



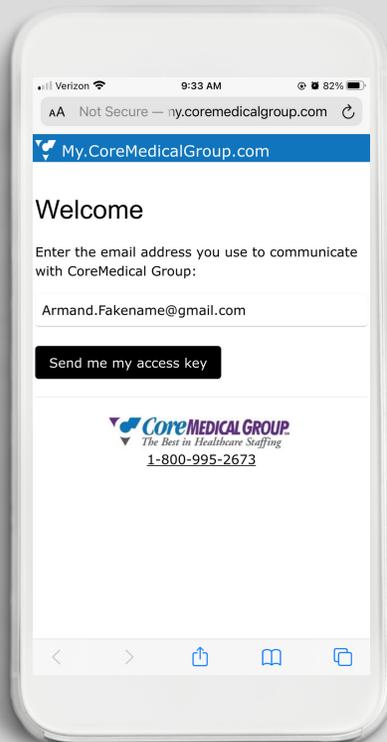
STEP BY STEP:

How to use our web app

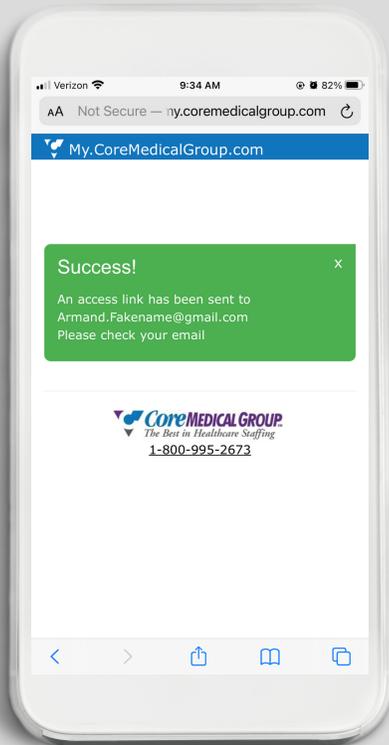
1: Type **My.CoreMedicalGroup.com** into your mobile web browser.



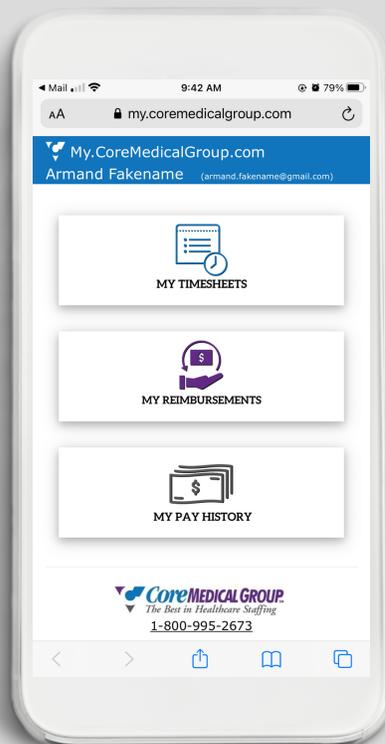
2: Enter **your email address** into the text area and tap the **Send me my access key** button.



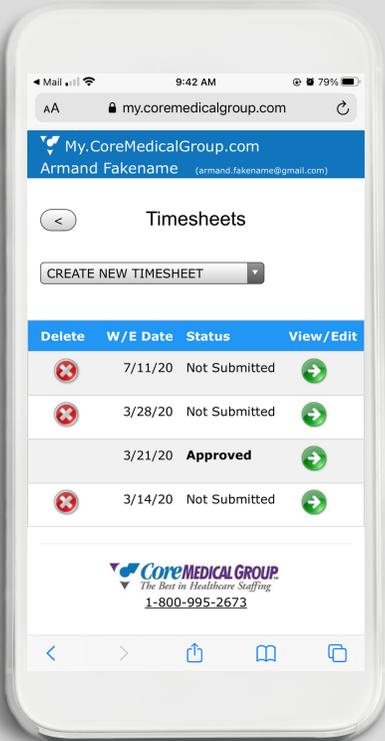
3: **Check your email** for the Access Key link from DoNotreply@Web.CoreMedicalGroup.com and click on it.



