

# Time4Care™ Mobile App

Scan QR code to view video guides and Frequently Asked Questions or visit us at [publicpartnerships.com/tools/time4care-evv](https://publicpartnerships.com/tools/time4care-evv)



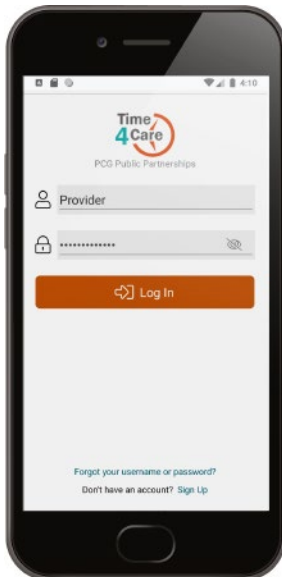
## Download App

### Download the Time4Care App

- 1 Go to the **App Store** on your Android or iOS device.
- 2 Tap on **Search**.
- 3 In the search bar, type in: **Time4Care**.
- 4 Download the **Time4Care app**.
- 5 Once the application has downloaded, tap to **open**.

- ✔ Clock-in and -out in real-time to record time worked.
- ✔ Timesheet submission is no longer needed - each shift is submitted individually for review and approval.
- ✔ Entries are submitted individually for review.
- ✔ For EVV users, location is captured at clock in and clock out.
- ✔ Location is not tracked during visit or any other time.
- ✔ *If you are not required to use Electronic Visit Verification (EVV), the steps in this guide referring to EVV will not apply to you.*

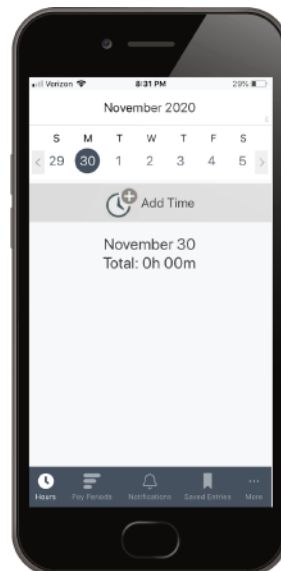
## Log In or Sign Up



If you already have a user account for the BetterOnline™ Web Portal, log in to the app with the same username and password.

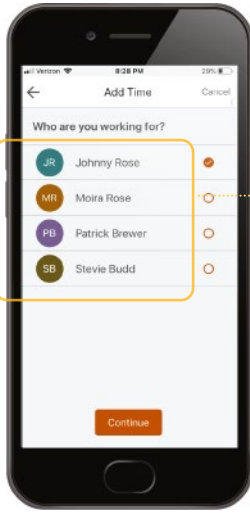
If you do not have an account, you can create one by tapping **Sign up now** on the app login page.

## Menu and Features



- 📅 **Hours** - manage your daily entries and add your time
- ☰ **Pay Periods** - view all entries grouped by pay period
- 🔔 **Notifications** - view important messages
- 📄 **Saved Entries** - view entries recorded if offline
- ⋮ **More** - access About Us, Contact Us, Touch ID, and Log Out

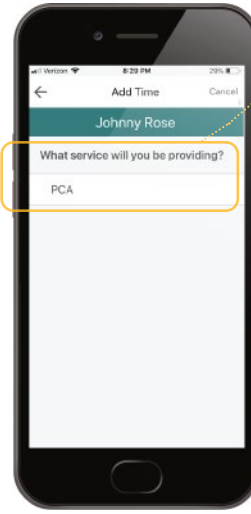
## Clock-in and -out to start and end time recording



01

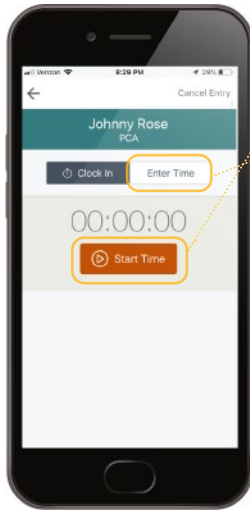
Tap **Add Time** from the **Hours** screen.

- Select who you are working for.



02

- Tap on the service you will be providing to this person.



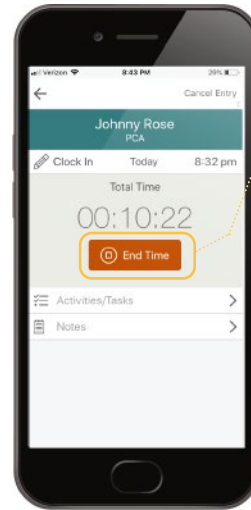
03

- Tap **Start Time** to record your visit in real time.

