



## Hennepin County

Taxpayer Services Department  
County Recorder/Registrar of Titles  
A-500 Government Center  
300 South Sixth Street  
Minneapolis MN 55487

[ts.recordease.support@co.hennepin.mn.us](mailto:ts.recordease.support@co.hennepin.mn.us)

### **RecordEASE Software Requirements for Subscribers:**

**The following URL is your way to access RecordEASE:**

**<https://txpr-reinq-pd.co.hennepin.mn.us/>**

The following software requirements should be installed or configured on the workstations:

1. Web Browser (Internet Explorer 6.0 or higher)
2. TIFF Image Viewer is required to view images. Possible options include

Microsoft Office Document Imaging (preferred)  
Windows picture and fax viewer

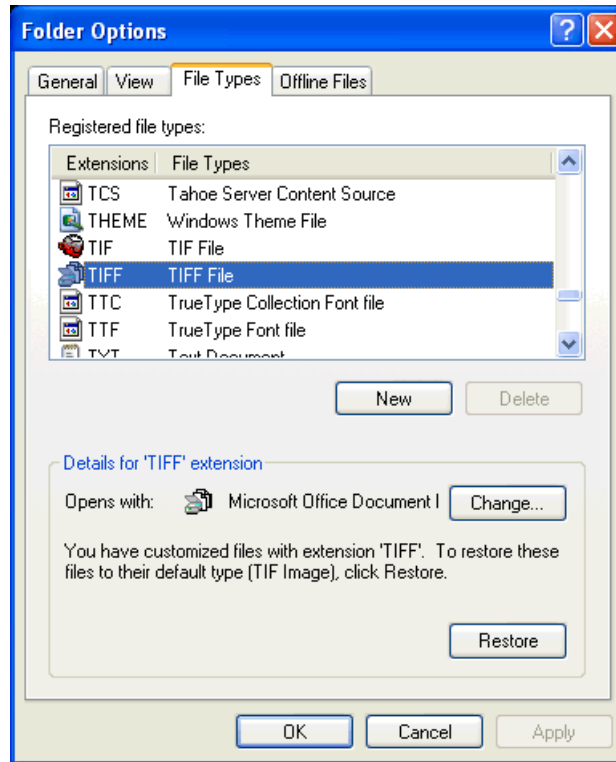
If you use other tiff viewers other than the above two, you may only be able to see the first page.

There is a free viewer you could use at <http://www.alternatiff.com/>

The 2 software products listed above must be associated with the file type of TIFF and TIF in Windows Explorer. To determine whether the file type of TIFF and TIF is associated with the software, do the following if you have a Windows XP operating system:

- 1) Select 'My Computer' from your desktop.
- 2) From the 'Tools' drop down window choose 'Folder Options'.
- 3) From the Folder Options Screen use the scroll bar at the right side of the screen to look for 'TIFF File' or 'TIFF Image' under the Registered File Types Extensions. (See screen shot below)
- 4) If it isn't found, add it to the list and associate the software with the TIFF file.
- 5) Do the same for TIF

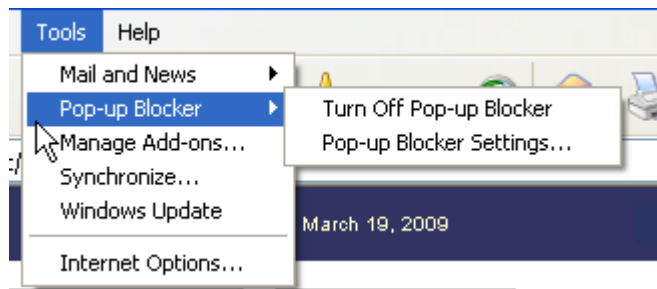
Windows Explorer file type of tiff to the tiff viewer of choice:



3. A PDF viewer such as Adobe software on the user workstation is needed for printing. Please be sure to use a more current version of Adobe.

4. Internet Explorer Modifications:

- 1) For Internet Explorer 6 and Internet Explorer 7:  
Add <https://txpr-reinq-pd.co.hennepin.mn.us> as a trusted zone
- 2) From within Internet Explorer
  - a) Select: tools, internet options, security
  - b) Then: pick the proper zone, custom level
  - c) Then check: downloads/automatic prompting for file download and make sure it is enabled.
- 3) From within Internet Explorer
  - a) Select: tools, Pop-up Blocker
  - b) Then select Turn Off Pop-up Blocker to turn them off for all sites or select Pop-up Blocker Settings for only this site. See next page for a screen example.



- 4) From within Internet Explorer
  - a) Select: tools, internet options, General
  - b) In the Browsing History section select Settings
  - c) Make sure Check for new versions of stored pages is **Automatically**:

