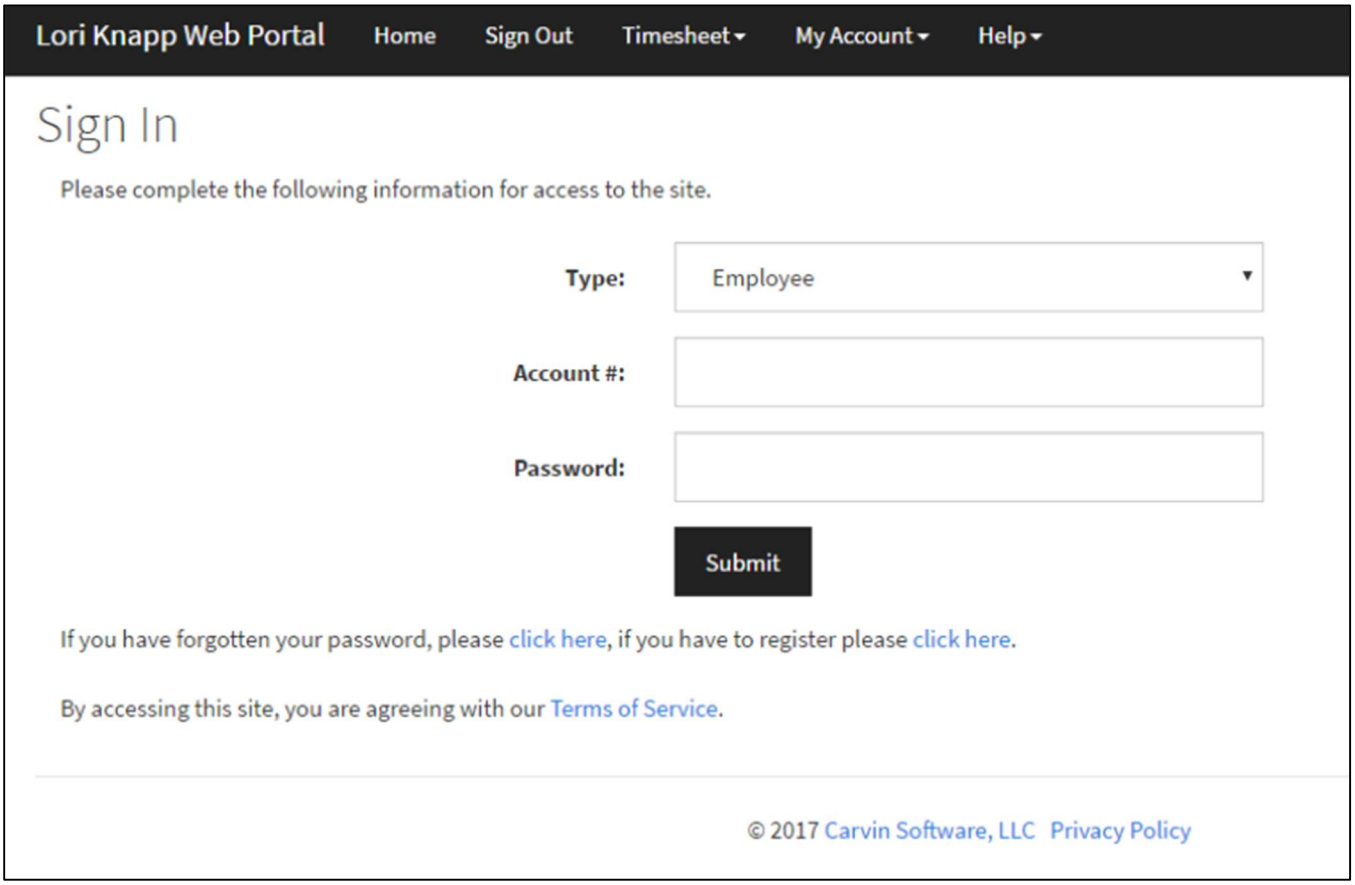
Lori Knapp CHOICE™
Part of the AssuranceSD Family

