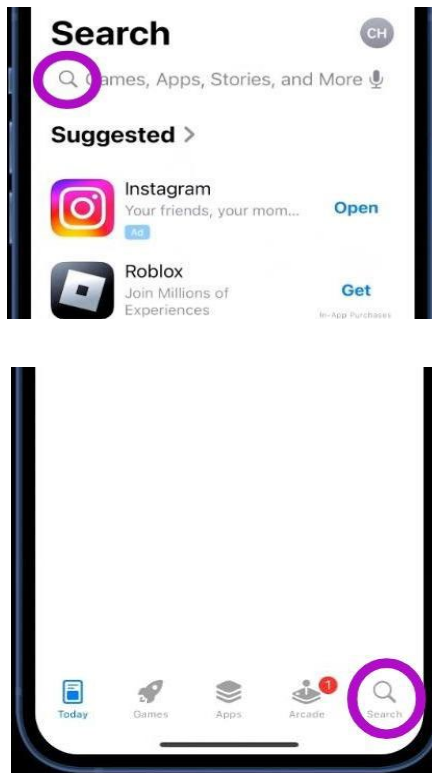# STEPS FOR DOWNLOADING THE SIRIUS CARE APP FOR iPHONE USERS.
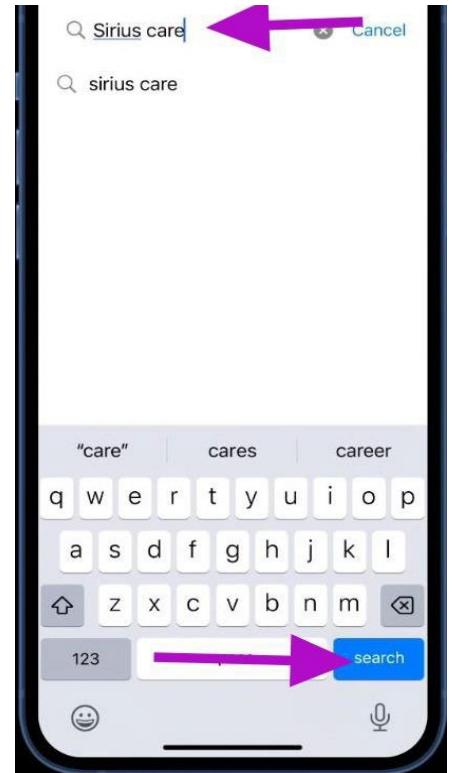
1. Click on iOS App Store icon on your phone.

