

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

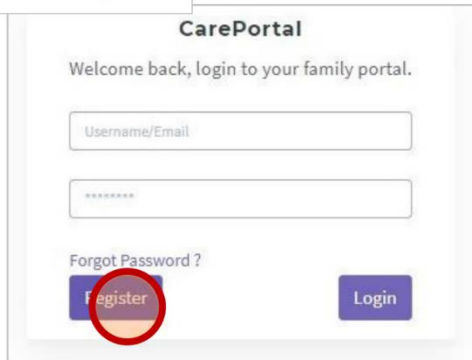
1

Navigate to:

<https://careportal.caretimeapp.com/#/auth/login>

2

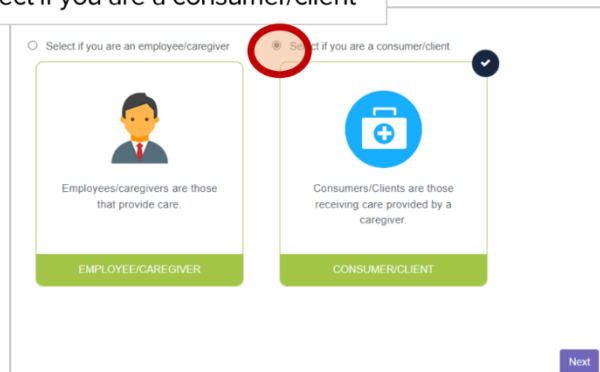
Click “Register”



The screenshot shows the CarePortal login interface. At the top, it says "CarePortal" and "Welcome back, login to your family portal." Below this are two input fields: "Username/Email" and a password field with masked characters. There is a link for "Forgot Password?" and two buttons: "Register" (highlighted with a red circle) and "Login".

3

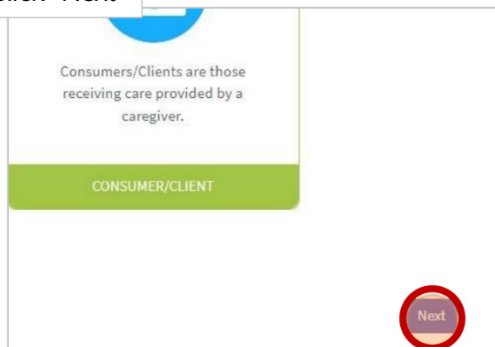
Click the option for  
“Select if you are a consumer/client”



The screenshot shows a selection screen with two options. The first option is "Select if you are an employee/caregiver" with a radio button. The second option is "Select if you are a consumer/client" with a radio button that is selected (highlighted with a red circle and a checkmark). Below each option is a description and a button. The "CONSUMER/CLIENT" button is highlighted with a green bar. A "Next" button is at the bottom right.

4

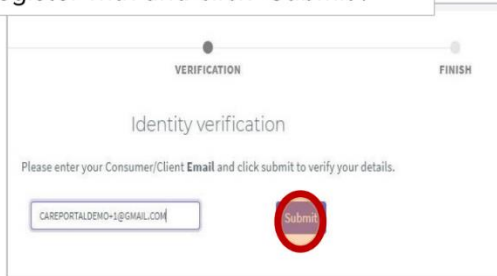
Click “Next”



The screenshot shows a confirmation screen for the "CONSUMER/CLIENT" option. It displays the text "Consumers/Clients are those receiving care provided by a caregiver." and a green bar with the text "CONSUMER/CLIENT". A "Next" button is highlighted with a red circle at the bottom right.

5

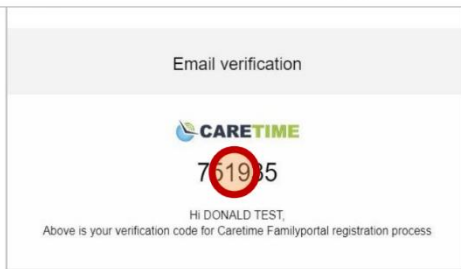
Enter your email that you'd like to register with and click "Submit".



