


How to Register and Use Electronic Timesheets for Providers



User Name

Password 

Remember me [Forgot password?](#)

[New User Registration](#)

Language

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



Welcome

Please Note

To register with this website you must be a provider of In-Home Supportive Services for the In-Home Supportive Services (IHSS) and/or the Waiver Personal Care Services (WPCS) program or be a recipient of either program. Information viewed on this website is only related to IHSS and/or WPCS cases. Information collected by this website will be used for managing IHSS and WPCS program processes. Your email address will be collected during the registration process and will be used to send you reminders and notices.

To get started, tell us if you are a recipient or a provider?

- I am a Recipient
- I am a Provider

If you are a Recipient, click Recipient.
If you are a Provider, click Provider.

Begin Registration Process

Cancel 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 payroll system.

Register Step 1 of 3



Register



Step 1 Step 2 Step 3
User Info Account Info Security Questions

First Name

Last Name

Number ?

Date of Birth (MM/DD/YYYY)

SSN (Last Four Digits) ?

Back

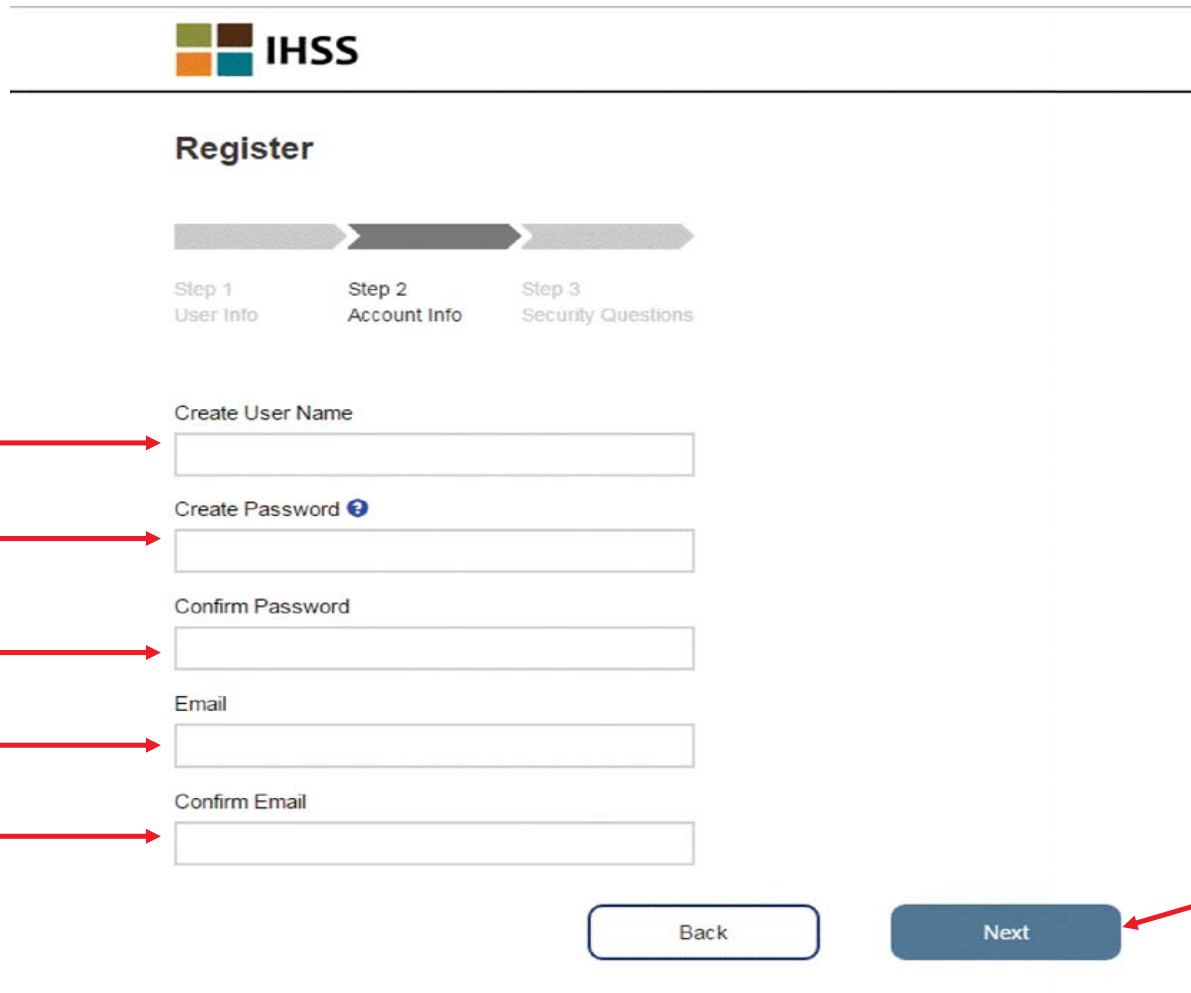
Next

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.