2. Click on Search icon at top or bottom of page.
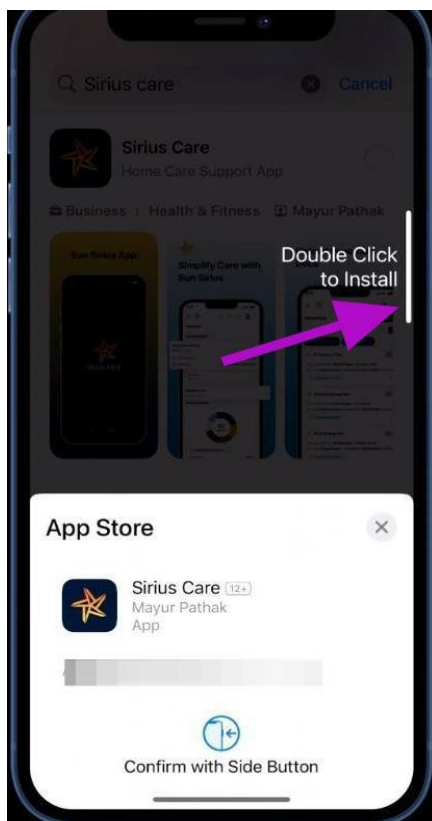

3. In search bar, type sirius care. Then click search/enter.

4. Click on Get, to the right of Sirius Care icon.

5. Double Click to Install.
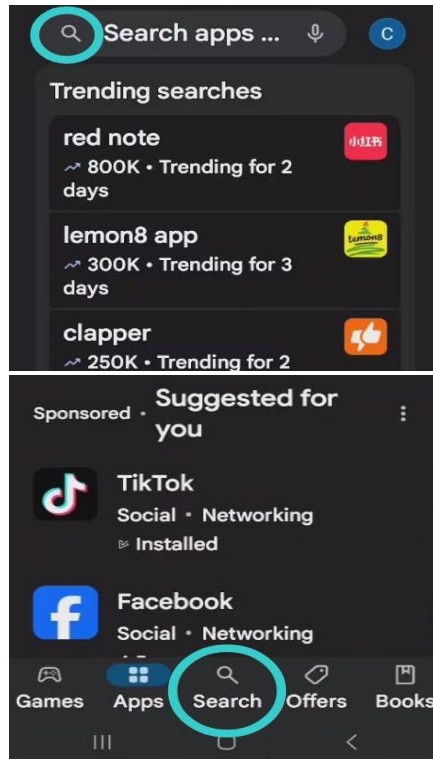

6. Click on Open.

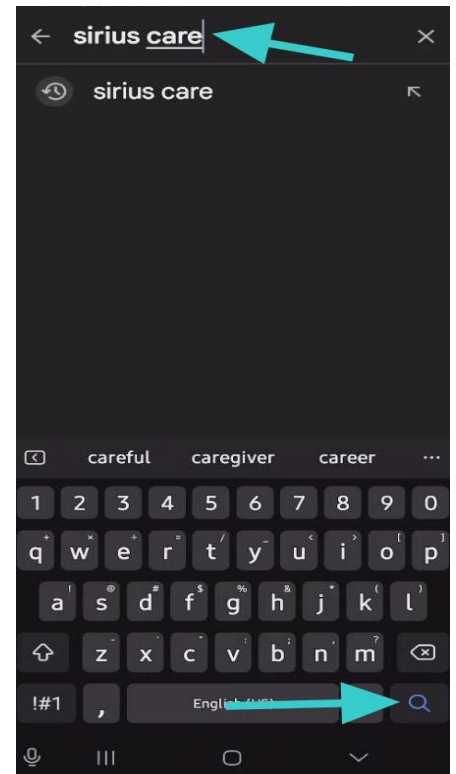# STEPS FOR DOWNLOADING THE SIRIUS CARE APP FOR ANDROID USERS.

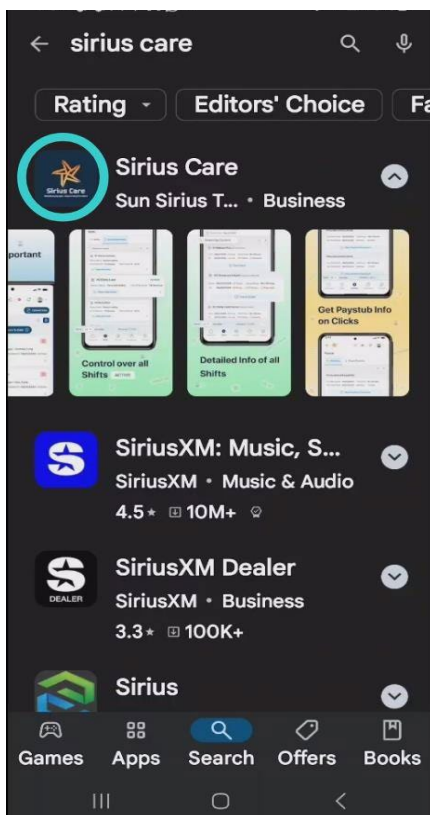**1. Click on Google Play Store icon on your phone.**
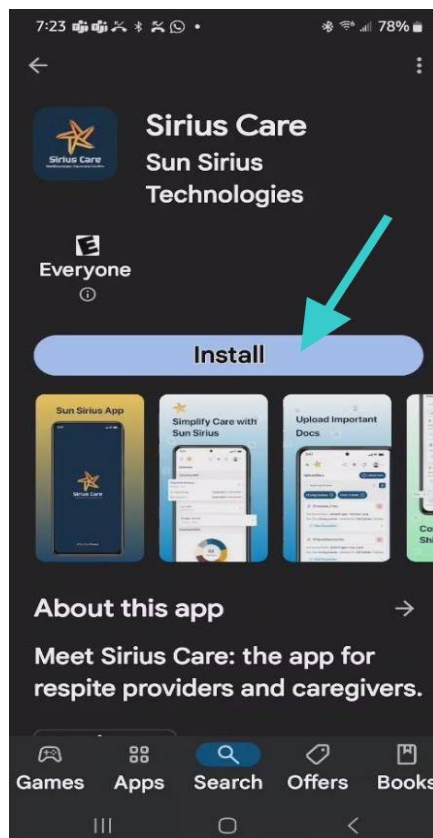
2. Click on Search icon at top or bottom of page.

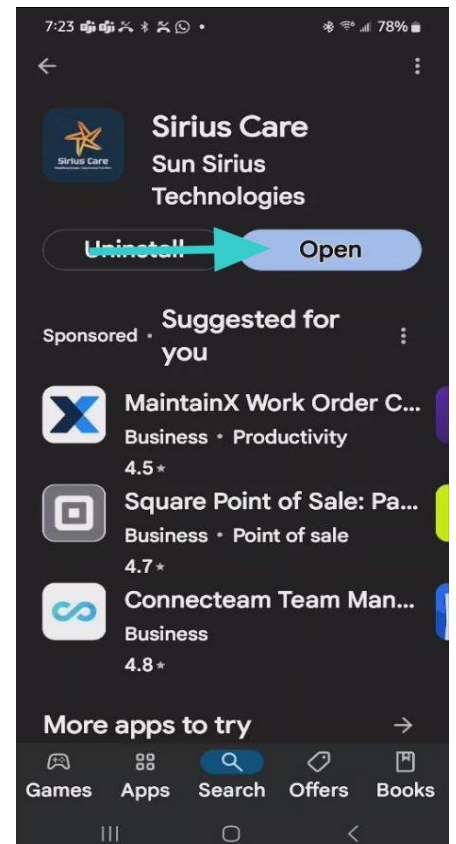**3. In search bar, type sirius care. Then click search/enter.**

