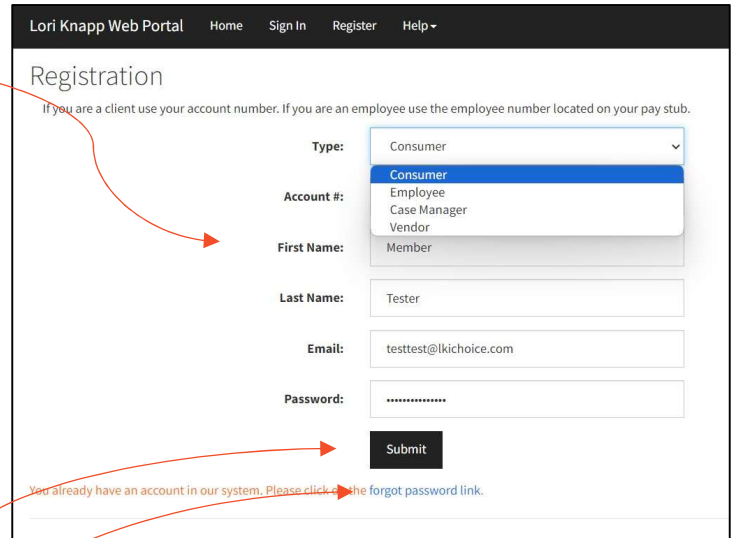


GETTING STARTED

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

2. Enter the required information:

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



Lori Knapp Web Portal Home Sign In Register Help

Registration

If you are a client use your account number. If you are an employee use the employee number located on your pay stub.

Type: Consumer (dropdown menu open showing options: Consumer, Employee, Case Manager, Vendor, Member)

Account #: [Empty field]

First Name: [Empty field]

Last Name: Tester

Email: testtest@lkichoice.com

Password: [Masked field]

Submit

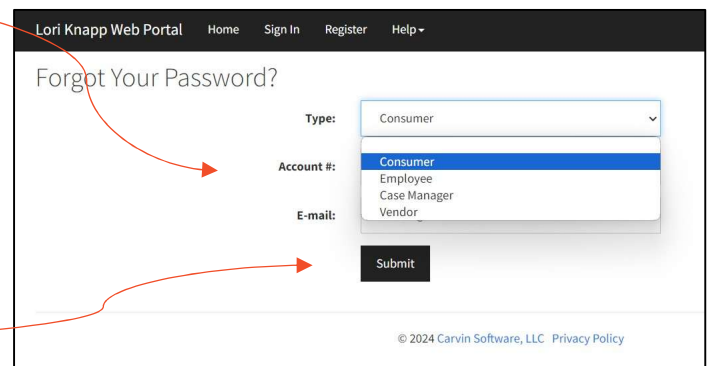
You already have an account in our system. Please click [here](#) the forgot password link.

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:

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



Lori Knapp Web Portal Home Sign In Register Help

Forgot Your Password?

Type: Consumer (dropdown menu open showing options: Consumer, Employee, Case Manager, Vendor)

Account #: [Empty field]

E-mail: [Empty field]

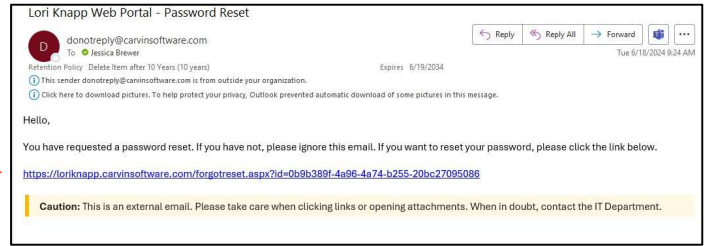
Submit

© 2024 Carvin Software, LLC Privacy Policy

6. Click **“Submit”**

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>

