

**Gloucester County Prosecutor's Office High Tech Crimes Unit**

Xbit Digital Case Management

1. <https://gcpohtu.xbitdcm.com>

This site will allow users to submit requests for digital device examinations to the GCPO HTU. After submitting a request, users will be able to track the status of their request, the detective assigned to the request, and when the examination is completed.

2. Click "Request Access" to be added to the portal. This only needs to be done the first time you are using the portal.

Email

Enter Email

Password

Enter Password

Login

Remember Me

Forgot Password?

Lab Submission Manager

Request Access

3. Complete the required information and click “Request.”

### Lab Submission Request Form ✕

To access xBit's Lab Submission Manager, please enter the following.

First Name

Last Name

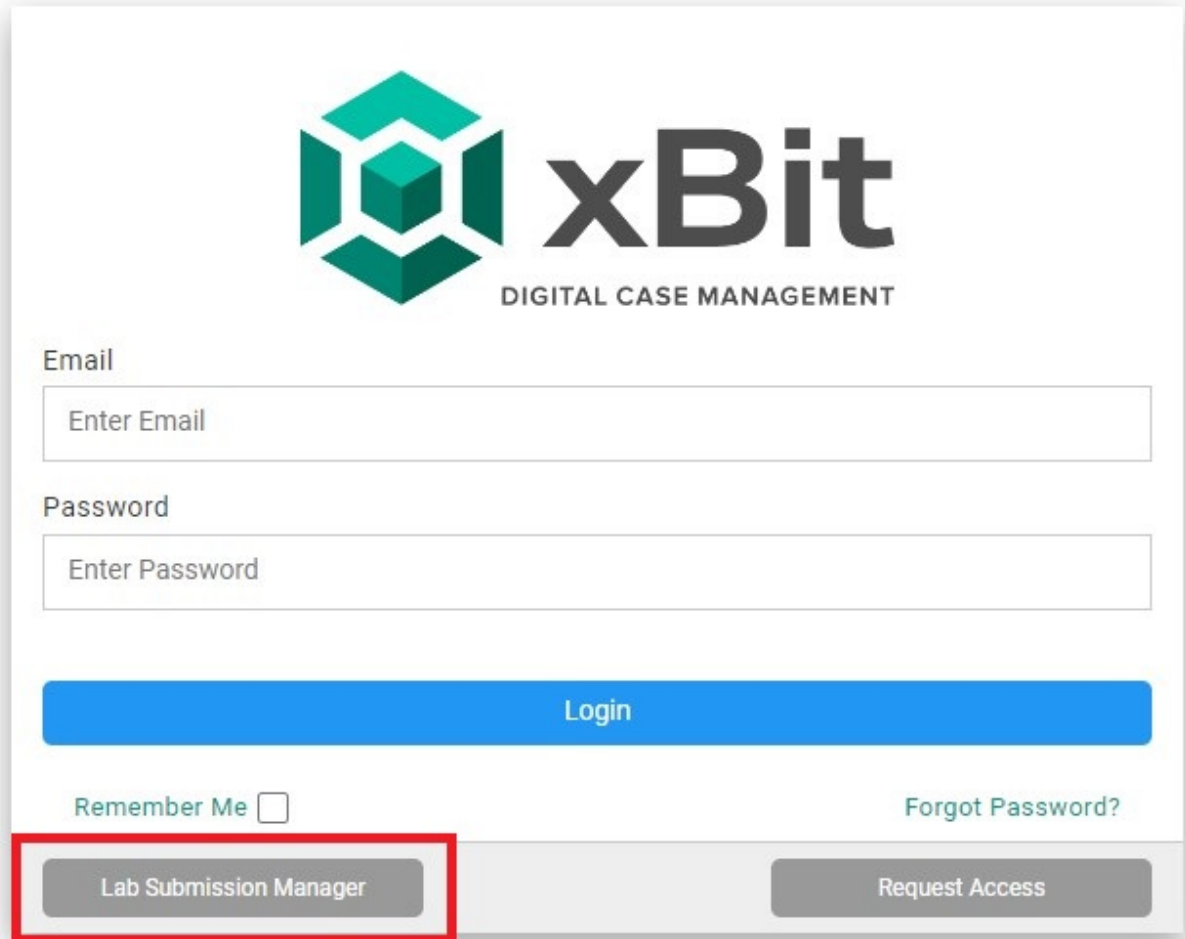
Email Address \*

Phone Number

Agency

4. You will receive an email notification once your access has been approved.

- Once your access is approved, and you are ready to submit a request to the GCPO HTU, navigate to the portal website <https://gcpohtu.xbitdcm.com> and click “Lab Submission Manager.”



The image shows the login page for xBit Digital Case Management. At the top center is the xBit logo, which consists of a green hexagonal icon with a white cube inside, followed by the text "xBit" in a large, bold, black font and "DIGITAL CASE MANAGEMENT" in a smaller, black font below it. Below the logo are two input fields: "Email" and "Password". The "Email" field has the placeholder text "Enter Email" and the "Password" field has the placeholder text "Enter Password". Below these fields is a large blue button labeled "Login". Underneath the "Login" button are two links: "Remember Me" with an unchecked checkbox, and "Forgot Password?". At the bottom of the page are two grey buttons: "Lab Submission Manager" and "Request Access". The "Lab Submission Manager" button is highlighted with a red rectangular border.

- Enter your approved email address and click “Validate.”

### Lab Submission Request Form

PLEASE VERIFY YOUR ACCOUNT.

Enter your authorized email address below and follow the prompts to enter the one-time **authentication code** sent to you via email.

