

Welcome to Lawrence County Pro-Track/Pro-Mobile Monthly Reporting

These instructions will assist you in enrolling in the automated **Pro-Track Phone** reporting service or **Pro-Mobile Web** reporting service. Upon enrollment you will be able to report to your Probation Officer as required by Court Order conditions of supervision by phone for Pro-Track or by smart phone, computer or tablet using Pro-Mobile.

To enroll in Pro-Track/Pro-Mobile services, please complete one of the two payment options below:

Send check* or money order payable to:

Corrections Development Inc.
PO Box 7017
Penndel, PA 19047

** A service fee of \$25 will be charged for returned checks.*

Please include the County and OTN listed above on these instructions in the memo section of the check. Once mailed, please allow 7 days prior to your first scheduled phone call.

Or

1. Go to www.btmssoftwaresolutions.com
2. Hover over on ProTrack/Mobile in menu located in the top right corner of the page and click Lawrence County.
Note: If you clicked on ProTrack, click the Lawrence County button in the middle of page.
3. Click the appropriate term (Note that if the term is more than 12 months, you can add multiple terms).
4. County will default to Lawrence from Drop Down.
5. Enter in your Name and OTN listed above.
6. Click Add to Cart.
7. Click 'CHECKOUT'.
8. A new page will open up and you can choose to pay with a PayPal account, Debit/Credit Card or PayPal Credit.
9. Enter in your payment information and continue with site instructions.

NOTE: Please allow 1 day for your payment to register in your account. You may not be able to report on same day payment is made.

** If you cancel PayPal payment any chargebacks incurred will be charged to your account.*

Upon successful payment, you can begin reporting as required using either Pro-Track or Pro-Mobile services as directed by Probation.

Pro-Track Reporting Procedure

Dial (724) 923-4147 on the assigned report day.

If you are calling from a registered phone number on file in the Probation Department, you will be asked to enter in your PIN (last 4 number of your social security number).

If you are calling from a Phone Number that is not on file with the Adult Probation Department, you will be required to register this Phone Number. You will need your OTN # and PIN (last 4 number of SSN) to

register your Phone Number. Once your Phone Number is registered, you will only have to enter your PIN on subsequent calls.

Once verified that your account is active and your Phone Number has been registered, you will be asked the following questions listed below:

Questions:

1. Has your home address changed in the last 30 days? **Press 1 for yes and 2 for no.**
2. Has your phone number changed in the last 30 days? **Press 1 for yes and 2 for no.**
 - If Yes, Please provide your new phone number including area code.
3. Has your employment status changed in the last 30 days? **Press 1 for yes and 2 for no.**
4. Have you used any drugs or alcohol in the last 30 days? **Press 1 for yes and 2 for no.**
5. Have you had in your possession any firearms while under supervision? **Press 1 for yes and 2 for no.**
6. Have you paid your fines and cost as outlined by your payment schedule? **Press 1 for yes and 2 for no.**
7. Have you had any contact with the police or been arrested in the last 30 days? **Press 1 for yes and 2 for no.**

Pro-Mobile Reporting Procedure

1. On your smart phone, computer or tablet, enter <https://apcourtportal.com> in your browser.
2. Click Self Enrollment link at the bottom of the page.
3. Enter your email address, select county of supervision (**Lawrence**) and enter in password. Password must contain 8 characters with 1 lower case, 1 upper case and 1 number.
4. Click Register and then login to the site using your email address and password
5. Once logged in, click the Reporting tab at bottom of page and answer all required questions. You will only be able to Submit Report when all questions are answered. Only submit an image if requested/required by your Probation Officer.
6. Click Submit Report. If you do not get a successful submission response, contact support by clicking 'Support' button upper left corner of page.
7. You may also send messages to your Probation Officer using the Message tab at the bottom of page. Use messaging only as directed by your Probation Officer.

Please contact protrack@btmssoftwaresolutions.com for technical assistance and include your name and Lawrence County in all correspondence.