

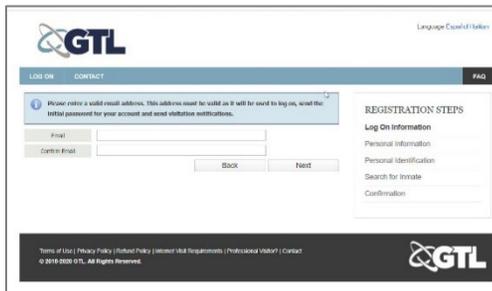
How to Schedule Visits with Inmate Approval

Visitation Account Creation

- 1) Friends and Family go to the visitor website and select Register Now.



- 2) Create an account by providing required information.



- 3) Enter email address.
- 4) Confirm email address.
- 5) Select Next button.

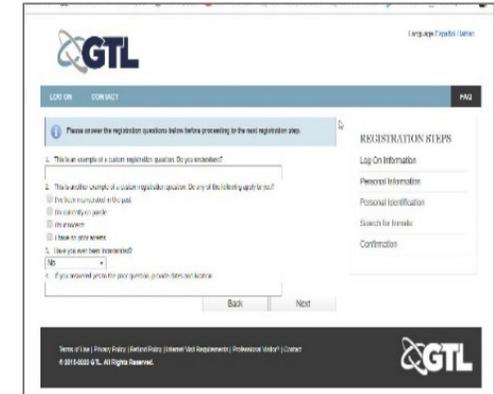


- 6) Fill in all Personal Information.
- 7) Select the Next button.



- 8) Enter all Personal Identification information.
- 9) Identification Type.
- 10) Identification Number.
- 11) Identification State and Country.

- 12) Gender.
- 13) Race.
- 14) Select the Next Button.



- 15) Answer all the registrations questions.



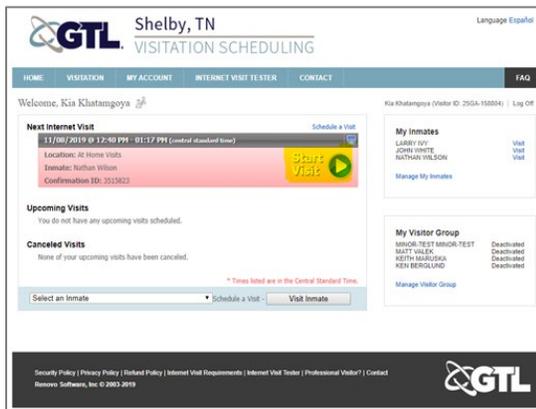
- 16) Search for at least one offender.
- 17) Agree to visitation policies.
- 18) Receive an email with temporary password after registration.

Scheduling Visits

- 1) Friends and Family go to the visitor website to schedule visits.



- 2) Enter email address.
- 3) Enter password.
- 4) Select Log On button.



- 5) Select Start Visit.
- 6) Follow the prompts and go through the tester. Please read the instructions on these pages.
- 7) Wait for an officer to check you into the visit.
- 8) Begin visit.
- 9) GTL configures the visit times for each facility, so those are the only days & times they will see.
- 10) GTL configures the quotas for each facility (number of visits they get per day, per week, etc.).
- 11) Visitor needs to check a box saying they agree that their information is correct and that they agree to the visitation policies, not only when they register, but each time they schedule a visit
- 12) Visitor pays for each visit with a credit, debit or prepaid card. Can either save a card or enter it in each time.

- 3) The system takes them through the *Internet Visit Tester* before each visit.
- 4) If the visitor has done these two things, the visit will automatically start at the scheduled time.

Initiation of Visitation Schedule

- 1) Friends and Family go to the visitor website to initiate the visit.
- 2) They can click on “check-in” if it’s within 15 minutes of the start time.