



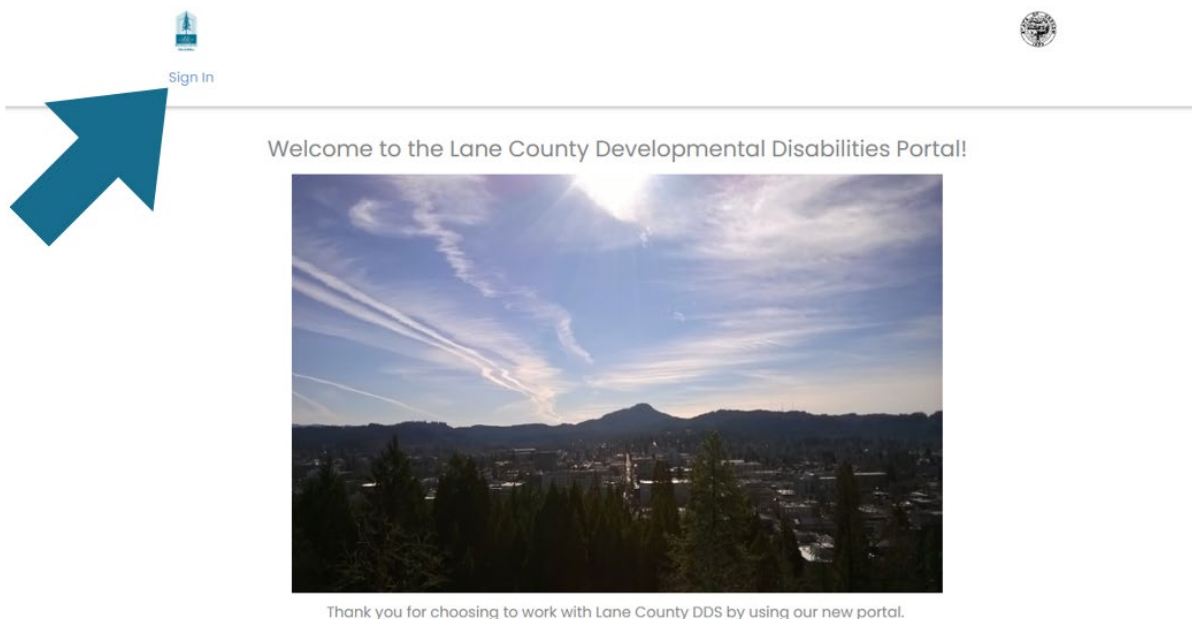
PSW Timecard Portal Quick-Reference Guide

First, a few key points:

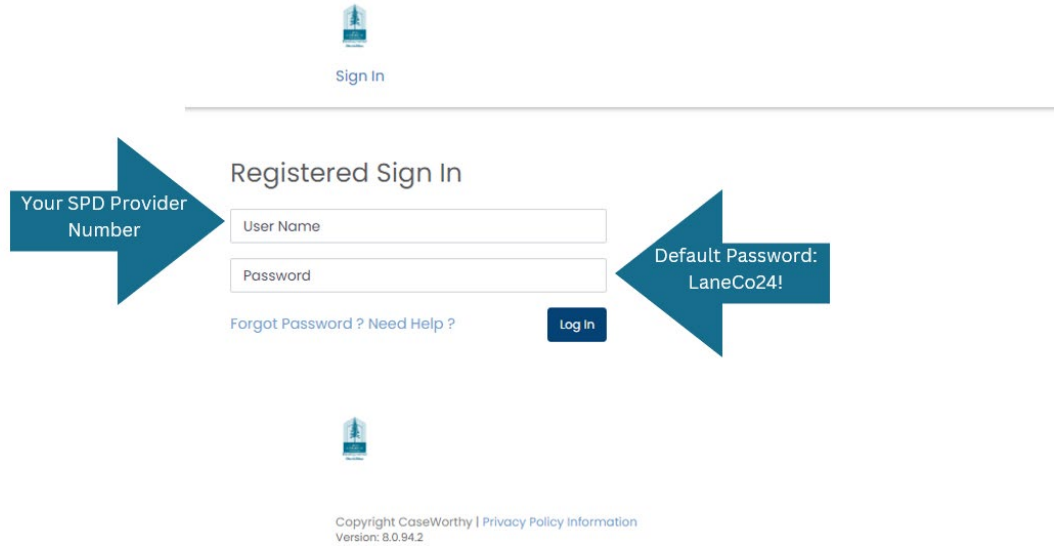
- This portal is **not** replacing the timecard inbox, as was previously announced. Instead, it will be an alternative method of secure submission.
- All past procedures still apply.
 - TCs must still be correctly signed and dated by all parties!
 - Time must still be tracked separately in eXPRS.
 - Don't wait too long to turn in your timecards!
 - Late submissions are inadmissible exactly one year after the latest date on the card.
- On initial login: you will be prompted to change your password.
 - Should you forget your password, DDS can help you reset it.
 - For account assistance, contact pswportalhelp@lanecountyor.gov

