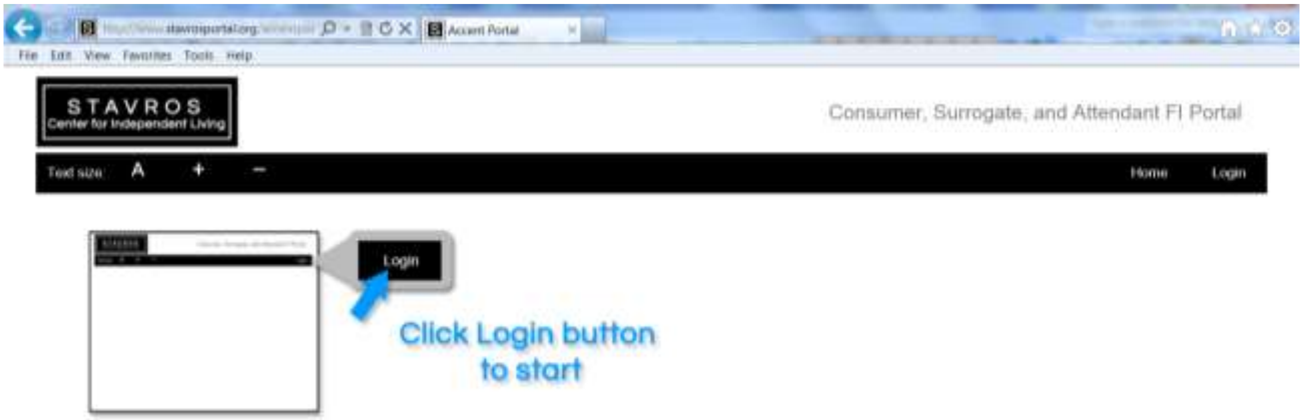
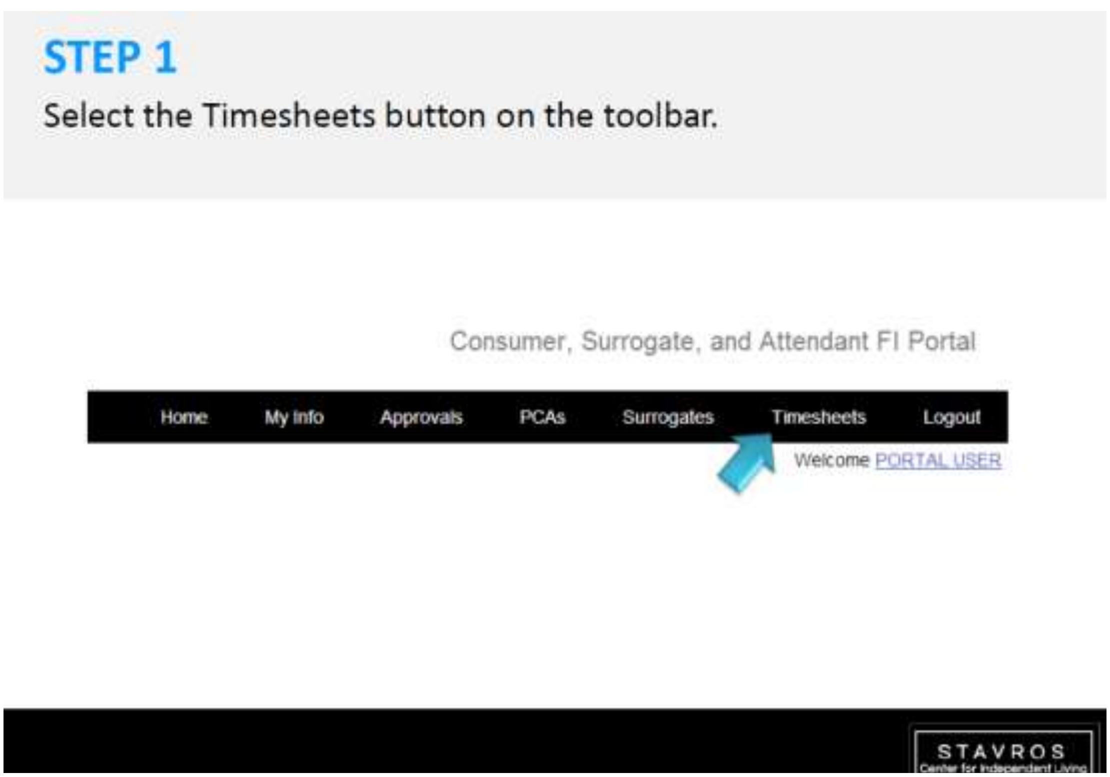
Stavros Log-in Home Page:

http://www.stavrosportal.org/accentportal

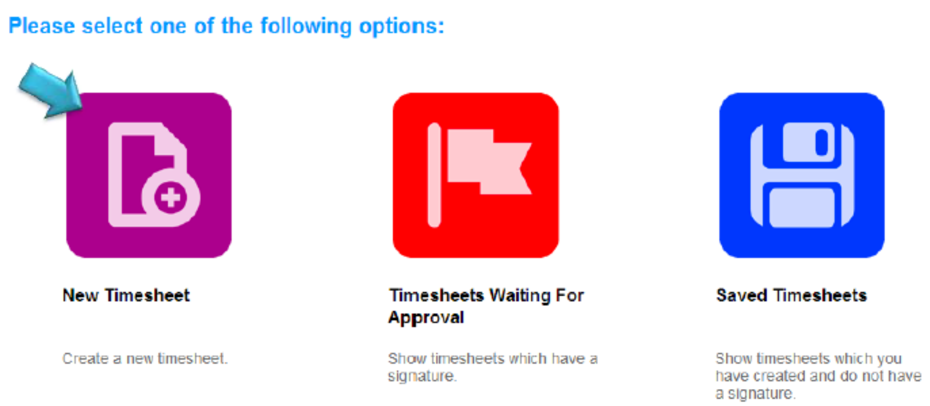


How to Submit an E-timesheet for a Consumer:



