Document Alerts

Document alerts provide La Plata County property owners and other constituents a convenient way to monitor and protect their property records. Follow these instructions to set up your alerts today.

iDoc Market Account Setup:

- Visit https://identity.tylerportico.com
- Select "Create an Account" at the bottom of the dialog box.
- Follow the on-screen instructions. You will be prompted to provide account login information and add a sign-in authentication method to finish setting up your account.
- Visit https://www.idocmarket.com
- At the top right corner, select "Sign In".
- Follow the on-screen instructions. You will be prompted to provide your email and enter an authentication code for account verification.

Document Alert Setup:

- You will be directed to the Counties page. Select the icon next to "Document Alerts" in the top right.
- Agree to the Terms & Conditions then select "La Plata, CO" in the Counties drop down.
- Click on "Add a Field". Add all name variations under Grantor and Grantee that are applicable. You must set up a separate alert for each variation. To save an alert, select "Save Alert".

Examples:

Grantor: First Last	**Grantee**: First Last
Grantor: First Middle Last	**Grantee:** First Middle Last
Grantor: First Middle Initial Last	**Grantee**: First Middle Initial Last
Grantor: Jane and Joe Smith Revocable Trust	**Grantee:** Jane and Joe Smith Revocable Trust
Grantor: Jane Smith Revocable Trust	**Grantee:** Jane Smith Revocable Trust
Grantor: Joe Smith Revocable Trust	**Grantee:** Joe Smith Revocable Trust

Notices about Document Alert:

- You can watch this video to see instructions for setting up document alerts, including alerts for businesses and trusts. Alternatively, visit the La Plata County Clerk & Recorder's website: laplatacountyclerk.org -> Recording -> iDoc Market Document Alerts
- DO NOT use hyphens when setting up document alerts. For names with hyphens, use a space instead.
- The system only sends alerts when names in documents match exactly to the names you have set up alerts for. To improve accuracy, enter multiple versions of each name as separate alerts.
- Document alerts notify you when a document has been recorded with the provided name(s). Alerts cannot prevent a document from being recorded.

- **Using Combined Alerts:** You may combine up to 5 names in one alert. All names must appear on the same document to receive an alert. For example:

  Grantor: Thomas Smith **Grantor:** Jane Smith

  Grantee: US Bank NA

 Alert is sent only if all variations of names appear together.