WEB ENTRY INSTRUCTIONS

Web Entry website: https://loriknapp.carvinsoftware.com/

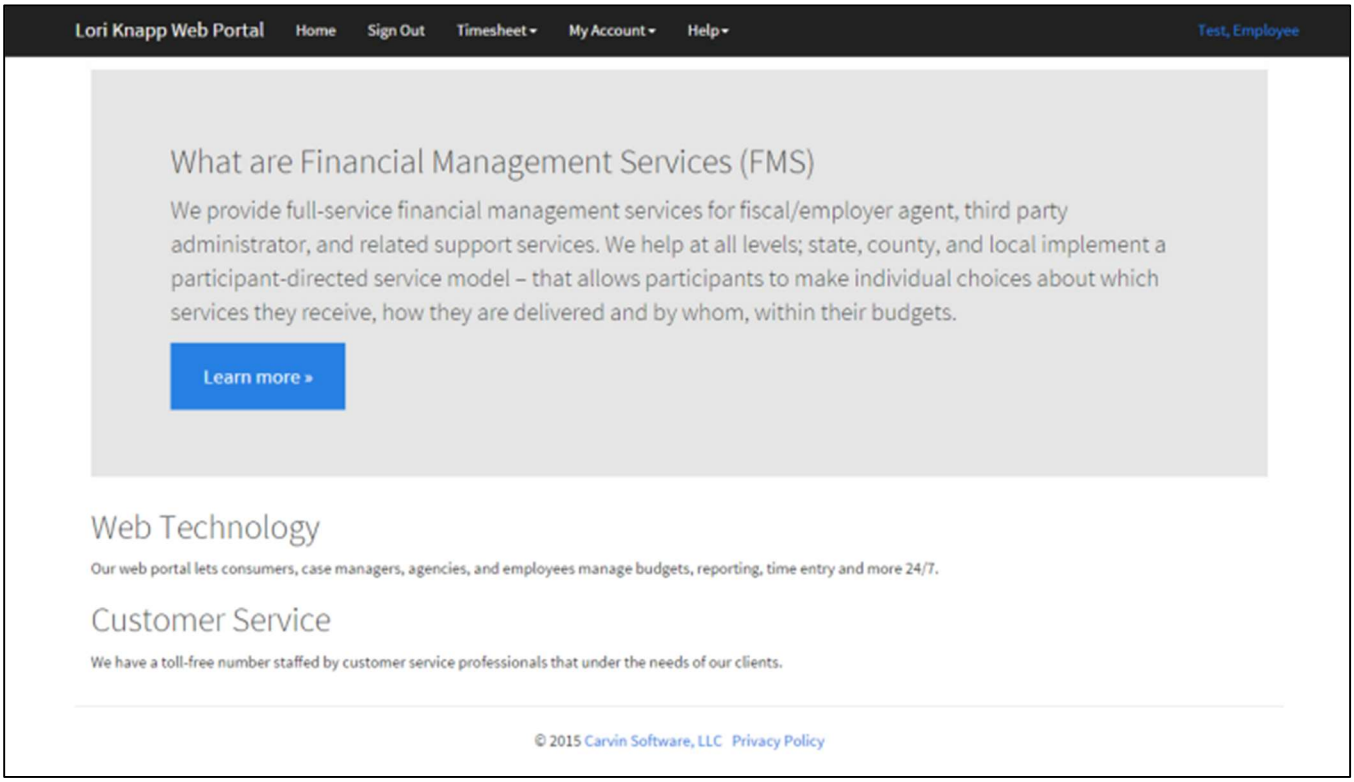
HOW TO LOGIN

1. Click Sign In on the black header bar.
2. Click the drop down next to “Type” and choose your role: Employee or Consumer.
3. Enter Your Account #: Lori Knapp Choice™ will give you or has provided this number to you via email to start Web Entry.
4. Enter your Password: Enter the password you created when you first registered.
5. Click Submit.

