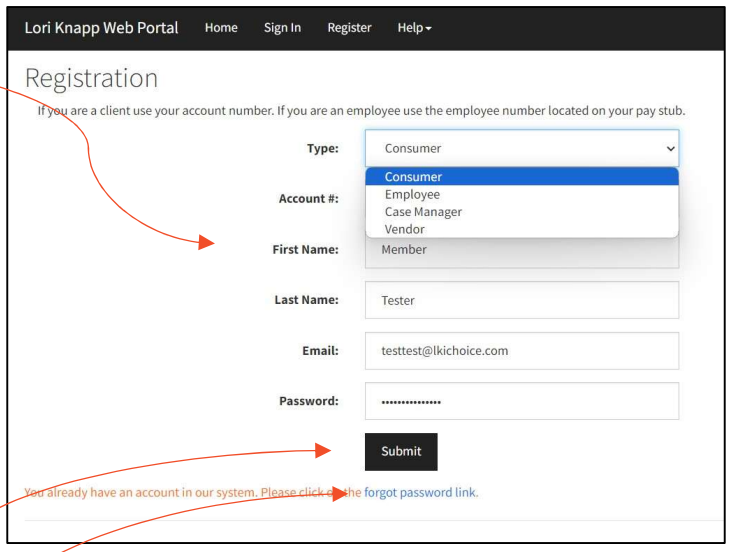
Lori Knapp CHOICE™
Part of the AssuranceSD Family

WEB ENTRY REGISTRATION INSTRUCTIONS

GETTING STARTED

1. Go to: https://loriknapp.carvinsoftware.com/newuser.aspx

2. Enter the required information:
   a. **Type**: Click the dropdown and choose your role (Consumer, Employee, Case Manager, Vendor)
   b. **Account Number**: Provided to you by Lori Knapp Choice™ via email
   c. **First Name**: Your first name
   d. **Last Name**: Your last name
   e. **Email**: Enter the email address where the instructions were sent
   f. **Password**: Enter password; must be at least eight characters with one upper case letter and a mix of letters and numbers

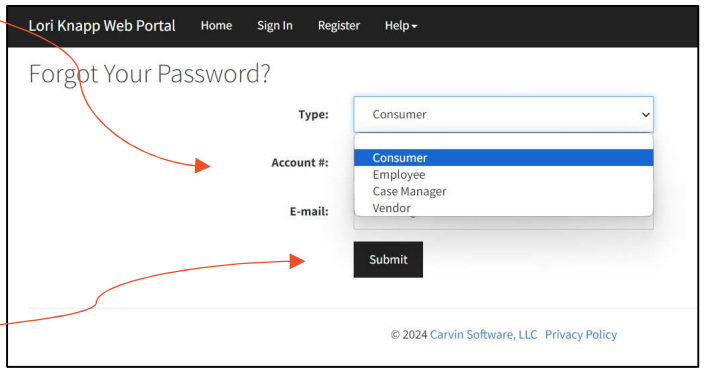


3. Click "**Submit**"

4. If you get a pop-up or notification that says you already have an account, click on the forgot password link.

5. Enter the required information:
   a. **Type**: Click the dropdown and choose your role (Consumer, Employee, Case Manager, Vendor)
   b. **Account Number**: Provided to you by Lori Knapp Choice™ via email
   c. **Email**: Enter the email address where the instructions were sent

6. Click **"Submit"**



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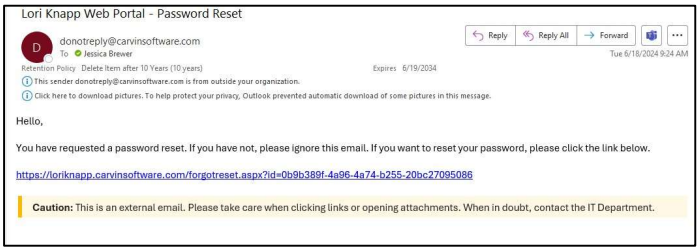
7. You will receive an email from: donotreply@carvinsoftware.com. If you do not receive the email, please check your junk or spam folder.

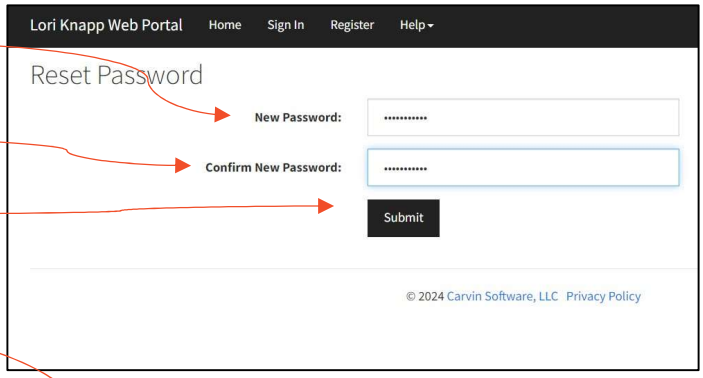
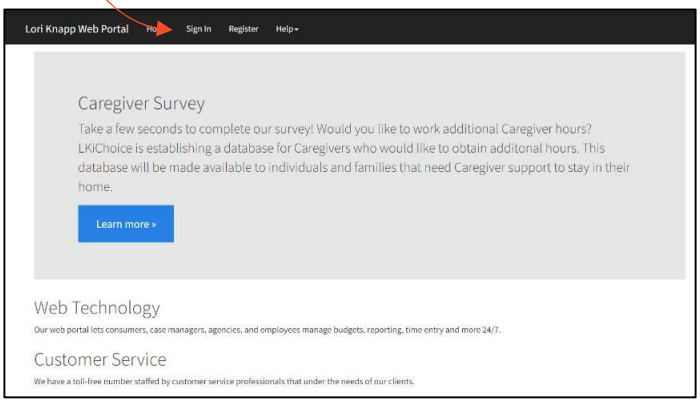
8. Click on the link provided in the email



9. Create a **New Password**. Your password must be at least eight characters with one upper case letter and a mix of letters and numbers.

10. **Confirm New Password**

11. Click "**Submit**"



12. You are now registered and can login at: https://loriknapp.carvinsoftware.com