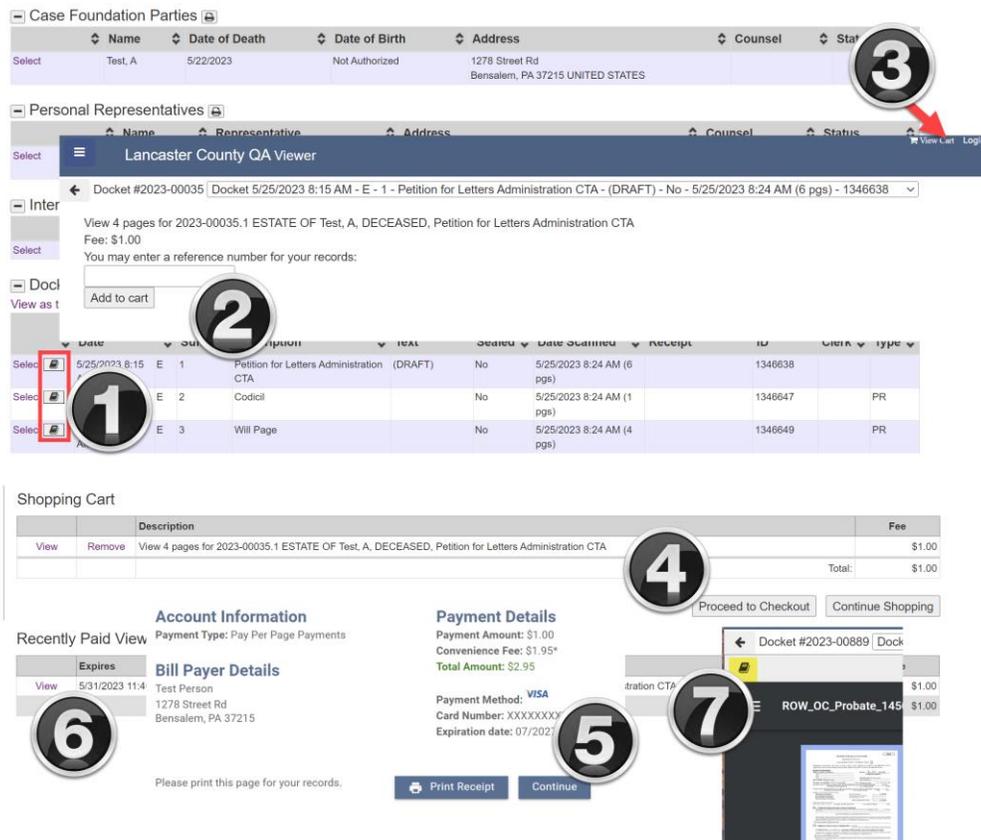


Document Access / Pay-Per-Page

1. Select the document you need to view.
2. Enter in a reference number (any number you will remember) and click “Add to cart”.
3. Repeat steps 1 and 2 for any additional documents you need to view and then click “View Cart”.
4. The Shopping Cart page will show all documents you are paying for – click “Proceed to Checkout”.
- (Note: If you are not a registered user, you will have to provide an email address and then click Continue.)
5. After being redirected to a payment system, enter in your payment method and continue.
6. The page will re-direct back to the Viewer. The paid for pages will be available in the “Recently Paid Views” section by clicking the “View” link for the document. You will also receive an email with the same links to access the documents. Please note that these documents are only available for a few days so you will need to take immediate action on them (i.e. save or print them).
7. Some counties have a print view feature using the Book icon – the button is available when viewing one of the documents you have access to.



The screenshot illustrates the user interface for document access and payment, with numbered callouts (1-7) highlighting key steps:

- 1:** Selecting a document from the 'Documents' table.
- 2:** Clicking the 'Add to cart' button.
- 3:** Clicking the 'View Cart' button in the top right corner.
- 4:** Clicking the 'Proceed to Checkout' button in the shopping cart.
- 5:** Entering payment details (Payment Method: VISA, Card Number, Expiration date).
- 6:** Clicking the 'View' link in the 'Recently Paid View' section.
- 7:** Clicking the 'Print Receipt' button.

Documents Table:

Select	Date	Sub	Description	Sealed	Date Scanned	Receipt	ID	Clerk	Type
<input type="checkbox"/>	5/25/2023 8:15 AM	E 1	Petition for Letters Administration - (DRAFT) CTA	No	5/25/2023 8:24 AM (6 pgs)		1346638		
<input type="checkbox"/>	5/25/2023 8:24 AM	E 2	Codicil	No	5/25/2023 8:24 AM (1 pgs)		1346647		PR
<input type="checkbox"/>	5/25/2023 8:24 AM	E 3	Will Page	No	5/25/2023 8:24 AM (4 pgs)		1346649		PR

Shopping Cart Table:

Description	Fee
View 4 pages for 2023-00035.1 ESTATE OF Test, A, DECEASED, Petition for Letters Administration CTA	\$1.00
Total:	\$1.00

Payment Details:

- Payment Amount: \$1.00
- Convenience Fee: \$1.95*
- Total Amount: \$2.95**
- Payment Method: VISA
- Card Number: XXXXXXXX
- Expiration date: 07/2021

Account Information:

- Payment Type: Pay Per Page Payments
- Expires: 5/31/2023 11:4

Bill Payer Details:

- Test Person
- 1278 Street Rd
- Bensalem, PA 37215

Contact Us

For assistance with questions or concerns, please contact your County office