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# CIC Records Management Remote Access / Printing

By Computer Information Concepts, Inc.



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*Peopleware*

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# Contents

<b>977-B00 Instrument Search Subscriber Access Log In</b>	<b>1</b>
977-B01 Login Screen.....	1
<b>977-A00 Instrument Search Criteria</b>	<b>2</b>
977-A04 Search Instrument Criteria.....	3
977-A05 Search Party Criteria.....	3
977-A06 Search Platted Property Criteria .....	4
977-A07 Search Unplatted Property Criteria.....	4
977-A08 Search Options.....	5
977-A01 Search Results.....	5
977-A02 Details for Instrument.....	6
977-A03 Image for Instrument .....	7
<b>Index</b>	<b>9</b>



# 977-B00 Instrument Search Subscriber Access Log In


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## 977-B01 Login Screen

Enter the user 'Login ID' and 'Password'.

Enter the verification code in the 'Enter the Code shown above:' box.

Click on 'Login'.



### RMIS Instrument Search Subscriber Access Log In

Please enter your Subscriber Login ID and Password

#### Subscriber Login


Login ID:

Password:

Remember my login information

#### User Validation

For user verification, please enter the number displayed into the box below.



Note: If you cannot read the numbers in the above image, refresh the page to generate a new one.

Enter the Code shown above:

#### Disclaimer

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# 977-A00 Instrument Search Criteria


The window below is the Instrument Search Criteria Screen. Enter information into the fields that you want to search by. The more fields provided will narrow the range of search results; the fewer fields provided will create a wider range of search results. Any combination of fields can be entered and will be considered. When finished entering the search criteria, click on the 'Find Now' button for the search to begin. The Instrument Type, Party Type, and Subdivision fields must be selected by using the drop down arrows to the right hand side of the field. The drop down will have all available options populated in the listing. All other fields can have text information typed into the field.

Welcome System Administrator  
[Log Out](#)

 **RMIS Instrument Search Criteria**

**Instrument Criteria** [Click here for help!](#)


Book - Page:  -   Mortgage #:

Instrument Type:  



Date Recorded:  thru  ex: 09/15/2002

**Party Criteria** [Click here for help!](#)

Party Name:

Party Type:  

**Platted Property Criteria** [Click here for help!](#)

Subdivision:   


Block:

Lot/Unit:  thru

Search Even Lots  Search Odd Lots

Parcel:

**Unplatted Property Criteria** [Click here for help!](#)

Section	Township:	Range	NE	NW	SW	SE	of Quarter	Parcel
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> 

**Search Options**

Display one (1) party name per instrument(s) found.

Display all party information per instrument(s) found.

[Find Now](#) [Reset](#) [Click here for Documentation](#)

If the information entered for the search is inaccurate or needs to be changed, the user can click on the 'Reset' button to clear the entire quick search criteria and set the form back to the default settings.


When entering a party name to search by, the user can search by either text string or several strings separately by spaces. For example, if the user types the name string of "Smith," the system will find anyone with the string "Smith" in his or her name. If the user types a string with spaces in it like "Smith James A," the system will find anyone with Smith, James and A in their name.

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## 977-A04 Search Instrument Criteria

The user may search in the Instrument Criteria with any or all of the following:

- Book – Page
- Mortgage #
- Instrument Type
- Date Range

When searching with the 'Book – Page' option, the user may utilize the 'View Instrument Image' button  to go directly to the image, after supplying a valid Book and Page.

☼NOTE: If help is needed in determining the appropriate input into each of the fields, the user may click on the '[Click here for help!](#)' for a description of each field.

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## 977-A05 Search Party Criteria

The user may search in the Party Criteria with any or all of the following:

- Party Name
- Party Type


☼NOTE: If help is needed in determining the appropriate input into each of the fields, the user may click on the '[Click here for help!](#)' for a description of each field.

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## 977-A06 Search Platted Property Criteria

The user may search in the Platted Property Criteria with any or all of the following:

- Subdivision
- Block
- Lot / Unit Range
- Parcel

When searching with the ‘Subdivision’ option, the user may utilize the ‘View Platted NIB Records’ button  to go directly to images of Documents and Numeric Index Book Pages associated with the Platted Property.


