

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/>.

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.suffolkcountynyny.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
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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.suffolkcountynyny.gov/kioskweb/web/CustomerSubMgt/CustomerSubMgt.aspx

https://kiosk.suffolkcountynyny.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"/>
CVC2 code (from back of card)	<input type="text"/>
Name on card	First <input type="text"/>
Zip Code	<input type="text"/>
Email Address	<input type="text"/>

Note: Visa

Month/Year  /

Use the dropdown menu to select your Subscription Plan

Self Add Subscription - Internet Explorer

Complete form and select **Buy Subscription**


Plan	Daily Land Records		
Plan description			
Plan Cost	36.13		
Credit Card Number	1111	- 1111	- 1111 - 1111
<b>Note: Visa or Mastercard only</b>			
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

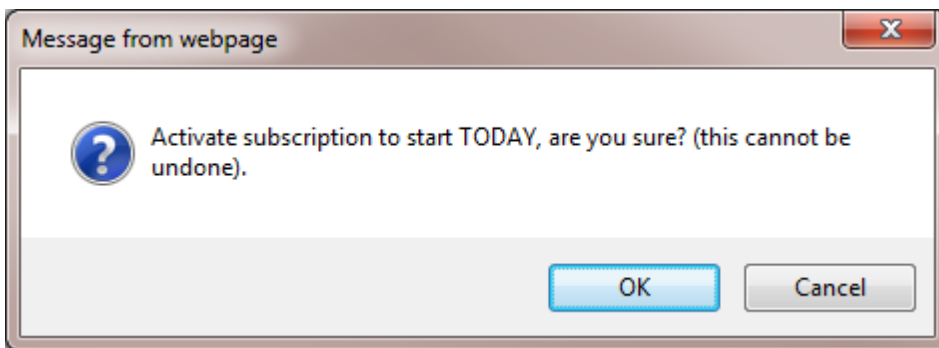
When purchase has processed; you will receive a confirmation with option to **Print**

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"/>		

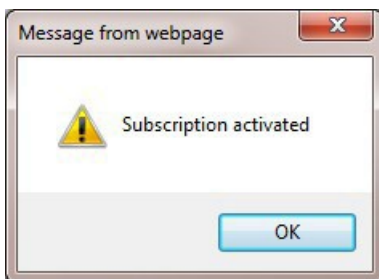
When you click **Activate** a confirmation window will open



**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"/>	<input type="button" value="Activate"/>
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](#)**