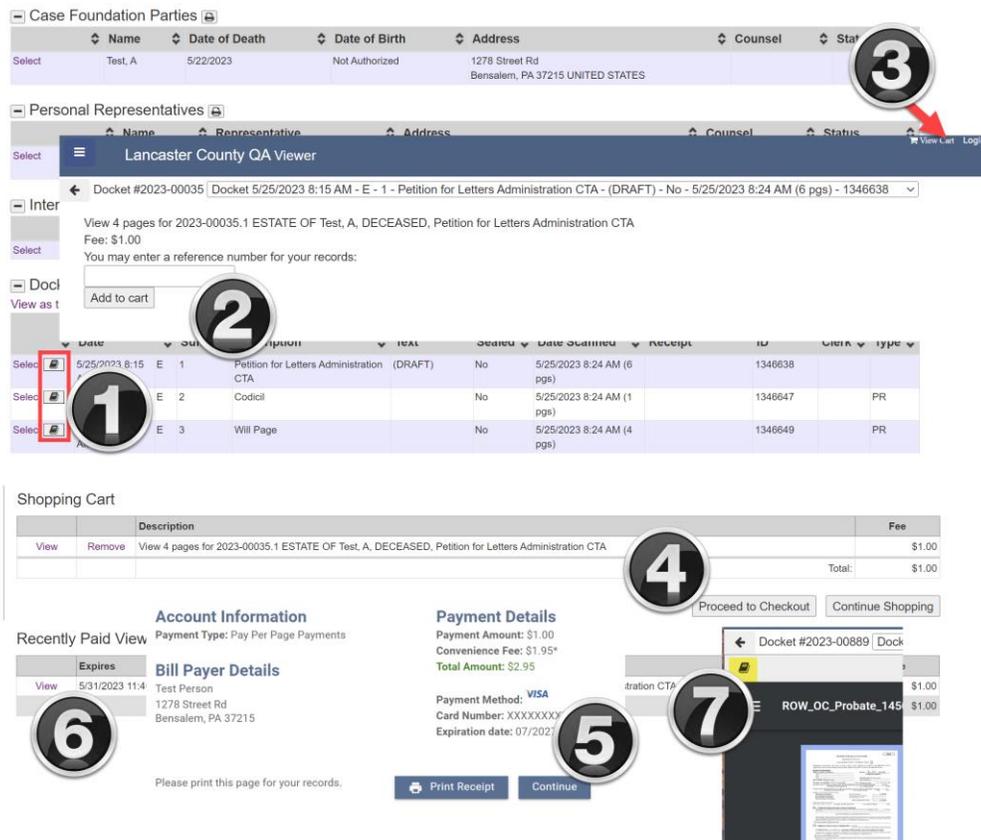# Document Access / Pay-Per-Page

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.

Contact Us

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