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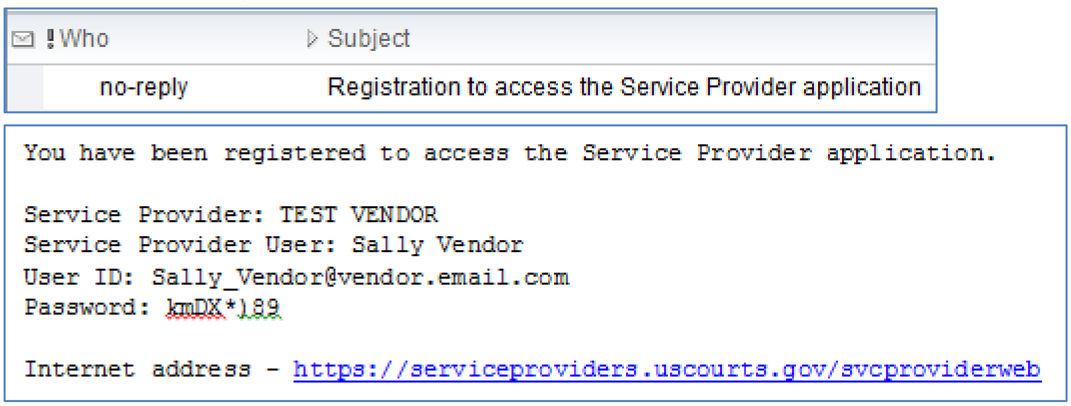
Registration Email

Vendors will be enrolled by Probation staff and receive an email similar to the below:



Who	Subject
no-reply	Registration to access the Service Provider application

You have been registered to access the Service Provider application.

Service Provider: TEST VENDOR
Service Provider User: Sally Vendor
User ID: Sally_Vendor@vendor.email.com
Password: kmDX*)89

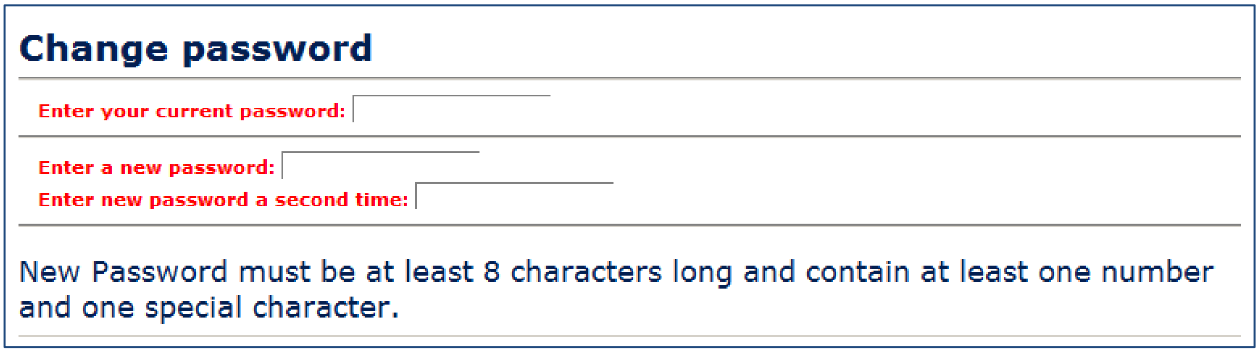
Internet address - https://serviceproviders.uscourts.gov/svcproviderweb

Click the hyperlink in the email or type https://serviceproviders.uscourts.gov into your web browser.

