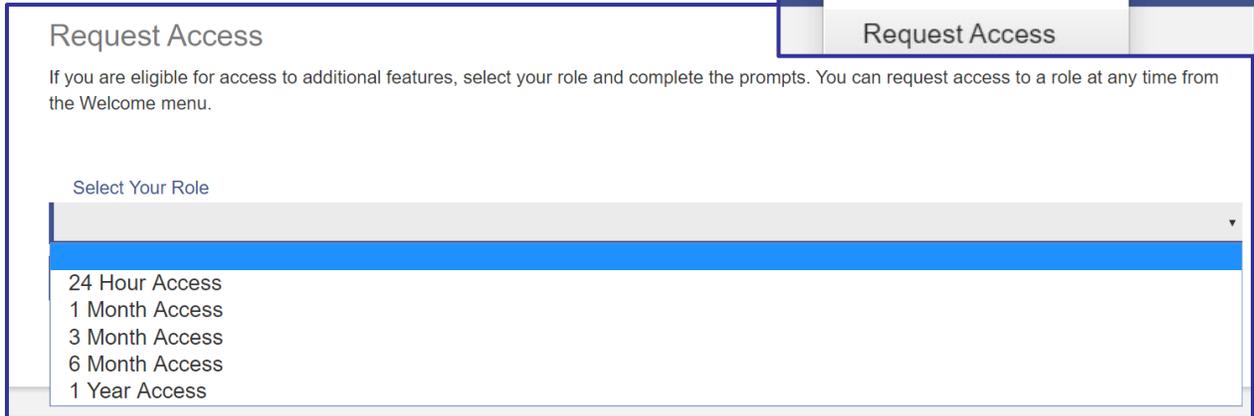
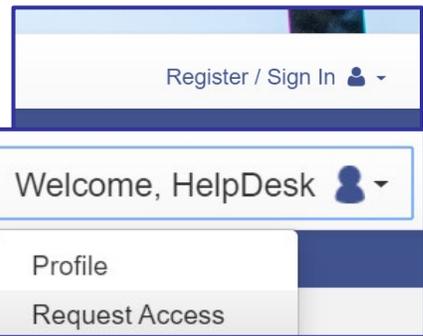