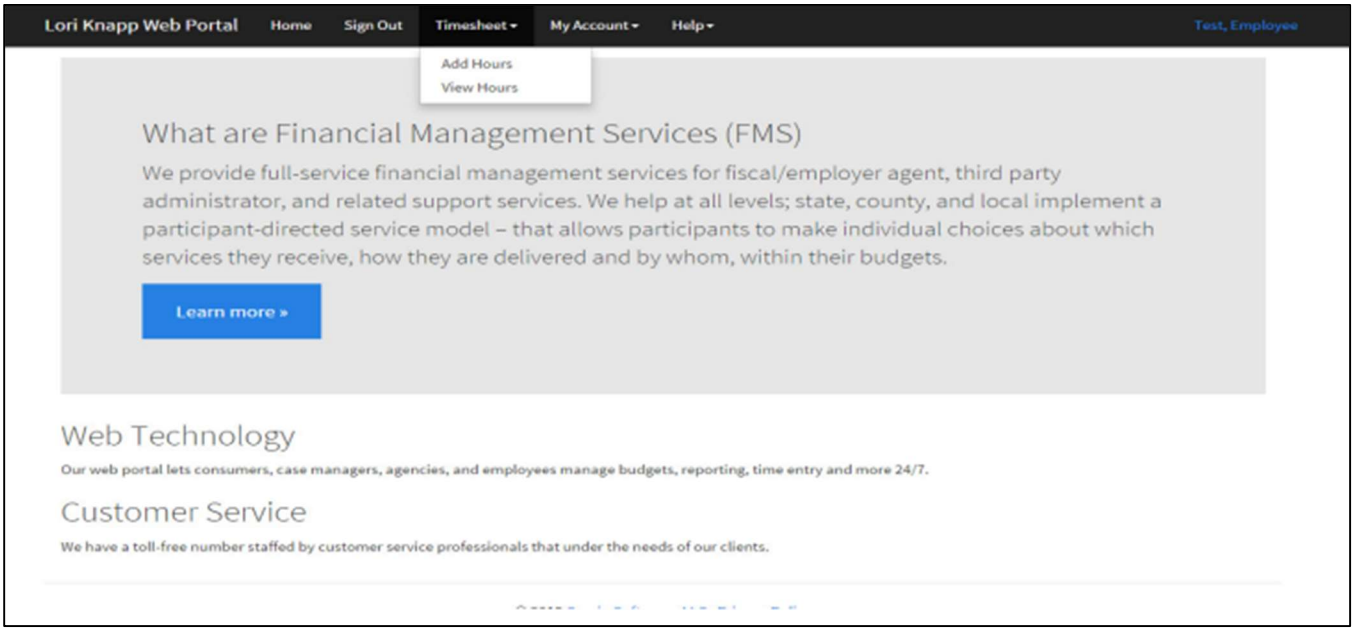


HOW TO ADD HOURS

1. Click Timesheet at top of page.

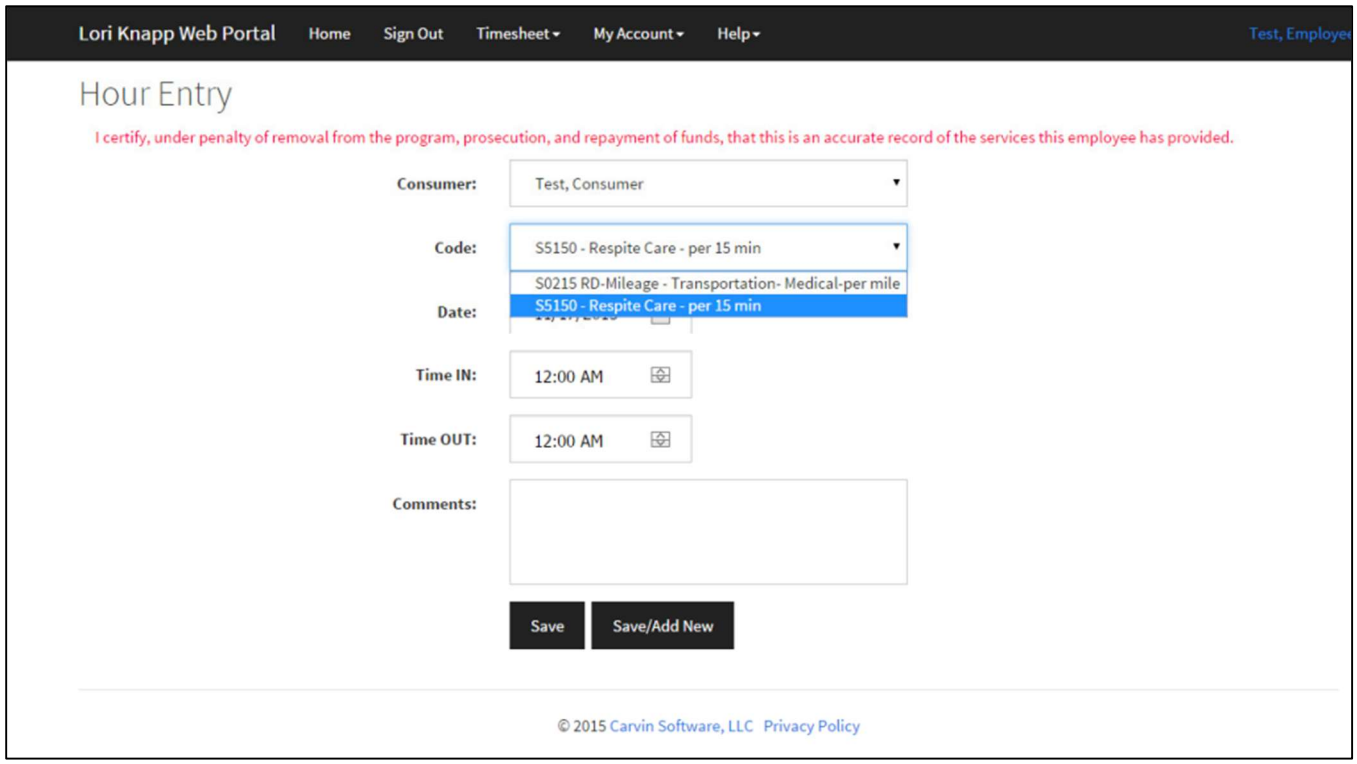


2. Choose Add Hours.



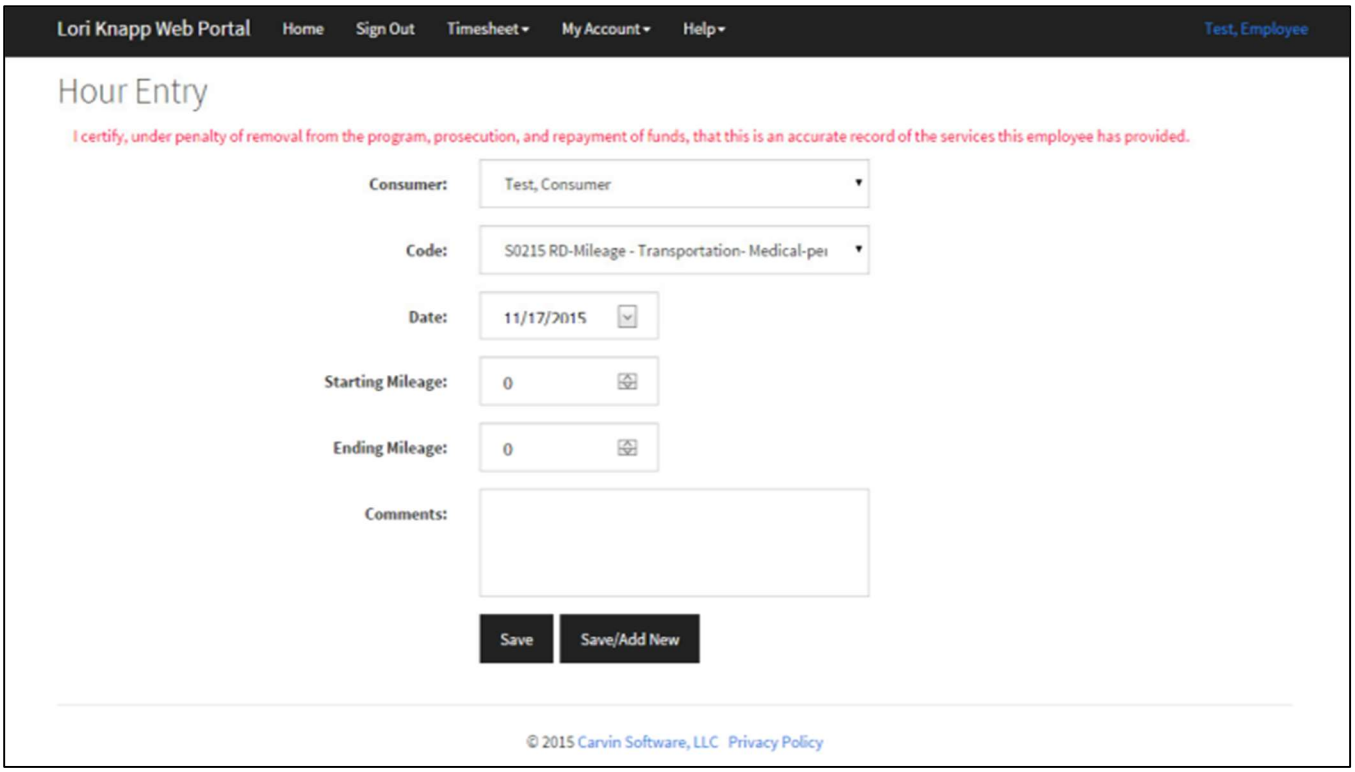
For Hourly or Per Diem Code:

a. Choose Consumer – use drop down arrow to choose consumer.
b. Choose Code – use drop down arrow to choose type of work you are performing.
c. Choose Date.
d. Enter Time IN – highlight the 12:00 AM and type in the time or move the cursor to each of the 12 and 00 and AM and change the time by clicking the up and down arrows on the far right.
e. Enter Time OUT - highlight the 12:00 AM and type in the time or move the cursor to each of the 12 and 00 and AM and change the time by clicking the up and down arrows on the far right.
    i. When working until midnight enter 11:59pm
f. Enter a comment if you choose.
g. Click Save or Click Save/Add New if you have more days/times to enter for another day.



