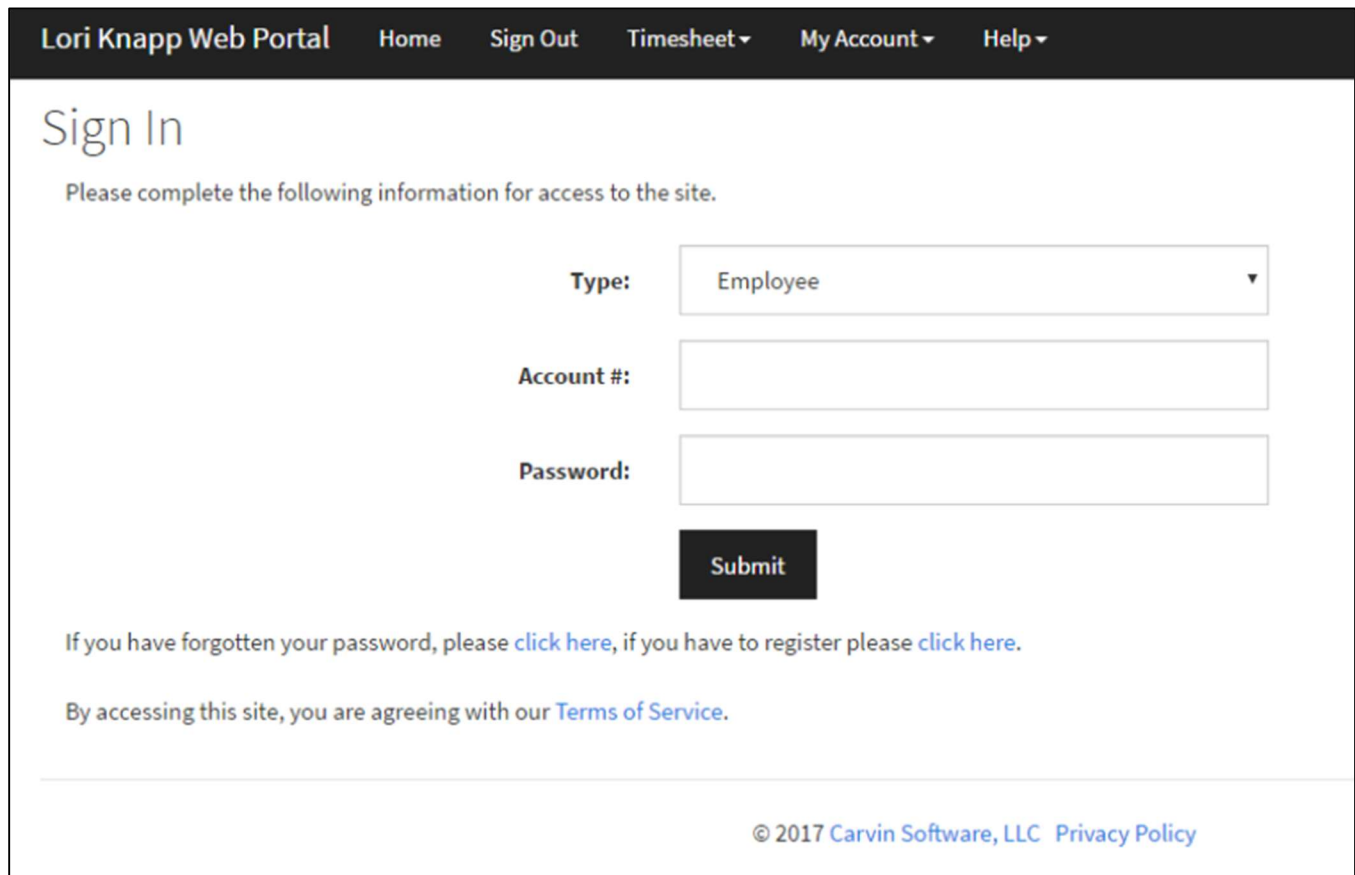


Web Entry website: <https://loriknapp.carvinsoftware.com/>

HOW TO LOGIN

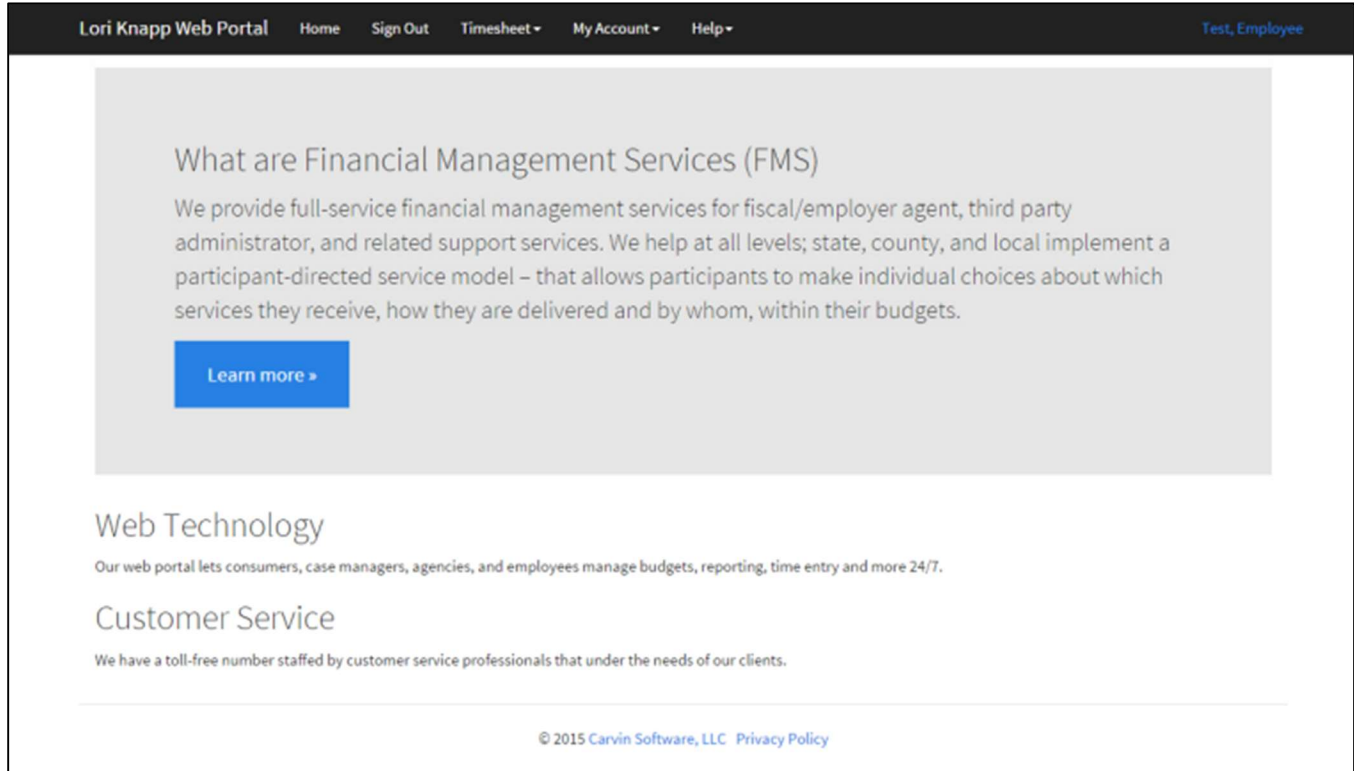
1. Click Sign In on the black header bar.
2. Click the drop down next to “Type” and choose your role: Employee or Consumer.
3. Enter Your Account #: Lori Knapp Choice™ will give you or has provided this number to you via email to start Web Entry.
4. Enter your Password: Enter the password you created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



The screenshot shows the 'Sign In' page of the Lori Knapp Web Portal. At the top, there is a black navigation bar with the following links: 'Lori Knapp Web Portal', 'Home', 'Sign Out', 'Timesheet', 'My Account', and 'Help'. Below the navigation bar, the page title is 'Sign In'. A message reads: 'Please complete the following information for access to the site.' The form contains three input fields: 'Type' (a dropdown menu currently showing 'Employee'), 'Account #', and 'Password'. Below these fields is a black 'Submit' button. At the bottom of the form area, there is a link for forgotten passwords and a link for registration. A footer at the bottom of the page reads: '© 2017 Carvin Software, LLC Privacy Policy'.

