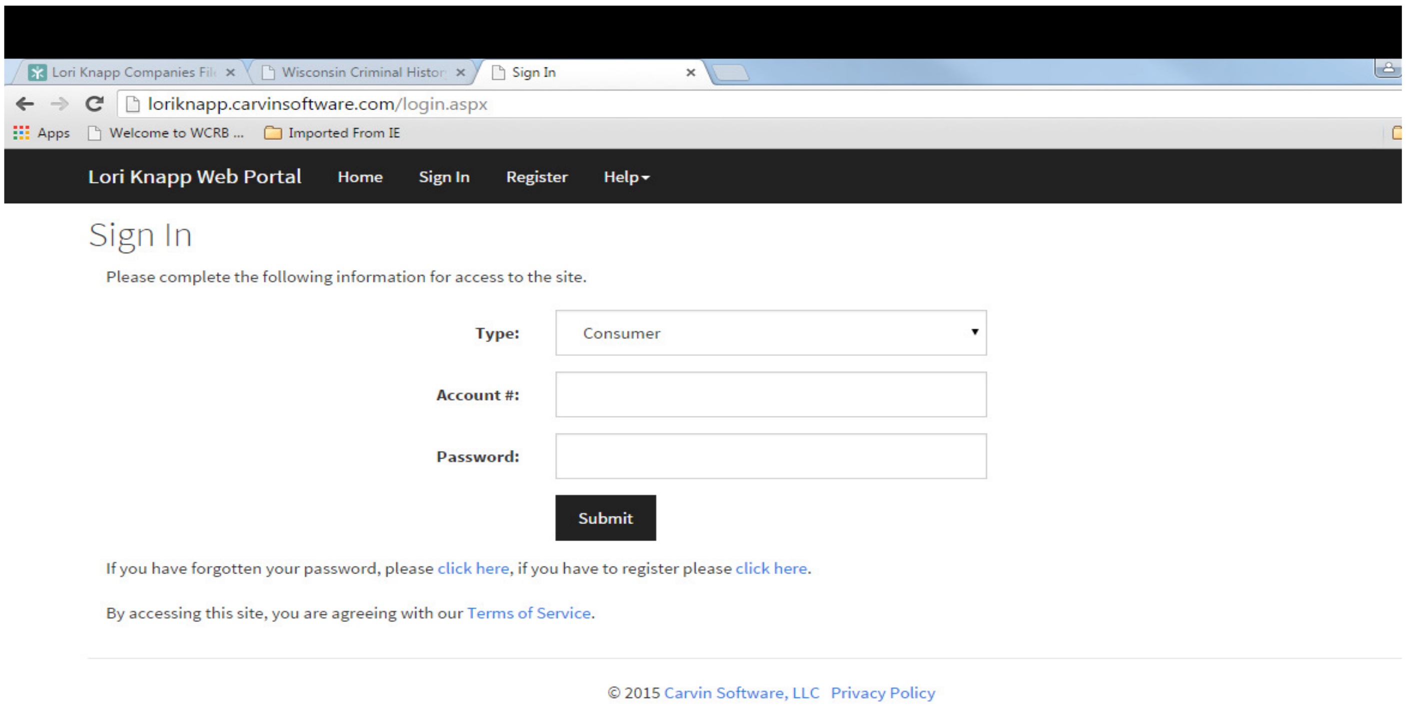
Web Entry for the Consumer

Web Entry Website: https://loriknapp.carvinsoftware.com/

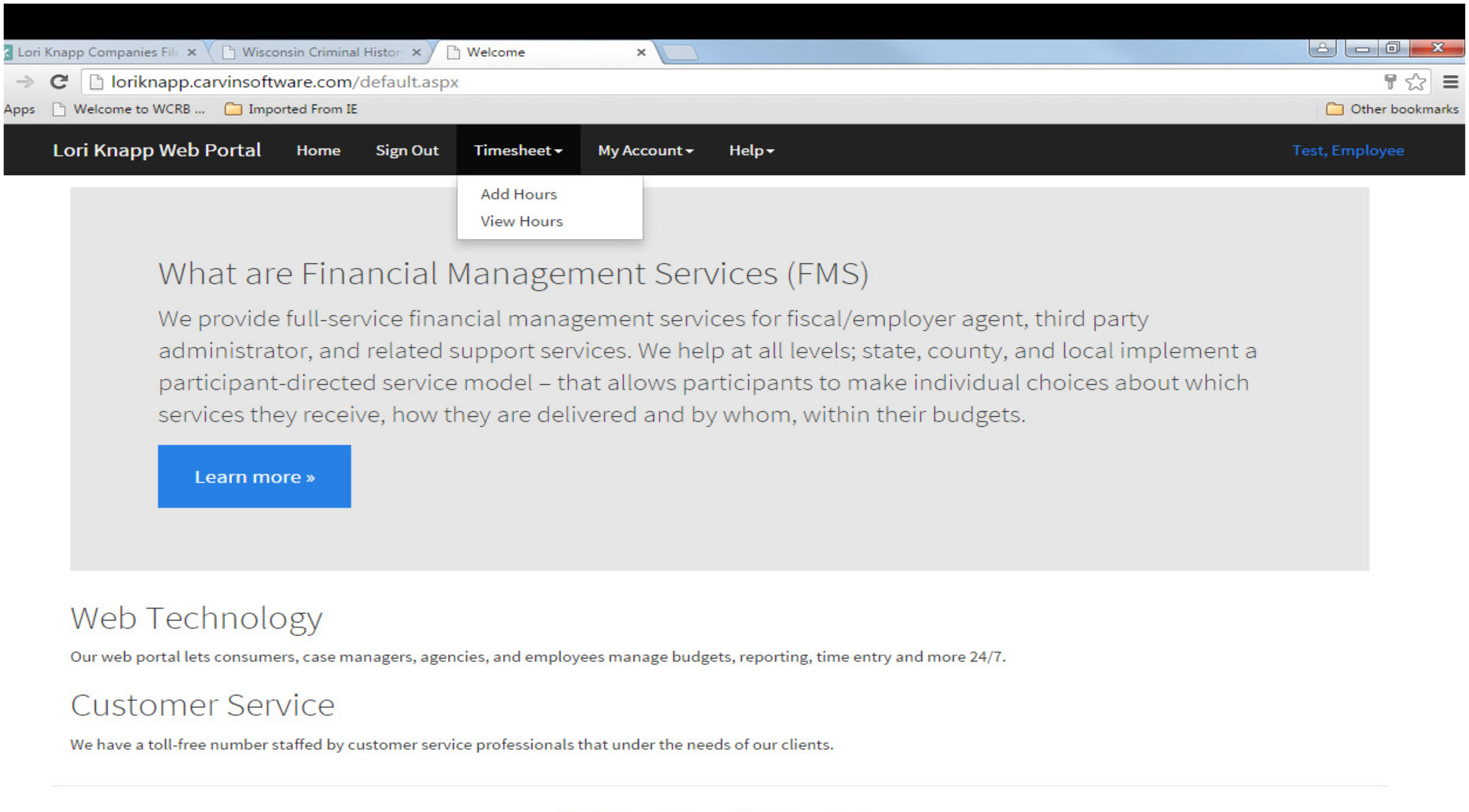
Login to Web Entry

- ***Click Sign In***
- ***Enter Type -*** Consumer
- ***Enter Account # -*** LKiChoice will give or has given