

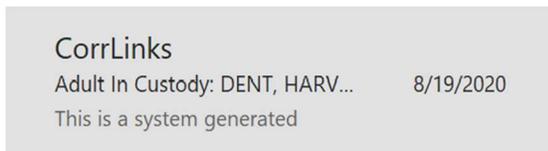
CORRLINKS INSTRUCTIONS

You have several ways to communicate with an ODOC AIC including ICS Corrections' electronic messaging system provided through CorrLinks.

ACCEPTING COMMUNICATIONS FROM AN AIC

With ICS Corrections' electronic messaging system, you cannot initiate email communication with an AIC, but you can receive an invitation with an identification code to set up an account.

1. You will receive a system generated message to your email informing you that an AIC seeks to add you to his/her contact list for exchanging electronic messages.



2. Use the link provided in the email to ACCEPT or BLOCK this individual or all AICs from contacting you via electronic messaging.

This is a system generated message informing you that the above-named person is a Adult in Custody (AIC) at the Oregon Department of Corrections who seeks to add you to his/her contact list for exchanging electronic messages. There is no message from the AIC at this time.

You can ACCEPT this AIC's request or BLOCK this individual or all AICs from contacting you via electronic messaging at [https://urldefense.com/v3/http://www.corrlinks.com/!!H7pChkig!oitDkPWUkUVBq4YzY4jyYWw6QECftqg320vSOVoLbHJ7eNPA-Z52FWCBhZfNmhUepC2E4Y\\$](https://urldefense.com/v3/http://www.corrlinks.com/!!H7pChkig!oitDkPWUkUVBq4YzY4jyYWw6QECftqg320vSOVoLbHJ7eNPA-Z52FWCBhZfNmhUepC2E4Y$) . To register with CorrLinks you must enter the email address that received this notice along with the identification code below.



Email Address: bruce.wayne@icsolutions.com Identification Code: C77Y15WH This identification code will expire in 10 days.

By approving electronic correspondence with Oregon AICs, you consent to have the Oregon staff monitor the content of all electronic messages exchanged.

Once you have registered with CorrLinks and approved the AIC for correspondence, the AIC will be notified electronically.

3. You must register with the email address that received this notice along with the identification code located in the system generated email.

Email Address: bruce.wayne@icsolutions.com Identification Code: [C77Y15WH](#) This identification code will expire in 10 days.

4. Complete your registration and fund your account by completing the steps in the following sections.

SETTING UP YOUR ACCOUNT

You cannot initiate email communication with AICs but can receive an invitation with an identification code to set up an account.

1. Please go to [ICSCorrections.com](https://www.icscorrections.com) and click **OREGON FRIENDS AND FAMILY**.



OREGON FRIENDS AND FAMILY

2. Scroll to Available Services and click **MANAGE PREPAID MESSAGING ACCOUNT**.

Electronic Messaging



Friends and family members can communicate with AICs through ICS Corrections' electronic messaging system, provided through [CorrLinks](#).

Friends and Family members cannot initiate email communication with AIC's and must wait until they receive an invitation with an identification code to set up an account.

