In this user guide, we will review how to create your new CareTime account as a Participant.
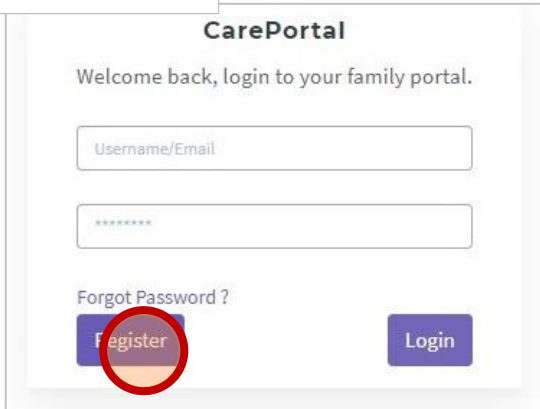
1

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

2

Click "Register"

CarePortal
Welcome back, login to your family portal.
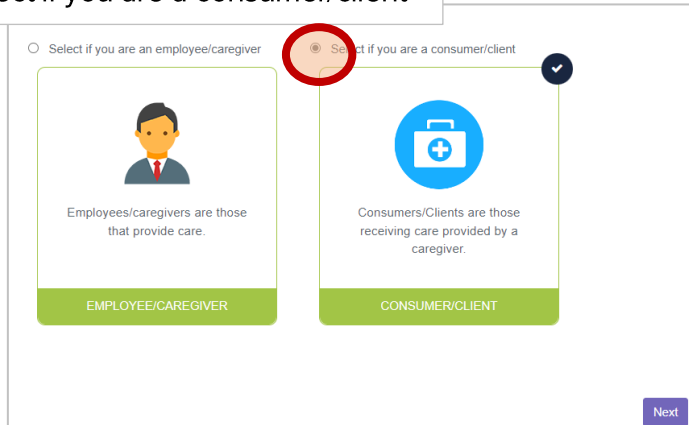
Username/Email

••••••••

Forgot Password ?

Register   Login

3

Click the option for
"Select if you are a consumer/client"

○ Select if you are an employee/caregiver   ◉ Select if you are a consumer/client

Employees/caregivers are those
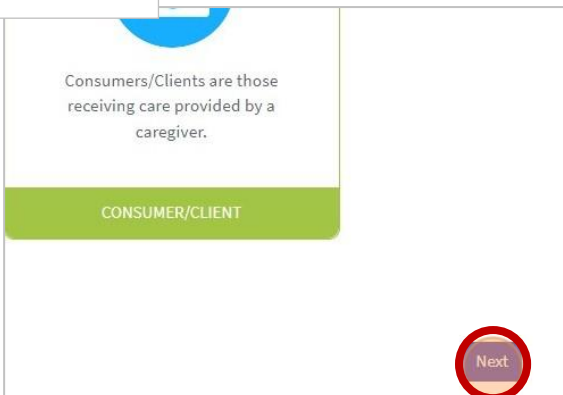that provide care.

Consumers/Clients are those
receiving care provided by a
caregiver.

EMPLOYEE/CAREGIVER   CONSUMER/CLIENT
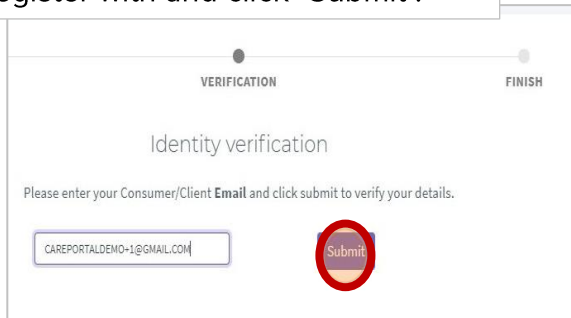
Next

4

Click "Next"

Consumers/Clients are those
receiving care provided by a
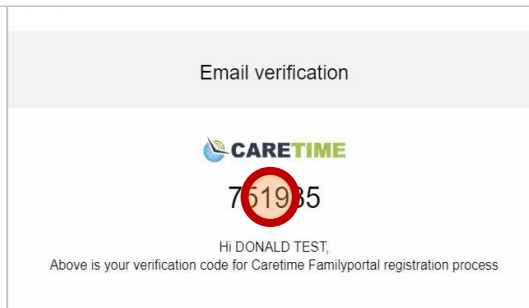caregiver.