Register Step 2 of 3



The image shows a registration form for IHSS. At the top left is the IHSS logo, consisting of four colored squares (green, brown, orange, blue) followed by the text "IHSS". Below the logo is the title "Register". A progress bar shows three steps: Step 1 (User Info), Step 2 (Account Info), and Step 3 (Security Questions). Step 2 is currently active. The form contains five input fields, each with a red arrow pointing to it from the left: "Create User Name", "Create Password" (with a help icon), "Confirm Password", "Email", and "Confirm Email". At the bottom right, there are two buttons: "Back" and "Next". A red arrow points to the "Next" button.

- 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



Register



It is important that the questions and answers that you choose are hard for others to guess, but easy for you to remember.

Security Questions

Please Select One

Answer

Please Select One

Answer

Please Select One

Answer

Security Answers

Back

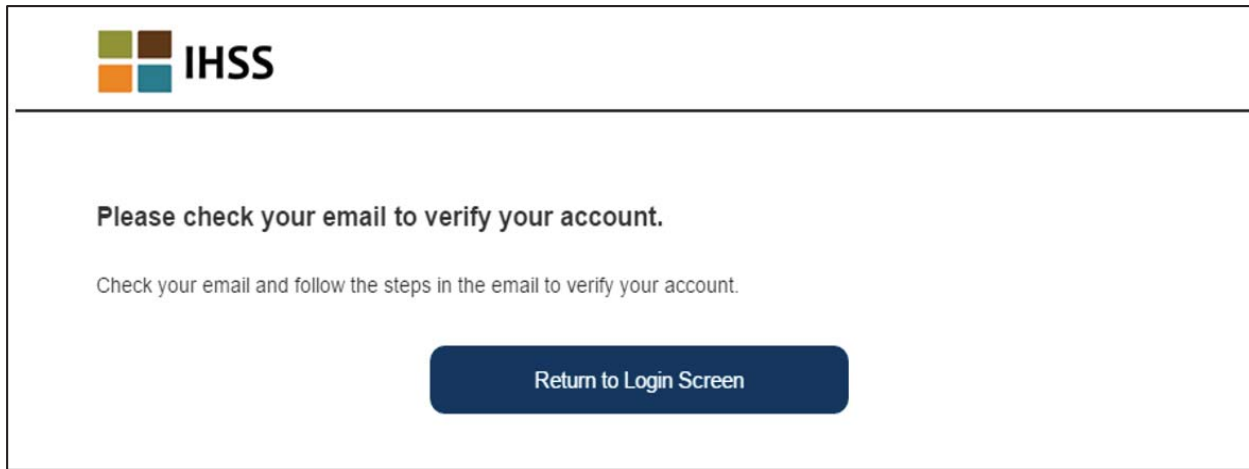
Finish

Security Questions:

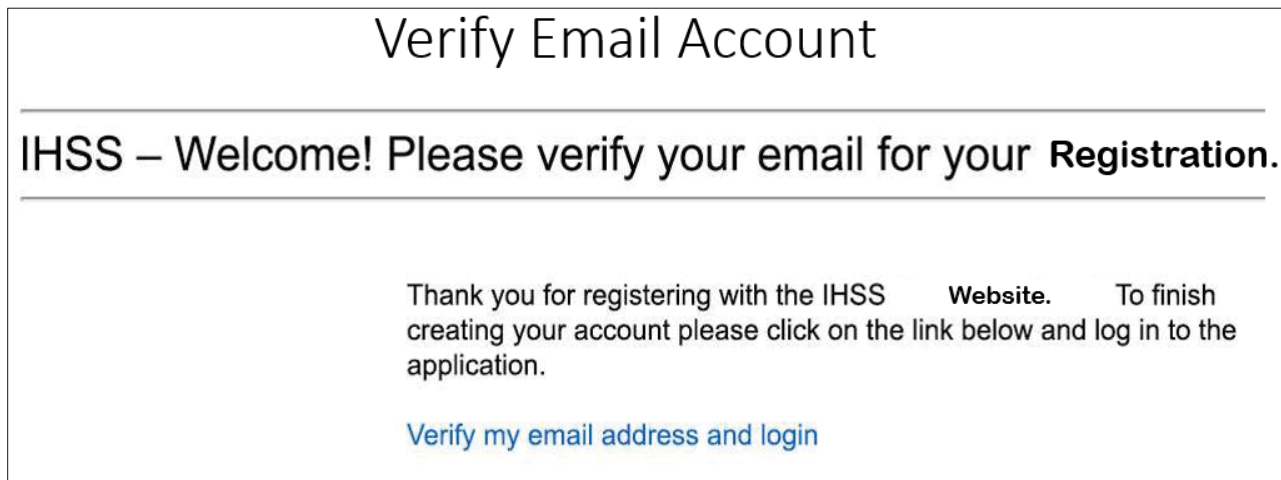
You will choose three different security questions from the drop-down list. Make sure to choose questions and answers that are hard for others to guess but easy for you to remember.

