

Time4Care™ Mobile App

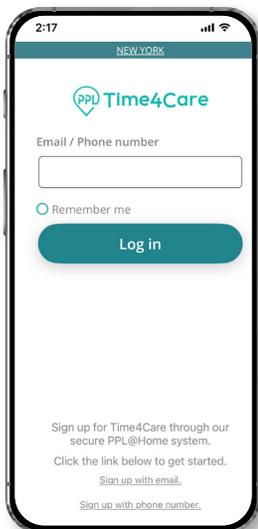
by Public Partnerships LLC (PPL)

Quick Guide

Download the Time4Care App

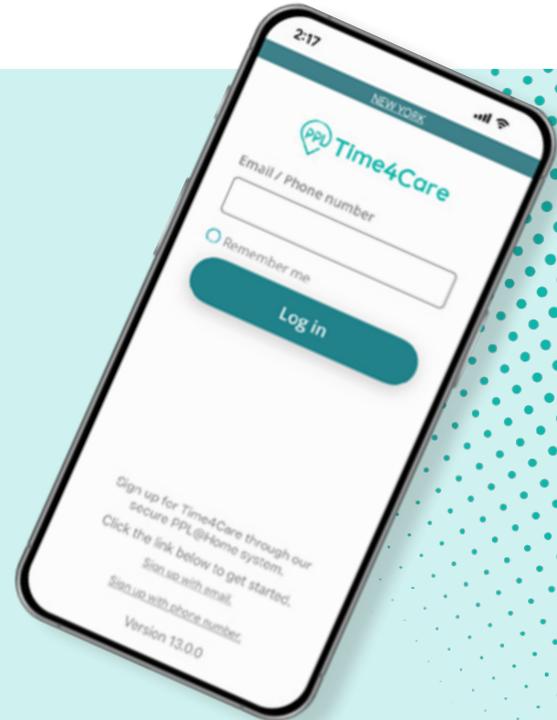
- 1 Go to Google Play or the App Store on your Android or iOS device.
- 2 Tap on Search.
- 3 In the search bar, type in: Time4Care.
- 4 Download the Time4Care app.
- 5 Once the application has downloaded, tap to open.

Log In or Sign Up



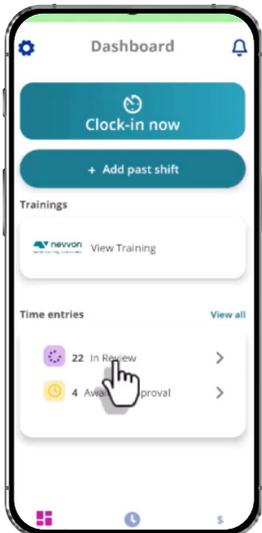
If you already have a user account for PPL@Home, log in to the Time4Care app with the same login method you used when creating your PPL@Home account. If you used your email address, enter your email address and password. If you used your mobile number, enter your mobile number and you will receive a text message with a verification code to log in for the first time.

If you have not completed your registration in PPL@Home, you will need to complete this first to create your username and password.



- ✔ Clock-in and -out in real-time to record time worked.
- ✔ For EVV users, location is captured at clock in and clock out.

Dashboard & Menu



Dashboard — access frequent actions and important info

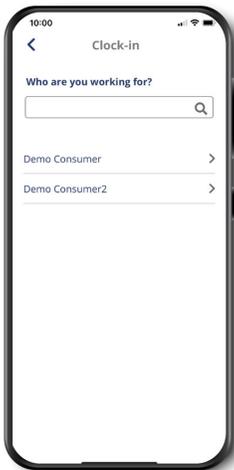
- Clock-in now — record your shift in real-time
- Add past shift — enter a shift you already worked
- Time entries — tap to see entries that require action by you or your employer

Time — view a collection of all your time entries

Payroll — access all payments issued, including pay stubs

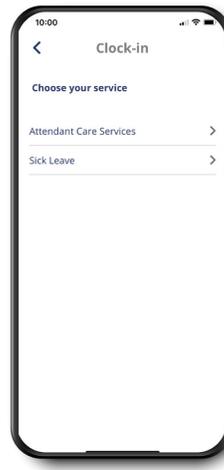
Settings — access support materials, manage your Favorites, and more

Clock in and out to start and end your shift



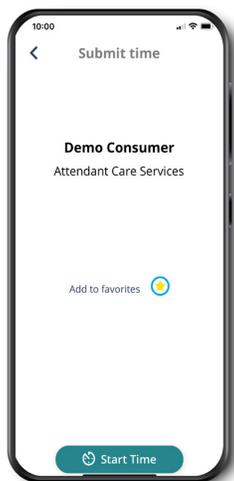
01

Tap Clock-in now from Dashboard
Select who you are working for



02

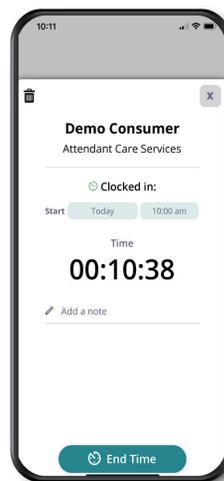
Select the service you will be providing



