

# STEP 3



**IN-HOME**  
SUPPORTIVE SERVICES



**If you need help, call  
the IHSS Service Desk  
at (866) 376-7066**

**Monday - Friday from 8 A.M. to 5 P.M.**

For additional information regarding approving  
and rejecting timesheets, visit:

[www.cdss.ca.gov/inforesources/ESPhelp](http://www.cdss.ca.gov/inforesources/ESPhelp)



IHSS - Approving and Rejecting E-Timesheets on ESP (Recipients)



## Electronic Visit Verification (EVV)

Electronic Services Portal (ESP)

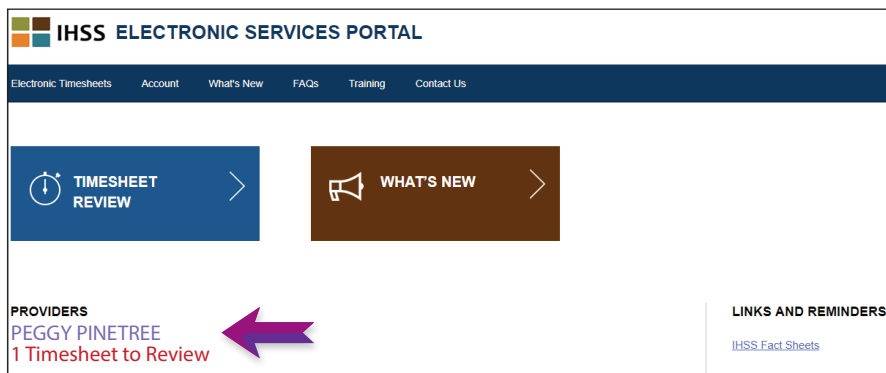
**HOW TO:**

**Approve and Reject E-Timesheets**

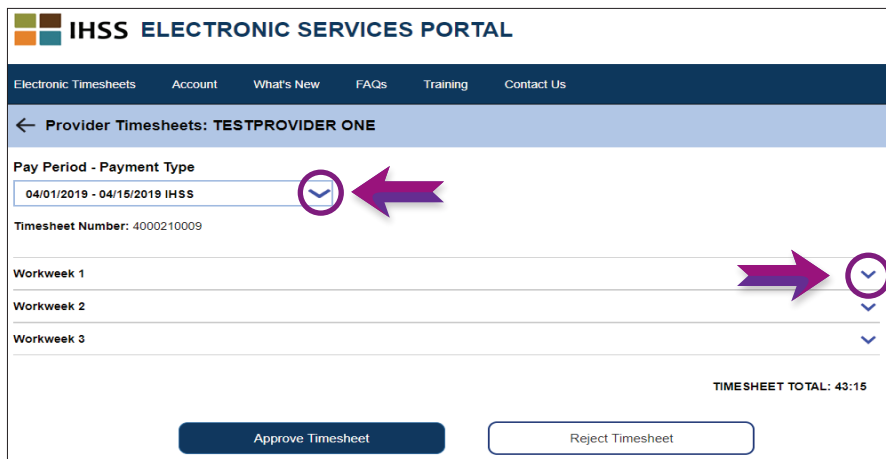
# How to Approve Timesheets in ESP:

## Access the ESP website at: [www.etimesheets.ihss.ca.gov](http://www.etimesheets.ihss.ca.gov)

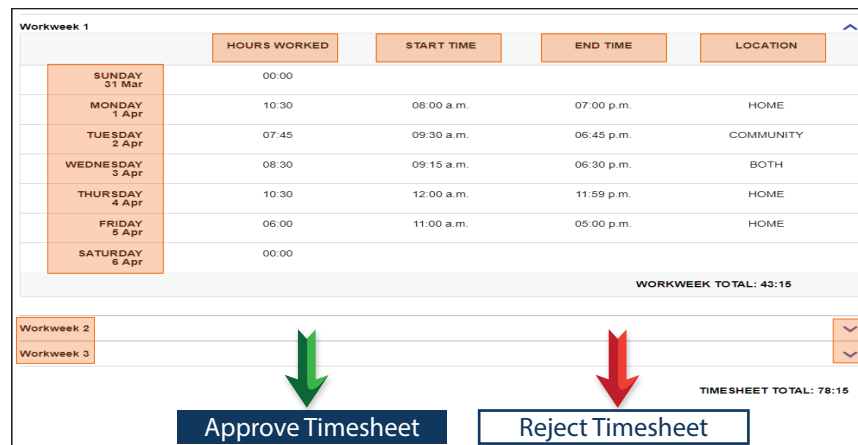
1. Log in to ESP using your user name and password.
2. You will see a message in red under a provider's name that says, "**Timesheet to Review.**" To review the timesheet, click on the provider's name.



3. The system will take you to the timesheet that needs to be reviewed. If there are multiple timesheets that need approval, you will need to select the pay period you wish to review first. Click the blue arrows to view information.



4. Review the information entered on the timesheet, including the Hours Worked for each workweek.
5. Once reviewed,
  - a. **To APPROVE:** Click the **Approve Timesheet** button or
  - b. **To REJECT:** Click the **Reject Timesheet** button.



6. Select the checkbox to declare the information on the timesheet is true and correct. Then click the **Electronically Sign Timesheet & Submit for Payment** button.

