1. Go to https://supervision.uscourts.gov.

   Note: Click Cambiar a español if you need to complete your supervision report in Spanish.

2. Enter the user ID in the User Id field.
   Note: If your user ID is all numbers, be sure to enter the dash (-) between the groups of numbers.

3. Enter the password you received by email or by your officer in the current password field and click Log In.

4. In the next screen, create a new password. This step is only required the first time you report.

   a. Enter again the password you received.
   b. Enter a new password.
   c. Enter your new password again.
   d. Click Save to confirm your new password.

5. In the next screen, answer all the security questions. Click Save when finished.

6. Click Accept to accept the terms and conditions.

7. Your personal information and picture display.
   a. If this is you, click yes. Otherwise, click no and your session will end.

8. At the Main Menu, click one of the buttons:
   a. Submit Supervision Report - click if you would like to complete your supervision report. Go to step 9 for next steps.
   b. Check In – click if just checking in.
   c. Change your Contact Info- click if you would like to report an address, contact, email or employment change. Go to step 10 for next steps.
   d. Attach Documents - click if you would like to attach a file to submit to your officer. Go to step 11 for next steps.

9. Submit a Supervision Report
   You will either begin your supervision report for the current month OR be presented with a list of months to report on. A list of months will only be presented if the district has the feature enabled AND you have missed a report. If a list of months appears, select a month and click Continue.

   a. In the next screen, click I agree to certify that you will answer the questions correctly.
   b. Answer each set of questions completely and correctly. Click the buttons at the bottom of the screens to answer questions and to move forward through the reporting session.
   c. Review your answers in the Summary & Review screen .
   d. If you want to change an answer, click Change next to that answer. Click Continue to Save your new answer. Click Back to return to the Summary & Review page.
   e. Scroll down to the bottom of the Summary & Review screen and click Continue. You must be scrolled all the way down the page in order to click the Continue button. If you are not, the Continue button will appear gray.
   f. If you have files to attach, click yes. Otherwise, click no.
   g. In the next screen, enter your password and click I agree.
   h. If you would like an email confirmation confirming your submission, click yes. Otherwise, click no.
   i. If no missing months appear, Click OK to ending message . If you have missing reports and you want to complete them, select the month and click yes. The process will repeat. If you click no, you will be asked for a reason why . Enter the reason and click Continue.
   j. Click Quit to log out of ERS. Otherwise, click Main Menu to return to the Main Menu.

10. Change your Contact Info
    a. Click the option from the Change your Contact Info options (Address, Employment, Email, or Phone)
    b. In the next screen, click I agree to certify that you will answer the questions correctly.
    c. In the next screens, answer each set of questions completely and correctly. Click the buttons at the bottom of the screens to answer questions and to move forward through the reporting session.
    d. Review your answers in the Summary & Review screen to make sure they are correct.
    e. If you want to change an answer, click Change next to that answer. Click Continue to Save your new answer. Click Back to return to the Summary & Review page.
    f. Scroll down to the bottom of the Summary & Review screen and click Continue. You must be scrolled all the way down the page in order to click the Continue button. If you are not, the Continue button will appear gray.
    g. If you have files to attach, click yes. Otherwise, click no.
    h. In the next screen, enter your new password and click I agree.
    i. If you would like an email confirmation confirming your submission, click yes. Otherwise, click no.
    j. Click OK to ending message.
    k. Click Quit to log out of ERS. Otherwise, click Main Menu to return to the Main Menu.

11. Attach Documents
    a. Click the "Attach File (5MB Max) button.
    b. Browse to your own directory and attach file.
    c. Your file should appear on the screen. View or delete the file as needed.
    d. Repeat step c for additional files.
    e. Click Continue to Submit your files. Otherwise, click Cancel to return to Main Menu.
    f. A confirmation will appear that your files were submitted successfully and you will be returned to the Main Menu.
    g. Click Quit in the top right corner to end your session.