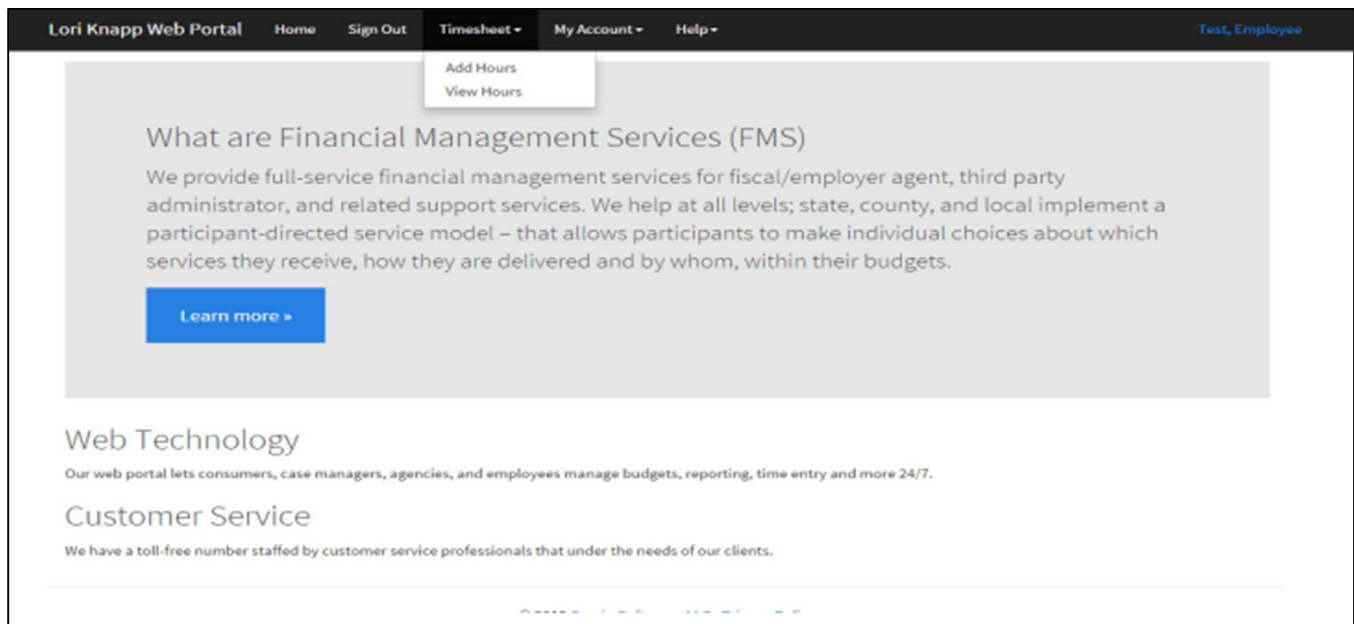
HOW TO ADD HOURS

1. Click Timesheet at top of page.



The screenshot shows the top navigation bar of the Lori Knapp Web Portal. The navigation items are: Lori Knapp Web Portal, Home, Sign Out, Timesheet (highlighted with a dropdown arrow), My Account (dropdown arrow), and Help (dropdown arrow). On the right side of the navigation bar, there is a link for Test, Employee. Below the navigation bar, the main content area features a grey box with the heading "What are Financial Management Services (FMS)" and a blue "Learn more >" button. Below this, there are sections for "Web Technology" and "Customer Service". At the bottom of the page, there is a copyright notice: © 2015 Carvin Software, LLC Privacy Policy.

