Lori Knapp CHOICE™
Part of the AssuranceSD Family

CARETIME TELEPHONY INSTRUCTIONS

Telephony is a backup option for employees who are not able to use the CareTime Mobile app to clock in and clock out of their shifts for the EVV Program.

Employees can use the Member/Employer's phone and follow the steps below for the telephony option:

TO CLOCK IN:

1. Employee dials **1.888.574.5109**
2. Employee enters their User Code (Contact the EVV Department for this information) and presses #
3. Employee enters Activity Code Number
4. Employee confirms Clock In by pressing 1

TO CLOCK OUT:

1. Employee dials **1.888.574.5109**
2. Employee enters their User Code (Contact the EVV Department for this information) and presses #
3. Employee confirms Clock Out by pressing 1