ENTIPRIUS EASY-CARE WEB PORTAL

Support Coordinator Guide

How to register, sign in and use the portal to view your clients' invoices and budgets.

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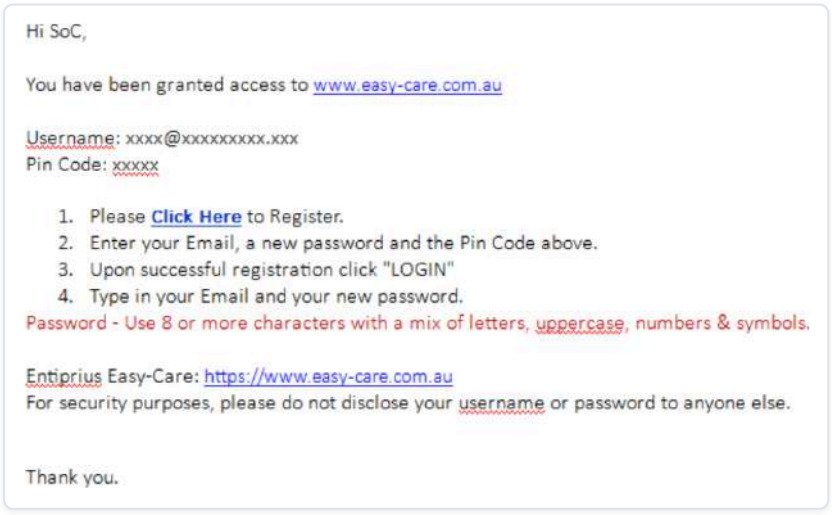
TOP MENU AT A GLANCE

Home	Home page / Client List
Client	Select another client
Invoices	Pending Invoices and Invoices List
Reports	Budget Report, Monthly Overview, Budget Summary and Category Budget
PM selector	Switch between Plan Managers if your clients use more than one

PART A · GETTING STARTED

1 Register using your Pin Code

Your Plan Manager will send you an email, like the example below, containing a **Pin Code** to register your email address on the Entiprius Easy-Care Web Portal.



Hi SoC,

You have been granted access to www.easy-care.com.au

Username: xxxx@xxxxxxxxx.xxx
Pin Code: xxxxx

1. Please **Click Here** to Register.
2. Enter your Email, a new password and the Pin Code above.
3. Upon successful registration click "LOGIN"
4. Type in your Email and your new password.

Password - Use 8 or more characters with a mix of letters, uppercase, numbers & symbols.

Entiprius Easy-Care: https://www.easy-care.com.au
For security purposes, please do not disclose your username or password to anyone else.

Thank you.

Example email from your Plan Manager containing your username and Pin Code.

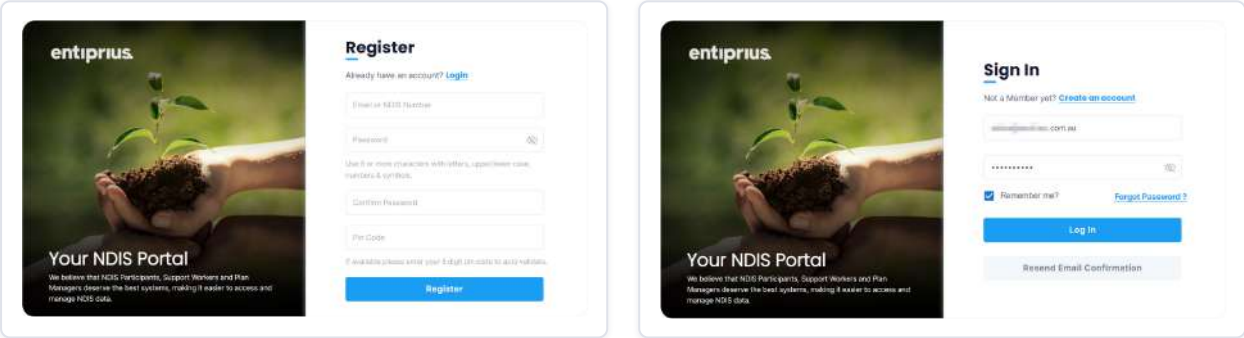
1. Follow the **Click Here** link in the email to open the registration page in your web browser.
2. Enter your **email address**, a **password** of your choice and the **Pin Code**.
3. Click **Register**.

