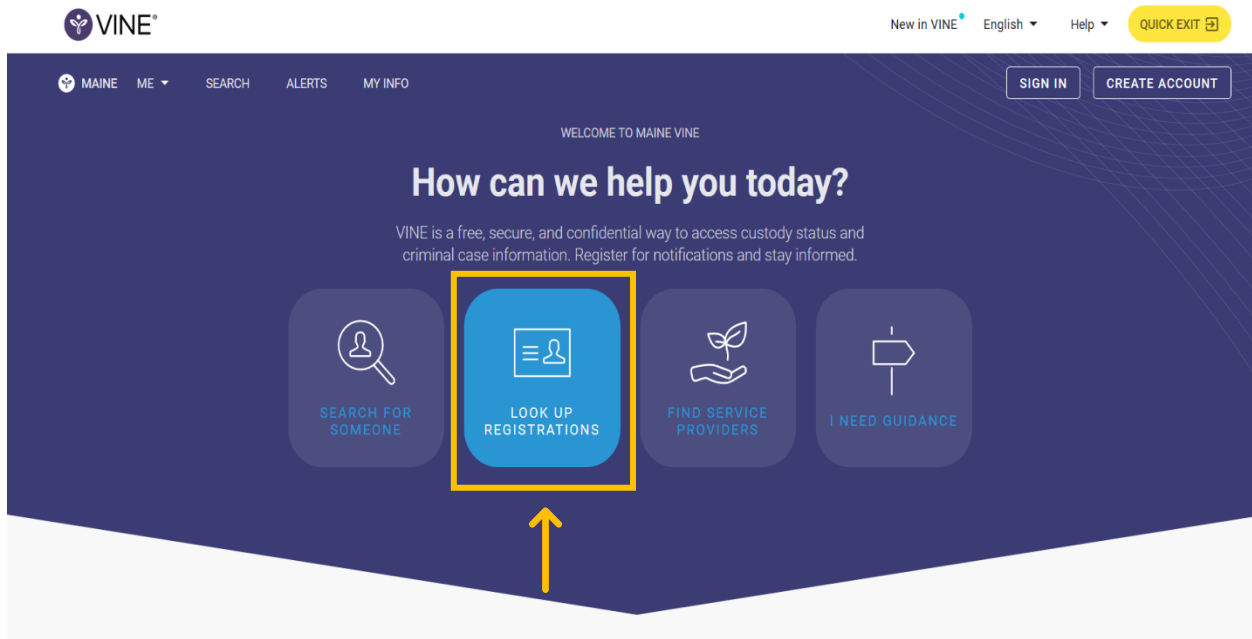


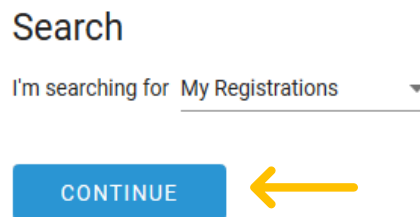
How to Look Up My Registrations in VINELink – Quick Reference Guide

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. From your state's VINELink landing page, select **"Look Up Registrations."**



2. On the next screen, confirm your selection by clicking **"Continue."**



3. To find your registrations, you will be asked to enter either the **phone number** (for all phone call, SMS text, or TTY registrations) or the **email address** that was entered at the time of registration.

In this example, we will select "Phone."

Find registrations

Enter the following information to find your registrations.

Notification method
Phone

Phone

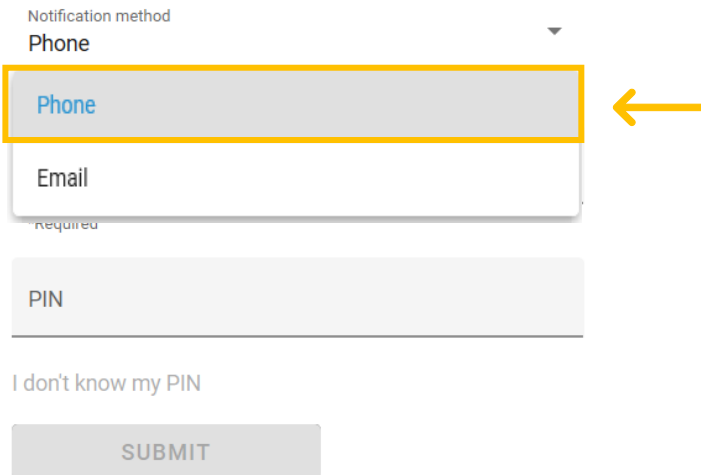
Email

*required

PIN

[I don't know my PIN](#)

SUBMIT



4. Enter the **Phone Number** for your registration, and then enter the 4-digit **PIN** (Personal Identification Number) that you established at the time of your registration to confirm your identity.