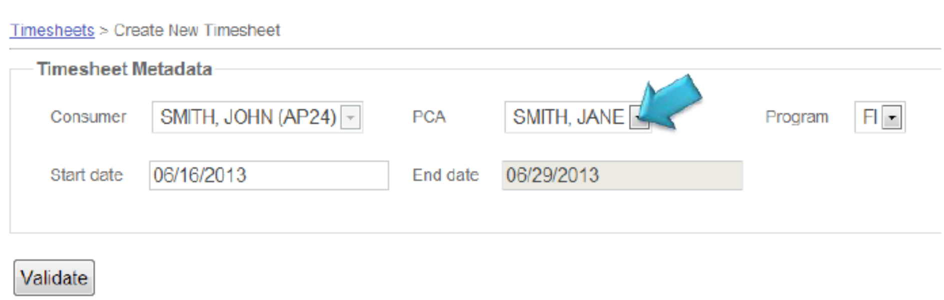
STEP 2

Select the New Timesheet Icon.



STEP 3

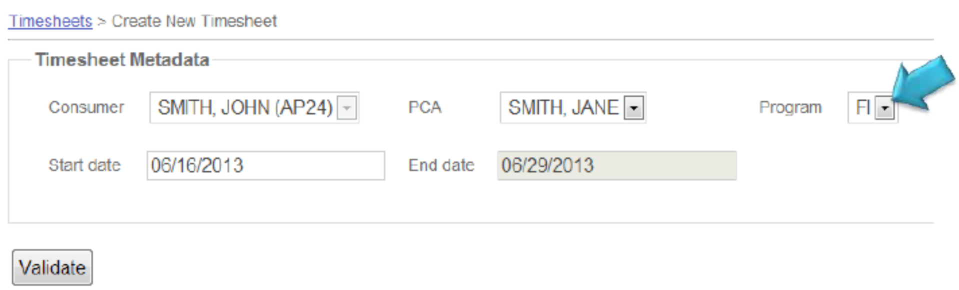
Select the desired Attendant in the PCA dropdown list.



How to Submit a Consumer Timesheet

STEP 4

Select the desired Program.



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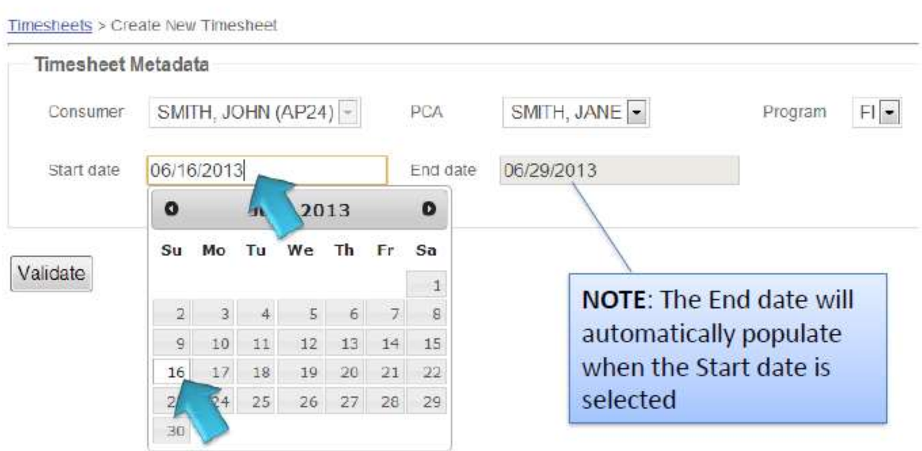
How to Submit a Consumer Timesheet

STEP 5

Select the Start Date of the Timesheet.



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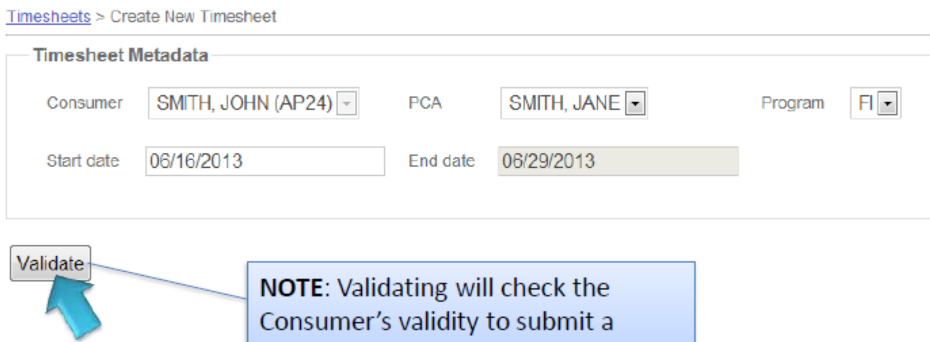
STEP 6

Select the Validate button to start the process for creating punches.

