

EMPLOYER/CONSUMER - PORTAL INSTRUCTIONS CREATING YOUR NEW USER AND LOGGING ONTO THE PORTAL

Go to the website at: <https://fwportal.wegnercpas.com/>

Your Account will be used to enter/approve hours worked by the Employee with the Employer.

CREATING YOUR NEW USER ACCOUNT

The screenshot shows the 'Select Company' section with a dropdown menu for 'Company' set to 'FW Consulting - DHFS, LLC'. Below this is the 'Login to ESS Portal' section, which includes fields for 'User Name or Employee ID' and 'Password', a 'Login' button, and a 'Forgot Password' link. At the bottom, there is an 'OR' section with a 'Create New User' button highlighted by a red box.

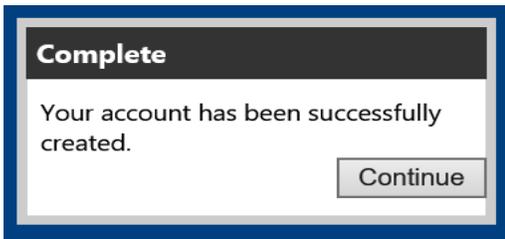
1. From the Company drop down menu, select FW Consulting – DHFS LLC.

2. Click on “Create New User”.

The screenshot shows the 'Create ESS Account' form with the following fields: Username, Employee ID, PIN, New Password, Confirm Password, Last 4 SSN, and Zip Code. At the bottom, there are 'Create User' and 'Cancel' buttons. The 'Create User' button is highlighted.

3. **Username:** Enter a Username that you will remember.
4. **Employee ID:** This is the Employee ID number provided in your email.
5. **PIN:** This is the PIN number provided in your email. This PIN number can only be used **one** time.
6. **New Password:** Enter a password that you will remember. (Passwords must be between 8 and 20 characters, have at least one capital and lower case letter, one number and one special character - @!#\$%^&*).
7. **Confirm Password:** Reenter the password.
8. **Last 4 SSN:** PLEASE USE THE NUMBERS 1234 FOR YOUR SOCIAL SECURITY NUMBER.
9. **Zip Code:** Enter your zip code.

10. Click “Create User”.



11. Click “Continue”. This will take you back to the **Login Screen**.

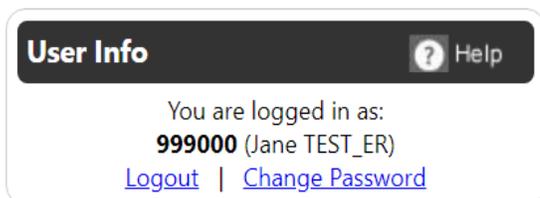
LOGGING ONTO THE PORTAL

12. From the Company drop down menu, select FW Consulting – DHFS LLC.

13. Enter the username you created or your Employee ID.
NOTE: Your Employee ID will work with the password if you forget your user name.

14. Enter the password you created.

15. Click “Login”.



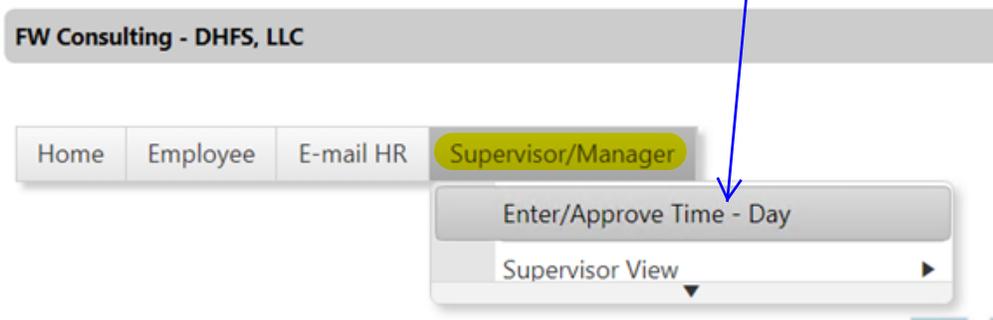
NOTES:

Your Employer ID/Username will be listed in the top right corner of your Home screen in the **User Info Section**

Please keep your Username, Employee ID and Password in a safe place for reference.