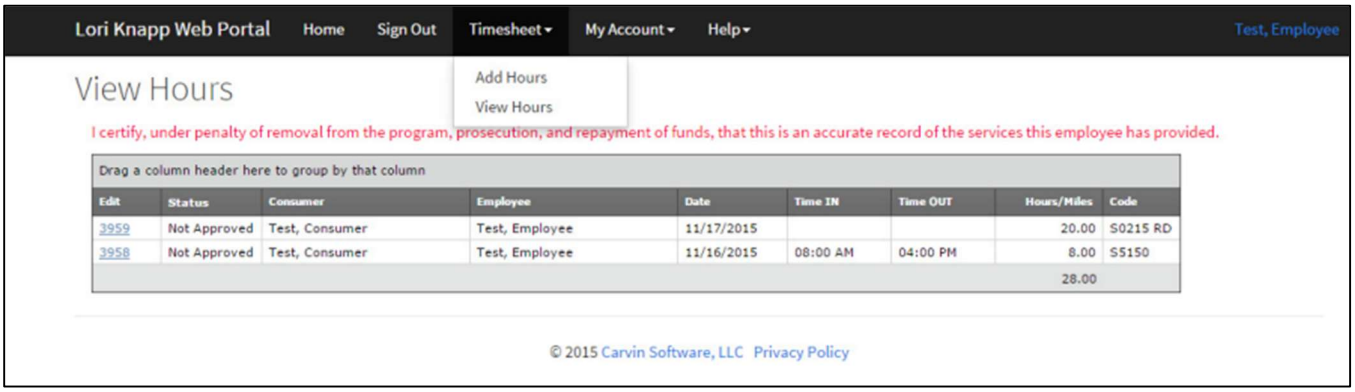
For a Mileage Code:

a. Choose **Date**.
b. Enter Starting Mileage.
c. Enter Ending Mileage.
d. Enter a comment – please write what the trip was for.
e. Click Save or Click Save/Add New if you have more mileage to enter for another day.



VIEW HOURS ENTERED

1. Click timesheets then View Hours.
2. Click the number on the left side under Edit if you would need to edit hours or mileage.



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WEB ENTRY INSTRUCTIONS

HOW TO CHANGE THE PASSWORD

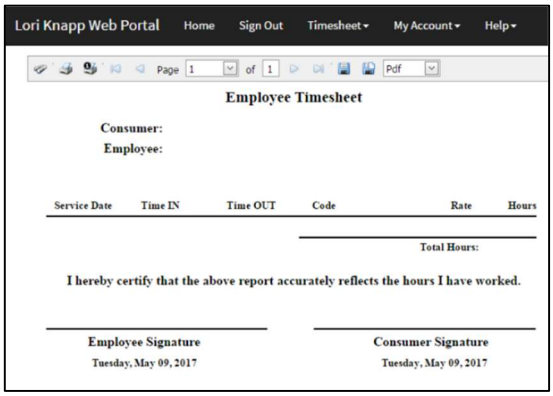
1. Choose the “My Account” tab.
2. Click Profile.
3. Scroll to the bottom of the page.
4. Delete the old password (if showing).
5. Enter a new unique password.
6. Re-enter the new password.
7. Click Submit.
8. In red writing at the bottom of the page it will state, “Your account information was updated.”

