

Stavros Consumer New Hire Paperwork Portal User Guide

Log in

Welcome back

Email

Password

Keep me logged in

Log in

 [Register as a new user](#)

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Begin by going to <https://stavros.payprocorp.com/Account/Login> to register. Click either “Register as a new user” or Register in the top menu bar (see red arrows).

The registration page will open. Please enter your email address (this will be your username for the website) and create a password. Your password must be at least 8 characters long and contain at least 1 uppercase letter, 1 lowercase letter, a number, and special character (!, #, \$, %, etc.). Then click register.

Register

Create a new account

Email

Password

Confirm password

Password policy

Passwords must be at least 8 characters long and contain at least one upper case letter, lower case letter, number, and symbol. For example: 'P@ssw0rd'



Register



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Verify Email Address

Click the link in the email message we sent you to verify your email address.

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The message above will now appear. Please go to your email account and open the email from PayPro. You will then confirm your account by clicking the link (see red arrow below).

Confirm your account

 Paypro Notifications (noreply@payprocorp.net)

To: you [Details](#) ▾



Confirm your account

Please confirm your account by clicking [here](#). 

 Reply  Reply All  Forward

You will be directed to the page below confirming your account. Please click continue.

Account Confirmation

Thank you for confirming your account.

[Continue](#)

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You will be brought back to the home page. Please enter your email address and password to login.

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Phone Number

Add new account phone number

Phone Number

Contact Method

Text Message (mobile phone)

Phone Call (landline or mobile phone)

Adding a phone number makes your account more secure. You will receive a security code to verify your phone number. Please enter this code on the following page. Your phone number will be used for account security related purposes only. Standard data fees and text messaging rates may apply based on your plan with your provider.

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The page above will now open. Please enter a phone number and select a contact method. This is a secondary verification. You will receive a text message (cell phone numbers only) with a verification code or phone call (landline or cell phone number).

Verify Phone Number

Enter verification code

Please enter the security code we just sent to your phone.

Security Code

Verify Password

Add Phone Number

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Please enter your security code and re-enter your password. Click “Add Phone Number”. You get the success message below. Please click continue.

Verify Phone Number

Success

Your account phone number has been changed.

Continue

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You will now begin the new hire process. Select “I am a consumer” and click next.

Welcome

Let's get started

What is your role?

I am a consumer

I will be the one receiving the care / assistance

I am a personal care attendant (PCA)

I will be the one providing the care / assistance

Next

The PCA Program is a MassHealth program that helps people with permanent or chronic disabilities keep their independence, stay in the community, and manage their own personal care by providing funds to hire personal care attendants (PCAs). The PCA consumer (the person receiving PCA services) is the employer of the PCA, and is fully responsible for recruiting, hiring, scheduling, training, and, if necessary, firing PCAs.

New Hire Applications

[Start New Application](#)

No new hire applications yet.

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Now, click “Start New Application”.

Basic Information

Address, contact, and identification information

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1	Address Line 2	
<input type="text"/>	<input type="text"/>	
City	State	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Social Security Number	
<input type="text" value="mm / dd / yyyy"/>	<input type="text"/>	
Email Address	Home Phone Number	Mobile Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Next »"/>	

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You will now be prompted to enter your information. This information will be used to auto fill you information on the new hire forms. Once finished, please click next.

Now, you will invite your new PCA complete the paperwork. Please enter your PCA's email address and click next.

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Invite PCA

Invite your personal care attendant (PCA)

Now let's invite your personal care attendant (PCA) so they can complete their forms as well. Please enter the email address of the person you wish to invite to apply to be your PCA.

PCA Email

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You have now completed your portion of the paperwork for the moment. Once the PCA has completed their portion, you will need to log back in to sign it electronically. You will receive an email once they have completed it.

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Well done!

You've completed your part of the application, for now. The PCA will complete their portion of the forms and then you'll receive an email letting you know it's time to electronically sign the forms.

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After your PCA completes their portion of the paperwork, you will log back into your account to approve and sign off on it.

The new hire paper that will be complete on the website are:

- Personal Care Attendant Signature Form
- M-4 Massachusetts Tax Withholding Form
- W-4 Federal Tax Withholding Form
- I-9 Federal Employment Verification Form
- Stavros Timesheet Portal User Agreement
- Non-Covered Services Attestation
- Paid Family Leave Acknowledgement
- Stavros Direct Deposit Form/Focus Blue Debit Card Application

Welcome, Consumer



New Hire Forms

 Get started / resume applying for CDPAP.

[My Forms](#)

User Account

 Change email address, phone number, or password.

[My Account](#)

Help

 For more information please visit our [frequently asked questions page](#).

Or, contact us for help with managing your account or completing the new hire forms.

[Contact Us](#)

Click on “My Forms” in the New Hire Forms box. This will bring you to all the pending and completed new hire paperwork. Select the PCA paperwork you want to complete and click “Resume”.

New Hire Applications

[Start New Application](#)

	Date Started	PCA	Status
Resume	6/11/2021		In Progress

You will first review and approve or deny the IDs submitted by your PCA. You will also need to enter the first day your PCA began to work.

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Review I9 Documents

Review your personal care attendant (PCA) employment documentation

Please review the document(s) your PCA applicant has submitted to verify their identity and employment authorization. If you believe the documents to be genuine and accurate, please enter the date your PCA will begin to work and click the Approve button.

Document Title
U.S. Passport

Issuing Authority
U.S. Department of State

Document Number
12354

Expiration Date
Saturday, July 3, 2021

[View Front](#) [View Back](#)

PCA's first day of employment

Certification: By clicking the Approve button I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

[Approve](#) [Reject](#) [Review Later](#)

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Next, you will sign the forms in the paperwork that require your signature. Begin by agreeing to the electronic signature disclosure. Then click "Start" to begin. You will be brought to where you need to sign. Click the yellow signature box to sign. There are three spots where you will sign. After signing click, "Finish" on the top of the page.

SIGN

Consumer Printed Name: _____	Consumer # _____
Consumer Email: _____	Required - Sign Here
Consumer Signature: _____	Sign ↓
	Date: 6/11/2021 2:01 PM PDT

You are now done. Your PCAs new hire paperwork will be sent to Stavros FI to download. It takes about 30 minutes for Stavros FI to receive the completed paperwork.

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Thank you!

You've completed your application.

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