



ResilientSD

Part of the AssuranceSD Family

Web Entry Instructions

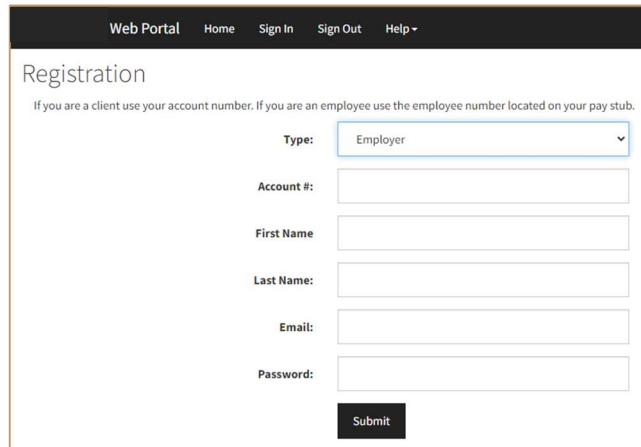
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Getting Started

Register For Web Entry

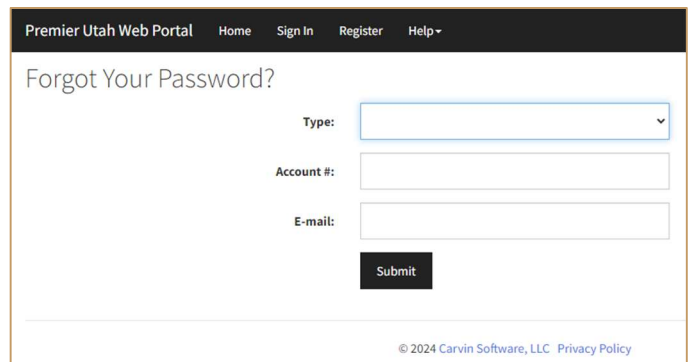
1. Click on the following link or copy and paste it to your web browser:
<https://premierutah.carvinsoftware.com/newuser.aspx>
2. Enter the required information then click Submit.
 - a. Type: Employer or Employee
 - b. Account #: _____
 - c. First Name: _____
 - d. Last Name: _____
 - e. Email: _____
 - i. The email address must be the same as the one your instructions were sent to.
 - f. Password: _____
 - i. Password must be at least eight characters with one upper case letter and a mix of letters and numbers.



The screenshot shows the 'Registration' page of the Premier Utah Web Portal. The page has a dark header with links: Web Portal, Home, Sign In, Sign Out, and Help. Below the header, the title 'Registration' is displayed. A note states: 'If you are a client use your account number. If you are an employee use the employee number located on your pay stub.' The form contains the following fields: 'Type' (a dropdown menu with 'Employer' selected), 'Account #', 'First Name', 'Last Name', 'Email', and 'Password'. A 'Submit' button is located at the bottom right of the form.

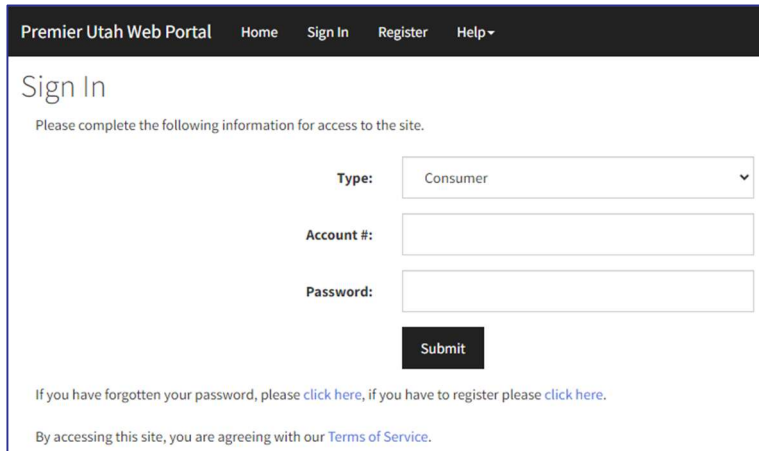
3. You will get a notification saying: "You already have an account in our system. Please click on the forgot password link." Click on forgot password.

