

Welcome to NCS' Notice & Mechanic's Lien Account Management

The screenshot displays the NCS Notice & Mechanic's Lien Account Management interface. It features a top navigation bar with links for Tools, Resources, Notice/Mechanic's Lien, Help Center, and Inbox. A search bar is located in the top right. The main content area is divided into three columns. The left column contains a sidebar with Quick Searches and Bookmarks. The center column displays a list of projects, each with a colored circle icon and a green outline. The right column shows a detailed view of a selected project, including a Quick Update section and a Project Card. Numbered callouts (1-10) highlight specific features: 1. Search bar, 2. Quick Searches, 3. Advanced Search button, 4. Bookmarks, 5. Project Card, 6. Customize button, 7. Edit Project icon, 8. Project Action Buttons, 9. Help Center, and 10. Inbox.

- Keyword Search:** Easily search by **keyword** or phrase (i.e. project name, customer name, reference #).
- Quick Search:** Click the desired **link** to run any of these commonly used searches.
- Advanced Search:** Click **Advanced** button, and complete as many fields as desired in the pop up. Add a search name to save the search.
- Bookmarks:** To manage saved searches, click the **cogwheel** next to **Bookmarks**. To bookmark a search, click the bookmark icon in the pop up. To delete a search, click the garbage can icon.
- Project Column:** When viewing a project, the project in the center column will have a **green outline**. To view a different project, simply click the project in the center column & the **information will display to the right**. Within the Project Column, pertinent information displays, from left to right:
 - Line 1 – your reference number & NCS reference number,
 - Line 2 – project name, project state & type of project,
 - Line 3 – customer name & first furnishing date,
 - Line 4 – customer role in ladder of supply & last furnishing date, and
 - Line 5 – current amount owed (claim amount) & and the next calculated deadline.
- Customize:** Project information is divided into sections. These sections, also known as cards, can be reorganized and/or hidden based on your needs. To customize your view, click **Customize**. In the pop up, you can reorder or hide sections as desired.
- Edit Project Card:** To change or update project information, click the **Edit Icon** in the top right corner of the card, make changes and click Save.
- Project Action Buttons**
 - Actions:** close project, view documents, manage lien waivers and view the online history
 - +Request:** submit file to NCS for a service
 - Edit Project:** make additional changes to the project information
 - Message NCS:** to submit project notes to NCS
- Help Center:** Access training materials and additional resources.
- Inbox:** View system generated emails, including service request confirmations and sent lien waivers.