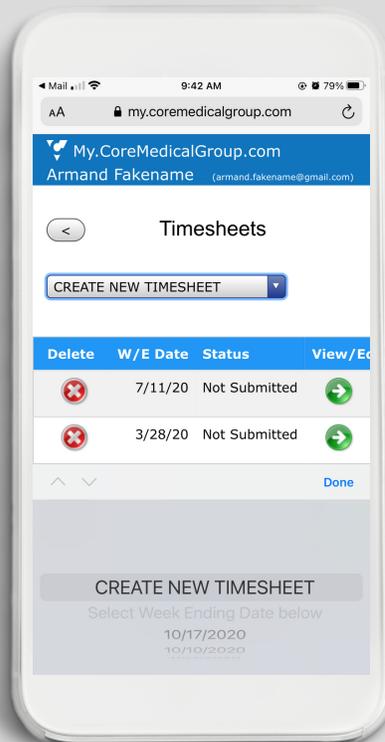
4: Tap the **My Timesheets** button.



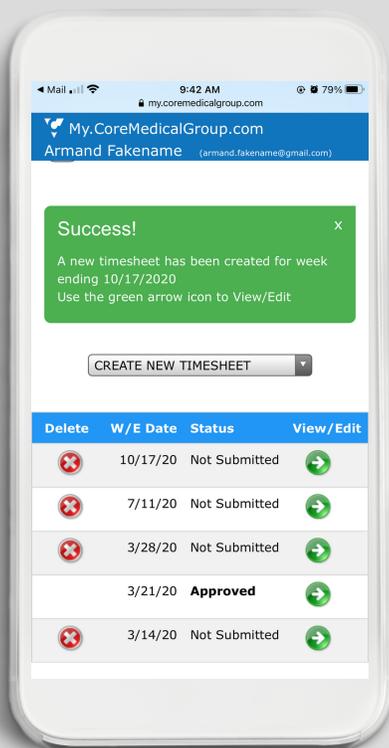
5: Tap the **CREATE NEW TIMESHEET** dropdown menu.



6: Choose the correct week ending date for which you would like to create the timesheet for.

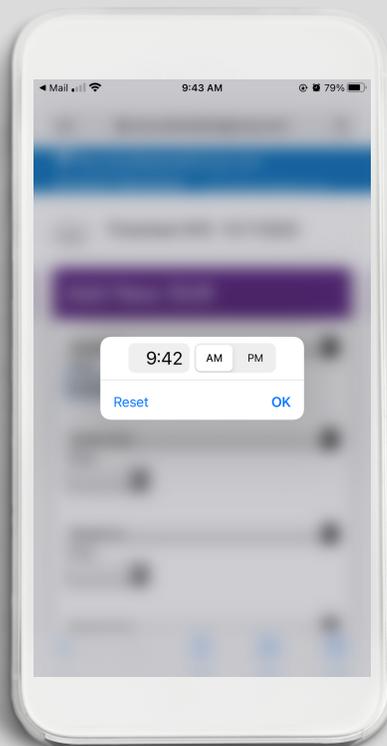


7: Locate the timesheet with the date you have just chosen and **tap the View/Edit button**.



8: **Fill in the times** for when you punched in and out for the day.

(the middle two times represent punch times for a work break)



9: Here is an example from someone who punched in at 9:40 AM, took a break from 12:30 - 1:00 PM and punched out at 5:00 PM.

My.CoreMedicalGroup.com
Armand Fakename (armand.fakename@gmail.com)

Punch In
Time
9:42 AM

Punch Out
Time
12:30 PM

Punch In
Time
1:00 PM

Punch Out
Time
5:00 PM

Add this shift to the following days:
 Sun 10/11/2020
 Mon 10/12/2020

10: Choose which day/days you would like to add the shift for.

If you have the same times worked for multiple days, you may select each day for which the times apply. When you are finished tap the Add This Shift button.