Once you have selected and answered your three questions, you will select the **Finish** button.

How to Verify Your Account



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



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.

IHSS Website – Complete Registration



Complete Registration

User Name

Password 

What are the last 5 digits of your driver's license number?

Login

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.



Menu 

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

Avoid the rush! Submit your timesheet for approval as soon as you finish your work for the pay period. This will not delay your payment. All early submitted timesheets will be processed when the pay period ends.
Please Do Not repeatedly click on or refresh the page. This will make the system run slower.

Login to Your Account

User Name
User Name is case sensitive

Remember me

Password
Password is case sensitive

Forgot User Name or Password?

First Time User? Register for the IHSS Website to:

- View your timesheet and payment statuses
- Enter and submit timesheets
- No longer mail paper timesheets
- Request additional timesheets
- Enroll in direct deposit
- Claim sick leave

[Registration FAQs](#)

The IHSS Electronic Services Portal is now available in [Español](#), [中文](#) and [한국어](#) for both Providers and Recipients.

Language
English (English)

On your computer, visit:

<https://www.etimesheets.ihss.ca.gov/login>

- Enter your **User Name**
- Enter your **Password**
- Select **Login**

STEP 2: SELECT RECIPIENT

IHSS ELECTRONIC SERVICES PORTAL

Electronic Timesheets Payments Direct Deposit Sick Leave Claim Account What's New

TIMESHEET ENTRY

RECENT PAYMENTS

RECIPIENTS

WONDER WOMAN
Payment Cashed

SUPER MAN
Payment Cashed

- Select the Recipient name
- Select **TIMESHEET ENTRY**

IHSS ELECTRONIC SERVICES PORTAL

Electronic Timesheets Payments Direct Deposit Sick Leave Claim Account What's New FAQs Training Contact

Timesheet Entry: Recipient Selection

Recipient ID:

Most Recent Payment

Amount \$

Status: Payment Cashed

Pay Period: 09/01/2019 - 09/15/2019 IHSS

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

- Click the blue arrow button to continue

STEP 3: SELECT PAY PERIOD – PAYMENT TYPE

IHSS ELECTRONIC SERVICES PORTAL

Electronic Timesheets | Payments | Direct Deposit | Sick Leave Claim | Account

← Timesheet Entry: []

Pay Period - Payment Type
10/16/2019 - 10/31/2019 IHSS

Timesheet Number: []
Status: Time Entry in Progress
Status Date: 10/12/2019

Available Hours (October): 89h 53m

Workweek 1 []
Workweek 2 []
Workweek 3 []

TIMESHEET TOTAL: 00h 00m Submit Timesheet

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

STEP 4: ENTER HOURS WORKED

STATUS DATE: 10/12/2019

Available Hours (October): 89h 53m

Workweek 1

	HOURS WORKED
SUNDAY 13 Oct	00 00
MONDAY 14 Oct	00 00
TUESDAY 15 Oct	00 00
WEDNESDAY 16 Oct	00 00
THURSDAY 17 Oct	00 00
FRIDAY 18 Oct	00 00
SATURDAY 19 Oct	00 00

Save PREVIOUSLY CLAIMED HOURS: 00h 00m
WORKWEEK TOTAL: 00h 00m

Workweek 2 []
Workweek 3 []

TIMESHEET TOTAL: 00h 00m Submit Timesheet

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

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Electronic Timesheets | Payments | Direct Deposit | Sick Leave Claim | Account | What's New | FAQs | Training | Contact Us

Electronic Signature

Please electronically sign your timesheet for 09/16/2019 - 09/30/2019 IHSS

I declare that the information on this timesheet is true and correct. I understand that any false claim may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties.

I, [redacted], agree to the terms above

Electronically Sign Timesheet & Submit for Recipient Review | Cancel Submit

- Read and understand the declaration statement
- Click the box preceding your name
- Click **Electronically Sign Timesheet & Submit for Recipient Review**

IHSS ELECTRONIC SERVICES PORTAL

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I, [redacted], agree to the terms above

Electronically Sign Timesheet & Submit for Recipient Review | Cancel Submit

The timesheet information has been submitted. An email has been sent to the Recipient requesting electronic review of this timesheet.

OK

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.