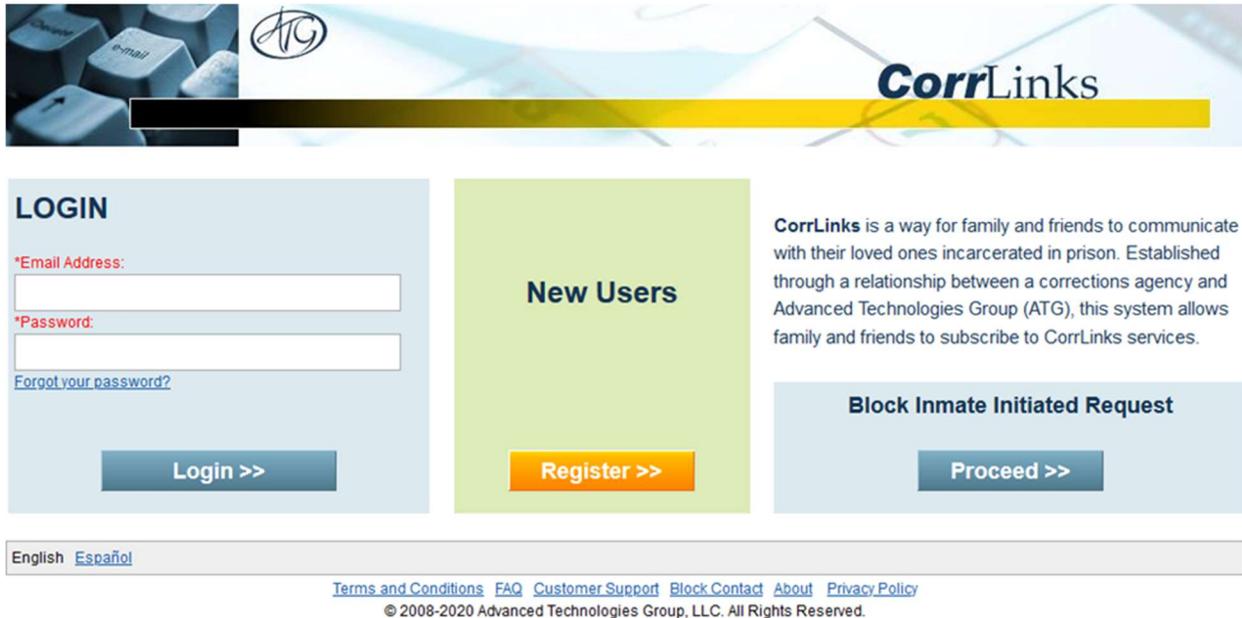
HOW TO SIGN UP FOR CORRLINKS

MANAGE PREPAID MESSAGING ACCOUNT

Payments accepted



3. If you have an existing CorrLinks account, login with your username and password. If you do not have an existing CorrLinks account, click **Register** to create an account.



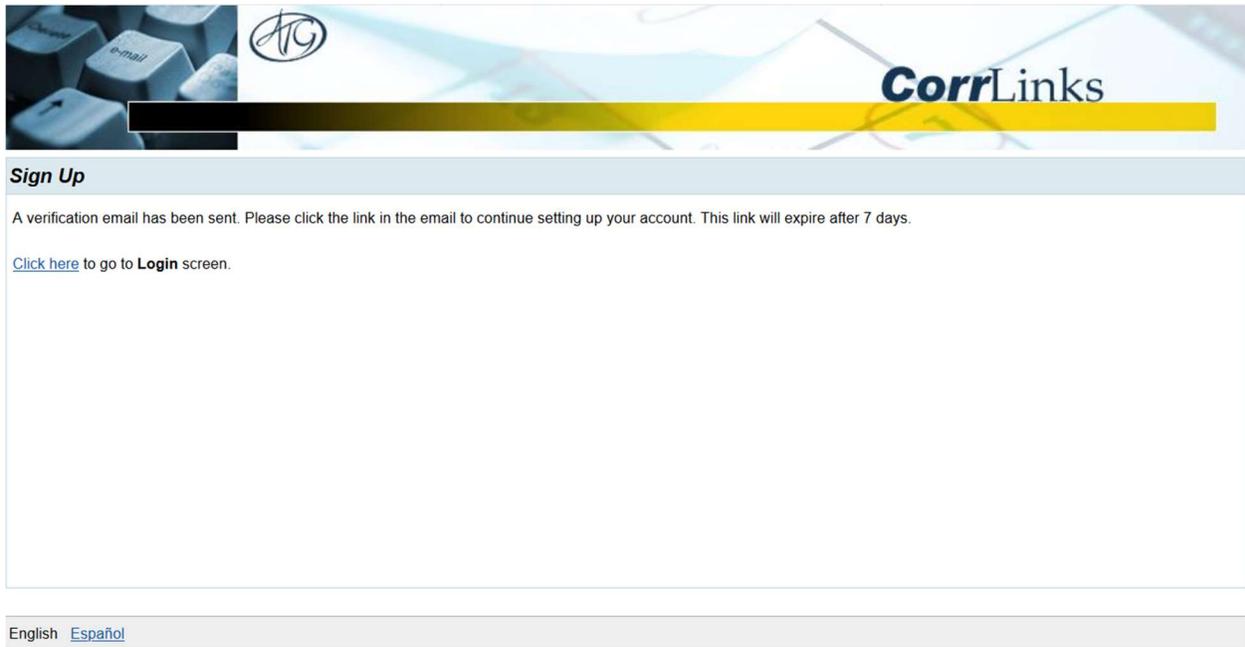
The image shows the CorrLinks website header with the ATG logo and the text "CorrLinks". Below the header, there are three main sections: "LOGIN", "New Users", and "Block Inmate Initiated Request". The "LOGIN" section has fields for "Email Address" and "Password", a "Forgot your password?" link, and a "Login >>" button. The "New Users" section has a "Register >>" button. The "Block Inmate Initiated Request" section has a "Proceed >>" button. At the bottom, there are language options for "English" and "Español", and a footer with links for "Terms and Conditions", "FAQ", "Customer Support", "Block Contact", "About", and "Privacy Policy", along with the copyright notice "© 2008-2020 Advanced Technologies Group, LLC. All Rights Reserved."

4. Enter your first name, last name, email address, password, and identification code from the email in the previous section. Check the box stating that you are over 18 and have read and agree to the Terms and Conditions, verify that you are not a robot, then click **Next**.



