

HOMEOWNER ALERT SERVICE (E-NOTIFICATION) Instructions Guide

With the Homeowner Alert Service (e-Notification), you can register your email and be alerted whenever a foreclosure, transfer of title, or mortgage is recorded on your property with the Los Angeles County Registrar-Recorder/County Clerk.

CREATE AN ACCOUNT

If you have not created an account by signing up for e-Services, you will need to create one. This is a one-time requirement; once you are registered, you will not be asked to re-register. If you already have an account, sign in and proceed to Register Your Property (page 7).

a. Click “My Account” and select “Register” from the dropdown menu.



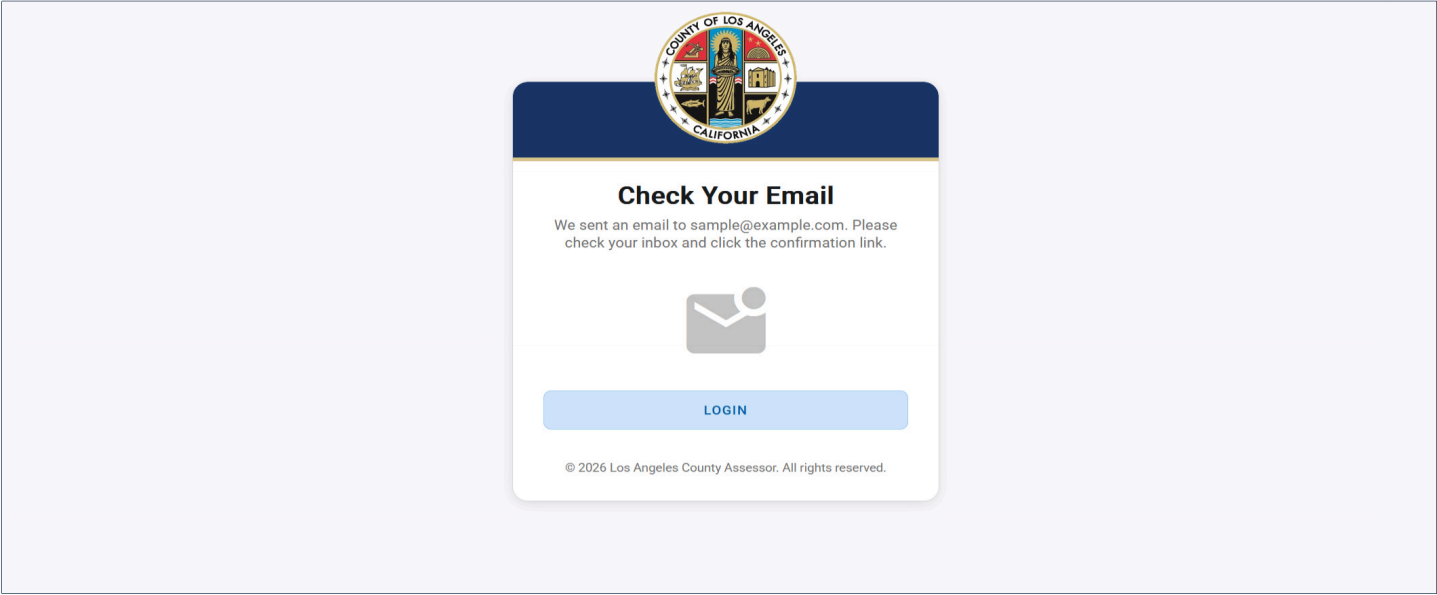
b. Begin the User Registration by filling out all required fields.

The screenshot shows a web form titled "Register" with the instruction "Enter your information to create an account." The form includes fields for Username*, First Name*, Middle Name, Last Name*, Code (set to +1 United States), Mobile Phone*, Email*, and Confirm Email*. Below these fields is a section for "Opt in for Homeowner Alert Service (e-Notification)" which is pre-selected with a checked checkbox. A disclaimer states: "The Homeowner Alert (e-Notification) option is pre-selected. If you do not wish to receive these notifications, please uncheck the box before submitting your registration. By submitting your registration with the option selected, you authorize the County to send Homeowner Alert notifications until you opt out." Below the disclaimer are two expandable sections: "Only property owners can track alerts for their parcel" and "Privacy disclaimer and liability". At the bottom, there is a checkbox for "I'm not a robot" and a "REGISTER" button. Below the button are links for "OR", "LOGIN", "FORGOT USERNAME", "FORGOT PASSWORD", and "ALREADY REGISTERED? RESEND CONFIRMATION EMAIL".

