on your previous purchase. If you attempt to access the department search screen after the expiration date, a message displays that the subscription has expired. To renew, click Add Subscription, select a department, i.e., Register of Deeds, then another subscription term. You do not need to wait until the current subscription expires; the system extends your subscription by adding the days in the new term to the expiration date of the previous term.
11) Question: How do I change my password?  
Response: When you set up your subscription account, a system generated password is sent to you and you may change it at that time. If you would like to change the password again, please contact Production Support at ProductionTeam@rcgov.us and we would be happy to change it for you.

12) Question: Can I search Tax liens on the Register of Deeds System?  
Response: Tax liens are available for searching beginning with the year 2000.

13) Question: Can I view oversized plats online?  
Response: All oversized plats are available for online viewing from Record Book 1405 to the present. However, there is a slight delay (approximately 6-8 weeks) from the date recorded for oversized plats images to display. When there is a necessity to make a microfilm copy of a record book, as is the case when books are copied and saved for the State Archives, the register of Deeds will temporarily remove the oversized plat images for the book that is being microfilmed and replace it with the page OVERSIZED PLAT. Once the microfilm process has been completed, the images will be made available for viewing.

The Register of Deeds is currently engaged in a back file project to make all oversized plats available; therefore, some plats prior to book 1405 are available for viewing.