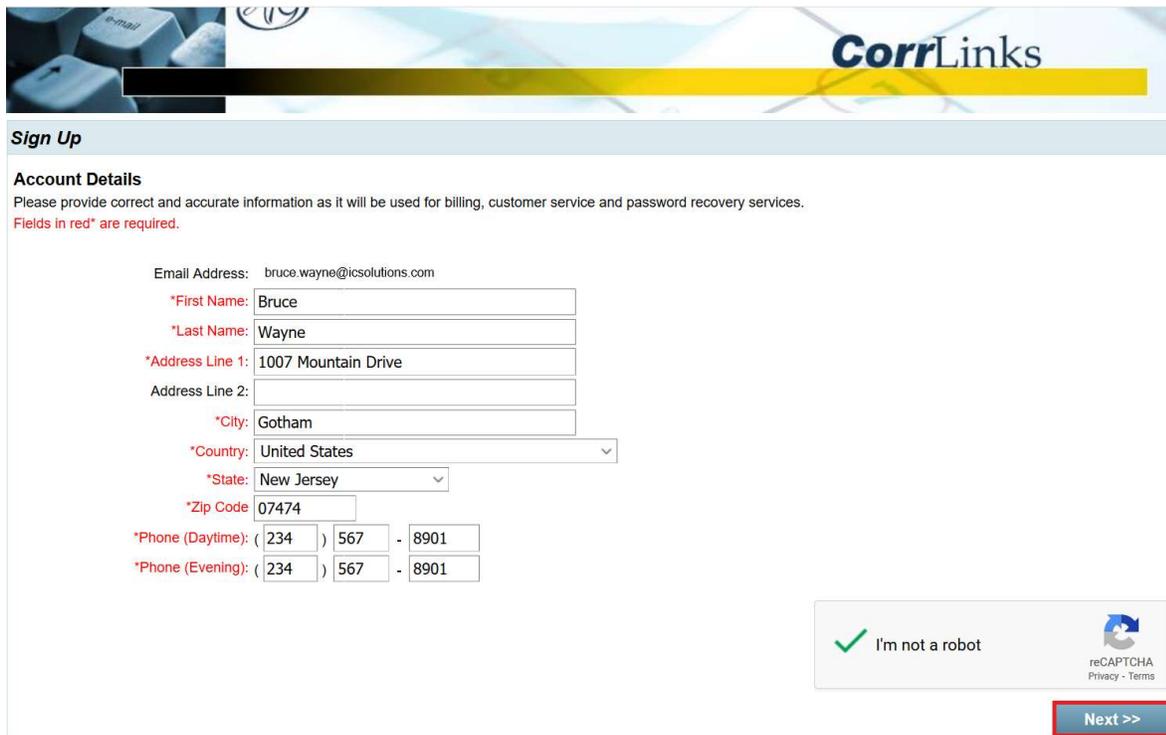
The image shows the CorrLinks website header with the ATG logo and the text "CorrLinks". Below the header, there is a "Sign Up" section. The "Email Address and Password" section has fields for "First Name" (Bruce), "Last Name" (Wayne), "Email Address" (Bruce.wayne@icsolutions.com), "Re-type Email Address" (Bruce.wayne@icsolutions.com), "Choose a Password" (represented by dots), "Re-type your Password" (represented by dots), and "Identification Code" (C77Y15WH). There is a checkbox for "I am over 18 and I have read and agree to the Terms and Conditions" which is checked. At the bottom right, there is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". Below the reCAPTCHA widget are "Cancel" and "Next >>" buttons. At the bottom, there are language options for "English" and "Español", and a footer with links for "Terms and Conditions", "FAQ", "Customer Support", "About", and "Privacy Policy", along with the copyright notice "© 2008-2020 Advanced Technologies Group, LLC. All Rights Reserved."

5. Check your email for your verification link.



The image shows the 'Sign Up' page of the CorrLinks website. At the top, there is a header with a keyboard icon, a logo, and the text 'CorrLinks'. Below the header, the page title is 'Sign Up'. The main content area contains the following text: 'A verification email has been sent. Please click the link in the email to continue setting up your account. This link will expire after 7 days.' Below this, there is a link: 'Click here to go to Login screen.' At the bottom of the page, there are language options: 'English' and 'Español'.

6. After you've clicked the link in the email, continue setting up your account by entering your billing information, then check to verify you are not a robot, and click **Next**.



The image shows the 'Sign Up' page of the CorrLinks website, specifically the 'Account Details' section. The page title is 'Sign Up'. Below the title, there is a sub-section 'Account Details' with the text: 'Please provide correct and accurate information as it will be used for billing, customer service and password recovery services. Fields in red* are required.' The form contains the following fields: 'Email Address: bruce.wayne@icsolutions.com', '*First Name: Bruce', '*Last Name: Wayne', '*Address Line 1: 1007 Mountain Drive', 'Address Line 2:', '*City: Gotham', '*Country: United States', '*State: New Jersey', '*Zip Code: 07474', '*Phone (Daytime): (234) 567 - 8901', and '*Phone (Evening): (234) 567 - 8901'. At the bottom right, there is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot', and a 'Next >>' button.

