

# Document Alerts

## HOW TO SET UP ALERTS

### CREATE AN ACCOUNT

To set up Document alerts first you must create an account.

1. Visit <https://www.idocmarket.com/>.
2. Click **Login** in upper right corner.
3. Under "First time here?," select "Click here to register for iDoc Market."
4. Enter email address and press the **Register button**.
5. A complete registration link will be sent to the email you provided. Click on the link in that email.
6. Fill out the registration form and click the **Register button** at the bottom of the page.  
*You will need to create your own password. Must be 10 characters and meet 3 of the following conditions: uppercase, lowercase, number, and special character.*
7. Enter your login credentials and press the **Login button**.
8. Select **Submit** or Skip County Interest Survey
9. Review and agree to site terms by checking "I agree to the above terms," then press the **Continue button**.

### SET UP ALERTS

Once you have created your account, you can begin setting up alerts.

1. Return to <https://idocmarket.com/> and click **Login** in the upper right.
2. Log in to the website using your email address and password you created.
3. Click the **Document Alerts** link in the upper right.
4. Review the disclaimer information and **select Agree & Continue** on bottom right of the page
5. Select a **County** you want to receive alerts for. You can select multiple counties to receive alerts for multiple counties.
6. To get you started, a Grantor field is added by default. Type the name of the party you want to receive an alert for (e.g., John Smith). Other fields including Grantee, Legal fields, and Parcel number are available as well.
  - Use **Doc # Search** to easily add alerts using an existing document. If you do not know a document number, you can use Basic Search or purchase a subscription to search for a recorded document.
  - You can add up to 5 conditions per alert.
7. Click the **Save Alert button** when you are finished adding each alert.
8. You can see and modify saved alerts on the left under **Existing Alerts**.

Document Alerts are not historical and will only be sent for documents recorded or modified after the alert is saved.