• Another option to log hours: **Manually Enter Time**

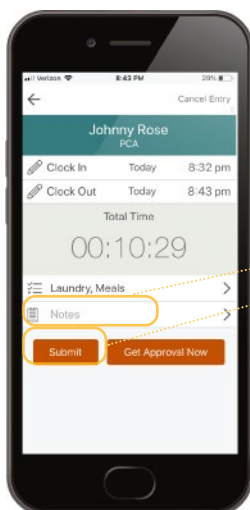
*You may select Enter Time to create or edit your shift if you forgot to clock in or out. If you are required to use EVV, this will be flagged as non-compliant since your shift and location was not recorded in real time.*

*If you are required to use EVV, you may be asked to select a reason for using manual time entry.*



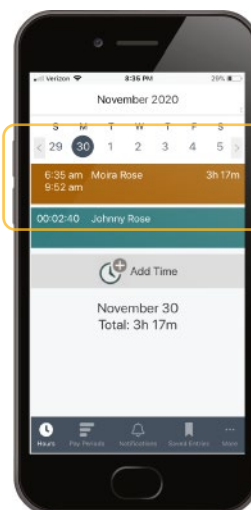
04

- Once your shift is over, select End Time to clock-out and finish recording your visit in real time.



05

- Enter additional visit information by tapping **Activities and Notes** (if required by your program).
- Tap **Submit** once you reviewed your visit information.

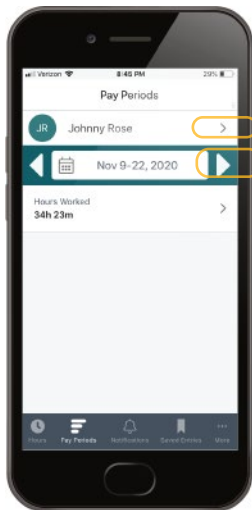


06

- Your entry is then submitted to the pay period and will show on Hours screen. Tap **Entry** to edit or view.

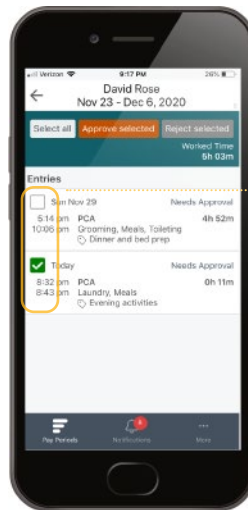
Go to **Pay Periods** screen to view your time entry.

## Pay Periods



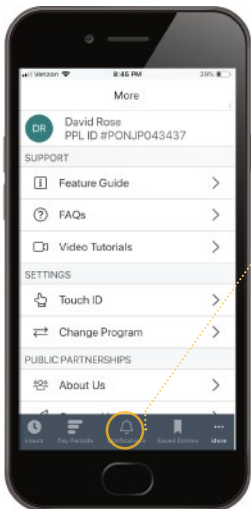
- Tap **arrow next to name** to view time entries for another person.
- Tap the **right or left arrows next to calendar date** to select another pay period.
- Tap **entry** to view or edit.

## Approve Entries



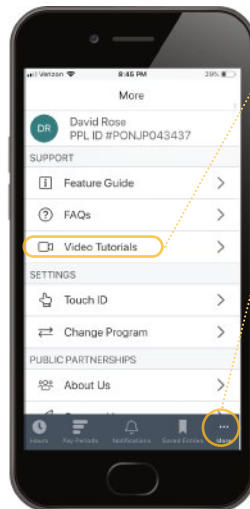
- Select all entries you need to either approve or reject, then tap **Approve Selected** or **Reject Selected**

## More Features



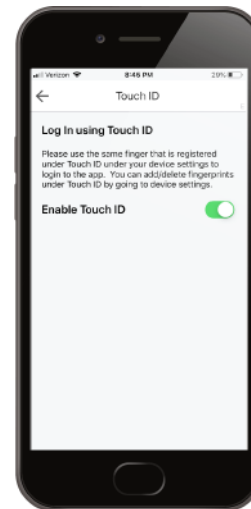
### Notifications

The number of new notifications will be indicated in a red circle. Tap **Notifications** on the base menu to view notifications.



### More

- Watch step-by-step instructional videos, read FAQs and view our feature guide in the **Support** Section.
- Tap on **More** on the base menu, to view additional information.
- Tap on each item to view details



### Touch ID

Tap **Touch ID** to enable or disable Touch ID login. Touch ID allows you to securely login using your fingerprint (if available on your device).