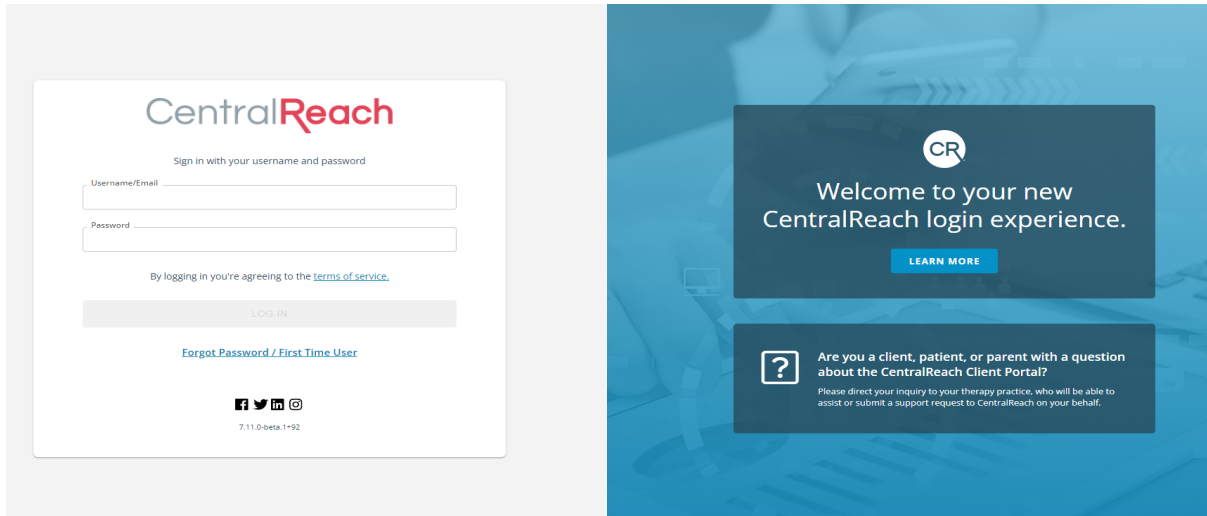
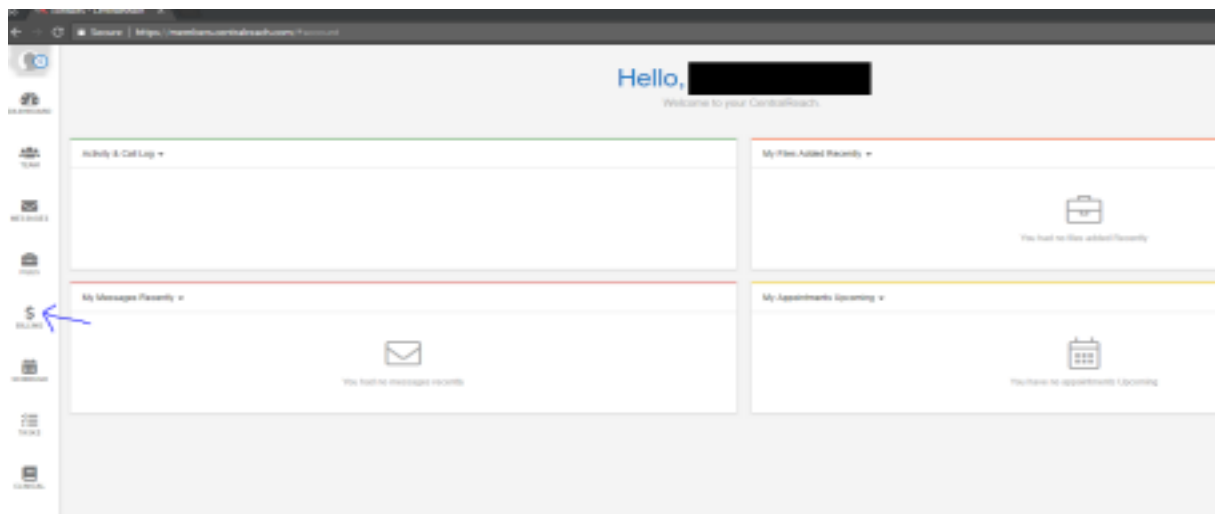


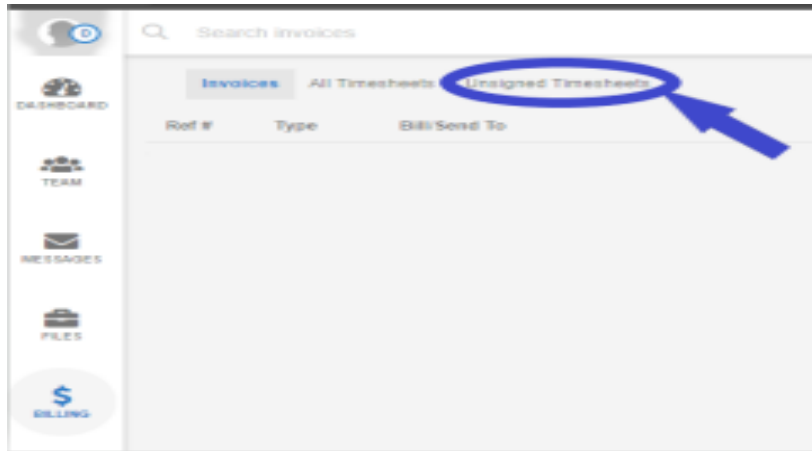
1. Log into Central Reach <https://members.centralreach.com>



