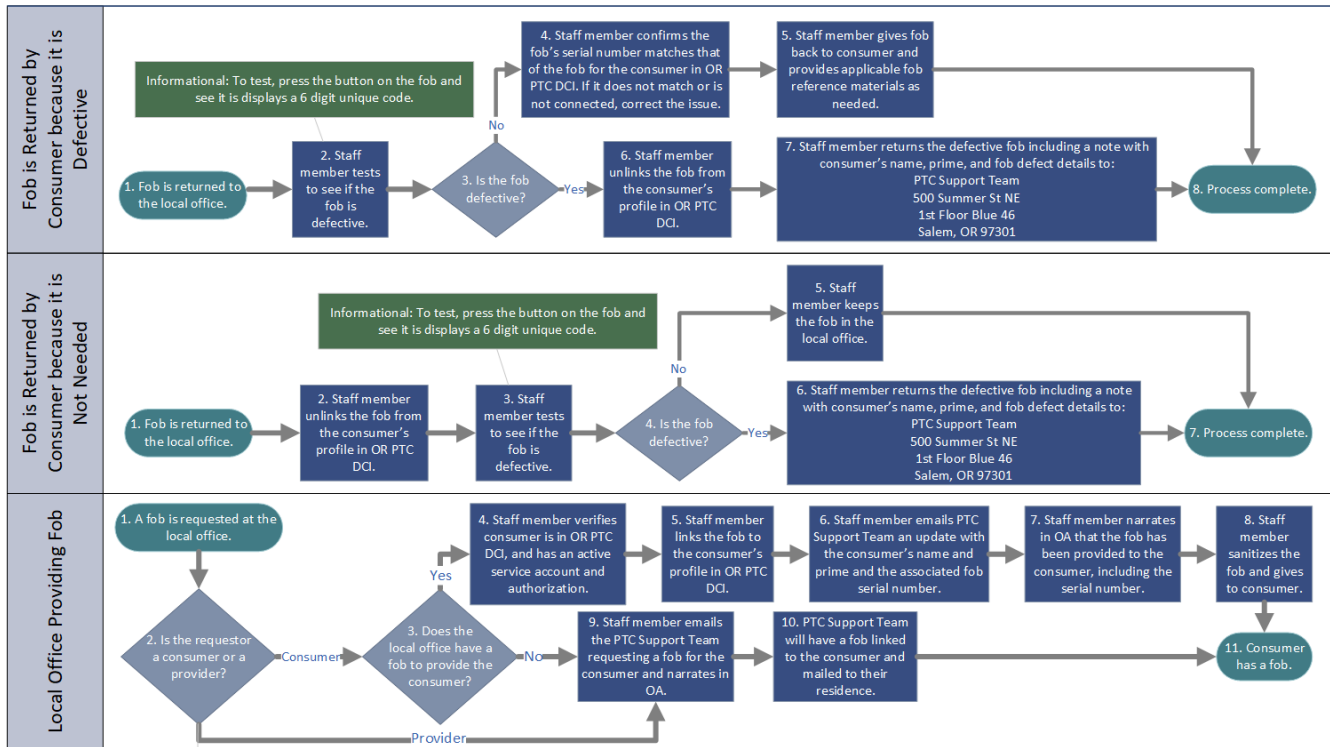


# Business Process - Return or Request a Fob in the Local Office

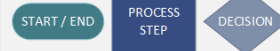
## PROVIDER TIME CAPTURE (PTC) PROJECT

### 1.3.4 Process for Staff: Return or Request a Fob in the Local Office



Informational: Providers may request a fob on behalf of their consumer(s), but fobs must be distributed directly to the consumer, either in person or by mail.

#### Legend



#### Links + Resources



PTC Support  
Team Email



Linking a  
Fob to a  
Consumer QRG



Unlinking a  
Fob to a  
Consumer QRG



APD-IM-22-030

#### Related articles

- [Guide - OR PTC User Settings Guide](#)
- [Staff Learning Materials Catalog](#)
- [Guide - Time Entry Management](#)
- [Online Learning - Recovering a Forgotten Password](#)
- [Business Process - Managing Staff Profiles](#)