4. Click on the Sirius Care icon.

5. Click on Install.

6. Click Open.

STEPS FOR SIGNING INTO THE SIRIUS CARE APP

1. After you click Open:

2. Click Next on the following 2 (two) screens.
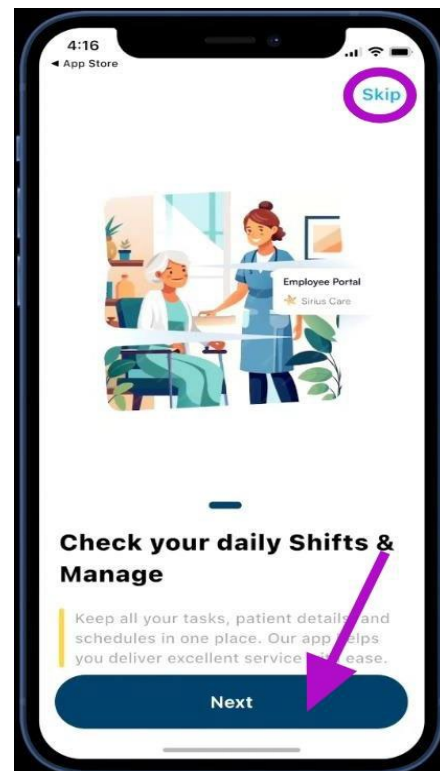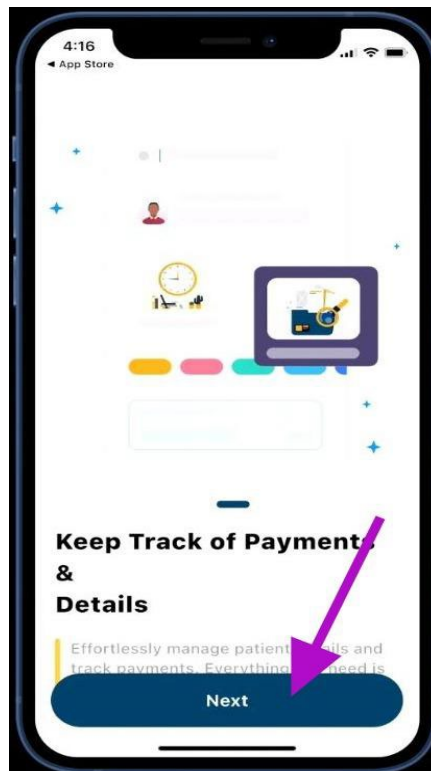
3. Enter your username and password.
   - use whatever method is available on your device to save these for faster login.

4. Agency name is PPRS and must be typed in every time.

5. Click Sign In.

6. Access Denied –
   - Please check that you have entered your credentials correctly.
   - If that doesn't work, please contact Annetta or Tiffany.