Authorized Email Address

If you have not already been granted access to the Lab Submission Manager, please [Request Access](#).

Validate

- You will be emailed a 6-digit code to access the portal.
- Once you enter the code, you will be brought to the Lab Submission Requests screen. From here, you can track the status of existing requests, or submit a new request by clicking the “New Request” button.

### Lab Submission Requests

1/1/2020 8:00 AM

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No Results 🔄  
No Open Request Submissions at this time.

New Request

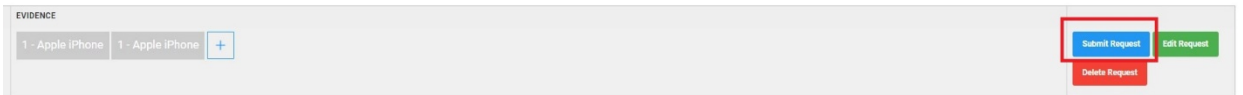
9. Complete the data in the fields and click “Save.”

10. Once Saved, you will be returned to the Lab Submission Requests screen. Click the + button under “Evidence” to add your evidence.

	REQUESTER	OFFENSE INFORMATION	EVIDENCE	
22	Gloucester County Prosecutor's Office Detective GCPO Detective	Other 10/18/2022	+	<input type="button" value="Submit Request"/> <input type="button" value="Edit Request"/> <input type="button" value="Delete Request"/>

11. Complete the data in the fields and select an evidence type from the dropdown list. Complete the device information and then utilize the “upload files” to upload your appropriate legal authority.

12. If you only have one piece of evidence, click “Save.” If you have more evidence to enter, you can click “Save and Add New” to enter another piece. Choosing this option will not carry over any of the legal order information. Clicking “Save and Copy” will save the evidence item, and generate a new one using the same information, including the previously entered device. If you accidentally click “Save” but have more evidence to enter, you can click the + symbol from the main screen to add more evidence (See Step 10).
13. Once entered, your evidence will show up on the main screen. You are now ready to submit your request to the GCPO HTU by clicking “Submit Request.”



14. Once your request is submitted to the GCPO HTU, you can log back into the portal at any time to check the status, including whether the request was accepted, who the detective assigned to the request is, and if the examination has been completed.
15. Any questions can be directed to the HTU by calling 856-384-5500.