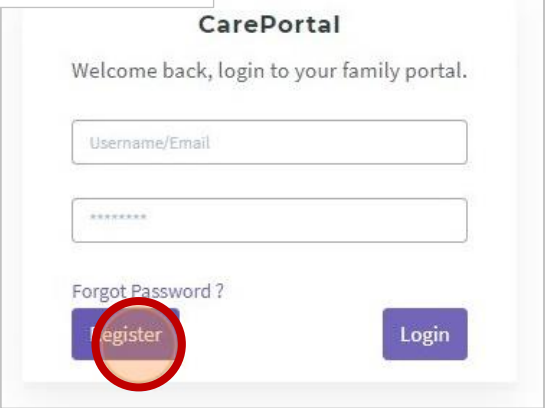


In this user guide, we will review how to create your new CareTime account as a worker.

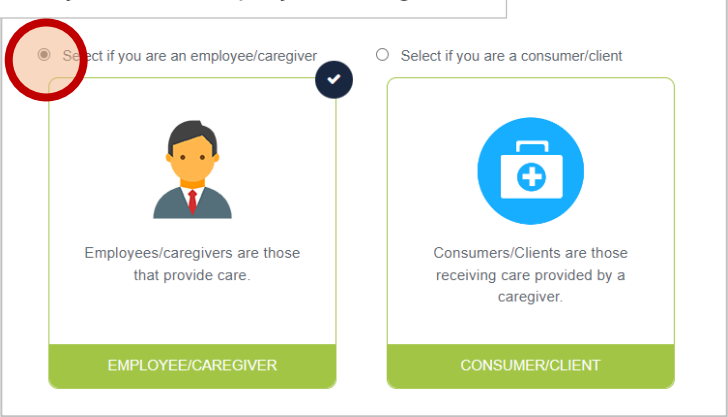
1 Navigate to:  
<https://careportal.caretimeapp.com/#/auth/login>

2 Click "Register"



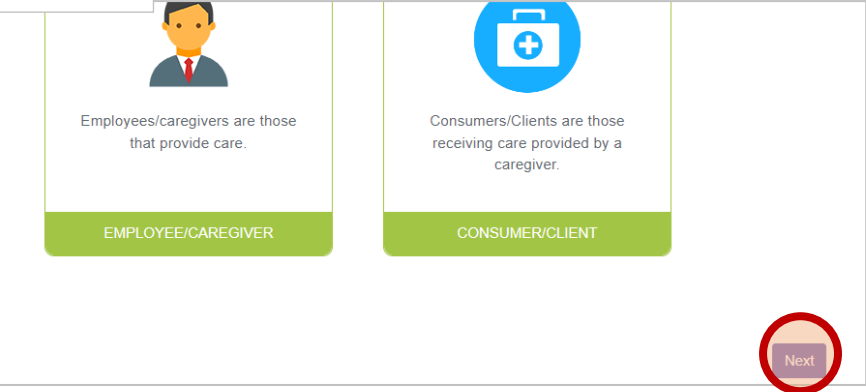
The screenshot shows the CarePortal login interface. At the top, it says "CarePortal" and "Welcome back, login to your family portal." Below this are two input fields: "Username/Email" and a password field with asterisks. There is a "Forgot Password?" link and two buttons: "Register" (circled in red) and "Login".

3 Click the option for "Select if you are a employee/caregiver"



The screenshot shows a selection screen with two radio buttons. The first is "Select if you are an employee/caregiver" (circled in red) and the second is "Select if you are a consumer/client". Below each radio button is a card. The first card features a person icon, the text "Employees/caregivers are those that provide care.", and a green bar at the bottom labeled "EMPLOYEE/CAREGIVER". The second card features a first aid kit icon, the text "Consumers/Clients are those receiving care provided by a caregiver.", and a green bar at the bottom labeled "CONSUMER/CLIENT".

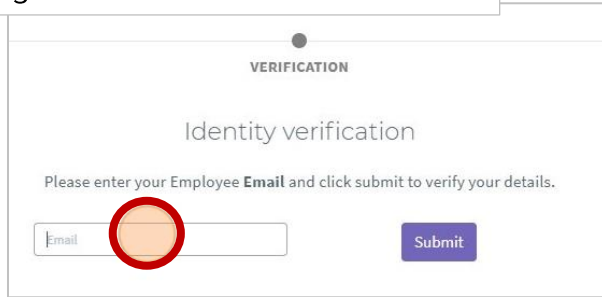
4 Click "Next"



This screenshot is identical to the previous one, showing the selection screen with the "Next" button circled in red at the bottom right.

5

Enter your email that you'd like to register with and click "Submit".



VERIFICATION

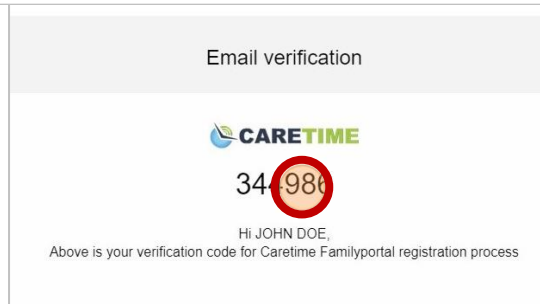
Identity verification

Please enter your Employee Email and click submit to verify your details.


