

These instructions will assist you in enrolling in the DTN Service. If you are required to pay for services, please complete one of the two payment options below. *\*If you cancel PayPal payment any chargebacks incurred will be charged to your account.*

**Step 1: Make DTN Payment** **Make a payment for Enrollment Fee and/or Monthly Service Fee:**

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 <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 Tioga County and you can filter for DTN 'Services' by checking off the box DTN
  - a. **If using Mobile Device:** Scroll to the bottom of Products and Click "Load More" if you do not see DTN Products.
4. If you already paid the enrollment fee, continue to Step 8 below otherwise pay the one-time \$25 enrollment fee by selecting the 'Tioga DTN Enrollment Fee' product.
5. Enter in your Name and OTN
6. Click Add to Cart
7. Click View Cart and then Click Continue Shopping to go back to ProTrack Payments link → Tioga County and add in your monthly service fees.
8. Select the product for the amount you need to pay for DTN service.
9. Enter in your Name and OTN
10. Click Add to Cart
11. Click View Cart
  - a. If the amount you want to pay is more than the one product you selected, you can add another product to your cart or update quantity. Click Continue Shopping from your Cart and go back to ProTrack Payments link → Tioga County.
12. If Cart amount is correct, 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**)
13. You will be able to select your method of payment. **You may pay with a PayPal account, Debit/Credit Card or PayPal Credit.**
14. Enter in your payment information and continue with site instructions.

**Step 2: Confirm Notification**

You will receive either a text message or a voice/phone call at 7:30 am if you are required to report for testing. If you have a cell phone listed with Probation that number will receive a text. If you do not have a cell number and list a home number, that number will receive a phone call.

You are required to follow these steps when you receive one of those notifications.

**Text Message: (Cell number must be on file with Probation)**

You will receive a text message from **(570)-302-4423**. You will be able to text your Probation Officer using **(570)-302-4423**. You WILL NOT be able to call this number to speak to anyone. If you need to speak to someone with the Probation Office please call **(570) 724-9340**.

You must click the link at the end of the text message to confirm receipt of the notification. You must confirm receipt of notification by 9:30 am. If you do not confirm receipt, Probation will be alerted.

After you receive notification that you are scheduled to be drug tested, you must report to the Probation Office by 3:30 pm.

**Voice/Phone Call: (Home phone number must be on file with Probation)**

You will receive phone call from **(570)-302-4042** if you are selected to be drug tested. You WILL NOT be able to call this number to speak to anyone. If you need to speak with someone at the Probation Office please call **(570) 724-9340**.

You are required to listen to the entire message and must press 1 at end of the voice notification message to confirm receipt of the notification. If you do not confirm receipt, Probation will be alerted.

You are required to have voice mail on the phone number provided to Probation so if you miss answering the phone we can leave a message. If you miss the phone call and therefore cannot press 1 to confirm the message, you are required to call in to Probation by 9:30 am to confirm notification of drug testing.

After you receive notification that you are scheduled to be drug tested, you must report to the Probation Office by 3:30 pm.

**NOTICES:**

You are required to immediately notify probation if your cell or home number changes from the number listed on these instructions. **Failure to notify probation may result in further court proceedings.**

**WEEKEND INSTRUCTIONS:** You will need to confirm receipt of notification by 9:30 a.m. You will then wait for a Probation Officer to contact you with instructions on where and when to report for your drug test.

Please contact [protrack@cdibtm.com](mailto:protrack@cdibtm.com) for payment or technical assistance. ALWAYS include your name and Tioga County in all correspondence along with the assistance you need.