ADDING MONEY TO YOUR ACCOUNT

This does not send money to the AIC.

1. From the main menu, click **Recharge My Account**.



New For enhanced features upgrade to a [Premier Account](#)

2. Enter your billing address and choose the amount of money you wish to add to your account. Then click **Next**.

Recharge My Account

Recharge my account balance for sending messages to inmates. This does not send money to inmates.

Fields in red* are required.

*First Name:	<input type="text" value="Bruce"/>
*Last Name:	<input type="text" value="Wayne"/>
*Address 1:	<input type="text" value="1007 Mountain Drive"/>
Address 2:	<input type="text"/>
*City:	<input type="text" value="Gotham"/>
*Country:	<input type="text" value="United States"/>
*State:	<input type="text" value="New Jersey"/>
*Zip Code:	<input type="text" value="07474"/>
Account Balance:	<input type="text" value="\$0.00"/>
*Amount:	<input type="text" value="\$10.00"/>
Transaction Fee:	\$0.00
Total Sales Tax:	\$0.00
Total Charge:	\$10.00
Balance after Recharge:	<input type="text" value="\$10.00"/>

3. Enter your card information and click **Add Funds**.

CorrLinks

Recharge My Account

Fields in red* are required.

Transaction Amount:

First Name:

Last Name:

Address 1:

Address 2:

City:

State:

Zip Code:

*Credit Card Type:

*Credit Card Number:

*Expiration: /

*CVV2: [What's this?](#)

Please Note: The charge will appear on your credit card as CorrLinks/AdvTecGrp

4. When you have successfully recharged your account, a dialog confirmation will appear. Click **Return to the Main Page**.

CorrLinks

Recharge My Account

Transaction Result: Your account has been successfully recharged. You have \$10.00 available in your account.

SENDING MESSAGES

You must have funds in your account to send messages.

1. From the main menu, click **Mailbox**.



New For enhanced features upgrade to a [Premier Account](#)

2. To send a message, click **New Message**.



3. Click inside the **To** field and select the AIC you wish to message, then Click **OK**.

CorrLinks

New Message

*To: Click here to add recipients...

Send	Address	Agency	Cost
<input type="checkbox"/>	DENT HARVEY (00007702)	OR	\$0.00

Clear OK

*Subject:

*Message:

Send Save Cancel

4. Fill in the subject line and write your message. If you want to save your draft and come back to your message, click **Save**.

Your saved messages will be available for 30 days.

CorrLinks

New Message

*To: DENT HARVEY (00007702);

Message Cost: \$0.25
Current Balance: \$10.00
Balance after Sending: \$9.75

*Subject: Testing - sending a message to Harvey

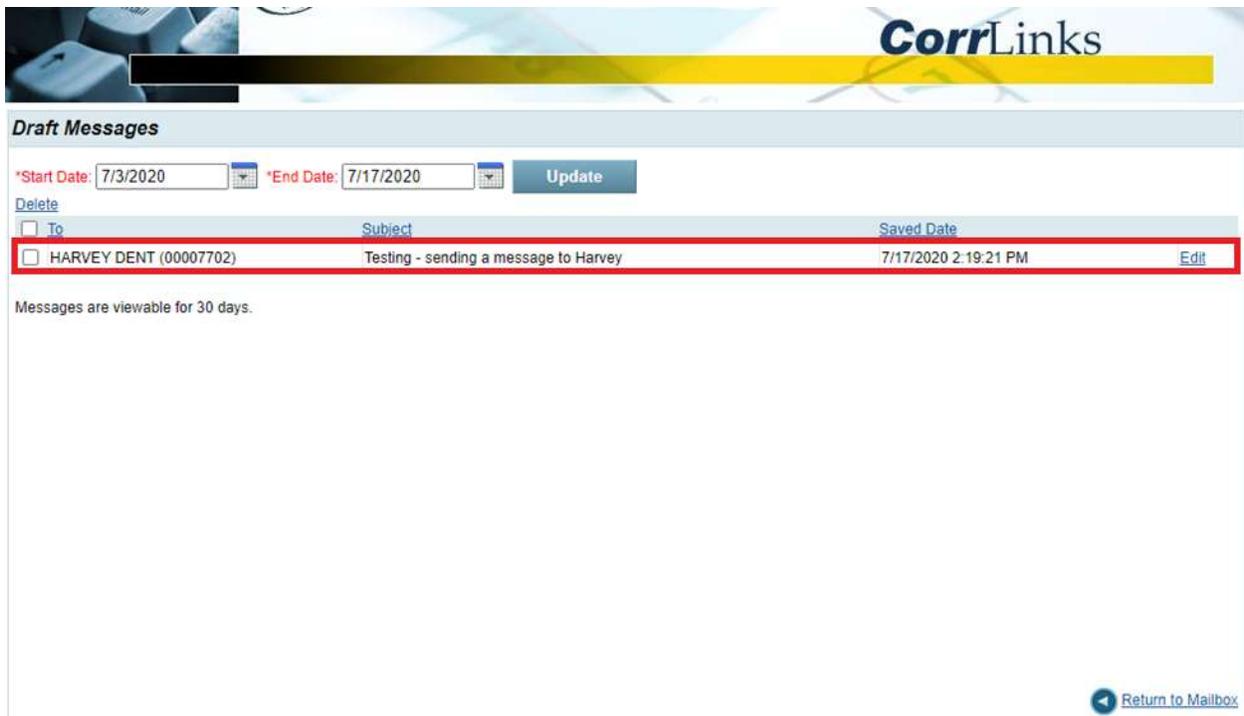
*Message: Hi Harvey,
I am sending you this message. I hope you get this message.
Thanks,
Bruce