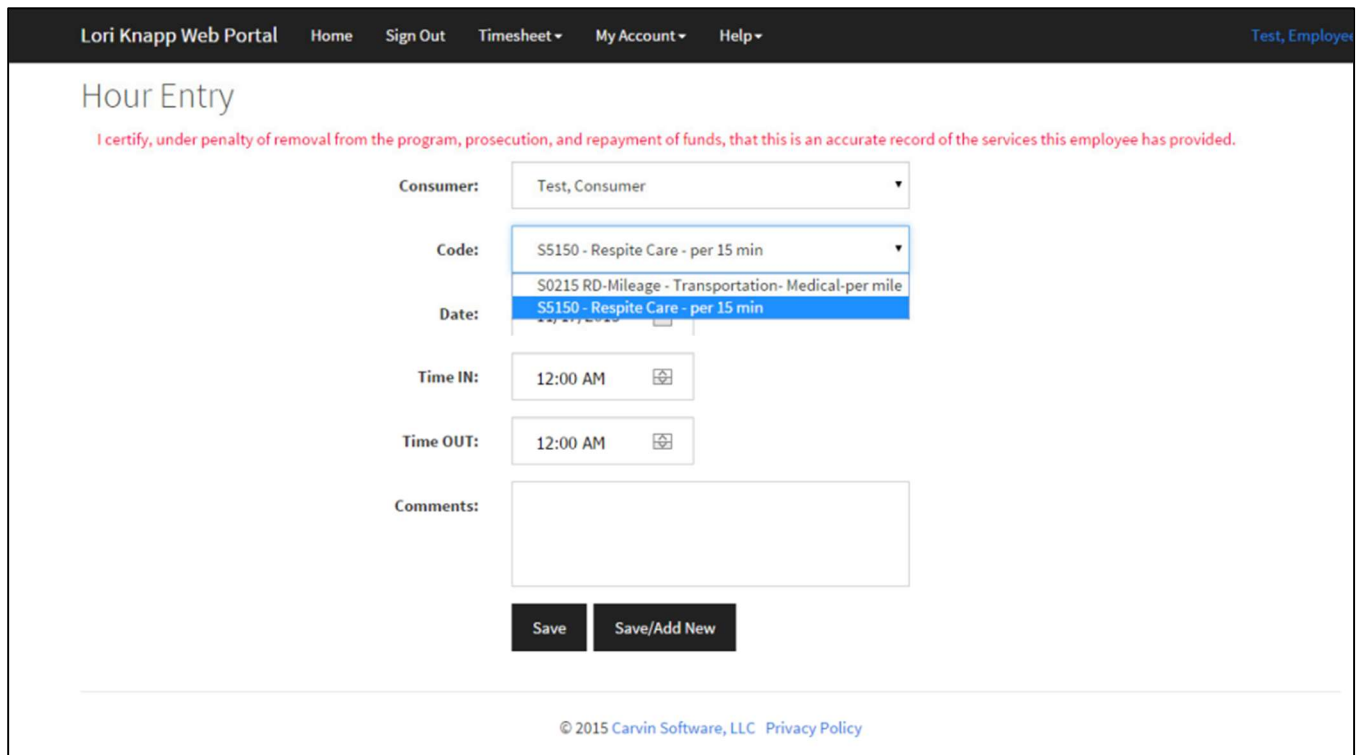
2. Choose Add Hours.



This screenshot is similar to the previous one, but the "Timesheet" dropdown menu is open, showing two options: "Add Hours" and "View Hours". The rest of the page content, including the "What are Financial Management Services (FMS)" section and the "Web Technology" and "Customer Service" sections, remains the same.

For Hourly or Per Diem Code:

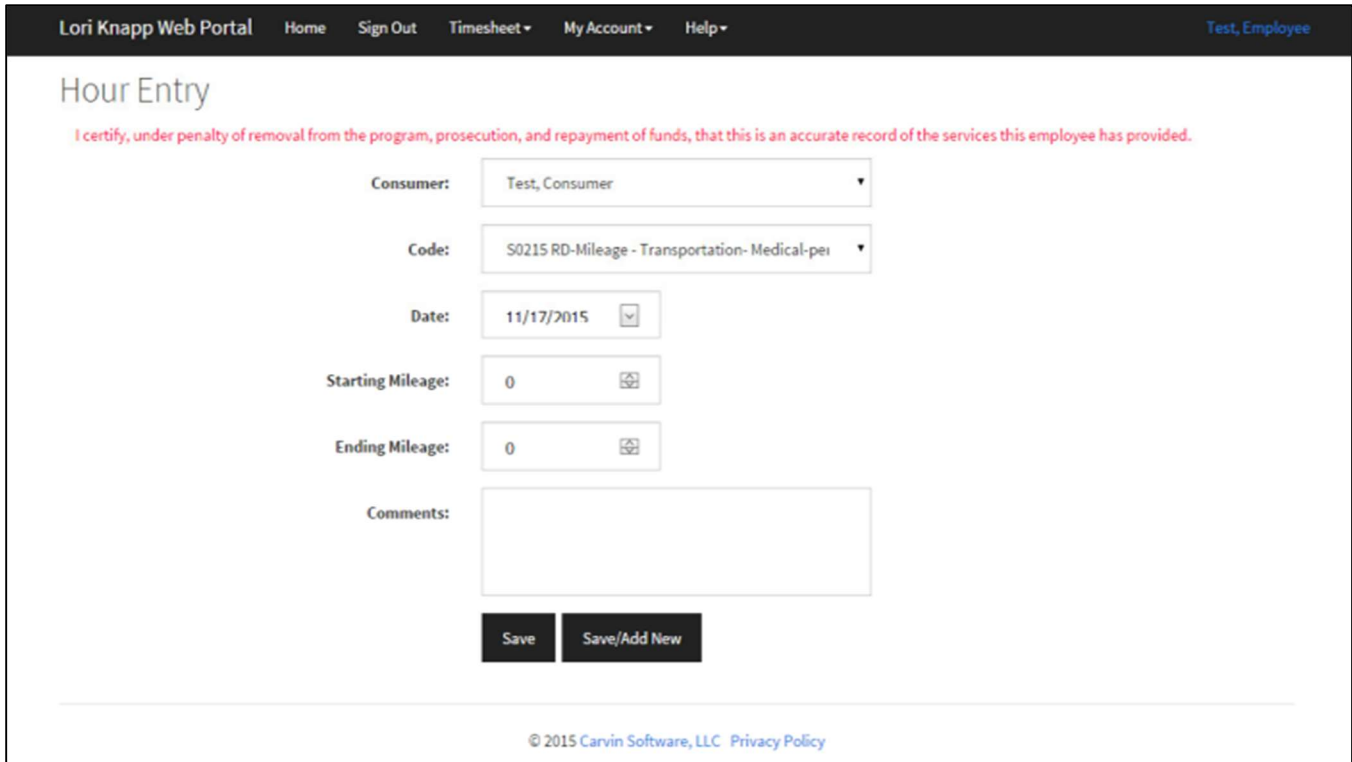
- a. Choose Consumer – use drop down arrow to choose consumer.
- b. Choose Code – use drop down arrow to choose type of work you are performing.
- c. Choose Date.
- d. Enter Time IN – highlight the 12:00 AM and type in the time or move the cursor to each of the 12 and 00 and AM and change the time by 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.



The screenshot shows the 'Hour Entry' form in the Lori Knapp Web Portal. At the top, there is a navigation bar with links for Home, Sign Out, Timesheet, My Account, and Help. The user is logged in as 'Test, Employee'. The form includes a certification statement: 'I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided.' The form fields are: Consumer (Test, Consumer), Code (S5150 - Respite Care - per 15 min), Date (12/27/2015), Time IN (12:00 AM), Time OUT (12:00 AM), and Comments. There are 'Save' and 'Save/Add New' buttons at the bottom. A copyright notice for Carvin Software, LLC is at the bottom of the page.

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.



Lori Knapp Web Portal Home Sign Out Timesheet My Account Help Test, Employee

Hour Entry

I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided.

