



# FOB REGISTRATION

Use this form to register for the fob option for time entry. **One fob is registered to the Client.** IPs will clock-in and clock-out for shifts worked using the fob and IVR phone system for the Client named below. Multiple IPs can use the same fob.

1. Enter the Client’s name and ProviderOne ID.
2. Enter the street address where the fob will be located.
3. Enter the name of each IP who will be using the fob.
4. Enter the phone number the IP will use for calling in their shifts. This can be a cell phone or a landline.
5. Client or Authorized Representative sign and date this form.

<b>Client Name:</b> _____	<b>Client ProviderOne ID:</b> _____		
<b>Street Address:</b> _____	<b>City:</b> _____	<b>State:</b> _____	<b>Zip:</b> _____
<i>(Physical address where services will be provided.)</i>			
<b>Mailing Address:</b> _____	<b>City:</b> _____	<b>State:</b> _____	<b>Zip:</b> _____
<i>(If different from above.)</i>			
<b>IP Name:</b> _____	<b>Phone number:</b> _____		
<b>IP Name:</b> _____	<b>Phone number:</b> _____		
<b>IP Name:</b> _____	<b>Phone number:</b> _____		

### Attestation

By signing below, I attest that the street address shown reflects where the Client receives services and is accurate.

I understand that the fob will be mailed to the Client’s address. **The fob must be secured to a physical location within the Client’s home**, such as the stove or refrigerator and should not be removed. If the fob device is lost or broken, CDWA will provide one replacement. Additional replacement fob devices will be the responsibility of the Client.

\_\_\_\_\_  
*Print First and Last Name*

\_\_\_\_\_  
*Client/Authorized Representative Signature*

\_\_\_\_\_  
*Date*

Please submit by email or US mail as shown below:

**Email:** CDWAForms@ConsumerDirectCare.com

**Mail:**  
Consumer Direct Care Network Washington  
3450 S. 344<sup>th</sup> Way, Suite 200  
Federal Way, WA 98001

**Please allow up to 3 business days for processing.** Instructions for set up and use will be provided with the fob. Additional resources can be found at: [www.ConsumerDirectWA.com/IP-Resources](http://www.ConsumerDirectWA.com/IP-Resources).