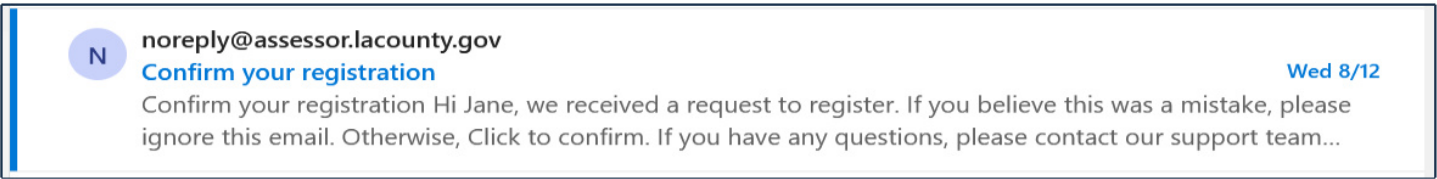
c. Make sure “**Opt-In for Homeowner Alert Service (e-Notification)**” is checked. It is pre-selected. By submitting your registration with this option selected, you authorize the County to send Homeowner Alert notifications until you opt out.

This close-up view of the registration form highlights the "Opt-In for Homeowner Alert Service (e-Notification)" section. It shows the pre-selected checkbox and the accompanying disclaimer: "The Homeowner Alert (e-Notification) option is pre-selected. If you do not wish to receive these notifications, please uncheck the box before submitting your registration. By submitting your registration with the option selected, you authorize the County to send Homeowner Alert notifications until you opt out." Below the disclaimer are two expandable sections: "Only property owners can track alerts for their parcel" and "Privacy disclaimer and liability". At the bottom, it states "By registering you are agreeing to the terms of the website."

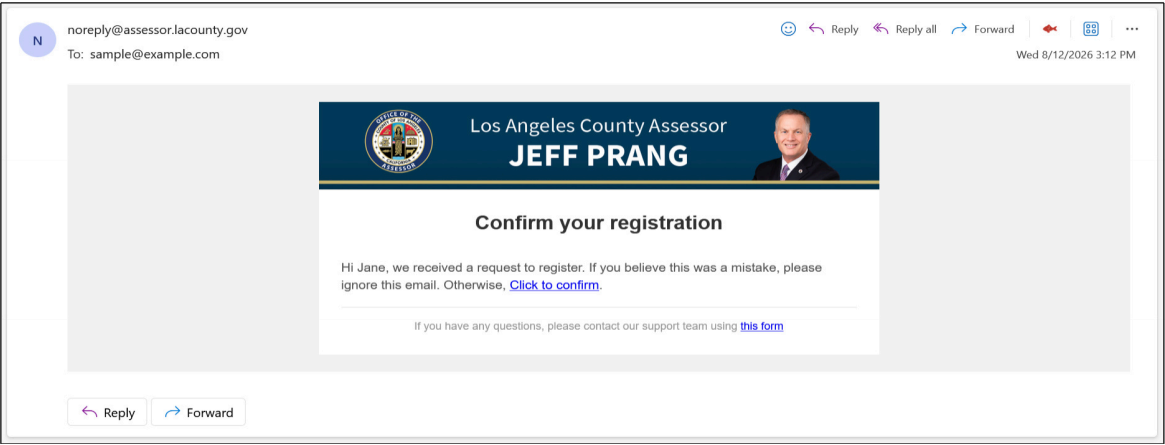
d. A confirmation email will be sent. You must complete the email confirmation step to successfully register.



e. A confirmation email will arrive shortly to your registered email address. If you do not see the confirmation email, please check your junk/spam folder.



f. Open the email and follow the instructions to confirm your account.



g. After clicking “Click to confirm,” the Confirm Registration page will open. Enter your password in both fields. Each requirement turns green once it is met. Click “Set Password.”



