

Visitor Registration

REGISTRATION IS MANDATORY

All visitors must register (at no cost) in order to participate in a video visitation session with an inmate at this facility.

All visitation sessions will be scheduled based on policies for visitation as set forth by this inmate facility.



The Visitor™ Visitation Options

ONSITE VISITATION

ONSITE visitation is conducted using the video terminals located in the facility's visitation center from which the inmate is housed.

OFFSITE VISITATION

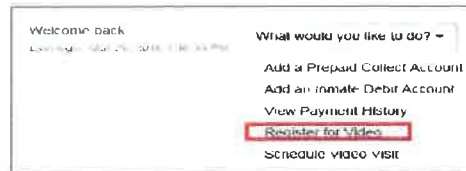
For *OFFSITE* visitation, the visitor can choose to visit from a computer or alternatively from any android device by downloading The Visitor™ android app, **ICS MOBILE** from the **Google Play** store. *OFFSITE* visitation is fee based and the cost will vary by facility. Internet connectivity issues during offsite visits will not be refunded.

Visitor Registration Instruction Guide

- Go to **www.icsolutions.com** from any internet enabled device to login to your existing ICSolutions® account or create a new account.



- Select the option to **Register for Video**.



- Enter the facility name.
- Enter the inmates last name or ID number.
- Select your relationship to the inmate.
- Fill in the required fields to complete your profile, then click **Register** to create your video visitation account, then click **Done** to exit.



- Once you have completed registration you can continue on to schedule a visitation session.

Save your USERNAME and PASSWORD:

USERNAME: _____

PASSWORD: _____

Visitor Scheduling Instruction Guide

The cost of *OFFSITE* visitation sessions will vary by facility. If you are planning on visiting from your home or office, you will need sufficient funds in your ICSolutions® account prior to scheduling a charged video visitation session.

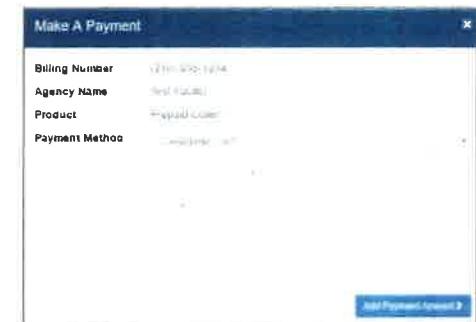
To fund your ICSolutions® account:

- Login to your existing account at **www.icsolutions.com**.
- Under the *Prepaid Collect Accounts* section, click **Add Account**, select your agency and enter your phone number to fund your account. Click **Save**.

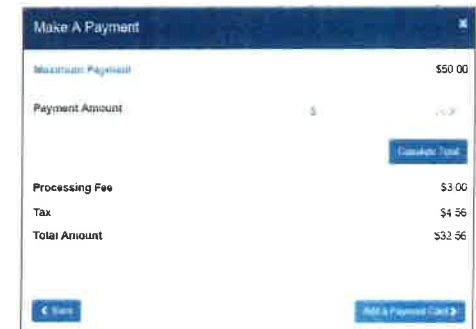


Phone	Agency	Balance
(210) 590 1234	Test Facility	\$0.00

- To add funds, click **Fund**.
- Next, select the payment method then click **Add Payment Amount**.



- Enter Payment amount, click **Calculate Total** then click **Add a Payment Card**. From there you will finalize your payment.



Maximum Payment	\$50.00
Payment Amount	\$
Processing Fee	\$3.00
Tax	\$4.56
Total Amount	\$32.56