this number to you via email per your request to start Web Entry.
- ***Enter Password -*** LKiChoice will give or has given this password to you via email per your request when account # is sent.



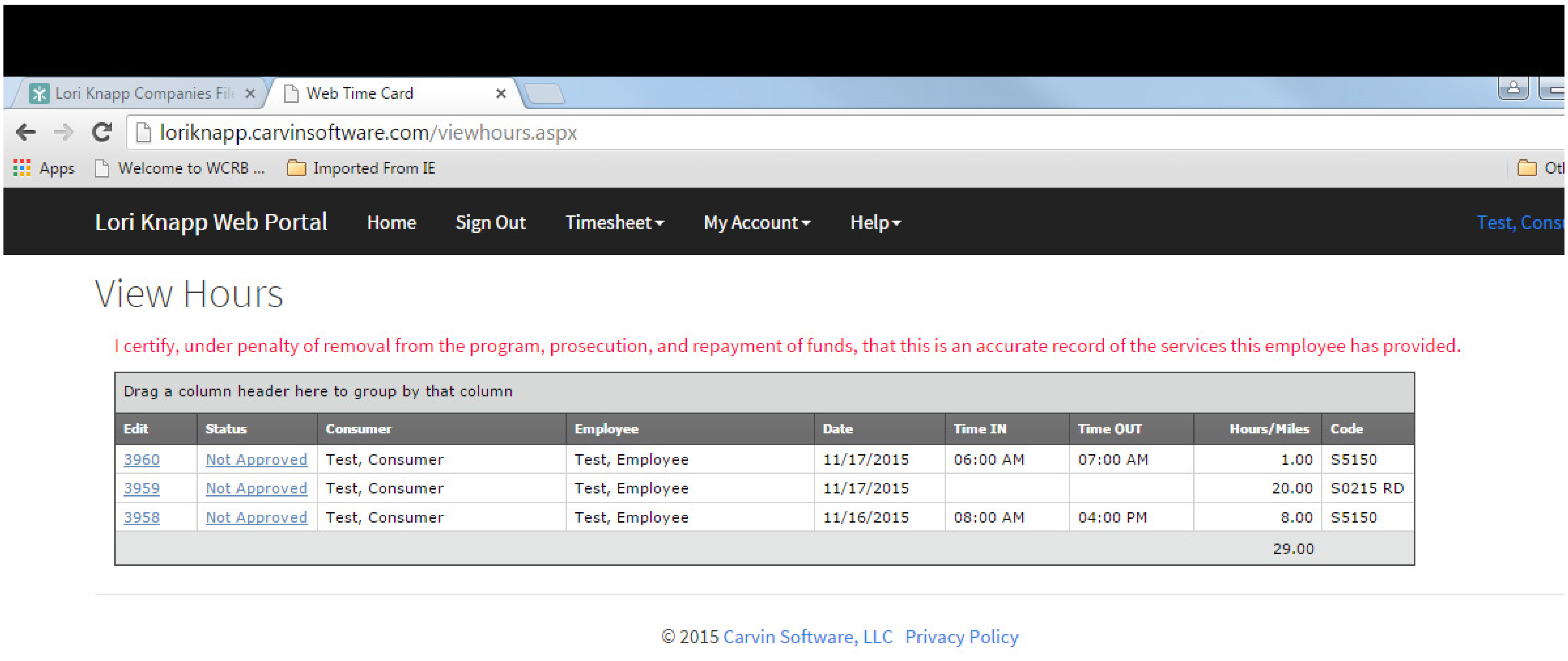
View, Edit, or Approve Hours Entered By Your Employee