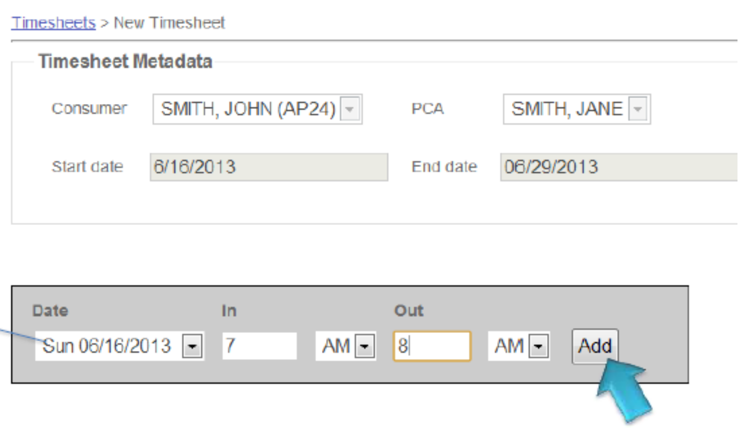


NOTE: Validating will check the Consumer's validity to submit a timesheet for the selected program and selected dates.

STEP 7

Once the dates are validated, please type in your first in and out punch and then select the Add button.

NOTE:
Please select the appropriate date for your punches. You are only allowed two punches per day.



STEP 8

Continue adding more punches if any more punches are necessary. Once all punches are entered, please proceed to step #9.

Remove Button:
Selecting the "Remove" button will remove the punch from the list.

Totals:
Punch Totals and Weekly totals are automatically calculated for you.

Save Button:
You can change your punches after adding it by specifying the edited punch and select the "Save" button.

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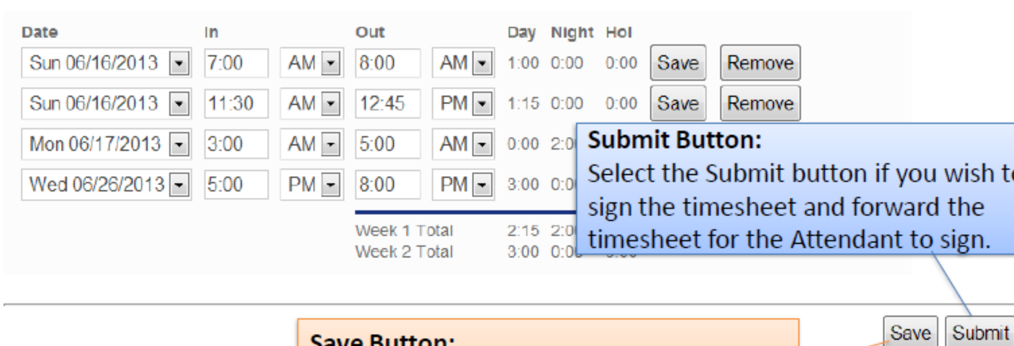
How to Submit a Consumer Timesheet

STEP 9

Select the Save button if you want to simply save the timesheet OR select the Submit button to apply a signature to the timesheet.



Submit Button:
Select the Submit button if you wish to sign the timesheet and forward the timesheet for the Attendant to sign.

Save Button:
Select this button if you wish to save the timesheet so that you can add more punches later.

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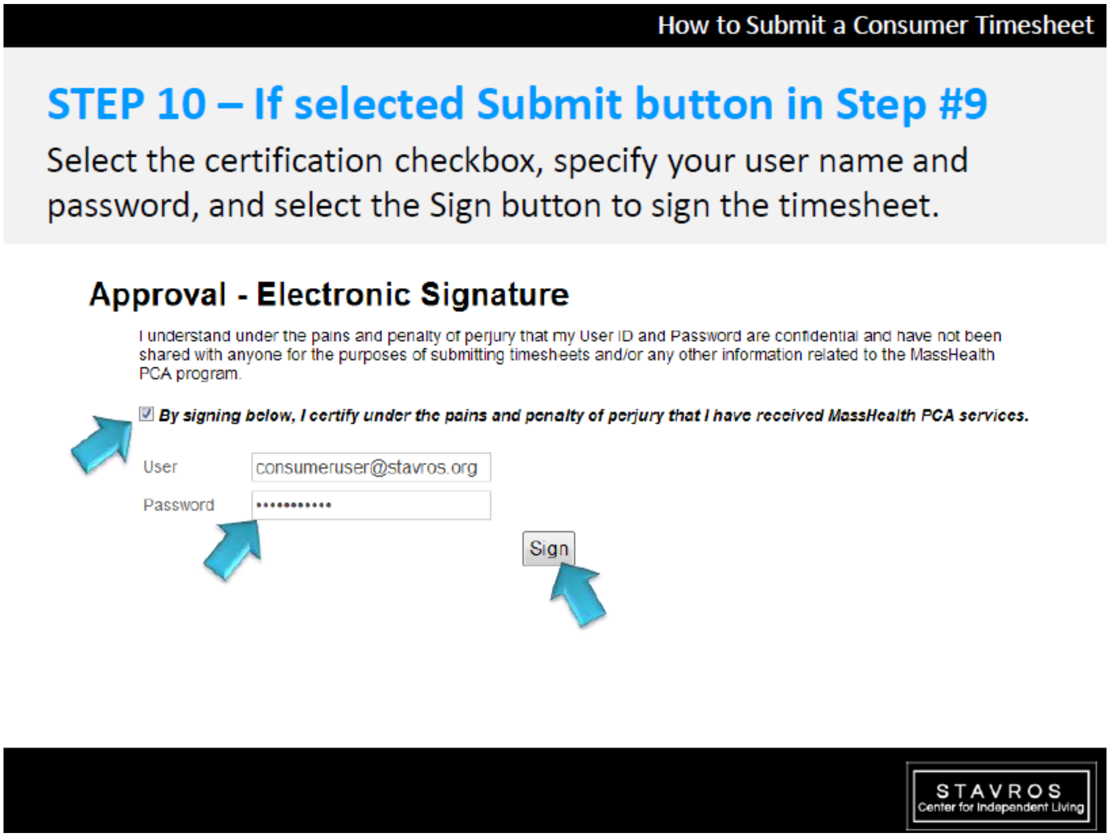
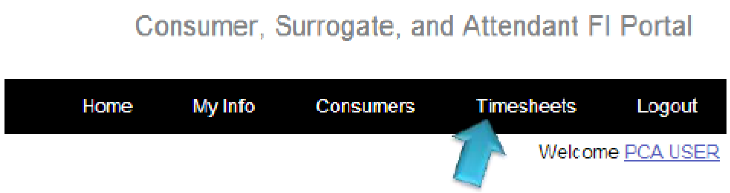


