

Keeping the Peace, LLC



Rick Willey
2490 W. White Ave
McKinney, TX 75071
469-625-2800 Office
469-438-2125 Cell

Email Rick@Keepingthepeacellc.com
Website www.keepingthepeacellc.com

Step-by-step: Create an Account, Sign In, and Schedule a Visitation

Part A — Make an Account/Register (New Users)

1. Go to your scheduling website (Keeping the Peace, LLC site).
2. Click **Sign In** or **My Account** (top right).
3. Select **Create Account / Register / Sign Up**.
4. Enter your information:
 - Full name
 - Email address (make sure it's typed correctly)
 - Phone number
 - Create a password
5. Click **Create Account / Register**.
6. Check your email for a verification link (if prompted).
7. Click the verification link to activate your account.
8. Return to the website homepage.

If you do not see the email: check Spam/Junk, Promotions, and search your inbox for the company name.

Register

Name (required)

First Last

Email (required)

Enter Email Confirm Email

Username (required)

Password (required)

Enter Password Confirm Password

REGISTER

Part B — Sign In (Existing Users)

1. Go to the website.
2. Click **Sign In / My Account**.
3. Enter your email and password.
4. Click **Sign In**.

Forgot password?

- Click **Forgot Password**
- Enter your email
- Follow the reset link sent to your email. **Please do not email, text us to reset passwords. We do not have the availability to reset passwords.**



Username or Email Address

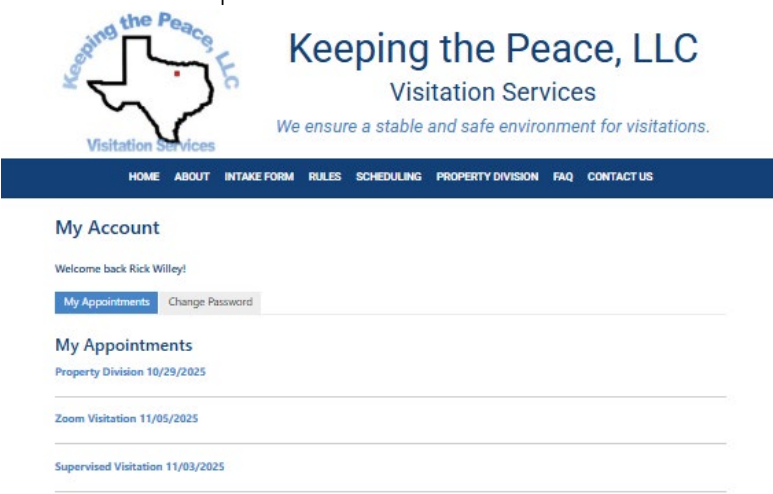
Password

☐ Remember Me **Log In**

Lost your password?
-- Go to Keeping The Peace

My Account

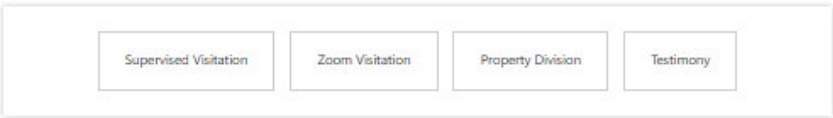
- 1. You will see all visitations scheduled in the past and future.



Part C — Schedule a Visitation

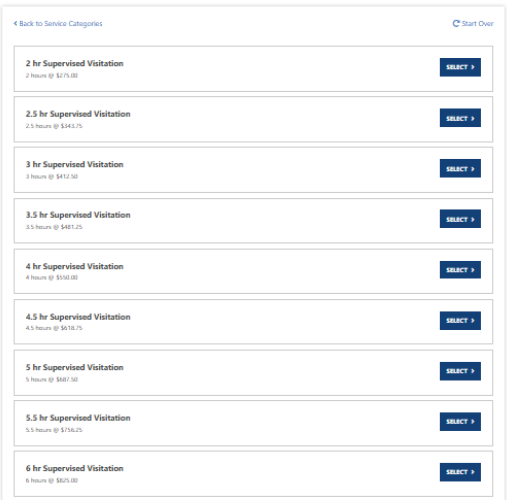
- 1. While signed in, go to **Scheduling**
- 2. Choose the correct service:
 - Supervised Visitation (In-Person)
 - ZOOM Supervised Visitation
 - Property Division

