



## **Web Entry Instructions**

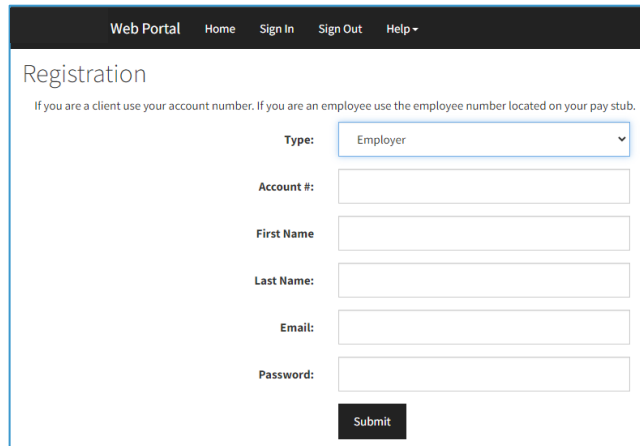
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## Getting Started

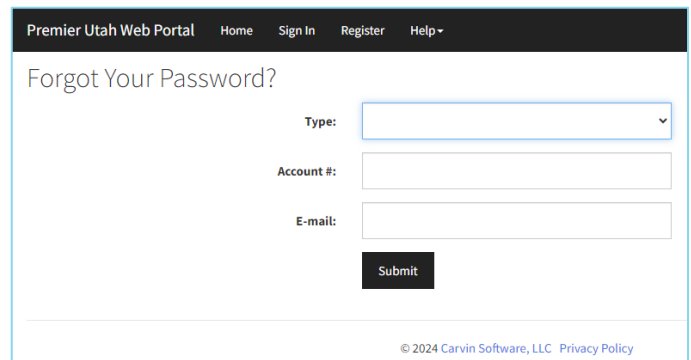
### Register For Web Entry

1. Click on the following link or copy and paste it to your web browser:  
<https://premierutah.carvinsoftware.com/newuser.aspx>
2. Enter the required information then click Submit.
  - a. Type: Employer or Employee
  - b. Account #: \_\_\_\_\_
  - c. First Name: \_\_\_\_\_
  - d. Last Name: \_\_\_\_\_
  - e. Email: \_\_\_\_\_
    - i. The email address must be the same as the one your instructions were sent to.
  - f. Password: \_\_\_\_\_
    - i. Password must be at least eight characters with one upper case letter and a mix of letters and numbers.



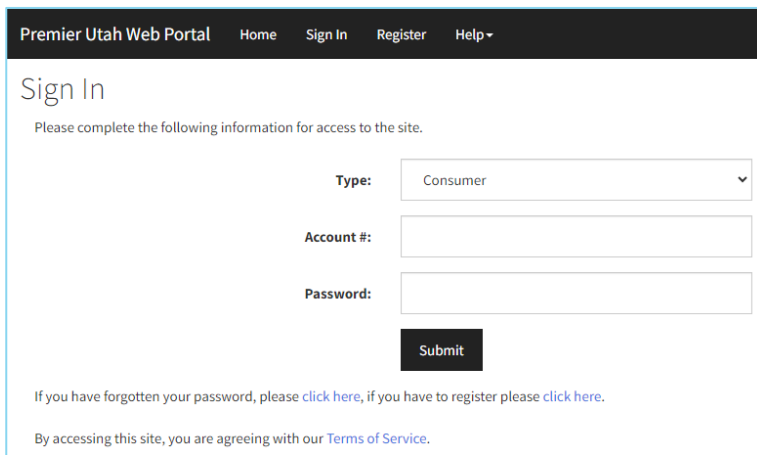
The screenshot shows the 'Registration' page of the Premier Utah Web Portal. The navigation bar includes 'Web Portal', 'Home', 'Sign In', 'Sign Out', and 'Help'. Below the navigation bar, the page title is 'Registration'. A note states: 'If you are a client use your account number. If you are an employee use the employee number located on your pay stub.' The form contains the following fields: 'Type' (a dropdown menu with 'Employer' selected), 'Account #', 'First Name', 'Last Name', 'Email', and 'Password'. A 'Submit' button is located at the bottom right of the form.

3. You will get a notification saying: "You already have an account in our system. Please click on the forgot password link." Click on forgot password.
4. Enter the required information then click Submit.
  - a. Type: Employer or Employee
  - b. Account #: \_\_\_\_\_
  - c. Email: \_\_\_\_\_



The screenshot shows the 'Forgot Your Password?' page of the Premier Utah Web Portal. The navigation bar includes 'Premier Utah Web Portal', 'Home', 'Sign In', 'Register', and 'Help'. The page title is 'Forgot Your Password?'. The form contains the following fields: 'Type' (a dropdown menu), 'Account #', and 'E-mail'. A 'Submit' button is located at the bottom right of the form. At the bottom of the page, there is a copyright notice: '© 2024 Carvin Software, LLC Privacy Policy'.

