

## How to add your specific Party ID if you are already registered for visitation with ICSolutions

Not all DOC facilities use ICSolutions software to schedule their in-person visits. Click on the WI DOC link below. Then click on the facility page to find visiting information specific to the site.

<https://doc.wi.gov/Pages/OffenderInformation/JuvenileCorrections/JuvenileFacilities.aspx>

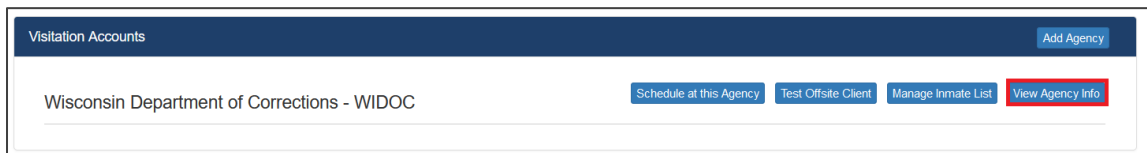
If you previously registered with ICSolutions for video visitation, a specific assigned Party ID will need to be added. This ID number has been provided to your incarcerated friend or family.

1. Log in to your ICSolutions Prepaid account at [www.icsolutions.com](http://www.icsolutions.com) with their Login (username) and Password.



The screenshot shows a 'Sign In (Existing Users)' form. It has a dark blue header with the text 'Sign In (Existing Users)'. Below the header are two input fields: 'Login' and 'Password'. At the bottom of the form is a blue 'Submit' button.

2. If you have registered for ICSolutions video visitation, you must add your Party ID (5-digit number received from the inmate approved to visit with) to your Visitation Account. Click **View Agency Info**.



The screenshot shows the 'Visitation Accounts' page. At the top right is an 'Add Agency' button. Below this is a table with one row: 'Wisconsin Department of Corrections - WIDOC'. To the right of this row are four buttons: 'Schedule at this Agency', 'Test Offsite Client', 'Manage Inmate List', and 'View Agency Info' (which is highlighted in red).

# WI DOC Visitation

3. Add your *Party ID* (5-digit number received from the inmate approved to visit with). Click **Save**.

Agency Info for Wisconsin Department of Corrections - WIDOC
✕

Agency Specific Data

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**Ethnicity \***

Caucasian ▾

**ID Type \***

Drivers License ▾

**ID Number \***

000000000

**ID State \***

TX

**ID Expiration Date \***

05/2065

**Party ID**

12345

\* Field cannot be modified

Save

Close

4. The information being entered must match the information that was approved on the DOC visitor application. If your information does not match you will not be able to schedule or participate in WI DOC Visitation via ICSolutions devices or software.

Welcome back **AMANDA**  
Last login: 2022-10-06 14:50:17

What would you like to do? ▾

Prepaid Collect Accounts
Add

Phone	Agency	Balance
(210) 863-9216	Wisconsin Department of Corrections - WIDOC -	\$23.19 <span style="background-color: #1a3d54; color: white; padding: 0 2px;">Fund</span>

Inmate Debit Phone Accounts
Add

Fund an inmate debit telephone account. Add Account

Upcoming Visits
Schedule New Visit
See more

Inmate	Agency / Location	Confirmation Code	Date	Offsite Visit	Cancel
No visits scheduled					

Visitation Accounts
Add Agency

Wisconsin Department of Corrections - WIDOC

Schedule at this Agency
Test Offsite Client
Manage Inmate List
View Agency Info