Consumer: Test, Consumer

Code: S0215 RD-Mileage - Transportation- Medical-pe

Date: 11/17/2015

Starting Mileage: 0

Ending Mileage: 0

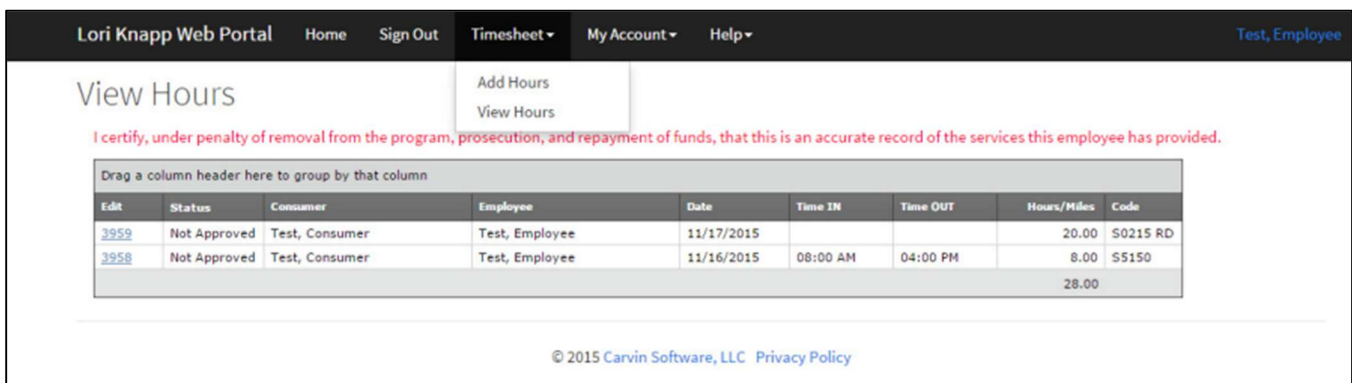
Comments:

Save Save/Add New

© 2015 Carvin Software, LLC Privacy Policy

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.



Lori Knapp Web Portal Home Sign Out Timesheet My Account Help Test, Employee

View Hours

I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided.

Drag a column header here to group by that column

Edit	Status	Consumer	Employee	Date	Time IN	Time OUT	Hours/Miles	Code
3959	Not Approved	Test, Consumer	Test, Employee	11/17/2015			20.00	S0215 RD
3958	Not Approved	Test, Consumer	Test, Employee	11/16/2015	08:00 AM	04:00 PM	8.00	S5150
							28.00	

© 2015 Carvin Software, LLC Privacy Policy

HOW TO CHANGE THE PASSWORD

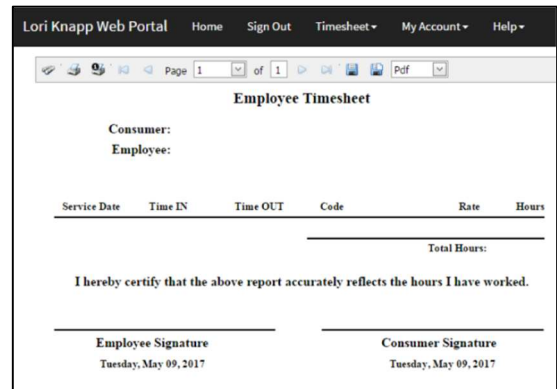
1. Choose the “My Account” tab.
2. Click Profile.
3. Scroll to the bottom of the page.
4. Delete the old password (if showing).
5. Enter a new unique password.
6. Re-enter the new password.
7. Click Submit.
8. In red writing at the bottom of the page it will state, “Your account information was updated.”

