In this user guide, we will walk through the steps for participants to approve their workers' timesheets.
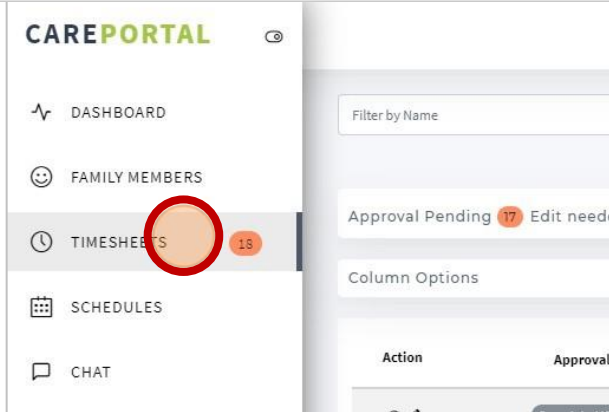
1 Navigate to:
https://careportal.caretimeapp.com/#/timelog
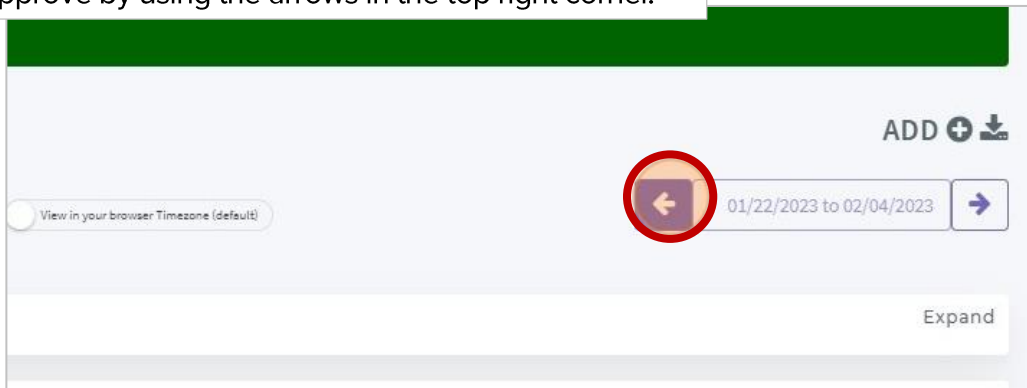
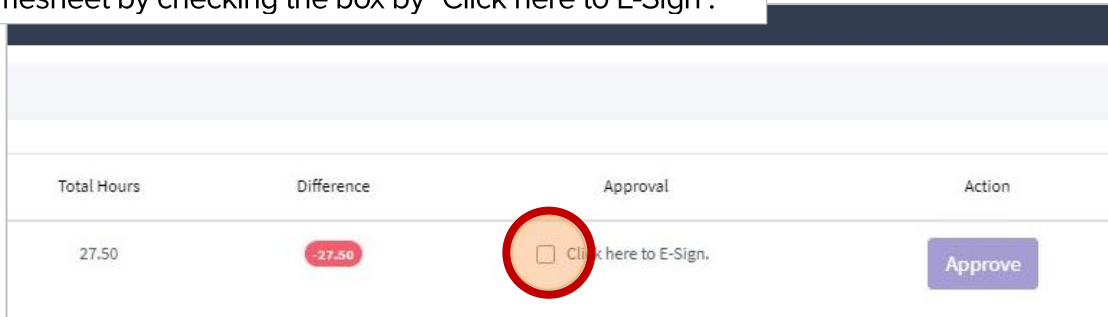**2** To approve the timecards for a particular pay period, Click on "TIMESHEETS".

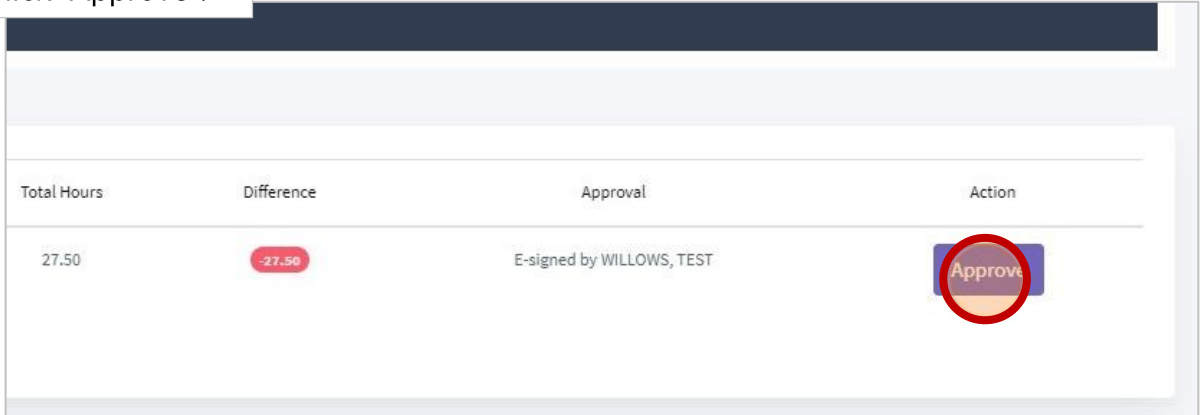**3** Navigate to the pay period that you are looking to approve by using the arrows in the top right corner.

4 Once you open the timesheet to approve, first e-sign the timesheet by checking the box by "Click here to E-Sign".

5 Click "Approve".

Total Hours	Difference	Approval	Action
27.50	-27.50	E-signed by WILLOWS, TEST	Approve

6 A pop up will appear asking you to confirm the approval. Click "Yes, Approve". The visits on the sheet will then show as "Approved for Payroll"

Are you sure?

You want to Approve the timecard(s) for payroll?

Yes, Approve   Close