



ONLINE SERVICE AGREEMENT BUCHANAN COUNTY REAL ESTATE RECORDS

This Agreement made and entered into this _____ day of _____, 20_____

By and between the Buchanan County Recorder of Deeds, 411 Jules Street, Room 103,
St. Joseph, Missouri 64501 and the following Subscriber:

Subscriber/Company name: _____

Mailing address: _____

City, State, Zip _____

The Company Phone Number _____

FAX number _____

Email Address _____

1. PROVISION OF ACCESS AND ACCEPTABLE USE

1.1 The Recorder agrees to furnish on-line access to real estate records via the internet.

Access to and use of the System by the Company is a privilege that may be revoked by the Recorder at any time and for any reason including, but not limited to the failure of the Company to adhere to the terms set forth in this Agreement.

1.2 All information contained in the System is public information and is in no way intended to refer to, or be applicable to, any specific person, case, or situation.

1.3 The Recorder does not warrant or represent that the System will meet any specific requirement that the Company may have, or that it will be error-free or

uninterrupted. The System will be available 20 hours per day, seven days a week, subject to backup, and may be subject to unavailability at any time and without prior notification.

- 1.4 The information provided in the System is offered as a service and is not intended to be a complete substitute for individual professional consultation. Adequate professional guidance for making important personal decisions cannot be provided through an electronic format of this type. Advice regarding individual problems or circumstances should be obtained personally from a professional.
- 1.5 The information in the System has been secured and protected from intentional or unintentional misuse by authorized and unauthorized parties. Any misuse of the System including but not limited to attempted access to unauthorized areas of the System, disclosure of the Company's access password to any other party, or intentional or unintentional acts to disrupt the System's service or corrupt the System's information will be grounds for immediate termination of this Agreement. The Recorder reserves all legal rights for any attempted misuse of the System and any resultant outages or system failures

2. WAIVER OF LIABILITY

- 2.1 The Recorder shall not be liable for any direct or indirect, incidental, or consequential damages (including information) sustained or incurred in connection with the use of, operation of, or inability to use the system.
- 2.2 The Company agrees not to hold Buchanan County, its elected officials, officers and employees liable for any claim or liability resulting from, due to, or arising out of the Company's connection to or use of the System.

2.2 The Company agrees to indemnify Recorder for any loss suffered to the Recorder as a result of Company's use of the System and Company further agrees that any harm determined to be a result of information retrieved from the System or derived from the use of the System is solely the responsibility of the Company.

3. THE COMPANY'S FINANCIAL RESPONSIBILITY

3.1 The Company shall pay a monthly subscription fee of \$250.00 per subscription to the Recorder for access to the system. The monthly fee serves to offset costs incurred to operate and maintain the system. Associated costs include indexing, staff time, providing T-1 data line, watermarked images, general System maintenance, upgrades and enhancements. Companies desiring online service at more than one location must execute a separate subscription agreement for each additional location and will be required to pay the monthly subscription fee then in effect.

3.2 This Agreement must be executed and the first month of online service (\$250.00 per subscription paid before a password will be issued. It is suggested that the Company change passwords periodically for security. Payments shall be due on the first day of each month. Payments not received by the 15th day of each month will cause the account to be deactivated until payment is received in full.

3.3 The Recorder reserves the right to adjust the subscription fee on an annual basis to reflect changes in the costs of providing the services as outlined herein. The Recorder will provide written notice of the adjusted subscription fee and the Company shall be responsible for payment of the adjusted fee within thirty (30) days of notification.

3.4 Limited Subscription Agreement: Subject to the terms and conditions of this Limited Subscription Agreement, the Provider grants the Subscriber a non-exclusive non-transferable, limited subscription to obtain copies of recorded real estate documents by downloading the same Provider's website, to be used solely in the regular course of the Subscriber's business. The Subscriber, its parents and subsidiaries or affiliates of the Subscriber are specifically prohibited from disseminating any data or information obtained, except as specifically authorized under this paragraph. The Limited Subscription Agreement granted hereunder shall include the right to quote and incorporate portions of the records in memoranda, title policies, abstracts and similar work product created by the Subscriber for its customers, and the right to create copies of the records from the Database for the Subscriber; provided, however that such copies shall not be created, copied, resold, loaned or otherwise provided in bulk in any medium to any person or entity.

3.5 The Subscriber's violation of this Limited Subscription Agreement shall constitute a material breach of the Limited Subscription Agreement.

3.6 The Company shall utilize the System for its sole use. Any violation of this provision shall constitute grounds for immediate termination of this Agreement.

4. SERVICE HOURS AND RECORDS CURRENTLY AVAILABLE ONLINE

4.1 The land records Index is currently available beginning January 1990, however, it is updated daily. Office workdays are Monday through Friday except for County holidays. Online service will be available 20 hours per day, seven days a week unless technical difficulties occur which will be addressed on workdays. Scanned images are available beginning from 1990 through the current date. Back file indexes and images are being added as time allows.

5. DISCLAIMER

- 5.1 The Index is not construed to be true and complete; rather it is a working copy subject to error, omission and future modification. The Company shall not hold the Recorder responsible to the Company, its employees, members or customers for the accuracy, completeness, or availability of any information retrieved via the System.
- 5.2 Copies created from the online database are not certifiable copies. Certified copies must be purchased from the Recorder.

6. TERM OF AGREEMENT

- 6.1 The term of this Agreement shall commence on _____20_____ and shall continue through December 31, 20____. This Agreement shall be automatically renewed for consecutive calendar year terms, unless terminated by either party.
- 6.1 Upon reconciliation of any money owed by the Company, either party may terminate this Agreement after providing a thirty day written notice.