Confirm Registration

Confirm your registration by setting your initial password.

Password*

Confirm Password*

Password must meet the following:

✓

Minimum length ≥ 12

✓

Maximum length ≤ 64

✓

Special characters ≥ 1

✓

Numbers ≥ 1

✓

Uppercase letters ≥ 1

✓

Lowercase letters ≥ 1

✓

Unique characters ≥ 6

✓

No character repeated 4+ times in a row

✓

No disallowed characters

SET PASSWORD

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h. Log in using the username you created during registration and the password you set in step g.



Username*

Password*

LOGIN

OR

REGISTER

FORGOT USERNAME

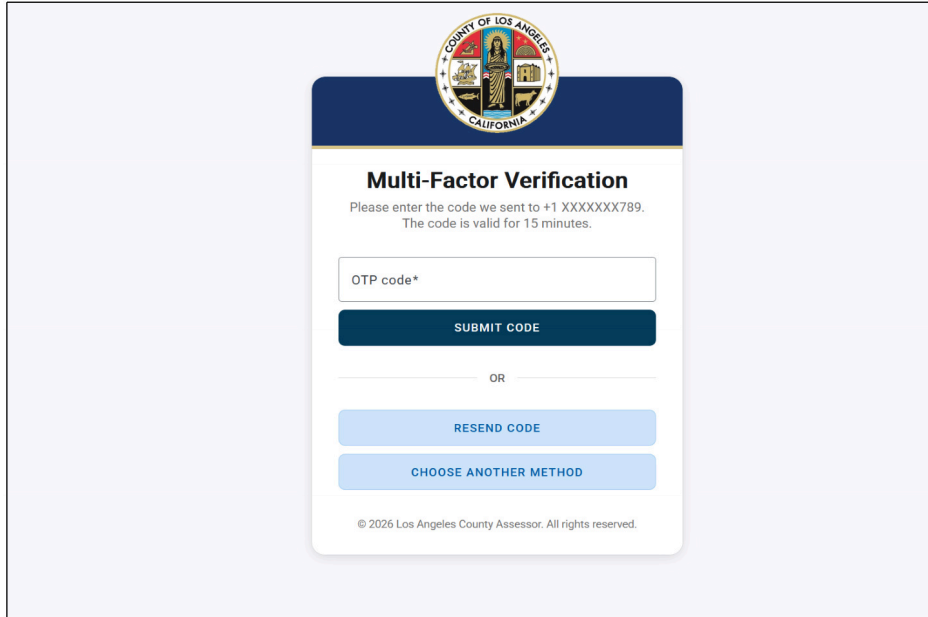
FORGOT PASSWORD

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TWO-FACTOR AUTHENTICATION

For future logins, Two-Factor Authentication will be enabled to create an extra layer of added security for your account. Your account can be verified by either SMS or email one-time passcodes. To switch to a backup verification method, use the **“Choose Another Method”** button.

After logging in with your username and password, a One-Time Passcode will be sent to your preferred SMS or email contact that is valid for 15 minutes.





Multi-Factor Verification

Please enter the code we sent to +1 XXXXXXX789.
The code is valid for 15 minutes.

