Transcript of video

[Background music]

[**On screen:** Title appears on the screen: ‘CARE Services Help: Login to CARE Financial Services’.]

Find out how to log into CARE Financial Services.

[**On screen:** CARE Financial Services landing page appears]

To access online financial information, first you need to log in.   
You can log in from the home page.

[**On screen:** Cursor moves up to ‘Provider Dashboard’ at the top of the screen.]

Select provider dashboard.

[**On screen:** The Care Financial Services home page disappears and the Login page appears.]

This will take you to the login page.

[**On screen:** The cursor moves to the email address and enters an address. The cursor then moves to the password box and a password is entered.]

On the login page, enter the e-mail and password you used for registration.

[**On screen:** Cursor clicks ‘submit’. The login screen fades and a generic email account screen is displayed.]

Next you will receive an e-mail with an 8 number code.

[**On screen:** The screen zooms in to the email message and the code is highlighted. The email screen disappears and the registration screen is displayed again]

Copy and paste the code or type the numbers into the code field.

[**On screen:** The code is entered into the code box.]

If you do not receive an e-mail, please check your junk mail.

[**On screen:** Next, the link to ‘request a new code’ is highlighted.]

You can request a new code by clicking the link. Please send me a new code.

The code is valid for 10 minutes.

[**On screen:** The login screen is still displayed. The cursor moves to the ‘finish’ button and the screen changes]

Click finish to complete the login process.

[**On screen:** The new screen is titled ‘Account Dashboard’]

You are now on the account dashboard.

[**On screen:** The Account Dashboard screen displays two card options on the left of the screen showing ‘Active Service Provisions’ and a ‘Conversation hub. Graphs for various financial information are displayed in the centre of the screen.]

You can view financial information from this dashboard.

[Background music begins]

[**On screen:** The CARE Services Help and NTG branding appears.]