4. Enter the required information then click Submit.
 - a. Type: Employer or Employee
 - b. Account #: _____
 - c. Email: _____



The screenshot shows the 'Forgot Your Password?' page of the Premier Utah Web Portal. The page has a dark header with links: Premier Utah Web Portal, Home, Sign In, Register, and Help. Below the header, the title 'Forgot Your Password?' is displayed. The form contains the following fields: 'Type' (a dropdown menu), 'Account #', and 'E-mail'. A 'Submit' button is located at the bottom right of the form. At the bottom of the page, there is a copyright notice: '© 2024 Carvin Software, LLC Privacy Policy'.

5. You will receive an email from donotreply@carvinsoftware.com If you do not receive the email, please check your junk or spam folder.
6. Enter the required information then click Submit.
 - a. Password: _____
 - b. Confirm New Password: _____
 - i. Password must be at least eight characters with one upper case letter and a mix of letters and numbers.
7. Click on Sign In at the top. Enter the required information then click Submit.
 - a. Type: Employer or Employee
 - b. Account #: _____
 - c. New Password: _____



The screenshot shows the 'Sign In' page of the Premier Utah Web Portal. The page has a dark header with navigation links: Premier Utah Web Portal, Home, Sign In, Register, and Help. The main content area is titled 'Sign In' and includes the instruction 'Please complete the following information for access to the site.' Below this, there are three input fields: 'Type' (a dropdown menu currently showing 'Consumer'), 'Account #', and 'Password'. A 'Submit' button is located below the password field. At the bottom of the form, there is a link for forgotten passwords and a link for registration. A footer note states: 'By accessing this site, you are agreeing with our Terms of Service.'

How To Reset Your Password

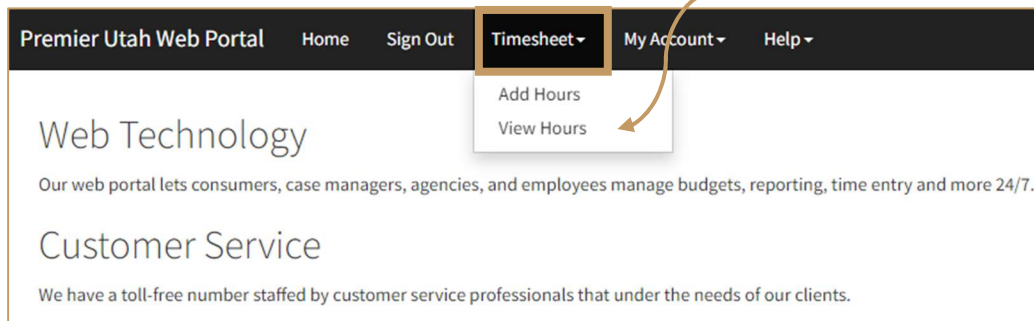
1. If your password needs to be reset, click on the following link or copy and paste it to your web browser: <https://premierutah.carvinsoftware.com/forgot.aspx>
2. Complete steps 4 – 7 in the previous section.

Employer Tools

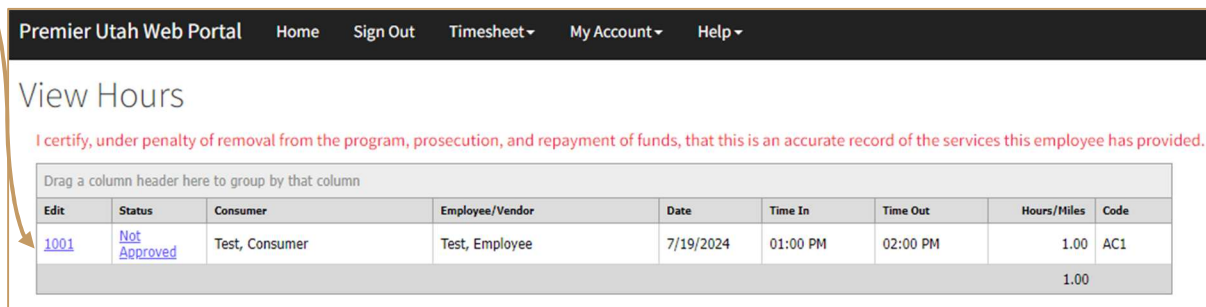
View, Edit, and Approve Hours Entered by Your Employee