- Click Timesheets tab then click View Hours



To Edit hours: Under the "Edit" column (far left) click the number that correlates with the line you need to edit.

To Approve hours: Under the "Status" column click on "Not Approved" and you will see the status change to "Approved"

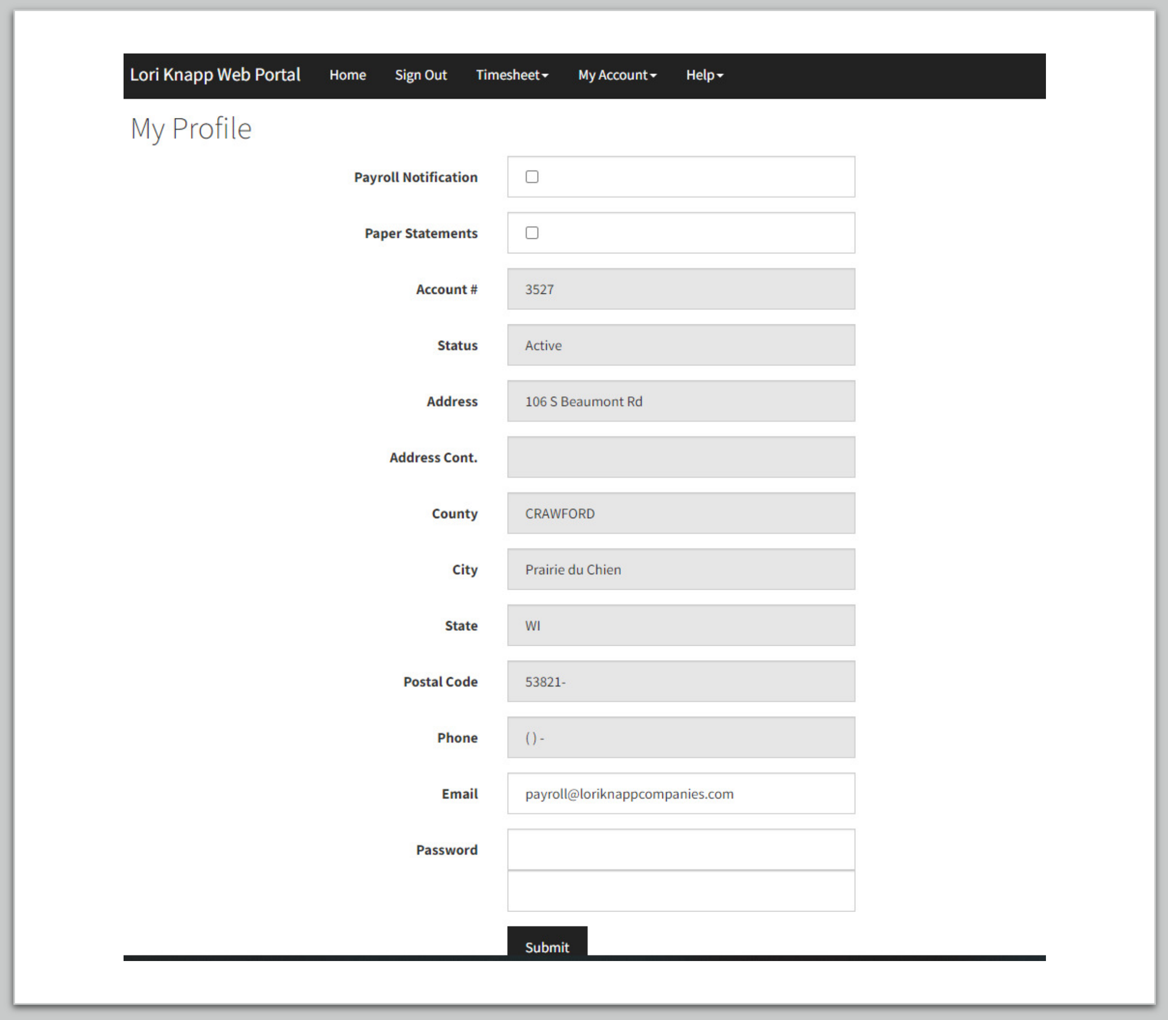


Edit	Status	Consumer	Employee	Date	Time IN	Time OUT	Hours/Miles	Code
3960	Not Approved	Test, Consumer	Test, Employee	11/17/2015	06:00 AM	07:00 AM	1.00	S5150
