


When you receive the email, you will be asked to verify your email address. To do this, follow the steps in the email by clicking the **Verify my email address and login** link.

Note: It is important to verify your email address immediately because the email login link is only available for a limited time. If your email login link times out, you will need to begin the registration process again.

Congratulations! Now that you have completed all five steps for your registration, you are registered and have an account with the Electronic Services Portal Website.

Please remember to keep your username and password secure and do not share your username or password.



IHSS ELECTRONIC SERVICES PORTAL

Register

1

✓ **User Information**
Enter your name, provider number, date of birth and SSN number

2

✓ **Account Information**
Create your user name, password and enter your email address

3

✓ **Security Questions**
Select your security questions and enter your answers

4

✓ **Email Verification**
Check your email and select the link to complete registration Step 4


5

Confirm Registration
Enter your user name, password and one of the security questions you selected in Step 3

User Name
User Name is case sensitive

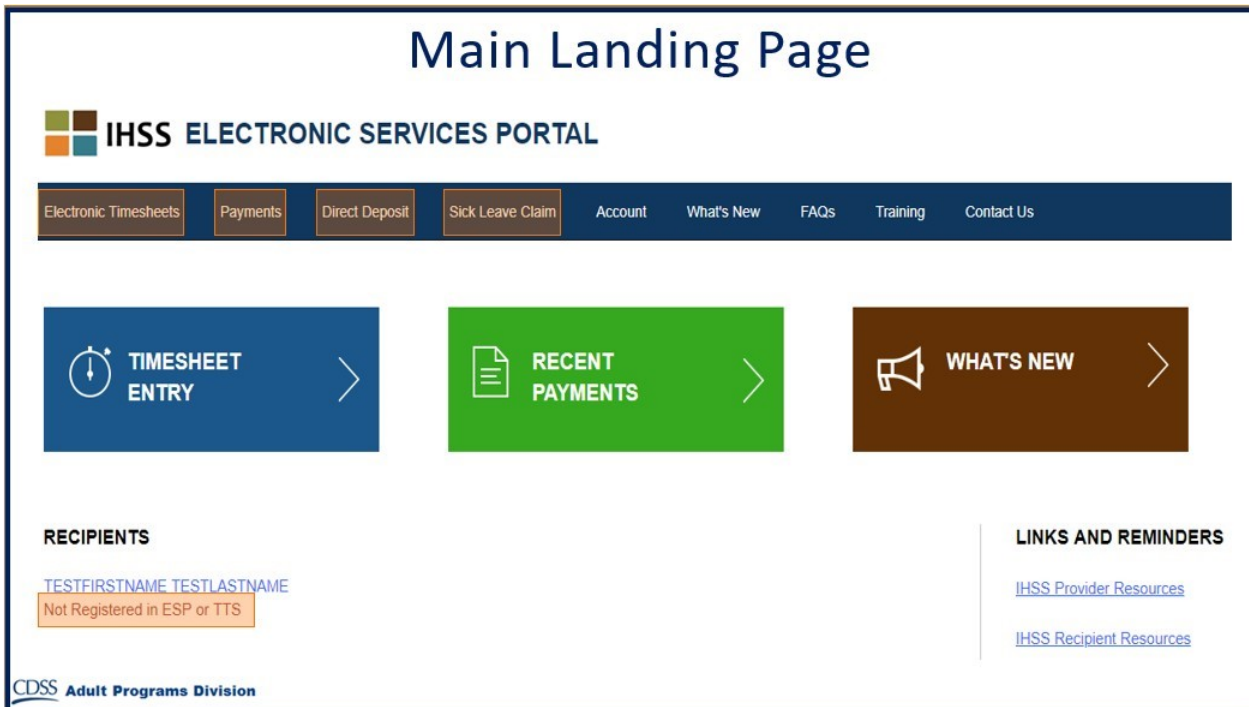
Password
Password is case sensitive

What was the name of your first pet?



Main Landing Page

Once you have completed the registration process, you will be taken to the Main Landing Page.



The screenshot shows the 'Main Landing Page' of the 'IHSS ELECTRONIC SERVICES PORTAL'. At the top, there is a navigation bar with links for 'Electronic Timesheets', 'Payments', 'Direct Deposit', 'Sick Leave Claim', 'Account', 'What's New', 'FAQs', 'Training', and 'Contact Us'. Below this, there are three large, colorful buttons: a blue button for 'TIMESHEET ENTRY', a green button for 'RECENT PAYMENTS', and a brown button for 'WHAT'S NEW'. Under the 'TIMESHEET ENTRY' button, there is a section for 'RECIPIENTS' with a placeholder 'TESTFIRSTNAME TESTLASTNAME' and a note 'Not Registered in ESP or TTS'. To the right, there is a 'LINKS AND REMINDERS' section with links for 'IHSS Provider Resources' and 'IHSS Recipient Resources'. The footer includes the 'CDSS Adult Programs Division' logo.

For Providers, you now can do the following using your account:

- Submit your timesheets in the Electronic Timesheet System
- View Payment History
- Sign up for Direct Deposit online
- And submit a Sick Leave Claim online

Note: When you are on the Main Landing Page, you will see a list of all the recipients you provide services for. If your recipient has not yet registered for the ESP or the Telephone Timesheet System (TTS), you will see a note under that recipient's name informing you that your recipient needs to register.

For Recipients, you now can do the following using your account:

- Review your provider's timesheets electronically
- Approve or reject your provider's timesheets electronically
- View your provider's Timesheet History