

PROVIDER DIRECTORY How to Sign Up as a Caregiver

Sign Up as a Caregiver

1. On the Provider Directory main page, find and click the “Register” button (figure 1).

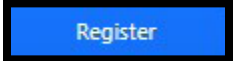


Figure 1: Register

2. Before you sign up, you need to say “okay” to the rules. To see the rules, click “View Full Terms and Conditions.” If you agree, mark the box that says “Agree” and then click the “Continue” button. (figure 2).

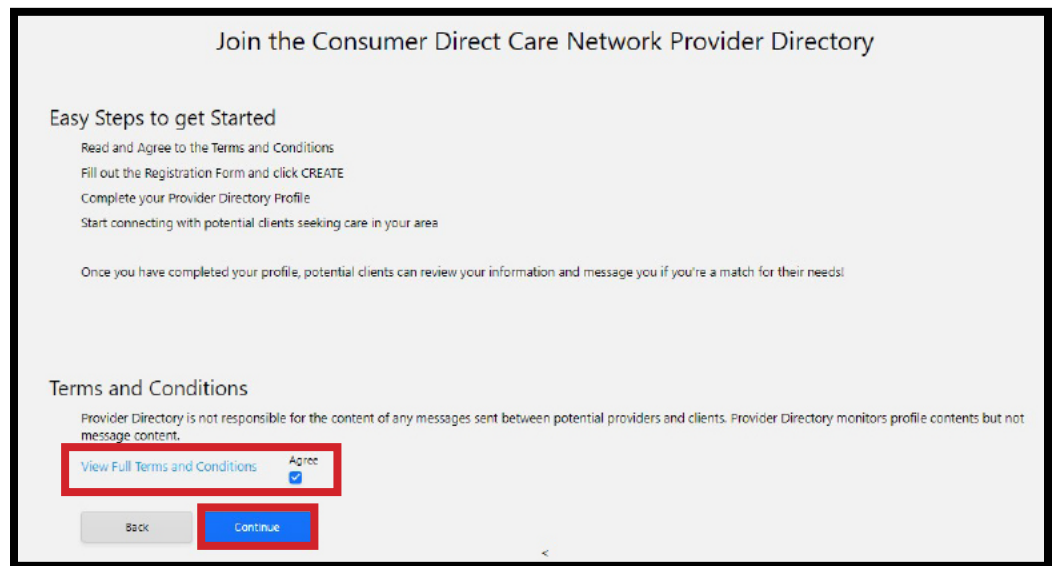


Figure 2: Terms and Conditions

3. Type in your email, then click “Send verification code” (figure 3).

4. Look in your email for a special code. Put that code in the “Verification code” box. Then click “Verify code” (figure 4). If your code doesn’t work after some time, click “Send new code” and do it again. Remember to check your trash or spam folder too!

5. After your code is checked, make a password, write your name, and then click “Create.” But first, you need to mark the box saying you’re okay with the rules to make a caregiver profile (figure 4).