Email

6

You will receive an email with a verification code. Open the email and copy the code.



Email verification

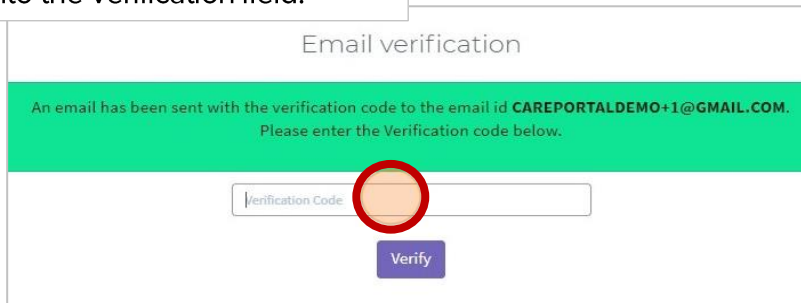


344986

Hi JOHN DOE,  
Above is your verification code for Caretime Familyportal registration process

7

Enter the code from the email into the verification field.



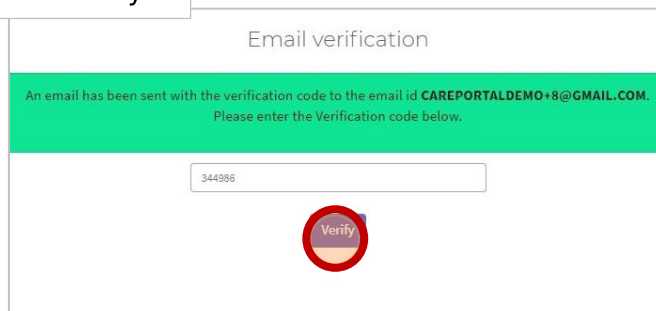
Email verification

An email has been sent with the verification code to the email id CAREPORTALDEMO+1@GMAIL.COM.  
Please enter the Verification code below.

Verification Code

8

Click "Verify".



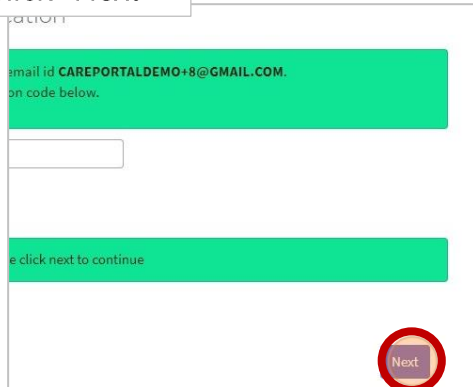
Email verification

An email has been sent with the verification code to the email id CAREPORTALDEMO+8@GMAIL.COM.  
Please enter the Verification code below.

344986

9

Click "Next"



Confirmation

Email id CAREPORTALDEMO+8@GMAIL.COM.  
Confirmation code below.

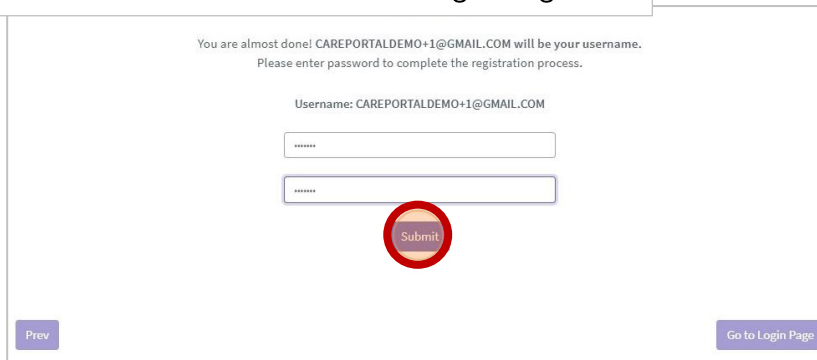
Confirmation code

Please click next to continue

Next

10

You will be prompted to create a password; enter a password for your CarePortal account. Click "Submit" and then "Go to Login Page".



You are almost done! CAREPORTALDEMO+1@GMAIL.COM will be your username.  
Please enter password to complete the registration process.

Username: CAREPORTALDEMO+1@GMAIL.COM

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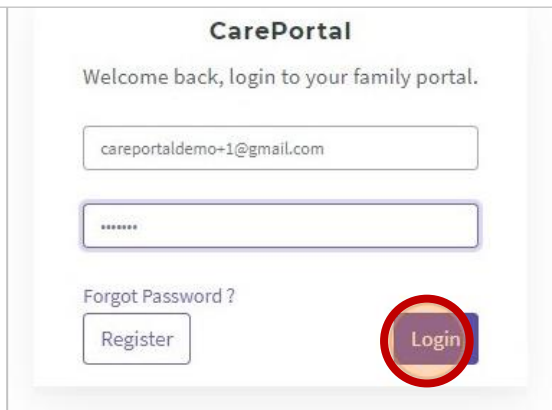
Submit

Prev

Go to Login Page

11

Once you're back on the log in page, enter in your log in information and click "Login". Your username is the email you used to register and the password is the one you just created.



CarePortal

Welcome back, login to your family portal.

careportaldemo+1@gmail.com

\*\*\*\*\*

Forgot Password ?

Register

Login