How to Edit Hours

1. Click on Timesheets at the top, then click View Hours.



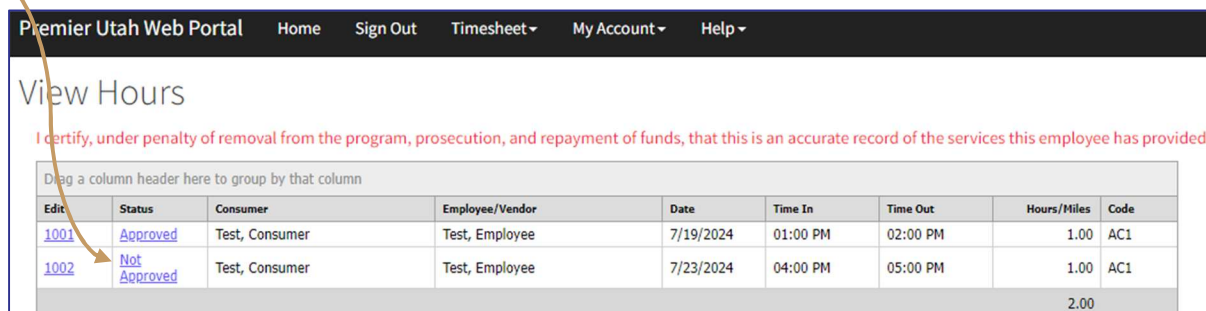
2. Under the “Edit” column on the far left, click the number that correlates with the line you need to edit.



3. Edit the Code, Date, Time In, and/or Time Out as needed.

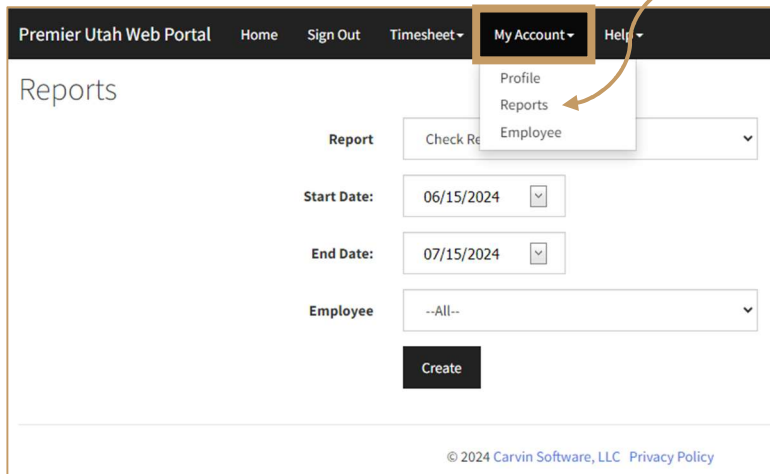
How to Approve Hours

1. Click on Timesheets at the top, then click View Hours.
2. Under the “Status” column, click on “Not Approved”. You will see the status change to “Approved”. Each line needs to be approved separately.



How To View Reports

1. Click on My Account at the top, then click Reports:



Reports

Report: Check Register

Start Date: 06/15/2024

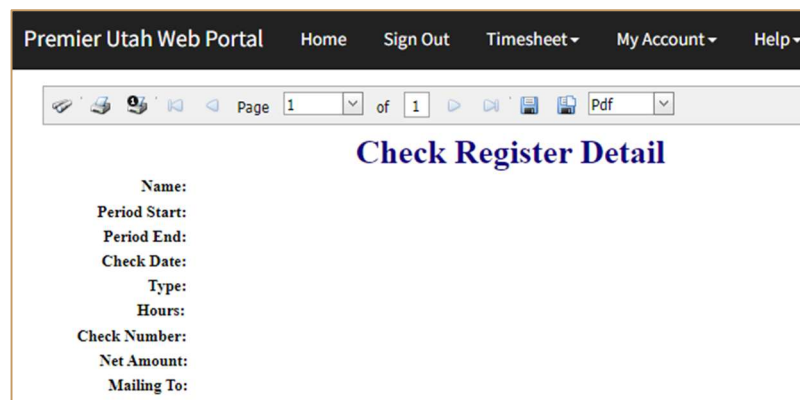
End Date: 07/15/2024

Employee: --All--

Create

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2. Employers may view the following reports: (please see below for information about each type of report).
 - a. Check Register Detail
 - b. Note Report
 - c. Account Statement
 - d. Employee Timesheet
 - e. Payroll Detail
 - f. Pending Payroll
3. Check Register Detail Report – this report will show any checks paid out for the time frame chosen, pay period start and end dates, check date, type (direct deposit or paper check), hours on the check, net amount of the check, and the mailing address of the employee.
 - a. Choose a Start Date and an End Date.
 - b. Choose one employee or all employees.
 - c. Click Create.



