New Ingress User Logon Instructions – PAO Case Info Application

To access the Prosecutor by Karpel External Law Enforcement Case Information & Referral (eLODI) Portal, you will need an *Ingress* account. If you are a current ingress user, enter your current User ID and Password to access the **PAO Case Info** application.

To have a user account created, contact your police Agency Registrar(s) and request for Ingress access. Provide your Name, Title, Badge/Personnel number & Contact Info as this is required to set up an account. Once your user account has been created, you will receive two separate emails.

1. The first email will have the Subject Line: *Welcome to Ingress*. It will contain your **user id** and **temporary password** and provide a step-by-step login guide.
2. The second email confirms you have access to Ingress and will list your agency registrars who can assist you in updating your personal information, resetting your account or helping with accessing or getting access to Ingress and Ingress hosted applications.

TO LOGIN:

1. Please login to https://ingress.kingcounty.gov to begin using PORTAL.

2. Enter your **email address and temporary password**.

Click "**Log In**"

3. Create a new password. Enter temporary password from first email here.

Change Password

Your password has expired. Please change it now.

Password Requirements

- 8 characters minimum
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character (i.e. !@#$%*)

Current Password:

New Password:

Confirm New Password:

Change Password

4. Click "Change Password."

5. Change password is complete. Click "Continue."

Change Password Complete

Your password has been successfully changed.

Continue

6. Follow the one-time account set-up instructions below. Click arrow for more security question options.

Account Setup

Before you can begin using King County's Ingress, you need to perform a one-time account setup. You will also need to setup your account again if your agency registrar has reset your account.

Step 1

To confirm your identity, please enter the following information. This information will be compared to the information provided by your agency registrar. If you don't know these, you should contact your agency registrar.

Phone Number: [   ]   Extension: [   ]

Enter ten digits without formatting.

Badge/Serial Number: [   ]

Don't have a badge or serial number? Leave this field blank.

Step 2

The security question and answer will be used to recover your account in case you forget your password.

- Please enter your current password.
- Select your security question or choose to write your own custom question.
- The security answser is not case sensitive but it is space sensitive.
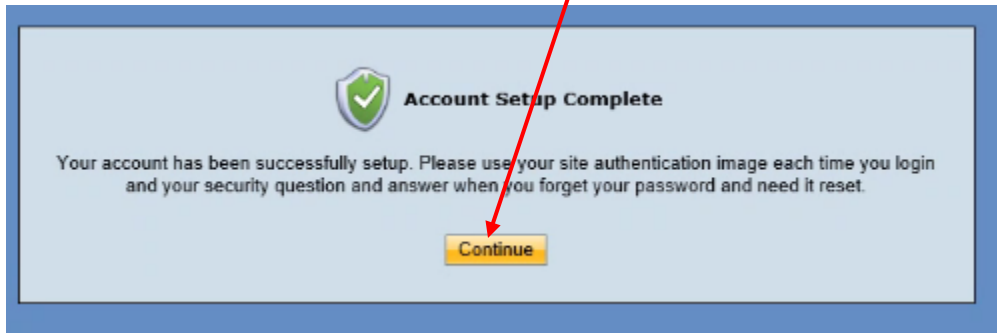
Current Password: [   ]

Security Question: [What is my super secret code   ▾]
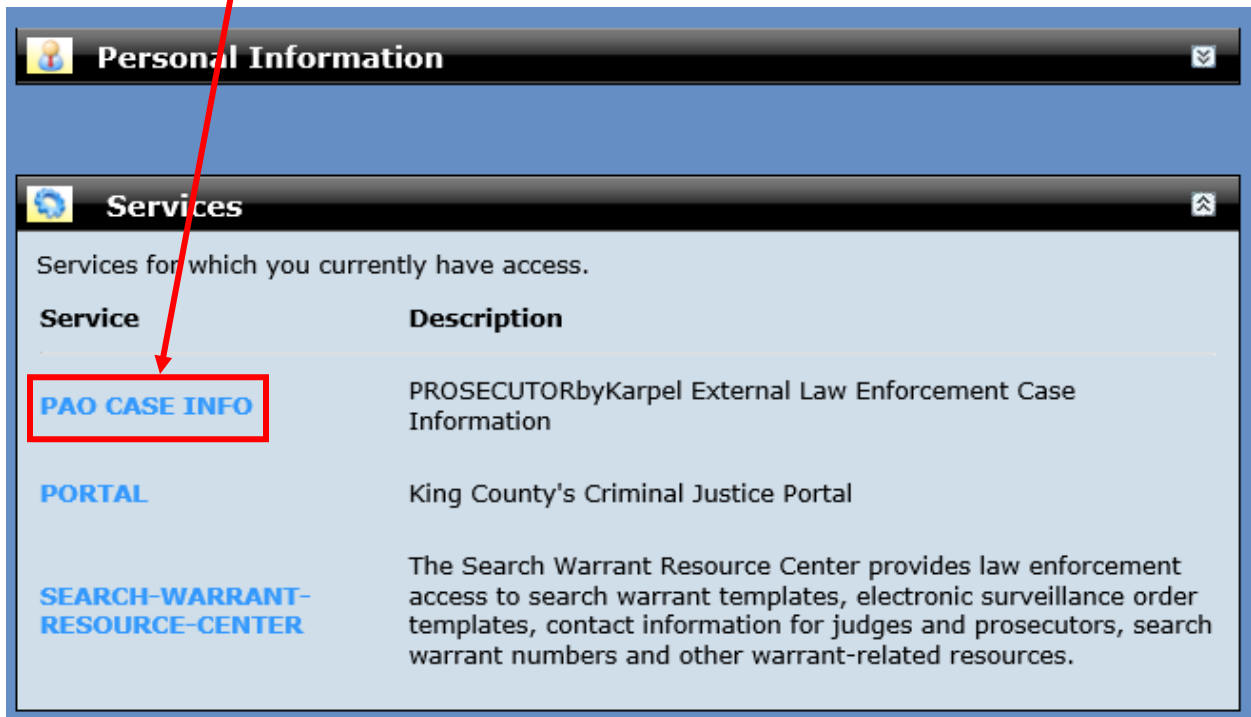
Security Answer: [   ]

[Continue]

7. Click Continue.

8.   Account Setup is Complete. Click Continue.

9.   Click on PAO Case Info.

10. You are now in the PAO Case Info Application and on the basic search screen.