

# How to Register for Ce Check-in

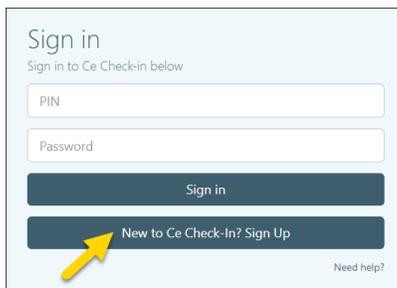
Before you register, make sure you received your PIN from your Probation Officer.

1. Go to [www.cecheckin.com](http://www.cecheckin.com) from any Internet-connected device.
2. By default, the page displays in English. If available, you may be able to select another language from the drop-down menu at the top right.



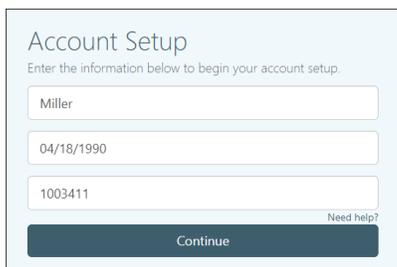
The screenshot shows the Ce Check-in sign-in page. At the top right, a yellow arrow points to a 'Language' dropdown menu that is open, showing options for English, Español, 中文 (Chinese), and русский (Russian). Below the menu are input fields for 'PIN' and 'Password', a 'Sign in' button, and a 'New to Ce Check-In? Sign Up' button. A 'Need help?' link is at the bottom right.

3. To register, click the New to Ce Check-in? Sign up button.



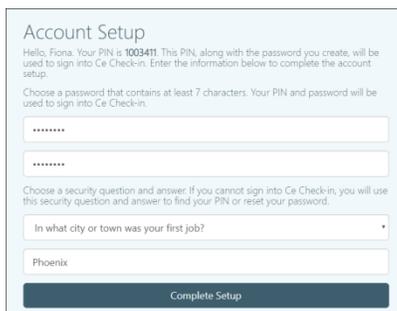
This screenshot is identical to the previous one, but a yellow arrow points directly to the 'New to Ce Check-In? Sign Up' button.

4. Enter your Last Name, Date of Birth, and PIN. Then click Continue.



The screenshot shows the 'Account Setup' page. It has the title 'Account Setup' and the instruction 'Enter the information below to begin your account setup.' There are three input fields: 'Last Name' (containing 'Miller'), 'Date of Birth' (containing '04/18/1990'), and 'PIN' (containing '1003411'). A 'Continue' button is at the bottom, and a 'Need help?' link is to its right.

5. Make sure you write your PIN# down as you will use it to sign into Ce Check-in in the future.
6. Create a password and set up a security question and answer. Then click Complete Setup.



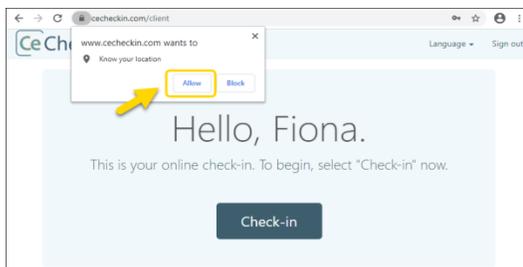
This screenshot shows the 'Account Setup' page with the password and security question fields. It includes the text: 'Hello, Fiona. Your PIN is 1003411. This PIN, along with the password you create, will be used to sign into Ce Check-in. Enter the information below to complete the account setup.' Below this, it says: 'Choose a password that contains at least 7 characters. Your PIN and password will be used to sign into Ce Check-in.' There are two password input fields (both masked with asterisks). Then it says: 'Choose a security question and answer. If you cannot sign into Ce Check-in, you will use this security question and answer to find your PIN or reset your password.' There is a dropdown menu for the security question with 'In what city or town was your first job?' selected, and an input field with 'Phoenix' entered. A 'Complete Setup' button is at the bottom.

Your registration is complete and you're logged in to Ce Check-in. The next time you return to [www.cecheckin.com](http://www.cecheckin.com), you'll use your PIN and password to sign in.