Check Register Detail

Name:

Period Start:

Period End:

Check Date:

Type:

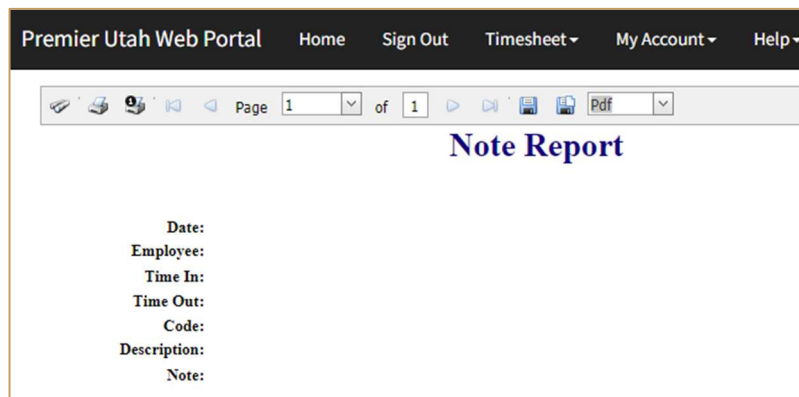
Hours:

Check Number:

Net Amount:

Mailing To:

4. Note Report – this report will show any notes/comments that the employee may have added when entering their time. The report will show the date, employee name, time in and out, service code, description, and the note they wrote.
 - a. Choose a Start Date and an End Date.
 - b. Choose one employee or all employees.
 - c. Click Create.



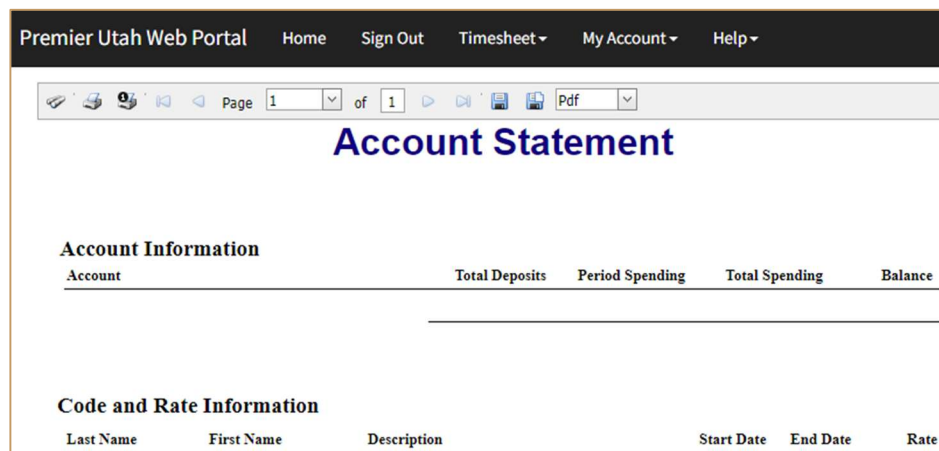
Premier Utah Web Portal Home Sign Out Timesheet My Account Help

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Note Report

Date:
Employee:
Time In:
Time Out:
Code:
Description:
Note:

5. Account Statement Report – this report shows an overview of the account information, employee information, and code and rate information.
 - a. Choose a Start Date and an End Date.
 - b. Choose one employee or all employees.
 - c. Click Create.



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Account Statement

Account Information

Account	Total Deposits	Period Spending	Total Spending	Balance

Code and Rate Information

Last Name	First Name	Description	Start Date	End Date	Rate

- d. Period Spending – This is everything that was paid out during the date range chosen.
- e. Total Spending – We use the end date to calculate any items used in the authorization.
- f. Balance – We use the total deposits and paid out amounts for the authorization with the end date.
- g. All the information in the Account Statement Report is pulled from our system. The statement shows the activity for the given authorization.

