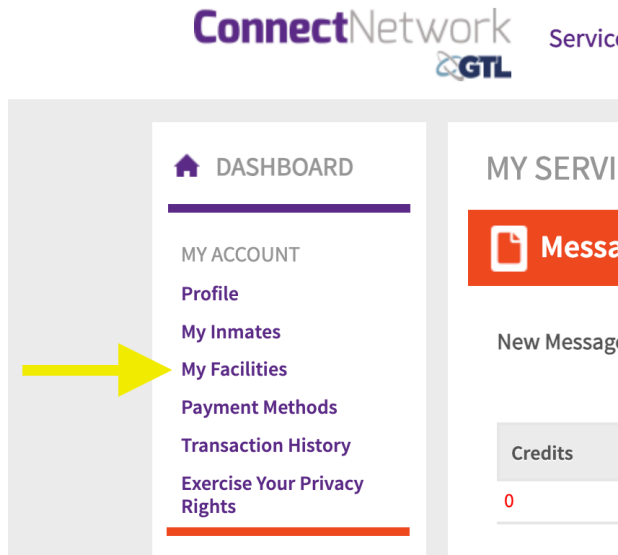


Adding a Facility and Inmate in ConnectNetwork

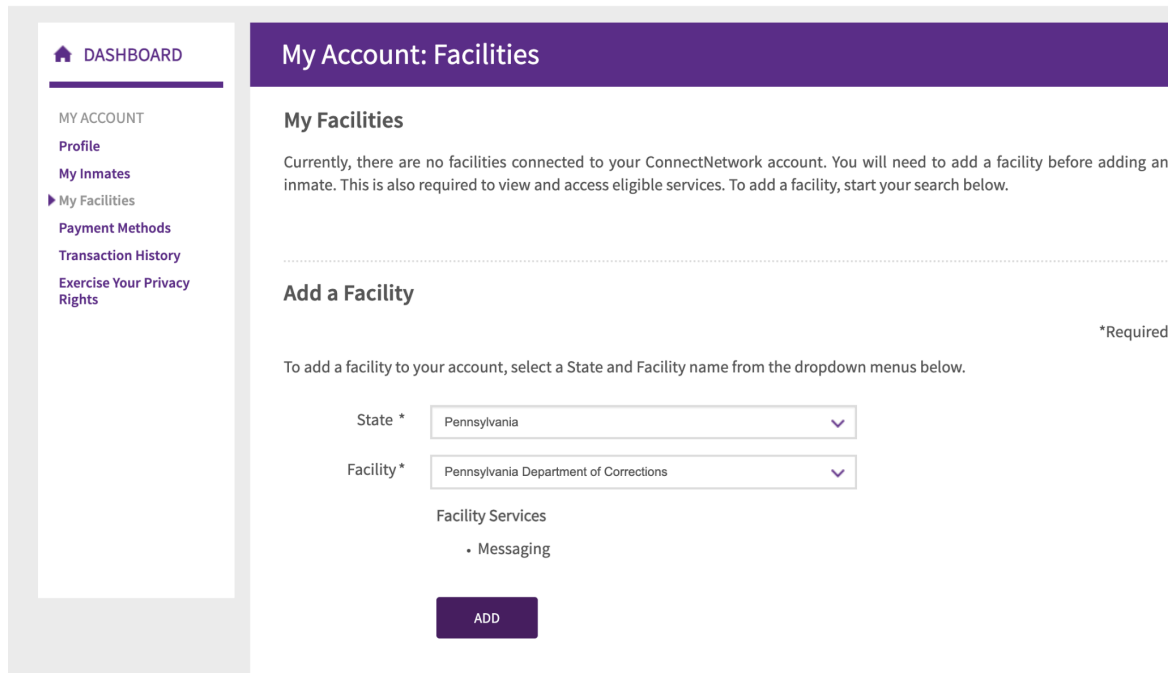
Navigate to <https://web.connectnetwork.com/>

From top right of homepage, select CREATE ACCOUNT or SIGN IN (follow prompts if creating account)

Once signed in, select MY FACILITIES



Under Add Facilities, select State and Facility, then click ADD (screenshot shows PADOCC)



From the top left, select DASHBOARD

Select GO TO INBOX

The screenshot shows the ConnectNetwork & GTL dashboard. At the top left, the logo is followed by navigation links: Services, Facilities, Ways to Pay, Blog, Help, and Contact Us. On the top right, the user is identified as "Hi, Noel" with a "SIGN OUT" button.

The dashboard is divided into three main sections:

- MY ACCOUNT:** A sidebar menu with links for Profile, My Inmates, My Facilities, Payment Methods, Automatic Payments, Transaction History, and Exercise Your Privacy Rights.
- MY SERVICES:** A sidebar menu with links for AdvancePay Phone, Messaging, PAYMENTS & DEPOSITS (PIN Debit, Trust Fund), and OTHER SERVICES (Community Corrections).
- MY INMATE(S):** A central section with an "ADD INMATE" button. It lists three inmates:
 - Clark, Krystal:** Inmate ID: 0435064, Facility: Michigan Department of Corrections.
 - Cunningham, Harold:** Inmate ID: 2022-06222, Facility: Washington DC-CDF DC Jail.
 - Dixon, William:** Inmate ID: A529169, Facility: Ohio Department of Rehabilitation and Corrections.

On the right side, there are two service cards:

- AdvancePay® Phone:** Includes a "SET UP SERVICE" button and a note: "Click the button below to set up AdvancePay."
- Messaging:** Shows "New Messages: 0" and a "GO TO INBOX" button highlighted with a yellow arrow. Below this is a table of credits:

Credits	Facility
38	Pennsylvania Department of Corrections
0	Montgomery County PA-Correctional Facility

At the bottom of the messaging section is a "BUY CREDITS" button.

Scroll to the bottom of the page, then select ADD CONTACT

This screenshot shows the bottom portion of the dashboard, focusing on the "ADD CONTACT" section. It lists three inmates with their IDs and facilities:

- ID#: AM8074, Pennsylvania Department of Corrections
- Williams, Hugh:** ID#: AF2932, Pennsylvania Department of Corrections
- Williams, Robert:** ID#: BH8660, Pennsylvania Department of Corrections

Below the list is a purple "ADD CONTACT" button, which is highlighted with a yellow arrow.

The footer of the page is purple and contains the following information:

- Links: About ConnectNetwork, Rates and Fees, Mobile Apps
- Logos: BBB ACCREDITED BUSINESS and VeriSign Trusted
- Copyright: © 2014-2024 Global Tel*Link Corporation d/b/a ViaPath Technologies. All rights reserved. Deposits to an inmate's trust.

In Search Criteria field, enter Inmate ID or Name, then select SEARCH

[< Back](#)

Search for an Inmate

*Required

Select a facility from the dropdown menu below then enter your inmate search criteria. If you do not see the facility you need, [click here](#) to add the facility to your ConnectNetwork account.

Facility*


Search Criteria* ?
(example: 123456; John Smith; Smith, John)

Scroll to the bottom, then select SELECT next to the inmate

Search Results

The following is a list of inmates that match the search criteria you specified. Add an inmate from this list, or, if you do not see the inmate you want, [search again](#).

Note: Only one inmate can be added to your account per search.

Name	Inmate ID	Permanent ID	
Hill, Christopher	FJ4132		 <input type="button" value="SELECT"/>

You can now add credits and send messages from your inbox!