



**Paper timesheets are
going away in 2020!**

Sign-Up for Electronic Timesheets Now!
We're here to help

- Easy to Use
- Prevent Errors and Violations
- Enroll in Direct Deposit
- Access your Timesheet and Payroll information 24/7!
- Get Paid Faster
- No Waiting for Timesheets
- Submit Sick Leave

**Join over 4,000 IHSS care providers and recipients
in San Mateo County who are already using the new system!
Available in English, Spanish, Chinese and Armenian**

See easy enrollment instructions on the back of this flyer

How to Sign Up for E-Timesheets

Providers

Before you start

- * Know your 9-digit Provider Number (which can be found on your timesheets)
- * Have an active email address

Go to www.etimesheets.ihss.ca.gov

1. Under “First Time User?” Click **REGISTER HERE**.
2. On the “Welcome” page: Choose “I am a Provider”.
3. Click **BEGIN REGISTRATION PROCESS**.

On the “Register” page, follow the 5 steps:

1. **User Information:** Enter Name, Provider Number, Date of Birth, and Last 4 Digits of your (SSN) Social Security Number. Click **NEXT** to proceed.
2. **Account Information:** Create User Name and Password. Enter Email Address. Click **NEXT** to proceed.
3. **Security Questions:** Select your questions and answers. Click **NEXT** to proceed.
4. **Email Verification:** Check your email. Click the link in the email to proceed to the next step.
Please note: If you do not get an email verification, check your email spam folder.
5. **Confirm Register:** Enter your user information and password. Answer the security questions. Click **LOGIN**.

You are now registered in the IHSS Electronic Portal!

To begin using Electronic Timesheets, you now need to “invite” each of your recipients to enroll in the portal or to sign up for the Telephonic Timesheet System.

Need Help Signing Up?

* CA IHSS Service Desk: 1-866-376-7066 (Choose Option 4)

* Call Your San Mateo County Payroll Specialist or dial 650-573-3900

Visit www.etimesheets.ihss.ca.gov

**Click on “Registration FAQs” for Frequently Asked Questions
and link to the State’s instructional video**



SAN MATEO COUNTY HEALTH
**AGING & ADULT
SERVICES**



SAN MATEO COUNTY
PUBLIC AUTHORITY
For In-Home Supportive Services