5. You will receive an email from [donotreply@carvinsoftware.com](mailto:donotreply@carvinsoftware.com) If you do not receive the email, please check your junk or spam folder.
6. Enter the required information then click Submit.
  - a. Password: \_\_\_\_\_
  - b. Confirm New Password: \_\_\_\_\_
    - i. Password must be at least eight characters with one upper case letter and a mix of letters and numbers.
7. Click on Sign In at the top. Enter the required information then click Submit.
  - a. Type: Employer or Employee
  - b. Account #: \_\_\_\_\_
  - c. New Password: \_\_\_\_\_



The screenshot shows the 'Sign In' page of the Premier Utah Web Portal. At the top, there is a navigation bar with links for 'Premier Utah Web Portal', 'Home', 'Sign In', 'Register', and 'Help'. The main heading is 'Sign In', followed by the instruction: 'Please complete the following information for access to the site.' Below this, there are three input fields: 'Type' (a dropdown menu currently set to 'Consumer'), 'Account #:', and 'Password:'. A 'Submit' button is located below the password field. At the bottom of the form, there are two links: 'If you have forgotten your password, please [click here](#), if you have to register please [click here](#).' and 'By accessing this site, you are agreeing with our [Terms of Service](#).'

## How To Reset Your Password

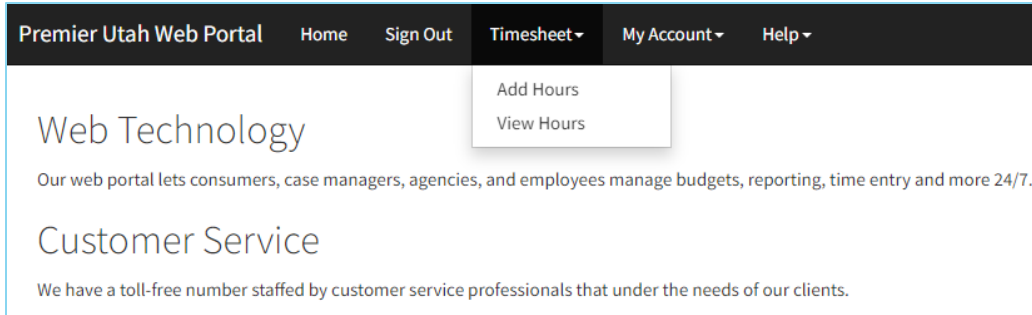
1. If your password needs to be reset, click on the following link or copy and paste it to your web browser: <https://premierutah.carvinsoftware.com/forgot.aspx>
2. Complete steps 4 – 7 in the previous section.

## Employer Tools

### View, Edit, and Approve Hours Entered by Your Employee

#### How to Edit Hours

1. Click on Timesheets at the top, then click View Hours.



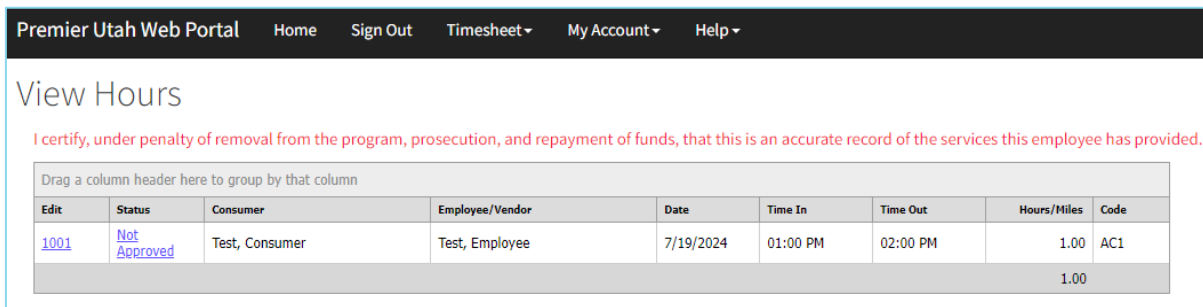
Premier Utah Web Portal Home Sign Out **Timesheet** My Account Help

Add Hours  
 View Hours

**Web Technology**  
 Our web portal lets consumers, case managers, agencies, and employees manage budgets, reporting, time entry and more 24/7.

**Customer Service**  
 We have a toll-free number staffed by customer service professionals that under the needs of our clients.

2. Under the “Edit” column on the far left, click the number that correlates with the line you need to edit.



Premier Utah Web Portal Home Sign Out Timesheet My Account Help

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.