**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.

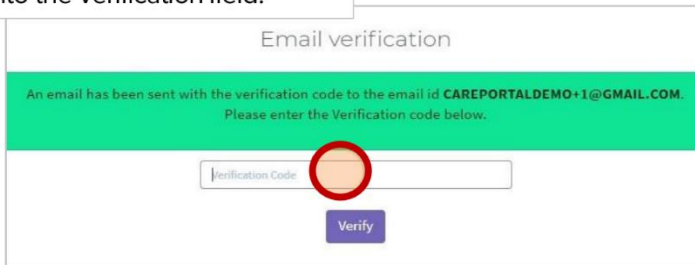
6

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



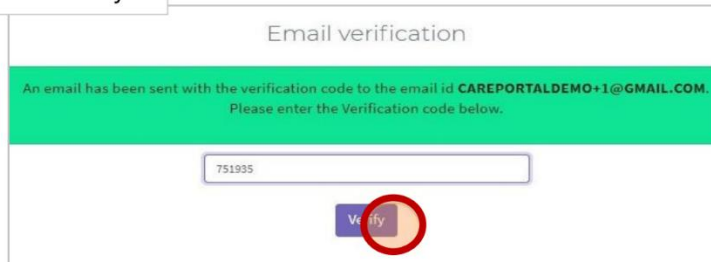
7

Enter the code from the email into the verification field.



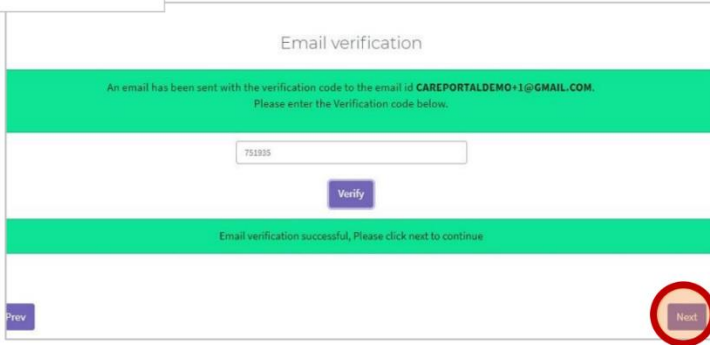
8

Click "Verify"



9

Click "Next"



Email verification

An email has been sent with the verification code to the email id CAREPORTALDEMO+1@GMAIL.COM.  
Please enter the Verification code below.

751935

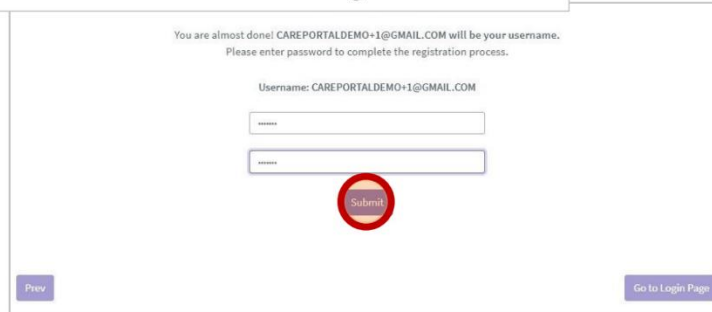
Verify

Email verification successful, Please click next to continue

Prev 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"



You are almost done! CAREPORTALDEMO+1@GMAIL.COM will be your username.  
Please enter password to complete the registration process.

Username: CAREPORTALDEMO+1@GMAIL.COM

password

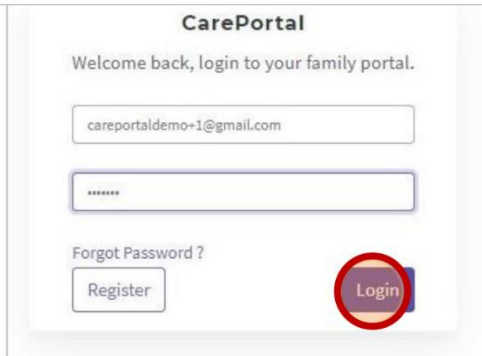
password

Submit

Prev Go to Login Page

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.



**CarePortal**

Welcome back, login to your family portal.

careportaldemo+1@gmail.com

password

Forgot Password ?

Register Login