

Where the Authorization Letter is found

1. Log in to IPOne.

Username		
Password		
orgot your uionnia		
Remember user	name	
Logio	or Sign Up	

2. Click on **Provider Profile** on the top of the page, and then click on **Documents**.

Authorization Summary	Provider W2 Data	Direct Deposit Setup	PTO Hours	Provider Profile	Invoice	Timesheets	Contact U
Jane Doe							
ProviderOne Provider ID: Cumulative Career Hours	100000000 (CCH): 7,930.00 CC	H History					
Current CCH BASE Rate	(Does not include any I	Differentials): 12.60		-	1. June 1.		
Associated Clients	Direct Deposit Setup	PTO Hours Health Care	Deduction W	2 Data Document			

3. This will lead to the **Provider Forms** page. Under the **Existing Documents** column is a list of the authorization letters that have been generated for the selected Provider ID number.

	All Documents Create PDC					1	
-	Cleate PDF						
	Existing Documents	Created Date Time		W2 Data	Created Date Time		
8	AUTHENG 100000000 C000001 20160405	4/6/2016		2016	1/20/2017		
	AUTHENG 100000000 C000001 20160407	4/7/2016		2016	1/20/2017		
	AUTHENG 100000000 C000001 20160408	4/8/2016	Cn	eate PDF			
0	AUTHENG 100000000 C000002 20160405	4/6/2016					
	AUTHENG 100000000 C000002 20160407	4/7/2016					
8	AUTHENG 100000000 C000002 20160408	4/8/2016					
8	TRAIN 20160304	3/4/2016					
0	WELC 20160502	5/2/2016					



- 4. Click on the link to view a document, or check one or more of the items and click **Create PDF** to create a PDF of these letters which can be printed or saved to the user's personal files.
- 5. The example below is of an Authorization Letter.



6. For questions about authorizations or workweek limits, please contact the client's case manager.