My.CoreMedicalGroup.com
Armand Fakename (armand.fakename@gmail.com)

Punch In
Time
1:00 PM

Punch Out
Time
5:00 PM

Add this shift to the following days:
 Sun 10/11/2020
 Mon 10/12/2020
 Tue 10/13/2020
 Wed 10/14/2020
 Thu 10/15/2020
 Fri 10/16/2020
 Sat 10/17/2020

Add This Shift Reset/Clear

11: Scroll down to **enter mileage for reimbursement.**

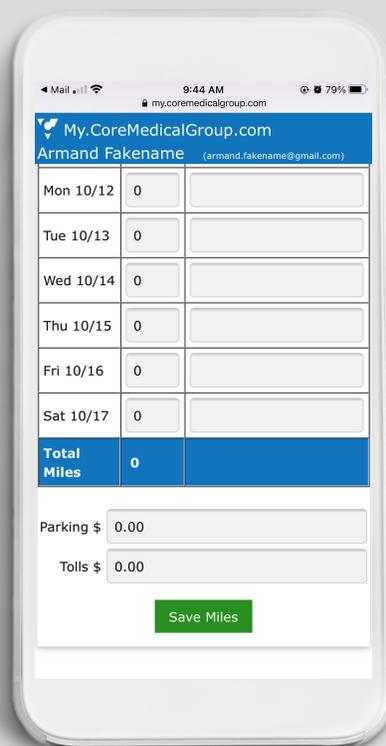
(PLEASE NOTE: This section will only show if you are eligible for mileage reimbursement as part of your contract)



The screenshot shows a mobile application interface for 'My.CoreMedicalGroup.com'. The user is identified as 'Armand Fakename'. The page title is 'Timesheet Miles'. A note states: 'This section is only for miles traveled during your assignment. It is not for miles traveled between your assignments with CoreMedical Group.' Below this is a table with three columns: 'Date', 'Miles', and 'Notes'. The 'Miles' column contains the number '0' for each row. The rows are for dates from Sun 10/11 to Sat 10/17. A 'Total Miles' row at the bottom shows '0'.

Date	Miles	Notes
Sun 10/11	0	
Mon 10/12	0	
Tue 10/13	0	
Wed 10/14	0	
Thu 10/15	0	
Fri 10/16	0	
Sat 10/17	0	
Total Miles	0	

12: There is also an area to report any **parking or toll costs** as well.



The screenshot shows the same mobile application interface as the previous one, but with additional fields for 'Parking \$' and 'Tolls \$', both set to '0.00'. A green 'Save Miles' button is located at the bottom of the form.

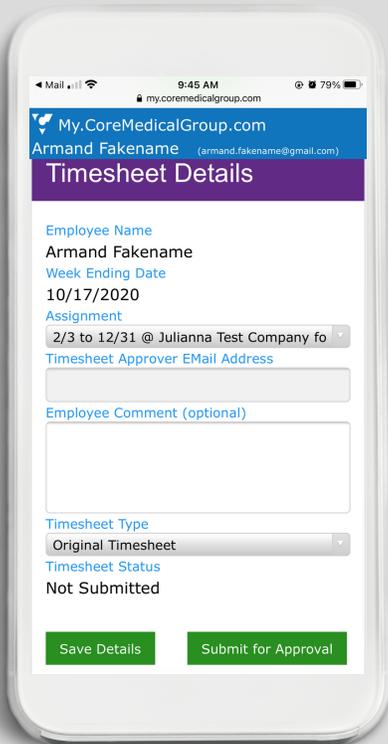
Mon 10/12	0	
Tue 10/13	0	
Wed 10/14	0	
Thu 10/15	0	
Fri 10/16	0	
Sat 10/17	0	
Total Miles	0	

