Welcome to Greene County Monthly Reporting

These instructions will assist you in enrolling in the reporting service. Upon enrollment, you will be able to report to your Probation Officer as required by Court Order conditions of supervision by smart phone, computer or tablet.

To enroll in services, please complete one of the two payment options below:

Step 1: Make	Make a payment for Supervision
Payment	Send Check* or money order payable to:
-	Corrections Development Inc.
	P.O. 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 <u>http://cdibtm.com</u>
	2. a. If using mobile device, click 3 bars in top left-hand corner. Click down arrow next to
	"ProTrack Payments" and then click "Select County". Continue to Step 3 below.
	b. If using computer, hover over on "ProTrack Payments" in menu located in the top
	right corner of the page and click "Select County". Continue to Step 3 below.
	Note: If you clicked on ProTrack Payments, click Select County button in the middle of
	the page.
	3. Click on Greene County
	4. Click the appropriate term (Note that if the term is more than 12 months, you can add
	multiple terms.)
	5. Enter in your Name and OTN (OTN is at the top of the page)
	6. Click Add to Cart
	7. Click View Cart and make sure you have selected the appropriate term.
	8. Click Checkout with PayPai (Note that you do not have to have/create a PayPai account
	to checkout. You can pay with a Debit/Credit card)
	9. Select your state and Zip Code and click Continue.
	10. Click Continue where you see No Shipping
	11. Click Continue to PayPal and you will be able to select your method of payment. You
	12. Enter in your payment information and continue with site instructions
	12. Enter in your payment mornation and continue with site instructions.
	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 by Probation.

Step 2: Report	Website address https://ap-iwa.com/PromobileV2
	1. On your smart phone, computer or tablet, enter <u>https://ap-iwa.com/PromobileV2</u> 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 (Greene) 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
	Lackawanna 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.
Click Submit Report. If you do not get a successful submission response, contact support by clicking on Support button in the upper left corner of the page.
You may also send messages to your Probation Officer using the Message tab at the bottom of the page. Use messaging only as directed by your Probation Officer.

Please contact <u>protrack@cdibtm.com</u> for technical assistance and include your name and Greene County in all correspondence.