



Lori Knapp
CHOICE™

Part of the AssuranceSD Family

mySDHub



mySDHub

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mySDHub

What is mySD Hub?

A Directory of Service Providers

mySD Hub for Service Providers

mySD Hub for Service Providers is a database of Direct Care Workers and Vendors available to Care Managers. It allows Care Managers to identify potential workers and vendors for self-directing participants.

The screenshot shows a web interface for a service provider's profile. At the top, there is a navigation bar with a home icon, a 'Home' link, and a 'Help' link. Below the navigation bar, the page is titled 'Welcome, Provider Name' and includes a message: 'Your current information is listed below. Click the "Save Changes" button to save any changes you make'. The profile information is displayed in a table-like format with the following fields:

Last Updated:	27-04-2026 10:55am (CT)
Do you wish to be listed in the provider directory to be contacted for new work?:	Yes
Provider name (e.g., Mary Smith, Lori Knapp Choice):	Provider Name
Phone Number:	(555) 555-5555
Can receive texts:	Yes
Email:	provider@email.com
Address:	Provider Address, City, State, Zip
Your gender identification:	<input checked="" type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-binary <input type="checkbox"/> Prefer to self-describe <input type="checkbox"/> Prefer not to answer
Language(s):	English
Service(s):	Snow Removal
Commute independently:	Yes

At the bottom of the form, there are two buttons: 'DISCARD CHANGES' and 'SAVE CHANGES'.

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Getting Started

Getting Started

To get started, all you need to do is to create a login to view your account.



Create a Login

To create a login, you will need:

- ✓ Access to the internet
- ✓ An email address

Create a Login

To create a login, you will need access to the internet, an email address, and the member's Social Security Number.

Login

Email Address *

Password *

SIGN IN →

Don't have an account? [Forgot password?](#)

[LKiChoice Homepage](#)

- ✓ Go to hub.loriknappchoice.com
- ✓ Select “Don’t have an account?”

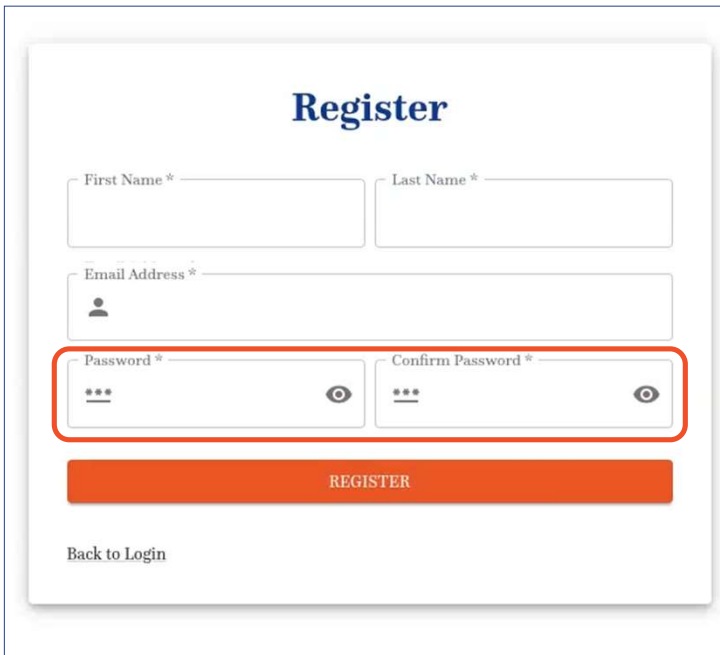
Name & Email Address

The image shows a registration form titled "Register". It contains the following fields and elements:

- First Name *** and **Last Name *** input fields, which are highlighted with a red border.
- Email Address *** input field, also highlighted with a red border and featuring a person icon.
- Password *** and **Confirm Password *** input fields, each with a password strength indicator (three dots) and a visibility toggle (eye icon).
- A red **REGISTER** button.
- A **Back to Login** link.

