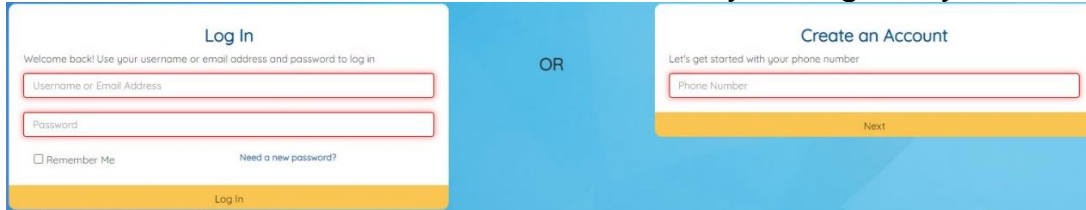


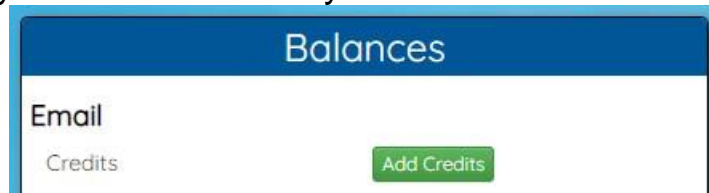
How To Email an inmate via Inmatesales.com

- Go to inmatesales.com
- Either create an account if not done already, or login to your account



The screenshot shows two side-by-side forms. The left form is titled "Log In" and contains fields for "Username or Email Address" and "Password", with a "Remember Me" checkbox and a "Need a new password?" link. The right form is titled "Create an Account" and contains a "Phone Number" field. Both forms have a "Next" button at the bottom.

- Once logged into your account you will need to purchase Email Credits if you have not already done so



The screenshot shows a "Balances" section with a sub-section for "Email Credits" and a green "Add Credits" button.

- Follow the steps on screen to purchase email credits. Credits are used to send an email and cost 1 credit per 1 email sent

- Once you have purchased email credits or you already have credits you can select "Send Email" to go to the portal to send emails



- You are now on the portal to send email to an inmate
 - Home – This is the main menu
 - Policies – This is where the jail email policies are found
 - Request Access – You start here by first requesting access from the jail to email the inmate
 - Mail Box – This is where you can send and receive emails

