

Lotus Portal

Quick Clock In / Out Guide (Staff)

Use this guide at the **start and end of every shift**.

HOW TO LOG IN

Your login method depends on your **work email address**:

- **@lotusseniors.com** → Log in with **email and password**
- **@lotusseniorhousing.com** → Use **Google Sign-In**

📌 If you are unsure which to use, ask your supervisor.

START YOUR SHIFT (CLOCK IN)

1. Log in to the Lotus Portal
2. Click **Clock In**
3. Confirm:
 - Your **property**
 - **Regular Shift** (most shifts)

✅ A **green bar** means you are clocked in and your time is being tracked.

LUNCH

 (Screenshot: *Begin Lunch* button – yellow)

- Click **Begin Lunch** to start lunch
- Click **End Lunch** when you return


 **Do not use Clock Out to end lunch**

✓ Lunch time is tracked automatically

END YOUR SHIFT (CLOCK OUT)

1. Click **Clock Out**
2. Answer the confirmation questions
3. Click **Confirm Clock Out**


✓ Your shift will show as **Completed**

 **Clock In Again** only if you are starting another shift

IF SOMETHING LOOKS WRONG

1. Tell your **supervisor**
2. If it cannot be resolved, submit a request at:

<https://lotusseniors.com/support/>

 Portal support is handled through the **Support form only**

 Portal support is **not provided by email or phone**