- ✓ Enter your first and last name
- ✓ Enter your email address

Creating a Password

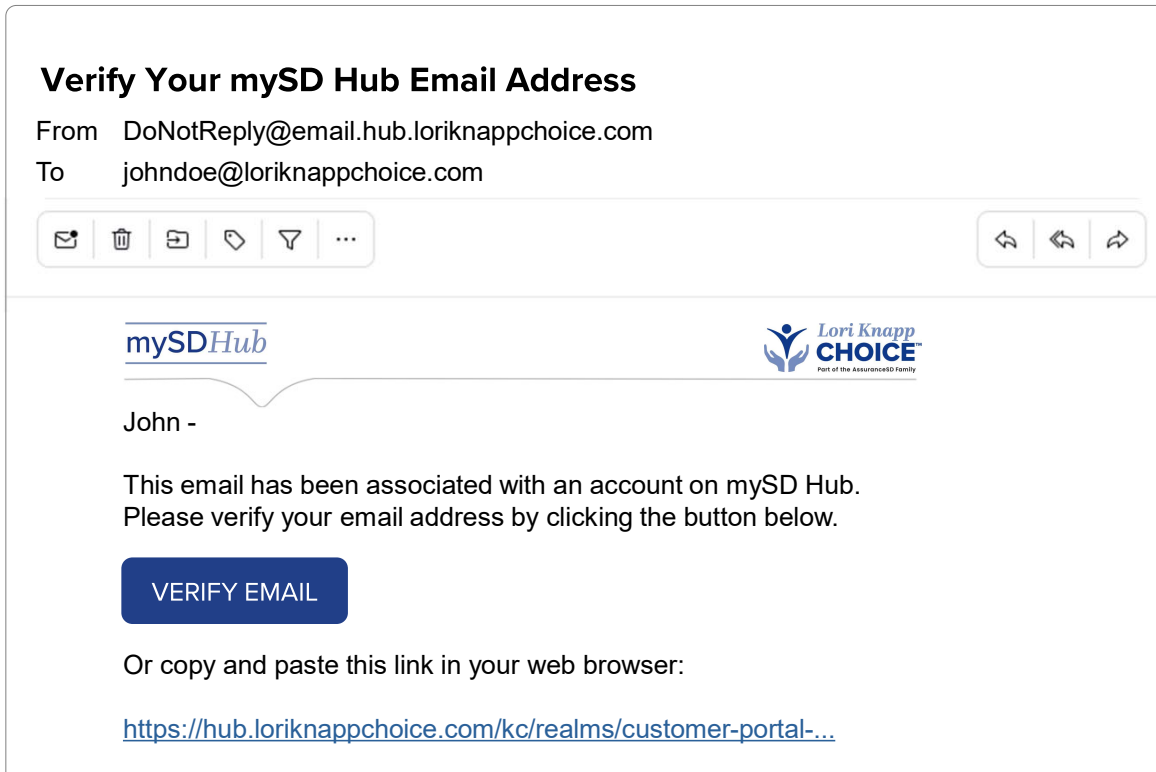


The image shows a registration form titled "Register". It contains several input fields: "First Name *", "Last Name *", "Email Address *", "Password *", and "Confirm Password *". The "Password *" and "Confirm Password *" fields are highlighted with a red border. Each password field has a "show/hide" icon (an eye) to its right. Below the password fields is a large orange "REGISTER" button. At the bottom left of the form is a link that says "Back to Login".

- ✓ Create a password that has 15 or more letters and/or numbers
- ✓ Click “REGISTER”
- ✓ An email will be sent to you to continue the verification process

Verification Email

Check your inbox for a verification email from Lori Knapp Choice.



- ✓ Click the “VERIFY EMAIL” button in the email to verify your account
- ✓ A new web browser window will open to verify your account
- ✓ Check your junk mail folder if the email does not appear in your inbox

Choose Your Role

mySD Hub is available to both members and service providers. It's important if you are a Direct Care Worker or Vendor you choose Service Provider.

Choose Your Role

Are you a Member or Service Provider?

Member
I receive services as a program participant

Manager Services
Track Usage 24/7 Access

Service Provider ✓
I provide services as a direct care professional or vendor

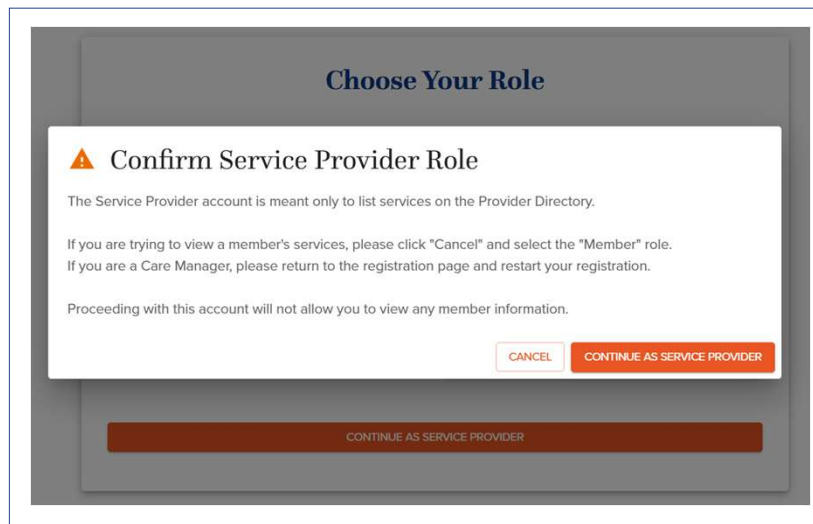
Offer Services
Share Preferences
Grow Your Business

CONTINUE AS SERVICE PROVIDER

- ✓ Select “Service Provider” on the right
- ✓ Click “CONTINUE AS A SERVICE PROVIDER”

Confirm Your Role Selection

A pop-up will appear to confirm you want to continue as a Service Provider.



✓ Click "CONTINUE AS A SERVICE PROVIDER"

Complete Registration Survey

You will now be asked a series of questions about you, the services you provide and your availability.

Complete Registration

Are you interested in having your information shared on the provider directory so that we may have care managers connect you with program participants for new work opportunities?

Disclaimer

Adding your information to our provider directory allows you to be searchable but does not guarantee or exclude you from employment. Lori Knapp Choice is not the employer. If an employer chooses to hire you, you are required to meet eligibility requirements, including passing a criminal background check.