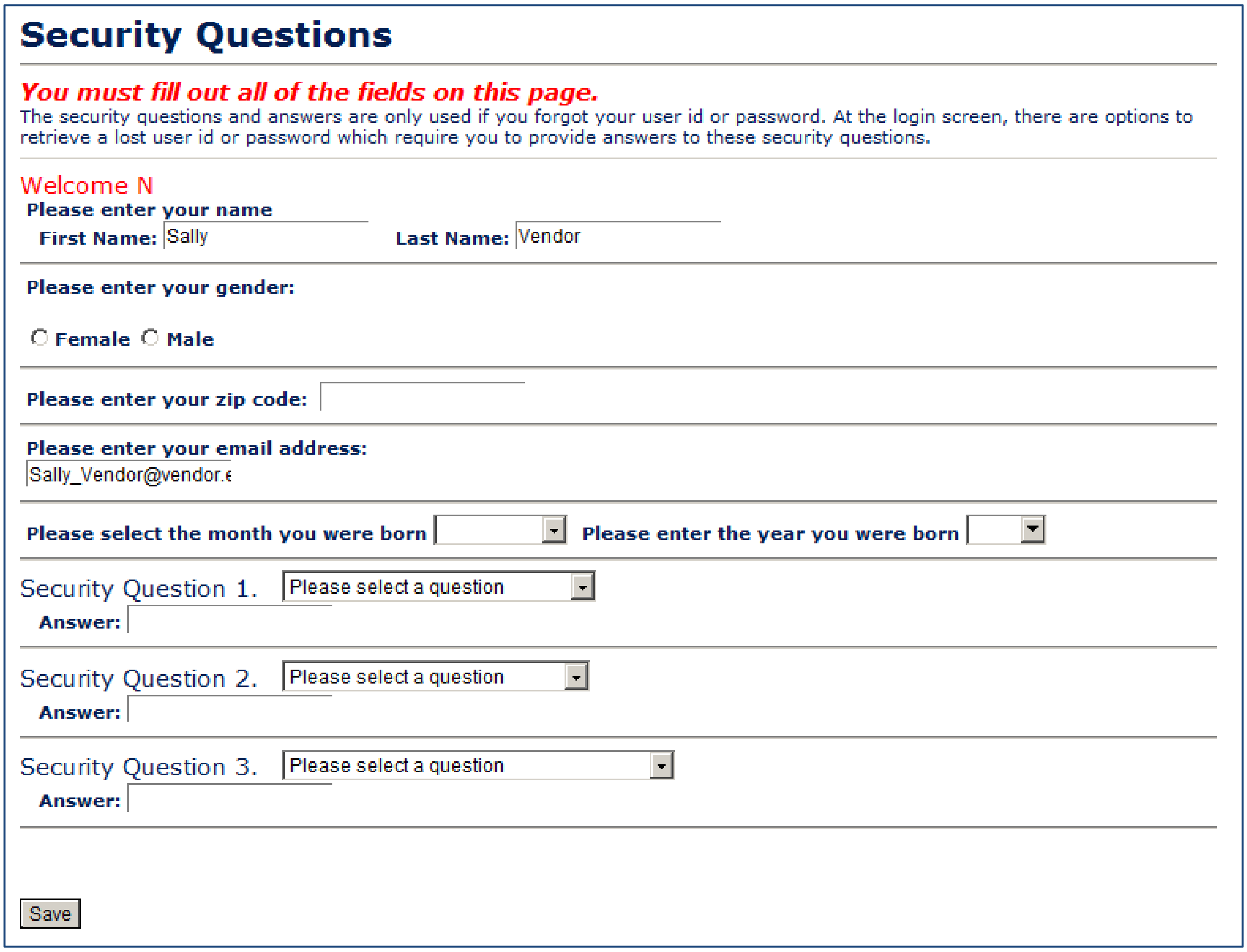
Logging In

1. Under **Account Login**, in the **User ID** field, type the user ID from the *registration email*.
2. In the **Password** field, type the password from the *registration email.*
3. Click **Login**.

Change Password & Setup Security Questions (Initial Login Only)



1. In the **Change Password** screen, change your password. *Note: Passwords must be at least 8 characters long and contain at least 1 number and one special character.