6. Employee Timesheet Report – this report will show any hours entered for the employee whether they are approved or not approved by the employer.
- Choose a Start Date and an End Date.
 - Choose one employee or all employees.
 - Click Create.

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Employee Timesheet

Consumer: Test, Consumer
Employee: Test, Employee

Service Date	Time IN	Time OUT	Code	Rate	Hours
07/19/2024	01:00 PM	02:00 PM	AC1	\$0.00	1.00
Total Hours:					1.00

I hereby certify that the above report accurately reflects the hours I have worked.

Employee Signature
Tuesday, July 23, 2024

Consumer Signature
Tuesday, July 23, 2024

7. Payroll Detail Report – this report will show any shifts worked by the employee. This report will include the employee's name, service code providing, consumer's name, check in and check out time(s), date(s), check # the hours were paid on, and the total hours of the shift.
- Choose a Start Date and an End Date.
 - Choose one employee or all employees.
 - Click Create.

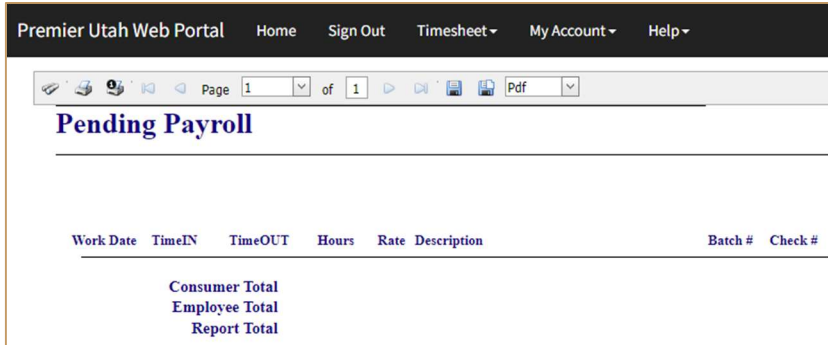
Premier Utah Web Portal Home Sign Out Timesheet My Account Help

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Payroll Detail

Code	Consumer	Check In	Check Out	Date	Check #	Hours
Total Hours:						

8. Pending Payroll Report – this report will show any time entered and approved by the employer that has been pulled into our payroll system but has not paid out to the employee.
 - a. Choose one employee or all employees.
 - b. Click Create.



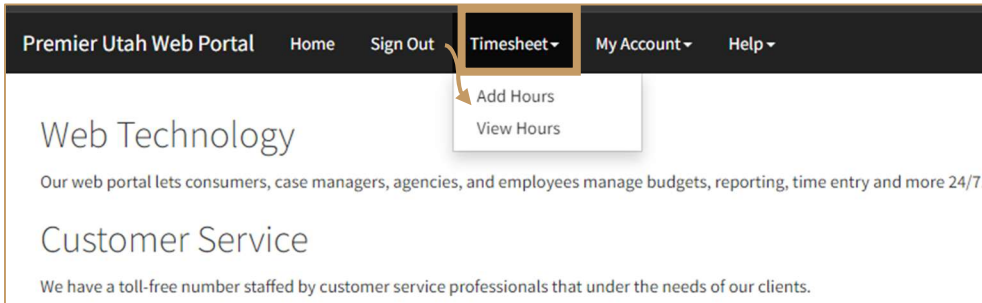
The screenshot shows the Premier Utah Web Portal interface. At the top, there is a navigation bar with links: Home, Sign Out, Timesheet, My Account, and Help. Below the navigation bar is a toolbar with various icons and a page indicator showing 'Page 1 of 1'. The main heading is 'Pending Payroll'. Below this heading is a table with the following columns: Work Date, TimeIN, TimeOUT, Hours, Rate, Description, Batch #, and Check #. The table is currently empty, and there are summary links at the bottom: Consumer Total, Employee Total, and Report Total.

9. *All reports in the Web Portal may be printed or exported.