Yes No

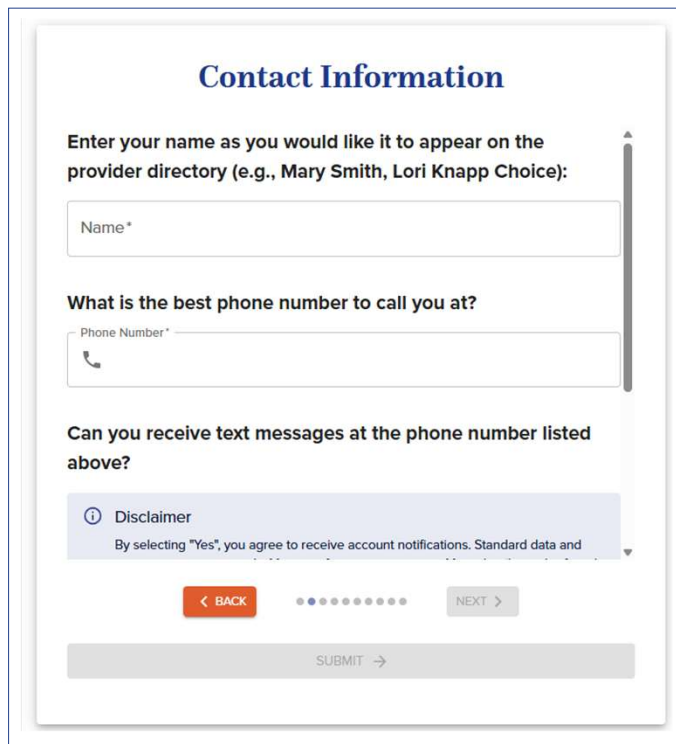
..... **NEXT >**

SUBMIT →

- ✓ Agree to have your information shared with Care Managers
- ✓ Click “NEXT”

Complete Contact Information

It's important to answer each section of the survey to ensure Care Managers can contact you, if you are a fit.



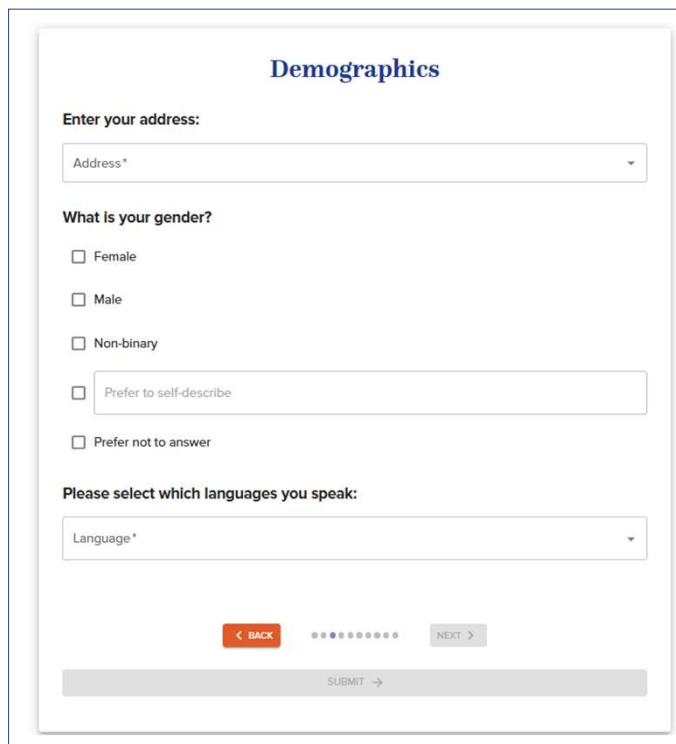
The screenshot shows a mobile survey form titled "Contact Information". The form contains the following sections:

- Header:** "Contact Information"
- Text:** "Enter your name as you would like it to appear on the provider directory (e.g., Mary Smith, Lori Knapp Choice):"
- Form Field:** "Name*" with a text input box.
- Text:** "What is the best phone number to call you at?"
- Form Field:** "Phone Number*" with a text input box containing a phone icon.
- Text:** "Can you receive text messages at the phone number listed above?"
- Disclaimer:** A light blue box with a circular icon containing an 'i' and the text "Disclaimer". Below it, smaller text reads: "By selecting 'Yes', you agree to receive account notifications. Standard data and..."
- Navigation:** A row of buttons: a red button with "< BACK", a row of seven grey dots (the first is filled), a grey button with "NEXT >", and a large grey button at the bottom with "SUBMIT →".

- ✓ Enter Contact Information
- ✓ Opt-in or Out of Text Messages
- ✓ Be sure to scroll down and answer all questions
- ✓ Click "NEXT"

Complete Demographic Information

It's important to answer each section of the survey to ensure Care Managers can contact you, if you are a fit.



The screenshot shows a web form titled "Demographics". It contains the following sections:

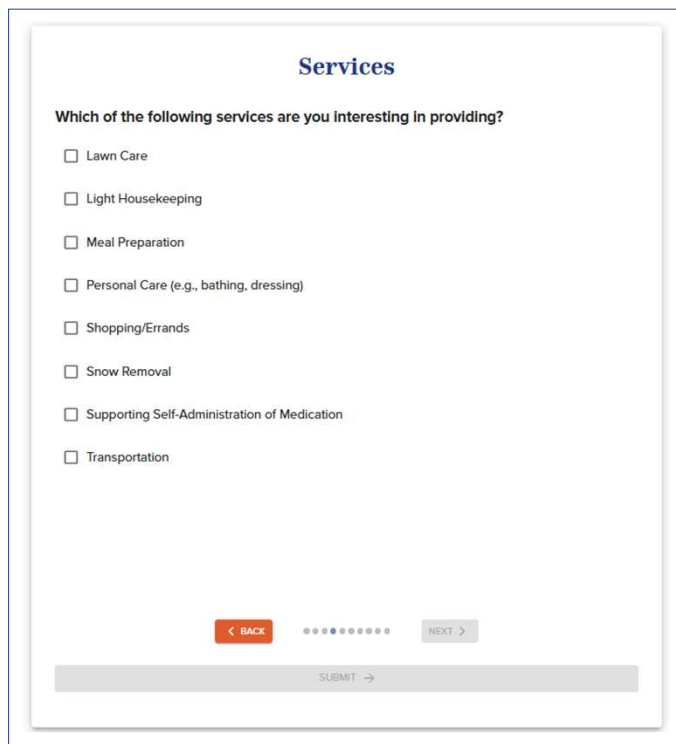
- Enter your address:** A dropdown menu labeled "Address*".
- What is your gender?** A group of radio buttons with the following options:
 - Female
 - Male
 - Non-binary
 - Prefer to self-describe (with a text input field)
 - Prefer not to answer
- Please select which languages you speak:** A dropdown menu labeled "Language*".