7. You have access if you see the screen with the icon, and then you will shortly be taken to the next page.
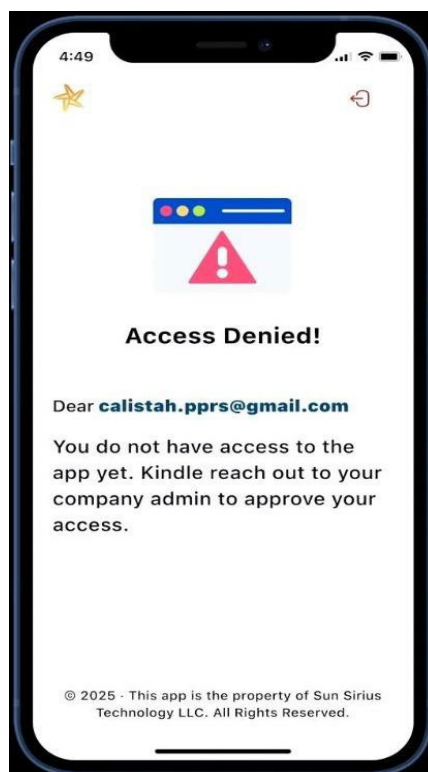
STEPS FOR VERIFYING PROFILE AND COMPLETING ACCOUNT REGISTRATION.
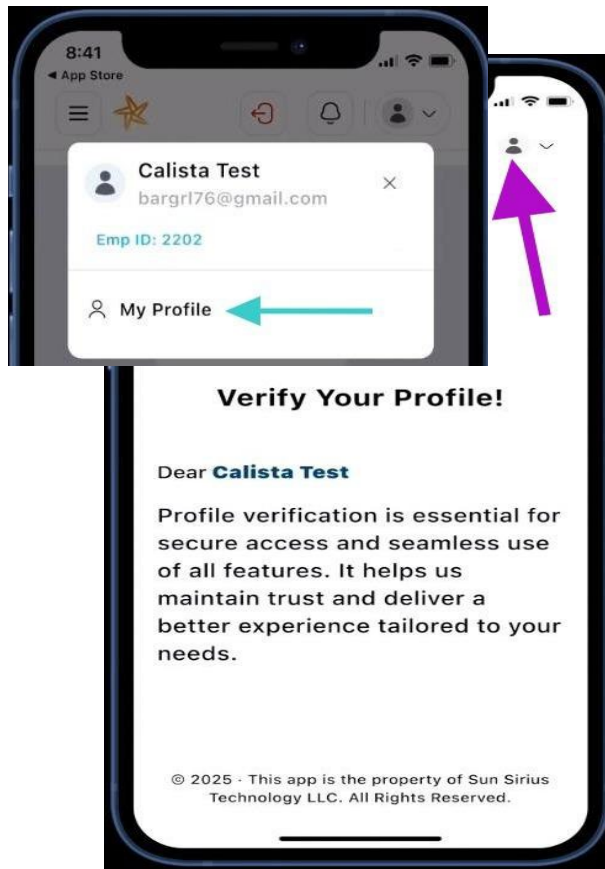
STOP

PLEASE READ THE FOLLOWING DIRECTIONS VERY CAREFULLY!

YOU MUST COMPLETE THESE STEPS TO PROPERLY VERIFY YOUR PROFILE AND REGISTER YOUR ACCOUNT.

FAILURE TO COMPLY WILL RESULT IN YOU HAVING TO START THE ENTIRE PROCESS OVER AND YOU CANNOT SUBMIT SHIFTS UNTIL THIS IS COMPLETED.

1. Click the person icon (above purple arrow), then click on My Profile from the pop-up to see the personal identification fields.

2. Review the fields (see screenshots below) for wrong or missing information and make corrections as needed. (Employee Type is a locked field, contact an administrator to fix if incorrect).
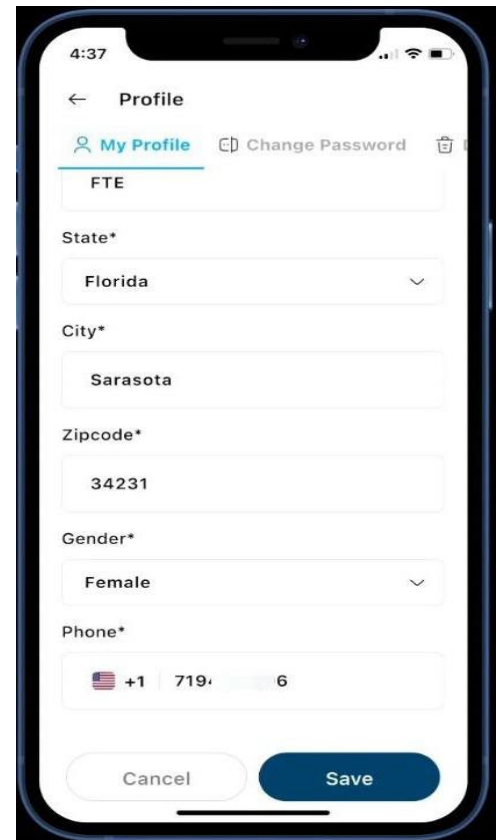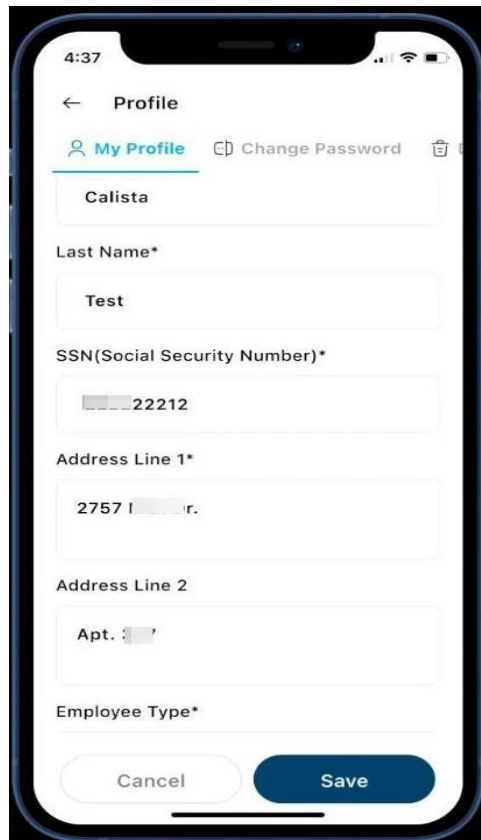
CAUTION!

