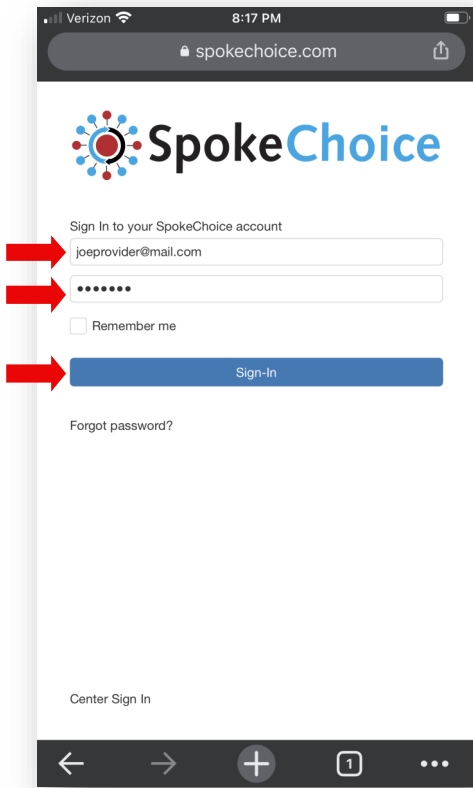


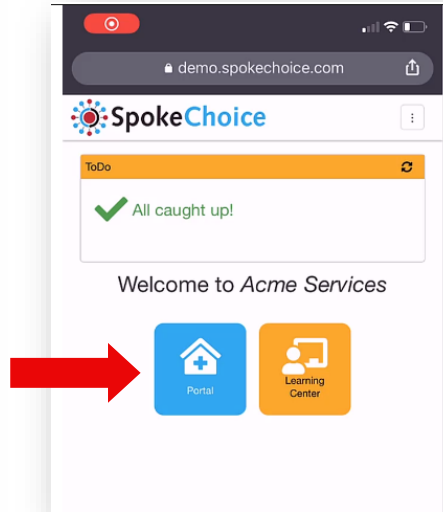
Guardian Access - How to Approve Timecards



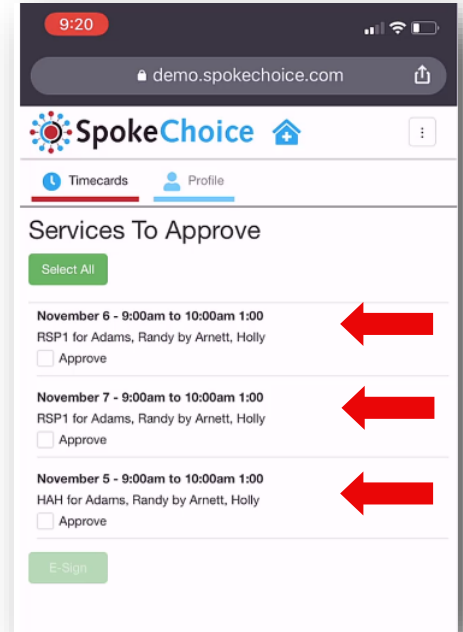
1. Log into SpokeChoice with your email and the password you created.



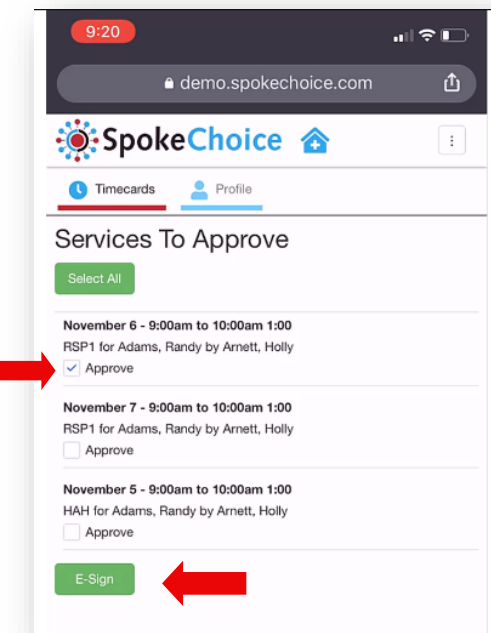
2. To view and approve services, select "Portal" (the blue square).



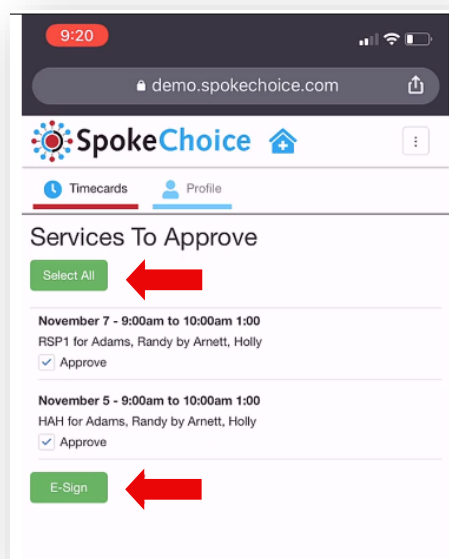
3. Review all services provided.



4. A single claim can be approved by selecting the "Approve" box for a single day and time. Then click the green "E-Sign" button.



5. All claims can be approved at once by choosing the "Select All" box. Then click the green "E-Sign" button.



6. You are finished approving claims until another service is provided.

By selecting the 3 dots in the upper right hand corner you can . . .

- ➡ Switch between rolls if you are also a provider.
- ➡ View & edit your profile information.
- ➡ Sign-Out of your account.