2. In the **Security Questions** screen, complete the field, answer the security questions and click **Save**.

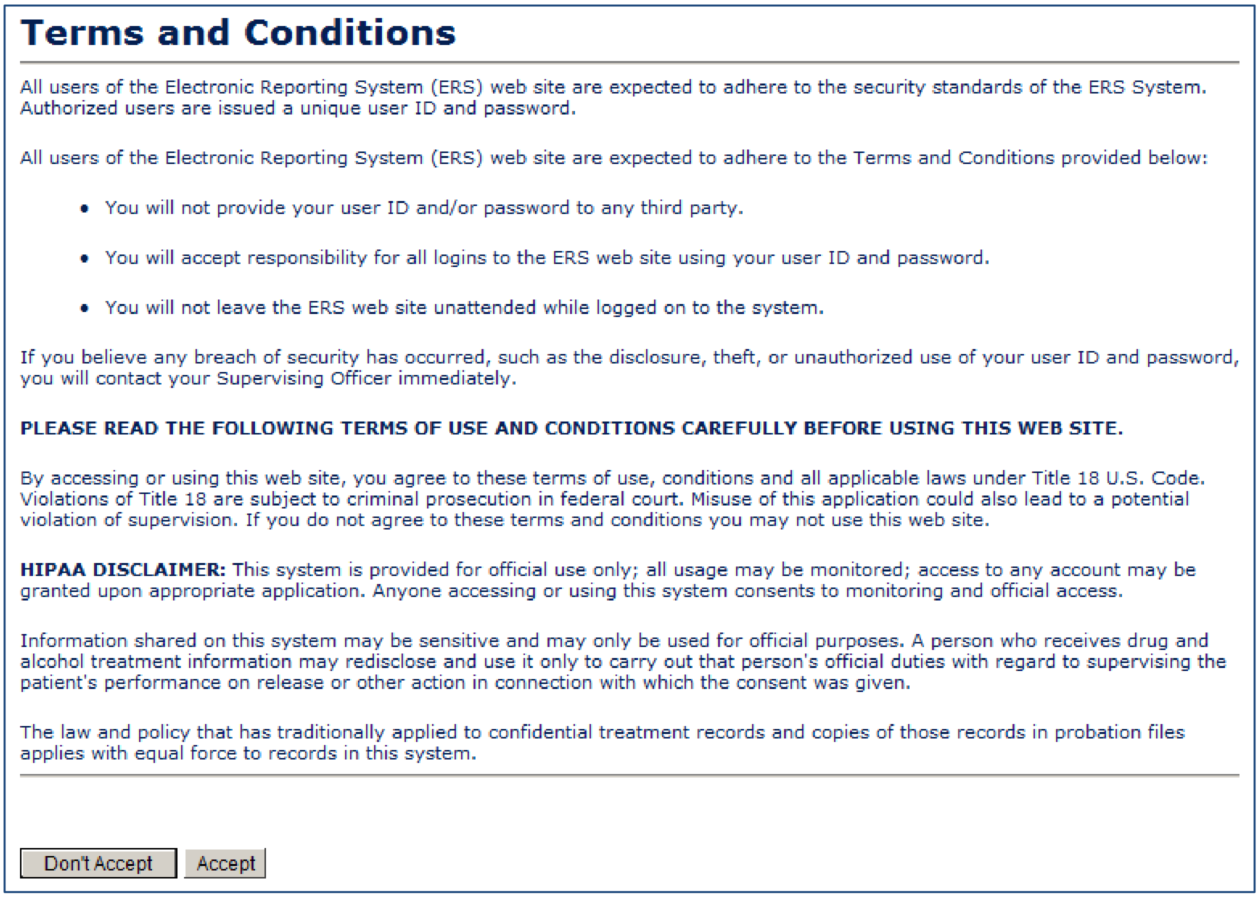
Update Email Address & Review Terms and Conditions (Every Login)

Please update your email address: Sally_Vendor@vendor.e

Updating your email address will ensure we can communicate important information with you.

Next

1. If necessary, update your e-mail address in the **Please update your email address:** field and click **Next**.
   ***Note: Updating your email address here does not change your User ID.*



Terms and Conditions

All users of the Electronic Reporting System (ERS) web site are expected to adhere to the security standards of the ERS System. Authorized users are issued a unique user ID and password.

All users of the Electronic Reporting System (ERS) web site are expected to adhere to the Terms and Conditions provided below:

- You will not provide your user ID and/or password to any third party.
- You will accept responsibility for all logins to the ERS web site using your user ID and password.
- You will not leave the ERS web site unattended while logged on to the system.

If you believe any breach of security has occurred, such as the disclosure, theft, or unauthorized use of your user ID and password, you will contact your Supervising Officer immediately.

