

Training Introduction and Table of Contents

Use this Training Manual to reference instructions on how to use **Individual ProviderOne (IPOne)**. The manual will take you through the step by step process on registering and logging into the system and using the self-service options and other IPOne services available to you as an Individual Provider.

Table of Contents:

1. Training Introduction & Table of Contents	1
2. Individual ProviderOne Training Manual Glossary	2
3. What is Individual ProviderOne?	4
4. How to Create an IPOne User Account	5
5. How to Set Up My Payment Preference	8
6. How to Update and Verify My Tax Information	12
7. How to View Authorization Information	15
8. Benefits of Submitting My Timesheets Online	20
9. How to Submit My Timesheet Online	21
10. Error Messages You May See When Submitting Your Electronic Timesheet	31
11. How to Submit a Timesheet Using a Mobile App	33
12. How to Submit a Paper Timesheet	42
13. How to Avoid Making a Mistake on My Paper Timesheet	46
14. How Often Will I be Paid?	48
15. How to Look Up My Payment Information	49
16. How to Read My Paycheck Stub	52
17. Frequently Asked Questions (FAQs)	53
18. Who to Contact If I Have Questions	55
Addendums	
1. How to Edit / Adjust Timesheets	56
2. Overtime and Where to Find Overtime Information	63