

Welcome to Columbia 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 Columbia County. Note: If you clicked on ProTrack, click the Columbia 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 Columbia 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. Paying through PayPal does not activate your account. You will not be able to report until we activate your account.

** 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-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 (Columbia) 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 Columbia 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

Upon successful enrollment in Pro-Track, you can begin reporting as required by Probation. Dial (570) 618-8875 on the day set by Probation listed on this document. You will be asked to enter in your social security number and confirm that the number you entered is correct. Once verified that your account is active, you will be asked the following questions listed below.

Columbia County Pro-Track Questions

Q1: Have you provided the probation office with your current address? **Press 1 for yes and 2 for no.**

Q2: Has your phone number changed? **Press 1 for yes and 2 for no.**

Q3: Have you completed your community service hours? **Press 1 for yes and 2 for no.**

Q4: Have you had any police contact since your last report? **Press 1 for yes and 2 for no.**

Q5: If yes, have you been cited or arrested for anything? **Press 1 for yes and 2 for no.**

Q6: Have you drank alcohol since your last report? **Press 1 for yes and 2 for no.**

Q7: Have you used any drugs other than those you are prescribed since your last report? **Press 1 for yes and 2 for no.**

Q8: Have you made your monthly payment on your fines and costs? **Press 1 for yes and 2 for no.**

Q9: Are you a D.U.I. offender? **Press 1 for yes and 2 for no.**

If Yes:

- Have you completed the alcohol highway safety school? **Press 1 for yes and 2 for no.**
- If you were required to do outpatient counseling, have you completed it? **Press 1 for yes, 2 for no or 3 for not applicable**

At the End: If you have community service time sheets or dui class completion certificates, it is your responsibility to send them to the probation office. And make sure you are making a payment each calendar month.

Please contact your Probation Officer with any questions.

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