




## Download App

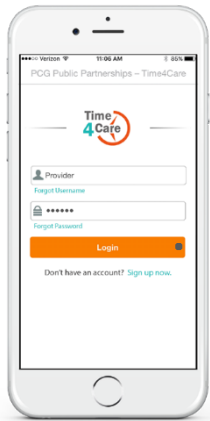
### Download the Time4Care App

- 1: Go to the App Store on your Android or iOS device. 
- 2: Tap on **Search**.
- 3: In the search bar, type in: **Time4Care**.
- 4: Download the Time4Care app.
- 5: Once the application has downloaded, tap to open.

## Important Points

- Direct Care Worker (DCW) clocks in and out in real-time to record time worked.
- Timesheet submission is no longer needed.
- Location is captured at clock in and clock out.
- Location is not tracked during visit.
- Allows for immediate approval at end of shift.

## Log in or Sign Up



If you already have a user account for the BetterOnline™ Web Portal, log in to the app with the same username and password.

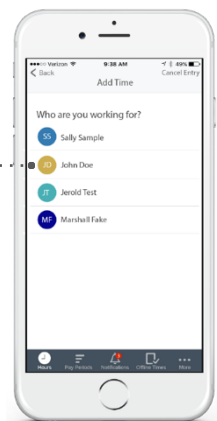
If you do not have an account, you can create one by tapping **Sign up now** on the app login page.

## Menu and Features

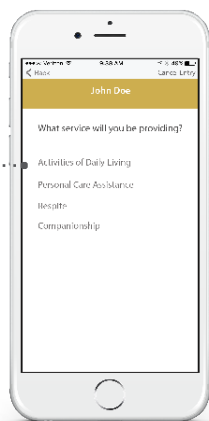


- **Hours** - manage your daily entries and add your time
- **Pay Periods** - view all entries grouped by pay period
- **Notifications** - view important messages
- **Offline Times** - view entries recorded if offline
- **More** - access **About Us, Contact Us, Touch ID, and Log Out**

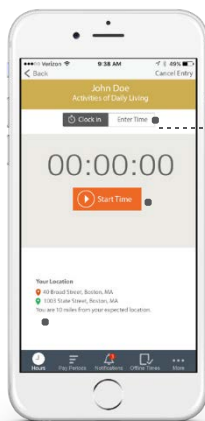
## Direct Care Worker | Clock in to Record your Time



Tap **Add Time** from the **Hours** screen. Select who you are working for.



Click on the services you will be providing to this individual.



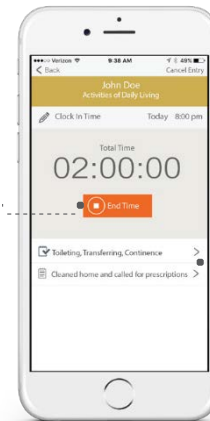
Clock in location is displayed and recorded.

### Another option to log hours: Manually Enter Time

*\*Location will not be displayed or captured (non-compliant).*

Tap **Start Time** to record your visit in real time.

*\*Location will be captured.*



Enter additional visit information by tapping **Activities and Notes** (if required in your program).

Tap **End Time** at end of visit.

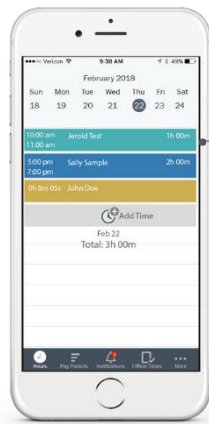
# Direct Care Worker | Clock in to Record your Time (continued)



Tap **Submit** once you reviewed your visit information.

Tap **Get Approval Now** for on-site approval.

Allows you to seek approval from the member at end of shift.

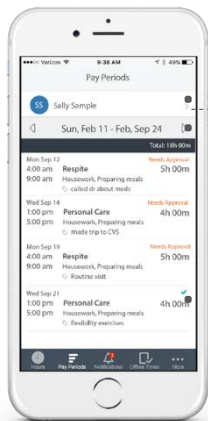


Your entry will be submitted to the pay period and will show on Hours screen. Tap entry to edit or view.

Go to Pay Periods screen to view your timesheet.

*\* Timesheets do not have to be submitted*

## DCW | Pay Periods

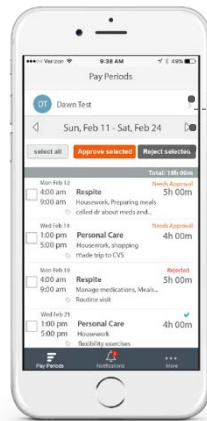


Tap arrow next to name to view time entries for another member.

Tap the right or left arrows next to calendar date to select another pay period.

Tap entry to view or edit.

## Participant/CLE | Approve Entries



Tap arrow next to name to view time entries for another provider.

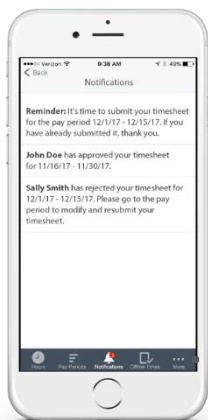
Tap the right or left arrows next to calendar date to select another pay period.

Select entries you would like to approve, then tap **Approve selected**

Select entries you would like to reject, then tap **Reject selected**

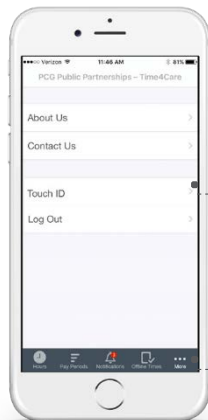
## Other Features

### Notifications



The number of new notifications will be indicated in a red circle. Tap **Notifications** on the base menu to view notifications.

### More...



Tap on **Touch ID** on the **More...** screen to enable or disable Touch ID login.

Touch ID allows you to securely login using your fingerprint (if available on your device).

Tap on **More...** on the base menu, to view additional information. Tap on each item to view details.

### Touch ID