Then, select **Submit** to continue.

Find registrations

Enter the following information to find your registrations.

Notification method
Phone

Enter phone number*

(502) 555-5555

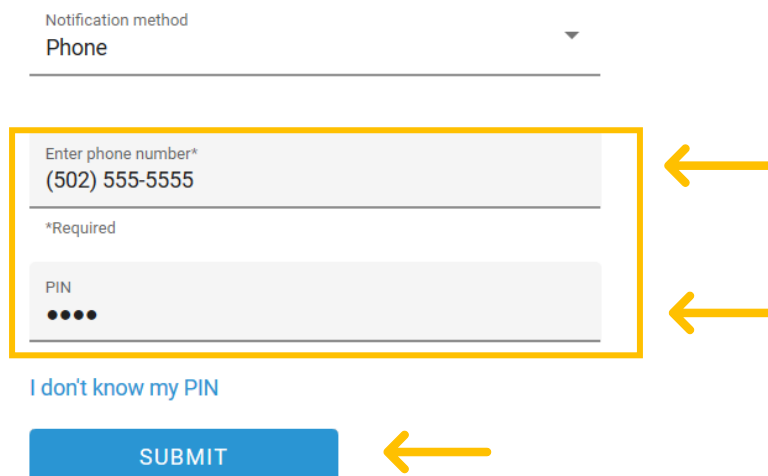
*Required

PIN

●●●●

[I don't know my PIN](#)

SUBMIT



5. If you have forgotten your PIN, select **"I don't know my PIN."**

Find registrations

Enter the following information to find your registrations.

Notification method
Phone

Enter phone number*
(502) 555-5555

*Required

PIN
●●●●

I don't know my PIN ←

SUBMIT

6. To confirm your identity, a **verification code** will be sent to your email address or texted to your phone number. You may also select your **preferred language** for your verification.

Select **"Send Code"** to receive the verification code. The code will be valid for 30 minutes.

Get a verification code to access registrations

If you don't know the PIN associated with your registrations, we can send you a code to verify your identity.

A verification code will be sent to (502) 555-5555

Preferred language*
English

*Required

SEND CODE ←

7. Enter the four-digit verification code you received and click "**Submit.**" Or, if you did not receive the code or if it is no longer valid, select "**Send New Code.**"

Enter verification code

A verification code has been sent to **(502) 555-5555**.
Enter the code to access your registrations.

Enter verification code *

●●●●

*Required

SUBMIT

[Send New Code](#)

8. Your search results will display a list of all registrations that match the specific combination of the phone number and PIN entered in your search.

Search results for "(502) 555-5555" with the PIN you entered

JACK RYAN SMITH
Court Record

Age 53
Gender Male
Race White

ME: Demo Court Agency 1
Case Number **DEMOCASE115**
Case Status **Open**

Notification Method Phone Call
Notification Language English

[DELETE](#)

JACK RYAN SMITH
Custody Record

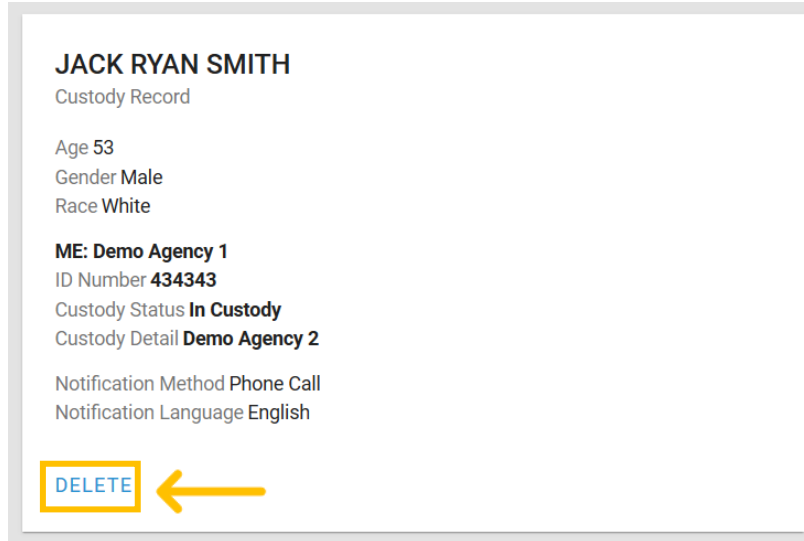
Age 53
Gender Male
Race White

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

Notification Method Phone Call
Notification Language English

[DELETE](#)

