How to Register and Use Electronic Timesheets for Providers

First time users will need to register for an account. Click the New User Registration link right under the Login button.

Please note that you have the option to select a language (English, Spanish, Armenian or Chinese) from the drop down list before selecting the New User Registration link. If you don’t see your language, you must complete the registration in English.

Basic Requirements:
In order to enroll and submit timesheets electronically, both the provider and the recipient must have the following:
- Valid email address
- Internet access
- Access to one of the following:
  - Smartphone
  - Tablet
  - Computer
  - Laptop

To register for this service please use this link:
www.etimesheets.ihss.ca.gov
IHSS Website Registration

Important:
To get started, you will choose the option that says *I am a Provider* or *I am a Recipient* and select **Begin Registration Process**.
*Please note that your personal information is not stored in this website, it is just used for the initial verification against what is stored in the payrolling system.*
Complete this section by entering your personal information into each field.

Be sure to enter your Provider Number (if you are a Provider) or Case Number (if you are a Recipient).

Select the **Next** button after all of the fields are completed.
Create User Name:
Your user name can be anything you want it to be, but must have at least 6 characters.

Create Password:
It should be something you can remember. Your password must be at least 8 characters in length, and must include a combination of letters and at least two numbers.

Confirm Password
Re-enter the same password as you did above.

Email Address
Enter your email address. It will be used to send you notifications about your account.

Confirm Email Address
Enter the same email address as above.

Then select the Next button.
Register Step 3 of 3

Security Questions:
You will choose three different security questions from the drop-down list. Make sure to choose questions and answers that are hard for others to guess but easy for you to remember.

Once you have selected and answered your three questions, you will select the Finish button.
How to Verify Your Account

Please check your email to verify your account.

Check your email and follow the steps in the email to verify your account.

Return to Login Screen

Once you select the Finish button on the previous screen, the following email message will be sent to you.

Verify Email Account

IHSS – Welcome! Please verify your email for your Registration.

Thank you for registering with the IHSS Website. To finish creating your account please click on the link below and log in to the application.

Verify my email address and login

Please check your email In-Box for the message sent to verify your account and finish your registration.

When you receive the email and select the Verify My Email Address link and login to verify your account, you will be taken to the IHSS Website-Complete Registration Screen.
Once on this screen you will enter the following:
- User Name
- Password
- You will have to answer one of the 3 security questions you used when setting up the account. In this example, the last 5 digits of the driver’s license number were used to answer the security question.
- Select Login button

Once your registration is completed and you select the Login button, you will go to the home page.
Invite Your Recipient to Enroll for Electronic Timesheets

Send an email invitation to your recipient(s) to enroll in the Electronic Timesheet System.

Electronic Timesheet Enrollment for Phil Pinetreez

You should discuss the use of electronic timesheets with your recipient. You can use electronic timesheets if your recipient agrees to participate in electronic timesheet review.

Once your recipient agrees to participate in electronic timesheet review, you will no longer receive paper timesheets. You can stop using electronic timesheets at any time, using the Stop Electronic Timesheets option in the Menu.

By clicking the Enroll button you agree to the use of electronic timesheets. If your recipient is not already enrolled an email invitation will be sent to them at the email address below. If there is no email address shown an email will be sent to you that you can take to your recipient. If your recipient is already enrolled you will receive an email confirming your enrollment and you can begin using electronic timesheets immediately.

Recipient Email

cmipsdeveloper@outlook.com

Enroll

Cancel Enroll
How to Enter and Submit Time for Providers

STEP 1: LOGIN

On your computer, visit: [https://www.etimesheets.ihss.ca.gov/login](https://www.etimesheets.ihss.ca.gov/login)

a. Enter your **User Name**
b. Enter your **Password**
c. Select **Login**

STEP 2: SELECT RECIPIENT

a. Select the Recipient name
b. Select **TIMESHEET ENTRY**

Note: Recipient Name, ID, and Most Recent Payment Amount will automatically populate based on your previous selection.

a. Click the blue arrow button to continue
STEP 3: SELECT PAY PERIOD – PAYMENT TYPE

a. Select the Pay Period – Payment Type by clicking on the blue dropdown arrow
b. Review Available Hours for the period
c. Click on the blue dropdown arrows next to each Workweek to enter your service hours

STEP 4: ENTER HOURS WORKED

a. Under Workweek 1, enter your HOURS WORKED for each day of the week in hours and minutes
b. Select Save
c. Repeat steps a-b to enter HOURS WORKED for Workweek 2 and 3*
d. Click Submit Timesheet

* If no hours were worked for a Workweek, do not enter any time.

To enter hours worked for another Pay Period, repeat step 3 and 4.
STEP 5: CONFIRM YOUR SUBMISSION

a. Read and understand the declaration statement
b. Click the box preceding your name
c. Click Electrornically Sign Timesheet & Submit for Recipient Review

A pop-up screen will indicate the timesheet has been submitted.

YOU’VE SUBMITTED YOUR TIMESHEET
The Recipient will be automatically notified either by email requesting their electronic review of the submitted timesheet, or they will receive a telephonic call to review and approve the submitted timesheet.