Send Save Cancel

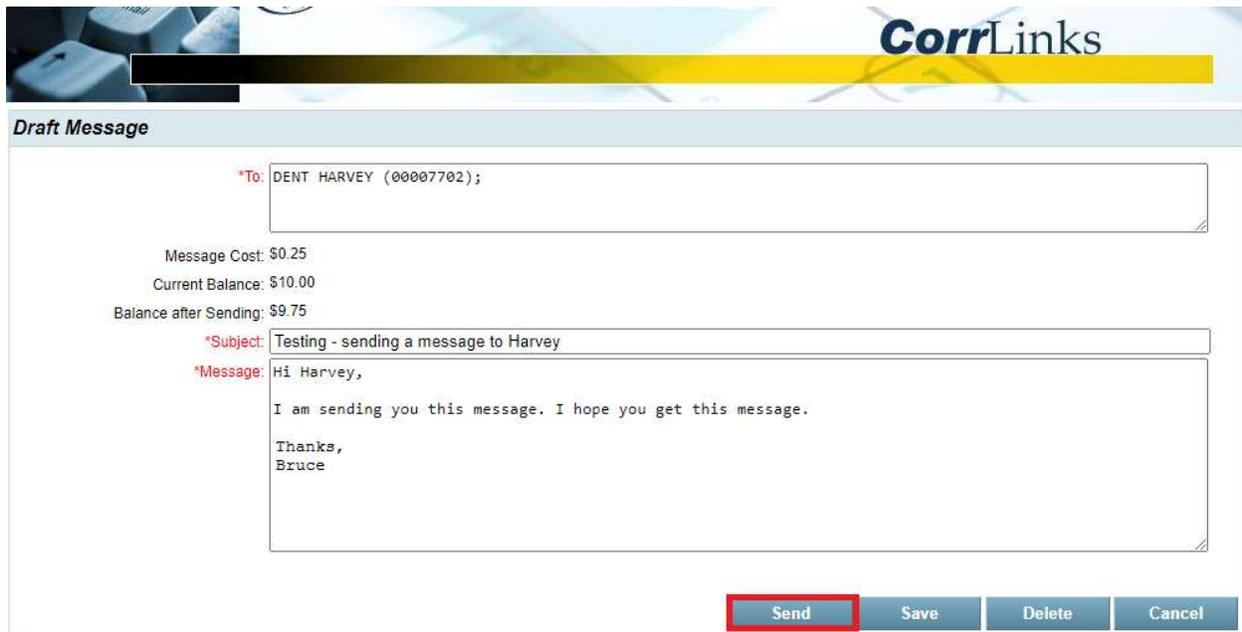
5. To view your saved drafts, click **Draft Messages** from the Mailbox.



6. Click on the message you want to edit.



7. When your message is ready to send, click **Send**.



CorrLinks

Draft Message

*To: DENT HARVEY (00007702);

Message Cost: \$0.25
Current Balance: \$10.00
Balance after Sending: \$9.75

*Subject: Testing - sending a message to Harvey

*Message: Hi Harvey,
I am sending you this message. I hope you get this message.
Thanks,
Bruce

[Send](#) [Save](#) [Delete](#) [Cancel](#)

8. To view your sent messages, click **Sent Messages** from the Mailbox.



CorrLinks

- [New Message](#)
- [Inbox](#)
- [Draft Messages](#)
- [Sent Messages](#)

[Return to Main Menu](#)

9. Click **Read** next to a sent message to review its contents.

Sent Messages

*Start Date: 7/3/2020 *End Date: 7/17/2020 Update

Delete

<input type="checkbox"/>	To	Subject	Sent Date	Read
<input type="checkbox"/>	HARVEY DENT (00007702)	Why are you not responding to me test?	7/17/2020 2:23:20 PM	Read
<input type="checkbox"/>	HARVEY DENT (00007702)	Testing - sending a message to Harvey	7/17/2020 2:21:34 PM	Read

Messages are viewable for 30 days.