9. To delete a registration, simply click **"Delete"** on the search result card.



JACK RYAN SMITH
Custody Record

Age 53
Gender Male
Race White

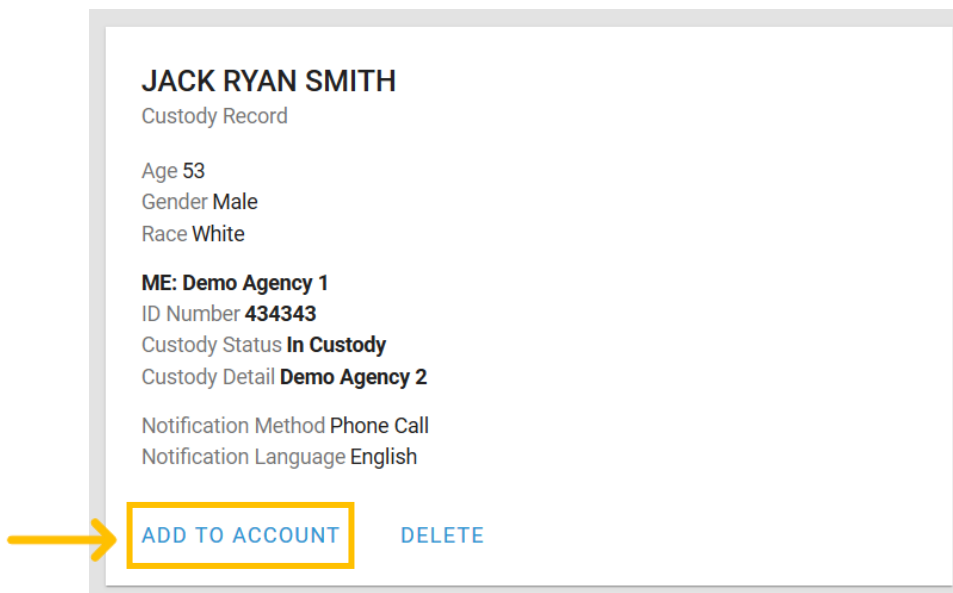
ME: Demo Agency 1
ID Number **434343**
Custody Status **In Custody**
Custody Detail **Demo Agency 2**

Notification Method Phone Call
Notification Language English

DELETE ←

10. NOTE: For those users who have created and signed in to a VINELink Account, you may see an option to add a registration to your account. This will move a registration that was created outside of your account (for example, if you registered for notification before creating an account) to the Watch List within your account. *You will not need to re-register to receive the notification.* This is only a simple way to quickly view that registration and the offender's current custody status upon accessing your account.