> **You only need to register once.** There is no need to register separately with each Plan Manager. If you have participants with more than one Plan Manager and have received a Pin Code from each, use the Pin Code from the *first* email you received.

> **Password requirements:** 8 or more characters, using a mix of letters, uppercase, numbers and symbols.

2 Sign in

If your details load automatically on the Sign In page, click **Log In**. If not, enter your email address and password first.

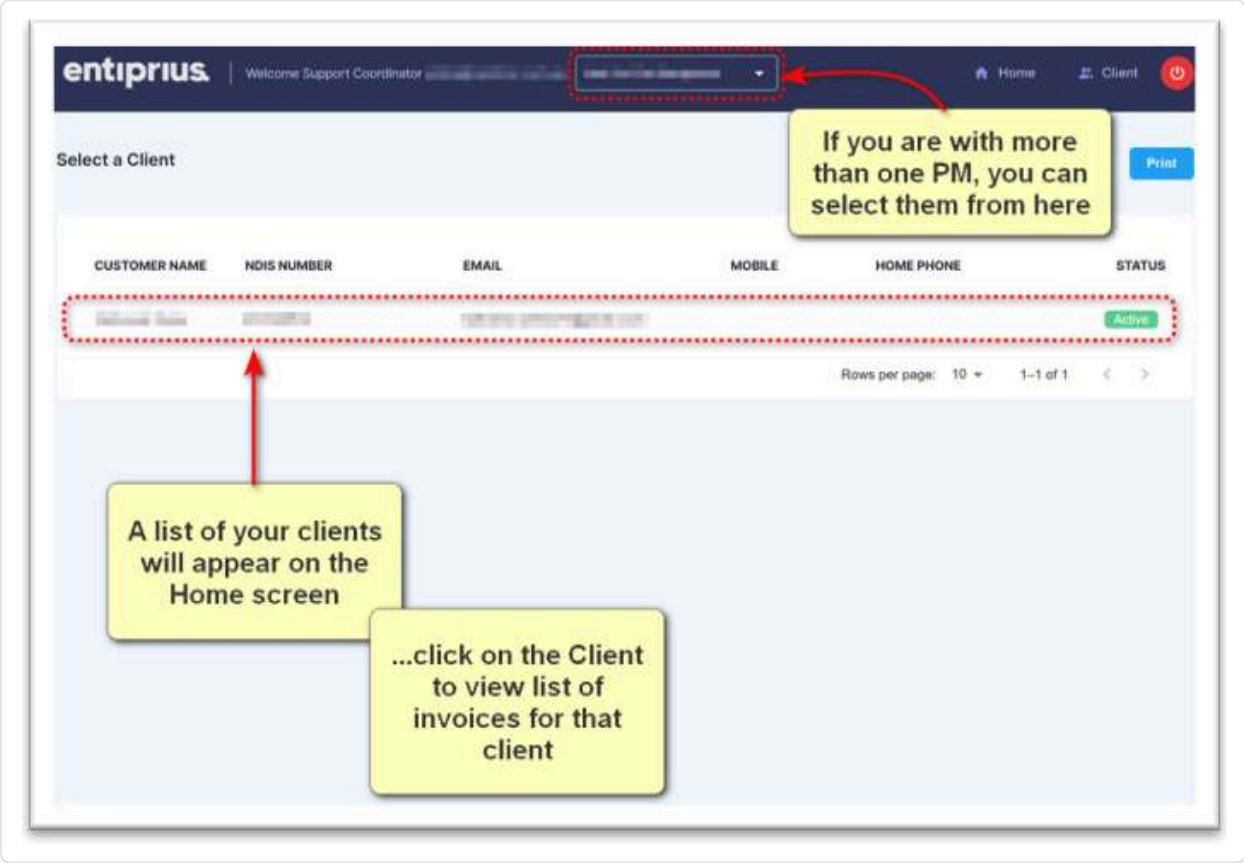


Left: Register page. **Right:** Sign In page.

3 Home page (Client List)

The Home page displays a list of your clients. Click a client to see the Invoice List for that client.

