How to Register/Renew Your Subscription

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

ase click a subscription plan.	Profile	
Request Access	Request Access	
If you are eligible for access to additional features, select your role and complete the prom the Welcome menu.	npts. You can request access to a role at any	/ time from
Select Your Role		×
24 Hour Access 1 Month Access		
3 Month Access		
6 Month Access		
1 Year Access		

- 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. ***

Register / Sign In 💄 -

Welcome, HelpDesk

Request Access
If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.
Select Your Belo
T Workh Access
Setup Fee: \$40.00
What's Included
Smart Search Portlet
Shart Search Forter
Complete the Following
If you are an Attarney or Attarney Secretary places and your Par Number to uplack Hearings Secret
If you are an Allottey of Allottey Secretary, please and your bar Nutriber to unlock realings Search
Terms and Conditions
I agree to the Terms and Conditions
□ Email me a copy

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.	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	MasterCard •	
Card Number	1234567812345678 *	
Exp Month	12 * Exp Year 2020 *	
CVV Code	122 * <u>CVV Help</u>	
Name on Card	Help desk * Maximum of 30 characters *	
Address Type	US Foreign Foreign	
Address Line 1	701 N Columbia St. * Street address, P.O. box, company name, c/o	
Address Line 2	Apartment, suite, unit, building, floor, etc.	
City	Covington *	
State	LOUISIANA V	
Zip Code	70433	
	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 <u>Smart Search</u> 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: <u>helpdesk@sttammanyclerk.org</u>.
- 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.