<u>DO NOT SAVE</u> until you've read the instructions on the next page as well! Adding a photo is optional. Step 7 on the next page is crucial and is triggered by clicking the SAVE button.

1. Click Here.
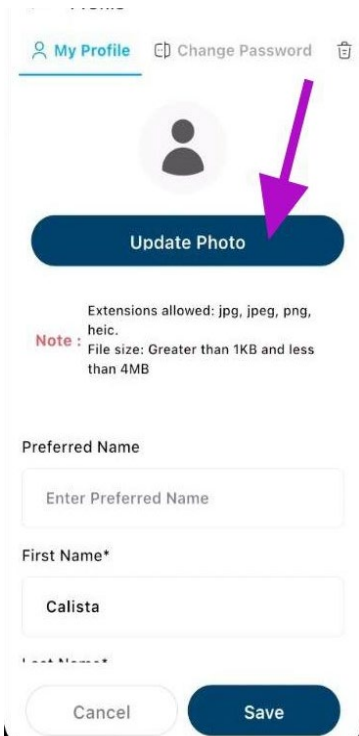
2. Choose One.
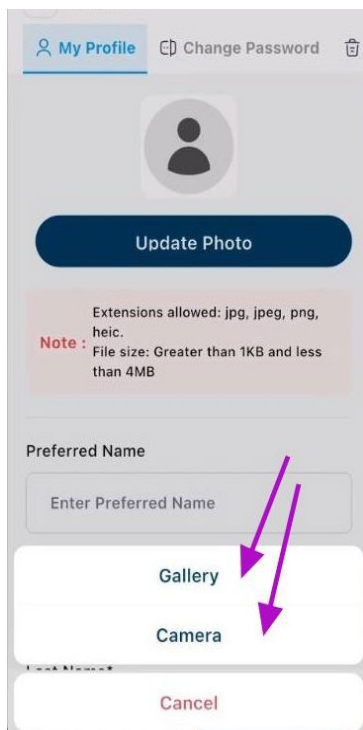
3. Click Allow.
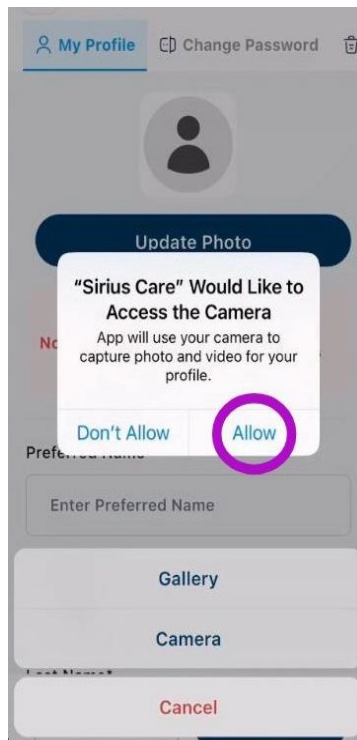
4. Choose One.
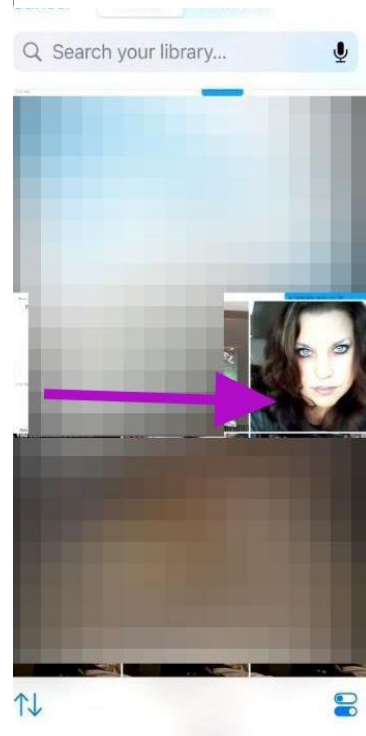
5. Your photo will appear and so will the message below.
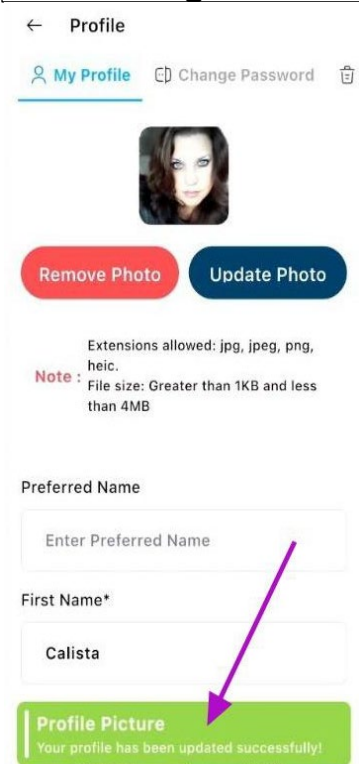
6. Click Save (now, or after corrections), and WAIT, for step 7.
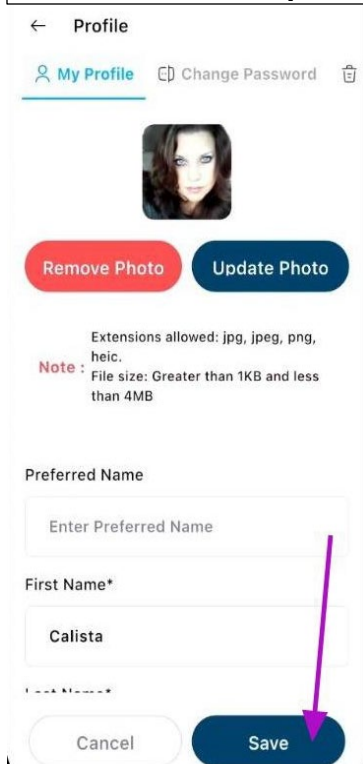
7. Choose Precise and "While using the app". If not, you'll have to start over.
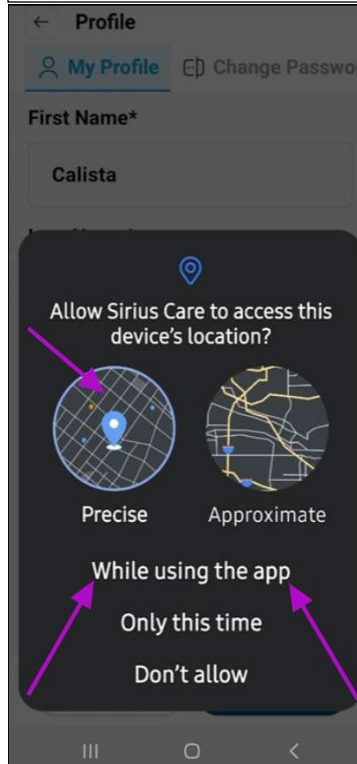
8. Your Profile has been registered once you see this message.