Employee Tools

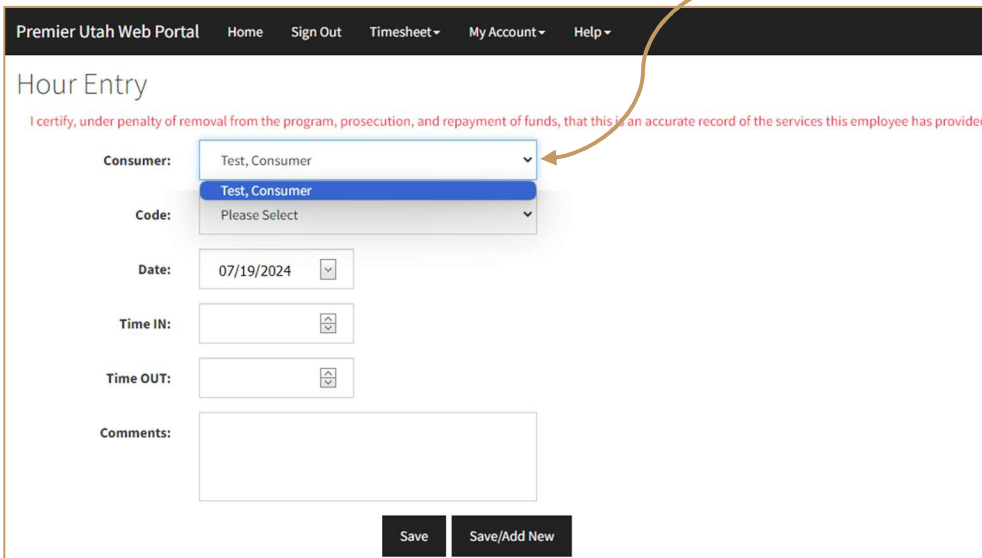
How To Add Hours

1. Click on Timesheets at the top, then click Add Hours.



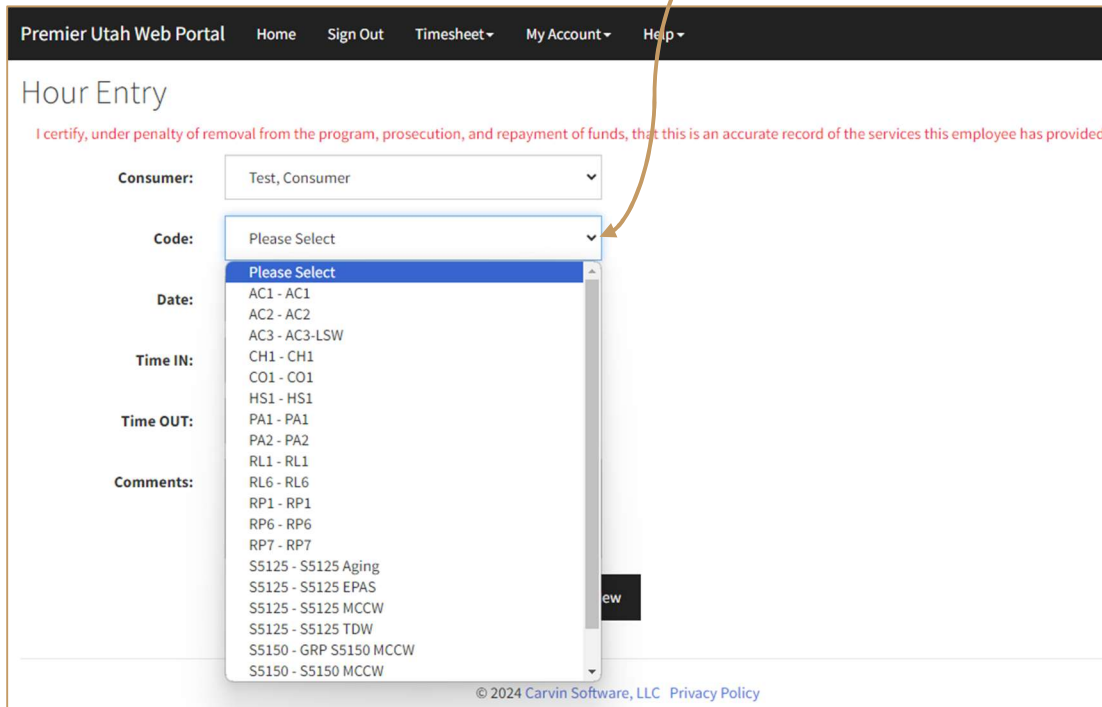
The screenshot shows the top navigation bar of the Premier Utah Web Portal. The navigation items are: Premier Utah Web Portal, Home, Sign Out, Timesheet, My Account, and Help. The Timesheet dropdown menu is open, showing two options: Add Hours and View Hours. Below the navigation bar, the page content includes a section for Web Technology and a section for Customer Service.

