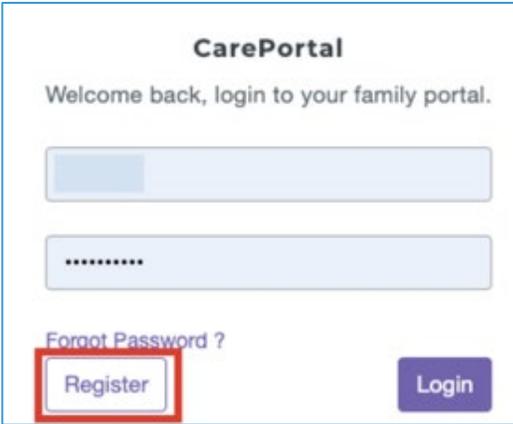
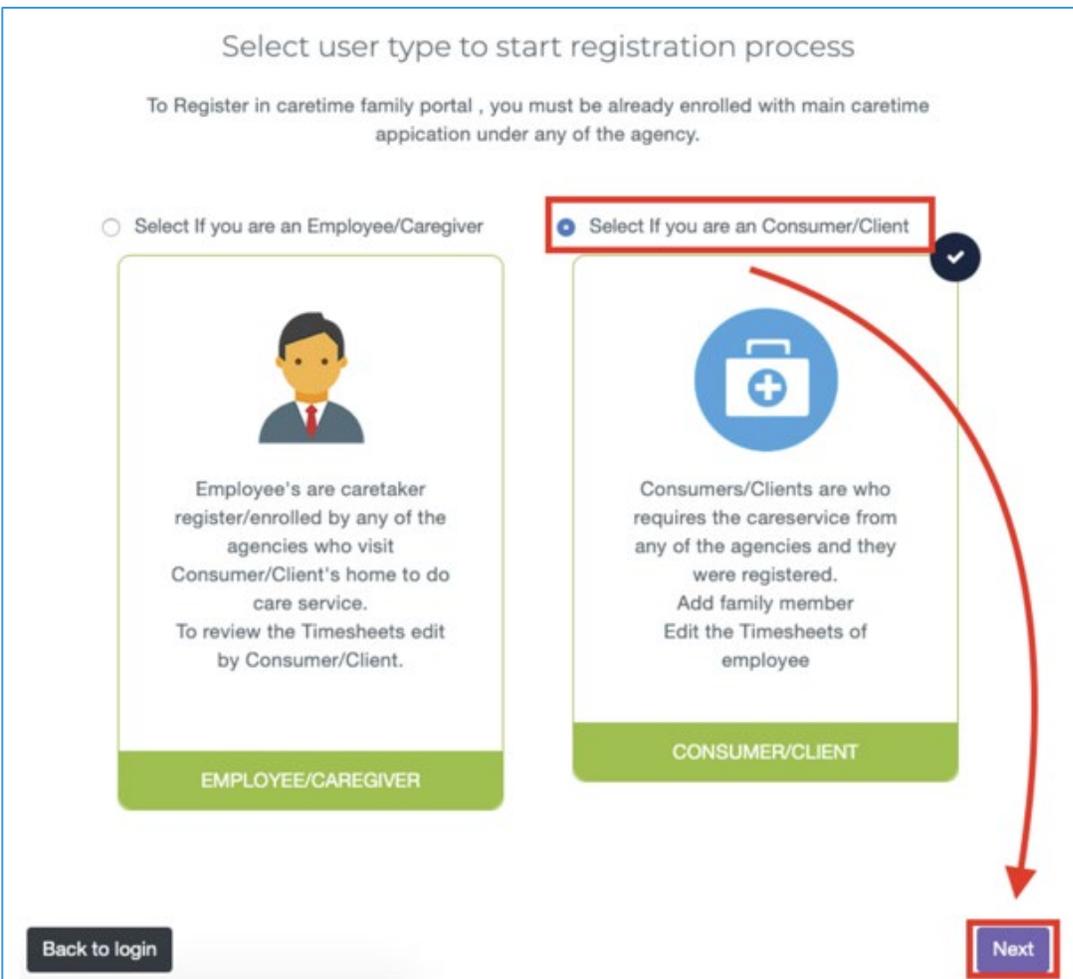


