COUNTY OF BERKS, PENNSYLVANIA
Recorder of Deeds

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New Cloud search instructions

First you must register a new user account. You cannot use your old sign in username and password for cloud search. Your new username will be your email address, be sure to activate your account via the activation link emailed to you.

If you are an existing escrow account user you will need to link your new cloud search account to your escrow account by following these steps:

1 . After logging into your new account click on your name on the upper right side of the screen.
2. Click on the payment info link.
3. Click connect at the Configure County Fusion escrow link.
4. Enter your old search username and password and click link.
5. Click on return to public search.

At this time your escrow balance will not display in the new search, you will need to monitor your balance and add funds using the old search system.

There is a link to search our Index books and jump to the old site on the upper left corner of the screen in the yellow bar.

You can choose between Quick Search or Advanced Search. Advanced search allows you to search by all the familiar search criteria such as: instrument / document number, document types, book and page, municipality and Parcel ID number, note for municipality a drop down list is not yet available, begin typing the municipality name, when it appears click on it, for Reading type, City of Reading.

You have the choice of searching names by what has been indexed or also by searching the document text. To search the document text, in Quick search enter a name as a phrase and click on the Search Index & Full Text (OCR) circle. For example enter the following name: Obediah J Althouse, one of the results will be a mortgage that we have not yet indexed that contains the typed name of Obediah J. Althouse in mortgage book 526 page 184.