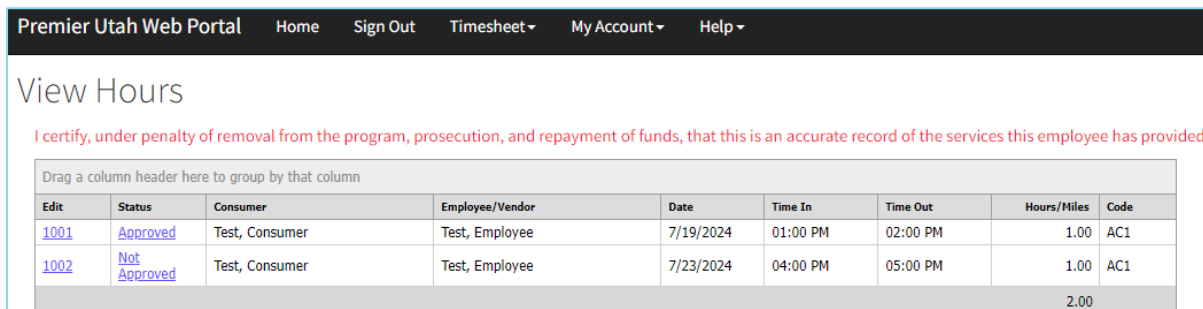
Drag a column header here to group by that column

Edit	Status	Consumer	Employee/Vendor	Date	Time In	Time Out	Hours/Miles	Code
<a href="#">1001</a>	Not Approved	Test, Consumer	Test, Employee	7/19/2024	01:00 PM	02:00 PM	1.00	AC1
							1.00	

3. Edit the Code, Date, Time In, and/or Time Out as needed.

#### How to Approve Hours

1. Click on Timesheets at the top, then click View Hours.
2. Under the “Status” column, click on “Not Approved”. You will see the status change to “Approved”. Each line needs to be approved separately.



Premier Utah Web Portal Home Sign Out Timesheet My Account Help

View Hours

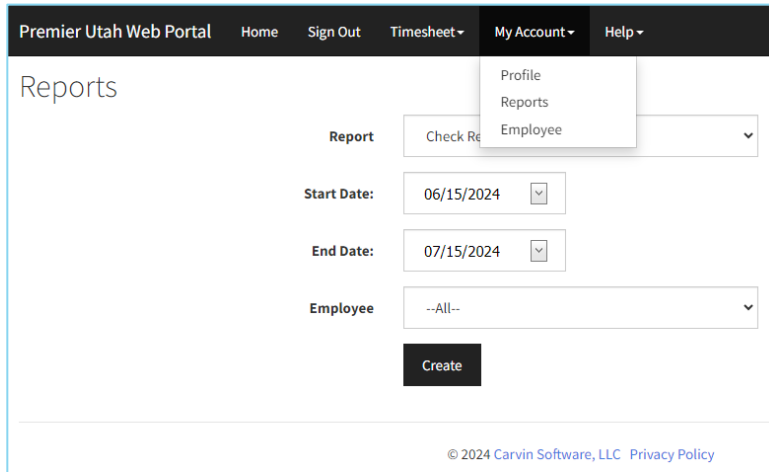
I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided.

Drag a column header here to group by that column

Edit	Status	Consumer	Employee/Vendor	Date	Time In	Time Out	Hours/Miles	Code
<a href="#">1001</a>	Approved	Test, Consumer	Test, Employee	7/19/2024	01:00 PM	02:00 PM	1.00	AC1
<a href="#">1002</a>	Not Approved	Test, Consumer	Test, Employee	7/23/2024	04:00 PM	05:00 PM	1.00	AC1
							2.00	