How to Submit an E-Timesheet for PCA:

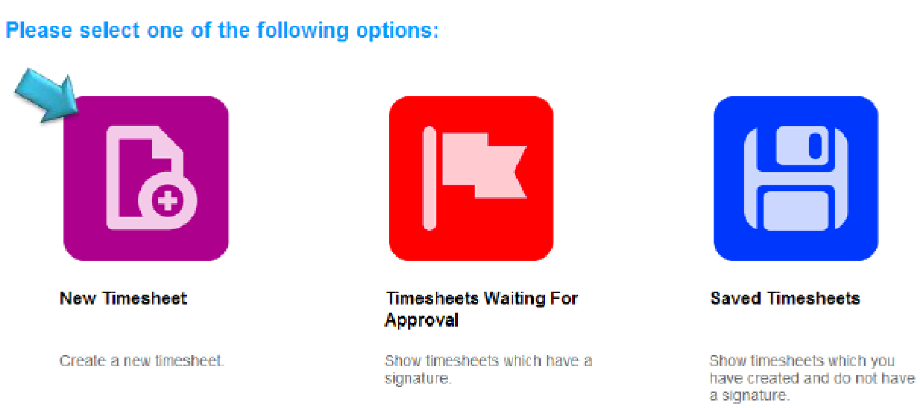
STEP 1

Select the Timesheets button on the toolbar.



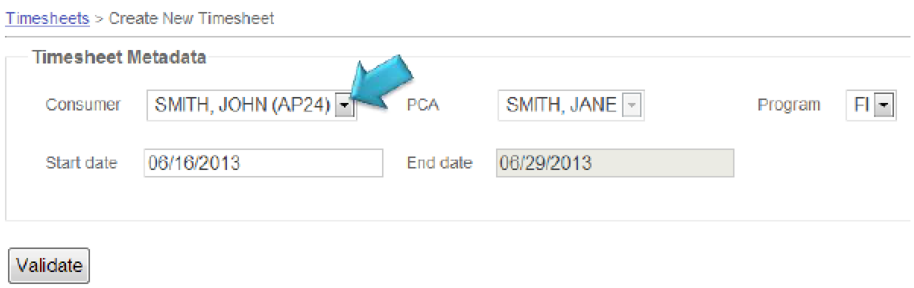
STEP 2

Select the New Timesheet Icon.



STEP 3

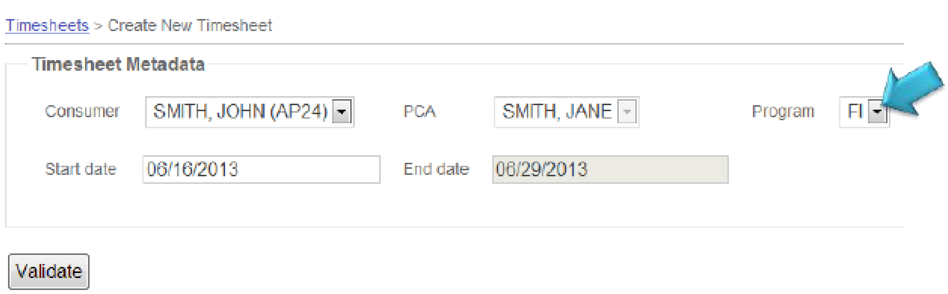
Select the desired Consumer in the Consumer dropdown list.



How to Submit an Attendant Timesheet

STEP 4

Select the desired Program.