3959	Not Approved	Test, Consumer	Test, Employee	11/17/2015			20.00	S0215 RD
3958	Not Approved	Test, Consumer	Test, Employee	11/16/2015	08:00 AM	04:00 PM	8.00	S5150
							29.00	

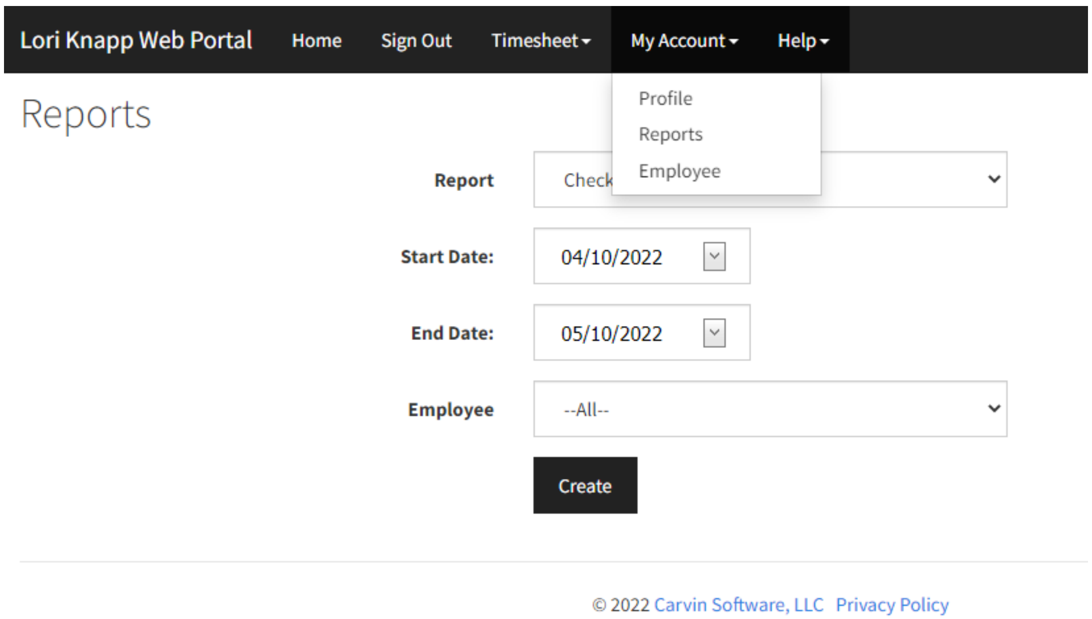
How To Change Your Password

- Choose the “My Account” tab
- Click Profile
- Scroll to the bottom of the page
- Delete the old password
- Enter a new unique password
- Click Submit
- Scroll back down to the bottom of the page
- In red writing it will state:

“Your account information was updated”