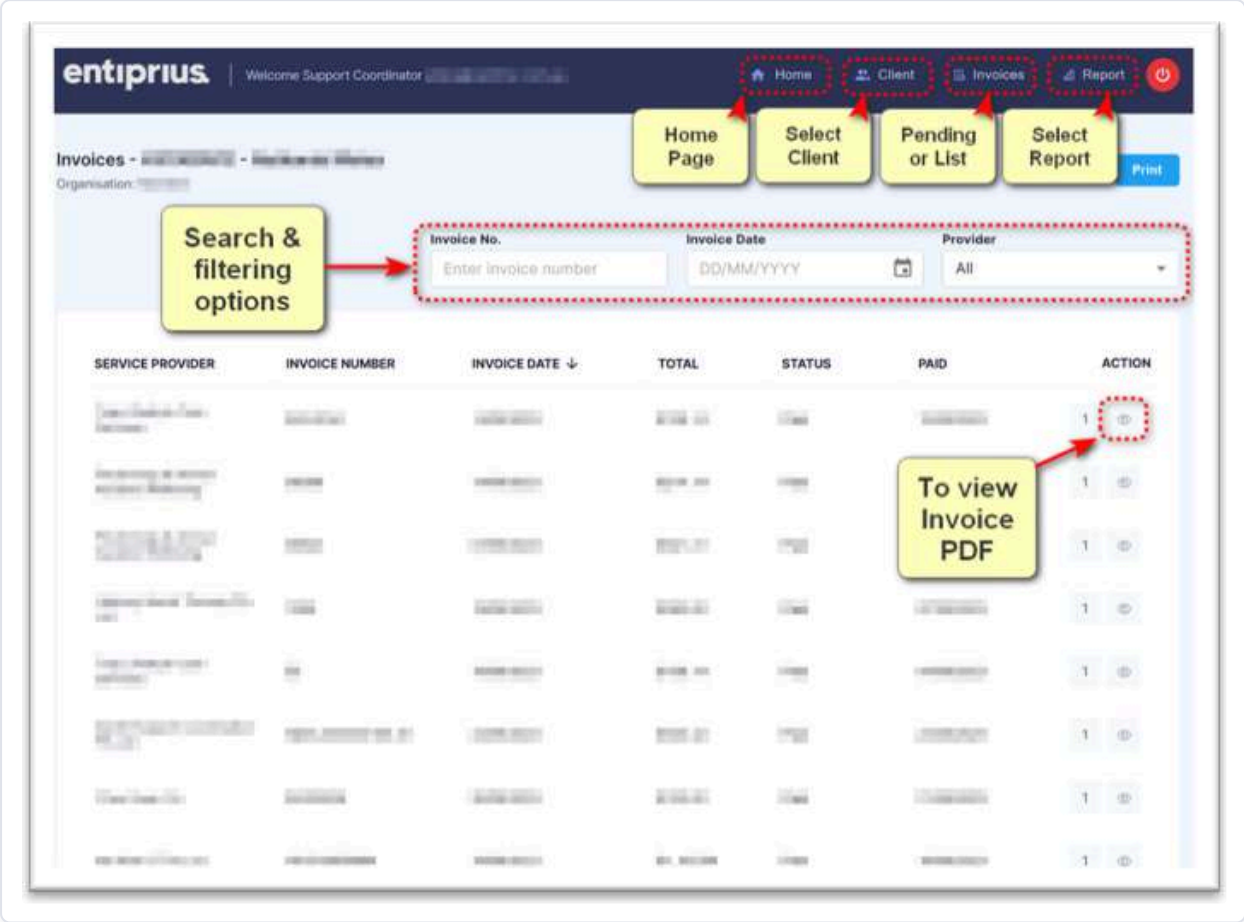
If you have clients with different Plan Managers, select the relevant Plan Manager from the top menu to view those clients.



Home page showing the client list and Plan Manager selector.

4 Invoices

The Invoices page lists the invoices for the selected client. Use the search and filtering options to narrow the list, and click the **eye icon** to view an invoice PDF.