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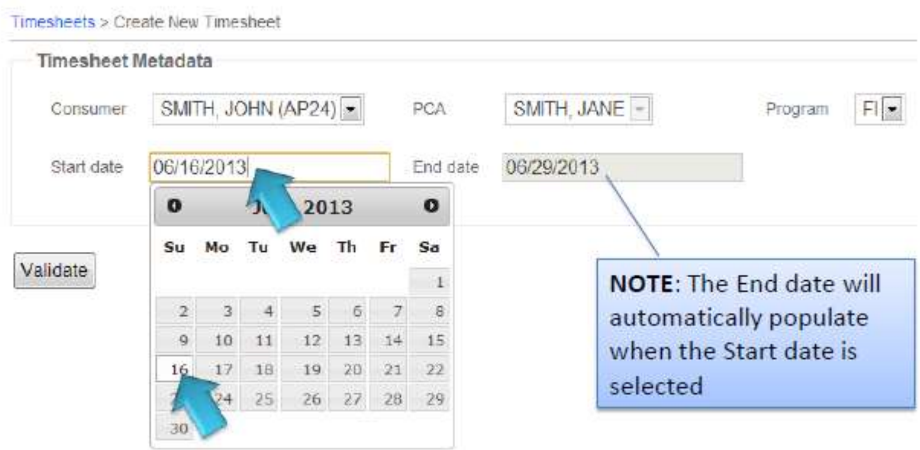
STEP 5

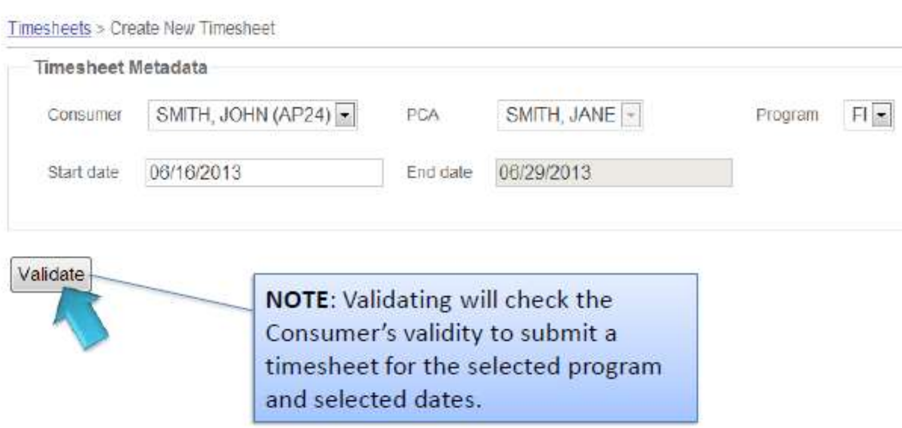
Select the Start Date of the Timesheet.



How to Submit an Attendant Timesheet

STEP 6

Select the Validate button to start the process for creating punches.



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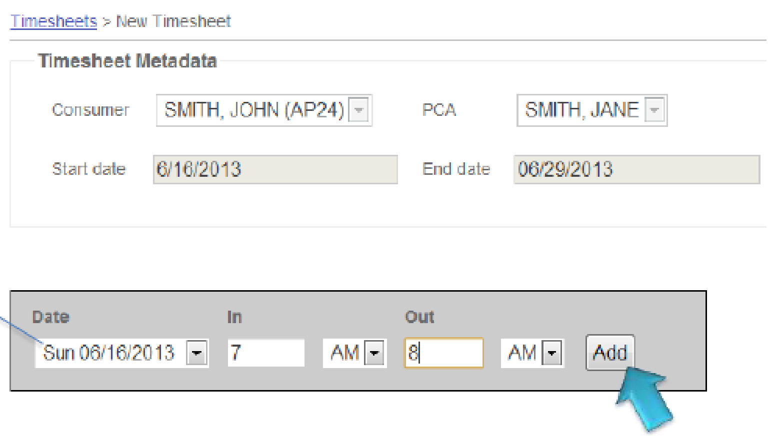
STEP 7

Once the dates are validated, please type in your first in and out punch and then select the Add button.

NOTE:
Please select the appropriate date for your punches. You are only allowed two punches per day.



STEP 8

Continue adding more punches if any more punches are necessary. Once all punches are entered, please proceed to step #9.

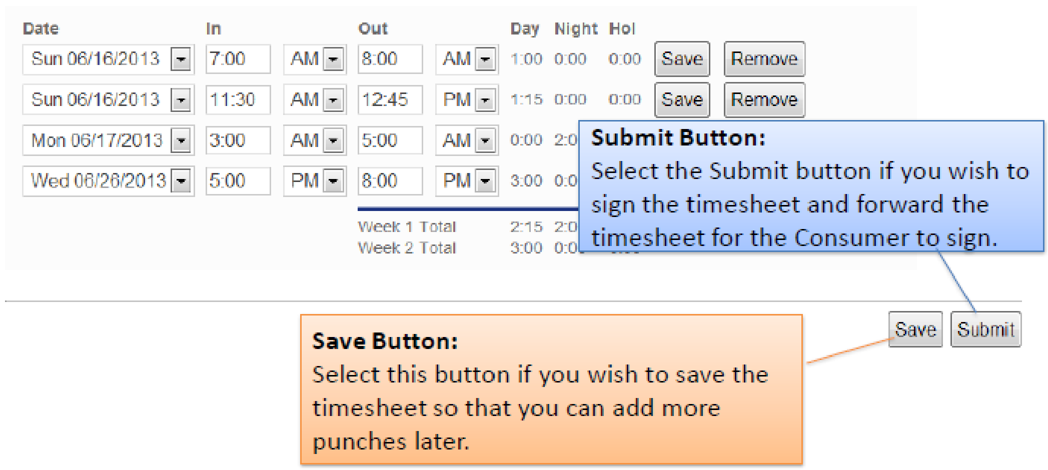
Remove Button:
Selecting the “Remove” button will remove the punch from the list.

Totals:
Punch Totals and Weekly totals are automatically calculated for you.

Save Button:
You can change your punches after adding it by specifying the edited punch and select the “Save” button.

