

Williamson County ONLINE WEB REPORTING RETURNING USER INSTUCTIONS

Step 1: Go to www.cssreporting.com

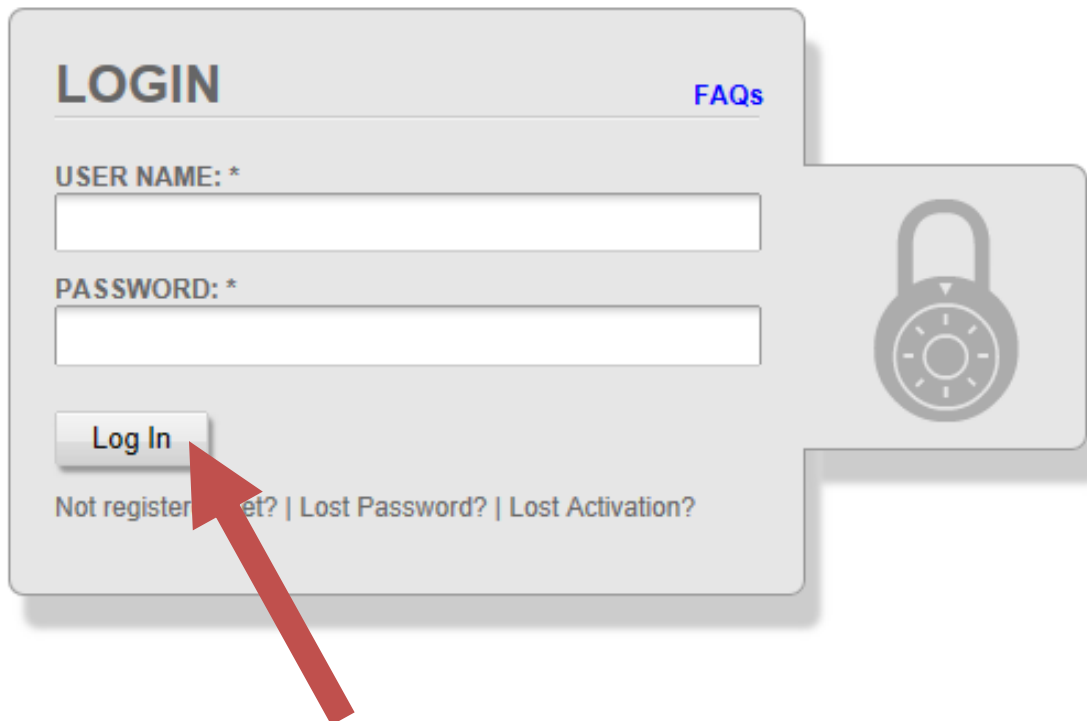
The user will see the picture below.

Step 2: LOGIN

Enter the User Name and Password that was created when he/she registered.

(Remember items are case sentative)

Click on “Log In” button.



LOGIN [FAQs](#)

USER NAME: *

PASSWORD: *

Log In

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

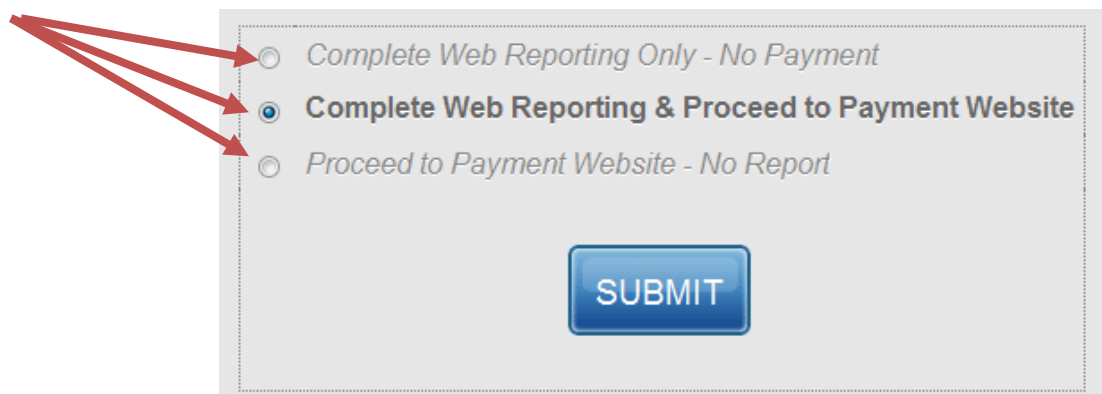
Step 3: Complete Questionnaire

After a successful log in, the user will be able to see:

- Selective probation information (*such as fee balance/delinquency, last payment date, CSR hours and any conditions that are still pending*)
- The questionnaire that needs to be answered.

Step 4: 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.



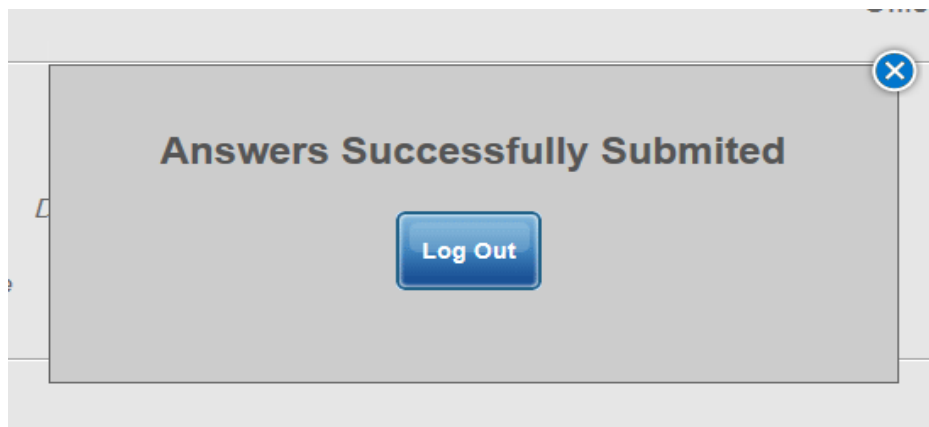
A screenshot of a selection box with three radio button options and a SUBMIT button. The options are:

- Complete Web Reporting Only - No Payment
- Complete Web Reporting & Proceed to Payment Website
- Proceed to Payment Website - No Report

Below the options is a blue button labeled SUBMIT. Three red arrows point from the left towards the radio buttons.

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.



A screenshot of a confirmation box titled "Answers Successfully Submitted". The box is gray with a blue border and a close button (X) in the top right corner. Below the title is a blue button labeled "Log Out".

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.

employer changed from the information below? Yes No

Payment Amount

<i>Cause</i>	<i>Balance</i>	<i>Delinquent</i>	<i>Amount</i>
PTBS1001	1050.00	1050.00	<input type="text"/>
PTBS1002	1100.00	1100.00	<input type="text"/>

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”.