

First Time Accessing Portal Forms

1. Opening a Portal Form for the first time

[Login to your ISS Portal account.](#) Once logged in and on your homepage, click on any form you'd like to complete and submit.

ISS INDEPENDENT
SUPPORT SERVICES INC.
Make your Own Path

MENU

Welcome [Redacted]

Expenses
Upload your latest expenses and receipts for review and approval.
[Submit Now »](#)

Forms
[Web Approver Designee Form »](#)
[Staff Hiring Form »](#)
[Staff Inactivation Form »](#)
[View Submitted Forms »](#)

My Learning
[View Your Courses »](#)

Choose A Participant

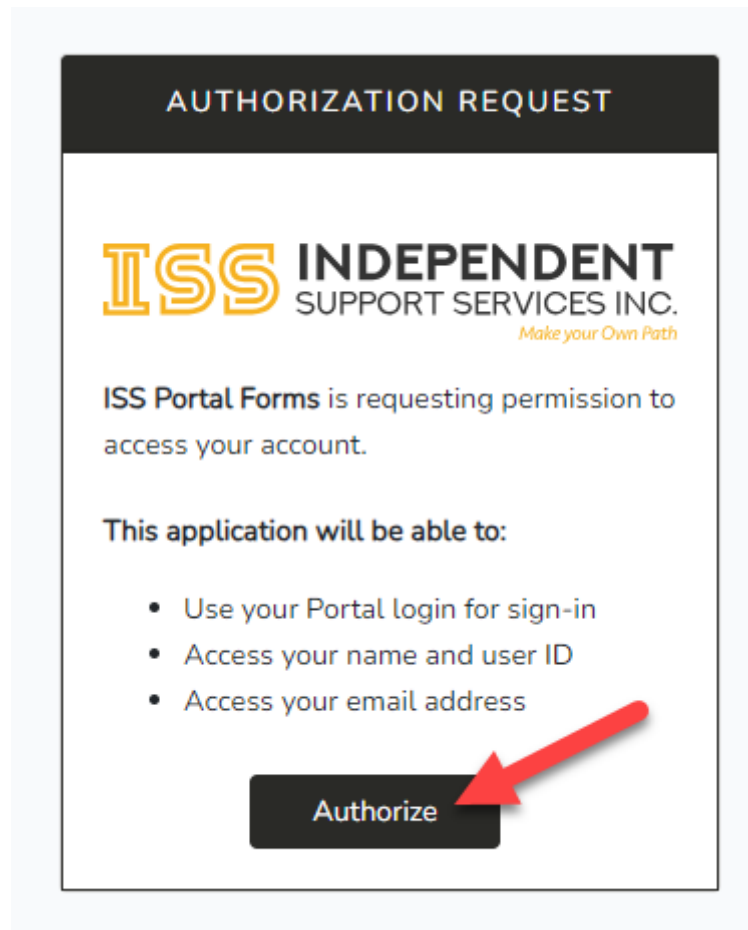
Maryson DEMO, Mary
[Redacted]

Need help? Ask Kelly!

2. Opening a form and authorizing

A new webpage window will popup. Since it is your first time opening a Portal Form, it will ask you for permission to access your account. To proceed, click "Authorize"

- i Authorizing allows the Portal to use your information to help verify and complete documentation using your Name, User ID, and Email Address already in your account.



3. You are now viewing a Portal Form

Once authorized, the web form you clicked on will load and you'll be able to complete and submit it. You will now be able to click on any form on your homepage and have the ability to complete and submit

Web Approver Designee Form - Page 1 of 2

The use of this form is for the Participant or their Designee to designate another COS member to sign off on Staff eTime Shifts, complete Monthly Summary Notes (MSN), and/or submit Expenses.

The Participant/Designee can choose another COS member to do the tasks mentioned above only when they are unable to complete the task themselves.

Acknowledgement *

I understand and agree that:

- ☐ The Web Approver Designee cannot be a paid self-hired staff working for the Participant.
- ☐ The Web Approver Designee cannot be a family member of any Self-Hired Staff working for the participant.
- ☐ Participant/Designee must be a Parent or Legal Guardian of the Participant.

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★Created 3 November 2025 22:42:03 by Chris Sykora

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