## How to Check-In

**Important: Before you check-in, you must allow your location and/or GPS to be tracked. It is required that GPS is enabled on your device and that you elect to share your location information when prompted.**

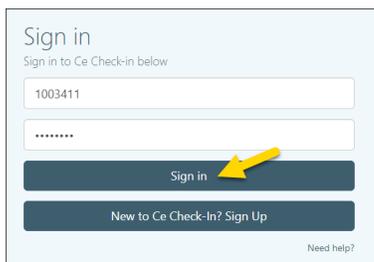
- **Computer browsers:** When prompted, make sure you allow location tracking.



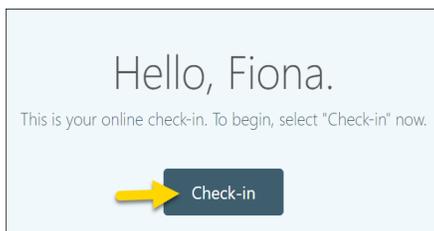
- **Smartphones and tablets:** Please reference your device's manual for how to enable GPS on your device and ensure this is enabled before completing a check-in.

**The Check-in process involves three main steps: Take a photo, read any messages from your Probation Officer, and complete a questionnaire.**

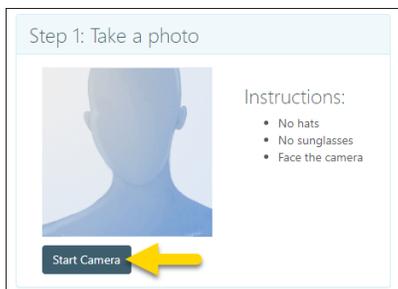
1. Go to [www.cecheckin.com](http://www.cecheckin.com) from any Internet-connected device.
2. Enter your **PIN** and **Password**, then click **Sign in**.



3. The **Welcome** page displays. Click **Check-in** to begin.



4. **Check-in Step 1:** Take a photo of yourself to verify your identity. Click **Start Camera**.



5. The camera initializes. When you're ready, click **Take Photo** to capture a photo. If you need to re-take the photo, click **Take Photo** again.

Step 1: Take a photo



Instructions:

- No hats
- No sunglasses
- Face the camera

Take Photo

6. **Check-in Step 2:** If you have message(s) from your Probation Officer to read, they will display. If you don't have any messages, proceed to the next step.

Step 2: Read the following messages

Hi Fiona, please complete your community service hours at the end of the month and provide me with a work receipt. Thank you, Officer Jones

7. **Check-in Step 3:** Complete the questionnaire with "yes" or "no" answers. You must answer all questions.

Step 3: Answer questions

Has your officer approved your current living situation?

Yes  No

Have you missed any treatment or community service sessions?

Yes  No

Are you behind on your payments?

Yes  No

Do you have any problems or requests you need to discuss with your probation officer?

Yes  No

After answering all questions, click **Check-in** at the bottom.

Have you been arrested since your last report?

Yes  No

Check-in

If your check-in was completed successfully, a message displays and indicates the due date for your next check-in.

**Success!**

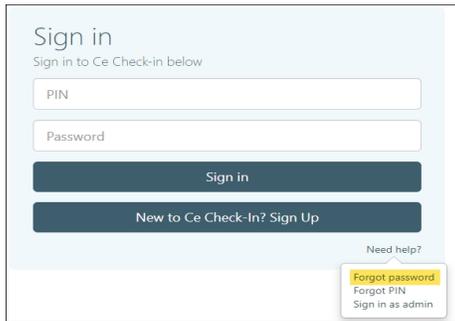
Your check-in was completed successfully.

Your next reporting due date is 4/17/2020.

Sign out

## How to Reset Your Password

1. Go to [www.cecheckin.com](http://www.cecheckin.com) from any Internet-connected device.
2. Click **Need help?** and select **Forgot password**.



