

Adams County Website Purchasing eCertifications and Copies

eCertified copies and **copies of images** can be purchased by going to the Kofile Web Portal:

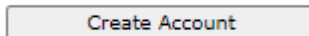
<https://countyfusion11.kofiletech.us> will take the user to the portal where they can they scroll to select Adams County Orphans Court from the list.

The below URL will take the user directly to Adams County website.

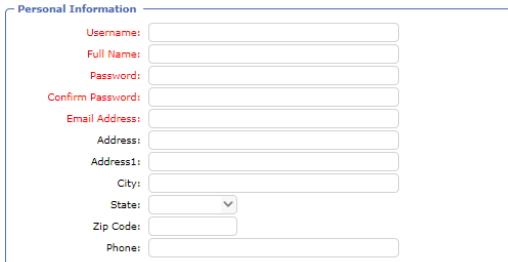
<https://countyfusion11.kofiletech.us/countyweb/login.do?countyname=AdamsPAOC>

eCertifications

The user will need to create an account by going to Adams County portal by using one of the links above and clicking on the 'Create Account' button and completing the application.



All fields in **red** are required!

A form titled "Personal Information" with several input fields. The fields are: Username, Full Name, Password, Confirm Password, Email Address, Address, Address1, City, State (dropdown), Zip Code, and Phone. The labels for Username, Full Name, Password, Confirm Password, and Email Address are highlighted in red.

1. They will then be able to login by entering their **Username** and **Password**.
2. Click **Accept**.
3. Click **Search Public Record**
4. Locate the desired record by entering **Names or Case Number or ML #**.
5. Click on the **License/Case # link**

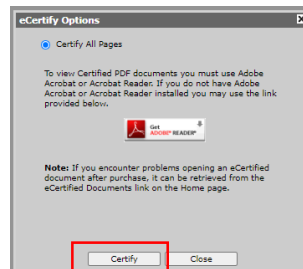
Displaying 1-1 of 1 Items

<input checked="" type="checkbox"/>	License #
<input checked="" type="checkbox"/>	ML-20-2020

6. Click **Certified Copy**

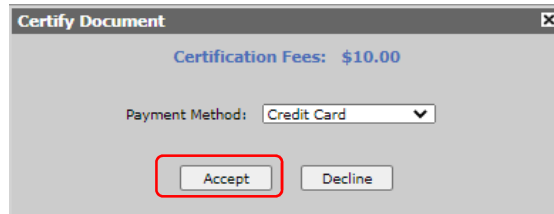


7. Click **Certify**



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8. Click **Accept**



A dialog box titled "Certify Document" with a close button (X) in the top right corner. It displays "Certification Fees: \$10.00" in blue text. Below this, there is a "Payment Method:" label followed by a dropdown menu currently showing "Credit Card". At the bottom, there are two buttons: "Accept" and "Decline". The "Accept" button is highlighted with a red rectangular border.

A Payment Information screen will launch allowing the user to enter payment information in the Govpaynow website.

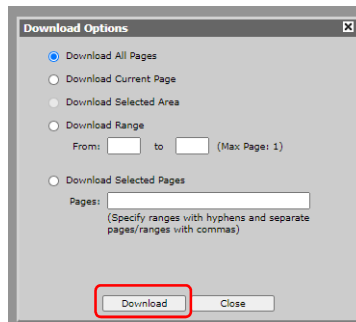
Purchasing Copies

User can purchase copies logged in as a guest user or an account user. They will follow steps 1 – 5.

1. Select **Save Image** to purchase copies

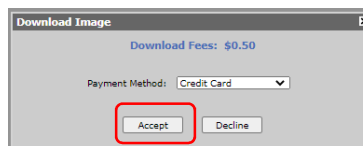


2. Select their **download options** and click **Download**.



A dialog box titled "Download Options" with a close button (X) in the top right corner. It contains several radio button options: "Download All Pages" (selected), "Download Current Page", "Download Selected Area", and "Download Range". Below "Download Range" are two input fields labeled "From:" and "to:" with "(Max Page: 1)" to the right. Below "Download Selected Pages" is a "Pages:" input field with the instruction "(Specify ranges with hyphens and separate pages/ranges with commas)". At the bottom, there are two buttons: "Download" and "Close". The "Download" button is highlighted with a red rectangular border.





3. Click **Accept**



A dialog box titled "Download Image" with a close button (X) in the top right corner. It displays "Download Fees: \$0.50" in blue text. Below this, there is a "Payment Method:" label followed by a dropdown menu currently showing "Credit Card". At the bottom, there are two buttons: "Accept" and "Decline". The "Accept" button is highlighted with a red rectangular border.

A Payment Information screen will launch allowing the user to enter payment information in the Govpaynow website.

What would you like to do today?

-  Search Public Record
-  Start New Case
-  Start Marriage License Application
-  eCertified Documents

Recent eCertified Documents

-  Modify My User Preferences

After clicking that link, a user can get a copy of the document:

[Home](#) | [Search Public Records](#) | [Preferences](#) | [Print History](#)

Recent eCertified Documents

Use this utility to [View](#), [Download](#) or [Email](#) recently certified documents.

Select user to view recently certified documents:

Email Address:

11/06/2020 01:30:13 PM - BK null PG null [View](#) | [Download](#) | [Email](#)