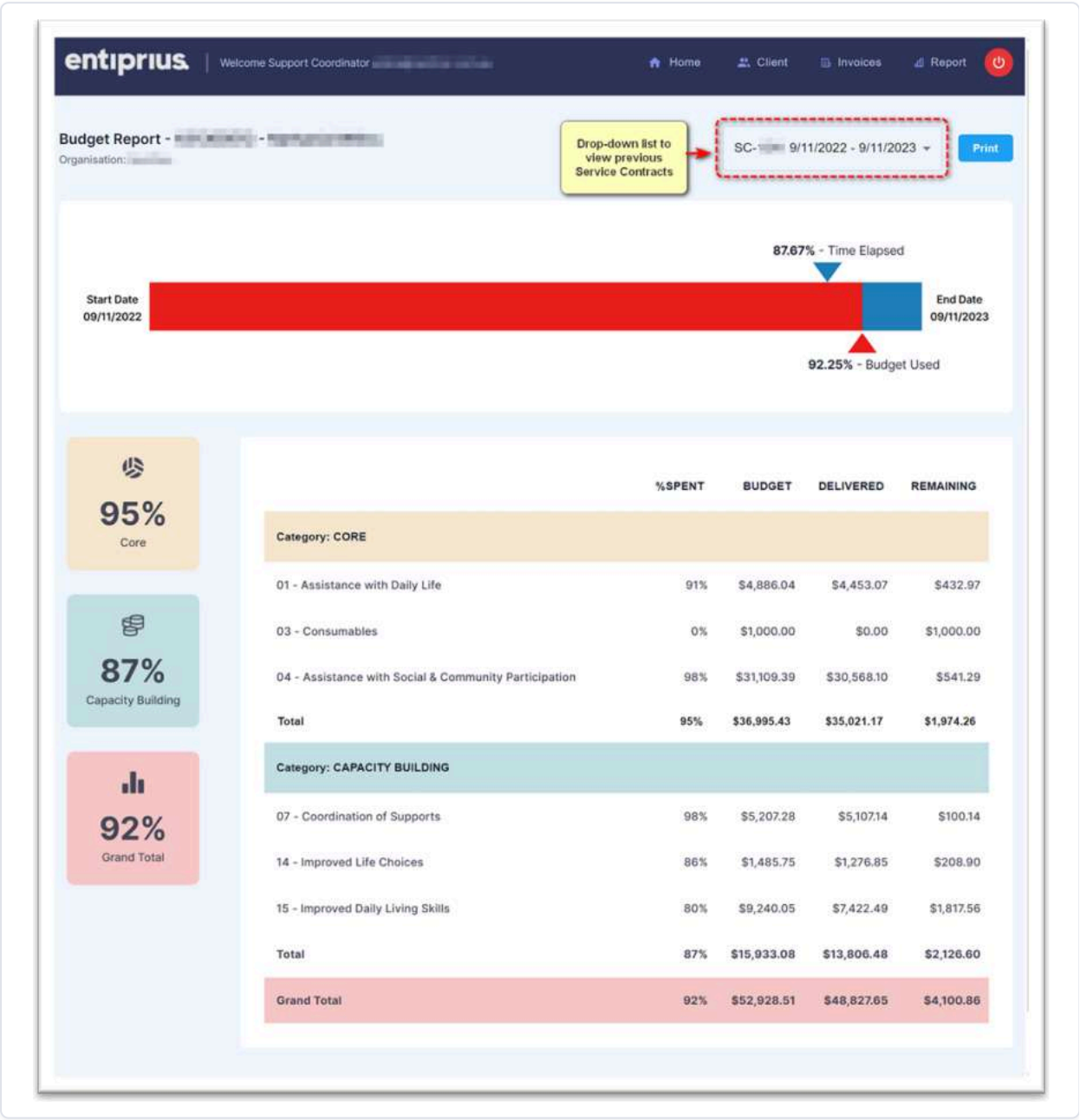


Invoices page with search and filter options and the top menu.

5 Budget Report

The Budget Report page shows a graphical representation of the **Budget Used** against the **Time Elapsed** on the Service Contract. It also shows the % Spent, Budget, Delivered and Remaining amounts, and totals for each category.

To view a previous Service Contract, select it from the drop-down list at the top of the page.

