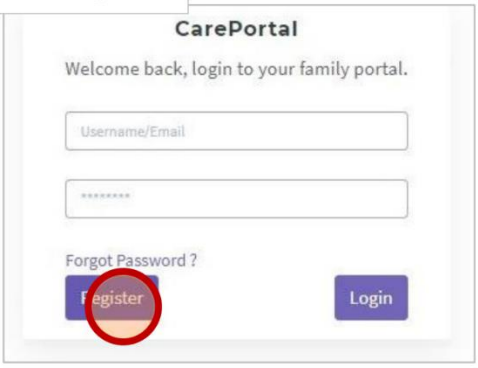
CARETIME
PARTICIPANT REGISTRATION

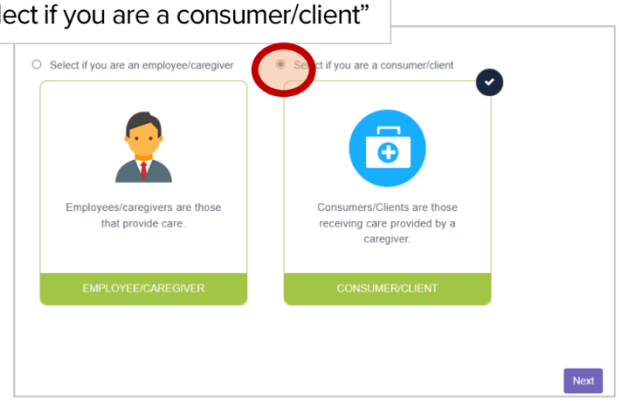
In this user guide, we will review how to create your new CareTime account as a Participant.

1 Navigate to:
https://careportal.caretimeapp.com/#/auth/login

2 Click “Register”

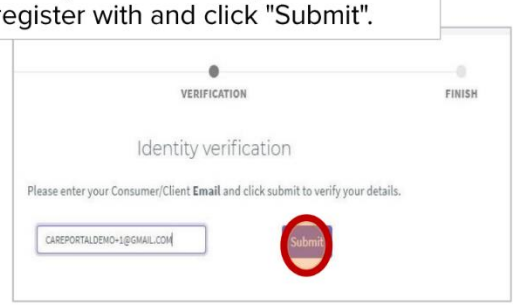


3 Click the option for
“Select if you are a consumer/client”



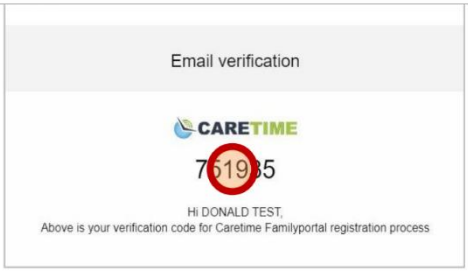
4 Click “Next”

5 Enter your email that you'd like to register with and click "Submit".

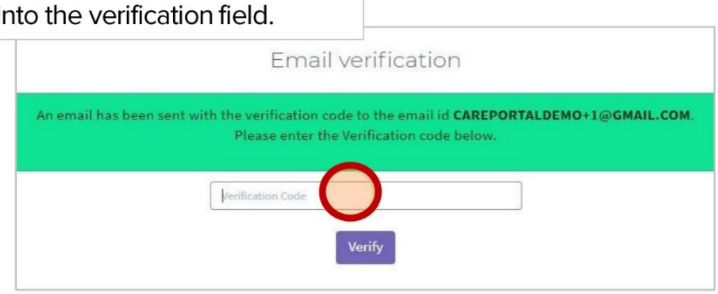


NOTE: *If you receive an error at this point that the email is not on file, follow up with Premier to update your email on file. You will not be able to register until it is updated.*

6 You will receive an email with a verification code. Open the email and copy the code.

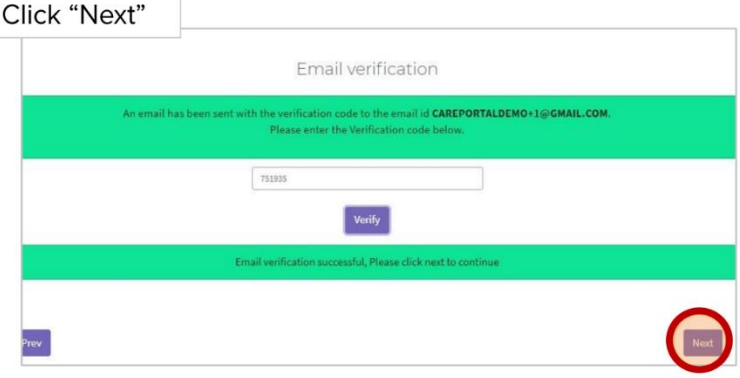


7 Enter the code from the email into the verification field.

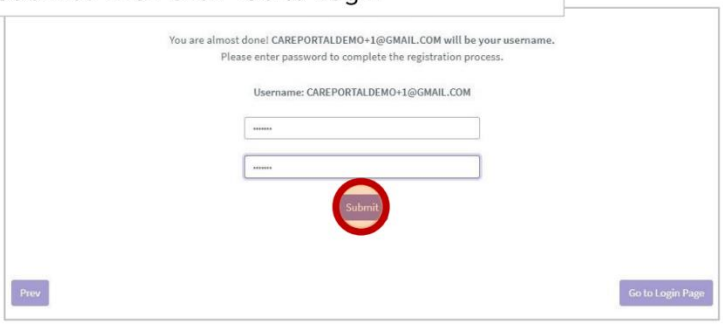
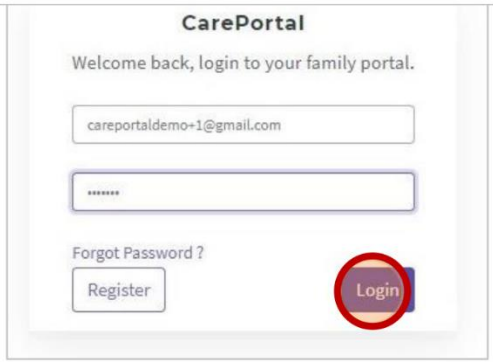


8 Click “Verify”

9 Click “Next”



10 Enter in the password that you want to set for your CarePortal login. Once you enter it, click "Submit". Then click "Go to Login"



11 Once you're back on the log in page, enter your log in information and click "Login". Your username is the email you used to register and the password is the one you just created.