☼NOTE: If help is needed in determining the appropriate input into each of the fields, the user may click on the ‘[Click here for help!](#)’ for a description of each field.

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## 977-A07 Search Unplatted Property Criteria

The user may search in the Unplatted Property Criteria with any or all of the following:

- Sections
- Township
- Range
- Direction of Quarter
- Parcel

When searching with the ‘Section’, ‘Township’ and ‘Range’ options, the user may utilize the ‘View Unplatted NIB Records’ button  to go directly to images of Documents and Numeric Index Book Pages associated with the Unplatted Property.

☼NOTE: If help is needed in determining the appropriate input into each of the fields, the user may click on the ‘[Click here for help!](#)’ for a description of each field.




## 977-A08 Search Options

In the Search Options section, the user can specify how found instruments are displayed. The default is to display only one (1) line of information per instrument found. If you would like to display all information (i.e. multiple lines, one line per name found) then select the option to display all information.

## 977-A01 Search Results

Once the search is completed, the information found will be shown on the screen. The Document number, Reception Date, Instrument Type, Party Name and Mortgage # (when applicable) will be displayed and the detailed index information and image can be viewed.

[Welcome System Administrator](#)  
[Log Out](#)



### RMIS Search Results

[Search Again](#)

17 of 17 records found.

<u>Book - Page:</u>	<u>Reception Date</u>	<u>Instrument Type</u>	<u>Party</u>	<u>Mortgage #:</u>	<u>Details</u>	<u>Image</u>
816-05098	01/05/2005	Trustee's Deed	Thomas R. Thaemert and Krista J. Thaemert H/W		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05099	01/05/2005	Mortgage	Community First National Bank	26	<a href="#">View Details</a>	<a href="#">View Image</a>
816-05108	01/05/2005	Mortgage	First National Bank of Wamego	27	<a href="#">View Details</a>	<a href="#">View Image</a>
816-05116	01/05/2005	Mortgage Release	Larry A. McCoy and Joan L. McCoy H/W		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05117	01/05/2005	Mortgage Assignment	Jacqueline P. C. Dubey		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05119	01/05/2005	Mortgage	GMAC Mortgage Corporation dba ditech.com	28	<a href="#">View Details</a>	<a href="#">View Image</a>
816-05125	01/05/2005	Quit Claim Deed	Anton Dimitrov		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05126	01/05/2005	Mortgage Assignment	Jeffrey J. Dran Sr.		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05128	01/05/2005	Mortgage Assignment	Steven W. Anderson and Lisa D. Anderson H/W		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05130	01/05/2005	Mortgage Assignment	Justin D. Hackett and Clarissa D. Hackett H/W		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05132	01/05/2005	Directors Deed	Department of Veterans Affairs		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05134	01/05/2005	Warranty Deed	Penny D. Alonso		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05136	01/05/2005	Mortgage	Secretary of Veterans Affairs		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05156	01/05/2005	Warranty Deed	Joel T. Lundstrom and Kristen N. Lundstrom H/W		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05157	01/05/2005	Mortgage	Community First National Bank	29	<a href="#">View Details</a>	<a href="#">View Image</a>
816-05169	01/05/2005	Warranty Deed	Douglas G. Holden and Dana Holden H/W		<a href="#">View Details</a>	<a href="#">View Image</a>
816-05171	01/05/2005	Mortgage	Taylor, Bean & Whitaker Mortgage Corp.	30	<a href="#">View Details</a>	<a href="#">View Image</a>

1

After the search results screen is populated, the user can sort the records by clicking on the underlined fields in the heading column. This will then sort the records by that column. The information within that column can toggle from ascending/descending sort order if the underlined field is clicked multiple times.

# 977-A02 Details for Instrument

In order to view the details of an instrument, click on the 'View Details' from the search results screen. The following details screen will be displayed.

