

Dear Laredo User,

The McHenry County Recorder of Deeds Office is excited to let you know there are some new features coming to Laredo customers! These new enhancements do not affect the look or functions of the current Laredo Search software but they do require a Laredo Upgrade.

Starting, **Thursday, July 6th at 5 PM**, Laredo for McHenry County will be unavailable. **Friday, July 7th at 8 AM** the new Laredo download will be ready. All Laredo Users will need to re-download Laredo for McHenry County at this time. See attachment for directions to re-download.

The exciting new features are available on a new secure website called **Laredo Connect**. Laredo Users are now able to manage their Laredo Users, Laredo Activity and Laredo Charge Invoices through the Laredo Connect Portal.

Some of those new features are:

1. View Laredo Activity in real-time
2. View Laredo Charge Invoices as early as the 1st of the month
3. Choose from a list of Alerts that can be emailed or text
4. Make online payments
5. Manage Laredo Users for multiple counties with one profile

There are a few changes that you should be made aware of as we make this transition:

1. Our billing structure is changing from **quarterly to monthly** billing. **Subscription payments will no longer be collected prior to the start of your service date (pre-pay) but rather post-pay.** Your Laredo Connect Access will begin **July 1, 2023**. Your first invoice for service and print charges will be made available in Laredo Connect as of August 1, 2023. Going forward, all service and print charges will be due the following month (ie: August due in September).
2. **The county has a new Laredo Agreement for each of you to review, sign and return to the county no later than June 16, 2023.** We have attached the agreement for you to review. You may return the signed agreement by email to:

Heather Spenard haspenard@mchenrycountyil.gov.

Failure to return the agreement by the June 16th deadline could result in a temporary interruption of service. Please note: Existing Usernames, Passwords, and Laredo Activity will migrate over with this transition.

3. **All existing Laredo Accounts will have to set up a Laredo Connect Portal Log in. This needs to be completed by June 16th, 2023.** This portal is where you will retrieve and pay your Laredo Invoices. All future payments starting August 1st will have to be paid online or sent to the McHenry County Recorder's Office. If you feel comfortable you can start by creating your Connect Log in by clicking following safe link:
<https://connect.laredoanywhere.com/ChequeHome/ChequePublic.WebSite/#/login>.

4. **Formal training will occur via zoom in July - TBD. You will receive an invite for the training in a separate email. We highly encourage your billing representative to attend this session.**

5. **Beginning August 1st, 2023, you will retrieve your own invoice using the Laredo Connect Portal for July services. All payments will need to be paid either online or received by the county no later than the 15th of each month.** Any payments received after the 15th of each month will receive an automatic lock out until paid.

We want this transition to be smooth for all of you, should you have questions please do not hesitate to reach out. We are here to help!