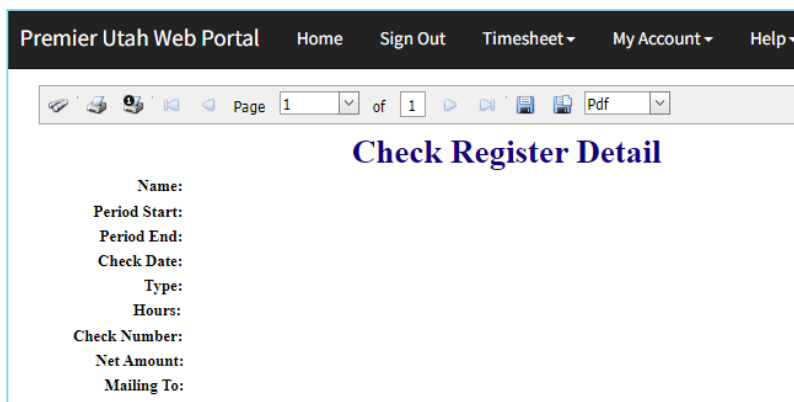
## How To View Reports

1. Click on My Account at the top, then click Reports.



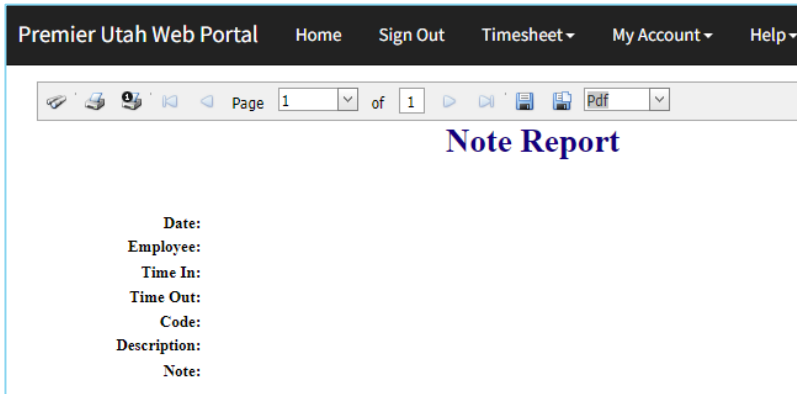
The screenshot shows the 'Premier Utah Web Portal' navigation bar with links for Home, Sign Out, Timesheet, My Account, and Help. The 'My Account' dropdown menu is open, showing options for Profile, Reports, and Employee. The main content area is titled 'Reports' and contains a form with the following fields: 'Report' (a dropdown menu with 'Check Register' selected), 'Start Date' (06/15/2024), 'End Date' (07/15/2024), and 'Employee' (--All--). A 'Create' button is located below the form. At the bottom of the page, there is a copyright notice: © 2024 Carvin Software, LLC Privacy Policy.

2. Employers may view the following reports: (please see below for information about each type of report).
  - a. Check Register Detail
  - b. Note Report
  - c. Account Statement
  - d. Employee Timesheet
  - e. Payroll Detail
  - f. Pending Payroll
3. Check Register Detail Report – this report will show any checks paid out for the time frame chosen, pay period start and end dates, check date, type (direct deposit or paper check), hours on the check, net amount of the check, and the mailing address of the employee.
  - a. Choose a Start Date and an End Date.
  - b. Choose one employee or all employees.
  - c. Click Create.

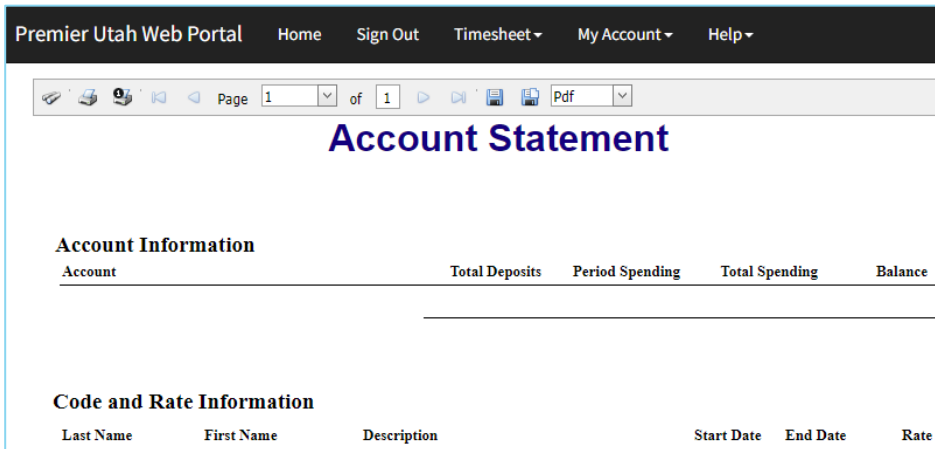


The screenshot shows the 'Premier Utah Web Portal' navigation bar. Below the navigation bar is a toolbar with icons for printing, saving, and other actions. The main content area is titled 'Check Register Detail' in a large, bold, blue font. Below the title, there is a list of fields: Name, Period Start, Period End, Check Date, Type, Hours, Check Number, Net Amount, and Mailing To.

4. Note Report – this report will show any notes/comments that the employee may have added when entering their time. The report will show the date, employee name, time in and out, service code, description, and the note they wrote.
  - a. Choose a Start Date and an End Date.
  - b. Choose one employee or all employees.
  - c. Click Create.

