



## How to Get Notified of Offender Custody Status Changes in VINELink – Quick Reference Guide

**NOTE:** In this resource guide, we will be using our training demonstration website to provide examples. Some information may appear differently in your state's specific VINELink website.

1. Choose the offender from the search result(s). Click **"Get Notified"** to register to receive VINE custody status notifications on the offender.

**JACK RYAN SMITH**  
Custody Record

Age 53  
Gender Male  
Race White

**ME: Demo Agency 1**  
ID Number 434343  
Custody Status **In Custody**  
Custody Detail **Demo Agency 2**

[RECORD DETAILS](#) [GET NOTIFIED](#)

2. Click **"Add"** to select your Notification Methods.

**JACK RYAN SMITH**  
Custody Record

Age 53  
Gender Male  
Race White

You are not signed up for notifications

[RECORD DETAILS](#) [GET NOTIFIED](#)

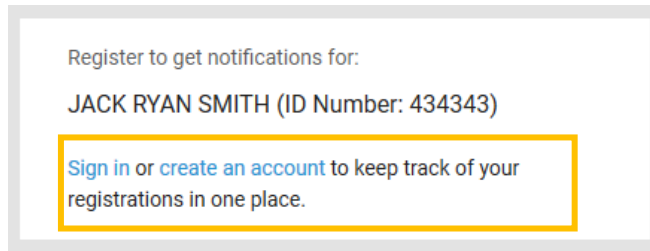
**Notification Methods**

[ADD](#)

Select 'Add' to register for notifications.



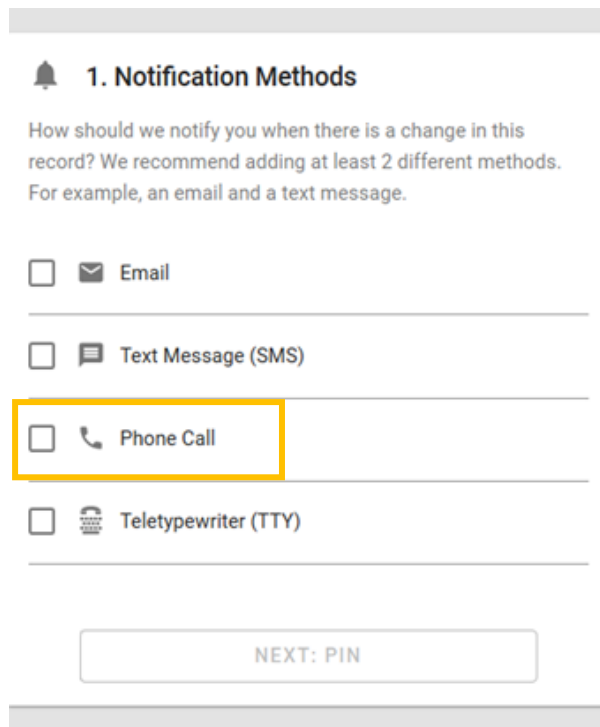
3. You will be taken to the registration workflow. Note the ability to **sign in** or **create a VINELink account** at the top of the registration menu.



4. Under Notification Methods, select how you wish to be notified of any changes in this record. VINE notifications can be delivered by **email**, **text message (SMS)**, **phone call**, or **teletypewriter (TTY)**.

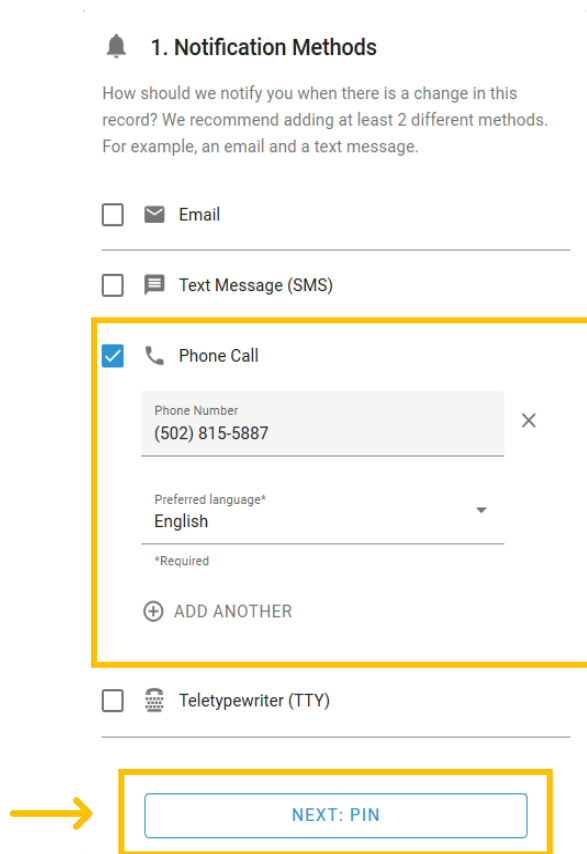
**NOTE:** For those who have created or signed in to a VINELink account, you will also see an option to have notifications delivered **in-app**.

