

## STEP 1 - Log In to IPOne

1. Go to [ipone.publicpartnerships.com](http://ipone.publicpartnerships.com)
2. Log in with your current user ID and password

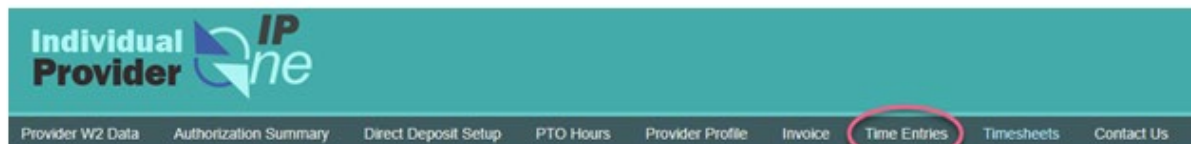
If you don't have an IPOne Web Portal account, create one by clicking "Sign Up"



The screenshot shows the login page for Individual ProviderOne. At the top is the logo with the text "Individual Provider" and "IPOne". Below the logo is the heading "Individual ProviderOne" and a sub-heading "Don't forget to bookmark this page". The main content is a login form titled "Enter Your Login Information". It contains two input fields: "Username" and "Password". Below the password field is a note "This field is required. Forgot your username or password?" and a checkbox labeled "Remember username". At the bottom of the form is an orange "Login" button followed by the text "or Sign Up".

## STEP 2

Click "Timesheets" on the top of the page



### STEP 3

1. Change the “Timesheet Status” to “All”
2. Fill “Timesheet Start Date Range” for the earnings period. For example, Dec 16, 2020 – Dec 31, 2020
3. Click “Search”

Individual Provider IP One

Provider W2 Data Authorization Summary Direct Deposit Setup PTO Hours Provider Profile Invoice Time Entries Timesheets Contact Us

Time Entries Search Time Entries

Search Time Entries

Date Range: Dec 16, 2020 - Dec 31, 2020

Status: All

ProviderOne Client ID: [Empty]

Check Number: [Empty]

SEARCH

### STEP 4

Click the link under “Check Number” to download and view that earning statement

Individual Provider IP One

Provider W2 Data Authorization Summary Direct Deposit Setup PTO Hours Provider Profile Invoice Time Entries Timesheets Contact Us

Time Entries Search Time Entries

Search Time Entries

Date Range: Dec 16, 2020 - Dec 31, 2020

Status: All

ProviderOne Client ID: [Empty]

Check Number: [Empty]

SEARCH

Earnings Period	Timesheet No.	Client Name	Hours	Miles	Submitted Date	Pay Date	Status	Check No.	Gross Amount	Net Pay	Action
Dec 16 - Dec 31, 2020	[Redacted]	[Redacted]	60h 30m		Jan 10 2021 12:00AM	Jan 15, 2021	Paid	RA2020030	[Redacted]	[Redacted]	<a href="#">View Entries</a>
Dec 16 - Dec 31, 2020	[Redacted]	[Redacted]	26 15m		Jan 10 2021 12:00AM	Jan 15, 2021	Paid	RA2020030	[Redacted]	[Redacted]	<a href="#">View Entries</a>