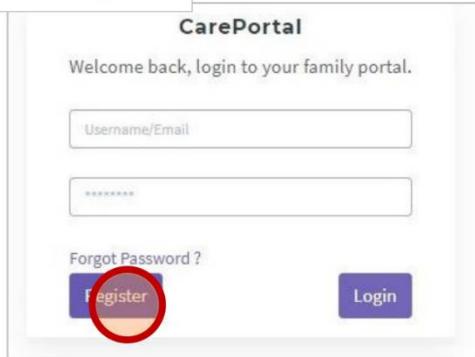


In this user guide, we will review how to create your new CareTime account as a Participant.

1 Navigate to:

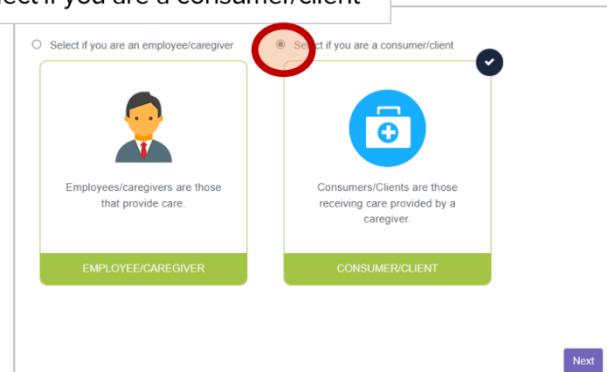
<https://careportal.caretmeapp.com/#/auth/login>

2 Click “Register”



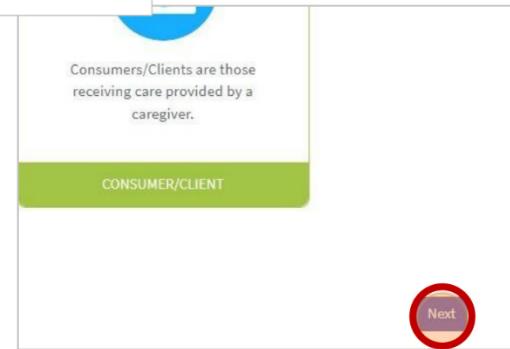
The image shows the CarePortal login screen. It features a "Welcome back, login to your family portal." message, two input fields for "Username/Email" and "Password", a "Forgot Password?" link, and two buttons: "Register" (highlighted with a red circle) and "Login".

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



The image shows a registration step where the user is asked to "Select if you are a consumer/client". There are two options: "Select if you are an employee/caregiver" (radio button not selected) and "Select if you are a consumer/client" (radio button selected and highlighted with a red circle). Below each option is a description and a green "EMPLOYEE/CAREGIVER" or "CONSUMER/CLIENT" button. A "Next" button is at the bottom right.

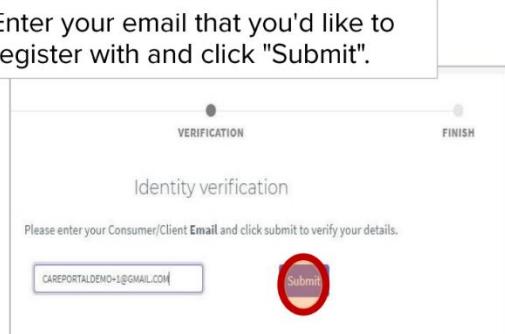
4 Click “Next”



The image shows a registration step where the user has selected "CONSUMER/CLIENT". A description "Consumers/Clients are those receiving care provided by a caregiver." is shown above a green "CONSUMER/CLIENT" button. A "Next" button is at the bottom right, highlighted with a red circle.

5

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



VERIFICATION

FINISH

Identity verification

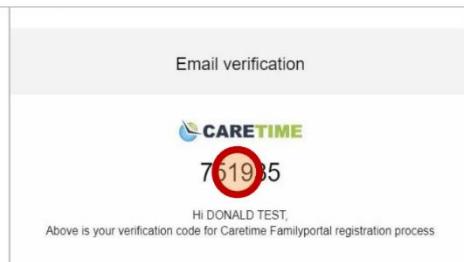
Please enter your Consumer/Client Email and click submit to verify your details.

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.



Email verification

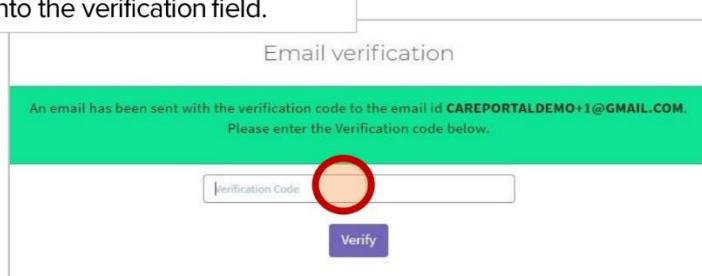
CARETIME

751935

Hi DONALD TEST,
Above is your verification code for Caretime Familyportal registration process

7

Enter the code from the email into the verification field.



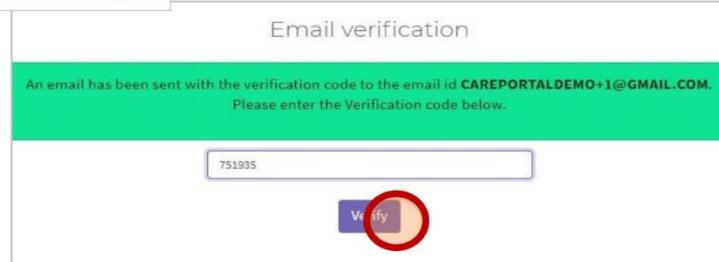
Email verification

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

Verify

8

Click "Verify"



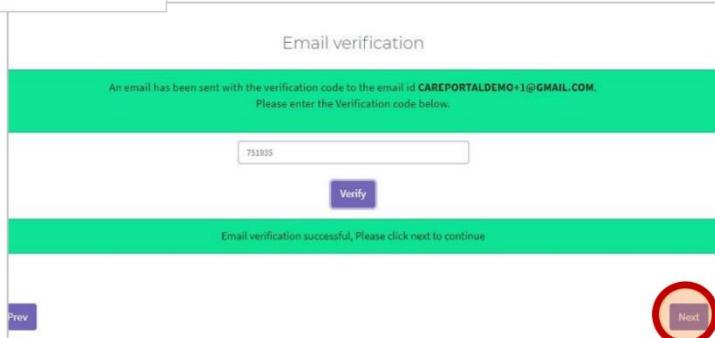
Email verification

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

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.

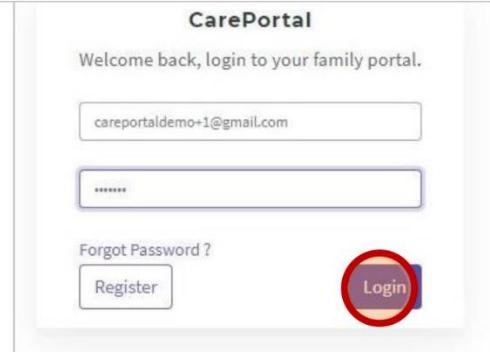
Username: CAREPORTALDEMO+1@GMAIL.COM

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

Forgot Password ?

Register Login