

Securus Login “Cheat Sheet” For Diocesan Prison Ministry

1. Go to securustech.net
2. Once you are on the home page click the “Sign In” tab on the top right hand side.
3. Click, “Create an Account” underneath the blue “Sign In” button.
4. After clicking the "Sign In" button, enter an email of your choice then re-enter it for confirmation.
5. Create a password then re-enter it for confirmation. The password must contain 8 characters, 1 number, 1 uppercase letter, and 1 lowercase letter.

Email & Password

You will use this email address to log in to Securus Online.

Email Address

lukep1@gmail.com *

Email Confirmation

lukep1@gmail.com

Password

..... *

Password Confirmation

.....

Password must contain

- 8 characters
- 1 number
- 1 uppercase letter
- 1 lowercase letter

I have read and agree to the [Terms and Conditions](#).

NEXT

6. After inputting the email and password, click the box stating that you have read and agreed to the Terms and Conditions and click “Next”.

7. Choose three security questions so that Securus can verify your identity if you happen to forget your password, and type in your answer.

Question 1

What is the name of your first pet? ▼

Answer 1

Rex *

Question 2

What street did you grow up on? ▼

Answer 2

Church Street *

Question 3

Who was your childhood hero? ▼

Answer 3

Batman

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8. Then input your contact information: First/Last Name, Home Address, Phone Number - Then create a 4-Digit Passcode and reenter to confirm. Finally type in a verification code to ensure that you are not a robot, and click submit.

First Name
Luke *

Last Name
P *

Email Address
lukep1@gmail.com *

Country
United States ▼

Address
111 Church St *

Address Line 2


City
Tucson *

State
Arizona ▼

Zip
85641 *

Phone (US Only)
520-555-5555 *

Create 4-Digit Passcode

Your 4-Digit Passcode is specific to your account and will be used for identification and security purposes whenever you contact our Customer Care Team. If you already have a passcode, enter it below. 

4-Digit Passcode

4562 *

Confirm 4-Digit Passcode

4562 *

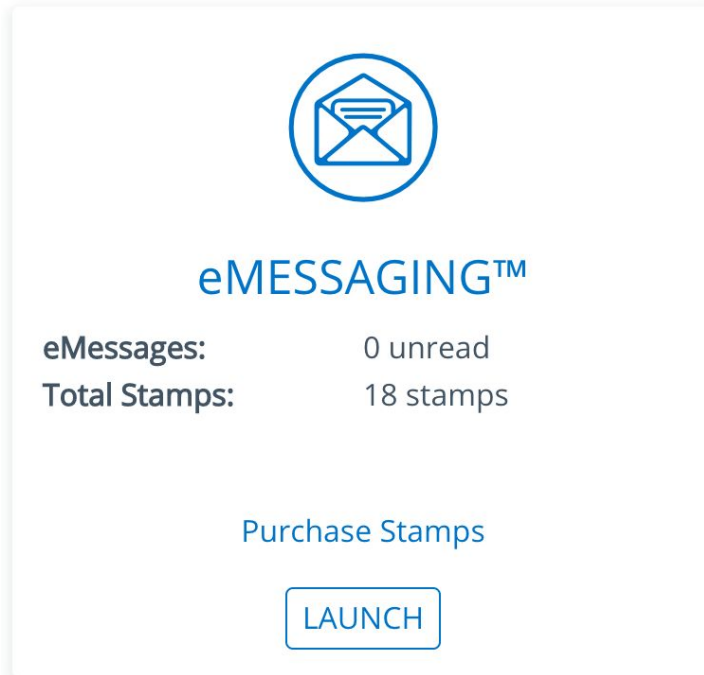
Verification

436122 

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9. Once you have created your account, you can begin to add inmates to your mailing lists and purchase stamps by pressing the “Launch” button in the “eMessaging” Tab on the

bottom right of your account home page, and agree to the terms and conditions.



10. For adding inmates to your mailing list: Click “Add Inmates” then you can search for your inmate by their name or ID number. Then choose their state and which facility that they reside in. Finally click “Search” and select the inmate.

INMATES

Search by: Inmate Name Inmate ID

First Name

Last Name

State

Facility

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11. For purchasing stamps: Click “Purchase Stamps” in the “eMessaging” tab. Then select an inmate and input your credit/debit card and billing information. After selecting the inmate, you can choose the amount of stamps to purchase (Ex: 20 Stamps Package \$5) Please note that you **MUST** purchase stamps if you would like to send an email to any inmates.

Select Inmate

DANIEL L. PHIFER ▼

AZ DOC Inmate Services: **18 Stamps Available** ⓘ

Choose your Stamps

- 20 Stamps Package (\$ 5)
- 40 Stamps Package (\$ 10)
- 65 Stamps Package (\$ 15)
- 90 Stamps Package (\$ 20)

12. For sending emails: Press “Compose” on the left hand side. Then select the inmate, and write a subject for the email. Then you can start composing your message! Please note that sometimes Securus will randomly crash and not automatically save, so it is best to compose your message on a separate document and copy and paste it into Securus when you have completed your message. When you are finished writing, click the “Send” button at the bottom.

The screenshot shows the 'Compose' screen in the Securus system. On the left is a navigation sidebar with options: Compose (selected), Inmates, Inbox, Sent, Draft, Total Stamps (with a badge showing 18), and Credit Card Information. The main area is titled 'COMPOSE' and contains a 'Select Inmate' dropdown menu with 'DANIEL L. PHIFER' selected. Below this is a status message: 'AZ DOC Inmate Services: 18 Stamps Available ⓘ'. The 'Subject' field contains 'Hello!' with a red asterisk indicating a required field. There is an 'ATTACHMENTS' button. Below the subject is a large text area for the message body, with 'Compose Message' on the left and 'Characters left: 20000' on the right. At the bottom left, there is a checkbox labeled 'Provide Return Stamp (1 Stamp)'. At the bottom right, there are 'CANCEL' and 'SEND' buttons.

13. After clicking “Send”, a dialogue box will appear asking you to confirm that you are using one or more stamps to send the message. When this appears, click “Confirm” in order for the message to be sent. You will be able to view all Sent Messages from the Securus home page for E- messaging.