2. Choose the Consumer by using the drop-down arrow.



The screenshot shows the Hour Entry form. The form includes a red warning message: "I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided." The form fields are: Consumer (dropdown menu with "Test, Consumer" selected), Code (dropdown menu with "Please Select"), Date (07/19/2024), Time IN (time picker), Time OUT (time picker), and Comments (text area). The Save and Save/Add New buttons are at the bottom right. A yellow arrow points to the Consumer dropdown menu.

- Choose the Code by using the drop-down arrow to select the service code you were assigned that matches the type of services you are providing.



The screenshot shows the 'Hour Entry' form in the Premier Utah Web Portal. The 'Code' dropdown menu is open, displaying a list of service codes. A blue arrow points from the instruction text to the dropdown menu.

Consumer: Test, Consumer

Code: Please Select

Date:

Time IN:

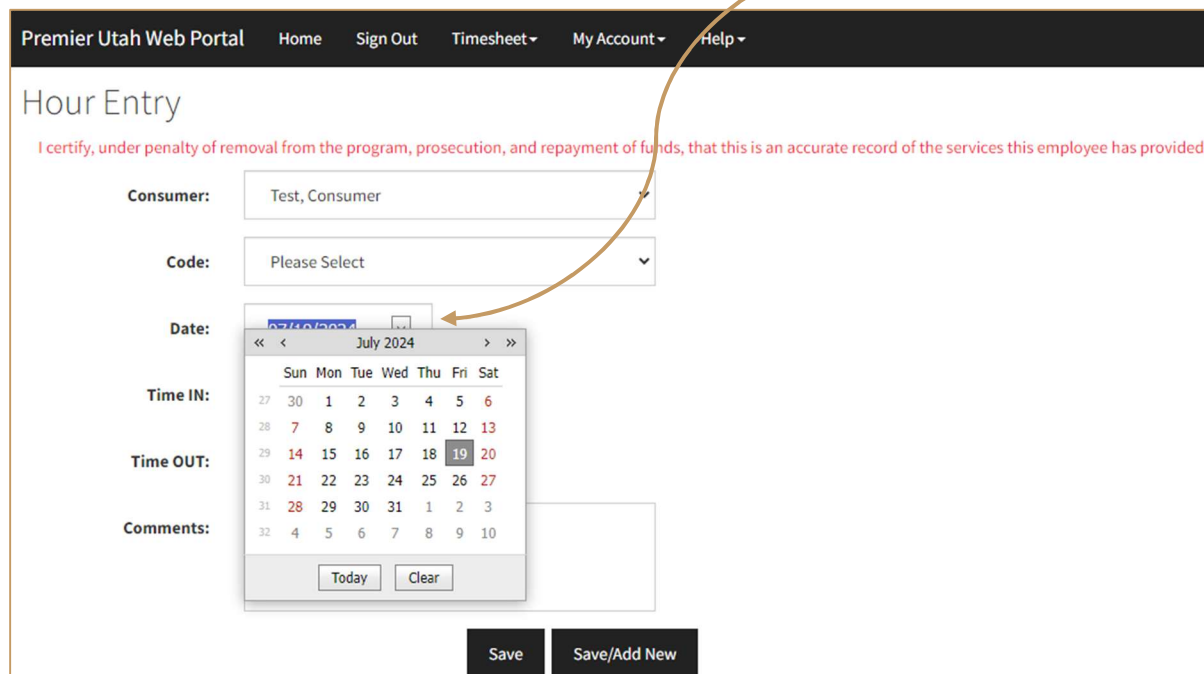
Time OUT:

Comments:

AC1 - AC1
AC2 - AC2
AC3 - AC3-LSW
CH1 - CH1
CO1 - CO1
HS1 - HS1
PA1 - PA1
PA2 - PA2
RL1 - RL1
RL6 - RL6
RP1 - RP1
RP6 - RP6
RP7 - RP7
S5125 - S5125 Aging
S5125 - S5125 EPAS
S5125 - S5125 MCCW
S5125 - S5125 TDW
S5150 - GRP S5150 MCCW
S5150 - S5150 MCCW

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- Choose the Date by typing it in using the MM/DD/YYYY format. Or by using the drop-down arrow to select a date on the calendar.



