

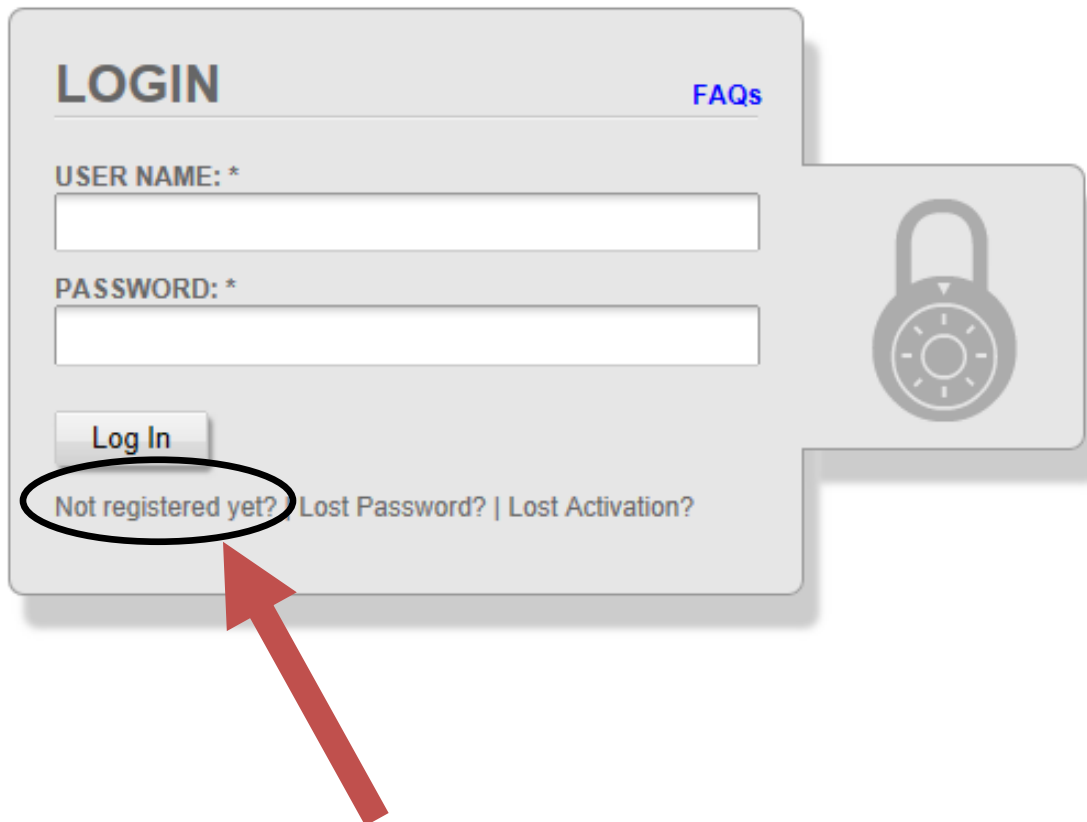
# Williamson County Web Reporting/Payments **NEW USER INSTUCTIONS**

**Step 1:** Go to [www.cssreporting.com](http://www.cssreporting.com)

*The user will see the picture below.*

## **Step 2: Register**

You **MUST Register before** attempting to log into the web reporting site. Click on the question, “*Not Registered Yet?*” as shown below where the red arrow is pointing.



**LOGIN** [FAQs](#)

USER NAME: \*

PASSWORD: \*

Log In

[Not registered yet?](#) | [Lost Password?](#) | [Lost Activation?](#)

### Step 3: Create New Account

The next screen will appear (shown below) so the user can create their new web reporting account. To complete registration, the user will need their **WEB REPORTING ID FORM** that you get from your Williamson County Assistant Probation Officer, either by mail, email or in person. If you do not have a form, contact your Williamson County Officer.

