




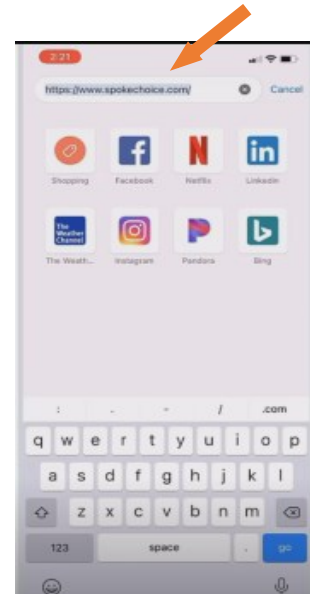
SPOKECHOICE GUARDIAN LOGIN INSTRUCTIONS

SETTING UP

On your phone, select a browser icon. Edge  or Chrome  works best. Due to outdated technology, Safari  is **NOT** allowed. Downloading Edge or Chrome is free and you can find them in your phone's app store.

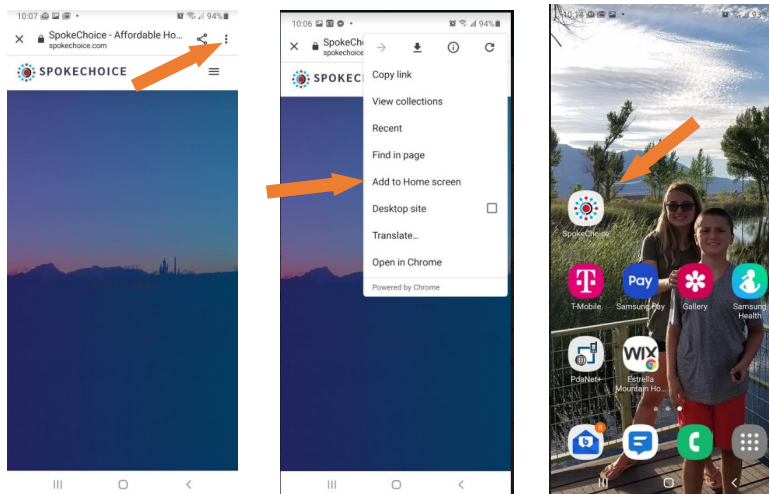


In the address bar of the browser, type in www.spokechoice.com



SAVING SPOKECHOICE TO HOMESCREEN

You can save this website to your home screen as an easy access icon, by clicking the three dots in the right hand corner of the browser and selecting “Add to home screen.” This will add the icon, direction to your home screen, allowing you to easily access it for quick sign in.

