**Setting up your Google Chrome Browser Extension for SimpleLTC:**

1. Log into SimpleLTC and click “User Settings”
2. Enter a valid Cell phone number that will be accessible during the workday
3. Checkmark “Enable SMS Two-Factor Authentication….” Under the Two-Factor Authorization section
4. Click “Save Settings”
5. Open a Google Chrome window and click on the “Puzzle Piece” in the upper right hand corner
6. Find the extension called “Simple” and click on the pushpin icon to create your shortcut.
7. Log into Point Click Care in your Google Chrome window and click on the blue “S” shortcut to ensure you are still signed into SimpleLTC.