PLEASE READ THE FOLLOWING TERMS OF USE AND CONDITIONS CAREFULLY BEFORE USING THIS WEB SITE.

By accessing or using this web site, you agree to these terms of use, conditions and all applicable laws under Title 18 U.S. Code. Violations of Title 18 are subject to criminal prosecution in federal court. Misuse of this application could also lead to a potential violation of supervision. If you do not agree to these terms and conditions you may not use this web site.

HIPAA DISCLAIMER: This system is provided for official use only; all usage may be monitored; access to any account may be granted upon appropriate application. Anyone accessing or using this system consents to monitoring and official access.

Information shared on this system may be sensitive and may only be used for official purposes. A person who receives drug and alcohol treatment information may redisclose and use it only to carry out that person's official duties with regard to supervising the patient's performance on release or other action in connection with which the consent was given.

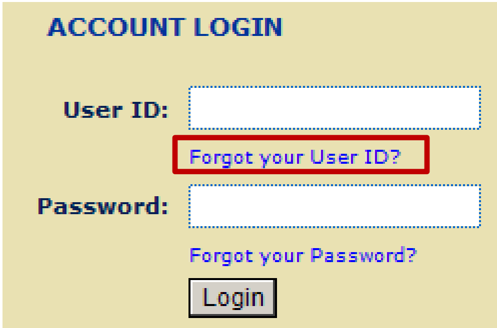
The law and policy that has traditionally applied to confidential treatment records and copies of those records in probation files applies with equal force to records in this system.

Don't Accept Accept

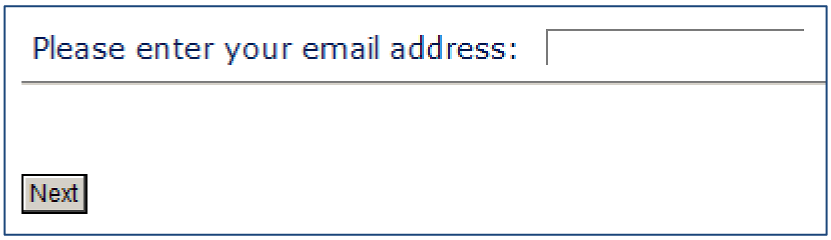
2. In the **Terms and Conditions** page, click **Accept** to accept the application's terms and conditions. This will take you to the **Inbox** sceen.

Trouble Logging In: Get a User ID Reminder or Get a New Password

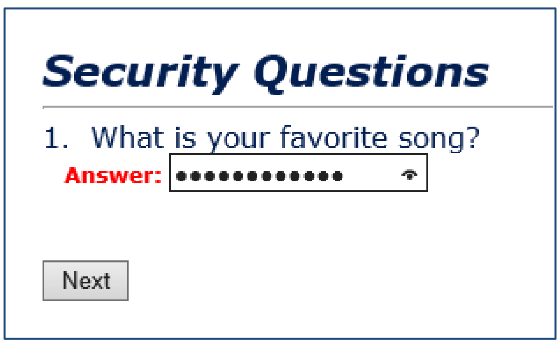
1. On the **Account Login** screen, click **Forgot your User ID?** or **Forgot your Password?**



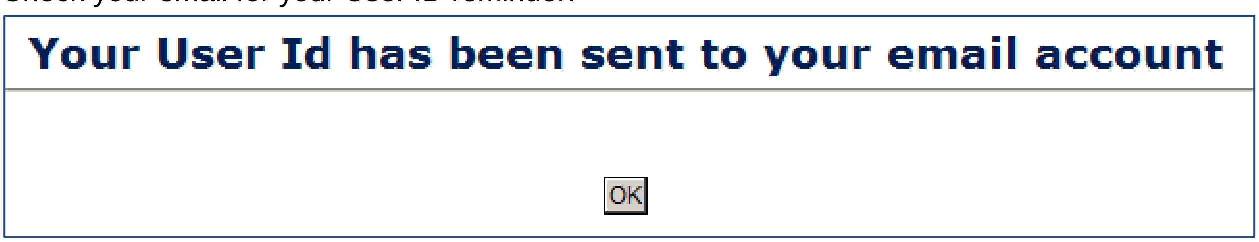
2. Type your e-mail address in the **Please enter your email address** field and click **Next**.