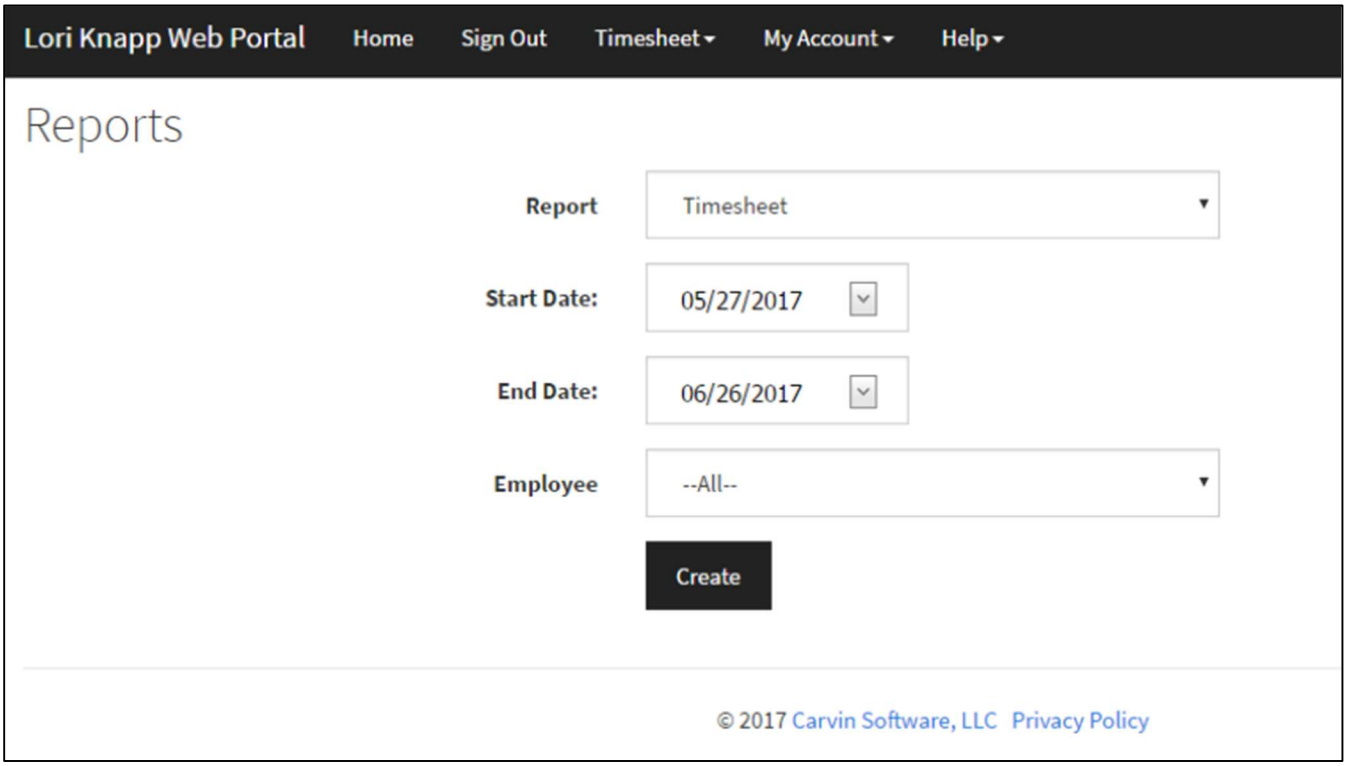
HOW TO VIEW REPORTS

1. Choose the “My Account” tab.
2. Click Reports.

For an Employee Timesheet Report:

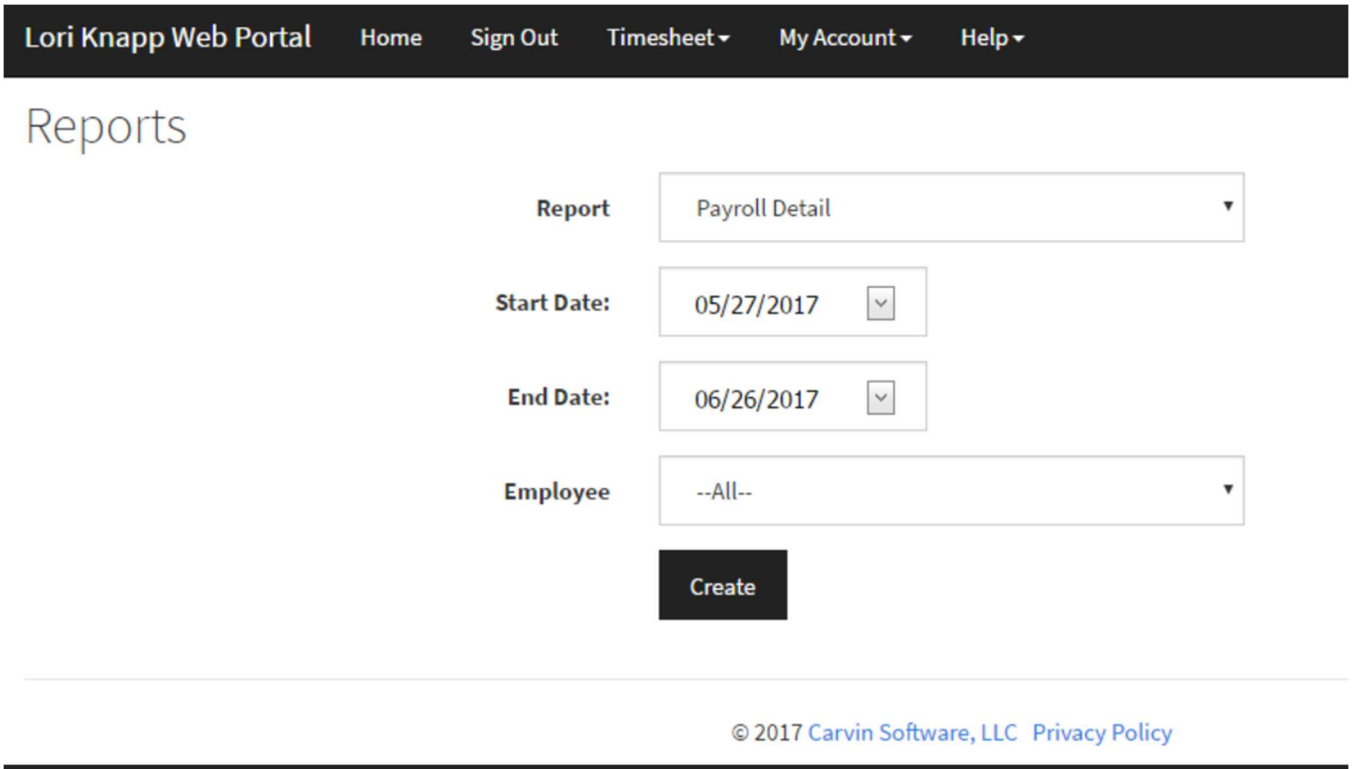
a. This report will show any hours entered for the employee whether they are approved or not approved by the Participant.
b. Choose a Start and End date.
c. Choose one employee or All employees.
d. Click Create.