STEP 9

Select the Save button if you want to simply save the timesheet OR select the Submit button to apply a signature to the timesheet.



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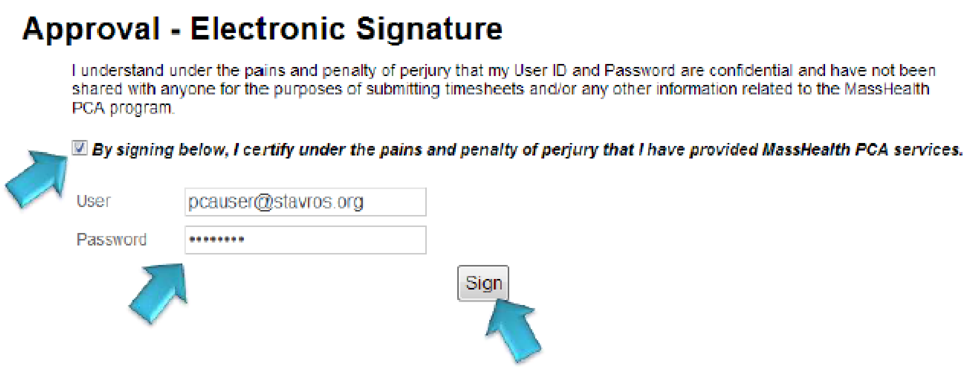
How to Submit an Attendant Timesheet

STEP 10 – If selected Submit button in Step #9

Select the certification checkbox, specify your user name and password, and select the Sign button to sign the timesheet.



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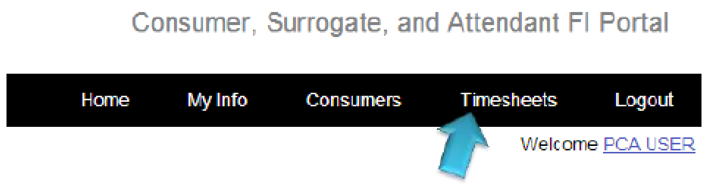
How to Approve an E-Timesheet for Consumer:

STEP 1

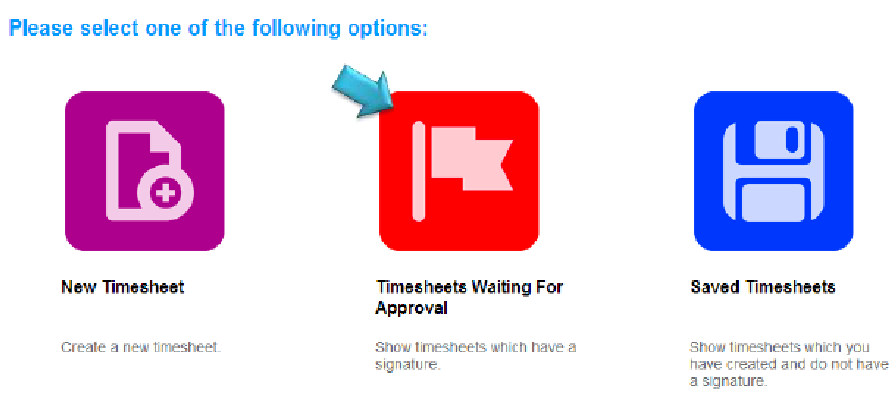
Select the Timesheets button on the toolbar.



How to Approve a Consumer Timesheet

STEP 2

Select the Timesheets Waiting For Approval Icon.



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STEP 3

Select the Edit button on the desired Timesheet row.

NOTE: The red background color on the PCA Signed column means that you have to approve/sign the timesheet.

Timesheets > Waiting For Approval

End Date	Last Name	First Name	Date Created	Consumer Signed	Authorized Name	PCA Signed	
6/29/2013	USER	PCA	7/2/2013	Signed	USER, PORTAL	Not Signed	Edit

NOTE: The green background color on the Consumer Signed and Authorized Name columns means that the Consumer has already signed the timesheet electronically.

STEP 4

Review the Dates of service and hours. Once satisfied with the timesheet, Submit button to sign the timesheet.

Date	In		Out		
Tue 06/18/2013		AM		AM	Add

Date	In		Out		Day	Night	Hol		
Sun 06/16/2013	7:00	AM	8:00	AM	1:00	0:00	0:00	Save	Remove
Sun 06/16/2013	11:30	AM	12:45	PM	1:15	0:00	0:00	Save	Remove
Mon 06/17/2013	3:00	AM	5:00	AM	0:00	2:00	0:00	Save	Remove
Mon 06/17/2013	5:00	PM	8:00	PM	3:00	0:00	0:00	Save	Remove
			Week 1 Total		5:15	2:00	0:00		
			Week 2 Total		0:00	0:00	0:00		

NOTE: Editing punches will result in the Consumer needing to approve and sign the timesheet again.

Save Submit

STEP 5

Select the certification checkbox, specify your user name and password, and select the Sign button to sign the timesheet.

Step 6

Your timesheet will be processed by a Stavros associate. You will receive an email stating that the timesheet was received and another email when the timesheet is completed and paid.

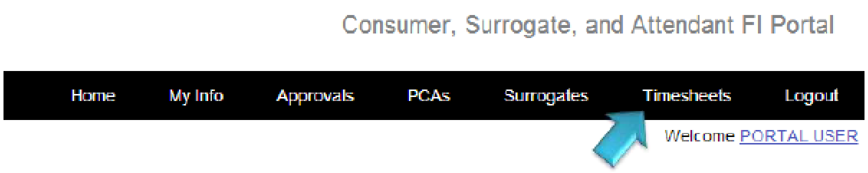
Finished

How to Approve a PCA E-Timesheet:

How to Approve an Attendant Timesheet

STEP 1

Select the Timesheets button on the toolbar.



