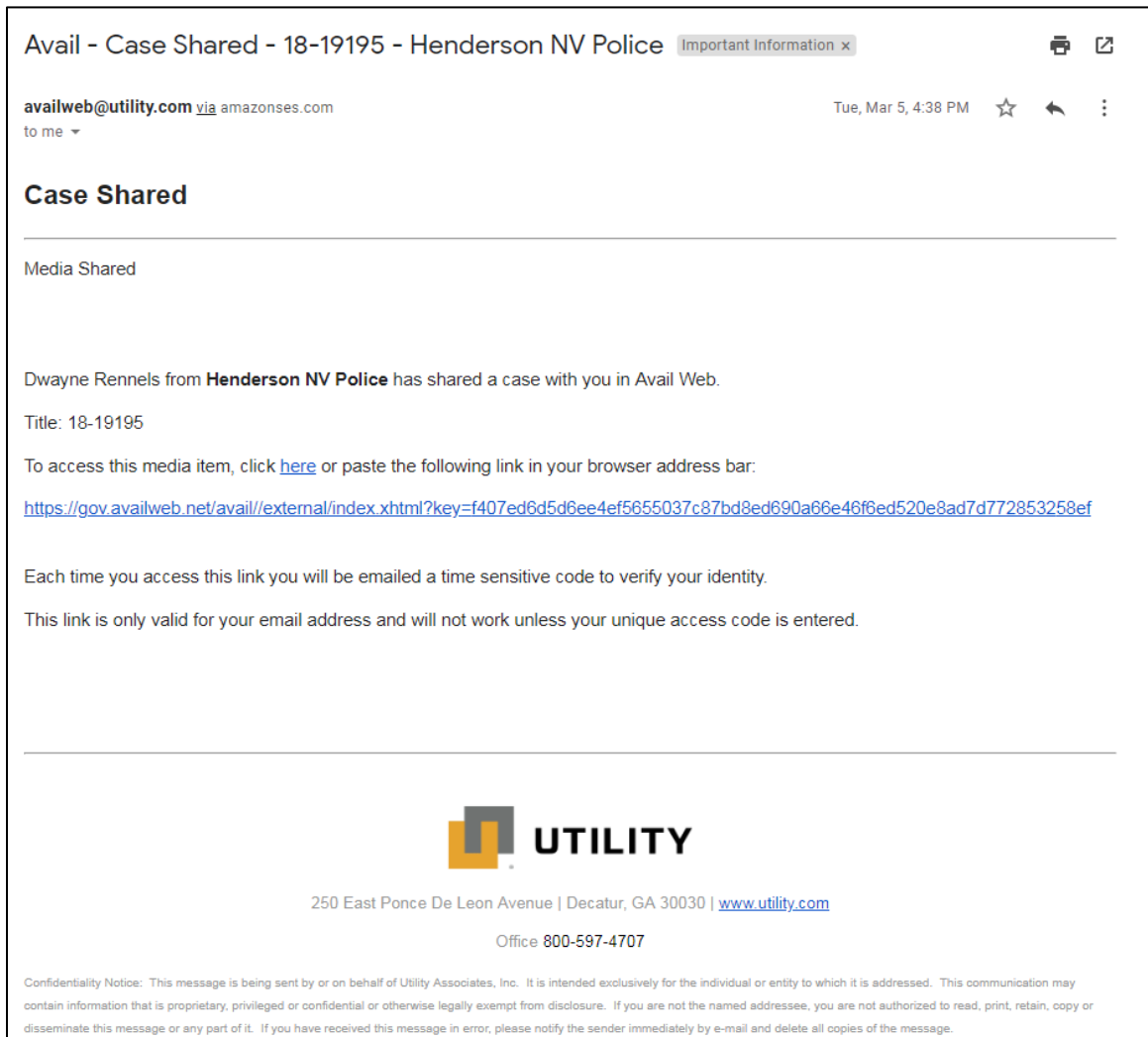


Electronic Access to Bodycam/Carcam Media