1. Click Shifts tab to see your current clients.

2. Click View Services.

Shifts

☰ Shifts   ⊘ Submitted Shifts

🔍 Search by Cont...   ⓘ   ⚏

▦ #37 Paarthurnax Dragon   Active

Waiver Name: NewEVVWaiver, CES

No of Services: 6 Services

👁 View Services   ›

---

3. Look for the service you want and click Start Shift.

← Person Supported

#37 Paarthurnax Dragon (Person Suppo...

🗀 Waiver Name - NewEVVWaiver, CES

🗓 Today's Date - 02 Jan, 2025

🔍 Search by Content   ⚏

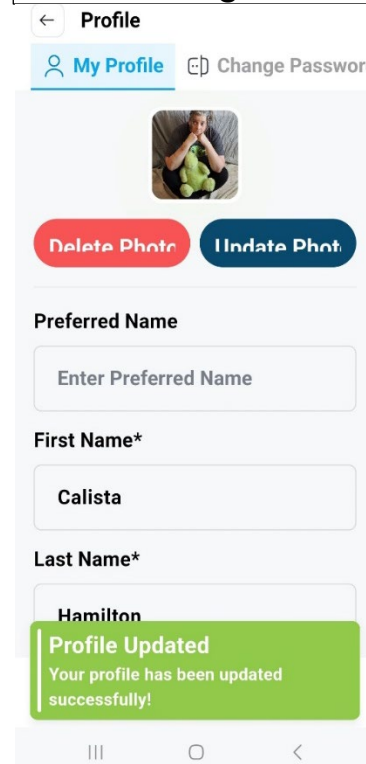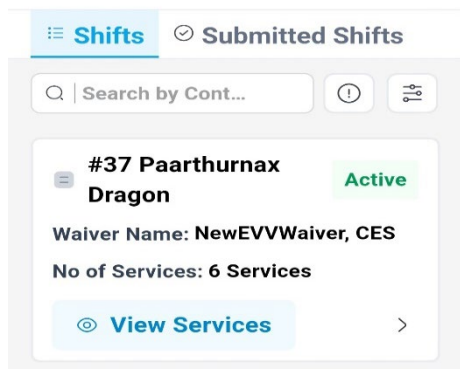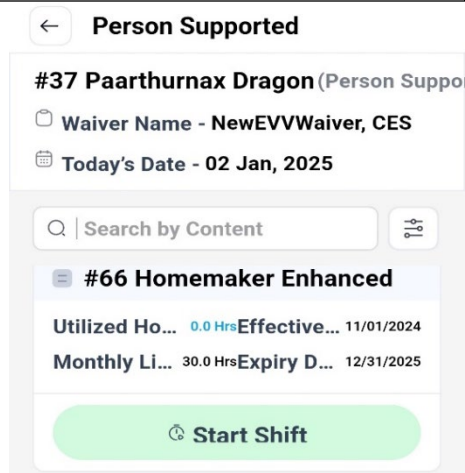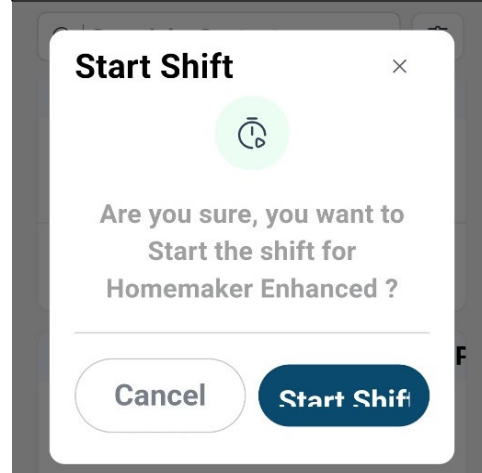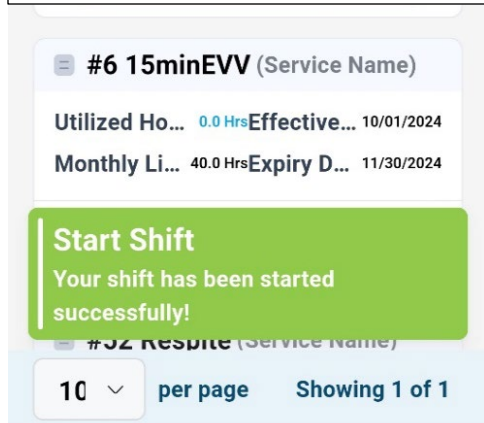▦ #66 Homemaker Enhanced