HOW TO VIEW REPORTS

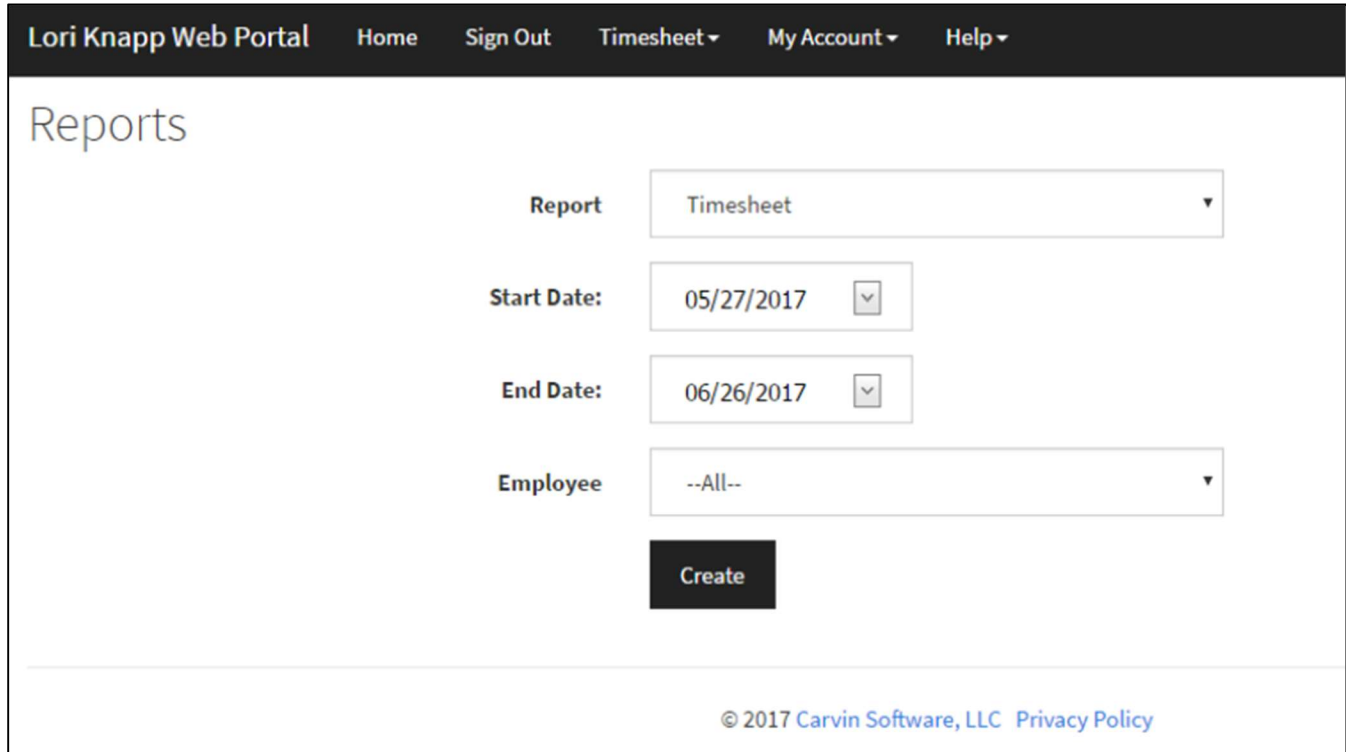
1. Choose the “My Account” tab.
2. Click Reports.

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.



The screenshot shows the 'Employee Timesheet' report interface. At the top, there are navigation links: 'Lori Knapp Web Portal', 'Home', 'Sign Out', 'Timesheet', 'My Account', and 'Help'. Below the navigation is a browser address bar showing 'Page 1 of 1'. The main content area is titled 'Employee Timesheet' and includes fields for 'Consumer:' and 'Employee:'. Below these is a table with columns: 'Service Date', 'Time IN', 'Time OUT', 'Code', 'Rate', and 'Hours'. A line separates the table from a 'Total Hours:' label. Below the table is a certification statement: 'I hereby certify that the above report accurately reflects the hours I have worked.' At the bottom, there are two signature lines: 'Employee Signature' (dated Tuesday, May 09, 2017) and 'Consumer Signature' (dated Tuesday, May 09, 2017).



The screenshot shows the 'Reports' page in the web portal. At the top, there are navigation links: 'Lori Knapp Web Portal', 'Home', 'Sign Out', 'Timesheet', 'My Account', and 'Help'. The main content area is titled 'Reports' and contains a form with the following fields:

- Report:** A dropdown menu with 'Timesheet' selected.
- Start Date:** A date input field with '05/27/2017' and a dropdown arrow.
- End Date:** A date input field with '06/26/2017' and a dropdown arrow.
- Employee:** A dropdown menu with '--All--' selected.

 Below the form is a black 'Create' button. At the bottom of the page, there is a copyright notice: '© 2017 Carvin Software, LLC Privacy Policy'.

For a Payroll Detail Report:

- 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.
- Choose a Start and End date.
- Choose one employee or all employees.
- Click Create.

Reports

Report:

Start Date:

End Date:

Employee:

Create

© 2017 Carvin Software, LLC [Privacy Policy](#)

Payroll Detail

Code	Consumer	Check In	Check Out	Date	Check #	Hours
Total Hours:						

For a Payroll Detail Report:

- 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.
- Choose one employee or all employees.
- Click Create.

Reports

Report

Pending Payroll ▾

Employee

--All-- ▾

Create

© 2017 Carvin Software, LLC [Privacy Policy](#)

Pending Payroll

Work Date	TimeIN	TimeOUT	Hours	Rate	Description	Batch #	Check #
-----------	--------	---------	-------	------	-------------	---------	---------

Consumer Total
Employee Total
Report Total

Sign out once you are completed in the website portal.