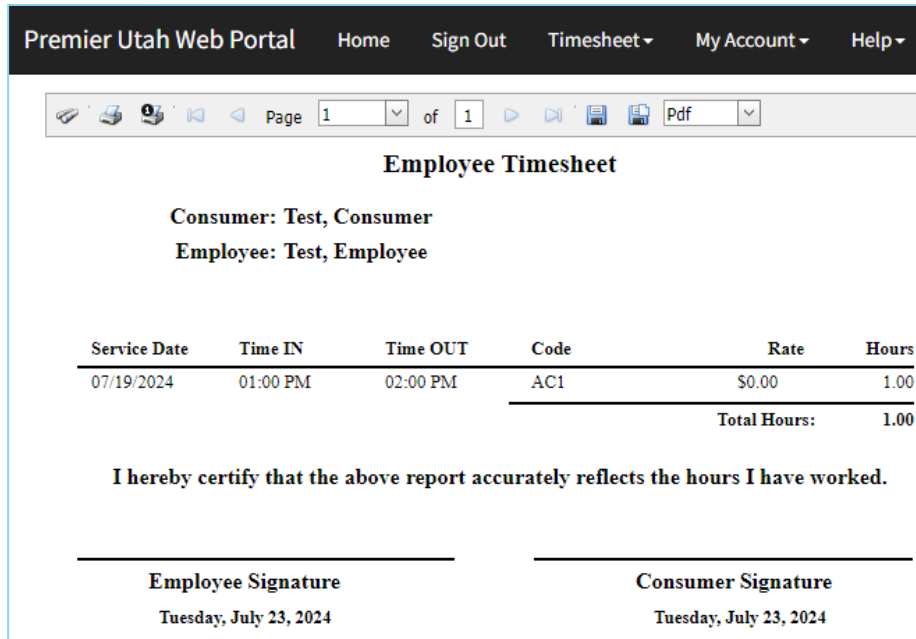


5. Account Statement Report – this report shows an overview of the account information, employee information, and code and rate information.
  - a. Choose a Start Date and an End Date.
  - b. Choose one employee or all employees.
  - c. Click Create.



- d. Period Spending – This is everything that was paid out during the date range chosen.
- e. Total Spending – We use the end date to calculate any items used in the authorization.
- f. Balance – We use the total deposits and paid out amounts for the authorization with the end date.
- g. All the information in the Account Statement Report is pulled from our system. The statement shows the activity for the given authorization.

6. Employee Timesheet Report – this report will show any hours entered for the employee whether they are approved or not approved by the employer.
  - a. Choose a Start Date and an End Date.
  - b. Choose one employee or all employees.
  - c. Click Create.



Premier Utah Web Portal   Home   Sign Out   Timesheet ▾   My Account ▾   Help ▾

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### Employee Timesheet

**Consumer: Test, Consumer**  
**Employee: Test, Employee**

Service Date	Time IN	Time OUT	Code	Rate	Hours
07/19/2024	01:00 PM	02:00 PM	AC1	\$0.00	1.00
<b>Total Hours:</b>					<b>1.00</b>

**I hereby certify that the above report accurately reflects the hours I have worked.**

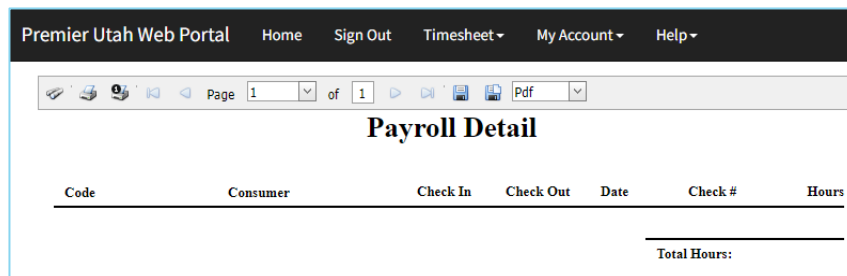
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**Employee Signature**  
 Tuesday, July 23, 2024

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**Consumer Signature**  
 Tuesday, July 23, 2024

7. Payroll Detail Report – this report will show any shifts worked by the employee. This report will include the employee’s name, service code providing, consumer’s name, check in and check out time(s), date(s), check # the hours were paid on, and the total hours of the shift.
  - a. Choose a Start Date and an End Date.
  - b. Choose one employee or all employees.
  - c. Click Create.



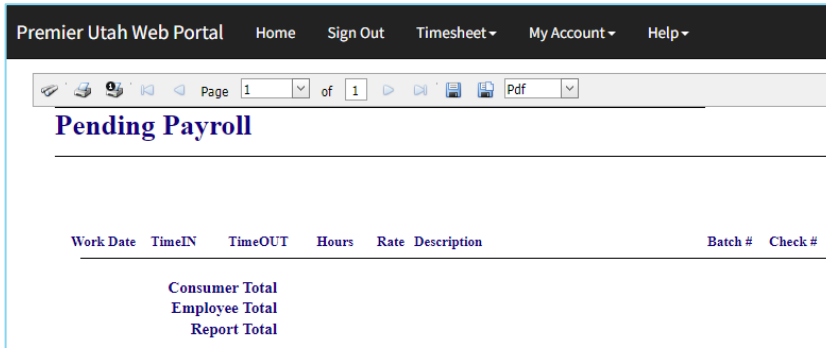
Premier Utah Web Portal   Home   Sign Out   Timesheet ▾   My Account ▾   Help ▾

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### Payroll Detail

Code	Consumer	Check In	Check Out	Date	Check #	Hours
<b>Total Hours:</b>						

- 8. Pending Payroll Report – this report will show any time entered and approved by the employer that has been pulled into our payroll system but has not paid out to the employee.
  - a. Choose one employee or all employees.
  - b. Click Create.

