

## Online In-service Log-in Instructions

**Step 1:** Log on to <https://inservice.premierhomehealthcare.com>

**Please note: we recommend using Google Chrome, Mozilla Firefox, Safari (if on a Mac), or Microsoft Edge**

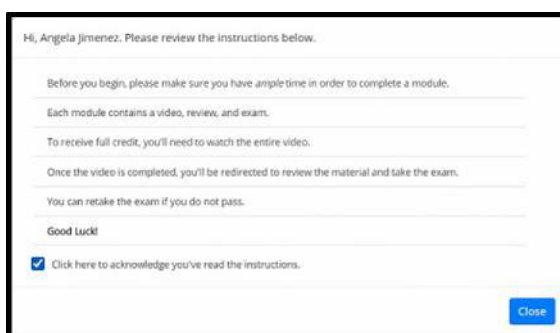
**Reminder:** to earn credit (and receive pay), you must see the Module all the way through and complete the post-exam if there is one. You do not need to do all modules at one

**Step 2:** Login using your Employee ID



The login screen features the Premier logo at the top. Below it, a message reads 'Welcome to Premier's In-service Training'. A text input field for 'Pin Number' is followed by a blue 'LOG IN' button. A link for 'Forgot PIN?' is located below the button. The footer contains the text 'Premier Home Health Care Services, Inc. Application © 2020'.

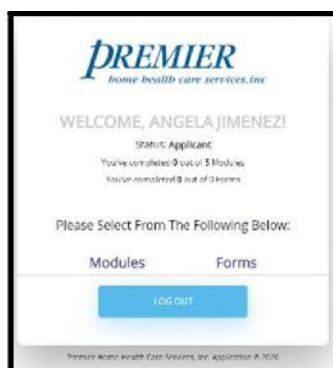
**Step 3:** Read instructions and click to acknowledge



The instructions screen is addressed to 'Hi, Angela Jimenez'. It provides the following information: 'Before you begin, please make sure you have ample time in order to complete a module.', 'Each module contains a video, review, and exam.', 'To receive full credit, you'll need to watch the entire video.', 'Once the video is completed, you'll be redirected to review the material and take the exam.', 'You can retake the exam if you do not pass.', and 'Good Luck!'. At the bottom, there is a checkbox labeled 'Click here to acknowledge you've read the instructions.' which is checked, and a blue 'Close' button.

**Step 4:** Make sure that the

Welcome greeting reflects your name & select modules



The welcome screen displays the Premier logo and a personalized greeting: 'WELCOME, ANGELA JIMENEZ!'. It identifies the user as 'Status: Applicant' and shows progress: 'You've completed 0 out of 5 Modules' and 'You've completed 0 out of 3 Forms'. Below this, it says 'Please Select From The Following Below:' and provides tabs for 'Modules' and 'Forms'. A blue 'LOG OUT' button is at the bottom. The footer reads 'Premier Home Health Care Services, Inc. Application © 2020'.

**Step 5:** Make your In-Service selection



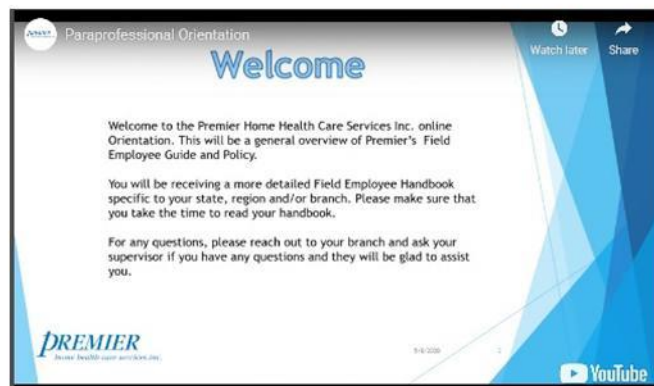
The module selection screen shows a list of available modules and forms. Under the 'Modules' tab, there are three options: 'Annual Mandatory PT 1' (1 hour, 4 minutes), 'Annual Mandatory PT 2' (1 hour, 4 minutes), and 'Annual Mandatory PT 3' (1 hour, 4 minutes). Under the 'Forms' tab, there are two options: 'Paraprofessional Orientation' (1 hour, 4 minutes) and 'Sexual Harrassment' (30 minutes). A blue 'LOG OUT' button is at the bottom.

**Step 6:** Click OK



This is a mobile view of the module selection screen. It shows the same list of modules and forms as the desktop version, with a blue 'LOG OUT' button at the bottom.

**Step 7:** Enjoy



The video player shows the 'Paraprofessional Orientation' video. It features a 'Welcome' message and a brief overview of the Premier's Field Employee Guide and Policy. The video player includes a 'Watch later' button and a 'Share' button. The Premier logo is in the bottom left corner, and a YouTube logo is in the bottom right corner.