


TIME4CARE™ EVV MOBILE APP





A Quick Guide

Download App

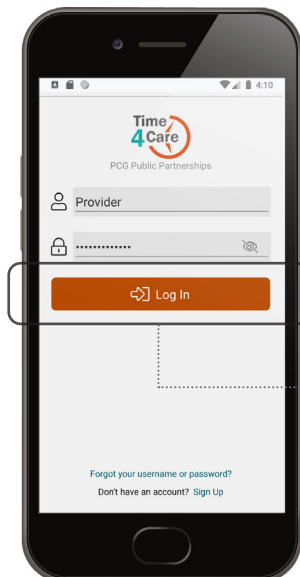
Download the Time4Care™ App

- 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/Install the Time4Care app.
- ⑤ Once the application has downloaded, tap the app icon to open.

IMPORTANT POINTS

-  Provider clocks in and out in real-time to record time worked.
-  Timesheet submission is no longer needed.
-  Location is only captured at clock in and clock out.
-  Location is not tracked during visit or any other time.

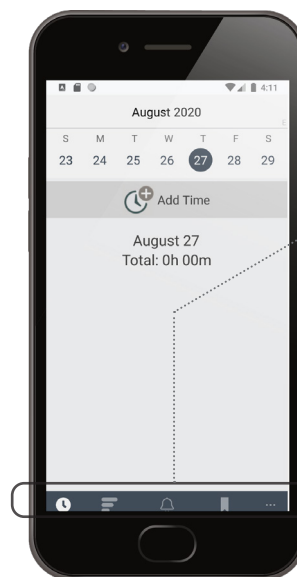
LOG IN OR SIGN UP








If you already have a user account for the IPOne Portal, you are all set to go! Just log in to the app with the same username and password you already use.

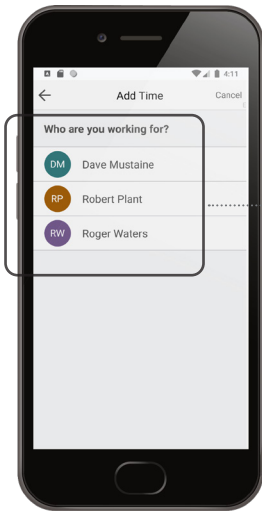
If you do not have an account, you can create one by tapping **Sign up** on the app login page.

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
-  **Saved Entries** - view entries recorded if offline
-  **More** - access **About Us**, **Contact Us**, **Touch ID**, and **Log Out**

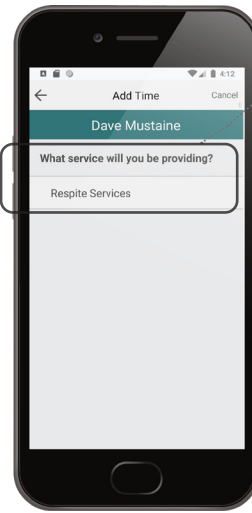
PROVIDER | CLOCK IN TO RECORD YOUR TIME



01

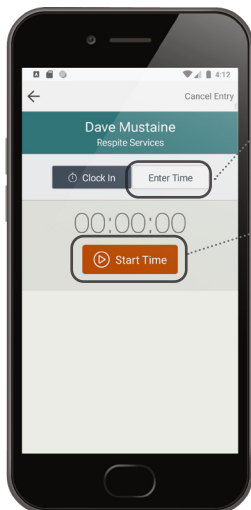
Tap **Add Time** from the **Hours** screen.

- Select the client you work for during that shift.



02

- Click on the service types you will be providing to this individual.



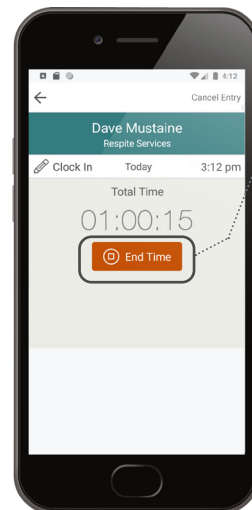
03

- Another option to log hours: **Manually Enter Time.**

**Location will not be displayed or captured.*

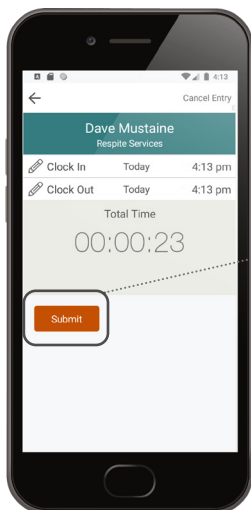
- Tap **Start Time** to record your visit in real time.

**Location will be captured.*



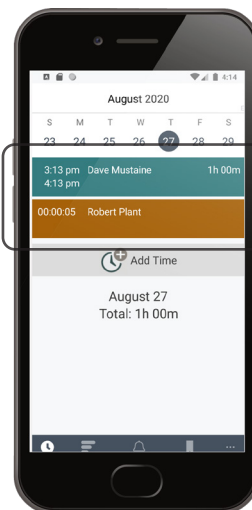
04

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



05

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



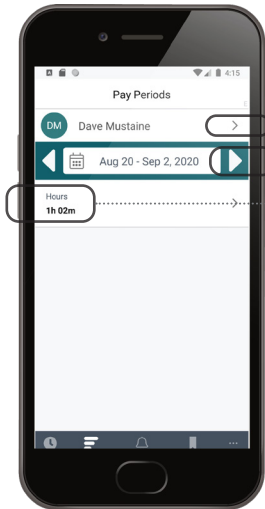
06

- 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*

PROVIDER | 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.

CALL FOR ASSISTANCE

If you need any assistance or have any questions while using Time4Care, please call our call center at the following numbers for your preferred language needs:

- Arabic: 1-844-885-6915
- Cambodian: 1-844-240-1524
- Cantonese: 1-844-240-1525
- English: 1-844-240-1526
- Korean: 1-844-240-1527
- Loatian: 1-844-240-1528
- Mandarin: 1-844-240-1529
- Russian: 1-844-240-1530
- Somali: 1-844-240-1531
- Spanish: 1-844-240-1532
- Tagalog: 1-844-240-1535
- Ukrainian: 1-844-240-1533
- Vietnamese: 1-844-240-1534

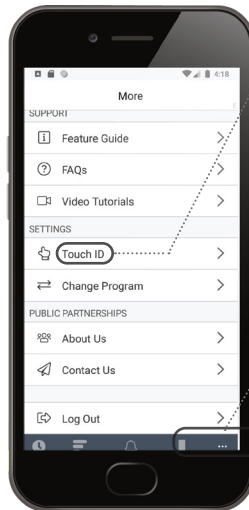
For deaf and hearing impaired (TTY): TTY 1-800-360-5899

OTHER FEATURES



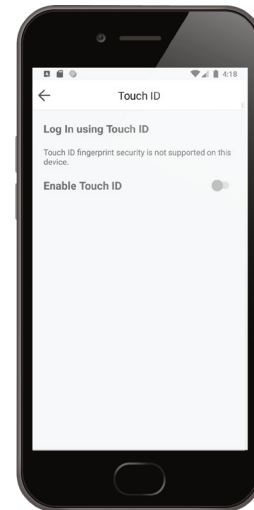
Notifications

- 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