



Personal Accounting Services, Inc.

20500 Eureka Road Suite 112 Taylor, MI 48180

Phone (734) 729-3100m

HR : FAX: (734) 206-1433 Email : HR@1-PAS.com

Billing: FAX: (734) 720-100 Email: AB@1-PAS.com

Fax Main (734) 729-3101

www.passelfdirection.com



AssuriCare CareWhen – Free App

USERNAME: *Must be ##'s after letter "P". FirstName&1st initial of last name / no spaces

PASSWORD: *all lowercase letters / no spaces


START A SHIFT

1. Username
2. Password
3. Log In
4. My Schedule/Clockwork
5. Start Unscheduled Visit
6. Click on Employer's Information
7. Start a Visit
8. **DROP DOWN ARROW to switch hours from CLS to Respite** –DOES NOT APPLY TO ALL!
9. Click on Clock In Tab
10. Confirm
11. Click on the House Icon
12. LOG OUT

END A SHIFT

1. Username
2. Password
3. Log In
4. My Schedule/Clockwork
5. Click on GREEN Highlighted Employer Information
6. Scroll Down to V Services
7. Scroll Down to "Visit Note" to Enter Summary Notes
8. Scroll Down to Click on "Clock Out"
9. Confirm Clock Out
10. Employee to Sign
11. ACCEPT
12. Employer to Sign
13. ACCEPT
14. Employer's Information has a GRAY Background = **A SUCCESSFUL CLOCK OUT!**
15. Click on "House" Icon
16. LOG OUT

TROUBLESHOOTING

- Click on "GEAR" icon  in the mobile app to make sure it's set to "CareWhen" and NOT "Visit Wizard"
- Power device off and then back on
- Uninstall the App, power device off, turn device back on, re-install the AssuriCare CareWhen App
- Log out after clocking out
- Four (4) failed attempts to log in will result in being locked out: Click on "Forgot Password"