3. Type the answer to the displayed security question and click **Next**.



4. Check your email for your User ID reminder.



Working with the SPCS Mailbox Screens

There are 4 mailbox screens in SPCS – Inbox, Draft, Sent, and Deleted. By default, the Inbox screen opens upon login. The text in black indicates which mailbox screen is open. All mailbox screens work in the same way.

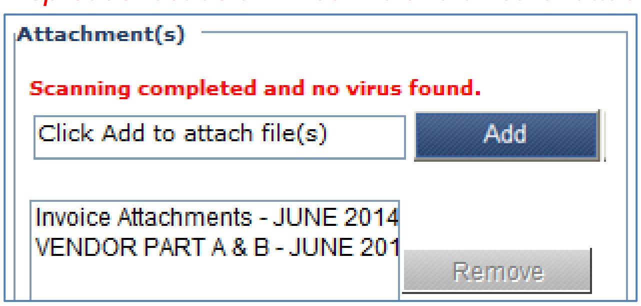
Composing a Message

1. Click **Compose** at the top left portion of the screen to display the **Compose** screen.

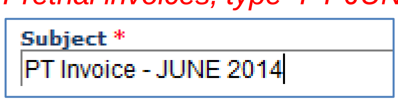
2. In the **Re: Client** dropdown, do one of the following:
    a. Select the client(s) about whom you want to send a message.
    b. Select **General** to send a message about topics that don't concern listed clients. ***Note: Use this selection for sending invoices.*

3. In the **Probation / Pretrial Staff** section, select the officer to whom you want to send the message from the dropdown menu and click **Add**. A central account has been created for Probation staff who process invoices. *Send all invoices and attachments to **1, Clinical Svcs***

4. In the **Attachment(s)** section, click **Add** to display a directory of your files. Select a file and click **Open** to attach the file to the message. Click **Add** to attach another file. *Upload Part A & B spreadsheet as an Excel file and all other attachments as a PDF.*



5. In the **Subject** field, type a short subject. *For Probation invoices, type "PR JUNE 2014". For Pretrial invoices, type "PT JUNE 2014."*

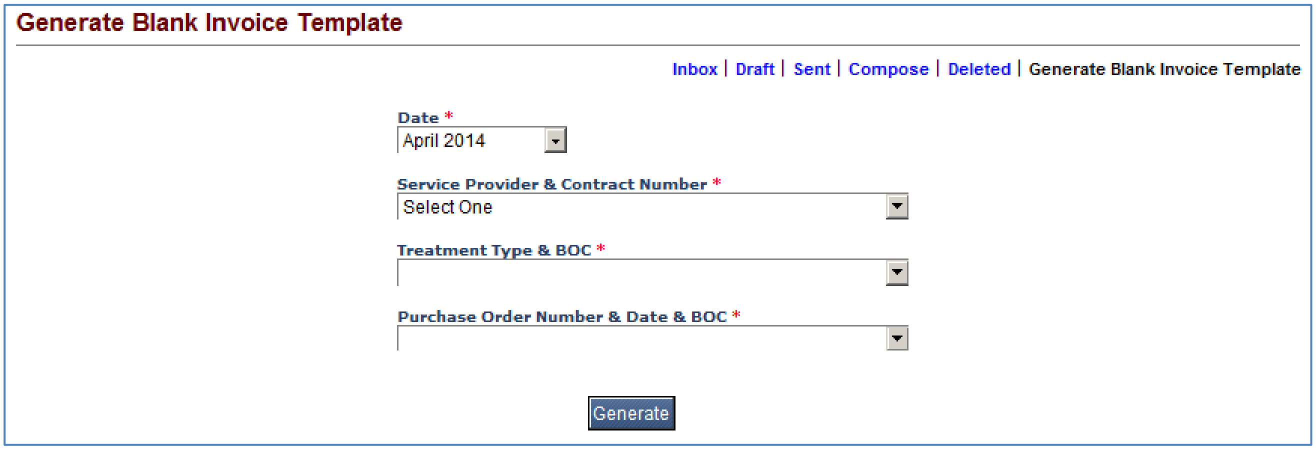


6. In the **Message** field, type a message.

7. Click one of the following:
    a. **Save As Draft** to save the message as a draft.
    b. **Cancel** to cancel the message.
    c. **Send** to send the message to the recipient.