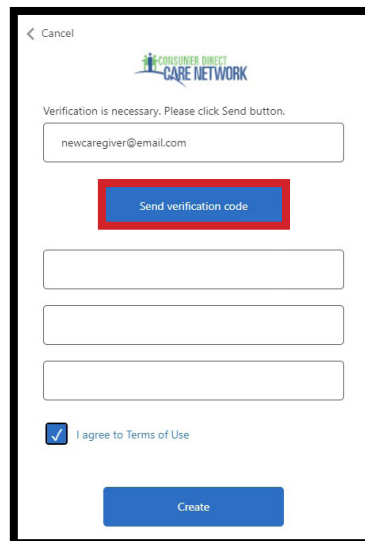


Figure 3: Register

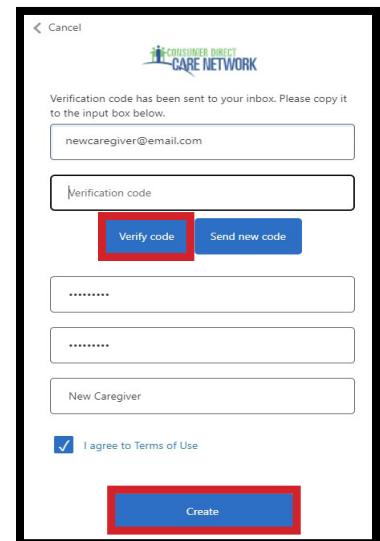
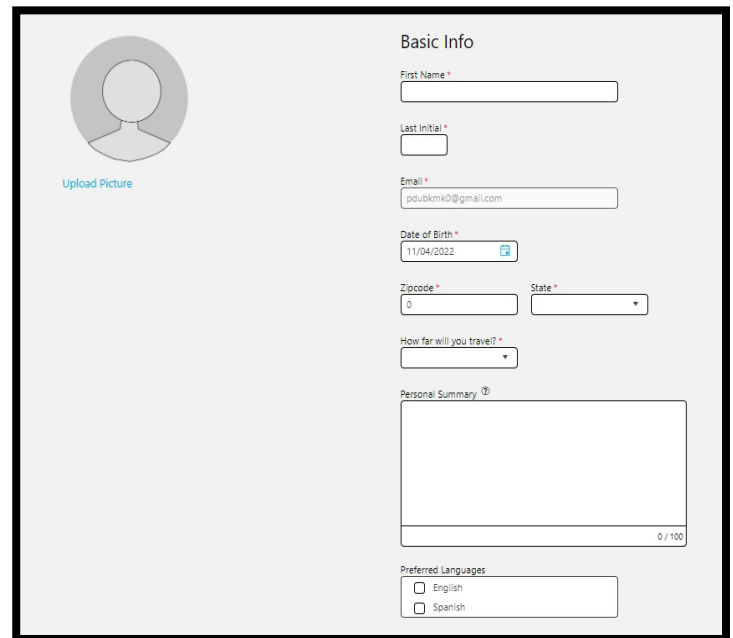


Figure 4: Verify

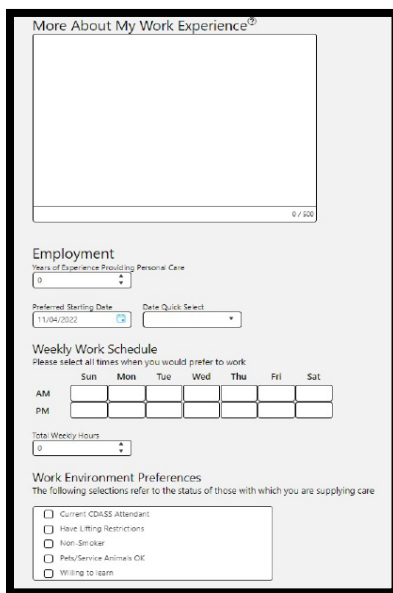
Sign Up as a Caregiver (cont'd)

- Now that you made your account, you need to fill out your caregiver profile. Things with a red star (*) are important and you must fill them in (figures 5-7).
- After you fill out your caregiver profile, click the **"Save"** button at the top right of your screen (figure 8).
- Someone will check your caregiver profile. It might take 3 days before everyone can see it. Click **"Confirm"** to save it (figure 9).



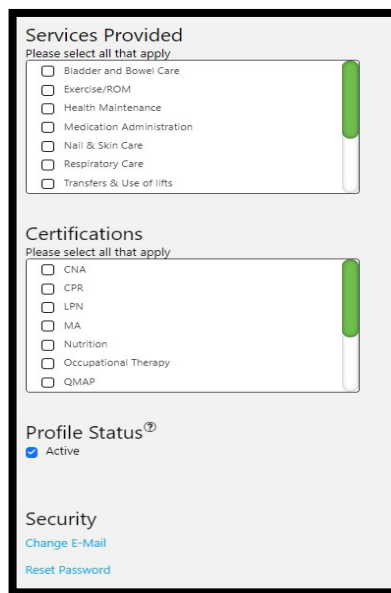
The screenshot shows a web form for creating a caregiver profile. On the left, there is a circular placeholder for a profile picture with an "Upload Picture" link below it. The main form area is titled "Basic Info" and contains several fields: "First Name*" (text input), "Last Initial*" (text input), "Email*" (text input with "pduobkmk0@gmail.com" entered), "Date of Birth*" (calendar icon showing "11/04/2022"), "Zipcode*" (text input with "0" entered) and "State*" (dropdown menu), and "How far will you travel?" (dropdown menu). Below these is a "Personal Summary" text area with a "0 / 100" character count. At the bottom, there is a "Preferred Languages" section with radio buttons for "English" and "Spanish".