[Return to Mailbox](#)

SENDING PHOTOS

You must have funds in your account to send photos.

1. From the main menu, click **Photos**.

CorrLinks

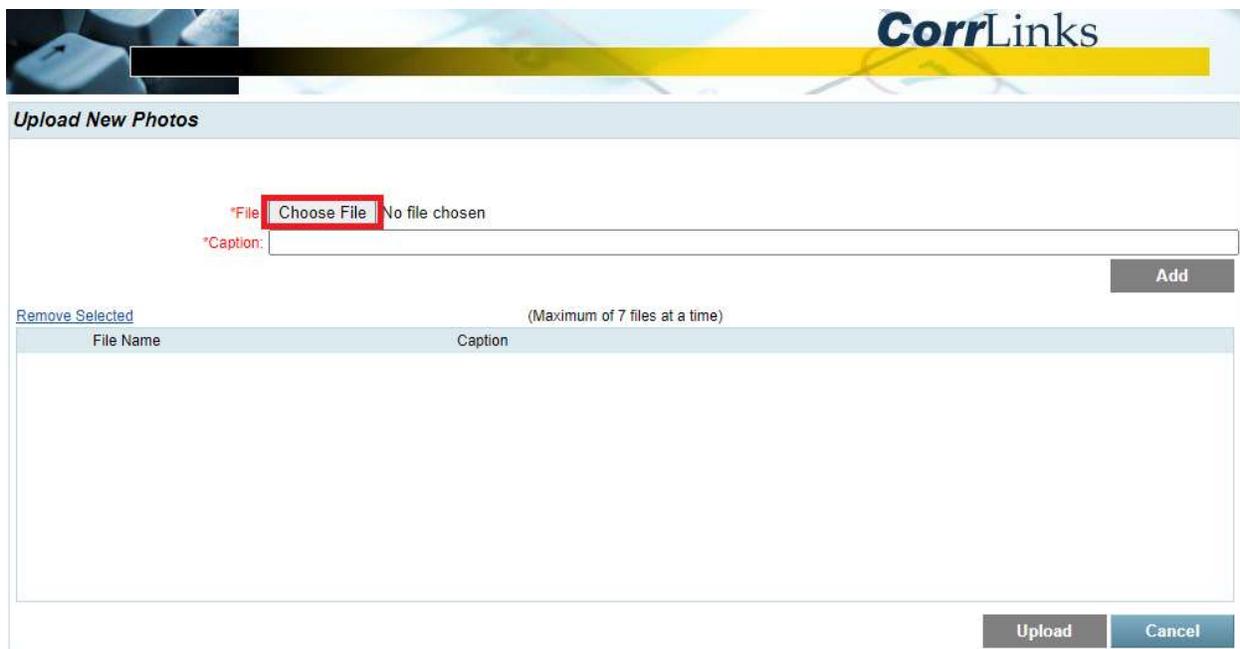
Mailbox Recharge My Account Account Management Premier Account Send Money To Inmate **Photos** Text Service

New For enhanced features upgrade to a [Premier Account](#)

2. To upload a photo to send, click **Upload New Photos**.



3. Click **Choose File** and select a photo to upload from your computer.



4. Type a caption for the photo and click **Add**.

Repeat steps 3 and 4 to add more photos. You can upload up to seven files at a time.

CorrLinks

Upload New Photos

*File: Hello.jpg

*Caption: Hello

[Remove Selected](#) (Maximum of 7 files at a time)

