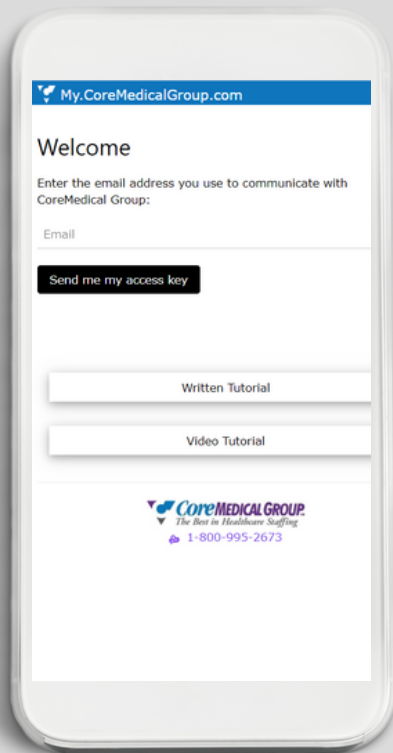




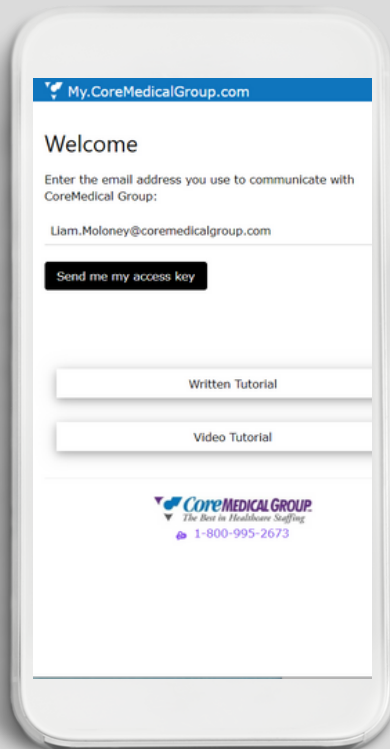
STEP BY STEP:

Accepting timesheets for clients

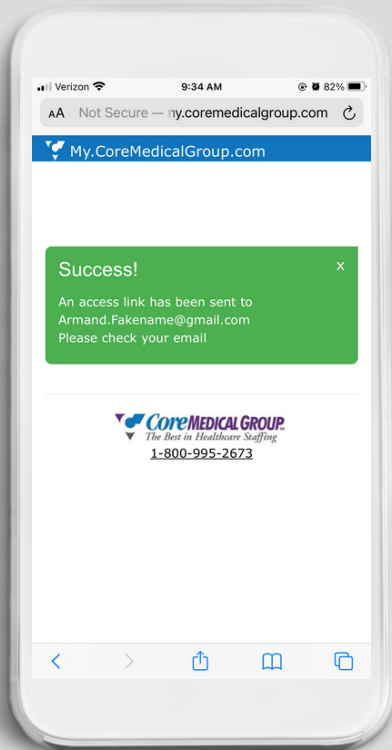
1: Type **My.CoreMedicalGroup.com** into your web browser.



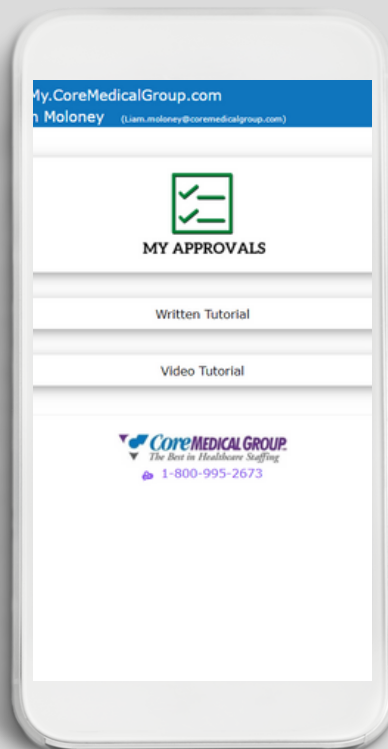
2: Enter **your email address** into the text area and tap the **Send me my access key** button.



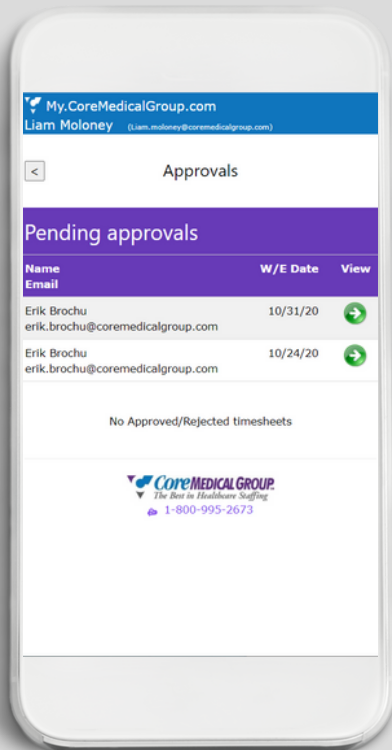
3: **Check your email** for the Access Key link from DoNotreply@Web.CoreMedicalGroup.com and click on it.



