

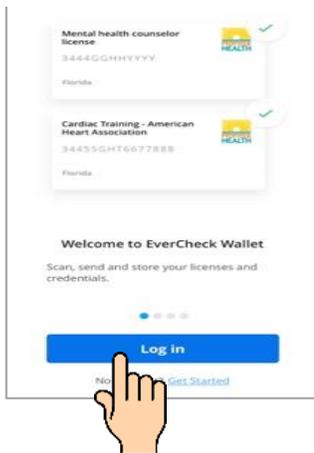
CREATING YOUR EVERCHECK WALLET ACCOUNT

1. WATCH YOUR EMAIL:
 - a. You will receive an email from **“accounts@evercheck.com”**
 - b. Subject line: **PSJH has invited you to use EverCheck Wallet**
 - c. Open this email
2. Create your Account:
 - a. Click on the link **“Access EverCheck Wallet”** to create account.
 - b. This link is unique to each caregiver and cannot be shared.
 - c. Create this account **PRIOR** to downloading the mobile app
 - d. Create user name using personal email address. This enables access to this information outside the org.
 - e. Create your password. HINT: click **“show/hide”** when entering to ensure password is accurate.
 - f. **MAKE NOTE** of your password you will need it to log into the mobile app.
3. **Once your account is created**, download the EverCheck Wallet app from the App store or GooglePlay
 - a. If you prefer continue with the desktop app to submit your requirements:
 - i. When uploading AHA certification that you have just claimed from AHA you **MUST** enter the ecode number or RQI to have the requirement clear successfully. The .pdf provided from AHA will not upload successfully.
 - ii. All AHA submission using an attachment on web portal must be in .jpeg or .png format!
4. Follow the instructions below for submitting your requirements!

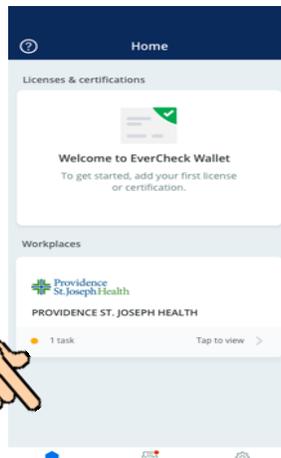


Uploading your requirements

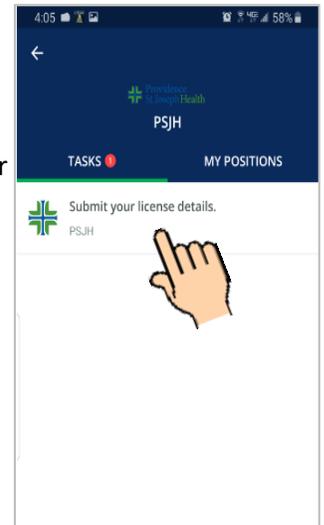
Log into the mobile app using the email you provided and the password you created



2 Click on Inbox

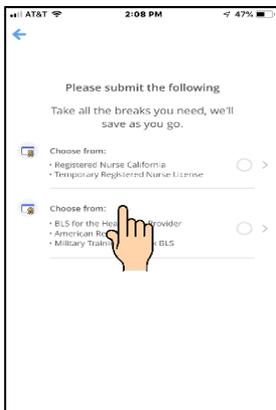


3 Click on “Submit your license details”

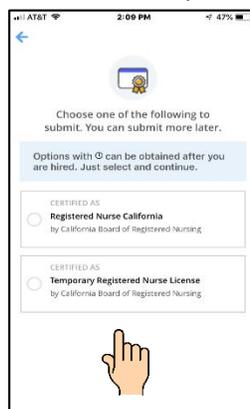


Entering a LICENSE NUMBER (if requested this may already be populated for you)

4 Select the first group if you have more than one

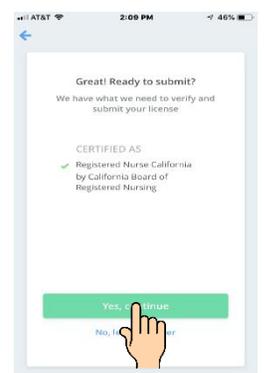


5 Click on the license or certification you have



Enter your license number exactly as it appears on the board website – there is a board link on this screen if you need to look it up.

6

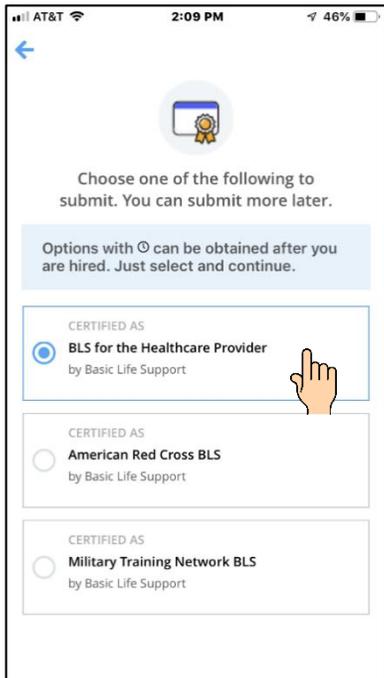


If you have required certifications see reverse side for submitting instructions

DONE with License Entry!

