

# Williamson County ONLINE WEB REPORTING 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 contains 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:** An empty text input field.
- COUNTY OF PROBATION:** A dropdown menu with "Select County" selected.
- WEB REPORTING ID:** An empty text input field.
- DATE OF BIRTH (MM/DD/YYYY):** An empty text input field.
- E-MAIL:** An empty text input field.
- SECURITY QUESTION:** An empty text input field.
- SECURITY ANSWER:** An empty 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 of the form.
- 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:

- The "check" button next to the user name field.
- The "Select County" dropdown menu.
- The "WEB REPORTING ID" field.
- The "DATE OF BIRTH" field.
- The "E-MAIL" field.
- The "SECURITY QUESTION" field.
- The "Type the two words:" field in the recaptcha section.
- 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.

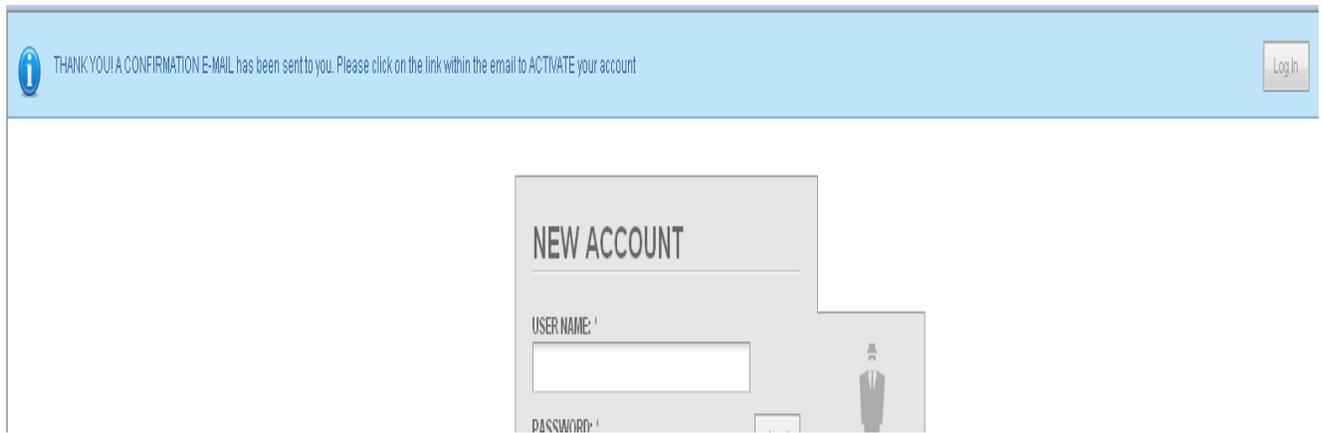
The user will create a custom security question and answer.

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'.

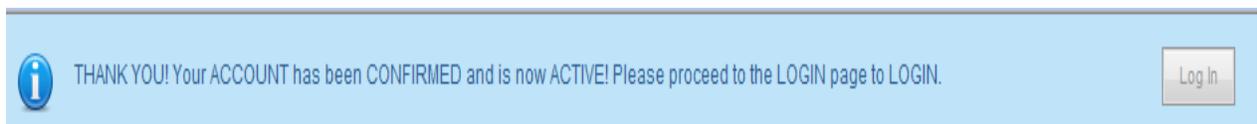
The confirmation email will look as follows:

“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.

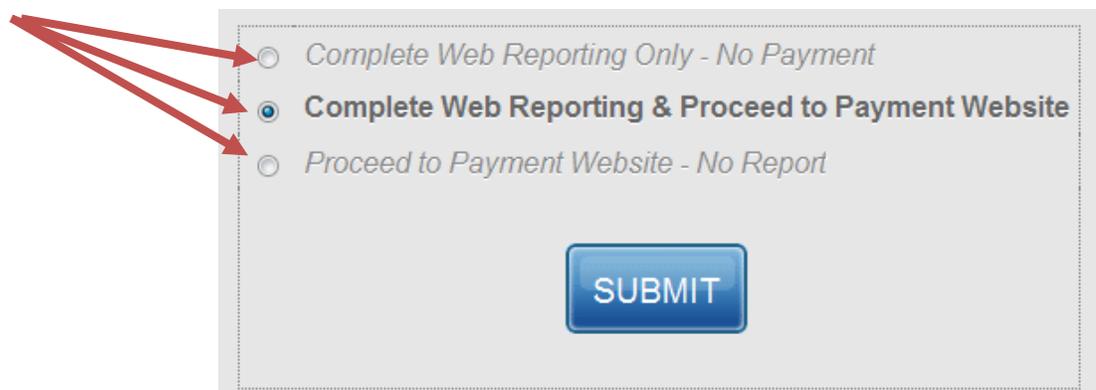


## Step 5: Login and Complete Questionnaire

The user will always go to <https://www.cssreporting.com>. After a successful log in, the user will be able to see selective probation information, answer a questionnaire, and/or make a credit card payment.

