

Welcome to Northampton Pretrial Services Reporting

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

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

Step 1: Make ProTrack Payment	<table border="1"><tr><td data-bbox="350 380 862 415">Make a payment for ProTrack Supervision</td></tr></table> <p>Send Check* or money order payable to: Corrections Development Inc. P.O. Box 7017 Penndel, PA 19047</p> <p><i>* A Service fee of \$25 will be charged for returned checks.</i></p> <p>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.</p> <p>Or</p> <ol style="list-style-type: none">1. Go to http://cdibtm.com2. 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 Northampton County4. Click on "Bail Reporting Fee" - \$485. Enter in your Name and OTN6. Click Add to Cart7. Click View Cart and make sure you have selected the appropriate term8. Click Checkout with PayPal (Note that you do not have to have/create a PayPal account to checkout. You can pay with a Debit/Credit card)9. You may pay with a PayPal account or just below PayPal Login click the box that reads "Pay with Debit or Credit Card" if you do not want to pay with PayPal or you don't have a PayPal account.10. 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. <p><i>*If you cancel PayPal payment any chargebacks incurred will be charged to your account.</i></p> <p>Upon successful payment, you can begin reporting as required using either ProMobile or ProTrack services as directed by Probation.</p>	Make a payment for ProTrack Supervision
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Step 2A: Report Using ProMobile	<p>Website address https://apcourtportal.com</p> <ol style="list-style-type: none"> 1. On your smart phone, computer or tablet, enter https://apcourtportal.com in your browser. <u>Do not put in www in address or you will get an error when you submit data.</u> 2. Click Self Enrollment link at the bottom of the page. 3. Enter the email address you provided to Probation, select the county of supervision (Northampton Pretrial) 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 Northampton Pretrial 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 Pretrial Officer. 6. 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. <p>You may also send messages to your Pretrial Officer using the Message tab at the bottom of the page. Use messaging only as directed by your Probation Officer.</p>
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OR

Step 2B: Report Using ProTrack	<p>Dial (484) 546-7304 as scheduled.</p> <p>If you are calling from a registered phone number on file with Pretrial Services, you will be asked to enter in your PIN (last 4 digits of your social security number).</p> <p>If you are calling from a Phone Number that is not on file with Pretrial Services, 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.</p> <p>Once verified that your account is active and your Phone Number has been registered, you will be asked the following questions listed below:</p> <p>Questions:</p> <ol style="list-style-type: none"> 1. Has your home address changed since your last interview? Press 1 for yes and 2 for no. 2. Has your home telephone number and or your cell phone number changed since your last interview? Press 1 for yes and 2 for no. <ol style="list-style-type: none"> a. If yes please provide new phone number including area code. 3. Do you know your next court date? Press 1 for yes, 2 for no. 4. Have you been re-arrested or had any contact with any law enforcement authorities? Press 1 for yes, 2 for no. 5. Has your employment changed since your last report? Press 1 for yes, 2 for no. 6. Is there anything important you need to discuss with your officer? Press 1 for yes and 2 for no.
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Please contact protrack@cdibtm.com for technical assistance and include your name and Northampton Pretrial in all correspondence.