Generate Blank Invoice Template

Click **Generate Blank Invoice Template** at the top left portion of the screen to display the **Generate Blank Invoice Template** screen.



1. In the **Date** dropdown, select a month and date.

2. In the **Service Provider & Contract Number** dropdown, select the name of your service provider and contract number.

3. In the **Treatment Type & BOC** dropdown, select a purchase order number, date and BOC for the invoice.
   a. Probation: Substance Abuse (2526), Mental Heath (2530), Sex Offender Treatment (2548)
   b. Pretrial: PTS (2527)

4. In the **Purchase Order Number & Date & BOC** dropdown, select a purchase order number, date and BOC for the Invoice.

5. Click **Generate**.

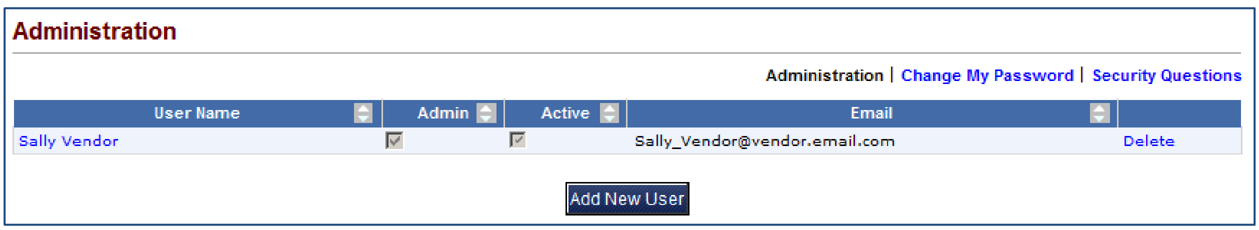
*****PLEASE NOTE:** If you provide more than one service (e.g. Mental Health & Drug Treatment), email Probation Clinical Services staff to request a blank invoice template.*

Vendor Administrators: Set up a New User Account

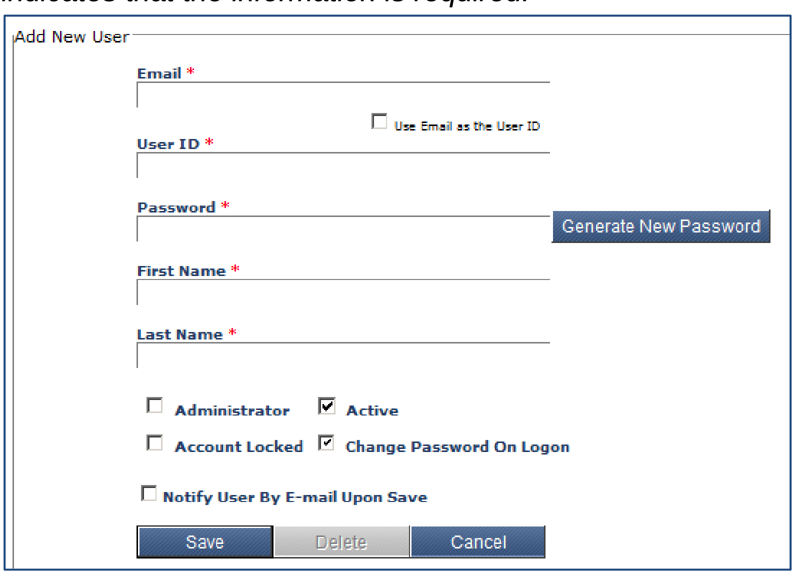
This option allows vendors to enroll additional staff in the ERS system.

1. Click **Management** in the main menu. Select **Administration.**

2. Click **Add New User** in the **Administration** screen.



3. Complete the required fields. *Note: A red asterisk next to the field or dropdown name indicates that the information is required.*



*Check **Administrator** if you want the user to have an administrative role.

4. Click **Notify User By E-mail Upon Save**.

5. Click **Save**.