

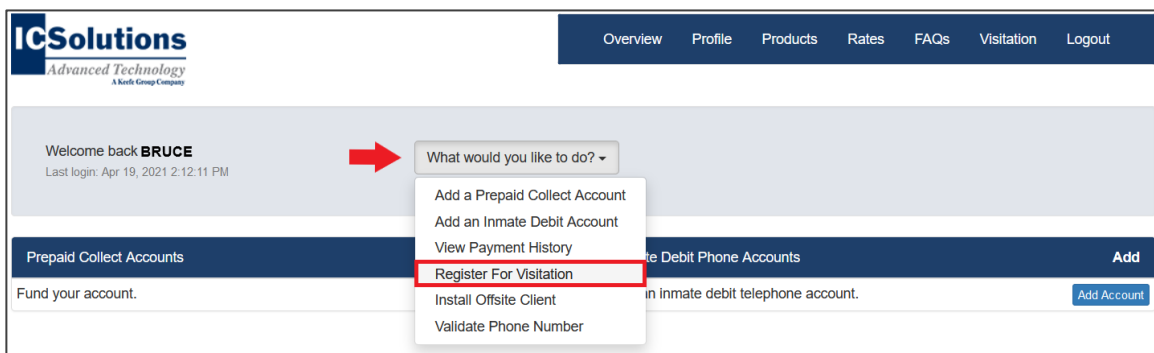
Visitation Registration Process

i All visitors must register (at no cost) to participate in video visitation sessions with an inmate at this facility. Registration steps are outlined below.

1. If you already have an ICSolutions® account, go to <https://www.icsolutions.com/> from any internet-enabled device to log in to your existing ICSolutions® account. Registration may also be completed from a registration kiosk located in the facility lobby.



2. Once you are logged into your existing ICSolutions® account or have created a new ICSolutions® account and logged in, click **What would you like to do?** and select **Register for Visitation**.



Visitation Registration Process

3. Start typing the facility name and select the facility name from the dropdown list.

The screenshot shows a window titled "Register For Visitation". Inside, there is a field labeled "Select an Agency" with a red arrow pointing to it. A dropdown menu is open, showing "New Jersey" at the top and "New Jersey - Gotham County Jail" selected and highlighted in blue.

4. When registering, all the required fields must be completed. The visitor must define the inmate who they want to visit and must also define the relationship. Visitors will only be able to visit with an inmate who is on your approved inmate list.

The screenshot shows the "Register For Visitation" form with the following fields filled out:

- Select an Agency: New Jersey - Gotham County Jail
- Select an Inmate: HARVEY DENT (7702)
- Your relationship with inmate: Friend
- Ethnicity: Caucasian
- ID Type: Drivers License
- ID Number: 00000000
- ID State: New Jersey
- ID Expiration Date: 02/19/2041

 At the bottom right, there are two buttons: "Register" (highlighted with a red box) and "Cancel".

⚠️ Steps 5 and 6 shown below apply only if you are registering for a *privileged* relationship.

5. If you register for a **privileged** relationship, your facility may require your relationship to be approved. Please check the applicable rules for the facility with whom you will be conducting visits.

i Any request for a **privileged** relationship will set to a **pending** status and you will be unable to schedule and conduct video visitation until the relationship has been approved by the facility's Video Administrator.

6. After a **privileged** relationship has been approved, you can schedule and conduct visitation sessions with inmates. The approval process ensures these visits will not be recorded.