7. ENTIRE UNDERSTANDING AND CONTROLLING LAW

- 7.1 This Agreement sets forth the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior oral and written communications and agreements.
- 7.2 This Agreement is made under and shall be construed and enforced in accordance with the laws of the State of Missouri.

The undersigned, affirms that they have full authority to execute this Agreement as the designated representative on behalf of the Company, the Recorder and Buchanan Co.

Company Representative/Title	Date
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Ed Wildberger, Recorder	Date
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Royal Turner, Presiding Commissioner	Date
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Ed Wildberger, Buchanan County Recorder of Deeds
E-Mail: EWildberger@co.buchanan.mo.us

Internet: <http://www.co.buchanan.mo.us/>

Date _____

Company Internet Access # _____ (Billing)

Agent Access Id # _____ (Internet)

Internet Customer ID & Password

(All items below must be completed prior to activation of each employee)

COMPANY NAME: _____

CONTACT: _____

(Name of person responsible for payment of account)

ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE _____

COMPANY PHONE: _____ E-MAIL: _____

USER NAME: _____

(Persons authorized to use company Internet access)

USER PASSWORD CODE: _____

(Maximum of eight characters, letters or numbers)

Company and their employees agree not to share their password with other persons. Company understands that each employee they authorize to use the company account must set up a separate password with the recorders office in order for the recorder to maintain a secure Website on the Recorder and company's behalf.

The company agrees to notify the recorder's office when employees leave their employment in order to maintain the security of the Recorder's Internet site and the Company's Account.

FOLLOWING INFORMATION IS REQUIRED IN CASE YOU SHOULD LOSE OR FORGET YOUR PASSWORD CODE. It will allow us to identify you. This information will be shown in the user directory. We need two different identifiers for your security.

Your Pet's name: _____

(You can choose to use another identifier, but you must remember it when asked or we cannot allow access to the password)

Another: _____

Signature of person authorizing use of Company Account

Date

Ed Wildberger, Buchanan County Recorder of Deeds

OFFICE USE ONLY

Activation Date: _____

Inactivated Date: _____



**Buchanan County Courthouse
411 Jules Street
St. Joseph, Missouri 64501
1 (816) 271-1437**

**Ed Wildberger
Recorder of Deeds Buchanan County Courthouse
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Re: Updating Public View and website accounts.

To Whom It May Concern

Just a reminder to keep your employee list current for the public view/website computer account you opened with the Buchanan County Recorders office, Be sure to delete the names of persons no longer employed by your company.

As always, each employee shall have his/her own user Id and Password to access your account.

Company Name: _____

Address: _____

Phone Number: _____

Use a different page for each office location.

Last Name	First Name	User ID	Password
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Thank you for you cooperation.
Ed Wildberger
Buchanan County Recorder of Deeds



Ed Wildberger

Recorder of Deeds
Buchanan County Courthouse
411 Jules Street
St. Joseph, Missouri 64501
1 (816) 271-1437

WEBSITE: <http://www.co.buchanan.mo.us/>
Email: ewildberger@co.buchanan.mo.us

SELECTING A GOOD PASSWORD

HOW TO CHANGE YOUR PASSWORD

WHAT TO DO IF YOU LOSE YOUR PASSWORD

SELECTING A GOOD PASSWORD

It is important that the password you select not be easily guessed or discovered by trial and errors The most secure type of password consists of a random sequence of upper and lower case letters and digits, but because this type of password is hard to remember (and type), we don't recommend that you take security to these lengths. A password consisting of two randomly selected lower case words separated by a punctuation mark is usually secure enough.

Your primary consideration when choosing a password should be that It Is easy to type, since you will be entering it often. An easy-to-type password can also be typed faster, which reduces the chance that someone looking over your shoulder will be able to see what your password is. You are limited to a password of eight characters—there is no advantage to choosing one that is larger.

When should you change your password?

- At least every 6 months or so
- Whenever you think your account has been compromised
- Whenever system administration announce that there is a need to do so

What is a good password?

- 6 to 8 characters (UPPER and lower case) and digits (0 1 2 3 ...)
- Words or combinations of words that are not found in the dictionary
- Do not use names of people, places, or things

HOW TO CHANGE YOUR PASSWORD

1. Think up a new password. It has to be 6 to 8 characters long.

Instructions for selecting a good password

How safe is your password?

- The first step in protecting your online privacy is creating a safe password — i.e. one that a computer program or persistent individual won't easily be able to guess in a short period of time. To help you choose a secure password, we've created a feature that lets you know visually how safe your password is as soon as you create it.

Tips for creating a secure password:

- Include punctuation marks and/or numbers.
- Mix capital and lowercase letters.
- Include similar looking substitutions, such as the number zero for the letter 'C' or '\$' for the letter 'S'
- Create a unique acronym.
- Include phonetic replacements, such as 'Luv 2 La?' for 'Love to Laugh'.

Things to avoid:

- Don't use a password that is listed as an example of how to pick a good password.
- Don't use a password that contains personal information (name, birth date, etc.)
- Don't use words or acronyms that can be found in a dictionary.
- Don't use keyboard patterns (asdf) or sequential numbers (1234)
- Don't make your password all numbers, uppercase letters or lowercase letters.
- Don't use repeating characters (aa11),

Tips for keeping your password secure:

- Never tell your password to anyone (this includes significant others, roommates, parrots, etc.).
- Never write your password down.
- Never send your password by email.
- Periodically test your current password and change it to a new one..