The screenshot shows the 'Hour Entry' form in the Premier Utah Web Portal. The 'Date' field is active, and a calendar picker is displayed. A blue arrow points from the instruction text to the calendar picker.

Consumer: Test, Consumer

Code: Please Select

Date: 7/19/2024

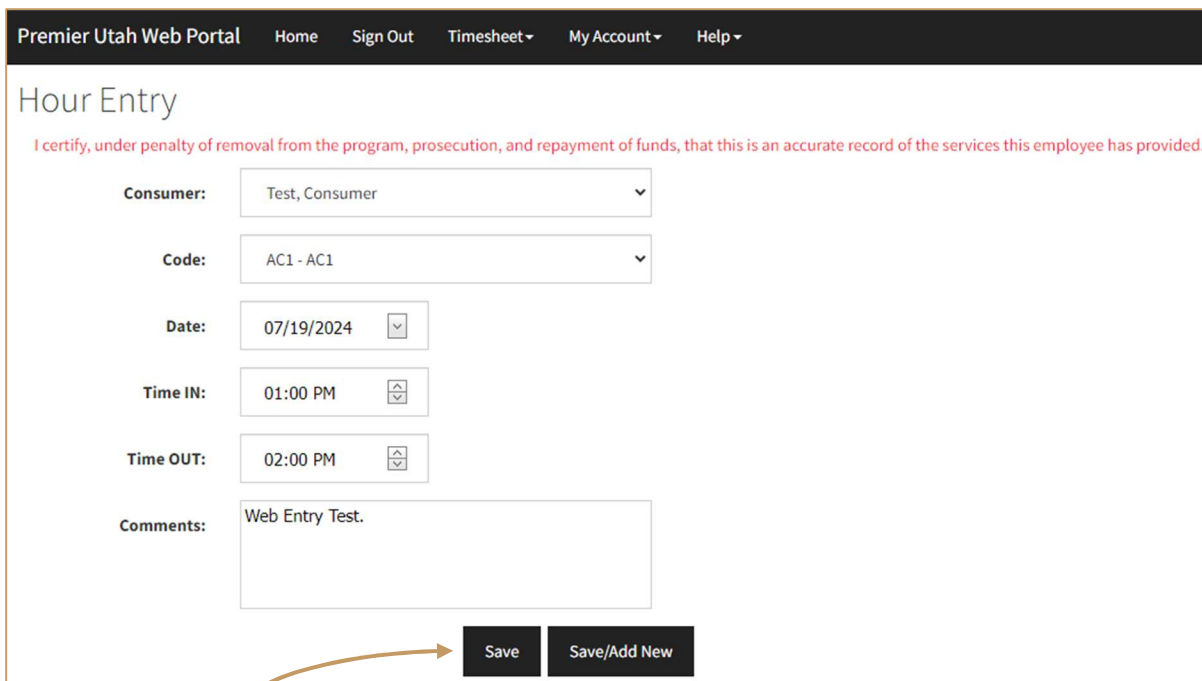
Time IN:

Time OUT:

Comments:

Save Save/Add New

5. Enter the Time In. Highlight the 12:00 AM and type in the time in. Or move the cursor to each of the 12 and 00 and AM to change the hours, minutes, and AM or PM by clicking the up and down arrows on the right.
6. Enter the Time Out. Highlight the 12:00 AM and type in the time out. Or move the cursor to each of the 12 and 00 and AM to change the time by clicking the up and down arrows on the right.
7. *When working until midnight, enter 11:59 PM as the Time Out. When working overnight, if your shift goes past midnight, enter 11:59 PM as the time out on the day you started working. Then enter 12:00 AM as the time in on the next day.
8. Enter a comment/explanation of service.
9. Complete Hour Entry example.



Hour Entry

I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided.

Consumer: Test, Consumer

Code: AC1 - AC1

Date: 07/19/2024

Time IN: 01:00 PM

Time OUT: 02:00 PM

Comments: Web Entry Test.

Save Save/Add New

10. Click Save. Or click Save/Add New if you have more days/times to enter.

How To View Reports

10. Click on My Account at the top, then click Reports.
11. Employees may view the following reports:
 - a. Employee Timesheet
 - b. Payroll Detail
 - c. Pending Payroll