Lien Search Requests Customer Self-Service
Instructions for Registering Your Account

To set up your account, visit www.Altamonte.org.

1. Select “ePayments” from graphic button menu.

2. Select “Lien Searches.” You will be taken to a log-in screen (shown below).
3. Select “Register Here.”

4. Enter your email address (the email address where invoices and Lien Reports are to be sent) and select “Next.” Please ensure you have access to this email to complete the registration process.

5. Go to your email account that you just entered in step 4. Search for an email from svc.CSSSMTP@tylerhost.net. Open the email, then select “Confirm.” Be sure to check your junk, clutter, spam or trash folders if you do not see the email in your inbox.
6. You will be taken back to the portal. The screen will look similar to:

![Registration Screen](image)

   a. **Username**: Enter the full email address you entered in step 2.
   b. **Password**: Create a password with at least one digit (0-8) and one uppercase (A-Z).
   c. **Confirm Password**: retype the same password you typed in step 6b.
   d. Select checkbox of “I’m not a robot,” and answer any verification items.
   e. Select “Next.”

7. The screen will change to look similar to the screen below. Enter the requested information. Ensure Contact Preference is set to Email. When all information is entered, select “Next.”
8. The screen will change to look similar to:

   - “Address Line 1” is the street number.
   - “Pre-Direction” is used when applicable.
   - “Address Line 2” is the name of the street.
   - “Street Type” use the dropdown and make your selection.
   - “Post Direction” is used when applicable.
   - “Unit or Suite” is used when applicable.
   - “City”
   - “State”
   - “Postal Code”
   - “Address Type” please select “Mailing” from the drop down.

For this section, please enter the information related to where you would like us to mail all correspondence for this business. For some businesses, this may be an address of a main office, for others it may be a post office box or a home address. When all information is entered, select “Submit.”

9. The screen will change to look similar to:

   You are now fully registered. To submit a Lien Search request, click “Home” in the top menu bar.