For this example, I will select "Phone Call."



5. Enter the **Phone Number** at which you would like to receive the notification and choose your **preferred language** for the notification. If you would like to register additional phone numbers (such as family members, friends, or other important contacts), click **+Add Another**. You may register as many notification methods as you wish.

Once you have entered the notification methods, select **Next: PIN**.



**1. Notification Methods**

How should we notify you when there is a change in this record? We recommend adding at least 2 different methods. For example, an email and a text message.

Email

Text Message (SMS)

Phone Call

Phone Number  
(502) 815-5887

Preferred language\*  
English

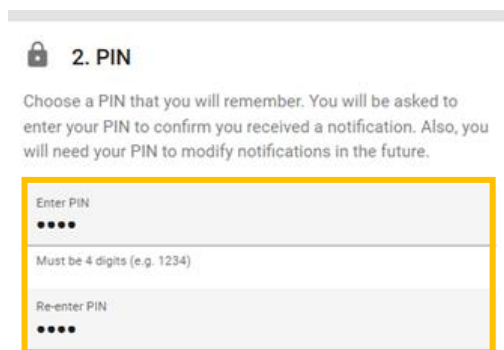
\*Required

+ ADD ANOTHER

Teletypewriter (TTY)

**NEXT: PIN**

6. Enter a 4-digit Personal Identification Number (PIN). Choose a PIN that you will remember. You may be asked to enter your PIN to confirm you received a notification or to modify notifications in the future.



**2. PIN**

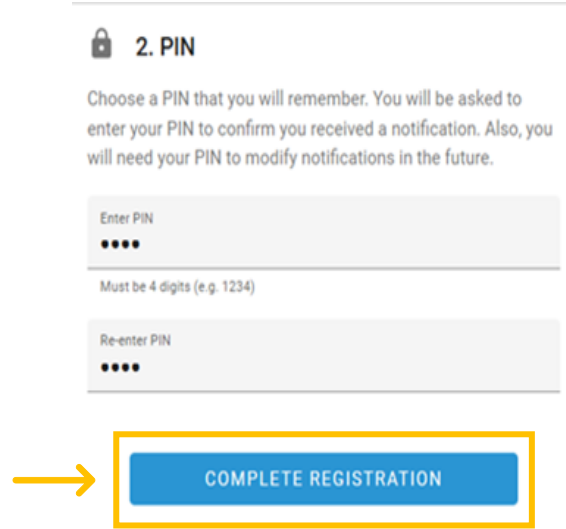
Choose a PIN that you will remember. You will be asked to enter your PIN to confirm you received a notification. Also, you will need your PIN to modify notifications in the future.

Enter PIN  
••••

Must be 4 digits (e.g. 1234)

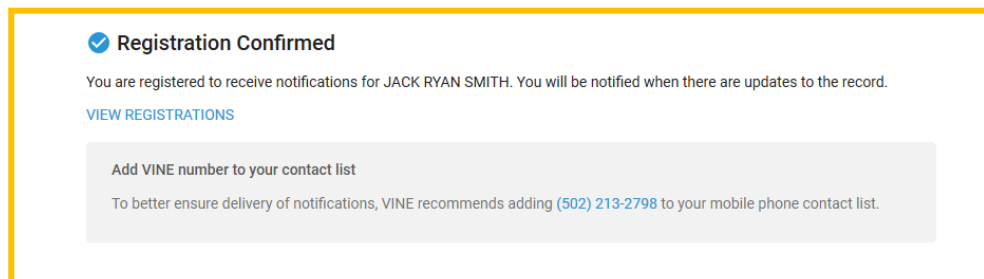
Re-enter PIN  
••••


7. Click **“Complete Registration”** to complete the registration process.





**8. Registration Confirmed!** You are registered to receive notifications for the offender. You will be notified when there are updates to the custody record for the offender.


**Note:** For phone call and SMS text registrations, we recommend adding the VINE notification number to your contacts list to better ensure delivery of notifications.



 **Complete Survey**  
Help improve VINE by completing an anonymous survey.

 **State Resources**  
Connect with Maine victim resources.

 **New Search**  
Start a new search.

 **Account**  
Manage contact information, PIN, and passwords.



## Resource Center

Access VINELink anytime via the web at [www.vinelink.com](http://www.vinelink.com) or by downloading our free VINELink Mobile App (available for Apple and Android).

For our full library of VINE training resources, including additional video tutorials and reference guides, please visit our Training Page at:

<https://apprissafety.com/resources/training/>

For 24-hour support on VINE-related questions and issues, please contact VINE Support:

**Email:**

[VINESupport@appriss.com](mailto:VINESupport@appriss.com)

**Phone:**

1-866-APPRISS (866-277-7477)  
Select Option 2

Join the conversation and connect with Appriss Insights and VINE on social media!



[@VINENotifies](https://twitter.com/VINENotifies)



[@VINENotifies](https://www.facebook.com/VINENotifies)



[Appriss VINE](https://www.linkedin.com/company/appriss-vine)



[VINE Resource Center](#)