Sign in  
Sign in to Ce Check-in below

PIN

Password

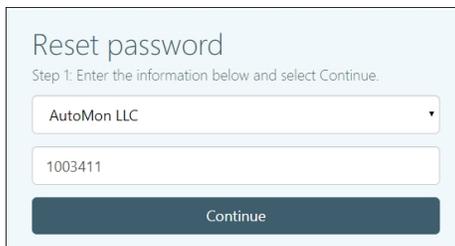
Sign in

New to Ce Check-In? Sign Up

Need help?

- Forgot password
- Forgot PIN
- Sign in as admin

3. Select your **Jurisdiction** (the Probation agency that supervises you) and enter your **PIN**. Then click **Continue**.



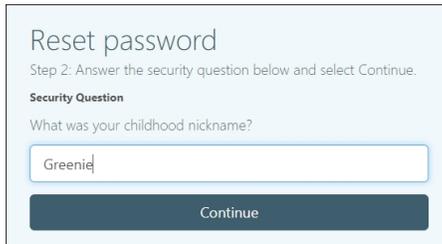
Reset password  
Step 1: Enter the information below and select Continue.

AutoMon LLC

1003411

Continue

4. Answer your security question, then click **Continue**.



Reset password  
Step 2: Answer the security question below and select Continue.

**Security Question**

What was your childhood nickname?

Greenie

Continue

5. Create a new password and click **Submit**.



Create Password  
Password must be a minimum of 7 characters long.

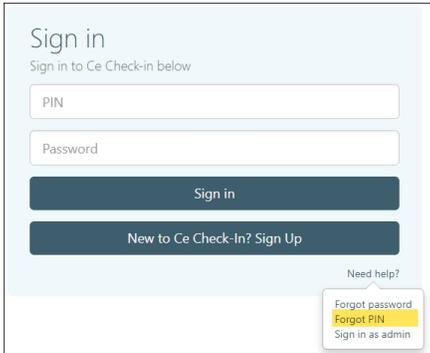
Enter password

Verify password

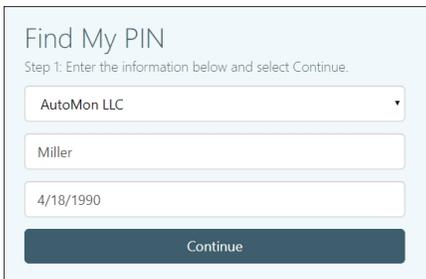
Submit

## How to Retrieve Your PIN

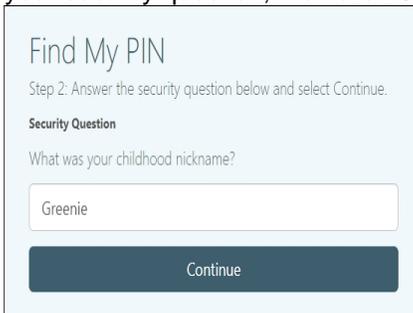
1. Go to [www.cecheckin.com](http://www.cecheckin.com) from any Internet-connected device.
2. Click **Need help?** and select **Forgot PIN**.



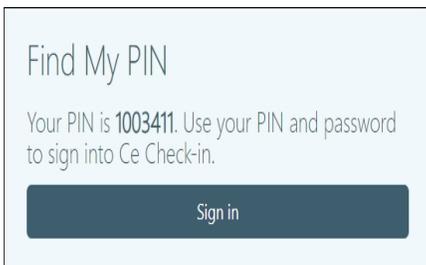
3. Select your **Jurisdiction** (the Probation agency that supervises you) and enter your **Last Name** and **Date of Birth**. Then click **Continue**.



Answer your security question, then click **Continue**.