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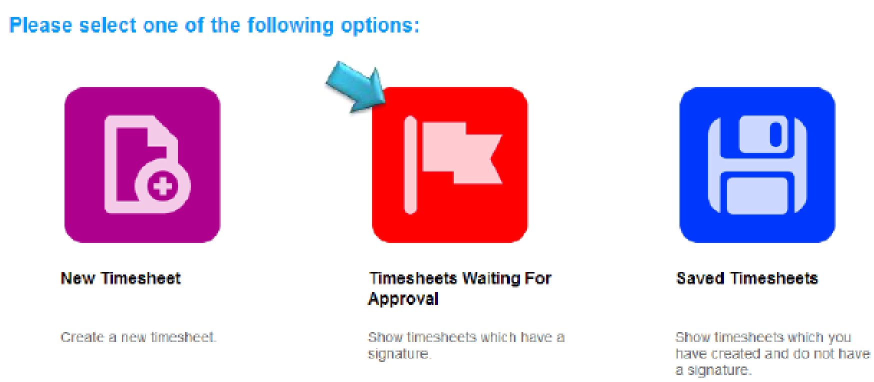
How to Approve an Attendant Timesheet

STEP 2

Select the Timesheets Waiting For Approval Icon.



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STEP 3

Select the Edit button on the desired Timesheet row.

NOTE: The red background color on the Consumer Signed and Authorized name columns mean that you have to approve/sign the timesheet.

Timesheets > Waiting For Approval

End Date	Last Name	First Name	Date Created	Consumer Signed	Authorized Name	PCA Signed	
6/29/2013	USER	PCA	7/2/2013	Not Signed	None	Signed	Edit

NOTE: The green background color on the PCA Signed column means that the Attendant has already signed the timesheet electronically.

STEP 4

Review the Dates of service and hours. Once satisfied with the timesheet, Submit button to sign the timesheet.

Date	In		Out		
Tue 06/18/2013		AM		AM	Add

Date	In		Out		Day	Night	Hol		
Sun 06/16/2013	7:00	AM	8:00	AM	1:00	0:00	0:00	Save	Remove
Sun 06/16/2013	11:30	AM	12:45	PM	1:15	0:00	0:00	Save	Remove
Mon 06/17/2013	3:00	AM	5:00	AM	0:00	2:00	0:00	Save	Remove
Mon 06/17/2013	5:00	PM	8:00	PM	3:00	0:00	0:00	Save	Remove
			Week 1 Total		5:15	2:00	0:00		
			Week 2 Total		0:00	0:00	0:00		

NOTE: Editing punches will result in the Attendant having to sign the timesheet again.

Save Submit

STEP 5

Select the certification checkbox, specify your user name and password, and select the Sign button to sign the timesheet.

How to Approve an Attendant Timesheet

Step 6

Your timesheet will be processed by a Stavros associate. You will receive an email stating that the timesheet was received and another email when the timesheet is completed and paid.

Finished

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How to Find Saved timesheets

How to Find My Saved Timesheets

STEP 1

Select the Timesheets button on the toolbar.

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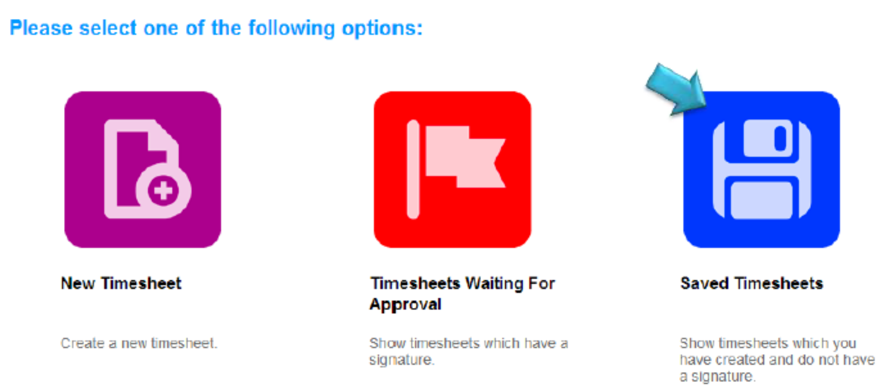
How to Find My Saved Timesheets

STEP 2

Select the Saved Timesheets Icon.



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How to Find My Saved Timesheets

STEP 3

Select the View button to view/edit the timesheet OR the Delete button to permanently delete the timesheet.

View Button: The View button will show the timesheet details. You will be able to add, edit, or remove punches from your saved timesheet.

Timesheets > Saved

End Date	Last Name	First Name	Middle Name	Date Created		
6/29/2013	USER	PCA		7/2/2013	View	Delete

Delete Button: The Delete button will permanently delete the saved timesheet and all of its contents. This action cannot be undone.

