

Instructions for using the Town land record portal Record Hub.

1. Go to [recordhub.cottsystems.com/Portal/searchSites/Selection](http://recordhub.cottsystems.com/Portal/searchSites/Selection)
1. On the Search screen Choose Stonington, CT
2. Select Pricing Plans at Land Records – Temporary No Fee (on the screen's right side)
3. Under Monthly select Add to Cart
4. Log in or create a new account
5. Select OK (This allows you to start shopping)
6. Select Continue Shopping
7. At the Search screen select Stonington
8. At ALL enter Book/Volume
9. Click the little box on the page you want
10. Click on the tiny cross to View Document Details
11. Select the Print icon to print all the images of the document selected.
12. Add to cart
13. Proceed to cart (Note the \$0.00 charge for the no fee subscription)
14. Select payment method
15. Finish
16. Print receipt and print document, and download as a pdf file if desired.