# Adding Mileage in eTime - Support Staff

Adding Mileage in eTime is simple. The most important thing is to make sure that you correctly note your location, destination, support activity, and number of miles. The steps to this process are below:

1. Log into the Portal and open eTime

Welcome Carlos Demo Medina
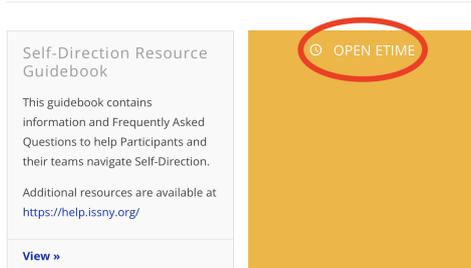
Self-Direction Resource Guidebook

This guidebook contains information and Frequently Asked Questions to help Participants and their teams navigate Self-Direction.

Additional resources are available at https://help.issny.org/

View »

⏱ OPEN ETIME

2. Start a shift

ADD TIME OFF   ➕ START SHIFT   👥

3. Input your information
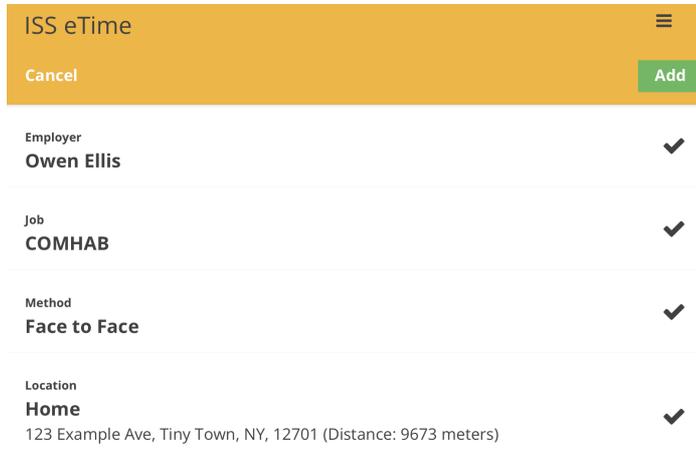
ISS eTime ☰

Cancel   Add

Employer
Owen Ellis   ✔

Job
COMHAB   ✔

Method
Face to Face   ✔

Location
Home   ✔
123 Example Ave, Tiny Town, NY, 12701 (Distance: 9673 meters)

4. Select your shift

Select a shift to edit.

Owen Ellis
COMHAB - Face to Face
Start Time: 01/01/2025 5:37 PM   ⟳

End Shift   Depart Home 📍   🗑

5. Tap the 'Add Mileage' button

6. Input your information and tap the 'Confirm' button

7. Your mileage can be viewed within the shift

8. To edit a mileage submission, tap the 'Edit' button and correct any errors in the Trip Details

For further questions, please view our FAQ document:

[FAQ](#)

Disclaimer: All names displayed in the above screen shots are fictional characters. No identification with actual persons (living or dead) is intended or should be inferred.

Updated 01/07/25.

Revision #14
★Created Wed, Jan 1, 2025 10:05 PM by Chris Sykora
✏Updated Tue, Jan 7, 2025 7:53 PM by Elizabeth Lukan