03

Save your selection as a Favorite for easier clock in next time

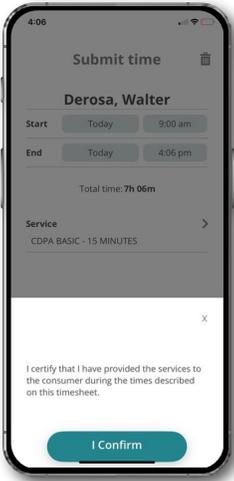
Start your clock



04

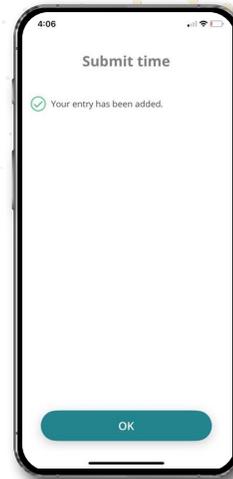
Tap running clock from Dashboard to see your active shift

At the end of your shift, tap End Time to clock out

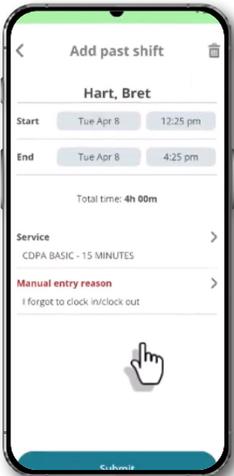


05

Tap "I Confirm" to certify that you provided the services to the consumer during the times described on the timesheet, then "OK" to acknowledge the submission.



Add Past Shift



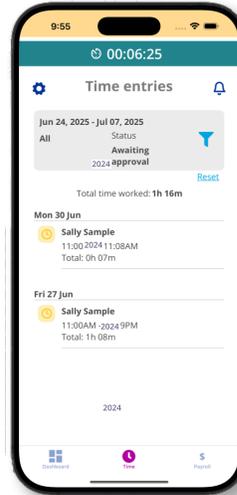
Forget to clock in or out? Add a past shift if you've already worked.

For EVV users, remember that this does not meet EVV requirements and will be recorded as a manual time entry.

Follow these steps:

- Tap Add past shift from your dashboard
- Select who you worked for
- Select the service you provided
- Enter your start time and end time
- For EVV users, please select a manual entry reason
- Tap Submit

Time Entries

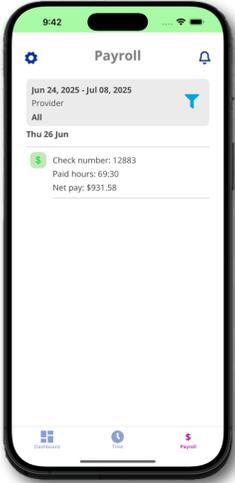


View all created time entries

Tap on the filter to change your view

Total hours worked is displayed based on applied filters

Payroll



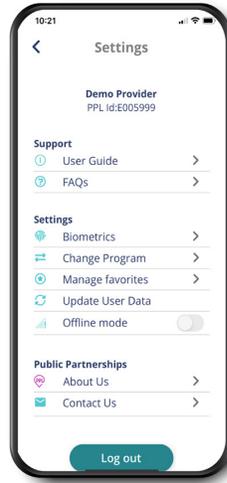
View all payments issued

Defaults to the past two weeks

Tap on the filter to change your view

Tap on a payment to see details, including a copy of your pay stub

Settings & Other Features



Support — Access User Guide and FAQs

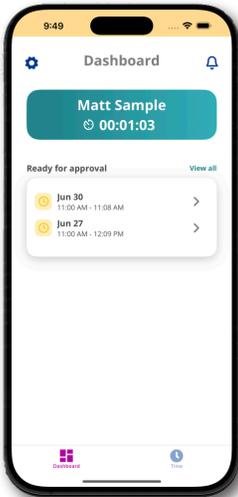
Favorites — Update or remove saved participant/ service pairs for quicker time entry

Update User Data — If new info like a consumer or PA was added to the system and the app isn't syncing, refresh the user data in the app to fix it.

Offline Mode — Turn on to avoid disruption if you're in an area with limited/poor connectivity

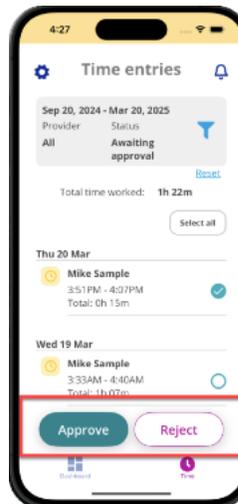
Contact Us — Get in touch with us — call, email, or send a message

Consumer Dashboard & Time Entry Approval



Tap on an entry to view details and approve/reject time

Tap View all to see all time entries ready for approval



Select All allows you to select all time entries that are ready for approval — you can approve or reject all

Tap a single time entry to view details, and approve or reject just that time entry

Use the check boxes to select multiple time entries to approve or reject