

## An Introduction

The *INFOCON County Access System* is an Internet based Access Service for those in need of information on a regular basis from various county public information databases. This Internet Access Service is provided through arrangements with participating counties. These arrangements allow this service to provide you access to the various existing public computer inquiries, including document images, presently available only by going to the courthouses during regular courthouse hours. The *INFOCON County Access System* is accessible 24 hours a day, 7 days a week, on a subscriber only basis, with the use of the subscriber's personal computer accessing the *INFOCON County Access System* Web Site on the Internet.

### **DISCLAIMER**

By using this service you agree to hold harmless and indemnify the participating counties and *INFOCON Corporation*.

The *INFOCON County Access System* facilitates the retrieval of certain information residing on servers at our data center and various remote county locations. The response time you experience is directly affected by a number of factors, many of which are beyond *INFOCON's* control. These factors include, but are not limited to, the band width and traffic load of the circuits between you and *INFOCON*, and *INFOCON* and the particular county you may be accessing. Response times are also directly affected by band width, activity levels, volume of records to be searched, and work loads of each of the servers utilized in the routing process at the time of your inquiry.

### **Technical Pre-Requisites**

#### **Hardware:**

Personal Computer with a high speed internet connection.

#### **Web Browser:**

This service is designed to run on Microsoft's Internet Explorer 6.0 or greater.

#### **Connection Via an Internal Network:**

This service utilizes a secure SSL connection. The following Router Configuration Ports must be open on your network in order to connect; 448, 992, 8300, and 9470. The SSL IP Address is 64.9.20.235.

#### **Software:**

All software that is required for this access service is provided free and can be downloaded from this web site.

#### ***INFOCON County Access System* Application Software**

**RVI Web Viewer** - Required for the viewing of document images.

**Adobe Acrobat Reader** - Required to view and print all *INFOCON County Access System* instructions and your monthly service invoices from your e-mail account.

### **Fee Payment Method**

All initial and on-going monthly fee payments are by **Credit Card only**.

### **Initial Setup Fee**

One Time **Non-Refundable** Account Setup Fee of \$25.00.

### **On-Going Monthly Fee Schedule Per Account**

Monthly Invoice Cycle 11<sup>th</sup> to the 10<sup>th</sup> of each month.

Access Rate - \$1.10 per minute.

Minimum Monthly Usage Invoice \$25.00.

### **Invoicing and Payment Policy**

An invoice for your account detailing your system access time and fees by county will be dated and sent to the e-mail address that you provided us for your invoice on the 11<sup>th</sup> of each month, or the next business day, representing that month's invoice cycle period. No invoices will be issued for less than the minimum of \$25.00. Accounts with *no access activity* during the invoice cycle period will not be issued an invoice. Credit Card accounts will be charged with the invoice total on the 11<sup>th</sup> of the month, or the next business day, for the current month's invoice.

**Subscribers whose Credit Card charges are rejected, will be assessed a Non-Refundable \$35.00 credit card maintenance fee and your system access will be deactivated until valid Credit Card information is provided.** A monthly reminder will be issued to the provided invoice e-mail address requesting updated Credit Card information starting 3 months prior to any credit card expiration date.

At any time during the invoicing cycle period, you may view your accumulated time to date for the current invoicing cycle by clicking on the "Accumulated Time" button on the Application Selection screen. You **will not be charged for time** while viewing your accumulated time totals or the associated detail information.

### **To Subscribe**

Log onto the *INFOCON County Access System* Web Site at [www.infoconcountyaccess.com](http://www.infoconcountyaccess.com) and click on the "Account Maintenance" button, then the "Subscribe Now" button.

***Direct All Inquiries or Questions Via e-mail to:***

**[icas@ic-access.com](mailto:icas@ic-access.com)**