

BUTLER COUNTY, PA

QuickGuide: Purchase a Subscription

Please follow the steps below to purchase an online subscription to the Butler County PA **Register of Wills / Clerk of Orphans' Court** Website.

A subscription allows users to view certain case information and print those documents for free. You can purchase a subscription for a day, week, month, or year.

STEPS:

1. Create a new user account if you have not done so already by using the following link:

You may create an individual user account by clicking the button below.

Create New User Account

2. Log on to the Butler County Website with the user account you created using this link: <https://countyfusion2.kofiletech.us/countyweb/login.do?town=&countyname=Butler>
3. Select Accept on the disclaimer page to enter the site.
4. From the menu bar, select the Preferences item



5. In the Edit User Preferences screen scroll down to find the Subscription Preferences section and click on Purchase Subscription.



6. In the Select Subscription Options window, select the drop down arrow for the Type field and select the type of Subscription you wish to purchase.

Select Subscription Options

Subscription Options		Process Payment
Type:	<input type="text" value=""/>	
Quantity:	<input type="text" value=""/>	
Fees:	Day (\$5.00)	
	Week (\$10.00)	
	Month (\$30.00)	
	Year (\$200.00)	
Payment Information		
Payment Type:	<input type="text" value=""/>	

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7. In the Quantity field enter the number of Days, Weeks, Months or Years you wish to purchase.

Select Subscription Options

Subscription Options

Type:

Quantity:

Fees:

[Update Subscription Fees](#)

8. Click on the Update Subscription Fees link to update the Fees item.

Select Subscription Options

Subscription Options

Type:

Quantity:

Fees: \$30.00

[Update Subscription Fees](#)

9. In the Payment Information section, select Credit Card from the Payment Type drop down list.

Fees: \$30.00

Payment Information

Payment Type:

10. Select the Process Payment link to start the Payment process.

Select Subscription Options

Subscription Options

Type:

Quantity:

Fees: \$30.00

[Update Subscription Fees](#)

Payment Information

Payment Type:

[Process Payment](#)

11. Your Name and Address will fill in from the information you entered to create your account. If this information does not match your credit card information, please update these fields.

12. Scroll down and fill in your credit card information.

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13. In the question "Is this a Corporate or Business card?" Select YES only if you have a Customer ID and Tax Amount; if you do not leave that option set as NO.

Is this a Corporate or Business card?

14. Select the Pay by Credit Card button to complete the payment.