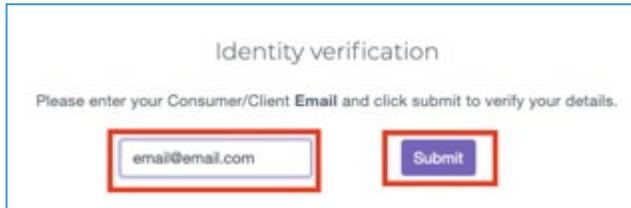
1. Go the CarePortal website: <https://careportal.caretimeapp.com>
2. Click “Register”



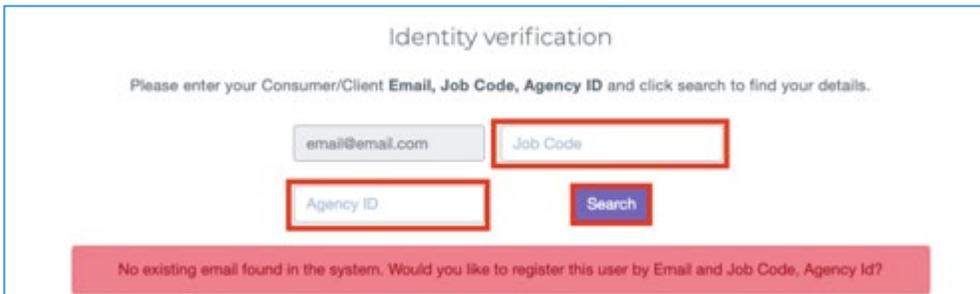
3. Select Consumer/Client and hit “Next”



4. Enter your email (that is used in the main CareTime application) and click “Submit”

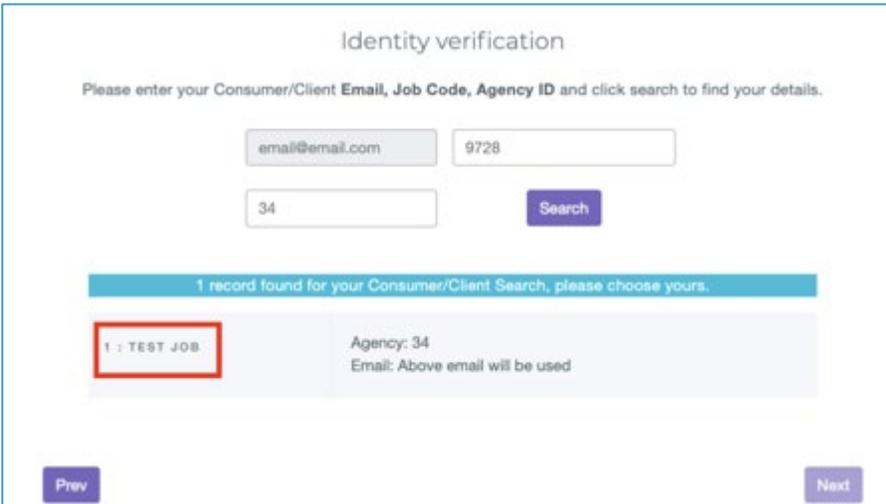


5. You will be sent a verification code to your email which will be used to complete registration
6. Follow the steps provided in the email
7. If that email is not associated with your Client Profile in CareTime, you will see this screen:



8. Enter your Job Code and Agency ID which will be provided by your agency, then click “Search”

- 9. You will see this screen, click your name. The consumer name in the example is Test Job**



Identity verification

Please enter your Consumer/Client Email, Job Code, Agency ID and click search to find your details.

email@email.com 9728

34 Search

1 record found for your Consumer/Client Search, please choose yours.

1 : TEST JOB	Agency: 34 Email: Above email will be used
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Prev Next

- 10. Check your email for the verification code and enter it on the screen and click “Verify”**
- 11. After successful verification, you will set your password. Your username will be your email**