Scheduling

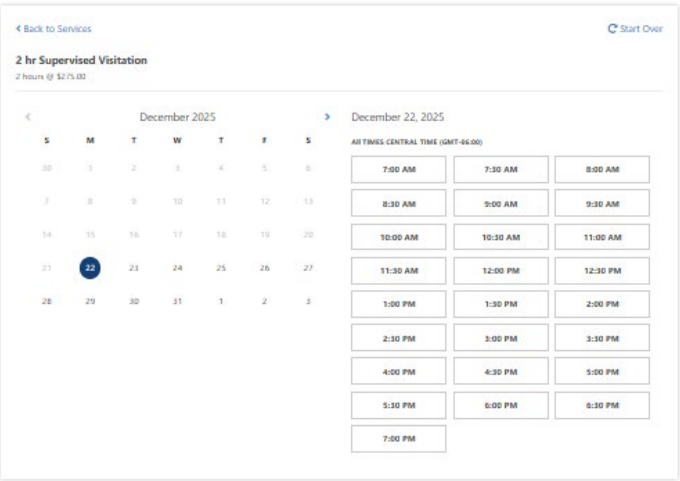


- 3. Select the **duration** (example: 2 hours, 3 hours, etc.).
- 4. Choose the **date and time** from the available calendar slots.
 - *If you do not see our time slot, it will mean that we do not have availability for the time slot. You will need to schedule visitations sooner.*

Scheduling



Scheduling



5. Enter the required case/party information (as prompted), such as:

- Payment
 - I will pay for the entire visitation.
 - Payment will be split between the custodial and non-custodial parent (Select this option **only if both parties have agreed in advance to split payment. Important:** If you select this option and you are required to pay but fail to do so, **the visitation will be canceled without a refund.**)
 - The other party will pay for the entire visit. (Select this option **only if you have an agreement that the other party will make full payment. Important:** If you select this option and payment is not made by the responsible party, **the visitation will be canceled**).
- **Important Payment Policy**
 - Visitations are **not confirmed until payment is received.**
 - Selecting an incorrect payment option may result in **cancellation without refund.**
 - Keeping the Peace, LLC does **not** mediate payment disputes between parties.
- Second Party's email – This will send notification to the other parent/guardian.
- Location (example: Main Event, Stonebriar Mall, Pinstacks, Library, Dad/Mom's home).
- Physical address of the location of the visitations.

6. Review Your Appointment:

- | | |
|------------------------|-------------------|
| • Name | • Time |
| • Service | • Your email |
| • Date | |
| • Second Party's email | • Visitations Fee |
| • Location and Address | • Mileage Fee |

Scheduling

[← Back to Calendar](#)[Start Over](#)

Appointment Details

Payment *

Select Payment Option ▼

Name *

First NameLast Name

Your Email: ofrwillie@yahoo.com

Second Party's Email *

name@example.com

Location *

Name of Location (ie: Pinstacks- Jason's deli- Mom's home) *

Address *

123 Main Street *

Apartment 4

City *Select State ▼

Zip *

[Continue](#)

7. Pay to confirm the visitation:
 - Billing address (your address associated with the payment method)
 - Enter card details
 - Submit payment
8. After payment, look for the confirmation screen and/or confirmation email.

Important: A visitation is not confirmed until it is scheduled correctly **and paid**.

Scheduling

[← Back to Details](#)[Start Over](#)

Review Your Appointment

First Name: Rick
Last Name: Willey
Service: 2 hr Supervised Visitation
Date: 12/22/2025
Start Time: 9:00 AM
End Time: 11:00 AM
Your Email: ofwilley@yahoo.com
Second Party's Email: rick@keepingthepeacecllc.com
Location: rick c willey
Address: 2100 Bloomdale Rd
MCKINNEY Texas 75070
Visitation Fee: \$275.00

You have elected to have the other party pay for the entire visit.

Payment Due \$0.01

Billing Address

Street Address

Address Line 2

CityStateZIP Code

Credit Card

Card numberAutofill Link

Card Details

Cardholder Name

Submit

Part D — Confirmation (What Happens Next)

1. Watch your email for:
 - A booking confirmation
 - Notify the other parent you have scheduled visitation, **DO NOT REPLY ON KTP TO NOTIFY**.
2. Show up on time at the scheduled location (or Zoom link if virtual).

Common Problems (Quick Fixes)

- **Can't sign in:** wrong email, wrong password, or password reset needed.
 - **No available times showing:** try a different date range, service type, or check if you're signed in.
 - **Payment won't go through:** try a different card or check billing ZIP code.
 - **No confirmation email:** check Spam/Junk and confirm your account email is correct.
-