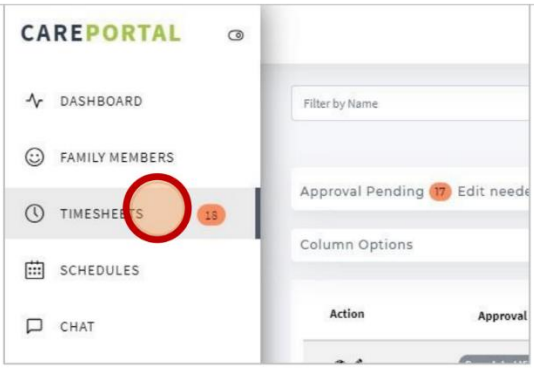
CAREPORTAL
APPROVE TIMECARDS

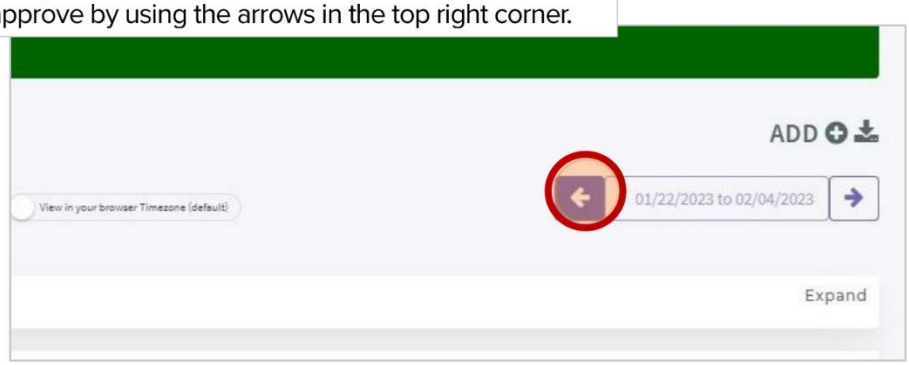
In this user guide, we will walk through the steps for Participants to approve their Direct Care Workers' timesheets.

1 Navigate to:
https://careportal.caretimeapp.com/#/timelog

2 To approve the timecards for a particular pay period, Click on "TIMESHEETS".

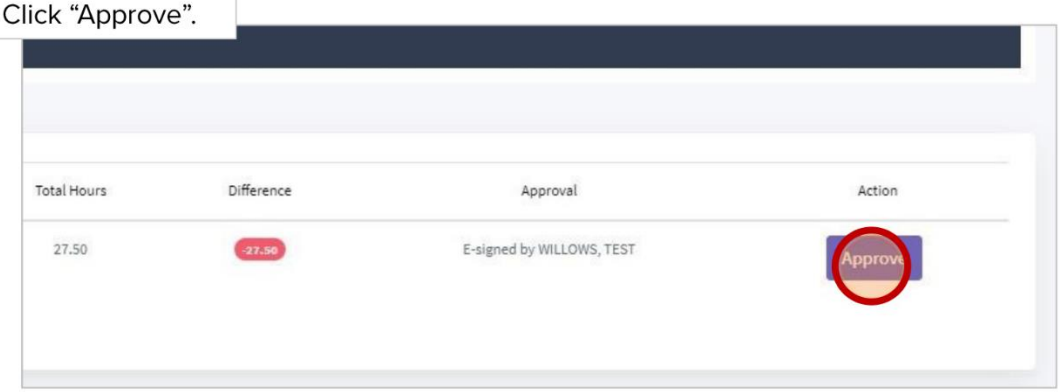
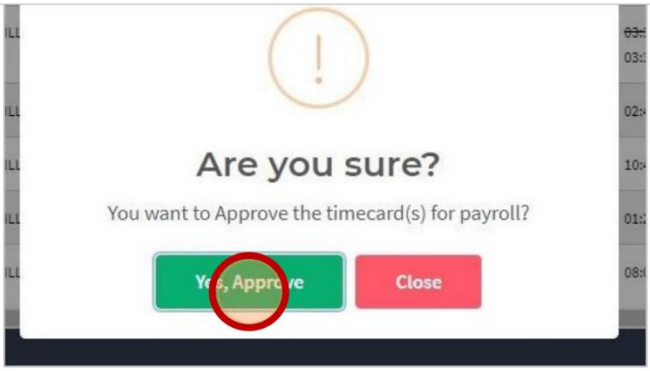


3 Navigate to the pay period that you are looking to approve by using the arrows in the top right corner.



4 Once you open the timesheet to approve, first e-sign the timesheet by checking the box by "Click here to E-Sign".

5 Click “Approve”.



6 A pop up will appear asking you to confirm the approval. Click "Yes, Approve". The visits on the sheet will then show as "Approved for Payroll"