

LAREDO ANYWHERE SETUP GUIDE

(Updated 07/2025)

CREATING A LAREDO ANYWHERE ACCOUNT

NOTE: Laredo Anywhere is the new version of Laredo that is replacing the Laredo Desktop search program. In order to start searching in Laredo Anywhere, you will need to first set up a new Laredo Anywhere “umbrella” account then link your existing Laredo Desktop account’s username and password to the new Laredo Anywhere account. If you have multiple Laredo Desktop accounts, you can link all of them in one Laredo Anywhere account.

1. Open your preferred internet browser and go to www.LaredoAnywhere.com.

2. Click **Create account** in the **Sign in** screen. The **Create Account** screen shown below will display.

3. Enter a **Username** then fill in the rest of the fields.

NOTE: This username is NOT necessarily your Laredo Desktop search program username; this can be any username you wish. However, you *can* utilize the same username as your Laredo Desktop login.

4. Click **Next**.

5. In the **Security** screen, enter your desired **Password** (minimum of 8 characters) then reenter the same password in the **Confirm Password** field.

NOTE: As with the username, your Laredo Anywhere password does not need to match your existing Laredo search program password.

6. Click **Next**.

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7. In the **Contact** screen, enter your **Email Address** and **Phone** number.

The screenshot shows the 'Create Account' screen with the 'Contact' step selected. At the top, there is a 'Back to Login' link. Below it, the 'Create Account' title is followed by four tabs: 'Basic', 'Security', 'Contact', and 'Review'. A message states: 'Another bit of general information; important updates will be forwarded to you through these if you so desire'. The 'Email Address*' field contains 'whatever@mail.com'. Below it, there is a toggle for 'Allow alerts to be sent to this email address?' with 'Yes' selected. The 'Phone' field contains '(123) 456-7890'. A blue 'Next' button is at the bottom.

8. Click **Next**. The **Review** screen shown below will display.

The screenshot shows the 'Create Account' screen with the 'Review' step selected. At the top, there is a 'Back to Login' link. Below it, the 'Create Account' title is followed by four tabs: 'Basic', 'Security', 'Contact', and 'Review'. A message states: 'Make sure all your information is just how you want it - everything can be updated later except for your username. Click a review item to edit'. The fields are: Username: 'SampleLAW', Name: 'Doe, John', Company: 'Fidlar Technologies', Password: '*****', Email: 'JohnD@fidlar.com', Alerts: 'Yes', and Phone: '(555) 555-5555'. A blue 'Create Account' button is at the bottom.

9. Review your information carefully then click the **Create Account** bar at the bottom of the page. The **Sign in** screen will display again.

The screenshot shows the 'Sign in' screen. At the top left is the Laredo logo. Below it, the text says 'Use your Laredo Anywhere account 3.0.265-rel'. The FIDLAR logo is at the bottom left. The main form has 'Username' and 'Password' fields, each with a 'Forgot' link. A 'Having trouble signing in? -> Contact support' link is below the password field. At the bottom, there are 'Create account' and 'Login' buttons.

10. To log into Laredo Anywhere, enter your newly-created **Username** and **Password** then click **Login**.

The **Add County** bar shown below will display.

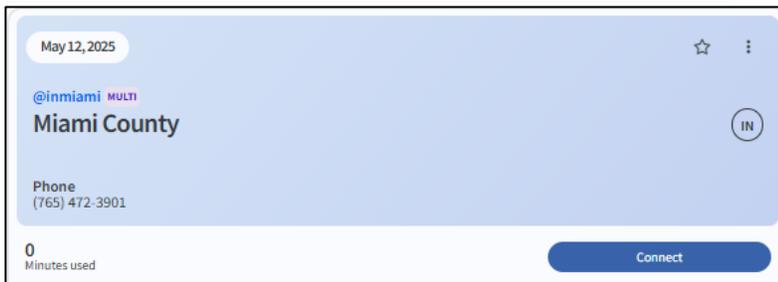
The screenshot shows a blue bar with the text 'You have no counties' at the top and 'Add County' in the center.

LINKING A COUNTY LAREDO SEARCH ACCOUNT

1. To link your county-specific Laredo search program account(s) to the Laredo Anywhere account, click the **Add County** bar in the dashboard screen. The account setup wizard screen shown below will display.

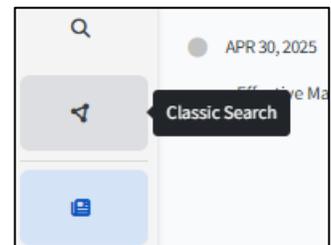
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2. Select the relevant **State** and **County** of your existing Laredo search program account.
3. Enter your Laredo search program **Username** and **Password** in the appropriate fields then click **Add County**.
4. You may repeat the above three steps to add additional counties to your Laredo Anywhere account or click the **X** in the top right corner of the wizard to exit.
5. Once a county Laredo login username has been added to your Laredo Anywhere account, a “tile” listing that Laredo username will display on your Laredo Anywhere dashboard screen.
6. To log into the Laredo search program, click the desired county’s **Connect** button in the tile on the dashboard screen. You will be auto-logged into Laredo.



7. If you log into a remote (billable) Laredo account, a screen similar to the following will display when you log in each time.

- a. To auto-disconnect from Laredo after a county-defined amount of inactivity in Laredo, click the **Auto-disconnect** option at the bottom of the screen. This is recommended if your Laredo billing plan is not an unlimited minute plan.
- b. To stay logged into Laredo, even if there is no activity in the program for a period of time, click the **Stay logged in** option at the bottom of the screen.
- c. If you are utilizing Laredo as an “Internal” user (for example, as a county employee), the **Auto-disconnect** window will not display.
8. Once you are logged into Laredo Anywhere, click the **Classic Search** option on the left panel to begin searching in Laredo Anywhere.



NOTE: To view the full Laredo Anywhere user guide for more details about searching in Laredo Anywhere, click the “Laredo Anywhere Guide...” link located at the bottom of the webpage found at: <https://www.fidlar.com/LaredoAnywhere.aspx>