File Name	Caption
-----------	---------

5. Select the photo(s) you want to share and click **Upload**.

CorrLinks

Upload New Photos

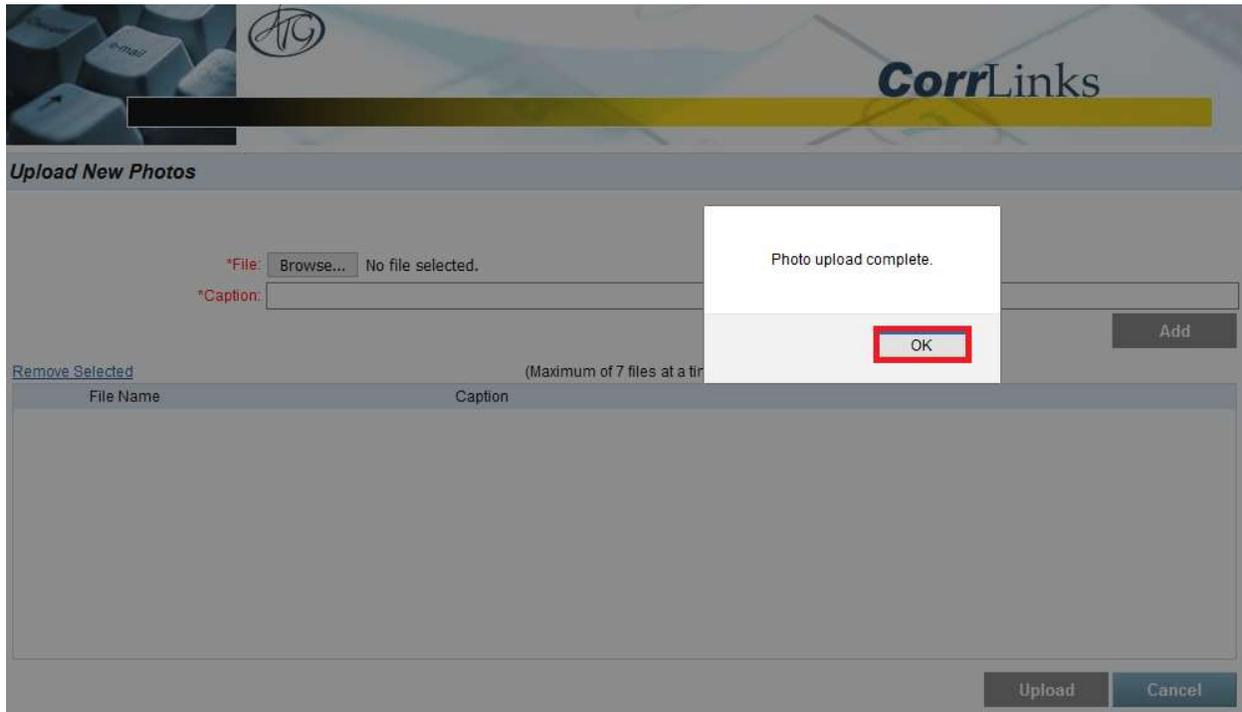
*File: No file selected.

*Caption:

[Remove Selected](#) (Maximum of 7 files at a time)

File Name	Caption
<input checked="" type="checkbox"/> Hello.jpg	Hello

6. When you have successfully uploaded your photo(s), a dialog confirmation will appear. Click **OK**.



7. To send an uploaded photo or to send multiple photos, click **Send Photo to Inmate**.



8. Click **Choose Photo**.

CorrLinks

Send Photo

*To: DENT HARVEY (00007702) ▾

*Photo: **Choose Photo**

*Caption:

Add

[Remove Selected](#)

File Name	Caption	Cost
-----------	---------	------

Current Balance: \$9.25
Total Cost: \$0.00
Balance after Sending: \$9.25

Send Cancel

9. Choose a photo to send and click **Select**.

Choose Photo (displaying 1-1 of 1 photos)

←

Previous Next **Select** Cancel

10. To add the selected photo to your message, click **Add**.

Repeat steps 8, 9, and 10 to add more photos.

Send Photo

*To: DENT HARVEY (00007702)

*Photo: Choose Photo Hello.jpg

*Caption: Hello

Add

File Name	Caption	Cost
-----------	---------	------

Current Balance: \$9.25
Total Cost: \$0.00
Balance after Sending: \$9.25

Send Cancel

11. Select the photo(s) you want to send and click **Send**.

Send Photo

*To: DENT HARVEY (00007702)

*Photo: Choose Photo

*Caption:

Add

File Name	Caption	Cost
<input checked="" type="checkbox"/> Hello.jpg	Hello	\$0.25

Current Balance: \$9.25
Total Cost: \$0.25
Balance after Sending: \$9.00

Send Cancel

12. You can view uploaded and sent photos from your Mailbox by clicking **View Recently Sent Photos** or **View Uploaded Photos**.



SIGNING UP FOR PREMIER ACCOUNT

A Premier Account is not required. You can choose to communicate using the browser application for no additional charges. A Premier Account allows you to receive real time alerts for messages from your loved ones, you can retain your messages for 60 days instead of 30 days, use the mobile application, and along with other benefits. **A Premier Account costs \$6.00 per year and is not required. You can use the browser application for no additional fees.**

1. From the main menu, click **Premier Account**.



New For enhanced features upgrade to a [Premier Account](#)

2. To start your 14-day free trial, click **Free Trial**.



Upgrade to Premier Account

- Stay in contact with your loved ones with real time alerts. Receive immediate push notifications to your device every time you receive a new message!
- Eliminates login on a mobile device!
- Messages to your inbox download automatically and available on your local device for faster access!
- Messages previously read are in your inbox and don't need to be downloaded again!
- Retain your messages for 60 days, instead of 30!
- Own multiple mobile devices? Attach up to 3 of your mobile devices (phone, tablet etc.) to your account!
- Eliminates Captcha on the mobile app – that hard to read verification process!
- Native iPhone™/iPad™ and Android™ applications available for a richer user experience.
- A Premier Account only costs \$6.00 per YEAR. That's just \$0.50 a month! Take advantage of this offer today.
- iPhone and iPad are trademarks of Apple Inc.
- Android application requires Android 2.3 and up. Android is a trademark of Google Inc.