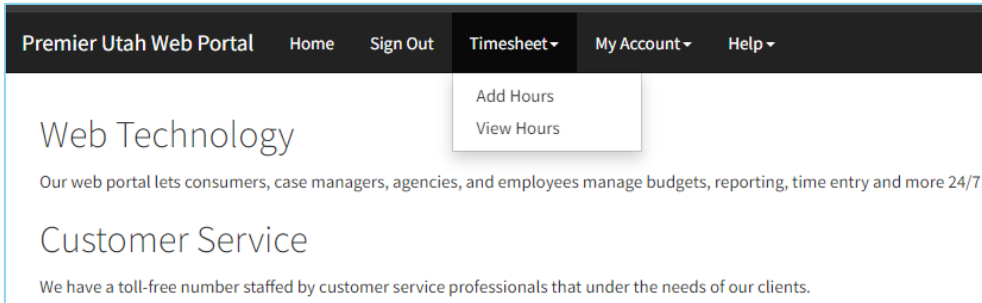


- 9. \*All reports in the Web Portal may be printed or exported.

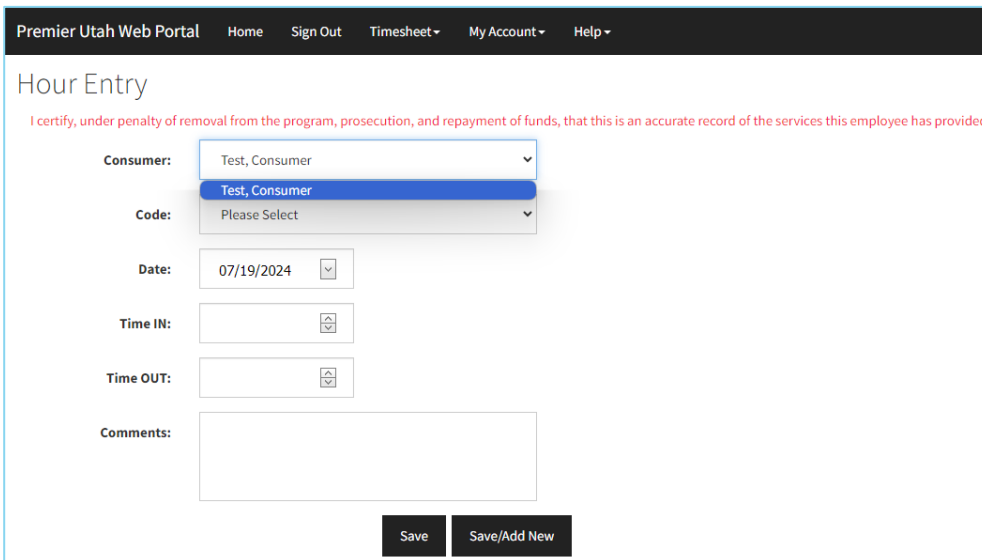
## Employee Tools

### How To Add Hours

1. Click on Timesheets at the top, then click Add Hours.

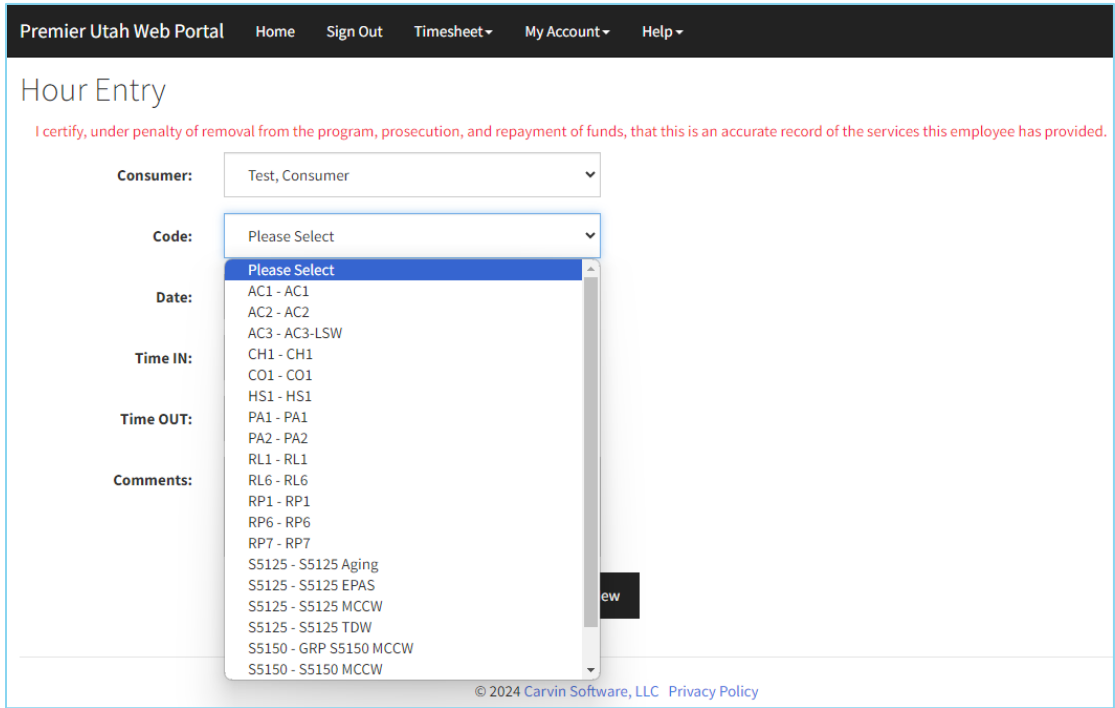


2. Choose the Consumer by using the drop-down arrow.



The screenshot shows the 'Hour Entry' form in the Premier Utah Web Portal. The navigation bar is the same as in the previous screenshot. The form title is 'Hour Entry' and it includes a red warning message: '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 (dropdown menu with 'Test, Consumer' selected), Code (dropdown menu with 'Please Select'), Date (calendar icon showing '07/19/2024'), Time IN (time picker icon), Time OUT (time picker icon), and Comments (text area). At the bottom of the form are two buttons: 'Save' and 'Save/Add New'.

