

# Time4Care™ Mobile App | A Quick Guide

## Download App



### Download the Time4Care App

**Step 1:** Go to the App Store on your phone. 

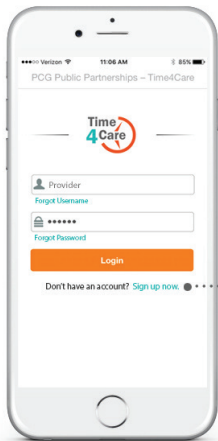
**Step 2:** Tap on **Search**.

**Step 3:** In the search bar, type in: **Time4Care**.

**Step 4:** Download the Time4Care app.

**Step 5:** Once the application has downloaded, tap to open.

## Log in or Sign Up








### Log in to Time4Care

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

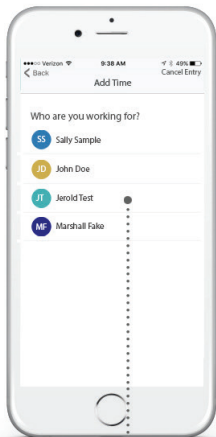
If you do not have an account, you can create one by tapping **Sign up now** on the app login page.

## Menu and Features



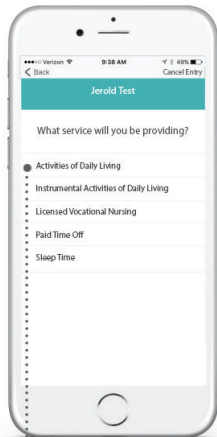
-  **Hours** - manage your daily entries and add your time
-  **Pay Periods** - view all entries grouped by pay period
-  **Notifications** - view important messages
-  **Offline Times** - view entries recorded if offline
-  **More** - access **About Us**, **Contact Us**, **Touch ID**, and **Log Out**

## How to Record Your Hours Worked

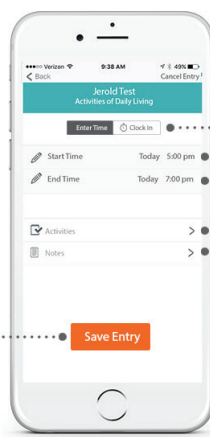


For each shift worked, tap **Add Time** from the **Hours** screen.

Select who you worked for.



Tap on the service you provided.

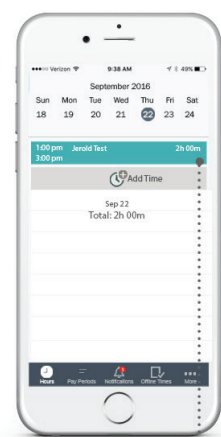


Record time worked by tapping on **Start Time** and **End Time**.

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

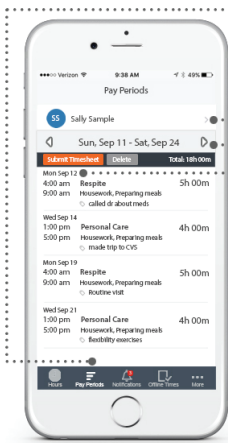
 Save your entry.

Another option to log hours: **Clock In**.



Your entry will be saved to the pay period's timesheet and will show on the **Hours** screen. Tap entry to edit or view. Go to the **Pay Periods** screen to view or submit your timesheet.

# Submit Your Timesheet



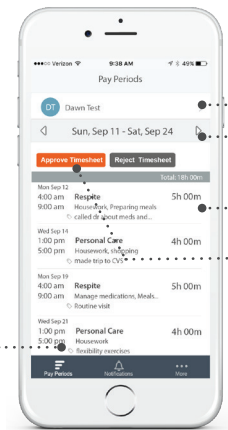
Tap **Pay Periods** on the base menu to view or submit your saved time entries. Review and **Submit Timesheet** when you are finished entering time for the pay period.

Tap the arrow next to name to view time for another consumer.

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

**Submit Timesheet** Submit your timesheet when all entries are completed for the pay period.

# How to Review & Approve Your Provider's Timesheet



Tap **Pay Periods** on the base menu to view submitted time entries.

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

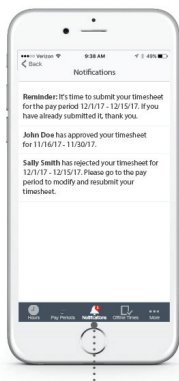
Tap the right or left arrows next to the calendar date to select another pay period.

Tap to view entry.

**Approve Timesheet** **Reject Timesheet** Approve or Reject timesheet.

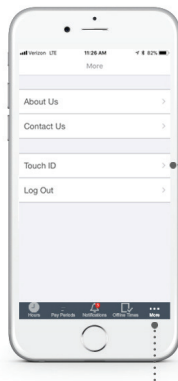
# Other Features

## Notifications



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

## More Information



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

## Touch ID



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).