CONSUMER/CLIENT

Next

Premier
FINANCIAL MANAGEMENT SERVICES

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

VERIFICATION   FINISH

Identity verification

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

CAREPORTALDEMO+1@GMAIL.COM   Submit

NOTE: *If you receive an error at this point that the email is not on file, follow up with Premier to update your email on file. You will not be able to register until it is updated.*
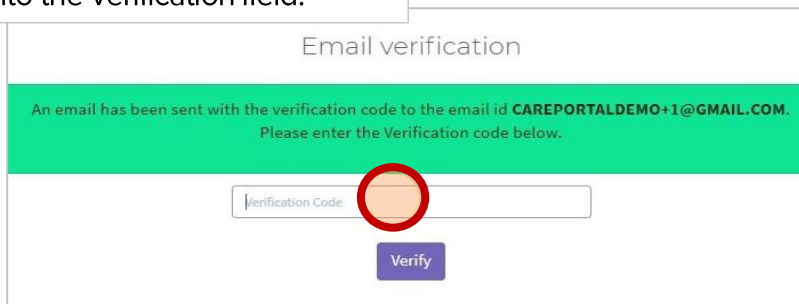
6 You will receive an email with a verification code. Open the email and copy the code.

Email verification

CARETIME

751935

Hi DONALD TEST,
Above is your verification code for Caretime Familyportal registration process
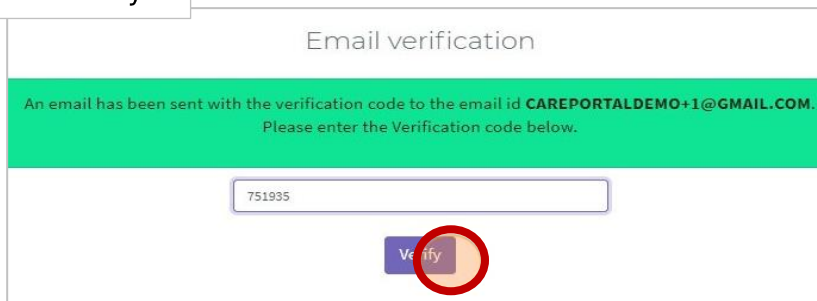
7 Enter the code from the email into the verification field.

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

Verify

8 Click "Verify"

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.

751935

Verify

Premier
FINANCIAL MANAGEMENT SERVICES

9 | Click "Next"

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.

751935

Verify

Email verification successful, Please click next to continue
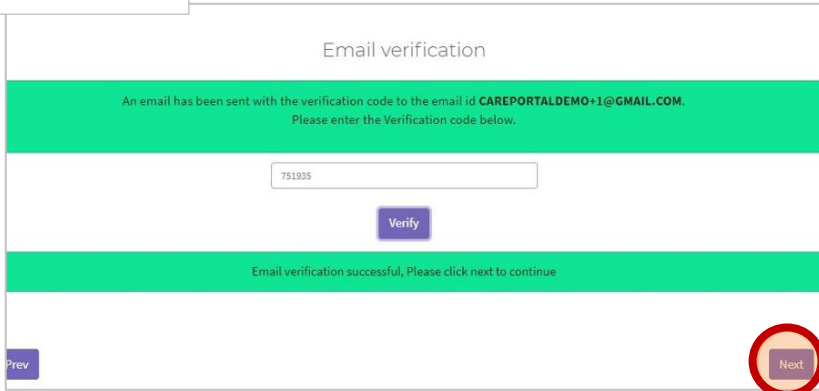
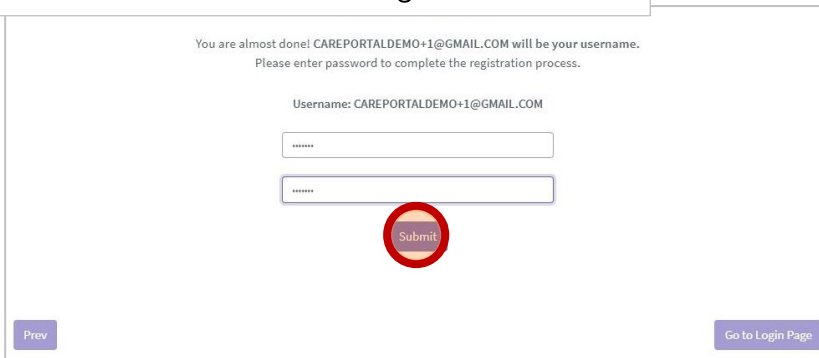Prev   Next

10 | Enter in the password that you want to set for your CarePortal login. Once you enter it, click "Submit". Then click "Go to Login"

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

Submit

Prev   Go to Login Page

11 | Once you're back on the log in page, enter 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