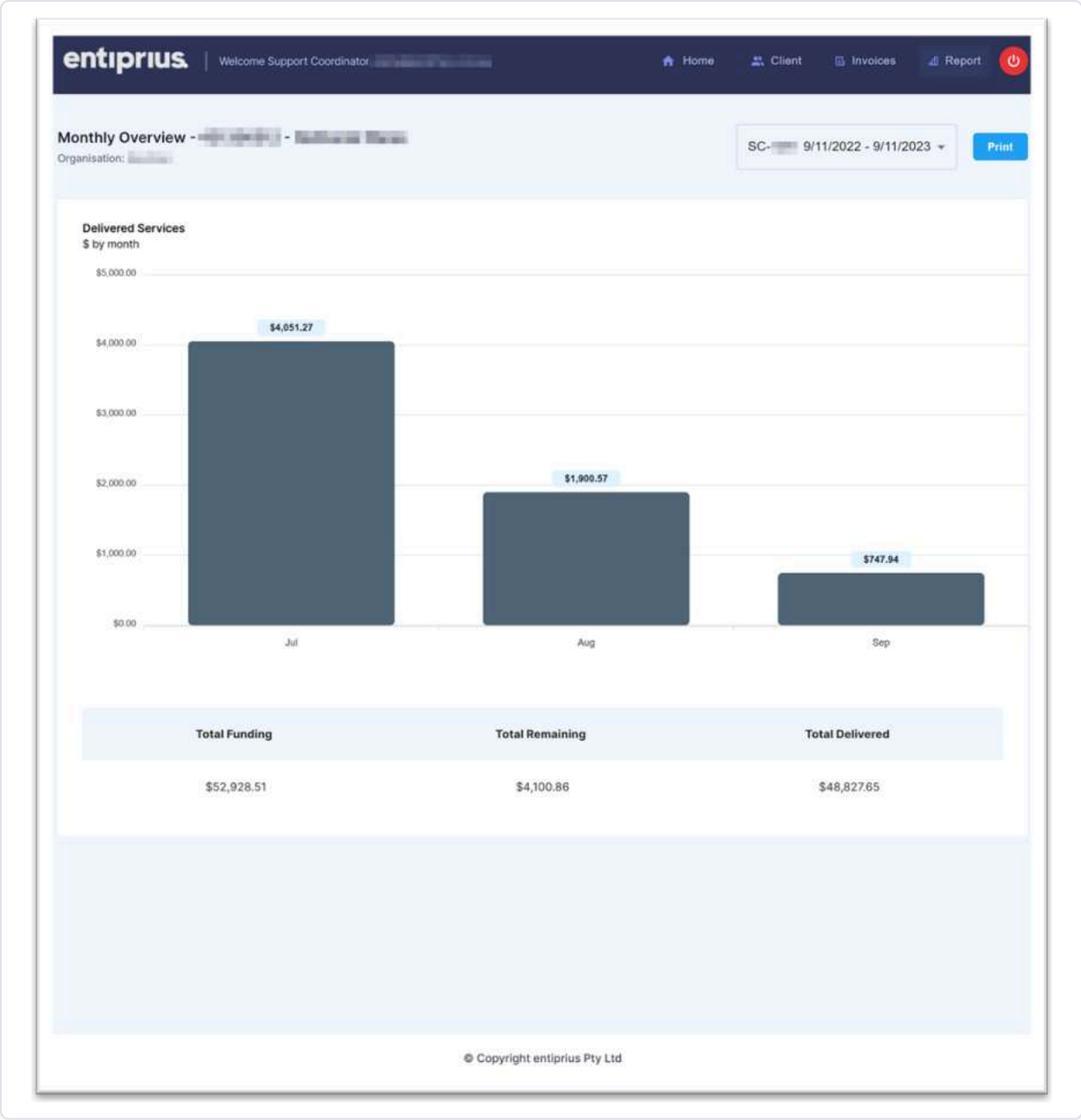


	%SPENT	BUDGET	DELIVERED	REMAINING
Category: CORE				
01 - Assistance with Daily Life	91%	$4,886.04	$4,453.07	$432.97
03 - Consumables	0%	$1,000.00	$0.00	$1,000.00
04 - Assistance with Social & Community Participation	98%	$31,109.39	$30,568.10	$541.29
Total	**95%**	**$36,995.43**	**$35,021.17**	**$1,974.26**
Category: CAPACITY BUILDING				
07 - Coordination of Supports	98%	$5,207.28	$5,107.14	$100.14
14 - Improved Life Choices	86%	$1,485.75	$1,276.85	$208.90
15 - Improved Daily Living Skills	80%	$9,240.05	$7,422.49	$1,817.56
Total	**87%**	**$15,933.08**	**$13,806.48**	**$2,126.60**
Grand Total	**92%**	**$52,928.51**	**$48,827.65**	**$4,100.86**

Budget Report with the Service Contract drop-down, timeline bar and category totals.