To add this registration to your Watch List, click **"Add to Account."**



JACK RYAN SMITH
Custody Record

Age 53
Gender Male
Race White

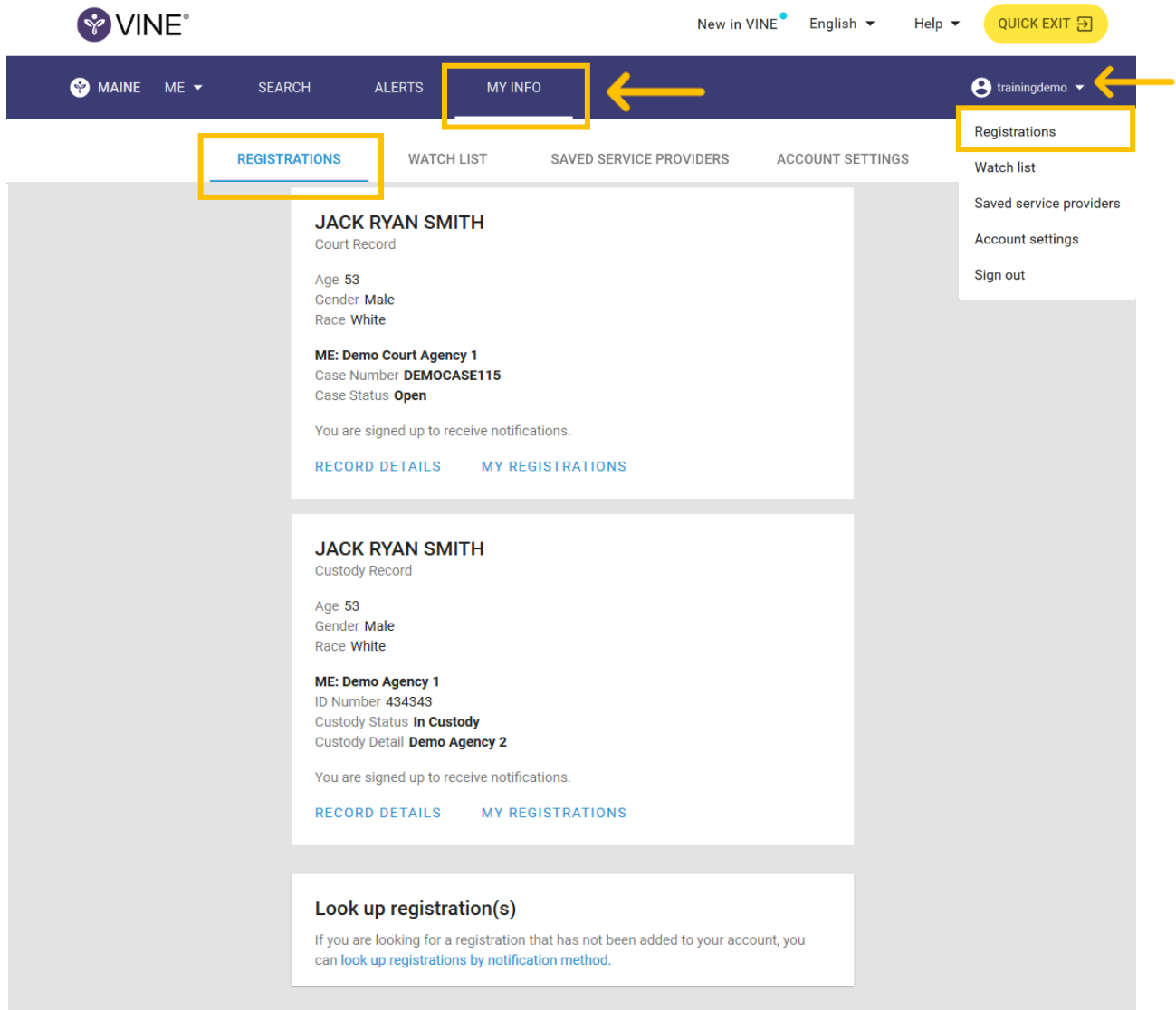
ME: Demo Agency 1
ID Number **434343**
Custody Status **In Custody**
Custody Detail **Demo Agency 2**

Notification Method Phone Call
Notification Language English

→ **ADD TO ACCOUNT** DELETE

11. For those with a VINELink Account, you may view a full list of your registrations by selecting **"My Info"** near the top of the screen. Then, select the **"Registrations"** tab.

You can also quickly view all your registrations by selecting **"Registrations"** from your user account dropdown menu.



The screenshot shows the VINE web application interface. At the top, there is a navigation bar with the VINE logo, 'New in VINE', 'English', 'Help', and a 'QUICK EXIT' button. Below this is a dark blue header with navigation options: 'MAINE', 'ME', 'SEARCH', 'ALERTS', 'MY INFO', and a user dropdown menu labeled 'trainingdemo'. The 'MY INFO' tab is highlighted with a yellow box and an arrow. The user dropdown menu is also highlighted with a yellow box and an arrow, showing options: 'Registrations', 'Watch list', 'Saved service providers', 'Account settings', and 'Sign out'. The main content area displays two records for 'JACK RYAN SMITH'. The first record is a 'Court Record' with details: Age 53, Gender Male, Race White, ME: Demo Court Agency 1, Case Number DEMOCASE115, Case Status Open. The second record is a 'Custody Record' with details: Age 53, Gender Male, Race White, ME: Demo Agency 1, ID Number 434343, Custody Status In Custody, Custody Detail Demo Agency 2. Both records have links for 'RECORD DETAILS' and 'MY REGISTRATIONS'. At the bottom, there is a section titled 'Look up registration(s)' with a note: 'If you are looking for a registration that has not been added to your account, you can look up registrations by notification method.'

NOTE: If you have not yet created or signed into a VINELink Account, you will be presented with the options for **Create Account** or **Sign In** when you try to access My Info.

You are using VINE as a Guest

My Registrations allows you to quickly and easily access and manage your current registrations.

Sign in or create an account to access this feature.

[CREATE ACCOUNT](#)

[SIGN IN](#)



Resource Center

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

For our full library of VINE training resources, 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:

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VINESupport@appriss.com

Phone:

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

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