AssuriCare CareWhen
Free App
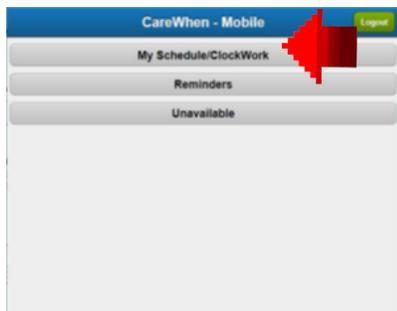
LOG IN > **CLOCK IN** > LOG OUT
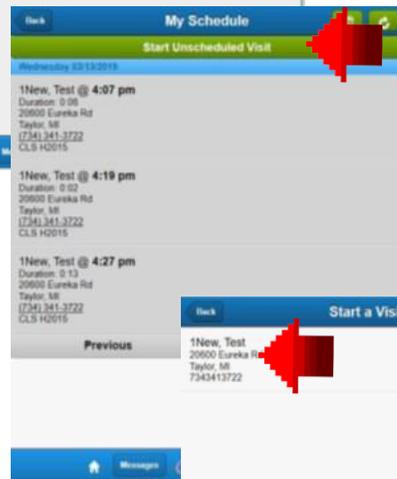
STEPS 1—12

1

CLICK ON "USERNAME"
TYPE in USERNAME

2

CLICK ON "PASSWORD"
TYPE YOUR PASSWORD
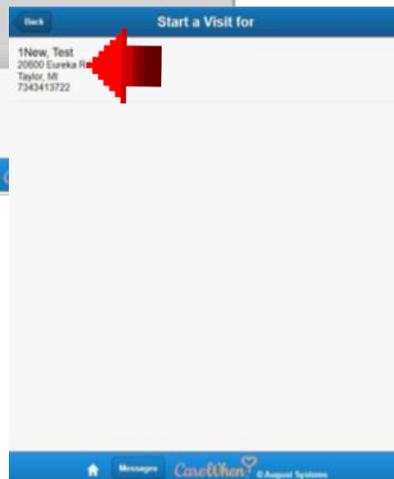all lowercase letters

3
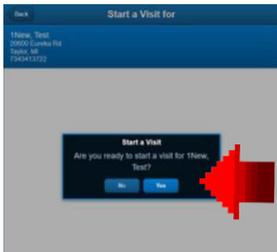
CLICK ON
"LOGIN"
Green TAB

4

CLICK ON
"My Schedule/Clockwork"
Gray TAB

5

CLICK ON
"Start Unscheduled Visit"
Green TAB

6

CLICK ON
Employer's Address
Background – No Color

Personal
Accounting
Services, Inc.

7

Start a Visit
Are you ready to start a visit?

No   Yes

8

1st Click On the Drop Down ARROW to change the Charge Code.
Does NOT apply to all.

CLICK ON the Clock In Tab

9

Confirm Clock In
Are you ready to start a visit?

No   Yes

10

In @ 10:05 am

11

CLICK ON
HOUSE LOGO at bottom of screen

12

CLICK ON