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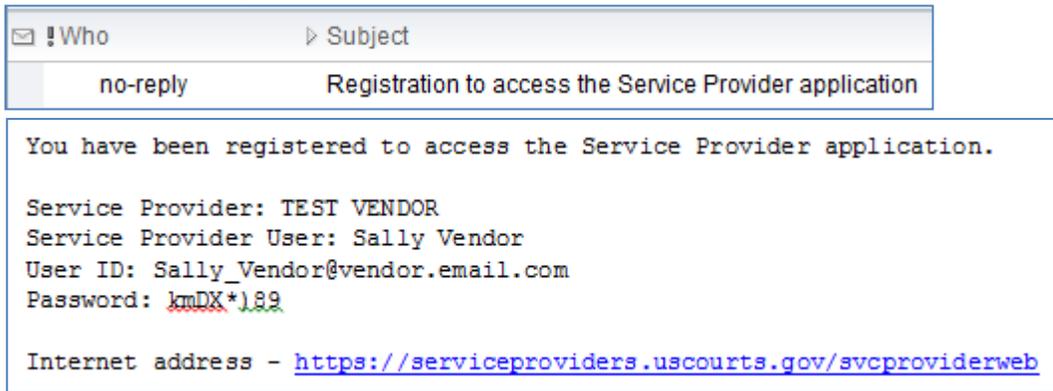
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Registration Email

Vendors will be enrolled by Probation staff and receive an email similar to the below:



Click the hyperlink in the email or type <https://serviceproviders.uscourts.gov> into your web browser.

Logging In



1. Under **Account Login**, in the **User ID** field, type the user ID from the *registration email*.
2. In the **Password** field, type the password from the *registration email*.
3. Click **Login**.

## Change Password & Setup Security Questions (Initial Login Only)

### Change password

Enter your current password:

Enter a new password:

Enter new password a second time:

New Password must be at least 8 characters long and contain at least one number and one special character.

1. In the **Change Password** screen, change your password. \*Note: Passwords must be at least 8 characters long and contain at least 1 number and one special character.

### Security Questions

**You must fill out all of the fields on this page.**

The security questions and answers are only used if you forgot your user id or password. At the login screen, there are options to retrieve a lost user id or password which require you to provide answers to these security questions.

Welcome N

Please enter your name

First Name:  Last Name:

Please enter your gender:

Female  Male

Please enter your zip code:

Please enter your email address:

Please select the month you were born  Please enter the year you were born

Security Question 1.

Answer:

Security Question 2.

Answer:

Security Question 3.

Answer:

2. In the **Security Questions** screen, complete the field, answer the security questions and click **Save**.

## Update Email Address & Review Terms and Conditions (Every Login)

Please update your email address:

Updating your email address will ensure we can communicate important information with you.

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1. If necessary, update your e-mail address in the **Please update your email address:** field and click **Next**.  
*\*\*Note: Updating your email address here does not change your User ID.*

### Terms and Conditions

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All users of the Electronic Reporting System (ERS) web site are expected to adhere to the security standards of the ERS System. Authorized users are issued a unique user ID and password.

All users of the Electronic Reporting System (ERS) web site are expected to adhere to the Terms and Conditions provided below:

- You will not provide your user ID and/or password to any third party.
- You will accept responsibility for all logins to the ERS web site using your user ID and password.
- You will not leave the ERS web site unattended while logged on to the system.

If you believe any breach of security has occurred, such as the disclosure, theft, or unauthorized use of your user ID and password, you will contact your Supervising Officer immediately.

**PLEASE READ THE FOLLOWING TERMS OF USE AND CONDITIONS CAREFULLY BEFORE USING THIS WEB SITE.**

By accessing or using this web site, you agree to these terms of use, conditions and all applicable laws under Title 18 U.S. Code. Violations of Title 18 are subject to criminal prosecution in federal court. Misuse of this application could also lead to a potential violation of supervision. If you do not agree to these terms and conditions you may not use this web site.

**HIPAA DISCLAIMER:** This system is provided for official use only; all usage may be monitored; access to any account may be granted upon appropriate application. Anyone accessing or using this system consents to monitoring and official access.

Information shared on this system may be sensitive and may only be used for official purposes. A person who receives drug and alcohol treatment information may redisclose and use it only to carry out that person's official duties with regard to supervising the patient's performance on release or other action in connection with which the consent was given.

The law and policy that has traditionally applied to confidential treatment records and copies of those records in probation files applies with equal force to records in this system.

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2. In the **Terms and Conditions** page, click **Accept** to accept the application's terms and conditions. This will take you to the **Inbox** screen.