Utilized Ho... 0.0 Hrs Effective... 11/01/2024

Monthly Li... 30.0 Hrs Expiry D... 12/31/2025

🕑 Start Shift

---
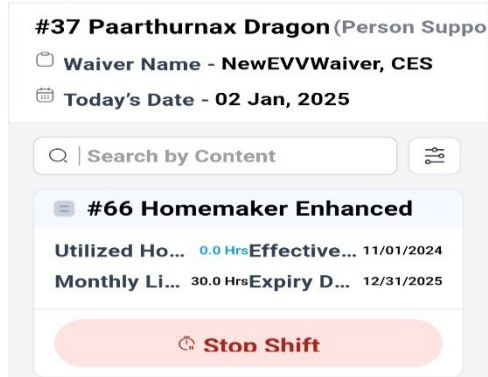
4. Click Start Shift again if this is the correct service.

Start Shift   ✕

🕑

Are you sure, you want to Start the shift for Homemaker Enhanced ?

Cancel   Start Shift

---
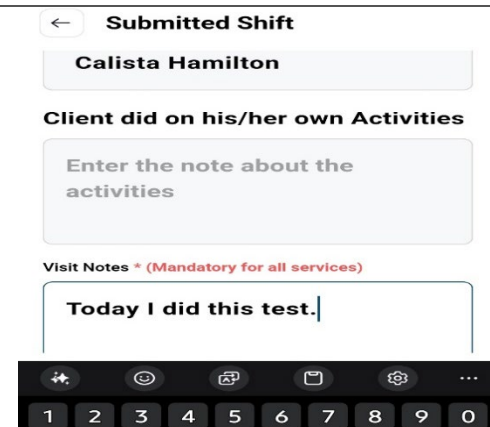
5. Shift has started if you see this message.

▦ #6 15minEVV (Service Name)

Utilized Ho... 0.0 Hrs Effective... 10/01/2024

Monthly Li... 40.0 Hrs Expiry D... 11/30/2024

Start Shift
Your shift has been started successfully!

▦ #32 Respite (Service Name)

10 ⌄   per page   Showing 1 of 1

---

6. From Shifts tab, find the service you started and click Stop Shift.

← Person Supported

#37 Paarthurnax Dragon (Person Suppo...

🗀 Waiver Name - NewEVVWaiver, CES

🗓 Today's Date - 02 Jan, 2025

🔍 Search by Content   ⚏

▦ #66 Homemaker Enhanced

Utilized Ho... 0.0 Hrs Effective... 11/01/2024

Monthly Li... 30.0 Hrs Expiry D... 12/31/2025

🕑 Stop Shift

---
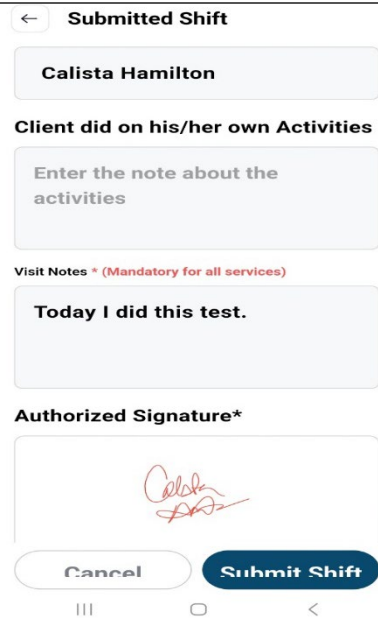
7. Type name of Person signing.