4. Your PIN is displayed. Use your PIN and password to sign in.

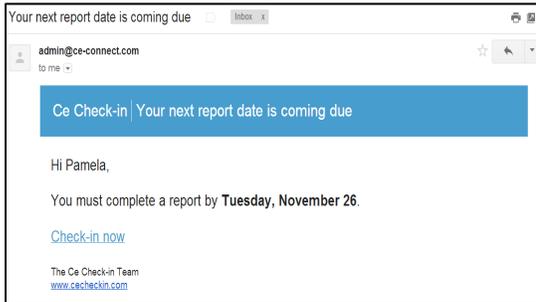


# Notifications

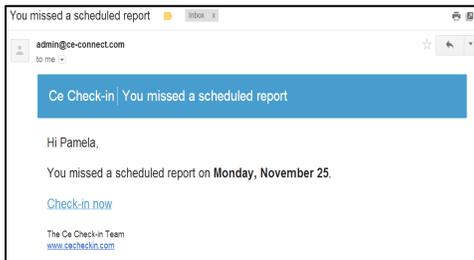
Ce Check-in will automatically send reminder and notification emails and text messages to you.

## Email notifications include:

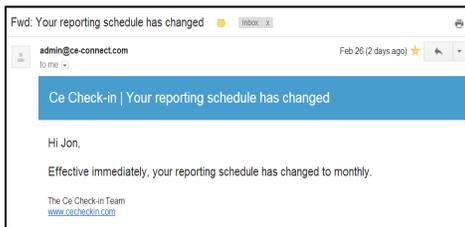
- Reminders to complete a Check-in before your reporting window ends:



- Missed check-in notifications:

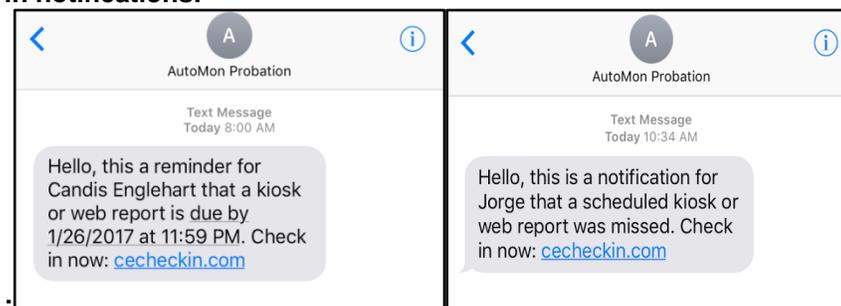


- Notifications of a change in your reporting schedule:



## Text message notifications include:

- Reminders to complete a Check-in before your reporting window ends and Missed check-in notifications:





## Livingston County Pre-Trial Services

Livingston County Government Center

6 Court Street Room 101

Geneseo, New York 14454

Phone: (585) 243-7118 Fax: (585)243-7169

Lynne C. Mignemi, *Director*  
Liz Laney, *Supervisor*

Michelle C. Jordan, *Sr. Probation Officer*  
Kerrin Chapman, *Probation Officer*

## Important Information

Even though you are participating in the Check-In Program, it is essential to remember that you are still participating in Pre-Trial Services and are responsible for complying with all imposed conditions of Pre-Trial.

You may still contact your Pre-Trial Services Officer at any time by phone, text, or email, if there is something you need to discuss.

You should continue to keep your Pre-Trial Services Officer informed of important information, even if it is not explicitly asked about as part of your web-based check-in.

Note: Even if you have spoken to your Pre-Trial Services Officer in person or by phone within the month, ***you are still required*** to complete your scheduled web-based check-in.

***PLEASE BE PATIENT WITH THE Ce CHECK IN WEBSITE, AS IT IS SLOWER THAT WHAT YOU MAY TYPICALLY BE USED TO.***

***My Client ID / PIN # \_\_\_\_\_***

***CALL THE PRE TRIAL LINE at 243-7118, SHOULD YOU NEED TO SPEAK WITH AN OFFICER***

***Michelle C. Jordan***

***Cell: 585-315-6195***

***Office: 585-243-7118***

***[mjordan@co.livingston.ny.us](mailto:mjordan@co.livingston.ny.us)***

***Kerrin Chapman***

***Cell: 585-329-5790***

***Office: 585-243-7118***

***[kchapman@co.livingston.ny.us](mailto:kchapman@co.livingston.ny.us)***

***If your assigned Pre-Trial Services Officer is unavailable, please contact the opposite officer listed above. Should you need further information, or assistance, please contact Supervisor Liz Laney at 585-243-7118.***