Web Entry for the Consumer

Web Entry website: https://loriknapp.carvinsoftware.com/

How to Login
1. Click Sign In on the black header bar
2. Click drop down next to "Type" and choose Employee
3. ***Enter Account #*** *-* LKiChoice will give or has given this number to you via email start Web Entry.
4. ***Enter Password*** *-* LKiChoice will give or has given this password to you via email when account # is sent.
5. Click Submit

View, Edit, or Approve Hours Entered By Your Employee
1. Click Timesheets tab then View Hours
   a. To Edit hours: Under the "Edit" column (far left) click the number that correlates with the line you need to edit.
   b. To Approve hours: Under the "Status" column click on "Not Approved" and you will see the status change to "Approved"

How to Change the Password
1. Choose the "My Account" tab
2. Click Profile
3. Scroll to the bottom of the page
4. Delete the old password
5. Enter a new unique password
6. Click Submit
7. Scroll back down to the bottom of the page
8. In red writing it will state "Your account information was updated"

How to View Reports
1. Choose the "My Account" tab
2. Click Reports
   a. Choose from reports of:
      i. Check Register Detail
      ii. Note Report
      iii. Account Statement
      iv. Employee Timesheet
      v. Payroll Detail
      vi. Pending Payroll
3. Click Create

LKiChoice