- Choose the Code by using the drop-down arrow to select the service code you were assigned that matches the type of services you are providing.



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: Please Select

Date:

Time IN:

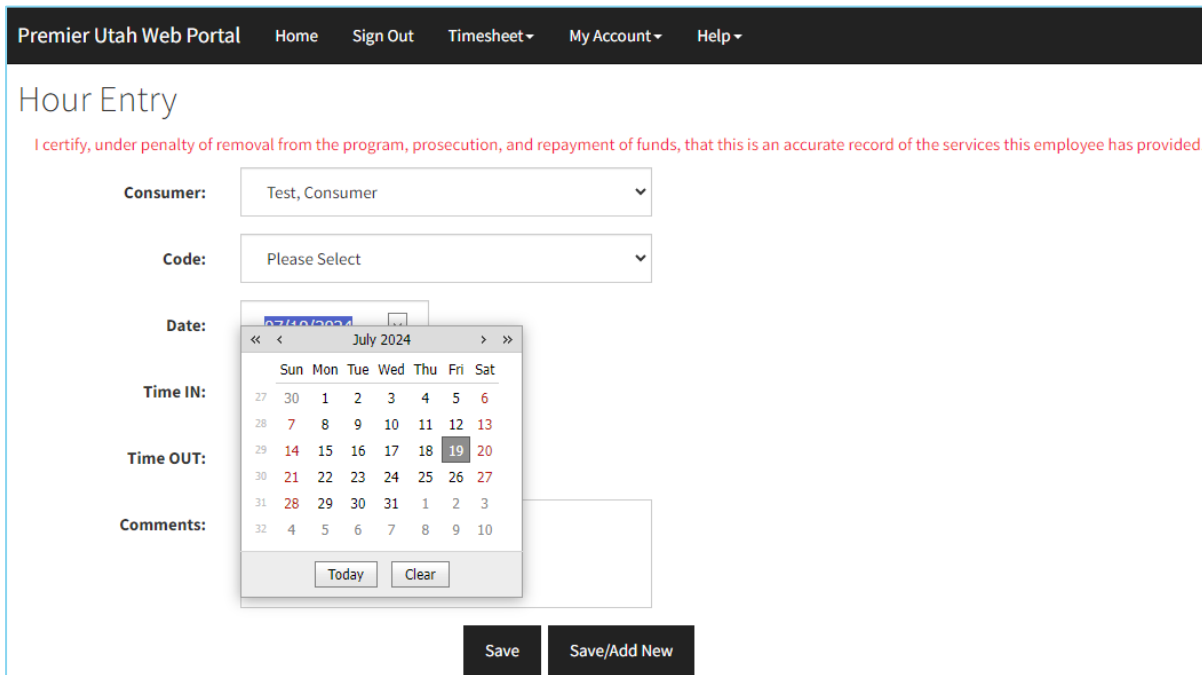
Time OUT:

Comments:

- AC1 - AC1
- AC2 - AC2
- AC3 - AC3-LSW
- CH1 - CH1
- CO1 - CO1
- HS1 - HS1
- PA1 - PA1
- PA2 - PA2
- RL1 - RL1
- RL6 - RL6
- RP1 - RP1
- RP6 - RP6
- RP7 - RP7
- SS125 - SS125 Aging
- SS125 - SS125 EPAS
- SS125 - SS125 MCCW
- SS125 - SS125 TDW
- SS150 - GRP SS150 MCCW
- SS150 - SS150 MCCW

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- Choose the Date by typing it in using the MM/DD/YYYY format. Or by using the drop-down arrow to select a date on the calendar.