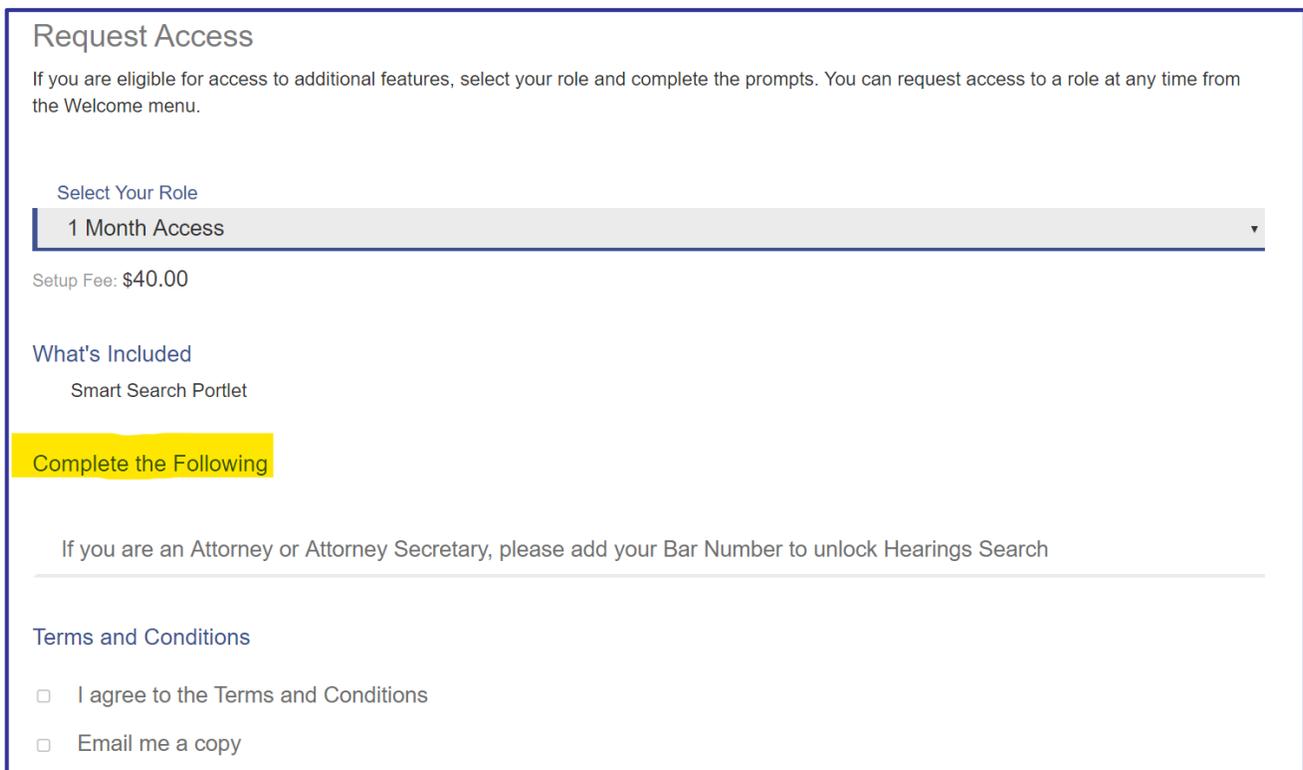
# How to Register/Renew Your Subscription

1. Please first Sign In. If you haven't registered your email, please do so.
2. After signing in, please click request access.
3. Please click a subscription plan.



4. After selecting the subscription plan,
  - a. If you are an attorney, please add a Bar # by clicking on the line with the sentence "If you are an Attorney or Attorney Secretary...". This will give you access to the attorney hearing search.
  - b. Hearing information is available with all subscriptions within the case information.
    - i. Please give up to 48 hours for the attorney information to be verified in order to access the attorney hearing search.

**\*\*\*Note: The attorney hearings search is not available for the 24hr subscription. \*\*\***



5. After checking the terms and conditions, click Payment Account in the bottom right corner.

2332b(g)(5)(B), knowingly transfers, possesses, or uses, without lawful authority, a means of identification of another person shall, in addition to the punishment provided for such felony, be sentenced to a term of imprisonment of 5 years.

By accessing St. Tammany Parish Odyssey WebROA, you agree to these conditions of use.

[Home](#) [Add Payment Account](#)

6. Accepted forms of payment include Mastercard, Visa, and Discover.

### Cardholder Information

Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (\*) are required fields.

Card Type:  \*

Card Number:  \*

Exp Month:  \* Exp Year:  \*

CVV Code:  \* [CVV Help](#)

Name on Card:  \*  
Maximum of 30 characters

Address Type:  US  Foreign

Address Line 1:  \*  
Street address, P.O. box, company name, c/o

Address Line 2:    
Apartment, suite, unit, building, floor, etc.

City:  \*

State:  ▼

Zip Code:

[Continue](#)

7. If you already have a card on file, then you can click “Use this card”. **IMPORTANT:** Please click “Use this card” only 1 time.
8. Click the St. Tammany Clerk of Court link, in the upper right, to go back to the homepage.



9. There you will see the Smart Search button.
  - a. If there is no smart search button, it means that your payment may not have been processed. This may be due to card information being incorrect, or insufficient funds on the card.
10. For **Receipts** please email: [helpdesk@sttammanyclerk.org](mailto:helpdesk@sttammanyclerk.org).
11. When your subscription ends, your smart search button will no longer be available. Start at step 2 and when you get to step6 your card will already be on file.