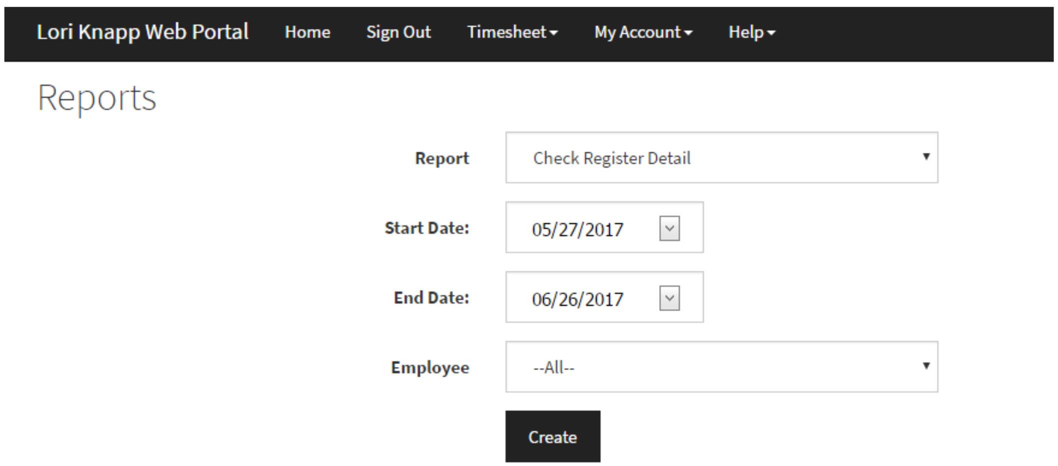
How To View Reports

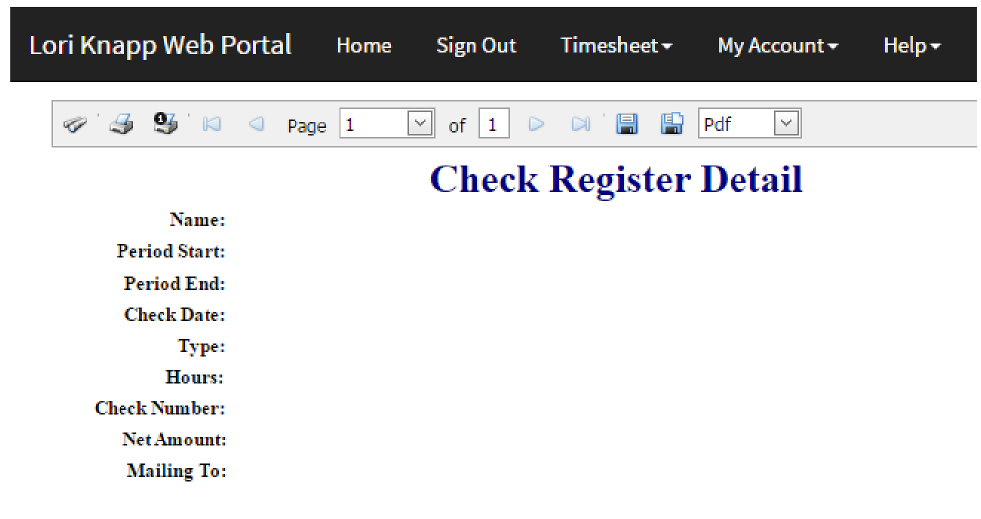


- Choose the “My Account” tab
- Click Reports
- Choose from reports of:
  - Check Register Detail
  - Note Report
  - Account Statement
  - Employee Timesheet
  - Payroll Detail
  - Pending Payroll

Check Register Detail Report – this report will show any checks paid out for the time frame chosen, pay period dates, check date, if it was direct deposit or check form, hours on the check, net amount of check, and the mailing address of the Employee

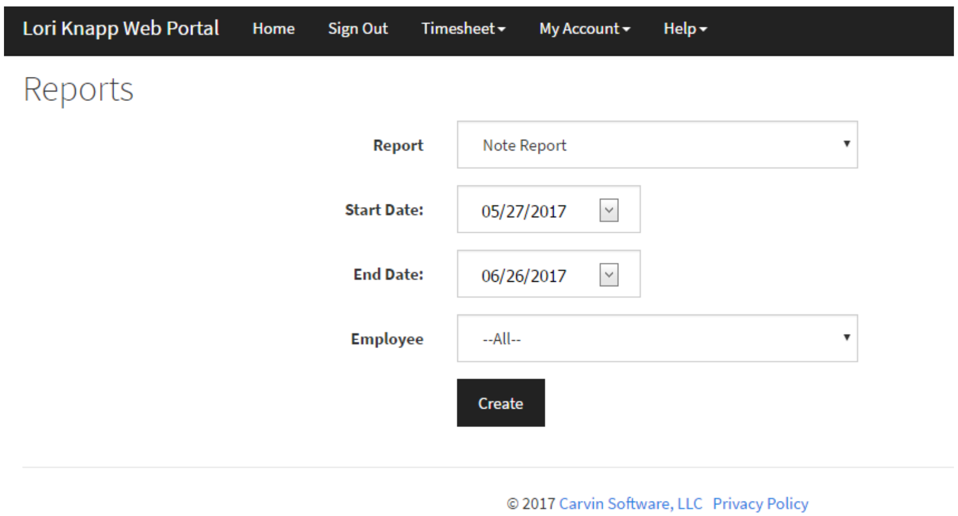
- Choose a Start and End date
- Choose one Employee or all Employees
- Click Create