Welcome System Administrator [Log Out](#)



## RMIS Detail Results for Instrument 816-5099

[Print Friendly Version](#)      [Search Again](#)    [Back to results](#)    [Display Image](#)

### General Information

Instrument Type	Book - Page:	Mortgage #:	Indebtedness	Reception Date	Pages	Date Signed	Doc Date	Return Date
Mortgage	816-05099	26	\$228,800.00	01/05/2005	9		01/03/2005	

### Party Information

Party Type	Name
Mortgagor	Todd A. Thaemert
Mortgagor	Thomas R. Thaemert and Krista J. Thaemert H/W
Mortgagee	Community First National Bank

### Platted Parcel Information

Plat Code	Lot	Thru Lot	Block	Parcel	Note	Consideration	Control No.	Key No.	Pin No.
ANDREW J MEADE ADDITION	1				Together with that portion of North 12th Street accruing to said lot.	\$228,800.00			


### Return Address

Return Address	Comments
Charlson & Wilson 111 North Fourth Street P.O. Box 339 Manhattan, KS 66502	

This index information is for search purposes and has NOT been verified by the Register of Deeds Office. Only a certified copy of the filed document will guarantee 100% accuracy.

Instruments can have several different informational fields that can be displayed. The system will only display those fields that contain information pertaining to the particular instrument. From this screen the user can click on 'Search Again' to begin a new search, click 'Back to results' to go back to the search results screen or click 'Display Image' to display the image associated with the instrument.

# 977-A03 Image for Instrument

In order to view an image for an instrument, the user can either click on the 'View Image' from the search results screen, click on 'Display Image' from the detail for instrument screen or utilize the view button  from the 'Instrument Search Criteria' screen. All of these options will display the following screen.

## Image for Instrument 816-05099

**Instrument Type: Mortgage**  
**Date Recorded: 01/05/2005 8:30:15 AM**

[New Search](#)   [Back to results](#)   [Back to details](#)

**Zoom**

+   -

**Paging**

⏪   ⏩

**Image Controls**

**Image Processing**


Rotate: ↻   ↺

**Document Printing\***

Page: ⏴   Document: ⏴

Page  of

\* - Will print to your current default printer.  
Please verify your settings.



M. Charlotte Shawver  
Register of Deeds  
Riley County, Kansas

**Book: 816 Page: 5099**

Receipt #: 30659   Total Fees: 148.00  
Mortgage #: 26   Mortgage Amt: 1228,000.00  
Pages Recorded: 9   Registration Tax: 1594.88  
Date Recorded: 1/5/2005 8:30:15 AM

Return To: COMMUNITY FIRST NATIONAL BANK  
216 S. SETH CHILD ROAD MANHATTAN, KS 66502


Prepared By: COMMUNITY FIRST NATIONAL BANK  
216 S. SETH CHILD ROAD MANHATTAN, KS 66502

\_\_\_\_\_ State of Kansas \_\_\_\_\_ Space Above This Line For Recording Data \_\_\_\_\_

**REAL ESTATE MORTGAGE**  
(With Future Advance Clause)

1. **DATE AND PARTIES.** The date of this Mortgage (Security Instrument) is 01-03-2005  
\_\_\_\_\_ and the parties, their addresses and tax identification numbers, if required, are as follows:  
MORTGAGOR: \_\_\_\_\_

[View Instrument Image](#)

Book - Page:  -  

The user will be able to view the image. There is an Image Controls section on this screen. This allows the user to zoom in and zoom out on the image. Paging can be used by clicking on any of the paging buttons to either move from page to page or move from the first to the last page or type in the actual page number. This is helpful when a multiple page image is being displayed. The Image Processing option allows the user to rotate the image any direction desired for the image to be viewed. The Documentation Printing option enables the user to print the current page or the entire document to the user's default printer.

The user may utilize the 'View Instrument Image' button  to go directly to the image, after supplying a valid Book and Page.

# Index

## D

Details for Instrument 6

## I

Image for Instrument 7

Instrument Search Criteria 2

Instrument Search Subscriber Access Log In 1

## L

Login Screen 1

## S

Search Instrument Criteria 3

Search Options 5

Search Party Criteria 3

Search Platted Property Criteria 4

Search Results 2, 5-7, 5-7

Search Unplatted Property Criteria 4