At the bottom of the form, there are three navigation buttons: a red "< BACK" button, a "NEXT >" button with a grey background, and a "SUBMIT ->" button with a grey background. A progress indicator consisting of seven dots is located between the "BACK" and "NEXT" buttons.

- ✓ When entering your address, the system will provide the correct format for you to select
- ✓ For Languages, you can select multiple by checking multiple boxes
- ✓ Click "NEXT"

Complete Services Information

Choose the services you are able and willing to provide to participants.

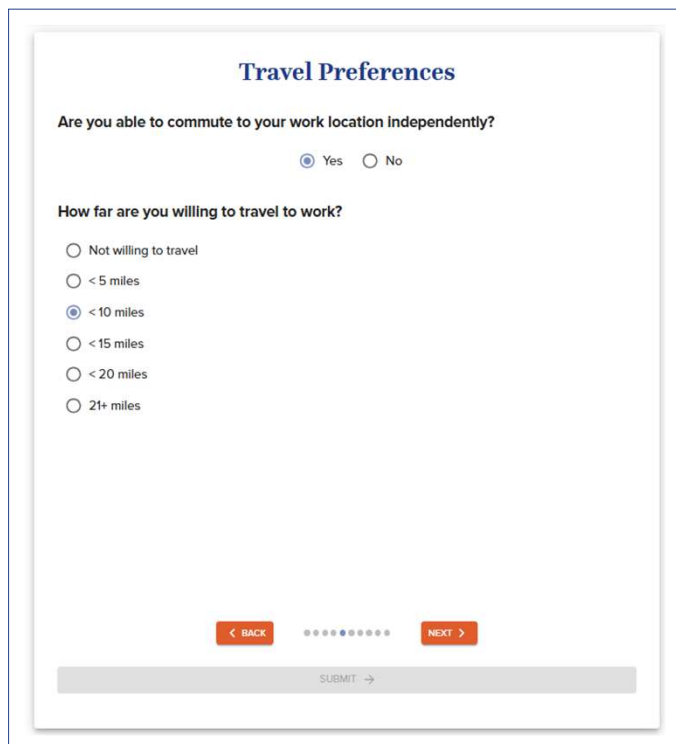


The screenshot shows a survey form titled "Services". The question is "Which of the following services are you interested in providing?". There are eight checkboxes, each followed by a service name: Lawn Care, Light Housekeeping, Meal Preparation, Personal Care (e.g., bathing, dressing), Shopping/Errands, Snow Removal, Supporting Self-Administration of Medication, and Transportation. At the bottom of the form, there is a navigation bar with a red "< BACK" button, a series of seven dots (the first is filled), a "NEXT >" button, and a wide grey "SUBMIT ->" button.

- ✓ Select each of the services you are willing to provide
- ✓ Click "NEXT"

Complete Travel Preferences Information

By completing these questions, you can help the Care Manager understand how far you are willing to travel.



The screenshot shows a survey titled "Travel Preferences". The first question is "Are you able to commute to your work location independently?" with radio buttons for "Yes" (selected) and "No". The second question is "How far are you willing to travel to work?" with radio buttons for "Not willing to travel", "< 5 miles", "< 10 miles" (selected), "< 15 miles", "< 20 miles", and "21+ miles". At the bottom, there are navigation buttons: "< BACK", "NEXT >", and a "SUBMIT ->" button.

- ✓ Answer the two questions regarding Travel Preferences
- ✓ Click "NEXT"

Complete Your Availability Information

By selecting your availability, Care Managers can understand if you are a fit for the participants needs.

Availability

What is the maximum number of hours per week you are willing to work?

Hours Per Week*
10

Please indicate your general availability during the week:
Click to select one time or drag to select multiple times at once

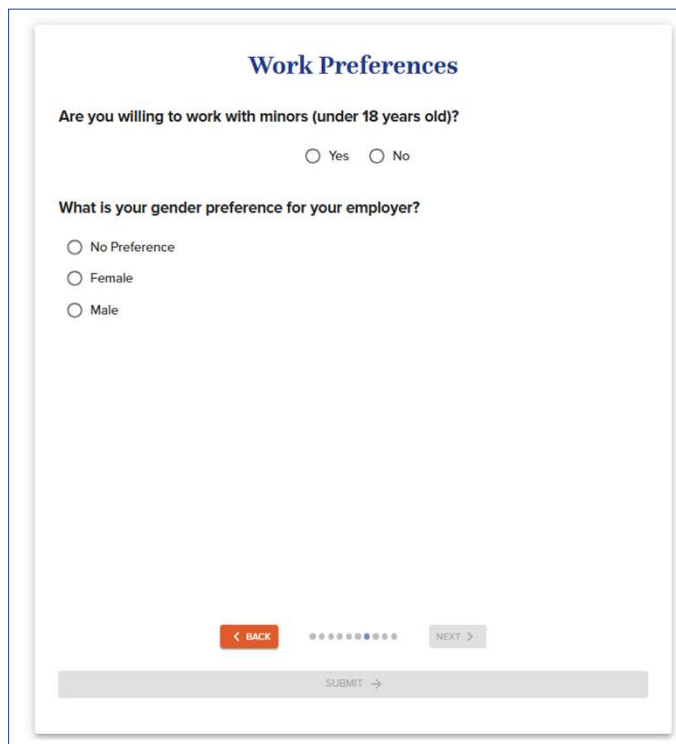
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00 am							
12:30 am							
1:00 am							
1:30 am							
2:00 am							
2:30 am							
3:00 am							
3:30 am							
4:00 am							
4:30 am							
5:00 am							
5:30 am							
6:00 am							

Navigation: < BACK, [Progress Indicators], NEXT >, SUBMIT →

- ✓ Select the maximum number of hours you are willing to work each week
- ✓ Click on each half hour you are available Sunday – Saturday
- ✓ It's important to scroll down to select late morning, afternoon and evening hours
- ✓ Boxes will turn to dark blue when selected
- ✓ Click "NEXT"

Complete Work Preferences Information

Select your preferences for work with minors and the gender of your employer.