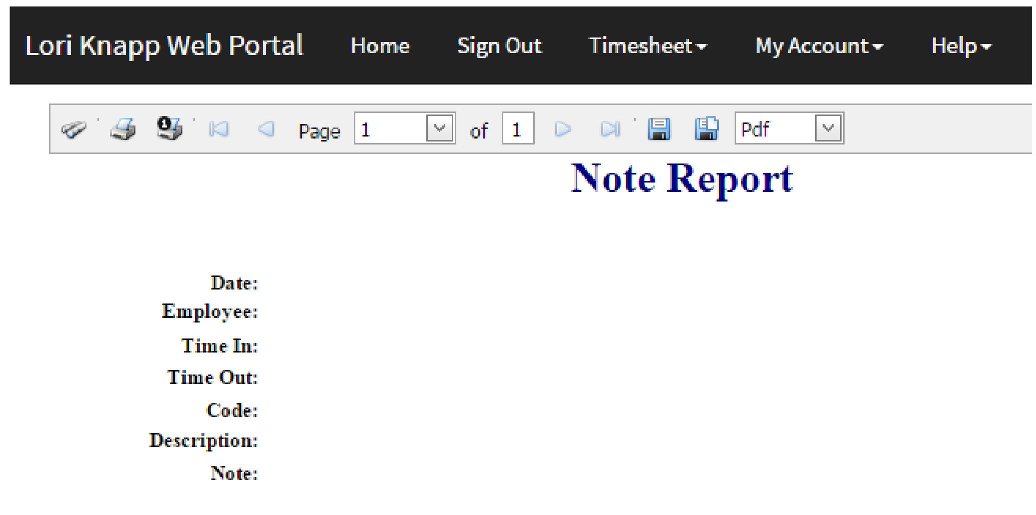




__Note Report__ – this report will show any notes/comments that the Employee may have added when entering their time. The report will show the date, Employee name, time in and out, service code, description, and the note they wrote.

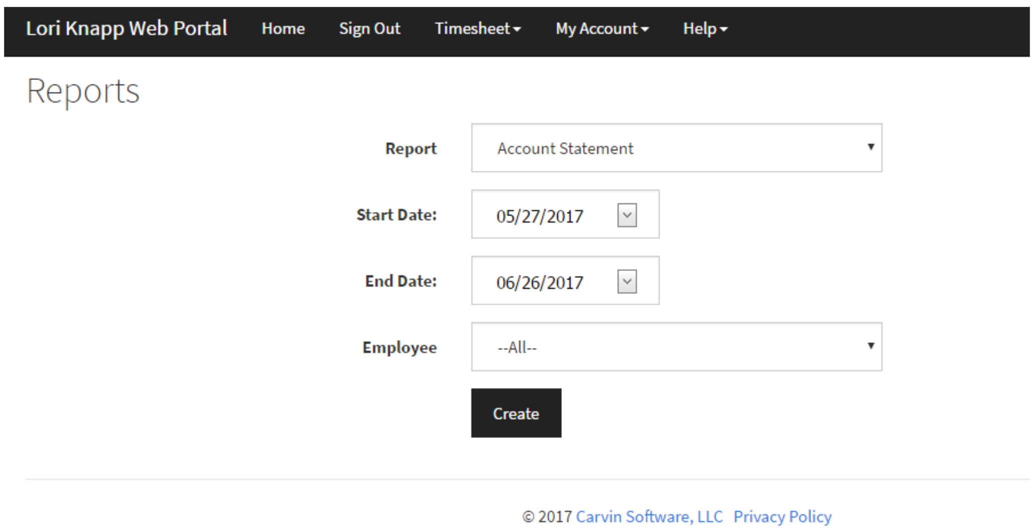
- Choose a Start and End date
- Choose one Employee or all Employees
- Click Create