Employer/Consumer: How to Enter Time

1. Click on Supervisor/Manager Tab and then in the drop down box click on Enter/Approve Time-Day

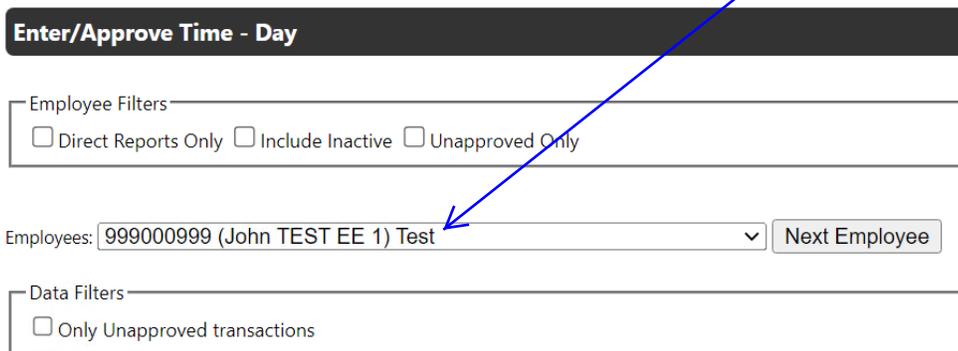


2. Under Employee Filters, UNCHECK the "Direct Reports Only" Box



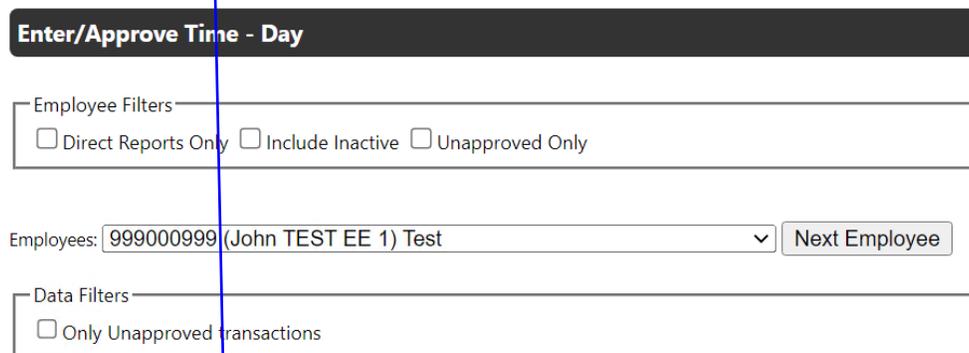
Employees:

3. Choose the Employee's Name from the Employees Drop Down Box.



Add Employee Entry (Show Form...)

4. Click on "Show Form"



Add Employee Entry (Show Form...)

5. Enter the date your employee provided the services. Select your Service Code from the Earnings Type drop down menu. Enter the total hours worked for that day. Click "Add Entry" when complete.

Add Employee Entry (Hide Form...)

Date: Confirm date is correct

Earnings Type: Select service type from earnings drop down box

Hours/Sales/Qty: Enter total hours worked for the day

Transaction Classifications

Trans Class 1: Do NOT change the information in the Trans Class 1 box. Leave as is and/or leave blank

NOTES:

- Hours must be entered for **each** day the service was provided.
- Hours must be rounded to the nearest **quarter hour** (i.e .25 for 15 min, .50 for 30 min and .75 for 45 min.)
- Hours that are entered in "minutes" and not quarter hours will be rounded DOWN to the closest quarter hour.
- If your services were for a **day period or overnight period**, use the earnings type for **"DAY/Overnight"** **and use "1"** for the number of hours worked for that DAY/Overnight.
- The entry will be rejected if more than 24 hours are entered for one day.

6. Repeat Step number 5 until you have entered all of the days and hours worked.

7. Entered time will display at the bottom of the screen. Confirm all dates have a checkmark in the Approved Column.

	Approved	Date	T1005U2-Respite Hrly	S9125U2-Respite-Day/Overnight	Trans Class1	Employee Entered
Edit Delete	<input checked="" type="checkbox"/>	2/6/2023	5.00	0.00	052023	
Edit Delete	<input checked="" type="checkbox"/>	2/7/2023	0.00	1.00	052023	
Edit Delete	<input checked="" type="checkbox"/>	2/8/2023	3.00	0.00	052023	

OR, you can click "**View all Entries**" to via a PDF document of all time entered.

2/28/23 7:35:36 AM

FW Consulting - DHFS, LLC
Employee Time Entries

Day of Week	Date	Feature	Hours	Trans Class 1	Trans Class1 Description	Approved?
CLIENT: TEST						
EMPLOYEE: 99900999 - John TEST EE 1						
Tuesday	02/07/23	T1005U2-Respite care in-home	3.50	042023	02-16-2023 - 02-28-2023	True
Wednesday	02/08/23	S9125U2-Respite Day/Overnight	1.00	042023	02-16-2023 - 02-28-2023	True
Thursday	02/09/23	T1005U2-Respite care in-home	8.00	042023	02-16-2023 - 02-28-2023	True
			<u>12.50</u>			
		CLIENT TOTAL:	<u>12.50</u>			
		REPORT TOTAL:	<u>12.50</u>			