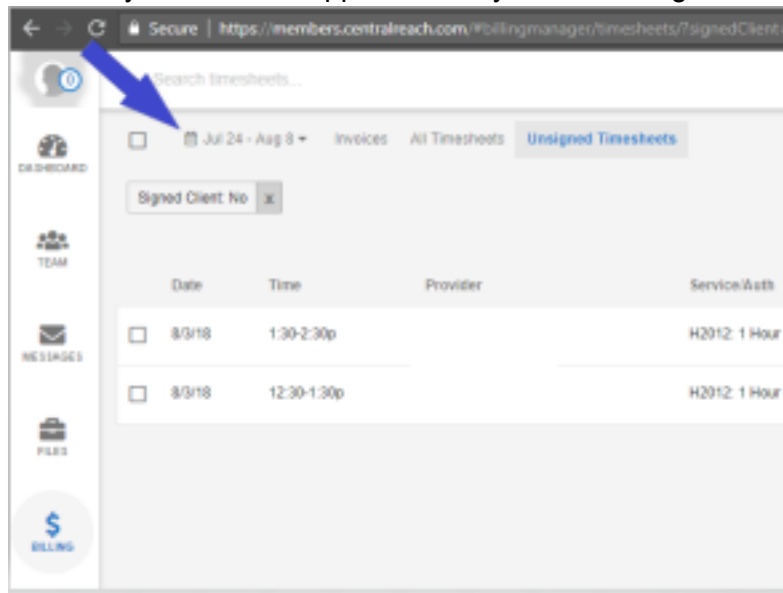
2. You will be brought to your Dashboard- Click Billing.



3. Click "Unsigned Timesheets".

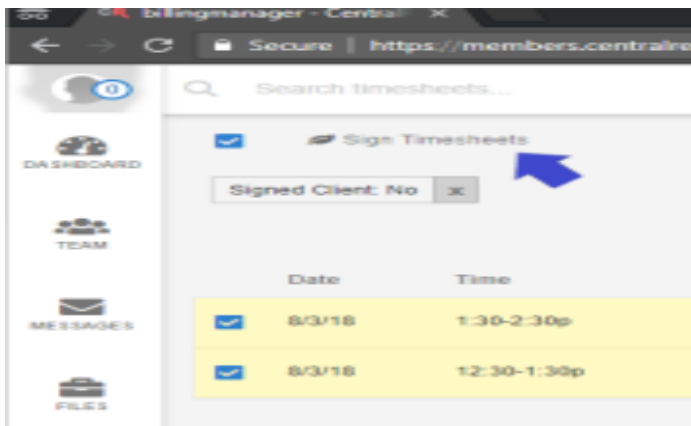
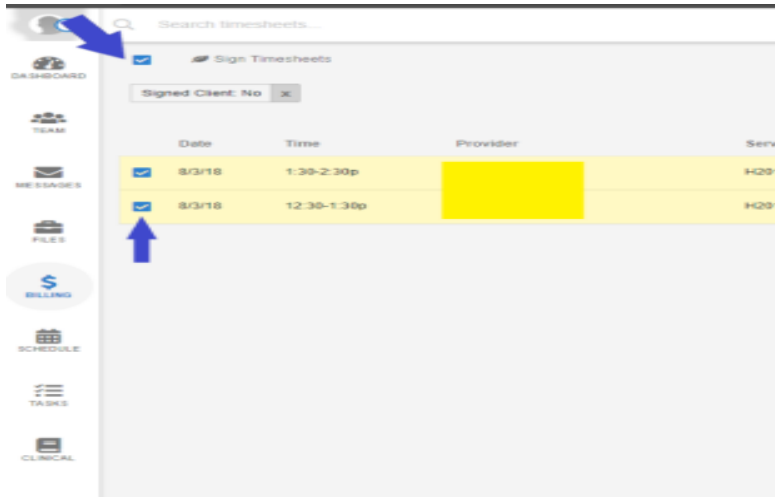


4. Filter by the dates of appointments you want to sign.



5. Select the individual appointments you want to sign or click for all.

6. Click "Sign Timesheets".



7. Sign, Accept and Save.

The screenshot shows a web interface titled "Sign as the client". At the top, there is a "Person signing" section with a text input field containing the placeholder "Type name of person signing". A blue arrow points to this field. Below this is a large, light blue rectangular area for signing, with the instruction "Sign using your mouse or finger/stylus (tablet) in the field below". A blue arrow points to the bottom left corner of this area. Underneath the signature area, there are two rows of timesheet entries, each with a date and time range (e.g., "08/03 from: 12:30-1:30") and fields for "Client" and "Provider". A blue arrow points to the first entry. A yellow banner with a checkbox and text is located below the entries: " By utilizing the Bulk Signature function, I hereby attest that I have individually reviewed the selected entries listed above. I understand that once my signature has been applied no further edits can be made to the entries." At the bottom left is a red "Save" button, and at the bottom right is a grey "Cancel" button. A blue arrow points to the "Save" button.

8. Click Continue and you are done signing the timesheets.