



LOG IN > CLOCK OUT > LOG OUT

STEPS 1—14

1

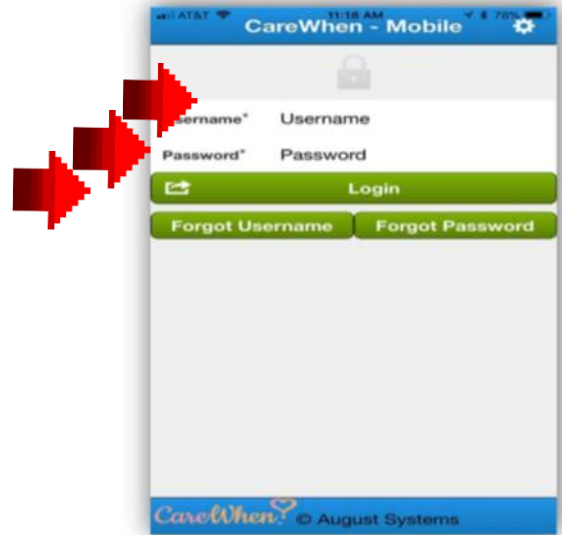
CLICK ON "USERNAME"
TYPE YOUR USERNAME
EXAMPLE: P01.JaneF

2

CLICK ON "PASSWORD"
TYPE YOUR PASSWORD
all lowercase letters

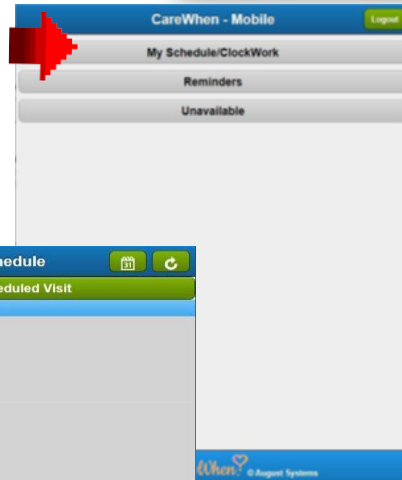
3

CLICK ON
"LOGIN"
Green TAB



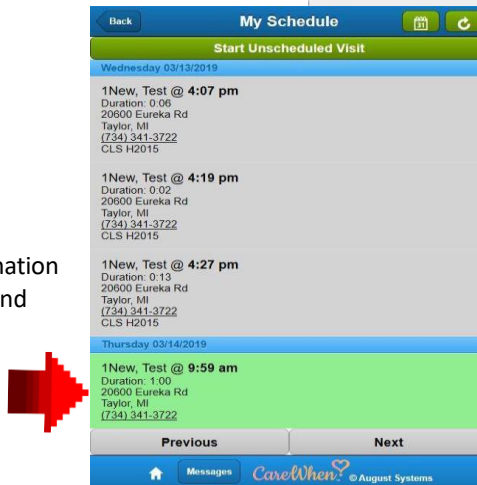
4

CLICK ON
"My Schedule/Clockwork"
Gray TAB



5

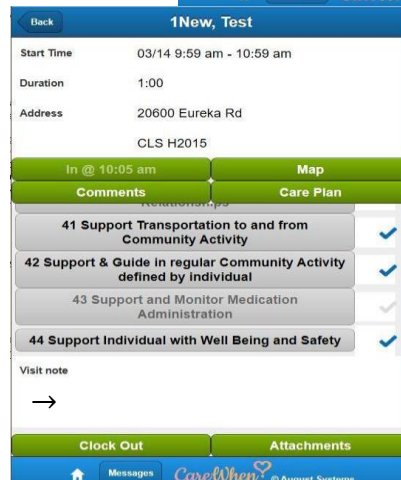
CLICK ON
Employer Information
Green Background



6

SCROLL DOWN
CHECK (✓) ONLY the task(s)
performed during that shift.

MUST enter a summary of what took
place for the time spent on that shift.





**AssuriCare
CareWhen
Free App**

CLOCK OUT > LOG OUT

7 SCROLL DOWN
to ENTER "VISIT NOTES"

8 SCROLL DOWN again to
CLICK ON
CLOCK OUT / Green Tab

9 Confirm Clock Out
Are you ready to finish this visit?



10
Employee to SIGN FIRST & LAST NAME then
CLICK ON the ACCEPT Tab

11
Employer / Legal Representative ONLY to SIGN then
Click On the ACCEPT Tab.
If unable to sign; Click On the Unable to Sign Tab.

12 SEE
Employer Information
Gray Background =
Successful at Clocking Out

13 CLICK ON
HOUSE LOGO

14
CLICK ON