OTP code*

SUBMIT CODE

OR

RESEND CODE

CHOOSE ANOTHER METHOD

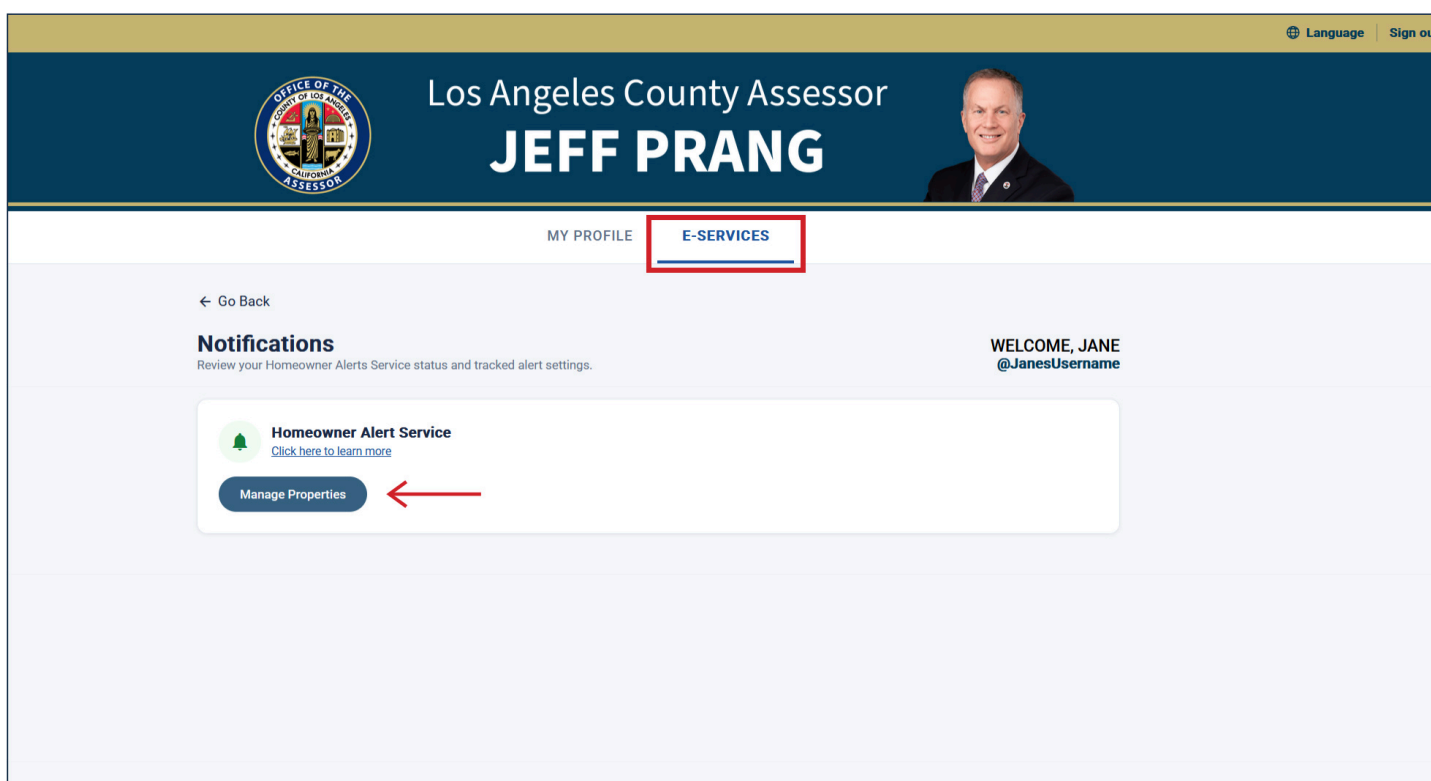
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REGISTER YOUR PROPERTY

a. While signed in, click “My Account” and select “Profile.”



b. Select the “E-Services” tab, then click “Manage Properties” under Homeowner Alert Service.



c. Under Tracked Properties, search for your property by AIN* or address and click “ADD.”

*Your AIN (Assessor’s Identification Number) can be found on your tax bill.

Los Angeles County Assessor
JEFF PRANG

MY PROFILE E-SERVICES

e-Services / Homeowner Alert Service

Homeowner Alert Service
Manage your tracked properties and alert preferences.
[Click here to learn more](#)

WELCOME, JANE
@JanesUsername

Email notifications
On – you'll be notified for all tracked properties

Tracked Properties

Property Search (AIN or Address) **ADD**

No tracked properties yet. Search above to add one.

d. Your property will appear under Tracked Properties. You will receive an email notification whenever a document is recorded on a tracked property. To stop tracking a property, click the trash icon.

Tracked Properties

Property Search (AIN or Address) **ADD**

Filter your tracked properties
Filter by address, AIN, or district

1234 MAIN ST, LOS ANGELES CA, 90000
District: [Hall of Administration](#)
AIN: 1234567890

Items per page: 10 1 - 1 of 1

e. Email notifications are on for all your tracked properties. To pause them, turn off the “Email notifications” toggle. You can turn it back on at any time.

Email notifications
Off – notifications paused for all properties.