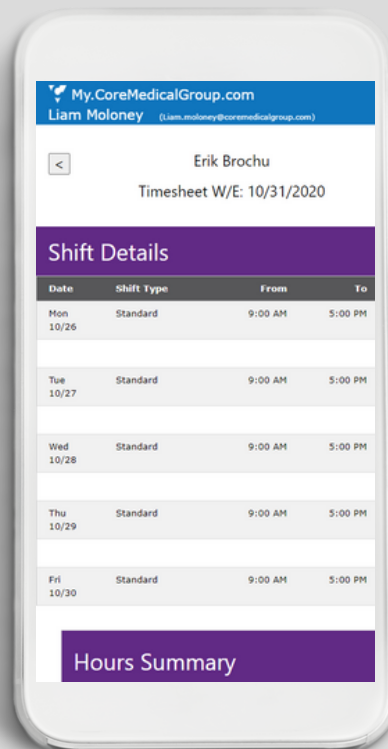
4: Tap the **My Approvals** button.



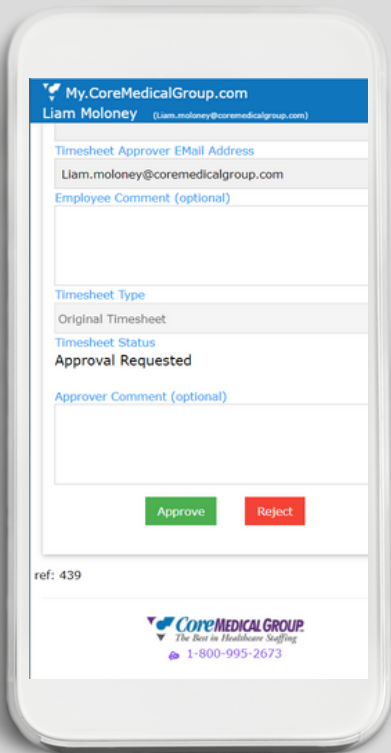
5: Tap the **Green Arrow** on the timesheet you would like to approve.



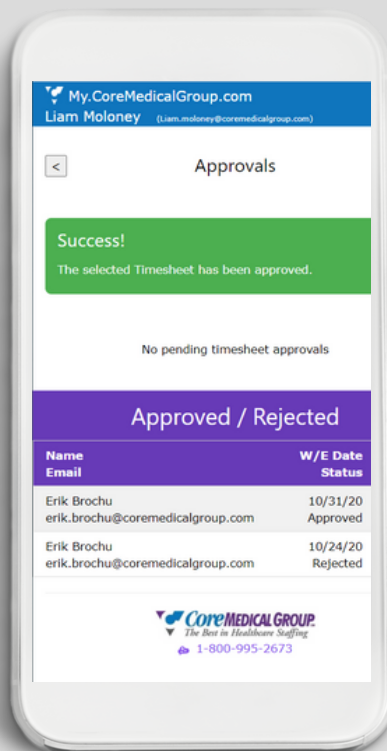
6: **Review** the timesheet for shifts, hours, etc.



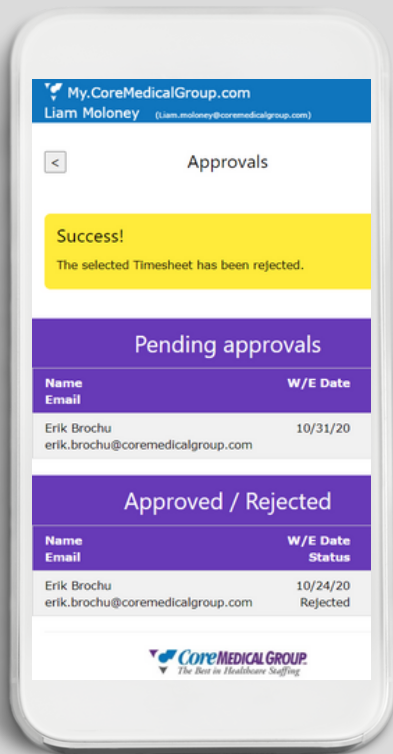
7: **Approve or Reject** the timesheet. Be sure to include notes on why a timesheet was rejected.



8: **Approved timesheets** will bring up this page.



9: Rejected timesheets will bring up this page. Rejected timesheets can be resubmitted by the employee after changes are made.



Questions? Call 1-800-995-2673