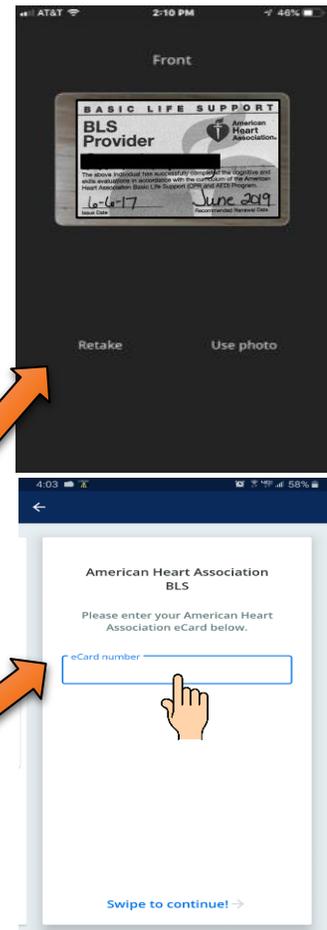
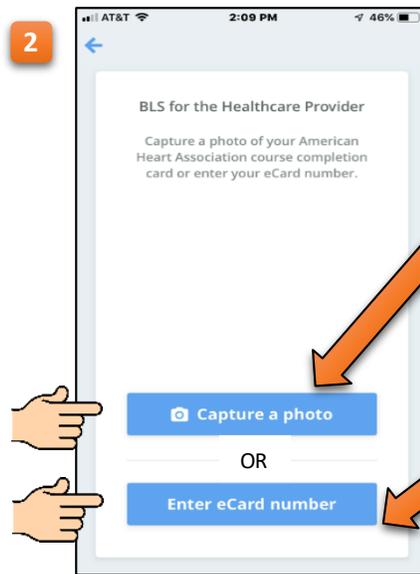
Entering a REQUIRED CERTIFICATION

1 Select Certification you hold from list

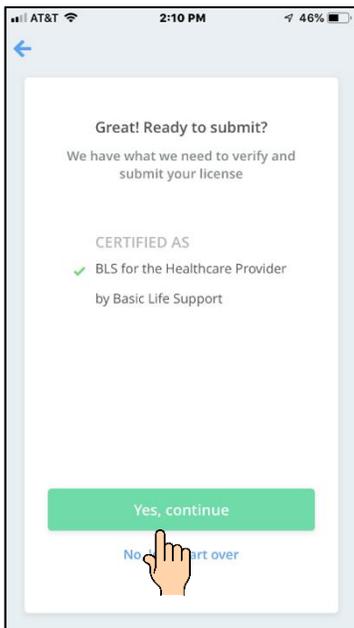


If you have an AHA RQI number or eCode number select "Enter eCard number" and enter that number.

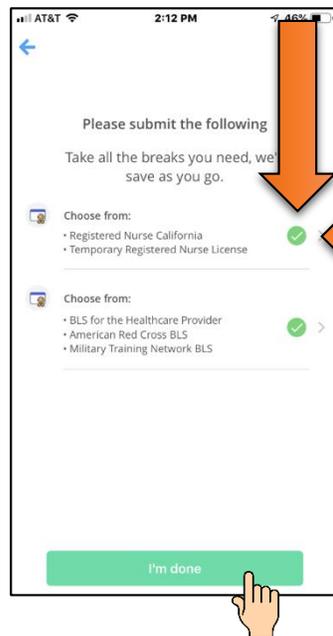
If not AHA you will be prompted to take a photo of the front and back and enter



4 Confirmation certification was submitted successfully



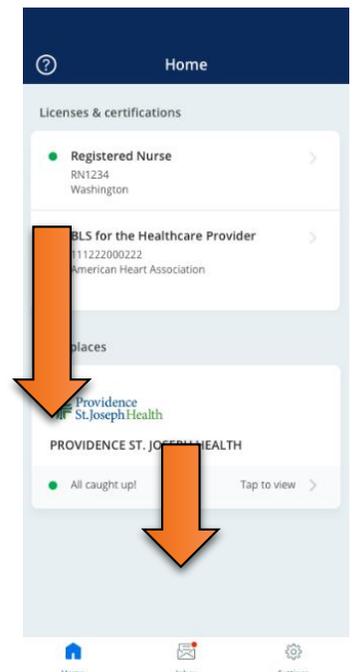
5 Green dot next to certification indicates it has been submitted successfully



NOTE:

If you have all green check marks and still have a task/inbox indicator you are still good to go.

This can take some time to refresh and/or manual verification is happening.



SUBMITTING VIA THE WEB PORTAL:

If you are using the Web Portal to upload your certifications all attachments must be in .jpeg or .png format! AHA cards that are in .pdf format cannot be submitted enter either the ecode number or an RQI number. This is only for the web portal. EverCheck Wallet will accept the photo you take.