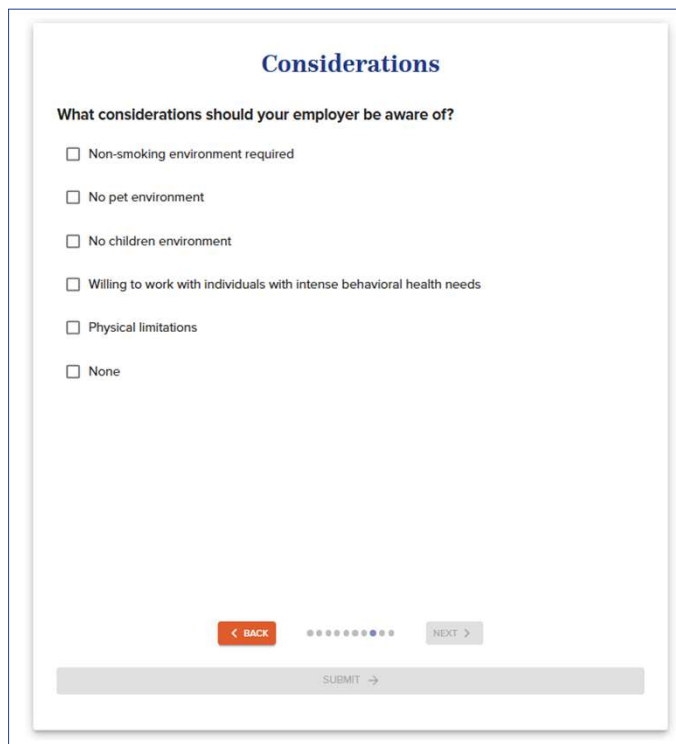


The screenshot shows a survey form titled "Work Preferences". It contains two questions with radio button options. The first question is "Are you willing to work with minors (under 18 years old)?" with options "Yes" and "No". The second question is "What is your gender preference for your employer?" with options "No Preference", "Female", and "Male". At the bottom of the form, there are three buttons: a red "BACK" button, a "NEXT" button with a right arrow, and a "SUBMIT" button with a right arrow. A progress indicator consisting of ten dots is located between the "BACK" and "NEXT" buttons.

- ✓ Answer the two questions
- ✓ Click "NEXT"

Complete Considerations Information

If you have any important considerations you want to share with potential employers, please enter them here.

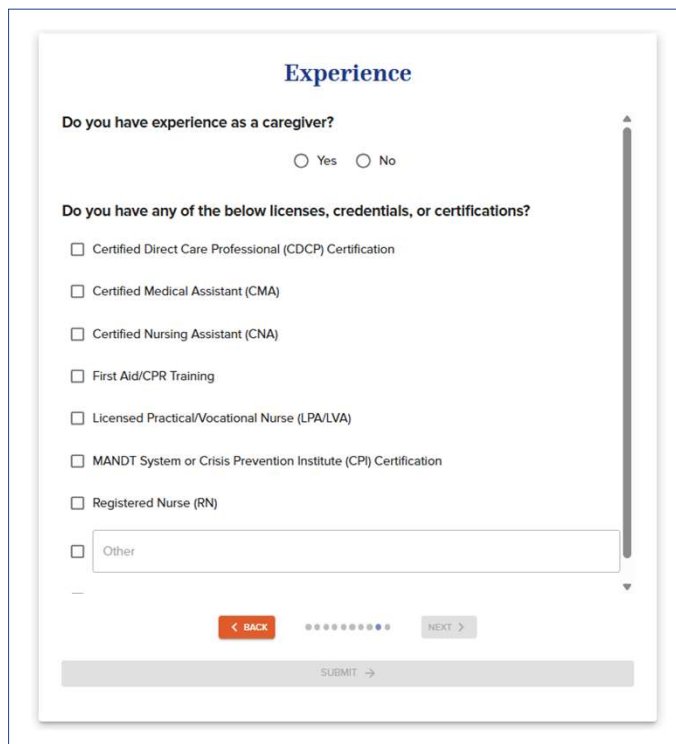


The screenshot shows a survey form titled "Considerations". The question is "What considerations should your employer be aware of?". There are six checkboxes with the following options: "Non-smoking environment required", "No pet environment", "No children environment", "Willing to work with individuals with intense behavioral health needs", "Physical limitations", and "None". At the bottom of the form, there is a navigation bar with a red "< BACK" button, a series of seven dots (the second dot is filled), a "NEXT >" button, and a wide grey "SUBMIT →" button.

- ✓ Select the considerations you want your potential employer to be aware of
- ✓ Click "NEXT"

Complete Experience Information

This is specific to caregivers and the type of licenses and credentials they have. If you are not a caregiver, simply choose “No” at the top.