## Trouble Logging In: Get a User ID Reminder or Get a New Password

1. On the **Account Login** screen, click **Forgot your User ID?** or **Forgot your Password?**



**ACCOUNT LOGIN**

User ID:

**Forgot your User ID?**

Password:

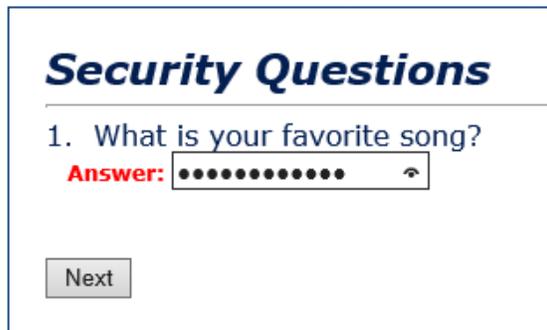
[Forgot your Password?](#)

2. Type your e-mail address in the **Please enter your email address** field and click **Next**.



Please enter your email address:

3. Type the answer to the displayed security question and click **Next**.



**Security Questions**

1. What is your favorite song?

**Answer:** ●●●●●●●●

4. Check your email for your User ID reminder.



**Your User Id has been sent to your email account**

## Working with SPCS Mailbox Screens

There are 6 mailbox screens in the Electronic Reporting System (ERS) – Inbox, Draft, Sent, Compose, Deleted, and Generate Blank Invoice Template. Use the “Compose” link to submit an invoice. Use “Generate Blank Invoice Template” **only for new contracts to generate the invoice spreadsheet for the first time.**

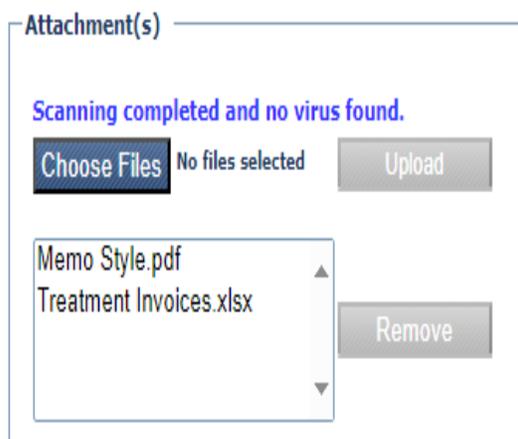
[Inbox](#) | [Draft](#) | [Sent](#) | [Compose](#) | [Deleted](#) | [Generate Blank Invoice Template](#)

## Composing a Message

1. Click **Compose** link from the menu.
2. **Location(s)**: Select correct location.
3. **Re: Client**: stay as **General** for sending invoices.
4. **To Recipient(s)**: Do **not** select a staff member.
5. Under **Probation / Pretrial Staff** section, select **1.Clinical Svcs**, then select **Add**.



6. In the **Attachment(s)** section, select **Choose Files** to display a directory of your files. Select **Open** on the file, then select the **Upload** button. Select **Choose Files** to attach another file.



### Files to send under one message

- A) Excel billing worksheet file (.xls) or (.xlsx) version
- B) PDF document **combined into one file:**
  - 1) Part A/B invoice (printed from the billing spreadsheet)
  - 2) Form J.2, J.6, and client mileage worksheet for each client in the same order as listed on part B of the invoice.
  - 3) Contractor Mileage

File sizes greater than 20MB may need uploading separately.

- C) Quarterly Treatment Plans, etc. – include “misc” in the file name.

7. In the **Subject** field, use an abbreviated name and ending four digits of the contract number. Example: “South Dakota Mental Health – 0869-2023-9999” could be **“SDMH-9999.”**
8. In the **Message** field, type the invoice month such as “June-2025.”
9. Select one of the following:
  - a. **Save As Draft** to save the message as a draft.
  - b. **Cancel** to cancel the message.
  - c. **Send** to send the message to the recipient.

## [Generating a Blank Invoice Template](#)

Click **Generate Blank Invoice Template** at the top left portion of the screen to display the **Generate Blank Invoice Template** screen. **This will be helpful when a new contract begins.**

**Generate Blank Invoice Template**

Inbox | Draft | Sent | Compose | Deleted | Generate Blank Invoice Template

**Date \***  
April 2014

**Service Provider & Contract Number \***  
Select One

**Treatment Type & BOC \***

**Purchase Order Number & Date & BOC \***

Generate

1. In the **Date** dropdown, select a month and date.
2. In the **Service Provider & Contract Number** dropdown, select the name of your service provider and contract number.
3. In the **Treatment Type & BOC** dropdown, select a purchase order number, date and BOC for the invoice.
  - a. Probation: Substance Abuse (2526), Mental Health (2530), Sex Offender Treatment (2548)
  - b. Pretrial: PTS (2527)
4. In the **Purchase Order Number & Date & BOC** dropdown, select a purchase order number, date and BOC for the Invoice.
5. Click **Generate**.