

# Go Green with Individual ProviderOne (IPOne) – It's Easy



To support our efforts to Go Green, and to make it easier for you to receive your payment information, IPOne, serviced by PCG Public Partnerships, makes your Earnings Statements available online.

Take advantage of the many features that the IPOne BetterOnline™ Portal has to offer:

- View your authorization information
- Create and submit timesheets
- Create timesheet templates
- Track your timesheet status
- View your Earnings Statements
- View important messages about system status
- Keep your contact information updated
- Check your hourly rate and PTO



## Choose to Go Green

### Step 1

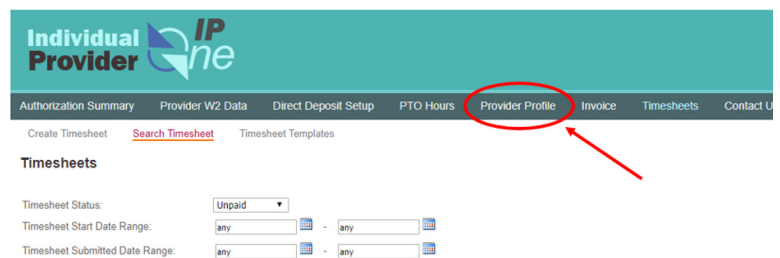
Go to <https://ipone.publicpartnerships.com/login.aspx>

### Step 2

Log in with your unique Username and Password

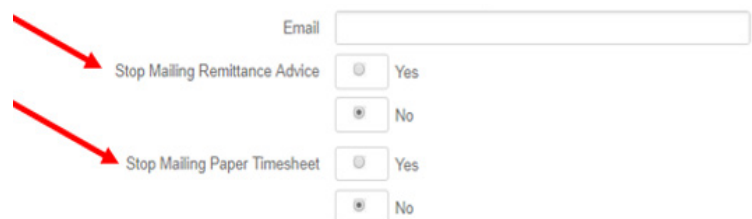
### Step 3

Click on the Provider Profile tab



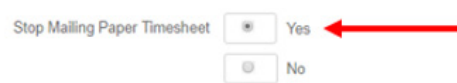
### Step 4

Under the Personal Information section, scroll to Stop Mailing Remittance Advice (This is your Earnings Statement) and the Stop Mailing Paper Timesheets sections:



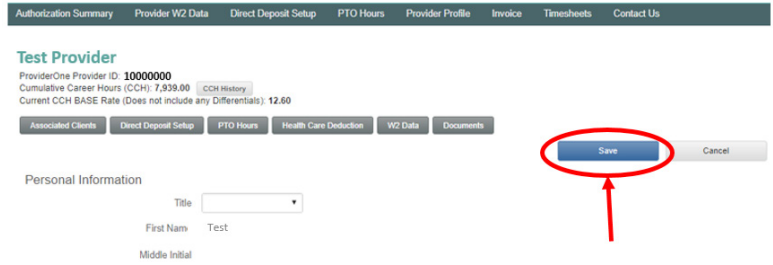
### Step 5

Select "Yes"



## Step 6

Click the "Save" button



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

**Test Provider**  
ProviderOne Provider ID: 10000000  
Cumulative Career Hours (CCH): 7,939.00 CCH History  
Current CCH BASE Rate (Does not include any Differentials): 12.60

Associated Clients Direct Deposit Setup PTO Hours Health Care Deduction W2 Data Documents

Personal Information  
Title   
First Name Test  
Middle Initial

Save Cancel

**That's It!**  
**You are now enrolled in Go Green.**

### Steps to View your Earnings Statements in IOne:

1. Go to <https://ipone.publicpartnerships.com/login.aspx>
2. Log in with your unique Username and Password
3. Under the Timesheets tab, select "Search Timesheets"
4. In the Timesheet Status drop down, select "Paid" then click "Search"
5. All of your Paid Timesheets will appear
6. Find your Earnings Statement in the Check Number column by clicking on the hyperlink number to open and view the Earnings Statement for the desired pay period



Join us  
and **GO GREEN**

If you have any questions, please call the IOne Call Center at 844-240-1526.