

Instructions for the Electronic Reporting System

Logging In

1. Your officer will enroll you in the ERS, at which point you will receive an email with your User ID, Password, and the website to login.
2. Log into the ERS with your User ID and Password.

When logging in for the first time:

- There may be a prompt to change your password. Simply follow the prompts and select *Save*. The new password must be at least 8 characters long and contain only numbers.
 - The next screen will prompt you to enter several identifiers: name, gender, zip code, email address, date of birth, and security questions. Select questions that are easy to remember as they may be used to verify your identity during future log-ins. Then select *Save*.
3. The next screen will ask you to *update your email address*. Please verify your email address and make changes if necessary. In the future, you may update your email address through this screen.
 4. You will then be asked to acknowledge and accept the *Terms and Conditions* of the ERS process. You will be required to do this every time you log in to create a report. After reading the *Terms and Conditions*, select *Accept*.
 5. The next screen will contain your photo, name, and date of birth. Select *Yes* if the information is correct to verify that it is you. Select *No* if it is incorrect or not you.
 6. Throughout the rest of the screens you will notice a red stop sign with the word *Quit* on it in the top, right-hand corner. The percentage below the stop sign will display the amount of the process that is complete.
 7. Read the statement in the middle of the screen. Understand that not answering the statements completely or truthfully can result in the revocation of your supervision status.
 8. To continue, select *I Agree* at the bottom of the screen.

Preparing Your Report

9. When beginning the report questions, note that they require *Yes* or *No* answers. The back button returns you to the previous screen.
10. If you require clarification on any of the questions, please select the *discuss with officer later* button in the bottom, left-hand corner of the screen. This will inform your officer of your request.

11. The first question is to verify your address.
 - a. Select *Yes* if the address is correct.
 - b. Select *No* if the address is incorrect and needs modifying. Selecting *No* will prompt a screen allowing address modifications. Once all corrections have been made, select *Continue*.
12. The next screen will contain employment information. If your employment information has not been entered into the system, you will be required to complete it.
 - a. Select *Yes* if your employment information is correct.
 - b. Select *No* to input or modify your employment information. Selecting *No* will prompt a screen allowing you to modify your information. Once all corrections have been made, select *Continue*.
13. The next few screens contain questions to be answered. Please read carefully, selecting either *Yes* or *No* from the bottom of the screen. If you answer *Yes*, a box will appear asking for an explanation. After each screen please select *Continue*.
14. There will be a screen asking for *your next scheduled court date*. If you do not know the date select *Continue*. If you do know the date, select the calendar button to find the appropriate date. Select *Continue*.

Reviewing Your Report

15. After answering all questions, the *Summary & Review* screen will appear.
16. A red triangle next to a question means that question has been modified. Also, any modified text or information will appear in red.
17. The *Change* button next to each question will allow you to modify your answer.
18. Review all answers on the report by scrolling down.
19. Scroll to the bottom of the page and select *Continue*.
20. The next screen will ask you to *certify that all answers are complete and correct* by entering your password and selecting *I Agree*.
21. Click *OK* to finish the report process.