6 Monthly Overview

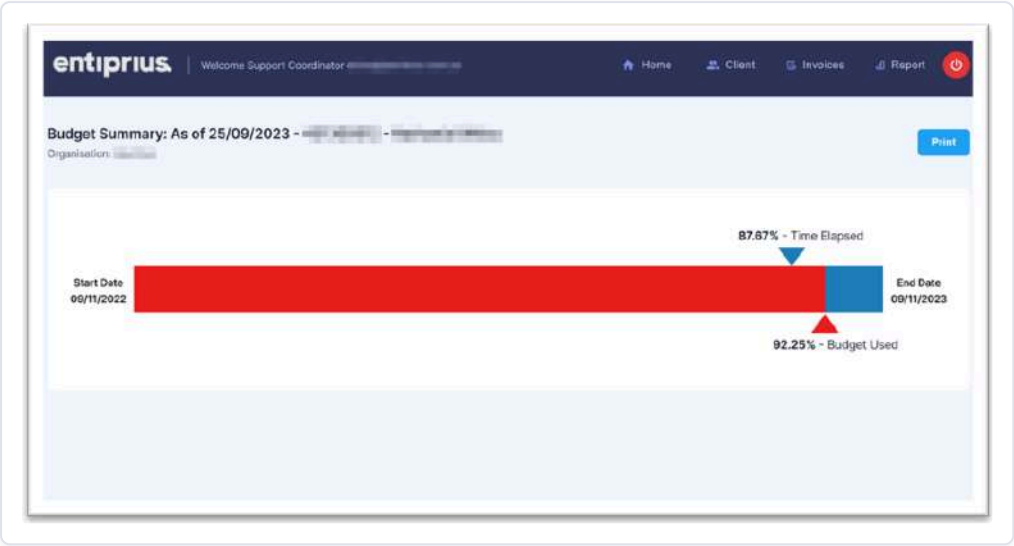
The Monthly Overview page shows a graph of the dollar amount of Delivered Services for the current month and each previous month, since the start of the Service Contract or since starting with Entiprius.



Monthly Overview of delivered services by month, with funding totals.

7 Budget Summary

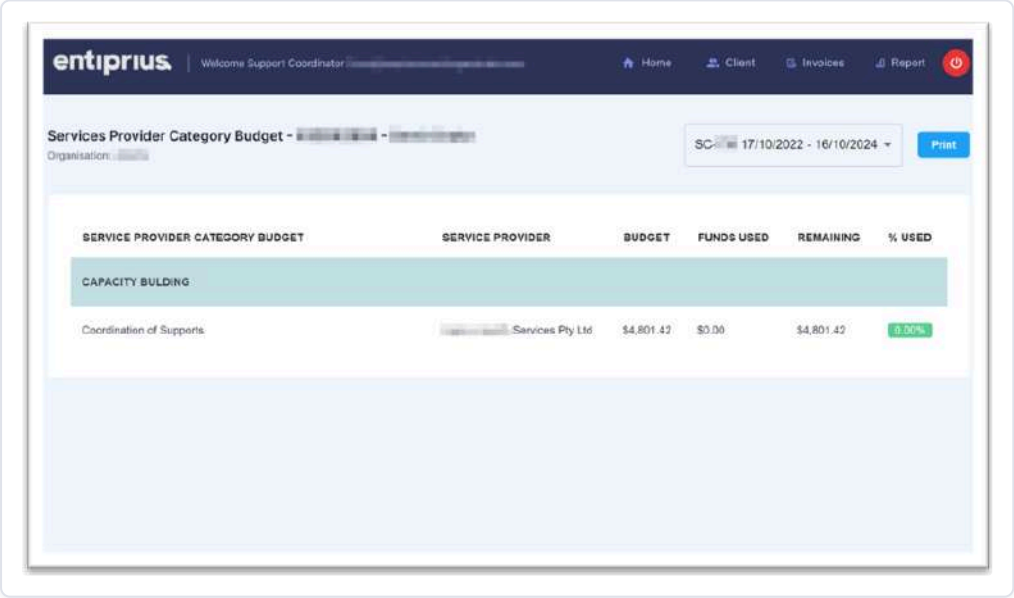
The Budget Summary page shows a graphical representation of the Budget Used against the Time Elapsed on the Service Contract.



Budget Summary timeline showing budget used and time elapsed.

8 Category Budget

The Category Budget page shows a summary of the budget amounts for Quarantined Categories and Stated Items.



Service Provider Category Budget showing budget, funds used and remaining.

Adapted from the Entiprius Support article “Entiprius Web – Support Coordinator Instructions” (last modified 6 February 2024). Screenshots are examples; personal details have been obscured.