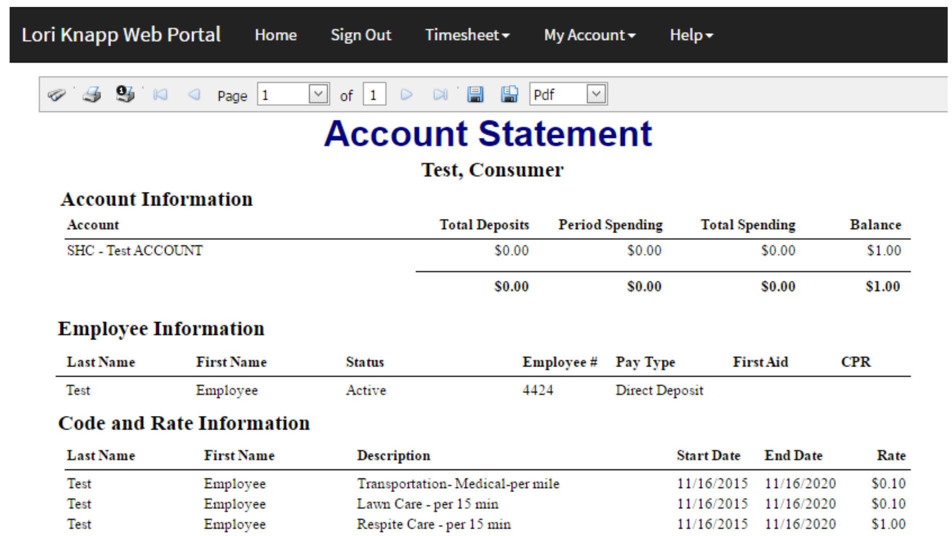




Account Statement Report –
Period Spending - The user enters a start and end date when they want to generate the statement. The period spending is everything that was paid out during that date range chosen.
Total Spending - We use the ending date to calculate any items that have used in the authorization.
Balance - We use the total deposits and paid out amounts for the authorization with the ending date.
*All this information is pulled from the system, the statement is looking at the activity for the given authorization.

- Choose a Start and End date
- Choose one Employee or all Employees
- Click Create





Account Statement

Test, Consumer

Account Information

Account	Total Deposits	Period Spending	Total Spending	Balance
SHC - Test ACCOUNT	$0.00	$0.00	$0.00	$1.00
	$0.00	**$0.00**	**$0.00**	**$1.00**

Employee Information

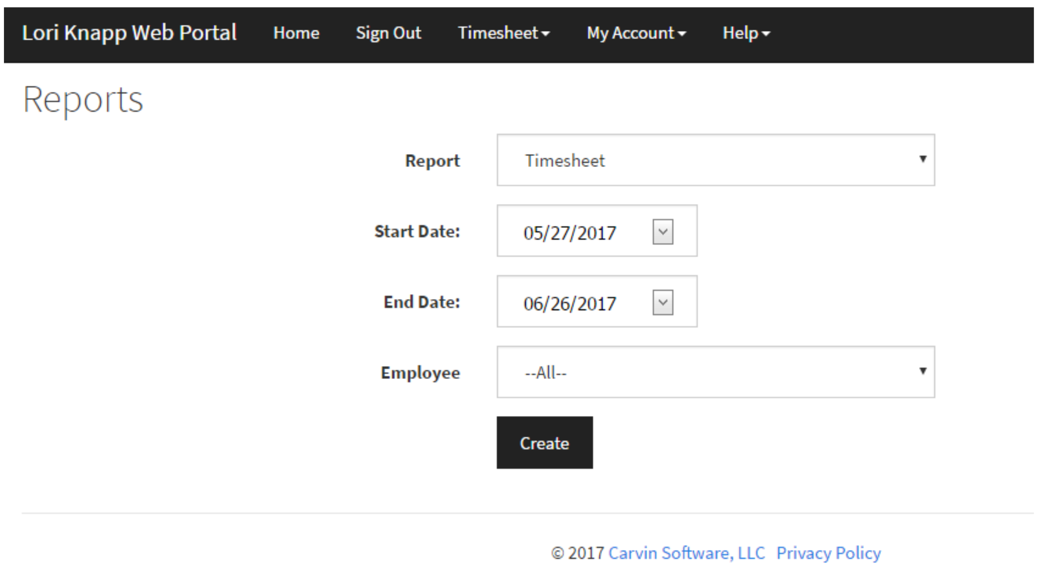
Last Name	First Name	Status	Employee #	Pay Type	First Aid	CPR
Test	Employee	Active	4424	Direct Deposit		

