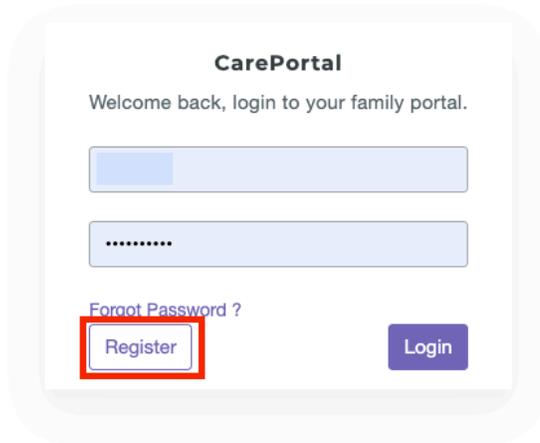


Consumer Registration

1. Go to the CarePortal website at <https://careportal.caretimeapp.com/>
2. Click Register



3. Select Consumer/Client and hit Next

Select user type to start registration process

To Register in caretime family portal , you must be already enrolled with main caretime application under any of the agency.

Select If you are an Employee/Caregiver

Select If you are an Consumer/Client



Employee's are caretaker register/enrolled by any of the agencies who visit Consumer/Client's home to do care service.
To review the Timesheets edit by Consumer/Client.

EMPLOYEE/CAREGIVER



Consumers/Clients are who requires the careservice from any of the agencies and they were registered.
Add family member
Edit the Timesheets of employee

CONSUMER/CLIENT

4. Enter your email (that is used in the main CareTime application) and click Submit

Identity verification

Please enter your Consumer/Client **Email** and click submit to verify your details.

<input type="text" value="email@email.com"/>	<input type="button" value="Submit"/>
--	---------------------------------------

5. You will be sent a verification code to your email which will be used to complete registration
6. Follow the steps provided in the email
7. If that email is not associated with your Client Profile in CareTime, you will see this screen

Identity verification

Please enter your Consumer/Client **Email, Job Code, Agency ID** and click search to find your details.

<input type="text" value="email@email.com"/>	<input type="text" value="Job Code"/>
<input type="text" value="Agency ID"/>	<input type="button" value="Search"/>

No existing email found in the system. Would you like to register this user by Email and Job Code, Agency Id?

8. Enter your Job Code and Agency ID which will be provided by your agency, then click Search
9. You will see this screen, click your name. The consumer name in the example is Test Job

Identity verification

Please enter your Consumer/Client **Email, Job Code, Agency ID** and click search to find your details.

<input type="text" value="email@email.com"/>	<input type="text" value="9728"/>
<input type="text" value="34"/>	<input type="button" value="Search"/>

1 record found for your Consumer/Client Search, please choose yours.

<input type="checkbox"/> 1 : TEST JOB	Agency: 34 Email: Above email will be used
---------------------------------------	---

Prev

Next

10. You will then see this screen. Check your email for the verification code and enter it here.
Click Verify
11. After successful verification, you will set your password. Your username will be your email.