

Welcome to Wyoming 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.

Pro-Mobile Reporting Procedure

1. On your smart phone, computer or tablet, enter <https://apcourtportal.com> in your browser. Do not put in www in address or you will get an error when you submit data.
2. Click Self Enrollment link at the bottom of the page.
3. Enter your email address, select county of supervision (**Wyoming**) 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, password and select Wyoming for the County.
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.

Pro-Track Reporting Procedure

Dial **(570) 846-2082** 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 you 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 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. Have you paid your fines and costs as outlined by your payment schedule? **Press 1 for yes and 2 for no.**
2. Have you completed Alcohol Highway Safety School? **Press 1 for yes, 2 for no and 3 for N/A.**
3. Have you completed a drug and alcohol evaluation? **Press 1 for yes, 2 for no and 3 for N/A.**
4. If required to complete Drug and Alcohol treatment, are you in treatment or have you completed treatment? **Press 1 for yes, 2 for no and 3 for N/A.**
5. Has your phone number changed in the last 30 days? **Press 1 for yes and 2 for no.**
6. Has your employment status changed in the last 30 days? **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.**
8. Have you used any drugs or alcohol in the last 30 days? **Press 1 for yes and 2 for no.**
9. Has your home address changed in the last 30 days? **Press 1 for yes and 2 for no.**
10. Have you completed your community service hours? **Press 1 for yes, 2 for no and 3 for N/A.**

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