

DOING A SIMPLE SEARCH



ReferenceUSA searches the public records of over 14 million businesses and 205 million consumers. It does not search unlisted numbers.

TO GET STARTED

1. Go to our library home page: udlibrary.org
2. In the blue menu bar, hover over UDPI 24/7 & click on ReferenceUSA.
3. If you are at home, enter your library barcode number for access
4. Choose your database: US Businesses for business records or US Consumers for home records.



5. For a quick search, enter as much information as you have and click "View Results". For a more detailed search, please see the next page of this brochure.
6. You may Download/Save 50 searches per search. If you reach the download maximum, simply re-do your search by clicking New Search.



Upper Dublin Public Library
805 Loch Alsh Avenue
Fort Washington, Pa. 19034
215-628-8744

<http://www.upperdublinlibrary.org>
upperdublinlibrary@mclinc.org

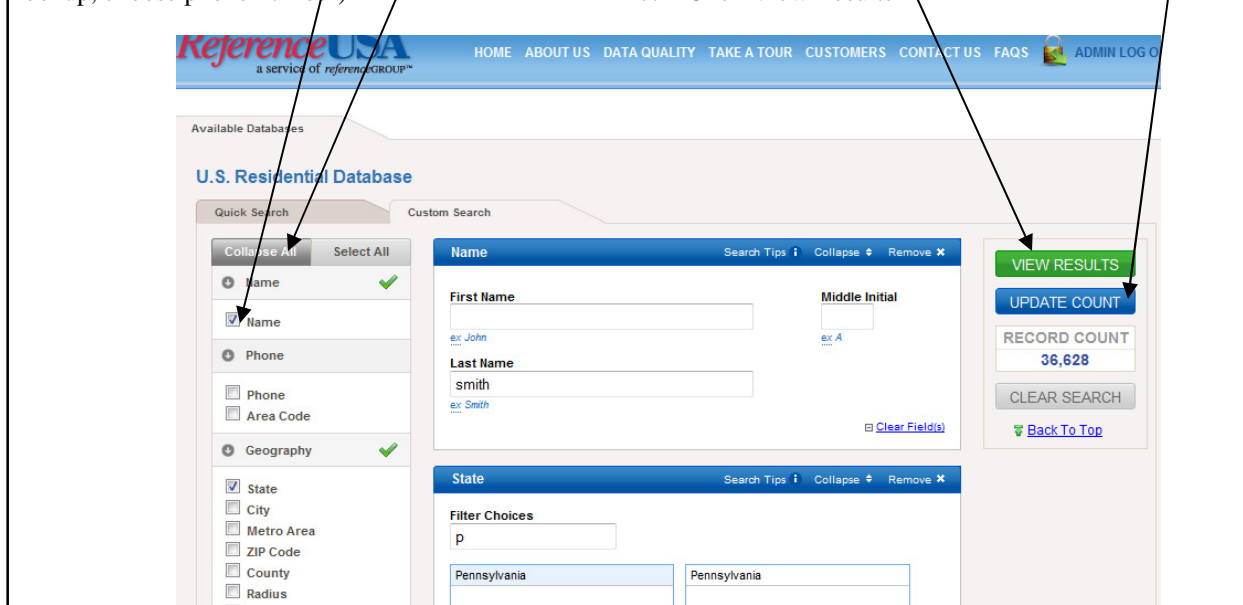
Upper Dublin Public Library

USING REFERENCE USA TO FIND CONSUMER & BUSINESS INFORMATION

TEL: 215-628-8744

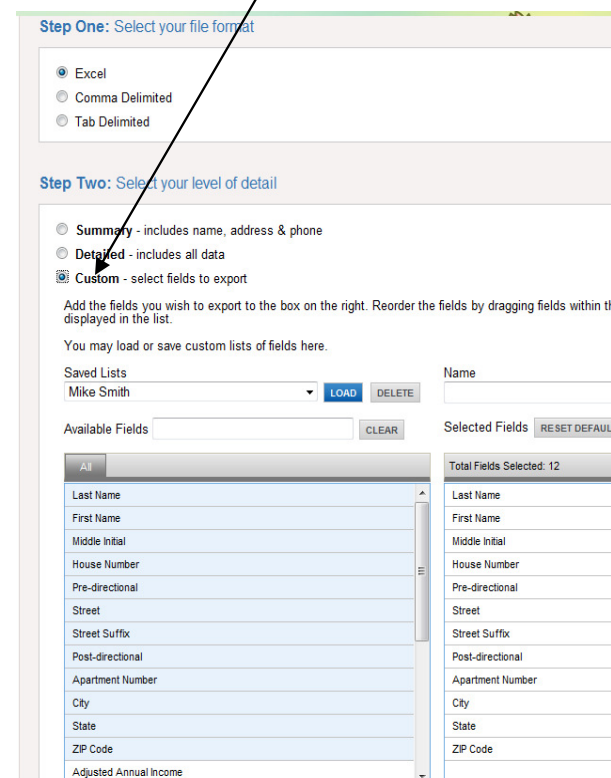
DOING A CUSTOM SEARCH

1. Click on the Custom Search tab.
2. Expand the Options on the Left side.
3. Select your search criteria.
(Note: for a reverse number lookup, choose phone number)
4. In our example, we have selected name & state.
5. Enter your data.
6. Click Update Count to see how many records ReferenceUSA has found.
7. Click View Results

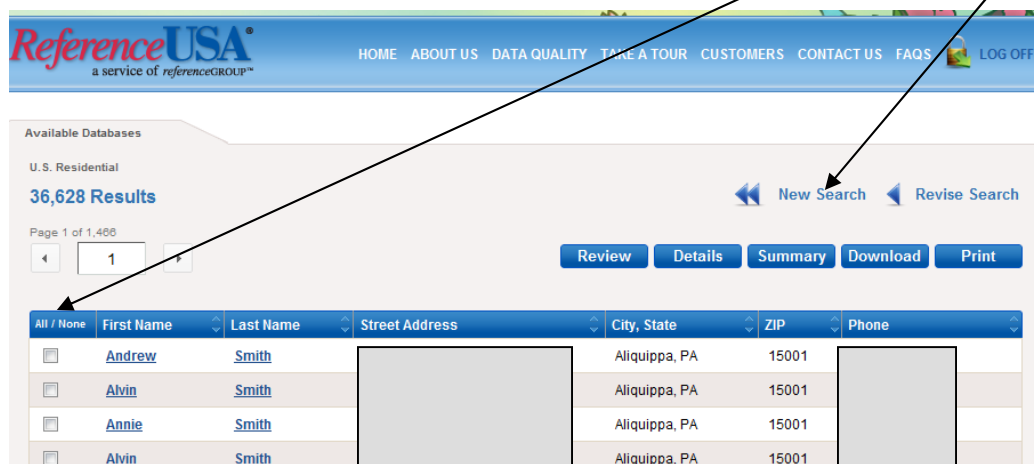


To Download/Save your Results

1. Select all the records you wish to download. (Please note you can only download 50 records per search).
2. Click Download.
3. Select your format for downloading.
4. Select your level of detail, or what you'd like to download.
5. To get only the fields you want, click Custom. From here you may select or remove fields from your final excel report.



1. To see a specific record, click the name. (Data in this set blanked out for privacy.)
2. To select records for further use, click the check mark next to each record, or click all.
3. To revise your search, click Revise Search.
4. You may download/save only 50 records per search. To download/save more, click New Search and re-do your search.



6. To save your completed report, click Download Report at the bottom.