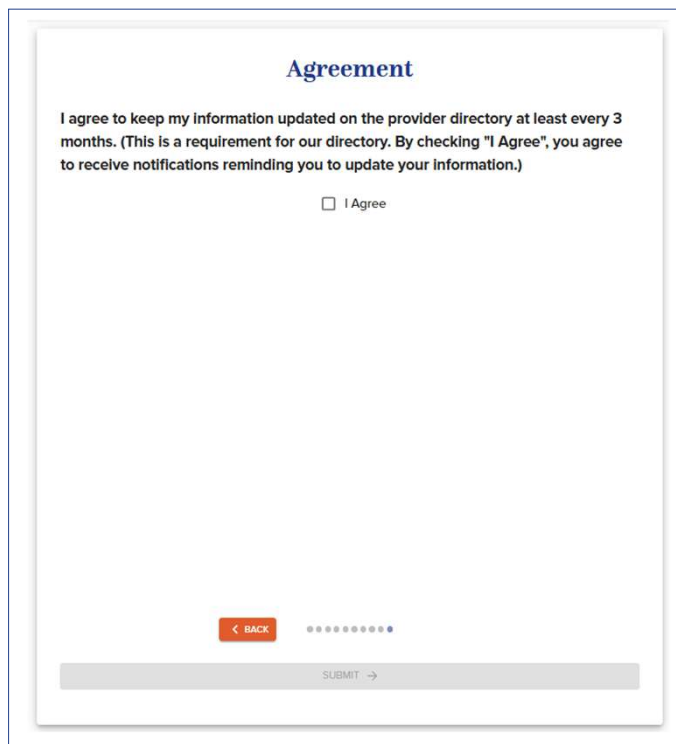


The screenshot shows a survey form titled "Experience". The first question is "Do you have experience as a caregiver?" with radio buttons for "Yes" and "No". The second question is "Do you have any of the below licenses, credentials, or certifications?" followed by a list of checkboxes: Certified Direct Care Professional (CDCP) Certification, Certified Medical Assistant (CMA), Certified Nursing Assistant (CNA), First Aid/CPR Training, Licensed Practical/Vocational Nurse (LPA/LVA), MANDT System or Crisis Prevention Institute (CPI) Certification, Registered Nurse (RN), and Other. Below the list is a text input field for "Other". At the bottom of the form are navigation buttons: "< BACK" (orange), "NEXT >" (grey), and "SUBMIT ->" (grey).

- ✓ Tell us if you are a caregiver or not
- ✓ Select the type of certifications and licenses you have
- ✓ Click “NEXT”

Complete Agreement

We are asking you to keep your information current and update at least every three months. To be included in the Provider Directory, you must agree to keep your information current.



Agreement

I agree to keep my information updated on the provider directory at least every 3 months. (This is a requirement for our directory. By checking "I Agree", you agree to receive notifications reminding you to update your information.)

I Agree

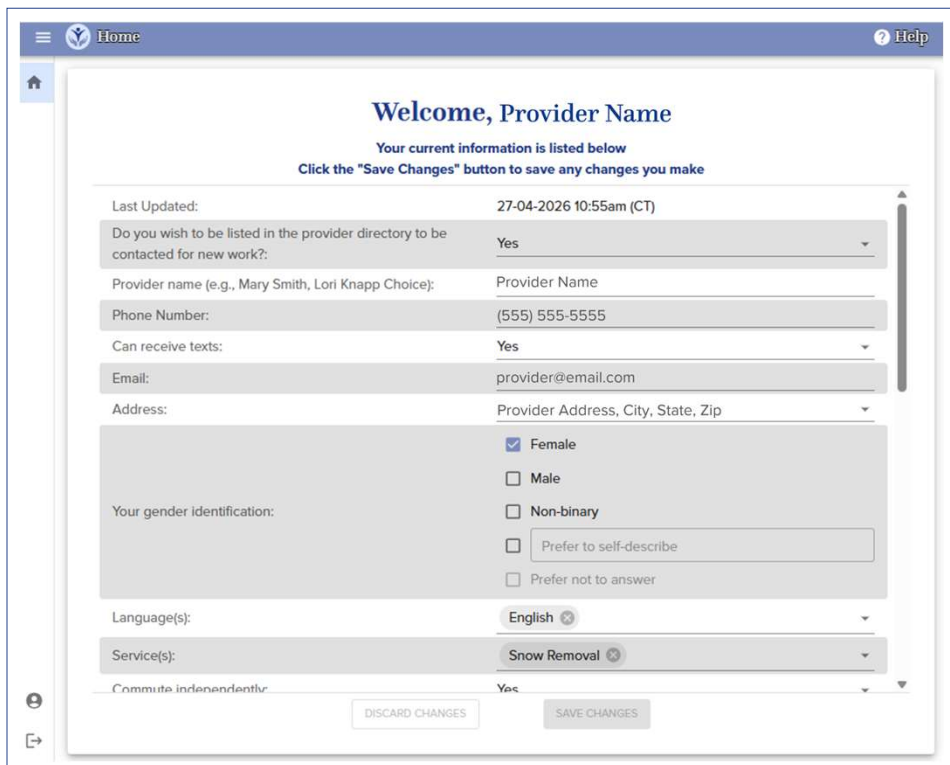
< BACK

SUBMIT ->

- ✓ If you agree to update your information every three months, check "I Agree"
- ✓ Click "SUBMIT"

Success!

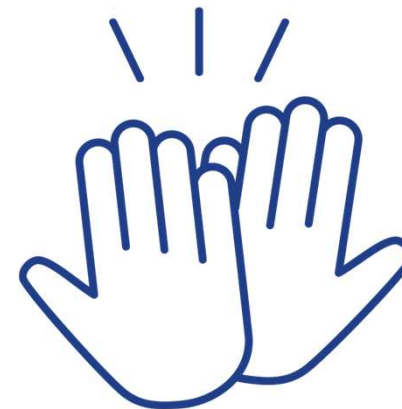
Once you have completed the survey and agreed to keep your information current, you will be directed to your Dashboard.



