

Adams County Website Purchasing eCertifications and Copies

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

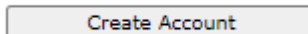
<https://countyfusion11.kofiletech.us> will take the user to the portal where they can scroll to select Adams County Orphans Court from the list.

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!

Personal Information

Username:	<input type="text"/>
Full Name:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Email Address:	<input type="text"/>
Address:	<input type="text"/>
Address1:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Phone:	<input type="text"/>

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**

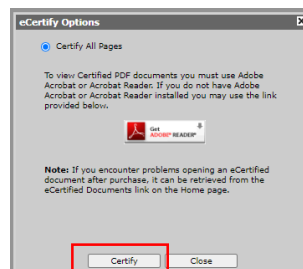
Displaying 1-1 of 1 Items

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

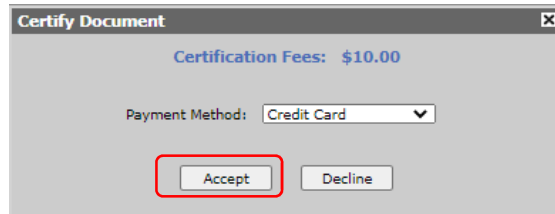
6. Click **Certified Copy**



7. Click **Certify**



8. Click **Accept**



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

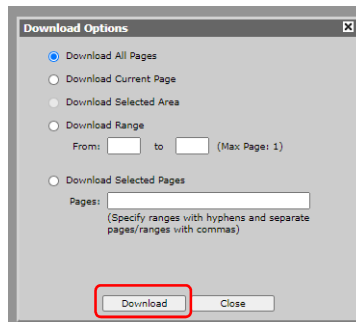
Purchasing Copies

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

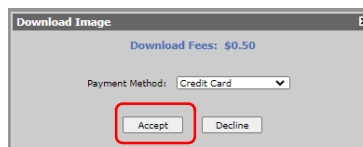
1. Select **Save Image** to purchase copies



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







3. Click **Accept**



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](#)