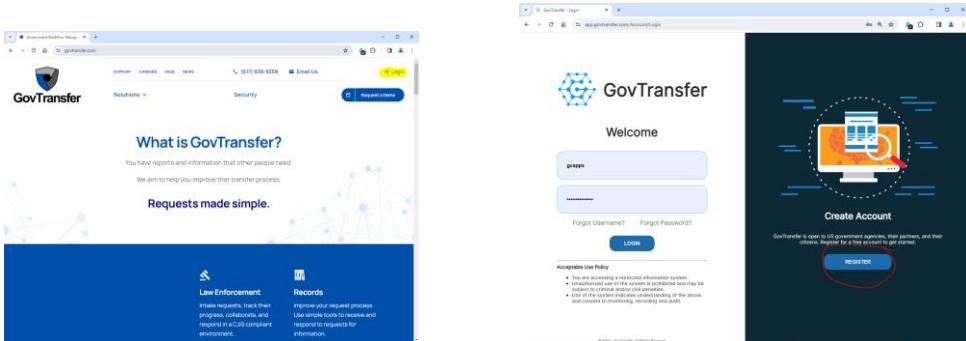


GovTransfer Account Setup

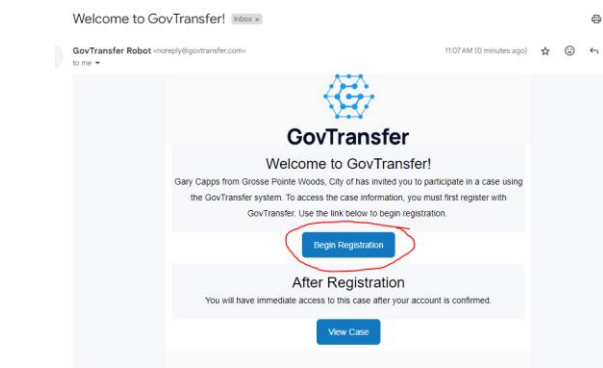
Support Assistance:
517-939-9359
Support@govtransfer.com

If you already have a GovTransfer account, visit www.govtransfer.com and sign into your account, and go to page 3 to continue.

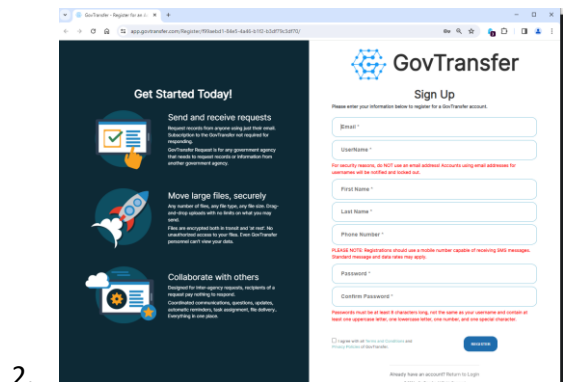


If you do NOT have a Govtransfer account you will need to register for the first time by following these **Registration Instructions**:

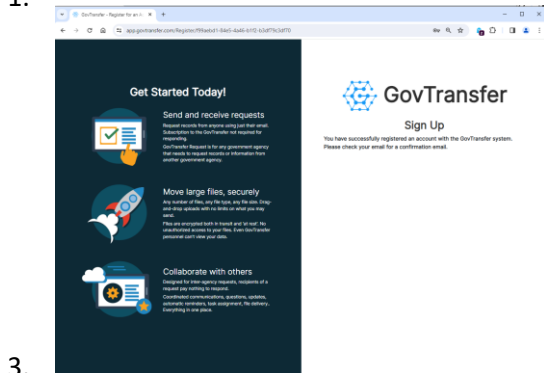
- Select the option to “Begin Registration”. A window will appear and you need to fill out the form, selecting a user name and password per the instructions on the page. Check the box to agree to the terms and select “Register”. You will see a screen that shows your registration was successful and that you need to check your email for confirmation:



1.