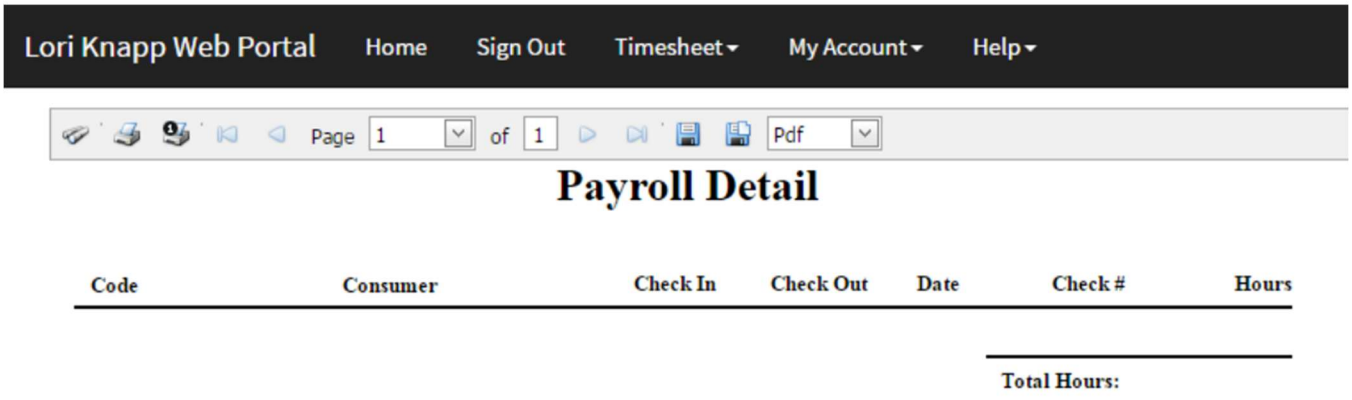




For a Payroll Detail Report:

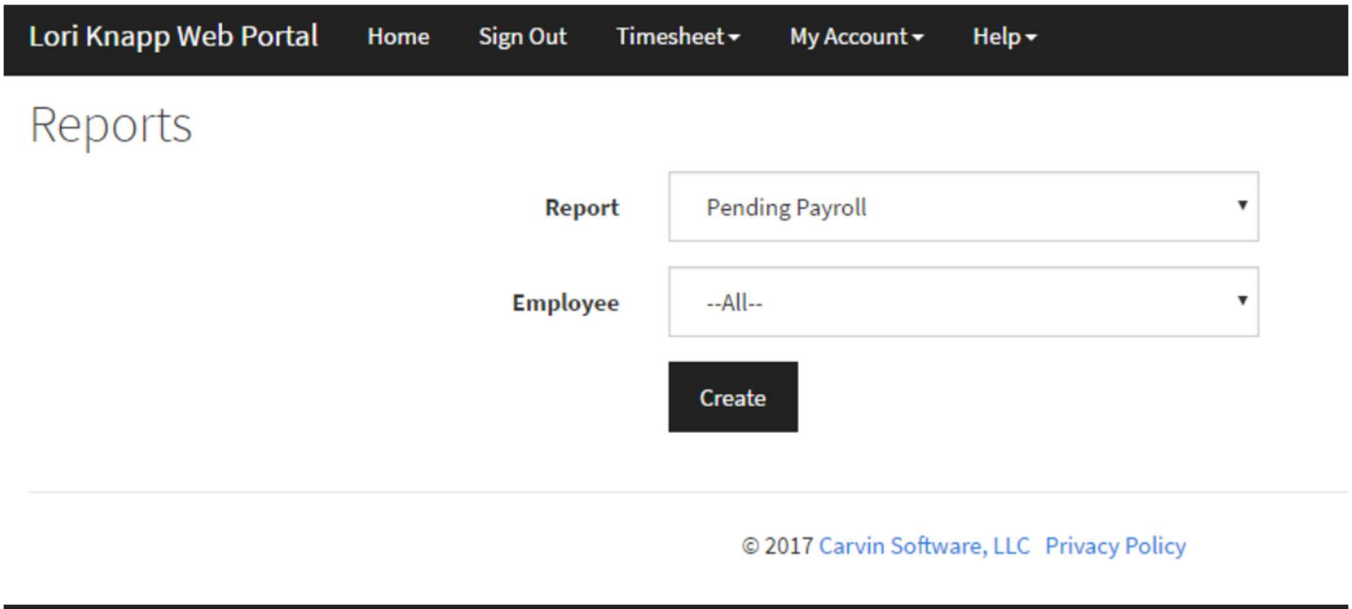
a. This report will show any shifts worked by the employee. This report will include the employee name, service code providing, consumer receiving the hours, check in and out time, date worked, check # the hours were paid on, and the total hours of the shift.
b. Choose a Start and End date.
c. Choose one employee or all employees.
d. Click Create.

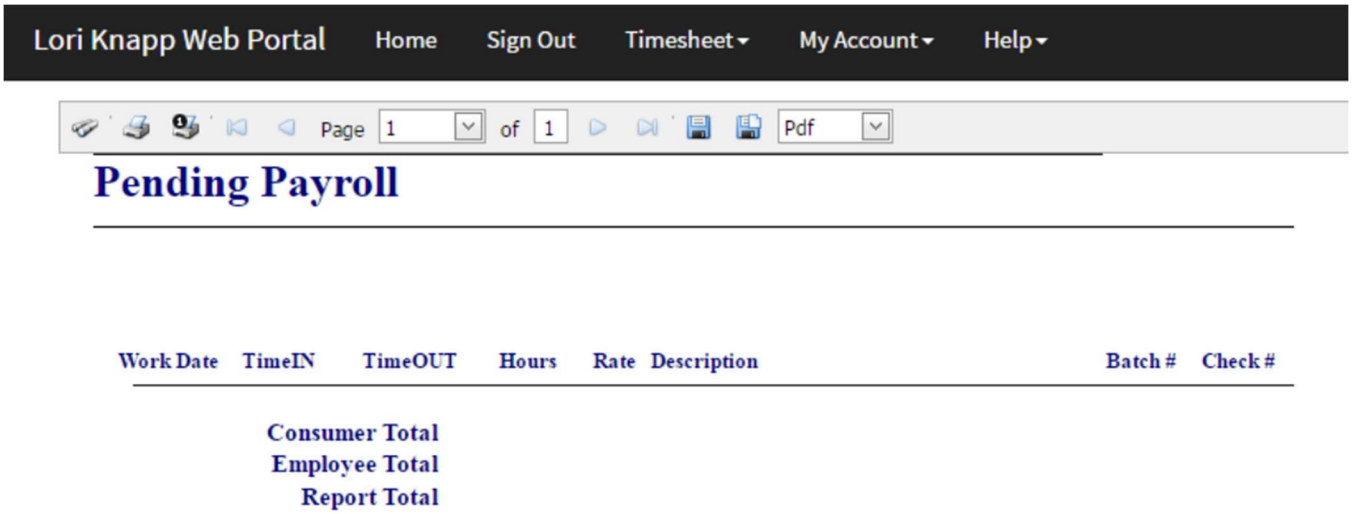




For a Payroll Detail Report:

a. This report will show any time entered and approved by the employer/consumer, pulled into our payroll system but not paid out to the employee.
b. Choose one employee or all employees.
c. Click Create.





Sign out once you are completed in the website portal.