

To search on ROD Online Services, create a User Account if you do not already have one.

Step One - Go to www.lex-co.sc.gov Click on Online Services- Click on ROD Online Services

Click on **Create New User Account** at the bottom of the screen, create a **username**, **enter your full name**, **create a password then enter password again** to confirm and provide a good email address. **CLICK ON SAVE** after you have entered all the above information.

Step Two- If you did not receive an email to activate

Email our office at LCROD@lexingtoncounty.sc.gov to request your account be activated. We will send a reply email that the account has been activated. This will allow you to complete the setup of your account.

Step Three- Log back in using your USERNAME & PASSWORD

Accept disclaimer

X out of Notification Box

Step Four- Click on Search Public Records

Step Five- Click on All Names Search Type, Enter Last Name space between and enter First Name.

Step Six - Click on the search button on the top right-hand side of your screen

Step Seven - On the Results page, click on the blue highlighted instrument number on the left side of the screen to pull up the searched document

(If you see a plus (+) sign beside the blue highlighted instrument number, you can click on the + sign to see the associated document, then you can click on that blue highlighted instrument number to view the document.)

(Click Back to Results on the top right-hand side of your screen to go back to the Results page to view another document)

(Click Back to Criteria on the top right-hand side of your screen to go back to change the search criteria)

To print documents from online search

Click on the Save Image button on the top right-hand side of your screen

Wait for the print option to appear, click print

Then the document will be downloaded as a PDF file at the bottom left corner of your screen

When the download is complete, click on the PDF file, then the document will pop up in another window for you to print

Don't forget to Logout in the upper right-hand corner of your screen under Tina Guerry's picture when you are finished.