The screenshot shows a registration form titled "NEW ACCOUNT". The form includes the following fields and elements:

- USER NAME:** A text input field containing "rjones" and a "check" button.
- PASSWORD:** A text input field with masked characters (dots) and a note "(min. 8 chrs., 1 digit, 1 unique chr.)".
- CONFIRM PASSWORD:** A text input field.
- COUNTY OF PROBATION:** A dropdown menu with "Select County" selected.
- WEB REPORTING ID:** A text input field.
- DATE OF BIRTH (MM/DD/YYYY):** A text input field.
- E-MAIL:** A text input field.
- SECURITY QUESTION:** A text input field.
- SECURITY ANSWER:** A text input field.
- Recaptcha:** A section with the text "Rec. livala" and "Type the two words:" followed by a small image of two words and a "reCAPTCHA" logo with the text "stop spam. read books."
- Register:** A button at the bottom left.
- Footer:** Links for "Already registered?", "Lost Password?", and "Lost Activation?".

Red arrows point from the text on the right to the following elements in the form:

- From "The user will create a custom User Name, Password." to the "USER NAME" and "PASSWORD" fields.
- From "Select County: Williamson" to the "COUNTY OF PROBATION" dropdown.
- From "Enter the Web Report ID, Date of Birth and Email that is found on the WEB REPORTING FORM you received from your Williamson County Officer." to the "WEB REPORTING ID", "DATE OF BIRTH", and "E-MAIL" fields.
- From "The user will create a custom security question and answer." to the "SECURITY QUESTION" and "SECURITY ANSWER" fields.
- From "Remember to also answer the captcha security spam question." to the "Recaptcha" section.
- From "Click Register." to the "Register" button.

The user will create a custom User Name, Password.

Select County: Williamson

Enter the Web Report ID, Date of Birth and Email that is found on the WEB REPORTING FORM you received from your Williamson County Officer.

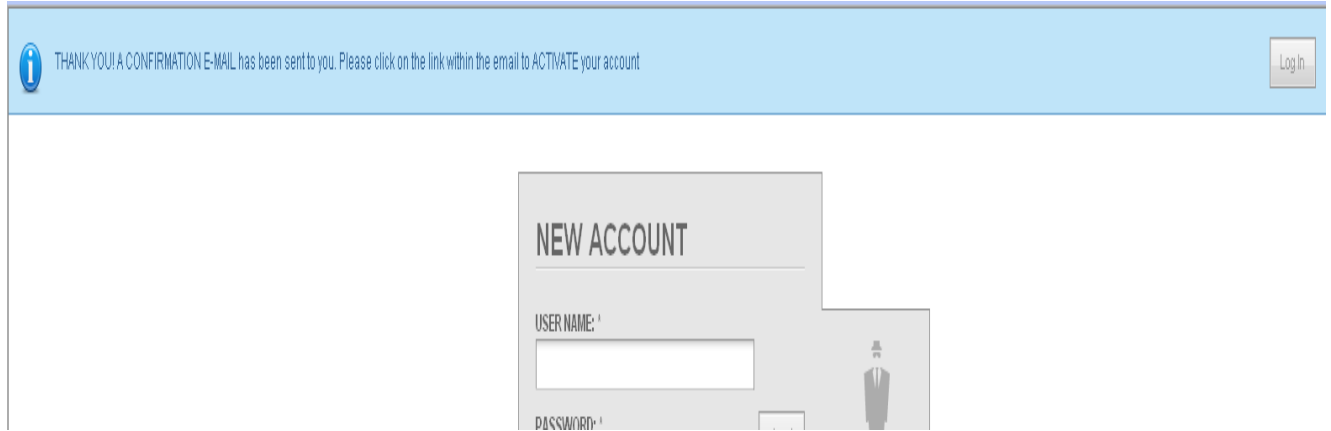
The user will create a custom security question and answer.

Remember to also answer the captcha security spam question.

Click Register.

## Step 4: Email Confirmation

Upon successful registration, the user will see a banner at the top informing them that a confirmation email was sent.



The email will be from 'Account Confirmation' and the subject line will say 'Account Confirmation'.

The confirmation email will look as follows:

“Hello USERNAME,

To complete your registration process, please click on the link below to confirm and activate your account.

<https://www.cssreporting.com/cas/login/account-activation.php?aid=d9c0c1814229c9d7f78a7e860ff9791c82a22dba>

After clicking on the link, it will prompt a success message and the user will be able to log in.