The screenshot shows a web interface for a provider dashboard. At the top, there is a navigation bar with 'Home' and 'Help' links. Below the navigation bar, a welcome message reads 'Welcome, Provider Name' followed by 'Your current information is listed below' and 'Click the "Save Changes" button to save any changes you make'. The form contains the following fields:

- Last Updated: 27-04-2026 10:55am (CT)
- Do you wish to be listed in the provider directory to be contacted for new work?: Yes
- Provider name (e.g., Mary Smith, Lori Knapp Choice): Provider Name
- Phone Number: (555) 555-5555
- Can receive texts: Yes
- Email: provider@email.com
- Address: Provider Address, City, State, Zip
- Your gender identification: Female, Male, Non-binary, Prefer to self-describe, Prefer not to answer
- Language(s): English
- Service(s): Snow Removal
- Commute independently: Yes

At the bottom of the form, there are two buttons: 'DISCARD CHANGES' and 'SAVE CHANGES'.



Difficulties getting started?

Call us at [844.534.7225](tel:844.534.7225) and we can help.

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Navigation

Navigation

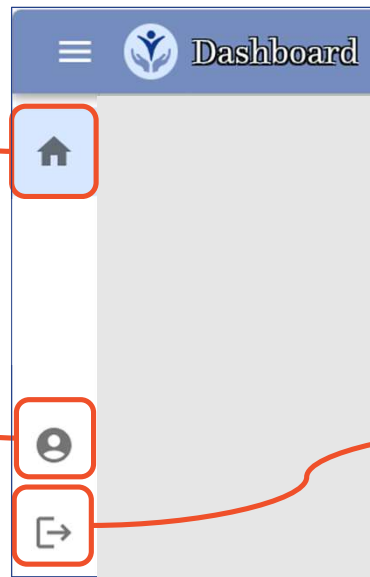
When you first log in you will be brought to the dashboard page.
To go to different pages, use the navigation menu on the left panel.

Dashboard

View and update your profile information.

Profile

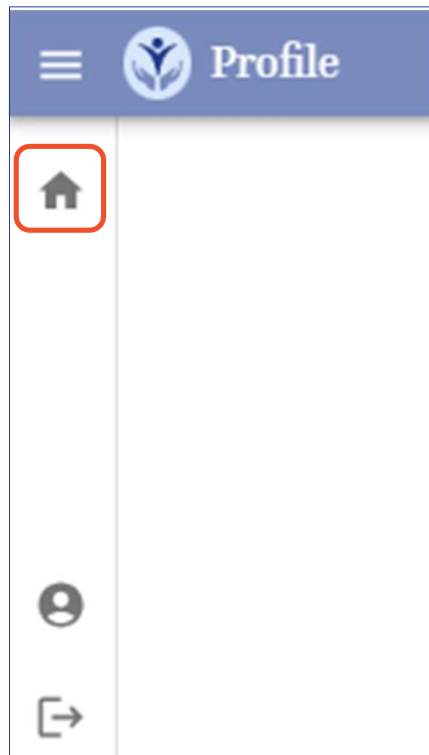
Update your username and password.



Log out

Click to log out. You will be logged out after 25 minutes of inactivity, or when the browser window is closed.

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Dashboard

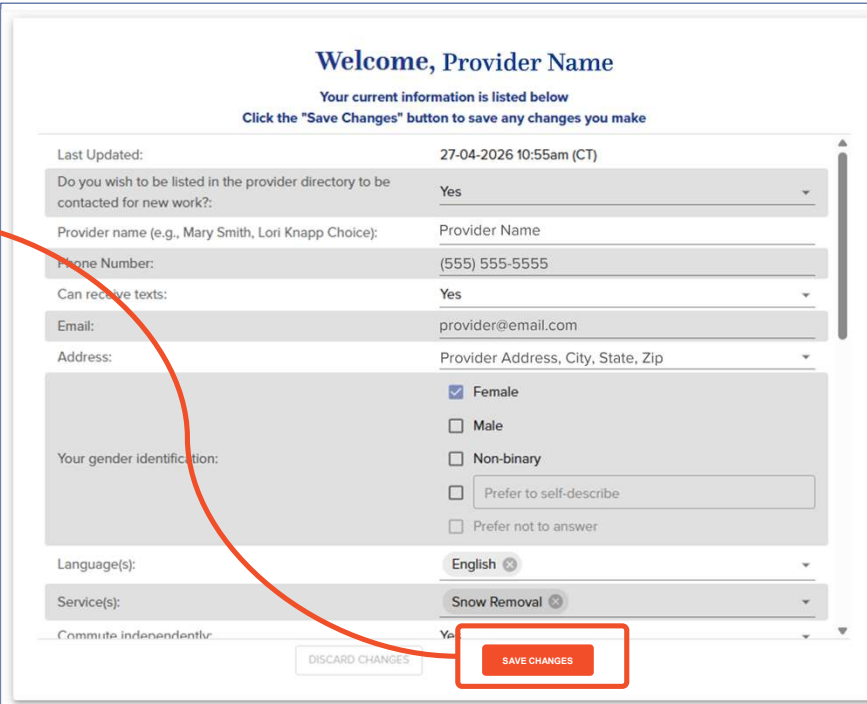
Displays your profile information, based on your registration survey.

Dashboard

Displays your profile information, allows data to be updated at any time.