Fields in red* are required.

New Premier Membership: 7/17/2020 to 7/16/2021

*First Name:

*Last Name:

*Address1:

Address2:

*City:

*Country: United States

*State: --

*Zip Code:

Upgrade Amount: \$6.00
Transaction Fee: \$0.00
Total Sales Tax: \$0.00
Total Charge: \$6.00

Try it free for 14 days:

Free Trial

Next Cancel

3. To upgrade to a yearly Premier Account, enter your billing information, then click **Next**.

Upgrade to Premier Account

- Stay in contact with your loved ones with real time alerts. Receive immediate push notifications to your device every time you receive a new message!
- Eliminates login on a mobile device!
- Messages to your inbox download automatically and available on your local device for faster access!
- Messages previously read are in your inbox and don't need to be downloaded again!
- Retain your messages for 60 days, instead of 30!
- Own multiple mobile devices? Attach up to 3 of your mobile devices (phone, tablet etc.) to your account!
- Eliminates Captcha on the mobile app – that hard to read verification process!
- Native iPhone™/iPad™ and Android™ applications available for a richer user experience.
- A Premier Account only costs \$6.00 per YEAR. That's just \$0.50 a month! Take advantage of this offer today.
- iPhone and iPad are trademarks of Apple Inc.
- Android application requires Android 2.3 and up. Android is a trademark of Google Inc.

Fields in red* are required.

New Premier Membership: 8/24/2020 to 8/23/2021

*First Name: Bruce

*Last Name: Wayne

*Address1: 1007 Mountain Drive

Address2:

*City: Gotham

*Country: United States

*State: New Jersey

*Zip Code: 07474

Upgrade Amount: \$6.00
Transaction Fee: \$0.00
Total Sales Tax: \$0.00
Total Charge: \$6.00

Try it free for 14 days:

Free Trial

Next Cancel

SIGNING UP FOR TEXT SERVICE

Text Service is not required. Costs range from \$6.00 per month to \$36.00, however you can use the browser app for no additional charges. If you have already signed up for the optional Premier Account and use the free CorrLinks smartphone app, then do not sign up for Text Services as you already have the better solution. **Both the Premier Account and Text Services are optional and you can use the browser application for no additional charges.**

1. From the main menu, click **Text Service**.



New For enhanced features upgrade to a [Premier Account](#)

2. Select your phone carrier and enter your phone number, then click **Next**.

A screenshot of the 'Manage SMS Account - Verify' form. The form is titled 'Manage SMS Account - Verify' and contains a list of bullet points on the left and a form on the right. The form on the right includes a dropdown menu for 'Carrier Name' (set to 'AT&T') and a text input for 'Phone Number' (set to '(234) 567 - 8901'). Below the form, there are two buttons: 'Next' and 'Cancel'. The 'Next' button is highlighted with a red rectangular border. A red asterisk is placed before the 'Carrier Name' and 'Phone Number' labels, and a red note below the form states 'Fields in red* are required.'

3. Enter the verification code you received via SMS and click **Next**.

Manage SMS Account - Activate

- Stay in contact with your loved ones without logging into your CorrLinks account.
- Receive immediate text messages to your device every time your account receives a new message!
- Receive up to 1000 characters of your message.
- Costs range from \$6/month up to \$36/year.
- **Please note: If you have already signed up for the Premier Account and use the free CorrLinks smartphone app (iOS and Android), then you already have a better solution.**

Fields in red* are required.

*Please enter Verification Code:

Next **Cancel**

4. Enter your billing information and check the appropriate boxes, then click **Next**.

Manage SMS Account - Activate

- Stay in contact with your loved ones without logging into your CorrLinks account.
- Receive immediate text messages to your device every time your account receives a new message!
- Receive up to 1000 characters of your message.
- Costs range from \$6/month up to \$36/year.
- **Please note: If you have already signed up for the Premier Account and use the free CorrLinks smartphone app (iOS and Android), then you already have a better solution.**

Fields in red* are required.

*First Name:

*Last Name:

*Address Line 1:

Address Line 2:

*City:

*Country:

*State:

*Zip Code:

Enrollment Period: Monthly Quarterly Yearly

Enrollment Fee: \$6.00
Total Sale Tax: \$0.00
Total Charge: **\$6.00**

I agree to CorrLinks text service [Terms And Conditions](#).

Please check the box if you wish to get the first 1000 characters of the email. By default you will get the first 150 characters of the email on text.

I authorize CorrLinks to charge my credit card for text service. The charge will appear on your credit card as CorrLinks/AdvTecGrp.

Next **Cancel**