How to Utilize the PSW Timecard Portal

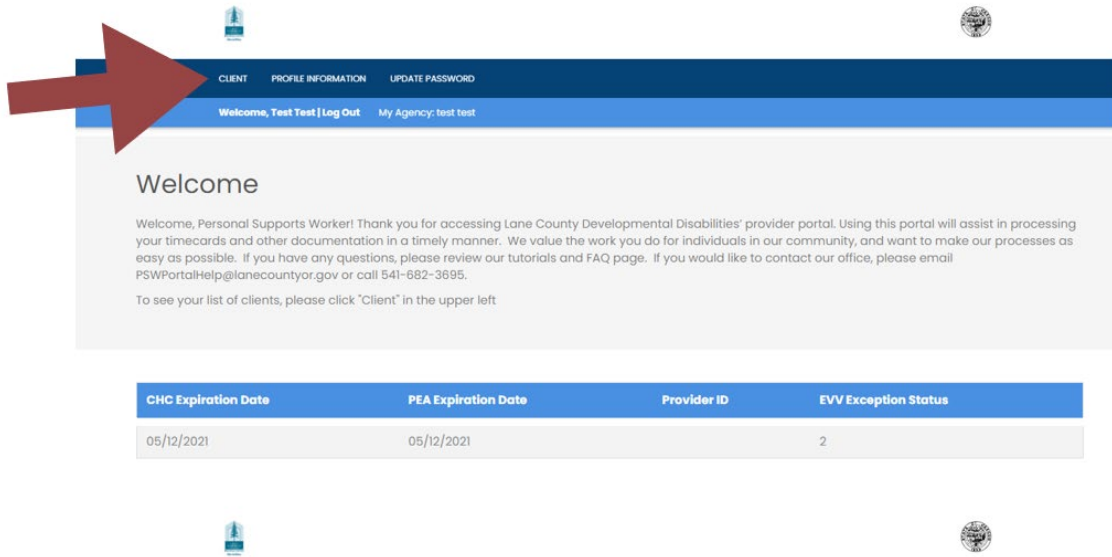
1. This is the view you will see when you first land on the portal website, click Sign In to get started:



2. This is what the Sign In page looks like, your username will ALWAYS be your SPD provider ID, your default password will be **LaneCo24!** (Upon initial login, you will be asked to set your own password)



3. After signing in, you will be brought to the PSW dashboard. On this page you will be able to see the expiration dates for your relevant credentials such as Criminal History Check (CHC) and Provider Enrollment Agreement (PEA). To view your list of clients and submit timecards, click "Client" :



4. The client button will bring you to this list view. To begin submitting a timecard, click the blue gear icon next to the correct individual's name:

The screenshot shows a user interface for a client profile. At the top, there are navigation links: CLIENT, PROFILE INFORMATION, and UPDATE PASSWORD. Below that, a welcome message reads 'Welcome, Test Test | Log Out' and 'My Agency: test test'. A search bar is present with 'Filters' and 'Search' options. A table lists individuals with columns for 'FIRST NAME' and 'LAST NAME'. The first row shows 'Emilee' and 'Test'. A blue gear icon is located to the left of the name 'Emilee'. A blue arrow points to this gear icon. At the bottom right, there is a 'Results Per Page: 100' dropdown menu.