Update Your Information

Update information in any field. Once correct, click “SAVE CHANGES”.

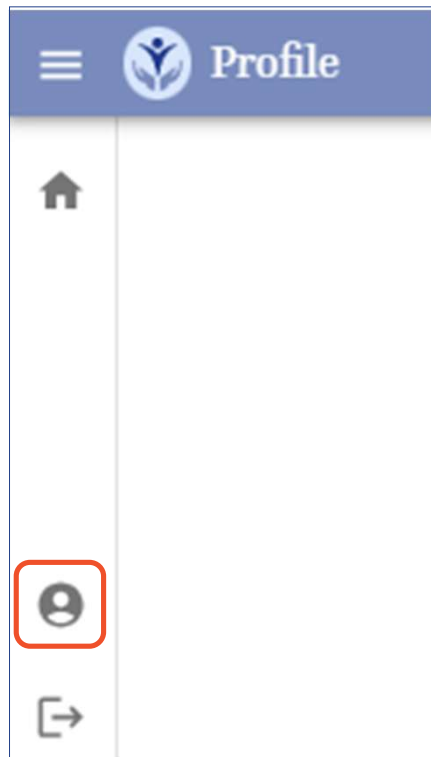


The screenshot shows a web form titled "Welcome, Provider Name" with the subtitle "Your current information is listed below" and a note: "Click the 'Save Changes' button to save any changes you make". The form contains the following fields:

- Last Updated: 27-04-2026 10:55am (CT)
- Do you wish to be listed in the provider directory to be contacted for new work?: Yes
- Provider name (e.g., Mary Smith, Lori Knapp Choice): Provider Name
- Phone Number: (555) 555-5555
- Can receive texts: Yes
- Email: provider@email.com
- Address: Provider Address, City, State, Zip
- Your gender identification: Female, Male, Non-binary, Prefer to self-describe, Prefer not to answer
- Language(s): English
- Service(s): Snow Removal
- Commute independently: Yes

At the bottom of the form are two buttons: "DISCARD CHANGES" and "SAVE CHANGES". A red arrow points from the "Update Your Information" text to the "SAVE CHANGES" button.

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Profile

Update your username
and password.

Profile

Under profile settings you can update your name, email address, and password.

Change Name or Email Address

To update your name or email address, click “EDIT”.

The screenshot displays the 'Profile Settings' interface. On the left, there are three input fields: 'First Name*' with the value 'John', 'Last Name*' with the value 'Doe', and 'Email Address*' with the value 'johndoe@loriknappchoice.com'. Below these fields is a note: 'Note: Changing your email requires verification'. An orange-bordered 'EDIT' button is positioned at the bottom of this section. On the right, the 'Credentials' section is visible, featuring a 'Password' field and the text 'Last Updated: November 25, 2025 at 7:39 PM'. An orange-bordered 'CHANGE PASSWORD' button is located at the bottom of the credentials section. A red line connects the 'EDIT' button to the 'CHANGE PASSWORD' button, indicating a flow or relationship between the two actions.

Change Password

To change your password, click “CHANGE PASSWORD” and a change password screen will appear.

Changing Your Password

Change Password

⚠ Please enter your new Password below to change it

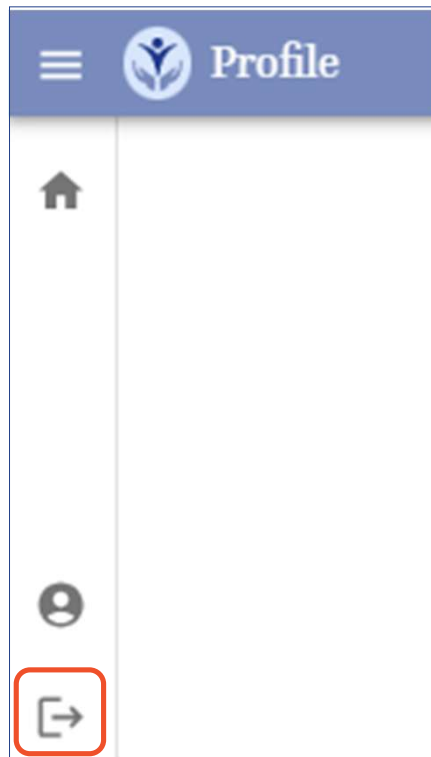
Password*

Confirm Password*

CHANGE PASSWORD

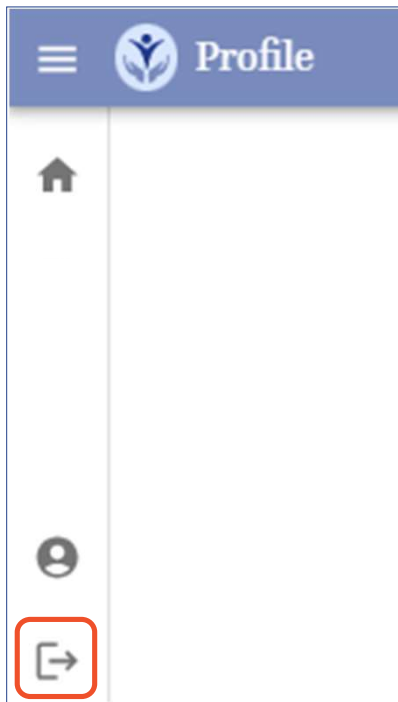
- ✓ Create a new password that has 15 or more letters and/or numbers
- ✓ Click “CHANGE PASSWORD” to finalize your change

mySDHub



Logout

Logging Out



✓ Click the icon and you will be logged out of *mySD Hub*



Lori Knapp
CHOICE™
Part of the AssuranceSD Family

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