CareTime: Add a Family Member
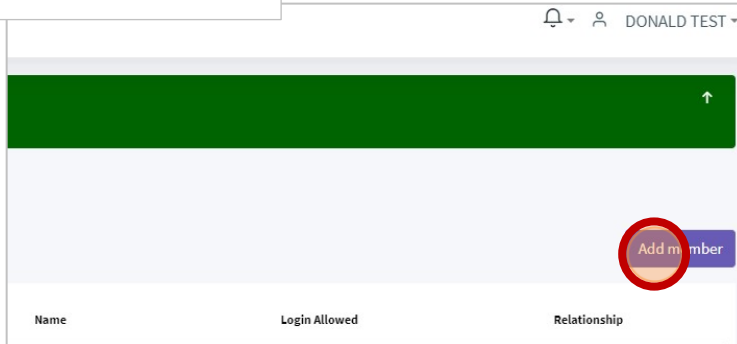
Premier FINANCIAL MANAGEMENT SERVICES

In this user guide, we will walk through the steps for how to add a family member. Family members can help you navigate CareTime and EVV use.
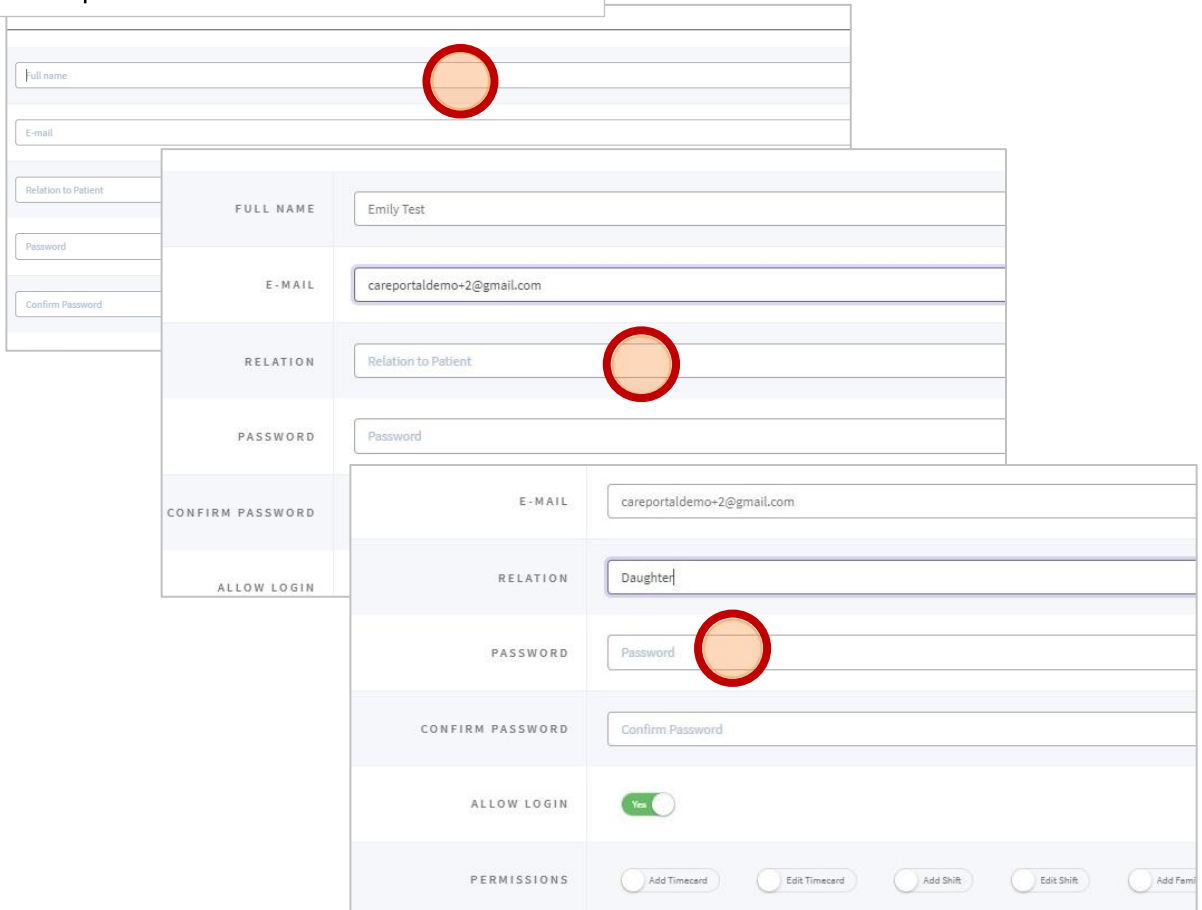
1 Navigate to: https://careportal.caretimeapp.com/#/family-members/all

