



Personal Accounting Services, Inc.

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AssuriCare CareWhen

Free App

Your access to AssuriCare CareWhen will begin only after you receive an email with the following information:

START DATE:

USERNAME:

(01 = numbers)

PASSWORD:

(lowercase letters)

Install Assuricare CareWhen Attendance Tracking System onto a smartphone, I-Pad or tablet. GPS/ Location must be enabled on the device being used.

When using AssuriCare CareWhen for the 1st time; you will be asked to click on "Allow Location"

Caregiver Access via Web browser: <https://appe.carewhen.com/apps/cwm/>

Please read all step-by-step instructions before using the AssuriCare CareWhen Attendance System. Please be sure to select **USA as the Region**.

AssuriCare CareWhen is set up with GPS, which allows using the APP only while at the employer's address. We recommend that you practice going through each step. When "clocking out"; enter "TEST" in the "visit note" section.

ALWAYS REMEMBER TO:

- Clock In -> "LOG OUT" and go about your work day . . .
- Clock Out -> "LOG OUT" Must enter **Visit Notes** when clocking out

REQUIRED Forms: (Will be mailed/emailed to the employer every 3 months)

1) Employer Pay Authorization:

Signed every 2 week pay period: **Must sign LEGIBLE & with FULL LEGAL NAME**

2) Attendance Incident Report:

Restrictions apply: limit 2 per every 6 months

FAX TO: 1 (734) 206-1440 or 1 734 720-1002

For further assistance, please contact our Billing Department.