## Step 6: Submit Answers

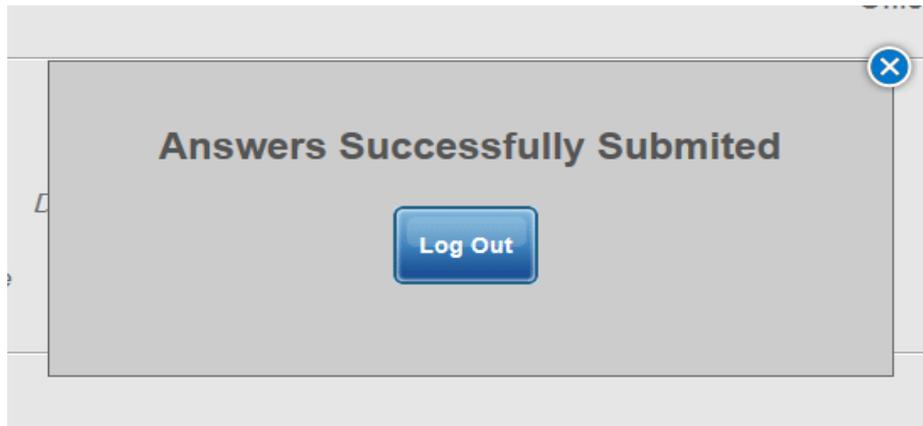
Once done with the questionnaire, the user must choose one of the questions in the box below and then click on SUBMIT to confirm the web report answers.



A screenshot of a web form with a light gray background. It contains three radio button options stacked vertically. The first option is "Complete Web Reporting Only - No Payment" with an unselected radio button. The second option is "Complete Web Reporting & Proceed to Payment Website" with a selected radio button (indicated by a blue dot). The third option is "Proceed to Payment Website - No Report" with an unselected radio button. Below the options is a blue rectangular button with the word "SUBMIT" in white capital letters. Three red arrows point from the left towards the radio buttons of the first three options.

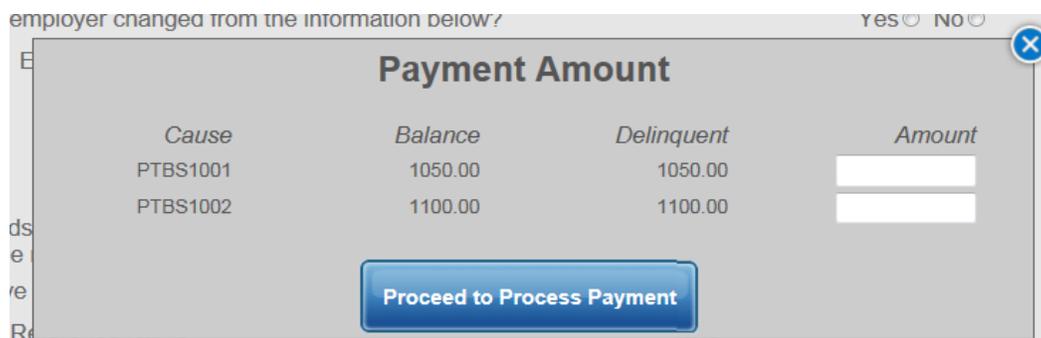
### **Choice- “complete web reporting only- No payment”**

If the user chooses this option, the box below will appear after the report is submitted. Click “Log Out” to finish the report process.



**Choice – “complete web reporting & proceed to payment website”**

If the user chooses this option, the box below will appear and the user will be prompted to enter an amount to charge on each case he/she is presently on.



After the user click on the 'Proceed to Process Payment' they will be redirected to a payment gateway to complete payment. Make sure to log out of the web report website.

***For Credit Card payments go to the “Make a Payment Tab”.***