Figure 5: Caregiver profile



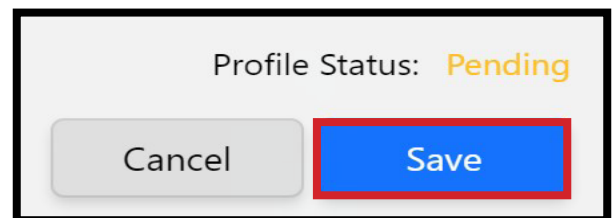
The screenshot shows a form titled "More About My Work Experience". It features a large text area for writing, with a "0 / 200" character count at the bottom right. Below this is an "Employment" section with a "Years of Experience Providing Personal Care" dropdown menu, a "Preferred Starting Date" field with a calendar icon, and a "Data Quick Select" dropdown. The "Weekly Work Schedule" section includes a grid for selecting AM and PM shifts for each day of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). The "Total Weekly Hours" is shown as a dropdown menu. The "Work Environment Preferences" section includes checkboxes for "Current CDASS Attendant", "Have Lifting Restrictions", "Non-Smoker", "Pets/Service Animals OK", and "Willing to learn".

Figure 6: Caregiver profile



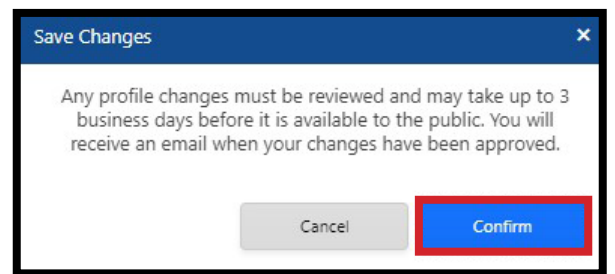
The screenshot shows two sections of the caregiver profile form. The "Services Provided" section is titled "Please select all that apply" and includes checkboxes for "Bladder and Bowel Care", "Exercise/ROM", "Health Maintenance", "Medication Administration", "Nail & Skin Care", "Respiratory Care", and "Transfers & Use of lifts". The "Certifications" section is also titled "Please select all that apply" and includes checkboxes for "CNA", "CPR", "LPN", "MA", "Nutrition", "Occupational Therapy", and "QMAP". Below these sections is the "Profile Status" section, which has a radio button for "Active" that is checked. At the bottom, there is a "Security" section with links for "Change E-Mail" and "Reset Password".

Figure 7: Caregiver profile



The screenshot shows a confirmation screen with the text "Profile Status: Pending" in yellow. Below the text are two buttons: a grey "Cancel" button and a blue "Save" button with a red border.

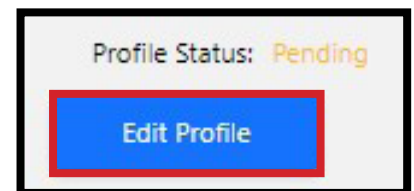
Figure 8: Save profile



The screenshot shows a "Save Changes" dialog box with a blue header and a close button (X) in the top right corner. The main text reads: "Any profile changes must be reviewed and may take up to 3 business days before it is available to the public. You will receive an email when your changes have been approved." At the bottom, there are two buttons: a grey "Cancel" button and a blue "Confirm" button with a red border.

Figure 9: Confirm

- You've made your caregiver profile. It will say **"Pending"** until someone checks and says it's okay.
- If you want to change your profile, click **"Edit Profile"** (figure 10).



The screenshot shows a button labeled "Edit Profile" in white text on a blue background, with a red border. Above the button, the text "Profile Status: Pending" is displayed in yellow.

Figure 10: Edit profile