Stavros Log-in Home Page:  
http://www.stavrosportal.org/accentportal

How to Submit an E-timesheet for a Consumer:

**STEP 1**
Select the Timesheets button on the toolbar.
How to Submit a Consumer Timesheet

STEP 2
Select the New Timesheet Icon.

Please select one of the following options:

- **New Timesheet**: Create a new timesheet.
- **Timesheets Waiting For Approval**: Show timesheets which have a signature.
- **Saved Timesheets**: Show timesheets which you have created and do not have a signature.

STEP 3
Select the desired Attendant in the PCA dropdown list.
**STEP 4**
Select the desired Program.

**STEP 5**
Select the Start Date of the Timesheet.

**NOTE:** The End date will automatically populate when the Start date is selected.
**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.

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.
How to Submit an E-Timesheet for PCA:

How to Submit an Attendant Timesheet
How to Submit an Attendant Timesheet

**STEP 1**
Select the Timesheets button on the toolbar.

Consumer, Surrogate, and Attendant FL Portal

**STEP 2**
Select the New Timesheet Icon.

Please select one of the following options:

- **New Timesheet**: Create a new timesheet.
- **Timesheets Waiting For Approval**: Show timesheets which have a signature.
- **Saved Timesheets**: Show timesheets which you have created and do not have a signature.
STEP 3
Select the desired Consumer in the Consumer dropdown list.

STEP 4
Select the desired Program.
STEP 5
Select the Start Date of the Timesheet.

NOTE: The End date will automatically populate when the Start date is selected.

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.

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

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

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

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

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.

Approval - Electronic Signature
I understand under the pains and penalty of perjury that my User ID and Password are confidential and have not been shared with anyone for the purposes of submitting timesheets and any other information related to the MassHealth PCA program.

By signing below, I certify under the pains and penalty of perjury that I have provided MassHealth PCA services.

User: pcauser@stavros.org
Password: ********

Sign
How to Approve an E-Timesheet for Consumer:
How to Approve a Consumer Timesheet

STEP 1
Select the Timesheets button on the toolbar.

STEP 2
Select the Timesheets Waiting For Approval Icon.

Please select one of the following options:

- New Timesheet: Create a new timesheet.
- Timesheets Waiting For Approval: Show timesheets which have a signature.
- Saved Timesheets: Show timesheets which you have created and do not have a signature.
How to Approve a Consumer Timesheet

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.

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.

NOTE: Editing punches will result in the Consumer needing to approve and sign the timesheet again.
**STEP 5**
Select the certification checkbox, specify your user name and password, and select the Sign button to sign the timesheet.

**Approval - Electronic Signature**

I understand under the pains and penalty of perjury that my User ID and Password are confidential and have not been shared with anyone for the purposes of submitting timesheets and/or any other information related to the MassHealth PCA program.

I, by signing below, certify under the pains and penalty of perjury that I have received MassHealth PCA services.

User: pcauser@stavros.org
Password: **********
Sign

**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.
How to Approve a PCA E-Timesheet:

**STEP 1**
Select the Timesheets button on the toolbar.

**STEP 2**
Select the Timesheets Waiting For Approval Icon.

Please select one of the following options:

- **New Timesheet**
  - Create a new timesheet

- **Timesheets Waiting For Approval**
  - Show timesheets which have a signature.

- **Saved Timesheets**
  - Show timesheets which you have viewed and do not have a signature.
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.

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.

NOTE: Editing punches will result in the Attendant having to sign the timesheet again.
How to Approve an Attendant Timesheet

**STEP 5**
Select the certification checkbox, specify your user name and password, and select the Sign button to sign the timesheet.

**Approval - Electronic Signature**
I understand under the pains and penalty of perjury that my User ID and Password are confidential and have not been shared with anyone for the purposes of submitting timesheets and/or any other information related to the MassHealth PCA program.

By signing below, I certify under the pains and penalty of perjury that I have received MassHealth PCA services.

User: consumeruser@stavros.org
Password: ********

[Sign]

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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
How to Find Saved timesheets

**STEP 1**
Select the Timesheets button on the toolbar.

**STEP 2**
Select the Saved Timesheets Icon.

Please select one of the following options:

- **New Timesheet**
  - Create a new timesheet.

- **Timesheets Waiting For Approval**
  - Show timesheets which have a signature.

- **Saved Timesheets**
  - Show timesheets which you have created and do not have a signature.
How to Download Paid Timesheets:

**STEP 1**
Select the Timesheets button on the toolbar.

**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.

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

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.
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.

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:

**STEP 1**
Select the Timesheets button on the toolbar.

**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.
How to Make a Request to Change My Information

**STEP 3**
Make the necessary changes on the form and select the “Submit” button.

![Form Image]

**STEP 4**
An email notification will be sent to you once the changes are completed.

Finished
How to change password:

**STEP 1**
Select your name link under the toolbar.

**STEP 2**
Type your current password on the Current password text box.
How to Change My Password

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.