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: Please Select

Date: 07/16/2024

Time IN:

Time OUT:

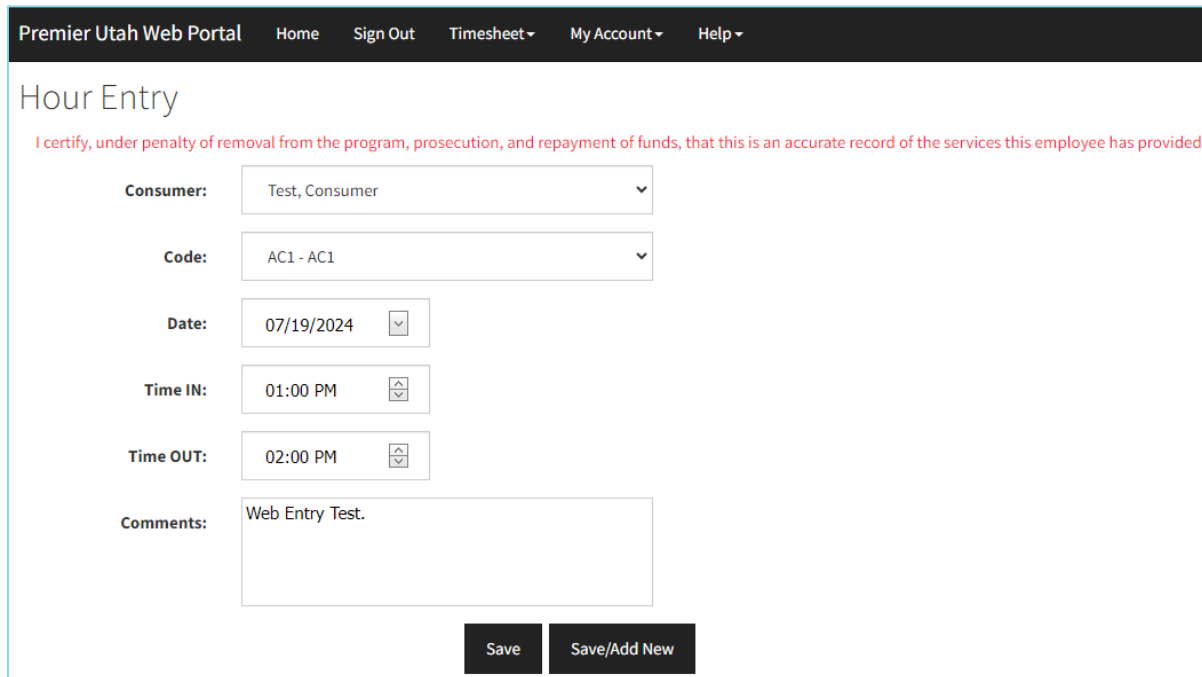
Comments:

Today Clear

Save Save/Add New

July 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	30	1	2	3	4	5
28	7	8	9	10	11	12
29	14	15	16	17	18	19
30	21	22	23	24	25	26
31	28	29	30	31	1	2
32	4	5	6	7	8	9

5. Enter the Time In. Highlight the 12:00 AM and type in the time in. Or move the cursor to each of the 12 and 00 and AM to change the hours, minutes, and AM or PM by clicking the up and down arrows on the right.
6. Enter the Time Out. Highlight the 12:00 AM and type in the time out. Or move the cursor to each of the 12 and 00 and AM to change the time by clicking the up and down arrows on the right.
7. \*When working until midnight, enter 11:59 PM as the Time Out. When working overnight, if your shift goes past midnight, enter 11:59 PM as the time out on the day you started working. Then enter 12:00 AM as the time in on the next day.
8. Enter a comment/explanation of service.
9. Complete Hour Entry example.



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: AC1 - AC1

Date: 07/19/2024

Time IN: 01:00 PM

Time OUT: 02:00 PM

Comments: Web Entry Test.

Save Save/Add New

10. Click Save. Or click Save/Add New if you have more days/times to enter.

## How To View Reports

10. Click on My Account at the top, then click Reports.
11. Employees may view the following reports:
  - a. Employee Timesheet
  - b. Payroll Detail
  - c. Pending Payroll