8. Enter your Visit Notes.

← Submitted Shift

Calista Hamilton

Client did on his/her own Activities

Enter the note about the activities

Visit Notes * (Mandatory for all services)

Today I did this test.

---
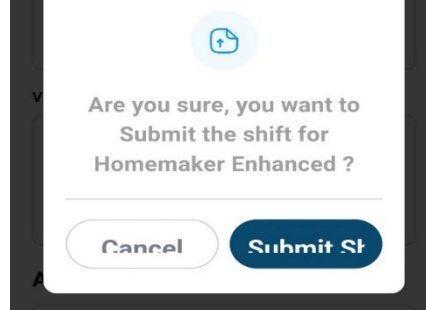
8. Have the appropriate person sign in the box and then click Save.

← Authorized Signature*

(signature)

Save   ↶   ↷   Clear

---

9. Click Submit Shift.

← Submitted Shift

Calista Hamilton

Client did on his/her own Activities

Enter the note about the activities

Visit Notes * (Mandatory for all services)

Today I did this test.

Authorized Signature*

(signature)

Cancel   Submit Shift

Submit Shift   ✕

📤

Are you sure, you want to Submit the shift for Homemaker Enhanced ?

Cancel   Submit Sh...

---

10. Click Submit Shift again.

---

11. From your Dashboard click the Submitted Shifts tab to view all clients submitted shifts.

Shifts

☰ Shifts   ⊘ Submitted Shifts

🔍 Search by Cont...   ⓘ   ⚏

▦ #37 Paarthurnax Dragon   Active

Waiver Name: NewEVVWaiver, CES

No of Services: 4 Services

👁 View Services   ›

Shifts

≡ Shifts   ⊘ Submitted Shifts

🔍 Search by Cont...   ⓘ   ⚙

#37 Paarthurnax Dragon   `Active`

Waiver Name: NewEVVWaiver, CES
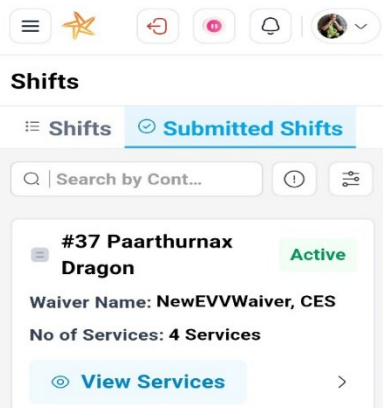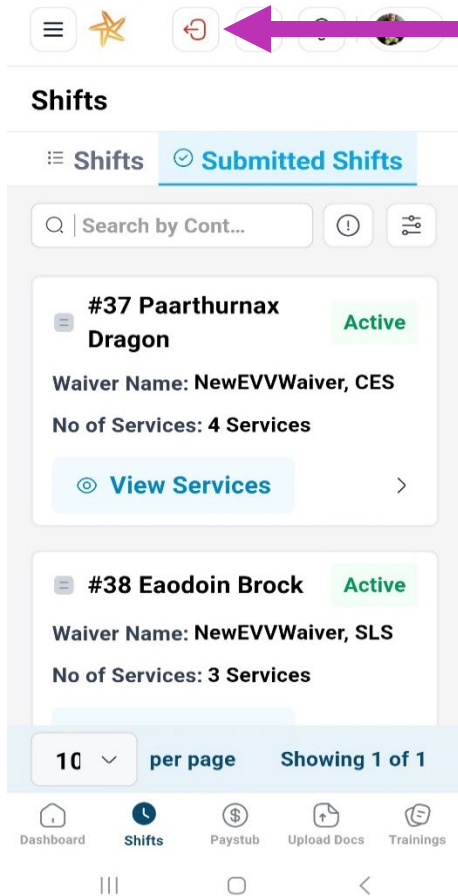
No of Services: 4 Services

👁 **View Services**   ›

#38 Eaodoin Brock   `Active`

Waiver Name: NewEVVWaiver, SLS

No of Services: 3 Services

10 ▾   per page   Showing 1 of 1

Dashboard   Shifts   Paystub   Upload Docs   Trainings

Click this icon to log out of Sirius Care.

Click Yes to confirm log out.

Dashboard

Submitted Shifts   Last Week ▾

Sign Out Confirmation ✕

Are you sure, you want to Sign Out?

Cancel   Yes

Earnings   Last Week ▾

No Data Found!

Dashboard   Shifts   Paystub   Upload Docs   Trainings