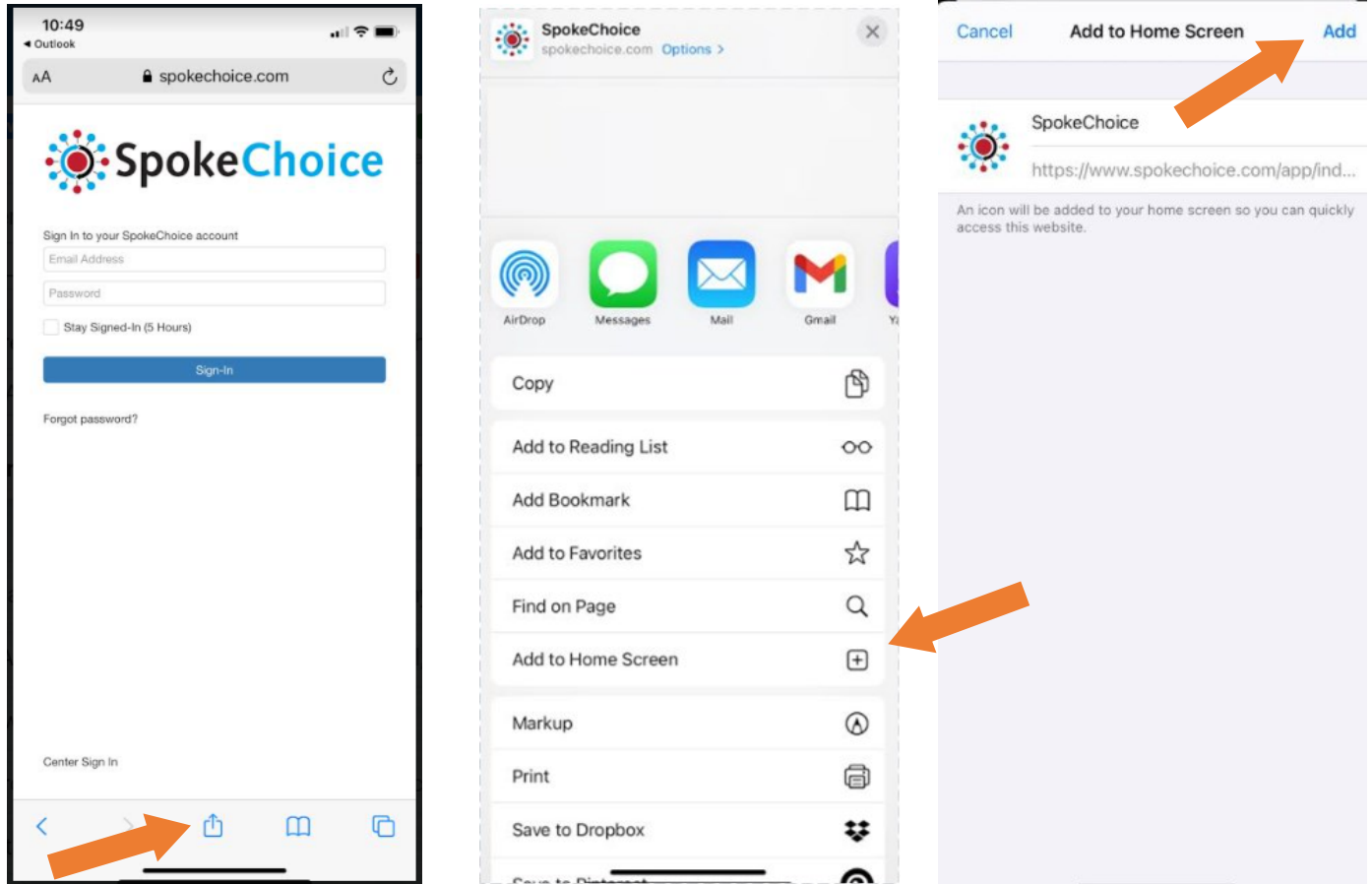


SPOKECHOICE

PROVIDER LOGIN INSTRUCTIONS

SAVING SPOKECHOICE TO HOMESCREEN FOR AN IPHONE

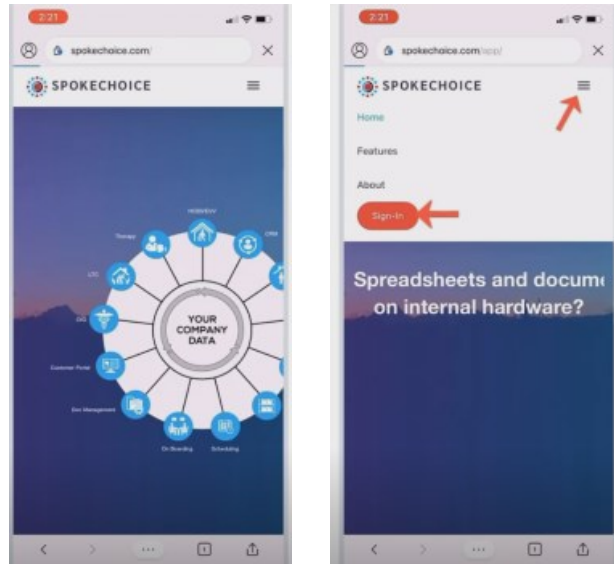
Open SpokeChoice.com with the Chrome or Edge browser. At the bottom of your screen, click the “Upload” button . A screen will pop up where you can click “Add to Home Screen.” Click “Add” in the upper right hand corner.



Once completed, you will find your new icon on your home screen.

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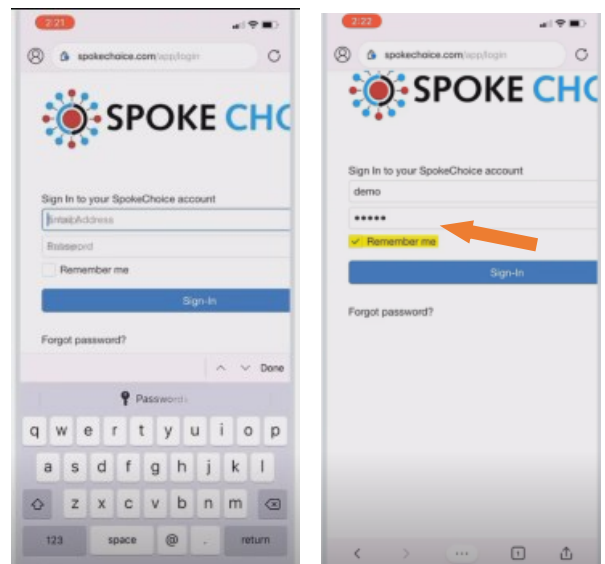
Once you see the SpokeChoice home screen, press on the three lines in the top right hand corner and select “Sign In.”



LOGGING IN

Enter your user login and password. If you were previously using DDReports, you will enter the same login and password here. If this is your first time using SpokeChoice, you should have received an email to get your login set up through the agency. If you have not received one, please contact us to get set up. Once you receive this email, follow the links to set up your password and return to the login screen. If you have forgotten your password, select, “Forgot Password” and follow the steps to reset your password. Make sure you click, “Remember me,” so your device can save your login information for future usage.

