

CUMBERLAND COUNTY REGISTER OF WILLS & CLERK OF ORPHANS' COURT

SETTING UP SUBSCRIPTIONS TO REVIEW ESTATES AND PRINT IMAGES

STEP 1: Create Login (If you already have a login, go to STEP 2)

From the Cumberland County public access site,

<https://rwoc.ccpa.net/countyweb/loginDisplay.action?countyname=CumberlandPA>

Click on **Create New User Account**

The screenshot shows the homepage of the Register of Wills & Clerk of Orphans' Court. At the top, there are two circular seals: the Register of Wills seal on the left and the Clerk of Orphans' Court seal on the right. The main header reads "Register of Wills & Clerk of Orphans' Court, Cumberland County, PENNSYLVANIA". Below the header, there is a "Welcome!" message and a "Guest users please log in here." section with a "Login as Guest" button. To the right, there is a "Registered users please log in here." section with fields for "Username:" and "Password:", and buttons for "Login" and "Clear". A "Please Note: Password is case sensitive." message is at the bottom of the login section. On the left side, there is contact information for the Register of Wills / Clerk of Orphans' Court, including the address (1 Courthouse Square, Suite 102, Carlisle, PA 17013), phone numbers (717-240-6345, 888-697-0371 x6345, 717-240-7797), and a "Create New User Account" button. A blue arrow points to this button.

Enter the requested information (**RED** fields are required). Note: Password is case sensitive.

Create New User Account

The screenshot shows the "Create New User Account" form. At the top, there are "Cancel" and "Save" buttons. Below is the "Personal Information" section with the following fields: "Username:" (highlighted in red), "Full Name:" (highlighted in red), "Password:" (highlighted in red), "Confirm Password:" (highlighted in red), "Email Address:", "Address:", "Address 1:", "City:", "State:" (a dropdown menu), "Zip Code:", and "Phone:". The "Save" button is highlighted in blue.

Click Save and you will be able to login with your new account.

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Click on Login and then Accept at the Disclaimer page. Note: Password is case sensitive

STEP 2: Go to **Modify My User Preferences**

Register of Wills & Clerk of Orphans' Court
Cumberland County
PENNSYLVANIA

Records | Preferences

Welcome Subscription User to Cumberland County Online Services

What would you like to do today?

- Search Public Record
- File for Image License Application
- Modify My User Preferences**
- Pennsylvania Wills & Orphans' Court Forms
- Search Guide
- Disclaimer
- Need Help?
- Log out

Announcements

Welcome to the Cumberland County Register of Wills and Clerk of the Orphans' Court public search portal. We thank you for your patience while we continue to develop this site. Our primary goal is to provide user friendly access to the information in our files.

Access to our files and images is temporarily being offered at no charge while development of this portal is underway. If you need further assistance, please do not hesitate to call the office at (717) 240-6345 during normal business hours.

We are pleased to announce that

ADDITIONAL ONLINE SERVICES ARE NOW AVAILABLE!
SUBSCRIPTIONS ARE NOW AVAILABLE, OPTIONS:

Daily - \$10.00
Weekly - \$20.00
Monthly - \$50.00
Yearly - \$200.00

** THESE FEES INCLUDE additional case information and the capability to PRINT IMAGES.

Scroll down to **Subscription Preferences**

Click on [Purchase Subscription](#)

Personal Information

Username: subscriber
Full Name: Subscription User
Password:
Confirm Password:
Email Address: @
Address:
City:
State:
Zip Code:
Phone:

Image Preferences

Image Viewer: Fusion Image Viewer
View Layout: Full Page (Default)
 Save Last Image Zoom in Image Viewer

Subscription Preferences

Status: No Active Subscription [Purchase Subscription](#)

Search Preferences

Display: 40 Records per Page
Record Date Sort Order: Descending
Search Criteria: Save Search Criteria between Searches
 Save Last Search Criteria between Logins

Cancel Save

From the drop down, select the type of subscription and enter the quantity.

Select Subscription Options

Subscription Options Process Payment

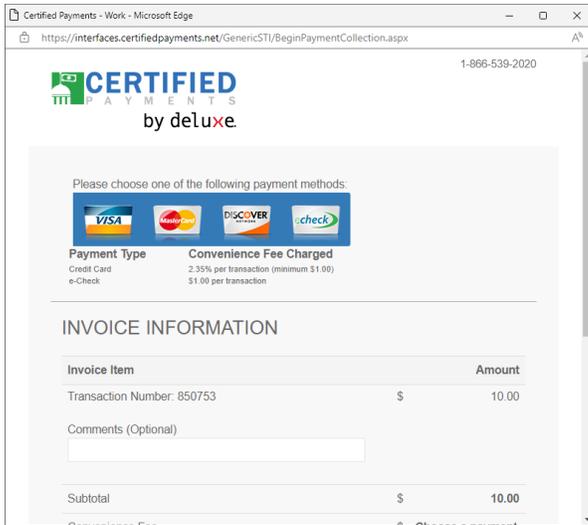
Type:
Quantity:
Fees: Day (\$10.00)
Week (\$20.00)
Month (\$50.00)
Payment Information:
Payment Type: Year (\$200.00)

Select Subscription Options

Subscription Options Process Payment

Type: Day (\$10.00)
Quantity: 1 [Update Subscription Fees](#)
Fees: \$10.00
Payment Information:
Payment Type:

Click on [Update Subscription Fees](#) and select Payment Type of Credit Card, then select process payment to be directed to Certified Payment website, this will allow you to finish your transaction.



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