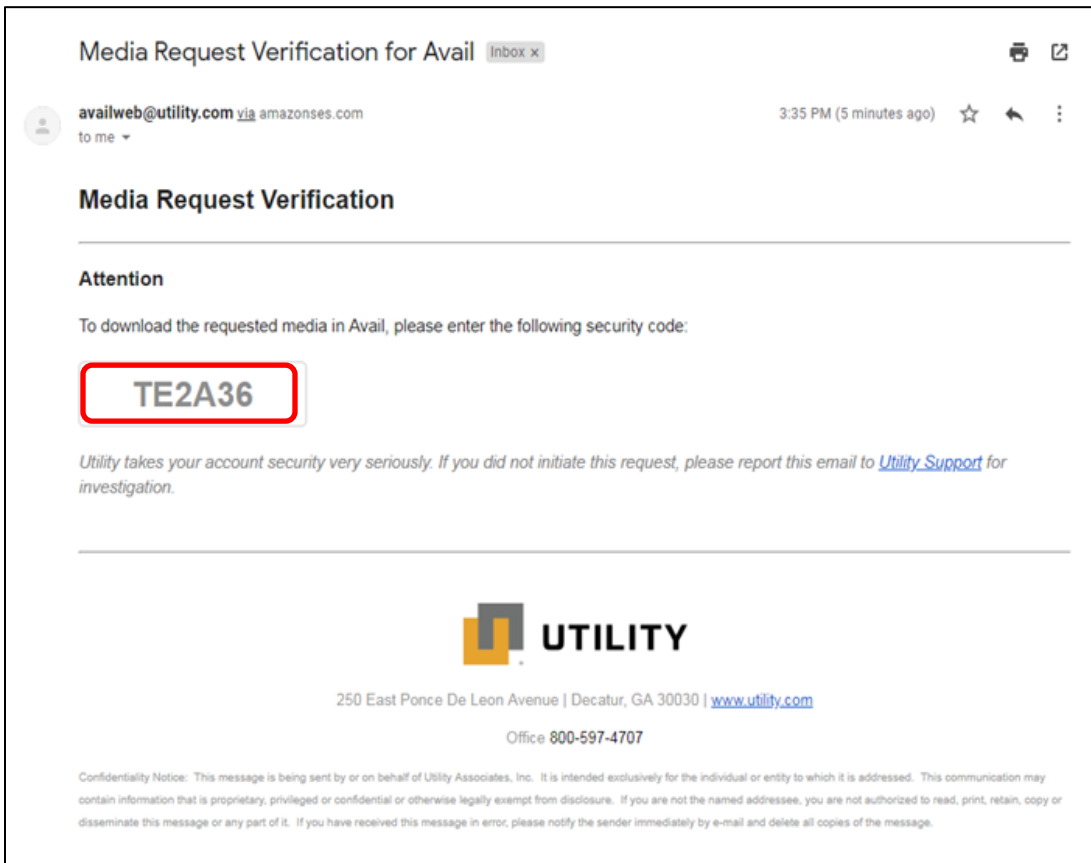
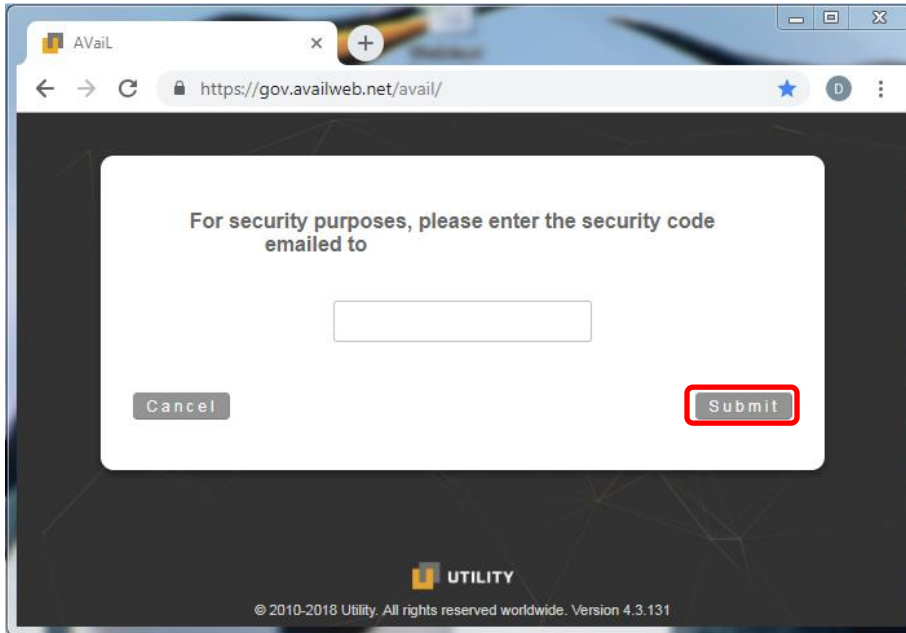
Notes:

- The software vendor recommends using Google Chrome for this application as issues may be experienced using Internet Explorer.
- The email will only reference the HPD Case DR #. This will also be referenced on your invoice for the video fee, and may also be found in any discovery documents ordered.

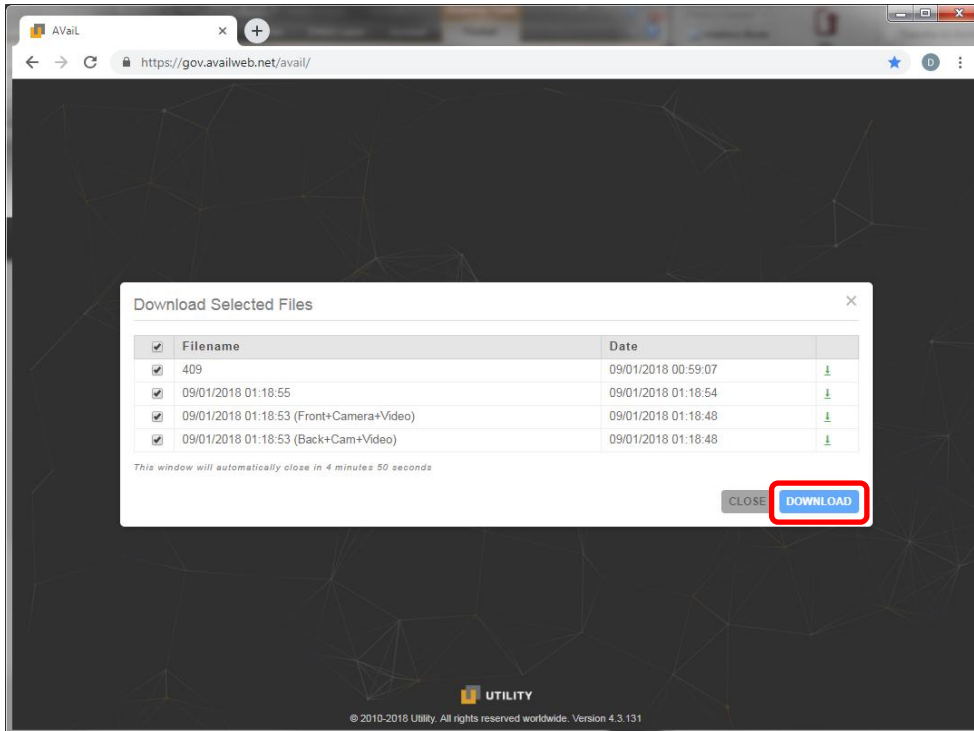
1) You will receive an email from “availweb@utility.com” notifying you that one of our staff has shared media with your office. Note: Please check your “Junk” mailbox or “Spam” filter. You also may want to add this email address to your trusted senders list in order that you get the link every time. The initial email will look somewhat like this:



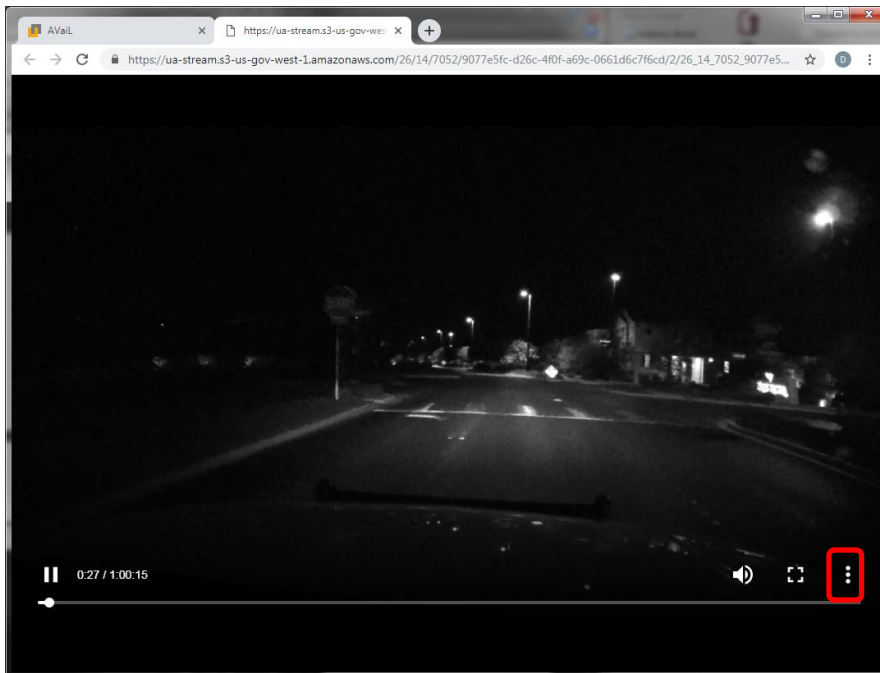
- 2) Upon clicking the link, a new browser tab will open up asking you to provide a security code which will arrive at your email under separate cover. Type the security code into the box and click the Submit button.



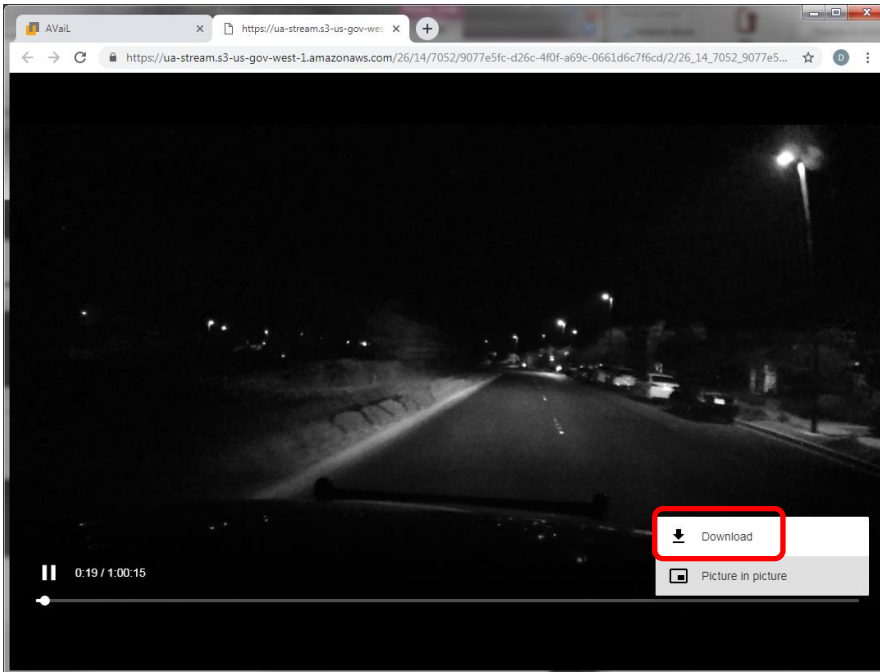
- 3) The Download Selected Files box will appear. Choose videos you would like to download and click Download button.



- 4) A new tab will open and the video(s) will begin playing. For each video, click on the three vertical dots in the bottom right corner of the window.



5) Select Download from the options that appear.



6) A “Save As” dialog box will open. Navigate to where you would like to save the file(s) and click the Save button.