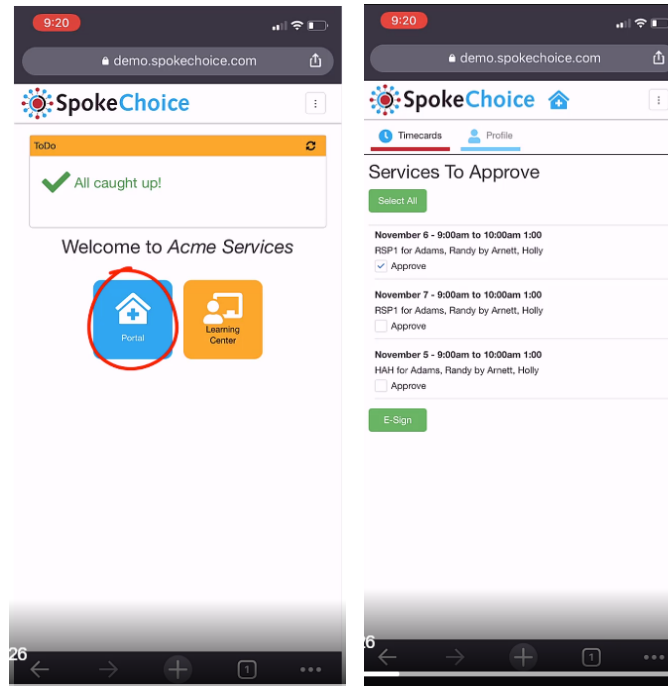
If you receive a message asking if it is okay that this application can access your location information, make sure you answer “Yes,” or it will not have access to your GPS.



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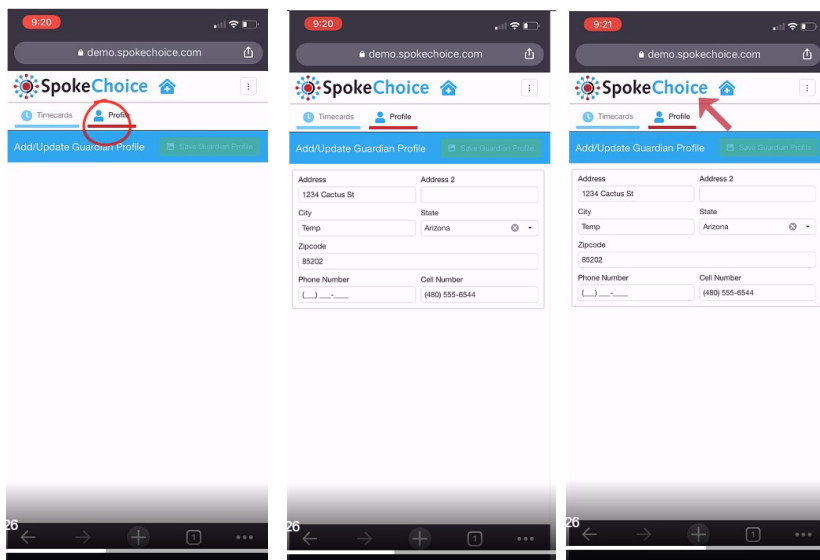
APPROVING CLAIMS

When you login to SpokeChoice, you will see two applications. The first is the portal. This is where you will go to see all timecard entries that are waiting for your approval. Once you've approved the time, you can approve by either selecting a specific claim and clicking, "E-sign." or choose "Select All," and "E-Sign" at the bottom to approve all claims..



EDITING YOUR PROFILE

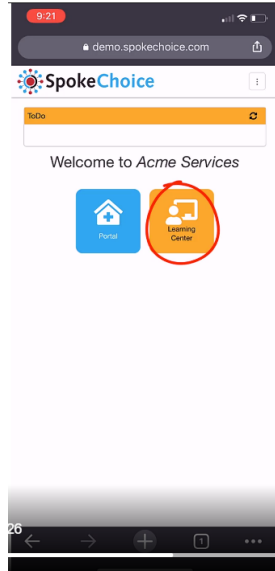
You can edit your profile by selecting the "Profile" tab at the top. Once you're finished, you can always return to the main page to review your applications again, by clicking the SpokeChoice icon in the top left hand corner.



SPOKECHOICE GUARDIAN LOGIN INSTRUCTIONS

LEARNING CENTER

You can use the learning center to watch tutorials on how to navigate SpokeChoice as a guardian or provider.



In the top left corner, you will see 3 vertical dots. By selecting this, you view all kinds of information about who is clocked in and what role you're using. You can also view your profile, refresh data, and sign out from here. If you happen to have multiple roles or an account with multiple agencies, you will switch between your roles or agencies here by clicking on the role you wish to clock in under.

