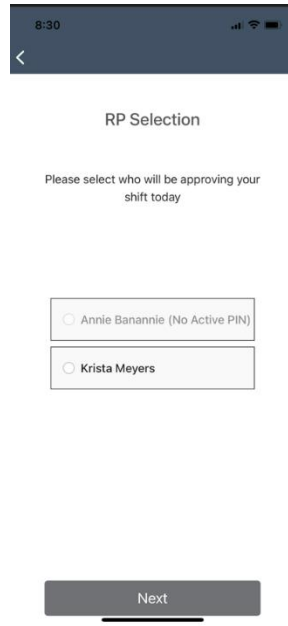


Approving a Shift Using Your PIN

1. After the caregiver ends their shift, they select "RP available to sign."



8:30

<

RP Selection

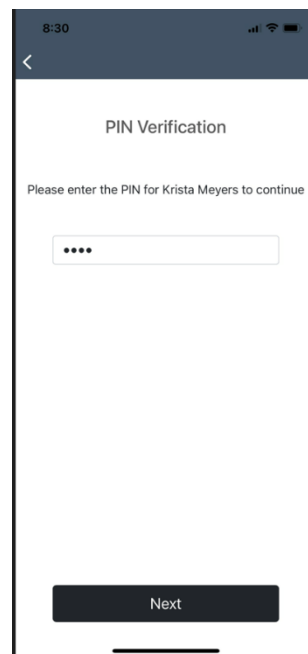
Please select who will be approving your shift today

Annie Banannie (No Active PIN)

Krista Meyers

Next

2. As the Responsible Party, this is where you enter your PIN.



8:30

<

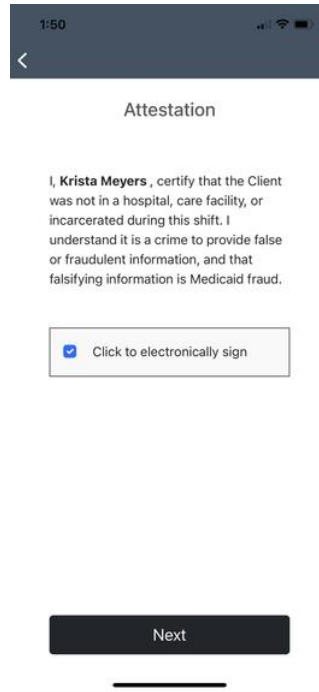
PIN Verification

Please enter the PIN for Krista Meyers to continue

....

Next

3. Read and agree to the attestation.



4. Check the box to electronically sign. Once the box turns blue, tap "Next."

End of Approving a Shift Guide.