2 Click "Add member"

3 Enter the details for the family member including their name, email, relation, and enter a password for them.

4 Next select what permissions you want to give the family member. The permissions available are the ability to add and edit timecards, add a family member, and view family members.
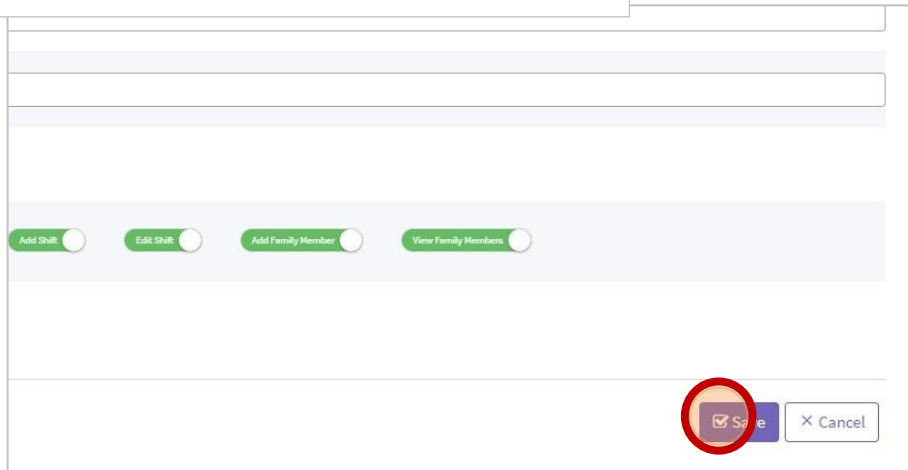
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Once you have completed the set up you want for the family member, click "Save".

Add Shift   Edit Shift   Add Family Member   View Family Members

☑ Save   × Cancel

6

The family member will then receive an email notifying them of their new CarePortal account and password.

Hi Emily Test,

An Account has been created for you on CarePortal. Please use your email as the username and **demo123** as the

Click on this link to login to your account https://careportal.caretimeapp.com/

Thank you,
Caretime Team

CARETIME
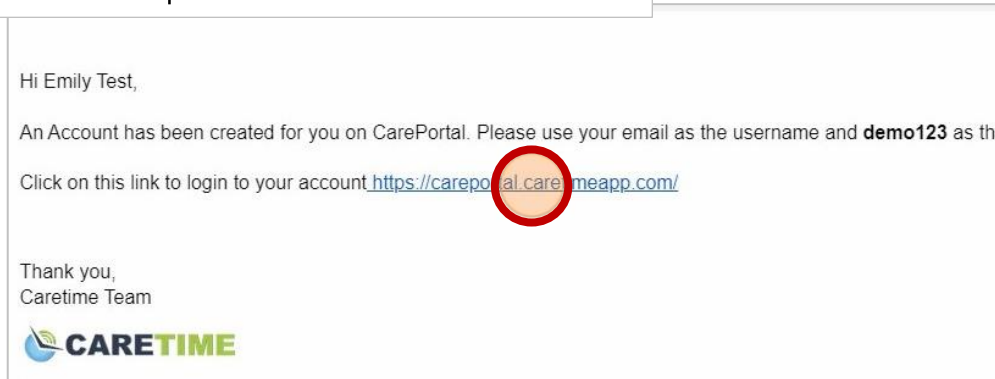
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After adding the family member, if you need to change details or permissions, you can always click on the pencil icon to edit the family member.

DASHBOARD

The CareTime mobile app released updates in June, please have your caregiver/PA update their app For the best performance, the app should be updated.

☺ FAMILY MEMBERS

🕐 TIMESHEETS

📅 SCHEDULES

💬 CHAT

FAMILY MEMBERS

Filter by Email / Name

Action	Status	Email
✏️	Active	careportaldemo+2@gmail.com

1 total