

# Instructions: Creating FraudSleuth Account

1. Preferred sites, JavaScript enabled: Google Chrome, or Microsoft Edge
  - a. Visit the County of Berks website at <https://www.berkspa.gov/>
    1. Click on **How Do I** ➡ **Search for** ➡ **Online Deeds**
    2. Click on Search Public Records

To search our online document index and images click the button below.

[Search Public Records](#)

- b. Or by visiting the Berks County Recorder of Deeds Online Services page at:  
<https://countyfusion4.kofiletech.us/countyweb/loginDisplay.action?countystate=Berks>

**Recorder of Deeds Online Services**

**Welcome!** Our Online Services provide a convenient and centralized way to search and access documents recorded in our office. We are excited about the improved, user-friendly service that we are now able to offer our constituents. We hope you find the site easy to use and navigate. A printable **Search Guide** is available from the main menu to guide you through searching documents.

Additional information about this site is available once you login, be sure to periodically read the Announcements section of the site for updates on new services. You can also visit my [Home Page](#) for more information.

This site contains images of every land record ever recorded in Berks County since 1752. These are exactly the same records that you would find in our physical office. All deeds are fully searchable by the parties names back to 1892 and from 1752 to 1855. All mortgages are searchable by names back to 1949 and Miscellaneous back to 1937. All other older records are available for name search via our computerized index books, which are accessible by choosing "Index Books" as your search criteria.

**Fred Sheeler**  
Recorder of Deeds

**Recorder of Deeds**  
Berks County Services Center  
633 Court Street, 3rd Floor  
Reading, PA 19601  
Office: 610.478.3380 ~ Fax: 610.478.3359

You may create an individual user account by clicking the button below.

[Create New User Account](#)

Guest users please log in here.

[Login as Guest](#)

Registered users please log in here.

Username:

Password:

[Forgot Password?](#) | [Need Help?](#)

[Login](#) [Clear](#)

Please Note: Username and Password are case sensitive.

**FraudSleuth**

Click the FraudSleuth icon to be directed to a simplified name search.

2. CLICK on **CREATE A NEW USER ACCOUNT** near the bottom of the page.
  - a. Complete the requested information.

X Cancel Save

**Personal Information**

Username:

Full Name:

Password:

Confirm Password:

Email Address:

Address:

Address1:

City:

State:

Zip Code:

Phone:

- b. Click "save" after entering all requested information.
- c. You should see a statement "New user successfully created"

### 3. Creating FraudSleuth Profile

- a. Login to the site using your USERNAME and PASSWORD
- b. Read and accept the Disclaimer and exit the FraudSleuth note.
- c. CLICK on Preferences



- d. Scroll down until you see FraudSleuth Preferences
- e. CLICK on *Configure FraudSleuth Profile*

**Image Preferences**

Image Viewer: Fusion Image Viewer

View Layout: Full Page (Default)

Save Last image Zoom in Image Viewer

**FraudSleuth Preferences**

Status: Not Configured [Configure FraudSleuth Profile](#)

- f. CLICK on **+Add Profile** to develop your list of criteria you want FraudSleuth to review.
- g. Options available under *New FraudSleuth Profile* are Name and Parcel ID
  - i. Create a Profile Name and select NAME under Type using drop down arrow:
    1. Ex: Full Name Add last name, first name.
    2. Ex: Full Name w/ Middle Initial: Add last name, first name, and middle initial.
    3. Ex: Full name with Suffix: Add last, name first name, and suffix.
  - ii. Create a Profile Name and select PARCEL NUMBER under Type using drop down arrow:
    1. Ex: Parcel ID Add your 14–17-digit Parcel ID.
    2. You can find your Parcel ID number by visiting the County of Berks website and selecting:  
**How Do I** → **Search for** → **Parcel ID**
  - iii. CLICK “Save” between each new profile.
  - iv. Additional profiles can be created for spouses, family, friends, etc. by repeating the first steps

4. VERIFY “Active” is noted by all profiles you created.
5. CLICK “Done” in the upper right hand corner if you have finished creating profiles.
6. LOGOUT when finished with this session

If a document is filed which matches any of the “profiles” you entered you will receive an email notificaton. Be sure to keep your email address up to date. Your email address can be updated by choosing “Preferences” *Contact the Recorder of Deeds Office at 610-478-3380 with questions.*