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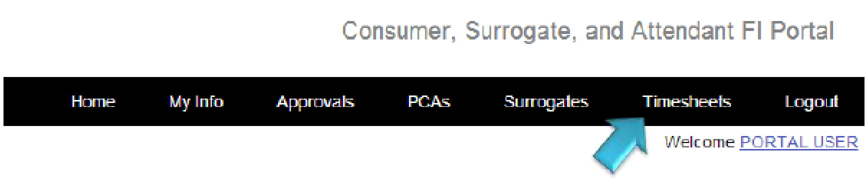
How to Download Paid Timesheets:

How to Download My Paid Timesheets

STEP 1

Select the Timesheets button on the toolbar.



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STEP 2

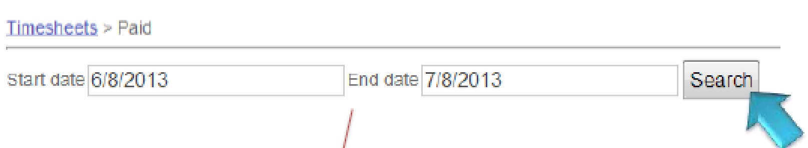
Select the Paid Timesheets Icon.

Note: You may have to scroll down to find the Paid Timesheets Icon. It appears as a second row of Icons.

How to Download My Paid Timesheets

STEP 3

Specify the date range of your timesheet. Then select the “Search” button.



Note: The longer the Start and End Date ranges span the longer it takes to search. Please be precise if you wish to search for your timesheets quickly.

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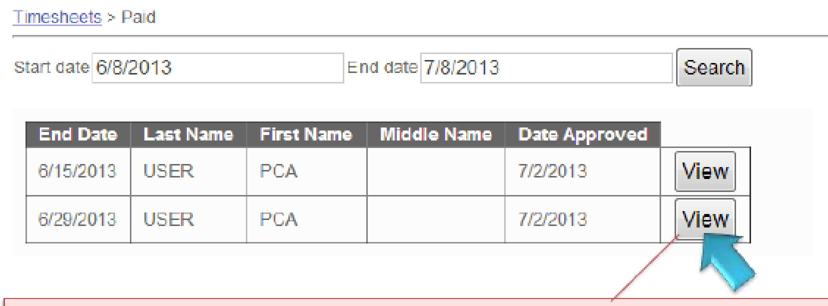
STEP 4

A list of timesheets will appear below the date range. Select the "View" button on any timesheet row to download the timesheet as a PDF.


Timesheets > Paid

Start date 6/8/2013 End date 7/8/2013 Search

End Date	Last Name	First Name	Middle Name	Date Approved	
6/15/2013	USER	PCA		7/2/2013	View
6/29/2013	USER	PCA		7/2/2013	View

Note: Depending on the settings on your browser, the PDF will be downloaded or it can appear on a new tab.

How to make request to change personal information:

How to Make a Request to Change My Information

STEP 1

Select the Timesheets button on the toolbar.

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How to Make a Request to Change My Information

STEP 2

Select the Make request to change info link on the top of the form.

Note: Please make sure that the changes you want to make is not identical to what is already show in this form.

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STEP 3

Make the necessary changes on the form and select the "Submit" button.

First Name	PORTAL	
Middle Name		
Last Name	USER	
Address 1	123 MAIN STREET	
Address 2		
City	SPRINGFIELD	
State	Massachusetts (MA)	
Zip Code	01111	
Home Phone	413-225-2222	Ext
Cell Phone	413-969-8888	Ext
Email	CONSUMERUSER@STAVF	
Birth date	2/4/1977	
Gender	Not disclosed	

Submit

How to Make a Request to Change My Information

STEP 4

An email notification will be sent to you once the changes are completed.

Finished

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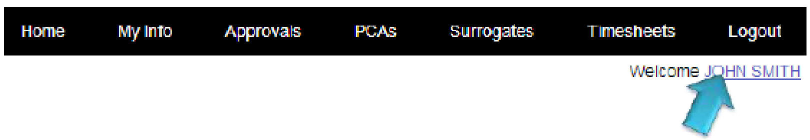
How to change password:

How to Change My Password

STEP 1

Select your name link under the toolbar.



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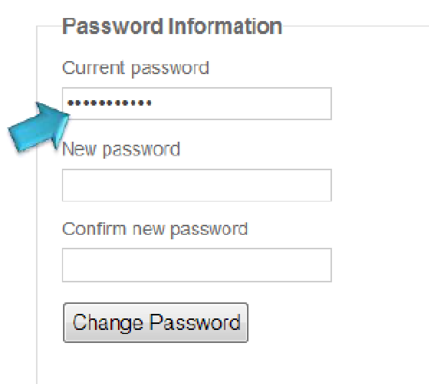
How to Change My Password

STEP 2

Type your current password on the Current password text box.



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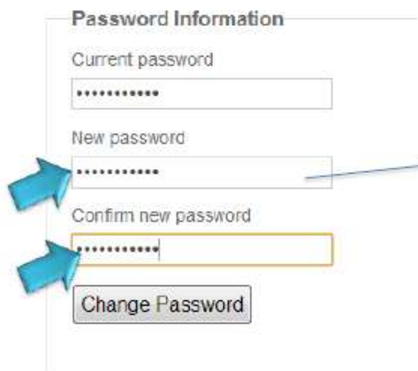
Center for Independent Living

STEP 3

Type your new password under the “New password” text box and type it again under the “Confirm new password” text box. Click on the “Change Password” button once finished.



Note:
You new password must use the following rules:

- Have at least one lowercase character
- Have at least one uppercase character
- Have at least one non-alphanumeric character
- Password must be at least 8 characters long

STEP 4

A confirmation message will appear when you successfully change your password.