Welcome to Snyder County 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 Payment	Make a payment for Supervision
	Send Check* or money order payable to: **GovAI Software Solutions, LLC** **514 Magaro Road** **PO Box 679** **Enola, PA 17025-5030** ** 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 http://cdibtm.com 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 Snyder 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 6. Click Add to Cart 7. Click View Cart and make sure you have selected the appropriate term 8. 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. 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 may pay with a PayPal account, Debit/Credit Card or PayPal Credit. 12. 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 by Probation.

Step 2: Report	Website address https://apcourtportal.com
	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 (**Snyder**) 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 Snyder 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 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 protrack@govaisolutions.com for technical assistance and include your name and Snyder County in all correspondence.