Parking \$ 0.00

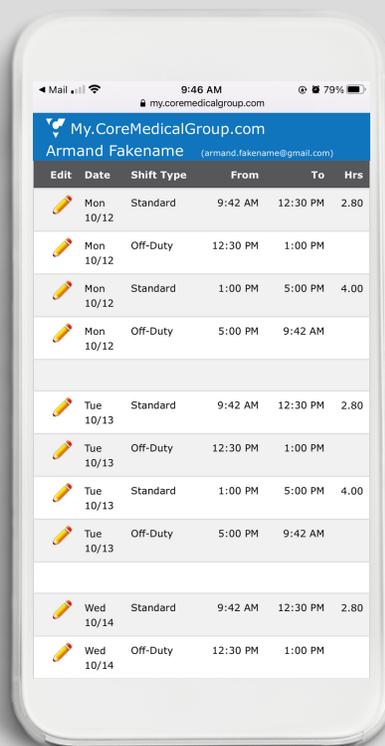
Tolls \$ 0.00

Save Miles

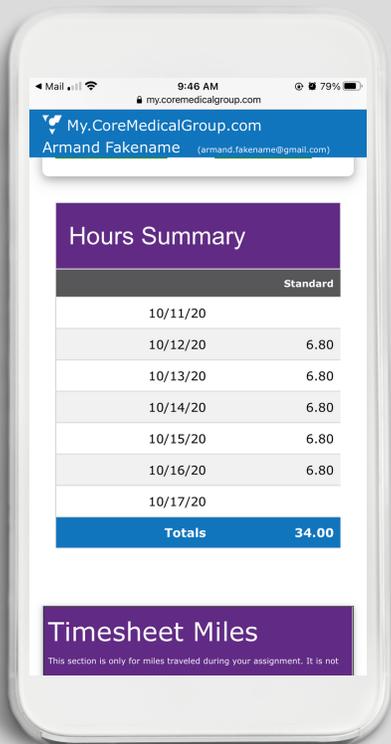
13: At the bottom of the page be sure to **select the appropriate assignment** from the Assignment dropdown menu. Now you may either save by tapping **Save Details** or submit by tapping **Submit for Approval**.



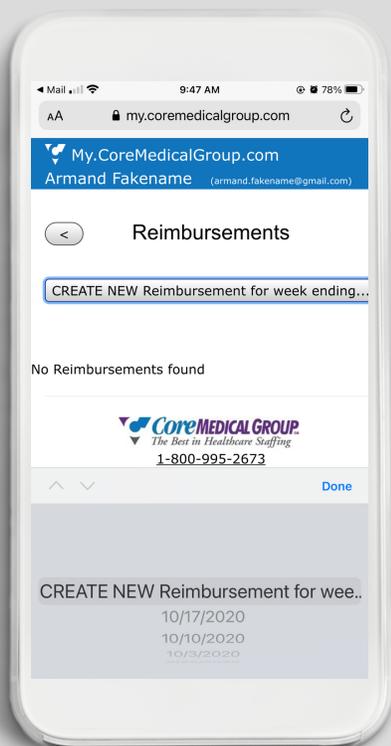
14: The next screen will show all shifts added for the selected time sheet. You may **edit a shift** by tapping the pencil button.



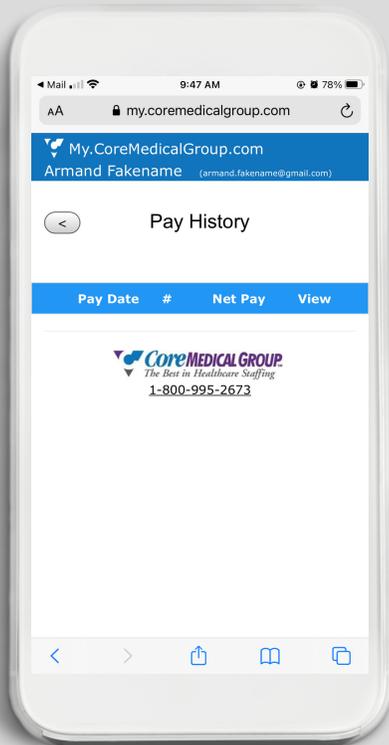
15: The **Hours Summary** section will show the collective hours worked for each day and the total weekly hours for the selected timesheet.



16: Your Reimbursements can be found by tapping the **My Reimbursements** button on the home page. Use the dropdown menu to choose the week you would like to view.



17: You may also view your pay history by tapping the **My Pay History** button on the home page.



Thank you for choosing us!