

# Setting up CaseLinkPro™

## **1. Call the CaseLinkPRO Check-in Phone Number: (833) 912-2257 and enter your PIN**

- Check-in number and PIN are shown on your enrollment form, and in a text, if using a mobile phone
- You may call from any phone, but it's easiest to call from the phone number on file with the court.

## **2. Identify Yourself with your Phone Number**

- If you are not calling from the phone number on file, you will be prompted to type in your phone number.

## **3. Voice Authentication**

- First Check-in: You will be asked to repeat a phrase several times to create your voiceprint. This will be used to verify your identity for future check-ins.
- The voiceprint ensures that you are the person completing your check-ins.
- Later Check-ins: You will be required to say your passphrase when you call to check in.

## **4. Complete Check-in Questionnaire**

- You will answer a series of questions to complete your check-in. If you are disconnected, call back. Your check-in will continue from the point you were disconnected.
- Some answers may prompt you to record a message explaining your answer.

## **5. Receive Confirmation Number**

- Do not hang up until you receive a confirmation number confirming your check-in is complete.