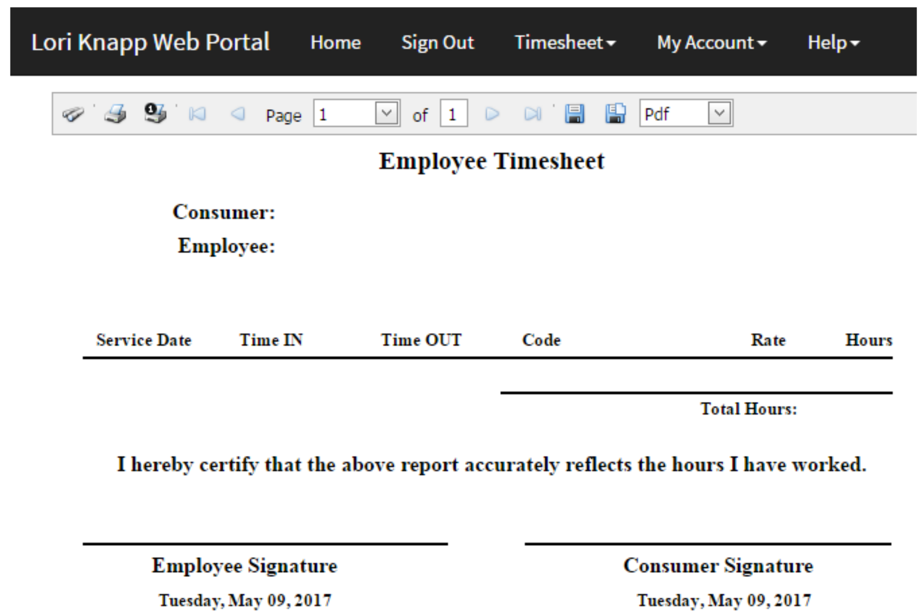
Code and Rate Information

Last Name	First Name	Description	Start Date	End Date	Rate
Test	Employee	Transportation- Medical-per mile	11/16/2015	11/16/2020	$0.10
Test	Employee	Lawn Care - per 15 min	11/16/2015	11/16/2020	$0.10
Test	Employee	Respite Care - per 15 min	11/16/2015	11/16/2020	$1.00

__Employee Timesheet Report__ – this report will show any hours entered for the Employee whether they are approved or not approved by the Consumer/Employer.

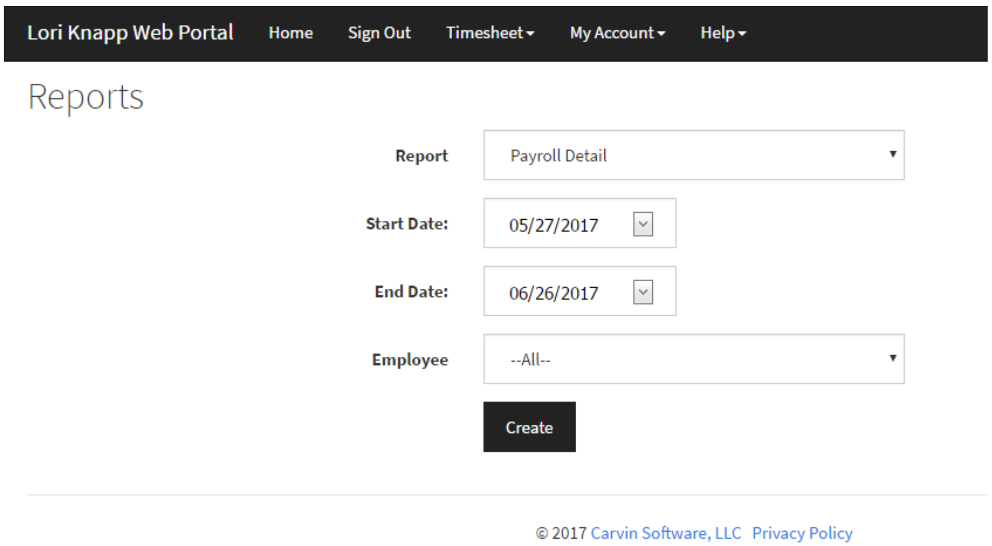
- Choose a Start and End date
- Choose one Employee or all Employees
- Click Create

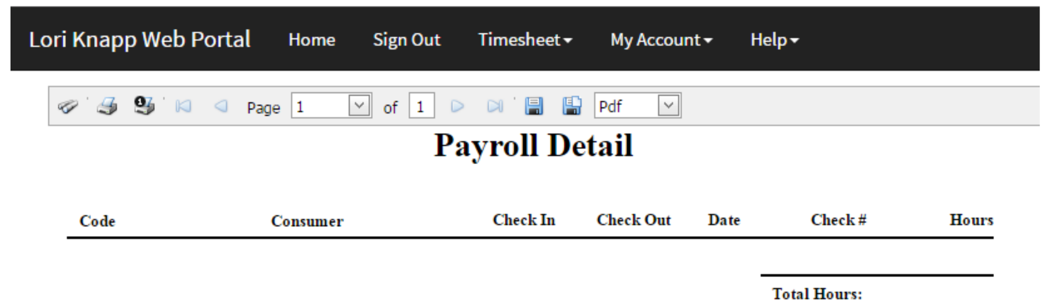




Payroll Detail Report - this report will show any shifts worked by the Employee. This report will include the Employee name, service code providing, Consumer receiving the hours, check in and out time, date worked, check # the hours were paid on, and the total hours of the shift.

- Choose a Start and End date
- Choose one Employee or all Employees
- Click Create





Pending Payroll Report – this report will show any time entered and approved by the Employer/Consumer, pulled into our payroll system but not paid out to the Employee.

- Choose one Employee or all Employees
- Click Create