REMINDERS:

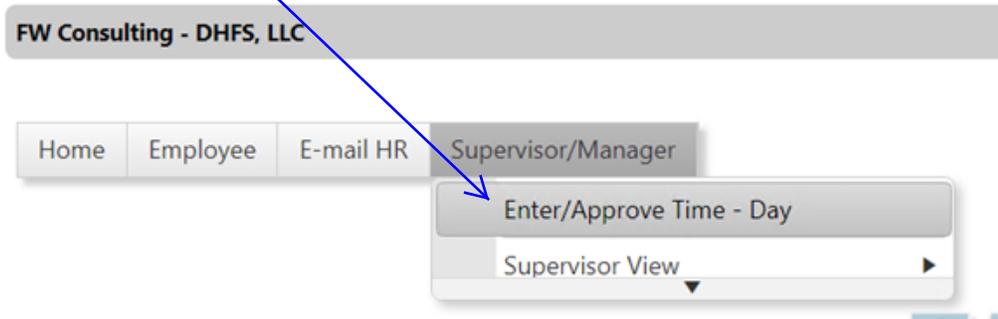
Time entries must be approved by **5:00PM on the deadline date**. (Refer to payroll calendar). Any time entries approved after the 5:00PM deadline will **NOT** be pulled from the Portal for payroll processing.

Time entries rejected for payment by WPS will **NOT** be paid until funds are received from WPS.

Please confirm with your Case Manager/Service Coordinator that authorizations are on file at WPS for your providers' services.

How to Approve Time if your employee enters their own time on the Portal

1. Click on Supervisor/Manager Tab, then in the drop down click "Enter/Approve Time-Day"



2. Uncheck "direct reports only" box and then choose the Employee's Name from the Employees Drop Down Box.

Enter/Approve Time - Day

Employee Filters

Direct Reports Only Include Inactive Unapproved Only

Employees: 999000999 (John TEST EE 1) Test

Data Filters

Only Unapproved transactions

Add Employee Entry (Show Form...)

3. The employee's un-approved time entries will display on the screen.

	Approved	Date	T2017-Daily Living - Hourly	T1005U2-Respite Hrly	Trans Class1	Employee Entered
Edit Delete	<input type="checkbox"/>	2/1/2023	2.50	0.00	202021	09:57:45 Sunday, February 26, 2023
Edit Delete	<input type="checkbox"/>	2/4/2023	5.25	0.00	202021	09:58:25 Sunday, February 26, 2023
Edit Delete	<input type="checkbox"/>	2/8/2023	2.00	0.00	202021	09:58:57 Sunday, February 26, 2023
Edit Delete	<input type="checkbox"/>	2/12/2023	5.75	0.00	202021	10:00:10 Sunday, February 26, 2023
Edit Delete	<input type="checkbox"/>	2/16/2023	0.00	3.00	202021	10:02:34 Sunday, February 26, 2023
Edit Delete	<input type="checkbox"/>	2/19/2023	0.00	5.25	202021	10:03:06 Sunday, February 26, 2023
Edit Delete	<input type="checkbox"/>	2/25/2023	4.50	0.00	202021	10:03:41 Sunday, February 26, 2023

4. Review the employee's time entries. Click the "Approve All" button. After clicking on "Approve All", check marks will show in the Approved Column.

	Approved	Date	T2017-Daily Living - Hourly	T1005U2-Respite Hrly	Trans Class1	Employee Entered
Edit Delete	<input checked="" type="checkbox"/>	2/1/2023	2.50	0.00	202021	09:57:45 Sunday, February 26, 2023
Edit Delete	<input checked="" type="checkbox"/>	2/4/2023	5.25	0.00	202021	09:58:25 Sunday, February 26, 2023
Edit Delete	<input checked="" type="checkbox"/>	2/8/2023	2.00	0.00	202021	09:58:57 Sunday, February 26, 2023
Edit Delete	<input checked="" type="checkbox"/>	2/12/2023	5.75	0.00	202021	10:00:10 Sunday, February 26, 2023
Edit Delete	<input checked="" type="checkbox"/>	2/16/2023	0.00	3.00	202021	10:02:34 Sunday, February 26, 2023
Edit Delete	<input checked="" type="checkbox"/>	2/19/2023	0.00	5.25	202021	10:03:06 Sunday, February 26, 2023
Edit Delete	<input checked="" type="checkbox"/>	2/25/2023	4.50	0.00	202021	10:03:41 Sunday, February 26, 2023

5. All information has been automatically saved and will be pulled for payroll processing. Log-out of the Portal.