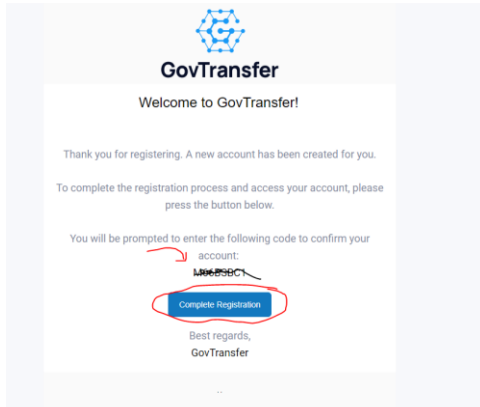


2.

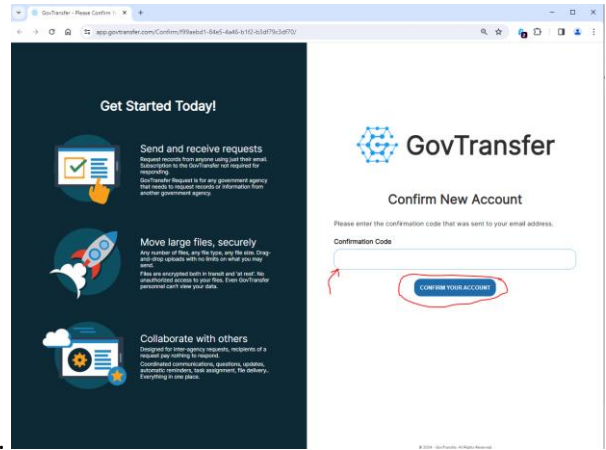


3.

- The email includes a code that needs to be typed into the registration page. Click on “Complete Registration”, enter the code from the email, and click on “Confirm your account” and you should be re-directed back to the login page:

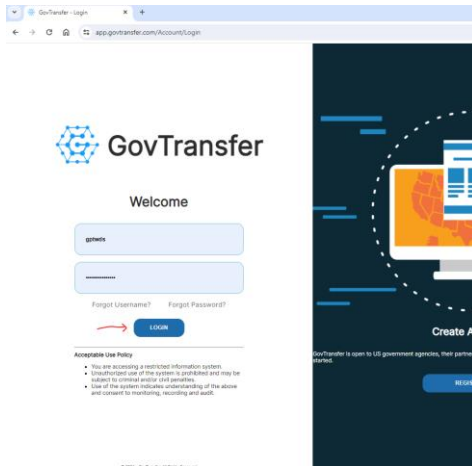


1.

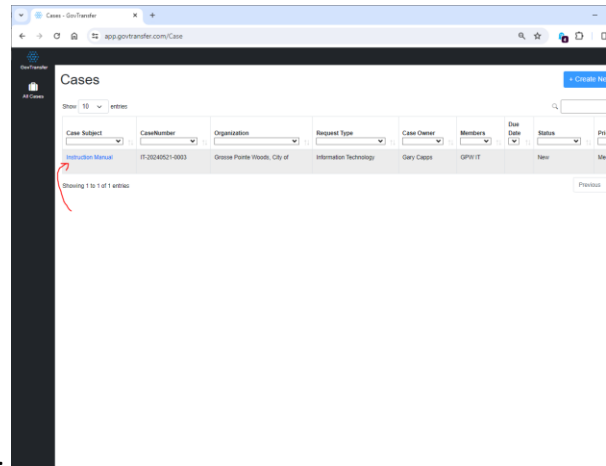


2.

- From the Login page, enter your account name and password that you just created. Once you click “Login” you will land on a page that shows all cases that you have been invited to. Select the hyperlink to your case from the list (most likely there is only 1 item in the list)



1.



2.

The following is an example of a case. When you first view the case, you may see a screen with no files available. This occurs when the files have not yet been released by the City's Records Staff for various reasons including collecting payment. Once a file is released it will be available for download. Click on the file and it will download into your browser's "download" area. From there you can save and store them in your own file system.