5. When you click the blue Gear, this sub-menu will pop up. Click "Time Cards" on this menu.


The screenshot shows the sub-menu that appears when the gear icon is clicked. The menu items are: 'Time Cards' (with a gear icon), 'PSA' (with a triangle icon), and 'PSW Car Insurance' (with a car icon). A red arrow points to the 'Time Cards' option. The background shows the same table as in the previous screenshot, with 'Emilee Test' visible.

6. That button will bring you to the list of all on-file timecards you have submitted for that individual. To add a new one, click "Add New"


The screenshot shows a list of timecards. At the top, there is a navigation bar with 'Welcome, Test Test | Log Out' and 'My Agency: test test'. A '+ Add New' button is located at the top right, with a blue arrow pointing to it. Below the button is a table with the following columns: STATUS, START DATE, END DATE, and ATTACHMENTS. The table contains eight rows of data. At the bottom right, there is a 'Results Per Page: 100' dropdown menu and a 'Done' button.


STATUS	START DATE	END DATE	ATTACHMENTS
Approved In eXPRS	1/1/2023	1/15/2023	1
Archived	2/16/2021	2/23/2021	1
Archived	9/3/2018	9/14/2018	1
Archived	3/6/2018	3/23/2018	1
Archived	2/19/2018	2/20/2018	1
Archived	1/22/2018	1/23/2018	1
Archived	1/15/2018	1/19/2018	1



- When you click “Add New”, you will be prompted to set the start and end date for the timecard. Fill in those dates and hit save:



Please enter the time card date range, then click Save to return to the summary and use the Attachments link to upload the time card document(s).

Start Date * 

End Date * 

- After saving the dates, you will be brought back to the list of timecards, this time with a row with no attachments. To attach your time card, click the blue 0 in the attachment column:

STATUS	START DATE	END DATE	ATTACHMENTS
Pending	9/1/2023	9/26/2023	0
Approved in eXPRS	1/1/2023	1/15/2023	1
Archived	2/16/2021	2/23/2021	1
Archived	9/3/2018	9/14/2018	1
Archived	3/6/2018	3/23/2018	1
Archived	2/19/2018	2/20/2018	1
Archived	1/22/2018	1/23/2018	1
Archived	1/15/2018	1/19/2018	1

9. Clicking that zero will bring you to the attach file screen. The information for the file will be pre-filled. Click “Add Row” on this screen for each document you need to attach:

Click Add Row to attach file(s)

Document Type: PSW Time Card

Provider: test test

Client: Test, Emilee

Start Date: 09/01/2023

End Date: 09/26/2023

Sort Order	Upload Document	File Name	View File
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Save Cancel

10. Once a row has been added, you can click “Browse” in that row to upload your file. This will open your device’s file explorer, where you can then locate and select your document:

Click Add Row to attach file(s)

Document Type: PSW Time Card

Provider: test test

Client: Test, Emilee

Start Date: 09/01/2023

End Date: 09/26/2023

Sort Order	Upload Document	File Name	View File
✓	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/>	<input type="text"/>

Save Cancel

11. Once your document has been selected and uploaded, BE SURE to click the save button. If you have uploaded the file correctly, you will see the 0 in the attachments column turn to a 1, as shown here:

Status	Start Date	End Date	Attachments
Pending	9/1/2023	9/26/2023	1

12. **CONGRATULATIONS** you have successfully completed a timecard submission through the PSW Timecard Portal!